VCredential

Administrator Guide

VANDERBILT

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1 Overview

Vanderbilt's range of Bluetooth Readers is a secure and flexible access solution bringing digital credentials to Android™ and iOS® smartphones. These mobile credentials work in exactly the same way as traditional physical credentials, but the trusted identity, a unique ID number, is held within the smartphone.

VCredential is a cloud-based credential management platform that gives administrators the ability to create and manage Bluetooth credentials independent of the access control platform. The key benefits of the VCredential platform are the intuitive usability of the system and the opportunity to benefit from the latest industry technology trends.

2 Working with VCredentials

Administrators can perform the following actions through the VCredential platform:

- Create a site
- Add mobile credentials to a site
- Invite a user to create a mobile credential
- Approve a user request for a mobile credential
- Activate a Bluetooth credential for a user
- Manage site settings

2.1 Creating a site

An administrator with a VCredential account can generate mobile user credentials to control entry and/or exit to a site, building and specific areas with-in a site or building. The following procedure describes how to create a site in VCredential.

To create a site:

1. Click **Choose Site > Add New Site**.
2. Enter a **Site Name**.
3. Enter a **Site Email Address**.
   Each site on VCredential has a unique email address to ensure that only authorized users will request access to a building or site for their mobile phone. This email account supports both sending and receiving email and will be the address to which VI Mobile ID app users submit authorization requests.
   If the selected email address is already in use, you will be notified and you can try a different one.
4. Select the **Time Zone** of the site.
5. Select the **Use reverse byte encoding for card numbers (Omnis)** check box to reverse the byte order of the card number generated in VCredential.This option is for example required if you use Omnis as the Access Control system.

2.2 Adding mobile credentials to a site

Mobile access credentials for use withVCredential can be purchased as a perpetual licence. There are no hidden costs as the price per credential is paid up-front and there are no recurring monthly or yearly charges. Please contact your installer to obtain a licence key for the number of mobile credentials you require for a site.

To add mobile credentials to a site:

1. Click **Choose Site**.
2. Select the site where you want to add a mobile credential and click **Select**.
3. Click **Manage Licences > Add a Licence Key**.
4. Enter the alphanumeric licence key in the format XXXXX - XXXXX - XXXXX – XXXXX.
5. Click **Add Credentials**.
   The total number of mobile credentials available to activate users is displayed in the table under **Manage Licences** or in the status bar on the navigation panel.

The navigation panel also displays the following information for the selected site:

🔵 Total number of activated credentials

🟡 Current number of pending invitations

⚪ Total number of credentials available

2.3 Sending an invitation to a user

You can initiate the activation process for a Bluetooth token by sending an email to a user.

The invitation email instructs the user to download the VI Mobile ID app from the App Store (iOS) or from Google Play (Android). The invitation email requests the user to enter an activation code in the VI Mobile ID app to complete the authorization cycle.

To invite a user to activate a Bluetooth credential:

1. Click **Invitations > Send new invitation**.

2. Enter the **Username**.

3. Enter the **Email Address**.
   A card number displays for the invited user. This card number is uniquely and randomly created on VCredential. Vanderbilt recommends that you check to ensure that the card number is not already in use by your local Access Control system.

4. If the card number is already in use, click **Generate new card number** to generate a new random and unique card number in VCredential before submitting the invitation to the user.

5. If you wish to enable the user to configure Bluetooth readers using the VCredential app, select the **Enable reader settings menu** check box and enter a 4-digit PIN.
   For more information on the reader configuration options in the VI Mobile ID app, see the VI Mobile ID User Guide.

6. Click **Send Invitation**.

2.4 Approving a Bluetooth request from a user

As an alternative to you sending an invitation to a user, a user can send a Bluetooth authorization request to you. This feature can be helpful if you do not wish to send a manual invite to each individual user of a site. Instead, you could choose to share your site email address (See step 3, *Creating a site* on the previous page) and have the users request a Bluetooth token instead.

To approve a request from a user:

1. Click **Requests** to display a list of the users who have submitted an authorization request..

2. Select the user whose request you want to activate and click **Activate request** .

3. Enter the **Username**.

4. Enter the **Email Address**.
   A card number displays for the invited user. This card number is uniquely and randomly created on VCredential, however Vanderbilt recommend that you check to ensure that the card number is not already in use by your local Access Control system.

