ICT GX USER MANUAL

BY

SECURITY RESPONSE SRSI SERVICES, INC.

FLOYD TOTAL SECURITY™

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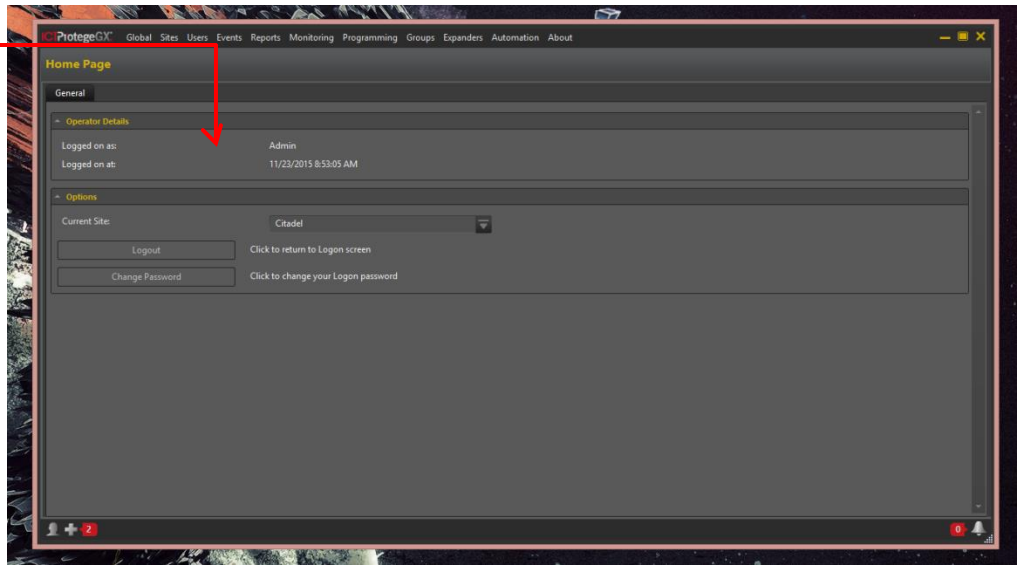
Logging into GX

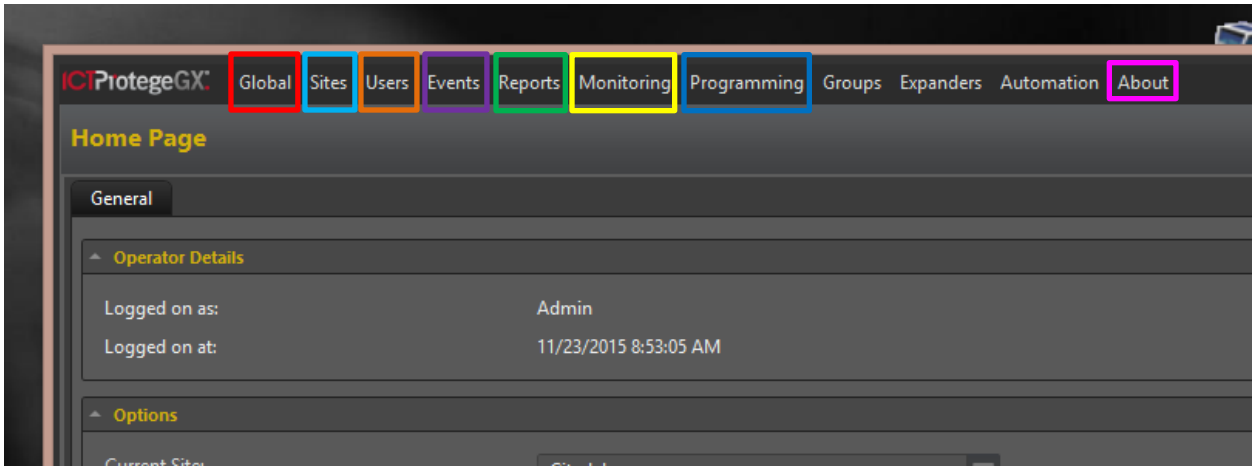
1. To log into GX, after clicking on the **GX** icon, simply type out you're username and password then click **Logon**.

NOTE – If using active directory/windows sign on, check the **Use Windows Authentication** box.

2. Upon a successful login, you will be taken to the **Home Page**. You can change your password and current site to view from here.

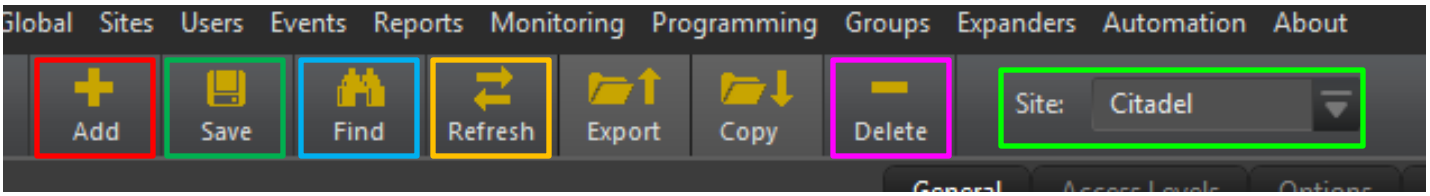


GX Dropdown Menus Layout



Global – Under here is where you can setup **Operator** (login) accounts and permissions.	**Sites –** Under this menu, you can configure **Schedules** and **Holidays**.
Users – Here you can add, delete and edit **Users** and **Access Levels**.	**Events –** This is used for searching events and creating filters for **Events**, **Monitors**, and **Reports**.
Reports – You can run and export reports related to specific records and dates from this menu.	**Monitoring –** From here you can view live events and status via a customer layout or floor plan.
Programming – This allows you to edit **Doors**, **Inputs**, **Outputs**, and etc. You will primarily use these for attaching or removing a **Schedule** from a door.	**About** - This links to the **Help** documentation, **License** info and **Software** version of your GX system.

Options Menu



Add – Used to create a new record, such as a user, door, schedule, access level, etc.

Save – This will save the new record or any changes made to an existing one.

Find – This can help you filter and search for a specific record(s) from the list.

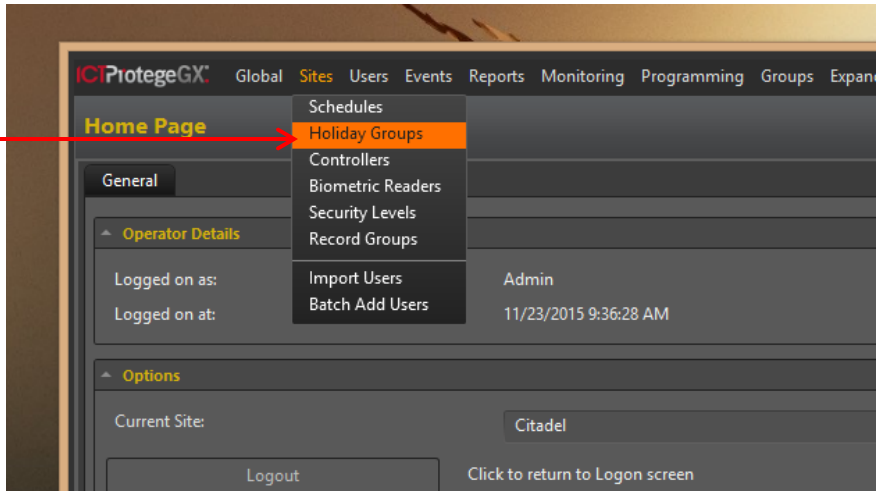
Refresh – Reloads the current record/screen you are viewing, displaying any changes made.

