



Building Administrator User Guide



HAVE YOU SIGNED THE STATEMENT OF RESPONSIBILITY?

If not, your login information may not work. As a Lenel user, you have access to some privileged information. Before accessing the system, please sign the Statement of Responsibility by clicking the link below.

University of Kentucky Police Department (UKPD) provides account holders defined access to University of Kentucky Police Department Security Management System (UKPD SMS) The Chief of Police or his or her designee has final authority on the release of information contained therein.

Statement of Responsibility

UKPD provides access to UKPD SMS and UKPD VMS information to University personnel who need to use it for bona fide purposes, including access control rights, access control records, access control alerts, live video viewing, recorded video review, and video image capture. This information shall be treated as confidential and shall be used only for appropriate University purposes by authorized personnel.

Each person given access to UKPD SMS and/or UKPD VMS is individually bound to adhere to training and policy. Misuse of UKPD SMS or UKPD VMS, including unauthorized release of information, will result in denial of access to UKPD SMS and/or UKPD VMS, and may result in disciplinary or legal action.

By signing this Statement of Responsibility, the undersigned acknowledges and accepts responsibility for assuring the appropriate use and confidentiality of information made available through UKPD SMS and/or UKPD VMS.

To Electronically sign the Statement of Responsibility, please click [here](#).
NOTE: User accounts will remain deactivated until this has been completed.



For assistance with any of these topics contact Campus Access at campusaccess@uky.edu

Alarm Monitoring vs. System Administration

Your installation of OnGuard will allow you to control your building's security with two separate programs. Both icons will be added to your taskbar or desktop during installation. One is used to monitor your space (Alarm Monitoring), while the other is used to make system changes (System Administration). It is important that you are familiar with both applications and the tools that are within them.



Alarm Monitoring

Alarm Monitoring's main function is to assist with monitoring activity, current or previous. This includes badge scans, changes made to doors, and errors that may require technical assistance.



System Administration

System Administration is used to configure system changes. This includes scheduling unlocks for events, running reports, and adjusting access levels.

NOTE: Card access can be added with both programs.

Alarm Monitoring Basics

To **monitor current activity**, click the  to open the **Main Alarm Monitor**.

Here you will be able to see badge scans(granted and denied), reader issues, and other activity in real time.

Alarm Description	Time/Date	Controller	Device	Input/Output	Card
-------------------	-----------	------------	--------	--------------	------

To **monitor or change the lock status** of your doors, open the **System Status Tree** by clicking the  icon. This screen will show you all of the doors managed electronically in your area.

- ▼  Default Zone - <All Segments>
 - >  WGI-WACP01
 - >  WGI-WACP02
 - >  WGI-WACP03
 - >  WGI-WACP04
 - >  WGI-WACPLL
- ▼  WOODLAND GLEN I-ACP01 (Firmware Revision:1.201)
 - >  WGI CR01 ENT TO COR 000C (access mode: card only)
 - >  WGI CR02 LL ENT TO STAIR B (access mode: card only)
 - >  WGI CR03 ELEV A & B LL CALL BUTTON (access mode: card only)
 - >  WGI CR04 ENT TO COR 000 (access mode: card only)
 - >  WGI CR05 000E LL VESTIBULE (access mode: card only)
 - >  WGI CR06 ELEV B LL CALL BUTTON (access mode: card only)
 - >  WGI CR07 100F STREET VESTIBULE (access mode: card only)
 - >  WGI CR08 ENTRANCE TO COR 100C (access mode: card only)
 - >  WGI CR09 ENTRANCE TO STAIRWAY 100B (access mode: card only)
 - >  WGI CR10 ELEV A & B CALL BUTTON (access mode: card only)
 - >  WGI CR11 ENTRANCE TO COR 100A (access mode: card only)
- ▼  WOODLAND GLEN I-ACPLL (Firmware Revision:1.201)
 - >  WGI DUMPSTER (access mode: facility code only)
 - >  WGI NEW DUMPSTER (access mode: facility code only)



As you can see, each door has an *access mode* next to it. These doors are currently set to **card only**, meaning the doors are set to only open with a badge scan.

Right-clicking a door will bring up additional options.

