

## VirtualKeypad.com

April 2018

### Version 2.2 Update

Effective April 5, 2018, VirtualKeypad.com is updated to Version 2.2. The following features are available.

### Features

#### Create and Manage Holiday Dates

With VirtualKeypad.com Version 2.2, you now have the ability to create and manage Holiday Dates for XR150/XR550 Series systems. Holiday Dates allow you to adjust your system's schedules on special occasions throughout the year.

To use this feature, access a system in VirtualKeypad.com and click **Schedules** in the navigation menu. Click **Holiday Dates** at the top of the screen and then click **+ Add Holiday**. Next, enter the holiday **Name** and **Date** and then click the green check mark. See Figure 1. Now, apply this new Holiday Date to the desired schedules by selecting a schedule from the list. Select the **Times** drop-down menu to select the day and create the **Begin** and **End** times. If no times are selected, the business will remain closed all day. See Figure 2.

The screenshot shows the 'Holiday Dates' form in the VirtualKeypad.com interface. The form is titled 'Holiday Dates' and includes a calendar for April 2018. The calendar shows the days of the month, with the 7th and 14th highlighted. Below the calendar, there is a 'Name' field with two entries: 'Memorial Day' and 'Independence Day'. To the right of the 'Independence Day' entry, there is a 'Times' dropdown menu set to '07/04'. A green checkmark icon is visible next to the 'Independence Day' entry, indicating it has been saved.

Figure 1: Create a New Holiday Date

The screenshot shows the 'ADMINISTRATOR' form in the VirtualKeypad.com interface. The form is titled 'ADMINISTRATOR' and includes a 'Times' dropdown menu set to 'Monday'. Below the dropdown, there is a 'Begin' time field set to '8:00 AM' and an 'End' time field set to '6:00 PM'. To the right of the 'End' time field, there is a list of 'Include' options with toggle switches: 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', 'Saturday', and 'Sunday'. A green 'SAVE' button and a red 'DELETE' button are visible at the top right of the form.

Figure 2: Apply the Holiday Date to a Schedule

## Manage Users and Credentials

You can now create and edit users and credentials from VirtualKeypad.com. Users may have more than one way to interact with the system such as having a user code to use at the keypad or a proximity card or token to use for access control. Use this feature to have user codes, proximity cards, and proximity tokens displayed within each user.

### Create a New User and Credentials

1. Access a system and select **Users** in the navigation menu.
2. Click the plus icon by **Users** and enter a **First** and **Last Name** and assign the user a **Profile**.
3. Click the plus icon by **User Codes and Credentials** to add a credential.
4. Select a credential **Type**, **Number**, and assign a user **Code** to use at the keypad. If creating a proximity card or token, either enter the **Internal Number**, if known, or use the 1301N Nano Card Reader to identify the card or token number being assigned.
5. New credentials will default to apply the same user profile that is assigned to that user. To disable this option and manage codes and credentials manually, click the box next to **Apply the same profiles to all user codes and credentials**. See Figure 4.

### Group Existing Credentials

You may have multiple users with the same name in the Users list, indicating that there is a single user with more than one credential assigned to them. To group credentials that belong to a single person, navigate to the **Users** list and drag and drop one user to the other.

**Note:** If using this feature, only group identical users together. If accidentally grouping the wrong users together, you will have to manually delete and create the user that was accidentally dropped in.

The screenshot displays the 'Create Users and Credentials' interface. At the top right, a user profile for 'Sarah Smith' is shown. Below it is a 'REFRESH' button. The main form has a close button (X) and a 'SAVE' button. The 'FIRST NAME\*' field contains 'Ray' and the 'LAST NAME' field contains 'Collins'. A checkbox labeled 'Apply the same profiles to all user codes and credentials' is checked. Under the 'Profiles\*' section, a 'STAFF' profile is selected, with an '+ ADD PROFILE' button. The 'User Codes & Credentials' section contains two credential entries. The first entry, 'Ray Collins Token', has a 'Type\*' of 'Credential', a 'Number\*' of '9', and an 'Internal Number\*' of '1234'. The second entry, 'Ray Collins Code', has a 'Type\*' of 'Code', a 'Number\*' of '8', and a 'Code\*' of '1234'. A 'Remove' button is located below each credential entry.

Figure 4: Create Users and Credentials

## Zone Status

You can now check real-time zone status from VirtualKeypad.com. Access a system and you are automatically directed to the **System Overview** page. In the **Arming** box, click **Zone Status**. A list of zones display as well as an icon next to each one. The green check marks represent a normal zone status and the yellow triangles represent a faulted zone status. See Figure 5.

