

# ***Sielox Class™***

## ***User Guide***



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## **Ordering Information**

Please contact your regional Sielox Sales Manager or email us at [sielox.orders@sielox.com](mailto:sielox.orders@sielox.com) for information about ordering.

## **Feedback**

Sielox LLC appreciates your comments about this manual. Please email us at [info@sielox.com](mailto:info@sielox.com) to share your comments.



# 1. Overview

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Sielox Class™ Crisis Lockdown Alert Status System for K-12, Higher Education, and any other facility is a scalable, flexible solution for crisis management with real-time visibility when every second counts.

Getting a handle on crises in our schools and our university campuses is on the minds of everyone these days – students, parents, educators and law enforcement alike. Having a planned response and reliable solution that addresses the crisis quickly can make the difference between chaos and stability, and loss of lives or lives saved. Relying on educated guesses when so much is at stake is not a plan. Sielox Class™ enables responsible parties to monitor, assess, and act to save the day.

Sielox Class™, Crisis Lockdown Alert Status System, is an effective solution for response in emergencies. Developed by Sielox, a leading manufacturer of security management systems since 1979, Sielox Class™ provides real-time status notifications, and updates to administrators and first responders through graphical maps, email alerts, chat or SMS text to make split-second decisions. The system is secure and easy to install – simply add to your existing network.

Educators send color-coded alerts to administrators and first responders – through either networked devices, RFID readers, or push buttons. School officials, law enforcement, and first responders receive a dynamic floor plan with real-time, accurate updates on their mobile phone, tablet, or laptop.

## Benefits:

- ❖ Accessible from Anywhere, Anytime – Tablet, Smartphone, Desktop, Laptop
- ❖ WAN, LAN, WIFI, High-speed Cell (3G,4G,LTE)
- ❖ Available Stand Alone or Integrated with Access Control, Paging, Mass Notification, CCTV, Lights, Buzzers, Existing Access Control systems.
- ❖ Email and Text
- ❖ Two-way Chat between Classroom and Responders
- ❖ Customizable to Meet your Crisis Management Procedures
- ❖ Not a Hosted Solution
- ❖ No Recurring License Fees
- ❖ Alerts Initiated from the Classroom or Anywhere
- ❖ No Visible Status Indicators of Any Kind to Draw the Attention of an Intruder or Active Shooter
- ❖ Critical Situational Awareness
  - First responders have instant status for response and deployment from command centers and patrol cars
  - First responders not walking blindly into harm's way
  - Provides for timely accurate decisions
  - Clear lockdown and/or color status

System defaults are Safe/Secure; Unaccounted individual; Medical; Room Disturbance; Crisis.

Get the complete picture to act fast and protect what we value most.

## 2. Sielox Class™ System Navigation

### 2.1 Dashboards

Sielox Class™ uses a dashboard layout for easy navigation consisting of a top menu bar and side menu bar. The dashboard layout for both menus with associated icons will vary for each user (operator) at Login depending on their User Group assignment and permissions. The system comes with three default user groups – Administrator, Responder and Initiator. Other User Groups can be created and saved to accommodate custom procedures and responsibilities that are unique to the specific User Group or customer. For example, an Initiator may or may not be able to put the system into a lockdown Alert Level if they have not been given the permissions and the associated icons on their top menu bar. Some icons that appear on the top menu bars of the different dashboards will also appear on the sub menu bars on the side dashboards to enable quick interaction with various functions and selections in the system.

The content page of each dashboard will vary as well depending on the user group assignment and associated permissions that have been applied to a particular group. The login name and password are assigned to a user and then the appropriate dashboard, top menu bar and main content area of the page will follow that user regardless of where they login.

### 2.2 Administrative Dashboard – Basic Layout

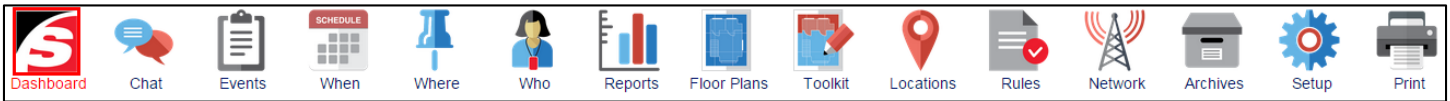
The screenshot displays the Administrative Dashboard interface. At the top, there is a navigation bar with icons for Dashboard, Chat, Events, When, Where, Who, Reports, Floor Plans, Toolkit, Locations, Rules, Network, Archives, Setup, and Print. Below this is a search bar with a 'Clear' button and an 'Advanced Search' dropdown. The main content area is divided into three sections:

- Doors:** A table with columns for Name, Actions, State, and Controller. It lists various entrances like 'Boiler Room Entrance', 'Maintenance Room', 'Wing 3 - Entrance Door 1', 'Wing 3 - Side Door', and 'Front Main Entrance'.
- Cardholders:** A table with columns for Last, First, Card Code, Access Levels, and Actions. It lists individuals such as Wiley Patrick, Wen Yu, Waterson Michael, Vance Douglas, and Tennenbaum Greg.
- Events:** A table with columns for What, Where, Who, When, and Event. It shows system events like 'Adjust Cardholders', 'Logout', 'Modified Conditions', 'Login', and 'Deleted Cardholder'.

On the left side, there is a vertical sidebar with icons for Cardholders, Access Levels, Users, and User Groups. At the bottom of the dashboard, there are links for 'Quick Start', 'Install Guide', and 'User Manual', along with a copyright notice: 'Sielox LLC - © 2012-2015 - All Rights Reserved'.

## 2.2.1 Top Menu Bar - Administrator

This menu bar gives you quick access to many of the features in Sielox Class™. Clicking an icon on the menu bar takes you to the desired screen and will also open a sub-menu bar on the left side of the page. The top menu bar is shown below and the definition for each icon as well as the sub menu icons that open on the left are also displayed as icons with blue backgrounds, and will be explained in detail later in this user guide.



Dashboard

**Dashboard:** This icon will return you to the administrative dashboard.



Chat

**Chat:** This icon will open the administrator chat screen.



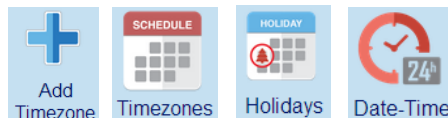
Events

**Events:** The Events icon opens the real-time event viewer and displays the most recent events in chronological order based on date and time. These can be filtered in real time based on who, what, when, and where.



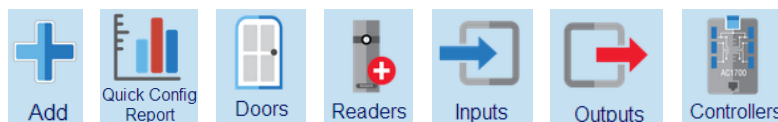
When

**When:** The When icon opens the sub menu of icons for configuring time zones and holidays.



Where

**Where:** The Where icon opens the sub menu of icons for adding and configuring all the devices in the system.

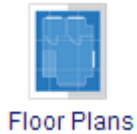
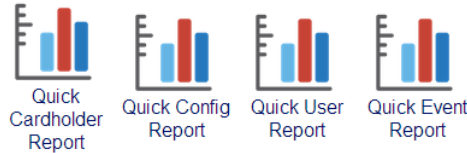




**Who:** The Who icon opens the sub menu of icons for adding, deleting, or modifying Users, Cardholders and Groups.



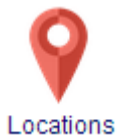
**Reports:** The Reports icon provides links to the Quick Cardholder Report, Quick Config Report, Quick User Report and Quick Event Report.



**Floor Plans:** The Floor Plans icon opens the main content page that provides a drop down list of available Floor Plan graphics for viewing the color status conditions. Additionally a sub menu of icons on the left provide the ability for a responder to put the system into one of the Alert Levels such as lockdown, shelter or evacuate in addition to clearing the color conditions. To configure locations, you need to be logged in as an admin.

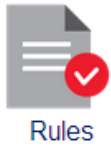


**Toolkit:** The Toolkit icon opens a sub menu that is used to create and configure floor plans. This is where Administrators can place locations on to a floor plan. The toolkit is only accessible to admin logins.

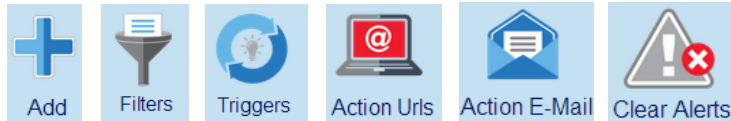


**Locations:** The Locations icon opens the sub menu of icons allowing you to view the status of existing locations, as well as add new locations. In addition, a responder can put the system into one of the alert levels such as All Clear, Lockdown, Shelter, or Evacuate. To configure locations, you need to be logged in as an admin.

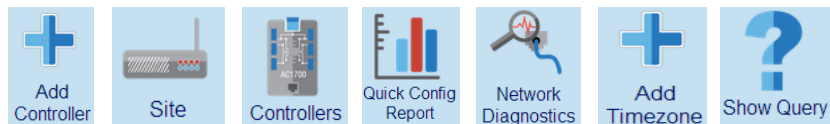




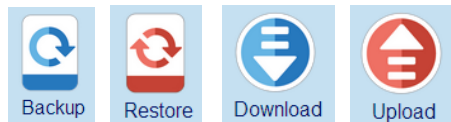
**Rules:** The Rules icon opens a sub menu of icons that allow the configuration of filters. Filters can be associated with triggers that can turn on outputs, send emails and SMS text, pop-up or break thru alarms as well as connect to an IP address through action URLs based on an event that passes through the filter.



**Network:** The Network icon opens a sub menu of icons for configuring time, site and network settings as well as basic diagnostics



**Archives:** The Archives icon opens a sub menu of icons used for backing up and restoring the database to the appliance as well as downloading and/or uploading the database to a local computer.



**Setup:** The Setup icon opens a site map with icons grouped together based on their category as well as a recommended order for configuring a new system. Maintenance and Diagnostics is also available in the menu for system updates.



**Print:** The Print icon will allow you to print the screen and customized data reports.

## 2.3 Responder Dashboard

What	Where	Who	When	Event
Login	System	50.245.193.205	07/08/15 08:56:13	358851
Adjust Cardholders	System	localhost	07/08/15 08:00:01	358850
Adjust Cardholders	System	localhost	07/08/15 07:00:01	358849
Adjust Cardholders	System	localhost	07/08/15 06:00:02	358848
Adjust Cardholders	System	localhost	07/08/15 05:00:01	358847
Adjust Cardholders	System	localhost	07/08/15 04:00:01	358846
Adjust Cardholders	System	localhost	07/08/15 03:00:01	358845
System Statistics	System	localhost	07/08/15 02:39:37	358844
Adjust Cardholders	System	localhost	07/08/15 02:00:01	358843
Adjust Cardholders	System	localhost	07/08/15 01:00:01	358842
Adjust Cardholders	System	localhost	07/08/15 00:00:01	358841
Adjust Cardholders	System	localhost	07/07/15 23:00:01	358840

Note: this dashboard is different from the administrator dashboard in both size and appearance.

When logged in as a Responder, you will be directed to the Responder events screen. This screen allows you to set an alert level for the system on the left hand side, and navigate to the chat screen, reports screen, floor plans screen, and locations screen on the top menu bar. The chat screen is shown below.

Who	Message	When
r1 →*	*:Remain in classrooms until you hear the all clear message over the PA system	07/08/15 13:23:45
r1 →*	*:Does anyone have Johnny Smith in their classroom?	07/08/15 13:23:25
r1 →*	*:Please check in with all location status	07/08/15 09:14:18
r1 →*	*:test	06/23/15 09:39:05
akaren →*	*:stay in room	06/11/15 14:05:10

### 2.3.1 Top Menu Bar – Responder

This menu bar gives the responder quick access to the icons to click on the events viewer, floor plans, locations, and many of the features on Sielox Class™. This menu bar also allows responders to quickly select an Alert Level that is sent to all Initiators alerting them of a threat or incident needing their attention or response. In addition, responders can clear unique locations as well as any pending pop-up alerts after a crisis or lockdown has been determined to be all clear.



**All Clear:** This icon, if selected by the responder, will set the Alert Level on the Initiator screen to All Clear.



**Lockdown:** This icon, if selected by the responder, will set the Alert Level on the Initiator screen to Lockdown



**Shelter:** This icon, if selected by the responder, will set the Alert Level on the Initiator screen to Shelter.



**Evacuate:** This icon, if selected by the responder, will set the Alert Level on the Initiator screen to Evacuate



**Soft Lock:** This icon, if selected by the responder, will set the Alert Level on the Initiator screen to Soft Lock.



**Events:** The events icon opens the real-time event viewer and displays the most recent events in chronological order based on date and time. These can be filtered in real time based on who, what, when and where.





Locations

**Locations:** The locations icon allows you to view existing rooms or locations for their status in a text table format rather than floor plan graphics. Responders are able to clear locations one at a time rather than globally like the floor plan graphics. In addition, a sub menu opens on the left and makes the Alert Level icons accessible to the responder without having to go back to the dashboard.



Floor Plans

**Floor Plans:** The Floor Plans icon allows you to see a list of existing floor plans that have been created in the system. Once a particular floor plan is selected, the responder has the ability to take actions such as viewing, clearing lockdown, and clearing status. These actions are global and all Condition Color Status for locations on the map are cleared. In addition, a sub menu opens on the left and makes the Alert Level icons accessible to the responder without having to go back to the dashboard.



Clear Popups

**Clear Popups:** The Clear Popups icon will clear any pop up alerts that are active in the system. This ensures that users who log in after an incident is resolved will not receive a notification of that incident.



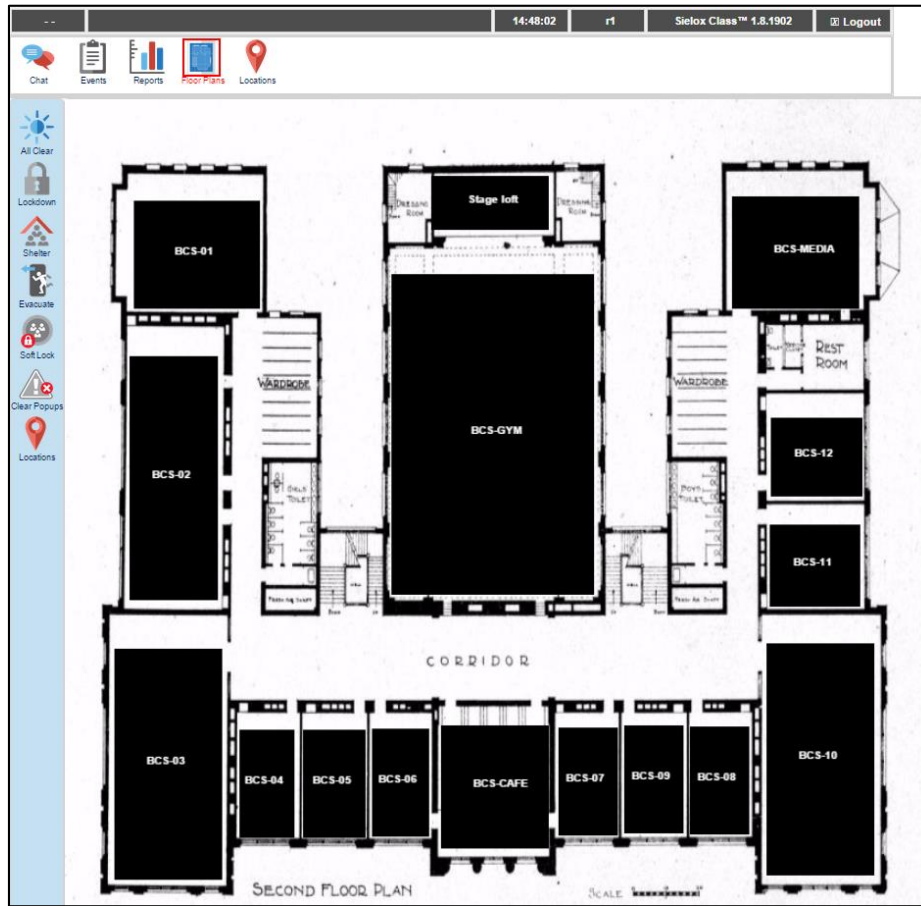
## 2.3.2 Content Page – Responder

Responders have several different content pages they can access that provide additional information when assessing, monitoring and responding to a situation. The main dashboard displayed after login is the chat message page that allows communication between initiators and responders as shown below.

Who	Message	When
i1 →BCS-02	Crisis : We need help	07/08/15 14:43:39
i1 →BCS-04	NO STATUS : We have Johnny Smith in our Classroom	07/08/15 14:43:17
i1 →SMC-03	Maintenance : We are safe but missing a student	07/08/15 14:42:58
r1 →*	*:Remain in classrooms until you hear the all clear message over the PA system	07/08/15 13:23:45
r1 →*	*:Does anyone have Johnny Smith in their classroom?	07/08/15 13:23:25
r1 →*	*:Please check in with all location status	07/08/15 09:14:18
r1 →*	*:test	06/23/15 09:39:05
akaren →*	*:stay in room	06/11/15 14:05:10

If the Floor Plans icon is selected, the content page displays a list of available floor plans for viewing and choosing the appropriate floor plan from a drop down list will provide the content as shown below.

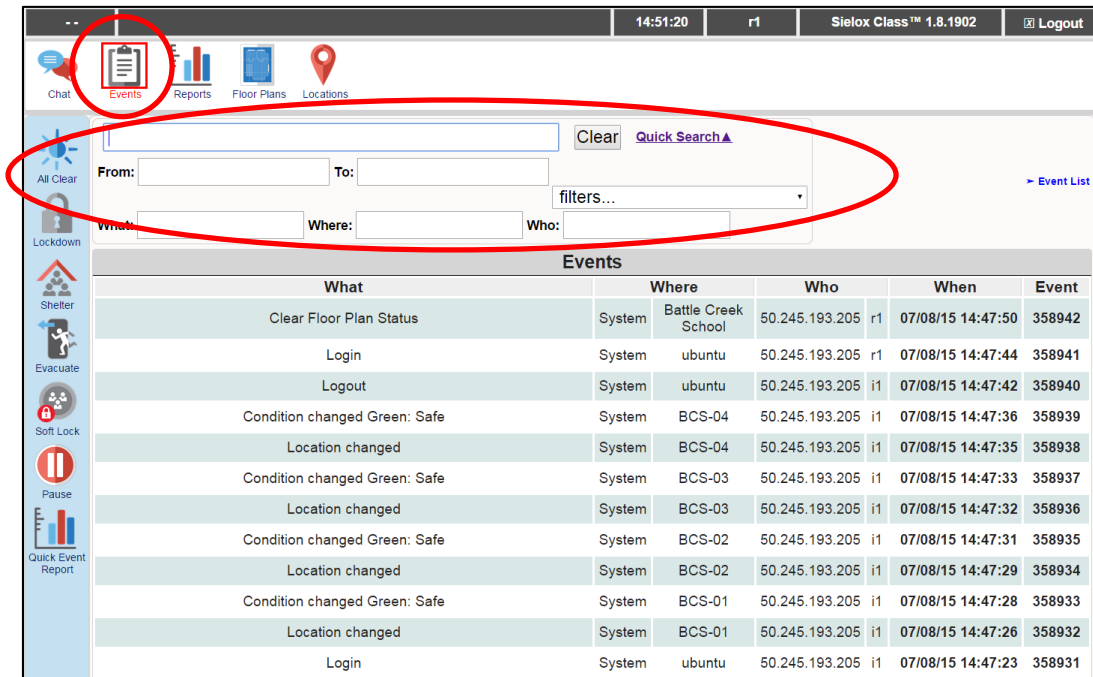
Name	Actions	Status	Response	Enabled	Description	Download
Battle Creek School	select...	red	Clear	Yes	Battle Creek School	
Brochure	select...	0 floorplans	Clear	Yes	Crisis Lockdown Alert Status System	
Floor Plan-22	select...	0 floorplans	Clear	Yes		
Floor Plan-23	select...	0 floorplans	Clear	Yes		
FPOA	select...	clear	Clear	Yes	FPOA	
Sielox High School	select...	clear	Clear	Yes	Sielox Class Demo Map	
SLX 3D HS	select...	clear	Clear	Yes	3D Floorplan	
St. Michaels Campus	select...	clear	Clear	Yes	Place Panic Buttons throughout Campus	
XYZ School - Floorplan Template (copy)	select...	red	Clear	Yes	Crisis Lockdown Alert Status System	



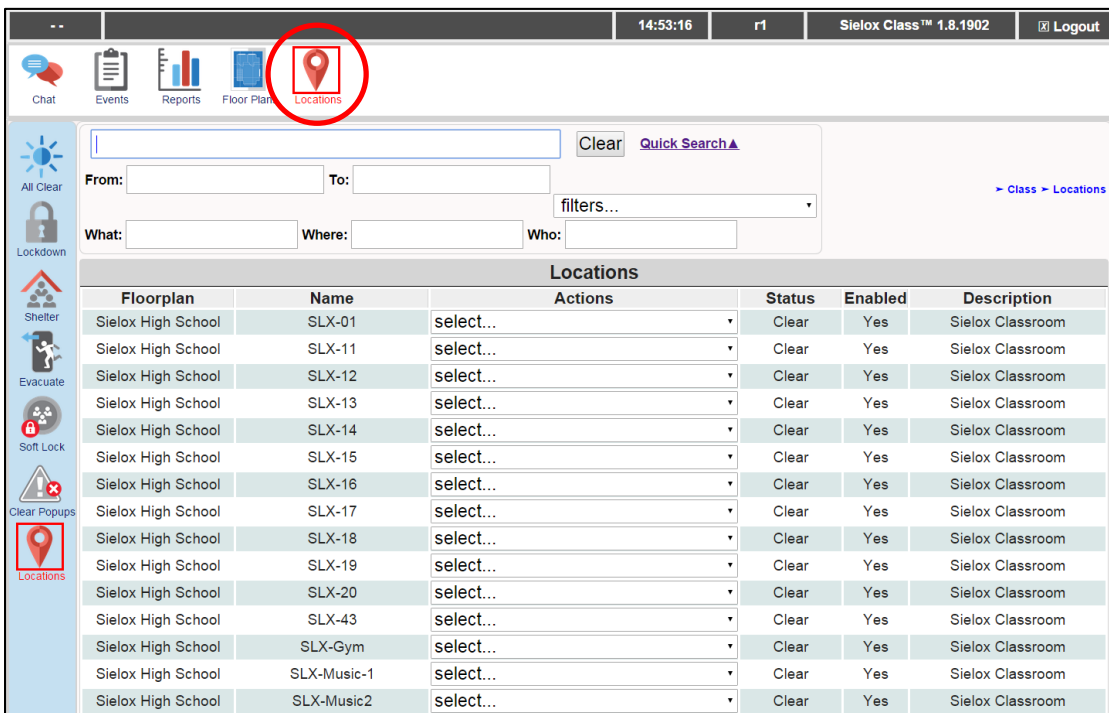
If the Events icon is clicked, the content page displays all events in real time as they are occurring in a table format. The ability to filter these events is enabled by typing into the search field above the events as shown below.

What	Where	Who	When	Event
Clear Floor Plan Status	System Battle Creek School	50.245.193.205 r1	07/08/15 14:47:50	358942
Login	System ubuntu	50.245.193.205 r1	07/08/15 14:47:44	358941
Logout	System ubuntu	50.245.193.205 i1	07/08/15 14:47:42	358940
Condition changed Green: Safe	System BCS-04	50.245.193.205 i1	07/08/15 14:47:36	358939
Location changed	System BCS-04	50.245.193.205 i1	07/08/15 14:47:35	358938
Condition changed Green: Safe	System BCS-03	50.245.193.205 i1	07/08/15 14:47:33	358937
Location changed	System BCS-03	50.245.193.205 i1	07/08/15 14:47:32	358936
Condition changed Green: Safe	System BCS-02	50.245.193.205 i1	07/08/15 14:47:31	358935
Location changed	System BCS-02	50.245.193.205 i1	07/08/15 14:47:29	358934
Condition changed Green: Safe	System BCS-01	50.245.193.205 i1	07/08/15 14:47:28	358933
Location changed	System BCS-01	50.245.193.205 i1	07/08/15 14:47:26	358932
Login	System ubuntu	50.245.193.205 i1	07/08/15 14:47:23	358931
Logout	System ubuntu	50.245.193.205 r1	07/08/15 14:47:19	358930
Login	System ubuntu	50.245.193.205 r1	07/08/15 14:43:48	358929

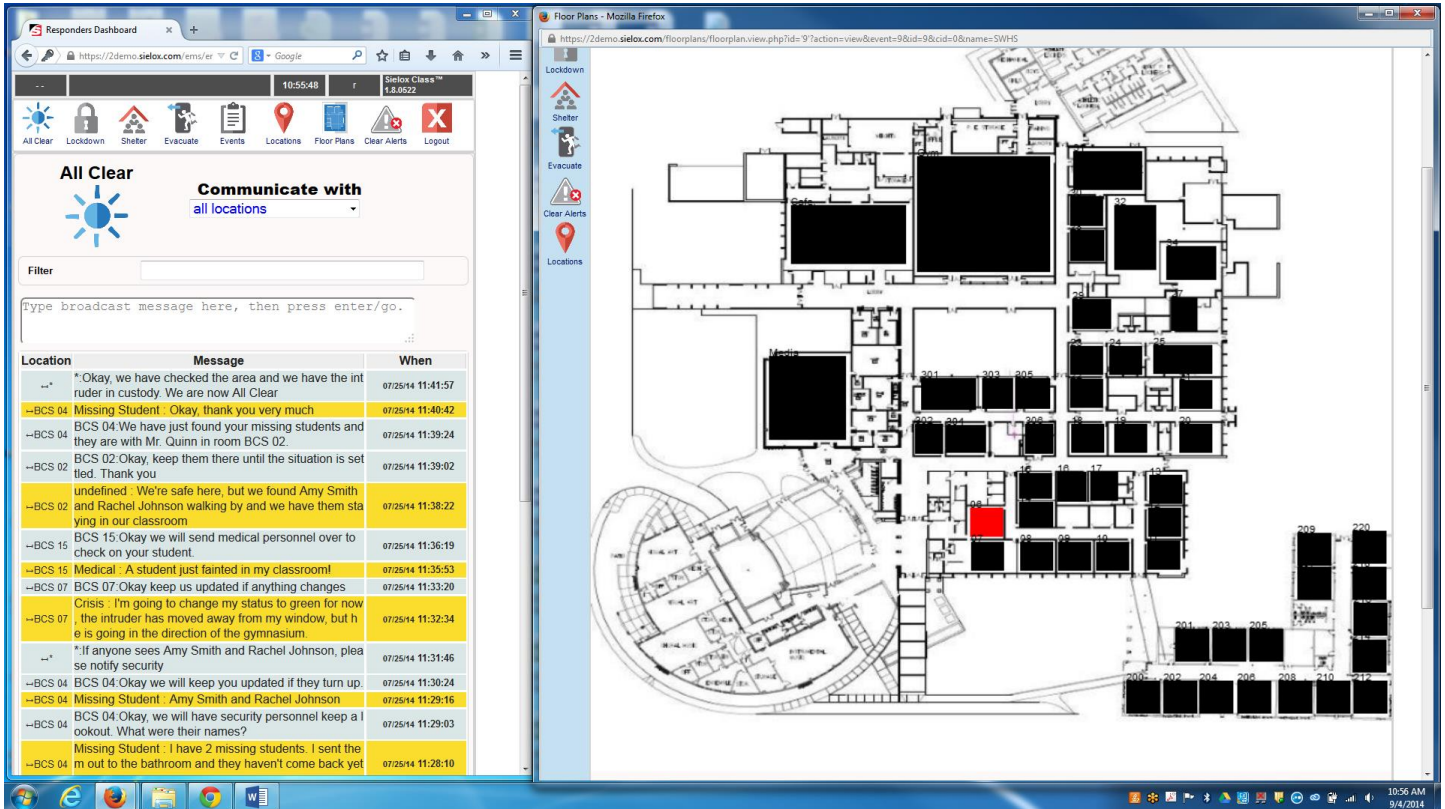
There is the ability to expand the search field by clicking the “advanced search” link.



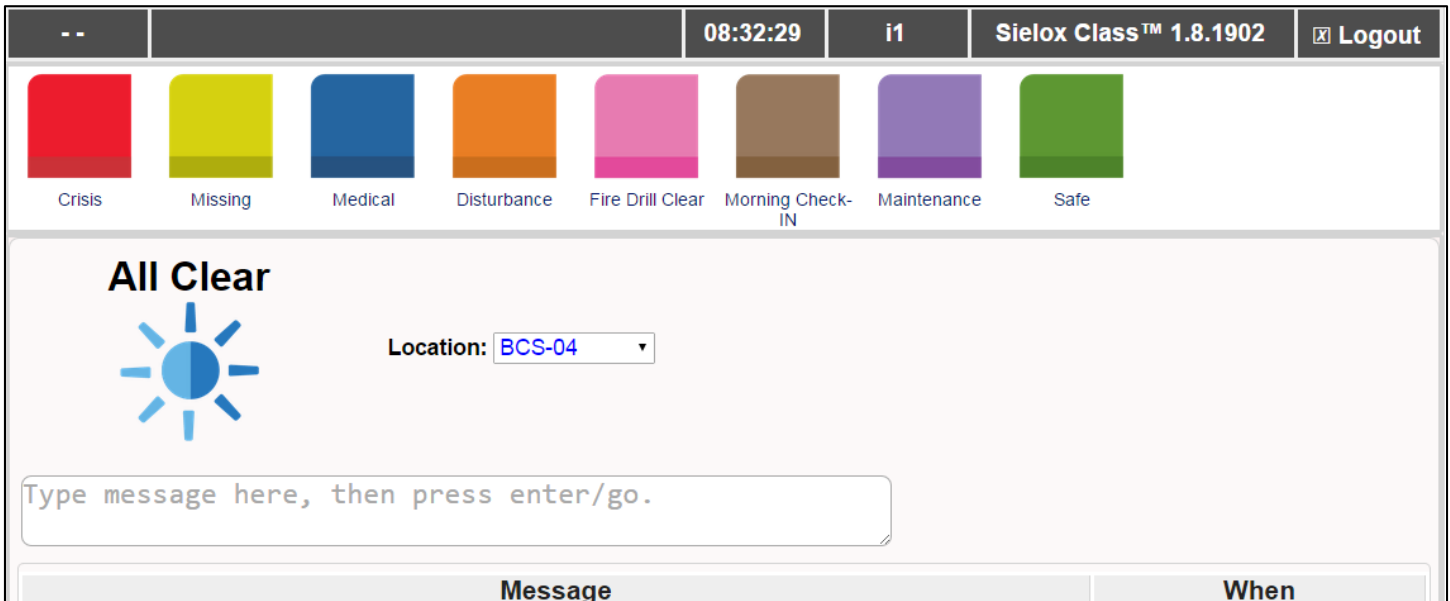
If the Locations icon is clicked, the content page displays all locations (rooms) with their floor plan name, location name, location status, and description. The responder has the ability to go to the actions drop down menu and select from a list of actions that include, lockdown, and clear lockdown as well as clear color status for each individual room as they are sweeping a building.



Take advantage of the power of the browser and view more than one browser session at a time on your monitor. For example: view the floor plan graphics and the chat message window simultaneously. This can be accomplished by opening two different browsers or open multiple windows using the same browser



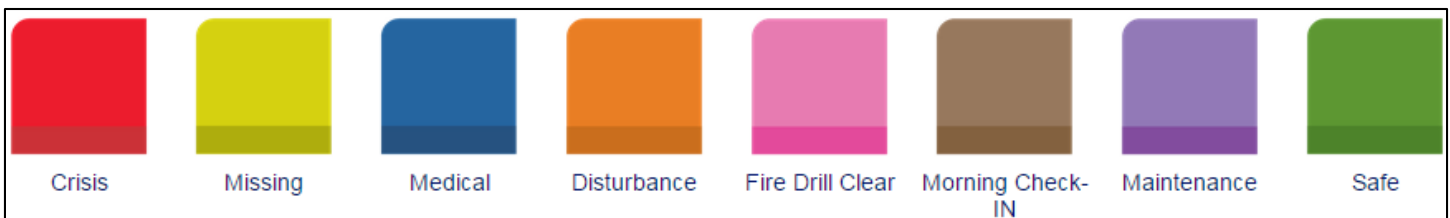
## 2.4 Basic Layout of the Initiator Dashboard



This Dashboard is different from the Administrator and Responder Dashboards in both size and appearance. This Dashboard, unlike the Administrator and Responder Dashboards does not have any sub menu icons that appear on the left. All the icons for Initiators will only appear on the top menu bar.

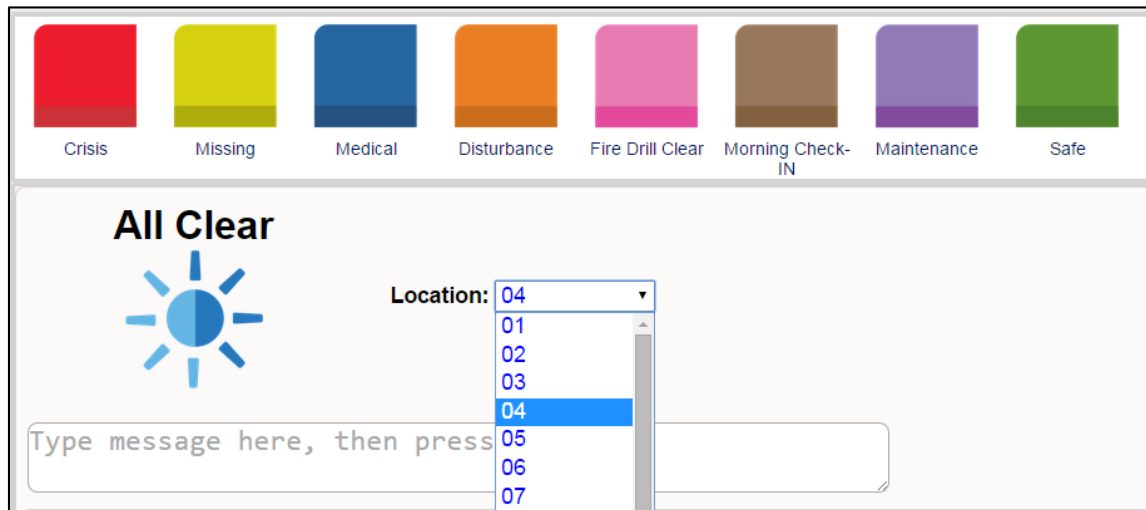
### 2.4.1 Top Menu Bar - Initiator

The Initiator top menu bar contains the Condition Status Icons. Initiators will click the appropriate Condition icon either proactively or reactively for any condition to set the status for their location. When Initiators click a Condition Status Icon on their dashboard, the status of their location will immediately change on the floor plan for the responders indicating the status of their location. Condition Status Icons are configurable to fit any environment and can be relabeled to meet custom applications. If there is no need for all eight Condition icons, these can be removed one at a time and will no longer appear on the top menu bar.



## 2.4.2 Content Page – Initiator

The Initiator content page displays the Alert Level (All Clear, Lockdown, Soft Lock, Shelter or Evacuate) on the left side and defaults to the location of the initiator at login on the right side of the screen. All locations configured in the system are available in the drop down list allowing an initiator to relocate to another location if necessary as part of their daily routine or forced to relocate because of an Alert Level request.



The rest of the content page provides the ability for an initiator to chat with responders to provide additional information that may be relevant to the color status that was initiated. For example if the yellow color was selected, the initiator could chat the details of the missing student. If the blue color was selected, the initiator could chat whether they need the nurse or ambulance. All communications back and forth between initiators and responders are displayed below the chat window with yellow indicating the message came from a responder and gray indicating the message was sent from an initiator. The date and time are displayed for both sent and received messages.

Message	When
←Crisis : We need help	07/08/15 14:43:39
←NO STATUS : We have Johnny Smith in our Classroom	07/08/15 14:43:17
←Maintenance : We are safe but missing a student	07/08/15 14:42:58
→*:Remain in classrooms until you hear the all clear message over the PA system	07/08/15 13:23:45
→*:Does anyone have Johnny Smith in their classroom?	07/08/15 13:23:25
→*:Please check in with all location status	07/08/15 09:14:18

## 2.5 Configuration Templates

Sielox Class™ uses templates for creating new records, these records could be users, locations, inputs, outputs, etc... Sielox Class™ has default templates for each record type that can be used to dramatically reduce the time to configure and deploy. To save additional time, you can create your own default templates that are more closely aligned to the site and installation.

Create a copy of the template and then assign a new name and edit the few configuration settings that are different from the default template.

Note: The default templates are not designed to be used for the actual records.

Save Settings Clear Entries Cancel

ID:  Name:  Enabled:

Description:

Associated Floor Plan:

Associated Door:

X:  Y:

W:  H:

Save Settings Clear Entries Cancel



## 3. Logging into the System

### 3.1 Accessing Sielox Class™ from Your Web Browser

To access Sielox Class™ from your computer:

- Use one of the browsers from the following recommended list.

OS - Browser	Limitations
Windows – Internet Explorer 11	<ul style="list-style-type: none"> <li>• IE 11 is incompatible with Windows XP</li> </ul>
Windows – Mozilla Firefox	<ul style="list-style-type: none"> <li>• No known incompatibilities or limitations. We recommend this browser.</li> </ul>
Windows – Google Chrome	<ul style="list-style-type: none"> <li>• Issues with pop-ups if the window is minimized to the taskbar or in a different tab.</li> <li>• Recommendation: Access the Sielox Class™ website on Chrome and do not minimize or exit the tab, while leaving the browser window open in the background.</li> </ul>
Apple OS X Snow Leopard – Safari, Firefox, Chrome	<ul style="list-style-type: none"> <li>• Requires a certificate import in order for certain aspects of the website to work, such as audio.</li> </ul>

*Note that the browsers described in this table are the latest iterations of each. If the Class™ website is going to be accessed from a Windows XP machine, you must use either Google Chrome or Mozilla Firefox, as Windows XP does not support an HTML5-compliant Internet Explorer version.*

- Type in the IP address or domain name associated with the Sielox Class™ appliance.
- This will bring you to the login page.



## 3.2 Login Screen

To log in to your Sielox Class™ account. Type in your username and password in the spaces provided. Click Login to access the Administrative Dashboard. The administrative dashboard default credentials are:

Username: **admin**

Password: **admin**

*Note: This password should be changed later.*



## 3.3 Logging into the System

To begin configuring the Sielox Class™ system, log in as an administrator and click the Setup icon on the top of the screen. From this setup screen you will be able to quickly navigate to the screens necessary for configuration. This screen is shown below.

