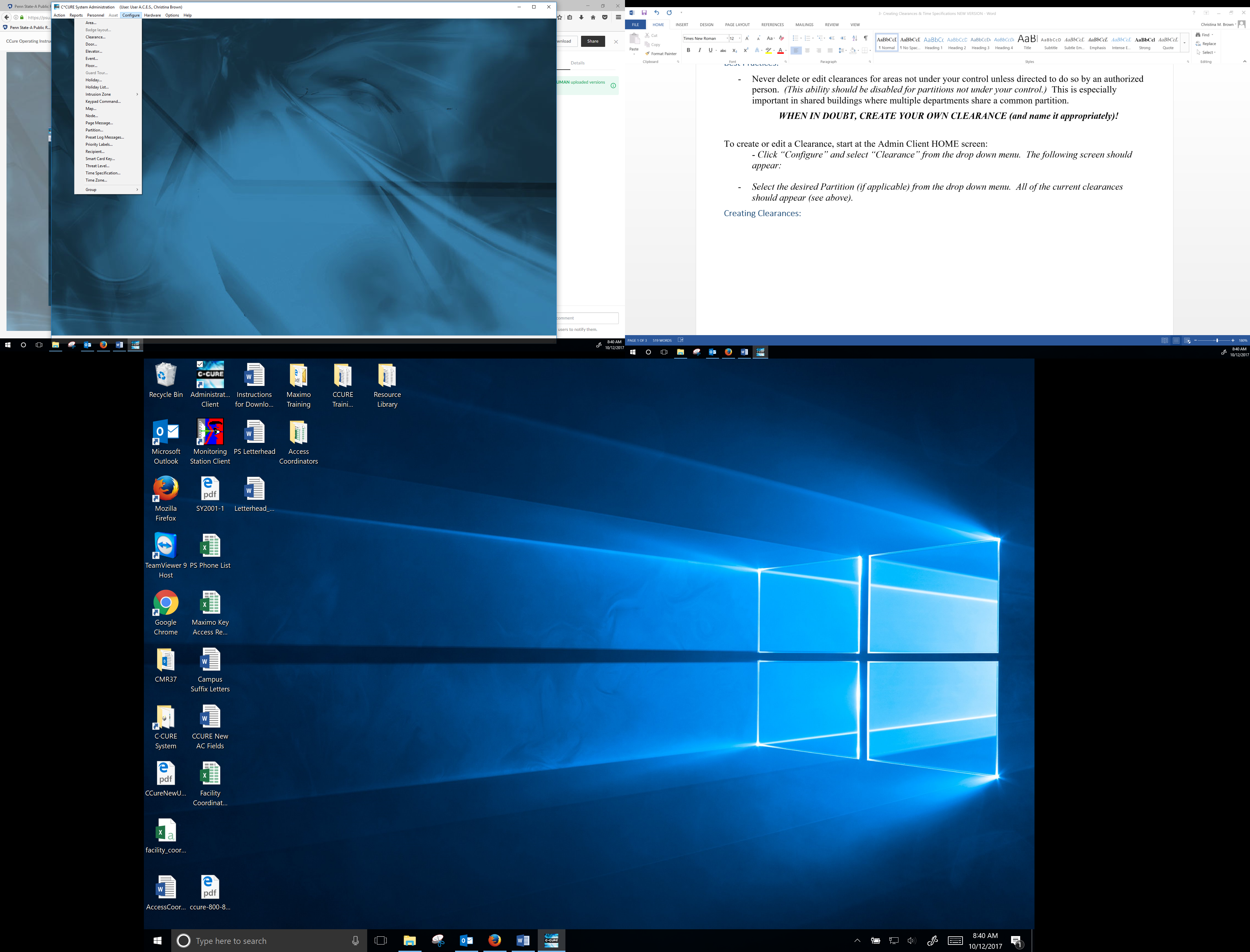
# **CCURE Training Series: #3 – Creating / Editing Clearances & Time Specifications**

**Best Practices:**

* Never delete or edit clearances for areas not under your control unless directed to do so by an authorized person. *(This ability should be disabled for partitions not under your control.)* This is especially important in shared buildings where multiple departments share a common partition.

