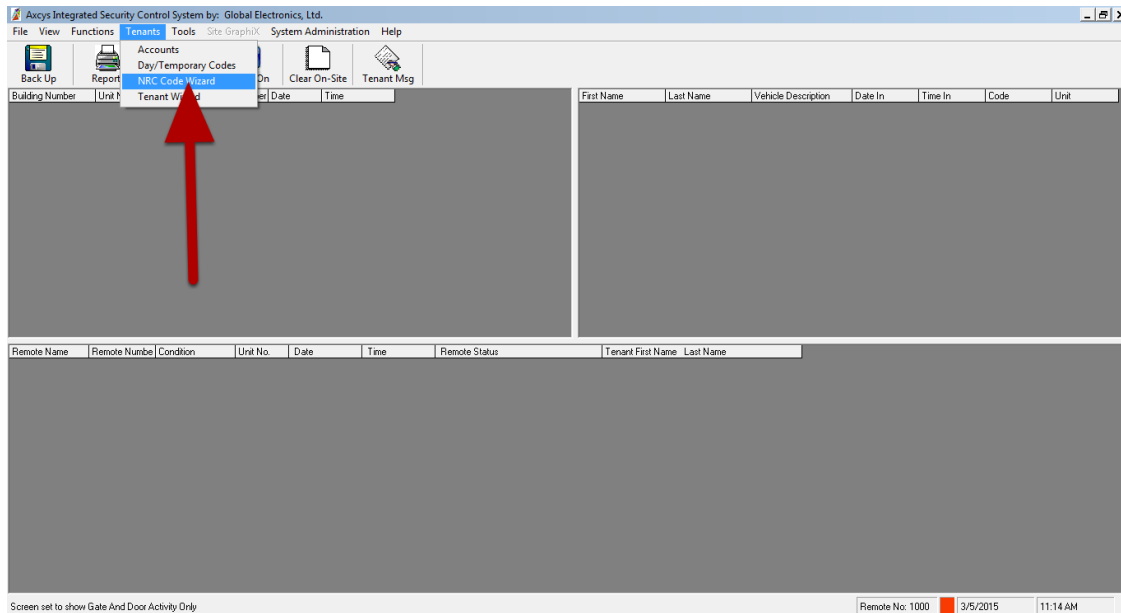
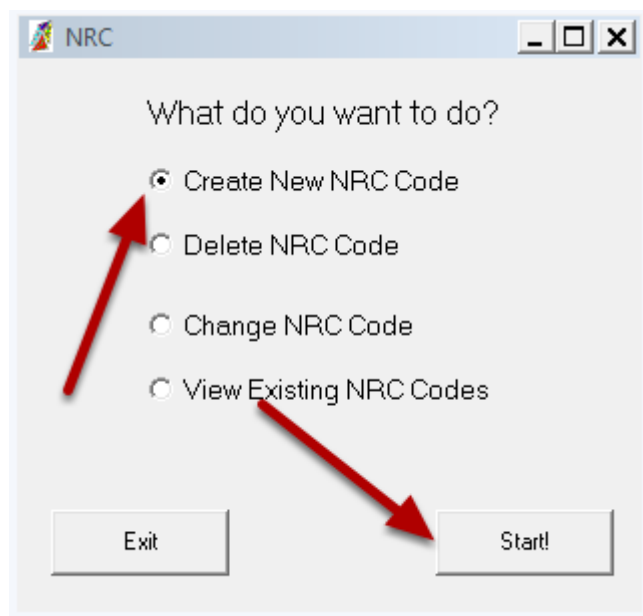


NRC Wizard Overview

An overview of the Axcys NRC Code Wizard



Click Tenants -> NRC Wizard to start.



Select what you want to do. In this case we will add a new NRC code.

