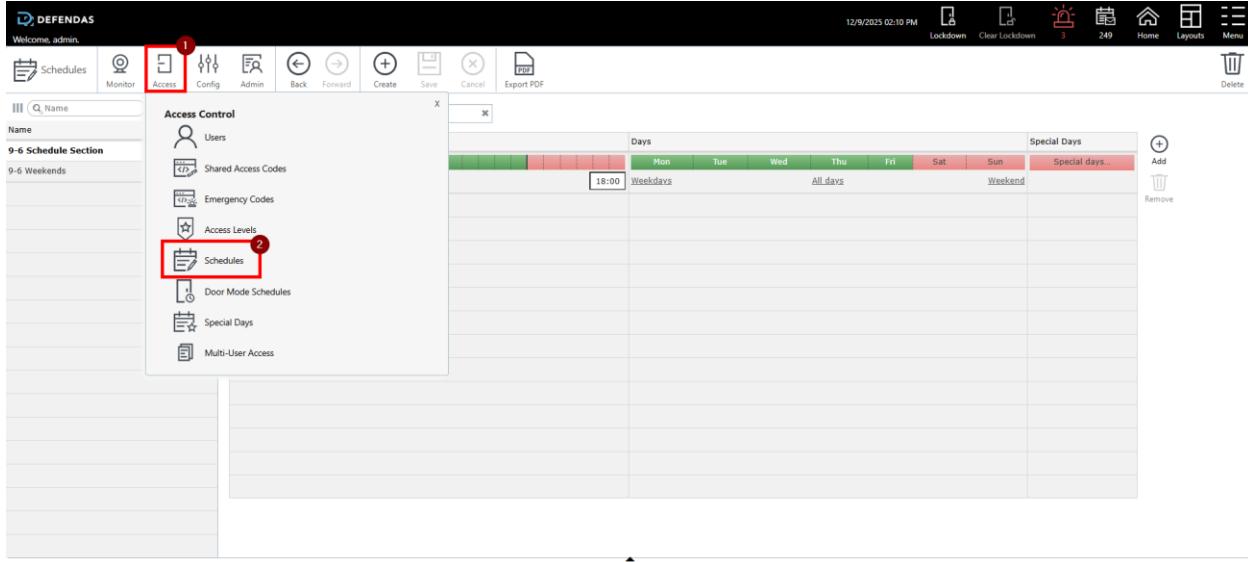


# How to Create Users and Scan the Card

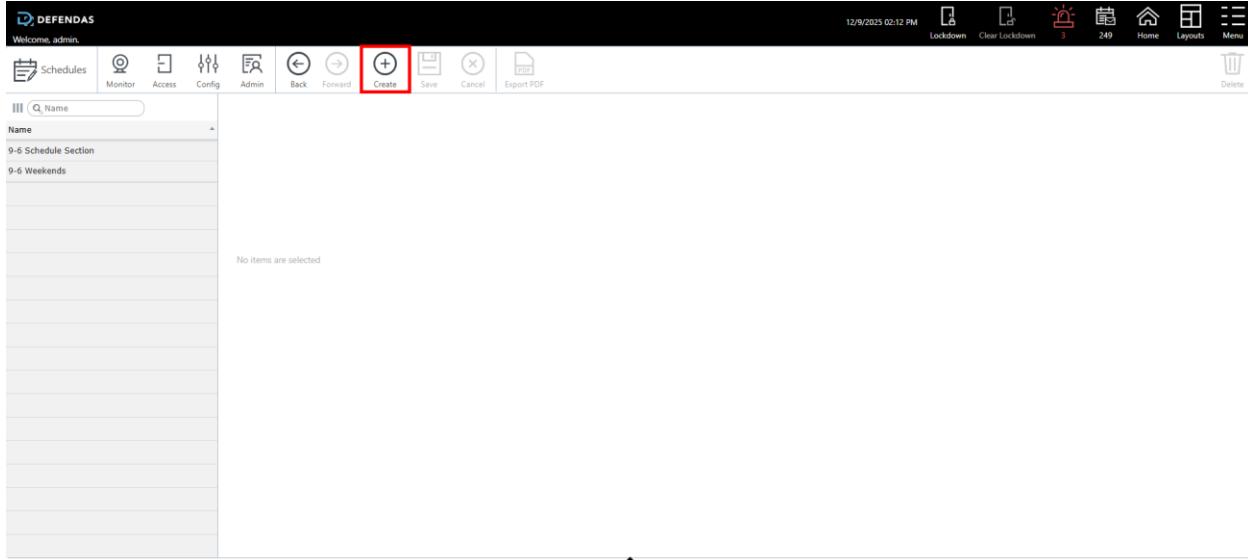
**Note:** Following the tutorial order is not required, but doing so will save time when creating user accounts on the access control system and assigning cards or PINs.