### 3.4 The setup process

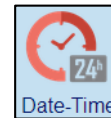
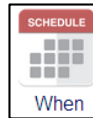
The recommended sequence to configure the system is listed on the left side of the screen

1. Configure Site: Networking, System, Date/Time
2. Configure Where: Floor Plans, Locations and other Access Points
3. Configure Who: Groups and System Users
4. Configure Crisis Management Rules: Filters, Actions and Triggers
5. Status Configuration
6. Archives: Manage backup files locally and remotely
7. Test the System.

## 4. Configure Date and Time

The Sielox Class™ system provides two methods for configuring the date and time. The first is by manually setting the Date and Time. The second is using NTP (Network Time Protocol), which enables automated synchronization of the date and time with the world clock. The second method is the most accurate, but requires opening of NTP ports within the network infrastructure.

- Click the When Icon
- Click the Date/Time Icon
- The system displays the Date/Time page



**World time zone of this site (appliance).**

Country:  City:

---

**NOTE: Automatic sync requires external internet connectivity and opening of NTP port 123. NTP Synchronization may take a few minutes for the clock to adjust after reboot.**

**Manual and automated time-date synchronization.**

Automatically sync time with NTP servers:

Date and Time:

---

**NOTE: Saving will force a reboot of the system.**

### 4.1.1 Configuring the World-Time-Zone (WTZ)

Both manual and NTP date/time capabilities are dependent on the world-time-zone (e.g. New York, Anchorage) settings. The world-time-zone, not to be confused with access control time zones, allows the system to calculate the appropriate local time from the Universal Time Zone (UTZ).

*Note: the system currently only supports America based time zones.*

- Click the “City” drop down menu – the system lists a number of cities.
- Select the city closest to the desired location.

**World time zone of this site (appliance).**

Country:  City:

*Note: The city selection should be in the same time-zone and have the same daylight savings rules.*

- Click the “Save Settings” button.

*Note: The system will automatically restart itself and upon restart the system will refresh (full sync) all controllers in the network. If using NTP It may take a few minutes for the NTP sync to take place. If using manual mode, the date/time should be correct upon restart.*

- The system generates a “set date and time” event.

Set the world time zone.	System	to America-Anchorage	192.168.217.19	admin	01:54 01-30-14	1101
--------------------------	--------	----------------------	----------------	-------	-------------------	------

### 4.1.2 Manually Configure the Date and Time

- Uncheck the “Automatically sync time with NTP servers” checkbox.
- Change the “Date and Time” to the desired settings.
- Click the “Save Settings” button.

**Manual and automated time-date synchronization.**

Automatically sync time with NTP servers:

Date and Time:

*Note: The system will automatically restart itself and upon restart the system will refresh all controllers (full sync) in the network.*

- The system generates a “set date and time” event.

Set date and time.	System	time of 2014-01-27 04:18:06 is scheduled.	192.168.217.100	admin	06:18 01-28-14	346
--------------------	--------	---	-----------------	-------	-------------------	-----

### 4.1.3 Configure Date/Time NTP Automated Sync

Although NTP is highly accurate, it is dependent on opening of NTP ports within the network infrastructure, consistent internet connectivity, and a stable network environment. If you feel that this is not the case, use manual date/time configurations.

- Check the “Automatically sync time with NTP servers” checkbox.
- Click the “Save Settings” button.

**Manual and automated time-date synchronization.**

Automatically sync time with NTP servers:

Date and Time:

*Note: The system will automatically restart itself and upon restart the system will refresh (full sync) all controllers in the network. It may **take a few minutes for the NTP sync** to take place.*

- The system generates a “sync date and time” event.

Sync date and time.	System	scheduled	192.168.217.19	admin	02:28 01-29-14	437
---------------------	--------	-----------	----------------	-------	-------------------	-----

- Once NTP has taken place (after a few minutes), restart the system from the Site page.

*Note: Although the date and time fields are editable, they are not used with Auto Sync.*

- Upon restart, the system generates series of events

Refresh Succeeded	Terminal Controller	Test CTL 110	192.168.217.110	dev1	01:55 01-30-14	1109
Controller Capacities	Terminal Controller	Test CTL 110	In[32],Out[32]	Card[50000]	01:55 01-30-14	1108
Refresh Scheduled	Terminal Controller	Test CTL 110	192.168.217.110	dev1	01:55 01-30-14	1107
Online	Terminal Controller	Test CTL 110	192.168.217.110	dev1	01:55 01-30-14	1106
Refresh Succeeded	Main Controller	Test CTL 110	192.168.217.110	dev1	01:55 01-30-14	1105
Refresh Scheduled	Main Controller	Test CTL 110	192.168.217.110	dev1	01:55 01-30-14	1104
Online	Main Controller	Test CTL 110	192.168.217.110	dev1	01:55 01-30-14	1103

#### 4.1.4 NTP Auto Sync Notes

When the date/time becomes unsynchronized by a significant amount, there is a chance that the system will stop communicating with any 1700 controllers (if you have any) temporarily until underlying services synchronize. This is a one-time event that occurs the first time the system synchronizes via NTP.

## 5. Configure Floor Plans

---

Floor Plans (Maps) aid responders by providing a visual display of the room location, floor, building, or campus. It is highly recommended when designing floor plans that you incorporate a compass, cross street and any other landmark to assist responders with a reference point. In addition, create a color legend for the icons that are placed on this map to assist responders with the meaning of each color condition.

*Note: Currently floor plan .jpeg files are not included in the configuration backup and will need to be re-uploaded. All location information will be retained and will be overlaid on the floor plan image automatically. It is recommended to save a copy of your floor plan image for upgrades.*

### 5.1 Floor plan pre-requisites

*The floor plan creation capabilities require a mouse and keyboard to perform the desired activities.*

In order to enter floor plans into the system, the floor plan layouts must be in a JPEG or PNG format. The floor plan image becomes the background over which location squares or rectangles are drawn and placed on the image. There are a number of ways to create the floor plans in the desired format, such as taking a digital photo, using a conversion tool, or drawing them using various CAD systems. Alternatively, Sielox offers professional services to create floor plans with locations for faster deployment.

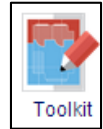
### 5.2 Steps to create a floor plan from an existing image

There are basic steps required to create a floor plan:

1. Navigate to the toolkit.
2. Upload a floor plan image file (.jpg or.png).
3. Add a floor plan (this step adds the floor plan in the system, this is where you name your floor plan and give it details. Simply uploading the image will not make the floor plan visible in the toolkit).
4. Associate the image file with the floor plan.
5. Add a location to the floor plan.
6. Drag and position the location on the floor plan.
7. Save the floor plan.

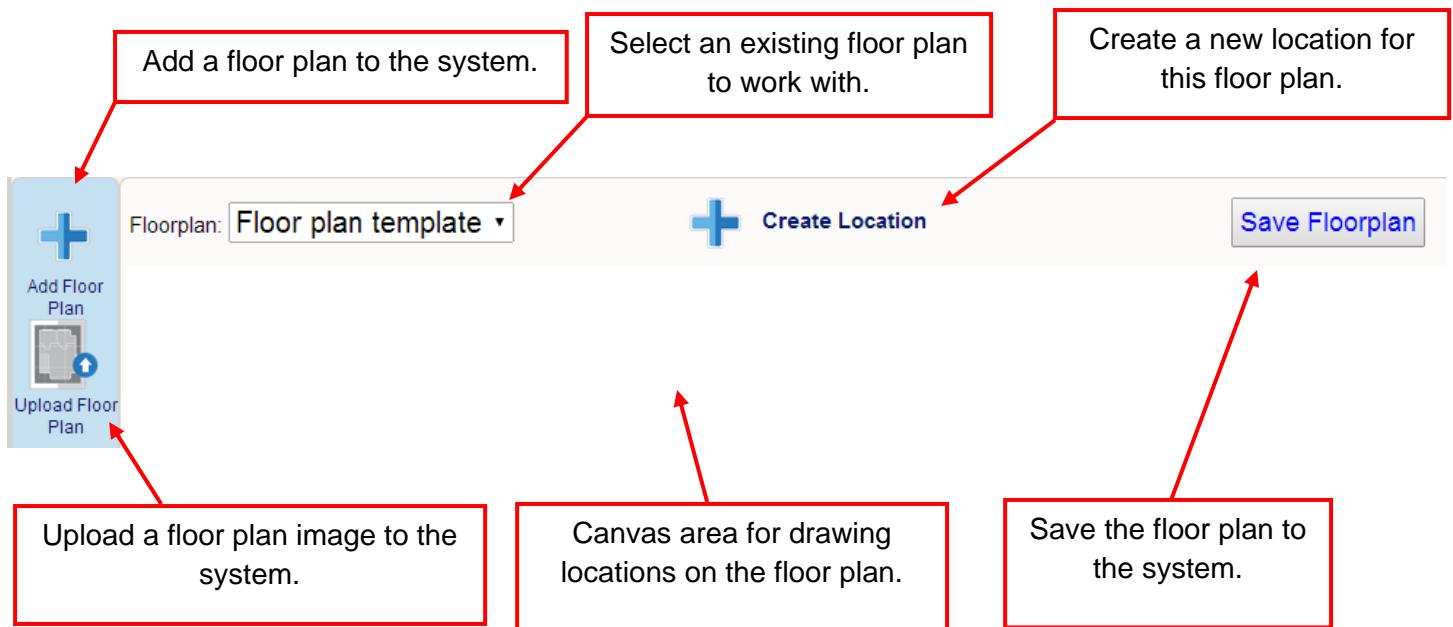
*The sections that follow provide greater detail on the steps to add a Floor Plan.*

## 5.3 The Floor Plan Toolkit



The floor plan toolkit is used to upload and configure floor plans. To use the Floor Plan Kit, perform the following steps:

- Login as an administrator.
- Click the Toolkit Icon.
- The system displays the floor plan configuration page.

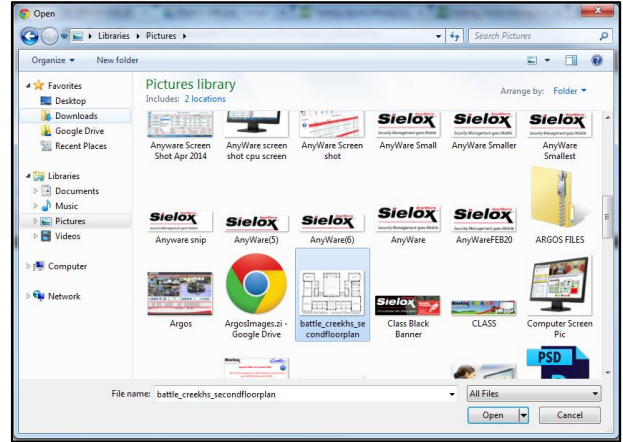
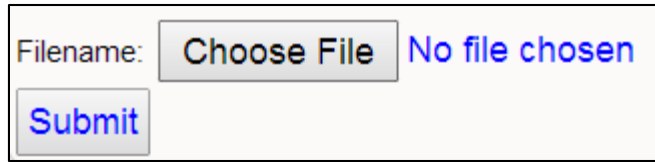


## 5.4 Upload a floor plan image file

The floor plan image file serves as a background canvas to host locations. To upload a floor plan image file, perform the following steps:

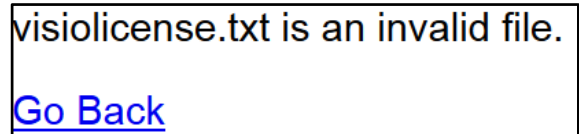


- Click the Upload Floor Plan Icon.
- The system displays the upload page.
- Click the “Choose File” button.
- The system displays the file selection dialog.
- Select the file to upload.
- Click the “Open” button.
- The selected file appears in the upload page next to the “Choose File” button and is ready for upload.
- Click the “Submit” button to start the upload process.
- The system completes the upload process and displays the floor plan page.



		Floorplans			
Name	Actions	Status	Response	Enabled	Description Modifications
Floor plan template	action...	0 floorplans	Lockdown	Yes	select...
Sielox High School	action...	red	Lockdown	Yes	High School Campus select...

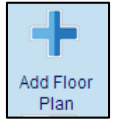
If the system could not upload the file, the system displays the error page with an indication of the cause.



- Navigate back to the Toolkit by clicking “Go Back”.



## 5.5 Add a Floor Plan



A floor plan represents a set of locations for which statuses can be reported and monitored. Examples include a building floor plan on a campus or the second level floor plan of the same building. To add a floor plan, perform the following steps:

- Click the “Add Floor Plan” Icon.
- The system adds a new floor plan and displays the floor plan form.
- Enter the name of the floor plan (e.g. Sielox Building Floor One).
- Enter additional information in the “Description” field.
- Select the floor plan image file previously uploaded from the drop-down associated with this floor plan.
- Click the “Save Settings” button.
- The system will then take you to the Floor plan page.
- As a check, select the “View” action from the action drop-down menu on the desired floor plan.
- The system displays the floor plan. Notice that there are no locations on the plan. The next step is to create and associate locations.

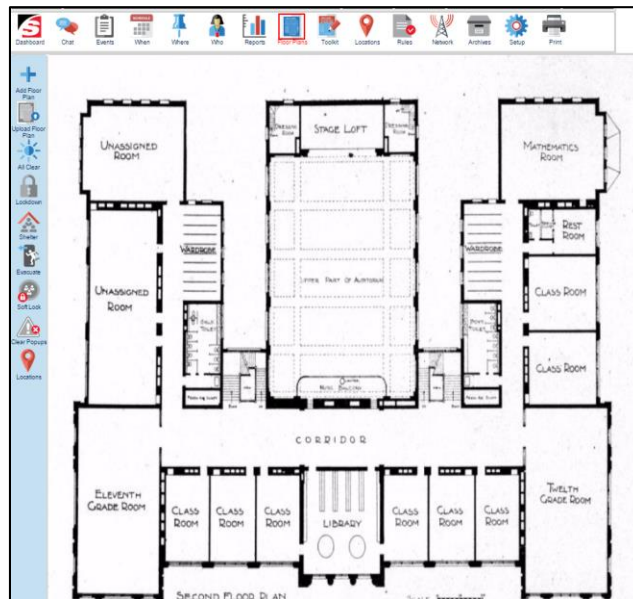
[> Toolkit](#)

ID:  Name:  Enabled:

Description:

Floor Plan Image File:

Floorplans							
Name	Actions	Status	Response	Enabled	Description	Download	Modifications
Battle Creek School	select...	clear	Lockdown	Yes	Battle Creek School		select...
FPOA	View	clear	Lockdown	Yes	FPOA		select...
Sielox High School	Lock Doors Unlock Doors	clear	Lockdown	Yes	Sielox Class Demo Map		select...
SLX 3D HS	Clear Color Status Unlock Doors and Clear Color Status	clear	Lockdown	Yes	3D Floorplan		select...



- Navigate back to the Toolkit.

## 5.6 Create a Location from the Floor Plan Designer



A location is a unique area in the facility for which status tracking and reporting is desired. Examples include a classroom in a school or a designated area on campus that has access to the system. To add a location and associate it with a floor plan, perform the following steps:

- Click the “Add Location” Icon at the top of the canvas.
- The system adds a new location and displays the location form.
- Enter the name of the location (e.g. RM 407).
  - It is recommended to keep location names to 5 characters or less.
- Enter additional information in the “Description” field.
- Verify or select the associated floor plan from the drop down menu.
- If the Width (W) and Height (H) settings are at 0, the location will not be visible on the map. 100 is the default value in the system for the W and H and when creating locations, you will be able to resize location on map by dragging the corners to fit the space you need.

*The floor plan related to this location is automatically selected when created from the toolkit.*

- Click the “Save Settings” button.

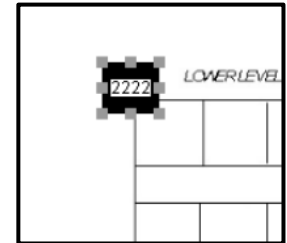
### Optional Settings

- In most cases, the Door association is not necessary. In certain installations, such as those with wireless lockdowns, a door may be associated with the location.
- The X and Y are the coordinates where the location is positioned on the floor plan. In most cases, these are not changed in this window. They will be changed when the location is moved on the floor plan canvas (you will be able to drag and drop the location to the desired position on the map once created).
- The W and H represent the width and height of the location on the floor plan. In most cases, these are not changed in this window. They will be changed when the location is resized on the floor plan canvas. It is important to make sure that the W and H settings are not at 0 when originally creating the location; If 0 is selected, the location will be created but will not be seen on the map.

## 5.7 Position and Size the location

Now that the location has been created, use the mouse to position and resize the location. This capability works similar to other drawing tools you may be familiar with.

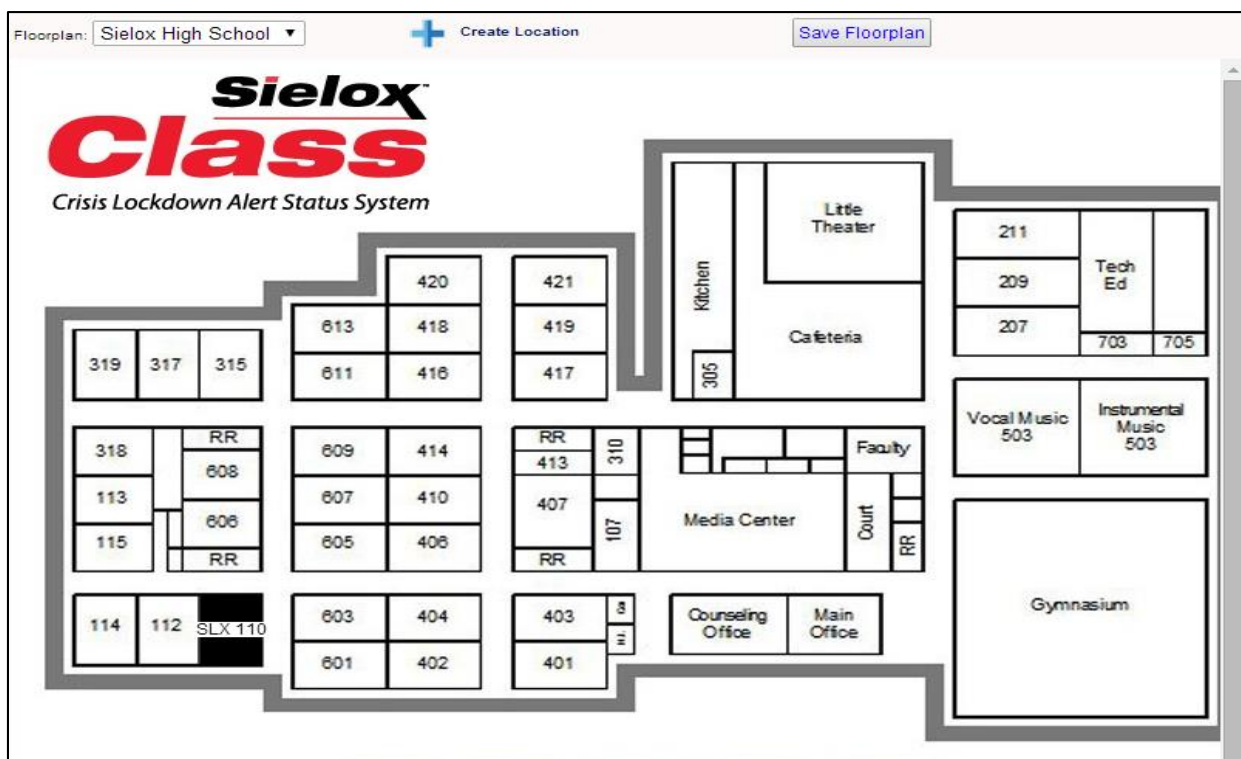
- Click the position rectangle to select it.
- Move the position of the location on the canvas by left clicking on the box and then drag and drop the rectangle to the desired location.
- To resize the location rectangle, click and drag on one of the corners or side indicators.
- To save positioning, click "Save Floorplan".



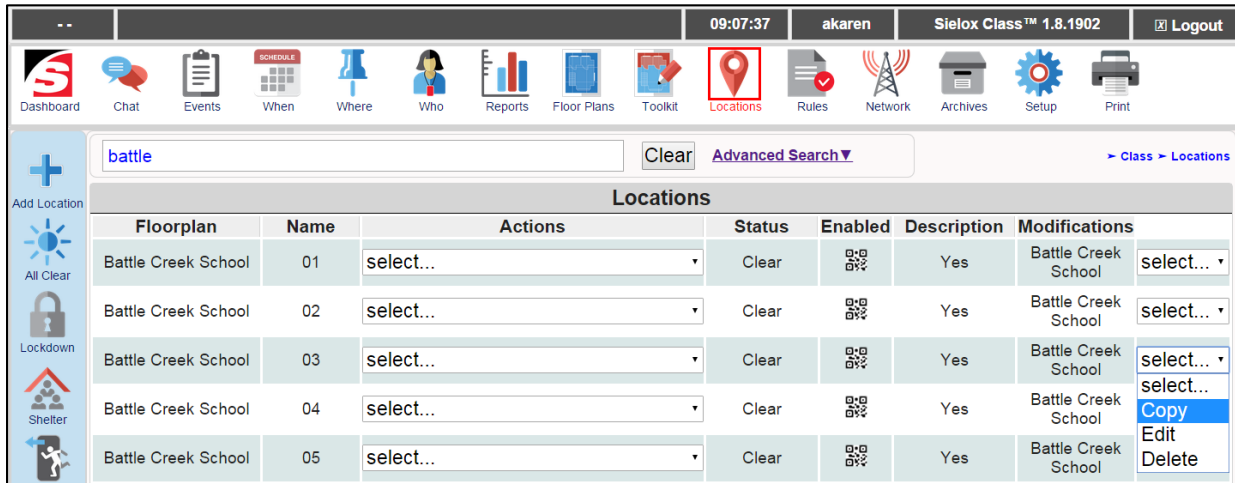
## 5.8 Adding Locations to a Floor Plan

The following procedure can save time when setting up locations within the floor plan.

- Create a location and place it in the desired floor plan. Verify that the size and X/Y coordinates are correct.
- After creating the location, move to the Toolkit and select the floor plan associated with the new location. Place the location you created over the designated room and resize as desired. This location will act as the template for any locations placed into this floor plan in the future.



- In the Locations tab, the template for any additional locations that are needed can be copied from the modifications drop down menu.



*Note: When copying the template location you created, the new location will be placed under the template in the Toolkit. You can still move these locations as normal or you may alter the X and Y coordinates within the new location's edit screen to place the location somewhere else within the map.*

- When you copy an existing location, you need to change the room number and description (if in use), but the size and Floorplan it is associated with may stay the same. This will help you create a large number of rooms more quickly.
- You may repeat this process for every location that needs to be added to the floor plan. These locations will be stacked on top of each other in order of creation within the Toolkit.
- Once you have created each location, you may now enter the Toolkit and select the designated floor plan.
- You can now rearrange the locations by clicking and dragging each one to their specified location. Resize each location as desired and click Save Floorplan when completed.

## 6. Configuring User Groups

The Sielox Class™ system comes with three default user groups – Administrator, Responder and Initiator. These three User Groups have predefined templates that determine what dashboard is assigned and whether they can view, modify or execute any actions. Additional User Groups can be created and saved to accommodate custom procedures and responsibilities that are unique to the specific site or user. For example, an administrator may be able manage users in the initiator group but not have access to network settings.

When setting up User Groups, there are five different categories that separate some of the core functionality: Admin, Config, Monitor, Initiator, and Responder. Within each category there are permissions that can be enabled that allow a user to View, Modify, and/or Execute. In addition to user permissions, the associated Dashboard for the particular user group is identified as well.

ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▾
2	Configurator	V.X	V.X	V.X	Admin	Yes		select... ▾
3	Initiator	...	...	V..	RP	Yes		select... ▾
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▾

### Categories and their default roles

**Admin:** System Administrative Rights (e.g. Users, User Groups)

**Config:** Infrastructure Configuration Rights (e.g. Network, Controllers, Locations)

**Monitor:** Monitoring Rights (e.g. Events, Reports)

**Initiator:** Initiator Rights (e.g. View Alert Level, Report Status)

**Responder:** Responder Rights (e.g. View status, Change Alert Level, Lockdown).

### Permissions:

**V: View** – Ability to view information; with this permission, User Groups can view Reports, Floor Plans, Events etc. but do not have the ability to create or modify anything in the database.

**M: Modify** – Ability to modify a record; with this permission, User Groups are able to create or change anything in the system such as Users, Locations, Filters & Triggers etc.

**X: Execute** – Ability to take action; with this permission, User Groups will be able to take actions which is needed for Initiators and Responders to change a Location's status or set an Alert Level.

## 6.1 Configure the Administrator Groups

Administrator groups in the Sielox Class™ system provide a system user with the dashboard and permissions necessary to configure the system, from uploading and building floor plans, creating rules, accessing the network settings, managing the database, adding and editing users and any of the access control feature sets built into the system. The default Administrator Group has permission for all Dashboards and icons and is not restricted from performing any system functions. Additional Administrator Groups can be created to restrict access to system functions not assigned to a particular group. Below is an example of the Administrator Dashboard

--
09:17:51
akaren
Sielox Class™ 1.8.1902
Logout

Dashboard
 Chat
 Events
 When
 Where
 Who
 Reports
 Floor Plans
 Toolkit
 Locations
 Rules
 Network
 Archives
 Setup
 Print

Clear
Advanced Search ▾
> Dashboard > Administrative

Doors				Cardholders				
Name	Actions	State	Controller	Last	First	Card Code	Access Levels	Actions
Boiler Room Entrance	select...	none	Controller 2	Wiley	Patrick	12586334213	No Access,	select...
Maintenance Room	select...	none	Controller 2	Wen	Yu	225964	No Access,	select...
Wing 3 - Entrance Door 1	select...	none	Controller 3	Waterson	Michael	179456	No Access,	select...
Wing 3 - Side Door	select...	none	Controller 3	Vance	Douglas	186915	No Access,	select...
Front Main Entrance	select...	none	unknown	Tennenbaum	Greg	105236	No Access,	select...

Events						
What	Where	Who	When	Event		
Modified User Group	System	50.245.193.205	akaren	Modified user group Configurator	07/09/15 09:17:11	359060
Modified User Group	System	50.245.193.205	akaren	Deleted user group	07/09/15 09:16:49	359059
Modified User Group	System	50.245.193.205	akaren	Deleted user group	07/09/15 09:16:20	359058
Modified User Group	System	50.245.193.205	akaren	Deleted user group	07/09/15 09:16:16	359057
Modified User Group	System	50.245.193.205	akaren	Deleted user group	07/09/15 09:15:51	359056
Modified User Group	System	50.245.193.205	akaren	Deleted user group	07/09/15 09:15:43	359055
Modified User Group	System	50.245.193.205	akaren	Deleted user group	07/09/15 09:15:34	359054

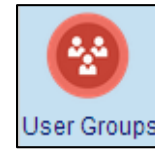
Cardholders  
 Access Levels  
 Users  
 User Groups

Quick Start | Install Guide | User Manual
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### 6.1.1 Creating a new Administrator User Group

- Click the Who Icon.
- Click the User Groups Icon.
- This displays the User Groups page shown below.



User Groups								
ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▾
2	Configurator	V.X	V.X	V.X	Admin	Yes		select... ▾
3	Initiator	...	...	V..	RP	Yes		select... ▾
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▾

- Click the “Add User Group” icon on the left sub-menu or click the Modifications drop-down menu for Admin and select “Copy”.

*A copy of the base Administrator template is made. By default, all permissions boxes will be checked.*

- Enter a new name for this group.
- Select the Administrator dashboard from the dashboard drop down menu.
- Make sure the check is enabled in the box.
- If you would like more detail for sorting and searching – add content in the description field.
- Add or delete permissions for this group by checking or unchecking the corresponding boxes.
- Click the “Save All” button.

> Who > User Group Edit

Save Settings Clear Entries Cancel

ID: 18 Name: Admin (copy) Enabled:

Description:

Dashboard: Administrative ▾

Policy	Admin			Config			Monitor			Initiator			Responders		
	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Settings Clear Entries Cancel

*For Example, if you do not want this administrator group to be able to change or create any system settings, floor plans, or locations, uncheck the View, Modify and Exec boxes under Config for this group as shown below.*

> Who > User Group Edit

Save Settings Clear Entries Cancel

ID: 18 Name: Admin (copy) Enabled:

Description:

Dashboard: Administrative

	Admin			Config			Monitor			Initiator			Responders		
Policy	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save Settings Clear Entries Cancel

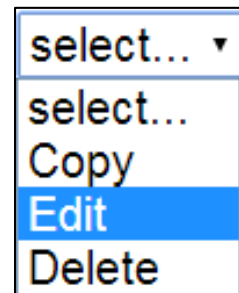
### 6.1.2 Edit or Delete an existing Administrator User Group

- Choose the User Group from the table as shown below for the group you want to modify.

Clear [Advanced Search](#) > Who > User Group List

User Groups								
ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▾
2	Configurator	V.X	VMX	VMX	Admin	Yes		select... ▾
3	Initiator	...	...	V..	RP	Yes		select... ▾
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▾

- Click the group “modifications” drop-down for the desired group and select “Edit”.
- You can now rename the group, change the description, change the dashboard, check or uncheck permissions. Clicking on the save settings button will now update all changes.
- Clicking on the cancel button will cancel all changes but will add a template in the user groups screen.





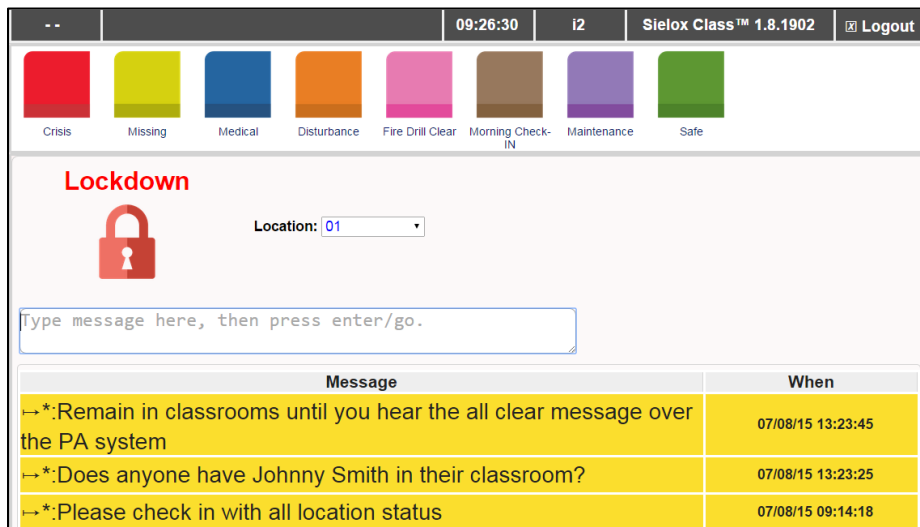
User Groups								
ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
18	Admin (copy)	VMX	VMX	VMX	Admin	Yes		select... ▾
19	Admin (copy) (copy)	VMX	VMX	VMX	Admin	Yes		select... ▾
12	Initiator w Lockdown	...	...	V..	RP	Yes		select... ▾
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▾
2	Configurator	V.X	VMX	VMX	Admin	Yes		select... ▾
3	Initiator	...	...	V..	RP	Yes		select... ▾
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▾

- To delete this template copy, go back to the user group’s screen and choose that newly created template copy and select delete to remove it from the list.

## 6.2 Configure the Initiator Groups

Initiator groups in the Sielox Class™ system provide a user with the dashboard and permissions necessary to be alerted if a Responder has set an Alert Level for Lockdown, Shelter or Evacuate, set location color status conditions based on alert levels and communicate messages to Responders. The default Initiator Group has permission for the Initiator Dashboard that provides the ability to set location color status conditions and chat with Responders. Additional Initiator Groups can be created to provide the ability for an Initiator to set an Alert Level for Lockdown. This is a permission based function and should be enabled only if the Administrators and Responders have trained the Initiators that are being given this capability.

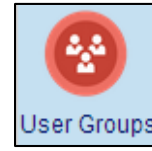
Below is an example of the Initiator Dashboard:



*If you are setting up Initiator groups without the ability to initiate lockdown, assign the default initiator dashboard to all users in the Initiator Group.*

## 6.2.1 Creating a new Initiator User Group

- Click the Who Icon.
- Click the User Groups Icon.
- The system displays the User Groups page.



[Advanced Search ▼](#)

> Who > User Group List

User Groups								
ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▼
2	Configurator	V.X	VMX	VMX	Admin	Yes		select... ▼
3	Initiator	...	...	V..	RP	Yes		select... ▼
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼

- Click the Modifications drop-down and select “Copy”.

*A copy of the base Initiator template is made enabling customized policies.*

- Enter a name for this new user group.
- Select the Initiator Dashboard from the dashboard drop down menu.
- Make sure the check is enabled in the box
- If you would like more detail for sorting and searching – add content in the description field.
- Add or delete permissions for this group by checking or unchecking the corresponding boxes.
- Click the “Save Settings” button.

> Who > User Group Edit

ID: 11 Name:  Enabled:

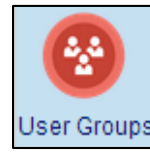
Description:

Dashboard:  ▼

Policy	Admin			Config			Monitor			Initiator			Responders		
	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 6.2.2 Creating a new Initiator User Group with Lockdown Permissions

- Click the Who Icon.
- Click the User Groups Icon.
- The system displays the User Groups page.



Clear
[Advanced Search ▼](#)
[» Who » User Group List](#)

User Groups								
ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▼
2	Configurator	V.X	VMX	VMX	Admin	Yes		select... ▼
3	Initiator	...	...	V..	RP	Yes		select... ▼
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼

- Click the Modifications drop down menu for Initiator and select “copy”

A copy of the base Initiator template is made using the default permissions for Initiators as shown below.

- Enter a name for this new User Group
- Add content in the description field – this enhances sorting and searching by User type
- Make sure the Enabled box is checked
- Select the Initiator dashboard from the dashboard drop down menu.
- Put a check in the Exec box under Responders as shown below.

[» Who » User Group Edit](#)

Save Settings Clear Entries Cancel

ID: 11 Name: Sielox High School Educator Enabled:

Description:

Dashboard: Initiator ▼

Policy	Admin			Config			Monitor			Initiator			Responders		
	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Settings Clear Entries Cancel

ID: 19 Name: Initiator with Lockdown Enabled:

Description: Teacher that can lockdown

Dashboard: Initiator ▼

Policy	Admin			Config			Monitor			Initiator			Responders		
	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Settings Clear Entries Cancel

- Click the “Save Settings” button.
- Below is an example of an Initiator screen with Lockdown icon permission enabled.

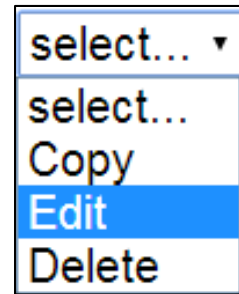
Message	When
←Crisis : We need help	07/08/15 14:43:39
←NO STATUS : We have Johnny Smith in our Classroom	07/08/15 14:43:17

### 6.2.3 Edit or Delete an existing Initiator User Group

- Choose the user group from the table as shown below for the group you want to modify.

ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▼
2	Configurator	VX	VMX	VMX	Admin	Yes		select... ▼
3	Initiator	...	...	V..	RP	Yes		select... ▼
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼

- Click the group “modifications” drop-down for the desired group and select “Edit”.
- You can now rename the group, change the description, change the dashboard, check or uncheck permissions. Clicking on the save settings button will now update all changes.
- Clicking on the cancel button will cancel all changes but will add a template in the user groups screen.



User Groups							
ID	Group Name	Admin Config	Monitor	Dashboard	Enabled	Description	Modifications
9	Emergency Response Team	VMX	V..	...	Auth	Yes	select... ▼
18	Emergency Response Team (	VMX	V..	...	Auth	Yes	select... ▼
12	Guard	...	V..	V..	Auth	Yes	select... ▼
17	Initiator (copy)	...	...	V..	RP	Yes	select... ▼
15	Initiator (copy) (copy)	...	...	V..	RP	Yes	select... ▼
10	Initiator Lockdown	...	...	...	RP	Yes	select... ▼

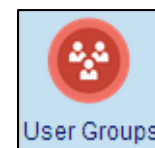
- To delete this template copy, go back to the user group’s screen and choose that newly created template copy and select delete to remove it from the list.

## 6.3 Configure the Responder Groups

Responder groups in the Sielox Class™ system provide a user with the dashboard and permissions necessary to alert, manage and communicate at a school or facility in a threat or crisis situation. The default Responder Group has permission for the Responder Dashboards that provide the ability to send Alert Levels – (Lockdown, Shelter and Evacuate), Chat with Initiators and Responders, Clear Alerts, Clear Pop-ups, Clear Locations, and view Condition Status on Floor Plan graphics. Additional Responder Groups can be created to restrict access to system functions not assigned to a particular group of responders. For example, a receptionist may be able to view real time events and view Floor Plan Graphics but is not able to Clear Alerts, Pop-ups, Locations, or Chat with Initiators.

### 6.3.1 Creating a new Responder User Group

- Click the Who Icon.
- Click the User Groups Icon.
- The system displays the User Groups page.



Clear [Advanced Search ▼](#)
> Who > User Group List

User Groups								
ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▼
2	Configurator	V.X	VMX	VMX	Admin	Yes		select... ▼
3	Initiator	...	...	V..	RP	Yes		select... ▼
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼

- Click the Responder drop-down and select “Copy”.

*A copy of the base Responder template is made enabling customized policies.*

- Enter a new name for this group.
- Select the Responder dashboard from the dashboard drop down menu.
- Make sure the check is enabled in the box.
- If you would like more detail for sorting and searching – add content in the description field.

ID: 21    Name: Responder (copy)    Enabled:

Description: Responder - School Admin, EM

Dashboard: Responder ▼

Policy	Admin			Config			Monitor			Initiator			Responders		
	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save All   Clear   Cancel

- Add or delete permissions for this group by checking or unchecking the corresponding boxes.
- Click the “Save All” button.

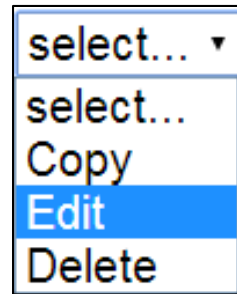
### 6.3.2 Edit or Delete an existing Responder User Group

- Choose the user group from the table as shown below for the group you want to modify.

Clear [Advanced Search ▼](#)
> Who > User Group List

User Groups								
ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▼
2	Configurator	V.X	VMX	VMX	Admin	Yes		select... ▼
3	Initiator	...	...	V..	RP	Yes		select... ▼
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼

- Click the group “modifications” drop-down for the desired group and select “Edit”.
- You can now rename the group, change the description, change the dashboard, check or uncheck permissions. Clicking on the save settings button will now update all changes.
- Clicking on the cancel button will cancel all changes but will add a template in the user groups screen.



