



SAVANCE WORKPLACE

Workplace Kiosk Sign-in Setup Guide

Staff Tracking

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Overview

This guide will go over some of the basics of using the Savance Workplace kiosk software for status changes. We will go over setting up for signing in and out as well as setting up card readers for sign in purposes.

Adding Statuses

Before status changes can be made on the kiosk, status buttons and return buttons must be set up. For the status buttons, heading to the tab labeled “status buttons” and selecting new will bring up this page:

Status Mapping

Show all available statuses

Mapping Status

In

Caption

In

YES

NO

Use status color as the button back color

YES

NO

Use unknown as returning time

Save

Cancel

Select the status from a dropdown and create a label for the status. Next if the status is an 'Out' type status, the option "Use unknown as returning time" is available if users are not expected to create their own returning time. This is especially useful for statuses where an individual is expected to be out for the rest of the day or doesn't know when they would be returning. If return times are not going to be used for any out type status, then this is all the configuration needed for statuses

Adding Return Time Buttons

When using the returning times, set up of return buttons is also needed. These are found in the next tab over and when creating a new returning time, the following screen will appear

Amount of Time

In

Caption

YES NO **Unknown Returning Time**

YES NO **Custom**

Save

Cancel

Here it is possible to add new return buttons for each return time desired as well as an unknown option and custom option.

Configuring Sign-In

The most basic sign in would allow users to select the staff button and enter their user ID. Alternatively, after a badge is assigned, it can be swiped at the reader to input the user ID automatically so that the status can be changed. The status selection screen will come up as seen below:



If the user selects an out status without an unknown return time, the return buttons will appear with a comment window which can be used to indicate where they are going.

Comment Clear

53

15 Minutes 30 Minutes 1 Hour Unknown Custom

Cancel

If the desired function is swipe to toggle between in and out statuses, the setting “Quick sign in/out” must be checked off in the comms tab.

General Options Screen Locking Status **Comms** Fingerprint Door Control ID Scanner Face Scanner Camera Views Status Buttons Returning Buttons Visitor Management Resources Customizations A

COM A
[No Port Selected]
 None
 Magnetic Strip
 Fingerprint
 PCProx/Barcode/ID
 HID Module

COM B
[No Port Selected]
 None
 Magnetic Strip
 Fingerprint
 PCProx/Barcode/ID
 HID Module

COM C
[No Port Selected]
 None
 Magnetic Strip
 Fingerprint
 PCProx/Barcode/ID
 HID Module

COM D
[No Port Selected]
 None
 Magnetic Strip
 Fingerprint
 PCProx/Barcode/ID
 HID Module

