



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.

Contents

[Logging in:](#)

[Add a User](#)

[Add Access Level](#)

[Assign Access Level to User](#)

[Add Schedule](#)

[Event Report](#)

[Filter & Print the event report](#)

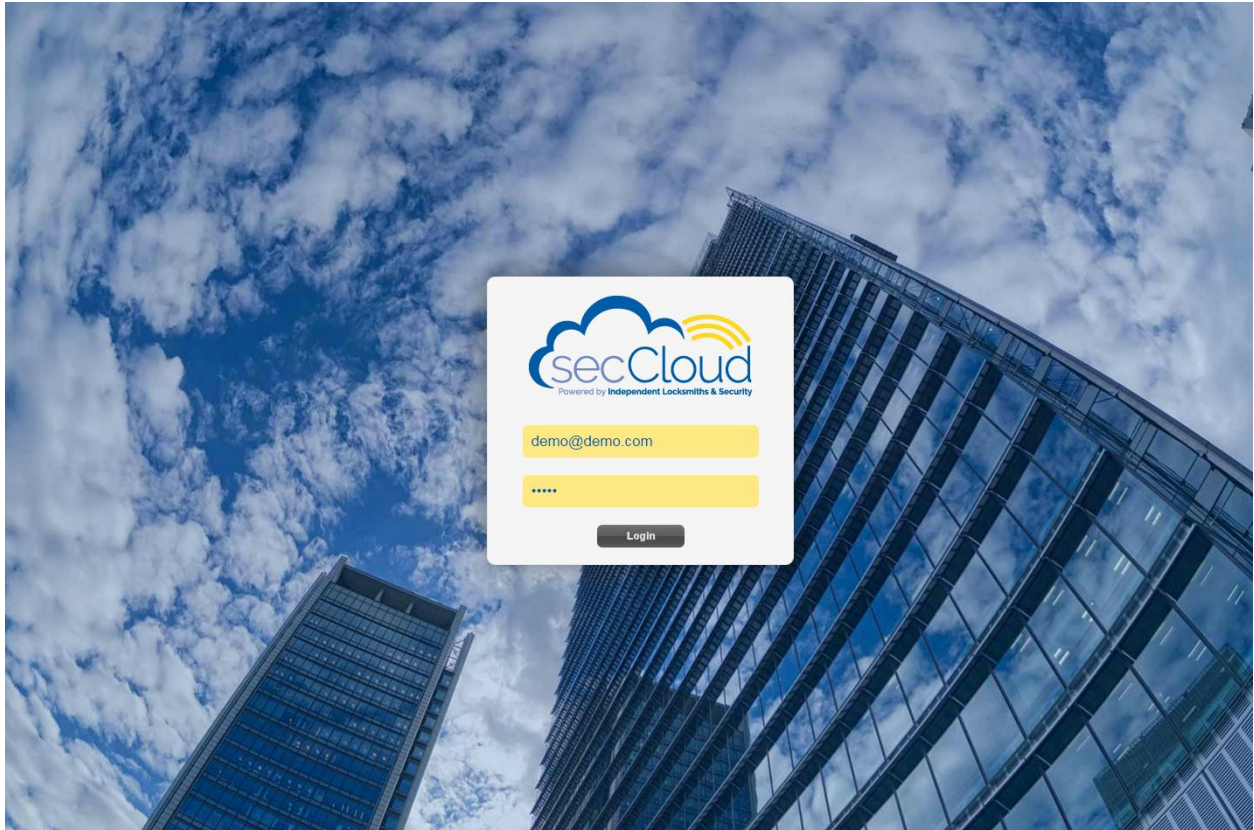
[Using Status Pages](#)

[Help Pages](#)

Logging in:

Go to www.seccloud.com.au

Enter the username and password provided.



