Continuum Security Site Verification Checklist

Continuum Site Verification Checklist Instructions

The purpose of this verification checklist is to provide documentation to the Project Manager that the Site Engineer has confirmed the Continuum Security configuration covered in this document.

The first section provides step by step instructions for novice users. The second section is the actual checklist where each task should be initialed by the Site Engineer, and the whole document signed by the Site Engineer and the Project Manager.

To print the Checklist section of this procedure, start printing on page 21.

NOTE: This document is not intended to be a troubleshooting guide. For additional support in any area of concern, please utilize the following references:

Continuum software Compatibility matrix
http://extranet.tac.com/Content?contentId=document/12362&node=5836

Continuum video compatibility matrix
http://extranet.tac.com/Navigate?node=12761

Lessons Learned site for general FAQ's
http://208.69.45.150/pub/Lessons/UserHome.php

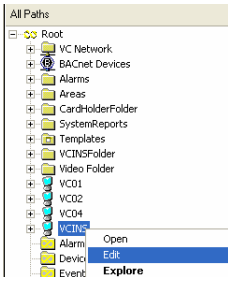
Continuum documentation and technical bulletins
http://extranet.tac.com/Navigate?node=5992

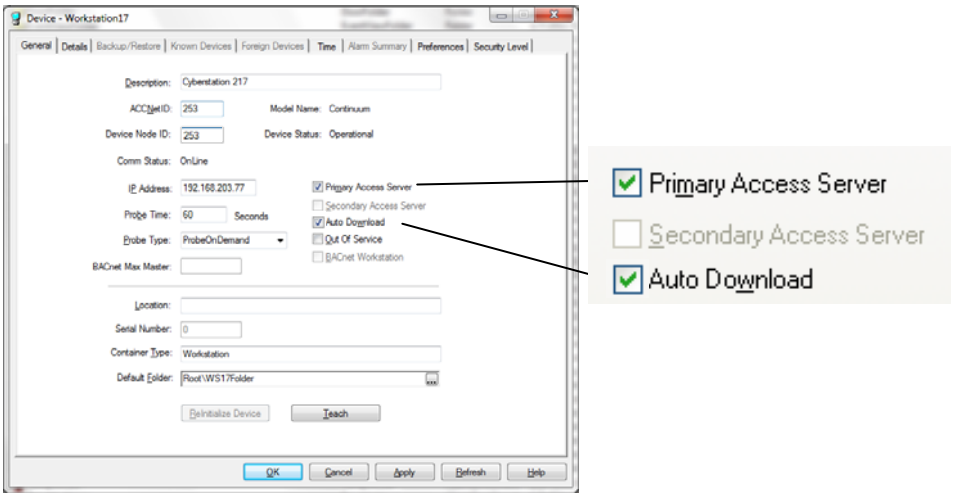
Continuum Site Verification Checklist Instructions

Basics

1. Has one of the workstations been selected as the Primary Access Server **(**select Primary Access Server in the Workstations General Tab).

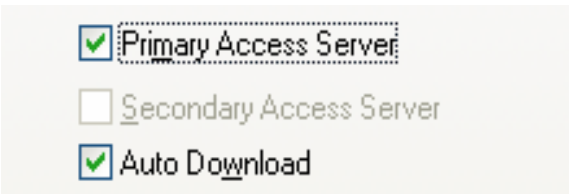
Access the Workstations General tab using Continuum Explorer, right click on the Workstation and select Edit.

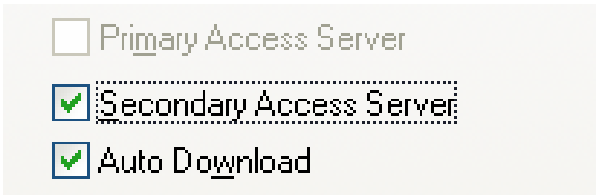




2. Has one of the workstations been selected as the **Secondary Access Server** (select Secondary Access Server in the Workstations General Tab).

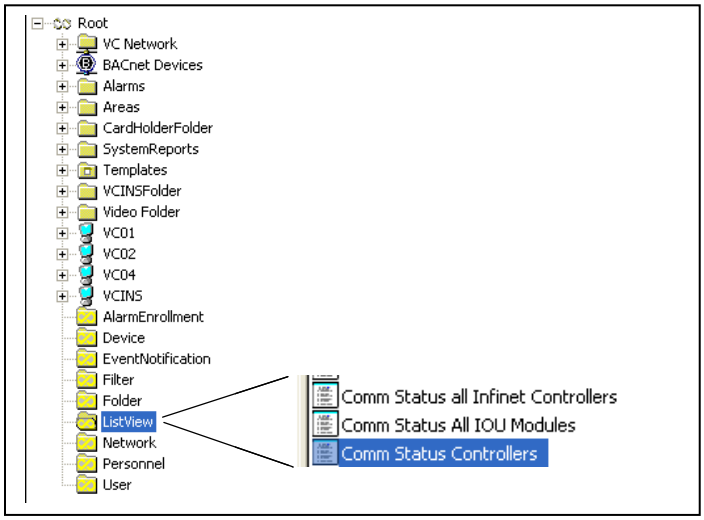
3. Do both the Primary and Secondary Access Server Workstations have **Auto Download** selected (to automatically download schedules)?

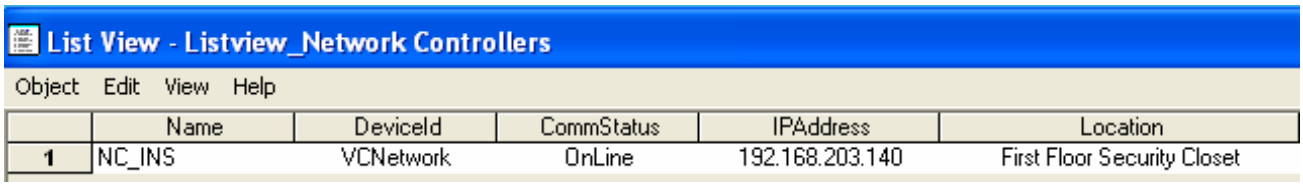




4. Are all Access Controllers, NetControllers, IOU Modules and Infinet Devices Online, as reported in their respective ListViews?

Access Continuum Explorer, select the ListView folder, then select one of the three Comm Status objects.

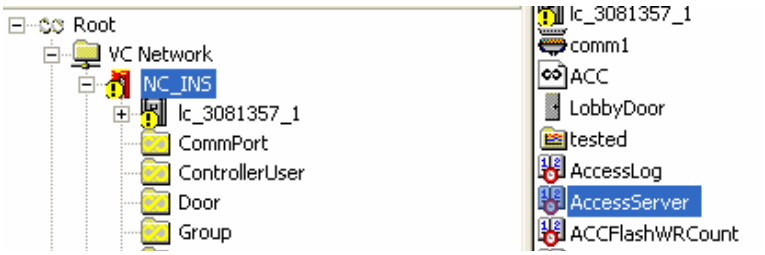


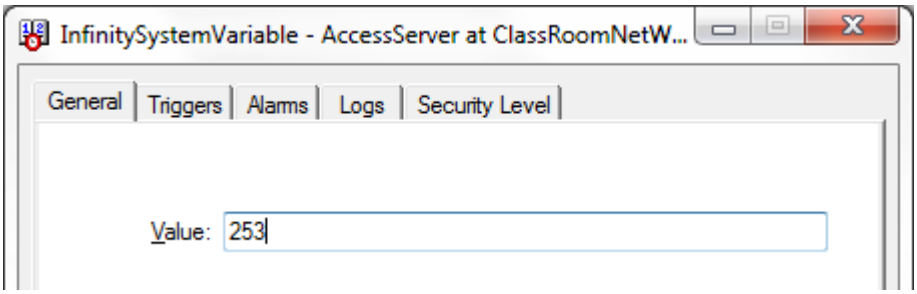


	Name	DeviceId	CommStatus	IPAddress	Location
1	NC_INS	VCNetwork	OnLine	192.168.203.140	First Floor Security Closet

5. Has each Access Controllers **Access Server** System Variable value been set to the value of 253?

Access Continuum Explorer, select the Access Controller, then select AccessServer in the Viewing Pane.

