



ADMINISTRATORS' MOBILE APP TUTORIAL

Version
2.0

Contents

1. INTRODUCTION.....	2
2. PRE-REQUISITES	2
3. LOGGING IN.....	2
4. CHECKING INTO A SITE.....	4
5. TO ADD A PRIMARY POINT OF A NEW SITE	5
6. TO ADD A NEW PATROL POINT	6
7. PATROL CHECK-IN	7
8. TO ADD A SECURITY OFFICER	8
9. TO ADD THE CORDINATES OF ANY POINT	9
10. SITE CHECKOUT.....	10
11. LOGOUT	11

1. INTRODUCTION

The administrators' Mobile app is supposed to assist any administrator in several aspects which involve:

- Logging In into the nfc mobile app
- Create Primary point for a new site
- Do an site checkin
- Add a site patrol point remotely
- Set the GPS co-ordinates of any point
- Add a guards details remotely
- Do a site checkout
- Do a normal patrol checkin

In this tutorial we will focus mainly on the above tasks and how to carry them out using the administrators' mobile app.

NB: The administrators' mobile app is available only in the android versions of nfc enabled phones.

2. PRE-REQUISITES

To log in into the mobile app the following are the pre-requisites

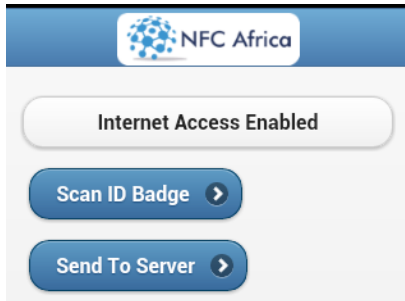
1. Ensure nfc is turned on in the android device
2. Ensure the mobile data access is switched on and data bundles are sufficient.
3. Have the nfcafrica application already installed in the phone.
4. The administrator needs to have been already registered and has valid log in credentials from the web administrator of the nfc system.
5. The administrator needs to have a nfc enabled ID badge (Could just be a sticker stuck on existing staff Badges).
6. Any Site the administrator needs to perform any functions on needs to already have been registered in the system through the web system .

3. LOGGING IN

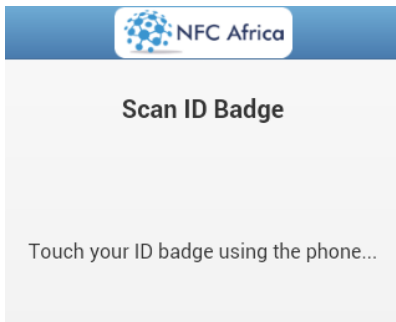
Locate the nfc Africa application on your android device. The version 1.0 of the administrators' mobile app has an icon that resembles the image below:



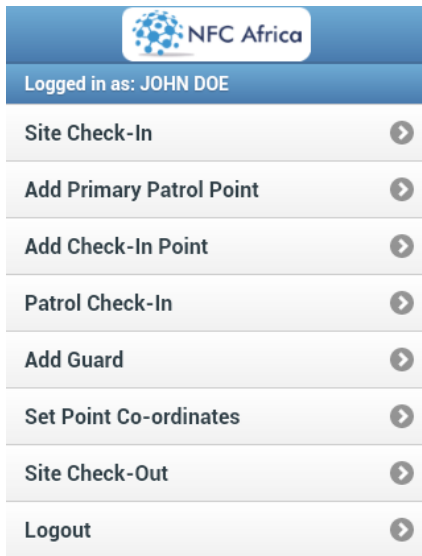
- Tap on the application Icon
- The launch screen appears as shown below



- Click on the *Scan ID Badge* button to log in.
- The Scan request page appears as shown below



- Use the nfc mobile device to touch the staff badge for scanning.
- Wait until the Mobile interface changes to the welcome page(as Illustrated below)



- The administrator is now successfully logged in.

NB:

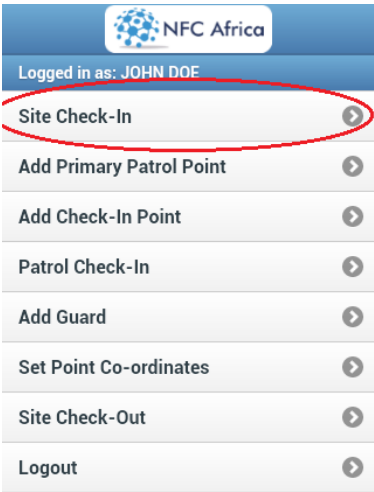
- o Always ensure the mobile app has written your correct name when logged in
- o Ensure to log out by clicking on the *Logout button* when you finish using the app just as a security measure.

