Version: May 2011



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NOTE:

In the explanations of the various functions of the system, the focus is on operating the software. Please refer to the individual product manuals for descriptions of the individual product features, fittings and functions.

It is important to comply with the product approvals and system requirements when installing and operating the products. SimonsVoss accepts no liability and cannot provide support for installation or operation which deviates from these instructions.

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This manual applies to software without functional limitations. Functions or views in a customer's specific installation may deviate from these due to the software modules activated.

1.0 INTRODUCTION

Locking System Management (LSM) from SimonsVoss is a database-supported software package that enables you to create, manage and control complex locking plans efficiently. This documentation serves as a guide to help you structure and configure your locking plan. It will also assist you later on when it comes to monitoring and controlling the locking system, making management of **the system** easier.

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Locking system.									Fie S	ti M	le M	arke	ting	_	Book	kee	Deve	lopm	er Cl	eaning	
Sample JSC 62								NAME (PEOPLE)													
Transponder groups (System group)								ŝ						e		-	E .				
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= 🏠 Areas								PR TZ			1	4	4	4	4 4	4	5 5	4	4 4	4 4	
(System area)	NAME (DOORS/LOCKS	в	F	RN	SN	N	TP	PR												1000	
Development hardware	34qw5	MB	wert	wrt	L-00031		514	+												××	
Direction software Area Pinance	Conference 120	MB	1st		L-00040		514	٠.												××	
- Managment	Conference 121	MB	1st	121			514	10									* *			* *	
Marketing	Office 101	MB	1st		L-00023		514	5												××	
- @ Sanitary	Office 102	MB	1st		L-00024		514	*	_		_		-			-				* *	
Technician	Office 103	MB	1st		L-00025		514	*	_		-				_	-				* *	
Tst floor	Office 104	MB	1st		L-00026		514 514								-	-				× × × ×	
2nd floor	Office 105 Office 106	MB	1st		L-00027		514		-			-	14		-	-				× ×	
a Basement	Soffice 107	MB	1st		L-00029		514		-		-	-								xx	
Ground Roor				-	000094		514		-	2	c 34	-	36	-		-		-		× ×	
	Main entrance 01 Main entrance 01	MB	gf af		000094		514			x			-		-	-	-			2 2	
	Main entrance 01 G	MB	gr of		L-00001		519		-	P	-	-		-		-		-		x x	
	Main entrance 01 G	MB	gr		000097		514	4		×		-			-	-		+		xx	
		1410	9	-	000037		514	4		x		+				-		++		xx	
	Coffice 82		-		000099		514	4		x		-			-	1				× ×	
	Office 03 Office 04				L-00032		514			10	-	-				1	-			××	
	Coffice 04	-	1	1	L-00033	1.1	514		-			1			-	-	-	++		xx	

1.1. IMPORTANT NOTE

SimonsVoss Technologies AG shall assume no liability for damage caused by incorrect assembly or installation.

Access through a door may be denied if components are incorrectly assembled or programmed. SimonsVoss AG shall assume no liability for the consequences of incorrect installation, such as denied access to injured persons or persons at risk, damage to property or any other form of damage.

1.1. UNDERSTANDING THIS MANUAL

⇒ MENU ITEMS

The LSM menu items are indicated in this manual by the **C** symbol.

EXAMPLES⇒ Edit⇒ Area

HEADINGS AND CHECKBOXES

Headings and checkboxes shown in the screenshots are differentiated by the use of inverted commas.

EXAMPLES

"User Groups" "Areas"

BUTTONS

Buttons shown in the screenshots are highlighted in grey.

EXAMPLES OK Apply

KEY COMBINATIONS

The key combination you can use to start the required functions is shown in bold.

Ctrl+Shift+X

PATH SPECIFICATIONS

If an instruction refers to a directory on a drive, the path is provided in italics.

EXAMPLE *C:\Program files\SimonsVoss\LockSysGui*\

NOTE

The specification *[CDROM]* is a variable and describes the letter identifying the drive of the CDROM drive on the computer (e.g. "D") on which installation is to be carried out.

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2.0 ICONS

NOTE

- Icons and entries in the menu only become active once an associated object is highlighted.
- You can use Shift or Ctrl to highlight multiple table entries at the same time.
- By double-clicking in the table you can jump to the object's properties.

EDIT TOOLBAR

Active Inactiv icon e icon		Function	Shortcut
		Edit locking system	Ctrl+Shift+A
\triangle	\bigtriangleup	Area	Ctrl+Shift+S
		Edit door	Ctrl+Shift+D
		Edit lock	Ctrl+Shift+C
00	00	Edit transponder group	Ctrl+Shift+G
\odot	0	Editing transponders	Ctrl+Shift+O
		Edit public holiday list	
23	23	Edit public holiday	
	Ð	Edit time zones	
	•	Edit person	Ctrl+Shift+P

1.2. STANDARD TOOLBAR

Active icon	Inactive icon	Function	Shortcut
2	\searrow	Log on	
×	×	Log off	
		New locking system	
Q		New lock	
	Q.	New transponder	
.	B ?	Read lock	Ctrl+Shift+K
@ ?	02	Read transponder	Ctrl+Shift+R
4	4	Program	
8	×	Cut	
		Сору	
		Paste	
	=	Print matrix	
14		First data record	
•		Previous data record	
•	•	Next data record	
►I		Last data record	
×	₽ ×	Remove	
.⊫L	.₽↓	Apply	
9	45	Update	
Q,	0,	Browse	
Fig.	$\mathbb{F}_{\mathbb{Q}^{2}}$	Filter not active	
F	F	Filter active	
?	?	Info	

1.3. AREAS / TRANSPONDER GROUP VIEW



A black cross with a circle inside it represents group authorisation.



A grey cross with a circle inside it stands for "inherited authorisation.

1.4. DOORS / PERSONS VIEW



Authorisation that has been enabled but not yet programmed into the lock



Authorisation that has been programmed into the lock



Authorisation that has been removed and not yet transferred to the lock



Authorisations that have not yet been programmed which comply with the group structure of the locking system, in other words that originate from the group view, are indicated by a small black triangle



Programmed authorisations that comply with the group structure of the locking system, in other words that originate from the group view, are indicated by a small black triangle



Removed authorisations that comply with the group structure of the locking system and have not yet been programmed



Authorisations that do not comply with the group structure of the locking system are indicated simply by a cross, with no black triangle (individual authorisation).



Authorisations that have been subsequently withdrawn, contrary to the group structure of the locking system, feature a black triangle but no cross indicating authorisation.



White (grey) box: authorisation can be enabled here.



Checked (greyed out) box: this field no longer belongs to the locking system and no authorisations can be enabled. You have no write permission or the locking plan blocks this box (e.g. when a transponder is deactivated).

1.5. GROUP AUTHORISATION TREE VIEW



Manually enabled (black)



Directly inherited (green)



Indirectly inherited – inherited via subordinate group (blue)



Directly and indirectly inherited (blue / green)

1.6. PROGRAMMING REQUIREMENT

EXPLANATION

There are various reasons why it may be necessary to program a transponder or lock. The programming lightning symbol is shown in different colours to indicate the different reasons why programming is required.

DISPLAY



Simple programming requirement for components



Transponder:

- Validity expired
- Deactivated

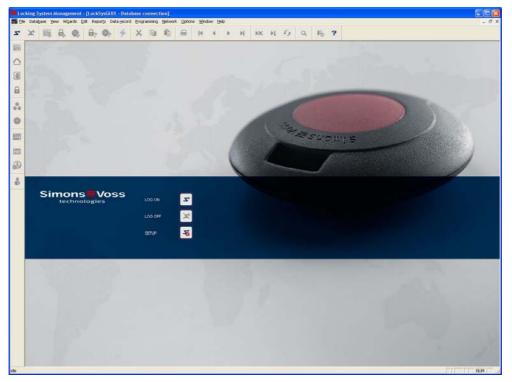
Lock

- Only overall locking level assigned
- Not assigned to any door
- Not assigned to any locking system
- Door without lock



Programming requirement on a lock after creating a replacement transponder in the overlay mode of a G1 system

3.0 SETTING UP AND OPENING THE DATABASE



START SCREED



Log on to the database, authentication then takes place when user data is entered

Log off the database

Settings for the database connection

In the Setup dialogue you can set the connection to the database you want. Your locking system administrator provides you with the necessary information.

