

**ICT PROTEGE GX**

**LEVEL 2**

# Intermediate Access & Scheduling Guide

Build controlled access levels, schedules, holidays, automatic door opening, fob-only periods, and auditable one-off changes.

## **INTERMEDIATE • SUPERVISED CONFIGURATION**

For trained operators or administrators authorized to change shared access programming.

### **CURRENTNESS BASIS**

Public GX release 4.3.402 (May 2026) • Setup Guide (July 2026) • Operator Reference Manual (December 2025)

Before use, enter your actual installed build here: \_\_\_\_\_ Interface: Desktop / Web App /  
Web Client

Prepared 27 July 2026 • Toronto

## Your Level 2 roadmap

Use the modules in order. If a menu or field is missing, stop: your operator role, license, selected site, or interface may be different.

| MODULE | YOU WILL LEARN                                                                   |
|--------|----------------------------------------------------------------------------------|
| 01     | Understand how access levels combine where, when, and direction.                 |
| 02     | Build or edit an access level without accidentally granting future doors/floors. |
| 03     | Create schedules, overnight periods, holiday groups, and exceptions.             |
| 04     | Create free-access, fob-only, and no-access door states.                         |
| 05     | Assign an unlock schedule to a door and test the next transition.                |
| 06     | Use late-to-open, enforced schedule checks, and one-off calendar actions safely. |
| 07     | Read door settings without changing wiring, life-safety, or lockdown behavior.   |
| 08     | Create a status page, run reports, and audit the result.                         |
| 09     | Understand door interlocking and when an integrator must own the change.         |

## The one model to remember

### ACCESS LEVEL = WHERE + WHEN + DIRECTION

A user may have several access levels. Protege GX evaluates the combination, so removing one level does not remove access if another level still grants the same door or floor.

| WHERE                                                     | WHEN                                                              | HOW                                                      |
|-----------------------------------------------------------|-------------------------------------------------------------------|----------------------------------------------------------|
| Doors, door groups, floors, floor groups, elevator groups | Overall operating schedule plus per-item schedules and user dates | Entry, exit, both; authentication and exceptional rights |

### ALL RELEVANT CLOCKS MUST AGREE

A valid user is not enough. The user dates, access-level operating schedule, per-door/per-floor schedule, and any relevant area/integration condition must all permit the intended path.

## 1. Create or safely edit an access level

### RED • SHARED OR HIGH IMPACT

#### WHAT THIS DOES

Creates a shared permission package that can affect every user assigned to it.

**Use this when:** Management has approved a reusable set of doors/floors and times for a role or resident group.

### Before you click

- Export/capture the current record and use Usage to identify every assigned user.
- Prepare an approved matrix: each door/group/floor/elevator, schedule, and direction.
- Use a descriptive name such as STAFF • LOBBY+GARAGE • 24x7, not General Access.
- Never casually enable Include all doors, Include all floors, or Include all elevators; these include future records too.

MENU PATH      **Users → Access levels**

### Exact steps

1. Open Users → Access levels.
2. For a new record, click Add and enter the approved name and record group.
3. On General, choose the approved overall Operating schedule if required.
4. Open Doors or Door groups and click Add.
5. Select only the approved records, then confirm.
6. For each row, set its approved Schedule and direction: Entry, Exit, or both.
7. If elevator access is required, add both the approved floor/floor group and elevator/elevator group.
8. Review every tab, especially Floors, Floor groups, Elevator groups, and Options.
9. Save and wait for normal synchronization.

10. Assign the level to one test user; test one allowed and one denied door/floor before wider use.

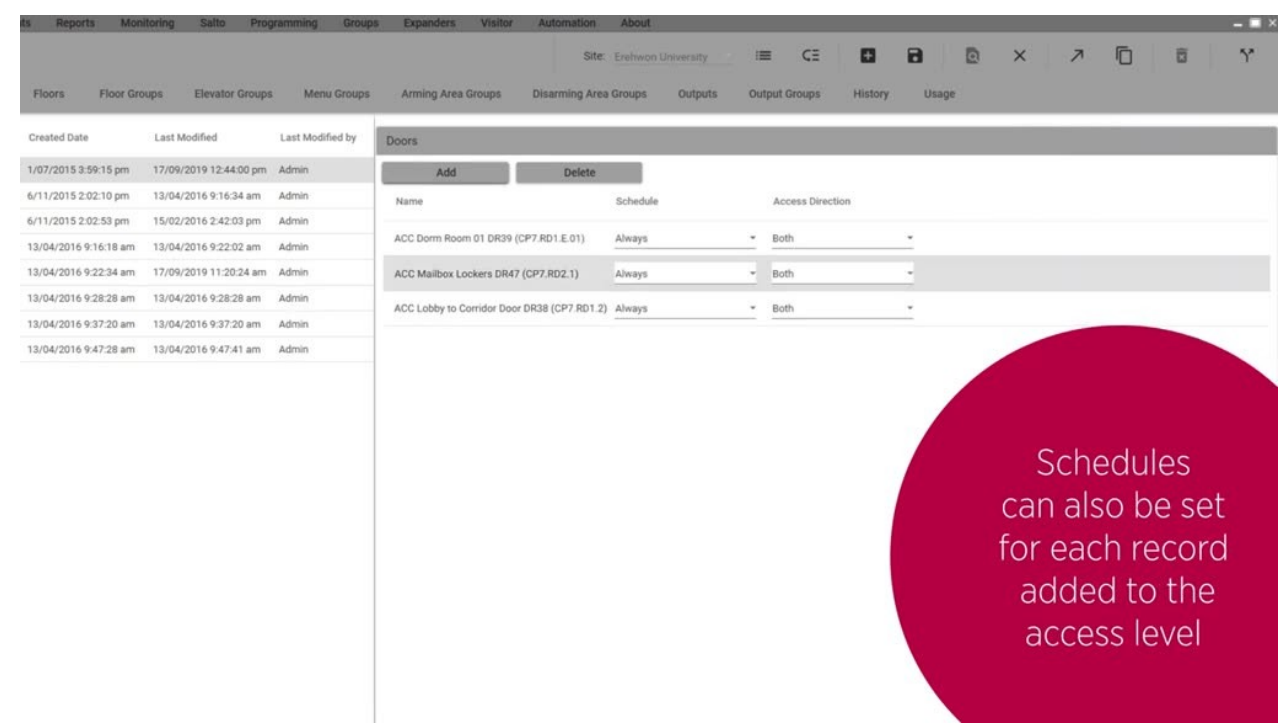


Figure 1 — Access-level door rows can carry their own schedule and direction. Official ICT video capture.

|           |                                                                                                                                                 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | Usage identifies only intended users; the test user is granted only where/when approved; Events names this access level for the expected grant. |
| UNDO      | Restore the captured configuration or remove the level from test users; Save and retest. Do not delete a shared level as a rollback.            |
| WATCH FOR | Include all options, wrong schedule direction, a broad door group, missing elevator group, or editing a level already used by many people.      |

Source: [ICT Protege GX Setup Guide \(15 Jul 2026\), p. 23](#) • [ICT Protege GX Operator Reference Manual \(18 Dec 2025\), pp. 128–132](#) • [Official ICT video: Configuring a Basic Access Level, 0:17–1:07](#)

## 2. Schedules in plain English

### A SCHEDULE IS A REUSABLE YES/NO CLOCK

Valid means 'the condition is true now.' Invalid means 'the condition is false now.' What that does depends on where the schedule is used.

| RULE                       | WHAT IT MEANS                                                                                    |
|----------------------------|--------------------------------------------------------------------------------------------------|
| <b>Up to eight periods</b> | A schedule may contain multiple time periods that combine.                                       |
| <b>Overnight period</b>    | Split at midnight—for example 22:00–23:59 and 00:00–06:00 on the correct days.                   |
| <b>Overlapping periods</b> | They combine; they do not cancel each other.                                                     |
| <b>Holiday effect</b>      | A holiday matters only when the holiday group is attached and the period's holiday mode uses it. |
| <b>Edge-triggered</b>      | By default the action occurs when the schedule changes valid/invalid, not continuously.          |
| <b>Controller time</b>     | The field controller's time, time zone, and daylight-saving configuration drive transitions.     |

## 3. Create an office-hours schedule

### RED • SHARED OR HIGH IMPACT

#### WHAT THIS DOES

Creates a shared time condition for access levels, doors, floors, reports, or automation.

**Use this when:** A door should be free 08:00–18:00 weekdays, or staff access should be valid only during defined hours.

### Before you click

- Confirm the desktop interface. Legacy Web Client uses Scheduling → Schedules instead.
- Write the exact days, local start/end time, holidays, and intended use.
- Check Usage on any existing schedule before editing it.
- Decide whether the change should be a new schedule rather than altering a shared one.

MENU PATH      **Sites → Schedules → Add (desktop client)**

### Exact steps

1. Open Sites → Schedules.
2. Click Add and enter a descriptive name, such as LOBBY FREE • MON-FRI • 08:00–18:00.
3. In Time periods and groups, set the Start time and End time.
4. Select the exact weekdays.

- 5. For an overnight window, create two periods split at midnight.
- 6. Set the holiday mode intentionally for each period.
- 7. Open Holiday groups and attach the approved group if holidays must alter the schedule.
- 8. Use Graphic view to confirm the green valid periods match the written matrix.
- 9. Save.
- 10. Test around the next valid/invalid transition with a status page and event window.

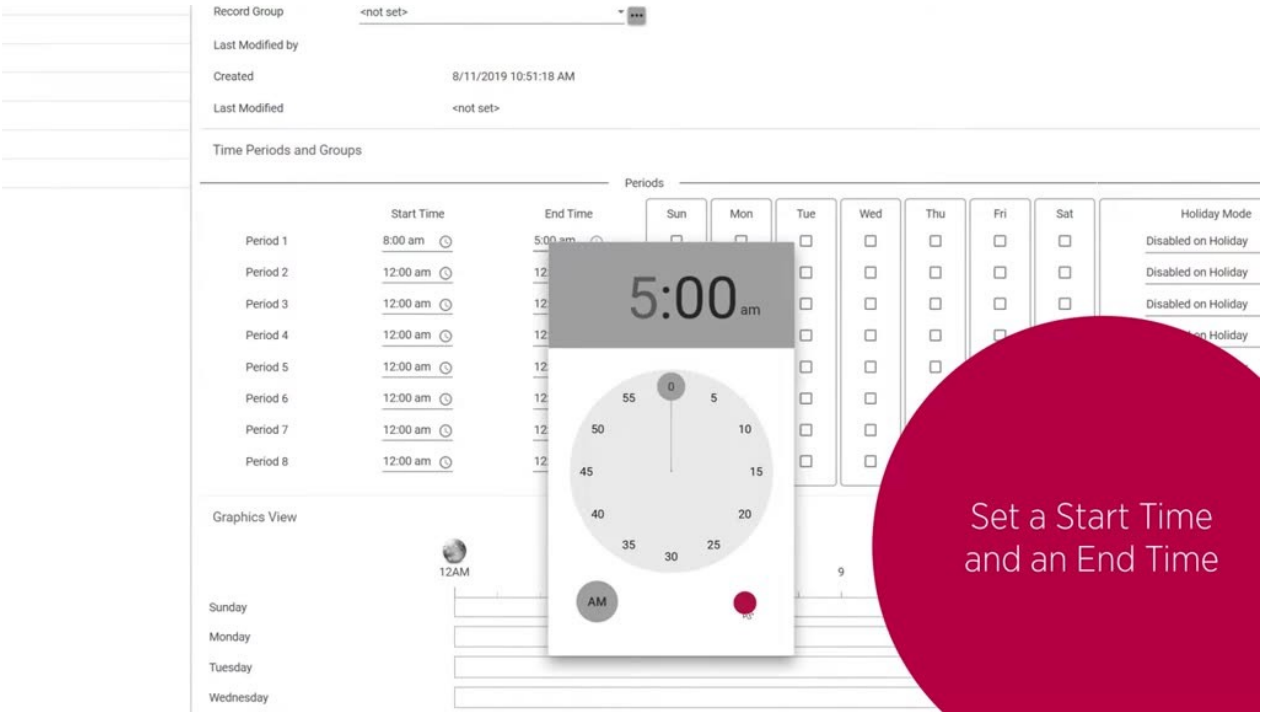


Figure 2 — Enter the period's start/end time. Official ICT schedule video.

|           |                                                                                                                                          |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | Graphic view matches the approved matrix; the controller reports the expected valid/invalid transition.                                  |
| UNDO      | Restore the captured periods or detach the new schedule from its consuming records. Do not delete a shared schedule as a first rollback. |
| WATCH FOR | Wrong AM/PM, overnight period not split, weekend selected accidentally, holiday group absent, or editing a schedule with broad Usage.    |

