

urmet



Getting Started

IPassan Manager



Getting You Started

Welcome to IPassan Manager, the management software for your site's 'IPassan' Access Control system.

To make getting started a breeze, we've created this guide which directs you to our range of 'How-To' videos, so you can quickly get to grips with managing your site's Access Control system.

Simply click or scan the QR codes throughout this guide, to watch one of our short tutorial videos.

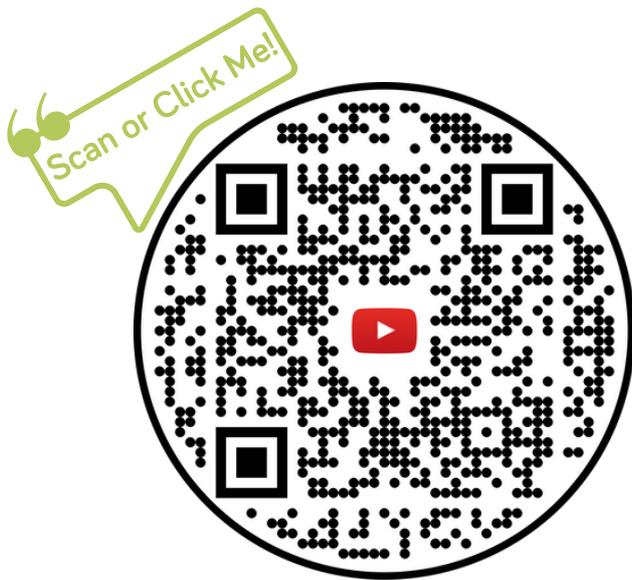
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Account Passwords

These videos show you how to change either yours, or another IPassan Manager admin's (operator's) account password.

Remember, scan or click the QR code to watch the short tutorial video.



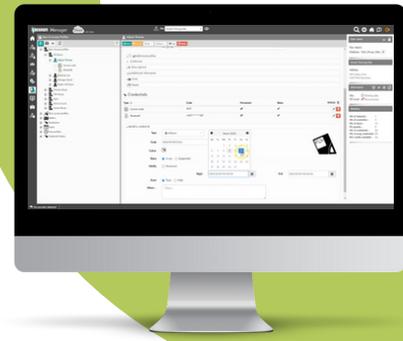
How to Change Your Password

Watch how to change your account's password in IPassan Manager.

How to Reset Another Admin's Password

Watch how to reset another account admin's (operator's) password in IPassan Manager.





Managing Tokens (Keys)

These videos show you how to manage resident tokens in IPassan Manager, from adding & deleting tokens (when residents move in/out), to suspending & reactivating tokens (when a token is lost/found).

Remember, scan or click the QR code to watch the short tutorial video.



How to Add Permanent Tokens

Watch how to add permanent resident tokens in IPassan Manager.



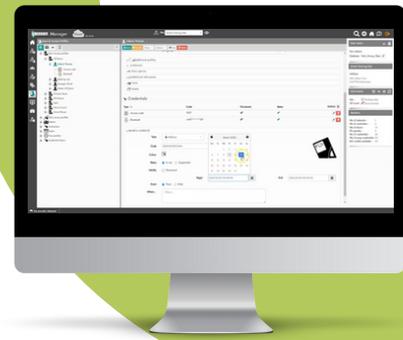
How to Add Temporary Tokens

Watch how to add temporary resident tokens in IPassan Manager.



How to Add Permanent Tokens (with Encoder)

Watch how to add permanent resident tokens with the USB Management Reader (encoder) in IPassan Manager.



Scan or Click Me!



How to Add Temporary Tokens (with Encoder)

Watch how to add temporary resident tokens with the USB Management Reader (encoder) in IPassan Manager.



How to Suspend Existing Tokens

Watch how to suspend existing tokens in IPassan Manager.

