



Feature Guide
PIN and Password
V2.17.01.2



Workforce Management Solutions
Securing your time and resources

Contents

1. REVIEW SEQUENCE	2
2. PURPOSE	2
3. BUTTON DEFINITIONS	3
4. FUNCTION SCOPE	3
5. SOFTWARE AND FIRMWARE VERSIONS.....	3
6. DEFINITIONS.....	4
1.1 PIN	4
1.2 PASSWORD.....	4
7. TEMPORARY ACCESS.....	4
1.3 SYSTEM SETTINGS:	4
1.3.1 TAG AND FINGER.....	5
1.3.2 TAG OR FINGER	5
1.3.3 FINGER ON CARD	5
8. PIN VALIDATION.....	6
1.4 SYSTEM SETTINGS	6
1.5 PIN & PASSWORD – TAG OR FINGER SETTING ONLY	7
1.6 TAG OR PIN ONLY.....	8
1.7 TAG & PASSWORD – TAG & FINGER REQUIRED SETTING ONLY	8
1.7.1 SYSTEM SETTINGS	8
1.8 TAG & PIN ON MDTA TERMINALS.....	10
9. DISABLED.....	10

1 REVIEW SEQUENCE

DATE	VERSION	AUTHOR	DETAILS
2017-02	2.17.01.2	CL van der Walt	Initial version

2 PURPOSE

This document is to give the user a clear understanding of the Pin and Password functionality in XTime.

3 BUTTON DEFINITIONS

There are three states of the new buttons: browse, inactive and hover

	Insert	Add a new item to a selected category
	Edit	Enter into edit mode to allow you to make changes to a selected entry.
	Delete	Delete the entry you currently have selected. You will receive a warning box before the deletion becomes final.
	Save	Save the information you have entered / edited.
	Exit or Cancel	Exit without saving changes.
	Print Preview	Displays on screen a preview of that pages that will be printed.
	Print	Sends the information to the default printer.
	Print to Excel	Prints the Report to an Excel Workbook
	Save to csv	From the print preview the report can be saved as a csv file
	Down Arrow	Move selected data down
	Left Arrow	Move selected data left go back
	Right Arrow	Move selected data right go forward
	Up Arrow	Move selected data up
	Browse	Enables you to search the directories on the computer for a file / picture.

4 FUNCTION SCOPE

Sometimes it is necessary to have an alternative for a tag or a fingerprint. Employees may leave their tags at home or injure their finger used for clocking.

There are 2 global PIN | PASSWORD validation settings under System Parameters:

CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | GENERAL | Visitor pin validation
CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | EMPLOYEE | Pin validation

There are 3 different PIN | PASSWORD alternative settings on the terminal parameters screen:

1. Temporary Access
2. Pin validation
3. Disabled

5 SOFTWARE AND FIRMWARE VERSIONS

The followings are the minimum versions required for the feature to work:

- XTime Software Suite V2.16.04.0
- Controller Firmware V7.20,
- IPB Reader Firmware V2.18,
- EABR Reader Firmware V2.11

NOTE: It is ALWAYS recommended to use the latest release software and firmware available on the downloads page of the Skycom website.

6 DEFINITIONS

6.1 PIN

Pin refers to the digits entered on the reader used to identify a person in place of a tag.

MST_SQ Number = PIN = TAG

6.2 PASSWORD

Password refers to the digits entered on the reader used to verify a person in place of a fingerprint.