Source: [ICT Protege GX Setup Guide \(15 Jul 2026\), p. 14](#) • [ICT Protege GX Operator Reference Manual \(18 Dec 2025\), pp. 76–79](#) • [Official ICT video: Programming a New Schedule, 0:18–2:55](#)

| Start Time | End Time | Sun                      | Mon                                 | Tue                                 | Wed                      | Thu                      | Fri                      | Sat                      | Holiday Mode        |
|------------|----------|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------|
| 8:00 am    | 5:00 pm  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |
| 12:00 am   | 12:00 am | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |
| 12:00 am   | 12:00 am | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |
| 12:00 am   | 12:00 am | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |
| 12:00 am   | 12:00 am | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |
| 12:00 am   | 12:00 am | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |
| 12:00 am   | 12:00 am | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |
| 12:00 am   | 12:00 am | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |
| 12:00 am   | 12:00 am | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Disabled on Holiday |

Timeline view showing 12AM, 3, 6, 9, 12PM, 3. Green bars indicate active periods from 9 AM to 12 PM on Tuesday and Wednesday.

Set the days during the week when the schedule is valid

Figure 3 — Select the exact days. Confirm overnight periods are split across the correct days.

## 4. Add holiday exceptions

### RED • SHARED OR HIGH IMPACT

#### WHAT THIS DOES

Changes when a schedule is valid on public holidays, closures, or special operating days.

**Use this when:** Normal weekday hours must not automatically unlock a door on a holiday.

#### Before you click

- Confirm which holiday group the target schedule actually uses.
- Confirm the holiday's local start/end dates and whether it repeats.
- Read each schedule period's holiday mode; adding a date alone does not guarantee the schedule will be invalid.

#### MENU PATH

Sites → Holiday groups → select group → Holidays → Add

#### Exact steps

1. Open Sites → Holiday groups.
2. Select the approved holiday group.
3. Open the Holidays tab and click Add.
4. Enter the holiday name and exact start/end date.
5. Set recurrence only if policy explicitly requires it.
6. Click Save.
7. Open the consuming schedule and confirm this holiday group is attached.

- 8. Confirm the relevant time period is set to the intended holiday mode—for a closure, normally Disabled on holiday.
- 9. Save and test/preview the holiday date.

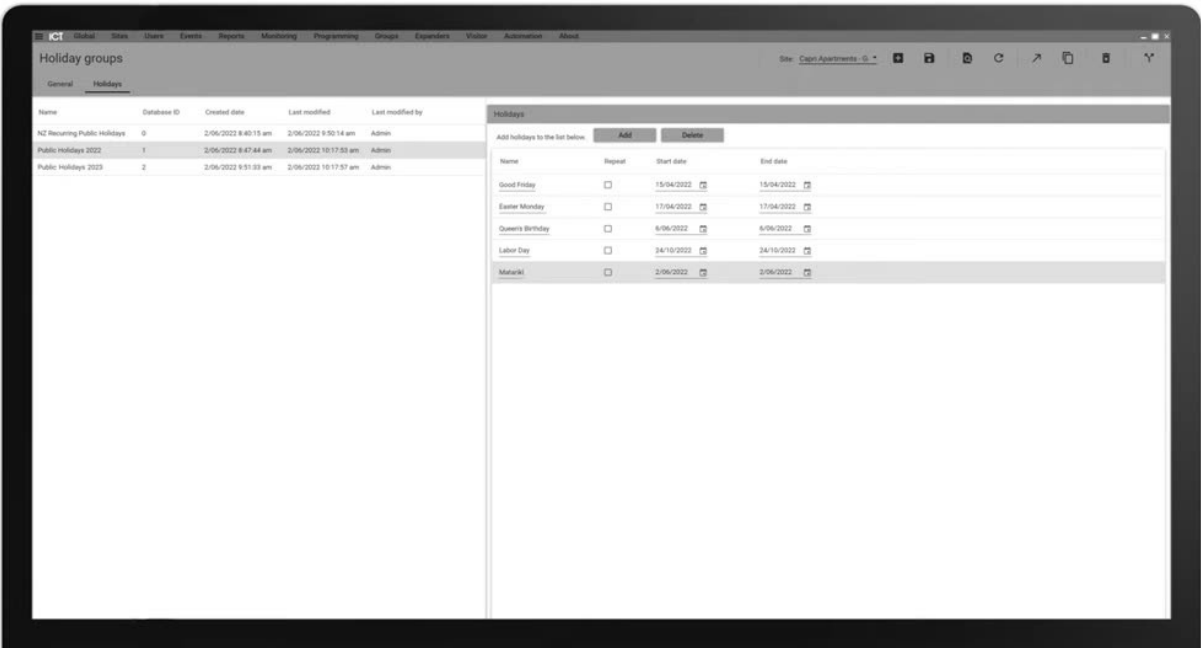


Figure 4 — Official ICT holiday video: add the holiday name and relevant dates, then Save.

|           |                                                                                                                                                 |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | The holiday is in the correct group, the schedule uses that group, and the period's holiday mode produces the intended valid/invalid result.    |
| UNDO      | Remove or correct the holiday entry only after checking Usage; restore the previous schedule mode if changed.                                   |
| WATCH FOR | Adding the holiday to the wrong group, setting dates in the wrong year, repeating a one-time holiday, or leaving the period Enabled on holiday. |

Source: [ICT Protege GX Operator Reference Manual \(18 Dec 2025\), pp. 76–79](#) • [ICT Protege GX End User Guide \(30 Jul 2025\), pp. 16–18](#) • [Official ICT video: Adding a Holiday, 0:17–0:38](#)

## 5. The three door states

### THIS ANSWERS 'OPEN AUTOMATICALLY' VERSUS 'FOB-ONLY'

The door's Unlock schedule controls free public access. The user's access level controls whether a credential can open the locked door.

| STATE       | DOOR UNLOCK SCHEDULE | USER ACCESS                      | WHAT A PERSON EXPERIENCES                          |
|-------------|----------------------|----------------------------------|----------------------------------------------------|
| FREE ACCESS | Valid                | Does not matter for entry        | Door is free; no fob required.                     |
| FOB-ONLY    | Invalid              | Valid for this person            | Door is locked; approved fob temporarily opens it. |
| NO ACCESS   | Invalid              | Invalid/removed/expired/disabled | Door remains locked; the credential is denied.     |

## 6. Make a door unlock automatically during approved hours

### RED • SHARED OR HIGH IMPACT

#### WHAT THIS DOES

Assigns a schedule that latch-unlocks the door when valid and normally locks it when invalid.

