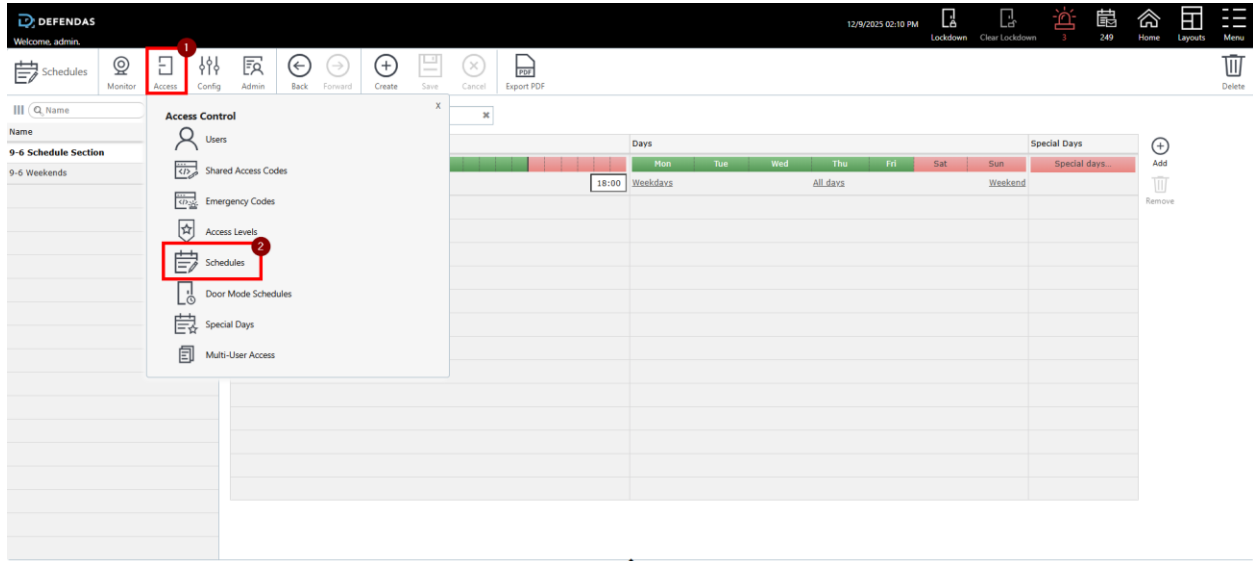


How to Create Users and Scan the Card

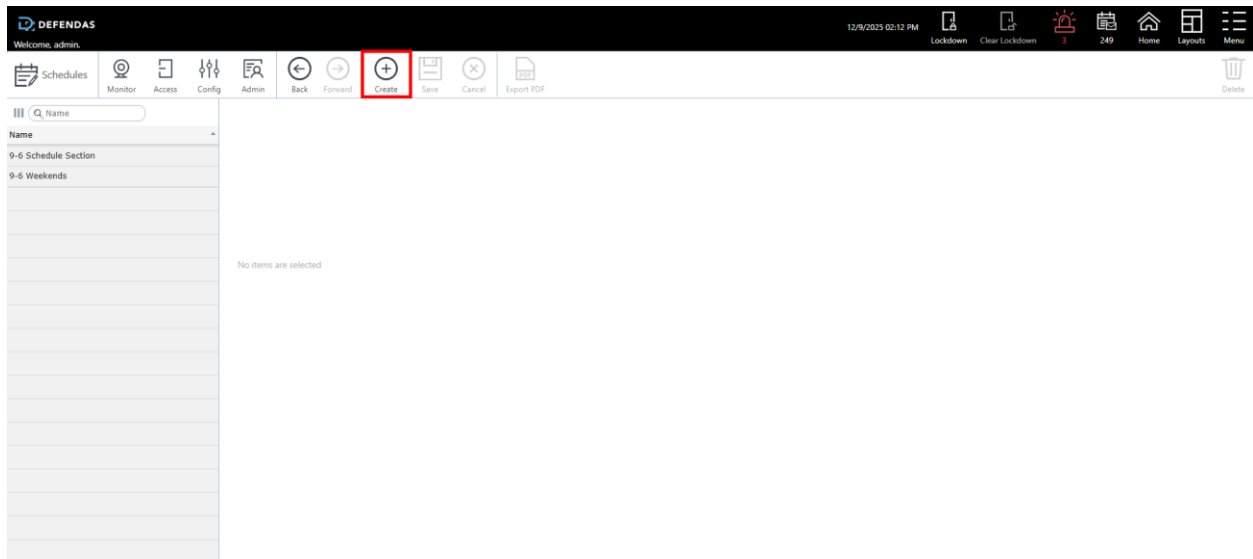
Note: Following the tutorial order is not required, but doing so will save time when creating user accounts on the access control system and assigning cards or PINs.