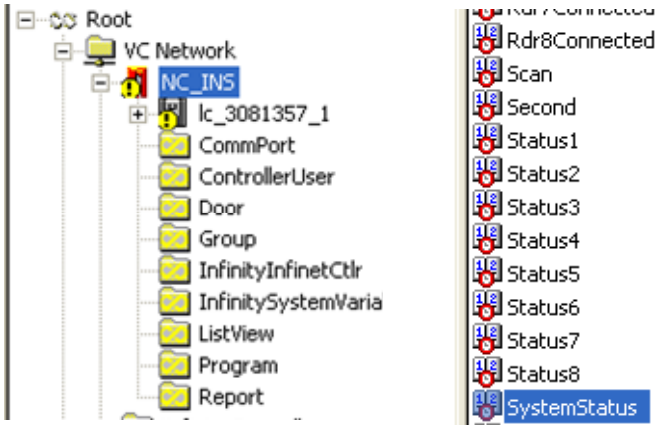


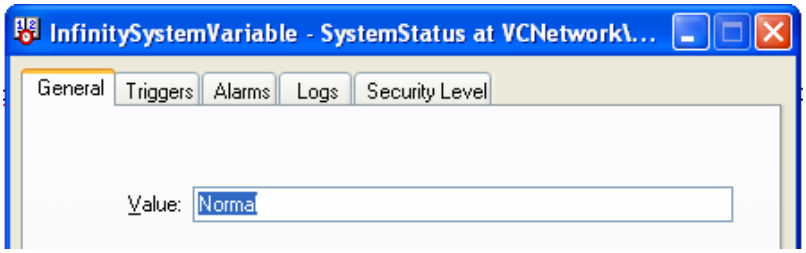


NOTE: When the Access Server is set to 253, any invalid card swipe at the controller will be validated at the workstation / server level as a secondary check before the actual card swipe at the reader is rejected. This process is used to reduce customer issues related to personnel distribution and controller reloads.
If the timing at the reader for invalid card swipes is too long, and the customer is taking issue with this time, please call PSS for additional support.

6. Verify that each Access Controllers "**System Status"** System Variable value is **Normal.**

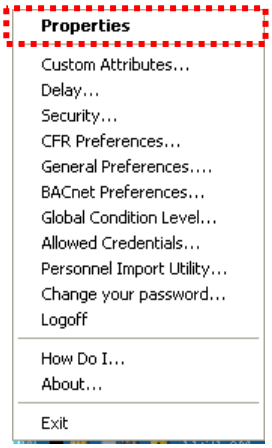
Access Continuum Explorer, select the Access Controller, then select SystemStatus in the Viewing Pane.

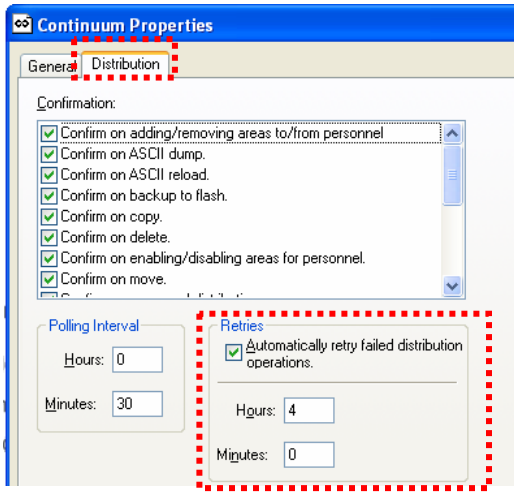




7. On the Primary Access Server Workstation, under Continuum Properties (right click on the Continuum Icon in the Task Bar), on the Distribution Tab, confirm that **Automatically retry failed distribution operations** is selected, and 4 hours is entered.

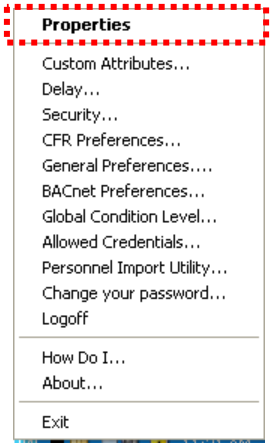
Right Click

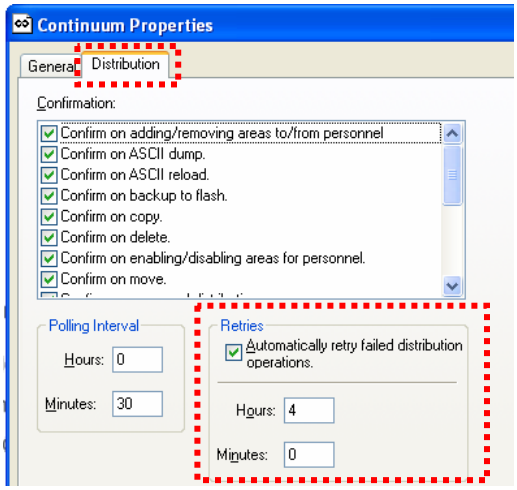




8. On the Secondary Access Server Workstation, under Continuum Properties (right click on the Continuum Icon in the Task Bar), on the Distribution Tab, confirm **Automatically retry failed distribution operations** is selected, and 4 hours is entered.

Right Click

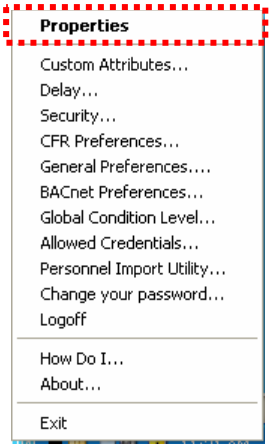


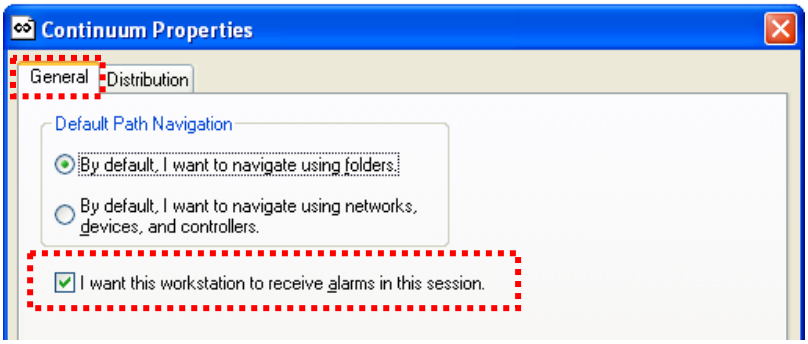


Note: Steps 7 & 8 are to be performed only on the Primary Access Server and Secondary Access Server, not on any other CyberStations.

