Access Control Test Checklist

Data center - Primary Dawoodi

#	Requirement Description	Status
1	The system allows administrators to create, edit, and delete user profiles	Pass
2	The system supports user authentication through fingerprint scanning.	Pass
3	The system supports user authentication through RFID cards.	Pass
4	The system supports assigning access levels to users (e.g., time-based access).	Pass
5	The system provides real-time monitoring and logs of all access events, including successful and unsuccessful attempts.	Pass
6	The system supports integration with existing security systems (alarms).	Pass
7	The system supports multi-factor authentication for enhanced security.	Pass
8	The system supports multi-card opening for enhanced security.	Pass

Vendor team	Technology source team
_____	_____
_____	_____
_____	_____
_____	_____

1- Access Control System Configuration

Software: ZKTeco Access Control Software
Product name: ZKTeco Access Control Software
Vendor information: ZKTeco Inc.
Product specification: Centralized access control management software allowing for user management, access control configuration, monitoring, and reporting.
Description: The software provides a user-friendly interface for administrators to configure and manage access control settings, users, and devices.

Readers/keypads: ZKTeco RFID card readers and biometric scanners.
Description: ZKTeco readers and keypads are deployed at entry points:
Reception door, Reception and CCTV door, PKI operation room door, Mantrap door and DC server room.
to authenticate users using RFID cards or biometrics.

Access cards: ZKTeco RFID access cards.
Description: ZKTeco RFID access cards are issued to employees and visitors for access to authorized areas within the facility.

Electromagnetic locks
Description: Electromagnetic locks are installed on doors controlled by the access control system ensuring secure locking and unlocking based on user authentication.

2- Operational Utilization of the System

Enrollment: Operators enroll employees and visitors by entering their personal information, assigning access credentials (RFID cards, biometrics), and capturing biometric data using ZKTeco devices (Card reader and Fingerprint sensor).

Personnel→Add→fill Personal profile(ID, Name, company, USB FP sensor, card number…etc)

Assigning people to Access levels: Once enrolled, individuals are assigned to specific zones or (Access levels) that are allowed to enter and groups within the access control system, determining their access permissions.

Personnel→ choose person → access level→ choose access level → add to authorized access level

Authentication: When users present their credentials, the system verifies their identity and grants access to authorized areas, logging the event and triggering door opening mechanisms.

Access control→ Door name→ Verify type→ card and fingerprint.

Multi-card opening authentication: multi-card opening for enhanced security.

Access control→Multi-card opening→ add→ choose door→choose number of opening personnel

Monitoring: Operators monitor the system by reviewing real-time access events, alarms, and logs within the ZKTeco software interface.

Access Control → Real-time monitoring

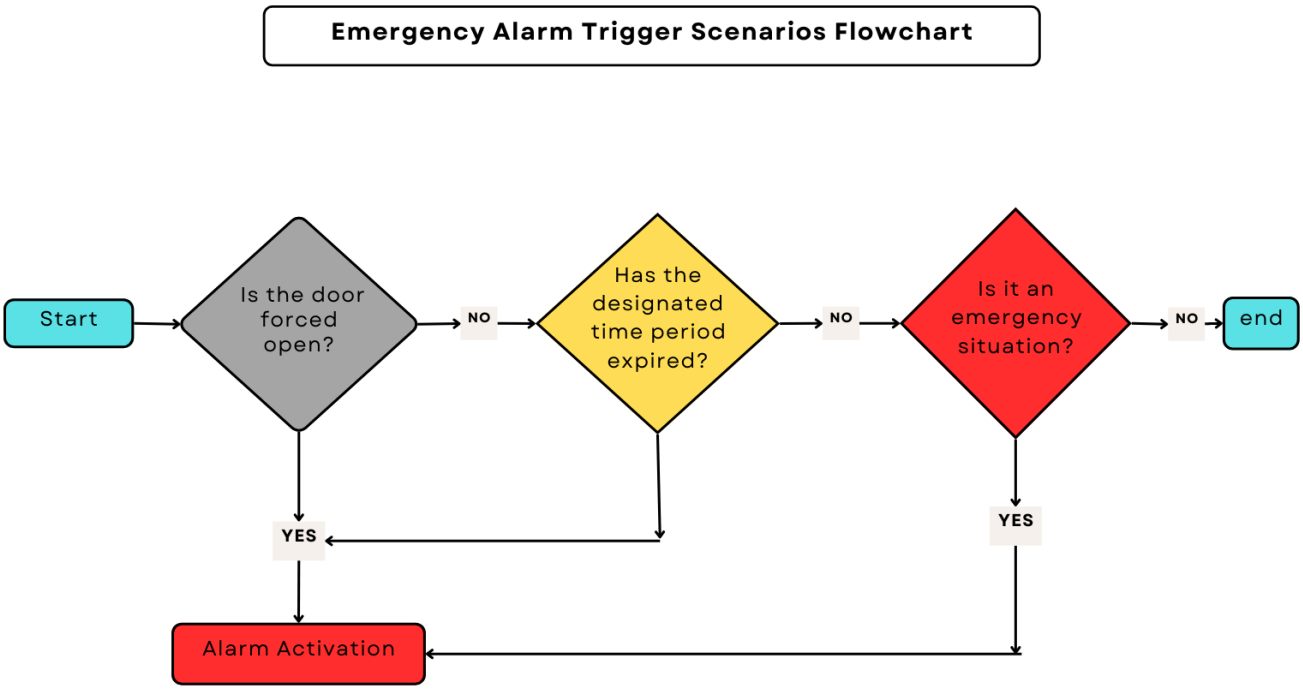
Auditing/reporting: In the event of a security audit or incident, administrators can generate reports from the access control system, providing detailed logs of access events, alarms, and system configurations for review by auditors or authorities.

