

ALARM LOCK

345 Bayview Avenue, Amityville, New York, U.S.A. 11701 For Sales and Repairs 1-800-ALA-LOCK • For Technical Service 1-800-645-9440 Fax: 631-789-3383 • info@alarmlock.com *Note: Technical Service is for security professionals only* 

## **ALARM LOCK Tech Support**



Date: Monday, September 26, 2011

**Subject:** Assigning Group Associations for Multiple Users

Models: DL-Windows V3.6.0 or later

In many installations, large numbers of Users share similar attributes--for example, their workplace location, work hours, access to certain secure locations, etc. Placing these similar Users into "Groups" allows for large numbers of Users to be controlled all at once rather than individually, saving time and effort. Assigning Group associations for multiple Users is easy with the **Set Group Assignment** screen. Proceed as follows:

 Select multiple Users: In DL-Windows, open the Account and click the Global button to open the Global Users screen. In the Global Users screen, select the first User to be assigned to a Group by clicking the gray box to the left of the User Name as shown in the image below:





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Scroll down to the last User to be assigned to a Group, but before clicking to select the User, press and hold the **SHIFT** key on your keyboard, then click the gray box to the left of the last User Name. Multiple User Names are selected and highlighted in blue, as shown in the image below:

-Use	er List		User Information		Locks Listed by Lock ID					
Clas	ssic Sort (Referen	ce Number) 💌	First Name: New	_	1	2	3	4	5	Ŀ
_			Lost Nomer		6	7	8	9	10	Г
	User Name	PIN 🔺	Last Name. User		11	12	13	14	15	F
	New User	613732	Address:	_	16	17	18	19	20	
	New User	257203		_	24	22	23	24	25	L
	New User	372796	City:		21	22	20	29	20	Ł
•	New User	101717	State Zin	_	20	21	20	29	30	Ł
1	New User	180532			31	32	33	34	35	L
	New User	678509	Telephone Number:		36	37	38	39	40	
	New User	450156		_	41	42	43	44	45	L
	New User	931953	PIN: [101717	_	46	47	48	49	50	L
	New User	814458	Custom Field - Set in Options Scr	reen 🛛	51	52	53	54	55	L
_	New User	166942				-				
	New User	109491			Card Data Card Type					
I	New User	078584		A	Garu	Type				
	New User	499201								
	New User New User	499201 971770		F	 acility C	ode	Card	Code		
	New User New User New User	499201 971770 085220		F	acility C	ode	Card	Code		
	New User New User New User New User	499201 971770 085220 541609		F	acility C	ode	Card	Code		
4 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	New User New User New User New User New User	499201 971770 085220 541609 765917		F	acility C	ode	Card	Code		
	New User New User New User New User New User New User	499201 971770 085220 541609 765917 827414		F	acility C	ode D:	Card	Code		
	New User New User New User New User New User New User New User	499201 971770 085220 541609 765917 827414 111765		F	acility C Card I <u>A</u> dd	ode D: Cards	Card	Code	re Car	r <u>d</u>
	New User New User New User New User New User New User New User	499201 971770 085220 541609 765917 827414 111765 524291		F	acility C Card I <u>A</u> dd	ode   D:   Cards	Card	Code Remov	'e Car	r <u>d</u>
	New User New User New User New User New User New User New User New User New User	499201 971770 085220 541609 765917 827414 111765 524291 834181	Add Administrative Users	F	acility C Card I <u>A</u> dd	ode D: Cards Set	Card	Code Remov Assig	'e Car	r <u>d</u>
	New User New User New User New User New User New User New User New User New User New User	493201 971770 085220 541609 765917 827414 111765 524291 834181 015764	Add Administrative Users	Hide Pin	acility C Card I <u>A</u> dd	ode D: Cards Set	Card	Code Remov Assig	e Car	r <u>d</u>
	New User New User	499201 971770 085220 541609 765917 827414 111765 524291 834181 015764 205437	Add Administrative Users Set Double Sided Access	Hide Pin	acility C Card I <u>A</u> dd	ode D:   Cards Set Set	Card	Code Remov Assig	re Car nmen	r <u>d</u> t
	New User New User	499201 971770 085220 541609 765917 827414 111765 524291 834181 015764 205437 105259	Add Administrative Users Set Double Sided Access	Hide Pin	Card I	ode D:   Cards Set Set	Card	Code Remov Assig Assig	re Car nmen	r <u>d</u> It
	New User New User	499201 971770 085220 541603 765917 827414 111765 524291 834181 015764 205437 105259 671370	Add Administrative Users Set Double Sided Access	Fi Hide Pin	Card I	ode D:   Cards Set	Card F Group Level	Code Remov Assig Assig	re Car nmen	r <u>d</u> t
	New User New User	499201 971770 085220 541609 765917 827414 111785 524291 834181 015764 205437 105259 671370 504197	Add Administrative Users Set Double Sided Access	Hide Pin	Card I	ode D: Cards Set Set	Card Group Level	Code Remov Assig Assig	re Car nmen nmen	r <u>d</u> It
	New User New User	499201 971770 085220 541609 765917 827414 111765 524291 834181 015764 205437 105259 671370 504197 864771 864771	Add Administrative Users Set Double Sided Access	Hide Pin	Card I	ode D:   Cards Set Set	Card	Code Remov Assig Assig	e Car nmen nmeni	r <u>el</u> t

