



## **BlueWeb Access Control Software**

Product Detail

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# People

## Overview

From this page, an administrator can add, edit, or remove a person or credential. You may also adjust their access groups or view their recent activity in the system. We will cover these essential functions below.

## Adding Person

To add a new person to the BlueWave system, use the search bar to search them by name or employee ID. Select their profile and click 'Add New Person'. From there, you may enter the employee's name, employee ID, and photo. Optionally, you may also add a credential to the new employee's profile.

## Adding Credentials

To add a new credential to an employee's profile, expand the 'Credential' dropdown menu.

- 1) Select the credential type. We have multiple compatible credential types in our system, including 26 Bit proximity cards or PINs, iClass 35 Bit Prox Card, 34 bit proximity card, and 8 bit variable length PIN.
- 2) Enter the card number and facility code for proximity cards. Alternatively, enter the PIN code. You have the option to require a second credential for dual authentication.
- 3) Choose your credential mode. These modes determine the behavior of the lock upon presentation of the credential.
  - a) Normal - door will allow passage, if the cardholder is configured for access. Door will lock after entry.
  - b) Lockdown - puts door into 'Lockdown' state. The door will ignore all credentials except another Lockdown credential or a Master credential, even if the credential would otherwise be authorized for the door at this time.
  - c) Unlock - puts door into 'Unlock' state. Door is unlatched and anyone may enter without presenting a credential. Door remains unlocked until another Unlock credential is presented.
  - d) Managed/Manager - applicable only to 'Manager' shift types. Doors assigned to a 'Manager' shift will not unlock for a 'Managed' credential until the 'Manager' card is presented.
  - e) Master - credential works at ALL doors configured in the system, regardless of permission or shift. This is the only credential that will work when a door is in Lockdown Mode.
- 4) Set the status of the card. Only activate badges will grant access through a door.
- 5) Set the effective start and expiration date. If there is no associated start or end date, leave check the 'Immediate' start date and the 'Never' expiration date.

## **Managing Access Groups**

Permissions are attached to access groups. People are assigned to access groups. Therefore, to change the permissions of a given person, you must edit their access groups. Expand the access groups dropdown menu.

To add to a new access group:

- 1) Select 'Add to New Group'.
- 2) Select the desired group from the dropdown.
- 3) Click 'Add to Group'.

To remove from an access group:

- 1) Select the unwanted group under the 'Current Groups' list.
- 2) Click 'Remove from Selected Group(s)'.

## **Recent Events**

By expanding the 'Event's tab, you may see the recent activity of a given person. These reports cover the last 7 days of activity. They may be exported to CSV, Excel, or PDF. The reports may also be copied to the clipboard or printed directly.

# Doors

## Overview

This page allows you to search all doors within the system. You may also filter them by status.

## Door Operations

### Multi-door Operations

- a) Emergency Lockdown all doors- will set every door in the system to lockdown. Doors will not unlock for any credential, no matter the permission set, besides Master and Lockdown credentials.
- b) Lock all doors with unlock shifts for the rest of the day- requires credentials to unlock any door set to an unlock shift.
- c) Put all doors in Unlock Mode indefinitely - Unlock all doors in the system.

### Door Operations

- a) Emergency Lockdown this door - will put the selected door into lockdown. Door will not unlock for any credential, no matter the permission set, besides Master and Lockdown credentials.
- b) Lock door for the rest of the day - will put the door in Normal lock state. The door will require a credential to unlock momentarily.
- c) Change today's hours for this door - sets a custom shift for the door. Will return to standard shift hours on the following day.
- d) Put this door in Unlock Mode indefinitely - door will remain unlocked. Return the door to normal to undo the unlock shift.
- e) Allow momentary access to this door - unlocks door momentarily to allow single entry.

## View Access Roster

Select the 'Click here to see who can access this door' for a table of all user's with access to the particular door of interest. You might filter the table for desired column values such as names, groups, or shifts. You may export the table to CSV, Excel, or PDF as well.

## Advanced Troubleshooting

**INCREMENTAL Update** - Pushing an incremental update to the door sends existing shifts and only NEW or CHANGED credentials to the door. Typically an incremental update takes only a few minutes, but delays can occur with heavy server traffic. Existing credentials will continue to work during the update.

**FULL Update** - Pushing a full update to the door entails first clearing out all existing shifts and credentials, then sending a freshly calculated set of shifts and credentials. This process can take several minutes or longer, depending on the number of shifts and credentials at the door and the level of activity on the server. While the update is occurring, credentials may not work at the door.

Disable Communication with this Door - Disabling a door causes it to cease communication with the BlueView server, so that the server will no longer pull audit events and send updated shifts and credentials.

# Holidays

## Overview

Scheduling a Holiday in our system will change any doors with an 'Unlock' schedule. You may change the length the unlock schedule, or lock the door for the entirety of the day. Please note, this tool can only change doors up to a week in advance. For scheduling holidays further out, refer to the BlueView product guide.

## Creating a Holiday Schedule

- 1) Select the 'Unlock' doors you wish to alter.
- 2) Select the day(s) in which you would like them to be altered, up to a week in advance.
- 3) Choose between locking the door all day or deploying a custom holiday unlock shift. Set the open and close times and click 'Add Time Range'.
- 4) Click 'Create Holiday'.



# Reports

## Overview

From our reports tool, you have access to a number of valuable data tables.

## Report Types

**Event** - This events list shows activity within the system in chronological order for a given date range. You may narrow results by employee name or ID, Site, area, or door name.

**Permissions** - This report shows all the permissions within the system for a given door.

**No Activity** - This report shows which active people have not accessed the given doors within the specified amount of time.

**Excess Activity** - This report shows which people have accessed the door more than the specified number of times per day during the given date range.

**Muster** - This report shows who has entered a given door without exiting for a given time period.

**Audit System Health** - This report shows the connectivity status of all controllers within the system.

## Advanced

BlueWeb is intended to be your day-to-day administration tool for your BlueView Access Control System. The BlueView software, an application that runs on the BlueView server or can be installed as a client, is the primary tool used to set up and configure the BlueView system.

The BlueView interface offers more advanced settings and functionality, including:

- Adding new doors to the system, removing doors, or re-organizing doors
- Changing door controller settings relating to how it interfaces with locking hardware
- Making long-term changes to unlock schedules and other types of shifts
- Making changes to door permissions (which groups have access to which sets of doors, on which shifts)
- Spreadsheet import and export for system configuration
- Login administration

And much more!

Contact your BlueWave administrator to facilitate making these types of changes to the system.