

User's Guide

This guide covers the basic functions of your SCHLAGE Bright Blue system. These functions include: adding and assigning users, setting the system time and date, backing up the database, and running reports.



How to add cards & card-holders to the Bright Blue system:

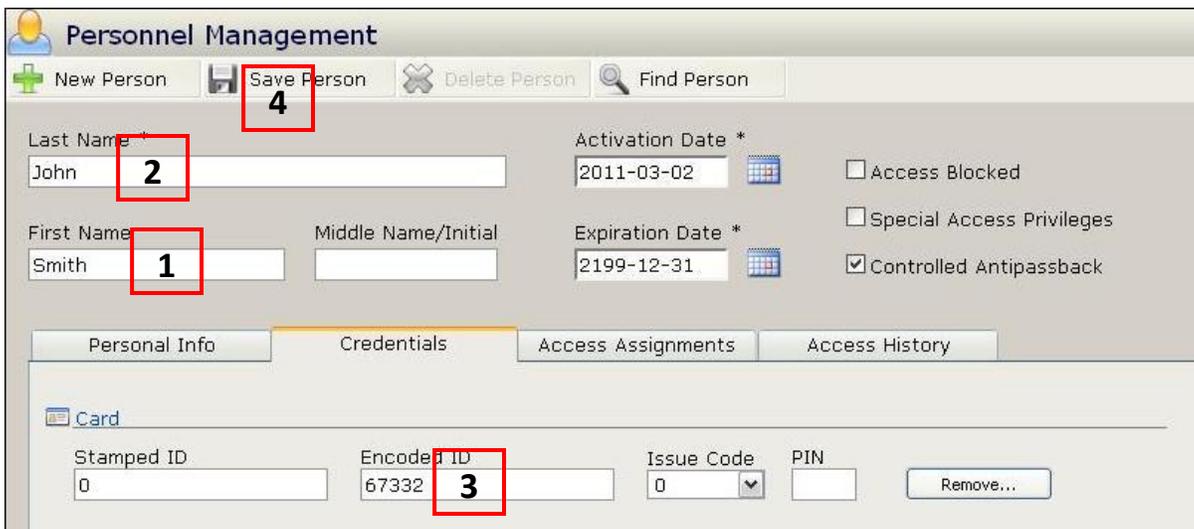
Select the "Personnel" tab from the left (A), and then select "Add New Person" (B).



Input the first name (1), last name (2), and - if applicable – the apartment or unit number in which the cardholder will reside.

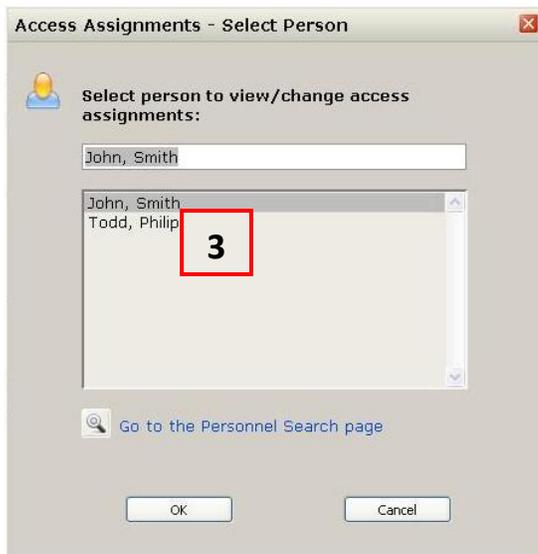
Be sure to input the card number under the "Encoded ID" field, (3) then press save.

The card number is printed on the side of the card. Press save (4) after you have entered all the information for the cardholder. You must save before adding another.