Add a User

The screenshot displays the secCloud web interface for adding a user. The interface includes a top navigation bar with tabs for Users, Monitoring, Programming, Scheduling, and System. The 'Users' tab is selected, and the 'Add' button is highlighted. The main content area shows the 'Add User' form with several sections: General, Access Cards, Start / End Times, and Areas. The form fields are annotated with numbered instructions:

- 1. Select users page (points to the Users tab)
- 2. Click add (points to the Add button)
- 3. Enter name (points to the First Name field)
- 4. Enter PIN Number if using alarm code pad or PIN key pads (points to the PIN Code field)
- 5. Enter card / fob details if using proximity access control readers. (Refer next image below.) (points to the Facility / Card Number fields)
- 6. Assign an access level to the user. (Refer next image below.) (points to the Access level dropdown menu)
- 7. Click Save (points to the Save button)

The form fields include: First Name, Last Name, Display Name, Record Group, Default Language, PIN Code, Facility / Card Number, Start Date, Expiry Date, User Area, and Area Group.

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".
- Access Levels Page:** The main heading "Access Levels" with a search bar and a list of items. The "All Doors and Areas" item is selected.
- Form:** A form for configuring the access level, divided into "General" and "Configuration" sections.
 - 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", and "Activate Output Until Access Level Expiry" (unchecked).
- Record History:** A table showing the creation and modification details of the access level.

Record History	
Created	29/05/2015 11:16am
Last Modified	9/11/2015 7:36am
Last Modified By	Admin

Assign Access Level to User

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

The screenshot shows the secCloud interface with the following elements:

- Navigation Menu:** Users, Monitoring, Programming, Scheduling, System.
- Toolbar:** Add, Delete, Save, Copy, Find, Refresh.
- Users Page:** Site: secCloud Demo, List View, Group View, General, Access, Options, Photo, Extended, History, Events.
- Access Levels Table:** Columns: Name, Expires, Start Date, Expiry Date. Buttons: Add, Delete, Graphic View.
- Access Levels Modal:** Title: Access Levels. List: All Doors and Areas. Text: Select one or more items in the list and click OK. Buttons: OK, Cancel.

Red annotations with arrows indicate the following steps:

1. Select access level tab (points to the 'Access' tab).
2. Click Add (points to the 'Add' button).
3. Select access level from list (points to 'All Doors and Areas' in the modal).
4. Click OK (points to the 'OK' button in the modal).
5. Click Save (points to the 'Save' button in the toolbar).

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 title is 'Schedules' and the site is 'secCloud Demo'. The navigation menu includes 'Users', 'Monitoring', 'Programming', 'Scheduling', and 'System'. The 'Scheduling' menu is active, and the 'Add' button is highlighted with a red arrow and the annotation '1. Select Schedules'. Below the navigation, there are buttons for '+ Add', '- Delete', 'Save', 'Copy', 'Find', and 'Refresh'. The 'Add' button is also highlighted with a red arrow and the annotation '2. Click Add'. The 'Save' button is highlighted with a red arrow and the annotation '5. Click Save'. The 'General' section has a 'Name' field containing 'Demo Schedule', highlighted with a red arrow and the annotation '3. Enter name of Schedule'. The 'Time Periods And Groups' section contains a table with columns for 'Start Time', 'End Time', and days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The first row, 'Period 1', has a start time of 07:00 and an end time of 18:00, with red dots indicating the schedule is active from Monday to Friday. A red arrow points to this row with the annotation '4. Assign the start time, end time and days of week the schedule is valid'. The 'Graphics View' section shows a graphical representation of the schedule for each day of the week, with green bars indicating the active periods. A red arrow points to this view with the annotation 'Automatically displayed graphically'. The secCloud logo is in the top right corner, with the text 'Powered by Independent Locksmiths & Security'.

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 dialog titled 'Report Period' is open, allowing the user to select a time range. The 'Report Period' dropdown is set to 'Today (since midnight)'. There are checkboxes for 'Use Start Date' and 'Use End Date', both of which are currently unchecked. 'OK' and 'Cancel' buttons are at the bottom of the dialog. Red annotations with arrows point to the 'View' button in the top right of the main interface (labeled '3. Click View') and the 'Report Period' dropdown menu (labeled '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 with the text '1. Start typing the name of the event to narrow your search.' and a 'Print' button with the annotation '2. Click print and choose your printer to print the report'. The event list table is as follows:

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

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.