## Creating Schedules

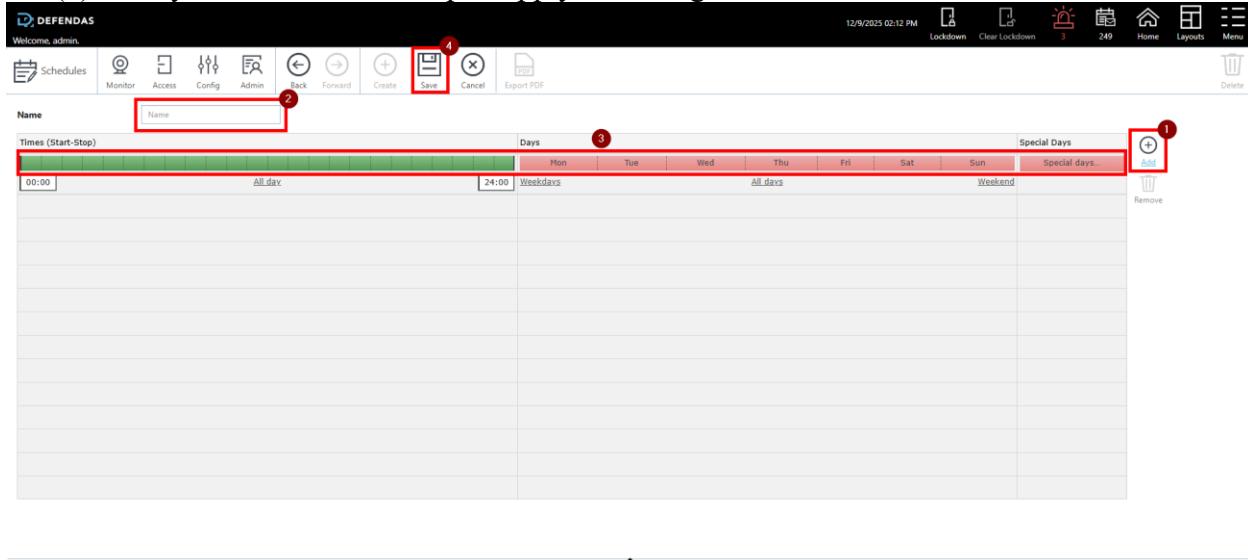
### 1. Click Access > Schedules.



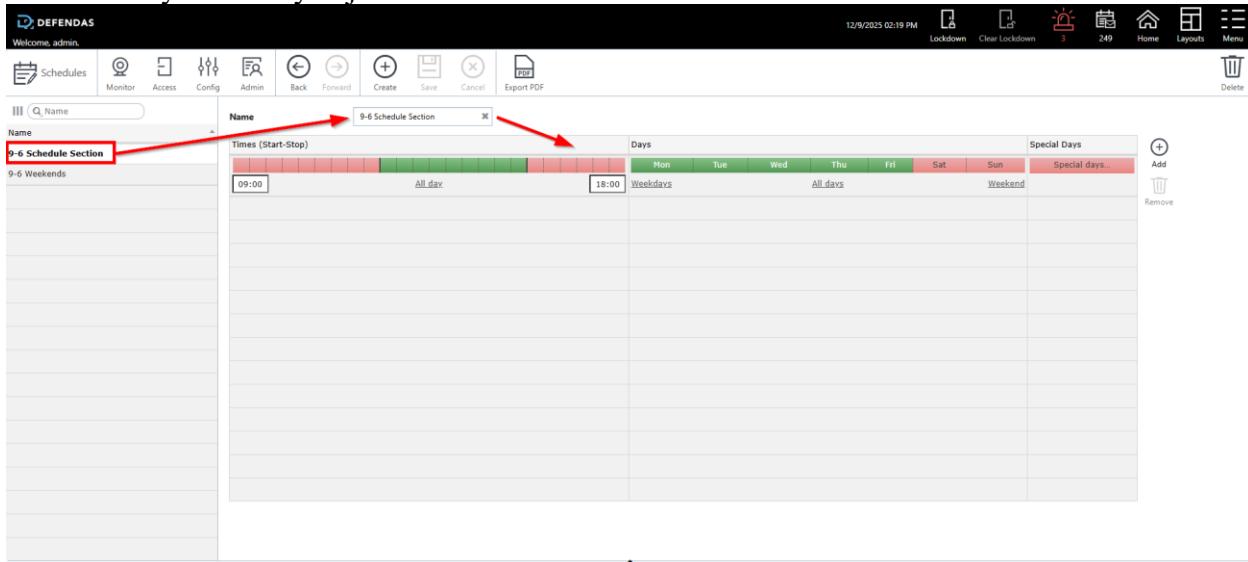
### 2. Click on Create.



