secCloud User Guide

Purpose: This is a quick guide to get started with the secCloud user interface. There are many options available on the platform that will not be covered here. As you become more familiar with the system you can refer to the help section on the secCloud webpage which is found by clicking on the question mark in the top right hand corner of the web page. Look for this symbol ->

Or feel free to call us and we will take you through setting up and monitoring the system.

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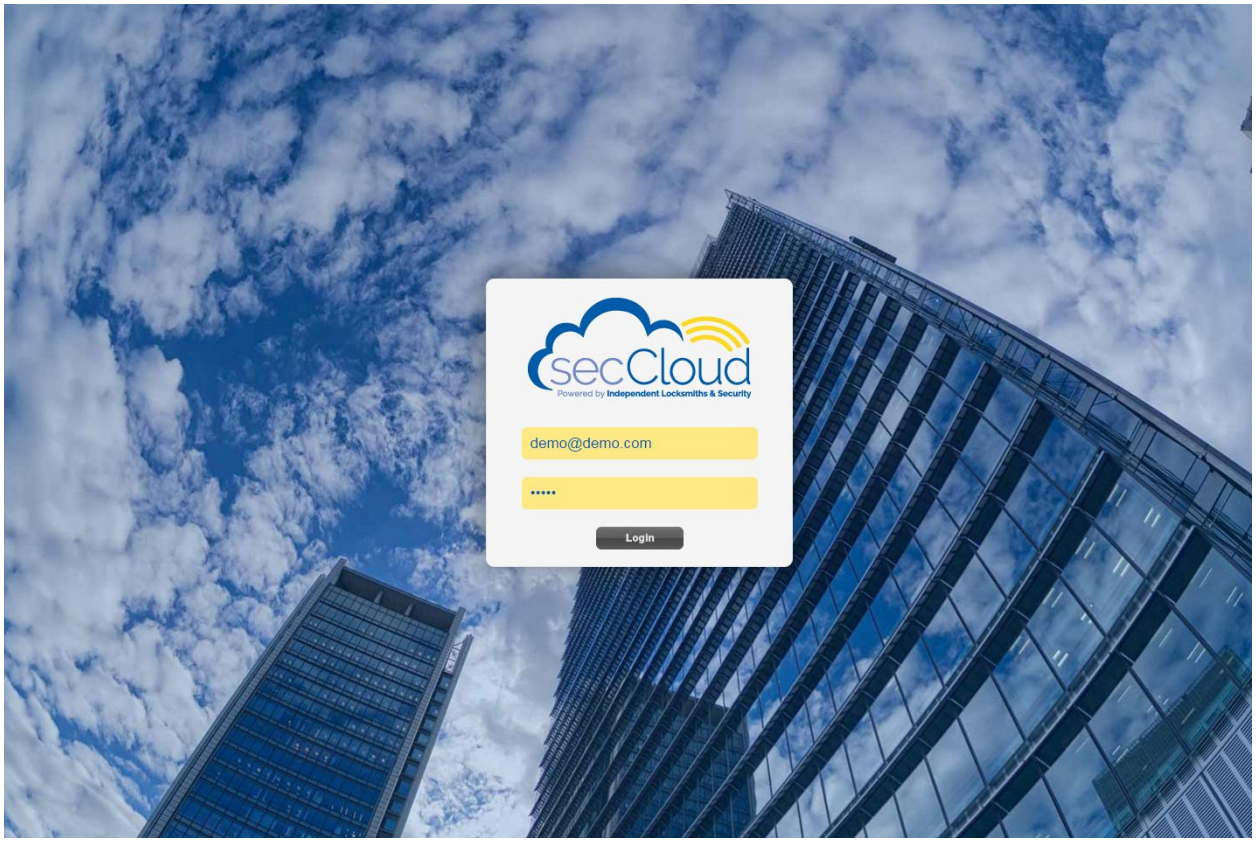
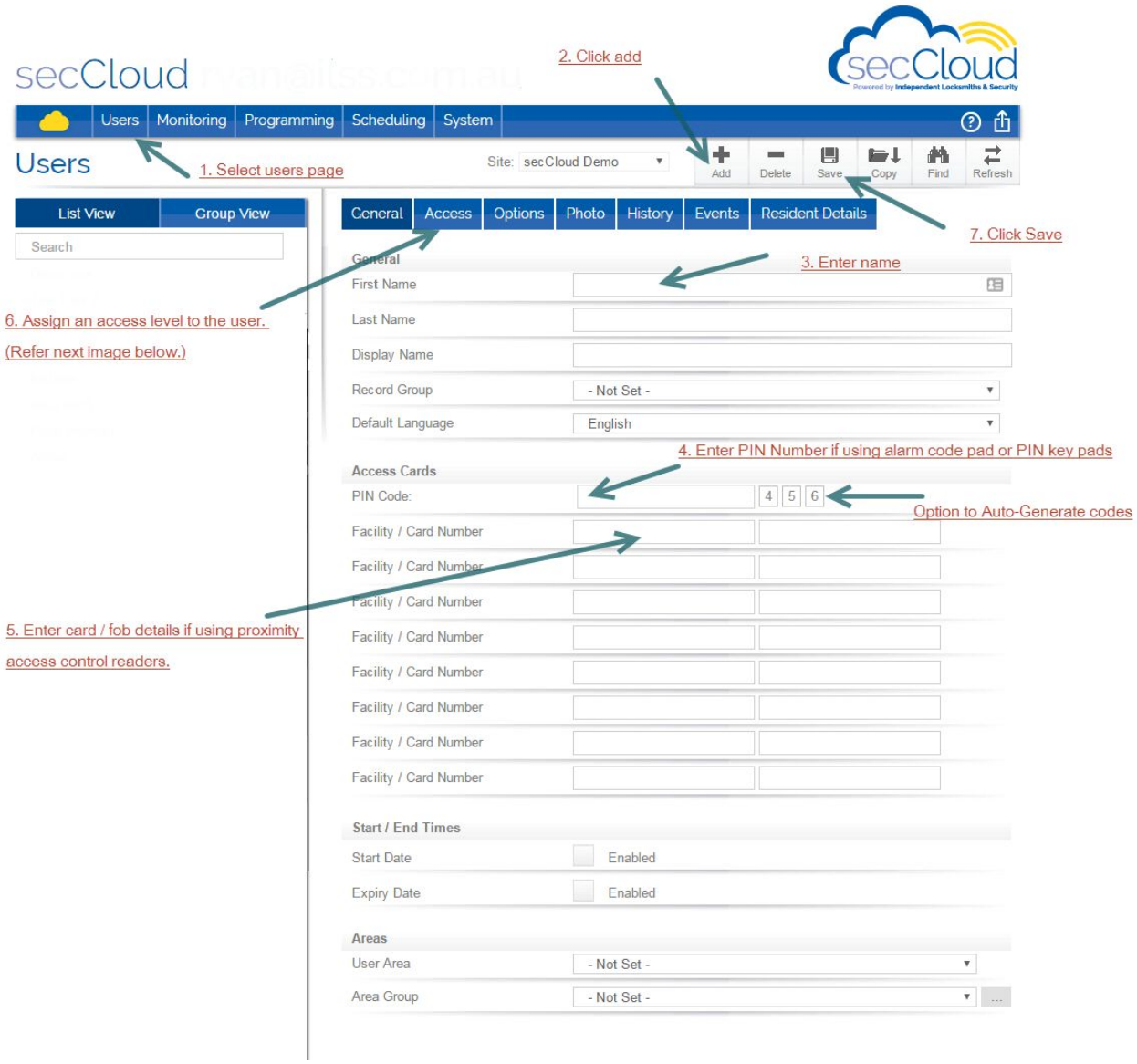
Logging in:

Go to www.seccloud.com.au

Enter the username and password provided.

