

# ***XPRESSENTRY***

**XPressEntry / AMAG**

**Revision 11/18/2025**

For use with the  
XPressEntry Mobile Access Control System

By



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## Purpose

The purpose of this page is to instruct the user on how to synchronize an XPressEntry System with the AMAG Symmetry software.

## Requirements

It is assumed that a version of Symmetry is installed on a server prior to integration with XPressEntry.

1. Symmetry 8.1 or older
  - a. Advanced Reporting 8.1 (or 8.1.3) ISO is required for Integration. Please contact your AMAG dealer to receive the Advanced Reporting installer.
2. Symmetry HSE 8.1
  - a. Requires **patch number 180601** from AMAG. Without this patch, transactions submitted to Symmetry from XPressEntry will not be able to identify the user.
3. Symmetry 9.X
  - a. Contains Advanced Reporting database views built in. No additional Advanced Reporting installer is needed.
4. All versions
  - a. Data Connect License from AMAG
  - b. Must configure Data Connect for database integration, not for text file integration
    - i. Set DataExportEnabled=1 within the multimax.ini
    - ii. Set DataImportEnabled=1 within the multimax.ini

## Minimum Database Permissions Required

At a minimum, the service account running the XPressEntry service needs the following permissions to the AMAG database.

1. multiMAX- db\_datareader
2. multiMAXImport- db\_datareader and db\_datawriter
3. multiMAXExport- db\_datareader
4. For Symmetry 9.0+
  - a. multiMAXTxn- db\_datareader

## Setting Up Symmetry to Synchronize with XPressEntry

### Data Connect

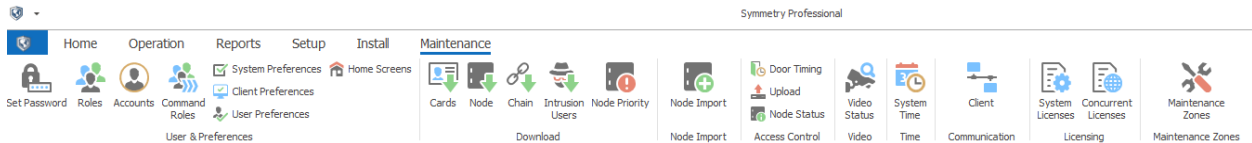
XPressEntry communicates with Symmetry in three ways:

1. Pulling data from Database Views
2. Pulling data updates from the Data Connect export table
3. Data Connect Insert

If you do not have a Data Connect License, please contact your Symmetry Dealer.

### Applying the License Key

1. To add the license key to your Symmetry system, go to the Maintenance tab and select **System Licenses**.
2. Select **Add** and enter your license key information.
3. Once the license has been applied, **restart Symmetry** to configure the new options.



### Configuring Data Connect

1. Navigate to the Data Import form via **Operation > Data > Data Import**.
2. Set the Import **Database Scan Period** to as often as you would like Symmetry to scan for newly imported transaction records. Select **OK**.

### Setup Symmetry Data and Settings

#### Handhelds

For **every physical** XPressEntry handheld reader, you should have **two logical** readers in the Symmetry System. They should be distinguished with the words **Entry/Exit** or **IN/OUT** at the end of them. These readers are only theoretical and represent the location in which an XPressEntry Mobile Reader will be used.

#### XPressEntry LAN Chain

To begin, you should add the readers to the Symmetry system. To add the readers to the Symmetry system, you:

1. Need to be logged in with **Installer Permissions**
2. Must first create or specify a **LAN Chain**.
  - a. It does not matter what the LAN Chain is named, but it is helpful for the name to be related to XPressEntry for organization purposes. To do this, you must first select a **LAN Chain port**.
  - b. Select **Client Ports** under the Install tab. Select **New**.
  - c. Select from the list of available ports and fill the other two fields out as shown below.

Install - System - Client Ports

Client Name:

Client Type:

---

Port	Allocation	Baud Rate
<input type="text" value="COM255"/>	<input type="text" value="LANnode Chain"/>	<input type="text" value="19200"/>

Buttons:

- i. **Port** – Select a port that is not and will not be in use.
  - ii. **Allocation** – Select LANnode Chain.
- d. Select OK.
3. After specifying the type of port, select **Chains > LAN** under the install tab and click **New**. The IP Address can be outside of the active domain. Make sure that enabled is **not checked**.

Install - Access Control - Chains - LAN

LAN Chain Name:

---

LAN Configuration

LAN Client Name:

LAN Port Name:

LAN Interface:  Enabled ☒

Network Address:

Current Password:

New Password:

Time Difference (hrs) :

---

Options:

Continuous ☒ Periodic ☐ Fallback ☐ Secondary ☐

Anti-Passback Mode:

None ☒ Zonal (Global Client) ☐ Zonal (Global System) ☐

Buttons:

- a. **LAN Chain Name (1)**– The name that will carry the Nodes which carry your handheld readers.
- b. **Enabled (2)** – Does not need to be enabled because the chain name is logical only.
- c. **IP Address (3)** – Fill in a fake IP address. Because the reader is theoretical, it does not actually use an IP address.
- d. When finished, press **OK**.

## XPressEntry Nodes

Once you have created a LAN Chain, you will need to create one or more nodes in order to add XPressEntry Handhelds.

1. Under the **Install** tab, select **Node**.
2. Choose **multiNODE 2150 Series 8DBC** and ensure that **Enabled** is checked. This will allow you to add 8 handhelds to this node. Select **OK**.

Install - Access Control - Node

Node Description: XPE NODE Account Number: 0

Location: Area Number: 0

Category: Zone Number: 0

Setup Reporting LAN Door & I/O Controllers

Chain Name: XPE Chain

Node Type: multiNODE 2150 Series 8DBC

Node Address: 01 (001) Cards: 100,000

Wiegand Format: G4Tec 37-bit HID Prox Card Format

Options

- ☐ Advanced Toggle Mode Available
- ☐ Allow local arming when node is offline
- ☐ Allow local change to scheduled arming time
- ☐ Allow Local Zone Bypass using Reader
- ☐ Check node is online before arming
- ☐ Enable Learn Mode During Card Download
- ☐ Node Supports Card Usage Remaining
- ☐ Node Supports Disabling of Door Alarms
- ☐ Node Supports Extended Card Watch
- ☐ Node Supports Extended Trigger Commands

Anti-Passback Mode

- ☒ Disabled
- ☐ Zonal (Local)
- ☐ Zonal (Chain)
- ☐ Timed

Wait Times (Seconds)

Learn Mode: 0 Card Usage: 5 Entry/Exit Delay: 30

PC Door Control: 30 Disable Reader Time: 0

☒ Enable Node ☒ Report to DMP receiver ☐ Node in Maintenance Mode

Company: My Company EOL Resistor: 4.7

Lock Out

Copy Delete Notes Help OK Cancel

- a. **Chain Name** – Select the Chain that you created during the second step.
- b. **Node Type** – Determines the number of handhelds that can be stored in this node. Use one of the multiNODE 2150 Series node types.



- i. **multiNODE 2150 Series 8DBC** – Carries 8 Readers
- ii. **multiNODE 2150 Series 4DBC** – Carries 4 Readers
- iii. **multiNODE 2150 Series 2DBC** – Carries 2 Readers

### Adding XPressEntry Handhelds

After creating the LAN chains and nodes, we can add the handheld readers to the system.