Fill in User Details

Accounts ADDING A NEW NRC CODE

Find

Contact Information:
Acc No
 Secondary Account? Code **1234**
First Name **Employee**
Last Name **One**
Address
City
State Zip -
Home Phone
Work Phone
Cell Phone
E-Mail

More Contact Identification:
SSN / /
DOB / /
CC Number:
Exp. Dt. / /
Driver Lic.
DL State
DL Exp / /
Vehicle Desc.
Vehicle Lic
Employer

Access:
Last Visit
Visit Count
Keypad Zone
Lock Out Status:
 Locked Out
 Not Locked Out
Hours:
 Standard
 Unlimited
 Limited
 Custom
 Zone
 Anti Passback OFF/Over Ride Global Setting!
 Alert - See Manager
 Exempt From Holiday Rules?
 Override Zones?
 Auto Clear OnSite
Keypad Zone (NRC) Only
 Customize Gate Access
Play Way File

Tenant Communication
To enable this area, turn on in System Manager -> Preferences

Fill in the red tinted fields.

Select NRC Unit

Accounts ADDING A NEW NRC CODE

Find

Contact Information:
Acc No
 Secondary Account? Code
First Name
Last Name
Address
City
State Zip -
Home Phone
Work Phone
Cell Phone
E-Mail

More Contact Identification:
SSN / /
DOB / /
CC Number:
Exp. Dt. / /
Driver Lic.
DL State
DL Exp / /
Vehicle Desc.
Vehicle Lic
Employer

Access:
Last Visit
Visit Count
Keypad Zone
Lock Out Status:
 Locked Out
 Not Locked Out
Hours:
 Standard
 Unlimited
 Limited
 Custom
 Zone
 Anti Passback OFF/Over Ride Global Setting!
 Alert - See Manager
 Exempt From Holiday Rules?
 Override Zones?
 Auto Clear OnSite
Keypad Zone (NRC) Only
 Customize Gate Access
Play Way File

Tenant Communication
To enable this area, turn on in System Manager -> Preferences

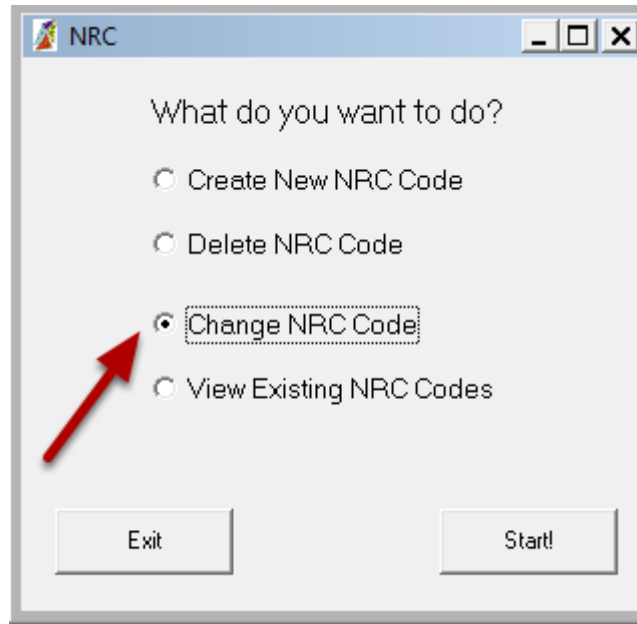
Assign Units to AccountsSELECT A SINGLE NRC UNIT TO ASSIGN TO THIS CODE

Bldg No	Building Name	Door No	Door Name	Assigned?	Primary Account
NRC		6	Door Number 6	N	Available
NRC		8	Door Number 8	N	Available
NRC		9	Door Number 9	N	Available
NRC		11	Door Number 11	N	Available
NRC		15	Door Number 15	N	Available
NRC		16	Door Number 16	N	Available
NRC		17	Door Number 17	N	Available
NRC		18	Door Number 18	N	Available
NRC		19	Door Number 19	N	Available
NRC		20	Door Number 20	N	Available
NRC		21	Door Number 21	N	Available
NRC		22	Door Number 22	N	Available
NRC		23	Door Number 23	N	Available
NRC		24	Door Number 24	N	Available

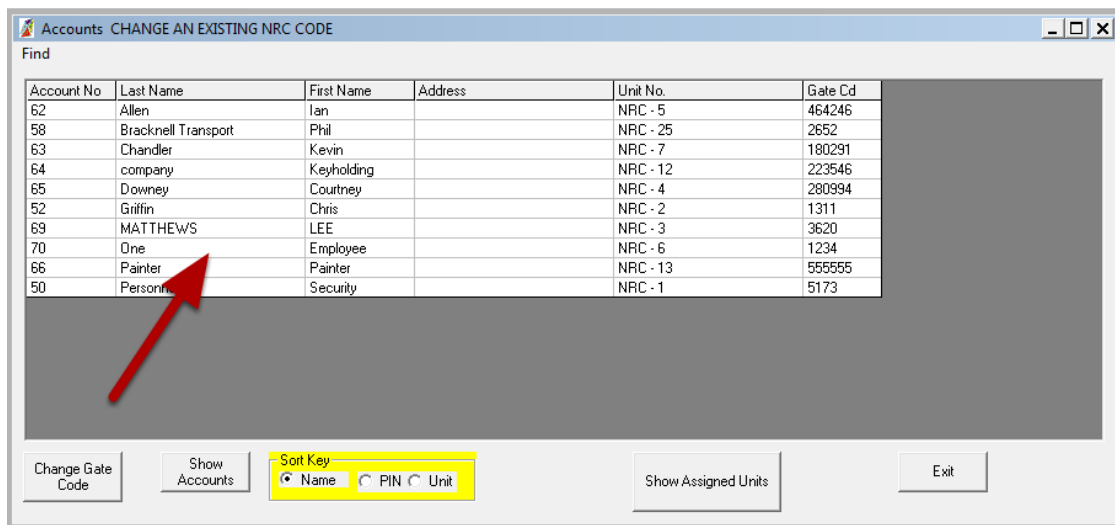
Please select a unit to assign.

Select any NRC unit you would like. It makes no difference which one is selected.

Change existing NRC Code



Select Existing NRC



Select the NRC account you are interested in changing.

Accounts CHANGE AN EXISTING NRC CODE

Find

Contact Information:
 Acc No 70
 Secondary Account? Code 1234
 First Name Employee
 Last Name One
 Address
 City
 State Zip
 Home Phone
 Work Phone
 Cell Phone
 E-Mail

More Contact Identification:
 SSN 000 / 00 / 0070
 DOB 0 / 0 / 0
 CC Number:
 Exp. Dt. 0 / 0 / 0
 Driver Lic.
 DL State
 DL Exp 0 / 0 / 0
 Vehicle Desc.
 Vehicle Lic
 Employer

Access:
 Last Visit 10/23/2014
 Visit Count 299
 Keypad Zone 0

Lock Out Status
 Locked Out
 Not Locked Out

Hours
 Standard
 Unlimited
 Limited
 Custom
 Zone 0

Anti Passback OFF/Over Ride Global Setting
 Alert - See Manager
 Exempt From Holiday Rules?
 Override Zones?
 Auto Clear OnSite
 Keypad Zone (NRC) Only 0
 Customize Gate Access
 Play Wav File

Tenant Communication
 To enable this area, turn on in System Manager > Preferences

Change Gate Code Show Accounts Sort Key
 Name PIN Unit Show Units Assigned to Account One Exit

Enter the NEW NRC code

Accounts CHANGE AN EXISTING NRC CODE

Find

Contact Information:
 Acc No 70
 Secondary Account? Code
 First Name Employee
 Last Name One
 Address
 City
 State Zip
 Home Phone
 Work Phone
 Cell Phone
 E-Mail

More Contact Identification:
 SSN 000 / 00 / 0070
 DOB 0 / 0 / 0
 CC Number:
 Exp. Dt. 0 / 0 / 0
 Driver Lic.
 DL State
 DL Exp 0 / 0 / 0
 Vehicle Desc.
 Vehicle Lic
 Employer

Access:
 Last Visit 1/4/2015
 Visit Count 916
 Keypad Zone 0

Lock Out Status
 Locked Out
 Not Locked Out

Hours
 Standard
 Unlimited
 Limited
 Custom
 Zone 0

Anti Passback OFF/Over Ride Global Setting
 Alert - See Manager
 Exempt From Holiday Rules?
 Override Zones?
 Auto Clear OnSite
 Keypad Zone (NRC) Only 0
 C
 Play

Tenant Communication
 To enable this area, turn on in System Manager > Preferences

Change Gate Code Show Accounts Sort Key
 Name PIN Unit Show Units Assigned to Account One Exit

