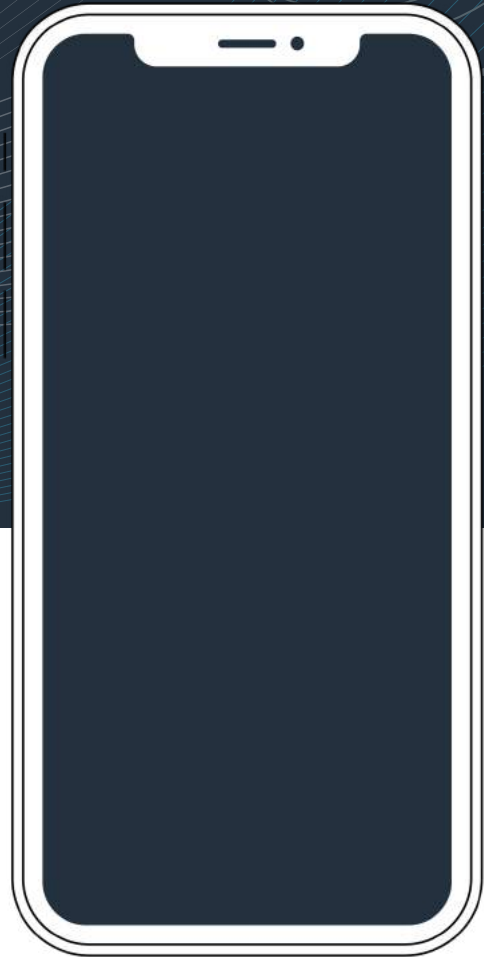




# Getting Started

Safetrust Quickstart



INSTALL GUIDE

[safetrust.com](https://safetrust.com)

Last Updated April 13, 2021

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## About this guide

This document includes step-by-step instructions for registering identity systems, creating people, configuring readers, and assigning virtual credentials.

**Note:** This guide assumes that you meet the pre-requisites listed in **02** of this document prior to commencing the set-up process.

This document is specifically for administrators and is not suitable for end-users. If you require assistance at any point during the set-up process, please contact your local sales representative.

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## Pre set-up checklist

- You have an account for the Safetrust Credential Manager Platform
- You have the appropriate role-based access for completing operational tasks
- Your account has a valid license
- You have acknowledged and accepted the terms and conditions of use for this system

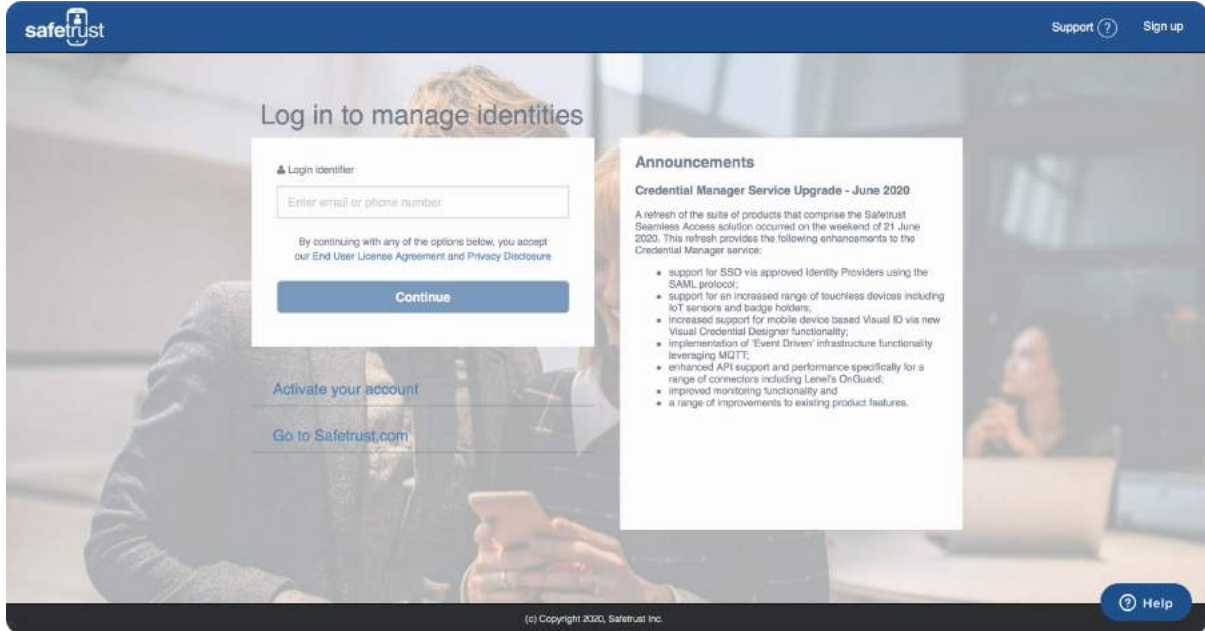
If you require assistance in setting up your initial customer account, please don't hesitate to contact your local sales representative.

# Creating an Identity System

## Step 1:

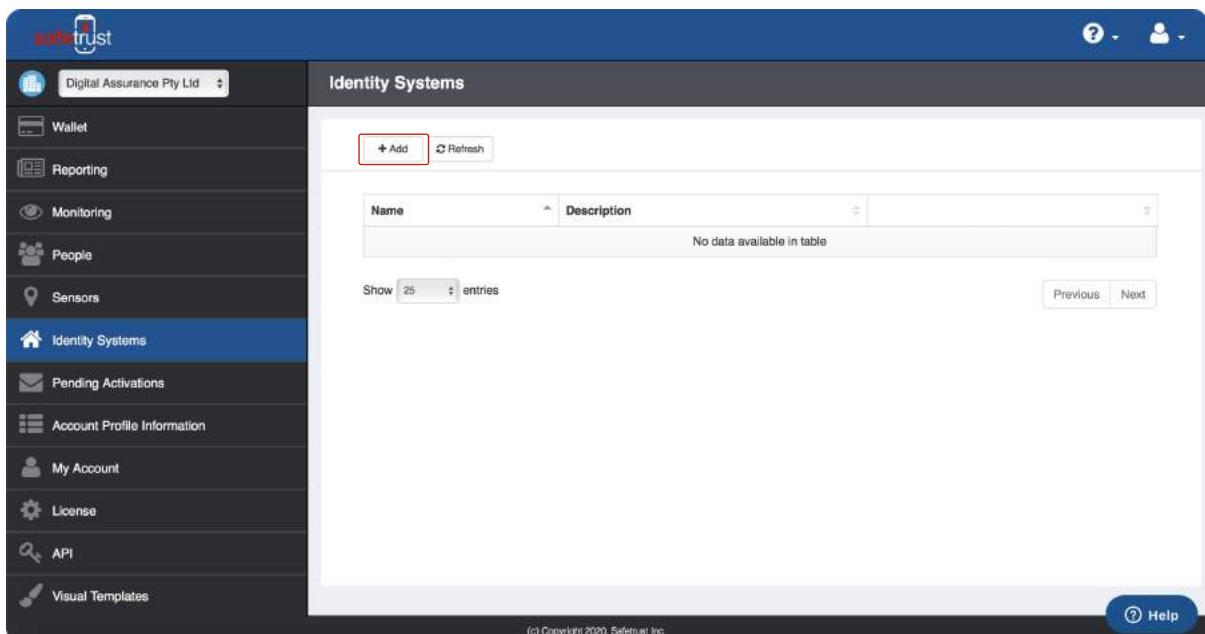
Access the Safetrust Credential Manager platform via <http://www.safetrust.com> by clicking **Log In** from the right hand side of the navigation.

When the portal is open, use the email or phone number you created your account with to logon.



## Step 2:

From the navigation panel on the left, select **Identity Systems** and click **Add** to create a new system.



### Step 3:

You must complete the fields for **Identity System Type**, **Identity system name**, **Description**, **Activation Distance** and **Guest credential use time** before proceeding. When complete, click the green **Next** button to continue.

