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1.Introduction

IDMacs is a comprehensive Wireless Access Control Management System. IDMacs is a standard electromagnetic lock with an innovative built-in controller and advanced features, making it easy to install, configure, and get up and running in a matter of minutes with minimal steps. Unlike other conventional access control systems, IDMacs do not require an additional controller, reader, hardware, or bunch of cables.



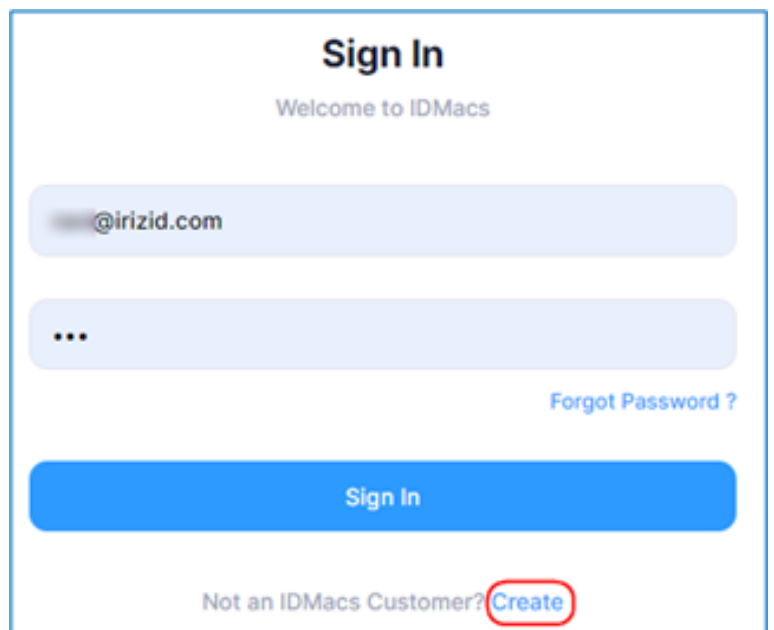
2. System Requirements

Processor	Pentium Dual Core2.0 GHz processor or above
Memory	2 GB of RAM or above
Operating System	Windows 7 or above
Display	Super VGA, 256-color monitor Supporting 1024 x 768 or higher resolution
Internet	Connection Required
Website URL	https://customer.irizidmacs.com

3. Create Account

Creating a new user account is fundamental to identity management within IDMacS. Each account represents an individual with specific roles, responsibilities, and access privileges.

When creating an account for IDMacS, browse the above mentioned IDMacS link, then click on the "Create" button and next screen is displayed to create a new account within IDMacS.



The screenshot shows a web browser window with the URL <https://customer.irisidmacs.com/Admin/CreateAccount>. The page features a blue header with the IRIZ ID logo. Below the header is a white form titled "Create Account" with the subtitle "Welcome to IDMacS". The form contains the following fields: "Email", "Contact Person", "Company", "Mobile", "Type Address", and "Select a Country" (a dropdown menu). There is also a "Phone" field. A prominent blue "Register" button is located at the bottom of the form. Below the button, there is a link: "Already have a IDMacS Customer Account? Sign in". To the left of the form is a blue banner with the IRIZ ID logo and an image of a hand holding a smartphone next to an IRIZ ID wireless access control system.

Follow these steps to provide accurate and necessary information:

Email: Enter a valid and accessible email address. This email will be used for account-related communications and account recovery.

Contact Person: Input the name of the individual responsible for the account. This ensures clear communication and accountability.

Company: Specify the name of the company associated with the account. This helps in identifying the organization using IDMacS.

Select Country: Choose the country where your company is located or where the IDMacS system will be implemented.

Mobile: Enter a valid mobile number. This number may be used for account verification and important notifications.

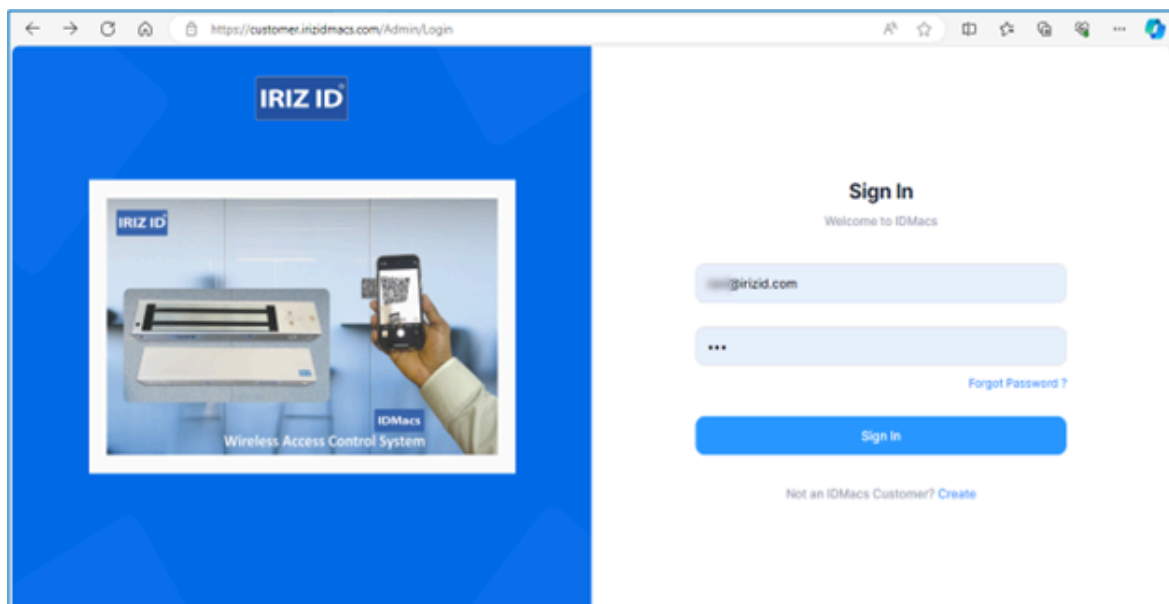
Phone: Optionally, provide a secondary phone number for additional contact purposes.

Address: Input the physical address of the company or the location where IDMacS will be implemented.

Confirm the accuracy of the entered information and click the "Register" button to submit the information.

- Check your email for a confirmation message and follow if any additional instructions provided in the registration process.
- By providing accurate and up-to-date information during the account creation process, you ensure that IDMacS can effectively communicate with you and tailor its features to your specific organizational needs.

3.1 Login



The login screen is the gateway to your IDMacS account, ensuring that only authorized individuals gain access to sensitive information. Keep your login credentials confidential to maintain the security of your account.

Email Field: Enter your unique email address provided during account creation to log into your IDMacS account. Ensure it is spelled correctly to avoid login issues.

Password Field: Input your password associated with the provided email. Passwords are case-sensitive. Ensure Caps Lock is not activated and type your password carefully.

Sign-In Button: Press "Sign In" to gain access to your IDMacS account after you have accurately entered your username and password.

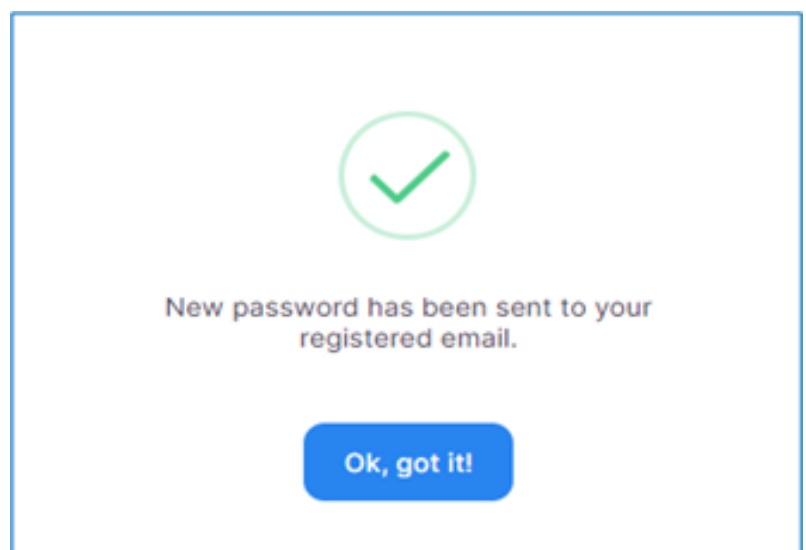
3.2 Forget Password



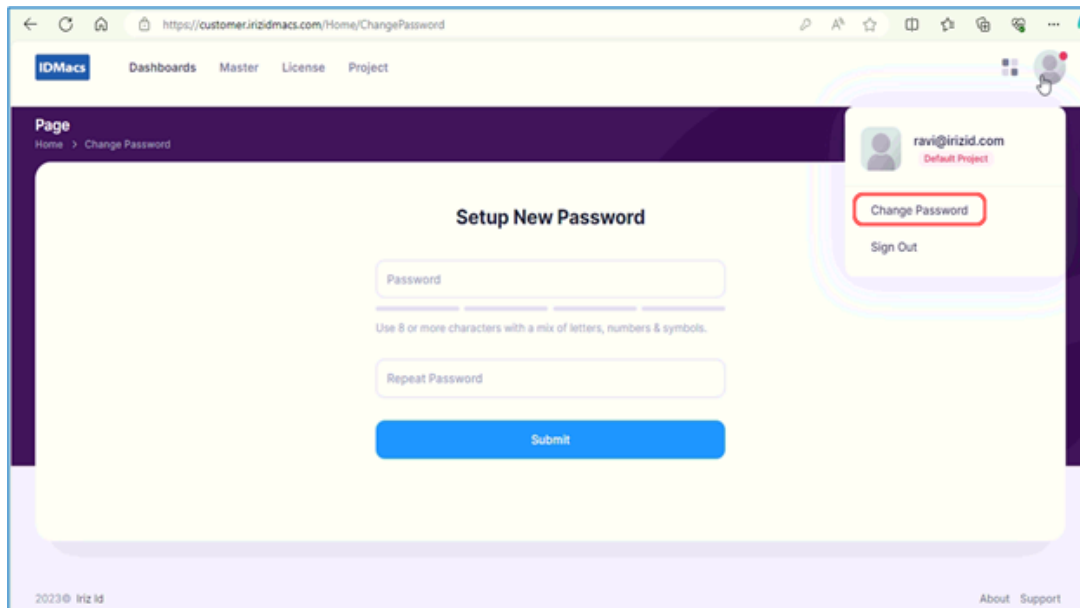
Forgot Password ?
Enter your email to reset your password.

