FACTORY ACCEPTANCE TEST PLAN

Developed by Lenel Systems International Inc.

OnGuard 7.1.481

Factory Acceptance Test Plan

SECTION 1 - How to Use This Document

Thank you

Thank you for the opportunity to serve. This Factory Acceptance Test Plan was edited from official documents developed by Lenel Systems International for use in Due Diligence Testing. The test plan covers a comprehensive array of features and functionality to be tested for acceptance by a customer.

Terms and Conditions

Introduction

This document is designed specifically to provide test elements and procedures for exhibiting Lenel OnGuard's ability to meet all customer requirements for Total Security Knowledge Management™ Systems.

Testing Order

The Factory Acceptance Test Plan is designed so that the Section/Element Tests are performed IN THE ORDER that they are listed. Thus, Element 2 must be tested prior to Element 3. This is because many elements are built upon prior elements and later elements depend on assumptions to be in place from earlier elements in order to properly conduct the current element test.

Testing Tasks

Set-up and configuration of all equipment and software is required prior to testing. Refer to each element's FATP Element Process Assumptions Section for any detailed system setup required in order to perform the test on the required element. All personnel involved with the set-up and testing of the system must be trained on the equipment.

Environmental Needs

Sufficient power and space to set up the test area are required. Any extreme environmental conditions (i.e. high or low temperatures) are to be supplied or simulated by the site personnel, not Lenel Systems International, Inc.

Test Element Sections

Each sub section in the Test Elements Section of this document outlines a specific element of the system to be tested and the following data will appear (as applicable) for each test element:

- **FATP Section –** Represents the section of the Factory Acceptance Test that is being tested by the current test element.
- **FATP Element –** Represents the specific feature or functionality that is being tested by the current test element.
- **FATP Element Objective –** Represents a brief description of what will be proved by the completion of the specified test element.
- **FATP Element Process Assumptions -** Represents any assumptions and/or equipment that must be in place in order to complete the specified test element.
- **FATP Element Procedure –** Represents instructions of the exact process that needs to be completed in order to properly test the specified test element.
- **FATP Element Verification -** Represents instructions of the exact process that needs to be completed in order to properly verify that the test element complies with the specification requirements and has successfully passed the test.
- **FATP Element Approval / Rejection –** Represents the section that is used to officially sign off on whether or not the test element has been accepted or rejected.

General Assumptions

The following are some general assumptions to be noted when performing the Element tests:

- All element tests should be conducted from a client machine unless otherwise specified in the FATp Element Procedure.
- When launching the operating system or an application program, logon as a user with System Administrator privileges unless specified otherwise.
- Lenel Demo Case Hardware is configured according to the provided documentation and functioning properly.
- In the event that core (non-custom) test elements do not function to specification, a Lenel Engineering Engagement will be created. Engineering Engagements specific to the FAT will be the responsibility of PES to track and provide a resolution through Lenel Engineering.

Custom Testing Elements

Lenel Systems International, Inc. does provide custom testing elements for features and functionality that are not covered in this document. Please contact Lenel Systems International Inc. if you would like to develop custom elements to be appended to this test plan.

Factory Acceptance Test Plan

SECTION 2 - Test Elements

OnGuard System Administration
Test Elements

FATP Section
OnGuard System Administration

FATP Element
1.1 - User Creation and Permission Assignment

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to control the availability and use of features in the Application by utilizing Users in the system.

FATP Element Process Assumptions
OnGuard Database is configured and running

FATP Element Procedure
Launch System Administration; open the Users folder by selecting Users from the Administration menu bar.

Click <Add> and name the User "Sample (First Name) User (Last Name)". Under the "Internal Accounts" tab assign the new user "SAMPLE" for the username. Click the Set Password button and enter the password as "test". Also verify that the user has access to OnGuard. Enter the following for the Permission Groups:

System:	System Admin
Cardholder:	<NO SELECTION>
Monitor:	Monitor Admin
Reports	Full Access
Field/Page:	View/Edit all fields

In General TAB de-select "Access to this system is disabled".
Once the appropriate options are set for the new user, click <Ok>.

FATP Element Verification
Launch System Administration and log in with the new username and password that was created. You will notice that you cannot launch the cardholder screen, because you denied this user the privileges to the cardholder screen.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.2 – Directory Creation and Single Sign On Functionality.