Deleting Card Holders:

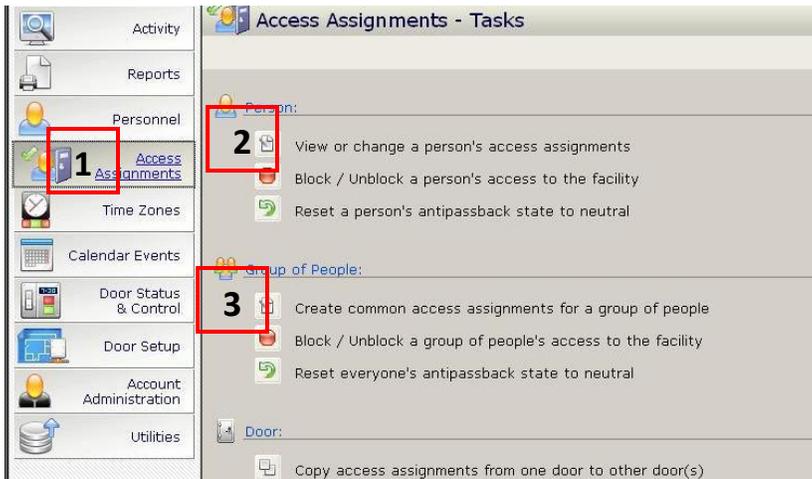
Navigate to the personnel tab on the left (1), select “View, modify or delete personnel record” (2). Choose the person that you wish to delete from the window that pops up (3), hit OK, and then click “Delete Person” (4) at the top of the window.



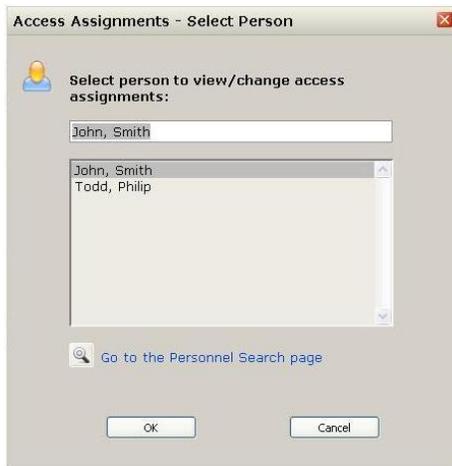
Assigning Access to cardholders:

Once you have added card holders to the system, you must assign doors to their profile before their card will unlock any Bright Blue door.

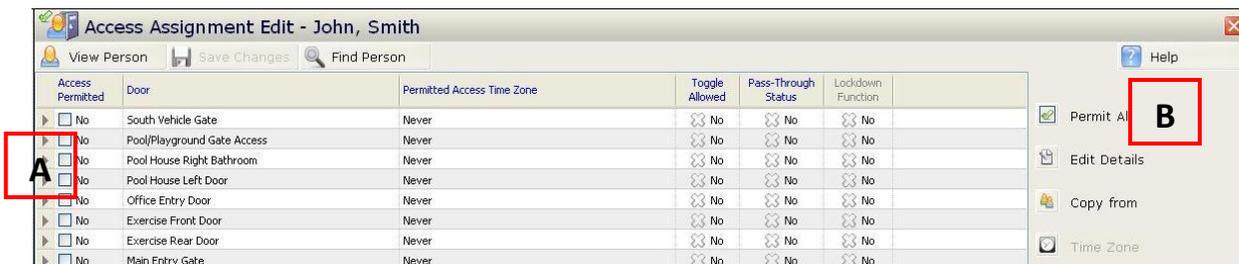
Select the “Access assignments” (1) tab on the left, then choose “View or change a person’s access assignments” (2). If you have just added several new card holders, you may select “Create common access assignments for a group of people” (3) instead of “View or change a person’s access assignments”.



If you choose “View or change a person’s access assignments”, a window will appear asking you to choose a person to change. Select a person and click “OK”.