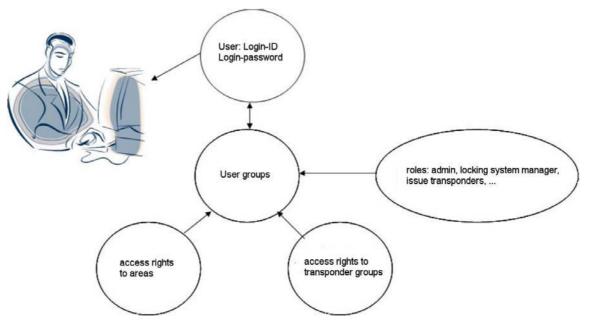
	LSM Basic			ess / LSM Pr	otess
Database Ašac: Default OK	Intel A v	use as default	LSM Sittup → Database setue Adam Data source Detaut ales → Advantage Server Type ↓ Advantage Server ↓ Advantage Interne ↓ Advantage Interne	sse Server I Server	•

NOTE

The software access data should be kept safe according to the valid IT guidelines and not made accessible to unauthorised persons.

4.0 USER MANAGEMENT

1.7. GENERAL



LSM allows you to assign individual rights to each software user (user) in an extremely flexible manner. After logging in with their user name and password, created users can only access the database with their individual rights. Pre-defined rights are issued through user groups, which are indicated by a shared "role" (admin, locking system manager, issue transponders, etc.) and access rights to certain lock areas or transponder groups.

1.8. INTRODUCTION

All LSM users receive a login and password which they use to log into the locking plan database. Users can change their password themselves if it has been disclosed to others, for example. A user's management rights in LSM are controlled by the group(s) he or she belongs to. There is no restriction to the number of groups that a user can be in. Together, the management rights a user inherits from various groups form an effective rights profile. The management rights of each user group have three features: write access, assignment to transponder groups and areas and, lastly, roles.

1.9. LOGGING ON TO THE DATABASE

Standard log-on information User Admin Password system3060

Admin AL system3060

Note:

These passwords must be changed immediately in productive systems to prevent unauthorised access to the locking system data.

5.0 USER MANAGEMENT (FROM LSM BUSINESS EDITION)

1.10. READ ACCESS (LZ), WRITE ACCESS (SZ)

If the 'write access' option is not selected, users only have read access to the roles assigned to them. In the locking plan, this means that they can view but not change the corresponding elements (select/deselect or change object properties). In terms of communication with the SV devices, this access means that users can only read data and not program or reset it. But if the 'write access' option is selected, users can perform read and write activities.

1.11. ASSIGNMENT TO TRANSPONDER GROUPS AND AREAS

Access to transponders, transponder groups, locks, doors, areas, individual authorisations, group authorisations and locking systems is enabled by assigning a user group to various transponder groups and areas.

1.12. ROLES

Each user group except the administrator group can have several roles.

1.12.1 LOCKING SYSTEM MANAGEMENT (SV)

This role allows a user to view or change the properties of a locking system. To do this, the user must at least be assigned to the system group and the system area of the locking system in question (highest level).

This role is only available in conjunction with four other roles:

- 1. Program/read transponders
- 2. Program/read locks
- 3. Edit transponders and groups
- 4. Edit locks and areas

1.12.2 EDIT LOCKS AND AREAS (SB)

This role relates to locks, doors, areas and access authorisations.

AREAS

Users can only view or change all of the area properties if they are appropriately assigned to the area.

CREATING A NEW LOCK/DOOR

All users with the 'Edit locks and areas' role with write access can create a new lock or door.

EDITING/DELETING A LOCK/DOOR

A user with the 'Edit locks and areas' role can view, edit or delete the properties of a lock or door as long as one of the following conditions is satisfied.

1. He or she is explicitly assigned to the 'black' area that the door (together with the lock) is assigned to

- 2. The lock has not yet been added to a door
- 3. The assigned door has not yet been added to a 'black' area

ACCESS AUTHORISATIONS (MATRIX VIEWS)

Groups or individual authorisations can only be viewed or changed in the matrix view if

- Both the "Edit locks and areas" and "Edit transponders and groups" roles are available
- The corresponding group and area are assigned

1.12.3 EDIT TRANSPONDERS AND GROUPS (TP)

This role relates to transponders, transponder groups and access authorisations

TRANSPONDER GROUPS

Users can only view or change all of the transponder group properties if they are appropriately assigned to the transponder group.

CREATING A NEW TRANSPONDER

All users with the 'Edit transponders and groups' role can create a new transponder

EDITING TRANSPONDERS

A user with the 'Edit transponders and groups' role can view or edit a transponder as long as one of the following conditions is satisfied

- He or she is explicitly assigned to one of the transponder groups containing the transponder
- The transponder has a free data record

To assign the transponder to a transponder group (and remove it from the group), this transponder group must always be explicitly assigned to the user group. Deleting and deactivating a transponder requires the rights to ALL of the transponder's transponder groups (data records).

ACCESS AUTHORISATIONS (MATRIX VIEWS)

See above Program/read transponders

READING TRANSPONDERS

Irrespective of write access, a user with the 'Program/read transponder' role can read all transponders.

RESETTING TRANSPONDERS

A user with the 'Program/read transponders' role with write access to all the data records available in the transponder can reset the transponder.

PROGRAMMING TRANSPONDERS

A user with the 'Program/read transponders' role with write access to all the data records available in the target status of the transponder can program the transponder.

1.12.4 PROGRAM/READ LOCKS (SP)

READING A LOCK

Irrespective of write access, a user with the 'Program/read locks' role can read all locks.

PROGRAMMING / RESETTING A LOCK / READING A TRANSPONDER LIST / SETTING THE TIME

One of the following conditions must be satisfied

- The user has the 'Program/read locks' role and has write access to the 'black' area where the lock (or door) is located
- The lock is not assigned to the door or the door is not assigned to a 'black' area. Irrespective of write access, all users with the 'Program/read locks' role can reset this kind of lock (but not program it)

1.12.5 CONFIGURE NETWORK (NK)

Irrespective of write access and area affiliation, all users with this role can perform the following functions:

- 1. Configure WaveNet: manage network/WaveNet
- 2. Configure LON: manage network/LON network

3. Manage local connections and communication nodes: network/local connections, network/communication nodes

1.12.6 MANAGE NETWORK (NV)

Irrespective of write access and area affiliation, all users with this role can perform the following functions:

- 1. Manage events and responses: network/event manager
- 2. Manage network tasks: network/task manager

3. Perform collective tasks: network/collective tasks

4. Perform remote opening: network/activating the lock (provided that the user also has the 'Emergency opening' role)

1.12.7 ADMINISTRATION OF ACCESS LISTS (ZA)

This role is not linked to areas and transponder groups.

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Only users with this role can control issuing of the 'Manage access lists' and 'Administration of access lists' roles. The administrator group has this role at first. This role can be taken away from the administrator group at a later date once a special user group has been created with the 'Administration of access lists' role. From this point, administrators can no longer issue or revoke the two roles or view, read or delete the access lists. The option of configuring the access list restrictions (Options/Access lists) is also linked to the 'Administration of access lists' role.

The 'write access' option is ignored in this role.

1.12.8 MANAGE ACCESS LISTS (ZA)

This role extends to locks as follows (either/or conditions):

- 1. The user must have a right to the "black" area in which the lock is located
- 2. The lock doesn't have a "black" area

Users with this role can perform the following functions:

- View the read access lists in the Edit/Lock Properties/Access list view. If users have write access, they can also delete the list
- The access lists can be read via 'Programming/Read lock/Access list'

ATTENTION!

The access lists can also be read via Network/Collective tasks/Locks/Access lists. All you need for this is the 'Manage network' role. The access lists themselves are however not displayed.

1.12.9 STAFF MANAGEMENT (PV)

This role is independent of area or transponder group assignment. It allows a user to open the Edit/Person view, create new persons and change or delete existing ones. In this view, users can also change assignment to transponders as long as they have the additional rights to do so.

1.12.10 USE HANDHELD (HB)

Users with this role can export tasks to the PDA or Palm and read in the results. Only the 'black' areas to which the role is assigned are available to users for exporting. This requires write access.

A user can perform the following tasks on the PDA itself:

1. Program lock (if programming is required)

2. Read transponder list (only the transponders from the assigned transponder groups are displayed by name)

- 3. Set time
- 4. Reset lock

If the user has additional roles, he or she can perform the following tasks:

Page 18

Role				Task							
'Manage	access lists'			'Read access list'							
'Emerger	ncy opening'			'Open door'							
'Edit	transponders	and	groups',	'Change transponders'							
'Edit locks	'Edit locks and areas'										
'Edit lock	s and areas'			'Change actual data'							

1.12.11 TIME MANAGEMENT (ZW)

Users with this role can manage time zones, time groups, public holidays and public holiday lists

1.12.12 PRINT REPORTS (BD)

This role allows the user to view and print out reports using the 'Reports' menu item. The reports, which are available in different views (e.g. Lock properties/Transponders/Print view) are oriented towards the rights to the corresponding object (in our example, the lock). Simply put, if the object is displayed in the view, users can also use the 'Print view'.

1.12.13 READ LOG (PL)

A user with this role can use the 'View/Log' view

1.12.14 EMERGENCY OPENING (NO)

A user with this role can perform an emergency opening (Programming/Emergency opening) and remote opening (Network/Remote opening). If the user also has the 'Use handheld' role, he or she can specify an emergency opening password for the PDA and perform the 'Open door' task on the handheld device using this password.

