



Live Events - Presentation Enrollment

Effective from version 22 of Doors.NET it is now possible to enroll cards/cardholders through the Live events grid.

IMPORTANT NOTE: This method only detects the card 'internal number' - the unique number that is detected and processed by the controller and it therefore does not allow you to store the facility code and imprint to the card record. If you require the card facility code and imprint information you should use one of the other enrollment methods.

Enrolling cardholders through Live Events

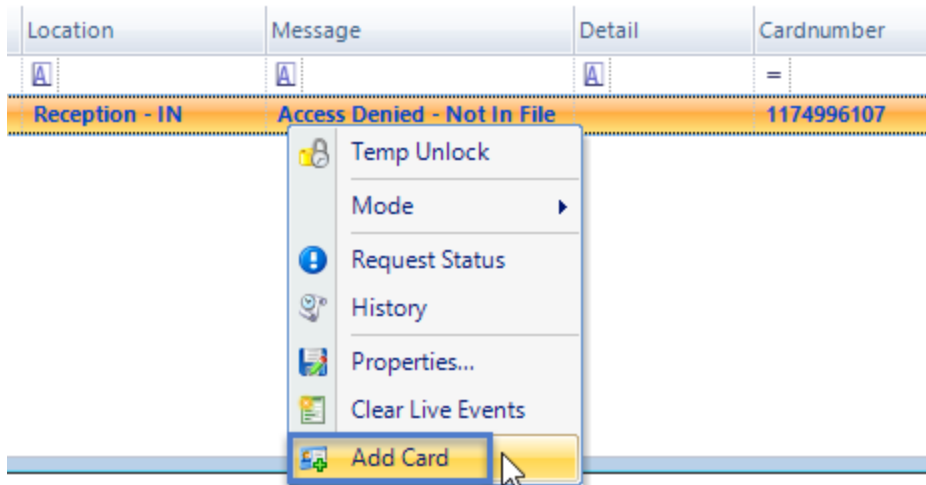
Add a new card record

1. Present the card to any reader on the system
2. You should get a momentary red LED at the reader.
3. In Live Events you will see the unique card number appear in the **Cardnumber** field.

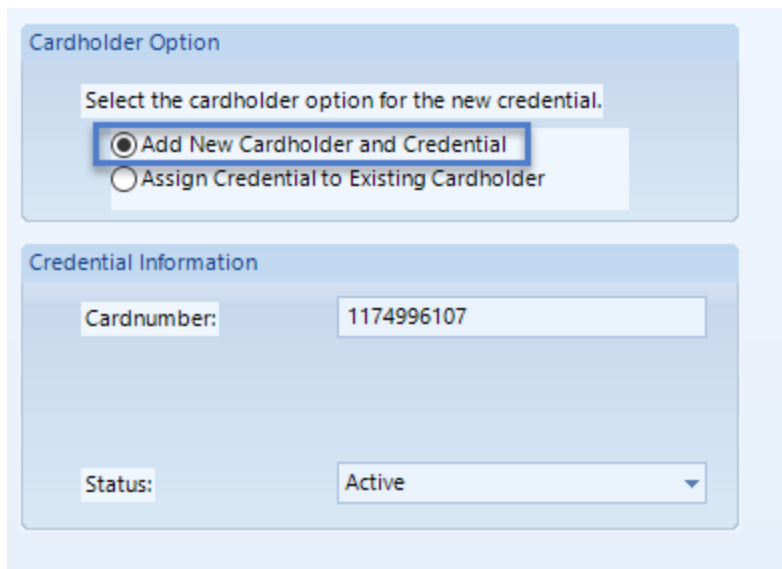
TimeStamp (Controller)	Location	Message	Detail	Cardnumber	Card Stat
18/04/2016 16:00:07	Reception - IN	Access Denied - Not In File		1174996107	

4. Right-click on this event and select **Add Card**.

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5. Use the default option of **Add New Cardholder and Credential**.
6. The new card number will be displayed again and the status will be set to **Active**.



7. Click NEXT.
8. Enter a first name and a last name for the new cardholder.
9. Set temporary card settings, if appropriate to your installation.

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Cardholder Identification

Last Name
Cardholder

First Name
New

Middle Name
DoorsNET

PIN

Activation Dates

Never Expire Temporary

Activation Date
18/04/2016 00:00:00

Days
1 day

Expire Date
18/04/2016 23:59:00

Expiration Reason
None

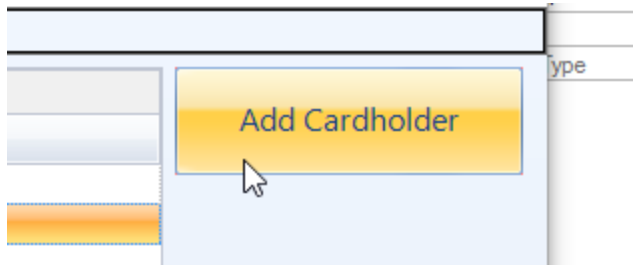
10. Click Next.

