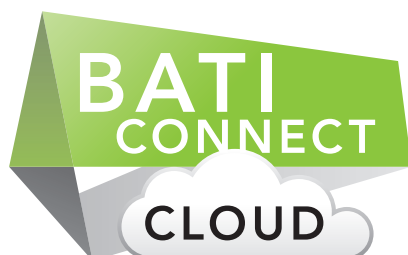


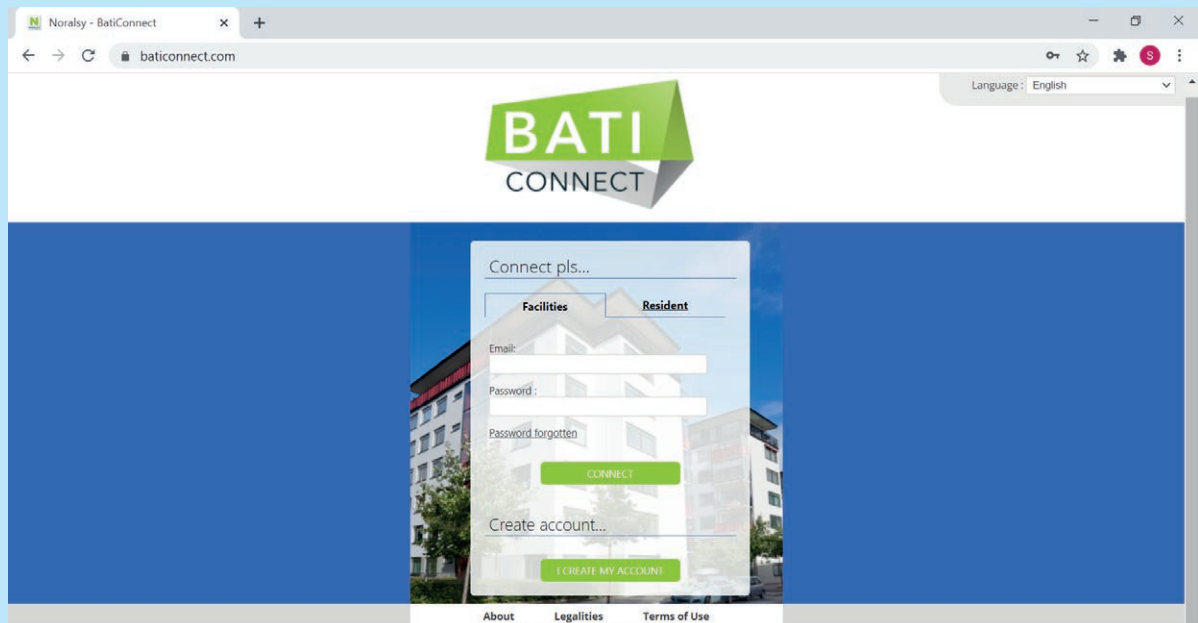
# REMOTE MANAGEMENT **BATICONNECT® CLOUD** PROGRAMMING QUICK GUIDE



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## 1 How to log into BATICONNECT Cloud

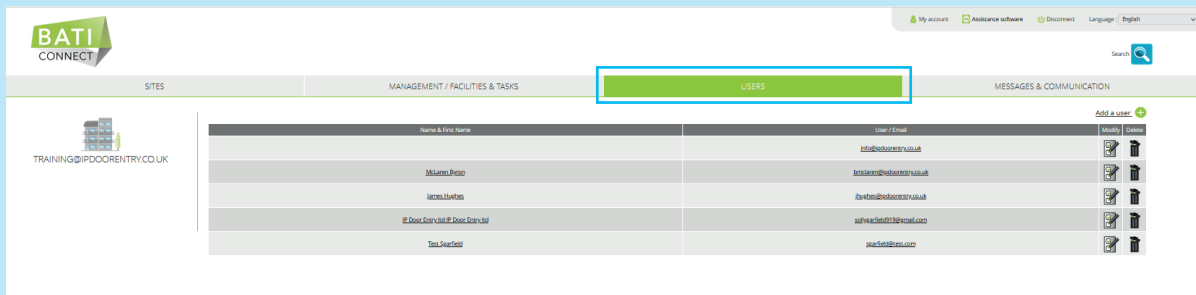


- Visit [www.baticonnect.com](http://www.baticonnect.com)
- Either create an account, or log-in.
- Enter your email and password, then click connect.

## 2

## How to add a user to your site

A. Click on the 'user' tab.



B. Click 'Add a user'.

C. Change the language.

**MANAGE USER**

**USER INFORMATION**

\* Email :  \* Confirmation :  \* Language of user : French

**PROFILE BY SITE**

Select the sites where you wish to modify rights, then click on group modify crayon. You can also modify rights - site by site - in each line in the table.

Sites	Profile	Validity	Modify	Status
<input type="checkbox"/>	None	Not defined	[Pencil icon]	
<input type="checkbox"/> Byron New Demo Kit	None	Not defined	[Pencil icon]	
<input type="checkbox"/> Demo Cases	None	Not defined	[Pencil icon]	
<input type="checkbox"/> DEMO OLD	None	Not defined	[Pencil icon]	
<input type="checkbox"/> DEMO WALL	None	Not defined	[Pencil icon]	

C. Enter the users email address and confirm the email address

D. Select the sites this user requires access to

E. To group change the access rights of the user click on the green modify icon



CHANGE PROFILE

VALID DATES

☒ Permanent
 ☐ From  To

PROFILE BY SITE

Legend :

Optional

Not accessible

Accessible

No object

☐ Administration
 

	Facilities	Users	SMS	Blocks	Flats	Residents & Displays	APass mgmnt & transfer	Create APasses	Keypad code	Access profiles	Devices	Week types / Holidays	Events	Export	Import
Create/Del/Modify															
Consult															

☐ Create a site
 

	Facilities	Users	SMS	Blocks	Flats	Residents & Displays	APass mgmnt & transfer	Create APasses	Keypad code	Access profiles	Devices	Week types / Holidays	Events	Export	Import
Create/Del/Modify															
Consult															

☐ Management
 

	Facilities	Users	SMS	Blocks	Flats	Residents & Displays	APass mgmnt & transfer	Create APasses	Keypad code	Access profiles	Devices	Week types / Holidays	Events	Export	Import
Create/Del/Modify															
Consult															