Delete – This removes a record complete and will stop it from functioning.

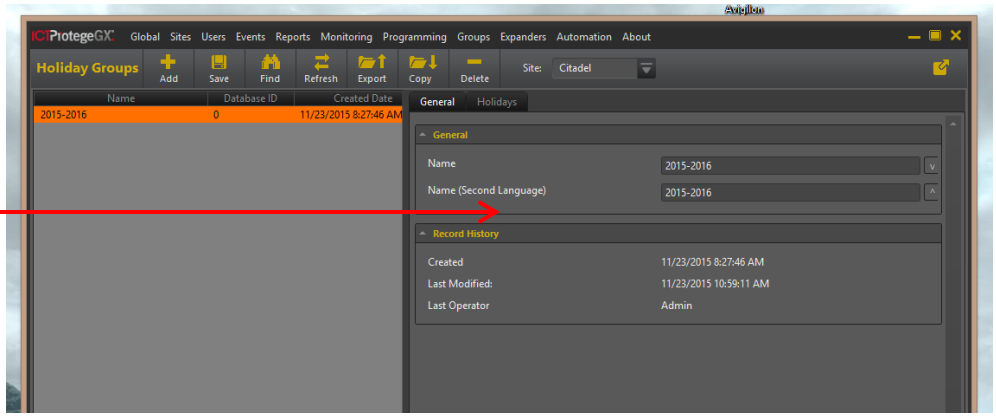
Site – Used to filter out records, only displaying records attached to the currently select **Site**.

Holiday Groups

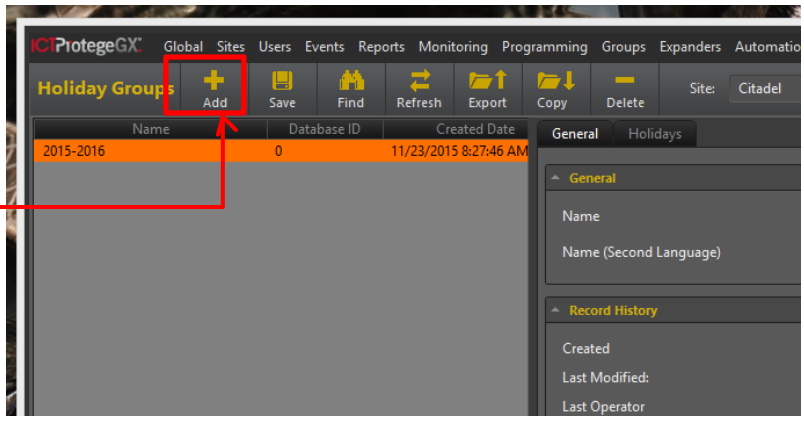
1. To add holidays that you want schedules to follow, under **Sites** select **Holiday Groups**.



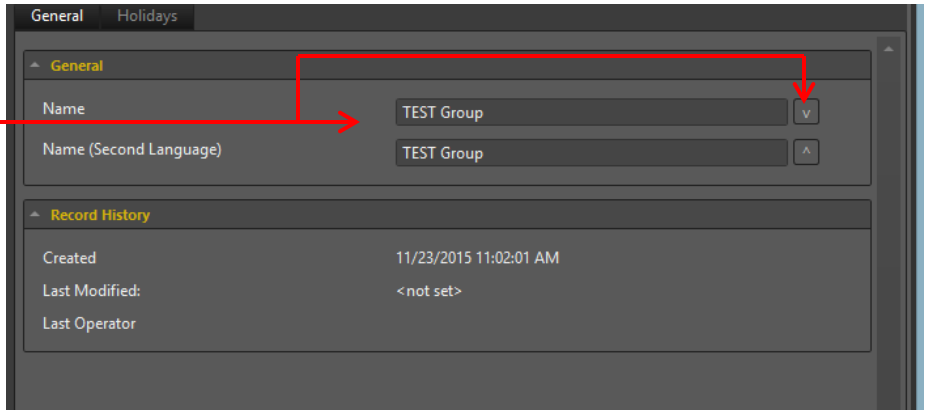
2. From the **Holiday Groups** record, you can pick which dates you'd like to specify as holidays or special days (company events and the like). You do NOT need to make one for each date. You can create one group and setup all the dates for the year or years.



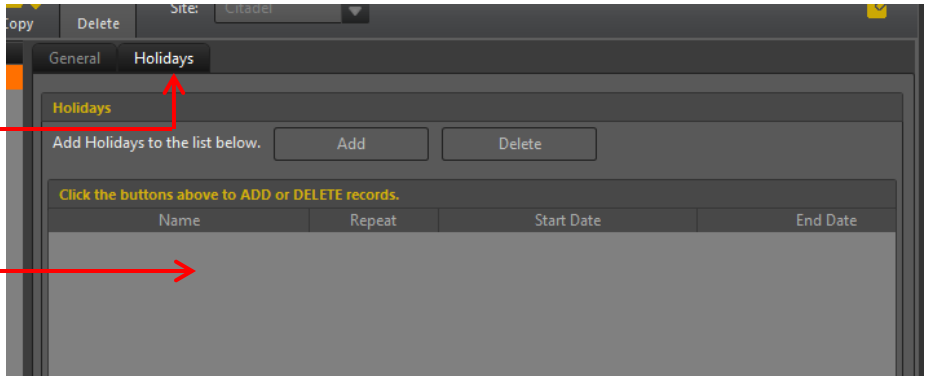
3. To create a new **Holiday Group**, click **Add** in the upper left corner.



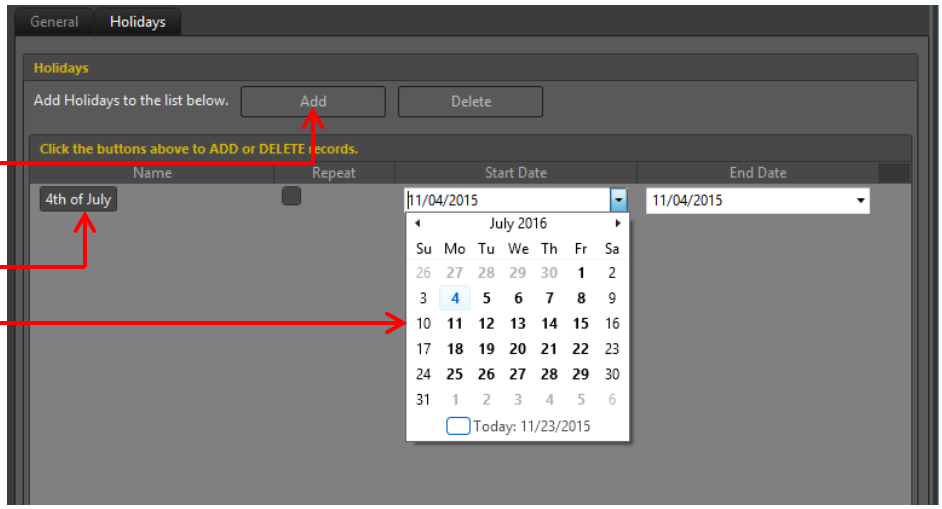
4. After clicking **Add** Name the group that makes sense to you. 2015, 2016, 2015-2016. The second language need isn't needed, but just click the **V** to the right of box where you entered the original name.



