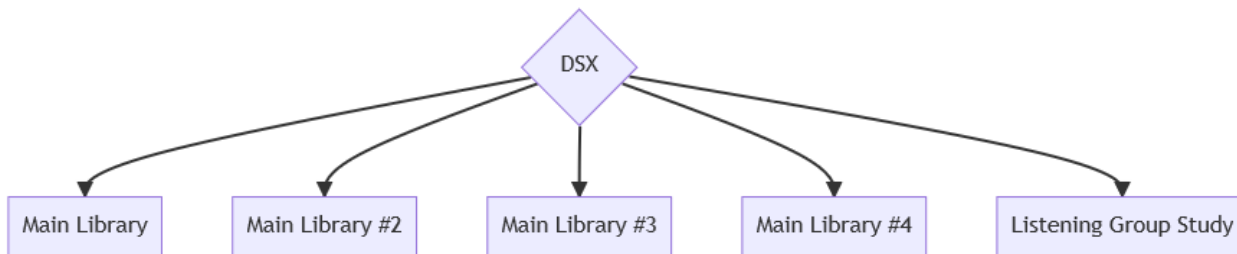


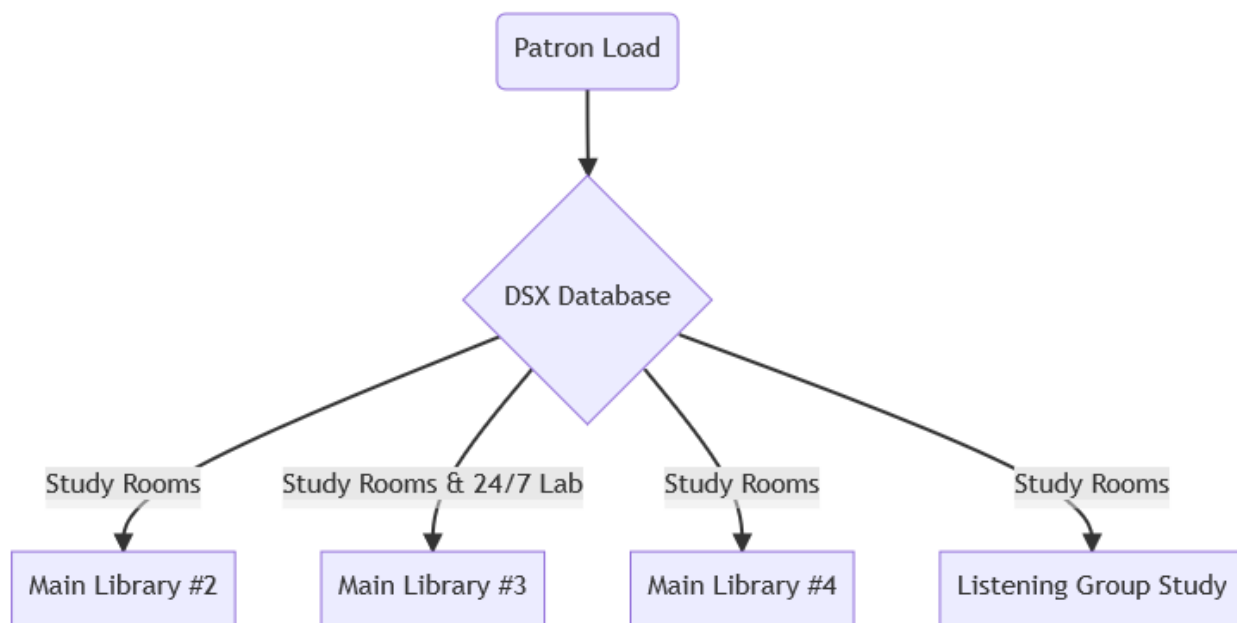
DSX Help File (updated 2022.11.22)

Overview

The DSX system monitors and secures access points throughout the Library building. In DSX, all the Library access points that must be monitored are divided into **Locations**. The Library has five locations:



With the exception of the **Main Library** location, patron data is uploaded via the DSX API on a daily basis to the DSX database. This patron data includes all active students, staff, and faculty, and non-current patrons who are deleted from the database. Once the patron data has been updated in the DSX database, DSX automatically updates user access to these four locations:



Main Library Location

The Main Library location comprises all the secure entry points in the Library building that *should not* automatically be accessible to all members updated in the patron load. This includes the staff entrance/exit, the building's east entrance, the first floor classrooms, Library offices and suites, etc. To ensure the security of the building, members of **Main Library** are added manually through the adding cardholder process outlined further down in this document.

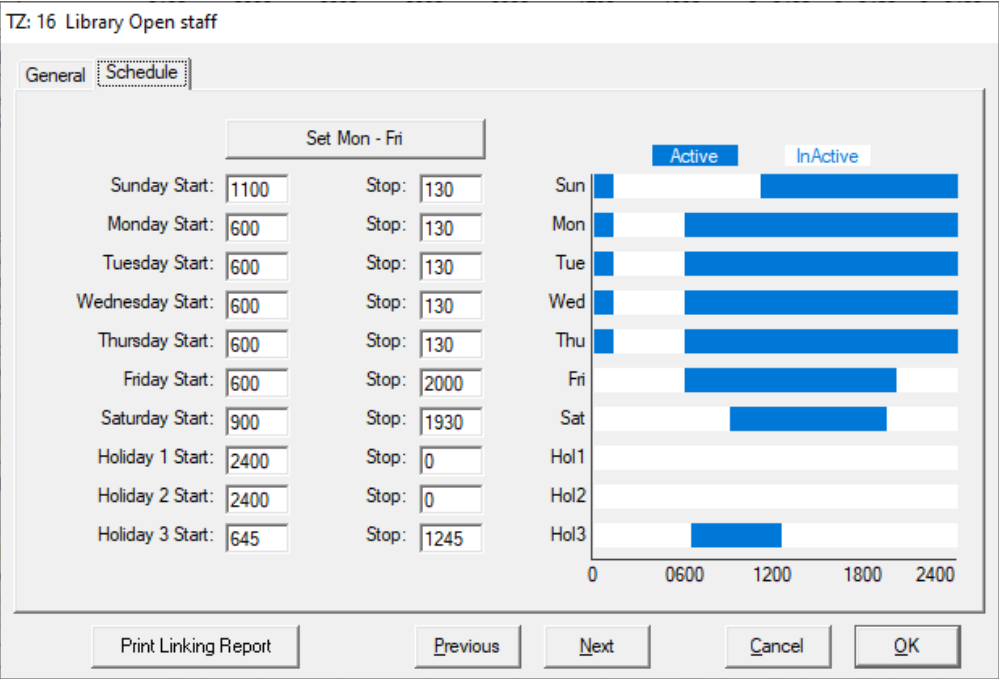
Access to the secure entry points in **Main Library** is provided on an *individual* level using already existing *group definitions*. Since individual Library personnel have similar schedules and work requirements, it is simpler to create **one** access level and apply it to **many** users.

Creation of an access level

Creating an access level requires a **time zone** to determine what hours/days the access level should be active. That time zone is then assigned to specific access points throughout the Main Library location to create the access level.

Access Services example

The opening/closing of the Library building makes the schedule for the Access Services staff unique. To provide them with the appropriate access level, their working hours are used to create the time zone *Library Open staff*.



To avoid changes, the time zone covers **all** the potential working hours the staff will see in the course of their year (regular hours, summer hours, extended hours, etc.).

That time zone is then used to create the *Library Open Staff* access level:

Access Level: Library Open Staff

General Edit Access Level List Access Levels That Contain Device

Device List:

- 0: RDR/1st Fl Lounge/1441/N10
- 1: RDR/Book Storage/1832/N10
- 4: RDR/Reserve Hall/2424/N255
- 5: RDR/Storage/Telcomm/2228/
- 8: RDR/Spec Col/4434/N326
- 9: RDR Spare/Loc 1 Device 009
- 10: INPUT BRD 5 SIDE A 1:010
- 11: INPUT BRD 5 SIDE B 1:011
- 16: RDR/KAHL Front Doors C170
- 17: RDR/KAHL Main Collection 1
- 18: RDR/KAHL Storage 1437
- 19: RDR/KAHL Stack Maint 1832
- 20: RDR Spare/Loc 1 Device 020
- 21: RDR Spare/Loc 1 Device 021
- 22: RDR Spare/Loc 1 Device 022
- 23: RDR Spare/Loc 1 Device 023
- 26: RDR/Staff Exit/1919/N1218
- 27: RDR Spare/Loc 1 Device 027

Time Zone 1: Library Open staff

Time Zone 2: ----

Time Zone 3: ----

Time Zone 4: ----

Library Open staff

Day	Start	Stop
SUN	1100	130
MON	600	130
TUE	600	130
WED	600	130
THUR	600	130
FRI	600	2000
SAT	900	1930
HOL1	2400	0
HOL2	2400	0
HOL3	645	1245

Paste TZ's Copy TZ's Previous Next Cancel OK

In the access level, every *device* (secure entry point) that the staff member will need to access is selected and the time zone applied. Once all the necessary devices are selected and the time zone applied, the access level is saved and ready for use.

The final step is to apply the access level to an individual member of the Access Services staff in Main Library.

Daily Patron Load

The daily patron load is done from the computer located in the security room in the Library office. Double-click the **patron_load_https.py** file located in the **Update DSX Feed** folder on the computer desktop. A command screen will appear and provide information about the upload process.

```
C:\WINDOWS\py.exe
Created log at C:\Users\CalPoly DSX client\Desktop\Update DSX Feed\logs\libcard-20220324-4.log
Attempting to close previous connections to the PS feed.
No connections found.
Grabbing latest patron load
Found latest patron load from PS feed: \\idmgmtf.cpp.edu\libcard\libcard-20220324.dat
Using C:\Users\CalPoly DSX client\Desktop\Update DSX Feed\old-libcard-20220322.dat for the previous patron load
Using C:\Users\CalPoly DSX client\Desktop\Update DSX Feed\libcard-20220324.dat for the latest patron load

Saving data from previous patron load

Processing latest patron data
100% [.....]
Processing new patrons
100% [.....]
Processing expired patrons
100% [.....]

8 patrons received new cards
No patrons were updated
127 patrons were added
2 patrons were expired

Deleting previous patron load
Saving latest patron load
Copying DSX import file to DSX host
Removing local DSX import file

Time taken to run the process: 0:02:07.125000
Press Enter to continue...
```

This is an automatic process and requires no additional input. Once the process is complete, a prompt will ask you to click the enter key to finish the load.