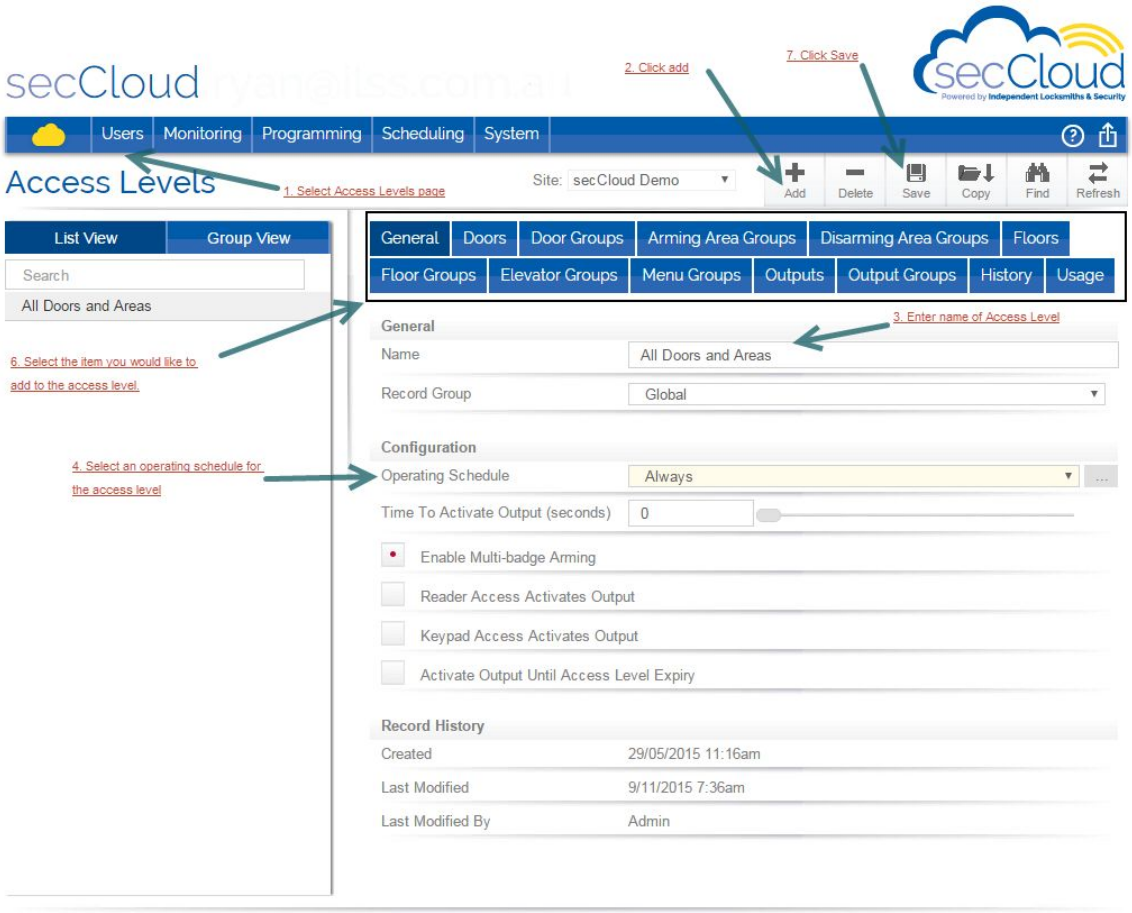


Add a User


secCloud
2. Click add
Users
Monitoring
Programming
Scheduling
System
Users
1. Select users page
Site: secCloud Demo
Add
Delete
Save
Copy
Find
Refresh
List View
Group View
Search
General
Access
Options
Photo
History
Events
Resident Details
7. Click Save
3. Enter name
First Name
Last Name
Display Name
Record Group
- Not Set -
Default Language
English
6. Assign an access level to the user.
(Refer next image below.)
4. Enter PIN Number if using alarm code pad or PIN key pads
Access Cards
PIN Code:
4
5
6
Option to Auto-Generate codes
Facility / Card Number
5. Enter card / fob details if using proximity access control readers.
Start / End Times
Start Date
Enabled
Expiry Date
Enabled
Areas
User Area
- Not Set -
Area Group
- Not Set -