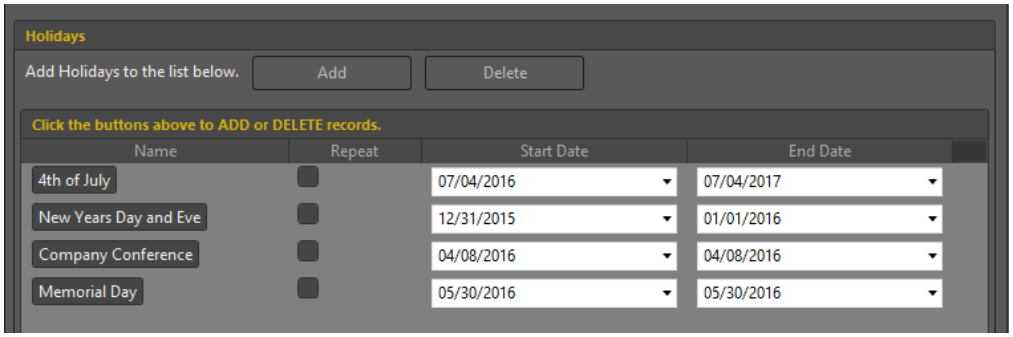
5. Once satisfied with the name, click the **Holidays** tab. This is where you will setup which dates you'd like to be special/holidays.



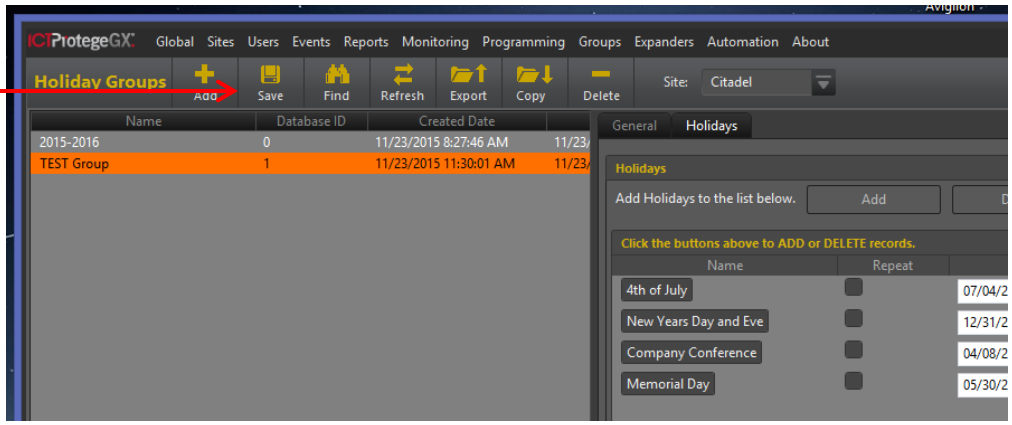
6. Click **Add** in the record window to add a new date. Then name and select the start and end dates for this holiday by clicking the dropdown arrow for both. You can use the arrows to the right and left of the month to browse between months/years.



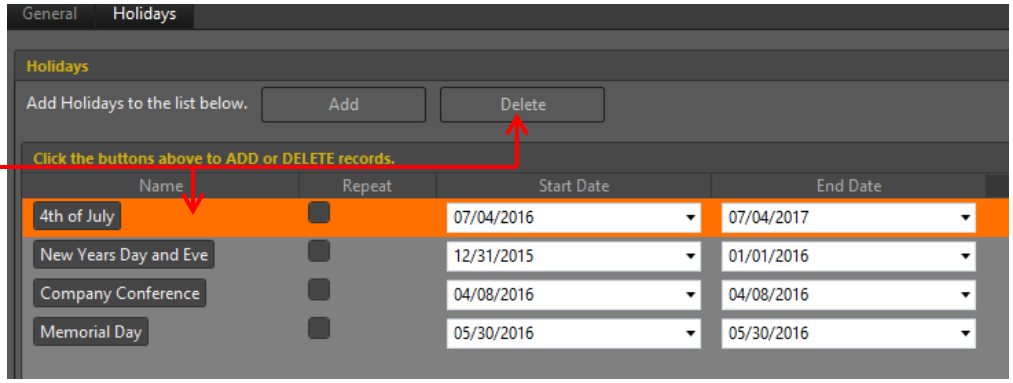
NOTE – If the holiday/special day is only one day long, then the start and end date need to be the same. Example: if you only have the 4th off for the 4th of July then your start and end date will be the 4th. If your holiday last more than one day, then you end date will be the last day you recognize/follow the holiday.