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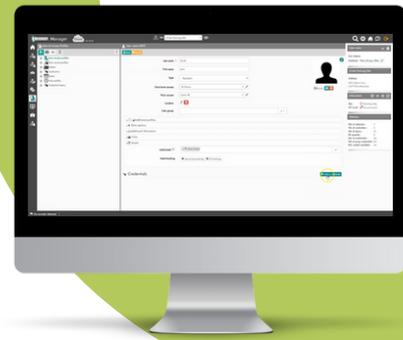


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How to Reactivate Existing Tokens

Watch how to reactivate existing tokens in IPassan Manager.



Managing Residents

These videos show you how to manage residents in IPassan Manager, from adding & deleting residents (when residents move in/out), to managing their individual access permissions.

Remember, scan or click the QR code to watch the short tutorial video.



How to Add Residents & Assign Tokens

Watch how to add a new resident, and assign them with a token in IPassan Manager.



How to Add Residents & Assign Tokens (with Encoder)

Watch how to add a new resident, and assign them with a token using the USB Management Reader (encoder) in IPassan Manager.





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How to Delete Existing Residents

Watch how to delete an existing resident (i.e. when they move out) in IPassan Manager



How to Assign Individual Door Access

Watch how to give a resident access to a specific door (that is outside of their access profile), in IPassan Manager.

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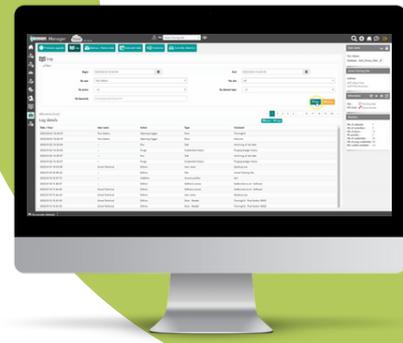


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How to Switch a Resident's Access Profile

Watch how switch a resident's access profile from one, to another, in IPassan Manager.



Managing Admins

These videos show you how to manage admins (i.e. people who also help to manage your site) in IPassan Manager, from adding & deleting admins (when they join/leave), to managing their individual access permissions.

Remember, scan or click the QR code to watch the short tutorial video.



How to Add a New Admin

Watch how to add a new admin in IPassan Manager.



How to Delete an Existing Admin

Watch how to delete an existing admin (i.e. when they leave) in IPassan Manager





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How to Edit Admin Rights

Watch how edit an admin's rights (permissions) in IPassan Manager.

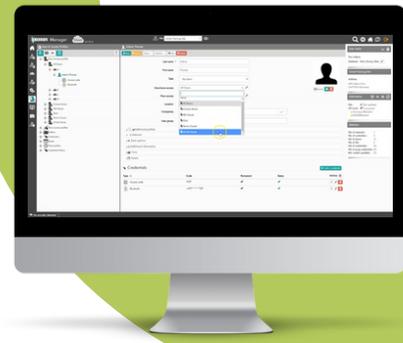


How to View the Admin Event Log

Watch how to view the admin event log, which displays a list of all admin actions, in IPassan Manager.

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Access Profiles

These videos show you how to add a new, or copy an existing Access profile in IPassan Manager. An Access Profile is a set of access permissions that can be assigned to residents, admins & tokens.

Remember, scan or click the QR code to watch the short tutorial video.



