Aurora BEST Integration Guide

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1 Installation and Configuration

1.1 Required Components

The following describes the hardware and software required to create a BEST offline lock system.

System components:

- Aurora software 1.0.18.0 or later
 - Aurora Database: a centralized database that supports the Aurora system
 - Aurora Client: the workstation desktop application used to manage hardware, people, and credentials involved with setting up BEST offline locks
 - Aurora Agent: a windows service used to maintain Aurora's automated functions, such as backing up the database, cleaning up idle connections, sending reports, etc.
 - Aurora Web: this is an optional website add-on that supports limited Aurora functionality through a web browser, such as adding people, credentials, setting up schedules, and running transaction reports
 - The Aurora Communication: not required for the BEST offline lock integration since it is used to communicate with online hardware. However, this is required if the system has other dormakaba hardware that is connected online to Aurora
- BEST G or V Series lock(s), including cylindrical, mortise, or exit hardware trim models
- A notebook or netbook running the BEST Transport application
- Encoder for locks with magnetic stripe readers
 - o Magnetic stripe encoder: Unitech Model MSR206
- Cables
 - Notebook/netbook to lock USB to Serial programming cable, Null Modem Serial Cable-female to female, and programming cable

1.2 Install Aurora Software

Please refer to the Aurora Installation Help included in the installation package.

The Aurora access control management software's modular format allows installing the application on one workstation/server or on multiple servers/workstations, depending on your requirements and the configuration of your access control system. The Aurora access control management system requires the following three modules to support the BEST offline lock integration:

- Client software
- Database
- Aurora Agent

1.3 Install Encoder

The card encoder is intended for encoding magnetic stripe cards that work with BEST G-Series and V-Series offline locks with magnetic stripe readers. The only encoder supported by the Aurora system is the Magnetic Stripe Encoder: Unitech Model MSR206.

The following instructions are required to encode cards for BEST offline locks with magnetic stripe readers:

- 1. Install the MSR206 USB Driver supporting the operating system of the workstation that is running the Aurora desktop application used to encode credentials.
- 2. Ensure the device is correctly connected to the workstation via the USB connection.
- 3. The encoder is now ready to be used by Aurora to encode an existing card and save the encoder settings for future cards.
 - a. Log in to the Aurora Desktop application
 - b. Open an existing person that has a magnetic stripe credential assigned to them (or add a new person to the system, create a new magnetic stripe card to use in the system, and save the person with their credential)
 - c. Click the Encode Card button located in the BEST Lock Features section of the credential information

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d. Click the Encoder Settings tab in the Encode Card dialog and select the COM Port the encoder device is using and then click Save Encoder Settings. The Encoder settings are saved for the local workstation only, since the encoder device settings will be different for every workstation using an encoder device.

6) Encode Card	-	
Card Information to Be Encoded	Encoder Settings	
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K High Coercivity		
		Save Encoder Settings
E	ncode Card	
Encoding Status		
None		
Erase Access Control Track (2)		Reset Encoder

2 Overview

This manual is your guide to Aurora BEST Offline Lock integration. The information in this guide is presented in a linear order, however, tasks to install hardware, software, and configure the system for the first time do not necessarily progress in a linear manner. The <u>Defining the System</u> chapter (Section 4) will take you through the initial setup and configuration tasks in a logical sequence to set up your offline lock system.

2.1 Aurora Online and Offline Capability

The Aurora system can manage online and offline access control hardware. This means, with Aurora, you can manage many different dormakaba access control hardware types, whether they are wired directly to a panel or not.

2.2 Sites in Aurora

In Aurora, all hardware, people, and credentials are organized into, or assigned to, sites. There can be many variations on how sites are organized: a site may represent a single physical building, which itself may be organized into several sites, or alternatively, a site may include several buildings. The definition of what a site is comprised of depends on the logical organization of dormakaba hardware, including BEST locks within the customer's physical structure(s).

Credentials in Aurora are assigned to sites in which they are intended to work. This means that a person may be issued a single card that works in multiple sites.

Note: All BEST Door Groups within a site must have the same geographical time zone settings. See the <u>Time in</u> <u>Aurora chapter (Section 3.2)</u> for more information.

2.3 Groups in Aurora

A Group in Aurora is used to group credentials together that will have the same access control settings for hardware supported in the system.

Through the Group Access Levels feature, Groups (of credentials) are assigned a schedule that specifies the times in which the group can gain access to a BEST door. This is relevant to credentials used in V-Series locks and relevant to setting up master cards to work in Guest enabled G-Series locks.

In Aurora, there are 511 groups that are available within a site. Credentials can belong to a maximum of 10 groups per card unless an Enterprise License is registered with Aurora which increases the maximum to 40 groups per credential.

2.4 BEST Cards

In Aurora, cardholders are People who can be assigned one or more access control credential(s). BEST credentials are created by selecting from a list of user-defined BEST Card Formats in the system. The BEST card format defines how credential data is arranged, the value for card format's batch number (facility code), and specifies the rules required to validate the card. The validation rules of a BEST credential are defined by the card format that was used to create the credential.

2.4.1 Master Cards

Master cards are used by individuals who need access to rooms on a continual basis. For example, a master card holder could be a maintenance staff member who needs access to multiple rooms.

Master cards are configured to gain access to areas during a specified schedule. The schedule contains blocks of times that dictate when access is granted for a card at a door during weekdays, weekends, and holidays.

In Aurora, master cards are assigned to one or more of the 511 predefined groups within a site. Each group is assigned a schedule that controls when the group of credentials can gain access to a specified lock/reader. Taking our above example, the credential being set up for a maintenance staff member would be assigned to a group called 'Maintenance' and that group would be assigned a schedule that grants 24-hour access to the doors the person is responsible for maintaining. The process of configuring when master cards can gain access to rooms is done through the Group Access Levels feature in Aurora.

Master cards are any BEST credential whose access is controlled through Group Access Levels. When a BEST credential has a schedule assigned to it for a door, a credential record is exported to the lock. There can be a maximum of 5000 combined master cards and guest card credential records that have access to any given BEST lock. Validation to ensure that no lockset exceeds the maximum 5000 cards is done during the export to ensure the BEST locksets can be configured with the exported data.

2.4.2 Guest Cards

Guest cards are used by people who will occupy a room for a duration of time. These cards are always granted 24-hour access for a single room within a site and can gain 24-hour access to common guest doors.

The Guest Feature is only available for G-Series locks. G-Series BEST doors, that are used for guest purposes, are configured with hardware settings that specify a range of guest card numbers that will gain 24-hour access to it.

Locksets with guest functionality enabled validate guest information first and will only attempt to validate the card as a master card, through group access level configuration, if the card fails to meet guest qualifications at the door. This means that if the card presented to the guest lockset is a valid guest card, any schedule restricted access defined for the credential in the lockset is ignored and the card will gain access.

Since cards must be assigned to a group within any site they are assigned to, it is recommended that an Aurora group be dedicated for guest cards. This group can be set up so that it is always assigned to No-Access for BEST hardware and allow the Guest functionality to do all the work of determine if the card gains access or not.

To use the BEST guest functionality:

- There must be at least one BEST card format that is enabled for guest use
- The guest card format must be assigned to a G-Series BEST door group
- The BEST door group with the guest card format assigned to it must have G-Series BEST doors with guest operations enabled and valid guest card ranges applied that cannot overlap with any other BEST door within the site
- Direct guest access is then possible for BEST credentials created with the guest format that is assigned to the door, with a card number that falls within the doors guest card range, and with valid date range access applied to the credential

2.4.3 Hardware Considerations for Master and Guest Cards

Guest enabled locksets are pre-populated with guest credentials upon export. This means that the hardware configuration can be completed, exported, and used to update locks without having to add corresponding guest credentials in the Aurora system. Also, guest credentials that are deleted in Aurora at the time of export will continue to exist in the locksets after they are updated with the current settings. In other words, guest cards defined through the G-Series Door guest hardware configuration will always exist within the lock, regardless of the state (active, deleted, or expired) of the card in Aurora.

The maximum number of credentials that can exist within a lock is 5000. This includes the combined total count of master cards and guest credentials that will work at the lock.

3 Hardware

3.1 BEST Door Groups

In Aurora, BEST offline locks are added as BEST Doors to a BEST Door Group within a site to organize locksets and facilitate hardware management. There is no limitation on the number of locks within an Aurora BEST Door Group, however, it is recommended to keep this number to something manageable when using the BEST Transport application to physically update the locks in the field.

All BEST doors that are part of a BEST door group must:

- Match the series of lock that the BEST Door Group supports
- Share the same password used to connect to the lock through the Transport application
- Be in the same geographical time zone and use the same daylight savings time setting
- Use the same Card Formats
- Use the same BEST Schedules to control card access
- Use the same reader modes applied to the schedules assigned to the BEST Door group

Daylight Savings is applied to the locks according to the geographical time zone selected.

3.2 Time in Aurora

The Aurora system stores date-times in UTC (Coordinated Universal Time) which is then converted into the user's local time when they are viewing the dates-times. This means that if a date-time was recorded in Aurora

at 10:00am Eastern Standard Time, someone using Aurora in Pacific Standard Time would see the date-time as having occurred 8:00am local time.

All BEST Door Groups within a site must have the same geographical time zone settings. Also, the time zone applied to the BEST Door Groups must match the time zone of the device using the BEST Transport application to update the locks. This is required for properly setting the locks' time and daylight savings information according to the geographical time zone settings. This constraint is also necessary to ensure that the date-times for transaction history imported into the Aurora system are properly converted into UTC.

4 Defining the System

4.1 BEST Components in Aurora

To define a BEST offline lock system using Aurora, you need to configure:

- Site(s)
- BEST Card Formats
- BEST Door Groups which contain BEST Doors that represent offline G and V-Series locks
- BEST Schedules
- Holidays if the site uses them
- Groups
- Group Access Levels
- People and Credentials

Optionally, you should consider configuring:

- Person types
- Common Optional Fields
- Site Specific Optional Fields

4.2 Recommended Set Up Order

There is no required order to define and set up a BEST offline lock system using Aurora. However, it is easier to set up the Aurora system for BEST offline lock support if you follow this order:

- 1. Define Sites that will contain the locks.
 - All hardware is organized into sites within the Aurora system. It is a good idea to know how the hardware will be organized prior to setting up the system. Whether hardware will be managed under one site or multiple sites depends on the customers' needs
- 2. Define Card Formats.
 - Defining a card format is one of the most logical starting points in setting up the offline lock system because they need to exist before they can be assigned to hardware and used to create credentials for cardholders
- 3. Define Holidays.
 - Defining holidays can happen at any point during the setup. Since Schedules (time zones) refer to holiday types, it is a good idea to have holidays defined beforehand, but it is not required
- 4. Define Schedules (Time Zones).
 - Defining schedules is the next logical step in setting up the system because schedules need to exist before they can be assigned to hardware, used to configure how the locks behave during those times, and used to configure when credentials can gain access to doors

- 5. Define BEST Door Groups.
 - Once card formats and schedules are created, they can be assigned to door groups. You may wish to define the door groups as the next step after defining sites and then create schedules and card formats, but you will have to return to edit the door groups to assign them later
- 6. Define BEST Doors.
 - This will probably happen at the same time as defining the door groups that the locks belong to. When creating doors, you should be aware of which ones will have guest functionality enabled so that it is quicker to set them up than going back to edit guest parameters later. Also, consider grouping guest-enabled doors, that have the same guest settings, together in the same door group to easily manage these doors going forward. It will be easier to manage the doors within a door group if you avoid mixing guest doors, guest common doors, and/or non-guest doors together
- 7. Define Groups.
 - Defining the names of groups within a site should be done prior to adding credentials to the system and before setting up Group Access levels for BEST doors. Naming groups appropriately will help users understand where the cards will have access within the system when applied to a card
- 8. Define Group Access Levels.
 - This step is only required for V-Series hardware or if G-Series doors have master cards assigned to them. It must happen after BEST Doors have been added to Aurora. Group access levels are automatically created upon saving a new BEST Door to the system. A group access level is the association between a BEST Door (lock), a Group of credentials, and a Schedule that defines when the group of credentials can gain access to the BEST Door. The default schedule used for newly created BEST door group access levels is defined under the site that the hardware is being added to. Please refer to the Sites chapter (section 4.3) for more information on site settings that are relevant to the BEST setup
 - The schedules that are available in the Group Access Levels feature for a BEST Door are limited to the schedules that are assigned to the BEST Door Group that the lock belongs to
- 9. Person Types (Optional).
 - Person types are used to group people together to help search for groups of people. For example, you may have a person type 'Staff' and another person type 'Resident' so that it is easier to find all the staff or residents in the system as a group
 - When configuring Person Types, there is a Visitor column which allows you to indicate if the type is visible to System Users that are restricted to Visitor Only functionality. In utilizing User Types in Aurora, a technician can set up their system to restrict users according to what users are permitted to access and view, with Visitor Only user types being the most restricted. For more information on User Types, please refer to the help menu in Aurora.
- 10. Define Common or Site Optional Fields (Optional)
 - Optional fields are used to gather optional information about a person. This information can be common across all sites (for example, the person's license plate number), or it can be site specific (for example, the person's parking spot in each site the person has access to)
 - Common and site optional fields can be set up by a master Aurora system user by going the Application Management menu item, using the main menu (on the bottom of every screen), and clicking the Optional Fields Management option

- If your system has more than one site, and you have defined site specific optional fields, you must take one extra step to assign the appropriate site optional fields to the sites that will use them. This can be done by going to the Site menu item, using the main menu (on the bottom of every screen), and clicking on the Assign Optional Fields to Sites option
- 11. Add Cardholders to the system.
 - It is recommended that you set up group names and configure BEST group access levels before adding credentials to the system so that when you add a credential, you will know what group to assign the credential to and what access the credential will have to BEST Doors in the system. This should be one of the last steps in the configuration process

4.3 Sites

In Aurora, all hardware is organized into sites. There can be many variations on how sites are organized: a site may represent a single physical building, a single physical building may be organized into several sites, or a site may include several buildings. The definition of what a site is comprised of depends on the logical organization of BEST locks within the customers' physical structure(s).

4.3.1 Site Fields Relevant to BEST

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٠			Site	e Informatio	n Setup			Keyscan 🗏
			Site Train	ning Base	-			
			Site Informa	ation Setup	- Training Base			
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	Add	litional Users Assigned	to Site					_
	Given Name T	Surname	T User Type	T	_	BEST Transport	Database	
×	System	Administrator	Administrator			Export	Import	
×	Master System	Administrator	Master					
×	Hardware	Installer	User					
×	Receptionist	Receptionist	User					
	Refresh							Save Back •

The following are the fields that are most relevant to the BEST integration:

- Name: a name for the site
- Description: a description of the site, like the address or other notes describing the site
- Default Credential Type: indicates what credential type is selected by default in the Add Credential feature on the Person screen. It's recommended to pick BEST if the Aurora system is only used to support BEST locks. Keep in mind, if this is a multisite system, and you are not working with a single site, the default credential type cannot be selected by default
- Default Group Access: applies one of the two default schedules (No Access, or 24HR) when the system generates new group access levels for BEST doors added to the system. If your system is using the Guest feature, and you applied 24HR as the default schedule, you will have to remember to use the Group Access Levels screen to apply No Access for any group(s) that are used for guest cards to prevent unnecessary card records from being sent to guest locks and to prevent guest cards from unintentionally gaining access to doors as master cards with 24 HR access

- Additional Users Assigned to Site: lists the Aurora system users that are allowed to manage the site
- BEST Transport Database import and export: this section is only visible if the site has BEST hardware in it. It provides functionality to allow the BEST configuration to be exported and BEST transaction history to be imported from the locks

The following fields are not relevant to the BEST integration:

- Active Directory Agent: this allows the active directory agent to automatically add people and credentials into the system from a customer's Active Directory. Support for adding BEST credentials from AD is not available
- Enable 90,000 Credential support: this applies to Keyscan access control panels that have different credential limitations than BEST locks. The BEST locks are limited to 5000 credentials
- Polling Suspended: this is a legacy feature for Keyscan access control panels
- Reset Anti-Passback: specifies the time the Aurora software automatically clears the anti-pass back status which allows cards to be used at in-readers that were not previously presented at an out reader. This feature is not applicable to BEST offline locks since they are offline and only work in one direction

4.3.2 Edit a Site

The following are instructions on how to edit an existing site:

- 1. Log in to the Aurora desktop application.
- 2. Select Site Information Setup under the Site Management menu item using the main menu (on the bottom of every screen).



3. Double-click on the site you want to edit.



4. Provide Site details and configure BEST relevant fields (see the section on <u>Site Fields Relevant to BEST</u> for more information) and click Save.

Keyscan Aurora - Version 1.0.19.6	
•	Site Information Setup Keyscan
Site	•
Site	e Information Setup - Barracks
KEISCAN	Name Barracks
ACCESS CONTROL SYSTEMS	Conservation Contrains are narrower computation or an barracks within the base.
	Default Credential Type BEST *
	Default Group Access
	Reset Anti-Pass Back Not Set
AŬRORA	Active Directory Agent Enable 90,000 Credental Support Directory Agent
Additional Users Assigned to Site	
Given Name T Surname T User Type	т
Master System Administrator Master	
System Administrator Administrato	
Hardware Installer User	
receptional user	
Refresh	

4.3.3 Add a Site

The following are instructions on how to add a new site:

- 1. Log in to the Aurora desktop application.
- 2. Select Site Information Setup under the Site Management menu item using the main menu (on the bottom of every screen).



3. Click Add Site in the top left corner above the list of existing sites.



4. Provide Site details and configure BEST relevant fields (see the section on <u>Site Fields Relevant to BEST</u> for more information) and click Save.



4.4 BEST Offline Card Formats

4.4.1 Card Format Purpose

Pure data, without context, is not useful. For example, if a person were to read the number written down as "19054307226" they won't know what that number means; but if you tell the person that it is a phone number, they will know the formatted the number is "1 (905) 430-7226" and understand how to use it. Likewise, in order for the BEST offline locks to determine if access should be granted or denied, the BEST locks need to know what data structure to look for on an encoded card.

There are currently two types of card technologies supported by BEST offline lock units: Wiegand and magnetic stripe. The V-Series locks can support reading both Weigand proximity cards or magnetic stripe cards, while G-Series locks only support reading magnetic stripe cards.

The card formats are defined in the Aurora system. BEST offline locks are assigned card formats, which are used to configure the locksets and define the type of cards the locksets will use. Card formats are also used in Person and Credential management tools to create credentials that are assigned to a person to grant them access to doors managed by the Aurora system. The Aurora desktop application encodes magnetic stripe cards using an encoder device.

Card formats cannot be edited or deleted if the format is currently assigned to hardware or has been used to create credentials in the Aurora system.

4.4.2 Card Format Management

The Card Format Management screen in the Aurora Desktop application allows users to view, create, edit, and delete card formats. It can be accessed by clicking BEST Offline Card Formats in the Application Settings menu if you are master Aurora system user.



4.4.2.1 Editing and Deleting Card Formats

Card formats can only be edited or deleted if they are not assigned to hardware and there are no credentials in the system using the card format. If the user wishes to edit or delete the card format, they must remove it from all hardware that it is currently assigned to and delete all credentials of that type from the system first.

4.4.2.2 Wiegand Card Formats

The Aurora system provides a predefined list of Wiegand card formats to select from. This list was created based on card formats that are supported by BEST V-Series offline locks and supported by other dormakaba hardware that can be maintained through Aurora.

Since card formats are used to specify which facility codes (batch numbers) that the BEST lock units can read, the user must add a Wiegand card format to their system and supply a name and facility code that the format will use. These card formats are then assigned to V-Series Door Groups and can be used to create credentials that will work in BEST locks and possibly other dormakaba hardware that the system manages. Once the card format is assigned to hardware or used to create a credential within Aurora, it will no longer be editable and cannot be deleted until it is no longer used.

If a Corporate card format type is added to the system, the HEX value will appear as the batch number when using the card format to create a credential in the system. To avoid confusion, both the decimal value and hex numbers are displayed for the facility code value on the Card Formats Management screen. Changing one of these fields will automatically update the other field to reflect the value since both fields represent the same number and are simply displaying the data in different number formats for clarity. This screen can be referred to if there is a question about why the facility code on the card management screen for a BEST credential differs from what is expected.



4.4.2.3 Magnetic Stripe Card Formats

The Aurora system lets users customize the order and length of the access control fields are encoded on magnetic stripe cards. The Start Address for each field is automatically managed by the Aurora system depending on the order of the fields.



4.4.3 Hardware Setup Screen

Card formats are assigned to BEST Door Groups through the Hardware Setup screen in Aurora under the BEST Door Groups section. The card formats assigned to the BEST Door Group are applied to all the BEST Doors within it.

V-Series BEST Door Groups can be assigned up to 8 card formats. V-Series BEST Door Groups can be assigned both Wiegand and magnetic stripe card formats; however, you need to consider what the physical locks support and choose appropriate card format types accordingly.

G-Series door groups can be assigned up to 2 card formats. Wiegand card format types cannot be assigned to G-Series door groups since G-Series offline locks only read magnetic stripe cards.

Card formats contain the facility code value that is used as part of the card identification for both Wiegand and magnetic stripe card formats.

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4.4.4 Add a Magnetic Stripe Card Format

The following are instructions for how to create a magnetic stripe card format:

- Log in to the Aurora Desktop application
- Go to the Settings menu item using the main menu (on the bottom of every screen) and click BEST Offline Card Formats



• Using the Add Card Format split button in the top left corner of the Card Formats section on the Card Formats Management Screen, select the down arrow and click the Magnetic Stripe option

Keyscan Aurora - Version 1.0.19.6			
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Magnetic Stripe Card Format	*		
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Corporate 1000 - 48			
Keyscan 36 Bit	ä		
Standard 26-bit	â		
		Please Select A Card Format	
			Save
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• Provide the necessary information to configure the card format according to the custom settings intended to be used. See the <u>Magnetic Stripe Card Format Rules</u> section for more information on valid custom settings that must be and/or can be applied

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<u>\$</u>	Card Formats	Management			Keyscan 🗏
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(055) Keyscan	Card Format Type	Magnetic Stripe			
(205) Card Format	Name	Enlisted Card	UEWININ DO		
Guest Card Format	Card Format Leogth	304	HEX Value _ 306		
Magnedic Sinpe	Facility Code	Length 3	Order 2	Start Address	
Enlisted Card	Card Number	Length 9	Order 1	 Start Address 	
Magnetic Stripe	Issue Code	Length 2	Order 3	Start Address	
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- Repeat the process for as many Magnetic Stripe card formats that the system will use
- Click the save button to save the card formats

4.4.4.1 Magnetic Stripe Card Format Rules

The following outlines the rules applied to each field involved with configuring a magnetic stripe card format.

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1	Card Formats M	lanagement		Keyscan 🗏
Add Magneti Card Formats		Card Fo	ormat Details	
(055) Keyscan	Card Format Type	Magnetic Stripe		
Viegand (205) Card Format	Name	Enlisted Card		
Wiegand III	Facility Code Value	984	HEX Value 3D8	
Magnetic Stripe	Card Format Length			
Master Card Format Magnetic Stripe	Facility Code	Length 3	Order 2 • Start Address	25
Enlisted Card	Card Number	Length 9	Order 1 • Start Address	16
magnede obje	Issue Code	Length 2	Order 3 • Start Address	28
	Access Control Track	2 •		
	Is a Guest Format	*		
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- Name Field:
 - o Required
 - o Can be up to 50 characters in length
- Facility Code Value and Hex Value Fields:
 - The Facility Code Value is required if the card format is configured to use facility codes. Facility code is enabled by providing a value that is greater than 0 for the Facility Code Length field and changing Facility Code Order from Not Used to the position in which the facility code should be encoded
 - Once Facility Code is enabled for the card format, the Facility Code Value must be between 1 and maximum number of digits defined as the Facility Code Length. For example: if the facility
 dermakaba Canada Inc.

code length is defined as 5, the facility code can be set to a number between 1 and 99,999: being 5 digits in length. If Facility Code is not enabled for the card format, the Facility Code Value must be 0

- After changing the Facility Code decimal value and leaving the field, the Facility Code HEX value will be updated to show the new HEX number for the facility code; likewise, if you change the Facility Code HEX value and leave the field, the decimal value will update. This is because these two fields are both tied to the facility code value and allow you to view and edit this value using different numeric representations
- Card Number Field:
 - Required because Card formats must always have a Card Number
 - Length: The length field is required and must be between 1 and 9
 - Order: The order field is required and must be between 1 and 3
 - The Card Number order field cannot match the Facility Code or Issue Code order fields
 - Start Address: The Start Address field is automatically calculated based on the order, the lengths of the fields whose order precedes the element, and if the card format is configured to be a Guest Format
- Facility Code:
 - Facility code is not required for a card format to work
 - Length: The length field is not required and can be set to a number between 0 (indicating it is not used) and 9
 - Once the facility code length is set to a number greater than 0, the facility code order must be set to something other than Not Used
 - Order: The order field is not required unless the card format uses a facility code. When the card format does not use a facility code, this field should be set to Not Used; otherwise, this field must be set a number between 1 and 3
 - Once the facility code order is set to a value other than Not Used, the facility code length field must be set to a value greater than 0
 - The facility code Order field cannot match the Card Number or Issue Code order fields
 - Start Address: If the format is using facility code, the start address field is automatically calculated based on the order, the lengths of the fields whose order precedes the element, and if the card format is configured to be a Guest Format
- Issue Code:
 - Issue code is used by the look-ahead feature in locksets. It is not required; however, it is needed if the hardware is using look-ahead
 - Length: The length field is not required and can be set to a number between 0 (indicating it is not used) and 2. Once the issue code length is set to a value greater than 0, the issue code order field must be set to something other than Not Used
 - Order: The order field is not required unless the look-ahead feature is being used in the locksets and the card format is being configured to take advantage of it. When the card format does not use issue code, this field should be set to Not Used; otherwise, this field must be set a number between 1 and 3
 - Once the issue code order has been set, the issue code length must be set to a value greater than 0 and less than 2
 - The issue code Order field cannot match the Card Number or Facility Code order fields

- Start Address: If the format is using issue code, the start address is automatically calculated based on the order, the lengths of the fields whose order precedes the element, and if the card format is configured to be a Guest Format
- Access Control Track
 - Required to indicate which track the access control information is encoded on. It can be a value between 1 and 3. Choose this value according to the track that the BEST offline lock readers are configured to read from, and the amount of information intended to be encoded on to the card. If the card format is guest-enabled, the track will default to using track 3 to ensure all data required for the guest format can be encoded properly. Track 3 is automatically selected when the card format is marked as guest-enabled unless it has been manually changed to something else beforehand
- Is a Guest Format:
 - If marked as true, the valid to and from dates for the card will be encoded at the beginning of the access control information. The starting address for all the access control field elements will be increased by 16 to accommodate the valid from and valid to dates requirement when this feature is enabled
- The Card Number Order, Facility Code Order, and Issue Code Order values must be unique between the three elements unless the element is not used by the code format. In the case when the element is not used by the card format, the Order value for the element should be set to Not Used, and the Length field set to 0

4.4.5 Add a Wiegand Card Format

The following are instructions for how to create a Wiegand proximity card format:

- Log in to the Aurora Desktop application
- Go to the Settings menu item using the main menu (on the bottom of every screen) and click BEST Offline Card Formats



• Using the Add Card Format split button in the top left corner of the Card Formats section of the Card Formats Management Screen, select the down arrow and click the Wiegand proximity card format type that the system will support

- Provide a name for the card format
- Provide the Facility Code value for the card format

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• See the <u>Wiegand Card Format Rules</u> section for more information on valid settings that must be and/or can be applied

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Guest Card Format Magnetic Stripe	â	Facility Code Value	215	HEX Value D7	
Master Card Format Magnetic Stripe	â	Card Format Length			
Enlisted Card Magnetic Stripe	â				
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- Repeat the process for as many Wiegand card formats that the system will use
- Click the save button to save the card formats

4.4.5.1 Wiegand Card Format Rules

The following outlines the rules applied to each field involved with configuring a Wiegand card format.

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		Card Format	ts Management			Keyscan
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- Name Field:
 - o Required
 - Can be up to 50 characters in length
- Facility Code Value and Hex Value Fields:
 - The Facility Code Value is required and validated according to minimum and maximum values that the Weigand card format can support
 - After changing the Facility Code decimal value and leaving the field, the Facility Code HEX value will be updated to show the new HEX number for the facility code; likewise, if you change the Facility Code HEX value and leave the field, the decimal value will update. This is because these two fields are both tied to the facility code value and allow you to view and edit this value using different numeric representations

4.5 Holidays

In Aurora, there are Site Holidays and Master Holidays that can be defined. If a holiday is one that can be used across multiple sites, you can define it as a Master Holiday, then assign it to a site using the Site Holiday Setup feature. Master holidays are not automatically assigned to sites.

In order for holidays to be used by hardware, it must be assigned to a site. All holidays are always sent to the hardware. There can be a maximum of 8 BEST-enabled holidays in a site due to BEST offline lock hardware restrictions.

4.5.1 Holiday Setup

The process of setting up a holiday is the same for Master Holidays as it is for Site Holidays, except there is no 'Type' property option while configuring Master Holidays. The following instructions go through how to set up a Site Holiday.

4.5.1.1 Site Holiday Setup

- 1. Log in to the Aurora Desktop application.
- 2. Select Site Management using the main menu navigation. Then select Holiday Setup.



3. Using the Add holiday split button at the top left of corner of the screen, select the down arrow and either select Site Holiday or select from the pre-existing Master Holidays.

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- 4. If you selected Site Holiday, provide:
 - a. A name for the holiday
 - b. The holiday Type
 - c. How often the holiday occurs
 - d. The holiday's date(s)
 - e. Check the Include as BEST Holiday checkbox to indicate that the holiday should be used in BEST hardware

4.6 BEST Schedules

Schedules in Aurora are used to specify blocks of time for when the schedule is active. There are currently 3 types of schedules in Aurora: Keyscan, E-Plex, and BEST. Each type of schedule has a unique set of rules that ensures the data can be supported by the applicable hardware.

4.6.1 BEST Schedule Components

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- Name: a name/description of the schedule that gives users some indication of what it is used for or what it represents
- Weekday & Weekend Blocks of Time: a block of time that has a start time and end time representing periods when the schedule is active during regular weekdays and weekends
- Holiday Blocks of Time: blocks of time that have a start time and end time that represents periods when the schedule is active during a holiday. There are 3 alternative holiday schedules that can be configured for the 3 types of holidays Aurora supports

4.6.2 Add BEST Schedule

- 1. Log in to the Aurora Desktop application.
- 2. Select Site Management using the main menu navigation. Then select Schedule Management.

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Device Image Setup	
Active Map Template Editor	
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Event Priority Setup	
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- 3. If the Aurora setup includes more than one site, double-click on the site you want to add the schedule to.
- 4. Using the Add Schedule split button in the top-left of corner of the screen, click the down arrow and select BEST Schedule to add a BEST Schedule to the system.

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5. Provide a Name for the BEST Schedule that will let users see what the schedule is used for.

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		Site Site #2	
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- 6. Create blocks of time for when the schedule is active by using one of these methods. Blocks of time cannot span over days. Also, there can only be 5 unique start and end time combinations within the schedule:
 - a. Using the mouse, select the time for the day that the time block should start and drag the mouse to the point of where it should end, then release the mouse button to create the block

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b. Double-click anywhere on the row for the day that the block of time should be in, then set the times that the block should start and end on, and then select OK to add the block to the schedule

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c. Right-click on an existing block of time and select a copy option to create duplications of the block on multiple days

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- d. Select an existing block of time, hit control 'ctrl' + 'c' on the keyboard to copy it, select a day and time on the schedule and paste the block into the location
- 7. Save the schedule.

4.6.3 Edit BEST Schedule

- 1. Log in to the Aurora Desktop application.
- 2. Select Site using the main menu navigation. Then select Schedule Management.



- 3. If the Aurora setup includes more than one site, double-click the site that contains the schedule you want to edit.
- 4. Double-click on the BEST Schedule you want to edit in the Search Schedules tab. Alternatively, select the Schedule Details tab and use the Current Schedule drop-down control to select the schedule you want to work with.



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- 5. Edit the Name for the BEST Schedule.
- 6. Delete Blocks of time by using one of the following methods:
 - a. Hover over the block you want to delete and click the delete (garbage can) button that appears in the right corner of the block

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b. Click the block of time that you want to delete and then hit the delete button on the keyboard

c. Click a block of time that you want to delete, hold the control, or shift button to select additional blocks that you want to delete, and then hit the delete button on the keyboard

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- 7. Create blocks of time for when the schedule is active by using one of these methods. Blocks of time cannot span over days. Also, there can only be 5 unique start and end time combinations within the schedule:
 - a. Using the mouse, click the time for the day that the time block should start and drag the mouse to the point of where it should end, then release the mouse button to create the block

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b. Double-click anywhere on the row for the day that the block of time should be in, then set the times that the block should start and end on, and then click OK to add the block to the schedule

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c. Right-click an existing block of time and select a copy option to create duplications of the block on multiple days

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- Select an existing block of time, hit control 'ctrl' + 'c' on the keyboard to copy it, select a day and time on the schedule and paste the block into the location by hitting control 'ctrl' + 'v' on the keyboard
- 8. Modify existing blocks of time by using one of the following methods. Remember that blocks of time cannot span over days:
 - a. Double-click on the block of time you want to adjust the times for, provide the new start and/or end time and click OK

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b. Drag the start or the end of a block of time to extend or shrink the block to the new times

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c. Select a block of time and drag the whole thing to a new starting point

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d. Select multiple blocks of time by holding the Control or Shift Key when selecting and then drag the selected blocks to a new start point

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9. Save the schedule.

4.6.4 Delete BEST Schedule

- 1. Log in to the Aurora Desktop application.
- 2. Select Site using the main menu navigation. Then select Schedule Management.
- 3. If the Aurora setup includes more than one site, double-click on the site you want to delete the schedule from.
- 4. Click the Delete button (garbage can icon) for the schedule:
 - a. If the schedule is not assigned to group access levels or BEST Door Groups, a popup will appear asking you to confirm that you want to delete the schedule
 - b. If the schedule is being used by group access levels or by BEST Door Groups, a popup will appear informing you of what is using the schedule and a note explaining that all hardware using the schedule will have the schedule removed and that any group access levels using the schedule will be reset to No Access



4.6.5 Copy BEST Schedule to Other Sites

The schedule clone feature in Aurora lets you copy an entire schedule. The duplicate schedule can be cloned into the same site as the original so that you can easily set up a similar schedule based off the original. Alternatively, if your Aurora system has multiple sites, you can copy a schedule that is set up once in one site to other sites using the Clone Schedule feature. When cloning a schedule, the cloned schedule is automatically saved in the site(s) it was cloned to with the same name as the original schedule so that it matches in all sites the schedule is saved in.

The clone feature can be found on the Search Schedules tab of the Schedule Management screen by clicking

the clone button next to the schedule you would like to clone. It can also be found on the Schedule Details tab of the Schedule Management screen by selecting the Clone button found next to the Add Schedule split button in the top left corner.

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4.6.6 Clone a Schedule

The following are the steps to take to clone a schedule in a site to other site(s):

- 1. Log in to the Aurora Desktop application.
- 2. Select Site Management using the main menu navigation. Then select Schedule Management.



- 3. If the Aurora setup includes more than one site, double-click on the site that contains the schedule you want to clone.
- 4. Click the Clone button on the Search Schedules Screen.

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5. Select the sites that the schedule will be cloned and click the OK button.

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Please select the site that you would like the cloned schedule to be created for.									
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6. Click the OK button in the popup message that informs you how many sites the schedule was cloned to.



4.7 Groups

A Group in Aurora is used to group credentials together that will have the same access control settings for hardware supported in the system. Groups (of credentials) are assigned a schedule that specifies the times that the credentials within the group can gain access to a BEST door. In Aurora, this schedule assignment process is done using the Group Access Levels screen and the setup of Groups is done in the Group Setup screen.

4.7.1 Edit Groups

The following are instructions on how to edit groups in a site:

- 1. Log in to the Aurora desktop application.
- 2. Select Site Management using the main menu navigation. Then select Group Setup.



3. Double-click on a group name to change the name of a group.

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1	No Access Guest Cards	Yes	No	Not Assigned	•						
2	Maintenace Staff	Yes	No	Not Assigned							
3	Officers (Master)	Yes	No	Not Assigned							
4	Enlisted (Guest)	Yes	No	Not Assigned							
	Visitor	Yes	Yes	Not Assigned							
6	Group # 006	Yes	No	Not Assigned							
	Group # 007	Yes	No	Not Assigned							
8	Group # 008	Yes	No	Not Assigned							
	Group # 009	Yes	No	Not Assigned							
10	Group # 010	Yes	No	Not Assigned							
	Group # 011	Yes	No	Not Assigned							
	Group # 012	Yes	No	Not Assigned							
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14	Group # 014	Yes	No	Not Assigned							
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16	Group # 016	Yes	No	Not Assigned							
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4. Click on the active column to access a checkbox that allows you to specify if the group is active or not.

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2	Maintenace Staff	Yes	No	Not Assigned		
3	Officers (Master)	Yes	No	Not Assigned		
4	Enlisted (Guest)	Yes	No	Not Assigned		
5	Visitor	×	Yes	Not Assigned		
6	Group # 006	Yes	No	Not Assigned		
7	Group # 007	Yes	No	Not Assigned		
8	Group # 008	Yes	No	Not Assigned		
9	Group # 009	Yes	No	Not Assigned		
10	Group # 010	Yes	No	Not Assigned		
11	Group # 011	Yes	No	Not Assigned		
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17	Group # 017	No	No	Not Assigned		
18	Group # 018	No	No	Not Assigned		
19	Group # 019	No	No	Not Assigned		
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5. Click on the Visitor Group to access a checkbox that allows you to indicate if the group can be used with limited Visitor Only functions.

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3	Officers (Master)	Yes	No	Not Assigned								
4	Enlisted (Guest)	Yes	No	Not Assigned								
5	Visitor	Yes	×	Not Assigned								
6	Group # 006	Yes	No	Not Assigned								
7	Group # 007	Yes	No	Not Assigned								
8	Group # 008	Yes	No	Not Assigned								
9	Group # 009	Yes	No	Not Assigned								
10	Group # 010	Yes	No	Not Assigned								
11	Group # 011	Yes	No	Not Assigned								
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6. The Intrusion User group setup does not apply to the BEST integration.

4.7.2 Copy Groups

If you have multiple sites, and there are at least 2 sites that have the same credential group settings, you can use the Copy Groups feature to copy the group setup from one site to apply them to other sites. When you use this feature, all the Group fields will be overwritten in the sites that are copied to except for the Intrusion user field.

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4	Enlisted (Guest)	Yes	No	Not Assigned		
5	Visitor	Yes	Yes	Not Assigned		
3	Group # 006	Yes	No	Not Assigned		
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4.8 BEST Door Groups

BEST G-Series and V-Series locks are offline and stand-alone. Managing large numbers of stand-alone locks individually is unrealistic. BEST Door Groups provide a way to group the BEST offline locks together to aid in managing their configuration.

In Aurora, G-Series and V-Series locks are added to BEST Door Groups as BEST Doors that belong to a Site. There is no limitation to the number of BEST Doors (locks) that can be added to a BEST Door Group.

All BEST Doors that are part of a BEST Door Group must:

- Match the series of lock that the BEST Door Group supports
- Share the same password used to connect to the lock through the Transport application
- Be in the same geographical time zone and, by extension, use the same daylight savings time settings
- Use the same Card Formats
- Use the same BEST Schedules to control card access control and/or reader modes
- Use the same reader modes if reader modes are being used

All BEST Door Groups and locks within a site must be located within the same geographical time zone or the configuration will fail to export. Daylight Savings applied to the locks is done according to the geographical time zone selected.

There are two types of BEST Door Groups that can be added to an Aurora site through the Hardware Management screen: BEST Door Group G-Series, and BEST Door Group V-Series. The BEST doors that can be added to the BEST Door Group must match the lock series that the BEST Door Group represents. There is no way to add V-Series and G-Series locks to the same BEST Door Group since there are different validation rules between the hardware types.

