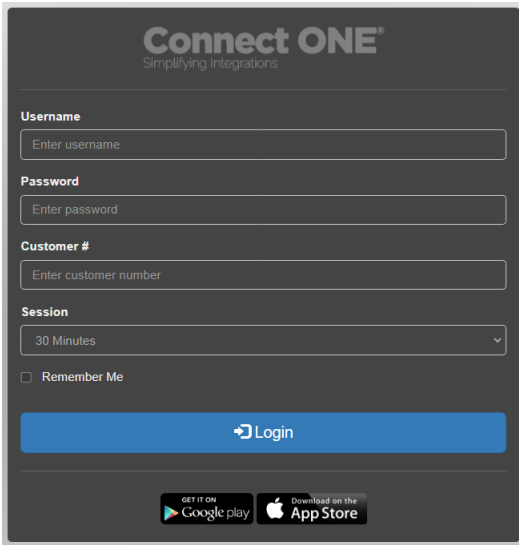


# Connect One Quick Guide

## Creating a User with a Credential in ConnectOne

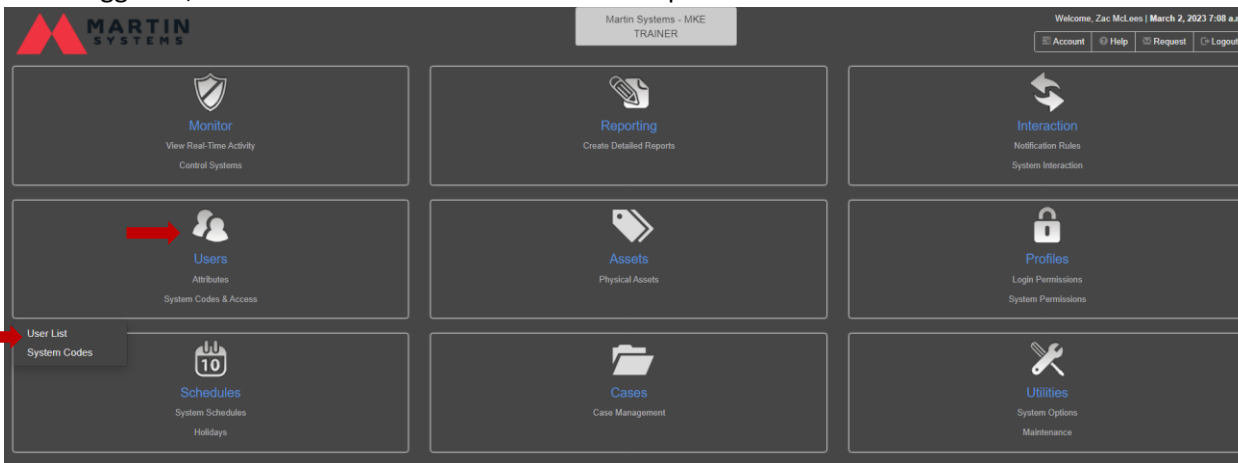
Go to [www.connectmysites.com](http://www.connectmysites.com) and login using the username, password, and customer # provided by Martin Systems.



The login form for Connect One is displayed. It features the following fields and options:

- Username:** A text input field with the placeholder "Enter username".
- Password:** A text input field with the placeholder "Enter password".
- Customer #:** A text input field with the placeholder "Enter customer number".
- Session:** A dropdown menu currently set to "30 Minutes".
- Remember Me
- Login:** A blue button with a right-pointing arrow and the text "Login".
- At the bottom, there are logos for "GET IT ON Google play" and "Download on the App Store".

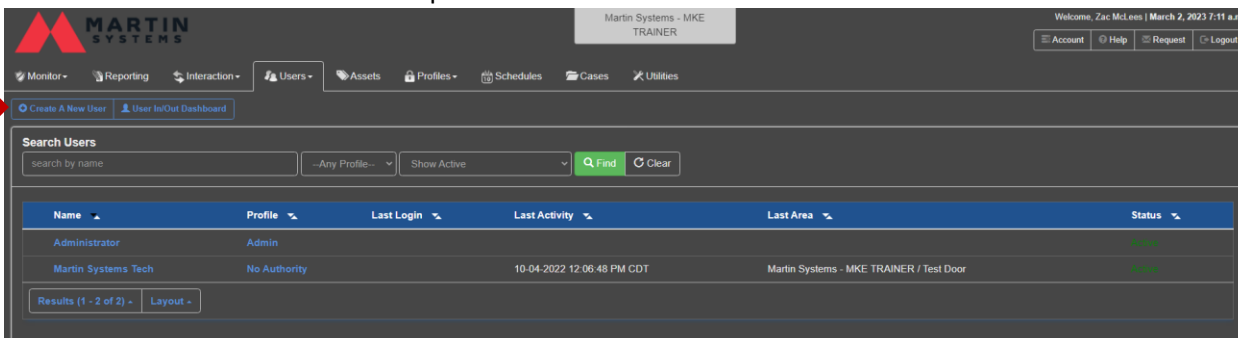
Once Logged in, select **Users**. Select **User List** in the drop down.