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1.13. USER GROUP

1.13.1 GENERAL INFORMATION ABOUT USER GROUPS

PROCEDURE

- Edit
- Cliser group

													ndb\lsi															
Eile	e Data	abase	e ⊻ie	w W	lizards	Edit	t Rep	ports	Data <u>r</u> e	ecord	Progr	ammi	ng <u>N</u> e	work	(Opti	ons <u>W</u> i	ndow	Help										- 8 :
<u>2</u> ,	×		ų,	4	C		;	0	1	4	Ж	E		b		4	4	•	Þ	I	₽×	¥.	9	Q,	Fø	?		
		Store	nam						~			De	escription								ĩ							
\triangle												Group of administrators																
	F			cess																								
	[Use											Role															
	Admin										Admi Lock Prog Prog Edit 1 Conf Gamma Admi Admi Admi Admi Admi Aman Persi Time Frint Read Emei	ing sy am/r ransp ransp ocks gure age a age a onnel onnel onnel man- repor	vstem m ead trai ead loc ponders and are network etwork ation of administ agements	nsponde ks and gro eas c audit trail Is stration	is ups													
					<u>[</u>	E	dit					Edit																
			Edit		N	ew								ply		<u>E</u> xi	t _		<u>H</u> elp									
idle	J																				M	IRAGE	: COM(*) TCP pc	rt:6000	Adr	nin 🗌 🕅	UM 👘

EXPLANATION

"Group name"	\rightarrow	Designation of user group
"Description"	\rightarrow	Free field for describing the user group
"Write access"	\rightarrow	The roles selected in the right-hand column
		have the right to make changes. Write access is mandatory for some roles.
"Role"	\rightarrow	Selects the rights that a user of the group is assigned
Users – Edit	\rightarrow	Manages the users in the user group
Role – Edit	\rightarrow	Selects the areas and transponder groups

for access

1.13.2 **USERS - GROUP MEMBERS**

EXPLANATION

It is possible to add individual users to certain groups

PROCEDURE

- **C** Edit
- **D**User group
- Edit under "User"
- Select user
- Add or Remove •
- OK •
- Apply ٠
- Close •

User administration		×
Name of the user group	Administrators	
Assigned users	Not assigned	
	John Gilmore	
	< - Add all	
	- Add	
	Remove ->	
	Remove all ->	
1		
		Cancel
(COK		Caricel

EXPLANATION

"Assigned"	\rightarrow	Group members
"Unassigned"	\rightarrow	Other users with no group
Add all	\rightarrow	All users that have not y
		are added to the group
Add	\rightarrow	The highlighted user is ad
Remove	\rightarrow	The highlighted user is

- p affiliation yet been assigned
- dded to the group
- removed from the group

the group

All of the assigned users are removed from

 \rightarrow

Page 21

Remove all

1.13.3 USERS - ROLES

Read access (LZ)	\rightarrow	Read access in LSM
Write access (SZ)	\rightarrow	Right to make changes
Locking system management	\rightarrow	All the functions of relevance to managing a
(SV)		locking system using the software can be
		performed
Program/read transponders (TP)	\rightarrow	Transponders can be read. Programming
		and resetting only possible with right (TB,
		SZ)
Program/read locks (SP)	\rightarrow	Unknown locks can be read. Resetting
		possible. Programming only possible with
		right (SB, SZ)
Edit transponders and groups	\rightarrow	Transponders and transponder groups can
(TB)		be created and edited. Programming only
		possible with right (TP, SZ)
Edit locks and areas (SB)	\rightarrow	Locks and areas can only be created and
		edited. Programming only possible with right
		(SP, SZ)
Configure network (NK)	\rightarrow	Network settings and local device settings
		can be made
Manage network (NV)	\rightarrow	Events and tasks can be set up and
		managed
Administration of access lists	\rightarrow	Administration of access to the access lists
(ZA)		is permitted
Manage access lists (ZV)	\rightarrow	View and edit the contents of the access
		lists
Staff management (PV)	\rightarrow	Personal details can be changed
Use handheld (HB)	\rightarrow	Exporting and importing the locking plan on
	_	handheld devices is permitted
Time management (ZW)	\rightarrow	The time zone plan, time groups, public
		holidays and public holiday lists can be
		edited and changed
Print reports (BD)	\rightarrow	Reports can be created, printed out and
/=		exported
Read log (PL)	\rightarrow	Log can be viewed
Emergency opening (NO)	\rightarrow	Emergency opening can be performed

Page 22

1.13.4 ROLES - RESPONSIBILITY

EXPLANATION

It is possible to restrict the user roles to certain areas and transponder groups, allowing tasks to be precisely distributed in the locking plan.

PROCEDURE

- Edit
- **O**User group
- Edit under "Role"
- Select "Areas" and "Transponder groups"
- OK
- Apply
- Close

User group Lockingsystemmanag The role is listed in the checked (black checkmark) areas According to the hierarchical concept, the responsibility als (green checkmark) Areas	and transponder groups below.
 Sample JSC 61 Sample JSC 62 Sample JSC 62 Sevelopment hardware Direction software Finance Marketing Marketing Media Sanitary Technician Head office London 1st floor 3rd floor Ground floor 	 Sample JSC G1 Sample JSC G2 Managment Cleaning Direction development hardware Development software Direction distribution Field staff Direction finance Bookkeeping Controlling Direction marketing Marketing Staff Technician

EXPLANATION

"Areas"

- → All of the highlighted areas can be managed by the user group
- "Transponder groups" \rightarrow All of the highlighted transponder groups

Inherit role

 → Subordinate areas and transponder groups are also highlighted and can therefore be

Page 23

Remove inheritance

managed

 \rightarrow

Subordinate areas and transponder groups can no longer be managed

1.13.5 CREATING A USER GROUP

PROCEDURE

- C Edit
- **C** User group
- New

1.13.6 EDITING A USER GROUP

PROCEDURE

- C Edit
- S User group
- Select user group using arrow buttons
- Change user group
- Apply

1.13.7 DELETING A USER GROUP

PROCEDURE

- Edit
- Cliser group
- Select user group using arrow buttons
- Data record 🗢 Remove or 💌

Page 24

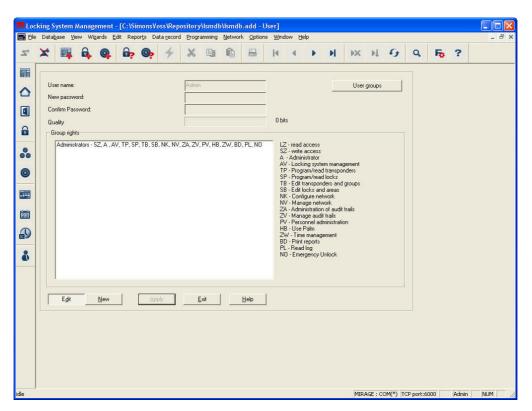
1.14. USER

EXPLANATION

Users authenticate themselves on the LSM by entering their user name and password. Users are specified in the log, making it possible to trace which user performed a certain procedure. Users receive their rights in the locking plan through the user group.

PROCEDURE

- C Edit
- User



EXPLANATION

"User name"	\rightarrow	Name with which the user logs into the LSM
"New password"	\rightarrow	Password with which the user authenticates himself or herself on the LSM
"Confirmation"	\rightarrow	Confirmation of the above password when creating or changing the password
"Quality"	\rightarrow	Quality index of the entered password
"Group rights"	\rightarrow	Displays the assigned groups and their rights
User groups	\rightarrow	Calls up the user group management
New	\rightarrow	Creates a new user

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1.14.1 CREATING USERS

PROCEDURE

- Cedit
- **O**User
- New

1.14.2 CHANGE USER

PROCEDURE

- Cedit
- CUser
- Select user using arrow buttons
- Change user
- Apply

1.14.3 DELETING USERS

PROCEDURE

- Cedit
- **O**User
- Select user using arrow buttons
- Data record **C** Remove or

1.14.4 ASSIGNING A USER GROUP

EXPLANATION

• To issue a user with rights in a locking plan, the user must be assigned to a user group. A user can be a member of more than one group.

PROCEDURE

- C Edit
- **C** User group
- Select user group using arrow buttons
- Click on Edit under "User"
- Select user
- Add
- OK
- Apply

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6.0 USER MANAGEMENT (LSM BASIC EDITION)

With components from SimonsVoss it is possible to log instances of access or attempted access by transponders at locks (cylinders, SmartRelais) when corresponding fittings are installed.

Even the system administrator should not have access to this data for data protection and internal company reasons. Where necessary, this data may be accessed by the company's data protection officer or works council observing legal and company regulations.

The user concept described in chapter 2.3 is therefore also used in the LSM Basic Edition. User data and the associated roles (user groups) are predefined and cannot be modified by the user.