Identity System Type: Building System

Identity system name: Line identity system name

Description: Enter description

Allow virtual wallet:

Contact information

Primary contact: Craig Parker | Working hours: Mon, Tue, Wed, Thu, Fri 07:00 am - 05:00 pm [Select]

Secondary contact: [Select]

Provide access key: [Select]

Defaults

Activation distance: 50' (150 cm)

Guest credential use time: 8 hours

Delete expired credential after: [ ] days

Include Relay/Lock:  1s  3s  Toggle  None

### Step 4:

Under the **Credential type** dropdown, select your preferred credential type. You are also required to specify the **Credential format**, a **Facility** code, and a **Credential range** for future credentials you assign. You can also choose a **Credential number allocation** from either Sequential, Random or Manual depending on your requirements.

Credential type: HID Global Prox

Credential format: HID Prox 26-bit H10301

Facility: 0-255

Credential range: 0 - 65535 [Add]

Credential number allocation: Sequential

Credential Access PIN:  On  Off

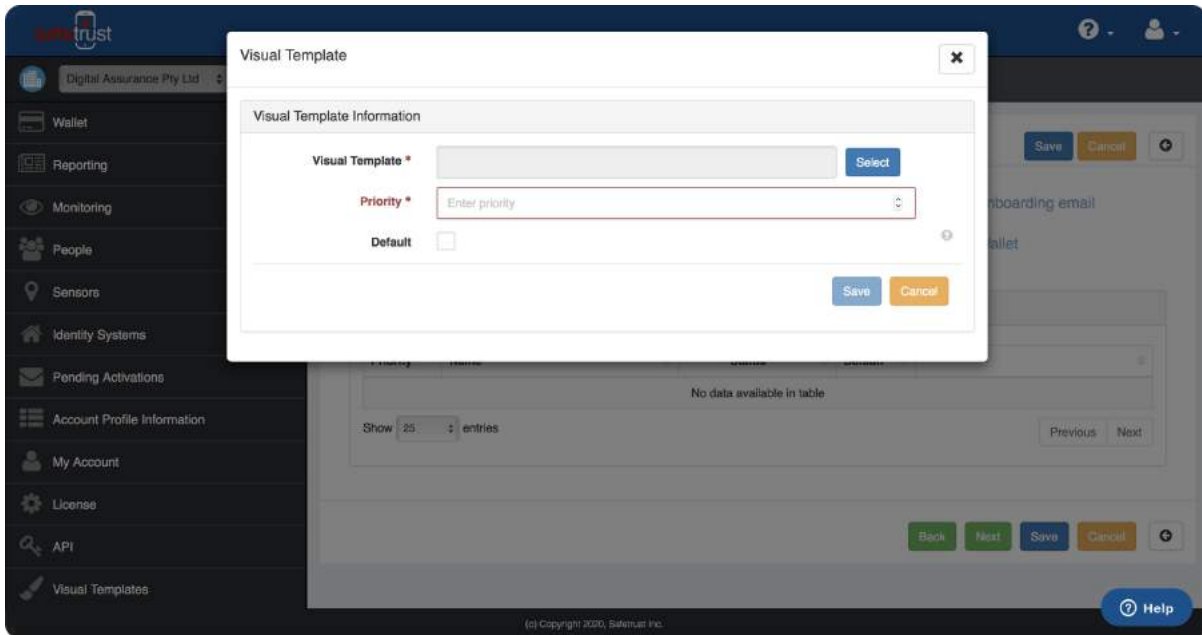


## Step 5: Optional

**Visual Template:** Select a visual template for your credential images from the drop down.

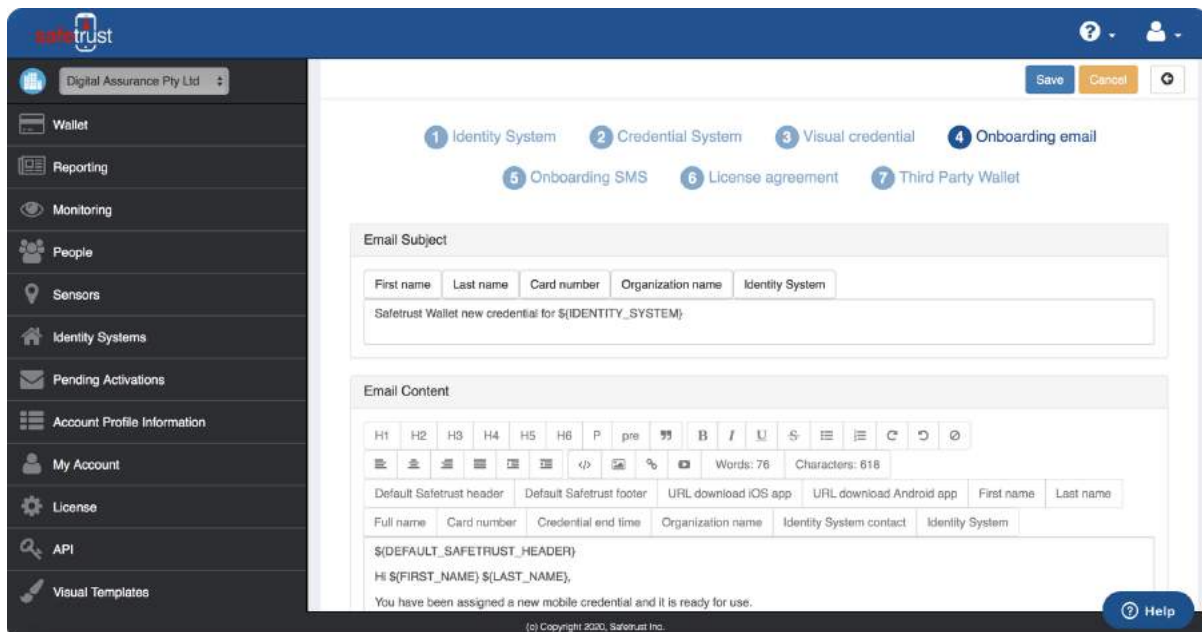
**Priority:** Numerical value of sequence (enter 1 if you want this template to be first).

**Default:** Check this box if you want this template to be chosen upon creation of a credential.



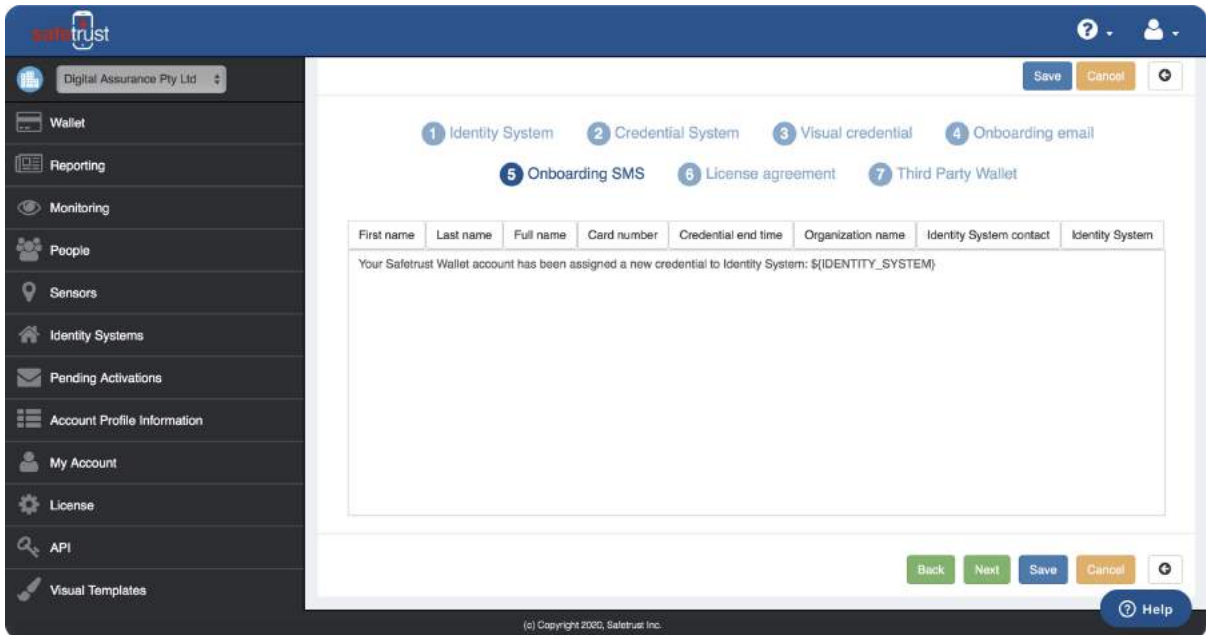
## Step 6:

Customize your welcome email for new people in your organization and click **Next** to continue. If you do not wish to onboard people via SMS, you do not have additional License agreements for your users, and you are not using a Third Party Wallet, you can click **Save** to skip steps 7-9 and finalise your new Identity System.



