

Linear/IEI: Creating Access Levels with Hub Manager Professional Software Version 8.1

System Setup: Task List

System Setup Task List

The System Setup Task list is a step-by-step guide to programming the Hub Manager Professional software.

The task list also provides video tutorials for each step needed to complete the setup of the software.

The following will describe what each step of the task list is used for.

System Setup: Task List

Hub Manager Professional™

System Setup Tasklist

- 1. Create Operators** - The Operators option lets you assign to unlimited operators the ability to create, view, and manipulate data in the Hub Manager Professional databases.
- 2. Create Sites** - A site is a part of the access control system (group of controllers) connected via the same "Connection Type." Sites must be defined with unique names. You may create as many Sites of a certain connection type as you like.
- 3. Time Zones** - Time Zones are used for 2 purposes.
 1. To specify the days & times a users access credentials are valid
 2. to specify the auto-unlock schedules of the door controllers The auto-unlock settings are established in the door settings for each door controller.
- 4. Create Doors** - A door is defined as any entry point (doors with electrical or magnetic lock, turnstile, rising barrier, or motorized gate) controlled by a supported Controller.

Hub Manager Professional v8.1 System 1 :

System Database Communications Tools Reports Help

Video Tutorials

SYSTEM SETUP TASKLIST	
1. Create Operators	
2. Create Sites	
3. Create Time Zones	
4. Create Doors	
5. Create Access Levels	
6. Create Users	
7. Create Holidays	
8. Export Data to Controllers	
NOTE:	Click on any task to perform that action

For support please contact:
Support Company
Support Contact
Support Phone

System Setup: Task List

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System Setup Tasklist (cont.)

- Create Access Levels** - Defines where and when a users' credential is valid within the entire access control system.
- Create Users** - The Users option lets you add new users to the system and specify the access credentials for each user.
- Create Holidays** - Holidays are used in Time Zone definitions, by specifying whether or not a Time Zone definition should apply on a holiday. A holiday is defined by specifying the month and day of the holiday, but not the year. This makes the holiday definitions year-independent, always applying to the current year. Floating holidays must be edited on a yearly basis, such as Thanksgiving, which falls on a different date (Thursday) each year. Up to (16) Single Date holidays and (16) Block Holidays can be defined.
- Export Data to Controllers** - Sends completed programming to door controllers

Hub Manager Professional v8.1 System 1 :

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SYSTEM SETUP TASKLIST

1.	Create Operators	
2.	Create Sites	
3.	Create Time Zones	
4.	Create Doors	
5.	Create Access Levels	
6.	Create Users	
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NOTE: Click on any task to perform that action

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System Setup: Task List

The next section is an overview of the software set up of the system.

Note: If you used the preconfigured database then many of these options will already indicate completed but it is recommended you review each section for individual customization.

System Setup: Creating Access Levels

Creating Access Levels

1. Select **“Create Access Levels”** from the Tasklist.

Note: You can also select **“Access Levels”** from the **Database Menu**.

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The screenshot shows the Hub Manager Professional v8.1 software interface. The title bar reads "Hub Manager Professional v8.1 System 1 : Building One". The menu bar includes "System", "Database", "Communications", "Tools", "Reports", and "Help". The "Database" menu is highlighted with a red box. Below the menu bar is a toolbar with various icons. A red arrow points from the "Database" menu to the "5. Create Access Levels" task in the tasklist. The tasklist is titled "SYSTEM SETUP TASKLIST" and contains the following items:

SYSTEM SETUP TASKLIST		
✓	1. Create Operators	
✓	2. Create Sites	
✓	3. Create Time Zones	
✓	4. Create Doors	
	5. Create Access Levels	
	6. Create Users	
	7. Create Holidays	
	8. Export Data to Controllers	
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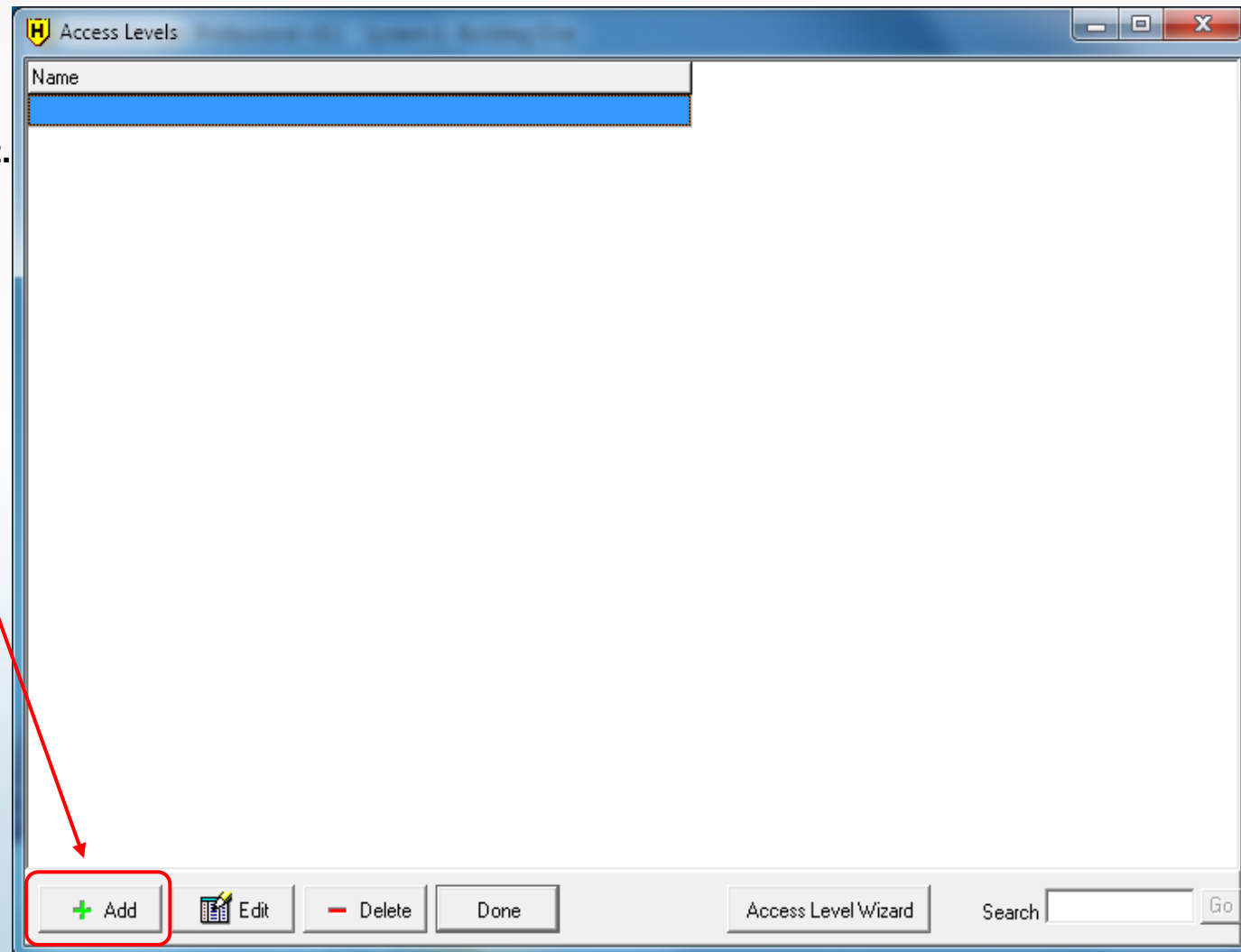
For support please contact:
Comany Name
Company Contact
555-555-5555

System Setup: Creating Access Levels

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Creating Access Levels

1. Select “**Create Access Levels**” from the Tasklist.
2. Click “Add”.



System Setup: Creating Access Levels

Hub Manager Professional™

Creating Access Levels

1. Select **“Create Access Levels”** from the Tasklist.
2. Click **“Add”**.
3. Enter a **“Name”** for your **Access Level**.

