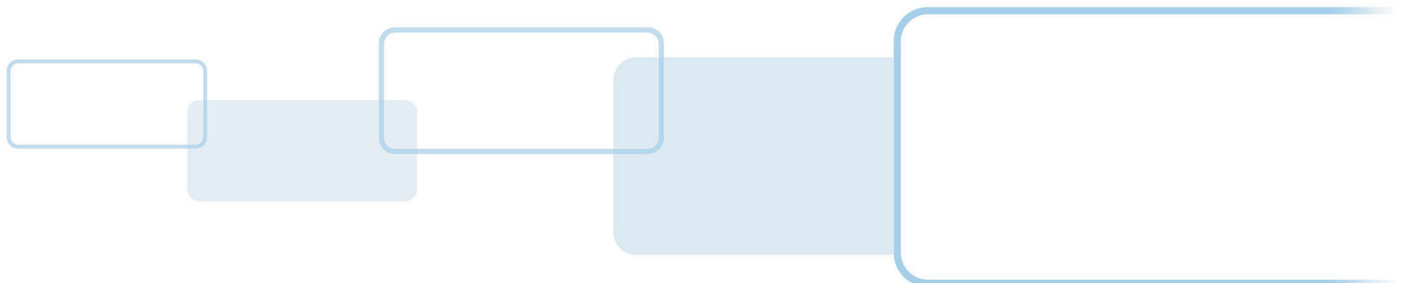


EASYLOBBY® EKIOSK™

FOR APPLE IPAD AND ANDROID TABLETS

PLT-03267, Rev. B.1

January 2019



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Revision history

Date	Description	Revision
January 2019	Updated password recommendations.	B.1
January 2019	Initial release for EasyLobby 10.5.	B.0

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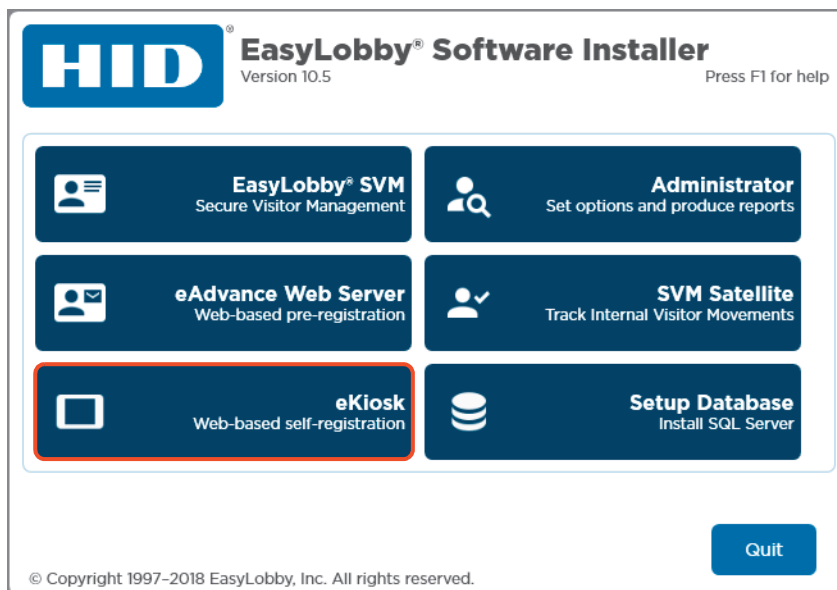
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1 Installation

EasyLobby eKiosk requires Microsoft IIS web server version 5.0 or higher. IIS is included with all supported Microsoft operating systems: Windows 7, Windows 8.1, Windows 10, and Windows Server 2008, 2012 or 2016. Use the EasyLobby DVD to install eKiosk on each computer where it's required. You must use a different eKiosk license key (701- prefix) for each computer running eKiosk.

Follow the instructions on the installation screens to complete the installation.

1. Close all other Windows applications that are running.
2. Insert the EasyLobby DVD into the DVD-ROM drive on the computer. If the menu screen does not appear automatically, run Setup.exe from the root folder on the DVD.
3. Click **Install eKiosk**. By default this will install the files to C:\Program Files (x86)\EasyLobby\eKiosk 10.0, but you may install or copy the files to another location if desired, such as C:\inetpub\wwwroot for example.