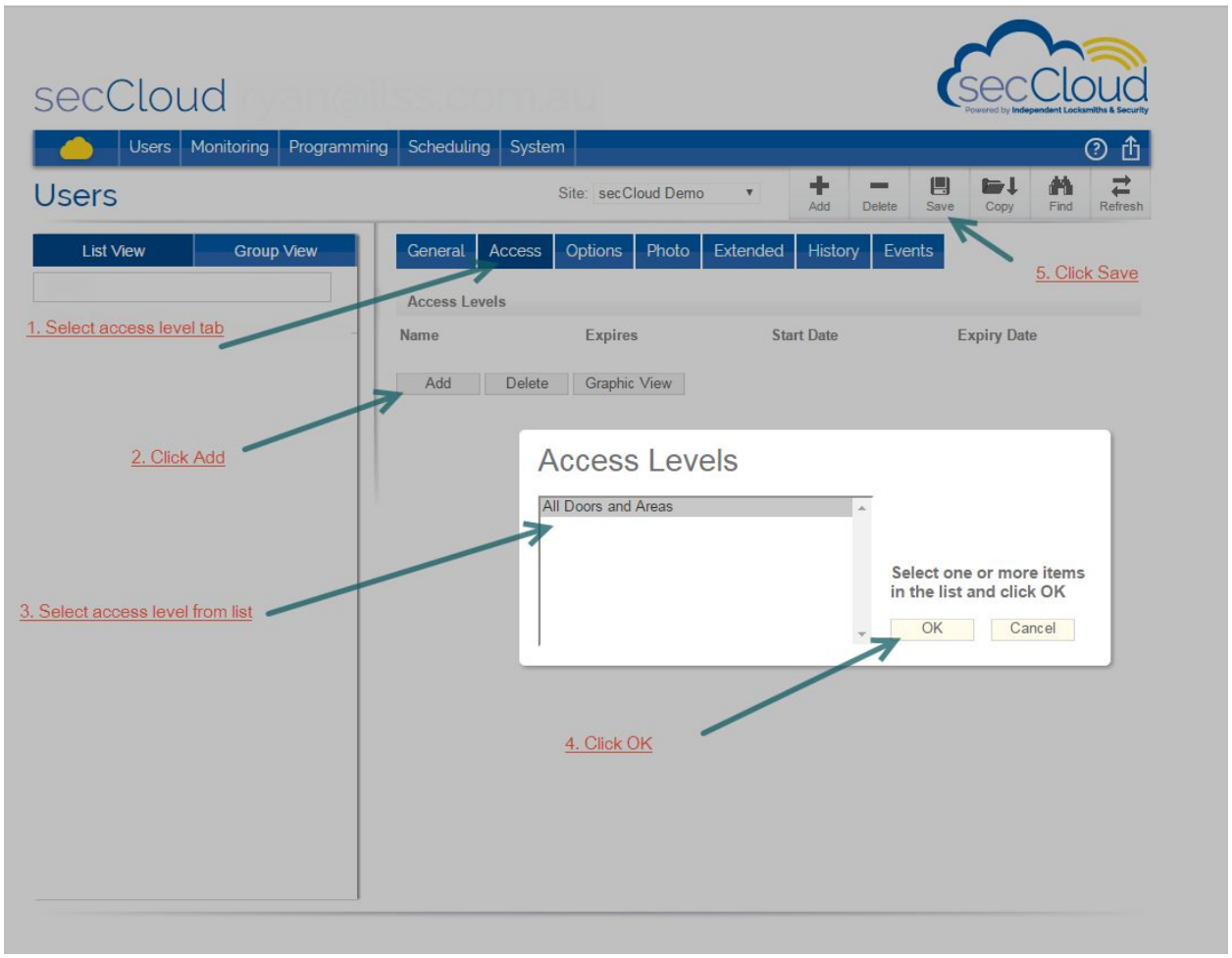
Add Access Level

An access level gives the user access to doors, allows them to arm / disarm areas among other functions.



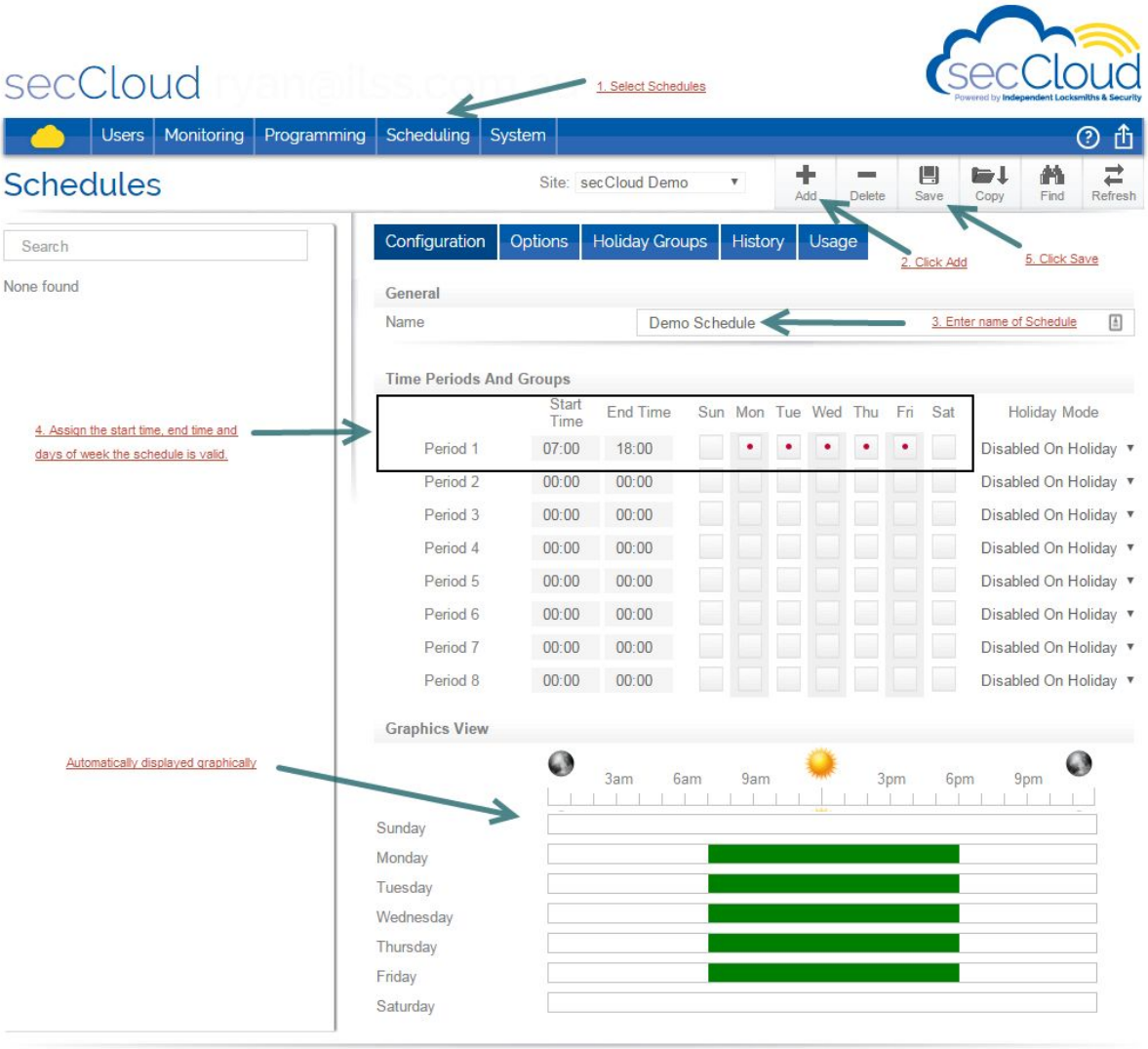
Assign Access Level to User

To assign an access level to a user you need to click back into the Users page.