Troubleshooting the Patron Load

The computer is shut down or has logged off

There are times when the computer used to upload the patron load has shut down or restarted, logging out the necessary user account. If the computer has completely turned off, turn the power on. Once the computer has booted and the login screen is visible, log in with the following credentials: User: **CalPoly DSX Client** (should be automatic) Password: **calpolydsx**

Once the desktop is visible, click on the shortcut for the DSX program. In the dialog box that appears, log in with the following credentials: User: **kjallen** Password: **dragonfly**

The DSX database and workstation screens will appear. Proceed with the patron load.

Double-clicking the patron_load_https.py file does not start the patron load process

If double-clicking the Python script does not start the patron download, open up a browser window and paste the following URL into the address bar:

<https://feeds.idm.cpp.edu/df.libcard/>










A dialog box will open. Enter the following credentials:

Username: **df.libcard**

Password: **6BF63BYCqoUJBVsCrZ**

Once authorized, the browser window will display the latest versions of the patron load DAT files:

Index of /df.libcard

Name	Last modified	Size	Description
 Parent Directory	-		
 libcard-20221114.dat	2022-11-14 06:45	6.2M	
 libcard-20221115.dat	2022-11-15 06:45	6.2M	
 libcard-20221116.dat	2022-11-16 06:45	6.2M	
 libcard-20221117.dat	2022-11-17 06:45	6.2M	
 libcard-20221118.dat	2022-11-18 06:45	6.2M	
 libcard-20221119.dat	2022-11-19 06:45	6.2M	
 libcard-20221120.dat	2022-11-20 06:45	6.2M	
 libcard-20221121.dat	2022-11-21 06:45	6.2M	

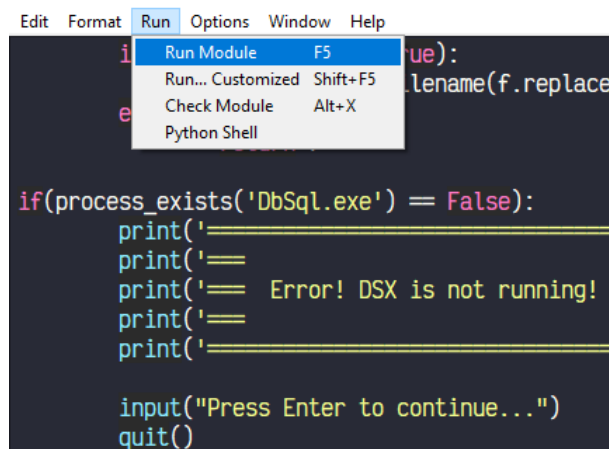
Manually download the latest file and save to the **Update DSX Feed** folder.

Once the latest DAT file is in the folder, follow these steps to complete the manual update of the patron load.

1. Right click on the **no-network-manual-patron-load.py** file and select **Edit with IDLE**
2. With the Python file open in IDLE, scroll down until you see the text **# Update the patron load dates manually**

```
# Update the patron load dates manually
old_patron_load = getLatestPatronLoad('old-libcard-20221031.dat')
new_patron_load = getLatestPatronLoad('libcard-20221101.dat')
```

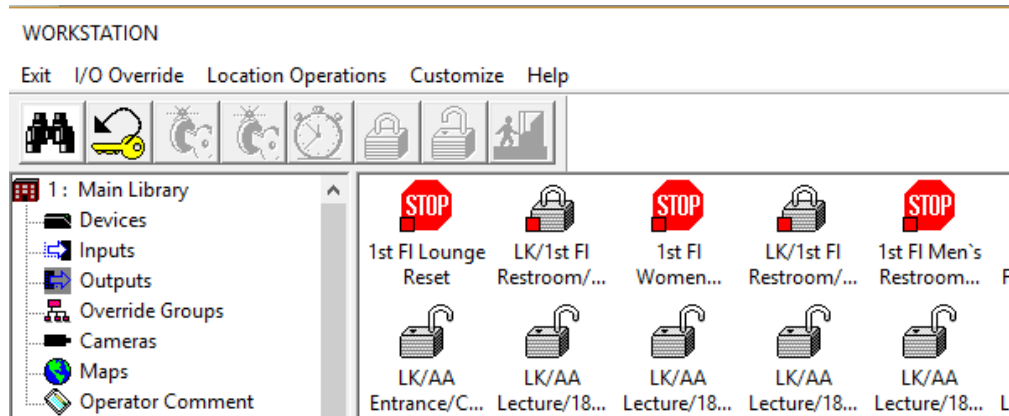
3. Change the dates for the *old-libcard-* and *libcard-* DAT files to the correct dates for processing.
 1. *old-libcard-* should be the date of the file already in the folder
 2. *libcard-* should be the date of the file just downloaded
4. Save the changes to the Python script
5. From the **Run** option at the top of the editor, select **Run Module**



6. The script will run in the IDLE shell window. Once finished, press enter and exit the IDLE editor.

Reset First Floor Bathrooms

- Select outputs in the device tree under **Main Library**
- Select stop sign for specific door:



- Click on *Grant Access* (icon of door next to open padlock). Note: Stop sign must be red, not green. If green, highlight the output and click *Secure Output* (closed padlock)

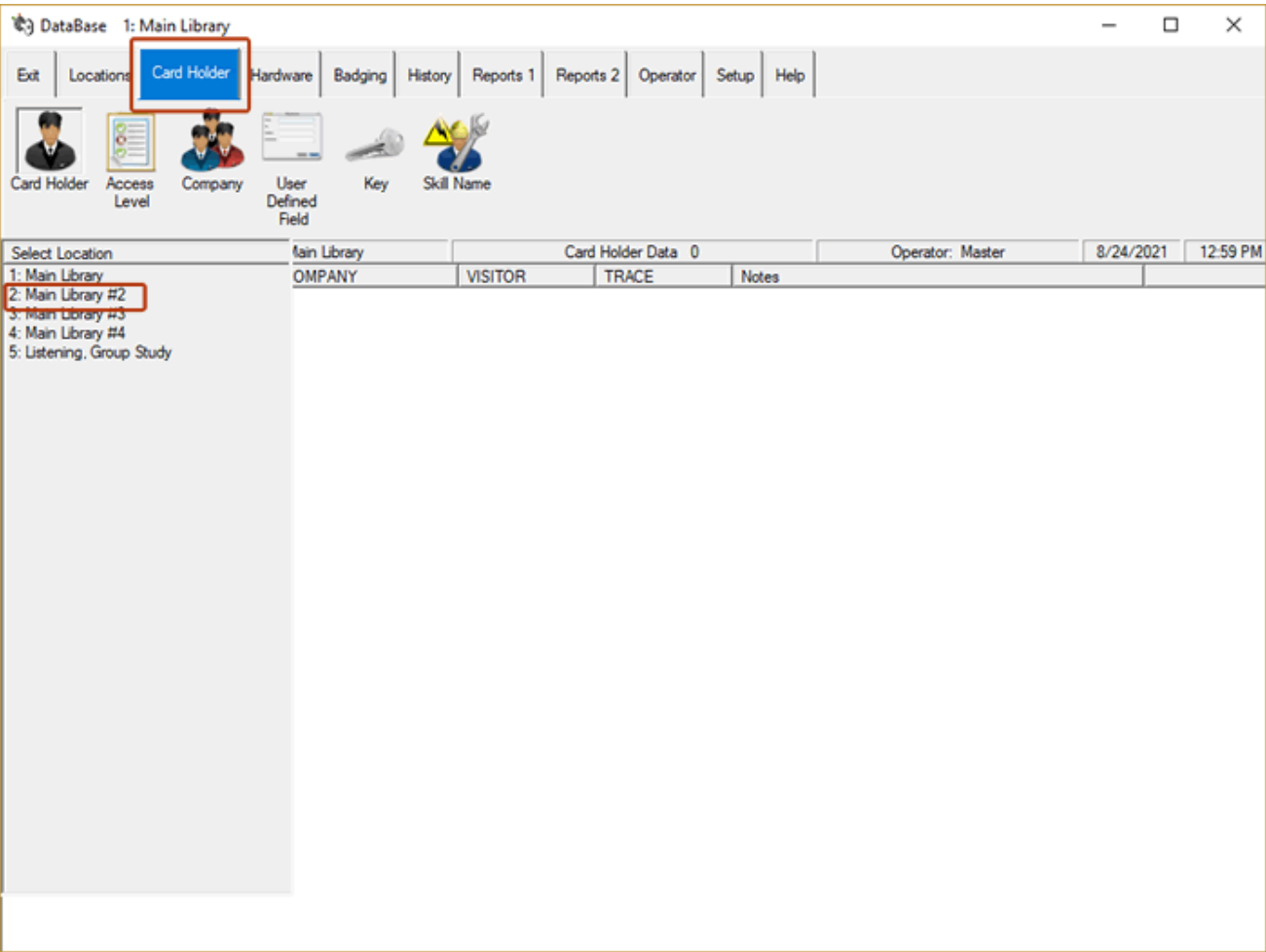
Creating Main Library Account for User

The daily patron load updates all campus members in the DSX database **Main Library #2**. Members in this database have swipe access to limited areas of the building already provided for them: Study rooms and the computer lab.

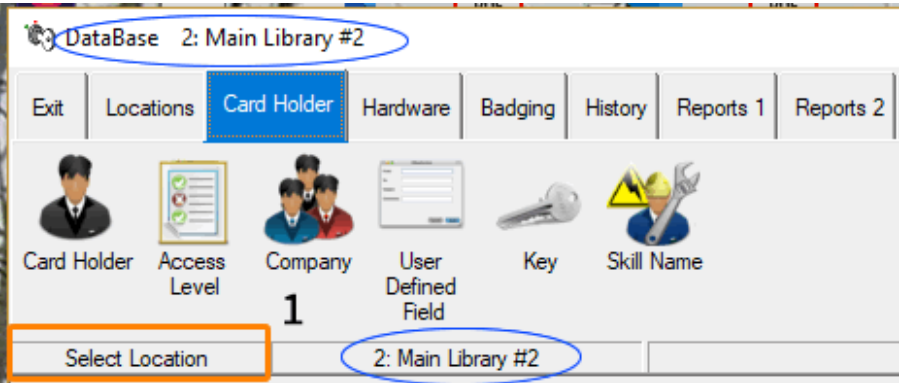
For a campus member to have additional swipe access to other areas of the Library building, their campus information must be manually added to the **Main Library** database. Examples include new Library staff and faculty who require access to the building and department, or a new student employee who requires access to specific areas of the building to perform their duties.