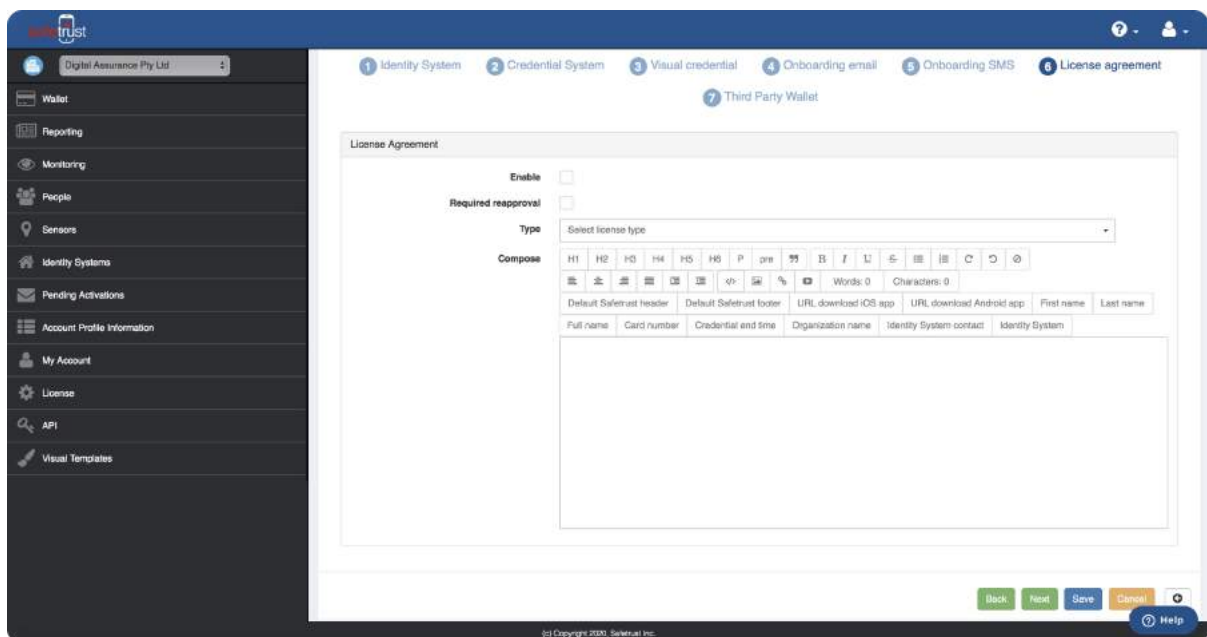
## Step 7: Optional

Customize your welcome SMS for new people in your organization and click **Next** to continue.



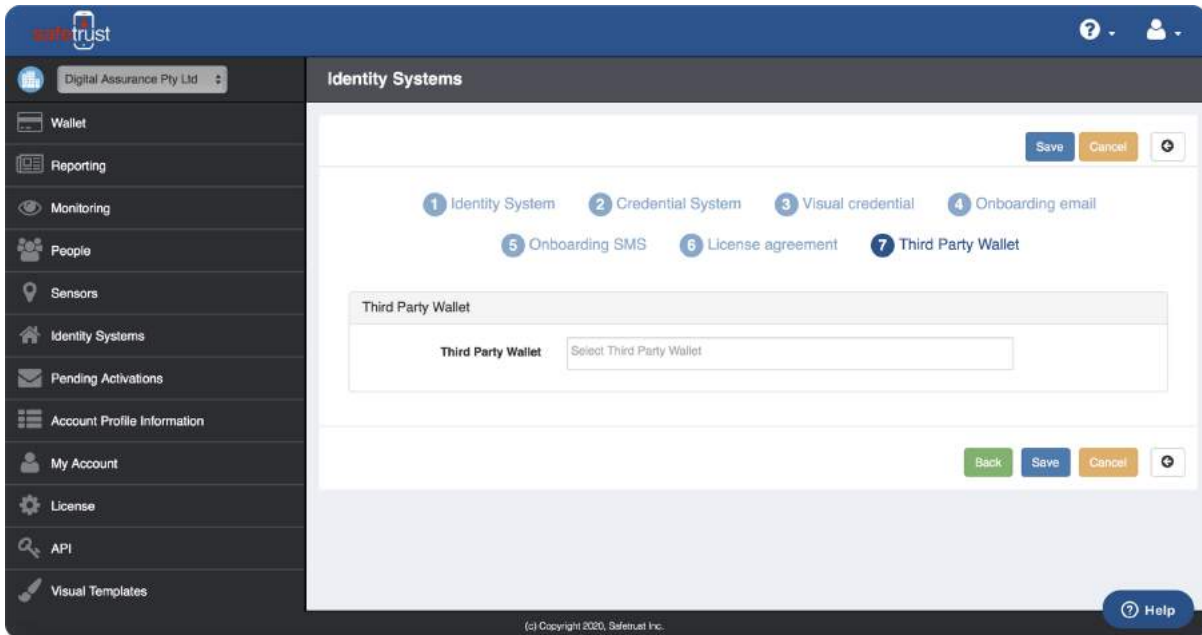
## Step 8: Optional

If you have an additional licencing agreement you wish for your users to agree to, please add it in this step.



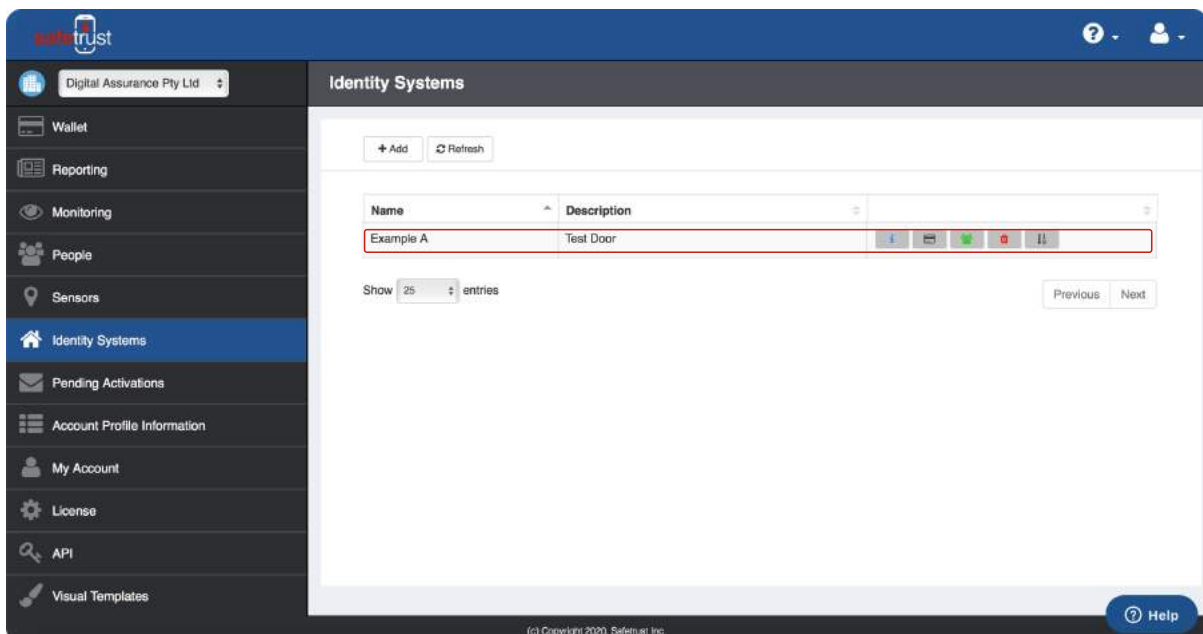
## Step 9: Optional

If you are using a Third-Party Wallet with the Safetrust SDK, please specify here.