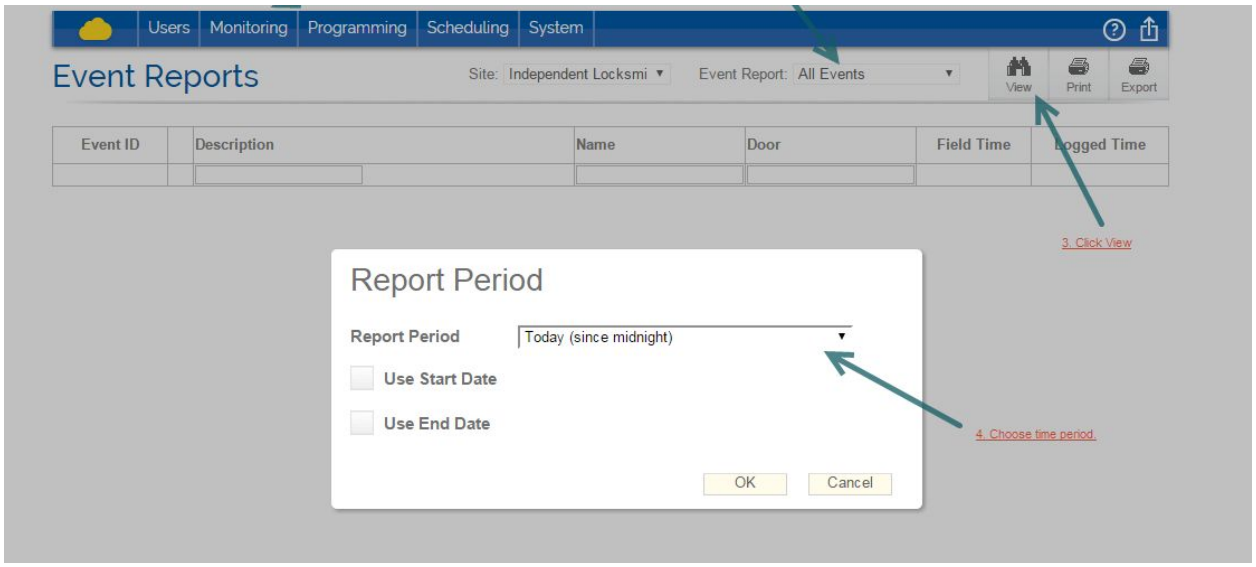
Add Schedule

Schedules are applied to users to determine when access is valid by time of the day and day of the week.

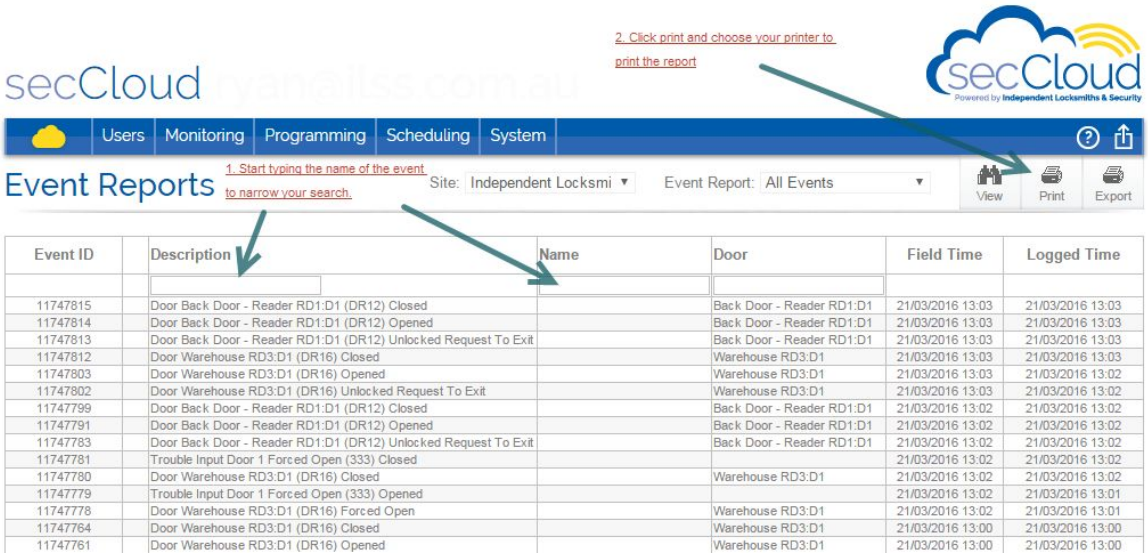


Event Report

You can run an event report from the system and easily search for the event you are looking for.