Search for user information

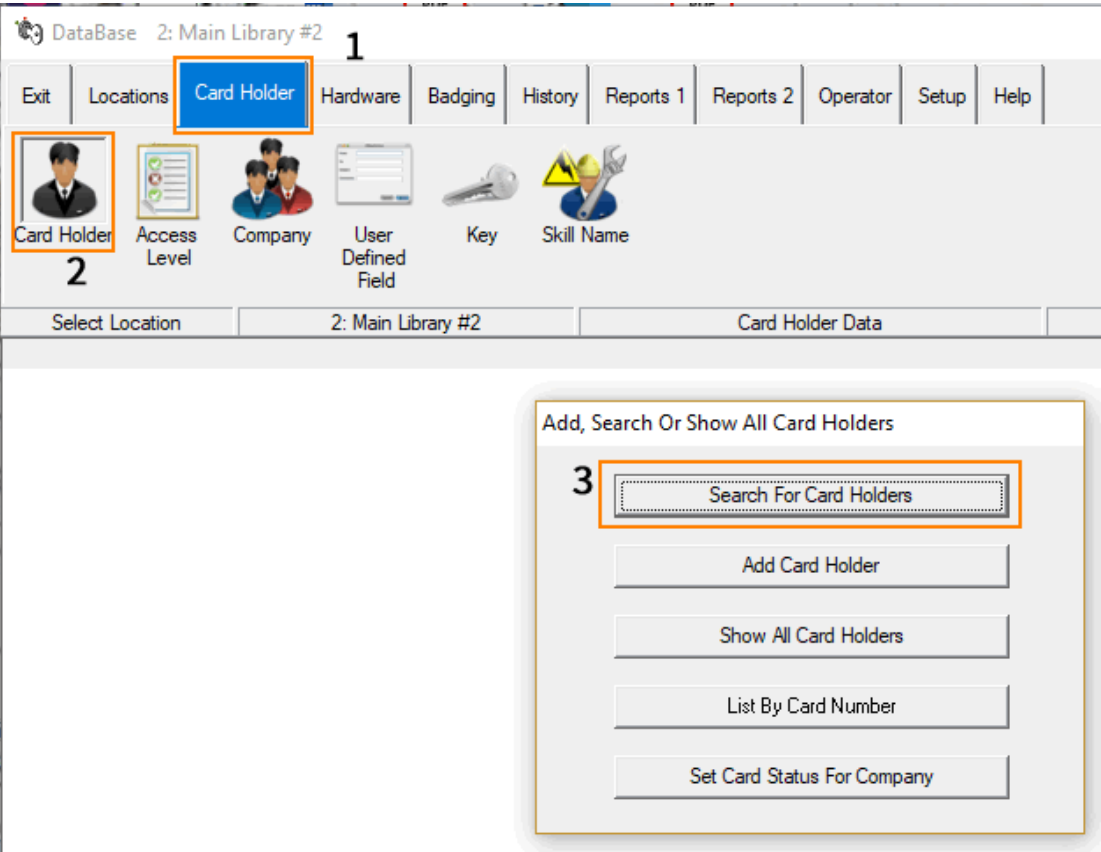
- 1. From the databases module, click on the *Card Holder* tab, and then right-click on *Select Location* and select **Main Library #2**:



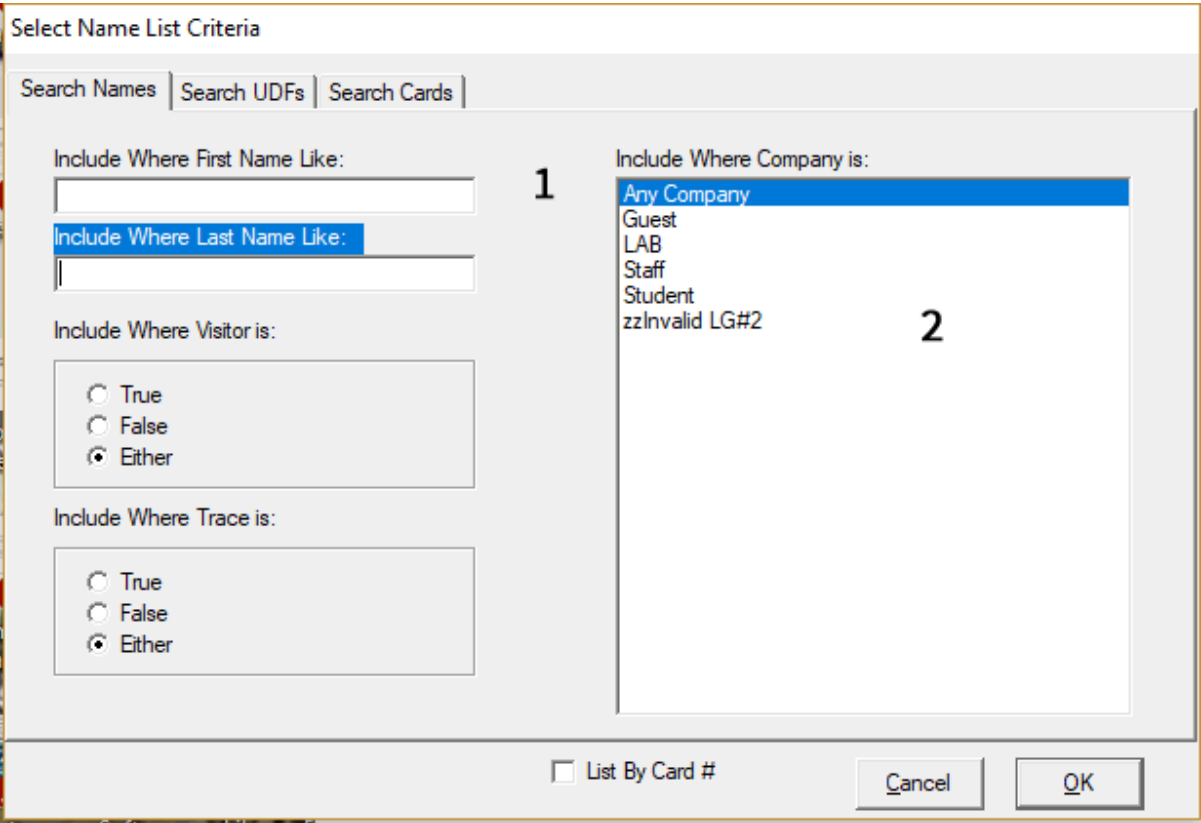
- 1. Make sure you are in **Main Library #2** by checking the module screen:



- 1. Click on *Card Holder* icon (2) and select *Search For Card Holders* (3)



1. On the following screen, enter the first and last name (1) of the user you are searching for. You can also choose to limit the search to a specific group (2):



1. The following screen will present the user name. Double click the name for the next screen.

NAME	COMPANY	VISITOR	TRACE
Alamack, Anthony David	Student	False	False

6. The first name (or first and middle name or middle initial if applicable) will be in the *First Name* field (1). Make note of how it is entered as it has to be entered exactly the same in the new card to be added. The last name appears in its field (2), and the unique ID Data (3) will be the identification number assigned to them by the University. This is not the same as the Bronco ID number. Note this number as it will be used in the new card.

General | User Defined Fields | Cards/Phone #/Key

Location Group: Main Library #2

First Name: Anthony David 1

Last Name: Alamack 2

Company: Student

Trace: ☐ Visitor: ☐

Unique ID Data: 000712834 3

Notes:

0


Buttons: Add Card, Previous, Next, Cancel, OK

1. On the next tab, *User Defined Fields*, you will see the user's Unique ID number entered in the *CardNumber* field (1) and their Bronco ID number in the *BroncoID* field. The Unique ID number/CardNumber has two leading zeros as part of its construction. Note the Bronco ID number for future use.


[illegible]

8. The *Cards/Phone #/Key* tab contains the information associated with the card for this user. The number in the *CARD #* field (1) is constructed by dropping the two leading zeros from the Unique ID number and adding the two digits *11* at the end of the number. The last two digits (11) are the attribute number. If the attribute number is 11, that is a first issue ID card. Numbers higher than 11 are for replacement cards (12 is second, 13 is third,...). The number in the *IMPRINTED CARD #* field (2) is the Bronco ID number. Note the *CARD #* for future use.


☐ General
 ☐ User Defined Fields
 ☒ Cards/Phone #/Key




Cards



Phone



Keys



Skills

CARD #	S...	IMPRINTE...	START DATE	STOP DATE	G...	# ...
11	Tr...		3/5/2021	2/20/2022	Fa...	99...