Creating Schedules

1. Click **Access > Schedules**.



2. Click on **Create**.



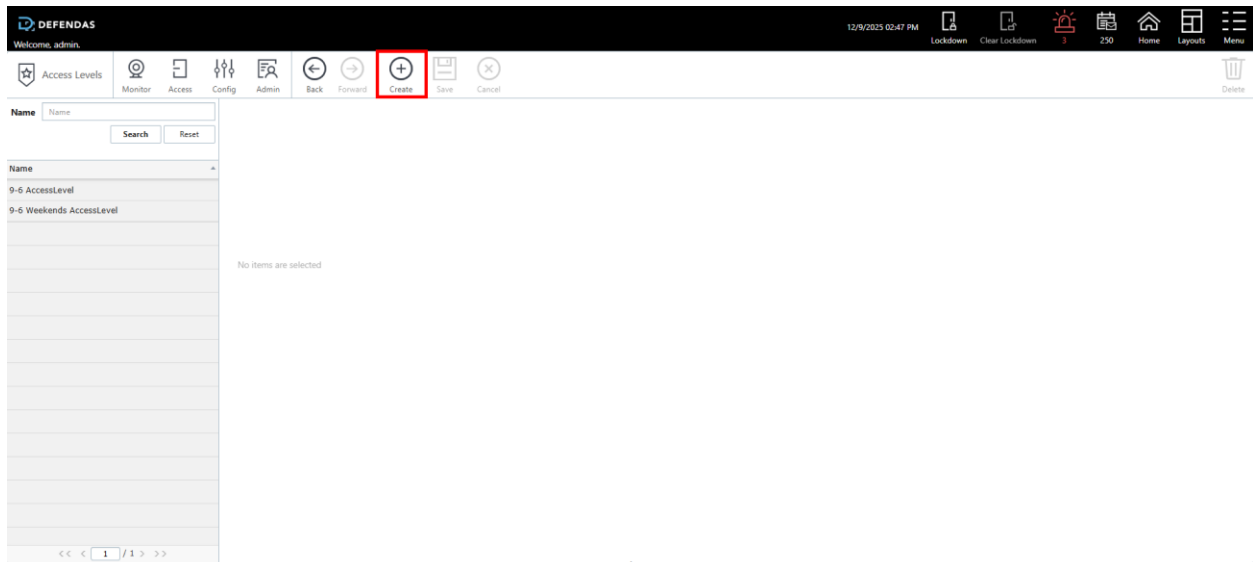
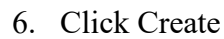
- Click **Add** so the schedule appears. Then enter the user-defined name (2), adjust the time slots by dragging the timeline or by entering the start and end times directly, select the days when the schedule will be active, and specify whether any special days (e.g., holidays) apply (3). Lastly, click **Save** at the top to apply the changes.

The screenshot shows the DEFENDAS interface for adding a new schedule. The top navigation bar includes 'Schedules', 'Monitor', 'Access', 'Config', 'Admin', 'Back', 'Forward', 'Create', 'Save', 'Cancel', and 'Export PDF'. The 'Add' button is highlighted with a red box and a red circle with the number 1. The 'Name' field is highlighted with a red box and a red circle with the number 2. The 'Days' section is highlighted with a red box and a red circle with the number 3. The 'Times (Start-Stop)' section is highlighted with a red box and a red circle with the number 4.

- Once the schedule is complete, the entry on the left-side list can be selected to view it and make any necessary adjustments.

The screenshot shows the DEFENDAS interface with the '9-6 Schedule Section' selected in the left-side list. The '9-6 Schedule Section' entry is highlighted with a red box. Red arrows point from the '9-6 Schedule Section' entry to the 'Name' field and the 'Days' section of the schedule details.