**Use this when:** A lobby should be freely open weekdays 08:00–18:00 and secure after hours.

### Before you click

- Confirm the exact physical door, fire/egress requirements, and management approval.
- Confirm the schedule's Graphic view, holidays, controller time, and Usage.
- Check whether the door uses late-to-open, schedule override, area-following, or continuous check options.
- Plan a staffed test at both the valid and invalid transition.

#### MENU PATH

**Programming → Doors → select door → General → Unlock schedule**

### Exact steps

1. Open Programming → Doors.
2. Select the exact door.
3. On General, locate Unlock schedule.
4. Choose the approved schedule.
5. Review the door Options; do not change unrelated lock, REX/REN, area, or alarm settings.
6. Save.
7. If the schedule is already valid, remember that the default behavior is edge-triggered; the door may wait for the next transition.
8. Observe the next valid transition: the door should become freely accessible.
9. Observe the next invalid transition: the door should return to locked/fob-controlled.
10. Check Events for schedule valid/invalid and door unlocked/locked messages.

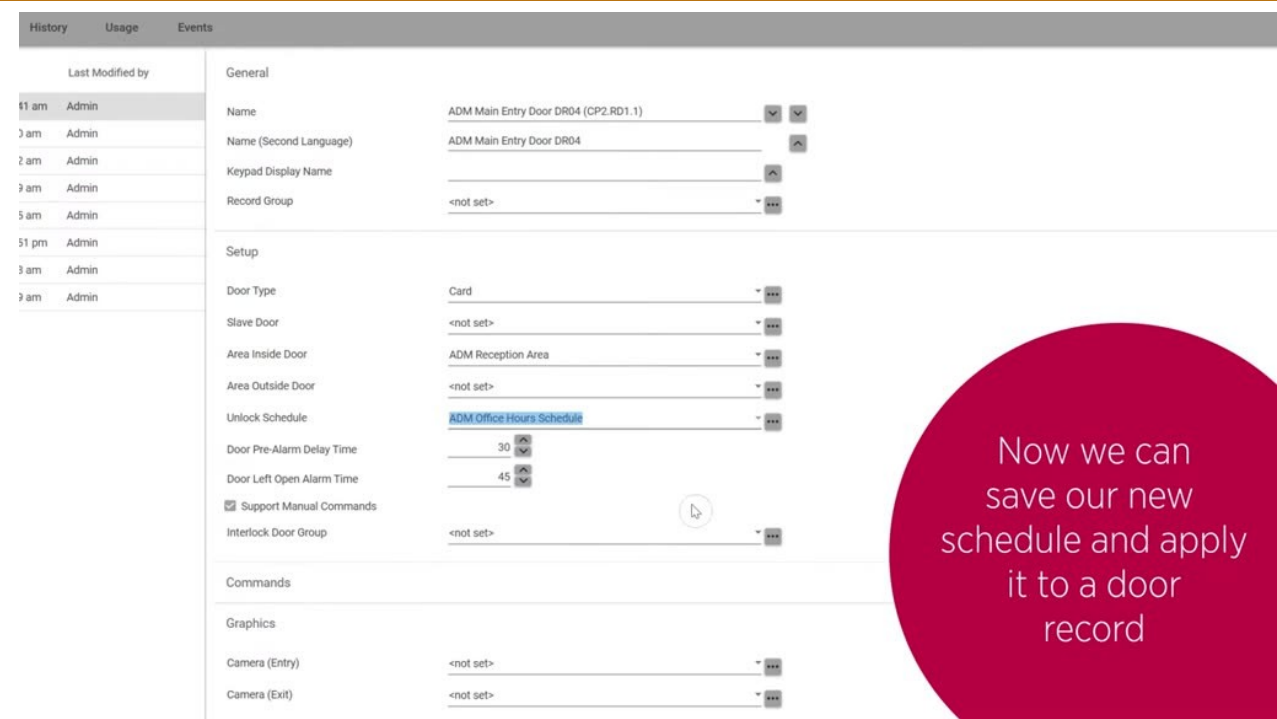


Figure 5 — Select the door's Unlock schedule. Official ICT video capture.

|           |                                                                                                                                                                     |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | At the scheduled opening the door is free; at closing it is secure; holidays behave as approved; physical latch and Events agree.                                   |
| UNDO      | Remove/restore the prior Unlock schedule, Save, and test the next transition. Use a normal Lock only as a temporary response, not a permanent schedule fix.         |
| WATCH FOR | Wrong door, wrong schedule, assigning it mid-valid period and expecting an immediate edge, or enabling Always check without understanding manual-override behavior. |

source: [ICT Protege GX Setup Guide \(15 Jul 2026\), p. 17](#) • [ICT Protege GX Operator Reference Manual \(18 Dec 2025\), pp. 198–211](#) • [Official ICT video: Programming a New Schedule, 2:04–2:55](#)

