



# Operations Quick Start Guide

Setup your access control operations in minutes

## When & Where: schedules, site, and doors

This quick start introduces you to the basics of AirAllow. You'll set an automatic unlocked schedule for open door access to customers. Another where members can use their phone to gain access and relock after them. Next, you create a holiday, add a user and assigned access rules. You'll grant temporary access to a visitor with one-click passes. Finally, review the audit trail activities.

### □ Setup Staff & Open Schedules

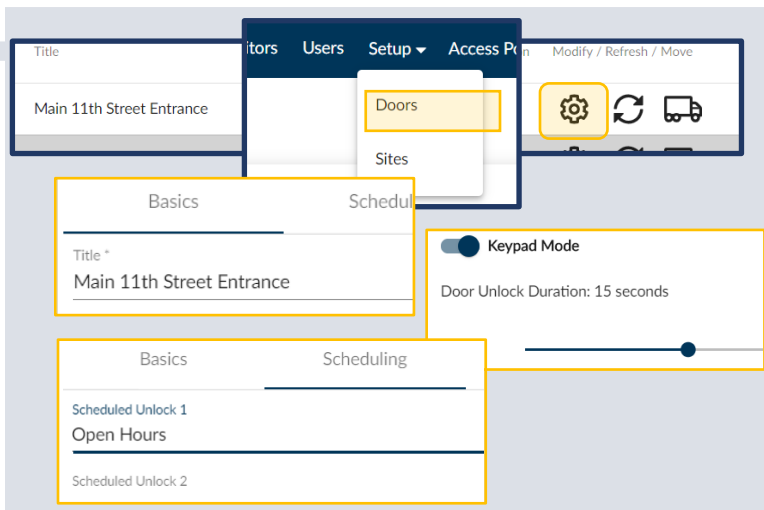
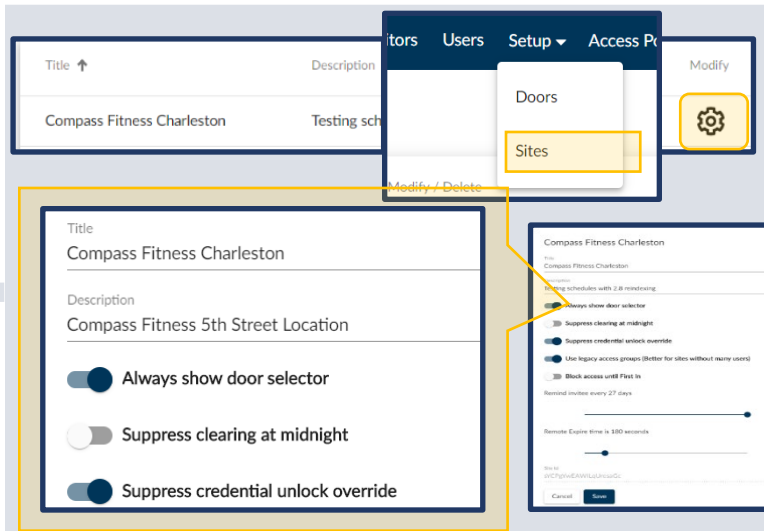
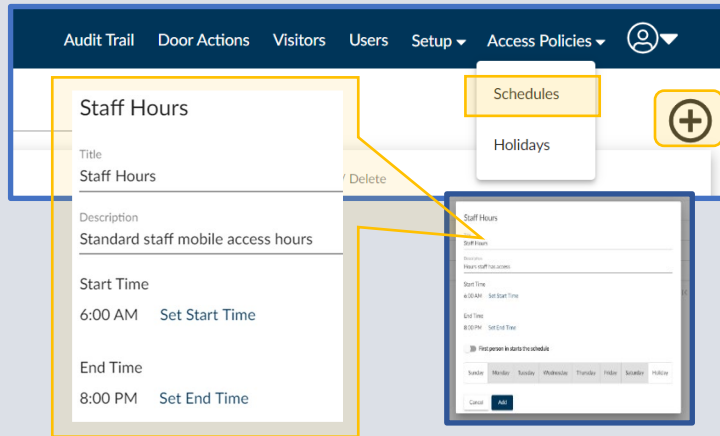
1. Access Policies > Schedules > Add Icon
2. Change title to "Staff Hours"
3. Set times & Day of Week, Save
4. Add Icon > Title to "Open Hours"
5. Set times & Day of Week, Save

### □ Name site, suppress clearing...

1. Setup > Sites > Cog icon
2. Enter a name for your site
3. Toggle **Suppress clearing at midnight** on
4. Press Save

### □ Name door, set unlock duration

1. Setup > Doors > Door Cog icon
2. Enter a friendly door name
3. Set **Door Unlock Duration** to 15 seconds
4. Select the Scheduling tab
5. Select the "Open Hours"
6. Press Save





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## When & Who: holiday, user, & access rules

### □ Add a holiday

1. Access Policies > Holidays > Add Icon
2. Change the title to the holiday name
3. Set the holiday date, press Save

### □ Add a user and assign access rules

1. Users > add user icon
2. Enter the name and email
3. Set AG1 Door to the *named door*
4. Set AG1 Schedule to "Staff Hours"
5. Press Save

### □ Confirm the auto unlock schedule

1. Audit Trail > filter on "Scheduled"
2. Verify the scheduled unlock occurred according to the schedule

When	Who	What	Where	Why
Mar 25, 2020, 6:39:00 PM	index: 1	Scheduled unlock	Main 11th Street Entrance	
Mar 25, 2020, 6:39:00 PM	index: 1	Scheduled unlock	17 willow Ave entrance	
Mar 24, 2020, 6:41:00 PM	index: 0	Scheduled lock	17 willow Ave entrance	
Mar 24, 2020, 6:39:00 PM	index: 0	Scheduled unlock	17 willow Ave entrance	

### □ Confirm the user can unlock

1. Mobile Credentials > Press Unlock
2. Verify the door unlocked
3. Audit Trail > filter on "granted"
4. Verify the user was granted access

Momentary Unlock  
Main 11th Street Entrance

Momentary Unlock  
17 willow Ave entrance

When	Who	What	Where	Why
Mar 24, 2020, 2:49:23 AM	125	Access granted via door passcode	00001000	
Mar 24, 2020, 5:48:15 AM	125	Access granted via door passcode	00001000	
Mar 23, 2020, 10:20:40 AM	j@l.com	Access granted via Access Group 1	Main 11th Street Entrance	
Mar 21, 2020, 5:05:29 AM	j@l.com	Access granted via Access Group 1	Main 11th Street Entrance	

### Other resources: