

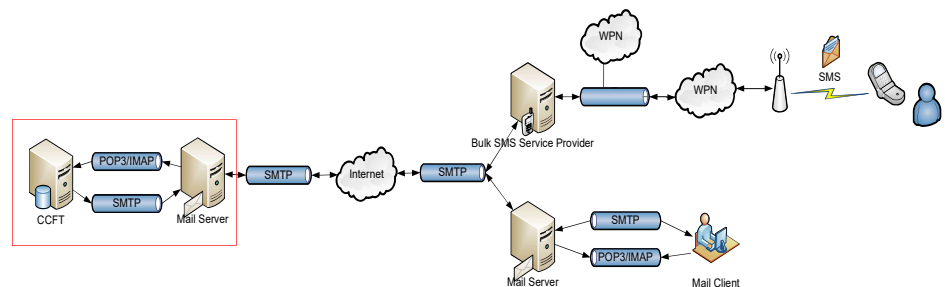
Event Notification Filters

Introduction

As part of the Notifications feature, Command Centre delivers the ability to setup filters to capture the particular events or alarms about which a person wants to be notified. When any of these events occur, a text or email message is sent in real-time to each person subscribing to that filter, formatted for receipt via text message or email.

Notification filters make it simple to specify the type of event a person is interested in, as well as the specific areas of the site in which the person has an interest, down to individual Doors, Inputs, Zones or other Site Items. Combining the two options, examples of the wide variety of filters which can be configured for Notifications include:

- Access denied events on entry points
- Triggering of any PIR when the zone is armed
- Maintenance warning events from any Controller
- Access granted events for an Access Zone
- All alarms at or above a specified priority
- Escalated alarms only
- Duress alarms only

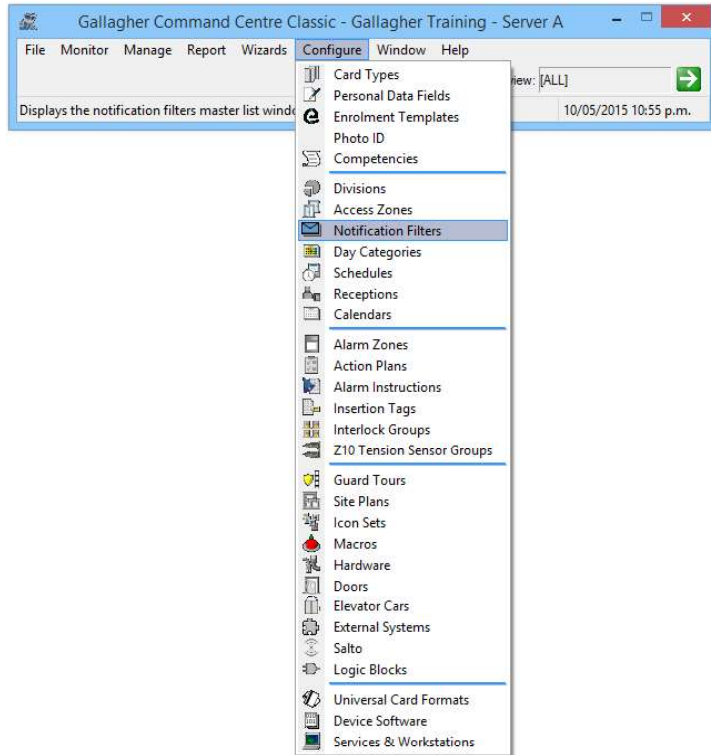


★ Exercise

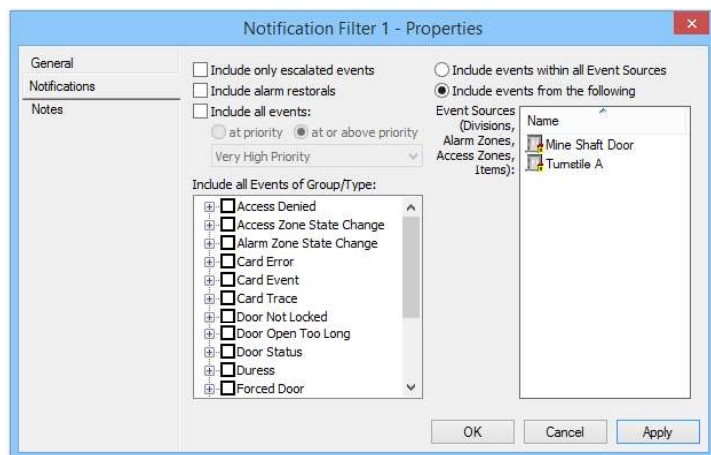
In this next exercise we will configure a notification filter to email or SMS Competency related alarms.