1. Under the **Install** tab, select **Reader**.
2. For **each** physical XPressEntry handheld that you have, create **two** logical handhelds in the Symmetry system: one for **entry** and one for **exit**.
3. Under the **Setup** tab, select the **company** the reader belongs to.
4. In the **Connected To** grouping, select the node you created above as well as the type of controller you had selected for the node. Each reader created in the **same** node will have a **different** port number. Select OK when finished.
  - a. **Reader Description** – This is the name of the logical reader. Its name should contain the location of the reader and the directionality (Entry or Exit).
  - b. **Node Description** – This is the node you created.
  - c. **Reader Port Number** – There are eight of them if the node type is multiNODE 2150 Series 8DBC.

Install - Access Control - Reader

Reader Description:

Location:

Category:

Setup | Modes | Doors | Options | Reporting

Owned by Company:

Account Number:  Area Number:  Zone Number:

Connected to

Node Description:

Controller Description:

Reader Type:

Reader Port Number:  Reader Comms:

Facility/Customer Code:  ☐ Display Additional Reader Types ☐ Supports 4 Line Display

Reader State

☐ Disabled ☒ Card Only ☐ Customer Code Only - No Store

☐ Card + PIN ☐ Customer Code Only - Store

Anti Passback Options

☒ None ☐ Soft ☐ Hard

Zonal Data: Moves From:  And into Zone:

Timed Data: Passback Timeout (Min):

Intrusion

☐ Arming/Disarming Reader ☐ Final Exit (Cancel Remaining Exit Time) ☐ Restrict Keypad to assigned Area

☐ Entry/Exit Route

Copy Delete Notes Help Permissions OK Cancel

In most situations, you should add two readers (an exit and an entry) for each door. Usually, there should be at least one XPressEntry handheld for each door you are tracking. We will go into the way this works when we review XPressEntry.

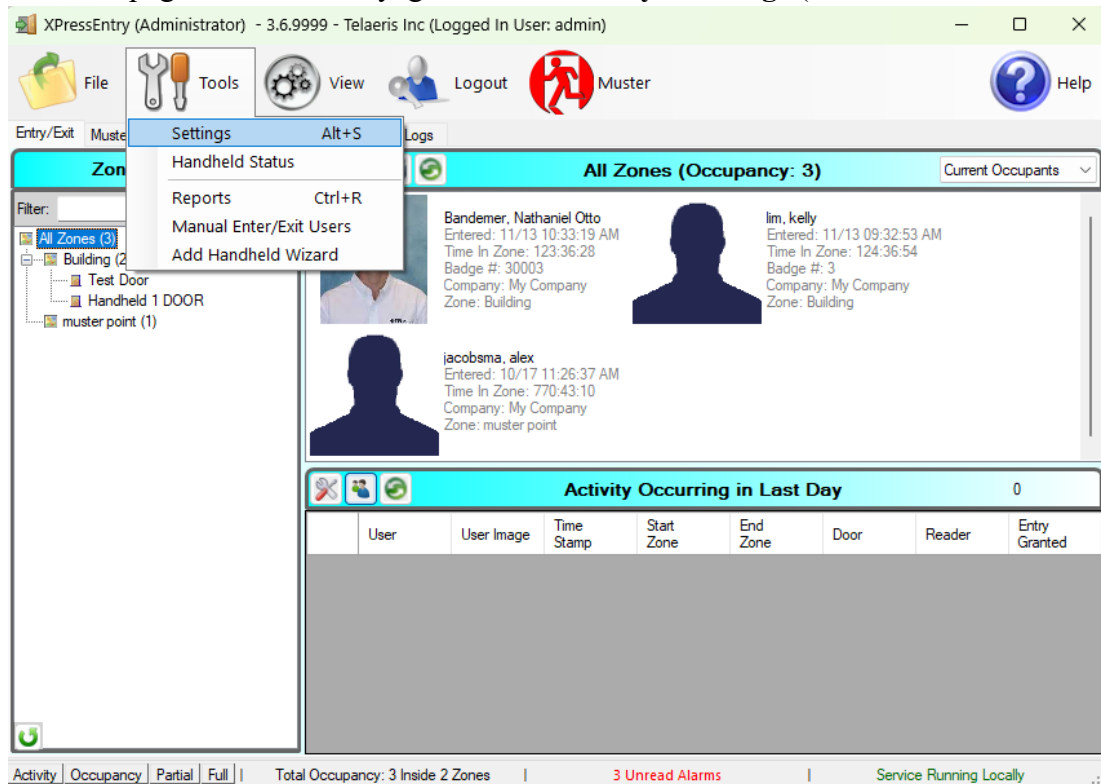
## All Readers

After creating four physical readers, the list of readers should look like the example below. If the eight-door controller was selected, a separate node will need to be created for the fifth handheld.

## Enable Synchronization

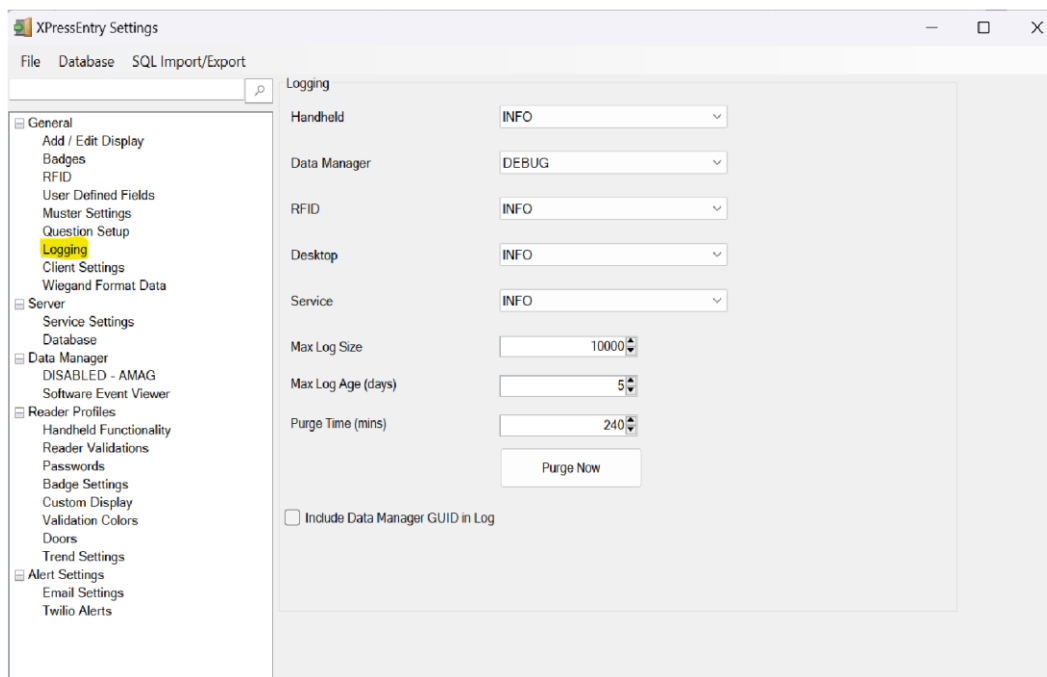
XPressEntry uses a module called **Data Manager** to synchronize all data with Symmetry.

