

AKUVOX Office Site Setup

WORK IN PROGRESS

Note:

- ❖ Akuvox puts out updates frequently so most of this can change within due time. Document will be updated accordingly

Assumptions:

- ✓ **You have the installer portal open**
- ✓ **Everything after Creating Office Site assumes you're in the dashboard of the Property Manager Portal**

Create Office Site

- ❖ Click **Office Site**
- ❖ Click **New**
- ❖ Fill in **Site details**

The screenshot displays the 'Installer Portal' interface. On the left, a sidebar shows 'TS Tech >> Sites' with tabs for 'Community', 'Office', and 'Single-Family House'. Below this, a section titled '1 Office(s)' contains a blue card with a building icon, a '+ New' button, and a 'Download The Template' button. The main area shows a table with one row: 'test office'. Overlaid on the right is a 'New Office' modal form. The form includes a warning: 'Please upgrade doorphone to the latest version otherwise it may affect some features.' and a 'Read Instructions' link. The form fields are: 'Landline Service' (radio buttons for 'On' and 'Off', with 'Off' selected), '* Feature Plan' (radio buttons for 'Basic' and 'Premium', with 'Basic' selected), '* Office Name' (text input), '* Office Address' (text input), 'Post Code' (text input), 'Street' (text input), 'Time Zone' (dropdown menu showing 'GMT+12:00 Auckland'), 'Time Format' (radio buttons for '24-hour time' and '12-hour time', with '24-hour time' selected), 'Date Format' (dropdown menu showing 'Day-Month-Year'), 'Contact Display Order' (radio buttons for 'First Name, Last Name' and 'Last Name, First Name', with 'First Name, Last Name' selected), 'Charge Mode' (radio buttons for 'Pay By Installer' and another option, with 'Pay By Installer' selected), 'Send Expiration Email To PM' (radio buttons for 'On' and 'Off', with 'Off' selected), and 'Send Renew Email To PM' (radio buttons for 'On' and 'Off', with 'Off' selected). At the bottom right of the form are 'Cancel' and 'Submit' buttons.

- ❖ Click **Submit**

You will now be taken to the Property Manager portal. From here, you can add buildings, employees and devices. The way all this is done will be explained in sections.

Assign Property Manager

- ❖ In the Installer portal, find or create the user you want as the property manager or managers.
- ❖ Move to the **Sites** page and click **office** and find your site.

TS Tech >> Sites

Community Office Single-Family House

1 Office(s)

Name	Device Count	Personnel Count	Property Managers	Actions
test office	1	13	AAAAAAAAAAAAAAAAAAAA	

+ New

Download The Template

- ❖ Hover over it and click the **Person** icon. (Should be the outline of a person in purple)
- ❖ Find your user or users in the left tab and tick their boxes. Then click **add**
- ❖ The added users will now be able to log into the property manager portal for that site now

Create Buildings

These are the virtual representations of the buildings on your site that the devices are setup. You use these to manage the location of devices.

- ❖ Go to the **Devices** tab
- ❖ In the top left click **Add Building**.
- ❖ A text box will appear below, and you can enter the name of your building. Click the **tick** next to it to confirm
- ❖ Now you can assign devices to different buildings.

Create a Company

test office >> Company

Company Name Search New

Company Name	Number of Personnel	Created Time	Actions
Company 3	1	10-02-2023 10:18:44 AM	
Company 2	4	28-01-2023 08:29:34 AM	
Company 1	8	28-01-2023 08:10:47 AM	

Items per page: 10 1 2 3 4 5 6 7 8 9 10 Go to: 1 Go 3 to All

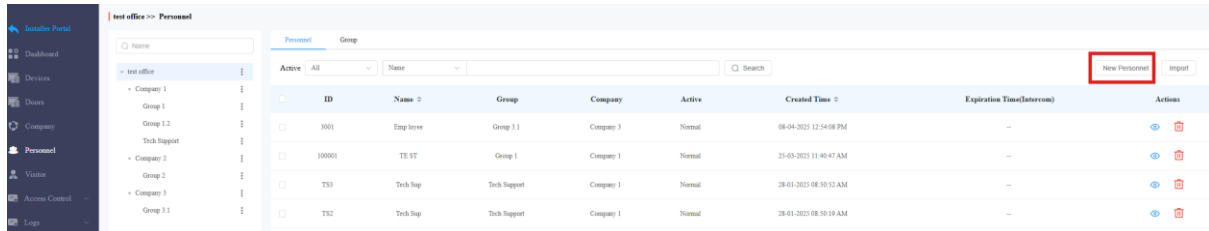
You can make multiple companies with a different company occupying a different floor or building or just make one company and apply it to all buildings/levels.