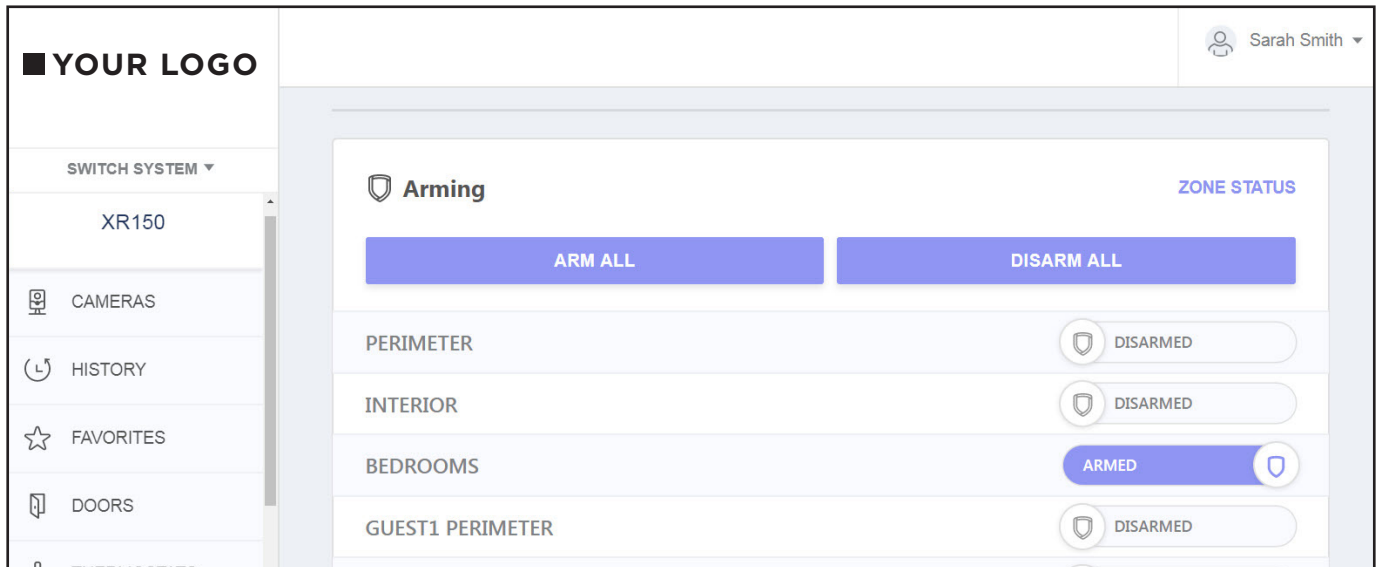


Figure 5: Zone Status

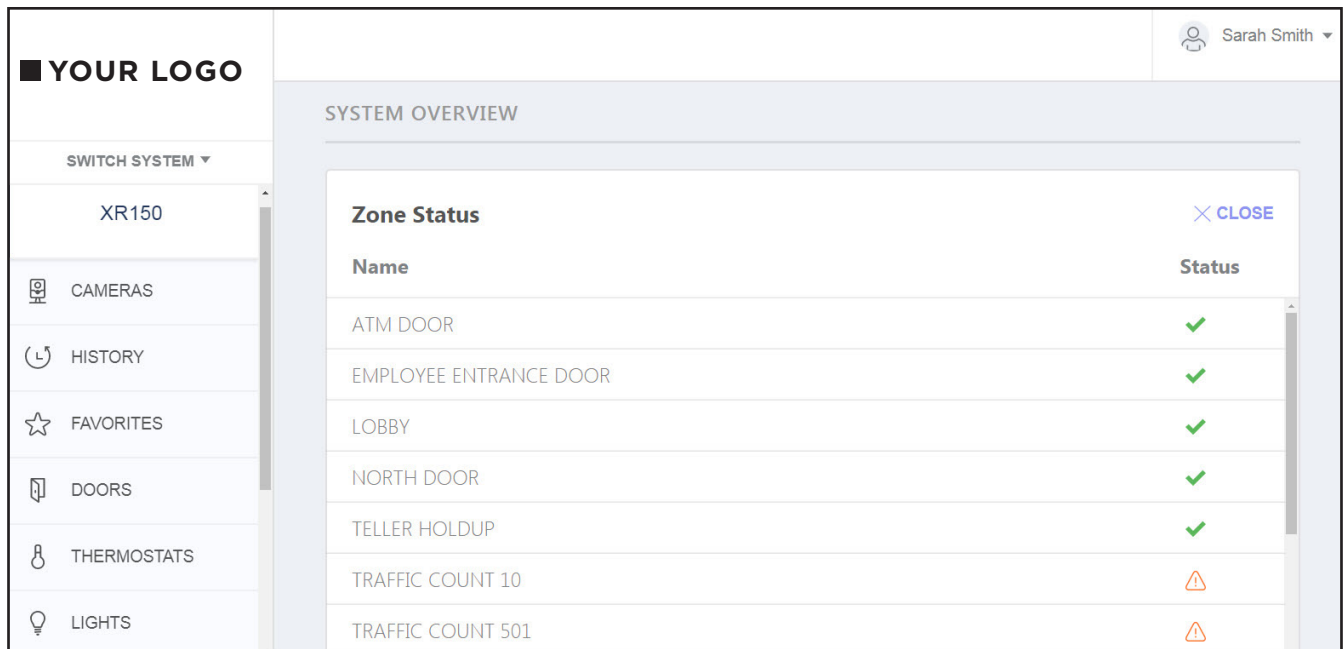


Figure 6: Status Icons