User Groups								
ID	Group Name	Admin	Config	Monitor	Dashboard	Enabled	Description	Modifications
12	Initiator w Lockdown	...	...	V..	RP	Yes		select... ▼
14	Responder (copy)	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼
15	Responder (copy)	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼
16	Responder (copy)	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼
1	Admin	VMX	VMX	VMX	Admin	Yes		select... ▼
2	Configurator	V.X	VMX	VMX	Admin	Yes		select... ▼
3	Initiator	...	...	V..	RP	Yes		select... ▼
4	Responder	...	...	V..	Auth	Yes	Responder - School Admin, EMS	select... ▼

- To delete this template copy, go back to the user group’s screen and choose that newly created template copy and select delete to remove it from the list.

## 7. Location Status Colors and Labels

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Location Status Colors and Labels are the condition indicators that are sent by Initiators and received by Responders in real-time during a threat or crisis as well as during the normal course of business depending on the conditions that are important or relevant for the school or facility.

The Sielox Class™ supports eight colors with default labels for each color as shown below.



The location status color icons with their corresponding labels on the Initiator dashboard if selected will be received by Responders in real time. There is one dashboard for Responders that makes five different content pages available. Responders can browse into Sielox Class™ with multiple sessions and view all five available content pages on one large monitor or they can select which content page they want to interface with that provides the most effective information to handle the situation.

The available content pages for Responders are as follows:

1. Responder Chat Screen
2. Event Viewer
3. Reports Page
4. Floorplans
5. Locations List

Below you will find an example of each content page and see how the Location Status Colors are displayed differently.



### Location Status on Floor Plan Graphics content page:










The location changes on the floor plan graphics to the appropriate color based on the selection by the initiator for that particular location as shown below. On this content page, the associated label is not displayed in the red status location that is circled. However, we suggest placing a legend of the colors in use with labels to aid responders in assessing the situation for responders to be able to react timely and accurately as shown below.




### Location Status on Chat Messaging content page:

The location is displayed in the text line where messages are received as shown below with the Missing Student highlighted as well as the Medical highlighted. On this content page, the associated color of the condition is not displayed, however, chat messaging can be used to provide additional information for the responders to react and respond.

Broadcast message successfully sent. 10:22:01 r1 Sielox Class™ 1.8.1902 Logout

**All Clear**


**Chat with**

all locations
Clear Chat

Filter:

Chat:

Who	Message	When
r1 --*	*:Okay, we have checked the area and we have the intruder in custody. We are now All Clear	07/09/15 10:21:52
i2 --02	Missing : Okay, thank you	07/09/15 10:21:21
r1 --02	02:We have just found your missing students and they are with Mr. Quinn in room 05	07/09/15 10:21:07
r1 --05	05:Okay, keep them there until the situation is settled. thank you	07/09/15 10:20:47
i2 --05	Safe : We're safe here, but we found Amy Smith and Rachel Johnson walking by and we have them staying in our room.	07/09/15 10:20:15
r1 --10	10:Okay we will send medical personnel over to check on your student	07/09/15 10:19:38
i2 --10	Medical : student just fainted in my classroom	07/09/15 10:19:04
r1 --07	07:Okay keep us updated if anything changes	07/09/15 10:18:29
i2 --07	Crisis : I'm going to change my status to green for now, the intruder has moved away from my window, but he is going in the direction of the gymnasium	07/09/15 10:18:08

Location Status on Event Viewer content page:

The location status is displayed as a text event on the left side of this content page in the “What” column, the location name is displayed in the “Where” column, and who initiated the change along with the MAC address is displayed in the “Who” column” as shown below. In addition, the date, time, and chronological order of the event are displayed.

Events						
What	Where	Who	When	Event		
Sent Chat Broadcast *:Okay, we have checked the area and we have the intruder in custody. We are now All Clear	System	*	50.245.193.205	r1	07/09/15 10:21:52	359098
Location changed	System	*	50.245.193.205	r1	07/09/15 10:21:35	359097
Sent Chat Message Missing : Okay, thank you	System	02	50.245.193.205	i2	07/09/15 10:21:21	359096
Condition changed Yellow: Missing	System	02	50.245.193.205	i2	07/09/15 10:21:17	359095
Location changed	System	02	50.245.193.205	i2	07/09/15 10:21:16	359094
Sent Chat Broadcast 02:We have just found your missing students and they are with Mr. Quinn in room 05	System	02	50.245.193.205	r1	07/09/15 10:21:07	359093
Location changed	System	02	50.245.193.205	r1	07/09/15 10:20:50	359092
Sent Chat Broadcast 05:Okay, keep them there until the situation is settled. thank you	System	05	50.245.193.205	r1	07/09/15 10:20:47	359091
Location changed	System	05	50.245.193.205	r1	07/09/15 10:20:29	359090
Sent Chat Message Safe : We're safe here, but we found Amy Smith and Rachel Johnson walking by and we have them staying in our room.	System	05	50.245.193.205	i2	07/09/15 10:20:15	359089

Location Status on Locations content page:

The location status is displayed as a text event with the Location condition color displayed in the “Status” column. The floor plan name is displayed in the “Floor Plan” column and the location number in displayed in the “Name” column as shown below. This content page also allows responders to clear locations one at a time as they are clearing a building or floor.

Locations					
Floorplan	Name	Actions	Status	Enabled	Description
SWHS	06	action...	Red	Yes	
SWHS	07	action...	Green	Yes	
SWHS	08	action...	Green	Yes	
SWHS	09	action...	Green	Yes	
SWHS	10	action...	Red	Yes	
SWHS	11	action...	Red	Yes	
SWHS	12	action...	Green	Yes	
SWHS	13	action...	Green	Yes	
SWHS	14	action...	Green	Yes	
SWHS	15	action...	Yellow	Yes	
SWHS	16	action...	Green	Yes	
SWHS	17	action...	Green	Yes	
SWHS	18	action...	Green	Yes	
SWHS	19	action...	Green	Yes	
SWHS	20	action...	Green	Yes	

Location Status Colors and Labels provide a tremendous amount of information to Responders in a matter of seconds. Standard Operating Procedures (SOP’s) at your school or facility may be different than the factory defaults that come with the system. Sielox Class™ supports custom labels allowing the description to be more specific and match your SPO’s as well as provide the ability to reduce the number of colors from the system if your procedures require the use of all the default colors. The next two sections will provide content on editing and deleting Location Status Colors and Labels.

### 7.1 Renaming Location Status Labels

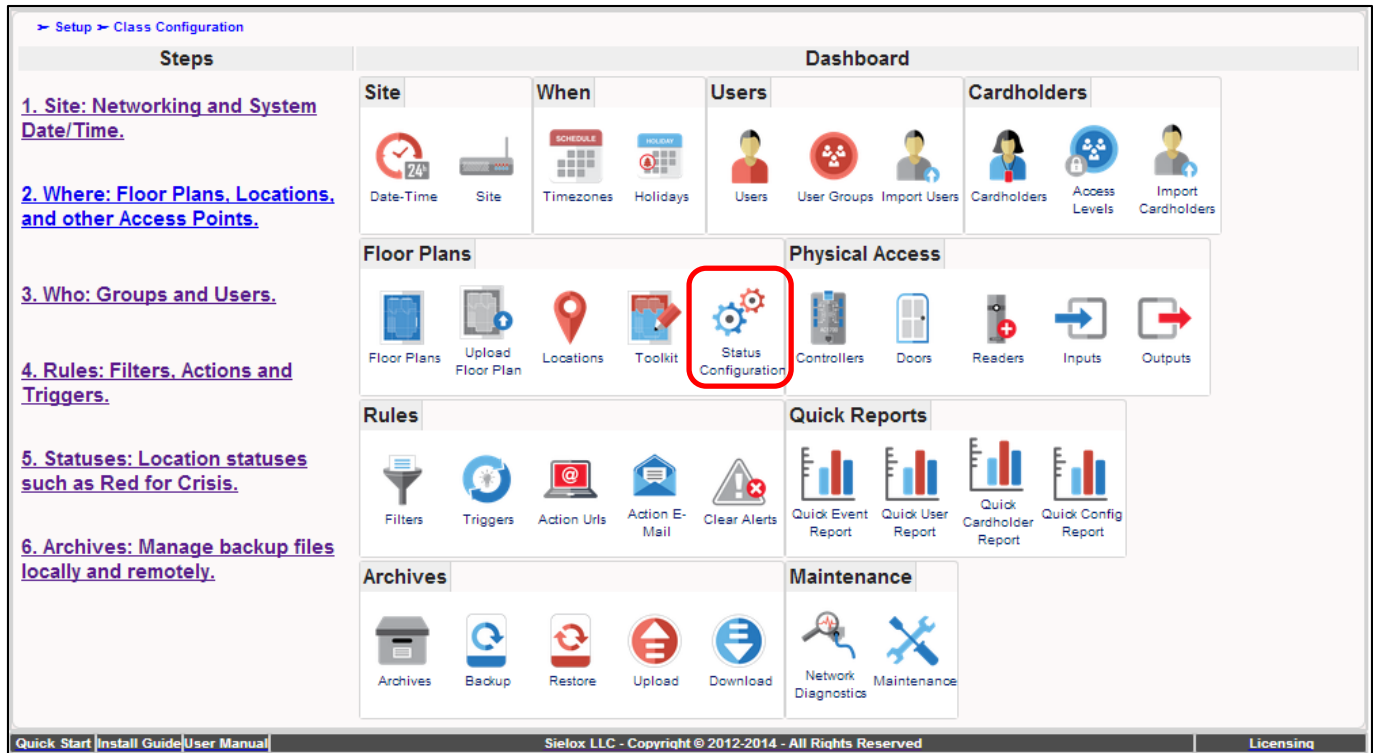
The defaults provided with the system might not be appropriate for your specific procedures. For example, a fight or room disturbance might not be something you want or need for your school or facility but a maintenance request might be a valuable status condition that could be sent from a location and now is reported and on file with a full audit trail. To create a custom label based on the above example, follow the steps below.

Based on the example above, we will change the Orange Label from Disturbance to Maintenance.

- Click the Setup Icon from the top menu bar.



- Click the Status Configuration Icon located on the Setup Screen.



- The system displays the default Status Configuration page shown below.

> Status Configuration									
Name	Actions	Status	Enabled	Description	Modifications	Label	Order		
Red	no actions	inactive	Yes	Red Condition	select... ▼	Crisis		▲	▼
Yellow	no actions	inactive	Yes	Yellow Condition	select... ▼	Missing		▲	▼
Blue	no actions	inactive	Yes	Blue Condition	select... ▼	Medical		▲	▼
Orange	no actions	inactive	Yes	Orange Condition	select... ▼	Disturbance		▲	▼
Pink	no actions	inactive	Yes	Pink Condition	select... ▼	Fire Drill Clear		▲	▼
Brown	no actions	inactive	Yes	Brown Condition	select... ▼	Morning Check-IN		▲	▼
Purple	no actions	inactive	Yes	Purple Condition	select... ▼	Maintenance		▲	▼
Green	no actions	inactive	Yes	Green Condition	select... ▼	Safe		▲	

- Choose the desired label and click on the modifications drop-down then select "Edit".

Description	Modifications	Label
Green Condition	select... ▼	Green
Yellow Condition	select... ▼	Yellow
Blue Condition	select... ▼	Blue
Orange Condition	select... ▼	Orange
Red Condition	select... ▼	Red
<b>Edit</b>		

This opens the configuration screen for the color condition selected as shown below.

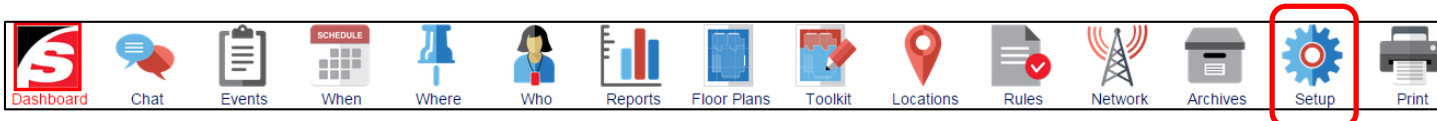
- In the text box to the right of Label, type Maintenance in place of Disturbance
- In the text box to the right of Description, type Orange Maintenance or leave as Orange Condition
- Make sure the “Enabled” box is checked
- Click the “Save Settings” Button.

The new Label(s) will now appear on the Initiator screen. Below is an example of the new top menu bar for Initiators with the maintenance label.

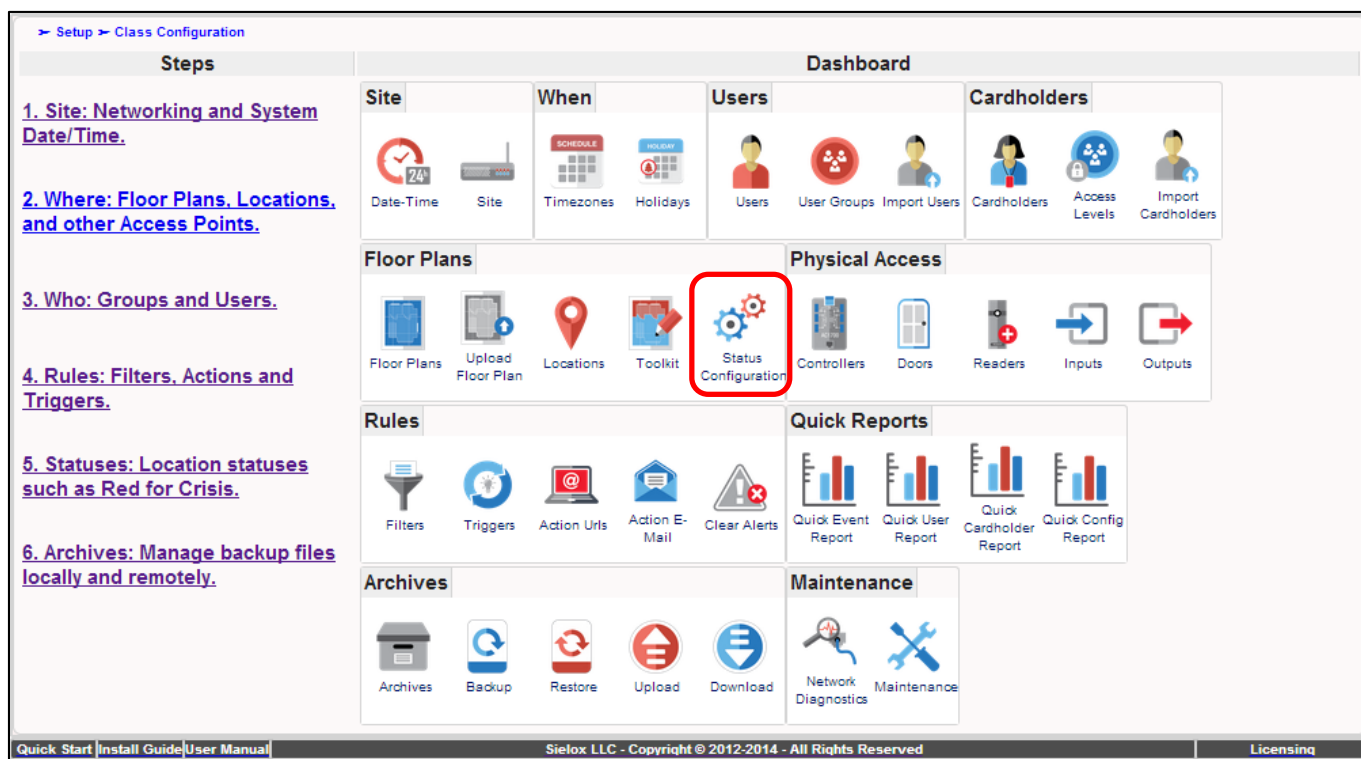


## 7.2 Removing Location Status Colors

- Click the Setup Icon from the top menu bar.



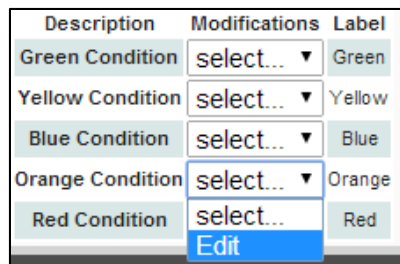
- Click the Status Configuration Icon located on the Setup Screen.



- The system displays the default Status Configuration page shown below.

> Status Configuration									
Name	Actions	Status	Enabled	Description	Modifications	Label	Order		
Red	no actions	inactive	Yes	Red Condition	select... ▼	Crisis			▼
Yellow	no actions	inactive	Yes	Yellow Condition	select... ▼	Missing	▲		▼
Blue	no actions	inactive	Yes	Blue Condition	select... ▼	Medical	▲		▼
Orange	no actions	inactive	Yes	Orange Condition	select... ▼	Disturbance	▲		▼
Pink	no actions	inactive	Yes	Pink Condition	select... ▼	Fire Drill Clear	▲		▼
Brown	no actions	inactive	Yes	Brown Condition	select... ▼	Morning Check-IN	▲		▼
Purple	no actions	inactive	Yes	Purple Condition	select... ▼	Maintenance	▲		▼
Green	no actions	inactive	Yes	Green Condition	select... ▼	Safe	▲		

- Choose the desired label and click on the modifications drop down menu
- Select Edit



This opens the configuration screen for the color condition selected as shown below.

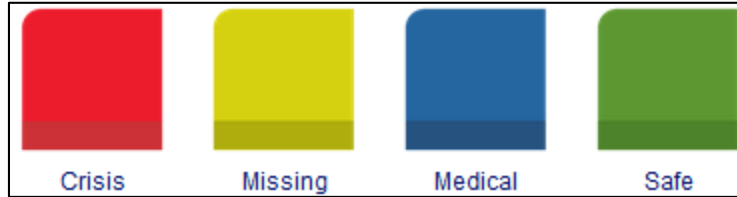
The configuration screen shows the following fields and controls:

- Buttons: Save All, Clear, Cancel
- ID: 4
- Name: Orange
- Enabled:
- Description: Orange Condition
- Label: Disturbance
- Buttons: Save Settings, Clear Entries, Cancel

- Then uncheck the enabled box. This will remove the location color status icon from the initiator screen as shown below by unchecking the orange.
- Click the "Save Settings" Button.

- Repeat steps for removing another location status color.

Below is a new Top Menu Bar with the Orange /Disturbance removed from the initiator screen.





## 8. Configure Rules

The Class™ system provides actions that are automatically performed in support of the facility’s Crisis Management policies. One example might be to alert responders via a pop-up screen when a condition changes to red, as well as an email when there is a Crisis status in a classroom.

### 8.1 Navigate to the Rules Screen

- Click the Rules Icon.
- The system displays the Filters screen within the Rules tab.



Name	All	Who	What	From	To	Where	Why	Enabled	Description	Modifications
Alert Level - Evacuate			Alert Level Changed Evacuate					Yes	Show all Evacuate Events	select... ▾
Alert Level - Lockdown			Alert Level Changed Lockdown					Yes	Show all events related to Response Level Change	select... ▾
Alert Level - Shelter			Alert Level Changed Shelter					Yes	Show all Shelter Events	select... ▾
AW - Access Denied			Denied					Yes	Access Denied Events	select... ▾
AW - Admitted			Admitted					Yes	Show all admitted Events	select... ▾
BCS-Gym Red			Condition Changed Red			BCS-Gym		Yes		select... ▾
Changes St. Michaels			Condition Changed			SMC		Yes	Changes to St. Michaels Map	select... ▾

Rules consist of two options:

1. Configure a Filter - Filters narrow the search criteria to specific people, events, or devices rather than search all, control all or report all.
2. Configure a Trigger – Triggers use events that have passed through filters to initiate actions (rules) including:
  - a. Action URL
  - b. Pop-Up
  - c. Highlight
  - d. Action E-Mail

## 8.2 Predefined Filters

Siex Class™ comes with a set of predefined filters designed to accommodate many Crisis Management rules and to ease implementation. These predefined filters include:

- Location Status Changes
- Alert Level Changes

These filters are used in conjunction with triggers to enforce a set of best Crisis Management practices that are common in most school environments.

*Review these policies to make sure they are consistent with the facility's specialized Crisis Management Plans. If the default rules do not apply, then follow the customization steps later in this chapter.*

To turn off any of the predefined rules, disable them in the Edit form for each record.

### 8.2.1 Location Condition Status Changes

The following filters match when the specified status of any location changes. The “CL” in the filter name is referring to Class, and the “CC” in the filter name is referring to Condition Change.

Filter Name	Status
CL – CC Red	RED
CL – CC Orange	ORANGE
CL – CC Blue	BLUE
CL – CC Yellow	YELLOW
CL – CC Green	GREEN
CL – Condition Changed	Any Change

### 8.2.2 Alert Level Changes

The following filters match when the specified Alert Level changes. The “CL” in the filter name is referring to Class, and the “AL” in the filter name is referring to Alert Levels.

Filter Name	Alert Levels
CL – AL All Clear	All Clear
CL – AL Lockdown	Lockdown
CL – AL Evacuate	Evacuate
CL – AL Shelter	Shelter
CL – Alert Level	Any change

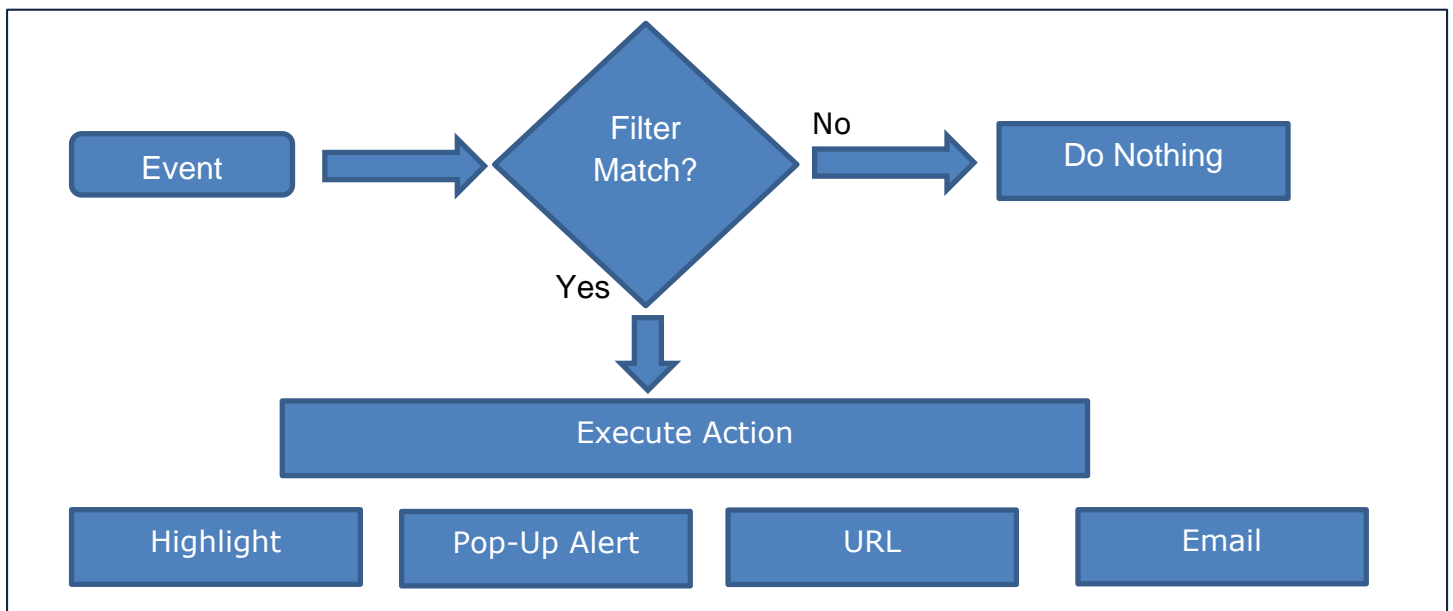
## 8.3 Configure Custom Rules – Filters, Triggers, Actions

The Siex Class™ system provides the ability to automate actions based on events in the system. Rules are actions based upon a combination of filters and triggers creating Action URLs, Alert

Groups, Pop-Ups, Highlighted Events, Email & Text Alerts. Rules are customizable using a two-step process:

1. Configure a Filter - Filters narrow the search criteria to specific people, events, or devices rather than search all, control all or report all.
2. Configure a Trigger – Triggers use events that have passed through filters to initiate actions (rules) including:
  - a. Action URL
  - b. Pop-Up
  - c. Highlight
  - d. Action E-Mail

One example of a rule might be to pop-up an alerts screen to the Responder Group when a Crisis status is reported.



Actions are performed for groups. Each of the custom action settings provides the ability to specify which group is impacted by the action. For example, the fire/police group may be notified when a in a Crisis status.

To ease the process and minimize the time necessary to customize the system, it is best to use the “Copy” modification action for each of the records.

### 8.3.1 Action Types

There are a number of action types that can be triggered including highlighting an event, popping-up a browser window, executing a URL command, and sending a notification email.

Actions are performed for groups. Each of the custom action settings provides the ability to specify which group is impacted by the action. For example, the fire/police group may be notified when a room sets its status to "Crisis".

The highlight action provides a method for calling out specific events in the event list. For example, the security personnel may wish to monitor denied access events by highlighting them in red.

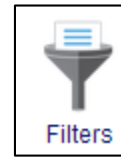
Pop-up Alerts provide a method for popping a browser window notification up to the user to alert them of some event. For example, in a Lockdown situation the initiators (e.g. Teachers) may be notified at their desktop via the pop-up notification.

Similar to pop-up alerts, Action URLs provide a method by which a browser can be launched to a specific, designated URL. You can connect to any existing IP cameras by using action URLs as long as you have access to the IP address.

Action E-Mails provide a notification mechanism for sending custom email or SMS notifications (text messages). For example, in a crisis situation, an email or text message may be sent to school resource officers. Another example could be on a medical alert, the nurse could be immediately notified where help is needed.

## 8.4 Configure Custom Filters

- Click the Rules Icon.
- Click the Filters Icon.
- The system displays the Filter List page.



Name	All	Who	What	From	To	Where	Why	Enabled	Description	Modifications
Alert Level - Evacuate			Alert Level Changed Evacuate					Yes	Show all Evacuate Events	select...
Alert Level - Lockdown			Alert Level Changed Lockdown					Yes	Show all events related to Response Level Change	select...
Alert Level - Shelter			Alert Level Changed Shelter					Yes	Show all Shelter Events	select...
AW - Access Denied			Denied					Yes	Access Denied Events	select...
AW - Admitted			Admitted					Yes	Show all admitted Events	select...
BCS-Gym Red			Condition Changed Red			BCS-Gym		Yes		select...
Changes St. Michaels			Condition Changed			SMC		Yes	Changes to St. Michaels Map	select...

- Click the Add Icon or copy an existing record.
- The system displays the edit screen for the filter.

Rules > Filter Edit

ID: 18 Name: AW - Forced Entry Enabled:

Description:

Who:  What: Forced Open Where/Why:

From:  To:

Access Level: \*

Custom Field:

Save Settings Clear Entries Cancel

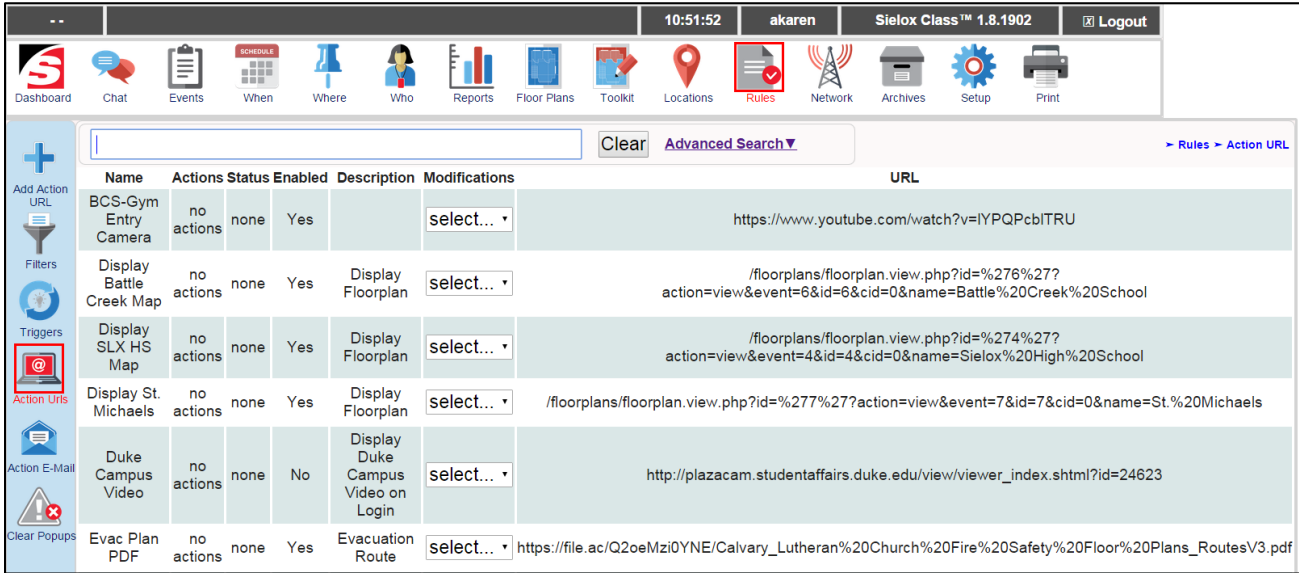
- Change the name and description to something more detailed (e.g. Login Filter).
- Change the filter criteria according to your needs. The criteria is pulled from the Event log through each column.

*Note: You may have the filter look for general terms using the “???” parameter, or have it filter for terms more specifically using the other parameters.*

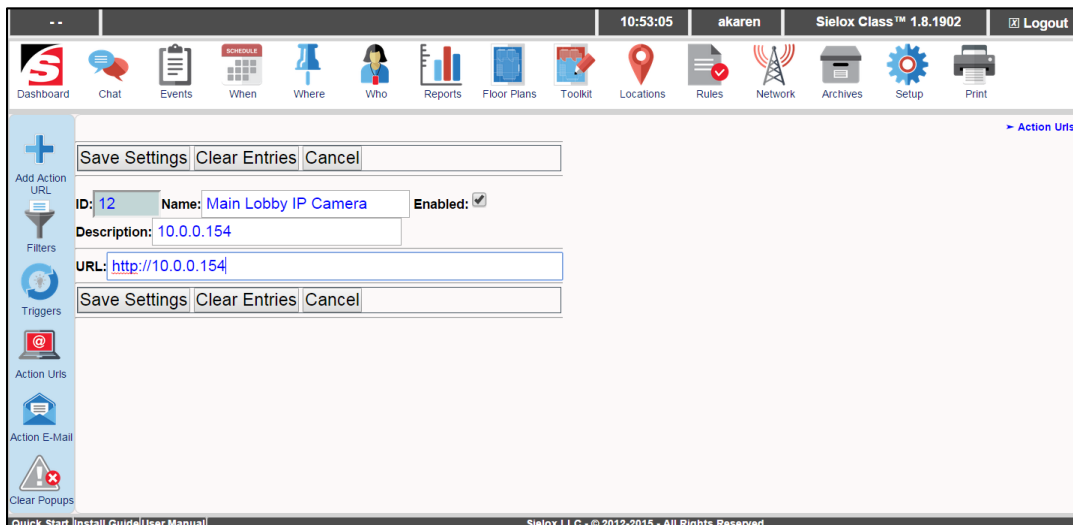
- Click or touch the “Save Settings” button.

## 8.5 Configure Custom Action URLs

- Click the Rules Icon.
- Click the Action URLs Icon.
- The system displays the Action URL list.



- Click the Add Icon or copy an existing record.
- The system displays the edit screen for the Action URL.



- Change the name and description to something more detailed (e.g. Main Lobby IP Camera).
- Change the Action URL information according to your needs.
  - External links need to be used with the “https://” communication protocol.
  - Links from within the system do not require the domain name, but will require the file path. (e.g. “/dashboards/admins”)

- Click or touch the “Save Settings” button.

*Note: The Action URL you have created will now appear as an option in your trigger edit page under the Action URL drop down list.*

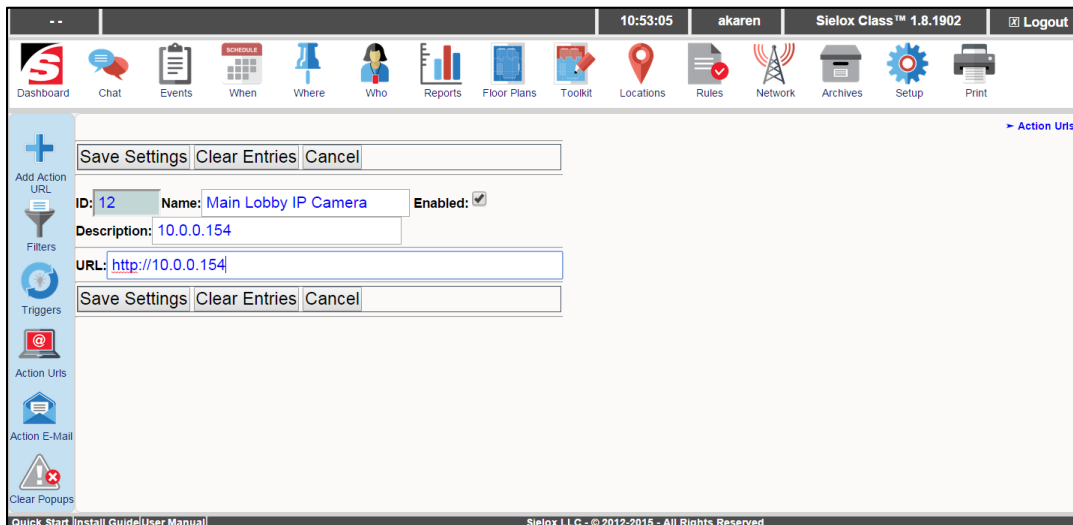
## 8.6 IP Camera Configuration Using Action URLs

IP Cameras may be accessed utilizing Action URLs as an event triggers an action. This will allow responders to view camera feeds to observe situations in real time while staying in communication with system Initiators. Before configuring the trigger, verify that the IP camera can be accessed through a browser.

- Click the Rules Icon.
- Click the Action URLs Icon.
- The system displays the Action URL list.

Name	Actions	Status	Enabled	Description	Modifications	URL
BCS-Gym Entry Camera	no actions	none	Yes		select...	https://www.youtube.com/watch?v=IYPQPcbITRU
Display Battle Creek Map	no actions	none	Yes	Display Floorplan	select...	/floorplans/floorplan.view.php?id=%276%27?&action=view&event=6&id=6&cid=0&name=Battle%20Creek%20School
Display SLX HS Map	no actions	none	Yes	Display Floorplan	select...	/floorplans/floorplan.view.php?id=%274%27?&action=view&event=4&id=4&cid=0&name=Sielox%20High%20School
Display St. Michaels	no actions	none	Yes	Display Floorplan	select...	/floorplans/floorplan.view.php?id=%277%27?&action=view&event=7&id=7&cid=0&name=St.%20Michaels
Duke Campus Video	no actions	none	No	Display Duke Campus Video on Login	select...	http://plazacam.studentaffairs.duke.edu/view/viewer_index.shtml?id=24623
Evac Plan PDF	no actions	none	Yes	Evacuation Route	select...	https://file.ac/Q2oeMzi0YNE/Calvary_Lutheran%20Church%20Fire%20Safety%20Floor%20Plans_RoutesV3.pdf

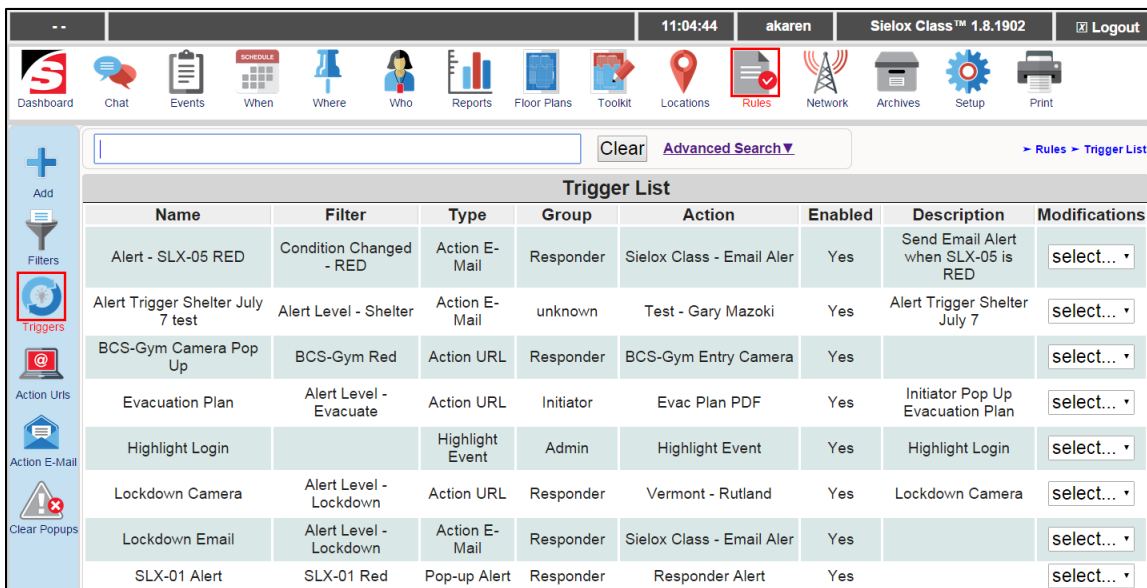
- Click the Add Icon or copy an existing record.
- The system displays the edit screen for the Action URL.



- Change the name to the location of the camera (e.g. Main Lobby IP Camera).
- In the URL parameter, input the IP address of the designated camera.

*Note: Verify camera access by entering the camera's IP address in the browser window and pressing enter. You should be able to access the camera feed if the connection is successful.*

- Click the “Save Settings” button. This should populate the Action URL dropdown list within the Trigger setting screen with the camera Action URL.
- Click the Rules Icon.
- Click the Triggers Icon.
- The system displays the Triggers List page.



- Click the Add Icon.



- The system displays the edit screen for the Triggers.

- Change the name and description to something more detailed (e.g. Red Alert).
- Select the Filter pre-defined for this trigger mechanism. A list of filters that you have created should appear in a drop down menu.
- Select “Action URL” as the Action Type
- Select which User Group you want to give access to the IP Camera pop up
- Select the IP Camera Action URL you created in previous steps.
- Select the “Save Settings” button
- After completing the configuration, whenever the designated event occurs, the IP camera will pop up for any user within the assigned group using Action URLs.