If you forget your password, click "Forgot Password" link this directs you to the password recovery page and follow the on-screen instructions to reset it. A reset password will be sent to the registered email address to login.

In the email section, type the email address linked to your IDMacs account, then hit submit. As seen in the picture, a confirmation message will appear.



After logging in with the recovery password, it is suggested that you reset the password by following the on-screen instructions. IDMacS will never ask for your password by email or other means of communication



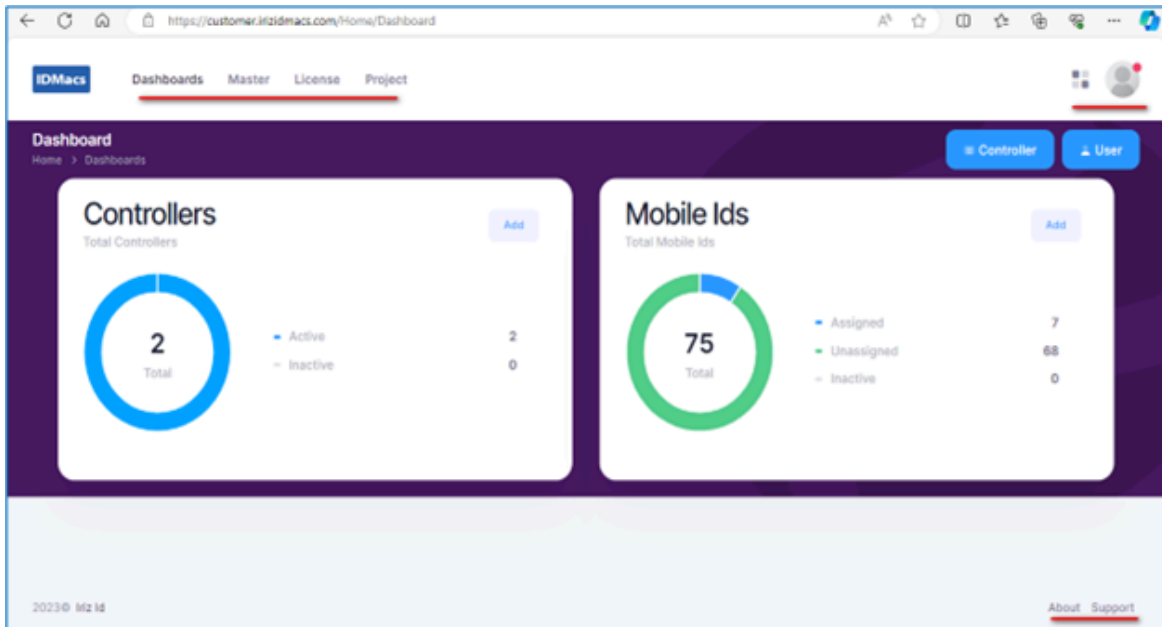
4. Home Screen

Upon logging into IDMacS, the IDMacS home screen is designed for efficiency, providing users with a consolidated view of essential information and quick access to key functionalities. Its user-friendly layout ensures that users of all skill levels may navigate the system with ease.

Dashboard: The primary landing page providing an at-a-glance detailed dashboards visualization of controller information and Mobile Ids.

Master: Centralized management of essential system parameters, including user roles, visitors, and change password.

License: Gives access to controller and Mobile ID license information, enabling the addition of additional licenses.



Project: Project-specific settings and configurations, allowing users to customize IDMac's based on the specific needs of each project.

Logged-in User: Displays information about the currently logged-in user.

Change Password: Offers a quick and accessible option for users to change their password, enhancing security.

Sign Out: Allows users to securely log out of IDMac's, ensuring data privacy and preventing unauthorized access.

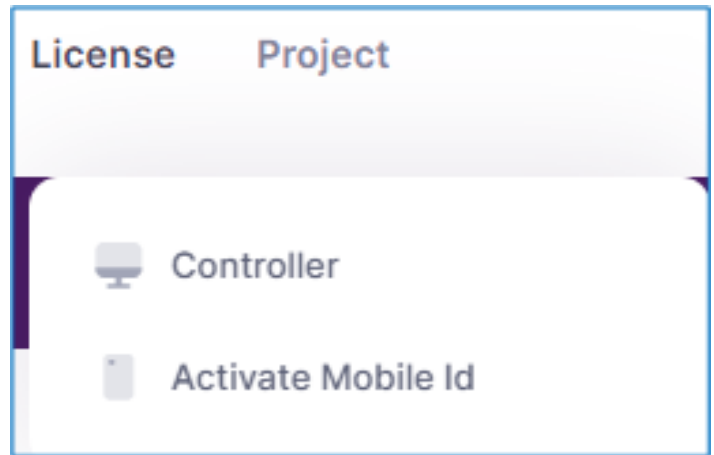
About: Click on the "About" link to access the main website of IRIZID.

Support: The "Support" section in IDMac's is the go-to place for users who need assistance, have questions, or encounter issues while using the system.

5. License

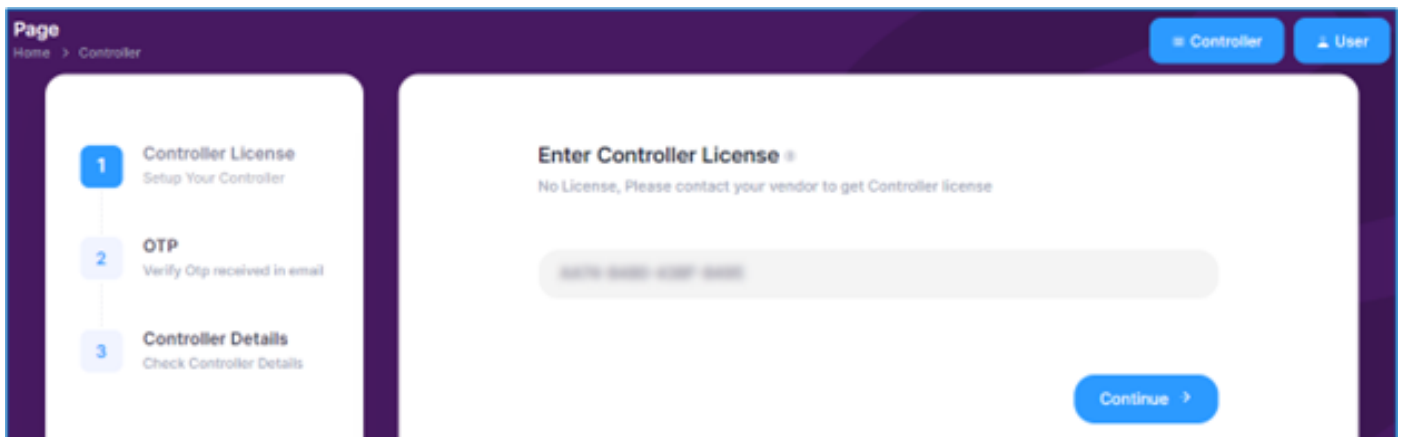
The importance of licenses as modules in software or systems can be significant for various reasons.

- Licenses specify the permitted uses of the software, including the number of users, devices, or instances allowed.
- Different license modules may provide varying levels of access or functionality.
- Ensures that users are aware of their rights and limitations when using the software.



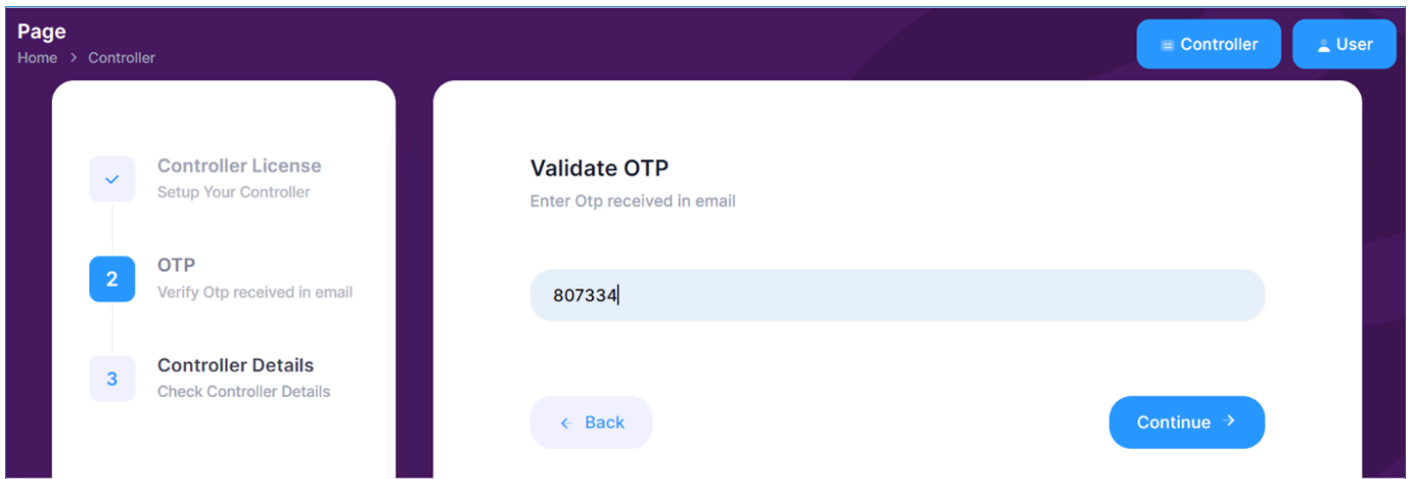
5.1. Controller

The Controller License in IDMacS allows users to activate hardware controllers within the system, enabling the management of door access and related functionalities within the IDMacS system

