



# Software Icon Glossary

The Aliro Software icon glossary is a comprehensive list of all of the icons used within the software. It is designed to help you easily identify icons and the functions that they serve.

Feel free to print out and keep for quick reference while familiarising yourself with the Aliro software.



Aliro – IP access control – not complication

## VANDERBILT

[www.aliro-opens-doors.com](http://www.aliro-opens-doors.com)



# Guided Tasks Icons

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**Quick Start** – This guided task takes you through the basic steps required to setup the Aliro system for the first time



**Assign cards to new or existing users** – This guided task takes you through the basic configuration steps required to assign cards to a user



**Discover hardware and create new doors** – This guided task is a quick-setup to discover your hardware and create a door



**Grant access for new or existing users** – This interactive guided task takes you through the basic steps to assign Access Groups/Areas/Door Access to a user



**Print a user card** – This guided task takes you through the basic configuration steps required to print a user card

# Common Icons

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**Acknowledge** – Click to acknowledge the selected / all notifications button



**Arm** – This function arms the area (activates the alarm)



**Back** – Go back a step



**Cancel** – Cancels the changes since last save



**Clear** – Clears the Live Event Log window of any Event Log messages. However, messages will be saved in the database. Note that this button is disabled for the 'Report' view mode



**Create** – Creates a new selected item



**Copy** – Creates a copy of the selected item



**Delete** – Deletes a selected item



**Discover** – Discovers all available hardware on the network



**Door** – Used to place a door that already exists onto the system, into an area in the site plan tool



**Export CSV** – Generates a CSV file report of the displayed events



**Export PDF** – Generates a file report of the displayed events as a PDF



**Feature Menu** – Quick access to features menu



**Filter** – Displays a window, where you can choose the Event Log View Mode. And also filter events by Event Text or Event Type



**Forgive** – Removes all antipassback restrictions from users



**Forward** – Go forward a step



**Full Screen** – View in full screen mode



**Help** – Launches Aliro help search function



**Import Users** – Import users by uploading a CSV file or download a template CSV file for user import



**Language** – Used to select language

# Common Icons Continued



**Layouts** – The Aliro workspace can be customised to your viewing preference. Its features generally allow you to view panel windows with multiple features simultaneously



**Lock** – Allows the user to initiate the lock function



**Manual Commands** – Issues manual commands to selected areas



**Move** – Click this button, and click+drag any object on the drawing board. It allows you to Select / Move / Re-size an object in the site plan



**Activity Multiview (Users / Areas / Site plans / Status)** – The dynamic Multiview tool allows you to view window panels of related features, as you focus on configuring a particular feature. For example, if you use the users multiview, you can simultaneously view panels for users, access groups, areas, doors and access schedules



**Notifications** – The Notifications feature allows you to configure the Aliro client to alert or inform you about events as they arise in the system



**Open Door** – Allows the use to remotely open a door



**Overview** – The Overview page gives you a general view of the entire system. From here, you can navigate to use different Features, follow Guided Tasks, or view the System Status



**Paste** – Paste



**Pause** – Click Pause to temporarily freeze the display of new events in the live Event Log window. The button itself changes to a 'Resume' button when clicked



**Polygonal** – Can be used to draw and define a polygonal shaped area



**Rectangular area** – Can be used to draw and define a rectangular shaped area in the site plan tool



**Redo** – Redo action



**Resume** – Click Resume, to continue displaying all live Event Logs generated since the pause. Note that this button is disabled for the 'Report' view mode



**Save** – Saves the changes made



**Search** – Search within Aliro



**Settings** – Application settings and controls



**Take Photo** – Take a photo using a connected webcam



**Undo** – Undo action



**Unlocked** – Allows the user to unlock the function



**Upload Image** – Uploads an image from local machine



**User Place (Female)** – Female user place holder image



**User Place (Male)** – Male user place holder image



**User Preferences** – Set user preferences within Aliro



**Start Webcam** – Start a webcam connection

# Features Icons

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## Access Features

The Access features allow you to configure the main parameters required to build your access control system, like Hardware, Doors, Users, Access Schedules, etc.

More information for specific features can be found below:



**Users** – A User is a person registered in your access control system. The user must be assigned a Role (These are functions that can be assigned to various users of the security system who have different rights and responsibilities.), depending on their security level in your system



**Areas** – An Area is a space in your building, whose access is controlled by at least 1 Door and 1 Entry Reader



**Doors** – A Door is a physically controlled entrance device that allows or denies access between areas. In access control, a door can represent not only a standard door, but also a gate, gateway, barrier etc



**Access Groups** – Access Groups are a way to specify access rights for doors and / or areas that may be applied to many users. Using access groups, you can update the access rights for multiple users at the same time



**Access Schedules** – Access Schedules are a set of time intervals that are used to specify when access is granted. They are often connected to different days of a calendar, and different time-spans within a day



**Site Planner** – The first step in creating a Site Plan is to graphically represent an area on your site, along with existing doors. Aliro provides you with graphic tools to do this on the Site Planner view



**Roles** – Roles are functional designations. They can be assigned to various users of the security system, who have different rights and responsibilities



**Hardware** – An Access Point (AP) is the basic unit of the Aliro access control system. You must first configure the APs in your system, before creating doors, or performing any other access control operations

## Monitoring Features

These Aliro features allow you to monitor your system, by receiving detailed information about both Users and system events. It also allows you to configure certain system related settings.



**Event Log** – An important part of an access control system is to have an overview of area on your site what is happening in the facility. Aliro enables event monitoring (Event Log) in real-time, and/or search for events in a log. The settings for both repeated use options are done in a similar way by initially selecting Live or Report



**Backup / Restore** – The Backup and Restore functionality allows you to manage the system database



**System Settings** – This feature allows viewing and editing of various settings that apply to the entire access control system



**Monitor and Control** – The Monitor and Control feature allows your to monitor the Areas and Doors on your site. It is also possible to control them by executing specific Area Commands, and Door Commands

# Features Icons

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## Templates Features

These features provide templates with pre-defined values and configurations for Hardware, Doors and Cards. You can easily apply any of these templates to a hardware, door or card, and later customize them to your requirement.



**Card Templates** – A Card Template is a way to visually design the information that is printed on cards, such as a user's name, photo and company logo



**Door Templates** – A Door Template allows the user to prepare a door setup, with defined configuration for door details, readers, door contact, exit buttons, locks, door openers, security modes, and security exceptions. Once saved, you can apply a template to any newly created door and even customize the configuration as required. This unique feature makes it easy for a user to setup a standard door, and also ensures consistency in setup



**Hardware Templates** – A Hardware Template allows the user to prepare a hardware setup, with defined configuration for the access point, its inputs, outputs and relays. Once saved, you can apply a template to a newly created hardware device, and even customize it as required. This unique feature makes it easy for a user to setup a standard hardware device, and also ensures consistency in setup

# Event Log Icons

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Access Denied



Access Granted



Device Comms



Door



Input/Output



Intrusion



Manual Command



System



Tamper

# Dialogue Type Icons

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Error



Information



Question



Warning