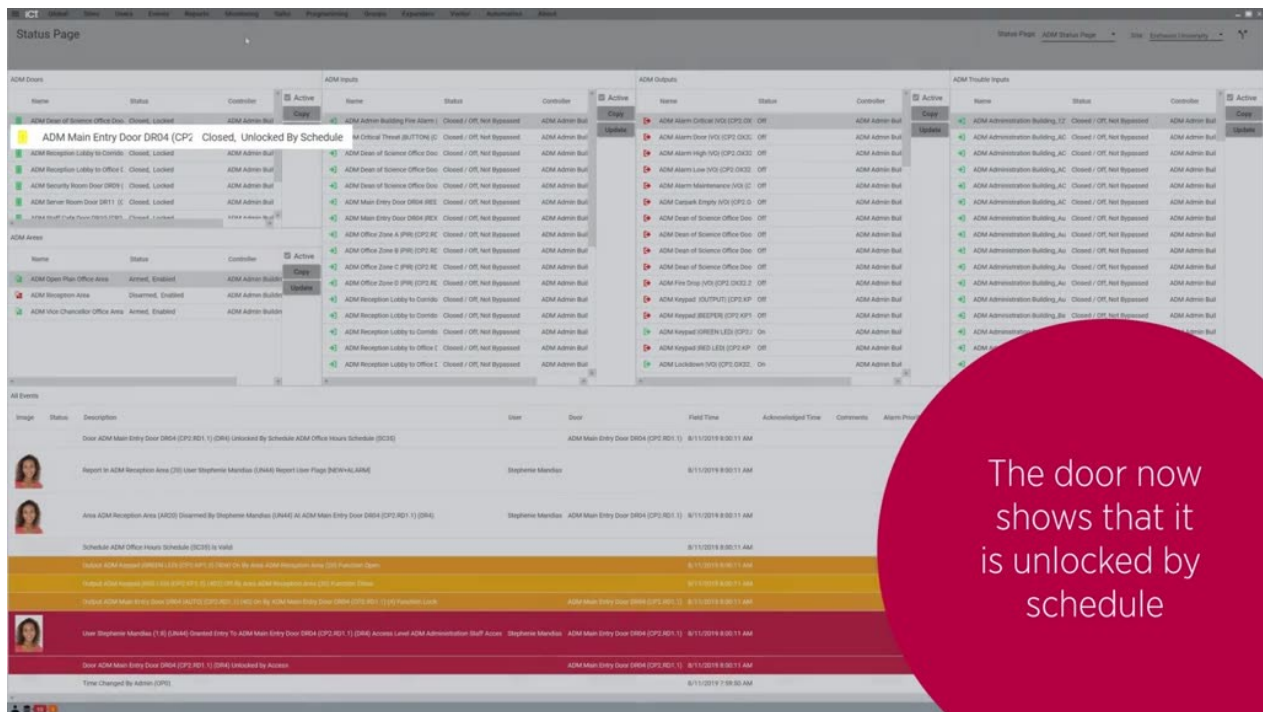


Figure 6 — Verify on a status page/event window that the intended door unlocked by the intended schedule.

## 7. Make the same door fob-accessible only after hours

### RED • SHARED OR HIGH IMPACT

#### WHAT THIS DOES

Uses the invalid portion of the door's Unlock schedule to keep the door locked while approved credentials still work.

**Use this when:** The public can enter freely during office hours, but residents/staff must badge after hours.

#### Before you click

- Confirm the door's free-access hours and the separate user access hours.
- Confirm approved users' access levels include the door and remain valid after hours.
- Do not disable the users or their access-level schedule if the goal is merely fob-only entry.

#### MENU PATH

**Programming → Doors + Users → Access levels**

#### Exact steps

1. Create or confirm the door's office-hours Unlock schedule.
2. Assign it to the door as in Procedure 6.
3. Open Users → Access levels and inspect the approved after-hours user level.
4. Confirm the level includes the door/door group.
5. Confirm its overall and per-door schedules remain valid during the desired fob-only period.
6. Save any authorized corrections.
7. After the door's Unlock schedule becomes invalid, confirm the door is locked.
8. Test an approved fob: it should grant temporary entry.

## 9. Test an unapproved/expired test credential: it should remain denied.

|           |                                                                                                                            |
|-----------|----------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | Free access during opening hours; approved fob required after hours; denied credential remains denied.                     |
| UNDO      | Restore the prior door or access-level schedules from the captured configuration and retest both periods.                  |
| WATCH FOR | Using the same office-hours schedule on both the door and user level, which can create 'no access' rather than 'fob-only.' |

Source: [ICT Protege GX Operator Reference Manual \(18 Dec 2025\)](#), pp. 76–79, 128–132, and 198–211

## 8. Schedule options that change the result

| OPTION                          | EFFECT                                                                                                               | RISK  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------|-------|
| Default edge-triggered          | Door reacts when schedule changes state. Assigning a currently valid schedule may not act until the next transition. | Amber |
| Always check unlock schedule    | Continuously enforces the scheduled state. A manual Lock can be undone while the schedule remains valid.             | Red   |
| Schedule operates late to open  | Door does not auto-open merely because schedule is valid; it waits until a user/operator first unlocks it.           | Amber |
| Schedule overrides latch        | Can force relocking when the schedule becomes invalid, even after a latch-unlock.                                    | Red   |
| Qualified schedule / area logic | Schedule validity can be combined with output or area state. Treat as advanced automation.                           | Red   |

- Allow users to arm or disarm areas from the entry/exit reader (see **Expanders | Reader expanders | Reader 1/2**)
- Antipassback (see **Entry/Exit passback mode** in **Programming | Door types | General**)
- Loiter areas (see **Area enabled in loiter mode** in **Programming | Areas | Options (1)**)
- Area counting (see **Enable user counting** in **Programming | Areas | Options (1)**)

If there is no monitored area outside the door (i.e. the door is external) you can leave the outside area as <not set>.

- **Unlock schedule:** The unlock schedule can be used to latch unlock the door, allowing free access without a credential when the schedule is valid. By default, the unlocking function is edge triggered: the door will latch unlock when the schedule becomes valid and lock when the schedule becomes invalid, but can be overridden by user or operator commands. This behavior can be modified using the settings in the **Options** tab. For example, a retail shop could set an unlock schedule so that the door is unlocked for customers during their opening hours. Outside of these hours the door is locked but can be accessed by employees using their credentials.
- **Door pre-alarm delay time:** When a door is left open, after this period (in seconds) it will generate a pre-alarm. This pre-alarm generates an event and activates the **Pre alarm output / output group** (set in the **Outputs** tab), warning users that the left open alarm will soon be activated.

This feature can be disabled under specific circumstances in the **Alarm options** tab.

- **Door left open alarm time:** When the door is left open, after this period (in seconds) it will activate the left open alarm. This alarm opens the Door Left Open trouble input and activates the **Left open alarm output / output group** (**Outputs** tab).  
The left open alarm timer begins when the door is first opened, not after the pre-alarm is activated. For example, with default settings the pre-alarm will be activated 30s after the door is opened, and the left open alarm will be activated 15s later (45s total).  
This feature can be disabled under specific circumstances in the **Alarm options** tab.
- **Support manual commands:** When this option is enabled, operators with the appropriate permissions can use manual commands to control the door. For example, a guard might be able to right click on a door icon on a floor plan to unlock the door.  
For more information, see [Manual Door Commands](#) (page 211).
- **Interlock door group:** When a door group is assigned to this field this door cannot be unlocked unless all of the doors assigned to the interlock door group are closed and locked. This ensures that only one door in the group can be opened at any given time.  
This feature is used to prevent a free path from being opened between safe and hazardous areas. For example, it could be applied to an entry point to a clean room or secure facility.  
For more information, see [Application Note 206: Door Interlocking in Protege GX](#). For a demonstration, see [Configuring Door Interlocking in Protege GX](#) on the ICT YouTube channel.

