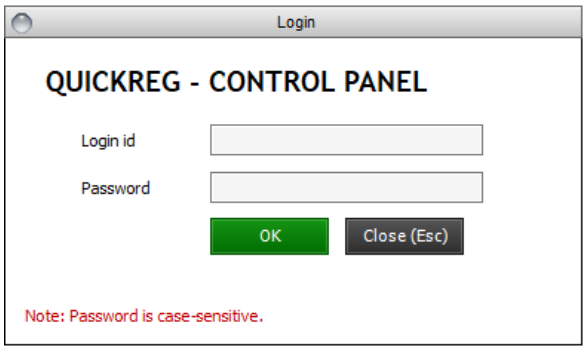
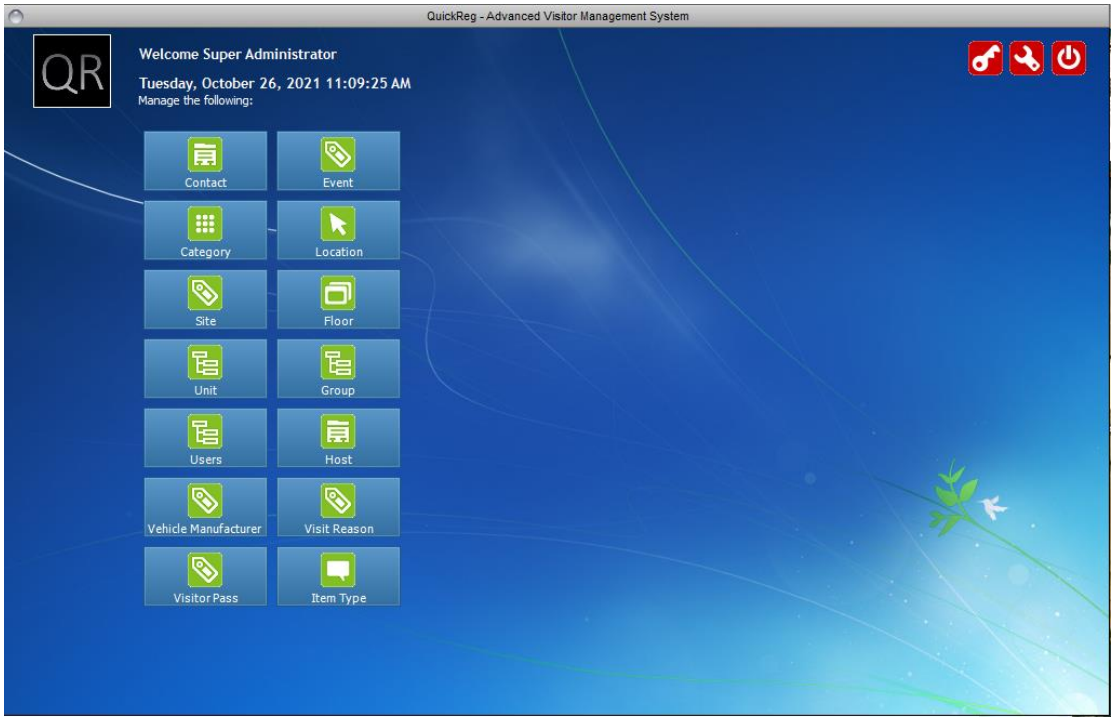
To set Configuration, you need to login to CONTROL PANEL.

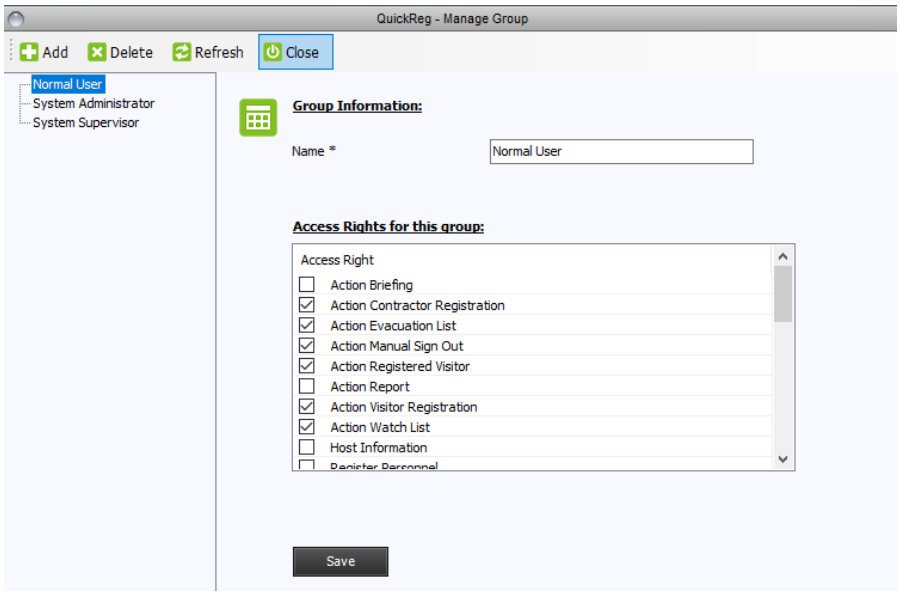


Once login, there are many Master Data setup and System setup.
Default Login ID / Password: admin / Password2



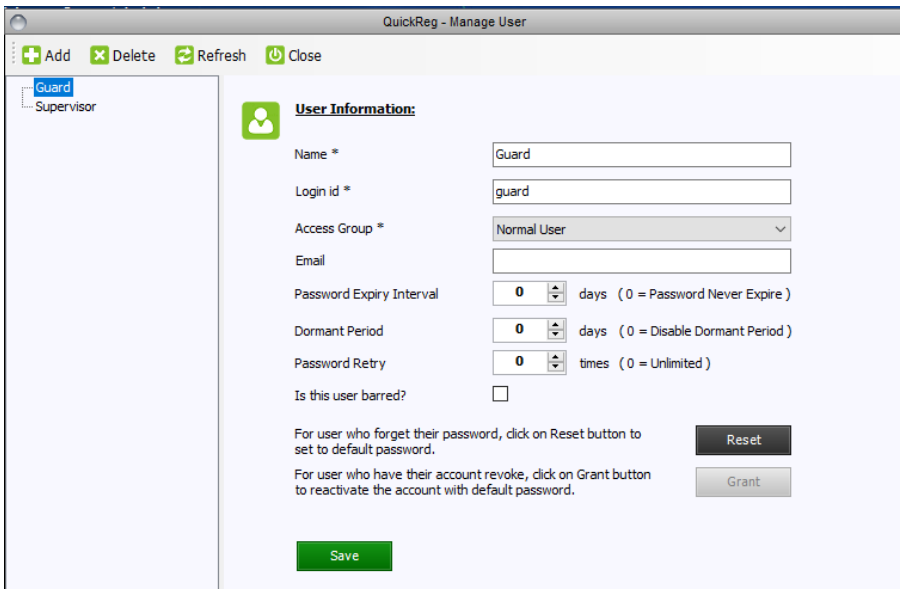
MANAGE ACCESS RIGHT:

