



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

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

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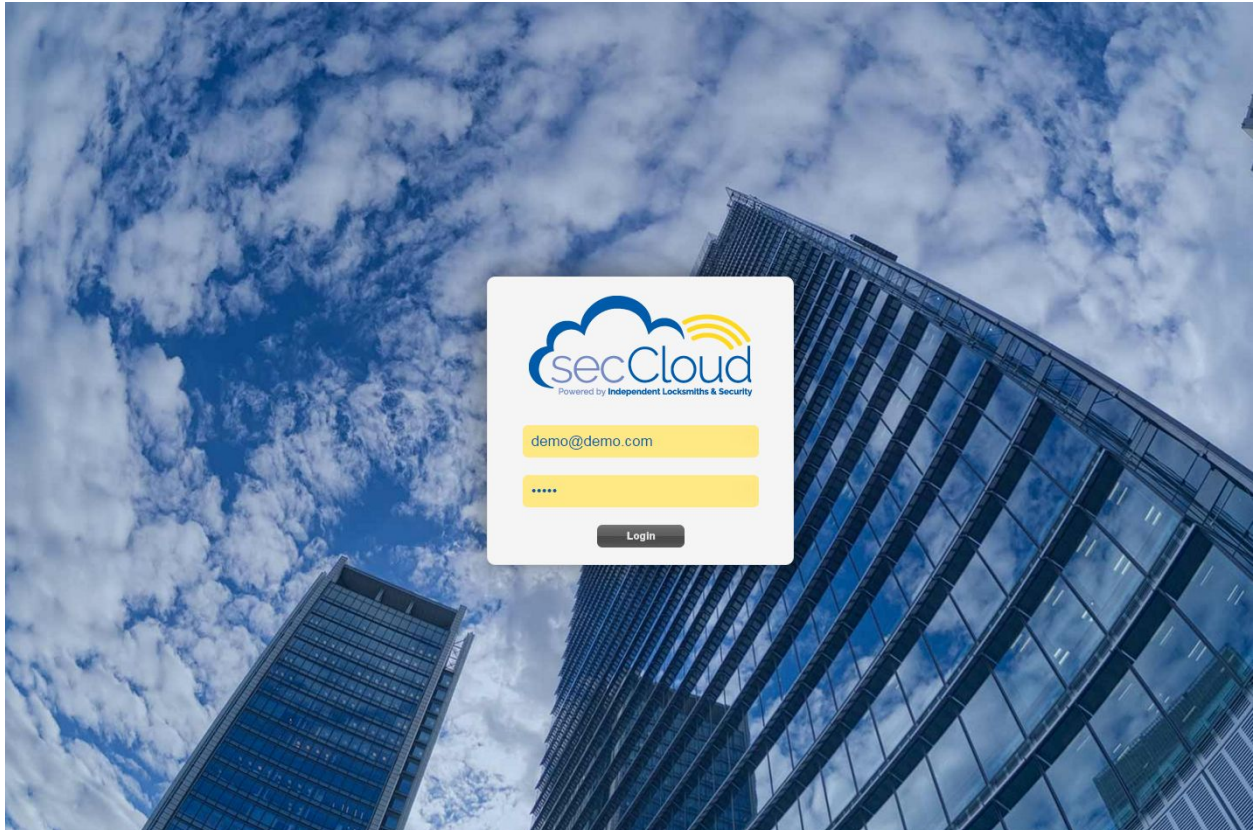
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Logging in:

Go to www.seccloud.com.au

Enter the username and password provided.



Add a User

The screenshot shows the 'Add a User' form in the secCloud interface. The form is divided into several sections: General, Access Cards, Start / End Times, and Areas. Annotations with arrows point to specific elements:

- 1. Select users page:** Points to the 'Users' tab in the top navigation bar.
- 2. Click add:** Points to the '+ Add' button in the top toolbar.
- 3. Enter name:** Points to the 'First Name' input field.
- 4. Enter PIN Number if using alarm code pad or PIN key pads:** Points to the 'PIN Code' input field.
- Option to Auto-Generate codes:** Points to the '4 | 5 | 6' button next to the PIN Code field.
- 5. Enter card / fob details if using proximity access control readers:** Points to the 'Facility / Card Number' input fields.
- 6. Assign an access level to the user. (Refer next image below.):** Points to the 'Access' tab in the sub-navigation bar.
- 7. Click Save:** Points to the 'Save' button in the top toolbar.

The form fields include: First Name, Last Name, Display Name, Record Group (dropdown), Default Language (dropdown), PIN Code, Facility / Card Number (multiple rows), Start Date (checkbox Enabled), Expiry Date (checkbox Enabled), User Area (dropdown), and Area Group (dropdown).