From the main page of XPressEntry, go to **XPressEntry / Settings** (CTRL+S or Tools>Settings)



## General Tab

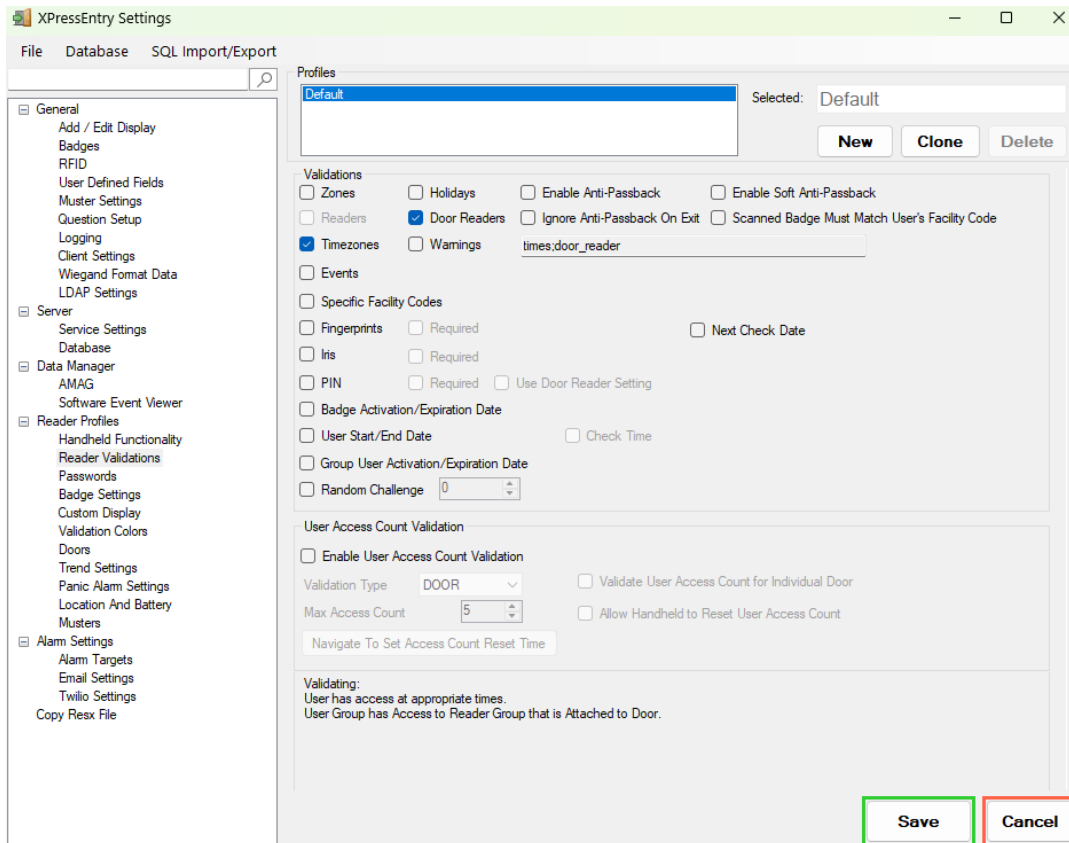
1. From the **Settings** page, select the **Logging** Page.
2. **Set the Log level to Debug or SQL** – this will allow you to view log entries during the sync process.
  - a. **Max log size** – 5000 or higher
  - b. **Max log age** – 1 Day or higher



3. Once the integration is complete, set the log level to **Critical** so only error messages will be tracked.

## Reader Profile Tab

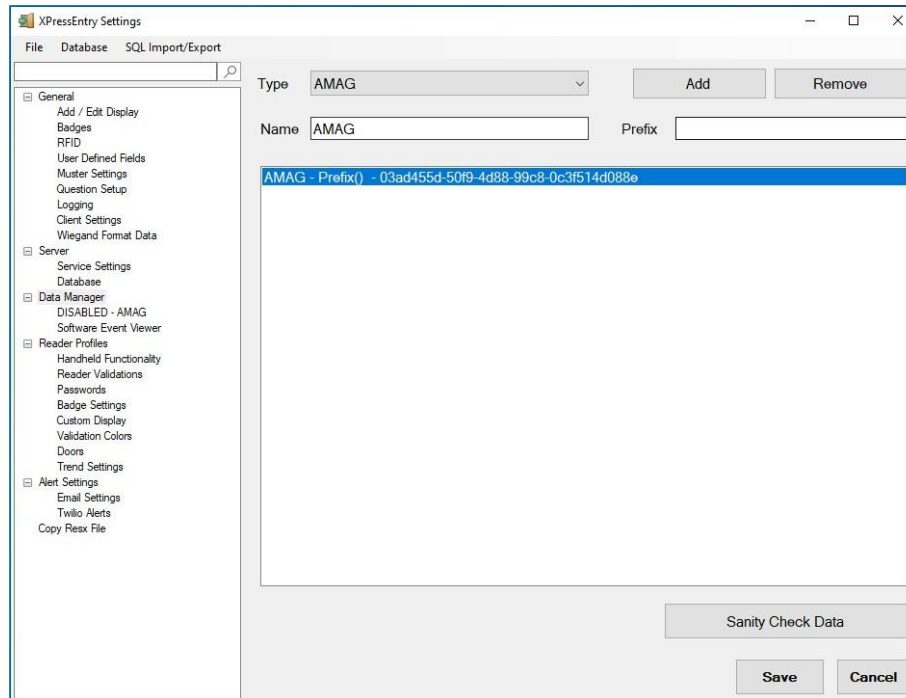
The **Reader Profile Tab** is where you configure the handhelds. Make sure the **Door Readers** and **Time Zones** are the only modes that are checked under **Reader Validations**. Select **Save** at the bottom right when finished.



## Data Manager Tab

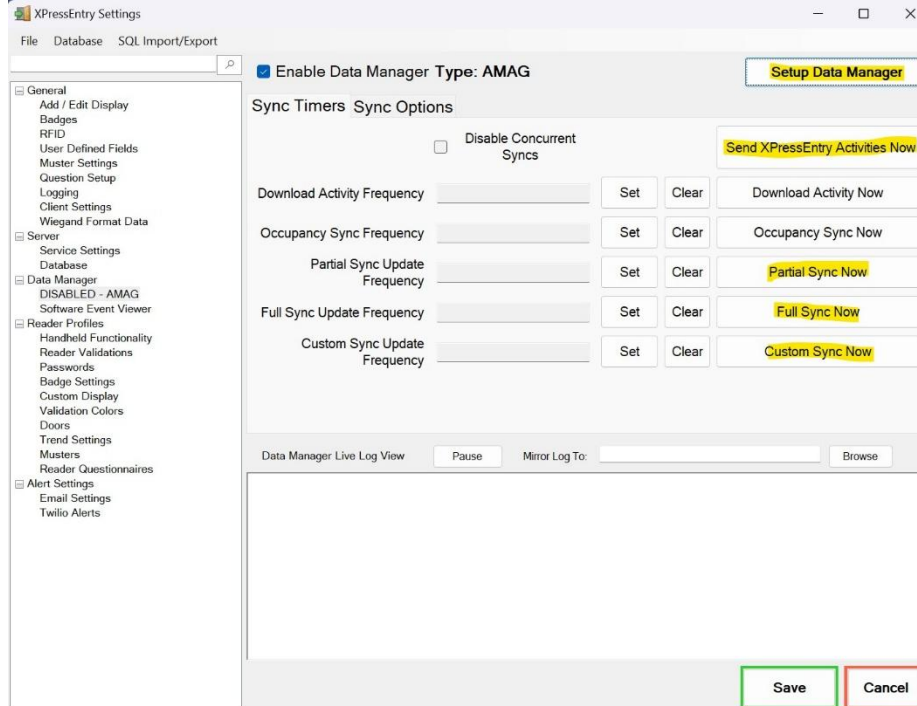
From the Settings page select the **Data Manager Tab**.