- ❖ Click the **Company** tab and click new
- ❖ Fill in the name of the company and submit

Now it's been made but it has nothing in it right now. Now we can add devices, employees, building etc.

Create Personnel

- ❖ Go into the **Personnel** tab and click **New Personnel**



- ❖ Then fill in the details. Select the **company** they belong too, their **group** as well as their **name** and all other details.
- ❖ Note that their info will not be pulled into any device unless the personnel has the following:
 - An Access Group (Access Group can only be assigned to a group, not individual personnel)
 - The Group or the Personnel has been given permission to display on devices, which can be done when editing a Personnel or Group.

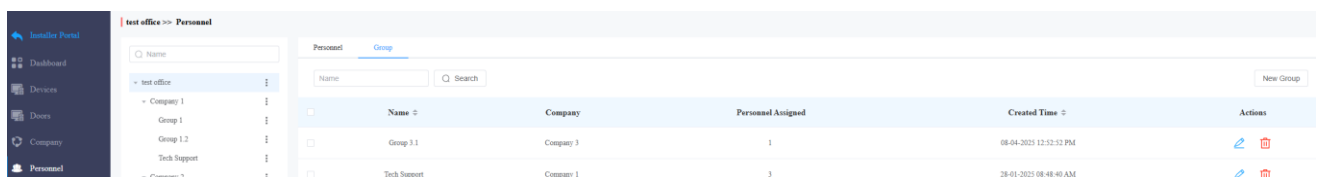
You can also set their **access cards**, **face recognition** and **PIN** codes here as well.

After that's all finished, you can view them in the **Personnel** tab.

Create Groups

You can create groups of personnel. Groups are good for separating your company out into divisions, such as Human Resources, The support etc.

- ❖ Click the **Personnel Tab**, and click **Group** at the top, then click **New Group**

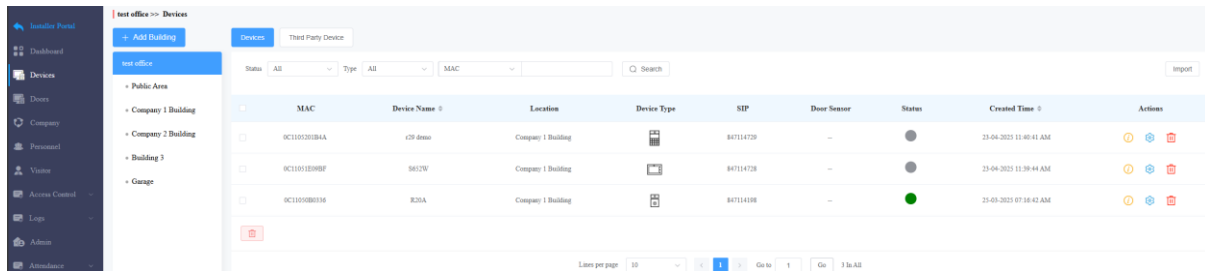


- ❖ Fill in **name** and **company** the group belongs too then **submit**.
- ❖ Now if you go edit an existing user or make new users, in the group tab you'll be able to add the employee to that group.
- ❖ Be sure to assign it an Access Group, otherwise people in that group won't have their profiles be pulled into devices.

Check Device Information

- ❖ Go to **Devices**
- ❖ Here will be all the devices listed within the office site. You can click the information bubble to get more in depth information about the Device.

- ❖ You can also click the cog wheel icon to edit the devices cloud settings
- ❖ The red trashcan icon will delete it out of your site