Axcys Gate and Security Software
 Enter the new code in the Gate Code Field
 OK

Enter the NEW NRC code in the Code Field

Finish changing NRC Code

Accounts CHANGE AN EXISTING NRC CODE

Find

Contact Information:
Acc No 70
 Secondary Account? Code 4567
First Name Employee
Last Name One
Address
City
State Zip
Home Phone
Work Phone
Cell Phone
E-Mail

More Contact Identification:
SSN 000 / 00 / 0070
DOB 0 / 0 / 0
CC Number:
Exp. Dt. 0 / 0 / 0
Driver Lic.
DL State
DL Exp 0 / 0 / 0
Vehicle Desc.
Vehicle Lic
Employer

Access:
Last Visit 1/4/2015
Visit Count 916
Keypad Zone 0
Keypad Zone (NRC) Only 0
Play Wav File

Lock Out Status
 Locked Out
 Not Locked Out

Hours
 Standard
 Unlimited
 Limited
 Custom
Zone 0

Tenant Communication
To enable this area, turn on in System Manager -> Preferences

Save/Update

Click Save/Update

View Existing NRC Codes

NRC

What do you want to do?

Create New NRC Code

Delete NRC Code

Change NRC Code

View Existing NRC Codes

Exit Start!

Accounts

Find

Account No	Last Name	First Name	Address	Unit No.	Gate Cd
62	Allen	Ian		NRC - 5	464246
58	Bracknell Transport	Phil		NRC - 25	2652
63	Chandler	Kevin		NRC - 7	180291
64	company	Keyholding		NRC - 12	223546
65	Downey	Courtney		NRC - 4	280994
52	Griffin	Chris		NRC - 2	1311
69	MATTHEWS	LEE		NRC - 3	3620
70	One	Employee		NRC - 6	4567
66	Painter	Painter		NRC - 13	555555
50	Personnel	Security		NRC - 1	5173

Show Accounts Sort Key: Name PIN Unit Exit Save/Update

Delete NRC Code

NRC

What do you want to do?

Create New NRC Code

Delete NRC Code

Change NRC Code

View Existing NRC Codes

Exit Start!

Select the Existing NRC Code to Delete

Accounts DELETE AN EXISTING NRC CODE

Find

Account No	Last Name	First Name	Address	Unit No.	Gate Cd
62	Allen	Ian		NRC - 5	464246
58	Bracknell Transport	Phil		NRC - 25	2652
63	Chandler	Kevin		NRC - 7	180291
64	company	Keyholding		NRC - 12	223546
65	Downey	Courtney		NRC - 4	280994
52	Griffin	Chris		NRC - 2	1311
69	MATTHEWS	LEE		NRC - 3	3620
70	One	Employee		NRC - 6	4567
66	Painter	Painter		NRC - 13	555555
50	Personnel	Security		NRC - 1	5173

Delete NRC Code Show Accounts Sort Key: Name PIN Unit Exit

Click the row containing the existing NRC code that you want to delete.

Finish Deleting NRC Code

Accounts DELETE AN EXISTING NRC CODE

Find

Contact Information:
Acc No: 70
Secondary Account? Code: 4567
First Name: Employee
Last Name: One
Address:
City:
State: Zip: -
Home Phone:
Work Phone:
Cell Phone:
E-Mail:

More Contact Identification:
SSN: 000 / 00 / 0070
DOB: 0 / 0 / 0
CC Number:
Exp. Dt.: 0 / 0 / 0
Driver Lic.:
DL State:
DL Exp: 0 / 0 / 0
Vehicle Desc.:
Vehicle Lic.:
Employer:

Access:
Last Visit: 1/4/2015
Visit Count: 916
Keypad Zone: 0
Lock Out Status:
 Locked Out
 Not Locked Out
Hours:
 Standard
 Unlimited
 Limited
 Custom
Zone: 0
 Anti Passback OFF/Over
 Hide Global Setting!
 Alert - See Manager
 Exempt From Holiday Rules?
 Override Zones?
 Auto Clear OnSite
Keypad Zone (NRC) Only: 0
 Customize Gate Access
Play Wav File:

Tenant Communication:
To enable this area, turn on in System Manager -> Preferences

Delete NRC Code Show Accounts Sort Key: Name PIN Unit Exit

Click Delete NRC code to finish