➡ Procedure

1. From the Menu bar click **Configure...Notification Filters**

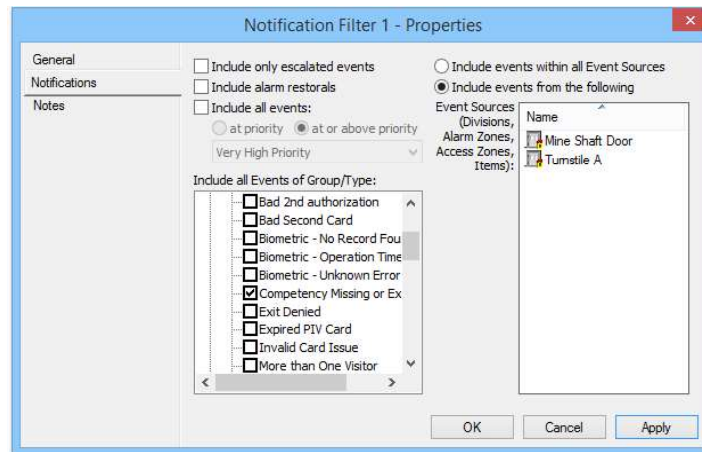


2. Right click and select **New...Notification Filter**
3. Rename...**Competency Notification Filter**
4. Click the **Notifications** tab
5. Click **Include events from the following** radio button
6. Drag & drop **Turnstile A** and **Mine Shaft Door** into the Event Sources window



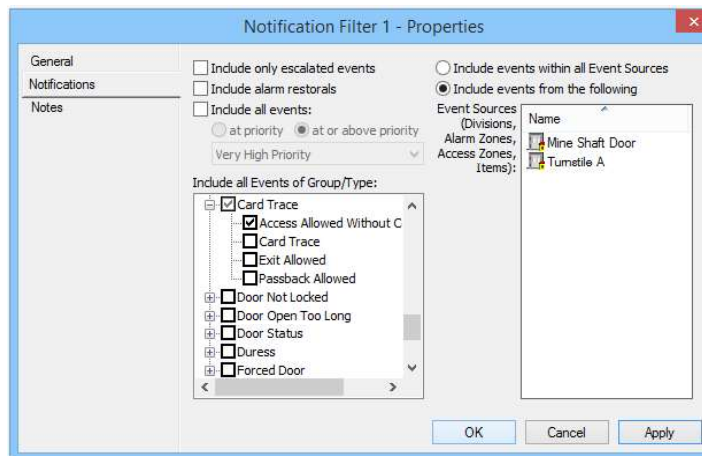
7. From **Include All Events of Group/Type**: expand the **Access Denied** tree view

8. Tick **Competency Missing or Expired**



9. Expand the **Card Trace** tree view

10. Tick **Access Allowed Without Competency**



11. Click **OK**

★ **Result**

The Notification filter is configured and will allow for messages or emails sent to the required recipient with messages created within Command Centre relating to the Access Denied and Card Trace filters.