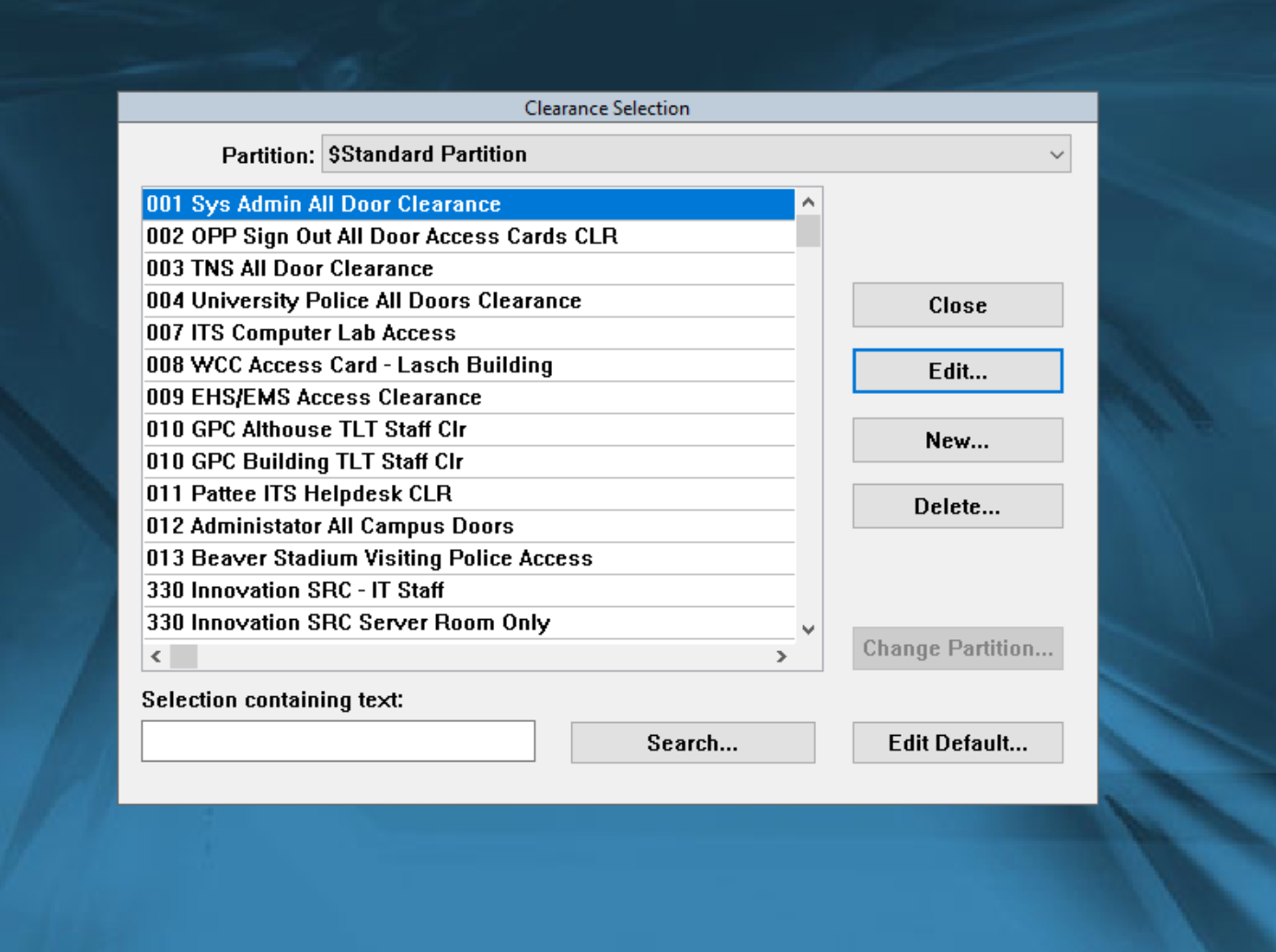
***WHEN IN DOUBT, CREATE YOUR OWN CLEARANCE (and name it appropriately)!***