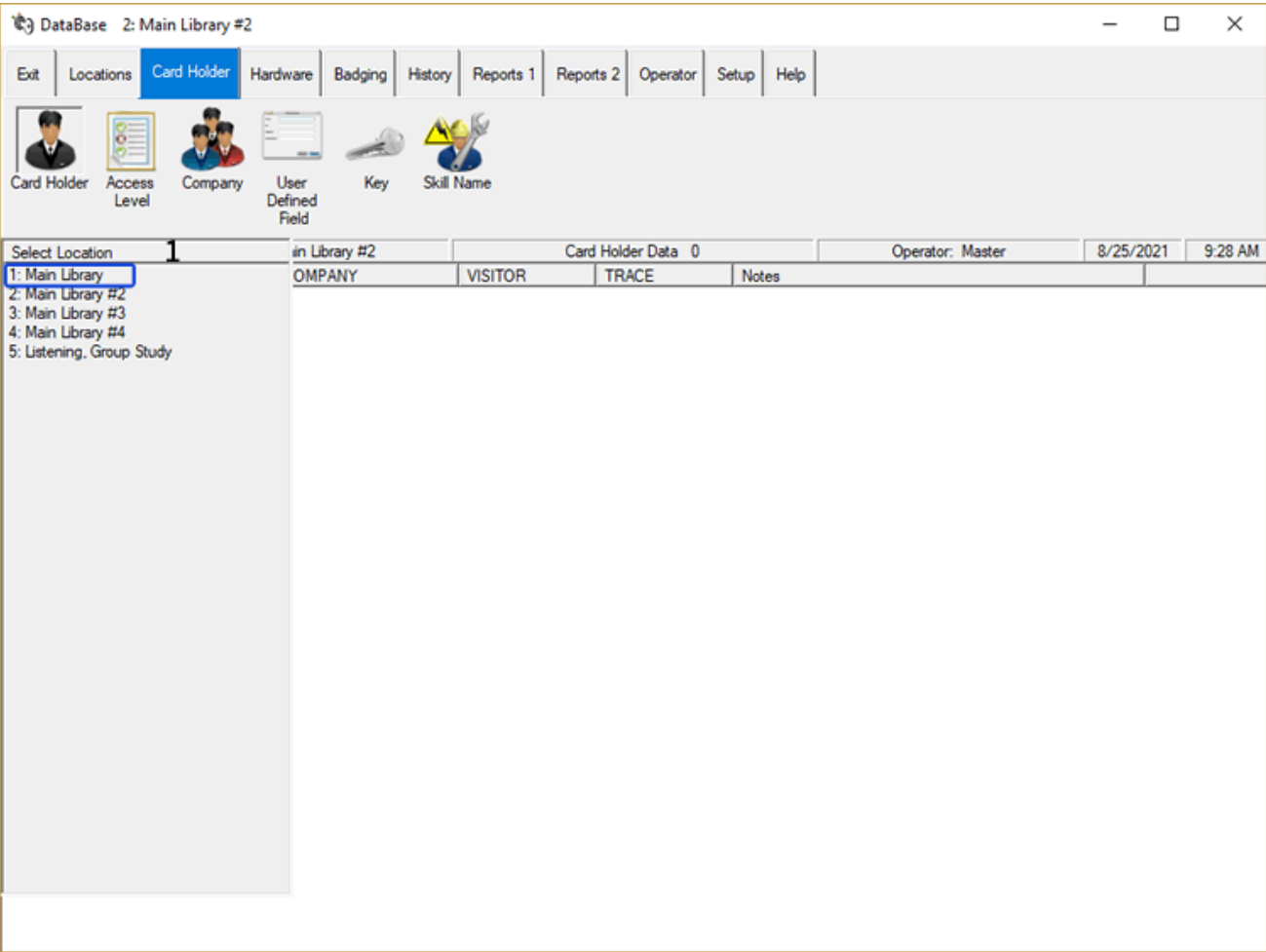
1
2

Add Card
Previous
Next
Cancel
OK

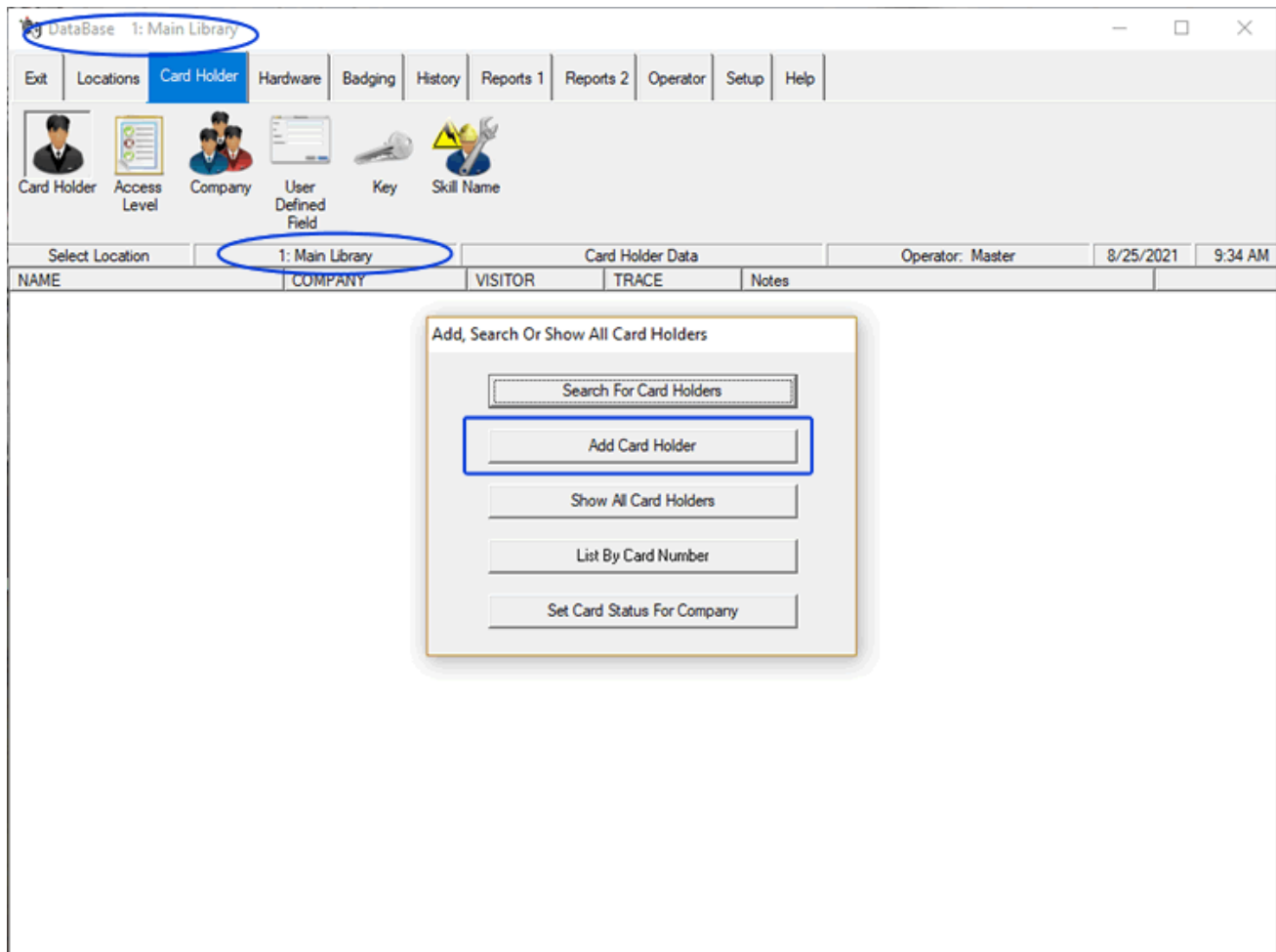
- 9. Once you have noted the Unique ID number, Bronco ID number, and Card number, click OK to exit the screen.

Create new card in Main Library

- 1. From the main screen, click on *Select Location* (1) and select **Main Library**:



- 1. Confirm that you are in the correct database and click on *Add Card Holder*:



1. On the New Cardholder screen/General tab, enter the first name (and middle initial or name if applicable) (1); the last name (2); from the drop down menu (3), select the appropriate "company" for the user > new Library staff and faculty should be associated with *Main Library* > new Library student employees are associated with *Student Assistants* > all other users are associated with their respective campus department (eg. IT, Facilities) or company/vendor; in the Unique ID Data field (4) enter the unique ID number you noted from the initial search. Once complete, click on User Defined Fields tab.

New Cardholder

General | User Defined Fields | Cards/Phone #/Key

Location Group:

First Name: 1

Last Name: 2



Company: 3

Trace: ☐ Visitor: ☐

Unique ID Data: 4

Notes:

0

4. In the *CardNumber* field (1), enter the Unique ID number entered on the previous screen in the Unique ID Data field (include all digits); click on the *BroncoID* field (2) to enable and enter the user's Bronco ID number noted earlier. Once complete, click on **Add Card** button.

New Cardholder

General User Defined Fields Cards/Phone #/Key |

#	UDF Name	UDF Text
1	CardNumber	1
2	BroncoID	2

Add Card Previous Next Cancel OK

5. In the *Code #* field (1) enter the card number noted from the *Cards/Phone #/Key* tab (step 8 above) earlier; in the *Imprinted Card #* field (2) enter the user's Bronco ID number; in the *PIN #* field (3) enter

the user's choice of four-digit PIN (assuming user is with you); *Stop Date* field (4): for Library staff and faculty, campus staff (eg. IT), and other campus personnel who need long-term access, leave the stop date as is; student assistants are generally given a termination date the same as the end of the academic year (usually May) unless otherwise specified. Click on *Access Level* tab.

Tester, Test New Card

Cards | Access Level: | Linking Level: |

Code #: 0 **1** P.I.N.#: 0 **3**

Imprinted Card #: **2** # of Uses Allowed: 9999

Start Date: 8 /25/2021 Stop Date: 12/31/9999 **4**

Start Time: 12:00:00 AM Stop Time: 12:00:00 AM

Guard Tour: ☐ Override Anti-Passback: ☐

Status: ☒

Date Last Used: 1/1/1000 Anti-PassBack Status: N N N N Z1 Z2 Z3 Z4

Last Used At: Loc: 1 RDR/1st Fl Lounge/1441/N103

Notes:

Previous Next Cancel OK

- From the list of access levels on the left of the screen (1), select the appropriate level(s) required for the user and click the *Add* button (2). The added levels will appear in the right field (3). Once completed, click the *OK* button.

Tester, Test New Card

Cards | **Access Level:** | Linking Level: |

1

- 1st Fl Learning Ctr 1828
- 24/7 Access
- 2nd fl Info Lit Labs 2907/2913
- 2nd Floor Telecom N255-B
- Academic Affairs
- Academic Affairs Student Assis
- Athletic Study Hall
- BAS Department
- Classrooms East Entrance S110
- Custodial Access
- DS&T Department**
- DS&T Front Staff Office-2812**
- DS&T Server Room**
- DS&T Student Assistant
- Floor Crew
- Librarians
- Library Main Access

2

Add >

< Remove

View

☒ Permanent
☐ Temporary

Temp Start Date: 12/31/9999

Temp Stop Date: 12/31/9999

Copy Permanent

3

Previous Next Cancel OK

Editing a user in Main Library

When a user loses their Bronco card, the new card will have to be activated in **Main Library** so the user can continue with their access to the Library building.

1. Search for their record in **Main Library**
2. Double click their name to bring up the record
3. Click on the *Cards/Phone #/Key* tab
4. Double-click on the name (or click and select edit on the dialog box)
5. Under the *Cards* tab, you will be updating the number in the **Code #** field. This is the number created with the numbers from the unique ID number (minus the leading zeros) and the attribute number (starting with 11).
6. Verify the number printed on the physical card matches the number in the **Imprinted Card #** field (Bronco ID number).
7. Once verified, change only the attribute number by plus one (11 to 12, 12 to 13,...). In most cases, the attribute number in **Main Library #2** will still be the old one; it takes at least one patron upload to update the old card.
8. Confirm the continued use of the PIN with the user
9. Click the OK button
10. The **Main Library** database will take a few minutes to update. If possible, have the user test the new card at a swipe they have permission to access before leaving.

Nota Bene: It is also helpful to have the person swipe the new card at a reader before you update their record. In the alarm monitor window in the *Workstation*, you will see an access denied alarm; this will include the card number with the new attribute. You can use this to verify the correct attribute number when updating the card.

Adding a Vendor Card

The process for adding a vendor card is similar to the steps above except that the vendor card is from a supply of blank cards managed by DS&T. The blank cards come programmed with a card number. To view the card number, swipe the card at a reader. In the following example, the card number is **298249411**.

As before, select to add a new card holder for **Main Library**.

First Name: The first name should include the initials of the department that will keep the vendor card followed by *Vendor* followed by the card number. The card number is the last three digits before the 11:

2982**494**11

Last Name: The last name is *Vendor*. This makes it easy to view all the vendor cards in the group.

Company: The company is *Main Library*.

Unique ID Data: The unique ID data number is constructed by adding two zeroes to the first seven digits of the card number:

00 + 298249411 = 002982494

Example:

Vendor, LAO Vendor #494

General | User Defined Fields | Cards/Phone #/Key

Location Group: Main Library

First Name: LAO Vendor #494

Last Name: Vendor

Company: Main Library

Trace: ☐ Visitor: ☐

Unique ID Data: 002982494

Notes:

0

Printer icon Camera icon

Add Card Previous Next Cancel OK

In the *User Defined Fields* tab:

CardNumber: The card number is the same as the unique ID data.