1. Setup Group



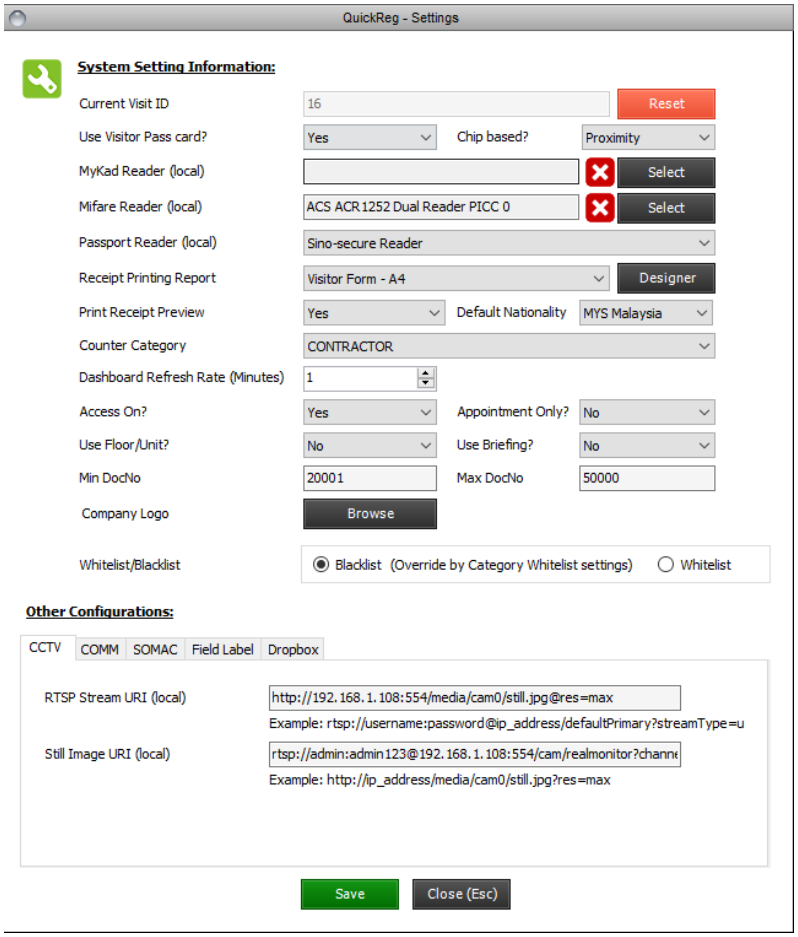
2. Setup User

#	Field Name	Description
1	Name	Full Name of User
2	Login id	Id used to login to system
3	Access Group	Control what menu can be accessed by this user
4	Email	
5	Password Expiry Interval	The number of days user can use one password before system force user to change password
6	Dormant Period	Number of inactive days past before system locked this user
7	Password Retry	Number of password retry before system locked this user
8	Is this user barred?	User is locked? Ticked means locked.
9	Reset button	Set password = **Password1** for this user
10	Grant button	Set password = **Password1** for this user and unlocked this user



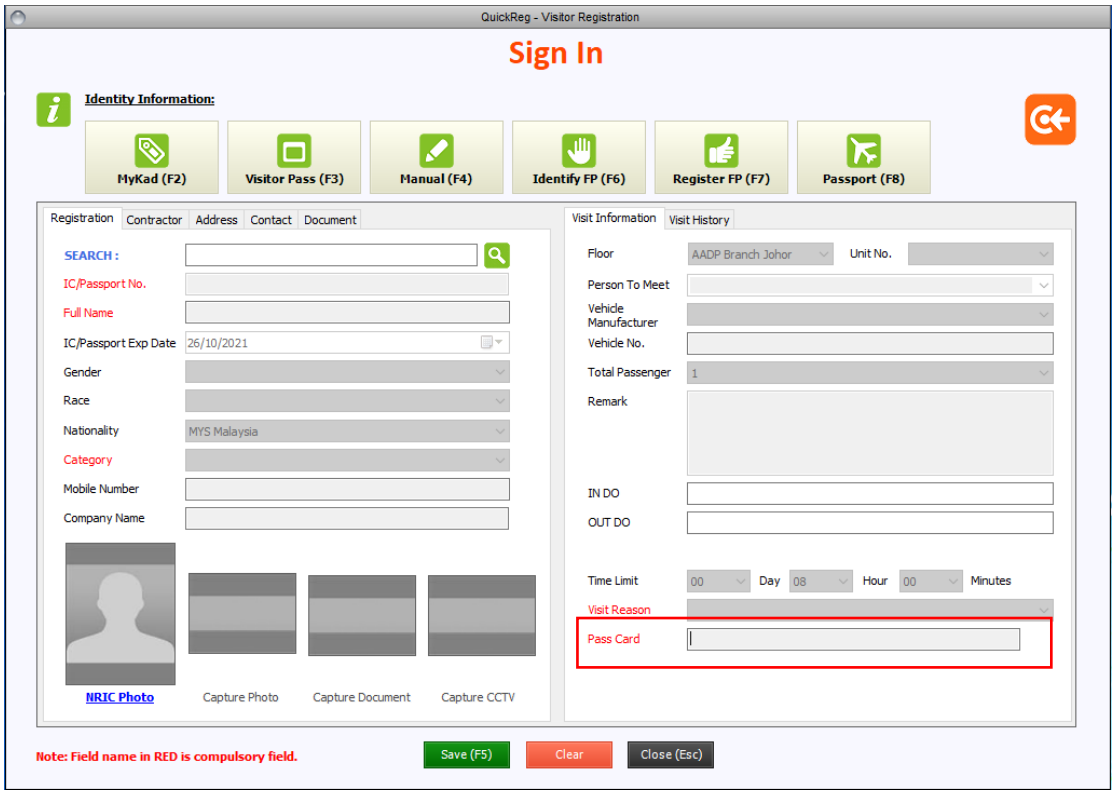
MANAGE SYSTEM SETTINGS:

#	Field Name	Description
1	Current ID	Use to auto-generate Visit ID when **"Use Visitor Pass card"=No**
2	Reset button	Reset Current ID number to 1
3	Use Visitor Pass card?	Indicate System will use Pass card or not
4	Chip based?	Control how system read card number when **"Use Visitor Pass card"=Yes**
5	MyKad Reader (local)	Set MyKad Reader name
6	Mifare Reader (local)	Set Mifare Reader name
7	Passport Reader (local)	Set Passport Reader name
8	Receipt Printing Report	Select type of receipt to be printed during Sign-in
9	Print Receipt Preview	Set receipt be print directly to printer or preview on screen
10	Default Nationality	Set Default Nationality from a list
11	Counter Category	Counter Category to be display on Dashboard
12	Dashboard Refresh Rate (Minutes)	How long to refresh the dashboard data
13	Access On?	Turn on/off command to Access Control system
14	Appointment Only?	Only allowed visitor with Appointment to Sign-in to system
15	Use Floor/Unit?	Control the selection of Visit Information
16	Use Briefing?	Setup briefing requirement for visitor. This setting can be override by Category setup.
17	Min DocNo	Minimum range for DocNo for SOMAC use only
18	Max DocNo	Maximum range for DocNo for SOMAC use only
19	Company Logo button	Upload Company Logo
20	Whitelist/Blacklist	System-wide setting to be use by system. ● Whitelist means only visitor registered inside Registered Info is allowed to Sign-in. ● Blacklist means anyone whom is not blacklist can Sign-in. This setting can be override by Category setup.