Any customisation or extension required can be made using the LSM Business Edition or higher.

1.15. DEFAULT SETTINGS

User groups:

- 1. Administrators with all roles,
 - however the "Administration of access lists" and "Manage access lists" roles can be removed from this group.
- 2. Access list administrators with the following roles (read access only):
- Manage access list
- Administration of access lists
- Program transponders
- Program locks
- Edit transponders and groups
- Edit locks and areas
- Use handheld

Users:

- 3. Admin
 - Member of "Administrators" user group
- 4. Admin AL (Administrator Access List) Member of "Administration of access lists" user group

Authorisations

- 5. The "Administration of access lists" group has access to system groups and system areas
- 6. Admin is allowed to select areas and transponder groups in the "Administration of access lists" group

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7.0 INHERITANCE PRINCIPLE

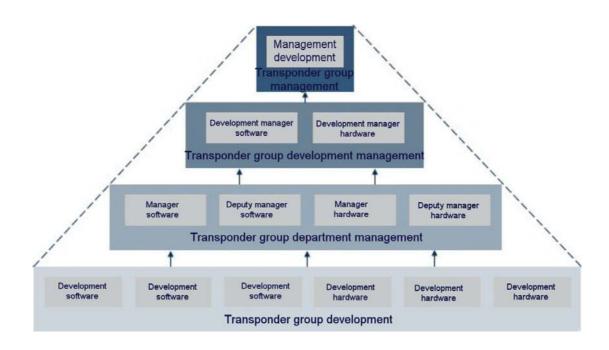
1.16. GENERAL

Inheritance is a way of representing a company's hierarchy in the locking system. When inheritance is implemented correctly, it greatly reduces the user's workload. It allows you to automate certain processes by assigning a transponder to a particular transponder group. Transponders can therefore be automatically authorised and activated in locks without the user having to perform any additional steps such as authorising in the individual locks.

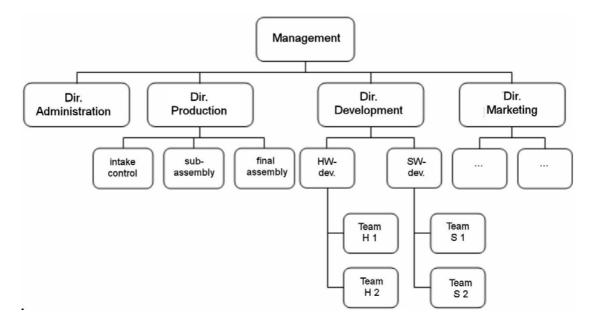
1.17. TRANSPONDER GROUP HIERARCHY

EXPLANATION

In LSM, the staff structures are mapped on transponder groups. A company's staff structure can be represented by a hierarchy in the transponder groups. The more structured a company is, the easier it is to display it in the hierarchy of transponder groups.



EXAMPLE



In the example above, the "S2 team" forms one transponder group. The same applies for the "Software Development" team leader, the head of the "Development" department and the management team. If a person is being added to the "S1 team" transponder group, the superordinate transponder groups are also automatically authorised if inheritance is activated. Because the transponder group for the management team is located right at the top of the hierarchy and therefore receives a multitude of locking authorisations in the locking system, it normally has very few transponders.

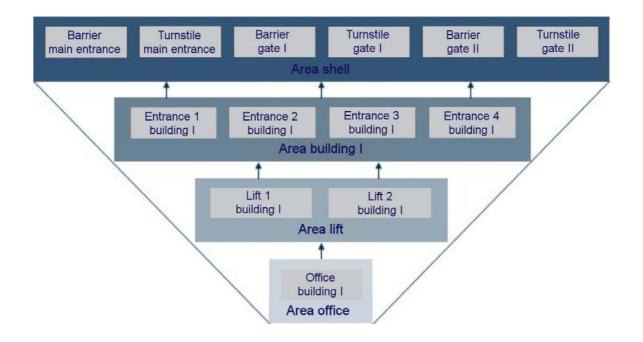
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1.18. AREA HIERARCHY

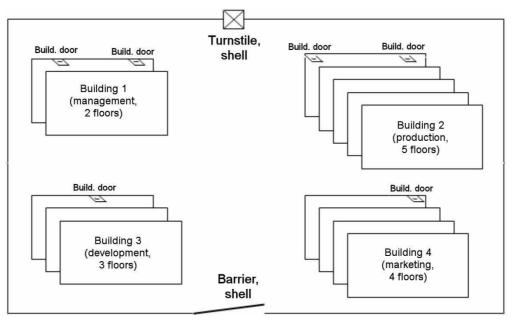
EXPLANATION

In LSM, the authorisation structure is represented by areas. A buildings's usage structure can be represented by a hierarchy in the areas. A superordinate area can basically have any number of subordinate areas, while a subordinate area can only have one superordinate area.

Doors that are accessed very often and by many different people should be located at the top of the structure. All of the transponders with authorisations in a specific area are automatically authorised in the areas above it.



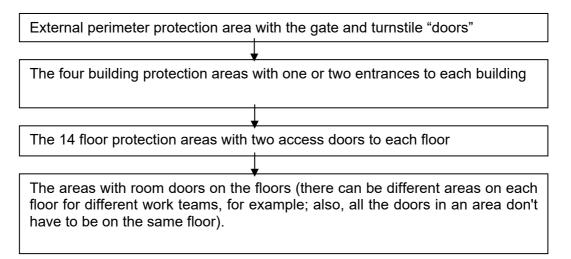
EXAMPLE



The diagram above shows a typical industrial location with 4 buildings for management, development, marketing and production.

- The external perimeter of the grounds is protected by a fence, gate, and turnstile.
- The buildings have one or two entrance doors
- The buildings also have a different number of floors, which are protected by 2 doors on each floor to the stairwell or lifts, for example.
- On the individual floors, offices and production rooms are protected by office doors and fire-retardant doors.

These basic conditions result in a simple 4-level hierarchical room structure:



Shell
B1.management
- 1st floor
Office 1
Cafeteria 2nd floor
open-plan office
B.2 production
- 1st floor
- 2nd floor - 3rd floor
- 4th floor 5th floor
B.3 development
- 1st floor
- 2nd floor
H2 lab
3rd floor
designcenter
B.4 marketing

The dependencies of the individual areas can be clearly represented in an organisational chart using a tree structure.

EXAMPLE:

The superordinate "external perimeter" area is made up of the 2 gate and turnstile "doors".

This area has 4 subordinate areas:

Building 1 area: the 2 entrance doors to the management building (building 1)

Building 2 area: the 2 entrance doors to the production building (building 2)

Building 3 area: the entrance door to the development building (building 3)

Building 4 area: the entrance door to the marketing building (building 4)

The building 1 area itself has a superordinate external perimeter area and 2 subordinate areas, each consisting of 2 floor protection doors on both floors of the building, etc.

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1.18.1 ISSUING AUTHORISATIONS AND INHERITANCE CONCEPT

If a transponder group is authorised to an area, the reserve for the transponder group is programmed into the lock when the locks are programmed. Normally, this means that these locks don't need to be programmed again if a new employee is added to this transponder group, because this transponder has a transponder ID from the reserve that is already authorised in the locks for the area.

If a transponder group is authorised in a certain area, this authorisation is inherited in a directly ascending line by the area one level higher, where it then continues to be inherited until it reaches the highest area, which is the external perimeter in our example.

A similar inheritance takes place in the transponder group hierarchy. If a transponder group receives an authorisation for a certain area, this authorisation is automatically inherited by the transponder group one level higher. In our example, the department managers' transponder group passes on its authorisation to the management's transponder group.

8.0 LOGGING

EXPLANATION

All of the user actions that change the status of the system are written in the log file. These records show the actions performed, who initiated them and when (thanks to date stamping and continuous numbering). The data in this file cannot be deleted individually and is stored for around half a year as standard. Complete traceability can therefore be guaranteed through the use of appropriate backup strategies. Logging in LSM is audit-compliant, in other words, individual entries cannot be changed.

PROCEDURE

- **C** View
- 🕨 🗢 Log

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	No.	Date	Time	User	Туре	Name	Action	Туре	Name	Descript			
		2010:04:14 2010:04:12	23:43:44 00:19:23	admin admin			Log on			Users "a Users "a			
		2010:04:12	17:13:11		User group	Lockingsystemm	Log off Set up			Users a Users "a			
		2010:04:10	16:58:06	admin			Log on			Users "a	dmin"		
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The volume of data displayed can be filtered by various criteria using the selection boxes, which increases clarity. For example, information can be accurately filtered for certain time periods, such as actions for certain locking system objects (doors, locks, transponders, persons, etc.).

NOTE

You will find checkboxes for the objects and actions to be logged under ⊃ Options ⊃ Logging.