BroncoID: The Bronco id number is constructed by adding six zeroes to the card number included with the First Name field in the *General* tab:

000000 + 494 = 000000494

Vendor, LAO Vendor #494 Card #: 298249411

Cards

Access Level:

Linking Level:

Code #:

298249411

P.I.N.#:

1234

Imprinted Card #:

000000494

of Uses Allowed:

9999

Start Date:

5 / 4 / 2022

Stop Date:

12 / 31 / 9999

Start Time:

12:00:00 AM

Stop Time:

12:00:00 AM

Guard Tour:

☐

Override Anti-Passback:

☐

Status:

☒

Date Last Used:

5/4/2022 8:04:45 AM

Anti-PassBack Status:

N

N

N

N

Last Used At:

Loc: 1 RDR/Sys Main Ent/2810/S210

Z1

Z2

Z3

Z4

Notes:

Previous

Next

Cancel

OK

Example:

On the *Access Level* tab, add **24/7 Access** level.

Vendor, LAO Vendor #494 Card #: 298249411

Cards

Access Level:

Linking Level:

1st Fl Learning Ctr 1828

24/7 Access

2nd fl Info Lit Labs 2907/2913

2nd Floor Telecom N255-B

Academic Affairs

Academic Affairs Student Assis

Athletic Study Hall

BAS Department

CFA RIS

Classrooms East Entrance S110

Custodial Access

DS&T Department

DS&T Front Staff Office-2812

DS&T Server Room

DS&T Student Assistant

Floor Crew

Librarians

Add >

< Remove

View

☒ Permanent

☐ Temporary

Temp Start Date:

12/31/9999

Temp Stop Date:

12/31/9999

Copy Permanent

24/7 Access

Previous

Next

Cancel

OK

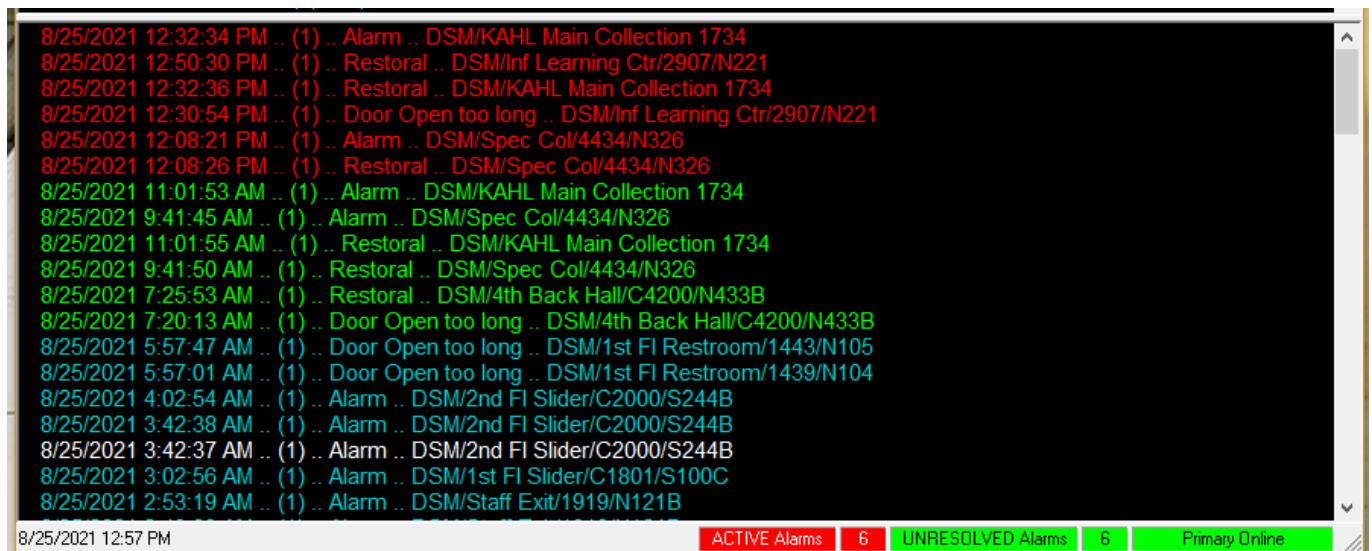
Example:

Click **OK** on all dialog boxes to finish the process.

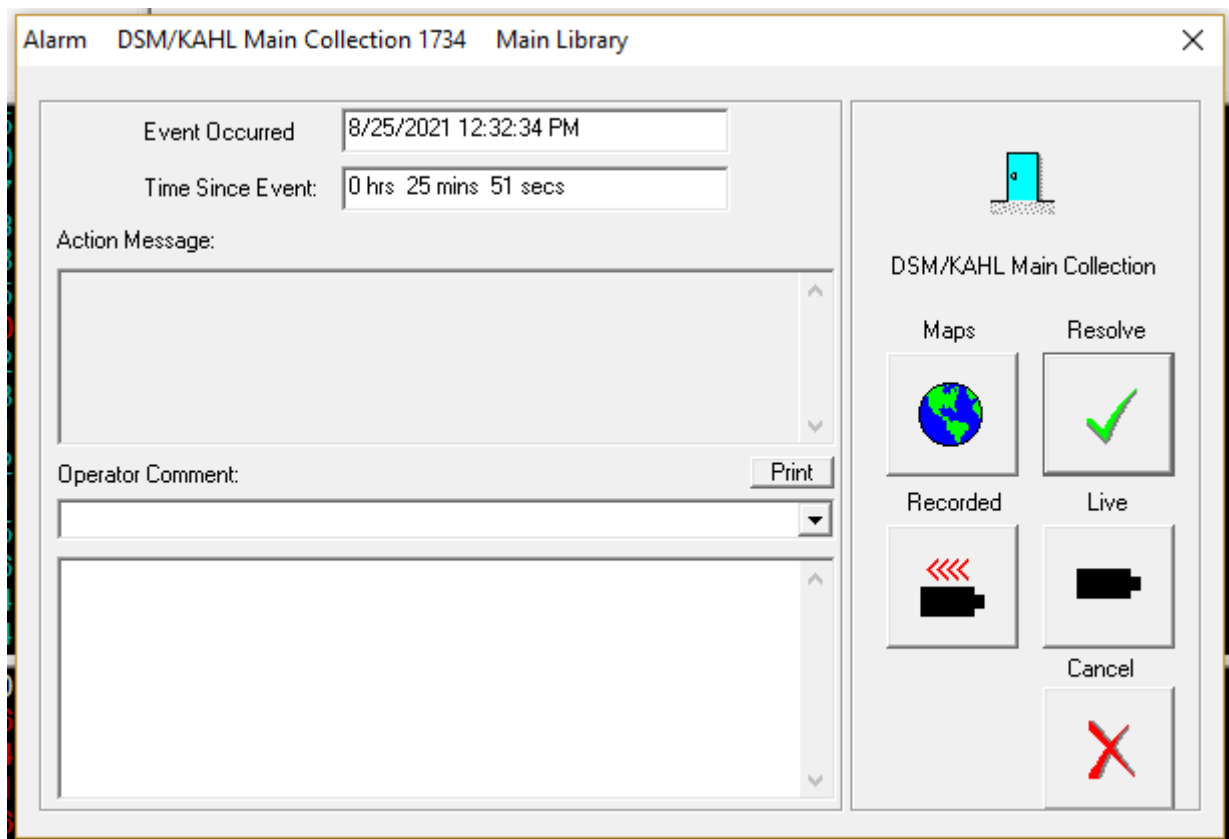
Clearing Alarms

The bottom part of the **Workstation** screen displays *Active* and *Unresolved* alarms throughout the day. *Active* alarms are coded red; *Unresolved* alarms are coded green.

To resolve the *Active* alarms, click on the alarm in the window:



A resolution screen will appear. For *Active* alarms, hitting the enter key on the keyboard or clicking the *Resolve* button clears the alarm. For *Unresolved* alarms, click the *Resolve* button. If this does not clear the unresolved alarm, a message will appear on the screen letting you know which workstation has acknowledged the alarm.



Most alarms are triggered by doors being held open too long, communication loss, or card swipe errors. In the morning, most of the alarms on the screen will probably have been triggered by cleaning staff the night before. It is important to clear the screen of alarms as the screen can only report a maximum of 99.

Nota Bene: Per past instructions, the only alarms that should concern us are alarms in stairwells (possible unauthorized entrance to fire exits), alarms at doors/swipes that are usually not accessed (eg. roof access), communication loss alarms between DSX and the databases (eg. Main Library), and alarms that don't clear.

The alarms were seen more as a nuisance than as something to take too seriously. I guess we'll figure it out through experience.

Access Levels: Main Library

Access levels determine which specific devices a user is granted permission to access. From the **Main Library** database screen, select the *Card Holder* tab and click on the *Access Level* icon to see all the active access levels:

NAME	VISITOR
1st Fl Learning Ctr 1828	False
24/7 Access	False
2nd fl Info Lit Labs 2907/2913	False
2nd Floor Telecom N255-B	False
Academic Affairs	False
Academic Affairs Student Assis	False
Athletic Study Hall	False
BAS Department	False
Classrooms East Entrance S110	False
Custodial Access	False
DS&T Department	False
DS&T Front Staff Office-2812	False
DS&T Server Room	False
DS&T Student Assistant	False
Floor Crew	False
Librarians	False
Library Main Access	False
Library Open Staff	False
LO Staff Access	False
LRC	False
Master Access Level	False
Reference Department	False
Security Room - 2nd fl.	False
Security Room - 4th fl.	False
Seminar Room 2911	False
Special Collections/WKKAHL	False
Special Events Room	False
Student Assistant Back Doors	False
Student Assts - No Back Door	False
Upward Bound Access 1822	False
UWC	False
UWC and LRC Student Assistant	False
Vendor/Contractor Access	False

To view/edit the devices attached to a particular access level, double-click the name (or click, select edit from dialog box). The screen will open with the access level's *General* tab, which includes the name:

Access Level: DS&T Department

General | Edit Access Level | List Access Levels That Contain Device

Name: DS&T Department

Can Be Assigned To Visitors: ☐

Notes:

Previous Next Cancel OK

Click on the *Edit Access Level* tab. To view the list of devices, click on *Main Library*. All devices associated with **Main Library** are displayed. The devices that are associated with the specific access level being viewed/edited are designated by a black arrow; devices that are **not** associated with the device are designated by a black arrow with a red circle and slash (1). Clicking on an associated device will reveal the *Time Zone 1* assigned to that device (2) and the hours that device is active (3). To remove a device from an access level, select it and change the *Time Zone 1* to the four-dash option (----). To add a device to an access level, select it and assign the appropriate time zone. Click the *OK* button after any changes.