Email and Mobile PDF's

Exercise

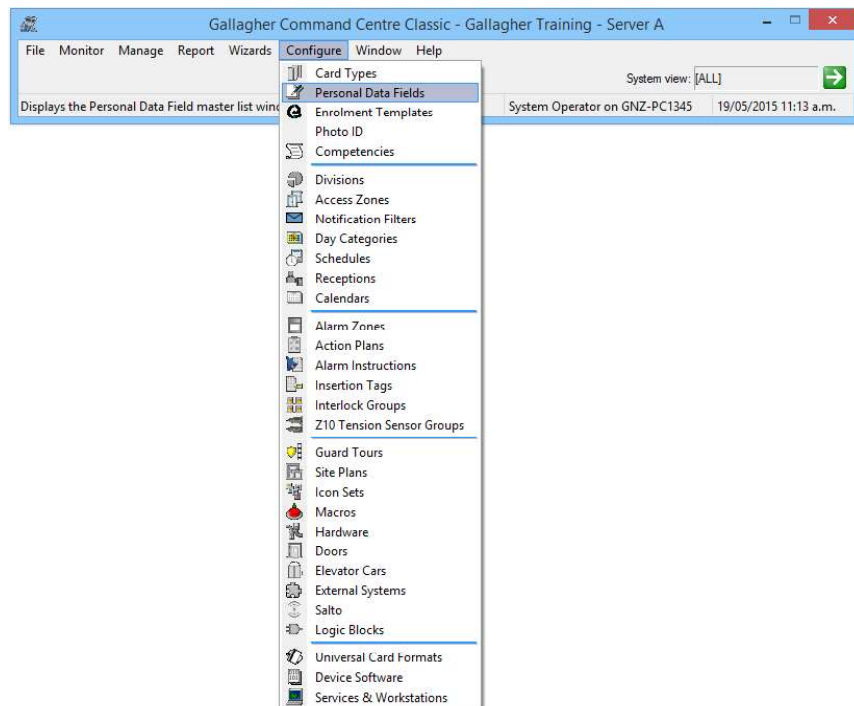
Below we will create an Email Personal Data Field to populate the recipients Email address.

Introduction

Email and Mobile PDFs have a notification checkbox editable at Cardholder level. They are set for individual Cardholders and assigned to Cardholders via Access Groups, as is common with other PDFs.

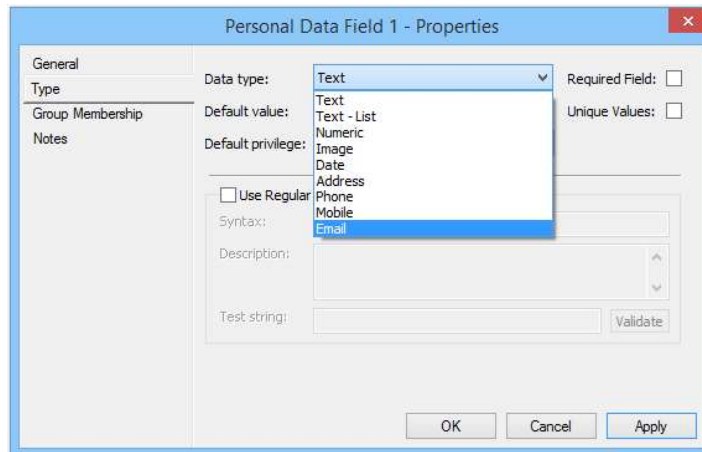
Procedure

1. From the Menu bar click **Configure...Personal Data Fields**



2. Right click and select **New...Personal Data Field**
3. Rename...**Email**

- From the Data Type drop down list select **Email**



- Change the **Sort Order** to 5

- Click **OK**

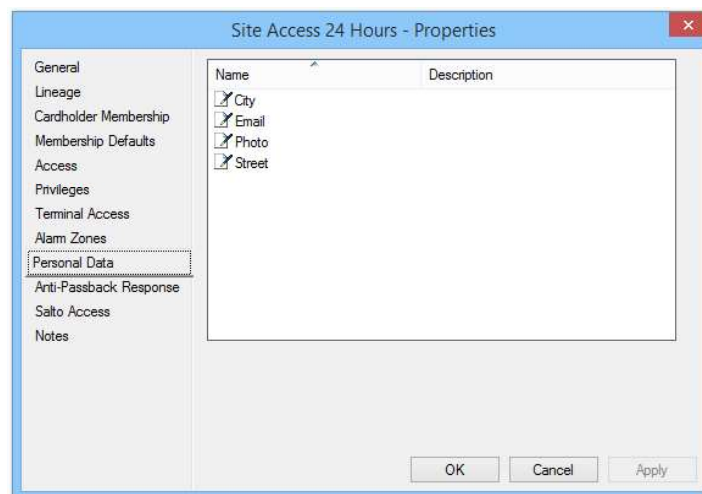
Leave Personal Data Fields window open

- From the Menu bar click **Manage...Access Groups**

- Double click **Site Access 24 Hours**

- Select the **Personal Data** tab

- Drag & drop the **Email** Personal Data Field into the Personal Data window



- Click **OK**

- From the Menu bar click **Manage...Cardholders**

- Double click on **yourself**

- Assign the **Site 24 Hours** Access Group

- Populate the **Email** Personal Data Field by assigning yourself an email address

