



A10 Software Quick Start Guide

Understanding ATRIUM Areas



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Creator of electronic access solutions since 1985

Objective:

- Understand areas and how ATRIUM uses them to control access
- Provide a real-world example depicting the relationship between areas and doors
- Demonstrate the process in creating access levels
- Associate an access level to a User/Card

In this document we will:

1. Create areas
2. Define doors
3. Create schedules and multi-day holidays
4. Create access levels
5. Create users and cards
6. Associate cards to users
7. Associate access levels to users

Understanding Areas

The ATRIUM Access Control system uses a different concept in managing access rights for card holders. ATRIUM determines user access rights based on areas delimited by doors.

For example, the **reception area** at the entrance of a building is considered an area. A room or department such as a **conference room** or **shipping department** are other areas.

Users (card holders) are granted or denied access to these area during specific time periods using schedules.

Another example to help understand areas are countries. Countries are separated by international borders such as the border between Canada and the USA and the border between the USA and Mexico.

Each country is an area. These countries are equivalent to areas in a building. In ATRIUM, doors are considered borders between areas.

When entering a country, a border guard will permit or deny access to the country according to strict criteria.

With ATRIUM, an access reader will act in the same manner as a border guard. It will grant or deny access to the area according to strict access rights.

In addition, all countries have several entry points such as airports, sea ports and terrestrial border crossings. This is also true for some areas in a building where several doors give access to the same area.

ATRIUM's door menu permits us to define which areas are located on both sides of the door. As shown in the floor plan on the next page, two doors lead to the shipping area. One door (door 7) is from the exterior of the building to the shipping department and another (door 6) is from the hallway to the shipping department. Both doors lead to the same area.

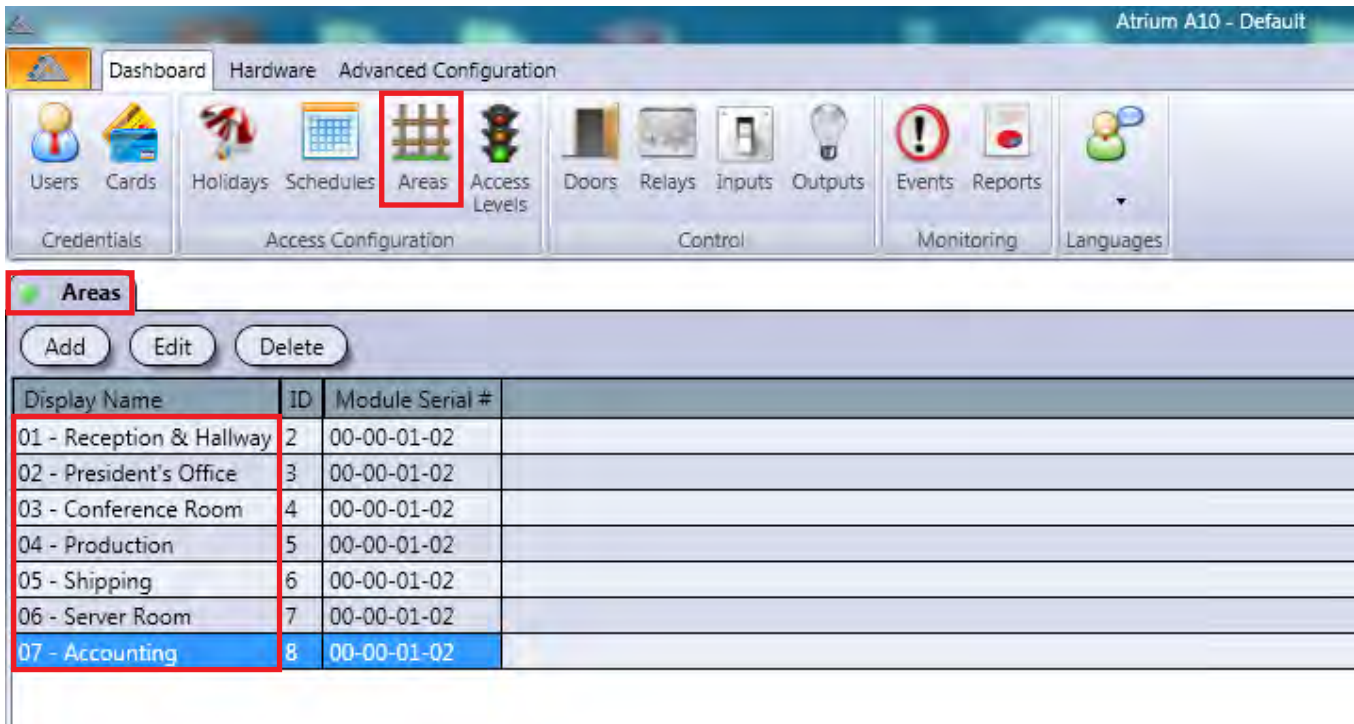


1. Creating Areas

* Note that the words «Areas» and «Partitions» are synonyms. They mean the same thing.

Click the **Areas** icon and add areas (click the **Add** button) as depicted below.

- Refer to the floor plan on the previous page to name the other areas.
- Although the floor plan includes a cafeteria, it **IS NOT** a restricted area. This is a public access area. A reader or request-to-exit device are not installed for this area. Therefore, it is not necessary to add the **Cafeteria** area to the system.



Atrium A10 - Default

Dashboard Hardware Advanced Configuration

Users Cards Holidays Schedules **Areas** Access Levels Doors Relays Inputs Outputs Events Reports Languages

Credentials Access Configuration Control Monitoring

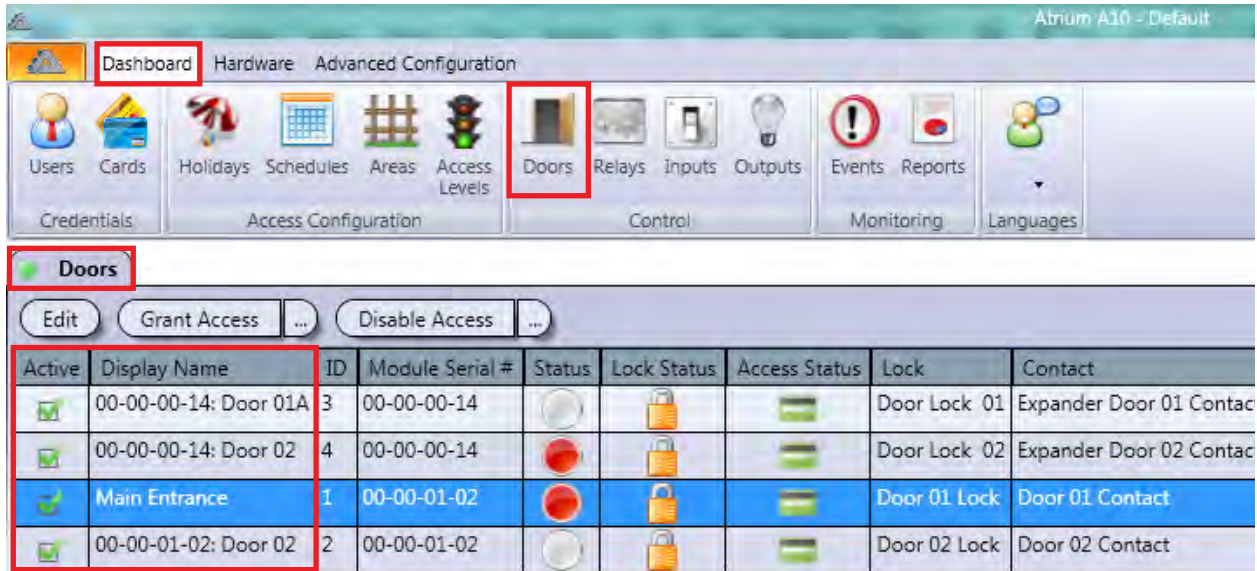
Areas

Add Edit Delete

Display Name	ID	Module Serial #
01 - Reception & Hallway	2	00-00-01-02
02 - President's Office	3	00-00-01-02
03 - Conference Room	4	00-00-01-02
04 - Production	5	00-00-01-02
05 - Shipping	6	00-00-01-02
06 - Server Room	7	00-00-01-02
07 - Accounting	8	00-00-01-02

2. Define Doors

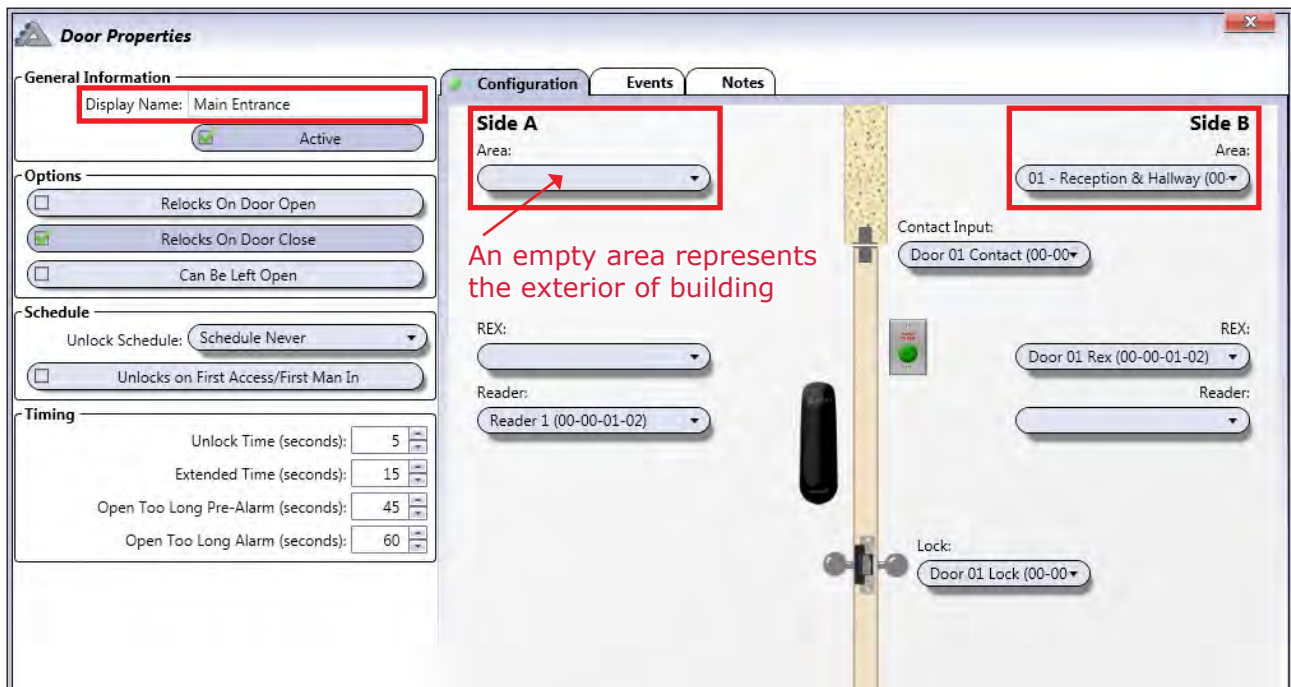
Use the list on the following page to define the doors. Click the Edit button to access the **Door Properties** menu.



Active	Display Name	ID	Module Serial #	Status	Lock Status	Access Status	Lock	Contact
	00-00-00-14: Door 01A	3	00-00-00-14				Door Lock 01	Expander Door 01 Contac
	00-00-00-14: Door 02	4	00-00-00-14				Door Lock 02	Expander Door 02 Contac
	Main Entrance	1	00-00-01-02				Door 01 Lock	Door 01 Contact
	00-00-01-02: Door 02	2	00-00-01-02				Door 02 Lock	Door 02 Contact

Name each door (**Display Name** field) as shown in the list and indicate **Side A** and **Side B** areas using the floor plan provided. Note that **Side A** is the area located before the door (reader side) and **Side B** (rex side) is the area located on the other side of the door. Repeat for each door.

Door Properties Menu




Door Properties

General Information
 Display Name: Main Entrance
 Active

Options
☐ Relocks On Door Open
☒ Relocks On Door Close
☐ Can Be Left Open

Schedule
 Unlock Schedule: Schedule Never
☐ Unlocks on First Access/First Man In

Timing
 Unlock Time (seconds): 5
 Extended Time (seconds): 15
 Open Too Long Pre-Alarm (seconds): 45
 Open Too Long Alarm (seconds): 60

Configuration
Side A
 Area: 
 An empty area represents the exterior of building

Side B
 Area: 01 - Reception & Hallway (00-00-01-02)

Contact Input: Door 01 Contact (00-00-01-02)

REX: Door 01 Rex (00-00-01-02)

Reader: Reader 1 (00-00-01-02)

Lock: Door 01 Lock (00-00-01-02)



Side A = Reader location - **Side B** = Request-to-Exit (REX) location

Door 1 - Main Entrance

- Side A - Empty (Leave Blank)
- Side B - Area 01 - Reception & Hallway

Door 2 - President's Office

- Side A - Area 01 - Reception & Hallway
- Side B - Area 02 - President's Office

Door 3 - Employee Entrance

- Side A - Empty (Leave Blank)
- Side B - Area 01 - Reception & Hallway

Door 4 - Conference Room

- Side A - Area 01 - Reception & Hallway
- Side B - Area 03 - Conference Room

Door 5 - Production Door

- Side A - Area 01 - Reception & Hallway
- Side B - Area 04 - Production

Door 6 - Shipping Hallway Door

- Side A - Area 01 - Reception & Hallway
- Side B - Area 05 - Shipping

Door 7 - Loading Dock Service Door

- Side A - Empty (Leave Blank)
- Side B - Area 05 - Shipping

Door 8 - Server Room

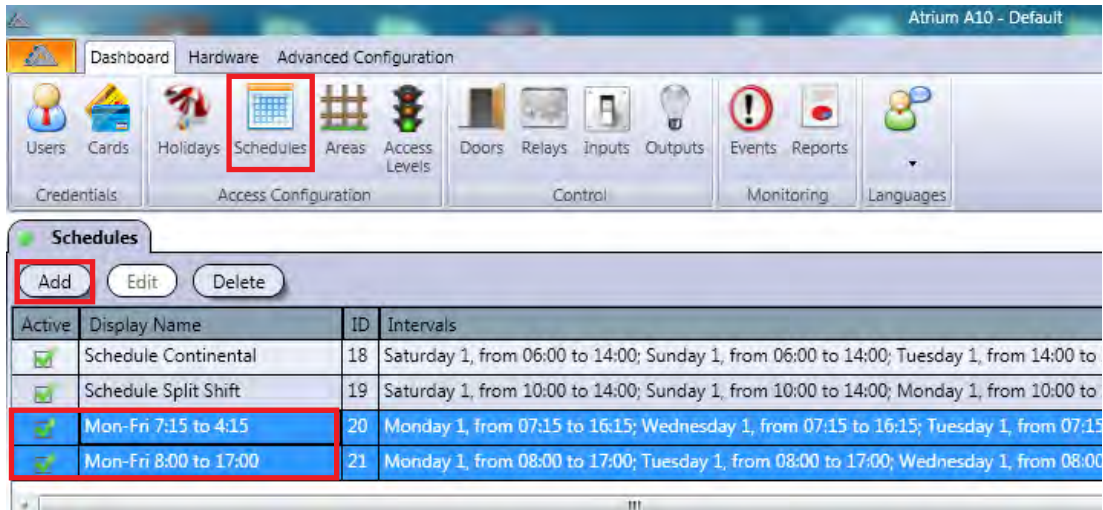
- Side A - Area 01 - Reception & Hallway
- Side B - Area 06 - Server Room