3. 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.

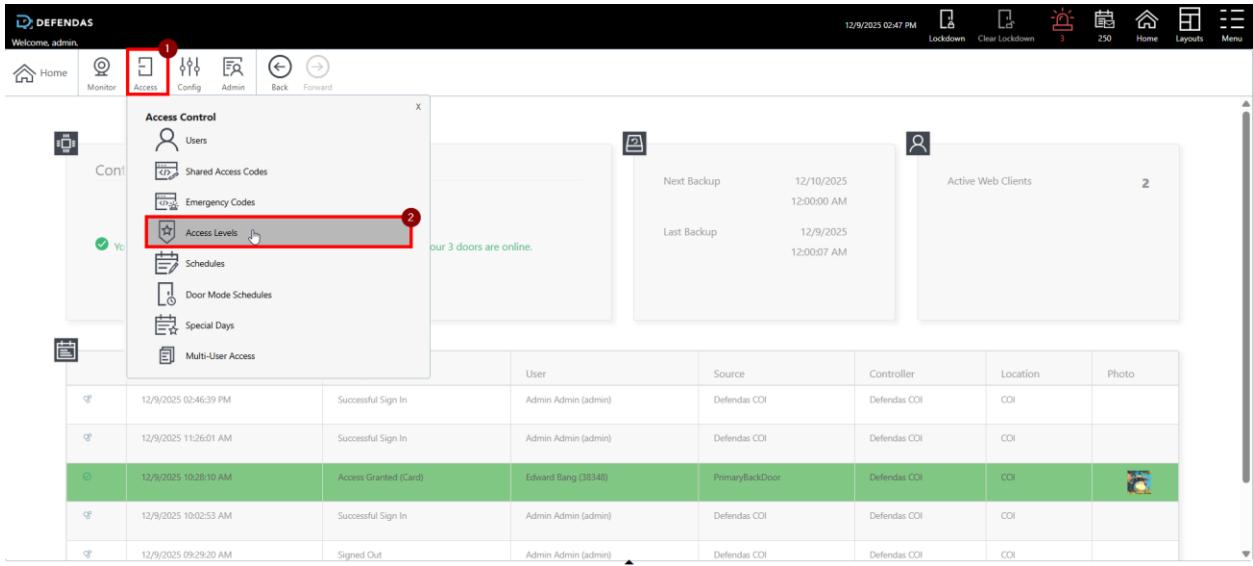


4. Once the schedule is complete, the entry on the left-side list can be selected to view it and make any necessary adjustments.