☒ Concierge
 


	Facilities	Users	SMS	Blocks	Flats	Residents & Displays	APass mgmnt & transfer	Create APasses	Keypad code	Access profiles	Devices	Week types / Holidays	Events	Export	Import
Create/Del/Modify															
Consult															

☐ Technical maintenance
 

	Facilities	Users	SMS	Blocks	Flats	Residents & Displays	APass mgmnt & transfer	Create APasses	Keypad code	Access profiles	Devices	Week types / Holidays	Events	Export	Import
Create/Del/Modify															
Consult															

**F.** Configure the validity date for this user. Choose permanent or a custom expiry date.

**G.** Select the access rights for this user

**H.** If you want to change the user right for a specific site, click on the 'modify' icon 

**I.** Click save when complete.

Your user will receive an email from [noreply@baticonnect.com](mailto:noreply@baticonnect.com). The user needs to follow the link and fill in their details to create the account:

MANAGE ACCOUNT

COMPANY

USER

GENERAL INFORMATION

\*Company :

info@ipdoorentry.co.uk

Co.Reg N° :

\*Co.type :

Select

CONTACT DETAILS

\*Address :

Additional address info :

\*Postcode :

\*Town :

\*Country :

UK

\*Telephone :

0044

please complete number

\*Email :

FAX :

GENERAL INFORMATION

\*Name :

\*First name :

\*Email :

info@ipdoorentry.co.uk

\*Password :

\*Confirm password :

(\*) Mandatory fields

Save

Cancel

## 3

## How to register a resident phone number

Demo Cases

Qty of panels : 2 / 5  
Qty of flats/units : 11 / 100  
Qty of Foreign/init numbers : 0 / 10

Click on the flat you wish to program.

Blocks | Devices | Displays | Access Passes | Events & alarms

**Block C**

Display by : 200

Add flats +

	Flat N°	Flat	Access Passes	Display	Direct call code	Telephone N°	Keypad code	Modify	Delete	Notes
<input type="checkbox"/>	001	Appt. 001		Flat 1	A22	07546277360 (A) GB	Porte principale : 1234			
<input type="checkbox"/>	002	Appt. 002								
<input type="checkbox"/>	003	Appt. 003								
<input type="checkbox"/>	004	Appt. 004								
<input type="checkbox"/>	005	Appt. 005								
<input type="checkbox"/>	006	Appt. 006								
<input type="checkbox"/>	007	Appt. 007								
<input type="checkbox"/>	008	Appt. 008								
<input type="checkbox"/>	009	Appt. 009								
<input type="checkbox"/>	010	Appt. 010								
<input type="checkbox"/>	011	Appt. 011								
<input type="checkbox"/>	012	Appt. 012								
<input type="checkbox"/>	013	Appt. 013								
<input type="checkbox"/>	014	Appt. 014								
Total			0	1						

**FLAT MANAGEMENT**

FLAT | TELEPHONE(S) | PANEL DISPLAY(S) | APASS(ES)

\* Name of flat : Appt. 000

Flat N° : 0000

Floor : Not defined

Keypad code :

Main door :

Access code taken into account only on IPGUARD

AUX relay 1 :

AUX relay 2 :

Access code(s) taken into account only on IPGUARD

Password :

Password allows resident to connect to his resident page(s) on BATI

Temporary ID : 68b435b0d

This ID allows resident to connect to his resident page(s) on BATI before his telephone number(s) are registered.

**NOTES**

Max 160 characters

Save Close

Flat/Apartment name/number (Ref only)

Keypad code for specific flat. (Optional)  
(Code is only active if the flat has a registered panel display)

Enter a keypad code for Aux Relay 1. (Optional)

Click on the Telephone (S) and Email (s) tab

The screenshot shows the 'FLAT MANAGEMENT' window with a close button (X) in the top right. Below the title bar are three tabs: 'FLAT', 'TELEPHONES', and 'PANEL DISPLAY(S)'. The 'TELEPHONES' tab is selected and highlighted with a blue box. To the right of the tabs is a sub-tab 'APASS(ES)'. Below the tabs is a table with a header row containing 'Telephone', 'Modify', and 'Delete'. The table body is empty. In the top right corner of the table area, there is a link 'Add a telephone n' with a green plus icon next to it, which is highlighted with a blue box. At the bottom of the window are two green buttons: 'Save' and 'Close'.

Click on add a telephone number.

The screenshot shows the 'PHONE MANAGEMENT' window with a close button (X) in the top right. Below the title bar are two tabs: 'TELEPHONE' and 'MOBILE APPLICATIONS'. The 'TELEPHONE' tab is selected and highlighted with a green box. Below the tabs, the text 'Flat : Appt. 001' is displayed. Under 'Number :', there is a dropdown menu showing 'UK (0044)' and a text input field containing '0044 please complete number'. The input field is highlighted with a blue box. Below the input field is a checkbox labeled '\* Compatible VISIO :'. A blue arrow points from the 'Ignore' text to this checkbox. At the bottom of the window are two green buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a blue box.

Enter resident's phone number.

Ignore

Once the telephone number has been entered click save.



## This is not the final stage for registering a phone number!

You need to complete panel display before the telephone registration is complete.

**FLAT MANAGEMENT**

FLAT TELEPHONE(S) **PANEL DISPLAY(S)** APASS(ES)

Qty of flats/names programmed = 100. Vous pouvez encore programmer 92 noms sur les platines de voicemail.

Add a resident +

Name	Display profile	Modify	Delete
------	-----------------	--------	--------

Save Close

Click on Panel Display tab

Click on add a resident.

In the UK it is best practice to enter the flat number here. This info is displayed on the panel.  
eg. Flat 01

Select the required display profile. The display profile relates to what panel and when the panel will display the flat display. The system will automatically allocate the profile for the flat's block.

Enter the call code. It is best practice to have this as the flat number, eg. 2.

Select the telephone number. Option selected here will be called first.

Select the duration of time before the call is diverted to next telephone number.

Select the telephone number to call if first telephone number does not answer or rejects the call.

Once completed click save

**PANEL DISPLAY**

General information

Location : Example Flat 1

Display name : (if name, surname first)

Access / display profile : Profil - Example

Call code : (key) A

For hardwired installations (NPH300), this field must be identical to that programmed for the handset/monitor

☐ Used for hardwired NPH or no telephone N° installation

For IPGUARD

Primary telephone number : Select

Time before transfer to telephone N° 2 : 20

Telephone number 2 : Select

Time before transfer to telephone N° 3 : 20

Telephone number 3 : Select

Time before cancelling of last N° : 20

Auto-opening on call as per week type : Never

☐ Display name at top of display

☐ autocom line / voice server

Save Cancel

Each flat can have a maximum of 3no telephone numbers.

## 4 How to change a resident phone number

NB: This method requires a panel display already configured for the flat. If no panel display is configured refer to previous section.

1. Click 'Modify' on the flat.

Blocks

Devices

Displays

Access Passes

Events & alarms

Block A - MINI

Display by: All (5)

Add flats +

	Flat N°	Flat	Access Passes	Display	Direct call code	Telephone N° / Email	Keypad code	Modify	Delete	Notes
<input type="checkbox"/>	000	Apts_000		Solomon	A1	07598958062 GB	Main door : 1234			
<input type="checkbox"/>	001	Apts_001 FRAME					Main door : 8686			
<input type="checkbox"/>	002	Apts_002	0778005691 2111100020							
<input type="checkbox"/>	003	Apts_003								
<input type="checkbox"/>	004	Apts_004	0082101960							
Total			3	1						




2. Select the 'Telephone(S) & Email (S)' tab.

3. Click modify on the number you want to change.

**FLAT MANAGEMENT**

**FLAT**
**TELEPHONE(S) & EMAIL(S)**
**PANEL DISPLAY(S)**
**APASS(ES)**

Add a telephone number or email +

Telephone N° / Email	IPGUARD App activated	Modify	Delete
07598958062 GB			

Save
Close

4. Change the phone number in the field and click 'Save' when completed.

MANAGE TELEPHONE NUMBER OR EMAIL ADDRESS

TELEPHONE
MOBILE APPLICATIONS

Flat : **Appt. 000**

☒ Telephone number :

Country : UK (0044)

Number : 0044

*The telephone number can be used for the video entry feature and the handsfree digital APass feature*

Save
Cancel

5. Click 'Save' again.

FLAT MANAGEMENT

FLAT
TELEPHONE(S) & EMAIL(S)
PANEL DISPLAY(S)
APASS(ES)

Add a telephone number or email +

Telephone N° / Email	IPGUARD App activated	Modify	Delete
0777777777 GB			

Save
Close

This will then automatically update the panels display.

Blocks

Devices

Displays

Access Passes

Events & alarms

Block A - MINI

Display by: All (5)

Add flats

<div><div><div></div><div></div></div></div>	Flat N°	Flat	Access Passes	Display	Direct call code	Telephone N° / Email	Keypad code	Modify	Delete	Notes
<div><div><div></div><div></div></div></div>	000	Appt. 000		Solomon	A1	0777777777 GB	Main door : 1234	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
<div><div><div></div><div></div></div></div>	001	Appt. 001 FRAME					Main door : 8686	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
<div><div><div></div><div></div></div></div>	002	Appt. 002	<div><div><div></div><div></div></div>0778005691</div> <div><div><div></div><div></div></div>1111100020</div>					<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
<div><div><div></div><div></div></div></div>	003	Appt. 003						<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
<div><div><div></div><div></div></div></div>	004	Appt. 004	<div><div><div></div><div></div></div>0082101960</div>					<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
Total			3	1						

## 5 How to delete a resident phone number

### 1. Click 'Modify' on the flat

Blocks

Devices

Displays

Access Passes

Events & alarms

Example

Display by : 200

Add flats

	Flat N°	Flat	Access Passes	Display	Direct call code	Telephone N° / Email	Keypad code	Modify	Delete	Notes
<input type="checkbox"/>	000	Appt. 000								
<input type="checkbox"/>	001	Appt. 001		Appt. 001	A1	07598958063 GB				
<input type="checkbox"/>	003	Appt. 003								
<input type="checkbox"/>	004	Appt. 004								
Total			0	1						

### 2. Click on the 'Panel Display(s)' tab

### 3. Click 'Delete'

**FLAT MANAGEMENT**
✕

**FLAT**
**TELEPHONE(S) & EMAIL(S)**
**PANEL DISPLAY(S)**
**APASS(ES)**

Qty of flats/names programmed = 400. You can still program : 387 name(s)

Add a panel display name +

Name	Access / display profile	Modify	Delete
Appt. 001	<u>Profil - Example</u>		

Save
Close

4. Click 'Telephone(s) & Email(s)'
5. Delete the phone numbers

FLAT MANAGEMENT

FLAT

TELEPHONE(S) & EMAIL(S)

PANEL DISPLAY(S)

APASS(ES)

Add a telephone number or email

Telephone N° / Email	IPGUARD App activated	Modify	Delete
07598958063 GB			
















Save

Close

## 6

## How to add access passes (proximity keyfobs &amp; radio transmitters)

1. Click on the block
2. Click on the flat

Blocks	Devices	Displays	Access Passes	Events & alarms
Display by : 200 <span>▼</span> <span>Add a block +</span>				
	Flat(s)	Device(s)	APass(es)	Modify Delete Notes
Block A - MINI	5	2	2	  
Block B - MINI PLUS hands free	6	2	20	  
Block C - TOUCH	1998	2	0	  
Block D - MINI PLUS	6	0	1	  
Example	4	0	0	  
Total	2019	11	24	

Blocks

Devices

Displays

Access Passes

Events & alarms

Example

Display by : 200

Add flats +

<input type="checkbox"/>	Flat N°	Flat	Access Passes	Display	Direct call code	Telephone N° / Email	Keypad code	Modify	Delete	Notes
<input type="checkbox"/>	000	Appt. 000								
<input type="checkbox"/>	001	Appt. 001		Appt. 001	A1	07598958063 GB				
<input type="checkbox"/>	003	Appt. 003								
<input type="checkbox"/>	004	Appt. 004								
Total			0	1						

3. Click on the 'APASS' tab
4. Click 'Add APasses'

FLAT MANAGEMENT <span>✕</span>							
FLAT	TELEPHONE(S) & EMAIL(S)	PANEL DISPLAY(S)	APASS(ES)				
Display by : 200 <span>▼</span> <span>Add APasses +</span>							
Access Pass	Resident	Access profile	Telephone number / Email	Colour	Type	Modify	Delete
Save				Close			

## 5. Select the 'Type'

**CREATE APASS**

**TYPE OF APASSES**

Type : **APass (SCODE) - N° (KCF)**

Colour tag of APass : **BLACK**

N° of first APass :

☐ Use a Noralsy encoder

Quantity of APass(es) to generate : **1**

**ADD ONE OR MORE APASSES**

**FOR A FLAT ON THE SITE**

Block : **Block D - MINI PLUS**

Flat : **Appt. 001**

☐ Associate to a resident

Access profile : **Profil - Block D - MINI PLU**

**NOTES**

Max 160 characters

**Save** **Cancel**

Default = APass (SCODE – No (KCP4000/KCP8000)

This is for a normal key fob pictured below



### KCP8000 Proximity Keyfob for residents

KCP8000 proximity keys are each engraved with a **unique 10 digit ID number**.

To add a TEL868 radio transmitter, change the type to 'Radio transmitter'

6. Enter the 10 digit unique ID

7. Click 'Save'



### TEL868 Coded Radio Transmitter for motorists

TEL868 radio transmitters are each engraved with a **unique 10 digit ID number**.

## 7

## How to modify where an access pass is allocated

Block C									
Display by : 200									
	Flat N°	Flat	Access Passes	Display	Direct call code	Telephone N°	Keypad code	Modify	Delete
<input type="checkbox"/>	001	Appt. 001	<div>1111100000</div> <div>1111100000</div> <div>1111100000</div>	Flat 1	A1	07546277360 (A) GB	Porte principale : 1234		
<input type="checkbox"/>	002	Appt. 002							
<input type="checkbox"/>	003	Appt. 003							
<input type="checkbox"/>	004	Appt. 004							

Select the access pass you want to update.

**APASS MANAGEMENT**

☒ **ASSIGNMENT TO A FLAT ON THE SITE**

Block :

Flat :

☐ Associate to a resident

Access profile :

☐ **ASSIGNMENT TO THE SITE STOCK OF AVAILABLE APASSES**

APass will be disabled AND all its related programmed data will be deleted.

☐ **ASSIGNMENT TO THE SITE LOST APASSES RECORD**

APass will be disabled BUT its programmed data will be saved.

**ACCESS PASS**

Type :

Colour :

APass number :

**NOTES**

Max 160 characters

In the new window 'APASS MANAGEMENT' you can modify which block and then which flat this access pass is allocated to.

When complete click 'Save'.



## 8 How to deactivate a keyfob or radio transmitter

Sending an access pass to the lost pile will automatically deactivate all access rights. It also keeps a record/log of who lost the access pass. Therefore, if the fob is found you can easily reallocate the pass where required.

	Flat N°	Flat	Access Passes	Display	Direct call code	Telephone N°	Keypad code	Modify	Delete	Notes
<input type="checkbox"/>	001	Appt. 001	XXXXXXXXXX XXXXXXXXXX	Flat 1	A1	07546377360 (K) GB	Porte principale : 1234			
<input type="checkbox"/>	002	Appt. 002								
<input type="checkbox"/>	003	Appt. 003								
<input type="checkbox"/>	004	Appt. 004								

Select the required access pass.

Select 'Assignment to the site Lost APasses record'

**APASS MANAGEMENT**

☐ ASSIGNMENT TO A FLAT ON THE SITE

Block : Block C

Flat : Appt. 001

☐ Associate to a resident

Access profile : Profil - Block C

☐ ASSIGNMENT TO THE SITE STOCK OF AVAILABLE APASSES

APass will be disabled AND all its related programmed data will be deleted.

☒ ASSIGNMENT TO THE SITE LOST APASSES RECORD

APass will be disabled BUT its programmed data will be saved.

**ACCESS PASS**

Type : APass (SCODE) - N° (KCP4)

Colour : GREEN

APass number : 1111100010

**NOTES**

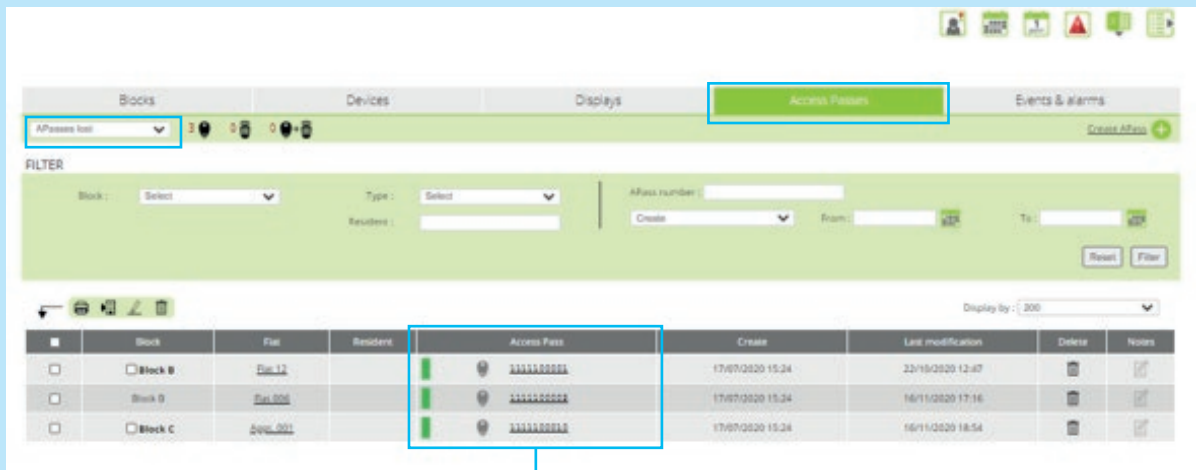
Max 160 characters

Save Cancel

Then click save

Lost access passes can be found here:

1. Click “Access Passes” tab.
2. Click on the dropdown box.
3. Click “Apasses Lost”.



Access passes allocated to lost will appear under this section

If the access pass is then found it can easily be reallocated by following step 6.

## 9 How to view system events

The GSM access point is always either an IPGUARD panel or a DATA modem. The GSM access point connects your physical equipment on site to the CLOUD portal.

**A** Click on the Events & Alarms tab

**B** Click on 'select GSM access points'. Select the required GSM access point.

**C** Once GSM access point is selected, select the period you want to view events for.

**D** You can refine the search by selecting the device type, name of devices, event type (Calls, keypad codes, access passes, etc).

**E** Click on display, once you have filled in the required fields.

### Event log:

**Click print to print results**

**Click Export to export results. Can be exported to Excel or PDF.**

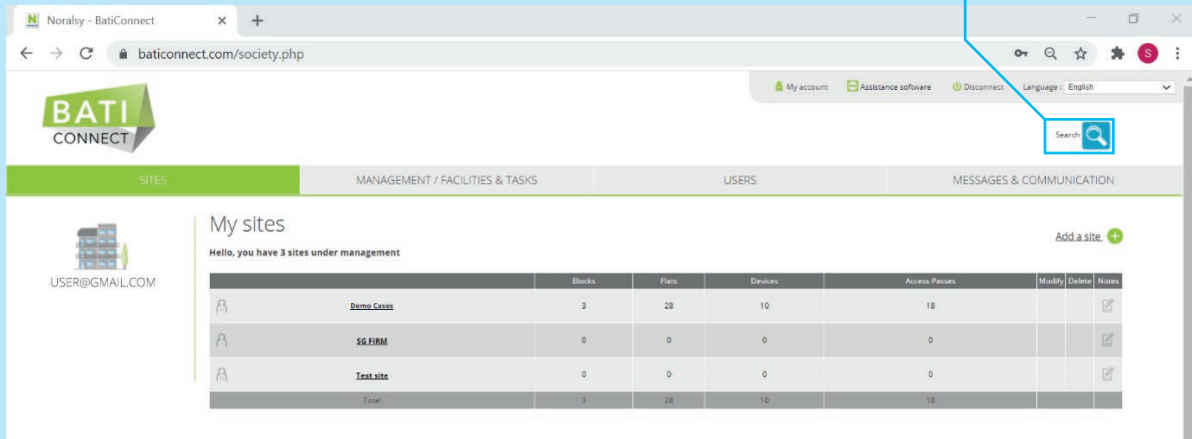
**Use the Search field to refine your search by Telephone Number, Fob ID etc**

**Further detail available by clicking here**

Date & time	Device	Device type	Result	Description	Detail
2020-11-17 14:13:58	PP4G : IP MiniPro	Access by mobile	Opening	Resident : Flat 10 Tel number : 00447546277360 Info : Block B/Flat 010	<a href="#">Detail</a>
2020-11-17 14:13:56	PP4G : IP MiniPro	Access by mobile	Opening	Resident : Flat 10 Tel number : 00447546277360 Info : Block B/Flat 010	<a href="#">Detail</a>
2020-11-17 14:13:41	PP4G : IP MiniPro	Access by mobile	Opening	Resident : Flat 10 Tel number : 00447546277360 Info : Block B/Flat 010	<a href="#">Detail</a>
2020-11-17 13:48:02	PP4G : IP MiniPro	Access by code	Opening	Code entered : 23456	<a href="#">Detail</a>
2020-11-17 09:53:11	PP4G : IP MiniPro	Call to resident	Communication not completed	Resident : Jolly, Michael Tel number : 00447498433382 Info : Block B/Flat 12	<a href="#">Detail</a>
2020-11-16 14:36:57	PP4G : IP MiniPro	Call to resident	Opening DENIED	Resident : Sully Garfield Tel number : 00447546277360 Info : Block B/Flat 010	<a href="#">Detail</a>
2020-11-16 14:35:15	PP4G : IP MiniPro	Call to resident	Opening DENIED	Resident : Sully Garfield Tel number : 00447546277360 Info : Block B/Flat 010	<a href="#">Detail</a>
2020-11-16 12:27:38	PP4G : IP MiniPro	Call to resident	Opening	Resident : Sully Garfield Tel number : 00447802980850 Info : Block B/Flat 010	<a href="#">Detail</a>
2020-11-16 12:26:59	PP4G : IP MiniPro	Call to resident	Opening	Resident : Sully Garfield Tel number : 00447546277360 Info : Block B/Flat 010	<a href="#">Detail</a>
2020-11-16 12:22:52	CENTRALE : Centrale IP MiniPro	Open by proximity fob	Opening	APass number : 1111100007 (Resident) Name associated : (Appl) Flat 007 Open by proximity fob	<a href="#">Detail</a>
2020-11-16 12:20:46	CENTRALE : MK2 Reader	Open by proximity fob	Opening DENIED		<a href="#">Detail</a>
2020-11-16 12:20:41	CENTRALE : Centrale IP MiniPro	Open by proximity fob	Opening DENIED	APass number : 1111100009 (Resident) Name associated : (Appl) Flat 010 Pattern : APass unknown Open by proximity fob	<a href="#">Detail</a>

## 10 How to use the search function

To search across multiple sites, click on the search tab.



The screenshot shows the search form with the following fields:

- In :** A dropdown menu with 'All my sites' selected.
- By :** A dropdown menu with 'Name of resident' selected.
- Keyword :** A text input field.
- Search :** A button to execute the search.

Click on the arrow for drop down options. Choose between search across all sites or site specific.

Click on the arrow for drop down options. Choose between Name of resident, name of flat, telephone number, & fobs/APasses.

Click on the search box when fields are completed.

Once above fields has been selected, populate this field with the keyword/number you are looking for. Telephone numbers need to be entered in the format 00447546288399.