Door 9 - Accounting

- Side A - Area 01 - Reception & Hallway
- Side B - Area 07 - Accounting

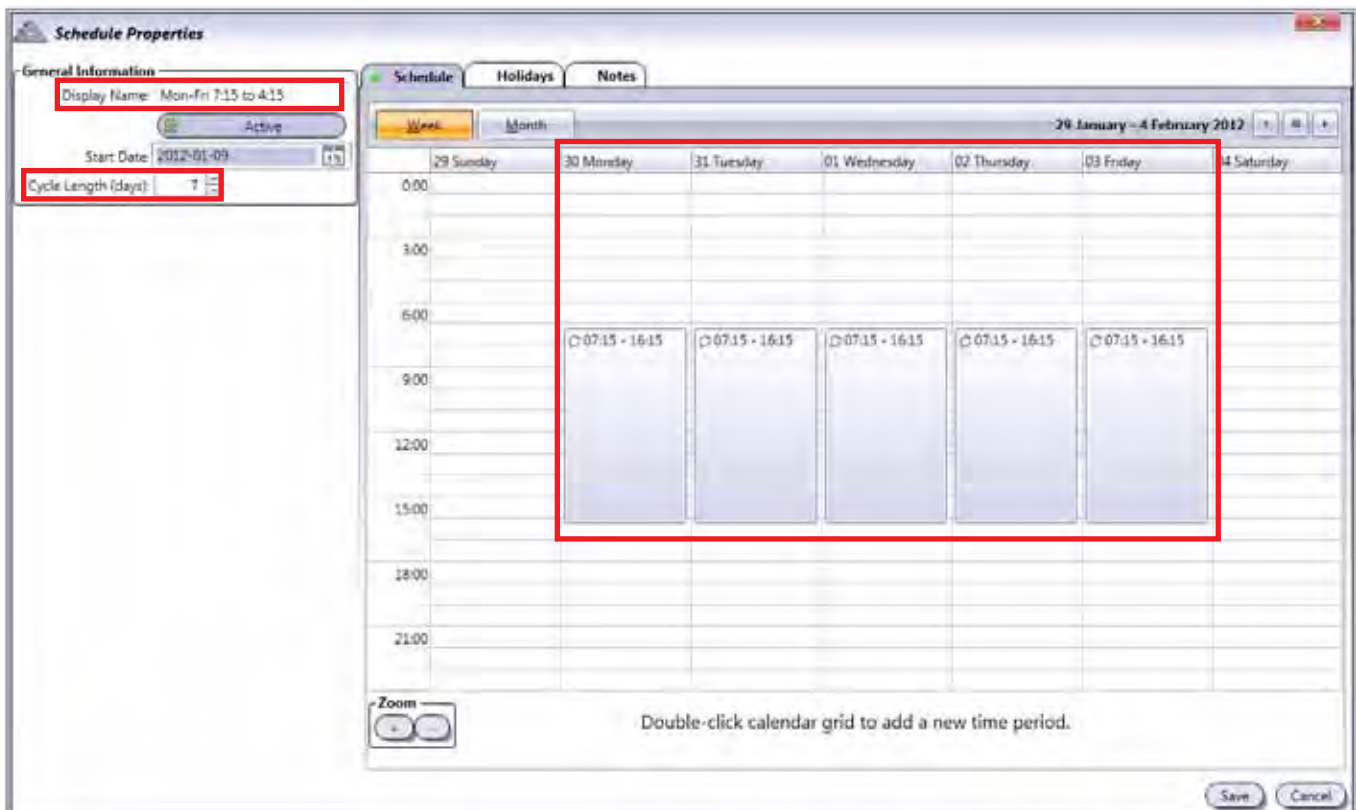
3. Create Schedules

The highlighted schedules in the list below show the **Mon - Fri 7:15 to 4:15** and **Mon - Fri 8:00 to 5:00** schedules. Click the **ADD** button to create these schedules.



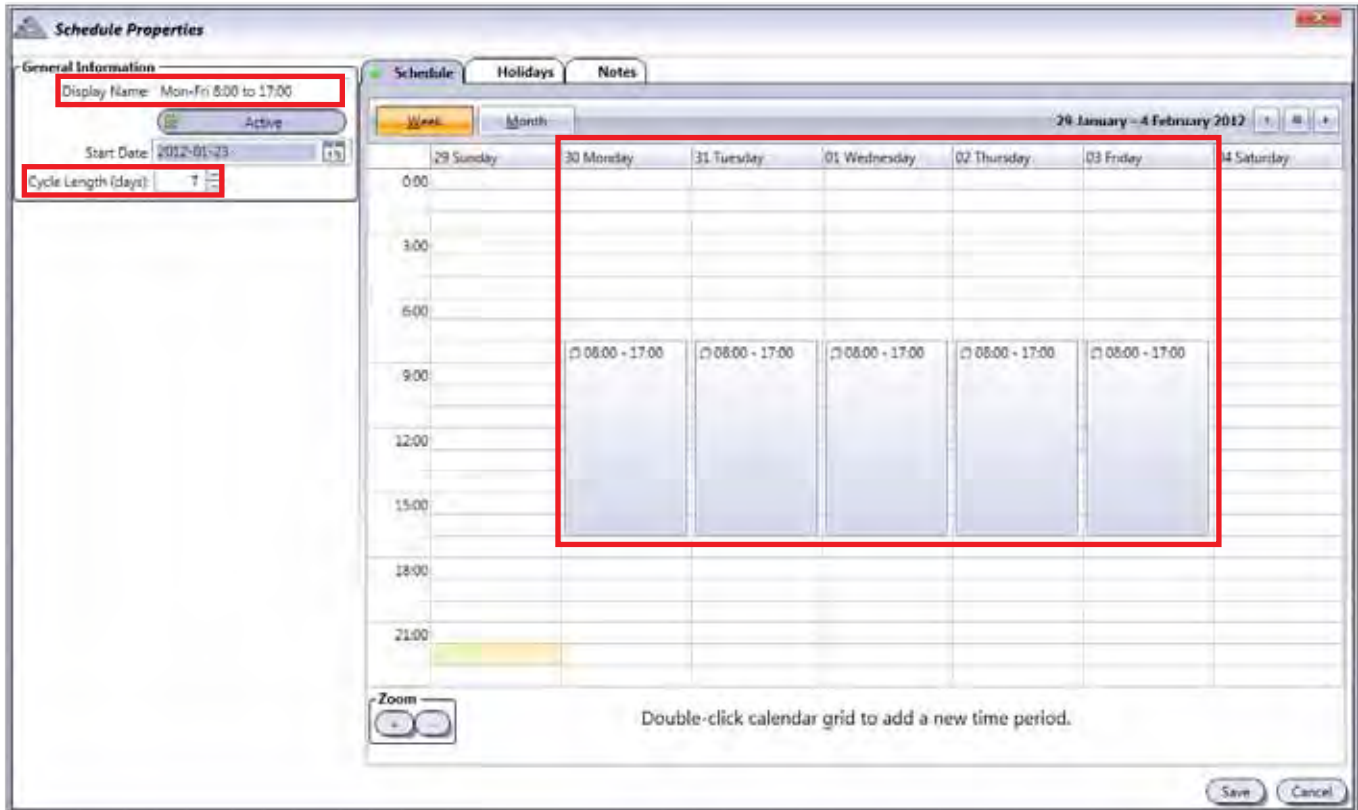
The schedule below will be valid Monday to Friday from 7:15 AM to 4:15 PM. This schedule will be used to permit access to the **Reception & Hallway, Production** and **Shipping** areas. Double-click the calendar to add time periods for each day.

Monday to Friday - 7:15 AM to 4:15 PM



The schedule below will be valid Monday to Friday from 8:00 AM to 5:00 PM. This schedule will be used to permit access to the **Reception & Hallway, Accounting, Conference Room** and **Marketing** areas. Double-click the calendar area to add time periods.

Monday to Friday - 8:00 AM to 5:00 PM



The screenshot shows the "Schedule Properties" dialog box with the "Schedule" tab selected. The "General Information" section on the left includes a "Display Name" field set to "Mon-Fri 8:00 to 17:00", a "Start Date" of "2012-01-23", and a "Cycle Length (days)" of "7". The main calendar grid shows a weekly schedule from Sunday to Saturday. The time slots for Monday through Friday are highlighted in blue, indicating the active schedule period from 8:00 AM to 5:00 PM. The "Zoom" section at the bottom left shows a double-click icon. The "Save" and "Cancel" buttons are at the bottom right.

Time	29 Sunday	30 Monday	31 Tuesday	01 Wednesday	02 Thursday	03 Friday	04 Saturday
0:00							
3:00							
6:00							
9:00		08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	08:00 - 17:00	
12:00							
15:00							
18:00							
21:00							

Holidays

Holidays can impact a schedule. For example, if Christmas falls on a weekday, the holiday will override the normal execution of the schedule. In most instances, an employee will be permitted access weekdays but will be denied access if Christmas day occurs on a weekday.

We manage this by **excluding** a holiday from a schedule. Click the Holidays tab in the schedule menu to exclude a holiday. Inversely, **including** a holiday in a schedule will permit the schedule to remain active (or valid) even if the day is a holiday.

Note that one holiday can span several days (multi-day holidays). For example, summer holidays (2 weeks in July) or during the holiday season (Dec. 24th to Jan. 2nd). We can **exclude** these holiday periods from a schedule which will result in the schedule being **invalid** during these holidays. The holidays will override the schedule.

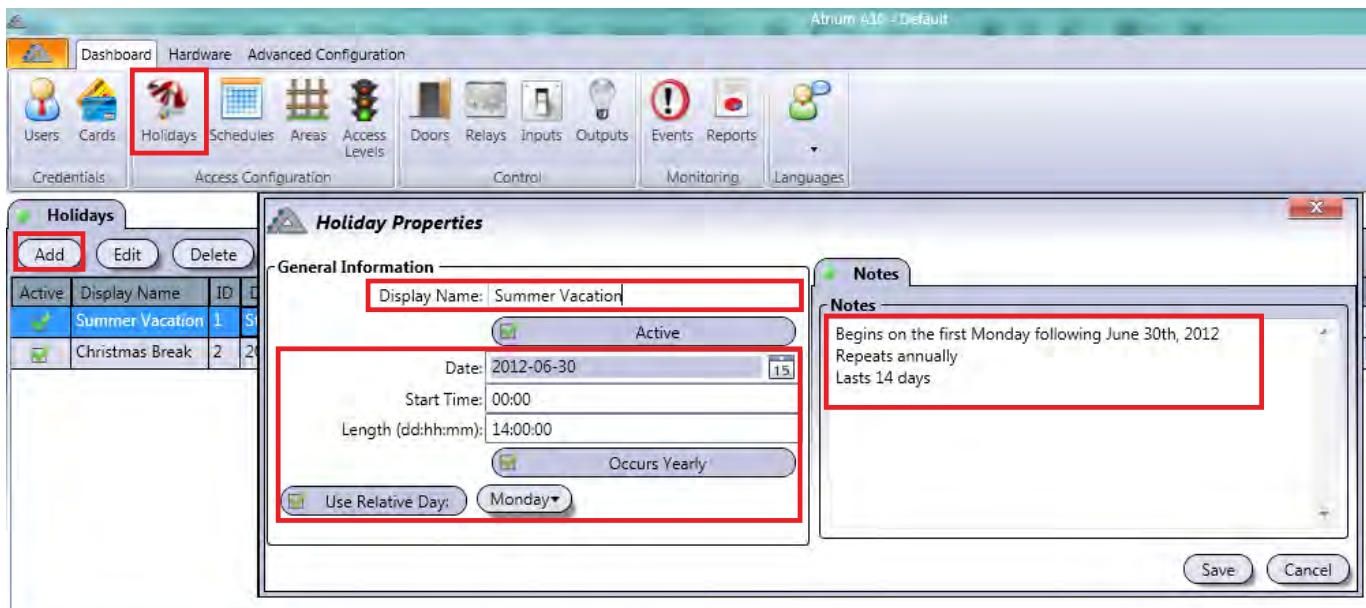
We will create two holidays, **Summer Vacation** and **Christmas Break** and **exclude** them from the schedules created previously.