To help manage large numbers of doors, an individual BEST Door's configuration (such as the values applied for unlock time, chassis type, etc.) can be copied and applied to all the doors within the door group. The same copy feature can be used to create additional new doors that can be added to the same BEST Door Group, a different BEST Door Group, or a new BEST Door Group.

4.8.1 Add a BEST Door Group

- 1. Log in to the Aurora Desktop application.
- 2. Select Site Management using the main menu navigation. Then select Hardware Setup.



3. If your Aurora configuration has more than one site, double-click on the site that you want to add the BEST Door Group to.

4. Using the Add Hardware split button in the top left corner of the Hardware Setup Screen, select the down arrow and click on the 'BEST Door Group V Series' or the 'BEST Door Group G Series' option to create the new door group.

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KONE People Flow Elevator System Integration - CA150-EVKX			
DSC PowerSeries Control Panel PC1616			
DSC PowerSeries Control Panel PC1832			
DSC PowerSeries Control Panel PC1864			
MAXSYS Control Panel PC4020			
DMP XR550DN			
Avigilon Control Center			
Exacq CCTV Integration			
Milestone CCTV Integration			
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Hikvision CCTV Integration			
Wavestore Global CCTV Integration			
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5. The new BEST Door Group will be displayed automatically in the Door Groups tab and the BEST Door Group sub tab.

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- 6. On the Information Tab Provide:
 - a. A meaningful name for the BEST Door Group
 - b. The password that will be used for the locks in the group (defaulted to 'BEST')
 - c. The Regional Time Zone that the BEST Door Group resides

- 7. At this point you can select the Save button to save the new BEST Door Group to the system. Optionally, you can continue configuring the **BEST** Door Group and then save:
 - a. Select the Card Format Assignment tab and assign the card formats that will be used by the BEST Doors that belong to the BEST Door Group
 - Select the Schedule Assignment tab and select the schedules that will be used by the BEST Doors for either group access levels or reader modes
 - i. If the schedule is to be used as a reader mode by the locks, specify the mode that the doors will use when the schedule is On and when it is Off
 - c. Select the Doors Tab and add BEST Doors to the door group (See the <u>Define BEST Doors</u>, <u>Add</u> <u>V-Series Doors</u>, and <u>Add G-Series Doors</u> sections for more details)

4.8.2 Edit a BEST Door Group

- 1. Log in to the Aurora Desktop application.
- 2. Go to the Site Management menu item using the main menu (on the bottom of every screen) and click Hardware Setup.



3. If your Aurora configuration has more than one site, double-click on the site that you want the BEST Door Group belongs to.

4. **Option 1:** Double-click on the BEST Door Group that you want to edit in the BEST Door Groups section of the screen.

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Option 2: Select the Door Groups tab on left side of the screen and then select the door group you want to work with from the BEST Door Group drop-down list. This drop-down list allows you to switch between door groups that you are working with. You will be prompted to save changes when switching between BEST Door Groups.

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- 5. Edit the Door Group:
 - a. Provide a meaningful name for the BEST Door Group on the Information Tab
 - b. Provide the password that will be used for the locks in the group (defaulted to 'BEST') on the Information Tab
 - c. Select the Regional Time Zone (geographical time zone) that the BEST Door Group resides on the Information Tab
 - d. Assign/remove the card formats that will be used by the BEST Door (locks) on the Card Format Assignment tab
 - e. Assign/remove the schedules that will be used by the BEST Doors for either group access levels or reader modes on the Schedule Assignment tab
 - i. If the schedule is to be used as a reader mode by the locks, specify the mode that the doors will use when the schedule is On and when it is Off
 - f. Add, edit, or delete BEST Doors on the Doors Tab (See the <u>Define BEST Doors</u>, <u>Add V-Series</u> <u>Doors</u>, and <u>Add G-Series Doors</u> sections for more details)

4.8.3 BEST Door Group Schedule Assignment

Schedules are assigned to BEST locks using the BEST Door Group's Schedule Assignment tab. There are 2 functions that this screen provides:

- The ability to assign a schedule to the BEST door locks. Once a schedule has been assigned, it can then be used in the Group Access Levels screen to define times when a group of credentials is permitted to gain access through the doors.
- 2. The ability to configure the BEST doors to follow a reader mode during the times that the assigned schedule is On and Off.

You need to have created BEST Schedules using the Schedule Management feature before you can use the Schedule Assignment feature.

4.9 Reader Modes

Reader modes define how a BEST lock's reader behaves when a schedule is "on" and when the schedule is "off". When reader modes are used, the value provided as the BEST lock's Default Door Mode setting will be disabled and the reader mode(s) applied will be used instead.

Reader modes are defined for a BEST door group and applied to all the locks within the group. After a schedule is assigned to the door group, the user can specify the modes that the locks' readers will follow when the schedule is On and when the schedule is Off. If both the Schedule On mode and Schedule Off Mode values are set to "No Reader Mode Applied" the reader mode settings are disabled for that scheduled. The 24Hour schedule only requires a setting be provided for the schedule on mode since this schedule never turns off.

Note: The end time of a reader mode's schedule is inclusive of the final minute; therefore, the reader mode will transition into on-mode as soon as the time switches to the first minute after the defined end-time. For example, if a schedule block time ends at 6:00AM, the reader mode will transition at 6:01AM.

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4.9.1 Reader Mode Definitions

Reader Mode	Chassis State	Access Granted	Notes
Unlocked	Unlocked	Always	In this mode, credentials are validated for passage mode and response is always Access Granted unless the lock is in low battery Alarm. When the lockset is in the low battery alarm state, the lockset will remain locked. In this condition, credentials are never validated, and the response is always Access Denied – Low Battery.
Locked	Locked	Never	Credentials are never validated, and the response is always Access Denied.
Facility Code Only	Locked	Credentials with a valid facility code	Credentials that have a batch number that matches any card formats' facility code value that has been assigned to the lock will gain access.
Card Only	Locked	Credentials with a valid facility code and card number	Credentials that have a valid facility code, valid card number and current temporary dates (if applied to the card) will gain access.
First Card Unlock	Locked	Credentials with a valid facility code and card number will be granted access	After the first credential is validated and access has been granted, the chassis is left in an unlocked state until another mode change event occurs.
Card AND PIN	Locked	Credentials with a valid facility code and card number must be presented in addition to a matching PIN	This mode is valid only for dual reader locks. If the Card and PIN mode is applied to a lock that is not a dual reader type, the lock will use Card Only instead.

Card OR PIN	Locked	Credentials with a valid facility code and card number will gain access. Also, access will be granted if a valid PIN was provided without presenting a valid credential	This mode is valid only for dual reader locks. If the mode is changed to this mode and the lock is not a dual reader type, the mode will default to Card Only instead.
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4.9.2 Add/Edit a Reader Mode

- Follow the steps outlined in the <u>Edit a BEST Door Group section (section 4.8.2)</u> to begin editing a BEST Door Group's Reader Modes.
- 2. Select the Schedule Assignment Tab.
- 3. Ensure that the schedule for the reader mode is assigned to the BEST Door Group by placing a checkmark in the checkbox next to the schedule.
- 4. Optional: verify when the schedule is on and off by right clicking on the schedule name.

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5. Click the Schedule On Mode value to edit the field and select the behavior that the BEST locks' reader will use when the schedule is on.

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6. Click on the Schedule Off Mode value to edit the field and select the behavior that the BEST locks' reader will use when the schedule is off.

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7. Click Save to save the configuration.

4.9.3 Remove a Reader Mode

- Follow the steps outlined in the <u>Edit a BEST Door Group section (section 4.8.2)</u> to begin editing a BEST Door Group's Reader Modes.
- 2. Select the Schedule Assignment Tab.
- 3. If the schedule is not going to be used by the BEST locks for credential access control purposes, you can uncheck the Assigned checkbox to remove the schedule and reader mode settings. If you attempt to remove a schedule that is being used for access control you will be shown a popup asking you to confirm your actions since the credential group access levels will be removed upon saving the settings.

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access levels that were using this schedule will be reset to the door group. Any group access levels that were using this schedule will be reset to No Access. Any cards in	
groups that were using this schedule to gain the doors in the door group will be denied access unless the cards are assigned to another group that permits access.	
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 If the Schedule is still being used for credential access control purposes, set the Schedule On Mode and Off Mode values to "No Reader Mode Applied".

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• Click on the Schedule On Mode value to edit the field and select "No Reader Mode Applied"

• Click on the Schedule Off Mode value to edit the field and select "No Reader Mode Applied".

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5. Click Save to save the configuration.

4.9.4 Reader Mode Rules

- G-Series Door groups:
 - o Can assign up to a maximum of 4 schedules
 - Can define up to a maximum of 2 reader modes for the door group
 - A user must specify on and off mode values that are both set to a value other than "not used" for the reader mode to be valid
 - A user must specify on mode and off mode values that are both set to a value of "not used" to unassign the reader mode
- V-Series Door groups:
 - Can assign up to a maximum of 32 schedules
 - Can define up to a maximum of 32 reader modes for the door group
 - A user must specify on and off mode values that are both set to a value other than "not used" for the reader mode to be valid
 - A user must specify on mode and off mode values that are both set to a value of "not used" to unassign the reader mode

4.10 Schedule Assignment

Schedules must be assigned to a BEST Door lock through the BEST Door Group that it is a part of. Once a schedule is assigned, it can be used to configure the times that credentials can gain access through the door in the BEST Door Group Access Levels setup.

There are two special schedules in Aurora that are always available across hardware: the 24Hour schedule and the No Access Schedule. The 24Hour schedule is always assigned to BEST Doors since it is available to all hardware in Aurora.

4.10.1 Assign a Schedule

- Follow the steps outlined in the <u>Edit a BEST Door Group section (section 4.8.2)</u> to begin editing a BEST Door Group's Reader Modes.
- 2. Select the Schedule Assignment Tab.
- 3. You can verify when the schedule is on and off by right clicking on the schedule name.

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٢		Hardware	e Setup		Keyscan 🗏
Add 8 Door	r Access Coi	trol Unit - Site Keyscan Site	+		
g E-P	lex Door Gr	BEST Door Groups			
lardwa		BEST Door Group	BEST Door Group # 4 🔹		
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Ç. I G		tion Doors Schedule Assignment Card Pormat Assig	ninent	1	
Door	Assigne	Schedule T Schedule On Mor	de T	Schedule Off Mode	T
	×	24HR No Reader Mod	e Applied	No Reader Mode Applied	
sdno	Cabadula:	Maintenace Schedule			
or Gn	OD.	01. 02. 03. 04. 05. 06. 07. 08. 09. 10. 11: 12, 13. 14. 15. 16. 17. 18. 19. 20. 21	22 23		
8	Б	Monday: 04:00 - 20:00			
2	N N				
evato	Tue	Tuesday: 04:00 - 20:00			
13	Wed	Wednesday: 04:00 - 20:00			
ice	Ę	Thursday: 04:00 - 20:00			
o Dev		Eridor: 04:00_20:00			
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usion	Sun				
Intr					
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	ays 2				
	3 3				
R	efresh		3 CVH 🔛		Save
				В	ack 🝷

4. Place a checkmark in the checkbox beside the schedule name to assign it to the door group.

	leysc	an Aurora - Ver	sion 1.0.19.6					
٢	_				Hardware Setup			Keyscan 🗏
Add	18 Do	oor Access Cont	rol Unit 👻	Si	te Keyscan Site	-		
		E-Plex Door Gro	ups BEST Door G	roups				
Indwa				BE	ST Door Group BEST Doo	r Group #4 🔹		
All Ha		_				r Group # 4		
		🖵 Informat	ion 🔒 Doors	Schedule Assignment	Card Format Assignment			
oors		X Assigned	Schedule	Т	Schedule On Mode	т	Schedule Off Mode	т
P		×	24HR		No Reader Mode Applied		No Reader Mode Applied	
sq		8	Maintenace Schedul	e	No Reader Mode Applied		No Reader Mode Applied	
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5. Click the Save button to save the configuration.

4.10.2 Remove an Assigned Schedule

- Follow the steps outlined in the <u>Edit a BEST Door Group section (section 4.8.2)</u> to begin editing a BEST Door Group's Reader Modes.
- 2. Select the Schedule Assignment Tab.
- 3. Uncheck the Assigned checkbox next to the schedule to remove it. If you are removing a schedule that is being used for access control you will be shown a popup asking you to confirm your actions since the credential group access levels will be removed upon saving the settings.



4.10.3 Schedule Assignment Rules

- G-Series Door groups:
 - Can be assigned up to a maximum of 4 schedules:
 - The 24HR access schedule
 - 3 user defined schedule
- V-Series Door groups:
 - Can be assign up to a maximum of 32 schedules:
 - The 24HR access schedule
 - 31 user defined schedules

4.11 BEST Door Group Card Format Assignment

Card formats must be assigned to a BEST Door lock through the BEST Door Group that it is a part of. Every BEST Door Group within a site must be assigned at least one card format before the BEST configuration can be exported to update the locks.

4.11.1 Assign a Card Format to Doors

- Follow the steps outlined in the <u>Edit a BEST Door Group section (section 4.8.2)</u> to begin editing a BEST Door Group's Card Formats.
- 2. Select the Card Formats Tab.
- Place a checkmark beside the card formats that the BEST Door locks will use.
 Note: Wiegand Card Formats will be available for selection for V-Series but will not appear as options for G-Series Door Groups.

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٠		Hardware Setup	Keyscan 🚍
Add	8 Door Access Control Unit 🔹	Site Keyscan Site 🗸	
2	E-Plex Door Groups BEST Door Group	s	
Indwa		BEST Door Group V-Series Door Group	
All He			
	Information A Doors S	chedule Assignment Card Format Assignment	
loors	Card Format	Туре	т
Ľ	💌 (055) Keyscan	Wiegand	
ST.	(215) Standard 26-Bit Credential	Wiegand	
Grou	(A049) Corporate 1000-35	Wiegand	
Door	Enlisted Card	Magnetic Stripe	
Ľ	Guest Card Format	Magnetic Stripe	
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٢		Hardware Setup)	Keyscan 🗏
Add 8	B Door Access Control Unit 🝷	Site Keyscan Site	+	
2	E-Plex Door Groups BEST Door Grou	ups		
ardwa		BEST Door Group G-Serie	s Door Group	
All H				
	Information A Doors	Schedule Assignment Card Format Assignment		
Joors	Card Format	Турс	8	т
	Guest Card Format	Ma	gnetic Stripe	
sdn	Master Card Format	Ма	gnetic Stripe	
r Groi	Enlisted Card	Ма	gnetic Stripe	
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4.11.2 Remove a Card Format from Doors

- Follow the steps outlined in the <u>Edit a BEST Door Group section (section 4.8.2)</u> to begin editing a BEST Door Group's Card Format.
- 2. Select the Card Formats Tab.

3. Uncheck the checkbox beside the card formats that should be removed from the BEST Door locks.

Keyscan Aurora - Version 1.0.19.6		
٢	Hardware Setup	Keyscan
Add 8 Door Access Control Unit 🔹	Site Keyscan Site -	
E-Plex Door Groups BEST Door Groups		
Наго	BEST Door Group G-Series Door Group	
■ Information A Doors Schedule Assignment	Card Format Assignment	
Card Format	Туре	Ť
Guest Card Format	Magnetic Stripe	
Master Card Format	Magnetic Stripe	
Enlisted Card	Magnetic Stripe	
Door		
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Vide		
5		
Refresh		Save
		Back

4.12 BEST Doors

4.12.1 BEST Door Properties

Properties	Notes
Name	The name or description of the door. This value is used to identify the door throughout the Aurora system.
Unlock Time	The number of seconds the unit will remain unlocked after a card is presented. This value can be between 1 and 255 seconds.
Extended Entry Unlock Time	The number of seconds the unit will remain unlocked after a credential with extended entry enabled gains access to the door. This value can be between 3 and 255 seconds.
Default Door Mode	The default door mode will apply the provided reader-mode to the lock's reader. This value is overwritten if any reader modes are assigned to the BEST Door Group the lock belongs to.
	If the default door mode is set to Automatic, and there are no reader modes assigned to the BEST Door Group, the lock's reader will use the Card Only mode. Otherwise, the lock's default reader mode will follow the one that is assigned to it.
	The Chassis type of the lock that the BEST Door represents. The chassis type can be cylindrical, mortise, or custom.
Chassis Type and Volume	The chassis type provided dictates the Chassis Volume value used by the lock.
	Cylindrical has a chassis volume of 28,899.

	Mortise has a chassis volume of 3,168.
	If Custom-Chassis is selected, a custom value must be provided for the chassis volume.
Hardware Notes	The Additional Hardware Notes field is a supplementary description that can aid in identifying the door/hardware.
	The number of denied attempts permitted before the lock initiates a Denied Attempts Timeout Period.
	The denied attempts feature is enabled when a Denied Attempts Limit value greater than 0 is applied.
Denied Attempts Limit	When the denied attempts feature is enabled, the lock will track each successive denied attempt, except for a denial due to a low battery condition. If a valid credential is presented during the accumulation of denied attempts, the denied attempts count will be reset to zero and start over.
	When the number of denied attempts reaches the limit defined, the lockset will record a Denied Count event and initiate a Denied Attempts Timeout period.
	When the lock is in a Denied Attempts Timeout state, it will not allow any further credential validation for a period equal to the Denied Attempts Timeout. When in this state, all credentials presented will be responded to with an Access Denied and no history events will be logged.
Denied Attempts Timeout	When the lockset has reached the maximum number denied attempts, the lockset will not allow any further credential validation for a period equal to the Denied Attempts Timeout.
Dual Custody	The lockset will require two valid credentials, credentials and PINs, or PINs to successfully grant access. The lockset will respond with two flashes of the green LED upon a successful validation of the first credential. After the green LED flashes, the lockset will wait for a second credential read or keypad input for a period equal to the unlock duration. Upon completing the second successful credential validation, using a different credential from the first, the lockset will allow access. The history transaction event recorded for the access granted will show access granted for the second credential. If the second credential is the same as the first, the lockset will respond with an access denied, and a history record of access denied-invalid credential will be logged. If the Unlock-Time time period between credential presentations expires prior to the second credential, access will be denied, and the lockset will record a timeout history event.
	If Use Limit is enabled, and the credential has a use limit number applied to it, the credential will only be permitted access to through the door for the number of times indicated as it's use limit.
Use Limit	Once enabled for the door, the use limit will be included in determining if the card is permitted access. If the use limit for the credential is greater than zero, the use limit validation will be successful. The use limit is decremented upon a completed access granted. If the use limit fails validation, the lockset will deny access and a history event of access denied- use limit will be logged.

V-Series: Activation and Deactivation Dates	Enables validation of activation and deactivation dates within the lockset. The lockset will only validate activation and deactivation dates if these properties have been enabled. The lockset uses the activation and deactivation dates stored within the lock for credentials.
	Activation and Deactivation Dates in G-Series is more robust than that of the V-Series locksets since the guest feature effects this setting. In G-Series locksets, the date range validation is used if the activation and deactivation dates are enabled through the lockset's properties, and/or if the lock has Guest Operations enabled with a Guest Format assigned to the door.
G-Series: Activation and Deactivation Dates	If lock is using guest operations and has a guest card format assigned to it, the activation and deactivation dates are read from the information encoded on the presented guest credential. These dates are always validated, regardless of the doors' Enable Activation Date and Enable Deactivation Date properties.
	If the lock determines that the credential presented does not qualify as a valid guest credential, the lock treats the credential as a master card. In this case, the lock will only validate activation and deactivation dates if these properties have been enabled. The lock uses the activation and deactivation dates stored within the lock for master card credentials.
Enable Look Ahead	The Look Ahead feature allows locks to automatically update themselves to permit access for new cards and disable previous card(s) with the same card-number. This process happens when a credential with an updated issue code is presented. When an issue code is updated, the cardholder's PIN is reset to the default value.
Look Ahead Range	Since the issue code may be updated more than once since the card was last presented to the BEST lockset, the lockset provides a valid issue code range to accommodate issue codes that are not the immediate next expected number. For example, if a lockset is configured with a Look Ahead Range of 3, the card can be encoded three times with new issue codes and still work; however, if encoded a fourth time, the card will not be expected and will not work at the lockset.
Look Ahead Offset	The Look Ahead Offset is the default value used by the lockset to specify the immediate next expected issue code when it is initially set up. For example, the first card encoded will start with an issue code of 0, the lockset should be configured with a default value of 1 since it is the next issue code value that is expected by the lockset.

