



Avigilon Door Manager User Guide

Create an Identity

1. Log in to the Web Client at: avg-acm.it.tamu.edu.
2. Click Identities in the top left.
3. Click Add Identity on the left.
4. Input all necessary information. Note: The external System ID is equal to UIN.
5. Click save.

Create a Role

1. Log in to the Web Client at: avg-acm.it.tamu.edu.
2. Click on Roles in the top middle of the screen.
3. Click Add Role on the left.
4. Input the necessary information. Note: You must select a partition, or the role will be visible to all.
5. Click Save.

Edit a Role

1. Log in to the Web Client at: avg-acm.it.tamu.edu.
2. Click on Roles in the top middle of the screen.
3. Search for the role you are wanting to edit and select it.
4. Click on Access Groups to edit which access groups/doors they can access.
5. Click on Assign Roles to edit what roles are assigned under this role.
6. Click Save.

Add a Role to an Identity

1. Log in to the Web Client at: avg-acm.it.tamu.edu.
2. Click Identities in the top left.
3. Search for and select a user.
4. Click on the Roles tab underneath Identity: Edit.
5. Select the role you want to give them and select the right-facing arrow button.
6. Click Save.

Remove a Role from an Identity

1. Log in to the Web Client at: avg-acm.it.tamu.edu.
2. Click Identities in the top left.
3. Search for and select a user.
4. Click on the Roles tab underneath Identity: Edit.
5. Select the role you want to remove from them and select the left-facing arrow button.
6. Click Save.

Create a Schedule

1. Log in to the Web Client at: avg-acm.it.tamu.edu.
2. Click the Setting Cog drop down in the top right.

3. Click Add Schedule.
4. Enter the necessary information. Note: You must select a partition, or the schedule will be visible to all.
5. Click Save.

Edit a Schedule

1. Log in to the Web Client at: avg-acm.it.tamu.edu.
2. Click the Setting Cog drop-down in the top right.
3. Select Schedules.
4. Click on the schedule you want to change.
 1. The name of the schedule can be modified in the top of the menu.
 2. Times and days the door unlocks can be set.
 3. Note: The time must be set in military time.
5. Click Save.

Edit a Door

1. Log in to the Web Client at: avg-acm.it.tamu.edu.
2. Click on the Physical Access drop-down.
3. Click on Doors.
4. Search for the door you want to edit and click the check box under All.
5. Click Door Action and choose one of the options:
 1. Grant opens the door as if someone swiped their access card at that reader.
 2. Unlock sets the door to be in the unlocked state.
 3. Restore sets the door back to the schedule it is on.
6. To change the Door Mode, click on the door Name and select one of the Door Mode options from the drop down.
7. The two most common Door Modes are:
 1. Card Only sets the door to unlock only when someone with the proper access swipes their card.
 2. Unlocked sets the door to always be unlocked.
8. Click Save.

Questions?

Contact the Keyless Access team via email at: keyless@tamu.edu.