16. Enable the Notification by ticking the Notification box

The screenshot shows a window titled "Cardholder 1 - Properties". On the left is a sidebar with a list of tabs: General, Status and Overrides, Cards, Access Groups, Relationships, Personal Data (selected), Print/Encode, Competencies, Event Notifications, Notes, User Code, Operator Configuration, Alarm Transmission, Salto Options, and History. The main area is divided into two columns: "Personal Data Field" and "Data". Under "Personal Data Field", there are three items: "Street", "City", and "Photo", each with a small icon. The "Email" item is highlighted in blue. To its right, in the "Data" column, is a text box containing "yourself@gallagher.com" and a checked checkbox labeled "Notification". At the bottom right of the window are three buttons: "OK", "Cancel", and "Apply".

17. Click **Apply**



Note

If there is more than one Email and/or Mobile Personal Data Field this checkbox identifies the Personal Data Field to send the information to.

Mobile phone numbers can include spaces or dashes. These will be removed for notifications using this number.

It is possible to setup more than one Email and/or more than one Mobile PDF and have a Cardholder receive notifications to more than one Email account and/or Mobile phone number.

Enabling your Event Notifications

Introduction

Event notifications can be enabled for any Command Centre Cardholder, not just Operators.

All Notifications can be easily and immediately enabled or disabled, via a checkbox. Alternatively, where staff have planned future periods of absence or further periods where they temporarily want to receive Event notifications, these dates can be configured and saved, with Notifications automatically occurring at the future scheduled times.

Multiple Notification Filters can be configured for each person. Notification Filters assigned to a person can be individually enabled or disabled, providing the flexibility for people with changing interests to permanently subscribe to some Event notifications and temporarily subscribe to others.

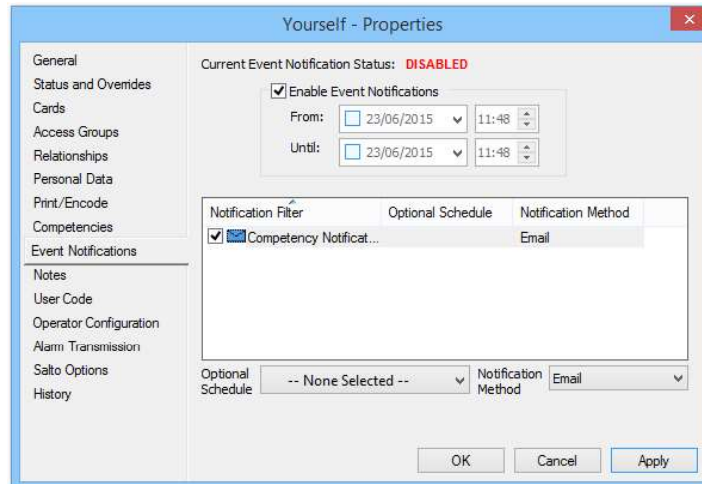
The Notification method can be set independently for each Notification Filter assigned to a person.

Notification of the event can be formatted for delivery as:

- An email
- A text message
- Both email and text message

Procedure

1. Select the **Event Notifications** tab on your Cardholder properties
2. Drag & drop the **Competency Notification Filter** into the window
3. Tick the **Enable Event Notifications** box



Yourself - Properties

Current Event Notification Status: **DISABLED**

☒ Enable Event Notifications

From: 23/06/2015 11:48

Until: 23/06/2015 11:48

Notification Filter	Optional Schedule	Notification Method
<input checked="" type="checkbox"/> Competency Notificat...		Email

