

Copying an Existing Controller to a New Site in ProtegeGX

Application Note

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Last Published: Mar-16-2018 14:10

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Copy an Existing Controller to a new Site

Copying an existing controller from an existing site enables an installer / integrator to greatly reduce the amount of basic programming required during initial set up of a new site. This saves time and reduces overall costs. Also, the copying over of existing records means the installer/integrator can keep standardization across large multi-site commercial and corporate installations.

Both global and selected local records can be copied from an existing controller from within a ProtegeGX site and exported to a new controller assigned to another site.

Any existing cross controller links on the original controller and site will not be copied over to the new controller. Schedules created on the existing controller that are not assigned to records (example, schedule assigned to a door) will also not copy over to the new controller.

Prerequisites

- An operational ProtegeGX system with software version 4.2.216.5 or higher

Creating a New Site and Controller

1. Open ProtegeGX, login and navigate to **Global | Sites**.
2. Click **Add** and name your new site.
3. Click **Save**, this brings up the Add Controller Wizard. As we will be copying an existing controller and records we don't need to action this wizard. Just click **Add Now** at the bottom of the wizard pop up.
4. Navigate to **Sites | Controllers**. You will see the controller that was automatically created by the Add Controller Wizard. We do not require this so click delete. You may get a new warning pop up box noting the records that will be deleted and if you want to continue. Click **Yes**. You should now have a clear page.
5. Click **Add**, to add a new controller. The Add Controller pop up will appear. Choose the bottom option **Copy an Existing Controller** and click **OK**.
6. From the **Site (Copy From)** drop down select the site that contains the controller you want to copy. From the **Controller (Copy From)** drop down select the controller to copy. In the **New Controller Name** field, enter a new name for the controller.
7. Enable or disable the **Add Access Level and Door Group** option. Enabling this option copies over any local records, access levels & door groups, output groups, etc from the existing controller.

Only groups that have been assigned to the existing controller will copy across (example, a menu group not assigned to an access level or keypad on the existing controller will not copy over).
8. Enable or disable the **Copy Global Records** option. Enabling this option copies over all the global records, including doors & door types, inputs & input types, outputs, areas, trouble inputs, elevator cars, floors, daylight savings records, phone number records, services, automation, programmable functions.
9. Click **Add Now** to create the new controller in the site. Complete the new configuration of the controller by entering the **Serial Number, IP Address** and enabling the download server.
10. Check that all the programming you require from the existing controller has copied across successfully and remove any that are not required on the new site.

The new controller name that was created during the Copy Controller Wizard setup will be attached to the name of all copied records.
11. Create new local records such as users and any new / updated access levels.

Contact

Integrated Control Technology welcomes all feedback.

Please visit our website (<http://www.ict.co>) or use the contact information below.

Integrated Control Technology

P.O. Box 302-340
North Harbour Post Centre
Auckland
New Zealand

4 John Glenn Ave
Rosedale
North Shore City 0632
Auckland
New Zealand

Phone: +64-9-476-7124

Toll Free Numbers:

0800 ICT 111 (0800 428 111) - New Zealand

1800 ICT 111 (1800 428 111) - Australia

1855 ICT 9111 (1855 428 9111) - USA/Canada

Email: sales@ict.co (<mailto:sales@ict.co>) or support@ict.co (<mailto:support@ict.co>)

Web: www.ict.co



APAC

Integrated Control Technology Limited
4 John Glenn Avenue, Rosedale, Auckland 0632
PO Box 302-340, North Harbour, Auckland 0751, New Zealand
Email: sales@ict.co Toll Free: (0800) 428 111 Phone: 64 (9) 476 7124

AMERICAS

Integrated Control Technology (USA) LLC
5265 S Rio Grande Street, Suite 201, Littleton, CO 80120
Email: ussales@ict.co Toll Free: (855) 428 9111 Phone: 720 442 0767

EMEA

Integrated Control Technology (Europe) Limited
St Mary's Court, The Broadway, Amersham, HP7 0UT, UK
Email: emeasales@ict.co Phone: 44 0 1494 590494

Designers & manufacturers of integrated electronic access control, security and automation products.

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