

OpenPath User Guide

[Avigilon Control Center](#)

Adding Users

1. Click the “+” icon in the top right corner of the “Users” page in Avigilon Control Center.
2. Enter the email address of the new user.
3. (Optional) Enter the first and last name of the new user.
4. If the new user needs access to the Avigilon Control Center, check the “Portal access” box at the bottom of the page and set the user to the desired role.
5. Click “Save” at the bottom of the page. Then open the “Credentials” tab when the user edit menu pops up.
6. Select one of the following credentials for the new user:
 - a. “Mobile” to add the user’s phone as a key.
 - b. “Card” to add a physical card or key fob.
7. Click “Save”, then move to the “Access” tab.
8. (Optional) Add the user to a group.
9. Click the boxes to give the new user access to the necessary entries.
10. Click “Save”, and close out the user edit menu.

Creating Groups Schedules

1. Click the “+” icon in the top right corner of the “User Schedules” page in Avigilon Control Center.
2. Enter the desired name of the schedule
3. Click “Save” at the bottom of the page, and wait for the edit menu to pop up.
4. Click the “+” icon in the top right corner of the “Events” Section of the edit.
5. Add one of the following events:
 - a. Fill out the information in the “Repeating Event” tab, then click “Save” when done.
 - b. Fill out the information in the “One-Time Event” tab, then click “Save” when done.

Adding Groups

1. Click the “+” icon in the top right corner of the “Access Groups” page in Avigilon Control Center.
2. Enter the desired name of the group.
3. (Optional) Add previously made users to the group.
4. Check the box under the “Site Access” column to give the group access to the necessary entries.
5. Assign a group schedule to each door.

Assigning Residents to Buildings

(Identification Purposes Only)

1. Go to the “Buildings” Tab on the menu on the left side of the screen in Avigilon Control Center.
2. Click the “+” icon in the top right corner to add a new building.
3. Enter the desired name for the building. Ex: “Building 3”
4. Choose which site it will be associated with using the dropdown menu.
5. Click “Save” and reopen the edit menu.
6. Go to the floors tab on the edit building menu and click the “+” icon to add a floor.
 - a. Even if the building only has one floor, the floor must still be created to work properly.
7. Go to the “Units” tab and click the “+” to begin adding units.
 - a. Select which floor the unit is on.
Ex: “First Floor”
 - b. Enter the unit number/name.
Ex: “Unit 101”
 - c. Add any existing users/groups that will be given access to the apartment.