The dashboard shows a grid of icons for various functions. A red arrow points to the **Users** icon (two people). A second red arrow points to the **User List** dropdown menu that appears below the Users icon.

Monitor	Reporting	Interaction
View Real-Time Activity Control Systems	Create Detailed Reports	Notification Rules System Interaction
<b>Users</b> Attributes System Codes & Access	Assets Physical Assets	Profiles Login Permissions System Permissions
Schedules System Schedules Holidays	Cases Case Management	Utilities System Options Maintenance

Select **+Create A New User** in the top left corner.



The Users page is shown with a red arrow pointing to the **+Create A New User** button in the top left corner. Below the button is a search bar and a table of users.

Name	Profile	Last Login	Last Activity	Last Area	Status
Administrator	Admin				Active
Martin Systems Tech	No Authority	10-04-2022 12:06:48 PM CDT		Martin Systems - MKE TRAINER / Test Door	Active

Add the **Name** or Unit# of the User. If the User is not an administrator, **DO NOT** add a **Login Profile** or any other information, just select **Save & Proceed to System Code**. If the User is an administrator, change **Login Profile** to **Admin**, use email address for **Login Name** and check the box for **Email Login Instructions**. Add their email to the **Email Address** section. When you select save, an email will be sent to that user prompting them to login and change their password. They will then have access to the ConnectOne site and have administrative rights.

MARTIN SYSTEMS

Martin Systems - MKE  
TRAINER

Welcome, Zac McLees | March 2, 2023 7:26 a.m.

Account Help Request Logout

Monitor Reporting Interaction Users Assets Profiles Schedules Cases Utilities

Back To Users Edit User

User Information

Status: Active

Name: Jon Doe

Custom 1: [Field] Hidden Normal

Custom 2: [Field] Hidden Normal

Custom 3: [Field] Hidden Normal

Custom 4: [Field] Hidden Normal

Custom 5: [Field] Hidden Normal

Login Profile: Admin

Login Name: J.Doe@email.com

Email Login Instructions with randomly generated password

Email Address: J.Doe@email.com

Save Save & Proceed to System Code

On the next screen, you will be able to add a credential to a User. Confirm the **Assigned User** is the intended recipient. The **Name** will be how the credential shows up on the system reports. If you want to change it to include more information you can (Example Add Fob, Card, Code). If creating a fob or card (keypad code below), enter the 5 digit number on the credential to the **Code** section and leave the **Code Format** at **26-Bit Wiegand**. Then select the **System Profile(s)** that are needed for this user (hold ctrl to select multiple profiles). Select **Save** to complete this credential.



Code = 35951

MARTIN SYSTEMS

Martin Systems - MKE TRAINER

Welcome, Zac McLees | March 2, 2023 7:48 a.m.

Account Help Request Logout

Monitor Reporting Interaction Users Assets Profiles Schedules Cases Utilities

Back To User Create/Edit System Code

### System Code Information

Site / System: Martin Systems - MKE TRAINER / Training Panel 1

Assigned User: Jon Doe

Name: Jon Doe Fob

External #:

Code: 35951  
[Hide Code](#) | [Generate Random Code](#)

Code Format: 26-Bit Wiegand

### Permissions & Options

System Profile:
 

- ADMIN [01]
- CLEANERS [05]
- EMPLOYEES [03]
- PROFILE NAME 07 [07]
- PROFILE NAME 08 [08]
- PROFILE NAME 09 [09]
- PROFILE NAME 10 [10]
- PROFILE NAME 99 [99]

 Select up to 4 (hold Ctrl)

Start Date: now  
(MMDDYY)

Expiration Date: never  
(MMDDYY) Expiration occurs at 12:00 am on the next day.

Save

If creating a Keypad code, enter the 5 digit number on the credential to the [Code](#) section and change the [Code Format](#) to [Keypad Code](#). Then select the [System Profile](#)(s) that are needed for this user (hold ctrl to select multiple profiles). Select [Save](#) to complete this credential. (To see the code, select Show Code. Codes will not show while viewing the user on other screens.)

Code \*

Show Code | Generate Random Code

Code Format \*

Go back to the [User List](#). You will now see the new user added. If you select that User's name, you will be able to see their credentials. Please note the "2" in the top right corner. If your onsite panel has not yet connected to the cloud to receive the new information, this number will show. This means the new user and code will not work. Once your panel has received all new information, the number will go away meaning that the user will work on the system. Also note that the Fob/Card credential shows the code, but the Keypad Code does not. This is a security measure to prevent someone from learning a code to access your system.

Martin Systems - MKE TRAINER

Welcome, Zac McLees | March 2, 2023 8:29 a.m.