**Creating Clearances:**



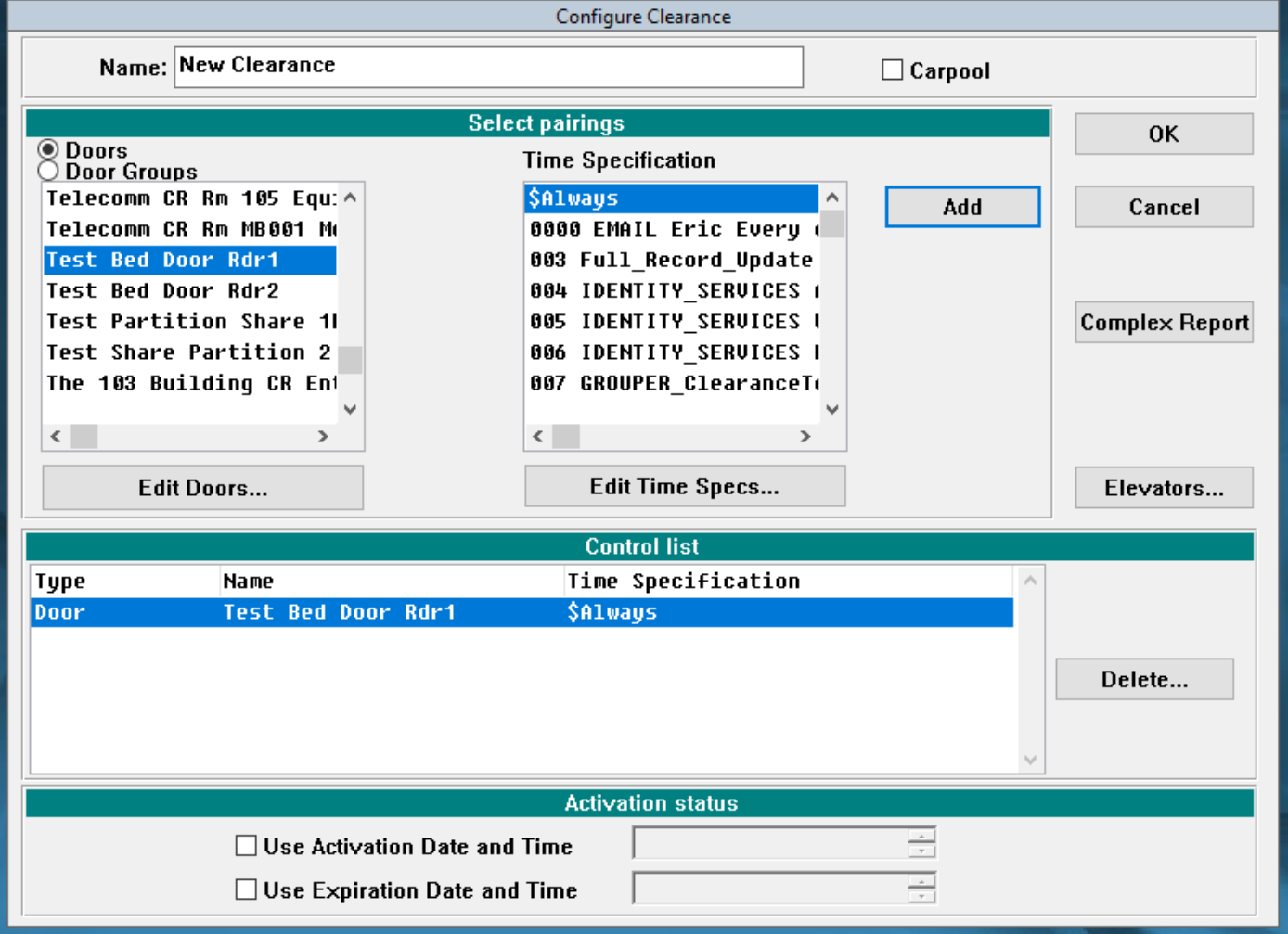
* Select Configure from the tool bar
* Select Clearance

Clearance Selection Dialog Box will appear



* Select or make sure you are in the correct partition
* Select New

The Configure Clearance Dialog Box will appear.