7. Once you have all changes made and holidays created, click **Save** in the upper left corner.

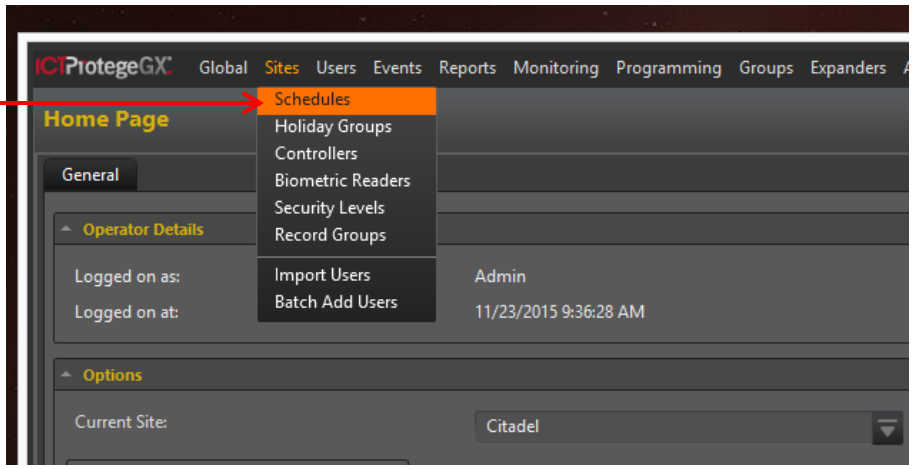


8. If you want to delete a specific holiday, highlight it then click **Delete** in the record window.

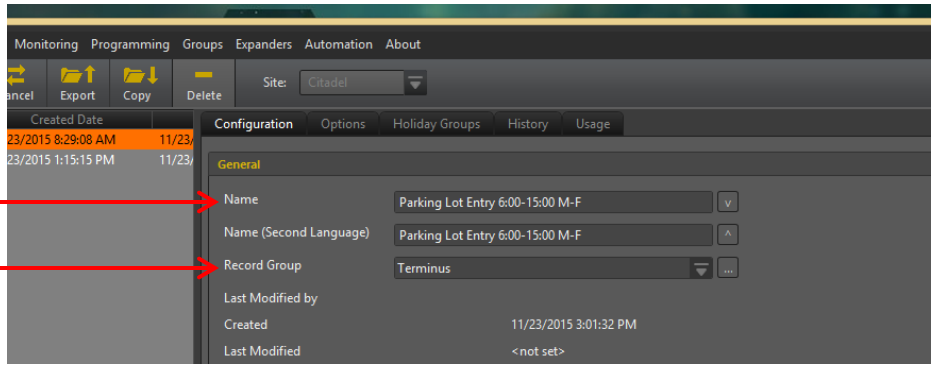


Scheduling

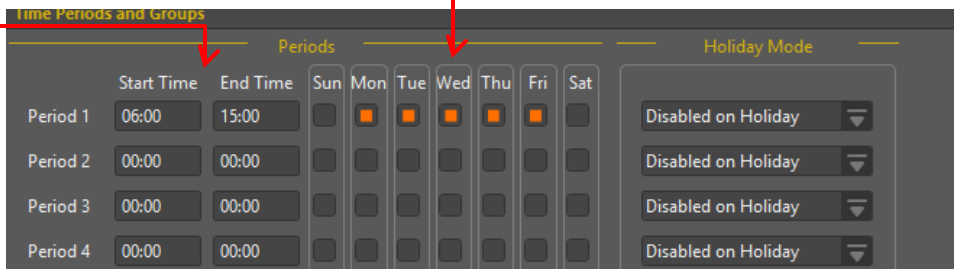
1. To open schedules, click **Schedules** under the **Sites** menu. You use schedules from when you want an action to occur or when you want a permission to be valid whether unlocking/locking a door, when a card/PIN works, auto-arm/disarm. No matter the schedule, they are created here.



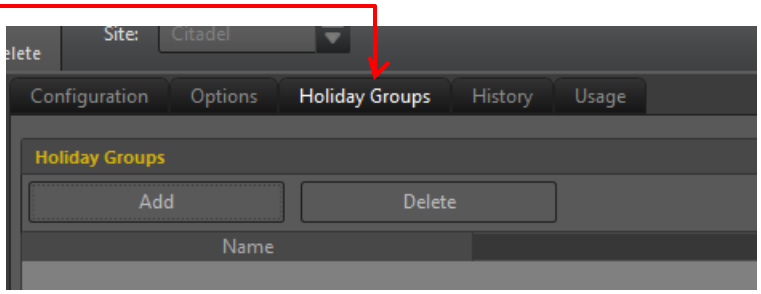
2. Click **Add** to create a new schedule. Then name and select which **Record Group** it is a part of (when applicable). A good practice for naming schedules is to include what it is affecting or a part of, the time it occurs and the days. Example: Front Door Unlock 6:00-16:00 M-F.



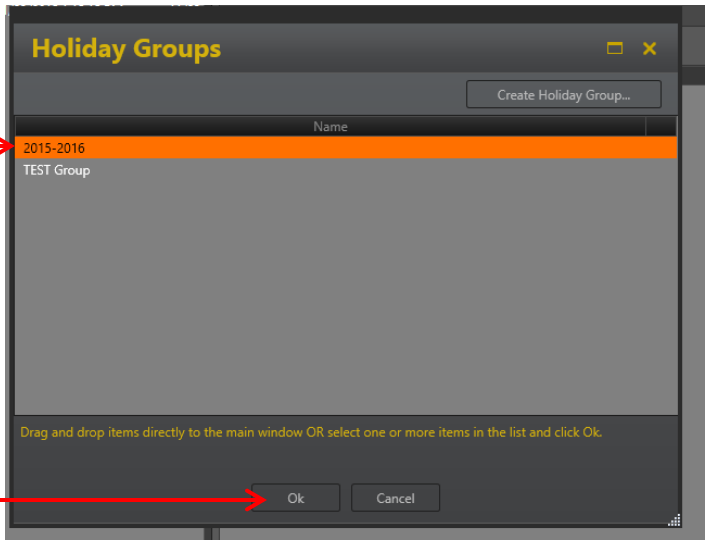
3. Next you'll want to select which days of the week and times that this will happen. Using **Period 1** check each day you want the schedule to occur. Then enter in the **Start** and **End** times you want. This does go by the 24 hour ("military time") clock. Example: 5:00pm is 17:00 (12+5=17).



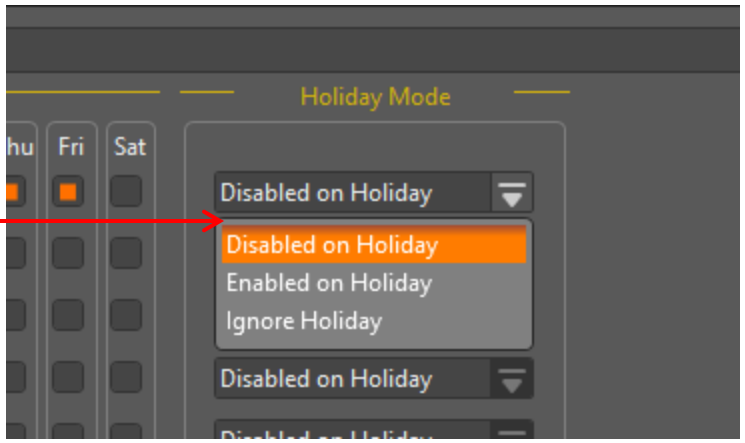
4. If you are using **Holiday Groups**, then you'll want to click the **Holiday Groups** tab. To add the group(s) you created, click **Add** in the record window.



5. Select the **Holiday Group** you wish to use then click **OK** to add it to the **Schedule**.



6. After you have your **Holiday Group(s)** selected, go back to the General tab. To the right of the **Time Periods** sections is **Holiday Mode**. This is where to select if you want the schedule to be **Disabled** on a holiday, **Enabled** on a holiday, or just **Ignore** holidays all together. By default it is set to **Disabled**.