Account Help Request Logout

Monitor Reporting Interaction Users Assets Profiles Schedules Cases Utilities

Create A New User User In/Out Dashboard

**Search Users**

search by name --Any Profile-- Show Active Find Clear

Name	Profile	Last Login	Last Activity	Last Area	Status
Administrator	Admin				Active
Jon Doe	Admin				Active
Martin Systems Tech	No Authority		10-04-2022 12:06:48 PM CDT	Martin Systems - MKE TRAINER / Test Door	Active

Results (1 - 3 of 3) Layout

Monitor Reporting Interaction Users Assets Profiles Schedules Cases Utilities

Back To Users View User

**User Information**

Status: Active  
 Name: Jon Doe  
 Login Profile: Admin  
 Login Name: J.Doe@email.com

Badge Image

edit information deactivate user delete user link account

**Contact Information**

1. J.Doe@email.com [Primary]

Add Send Change Request

System Codes Recent Activity

Create A System Code Show Codes

Number	Name	Profile	Ext #	Code	Status
2	JON DOE CODE	ADMIN, EMPLOYEES			Active
3	JON DOE FOB	EMPLOYEES, CLEANERS		35951	Active

Results (1 - 2 of 2) Layout

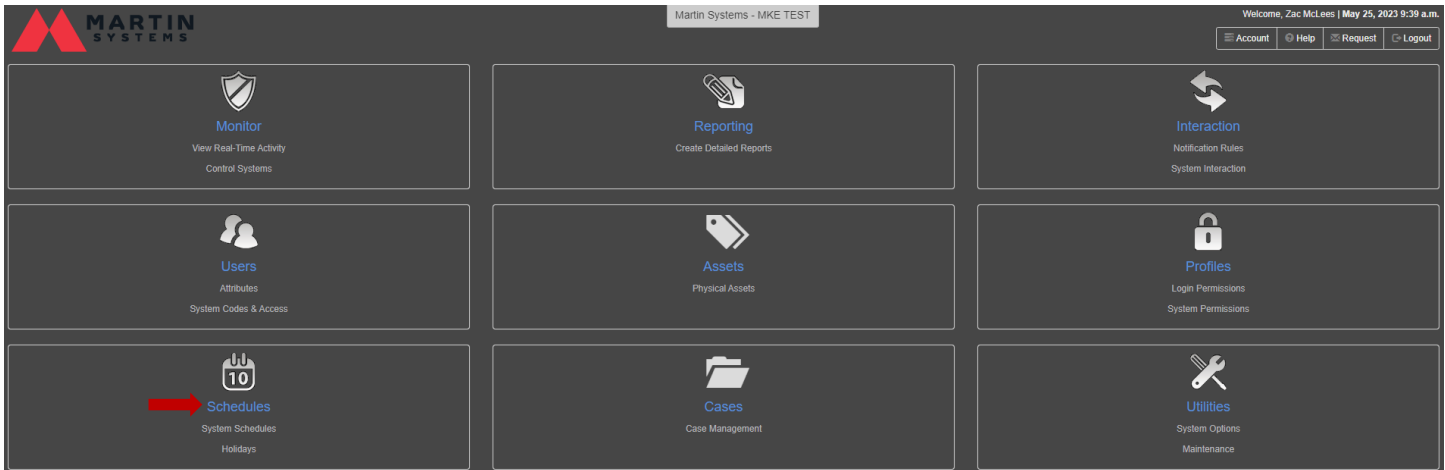
## Adding a Schedule:

### Time Window, Auto Unlock, Profile Access, Holidays

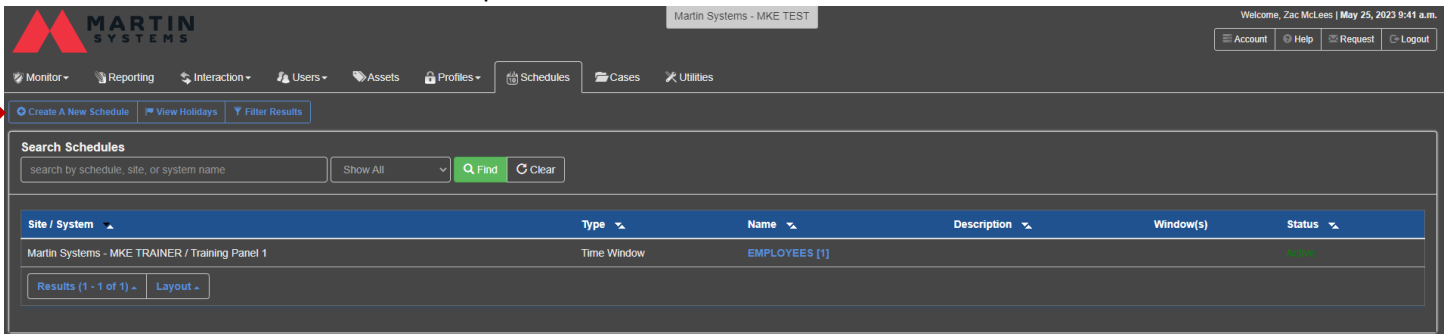
#### Setting up a **Time Window**

Time windows are the base to a schedule. You will need a Time Window created to create any other schedule on the system.

