

**Applies To:** SMS Training Course v1.5

**Summary:** This is the course outline to provide initial familiarization on subjects to be covered and taught in the current 2 Session SMS 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**

- a. Introduction to Course.
- b. Introduction to SMS Resources and Knowledge Base.
- c. Q&A Basics of SMS and Access Control.
- d. Hardware
  - 1. VSRC/VRCNX- A, M, and R
  - 2. SRCNX
- d. Installing SMS
  - 1. Installation Environment.
  - 2. Verifying existing software versions
  - 3. Prepping for SMS Installation
  - 4. Installing SMS
  - 5. Common Installation Issues
- e. Initiating Services and Adding/Configuring Hardware
  - 1. New Configuration
  - 2. Configuration to an Existing Server or Database
  - 3. Initiating System Communication and Temporary License
  - 4. Logging In
- f. System Manager
  - 1. Site Code and Site Code Sets
  - 2. Adding Site Codes to Site Code Sets

- (f. System Manager Continued)
  - 3. Holidays and Holiday Sets
  - 4. Time Zones and 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
- 3. Defining CIM
- 4. Defining CIM Port
- 5. Defining Controller
- 6. Defining Reader

### c. Triggers

- 1. Define Reader/Creating New Reader
- 2. Defining Contacts
- 3. Defining Relays
- 4. Adding Sounder Relay
- 5. Defining DOD Reader
- 6. REX Triggers
- 7. Defining Valid and Invalid Access Triggers

### d. Automatic Overrides

### e. Manual Overrides

### f. Reader Templates

### g. Badge Creation

### h. Cardholder Definitions

- 1. Creating Card Holder with the Cardholder Wizard
- 2. Creating Cardholder
- 3. Creating Cardholder Access Levels
- 4. Defining Cardholder Access Levels
- 5. Editing Access/Searching for Cardholder

## (Session 2 Continued)

### i. System Security

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

### j. Alarm Definition and Acknowledgement