9. Under the Continuum Properties General Tab confirm **I want this WorkStation to Receive Alarms in this session.**

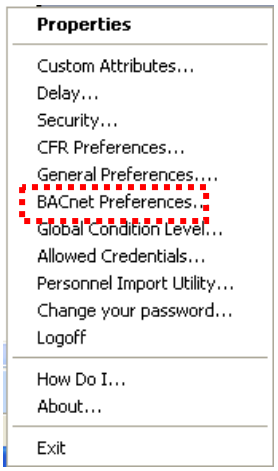
Right Click

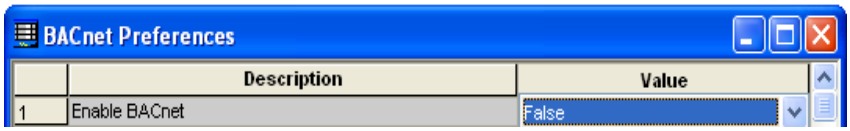




10. Disable BACnet using BACnet Preferences (selection #1).

Right Click



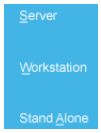


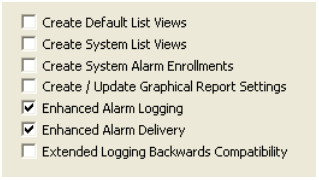
11. Validate that **Enhanced Alarm Delivery** and **Enhanced Alarm Logging** are enabled on the Database Initialization Screen.

To access Database Initialization:

Select Start 

Select Programs / Continuum / Database Initialization 

Select Server (or Standalone if applicable) 

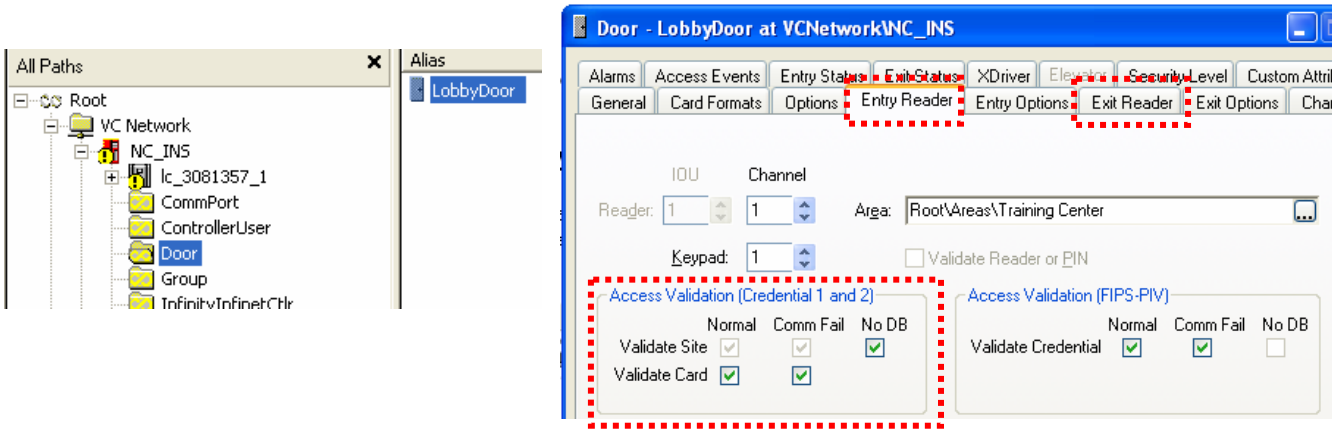
Select Enhanced Alarm Logging and Enhanced Alarm Delivery 

If this selection is to be changed, you must shut down all other CyberStations **prior** to performing this task, then restart Continuum on this CyberStation at the completion of this task.

Access Events Reporting

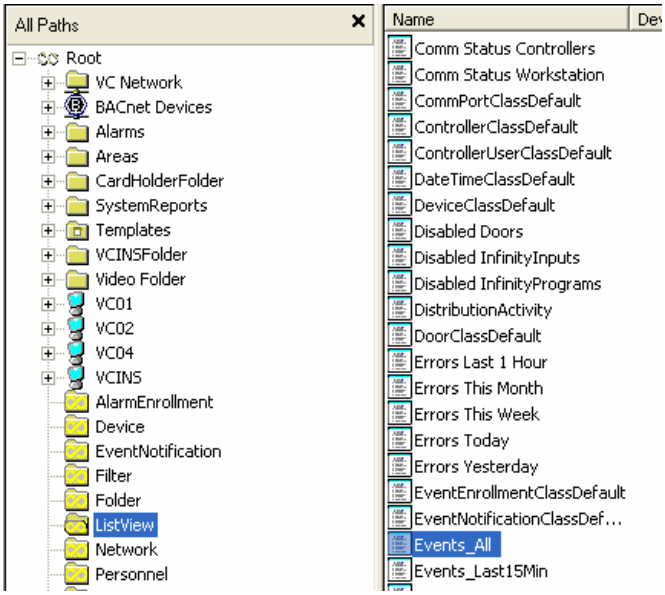
12. Given normal customer requirements, ensure that all Access Validation checkboxes on each Door editors **Entry** and **Exit Reader** tabs are selected as shown below.

    Access each Door object via Continuum Explorer.



13. Are all Access Events being shown in the Access Events ListView?

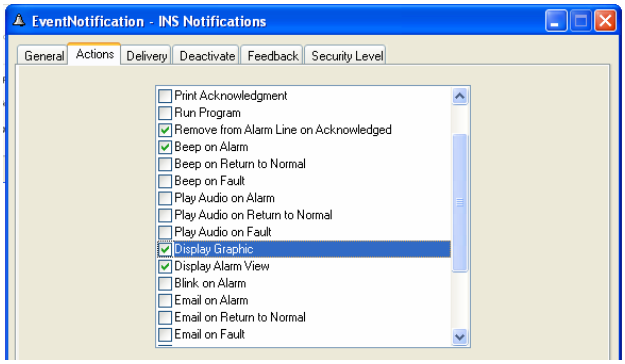
Access Continuum Explorer, select the ListView folder, then select the **Events All** ListView.



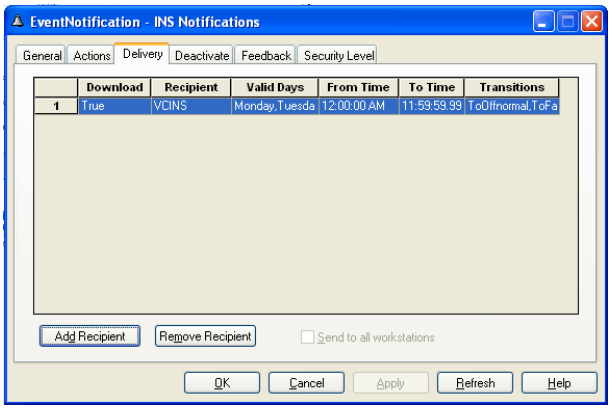
31	5/17/2011 10:03:59 AM	Valid_Access	Root\CardHolderFolder\Baker_Buddy	1163	VCNetwork\NC_INS\LobbyDoor	SiteMode+CardMode
32	5/17/2011 10:04:11 AM	RequestToExit		0	VCNetwork\NC_INS\LobbyDoor	
33	5/17/2011 10:04:26 AM	UnauthorizedOpenDoor		0	VCNetwork\NC_INS\LobbyDoor	
34	5/17/2011 10:04:28 AM	UnauthorizedOpenDoorCleared		0	VCNetwork\NC_INS\LobbyDoor	
35	5/17/2011 10:04:37 AM	DoorSwitchTrouble		0	VCNetwork\NC_INS\LobbyDoor	
36	5/17/2011 10:04:39 AM	DoorSwitchTroubleCleared		0	VCNetwork\NC_INS\LobbyDoor	
37	5/17/2011 10:05:05 AM	ValidAccessNoEntry	Root\CardHolderFolder\Baker_Buddy	1163	VCNetwork\NC_INS\LobbyDoor	SiteMode+CardMode

Alarm Event Notifications and Alarm Enrollments

14. Per the customer's requirements, has each Alarm Event Notification had the correct selections made in every Alarm Event Notifications Actions tab?