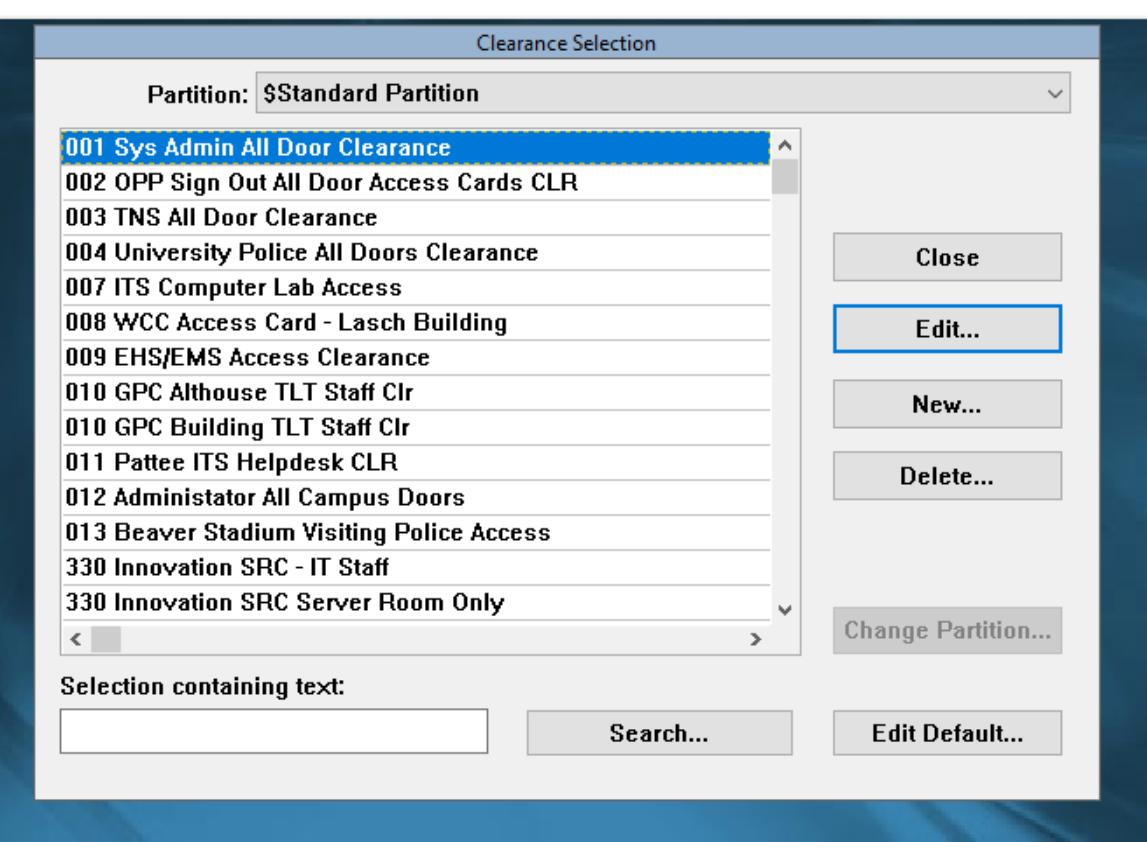
* Name the Clearance
* Select the Door and Time Specification pairing
* Click Add
* Selected pairings will appear in the Control List
* Select OK button when complete

If there are no beginning or end dates/times listed in Item #3, Activation Status, then the Clearance is permanent – active immediately and continuing to be active until deleted or edited.

**Useful Information:**

* Remember to name the Clearance such that it is easily recognized by any user (Recommended Naming Convention = Building Name – Admin Unit – Clearance/Room Name – Time (if temporary)
* The Control List box shows the actual door/time combinations controlled by the clearance and is created by combining the door with a time specification. More than one combination can be present in the Control List.

