

**SAVANCE**  
EIOBOARD

## **Kiosk Software Setup Guide**

**Savance**

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## Kiosk Software Setup Guide

### Overview

Before getting started with your Kiosk software, you will want to download and install the correct version from EIOBoard's website. If you are EIOBoard-Hosted, you can install the latest version from here:

<http://www.eioboard.com/downloads/latest/EIOBoardKioskPC.exe>

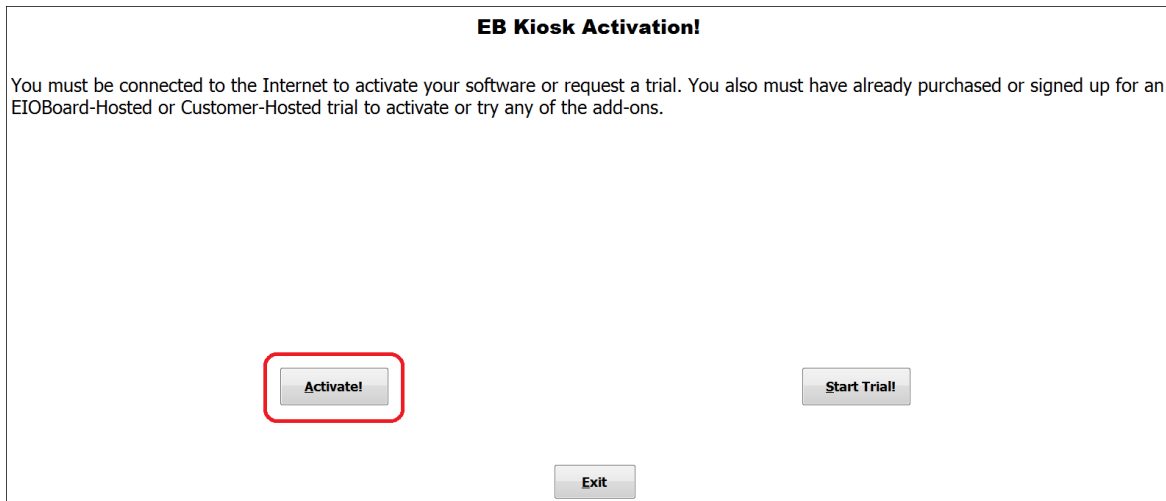
If you are Customer-Hosted, you will want to install the same version as your server. You may either upgrade your server to the latest version and then install the same version of the Kiosk, or you may keep your server at the current version and then download the same version of the Kiosk. Either way, each released version of the Kiosk can be found at this website:

<http://eioboard.com/Releases.aspx>

Simply run the installer you downloaded on the Kiosk device!

### Software Activation

When you first run the Kiosk software, you will need to Activate it with your license key. As seen below, click **Activate**. Then you can enter your Installation Key that you received from Savance. If you are having troubles with your software activation, please contact EIOBoard's support team for assistance.



If you need to register your software after it has already been activated, you can click the **Register** button from the settings screen. This will also prompt you for the latest Installation Key.



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General Options Status Comms Fingerprint Door Control Views Status Buttons Returning Buttons Guests Prompts

Server

User Name

Password

Default Screen

Version: 8.0.35

Once you have clicked **Register** or **Activate**, you will be brought to the screen seen below. Using the touch screen keypad or a physical keyboard, enter in the installation key given to you by Savance. Then your software will be activated once you click **OK**!

**Enter Installation Key**

You will find your install key in your original software download e-mail sent after you signed up for a trial or purchased the base software. If you cannot locate it, please contact us at <http://www.eioboard.com/contact>

1	2	3
4	5	6
7	8	9
Clear	0	Back

You must be connected to the Internet to activate your software or request a trial. You also must have already purchased or signed up for an EIOBoard-Hosted or Customer-Hosted trial to activate or try any of the add-ons.



# Kiosk Software Setup Guide

## Settings

When the EIOBoard Kiosk software opens after being successfully activated, it should open right to the settings screen. If you ever need to access the settings screen later, you can go to the Employee Login screen and enter "7282623" for the ID (this is simply "SAVANCE" on a telephone keypad). Be sure to note this number, as it will be important for any time you need to change or configure settings in the Kiosk. Details on how to change this ID are detailed in the next section (however, this is optional).

### 3.1 Connection Settings

When you first open the Kiosk settings, you will be brought to the **General** tab. When you are first setting up your Kiosk, you will need to put in the name or IP of your server. You will also need to put in an administrative username and password in so that it can connect to your EIOBoard. You can click **Test** to make sure that you entered in all the information properly.

You also have the option to change the default screen. For example, you may want the status board to be the first thing that comes up when the Kiosk starts up. In this case, you would change the default screen to "Status Board". You can also change the administrative password (which is 7282623 by default) by clicking the **Admin Password** button.

General	Options	Status	Comms	Fingerprint	Door Control	Views	Status Buttons	Return	◀	▶
Server	<input type="text" value="http://192.168.82.148/eioboard/"/>									
User Name	<input type="text" value="jacobfairbairn"/>									
Password	<input type="password" value="*****"/>	<input type="button" value="Test"/>								
Default Screen	<input type="text" value="Main"/>	<input type="button" value="Admin Password"/>								

Version: 8.0.64

<input type="button" value="Exit App"/>	<input type="button" value="Register"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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### 3.2 Views

Before you can open the Status Board, you will need to create a View from the **Views** tab of the settings. You can create any number of views as you want, but only one can be active at any time. Simply click **New** from this tab to create a new View, which will bring up the following screen:

General | Filtering | Columns | Column Headers | Group By Headers

View Name:

Font Size:  Repeat columns set by:  times

Font Color:  Refresh Interval:  Sec

Sort data by:

Show Columns Header  Show Refreshing In Label

Enable Grouping

Group By:  Group Scroll Interval:  Sec

Style

- Header - Each Group Title is shown as a header and the list continues
- Per Page - Each Group Title is shows a header at the top of a new page
- Side-By-Side - Each Group Title is shown side-by-side on the same page

Enable Auto Scrolling

Auto Scroll Interval:  Sec

In the **General** tab, you can give the view a name and then start creating it. You can set the size and color of the text, the refresh interval, the sort criteria, and more. If you want to group users by Location or Group, select the **Enable Grouping** box. You can then determine the scroll interval and the style of grouping you would like to use.

When you are all set with the general settings, go to the **Columns** tab:



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General | Filtering | Columns | Column Headers | Group By Headers

**Select and Order View Columns:**

Resolution: 1440\*900 px      Total View Width: 1430 px

Last Name, First Name	Status	Returning Date/Time	Comment
Show All		Hide All	
Show/Hide			

**Use status color as back color for:**

Last Name, First Name   
 Status   
 Comment   
 Returning Date/Time

In this tab, you can choose which columns to show. You may select each column individually by clicking **Show/Hide**, or you can show all or hide all items at once. In the top section, you can reorder and resize each column to fit your preferences. In the bottom section, you can put a check mark next to each column whose back color will be the status color. For example, in the picture above, the **Status** box would be green for any user whose status is "In", and then everything else will be left white since it is unchecked.

You may continue to configure your view with the other tabs available at the top. However, the other tabs are only optional and are not necessary for the configuration of your view. A brief description of each can be seen below:

- **Filtering:** Allows you to filter users based on group, location, status, etc. For example, if you want to only show users in Group A or only show users with an "In" status, then you filter out all other users with these settings.
- **Column Headers:** This allows you to rename each column header. For example, you can rename the "Last Name, First Name" column to simply "Employee Name", if that title better fits your preferences.
- **Group By Headers:** If you are grouping by groups or locations, then you can change the name, background color, and text color for each of the Group Headers. These group headers will be shown above each group on the Kiosk status board.



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### 3.3 Status Buttons

If you will be using the Kiosk for users to sign in and out, you will need to create status buttons. This allows users to click the button for the status they want to change to. You can add any number of status buttons in the **Status Buttons** tab of the settings. When you click **New**, you will be brought to the following screen to create your new button:

Mapping Status:

Caption:

Use unknown as returning time

Use status color as the button back color

Show all available statuses

Choose which status you would like to use for this button. Then you may optionally change the *Caption*, if you would like to rename the button (for example, I renamed the *Out* button to *Leaving*). If you check **Use unknown as returning time**, then the user will not be able to specify a return time (discussed in the next section). You can make the status color the button color as well, such as if you want the In button to be green.

If you check **Show all available statuses**, this will override any other settings that are set and will create a button for all statuses you have created automatically. This is optional and is only recommended if all statuses apply to the Kiosk.

Once you are done, click **Save** to add the button to the list!

**Note:** If you want to allow users to change their status from the status view, you will have to check the following checkbox in the **Options** tab of the settings:  
**Allow status changes from the status view**





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### 3.4 Returning Buttons

When users are signing in and out, you may want to ask them for a return time. If you would like users to specify a return time, you will have to create buttons for this in the **Returning Buttons** tab of the settings. When you are creating a new returning button, you will see this screen:

Amount of Time:

In:

Unknown Returning Time

Custom

Now you have a couple of options here:

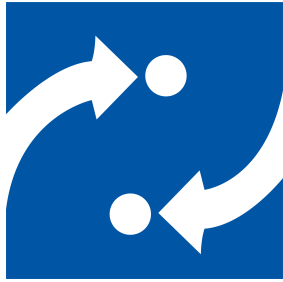
1. You can specify an exact amount of time. For example, if it is common for users to check out for a 30-minute lunch, you may want to set the Amount of Time to "30" and the set the time unit to "Minutes". You can also set any number of hours or days if necessary.
2. If you check **Unknown Returning Time**, then an **Unknown** button will show up. This is a way for users to change their status without specifying an exact return time.
3. If you check **Custom**, a **Custom** button will show up. Clicking this will allow the user to specify an exact time. So instead of saying that you will return in 30 minutes, this would allow you to specify the exact time of "1:00 PM", for example.

Once you have chosen what type of button you want to create, click **Save** to add it to the list!

## How Do You Want To Use Your Kiosk?

Once you have finished configuring the settings, you will want to continue by customize your Kiosk based on how you want to use it. Below are links to three different pages on eioboard.com based on how you want to use your Kiosk. These pages will help you complete your Kiosk set up!

[Basic Employee Sign In / Out](#)  
[Large Screen Display](#)  
[Guest Check-In \(Visitor Management\)](#)



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EIOBOARD

**Thank you for choosing Savance!**

**Savance**

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1.0.0**