- CCure9000 Keycard Administration link found at http://600westchicago.info
- Click "Key Card Administration" link to be redirected to CCure9000 WebClient
- PDF file of this manual can be downloaded at "Building Security" link

- Web Page Address https://38.106.137.131/CCure9000WebClient
- Suggest that website is saved as a favorite
- Webpage requires Microsoft Silverlight installation
- Port 443 require for SSL webpage
- Port 8996 needs to be allowed through corporate firewall.
- Compatible with following browsers
  - Internet Explorer 8 (recommended)
  - Google Chrome
  - Mozilla Firefox
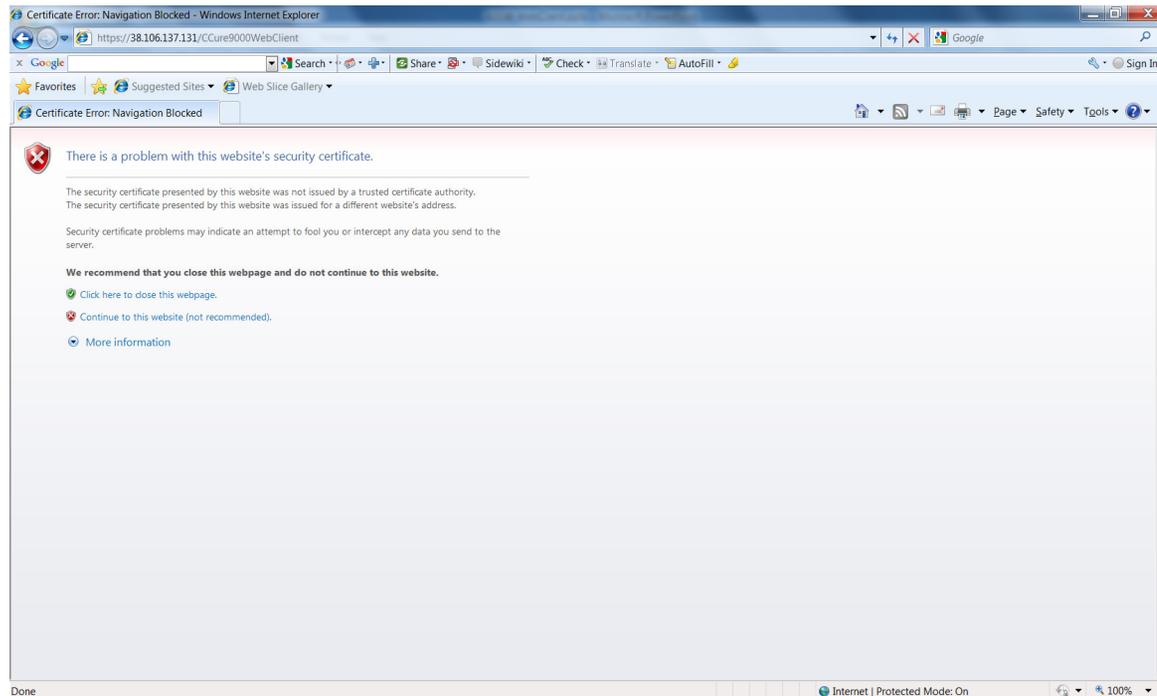
- Arriving at website you will receive a warning about website's security certificate
  Please accept warning to continue.