## Complete!

Once you click **Save**, you should see your new Identity System listed in the main tab. You are now ready to create people and assign credentials for this Identity System.

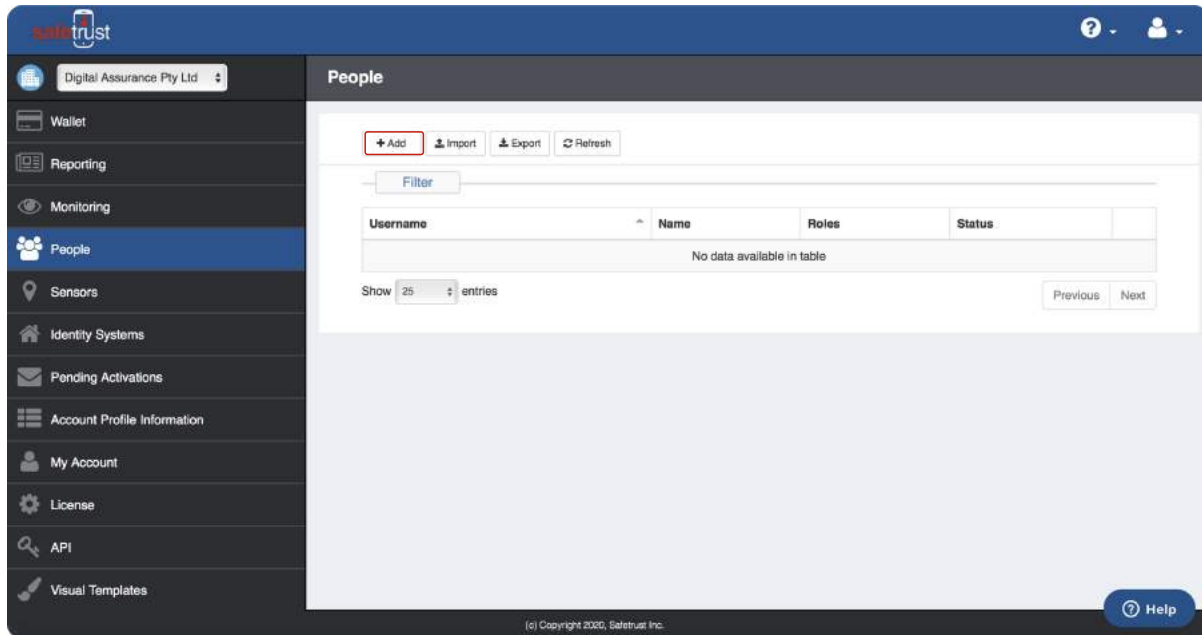




# Creating People & Assigning Credentials

## Step 1:

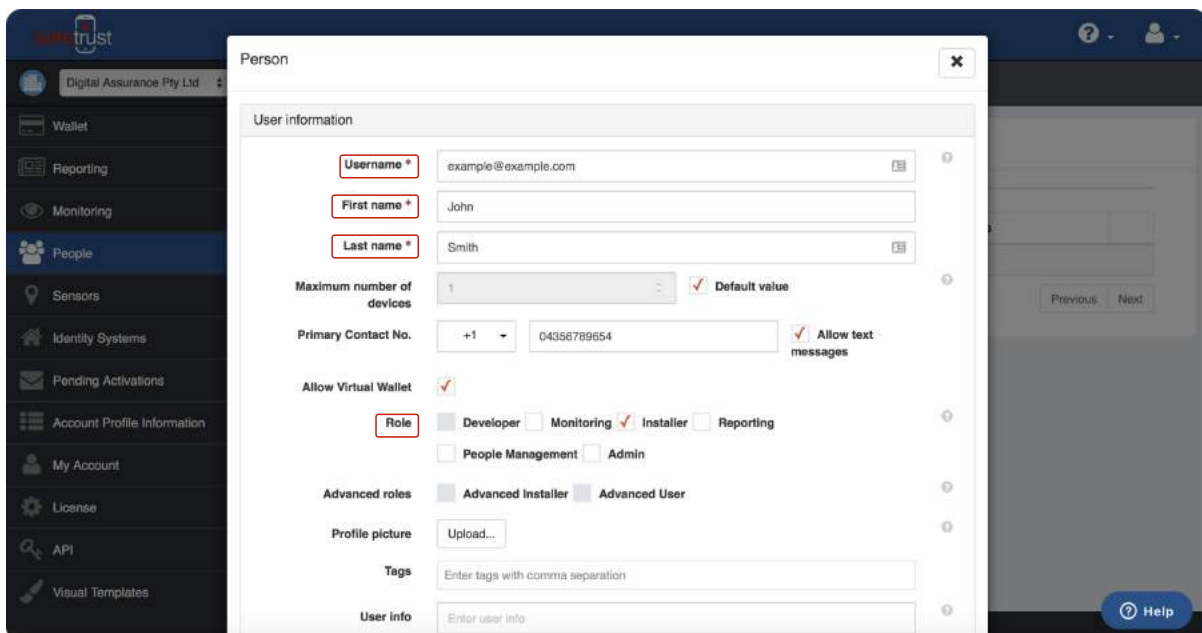
Return to the left navigation panel and select the 'People' tab. Click **Add** to create one person at a time or click **Import** to register bulk users via the CSV file format specified.




## Step 2:

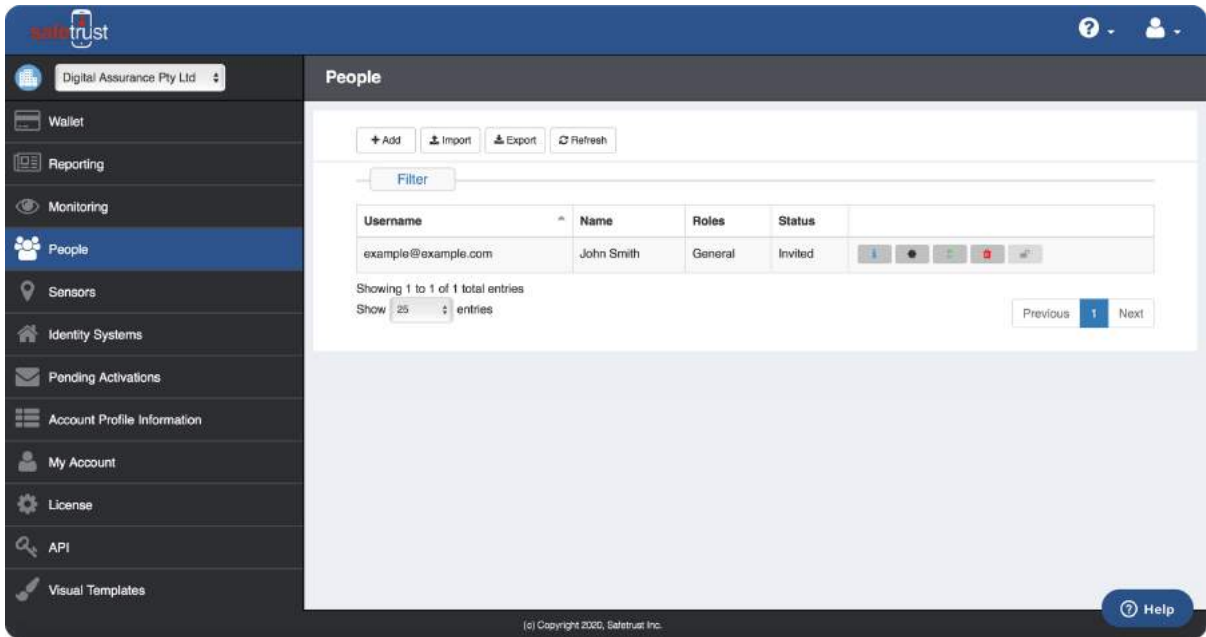
Enter a **Username** (email or mobile number), **First name**, and **Last name** for the person and click **Save** to complete.