Reports → Export

3- Alarm mechanisms and scenarios triggering alarms

ZKTeco alarm devices integrated with the access control system

Scenarios triggering alarms:
1- Door forced open.
2- When the designated time period expires, the alarm will be triggered.
3- Emergency-door opens during emergency situations, the alarm will be triggered.



4- physical site components

access control readers	location
two door access control readers	Reception outdoor
two door access control readers	Reception and CCTV indoor
two door access control readers	PKI operation room
two door access control readers	Mantrap
two door access control readers	DC server room
two door access control readers	Staging Cabinet
two door access control readers	Production Cabinet

Magnetic locks	location
one Magnetic lock	Emergency door
one Magnetic lock	Service door
push button + one push button for service door	PKI operation room

Smart door lock	location
one smart door lock	Reception 2nd outdoor

Smart door lock

Magnetic lock

Push button

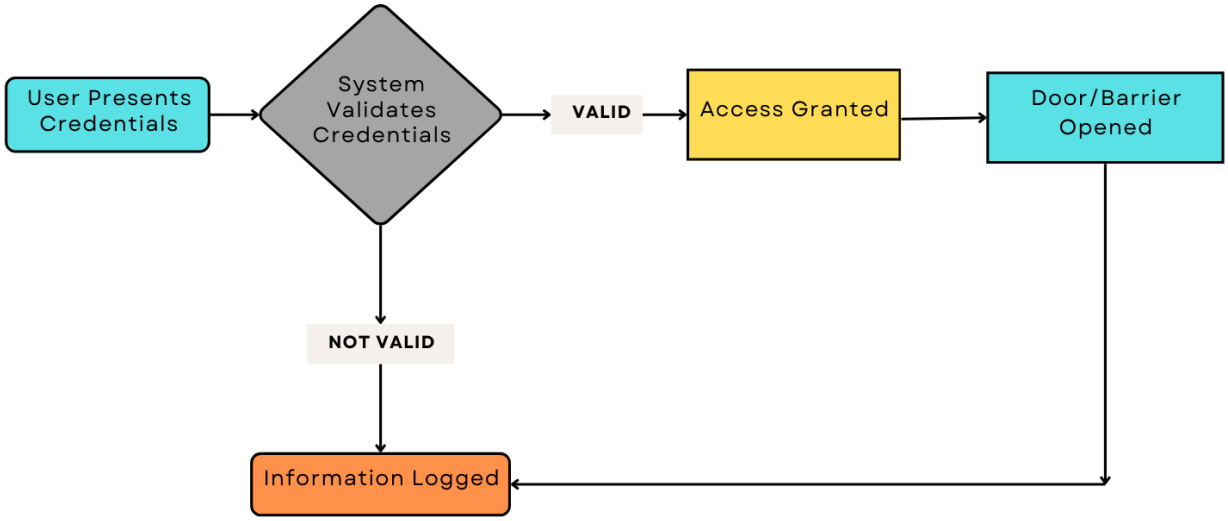
Access control reader

The ZKTeco web panel
is a centralized web-based management interface provided by ZKTeco, a leading provider of access control and time attendance solutions. It allows users to configure, monitor, and manage their ZKTeco access control and time attendance systems remotely through a web browser, providing convenience and accessibility from any location with internet connectivity.