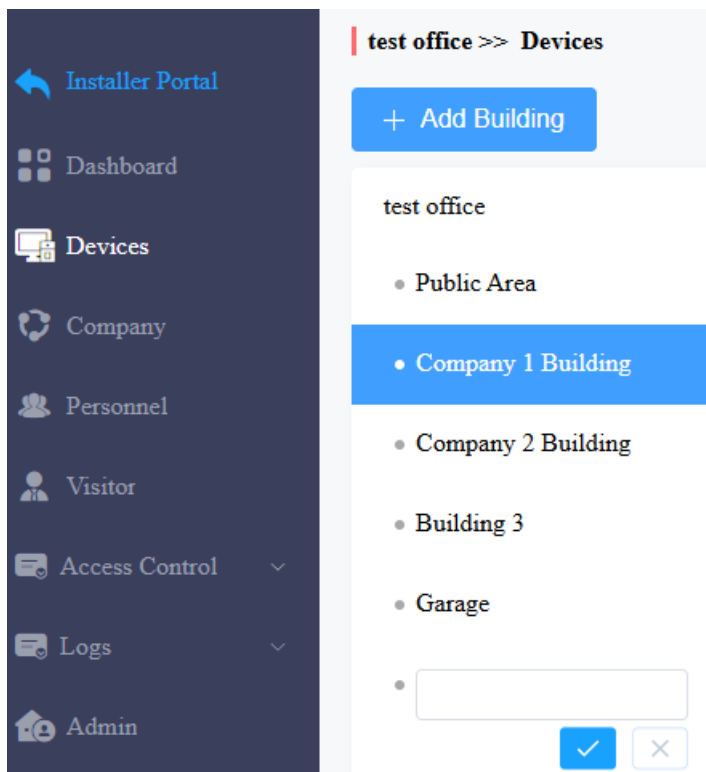
The screenshot shows the 'test office >> Devices' page. On the left is a sidebar with navigation links: Installer Portal, Dashboard, Devices, Company, Personnel, Visitor, Access Control, Logs, and Admin. The main content area has a header 'test office >> Devices' and a sub-header 'Devices'. Below this is a table with columns: MAC, Device Name, Location, Device Type, SIP, Door Sensor, Status, Created Time, and Actions. The table contains three rows of device data. At the bottom, there are pagination controls showing 'Lines per page: 10' and 'Go to: 1'.

MAC	Device Name	Location	Device Type	SIP	Door Sensor	Status	Created Time	Actions
9C11012018AA	129 dms	Company 1 Building	IP Camera	807114728	-	Online	21-04-2023 11:40:41 AM	[Cog] [Trash]
9C11012018BF	8612W	Company 1 Building	IP Camera	807114728	-	Online	21-04-2023 11:39:44 AM	[Cog] [Trash]
9C1101201833	830A	Company 1 Building	IP Camera	807114108	-	Online	21-03-2023 07:18:42 AM	[Cog] [Trash]

Create Building and add devices

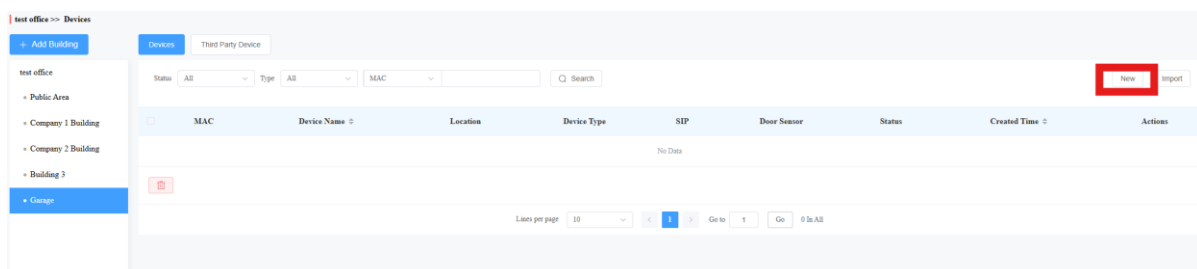
You first need to create a building. This will be the virtual representation of it and will help you manage the placement and maintenance of devices you have installed.

- ❖ Go to **Devices** tab and click **add building**



The screenshot shows the 'test office >> Devices' page with the 'Add Building' form. The sidebar is on the left. The main content area has a header 'test office >> Devices' and a sub-header 'test office'. Below this is a list of buildings: Public Area, Company 1 Building (highlighted), Company 2 Building, Building 3, and Garage. At the bottom, there is a text input field for adding a new building, a blue checkmark button, and a grey X button.

- ❖ A new text field should appear. Fill in the name of the building
- ❖ Then click on the new building and click **new**



The screenshot shows the 'test office >> Devices' page with the 'Add Building' form. The sidebar is on the left. The main content area has a header 'test office >> Devices' and a sub-header 'test office'. Below this is a list of buildings: Public Area, Company 1 Building, Company 2 Building, Building 3, and Garage. At the bottom, there is a text input field for adding a new building, a blue checkmark button, and a grey X button. A red box highlights the 'new' button in the top right corner of the table area.