2 IIS web site setup

You can run the web site directly from the installation folder, or copy the installation files to the C:\inetpub\wwwroot folder and run it from there. Configure IIS to run the web site from the folder you choose. Set the startup document to InitSelfRegistration.aspx. Ensure that the local options database file called eAdvanceData.mdb in the root of the web site is writeable. Also access the security properties for eAdvanceData.mdb and grant full control to the IIS IUSR_MachineName account, the ASPNET account, and also to the Users security group. Also ensure that the Data folder is writeable and that the IUSR_MachineName account, the ASPNET account and the Users group have full control over this folder.

See *EasyLobby eAdvance Installation and Administration Guide* (PLT-03263) for examples of using IIS and setting folder permissions.

3 EasyLobby setup

You must set up an eKiosk station in EasyLobby SVM or Administrator.

1. Once you have installed the eKiosk web application, run EasyLobby SVM or Administrator.
2. Click **Edit > Stations** and create a new station record for each eKiosk license that you are using. A separate license is required for each tablet that you will be using.
3. Enter the associated key code in the **CD Key** field of the station record. The eKiosk application follows most of the self-registration settings in **Edit > Program Options > Self Registration** tab.

You must set up at least one active employee to have Administrator permission on the eKiosk website.

1. Open the required employee form and select the **eAdvance** tab.
2. Set the **Security** drop-down to Administrator. You may also set a password for this employee account. You will use this account to log in to the **Product Config** screen in the visitor kiosk web application.

Please note that eKiosk provides basic visitor self-registration functions, but there is no support for USB peripherals such as license scanner, camera, signature pad or barcode scanner. Below is a list of the supported features in the **Edit > Program Options > Self Registration** tab.

3.1 General Setup tab

Use the **General Setup** tab to determine which fields will appear on the self-registration form. Only the **Hidden or Required Fields** section is applicable. Each field has three possible states:

- ☒ ☐ To hide a field, select the **Hide** option. The field will not appear on the self-registration form.
- ☐ ☐ To make a field visible, clear the **Hide** option. The field will appear on the self-registration form.
- ☐ ☒ To make a field required, select the **Required** option. The form cannot be submitted unless all the required fields have been completed.

The **Screen Setup** and **Languages** options are not supported. Note that all customizable messages support English only.