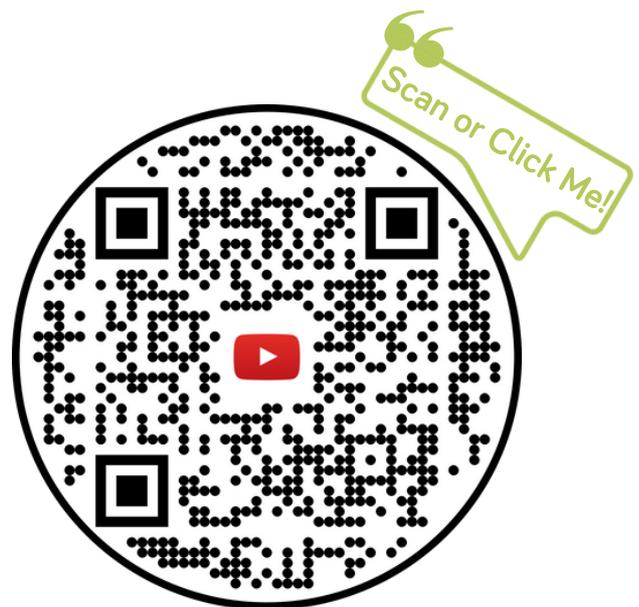
How to Add a New Access Profile

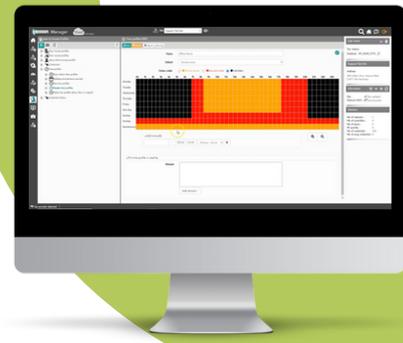
Watch how to add a new access profile in IPassan Manager.



How to Copy an Existing Access Profile

Watch how to copy an existing access profile in IPassan Manager.





Time Profiles

These videos show you how to add new time profiles for tokens, readers, holiday periods & more, in IPassan Manager. A Time Profile controls device functionality during a specific time (i.e. what times does this reader allow normal door access).

Remember, scan or click the QR code to watch the short tutorial video.



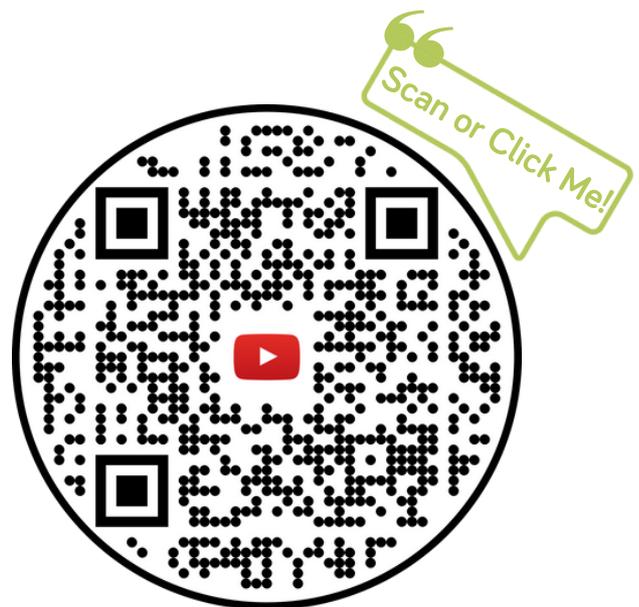
How to Add a New Time Profile for Tokens

Watch how to add a new time profile for a token in IPassan Manager.



How to Add a New Time Profile for Readers

Watch how to add a new time profile for a reader in IPassan Manager.





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How to Add a New Time Profile for Apartments

Watch how to add a new time profile for when to display/hide specific apartment names in the 2Smart panel apartment directory, in IPassan Manager.



How to Add a New Time Profile for Relays

Watch how to add a new time profile for a relay in IPassan Manager.

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How to Add a New Time Profile for Holiday Periods

Watch how to add a new time profile for holiday/maintenance periods in IPassan Manager.



Monitoring the System

These videos give you an insight into the various ways you use IPassan Manager to monitor your access control system. From viewing system events & checking your system's network status, to creating & exporting custom reports, this section covers it all!

Remember, scan or click the QR code to watch the short tutorial video.



How to View the Event Log

Watch how to view & filter the system events log in IPassan Manager.



How to Delete Events from the Event Log

Watch how to delete events from the system event log in IPassan Manager.





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How to Create Custom System Reports

Watch how to create custom system reports in IPassan Manager.



How to Export System Reports

Watch how to export system reports in IPassan Manager.