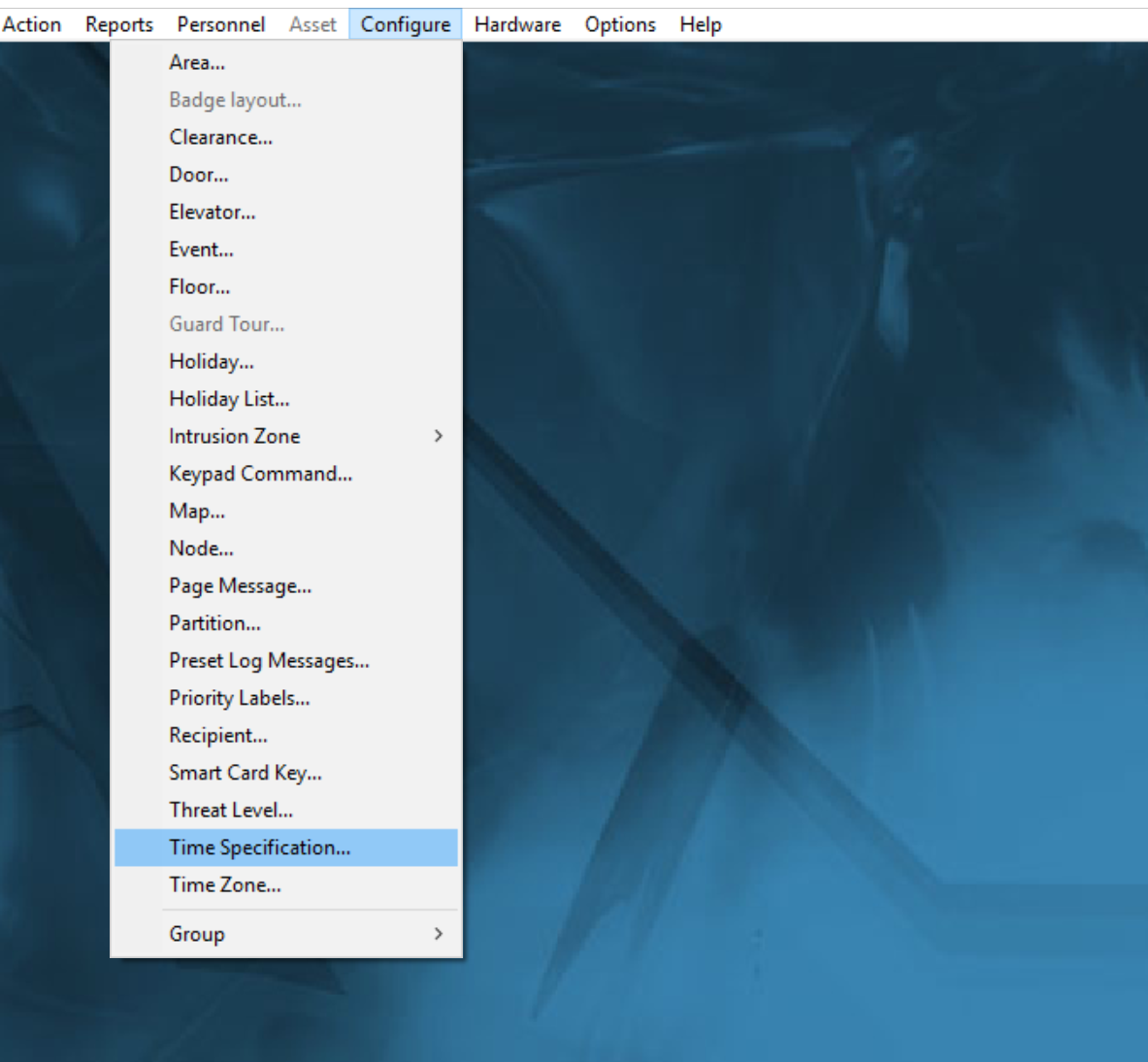
**To Edit a Clearance:**



* Highlight the desired clearance from the left column by clicking it once.
* Click the Edit button and the Configure Clearance dialog box will open to make the desired changes.
* Please note, changing a clearance (s) will automatically update it for everyone who currently holds that clearance.