YES NO Assign unrecognized badge

YES NO Allow clearing badge

YES NO Send COM Data to Mustering

YES NO Prompt with badge ID

YES NO Remove leading digit

YES NO Quick Sign In/Out

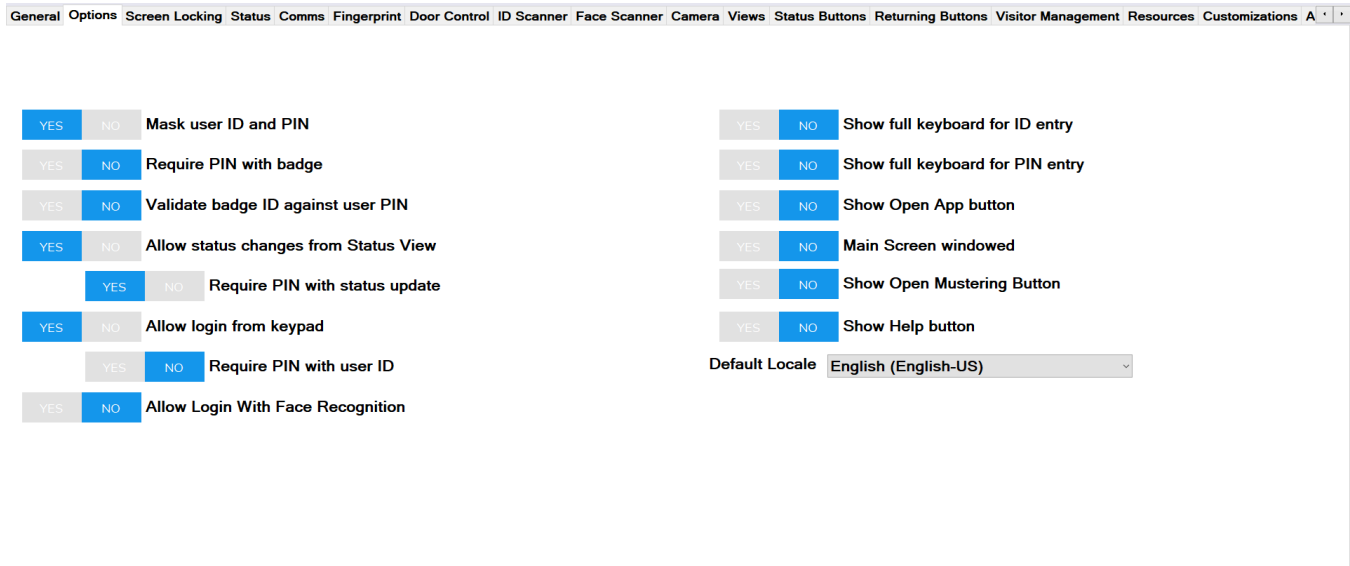
Message delay 2.0 sec

Assign Badge

Finally, users can also change their status by going into the status board and tapping on their name.

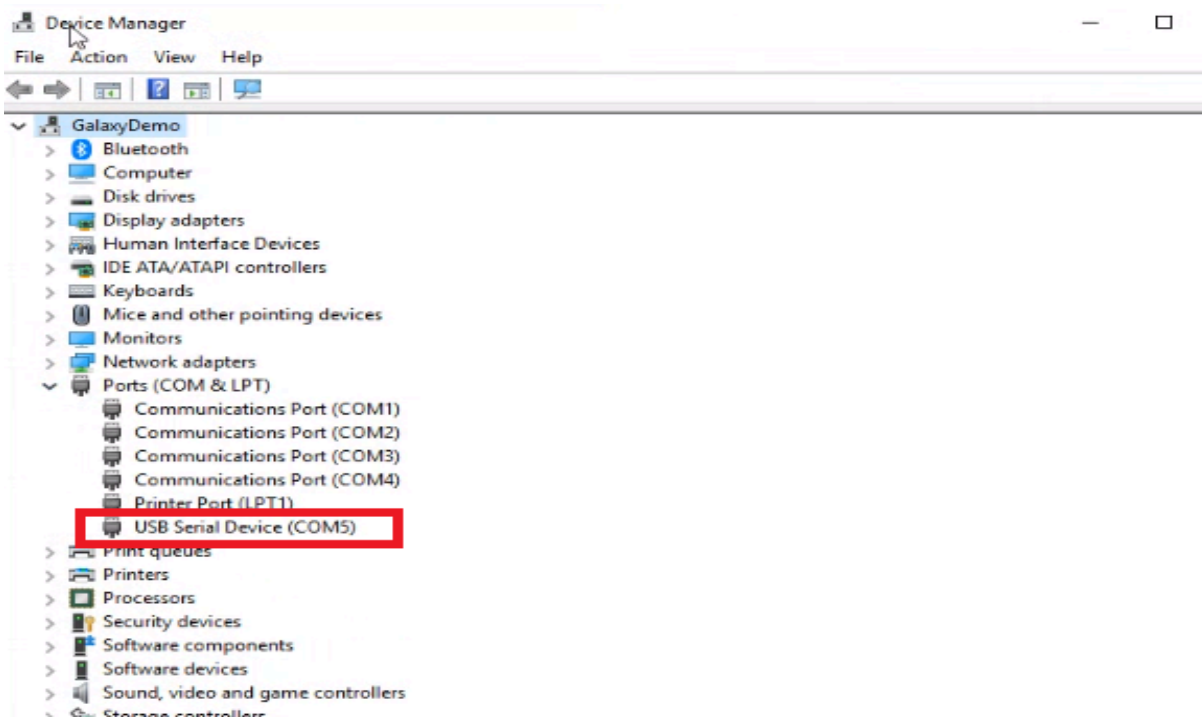
This will bring up the same prompts as logging in by entering the User ID. For enhanced security on sign in, several options are available in the options tab.