Add Access Level

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

The screenshot displays the secCloud web interface for adding an access level. The interface is divided into several sections:

- Navigation:** A top menu bar with options: Users, Monitoring, Programming, Scheduling, System.
- Page Header:** "secCloud" logo and "Powered by Independent Locksmiths & Security".
- Page Title:** "Access Levels".
- Site:** "secCloud Demo".
- Buttons:** Add, Delete, Save, Copy, Find, Refresh.
- Left Panel:** "List View" and "Group View" tabs. A search bar and a list of "All Doors and Areas".
- Main Content Area:** A form for creating a new access level. The form has tabs for "General", "Doors", "Door Groups", "Arming Area Groups", "Disarming Area Groups", "Floors", "Floor Groups", "Elevator Groups", "Menu Groups", "Outputs", "Output Groups", "History", and "Usage".
- Form Fields:**
 - General:** Name (All Doors and Areas), Record Group (Global).
 - Configuration:** Operating Schedule (Always), Time To Activate Output (seconds) (0).
 - Options:** Enable Multi-badge Arming (checked), Reader Access Activates Output, Keypad Access Activates Output, Activate Output Until Access Level Expiry.
 - Record History:** Created (29/05/2015 11:16am), Last Modified (9/11/2015 7:36am), Last Modified By (Admin).

Red arrows and text annotations indicate the following steps:

1. Select Access Levels page
2. Click add
3. Enter name of Access Level
4. Select an operating schedule for the access level
6. Select the item you would like to add to the access level
7. Click Save

Assign Access Level to User

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

The screenshot displays the secCloud interface for the 'Users' page. The top navigation bar includes 'Users', 'Monitoring', 'Programming', 'Scheduling', and 'System'. The main content area has tabs for 'General', 'Access', 'Options', 'Photo', 'Extended', 'History', and 'Events'. A toolbar contains 'Add', 'Delete', 'Save', 'Copy', 'Find', and 'Refresh'. A modal dialog titled 'Access Levels' is open, showing a list of access levels and an 'OK' button. Red annotations with arrows point to the 'Access' tab, the 'Add' button, the 'All Doors and Areas' list item, the 'OK' button, and the 'Save' button in the toolbar.

1. [Select access level tab](#)

2. [Click Add](#)

3. [Select access level from list](#)

4. [Click OK](#)

5. [Click Save](#)

Add Schedule

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

The screenshot shows the 'Schedules' configuration page in the secCloud interface. The page is titled 'Schedules' and includes a search bar on the left. The main content area is divided into several sections: 'General', 'Time Periods And Groups', and 'Graphics View'. The 'General' section has a 'Name' field containing 'Demo Schedule'. The 'Time Periods And Groups' section contains a table with 8 rows (Period 1 to Period 8) and columns for Start Time, End Time, and days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The 'Graphics View' section shows a graphical representation of the schedule for each day of the week, with a timeline from 3am to 9pm. Green bars indicate the active schedule periods. Annotations with arrows point to various elements: '1. Select Schedules' points to the 'Scheduling' menu item; '2. Click Add' points to the '+ Add' button; '3. Enter name of Schedule' points to the 'Name' field; '4. Assign the start time, end time and days of week the schedule is valid' points to the 'Time Periods And Groups' table; and 'Automatically displayed graphically' points to the 'Graphics View' section.

secCloud ryan@lss.com secCloud
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Users Monitoring Programming **Scheduling** System

Schedules Site: secCloud Demo + Add - Delete Save Copy Find Refresh

Configuration Options Holiday Groups History Usage

General
Name: Demo Schedule

Time Periods And Groups

Period	Start Time	End Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Holiday Mode
Period 1	07:00	18:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday ▼
Period 2	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday ▼
Period 3	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday ▼
Period 4	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday ▼
Period 5	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday ▼
Period 6	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday ▼
Period 7	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday ▼
Period 8	00:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disabled On Holiday ▼

Graphics View

3am 6am 9am 3pm 6pm 9pm

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Event Report

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

The screenshot shows the 'Event Reports' page in the secCloud interface. A modal window titled 'Report Period' is open, allowing the user to select a time range. The modal includes a dropdown menu currently set to 'Today (since midnight)', and two unchecked checkboxes for 'Use Start Date' and 'Use End Date'. Arrows point to the 'View' button on the main page and the dropdown menu in the modal.

3. Click View

4. Choose time period.

Filter & Print the event report

The screenshot shows the 'Event Reports' page with a list of events. The interface includes a search bar, a 'Print' button, and a 'View' button. Arrows point to the search bar and the 'Print' button.