Optional Schedule: -- None Selected --

Notification Method: Email

OK Cancel Apply

4. Click **Apply**

5. Highlight **Competency Notification Filter**
6. Under Notification Method ensure **Email** is selected

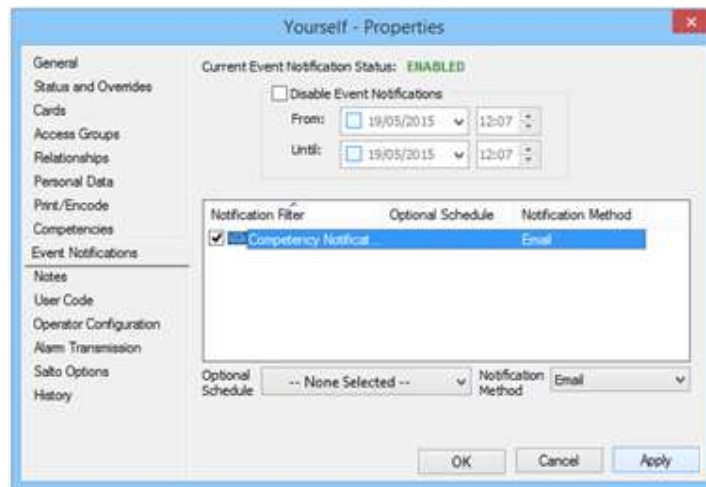


Note

The Optional Schedule & Notification Method can be enabled by highlighting the Notification Filter

7. Click **Apply**

Leave this window open



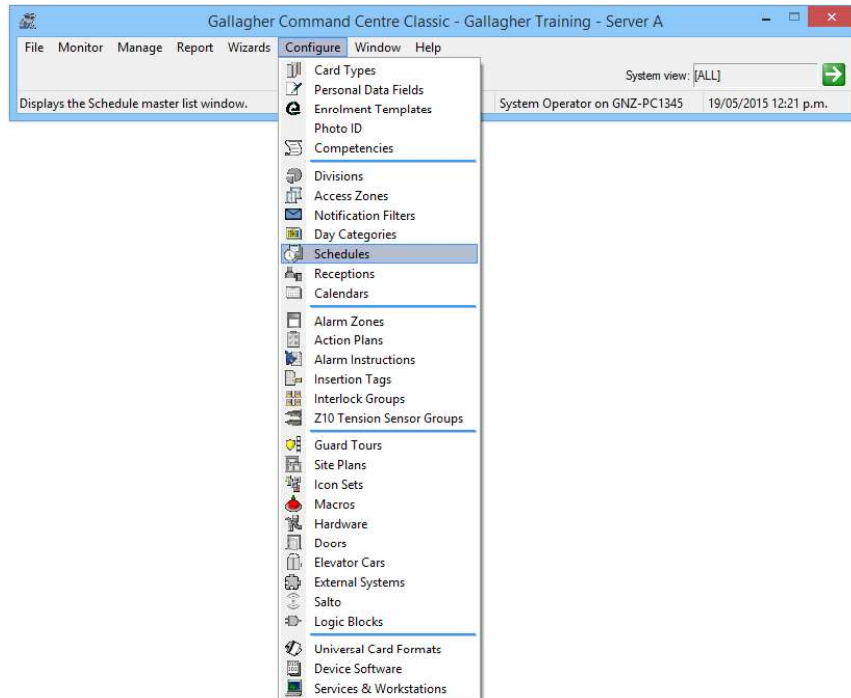
Creating a Notification Schedule

Introduction

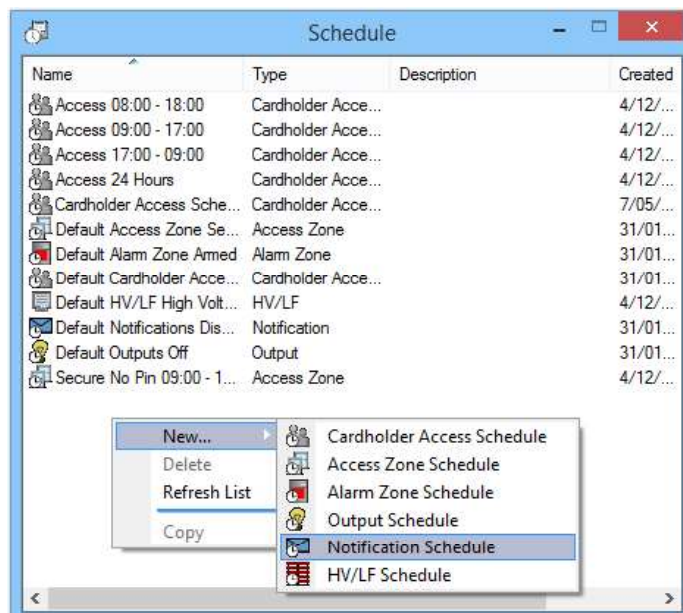
The event or alarm notifications a person receives can be scheduled to occur at certain times only, for example, notifications can be scheduled to coincide with times when the manager is off-site.