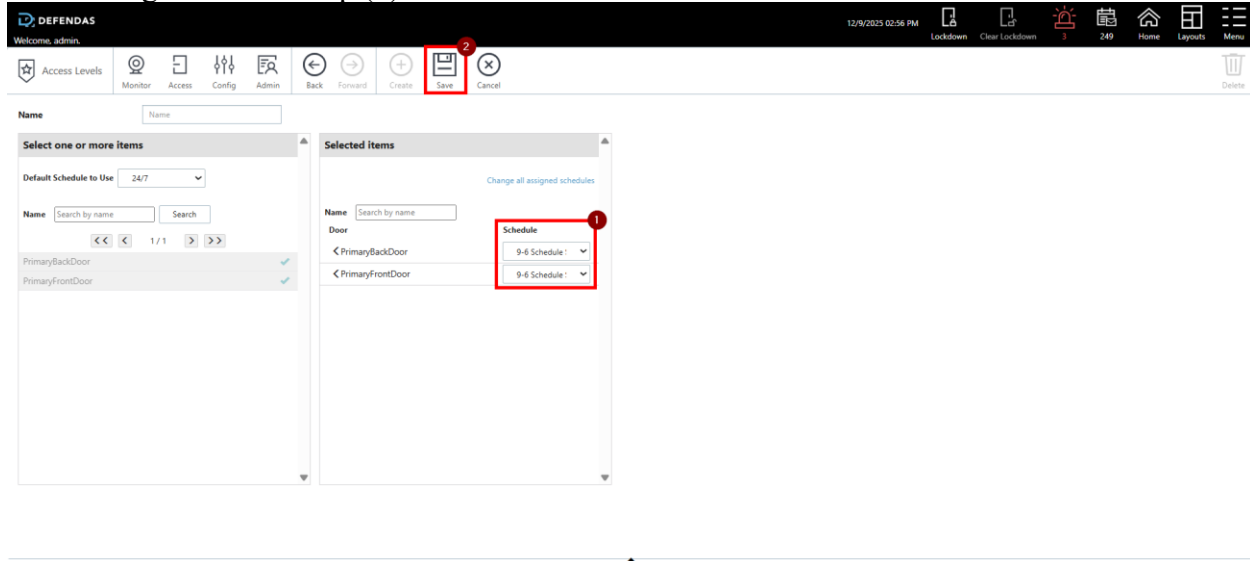
5. Click **Access** > **Access Levels**



7. Click each door to move it to the right side (1). Select the schedule for each door using the corresponding drop-down menu (2). If all doors will use the same schedule, use **Change all assigned schedules** to quickly assign the same schedule to every door (3).

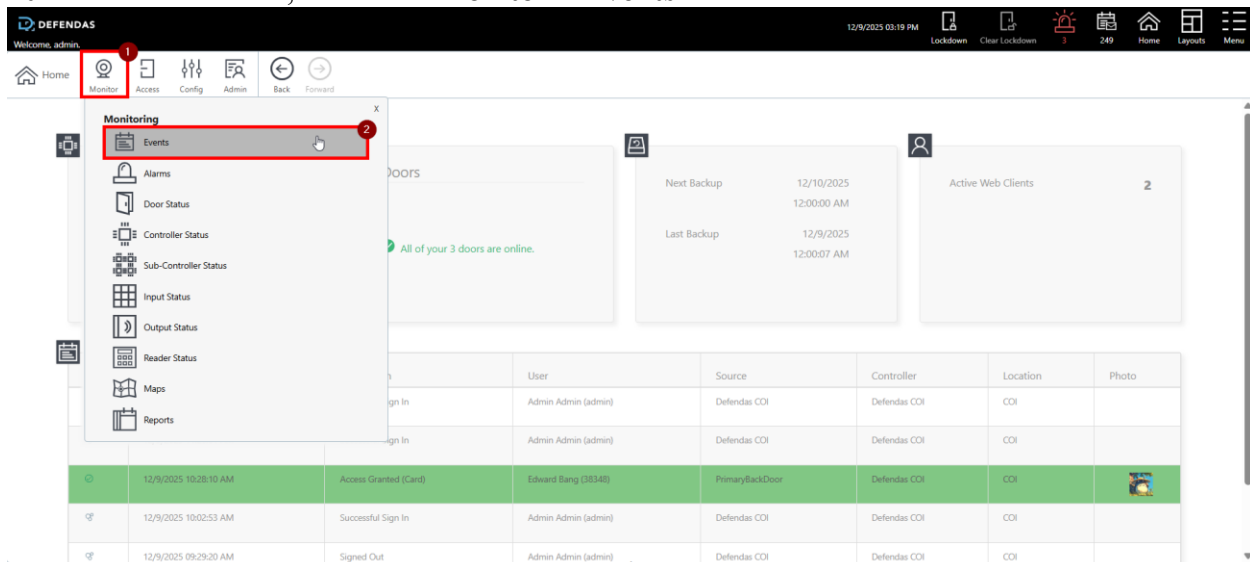
8. Select the correct schedule, then click **Apply to All**.