General Setup

Behavior Options

Employee Options

Screen Setup

Text

Welcome to EasyLobby Visitor Registration

Logo

Background

Splash

C:\Program Files (x86)\EasyLobby\EasyLobby SVM 10.4.1026\LobbyScreen.jpg

Lookup

C:\Program Files (x86)\EasyLobby\EasyLobby SVM 10.4.1026\BlueDataScreen.jpg

Wizard

C:\Program Files (x86)\EasyLobby\EasyLobby SVM 10.4.1026\BlueDataScreen.jpg

Review

C:\Program Files (x86)\EasyLobby\EasyLobby SVM 10.4.1026\LobbyScreen.jpg

Message

C:\Program Files (x86)\EasyLobby\EasyLobby SVM 10.4.1026\HandshakeScreen.jpg

Browse

Browse

Browse

Browse

Browse

Browse

ES

S

ES

S

Languages

☒ English

☒ Spanish

☒ French

☒ German

☐ Italian

☐ Portuguese

☐ Danish

☐ Welsh

ES

S

Hidden or Required Fields

Hide

Require

☐ First Name

☐ Last Name

☐ Title

☐ Company

☐ Employee

☐ Reason

☐ Category

☐ Address

☐ Phone

☐ Fax

☐ Email

☐ Web Site

☐ Clearance

☐ Id Number

☐ Date of Birth

Hide

Require

☐ User Defined 1

☐ User Defined 2

☐ User Defined 3

☐ User Defined 4

☐ User Defined 5

☐ User Defined 6

☐ User Defined 7

☐ User Defined 8

☐ User Defined 9

☐ User Defined 10

☐ User Defined 11

☐ User Defined 12

☐ Notes

☐ Citizenship

Hide

Require

☐ User Defined13

☐ User Defined14

☐ User Defined15

☐ User Defined16

☐ User Defined17

☐ User Defined18

☐ User Defined19

☐ User Defined20

☐ User Defined21

☐ User Defined22

☐ User Defined23

☐ User Defined24

☐ Photo

☐ Signature

ES

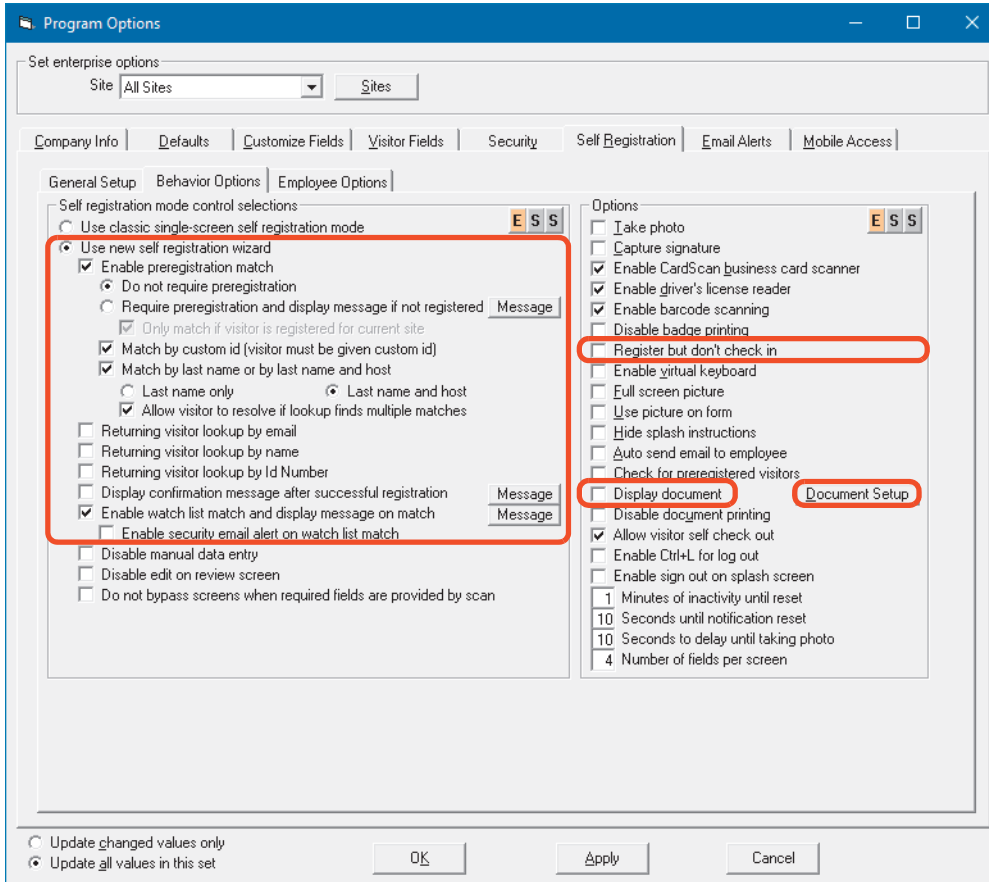
S

ES

S

Language dropdown

3.2 Behavior Options tab



See *EasyLobby SVM Installation, Administration, and User Guide* (PLT-03258) for full a description of each option.

All of the options under **Use new self registration wizard** are operational, except for **Disable manual data entry**, **Disable edit on review screen** and **Do not bypass screens when required fields are provided scan**. There is no review screen, since all fields are presented on a single scrollable page.

In the **Options** section, only the **Register but don't check in** and **Display document** features are supported. To configure the document to be displayed, open EasyLobby SVM on the computer that is hosting the eAdvance website, open the **Behavior Options** tab, and click **Document Setup**. Only .pdf, .txt and .html files are supported. Document printing is not supported.

If the device displaying the eKiosk web page has a built-in webcam, for example an Apple iPad or Android tablet, the webcam can not be used in version 10.5 of eKiosk.