Access Level: DS&T Department

General | Edit Access Level | List Access Levels That Contain Device

Device List:

53: RDR/Staff Corr/C1700/S125/

54: INPUT BRD 2 SIDE A 1:054

55: INPUT BRD 2 SIDE B 1:055

56: RDR/1st Fl Restroom/1443/N

57: RDR/Sys Main Ent/2810/S2

58: RDR/Sys Storage/2812C/S2

59: RDR/Ref Back Ent/2334/S2

60: RDR/Sys Conf/2812/S216

61: RDR/Sys Server/2812B/S21

62: INPUT BRD 3 SIDE A 1:062

63: INPUT BRD 3 SIDE B 1:063

64: RDR/Ref Main Ent/2334/S2

65: RDR/2nd Security Rm/2533A

66: RDR/Special Events/4829/S

67: RDR/LO Main Ent/4539/S41

68: RDR/4th Secuiry Rm/4539F/

69: RDR/4th Back Hall/C4200/N

70: RDR/Spec Col Stor/4228A/N

Time Zone 1: Library Main Access

Time Zone 2: ----

Time Zone 3: ----

Time Zone 4: ----

Library Main Access

Day	Start	Stop
SUN	0	2400
MON	645	1830
TUE	645	1830
WED	645	1830
THUR	645	1830
FRI	645	1830
SAT	0	2400
HOL1	0	2400
HOL2	0	2400
HOL3	0	2400

Paste TZ's

Copy TZ's

Previous

Next

Cancel

OK

The *List Access Levels That Contain Device* tab provides a helpful and quick way to determine which access levels are associated with a specific device. This is useful, for example, when a device must be removed from service. Selecting the device (1) reveals all the access levels that must be edited to secure the device (2).

Access Level: DS&T Department

General | Edit Access Level | List Access Levels That Contain Device

Device List:

53: RDR/Staff Corr/C1700/S125/

54: INPUT BRD 2 SIDE A 1:054

55: INPUT BRD 2 SIDE B 1:055

56: RDR/1st Fl Restroom/1443/N

57: RDR/Sys Main Ent/2810/S2

58: RDR/Sys Storage/2812C/S2

59: RDR/Ref Back Ent/2334/S2

60: RDR/Sys Conf/2812/S216

61: RDR/Sys Server/2812B/S21

62: INPUT BRD 3 SIDE A 1:062

63: INPUT BRD 3 SIDE B 1:063

64: RDR/Ref Main Ent/2334/S2

65: RDR/2nd Security Rm/2533A

66: RDR/Special Events/4829/S

67: RDR/LO Main Ent/4539/S41

68: RDR/4th Secuiry Rm/4539F/

69: RDR/4th Back Hall/C4200/N

70: RDR/Spec Col Stor/4228A/N

1 : Main Library

57: RDR/Sys Main Ent/2810/S210

Found in these Access Levels:

24/7 Access

Custodial Access

DS&T Department

DS&T Student Assistant

Floor Crew

Librarians

Library Open Staff

LO Staff Access

Paste TZ's

Copy TZ's

Previous

Next

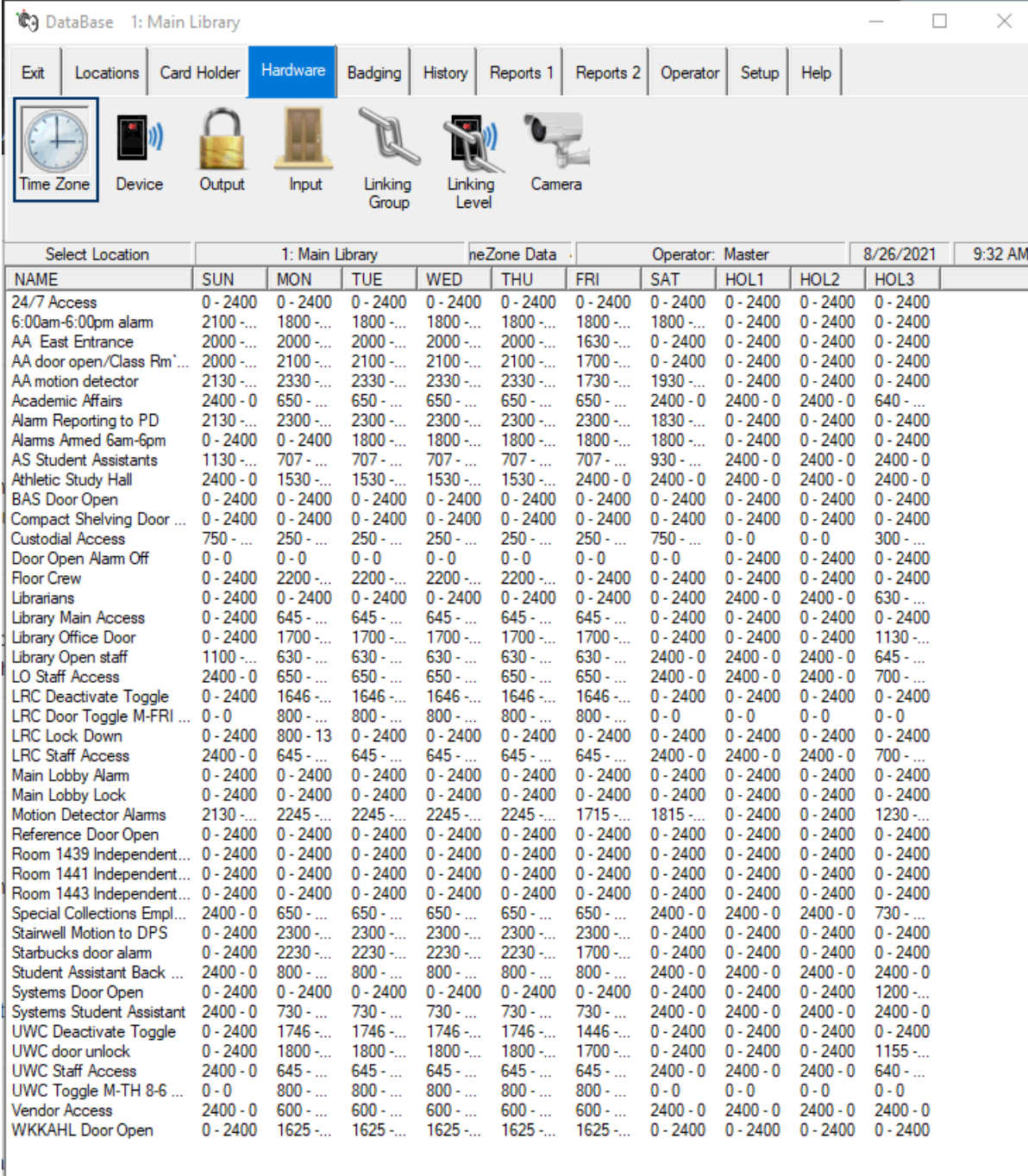
Cancel

OK

Time Zones: Main Library

Time zones are schedules that define the start/stop times that enable/disable readers/keypads (devices) and locks (outputs). Used in combination with access levels, time zones help restrict card holder building access to specific times.

To view/edit time zones, from the **Main Library** database click on the *Hardware* tab and then click on the *Time Zone* icon:



The screenshot shows the 'DataBase 1: Main Library' application window. The 'Hardware' tab is active, and the 'Time Zone' icon is selected. Below the icons, a table displays time zone data for the '1: Main Library' location. The table has columns for days of the week (SUN, MON, TUE, WED, THU, FRI, SAT) and holiday periods (HOL1, HOL2, HOL3). The rows list various time zones and their corresponding schedules.

NAME	SUN	MON	TUE	WED	THU	FRI	SAT	HOL1	HOL2	HOL3
24/7 Access	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
6:00am-6:00pm alarm	2100 - ...	1800 - ...	1800 - ...	1800 - ...	1800 - ...	1800 - ...	1800 - ...	0 - 2400	0 - 2400	0 - 2400
AA East Entrance	2000 - ...	2000 - ...	2000 - ...	2000 - ...	2000 - ...	1630 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400
AA door open/Class Rm...	2000 - ...	2100 - ...	2100 - ...	2100 - ...	2100 - ...	1700 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400
AA motion detector	2130 - ...	2330 - ...	2330 - ...	2330 - ...	2330 - ...	1730 - ...	1930 - ...	0 - 2400	0 - 2400	0 - 2400
Academic Affairs	2400 - 0	650 - ...	650 - ...	650 - ...	650 - ...	650 - ...	2400 - 0	2400 - 0	2400 - 0	640 - ...
Alarm Reporting to PD	2130 - ...	2300 - ...	2300 - ...	2300 - ...	2300 - ...	2300 - ...	1830 - ...	0 - 2400	0 - 2400	0 - 2400
Alarms Armed 6am-6pm	0 - 2400	0 - 2400	1800 - ...	1800 - ...	1800 - ...	1800 - ...	1800 - ...	0 - 2400	0 - 2400	0 - 2400
AS Student Assistants	1130 - ...	707 - ...	707 - ...	707 - ...	707 - ...	707 - ...	930 - ...	2400 - 0	2400 - 0	2400 - 0
Athletic Study Hall	2400 - 0	1530 - ...	1530 - ...	1530 - ...	1530 - ...	2400 - 0	2400 - 0	2400 - 0	2400 - 0	2400 - 0
BAS Door Open	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Compact Shelving Door ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Custodial Access	750 - ...	250 - ...	250 - ...	250 - ...	250 - ...	250 - ...	750 - ...	0 - 0	0 - 0	300 - ...
Door Open Alarm Off	0 - 0	0 - 0	0 - 0	0 - 0	0 - 0	0 - 0	0 - 0	0 - 2400	0 - 2400	0 - 2400
Floor Crew	0 - 2400	2200 - ...	2200 - ...	2200 - ...	2200 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Librarians	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	2400 - 0	2400 - 0	630 - ...
Library Main Access	0 - 2400	645 - ...	645 - ...	645 - ...	645 - ...	645 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Library Office Door	0 - 2400	1700 - ...	1700 - ...	1700 - ...	1700 - ...	1700 - ...	0 - 2400	0 - 2400	0 - 2400	1130 - ...
Library Open staff	1100 - ...	630 - ...	630 - ...	630 - ...	630 - ...	630 - ...	2400 - 0	2400 - 0	2400 - 0	645 - ...
LO Staff Access	2400 - 0	650 - ...	650 - ...	650 - ...	650 - ...	650 - ...	2400 - 0	2400 - 0	2400 - 0	700 - ...
LRC Deactivate Toggle	0 - 2400	1646 - ...	1646 - ...	1646 - ...	1646 - ...	1646 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400
LRC Door Toggle M-FRI ...	0 - 0	800 - ...	800 - ...	800 - ...	800 - ...	800 - ...	0 - 0	0 - 0	0 - 0	0 - 0
LRC Lock Down	0 - 2400	800 - 13	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
LRC Staff Access	2400 - 0	645 - ...	645 - ...	645 - ...	645 - ...	645 - ...	2400 - 0	2400 - 0	2400 - 0	700 - ...
Main Lobby Alarm	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Main Lobby Lock	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Motion Detector Alarms	2130 - ...	2245 - ...	2245 - ...	2245 - ...	2245 - ...	1715 - ...	1815 - ...	0 - 2400	0 - 2400	1230 - ...
Reference Door Open	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Room 1439 Independent...	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Room 1441 Independent...	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Room 1443 Independent...	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Special Collections Empl...	2400 - 0	650 - ...	650 - ...	650 - ...	650 - ...	650 - ...	2400 - 0	2400 - 0	2400 - 0	730 - ...
Stairwell Motion to DPS	0 - 2400	2300 - ...	2300 - ...	2300 - ...	2300 - ...	2300 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Starbucks door alarm	0 - 2400	2230 - ...	2230 - ...	2230 - ...	2230 - ...	1700 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400
Student Assistant Back ...	2400 - 0	800 - ...	800 - ...	800 - ...	800 - ...	800 - ...	2400 - 0	2400 - 0	2400 - 0	2400 - 0
Systems Door Open	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	0 - 2400	1200 - ...
Systems Student Assistant	2400 - 0	730 - ...	730 - ...	730 - ...	730 - ...	730 - ...	2400 - 0	2400 - 0	2400 - 0	2400 - 0
UWC Deactivate Toggle	0 - 2400	1746 - ...	1746 - ...	1746 - ...	1746 - ...	1446 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400
UWC door unlock	0 - 2400	1800 - ...	1800 - ...	1800 - ...	1800 - ...	1700 - ...	0 - 2400	0 - 2400	0 - 2400	1155 - ...
UWC Staff Access	2400 - 0	645 - ...	645 - ...	645 - ...	645 - ...	645 - ...	2400 - 0	2400 - 0	2400 - 0	640 - ...
UWC Toggle M-TH 8-6 ...	0 - 0	800 - ...	800 - ...	800 - ...	800 - ...	800 - ...	0 - 0	0 - 0	0 - 0	0 - 0
Vendor Access	2400 - 0	600 - ...	600 - ...	600 - ...	600 - ...	600 - ...	2400 - 0	2400 - 0	2400 - 0	2400 - 0
WKAHL Door Open	0 - 2400	1625 - ...	1625 - ...	1625 - ...	1625 - ...	1625 - ...	0 - 2400	0 - 2400	0 - 2400	0 - 2400