## Commands

- This field is used to send programming commands to the device. It should only be used when specifically advised by ICT documentation or technical support.

## Graphics

Cameras can be programmed in **Monitoring | Setup | Cameras**.

- **Camera (entry/exit):** The camera that is monitoring the entry or exit side of the door respectively. You can view archived footage for door events by right clicking the event on a status page or floor plan.
- **Intercom (entry/exit):** The intercom that is installed on the entry or exit side of the door respectively. You can place a call to this intercom by right clicking on the door record and clicking **Call intercom**.

Figure 7 — Official Operator Reference Manual p. 199 explains the door Unlock schedule and manual-command support.

Source: [ICT Protege GX Operator Reference Manual \(18 Dec 2025\)](#), pp. 198–211

## 9. Use a Calendar Action for one-off door timing

### RED • SHARED OR HIGH IMPACT

#### WHAT THIS DOES

Schedules a temporary override for a specific event instead of changing the normal weekly schedule.

**Use this when:** A meeting, move, or event needs a door unlocked for one approved date/time.

#### Before you click

- Confirm Calendar Actions is licensed and your site SOP permits it.
- List the exact doors, start, end, recurrence, and secure-state result.
- Check entry/exit routes and doors that must remain secured.
- Prefer a defined end time; never leave a one-off override open-ended by accident.

#### MENU PATH

Sites → Calendar actions (only if licensed and authorized)

#### Exact steps

1. Open Sites → Calendar actions.
2. Add a new action with a descriptive event name.
3. Enter the exact local start and end date/time.
4. Choose the exact door records.
5. Select the approved start action, commonly Unlock latched, and the approved ending/lock behavior.
6. Set recurrence only when explicitly approved.
7. Review the calendar view and every target door.
8. Save and monitor the start.
9. At the end time, confirm every door relocks and Events records the action.

|           |                                                                                                                          |
|-----------|--------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | The action starts and ends at the exact approved time, affects only named doors, and leaves them secure afterward.       |
| UNDO      | Cancel/remove the calendar action according to SOP, send a normal Lock if safe, then verify state and Events.            |
| WATCH FOR | No end date, wrong recurrence, wrong door list, or assuming a calendar override behaves like the normal unlock schedule. |

Source: [ICT Protege GX Operator Reference Manual \(18 Dec 2025\)](#), pp. 80–81

## 10. Door settings: safe map versus red lines

### READ BROADLY; EDIT NARROWLY

A door record mixes everyday scheduling with hardware, alarms, egress, areas, interlocks, and lockdown behavior. Routine operators should change only fields explicitly approved in the site SOP.

| FIELD                            | PLAIN ENGLISH                                       | WHO SHOULD CHANGE IT                                | RISK     |
|----------------------------------|-----------------------------------------------------|-----------------------------------------------------|----------|
| Name / display name              | Identifies the physical door.                       | Edit only with naming-control approval.             | Amber    |
| Unlock schedule                  | Free-access clock.                                  | Trained admin with staffed transition test.         | Red      |
| Support manual commands          | Allows authorized operators to right-click control. | Admin/integrator after role review.                 | Red      |
| Schedule operates late to open   | Waits for first authorized opening.                 | Trained admin with test plan.                       | Red      |
| Lock activation time             | Temporary unlock duration.                          | Installer/integrator; 0 can create toggle behavior. | Critical |
| Lock output / reader / door type | Maps physical hardware and behavior.                | Installer/integrator only.                          | Critical |
| REX / REN inputs                 | Request-to-exit/enter and egress behavior.          | Installer/life-safety owner only.                   | Critical |
| Inside/outside area              | Connects access and alarm partitions.               | Administrator/integrator only.                      | Critical |
| Lockdown / fire-drop behavior    | Emergency override and life safety.                 | Emergency design authority only.                    | Critical |

Source: [ICT Protege GX Operator Reference Manual \(18 Dec 2025\), pp. 198–211](#) • [ICT Protege GX Setup Guide \(15 Jul 2026\), p. 17](#)

## 11. Build a live operator status page

### AMBER • REVERSIBLE CHANGE

#### WHAT THIS DOES

Combines door/floor status, floor plan, cameras, and an event window into one operator view.

**Use this when:** Operators need to verify commands and see the affected door/floor in real time.

#### Before you click

- Know which doors, floor plan, cameras, and event report operators are permitted to view.
- Avoid exposing sensitive floor-plan/security details to unauthorized roles.

MENU PATH      **Monitoring → Setup → Status Page Editor**

#### Exact steps

1. Open Monitoring → Setup → Status Page Editor.
2. Add a status page and give it a clear operational name.
3. Choose the required row/column layout.
4. For each tile, choose its Type, such as Floor Plan, Camera, Event Window, or Status List.

- 5. Choose the approved Record for each tile.
- 6. Adjust row/column span for the most important live view.
- 7. Save.
- 8. Open Monitoring → Status Page View and select the new page.
- 9. Verify operators can see only approved records and right-click only permitted commands.