The following objects and actions are logged 🛛 🛛 🔀	The following objects and actions are logged
 Locking system Person Transponder Transponder group Area Door Lock Users User group Holiday Holiday list Time zone plan 	 ✓ Set up/Change/Delete ✓ Programming ✓ Authorisations ✓ Group administration
Logged objects C Logged actions Logging period (days): 180 Days	Logged objects Logged actions Logging period (days):
Logging period (days): 180 Days	OK Cancel

The logging options can either be viewed by the individual objects in the locking plan or by the activities in the locking plan management and can be set according to requirements. You can also set logging periods here. Older entries are deleted accordingly.

9.0 **PROGRAMMING DEVICE**

All of the settings for an attached programming device, (ConfigDevice), the configuration of the network and for tasks are made under the **⊃** Network menu item.

1.19. LOCAL CONNECTIONS

1.19.1 GENERAL

EXPLANATION

The programming devices that are connected to the computer, for example, the SmartCD , are configured using the item ⊃ Network ⊃ Local connections. Please refer to the device descriptions for the interface required for connection.

1.19.2 SETTING UP SMARTCD

PROCEDURE

- Detwork
- Clocal connections
- Check computer name
- Select computer using arrow buttons
- Add
- Search for SmartCD
- OK
- Apply

1.19.3 TESTING SMARTCD

PROCEDURE

- Network
- Cocal connections
- Check computer name
- Select computer using arrow buttons
- Highlight device in list
- Test

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10.0 TIME CONTROL

1.20. GENERAL

The time zone control for the system 3060 enables transponders to be authorised for certain locks in a time-dependent manner. So-called time zone plans, which can save different authorisation times for various groups with access authorisation (the time groups), are the key element for this. It isn't just different weekdays that are taken into account for this process, the program also recognises Sundays and public holidays, individual public holidays and holiday periods. Each time zone plan can manage several time groups with different authorisation times and is assigned one or more areas. Transponder groups are assigned one of the possible time groups, so that an area can accept different, time-dependent authorisation groups with its time zone plan. Internally, each lock manages an additional time group (group 0), which contains all of the transponders that were not assigned to a time group and therefore have access authorisation at all times.

NOTE

Please take care when using time zone control. You should incorporate tolerance times and take into account possible exceptional situations in which access may be necessary outwith plan times.

PROCEDURE

- Select / create public holiday list
- Create time zone plans
- Assign a time zone plan to areas
- Assign a time zone group to transponder groups

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1.21. PUBLIC HOLIDAYS

1.21.1 GENERAL

In LSM, you can create your own public holidays or holiday periods regardless of the public holiday lists that already exist. You can also edit existing public holidays, add new ones and delete them. These public holiday lists and the associated public holidays are used in conjunction with the time zone plans to control access of person groups to areas.

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EXPLANATION

"Name"	\rightarrow	Designation of public holiday
"Holiday"	\rightarrow	A time period may only be entered if this
		option is selected
"From"	\rightarrow	Start of time period
"Until"	\rightarrow	End of time period
"Date"	\rightarrow	Calendar day entry
"Every year"	\rightarrow	Determines whether entry should be repeated every year
"Treat as"	\rightarrow	Used daily profile (only possible with G2)

1.21.2 CREATING A PUBLIC HOLIDAY

PROCEDURE

- **Contemport**
- **Public holiday**
- New
- Enter data
- Apply

1.21.3 EDITING A PUBLIC HOLIDAY

PROCEDURE

- Edit
- **Public holiday**
- Select public holiday using arrow buttons
- Change settings
- Apply

1.22. PUBLIC HOLIDAY LIST

1.22.1 GENERAL

A public holiday list manages all of the days which should be treated as deviating from normal days. It makes a distinction between weekdays and weekends, public holidays and holiday periods. These days apply to all users assigned to a time group.

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		Name New Year				rom 0.01.01	to	1	Every yea yes	ne l												
		Good Friday Easter Sunda Easter Monda	iy au		1	0.04.02 0.04.04 0.04.05			yes yes yes													
>		1. Christmas 2. Christmas Battle of the B	54		1	0.12.25 0.12.26 0.07.12			yes yes yes													
		St Patrick's D	ay		1	0.03.17			yes													
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1.22.2 PUBLIC HOLIDAY MANAGEMENT

Depending on your region, you can assign various public holidays from prepared lists to your own public holiday list. You can also set your own public holidays, such as bridging days and holiday periods and assign them to the public holiday list. If you want to set time plans at a later date, the public holidays from the public holiday lists are given time authorisations that are set for the individual days.

Name	from	to	Εv		I Name	from	to	
And a second		10	EV	< - Add all	and the second se		10	
New Year	10.01.01				New Year	10.01.01		
Good Friday	10.04.02			< - Add	Epiphany	10.01.06		
Easter Sunday	10.04.04			< - A00	Good Friday	10.04.02		
Easter Monday	10.04.05				Easter Sunday	10.04.04		
1. Christmas	10.12.25				Easter Monday	10.04.05		
2. Christmas	10.12.26				Labour Day	10.05.01		
Battle of the Boyne Day	10.07.12				Ascension Day	10.05.13		
St Patrick's Day	10.03.17				Whitsunday	10.05.23		
					Whitmonday	10.05.24		
					Feast of Corpus Christi	10.06.03		
					German Unity Day	10.10.03		
				Remove ->	Assumption Day	10.08.15		
					All Saints' Day	10.11.01		
				Remove all - >	Penance Day	10.11.17		
				nelliuve all ->	1st Advent	10.11.28		
					2nd Advent	10.12.05		
					3rd Advent	10.12.12		
					4th Advent	10.12.19		
					1. Christmas	10.12.25		
					2. Christmas	10.12.26		
					Carnival Monday	10.02.15		
					Ash Wednesday	10.02.17		
					Immaculate Conception	10.12.08		
					carnival	10.02.16		
					Christmas Eve	10.12.24		
					New Year's eve	10.12.31		
					Harvest Festival Day	10.10.04		
					Reformation Day	10.10.31		
					Festa Nazionale	10.04.25		
					Battle of the Boune Day	10.04.25		
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Total: 8	Selected: 0				Total: 35	Selected: 0		

EXPLANATION

"Public holiday list xyz" Table "Assigned" "All"	$ \begin{array}{c} \\ \\ \\ \\ \\ \\ \end{array} \\ \\ \end{array} $	Name of public holiday list (e.g. region) List of public holidays already used All of the entered public holidays are displayed
"From the list"	\rightarrow	Only public holidays from the list selected (e.g. Bavaria) are displayed
Add all	\rightarrow	All of the public holidays on the right are added.
Add	\rightarrow	All of the public holidays highlighted on the right are added.
Remove	\rightarrow	All of the public holidays highlighted on the left are removed.
Remove all	\rightarrow	All of the public holidays on the left are removed.

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1.22.3 CREATING A PUBLIC HOLIDAY LIST

PROCEDURE

- Content Description
- **⊃** Public holiday list
- New
- Make entries
- Apply

1.23. TIME GROUPS

1.23.1 GENERAL

To simplify the process of assigning groups to the areas in question when creating time zone plans, you can assign the time zone groups names that are easy to understand instead of numbers. These designations apply to the entire locking system. But you must remember that these named time groups may have different authorisation times in the individual time zone plans. They are always oriented towards the settings in the corresponding time zone plan for the area in which they were set up. You can therefore create your own time zone plan with up to five different time zone groups for each area in your locking system. Each transponder group can be assigned one of these groups. This makes time zone control very complex.

The names created here are used to assign time groups to transponder groups later on.

														e group									
Ele	e Dat	a <u>b</u> ase <u>V</u>	ew Wig	ards Ę	Edit R	eports	Data <u>r</u> e	ecord	Progra	amminç	<u>N</u> etw	ork Opt	tions	Window	Help								- @ ×
<u>-</u> Z+	×		A	9		• 0	1	4	Ж		6		1	4 4	Þ	▶]	₽×	÷ ÞL	9	Q,	Fo	?	
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			ime group)									1	Transpor				Lockin	ig system			I	
		Locking Time or	i system oup numb	her				Samp	le JSC I	G1		•		Developn	nent hard	lware		Sample	JSC G1				
							0					<u> </u>											
		Edit tim	e group - If the time	group			Ĩ	001 E	mploye	e													
00		Descrip	tion				ĺ					_											
0																							
	2																						
							1																
23									As	signed	transpor	nders		Transpon T-00026	der			Person Ashby, !				I	
Ð								-					_	T-00027 T-00028				Brown, Danes,	Charles				
														T-00016				Gilmore,					
å																							
							Apply		<u>E</u> >	át		Help											
	10																						
idle																		MIRAGE	: COM(*)	TCP por	t:6000	Admin	NUM