Procedure

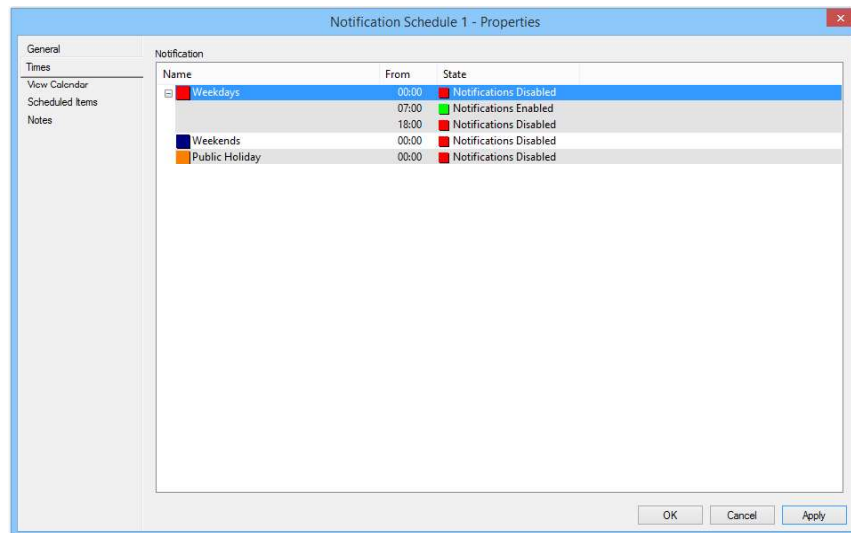
1. From the Menu bar click **Configure...Schedules**



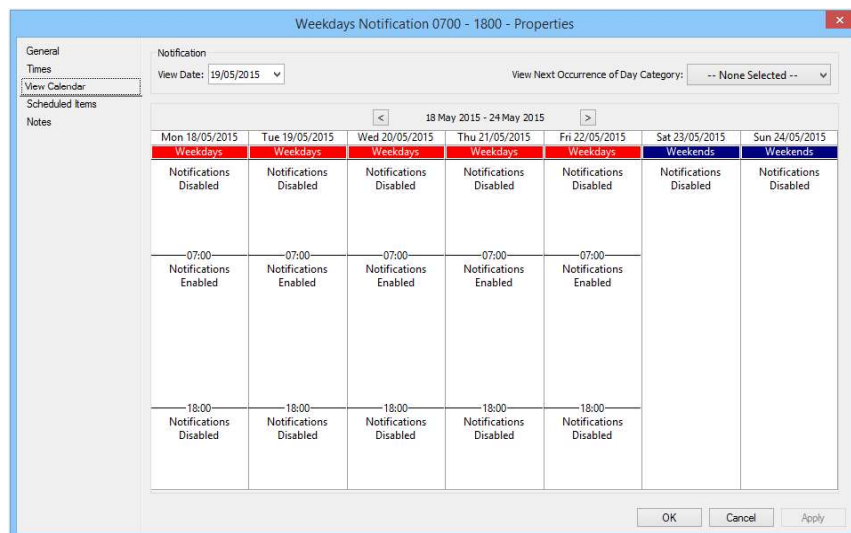
2. Right click and select **New... Notification Schedule**



3. Rename...**Weekdays Notification 0700 – 1800**
4. Create the Notification to be enabled between **0700 – 1800 Weekdays** and disabled **24 Hours** during the **Weekends** and **Public Holidays**