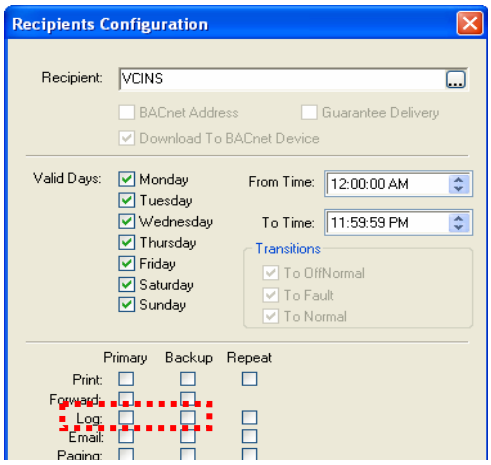


15. Per the customer's requirement's, have the correct Workstations been selected in every Alarm Event Notification Deliver tab?

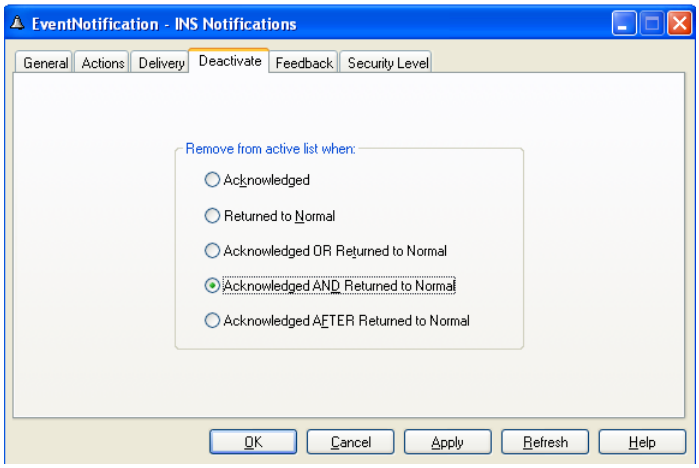


16. For every workstation selected under the Deliver tab, have you ensured that **Primary** or **Backup Log** has **NOT** been selected? To access the Recipients Configuration display, double click on each workstation listed under the Delivery tab.

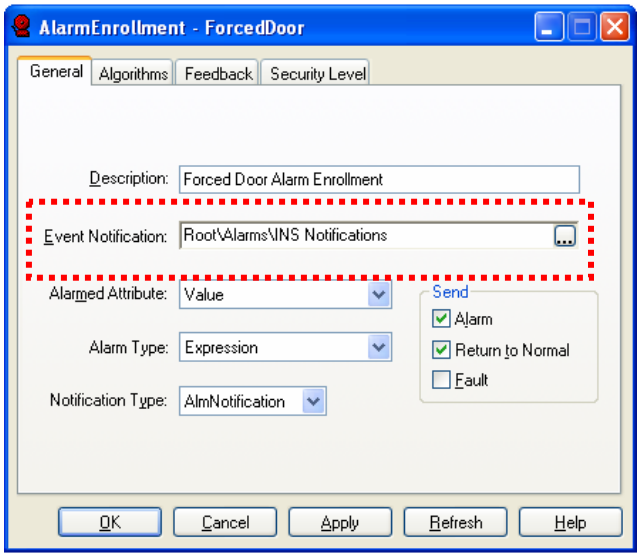
Note: Intrinsic Alarms are the exception to this step. See Checklist item # 23, Other Alarms, for additional information.



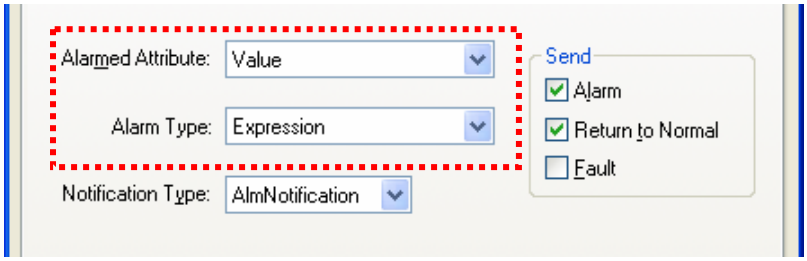
17. Per the customer's requirement's, have the correct selections been made in every Alarm Event Notification Deactivate tab?



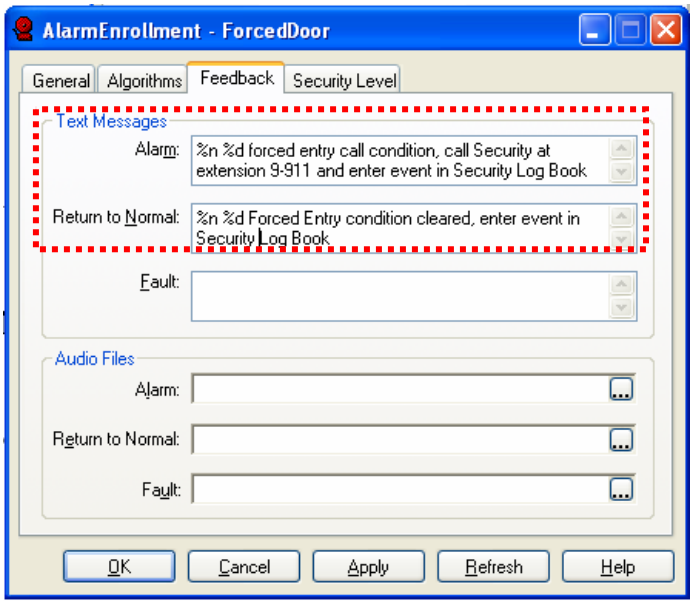
18. Per the customer's requirements, has each Alarm Enrollment had the correct **Event Notification** selected on the Alarm Enrollments General tab?



19. Per the customer's requirements, has each Alarm Enrollment had the correct **Alarmed Attribute** and **Alarm Type** selected on the Alarm Enrollments General tab?



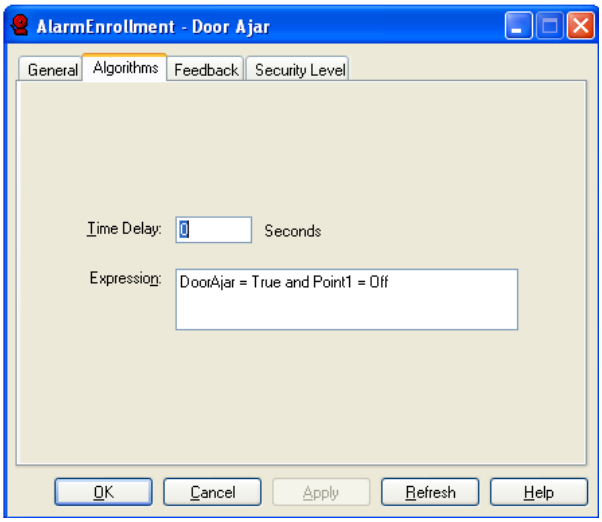
20. Has each Alarm Enrollment had Feedback text entered on the Feedback tab using the **%n** and **%d** wildcards? These two wildcards will cause the **Name** and the **Description** of the object in alarm to be displayed on the Alarm Display View.