Version: May 2011 v1.5

EXPLANATION

"Locking system"	\rightarrow	Locking system for which the settings are to be used
"Time group number"	\rightarrow	Number of time group (G1 1-5, G2 1-100)
"Name of time group"	\rightarrow	Name that can be freely issued
"Description"	\rightarrow	Free field for describing the time group
List, top	\rightarrow	Overview of the transponder groups assigned to the time group
List, bottom	→	If a transponder group is highlighted at the top, the associated transponders are displayed at the bottom
Assigned transponders	\rightarrow	A report is created with an overview of the transponders for the time group selected

1.23.2 ASSIGNING A TIME GROUP NAME

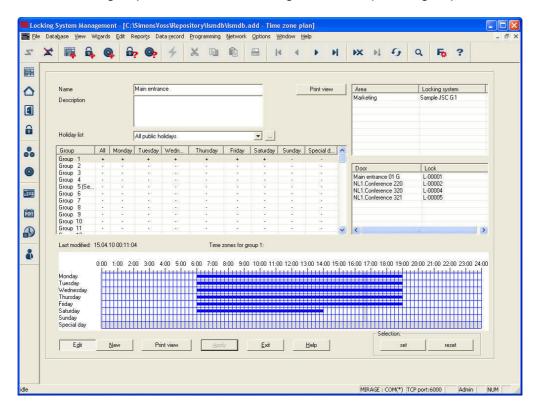
PROCEDURE

- C Edit
- **C** Time group
- Select "Locking system"
- Select "Time group number"
- Change "Name of time group"
- Apply

1.24. TIME ZONE PLAN

1.24.1 GENERAL

Once you have created your own public holidays and public holiday lists, you can now create so-called time zone plans, which record different authorisation times for each day of the week and later assign them to one or more areas. Each plan can manage different time groups, which are then assigned to transponder groups.



EXPLANATION

"Name"	\rightarrow	Name of time zone plan
"Description"	\rightarrow	Free field for describing the time zone plan
"Public holiday list"	\rightarrow	Public holiday list which is saved in the time zone plan
	\rightarrow	Jumps to properties for the public holiday list
Table	\rightarrow	Overview of assignment of the individual days for the individual time groups
Last change	÷	Date of last revision If you change the time windows, you need to program all of the areas in which this time zone plan is used.
Time window	÷	Time window to highlight the time period in which the time groups can open the assigned locks. Each block is 15 minutes

Page 45

List, top	÷	long. Overview of the areas assigned to the time zone plan
List, bottom	÷	If an area is highlighted at the top, the associated doors are displayed at the bottom
Set	\rightarrow	The highlighted time period is entered
Reset	\rightarrow	The highlighted time period is removed

1.24.2 CREATING A TIME ZONE PLAN

PROCEDURE

- C Edit
- **C** Time zone
- New
- Issue "Name" and brief "Description"
- Select "Public holiday list"
- Highlight the desired group
- Highlight the desired time window Assign the permitted access times (e.g. 5.30 am to 4.45 pm); each box stands for a quarter of an hour. Individual blocks can be highlighted, associated time periods can be set or reset by right-clicking and then dragging
- Apply
- Close

NOTE

Proceed as outlined above to create more time zone plans or edit other time groups in a time zone plan.

1.25. USING TIME MANAGEMENT

1.25.1 TIME ZONE PLANS

If time zone plans were created before the rest of the database objects, you can immediately assign the valid time zone plan when you create a new area, for example. But it is of course possible to assign it later on. But you should remember that you will then have to program the locks in the area.

	king System Management - Database View Wizards Ed		Programming Netwo		<u>H</u> elp				
Z,	🗶 📑 🗟 🎯	🔓 🂁 🗲	X 0 0	B 14 4) ► H	₩ N	9	Q, Fg	?
				Weiner Street				(-i
	Locking system	Sample JSC G1	<u> </u>	Doors					
	Name of the area	Marketing		Door	Location	Building	Floor		
	Superordinate area	Head office London		Main entrance 01 G NL1.Conference 220		Main building Main building	1st 2nd		
	Time zone	and the second se	<u> </u>	NL1.Conference 320 NL1.Conference 321		Main building Main building	2nd 2nd		
2		Main entrance	<u> </u>		LOIN	Main bailding	2110		
	Description			-					
00				-					
0	Authorisations								
				-					
23									
~				-					
D									
,									
6				-					
				Total: 10			0	oor administration	
							-		
	E <u>d</u> it <u>N</u> ew				<u>A</u> P	iply !	Exit	Help	

1.25.2 TIME ZONE PLANS ON AREAS

EXPLANATION

"Locking system" "Name of area" "Superordinate area"
"Time zone"
"Description" Door management Authorisations

- \rightarrow Area's locking system
- \rightarrow Designation of area
- → Details of the area one level higher in the hierarchy
- \rightarrow Details about the time zone of the area
- \rightarrow Displays properties for the selected time zone
- \rightarrow Free field for describing the area
- \rightarrow Displays and adds doors
- \rightarrow Authorised transponder groups can be set

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PROCEDURE

- C Edit
- C Area

or

- Right-click on Area
- Left-click on Properties

then

- Select "time zone"
- Apply
- Close

1.25.3 TIME GROUPS ON TRANSPONDER GROUPS

Please remember that if you assign a time group to a transponder group later on, you will have to program all of the transponders in the transponder group!

🗶 📑 🗟 🚳 📴	💁 🗲 🗶 🗈 🛍		N X	NG O	F ₀ ?	
			31 365	4 0 4	•••	_
1.12.1		T 1				
Locking system	Sample JSC G1	Transponder	1	1-		
Transponder group	Development software	Owner Gilmore, John	Serial number 0000K8	Type Transponder G1		
Superordinate group	Direction development	King, Wolfgang Long, Richard	0000K9 T-00002	Transponder G1 Transponder G1		
Time zone group	001 Employee	Sheffield, Kim	T-00009 T-00013	Transponder G1		
G2 time zone group	no	York, Kelly	1-00013	Transponder G1		
Description						
Description						
Stock G1	8					
		-				
		Total: 6				
Management Authorisations	Stock G1	Transponder allocation	1		n 1	
	Stock di	Automatic		Manual (G1		
Edit <u>N</u> ew			<u>E</u> xit		Help	
an a						

EXPLANATION

"Locking system" \rightarrow Select the created locking system "Transponder group" \rightarrow Name of transponder group \rightarrow "Superordinate group" Transponder groupassigned to a higher position in the hierarchy \rightarrow "Time zone group" Specifies the time group for the transponder group \rightarrow "G2 time zone group" Specifies the time group for G2 components in the transponder group "Description" \rightarrow Free field for describing the transponder group \rightarrow "Reserve G1" Total number of transponder IDs (G1) available in the transponder group Option of issuing group authorisations Authorisations \rightarrow Reserve (G1) \rightarrow Option of managing the transponder IDs (G1 only) Automatic \rightarrow Option of automatically assigning a free transponder to the transponder group Manual \rightarrow Option of manually assigning a particular transponder to a particular transponder ID

PROCEDURE

- C Edit
- Cransponder group

or

- Right-click on a transponder group
- Left-click on "Properties"

or

• Double-click on the transponder group designation in the matrix

then

- Select "Time zone group"
- Apply
- Close

11.0 OPTIONS

You can call up settings and functions that support working with the locking system under the Options menu item.

1.26. SETTING UP MATRIX VIEW

EXPLANATION

Each user can configure their preferred view as the standard view. This view is displayed once the user logs on. Various basic settings can also be activated here.

PROCEDURE

- Options
- C Matrix view

ont	Arial	Select
ield height		
🥅 Adapt hei	ight to text	Allocation of rights
I Transport	iders in the horizontal bar	Single mouse-click
☐ Display c	rosshair	C Double-click
, otopidy d		C Ctrl + single mouse-click
Logo		Load matrix view at start
		C None
Width	445	C Areas/transponder groups
Height	350	Doors/people
		50 Maximum number of groups/areas
	Set standard values	to be opened when starting/updating
Programming d	emand	
Contraction Service Cont	critical programming requirements	
This relates t 1. Programm deactivated 2. Programm	to: ing requirement for locks due to autho	visations on deleted transponders which have not been tivated transponders without authorisations to authorisations on deleted locks
	5. %	

EXPLANATION

"Font"		Standard font and font size
"Field height"		Adjust the height of rows and columns
"Adapt height to font"		When this option is selected, the font size and row height are automatically optimised.
"Transponders to horizontal bar"		When this option is selected, transponders / persons are positioned (horizontally) as column headings. Horizontal is standard.
"Show crosshair"	\rightarrow	The crosshair, which aids orientation in large matrices, is displayed.
"Logo"	<i>→</i>	This enables you to change the size of the logo in the top left-hand corner of the matrix. This can also be done in the matrix itself by dragging the mouse. By changing the size of the logo you define the height or width of the column and row names.
"Issue authorisations"	÷	To avoid issuing an authorisation accidentally you can choose from 3 options as to when an authorisation cross should be set
"Load matrix view on start-up"	<i>→</i>	Select your preferred start view and the number of groups / areas which are automatically opened. The more groups and areas displayed in the matrix, the longer it takes to structure them. You can limit the number of groups / areas to be opened to enable quicker matrix updating and starting.
Hide non-critical programming requirements	<i>→</i>	So-called non-critical programming requirements (i.e. no direct need for action on behalf of the administrator) can be hidden in order to improve clarity in large locking systems. The effects are described immediately.