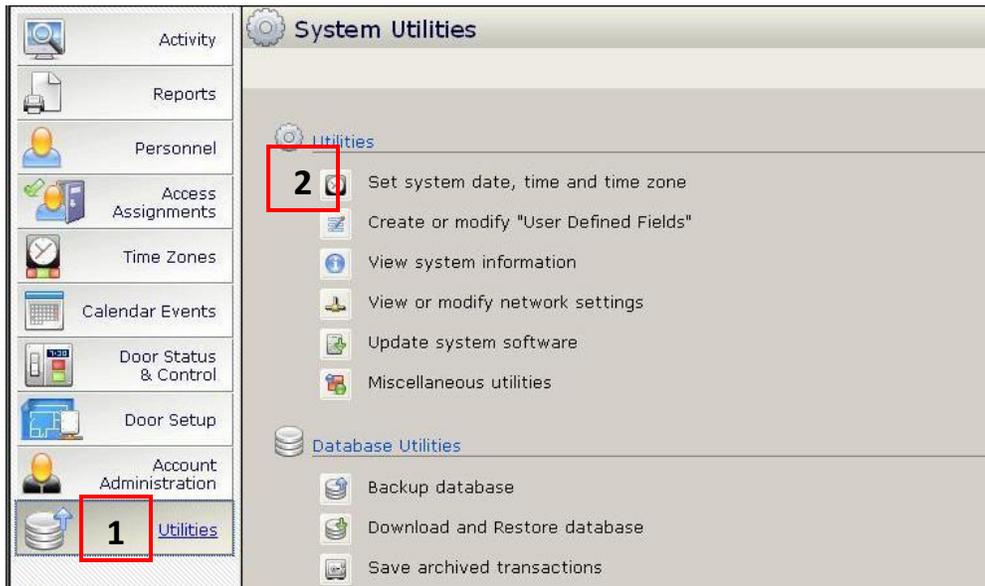


You can either check the boxes next to each door (A) to allow access to specific doors only, or click on “Permit All” (B) to allow access to every door – Press save when finished. In the example below, the card holder has not been assigned access to any door.

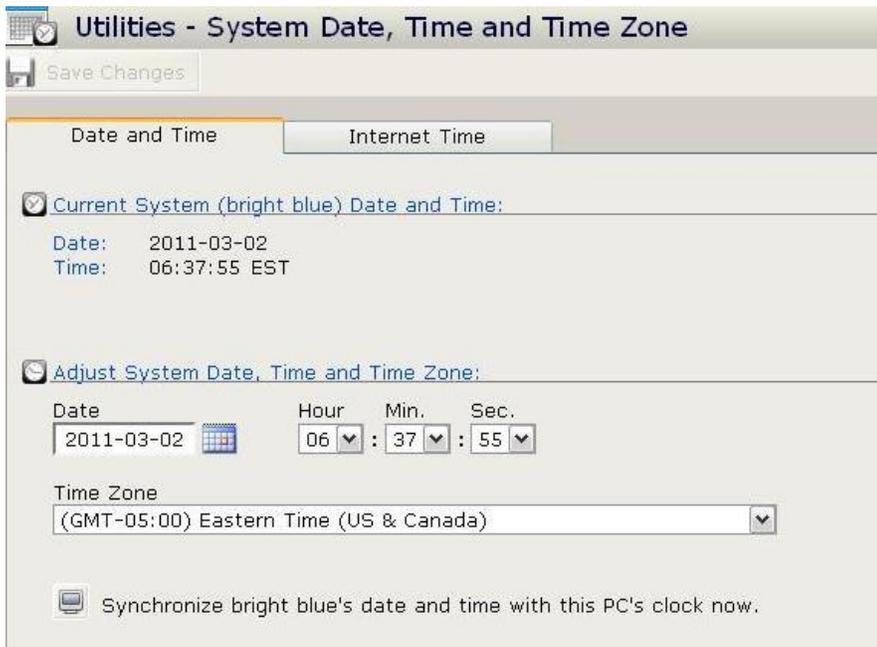


Setting the time and date:

If the time and date on your Bright Blue system gets off, choose utilities on the left (1), and then click on “Set Time and Date” (2).



Choose the Date And Time tab, input the correct time and press save, or click on “Synchronize bright blue’s date and time with this PC’s clock now” and press save.