1. **Type** – This is the integration type. Select **AMAG > Add > Save**.
2. Go to **Data Manager > AMAG** in the sidebar menu.
3. **Setup Data Manager** – This sends you to the setup form for AMAG's data manager.



## Sync Timers

XPressEntry uses Timers to pull Symmetry Data into XPressEntry.



1. **Download Activity Frequency** – Pulls reader scan records into XPressEntry and stores them in XPressEntry's activity table. This function also updates the zone occupancy.

2. **Occupancy Sync Frequency** – Updates the zone occupancy without storing the activity records.
3. **Partial Sync Frequency** – Updates all tables BUT only updates **user**, **card**, and **group** data changes that have occurred since the last partial sync.
4. **Full Sync Update Frequency** – Updates all tables by pulling all necessary records from Symmetry. This function may take some time.
  - a. It is recommended to run a full sync **once per day** in the middle of the night when the system is not busy.
5. **Custom Sync Frequency** – Updates a set of tables that the user configures.
  - a. To configure, right click **Custom Sync Now** and select **Edit Custom Sync**. For an AMAG integration, it is recommended to set the following:

Custom Table Sync

Add Table Done

Table	USERS	<input checked="" type="checkbox"/> Partial?	<input type="checkbox"/>	Table	BADGES	<input checked="" type="checkbox"/> Partial?	<input type="checkbox"/>
Table	GROUPS_USERS	<input checked="" type="checkbox"/> Partial?	<input type="checkbox"/>				

## Sync Options

The screenshot shows the 'XPressEntry Settings' window with the 'Sync Options' tab selected. The 'Enable Data Manager' checkbox is checked, and the 'Type' is set to 'AMAG'. The 'Setup Data Manager' button is visible. The 'Sync Timers' and 'Sync Options' tabs are selected. The 'Sync Options' section includes checkboxes for 'Pull Data Manager Occupancy', 'Default Outside Zone', 'Pull Data Manager Activities into XPressEntry', 'Push XPressEntry Activities to Data Manager', 'Send Live Activities to Data Manager', 'Send Activities Retry Count', 'Watch Tables via Software Events', 'Enable Message Queue', 'MSMQ Single Event Processing', 'Message Queue Name', 'Event Processing Loop Limit', 'Event Processing Retry Count', 'Default User Profile', 'Muster Scanned Users', 'Enable Automatic Badge Activity Delete', 'Badge Activity Delete Timeframe', and 'DMPrefix'. The 'Clear External Data' and 'Clear External Badge Activity' buttons are also present. The 'Data Manager Live Log View' section includes 'Pause', 'Mirror Log To:', and 'Browse' buttons. The 'Save' and 'Cancel' buttons are at the bottom right.

1. **Pull Data Manager Occupancy** – Enables use of the Occupancy Sync.
2. **Default Outside Zone** – Not used by AMAG.
3. **Pull Data Manager Activities into XPressEntry** – Enables use of the Activity Sync.
4. **Push XPressEntry Activities to Data Manager** – Enables XPressEntry to push Scan data to Symmetry.
5. **Send Activities Retry Count** – Number of times XPressEntry will attempt to resend an activity if it fails.
6. **Watch Tables via Software Events** – Creates a live data connection to the Access Control System to watch for system changes. Not used by AMAG integration.
7. **Enable Message Queue** – Turns on Message Queue for software events to be used instead of database queue. Not used by AMAG integration.
8. **Message Queue Name** – Name of windows message queue for software events. Not used by AMAG.
9. **Event Processing Loop limit** – Max records to process from the event queue. Not used by AMAG.
10. **Event Processing Retry Count** – Number of times XPressEntry will attempt to process a message queue event on failure. Not used by AMAG.
11. **Default Role** – The default XPressEntry Role that will be assigned to users if the integration does not otherwise assign a role. Entrants are recommended but not required.
12. **Muster Scanned Users** – Enables sync to convert scans from specific readers to be converted into Muster Scans which mark users as safe. Muster readers must be configured in the reader data. Please see *Mustering Documentation* for more details.
13. **Setup DataManager Button** – Opens AMAG specific settings.

14. **Clear DataManager Settings** – Resets all settings on the two above tabs, as well as the AMAG specific settings.
15. **Clear External Data** – Deletes all data synced from AMAG from the XPressEntry Database.

## Symmetry Setup

The following sections demonstrate how to configure the sync with Symmetry. Once completed, select **Test Connection**, or Save Settings if on the Activity Tab. Then Exit the form.

On the Data Manager tab of the Settings form, select **Save** and **Apply Settings**. You are then ready to complete a full Sync.

## Connection Tab

Press the **Setup Data Manager** button to get the AMAG specific setup screen. Set the database connection string to connect to the Symmetry Database.

The screenshot shows a window titled "Amag Data Manager Setup" with standard Windows window controls (minimize, maximize, close). The window has five tabs: "Connection" (selected), "User Pull", "Custom Field Mapping", "Activity Settings", and "Test".

Under the "Connection" tab, there are two text input fields:

- Database Connection String:** Contains the text "Data Source=amag935.ad.telaeris.com,1433;Network Library=IBMSSOCN;trusted\_connection=true".
- Connection String Password:** An empty text box.

Below these fields are two buttons: "Test Connect" and "Clear Results".

At the bottom of the window, there are two more buttons: "Save And Close" and "Cancel".

1. Connection Settings
  - a. Configure the connection string to point to the Symmetry Database. It is recommended that your connection string uses **Windows Authentication** (Trusted\_Connection=Yes or equivalent Integrated Security).
  - b. If you do not use Windows Authentication, you may hide the password in the connection string by placing it in the Connection String Password box. In the connection string, add **@Password** as a placeholder for your password (as shown in the connection string above).



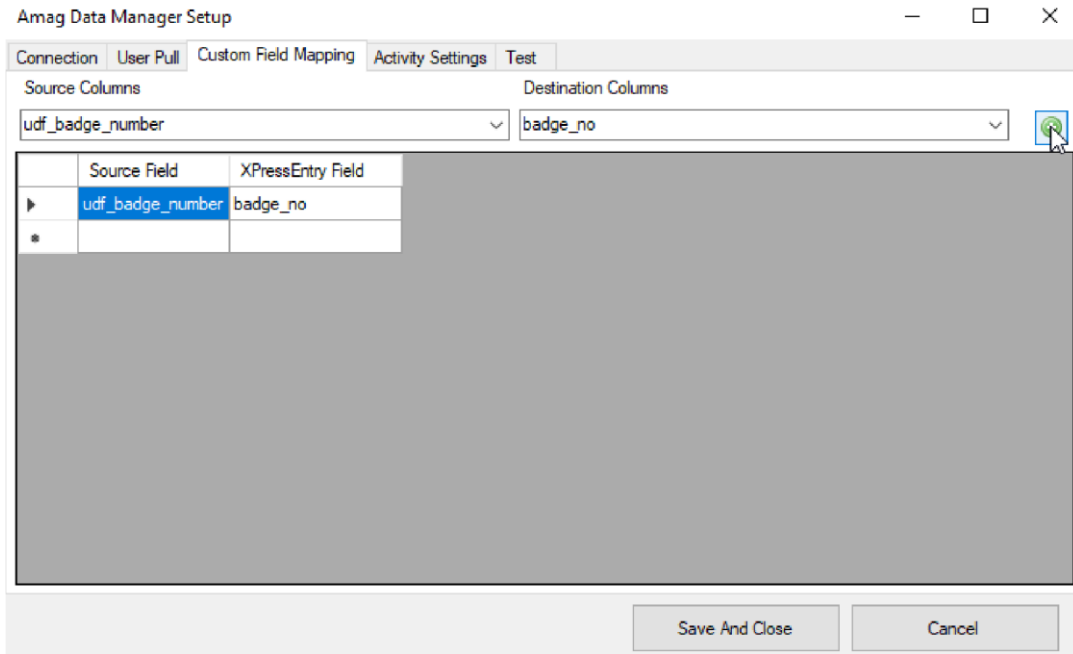
- i. This password is **not secure**. Using this feature in a production environment can result in a security breach.
- c. Select **Test Connect**. If configured correctly, the result will display **Successfully Connected to the Symmetry database!**