Click the **Holidays** icon and click the **Add** button to enter the Holiday Properties menu.

In the example below, the **Summer Vacation** holiday will:

- begin at midnight on the first Monday following June 30, 2012
- repeat every year (occurs yearly)
- last 14 days

Summer Vacation



The screenshot shows the Atrium software interface with the 'Holidays' tab selected. The 'Holiday Properties' dialog box is open, displaying the following information:

- Display Name:** Summer Vacation
- Active:** (checked)
- Date:** 2012-06-30
- Start Time:** 00:00
- Length (dd:hh:mm):** 14:00:00
- Occurs Yearly:** (checked)
- Use Relative Day:** (checked)
- Monday:** (selected)

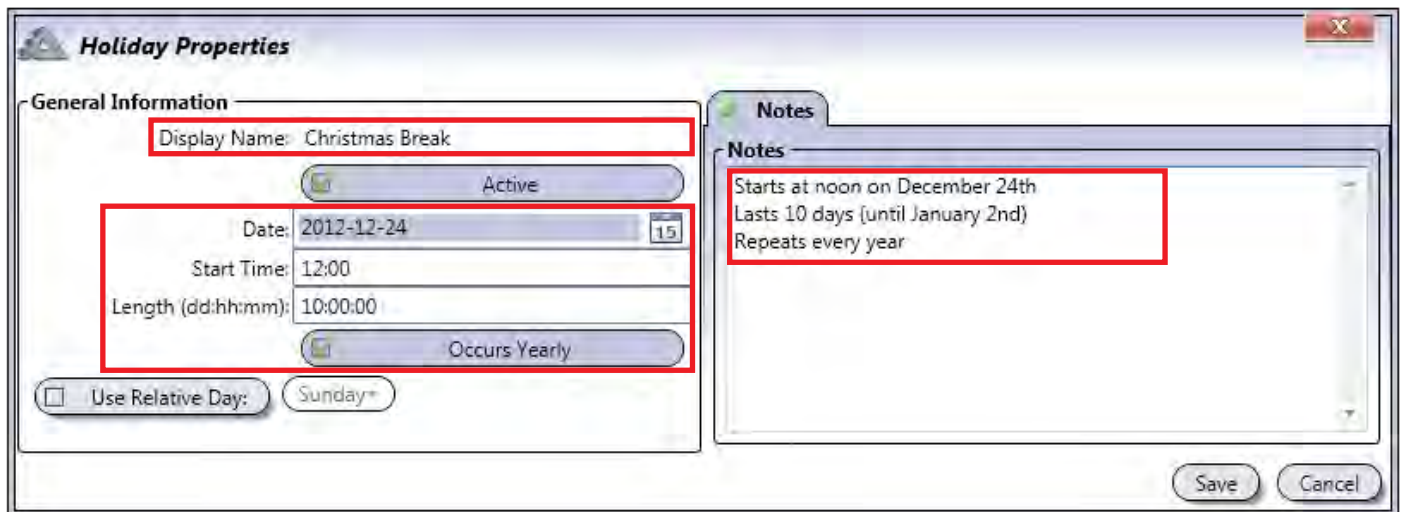
The 'Notes' section contains the following text:

Begins on the first Monday following June 30th, 2012
Repeats annually
Lasts 14 days

In the example below, the **Christmas Break** holiday will:

- begin at noon December 24, 2012
- repeat every year
- last 10 days

Christmas Break



Holiday Properties

General Information

Display Name: Christmas Break

Active

Date: 2012-12-24

Start Time: 12:00

Length (dd:hh:mm): 10:00:00

Occurs Yearly

☐ Use Relative Day: Sunday*

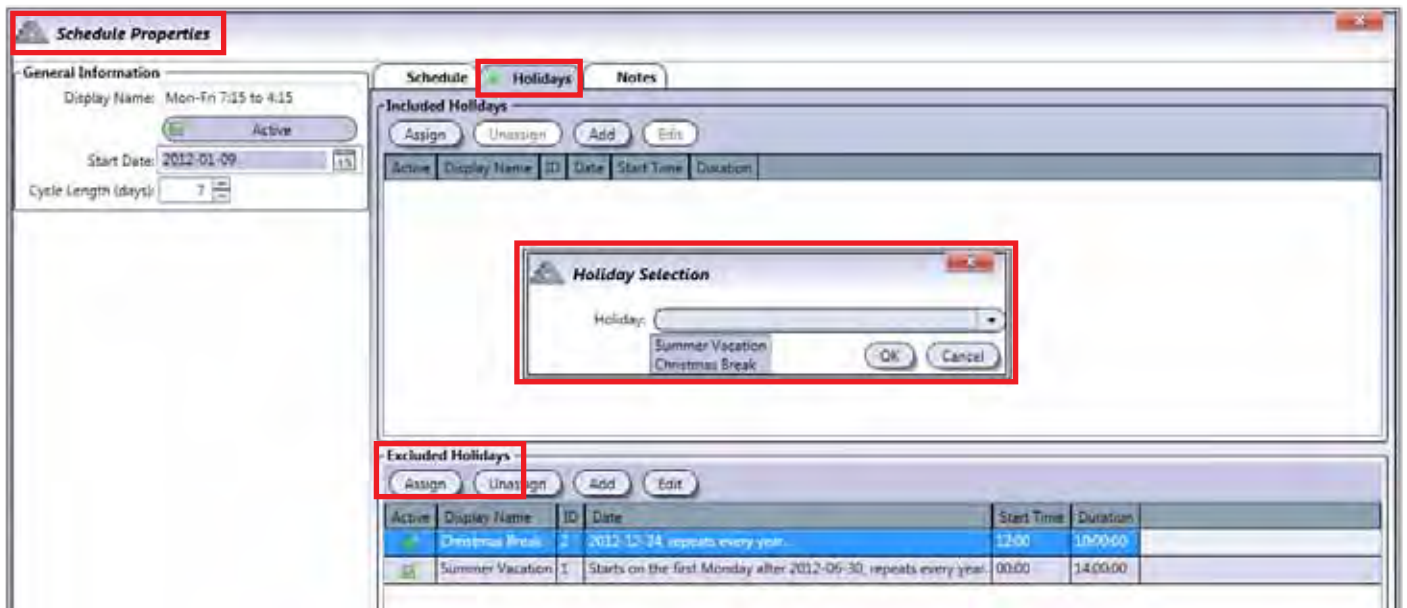
Notes

Starts at noon on December 24th
Lasts 10 days (until January 2nd)
Repeats every year

Save Cancel

Exclude holidays from schedules

The next step consists of **excluding** these holidays from the schedules as shown in the screen capture below. In the **Schedule Properties** menu, select the **Holidays** tab, click the **Assign** button in the **Excluded Holidays** section. Select the holidays in the drop-down list of the **Holiday Selection** pop-up window. Save the modification. Repeat for both schedules.