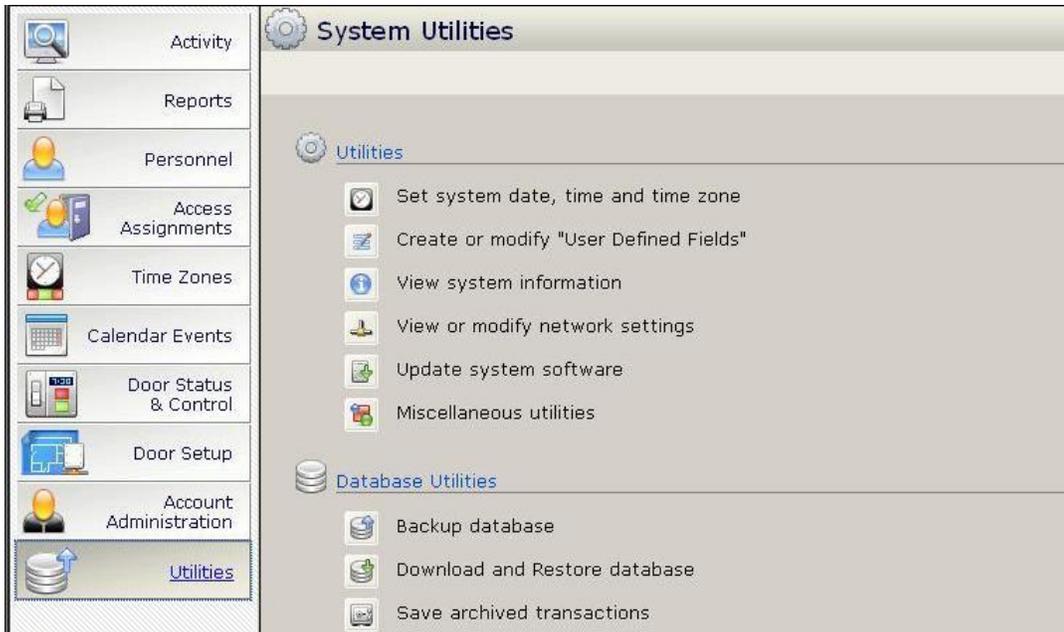
Backing up the database:

Your Bright Blue system automatically backs up its database nightly, however it is a good practice to create and copy a database to your computer just in case something would happen to the Bright Blue system.

To create and download a backup of the database, navigate to the “Utilities” tab, choose “Backup database”, and hit “Continue” when prompted.

The Bright Blue system will now back up the database – this may take several minutes.

Once the backup is completed, navigate back to the “Utilities” tab and choose “Download and restore database” Choose the backup to restore from the list, and hit the “Download” button next to it.



Viewing recent activity:

Choose the activity tab on the left. By default, the system will display either the last 100 events, or the events that occurred in the last 60 minutes. Press the “Refresh” button to update and show upcoming the latest events.

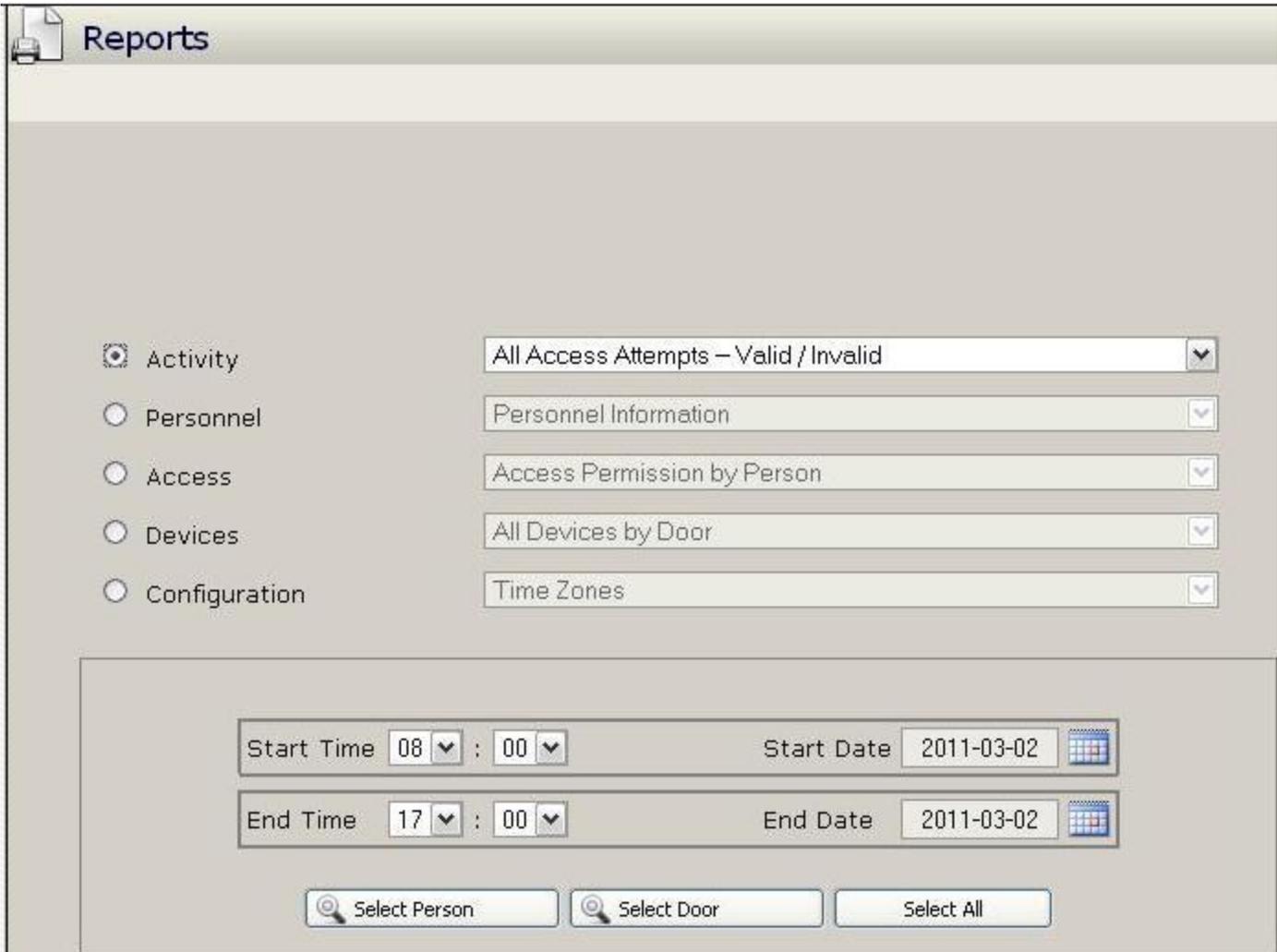
The screenshot displays the 'Activity Monitor' window, which is titled 'Maximum 100 transactions in the last 60 minutes'. The interface is divided into two main sections: 'Personnel Transactions' and 'System and Device Transactions'. Both sections include a 'Refresh' button and a 'Settings' button. The 'Personnel Transactions' section shows a single transaction for 'Valid access' by 'Todd, Philip' at 'Office Entry Door' on 2011-03-02 at 07:34:15. The 'System and Device Transactions' section shows a list of events related to door readers and relays, with some rows highlighted in orange.