4. CHECKING INTO A SITE

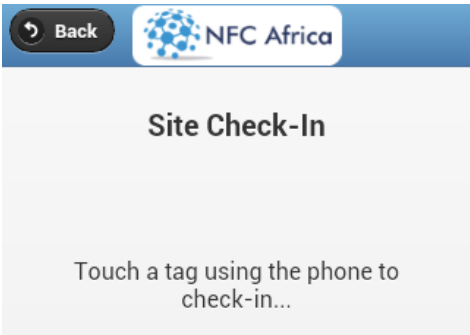
This is the tag activity that needs to be done to identify the administrator is at a specific site. The Administrator needs to do this by tagging the **primary tag** of the particular site.

The steps to do this are :

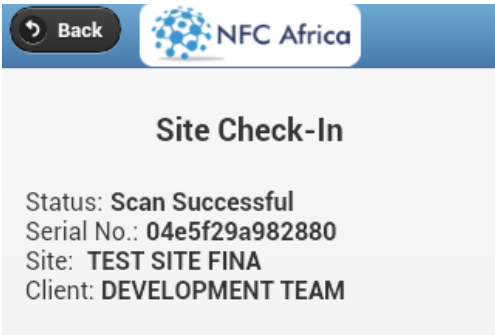
- From the already logged in site, from the Home menu click on the Site Check-in button



- This launches the site check-in request page as illustrated below



- Scan the primary tag of the site using your mobile device to check into the site. A successful check-in will resemble the one below



- Press the *Back* button to go back to the main menu.

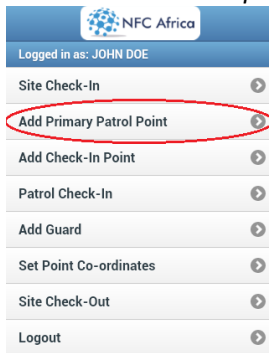
5. TO ADD A PRIMARY POINT OF A NEW SITE

To Create a primary point of a new site there a two conditions that must be met:

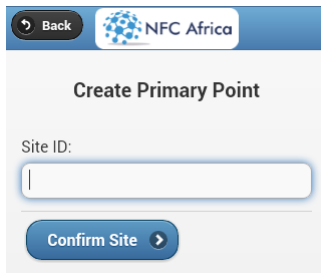
1. You must know the Site Unique ID from the web set-up i.e the site iid
2. The Name of the site being set-up must be validated and the name must match the name provided from the web part of the system.

To add a new primary point of a new site:

- Click on the *Add primary patrol point* button in the main menu (See screenshot Below)



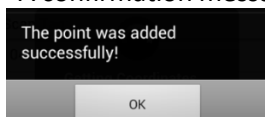
- The site validation form appears as shown below

A screenshot of the 'Create Primary Point' validation form. At the top, there is a 'Back' button and the NFC Africa logo. Below the title 'Create Primary Point', there is a label 'Site ID:' followed by a text input field. At the bottom of the form is a blue button labeled 'Confirm Site' with a right-pointing arrow.

- Enter the site ID provided to you from the system administrator of the we system.
- Click on confirm site to confirm the name of the site matches the name of the site provided to set-up the primary point for.
- A primary point info capture form appears as shown below.

A screenshot of the 'Create Primary Point' info capture form. At the top, there is a 'Back' button and the NFC Africa logo. Below the title 'Create Primary Point', there are three text input fields: 'Site Name:' with the value 'Test site Fina', 'Point Name:', and 'Scan Tag:'. At the bottom of the form is a blue button labeled 'Create Point' with a right-pointing arrow.

- Enter the Name of the primary point and scan the tag to be allocated as the primary point.
- Click on the Create Point button to create the primary point.
- A confirmation message pops up when the creation is successful. i.e.



6. TO ADD A NEW PATROL POINT

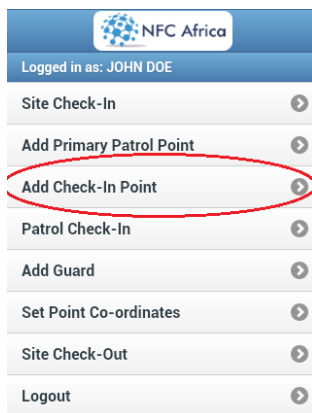
To add a new patrol point on a site the administrator must do/have the following

- A NDEF formatted nfc tag not associated with any process in the the nfc system
- **MUST check-in into the intended site to have a patrol point**

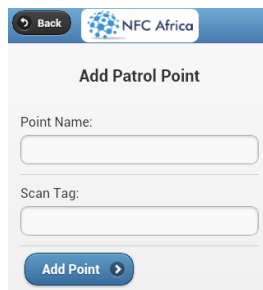
added.