- Mask User ID and PIN keeps these hidden while entering.
- Require pin with badge forces users to sign in with their pin after swiping their badge.
- Validate Badge ID against User PIN instead of User ID will make the badge swipe count as the pin rather than the user's User ID
- Require PIN with Status View Update will require a user to enter a PIN after tapping on the status board to change status.
- Require PIN with User ID will require users enter both PIN and User ID to sign in and change status.

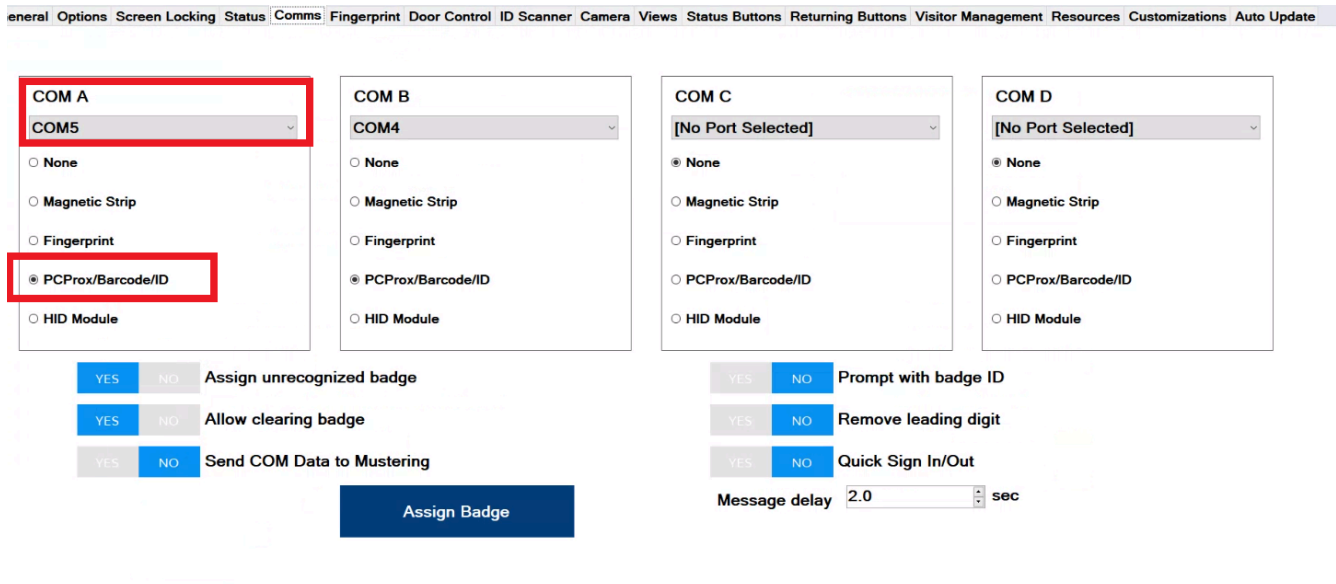


Setting Up Card Readers

If using a card reader, ensure it is correctly set up in the kiosk software after plugging it in by following these steps. First head to device manager by right clicking the start icon and selecting "device manager". From here check which com port the reader is assigned to.



Next, head into the kiosk settings and navigate to the comms tab. Ensure that one of the comms is set to the correct device and that PCProx/Barcode/ID is selected. From there save the settings.



Once the card reader is set up, select a Savance Workplace user from the dropdown then assigning badges can be done in the same place by pressing the “Assign Badge” button. Next present the badge to be associated with that user. This badge is now assigned and will be used to change the user status.

Select the User to Enroll Badge for

10.3.15 , Test (GUEST_Test10.3.15)

Select user to associate badge

556806

Assign Badge

Clear Badge

Close