### Search result:

Résultat de la recherche par "1111100008" (1 found)

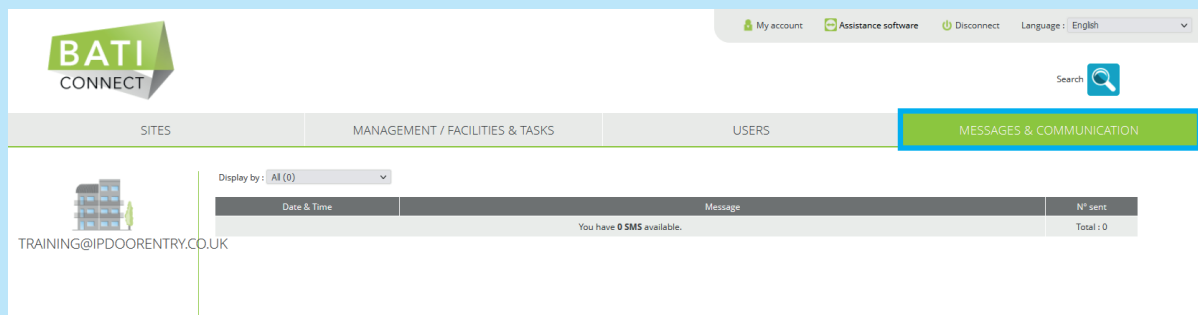
Site	Block	Flat	Access Pass	Resident / Management co. / Master
Demo Cases	Block C	App_001	1111100008	

## 11 How to send SMS messages to your residents

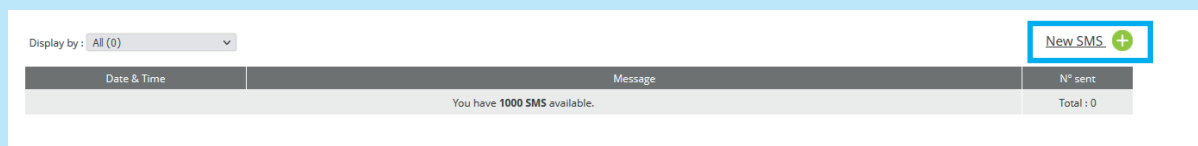
From BATICONNECT CLOUD portal you can communicate directly with your residents via BATICONNECT's SMS service.

NB: This service requires credits, please get in touch with IP Door Entry's Ltd support team or your account manager for further information.

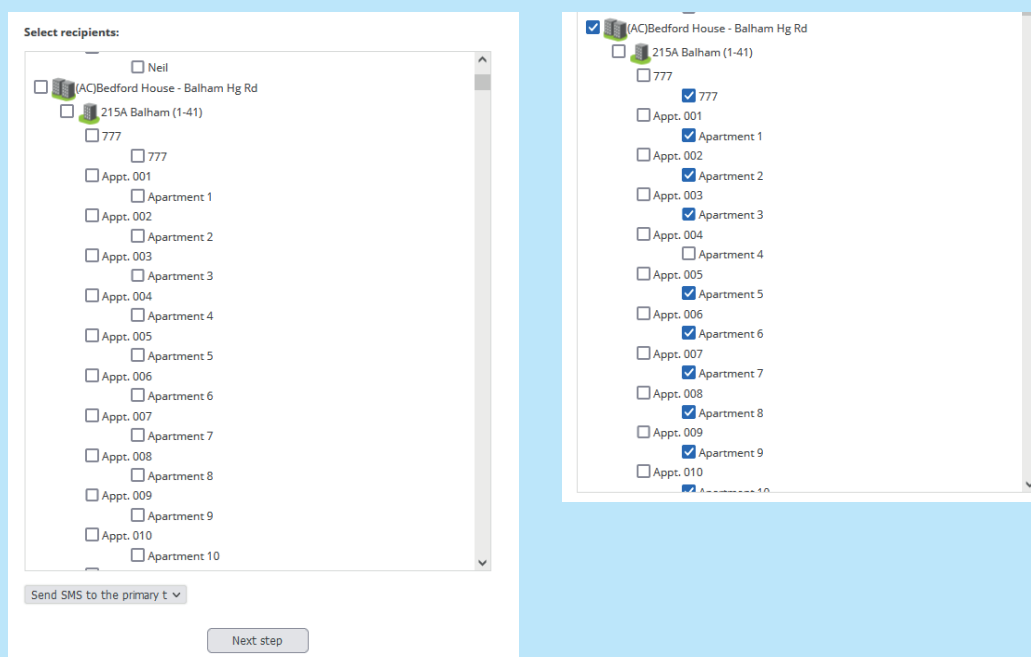
### 1. Click on the 'Messages & Communication' tab



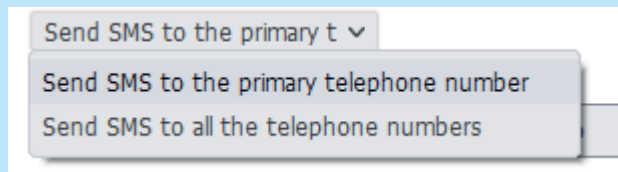
### 2. Click 'New SMS'



### 3. Select the Site, Block, Flat/Apartment to send the SMS message to



4. Select who in the flat to send the SMS too. Choose from all telephone number or the primary number only.



5. Click 'Next Step'
6. Compose your message. MAX number of characters (with spaces) is 160
7. Then click 'Send'

**Recipients selected:**

777	00447XXXXXXXXX
Apartment 1	00447XXXXXXXXX
Apartment 2	00447XXXXXXXXX
Apartment 3	00447XXXXXXXXX
Apartment 5	00447XXXXXXXXX
Apartment 6	00447XXXXXXXXX
Apartment 7	00447XXXXXXXXX
Apartment 8	00447XXXXXXXXX
Apartment 9	00447XXXXXXXXX
Apartment 10	00447XXXXXXXXX
Apartment 11	00447XXXXXXXXX
Apartment 12	00447XXXXXXXXX
Apartment 13	00447XXXXXXXXX
Apartment 14	00447XXXXXXXXX
Apartment 15	00447XXXXXXXXX
Apartment 16	00447XXXXXXXXX
Apartment 17	00447XXXXXXXXX
Apartment 18	00447XXXXXXXXX
Apartment 19	00447XXXXXXXXX

Numbers in red are duplicates, they will be messaged just once. So **43 SMS** will be sent.  
**1000 SMS currently available for you to use.**

**Message**

Send

## 12 Facilities Management

### 12.1 Introduction to facilities management

#### DEFINITIONS

##### Management company

Company in charge of a service on one or more sites.