PASSWORD = FINGERPRINT

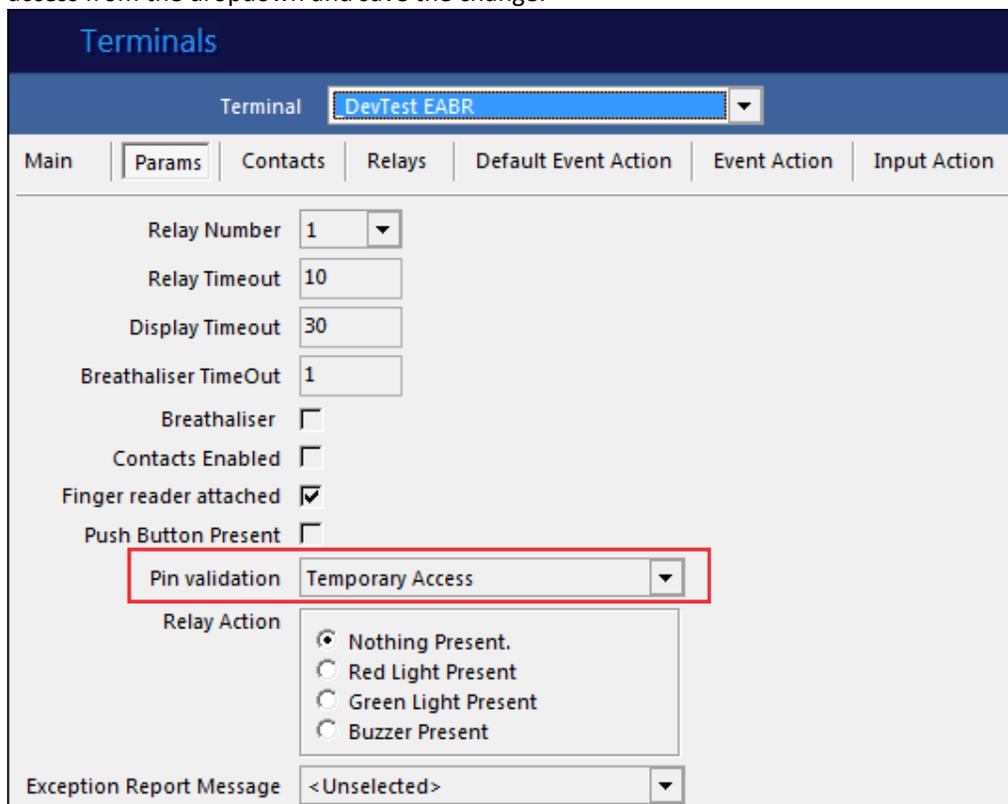
With the above in mind, some labels have changed in XTime to conform to the definitions above.

7 TEMPORARY ACCESS

Temporary access allows for PINs to be issued for a configurable time period for Employees, Contractors and Visitors. This can be done from the main menu **Temporary Pin** or on the employee | visitor PIN tab.

7.1 SYSTEM SETTINGS:

Navigate to **CODES | CONFIGURATION | TERMINALS** and select a terminal from the dropdown. Click on the params tab. Ensure that the Pin validation is set to Temporary access. If not, click on the edit button, select Temporary access from the dropdown and save the change.



Terminals

Terminal: DevTest EABR

Main | **Params** | Contacts | Relays | Default Event Action | Event Action | Input Action

Relay Number: 1

Relay Timeout: 10

Display Timeout: 30

Breathaliser TimeOut: 1

Breathaliser:

Contacts Enabled:

Finger reader attached:

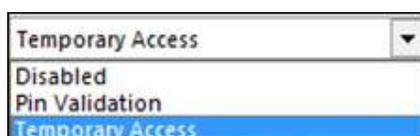
Push Button Present:

Pin validation: Temporary Access

Relay Action:

- Nothing Present.
- Red Light Present
- Green Light Present
- Buzzer Present

Exception Report Message: <Unselected>



Temporary Access

Disabled

Pin Validation

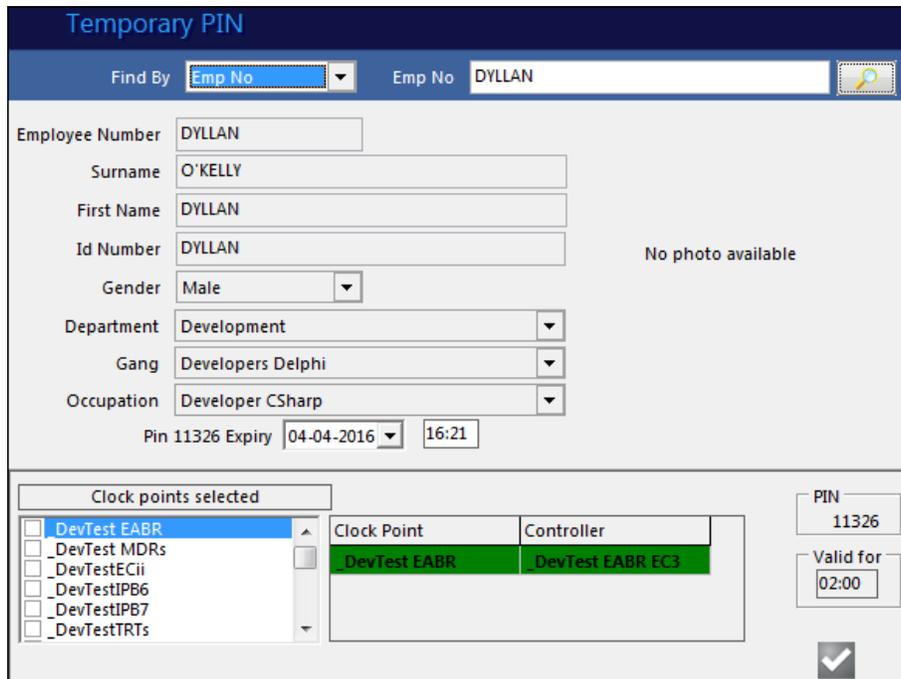
Temporary Access

7.1.1 TAG AND FINGER

EXAMPLE 1: TAG & FINGER SITE

Contractor Dyllan leaves his tag at home. He still has no fingerprints on his record.

He can be issued with a temporary contractor PIN either from the Main Menu **TEMPORARY PIN | TEMPORARY PIN CONTRACTOR** or the **EMPLOYEE | PIN tab** which will replace his tag:



Temporary PIN

Find By: Emp No:

Employee Number:
 Surname:
 First Name:
 Id Number: No photo available
 Gender:
 Department:
 Gang:
 Occupation:
 Pin 11326 Expiry:

Clock points selected:

Clock Point	Controller
<input checked="" type="checkbox"/> DevTest EABR	DevTest EABR EC3
<input type="checkbox"/> _DevTest MDRs	
<input type="checkbox"/> _DevTestECii	
<input type="checkbox"/> _DevTestIPB6	
<input type="checkbox"/> _DevTestIPB7	
<input type="checkbox"/> _DevTestTRTs	

PIN:
 Valid for:

Contractor Dyllan enters the issued PIN 11326 on the reader and is granted access.

Contractor Dyllan finds his tag in his car and clocks with it while his PIN is still valid – he is granted access.

While the PIN is valid, either the tag or the PIN can be used. When the PIN expires, only the tag can be used. This applies to Employees, Contractors and Visitors.

7.1.2 TAG OR FINGER

Employee I41 cuts her finger.

A temporary PIN is issued. Employee I41 enters PIN 29232 and gains access.

On this setting, the employee, contractor and visitor can scan either a tag or a finger or enter a PIN

7.1.3 FINGER ON CARD

Set the “Finger on Card” parameter on the **CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | BIOMETRICS tab**.

Set the “Finger on Card” parameter on the **CODES | CONFIGURATION | TERMINALS | PARAMS tab**.

Set the “Tag and finger required” parameter on the **CODES | CONFIGURATION | TERMINALS | PARAMS tab**.

Load the fingerprints onto the tag by selecting the HID tag and clicking the Write Finger to Tag button. Follow the screen prompts.

I41 van der Walt (Cindy-Lee) CL WL=Test									
General	Personnel	Access	Groups	Clocks	Pay History	Post Dates	Hostel	Tags	Finger prints
Equipment	Service History	Assets allowed	Allowances	Address	Additional Info	Offenses	PIN		
Tag Type	Tag Code	Expiry Date	Expiry Time	Status					
Slim Tag	208281636089	-	-						
ASCII, Barcode, Mags	9276665	-	-						
HID	70590140626	-	-						

Employee I41 has forgotten her tag at home. A temporary PIN is issued.

I41 van der Walt (Cindy-Lee) CL WL=Test		
General	Personnel	Access
Equipment	Service History	Assets allowed
PIN	Expiry	
29232	2016-04-05 15:07:12	

Employee I41 enters the PIN 29232 on the reader and its requests her to place her finger. Access is granted.

8 PIN VALIDATION

This setting on requires parameters to be enabled on both the global and terminal level. The Employees | Contractors and Visitors are split to allow for separate operation. A Pin and Password or Tag and Password combination can be used.

8.1 SYSTEM SETTINGS

Navigate to **CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | GENERAL tab** and enable the Visitor Pin validation parameter.