- If certificate is not accepted webpage will not load

- Warning is due to using a custom security certificate from the server
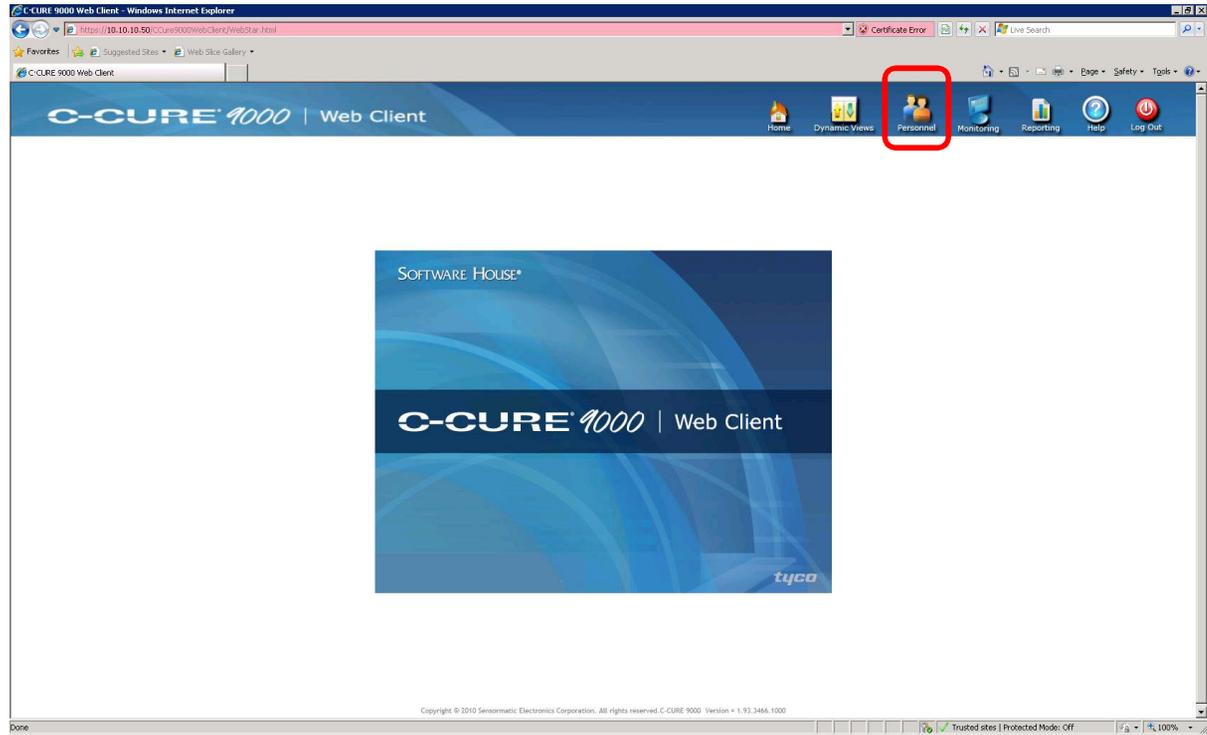
C-CURE 9000 | Web Client
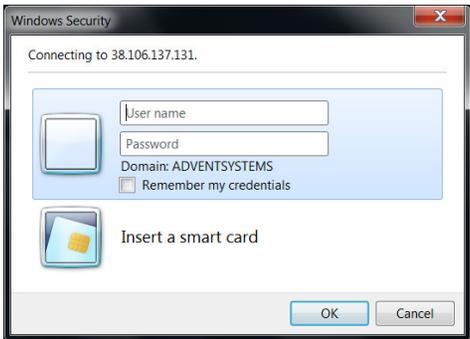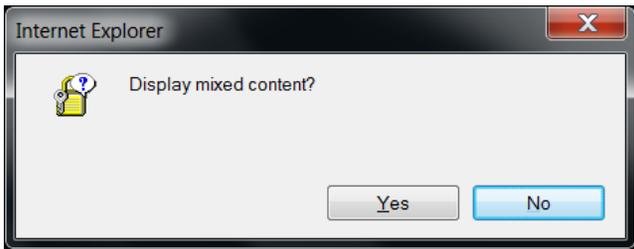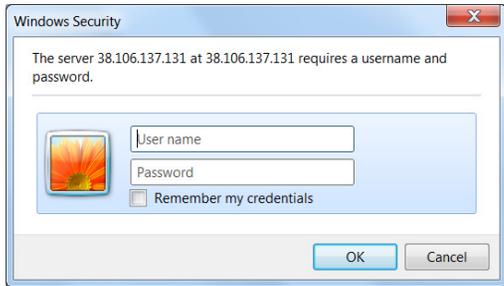
You will receive three prompts

1.) Login prompt, please enter username & password supplied by building management

2.) Display mixed content dialog box. Please select yes to this.

3.) Login prompt, please enter same user name & password supplied by building management

PERSONNEL – CREATING/EDITING PERSONNEL RECORDS

- To add new personnel change to correct Tenant Partition from "New Object Partition" pull-down list.
- Click "Add New" button.