Key features of the ZKTeco web panel :

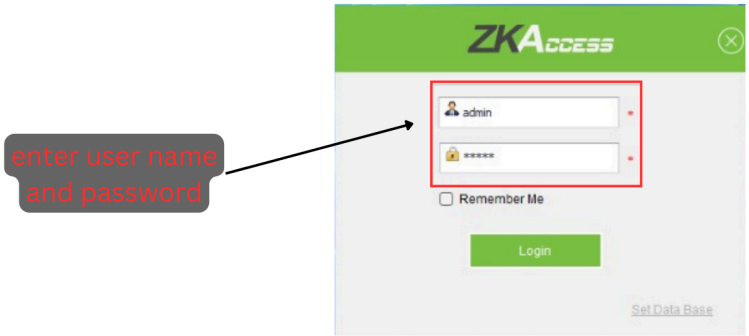
User Management: Administrators can create, edit, and delete user profiles, assign access credentials (such as RFID cards or biometrics), and manage user permissions and access levels.
Device Management: Users can configure and manage ZKTeco access control devices, such as door controllers, readers, and terminals, through the web panel interface. This includes setting up device parameters, firmware updates, and network settings.
Access Control Configuration: The web panel allows administrators to define access control policies, configure access rules and schedules, and set up zones and groups to control access to different areas within the facility.
Monitoring and Reporting: Users can monitor real-time access events, view access logs, and generate reports to track attendance, access patterns, and security incidents. The web panel may also provide customizable dashboards and graphical representations of data for easier analysis.
Integration: The ZKTeco web panel may support integration with other security systems or third-party software solutions, allowing for seamless data exchange and interoperability.
Security: The web panel typically includes security features such as user authentication, role-based access control, and encryption to ensure the confidentiality and integrity of sensitive data.
Remote Accessibility: As a web-based platform, the ZKTeco web panel can be accessed remotely from any device with an internet connection, providing flexibility and convenience for system administrators.