##### Service provider

Employee of the service company responsible for an access task on one or more sites.

##### Task

Task is the access rights given to a service provider in one or more sites.

The first step is to add the management company, then declare the appropriate personal and their credentials (fob ID, keypad code, date validity, phone number, etc).

The second step is to assign access rights to this provider via creating a task for this service provider.

### 12.2 Select the Management/Facilities & Tasks section

### 12.3 Add a management company and fill in the requested information

## 12.4 Add a Service Provider

The screenshot shows the BatiConnect web interface. The top navigation bar includes 'My account', 'Interface Details', 'Assistance software', 'Disconnect', and 'Language - English'. The main menu has 'SITES', 'MANAGEMENT / FACILITIES & TASKS', 'USERS', and 'MESSAGES & COMMUNICATION'. The 'MANAGEMENT / FACILITIES & TASKS' section is active, showing 'MY SERVICE PROVIDERS & MANAGEMENT COS'. On the left, there's a sidebar for 'IP DOOR ENTRY LTD' with a 'Support IP Door Entry' button. The main area has a 'FILTER' section with fields for 'Management co.', 'Service Provider', 'Empty dates for access rights', 'Keycode', 'Telephone', and 'Access Pass'. Below this is a 'List of Service Providers' table, which is currently empty. A blue arrow points to the 'Add a Service Provider' button in the bottom right corner.

The screenshot shows the 'MODIFY THE SERVICE PROVIDER' form. The form is divided into several sections:

- INFORMATION FROM SERVICE PROVIDER**:
  - Name & First Name \*: Solomon - Access Till Christmas
  - Validity of access rights \*: ☒ From \*: 20/12/2022 To \*: 23/12/2025 Limited to 5 years ☐ Permanent task
- MOBILE ACCESS**:
  - Email: support@ipdooreentry.co.uk
  - Mobile telephone: UK 0044 8000156496
- ACCESS BY PROX KEY & RADIO TRANSMITTER**:
  - APass: ☒ APass Number: 136458962 To open doors
  - Radio transmitter: ☒ Radio only Number: 3695843697 ☐ Dual tech
- ACCESS BY CODE**:
  - Door access code: 1234
  - Door relay code 1: 6973
  - Door relay code 2: Third level access code...
  - IPKEYSAFE access code: IPKEYSAFE access code...

At the bottom of the form are 'Save' and 'Cancel' buttons.



## Fill in the required information

- a. Fill in the name and surname of the service provider
- b. Define the date period validity:
  - i. A fixed duration by selecting a start and end date
  - ii. Permanent = no date validity
- c. NB: By default, the date validity is 3 years.

MODIFY THE SERVICE PROVIDER

INFORMATION FROM SERVICE PROVIDER

Name & First Name \* :

Solomon - Access Till Christmas

Validity of access rights \* :

☒ From \* : 20/12/2022

To \* : 23/12/2025

Limited to 5

years

☐ Permanent task

- d. Fill in the e-mail address and/or telephone number to grant access with digital badge and/or open by call (dial to open). NB: Telephone number is mandatory to use opening on call/dial to open.

MOBILE ACCESS

Email

support@ipdooreentry.co.uk

Mobile telephone

UK

0044 8000156496

- e. Enter the FOB or RADIO ID to grant access by key fob &/or radio remote to open doors or key safe
  - i. NB: If radio only, select 'Radio only'
  - ii. NB: if dual-tech (radio and keyfob), select 'Dual tech '

ACCESS BY PROX KEY & RADIO TRANSMITTER

APass :

☒ APass
 

Number : 136458962

☐ Dual-tech radio/prox ?
 

To open doors

Radio transmitter :

☒ Radio only
 

Number : 3695843697

☐ Dual tech

- f. Enter one or more codes to open doors, additional relays or key safes.

ACCESS BY CODE

Door access code :

1234

Door relay code 1 :

6973

Door relay code 2 :

Third level access code...

IPKEYSAFE access code :

IPKEYSAFE access code...

There is a colour code for the validity dates of access rights:

RED = Access rights expired

ORANGE = Access rights not started

GREY = Current access rights

IP DOOR ENTRY LTD

Person in charge : Solomon  
Telephone N° : 08000 156496  
Email : Support@IPDoorEntry.co.uk

Service Provider	Telephone	Email	Mission	Validity	Modify	Delete
Solomon - Access T10 Christmas	08000156496 GB	support@ipdoorentry.co.uk	t	From 22/12/2022 To 27/12/2022		

The “FILTER” box allows you to search and filter your service providers:

- By the name of a Service Provider
- By the name of Management company
- By the date of validity of the access rights
- By an access code
- By the telephone number
- By the access pass

IP DOOR ENTRY LTD

Person in charge : Solomon  
Telephone N° : 08000 156496  
Email : Support@IPDoorEntry.co.uk

Service Provider	Telephone	Email	Mission	Validity	Modify	Delete
Solomon - Access T10 Christmas	08000156496 GB	support@ipdoorentry.co.uk	t	From 22/12/2022 To 27/12/2022		

## 12.5 Share the management with another user

1. Click on 'Provider Access' icon
2. Click 'Add user'
3. Enter the e-mail address of the user
4. Click Add

NB: The user will then receive a notification by email indicating that a management company has been shared with them.

SERVICE PROVIDER ACCESS

Add a user

Name & First Name	User / Email	Status	Delete
No login			

Close

NEW USER

\* Email :

Add

## 12.6 How to create tasks

1. Click on 'Access rights for my sites' sub tab
2. Click 'Add a task'

The screenshot shows the BatiConnect web interface. The top navigation bar includes 'My account', 'Interface Desk', 'Assistance software', 'Disconnect', and 'Language: English'. The main navigation tabs are 'SITES', 'MANAGEMENT / FACILITIES & TASKS', 'USERS', and 'MESSAGES & COMMUNICATION'. The 'MANAGEMENT / FACILITIES & TASKS' tab is active, and the 'ACCESS RIGHTS FOR MY SITES' sub-tab is selected. The left sidebar shows 'IP DOOR ENTRY LTD'. The main content area has a 'FILTER' section with fields for 'Management co.', 'Service Provider', and 'Site'. Below the filter is a table with columns: 'Task(s) on my sites', 'Management co.', 'Service Provider', 'Keypad codes', 'APasses/Radio transmitters', 'Perimeter access', 'Modify', and 'Delete'. The table currently shows 'No task(s) available'. The 'ADD A TASK' button is located at the bottom right of the table.