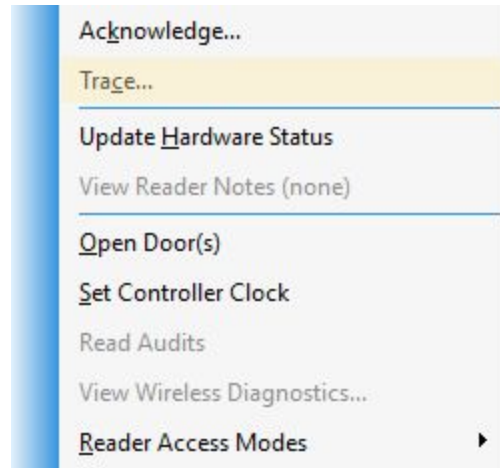
- Acknowledge...
- Trace...
- Update Hardware Status
- View Reader Notes (none)
- Open Door(s)
- Set Controller Clock
- Read Audits
- View Wireless Diagnostics...
- Reader Access Modes

Open Door - This command mimics a valid badge scan and will unlock the dock for the same amount of time, usually 3-5 seconds.

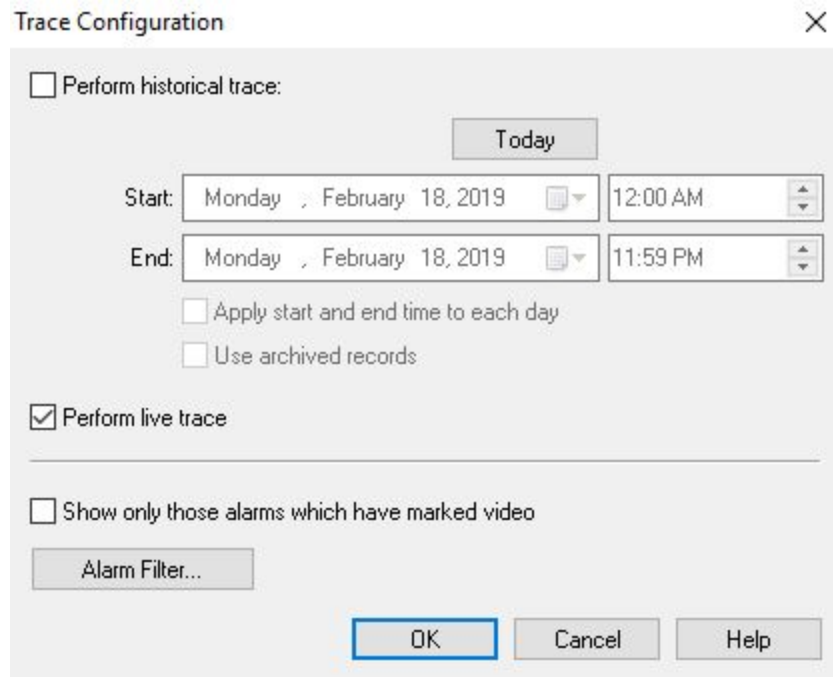
Reader Access Modes- Changes the door's reader mode. The most common are *unlocked & card only*. **Never set to Locked.**

To trace previous activity, open the **System Status Tree** by clicking the  icon. This screen will show you all of the doors managed electronically in your area.

Right-click the door you would like history on, and select **Trace**.

