Secure Shift advanced Training

Training Schedule

1. Saflok 6000 – What new?
2. Messenger Lens – What new?
3. Installation Tips
4. Configuration Overview
5. Databases Synchronization
6. SSA Features
7. Software Setup
8. SSA Setup
9. SSA Basic and Settings procedure.

Saflok 6000 – What new?

- Saflok Config: New Secure Shit Tab in Property Configuration for features Activation
- Saflok Client: Staff management
  - Staff PIN no longer Unique
  - Staff PIN increase to 8 character
  - New Text Field For Employee ID, Time and Attendance Feature

Messenger Lens – What new?

- New Service Device Manager
- New Table in Lens Database
- Gateway Database Synchronization
- New Messenger Lens Page
- New Notification:
  - Ess Online/Offline
  - T&A Clock in / clock out / Pause / Absence.
- New Web Service For T&A 3rd Party.
- New Reports for Access Tracking
- New Reports for T&A.

Installation Tips

- New Requirement Microsoft .Net Framework 4.5
- New Web infragistic for .Net 4.5
- IIS - .NET 4.0 App pool
- Device manager Manual Install

Configuration Overview

<add key="Minutes2SynchFb" value="7"/>

Sync between FireBird database and Lens SQL database.

<add key="Minutes2SynchValidator" value="3"/>

Sync between Lens SQL Database and SSA Database.

<add key="Minutes2SynchMessages" value="15"/>

Message Sync between Lens SQL Databases and SSA Database.

Database Synchronization

- Periodical sync between all databases by the Gateways
- Automatic resync on reconnect
- Access Tracking Sync from SSA.
- Time and Attendance sync from SSA.
- Staff Message Sync

SSA Features

- o Validator
    - Daily encoding Staff Key card, same behavior as old Secured Shift
- o Access Tracking
    - Retrieve the Access Tracking from the key Card. Lens Low Battery notification can be trigger from this
- o Time and Attendance
    - Clock in / Clock out for Staff, can be group with validator for daily encoding.
- o Staff Messaging
    - Send Message to selected Staff

Software Setup

SSA Feature Activation

The feature or functionality of the secure shift will be sold separately. A client will be able to pay for only the feature he want or the entire features list. Features Activation is in Saflok Config, once a feature is activate in Saflok, the feature will be available in Lens and can be used or not by the SSA.

The current list of available feature:

- o Validator
- o Access Tracking
- o Time and Attendance
- o Staff Messaging

Procedure:

1. Start Saflok Config, go to Property Configuration, Tab Secure Shift.
2. Check Allow Secure Shift, and Select Secure Shift Advanced.
3. Enabled only the feature that should be available for the client.
   a. West Gate example: Validator and Access Tracking
4. Press Ok when done, quit Saflok Config.
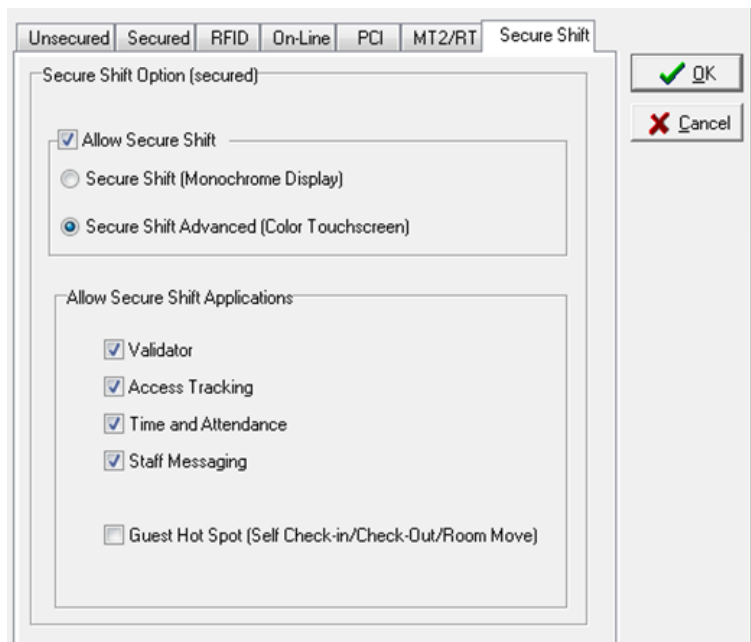
Any Change here required a Lens Gateways restart.

SSA Configuration Templates

The configuration Template is a group of feature that will be used personalize the SSA. The feature group can regroup multiple features and can be assigned to multiple SSA. If all the SSA in the hotel does the exact same thing, only one group is required, and all the SSA will be assigned to that configuration group. A site can have multiple groups if it required having different personality SSA, like a Staff only station and a Guest Only Station. The Groups are created and modified via the Messenger Lens web.

Procedure:

1. Log to Messenger Lens Web.
2. Go to Configuration tab, Configuration Templates
3. Click Add and choose an appropriate name for your group.
4. Choose between Card Only and Card & Pin depending on client needs.
5. Check the Feature and sub features, if needed.
6. Save the newly create template.

At this point no SSA have been assign to the group, this is only a template.

Secure Shift Configuration

The secure shift configuration is where you assign Configuration template to your SSA. This page will list all the SSA configures on the site. From this page is also possible to change some value, like the Device name and eventually the IP Address.

Procedure:

1. Log to Messenger Lens Web
2. Go to Configuration tab, SecureShift Configuration.
3. Select an Unassigned secure shift, unassigned will have a Warning icon beside is name.
4. There two way to assign a group to the selected secure shift.
   a. Click on the Small Pen Icon, in Group Name Column, and Select the group from the Combo Box.
   b. Click on the Edit Button, and Select the Group from the Group name combo box.