Date-Time	Transaction	Personnel	Encoded ID	Door
2011-03-02 07:34:15	Valid access	Todd, Philip	6309	Office Entry Door

Date-Time	Transaction	System Component	Device	System User
2011-03-02 07:34:18	Relay released	Reader: Office Entry Door	Relay: Door Unlock Relay	
2011-03-02 07:34:15	Relay energized	Reader: Office Entry Door	Relay: Door Unlock Relay	
2011-03-02 07:31:28	Relay energized	Reader: Main Entry Gate	Relay: Local Annunciator Rel	
2011-03-02 07:31:28	Door held open	Reader: Main Entry Gate	Contact: Door Status Monitor	
2011-03-02 07:30:58	Auxiliary input activated	Reader: Main Entry Gate	Contact: Auxiliary Input	
2011-03-02 07:30:58	Restored communications to door reader	Controller: Schlage bright blue	Reader: Main Entry Gate	
2011-03-02 07:08:50	Relay released	Reader: Exercise Front Door	Relay: Local Annunciator Rel	
2011-03-02 07:08:49	Relay energized	Reader: Exercise Front Door	Relay: Local Annunciator Rel	
2011-03-02 07:08:49	Door Closed	Reader: Exercise Front Door	Contact: Door Status Monitor	

Running Reports:

Choose the "Reports Tab" on the left, choose the report start time and the report end time, then choose "Select Door", "Select Person", or "Select All". Once you have chosen the door, the person, or everything - the system will display the report.



The screenshot shows a web interface titled "Reports" with a document icon. It features a list of report categories on the left, each with a radio button and a corresponding dropdown menu on the right:

- Activity: All Access Attempts – Valid / Invalid
- Personnel: Personnel Information
- Access: Access Permission by Person
- Devices: All Devices by Door
- Configuration: Time Zones

Below this list is a section for time and date selection:

- Start Time: 08 : 00
- Start Date: 2011-03-02
- End Time: 17 : 00
- End Date: 2011-03-02

At the bottom, there are three buttons: "Select Person", "Select Door", and "Select All".