1.27. ADDITIONAL COLUMNS IN LABEL BARS

EXPLANATION

Extra columns can be added to both the horizontal and vertical bars to provide the user with useful additional information. The settings made only apply to the particular view where they are made. So different information will be available depending on the view being used.

The order of the data shown can also be set individually.

PROCEDURE

- **Options**
- C Extra columns
- Make selection, e.g. transponders / persons

POSSIBLE EXTENSIONS FOR TRANSPONDERS / PERSONS

 Location Employee number Programming requirement Serial number Serial number Phone number Title Title Title Time group (image) ZB Time group name G2 time group name 	EL
G2 time group name ZNTime group number ZG	G2

POSSIBLE EXTENSIONS FOR LOCKS / DOORS

•	Name	NAME
•	Harrie	
٠	Outer dimensions	AM
٠	Outer dimensions of door	AT
٠	Inner dimensions	IM
٠	Inner dimensions of door	IT
٠	Expanded data	ED
٠	Floor	E
٠	Building	G
٠	Configure	Ν
٠	Network address	ADDRESS
٠	PinCode Terminal	PIN

- Programming requirement PB
- Room number
 RN
- Serial number SN
- SmartReader SR
- Type TP
- Time zone (image) ZB
- Time zone names ZN

POSSIBLE EXTENSIONS FOR TRANSPONDER GROUPS

•	Name	NAME
•	Time group (image)	ZB
•	Time group name	ZN
•	Time group name	ZN G2
•	Time group number	ZG

POSSIBLE EXTENSIONS FOR AREAS

- Name NAME
- Time zone (image) ZB
- Time zone names ZN

1.28. AUTOMATIC NUMBERING

EXPLANATION

This option allows you to specify the default used by the system to name new components when they are created.

PROCEDURE

- **Options**
- Carteria Automatic numbering

Personnel number		
Template	P-00001	
Serial number for tr	ansponder	
Template	T-00001	
Serial number for lo	ock	
Template	L-00001	

1.29. LOGGING

EXPLANATION

All of the user actions that change the status of the system are written in the log file. These records show the actions performed, who initiated them and when (thanks to date stamping and continuous numbering). The data in this file cannot be deleted individually and is stored for around half a year as standard. Complete traceability can therefore be guaranteed through the use of appropriate backup strategies. Logging in LSM is audit-compliant, in other words, individual entries cannot be changed.

PROCEDURE

- Options
- Logging

The following objects and actions are logged		The following objects and a	ctions are logg	zed 🗙
Logged objects Logged actions Logging period (days): OK OK C	ancel	C Logged objects C Logged actions Logging period (days): OK	180	Days Cancel

The logging options can either be viewed by the individual objects in the locking plan or by the activities in the locking plan management and can be set according to requirements. You can also set logging periods here. Older entries are deleted accordingly.

PROCEDURE

- **⊃** View
- 🗢 Log

24	×		. @	B ?	o <u>,</u> 4	X D D	H	4	H X H	9	Q,	Fo .	?
	į.	From 0	7.04.2010	Ţ U:	ser All		Object typ	pe All		•	Refr	esh	Print view
	1	🗆 Until 📑	1.04.2010	- A	ction All		Object na	ame All		•	Object	history	Display backup
	No.	Date	Time	User	Туре	Name	Action	Туре	Name	Descripti			
		2010:04:14 2010:04:12	23:43:44 00:19:23	admin admin			Log on Log off			Users "a Users "a			
		2010:04:12	17:13:11		User group	Lockingsystemm	Set up			Users an Users "an			
		2010:04:10	16:58:06	admin			Log on			Users "a	dmin''		
2													
0													
3													
ă													
9													
2													
6													

The filter options allow the contents of the view to be filtered:

- "From", "To"
- "User"
- "Action"
- "Object type"
- "Object name"

- \rightarrow Restriction on the period displayed
- \rightarrow Displays the activities of the selected user
- → Displays selected activities such as "Programming" or "Log on"
- → Displays only certain objects such as "Locks" or "Transponders"
- → Selection depends on the selected object type and restricts the display further.

Note:

The log can only be displayed if the Monitor module is available.

1.30. ADVANCED

Additional functions that are especially helpful when initially setting up and extending locking systems are summarised in the C Advanced menu.

otimisation	Import-
Check for optimisation potential	System 3060 locking plan file
Optimise rights	Personnel data from LDAP
Optimise table structure	Personnel data from CSV file
Asynchronous loading	Door data from CSV file
scellaneous	Locking plan from CSV file
Priority for unused TIDs when increasing stock. Show building structure Hide deactivated transponders	- Management
✓ Immediately delete the handheld tasks from the database, that have been overwritten.	Resource management Select exceptions in time zone management
aff photos	Time-controlled authorisations
 Store photos in database birectory for photos: 	✓ View in the matrix
<u></u>	

1.30.1 OPTIMISATION / MANAGEMENT

These functions optimise and structure the locking system structure.

Note

Only perform these functions after explicitly prompted to do so by the SimonsVoss software support team

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1.30.2 IMPORTING

The options described below allow you to rapidly and easily create the components you need to be able to efficiently commission the locking system. These range from lists for doors and persons to using IT infrastructures. You can also import locking plan files in LDB software (locking database) from existing systems. The information the files contain about the components and programming statuses is retained, but programming may be required if you use other functions. You should comply with the data protection regulations when transferring personal data.

Note

Before importing, you must contact the dealer or a SimonsVoss employee to clarify the procedure. You must also ensure that you have a working data backup of all of the relevant components (software and data) before starting the work. SimonsVoss Technologies AG accepts no liability for data transfer carried out independently or incorrectly. You should comply with the data protection regulations when transferring personal data.

1.30.2.1 SYSTEM 3060 LOCKING PLAN FILE

Before importing an LDB file, all views must be closed and in a multi-user environment, all other users/services must be logged out.

	LockSysMgr
LockSysMgr X Attention! Before import all views will be closed.	The following users are currently accessing the database: SWEET, admin SWEET, pda_user You need exclusive access to the database in order to perform the import.
(OK)	OK

Once the views that are still open have been closed and other users have logged out, the import is performed once the LDB file has been selected Only use copies of the original file for this import.

Open			?
<u>S</u> uchen in:	Cocking System	• 🕂 🔁	di 📰 •
Simons & Sampleso	Voss n-2006.ls		
Filename:	[Open
			1.000
Filetype:	System 3060 locking plan file (*.ls)	-	Cancel

Select the locking plan file to be imported. Confirm with Open.

Locking area password					
test					
Password:					
ОК	Cancel				
L alla Tasan	×				
LdbImp The list of holidays must be upda (marked with a yellow flash). Pla locking devices.	ted for some locking devices				
Import System3060 locking plan					
🔽 Name analysis for transponder and lock name	Rules				
Use lock divider bars to create areas					
Use transponder divider bars to create groups					
Draw up group authorisations					
☐ In the case of group rights, create a zone for ev	very lock				
Delete unused stock rights					
Log access right changes					
Log docess right changes					
Start conversion					
Rules for name analysis					
Transponder name					
-					
Order of the first and last names in the Ldb Convert number string contained in transponder name to	Last name first name				
Separator	<pre>serial number</pre>				
└ock name ✓ Activate name analysis					
Separator	Annual king of the second				
	<space bar="">, <_>, <,> 💌</space>				

OK)

Importing is protected by the file password and locking system password so that only authorised persons can access the locking plan data. Confirm with OK.

If the locking plan file contains expired public holiday plans, programming is required. Confirm with OK.

This screen determines how the locking plan data processed. is Please contact your dealer or SimonsVoss Technologies AG the for exact procedure. To adapt the import, see the next screen. Then confirm with Start conversion.

The conversion of available designations is determined under Rules. Confirm with OK.

Cancel

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Import Sy	rstem3060 locking plan	
Save		
Done		
LockSys	Mgr 🛛 🔀	
(i)	Import was successful. Please log on (again).	
	СК	

The progress bar indicates the status and whether the process is complete. Confirm with OK.

Confirm with OK.

1.30.2.2 PERSONAL DATA FROM LDAP

You can use this function to query a directory service using LDAP and import personal data. You should observe the corresponding data protection guidelines.