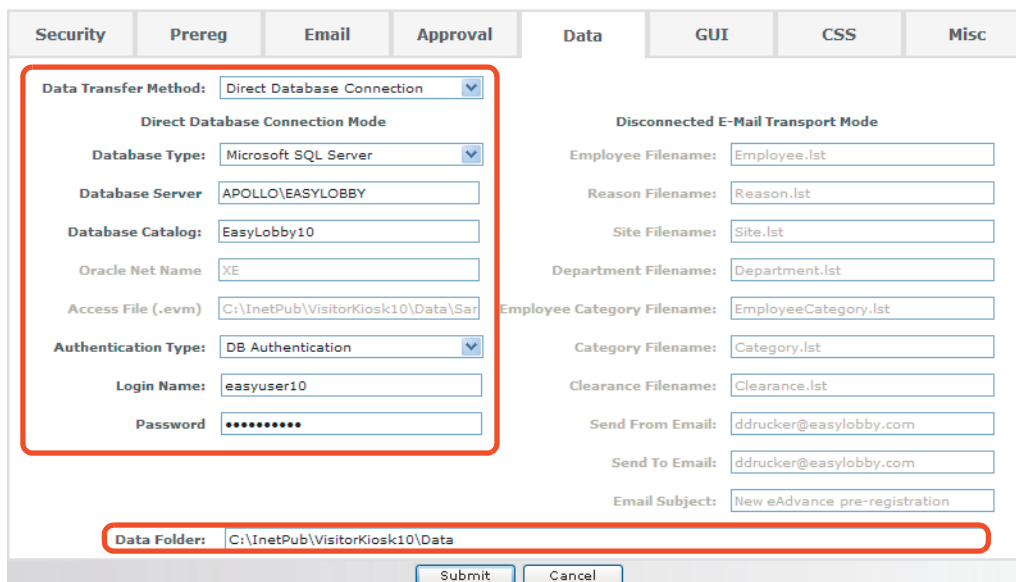
Badge printing is supported, though this requires a copy of EasyLobby SVM or Administrator to be running on the PC where the badge printer is attached. Enable the **Edit > Program Options > Security tab > Check In tab > Enable administrator proxy badge printing** option for the station that will be doing the printing.

4 EasyLobby eKiosk web site setup

The first time you run the eKiosk web site, access the ProductConfig.aspx page. For example, access **C:\localhost\ProductConfig.aspx** if you are running the browser on the IIS web server system itself.

1. You will be asked to log in. When the eKiosk application first starts up it is connected to the local database file Sample100.evm in the Data folder, so you must use the login name of Sally Aston and a blank password.
2. On the **Product Config** page, select the **Data** tab.
3. Set the database connection information for your EasyLobby database server.
4. Set the **Data Folder** to correspond to the data folder in your website.

Product Config



5. Click **Submit**. You will be automatically logged out. The database connectivity information is stored in a Microsoft Access format database file in the root of the website called eAdvanceData.mdb. Note that you can edit this database file directly with Microsoft Access.

Note: You can also use the **Product Config > Email** tab to set up information about the SMTP server if you wish to send email notification on visitor check in.

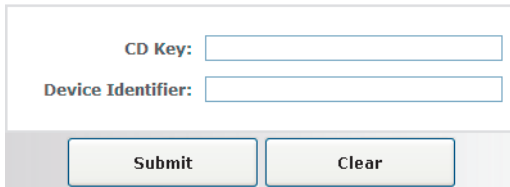
Once you are connected to your primary database, if you need to access the **Product Config** screen you must log in with the full name of the active employee in your primary database who was set up as an eAdvance administrator (see *Section 3 EasyLobby setup*).

If you have any problems with the database connectivity, you can restore the file to factory settings by copying the supplied file called eAdvanceData_Default.mdb and replacing the modified eAdvanceData.mdb file. Then you can repeat the setup procedure. Make sure to grant the file the proper permissions when restoring.

4.1 Device enrollment

Once you have set up the database information, you can request the InitSelfRegistration.aspx page. When you first request this page, you will see the Device Enrollment page.

Device Enrollment



The form contains two input fields: "CD Key:" and "Device Identifier:". Below the fields are two buttons: "Submit" and "Clear".

1. Enter the **CD Key**, which is a code beginning with 701.
2. Enter a unique identifier for the tablet device.

Use a different CD Key and identifier for each tablet. Once these are submitted, they will be stored in a browser cookie and will not have to be re-entered unless the cookie is deleted. The unique combination of key code and device identifier are also stored on the web server so the key code can't be used from another device.

Any device or workstation running eKiosk should have steps taken to ensure its security. EasyLobby password protects the eKiosk screens to prevent a visitor from exiting the application by selecting the Esc key. It is recommended that additional configuration of the OS be completed to prevent shortcuts to the Task Manager or other screens.