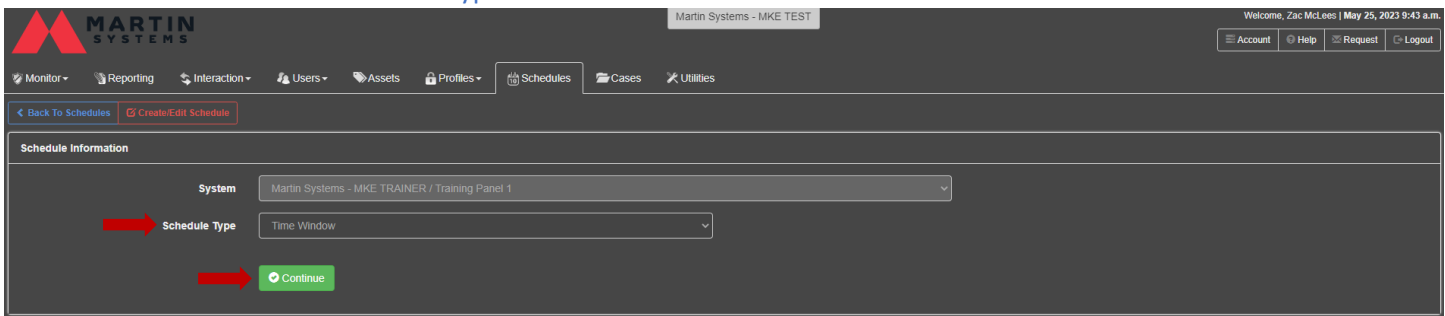
Select **Schedules** on the home screen.



Select **+Create A New Schedule** in the top left corner.



Select **Time Window** in the **Schedule Type** and click **Continue**



Name the Time Window. We recommend leaving the Name generic, noting what days and times (Example: Monday – Friday 9AM to 5PM). Once named, set the **Start** and **Stop** times you desire. Please note to schedule to a 24 hour timeline. If multiple days are the same schedule, you can create one, select **Copy** for that day, then **Paste** on other days with that same schedule. If you would like to have no schedule for a particular day, leave all times at --- to ---. Select **Save**.

The screenshot shows the 'Schedule Information' form in the Martin Systems interface. The 'Name' field is set to 'Monday - Friday 9AM to 5PM'. The 'Schedule' dropdown is set to 'Number 2'. The 'Temporary?' checkbox is unchecked. The 'Start' and 'Stop' times are configured for Monday through Friday from 09:00 to 17:00. The 'Copy' and 'Paste' buttons for each day are visible. The 'Save' button is highlighted at the bottom.

Day	Start	Stop	Day	Copy	Paste
Sunday	--	--	Sunday	Copy	Paste
Monday	09	17	Monday	Copy	Paste
Tuesday	09	17	Tuesday	Copy	Paste
Wednesday	09	17	Wednesday	Copy	Paste
Thursday	09	17	Thursday	Copy	Paste
Friday	09	17	Friday	Copy	Paste
Saturday	--	--	Saturday	Copy	Paste

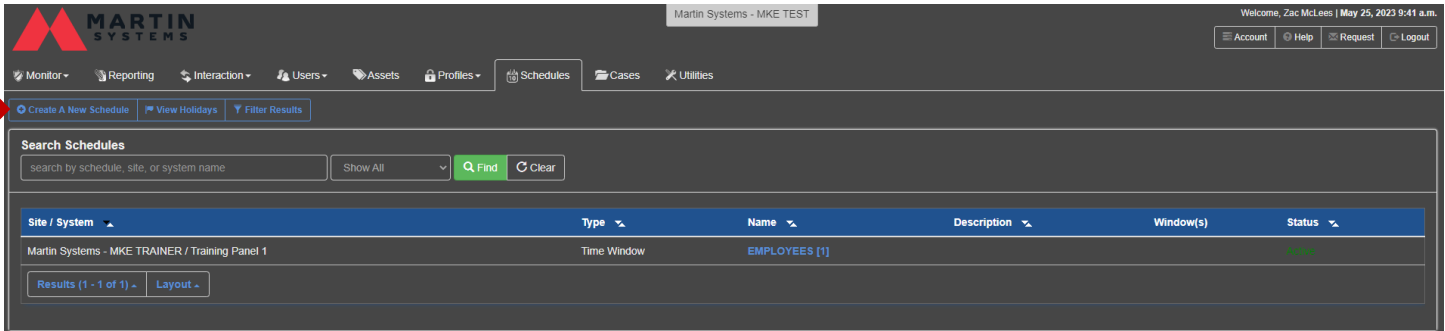
This time window can be used for multiple schedules.

## Setting up an **Auto Unlock**

Use this option to set a door to mechanically unlock on a schedule. This means that anyone will be able to come and go, with or without credentials. (Examples: a front door to a business during business hours, a community room that is only available at specified times, an exterior pool gate, etc.)

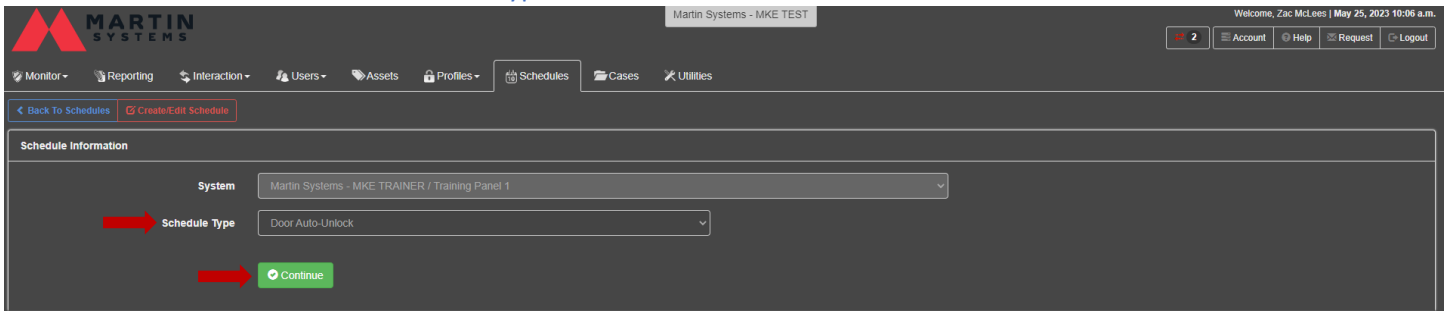
**\*NOTE - Please confirm with Martin Systems if the door you plan to schedule an auto-unlock for can handle the schedule. Some devices installed may not be able to handle this type of schedule.**

Select **+Create A New Schedule** in the top left corner.



The screenshot shows the Martin Systems web interface. The top navigation bar includes the Martin Systems logo, the user name 'Martin Systems - MKE TEST', and the date 'Welcome, Zac McLees | May 25, 2023 9:41 a.m.'. Below the navigation bar, there are several menu items: Monitor, Reporting, Interaction, Users, Assets, Profiles, Schedules, Cases, and Utilities. A red arrow points to the 'Create A New Schedule' button in the top left corner. Below the navigation bar, there is a search bar for schedules and a table of existing schedules. The table has columns for Site/System, Type, Name, Description, Window(s), and Status. The first row shows 'Martin Systems - MKE TRAINER / Training Panel 1' with a Type of 'Time Window' and a Name of 'EMPLOYEES [1]'. The status is 'Active'.

Select **Door Auto-Unlock** in the **Schedule Type** and click **Continue**



The screenshot shows the 'Create/Edit Schedule' form in the Martin Systems web interface. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are two buttons: 'Back To Schedules' and 'Create/Edit Schedule'. The 'Create/Edit Schedule' button is highlighted with a red arrow. Below the buttons, there is a 'Schedule Information' section. The 'System' dropdown menu is set to 'Martin Systems - MKE TRAINER / Training Panel 1'. The 'Schedule Type' dropdown menu is set to 'Door Auto-Unlock', with a red arrow pointing to it. Below the 'Schedule Type' dropdown, there is a green 'Continue' button with a white checkmark, also with a red arrow pointing to it.

Name the Door Auto-Unlock schedule. We recommend naming the door that will be auto unlocked. Select the Door that will be scheduled to unlock. Select a previously made Time Window. Select Save.

The screenshot shows the 'Create/Edit Schedule' form in the Martin Systems interface. The form is titled 'Schedule Information' and contains the following fields:

- System:** Martin Systems - MKE TRAINER / Training Panel 1
- Schedule Type:** Door Auto-Unlock
- Name:** Test Door Schedule Unlock
- Description:** (Empty text area)
- Door:** TEST DOOR
- Time Window 1:** Monday - Friday 9AM to 5PM
- Time Window 2:** --None--
- Time Window 3:** --None--
- Time Window 4:** --None--
- Time Window 5:** --None--
- Time Window 6:** --None--
- Time Window 7:** --None--
- Time Window 8:** --None--
- Time Window 9:** --None--
- Time Window 10:** --None--
- Time Window 11:** --None--
- Time Window 12:** --None--
- Time Window 13:** --None--
- Time Window 14:** --None--
- Time Window 15:** --None--
- Time Window 16:** --None--

At the bottom of the form, there are two buttons: 'Save' (highlighted in green) and 'Save & Batch'. A light blue information banner at the bottom of the form contains the following text:

The schedule action, unlock/lock, occurs only when the time of day equals the time specified.  
This means that a new/updated schedule will not take effect until either the unlock or lock time matches the time of day.  
You may specify both unlock & lock times for a day or just one lock or just one unlock time.  
Specifying only a lock time for a day can be used as a failsafe schedule to ensure the door is locked at a specified time.

This door will now unlock on the scheduled created in the Time Window.