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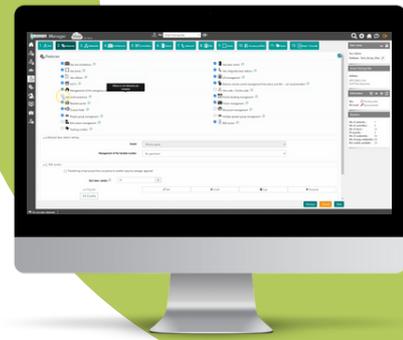


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How to Check the System's Network Status

Watch how to check the system's network status & firmware version in IPassan Manager.



Managing Companies

These videos show you how to set-up & manage companies on IPassan Manager; from creating a company & assigning an access profile, to adding individual employees.

Remember, scan or click the QR code to watch the short tutorial video.



How to Enable Company Management

Watch how to enable company management (which allows you to create & manage companies), in IPassan Manager.



How to Create a Company

Watch how to create a company in IPassan Manager.



How to Add a Company Access Profile

Watch how to create an access profile for a company in IPassan Manager.





How to Assign Individual Doors to a Company

Watch how to give a company access to a specific door (that is outside of their access profile), in IPassan Manager.



How to Add Employees & Assign Tokens

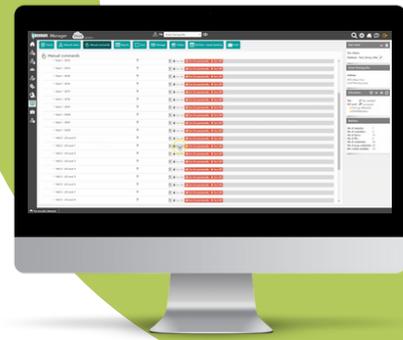
Watch how to add an employee & assign them with a token in IPassan Manager.



How to Add Employees & Assign Tokens (with Encoder)

Watch how to add a new employee, and assign them with a token using the USB Management Reader (encoder) in IPassan Manager.





Additional Functionality

These videos show you the additional functions that have not yet been covered in this guide. From backing-up & restoring a site, to creating automated tasks & dashboard shortcuts, this section ties up all the loose ends that you need to know.

Remember, scan or click the QR code to watch the short tutorial video.



How to Create a Site Back-Up

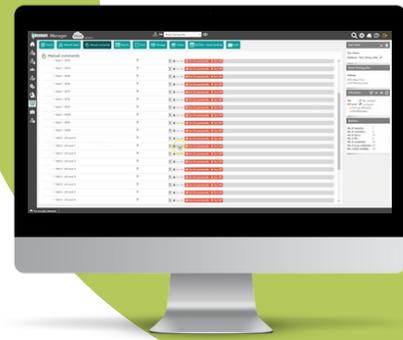
Watch how to take a back-up of a site in IPassan Manager.



How to Restore a Site From a Back-Up

Watch how to restore a site from an existing back-up file in IPassan Manager.





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How to Create Automated Tasks

Watch how to create automated tasks (i.e. delete event logs every 6 months) in IPassan Manager



How to Manually Open a Door

Watch how to manually open (unlock) a door in IPassan Manager

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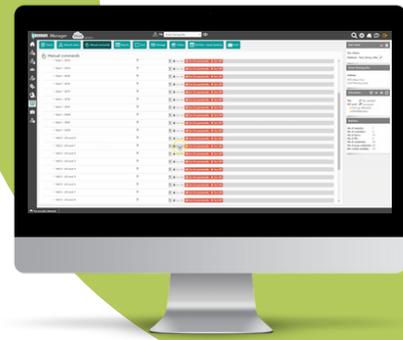


Scan or Click Me!



How to Manually Activate a Relay

Watch how to manually activate (turn on) a relay in IPassan Manager.



Scan or Click Me!



How to Create a Custom Reader Behaviour

Watch how to create a custom reader behaviour (e.g. green LED illumination) & associate that behaviour with a specific action (e.g. door access granted) in IPassan Manager



How to Create Dashboard Shortcuts

Watch how to create shortcuts & add them to your dashboard in IPassan Manager.

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