To add the patrol point:

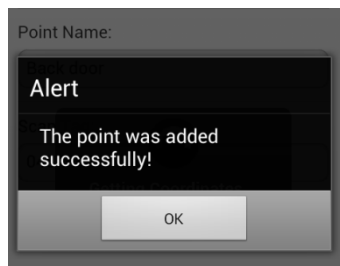
- Click on the Add check-in point button in the main menu (see screenshot below)



- The Patrol point details form appears as shown below

A screenshot of the 'Add Patrol Point' form in the NFC Africa application. The form has a blue header with a 'Back' button and the NFC Africa logo. Below the header, the title 'Add Patrol Point' is centered. There are two input fields: 'Point Name:' and 'Scan Tag:'. At the bottom of the form is a blue button labeled 'Add Point' with a right-pointing arrow.

- Type the Name of the point then Scan the tag to be added
- Click on the *Add point* button and wait for the successful addition alert (screenshot below)

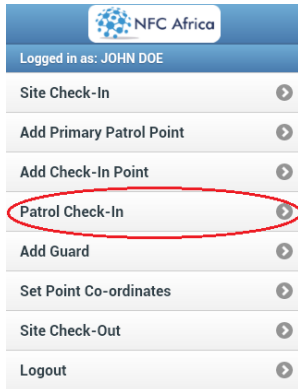


7. PATROL CHECK-IN

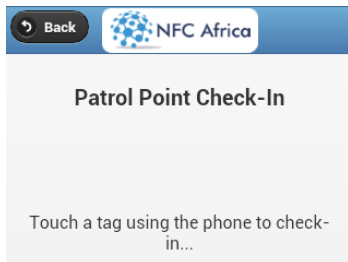
A patrol check-in is the activity of tagging a patrol point tag during a patrol.

To check into a patrol point:

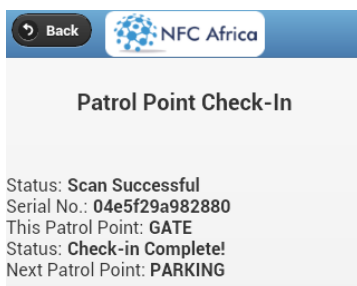
- Click on the *Patrol Check-in* button.



- The patrol tagging request page appears as shown below



- Scan the patrol point tag and wait for the successful check-in page that appears as shown below.



- The Checkin is confirmed for the current patrol Point and at the last line directs you which is the next patrol point to be tagged. Please proceed to the next patrol Point until the Line Next patrol point states, LAST POINT.

NB: Incase of an unsuccessful patrol point check in, you expect to have a blank location and a message stating, "An error occurred".

- o In this case repeat by scanning the tag again.
- o If the error is persistent there are two possible reasons:
 - Lack of internet connectivity
 - The tag is spoilt and no longer functions.

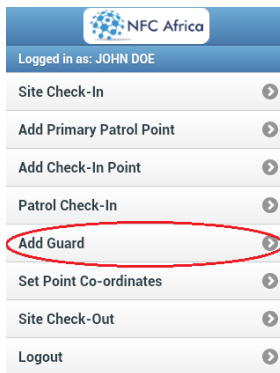
8. TO ADD A SECURITY OFFICER

Before adding a guard into the system using the ensure the following

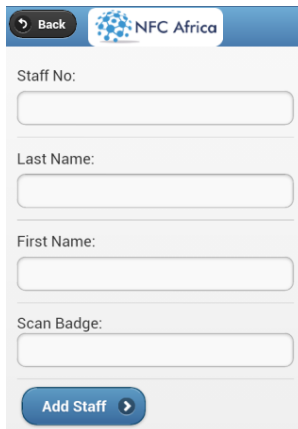
- The SO is employed by the Security company and has a valid Staff badge.
- Confirm the Security officer's details through a supervisor of any other relevant authorities.
- You must know the Staff number of the security officer.

To add a security officer using the system:

- Click on the Add Guard button from the main menu. As illustrated below



- The Security Officer Details page appears as shown in the screenshot below.

A screenshot of the 'Security Officer Details' page in the NFC Africa application. The page has a blue header with a 'Back' button and the NFC Africa logo. Below the header are four input fields: 'Staff No:', 'Last Name:', 'First Name:', and 'Scan Badge:'. At the bottom of the form is a blue 'Add Staff' button with a right-pointing arrow.

- Enter the Staff No. , Last Name, First Name of the staff by typing
- Scan the nfc tag to be stuck on the SO's staff Badge.
- Click on the add Staff button.
- Await the successful addition alert.