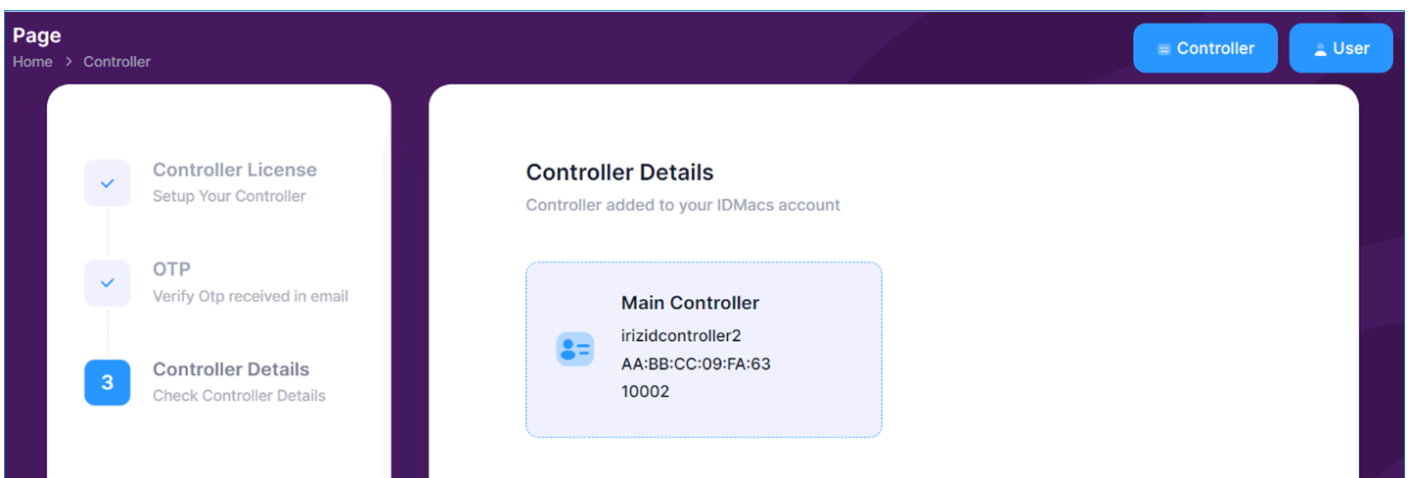


Click on “Add” to enter the controller license.

- Please enter the 16-digit controller license key provided by the vendor.
- Upon entering the license key, an OTP (One-Time Password) will be sent to the email address associated with IDMacS
- Verify the OTP to confirm the authenticity of the registration



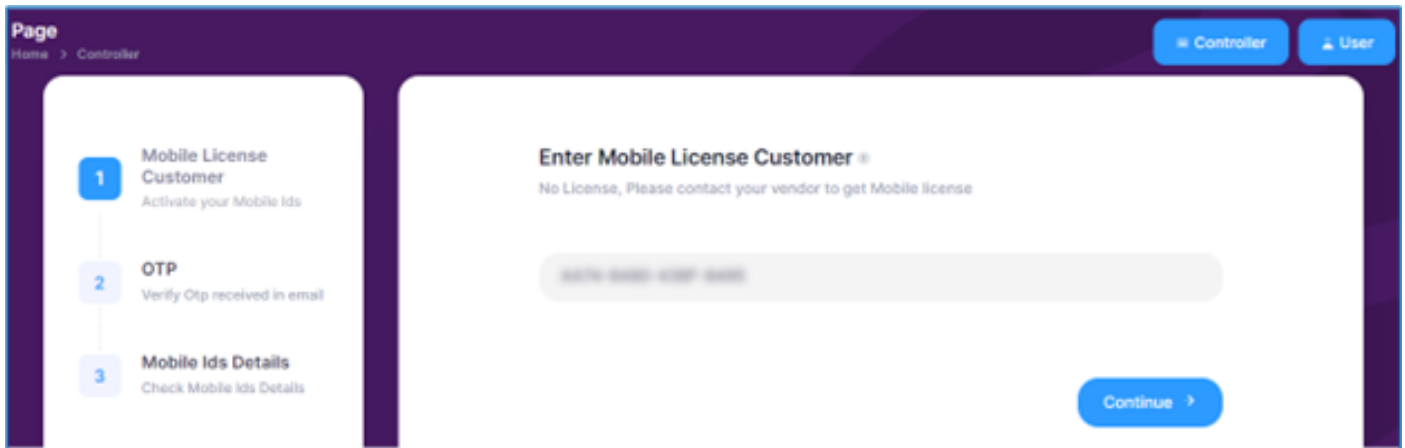
- Once the OTP is successfully verified, the IDMacS system will display controller details.
- These details may include unique identifiers, controller name, MAC address and other relevant data associated with the registered hardware controllers



You have successfully registered the Controller License in IDMacS, activating hardware controllers and enabling door access management.

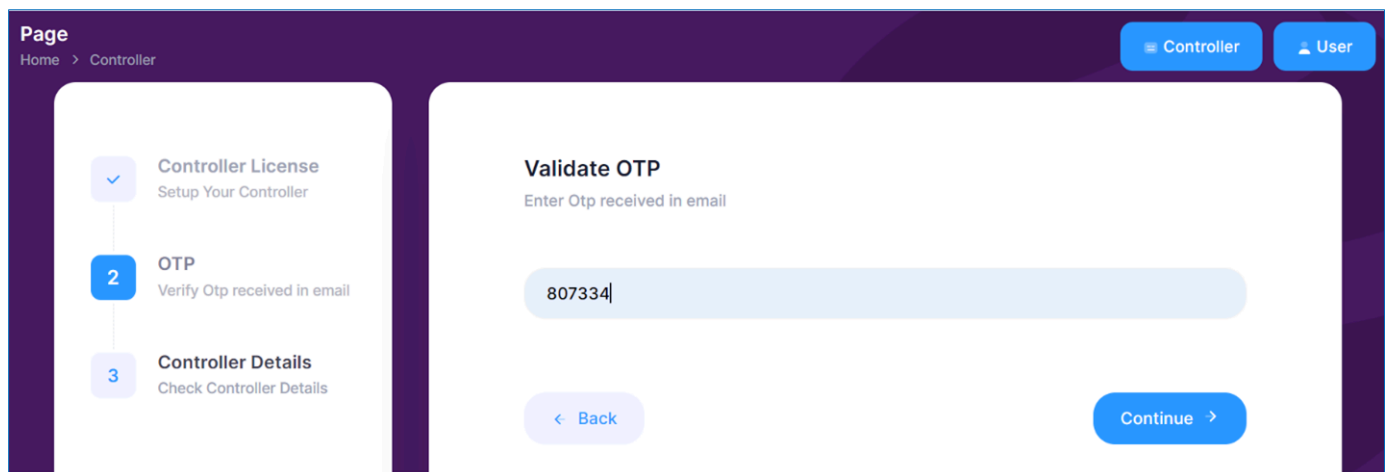
5.2. Mobile ID

Registering Mobile ID Licenses in IDMacS allows administrators to activate Mobile IDs for users. The licenses come in three types: **Basic**, **Classic**, and **Professional**, each with different quantities of Mobile IDs.



Click on “Add” to enter the Mobile license.

- Please enter the 16-digit mobile license key provided by the vendor.
- Upon entering the license key, an OTP (One-Time Password) will be sent to the email address associated with IDMacS.
- Verify the OTP to confirm the authenticity of the registration.



- Once the OTP is successfully verified, the IDMac system will display mobile id details.

Mobile Ids are used for secure authentication, ensuring that individuals accessing IDMac are authorized.

Users, visitors, and administrators receive the appropriate Mobile ID type based on their roles and responsibilities.

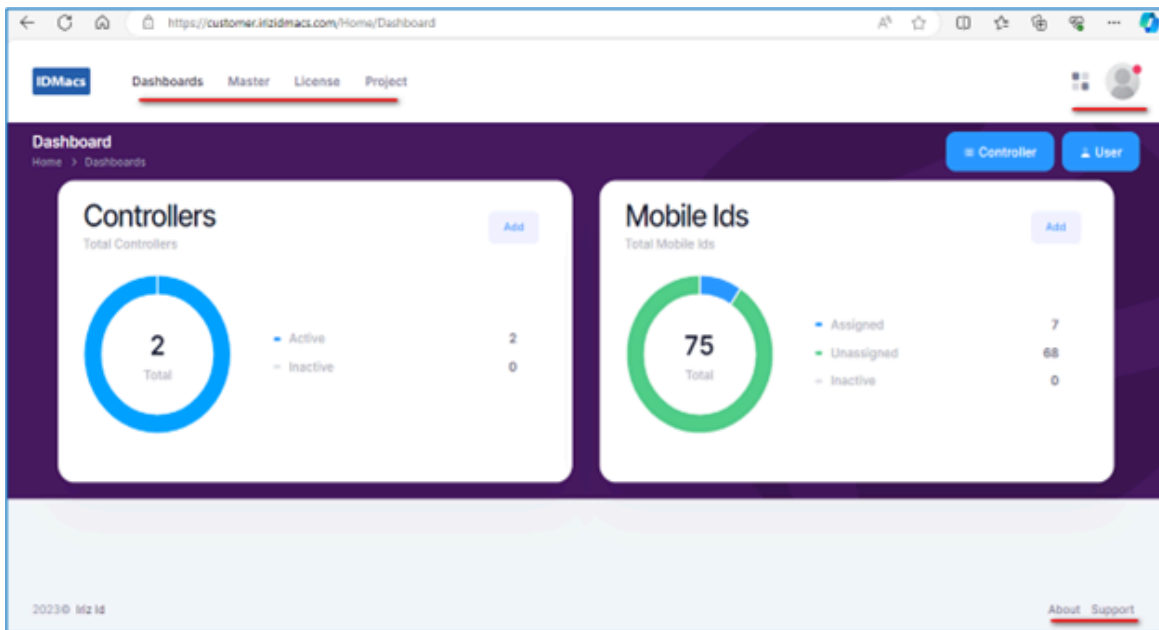
Administrators have the responsibility of managing Mobile IDs, including assigning, updating, and revoking access as needed.

