AMAG Access Control System Setup

1. Open Settings

	Find Visitor	
	Reports	
Settings		
obby track		

2. Select your Visitor Group and select Edit

Settings								×
	Visitor Gro							
 Data Sharing 		roup represent se, program ar			and inc	ludes a	badge des	ign,
		oo, programa	in the pointing of					
 Visitor Groups 	Deliveries Demo Grou							
Manage	HostGroups							
	Vehicle Gro							
 Locations 	Visitors - Ba	sic						
🕑 E-mail								
Users								
 This Workstation 	<u>N</u> ew	<u>E</u> dit	<u>D</u> elete	Duplicate	Imp	ort	Export	
✓ Reports	Groups avails	able on this wor	kstation					
	All Groups		notation -					
						Close	e	Help

3. Select Tasks

Visitor Group Properties: Demo Group				
General	Group Identification Enter a name and select a picture that will identify this visitor group.			
Group Identification	Group Name: Demo Group			
 Database 	Picture: Select			
✓ Visitor Badge	Clear Generate			
⊙ Tasks	Generate			
	Ok Cancel Help			

4. Select the Sign In task

Visitor Group Properties: Demo Gr	oup X
 ⊘ General 	Sign In Configure the steps available in the Sign In task.
 Database 	General Initialize new records with default values
✓ Visitor Badge	Allow group sign in Check for duplicate records
Tasks	 ✓ Lookup host ✓ Check visitor against watch list
Pre-Registration	
Add Record	Information Capture
Sign In	Scan drivers license, passport, or business card Capture photo
Sign Out	Capture fingerprint
Re-Entry Check In	✓ Capture signature
Re-Entry Check Out	
	Security and Safety
	Allow or deny sign in when rules are met
	Show on-screen messages
	Show visit agreement
	Activate badge in access control system Johnson Controls
	After Sign In
	Update record
	Send e-mail notification
	✓ Print badge
	Options for repeat visitors
	Task settings for this workstation
	Ok Cancel Help

5. Select 'Activate badge in access control system' and select AMAG from the drop-down list

Re-Entry Check Out	Security and Safety Allow or deny sign in when rules are met Show on-screen messages Show visit agreement	
	Activate badge in access control system	AMAG
	After Sign In □ Update record ✓ Send e-mail notification ✓ Print badge Options for repeat visitors Task settings for this workstation	
		Ok Cancel Help

6. Select the blue link to edit access control settings

Re-Entry Check Out	Security and Safety Allow or deny sign in when rules are met Show on-screen messages Show visit agreement Activate badge in access control system Activate badge in access control system After Sign In Update record Send e-mail notification Print badge Options for repeat visitors Task settings for this workstation	AMAG
		Ok Cancel Help

7. Configure the software by referencing the settings retrieved from your AMAG system

	Access Manager
	Lobby Track <> AMAG
Login	Settings Advanced Options
Logi	n to the AMAG server to configure the data settings.
	Server running AMAG SMS:
	Save

8. Open the Settings Tab

Access Manager				
		Lobby Track <> AMAG		
Login	Settings Advanced Option	S		
Select the AMAG Badge Type and Access Code then map the AMAG fields to Lobby Track record fields. When a record is saved in Lobby Track, the mapped values will be sent to the AMAG server.				
	AMAG Badge Type:	~		
	AMAG Access Code:	~		
	AMAG Fields	Lobby Track Visitors Fields		
	Card Number:	~		

9. Map the database fields between the Jolly Technologies software and the AMAG access control system

		Access Manager			
		Lobby Track <> AMAG			
Login	Settings Advanced Optio	ns			
		Access Code then map the AMAG fields to Lobby Track record obby Track, the mapped values will be sent to the AMAG server.			
	AMAG Badge Type:	~			
	AMAG Access Code: AMAG Fields	Lobby Track Visitors Fields			
	Card Number:	v			
	Employee Reference*:	Ý			
	First Name:	~			
	Middle Name:	~			
	Last Name:	~			
	Start Date:	¥			
	End Date:	~			
	PIN:	~			
	* Employee Reference, available only when the Cardholder Badge Type is selected, can be used to store the Lobby Track ID number.				
	Save Cancel				

10. Edit advanced options if needed

Access Manager	×
	Lobby Track <> AMAG
Login Settings Advanced Options	
Configure the additional options.	
Update user in the Amag system when record is edited	
Remove user from Amag system when card is deactivated	
	Save Cancel

11. Click the Save button

Save Cancel

12. Click the OK button and return to the main screen of Lobby Track

Activate badge in access control system	AMAG
After Sign In	
Update record Send e-mail notification	
V Print badge	
Options for repeat visitors	
Task settings for this workstation	
	Ok Cancel Help