Access Control Authentication Process Flowchart

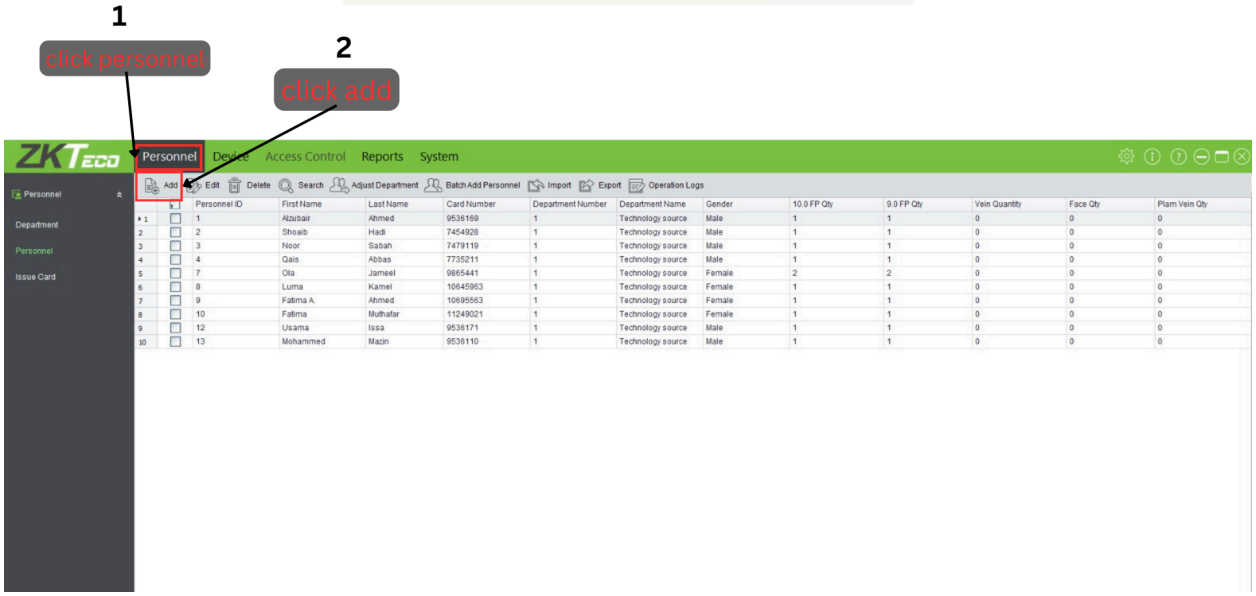


Access control configuration

Log in

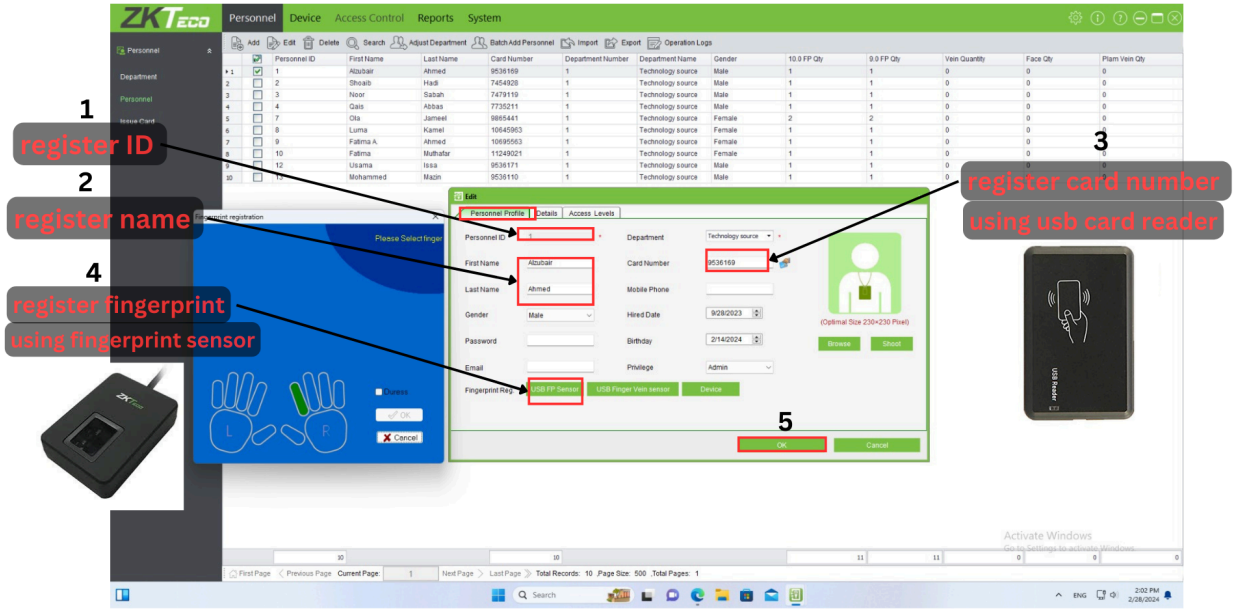


Employees Registration

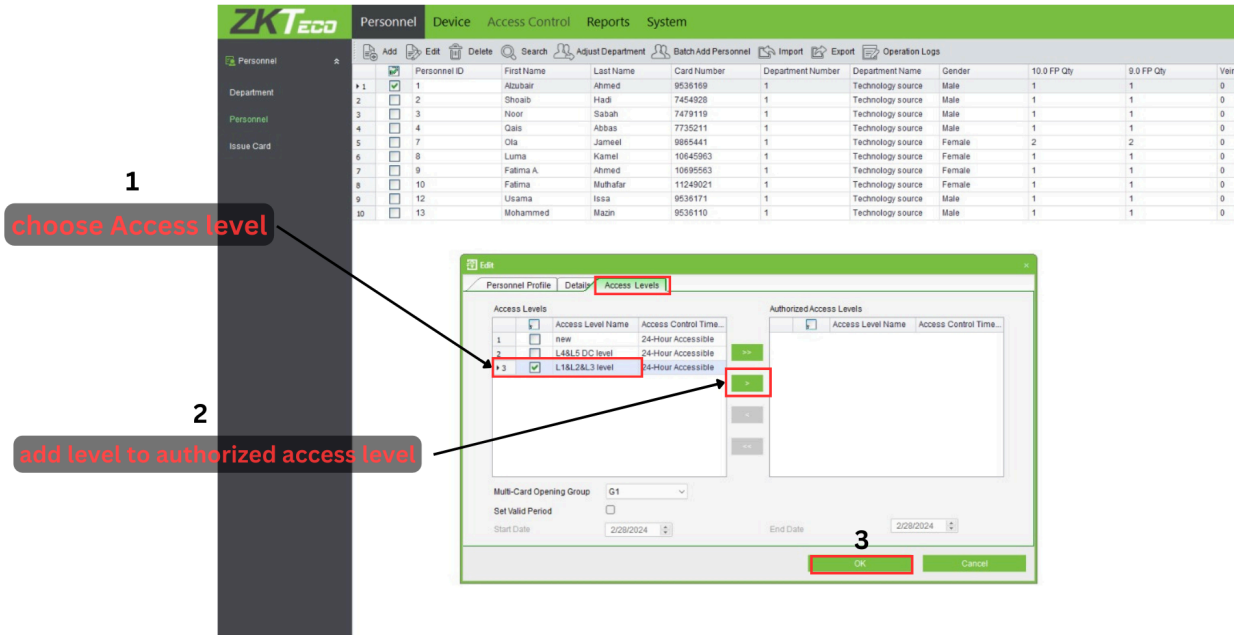


	Personnel ID	First Name	Last Name	Card Number	Department Number	Department Name	Gender	10.0 FP Qty	9.0 FP Qty	Vein Quantity	Face Qty	Plam Vein Qty
1	1	Alzubair	Ahmed	9536169	1	Technology source	Male	1	1	0	0	0
2	2	Shoaib	Hadi	7454928	1	Technology source	Male	1	1	0	0	0
3	3	Noor	Sabah	7479119	1	Technology source	Male	1	1	0	0	0
4	4	Qais	Abbas	7735211	1	Technology source	Male	1	1	0	0	0
5	7	Ola	Jameel	9865441	1	Technology source	Female	2	2	0	0	0
6	8	Luma	Kamel	10645963	1	Technology source	Female	1	1	0	0	0
7	9	Fatima A.	Ahmed	10695563	1	Technology source	Female	1	1	0	0	0
8	10	Fatima	Muthafar	11249021	1	Technology source	Female	1	1	0	0	0
9	12	Usama	Issa	9536171	1	Technology source	Male	1	1	0	0	0
10	13	Mohammed	Mazin	9536110	1	Technology source	Male	1	1	0	0	0

