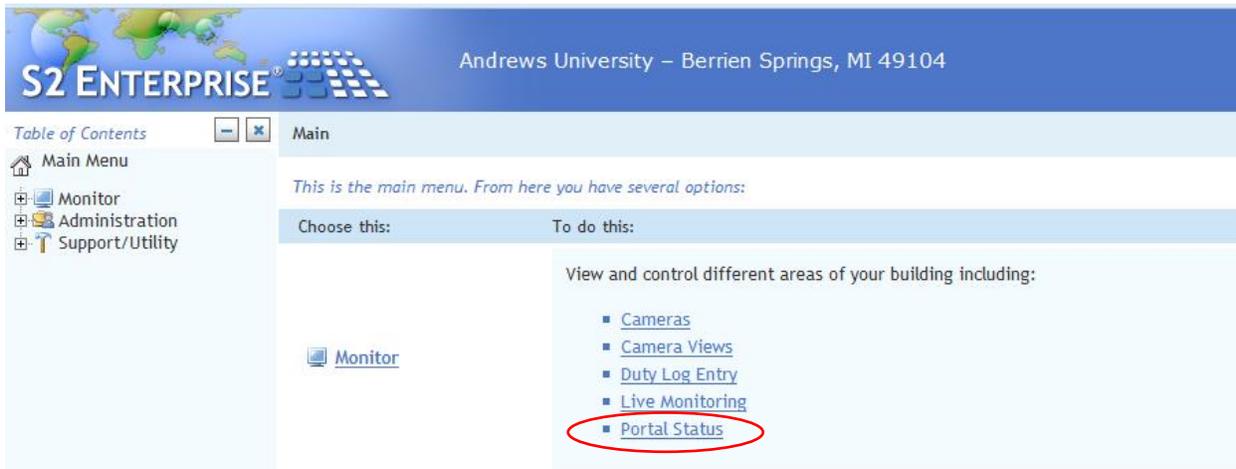# S2 System Tutorial for Building Managers

1. Open a web browser and go to 'portals.andrews.edu' then login with your Andrews username and password (see below).

2. Once you have logged in, you will see the Main Menu. Click on 'Portal Status' (see below).

3. A list will appear showing all the electronic doors (referred to as 'portals') on campus. Scroll down until you find the doors for your building. You can schedule actions from this page. Also, to streamline this procedure, note that you can make this your start page by clicking on the button in the bottom left-hand corner.
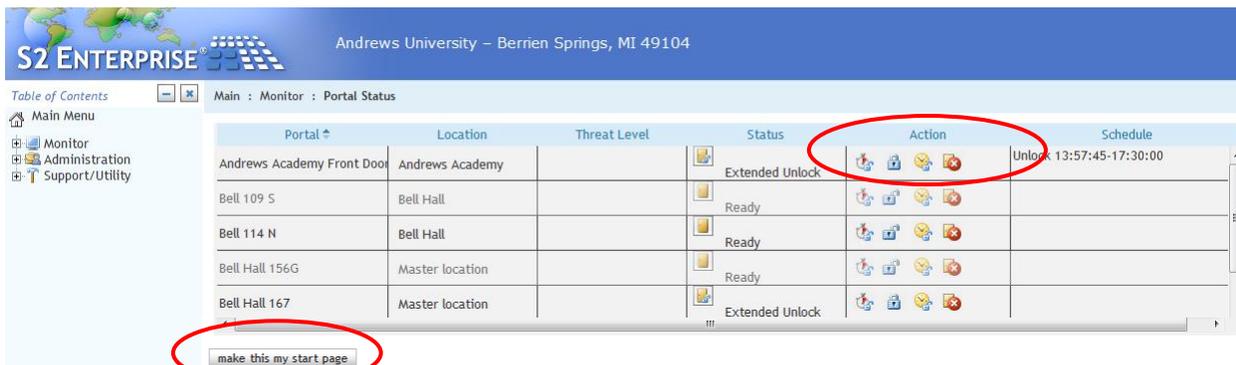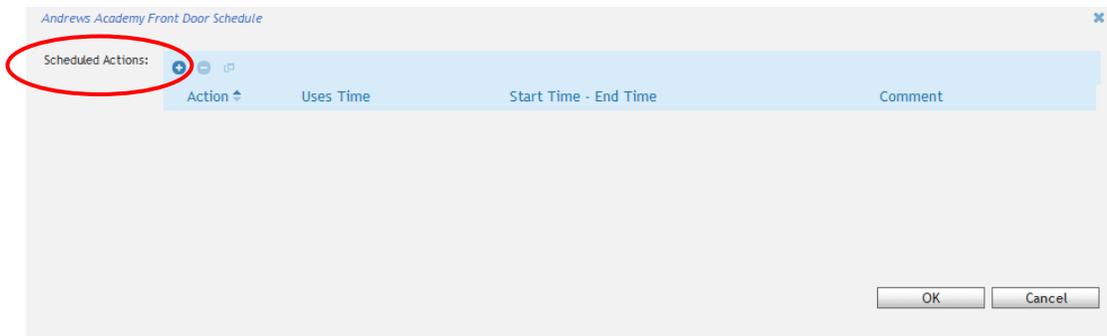
4. There are several actions available to you:

A. **Momentarily Unlock Portal** - Clicking on this button will allow you to open a door for a few seconds, enough time to admit one person, and then immediately relock the door. The status will read, 'Shunted Open.'
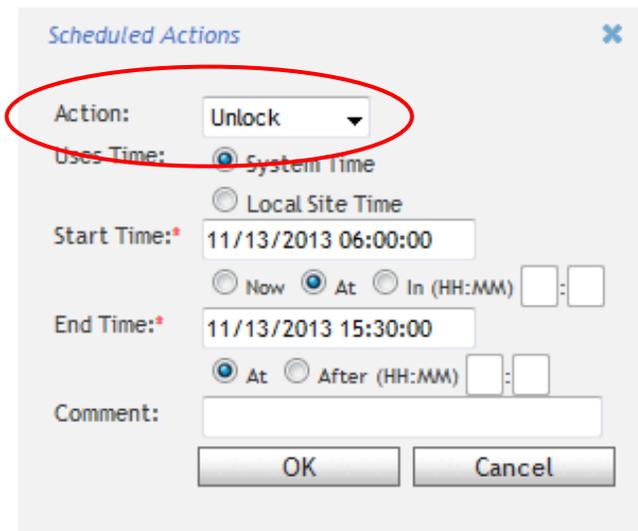
B. **Unlock Portal** - Clicking on this button will allow you to unlock the door for an undetermined amount of time. The door will not secure until you relock it by clicking on the button a second time. The status will read, 'Extended Unlock.'

C. **Edit Schedule** – This is the button you will use most often. It will open a dialogue box that will allow you to schedule open/close times for specific doors. Click on the '+' button to schedule an action (see below).

Andrews Academy Front Door Schedule				✕
Scheduled Actions: ⊕ ⊖ ⊡				
Action ⬍	Uses Time	Start Time - End Time	Comment	
			OK	Cancel

A new dialogue box will open. Enter the action you wish to perform: unlock or lock.

Scheduled Actions ✕

Action: Unlock ▼

Uses Time: ◉ System Time
◯ Local Site Time

Start Time:* 11/13/2013 06:00:00
◯ Now ◉ At ◯ In (HH:MM) [ ]:[ ]

End Time:* 11/13/2013 15:30:00
◉ At ◯ After (HH:MM) [ ]:[ ]

Comment: [ ]

OK   Cancel

Enter the start time and the end time. It must be entered using the format: month/day/year hour**:**minute**:**second (pictured below).

In the 'Comment' section, enter why this door is being timed open or closed and click 'OK.'

Your action will appear in the 'Scheduled Actions' list. Double check to make certain the dates and times are correct.

D. Disable Portal – This button is for use in cases of emergency, like building lock-downs. If you click this button, you will immediately and completely disable the door so that it will not open. To resume normal operation, clicking this button a second time will cancel the effects. The status will read, "Disabled."

Congratulations! You are now ready to use the S2 System.