

**Applies To:** Access It! Training Course v1.1

**Summary:** This is the course outline to provide initial familiarization on subjects to be covered and taught in the current 3 Session Access It! Training Course. The course will be held between 0900 (9Am) and 1600 (4Pm). Please note that class is still undergoing rewrite and some items may change prior to your course date.

## COURSE OUTLINE

Session 1-3

Session 1

- a. Introduction to Course.
- b. Introduction to Access It! Resources and Knowledge Base.
- c. Q&A Basics of Access It! and Access Control.
- d. Hardware

1. Mercury/ACRE Hardware

Installing Access It!

1. Installation Environment.
2. Verifying existing software versions
3. Prepping for Access It! Installation
4. Installing Access It!
5. Common Installation Issues

- e. Initiating Services and Adding/Configuring Hardware

1. New Configuration
2. Configuration to an Existing Server or Database
3. Demo License vs. Live License
4. Logging In

- f. System Manager

1. Site Code and Site Code Sets
2. Adding Site Codes to Site Code Sets
3. Holidays and Holiday Sets
4. Time Zones and Schedule Intervals
5. Card Holders and Categories

## Session 2

### a. Areas and Area Sets

1. Creating Area Set
2. Adding Areas

### b. Hardware Maps

1. Connecting to Hardware
2. Confirming Connection
5. Defining Controller
6. Defining Reader

### c. Triggers

1. Define Reader/Creating New Reader
2. Defining Contacts
3. Defining Relays
4. Defining Reader Connections
5. REX Triggers
6. Defining Valid and Invalid Access

### d. Automatic Overrides

### e. Manual Overrides

## Session 3

### a. Reader Templates

### b. Badge Creation

### c. Cardholder Definitions

1. Creating Card Holder
3. Creating Cardholder Access Levels
4. Defining Cardholder Access Levels
5. Editing Access/Searching for Cardholder

### d. System Security

1. Editing Login Requirements
2. Creating Security Groups
3. Assigning Privileges
4. Creating Operator Login's

### e. Alarm Definition and Acknowledgement