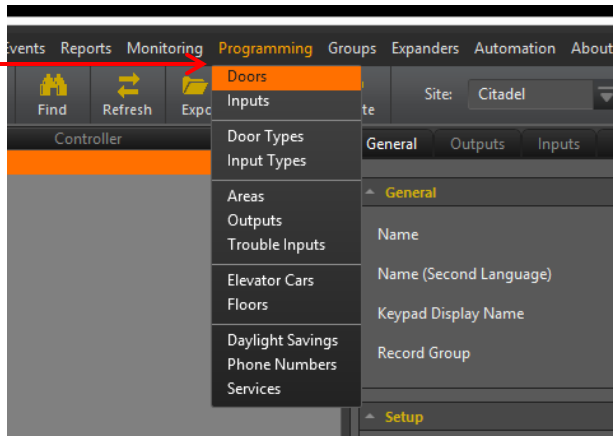


7. Once you have the schedule how you want it, click **Save** to create it.

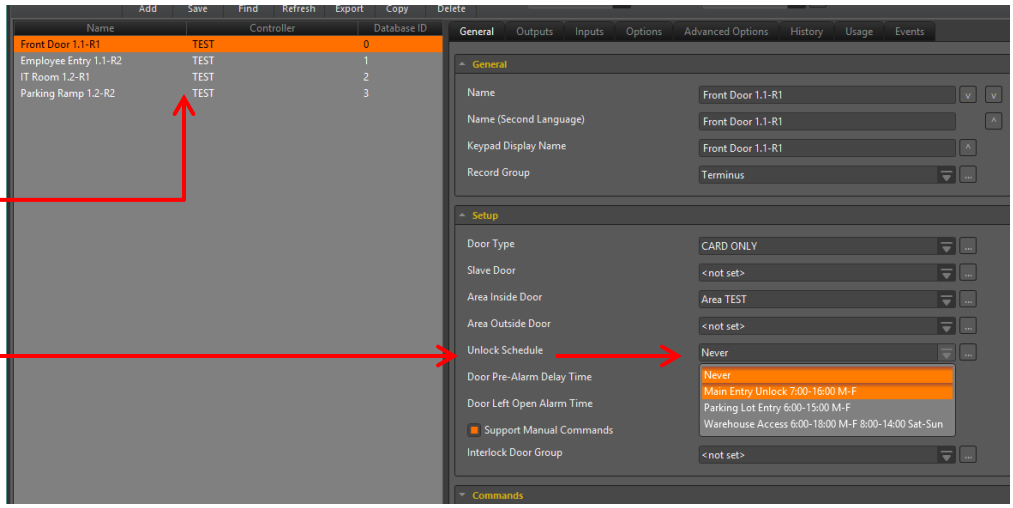
NOTE – When viewing a **Schedule**, if you scroll to the bottom of the **General** tab it will display a preview of how you schedule would normally operate.

Attaching a Schedule to a Door

1. To slap a schedule to a door, click **Doors** under **Programming** to open the **Doors** records.



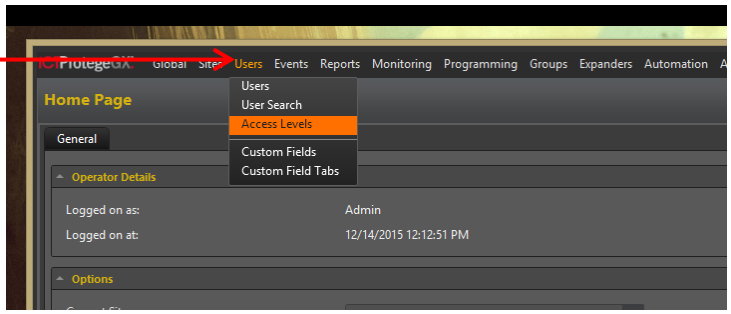
2. Select the door you wish to assign (or remove) a schedule to. Then under the **General** tab, click the dropdown for **Unlock Schedule** then pick which one you want the door to follow. Once done hit save.



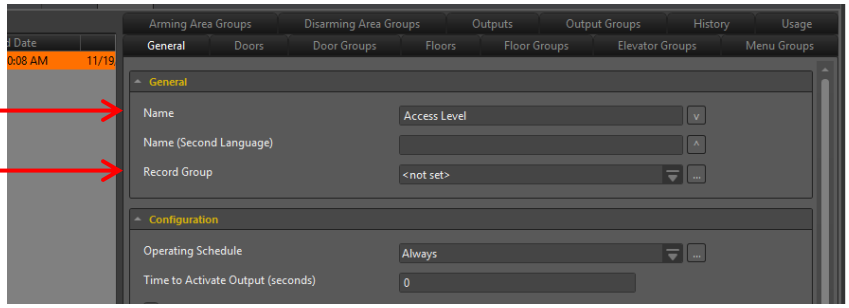
NOTE – the **Never** option is the default option, meaning this door doesn't auto-unlock and you need a badge to get through/access to it.

Access Levels

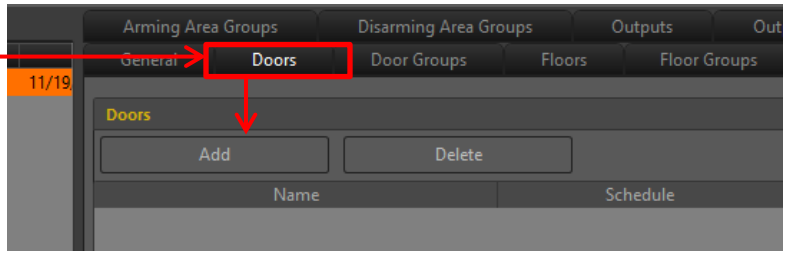
1. To open **Access Levels**, clicks it under the **Users** menu. Access Levels are used for giving permissions to Users (cardholders) for things like door access and arming/disarming.



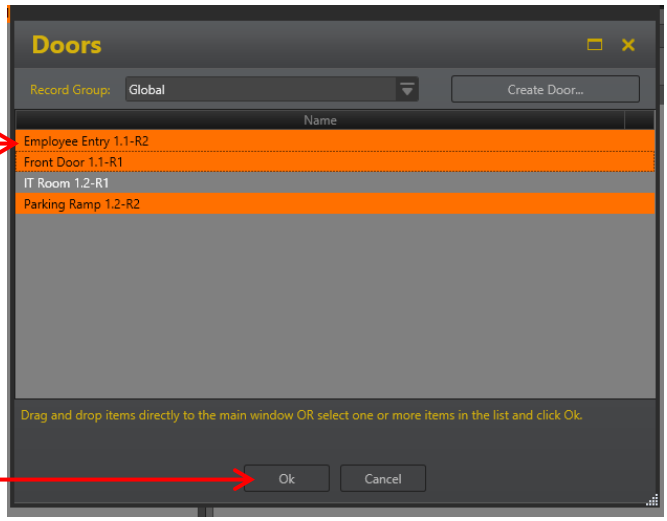
2. To create a new access level, click Add then name it and select the Record Group.



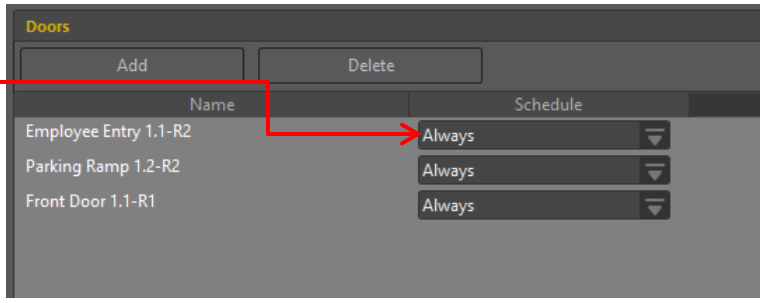
3. To add door for this level, click on the **Doors** tab then Add below that (not Add in the menu to the upper left.