## User Pull Tab

The screenshot shows the 'Amag Data Manager Setup' dialog box with the 'User Pull' tab selected. The 'Users View' is set to '[multiMAX].[dbo].[ViewCardHolderTable]' and 'Users Per Query' is set to 1000. Under 'Filter Badges', there are checkboxes for 'Lost Badges', 'Stopped Badges', 'Invalid Date Exceeded', 'Forced Inactive Badges', and 'Expiration Date Exceeded'. 'Visitor Pull Settings' shows 'Hours Before' as 3 and 'Hours After' as 5. The 'Custom Badge Number Formats' section is checked, with a format string '3++Prox&&:23++iClass&&%CARD\_NUMBER%%CUSTOMER\_CODE%'. Below this, a table lists 'Custom Badge Formats' with columns for ID, Name, and a list of fields to include. The 'Prox' format is selected, showing fields like Card Number, Customer Code, Agency Code, Credential Series, Organization Category, Credential Number, Individual Credential Issue, Organization Identifier, System Code, Person Identifier, and Person Organization Assc. The 'Save And Close' and 'Cancel' buttons are at the bottom right.

1. **Users View** – The database view XPressEntry pulls users from. A custom view can be used, but it must include all fields that the **ViewCardHolderTable** view contains.
2. **Users Per Query** – The number of users that are pulled per query. XPressEntry will continue to query the users table until all records have been pulled.
3. **Filter Badges Section** – Does not pull badges from AMAG that contain the selected invalid statuses.
4. **Visitor Pull Setting** – In partial syncs, only pulls visitors **X** number of hours before and after their arrival time.
5. **Custom Badge Number Formats** – XPressEntry can define which Symmetry fields make up the card number that XPressEntry will use to identify the badge for 1 or more card formats. Set the **ID** of the card format, give it a **name**, and double click the **underlined fields** in the order that will compose the card number.

## Custom Field Mapping

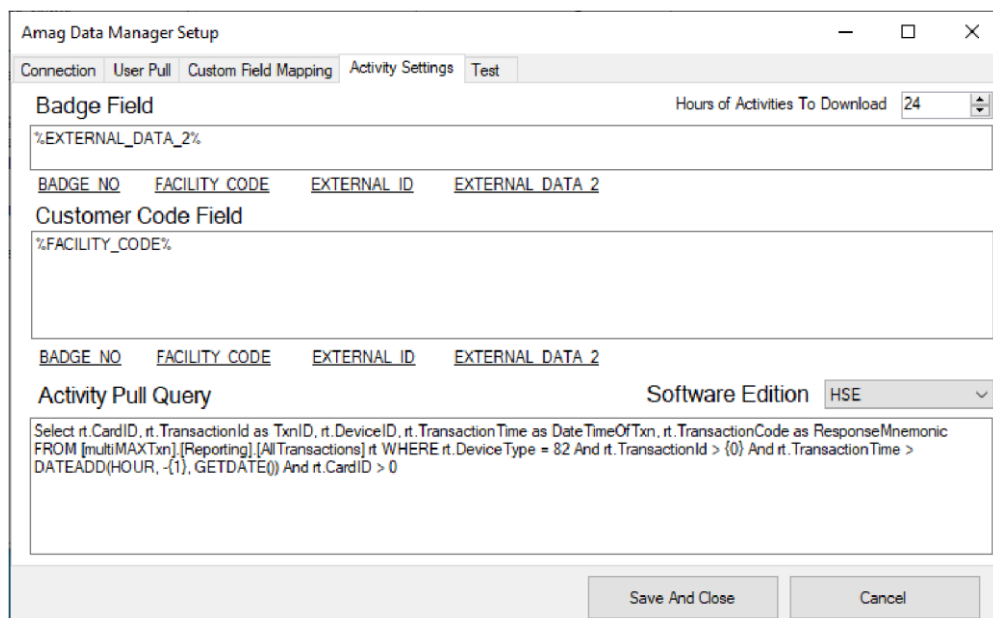


The screenshot shows the 'Custom Field Mapping' tab in the 'Amag Data Manager Setup' window. It features two dropdown menus: 'Source Columns' with 'udf\_badge\_number' selected and 'Destination Columns' with 'badge\_no' selected. Below these is a table with two columns: 'Source Field' and 'XPressEntry Field'. The first row contains 'udf\_badge\_number' and 'badge\_no'. A small table icon is visible on the right side of the table area. At the bottom are 'Save And Close' and 'Cancel' buttons.

	Source Field	XPressEntry Field
▶	udf_badge_number	badge_no
*		

To custom map a User field from Symmetry's database to XPressEntry's database, type the column name in the **Source** column and select a column name in the **Destination** column. Any field name in the source field column must exist within the **Users View** (see previous section).

## Activity Settings Tab



The screenshot shows the 'Activity Settings' tab in the 'Amag Data Manager Setup' window. It includes a 'Hours of Activities To Download' spinner set to 24. There are two text input fields: 'Badge Field' containing '%EXTERNAL\_DATA\_2%' and 'Customer Code Field' containing '%FACILITY\_CODE%'. Below each field is a list of available fields: 'BADGE\_NO', 'FACILITY\_CODE', 'EXTERNAL\_ID', and 'EXTERNAL\_DATA\_2'. The 'Activity Pull Query' section contains a SQL query. A 'Software Edition' dropdown is set to 'HSE'. At the bottom are 'Save And Close' and 'Cancel' buttons.

Hours of Activities To Download: 24

Badge Field: %EXTERNAL\_DATA\_2%

CUSTOMER CODE FIELD: %FACILITY\_CODE%

Activity Pull Query:

```
Select rt.CardID, rt.TransactionId as TxnID, rt.DeviceID, rt.TransactionTime as DateTimeOfTxn, rt.TransactionCode as ResponseMnemonic
FROM [multiMAXTxn].[Reporting].[AllTransactions] rt WHERE rt.DeviceType = 82 And rt.TransactionId > {0} And rt.TransactionTime >
DATEADD(HOUR, -{1}, GETDATE()) And rt.CardID > 0
```

Software Edition: HSE

The Activity Settings tab allows you to format the way XPressEntry pushes Activity records, as well as adjust the query to pull Symmetry Activities.

1. **Badge Field** – The badge information XPressEntry will send when submitting activities to Symmetry. In most cases should be **%EXTERNAL\_DATA\_2%**
2. **Customer Code Field** – The facility code XPressEntry will send when submitting activities to Symmetry. In most cases should be **%FACILITY\_CODE%**
3. **Activity Pull Query and Software Edition** – The software edition usually determines what the activity pull query should be, but activity pull query can be customized if needed.

Select Save Settings once all fields are configured.