1. The **User** Mobile Id is designed for regular users within the IDMac system.
 - Enables users to log in securely to IDMac.
 - Assigned to individuals with standard user roles.
 - Used for authentication and access to user-specific functionalities.
2. The **Admin** Mobile ID is designated for administrators and individuals with elevated privileges within IDMac.
 - Enables administrators to access and manage IDMac preferences.
 - Assigned to administrators or individuals with special access rights.
 - Grants higher-level permissions for system management.
3. The **Visitor** Mobile ID is intended for individuals visiting an organization or facility within the IDMac system.
 - Temporary and assigned to visitors during their visit.
 - Typically allows the admin to track and manage visitor information during their visit.

You have successfully registered a Mobile ID License in IDMac, enabling the activation of Mobile IDs for users. Keep Mobile ID details secure, assign them to users as needed, and regularly review configurations for optimal security.

6. Dashboards

The dashboard provides a comprehensive view of information related to controllers and Mobile IDs. This feature-rich dashboard is designed to provide users with real-time insights into controllers and Mobile IDs, ensuring that users have the necessary information to maintain a secure and efficiently managed access control system



6.1. Controller

Controllers: A specialized section is designed to present information about access control controllers in the form of a radial chart.

Active: Displays the number of currently active controllers in the system.

Inactive: Displays the number of currently inactive controllers in the system.



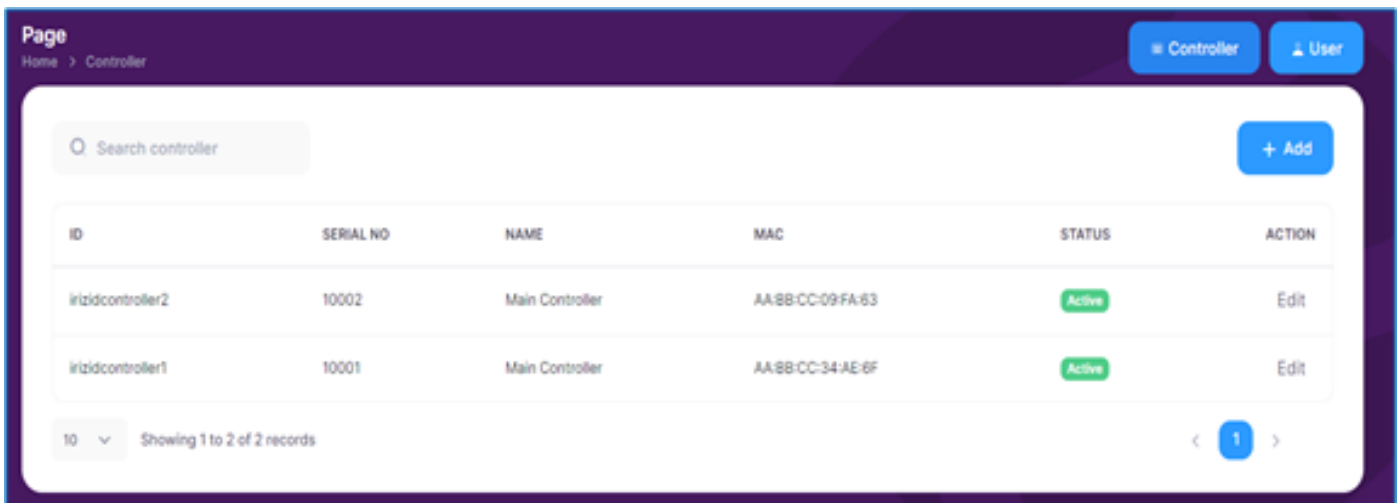
6.1.1. Add Controller

With **IDMacs**, activating a controller license is a simple process that can be accessed by clicking the “Add” button and/or license section for the controller, which is in detailed in the Controller’s license section below.

Please refer to [section 5.1](#) in this manual for full instructions on activating controller license.

The process of adding a hardware controller in IDMacS to be utilized as an access controller with a QR Code and/or NFC Tag. One controller is included, and it may be used for both entry and exit. End users must first register their hardware with a valid license in order to get started.

On click of controller button below screen will be visible with the list of controllers registered by the admin user.

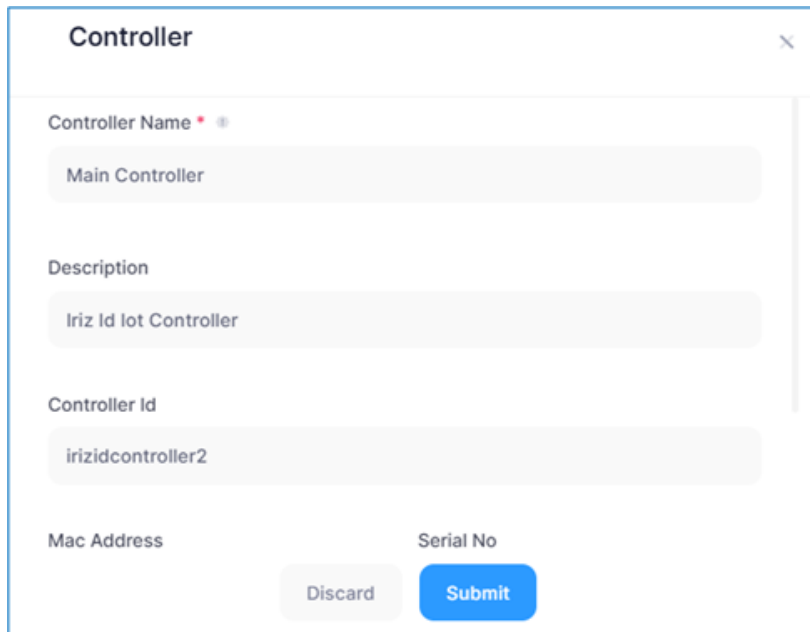


The screenshot displays a web interface for managing controllers. At the top, there is a breadcrumb trail 'Home > Controller' and two buttons: 'Controller' and 'User'. Below this is a search bar labeled 'Search controller' and an '+ Add' button. The main content is a table with the following columns: ID, SERIAL NO, NAME, MAC, STATUS, and ACTION. Two records are listed, both with a status of 'Active'. At the bottom, there is a pagination control showing 'Showing 1 to 2 of 2 records' and a page indicator '1'.

ID	SERIAL NO	NAME	MAC	STATUS	ACTION
irizidcontroller2	10002	Main Controller	AA:BB:CC:09:FA:63	Active	Edit
irizidcontroller1	10001	Main Controller	AA:BB:CC:34:AE:6F	Active	Edit

Once the license has been registered, the user can add and/or modify the controller information as needed.

In the controller management box, click the "Add" button to add controller information. If you want to modify the details, click the "Edit" button under the action for that particular controller.



The screenshot shows a web form titled "Controller" with a close button in the top right corner. The form contains the following fields and values:

- Controller Name** (required, indicated by a red asterisk and help icon): Main Controller
- Description**: Iriz Id lot Controller
- Controller Id**: irizidcontroller2
- Mac Address**: (empty)

At the bottom of the form, there are two buttons: "Discard" and "Submit".

Fill in the following controller details:

Controller Name: Enter a descriptive name for the controller.

Controller ID: Assign a unique identification number to the controller.

Mac Address: Input the Mac address associated with the controller.

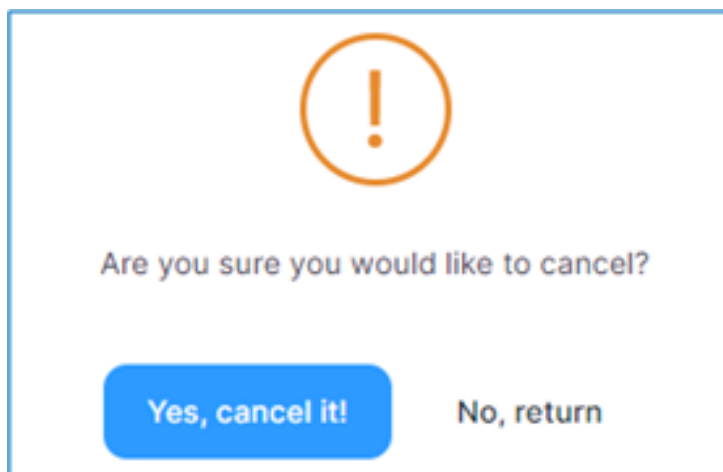
Serial Number: Enter the serial number specific to the controller.

Entry ID: Provide the Entry ID associated with the controller.