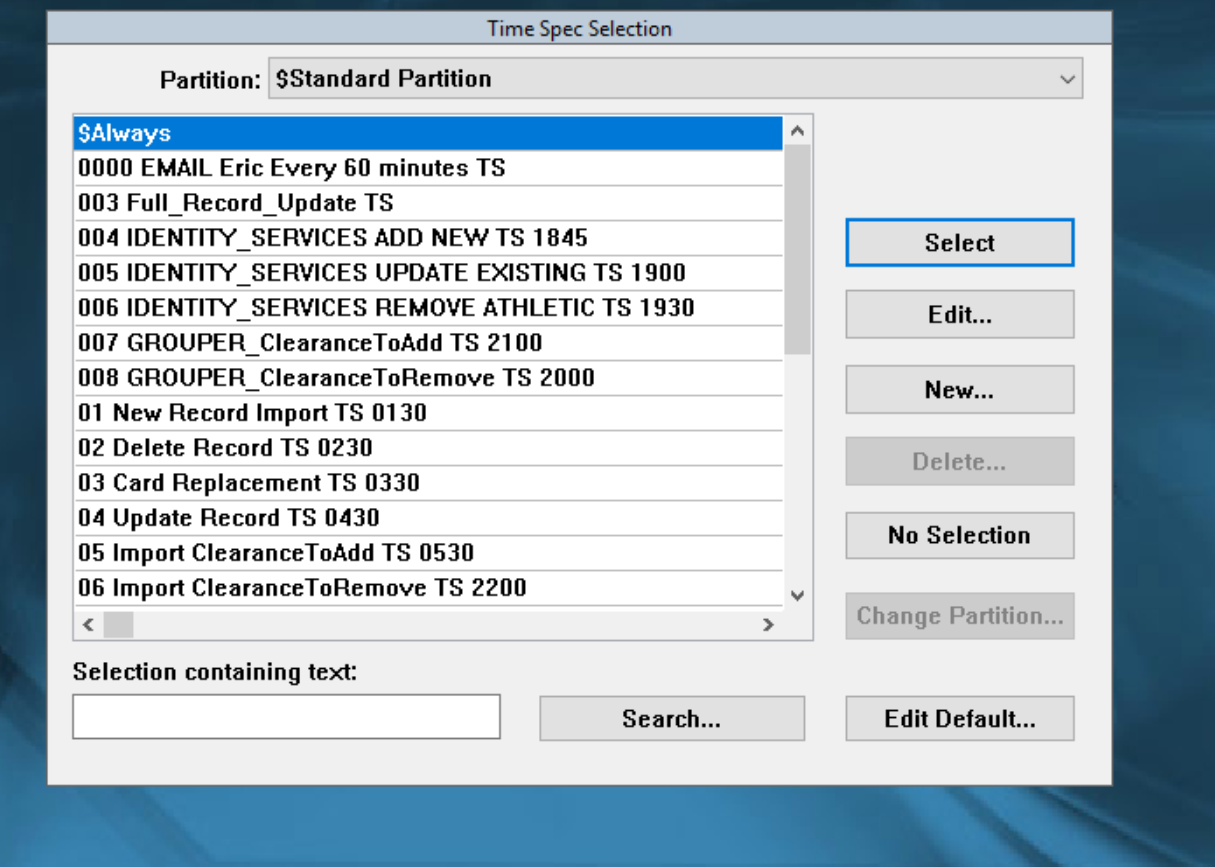
**Time Specification – Creating and Modifying Times**

* Primary uses – Unlocking of doors (Requires additional Event)
* Restricting access based on time of day (When paired with a door in a Clearance)



* From the Configure drop down menu select Time Specification.
* This can also be done from the Configure Clearance dialog box under the time specification clearance. Just highlight the clearance and select Edit Time Spec.

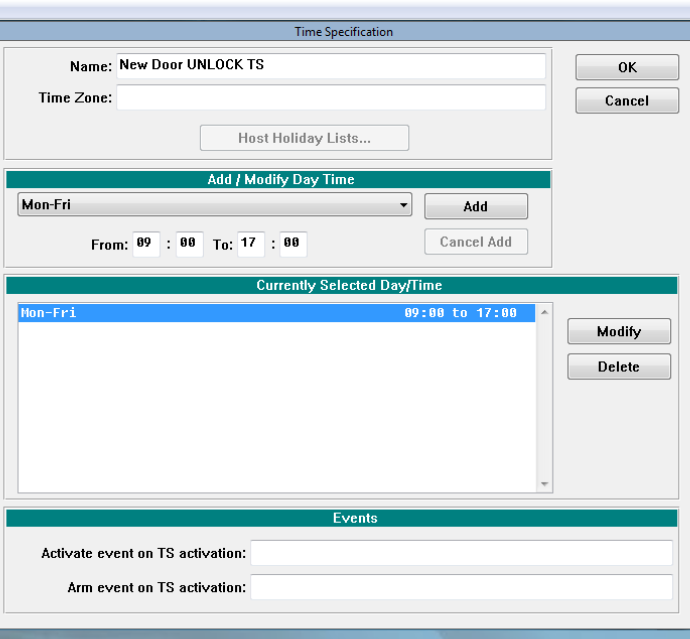
Time Spec Selection Dialog Box



* Select the correct partition
* Click New

Note: if editing a time spec, highlight the clearance and select edit

Time Specification Dialog Box



* Name the Time Specification
* Select Add/Modify Day Time drop down menu
* Select the desired day(s)
* Click Add
  + You can also modify/delete on this screen
* Click OK

**Note: Unlocking doors requires a system event. Please contact the Physical Security Office for assistance.**

**Changing a Time Spec (s) will automatically update every clearance currently using the Time Spec.**