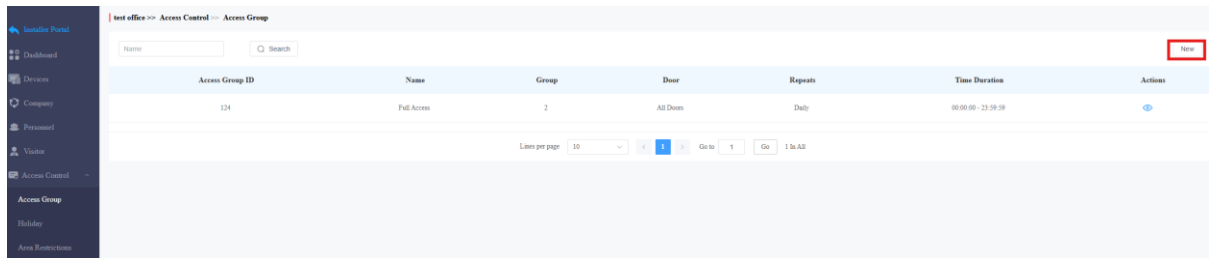
MAC	Device Name	Location	Device Type	SIP	Door Sensor	Status	Created Time	Actions
No Data								

- ❖ Then add the device information and add it to the site

Create/Assigning Access Control Group

To manage access control easier, you can create groups of access for employees. Some may need clearance later than others or to different level. That's where these groups come in, where you can add groups. For example, compared to the other groups, tech support needs to stay a lot later, so we can make an access group that has a different time then the default.

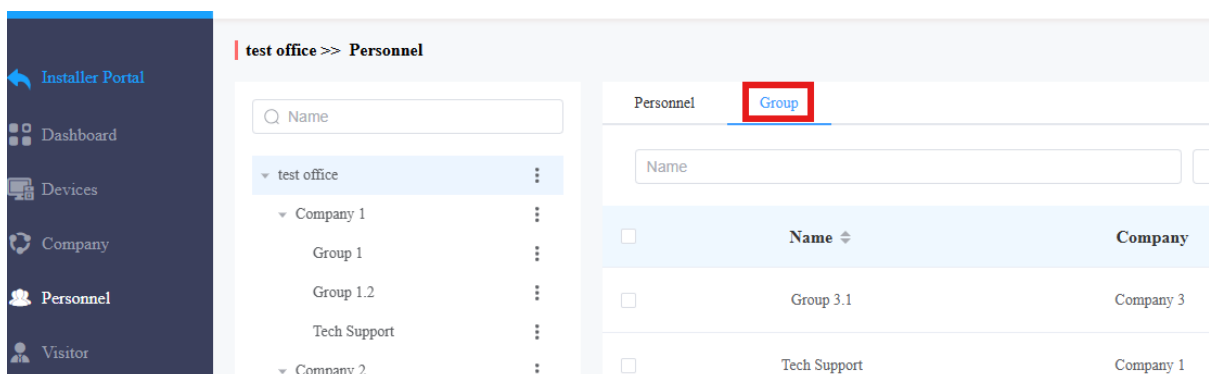
- ❖ Go to **Access Control -> Access Group**
- ❖ Click **new**



- ❖ Set the name of the access group and the schedule. You can set which doors they should have access too for each building/level. The device list will pop up only when you select a company. Then it will show the devices assigned to that company

- ❖ Then you can add groups from the company that the group is associated with

You can also assign Access groups in the **Personnel** tab. Starting from **Personnel** you need to navigate to **Group**.



- ❖ Select the group you want and click **edit (Pen/Pencil Icon)**

test office >> Personnel >> Edit Group

Basic Info

* Group Name
Tech Support

* Company
Company 1

Settings

How to display on Directory ⓘ
Do Not Display

Immune to Anti-Passback ⓘ
Off

Accessible Floors

Please set the accessible floors for specific buildings.

+ Add

Access Group

Select(s): Full Access ⓘ

Name	Door	Repeats	Time Duration
Full Access	All Doors	Daily	00:00:00 - 23:59:59

Buttons: + Add, New

- ❖ At the bottom of the page, you will see the access groups that have been created. By default, there should be one called full access. You can also create an Access Group from here by clicking **new** at the bottom right.

Create Holidays

This will disable entry for public holidays. You can turn on working hours if you want to enable entry for certain employees.

- ❖ Go to **Access Control -> Holidays**

test office >> Access Control >> Holiday

Name Search New

Name ⓘ	Company	Repeat by Year	Actions
Ankled Anniversary	all	On	

1 of 1 items

- ❖ Click **new**

test office >> Access Control >> Holiday >> New

* Company

* Holiday Name

Working Hours ☐

Repeat by Year ☐

Year

Jan

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

Feb

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	01

Mar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	01	02	03	04	05

Apr

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02	03

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun

Sun	Mon	Tue	Wed	Thu	Fri	Sat
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	01	02	03	04	05

Jul

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	01	02

Aug

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	01	02	03	04	05	06

Sep

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

Oct

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01

Nov

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	27	28	29	30	31	01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	01	02	03	04	05	06

Dec

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	01	02	03

Submit

- ❖ Select Company, fill in holiday name and select the date.
- ❖ You can turn on repeat by year so it will happen every year, and turn on working hours if certain members of the company need access on that day/ those days (However long your holiday may be)
- ❖ Submit and the Holiday will now be created

Check Logs – Logs and Alarm Records

- ❖ Go to Logs -> Logs or Alarm Records

Logs: Here you can see the record of what the device has been doing such as whoa accessed certain places and which PIN/key tag was used to open that door

test office >> Logs >> Logs

Door Logs Call History Capture Motion Alerts

Door logs will be kept for 30 days.