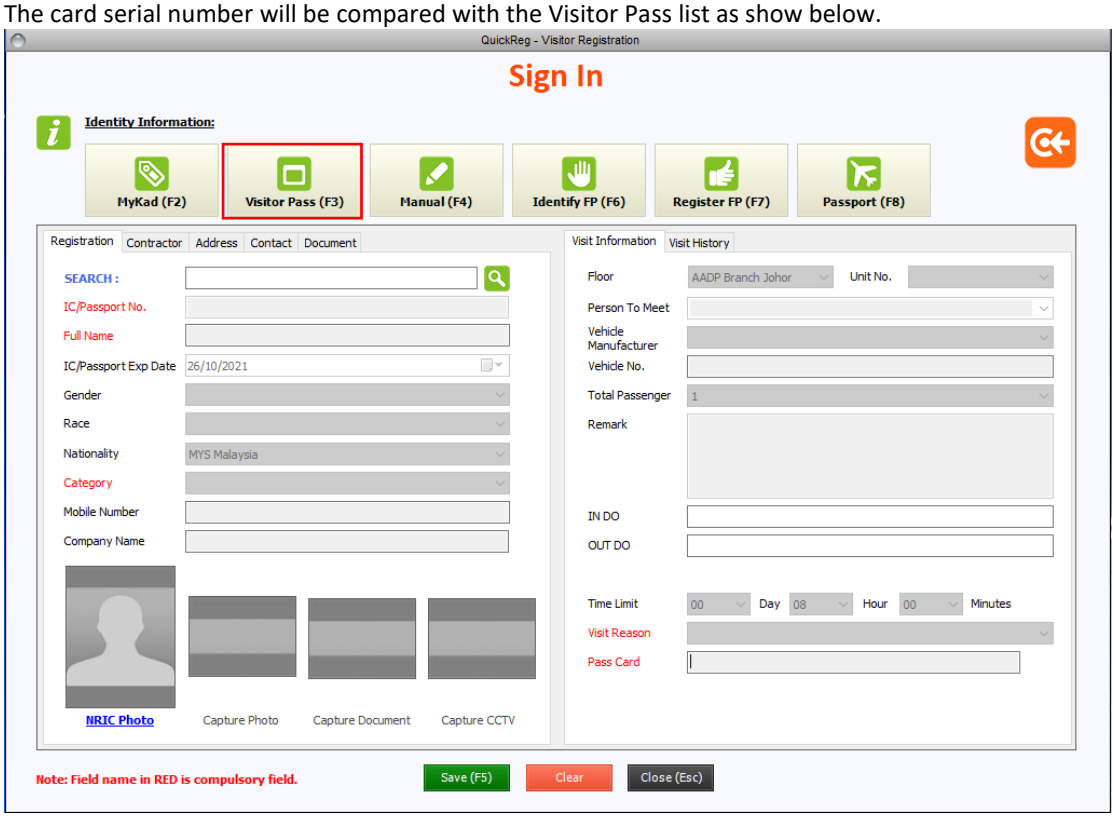
1. Current ID

Current ID is shown as Pass Card when **"Use Visitor Pass card"=No**

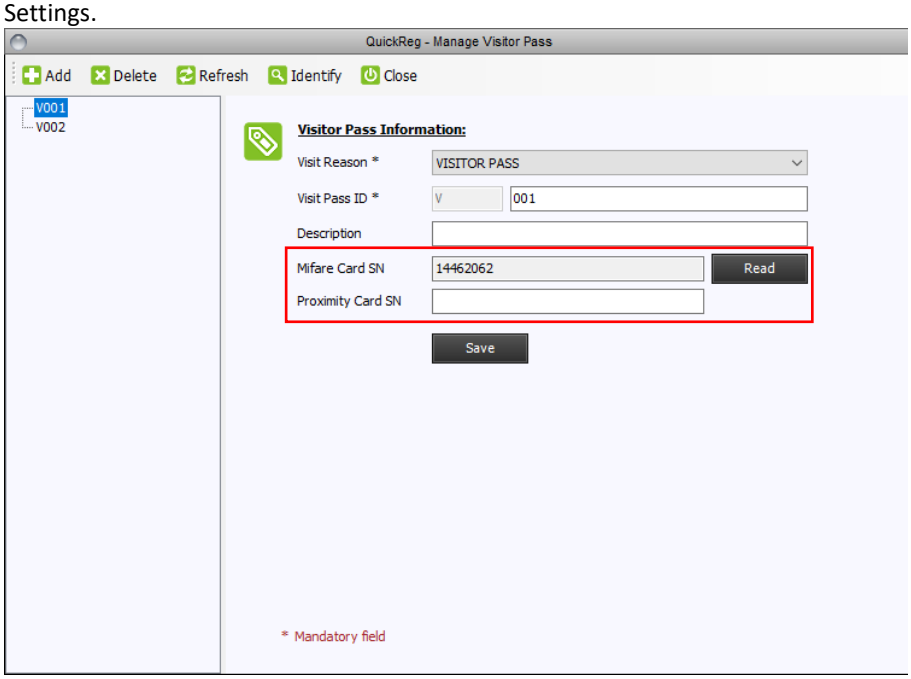


2. Use Visitor Pass card? and Chip based?

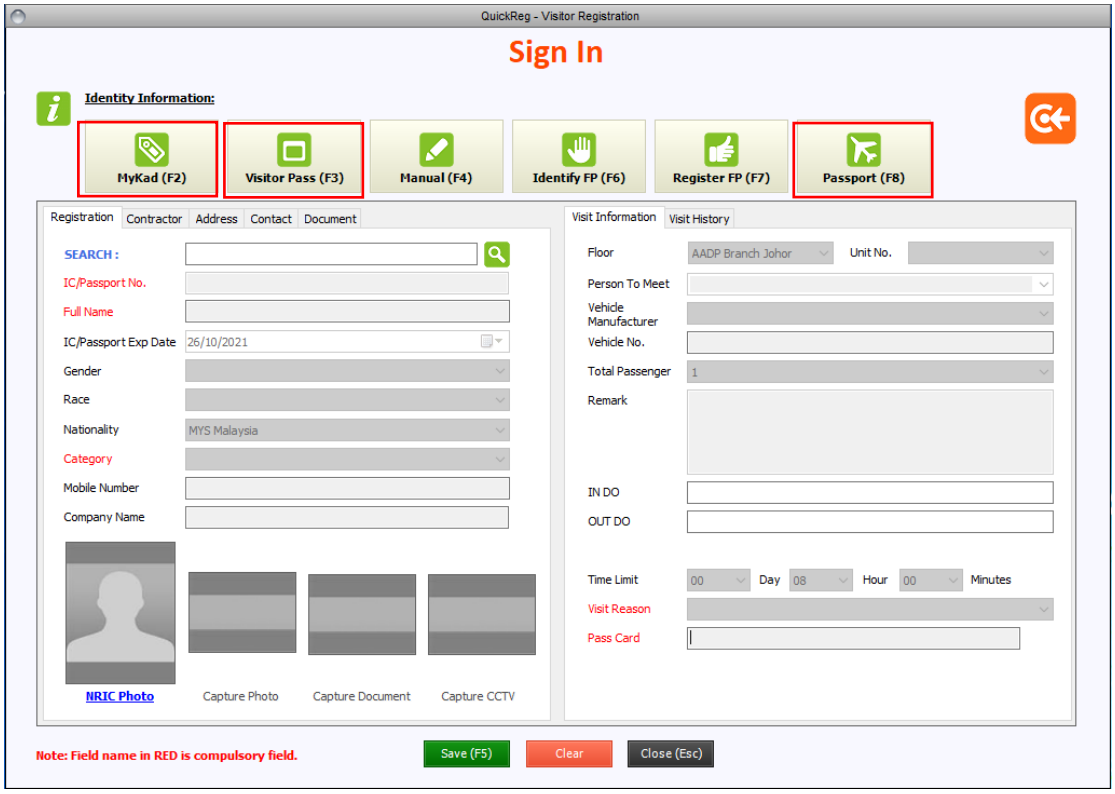
If **"Use Visitor Pass card" = Yes**, the "chip