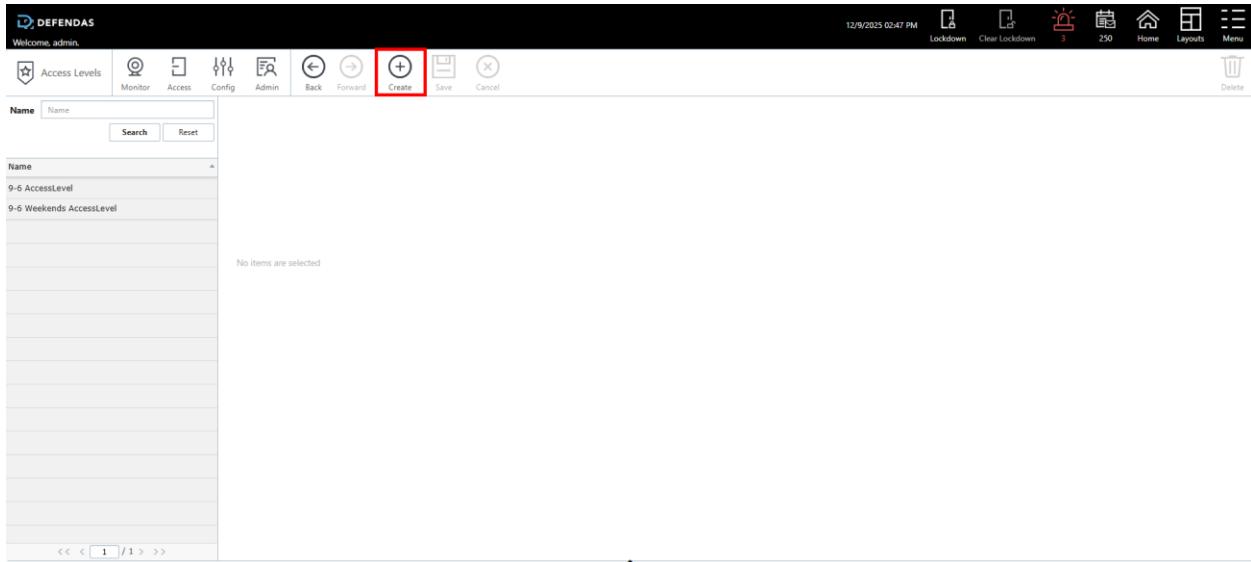
# Creating Access Levels

## 5. Click Access > Access Levels



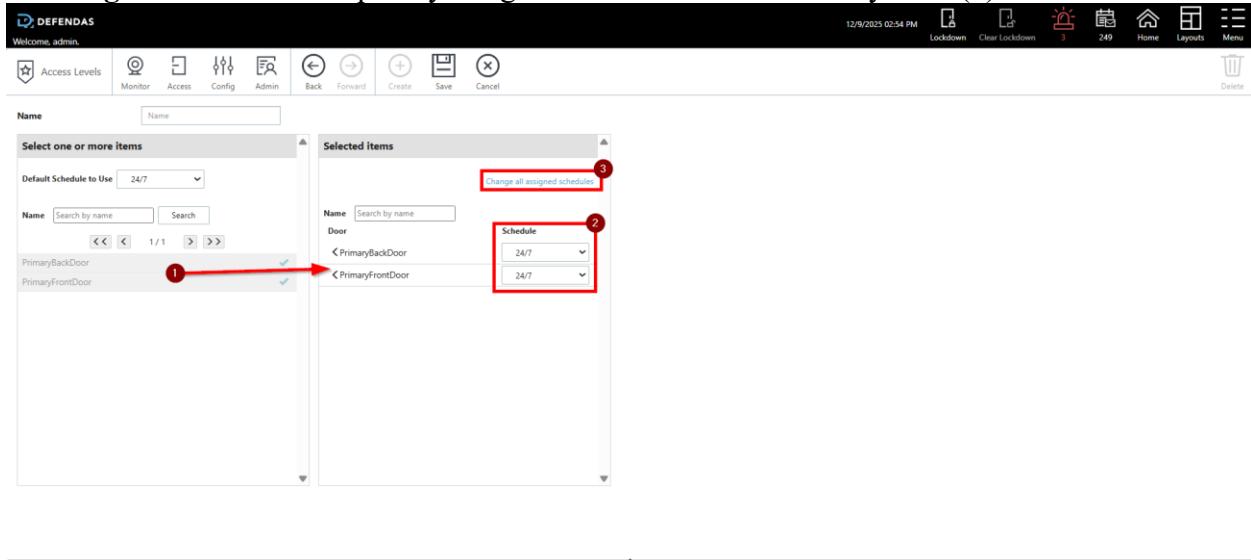
The screenshot shows the DEFENDAS software interface. The top navigation bar includes 'DEFENDAS', 'Welcome, admin.', and various system status icons. The main menu bar has tabs: Home, Monitor, Access (highlighted with a red box and a red number '1'), Config, Admin, Back, and Forward. The 'Access' tab is currently active, displaying the 'Access Control' section. On the left, a sidebar menu lists: Users, Shared Access Codes, Emergency Codes, Access Levels (highlighted with a red box and a red number '2'), Schedules, Door Mode Schedules, Special Days, and Multi-User Access. The main content area shows a table of access logs with columns: Date/Time, Action, User, Source, Controller, Location, and Photo. A summary box on the right indicates '3 doors are online' and provides backup and client statistics. The bottom navigation bar includes 'Lockdown', 'Clear Lockdown', 'Home', 'Layouts', and 'Menu'.