### HSE SR Series Setup

There are a few specific options that need to be selected when syncing XPressEntry with an HSE system:

1. Under the **User Pull Tab**, you are required to set up a Custom Badge Number Format. SR series cards are concatenated together from two fields. Because of this, you must pull both the **customer\_code** field and **card\_number** field from AMAG into the badge number within XPressEntry. Enable the Custom Badge Number Format as shown below:

Amag Data Manager Setup

Connection User Pull Activity Settings Test

Partial Sync Users To Download: 100 Users Per Query: 1000

Users View: [multiMAX].[dbo].[ViewCardHolderTable]

Filter Badges

☒ Lost Badges ☒ Forced Inactive Badges ☒ Invalid Date Exceeded ☒ Expiration Date Exceeded

☐ Stopped Badges

☒ Custom Badge Number Format

Card Number Customer Code IDS Code PIN

%CUSTOMER\_CODE%%CARD\_NUMBER%

Source Columns Destination Columns

	Source Field	XPressEntry Field
*		

Save And Close Cancel

2. Under the **Activity Settings Tab**, Software Edition should be set to **HSE**

Amag Data Manager Setup

Connection User Pull **Activity Settings** Test

Hours of Activities To Download 24

Badge Field  
%EXTERNAL\_DATA\_2%

BADGE NO FACILITY CODE EXTERNAL ID EXTERNAL DATA 2

Customer Code Field  
%FACILITY\_CODE%

BADGE NO FACILITY CODE EXTERNAL ID EXTERNAL DATA 2

Activity Pull Query Software Edition HSE

```
SELECT rt.CardID, rt.TransactionId as TxnID, rt.ReaderID as DeviceID, rt.TransactionTime as DateTimeOfTxn, rt.TransactionCode as ResponseMnemonic FROM [multiMAXTxn].[Reporting].[ReaderTransactions] rt WHERE rt.TransactionId > {0} AND rt.TransactionTime > DATEADD(HOUR, -{1}, GETDATE()) AND rt.CardID > 0
```

Save And Close Cancel

## Symmetry Sync Check

The purpose of this section is to help the operator understand exactly what data XPressEntry is pulling. For a quick setup, please navigate to the next section, **Configuring XPressEntry using Symmetry Data**.

### Symmetry > XPressEntry

1. Companies > Companies
2. Cardholders > Users
3. Cards > Badges
4. Readers > Reader
5. TimeCodes > TimeZones
6. Access Codes > Groups
7. User/Access Codes > Groups
8. Reader Groups > Groups
9. User/Reader Groups > Groups
10. Reader/Users Permission > Groups

### Companies and Readers

Companies and Readers are the simplest tables to pull from Symmetry. All Companies and Readers should be available to view in their respective tabs.

XPressEntry (Administrator) - 3.6.9999 - Telaeris Inc (Logged In User: admin)

File Tools View Logout Entry/Exit Muster Help

Entry/Exit Muster Activity History Add/Edit Info Logs

Filter: [ ] [ ] [ ]

**Handhelds**

Handheld 1  
Handheld 2  
Server Reader : TOUCAN

Time to Read 3 Records: 0.06 seconds

**Readers**

Handheld 1 IN  
Handheld 1 OUT/MUSTER

Time to Read 2 Records: 0.12 seconds

Name  
Handheld 1 IN

Doors

Profile

GUID

External Muster Reader

☐ Is External Muster Reader

External Muster Zone

Card and Pin Mode  
CARD ONLY

**External Record:1**

Add New Delete Save Cancel

Activity Occupancy Partial Full | Total Occupancy: 4 Inside 1 Zone | 0 Unread Messages | Service Running Locally

## Users

Here is a sample of a properly synchronized user:

XPressEntry (Administrator) - 3.6.9999 - Telaeris Inc (Logged In User: admin)

File Tools View Logout Entry/Exit Muster Help

Entry/Exit Muster Alarms Activity History Add/Edit Info Logs

Filter: [ ] [ ] [ ]

**Users**

Administrator, Company  
Aman, Ersin

Time to Read 2 Records: 0.04 seconds

User Groups Zones Timezones Vehicle Types Contact Info UDFs

First Name Last Name MI  
Ersin Aman

Company My Company

Emp ID

Zone

Start Date

End Date

User Profile

Create Login

Photo FP

Change Crop Delete

Last Access

Zone:

Badges (1)

Add Badge Delete Badge View History Print Badge

Badge	Activated Date	Expired Date	Invalid	Badge Type
14	10/29 05:00:00 PM	12/31 04:59:59 PM		Generic

**External Record:5**

Add New Delete Save Cancel

Activity Occupancy Partial Full | Total Occupancy: 3 Inside 2 Zones | 3 Unread Alarms | Service Running Locally

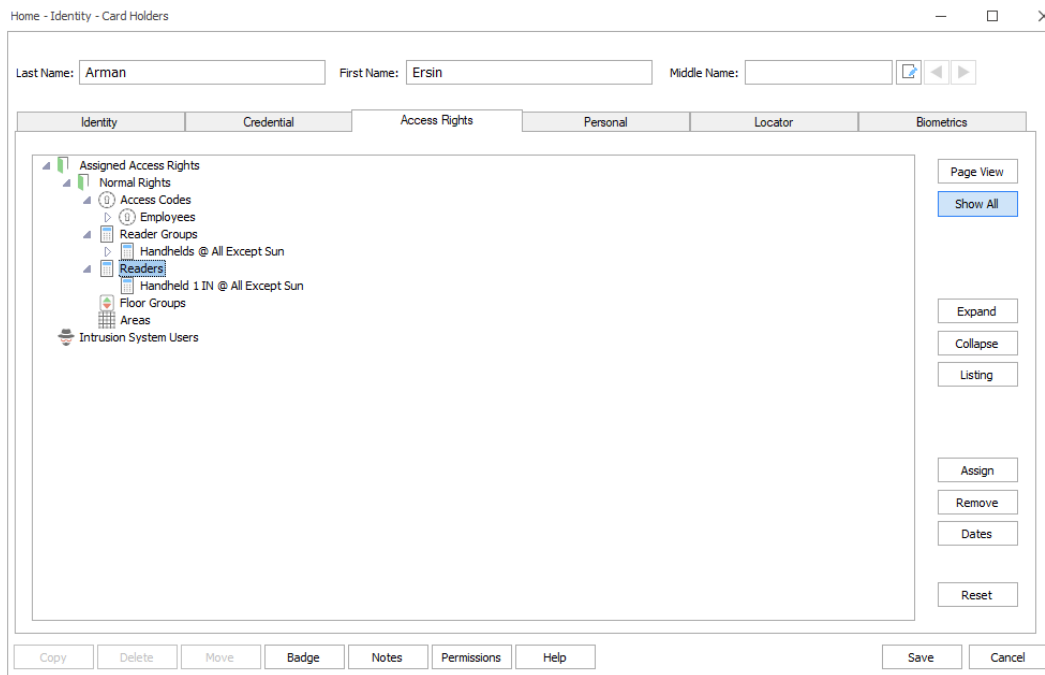
All External Records (From Symmetry) will display in red as an **External Record** at the top of the form. This label will not display for any records that were created from within XPressEntry. XPressEntry will pull the user's **image** and **badge number** from Symmetry. The badge number can be seen at the bottom of the screen.