5. If the card number is already in use, click **Generate new card number** to generate a new random and unique card number in VCredential before submitting the invitation to the user.

6. If you wish to enable the user to configure Bluetooth readers using the VCredential, select the **Enable reader settings menu** check box and enter a 4-digit PIN.
For more information on the reader configuration options in the VI Mobile ID app, see the VI Mobile ID User Guide.

7. Click **Send Activation**.

If the card number generated in VCredential is already in use in your local Access Control system, click **Generate card number** to generate a new card number in VCredential.

Click **Delete** to remove a request from an unauthorized user .

2.5 Activating a Bluetooth credential

The activation email contains all of the information that a user needs in order to activate the Bluetooth credential.

If a user has difficulties activating the Bluetooth credential on their phone, you can invite the user to your desk and show them a QR code on your screen.

Click **New Credentials** in the navigation panel to display a list of users you have previously approved for a Bluetooth credential.

Select the user and click **Show QR Code**

Alternatively, you can save the displayed QR code to your local PC and select a different delivery method.

The panel option **New Credentials** can also be used as a task list for copying a newly assigned card number to your local Access Control system.

When you have successfully transferred and configured the card number in your Access Control system, you can mark this task as complete by clicking **Mark as transferred to local system**

Your Access Control system provider may have chosen to partially or fully integrate the VCredential functionality into the Access Control system for further ease-of-use. For details, please consult the documentation for your Access Control system.

2.6 Transferring a Bluetooth credential to a new device

Disabling and transferring an active credential can be a useful tool in the event of:

- User reports a mobile phone as lost

- User reports a mobile phone as stolen

- User needs to transfer a credential to a new device

To transfer an active credential to a new device:

1. Click **Active Credentials** to display a list of users who have an active credential.

2. Select the user whose credential you want to transfer.

3. Click **Transfer credential**.

4. Check if the displayed **Username** and **Email Address** are associated with the user you would like to transfer the credential for.

5. Select whether to keep the current card number or to issue a new card number.

   If you opted to keep the existing card number, the existing card number displays.

6. To enable the user to configure Bluetooth readers using the VCredential, select the **Enable reader settings menu** check box and enter a 4-digit PIN.

[i]	When a phone is reported as lost or stolen, Vanderbilt recommends that you issue a new card number in order to safeguard the security of your installation.
	To transfer a credential from an old device to a new device, keep the existing card number. No further changes are required in your local Access Control system.
[i]	If you select the option to issue a new card number, a card number displays for the invited user. This card number is uniquely and randomly created on VCredential.
	Vanderbilt recommends that you check to ensure that the card number is not already in use by your local Access Control system. If the card number is already in use, click **Regenerate** to generate a new random and unique card number in VCredential before submitting the invitation to the user.

For more information on the reader configuration options in the VI Mobile ID app, see the VI Mobile ID User Guide.

2.7 Changing site settings

You can review and change the settings that you have configured for each site.

Click **Site settings** and select one of the following settings to edit:

Setting	Description
Site mail	Each site on VCredential has a unique email address to ensure that only authorized users request access to a building or site for their mobile phone. This email account supports both sending and receiving email, and is the address to which VI Mobile ID app users submit authorization requests. This setting can be reviewed but not changed.
Time zone	The time zone of the site. This setting has an impact on the validity period of the QR code sent to the user (currently set to 24h).
Administrator Email	The email address that you used to register your account with VCredential which also serves as your username. This setting can be reviewed but not changed.
Credentials	Overview of the number of credentials added to the site as well as the number of credentials already assigned to a user for this site. This setting can be reviewed but not changed.
Automatically activate invited requests	If selected, you can automatically approve all of the users that you have previously invited to create a Bluetooth credential. Use this setting to skip the manual task of approving incoming Bluetooth authorization requests.
Use reverse byte order for card numbers	The byte order used on VCredential to create the card number can differ from the byte order used in the Access Control system. Select this option to reverse the byte order of the presented card number in VCredential. **Note:** This option is required when using Omnis.

Setting	Description
API key	An API key or application programming interface key is a code that gets passed by the access control system which has been partially or in full integrated with the VCredential service via RESTful APIs. The Access Control system calls the API or application programming interface to identify itself to the specific site created in VCredential. For more details, please consult the documentation of your Access Control System.
Generate new key	If required, you have the option to change the API key. Please consider that the generation of a new API key will prevent any existing API clients being able to login to the site within the VCredential service.

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