## 6. Click Create

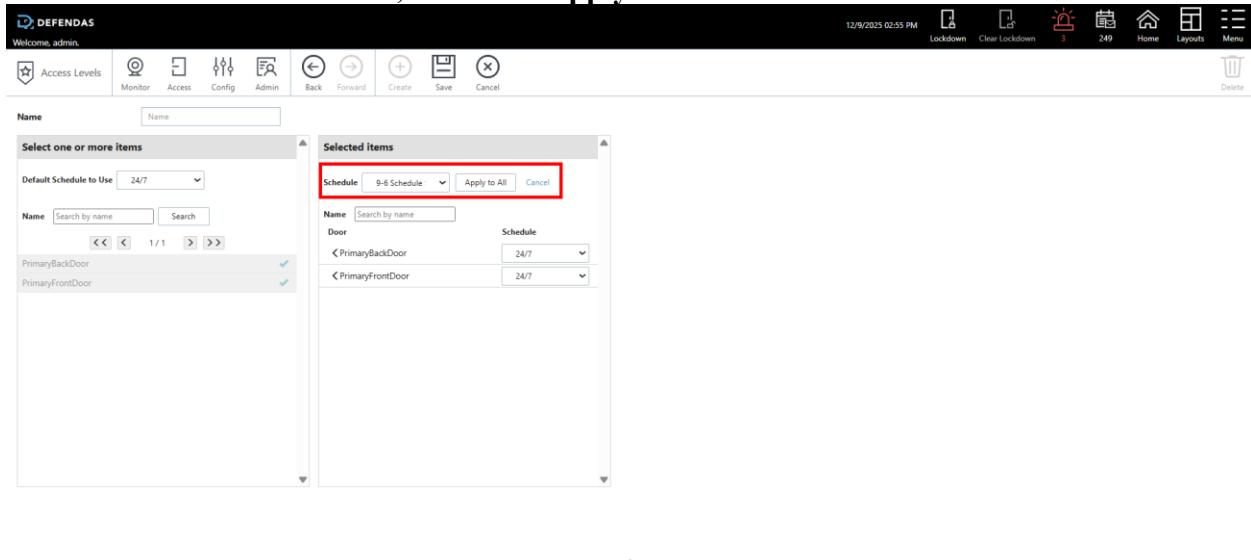


The screenshot shows the 'Access Levels' creation screen. The top navigation bar and menu bar are identical to the previous screenshot. The main content area shows a table with a single row for '9-6 AccessLevel'. A message 'No items are selected' is displayed below the table. The bottom navigation bar includes 'Delete'.

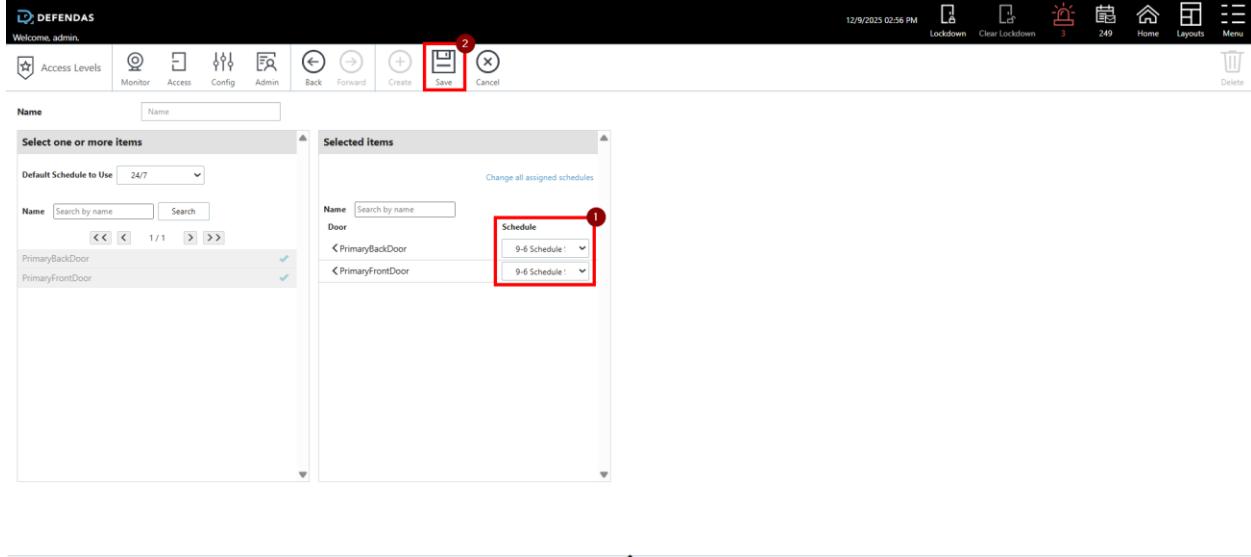
7. Click each door to move it to the right side (1). Select the schedule for each door using the corresponding drop-down menu (2). If all doors will use the same schedule, use **Change all assigned schedules** to quickly assign the same schedule to every door (3).