Select the time zone by double-clicking the name (or click, edit from the dialog box). The *General* tab presents the name of the time zone and any notes.

TZ: 15 Library Main Access

General

Schedule

Location:

Main Library

Name:

Library Main Access

☐ Time Zone is ON when Linked to

☒ Time Zone is OFF when Linked to

☐ Add To Location Group:

Notes:

Basic time zone used for all library fac/staff

Print Linking Report

Previous

Next

Cancel

OK

The *Schedule* tab shows the hours that the device or output will be active (blue shading) or inactive when it is assigned to that device/output. Schedule times must be entered in military or 24-hour clock time. If a uniform Mon-Fri schedule is needed, entering the schedule on *Monday Start* and then clicking the *Set Mon-Fri* button sets the schedule for the work week.

TZ: 15 Library Main Access

General

Schedule

Set Mon - Fri

Sunday Start:

0

Stop:

2400

Monday Start:

645

Stop:

1830

Tuesday Start:

645

Stop:

1830

Wednesday Start:

645

Stop:

1830

Thursday Start:

645

Stop:

1830

Friday Start:

645

Stop:

1830

Saturday Start:

0

Stop:

2400

Holiday 1 Start:

0

Stop:

2400

Holiday 2 Start:

0

Stop:

2400

Holiday 3 Start:

0

Stop:

2400

Active

InActive

Sun

Mon

Tue

Wed

Thu

Fri

Sat

Hol1

Hol2

Hol3

0

0600

1200

1800

2400

Print Linking Report

Previous

Next

Cancel

OK








Devices/outputs can have different time zones assigned to them at the same time. For convenience, some time zones share the same name as an access level, but not always.

Time zones are used to automatically secure an output.

Devices and Outputs: Main Library

Devices

Devices in the Library building are the readers (swipes) and keypads attached to most doors. To view/edit the devices, select the **Main Library** database, select the *Hardware* tab and click on the *Device* icon. In this example, the device for the main entrance to DS&T is highlighted:

DataBase 1: Main Library						
Exit	Locations	Card Holder	Hardware	Badging	History	Reports 1
Reports 2	Operator	Setup	Help			
						
Time Zone	Device	Output	Input	Linking Group	Linking Level	Camera
Select Location	1: Main Library			D	Operator: Master	8/27/2021 9:19 AM
NAME	DEVIC...	TYPE	UNLOCK TIME	OPE...	USE INPUTS 7 & 8	DOOR OP ^
RDR/3rd Freight Elv/ELEV4/N318	44	H0	5	60	False	False
RDR/AA Lecture/1808/S113B	45	H0	5	60	True	True
OUTPUT BRD 2 SIDE A 1:046	46	OR	5	60	False	False
OUTPUT BRD 2 SIDE B 1:047	47	OR	5	60	False	False
RDR/AA Lecture/1822/S122C	48	H0	5	60	True	False
RDR/Inf Learning Ctr/1828/S124	49	H0	5	60	True	False
RDR/Seminar Rm/2911/N223	50	H0	5	60	True	True
RDR/Circulation Desk/2533/S241	51	H0	5	60	True	True
RDR/Staff Corr/C1700/S125B	52	H0	5	60	True	False
RDR/Staff Corr/C1700/S125A	53	H0	5	60	True	False
INPUT BRD 2 SIDE A 1:054	54	D5	5	60	False	False
INPUT BRD 2 SIDE B 1:055	55	D5	5	60	False	False
RDR/1st Fl Restroom/1443/N105	56	H0	3	10	True	True
RDR/Sys Main Ent/2810/S210	57	H0	5	60	True	False
RDR/Sys Storage/2812C/S218	58	H0	5	60	True	False
RDR/Ref Back Ent/2334/S231	59	H0	5	60	True	True
RDR/Sys Conf/2812/S216	60	H0	5	60	True	False
RDR/Sys Server/2812B/S217	61	H0	5	1800	True	False
INPUT BRD 3 SIDE A 1:062	62	D5	5	60	False	False
INPUT BRD 3 SIDE B 1:063	63	D5	5	60	False	False
RDR/Ref Main Ent/2334/S238	64	H0	5	60	True	False
RDR/2nd Security Rm/2533A/S240	65	H0	5	60	True	True
RDR/Special Events/4829/S401	66	H0	5	60	True	True
RDR/LO Main Ent/4539/S415	67	H0	5	60	True	True
RDR/4th Security Rm/4539F/S421	68	H0	5	60	True	True
RDR/4th Back Hall/C4200/N433B	69	H0	5	60	True	False
RDR/Spec Col Stor/4228A/N432A	70	H0	5	60	True	True
RDR/5th Freight Elv/Elev4/N516	71	H0	5	60	True	False
RDR/BAS Side Ent/1919/N128	80	H0	5	60	True	True
RDR Spare/Loc 1 Device 081	81	H0	5	60	False	False
RDR/5th Roof Access/5000/N531	82	H0	5	60	True	True
RDR Spare/Loc 1 Device 083	83	H0	3	30	True	True
RDR/6th Freight Elv/ELEV4/N616	84	H0	10	60	True	False
RDR/Access Storage/3228/N314	85	H0	5	60	True	True
INPUT BRD 4 SIDE A 1:086	86	D5	5	60	False	False
INPUT BRD 4 SIDE B 1:087	87	D5	5	60	False	False
RDR/2nd Emer Corr/2200/N220A	88	H0	5	60	True	False
RDR/2nd Back Hall/C2200/N220B	89	H0	5	60	True	False
RDR/Inf Learning Ctr/2907/N221	90	H0	5	60	True	False
RDR/Inf Learning Ctr/2913/N224	91	H0	5	60	True	False
RDR/Access Side Door/2533/N239	92	H0	5	60	True	False
RDR/Reserves/2424/N247	93	H0	5	60	True	False
OUTPUT BRD 4 SIDE A 1:094	94	OR	5	60	False	False
OUTPUT BRD 4 SIDE B 1:095	95	OR	5	60	False	False
RDR/Group Study/3246/N322	96	H0	5	60	True	True

Double-click the name (or click, select edit from dialog box) to view the parameters. In the *General* tab you will see that the device has time zones assigned to both the *reader* and the *keypad*:

Device: 57 RDR/Sys Main Ent/2810/S210

General | Options 1 | Options 2

Location: Main Library

Device #: 57

Name: RDR/Sys Main Ent/2810/S210

Device Type: H0

Unlock Time: 5

Open Too Long Time: 60

Reader TZ: 24/7 Access

Keypad TZ: 24/7 Access

Reader TZ: ----

Keypad TZ: ----

Notes:

Previous Next Cancel OK

Time zones for keypads are not necessary for devices that are simply readers and are designated with the four-dash option (----).

The *Options 1* and *Options 2* tabs are set by Siemens and should not be changed.

Devices in the Library building are set to the **24/7 Access** time zone so that they remain active for use at all times and will provide access for those users with the appropriate access levels.