9. After completion, the schedule will reflect the updates (1). All changes can then be saved by clicking Save at the top (2).



Scanning Card from Reader

10. Scan the card first, then click **Monitor > Events**.



11. Look for a yellow warning event in the log to identify the card number. Click the presented card number to open the User creation window.

The screenshot shows the DEFENDAS Events log interface. On the left, there are filters for User, First Name, Last Name, Card Number, Personnel ID, Device Filter, Door, Controller, Area, Location, and Event Type Filter. The main table displays a list of events. A yellow warning event is highlighted, indicating an 'Access Denied (Unknown Card) (Card)' at 12/9/2025 09:26:21 AM. The card number 38348 is visible in the event details.

Icon	Occurred	Description	User	Photo	Source	Location
	12/9/2025 02:46:39 PM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
	12/9/2025 11:26:01 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
	12/9/2025 10:28:10 AM	Access Granted (Card)	Edward Bang (38348)		PrimaryBackDoor	COI
	12/9/2025 10:02:53 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
	12/9/2025 09:29:20 AM	Signed Out	Admin Admin (admin)		Defendas COI	COI
	12/9/2025 09:28:31 AM	Access Granted (Card) (Double)	Edward Bang (16110)		PrimaryBackDoor	COI
	12/9/2025 09:28:30 AM	Access Granted (Card)	Edward Bang (16110)		PrimaryBackDoor	COI
	12/9/2025 09:27:11 AM	Access Granted (Card)	Edward Bang (38348)		PrimaryBackDoor	COI
	12/9/2025 09:26:21 AM	Access Denied (Unknown Card) (Card)	A 38348		PrimaryBackDoor	COI
	12/9/2025 09:25:50 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
	12/9/2025 09:20:58 AM	Signed Out	Admin Admin (admin)		Defendas COI	COI
	12/9/2025 09:14:17 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
	12/9/2025 09:00:00 AM	Schedule Active - 9-6 Schedule Section			Defendas COI	COI
	12/9/2025 12:00:09 AM	Database Backed Up - 2025-12-09-000000.dbbackup			Defendas COI	COI
	12/9/2025 12:00:00 AM	Schedule Inactive - 24/7 Open			Defendas COI	COI
	12/8/2025 10:00:00 PM	Schedule Active - 24/7 Open - Unlocked			Defendas COI	COI
	12/8/2025 06:00:00 PM	Schedule Inactive - 9-6 Schedule Section			Defendas COI	COI
	12/8/2025 05:17:58 PM	Controller Online			Defendas COI - I...	
	12/8/2025 05:17:57 PM	Reader Online			PrimaryBackDoor...	
	12/8/2025 05:17:56 PM	Reader Offline			PrimaryBackDoor...	

12. The same number will populate under **Cards**. After confirming that the card number is correct, scroll back up to complete the user information fields. The access control system requires only a first and last name to save changes, but it is recommended to complete all fields, including **personal ID**, **expiration settings** (set to “never expire” by default), **PIN**, **Duress PIN**, assigned **Access Levels** for doors, and any other relevant details. Once all required information is entered, the Save button will become available to store the changes.

The screenshot shows the DEFENDAS Users window. The 'Cards' section is visible, showing a list of cards. The card number 38348 is entered in the 'Card Number' field. The 'Type' is set to 'Standard'. The 'Enabled' checkbox is checked. The 'Advanced' section is expanded, showing 'Expiration' set to 'Never Expire'.

Type	Card Number	Enabled	Advanced
Standard	38348	<input checked="" type="checkbox"/>	(Unsaved)

13. After scanning the same card again, the message will indicate **Access Granted (card)**. The event message will display the time, the individual associated with the scan, the card number, and the door being accessed, all within a single entry.

DEFENDAS
Welcome, admin.