Schedule Properties

General Information

Display Name: Mon-Fri 7:15 to 4:15

Active

Start Date: 2012-01-09

Cycle Length (days): 7

Schedule Holidays

Assign Unassign Add Edit

Included Holidays

Active	Display Name	ID	Date	Start Time	Duration

Excluded Holidays

Assign Unassign Add Edit

Active	Display Name	ID	Date	Start Time	Duration
	Christmas Break	2	2012-12-24 repeats every year...	12:00	10:00:00
	Summer Vacation	1	Starts on the first Monday after 2012-06-30, repeats every year...	00:00	14:00:00

Holiday Selection

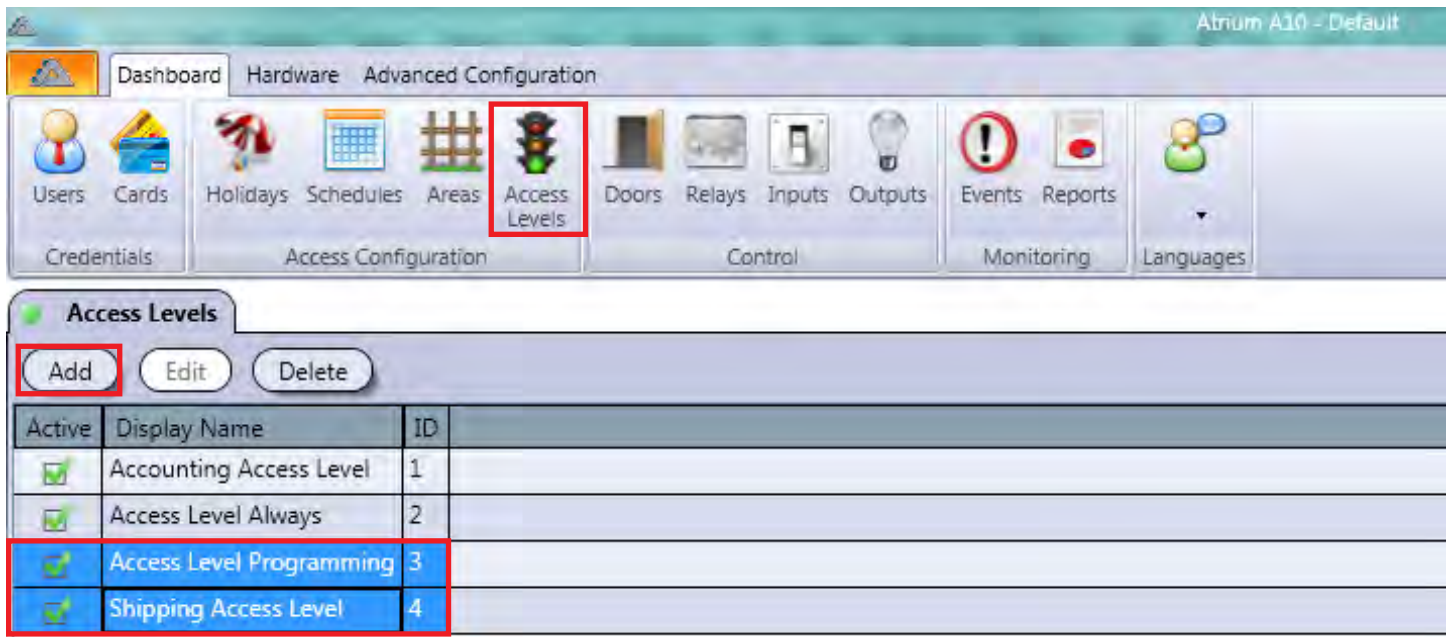
Holiday:

Summer Vacation
Christmas Break

OK Cancel

4. Create Access Levels

The highlighted access levels below show the **Accounting** and **Shipping** access levels. Click the **ADD** button to create these access levels as shown on pages 12 and 13 in **Table 1** and **Table 2**.



Access Levels

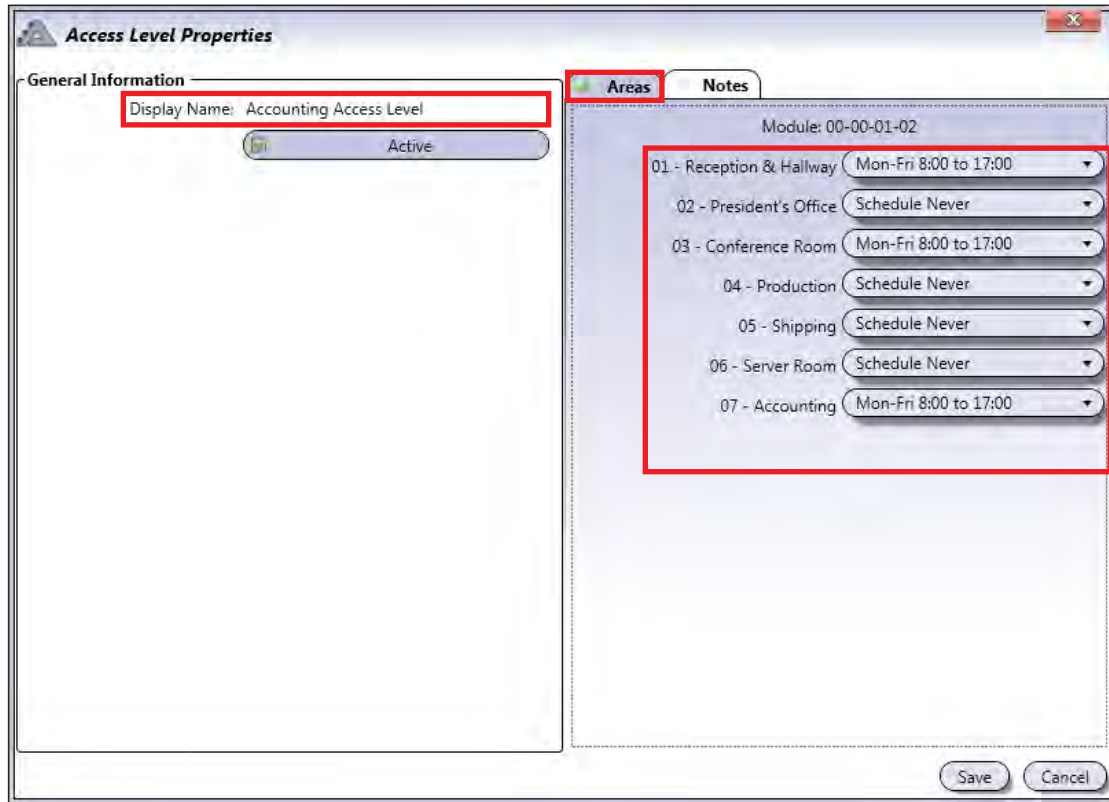
Buttons: Add, Edit, Delete

Active	Display Name	ID
<input checked="" type="checkbox"/>	Accounting Access Level	1
<input checked="" type="checkbox"/>	Access Level Always	2
<input checked="" type="checkbox"/>	Access Level Programming	3
<input checked="" type="checkbox"/>	Shipping Access Level	4



Access levels permit us to configure which schedule (if any) will allow a user (card holder) to access an area. This is an essential step in controlling who will have access, and at what times, to different areas of a building.

Accounting Access Level



Access Level Properties

General Information

Display Name: Accounting Access Level

Active

Areas **Notes**

Module: 00-00-01-02

01 - Reception & Hallway	Mon-Fri 8:00 to 17:00
02 - President's Office	Schedule Never
03 - Conference Room	Mon-Fri 8:00 to 17:00
04 - Production	Schedule Never
05 - Shipping	Schedule Never
06 - Server Room	Schedule Never
07 - Accounting	Mon-Fri 8:00 to 17:00

Save Cancel

Table 1: Association between areas and schedules for the **Accounting Access Level**

AREA	SCHEDULE
01 - Reception & Hallway	Mon - Fri 8:00 AM to 5:00 PM
02 - President's Office	Never
03 - Conference Room	Mon - Fri 8:00 AM to 5:00 PM
04 - Production	Never
05 - Shipping	Never
06 - Server Room	Never
07 - Accounting	Mon - Fri 8:00 AM to 5:00 PM

- Access will be granted** to the **01-Reception & Hallway**, **03-Conference Room** and **07-Accounting** areas when the Mon - Friday from 8:00 AM to 5:00 PM schedule is valid.
- Access will be denied to the **01-Reception & Hallway**, **03-Conference Room** and **07-Accounting** areas when the Mon - Fri 8:00 AM to 5:00 PM schedule is not valid.
- Access will always be denied** to the **President's Office**, **Production**, **Shipping** and **Server Room** areas at all times.