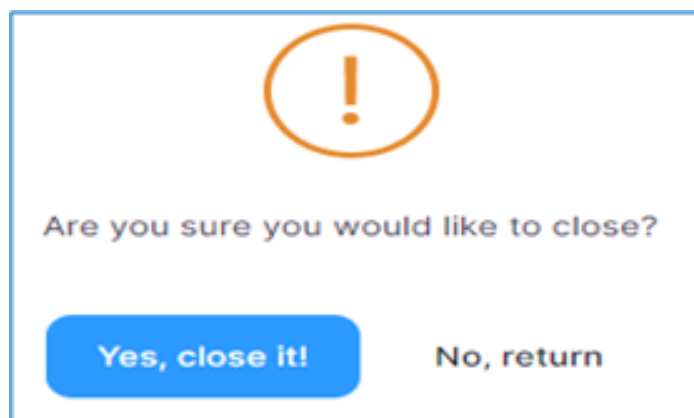
Exit ID: Specify the Exit ID related to the controller.

Click "Submit" to save the new controller or modified controller details.

Click "Discard" to cancel. A confirmation dialogue will show. Click "Yes" to cancel. Click "No" to go back to the previous window.



Click "X" to close. A confirmation dialogue will show. Click "Yes" to close. Click "No" to go back to the previous window.



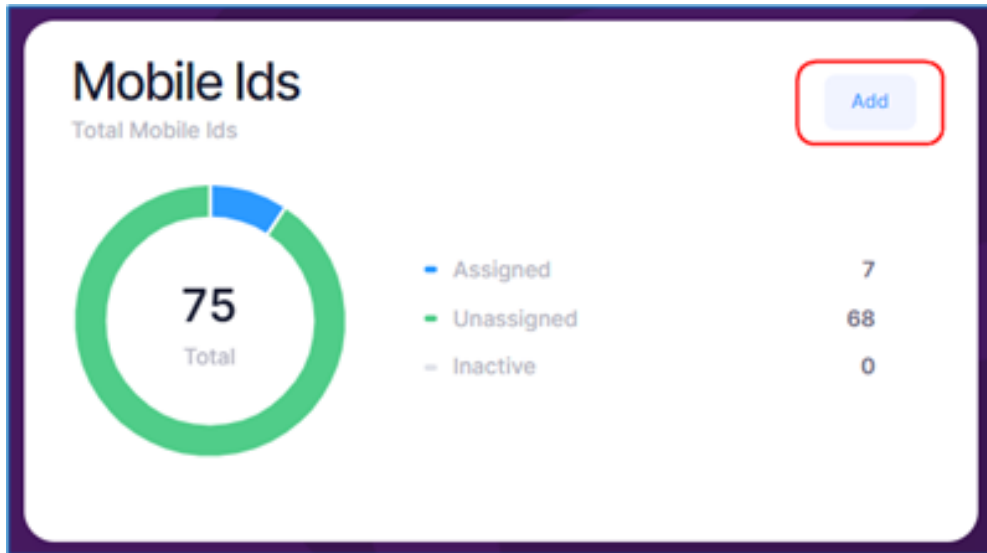
6.2 Mobile Ids

Mobile Ids: An area highlighting the status and usage of Mobile IDs.

Assigned: Displays the number of currently active Mobile IDs in the system. Assigned Mobile Ids ensure that only authorized individuals have access to designated areas.

Unassigned: Provides information about pool of available Mobile Ids in the system. Unassigned Mobile IDs are digital credentials that have been created but not yet associated with a particular user.

Inactive: Highlights number of currently inactive Mobile Ids in the system.



6.2.1 Add Users

When using **IDMacs**, adding a Mobile ID license is accomplished similarly to adding a controller license by clicking the "Add" button and/or license section, which is covered in more depth in the section below.

Please refer to section 5.2 in this manual for full instructions on activating Mobile Id license.

User

Adding new users is a straightforward process that involves entering essential details to create user profiles. Step-by-step instructions explained below.






On click of user button below screen will be visible with the list of users added by the admin user.

Page
Home > User

Controller User

Search user

Export Filter Mobile Ids + Add

USER	EMAIL	MOBILE ID	STATUS	ACTION
 robert downey	prathapdpartha3@gmail.com	 195A33C50A4D432A	New	Actions ▾
 Mohammed Thousif	mthousif681@gmail.com	 F77F59410D1E4992	Active	Actions ▾
 Abdhul gani	mthousif681@gmail.com		New	Actions ▾

The number of users can be added and/or their details modified as needed once the license has been registered, depending on the type of license.

To add user data, click the "Add" button in the controller management box. In case to modify the details, select the "Edit" button located beneath the "Action" drop down for that specific person.

Add User ✕

Email * Ⓜ

First Name * Ⓜ

Last Name

Gender

A form will appear prompting you to fill in the user details. Provide the following information:

Email: Enter the user's email address.

First Name: Input the user's first name.

Last Name: Input the user's last name.

Gender: Select the user's gender from the menu.

Mobile: Enter the user's mobile phone number.

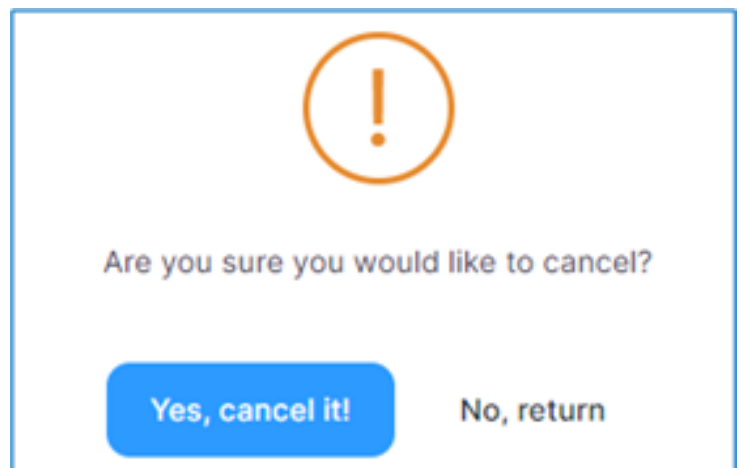
Phone: Optionally, enter the user's landline phone number.

Date of Join: Specify the user's date of joining the organization.

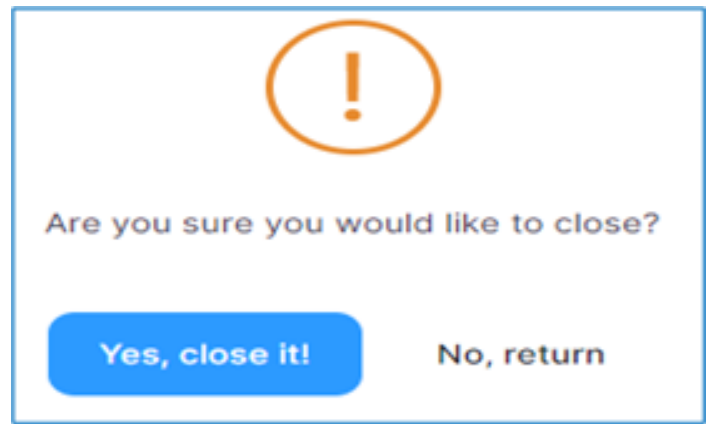
Date of Birth: Enter the user's date of birth.

Review the entered information to ensure accuracy and completeness.

Click "Submit" to discard. A confirmation dialogue will show. Click "Yes" to cancel. Click "No" to go back to the previous window.

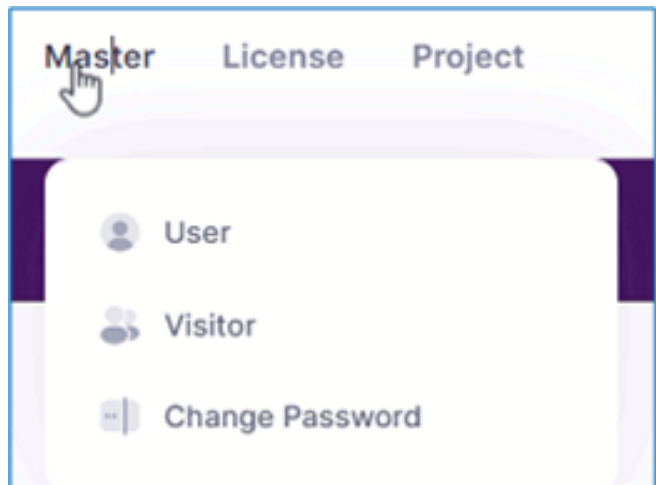


Click "X" to close. A confirmation dialogue will show. Click "Yes" to close. Click "No" to go back to the previous window.



7. Masters

IDMacs Master Module is a comprehensive tool that integrates three key screens - User, Visitor, and Change Password. This module serves as a central hub for managing user accounts, visitor information, and facilitating password changes within the IDMacs system.



7.1 User

The User screen allows administrators to manage user accounts efficiently. Follow these steps to utilize the User screen.

View User List:

- The User screen will display a list of existing user accounts.
- Use filters or search options to locate specific users.

7.1.1 Add New User

Please refer to [section 6.2.1](#) in this manual for full instructions on adding a new user.