**Note:** While it is not a mandatory field, you can also assign a **Role** from the options available. A person will require an **Installer** role or higher in order to configure readers.



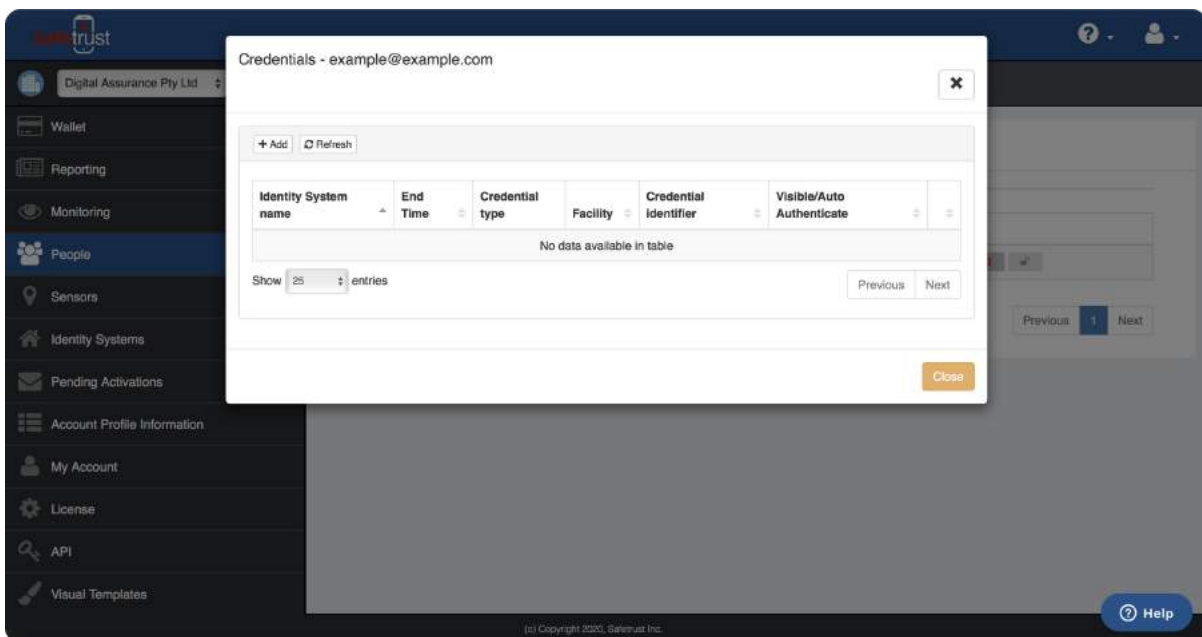
### Step 3:

When a new person is created they will show as an entry on the main tab. To see a person's active credentials, or to add a new credential, click the .



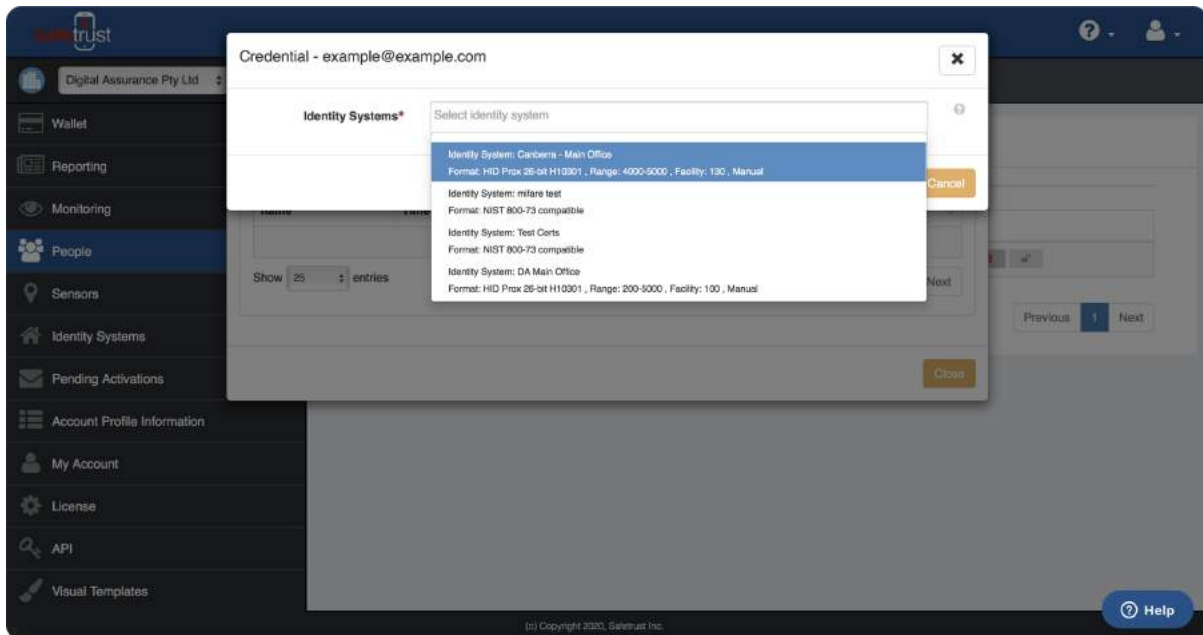
### Step 4:

Click the **Add** button.



## Step 5:

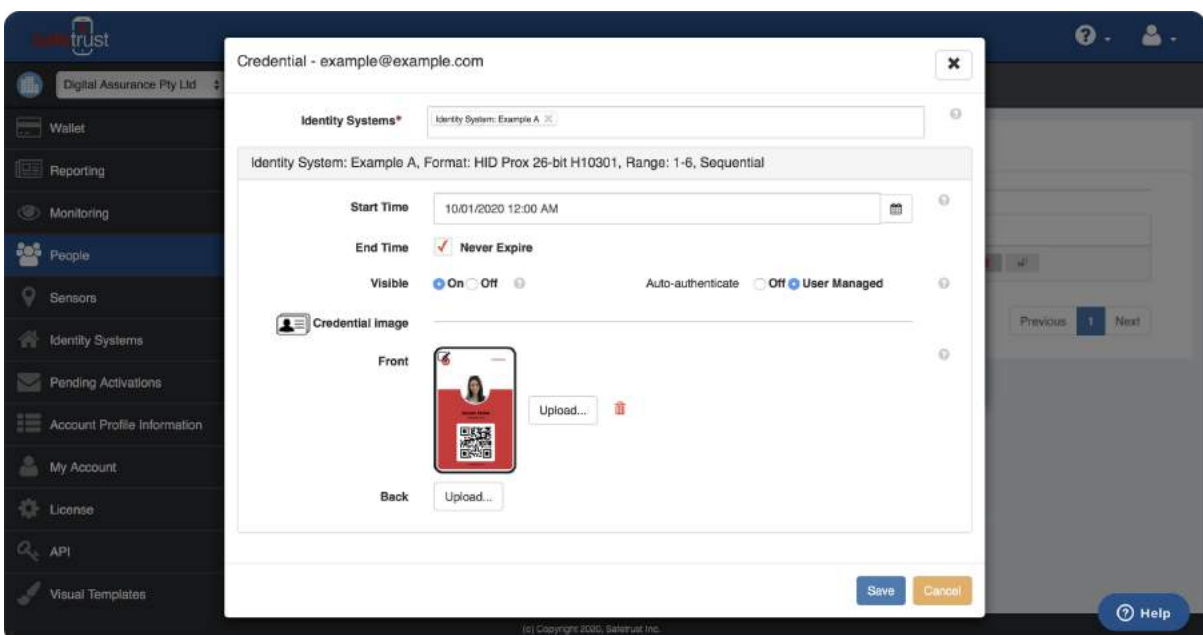
Select the Identity System you just created from the dropdown. If you have multiple identity systems created (like shown on this screen) you may need to scroll.