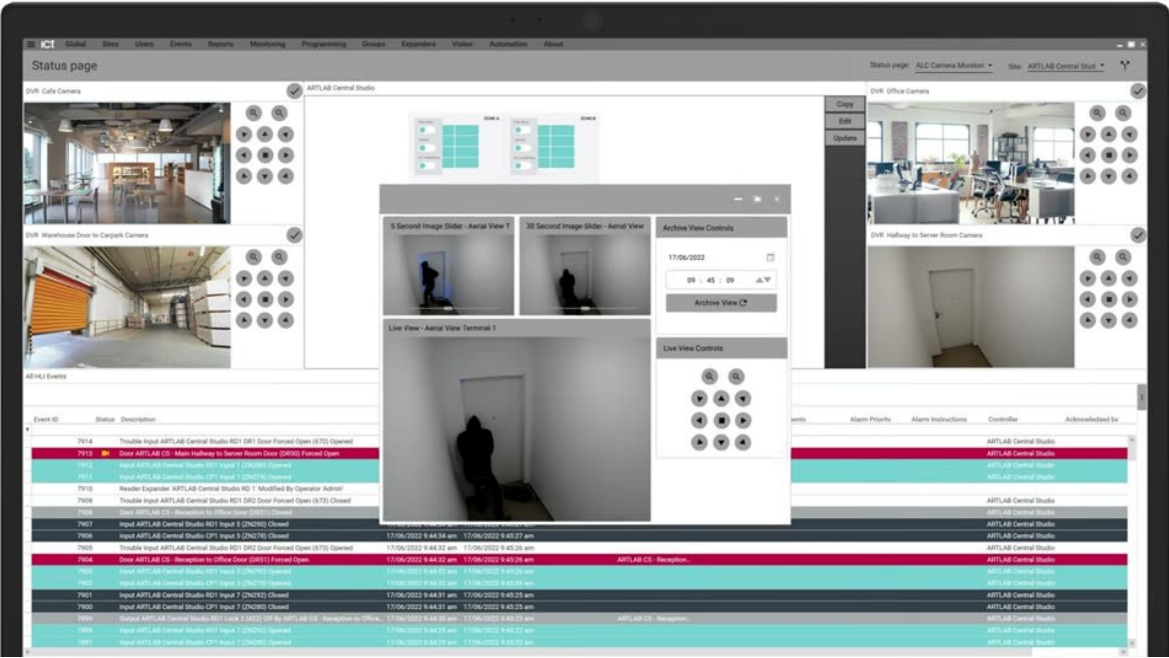


Figure 8 — Official ICT example of a finished status page with floor plan, cameras, and live events.

|           |                                                                                                                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | Live events and device states update; intended controls appear; unauthorized records/commands do not.                                |
| UNDO      | Remove the new page or restore its captured layout. This does not change the underlying door programming.                            |
| WATCH FOR | Showing the wrong site, too-broad event report, hidden sensitive cameras/floor plan, or giving operators unnecessary command rights. |

Source: [Official ICT video: Creating a Status Page, 0:22–1:31](#) • [ICT Protege GX Operator Reference Manual \(18 Dec 2025\), pp. 152–166](#)

12. Run and export an event report

GREEN • READ / ROUTINE

WHAT THIS DOES

Shows access grants/denials and operator/device activity so a change can be verified.

**Use this when:** You need to confirm who used a door, whether a credential was denied, or what happened after a schedule change.

Before you click

- Use the narrowest approved time range and record scope.
- Treat names, photos, door movements, and credential activity as sensitive personal/security data.

|           |                  |
|-----------|------------------|
| MENU PATH | Reports → Events |
|-----------|------------------|

Exact steps

1. Open Reports → Events.
2. Choose the approved event report.
3. Click Run.
4. Enter the start/end time and other prompted filters.
5. Filter/group by the exact door, user, or event type.
6. Read the event reason and access level.
7. Export only when policy permits and store the file in an approved location.

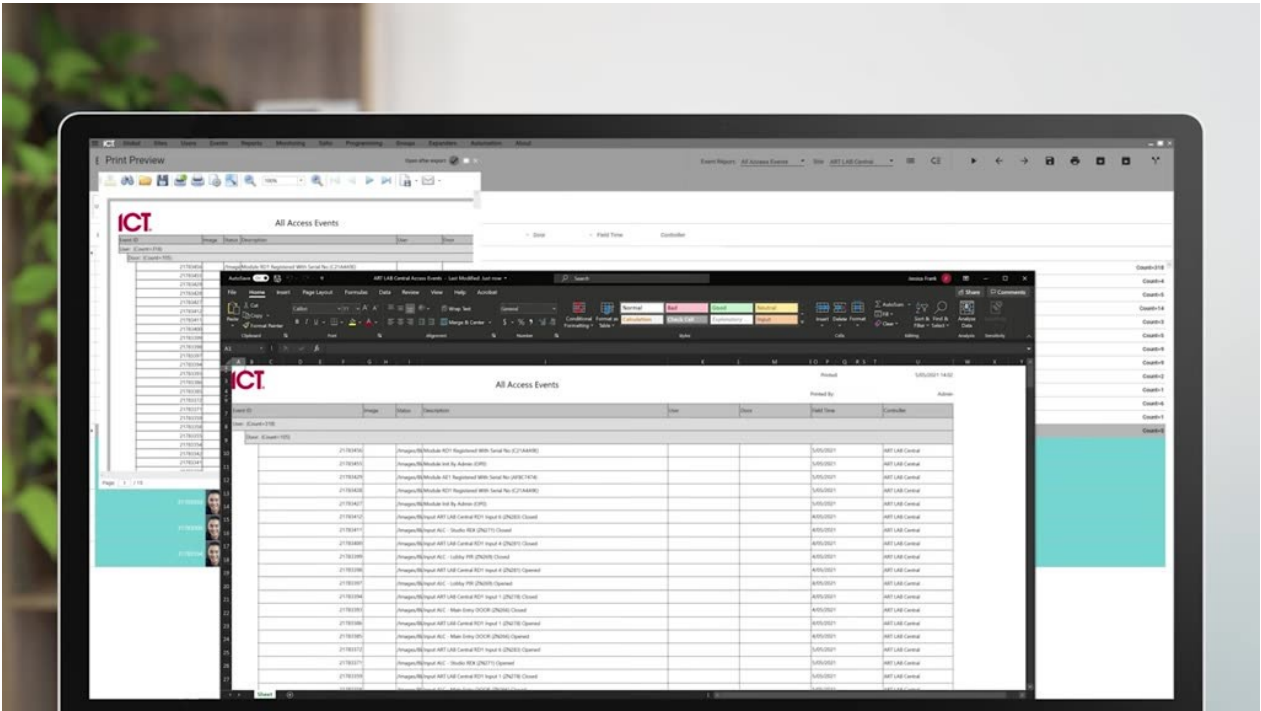


Figure 9 — Official ICT video: reports can be filtered and exported in approved formats.

|           |                                                                                                                             |
|-----------|-----------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | The report covers the correct site/time and supports the expected result without exposing unrelated data.                   |
| UNDO      | Close the report; delete any unnecessary exported copy according to retention policy.                                       |
| WATCH FOR | Wrong time zone, overly broad export, filtering by display name only, or treating an absence of events as proof of success. |

source: [Official ICT video: Viewing Event Reports, 0:35–1:47](#) • [ICT Protege GX Operator Reference Manual \(18 Dec 2025\)](#), pp. 167–177

## 13. Configure door interlocking only with an approved design

### RED • INSTALLER / INTEGRATOR ONLY

#### WHAT THIS DOES

Prevents selected doors from being unlocked at the same time, typically for vestibules or high-security areas.