4.2 Visitor registration

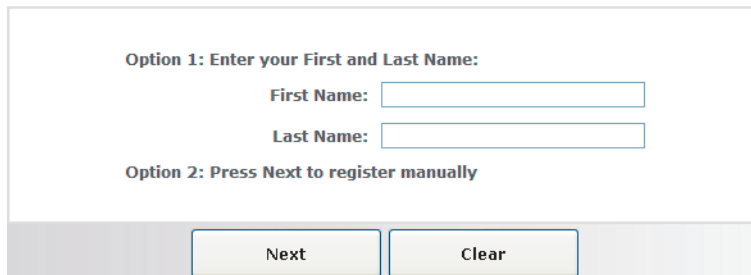
After the tablet has been enrolled, the next screen is the visitor identification screen, as shown below. The fields and options presented on this screen will vary depending on the behavior options selected in the **Edit > Program Options > Self Registration** tab in EasyLobby SVM or Administrator:

- **Display Document** allows you to display a document that the visitor must acknowledge before they can register, for example a non-disclosure or safety agreement.
- **Enable preregistration match:** The system will use the information provided by the visitor to determine if they are already preregistered. It can search by three value sets depending on the options selected:
 - Custom Id
 - Last Name
 - Last Name & Host
- **Display confirmation message after successful registration:** Causes a customizable success message to be displayed at the end of the registration process, before returning to the start screen.
- You can configure the fields shown on the self registration form, and whether they are required. You can also change the order and position of the fields. To do this, open the eAdvanceData.mdb file in Microsoft Access. On the SelfReg_ListOrder table, edit the number in the **ListOrder** column to change the display position.

See *EasyLobby SVM Installation, Administration, and User Guide* (PLT-03258) for full a description of each option.

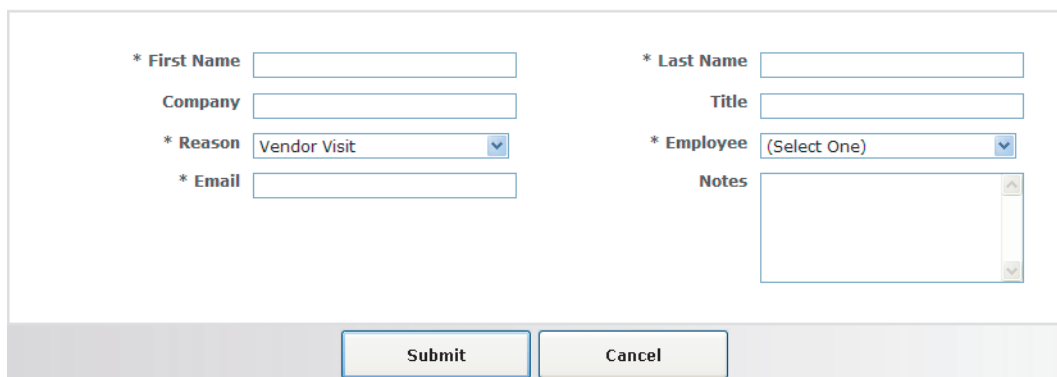
1. The visitor must select an option, enter any relevant data, and click **Next**.

Please identify yourself by one of the options below



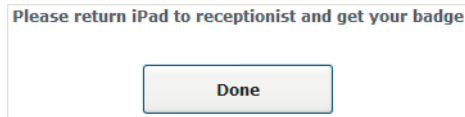
2. The visitor must complete the necessary fields and click **Submit**.

Please fill out the form and click the Submit button



* Required Fields

3. Click **Done**.



Please return iPad to receptionist and get your badge

Done

Once the form is submitted, the visitor record is entered into the system.

5 Operating eKiosk and eAdvance on the same web server

The EasyLobby eKiosk and eAdvance applications operate from the same set of web site files. Once you have installed either eKiosk or eAdvance, you can run either or both products on the same web site. The eAdvance application is licensed per web server, so you will receive one license code if you purchase eAdvance. The eKiosk application is licensed per tablet device, so you will receive a license code for each device license that you purchase.

5.1 Technical support

For more information or support on this product, contact HID at support@easylobby.com, or on 866-607-7339 option 4.