New Personnel Screen (General Tab)

- Enter in personnel's first and last name.
- To assign card number to personnel click "Credentials" tab

New Personnel Screen (Credential Tab)

- Click "Add Card Access"
- Enter Internal Card Number into "Card Number" field
- Enter Facility Code Number into "Facility Code" field
- Expiration date defaults to five years from creation date
- Expiration date can be changed at employer's discretion
- Assign clearance by clicking "Clearances" tab
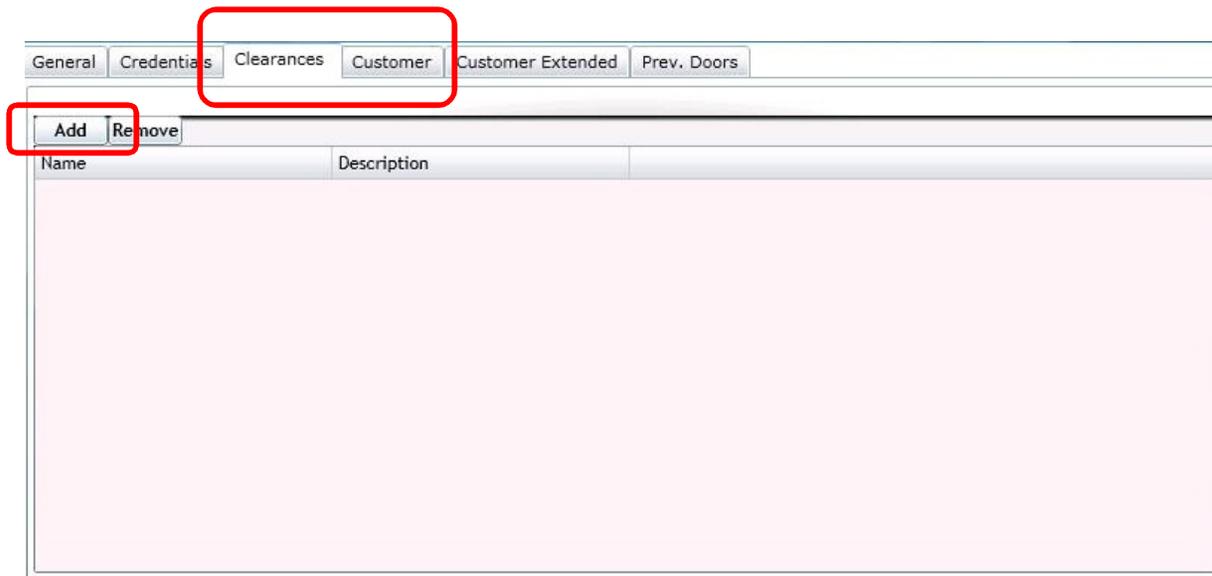
New Personnel Screen (Clearances Tab)
- Click "Add" button
- Select company clearance
- Company clearance only allows access to building turnstiles & elevator access to company floor(s).
- Additional individual clearance must go through building management
- Click on "Customer" tab to enter additional info relating to personnel

New Personnel Screen (Customer Tab)

- External Card Number (Required)
- Company Name (Required. **MUST MATCH EXACTLY**)
- Floor (Required)
- Suite Number (Required)
- Primary Telephone (Required)
- Secondary Telephone (Required)
- Email address (Required)
- Enable Checkbox on Export to iVisitor
- Click "Save" button to save personnel record, DONE.
- Employee must go to Building Management, Suite 675 for photo and card activation.

- •To search for employee enter text into corresponding fields

- •Click "Refresh" button to run search criteria

- •Results listed below

- •Highlight result and click "Edit" button to modify personnel record

Search Variables

• Begins With = Will search database with text entered. For example text   "ro" entered into First Name field will return results with any first names that begin with the letters "ro"

• Contains = Will search database with text entered. For example text "ro" entered into First Name will return results with any first names that contain the letters "ro"

• End With = Will search database with text entered. For example text "ro" entered into First Name field will return results with any first names that end with the letters "ro"

• Equals To = Will search database with text entered. For example text "Dan" entered into First Name field will return results with any first names that EXACTLY match "Dan".

Edit Personnel Screen (Credential Tab)

- To update personnel card number, click on "Credential ID" row.
- Update card number in "Card Number" field
- Update faciltiy code number in "Facility Code" field if needed.
- Click "Save" button to save record, DONE.

• To search for employee enter text into corresponding fields

• Click "Refresh" button to run search criteria

• Results listed below

• Highlight result and click "Delete" button to remove personnel record