Log Type: All Date: Company: All Action: All Device Name: Key: Search

Happened On	Door	Initiated By	Company	Log Type	Action	Key	Response	Capture
08-04-2025 01:45:14 PM	IC20A	visitor	--	Door Release	RF Card Unlock		Success	
08-04-2025 01:28:36 PM	IC20A	visitor	--	Door Release	RF Card Unlock		Success	
08-04-2025 01:26:02 PM	IC20A	visitor	--	Door Release	RF Card Unlock		Success	
08-04-2025 01:23:52 PM	IC20A	visitor	--	Door Release	RF Card Unlock		Success	

Alarm Records: If the device has any sort of alarm, you'll be able to check it in this tab.

test office >> Logs >> Alarm Records

Arming Alarm Door Opened Timeout

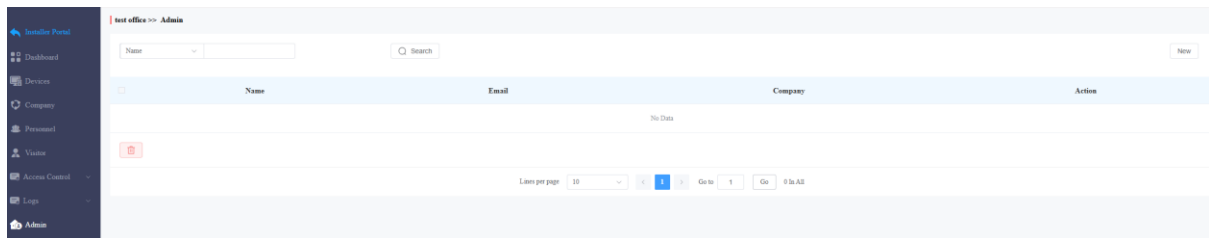
Alarm Time: Search

Alarm Time	Location	Device	Information
No Data			

Lines per page: 10 1 Go to: 1 Go 0 to All

Create Admin

You can create an admin user profile for the staff you want maintain the company through the AKUVOX Property Manager Portal.



- ❖ Go to **Admin**
- ❖ Click **New**

- ❖ Fill in the name and email address of the user you want as an admin
- ❖ After clicking submit, an email will be sent to the user with their login details and can enter that in the AKUVOX au cloud to reach the property manager portal.

Create Visitor user

You can create a visitor profile (Temp keys) for non-staff members who needs access to the office

- ❖ Go to the **Visitor tab**
- ❖ Make sure you're in the **Temp Keys** section and click **new**

test office >> Visitor >> New Temp Key

* Company

* Name

ID Number

Repeats

* Begin Time

* End Time

* Validity Times Per Device

Email

* Door

Location	Device Name	MAC	Status	☐ Relay
No Data				

[Submit](#)

- ❖ Fill in the details
- ❖ Put a start and end time for the visitor to be able to access the office.
- ❖ You can make it so they can only access it a certain number of times
- ❖ Delivery Authorization is a key for those who complete deliveries for the office. The setup is the same. You can assign it an access group.

Library

- ❖ Go to **Library**

test office >> Library

PIN RF Card

Group: PIN:

	PIN	Personnel	Group	Company	Created Time	Actions
☐	9001	Emp Joyce	Group 3.1	Company 3	08-04-2025 12:14:08 PM	Edit Delete
☐	1344	TE ST	Group 1	Company 1	25-03-2025 11:40:47 AM	Edit Delete
☐	0833	Tech Supp	Tech Support	Company 1	28-01-2025 08:50:52 AM	Edit Delete
☐	1038	Tech Supp	Tech Support	Company 1	28-01-2025 08:50:19 AM	Edit Delete
☐	8375	Tech Supp	Tech Support	Company 1	28-01-2025 08:49:52 AM	Edit Delete
☐	7465	Test Client	Group 1.2	Company 1	28-01-2025 08:48:51 AM	Edit Delete

- ❖ Here you can search for **PINs** and **RF Cards**. You can filter by **Personnel**