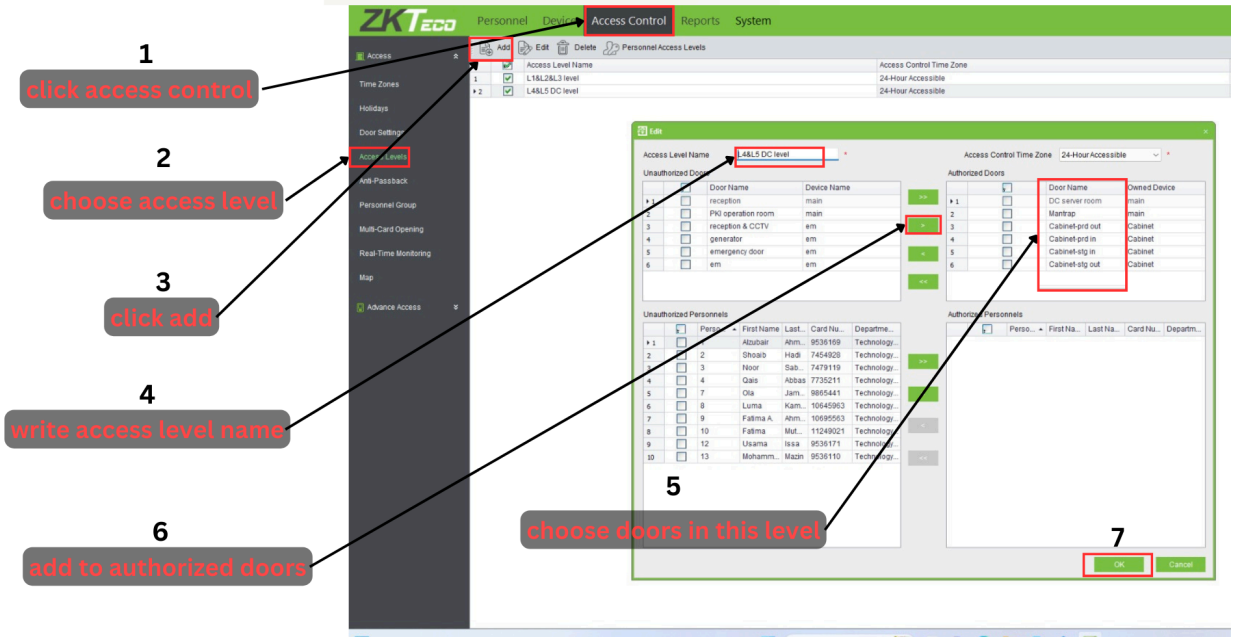
STEP 1: Register employee's information



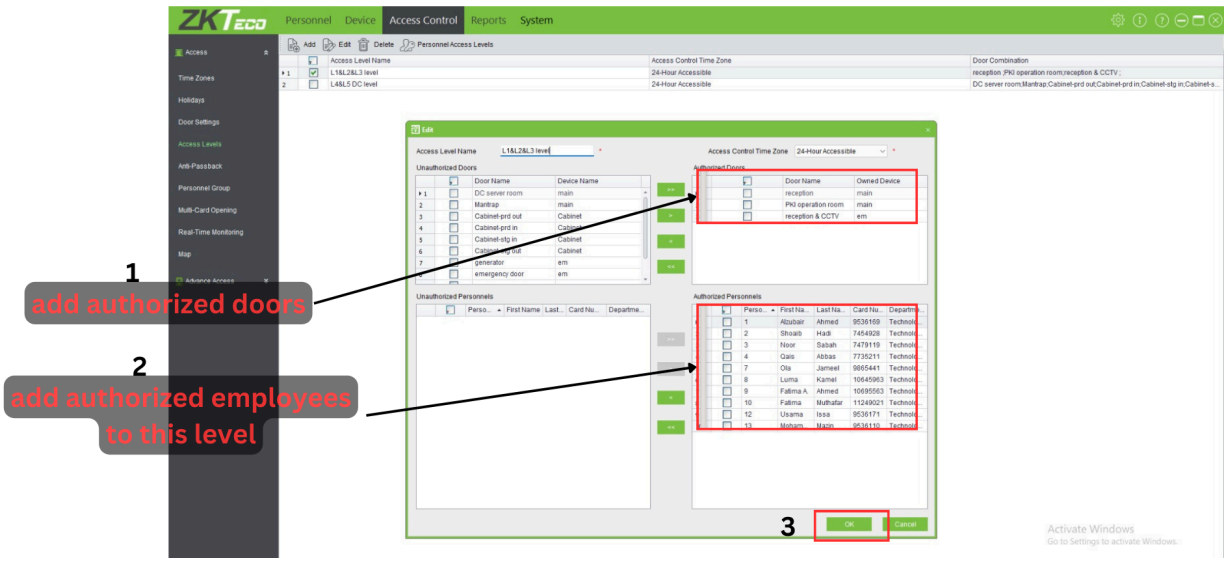
STEP 2: Add employee to an Access Level