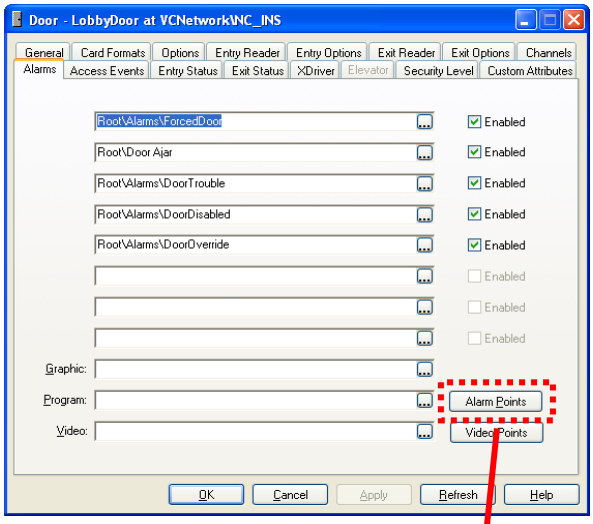


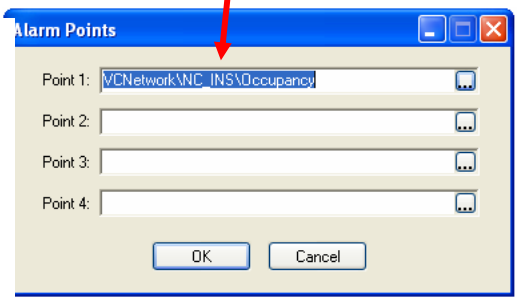
Door Alarms

21. Have each of the following Door Alarms been properly created, using the Expressions shown below, attached to each door, enabled, tested and logged?

- Door State = Disabled
- *DoorAjar = True and Point1 = Off
- Door Override = True
- Door ForcedEntry = True
- Doorswitch = Trouble or ExitRequest = Trouble







*Point1 will reference the facilities Occupancy numeric.
In most situations if a door is ajar (open for longer than the stated Door Ajar time) and Occupancy (Point1) is On (during occupied hours), you would not want to trigger a Door Ajar alarm.

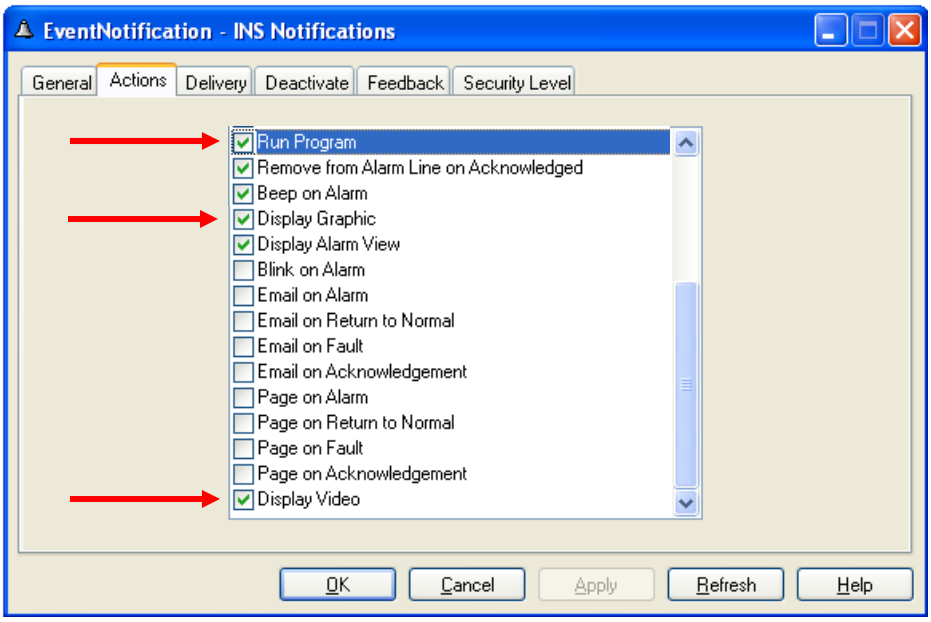
If a door is ajar and Occupancy is Off (during un-occupied hours) you would want to trigger a Door Ajar alarm.

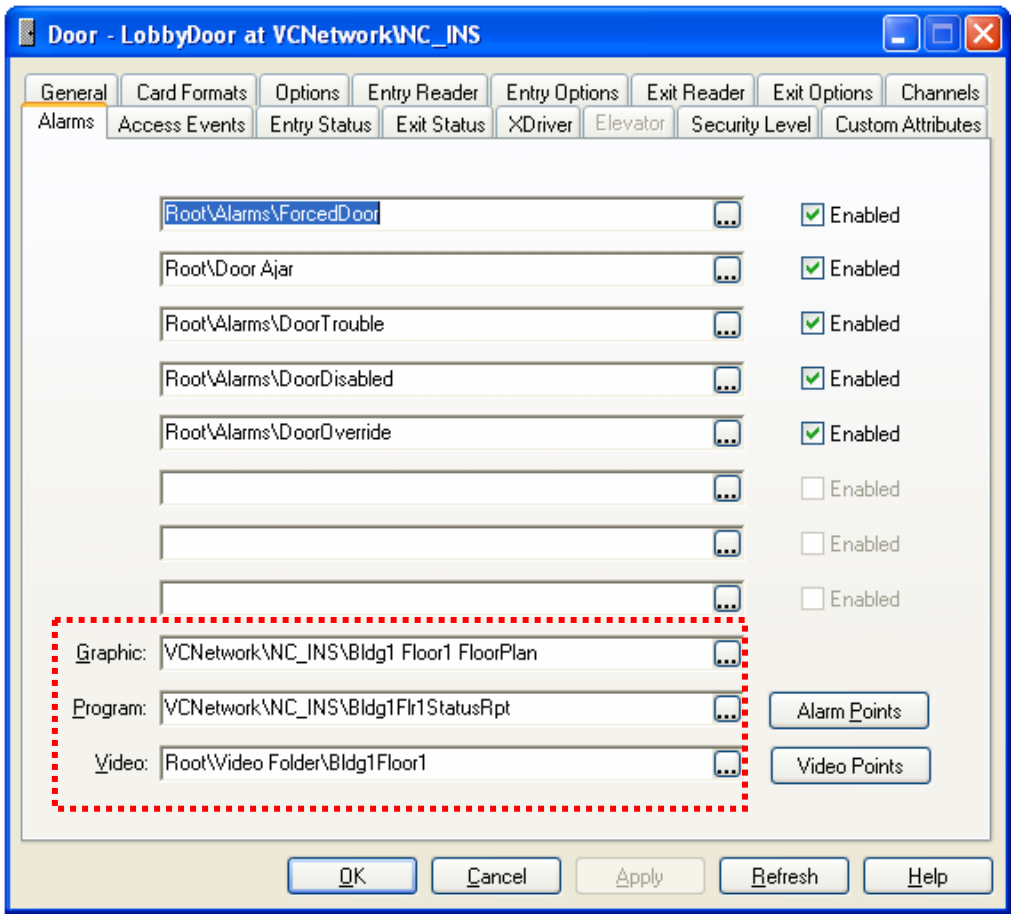
Select Point1 using each doors Alarm tab Alarm Points button, and in the Point 1 field, browse for the occupancy numeric.

Note that in the Expression, Point1 is one word (no space between the letter “t” and the number “1”.

Note: an optional Door alarm you may consider is an Invalid Attempt alarm (expression is InvalidAttempt = True). This would trigger an alarm every time there was an Invalid Attempt (person does not have permission to access the area behind the door).

22. If Graphics, Programs, or Video have been tied to any alarms, have they been browsed for and selected on the Alarms tab Graphic, Program and Video fields? And has **Display Video**, **Display Graphic**, and **Run Program** been selected on the Event Notifications Actions tab?