based" selection will determine how to read and convert the card serial number.
The card serial number will be compared with the Visitor Pass list as show below.



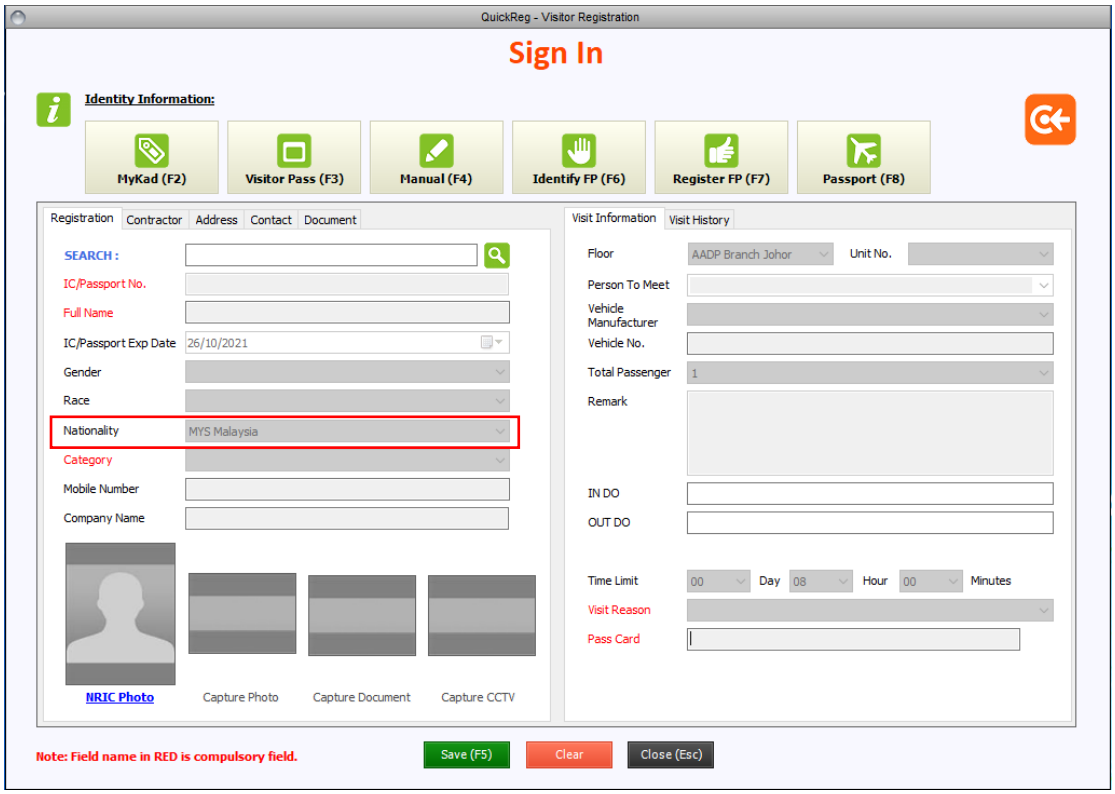
Mifare Card SN and Proximity Card SN is set according to the selection of "chip based" in System Settings.