## 8.7 Configuring E-Mail and SMS Notifications

Sielox Class™ has a built-in SMTP client capable of sending E-Mails to a SMTP mail server (e.g. Gmail). For redundancy, the SMTP client has the ability to support two E-Mail server accounts. It is possible to setup connectivity with two different servers.

The number of SMS or E-Mail addresses is limited to the number of initiators and responders in the system. Anyone receiving an E-Mail or SMS notification has to be in the system as a user.

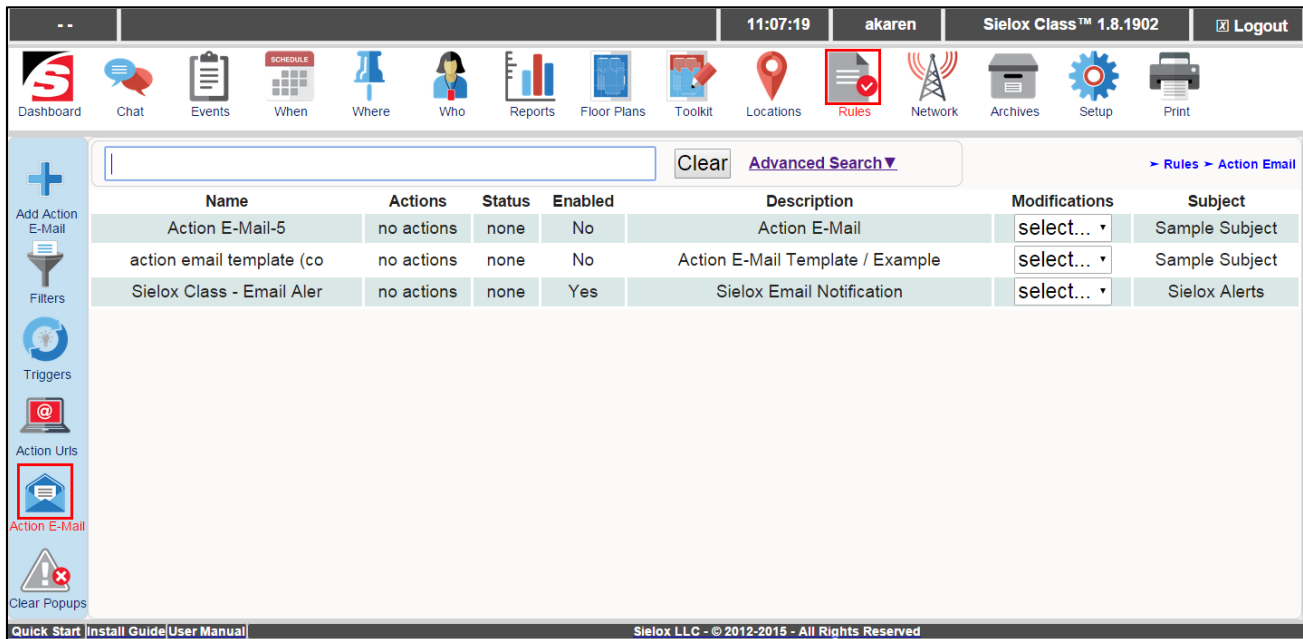
- Class 50: 175 total E-Mail addresses
- Class 100: 350 total E-Mail addresses

- Class 300: 1,000 total E-Mail addresses

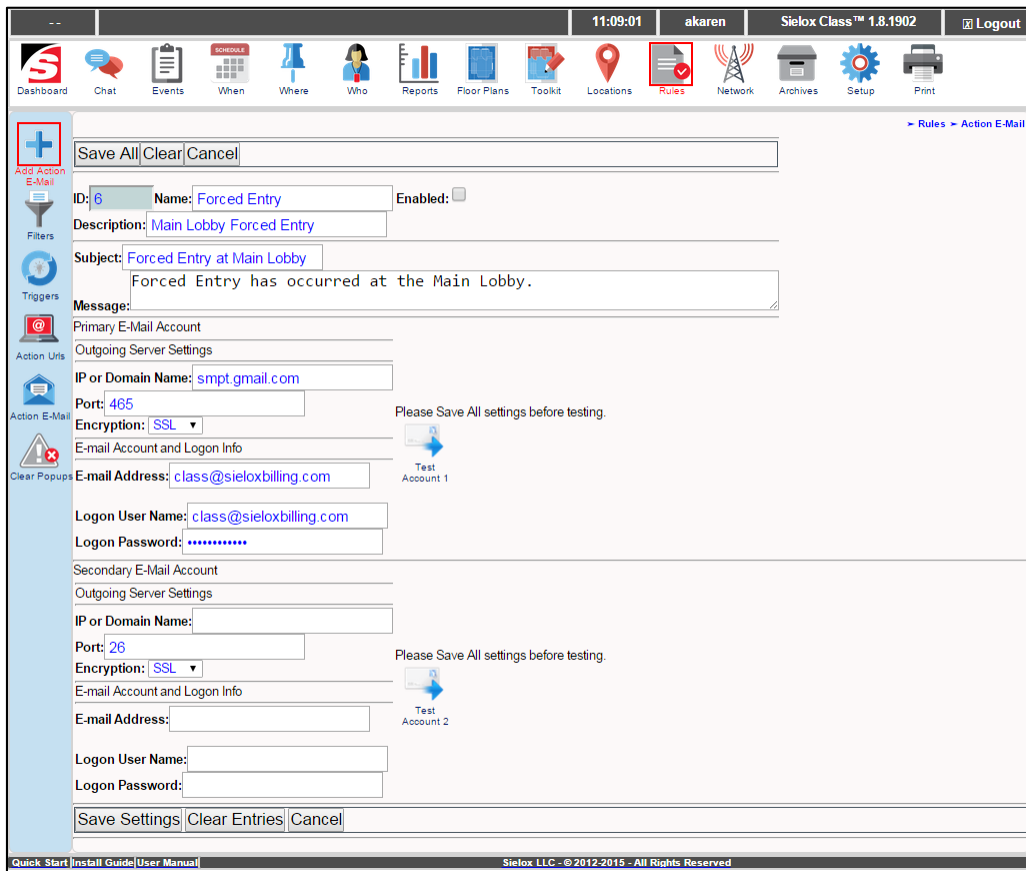
### 8.7.1 Setup and Test the E-Mail Accounts

First, acquire the SMTP information for the intended E-Mail server. It is advisable to verify that the client SMTP account works properly by using a standard E-Mail server prior to setting up this system. For example, Gmail's SMTP is smtp.gmail.com and 465 for the port number.

- Click the Rules Icon.
- Click the Action E-Mail Icon.
- The system displays the Action E-Mail List page.



- Click the Add Icon.
- The system displays the Action E-Mail edit screen.



- Enter the SMTP information into the Primary E-Mail Account area.
- Click the “Save Settings” button.

*Note: It is necessary to save the settings prior to testing.*

- Re-enter the edit screen.
- Press the “Test Account 1” button.
- If successfully sent, a success message is displayed on the screen.
- If failed, a failure message is displayed.

*Note: If the test message failed to send, double check your SMTP settings*

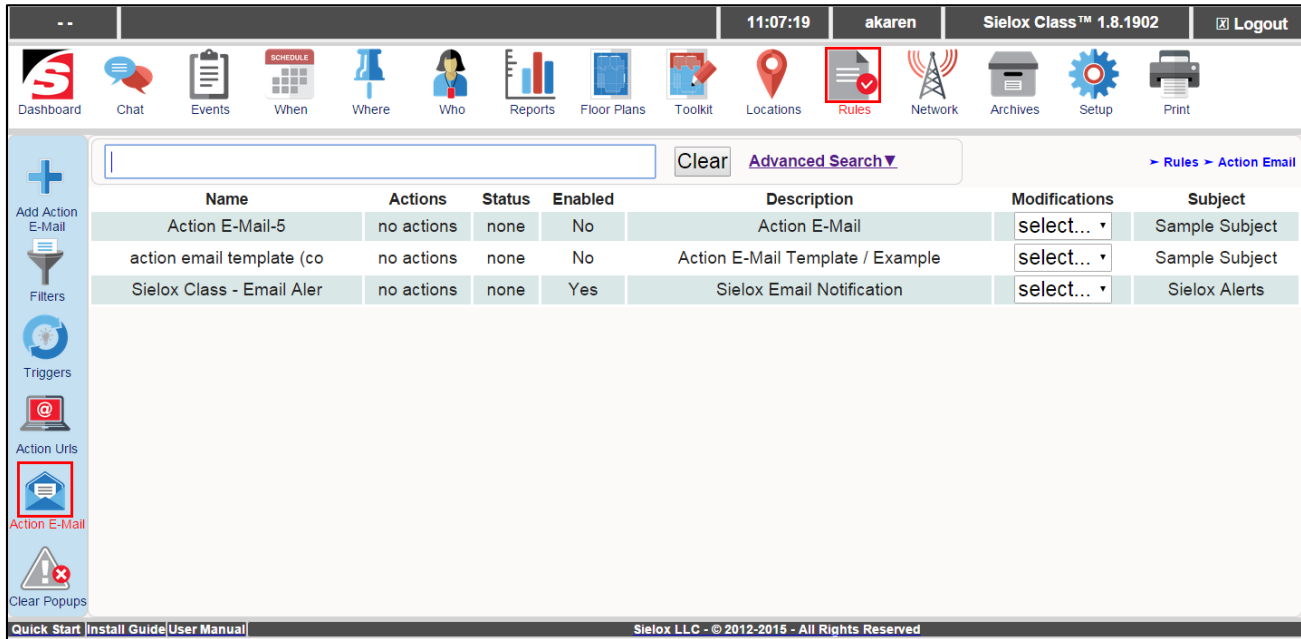
- If a secondary account is being used, perform the same activities for the secondary account.

## 8.7.2 Configure Custom Messaging

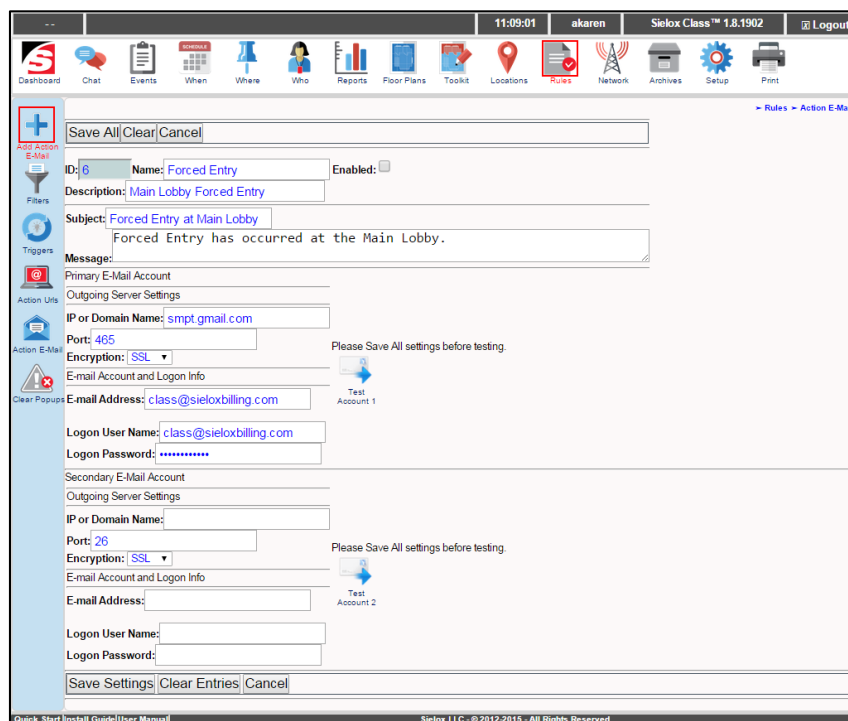
It is possible to setup custom messaging for each Action E-Mail including a subject, message, and, optionally, event information that caused the E-Mail notification.

## 8.8 Configure Custom Action E-Mail

- Click the Rules Icon.
- Click the Action E-Mail Icon.
- The system displays the Action E-Mail List page.



- Click the Add Icon.
- The system displays the edit screen for the Action E-Mail.



- Change the name and description to something more detailed (e.g. Send Notification).
- Change the Action E-Mail information according to your needs. A subject and message can be inputted. Trigger info can also be included which detail the time, the type of trigger, etc.

*Note: Action E-Mails are sent to specified users groups. The users of that group must have e-mails defined in their user record.*

- Click the “Save Settings” button

## 8.9 E-Mail to SMS Phone Numbers

It is possible with most cell phone providers to send an SMS message to a user by sending an E-Mail to a specific mail address. The following lists the published addresses for each provider. Check with your specific provider to verify these values.

AT&T: number@txt.att.net

Qwest: number@qwestmp.com

T-Mobile: number@tmomail.net

Verizon: number@vtext.com

Sprint: number@messaging.sprintpcs.com or number@pm.sprint.com

Virgin Mobile: number@vmobl.com

Nextel: number@messaging.nextel.com

Alltel: number@message.alltel.com

Metro PCS: number@mymetropcs.com

Powertel: number@ptel.com

Boost Mobile: number@myboostmobile.com

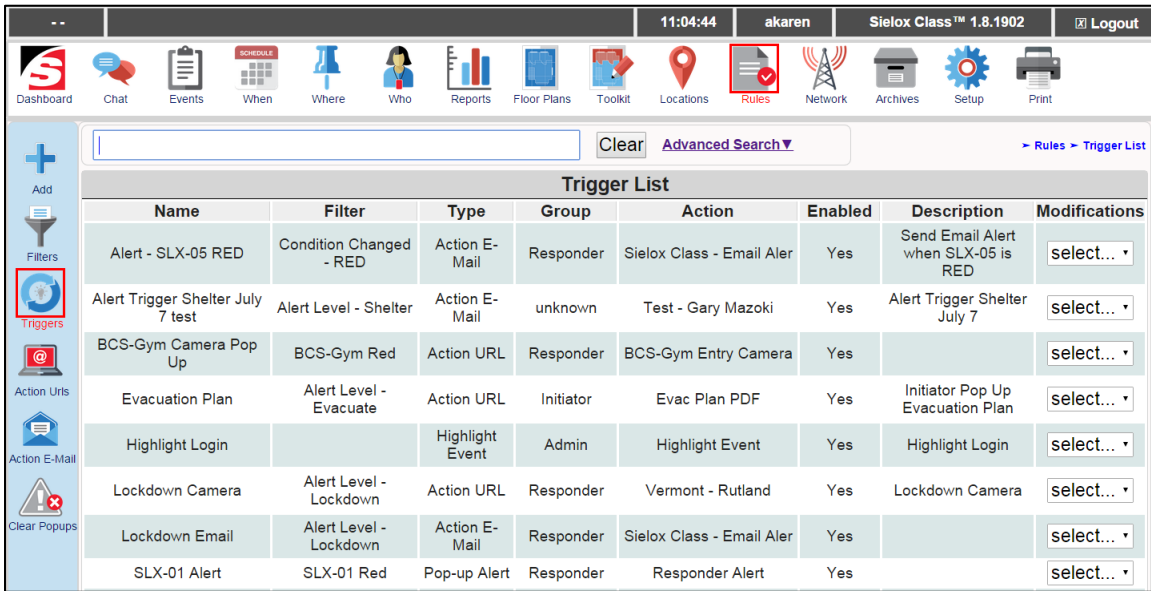
Suncom: number@tms.suncom.com

Tracfone: number@mmst5.tracfone.com

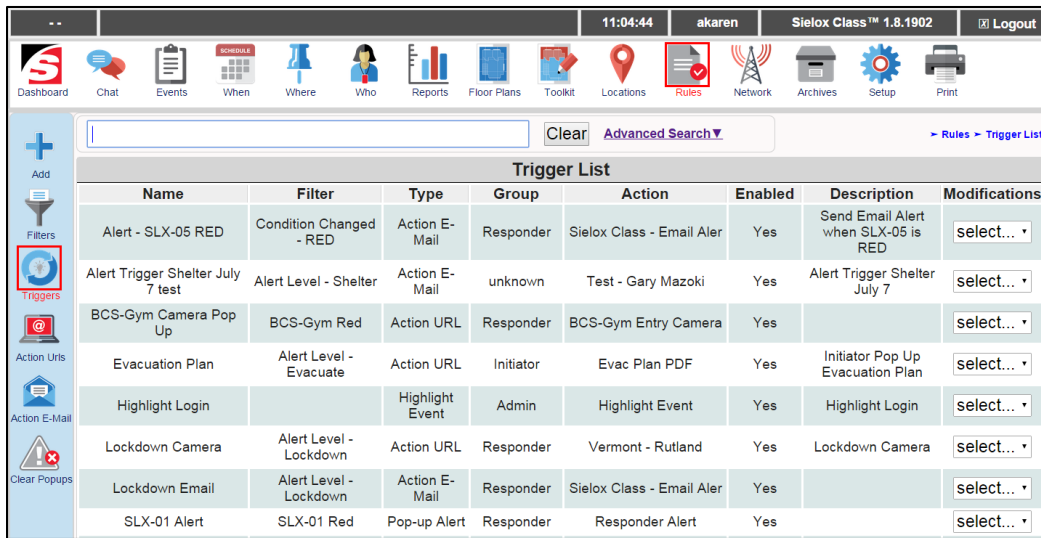
U.S. Cellular: number@email.uscc.net

## 8.10 Configure Custom Triggers

- Click the Rules Icon.
- Click the Triggers Icon.
- The system displays the Triggers List page.



- Click the Add Icon.
- The system displays the edit screen for the Triggers.



- Change the name and description to something more descriptive (e.g. Send Notification).
- Select the Filter pre-defined for this trigger mechanism. A list of filters that you have created should appear in a drop down menu
- Select the Action Type for this trigger mechanism. The following lists the types of actions a trigger can take:
  - Highlight Event
  - Alert Group
  - Action URL
  - Email

Note: Highlight Event ignores the User Group, Which Alert, Action URL, and Action Email parameters.

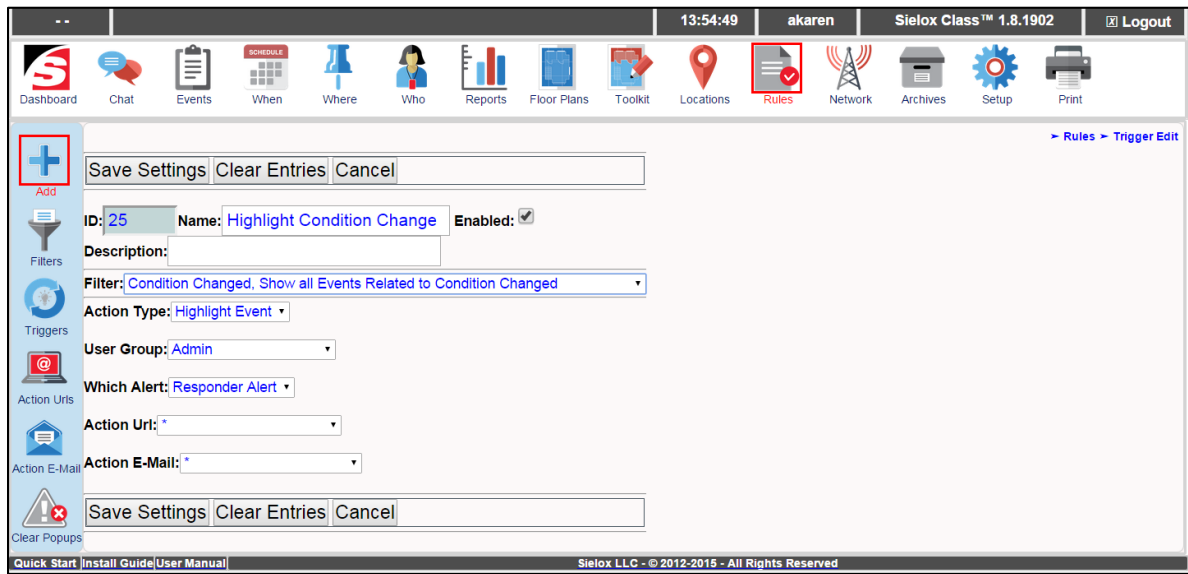
- Select the User Group the Triggered Notification will target.
  - A list of user groups you have created should appear in a drop down menu.
- Depending on the desired Action Type, enter the Alert Action URL, or Action E-Mail for this trigger.
  - An action URL drop down and Action E-Mail drop down menu should appear with a list of Action URLs and Action E-Mails that you have created.
- Click the “Save Settings” button.

## 8.11 Highlight Events

- Click the Rules Icon.
- Click the Triggers Icon.
- The system displays the Triggers List page.

Trigger List							
Name	Filter	Type	Group	Action	Enabled	Description	Modifications
Alert - SLX-05 RED	Condition Changed - RED	Action E-Mail	Responder	Sielox Class - Email Aler	Yes	Send Email Alert when SLX-05 is RED	select...
Alert Trigger Shelter July 7 test	Alert Level - Shelter	Action E-Mail	unknown	Test - Gary Mazoki	Yes	Alert Trigger Shelter July 7	select...
BCS-Gym Camera Pop Up	BCS-Gym Red	Action URL	Responder	BCS-Gym Entry Camera	Yes		select...
Evacuation Plan	Alert Level - Evacuate	Action URL	Initiator	Evac Plan PDF	Yes	Initiator Pop Up Evacuation Plan	select...
Highlight Login		Highlight Event	Admin	Highlight Event	Yes	Highlight Login	select...
Lockdown Camera	Alert Level - Lockdown	Action URL	Responder	Vermont - Rutland	Yes	Lockdown Camera	select...
Lockdown Email	Alert Level - Lockdown	Action E-Mail	Responder	Sielox Class - Email Aler	Yes		select...
SLX-01 Alert	SLX-01 Red	Pop-up Alert	Responder	Responder Alert	Yes		select...

- Click the Add Icon.
- The system displays the edit screen for the Triggers.



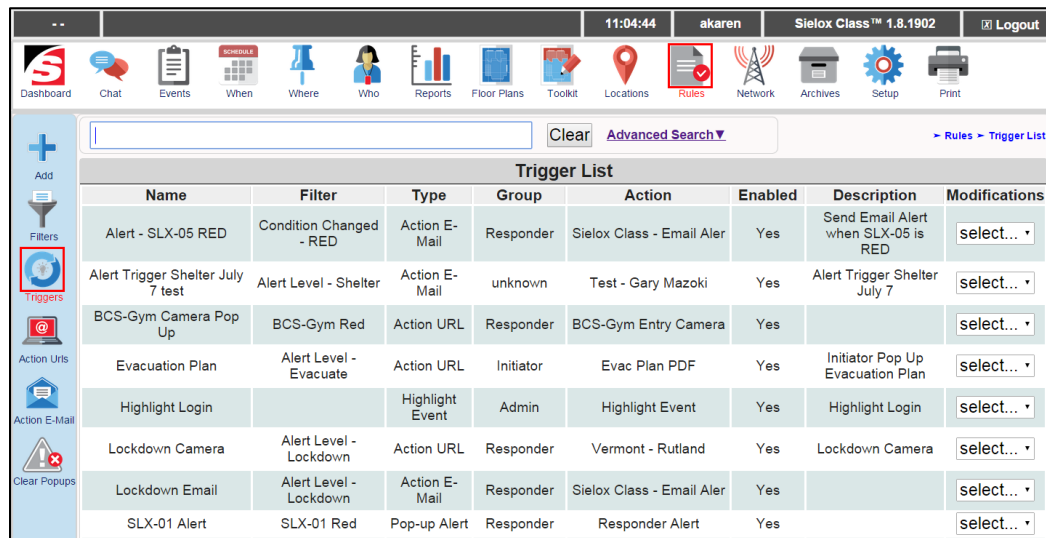
- Change the name and description to something more descriptive (e.g. Highlight Condition Changes).
- Select the Filter pre-defined for this trigger mechanism. A list of filters that you have created should appear in a drop down menu.
- After selecting the filter, change the Action Type to Highlight Event.
- Click the “Save Settings” button.
- Once the settings have been saved, all events pertaining to the filter configured will now be highlighted in a light red in the Event Log.

Events							
What	Where		Who		When	Event	
Login	System	ubuntu	50.245.193.205	akaren	07/09/15 13:56:19	359134	
Logout	System	ubuntu	50.245.193.205	i3	07/09/15 13:56:14	359133	
Condition changed Green: Safe	System	02	50.245.193.205	i3	07/09/15 13:56:12	359132	
Location changed	System	02	50.245.193.205	i3	07/09/15 13:56:11	359131	
Condition changed Red: Crisis	System	05	50.245.193.205	i3	07/09/15 13:56:09	359130	
Login	System	ubuntu	50.245.193.205	i3	07/09/15 13:56:02	359129	
Logout	System	ubuntu	50.245.193.205	i2	07/09/15 13:55:56	359128	
Condition changed Blue: Medical	System	04	50.245.193.205	i2	07/09/15 13:55:55	359127	
Location changed	System	04	50.245.193.205	i2	07/09/15 13:55:54	359126	
Condition changed Yellow: Missing	System	03	50.245.193.205	i2	07/09/15 13:55:52	359125	
Location changed	System	03	50.245.193.205	i2	07/09/15 13:55:51	359124	
Login	System	ubuntu	50.245.193.205	i2	07/09/15 13:55:49	359123	
Logout	System	ubuntu	50.245.193.205	akaren	07/09/15 13:55:45	359122	

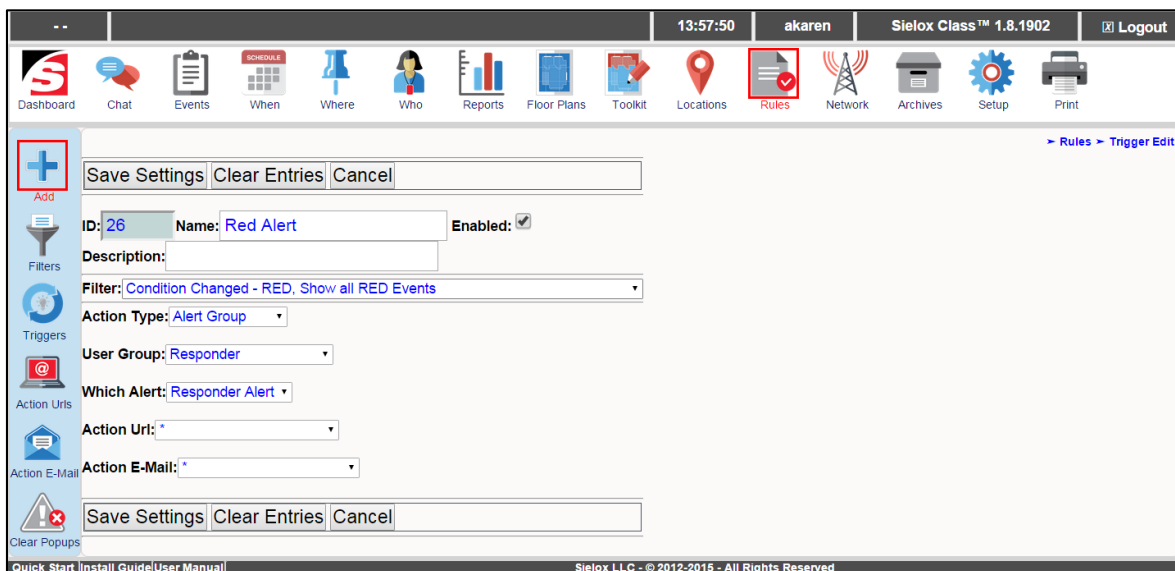


## 8.12 Alert Groups

- Click the Rules Icon.
- Click the Triggers Icon.
- The system displays the Triggers List page.



- Click the Add Icon.
- The system displays the edit screen for the Triggers.



- Change the name and description to something more descriptive (e.g. Red Alert).
- Select the Filter pre-defined for this trigger mechanism. A list of filters that you have created should appear in a drop down menu.
- After selecting the filter, change the Action Type to Alert Group

Note: There are 2 different alerts. One is the Responder Alert and the other one is the Initiator Alert.

- ❑ After selecting Alert Group, you must now point the trigger to the User Group you want the alert to notify.
- ❑ Next, select which alert that will be sent out to the designated User Group as the action is triggered.

Note: Generally, Responder Alerts should be sent to users with the Responder Dashboard and Initiator Alerts should be sent to users with the Initiator Dashboard.

- ❑ Click the “Save Settings” button.
- ❑ After creating the trigger, whenever an Event configured by the Rules occurs, the trigger will send the alert out to the designated user group. The following are examples of Initiator and Responder Alert, respectively:

The image displays two screenshots of the Sielox Class™ 1.8.1902 interface, illustrating different alert configurations.

**Left Screenshot (Responder Alert):** Shows a 'Lockdown' status for location '04'. The interface includes a 'Chat with' dropdown set to 'all locations' and a 'Clear Chat' button. Below the chat area is a table of messages:

Message	When
--*:Okay, we have checked the area and we have the intruder in custody. We are now All Clear	07/09/15 10:21:52
--Missing : Okay, thank you	07/09/15 10:21:21
--Safe : We're safe here, but we found Amy Smith and Rachel Johnson walking by and we have them staying in our room.	07/09/15 10:20:15
--Medical : A student just fainted in my classroom	07/09/15 10:19:04
--Crisis : I'm going to change my status to green for now, the intruder has moved away from my window, but he is going in the direction of the gymnasium	07/09/15 10:18:08
--*:Remain in classrooms until you hear the all clear message over the PA system	07/08/15 13:23:45
--*:Does anyone have Johnny Smith in their classroom?	07/08/15 13:23:25
--*:Please check in with all location status	07/08/15 09:14:18
--*:test	06/23/15 09:39:05
--*:stay in room	06/11/15 14:05:10

**Right Screenshot (Initiator Alert):** Shows a 'Lockdown' status for location 'r1'. The interface includes a 'Chat with' dropdown set to 'all locations' and a 'Clear Chat' button. Below the chat area is a table of messages:

Who	Message	When
r1 --*	*Okay, we have checked the area and we have the intruder in custody. We are now All Clear	07/09/15 10:21:52
i2 --02	Missing : Okay, thank you	07/09/15 10:21:21
r1 --02	02:We have just found your missing students and they are with Mr. Quinn in room 05	07/09/15 10:21:07
r1 --05	05:Okay, keep them there until the situation is settled, thank you	07/09/15 10:20:47
i2 --05	Safe : We're safe here, but we found Amy Smith and Rachel Johnson walking by and we have them staying in our room.	07/09/15 10:20:15
r1 --10	10:Okay we will send medical personnel over to check on your student	07/09/15 10:19:38
i2 --10	Medical : A student just fainted in my classroom	07/09/15 10:19:04
r1 --07	07:Okay keep us updated if anything changes	07/09/15 10:18:29
i2 --07	Crisis : I'm going to change my status to green for now, the intruder has moved away from my window, but he is going in the direction of the gymnasium	07/09/15 10:18:08
r1 --BCS-02	Crisis : We need help	07/08/15 14:43:39
r1 --BCS-04	NO STATUS : We have Johnny Smith in our Classroom	07/08/15 14:43:17
r1 --SMC-03	Maintenance : We are safe but missing a student	07/08/15 14:42:58
r1 --*	*Remain in classrooms until you hear the all clear message over the PA system	07/08/15 13:23:45
r1 --*	*Does anyone have Johnny Smith in their classroom?	07/08/15 13:23:25
r1 --*	*Please check in with all location status	07/08/15 09:14:18
r1 --*	*test	06/23/15 09:39:05
akaren --*	*stay in room	06/11/15 14:05:10

## 9. Adding, Deleting, and Modifying Users

The Sielox Class™ system supports three different types of Users (some systems refer to users as operators) - Administrators, Responders, and Initiators. A User is anyone that has been enrolled into the system, assigned to a User Group and provided with a login name and password. Users can be added, deleted, or modified one at a time using the “add” or “copy” feature. In addition, an import feature is available for use speeding up the enrollment process for each user as well as providing the ability to do bulk imports of new users or bulk modifications to existing users.

Manual enrollment is suggested when you are adding, deleting or modifying one record. Importing users is recommended when you have to add, delete, or modify multiple users because it is the start of a New Year or Semester and there have been a significant number of new hires and/or retirements.

Adding, deleting and modifying Users in the system is a permission assigned to Administrators only.

When logged in as an administrator, the top menu bar will display all the icons as shown below.



- Click the Who Icon.

This will open a sub menu bar on the left side of the page as shown below.

The screenshot shows the 'Who' sub-menu with a search bar and a table of 'System Users'. The table has the following columns: Username, Last, First, User Group, Actions, Status, Enabled, Description, and Modifications.

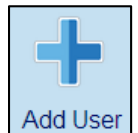
Username	Last	First	User Group	Actions	Status	Enabled	Description	Modifications
adan	Artman	Dan	Admin	none	none	Yes	Dan Admin Account	select...
afrank	Cafasso	Frank	Admin	none	none	Yes	admin	select...
ajan			Admin	none	none	Yes		select...
ajohn	MacKeil	John	Admin	none	none	Yes	John Admin Account	select...
akaren	Evans	Karen	Admin	none	none	Yes	Karen Admin Account	select...
akevin	Joyce	Kevin	Admin	none	none	Yes	Kevin Admin Account	select...
aterry	Carver	Terry	Admin	none	none	Yes	Terry Admin Account	select...
i1	Sielox	Initiator	Initiator with Lockdown	none	Green	Yes		select...

- The User Record Content page is in a table format and displays specific information unique to each user record. This page displays the following:
  - Username
  - Last Name
  - First Name
  - User Group
  - Actions
  - Status
  - Enabled
  - Description
  - Modifications
    - The modifications drop down list allows you to delete the record, edit the specific user record you have selected, and copy this user record to another user record if most of the information in the columns will match the new user record.

## 9.1 Adding a New User Manually

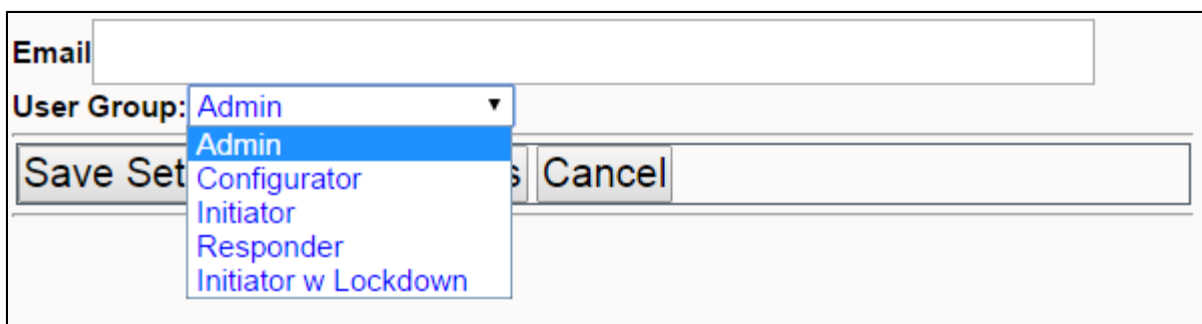
As with all records in the system, a user can be added or copied from an existing record.

- Click the Who Icon.
- Click the Add User Icon.
- This opens a template for enrolling a new User in the system as shown below



- Enter the specific user information
  - Login name (jsmith)

- Make sure check box is enabled
- Description – could be department or role (teacher)
- Unique ID is assigned by the system
- Last Name (Smith)
- First Name (James)
- Password (\*\*\*\*\*)
  - Make sure check box is enabled
- Email address ([james.smith@school.edu](mailto:james.smith@school.edu))
  - Only entered if User will get email and/or text alerts
- Click drop down list and select the User Group for this User



The screenshot shows a web form for adding a user. It includes an 'Email' text input field, a 'User Group' dropdown menu, and 'Save Set' and 'Cancel' buttons. The 'User Group' dropdown is open, showing a list of options: 'Admin' (selected), 'Configurator', 'Initiator', 'Responder', and 'Initiator w Lockdown'.

Check all fields for accuracy. If an error in enrollment is identified, go back to that line item and make a correction.

If the entire record needs to be modified, select the “Clear Entries” button and the template is cleared back to the template that was displayed after the Add User Icon was selected.

Make sure all fields are verified and accurate.

> Who > System User Edit

Save Settings Clear Entries Cancel

Login Name:  Enabled:

Description:  ID:

Last  First

Check if you wish to change the Password:

Password  Confirm

Email

User Group:

Save Settings Clear Entries Cancel

- Click the “Save Settings” button.

Repeat steps for adding another User.

## 9.2 Copying a User Template

To speed the process of enrolling Users into the system, you can copy an existing User template and then make the few modifications that are different in this record from the previous record. It is also possible to make a template for each type of User and not use an actual User record as your template for adding new Users. Follow the steps below to copy a template.

- Click the Who Icon.
- This opens the User content page with all users listed in alphabetical order.

The screenshot shows the 'Who' page in the software interface. The top navigation bar includes 'Dashboard', 'Chat', 'Events', 'When', 'Where', 'Who', 'Reports', 'Floor Plans', 'Toolkit', 'Locations', 'Rules', 'Network', 'Archives', 'Setup', and 'Print'. The main content area displays a table of System Users with columns for Username, Last, First, User Group, Actions, Status, Enabled, Description, and Modifications. A search bar at the top contains the text 'Who' and a link to 'System User List'.

Username	Last	First	User Group	Actions	Status	Enabled	Description	Modifications
adan	Artman	Dan	Admin	none	none	Yes	Dan Admin Account	select...
afrank	Cafasso	Frank	Admin	none	none	Yes	admin	select...
ajan			Admin	none	none	Yes		select...
ajohn	MacKeil	John	Admin	none	none	Yes	John Admin Account	select...
akaren	Evans	Karen	Admin	none	none	Yes	Karen Admin Account	select...
akevin	Joyce	Kevin	Admin	none	none	Yes	Kevin Admin Account	select...
aterry	Carver	Terry	Admin	none	none	Yes	Terry Admin Account	select...
i1	Sielox	Initiator	Initiator with Lockdown	none	Green	Yes		select...

For Example; Select the James smith template as shown below and then modify the appropriate fields for the new User Record.

The screenshot shows the 'Who' page with a search bar containing 'smith'. The table of System Users is filtered to show two records: 'bsmith' and 'jsmith'. A dropdown menu is open for the 'jsmith' record, showing options: 'select...', 'Copy', 'Edit', and 'Delete'.

Username	Last	First	User Group	Actions	Status	Enabled	Description	Modifications
bsmith	Smith	Benjamin	Initiator	none	active	Yes		select...
jsmith	James	Smith	Initiator	none	none	Yes	teacher	select... Copy Edit Delete

> Who > System User Edit

Save Settings Clear Entries Cancel

Login Name:  Enabled:

Description:  ID:

Last  First

Check if you wish to change the Password:

Password  Confirm

Email

User Group:

Save Settings Clear Entries Cancel

If the new User John Doe is a teacher and an Initiator, the following fields will be modified

- Login Name (jdoe)
- Last Name (Doe)
- First Name (John)
- Password (\*\*\*\*\*)
- Email address ([john.doe@school.edu](mailto:john.doe@school.edu))
- Make sure enabled boxes are checked to save the changes.