## User Permissions

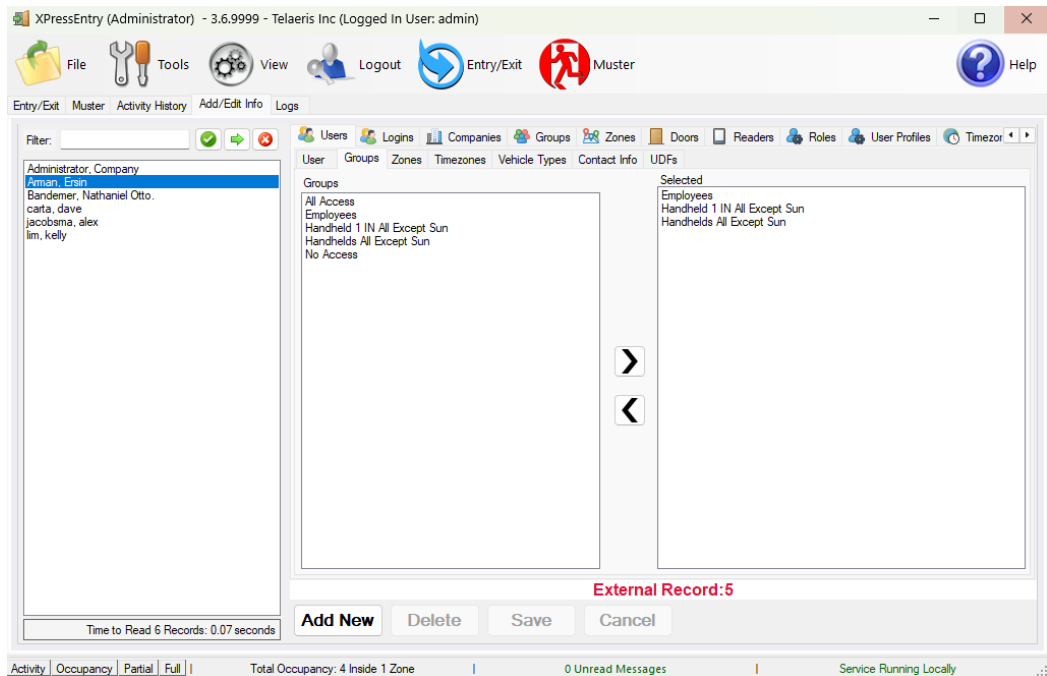
Users in XPressEntry have the **same permissions** to each reader as they do in Symmetry. This is regardless of whether the user is assigned an Access Code, Reader Group, or direct access to a Reader. However, the way in which the **data** is displayed is a little **different**.

The following is an example of the permissions a user has in **Symmetry** vs. how the data is displayed in **XPressEntry**.

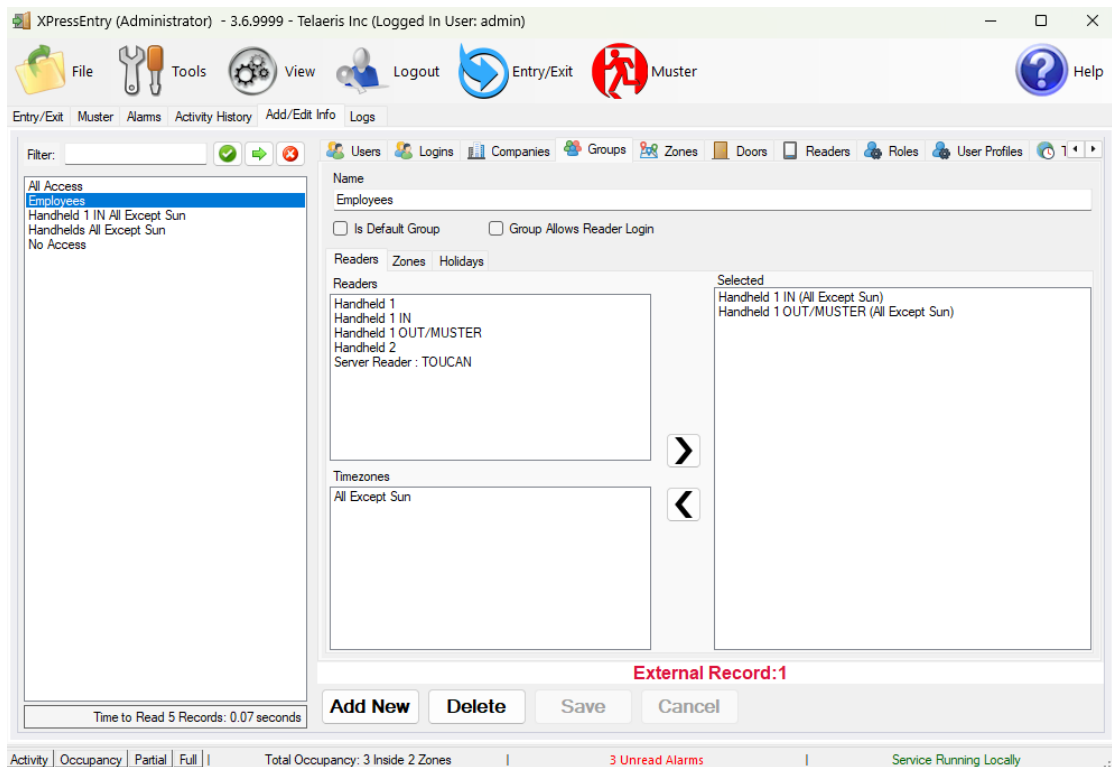
### Symmetry



### XPressEntry



To see the readers Fiona has access to, navigate to the **Groups** tab. Select **Building Group SixToEight** from the list on the left.



Permissions in Symmetry can be assigned in 3 different ways.

1. **Access Code** – XPressEntry pulls all readers associated with the Access Code at the reader's specified time.
2. **Reader Group** – XPressEntry creates a Group for each Time Code a Reader Group uses.
  - a. Ex – 5 people are given access in Symmetry to Reader Group 1 between 9 AM and 5 PM. 7 People are given access in Symmetry to Reader Group 1 between 6 PM and 4 AM.
  - b. XPressEntry creates 2 groups – 1 for the day shift and 1 for the night shift. Each group contains all readers in Reader Group 1 and access at the specified time.
3. **Direct Reader Access** – XPressEntry creates a Group for each Reader/Time Code combination used in the Symmetry Database.
  - a. Ex – 5 people are given access in Symmetry to Reader 1 between 9 AM and 5 PM. 7 people are given access in Symmetry to Reader 1 between 6 PM and 4 AM.
  - b. XPressEntry creates 2 groups, one for the rest group of people and one for the second with access to the single reader at the specified time.

## Time Zones

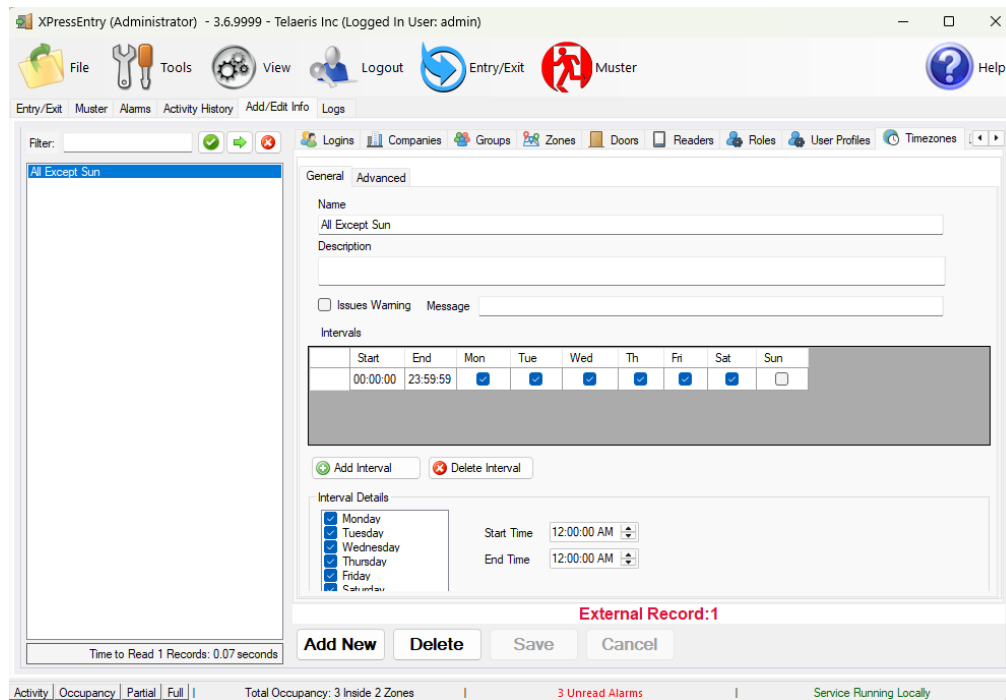
Time Codes are pulled from Symmetry to create Time Zones. If a single Time Code has multiple standard time ranges for different days of the week, XPressEntry will create additional intervals to support this.