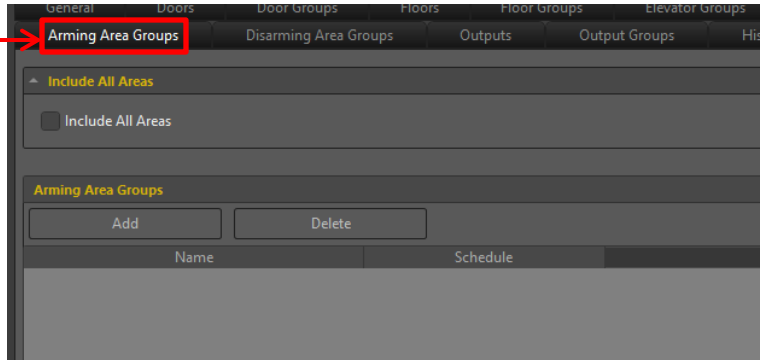


4. The Doors list will appear and just simply select which doors you wish to apply, then click OK to add them.

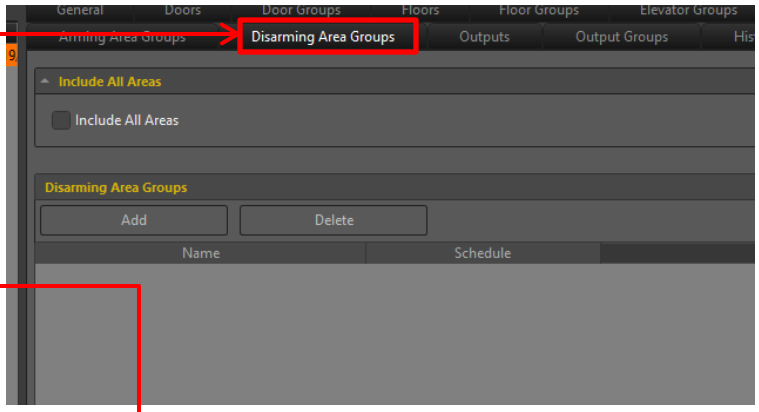


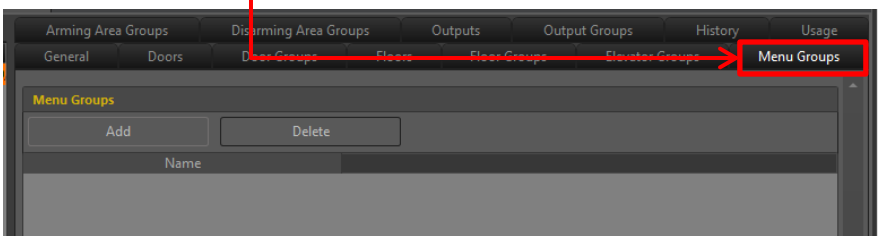
5. After you've added the doors, you can select a schedule. This restricts what times they have permissions for the doors depending on the schedule picked. **Always** is 24/7





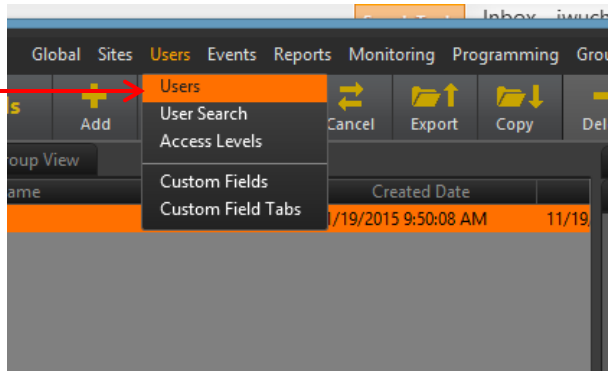
6. If your alarm system is integrated into the ICT system and you want this level to have permission to arm/disarm. You must do the same process for **Arming Area Groups**, **Disarming Area Groups** and **Menu Groups**. Then select the desired Areas and Menu Groups.



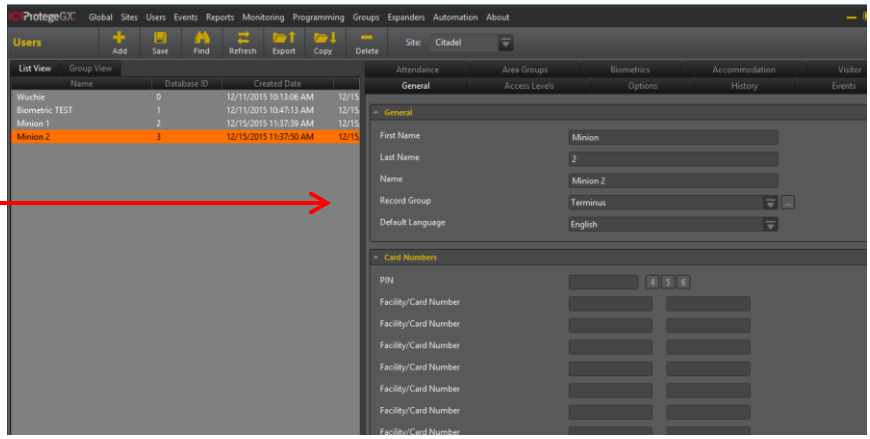


Users

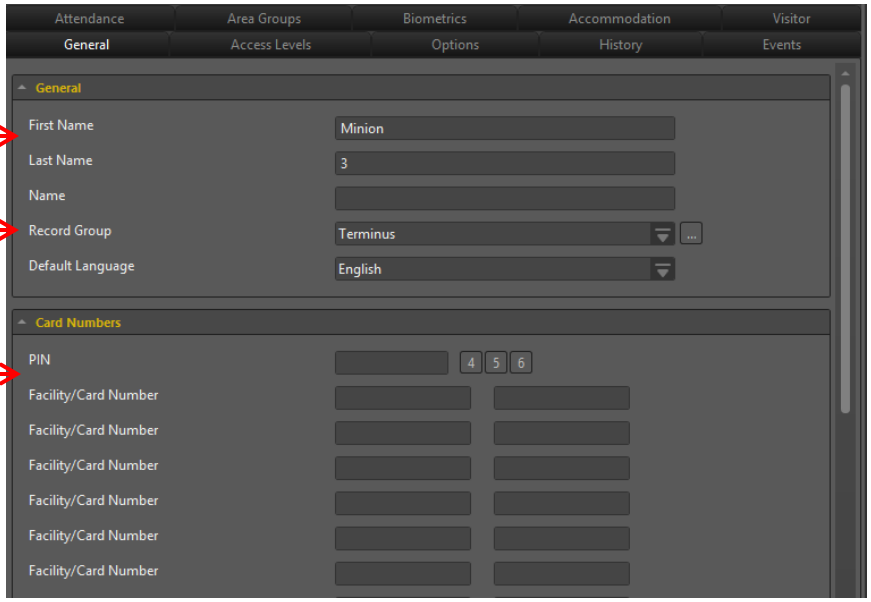
1. To add, edit and delete users, select **Users** under the Users menu.



