



# GUARD-ALERT GAZETTE

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## Access Control - All you need to know

*We have received a number of enquiries from our clients requesting for more information on Access control, which is a product that one of our divisions, Guard-Alert Electronics, installs and services.*

### **What is an access control system?**

An access control system monitors and controls access to a given area such as a building, entrance points, a room or even several buildings. The access control system utilises technology and procedures to manage who is able to go where and when and also restricts entry to a specified area to authorized entities only.

### **What are the different types of access control?**

Common Access Control Applications include boom gate systems, access doors, man traps and turnstiles.

### **How does the access control system work?**

In any access control system admission is granted on the basis of 3 main things. Access can be through a pin code or number- what a person knows; through a tag or swipe card- what the person has in the possession; or through the biometric fingerprint, voice or facial recognition- the physical attributes of the person.

A typical access control system has a controller, credential reader, door position contacts, and means of controlling the locking device or door operator.

### **Card or biometric entry, which is best?**

Focusing on building or room entry, entry into an access controlled building or room can be programmed so that someone can gain entry either through the use of a card or biometric access. The use of a card has its challenges as people can take advantage of the situation and either borrow or steal the access card to use

it to gain entry. Biometric Access system, on the other hand, is a more sophisticated and secure form of access control. The use of the physical characteristics of the designated person ensures that no duplication is possible.

The greatest attribute of the biometric system is that access to certain areas is restricted to the authorised personnel and it also eliminates the practice of friends logging in on behalf of each other



### **How about as an HR tool?**

Because the system has database capability, access controls can be deployed to support other functions, such as time tracking and HR objectives. Therefore the biometric system can be programmed to interface with labour management software to monitor employee attendance and the time employees come to work. Reports can be generated and used for the payroll and thus determine the employees' remuneration.

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