3. MyKad, Mifare and Passport reader?



4. Default Nationality

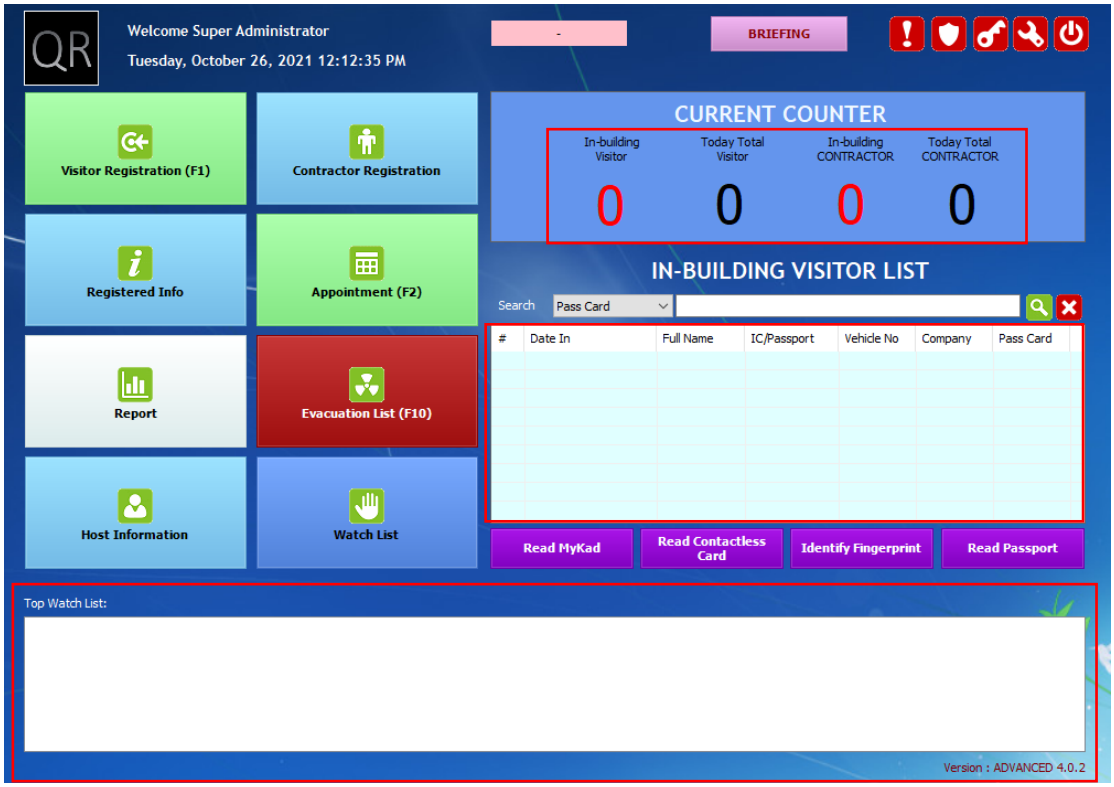


5. Counter Category

Set which category to be display on the Dashboard

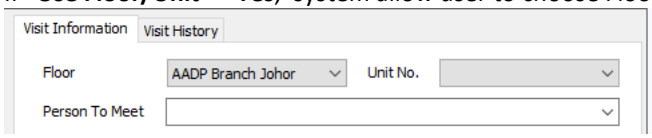
6. Dashboard Refresh Rate

Set how many minutes to refresh the highlighted display on the Dashboard

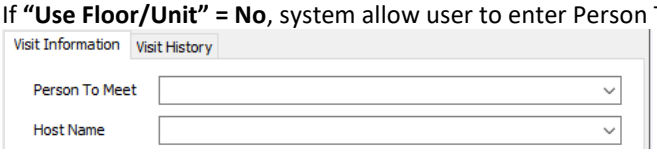


7. Use Floor/Unit?

If **"Use Floor/Unit" = Yes**, system allow user to choose Floor and Unit during Sign-in.

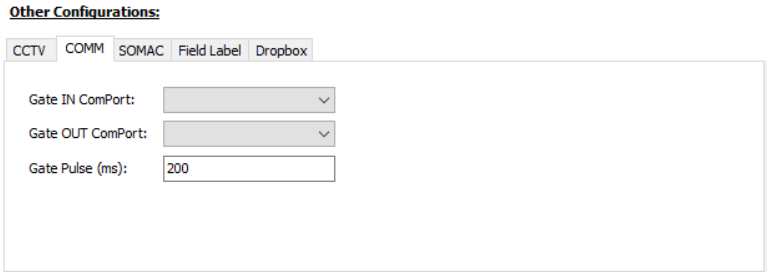


If **"Use Floor/Unit" = No**, system allow user to enter Person To Meet and Host Name during Sign-in.

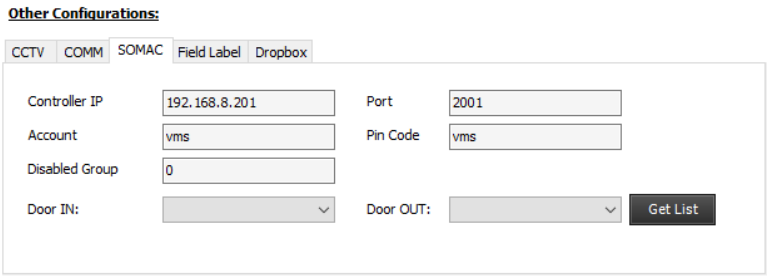


8. Other Configurations

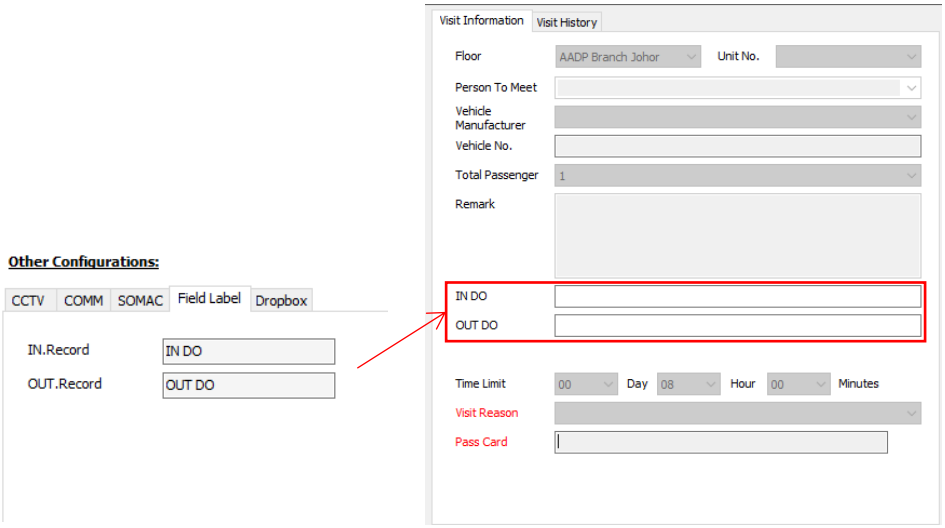
Set Gate control board for IN and OUT. Working on specific hardware only.



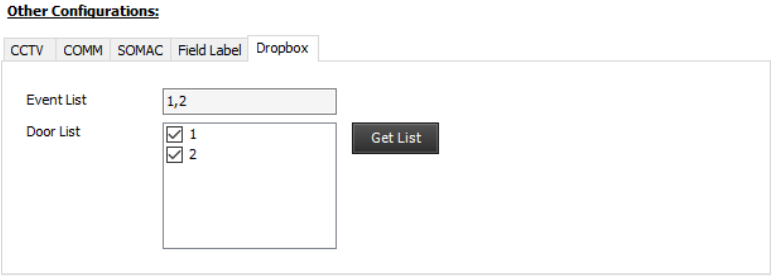
Set SOMAC settings.



