KEYper Systems Kiosk

Version 2.4.4310 or Higher

**Kiosk Access is configured using the Administration Console

Login and Security

- There are 3 forms of entry into the kiosk.
  - Biometric Login
  - Pin Code Login
  - Prox Card Login – Optional, Cards must be approved for use
  - Mag Stripe Cards – Optional, Cards must be approved for use
    - None of these can be disabled

- There are 2 levels of login security.
  - Controlled and setup at the administration console
    - Admin Level Access (Views all 7 Menu Items)
      - Check Out, Check In, ID Key, Diagnostics, Device Enrollment, Unregistered Assets and Application Exit
    - User Level Access (Views only 3 Menu Options)
      - Check Out, Check In, ID Key

Check Out Options

- There are 3 options for removing an asset from the kiosk
  - Check Out by Name
    - The operator must know the registered name of the asset. They will type in the name of the asset required onto the onscreen keyboard to remove the asset.
  - Check Out by List
    - The operator will be shown a list of all assets available to them that are status IN. They may select the desired assets and remove them.
  - Check Out by Filter
    - The operator will be shown a screen with an onscreen keyboard as well as the 6 preprogrammed attributes. The operator will type in the desired attribute for filtering; then select the desire filter to sort by. A count of the number of assets that respond to that filter will be displayed to the user for selection.

- The Assets that are displayed for each user are customized and controlled from the administration console. Only Assets assigned to a user will be displayed for them to access.
- If a user tries to access an asset they do not have access to, they will be notified on screen.
- If a user tries to access an asset that is checked out, it will notify them with the user in possession of the key.
Check In Options

- There are two different styles of checking an asset back into the kiosk.
  - Single Cabinet System
    - The user will login into the kiosk, click the check in button, the cabinet will open for them to return the key.
  - Multi Cabinet System
    - The user will login into the kiosk, click the check in button, a list of all available cabinets will appear, the user selects the cabinet they wish to return the key to, and the cabinet will open for them to return the key.

Identify Key

- Users can identify the information stored on a particular key, at the kiosk.
  - The user will login into the system and click the identify key button.
  - The user will then place the fob into the fob reader on the front of the kiosk and touch the identify key button
  - The details of the keys along with the user name and date/time of the last transaction will appear on the screen.

Unregistered Assets (Admin Function Only)

- A system admin may remove any keys that are marked in the system as unregistered.
  - The admin will login, touch the unregistered assets button, a list of unregistered assets will be presented to them, they may remove 1 or multiple assets by selecting the ones desired.

Device Enrollment (Admin Function Only)

- A system admin may enroll user fingerprints or prox cards.
  - The admin will login, touch the device enrollment, select the user from the list and touch the desired device to be enrolled. Follow the on screen instructions until completion.
Diagnostics (Admin Function Only)

- The menu should only be accessed by a KEYper Service Technician or by a system admin under direction of a KEYper Systems Employee.
- The Diagnostics menu allows for testing and trouble shooting of various cabinet components.

Exit Application (Admin Function Only)

- This function will close down the kiosk.

Optional Kiosk Functions

- Issue Reasons
  - Upon Check Out of an asset the User will be prompted to select, from a pre-populated list, a reason code for removing the asset from the system.
    - Users have the options for provided a “Free-Type” comment to their selected issue reason
- Lot Location
  - Upon Check In of an asset, once the assets have been placed in the cabinet and the door has been closed, the user will be asked to assign a Location to each asset, from a pre-populated list
  - Upon Check Out of an asset, once the User has removed the keys from the cabinet and the door has been closed, the User has the Option to see the lot location of the assets they have just removed by hitting the “View Check Out” button on the Home Screen.
    - A printed receipt of assets and their locations is available
- Printed Removal Receipt
  - Upon Check Out of an asset, a receipt will be generated to a networked printer with the Assets they have removed along with some additional information.
- Dual Authentication
  - Upon Login, a user requiring authentication will be prompted to have a User with Authentication Privileges, approve their login.