Make sure all fields are verified and accurate.

> Who > System User Edit

Save Settings Clear Entries Cancel

Login Name:  Enabled:

Description:  ID:

Last  First

Check if you wish to change the Password:

Password  Confirm

Email

User Group:

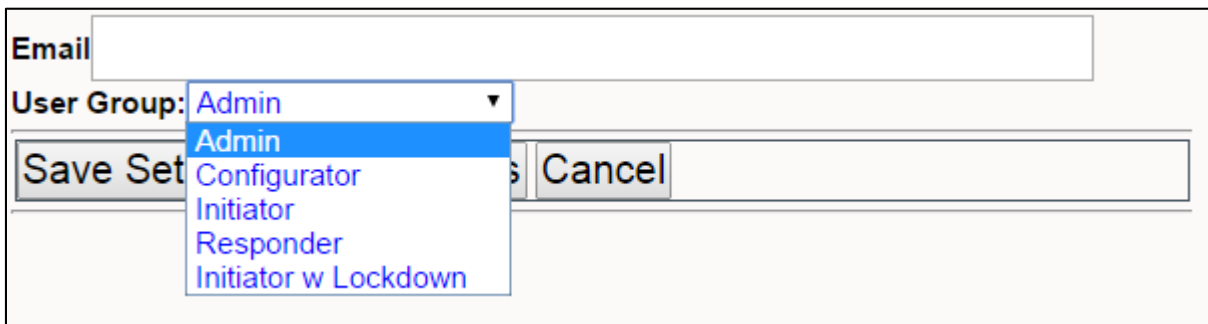
Save Settings Clear Entries Cancel

- Click the “Save Settings” button.



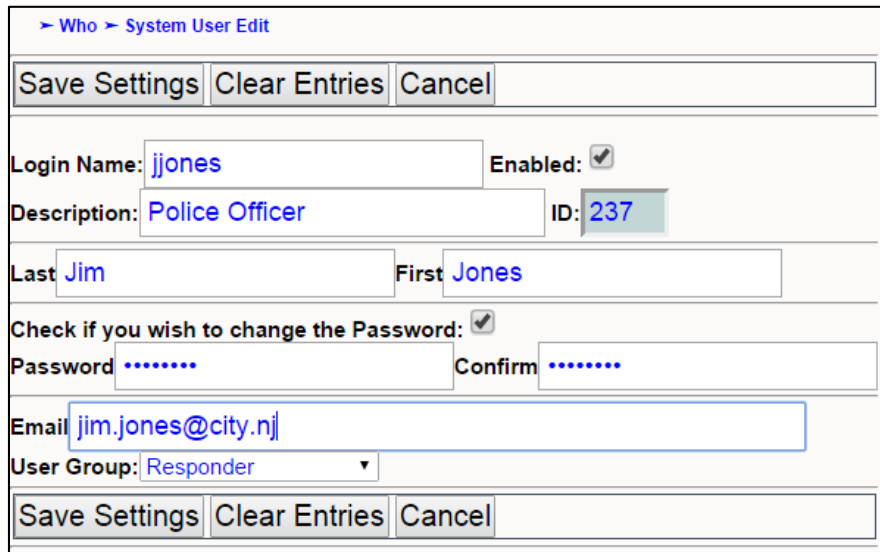
If this new User is a Police Officer and a Responder, the following fields will be modified:

- Login Name (jjones)
- Description (Police Officer)
- Last Name (Jones)
- First Name (Jim)
- Password (\*\*\*\*\*)
- Email address ([jjim.jones@city.nj](mailto:jjim.jones@city.nj))
- Click the drop down list under modifications and select Responder



The screenshot shows a portion of a web form. At the top is an 'Email' input field. Below it is a 'User Group:' dropdown menu. The dropdown is open, showing a list of options: 'Admin', 'Admin', 'Configurator', 'Initiator', 'Responder', and 'Initiator w Lockdown'. The 'Admin' option is currently selected. Below the dropdown are two buttons: 'Save Settings' and 'Cancel'.

- Make sure enabled boxes are checked to save the changes and make sure all fields are verified and accurate.



The screenshot shows the 'System User Edit' form. At the top, there is a breadcrumb trail '> Who > System User Edit' and three buttons: 'Save Settings', 'Clear Entries', and 'Cancel'. The form fields are as follows: 'Login Name' is 'jjones', 'Enabled' is checked, 'Description' is 'Police Officer', 'ID' is '237', 'Last' name is 'Jim', 'First' name is 'Jones', 'Check if you wish to change the Password' is checked, 'Password' and 'Confirm' fields are masked with dots, 'Email' is 'jjim.jones@city.nj', and 'User Group' is 'Responder'. At the bottom, there are three buttons: 'Save Settings', 'Clear Entries', and 'Cancel'.

- Click the “Save Settings” button.

Repeat steps for adding another User.

## 9.3 Importing Users

For the responder group, make sure the group selection is correct when entering it manually. If entering via Import, make sure the Group ID matches the corresponding ID of the desired Responder group.

## 10. Importing Users

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To speed the process of enrolling Users - Administrators, Responders and Initiators, into in the Sielox Class™ system, there are four different data management import options available depending on whether you want to add, delete, or modify user records. These data management are as follows

**Replace** – Replaces existing records and adds new records.

**Update** – Updates existing user records with new information. This is typically used to update such things as email or passwords.

**Add** – Adds new records and leaves the existing records intact. This is typically used when adding new users to the system from a common database.

**Sync** – Updates and removes any users not contained in the import.

Duplicate names in the import file are treated according to the data merge options, with the last taking precedence.

### 10.1 Import format and fields

The import file must be a CSV file with the .csv extension. Any row that starts with the “name” column will be ignored – this is the login name and not the user name. This allows for column headers (although the column header does not dictate the column mapping). The column mapping is fixed to the following fields:

“Name, Last, First, Password, Group ID, Email”

The columns represent the following:

**Name** – The login username.

**Last** – The last name of the user.

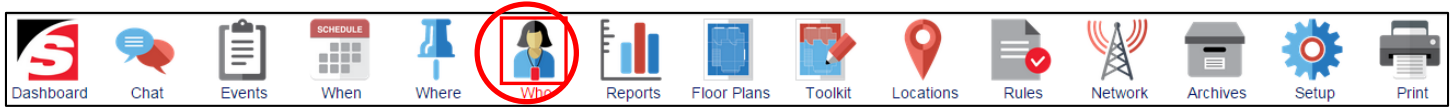
**First** – The first name of the user.

**Password** – The password of the account.

**Group ID** – The user’s group ID (not the name).

**Email** – The user’s email address (or SMS text address).

Logged in as an administrator, the top menu bar will display all the icons as shown below.



- Click the Who Icon.
- This opens a sub menu bar on the left side of the page and the main content page will default to the System Users List as shown below.

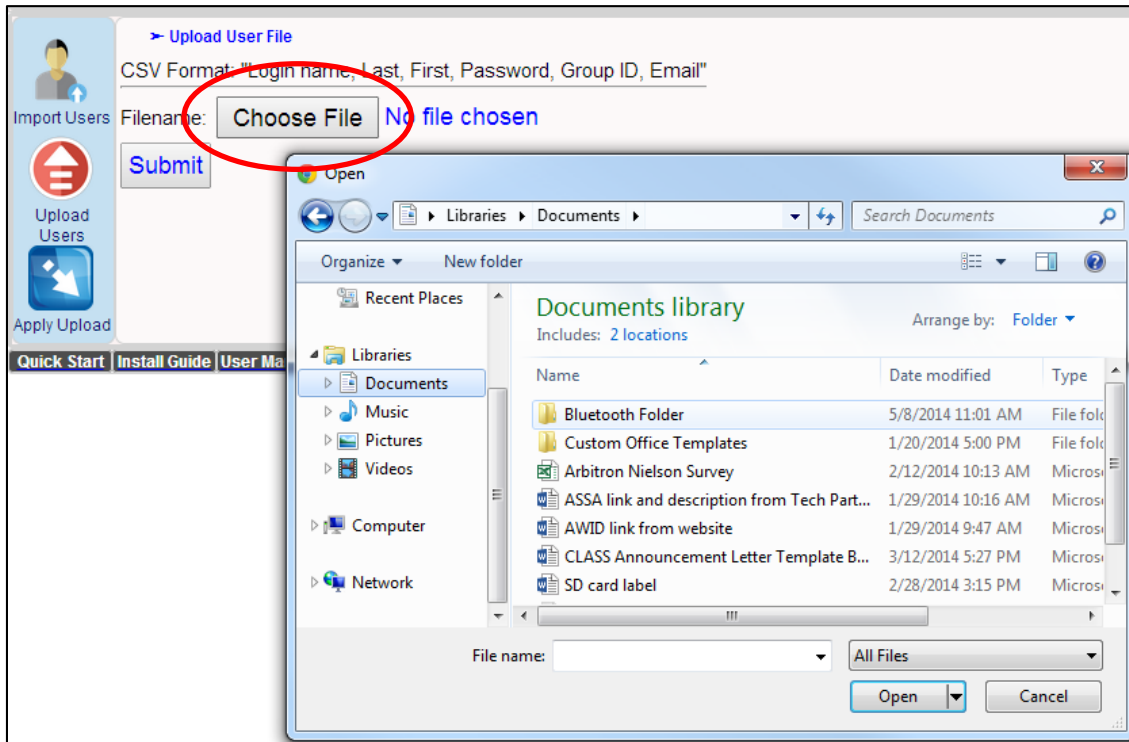
Username	Last	First	User Group	Actions	Status	Enabled	Description	Modifications
adan	Artman	Dan	Admin	none	none	Yes	Dan Admin Account	select...
afrank	Cafasso	Frank	Admin	none	none	Yes	admin	select...
ajan			Admin	none	none	Yes		select...
ajohn	MacKeil	John	Admin	none	none	Yes	John Admin Account	select...
akaren	Evans	Karen	Admin	none	none	Yes	Karen Admin Account	select...
akevin	Joyce	Kevin	Admin	none	none	Yes	Kevin Admin Account	select...
aterry	Carver	Terry	Admin	none	none	Yes	Terry Admin Account	select...
i1	Sielox	Initiator	Initiator with Lockdown	none	Green	Yes		select...

- Click the Import Users Icon.
- This displays the User Import page with the existing import files as shown below.

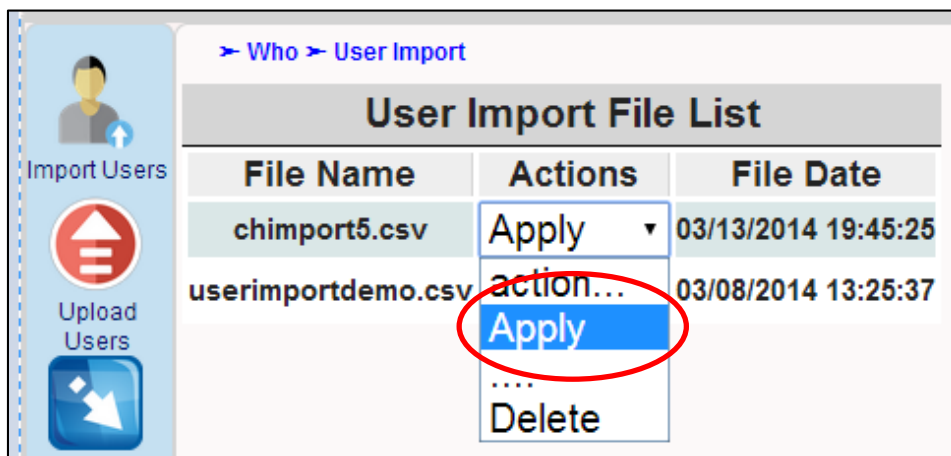
File Name	Actions	File Date
chimport5.csv	action...	03/13/2014 19:45:25
userimportdemo.csv	action...	03/08/2014 13:25:37

- Click the Upload Users Icon.

- The system displays the Upload User File page as shown below.

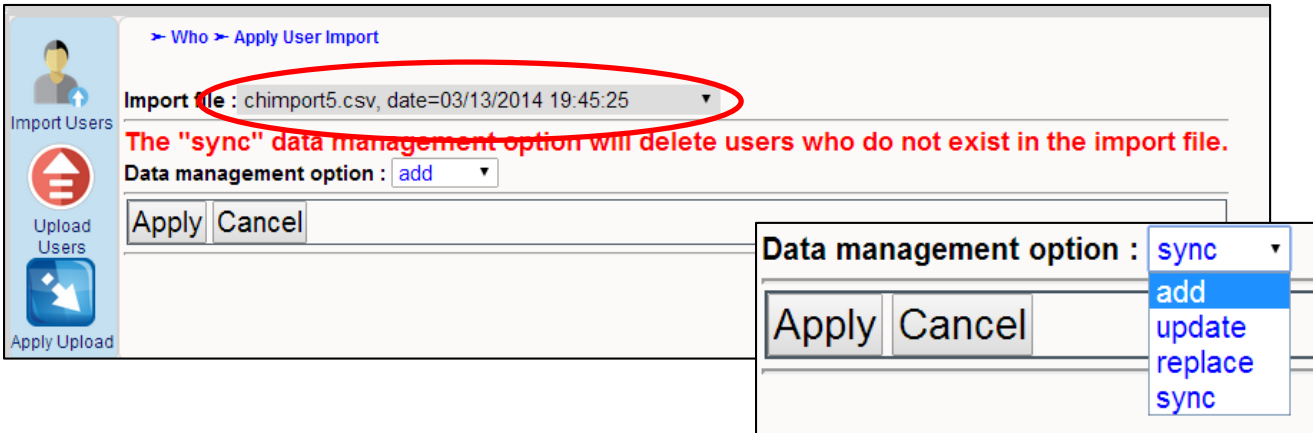


- Click "Choose File" and select the file you want to upload.
- Click the "Submit" button.
- The system uploads the file and displays the upload page again.
- The file will now be listed in the table as shown below.



- Select "Apply" from the actions drop down list for the correct file to be uploaded.

Make sure the correct file is selected.



- Select the data management option from the drop down list (replace, update, add, sync).
- Click the Apply button.
- Once the import process is complete, an event is processed confirming the import. Errors occur when the import file is not in a .csv format.
- If the process resulted in an error, an error event will be reported as shown below.

Upload user import file.	System	userimportdemo.csv	192.168.201.59	admin	03/08/14 13:25:37	302924
Upload user file failed.	System	Error: 4	192.168.201.59	admin	03/08/14 13:25:30	302923

## 11. Use Inputs and Readers to change Location Status

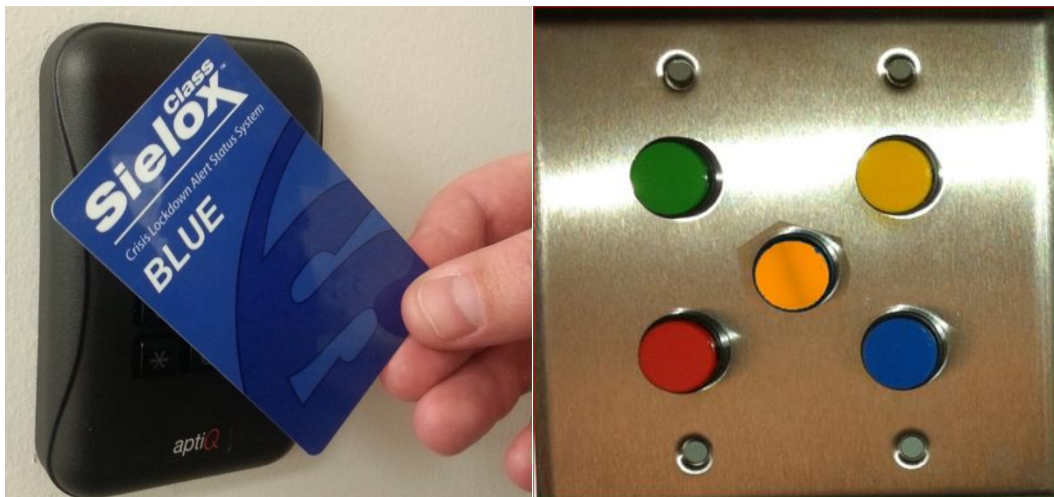
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Using the existing infrastructure (Laptops, Desktops, Smart Boards, Tablets, or Smart phones, across the WAN, LAN, WIFI or High Speed) is the most cost effective way to deploy the Sielox Class™ system and does not require additional hardware, cabling or additional installation costs. However, there may be locations where existing infrastructure does not exist like the gymnasium, auditorium, and playground. There may also be a need to add additional initiating devices for ease of use or as a secondary means of sending a location status change to the administrators or responders. Sielox Class™ uses the 1700 controller via the existing Ethernet network or installed on a private IP network to support the introduction of other initiating devices. These initiating devices would be connected to the 1700 controller and could include but not be limited to the following;

Hardwired panic buttons

Wireless panic buttons

Wireless readers with color coded RFID cards



Each device connected to the 1700 controller is assigned a location similar to the assignment of locations when creating floor plans when configuring the Sielox Class™ using the existing infrastructure. Each 1700 controller used in conjunction with an I/O expansion board can support up to 60 inputs. This could be 60 unique locations each with one panic button per location or the number of unique colors per location could be installed based on the following:

1 color	60 locations
2 colors	30 locations
3 colors	20 locations
4 colors	15 locations

5 colors

12 locations

If more than 60 inputs is required, additional 1700 controllers can be added to the system.

## 11.1 Configure Inputs as Status Buttons

Confirm the 1700 is installed and communicating as explained in the 1700 Install Manual.

Logged in as an administrator, the top menu bar will display all the icons as shown below.



- Click the Where Icon.

This opens a sub menu bar on the left side of the page and the main content page will default to the Door List as shown below.

Name	Actions	State	Enabled	Description	Modifications	Address	Controller
SLX-CLASS-Button-01	select...	Secure	Yes	Input 01 - GREEN	select...	1	Sielox Class - Panic Push
SLX-CLASS-Button-01 (copy)	select...	none	Yes	Input 01 - GREEN	select...	1	Sielox Class - Panic Push
SLX-CLASS-Button-02	select...	Secure	Yes	Input 02 - YELLOW	select...	2	Sielox Class - Panic Push
SLX-CLASS-Button-03	select...	Secure	Yes	Input 03 - BLUE	select...	3	Sielox Class - Panic Push
SLX-CLASS-Button-04	select...	Secure	Yes	Input 04 - ORANGE	select...	4	Sielox Class - Panic Push
SLX-CLASS-Button-05	select...	unknown	Yes	Input 05 - RED	select...	5	Sielox Class - Panic Push
SLX-CLASS-Button-06	select...	unknown	Yes	Input 06 - GREEN	select...	6	Sielox Class - Panic Push
SLX-CLASS-Button-07	select...	unknown	Yes	Input 07 - YELLOW	select...	7	Sielox Class - Panic Push
SLX-CLASS-Button-08	select...	unknown	Yes	Input 08 - BLUE	select...	8	Sielox Class - Panic Push
SLX-CLASS-Button-09	select...	unknown	Yes	Input 09 - ORANGE	select...	9	Sielox Class - Panic Push

- Click the Inputs Icon,
- The system displays the configuration page for Inputs as shown below.
- If inputs have already been configured, they will be displayed as shown.



The screenshot shows the 'Inputs' configuration page. At the top, there is a navigation bar with icons for Dashboard, Chat, Events, When, Where, Who, Reports, Floor Plans, Toolkit, Locations, Rules, Network, Archives, Setup, and Print. Below this is a search bar with a 'Clear' button and an 'Advanced Search' dropdown. The main content is a table with the following columns: Name, Actions, State, Enabled, Description, Modifications, Address, and Controller. The table lists 9 inputs, each with a 'select...' dropdown in the Actions column. A red circle highlights the 'Add' button (a plus sign in a blue circle) on the left sidebar. A red box highlights the 'Inputs' table.

Name	Actions	State	Enabled	Description	Modifications	Address	Controller
SLX-CLASS-Button-01	select...	Secure	Yes	Input 01 - GREEN	select...	1	Sielox Class - Panic Push
SLX-CLASS-Button-01 (copy)	select...	none	Yes	Input 01 - GREEN	select...	1	Sielox Class - Panic Push
SLX-CLASS-Button-02	select...	Secure	Yes	Input 02 - YELLOW	select...	2	Sielox Class - Panic Push
SLX-CLASS-Button-03	select...	Secure	Yes	Input 03 - BLUE	select...	3	Sielox Class - Panic Push
SLX-CLASS-Button-04	select...	Secure	Yes	Input 04 - ORANGE	select...	4	Sielox Class - Panic Push
SLX-CLASS-Button-05	select...	unknown	Yes	Input 05 - RED	select...	5	Sielox Class - Panic Push
SLX-CLASS-Button-06	select...	unknown	Yes	Input 06 - GREEN	select...	6	Sielox Class - Panic Push
SLX-CLASS-Button-07	select...	unknown	Yes	Input 07 - YELLOW	select...	7	Sielox Class - Panic Push
SLX-CLASS-Button-08	select...	unknown	Yes	Input 08 - BLUE	select...	8	Sielox Class - Panic Push
SLX-CLASS-Button-09	select...	unknown	Yes	Input 09 - ORANGE	select...	9	Sielox Class - Panic Push

- Click the Add button.
- This displays the Input configuration page as shown below.

The screenshot shows the 'Input-18' configuration page. At the top, there is a navigation bar with icons for Dashboard, Chat, Events, When, Where, Who, Reports, and Floor Plans. Below this is a search bar with a 'Clear' button and an 'Advanced Search' dropdown. The main content is a form for configuring an input. The form has the following fields: ID: 18, Name: Input-18, Enabled: , Description: Input, Address: 1, Controller: Controller, Supervised: , Secure State: Open, Report Cut/Short: , Report Secure/Active: , Report State Change Time Zone: ALWAYS, Enable Class: , Location: Location, Status: unknown. There are 'Save Settings', 'Clear Entries', and 'Cancel' buttons at the top and bottom of the form. A red circle highlights the 'Add' button (a plus sign in a blue circle) on the left sidebar. A red box highlights the configuration form.

- Enter the specific input information.
  - Type Name (e.g. Gymnasium Panic)
  - Make sure check box is enabled
  - Type Description (e.g. Panic Red)
  - Assign address for Input from 1 to 60 (e.g. 1)
  - Click the drop down list for Controller and select the controller this input is wired to. (e.g. Controller 2)
  - Put check in Supervised box if input is supervised (e.g. Checked)
  - Confirm check in box to report Cut/Short
  - Confirm check in box to report Secure/Active
  - Click drop down list for State to choose open or closed (e.g. Open)
  - Click drop down list for Report State Change and select a time zone if you do not want to report all state changes all the time (e.g. ALWAYS)
  - Put check in Enable Class box (e.g. Checked)
  - Click drop down list for Location and choose location of Input (e.g. Slx-Gym)
  - Type Condition (e.g. Red)
- Check all fields for accuracy. If an error is identified, go back to that line item and make correction.
- If the entire record input needs to be modified, select the “Clear Entries” button and the template is cleared back to the template that was displayed after the Add Icon was selected.
- Make sure all fields are verified and accurate as shown below.

□ Click the “Save Settings” button.

Repeat steps for adding another Input.

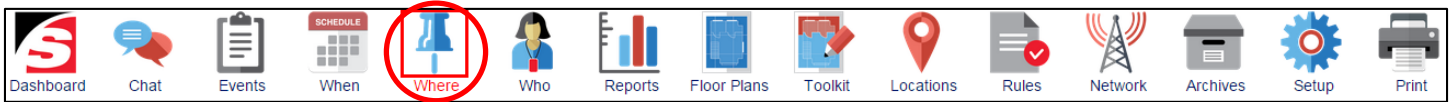
Go to Configure Floor Plans Chapter 5 and follow steps to add inputs to an existing floor plan or create a new floor plan.

## 11.2 Configure Card Readers to Change Location Status

Similar to using an input to change the location status, a wireless card reader manufactured by Salto or Schlage can be used in conjunction with color coded RFID cards to initiate a status change by presenting the appropriate color card to a reader that has been assigned a unique location. The 1700 controller can support up to 16 wireless Salto readers or up to 32 wireless Schlage readers per controller. If more than 16 or 32 wireless locks are required, additional 1700 controllers can be added to the system.

Confirm the 1700 and the wireless locks are installed and communicating as explained in the 1700 Install Manual.

Logged in as an administrator, the top menu bar will display all the icons as shown below.



- Click the Where Icon.

This opens a sub menu bar on the left side of the page and the main content page will default to the Door List as shown below.

The screenshot shows the main content area with a search bar and a table of Controllers. The sidebar on the left has icons for Add Controller, Quick Config Report, Readers (circled in red), Inputs, Outputs, and Controllers. The table below is as follows:

Name	Actions	State	Enabled	Location	Modifications	IP	Version
Controller 2	Disabled	deactivated	No	02:34:00:78:98:A2	select...	192.168.1.102	unknown
Controller 3	Disabled	deactivated	No	02:34:00:78:98:A3	select...	192.168.1.103	unknown
Controller 4	Disabled	deactivated	No	02:34:00:78:98:A4	select...	192.168.1.104	unknown
Controller 5	Disabled	deactivated	No	02:34:00:78:98:A5	select...	192.168.1.105	unknown
Controller 6	Disabled	deactivated	No	02:34:00:78:98:A6	select...	192.168.1.106	unknown
Controller 7	Disabled	deactivated	No	02:34:00:78:98:A7	select...	192.168.1.107	unknown
Controller 8	Disabled	deactivated	No	02:34:00:78:98:A8	select...	192.168.1.108	unknown
Controller 9	Disabled	deactivated	No	02:34:00:78:98:A9	select...	192.168.1.109	unknown
Controller 10	Disabled	deactivated	No	02:34:00:78:98:AA	select...	192.168.1.110	unknown
Controller Template (copy)	Disabled	deactivated	No	Controller Template	select...	192.168.1.170	unknown
Sielox Class - Panic Push	Disabled	deactivated	No	School Controller - Panic Buttons	select...	192.168.200.162	18-64

- Click the Readers Icon,
- The system displays the configuration page for Readers as shown below.
- If Readers have already been configured, they will be displayed on the main content page.

Name	Actions	State	Enabled	Description	Modifications	Address	Controller
Reader 1	select...	unblocked	Yes	Reader 1	select...	1	Sielox Class - Panic Push
Reader 2	select...	unblocked	Yes	Reader 2	select...	2	Sielox Class - Panic Push
Wing 2 - Main Entrance	select...	none	Yes	Wing 2 - Ctrl 2 - Door 1	select...	1	Controller 2
Wing 2 - Side Entrance	select...	none	Yes	Wing 2 - Ctrl 2 - Door 2	select...	2	Controller 2
Wing 3 - Main Entrance	select...	none	Yes	Wing 3 - Ctrl 3 - Door 1	select...	1	Controller 3
Wing 3 - Side Entrance	select...	none	Yes	Wing 3 - Ctrl 3 - Door 2	select...	2	Controller 3
Main Entrance	select...	none	Yes	Main Entrance - Admin	select...	1	unknown
Front Entrance 2	select...	none	Yes	Main Entrance - General	select...	2	unknown
Wing 4 - Main Entrance	select...	none	Yes	Wing 4 - Ctrl 4 - Door 1	select...	1	Controller 4

- Click the Add button.
- This displays the Reader configuration page as shown below.

Save Settings Clear Entries Cancel

ID: 17 Name: Reader-17 Enabled:

Description: Reader

Address: 1 Controller: Controller

False Counts: 0 Anti-Passback Direction: None

Card Only Time Zone: ALWAYS

Report Valid Codes:  Report Invalid Codes:

Reporting Time Zone: ALWAYS

Save Settings Clear Entries Cancel

To configure a card reader to be an initiating device for changing Location Status, enter the specific reader information.

- Type Name (Gymnasium)
- Make sure check box is enabled
- Type Description (Gymnasium Condition)
- Assign address for wireless reader from 3 to 34 (3)
- Click the drop down list for Controller and select the controller this input is wired to. (Controller 2)
- Confirm False Counts is 0. Only change if you want the system to ignore up to 7 attempts of an unknown card
- Confirm Anti-Passback direction is none. Only used for access control doors.
- Confirm Card Only Time Zone is Always
- Confirm check in box to Report Valid Codes
- Confirm check in box to Report Invalid Codes
- Confirm Reporting Time Zone is Always
- Make sure all fields are verified and accurate as shown below.

The screenshot shows a software interface for configuring a card reader. The interface has a navigation bar at the top with icons for Dashboard, Chat, Events, When, Where, Who, and Reports. Below the navigation bar is a form for configuring a reader. The form includes the following fields and controls:

- Buttons: Save Settings, Clear Entries, Cancel
- ID: 18
- Name: Gymnasium
- Enabled:
- Description: Gymnasium Condition
- Address: 3
- Controller: Controller 2
- False Counts: 0
- Anti-Passback Direction: None
- Card Only Time Zone: ALWAYS
- Report Valid Codes:
- Report Invalid Codes:
- Reporting Time Zone: ALWAYS
- Buttons: Save Settings, Clear Entries, Cancel

- Click the “Save Settings” button.

Repeat steps for adding another Reader.

Go to Configure Floor Plans Chapter 5 and follow steps to add Readers to an existing floor plan or create a new floor plan.

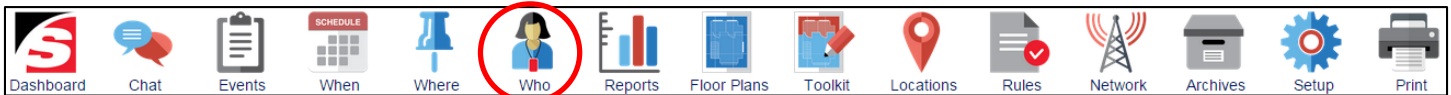
## 11.3 Configure Access Levels

An access level is used to define whether a card holder or group of cardholders can gain access through a door or group of doors at a defined time or group of times on a defined day or group of days. For example: An access level defined as general employees can access the front door between 6 AM and 6 PM Monday thru Friday, 6 AM until 12 noon Saturdays but not holidays. They can never access the warehouse door or storage room doors. They can access the board room and cafeteria doors between 8 AM and 5 PM. This provides the control necessary to determine who can have access, where they can access and when they can access any or all doors in the system. Event log activity is tracked and archived for all card transactions based on the access level an individual is assigned and detailed descriptions of reader events are linked to cardholders based on admitted, denied, not time, unknown code, expired, inactive, etc.

Using cards as Initiating device with Sielox Class™ requires an access level to allow the card to be presented at a wireless reader to send the location color status change for the room or area to an Administrator or responder.

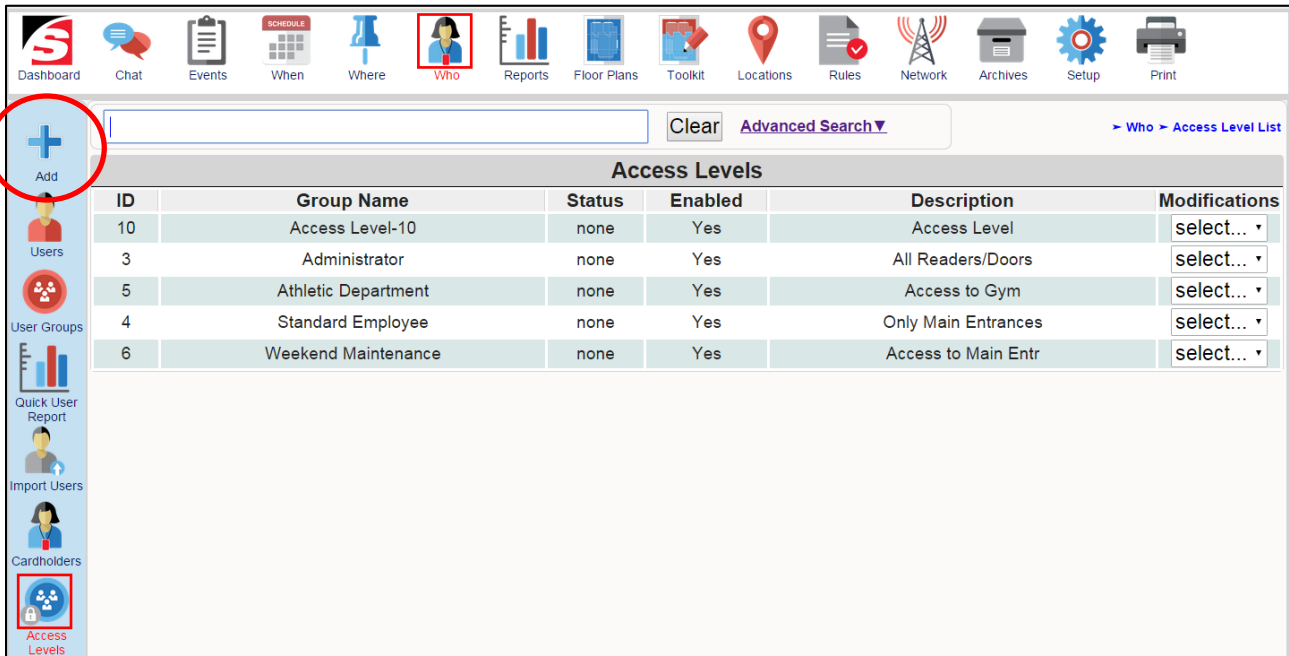
### 11.3.1 Adding a new Access Level

Logged in as an administrator, the top menu bar will display all the icons as shown below.

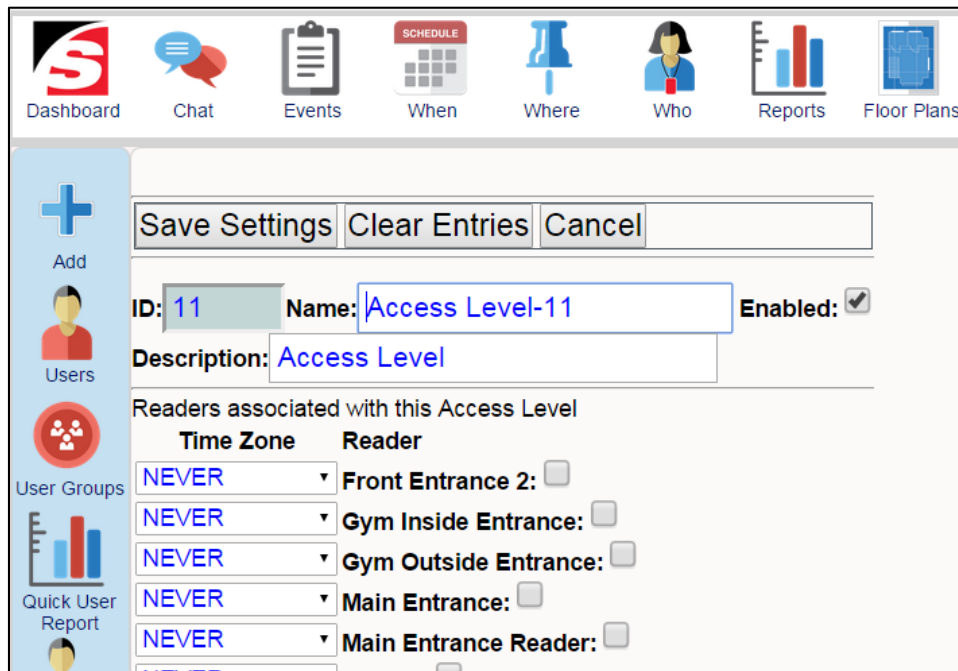


- Click the Who Icon.

This opens a sub menu bar on the left side of the page, select the Access Levels icon and then select Add.



- Click the Add Icon
- The system makes a copy of the base template Access Level and opens the edit screen.

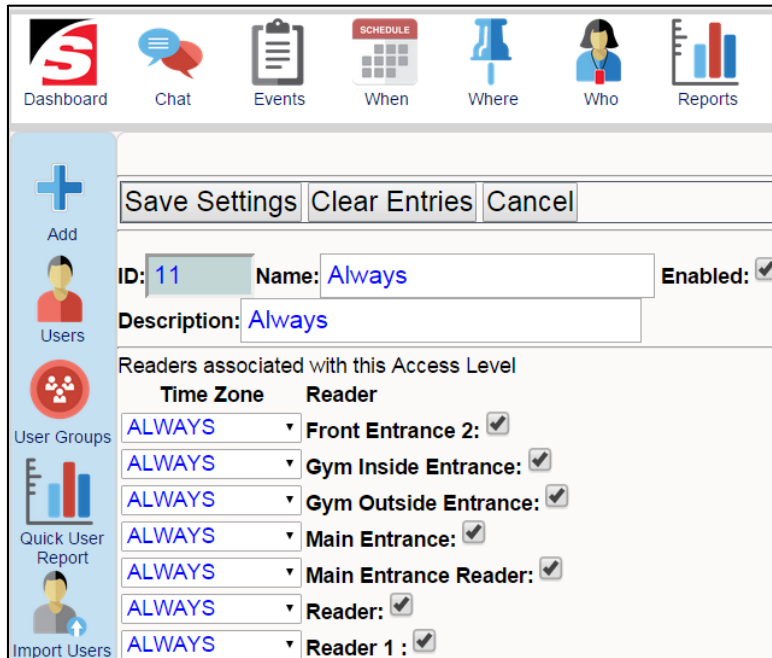


To configure a new Access Level enter the specific information

- Type Name (Always)
- Access to all readers



- Select time zone desired for each reader that has been added to the system (Always).
- Check all boxes for Wireless Readers included in this group
- Check all fields for accuracy. If an error is identified, go back to that line item and make correction.
- If the entire record input needs to be modified, select the “Clear Entries” button and the template is cleared back to the template that was displayed after the Add Icon was selected.
- Make sure all fields are verified and accurate as shown below.



- Click the “Save Settings” button.

## 11.4 Adding Color Status RFID Cards

Similar to using an input to change the location status, a wireless card reader manufactured by Salto or Schlage can be used in conjunction with color coded RFID cards to initiate a status change by presenting the appropriate color card to a wireless reader that has been assigned a unique location. The 1700 controller can support up to 16 wireless Salto readers or up to 32 wireless Schlage readers per controller. If more than 16 or 32 wireless locks are required, additional 1700 controllers can be added to the system.

RFID cards enrolled into the class system require the use of Access Levels. An access level is a combination of time zones, readers, and cardholders/cards.