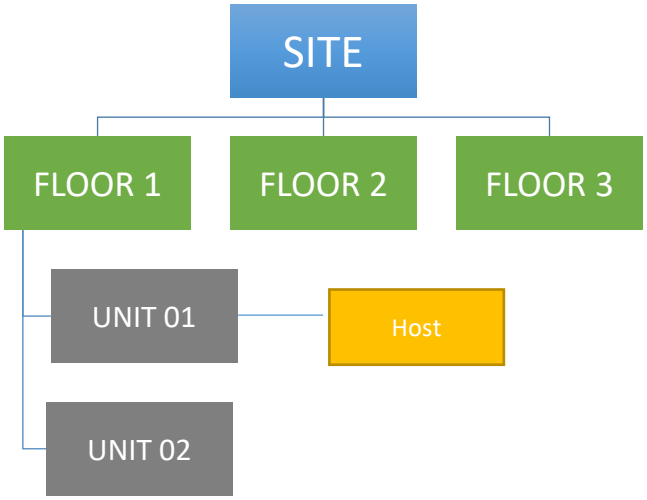
Set 2 configurable input fields label



Trigger dropbox open command based on Event and Door. Specific to certain hardware only.

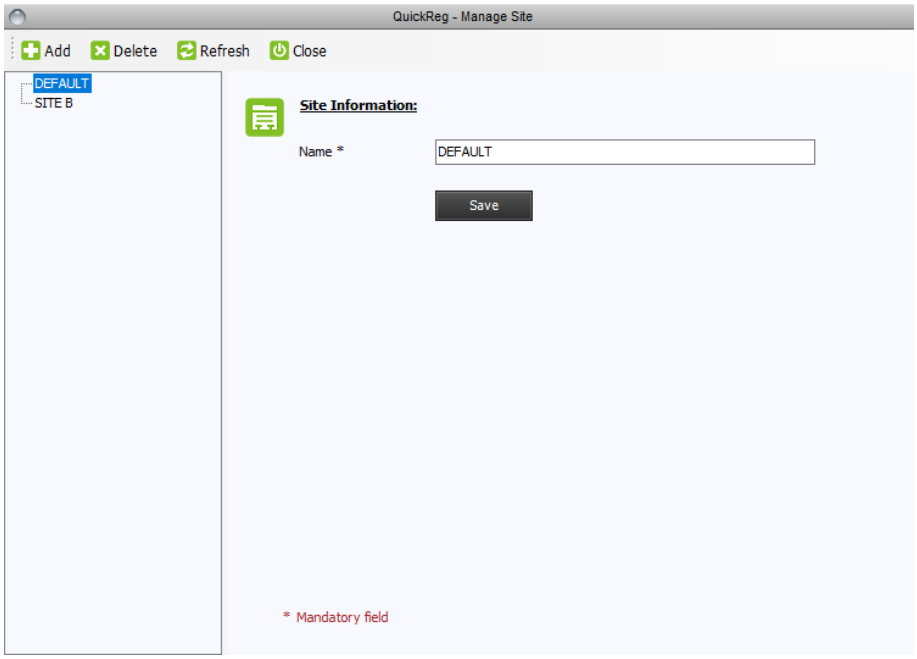


SITE STRUCTURE:



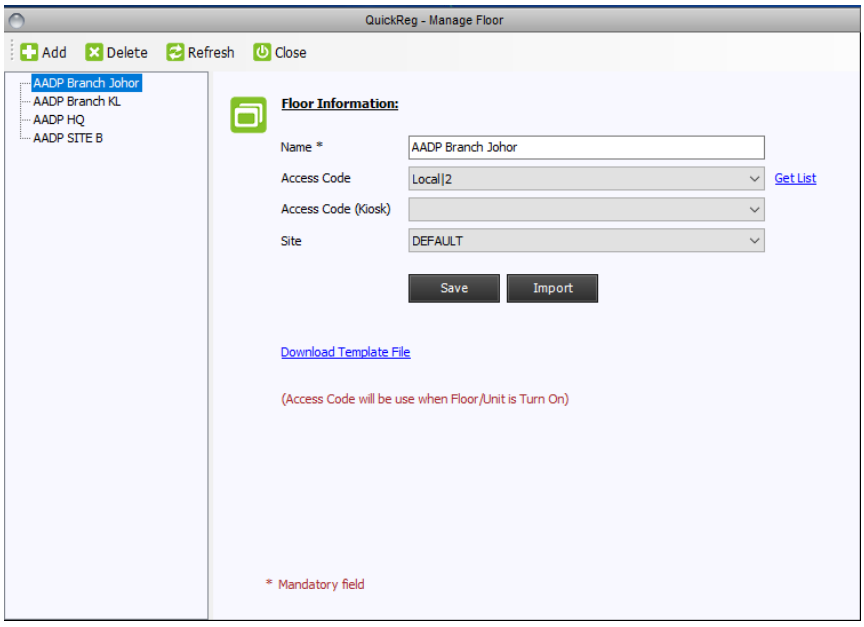
MANAGE SITE:

#	Field Name	Description
1	Name	Category Name



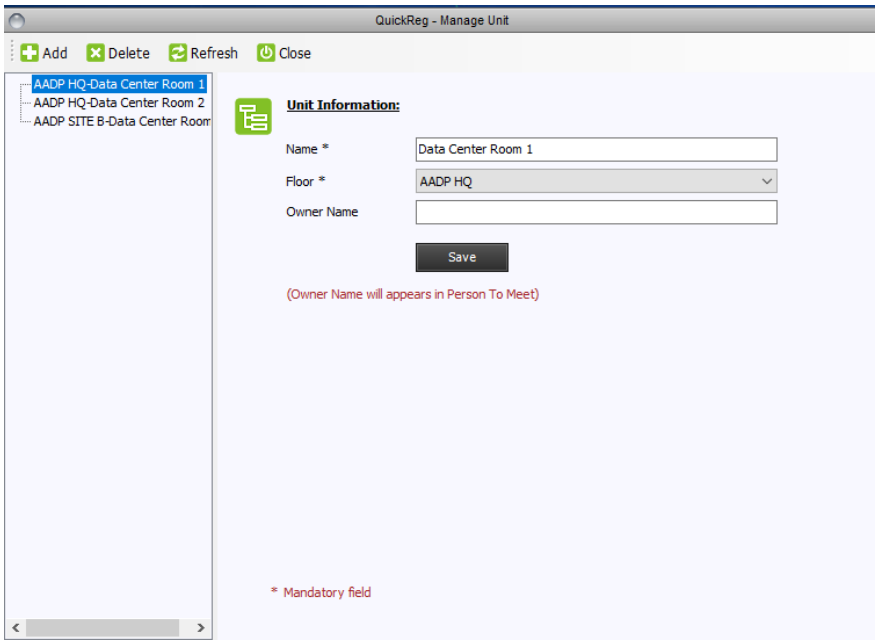
MANAGE FLOOR:

#	Field Name	Description
1	Name	Floor Name
2	Access Code	Use in VMS Client. Get List from SOMAC. This access code will be use when **“Floor/Unit” = Yes**.
3	Access Code (Kiosk)	Use in Kiosk App. Specific to hardware.
4	Site	Tie to this site

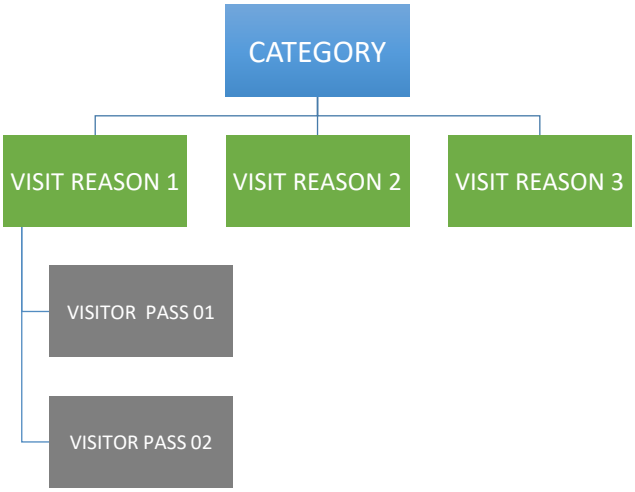


MANAGE UNIT:

#	Field Name	Description
1	Name	Unit Name
2	Floor	Tie to this site
3	Owner Name	Owner Name will appear in “Person To Meet” field on Sign-in screen

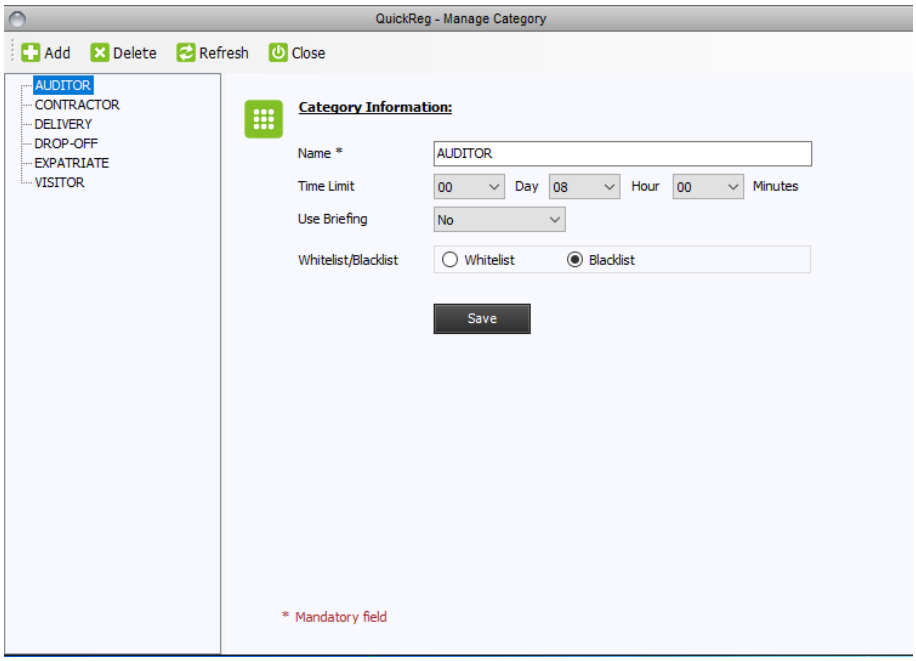


VISITOR CATEGORY AND PASS STRUCTURE:



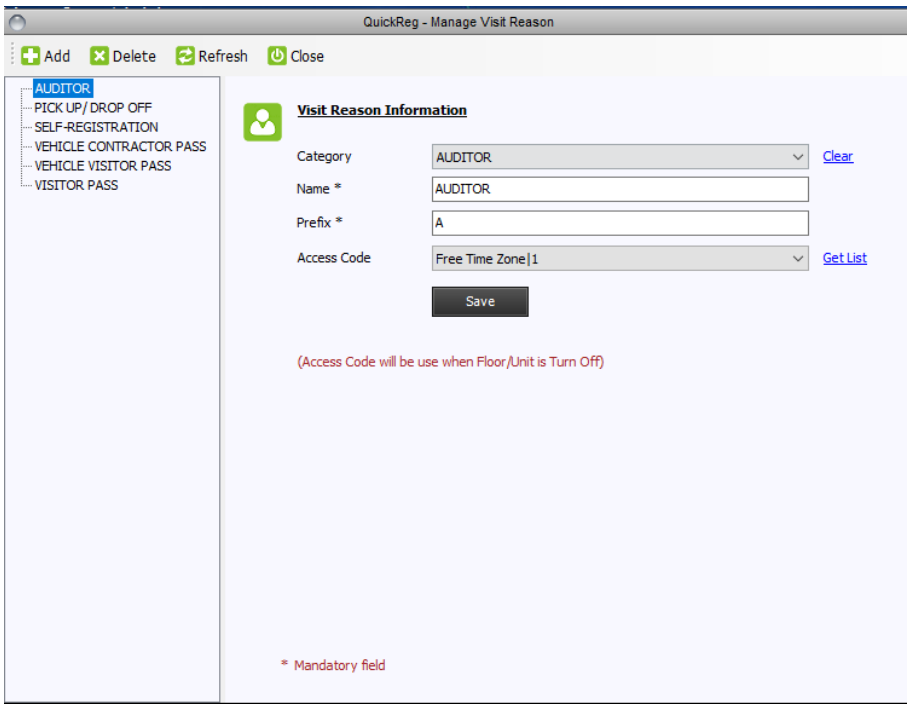
MANAGE CATEGORY:

#	Field Name	Description
1	Name	Category Name
2	Time Limit	Set time limit for different category before Notification is triggered
3	Use Briefing?	Setup briefing requirement for category. This setting work together with System settings.
4	Whitelist/Blacklist	Category setting to be use by system together with System settings. ● Whitelist means only visitor registered inside Registered Info is allowed to Sign-in. ● Blacklist means anyone whom is not blacklist can Sign-in.