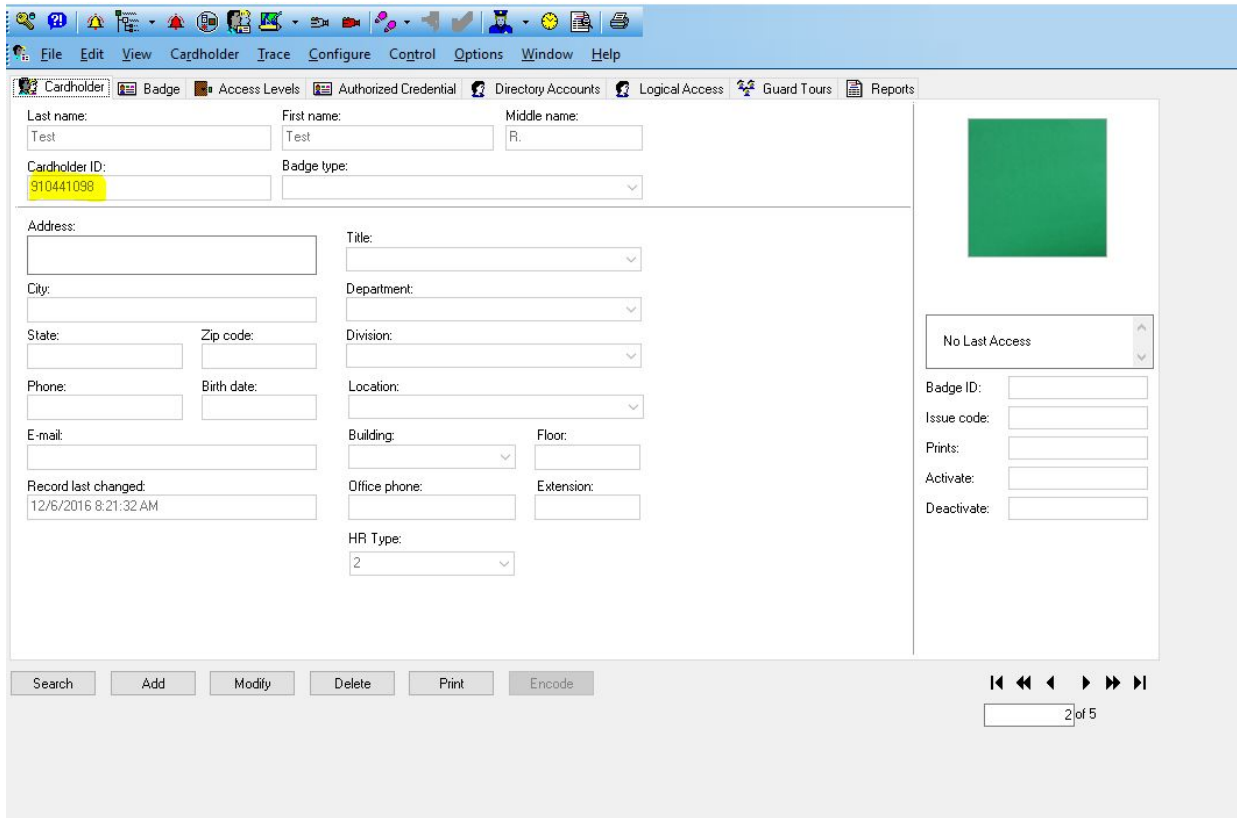


This will bring up a window that allows you to enter the time parameters you are wishing to view activity from. You have the option to select **Perform historical trace**, which shows activity for a time in the past. You can also select **Perform live trace**, which will show current activity. Select **OK** to see all events for the specified times.

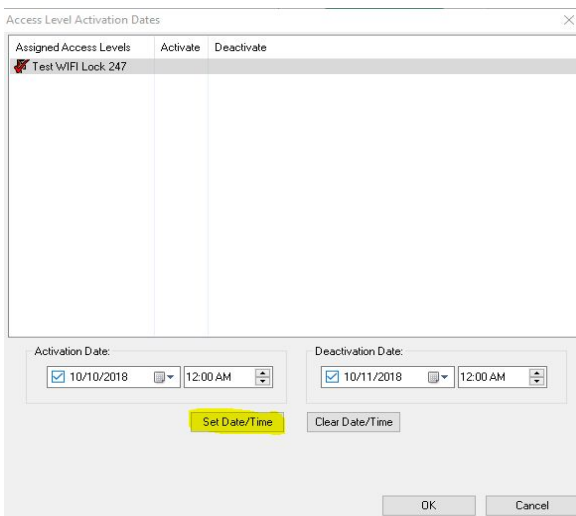
A screenshot of the 'Trace Configuration' dialog box. It has a title bar with 'Trace Configuration' and a close button. The dialog contains several options: 'Perform historical trace' (unchecked), 'Perform live trace' (checked), and 'Show only those alarms which have marked video' (unchecked). There are also time selection fields for 'Start' and 'End' (both set to Monday, February 18, 2019, with times 12:00 AM and 11:59 PM respectively). A 'Today' button is above the 'Start' field. Below the time fields are two checkboxes: 'Apply start and end time to each day' and 'Use archived records'. At the bottom, there is an 'Alarm Filter...' button and three buttons: 'OK', 'Cancel', and 'Help'.