4.12.2 Add V-Series Doors

- 1. Log in to the Aurora Desktop application.
- 2. Go to the Site Management menu item using the main menu (on the bottom of every screen) and click Hardware setup.



- 3. If your Aurora configuration has more than one site, double click on the site that you want to add the BEST Door Group to.
- Follow the instructions outlined in the <u>Add BEST Door Group (section 4.8.1)</u> to add a new V-Series Door Group that the locks will belong to OR Follow the instructions outlined in the <u>Edit a BEST Door Group</u> <u>section (section 4.8.2)</u> to add the locks to an existing V-Series BEST Door Group.
- 5. On the BEST Door Group's "Doors" Tab:
 - a. Use the Add BEST Door split button in the top left corner of the BEST Doors section of the screen. Select the down arrow and click on the V-Series lockset type you are adding to the system.

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٠	Hardware Setup	Keyscan 🚍
Add 8 Door Access Control Unit 🝷	Site Keyscan Site -	
g E-Plex Door Groups BEST Door Groups		
ardwa	BEST Door Group V-Series Door Group	
M Doors Scredule Assig	nment Card Format Assignment	
Add V Series Dual • BEST Doors	BEST Door Details	
V Series Dual		
V Series Magnetic		
V Series Proximity		
ators		
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No BEST Doors	Please Select A BEST Door	
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b. Provide:

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Add 8	Door Access Control Unit	Keyscan Site 🔹		
le C	E-Plex Door Groups BEST Door Groups			
rdwar				
All Ha	BEST	Door Group		
	Information A Doors Schedule Assignment C	ard Format Assignment		
soc			DECT Data Dataila	
ă	Add V Series Dual BEST Doors	Lock Model	V Series Dual	
l s	BEST Door # 1	Name	BEST Door # 1	
group		Unlock Time	3	-
loor (Extended Entry Unlock Time	5	-
Ľ		Default Door Mode	Automatic	-
ŝ		Chassis Type	Cylindrical	-
levat		Chassis Volume	28899	
—		Hardware Notes		
e		Denied Attempts Limit	0	
Devi		Denied Attempts Timeout	60	
/ideo		Enable Dual Custody Enable Use Limit		
		Enable Activation Date		
.g		Enable Deactivation Date		
Intrus			Enable Look Ahéad	
		Look Ahead Offset		
		Look Ahead Range 1		
	Refresh			Save
				Back 👻

- i. A meaningful name for the door the associated with the lockset
- ii. The Unlock Time value
- iii. The Extended Entry Unlock Time value
- iv. The Default Door Mode
- v. The Chassis type, and Chassis Volume value if Custom-Chassis type is selected
- vi. Any notes about the lockset or door
- vii. The Denied Attempts Limit (0 if not being used)
- viii. The Denied Attempts Timeout Value
- ix. Indicate if Dual Custody is enabled
- x. Indicate if Use Limit is enabled
- xi. Indicate if Activation and Deactivation Dates are enabled
- 6. Save the Door Group to save the new offline lock as a BEST Door in Aurora.

4.12.3 Add G-Series Doors

- 1. Log in to the Aurora Desktop application.
- 2. Go to the Site Management menu item using the main menu (on the bottom of every screen) and click Hardware setup.



- 3. If your Aurora configuration has more than one site, double click on the site that you want to add the BEST Door Group to.
- Follow the instructions outlined in the <u>Add BEST Door Group</u> to add a new G-Series Door Group that the locks will belong to OR Follow the instructions outlined in the <u>Edit a BEST Door Group section (section</u> 4.8.2) to add the locks to an existing G-Series BEST Door Group.
- 5. On the BEST Door Group's "Doors" Tab:
 - a. Use the Add BEST Door split button in the top left corner of the BEST Doors section of the screen. Select the down arrow and click on the G-Series lockset type you are adding to the system



b. Provide:

Keyscan Aurora - Version 1.0.19.6			
(*)	Hardware Setup		Keyscan 🗏
Add 8 Door Access Control Unit - Site	Keyscan Site 🛛 🚽		
E-Plex Door Groups BEST Door Groups BEST D	Door Group G-Series Door Group		
Carl Information A Doors Schedule Assignment Ca	rd Format Assignment		
Add G Series Dual • BEST Doors		BEST Door Details	Kerscan Ξ
BEST Door # 1	Lock Model	G Series Dual	
a Series Dual	Name Uplock Time	BEST D001#1	
ba G	Extended Entry Unlock Time	5	
	Default Door Mode	Automatic	
2	Chassis Type	Cylindrical	-
evato	Chassis Volume	28899	
	Hardware Notes		
	Enable Activation Date		
Devi		Enable I ook Abead	
ficteo	Look Ahead Offset		
F	Look Ahead Range 1		
resident of the second s		Guest Operations	
「「」	Is Common Door		
	Guest Card Number Start		
	Guest Card Number Stop		
	Guest Card Range		
Refresh			Save
			Back -
(Charles)			

- i. A meaningful name for the door that is associated with the lockset
- ii. The Unlock Time value
- iii. The Extended Entry Unlock Time value
- iv. The Default Door Mode
- v. The Chassis type, and Chassis Volume value if Custom-Chassis type is selected
- vi. Any notes about the lockset or door
- vii. Indicate if Activation and Deactivation Dates are enabled
- viii. Indicate if Guest Operations are enabled
 - 1. If Guest operations are enabled provide:
 - a. A Guest Card Number Start value
 - b. A Guest Card Range value
 - c. Indicate if it is a common door
 - d. Indicate if Look Ahead is enabled
 - i. If Look Ahead is enabled:
 - 1. A Look Ahead offset value
 - 2. A Look Ahead rage value
- 6. Save the Door Group to save to save the new offline lock as a BEST Door in Aurora.

4.13 Copy Door Settings Feature

The Copy Door Settings feature helps manage large numbers of doors at the same time. The feature offers the ability to apply a door's settings to all other doors within the same door group or create new doors with the same settings and save them to the same door group, a different door group, or a new door group.

This feature is especially useful to quickly add guest doors because it will automatically apply guest card ranges to match the same number of cards that the copied guest door supported. This means that the guest start and

stop numbers are automatically generated and it can simplify setups with many guest doors since keeping track of guest ranges is not a concern when using this feature.

4.13.1 Add Multiple BEST Doors

The copy door settings feature provides the ability to set up one door with the desired configuration and use it to create new doors with the same settings. The new doors can be added to the same BEST door group that the copied door belongs to, a different door group, or a new door group.

- 1. Follow the instructions on how to create a new BEST door or edit an existing BEST door (see BEST Doors).
- 2. Once the BEST door has been added to the system, click the copy door settings button 🛄 to open the Copy Door Settings dialogue.
- 3. Since we are adding new doors, place a checkmark in the Duplicate BEST door section of the screen.
- 4. Specify the number of doors to create.
- 5. Select the type of new door(s) to create.
- 6. Select the BEST door group where the new door(s) will be created.
- 7. Click OK.

Opy Door Settings	– 🗆 X
Apply Settings to All Doors In Door	Group
Please note that guest configuration that Do Not have Guest Operations	settings will only be applied to doors Enabled.
X Duplicate BEST Door	
Number of BEST Doors to Create	50
Туре	G Series Dual
BEST Door Group	Create New Door Group
ОК	Cancel

4.13.2 Update Multiple BEST Doors

The copy door settings feature provides the ability to set up one door with the desired configuration and use it to apply the same settings to the other doors within the same BEST door group. When the copied door contains guest settings, the settings are only copied and applied to the other doors if the other doors do not already have guest operations enabled.

- 1. Follow the instructions on how to create a new BEST door or edit an existing BEST door (see BEST Doors).
- 2. Once the BEST door has been added to the system, click the copy door settings button 🖪 to open the Copy Door Settings dialogue.
- 3. Since we are updating the doors within the BEST door group, place a checkmark in the Apply Settings to All Doors in Door Group section of the screen.

4. Click OK.

Apply Settings to All Doors In Door Group	qu
Please note that guest configuration se that Do Not have Guest Operations En	ttings will only be applied to doors abled.
Duplicate BEST Door	
Number of BEST Doors to Create	0
Туре	G Series Dual
BEST Door Group	BEST Door Group # 4
BEST Door Group	BEST Door Group # 4

4.14 Group Access Levels

In Aurora, groups of credentials are assigned a schedule that defines times for when the credentials that belong to the group can gain access to the door. The Groups Access Levels feature lets you manage this relationship.

Before you can assign a user-defined schedule to a group of credentials for a BEST door, the schedule must be assigned to the BEST Door Group that the hardware is part of. Once the schedule is assigned to a BEST Door Group, it can be assigned to a group of credentials to specify when the group gains access to the door. Please refer to the <u>"BEST Door Group Schedule Assignment" section</u> under BEST Door Groups for more information on how to assign a scheduled to a BEST Door Group.

The group's schedule assignment process is done using the Group Access Levels screen. The Group Access Levels screen consists of the following fields:

- Groups
- BEST Locks
- Schedules

Door Group Access is used to assign each group an access level to the doors controlled in your system. The Door Group Access screen is presented in a column format in Aurora, and consists of three types of access levels:

- 24 Hour Access 24HR
- No Access
- User Defined Scheduled Access

The Door Group Access screen can be displayed using a Basic View or an Advanced View. To change views, click on the Show Basic View/Show Advanced View button. The button changes description depending on the current view. If you chose to use the Advanced View, you can use the grid's filtering capability to filter the results to what you are configuring and apply a bulk update to everything in the result. If you are using the Basic View, you can copy the settings for one group and apply those settings to another group by right click on the group you wish to copy and right clicking again to paste them to another group.

4.14.1 BEST Door Group Access Levels Setup

4.14.1.1 Basic View

- 1. Log in to the Aurora desktop application.
- 2. Under the Manage People menu, select Group Access Levels.



- 3. If your system setup contains multiple sites, double click on the site whose group access levels you would like to configure.
- 4. Select the BEST Group Access Levels tab and select the BEST Door Group that contains the doors you are going to configure.

		Grou	p Acce	ess Levels		Keysc
		Site Keyscan	Site			
oor Gr	roup Access Elevator Group Access	BEST Group Access Levels				
		BEST Door Groups	VSerie	es BEST Door Group	•	
_		· · ·	GSeri	ies BEST Door Group		
	Groups		VSeri	es BEST Door Group	s For Group: No Access Guest C	ards
Numb	er Group			BEST Door	T Schedule	т
	No Access Guest Cards			V-Series BEST	Door # 1 No Access	
	Maintenance Staff			BEST Door # 7		
	Officers (Master)			BEST Door # 10	No Access	
	Enlisted (Guest)			BEST Door # 2	No Access	
	Visitor			BEST Door # 6		
				BEST Door # 13	3 No Access	
				BEST Door # 25	5 No Access	
				BEST Door # 12	2 No Access	l i
				BEST Door # 22	2 No Access	
				BEST Door # 24	No Access	
				BEST Door # 9		
				BEST Door # 5	No Access	
				BEST Door # 23	3 No Access	
				BEST Door # 20) No Access	
				BEST Door # 15	5 No Access	
				BEST Door # 21		
ow Av	dvanced View			Schedule No Access		
			6.3			
			- 18÷			Save

- 5. Configure a group to use a schedule for specific doors:
 - a. For a Single Door:
 - i. Select the group you are configuring

 ii. Locate the door you are going to configure, click on the Schedule column, and select the schedule that will be applied to the group for the selected door (Note: you must click Save for these changes to be stored)

	The course of th	Reyscan
Site Keyscan	Site •	
r Group Access Elevator Group Access BEST Group Access Levels		
BEST Door Groups	VSeries BEST Door Group	
Groups	Access For G	roup: Contract Maintenace
Imber Group	BEST Door	T Schedule T
No Access Guest Cards	V-Series BEST Door # 1	No Access
Maintenance Staff	BEST Door # 7	No Access
Officers (Master)	BEST Door # 10	No Access
Enlisted (Guest)	BEST Door # 2	No Access
Visitor	BEST Door # 6	No Access
Contract Maintenace	BEST Door # 13	No Access
	BEST Door # 25	No Access
	BEST Door # 12	No Access
	BEST Door # 22	24HR BEST Contract Maintenace Schedule
	BEST Door # 24	BES Mon. Fri 9.5
	BEST Door # 9	BEST Contract Maintenace Schedule
	BEST Door # 5	No Access
	BEST Door # 23	No Access
	BEST Door # 20	
	BEST Door # 15	
	BEST Door # 21	No Access 🗸 👻
v Advanced View	Schedule No Access	- Apply
	878) 📖 🚍	
Pafrash Patrash		Save

- b. For All Doors within a BEST Door Group:
 - i. Select the group you are configuring
 - ii. Place a checkmark in the checkbox at the top of the grid to select all the doors within the door group

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۲		Group Ac	cess L	evels			Keyso	an ≣
		Site Keyscan Site		•				
Door	Group Access Elevator Group Access	BEST Group Access Levels						
		BEST Door Groups VSe	eries BF	ST Door Group				
			_					
	Groups			Access For G	roup: Contract Mainten	ace		
Num	ber Group			BEST Door	T Schedule		Т	
	No Access Guest Cards		×	V-Series BEST Door # 1				
2	Maintenance Staff		×	BEST Door # 7				
3	Officers (Master)		×	BEST Door # 10				
	Enlisted (Guest)		×	BEST Door # 2				
5	Visitor		×	BEST Door # 6				
6	Contract Maintenace		×	BEST Door # 13				
			×	BEST Door # 25				
			×	BEST Door # 12				
			×	BEST Door # 22				
			×	BEST Door # 24				
			×	BEST Door # 9				
			×	BEST Door # 5				
			×	BEST Door # 23				
			×	BEST Door # 20				
			×	BEST Door # 15				
			×	BEST Door # 21				-
Show	Advanced View		Scheo	dule No Access			•	Apply
	Defeet						Save	
	Kerresn						Back	-

 iii. Use the bottom Schedule drop down list to select the schedule to apply to all the selected doors within the BEST Door Group

Keyscan Aurora - Version 1.0.19.7			-	□ ×
Ð	Group Ac	cess Levels		Keyscan 🗏
	Site Keyscan Site	•		
Door Group Access Elevator Group Access	BEST Group Access Levels			
	BEST Door Groups VSe	eries BEST Door Group 👻		
Groups		Access For Gr	oup: Contract Maintenace	
Number Group		BEST Door	T Schedule	T 🔒
1 No Access Guest Cards		V-Series BEST Door # 1		
2 Maintenance Staff		BEST Door # 7		
3 Officers (Master)		BEST Door # 10		
4 Enlisted (Guest)		BEST Door # 2		
5 Visitor		BEST Door # 6		
6 Contract Maintenace		BEST Door # 13		
		BEST Door # 25		
		BEST Door # 12		
		BEST Door # 22		
		BEST Door # 24		
		BEST Door # 9		
		BEST Door # 5		
		BEST Door # 23		
		BEST Door # 20		
		BEST Door # 15		
		BEST Door # 21		-
Show Advanced View		Schedule No Access		- Apply
Refresh		24HR BEST Contract Maintenac BEST Mon-Fri 9-5	BEST Contract Maintenace Sch	edule
			Right click to view the schedule	mormation

iv. Click the Apply button to apply the schedule to all the selected doors (**Note:** you must click Save for these changes to be stored)

	Group Access Levels	- Reysc
Site	Keyscan Site	
or Group Access Elevator Group Access BEST Group Access	evels	
BEST D	oor Groups VSeries BEST Door Group 🔻	
Groups	Access Fo	r Group: Contract Maintenace
umber Group	BEST Door	T Schedule T
No Access Guest Cards	V-Series BEST Door # 1	BEST Contract Maintenace Schedule
Maintenance Staff	BEST Door # 7	BEST Contract Maintenace Schedule
Officers (Master)	BEST Door # 10	BEST Contract Maintenace Schedule
Enlisted (Guest)	BEST Door # 2	BEST Contract Maintenace Schedule
Visitor	BEST Door # 6	BEST Contract Maintenace Schedule
Contract Maintenace	BEST Door # 13	BEST Contract Maintenace Schedule
	BEST Door # 25	BEST Contract Maintenace Schedule
	BEST Door # 12	BEST Contract Maintenace Schedule
	BEST Door # 22	BEST Contract Maintenace Schedule
	BEST Door # 24	BEST Contract Maintenace Schedule
	BEST Door # 9	BEST Contract Maintenace Schedule
	BEST Door # 5	BEST Contract Maintenace Schedule
	BEST Door # 23	BEST Contract Maintenace Schedule
	BEST Door # 20	BEST Contract Maintenace Schedule
	BEST Door # 15	BEST Contract Maintenace Schedule
	BEST Door # 21	BEST Contract Maintenace Schedule
w Advanced View	Schedule BEST Contract Maint	tenace Schedule
Defeat		Save

4.14.1.2 Advanced View

- 1. Log in to the Aurora desktop application.
- 2. Under the Manage People menu, select Group Access Levels.



- 3. If your system setup contains multiple sites, double click on the site you are configuring the group access levels for.
- 4. Select the BEST Group Access Levels tab.
- 5. Click the Show Advanced View button.