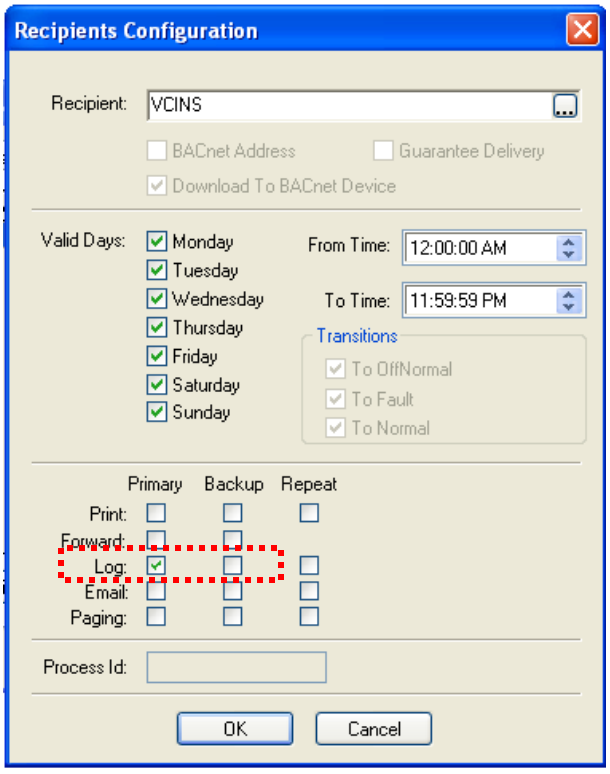
Other Alarms

23. Have the following Intrinsic alarms, located in the Templates - EventNotification folder, been tested and logged?

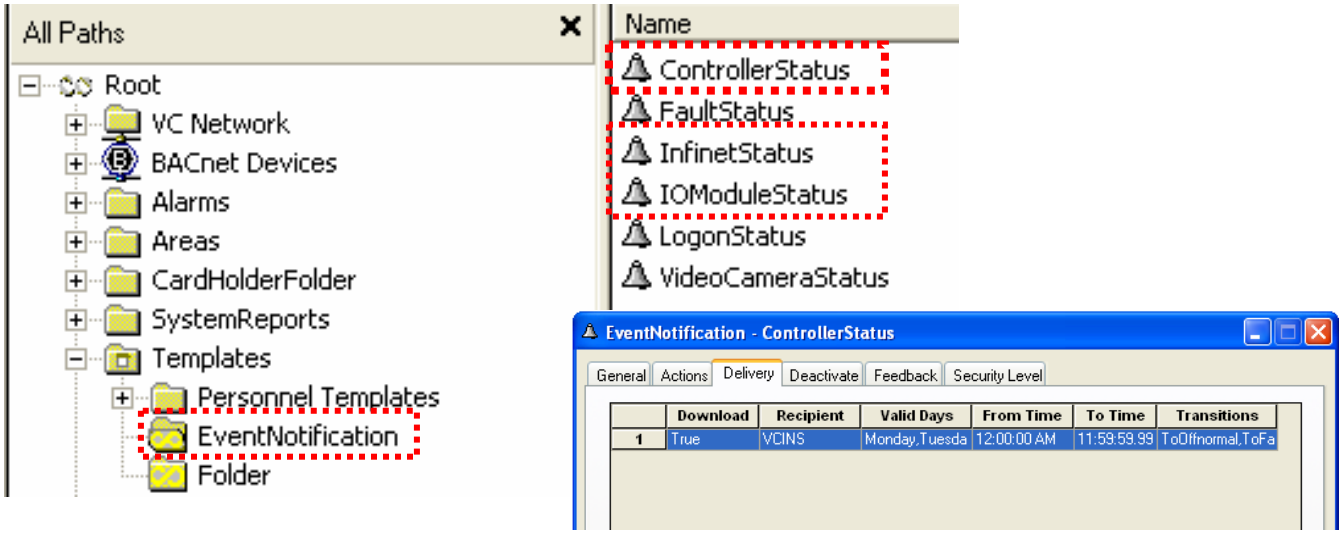
- Controller Status
- Fault Status
- Infinet Status
- IOModuleStatus
- * LogonStatus
- VideoCameraStatus

*The LogonStatus alarm is tied to the General Preferences **Maximum Consecutive Invalid Logon Attempts Before Alarm is Triggered** attribute selection. Once the value attached to that attribute has been exceeded (default value is 5), an alarm will be triggered.

Note: When using Intrinsic Alarms, one of the Recipient Workstations **MUST** have **Primary Log** selected, and another Workstation Recipient must have **Backup Log** selected on their respective Event Notifications.

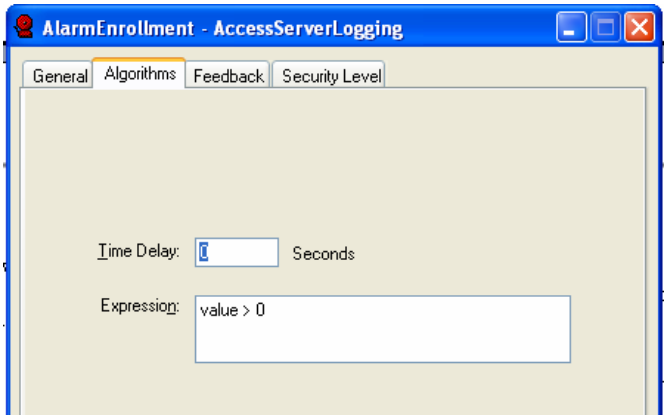


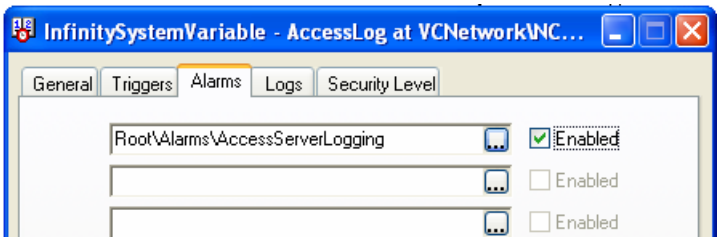
24. Have you added Workstations to the default templates Event Notifications Delivery tab for offline alarms? (Controllers and IOU modules).



25. Has the following Expression Alarm been created and attached to each Access Controllers **AccessLog** System Variable? The purpose of this alarm is to trigger an alarm if the Primary or Secondary Access Server is down, thus causing Access Events to be buffered in the Access Controller.

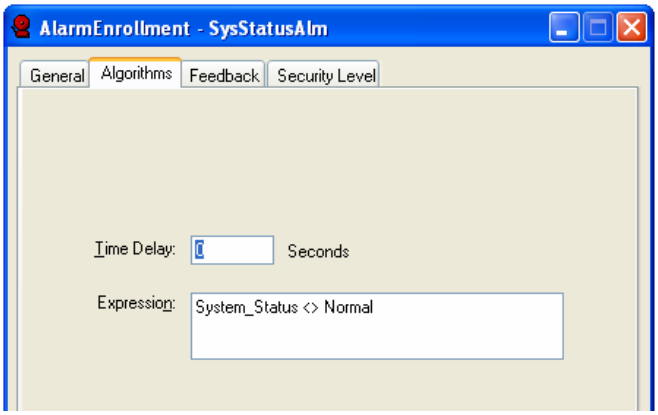
    Expression is: Value > 0

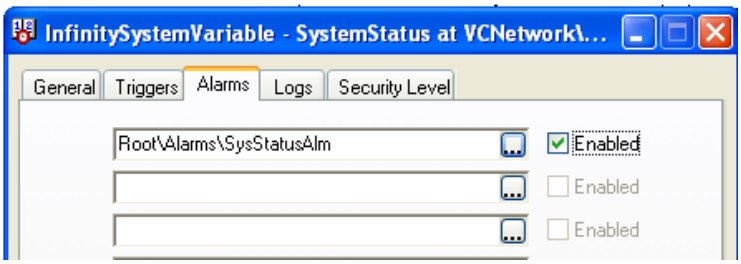




26. Has the following Expression Alarm been created and attached to each Access Controllers **SystemStatus** System Variable? The purpose of this alarm is to trigger an alarm if an Access Controllers SystemStatus System Variable value is equal to anything but Normal (CommFail or NoDataBase).