**Use this when:** A documented security design requires an interlock and the integrator has approved the exact doors and behavior.

#### Before you click

- Confirm egress, fire/life-safety, accessibility, and emergency override requirements.
- Capture every door's current configuration and verify controller/firmware support.
- Do not experiment on a live vestibule.

#### MENU PATH

**Groups → Door groups, then Programming → Doors → Setup**

#### Exact steps

1. Create a clearly named Door group under Groups → Door groups.
2. Add only the approved interlocked doors; apply a schedule only if the design requires it.
3. Save the group.
4. Open Programming → Doors and select each controlled door.
5. On Setup, set Interlock door group to the approved group.
6. Save and complete an integrator-supervised functional and emergency test.

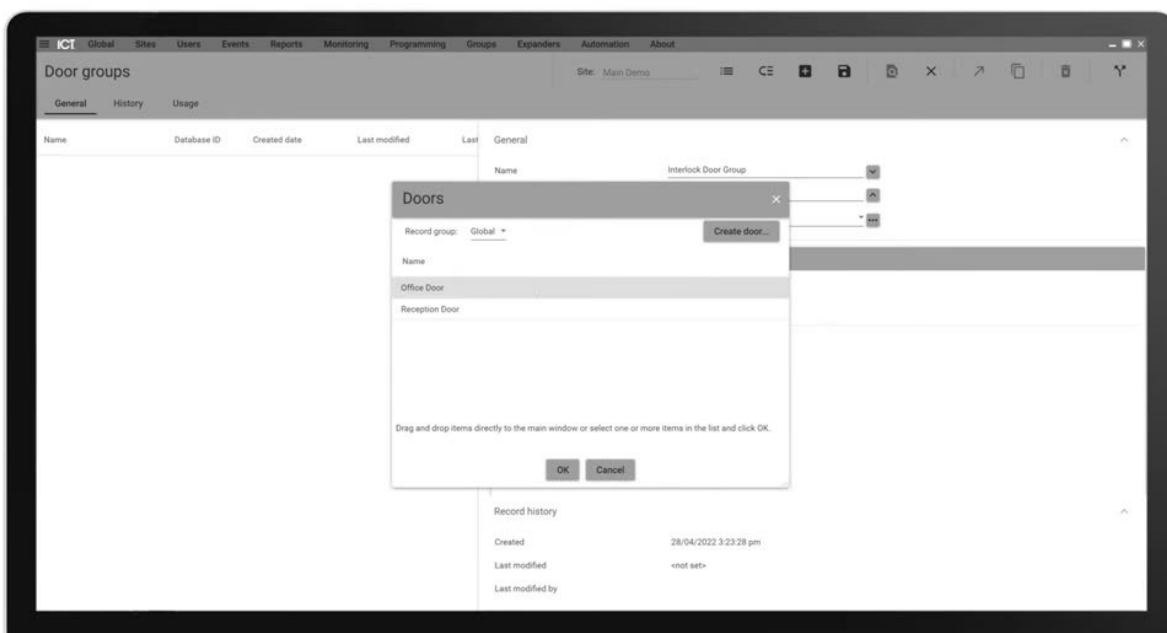


Figure 10 — Official ICT video: add only the approved doors to the interlock group.

|           |                                                                                                                               |
|-----------|-------------------------------------------------------------------------------------------------------------------------------|
| VERIFY    | Only one interlocked door releases at a time in normal mode, and all approved emergency/egress behaviors still work.          |
| UNDO      | Restore the captured Interlock door group fields under integrator supervision and retest every mode.                          |
| WATCH FOR | Interlocking an egress route, wrong door group, missing emergency override, or applying the group to only part of the design. |

Source: [ICT Protege GX Operator Reference Manual \(18 Dec 2025\), pp. 198–211](#) • [Official ICT video: Configuring Door Interlocking, 0:30–1:25](#)

## Worked example: lobby free by day, fob-only by night

### DESIRED RESULT

Monday–Friday 08:00–18:00: lobby free. At 18:00: lobby locks. Residents/staff with the approved 24x7 level can still badge.  
Public holidays: lobby stays locked unless a separate approved event action exists.

1. Create/verify schedule LOBBY FREE • MON–FRI • 08:00–18:00.
2. Attach the approved holiday group and set the weekday period Disabled on holiday.
3. Assign that schedule to the lobby door's Unlock schedule.
4. Verify resident/staff access levels include the lobby with a 24x7 or appropriate after-hours schedule.
5. Test at 07:59: locked; approved fob grants access.
6. Test at 08:00 transition: free access.
7. Test at 18:00 transition: locked; approved fob still grants access.
8. Test a denied credential after 18:00.
9. Check door, schedule, and access events; record the result.

### COMMON WRONG SETUP

If you assign the 08:00–18:00 schedule to both the door Unlock schedule and the residents' access-level door row, the door may become 'no access' after 18:00—not 'fob-only.'

# Final change-control checklist

## STOP RULE

If the saved result differs from the approved plan, roll back once and escalate. Do not make repeated speculative changes on a live access-control system.

## Before

- Confirm written authorization, current Site, exact person/door/floor, and intended start/end time.
- Confirm the controller is online and there is no active lockdown, fire response, or unresolved alarm.
- Capture the current values; check History and Usage before changing any shared record.
- Choose the most reversible method and identify a test credential, witness, and rollback.

## During

- Change one thing at a time and avoid multiselect unless specifically approved.
- Reconfirm the selected record immediately before Save or Delete.
- Wait for normal download/synchronization. Do not use Force Download or Update module as a first reaction.

## After

- Refresh and reread the record; verify controller download/health.
- Test one expected allowed action and one expected denied action.
- Confirm the door/floor returns to the secure state; check Events and History.
- Record evidence and monitor the next scheduled transition, especially holidays and overnight periods.

## Official source set

- [ICT Protege GX 4.3.402 Release Notes \(8 May 2026\)](#)
- [ICT Protege GX Setup Guide \(15 Jul 2026\)](#)
- [ICT Protege GX Operator Reference Manual \(18 Dec 2025\)](#)
- [ICT Protege GX End User Guide \(30 Jul 2025\)](#)
- [ICT Protege GX Compatibility Matrix \(24 Jul 2026\)](#)
- [ICT AN-248: Low Level Elevator Control \(2 Oct 2024\)](#)
- [ICT AN-241: Protege GX MCE Elevator Integration](#)

## COPYRIGHT AND PRIVACY

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