2		Group	Access Levels		Keyscan
		Site Keyscan S	Site 🚽		
Door Group Acces	s Elevator Group Access	BEST Group Access Levels			
		BEST Door Groups	VSeries BEST Door Group 🔻		
Number T	Group	T BEST Door	T BEST Door Group	T Schedule	Т
1	No Access Guest Cards	BEST Door # 10	VSeries BEST Door Group	No Access	
1	No Access Guest Cards	BEST Door # 11	VSeries BEST Door Group	No Access	
1	No Access Guest Cards	BEST Door # 12	VSeries BEST Door Group		
🗖 1	No Access Guest Cards	BEST Door # 13	VSeries BEST Door Group	No Access	
1	No Access Guest Cards	BEST Door # 14	VSeries BEST Door Group		
1	No Access Guest Cards	BEST Door # 15	VSeries BEST Door Group	No Access	
1	No Access Guest Cards	BEST Door # 16	VSeries BEST Door Group		
1	No Access Guest Cards	BEST Door # 17	VSeries BEST Door Group		
1	No Access Guest Cards	BEST Door # 18	VSeries BEST Door Group		
1	No Access Guest Cards	BEST Door # 19	VSeries BEST Door Group	No Access	
1	No Access Guest Cards	BEST Door #2	VSeries BEST Door Group	No Access	
1	No Access Guest Cards	BEST Door # 20	VSeries BEST Door Group		
1	No Access Guest Cards	BEST Door #21	VSeries BEST Door Group		
1	No Access Guest Cards	BEST Door # 22	VSeries BEST Door Group	No Access	
1	No Access Guest Cards	BEST Door # 23	VSeries BEST Door Group	No Access	
1	No Access Guest Cards	BEST Door # 24	VSeries BEST Door Group		
1	No Access Guest Cards	BEST Door # 25	VSeries BEST Door Group		
n 1	No Access Guest Cards	REST Door # 26	VSeries REST Door Group	No Access	
Show Basic View			Schedule No Access		- App
			870 m 🔁		
Refresh					Save
Reflesh					Back

- 6. Use the filter functionality to filter the doors and/or groups you wish to apply a schedule to, then select all the filtered doors and apply the desired schedule to them.
 - a. In this example, the list is filtered to include all group access level records for the Maintenance Staff, and Officer (Master) groups since they will be applied the same schedule:

Keyscan Aurora	- Version 1.0.19.7					- 0	×	
49	Group Access Levels							
		Site Keyscan Site	e	•				
Door Group Acce	ess Elevator Group Access	BEST Group Access Levels						
		BEST Door Groups VS	Series Bl	ST Door Group				
	, ,		_		_			
	Group	T BEST Door	_'	BEST Door Group	T Schedule			
2	Maintenance Staff	Select All		VSeries BEST Door Group				
2	Maintenance Staff	Enlisted (Guest)	• L	VSeries BEST Door Group				
2	Maintenance Staff	Maintenance Staff		VSeries BEST Door Group				
2	Maintenance Staff	Officers (Master)		VSeries BEST Door Group	No Access			
2	Maintenance Staff	■ Visitor		VSeries BEST Door Group	No Access			
2	Maintenance Staff	Show rows with value that		VSeries BEST Door Group				
2	Maintenance Staff	Is equal to	-	VSeries BEST Door Group				
2	Maintenance Staff		aA	VSeries BEST Door Group				
2	Maintenance Staff	And		VSeries BEST Door Group				
2	Maintenance Staff			VSeries BEST Door Group	No Access			
2	Maintenance Staff			VSeries BEST Door Group				
2	Maintenance Staff			VSeries BEST Door Group				
 □ 2	Maintenance Staff	Filter Clear Filter		VSeries BEST Door Group				
2	Maintenance Staff	BEST Door # 22		VSeries BEST Door Group				
2	Maintenance Staff	BEST Door # 23		VSeries BEST Door Group				
2	Maintenance Staff	BEST Door # 24		VSeries BEST Door Group				
2	Maintenance Staff	BEST Door # 25		VSeries BEST Door Group				
n 2	Maintenance Staff	REST Door # 26		VSeries REST Door Group	No Access		-	
Show Basic View			Sche	dule No Access		-	Apply	
			22					
Refresh			A			Save		
			14.000			Back		

b. After filtering, select all the records by placing a checkmark in the checkbox:

🕖 Keyscan A	Aurora - Version 1.0.19.7				- 🗆 ×
٠		Group A	Access Levels		Keyscan 🔳
		Site Keyscan Si	te 🔹		
Door Group	p Access Elevator Group Access	BEST Group Access Levels			
		BEST Door Groups	Series BEST Door Group		
	or 🖌 Group	V REST Door		T Schodulo	A
	Maintenance Staff	BEST Door # 10	VSeries BEST Door Group	No Access	
	Maintenance Staff	BEST Door # 11	VSeries BEST Door Group		
	Maintenance Staff	BEST Door # 12	VSeries BEST Door Group		
× 2	Maintenance Staff	BEST Door # 13	VSeries BEST Door Group		
× 2	Maintenance Staff	BEST Door # 14	VSeries BEST Door Group		
× 2	Maintenance Staff	BEST Door # 15	VSeries BEST Door Group		
× 2	Maintenance Staff	BEST Door # 16	VSeries BEST Door Group		
× 2	Maintenance Staff	BEST Door # 17	VSeries BEST Door Group		
× 2	Maintenance Staff	BEST Door # 18	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 19	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 2	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 20	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 21	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 22	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 23	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 24	VSeries BEST Door Group		
X 2	Maintenance Staff		VSeries BEST Door Group		
N 2	Maintenance Staff	REST Door # 26	VSeries REST Door Group	No Accese	
Show Basic	: View		Schedule No Access		 Apply
					Save
Refre	esh				Back -

c. Select the schedule that will be assigned to the selected group access records for the groups being configured

🕖 Keyscan Aurora	- Version 1.0.19.7				- 🗆 ×
٢		Group .	Access Levels		Keyscan 🚍
		Site Keyscan S	ite 👻		
Door Group Acces	ss Elevator Group Access	BEST Group Access Levels			
		BEST Door Groups	/Series BEST Door Group 👻		
Number T	Group	T BEST Door	T BEST Door Group	T Schedule	т
2	Maintenance Staff	BEST Door # 10	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 11	VSeries BEST Door Group		
2	Maintenance Staff	BEST Door # 12	VSeries BEST Door Group		
2	Maintenance Staff	BEST Door # 13	VSeries BEST Door Group		
2	Maintenance Staff	BEST Door # 14	VSeries BEST Door Group		
2	Maintenance Staff	BEST Door # 15	VSeries BEST Door Group		
2	Maintenance Staff	BEST Door # 16	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 17	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 18	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 19	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 2	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 20	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 21	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 22	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 23	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 24	VSeries BEST Door Group		
X 2	Maintenance Staff	BEST Door # 25	VSeries BEST Door Group		
R 2	Maintenance Staff	REST Door # 26	VSeries REST Door Group	Mo Accese	-
Show Basic View			Schedule No Access		- Apply
Refresh			24HR BEST Contact Maintenace 5 BEST Mon Right click to vie	Schedule	Back

d. Click the Apply button to apply the schedule to all the selected doors (**Note:** you must click Save for these changes to be stored)

🔊 Keyscan Aurora	- Version 1.0.19.7				- 🗆 ×
49		Group /	Access Levels		Keyscan 🗏
		Site Keyscan Si	te 👻		
Door Group Acces	ss Elevator Group Access	BEST Group Access Levels			
			Series REST Deer Croup		
		BEST Door Gloups			
Number T	Group	T BEST Door	T BEST Door Group	T Schedule	Ť
2	Maintenance Staff	BEST Door # 10	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 11	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 12	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 13	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 14	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 15	VSeries BEST Door Group	24HR	•
2	Maintenance Staff	BEST Door # 16	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 17	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 18	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 19	VSeries BEST Door Group		
2	Maintenance Staff	BEST Door # 2	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 20	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 21	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 22	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 23	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 24	VSeries BEST Door Group	24HR	
2	Maintenance Staff	BEST Door # 25	VSeries BEST Door Group	24HR	
n 2	Maintenance Staff	REST Door # 26	VSeries REST Door Group	24ЦФ	
Show Basic View			Schedule 24HR		- Apply
					Save
Refresh					Back v
					Duck

4.15 Managing Cardholders

Cardholders are people that have been issued at least one credential (card). In Aurora, the definition of a cardholder has been split into 2 concepts: a person, and a credential. People can be issued no credentials, a single credential, or multiple credentials.

4.15.1 Create a Person

- 1. Log in to the Aurora Desktop application.
- 2. Select the Manage People menu item using the main menu (found on the bottom of every screen) and click Add Person or click Manage People and then the Add Person button.



3. Provide the person's Given Name, Surname, and Person Type: These are the only required fields that must be provided for the person. You can save the record at this point or continue to provide additional information about the person.

V Keyscan Aurora - Version 1.0.19.7						-		×
٠		Edit Perso	n				Keysca	an 🔳
KEYSCAN	Credential Information	Optional Fields	🖬 General Info	ភិភ Site Enrollment	Transacti	ons	🖶 Visits	
ACCESS CONTROL SYSTEMS	Add Keyscan Credential 🔹		Credential Inform	nation				â
A Member of the Kaba Group								
Given Name			This person has no cre	edentials				
Surname								
E-mail								
Туре			Optional Field	do				
Employee			Optional Tier	15				
Person Active								
9/30/2019 2:31:26 PM								
< John Smith >								
Refresh							Save	
							DACK	

4. Indicate what sites the person is associated with. A person may be associated with a site even if they have no credentials that work within the site; for example, the person may be allowed to visit the site but have no credentials for the site. Associating the person with a site allows the person to be found by users who

are restricted to working with specific sites. By default the person will be added to all sites that the current user can access and is working with. To disable this feature, go to User Preferences under the menu in the top right corner of the application, uncheck "Enroll New People In All Sites" and save the preferences.

🕖 Keyscan Aurora - Version 1.0.19.7		- 🗆 ×
()	Edit Person	Keyscan 🚍
KEYSCAN	📄 Credential Information 🛛 🤜 Optional Fields 📄 General Info 🛛 😘 Site Enrollment 📄 Transact	ions 🖶 Visits
ACCESS	Site Name T Intrusion User	T Sync
Systems	Common Recreation Facility Not Assigned	
A Member of the Kaba Group	In North Wing Dorm Not Assigned	
	South Wing Dorm Not Assigned	
	k	
AŬŔORA		
Given Name		
John		
Surname		
Smith		
Туре	Ontional Fields	
Employee		
Person Active		
9/30/2019 2:36:35 PM		
< John Smith >		
Refresh		Save
Kencan		Back 🝷

5. Provide any common and site-specific optional field information.

Keyscan Aurora - Version 1.0.19.7					-	
۹		Edit Pers	son			Keyscan 🔳
KEYSCAN	Credential Information	Optional Fields	🛱 General Info	र Site Enrollment	Transactions	🖨 Visits
ACCESS-	C	Common			Site	
A Member of the Kaba Group	Drivers License Number	J0139 593 23304	10122	Common Recreation Fac	cility	
	Home Address	901 Burns Street	East Whitby C	North Wing Dorm		
	License Plate	ABC123	(c	South Wing Dorm		
				Parking Spot	A114	
AŬRORA						
Given Name						
John						
Smith						T
E-mail						
Туре			Ontional Fig	ldo		
Employee				ilus		
Person Active						
Extended Entry						
9/30/2019 2:39:59 PM						
< John Smith >						
						_
Refresh						Save
						Back 🔹
6. Provide any optional General Information.

Keyscan Aurora - Version 1.0.19.7					-		<
٠		Edit Perso	n			Keyscan	
KEYSCAN	Credential Informat	ion 📃 Optional Fields	🖬 General Info	ភិត Site Enrollment 🔳 Transac	tions &	Visits	
SYSTEMS A Humber of the Kells Group	Comments	This information can be any sort	t of note about the pr	rson, in this case: John Smith			
Given Name John Surname Smith E-mail							
Employee			Optional Fie	lds			
Person Active Extended Entry 9/30/2019 2:39:59 PM C John Smith >							
Refresh					Bé	Save ack	

7. Click the save button to save changes.

4.16 Credentials

BEST credentials must have unique card numbers within the Aurora system regardless of the batchnumber/facility-code. This means that if a BEST credential 123-0001 exists in the Aurora system, a card number 1000-00001 cannot be added since card number "1" already exists.

4.16.1 Create a BEST Credential

- 1. Log in to the Aurora Desktop application.
- 2. Applying a BEST credential to a person can be achieved by first doing one of the following:
 - a. Add a new person to the system
 - i. From the Aurora main menu, click Manage People > Add Person
 - ii. In the Edit Person screen, provide the new person with a Given Name and Surname (both are mandatory), then edit/configure any other fields and settings pertaining to this individual. Consult the Aurora help menu for additional guidance.
 - b. Edit an existing person in the system
 - i. From the Aurora main menu, click Manage People > Manage People
 - ii. On the Person Search screen, use the various fields and/or filters to find the person for whom you would like to create a BEST credential

3. On the Credential Information tab, click the Dutton in the Add Credential split button and select BEST.



4. In the Card Format selection dialog window select the card format for the card you want to create and click OK.



- After hitting OK, a new credential will be added to the person. By default, the credential will be added to all sites that the person is enrolled in. To disable this feature, go to User Preferences under the end of the top right corner of the application, uncheck "Enroll New Credentials In All Person's Sites" and save the preferences
- 5. Back on the Edit Person Screen, on the Credential Information tab:
 - a. provided the card number for the card
 - b. select the site(s) the card will have access to

- c. select the group(s) that the credential will use in the site
- d. indicate if the credential has deadbolt override and/or door toggle enabled
- e. if you added a guest card you will be required to provide a temporary date range for the card

M Keyscan Aurora - Version 1.0.19.8		- 🗆 ×
\$	Edit Person	Keyscan 🗮
KEYSCAN	🖬 Credential Information 🔤 Optional Fields 👘 General Inf	fo 🙃 Site Enfollment 🔋 Transactions 🖶 Visits
ACCESS CONTROL SYSTEMS	Add Keyscan Credential 🔹 👼 Credential In	formation a
A Member of the Kaba Group	Batch 123 Card Number 000000006 PIN 0000	Description
	Site Assig	nment
	Group Access	Temporary Options
	Guest Access	Valid From 10/1/2019 12:00 AM
	Maintance	Valid To 12/20/2019 11:00 PM
AURORA	Visitor Access	Limited # Uses / 0
	BEST Lock Features	Card Has Not Been Encoded 😭
Given Name	Enable Deadbolt Override 🕅 Enable Door Toggle	Guest Access: [South Wing Door Group] BEST Door # 2
Surname		
E-mail	Clone • < .123-00000	0006 Credential Active
Туре	Ontional	Fielde
Employee		
Person Active		
10/1/2019 10:10:18 AM		
John Smith		
Refresh	PR 😒 🗱 🛺 🃁	Save
		Back

4.16.2 Add People with Credentials Using Block Load Feature

The BEST Room Availability component (available in Aurora version 1.0.21.0 and later) works well with the Block Load Credentials feature to quickly set up sites with guest functionality. Once guest card formats are created and guest card number ranges are known, the Block Load feature can be used to quickly add guest cards that fall within those ranges. Using the Block Load feature, you are able to add and configure large groups of cards with appropriate access control for sites they are intended to be used in. When adding blocks of guest cards, make sure to add them with expired date ranges so that they are available in the BEST Room Availability feature. After the guest-cards are in the system, they can be reassigned to guests without requiring setup for the group access control information, making it easier to assign a guest to a room.

- 1. Log in to the Aurora Desktop application.
- 2. Select Block Load Credentials under Manage People the main menu (found on the bottom of every screen).



- 3. Under the Person Information section, select the Person Type for the people that will be created with the credentials and indicate if they are Active and if they require Extended Entry.
 - **Note:** The Lockdown Access option does not pertain to BEST offline locks so you can ignore this option.
- 4. Under the Credential Information section, select BEST, then select the card format for the cards being added to the system.
- 5. Provide the range of cards to create.
- 6. Enable Temporary Options and provide Valid-From and Valid-To dates (required by guest card formats).
- 7. In the BEST Card Settings section:
 - a. If the cards being added should have the Enable Deadbolt Override feature, put a check mark in the corresponding checkbox
 - b. If the cards being added should have the Enable Door Toggle (passage mode) properties applied, put a check mark in the corresponding checkbox
 - 8. Under the Site Assignment section, select the site(s) you wish to add these credentials to. Click the icon to expand the site(s) that the credential was added to and under the Active Groups section, select the group(s) to which they will belong.

<u>)</u>	Block I	_oad Credentials	Keyscan
	Person Information	Site Assignment	
Siven Name Surname Lype Extended Entry .ockdown Acces Credential Type Card Format Batch	Block Load Credential (Credential Number) Employee Credential Information BEST (123) Guest Card 123	Contract Maintance Contract Mai	
Valid From Valid To Limited # Uses	ange (100) → [30] IMI Temporary Options 8/30/2019 5.00 AM 12/20/2019 11:00 PM		
X Enable Dead Enable Door	dEST Card Settings dbolt Overnde Toggle		
			Block Load

9. Click the Block Load button to pre-allocate the credentials for new people in the Aurora system.

4.16.3 Import People

The Aurora system has an import people and credentials feature. This feature does not support importing BEST credentials; however, it can be used to import people into the system through a CSV file. Please refer to the help included with the Aurora desktop application for more information on using this feature.

<u>)</u>	eyscan Aur	ora - Version 1	.0.19.9								-		×
۲						lm	port P	eople		k		Keys	can 🔳
			s	ites						Import File			
×	Name	<u>_</u>		T De	escription		Т	Import File		C:\Users\papenbre\Docum	nents\Doc	Browse	
×	Keyscan	Site						Default Person Type		In Import File			-
								Import Credentia	ls				
								Default Type		In Import File			-
								People Match C	olumns				
								Person Type		Person Type			-
								Surname		Surname			•
								Given Name		Given Name			-
								Middle Name					-
								Active		Active			-
								Extended Entry		Extended Entry			-
								E-mail		Email			-
								Person ID		No			- -
						Impo	rt Eilo	Proviow					
IN	Surname	Given Name	Person Type	Active	Extended Entry	Email	Depart	ment License Plate	Optional Fi	ald # 3 Ontwin7ional Field	# 4 Options	al Field # 5	Ont
1	Adams	Ivan	Employee	TRUE	FALSE	iadams@hypo.ca	IT	AFK8R8	aur commo	n opt 3 base common opt 4	base co	ommon opt	5 bas
2	Adams	Jodi	Employee	TRUE	FALSE	jadams@hypo.ca	п						
3	Alabast	Greg	Employee	TRUE	FALSE		Directo	ors					
•													•
												Import	
							C						
							÷.	\$ -ML 📁					
												Back	-

4.16.4 Searching People and Cards

- 1. Log in to the Aurora Desktop application.
- 2. Select Manage People under Manage People section of the main menu (found on the bottom of every screen).



3. Use the Advanced Filter to provide additional search criteria that limits the people and credentials shown to match who you are looking for.

🕖 Keyscan Aurora - Versio	on 1.0.19.8				- 0	×
٢	k	Perso	on Search		Кеу	scan ≡
Advanced Filter					Cle	ar
Name		Group Name		Site Name		
Credential Number		Optional Field		Person Type	All Types	•
Active	All 🗸	Today's Visits Only		Visit Status	Select a type	•
Expires Between						
Add Person		Displaying 46 / 46 People		Sort By Surname	Sort Direction Asce	nding 🔻
Muhamma	ad Abboud	Common Recreation	Facility	.123-00000013		
Employee		South Wing Dorm				
Hunter Bai	iley	South Wing Dorm	Facility	.123-00000018		
Employee						
*		Common Recreation I	Facility	.123-00000042		
Charlotte I	Bell	South Wing Dorm				â
any						
Steve Bert	ect	Common Recreation I	Facility	.123-00000010		
Employee		South wing Dorm				
Léo Bisset		South Wing Dorm	Facility	.123-00000014		E
Employee						
10/2/2019 11:32:55 AM						
			880 (J.) 📨			
Refresh						
					Back	•

4.16.5 Encoding Existing Cards

- Before you can encode a BEST card, the encoder must be connected to the computer and the drivers must be installed. If the encoder is not connected when accessing the Encode Card screen, you may need to restart Aurora for it to detect that the encoder is available on the port that the encoder claims.
- 2. Log in to the Aurora Desktop application.
- 3. Select Manage People under Manage People section of the main menu (found on the bottom of every screen).



4. Use the Advanced Filter to provide additional search criteria that limits the people and credentials shown to match who you are looking for.

🔊 Keyscan A	Aurora - Versio	n 1.0.19.8				-		X
٠		k.	Pers	son Search			Keyscan	=
Advanced	l Filter						Clear	
Name			Group Name		Site Name			
Credential N	lumber		Optional Field		Person Type	All Types		•
Active		All 👻	Today's Visits Only	-	Visit Status	Select a type		•
Expires Betw	ween							
Add Person	n	[Displaying 46 / 46 People	e	Sort By Surnan	ne 🔹 Sort Direction	Ascending	g 🔻
and the second s	Muhamma	d Abboud	Common Recreation	Facility	.123-00000013			Î
	Employee		South Wing Dorm				â	
800y								
The second	Hunter Bail	ley	Common Recreation South Wing Dorm	Facility	.123-00000018			
	Employee							
			Common Recreation	Facility	122.00000042			
Para and a second	Charlotte B	Bell	South Wing Dorm		.125-00000042		â	
	Employee							
*			Common Recreation	Facility	.123-00000010			
	Steve Berte	est	South Wing Dorm				Ē	
any.	cinpicyce							
	Léo Bisset		Common Recreation	Facility	.123-00000014		_	
	Employee		South wing Dorm				â	
(in)								
10/2/2019 11:	32:55 AM							
Refr	resh					В	ack	•

- 5. Double click on the card number or the person that holds the card you want to encode.
- 6. If the person has multiple credentials, and the one you want to encode is not displayed, navigate to the one you want to encode using the drop-down list or arrow buttons at the bottom of the Credential Information section.

