

Configuring Custom First Card “Unlock”

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Question

How do I configure a door to change the access level when the pharmacist arrives?

Answer

'Custom First Card Unlock' is similar to 'First Card Unlock' or 'Snow Day'. The difference is that 'Custom First Card Unlock' doesn't set the reader mode to unlocked.

This is useful if a company restricts access to a door until a specific person/group of people is at the site and wishes access to still be restricted to a select larger group.

Scenario: The following scenario is of a pharmacy with a head pharmacist. You can substitute the pharmacist with another authority for your site.

A door will be accessible to only pharmacists. When a pharmacist presents their badge/PIN (see step 7 for options) and enters a command function (***4#**, for example), the pharmacy technicians now also have access to that reader. The command function triggers a local I/O, causing a timezone to be activated. This timezone has no designated time when configured, but the pharmacy technicians are assigned the access level with this timezone, therefore allowing them access. When the pharmacist is leaving for day or wants only other pharmacists using the door, they may present their badge and enter ***5#** (for example) to trigger the local I/O and deactivate the timezone. Pharmacy technicians are no longer granted access to the reader.

Procedure Steps

1. Select **Timezones** from the **Access Control** menu.
 - a. Select the **Timezones** tab.
 - b. Click [Add].
 - c. Name the timezone ('Empty', for example). Do not add any times/days to the timezone.
 - d. Click [OK] to save.
2. Select **Access Levels** from the **Access Control** menu.
 - a. Click [Add].
 - b. Name the access level ('Pharmacist', for example).
 - c. Select your reader.
 - d. Select a timezone ('Always' if you want 24/7 access for the pharmacist).
Note: The pharmacist will not be granted access to the reader or be able to change the access level (via command user commands) outside of this timezone.
 - e. Click [->] to assign the reader and timezone to the access level.
 - f. Select the **User Commands** tab next to Access.
 - g. Select the **Command authority for users** checkbox.
 - h. Click [OK].
3. Still in **Access Levels**, create another access level for the pharmacy technicians.

- a. Click [Add].
 - b. Name the access level ('Pharmacy Technician', for example).
 - c. Select your reader.
 - d. Select a timezone ('Empty').
 - e. Click [->] to assign the reader and timezone to the access level.
 - f. Select the **User Commands** tab.
 - g. Ensure the **Command authority for users** checkbox is *not* selected.
 - h. Click [OK].
4. Select **Cardholders** from the **Administration** menu.
- a. Locate the pharmacist(s) via search.
 - b. Select the **Access Levels** tab.
 - c. Click [Modify].
 - d. Select the access level ('Pharmacist' if following the naming scheme).
 - e. Click [OK].
5. Still in Cardholders, assign an access level to the pharmacy technicians.
- a. Locate the pharmacy technician(s) via search.
 - b. Select the **Access Levels** tab if not already selected.
 - c. Click [Modify].
 - d. Select the access level ('Pharmacy Technician' if following the naming scheme).
 - e. Click [OK].
6. Select **Local I/O** from the **Access Control** menu.
- a. Click [Add].
 - b. Name the I/O ('Pharmacy I/O', for example).
 - c. Select the access panel from the dropdown field.
 - d. Select **Timezone Activate/Deactivate** from the first **Function** drop-down field.
 - e. Select 'Empty' for the timezone from the first **Argument 1** drop-down field.
- Note:** The **Function Behavior** after making the above selections shows the functions on true, false, and pulse.
7. Select **Readers and Doors** from the **Access Control** menu.
- a. Select your reader.
Note: Online reader mode can be **Card Only**, **Pin or Card**, or **Card and Pin**.
 - b. Select the **Allow User Commands** checkbox in the bottom-right (below Keypad region).
 - c. Select the **Command Programming** tab.
 - d. Click [Modify].
 - e. Select **Pharmacy I/O** for **Func 4/5**.
 - f. Click [OK].

Applies To

OnGuard (All versions)

Additional Information

None