The Sielox Class™ comes with two preconfigured time zones – Always and Never. Using color coded cards for location color status change will not require the configuration of additional time zones because the time that any color card presented to a reader by a cardholder should be Always. See

the Sielox AnyWare User Guide for Time Zone configuration if necessary. Before you can add color coded cards, Access Levels must be created to allow the cards to be presented to the wireless readers to send a location status change to Administrators and Responders. See the Sielox AnyWare User Guide for Access Level Configuration.

To add color coded cards to the Sielox Class™ follow the sequence below.

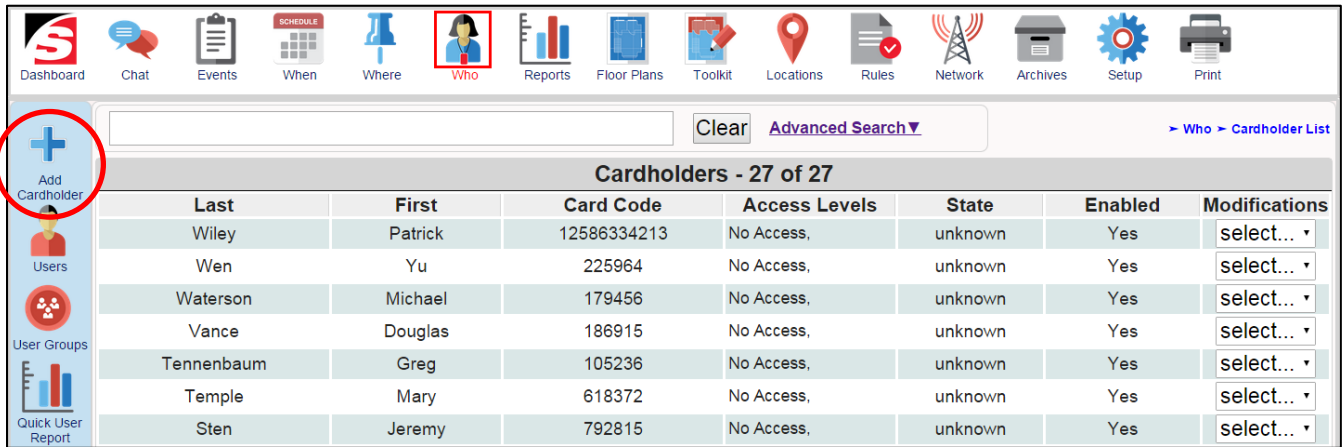
Logged in as an administrator, the top menu bar will display all the icons as shown below.



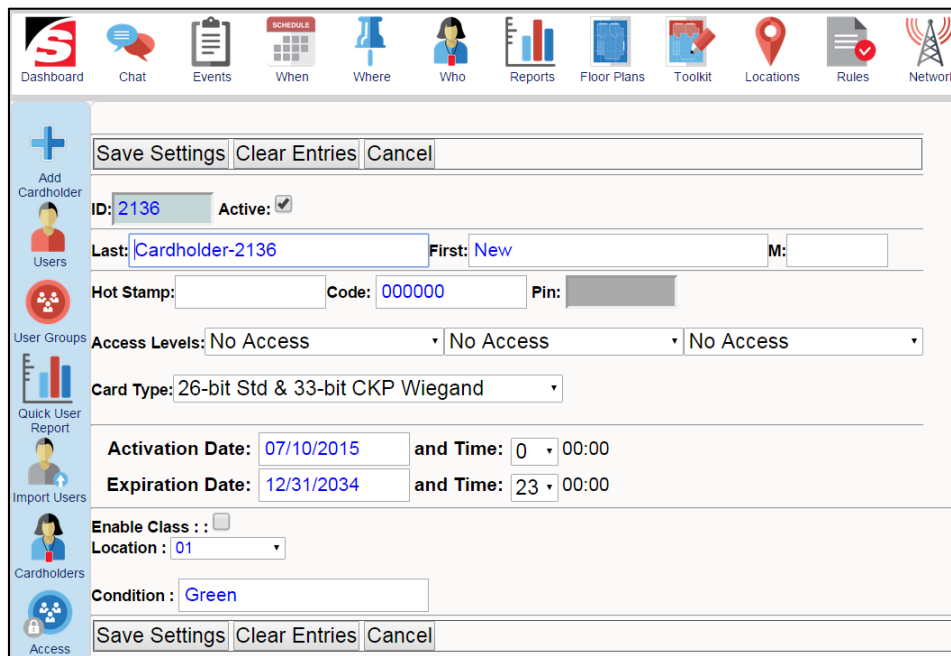
- Click the Who Icon.
- This opens a sub menu bar on the left side of the page and the main content page will default to the System Users List as shown below.

System Users									
Username	Last	First	User Group	Actions	Status	Enabled	Description	Modifications	
adan	Artman	Dan	Admin	none	none	Yes	Dan Admin Account	select...	
afrank	Cafasso	Frank	Admin	none	none	Yes	admin	select...	
ajan			Admin	none	none	Yes		select...	
ajohn	MacKeil	John	Admin	none	none	Yes	John Admin Account	select...	
akaren	Evans	Karen	Admin	none	none	Yes	Karen Admin Account	select...	
akevin	Joyce	Kevin	Admin	none	none	Yes	Kevin Admin Account	select...	
aterry	Carver	Terry	Admin	none	none	Yes	Terry Admin Account	select...	
i1	Sielox	Initiator	Initiator with Lockdown	none	Green	Yes		select...	

- Click the Cardholders Icon.
- The system displays the Cardholders List Page as shown below.



- Click on the Add Icon.
- This opens a Card holder template for enrolling a new card holder as shown below.



To configure a color card reader to be used for changing Location Status, enter the specific card information.

- Make sure check box is enabled
- Type Last Name (Green)
- Type First Name (Safe)
- Enter Card Code (123456)
- Select card type from the drop down list (26-bit Std & 33-bit CKP Wiegand)

- Confirm all Access Groups are selected for "EveryWare"
- Check enable Class box.
- Select location from location drop down list (BCS-Gym)
- Type the desired color -Green, Yellow, Blue, Orange, Red, Purple, Pink, Brown (Green)
- Check all fields for accuracy. If an error is identified, go back to that line item and make correction.
- If the entire record input needs to be modified, select the "Clear Entries" button and the template is cleared back to the template that was displayed after the Add Icon was selected.
- Make sure all fields are verified and accurate as shown below.

The screenshot shows a software interface for adding a cardholder. The top navigation bar includes icons for Dashboard, Chat, Events, When, Where, Who, Reports, Floor Plans, Toolkit, Locations, Rules, and Network. The main form area has a left sidebar with icons for Add Cardholder, Users, User Groups, Quick User Report, Import Users, Cardholders, and Access. The form fields include: ID: 2136, Active: checked, Last: Green, First: Safe, M: (empty), Hot Stamp: (empty), Code: 123456, Pin: (masked), Access Levels: Standard Employee, Standard Employee, Standard Employee, Card Type: 26-bit Std & 33-bit CKP Wiegand, Activation Date: 07/10/2015, and Time: 0 00:00, Expiration Date: 12/31/2034, and Time: 23 00:00, Enable Class: checked, Location: CAFE, Condition: Green. At the bottom of the form are buttons for Save Settings, Clear Entries, and Cancel.

- Click the "Save Settings" Button.
- Repeat above steps to add additional color cards

## 12. Configure Outputs to trigger on an Alert Level

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Using the existing infrastructure (Laptops, Desktops, Tablets, or Smart phones, across the WAN, LAN, WIFI or High Speed Cell) is the most cost effective way to deploy the Sielox Class™ system to alert Administrators and Responders and does not require other hardware, cabling or additional installation costs. However, there may be existing systems in place that could be interfaced or integrated with the Sielox Class™ system that could enhance the notification to Initiators and Responders, reduce the time for Responders to deploy resources or delay the progression of an Intruder or Active Shooter. These other systems that are already deployed or in the planning stages could be connected to a 1700 Ethernet ready controller via hard wired relay outputs and configured to trip the relay and then activate or control any third party product that can support alarm input activation.

Examples of the different types of third party products that can be activated or controlled include the following;

- Intercom or Paging System - Activate an input switch on a paging system to activate specific preprogrammed announcements that can be heard over the PA system based on Alert Level changes such as Lockdown, Shelter, Evacuate, or All Clear.
- Mass Notification System - Activate an input switch on a mass notification system to activate specific preprogrammed email or text alerts that can be sent to Parents alerting them that a school in Lockdown, Shelter or being Evacuated. This could also be used on a Campus to alert everyone to remain in dorms, offices, or academic buildings.
- CCTV Systems - Activate an input on an analog or IP based camera system to activate cameras to real time record and/or display video based on a location color status change in a particular room that is in close to a specific camera that could provide visibility to the Responders to assist in the deployment of their resources to get to locations quicker to handle the threat or crisis.
- Sielox Access Control – Activate an input on a Sielox Pinnacle 1700 controller to lock or lock and block all the doors in the school or facility that have been programmed to be controlled by an Alert Level change of Lockdown or Shelter. An input could also be activated to unlock all doors on an Alert Level change of Evacuate.
- Third Party (OEM) Access Control – Activate an input on an existing Access Control system that is not Sielox if the already deployed system supports Input active events to trigger lockdown of access controlled doors.

Each 1700 controller has 4 outputs on board and is expandable to support up to 56 more for a total of 60 outputs per controller. An Output is any device that can be turned on or off via a time zone, a valid access card (ALOC), an input active, or an event. Examples of Outputs could be any of the following: light, camera, buzzer, electronic motor, elevator call buttons, elevator floor buttons, locks, or any device that can be turned on or off via a switch.

Each output relay can be configured as latched, momentary or timed to activate the third party product it is programmed to control. Latching a relay keeps the relay in a fixed state until the relay is manually reset. Momentarily controlling a relay has a selectable time window from 1 second up to 2 hours and will automatically reset once the preprogrammed time frame has elapsed. Time control of an output has a preconfigured time zone that can include hours of day, days of week and holidays that can turn on outputs at predefined intervals and then turns off automatically until the next time interval. In addition to the three preconfigured ways to control the output relay, an operator can override the configuration and do a one-time extended control of the relay which starts at that point in time and can extend upwards of 12 hours.

Output relays can also be controlled by linking an input active to one or more outputs. If an input is being linked to more than one output, the outputs can all be configured to be momentary, latched, or reflected or each of the outputs could have unique configurations depending on the device that is being controlled. For example, a door forced open might trip the camera for a predetermined period of time and trip the buzzer as long as the door is still open.

## 12.1 Output Configuration Definitions

Before configuring a new output, it is important to understand the definitions or functions for each selection.

**ID:** A unique number assigned to the output by the system

**Name:** Unique user defined name

**Enabled:** Check in box enables output, no check in box disables output

**Description:** additional information about the output that can be used to provide more detail for display in events viewer, filtering and reports

**Address:** Represents the actual connector address on the controller where the output has been wired/terminated. Address could be from 1 to 60

**Controller:** Represents the actual controller the output is being assigned to. This might be by name or number depending on how it was configured and named in the controller template configuration screen.

**Activation Time:** Amount of time an output is active based upon a Momentary On activation. The momentary activation time window is selectable from 1 second to 2 hours.

**Output Trigger:** There are three types of output triggers that can be selected for each output, Momentary, Reflect, or Latched. Momentary follows the activation time selected above, Reflect follows the state of the input that triggered the output and latched requires someone to manually reset the output.

**Normal Output State:** Enables the ability to have the output Fail Safe when no power is available to the controller this is done by wiring to the normally closed contact. The output can Fail Secure when no power is available to the controller by wiring to the normally open contact.

**Automatic Activation Time Zone:** Enables the ability to have the output automatically turned on at a certain time and automatically turned off at another time. Automatic activation time is controlled by a time zone that can include hours of day, days of week as well as weekends and holidays.

**Input/Event Activation Time Zone:** The system supports the ability of linking inputs or events to outputs. This selection enables the ability to decide if you want this to always occur or only occur if the input active or event occurs during a specific time zone.

**Report State Changed Time Zone:** Enables the ability to decide if the output has been triggered by an input, event, time or access level, and does this change in state get reported to the appliance for display, reports and historical archiving. This selection enables the ability to decide if you want this to always occur or only occur if the input active or event occurs during a specific time zone.

**Input Trigger Outputs:** Enables the ability to select which input(s) if activated will trigger the output.

**Enable Class:** Enables the Event output control feature that allows an output to be linked to an event.

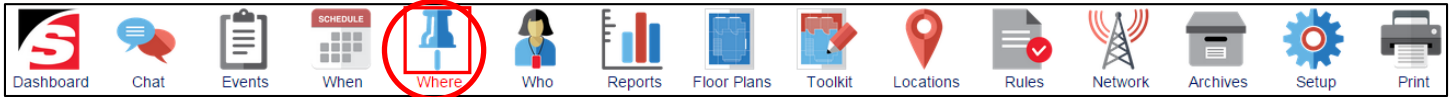
**RA Label:** The events supported are the Alert Levels – Clear, Lockdown, Shelter, and Evacuate.

**Alert Levels:** Enables the ability to turn an output on or off based on the Alert Level selection.

## 12.2 Configuring Outputs

Confirm the 1700 is installed and communicating as explained in the 1700 Install Manual.

Logged in as an administrator, the top menu bar will display all the icons as shown below.



- Click the Where Icon.

This opens a sub menu bar on the left side of the page and the main content page will default to the Controller list as shown below.

Controllers							
Name	Actions	State	Enabled	Location	Modifications	IP	Version
Controller 2	Disabled	deactivated	No	02:34:00:78:98:A2	select...	192.168.1.102	unknown
Controller 3	Disabled	deactivated	No	02:34:00:78:98:A3	select...	192.168.1.103	unknown
Controller 4	Disabled	deactivated	No	02:34:00:78:98:A4	select...	192.168.1.104	unknown
Controller 5	Disabled	deactivated	No	02:34:00:78:98:A5	select...	192.168.1.105	unknown
Controller 6	Disabled	deactivated	No	02:34:00:78:98:A6	select...	192.168.1.106	unknown
Controller 7	Disabled	deactivated	No	02:34:00:78:98:A7	select...	192.168.1.107	unknown
Controller 8	Disabled	deactivated	No	02:34:00:78:98:A8	select...	192.168.1.108	unknown
Controller 9	Disabled	deactivated	No	02:34:00:78:98:A9	select...	192.168.1.109	unknown
Controller 10	Disabled	deactivated	No	02:34:00:78:98:AA	select...	192.168.1.110	unknown
Controller Template (copy)	Disabled	deactivated	No	Controller Template	select...	192.168.1.170	unknown
Sielox Class - Panic Push	Disabled	deactivated	No	School Controller - Panic Buttons	select...	192.168.200.162	18-64

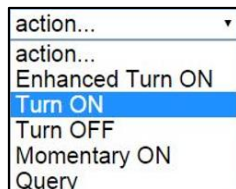
- Click the Outputs Icon.
- The system displays the Outputs Records Page as shown below



Name	Actions	State	Enabled	Description	Modifications	Address	Controller
Activate Alarm System	select...	on	Yes	Activate Alarm System	select...	1	Sielox Class - Panic Push
Signal to HVAC - Shutdown	select...	off	Yes	Signal to HVAC - Shutdown	select...	2	Sielox Class - Panic Push
Turn On - All Audible Ala	select...	off	Yes	Turn On - All Audible Alarms	select...	3	Sielox Class - Panic Push
Activate PA (Lockdown)	select...	off	Yes	Activate PA (Lockdown)	select...	4	Sielox Class - Panic Push
Activate PA (Shelter)	select...	off	Yes	Activate PA (Shelter)	select...	5	Sielox Class - Panic Push
Activate PA (Evacuate)	select...	off	Yes	Activate PA (Evacuate)	select...	6	Sielox Class - Panic Push
Activate PA (All CLEAR)	select...	off	Yes	Activate PA (All CLEAR)	select...	7	Sielox Class - Panic Push

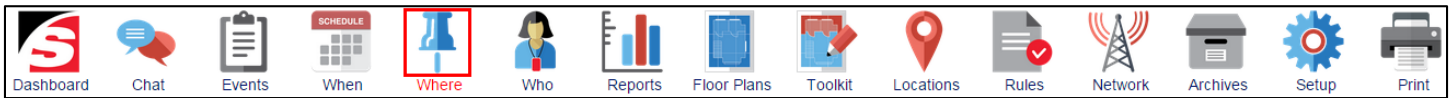
□ The Outputs Records Content page is in a table format and displays specific information unique to each output record as well as two drop down lists that allow actions to be performed on the specific output as well as edits to the record under the modifications drop down list. This page displays the following:

- Name – Name of Output
- Actions – The actions drop down list allows you to take action on the output as shown below



- State – On or Off
- Enabled - Yes or No (Disabled)
- Description – additional information about Output – provides more detail for display in events viewer, filtering and reports
  - Modifications- this drop down list allows you to delete the record, edit the record or copy this user record to another user record if most of the information in the columns will match the new user record.

## 12.3 Adding a New Output



- Click the Where Icon.
- This opens a sub menu bar on the left side of the page and the main content page will default to the Controllers list as shown below.

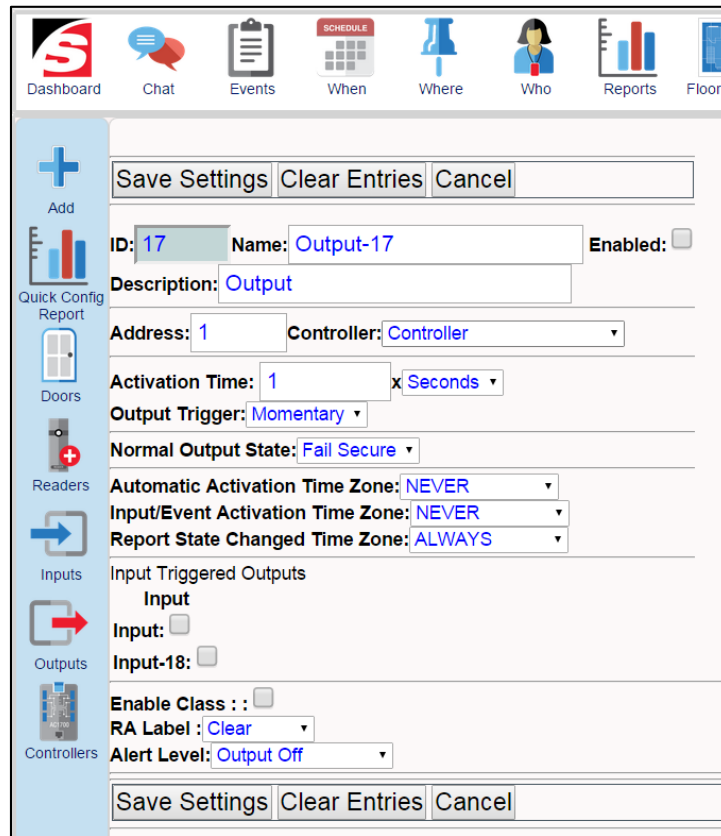
Name	Actions	State	Enabled	Location	Modifications	IP	Version
Controller 2	Disabled	deactivated	No	02:34:00:78:98:A2	select...	192.168.1.102	unknown
Controller 3	Disabled	deactivated	No	02:34:00:78:98:A3	select...	192.168.1.103	unknown
Controller 4	Disabled	deactivated	No	02:34:00:78:98:A4	select...	192.168.1.104	unknown
Controller 5	Disabled	deactivated	No	02:34:00:78:98:A5	select...	192.168.1.105	unknown
Controller 6	Disabled	deactivated	No	02:34:00:78:98:A6	select...	192.168.1.106	unknown
Controller 7	Disabled	deactivated	No	02:34:00:78:98:A7	select...	192.168.1.107	unknown
Controller 8	Disabled	deactivated	No	02:34:00:78:98:A8	select...	192.168.1.108	unknown
Controller 9	Disabled	deactivated	No	02:34:00:78:98:A9	select...	192.168.1.109	unknown
Controller 10	Disabled	deactivated	No	02:34:00:78:98:AA	select...	192.168.1.110	unknown
Controller Template (copy)	Disabled	deactivated	No	Controller Template	select...	192.168.1.170	unknown
Sielox Class - Panic Push	Disabled	deactivated	No	School Controller - Panic Buttons	select...	192.168.200.162	18-64

- Click the Outputs Icon.
- The system displays the Outputs Records Page as shown below

Name	Actions	State	Enabled	Description	Modifications	Address	Controller
Activate Alarm System	select...	on	Yes	Activate Alarm System	select...	1	Sielox Class - Panic Push
Signal to HVAC - Shutdown	select...	off	Yes	Signal to HVAC - Shutdown	select...	2	Sielox Class - Panic Push
Turn On - All Audible Ala	select...	off	Yes	Turn On - All Audible Alarms	select...	3	Sielox Class - Panic Push
Activate PA (Lockdown)	select...	off	Yes	Activate PA (Lockdown)	select...	4	Sielox Class - Panic Push
Activate PA (Shelter)	select...	off	Yes	Activate PA (Shelter)	select...	5	Sielox Class - Panic Push
Activate PA (Evacuate)	select...	off	Yes	Activate PA (Evacuate)	select...	6	Sielox Class - Panic Push
Activate PA (All CLEAR)	select...	off	Yes	Activate PA (All CLEAR)	select...	7	Sielox Class - Panic Push

- Click the Add Icon

- The system makes a copy of the base template for Outputs and opens the edit screen for configuring an output as shown below.



- Enter the specific information for this output.
  - ID – System assigned
  - Type Name (Intercom Paging System)
  - Make sure check box is enabled
  - Type Description ( Lockdown Alert Announcement)
  - Assign address for Output from 1 to 60 (2)
  - Click the drop down list for Controller and select the controller this onput is wired to. (Controller 2)
  - Select activation time from I sec to 2 hours if Momentary trigger (4 seconds)
  - Click drop down list for Output trigger the trigger type (Momentary)
    - Other options are latches or reflect
  - Click drop down list for Normal output state (Fail secure)

- Click drop down list for Automatic Activation time zone (Never)
  - Click drop down list for Input/Event Activation time zone (Always)
  - Click drop down list for Reporting State Changed time zone (Always)
  - Check Box for any inputs that will be triggering this output (no check in box)
    - If a hardwired button will also trigger the Intercom, put check in box for appropriate input
  - Make sure enable Class Box is checked
  - Click drop down list for RA Label and choose time zone (Always)
- Check all fields for accuracy. If an error is identified, go back to that line item and make correction.
- If the entire record output needs to be modified, select the “Clear Entries” button and the template is cleared back to the template that was displayed after the Add Icon was selected.

Make sure all fields are verified and accurate as shown below.

Dashboard Chat Events When Where Who Reports Floor Plans

Save Settings Clear Entries Cancel

ID: 17 Name: Intercom Paging System Enabled:

Description: Lockdown Alert Announcement

Address: 2 Controller: Controller 2

Activation Time: 4 x Seconds

Output Trigger: Momentary

Normal Output State: Fail Secure

Automatic Activation Time Zone: NEVER

Input/Event Activation Time Zone: NEVER

Report State Changed Time Zone: ALWAYS

Input Triggered Outputs

Input

Input-18:

Enable Class :

RA Label : Lockdown

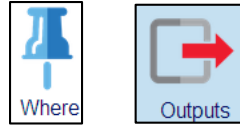
Alert Level: Output Momentary

Save Settings Clear Entries Cancel

## 12.4 Copying an Output Template

To speed the process of enrolling Outputs into the system, you can copy an existing Output template and then make the few modifications that are different in this record from the previous record.

- Click the Where Icon
- Click the Output Icon



The system displays the Outputs Page

Name	Actions	State	Enabled	Description	Modifications	Address	Controller
Activate Alarm System	select...	on	Yes	Activate Alarm System	select...	1	Sielox Class - Panic Push
Signal to HVAC - Shutdown	select...	off	Yes	Signal to HVAC - Shutdown	select...	2	Sielox Class - Panic Push
Turn On - All Audible Ala	select...	off	Yes	Turn On - All Audible Alarms	select... Copy Edit Delete	3	Sielox Class - Panic Push
Activate PA (Lockdown)	select...	off	Yes	Activate PA (Lockdown)	select...	4	Sielox Class - Panic Push
Activate PA (Shelter)	select...	off	Yes	Activate PA (Shelter)	select...	5	Sielox Class - Panic Push
Activate PA (Evacuate)	select...	off	Yes	Activate PA (Evacuate)	select...	6	Sielox Class - Panic Push
Activate PA (All CLEAR)	select...	off	Yes	Activate PA (All CLEAR)	select...	7	Sielox Class - Panic Push

- Select the output you want to copy
- Click the modifications drop-down list and select “Copy”
- The system makes a copy of this Output Record and opens the edit screen as shown below.

Dashboard Chat Events When Where Who Reports

Save Settings Clear Entries Cancel

ID: 18 Name: Output-18 Enabled:

Description: Turn On - All Audible Alarms

Address: 3 Controller: Sielox Class - Panic Push

Activation Time: 1 Seconds

Output Trigger: Momentary

Normal Output State: Fail Secure

Automatic Activation Time Zone: NEVER

Input/Event Activation Time Zone: NEVER

Report State Changed Time Zone: ALWAYS

Input Triggered Outputs

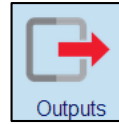
Input	
SLX-CLASS-Button-01:	<input type="checkbox"/>
SLX-CLASS-Button-02:	<input type="checkbox"/>
SLX-CLASS-Button-03:	<input type="checkbox"/>
SLX-CLASS-Button-04 :	<input type="checkbox"/>
SLX-CLASS-Button-05:	<input type="checkbox"/>
SLX-CLASS-Button-06:	<input type="checkbox"/>
SLX-CLASS-Button-07:	<input type="checkbox"/>
SLX-CLASS-Button-08:	<input type="checkbox"/>
SLX-CLASS-Button-09 :	<input type="checkbox"/>
SLX-CLASS-Button-10:	<input type="checkbox"/>

- You can now rename the output, change the description, change the address, if necessary – change the controller, make any other necessary modifications.
- Check all fields for accuracy. If an error is identified, go back to that line item and make correction.
- Click the “Save Settings” button to permanently save the new values.
- Clicking on the cancel button will cancel all changes but will add a template in the Output records screen.
- To delete this template copy, go back to the output’s screen and choose that newly created output template (copy) and select delete to remove it from the list.

## 12.5 Editing an Existing Output

To speed the process of enrolling Outputs into the system, you can copy an existing Output template and then make the few modifications that are different in this record from the previous record.

- Click the Where Icon
- Click the Output Icon
- The system displays the Outputs Page



Outputs							
Name	Actions	State	Enabled	Description	Modifications	Address	Controller
Lock All Doors	action...	none	Yes	Lock All Doors when Lockdown Button is pushed	select... select... Copy Edit Delete	1	Controller Template
Output Template	not authorized	unknown	No	Output Template Description		1	Controller Template

- From the modifications drop-down select "Edit"
- The system opens the edit screen for the selected output as shown below.

[➤ Output Edit](#)

Save Settings Clear Entries Cancel

ID: 2 Name: Lock All Doors Enabled:

Description: Lock All Doors when Lockdown

Address: 1 Controller: Controller Template

Activation Time: 1 x Seconds

Output Trigger: Momentary

Normal Output State: Fail Secure

Automatic Activation Time Zone: NEVER

Input/Event Activation Time Zone: NEVER

Report State Changed Time Zone: ALWAYS

Input Triggered Outputs

Input

Input Template 1:

Input 2:

Input 3:

Input 1:

Save Settings Clear Entries Cancel

- ❑ You can now change any field in the output template. For example change the trigger from Momentary to Latches or change which inputs will trigger this output. Modifications can be made to one field or to all the fields.
- ❑ Check all fields for accuracy. If an error is identified, go back to that line item and make correction.
- ❑ Click the “Save Settings” button to permanently save the new values.

## 12.6 Taking Action on Outputs

Once the Outputs are configured, you now have the capability to control them. Select the drop down option under the Actions column and you will be given the following options:

Outputs							
Name	Actions	State	Enabled	Description	Modifications	Address	Controller
Activate Alarm System	select... ▾	on	Yes	Activate Alarm System	select... ▾	1	Sielox Class - Panic Push
Signal to HVAC - Shutdown	select... ▾	off	Yes	Signal to HVAC - Shutdown	select... ▾	2	Sielox Class - Panic Push
Output-18	Status	none	Yes	Turn On - All Audible Alarms	select... ▾	3	Sielox Class - Panic Push
Turn On - All Audible Ala	Turn On	off	Yes	Turn On - All Audible Alarms	select... ▾	3	Sielox Class - Panic Push
Activate PA (Lockdown)	Turn Off	off	Yes	Activate PA (Lockdown)	select... ▾	4	Sielox Class - Panic Push
	Momentary On						
	Enhanced Turn On						

**Status:** This action pings the output to validate communications.

**Turn ON:** An action that turns an output on. An output will stay on until an operator turns it off manually. If an Output is under Time Zone control, an operator must reverse this action for the system to be able to control the output.

**Turn OFF:** An action that turns an output off. If an Output is under Time Zone control, an operator must reverse this action for the system to be able to control the Output.

**Momentary ON:** This action momentarily turns an output on. The amount of time that the output stays on is configurable in the Output Edit page by changing the “Activation Time” option. This time frame is configurable from 1 second to 2 hours.

**Enhanced Turn ON:** This action momentarily turns an output on. The output stays on for the amount of time configured once the action is performed. The time is configurable from 1 second to 12 hours each time an operator wants to take action on the output.



# 13. Initiator Dashboard

## 13.1 Who is an “Initiator”?

An initiator is anyone that has been provided a log in name and password to browse into the Sielox Class™ system. In addition, an initiator has been given the permissions to communicate their location status, send chat messages to responders to provide additional information regarding their status and be able to relocate to a different location – either by choice or forced depending on the situation. Initiators can be given the ability to initiate a lockdown from their dashboard.

For example, a teacher might relocate because they are taking their class to the playground or they are relocating because of a chemical spill and evacuating the area. An initiator could be a teacher, faculty member, administrative staff or employee in a school or any facility.

## 13.2 The Initiator Dashboard

The Initiator dashboard can be used on any device such as a white board, desktop, laptop, tablet, iPad or smart phone. The dashboard layout is a simple design to provide information to initiators in a threat or crisis situation as well as allow initiators to communicate to responders if they have a threat or emergency in their location that needs to be brought to someone’s attention for assistance. An example of the Initiator dashboard is shown below.

The screenshot shows the Sielox Class™ Initiator Dashboard interface. At the top, a status bar displays 'Condition successfully changed to Green at location 04.', the time '09:12:43', the user 'i2', the version 'Sielox Class™ 1.8.1902', and a 'Logout' button. Below this is a row of color-coded buttons for status selection: Crisis (red), Missing (yellow), Medical (blue), Maintenance (orange), Fire Drill Clear (pink), Morning Check-IN (brown), Disturbance (purple), and Safe (green with a checkmark). A 'Lockdown' section features a red padlock icon and a 'Location: 04' dropdown menu. A text input field for chat messages is labeled 'Type message here, then press enter/go.'. At the bottom is a 'Message History Trail' table with columns for 'Message' and 'When'.

Message	When
→*:Okay, we have checked the area and we have the intruder in custody. We are now All Clear	07/09/15 10:21:52
←Missing : Okay, thank you	07/09/15 10:21:21
←Safe : We're safe here, but we found Amy Smith and Rachel Johnson walking by and we have them staying in our room.	07/09/15 10:20:15
←Medical : A student just fainted in my classroom	07/09/15 10:19:04
←Crisis : I'm going to change my status to green for now, the intruder has moved away from my window, but he is going in the direction of the gymnasium	07/09/15 10:18:08

## **Initiator Features:**

**Location Status Color Icons:** The top menu bar of the dashboard has the color status indicator icons. Each of the icons is labeled for the specific condition or threat the location is experiencing.

**Location Selector:** The location selector displays the default location an initiator has been assigned or it will display the last location the initiator selected. The last location selected now becomes the default location at the next log in.

**Alert Levels:** There are five different Alert Levels in the system and they are set by a responder or individual that has been given the permission to set alert levels. The Alert levels are; All Clear, Lockdown, Shelter, Evacuate, and Soft Lock.

**Chat Box:** The Chat box provides the ability to communicate additional information to the responders about the status or problem going on at a particular location are used to communicate with Responders by sending messages and receiving responses from the Responders.

**Message History:** The message history is kept for all messages sent to a responder as well as all messages received from a responder.

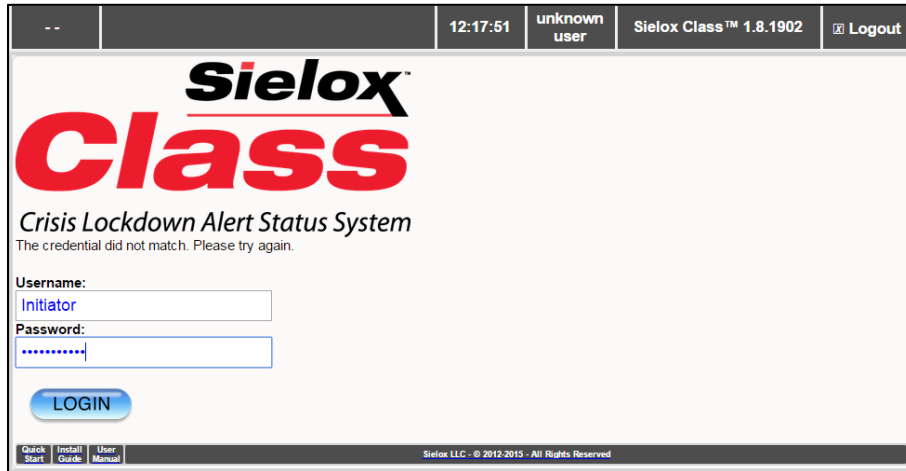
## 13.3 Getting started as an Initiator

First you will need to determine which device or devices you will be using to initiate or receive communications to or from responders. Another decision is what communication path you will be using to communicate with the Sielox Class™ appliance. WAN, LAN, WIFI or High Speed Cell. Once both of these questions have been answered, you will be provided an IP address to browse into the appliance. That might look like the following - <https://Sieloxschooldistrict.com>

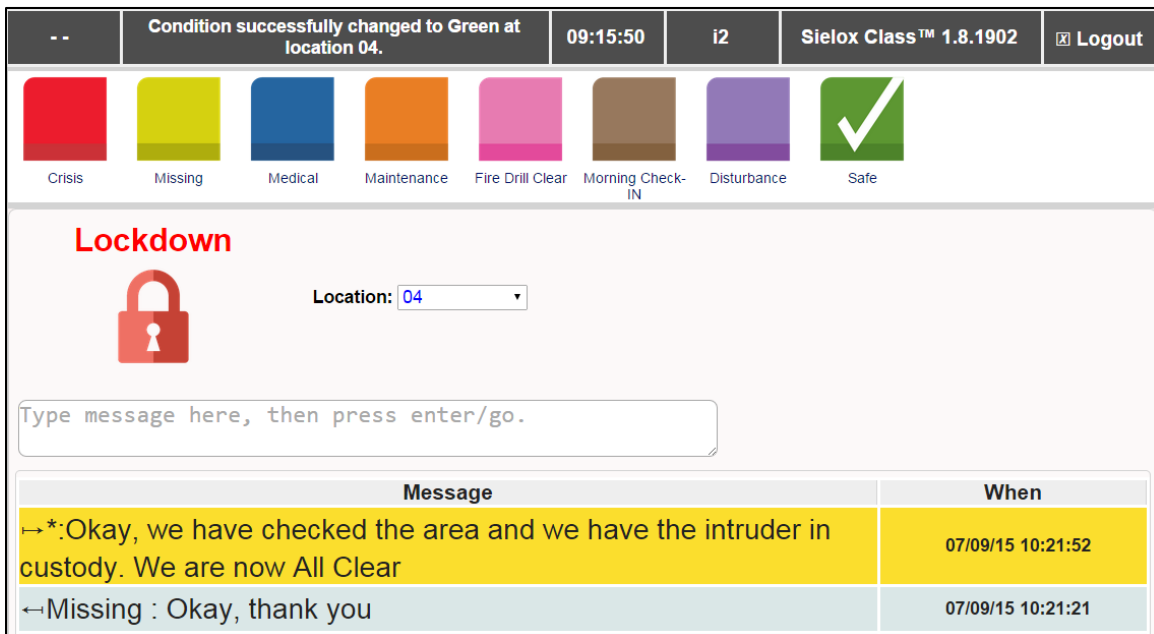
Once you have browsed into the appliance, you may be asked to accept the security certificate, if so, accept and proceed. Now you are ready to Log in.

### 13.3 Logging In

The log in screen is the first screen that appears after you browse into the appliance as shown below. You should have been provided a Log In name and password. Type in the correct Log In name and password, they are case sensitive.



If your log in name and password match a user in the system, the Initiator screen will be displayed on the device you have chosen as shown below. If the session has been minimized to the tool bar, an alert level change triggered by a responder will force the browser to pop-up and play an audible beep if the device supports this capability.



You can resize this screen for easier viewing, move it to another area of the desktop or minimize this browser session the tool bar. If the session has been minimized to the tool bar, an alert level change triggered by a responder will force the browser to pop-up and play an audible beep if the device being used supports the capability such as a desk top or lap top.

## 13.4 Using the Initiator Dashboard

The Color coded Icons located on the top menu bar have been labeled for the specific threats or problems that have been identified at your school or facility that will require immediate attention or response if initiated. See example below that may or may not be exactly what has been established for your school or facility.



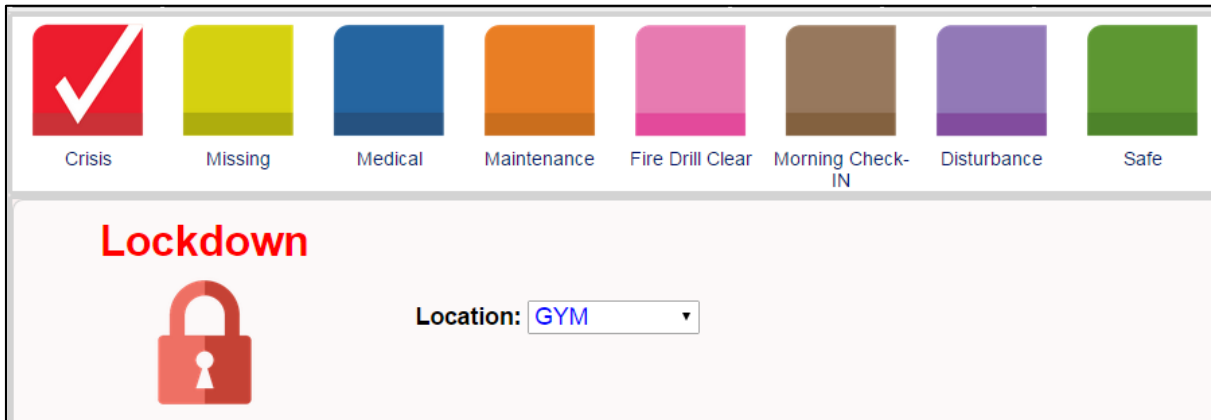
The color coded icons have also been labeled to assist you in determining which icon is the most appropriate icon to choose based on the status of your room or area. As an initiator, you can report your current status by following the steps below:

- Simply click on the button that indicates the current status of your location.
- A check box will appear on the button you selected indicating your signal has been sent to the responders. If you do not see a check in that box, select the color again.