Keyscan Aurora - Version 1.0.19.8				_	
49	Edit Pers	on			Keyscan 🔳
KEYSCAN	Credential Information	General	Info 5 Site Enrollment	Transactions	🖶 Visits
ACCESS CONTROL SYSTEMS	Add Keyscan Credential 🝷 🖶	Credential	Information		â
A Member of the Kaba Group	Batch 123 Card Number 00000006	PIN 0000	Description		
	Image: Common Recreation Facility Image: Common Recreation Facility <td>Site Ass</td> <td>ignment</td> <td></td> <td>Î</td>	Site Ass	ignment		Î
Y	Group Access		I Tempo	orary Options	
ATTICAN DA	Contract Maintance		Valid From	10/1/2019 12:00 AM	
AUKOKA	Maintance		Valid To	12/20/2019 11:00 PM	
	Visitor Access		Limited # Uses	/ 0	
Given Name					
Surname	BEST Lock Features		Ca	ard Has Not Been Encode	d 當
Smith	Enable Deadbolt Override 🗶 Enable Do	oor loggle	Guest Access: [South Wing E	Door Group] BEST Door #	2
E-mail	Clone •	< .123-000	000006 - >	Credenti	al Active
Туре		.123-000	000004		
Employee			*		
Person Active					
10/2/2019 11:39:22 AM					
< John Smith >					
Refresh) 💽 🕵				Save
					Back •

7. Click the licon to expand the site you want to encode the card for and click the Encode Card button.

🕖 Keyscan Aurora - Version 1.0.19.8				_			
\$	Edit Pers	son			Keyscan 🔳		
KEYSCAN	Credential Information Optional Fields	General Info	រីក Site Enrollment	Transactions	🖨 Visits		
ACCESS CONTROL SVSTEMS	Add Keyscan Credential 🝷 🚔	Credential Informa	ation		Ô		
A Member of the Kaba Group	Batch 123 Card Number 00000006	PIN 0000	Description				
Site Assignment Image: Site Assignment Imag							
	Group Access	Group Access Temporary Options					
	Contract Maintance	Valid F	From	10/1/2019 12:00 AM			
AUKOKA	Maintance	Valid	То	12/20/2019 11:00 PM			
Given Name	Visitor Access	Limite	d # Uses	/0			
John	BEST Lock Features		Ca	rd Has Not Been Encod	ed 😭		
Surname	Enable Deadbolt Override X Enable De	oor Toggle Guest A	Access: [South Wing D	oor Group] BEST Door	#2 Encode Card		
E-mail	Clone •	< .123-00000006	• >	Creden	tial Active		
Туре		Optional Fields	3				
Employee		optional riolat	,				
Person Active							
10/2/2019 11:39:22 AM							
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Dofrash) 💽 💓				Save		
Reliesh					Back 👻		

 Select the Encoder Settings tab and ensure the correct COM Port and Baud Rate settings are selected. You can click the Save Encoder Settings button to configure Aurora to remember these settings for the workstation for future use so that you can skip this step going forward.

🔊 Encode Card		_	[×
Card Information to Be Encoded	Encoder Settings				
COM Port Baud Rate	COM6				▼ ▶
High Coercivity		Save E	ncoder	Setti	ngs
E	ncode Card				
Encoding Status					
None					
Erase Access Control Track (2)			Reset	Enco	der

- 9. Select the Card Information to Be Encoded tab to review the information and ensure it is correct before you encode.
- 10. Click the Encode Card button, wait for the message that tells you to Please Swipe the Card, and swipe the card to encode it.

Encode Card	\searrow	_			×		
Card Information to Be Encoded	Encoder Settings						
Valid From	10/1/2019 12:00:0	00 AM					
Valid To	12/20/2019 11:00	0:00 PM					
Facility Code	123						
Card Number	00000006						
Issue Code	0						
Track	2						
Encode Card							
Encoding Status							
Encoder Waiting to Write: Please Swipe Card							
Erase Access Control Track (2)			Rese	t Enco	der		

11. Once you receive the Encoding Complete message, the card will be encoded with the access control data required to gain access within the system. If this message is not displayed, hit the encode card button, and repeat the process until it successfully completes.

J Encode Card	-	_		×
Card Information to Be Encoded	Encoder Settings			
Valid From Valid To Facility Code Card Number Issue Code Track	10/1/2019 12:00:00 AM 12/20/2019 11:00:00 PM 123 000000006 0 2	Λ		
E	ncode Card			
Encoding Status				
Encoding Complete	I			
Erase Access Control Track (2)		Res	et Encoc	ler

4.16.6 Credential Temporary Option and Extended Entry Setup

Temporary options configured for credentials are dependent on hardware settings. They may be configured for a credential but may not be observed by the lock the credential is presented to if the features have not been enabled in the lock.

Add BE	ST Credential - Cred	ential Inf	ormation				ŵ
Batch	100 Card Number 00001 PIN	0000		Description			
	Si	te Assigi	nment				
\bigcirc	🗙 Keyscan Site						
	Group Access			🔀 Tempo	rary Options		
	 Direct Guest Access Master Access 		Valid From	n	11/1/2019 12:0	0 AM	
			Valid To		12/1/2019 12:0	0 AM	
			Limited #	Uses		/ 0	
	BEST Lock Features			С	ard Has Not Bee	en Encoded	1
	Enable Deadbolt Override Enable Door Toggle	<u>;</u>	Guest Access: [G Series BEST Door Group] Desk Unit				
	Clone -				C	redential Act	tive

Keyscan Aurora - Version 1.0.19.9	- 🗆 X	Keyscan Aurora - Version 1.0.19.9	-	
Hardware S	Setup Keyscan 🗧	¢	Hardware Setup	Keyscan 🗏
Add 8 Door Access Control Unit - Site Keyscan Site	4	Add 8 Door Access Control Unit - Site	Keyscan Site -	
E-Plex Door Groups BEST Door Groups		E-Plex Door Groups BEST Door Groups		
BEST Door Group 100	000 G Series Door Group 🔹	BEST	Door Group V Series Door Group +	
Add G Series Dual BEST Doors Code Model Amme Unlock Time Discontinue Discon	BEST Door Details 0 Series Dual ERST Door # 1 3 + 5	Add V Series Dual * BEST Doors Part V Series Provinty Dual # Part V Series Provinty Dual # Part V Series Provinty Dual #	BEST Door Details Lock Model V Senes Proximity Dual Name V Senes Door # 1 Urdock Time 3 Extended Entry Unlock Time 5	
Image: Construction of the state	Mode Aufornatic Cyferdincal Regional Re	Image: space of the state of the s	Default Door Mode Automatic Chassis Type Cyfindrical Chassis Volume 28559 Hardware Netes Image: Comparison of the compa	
Image: Solution #1 Image: Solution #1	Enable Look Aleast Offset 0 Range 1 Courst Operations Door		Enable Dual Custody Enable Dual Custody Enable Dual Custody Enable Activation Date Enable Deactivation Date Enable Look Ahead Look Ahead Offset 1	
	Door Group Type : BEST Door Group G Series		Door Group Type : BEST Door Gro	up V Series
Refresh	Silve	Refrech		Save Jack

4.16.7 Corresponding Credential and Hardware Configuration

Credential Property	BEST Door Property
 Limited # of Uses This property indicates the number of times a credential can be used before being denied access 	 Enable Use Limit This property is only available for V-Series locksets This property must be enabled for the credential's Limited # of Uses value to be observed
 Valid-From and Valid-To These properties indicate the dates the 	 V-Series: The Enable Activation Date and the Enable
credential is valid for use	 Deactivation date properties must be enabled for temporary dates to be validated The lock is configured with these date ranges
	stored within it for validation purposes
	 Date range validation enabled if the door's activation and deactivation dates are enabled through the lockset's properties, or if the lock has
	Guest Operations enabled with a Guest Format assigned to the door
	 If the lock is using guest operations, the temporary date range is required. The temporary date range is read from the information encoded on the
	presented guest credential. These dates are always validated, regardless of the door's Enable
	Activation Date and Enable Deactivation Date properties as part of the guest feature's
	 functionality If the lock determines that the credential presented does not qualify as a valid guest

	credential, the lock treats the credential as a
	master card. In this case, the lock will only validate
	the temporary date range if the door's enable
	activation and deactivation date properties have
	been enabled. The lock uses the temporary date
	range stored within the lock for master card
	credentials
Extended Entry	Extended Entry Unlock Time
• Extended entry is set for the person so	• This extended time value is used instead of the
that the setting can be applied to all	regular unlock time to give the person more time
credentials the person is using	to go through the door
	This configuration is stored within the lock for the
	credential for both master and guest cards. See the
	Guest Credentials with Extended Entry for more
	information.

4.17 BEST Guest Feature

The BEST Guest feature is available in BEST G-Series locks to grant 24-hour access to occupants of a room for a limited period through pre-loaded hardware settings. Guest enabled G Series locks are configured with a defined range of guest card numbers. When guest credentials are created with a card number that falls within the pre-programed guest range, it will gain 24-hour direct guest access to the door. Once a guest credential has been created, it can then be encoded for temporary occupants of the room.

To provide a complete solution, guest-locks should also be configured to use the Look Ahead feature. The Look Ahead feature allows locks to automatically update themselves to permit access for new cards and disable previous card(s) with the same card-number when an updated credential is presented. This feature is available for both G and V-Series locks and is not exclusively used for the Guest functionality.

When a G-Series lock is Guest-Enabled and using the Look Ahead feature, a temporary occupant(s) can gain 24-hour access to a specific room for a given period and if they lose their card, or a new occupant has been assigned to the room, all credentials with the same card number previously used will be disabled when the new credential is presented.

The benefits of using the guest functionality with the Look Ahead feature is that occupants may be assigned access to a specific room by using card numbers from the same range without needing to reprogram the lock.

4.17.1 Required Setup to Support the Guest Feature

The BEST Guest feature requires the following components be defined in Aurora to work:

- A Guest-Card Format:
 - A card format must be created that is Guest-Enabled
 - Card formats that are not guest enabled will not work with the guest functionality that grants 24-hour access to a room assigned to an occupant. Credentials using these card formats are master cards and must be assigned access to doors through schedules using the Group Access Levels feature. These card formats can still be configured with an Issue Code that is used by the Look Ahead feature to automatically disable previously issued cards
- A G-Series Door Group with G-Series Door locks:
 - o G-Series Doors must have:
 - Guest Operations Enabled
 - A valid Guest Card Number range to pre-load the lock with card numbers that can gain 24-hour direct guest access the room. The guest card range cannot overlap with another Guest Enabled door unless marked as a common door. This ensures that cards will only gain direct-guest-access to one door
 - The Look Ahead feature enabled so that new credentials issued to new occupants, or to the same occupant who has lost a card, will disable credentials used for previous occupants
 - The G-Series Door Group must have a Guest Card Format assigned to it
 - This ties the Guest card format to the Guest door so that when a credential is created with this card format, and the card number provided falls within the range of one of the guest-enabled doors, the credential will have direct guest access to the door (or common door)
 - o Groups:
 - Choose a group that all Guest credentials will be assigned to within the site. Name the chosen group appropriately so that it is easily identified by users as the group to assign Guest Credentials to (for example: "Guest Access Group")
 - Currently, Aurora systems require all credentials be assigned to a group within any sites they will work within. The designated group will be the one selected when creating Guest Cards to meet this Aurora requirement.
 - Configure Group Access Levels for the group designated for Guest cards to have the No-Access schedule assigned to it for all BEST locks in the site:
 - Group Access Levels define when cards that are part of a specific group can gain access to a door through a specified time schedule
 - Guest cards are not intended to be controlled through group access levels unless they are being used for something outside of the scope of the guest functionality
 - Guest credentials that are assigned to a group that restricts access through a door during a specified time schedule will never follow the schedule restrictions since it always gains 24-hour access
- People are issued credentials that use the Guest Format with a card number that falls within the range of a guest door and is encoded with the next issue code that is expected to fall within the Look Ahead range of the door

4.18 Guest Credentials

4.18.1 Requirements

Card formats need to be established in Aurora before you can create a BEST credential. A guest card format is custom, magnetic stripe card format type with the Guest Enabled property set as enabled. By setting a card format as guest-enabled, it indicates to the system that it is intended to be used by the G Series guest feature. Only credentials created with a guest-enabled card format can take advantage of the guest feature.

4.18.2 Pre-Populating Guest Credentials

During export, the Aurora system pre-populates the guest enabled G-Series locks with corresponding credential records that fall within the guest card range settings for the door. This allows guest locks to be configured and ready for use before guests are entered into the Aurora system for new installations. If a guest credential exists in the Aurora system when the configuration is exported to update the locks, the settings configured for the existing credential will be used. If the guest credentials do not exist in the system when the configuration is exported, default guest credentials will be generated to ensure the guest enabled locks are always populated with their corresponding guest credentials. The export process also synchronizes the issue code between the guest credential in the Aurora system and the lock, even if the credential is deleted in the Aurora system at the time. Guest credentials cannot be removed from the guest door unless the guest card range hardware setting is modified to exclude it.

While the G-Series locksets are pre-populated with guest cards, the Aurora system does not pre-populate its credential repository with guest credentials when G-Series guest card ranges are configured for a BEST door. This means, you will not find a guest credential for a BEST door using the regular person search feature unless it has already been added manually. The Block Load Credentials feature can be used to quickly add guest credentials to the Aurora credential repository, but it is advisable to add these with expired date ranges so that they cannot be used until they are properly assigned to a guest. Also, BEST Room Availability feature (available in Aurora version 1.0.21.0) provides you with a way to view guest card options that have never been added to the Aurora system, have been deleted from the system, or have expired and are available for reusage.

4.18.3 BEST Room Availability Feature

In Aurora version 1.0.21.0, a new feature was added to the Aurora Desktop application, called "BEST Room Availability", to help users create a card for a guest for an available room. The primary purpose of the feature is to create a guest card for a room without knowing card format or the guest card range details for the G-Series door.

The feature is only available in systems that have G-Series Guest Doors, configured with guest settings, that belong to a G-Series Door Group that has a Guest Card Format assigned to it. The hardware configuration must be completed before this feature can be used.

The BEST Room Availability feature shows a list of rooms based on the room occupancy state. If the room state selected is for "available" rooms, the feature will show BEST G-Series doors and a list of available guest card options that can be used for the door. For a G-Series door to appear as an available room, there must be a credential with a card number that falls within the door's guest card range that is not actively being used. This includes guest cards that have never existed in the Aurora system, have been deleted, or have expired temporary dates and can be reassigned.

If the room state selected is for "occupied" rooms, the feature will show BEST G-Series doors that have active guest cards assigned to them. The occupied room list allows the user to easily search for active guestcredentials based on room information to take action, like re-encoding a card.

The default state for the BEST Room Availability feature is to show available rooms so that the user can quickly add a new guest with a valid guest credential to a room by double clicking on an available guest card option.

Aside from easily adding a guest-credential to the system for a room, the benefit to this feature is that Guest Cards can now be reassigned to new guests as the cards expire and the rooms become available. The access control configuration for guest credentials in Aurora is maintained as long as the credentials are not deleted before they are reassigned with the BEST Room Availability feature. If a guest credential is deleted before it is reassigned, it becomes available for selection under available rooms; however, the group access information and other credential specific details will have to be re-configured the next time the card is assigned to a guest and this process may require the offline lock to be updated as a result.

There are several ways that a user can create a card that will grant direct guest access to an available room/door.

- 1. Using the BEST Room Availability feature found under Person section of the main menu.
- 2. Through the BEST Room Availability feature found in the add credential feature on the add/edit person screen.
- 3. Through the Add/Edit Person screen, by selecting the guest card format and with knowledge of guest card number ranges for the room.
- 4. Through the Block Load feature, with knowledge of the guest card format and guest card number ranges for the room(s).

Please review the appropriate section of this document for adding a credential using the desired method.

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Door Notes						
					Sort Direct	ion Ascending -
(A) G-Series Door Gro	oup Card Options: 24					
BEST Door	#1 Card Options: 4					
🔿 1 Ca	ard Options: 2					
904-	000001 ((904) Guest Card)			: John Dodely		
905-	000001 ((905) VIP Guest Card)			By: John Dodely		
😔 2 Ca	ard Options: 2					
(v) BEST Door	#2 Card Options: 4					
BEST Door	#3 Card Options: 4					
BEST Door	#4 Card Options: 4					
BEST Door	#5 Card Options: 4					
BEST Door	#6 Card Options: 4					
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904-	000011 ((904) Guest Card)					
905-	000011 ((905) VIP Guest Card)	*				
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4.18.3 BEST Room Availability Behaviour

The BEST Room Availability feature shows card options that may correspond with existing credentials in the Aurora system. When a credential exists in the system, you need to specify what to do: re-assign the credential to a new person or keep the credential and edit the person it is assigned to.

When you are viewing card options, and you see that the option is claimed by a person in the system, you will be asked what should be done with the credential.

- Selecting Yes: will delete the existing credential, preserve its configuration, and add the card to the new person with settings intact. You may change the settings at this point if you wish. The new card is only saved back into the system when the new person is saved. If you cancel the operation, it will result in the original card being deleted and its settings may be lost.
- Selecting No: will open the existing person so that modifications to the person or credential can happen. For example, if the person's card becomes inactive, you can extend the dates for the guest by selecting no and editing the credential as being owned by the current person.
- Selecting Cancel: will result in doing nothing and remaining on the screen.

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٢		Gues	st Room Search			Keys	can ≡
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Door Notes							
					Sort Direct	ion Ascer	iding 👻
G-Series Door Group	p Card Options: 22						
BEST Door # '	Card Options: 2						
2 Card	Options: 2						
904-00	0002 ((904) Guest Card)			d By: Gamora Green			
905-00	0002 ((905) VIP Guest Card)			by: Garora Green			
BEST Door #2	2 Card Options: 4						
BEST Door # 3	3 Card Options: 4						
BEST Door # 4	4 Card Options: 4						
BEST Door #	5 Card Options: 4						
BEST Door #	6 Card Options: 4						
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4.18.4 BEST Room Availability Terminology

In Aurora version 1.0.22.0, a constraint that restricted BEST Door Groups to a single Guest Enabled card format was lifted. This allows multiple guest card formats to be used in G Series locks for the guest functionality. The G Series guest feature is configured for a lock through defined hardware settings with a range of guest card numbers and assigned Guest Enabled card formats. This means that a G Series lock can grant 24-hour, direct guest access for a card number encoded with any guest card format assigned to the door. However, multiple credentials with the same BEST card number cannot exist in the Aurora system at the same time because only one guest card can be active for a door at any given time.

For example, let's consider a case where a G Series door has a guest-enabled hardware configuration that includes card number 57 in its guest card range and has two guest card formats assigned to it as "100-#####" and "200-#####".

This means that both card 100-00057 and card 200-00057 are recognized by the G Series lock and granted 24-hour direct access through the G Series guest feature. If card 100-00057 exists in the Aurora system, then you will be prevented from creating card 200-00057 with an error message stating the card number is already in use.

The Card Availability Feature displays guest cards options that can be used to create guest credentials for a room. It also provides a means to re-issue an existing credential to another person by preserving the card settings and automatically deleting it from the current card holder before assigning it to a new person. The Room Availability feature conveys who is using the card number, if the card option has an associated existing credential in the system, and whether the card option with an associated existing credential is currently existing or not available because the card number is claimed by the existing credential with a different card format. Specific phrasing for these cases has been used to relay this information and is defined below.

Phrasing	Meaning
• Inactive Card Used By: <name></name>	 "Inactive Card Used By" indicates that this card option relates to an existing, inactive credential in the system with the same card format that the option represents. The <name> that follows is the name of the person the existing credential was last assigned to.</name>
• Inactive Card Claimed By: <name></name>	 "Inactive Card Claimed By" indicates that the card option relates to an existing, inactive credential in the system that uses a different card format for the card number the option represents. The <name> that follows is the name of the person that the existing credential was last assigned to.</name>
• Current Card Used By: <name></name>	• "Current Card Used By" indicates that this card option relates to an active, existing credential in

	the system with the same card format that the
	option represents.
	• The <name> that follows is the name of the</name>
	current person that is assigned active credential.
Card Number Claimed By: <name></name>	• "Card Number Claimed By" indicates that the card
	option relates to an existing, active credential in
	the system that uses a different card format for
	the card number. This indicates that the card
	option is not available because it is being use by a
	different card format.
	• The <name> that follows is the name of the</name>
	current person is assigned the active credential



4.18.4 Creating Guest Credentials

When creating a guest credential, the temporary date range must be specified before the credential can be saved. Temporary date ranges are required by guest card formats and are always validated as part of the guest validation process.