The Attendance Tab

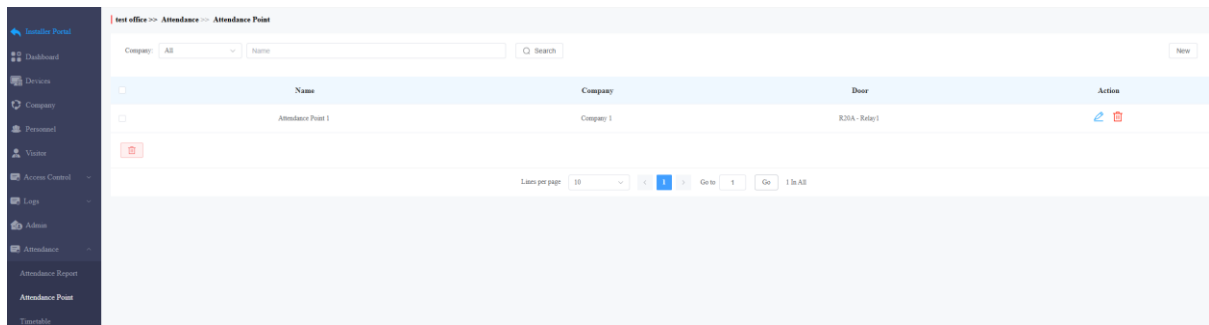
In this tab, you can manage, such as make timetables, manage shifts and sort out leave days.

Attendance Report

- ❖ This will show the attendance of users that have used the doors to get into the office today.
- ❖ The report will show users, the day and time they entered.
- ❖ The purpose of this is for situations where you need this information such as

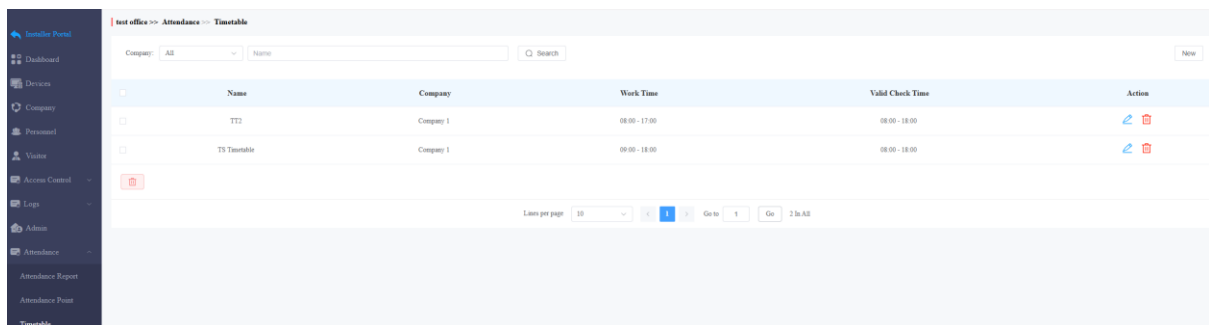
Attendance Points

Uses an assigned door phone to track the attendance of employees



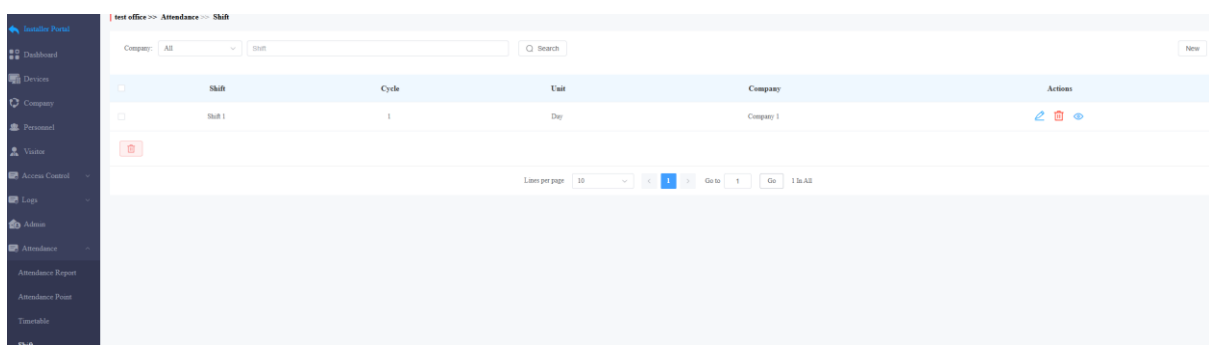
- ❖ Go to **Attendance > Attendance Point**
- ❖ Click **New**
- ❖ Specify the Name and Door
- ❖ **Submit**

Timetable



- ❖ Go to **Attendance > Timetable**
- ❖ Click **New**
- ❖ Fill in the details
 - There are 2 types of timetables with slightly different information that will be asked from you
 - **Fixed** - Employees work fixed times e.g. 9am – 5pm
 - **Flexible** - Employees work a certain number of hours with flexible start and end times
- ❖ **Submit** when done and you will now have a new timetable

