

# Linear/IEI: How to Create an Operator 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 v8.0 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

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Your Company  
Installers Name  
555-555-5555

# 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

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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 Operators

## Creating Operators

1. Select “**Create Operators**” from the Tasklist.

**Note:** You can also select Operators 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 :". 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 row of icons. A red arrow points from the "Database" menu to the first icon in the row, which is a padlock. Another red arrow points from the "Database" menu to the tasklist below.

**SYSTEM SETUP TASKLIST**

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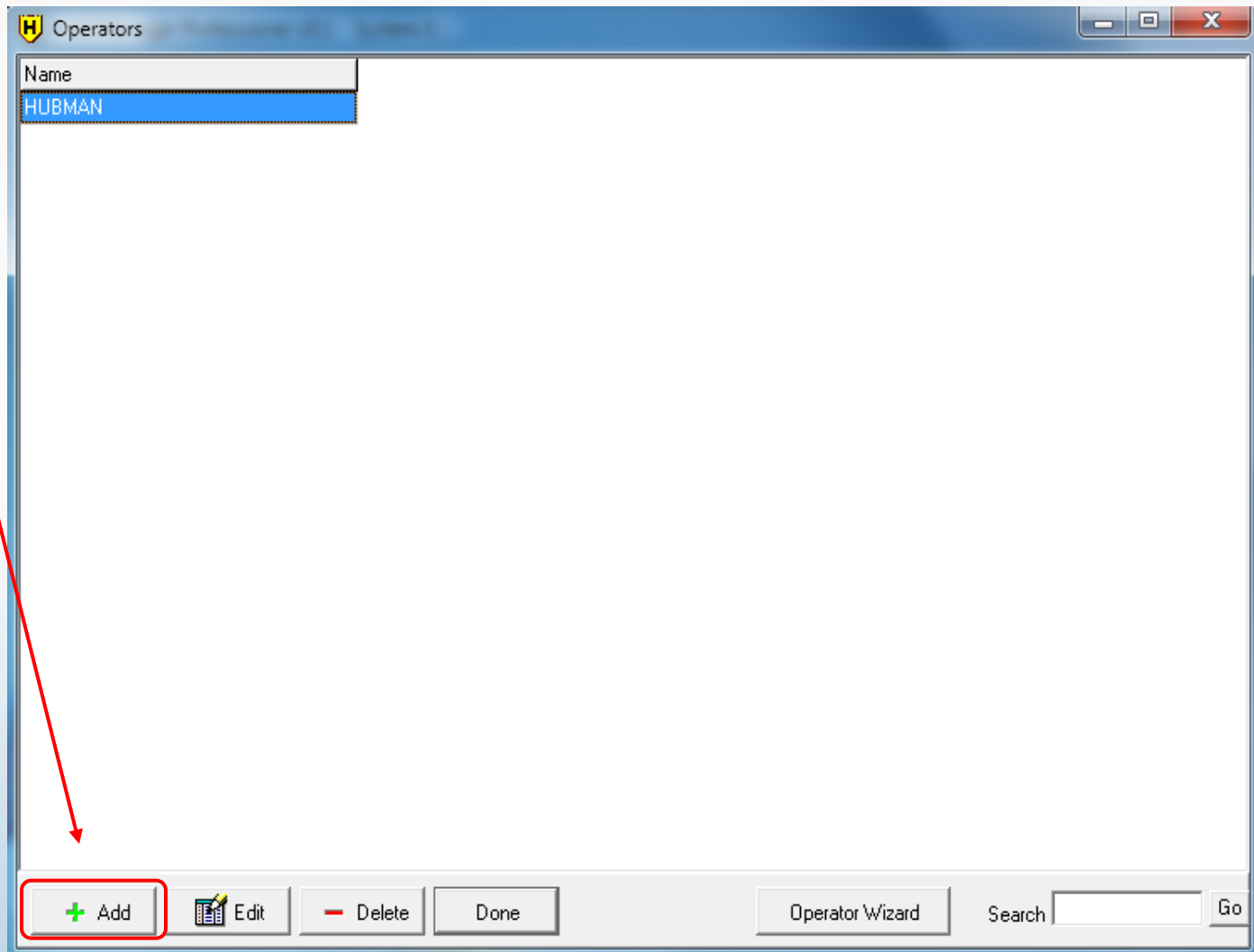
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Company Name  
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# System Setup: Creating Operators

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### Creating Operators

1. Select **“Create Operators”** from the Tasklist.
2. Click Add to the bottom left of the **Operators** screen.



# System Setup: Creating Operators

## Hub Manager Professional™

### Creating Operators

1. Select **“Create Operators”** from the Tasklist.
2. Click **“Add”** to the bottom left of the **Operators** screen.
3. Enter the name and password to be used for this operator and validate the password.

Access	Feature Description
Disabled	Change Password - Enables you to change the password of currently logged operator
None	Timezones - Manages timezones table
None	Sites - Manages Sites table
None	Doors - Manages Doors table
None	Access Levels - Manages user rights to access doors
None	Users - Manages Users table
None	Holidays - Manages Holidays table
None	Operators - Manages rights to use this program
Disabled	Import Door Settings - Imports door settings
Disabled	Export to All Doors in All Sites - sends data to all doors in all sites
Disabled	Network Query - searches network for connected doors
Disabled	System Dashboard - shows live updates of relay status and log events
Disabled	Log Archiving - moves records of transaction log to archive
Disabled	Audit Archiving - moves content of audit to archive
Disabled	Database Backup/Restore - copies entire database to the backup folder
Disabled	Database Conversion - converts a database from a previous version
Disabled	Run Com Port Test - starts com port test utility
Disabled	Periodic Actions - sets parameters of periodic import
Disabled	Table Initialization - recreates default database tables
Disabled	Application initialization - defaults program settings



# System Setup: Creating Operators

## Hub Manager Professional™

### Creating Operators

1. Select **“Create Operators”** from the Tasklist.
2. Click **“Add”** to the bottom left of the **Operators** screen.
3. Enter the name and password to be used for this operator and validate the password.
4. Enable all features of Hub Manager Professional by selecting **“Enable all”** OR **“toggle”** specific features between **“full”**, **“read only”**, and **“none”** or **“Enabled”** and **“Disabled”**.