For a guest credential to gain 24-hour direct guest access to a specific door, it must have the following:

- An assigned card number that falls within the guest card number range applied to the door
- A temporary date range that includes the current date
- A valid issue code (if the Look Ahead feature is being used to disable lost cards)

When the Aurora system detects that the card number for a guest card will gain direct access to a door, it will be displayed in the BEST Lock Features section:

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ACCESS	Add Keyscan Credential 🔹 🖶	Credential In	nformation		t
A Member of the Kaba Group	Batch 100 Card Number 00005	PIN 0000	Description		
		Site Assig	gnment		
	Keyscan Site				
	Group Acc	tess		emporary Options	
	Master Access		Valid To	12/1/2019 12:00 AM	
			Limited # Uses	/0	
AUKOKA	BEST Lock Features		A	Card Has Not Been Enco	ded 😫
	K Enable Deadbolt Override K E	Enable Door Toggle	Guest Access: [G Series	BEST Door Group] BEST Do	or # 3
Given Name est Surname ST 5					
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Type		Optional	Fields		
Type ployee Person Active		Optional	Fields		
Type ployee Person Active Sxtended Entry 8/2019 2-11:20 PM		Optional	Fields		
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Ployee Person Active Reson Active Retrided Entry R/2019 2:11:20 PM Guest BEST 5		Optional	Fields		
Type ployee Person Active xtended Entry 8/2019 2:11:20 PM Guest BEST 5 Refresh)	Optional	Fields		Save

4.18.4.1 Knowing an Available Guest Card Number for a Room

Prior to Aurora version 1.0.21.0, this was the only method available to add a guest card. In Aurora version 1.0.21.0, a new feature was added, called "BEST Room Availability", that simplifies the process and allows people to easily add a guest card without having to know hardware settings for the lock on the room the person is being assigned to.

To create a card that has 24-hour direct guest access for a door, you must know the following information:

- The guest card format the G-Series door is using to validate guest cards
- The guest card range assigned to the G-Series door that defines the card numbers that are permitted 24hour direct guest access

This information about the guest card format and the card number ranges for a door is found in the Hardware Setup feature by reviewing the card formats assigned to the BEST door group that the door belongs to and reviewing the guest configuration for the BEST door itself. Optionally, if the guest card format is known, the <u>BEST Used Guest Ranges report</u> can be run to review the card ranges assigned to doors. Once the card format and desired card number (or card number options) are known, the guest credential is added to the system like any BEST credential as outlined in the <u>Create a BEST Credential</u> section of this document.

There are circumstances where the hardware information, including card format, guest ranges, and doors, is unavailable to the person using the system. In this case, the user must use the BEST Room Availability feature to create the guest card.

4.18.4.2 New Person/Guest Using BEST Room Availability Feature

Note: The BEST Room Availability feature is only available if the system has G-Series doors configured to use the guest features completed.

- 1. Log in to the Aurora Desktop application.
- 2. Select the Manage People menu item using the main menu (found on the bottom of every screen) and click the BEST Room Availability option.



- 3. On the Guest Room Search screen, use the filters to narrow down the available doors to a specific room depending on the guest's requirements by providing filters based on the:
 - a. Door Group Name: the name of the door group the door belongs to
 - b. Door Name: the name of the room/door that is desired
 - c. Door Notes: any descriptive notes about the door/room, provided in the Hardware Notes field for the door in the Hardware Setup feature, that may include features about the type of room (for example, room with accessibility, or delux suite)
- 4. Click the 🖾 icon to expand the door groups to locate the door to the room the guest will be assigned to.
- 5. Expand the door that the guest will be assigned to.
- 6. Double-click the credential option to create the credential for the new person.
 - If option selected is for a credential that is assigned to another person, choose the option to delete it and assign it to the new person because we are creating a new person.

4.18.4.3 Guest Credential for Existing Person/Guest Using BEST Room Search Feature

Note: This procedure is only available on the Edit Person screen if the system has G-Series doors configured to use the guest features completed.

- 1. Log in to the Aurora Desktop application
- 2. Select the Manage People menu item using the main menu (found on the bottom of every screen)
- 3. Search for an existing person and open them for editing.
- 4. On the Credential Information tab, click the Dutton in the Add Credential split button and select BEST.

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ACCESS	Add Keyscan Credential •		Credential Inform	ation				ŧ
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	Corporate 1000 - 35							
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	Large Card Hex							
	Standard 26-bit							
	HID H10304							
AURORA	OEM 20 Bit	This person has no credentials						
	OEM 24 Bit							
Given Name	Corporate 1000 - 48							
John	HID H10302							
Doe	Kaba UID							
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- 5. On the Create a Guest Card for a Room tab, use the filters to narrow down the available doors to a specific room depending on the the guest by providing filters based on the:
 - a. Door Group Name: the name of the door group the door belongs to
 - b. Door Name: the name of the room/door that is desired
 - c. Door Notes: any descriptive notes about the door/room that may include features about the type of room require (for example, room with accessibility)
- 6. Click the locate the door to the room the guest will be assigned to.
- 7. Expand the door that the guest will be assigned to.
- 8. Click on a card that will be assigned to the guest for the room selected.

Create a Guest Card for a Room Create a BES	T Car	d	
Site (KKT-Toronto) Keyscan Data	. •	-	
Advanced Filter		Clear	
Room State Available		•	
Door Group Name			
Door Name			
Door Notes			
Sort Directi	ion	Ascending	•
BEST Door #1 2			
BEST Door # 2 2 904-000003			
904-000004			
BEST Door # 3 2			
BEST Door #4 2			
BEST Door # 5 2			
BEST Door # 6 2			

9. If the credential has been used before, a message will be displayed about the card being assigned to another person with expired temporary settings. Since the card is expired, it can be reassigned to another guest without consequence. This message is there to inform you that the card is deleted and reassigned; which means if you cancel the operation after clicking "yes", the card will remain available but any credential settings preconfigured for the card will be lost as a result. Click "yes" to continue.

🕖 Card Format		- 🗆 ×
Create a Guest Card	for a Room	PEST Card
Create a Ouest Cald		
Site [(KT-Toronto) Keyscan Dat	ta 🔻
Advanced Filter		Clear
Room State	Available	-
Door Group Name		
Door Name		
Confirm Delete Credenti	al	×
This credential's tempora currently assigned to an the current person to rea	iry settings has expired for other person. Would you lil assign it?	this site and is ke to delete it from
	Yes No	Cancel
904-00 904-00 © BEST D © BEST D © BEST D	0003 0004 0007#3 2 007#4 2 007#5 2 007#6 2	

10. Once the card has been selected, the card will be automatically assigned to the existing person. If it is not the first time the card has been added to the system, and the card had not been previously deleted, the Group Acccess information, Temporary Options, Enable Deadbolt Override and Enable Door Toggle will be carried forward. You must change the temporary date ranged to a valid date range for the card to work properly for the guest being added.

4.18.4.3.1 Change the Card Format for an Existing Guest Credential

The ability to switch a BEST credential currently assigned to a person can be done through the Edit Person screen. The steps are the same as the ones <u>described above</u>; however, you would search for "occupied" rooms

instead of "available" rooms, and from there find the room currently assigned to the person. At this point multiple card options for the room will be displayed and you can select the corrected card format. You will be displayed the message that askes you if you would like to delete it from the current person to reassign it and you will select Yes to delete the credential using the wrong card format to create a new credential (with the same settings as before) with the new card format.

After this is complete, you may see a message stating that the credential you were viewing was deleted by another user which is just informing you that the original card was deleted and the new one created. Proceed with saving your changes as you normally would with editing a credential.

4.18.5 Guest Cards with Extended Entry

The extended time value configured for a BEST door is used instead of the regular unlock time to give the person more time to go through the door.

The extended entry setting is applied for a person so that the configuration can be applied to all credentials the person is using. This configuration is stored within the lock for the credential. This means that if the credential is a guest credential that did not exist in the system when the locks were updated, the lock will not use the extended entry for the card since there is no setting for it saved within the lock. Likewise, if the guest credential, with extended entry applied, existed in the system when the lock was updated, the extended entry time will be used for any subsequent guest even if they do not have extended entry set for them in Aurora.

4.18.6 Look Ahead Feature with Guest Credentials

The Look Ahead feature in BEST locksets allows the locks to automatically update themselves to permit access for new cards and disable previous card(s) with the same card number. This process happens when a credential is presented to the lock with an updated issue code. This feature is useful in replacing lost cards with a new card since it will disable the lost card, even if the lost card still has valid temporary dates. This prevents found cards from gaining direct guest access to a restricted area and guest rooms.

The Look Ahead feature is used by non-guest credentials as well to disable a master card for an individual in the case that it was lost or the person using the card should no longer gain access to an area. This is quick way to remove access without having to update the locks manually.

4.19 BEST Reports

4.19.1 BEST Available Guest Credentials Report

The BEST Available Guest Credentials Report shows available credentials that will gain 24 hour direct-guest access to the door that the report was run for. Available guest-credentials are unused or expired credentials whose card number fall within the guest card number ranges configured for a door. This report does not show any active credentials (unavailable credentials) for a door until they are expired.

- 1. Log in to the Aurora Desktop application.
- 2. Under the Reports menu (located on the bottom of every screen), select the BEST Available Guest Credentials Report.



3. Select the door you want to run the report for and click the Run Report button.

Keyscan Aurora - Version 1.0.				×
6	BEST	Available Guest Credentials Report	Keys	scan 🔳
	Site	South Wing Dorm 👻		
BEST Door	T Lock Model	T BEST Door Group	T Door Group Type	т
BEST Door # 1	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 10	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 2	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 3	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 4	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 5	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 6	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 7	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 8	G Series Dual	South Wing Door Group	BEST Door Group G Series	
BEST Door # 9	G Series Dual	South Wing Door Group	BEST Door Group G Series	
			Run Report Back	-

4. The report shows the BEST Door name, BEST Door Group name, the available credential number, BEST Credential number to use with the card number, when the card expired, and the Card Format to use to gain access to the door.

Keyscan Aurora Report Viewer		and the second second		
🔇 🗧 1 of 1 💊 刘 🌆 🔯 🖶 🖥	•]
	EST Available	Guest Cred	entials Report	Î
	BEST	Door # 1		
South Wing Door Gr South Wing Dorm	oup			
Credential	BEST Credential	Valid To	Card Format	
				100 %

4.19.2 BEST Available/Used Guest Ranges Report

The BEST Guest feature grants a predefined range of card numbers 24-hour, direct guest access to a door. When adding new doors, the next available sequential card number is automatically applied to the guest card number range; however, there are cases when there are gaps left in the card ranges to allow for future expansion, for logical range grouping reasons, or because hardware using ranges was deleted.

The BEST Available Guest Ranges Report shows the gaps in guest door card number ranges that are available for use with new guest doors for a site.

The BEST Used Guest Ranges Report shows the used/unavailable guest ranges that are configured for guest doors for a site.

4.19.2.1 BEST Available Guest Ranges Report

- 1. Log in to the Aurora Desktop application.
- 2. Under the Reports menu (located on the bottom of every screen), select the BEST Available Guest Ranges Report.



- 3. Select the site to run the report for.
- 4. The screen shows a preview of the report, click the Run Report button to generate the report of the available ranges listed on the screen.

BEST Available Guest Ranges Re	port	Keyscan 😑
Site South Wing Dorm	-	
Guest Card Number Stop	Guest Card Range	
999999998	99999975	
		Run Report
		Back •
	BEST Available Guest Ranges Re Site South Wing Dom Guest Card Number Stop 3 999999998	BEST Available Guest Ranges Report Quest Card Number Stop Quest Card Range 3 3 900000000 900000075

4.19.2.2 BEST Used Guest Ranges Report

- 1. Log in to the Aurora Desktop application.
- 2. Under the Reports menu (located on the bottom of every screen), select the BEST Used Guest Ranges Report.



- 3. Select the site to run the report for.
- 4. The screen shows a preview of the report, click the Run Report button to generate the report of the used ranges listed on the screen.

Keyscan Aurora - Version 1.0.19.8				
٠		BEST Used Guest Ranges R	eport	Keyscan 🚍
		Site South Wing Dorm	•	
Guest Card Number Start	Guest Card Number Stop	Guest Card Range	BEST Door	BEST Door Group
4	5	2	BEST Door # 1	South Wing Door Group
6	7	2	BEST Door # 2	South Wing Door Group
8	9	2	BEST Door # 3	South Wing Door Group
10	11	2	BEST Door # 4	South Wing Door Group
12	13	2	BEST Door # 5	South Wing Door Group
14	15	2	BEST Door # 6	South Wing Door Group
16	17	2	BEST Door # 7	South Wing Door Group
18	19	2	BEST Door # 8	South Wing Door Group
20	21	2	BEST Door # 9	South Wing Door Group
22	23	2	BEST Door # 10	South Wing Door Group
				Run Report
				Back -

4.19.3 BEST Door Access Report

The BEST Door Access Report shows the following information:

- The person/people who has access to the door
- The credential(s) that has access to the door
- The group used by the credential to access the door
- The schedule that controls the times that the credential can access the door.

Note: This report does not show guest credentials that have direct guest 24hour access to the door since these credentials are not controlled through schedules.

To run a BEST Door Access Report:

- 1. Log in to the Aurora Desktop application.
- 2. Under the Reports menu (located on the bottom of every screen), select the BEST Door Access Report.



3. Select the site and the door(s) to run the report for.

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٢				BEST Door Access Report	Keyscan 🚍
			Site	South Wing Dorm 🔹	
*	No T	BEST Door	T Lock Model	T BEST Door Group	T Door Group Type T
×	29	BEST Door # 1	G Series Dual	South Wing Door Group	BEST Door Group G Series
×	38	BEST Door # 10	G Series Dual	South Wing Door Group	BEST Door Group G Series
×		BEST Door # 2	G Series Dual	South Wing Door Group	BEST Door Group G Series
×		BEST Door # 3	G Series Dual	South Wing Door Group	BEST Door Group G Series
×		BEST Door # 4	G Series Dual	South Wing Door Group	BEST Door Group G Series
×		BEST Door # 5	G Series Dual	South Wing Door Group	BEST Door Group G Series
×		BEST Door # 6	G Series Dual	South Wing Door Group	BEST Door Group G Series
×		BEST Door # 7	G Series Dual	South Wing Door Group	BEST Door Group G Series
×		BEST Door # 8	G Series Dual	South Wing Door Group	BEST Door Group G Series
×		BEST Door # 9	G Series Dual	South Wing Door Group	BEST Door Group G Series
					Run Report
					Back

4. Click Run Report to view who has access to the doors, with which credential, with which group, and the times they have access to the door.

Person Credential Group Schedule Hunter Baley 123-00000014 Contract Maintance Schedule Detroite Beli 123-00000014 Contract Maintance Schedule BEst Contract Maintance Steve Bertest 123-00000010 Contract Maintance	ice
Best Door # 1 Schedule Person Credential Group BEST Contract Maintance Hunter Bailey .123-00000018 Contract Maintance BEST Contract Maintance Charlotte Bell .123-000000010 Contract Maintance BEST Contract Maintance Steve Bertest .123-000000010 Contract Maintance BEST Contract Maintance	ice
BEST Door # 1 Person Credential Group Schedule Hunter Bailey 123-00000018 Contract Maintance BEST Contract Maintance Charlotte Bell 123-00000012 Contract Maintance DEST Contract Maintance Steve Bertest .123-00000010 Contract Maintance BEST Contract Maintance	ce
Person Credential Group Schedule Hunter Balley 123-00000018 Contract Maintance BEST Contract Maintance Charlotte Bell 123-00000002 Contract Maintance BEST Contract Maintance Steve Bertest 123-00000010 Contract Maintance BEST Contract Maintance	ice
Hunter Balley .123-00000018 Contract Maintance BEST Contract Maintance Charlotte Bell .123-000000042 Contract Maintance BEST Contract Maintance Steve Bertest .123-00000010 Contract Maintance BEST Contract Maintance Steve Bertest .123-00000010 Contract Maintance BEST Contract Maintance	ice
Charlotte Bell .123-000000042 Contract Maintance BEST Contract Maintance Steve Bertest .123-000000010 Contract Maintance Schedule	
Steve Bertest .123-000000010 Contract Maintance BEST Contract Maintena	ice
Pahadula	ice.
Schedule	
Leo Bisset .123-00000014 Contract Maintance BEST Contract Maintena Schedule	ice
Jacob Brown .123-000000044 Contract Maintance BEST Contract Maintena	ice
Thomas Durand .123-000000016 Contract Maintance BEST Contract Maintena	ice
Schedule	
Harry Edwards .123-00000012 Contract Maintance BEST Contract Maintena Schedule	ice
Chloe Fournier .123-000000048 Contract Maintance BEST Contract Maintena	ice
Ashton Hayes .123-000000030 Contract Maintance BEST Contract Maintena	ice
Schedule	
wesley niggens .125-000000050 Contract Maintance BEST Contract Maintena Schedule	ice
Sean Hill .123-00000032 Contract Maintance BEST Contract Maintena	ice
Gitka Long .123-000000038 Contract Maintance BEST Contract Maintena	ice
Rvan O'Sullivan 123-00000020 Contract Maintance BEST Contract Maintance	
Schedule	
Jeanne Paquet .123-000000046 Contract Maintance BEST Contract Maintena Schedule	ice
Lucas Pelletier .123-000000050 Contract Maintance BEST Contract Maintena	ice
Winston Shaw 123-00000022 Contract Maintance BEST Contract Mainten	ice
Schedule	

4.19.4 BEST Door Credential Assignment Report

The BEST Door Credential Assignment report shows the number of credential/cardholder records that will be exported for each door within the selected site. This report will only list the credential count for BEST doors that have credential records to export.

To run the BEST Door Credential Assignment Report:

- 1. Log in to the Aurora Desktop application.
- 2. Under the Reports menu (located on the bottom of every screen), select the BEST Door Credential Assignment Report.



3. Select the site to run the report for and click Run Report.

Keyscan Aurora - Version 1.0.19.8		
BEST Door Credential Assignment Report		Keysca
	Sites	
Name	T Description	
Common Recreation Facility		
North Wing Dorm		
South Wing Dorm		
		Run Report
		Back

4. The generated report shows the number of credential records that will be exported to each lock within the site.

🕖 Keyscan Au	rora Report Viewer			
	of 1 >> > 제 예측 🔒	•		
		j1		
				Î
	RES	Door Credential A	ssignment Report	
	CONTROL DES		ssignment Report	
		South Wing Dorr	n	
	BEST Door Group	BEST Door	Number of Credentials	
	South Wing Door Group	BEST Door # 1	23	
	South Wing Door Group	BEST Door # 10	23	
	South Wing Door Group	BEST Door # 2	23	
	South Wing Door Group	BEST Door # 3	23	
	South Wing Door Group	BEST Door # 4	23	
	South Wing Door Group	BEST Door # 5	23	
	South Wing Door Group	BEST Door # 6	23	
	South Wing Door Group	BEST Door # 7	23	
	South Wing Door Group	BEST Door # 8	23	
	South Wing Door Group	BEST Door # 9	23	
				•
			I	100 % 🔻
L				

4.19.5 BEST Credential History Report

The BEST Credential History Report shows the history of who has owned a BEST credential, when it was assigned to them, and when it was removed from them in a site.

BEST credentials are tracked based on their card number. BEST credentials must have unique card numbers within the Aurora system regardless of the batch-number/facility-code. This means that the BEST credential 123-0001 also matches BEST credential 1000-00001 since both credentials have the same card number: 1. The report generated for BEST Credential with card number 1 will show the history that includes both card numbers: 123-0001 and 1000-00001.

To run the BEST Credential History Report:

- 1. Log in to the Aurora Desktop application.
- 2. Under the Reports menu (located on the bottom of every screen), select the BEST Credential History Report.



- 3. Select the credential(s) and site you want to run the report for by clicking the appropriate checkboxes.
- 4. Click the Run Report button.