Access Level Detail

Access Level Name

Click a door to edit its access privileges.
Doors currently assigned to this Access Level are displayed with a green checkmark.

- Building One
 - Front Door

Notify me when I attempt to add users to this particular Access Level

Save Cancel

System Setup: Creating Access Levels

Creating Access Levels

1. Select **“Create Access Levels”** from the Tasklist.
2. Click **“Add”**.
3. Enter a **“Name”** for your Access Level.
4. Select the first door to be part of the Access Level.

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Access Level Detail

Access Level Name

Click a door to edit its access privileges.
Doors currently assigned to this Access Level are displayed with a green checkmark.

Building One

- Front Door

1. Allow or Deny access Allow access to the selected door

Notify me when I attempt to add users to this particular Access Level

Save Cancel

System Setup: Creating Access Levels

Hub Manager Professional™

Creating Access Levels

1. Select **“Create Access Levels”** from the Tasklist.
2. Click **“Add”**.
3. Enter a **“Name”** for your **Access Level**.
4. Select the first door to be part of the **Access Level**.
5. Allow access to the door then select your user type, access condition, and time zone(s) for which the **Access Level** will be allowed through the door.

Access Level Name: All Access

Click a door to edit its access privileges.
Doors currently assigned to this Access Level are displayed with a green checkmark.

Building One
Front Door

1. Allow or Deny access Allow access to the selected door
2. Set the User Type: Standard Access
3. Set the Access Condition: Code AND Card
4. Select the times that users should be granted access to the selected door

Selected	Time Zone Name	Start	Stop	Days of the Week
<input type="checkbox"/>	Front Door Unlock	6:00:00 AM	6:00:00 PM	Mon Tue Wed Thu Fri
<input checked="" type="checkbox"/>	Shift 1 Mon-Fri	9:00:00 AM	6:00:00 PM	Mon Tue Wed Thu Fri
<input type="checkbox"/>	Shift 2 Mon-Fri	3:00:00 PM	11:00:00 PM	Mon Tue Wed Thu Fri

Notify me when I attempt to add users to this particular Access Level

Save Cancel

System Setup: Creating Access Levels

Creating Access Levels

1. Select **“Create Access Levels”** from the Tasklist.
2. Click **“Add”**.
3. Enter a **“Name”** for your **Access Level**.
4. Select the first door to be part of the **Access Level**.
5. Allow access to the door then select your user type, access condition, and time zone(s) for which the **Access Level** will be allowed through the door.
6. Repeat steps 4 & 5 for the next door, if any, that will be part of this **Access Level**.
7. Click **“Save”** when finished.

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Access Level Name: All Access