Shipping Access Level

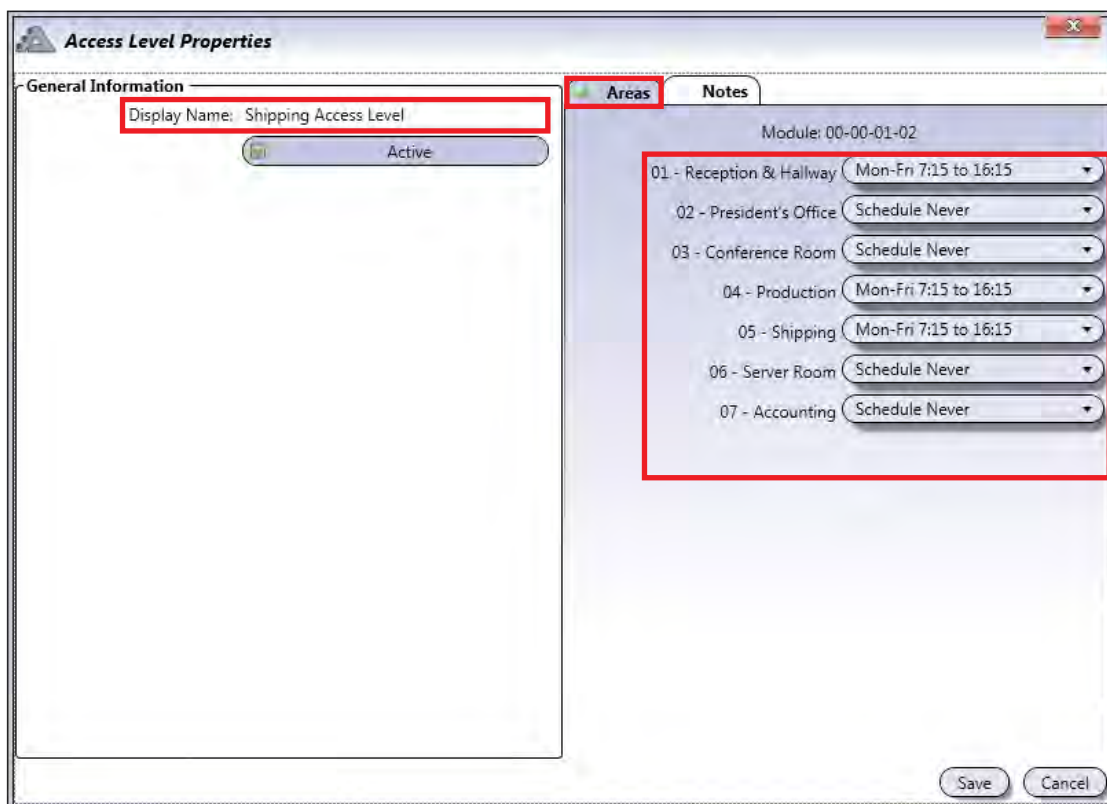


Table 2: Association between areas and schedules for the **Shipping Access Level**

AREA	SCHEDULE
01 - Reception & Hallway	Mon - Fri 7:15 AM to 4:15 PM
02 - President's Office	Never
03 - Conference Room	Never
04 - Production	Mon - Fri 7:15 AM to 4:15 PM
05 - Shipping	Mon - Fri 7:15 AM to 4:15 PM
06 - Server Room	Never
07 - Accounting	Never

- **Access will be granted** to the **01-Reception & Hallway**, **04-Production** and **05-Shipping** areas when the schedule Monday to Friday 7:15 AM to 4:15 PM is valid.
- **Access will be denied** to the **01-Reception & Hallway**, **04-Production** and **05-Shipping** areas when the schedule Mon - to Fri 7:15 AM to 4:15 PM is not valid.
- **Access will always be denied** to the **02-President's Office**, **03-Conference Room**, **06-Server Room** and **07-Accounting** areas.

5. Create Users and Cards

Create two Users and assign a card to the each User. Each User will be given an access level according to the areas he/she will be allowed access and according to the times (schedule) he/she will be permitted to access these areas. We will use the Accounting and Shipping access levels created in step 4 to accomplish this.

The accounting employee (Jane Doe) will be permitted access to the **01- Hallway & Reception, 03- Conference Room** and **07 - Accounting** areas:

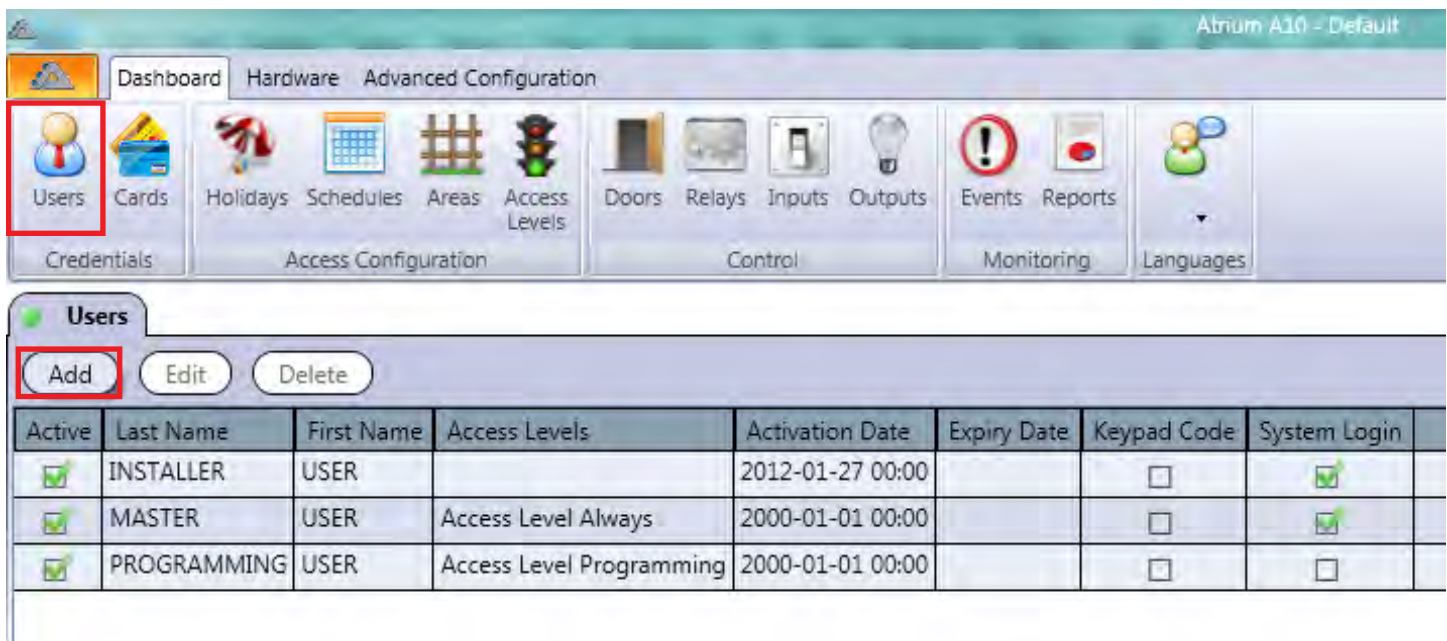
- Monday to Friday from 8:00 AM to 5:00 PM
- She will be denied access to these areas any other day or time
- She will be denied access at all times to all other areas

The shipping employee (John Doe) will be permitted access to the **01- Hallway & Reception, 04- Production** and **05 - Shipping** areas:

- Monday to Friday from 7:15 AM to 4:15 PM
- He will be denied access to these areas any other day or time
- He will be denied access at all times to all other areas

Note: The scope of this document will not explore the Installer, Master or Programming users included by default in ATRIUM. In most instances these users are typically reserved for building owners/managers, ATRIUM service technicians and system administrators. Refer to the ATRIUM manuals for detailed information about these users.

Click on the **Users** icon and click **Add** to create a new User.



The screenshot shows the Atrium A10 software interface. The top navigation bar includes 'Dashboard', 'Hardware', and 'Advanced Configuration'. The 'Users' icon is highlighted with a red box. Below the navigation bar, the 'Users' section is active, showing a table of existing users. The 'Add' button is also highlighted with a red box.

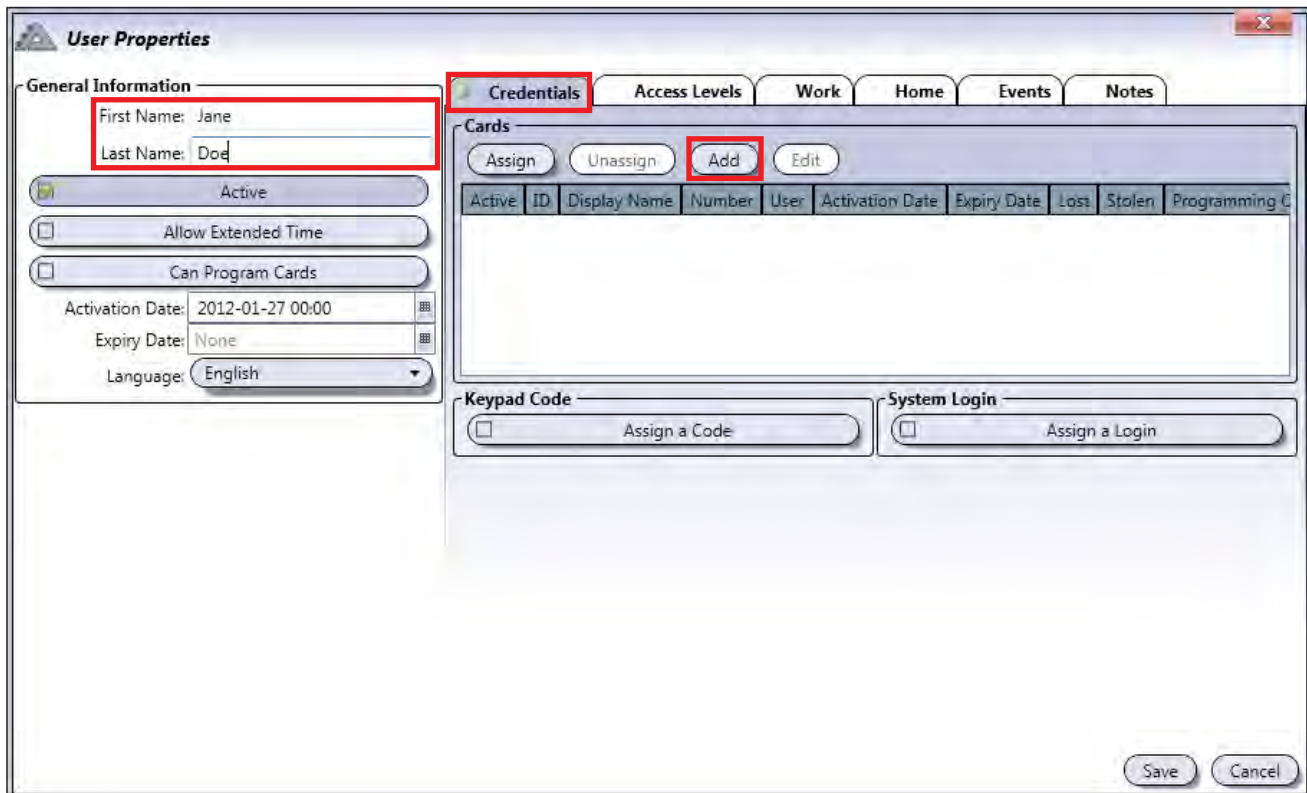
Active	Last Name	First Name	Access Levels	Activation Date	Expiry Date	Keypad Code	System Login
<input checked="" type="checkbox"/>	INSTALLER	USER		2012-01-27 00:00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MASTER	USER	Access Level Always	2000-01-01 00:00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	PROGRAMMING	USER	Access Level Programming	2000-01-01 00:00		<input type="checkbox"/>	<input type="checkbox"/>