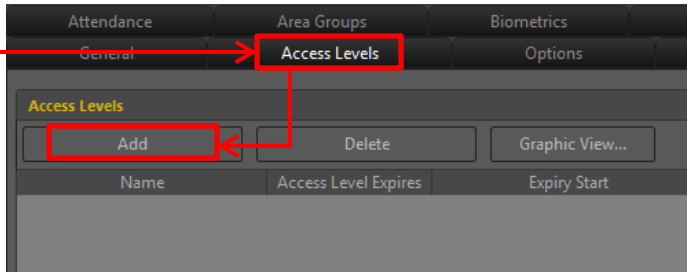
2. Users will display a list of all you people you have created in the system and along with their info when highlighted.



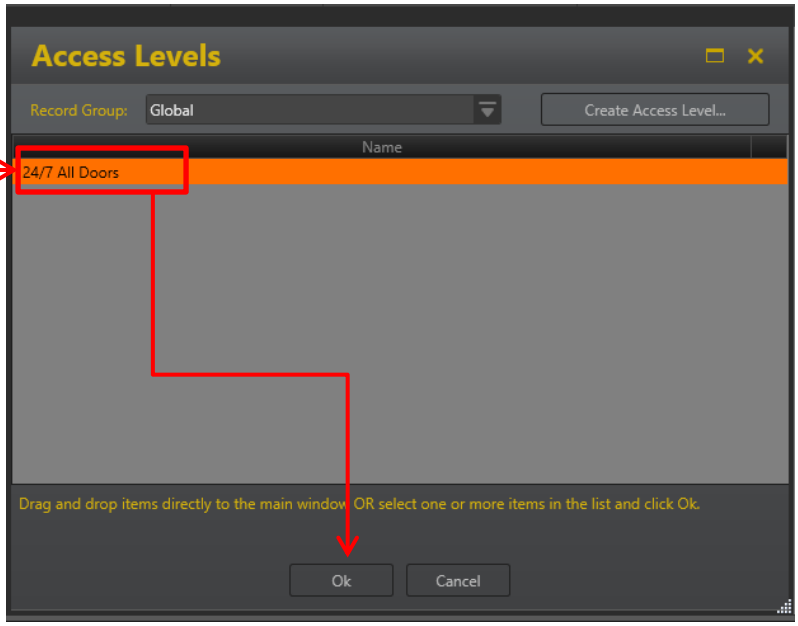
3. To create a new user, click **Add** then fill out the desired info in the **General** tab such as first/last name, record group, PIN (if used), facility code and card number (if known/used).



4. Next you'll want to assign an access level(s) to the user. Click the **Access Levels** tab then **Add**.

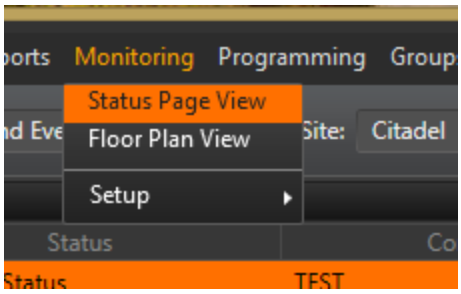


5. Select the access level(s) you want for the user then click **OK**. Once you have all desired information configured, click **Save** to apply changes/create the user.

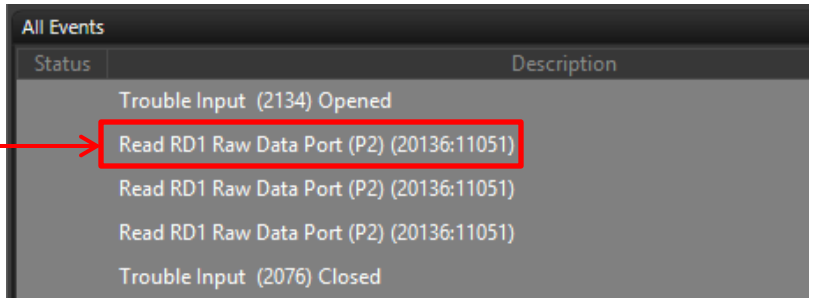


Adding a Card to a User

1. To add a card to a user if you do not have card info or it is not printed on the card. You need to bring up the Status/Event view.

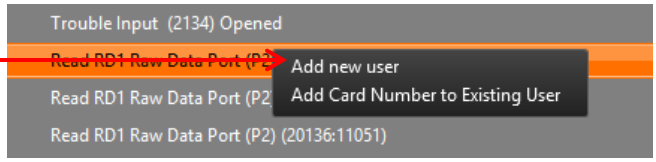


2. Next you want to take the card you wish to add to the user and read it at a card reader. If done correctly, you'll see Raw Data and a set of number with a : in the middle.

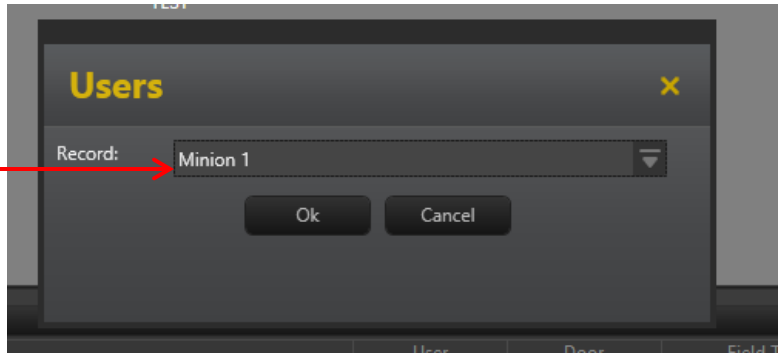


3. The number is broken into 2 parts with the : as the divider. The first 5 numbers (left of the :) is the facility code. The last set of numbers (to the right) is the badge/card number. So the example shown in step 2 has a facility code of 20136 and a badge/card number of 11051.

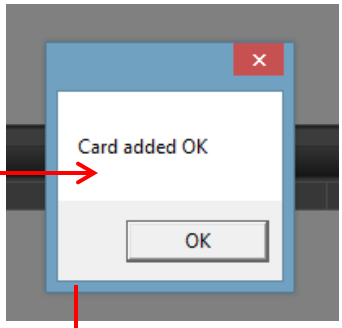
4. To add this to an existing user or to a new one, right click on the Raw Data event with the card you wish to attach.

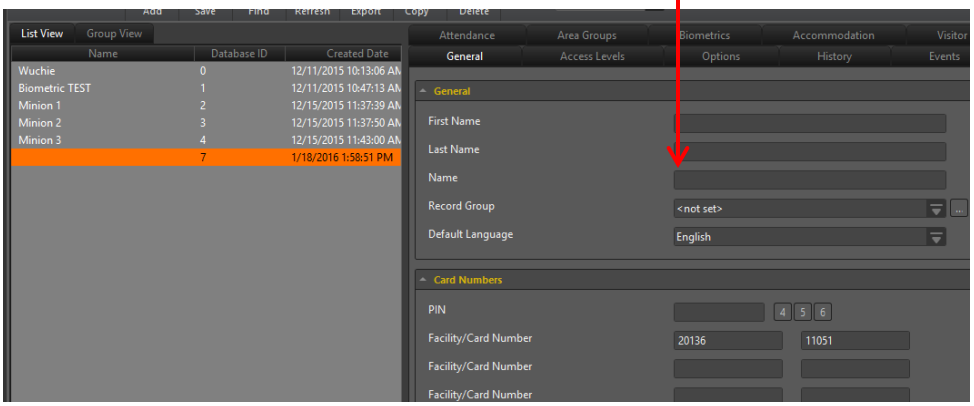


5. If you opted to add to an existing user, a prompt will appear. Select the user you wish to add this to from the drop down then select Ok.