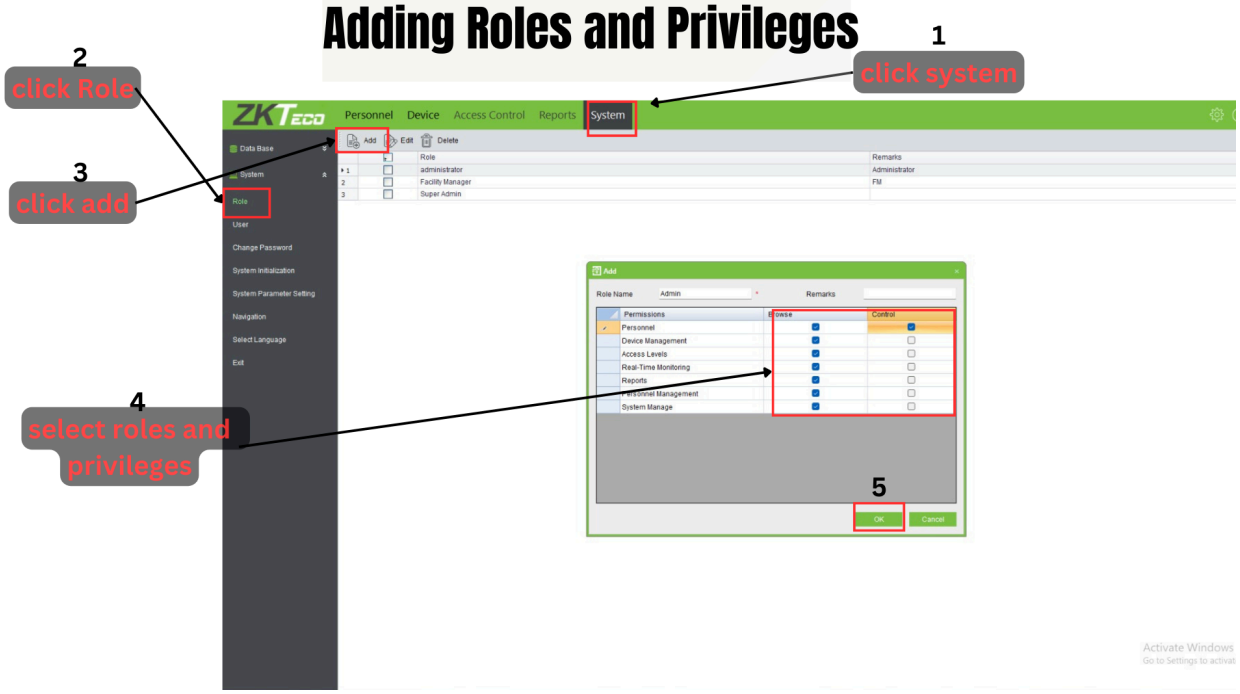
Adding access levels



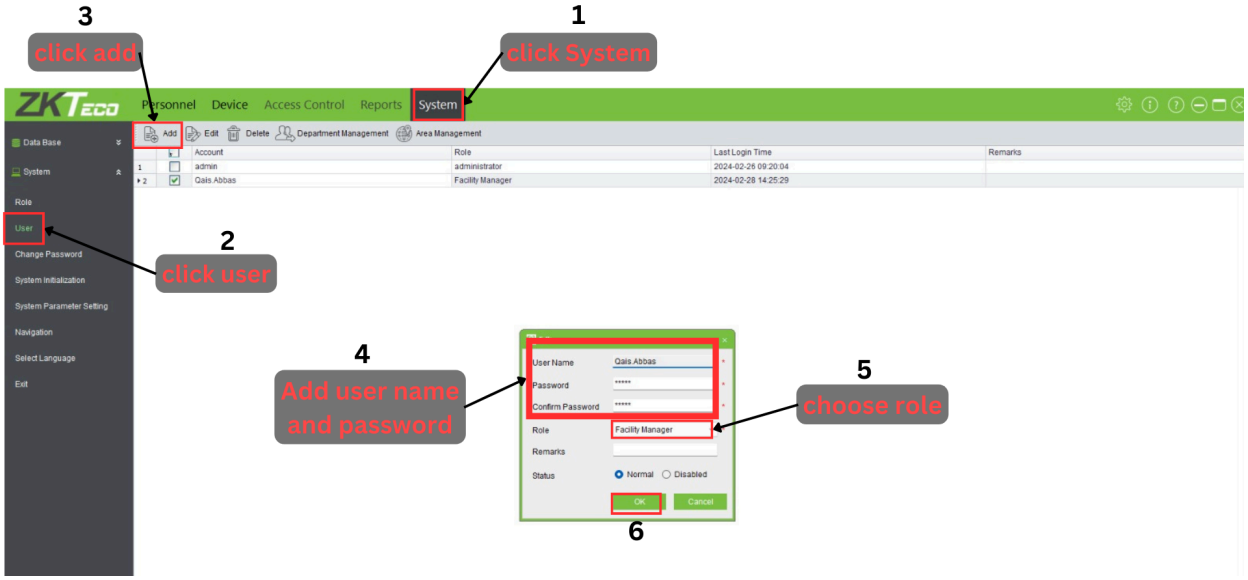
Add authorized employees to an Access Level