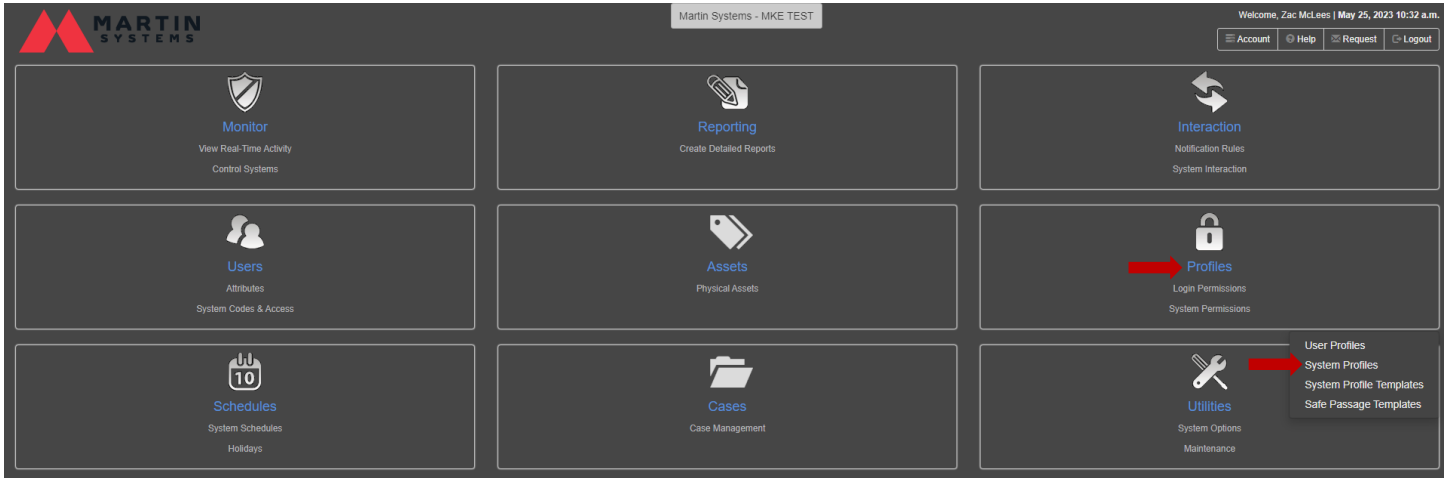


## Setting up Profile Access

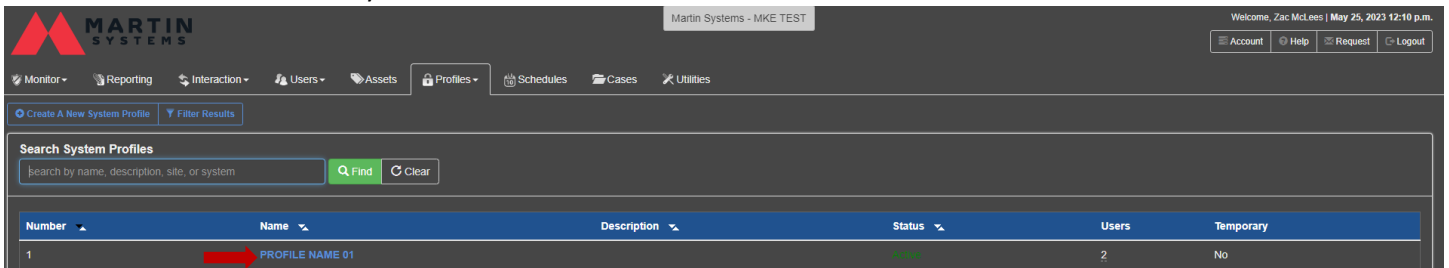
Use this option to allow a specific profile type an access window. This will allow access to people on this profile during a specified Time Window. (Example: employees only allowed access to the office Monday – Friday 9AM to 5PM, but not outside that window)

**\*NOTE – If a user is on another profile as well with no time constraints, they will have access outside that window.**

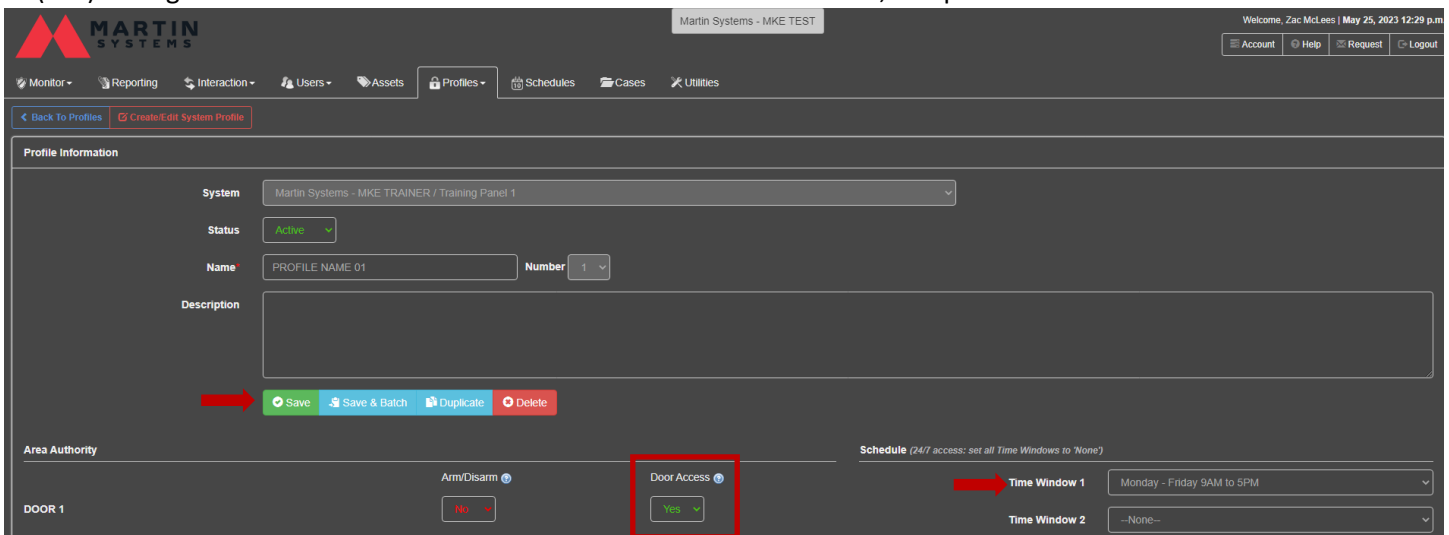
Select **Profiles**. Select **System Profiles** in the dropdown.