)	Keyscan Aurora - Version 1.0.19.8		-	
٩	BEST Credentia	l History Report		Keyscan 🔳
BE	ST Credential	Site	All Sites	*
	BEST Credential	Site		т
×		Common Recreation	Facility	
		North Wing Dorm		
		South Wing Dorm		
		Common Recreation	Facility	
		North Wing Dorm		
	3	North Wing Dorm		
	4	Common Recreation	Facility	
	4	South Wing Dorm		
	5	North Wing Dorm		
	6	Common Recreation	Facility	
	6	South Wing Dorm		
	443	Common Recreation	Facility	
	443	North Wing Dorm		
	443	South Wing Dorm		
			Rur	Back

5. The resulting report lists who owned the credential that had access to the site, when it was assigned to the person, and when it was removed from the person. If there is no date in the removed column, the system assumes the person still holds the credential.

urora Report Viewer		1.3	
of 1 > 刘 📭 🛃 🖨			
KONTROL	BEST Crede	ential History Re	port
		-	· · · · · · · · · · · · · · · · · · ·
BEST Credent	ial: 1	Site: Common Re	creation Facility
Person	Credential Issue Co	ode Assigned	Removed
Amelia Thomas	.100-00001	10/2/2019 3:59:45 PM	
Katie Vall	.123-00000001	9/16/2019 11:43:53 AM	10/2/2019 3:58:32 PM

4.19.6 Transaction Report

The Transaction Report shows transaction history and allows you to filter the transactions to what is relevant to your needs at the time. Before you can run the Transaction Report for BEST locks, the transaction history must be retrieved from the locks using the BEST Transport Application and imported into the Aurora System.

Transaction Reports give you the ability to review site activity based on criteria that you select. You can create a one-time report, create, and save a custom report for repeated use, schedule when reports are run, and print, export, or e-mail reports (PDF).

On the Transaction Report screen, after you have selected the site(s) to run the report for, you can provide additional filters to limit the report to data that is most relevant to the reason you are running the report. There are many different filters that you can apply to a report. These filter/customization options appear as the following sub-screens/tabs on the Transaction Report screen:

- Report Customization
- Transaction Filters
- People Filters
- Credential Filters
- Device Filters
- Schedule Filters

To run a Transaction Report:

- 1. Log in to the Aurora Desktop application.
- 2. Under the Reports menu (located on the bottom of every screen), select the Transaction Report
- 3. Use the tools and filters on the Transaction Report screen to set up, customize, and run a transaction report.

The sub-headings below outline the general function of each Transaction Report sub-screen.

4.19.6.1 Report Customization

Use the Report Customization for selecting the sites, dates, and data field columns in the report. Within the specified dates, transactions are captured from the following times:

- Start time commences at 00 minutes, 00 seconds
- End time concludes at 59 minutes, 59 seconds



4.19.6.2 Include Graph

Enabling this option inserts a graph at the end of the report.

4.19.6.3 Report Columns

Report Columns allows selecting which column headings and data are included in the report. Device, Transaction and Transaction Date cannot be de-selected.

After formatting a report that you intend to run it repeatedly, save it so that you only have to format it once. This also gives you the option of automatically scheduling the report to run, as well as distributing it by e-mail.

4.19.6.4 Transaction Filters

The Transaction Filters screen is used to specify which types of transactions the report includes, such as access granted, access denied, etc. You can select or de-select specific transaction types by clicking in the individual boxes to the left or you can select/de-select all transaction types by clicking in the box to the left of the Transactions heading at the top.

2	Keyscan Aurora - Version 1	.0.21.0					- 🗆 ×
۲				Transaction Repo	ort		Keyscan 🗮
+			Transaction Re	port Transaction Re	eport # 1 🛛 👻		â
_	Report Customization	Transaction Filters	T People Filters	T Credential Filter	s T Device Filters	T Schedule Filters	
	Include all transactions					Quick Act	ion
						QUICK ACC	
	Transactions						Ť
	Access Control Unit AC	Restored					•
	Access Control Unit AC	Trouble					
	Access Control Unit Bat	ttery Trouble					
	Access Control Unit Bat	ttery Trouble Restored					
	Access Control Unit Cle	ar Memory					
	Access Control Unit Co	ver Failed					
	Access Control Unit Co	ver OK					
	Access Control Unit Ma	ster Comms Failure					
	Access Control Unit Ma	ster Comms Restore					
	Access Control Unit Re	set					
	Access Control Unit Tan	nper Alarm Cleared					
	Access Control Unit Tan	nper Alarm Tripped					
	Access Denied						
	Access Denied - Antipa	ssback					
	Access Denied - Card A	archived (temp)					
	Access Denied - Card D	Disabled					-
						=	Include similar transactions
Rep	port Name Transaction Re	eport # 1		Include graph	Include report settings	Export to CSV	Run Report
							Save
							Back -

When selecting transaction filters, you must also be sure that you have selected the relative devices for those transactions in the Device Filters screen. This is especially important when running transaction reports for systems that include multiple different types of dormakaba hardware.

4.19.6.5 People Filters

This screen is used to specify which people are included in the report. This can be a single credential holder, a group of credential holders, or all credential holders.

Keyscan Aurora - Version 1.0.21.0				– 🗆 X
٠	Transact	ion Report		Keyscan 🔳
+	Transaction Report Tran	saction Report # 1		â
Report Customization Transaction Filters	s T People Filters T Crede	ntial Filters T Device Filters	▼ Schedule Filters	
Include all people				
Advanced Filter				Clear
Name	Group Name	Site	Name	
Optional Field	Person Type All	Types 🔹		
Search Results	5		People In Report	
Select All Displaying 66 / 66 People	e Sort By Surname 👻			
Seos 007 Elite Employee Key Seos 2007 Elite	ST Site e Key vscan Site vs Site			
Employee Test	iscan site ting 123 /scan Site	× <		
HID 37 1 Eike Employee Test	e Key /scan Site ting 123			
Report Name Transaction Report # 1	Inclue	le graph 🛛 🔲 Include report settings	Export to CSV	Run Report
				Save Back •

To choose people to include in the report, you can use the advanced filter to search for specific people using each of the available text fields. The Search Results display all people that match your search/filter criteria. You can use the Select All option to highlight all the people in the search results, or you can highlight one or more individual people.

Once you've made your selection, use the arrow to add the people/person to your report. Once added, they will show up in the People In Report section of the screen. You can also remove people by highlighting them in the People In Report section and using the arrow to remove them.

4.19.6.6 Credential Filters

This screen is used to specify which credentials are included in the report. You can select a single credential, multiple credentials or all credentials or specify credentials by group. The Credential Filters screen can also be used to identify credentials to whom they are assigned

Keyscan Aurora - Version 1.0.21.0		- 🗆 X				
Transaction Report Keyscan						
+	Transaction Report Transaction Report # 1	â				
Report Customization Transaction Filters	People Filters T Credential Filters T Device Filters	Y Schedule Filters				
Include all credentials						
Credential Number	Site All Sites -					
Person Name	Group Name					
		Clear Search				
Active credentials only	Include deleted credentials	Gicai				
Number	Name T Active	T ^				
.007-10101	James Bond	Yes				
.009-32480	Jack Burton	Yes				
.011-00011	Granny Smith	Yes				
.022-00022	Mac Intosh	Yes				
.039-00361	Ellen Ripley	Yes				
.039-00367	Best 36 Test	Yes				
.039-00372	Cobra Commander	Yes				
.039-00398	Bill Lumbergh	Yes				
.039-00399	ManWith NoName	Yes				
.076-06743	HID 37 1	Yes				
.076-64059	HID 37 2	Yes				
.088-22222	JUSTA TEST	Yes				
.097-65451	UHF 1	Yes				
.097-65452	UHF 2	Yes 👻				
Report Name Transaction Report # 1	Include graph Include report settings	Export to CSV Run Report				
		Save				
		Back -				

4.19.6.7 Device Filters

This screen is used to specify which devices will be included within the Transaction Report and consists of the following headings after unchecking the "Include All Devices" option:

- Access Control Units
- Doors
- E-Plex Doors
- BEST Doors
- Auxiliary Outputs
- Inputs
- IOCBs
- Floors
- Elevator Cabs
- Intrusion Partitions
- Intrusion Zones
- Intrusion Areas

Most of the devices that can be filtered will be irrelevant to the transaction history for BEST doors. Unless the Aurora system includes additional dormakaba hardware, the most relevant filter is the BEST Doors filter. If a BEST door is selected, it will be included Transaction Report and all others will be excluded. Select each device to include them within the report or select Include All Devices to run a transaction report for all hardware in the selected sites.

4.19.6.8 Schedule Filters

The Schedule Filters screen is used to specify which schedule or schedules apply to the report.

4.19.6.9 Include Report Settings

When the Include Report Settings is enabled, on the last page the report lists the selected settings that were used to compose the report.

4.19.6.10 Reusing a Report Configuration

Once you have applied all the necessary items you would like the report to include or exclude you can save the report configuration for later use by giving the report a name and clicking the Save button.

Saved reports can be run upon returning to the Transaction Report screen. They can also be scheduled to run on specified days at specified times. This is done through the Scheduled Tasks Setup screen found under the Application Management menu item found at the bottom of every screen. Scheduled tasks depend on the Aurora Agent to operate. Please refer to the Aurora help documentation for more details.

4.20 Setup and Maintain BEST Offline Locks

The Aurora system is used to set up the configuration of BEST offline locks. Once the setup has been completed, the configuration is exported to be used by the BEST Transport application to update the locks. All lock configurations for a given site are exported at the same time. You cannot export a single door in Aurora.

Before you can export, the Aurora system will verify that the configuration is valid.

- There cannot be more than 5000 combined guest and master credentials assigned to any lock within the site being exported
- Every BEST door group within the site must have at least one card format assigned to it
- PINs used by credentials cannot exceed the maximum length that the BEST doors can support
- Every BEST credential must have a unique card number, disregarding the facility-code/batch-number

4.20.1 Lock Configuration Transport Files

When the Aurora system exports the BEST lock configuration it generates 2 files: The Transport database that contains the lock configuration, and the Transport sync file.

The Transport database is used to transfer the lock configuration to the BEST Transport so that the BEST locks can be updated in the field. The Transport database is also used to retrieve transaction history from the locks to be imported into Aurora to generate a Transaction Report and to save for historical purposes.

The Transport database generated by Aurora is encrypted and tampering with it in any way will cause the BEST Transport application to fail to load the data. Likewise, the Aurora system will fail to load data from a Transport database that has been tampered with upon importing data from the locks.

When exporting the lock configuration, the Aurora system first checks for an existing Transport database for the site. If one exists, Aurora checks if the file contains transaction history information that was retrieved from the locks. If any transaction history exists, the export process will be prevented until the transaction history is imported into the system.

When transaction history is imported into the Aurora system, a backup of the Transport database is made with the date & time that the data was imported. This means that the transaction history is stored within the Aurora system and in a secondary backup location. Since the transaction history is deleted from BEST locks at the time the transaction history is retrieved, this secondary backup ensures the transaction history is persevered in the event that something catastrophic occurs and the Aurora system is lost. The Aurora system never deletes
backed up Transport databases. It is important that you ensure that you regularly clean up backup Transport databases that are no longer needed for historic backup purposes.

4.20.2 Transferring BEST Locks Configuration

You must export the BEST locks configuration for a site for the BEST Transport application to use to update the locks. Before you can export, the site's BEST hardware configuration must meet the following requirements:

- Every BEST Door Group must be in the same time zone within the site
- Every BEST Door Group must have at least 1 card format assigned to it
- No lock can have more than 5000 credentials assigned to it
- All BEST card numbers must be unique

The following are the steps to export the BEST hardware configuration so that it can be used by the BEST Transport application to update the locks:

- 1. Ensure the hardware and credential configuration is complete for the doors you are going to update prior to exporting the configuration.
- 2. Log in to the Aurora Desktop application.
- 3. Click Site Management under the Site menu (located at the bottom of every screen).



- 4. Double click on the site you wish to export.
- 5. Click the Export button in the BEST Transport Database section of the screen.

Keyscan Aurora - Version 1.0.19.8		-	• ×
Site Information	on Setup		Keyscan 🗏
Site South Wing Dorm	•		
Site Information Setup -	South Wing Dorm		
ACCESS CONTROL SUSTEMS	Name Description	South Wing Dorm	
	Default Credential Type	Keyscan	•
	Default Group Access Reset Anti-Pass Back	No Access Not Set	*
AŬRORA		Enable 90,000 Credential Support Polling Suspended	
Additional Users Assigned to Site		BEST Transport Database	
Given Name Y Sumame Y User Type Y	Esp	nt import	
Refresh			Save
			Back 🔹

6. Select the device and directory where the configuration will be exported to and click OK.

Browse For Folder X		
Please select the directory for the export		
> 🚡 Desktop	^	
> 📑 Documents		
> 📜 Downloads		
> 🚺 Music		
> 🔚 Pictures		
> 📳 Videos		
> 🔩 Local Disk (C:)		
> 🙀 Public (P:)		
> 🛫 Personal Egnyte (\\EgnyteDrive) (X:)		
> 🐂 Libraries		
> 🥩 Network		
S Control Panel	~	
Make New Folder OK		

7. Provide a password in the BEST Export dialogue window. This password is used to verify that the person using the file in the BEST Transport is intended to use it. The field does not hide the password since it needs to be known when it is exported. This password is not remembered by Aurora and can be different every time the export is done. When you use the BEST Transport application to open the configuration file, you will be required to provide this password in order to proceed with using the Transport application.

A) BE	ST Export		_	[\times
F	Password]
			*		
	Cancel			OK]

8. At this point a transport file will be created in the location that you specified. It can be transferred to the device with the BEST Transport application installed to begin updating locksets with the configuration.

4.20.3 The BEST Transport Application

To update BEST locks with settings exported from the Aurora system you must use the BEST Transport version 7.0.0.11 or later. Any previous versions of the BEST Transport application cannot support the transport file exported by the Aurora system.

The BEST Transport application needs to be installed on the device that will be used to physical connect to the BEST offline locks and perform maintenance on the locks. Likewise, the Transport database, that was generated by exporting the BEST lock configuration from Aurora, needs to be transferred to the device with the BEST Transport application installed.

While you are using the Transport Application, please refrain from deleting locks after they have been updated so that this file can be used in the future to retrieve lock history without needing to re-export the setup from Aurora.

4.20.3.1 Using the BEST Transport Application

On the device that has the BEST Transport application installed:

- 1. Open the BEST Transport Application.
- 2. If the BEST Transport Application has been set up with a specified database location you may skip to the next step; otherwise, you will have to go to File>Open and select the exported data configuration file before proceeding to the next step.

3. When prompted to log in, provide the password that was entered when the transport file was exported from the Aurora System.

BEST Transport				×
<u>File</u> <u>Transport</u>	<u>D</u> iagnostics	Help	==	ST
Transport Diagnostic	s		/	
Location:				
Login		>	<	
Ente	r Password:			
	ок	Cancel		
Transfer Path: C:\Use	rs\papenbre\D	e: FIXED PATH	H COM8	9600

4. After successfully logging in, you can proceed to update the locks, retrieve lock history, or run diagnostics on locks.

Note: Please refrain from deleting locks after they have been updated so that this file can be used in the future to retrieve lock history without needing to re-export the setup from Aurora again.

4.20.4 Import BEST Lock Transaction History

After using the BEST Transport application to audit BEST offline locks for transaction history, the information should be imported back into Aurora. Once the transaction history is imported, the Transaction Report tool can be used to refine a meaningful report for usage.

The following are the steps to import the transaction history.

Note: Before you begin, you must use the BEST Transport tool to physically download the transaction history from the locks.

- 1. Log in to the Aurora Desktop application.
- 2. Click Site Management under the Site menu (located at the bottom of every screen).



- 3. Double click on the site that contains the lock(s) audited
- 4. Click the Import button in the BEST Transport Database section of the screen

Keyscan Aurora - Version 1.0.19.8			- 🗆 ×
19	Site Information Setup		Keyscan 🔳
	Site South Wing Dorm 🔹		
	Site Information Setup - South Wing Dorn	1	
KETSCAN FOR THE SUBJECT OF SUBJECT OF SUB- Additional Users Assigned to Sub- Covern Name T Sumame T	User Type T	South Wing Dorm Keyscan Keyscan Keyscan Exacts Keyscan Keyscan K	
Refresh			Save Back •

- 5. Select the transport file that has been populated with lock transaction history by the BEST Transport application in the file dialog.
- 6. Provide the transport file password that was used to generate the file when the BEST configuration was exported.

BEST Export		—		×
Password				
	•			,
Cancel		OI	<	

- 7. Click the Ok button to dismiss the dialog stating the history has been imported
- 8. Proceed to the Transaction Report feature to view the imported data

5 Glossary

BEST Door Group	A grouping of BEST Doors that aids in the facilitation of hardware management. Previously referred to as a Panel in the On Guard system.
BEST Door	A BEST lock.
Card Format	A structured format that defines how credential data is arranged and ordered on an encoded card.
Cardholder	A Person who is issued a Credential.
Chassis Type	The designation that defines the physical lock type. Three types exist: cylindrical, mortise, or exit hardware. See those terms for more information.
Credential	A physical token, usually a card or fob, encoded with access control information.
Cylindrical	Lock chassis that installs into a circular bore in the door.
Deadbolt Override	The ability for an authorized credential to retract both the spring latch and the deadbolt when the dead bolt is engaged.
Diagnostic Code	The code in the Transport application that identifies the processing error.
Door Toggle	Aurora term for Passage Mode. The ability to double present an authorized credential within a BEST lock's strike time to toggle the lock into an unlocked state. The lock is returned to its original state by a second, double presentation of an authorized credential.
Dual Custody	The requirement for the presentation of two separate, authorized credentials in order to gain entry. May have previously been referred to as Two-Card Control.
Encoder	The device, connected to a PC running Aurora used to encode magnetic stripe cards.
Exit Hardware	Lock chassis type that supports exit hardware trim lock.
Extended Unlock	The extra period of time the lock will remain unlocked when an authorized credential with extended unlock privileges is presented.
Facility Code	Part of the access control information that can be encoded to a credential. This information, usually numerical, is unique to a group of credentials. Usually, this feature is used to authenticate a credential to an organization.
Group	A group of credentials.
Guest Feature	A G-Series BEST lock feature that allows direct access to specific guest credentials that have card numbers that fall within a defined guest card range.

Issue Code	Part of the access control information contained on an encoded credential that allows reuse of the card number when a credential is lost, damaged, or stolen. One to two digits in length, this code increments forward when encoding a new credential with the same card number. Access is granted only when the card number and the issue code match the current lock.
Look Ahead	A BEST offline lock feature where a higher issue code for a credential number disables the same credential number with a lower issue code in an offline lock. This process occurs when a credential with higher issue code is presented to the lock to automatically disable older credentials with the same card number.
Master Card	A BEST credential whose access control is controlled through a schedule assigned to the credential for the BEST lock.
Mortise	A lock chassis that installs into a mortised cavity in the edge of a door.
Netbook/Notebook	A small laptop computer or device.
Passage Mode	Now referred to as Door Toggle. It is the ability to double present an authorized credential within a BEST lock's strike time to toggle the lock into an unlocked state. The lock is returned to its original state by a second, double presentation of an authorized credential.
Person	A person is an individual that has been identified in the Aurora software by providing information about the person.
Programming Cable	The cable used to connect the mobile device to the BEST Lock.
Reader Mode	Reader modes define how the BEST lock's reader behaves when a schedule is "on" and when the schedule is "off".
Site	A high-level organization of hardware for a building site, group of buildings, or a single building segmented into logical access control areas/sites.
Transport Application	The application that runs on a device designed to update BEST locks and retrieve lock history.
Time Interval	A specific range of time, which corresponds to a particular day or days of the week. A BEST schedule/time zone can be comprised of several, individual intervals.
Time Period	A block of time that corresponds to a particular day of the week that are part of a BEST Schedule. These define when the schedule is "On" and "Off". Schedules, with defined time periods, replace old terms known as Time Zones with Time Intervals.

Time Zone	A BEST Schedule in Aurora which is a defined range of time(s) for assignment to various access control activities. A schedule may be applied to a BEST Door's configuration for card group access levels, applied to a BEST lock to change the mode of operation, and a host of other operations.
Two-Card Control	Referred to as Dual Custody in Aurora. See the term for more information.
Unlock Time	The time that the lock momentarily unlocks.
Use Limit	A configuration limiting a credential to a defined number of uses.
UTC Time	UTC stands for Universal Time Coordinated. This geographical time zone used to be called Greenwich Mean Time (GMT), but it is now referred to as Coordinated Universal Time or Universal Time Coordinated (UTC). To calculate your local time, you need to add or subtract a number of hours from UTC depending on how many time zones you are away.