

2019

**zaer**

# Configuration & Settings Manual

Version 2.1.5

# Contents

- 1. Introduction.....2
- 2. Configuration.....2
  - 2.1. Database.....2
  - 2.2. License.....3
  - 2.3. Communication.....4
    - Email Settings.....4
    - SMS Settings.....5
  - 2.4. Users.....6
- 3. Settings.....7
  - 3.1. Facility .....7
  - 3.2. Check Point .....7
  - 3.3. Visitee Groups.....8
  - 3.4. Visitee .....8
  - 3.5. Visit Purposes .....9
    - 1.1. Identity.....10
    - 1.2. Package .....10
      - 1.1. Package Classification .....11
      - 1.2. Access Cards.....11
    - 1.3. Safelots .....11

# 1. Introduction

This document is created to guide the admins in configuring Zaer VMS System – on premise edition.

## 2. Configuration

### 2.1. Database

Accessible through Configuration > Database, the screen allows administrators to configure Microsoft SQL Server (express or higher) installed standalone on another station on network. The option auto discovery is available.

The system allows for creation of new Database or connect to an existing one.

Authentication to database is acceptable in mixed mode only.

The screenshot shows a configuration form with the following elements:

- Platform:** A dropdown menu with "Microsoft SQL Server" selected.
- Server:** A dropdown menu with "localhost" selected, and a "Discover" button to its right.
- User:** A text input field containing "sa". To the right of this field is the text "Mixed mode only".
- Password:** A text input field containing "\*\*\*\*\*".
- Database:** Two radio button options: "Existing" (selected) and "Create, Name:". The "Existing" option is followed by a dropdown menu. The "Create, Name:" option is followed by a light green text input field and a "Create Database" button.
- At the bottom, there are two buttons: "Test Connection" and "Save".

## 2.2. License

Through this, you can maintain and update license generated by Zaer.ae and updated when expired. The license is incorporated with the station.

|              |                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Machine Code | 5s5yhCwkQ2K0mVW8bW38qKOPPZB1TEMaXpOQqCvY2ejLEsGXktzu26Q9KtZy9G9iiTnf5PChQ/qbyCBzbGLRe2GIPWOrUSWOUmNExs3BzidDYa/Dk88LtEV+MWi5CiuLrHDWQV5npjRvTE0JS6XE7YgipBx8+F6dfyylcGkw8GTsLXCUJNXDOneRhalEUzDtpITu+2zL9JtYKMxPhriu64hjZx2CTxZtb7/unu2dOqGuDyhcYqreKvwHyrM+9MdXrxFqe+Ot61ShZkCxtGm7RxxmnUE46iaT1pgS1IOIHfU=<br><br><div style="text-align: right;"><input type="button" value="Copy to Clipboard"/></div> |
| Product Key  | 7c656dd527d97414566bc78d4e13ccd8addcd1ab7ff4607f09cbee67e223207de1391241e187368ae5885a6b1d660a2ef4cfab48e475ee1ed7259034fb230155<br><br>30-Sep-2019 <input type="button" value="Apply License"/>                                                                                                                                                                                                           |
| Check Point  | <input type="button" value="[Select CheckPoint]"/> <input type="button" value="Assign"/>                                                                                                                                                                                                                                                                                                                   |

License must be associated with a checkpoint for the program to work. Otherwise, a red **X** mark will show in all check in screens.

## 2.3. Communication

You can setup communication channels with your visited (visitees) (Email & SMS) and visitors (SMS).

### Email Settings

We highly recommend the use of secure SMTP to avoid any negative impact on delivery of email or reputation of your internet line. TLS/SSL Settings are encouraged. After configuration, you can test to check and save correct credential.

Email Settings

SMTP Server

Port   SSL Enabled

Email

Username

Password

Test E-Mail

## SMS Settings

The system allows for the use of email gateway, its encouraged to use EDS FZE SMS's gateway but system is customizable to accommodate any other provider.

After configuration, you can test to check and save correct configuration.

Test SMS should be send to a number starts with 971501234567.

### SMS Settings

SMS Gateway is powered by EDS FZE.

HTTP API Address

API Key

Sender ID

Test SMS

## 2.4. Users

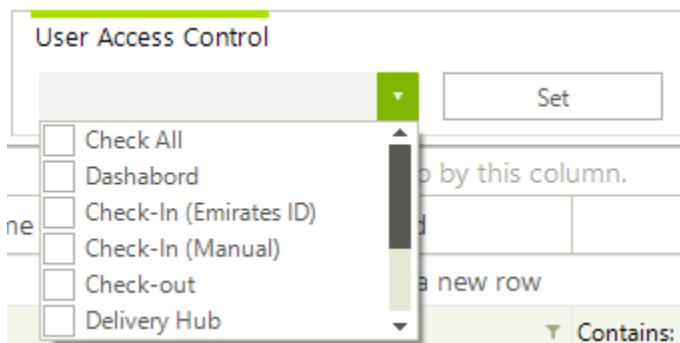
The system support the creation of multiple users easily and assign them a User Access Control customized to their functionality.