The screenshot shows a software window titled "Operation - Times - Time Codes". It has a tabbed interface with "Standard Weekly Hours" selected. The window is divided into several sections:

- Time Code Description:** "All Except Sun".
- Category:** "General".
- Hours List:** A table with columns "Hours" and "Ref". It contains three entries:

Hours	Ref
00:00-24:00 General	4
08:00-18:00 General	12
09:00-17:00 General	8
- Weekly Schedule:** A grid showing time ranges for each day of the week. The days are Monday through Sunday. The time ranges are 00:00 - 24:00 for all days, with a reference value of 4. The grid is color-coded with pink for weekdays and light blue for weekends.
- Buttons:** "Copy", "Delete", "Notes", "Help", "OK", and "Cancel" are located at the bottom.





## Configuring XPressEntry using Symmetry Data

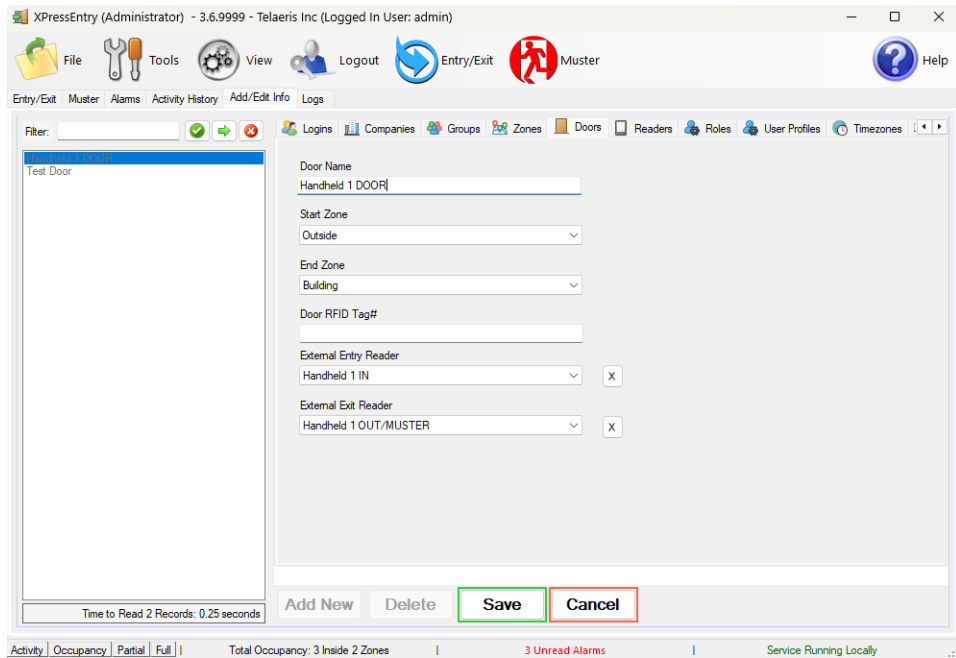
Now that XPressEntry has Symmetry's database, it needs to be configured to use this information. The tabs that need to be configured are the Doors, Readers, and Zones.

### Doors

**Entry/Exit** permissions in XPressEntry are set by doors. Doors contain **two readers** – an exit and an entry reader.

**Door access** is determined by the User's access to the door's reader. For **entry**, permission is based on the user's access to the door's **external entry reader**. For **exit**, permission is based on the user's access to the door's **external exit reader**. Doors should be set by the user for each Handheld Reader in XPressEntry.

The XPressEntry Integration with Symmetry does not require additional start and end zones. However, XPressEntry can help keep track of what **zones** people are in if configured correctly.



1. **Zones** – For each door, set the start zone and end zone. This will enter a user in the specified zone when they enter or exit (or scan at a Symmetry reader).
2. **External Readers** – Attach the logical entry and exit readers that you created in Symmetry to a door.

XPressEntry requires that you manually set up the doors in the system. There should be a door in XPressEntry for each physical station where an employee will have a handheld.

1. To create a door, select **Add New** at the bottom of the form. Enter a name that clearly describes what this door represents.
2. Select **Outside** for Start Zone and **Building** for End Zone.
3. **External Entry Reader** is one of the entry readers you created in Symmetry. **External Exit Reader** is one of the Exit readers you created in Symmetry.

Doors can also be added for each of the physical door readers. If XPressEntry is set up to pull activities, it will move people in the system based on the **reader** they were scanned at and the **zones** attached to the door.

## Readers

In XPressEntry's AMAG integration, it is not necessary to associate any reader in the system with a handheld. This association can be done **on the handheld** when it comes time to scan.

A handheld unit can logically represent **any reader** in the building. When the handheld is issued to an employee at a specific door, the employee must first **set the door** on the handheld. The XPressEntry Reader that the handheld represents is based on whether the handheld is in **entry mode or exit mode**.

1. Ex – You have handheld A stationed at **Door A**.

2. Door A has two readers associated with it – Reader **A-Entry** and Reader **A-Exit**.
3. The employee holding the handheld sets the handheld's door to Reader A. When the employee sees a cardholder walking towards the building, he sets the handheld to **Entry** mode and scans the cardholder's badge. The handheld in entry mode identifies itself as reader **A-Entry** and sends an activity to the server.
4. Later, there is heavy volume exiting **Door B**.
5. Door B has two readers associated with it: Reader **B-Entry** and Reader **B-Exit**. The employee from Door A is called to help and brings **Handheld A**. He sets the door on his handheld to **Door B** and the mode to **Exit**. When he begins scanning people walking out of the door, the handheld identifies itself as Reader **B-Exit** and sends each scan as an activity to the server.

For more information about the functionality of XPressEntry, please look at the XPressEntry manual.

## Activities

XPressEntry will synchronize activities to Symmetry if that option has been set by Data Manager. If XPressEntry is configured to **push** activities, they will appear in the **Activity View** (Home > Monitoring > Activity). If XPressEntry is configured to **pull** activities, the **occupancy** of the system will change each time a person scans at a reader that is mapped to a door in XPressEntry.

You may want to pull activities if:

1. You want to use XPressEntry to manage Emergency Evacuations.
  - a. XPressEntry uses Symmetry activities to determine who is on and who is off campus.
  - b. In the case of a mustering event, XPressEntry will have an up-to-date list of who is on site on this day.
  - c. Using this list, XPressEntry can be utilized to **muster** or mark people as safe to create a list of people who are still on site.
2. You want to use XPressEntry's features to determine who is on site, and what areas people are in.