Shift



- ❖ Go to **Attendance > Shift**
- ❖ Click **New**
- ❖ Fill in the details
 - Company
 - Name
 - Timetable – You click the Timetable on the left side that you want to use and click an empty space on the right to place it within that block
 - How many cycles? – Is one cycle a day, a week or a month?
- ❖ **Submit**

Shift Schedule

Personnel ID	Personnel	Group	Company	Shift	Valid Time	Action
100001	TEST	Group 1	Company 1	Shift 1	2025-04-16 - 2025-04-20	Edit Delete

Here you can assign a schedule to personnel

- ❖ Go to **Attendance > Shift Schedule**
- ❖ Click **New**
- ❖ Fill in the details
 - **Company**
 - Type
 - **Temporary**
 - **Normal**
 - Select the group or individual personnel that the shifts will apply to
 - The shift you want to apply
 - Valid Time
- ❖ **Submit**

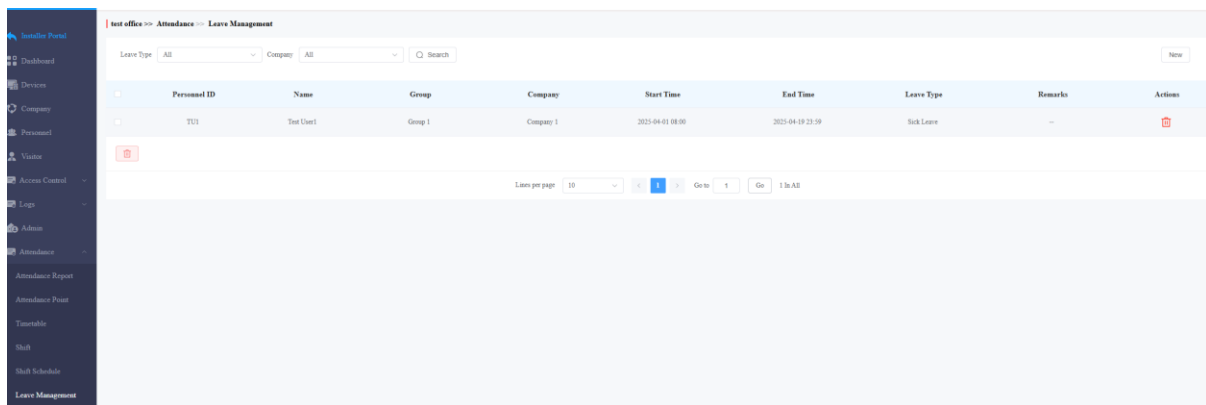
Leave Type

Leave Type	Company	Actions
Others	All Companies	–
Business	All Companies	–
Funeral Leave	All Companies	–
Annual Leave	All Companies	–
Child Care Leave	All Companies	–
Maternity Leave	All Companies	–
Paternity Leave	All Companies	–
Sick Leave	All Companies	–
Casual Leave	All Companies	–

Here you can create your own types of leave

- ❖ Go to **Attendance > Leave Type**
- ❖ Click **New**
- ❖ Fill in the details
 - Company
 - Type
- ❖ **Submit**

Leave Management



The screenshot shows the 'test office' system's 'Attendance > Leave Management' page. It features a sidebar with navigation options like Dashboard, Devices, Company, Personnel, Visitor, Access Control, Logs, Admin, Attendance, Attendance Report, Attendance Print, Timetable, Shift, Shift Schedule, and Leave Management. The main content area has a header with 'Leave Type' and 'Company' dropdowns, a search bar, and a 'New' button. Below this is a table with columns: Personnel ID, Name, Group, Company, Start Time, End Time, Leave Type, Remarks, and Actions. A single row is visible for 'TU1' (Test User1) in 'Group 1' at 'Company 1', with a 'Sick Leave' type and a red 'X' icon in the Actions column. At the bottom, there are pagination controls showing 'Leave per page: 10', 'Page 1 of 1', and 'Go' buttons.

Personnel ID	Name	Group	Company	Start Time	End Time	Leave Type	Remarks	Actions
TU1	Test User1	Group 1	Company 1	2025-04-01 08:00	2025-04-19 23:59	Sick Leave	--	

Here you can assign a schedule to personnel

- ❖ Go to **Attendance > Leave Management**
- ❖ Click **new**
- ❖ Fill in the details
 - Company
 - Personnel
 - Leave Type
 - Start and End times
 - Any comments on the leave
- ❖ **Submit**

Lockdown

This is a feature that allows you to temporarily shutdown all access to the site. No one will be able to use door phones to go in or out of the building without the lockdown being lifted. This means the only way to lift it would be from the property manager portal.