## Step 6:

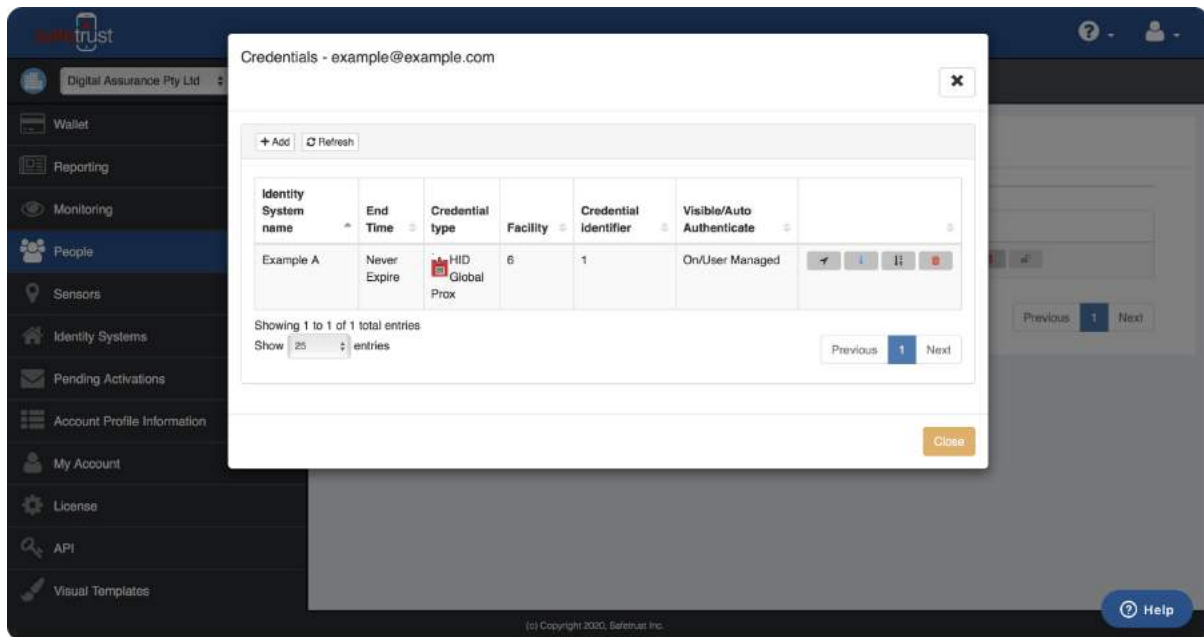
Set a **Start Time** and **End Time** for the credential. You can also upload personalized credential images for each person using the **Upload** buttons which will appear if you have not already assigned a Visual Template to the Identity System. Click **Save** to finish.

**Note:** The credential will automatically be set to **Never Expire**. You will need to un-check this box to specify an end time.



## Step 7:

Your new credential will be sent to this person and will show under their account like the screen below. Check that all the information is entered correctly and click the **Close** button to exit the dialogue box.



## Complete!

Once the identity system, users and credentials have been setup, the next step is to download the Safetrust Wallet App via the App Store (for iOS devices) or Google Play (for Android devices).

After downloading, follow the prompts on your onboarding email or SMS to activate your Wallet account.




# Configuring a New Sensor

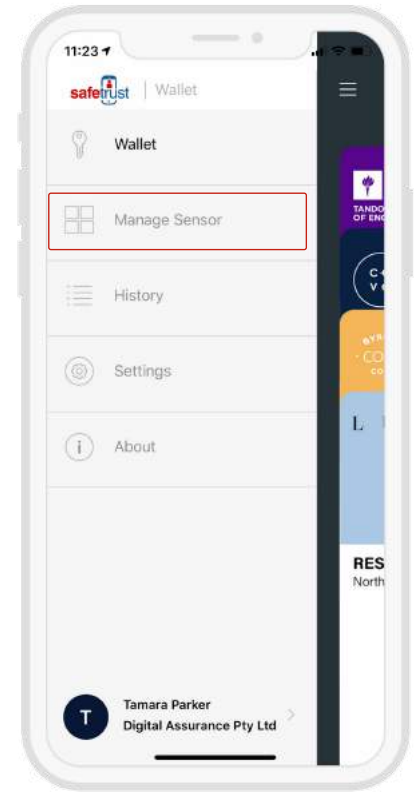
## Step 1: Open the Safetrust Wallet

The Safetrust Wallet App communicates with the sensor via Bluetooth and configures the sensor for an Identity System.

### Setup:

- Open your Safetrust Wallet App or download it from the App Store or Google Play if you haven't already.
- Login with Google Sign-In or with the username and password that you set your Safetrust account up with.


Select the  **Manage Sensor** tab from the navigation on the left hand side.

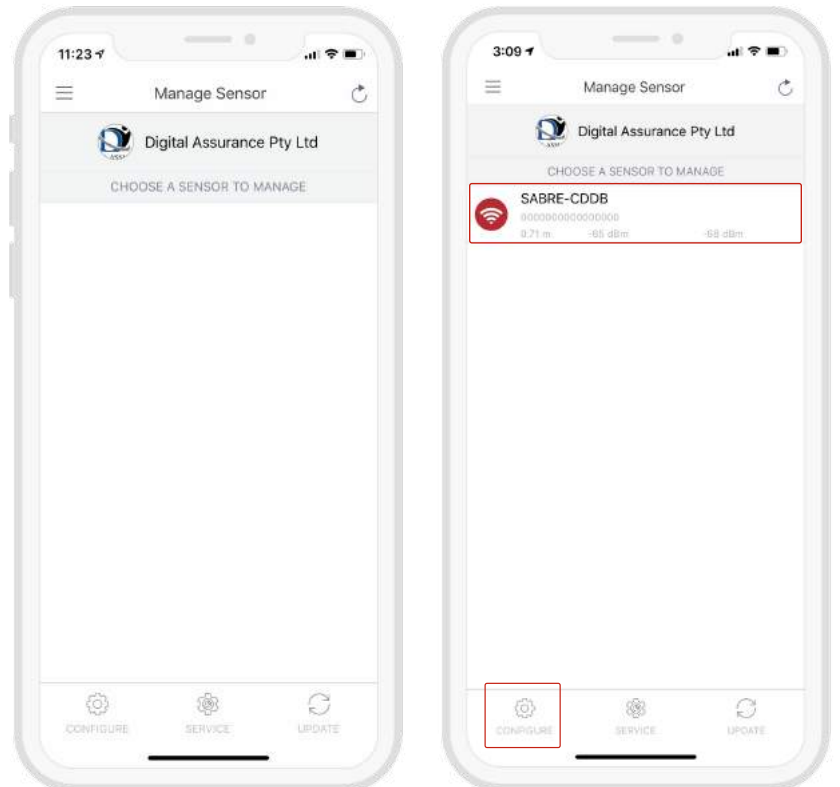


## Step 2: Choose a sensor to manage

With the **Manage Sensor** tab open, bring the phone in range of the SABRE and once visible from the App, click on the sensor.

*Note: You may need to click the refresh button in the top right hand corner.*

Once the sensor is highlighted, click  **CONFIGURE** from the bottom options.

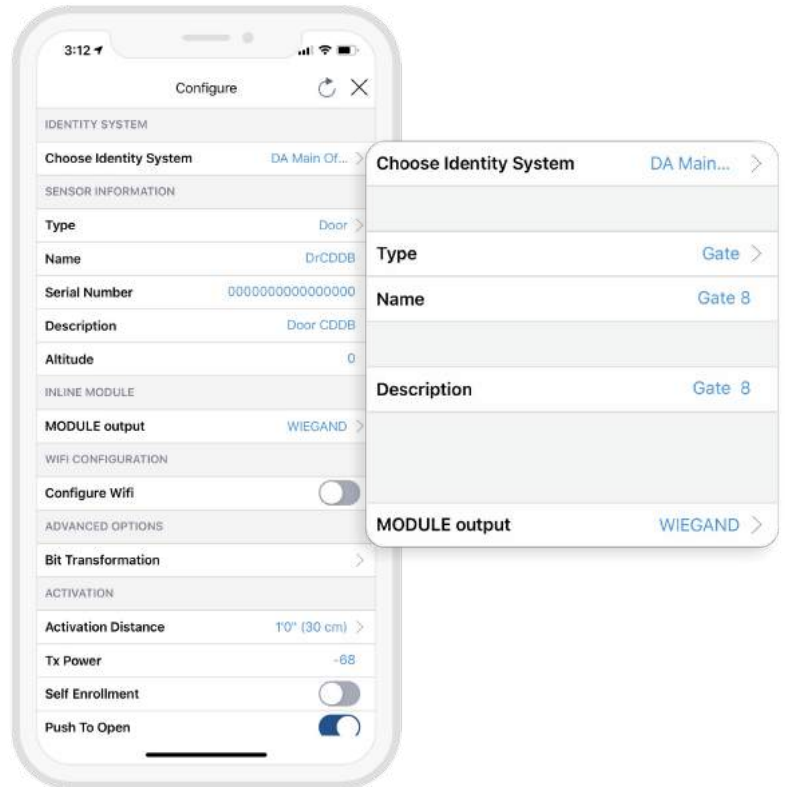


### Step 3: Input sensor information

The settings show a range of configuration options for the sensor, however the following fields are the main settings that require action at this time.

