ACS - LPP User List

RUTHERFORD CONTROLS
A DORMA Group Company

In or Out... we make it Easy!®

Example

Facility Name		*XYZ Company*					**Door Descriptions**							
Access Control Manager		*Jane Doe*					**Door 1**	**Door 2**	**Door 3**	**Door 4**	**Door 5**	**Door 6**	**Door 7**	**Door 8**
						Add Card #	*322111*	*291166*	*234597*	*988899*	*236665*	*478956*		
						Delete Card #	*325633*	*566632*	*235598*	*549988*	*111223*	*886699*		
	Card Holder	**User Card or Fob Number**	**Shadow Card or Fob Number**	**Date Issued**	**Date Returned**	**"Key" Issued/ Symbol**	*Entrance*	*Lobby*	*John's Office*	*Linda's Officet*	*Tom's Office*	*Storage Closet*		
1	*John Smith*	*123456*	*654321*	*6/1/2013*			✓	✓	✓			✓		

Enter the serial number shown on the access control card.

Optional field to be used if key(s) are issued in addition to access control card or fob.

Clearly identify each door. It is important to record the Add and Delete card numbers and which users have been assigned access for each door.

User List

Facility Name							**Door Descriptions**							
Access Control Manager							**Door 1**	**Door 2**	**Door 3**	**Door 4**	**Door 5**	**Door 6**	**Door 7**	**Door 8**
						Add Card #								
						Delete Card #								
	Card Holder	**User Card or Fob Number**	**Shadow Card or Fob Number**	**Date Issued**	**Date Returned**	**"Key" Issued/ Symbol**								

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ACS - LPP User List (Continued)

	Card Holder	User Card or Fob Number	Shadow Card or Fob Number	Date Issued	Date Returned	“Key” Issued/ Symbol	Door 1	Door 2	Door 3	Door 4	Door 5	Door 6	Door 7	Door 8

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