The screenshot shows the 'System Parameters' window with the 'General' tab selected. The 'Visitor pin validation' checkbox is checked and highlighted with a red box.

System	Modules	Shift Windows	Access	Badge Printing	Clean up
General	Employee	Pay Calculation	Exceptions	Terminal Port	User Co
Do not show exported warning <input type="checkbox"/> Auto update exe <input checked="" type="checkbox"/> Partial selection drop down default <input type="checkbox"/> Extended gang fields <input type="checkbox"/> Select gang on bulk department transfer <input type="checkbox"/> Visitor safety <input type="checkbox"/> Access User leave codes <input type="checkbox"/> Update Employer's employees and vehicles <input type="checkbox"/> Disable Certificate Validation <input type="checkbox"/> Visitor pin validation <input checked="" type="checkbox"/>					

Navigate to **CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | EMPLOYEE tab** and enable the Pin validation parameter.

The screenshot shows the 'System Parameters' window with the 'Employee' tab selected. The 'Pin validation' checkbox is checked and highlighted with a red box.

System	Modules	Shift Windows	Access	Badge Printing	Clean up
General	Employee	Pay Calculation	Exceptions	Terminal Port	User Config
Show employee address <input checked="" type="checkbox"/> Add Employee as Contractor <input type="checkbox"/> Pin validation <input checked="" type="checkbox"/>					

Navigate to **CODES | CONFIGURATION | TERMINALS | PARAMS tab** and enable the select Pin validation from the dropdown of the Pin validation parameter.

The screenshot shows the 'Terminal Parameters' window with the 'PARAMS' tab selected. The 'Pin validation' dropdown menu is open, showing 'Pin Validation' selected.

Pin validation	Pin Validation
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8.2 PIN & PASSWORD – TAG OR FINGER SETTING ONLY

If an employee has bad fingerprints and cannot be enrolled due to quality, his MST_SQ number and a self-generated maximum 4 digit password can be used.

Ensure that the “Tag and finger required” parameter is **NOT** enabled on the terminal. If it is enabled, the system will be setup for Tag and Password which is discussed in the following section.

On the employee record, place your cursor in the employee number search box and press F12:



This will display the employees MST_SQ number on the right (16). This is the Pin that the employee must use. This number is linked to his record in the database and this is why we use this number for identification.

In order to use this feature, the employee must not have any fingerprints loaded on the system. If there are fingerprints on the employee record, and the employee tries to enter the MST_SQ on the terminal, an immediate “Finger Mismatch” or “Denied Pin” response will occur.

So either delete the fingerprints (if any) or enable the Clock w/o fingerprints on the **ACCESS | GENERAL tab**:

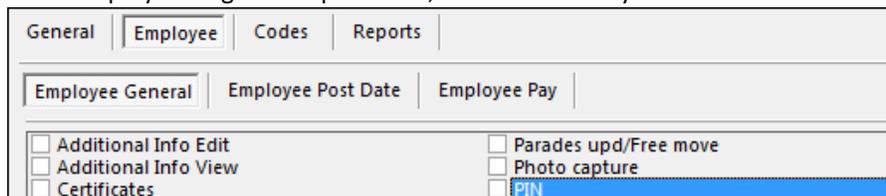
Employee I41 enters MST_SQ 16 and presses enter or # key (depending on the unit).

The reader displays Enter Pin.

The employee enters a maximum 4 digit password and is granted access. If the employee wishes to use a password that is shorter than 4 digits, the <enter> or # key must be pressed after the password is entered. Only on a 4 digit password does the <enter> or # key not need to be pressed as this is the maximum length.

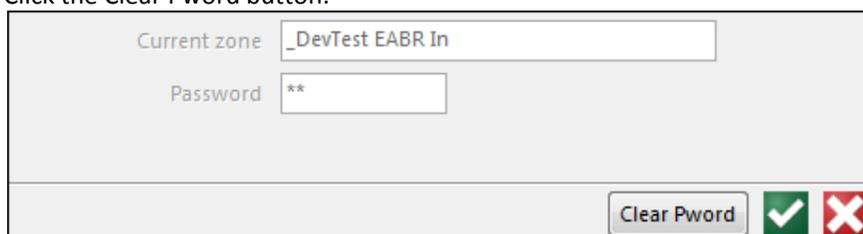
The Password that the employee enters is set the first time it is entered on a reader and then saved to the database. The employee will use this password from then on.