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

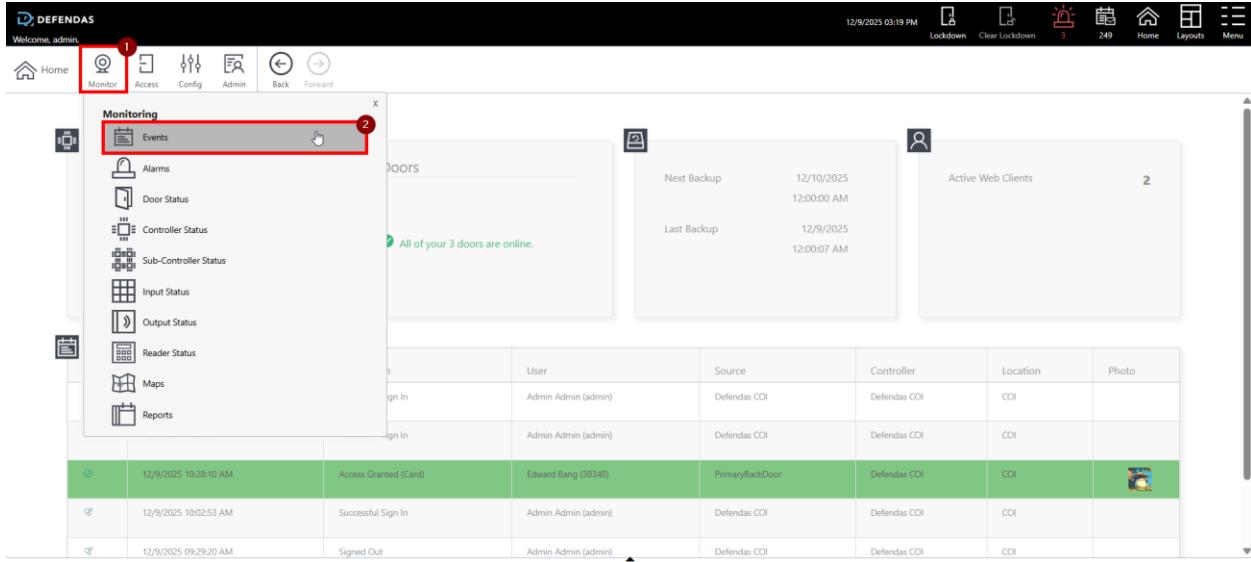


9. After completion, the schedule will reflect the updates (1). All changes can then be saved by clicking Save at the top (2).