NB:

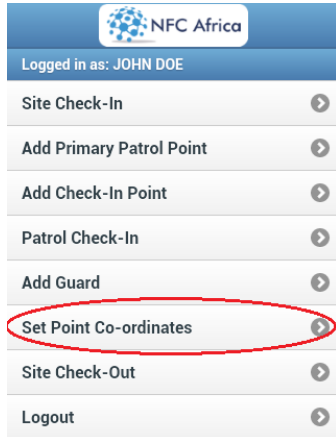
- Ensure the tag is firmly stuck onto the Security Officer's badge before adding.
- Let the security officer log in using the SO's mobile phone to make sure it works fine.
- After addition of the SO there are other procedures that need to be carried out from the system's web interface such as allocating shifts , the SO's timesheet etc.

9. TO ADD THE CORDINATES OF ANY POINT

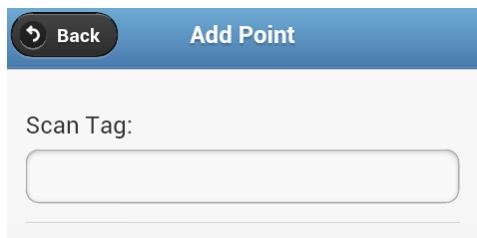
Using the GPS ability of the administrator's mobile phone any points GPS Location can be added to the system. This however EXCLUDES all tags that are used for staff Identification.

To add a points GPS coordinates:

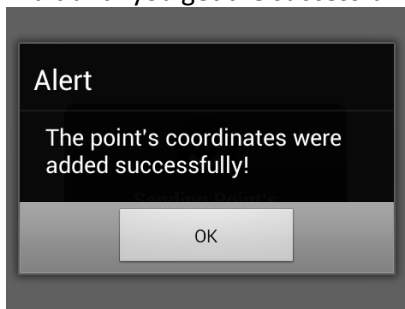
- Ensure the GPS Locating services on the mobile phone are switched on.
- Click on the *Set Point co-ordinates* from the main menu of the app (see screenshot below)



- The point tagging request appears as shown below.



- Scan the specific point to be identified by GPS
- The small GPS location services icon should appear on the top part of the screen.
- Wait until you get the successful GPS coordinates addition message (Screenshot below)

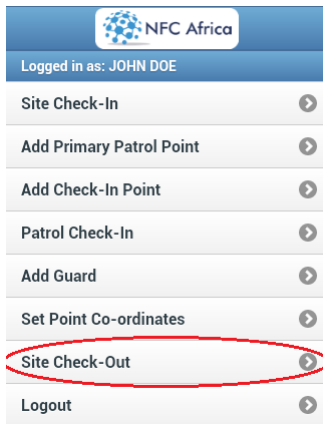


10. SITE CHECKOUT

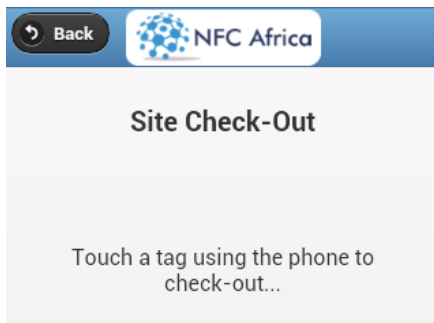
When done with a specific site, it is highly recommended that the administrator checks out of the site to show the activities of the site were complete.

To check out of a site:

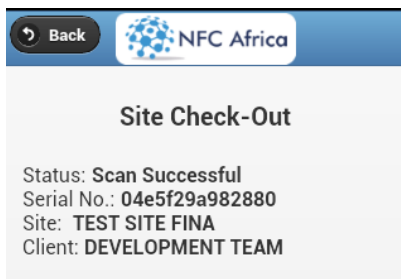
- Click on the Site Check-Out button from the Main Menu.



- The site check-out tag request page appears as illustrated below.

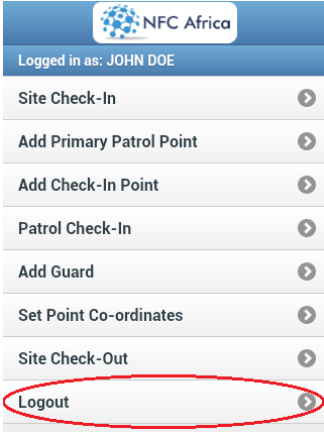


- Scan the primary tag of the site to demarcate end of the sites session.
- A successful site checkout page appears as shown below



11. LOGOUT

To Log out of the mobile app simply tap on the Logout button from the menu as shown in the screenshot below.



A Log out confirmation message appears as shown below.