## 13.5 Location Assignment

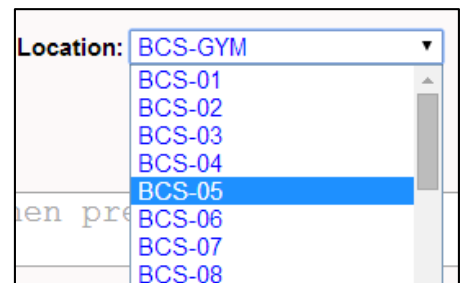
The location assignment at first log in by an initiator defaults to the location that was programmed into the system during setup. For example, if you were assigned to the GYM, the gym would appear in the location box as shown below



If you relocate to a new location, use the drop down list in the locations box and select your new location. For example, choosing room number 5 will relocate the user to the new location and any condition changes sent will now be associated with location 5. If the initiator logs out and later logs back into the system, the system will remember the last location for that initiator.

To change your location as an initiator, follow the steps below:

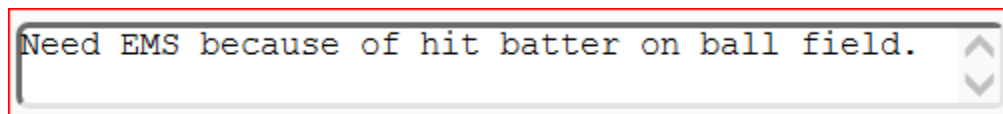
- Click the Location Drop Down List.
- Select the new location.
- Any Status icon changes will now be associated with the new location.



*Note: The status indicator may change (e.g. Green: Safe) depending on the last status logged for that location.*

## 13.6 Communicating with a Responder

Initiators have the ability to chat with Responders providing additional information that might assist them in responding to a threat or crisis. For example, a message might be sent to the nurse from the initiator to let them know they have an allergic reaction to a bee sting. Or the initiator might text a message of the identity of the student that is missing from their classroom. See example below.



- Type into the chat text box the message you wish to send.
- Press the Enter/Return key to send the message.

*Note: The system erases the sent message from the chat box when sent to the Responder.*

If the device you are using supports Talk to Text, move the cursor into the message box and select the microphone icon on your keyboard. Talk into the microphone to capture your message once

complete select done if this is an apple device and make sure the cursor ends the session on a droid device. Once complete press the enter/return key to send the message.

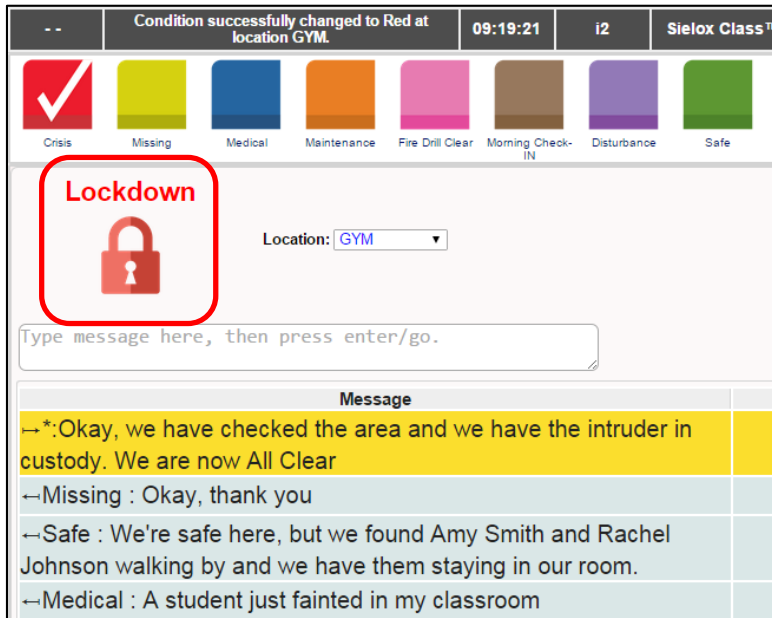
After a message has been created and sent by the initiator, the chat box is now empty and available to create a new message. The message that was sent is now visible in the history trail on the bottom half of the screen. All messages sent by initiators will display below in blue and all messages with instructions or confirming information received by initiators from responders will be displayed in yellow as shown below.

Message	When
--*:Okay, we have checked the area and we have the intruder in custody. We are now All Clear	07/09/15 10:21:52
--Missing : Okay, thank you	07/09/15 10:21:21
--Safe : We're safe here, but we found Amy Smith and Rachel Johnson walking by and we have them staying in our room.	07/09/15 10:20:15
--Medical : A student just fainted in my classroom	07/09/15 10:19:04
--Crisis : I'm going to change my status to green for now, the intruder has moved away from my window, but he is going in the direction of the gymnasium	07/09/15 10:18:08
--*:Remain in classrooms until you hear the all clear message over the PA system	07/08/15 13:23:45
--*:Does anyone have Johnny Smith in their classroom?	07/08/15 13:23:25
--*:Please check in with all location status	07/08/15 09:14:18
--*:test	06/23/15 09:39:05
--*:stay in room	06/11/15 14:05:10

*Note: An initiator can only receive messages from responders. Initiators cannot chat with other initiators.*

## 13.7 Alert Levels

The Alert Level issued by the designated Responder indicates the appropriate procedural action the Initiator should take. The current Alert Level is always to the left of the location drop down menu on the Initiator Screen.



The procedural action will depend on the specific facility policies. Currently there are five Alert Levels that will be visible to an initiator:



All Clear Alert Level typically means to take no action because “all is clear”.



Lockdown Alert Level typically indicates to execute the “lockdown” procedure.



Shelter Alert Level typically indicates to execute the “shelter in place” procedure.



Evacuate Alert Level typically indicates to execute the “evacuate” procedure.



Soft Lock Alert Level indicates to execute the “soft lockdown” procedure.

### 13.8 Advanced Feature - Initiator Lockdown

An advanced feature gives the Initiator the ability to initiate a lockdown within the facility. This is synonymous with pulling the fire alarm. The lockdown button is visible to Initiators assigned to a user group with Responder Execute (X) authority. The lockdown button is located on the top navigation bar. The lockdown is processed as if a Responder had pressed a lockdown button and will require a confirmation before it is performed.



An example of the User Group configuration screen to allow initiator lockdown is shown below:

Who > User Group Edit

Save Settings Clear Entries Cancel

ID: 12 Name: Initiator w Lockdown Enabled:

Description:

Dashboard: Initiator

Policy	Admin			Config			Monitor			Initiator			Responders		
	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec	View	Modify	Exec
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Settings Clear Entries Cancel



# 14. Responders Dashboard

Responders are the individuals who are first contacted when a situation arises. As a responder, you are responsible for confirming status changes, providing directions for initiators during a situation, and, if necessary, contacting other outside responders (EMS, Police, Fire Safety, etc.). However, Sielox Class™ responders may include these other groups. Responders are presented with this dashboard:

The screenshot shows the Responders Dashboard interface. At the top, a status bar displays 'Alert Level successfully changed to Clear by r1', the time '09:31:08', the user 'r1', and the system 'Sielox Class™ 1.8.1902'. A 'Logout' button is in the top right. Below the status bar is a navigation bar with icons for 'All Clear', 'Lockdown', 'Shelter', 'Evacuate', 'Soft Lock', 'Events', 'Locations', 'Floor Plans', and 'Clear Popups'. The main content area features a large 'All Clear' status indicator with a sun icon. To its right is a 'Chat with' dropdown menu set to 'all locations' and a 'Clear Chat' button. Below this is a 'Filter' input field and a 'Chat' input field with the placeholder text 'Type broadcast message here, then press enter/go.'. At the bottom is a message log table.

Who	Message	When
r1 →*	*:Okay, we have checked the area and we have the intruder in custody. We are now All Clear	07/09/15 10:21:52
i2 →02	Missing : Okay, thank you	07/09/15 10:21:21
r1 →02	02:We have just found your missing students and they are with Mr. Quinn in room 05	07/09/15 10:21:07
r1 →05	05:Okay, keep them there until the situation is settled. thank you	07/09/15 10:20:47

Callout boxes with arrows pointing to specific features:

- Indicate the action to be taken**: Points to the 'All Clear' status indicator.
- View building status**: Points to the 'Chat with' dropdown menu.
- Log out of the system**: Points to the 'Logout' button in the top right.
- Select location to communicate with**: Points to the 'all locations' dropdown menu.
- Filter messages**: Points to the 'Filter' input field.
- Send messages to Initiators**: Points to the 'Chat' input field.
- Receive message from Initiators.**: Points to a message in the log table from initiator 'i2 →02'.

## 14.1 Alert Levels

Responders have the ability to change Alert Levels used to indicate to the community what action they should be taking in accordance with the facility's crisis management policies. The action is declared on a system wide basis.

To indicate / change Alert Levels, click the associated Icon.

Alert Levels Icons:



All Clear Alert Level typically means to take no action because "all is clear".



Lockdown Alert Level typically indicates to execute the "lockdown" procedure.



Shelter Alert Level typically indicates to execute the "shelter in place" procedure.



Evacuate Alert Level typically indicates to execute the "evacuate" procedure.



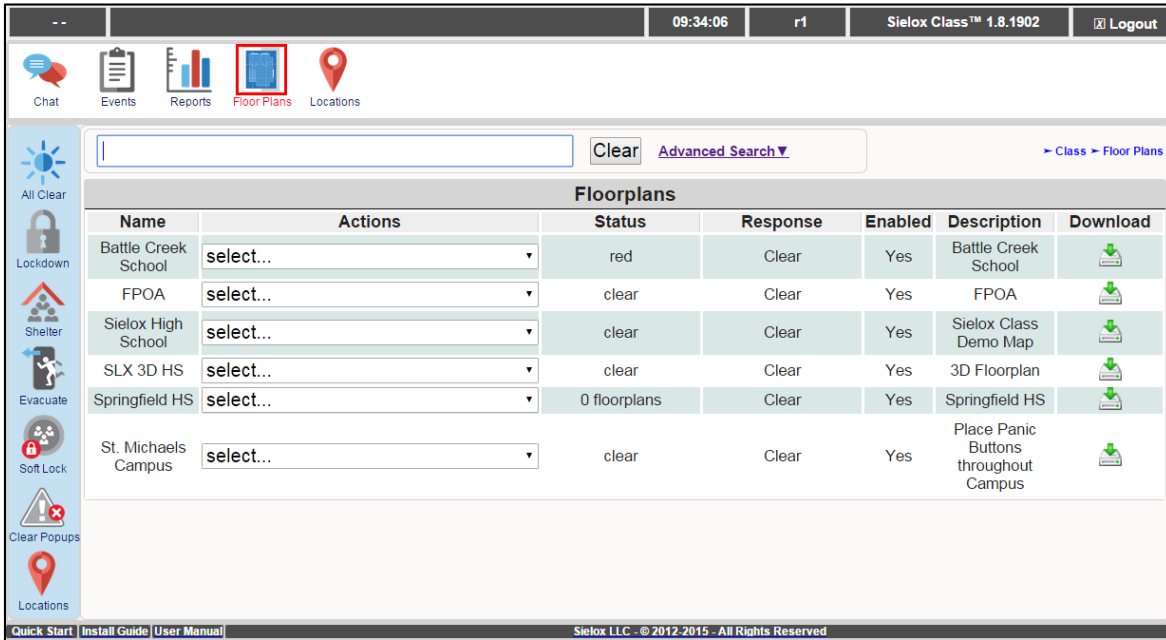
Soft Lock Alert Level indicates to execute the "soft lockdown" procedure.

## 14.2 Floor Plans – View, Lock, and Unlock

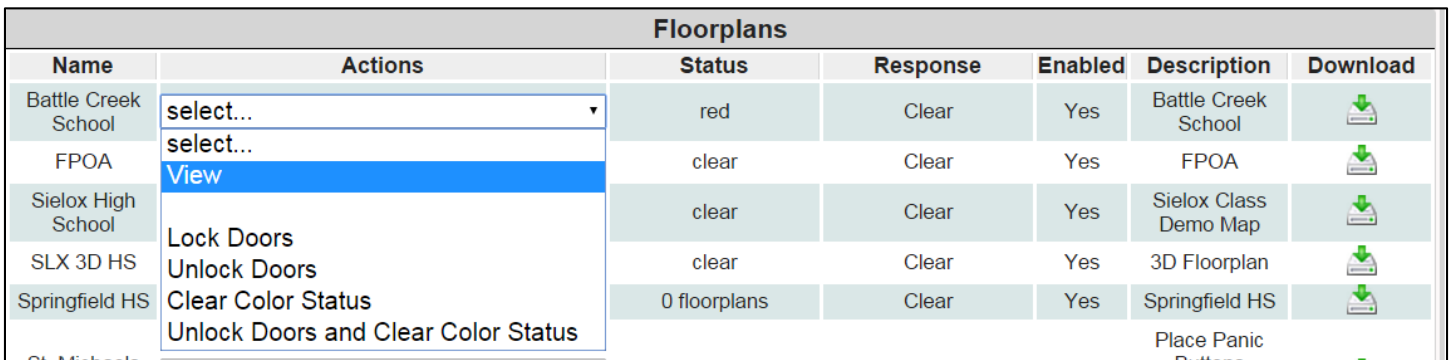
Responders can view the floor plans of each facility connected to the system. This provides them with an overview of each room in the school, as well as the status associated with each. Additionally, the responder may wish to issue a lock (Lock Doors) or unlock (Unlock Doors) command for all locations associated with the floor plan.

To view a Floor Plan perform the following steps:

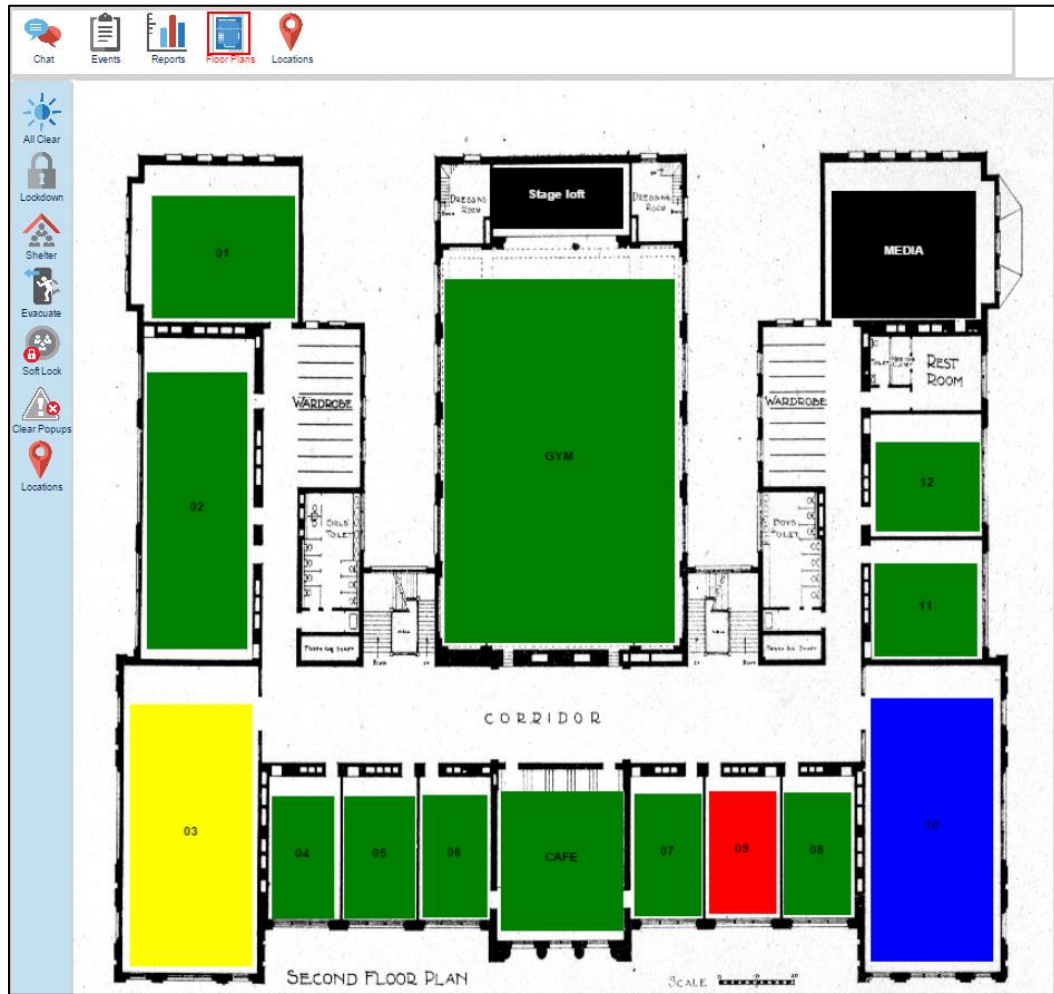
- Click the Floor Plans Icon.
- The system opens a second browser window and displays the Floor Plans List page.



- Under actions select the “View” option for the Floor Plan of interest.



- The system displays the Floor Plan with status colors.



### 14.3 Locations

Locations represent the designated areas within a floor plan (e.g. room 222) that the responder has the ability to view the current status or view the associated floor plan. Additionally, the responder may wish to issue a Lockdown, clear a Lockdown, and clear the color status.

To view a Floor Plan associated with a location, perform the following steps:

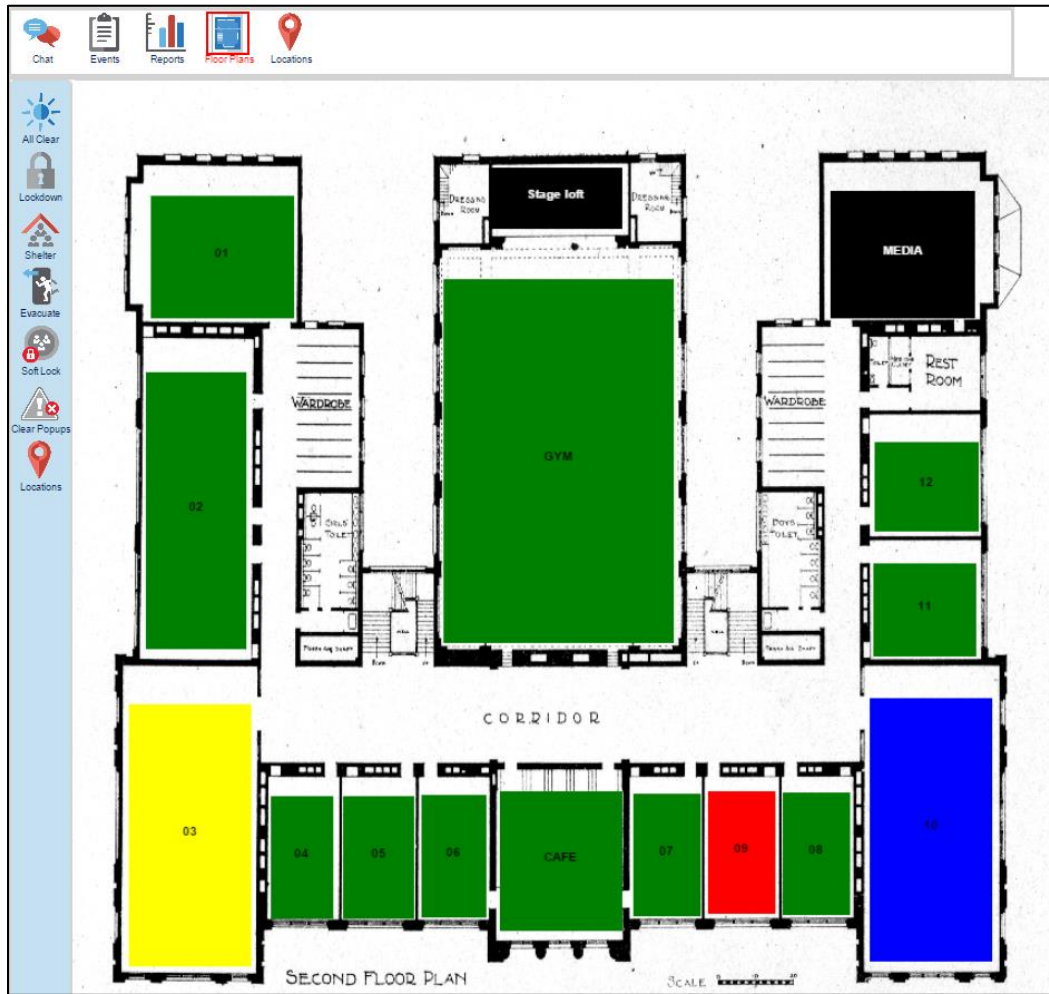
- Click the Locations Icon.
- The system displays the Locations List page.

Locations					
Floorplan	Name	Actions	Status	Enabled	Description
Battle Creek School	01	select...	Green	Yes	Battle Creek School
Battle Creek School	02	select...	Green	Yes	Battle Creek School
Battle Creek School	03	select...	Yellow	Yes	Battle Creek School
Battle Creek School	04	select...	Green	Yes	Battle Creek School
Battle Creek School	05	select...	Green	Yes	Battle Creek School
Battle Creek School	06	select...	Green	Yes	Battle Creek School
Battle Creek School	07	select...	Green	Yes	Battle Creek School
Battle Creek School	08	select...	Green	Yes	Battle Creek School
Battle Creek School	09	select...	Red	Yes	Battle Creek School
Battle Creek School	10	select...	Blue	Yes	Battle Creek School
Battle Creek School	11	select...	Green	Yes	Battle Creek School
Battle Creek School	12	select...	Green	Yes	Battle Creek School
Battle Creek School	CAFE	select...	Green	Yes	Battle Creek School
Battle Creek School	GYM	select...	Green	Yes	Battle Creek School
Battle Creek School	MEDIA	select...	Clear	Yes	Battle Creek School
Battle Creek School	Stage loft	select...	Clear	Yes	Location

☐ Under actions select the “View” option for the Location of interest.

Locations					
Floorplan	Name	Actions	Status	Enabled	Description
Battle Creek School	01	select...	Green	Yes	Battle Creek School
Battle Creek School	02	select...	Green	Yes	Battle Creek School
Battle Creek School	03	select...	Yellow	Yes	Battle Creek School
Battle Creek School	04	select...	Green	Yes	Battle Creek School
Battle Creek School	05	select...	Green	Yes	Battle Creek School
Battle Creek School	06	View	Green	Yes	Battle Creek School
Battle Creek School	07	Lock Door	Green	Yes	Battle Creek School
Battle Creek School	08	Unlock Door	Green	Yes	Battle Creek School
Battle Creek School	09	Clear Color Status	Red	Yes	Battle Creek School
Battle Creek School	10	Unlock Door and Clear Color Status	Blue	Yes	Battle Creek School
Battle Creek School	11	Medical	Green	Yes	Battle Creek School
Battle Creek School	12	Checked By Responder	Green	Yes	Battle Creek School
Battle Creek School		select...			

☐ The system displays the Floor Plan with status colors.



From the Actions drop down box next to each room, responders can view the room and/or clear the color status individually.

### 14.4 Clear Popup Alerts

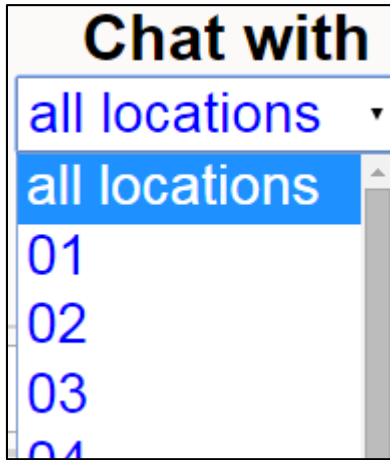
Responders have the ability to clear all pending alerts (pop-ups) within the system. Click or touch the Clear Popup icon to perform this task. This assures that system users will not see an alert that is no longer in effect.



### 14.5 Chat Messaging

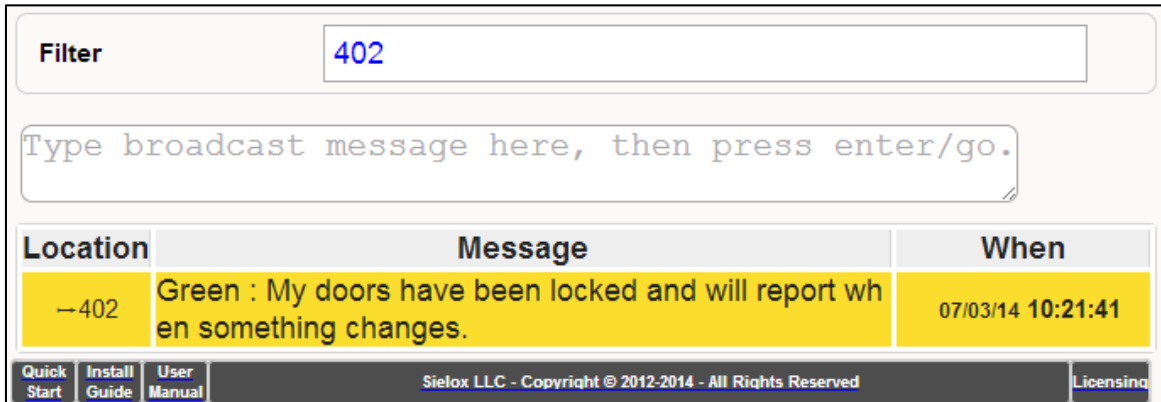
The responder has the option to chat directly with a specific location or send a broadcast message to all locations. When sending to a specific location, select the location in the “Communicate with” drop

down box. When sending to all locations, select the “all locations” in the “Communicate with” drop down box.



### 14.5.1 Filtering Chat Messages

Chat messaging can be filtered by entering keywords into the filter text box. For example, if you wish to filter a conversation with a specific location, enter the location label (e.g. Room 402).



### 14.5.2 Sending a Chat Message

Sending a chat message is performed by entering text in the Chat box and pressing the Enter/Return key. When the message is sent it will no longer be seen in the message box and will appear in the chat log below.

Filter

Chat

Who	Message	When
r1 ←*	*:Okay, we have checked the area and we have the intruder in custody. We are now All Clear	07/09/15 10:21:52

Chat

Who	Message	When
r1 ←*	*:The threat is cleared	07/10/15 10:07:01
r1 ←*	*:Everyone stay inside	07/10/15 10:06:58

### 14.5.3 The Chat Conversation

The Chat conversation area provides a timeline of the two way communications between the responder and the initiator location. Outbound messages have a blue background with an arrow pointing to the left (outbound). Inbound messages have a yellow background with an arrow pointing to the right (inbound).

Who	Message	When
r1 ←*	*:The threat is cleared	07/10/15 10:07:01
r1 ←*	*:Everyone stay inside	07/10/15 10:06:58
r1 ←*	*:Okay, we have checked the area and we have the intruder in custody. We are now All Clear	07/09/15 10:21:52
i2 →02	Missing : Okay, thank you	07/09/15 10:21:21
r1 ←02	02:We have just found your missing students and they are with Mr. Quinn in room 05	07/09/15 10:21:07

### 14.6 Events

Events are generated for many of the activities that occur in the system. To view the Events screen from the Dashboard, click the Events icon on the top of the Responders Dashboard.

As with most screens in the system, both quick and advanced filtering can be applied to the events list. Refer to the Filter Criteria section for more details.

Responders also have the option to pause Event logs in order to view an event without interruption.



Events						
What	Where	Who	Who	When	Event	
Sent Chat Broadcast *:The threat is cleared	System	*	50.245.193.205	r1	07/10/15 10:07:01	359259
Sent Chat Broadcast *:Everyone stay inside	System	*	50.245.193.205	r1	07/10/15 10:06:58	359258
Adjust Cardholders	System	requested	localhost		07/10/15 10:00:01	359257
Login	System	ubuntu	50.245.193.205	r1	07/10/15 09:59:09	359256
Logout	System	ubuntu	50.245.193.205	i2	07/10/15 09:59:07	359255
Condition changed Green: Safe	System	GYM	50.245.193.205	i2	07/10/15 09:59:04	359254
Location changed	System	GYM	50.245.193.205	i2	07/10/15 09:59:03	359253
Condition changed Green: Safe	System	CAFE	50.245.193.205	i2	07/10/15 09:59:00	359252
Location changed	System	CAFE	50.245.193.205	i2	07/10/15 09:58:59	359251
Condition changed Green: Safe	System	12	50.245.193.205	i2	07/10/15 09:58:58	359250
Location changed	System	12	50.245.193.205	i2	07/10/15 09:58:57	359249
Condition changed Green: Safe	System	11	50.245.193.205	i2	07/10/15 09:58:55	359248
Location changed	System	11	50.245.193.205	i2	07/10/15 09:58:54	359247

Event List data field explanations:

Item	Description
<b>What</b>	Describes what kind of event/action occurred.
<b>Where</b>	Describes the device/location of the event.
<b>Who</b>	Identifies which card holder or user caused the event
<b>When</b>	Identifies what time and date the event occurred.
<b>Event</b>	Gives the event a number for identification.

## 15. Administrative Features - Quick Reports

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The Sielox Class™ system has a set of “quick” reports that provide basic reporting functionality. These reports use the core filtering capability so that reports can be customized in an ad-hoc fashion. By saving and loading filters, the customized reports act as a template for future reference. One example might be to create a filter that matches all “Front Door” activities, so that the display only shows events associated with the “Front Door”.

Although the Quick Reports are not the Enterprise class reporting format popular in our Pinnacle system, they provide a flexible way of reviewing, printing, and exporting information quickly.

### 15.1 Types of Quick Reports

The system supports a number of Quick Reports including:

**User** – this report presents user information

**Cardholders** – this report presents Cardholder information

**Events** – this report presents event information

**Configuration** – this report presents basic network and controller configuration information

### 15.2 Output Formats

The system supports a number output formats including:

**Display** – displayed on the web page

**Print** – send to a printer for printing

**Export to Spreadsheet** – copy and paste into a spreadsheet

**Export to other Application** – copy and paste into another application, such as Word

### 15.3 Printing Quick Reports

Quick Reports printing uses the printing capabilities of the browser. Initiate printing from the Print Icon on the top tool bar or the browser print menu.

### 15.4 Exporting Information from Quick Reports

The Quick Reports export feature uses the copy – paste feature of the browser. Select the information using your Operating Systems selection button sequence and select copy. Then paste the information into the desired application, such as Excel.

## 15.5 Quick User Report

The User Report provides summary information about the users of the system. To filter User information, perform the following steps:

- Click the Who Icon.
- Click the Quick User Report Icon.
- The system displays the Quick User Report screen.
- Filter the list as desired.

Name	First	Last	Group	Status	Enabled	Description
mdiaz	Melina	Diaz	Admin	none	Yes	Secretary
ltanner	Louise	Tanner	Admin	none	Yes	Vice Principal
jhouse	Jeff	House	Admin	none	Yes	Vice Principal
afrench	Adam	French	Admin	none	Yes	Principal
admin	admin	Admin	Admin	Emergency	Yes	
zmanis	Zachary	Manis	Initiator	none	Yes	Teacher
ysokolov	Yuri	Sokolov	Initiator	none	Yes	Teacher
pnguyen	Patricia	Nguyen	Initiator	none	Yes	Teacher
msuarez	Marco	Suarez	Initiator	none	Yes	Teacher
lmsanders	Liam	McSanders	Initiator	none	Yes	Teacher
jwaters	Jerome	Waters	Initiator	none	Yes	Teacher
jremender	John	Remender	Initiator	none	Yes	Custodial
jlee	Jen	Lee	Initiator	none	Yes	Teacher
emack	Eva	Mack	Initiator	none	Yes	Teacher
dgaff	Delilah	Gaff	Initiator	none	Yes	Teacher
dalca	Denise	Alca	Initiator	none	Yes	Teacher
crygar	Chloe	Rygar	Initiator	Red	Yes	Teacher
bbosley	Burt	Bosley	Initiator	none	Yes	Custodial
aweglen	Arthur	Weglen	Initiator	none	Yes	Teacher
vquinn	Vanessa	Quinn	Responder	none	Yes	Nurse
rwarren	Randy	Warren	Responder	none	Yes	Security

## 15.6 Quick Cardholder Report

The Cardholder Report provides summary information about the cardholders of the system. To filter Cardholder information, perform the following steps:

- Click the Who Icon.
- Click the Quick Cardholder Report Icon.
- The system displays the Quick Cardholder Report screen.
- Filter the list as desired.

Last	First	Access Groups	Card Code	Status	Enabled	Description
Young	Cameron	NoWare, Standard Employee,	3B0079	unknown	Yes	
Young	Peter	NoWare, Standard Employee,	3C0297	unknown	Yes	
Young	Leah	NoWare, Standard Employee,	3C0342	unknown	Yes	
Young	Samantha	NoWare, Standard Employee,	3C0358	unknown	Yes	
Young	Abigail	NoWare, Standard Employee,	3DA219	unknown	Yes	
Young	Wanda	Administrator,	370012	unknown	Yes	
James	Young	Athletic Department,	4A1537	unknown	Yes	
Colette	Young	Athletic Department,	4A1876	unknown	Yes	

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## 15.7 Quick Event Report

The Event Report provides summary information about the events of the system. To filter event information, perform the following steps:

- Click the Events Icon.
- Click the Quick Events Report Icon.
- The system displays the Quick Events Report screen.
- Filter the list as desired.

What	Where/Why	Who	When	Event
<a href="#">Login</a>	<a href="#">System</a> <a href="#">ubuntu</a>	<a href="#">50.245.193.198</a> <a href="#">adaveh</a>	<a href="#">05/28/14 13:22:41</a>	<a href="#">324735</a>
<a href="#">Logout</a>	<a href="#">System</a> <a href="#">ubuntu</a>	<a href="#">50.245.193.198</a> <a href="#">rdaveh</a>	<a href="#">05/28/14 13:22:38</a>	<a href="#">324734</a>
<a href="#">Location changed</a>	<a href="#">System</a> <a href="#">*</a>	<a href="#">50.245.193.198</a> <a href="#">rdaveh</a>	<a href="#">05/28/14 13:17:47</a>	<a href="#">324733</a>
<a href="#">Login</a>	<a href="#">System</a> <a href="#">ubuntu</a>	<a href="#">50.245.193.198</a> <a href="#">rdaveh</a>	<a href="#">05/28/14 12:52:35</a>	<a href="#">324732</a>
<a href="#">Logout</a>	<a href="#">System</a> <a href="#">ubuntu</a>	<a href="#">50.245.193.198</a> <a href="#">admin</a>	<a href="#">05/28/14 12:52:31</a>	<a href="#">324731</a>
<a href="#">Login</a>	<a href="#">System</a> <a href="#">ubuntu</a>	<a href="#">50.245.193.198</a> <a href="#">admin</a>	<a href="#">05/28/14 12:48:06</a>	<a href="#">324730</a>

## 15.8 Quick Configuration Report

The Configuration Report provides summary information about the network configuration of the system. To filter Configuration information, perform the following steps:

- Click the Where Icon.
- Click the Quick Config Report Icon.
- The system displays the Quick Configuration Report screen.
- Filter the list as desired.

Name	Status	Enabled	Description	Model	IP	Version
<b>- Site -</b>						
<a href="#">Class Site</a>	<a href="#">runNing</a>	<a href="#">Yes</a>	<a href="#">Class Site</a>	<a href="#">Class-100</a>	<a href="#">192.168.200.24</a>	<a href="#">1.8.0522 Alpha</a>
--- Controllers ---						
-----Controller 1						
<a href="#">Controller 1</a>	<a href="#">connecting</a>	<a href="#">Yes</a>	<a href="#">Main Lobby - Administration Office</a>	<a href="#">10.0.0.100</a>	<a href="#">unknown</a>	<a href="#">yes</a>
-->Doors on Controller 1						
<a href="#">Name</a>	<a href="#">Status</a>	<a href="#">Enabled</a>	<a href="#">Description</a>	<a href="#">Address</a>		
-->Readers on Controller 1						
<a href="#">Name</a>	<a href="#">Status</a>	<a href="#">Enabled</a>	<a href="#">Description</a>	<a href="#">Address</a>		
-->Inputs on Controller 1						
<a href="#">Name</a>	<a href="#">Status</a>	<a href="#">Enabled</a>	<a href="#">Description</a>	<a href="#">Address</a>		
-->Outputs on Controller 1						
<a href="#">Name</a>	<a href="#">Status</a>	<a href="#">Enabled</a>	<a href="#">Description</a>	<a href="#">Address</a>		

## 16. Administrative Features - Archives – Backup & Restore

Both local and remote configuration backups are possible using the Sielox Class™ system. Local backup stores the file on the appliance hard drive, while remote backup enables downloading of the local file to your remote computer via download. Conversely, downloaded files can be uploaded to the appliance and then restored.

*Note: Currently floor plan .jpeg files are not included in the configuration backup and will need to be re-uploaded. All location information will be retained and will be overlaid on the floor plan image automatically.*

### 16.1 Performing a local backup

- Click the Archives Icon.
- The system displays a list of locally stored backup files.



Archives File List			
File Name	Actions	DB Version	File Save Date
home.class.sielox.com 02_13_2014_10_54_38.backup	action... ▼	1.8.0209	02/13/2014 10:54:39
Sielox AnyWare Restore Point 02_13_2014_08_11_19.backup	action... ▼	1.8.0205	02/13/2014 08:11:19
home.class.sielox.com 02_13_2014_08_06_48.backup	action... ▼	1.8.0205	02/13/2014 08:06:50
home.class.sielox.com 02_07_2014_08_48_48.backup	action... ▼	1.8.0205	02/07/2014 08:48:52

- Click on the Backup Icon.
- The system displays the backup screen.