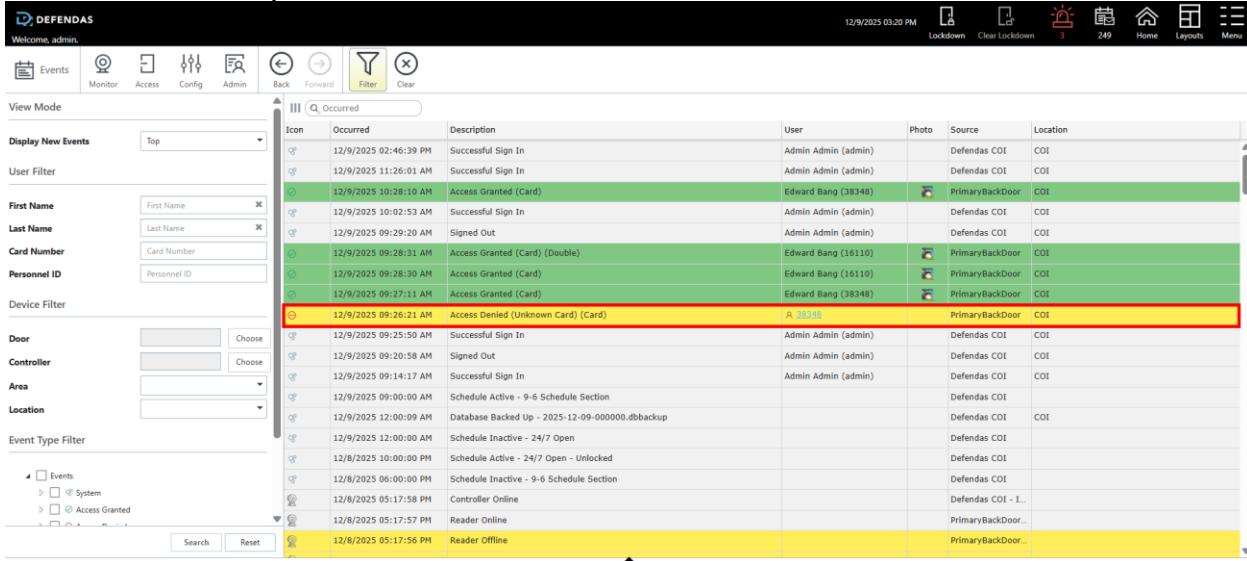


## Scanning Card from Reader

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



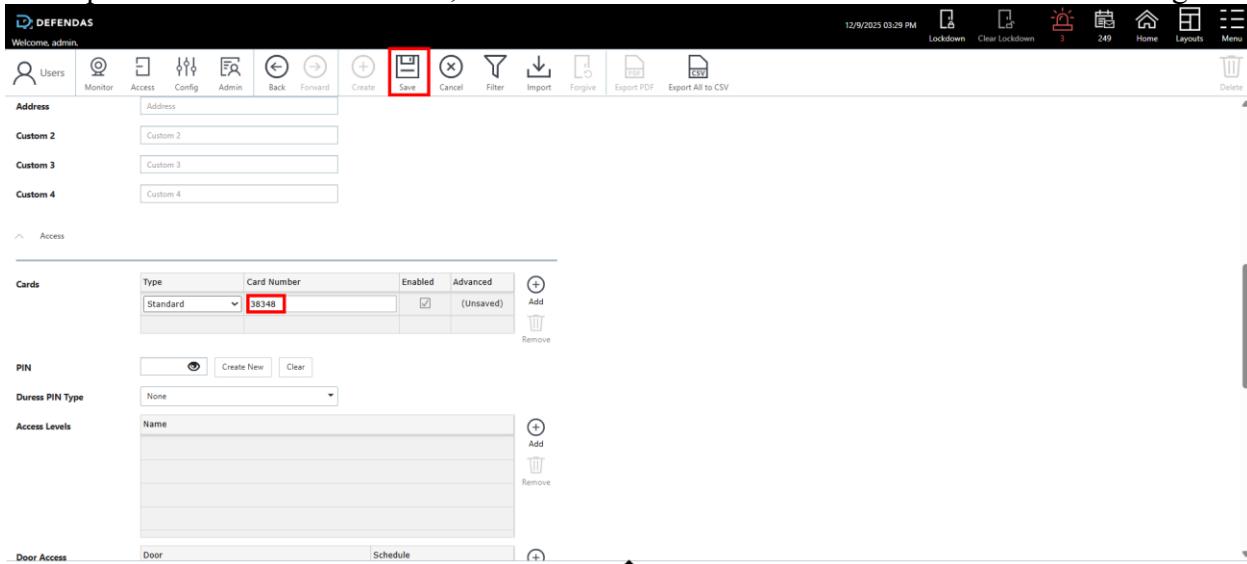
11. Look for a yellow warning event in the log to identify the card number. Click the presented card number to open the User creation window.



The screenshot shows the DEFENDAS software interface with the 'Events' tab selected. The event log table has a yellow background for the last event. The event details are as follows:

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			
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			
12/8/2025 10:00:00 PM	Schedule Active - 24/7 Open - Unlocked		Defendas COI			
12/8/2025 06:00:00 PM	Schedule Inactive - 9-6 Schedule Section		Defendas 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...			

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.