Add or Remove Access (System Administration/Alarm Monitoring)

1. Begin by clicking on the **Cardholders**  icon on the toolbar at the top of the window.
2. Select **Search** and locate the cardholder profile by searching by name, cardholder ID, or badge ID (located on the back of wildcard) **We recommend searching by Cardholder ID/Employee ID. Ex: 900000000**



3. To make changes to access, select the **Access Levels**  tab in the Cardholder profile. This will show you all the current access that the student has for your area.



To Add Access: Select Modify. Place a check  beside the access level you would like to assign. Select **OK**.

To Remove Access: Select Modify. Remove the check  beside the access level you would like to remove. Select **OK**.

Activate Dates...  If you would like to set a **future activation or deactivation date**, you may do so by selecting **Modify**, placing a  beside the appropriate access level, and then selecting the option.

Make sure the correct access level is selected. Set the activation/deactivation date and time. Click **Set Date/Time**. You will see the time & date apply. Select **OK**.

Modify a Timezone

This can only be adjusted in System Administration.

In the top menu, select **Access Control**. Then, select Timezones.

Select the **Timezones/Reader Modes** Tab, and locate the door you want to make changes to. Take note of the timezone attached to the reader.

Reader Assignments	Timezone
WT YOUNG CR01 (1-9-1) NE Dock entry	WT YOUNG - Dock
WT YOUNG CR03 (1-29-1) NE Entry STARBUCKS	Starbucks-WTY M-Th 7a-11p Fri 7a-8p
WT YOUNG CR03 (1-29-1) NE Entry STARBUCKS	Starbucks-WTY SAT SUN 9a-8p
WT YOUNG CR04 (1-29-2) NE Arcade entry STARBUCKS	Starbucks-WTY M-Th 7a-11p Fri 7a-8p
WT YOUNG CR04 (1-29-2) NE Arcade entry STARBUCKS	Starbucks-WTY SAT SUN 9a-8p
WT YOUNG CR05 (1-34-1) SE Entry STARBUCKS	Starbucks-WTY M-Th 7a-11p Fri 7a-8p
WT YOUNG CR05 (1-34-1) SE Entry STARBUCKS	Starbucks-WTY SAT SUN 9a-8p
WT YOUNG CR06 (1-34-2) SE Arcade Entry STARBUCKS	Starbucks-WTY M-Th 7a-11p Fri 7a-8p
WT YOUNG CR06 (1-34-2) SE Arcade Entry STARBUCKS	Starbucks-WTY SAT SUN 9a-8p
WT YOUNG CR07 (1-64-1) SW MAIN Ent.1a	WT YOUNG - Regular Semester Hours
WT YOUNG CR08 (1-64-2) SW MAIN Ent.2 ADA - IN	WT YOUNG - Regular Semester Hours
WT YOUNG CR08 (1-64-2) SW MAIN Ent.2 ADA - OUT	WT YOUNG - Regular Semester Hours
WT YOUNG CR09 (1-83-2) W ENTRY 2 ADA OUT	WT YOUNG - Rose St Regular Semester Hours
WT YOUNG CR10 (1-83-2) W ENTRY 2 ADA IN	WT YOUNG - Rose St Regular Semester Hours
WT YOUNG CR11 (1-83-1) WEST ENT 1	WT YOUNG - Rose St Regular Semester Hours

Select the **Timezones** tab. Locate the timezone that you would like to adjust. **(Note: All readers on the timezone will be affected by your change.)**

Timezone	
PPD ACS 855	
Starbucks-WTY M-Th 7a-11p Fri 7a-8p	
Starbucks-WTY SAT SUN 9a-8p	
WT YOUNG - Dock	
WT YOUNG - Regular Semester Hours	
WT YOUNG - Rose St Regular Semester Hours	

Name: Starbucks-WTY M-Th 7a-11p Fri 7a-8p

Intervals	Start	End	Sun	Mon	Tue	Wed	Thu	Fri	Sat	H1	H2	H3	H4	H5	H6	H7	H8
1.	07:00	23:00	☐	☒	☒	☒	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2.	07:00	20:00	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐	☐
3.	07:00	14:00	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4.	09:00	23:00	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
5.			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
6.			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Only the checked options are currently in effect. Select **Modify**. Make the changes to the time parameters in *military time*, as necessary. Select **OK**.