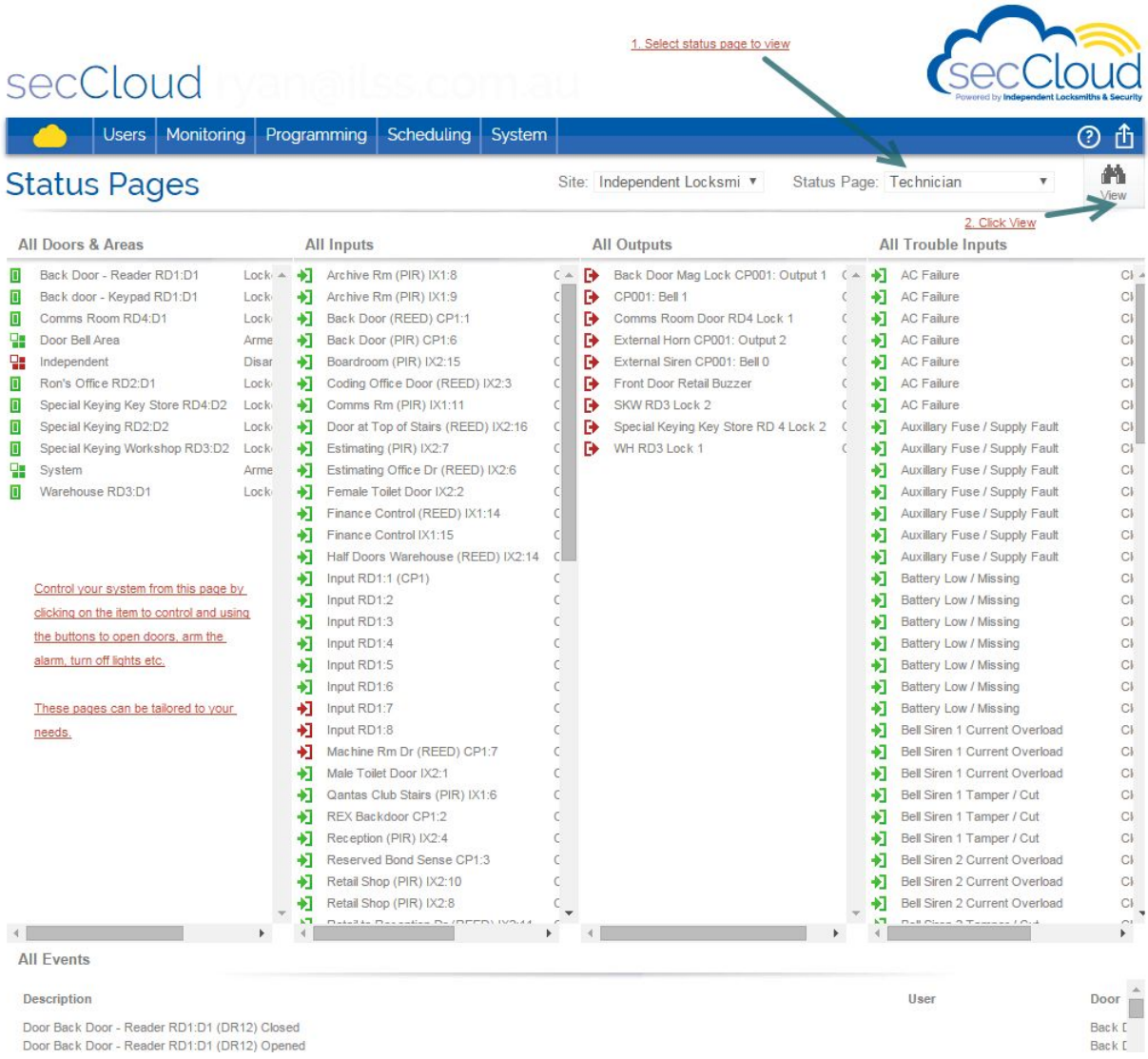


Filter & Print the event report



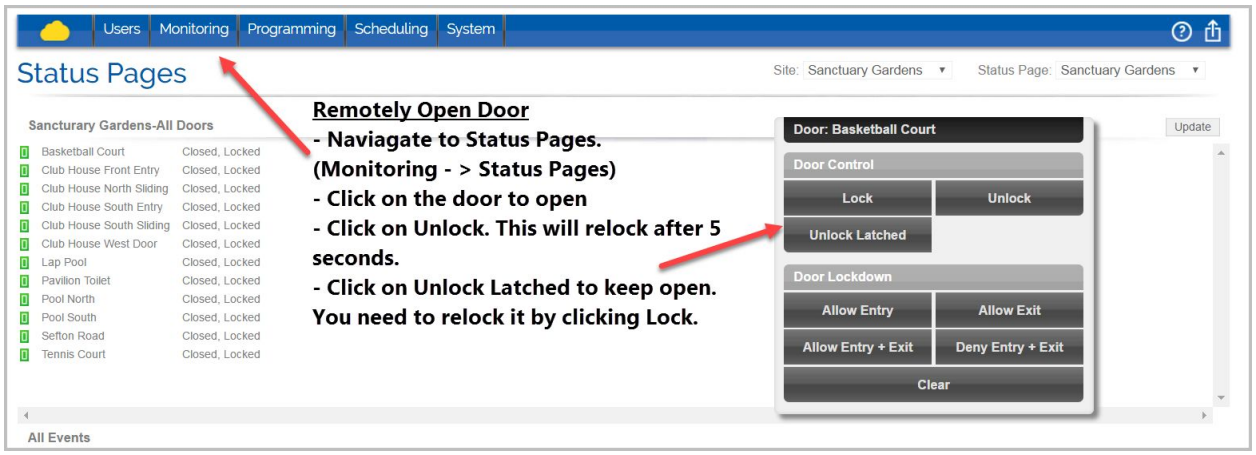
Using Status Pages

Status pages can be used to view the status of the doors, alarm areas, lights or anything else on the secCloud system. You can control these elements from this page.

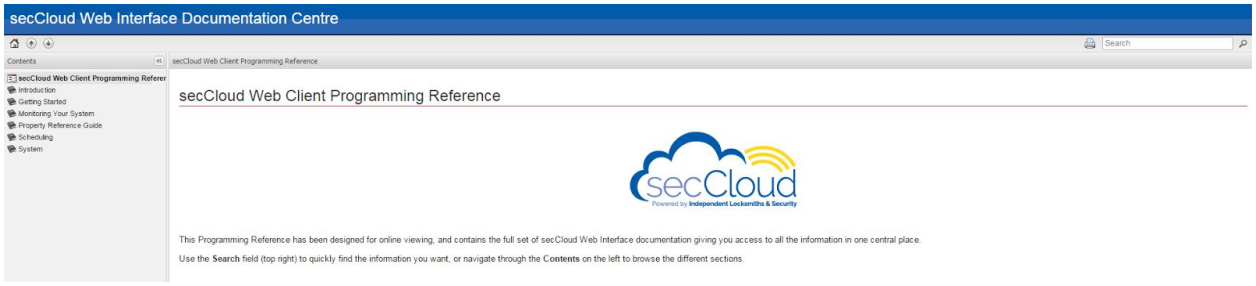


Remotely Open Doors

Using the status pages you can remotely open doors on site.



Help Pages

Click on the question mark on any page and a new window will open with the help files you can search and get further information. So you can continue to be inside secCloud and read the help files in a different window.

If you can not find what you are looking for then give us a call on 1300 500 600 and we are happy to help.