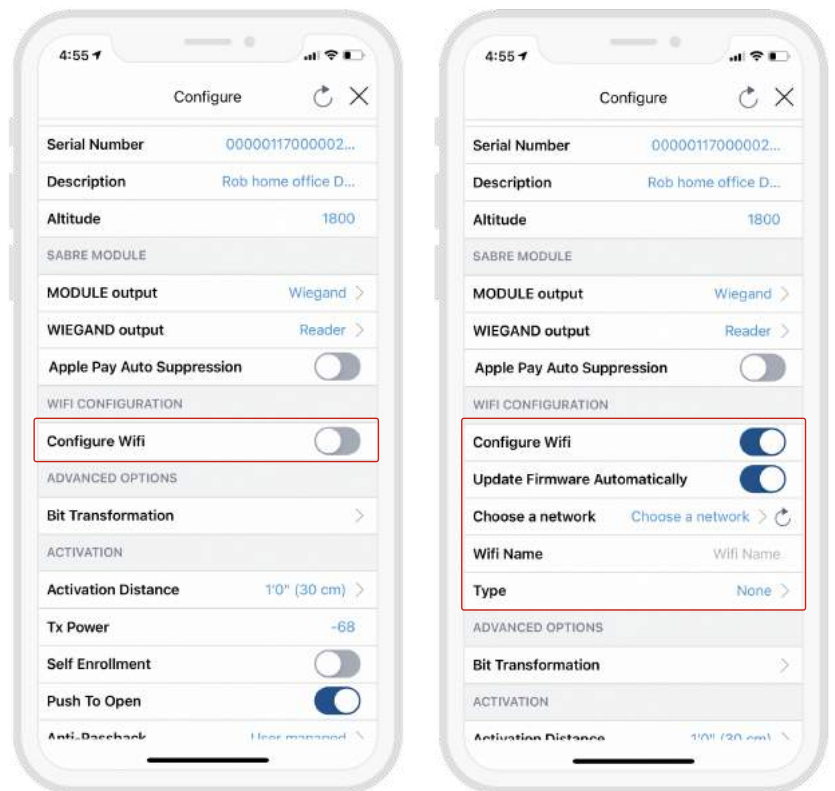
#### Setup:

- Choose an **Identity System**.
- Specify the **Type** of access from the dropdown (eg. Door, Gate etc.)
- Assign a short **Name** and **Description** using alphanumeric characters.
- Choose an **Output** for the sensor (the default is set to Wiegand).



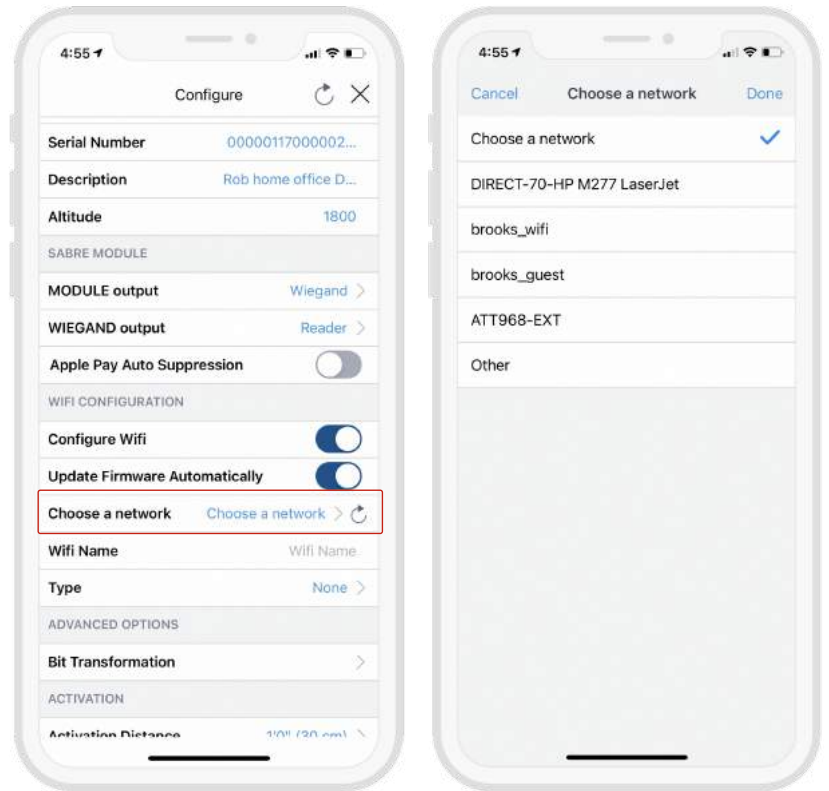
### Configuring WiFi:

1. To connect the sensor to a WiFi network, click the 'Configure Wifi' toggle button. Switching the toggle will reveal additional settings below.



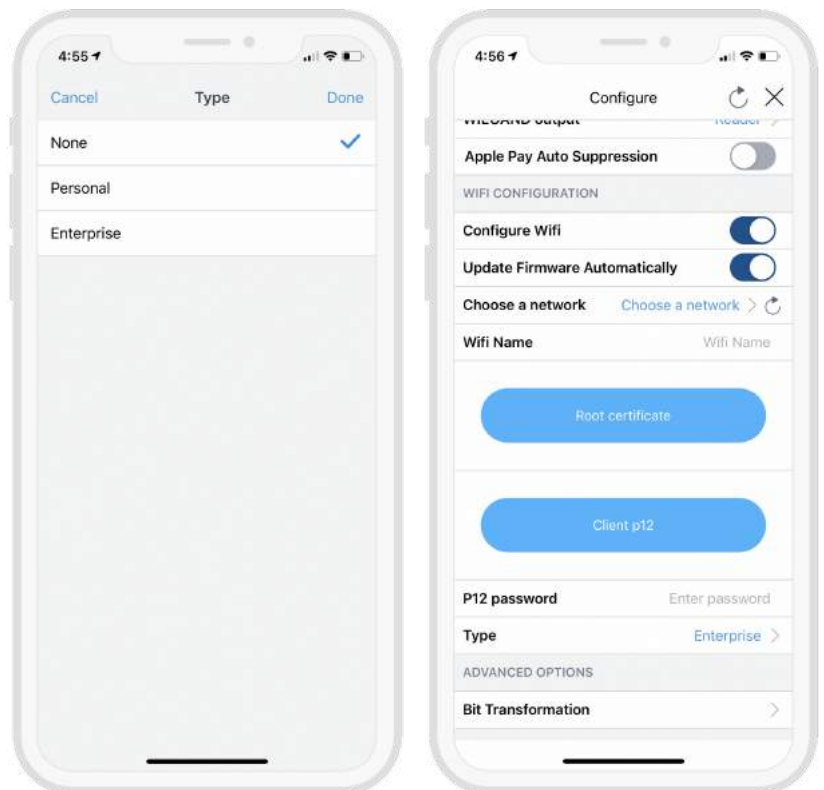


2. Click the 'Choose a network' setting or type in the Wifi Name in the 'Wifi Name' field. If your network is not listed, try clicking the refresh icon next to 'Choose a network'.



