PassagePoint Global v10

Getting Started Guide

About PassagePoint Global v10

PassagePoint Global provides security management of visitor for an entire organization. Included is internationalization for English, German, Canadian French, Mexican Spanish and Japanese.

PassagePoint may be installed in 4 configurations:

- Standalone (Server / Client)
- Server
- Client
- Demo

How to get started

Documentation for PassagePoint Global has been divided into three manuals: *Getting Started Guide, User's Manual,* and *Advanced Administration Manual*. This *Getting Started Guide* reviews the basic steps necessary to install and configure PassagePoint Global. The User's Manual covers basic daily operational tasks in using PassagePoint Global to manage school visitors. The Advanced Administration Manual contains details on how to configure PassagePoint Global.

What's new in this release

Version 10 extends the business logic of PassagePoint 4.5 on a newly developed platform.

Feature	Description
Look and Feel	• Center Tabs – organizes tasks into logical centers • Ribbon Buttons – for launching major functional areas in each center • Search and Entry Tabs – to view pre-defined searches and enter data

Language Support	PassagePoint has been localized for these languages: • English • French (Canadian) • German • Japanese • Spanish (Mexican)
Extended Authorization	Pre-register visitors for multiple visits over an extended period of time.
Checkpoint	Track visitors as they pass through control points.
Sex Offender Watch List	Search visitor names against a national or local Megan's Law database.
User Roles	Grant screen access to users.
Screen Policy	Customize screens. Control edibility, visibility and requirements of data fields.
Control Center	Assign customized configurations to a location hierarchy. Control data view.

PassagePoint Global Components

PassagePoint Global installs Java 5, PostgreSQL and Tomcat. Below are the components that are installed with each installation option.

Standalone: Tomcat, PostgreSQL, Java

Server: Tomcat, PostgreSQL, Java

Client: Java

The PostgreSQL database may be substituted with one of these commercial databases. Please schedule a database conversion session with Technical Support if you plan to use one of these supported databases:

Oracle

MS SQL Server

MySQL

Derby (IBM)

System requirements

Operating System requirements

- Windows 2000, XP or 2003 – Update to Service Pack levels as listed below. These Service Packs are required for Windows Installer.
    - Microsoft Windows 2000 Service Pack 3 (SP3)
    - Microsoft Windows 2000 Service Pack 4 (SP4)
    - Microsoft Windows XP
    - Microsoft Windows XP Service Pack 1 (SP1)
    - Microsoft Windows XP Service Pack 2 (SP2)
    - Microsoft Windows Server 2003
- Windows Installer 3.1

NTFS partition recommended for PostgreSQL. Otherwise special installation steps are required.

RAM, storage and application requirements

Tables below lists the RAM, storage and application requirements for PassagePoint Global by install option.

Table 1 – Client Workstation Requirements for Windows

	Minimum	Recommended
Processor	Intel Pentium 3 or equivalent	Intel Pentium 4 or better
RAM	512 MB	1 GB
Hard Disk Space	200 MB	200 MB
Monitor	SVGA (800x600)	XVGA (1024x768) or higher
CD-ROM	Required for installation	Required for installation
Serial Ports	USB 2.0 ports for devices	USB 2.0 ports for devices

Table 2 –Standalone/Server (up to 5 users) Requirements for Windows

	Minimum	Recommended
Processor	Intel Pentium 4 or equivalent	Intel Pentium 4 2.8 GHz or better
RAM	1 GB (may require additional RAM for multiple USB 2.0 devices)	1.5 GB
Hard Disk Space	1 GB*	30 GB*
Monitor	SVGA (800x600)	XVGA (1024x768) or higher
CD-ROM	Required for installation	Required for installation
Serial Ports	USB 2.0 ports for devices	USB 2.0 ports for devices

Table 3 –Server (up to 25 users) Requirements for Windows

	Minimum	Recommended
Processor	Intel Core 2 or equivalent	Intel Xeon or better
RAM	1 GB	4 GB
Hard Disk Space	5 GB*	30 GB *
Monitor	SVGA (800x600)	XVGA (1024x768) or higher
CD-ROM	Required for installation	Required for installation

***Based on moderate data growth. Please contact your PassagePoint representative for larger deployment requirements**

Port Requirements

PassagePoint Server requires TCP ports **2080**, **2443 and 9876** to be available. These ports are used for communication from PassagePoint Client, Kiosk and Web Module to the PassagePoint Server. Additional configurable Tomcat ports may be needed, such as 8005, 8009 and 8082.

Before you install

You will need to have Windows Installer 3.1 or newer installed on each system that PassagePoint will be installed on.

Installing PassagePoint Global for the first time

To install PassagePoint Global, run SETUP.EXE from the installation CD. Follow the on-screen instructions. For a standalone system choose "Server/Client" from the available packages list.

Configure the PassagePoint Global

Configuring Clients

The first time that a PassagePoint Client is run on a new station machine, you need to configure it by entering the PassagePoint Server's IP address. If you are running a remote client station, you can either enter the IP address or DNS name of the machine in the Server Configure screen. If the PassagePoint Server is found, the Configure screen will show "Done!" Click "Finish" to continue.

Serialization

The Product License Wizard will launch on the first time a PassagePoint Client runs. Note that serialization must be completed for you to be able to use PassagePoint.

On the wizard screen, you will enter company and administrator contact information. The "*Save*" button will not activate until all the required fields are completed.

The next screen that opens allows you to enter the product license key that is supplied to you in the PassagePoint box. You will not be allowed to log into PassagePoint without entering a product license. If you have an internet connection on this client machine, click "Add" to enter license info. Enter the Product Key and click "*Get License"*.

With no internet access, you will need to download a license file for each Product Key from the website below. To download a file, you will enter administrator contact information and the machine ID shown from the Add License screen. After downloading the licenses, load it into PassagePoint with the *"Load License…*" button. Click "Finish" after loading all licenses files.

https://visitorbadging.com/register

Additional licenses can be configured after these initial configuration steps from within the Product Licenses option found at *Home | Configure System | Product Licenses*.

The User Login screen will appear if you successfully enter at least one Product License. The default login account has a login name of "admin" and has no password. Note that login names and passwords are case sensitive.

Configuring Hardware

Before configuring hardware within PassagePoint, you need to connect the hardware to your location station and install corresponding hardware drivers for Windows. Drivers for CSSN ID scanners are automatically installed by PassagePoint.

To verify that ID scanner hardware is usable on Windows, open Control Panel and select "Scanners and Cameras". Your device will be listed in this window if the device was properly installed. Similarly, choose "Printers and Faxes" to see verify that your label printer has been configured and is ready. Barcode scanners will appear as an HID device in Windows Device Manager.

To configure hardware devices in PassagePoint, open *Home | Station Preferences*. Click the "Add" button in the Installed Devices panel to configure Cameras, Business Card & ID Scanners, Barcode Scanners, Badge Printers and other devices. Follow the instructions on screen to define the device settings.

Post-installation Tasks

Advanced topics on configuring PassagePoint can be found in the PassagePoint Global Administrator's Manual. All manual is available on the installation CD in the \Docs directory. Some advanced features which you may consider configuring for PassagePoint Global are:

- User Accounts and Roles
- Screen Policy
- Control Center – Allocation Tree (license required)
- Web Pre-Registration

Uninstalling PassagePoint Global

To uninstall PassagePoint, use "Uninstall PassagePoint Global" from *All Programs | PassagePoint Global*. If you prefer to delete all data, choose to remove "PostgreSQL" which is the embedded database that PassagePoint uses.

Alternatively, open *Add/Remove Programs* from *Control Panels*. Choose to remove "PassagePoint Global".