



 **HEDSAM X**

The new-generation  
access control system

# Hedsam X

User manual, KV 4

Persons and access right





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## KV04\_HEDSAM X-WEB MANUAL\_v1.2\_FI.

### How to add persons, cards and access rights

Please note that the system needs to be preconfigured with HConfig- and HConfigDB programs (separate manuals, this is done during installation of this site) to be able to proceed with issuing cards and access rights.

Open Hedsam X Webserver and click "Persons".		
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The window "Persons" opens click "Create new"	
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Click on "Person, New".	
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A new window opens. Here in the "Summary" page you can click on the picture and add a picture from a file.



The screenshot shows a web browser window titled "Person, New". It has a tabbed interface with "Summary", "General", "Access rights", and "Shifts". The "Summary" tab is active, displaying a large, stylized grey person icon. Below the icon, the text "New Person" is written in bold. A green printer icon is visible in the top right corner of the window.

Click on the page "General". Here you can enter the basic information needed for a person. In the field "Phone numbers" you can configure rights to access by calling, info being sent to a phone call centre and TA mobile rights.

The screenshot shows the 'Person, New' window with the 'General' tab selected. The fields are as follows:

Field	Value
Delete Person	No
Status	Normal
Template person	Unset
Label	
First name	New
Last name	Person
Company	
Department	
Group	
Extra info	

Below the 'General' tab, there is a 'Phone numbers' section with a 'New Phone number' field and an 'Add' button. At the bottom, there is a 'User' section with 'Username' and 'Password' fields, and a 'User groups' section.

Enter the name. Here you can enter a "Company", "Department" and "Group" when you save they will be stored to be used for the next person you create. It is recommended to do this for future searches, reports etc in the system. Enter "Company Ltd", "Sales Dep" and "Group A".

Next click on the page "Access rights".

Change the field "Access right" active to "Yes". Enter a 4 digit Access code/ PIN code. Group levels have not been created yet and we are creating Access rights to be in effect immediately so no "Valid dates" needs to be used here. In the Access level field select in the Zone an "Access level"

See picture below. A person can belong to many Access Zones and Access levels.

In the "Access cards" field click on "Add". The following menu opens:

**New Person**

Summary General **Access rights** Shifts

Accessright active

Access code

Grouplevel

First valid date  Date

Last valid date  Date

**Access levels**

► Zone 1

**Access cards**

New Access card

• Access card

Active  Priority card

Type

Card number

Pre authorizing

Authorizable

Blacklist

**Document has changed**

The access card is active by default. The default "Type" is "Heden2L" (Hedengren format), but can be changed to (CSN 32-, 56 and 64-bit). In the "Card number" field enter the number in the form **facilitynumber.cardnumber** (e.g. if the card number is 999 and FAC code is 1234, enter 1234.999 ).

"Pre authorizing" and "Authorizable" are to be used if double card activation is to be used. The Pre authorizing has the right to authorize an "Authorizable" to enter. The "Authorizable" needs a person with "Pre Authorizing" rights to be able to enter.

If black list is used (Is configured in HConfig) ( a setting that deletes access rights from cards that has not been used in a specified time), here you can select if this persons tag has this setting.

The "Shifts" page is about Time and attendance etc. Different manual on these.

One person is now created. Click "Save"