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to control the availability and use of features in the Application by utilizing Single Sign-on Functionality in the system.

FATP Element Process Assumptions
OnGuard Database is configured and running.

FATP Element Procedure
Launch System Administration; open the Directories Folder by selecting Directories from the Administration menu bar.

Click <Add> then select Windows Local Accounts in the Add Directory window, click <OK>.
On General Tab form click <Browse…> and select Hostname (your workstation name). Make sure Enable single sign-on checkbox is selected. On Authentication Tab select Current Windows account radio button and click <OK>.
Open the Users folder by selecting Users from the Administration menu bar. Click on Directory Accounts Tab and click <Modify>. Click <Link…>in Directory Account Tab. Click <Search> in the new Select Account window and select User you logged in. Hit <OK>. Close System Administration.

FATP Element Verification
Launch System Administration. You should be automatically logged in.
Log off, than log on back, but hold "Shift" button to log in as an internal OnGuard user.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.3 - Access Levels Support

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to support a minimum of 30,000 access levels with 32 assignable per badge.

FATP Element Process Assumptions
OnGuard Database is configured and running
Lenel Demo Case is configured in the system and is online

FATP Element Procedure
Navigate to the hardware settings screen by choosing System Options from the Administration menu.
<Modify> the form and set Maximum access levels to 30,000.
Set Maximum access levels per badge to 32. Select <OK>.
Selct <OK> when OnGuards prompts you that the change will require a full download to the panel

FATP Element Verification
The system limits will now reflect the requirement of 30,000 access levels, and 32 level assignments per badge.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.4 - Access Levels Creation

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to allow the creation of custom Access Levels based on specific access points (Readers) and Day and Time assignments.

FATP Element Process Assumptions
OnGuard Database is configured and running
Lenel Demo Case is configured in the system and is online
The system is configured with the following time zones:

- Everyday (Always) 00:00-23:59
- Weekday (Mon – Fri) 07:00-17:00

FATP Element Procedure
Launch System Administration; Open the Access Levels Folder by clicking on the Access Levels option on the Access Control menu bar.

Click <Add> and name the new Access Level "FATp – All Readers (Always)". Select the "Everyday" timezone and Assign all readers that are configured and listed in the Reader Window to this Access Level. Once all the readers have been assigned to this Access Level, click <Ok>.

Click <Add> and name the new Access Level "FATp – Employee Readers (Weekday)". Select the "Weekday" timezone and assign only "FATp – (LNL-2020w)' and "FATp – (LNL-2010)" readers to this Access Level. Once the appropriate readers have been assigned to this Access Level, click <Ok>.

Click <Add> and name the new Access Level "FATp – Contractor Readers (Weekday)". Select the "Weekday" timezone and assign only "FATp – (HID ProxPro)' and "FATp – (Alternate)" readers to this Access Level. Once the appropriate readers have been assigned to this Access Level, click <Ok>.

FATP Element Verification
The "FATp – All Readers (Always)", "FATp – Employee Readers (Weekday)", and "FATp – Contractor Readers (Weekday)" Access Levels should now be listed in the main Access Level window.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.5 - Access Groups Creation

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to add Access Groups to the system that contains a number of previously configured Access Levels.

FATP Element Process Assumptions
OnGuard Database is configured and running
Lenel Demo Case is configured in the system and is online
Appropriate Access Levels have been configured

FATP Element Procedure
In System Administration, open the Access Levels Screen by clicking on the Access Levels option in the Access Control menu bar.

Select the Access Groups tab and click <Add>. Name the new Group "FATp – Weekly Access (All Readers)" and add the "FATp – Employee Readers (Weekday)" and the "FATp – Contractor Readers (Weekday)" Access Levels to the group. Once the appropriate Access Levels have been assigned to the group, click <Ok>.

FATP Element Verification
The "FATp – Weekly Access (All Readers)" group should now be listed in the main Access Group window with the correct Access Levels assigned to it.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.6 - Timezone Support

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to create and store up to (255) unique time schedules. Timezones must be able to support 6 intervals. Each interval must support assignment to each day of the week, and support assignments to 8 different holiday types.