If the employee forgets this password, it can be reset by an administrator or a user with sufficient permissions.

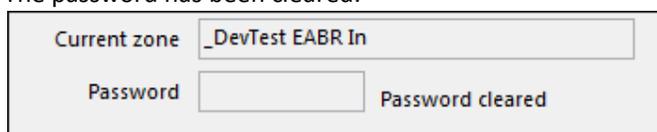


Go to the **ACCESS | GENERAL** tab of the employee record and edit:

Click the Clear Pword button:



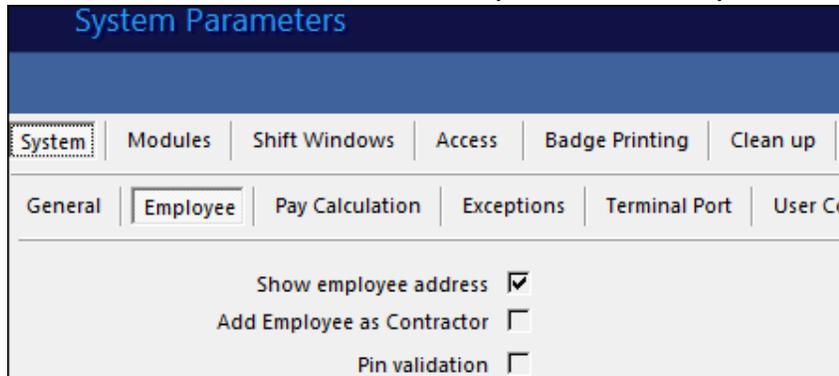
The password has been cleared:



The employee will have to then choose a new password at the next reader.

8.3 TAG OR PIN ONLY

Remove the Pin Validation from the **CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | EMPLOYEE tab:**

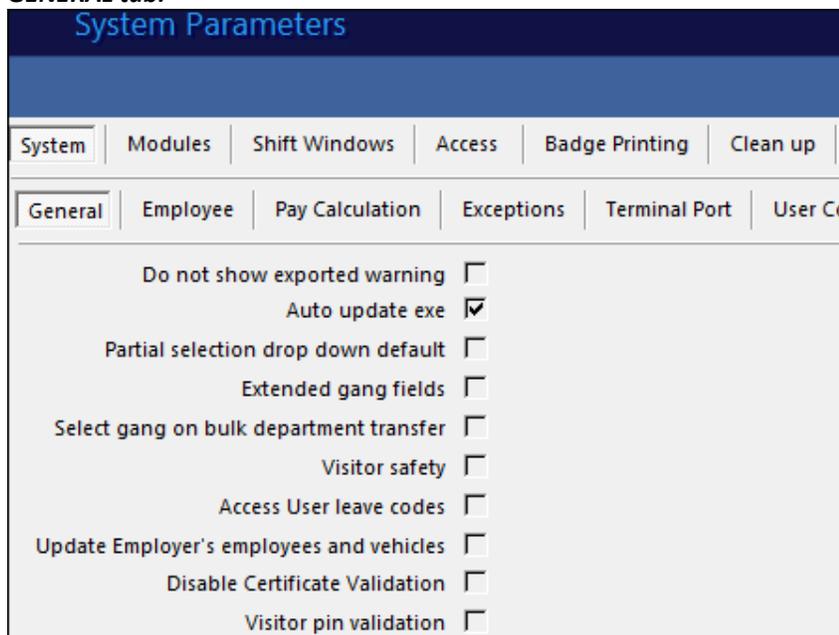


EXAMPLE 1:

Employee I41 enters 16 on the reader and presses the <enter> or # key. Access is granted without the password.

This can be switched off for the visitors as well. So the employees and contractors can use Pin and Password while the visitors use either a tag only or a Pin only.

Remove the Visitor Pin Validation from the **CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | GENERAL tab:**



EXAMPLE 2:

VisTest01 scans his tag at the reader and is granted access without entering a password.

8.4 TAG & PASSWORD – TAG & FINGER REQUIRED SETTING ONLY

This setting allows for a password to replace a finger where the site is using a tag and finger compulsory combination.