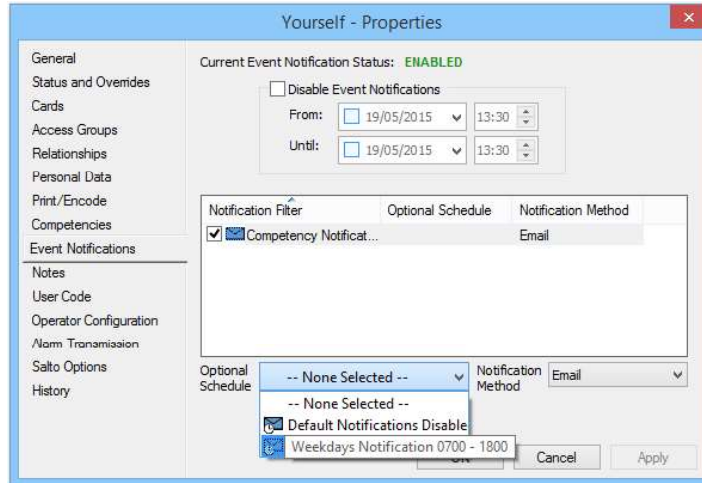
5. Click **Apply**
6. Select the **View Calendar** tab to view and confirm settings



7. Click **OK**

Assigning a Notification Schedule

1. Go to the **Event Notifications** tab of your Cardholder properties.
2. Highlight the Competency Notification Filter and apply the **Weekday Notification 0700 – 1800** from the Optional Schedule drop down list



The screenshot shows the 'Yourself - Properties' dialog box with the 'Event Notifications' tab selected. The 'Current Event Notification Status' is 'ENABLED'. The 'Notification Filter' section shows 'Competency Notificat...' selected. The 'Optional Schedule' dropdown is open, showing options: '-- None Selected --', '-- None Selected --', 'Default Notifications Disable', and 'Weekdays Notification 0700 - 1800'. The 'Notification Method' is set to 'Email'.

3. Click **OK**

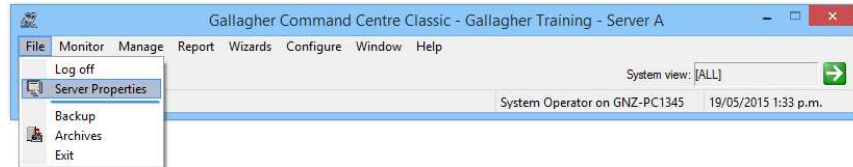
Result

The Weekday Notification 0700 – 1800 will now determine when you will be emailed the Competency Notification events.

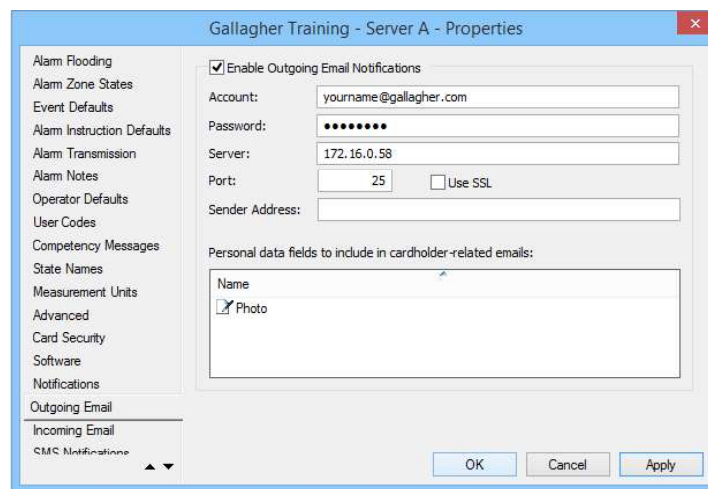
🔙 Setting up the Email and SMS Server

🔄 Procedure

1. From the Menu bar click **File... Server Properties**



2. Select the **Outgoing Email** tab
3. **Populate** as required



4. Click **OK**

Cardholder related Email Notifications can contain Personal Data Field details if required. The Image PDF is so that the email recipient can view an image of the Cardholder (if populated).

★ Test Scenario

It will take about 30 seconds for the notification Failure event to be listed on the event viewer

5. When **Ian Martin Badges at Turnstile 'A'** an Email will be sent to yourself. Notifying that Ian Martins Induction Competency has expired.
6. When **John Spears Badges at Turnstile 'A'** an Email will be sent to yourself. Notifying that John Spears was granted access but doesn't have the First Aid Competency.