FATP Element Process Assumptions
OnGuard Database is configured and running
Lenel Demo Case is configured in the system and is online

FATP Element Procedure
Launch System Administration; navigate to the System options screen from the Administration menu. Select Hardware settings and select <Modify> set the timezone limit to 255 and select <OK>.
Navigate to the Timezone screen by clicking on the Timezones option in the Access Control menu bar. Click <Add> within the timezone form and name your new Timezone "FATp – LNL-2000 Timezone". Assign six different intervals of time to the timezone. Select days of the week for each interval. Assign up to 8 holiday types for each timezone. Select <OK> when complete.

FATP Element Verification
By logging into Lenel OnGuard System Administration and setting the Timezone limits to a required value and configuring a Timezone with suggested settings proved compliance with the requirement to be able configure a Timezone with specifications provided.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.7 - Holiday Support

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to create and store up to (255) unique Holidays. Each holiday must support assignment to one or more days of the year and assignment up to 8 different holiday types. Further, holidays must be able to repeat yearly.

FATP Element Process Assumptions
OnGuard Database is configured and running
Lenel Demo Case is configured in the system and is online

FATP Element Procedure
Launch System Administration; navigate to the System options screen from the Administration menu. Select Hardware settings and select <Modify> set the holiday limit to 255 and select <OK>.

Navigate to the Timezone screen by choosing the Accesscontrol option from the Administration menu. Click <Add> within the Holiday form and name your new Holiday "FATp – LNL-2000 Holiday". Assign one or more days in series to the holiday. Select up to 8 types for the holiday. Click the box labeled Repeat Yearly. Select <OK> when complete.

FATP Element Verification
By logging into Lenel OnGuard System Administration and setting the Holiday limits to a required value and configuring a Holiday with suggested settings proved compliance with the requirement to be able configure a Holiday with specifications provided.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.8 - Card Format Creation

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to create custom Card Formats that are based upon supported card technologies.

FATP Element Process Assumptions
OnGuard Database is configured and running
Lenel Demo Case is configured in the system and is online

FATP Element Procedure
Launch System Administration; open the Card Formats folder by clicking on the Card Formats option in the Administration menu bar.

Click the <Add> button on the bottom of the screen and select the appropriate Card Format Types in the list. **(Choose Wiegand, Magnetic, or Smartcard depending on which card technology is being used for testing)**

Name the Card Format "FATp Test Format 1". Depending on which card format type you chose, fill in the appropriate configuration of the card and click <OK>.

FATP Element Verification
The "FATp Test Format 1" card format should now be listed in the main Card Format window.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.9 - Badge Type Creation

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to create Badge Types.

FATP Element Process Assumptions
OnGuard Database is configured and running
Lenel Demo Case is configured in the system and is online

FATP Element Procedure
Launch System Administration; open the Badge Types folder by clicking on the Badge Types option in the Administration menu bar.

Click the <Add> button on the bottom of the screen. Name the Badge Type "FATp Employee" and select the Class "Standard". Leave everything else on their default settings and click <OK>.

FATP Element Verification
The "FATp Test Employee" Badge Type should now be listed in the main Badge Type window.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.10 - Badge ID support

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to Badge ID's of various lengths, and to determine how the ID's will be generated.

FATP Element Process Assumptions
OnGuard Database is configured and running

FATP Element Procedure
Launch System Administration; select System options from the Administration menu.
Select the Hardware settings tab.
Select <Modify>
Apply Badge ID limit up to 15 digits. (Crystal Reports will only handle 15 characters)
Select <OK>
Select <OK> When OnGuard informs you that you will have to Re-initialize all ILS locks using a portable programmer
Select Cardholder options from the Administration menu
Select the Badge ID Allocation tab.
Select <Modify>
Apply desired Badge ID generation method.
Select <OK>

FATP Element Verification
This test demonstrated the system's ability to support Badge ID's of various lengths and how the Badge ID's will be generated.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			

FATP Section
OnGuard System Administration

FATP Element
1.11 - Pin Number Support

FATP Element Objective
The objective of this element is to prove compliance with the system's requirement to support pin numbers of various lengths, and to determine how the pins will be generated.

FATP Element Process Assumptions
OnGuard Database is configured and running

FATP Element Procedure
Launch System Administration; select Cardholder options from the Administration menu

Select <Modify>. Select desired Pin code type, and Pin code generation.

FATP Element Verification
This test demonstrated the system's ability to support pin number lengths and how the pins will be determined.

FATP Element (check one) Approved ☐ or Rejected ☐

	NAME	SIGNATURE	DATE
End User Representative:			
Reseller Representative:			
Lenel Representative:			