User's details are saved on database and password is hashed.

The system by default provide a system admin (sysadmin) user name with default password of Test@1234, you can change it but keep it safe.

| Drag a column here to group by this column. |           |           |           |               |
|---------------------------------------------|-----------|-----------|-----------|---------------|
| Full Name                                   | User name | Password  | Mobile    | Email Address |
| Click here to add a new row                 |           |           |           |               |
| Contains:                                   | Contains: | Contains: | Contains: | Contains:     |
| Enter text to search                        |           |           |           |               |
| System Administrator                        | sysadmin  | *****     |           |               |

Upon the creation of the user, you can select the user record, assign proper access control and press **Set**



The image shows a 'User Access Control' dropdown menu. The menu is open, displaying a list of options with checkboxes next to them. The options are: Check All, Dashabord, Check-In (Emirates ID), Check-In (Manual), Check-out, and Delivery Hub. A 'Set' button is visible to the right of the dropdown. The background shows a table with columns for Full Name, User name, Password, Mobile, and Email Address, and a search bar.

## 3. Settings

These are variables and should be adopted to both system and business needs.

### 3.1. Facility

Use this to list facilities that the system is working on. A field of location is encouraged to be kept, it is not mandatory.

Maintain list of Facilities or Buildings in which Visitors access is recorded.

Drag a column here to group by this column.

| Facility Name               | Facility Location |
|-----------------------------|-------------------|
| Click here to add a new row |                   |
| Contains: ▾                 | Contains: ▾       |
| ▶ Head Office               | Dubai Media City  |

### 3.2. Check Point

Check Point represent a security checkpoint where the Visitors enter Visitee premises through.

Maintain Check Points; where visitor been checked for their credential and granted their access.

Drag a column here to group by this column.

| Name                        | Facility    | Access Cards                        | Safelots                 |
|-----------------------------|-------------|-------------------------------------|--------------------------|
| Click here to add a new row |             |                                     |                          |
| Contains: ▾                 | Equals: ▾   | <input type="checkbox"/>            | <input type="checkbox"/> |
| Main Entrance               | Head Office | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| ▶ Back Entrance             | Head Office | <input type="checkbox"/>            | <input type="checkbox"/> |



Check Point linked to facility and more importantly linked to the station though License screen. Refer to Point No. 2.2 for additional reference.

Access Cards and Safe lots are linked to check point when flag is activated, this means that this check point have specific Access Cards and Safe Lots that has been used to validate.

### 3.3. Visitee Groups

Through this master, you can group visitee by any criteria business see fits. One Groups is mandatory on the system. Groups have a code and a Name.

Facility | Check Point | **Visitee Group** | Purpose | Identity | Country | Visitee | Package | Classification | Access Card | Safelot

Maintain groups for visitee.

Drag a column here to group by this column.

| Group Code                  | Group Name |
|-----------------------------|------------|
| Click here to add a new row |            |
| Contains:                   | Contains:  |

### 3.4. Visitee

Here you can list all the people/business units/contact that been visited, you can list their contact details, contact group (point 3.3)

Maintain list of Visitee, their contact preference and the group they belong to.

Drag a column here to group by this column.

| Name                        | Title/Description | Email Address | Mobile    | Visitee Group | Contact Preference |
|-----------------------------|-------------------|---------------|-----------|---------------|--------------------|
| Click here to add a new row |                   |               |           |               |                    |
| Contains:                   | Contains:         | Contains:     | Contains: | Equals:       | Equals:            |

Also you can associate them with contact preference from list below

Contact Preference ▼

- Equals: ▼
- None ▼
  - None
  - Email
  - SMS
  - Email & SMS

At least one visitee need to be added.

### 3.5. Visit Purposes

You can list the purposes of visit. This will be assigned to each visit.

Facility | Check Point | Visitee Group | **Purpose** | Identity | Country | Visitee | Package | Classification | Access Card | Safelot

Maintin purposes of visits.

| Drag a column here to group by this column. |                             |
|---------------------------------------------|-----------------------------|
|                                             | Purpose                     |
| +                                           | Click here to add a new row |
| Contains:                                   | ▼                           |
| ▶ Interview                                 |                             |
| Sales Offer                                 |                             |
| Meeting                                     |                             |
| Work                                        |                             |
| Presentation                                |                             |

### 3.6. Identity

List all the identity you accept, system associate Emirates ID, Passport and Driving License by default, you can add other.