Outputs

Outputs control the locks on the doors monitored by DSX. To view/edit the outputs, select the **Main Library** database, select the *Hardware* tab and click on the *Output* icon. In this example, the output for the lecture hall 1802 is highlighted:

DataBase 1: Main Library

Exit | Locations | Card Holder | **Hardware** | Badging | History | Reports 1 | Reports 2 | Operator | Setup | Help

Time Zone | Device | **Output** | Input | Linking Group | Linking Level | Camera

Select Location: 1: Main Library | Operator: Master | 8/27/2021 | 9:54 AM

NAME	DEVICE	OUTP...	FAIL SECURE	LINKED STATE	LINK O ^
LK/BAS Main Ent/1919/N129B	33	1	False	0	S
LK/AA Lecture/1823/S101B	34	1	True	0	S
LK/AA Lecture/1807/S109A	35	1	True	0	S
LK/1st Fl Restroom/1439/N104	36	1	True	0	O
1st Fl Women's Restroom Reset	36	2	True	0	O
LK/Book Return/1829/S100D	37	1	False	0	S
ALARM ZN 1	38	1	True	0	S
ALARM ZN 2	38	2	True	0	S
ALARM ZN 3	38	3	True	0	S
ALARM ZN 4	38	4	True	0	S
ALARM ZN 5	38	5	True	0	S
ALARM ZN 6	38	6	True	0	S
ALARM ZN 7	38	7	True	0	S
ALARM ZN 8	38	8	True	0	S
ALARM ZN 9	39	1	True	0	S
ALARM ZN 10	39	2	True	0	S
ALARM ZN 11	39	3	True	0	S
ALARM ZN 12	39	4	True	0	S
ALARM ZN 13	39	5	True	0	S
ALARM ZN 14	39	6	True	0	S
ALARM ZN 15	39	7	True	0	S
ALARM ZN 16	39	8	True	0	S
LK/AA Entrance/C1800/S110	40	1	True	0	S
LK/AA Lecture/1802/S111A	41	1	True	0	S
LK/Comidor/C1600/S116A	42	1	False	0	S
LK/AA Lecture/1814/S121A	43	1	True	0	S
LK/3rd Freight Elev/ELEV4/N318	44	1	True	0	S
LK/AA Lecture/1808/S113B	45	1	True	0	S
ALARM ZN 17	46	1	True	0	S
ALARM ZN 18	46	2	True	0	S
ALARM ZN 19	46	3	True	0	S
ALARM ZN 20	46	4	True	0	S
ALARM ZN 21	46	5	True	0	S
ALARM ZN 22	46	6	True	0	S
ALARM ZN 23	46	7	True	0	S
ALARM ZN 24	46	8	True	0	S
ALARM ZN 25	47	1	True	0	S
ALARM ZN 26	47	2	True	0	S
ALARM ZN 27	47	3	True	0	S
ALARM ZN 28	47	4	True	0	S
ALARM ZN 29	47	5	True	0	S
ALARM ZN 30	47	6	True	0	S
ALARM ZN 31	47	7	True	0	S
ALARM ZN 32	47	8	True	0	S
LK/AA Lecture/1822/S122C	48	1	True	0	S

Double-click the name (or click, select edit from dialog box) to view the parameters. In the *General* tab you will see that the output has a time zone assigned:

Device: 41 Output: 1 LK/AA Lecture/1802/S111A

General

Options

Location #:

Main Library

Device #:

41: RDR/AA Lecture/1802/S111A

Output #:

1

Name:

LK/AA Lecture/1802/S111A

TZ 1:

AA door open/Class Rm's/1st fl

TZ 2:

TZ 3:

TZ 4:

Notes:

Print Linking Report

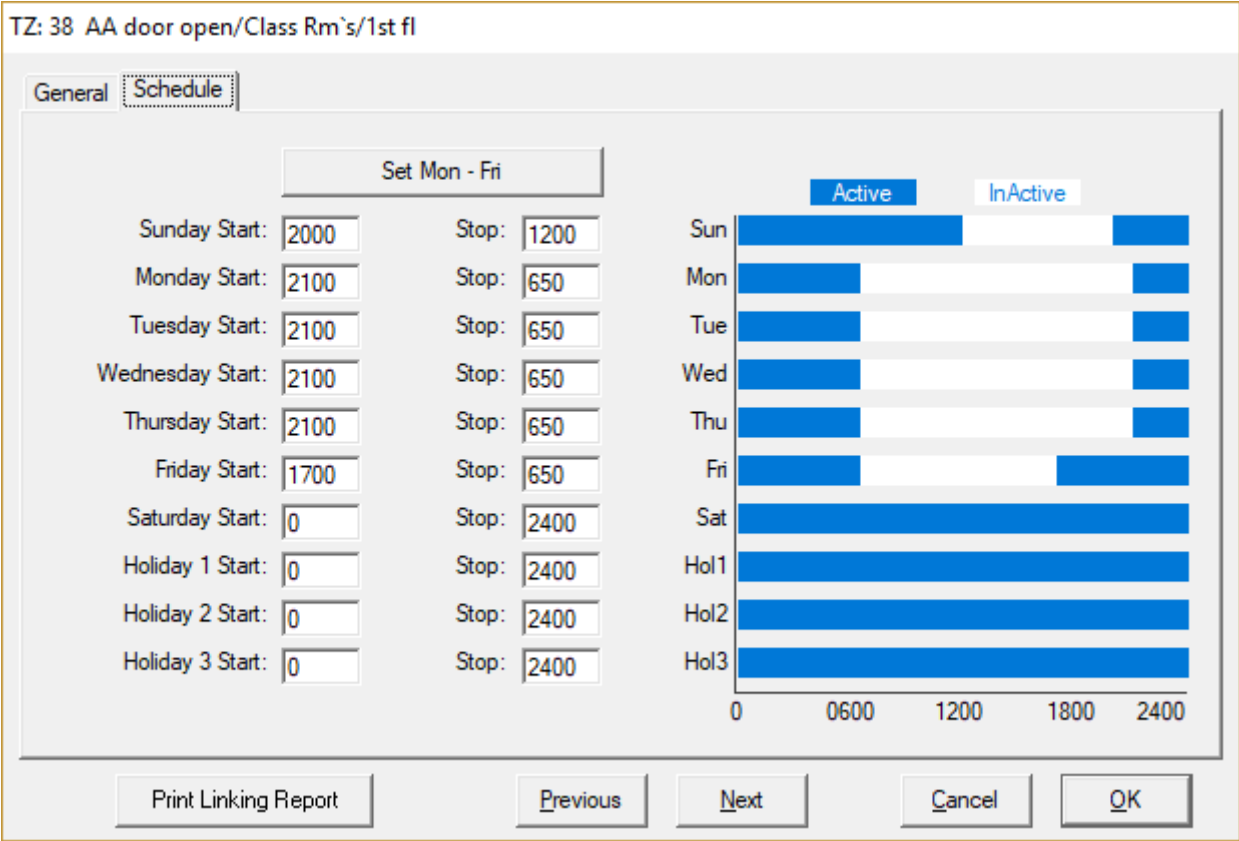
Previous

Next

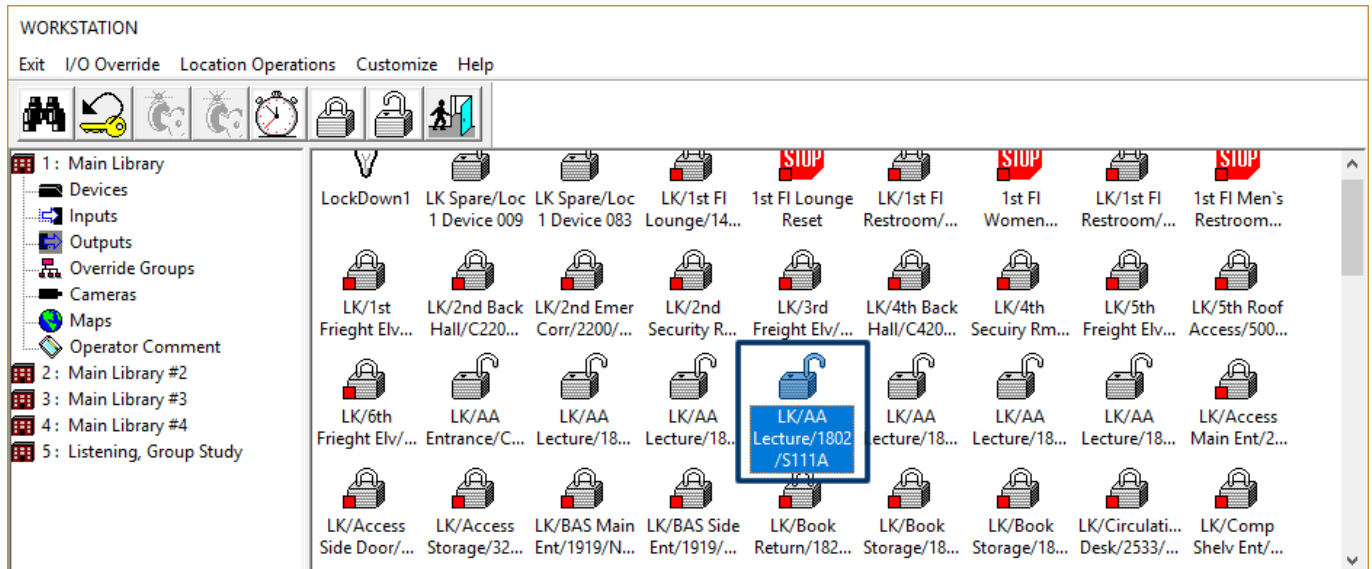
Cancel

OK

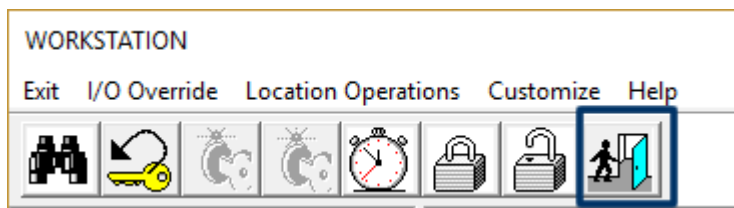
This time zone determines when/if the output is open. Looking at the associated time zone, the output on lecture hall 1802 is unlocked during the white, inactive times shown in the schedule:



This can be confirmed by viewing the device tree in the *Workstation* under **Main Library** and selecting *Outputs*:



Access to outputs can be manually controlled through the *Workstation* screen. Outputs can be manually locked or opened depending on need by selecting the output and clicking on the locked or unlocked icons. To give a person standing at a door access (like a one-time swipe), select the output and click on the *Grant Access* icon:



Troubleshooting DSX (Not guaranteed to work)

Output open in DSX but door locked

In the DSX Workstation, select the correct output and then click the clock icon (Back to TimeZone) to have DSX reset the time zone on the lock.

Issues with multiple swipe access readers (inputs)

Review the Connection Summary by selecting it from the **Location Operations** menu in the Workstation.

Location Connection Summary (5 connections)								
Loc	Type	Port	Connection	Connect Time	Dnld Desc	Dnld Records	Dnld State (of 18)	Last Contact
1: Main Library	Direct	4001	Connected	49:28:29	Idle	0	0	4/12/2022 1:56:54 PM
2: Main Library #2	Direct	4001	Connected	49:28:27	Idle	0	0	4/12/2022 1:56:56 PM
3: Main Library #3	Direct	4001	Connected	49:28:27	Idle	0	0	4/12/2022 1:56:56 PM
4: Main Library #4	Direct	4001	Connected	49:28:27	Idle	0	0	4/12/2022 1:56:56 PM
5: Listening, Group Study	Direct	4001	Connected	49:28:27	Idle	0	0	4/12/2022 1:56:56 PM

1. Check to make sure the location is connected.
2. Check to see if the location is downloading patron records. This can lead to access issues for specific patrons if their card information has not been updated yet in the location.