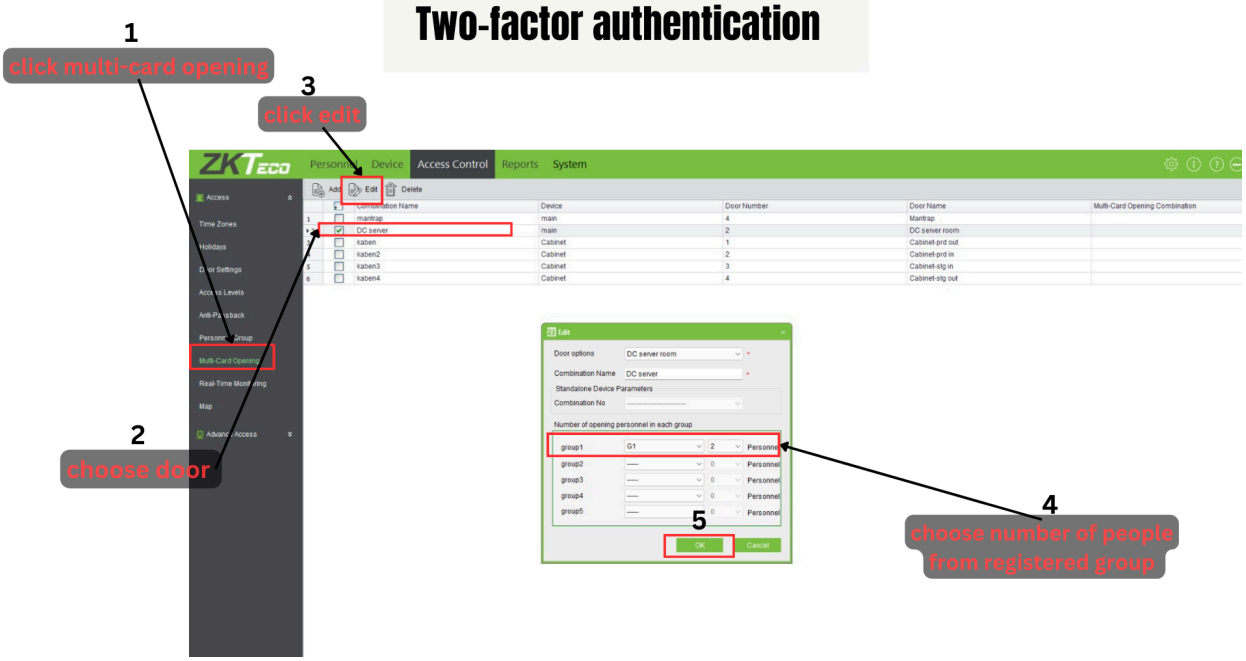
Adding Roles and Privileges



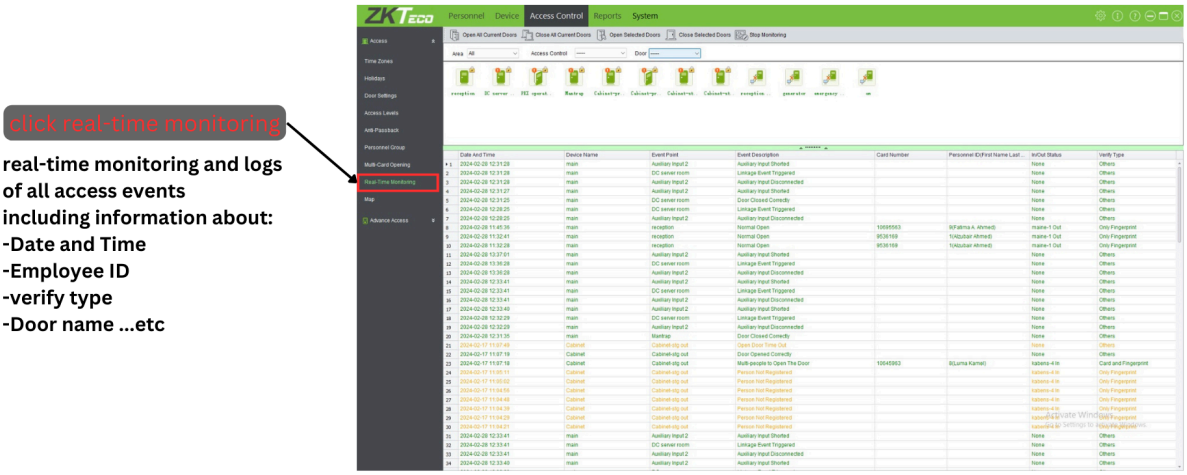
Adding Accounts

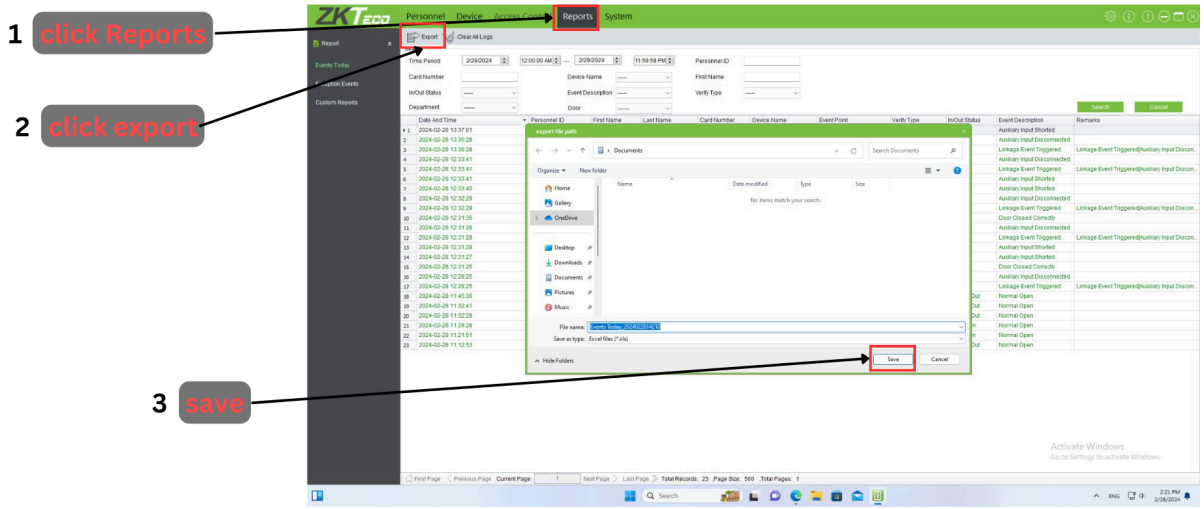


Two-factor authentication



Access control monitoring



real-time monitoring and logs of all access events including information about:
-Date and Time
-Employee ID
-verify type
-Door name ...etc

Export reports