3. Choose the network type - Personal or Enterprise.

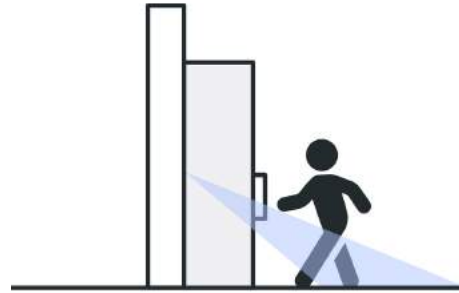
4. For Enterprise 802.1X networks, click the 'Root certificate' and 'Client p12' buttons to upload your certificates. Type the P12 password in the 'P12 password' field.



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## Activation Distance

Set the Activation Distance for your sensor between touch and 50 ft (15m). The distance will automatically be set to 30cm, meaning a user needs to be within 30cm in order to "Auto Authenticate" to the reader.

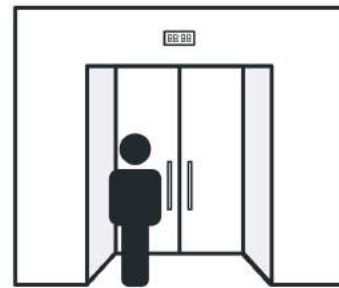


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## Anti-passback

The Anti-Passback setting defines the number of seconds between each attempt to resend a mobile credential.

Anti-Passback can be used to prevent users from passing their credential back for another user to borrow and to stop users entering an area by simply following or tailgating another user.

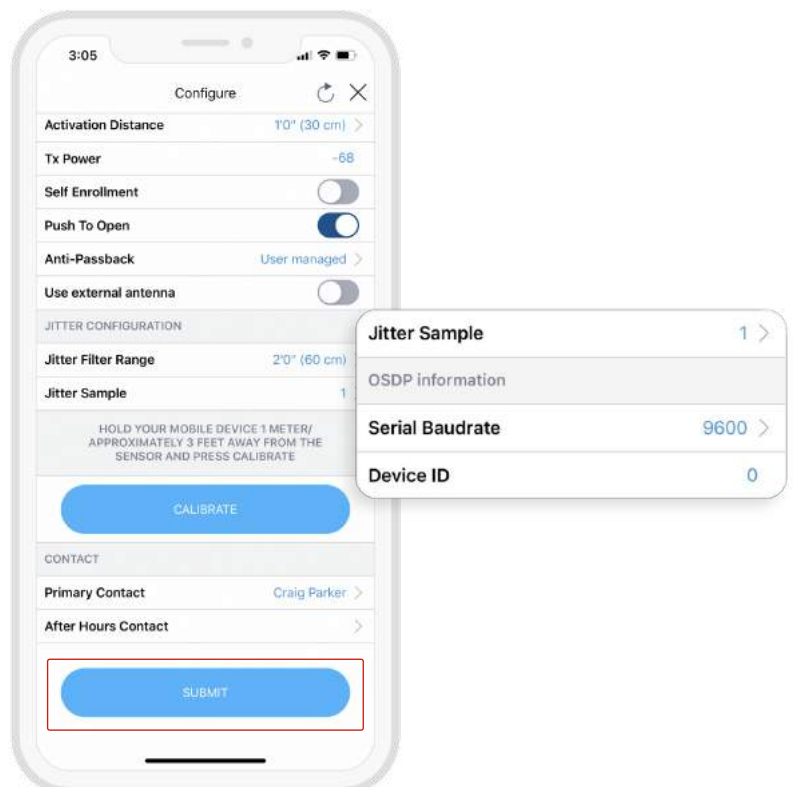


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## OSDP Output:

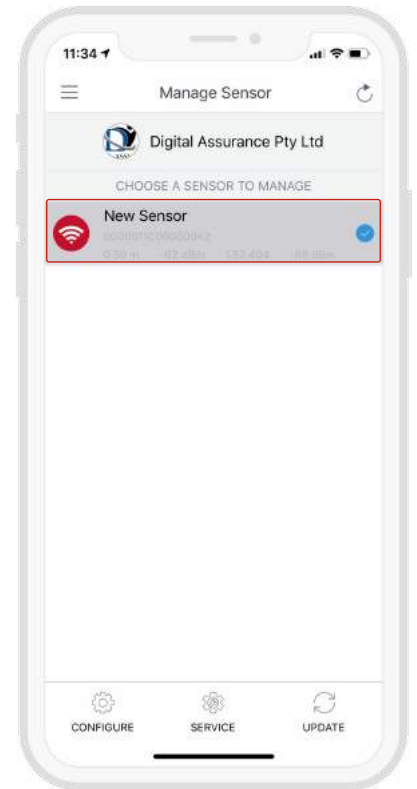
If the **Output** is set to OSDP, select the **Serial Baudrate** and set the **Device ID** to match the settings of the access control panel.

Once you have adjusted all the configuration settings, scroll to the bottom of the page and click **SUBMIT** to successfully complete the sensor configuration.



## Step 4: Configuration complete!

When the SABRE information is saved successfully to Credential Manager and assigned to the Identity System, the new description will appear in the **Manage Sensor** tab with a unique serial number assigned.

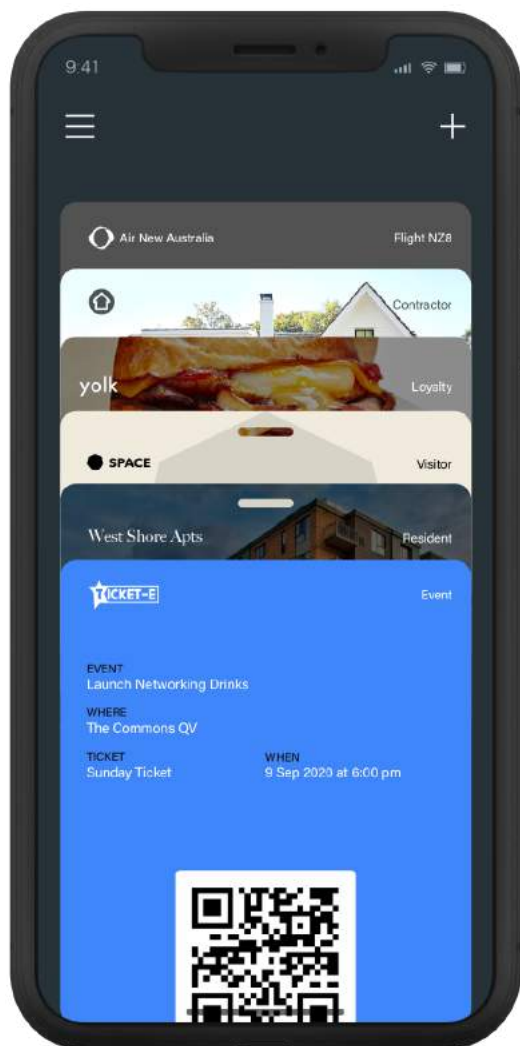


# Getting Access

# Using your mobile wallet

## Getting Access:

- ✓ To authenticate for a door, boomgate, elevator, or whatever your Identity System is set up for, simply present your mobile device running the Safetrust Wallet application to the reader.
- ✓ When the phone is within the configured activation range, the LED on the assigned credential for this sensor will turn yellow.
- ✓ If Auto Authenticate is enabled for the mobile credential, the credential will be sent to the SABRE whenever the mobile device is within the activation zone.



### Touchless Access

Enjoy hands-free, seamless access without needing to take your phone out of your pocket.



### Tap or wave in

Present your phone within the activation range of the reader just like a traditional card of fob.



### Biometric

Increase your security by adding 2FA to your credentials.



### Cards

Maintain support for your existing keycards and fobs. Use both mobile credentials and plastic credentials at the door.



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Safetrust delivers a touchless access experience that makes the new workplace secure, healthier and convenient. Using virtual credentials stored in your mobile phone or wearable, Safetrust enables employees to move seamlessly through secured doors, elevators, turnstiles and more. Safetrust eliminates the need to replace your existing readers by leveraging your existing infrastructure, providing a fast, cost-effective, and convenient upgrade path to touchless virtual credentials. Safetrust is headquartered in Fremont, California.

## Want to Learn More?

**Contact [sales@safetrust.com](mailto:sales@safetrust.com)**

