

# Missouri S&T Electronic Access Control Naming Convention

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*Note: this document does not apply to Residential Life Facilities*

# Hardware Names

# Channel Names

## Naming Convention:

[OFFICIAL 3-DIGIT BUILDING CODE] [dash] [ROOM INDICATOR WHERE THE CONTROL PANEL IS LOCATED] [space] [OFFICIAL BUILDING NAME]

## Notes

[OFFICIAL 3-DIGIT BUILDING CODE]

*This must be the official three digit building code. These codes can be found on the Design & Construction Management Floor Plans website under "Current Building List" ([https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo\\_util/building\\_list.pl](https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl)). The three-digit code are the last three digits listed under the "code" column.*

[space]

*A single space character*

[dash]

*A single dash character "-"*

[ROOM INDICATOR WHERE THE CONTROL PANEL IS LOCATED]

*This must be the three-digit room code where the control panel that the channel serves is located. Room codes can be found on the official floor plan for the building. These floor plans can be found on the Design & Construction Management Floor Plans website (<http://designconstruction.mst.edu/floorplan/>). Integrators must login to this page using the mstrs2 account.*

[OFFICIAL BUILDING NAME]

*This must be the official building name under the "Building Name" column of the building list. These names can be found on the Design & Construction Management Floor Plans website under "Current Building List" ([https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo\\_util/building\\_list.pl](https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl)). The names are listed under the "building name" column.*

## Examples

040-123 Toomey Hall

*Would be the name for a channel used for the SCP located in Toomey Hall room 123*

088-G2A Straumanis-James Hall

*Would be the name for a channel used for the SCP located in Straumanis-James Hall Room G2A*

# SCP Names

## Naming Convention:

[OFFICIAL 3-DIGIT BUILDING CODE] [dash] [ROOM INDICATOR WHERE SCP IS LOCATED] [space] [OFFICIAL BUILDING NAME]

## Notes

[OFFICIAL 3-DIGIT BUILDING CODE]

*This must be the official three-digit building code. These codes can be found on the Design & Construction Management Floor Plans website under "Current Building List" ([https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo\\_util/building\\_list.pl](https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl)). The three-digit code are the last three digits listed under the "code" column.*

[space]

*A single space character*

[dash]

*A single dash character "-"*

[ROOM INDICATOR WHERE SCP IS LOCATED]

*This must be the three digit room code where the SCP is located. Room codes can be found on the official floor plan for the building. These floor plans can be found on the Design & Construction Management Floor Plans website (<http://designconstruction.mst.edu/floorplan/>). Integrators must login to this page using the mstrs2 account.*

[OFFICIAL BUILDING NAME]

*This must be the official building name under the "Building Name" column of the building list. These names can be found on the Design & Construction Management Floor Plans website under "Current Building List" ([https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo\\_util/building\\_list.pl](https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl)). The names are listed under the "building name" column.*

## Examples

040-123 Toomey Hall

*Would be the name for an SCP located in room 123 of Toomey Hall*

088-G2A Straumanis-James Hall

*Would be the name for an SCP located in room G2A of Straumanis-James Hall*

# SIO Names

## Naming Convention:

[OFFICIAL 3-DIGIT BUILDING CODE WHERE SIO IS LOCATED] [dash] [ROOM INDICATOR WHERE SIO IS LOCATED] [dash] [SEQUENCE NUMBER]

## Notes

[OFFICIAL 3-DIGIT BUILDING CODE WHERE SIO IS LOCATED]

*This must be the official three digit building code. These codes can be found on the Design & Construction Management Floor Plans website under "Current Building List" ([https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo\\_util/building\\_list.pl](https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl)). The three-digit code are the last three digits listed under the "code" column.*

[dash]

*A single dash character "-"*

[ROOM INDICATOR WHERE SIO IS LOCATED]

*This must be the three-digit room code where the SIO is located. Room codes can be found on the official floor plan for the building. These floor plans can be found on the Design & Construction Management Floor Plans website (<http://designconstruction.mst.edu/floorplan/>). Integrators must login to this page using the mstrs2 account.*