8.4.1 SYSTEM SETTINGS

Navigate to **CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | GENERAL tab** and enable the Visitor Pin validation parameter.

System	Modules	Shift Windows	Access	Badge Printing	Clean up
General	Employee	Pay Calculation	Exceptions	Terminal Port	User Co
Do not show exported warning <input type="checkbox"/> Auto update exe <input checked="" type="checkbox"/> Partial selection drop down default <input type="checkbox"/> Extended gang fields <input type="checkbox"/> Select gang on bulk department transfer <input type="checkbox"/> Visitor safety <input type="checkbox"/> Access User leave codes <input type="checkbox"/> Update Employer's employees and vehicles <input type="checkbox"/> Disable Certificate Validation <input type="checkbox"/> Visitor pin validation <input checked="" type="checkbox"/>					

Navigate to **CODES | CONFIGURATION | SYSTEM PARAMETERS | SYSTEM | EMPLOYEE tab** and enable the Pin validation parameter.

System	Modules	Shift Windows	Access	Badge Printing	Clean up
General	Employee	Pay Calculation	Exceptions	Terminal Port	User Config
Show employee address <input checked="" type="checkbox"/> Add Employee as Contractor <input type="checkbox"/> Pin validation <input checked="" type="checkbox"/>					

Navigate to **CODES | CONFIGURATION | TERMINALS | PARAMS tab** and enable the select Pin validation from the dropdown of the Pin validation parameter as well as Tag and Finger required.

Terminal		DevTest EABR
Main	Params	
Relay Number	1	▼
Relay Timeout	10	
Display Timeout	10	
Breathaliser TimeOut	1	
Breathaliser	<input type="checkbox"/>	
Visitor drop box	<input type="checkbox"/>	
Contacts Enabled	<input type="checkbox"/>	
Finger reader attached	<input checked="" type="checkbox"/>	
Push Button Present	<input type="checkbox"/>	
Pin validation	Pin Validation ▼	
Relay Action	<input checked="" type="radio"/> Nothing Present. <input type="radio"/> Red Light Present <input type="radio"/> Green Light Present <input type="radio"/> Buzzer Present	
Exception Message	<Unselected> ▼	
Tag and Finger Required	<input checked="" type="checkbox"/>	

EXAMPLE 1:

Employee I41 has a tag but no fingerprints.

Employee I41 scans her tag on the reader which immediately displays “Fingerprt Needed”

This is because the site is set to Tag and Finger required and the “Tag only if no Fingers” parameters on the system parameters and the clockpoint are not set.

Solution 1:

Navigate to the employee record and on the **ACCESS | GENERAL tab**, enable the “Clock w/o Fingerprint” parameter.

Employee I41 scans her tag on the reader which then displays “Enter Pin”. Employee I41 enters her password and access is granted.

EXAMPLE 2:

Employee I41 has left her tag at home.

Employee I41 enters her Pin (MST_SQ number) 16 followed by enter.

Employee I41 enters her password and access is granted.

EXAMPLE 3:

Visitor VisTest01 scans his tag and the reader displays “Fingerprt Needed”

Solution 1 – Site Level

Navigate to **CODES | CONFIGURATION | SYSTEM PARAMETERS | ACCESS tab**:

Enable the Visitor clock w/o finger parameter: Visitor clock w/o finger

Visitor VisTest01 scans his tag on the reader and access is granted.

Solution 2 – Visitor Level**EXAMPLE 4:**

Remove the Visitor clock w/o finger parameter on the **CODES | CONFIGURATION | SYSTEM PARAMETERS | ACCESS tab**:

Navigate to the Visitor **ACCESS | GENERAL tab**:

Enable the Clock w/o fingerprint.

Visitor VisTest01 scans his tag on the reader and it displays “Enter Pin”

Visitor VisTest01 enters his password and access is granted.

8.5 TAG & PIN ON MDTA TERMINALS

It is important to note that the Passwords entered on these readers are 4 digits long. So if you have a multi technology site, and want to use this feature on all terminals, ensure that the passwords entered are 4 digits long. 1 – 3 digit passwords can be used on IPB7 and EABR terminals.

9 DISABLED

In this state, the keypad is disabled except for instances where the reader is set to switched. The In and Out keys will be active. In this mode, no shortcut reader restart or show config can be used.

******* END OF FEATURE GUIDE *******