11. Select an access group for the new cardholder, such as **Total Access**.

Access Rights	
Access Groups	
Assigned	Description
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Total Access

12. Click the **Add Cardholder** button.

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13. The new record will be created and will also be sent out automatically to the controllers.
14. Present the card to any reader which is added to the assigned access group and you should now get access.
15. An access granted event will also appear in Live Events (along with the new cardholders name).

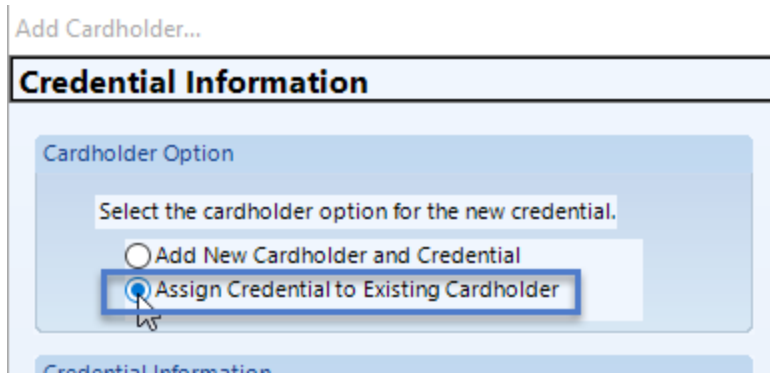
Live Events						
Drag a column header here to group by that column.						
TimeStamp (Controller)	Location	Message	Cardnumber	Card Status	First Name	Last Name
18/04/2016 16:15:36	Reception - IN	Access Granted - No Entry	=			
18/04/2016 16:15:29	Reception - IN	Access Granted	1174996107	Active	New	Cardholder
18/04/2016 16:15:26	New 0 NXT 4D	Update Network Started				
18/04/2016 16:15:26	New 0 NXT 4D	Update Network Completed				
18/04/2016 16:15:25	New 0 NXT 4D	Update Network Started				

Add to an Existing Record

You can also use this feature to add a new card to an existing cardholder record (such as when issuing a replacement card).

1. Present the new card to any reader.
2. Right click the Access-Denied - Not in File event.
3. Choose **Add Card**.
4. Select 'Assign Credential to Existing Cardholder'.

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Add Cardholder...

Credential Information

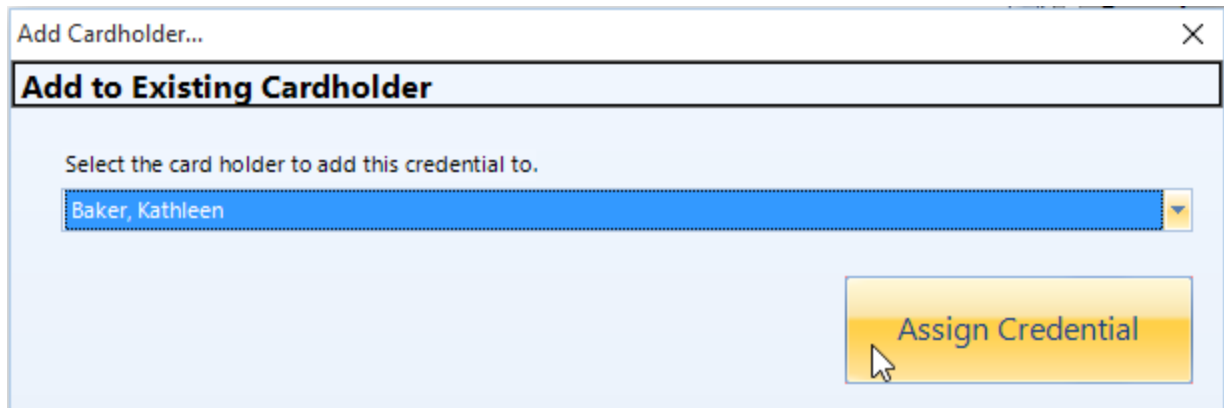
Cardholder Option

Select the cardholder option for the new credential.

Add New Cardholder and Credential

Assign Credential to Existing Cardholder

5. Status will be set to Active.
6. Click NEXT.
7. From the available cardholders drop-down list, select the existing cardholder to assign the card to
8. Click the Assign Credential button.



Add Cardholder...

Add to Existing Cardholder

Select the card holder to add this credential to.

Baker, Kathleen

Assign Credential

9. The Add Cardholder window will automatically close and the new card will be sent out to the controller network.



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