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UniPort
Quick Integration Guide

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Note: Because of the fast pace of software development it is possible that there will be minor differences between the manual and the actual release of the program.

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RD2007083001 (Ringdale - Guide - Template - en-us)

Overview

The quick installation guide gives an overview of how to install UniPort. It assumes the user is familiar with the purpose of the product and has sufficient rights and skills to install it.

It should be noted that local administrator rights will be required when installing UniPort to your designated server.

Server Hardware Platform

- CPU
    - o 1GHz or above
    - o The CPU needs to be at least this speed
- Memory
    - o 256MB or above
    - o The memory available in the machine should be at least this amount
- Hard Disk Space
    - o 10GB or above
    - o There should be at least this amount of hard disk space for the application installation and the working of the storage of data when the application is running
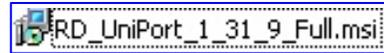
Operating System

- Windows 2000
- Windows XP
- Windows 2003
- Windows Vista

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Step 1: Installing Software

Insert the UniPort CD into the CD drive of the target PC.

From the UniPort CD directory double-click the executable to start the installation process, following the on-screen prompts.

RD_UniPort_1_31_9_Full.msi

When you first boot-up UniPort, you will need to find the "hidden" area at the top-left hand side of the UniPort Desktop that will display the administration toolbar. Click the mouse or use the touch-screen just beneath the word UniPort in a "hunting" pattern until the toolbar appears. You can hide the Toolbar again by selecting "View" "Hide Menu".

Default Administration password is <password> (all lower-case).

First order of business is to set-up an Admin User or two. From the Toolbar, Select "Settings", "Admin Users". The default Password is <password>. Enter a valid "User Name" for an Administrator (<jdoe> for example) and a "Password" (use <password> for now, just for ease of remembering and consistency but the password can be whatever you want). Click "Add" and then enable all the available User Rights, click on "Save" and "OK" to exit.

Next is the FollowMe or Sentinel database link. From the Toolbar, Select "Settings", "Database". "Locate Database". The default Password is <password>. At the displayed panel, point UniPort to the SQL database that is to be used by completing the configuration options. Click "Test" to verify the settings. If these settings are correct the message "Database Valid" will be displayed. Click "OK" to exit. If the message "Database Invalid" is displayed, check all of the settings for the SQL server and test again. From the Toolbar select "Settings", "Server Name / IP" and enter the IP address of the SQL Server to be used. The "ServerPort" default setting is <9110> and "Local Unit Name" default is <UniPort>.

From the Toolbar select "Settings", "Group Names" and add the required Group names that are to be used for UniPort.

You can access the Admin features from the Toolbar, "Enrollment" or the "Admin" panel on the UniPort Desktop. Either method will require a valid "User Name" <jdoe> and "Password" <password>. You can now enroll new employees, enroll existing employees and enroll new visitors. The Administrator will automatically log-out at the completion of each enrollment process and return to the UniPort desktop. If a physical keyboard is not going to be used with UniPort and the on-screen TouchKeyboard is required, remember to enable it under "Settings".

NOTE: For security purposes, if there is no keyboard activity for about 2 minutes, the Administrator is automatically logged-off and returned to the UniPort Desktop. If the Administrator features are still needed, simply log back on as an administrator.