However, it is a monthly subscription of \$20USD to allow this feature for your site.

Door Name 	Device Name	Lockdown
Relay1 Free	R20A	
Door1 	r29 demo	

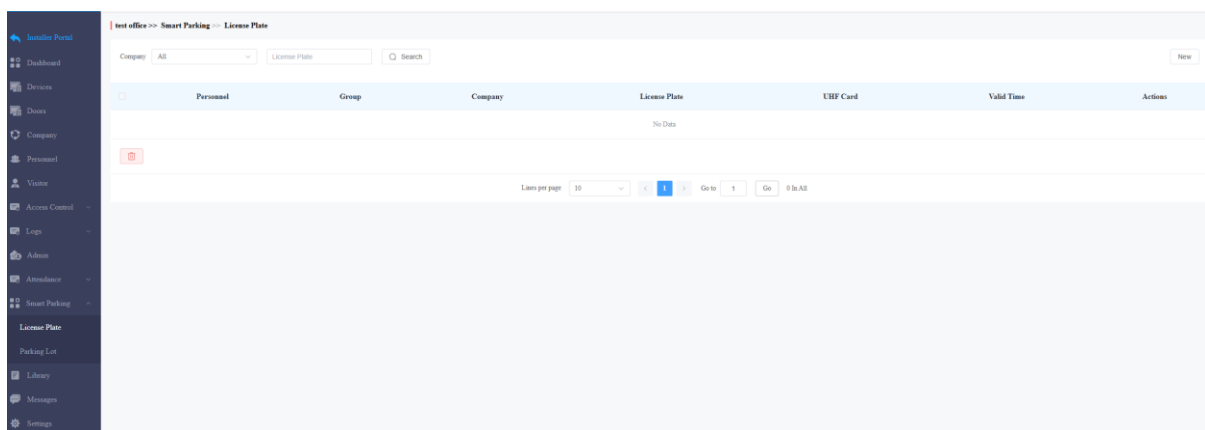
This is a new feature, so it is still currently being worked on

Smart Parking

This is a new feature so it can be prone to change.

Licence Plate

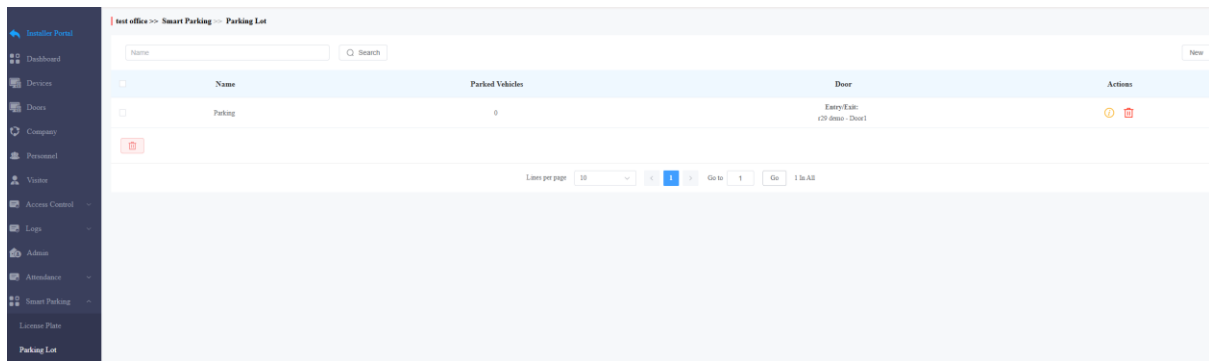
Here you store the licence plates of employees of the building



- ❖ Go to **Smart Parking > Licence Plates**
- ❖ Click **New**
- ❖ Select the company, group, and personnel that the licence plate belongs too.
- ❖ Enter the licence plate
- ❖ Optionally you can also enter a UHF card. When entering UHF card details, vehicle recognition will use the UHF card reader by default.
- ❖ You enable/disable Long Term Vehicle. This is for cases where employees can enter the carpark at certain periods of time
- ❖ **Submit**

Parking Lot

Like the Attendance Point in the Attendance section, you can assign a door phone to be a check in point of sorts. The difference being that it works as an Attendance Point for employee vehicles.



- ❖ Go to **Smart Parking > Parking Lot**
- ❖ Click **New**
- ❖ Name your parking lot
- ❖ Choose the door mode
 - **Single** – One door is for both Entry and Exit
 - **Multiple** – 1 Entry and 1 Exit
- ❖ Select the door phone
- ❖ **Submit**