[SEQUENCE NUMBER]

*This is a number differentiating the SIOs. The first SIO should have a sequence number of 1; the second should have a sequence number of 2; etc.*

## Examples

040-123-1

*Would be the name for the first SIO located in room 123 of Toomey Hall*

040-123-2

*Would be the name for the second SIO located in room 123 of Toomey Hall*

088-G2A-1

*Would be the name for the first SCP located in room G2A of Straumanis-James Hall*

# Reader Names

## Naming Convention:

[OFFICIAL 3-DIGIT BUILDING CODE WHERE READER IS LOCATED] [dash] [ROOM INDICATOR OF THE ROOM THAT THE READER SECURES] [space] [BUILDING DESC ROOM TYPE]

## Notes

[OFFICIAL 3-DIGIT BUILDING CODE WHERE READER IS LOCATED]

*This must be the official three digit building code. These codes can be found on the Design & Construction Management Floor Plans website under "Current Building List" ([https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo\\_util/building\\_list.pl](https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl)). The three-digit code are the last three digits listed under the "code" column.*

[dash]

*A single dash character "-"*

[space]

*A single space character*

[ROOM INDICATOR OF THE ROOM THAT THE READER SECURES]

*This must be the three-digit room code that indicates the door of the room that the reader secures. Room codes can be found on the official floor plan for the building. These floor plans can be found on the Design & Construction Management Floor Plans website (<http://designconstruction.mst.edu/floorplan/>). Integrators must login to this page using the mstrs2 account.*

[BUILDING DESC ROOM TYPE]

*This text should be used to describe the room that is being secured. The first building desc should be a short string to identify the building. The room type should be a short string explaining what type of room is being secured*

## Examples

040-241 Toomey Computer Lab

*Would be the name for a reader securing room 241; room 241 would be a computer lab.*

040-EXT Toomey West Entrance

*Would be the name for a reader securing the west entrance of Toomey Hall.*

088-EXT Straumanis West Entrance

*Would be the name for a reader securing the west entrance of Straumanis Hall*

# Input/Output Names

## Naming Convention:

[OFFICIAL 3-DIGIT BUILDING CODE WHERE INPUT/OUTPUT IS LOCATED] [dash] [ROOM INDICATOR OF THE ROOM WHERE THE INPUT/OUTPUT IS LOCATED] [space] [DEVICE TYPE] [space] [FOR EXTERIOR DOORS ONLY: BUILDING DESC ROOM TYPE]

## Notes

[OFFICIAL 3-DIGIT BUILDING CODE WHERE INPUT/OUTPUT IS LOCATED]

*This must be the official three digit building code. These codes can be found on the Design & Construction Management Floor Plans website under "Current Building List" ([https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo\\_util/building\\_list.pl](https://phyfacapp.mst.edu/auth-cgi-bin/cgiwrap/maximo_util/building_list.pl)). The three-digit code are the last three digits listed under the "code" column.*

[dash]

*A single dash character "-"*

[space]

*A single space character*

[ROOM INDICATOR OF THE ROOM WHERE THE INPUT/OUTPUT IS LOCATED]

*This must be the three-digit room code that indicates where the input is located. If the input is associated with a specific door this must be the three-digit room code that indicates the door of the room that the input is associated with. Room codes can be found on the official floor plan for the building. These floor plans can be found on the Design & Construction Management Floor Plans website (<http://designconstruction.mst.edu/floorplan/>). Integrators must login to this page using the mstrs2 account.*

[DEVICE TYPE]

*This text should be used to describe type of input/output device being used. The device type shall be one of the following:*

- "DPS" – for door position switch
- "RQE" – for request to exit
- "Panic Button" – for a panic-type button
- "BAS" – for an input from the building automation system (environmental controls)
- "Panic Light" – for a panic strobe light
- "Electrified Panic" – for an electrified panic
- "Electric Strike" – for an electric strike
- "Horn" – for an horn annunciator
- "Firm Alarm" – for a signal passed to the fire alarm system
- Other – use short description approved by Owner

[FOR EXTERIOR DOORS ONLY: BUILDING DESC ROOM TYPE]