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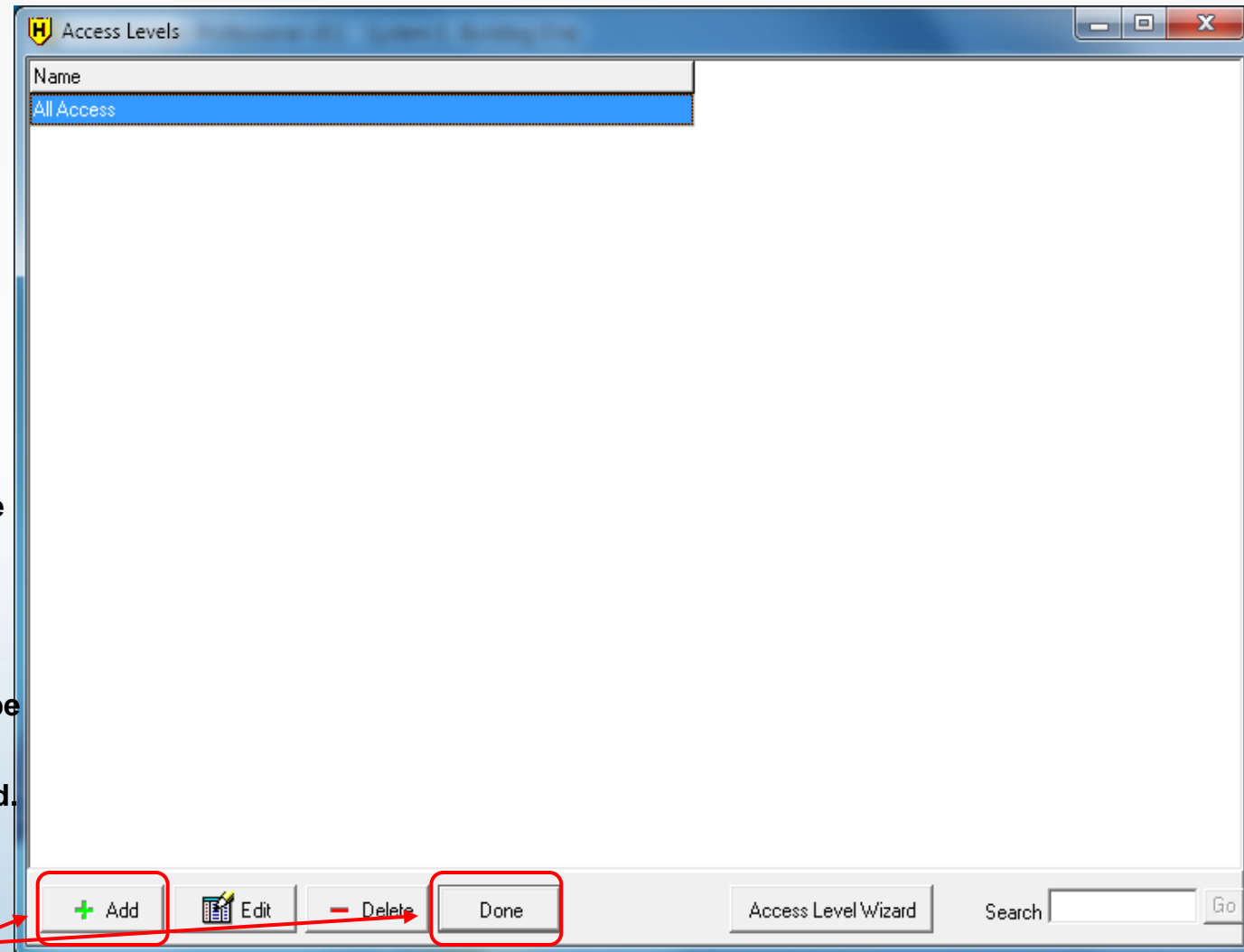
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System Setup: Creating Access Levels

Creating Access Levels

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2. Click **“Add”**.
3. Enter a **“Name”** for your **Access Level**.
4. Select the first door to be part of the **Access Level**.
5. Allow access to the door then select your user type, access condition, and time zone(s) for which the **Access Level** will be allowed through the door.
6. Repeat steps 4 & 5 for the next door, if any, that will be part of this **Access Level**.
7. Click **“Save”** when finished.
8. Continue adding **Access Levels** as needed. Click **“Done”** when finished.

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This completes: Linear/IEI Secured Series: Creating Access Levels with Hub Manager Professional Software Version 8.1

For other Related Product Webinars and Presentations (*HubManager 8.1 Tutorials, Linear/IEI Keypad and IP Base Access Control and eMerge Programming*) or, for a list of *all* pre-recorded webinars and other training opportunities visit us at www.LearnLinear.com.

For more information on sales of Linear Electronic Systems or products, please visit us at http://www.linearcorp.com/iei_access_sales.php or for information on all Linear products and services, please visit our home page at www.linearcorp.com.

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