For assistance with any of these topics contact Campus Access at campusaccess@uky.edu

Reports

There may be times when detailed reports of activity would be useful to your department. Lenel Onguard offers various reports with detailed information for audits, statistics, or troubleshoot purposes.

ATTENTION!

NOTE: Running reports are only authorized for internal use. If a crime has been committed, please file a police report. While the information may be accessible, you are not authorized to run or request reports without the involvement of the University of Kentucky Police Department in these circumstances. All user activity is recorded to discourage abuse of the system.

Reports are accessed by opening **System Administration**. Click **Administration** on the menu bar, then **Reports**. Reports are separated by type (ie. Reader Reports, Area Reports, Event Reports, etc). Once the desired reports located, input all of the search information, and select Preview. Report is populated and available to export or print for internal use.

The screenshot displays the 'Report Configuration' tab within the Lenel OnGuard software. The interface includes a top navigation bar with tabs for 'Report Configuration', 'Reader Reports', 'Alarm Panel Reports', 'Area Reports', 'Date/Time Reports', 'Event Reports', 'Alarm Acknowledgment Reports', 'NGP Reports', and 'Receiver Account Zone Reports'. The 'Report Configuration' tab is active, showing a list of reports on the left and a 'Reader Filter' section on the right. The report list includes 'Access Level Definition Modification Report' (selected), 'Access Denials and Grants, by Reader', 'Access Denials, Grants and Other Badge Events', 'Access Denied Events', and 'Access Denied Events, by Reader'. The 'Reader Filter' section shows a list of readers, including 'ALPHA CHI OMEGA 01 FRONT DOOR', 'ALPHA CHI OMEGA 01 House Director Entrance', 'ALPHA CHI OMEGA 01 REAR ENTRY', 'ANDERSON 00 50W', 'ANDERSON 00 59A', 'ANDERSON 01 160FPAT - A', 'ANDERSON 01 160FPAT - B', 'ARTS & VISUAL STUDIES 00 Elevator A', 'ARTS & VISUAL STUDIES 00 ST00A-a Basement Stai', 'ARTS & VISUAL STUDIES 00 ST00B-a Basement Stai', 'ARTS & VISUAL STUDIES 01 0101a Bolivar Street Ent', 'ARTS & VISUAL STUDIES 01 0114a Barnhart Gallery', and 'ARTS & VISUAL STUDIES 01 0120h Media Center'. Below the report list, there are filters for 'Date/Time Filter' (Start: Monday, February 18, 2019, 12:00:00 AM; End: Monday, February 18, 2019, 11:59:59 PM) and 'Cardholder Filter' (Last Name, First Name, Badge ID).

If a specific report cannot be located in the software, please email us at campusaccess@uky.edu to request assistance.



For assistance with any of these topics contact Campus Access at campusaccess@uky.edu

Frequently Ask Questions/Concerns

Who gets Lenel Access to my building?

We give the Onguard Lenel program to anyone who is designated to assign or remove access from your area.

How do others request Lenel on their computers?

Simply send a request to our email address (campusaccess@uky.edu) and we can schedule a time to install it on your computer. Must be Windows OS. Additional users can be added with administrative approval.

I don't understand something. Can you do it for me?

Absolutely. While we give Lenel Access to you, we are here to assist with anything you are unable to. Feel free to reach out anytime!

Is there a way to change access to large lists of cardholders at once?

Unfortunately, we are the only ones with access to bulk add or remove access. If you would like this to be done for you, place all the information in an excel spreadsheet. The data should include the Employee/Student ID number, First Name, Last Name, and name of access level. Bulk changes could take several hours to complete, so any immediate access changes should be done manually.



For assistance with any of these topics contact Campus Access at campusaccess@uky.edu