2. Set the Group Assignment: Click the Set Group Assignment button in the Global Users screen. The Set Group Assignment for User dialog opens:

_ock ID's	1 2	-			
Group 1	1 1				
Group 2	2 2				
Group 3	3 3				
Group 4	4 4				
Add/R	emove From	Group1 Add/Remove From	m Group3	Accept	<u>C</u> ancel
Add/R	emove From	Group2   Add/Hemove From	n Group4		
Add/R	emove From ited Users to sers to the G	Group2   Add/Hemove Fror These Groups' will add the oups displayed in Green Select	t Add Se	lected Users to 1	These Groups

This screen allows you to assign Users a **Group** number, and also to assign the **Group** number to a **Lock ID**. In the grid shown above, double-click the **Group** number listed under the appropriate **Lock ID**, and that **Group** number "cell" will appear highlighted in green as shown below:



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Group 1 1 1 Group 2 2 2 Group 3 3 3 Group 4 4 4 Add/Remove From Group1 Add/Remove From Group3 Add/Remove From Group2 Add/Remove From Group4 Accept Cancel	_ock ID's	1	2					
Group 2 2 2 Group 3 3 3 Group 4 4 4 Add/Remove From Group1 Add/Remove From Group3 Add/Remove From Group2 Add/Remove From Group4 Accept Cancel	Group 1	1	1					
Group 3 3 3 Group 4 4 4 Add/Remove From Group1 Add/Remove From Group3 Add/Remove From Group2 Add/Remove From Group4 Accept Cancel	Group 2	2	2					
Group 4 4 4 Add/Remove From Group1 Add/Remove From Group3 Add/Remove From Group2 Add/Remove From Group4 Accept Cancel	Group 3	3	3					
Add/Remove From Group1 Add/Remove From Group3 Add/Remove From Group4 Accept Cancel	Group 4	4	4					
	Add/R	emove F emove F	From Grou	ip1 □ Add/R ip2 □ Add/R	emove From Group3 emove From Group4		Accept	Cancel
Add Selected Users to These Groups			1 TI	e Groups		110100		These Groups

3. Click on the "Add Selected Users to These Groups" button to add the selected Users to the Group(s) highlighted in green. In the above example, all multiple Users selected in step 1 are now assigned to Group 1, and Group 1 is assigned to Lock ID's 1 and 2. The following popup appears, warning that of all the Users selected in step 1, only those actually assigned to a lock (in the **Global Users** screen) will be added to the green highlighted Group(s):



Click OK to close the popup. Click the Accept button in the Set Group Assignment for **User** dialog to complete the Group assignment process.

4. Open the Lock Data screen to confirm the selected Users are assigned to the proper Group number:

		1	ск раја Т	-	-	-	
Jser Name	No.	PIN	GP1	GP2	GP3	GP4	Enable User
Greg User	23	1292					V
Greg User	24	3776					V
/User	25	0745					
New User	26	8680					
New User	27	101717	~				V
New User	28	180532	V				V
New User	29	678509	V				V
New User	30	450156	V				V
New User	31	931953	V				V
New User	32	814458	V				V
New User	33	166942	~				V
New User	34	109491	V				V
New User	35	078584	V				V
New User	36	499201	V				V
New User	37	971770	V				V
New User	38	085220	V				V
e User Name to Search Fo	r. To Reset: Clear Th	e Entry. U	se the	ley to Rer	nove Blank	Lines.	