User Jane Doe

Enter the user's first and last name then click the **Add** button in the **Credentials** tab to create and assign a card to this user. This will automatically display the **Card Properties** menu.

User Properties menu



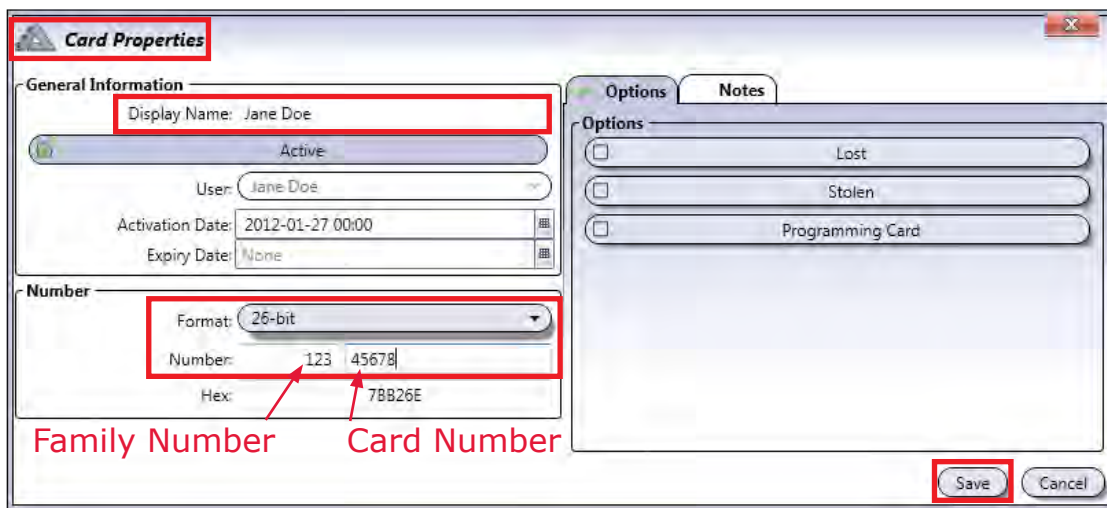
The screenshot shows the 'User Properties' window with the 'Credentials' tab selected. The 'General Information' section on the left contains fields for 'First Name' (Jane) and 'Last Name' (Doe), both highlighted with red boxes. The 'Credentials' tab on the right has a red box around the 'Add' button. Below the 'Add' button is a table with columns: Active, ID, Display Name, Number, User, Activation Date, Expiry Date, Loss, Stolen, and Programming C. At the bottom of the window are 'Save' and 'Cancel' buttons.

Active	ID	Display Name	Number	User	Activation Date	Expiry Date	Loss	Stolen	Programming C
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Card Properties menu

Enter a Display Name, Format and Card Number.

- In many instances the user name is entered in the Display Name field.
- 26-bit is the format used by CDVI proximity readers. Your ATRIUM service technician will be able to advise you which format to select if other proximity readers are installed in your system.
- Refer to the label on the box the cards were delivered in. The Family Number indicated on the label will be entered in the first section of the "Number" field. In the example below, this value is **123**. The Family Number can be 1 to 5 digits in length.
- The card number is printed on the card and is 5 digits in length. Enter the card number in the second section of the "Number" field. In the example below this value is **45678**.
- Click Save. You will automatically be returned to the **User Properties** menu

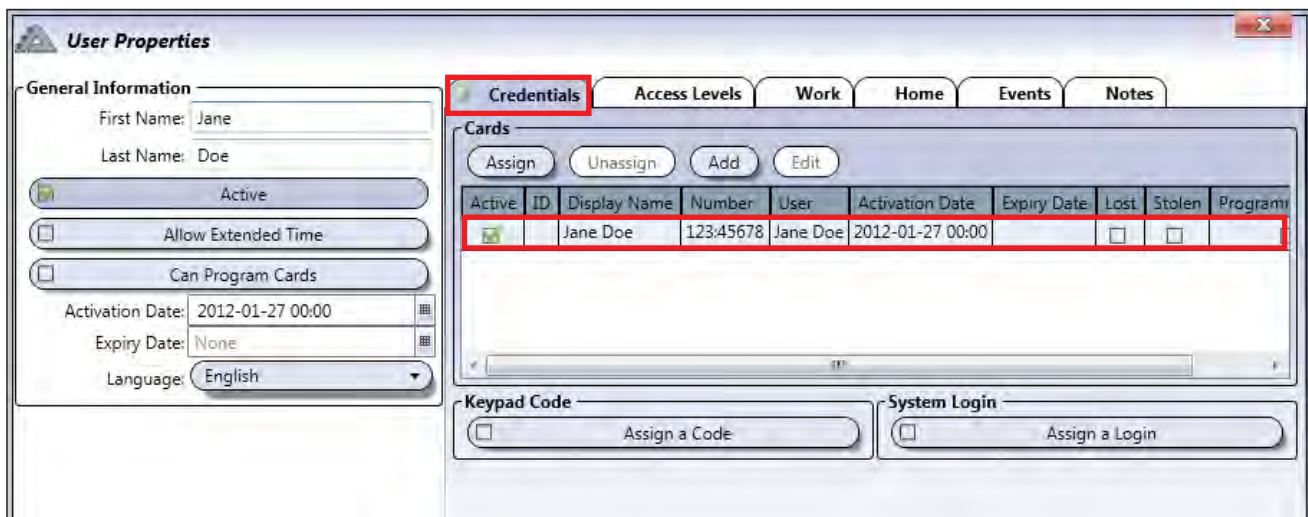


The **Card Properties** dialog box is shown with the following fields and options:

- General Information:**
 - Display Name: Jane Doe
 - Active: ☒
 - User: Jane Doe
 - Activation Date: 2012-01-27 00:00
 - Expiry Date: None
- Number:**
 - Format: 26-bit
 - Number: 123 45678
 - Hex: 7BB26E
- Options:**
 - Lost: ☐
 - Stolen: ☐
 - Programming Card: ☐
- Buttons:** Save, Cancel

Red boxes highlight the Display Name, Format, Number, and Save buttons. Red arrows point to the Family Number (123) and Card Number (45678) in the Number field.

The card is now assigned to the user and displayed in the **Credentials** list



The **User Properties** dialog box is shown with the following fields and options:

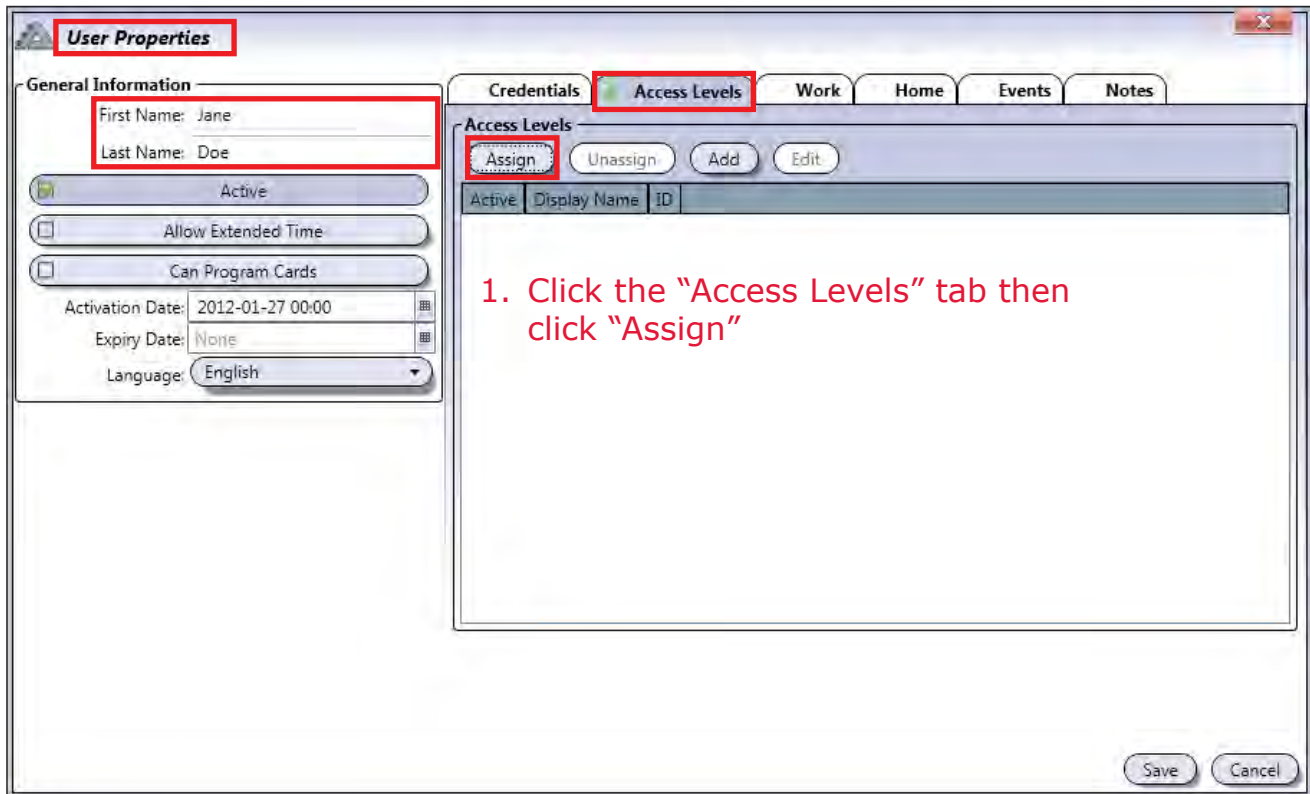
- General Information:**
 - First Name: Jane
 - Last Name: Doe
 - Active: ☒
 - Allow Extended Time: ☐
 - Can Program Cards: ☐
 - Activation Date: 2012-01-27 00:00
 - Expiry Date: None
 - Language: English
- Credentials:**
 - Assign, Unassign, Add, Edit buttons
 - Table with 9 columns: Active, ID, Display Name, Number, User, Activation Date, Expiry Date, Lost, Stolen, Program
 - Table content:

Active	ID	Display Name	Number	User	Activation Date	Expiry Date	Lost	Stolen	Program
<input checked="" type="checkbox"/>		Jane Doe	123:45678	Jane Doe	2012-01-27 00:00		<input type="checkbox"/>	<input type="checkbox"/>	
- Keypad Code:** Assign a Code
- System Login:** Assign a Login

Red boxes highlight the Credentials tab and the first row of the Credentials table.

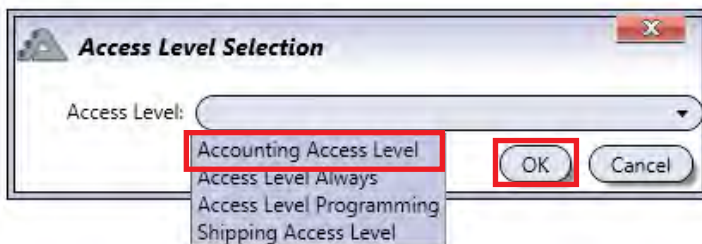
Associate an access level to the user

In the User Properties menu, click the **Access Levels** tab and click **Assign**. Select the **Accounting Access Level** from the drop-down list in the **Access Level Selection** pop-up window as shown below. Click OK to return to the User Properties menu and click Save.



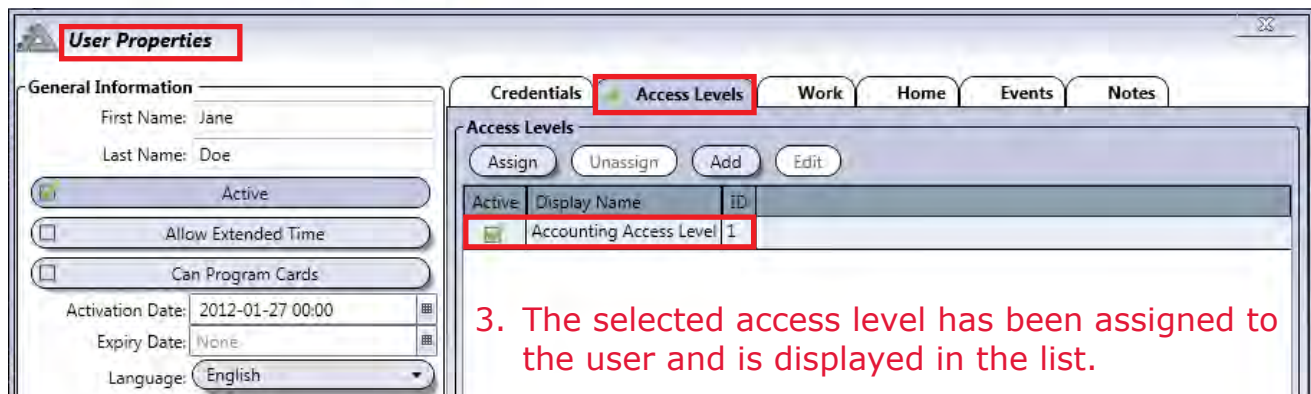
The screenshot shows the 'User Properties' window. The 'Access Levels' tab is selected. The 'Assign' button is highlighted. The 'General Information' section shows 'First Name: Jane' and 'Last Name: Doe'. The 'Access Levels' section has buttons for 'Assign', 'Unassign', 'Add', and 'Edit'. Below these buttons is a table with columns 'Active', 'Display Name', and 'ID'.

1. Click the "Access Levels" tab then click "Assign"



The screenshot shows the 'Access Level Selection' pop-up window. The 'Access Level' dropdown menu is open, showing 'Accounting Access Level' selected. The 'OK' button is highlighted.

2. Select an access level and click "OK"



The screenshot shows the 'User Properties' window again. The 'Access Levels' tab is selected. The 'Assign' button is highlighted. The 'Access Levels' section now shows the 'Accounting Access Level' assigned to the user, with a green icon in the 'Active' column and the ID '1' in the 'ID' column.

3. The selected access level has been assigned to the user and is displayed in the list.

Repeat these steps for John Doe and select **Shipping Access Level**.

CONGRATULATIONS!

You have successfully:

- ✓ Created areas (partitions)
- ✓ Defined doors
- ✓ Created schedules and multi-day holidays
- ✓ Created access levels
- ✓ Created users and cards
- ✓ Associated cards to users
- ✓ Associated access levels to users

Refer to the ATRIUM User Guide for more information. It is available on the ATRIUM installation CD or in the Download section of our web page at: www.cdvi.ca





Company name: _____

Contact 2: _____

Address: _____

Tel: _____

City: _____

State: _____

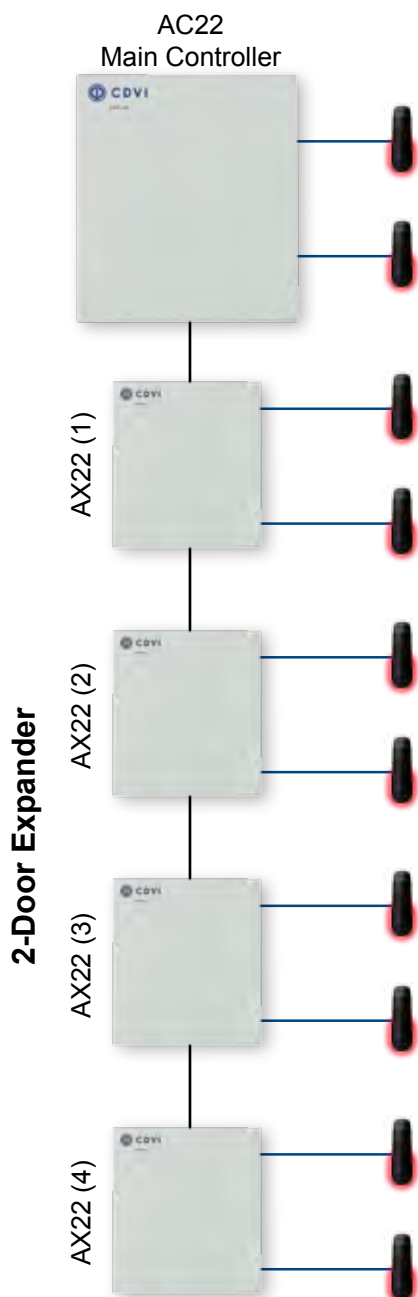
Zip Code: _____

Contact 1: _____

Tel: _____

Dealer: _____

Tel: _____



Door Name	Reader	Door Contact	Request to Exit	Door Strike	Maglock
1: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



CDVI FRANCE
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