    Expression is: System_Status < > Normal





Time Sync

27. Have all Cyber Stations, DVR's, NVR's, and SQL servers had their time synchronized to the same time source?

28. Has the Date in the lowest numbered (ACCNetID) Access Controller on each network been synchronized to the Date on one of the Networks Cyberstations using a Plain English program?

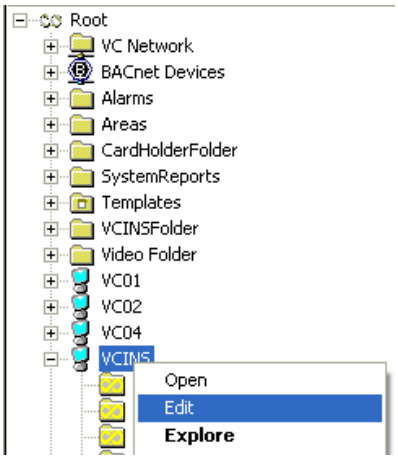
```
'Fallthru Program (not an Infinity Program) created in only 1 workstation
'Trigger is the Workstations Analog Value "Minute"
'Program will synchronize the Date in the lowest numbered (ACCNetID)
'Access Controller to the Date in the Workstation at 37 minutes past the hour
'1 second is added to the date on line 2 to ensure that the updating process, which
'will take more than 1 second to execute across the network, will be performed
'correctly
'Line 1 ensures that each online controller will be updated. If this line was not part
'of the program, once the process hit an offline controller, the updating process
'would stop, and none of the remaining controllers would be updated

If Network\AccessController commstatus = online then
   If Minute = 37 and Second = 0 then Network\AccessController Date = Date + 1
Endif
```

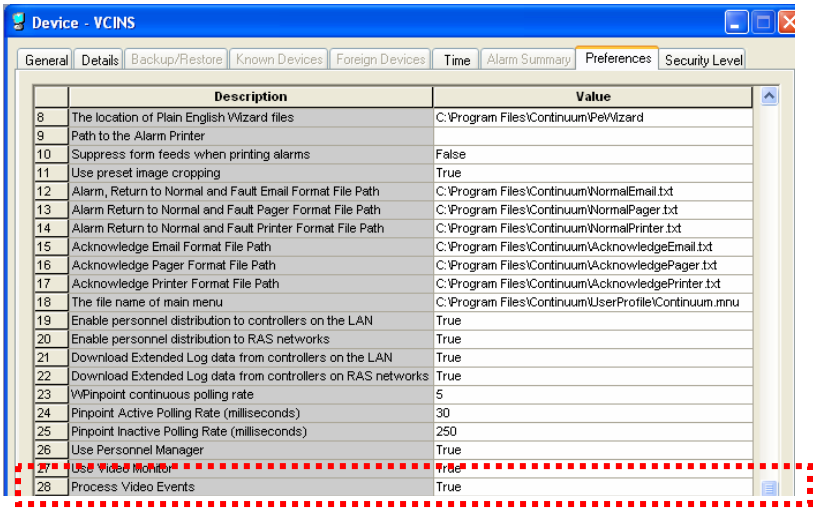
This is the full path name to the lowest numbered ACCNetID Access Controller on each network.

Note: these 3 lines of code must be replicated for each network.

Video

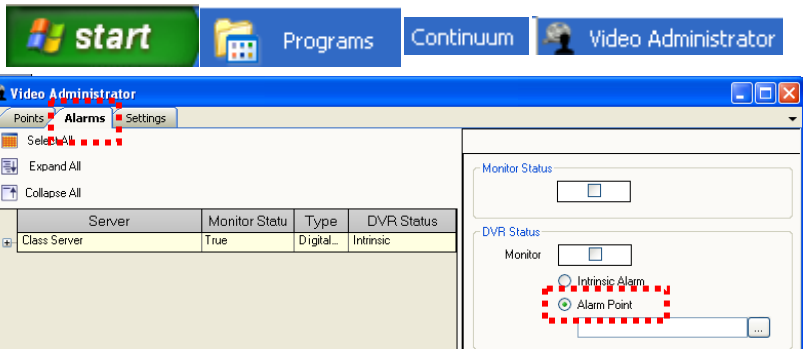
29. On the **Primary** and **Secondary Access Server Workstations**, under Preferences, has **Process Video Events** (#28) been set to True?





30. On all other Workstations has **Process Video Events** (#28) been set to False?

31. If **Alarm Point** Video Alarming in Video Administrator is being used, perform the following:



On the **Primary** and **Secondary Access Server Workstation**, under Preferences, set **Process Video Alarm Points** (#29) to True.

On all other workstations, under Preferences, set **Process Video Alarm Points** (#29) to False.

Note: It is recommended that for large video systems using motion alarming, that a dedicated PC other than the Primary Access Server is selected for the above video functions.

32. On **ALL** Workstations, under Preferences, has **Use Video Monitor** (#27) been set to True?

Administrative Tasks

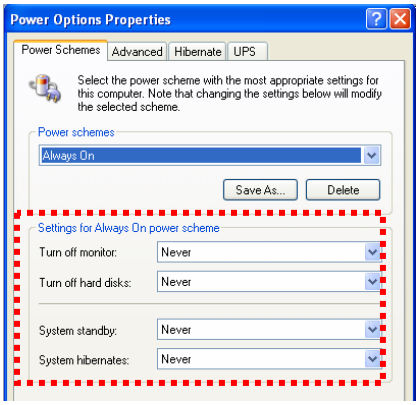
33. Do all Cyberstation PCs have the appropriate menu pages, backgrounds for menu pages, and backgrounds and pin files?

34. Do all Cyberstation PCs have the correct graphics locations configured for Pinpoint and do they have a current copy of the PIN files?

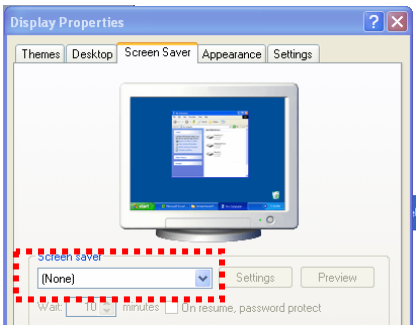
35. Do the appropriate Cyberstation PCs have Continuum Reports installed, PE programs loaded, and launched from menu pages?

36. Has Remote Desktop been enabled on all Cyberstation PCs (if allowed per local IT Dept policy)?

37. Have the Power Settings for all user accounts been set to not power down the hard drives, not go to standby, and not hibernate?



38. Has the Screen Saver been set to None?



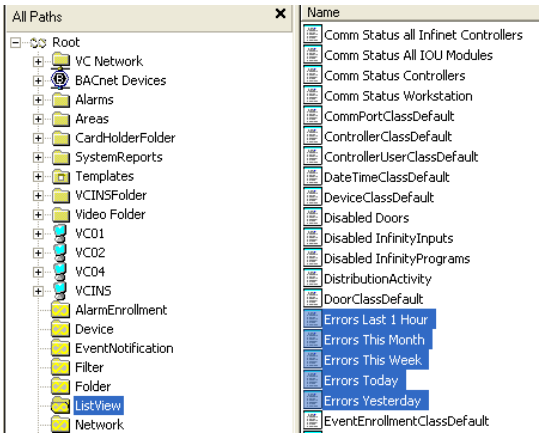
39. Are all appropriate users and security groups been configured, e.g., Administrator, Badge Administrator, Operator, etc.?