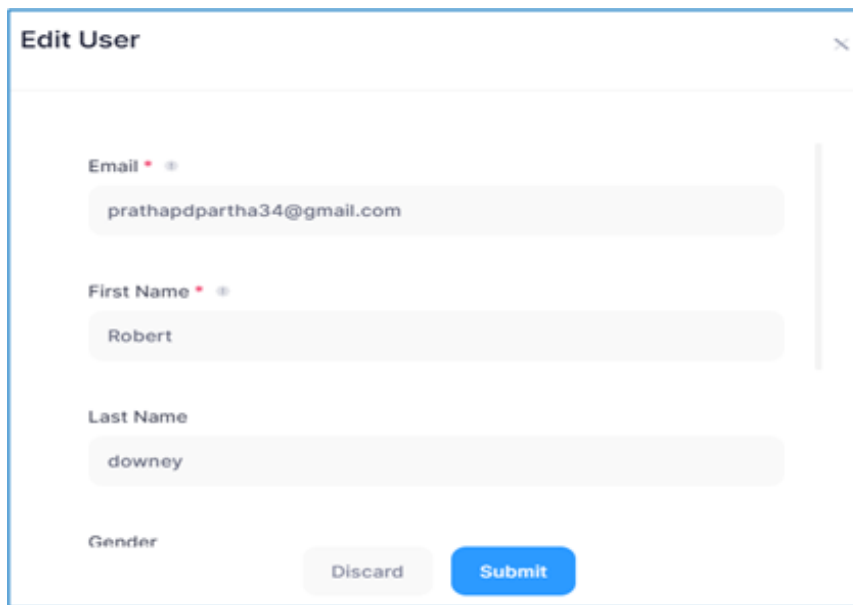
7.1.2 Action List

- Edit
- Delete
- Link Mobile Id
- Send Email

7.1.2.1 Edit User

The "Edit" action in the User screen allows administrators to modify existing user details.

Choose a user by selecting them from the list. To change user information, utilize the "Edit" option in a manner similar to that of the add details shown in the figure below.



Make the necessary changes to the user's details, such as name, contact information, or any other relevant fields.

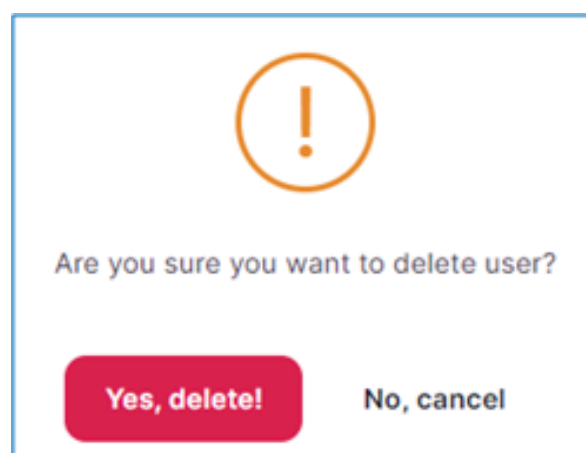
After making modifications, save the changes to update the user's information within IDMac.

7.1.2.2 Delete User

The "Delete" action provides administrators with the capability to remove a user from the IDMac system. Follow these steps to delete a user:

Choose the user from the list that you want to delete.

Click on the "Delete" option under action drop down.
Confirm the deletion when prompted.
Click "Delete" to remove. A confirmation dialogue will show. Click "Yes" to delete. Click "No" to cancel delete process.



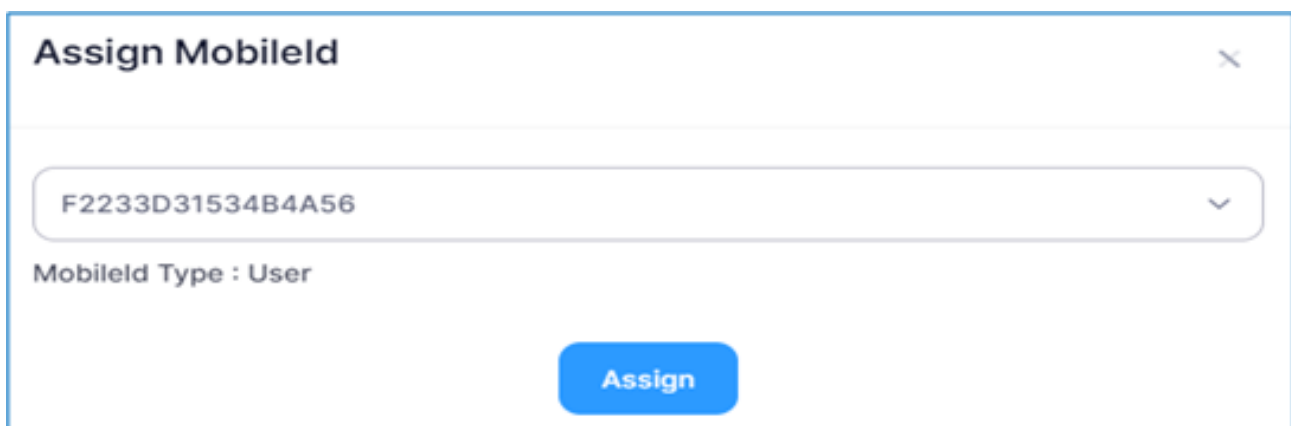
Note: *The chosen user will have their information deleted forever from the IDMac's database. Since this action cannot be reversed, proceed with caution while utilizing it.*

Upon successful deletion, the user-deleted confirmation message will appear on the screen.

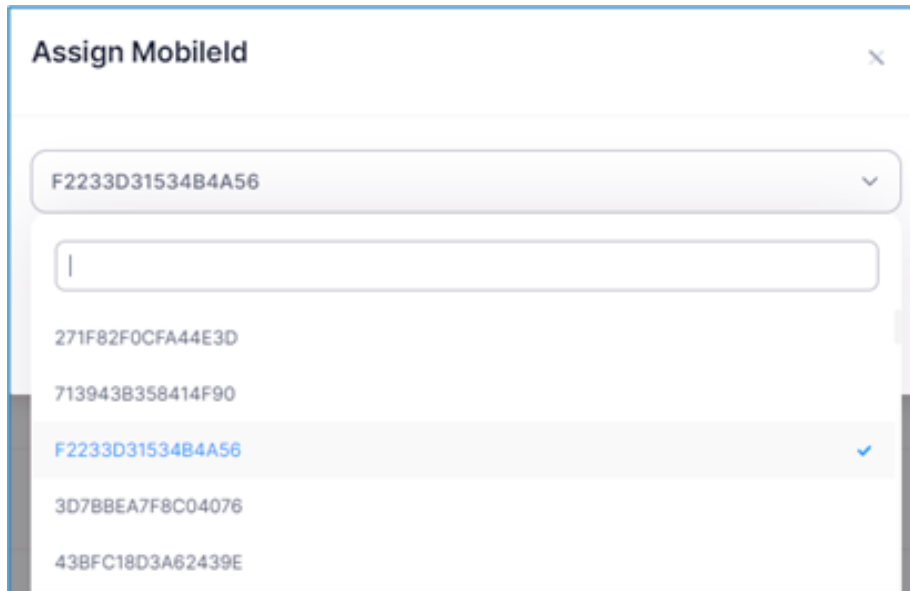
7.1.2.3 Link Mobile Id

Linking a Mobile Id associates a user's account with a mobile identification method, enhancing security and authentication. This option is useful for strengthening user verification processes.

Go through the list and pick a user. Select "Link Mobile Id" from the "Action" menu to link your mobile ID. The screen following this one will appear. Choose one ID from the list of available, unassigned IDs to assign; once chosen the type of Id such as User, Visitor, or Admin depending on the ID type is shown below.



The screenshot shows a dialog box titled "Assign MobileId" with a close button (X) in the top right corner. Inside the dialog, there is a text input field containing the alphanumeric string "F2233D31534B4A56" and a dropdown arrow on the right. Below the input field, the text "MobileId Type : User" is displayed. At the bottom center of the dialog, there is a blue button labeled "Assign".

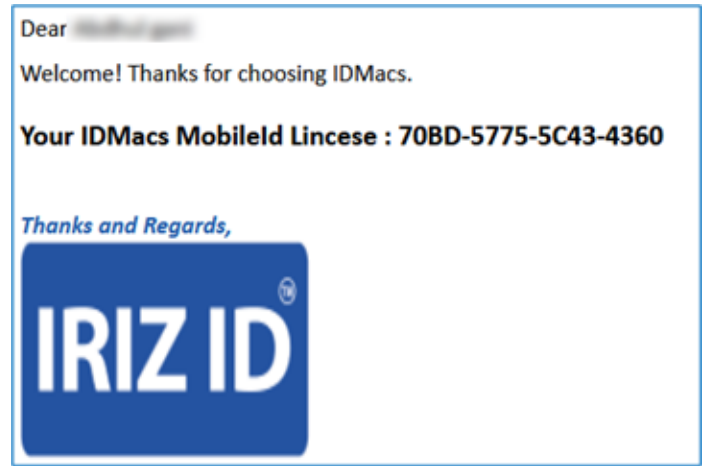


To make it easier for the user to find, a search option is shown beneath the list of accessible Mobile IDs.

To assign the user's mobile ID, click the "Assign" button. A confirmation message will appear and an email will be sent to the user's account email address if the mobile ID assignment is successful.

7.1.2.4 Send Email

Sending an email allows administrators to resend the Mobile ID licensing key to the user's device in order to activate controller access.