The screenshot shows the 'ADD A TASK' dialog box. The 'INFORMATION' tab is active, and the 'MISSION' section contains the text 'Name of the task \* : Access over Christmas for Solomon'. The 'ACCESS AUTHORISED' tab is also visible, showing 'INFORMATION FROM SERVICE PROVIDER' details. The details include 'Management co. \* : Support IP Door Entry' and 'Service Provider \* : Solomon - Access Till Christmas'. Below this is a table titled 'SERVICE PROVIDER ACCESS' with columns for access type, status, and value.

SERVICE PROVIDER ACCESS		
Open by door code :	YES	1234
Open by relay 1 code :	YES	6973
Open by relay 2 code :	NO	
Open by KeyBox code :	NO	
Open by Apass :	YES	136458962
Open KeyBox by Apass :	NO	
Open by radio transmitter :	YES	3695843697
Mobile Access :	YES	00448000156496 / support@ipdoorentry.co.uk
Open by telephone :	YES	00448000156496
Validity :	FROM 22/12/2022 TO 27/12/2022	

At the bottom of the dialog box are 'Save' and 'Cancel' buttons.

3. In the new window, enter the 'name of the task'
4. Select the previously created management company and service provider
5. Click on the sub-tab 'Access authorised'
- NB: To validate the task, it is necessary to associate access to the on-site equipment.
6. Select a site (only sites you have facilities access to are displayed here)
7. You also can select all types of equipment at once

MODIFY THE TASK

INFORMATION

ACCESS AUTHORISED

MOBILE ACCESS INFO REF SERVICE PROVIDER

- Allow Service Provider to open the authorised doors by pressing on the virtual key (button) on the IPGUARD App.
- Only works when the person pressing the virtual key on the IPGUARD App is within 1 metre of the door.

SITES & DEVICES

FILTER

Site :

Devices :

☐ IPGUARD 4G
 ☐ Control unit

☐ 3G panels
 ☐ Radio receiver

☐ Modems
 ☐ Code keypads

☐ IPKEYSAFE

Filter

Select all

	Open by code	APasses	Radio transmitters	Mobile Access	Open by telephone	Key bunch authorised	Keypass
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

➔ > Byron New Demo Kit

Week type: Always

➔ > Demo Cases

Week type: Always

Save

Cancel



This icon indicates active access on a site

8. If required, you can select a week type (week schedule) and apply it to this task. Editing and creating week types is done directly from the site concerned.
9. Finally, tick the appropriate access(es) then click Save

**MODIFY THE TASK**

**DEMO WALL** Week type: Always

Device	Open by code	APasses	Radio transmitters	Mobile Access	Open by telephone	Key bunch authorised	Keypass
Select all	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Block A - MINI</b>							
MNINI	<input type="checkbox"/> Door code <input type="checkbox"/> Relay code 1 <input type="checkbox"/> Relay code 2			<input type="checkbox"/> (control unit)			
Centrale_MNINI		<input checked="" type="checkbox"/>					
test			<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				
<b>Block B - MINI PLUS hands free</b>							
MINI PLUS	<input type="checkbox"/> Door code <input type="checkbox"/> Relay code 1 <input type="checkbox"/> Relay code 2			<input type="checkbox"/> (control unit)			
Centrale_MINI PLUS		<input checked="" type="checkbox"/>					
Bin Store		<input checked="" type="checkbox"/>					
Tutorial		<input checked="" type="checkbox"/>					
Tutorial			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				
<b>Block C - TOUCH</b>							

8. If required, you can select a week type (week schedule) and apply it to this task. Editing and creating week types is done directly from the site concerned.
9. Finally, tick the appropriate access(es) then click Save

If mobile access has been configured, the service provider will receive either an e-mail and/or SMS explaining how to activate and use the digital pass.

## 12.7 Using the Filter section

The “FILTER” section allows you to search and filter:

- Depending on a site
- Depending on one or more equipment

**FILTER**

Site :

**Devices :**

☐ IPGUARD 4G
☐ 3G panels
☐ Modems
☐ Control unit
☐ Radio receiver
☐ Code keypads
☐ IPKEYSAFE

Filter

Users can see all the tasks with access to their sites.

The “FILTER” section allows you to search:

- For a service provider
- For a Management Company
- For a site
- For an access code
- For a telephone number
- For an access pass

My account
Interface Decio
Assistance software
Disconnect
Language: English

SITES
MANAGEMENT / FACILITIES & TASKS
USERS
MESSAGES & COMMUNICATION

TRAINING@IPDOORENTRY.CO.UK

MY SERVICE PROVIDERS & MANAGEMENT COS

ACCESS RIGHTS FOR MY SITES

**FILTER**

Management co.:
Service Provider:
Site:

Keypad code:
Telephone:
Access Pass:

ADD A TASK

TASK(s) on my sites	Management cos	Service Provider	Keypad codes	APass(es): Radio transmitters	Perimeter access	Modify	Delete
test	Byrons facilities	1		4640800090 (APass(es))	4 Sites 20 Devices		
TESTING	IP Door Entry	YTESWYN	1234 (code for IPKEYSAFE)	4640800090 (APass(es))	4 Sites 11 Devices		
Keysafe	IP Door Entry	IP	123456 (door code) 123456 (code for IPKEYSAFE)	4640800090 (APass(es))	1 Site 5 Devices		
Park	IP Door Entry	1	2244 (door code)		1 Site 1 Device		
demo	IP Door Entry	dual		0082105798 (APass(es))	9 Sites 29 Devices		
keypad code	IP Door Entry	test	1999 (door code)		1 Site 1 Device		
john engineer	IP Door Entry	Byron	1234 (door code)	0758008974 (APass(es))	9 Sites 13 Devices		
john -	IP Door Entry	john -	50584 (door code)	4058513385 (APass(es))	5 Sites 19 Devices		
Richard dial to open	IP Door Entry	Richard dial to open			1 Site 2 Devices		



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