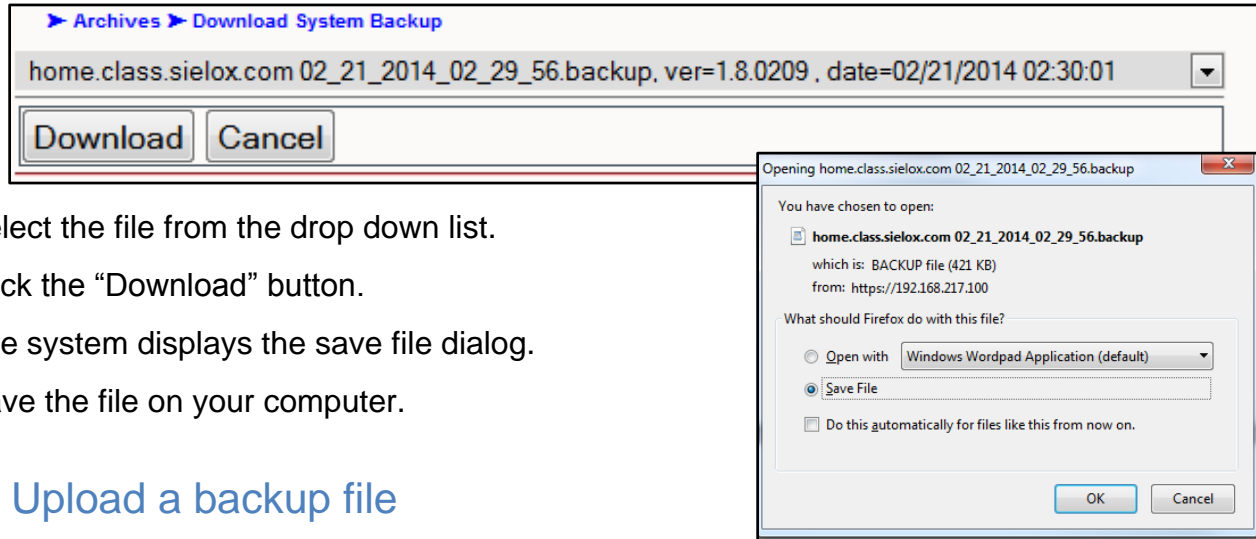
Filename: home.class.sielox.com 02\_21\_2014\_02\_31\_22.back

The system automatically creates a file name based on the system name and current date/time. If you wish to rename this, please make sure the files ends with the .backup extension.

- Click the “Save File” button.
- The system saves the file locally.

## 16.2 Download a backup

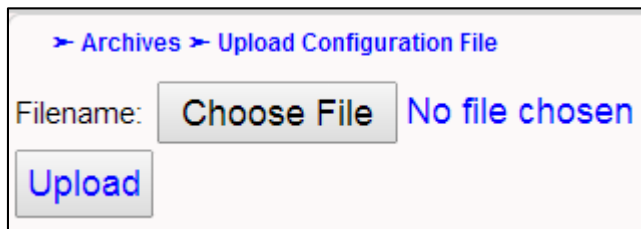
- Click the Download Icon.
- The system displays a list of locally stored backup files.



- Select the file from the drop down list.
- Click the “Download” button.
- The system displays the save file dialog.
- Save the file on your computer.

## 16.3 Upload a backup file

- Click the Upload Icon.
- The system displays the Upload File page.
- Click “Choose File” and select the desired upload file on your computer.



- Click the “Upload” button.
  - The system uploads the file and displays the upload file list page.
- The selected file should be listed in the table.

## 16.4 Restore a backup

- Click the Restore Icon.
- The system displays the Restore page.



► Archives ► Restore Configuration

home.class.sielox.com 02\_21\_2014\_02\_29\_56.backup, ver=1.8.0209 , date=02/21/2014 02:30:01 ▼

Restore Sites :  Save the restore point :

- Select the desired file to restore from the drop down list.
- Check the “Restore Sites” checkbox if you wish to restore site information, such as an IP scheme. This is typically checked if you are restoring to the same system. If you are restoring a new system with a different IP networking scheme, then you may wish to uncheck this box.
- Check the “Save the Restore Point” checkbox if you wish to have a backup made of the current configuration prior to restoring the backup file.
- Click the “Restore” button.
- The system restores the configuration database.
- If successfully restored, the database version identified in the list title should match the restored backup file version.

st - Current Database Version is 1.8.0209			
	Actions	DB Version	File Sa
1_2014_03_02_05.backup	action... ▼	1.8.0209	02/21/20

A restart of the system is recommended before continuing to use the system.

# 17. Events

## 17.1 Event Monitoring

The Event Monitor is used to display event records in real-time as they occur in the Sielox Class™ system. Event Records are generated in the system as the result of something that changed and are displayed in the Event Monitor. For example, a responder selects Lockdown or an initiator selects the Blue Medical Button, these are two different types of event records that are generated. These event records are displayed in real-time in the Events Monitor as well as being written to an event archive file that can be searched at a later date for incident tracking or crisis management recreation time sequence.

Events are generated anytime there is something that has changed state. Events can be generated in Sielox Class™ from the following;

Administrators (adding, deleting, modifying, etc.)

Responders (changing alert levels, chatting, etc.)

Initiators (changing location status, chatting, etc.)

Cardholders (access granted, denied, expired, etc.)

Doors (held open, forced open, closed, etc.)

Inputs (active, secure, shunted, etc.)

Outputs (on, off, momentary on, etc.)

Controller (online, offline, sync, etc.)

System Events (events generated by the Sielox Class™ system – logon, logoff, timed on, etc.)

Viewing events in the Event Monitor is a permission assigned to Administrators and Responders only. When logged in as an Administrator, the top menu bar will display all the icons as shown below.



When logged in as a Responder, the top menu bar will display all the icons as shown below.





☐ Click the Events Icon.

This will open a sub menu bar on the left and the Event Record content page as shown below.

The screenshot shows the Event Monitor interface. On the left is a sidebar with icons for: All Clear, Lockdown, Shelter, Evacuate, Soft Lock, Pause, and Quick Event Report. The main area contains a search bar with 'Clear' and 'Advanced Search' buttons, and a table titled 'Events'. The table has columns for What, Where, Who, When, and Event. The 'Where' column is further divided into location and device name. The 'Who' column is divided into initiator and responder. The 'When' column shows date and time. The 'Event' column shows a unique ID number.

What	Where	Who	When	Event
Login	System ubuntu	50.245.193.205 r1	07/10/15 10:17:52	359263
Logout	System ubuntu	50.245.193.205 akaren	07/10/15 10:17:50	359262
Login	System ubuntu	50.245.193.205 akaren	07/10/15 10:16:02	359261
Logout	System ubuntu	50.245.193.205 r1	07/10/15 10:15:59	359260
Sent Chat Broadcast *:The threat is cleared	System *	50.245.193.205 r1	07/10/15 10:07:01	359259
Sent Chat Broadcast *:Everyone stay inside	System *	50.245.193.205 r1	07/10/15 10:06:58	359258
Adjust Cardholders	System requested	localhost	07/10/15 10:00:01	359257
Login	System ubuntu	50.245.193.205 r1	07/10/15 09:59:09	359256
Logout	System ubuntu	50.245.193.205 i2	07/10/15 09:59:07	359255
Condition changed Green: Safe	System GYM	50.245.193.205 i2	07/10/15 09:59:04	359254
Location changed	System GYM	50.245.193.205 i2	07/10/15 09:59:03	359253
Condition changed Green: Safe	System CAFE	50.245.193.205 i2	07/10/15 09:59:00	359252
Location changed	System CAFE	50.245.193.205 i2	07/10/15 09:58:59	359251

The Event Monitor content page is in a table format and displays information on each line that is specific to each event. Each line is broken down into five categories/cells based on What, Where, Who, When and Event Number

What – Change of state or action that was taken

Where – Location (room, device name, computer, etc.)

Who – Initiator, Responder, Administrator

When – Date and Time

Event – Unique ID number assigned to event in sequential order of occurrence

The Sielox Class™ system is capable of displaying hundreds of different types of events as they occur in real-time. The event records table will always display the most recent 30 events in the viewing window. The event records will scroll as new events are posted to the table with the most recent event record displayed at the top of the page.

If the events are occurring at a faster speed than can be viewed easily by an administrator or responder, the user has the ability to select the pause button to stop the scrolling as shown below.

The screenshot shows the 'Events' section of a software interface. At the top, there are navigation icons for Chat, Events (highlighted with a red box), Reports, Floor Plans, and Locations. Below these is a search bar with a 'Clear' button and an 'Advanced Search' dropdown. A sidebar on the left contains various status icons: All Clear, Lockdown, Shelter, Evacuate, Soft Lock, and Pause (circled in red). The main area displays a table of events with the following columns: What, Where, Who, When, and Event.

What	Where	Who	When	Event
Adjust Cardholders	System requested	localhost	07/10/15 12:00:01	359267
Login	System ubuntu	50.245.193.205 akaren	07/10/15 11:15:59	359266
Login	System ubuntu	50.245.193.205 akaren	07/10/15 11:12:23	359265
Adjust Cardholders	System requested	localhost	07/10/15 11:00:01	359264
Login	System ubuntu	50.245.193.205 r1	07/10/15 10:17:52	359263
Logout	System ubuntu	50.245.193.205 akaren	07/10/15 10:17:50	359262
Login	System ubuntu	50.245.193.205 akaren	07/10/15 10:16:02	359261
Logout	System ubuntu	50.245.193.205 r1	07/10/15 10:15:59	359260
Sent Chat Broadcast *:The threat is cleared	System *	50.245.193.205 r1	07/10/15 10:07:01	359259
Sent Chat Broadcast *:Everyone stay inside	System *	50.245.193.205 r1	07/10/15 10:06:58	359258
Adjust Cardholders	System requested	localhost	07/10/15 10:00:01	359257
Login	System ubuntu	50.245.193.205 r1	07/10/15 09:59:09	359256

Once the Administrator or Responder has identified the event they wanted to focus on, they can return to live events posting to the screen by selecting the resume button as shown below.

This screenshot is similar to the previous one but shows the 'Resume' button (a play icon) circled in red in the sidebar. The event table is partially visible, showing the same data as the previous screenshot.

Sent Chat Broadcast *:The threat is cleared	System *	50.245.193.205 r1	07/10/15 10:07:01	359259
Sent Chat Broadcast *:Everyone stay inside	System *	50.245.193.205 r1	07/10/15 10:06:58	359258
Adjust Cardholders	System requested	localhost	07/10/15 10:00:01	359257
Login	System ubuntu	50.245.193.205 r1	07/10/15 09:59:09	359256

This will now post any recent events to the top of the page and resume the real-time display and scrolling of all events. The Event ID and Time stamp, reflect the actual time the event occurred (not the time of the appliance). After “resuming” the events will continue to scroll as shown below.

Events							
What	Where		Who		When	Event	
Adjust Cardholders	System	requested	localhost		07/10/15 12:00:01	359267	
Login	System	ubuntu	50.245.193.205	akaren	07/10/15 11:15:59	359266	
Login	System	ubuntu	50.245.193.205	akaren	07/10/15 11:12:23	359265	
Adjust Cardholders	System	requested	localhost		07/10/15 11:00:01	359264	
Login	System	ubuntu	50.245.193.205	r1	07/10/15 10:17:52	359263	
Logout	System	ubuntu	50.245.193.205	akaren	07/10/15 10:17:50	359262	
Login	System	ubuntu	50.245.193.205	akaren	07/10/15 10:16:02	359261	
Logout	System	ubuntu	50.245.193.205	r1	07/10/15 10:15:59	359260	
Sent Chat Broadcast *:The threat is cleared		System	*	50.245.193.205	r1	07/10/15 10:07:01	359259
Sent Chat Broadcast *:Everyone stay inside		System	*	50.245.193.205	r1	07/10/15 10:06:58	359258
Adjust Cardholders	System	requested	localhost		07/10/15 10:00:01	359257	
Login	System	ubuntu	50.245.193.205	r1	07/10/15 09:59:09	359256	

## 17.2 Event Filtering

In addition to having the ability to pause the real-time events records page, the Sielox Class™ system has the ability to filter the events on the fly. This capability allows a user to see only the events that are relevant to their responsibilities or show only critical events in a crisis situation displaying on the screen. For example, the nurse might only want to see Condition Changed Blue events or in a crisis, a responder might want to only see Condition Changed Red events or only events from a particular area like the 2<sup>nd</sup> floor.

To Filter Events on the fly, the Quick Search window allows an Administrator or Responder the ability to type criteria they wish to search. This search window acts as a “wildcard” search of all columns in the event table. The Quick Search window filters the specific criteria and searches against all Fields – What, Where, Who, When, and Event ID and will display up to 50 events in sequential Event ID order based on matches to the specific criteria. The Event Filtering viewer will continually update with the most recent 50 events based on first in first out (FIFO).

The Quick Search window will only search on one unique criteria typed into the field and does not support searches requiring multiple criteria. The system will start searching on the letters as they are typed into the window and continue to narrow the search until typing is complete. See Advanced Search for searching multiple criteria.

For example, if BLUE was typed into the Quick Search field, all events that have BLUE in any event line or cell would be displayed on the screen as shown below.

The screenshot shows the Events monitoring interface. A search bar at the top left contains the text 'blue', which is circled in red. To the right of the search bar are 'Clear' and 'Advanced Search' buttons. Below the search bar is a table titled 'Events' with columns: What, Where, Who, When, and Event. The table lists 13 events, all of which are 'Condition changed Blue: Medical' or 'Condition changed Blue: Blue Condition'. The 'Where' column contains various system and location identifiers like 'System', '10', '04', 'BCS-01', 'Location', 'BCS-03', and 'BCS-06'. The 'Who' column contains identifiers like 'i2' and 'i1'. The 'When' column shows timestamps, and the 'Event' column shows event IDs.

What	Where	Who	When	Event
Condition changed Blue: Medical	System 10	50.245.193.205 i2	07/10/15 09:58:52	359246
Condition changed Blue: Medical	System 04	50.245.193.205 i2	07/09/15 13:55:55	359127
Condition changed Blue: Medical	System 10	50.245.193.205 i2	07/09/15 10:18:50	359083
Condition changed Blue: Medical	System BCS-01	70.193.142.148 i1	06/11/15 14:19:24	357993
Condition changed Blue: Medical	System Location	50.245.193.205 i1	06/09/15 16:57:25	357904
Condition changed Blue: Medical	System Location	50.245.193.205 i1	06/09/15 16:57:18	357894
Condition changed Blue: Medical	System Location	50.245.193.205 i1	06/09/15 16:53:15	357882
Condition changed Blue: Medical	System BCS-03	50.245.193.205 i1	06/08/15 15:58:31	357696
Condition changed Blue: Medical	System BCS-06	50.245.193.205 i1	06/08/15 15:57:13	357690
Condition changed Blue: Medical	System BCS-11	50.245.193.205 i1	06/08/15 15:54:31	357661
Condition changed Blue: Medical	System BCS-03	50.245.193.205 i1	06/08/15 15:54:02	357645
Condition changed Blue: Blue Condition	System BCS-CAFE	50.245.193.205 i1	06/05/15 09:58:58	357437

If Café was typed into the Quick Search field, all events that have Café in any event line or cell would be displayed on the screen as shown below.

The screenshot shows the Events monitoring interface with the search field containing 'cafe', circled in red. The table displays 6 events related to 'CAFE'. The 'Where' column for all events is 'CAFE', which is also circled in red. The 'What' column includes 'Condition changed Green: Safe', 'Location changed', and 'Modified Location'. The 'Who' column includes 'i2', 'akaren', and 'Updated location configuration for CAFE'. The 'When' column shows timestamps, and the 'Event' column shows event IDs.

What	Where	Who	When	Event
Condition changed Green: Safe	System CAFE	50.245.193.205 i2	07/10/15 09:59:00	359252
Location changed	System CAFE	50.245.193.205 i2	07/10/15 09:58:59	359251
Location changed	System CAFE	50.245.193.205 akaren	07/10/15 08:55:38	359200
Modified Location	System 50.245.193.205	akaren Updated location configuration for CAFE	07/09/15 09:05:47	359050
Modified Location	System 50.245.193.205	akaren Updated location configuration for CAFE	07/09/15 08:59:40	359028
Modified Location	System 50.245.193.205	akaren Updated location configuration for CAFE	07/09/15 08:37:11	358996

To resume all events viewing, go to the Quick Search window and delete the contents or click on the Clear button and the search field criteria will be deleted returning the Event Monitoring window to all Events displayed in real-time.

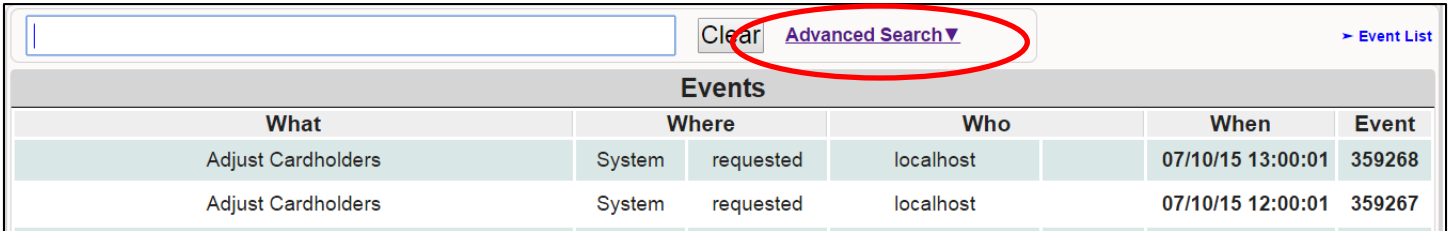
### 17.3 Advanced Event Filtering

In addition to searching all fields against one unique word or number, Sielox Class™ supports the ability to search multiple fields simultaneously. For example, you might want to view only Condition Change Orange from a particular building, wing, or floor. Or you might want to view all Condition Change Red and the associated Chat messages between Initiators and Responders.

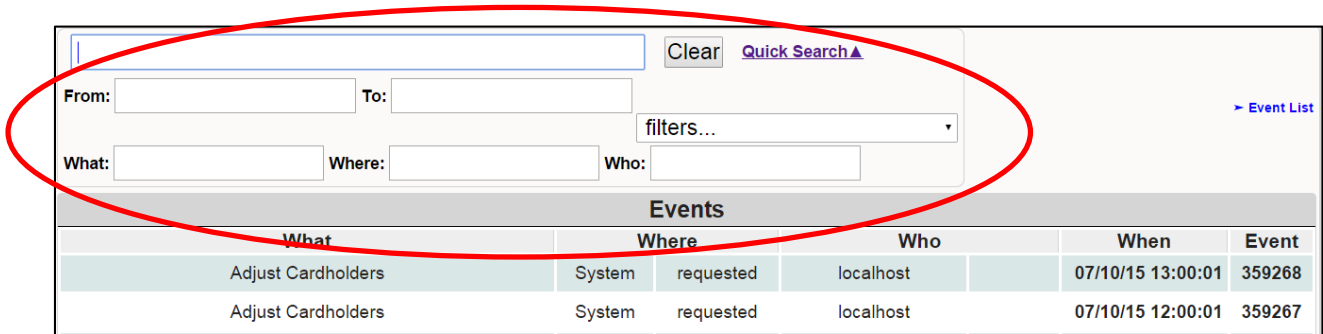
The Advanced Search window filters the specific criteria and searches against all Fields – What, Where, Who, When, and Event ID and will display events in sequential Event ID order based on

matches to the specific criteria. The Event Filtering viewer will continually update with the most recent events.

To access the advanced search fields, click on Advanced Search as shown below.



This opens search windows for the quick search at the top as well as unique search fields for each column in the Events Viewer Screen.



While the quick search can only search only one criteria typed into one field, Advanced Search can utilize the “and” function and search on multiple fields simultaneously. The fields available for the advanced search include the following:

- What – Change of state or action that was taken
- Where – Location (room, device name, computer, etc.)
- Who – Initiator, Responder, Administrator
- When – From and To (date only, time only or both)
- Filters – Customized templates (created under the Rules section)

For example, an advanced search could include the following criteria and is displayed below

- What – Condition change Yellow (Missing)
- Where – GYM

Clear [Quick Search ▲](#)

From: 
To:

[> Event List](#)

What: [Condition changed Yel](#) Where: [gym](#) Who:

Events							
What	Where		Who		When	Event	
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:57:01	357390	
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:55:46	357383	
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:18:21	357368	
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/04/15 15:01:04	357298	
Condition changed Yellow	System	BCS-GYM	70.197.235.26	i2	05/20/15 13:40:11	356092	
Condition changed Yellow	System	BCS-GYM	70.197.235.26	i2	05/20/15 13:39:51	356089	
Condition changed Yellow	System	BCS-GYM	50.245.193.205	i2	03/25/15 08:34:56	353902	
Condition changed Yellow	System	BCS-GYM	166.171.187.142	i2	03/06/15 12:28:33	353150	
Condition changed Yellow	System	BCS-GYM	66.31.152.230	i2	03/05/15 16:10:44	353106	
Condition changed Yellow	System	BCS-GYM	70.192.7.121	i1	03/05/15 16:01:10	353093	
Condition changed Yellow	System	BCS-GYM	70.192.7.121	i1	03/05/15 16:01:05	353091	
Condition changed Yellow	System	BCS-GYM	66.31.152.230	i2	03/05/15 15:52:23	353088	

If today's date is added as an addition criteria search field, the screen will be instantly updated as displayed below

What – Condition Change Yellow (Missing)

Where – GYM

When – 06/05/15

Clear [Quick Search ▲](#)

From: [06/05/15](#) To:

[> Event List](#)

What: [Condition changed Yel](#) Where: [gym](#) Who:

Events							
What	Where		Who		When	Event	
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:57:01	357390	
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:55:46	357383	
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:18:21	357368	

To Resume all events viewing, delete the contents in the fields or click on the Clear button and the search field criteria will be deleted returning the Event Monitoring window to all Events displayed in real-time.

### 17.3.1 Searching by Date and Time

The **“From”** field represents the starting date and/or time of the events you are filtering.

The **“To”** field represents the ending date and/or time of the events you are filtering.

When searching by date, the recommended format is MM/DD/YYYY, however, year is optional. If the search is for today only, the month (MM) would be entered and the day (DD) would be entered – the year (YYYY) can be entered 2014 or (YY) can be entered just 14 and the 20 is assumed.

If the year is not entered, the system assumes the current year and searches for all events that match the criteria as displayed below.

Clear [Quick Search▲](#)

From: 06/05

To:

filters... ▼

[▶ Event List](#)

What: Condition changed Yel

Where: gym

Who:

Events						
What	Where		Who		When	Event
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:57:01	357390
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:55:46	357383
Condition changed Yellow: Yellow Condition	System	BCS-GYM	50.245.193.205	i1	06/05/15 09:18:21	357368

When searching by time, the recommended format is HH:MM:SS utilizing military time which ranges from 00:00:00 which will start the day to 23:59:59 which will end the day. However, AM and PM can be used in place of military time. For example 1 O'clock can be 1PM, 1 PM, 1pm, 1 pm, 13:00, or 13:00:00.



## 17.3.2 Date and Time

When using the search fields to filter “From” and/or “To”, the search criteria can start with the time and if there is no date entered, the system will assume the current date. Below is a chart with the numerous formats available to search date and time.

<b>From:</b>	<b>To:</b>	<b>Description/Result</b>
14:00	16:00	Assumes today and displays up to 50 events between 14:00:00 and 15:59:59
2 PM	15:30	Assumes today and displays up to 50 events between 14:00:00 and 15:29:59
14:00 10/20/2015	15:30 10/20/2015	Same result as above if the date is 10/20/2015
14:00 10/20/15	15:30 10/20/15	Same result as above if the date is 10/20/2015
10/20/2015 14:00	10/20/2015 15:30	Same result as above if the date is 10/20/2015
10/20/15 14:00	10/20/15 15:30	Same result as above if the date is 10/20/2015
14:00		This range (nothing entered in “To” field) will display up to the most recent 50 events for the current day starting at 14:00:00 and ending at 23:59:59.
2 PM		This range (nothing entered in “To” field) will display up to the most recent 50 events for the current day starting at 14:00:00 and ending at 23:59:59.
10/20/2015		This range (nothing entered in “To” field) will display up to the most recent 50 events for the current day starting at 00:00:00 and ending at 23:59:59.
	10/20/2015	This range (nothing entered in “From” field) displays up to the most recent 50 events from the current day starting at 00:00:00 and ending at 23:59:59.
	6:12	This range (nothing entered in “From” field) displays up to the most recent 50 events from the current day starting at 00:00:00 and ending at 06:11:59
	6 PM	This range (nothing entered in “From” field) displays up to the most recent 50 events from the current day starting at 00:00:00 and ending at 05:59:59

To display more than 50 events of the searched criteria, click on the Quick Reports icon as shown below.



The dashboard features a top navigation bar with icons for Dashboard, Chat, Events, When, Where, Who, Reports, Floor Plans, Toolkit, Locations, Rules, Network, Archives, Setup, and Print. Below this is a search bar with 'Download', 'Clear', and 'Advanced Search' buttons. The main content area displays an 'Events' table with columns: What, Where, Who, When, and Event. The left sidebar contains icons for All Clear, Lockdown, Shelter, Evacuate, Soft Lock, Pause, and Quick Event Report (circled in red).

What	Where	Who	When	Event
Login	System ubuntu	50.245.193.205 adan	07/10/15 13:14:53	359272
Logout	System ubuntu	50.245.193.205 r3	07/10/15 13:14:45	359271
Cleared All Pop-ups	System all	50.245.193.205 r3	07/10/15 13:14:27	359270
Login	System ubuntu	50.245.193.205 r3	07/10/15 13:14:21	359269
Adjust Cardholders	System requested	localhost	07/10/15 13:00:01	359268
Adjust Cardholders	System requested	localhost	07/10/15 12:00:01	359267
Login	System ubuntu	50.245.193.205 akaren	07/10/15 11:15:59	359266
Login	System ubuntu	50.245.193.205 akaren	07/10/15 11:12:23	359265
Adjust Cardholders	System requested	localhost	07/10/15 11:00:01	359264
Login	System ubuntu	50.245.193.205 r1	07/10/15 10:17:52	359263
Logout	System ubuntu	50.245.193.205 akaren	07/10/15 10:17:50	359262

This opens a new browser window called Event Report as shown below. Enter the search criteria into the Quick Search field such as Condition Changed Blue and this will display the most recent 300 events that match this criteria as displayed below.

The browser window shows a search bar with 'Clear' and 'Advanced Search' buttons. The table below contains the following data:

What	Where	Who	When	Event
Login	System ubuntu	50.245.193.205 adan	07/10/15 13:14:53	359272
Logout	System ubuntu	50.245.193.205 r3	07/10/15 13:14:45	359271
Cleared All Pop-ups	System all	50.245.193.205 r3	07/10/15 13:14:27	359270
Login	System ubuntu	50.245.193.205 r3	07/10/15 13:14:21	359269
Adjust Cardholders	System requested	localhost	07/10/15 13:00:01	359268
Adjust Cardholders	System requested	localhost	07/10/15 12:00:01	359267
Login	System ubuntu	50.245.193.205 akaren	07/10/15 11:15:59	359266
Login	System ubuntu	50.245.193.205 akaren	07/10/15 11:12:23	359265
Adjust Cardholders	System requested	localhost	07/10/15 11:00:01	359264
Login	System ubuntu	50.245.193.205 r1	07/10/15 10:17:52	359263
Logout	System ubuntu	50.245.193.205 akaren	07/10/15 10:17:50	359262
Login	System ubuntu	50.245.193.205 akaren	07/10/15 10:16:02	359261
Logout	System ubuntu	50.245.193.205 r1	07/10/15 10:15:59	359260
Sent Chat Broadcast *:The threat is cleared	System *	50.245.193.205 r1	07/10/15 10:07:01	359259
Sent Chat Broadcast *:Everyone stay inside	System *	50.245.193.205 r1	07/10/15 10:06:58	359258
Adjust Cardholders	System requested	localhost	07/10/15 10:00:01	359257

If additional fields are necessary to narrow your search, click on the Advanced Search as shown below.

What	Where	Who	When	Event
Login	System ubuntu	50.245.193.205	adan 07/10/15 13:14:53	359272
Logout	System ubuntu	50.245.193.205	r3 07/10/15 13:14:45	359271
Cleared All Pop-ups	System all	50.245.193.205	r3 07/10/15 13:14:27	359270
Login	System ubuntu	50.245.193.205	r3 07/10/15 13:14:21	359269
Adjust Cardholders	System requested	localhost	07/10/15 13:00:01	359268
Adjust Cardholders	System requested	localhost	07/10/15 12:00:01	359267
Login	System ubuntu	50.245.193.205	akaren 07/10/15 11:15:59	359266
Login	System ubuntu	50.245.193.205	akaren 07/10/15 11:12:23	359265
Adjust Cardholders	System requested	localhost	07/10/15 11:00:01	359264
Login	System ubuntu	50.245.193.205	r1 07/10/15 10:17:52	359263
Logout	System ubuntu	50.245.193.205	akaren 07/10/15 10:17:50	359262
Login	System ubuntu	50.245.193.205	akaren 07/10/15 10:16:02	359261
Logout	System ubuntu	50.245.193.205	r1 07/10/15 10:15:59	359260
Sent Chat Broadcast *:The threat is cleared	System *	50.245.193.205	r1 07/10/15 10:07:01	359259
Sent Chat Broadcast *:Everyone stay inside	System *	50.245.193.205	r1 07/10/15 10:06:58	359258
Adjust Cardholders	System requested	localhost	07/10/15 10:00:01	359257

This opens the Advanced Search fields which utilizes the “and” function and searches on multiple fields simultaneously. The fields available for the advanced search include the following:

- What – Change of state or action that was taken
- Where – Location (room, device name, computer, etc.)
- Who – Initiator, Responder, Administrator
- When – From and To (date only, time only or both)
- Filters – Customized templates (created under the Rules section)

From:  To:  filters...

What:  Where:  Who:

What	Where	Who	When	Event
Login	System ubuntu	50.245.193.205	adan 07/10/15 13:14:53	359272
Logout	System ubuntu	50.245.193.205	r3 07/10/15 13:14:45	359271
Cleared All Pop-ups	System all	50.245.193.205	r3 07/10/15 13:14:27	359270
Login	System ubuntu	50.245.193.205	r3 07/10/15 13:14:21	359269
Adjust Cardholders	System requested	localhost	07/10/15 13:00:01	359268

Enter the search criteria into the Advanced Search fields such as Condition Changed Blue, Gym, and Initiator Kevin. This will display the most recent 300 events that match this criteria as displayed below.

Search interface with fields for From, To, What, Where, Who, and filters. Includes a 'Clear' button and a 'Quick Search' link. On the right, there are 'Pause' and 'Print' icons, with the 'Print' icon circled in red. A 'Quick Event Report' link is also visible.

What	Where	Who	When	Event
Login	System	ubuntu 50.245.193.205	adan	07/10/15 13:14:53 359272
Logout	System	ubuntu 50.245.193.205	r3	07/10/15 13:14:45 359271
Cleared All Pop-ups	System	all 50.245.193.205	r3	07/10/15 13:14:27 359270
Login	System	ubuntu 50.245.193.205	r3	07/10/15 13:14:21 359269
Adjust Cardholders	System	requested localhost		07/10/15 13:00:01 359268

To print this report, click on the Printer Icon. This will print the report with up to 300 events that match the search criteria.

To resume all events viewing, close the Event Report Browser window by clicking on the X as shown below or close tab (Ctrl W).

Browser window showing the 'Event Report' tab selected and circled in red. The page content is identical to the screenshot above, showing the search interface and the event table.

This will bring you back to the Events List monitoring page. Delete the contents in the search fields or click on the Clear button and the search field criteria will be deleted returning the Events Monitoring window to all Events displayed in real-time.

## 18. Upgrade Procedure

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### 18.1 Applying the precursor (Systems upgrading from 1.7.1329 or earlier)

1. Backup the current database:

Archives ➤ Backup ➤ Select Save All

*The default database naming convention is used. If you wish, you could rename the backup filename before saving. The database is stored locally on the AnyWare appliance.*

2. Download the database to the local computer:

Go to Archives ➤ Select Download ➤ Select the file from the dropdown ➤ Download  
➤ Save the file in a preferred location

*Verify that the intended backup file is selected. The backup file is stored on your computer for safekeeping.*

3. Upload the new version of the software (e.g. 1.8.1001Developmental.zip):

Go to Setup ➤ Select Maintenance ➤ Select Upload ➤ Browse ➤ Select Choose File and Select the latest file .zip ➤ Submit

*The new software version will take a number of minutes to upload depending on your internet connectivity speed. Wait for the "Connecting..." message on the browser tab to complete.*

4. Apply the new version of the software (e.g. 1.8.1001Developmental.zip):

Select Apply ➤ Select the previously uploaded software file ➤ Apply

*This operation takes approximately 2-5 minutes.*

*During the upgrade process, the clock will stop ticking and the page may give an "unable to connect" message. Press the refresh button on your browser after a few minutes. A security certificate acceptance may be required..*

5. Restore the Database and restart:

Go to Archives ➤ Select Restore ➤ Select the previously backed up file from the dropdown ➤ Restore

*This should be a very quick operation where the clock in the upper right corner continues to tick.*

Go to Network ➤ Select Sites ➤ Using the Actions Drop-Down List, initiate a Restart

*This operation may take a few minutes depending on the original version.*

*If the clock starts ticking, the system has successfully restarted.*

*If the clock did not start ticking after a few minutes, press the refresh button.*

*A security certificate acceptance may be required*

6. Apply new version of the software (second time):

Go to Setup ➤ Select Maintenance ➤ Select Apply ➤ Select the previously uploaded software file  
➤ Apply

7. Restore the database and restart (second time):

Go to Archives ➤ Select Restore ➤ Select the Previously backed up file from the dropdown ➤ Restore

Go to Network ➤ Select Sites ➤ Using the Actions Drop Down List, initiate a Restart

## 18.2 Uploading and Apply a new version of software (1.8XXX and newer)

1. Backup the current database:

Archives ➤ Backup ➤ Select Save All

*The default database naming convention is used. If you wish, you could rename the backup filename before saving. The database is stored locally on the AnyWare appliance.*

2. Download the database to the local computer:

Archives ➤ Download ➤ Select the file from the dropdown ➤ Download

➤ Select “Save File” when prompted by your browser.

*Verify that the intended backup file is selected. The backup file is stored on your computer for safekeeping.*

3. Upload and apply the new version of the software (e.g. 1.8.0522.zip):

Setup ➤ Maintenance ➤ Upload ➤ Browse ➤ Select “latest software zip” ➤ Submit

*The new software version will take a number of minutes to upload depending on your internet connectivity speed. Wait for the “Connecting...” message on the browser tab to complete.*

Apply ➤ Select “latest software zip” ➤ Apply

*This operation takes a long time (approximately 2-5 minutes).*

*During the upgrade process, the clock will stop ticking and the page may give an “unable to connect” message.*

*Press the refresh button on your browser after a few minutes. A security certificate acceptance may be required.*

4. Restore the Database and Restart:

Archives ➤ Restore ➤ Select the “backup file” from the dropdown” ➤ Restore

*This should be a very quick operation where the clock in the upper right corner continues to tick.*

Network ➤ Sites ➤ Actions Drop-Down List ➤ Restart

*This operation may take a few minutes depending on the original version.*

*If the clock starts ticking, the system has successfully restarted.*

*If the clock did not start ticking after a few minutes, press the refresh button.*

*A security certificate acceptance may be required.*

## 19. Licensing

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### 19.1 Sielox Software License Terms

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## 20. Legal Notices

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### Manufacturer Warranty

Seller warrants equipment of its own manufacture to be free from defects in materials and workmanship for **one (1)** year from date of shipment under normal usage (roughly 10 hours a day), if such a defect is not caused by normal wear, negligence or abuse by Purchaser. This warranty extends only to the original Purchaser and is limited to repair or replacement (at Seller's option), FOB Seller's factory, or any original part or component manufactured by Seller, which is found by Seller to have been defective at time of shipment, provided written claim has been received from shipment and such original part or component is returned prepaid to Seller. With respect to equipment, materials, parts, and accessories manufactured by others: Seller will undertake to obtain from Purchaser the full benefits of manufacturer's warranties. Seller shall not be held responsible for loss of products, loss of production time or any contingent losses due to such defects, and all claims for such contingent losses are expressly waived by Purchaser **THIS WARRANTY IS IN LIEU OF ANY OTHER WARRANTIES, EXPRESS, IMPLIED, OR STATUTORY.**

### Disclaimer

No responsibility is assumed by the manufacturer for any injury and/or damage to person or property as a result of use or operation in a manner not specified in the manual. All responsibility is waived when the user is negligent to any warnings and cautions specified in the manual and/or labels on the Sielox AnyWare or Class unit.

### Training Advisory

**THIS MANUAL IS INTENDED TO BE USED AS A GUIDE ONLY.**

User must receive proper on-site training and an understanding of the facility's standard operating procedures/guidelines prior to operating Sielox AnyWare or Class. This will ensure the unit is being operated in the correct manner.



## 21. System Specification

Subject to change without notice.

### Manufacturer Information

<p>Sielox LLC 170 East Ninth Avenue Runnemede, NJ 08078 856-939-9300 Info@Sielox.com</p>	 <p><b>Sielox</b><sup>®</sup></p> <p><i>Innovative Security Management Since 1979</i></p>
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### Specifications

	Class™ 50	Class™ 100	Class™ 300
<b>Locations</b>	50	100	300
<b>Total Users</b>	175	450	1050
<b>Initiators</b>	150	300	900
<b>Responders / Administrators</b>	25	150	150
<b>Conditions (Panic Plus)</b>	5	5	5
<b>Retained events</b>	1,000,000	1,000,000	1,000,000
<b>Operating System</b>	Linux	Linux	Linux
<b>Processor</b>	Intel® i3-3220T 2.8G 2C/4T 3M CPU+GPU2500 35W	Intel® i3-3220T 2.8G 2C/4T 3M CPU+GPU2500 35W	Intel® i7-3770T 2.5/3.7G 4C/8T 8M CPU+GPU4000 45W
<b>Network</b>	2X LAN – 10 / 100 / 1000 Private / Public	2X LAN – 10 / 100 / 1000 Private / Public	2X LAN – 10 / 100 / 1000 Private / Public
<b>Storage</b>	64 GB SSD 2.5" SATA	64 GB SSD 2.5" SATA	64 GB SSD 2.5" SATA
<b>Chassis</b>	300B Aluminum Case Mini- desktop Appliance  Optional -1U-1000U Rack mount Appliance	300B Aluminum Case Mini- desktop Appliance  Optional -1U-1000U Rack mount Appliance	1U-1000U Rack mount Appliance
<b>Dimensions</b>	8" x 8" x 2.5"	8" x 8" x 2.5"	13" x 17" x 1.75"
<b>Power Requirements</b>	12 VDC 5A 60W	12 VDC 5A 60W	110 VAC

Please refer to [www.sielox.com](http://www.sielox.com) for the latest product information.

## 22. Revision History

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Revision	Description of Change	Originator	Date
1.7.10	Refreshed the manual – AnyWare only with separate Class and Installation Guides.	DH	1/30/2014
1.8.0505	Updated according to latest information	DH	5/13/2014
1.8.1001	Updated according to latest information	KE	3/27/2015