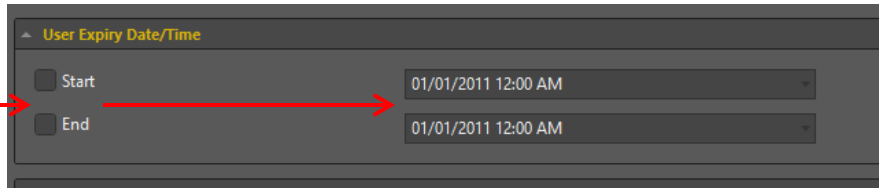
6. If you decided to add a new user, a prompt will appear stating "Card added OK." It creates a new user with a blank name and they will appear at the bottom of the user list. **NOTE:** you will still need to add and fill out user info.



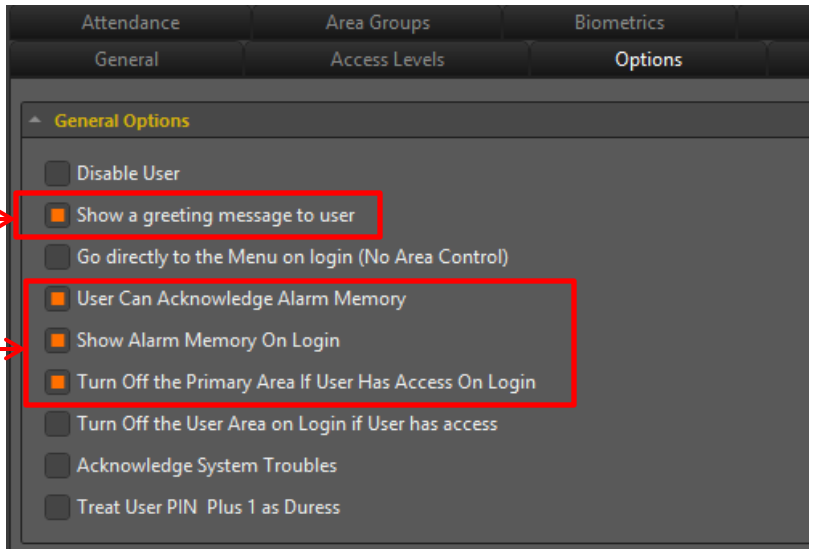


Additional User Info

NOTE – Activation and Expiration: You can have users become enabled and expire on specific dates and times. Under the **General** tab go to **User Expiry Date/Time**. You can click Start and/or End and then pick the date/time. If neither are checked then this users is active with NO expiration.

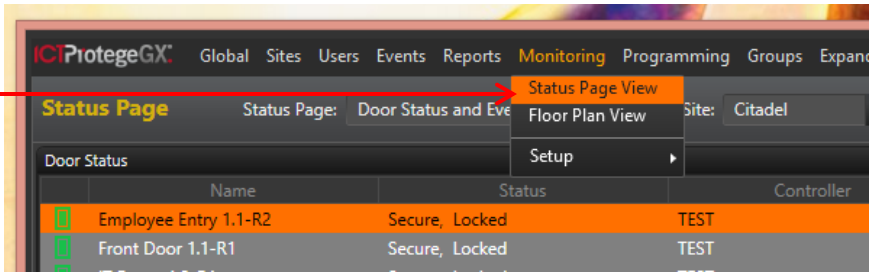


NOTE – Options for Alarm Integration: If you have your alarm system integrated with ICT then make sure you have these setting enabled for user you wish to be able to arm/disarm. The following are location under the **Options** tab, Show a greeting message to user, User can Acknowledge Alarm Memory, Show Alarm Memory On Login and Turn Off the Primary Area If User Has Access On Login.

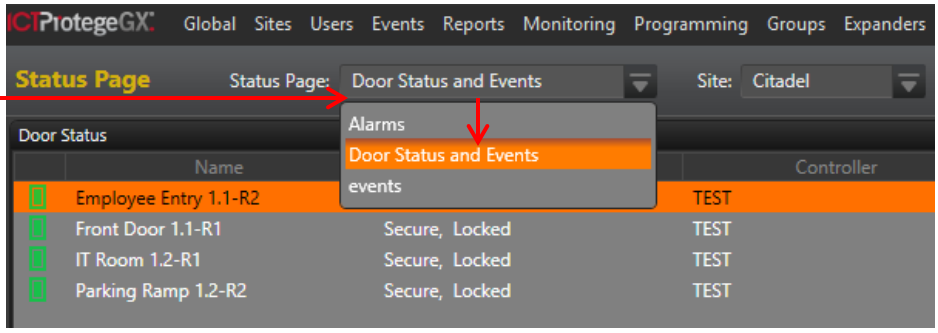


Monitoring Statuses and Events

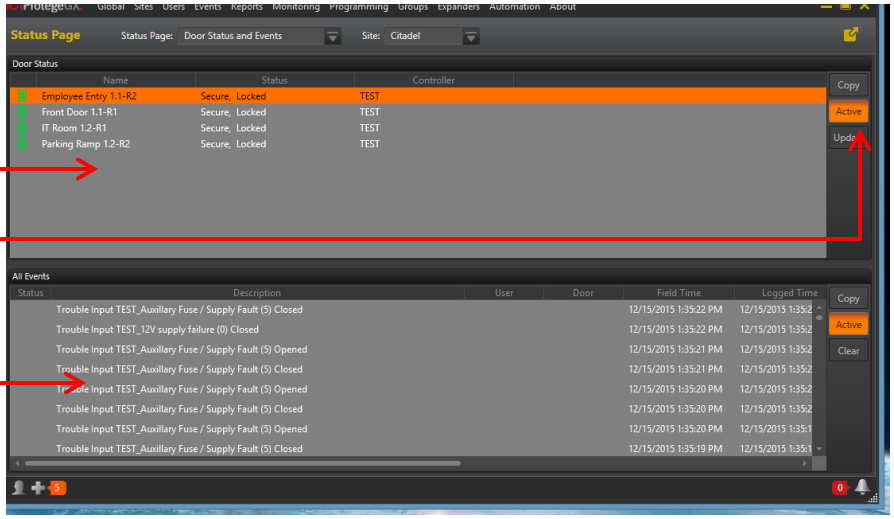
1. To view statuses and events, open **Status Page View** under the **Monitoring** menu.



2. Select the type of page you'd like to view with the **Status Page** drop down.



3. Depending on what was configured for you, the windows will display for you in a live view. You can pause the info rolling in by toggling **Active** on the right.



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