*If the input device is for an exterior door, a door description should follow. This door description should match exactly the [BUILDING DESC ROOM TYPE] used for the reader name.*

## Examples

040-241 DPS

*Would be the name of a door position switch for door securing room 241 of Toomey Hall*

088-EXT RQE Straumanis Hall West Entrance

*Would be the request to exit for the Straumanis Hall West Entrance*

# Access Level Names



# Non-synchronized Access Level

Naming Convention:

[OFFICIAL DEPT CODE OF ACCESS COORD TO USE ACCESS LEVEL] [space] [dash] [space] [Custom Description]

## Notes

[OFFICIAL DEPT CODE OF ACCESS COORD TO USE ACCESS LEVEL]

*Must be the official department code; this code can found in the RS2 data feed tool found at:*

<https://itweb.mst.edu/auth-cgi-bin/cgiwrap/mstpersonafd/index.pl>

[space]

*A single space character*

[dash]

*A single dash character “-”*

[Custom Description]

*Can be any custom description that can be easily understood by the access coordinator.*

## Examples

RVIDEOCO – Special Access for Secretaries

*This is an example of an access level created for Video Communications department that they would use for non-synchronized special access for secretaries.*

RSTSUCPR - Full Time Staff

*This is an example of an access level created for Student Success Programs department that they would use for non-synchronized access granted to full-time staff.*

# Synchronized Access Level for Department of Employment

Naming Convention:

EMP [space] [dash] [space] [OFFICIAL DEPT CODE FOR EMPLOYMENT DEPARTMENT FOR THOSE THAT WILL BE ADDED TO THE ACCESS LEVEL]

## Notes

EMP

*The character string "EMP"*

[space]

*A single space character*

[dash]

*A single dash character "-"*

[OFFICIAL DEPT CODE FOR EMPLOYMENT DEPARTMENT FOR THOSE THAT WILL BE ADDED TO THE ACCESS LEVEL]

*Must be the official department code; this code can found in the RS2 data feed tool found at:*

<https://itweb.mst.edu/auth-cqi-bin/cqiwrap/mstpersonafd/index.pl>

## Examples

EMP - RVIDEOCO

*This access level would include all employees of Video Communications Center.*

EMP - RSTSUCPR

*This access level would include all employees of Student Success Programs*

# Synchronized Access Level for Course Enrollment

Naming Convention:

COURSE [space] [dash] [space] [COURSE NUMBER] [space] [dash] [space] [SEMESTER SEASON] [YYYY]

## Notes

COURSE

*The character string "C"*

[space]

*A single space character*

[dash]

*A single dash character "-"*

[COURSE NUMBER]

*The official course number listed in the Registrar's course catalog*

[SEMESTER SEASON]

*Should be exactly one of the following two-letter indicators:*

*"SP" – indicates spring semester*

*"SS" – indicates summer semester*

*"FS" – indicates fall semester*

[YYYY]

*Indicates the 4-digit year that the course will occur in*

## Examples

COURSE - 70007 - SP2016

*This access level would be for students enrolled in course 70007 for spring semester 2016*

COURSE - 70456 - SS2016

*This access level would be for students enrolled in course 70456 for summer semester 2016*

COURSE - 45607 - FS2014

*This access level would be for students enrolled in course 45607 for fall semester 2016*

# Synchronized Access Level for Declared Degree Program

Naming Convention:

PROGRAM [space] [dash] [space] [DEGREE PROGRAM CODE]

## Notes

PROGRAM

*The character string "Stu"*

[space]

*A single space character*

[dash]

*A single dash character "-"*

[DEGREE PROGRAM CODE]

*Must be the official degree program code; this code can found in the RS2 data feed tool found at:*

<https://itweb.mst.edu/auth-cqi-bin/cqiwrap/mstpersonafd/index.pl>

## Examples

PROGRAM - AE ENG-BS

*This access level would include all students with a declared degree program of Aerospace Engineering BS*

PROGRAM - ME ENG-MS

*This access level would include all students with a declared degree program of Mechanical Engineering MS*