**Note:** please don't change these record, only add of required.

| Maintain list of Identity forms accepted by Visitors |                      |
|------------------------------------------------------|----------------------|
| Drag a column here to group by this column.          |                      |
| Identity Name                                        | Identity Description |
| Click here to add a new row                          |                      |
| Contains:                                            | Contains:            |
| ▶ Unknown                                            | Unknown              |
| EID                                                  | Emirates ID          |
| Driving License                                      | Driving License      |
| Passport                                             | Passport             |

### 3.7. Package

List all types of packages that your reception/security can receive on behalf of visitee.

| The below fields represent packages types that your checkpoint receives on behalf of visitees. |  |
|------------------------------------------------------------------------------------------------|--|
| Drag a column here to group by this column.                                                    |  |
| Name                                                                                           |  |
| Click here to add a new row                                                                    |  |
| Contains:                                                                                      |  |
| ▶ Letter Envelop                                                                               |  |
| Small Box                                                                                      |  |
| Medium Box                                                                                     |  |
| Large Box                                                                                      |  |
| Proposal                                                                                       |  |
| Invitation                                                                                     |  |

### 3.8. Package Classification

List all types of classification of packages that your reception/security can receive on behalf of visitee.

| Facility                                                                    | Check Point | Visitee Group | Purpose | Identity | Country | Visitee | Package | Classification | Access Card | Safelot |
|-----------------------------------------------------------------------------|-------------|---------------|---------|----------|---------|---------|---------|----------------|-------------|---------|
| Used to classify packages in terms of importance, priority and sensitivity. |             |               |         |          |         |         |         |                |             |         |
| Drag a column here to group by this column.                                 |             |               |         |          |         |         |         |                |             |         |
| Name                                                                        |             |               |         |          |         |         |         |                |             |         |
| Click here to add a new row                                                 |             |               |         |          |         |         |         |                |             |         |
| Contains:                                                                   |             |               |         |          |         |         |         |                |             |         |
| ▶ Private / Personal                                                        |             |               |         |          |         |         |         |                |             |         |
| Confidential                                                                |             |               |         |          |         |         |         |                |             |         |
| Sensitive                                                                   |             |               |         |          |         |         |         |                |             |         |
| Secret                                                                      |             |               |         |          |         |         |         |                |             |         |

### 3.9. Access Cards

List all Access Cards pre-defined per checkpoint.

| Facility                                                       | Check Point | Visitee Group | Purpose | Identity | Country | Visitee | Package | Classification | Access Card | Safelot |
|----------------------------------------------------------------|-------------|---------------|---------|----------|---------|---------|---------|----------------|-------------|---------|
| Maintain Access Cards given to your visitor as identification. |             |               |         |          |         |         |         |                |             |         |
| Drag a column here to group by this column.                    |             |               |         |          |         |         |         |                |             |         |
| Card Name                                                      |             |               |         |          |         |         |         |                |             |         |
| CheckPoint Name                                                |             |               |         |          |         |         |         |                |             |         |
| Click here to add a new row                                    |             |               |         |          |         |         |         |                |             |         |
| Contains:                                                      |             |               |         |          |         |         |         |                |             |         |
| ▶ Visitor Card #1122                                           |             |               |         |          |         |         |         |                |             |         |
| Equals:                                                        |             |               |         |          |         |         |         |                |             |         |
| Main Entrance                                                  |             |               |         |          |         |         |         |                |             |         |

### 3.10. Safelots

List all Safelots that been used to keep visitors identity per checkpoint.

| Facility                                    | Check Point | Visitee Group | Purpose | Identity | Country | Visitee | Package | Classification | Access Card | Safelot |
|---------------------------------------------|-------------|---------------|---------|----------|---------|---------|---------|----------------|-------------|---------|
| Maintain safelot for Visitor belongings.    |             |               |         |          |         |         |         |                |             |         |
| Drag a column here to group by this column. |             |               |         |          |         |         |         |                |             |         |
| Safelot Name                                |             |               |         |          |         |         |         |                |             |         |
| CheckPoint Name                             |             |               |         |          |         |         |         |                |             |         |
| Click here to add a new row                 |             |               |         |          |         |         |         |                |             |         |
| Contains:                                   |             |               |         |          |         |         |         |                |             |         |
| ▶ General                                   |             |               |         |          |         |         |         |                |             |         |
| Equals:                                     |             |               |         |          |         |         |         |                |             |         |
| Main Entrance                               |             |               |         |          |         |         |         |                |             |         |