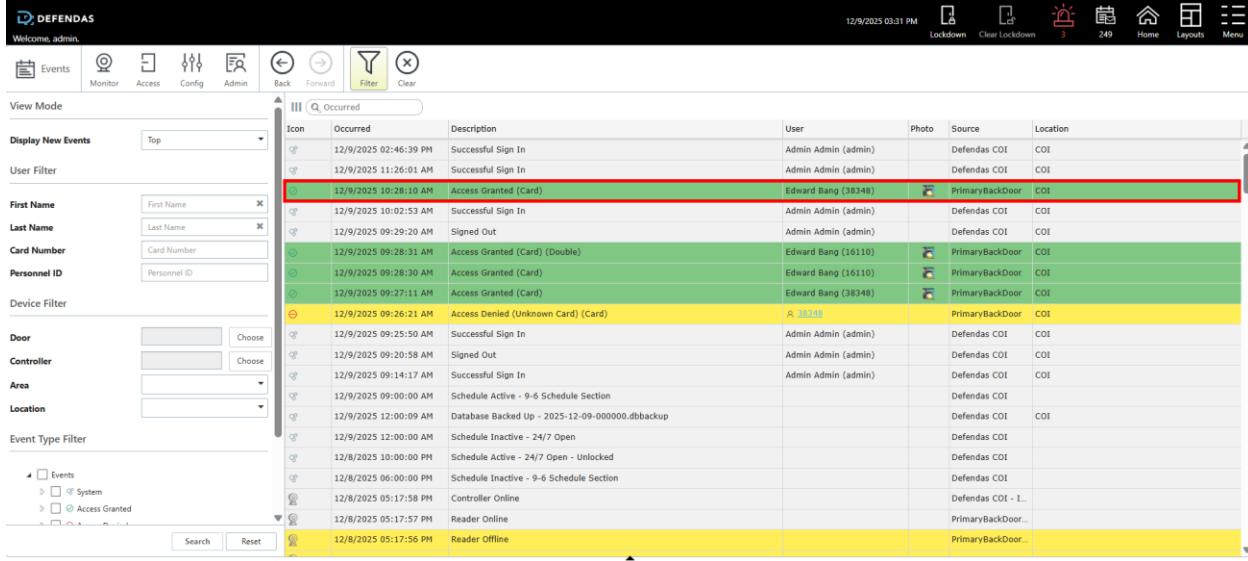


The screenshot shows the DEFENDAS software interface with the 'Users' tab selected. The 'Cards' section is highlighted, showing a card with the following details:

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

The 'Save' button is highlighted with a red box. The 'Access' section is also visible, showing a table for 'Access Levels'.

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.

Events Monitor Access Config Admin Back Forward Filter Clear

View Mode

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

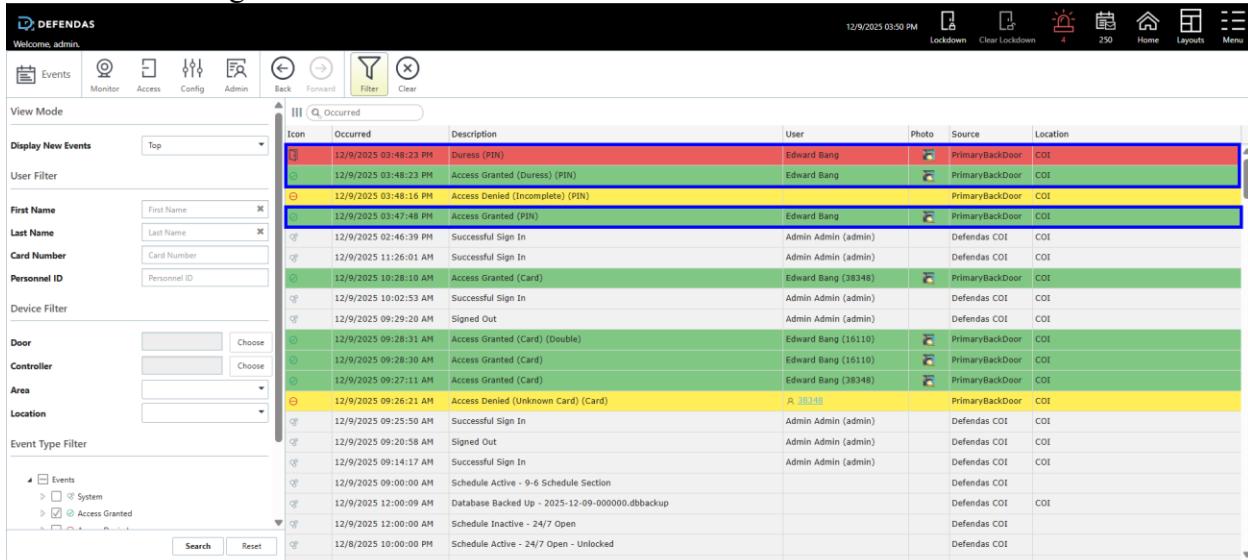
Search Reset

12/9/2025 03:11 PM

Lockdown Clear Lockdown 3 249 Home Layouts Menu

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)	R_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 - 2025-12-09-0000000.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 - 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.

Events Monitor Access Config Admin Back Forward Filter Clear

View Mode

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

Search Reset

12/9/2025 03:50 PM

Lockdown Clear Lockdown 4 250 Home Layouts Menu

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 03:47:49 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)	R_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 - 2025-12-09-0000000.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		