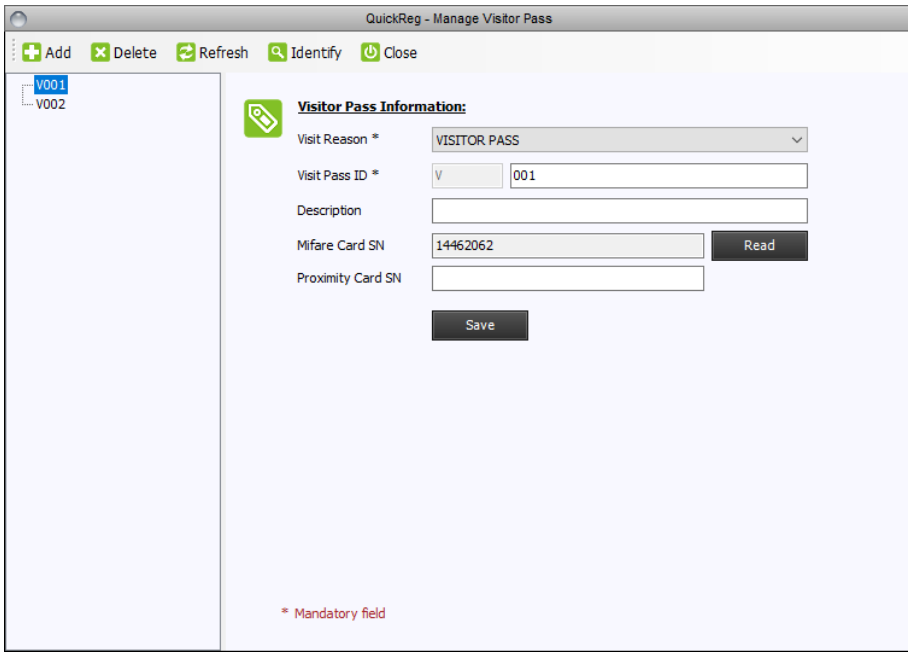
MANAGE VISIT REASON:

#	Field Name	Description
1	Category	Tie to this Category
2	Name	Name of Visit Reason
3	Prefix	Prefix letter for Visitor Pass that tie to this Visit Reason
4	Access code	Use in VMS Client. Get List from SOMAC. This access code will be use when **“Floor/Unit” = Ye**s.



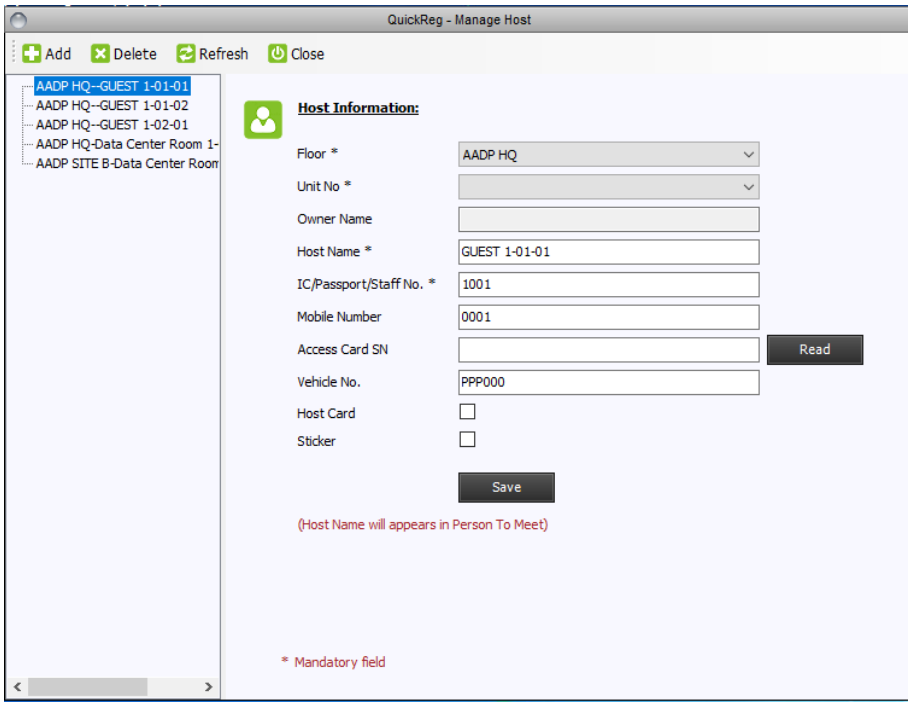
MANAGE VISIT PASS:

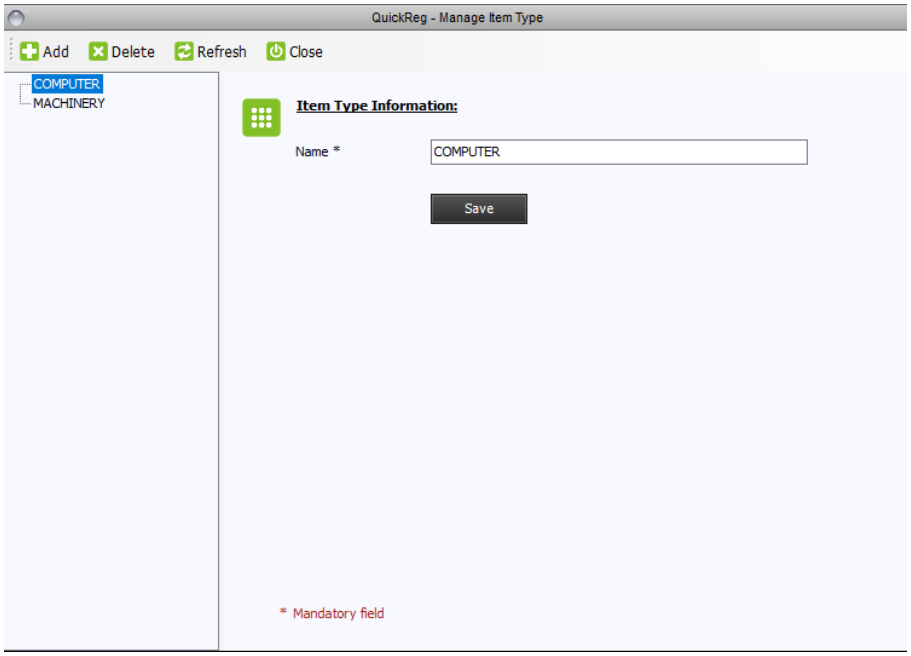
#	Field Name	Description
1	Visit Reason	Tie to this Visit Reason.
2	Visit Pass ID	Unique ID assign to this Visitor Pass. Prefix letter for Visitor Pass that tie to this Visit Reason.
3	Description	
4	Mifare Card SN	Read from card using Mifare Reader.
5	Proximity Card SN	Enter manually or read from card using Proximity Reader.



MANAGE HOST:

#	Field Name	Description
1	Floor	Tie to this Floor.
2	Unit No.	Tie to this Unit No.
3	Owner Name	Pull from Unit setup
4	Host Name	Name of Host/Resident who stayed in the unit
5	IC/Passport/Staff No	Unique ID to identify this host
6	Mobile Number	
7	Access Card SN	Enter manually or read from card using Mifare Reader.
8	Vehicle No.	
9	Host Card	Has this host been issued a Host card (Resident Card)?
10	Sticker	Has this host been issued a sticker (Car Sticker)?



MANAGE ITEM TYPE: (TO BE USE IN FUTURE)

#	Field Name	Description
1	Name	Name of Item Type that is bring in by visitor (such as laptop, machine, etc)