40. Is there a backup and maintenance job created for the Continuum database?

41. Is there a job created to copy the backup(s) to another PC or server for disaster recovery?

42. Have you looked at the Continuum Error Log ListView for repeating conditions?

    Access Continuum Explorer, select the ListView folder, then select one of the Error ListViews.



43. Have you managed the truncation of access events and alarms by installing the SQL Truncation queries or purchased Continuum Reports Archivers? For additional information on performing an SQL Truncation, reference the Continuum System Administration training manual, Schneider Electric part number 31-3001-760. Chapter 7, Database Administration, contains the step for performing a truncation.

Other Tasks

44. Do the appropriate badge workstations have badge designs created?

45. Do the appropriate badge workstations have the camera and badge printer drivers installed and have the camera and printer been tested?

Continuum Site Verification Checklist

Basics Checklist

Project Name: _____

Project Location _____

Site Engineer should initial each box at completion of task.

☐ 1. Has one of the workstations been selected as the Primary Access Server **(**select Primary Access Server in the Workstations General Tab).

☐ 2. Has one of the workstations been selected as the **Secondary Access Server** (select Secondary Access Server in the Workstations General Tab).

☐ 3. Do both the Primary and Secondary Access Server Workstations have Auto Download selected (to automatically download schedules)?

☐ 4. Are all Access Controllers, NetControllers, IOU Modules and Infinet Devices Online?

☐ 5. Has each Access Controllers **Access Server** System Variable value been set to the value of 253?

☐ 6. Verify that each Access Controllers "**System Status"** System Variable value is **Normal.**

☐ 7. On the Primary Access Server Workstation, under Continuum Properties, on the Distribution Tab, confirm that **Automatically retry failed distribution operations** is selected, and 4 hours is entered.

☐ 8. On the Secondary Access Server Workstation, under Continuum Properties, on the Distribution Tab, confirm **Automatically retry failed distribution operations** is selected, and 4 hours is entered.

☐ 9. Under the Continuum Properties General Tab confirm **I want this WorkStation to Receive Alarms in this session.**

☐ 10. Disable BACnet using BACnet Preferences.

☐ 11. Validate that **Enhanced Alarm Delivery** and **Enhanced Alarm Logging** are enabled on the Database Initialization Screen.

Access Events Reporting Checklist

☐ 12. Given normal customer requirements, ensure that all Normal, Comm Fail and NO DB Access Validation checkboxes on each Door editors **Entry** and **Exit Reader** tabs are selected.

☐ 13. Are all Access Events being shown in the Access Events ListView?

Alarm Event Notifications and Alarm Enrollments Checklist

☐ 14. Per the customer's requirements, has each Alarm Event Notification had the correct selections made in the every Alarm Event Notifications Actions tab?

☐ 15. Per the customer's requirement's, have the correct Workstations been selected in every Alarm Event Notification Deliver tab?

☐ 16. For every workstation selected under the Deliver tab, have you ensured that **Primary** or **Backup Log** has **NOT** been selected?

☐ 17. Per the customer's requirement's, have the correct selections been made in every Alarm Event Notification Deactivate tab?

☐ 18. Per the customer's requirements, has each Alarm Enrollment had the correct **Event Notification** selected on the Alarm Enrollments General tab?

☐ 19. Per the customer's requirements, has each Alarm Enrollment had the correct **Alarmed Attribute** and **Alarm Type** selected on the Alarm Enrollments General tab?

☐ 20. Has each Alarm Enrollment had Feedback text entered on the Feedback tab using the **%n** and **%d** wildcards?

Door Alarms Checklist

☐ 21. Have each of the following Door Alarms been properly created, using the Expressions shown below, attached to each door, enabled, tested and logged?

- ☐ Door State = Disabled
- ☐ DoorAjar = True and Point1 = Off
- ☐ Door Override = True
- ☐ Door ForcedEntry = True
- ☐ Doorswitch = Trouble or ExitRequest = Trouble
- ☐ InvalidAttempt = True (Optional, would trigger an alarm on every invalid attempt)

☐ 22. If Graphics, Programs, or Video have been tied to any alarms, have they been browsed for and selected on the Alarms tab Graphic, Program and Video fields, and has Display Video, Display Graphic, and Run Program been selected on the Event Notifications Actions tab?

Other Alarms Checklist

☐ 23. Have the following Intrinsic alarms, located in the Templates - EventNotification folder, been tested and logged?

- ☐ Controller Status
- ☐ Fault Status
- ☐ Infinet Status
- ☐ IOModuleStatus
- ☐ LogonStatus
- ☐ VideoCameraStatus

☐ 24. Have you added Workstations to the default templates Event Notifications Delivery tab for offline alarms? (Controllers and IOU modules).

☐ 25. Has the following Expression Alarm been created and attached to each Access Controllers **AccessLog** System Variable?

Expression is: Value > 0

☐ 26. Has the following Expression Alarm been created and attached to each Access Controllers **SystemStatus** System Variable?

Expression is: System_Status <> Normal

Time Sync Checklist

☐ 27. Have all Cyber Stations, DVR's, NVR's, and SQL servers had their time synchronized to the same time source?

☐ 28. Has the Date in the lowest numbered (ACCNetID) Access Controller on the network been synchronized to the Date on one of the Networks Cyberstations using a Plain English program?

Video Checklist

☐ 29. On the **Primary** and **Secondary Access Server Workstations**, under Preferences, has **Process Video Events** (#28) been set to True?

☐ 30. On all other Workstations has **Process Video Events** (#28) been set to False?

☐ 31. If Alarm Point Video Alarming in Video Administrator is being used, perform the following:

On the **Secondary Access Server Workstation**, under Preferences, set **Process Video Alarm Points** (#29) to True.

On one additional Workstation (but **NOT** the Primary Access Server Workstation), under Preferences, set **Process Video Alarm Points** (#29) to True.

On all other workstations, under Preferences, set **Process Video Alarm Points** (#29) to False.

☐ 32. On **ALL** Workstations, under Preferences, has **Use Video Monitor** (#27) been set to True?

Continuum Site Verification Checklist

Administrative Tasks Checklist

☐ 33. Do all Cyberstation PCs have the appropriate menu pages, backgrounds for menu pages, and backgrounds and pin files?

☐ 34. Do all Cyberstation PCs have the correct graphics locations configured for Pinpoint and do they have a current copy of the PIN files?

☐ 35. Do the appropriate Cyberstation PCs have Continuum Reports installed, PE programs loaded, and launched from menu pages?

☐ 36. Has Remote Desktop been enabled on all Cyberstation PCs (if allowed per local IT Dept policy)?

☐ 37. Have the Power Settings for all user accounts been set to not power down the hard drives, not go to standby, and not hibernate?

☐ 38. Has the Screen Saver been set to None?

☐ 39. Are all appropriate users and security groups been configured, e.g., Administrator, Badge Administrator, Operator, etc.?

☐ 40. Is there a backup and maintenance job created for the Continuum database?

☐ 41. Is there a job created to copy the backup(s) to another PC or server for disaster recovery?

☐ 42. Have you looked at the Continuum Error Log ListView for repeating conditions?

☐ 43. Have you managed the truncation of access events and alarms by installing the SQL Truncation queries or purchased Continuum Reports Archives?

Other Tasks Checklist

☐ 44. Do the appropriate badge workstations have badge designs created?

☐ 45. Do the appropriate badge workstations have the camera and badge printer drivers installed and have the camera and printer been tested?

Comments: _____

_____

_____

_____

Sign Off:

Project Manager _____ Date _____

Site Engineer _____ Date _____