Access	Feature Description
Disabled	Change Password - Enables you to change the password of currently logged operator
Full	Timezones - Manages timezones table
Full	Sites - Manages Sites table
Full	Doors - Manages Doors table
Read Only	Access Levels - Manages user rights to access doors
Read Only	Users - Manages Users table
Read Only	Holidays - Manages Holidays table
Read Only	<b>Operators - Manages rights to use this program</b>
Disabled	Import Door Settings - Imports door settings
Disabled	Export to All Doors in All Sites - sends data to all doors in all sites
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5. Click **“Save”**

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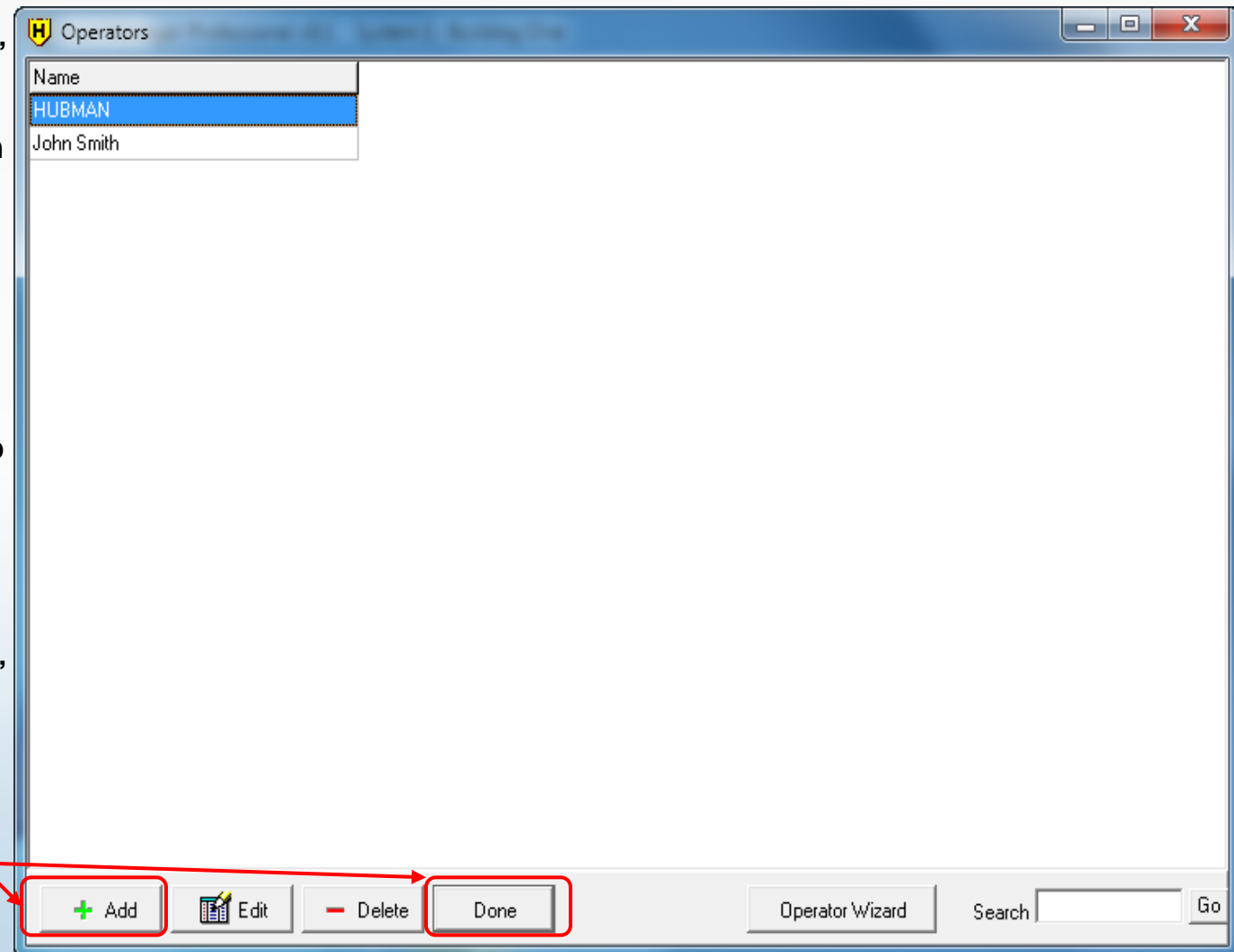
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# System Setup: Creating Operators

## Hub Manager Professional™

### Creating Operators

1. Select “**Create Operators**” from the Tasklist.
2. Click “Add” to the bottom left of the **Operators** screen.
3. Enter the name and password to be used for this operator and validate the password.
4. Enable all features of Hub Manager Professional by selecting “Enable all” **OR** “toggle” specific features between “full”, “read only”, and “none” or “Enabled” and “Disabled”
5. Click “Save”
6. Click Add to create another **Operator** or click Done when finished adding **Operators**.



# This completes: Linear/IEI Secured Series: How to Create an Operator with Hub Manager Professional Software Version 8.1

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Thank you!