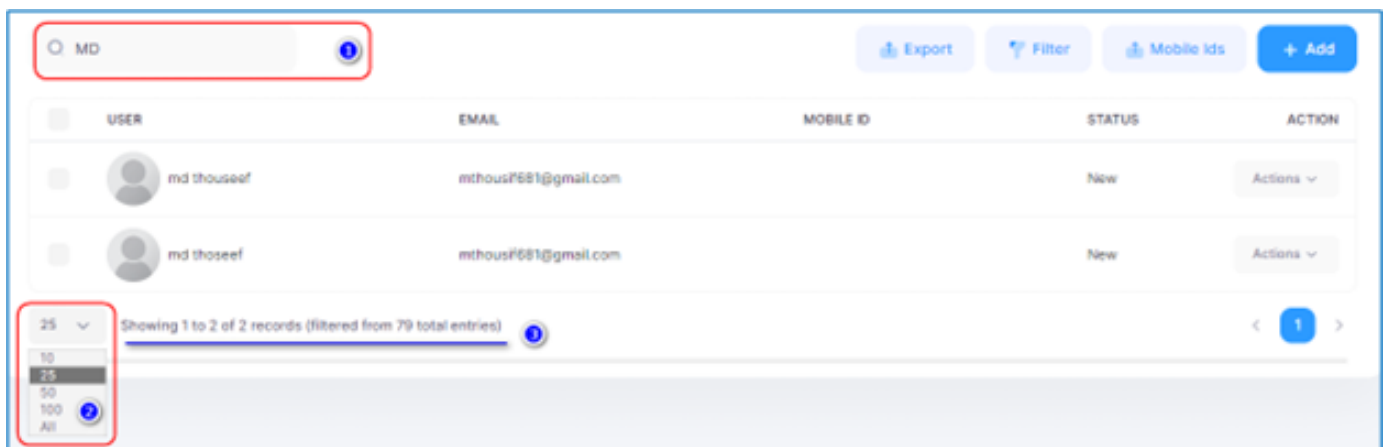


7.1.3 Search

The Search feature in the User Screen of IDMacS empowers administrators to quickly locate specific users within a list. This functionality is designed to enhance user management efficiency by providing a streamlined way to find users based on specific criteria.

Look for the Search bar, typically positioned at the top near the user list section of the User Screen.

Enter the search criteria, such as the user's name, email address, or any other relevant information.



The list of users to be presented on the screen can be selected from the bottom drop down menu, where a minimum of 10 users are displayed and other

available alternatives are displayed to choose from.

To revert to the full user list, clear the search criteria by deleting the text in the Search bar and pressing "Enter."

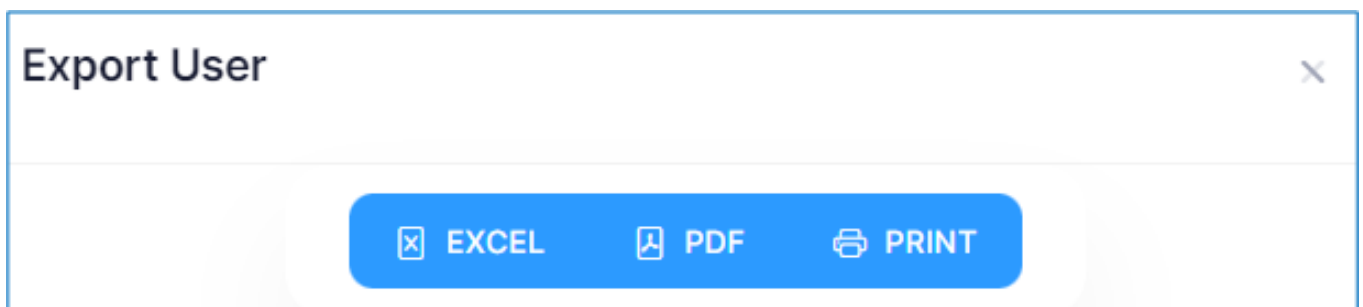
At the bottom, the number of records filtered out of the full list of users is displayed.

7.1.4 Export

The Export feature in the User Screen of IDMacS enables administrators to efficiently export user information, including Name, Email, and Mobile ID. This exported data can be saved in popular formats from IDMacS such as PDF or Excel, and there is also an option to directly print the information.

Click on the "Export" button to open the Export Options menu.

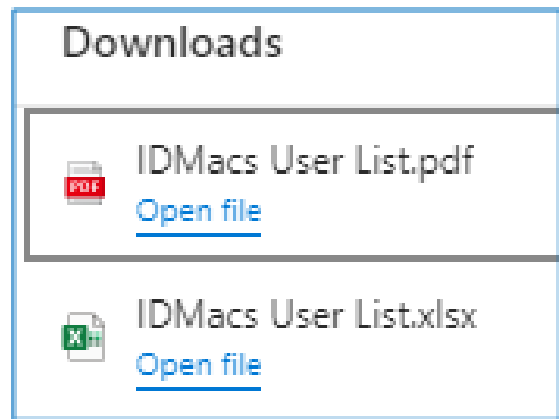
In the Export Options menu, select the desired format for export (PDF or Excel). This depends on your preference and the requirements of the task.



Click the "Export" button to start the export process and download in the preferred format.

On click of Excel it will save the IDMac's user list in a proper excel format.

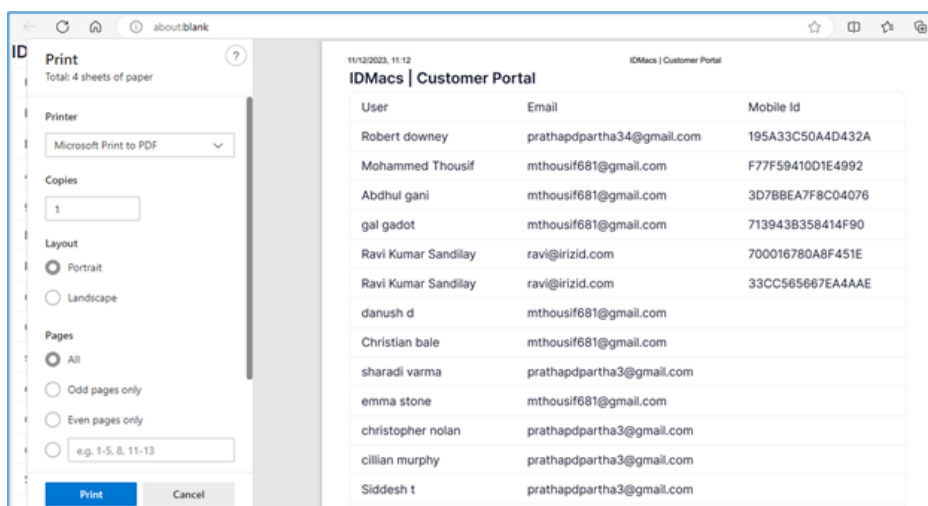
On click of PDF it will save the IDMac's user list in a proper PDF format.



IDMac's will build the export file based on the format you choose, and it will be saved on your device to the browser's default folder.

When you click print, it will display the IDMac's user list in a format suitable for printing with printer options.

Click on the "Print" option if you want to generate a hard copy of the exported user information.

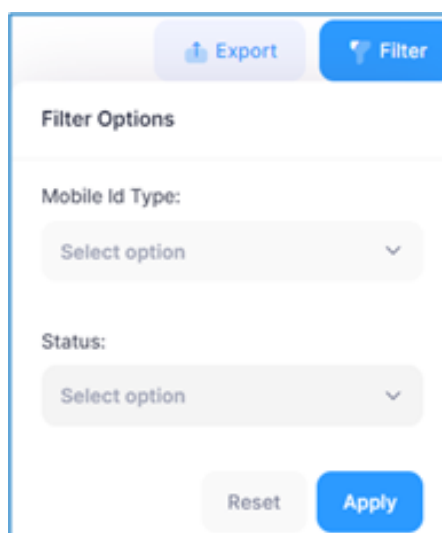


Click the cancel button to remove the print options.

Note: *If you click export after conducting a search, the users list that was found will be exported or printed.*

7.1.5 Export

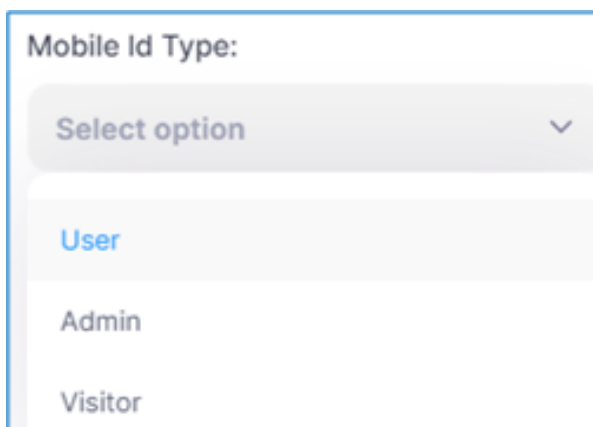
The Filter feature in the User Screen of IDMacS provides administrators with the ability to refine and organize user records based on specific criteria, such as Mobile ID type and status. There are two drop down options available for filter selection.



Click the "Filter" button to view the filter window.

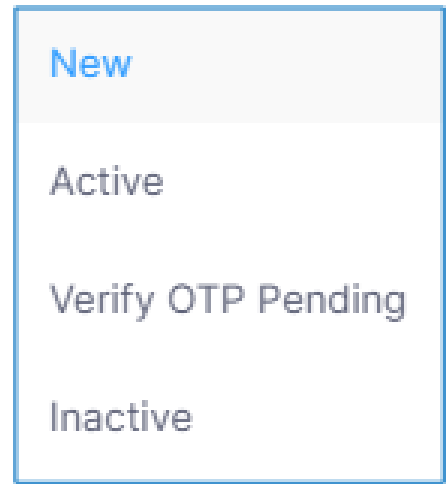
Mobile Id Type:

Click on the dropdown menu to reveal a list of available Mobile ID types and based on the requirement to see the records select the type to filter. The filtered list will be displayed.



Status:

In IDMacS, Mobile IDs come with various status types that indicate the current state or condition of the Mobile ID. This user manual provides an overview of the four Mobile ID status types: New, Active, Verify OTP Pending, and Inactive. Understanding these statuses is crucial for effective user management within the system.



1. New

The "New" status is assigned to Mobile IDs that have been recently issued or linked.

Administrators typically need to take action, such as sending activation instructions for transition Mobile IDs from "New" to "Active."

2. Active

The "Active" status indicates that the Mobile ID is currently active and operational.

Users with an "Active" status have full access rights according to their assigned roles and permissions.

3. Verify OTP Pending

The "Verify OTP Pending" status is assigned when additional verification, often through a one-time password (OTP), is required.

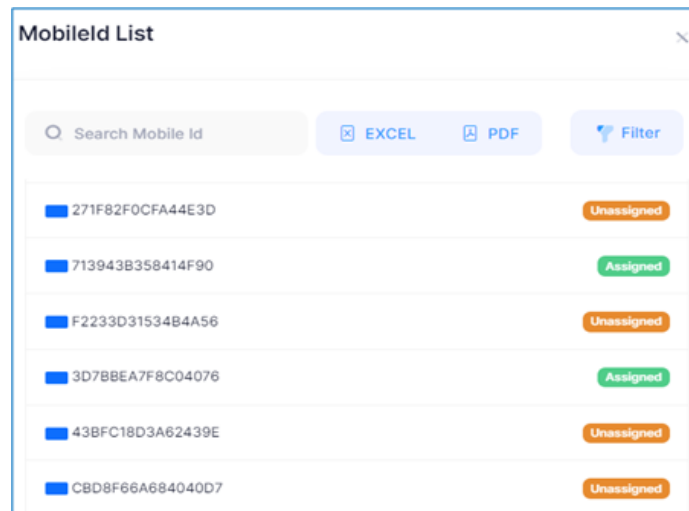
4. Inactive

Users with an "Inactive" status typically have restricted or no access currently to IDMacS

Administrators can deactivate Mobile IDs for security reasons or as part of user management processes.

7.1.6 Mobile Ids

The Mobile IDs List Window in IDMacS provides a comprehensive view of Mobile IDs, allowing administrators to manage and analyze Mobile ID information efficiently.



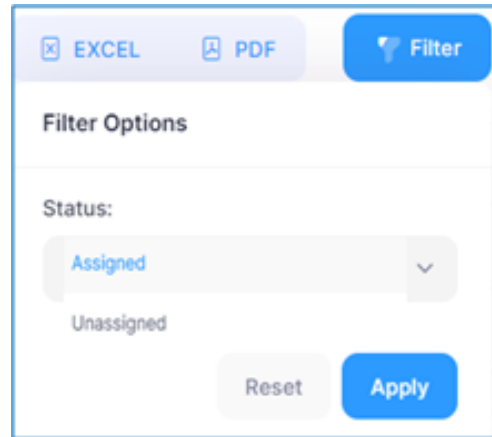
1. Search Bar

The Mobile IDs List Window will display Mobile IDs that match the entered search criteria.

2. Filter

A new window appears when the filter is clicked, allowing you to choose whether the drop-down menu for assigned or unassigned entries is displayed.

Select the desired format (Excel or PDF) for exporting Mobile ID information. It will be downloaded with default file name.



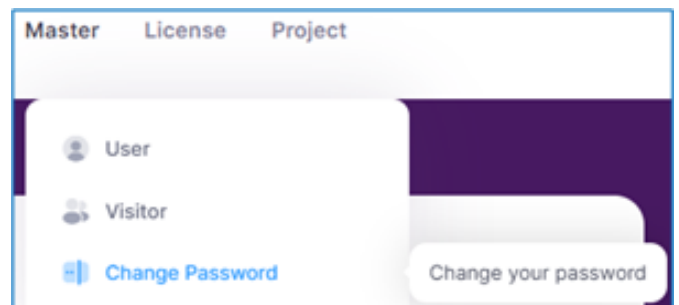
7.2 Visitor

The Visitor Screen in IDMacS is a dedicated interface designed for the management of visitor information. This user manual provides a detailed guide on using the features available on the Visitor Screen, including adding new visitors, viewing visitor details, and managing visitor records.

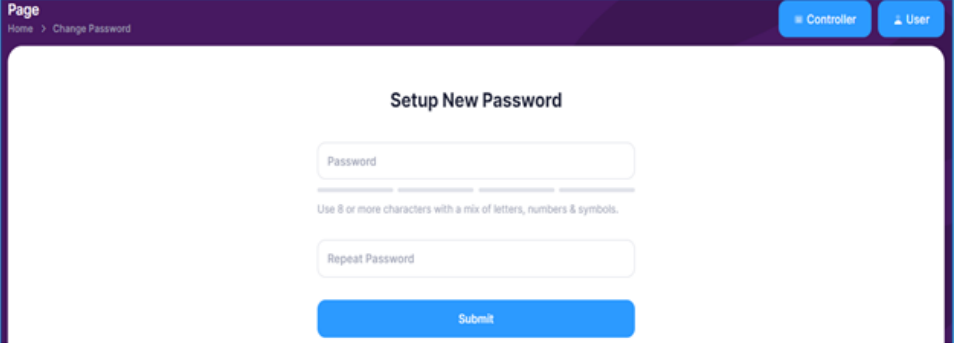
The interface and features of the Visitor screen will be identical to those of the User screen.

7.3 Change Password

The Change Password Screen in IDMacS is a specific interface meant to manage the password for the user who is currently logged in. Changing your password in IDMacS is a straightforward process that enhances security and ensures that your account remains protected.



Mouse hover on Master dropdown displays click on “Change Password”, the next window will open like the image below.

A screenshot of a web application interface for setting a new password. The page has a dark purple header with a breadcrumb trail 'Home > Change Password' and two buttons: 'Controller' and 'User'. The main content area is white and titled 'Setup New Password'. It contains two input fields: 'Password' and 'Repeat Password'. Below the 'Password' field is a small text requirement: 'Use 8 or more characters with a mix of letters, numbers & symbols.' At the bottom of the form is a blue 'Submit' button.

1. Password

Enter your new password in the designated field. Ensure that your new password meets any specified security requirements (e.g., minimum length, use of special characters).

2. Repeat Password

Re-enter the new password to confirm it. This step ensures that there are no typos and that you have accurately entered your desired password.

3. Save Changes

Click on the "Submit" button and click on it to save the changes.

4. Confirmation Message

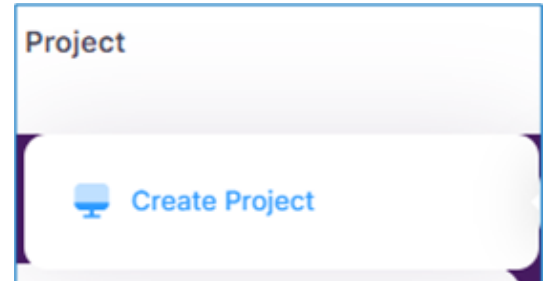
After successfully changing your password, you should receive a confirmation email indicating that the password update was successful.

5. Log In with New Password

Log out of IDMacS and log back in using your username and the newly updated password to confirm that the change has taken effect.

8. Project

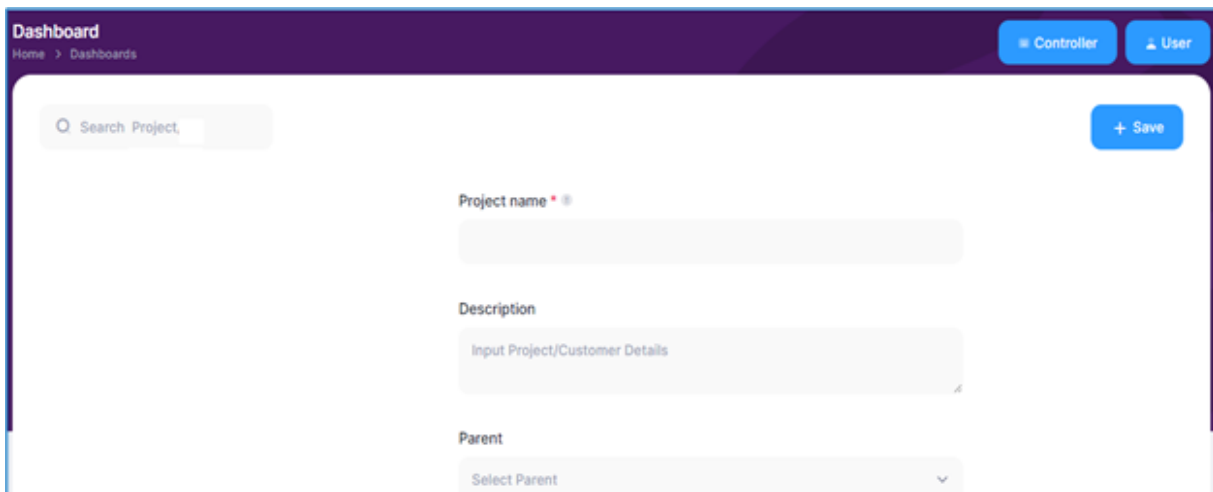
For the efficient administration of access control projects, IDMacS offers an effective approach called the Project module. The creation of projects, establishing hierarchies, and maintaining project details are all described in this manual, which is designed specifically for access controller projects.



8.1 Create Project

The Create Project screen in IDMacS is a user-friendly interface designed to facilitate the addition of projects within the IDMacS system.

Mouse hover on Project dropdown displays click on “Create Project”, the next window opens like in the below image.

A screenshot of the "Create Project" form in the IDMacS dashboard. The dashboard header includes "Dashboard", "Home > Dashboards", and buttons for "Controller" and "User". The form has a search bar labeled "Search Project" and a "+ Save" button. The form fields are: "Project name" (required), "Description" (with placeholder text "Input Project/Customer Details"), and "Parent" (a dropdown menu with "Select Parent" as the current selection).

The Create Project screen contains the following essential fields:

1. Project Name

Enter a descriptive and unique name for the new project. This field typically helps in identifying the project at a glance.

2. Description

Provide additional details or a brief description of the project. This information can include the project's objectives, scope, or any other relevant information.

3. Parent Project

Select the parent project from the available options if the new project is a sub-project. This field establishes the hierarchical relationship between projects.

Click on the “Save” button to save the new project in IDMacS.