Source		Imp	oort settings			
Windows N		V 1	Accept changes to	existing people		
 Windows N Active Direction 	and the second	eve data	Add new people			
Domain:	SIMONSVOSS					
D'uniain.	121MON37033	- Tra	nsponders			
	ast name do not exist, extract		Generate one trans	ponder per person		
m the complete	name:	т	ransponder type		Transponder	G1 👻
Do not extract						Resulta
	ie = first name last name	V	add to a locking sys	stem	Sample JSC (51 💌
Complete nam	ie = last name first name					
.ogin	Complete name	First name	Last name	Telefon	email	Department

This screen determines how the data is processed. Please contact your dealer or SimonsVoss Technologies AG for the exact procedure and the required settings. Then confirm with Import.

1.30.2.3 PERSONAL DATA FROM A CSV FILE

You can use this function to adopt personal data from existing files in CSV format. You should observe the corresponding data protection guidelines.

Accer	ot changes to existing	people		File						
	ew people			C:\n	C:\persons.csv					
🔽 First li	ne contains field nam	ie.		1.	hange	Retrieve d	ata		Save	
Transponde ↓ Gener	er rate one transponder	per person								-
Transpon	der type			Tran	sponder G	1			•	1
🔽 add to	a locking system			Sam	ple JSC G1				¥]
4										
Last name	First name	Personnel	Department	E-Mail	Telep	Address	Place	Title	Cost	
Rich	Simon	P-0001	Marketing	simon	123456	Samplest			4457	
	Jacky	P-0002	Software d	jacky phoeb	123456 123456		Head office Head office	Dr.	4457 4457	
		D 0000				Samplest			4457	
ree	Phoebe	P-0003 P-0004	Marketing Marketing			Camplant			4457	
ree ing	Phoebe Richard	P-0004	Marketing Marketing Finance	richard	123456		Head office		4457 4457	
Binder Free Bing Ailler	Phoebe		Marketing	richard		Samplest Samplest	Head office		4457 4457	
Tree Sing	Phoebe Richard	P-0004	Marketing	richard	123456		Head office			
ree ing	Phoebe Richard	P-0004	Marketing	richard	123456		Head office			
ree ing	Phoebe Richard	P-0004	Marketing	richard	123456		Head office			
ree ing	Phoebe Richard	P-0004	Marketing	richard	123456		Head office			
ree ing	Phoebe Richard	P-0004	Marketing	richard	123456		Head office			
Tree Sing	Phoebe Richard	P-0004	Marketing	richard	123456		Head office			
Tree Sing	Phoebe Richard	P-0004	Marketing	richard	123456		Head office			

The "Read" function reads in data and displays them in the lower table. The desired data records can be selected using "Select all" or by marking them individually and inserted in accordance with the settings via "Import". You can use the "Change" function to select the desired file and perform the field assignments.

File			✓ First line contain Read columns	ns field name
Columns in the personnel table	Field names			Columns in the file
	Table	File		
	01 Last name 02 First name 03 Personnel num 04 Department 05 E-Mail 06 Telephone 07 Address 08 Place 09 Title 10 Cost Centre	01 Last name 02 First name 03 Personnel nu 04 Department 05 E-mail 06 Telephone 07 Address 08 Location 09 Title 10 Cost centre		

1.30.2.4 DOOR DATA FROM A CSV FILE

You can use this function to adopt door data from existing files in CSV format. You should observe the corresponding data protection guidelines.

Import settings								
🔽 Gener	ate one lock per new o	loor		File				
Г Ассер	at changes to existing d	loors		C:\door.csv				
🔽 Add n				Change	Retrieve data	Save		
First line contains field name				Jave				
add to a locking system				Sample JSC G1				
Lock type				Cylinder G1	1	•		
Door	Room number	Floor	Building					
Office 101	101	1st	Main build					
Office 102	102	1st	Main build					
Office 103	103	1st	Main build					
Office 104	104	1st	Main build					

The "Read" function reads in data and displays them in the lower table. The desired data records can be selected using "Select all" or by marking them individually and inserted in accordance with the settings via "Import". You can use the "Change" function to select the desired file and perform the field assignments.

File	t line contains field name		
C:\door.csv		Read	columns
Columns in the doors table	Allocated fields		Columns in the file
07 Metal Door 08 Dutside	Table	File	06 Area 10
09 Boh sides free spinning 12 SmarReady 13 PIN-Code Terminal	01 Door 02 Room number 03 Floor 04 Location 05 Building 06 Description 10 Inside dimension: 11 Outside dimensio		
ок	Column allocation	< Remove -	Cancel

1.30.2.5 LOCKING PLAN FROM CSV FILE

This function allows a locking plan matrix that exists in table form (e.g. created in Excel) to be imported into a new locking system. Doors with a lock and persons with a transponder are created during this operation. Authorisations are imported as individual authorisations. Group authorisations cannot be imported.

Import into a new locking system	
Name	Sample JSC
Password:	NUMBER
Confirm Password:	миникинини
Quality	63 bits
Protocol generation	
C G1 © G2	
ок	Cancel
Open	? 🔀
Suchen in: 🔁 Locking System	• 🔁 🖆 🖅
Simons & Voss	
Sample JSC.csv	
Filename: Sample JSC	Open
Filetype: Text files (*.csv)	▼ Cancel
Terrent	X
Import	
Separator • Semicolori	
C Tab	
C Comma	
Alignment	
Column Line	Number
Locks C C	1
Transponder C C	1
Symbol for access authorisation:	×
Continue	Cancel
Lookfuntter	
LockSysMgr	
Import was successful. Please k	og on (again).
[
ОК	

After the locking system being created has been given a name, the locking system password in compliance with the quality index and the log generation must be entered.

The template file in CSV format is then selected.

After the data field delimiters for the file, the arrangement of locks and transponders and the authorisation character have been selected, the locking plan will be created.

Once created, the new locking plan will be available after a new log on is performed.

1.30.3 VARIOUS

"Increase reserve"	\rightarrow	TIDs that have already been used and then reset will be used last.
"Building structure"	÷	The stored building structure will be used in various displays (export to LSM Mobile Edition).
"deactivated transponders"	\rightarrow	Deactivated transponders will not be displayed in the matrix for the sake of clarity.
"Tasks for handheld"	\rightarrow	Overwritten tasks will be deleted and no longer displayed.

1.30.4 STAFF PHOTOS

It is possible to store a photograph with a person's master data. This option allows you to specify how the system should handle the photos. Note:

- Storing photographs in a directory: Access to the directory must be ensured and the file with the name stored must exist in order for the photographs to be displayed
- Storing photos in the database Photos are stored 1:1 in the database, thus increasing the amount of storage space required

1.30.5 MANAGEMENT

Due to certain circumstances (organisational, technical) it may be necessary to split the existing database.

Division of locking system	X
Select looking system:	
Sample JSC G1	
Data copying options	
Copy transponder groups	
$\overline{oldsymbol{arsigma}}$ Add transponders to the new locking system	
Copy group rights	
Copy exceptions	
Delete transponders without rights	
Please select the locking system you would like to divide up	
Exit	

Note:

Before splitting the locking system, you must contact the dealer or a SimonsVoss employee to clarify the procedure. You must also ensure that you have a working data backup of all of the relevant components (software and data) before starting the work. SimonsVoss Technologies AG accepts no liability for database splitting carried out independently or incorrectly.

1.30.6 RESOURCE MANAGEMENT

Managing the timed control of authorisations. Please refer to the separate manual dealing with the "Resource management" module for further details.

1.31. USER PASSWORD SECURITY

EXPLANATION

This option allows you to specify how user passwords are to be handled.

PROCEDURE

- Options
- **Output** User password security

Password must be changed regularly	
Prescribed change interval (in days)]
Use password history of the last 10 passwords	
Block user once a password has been entered incorrectly three	e times
F high password security	

"Password must be changed regularly"

"Use password history ... ""

"Block user …"

"High password security"

- → Users must change their password after the number of days entered.
- → When a password is changed, the last 10 passwords will not be accepted as valid.
- → The user will be deactivated after entering an incorrect password three times and must then be reactivated by the administrator in user management. The block will also be recorded in the log.
- → Activating this option will cause the same requirements relating to complexity to be applied to user passwords as for locking system passwords.

12.0 SERVICE AND SUPPORT

PRODUCT SUPPORT

If customers have any questions relating to products from SimonsVoss Technologies AG, the general support team will be happy to help:

Telephone +49 (0) 1805 78 3060

The product hotline does not offer support for the LSM Business and Professional software.

SOFTWARE SUPPORT

SUPPORT STANDARD

For customers with a chargeable Support Standard software agreement, the following support options are also available:

E-mail lsm-support@simons-voss.de Telephone +49 (0) 1805 57 3060

SUPPORT PREMIUM

For customers with a chargeable Support Premium software agreement, the following support options are also available:

E-mail lsm-support@simons-voss.de Telephone +49 (0) 1805 57 3060

Online support tool

- Short call to LSM hotline
- Launch LSM
- 🗢 areas,
- SimonsVoss Online Support