Recreational Sports Facility Operations Handbook
Revised: February 2018

ANOVER

**Purpose:** To outline use of the Andover Continuum (web. Client) software for facility access at Pound Hall

**Scope:** Facility Operations Professional Staff

**Policy:**

I. UGA I.D. CARD SWIPE ACCESS (POUND HALL FRONT ENTRANCE AND LOADING DOCK ENTRANCE)

   a. Facility card swipe access assignment privileges will be approved through the University of Georgia Facility Management IT Department

   b. Only Assistant Director for Facilities, Coordinator for Facilities, and Associate Director for Facilities of the Ramsey Center should have Pound Hall facility card swipe access assignment privileges

   c. Only full-time and part-time employees of the University of Georgia will be assigned facility card swipe access (unless approved otherwise by those previously mentioned in b.)

   d. Access requests must be approved and requested by departmental supervisor or the University of Georgia Health Sciences Coordinator

   e. Ramsey Student Center employees must be trained as a manager and be approved to work shifts at Pound hall before receiving facility card swipe access assignment (unless approved otherwise by those previously mentioned in b.)

   f. At the end of each semester the current list of employees who has been given access will be reviewed to ensure access should still be granted

II. POUND HALL LOCK SCHEDULE (POUND HALL FRONT ENTRANCE AND LOADING DOCK ENTRANCE)

   a. Pound Hall facility lock schedule assignment privileges will be approved through the University of Georgia Facility Management IT Department

   b. Only Assistant Director for Facilities, Coordinator for Facilities, and Associate Director for Facilities of the Ramsey Center should have Pound Hall facility lock schedule assignment privileges
c. Facility will only be unlocked for regularly scheduled operating hours approved by Ramsey Student Center Administration

d. Lock schedule will be reviewed before each semester to ensure the schedule matches operational hours

III. ANDOVER TRAINING

a. Contact the University of Georgia Facility Management IT Department to set up training for the Andover Continuum (web. Client) software and have Departmental IT staff install software

b. Refer to https://webclient.uga.edu/LogOn.aspx for the instruction on the following:
   ii. Web. Client Setup Instructions
   iii. Access Control Information Site
   iv. Access Control Work Request Site

Procedure:

I. ASSIGNING POUND HALL LOCK SCHEDULE (POUND HALL FRONT ENTRANCE AND LOADING DOCK ENTRANCE)

a. Login to software at https://webclient.uga.edu/LogOn.aspx

b. Under ALL OBJECTS, Select PERSONNEL, under PERSONNEL select Advanced Search

   i. Advanced Search -- Select Advanced Search to search for and view a list of existing personnel records or to modify an existing personnel record. You use several search criteria to narrow the list of records. For each list entry, you may click the name of a person to view and/or modify that person's record or you may click on Access Events to see a list of access events for a single person.
   ii. Assign access as necessary and save

II. ASSIGNING UGA I.D. CARD SWIPE ACCESS (POUND HALL FRONT ENTRANCE AND LOADING DOCK ENTRANCE)

a. Login to software at https://webclient.uga.edu/LogOn.aspx

b. Under ALL OBJECTS, select SCHEDULES, select SEARCH,
c. Select PERSONNEL, under PERSONNEL. select Advanced Search,

i. select 'Root\Network1\Infinity124\HSCPNDWHLUnlkRS')

1. Refer to Web. Client User's Manual for specific instruction on the following:
   a. Overview of Schedules
   b. Configuration tab
   c. Working with exception schedules
   d. Working with standard days and user-defined standard days
   e. Current State tab
   f. Mass Create -- populating devices with a schedule
   g. Mass Change -- updating multiple schedules
   h. Calendars and the Calendar editor