12/9/2025 03:31 PM Lockdown Clear Lockdown 3 249 Home Layouts Menu

Events Monitor Access Config Admin Back Forward Filter Clear

View Mode: III Q Occurred

Display New Events: Top

User Filter: First Name, Last Name, Card Number, Personnel ID

Device Filter: Door, Controller, Area, Location

Event Type Filter: ☐ Events, ☒ System, ☒ Access Granted

Icon	Occurred	Description	User	Photo	Source	Location
🔑	12/9/2025 02:46:39 PM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 11:26:01 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 10:28:10 AM	Access Granted (Card)	Edward Bang (38348)		PrimaryBackDoor	COI
🔑	12/9/2025 10:02:53 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:29:20 AM	Signed Out	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:28:31 AM	Access Granted (Card) (Double)	Edward Bang (16110)		PrimaryBackDoor	COI
🔑	12/9/2025 09:28:30 AM	Access Granted (Card)	Edward Bang (16110)		PrimaryBackDoor	COI
🔑	12/9/2025 09:27:11 AM	Access Granted (Card)	Edward Bang (38348)		PrimaryBackDoor	COI
🚫	12/9/2025 09:26:21 AM	Access Denied (Unknown Card) (Card)	A 20110		PrimaryBackDoor	COI
🔑	12/9/2025 09:25:50 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:20:58 AM	Signed Out	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:14:17 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:00:00 AM	Schedule Active - 9-6 Schedule Section			Defendas COI	COI
🔑	12/9/2025 12:00:09 AM	Database Backed Up - 2025-12-09-000000.dbbbackup			Defendas COI	COI
🔑	12/9/2025 12:00:00 AM	Schedule Inactive - 24/7 Open			Defendas COI	COI
🔑	12/8/2025 10:00:00 PM	Schedule Active - 24/7 Open - Unlocked			Defendas COI	COI
🔑	12/8/2025 06:00:00 PM	Schedule Inactive - 9-6 Schedule Section			Defendas COI	COI
🔑	12/8/2025 05:17:58 PM	Controller Online			Defendas COI - L...	
🔑	12/8/2025 05:17:57 PM	Reader Online			PrimaryBackDoor...	
🔑	12/8/2025 05:17:56 PM	Reader Offline			PrimaryBackDoor...	

14. To use a **PIN** or **Duress PIN**, the full number must be entered to initiate the unlock process. Neither the PIN nor the Duress PIN will display digits for security purposes. When a Duress PIN is used, an alarm event will be generated, as shown by the red message, even though access is still granted.

DEFENDAS
Welcome, admin.

12/9/2025 03:50 PM Lockdown Clear Lockdown 4 250 Home Layouts Menu

Events Monitor Access Config Admin Back Forward Filter Clear

View Mode: III Q Occurred

Display New Events: Top

User Filter: First Name, Last Name, Card Number, Personnel ID

Device Filter: Door, Controller, Area, Location

Event Type Filter: ☐ Events, ☒ System, ☒ Access Granted

Icon	Occurred	Description	User	Photo	Source	Location
🔑	12/9/2025 03:48:23 PM	Duress (PIN)	Edward Bang		PrimaryBackDoor	COI
🔑	12/9/2025 03:48:23 PM	Access Granted (Duress) (PIN)	Edward Bang		PrimaryBackDoor	COI
🚫	12/9/2025 03:48:16 PM	Access Denied (Incomplete) (PIN)			PrimaryBackDoor	COI
🔑	12/9/2025 03:47:48 PM	Access Granted (PIN)	Edward Bang		PrimaryBackDoor	COI
🔑	12/9/2025 02:46:39 PM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 11:26:01 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 10:28:10 AM	Access Granted (Card)	Edward Bang (38348)		PrimaryBackDoor	COI
🔑	12/9/2025 10:02:53 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:29:20 AM	Signed Out	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:28:31 AM	Access Granted (Card) (Double)	Edward Bang (16110)		PrimaryBackDoor	COI
🔑	12/9/2025 09:28:30 AM	Access Granted (Card)	Edward Bang (16110)		PrimaryBackDoor	COI
🔑	12/9/2025 09:27:11 AM	Access Granted (Card)	Edward Bang (38348)		PrimaryBackDoor	COI
🚫	12/9/2025 09:26:21 AM	Access Denied (Unknown Card) (Card)	A 20110		PrimaryBackDoor	COI
🔑	12/9/2025 09:25:50 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:20:58 AM	Signed Out	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:14:17 AM	Successful Sign In	Admin Admin (admin)		Defendas COI	COI
🔑	12/9/2025 09:00:00 AM	Schedule Active - 9-6 Schedule Section			Defendas COI	COI
🔑	12/9/2025 12:00:09 AM	Database Backed Up - 2025-12-09-000000.dbbbackup			Defendas COI	COI
🔑	12/9/2025 12:00:00 AM	Schedule Inactive - 24/7 Open			Defendas COI	COI
🔑	12/8/2025 10:00:00 PM	Schedule Active - 24/7 Open - Unlocked			Defendas COI	COI