1. Start typing the name of the event to narrow your search.

2. Click print and choose your printer to print the report

Event ID	Description	Name	Door	Field Time	Logged Time
11747815	Door Back Door - Reader RD1:D1 (DR12) Closed		Back Door - Reader RD1:D1	21/03/2016 13:03	21/03/2016 13:03
11747814	Door Back Door - Reader RD1:D1 (DR12) Opened		Back Door - Reader RD1:D1	21/03/2016 13:03	21/03/2016 13:03
11747813	Door Back Door - Reader RD1:D1 (DR12) Unlocked Request To Exit		Back Door - Reader RD1:D1	21/03/2016 13:03	21/03/2016 13:03
11747812	Door Warehouse RD3:D1 (DR16) Closed		Warehouse RD3:D1	21/03/2016 13:03	21/03/2016 13:03
11747803	Door Warehouse RD3:D1 (DR16) Opened		Warehouse RD3:D1	21/03/2016 13:03	21/03/2016 13:02
11747802	Door Warehouse RD3:D1 (DR16) Unlocked Request To Exit		Warehouse RD3:D1	21/03/2016 13:03	21/03/2016 13:02
11747799	Door Back Door - Reader RD1:D1 (DR12) Closed		Back Door - Reader RD1:D1	21/03/2016 13:02	21/03/2016 13:02
11747791	Door Back Door - Reader RD1:D1 (DR12) Opened		Back Door - Reader RD1:D1	21/03/2016 13:02	21/03/2016 13:02
11747783	Door Back Door - Reader RD1:D1 (DR12) Unlocked Request To Exit		Back Door - Reader RD1:D1	21/03/2016 13:02	21/03/2016 13:02
11747781	Trouble Input Door 1 Forced Open (333) Closed			21/03/2016 13:02	21/03/2016 13:02
11747780	Door Warehouse RD3:D1 (DR16) Closed		Warehouse RD3:D1	21/03/2016 13:02	21/03/2016 13:02
11747779	Trouble Input Door 1 Forced Open (333) Opened			21/03/2016 13:02	21/03/2016 13:01
11747778	Door Warehouse RD3:D1 (DR16) Forced Open		Warehouse RD3:D1	21/03/2016 13:02	21/03/2016 13:01
11747764	Door Warehouse RD3:D1 (DR16) Closed		Warehouse RD3:D1	21/03/2016 13:00	21/03/2016 13:00
11747761	Door Warehouse RD3:D1 (DR16) Opened		Warehouse RD3:D1	21/03/2016 13:00	21/03/2016 13:00

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.

1. Select status page to view

2. Click View

All Doors & Areas	All Inputs	All Outputs	All Trouble Inputs
Back Door - Reader RD1:D1	Archive Rm (PIR) IX1:8	Back Door Mag Lock CP001: Output 1	AC Failure
Back door - Keypad RD1:D1	Archive Rm (PIR) IX1:9	CP001: Bell 1	AC Failure
Comms Room RD4:D1	Back Door (REED) CP1:1	Comms Room Door RD4 Lock 1	AC Failure
Door Bell Area	Back Door (PIR) CP1:6	External Horn CP001: Output 2	AC Failure
Independent	Boardroom (PIR) IX2:15	External Siren CP001: Bell 0	AC Failure
Ron's Office RD2:D1	Coding Office Door (REED) IX2:3	Front Door Retail Buzzer	AC Failure
Special Keying Key Store RD4:D2	Comms Rm (PIR) IX1:11	SKW RD3 Lock 2	AC Failure
Special Keying RD2:D2	Door at Top of Stairs (REED) IX2:16	Special Keying Key Store RD 4 Lock 2	Auxiliary Fuse / Supply Fault
Special Keying Workshop RD3:D2	Estimating (PIR) IX2:7	WH RD3 Lock 1	Auxiliary Fuse / Supply Fault
System	Estimating Office Dr (REED) IX2:6		Auxiliary Fuse / Supply Fault
Warehouse RD3:D1	Female Toilet Door IX2:2		Auxiliary Fuse / Supply Fault
	Finance Control (REED) IX1:14		Auxiliary Fuse / Supply Fault
	Finance Control IX1:15		Auxiliary Fuse / Supply Fault
	Half Doors Warehouse (REED) IX2:14		Auxiliary Fuse / Supply Fault
	Input RD1:1 (CP1)		Battery Low / Missing
	Input RD1:2		Battery Low / Missing
	Input RD1:3		Battery Low / Missing
	Input RD1:4		Battery Low / Missing
	Input RD1:5		Battery Low / Missing
	Input RD1:6		Battery Low / Missing
	Input RD1:7		Battery Low / Missing
	Input RD1:8		Bell Siren 1 Current Overload
	Machine Rm Dr (REED) CP1:7		Bell Siren 1 Current Overload
	Male Toilet Door IX2:1		Bell Siren 1 Current Overload
	Qantas Club Stairs (PIR) IX1:6		Bell Siren 1 Tamper / Cut
	REX Backdoor CP1:2		Bell Siren 1 Tamper / Cut
	Reception (PIR) IX2:4		Bell Siren 1 Tamper / Cut
	Reserved Bond Sense CP1:3		Bell Siren 2 Current Overload
	Retail Shop (PIR) IX2:10		Bell Siren 2 Current Overload
	Retail Shop (PIR) IX2:8		Bell Siren 2 Current Overload

Control your system from this page by clicking on the item to control and using the buttons to open doors, arm the alarm, turn off lights etc.

These pages can be tailored to your needs.

Description	User	Door
Door Back Door - Reader RD1:D1 (DR12) Closed		Back T
Door Back Door - Reader RD1:D1 (DR12) Opened		Back T