Search [_____] 🔍 ✖   Edit global settings

✓	Device name	IP address	Device ID	MAC address	Group name
○	Benjamin	10.110.50.149	Secure Shift 00:17:61:10:3EA1	00:17:61:10:3EA1	VAlidator Card only
○	loic	10.110.50.102	Secure Shift 00:17:61:10:3D:E7	00:17:61:10:3D:E7	VAlidator Card only
◉	Pete 3 ⚠	10.110.50.145	Secure Shift 00:17:61:10:33:56	00:17:61:10:33:56	✏
○	Pete 4	10.110.50.159	Secure Shift 00:17:61:10:3E71	00:17:61:10:3E71	VAlidator Card only
○	Validator	10.110.50.156	Secure Shift 00:17:61:10:3D:23	00:17:61:10:3D:23	VAlidator Card only

Device name : [Pete 3]

Device ID : [Secure Shift 00:17:61:10:33:]   IP adress : [10.110.50.145]

MAC address : [00:17:61:10:33:56]   Subnet Mask : [255.255.255.0]

Group name : [-Select an application ▼] ✖   Default Gateway : [192.1.1.1]

[Edit]

Secure Shift Global Settings

The Global Settings are Global to all SSA and is identical across the whole site. The Global settings are accessible via the Secured Shift configuration page.

Global Settings include:

- Date Format
- Time Format
- Display Logo
- Administrative password for settings in the SSA App.
- Message Limit per Staff.

Date and Time format selection

Date Format: Time Format:

○ DD/MM/YY
○ DD/MM/YYYY   ○ HH:MM:SS (24h)
○ MM/DD/YY
○ MM/DD/YYYY
○ YYYY/MM/DD   ◉ HH:MM:SS (am/pm)
◉ YYYY/DD/MM

Logo selection

Browse...   Upload

SecureShift Settings Password:

Enter Password: [   ]   Confirm Password: [   ]

Message limit

Select the message limit per user: [5 ▾]

The Settings will be send to All SSA at the same time, when the Save button is Clicked.

Secure Shift Monitoring.

The Monitoring page is for information only; it will display all the SSA from the site with is current Status (Online/Offline).

Search [   ] 🔍 ✖

Device name	IP address	Device ID	MAC Address	Group name	Status
Benjamin	10.110.50.149	Secure Shift 00:17:61:10:3E:A1	00:17:61:10:3E:A1	VAlidator Card only	Offline
loic	10.110.50.102	Secure Shift 00:17:61:10:3D:E7	00:17:61:10:3D:E7	VAlidator Card only	Online
Pete 4	10.110.50.159	Secure Shift 00:17:61:10:3E:71	00:17:61:10:3E:71	VAlidator Card only	Online
Validator	10.110.50.156	Secure Shift 00:17:61:10:3D:23	00:17:61:10:3D:23	VAlidator Card only	Offline

Secure shift Messaging

This is where you create and manage the message that you send to the hotel Staff. From this page is possible to send a message to a specific Staff or to all Staff at the same time. The message text is limit to 140 characters. The number of message limit, per Staff, is determined by the Global Settings Message limit.

There 3 states for a single message:

- Unread: Not Read yet or ignored by the Staff.
- Postpone: Not read by the staff yet, but he Acknowledge the he seen the message but will read later.
- Read: Staff read the message.

Read Message will be deleted from the SSA and will never be display again. The Messaging page will show the state of all Messages per staff. From this page, you can also to view and delete a specific message for a staff. Also, delete already read message from the server.

Secured Shift Settings

This section is about the configuration of the device and basic used. The device application settings included the following:

- Host IP address: IP address of the Lens Server.
- Host Port: Port used by the ESS, Default: 28100
- Device Label: Name of the Device, this name will appear in Lens when the device is commission.
- Network Settings: Useful information about device Network configuration. Information only, nothing can be change via this page.
- Reset to Factory default: Factory Reset, Revert back to default configuration with no feature available and Remove all data(Staff key, Guest Key, Messages) inside the ESS
- Reader Update: For debugging purpose only, Both ESS App and Reader firmware will be upgrade via the Network.

Secure Shift About

Useful information about all different version used in the SSA

Secure Shift Advanced
Version:
0.02

Base App Version:
771-02-X-E01_0.01

Mifare Module FW Version:
1.4

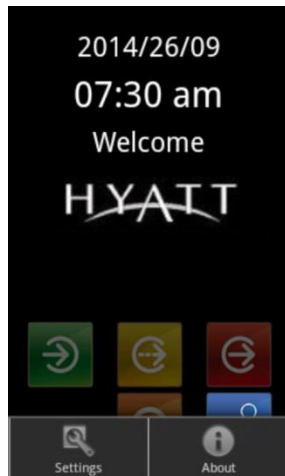Mifare Module BL Version:
1.1

OK

Settings Procedure:

To Access the settings and about Menu, you need to press the menu button in the Android notification bar.

1. Swipe down the notification Bar, on top of the Screen, and click the first icon on the left:
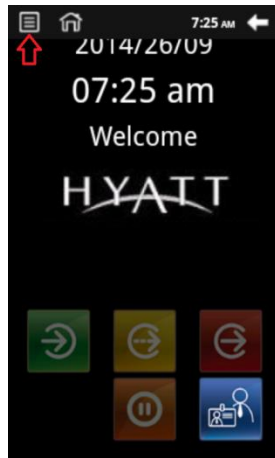
2. . A Small Menu will appear, at the bottom of the screen, Click Settings or About:

3. For Settings, the default PIN is "0000", this PIN can be changed in the SSA Global settings, Messenger Lens Web – Secure Shift configuration page.

4. To Quit the Settings, swipe down the notification bar again and click the Back Button: