SAVANCE EIOBoard

EIOBoard Kiosk Sign-in Setup Guide

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Overview

This guide will go over some of the basics of using the EIOBoard 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.

Changing status and sign in configuration

Adding status and return buttons

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 labelled "status buttons" and selecting new will bring up this page:

○ Show all available statuses

⦿ Mapping Status: | In ⌄ |

Caption: | In |

☑ Use status color as the button back color

☐ 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. If return times are not going to be used for any out type status, then this is all the configuration needed for statuses.

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:
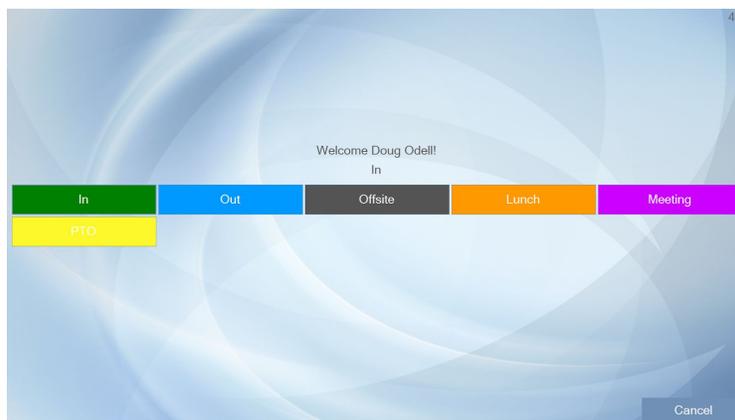
Amount of Time: 30

In: Minutes

Caption: 30 Minutes

☐ Unknown Returning Time
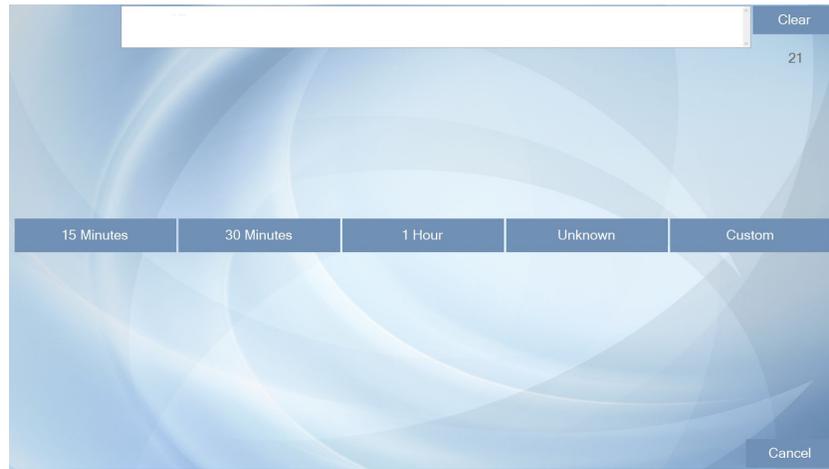
☐ Custom

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.
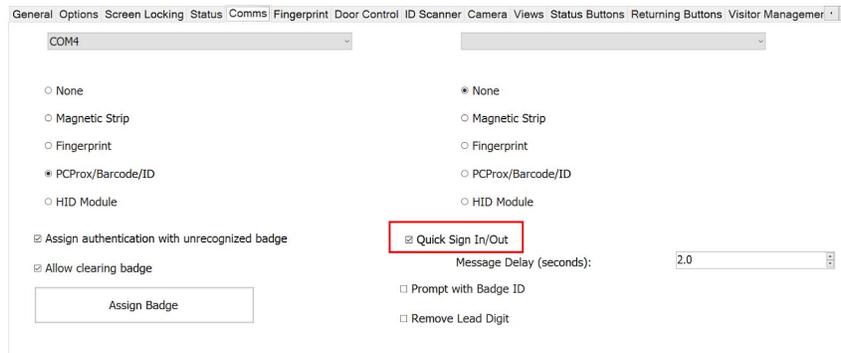
Configuring Sign-in

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:

Welcome Doug Odell!
In

In	Out	Offsite	Lunch	Meeting
PTO				

Cancel

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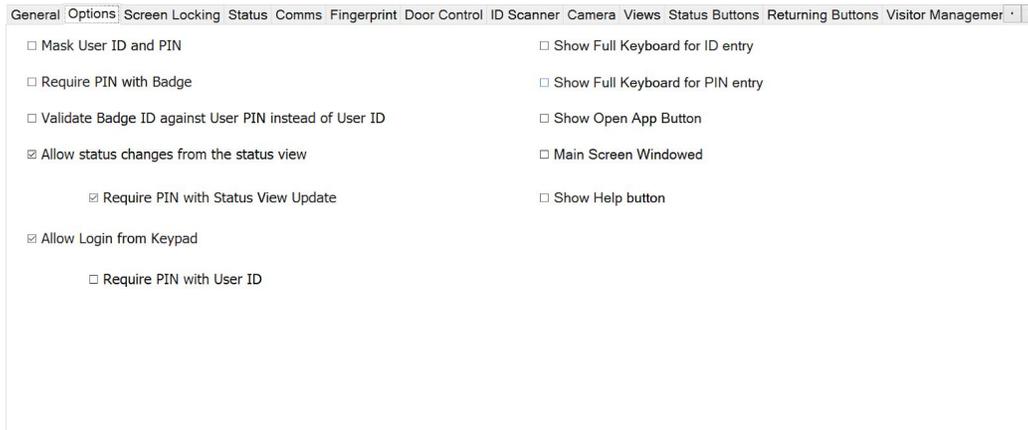
If the desired function is swipe to toggle between in and out statuses, the setting "Quick sign in/out" must be checked off in the comms tab.

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.
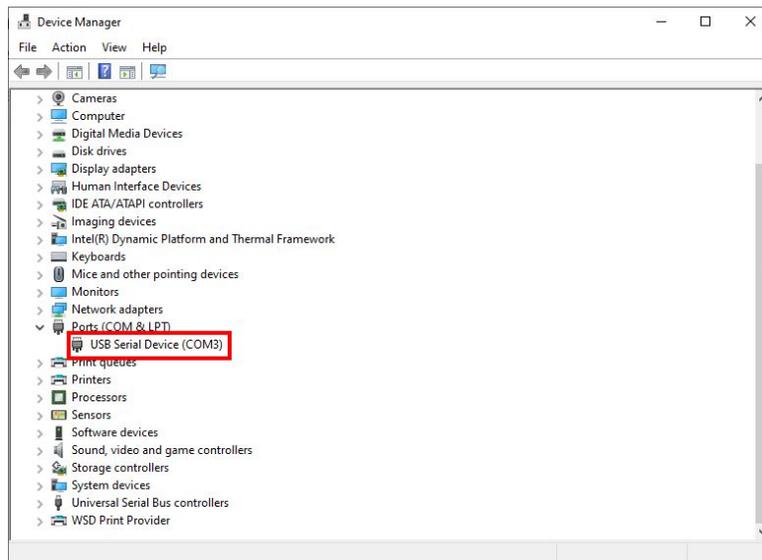
For enhanced security on sign in, several options are available in the options tab.
- Mask User ID and PIN keeps these hidden while entering.
- Require pin with badge forces users to sign in with their pin after swiping their badge.
- Validate Badge ID against User PIN instead of User ID will make the 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.

General | Options | Screen Locking | Status | Comms | Fingerprint | Door Control | ID Scanner | Camera | Views | Status Buttons | Returning Buttons | Visitor Managemen

☐ Mask User ID and PIN

☐ Require PIN with Badge

☐ Validate Badge ID against User PIN instead of User ID

☑ Allow status changes from the status view

    ☑ Require PIN with Status View Update

☑ Allow Login from Keypad

    ☐ Require PIN with User ID

☐ Show Full Keyboard for ID entry

☐ Show Full Keyboard for PIN entry

☐ Show Open App Button

☐ Main Screen Windowed
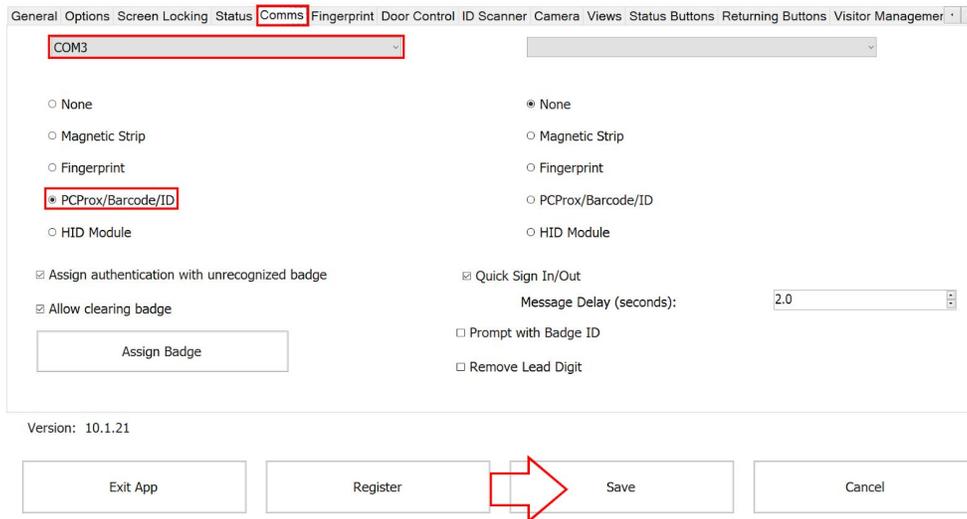
☐ Show Help button

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, assigning badges can be done in the same place by pressing the "Assign Badge" button. Then select an EIOBoard user from the dropdown above and select "Assign Badge". Next present the badge to be associated with that user. This badge is now assigned and will be used to change the user status.