Select the desired **Profile** that you wish to add a time window to.

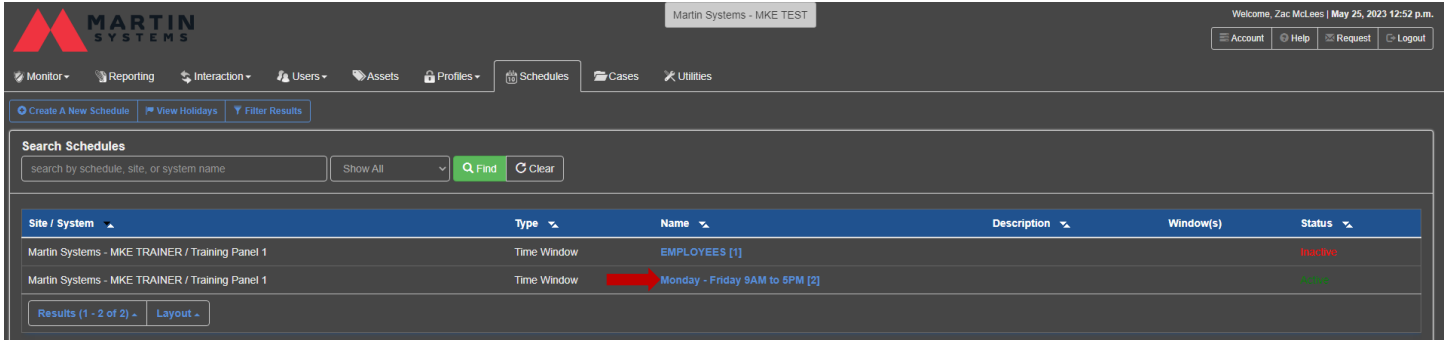


Select the **Time Window** for the profile. Select **Save**. This will allow users to enter the Doors that this profile has access to (YES) during the indicated Time Window. Outside of the Time Window, this profile will not have access.



## Setting up Holidays

Select the [Time Window](#) you want to add Holidays to.



Martin Systems - MKE TEST

Welcome, Zac McLee | May 25, 2023 12:52 p.m.

Account Help Request Logout

Monitor Reporting Interaction Users Assets Profiles Schedules Cases Utilities

Create A New Schedule View Holidays Filter Results

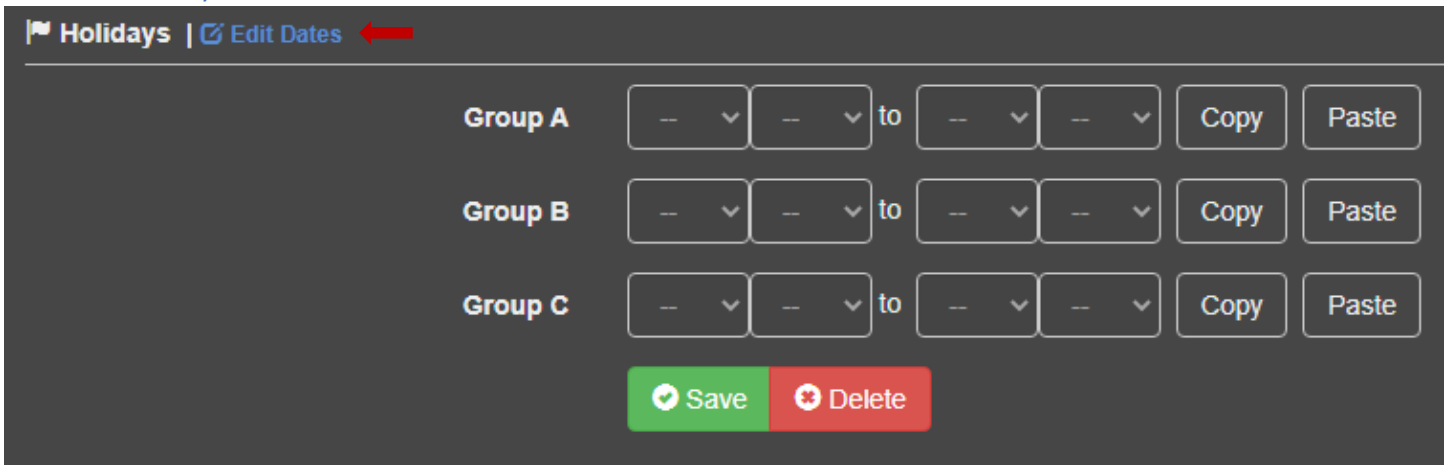
Search Schedules

search by schedule, site, or system name Show All Find Clear

Site / System	Type	Name	Description	Window(s)	Status
Martin Systems - MKE TRAINER / Training Panel 1	Time Window	EMPLOYEES [1]			Inactive
Martin Systems - MKE TRAINER / Training Panel 1	Time Window	Monday - Friday 9AM to 5PM [2]			Active

Results (1 - 2 of 2) Layout

Go to the [Holidays](#) section and select [Edit Dates](#)



Holidays | Edit Dates

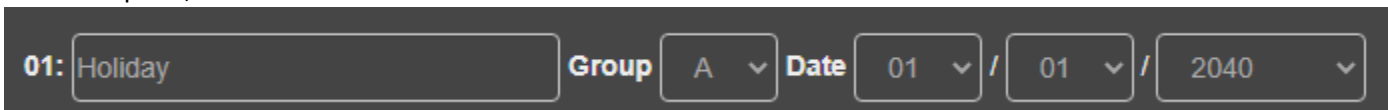
Group A -- -- to -- -- Copy Paste

Group B -- -- to -- -- Copy Paste

Group C -- -- to -- -- Copy Paste

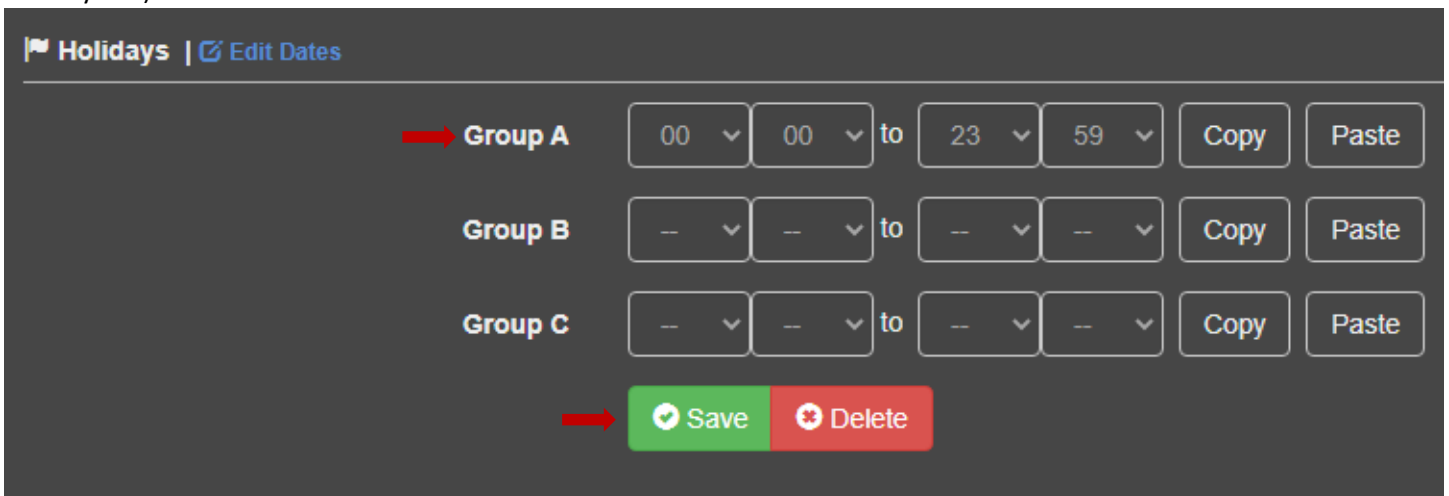
Save Delete

Enter Holiday [Name](#) and select the [Date](#). This can be set for a specific year or repeating every year. Leave [Group](#) as "A". Once complete, scroll to bottom and select [Save](#).



01: Holiday Group A Date 01 / 01 / 2040

Select what Times the Holidays will affect the Time Window in Group A. (Example: If the holiday should ignore the Time Window schedule completely, set to 00:00 to 23:59. This will deactivate the Time Window for the date listed in the Holiday list.) Select [Save](#).



Holidays | Edit Dates

Group A 00 00 to 23 59 Copy Paste

Group B -- -- to -- -- Copy Paste

Group C -- -- to -- -- Copy Paste

Save Delete