USER GUIDE PANL Room Manager 3.1.1

BRTSys

Management Console (Ver.5.1.1-3.0.0)

Part 3 – PRM



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Panl

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1. About This Guide

This guide explains the features and functionalities of PRM Management Console.

2. Intended Audience

The intended audience will be System Integrators, Technical / Administrative users who will assist in realizing the capabilities, functions, and the full benefits of the product.



<u>Note:</u>

- 1. Ensure the firmware version and package version number are up-to-date and update/upgrade accordingly.
- 2. For more information about the latest version and compatibility, contact the BRT Systems sales/support.

3. Document References

Document Name	Document Type	Format
BRTSYS AN 036 PRM User Guide - 1. Introduction		
BRTSYS AN 037 PRM User Guide - 2. Installation and Configuration		
BRTSYS AN 039 PRM User Guide - 4. PRM Supervisor and PanLHub Supervisor Console	Application Note / User Guide	PDF
BRTSYS AN 040 PRM User Guide - 5. Outlook Add-In		
BRTSYS_AN_041_PRM User Guide - 6. PanL PD100 Touch Display		

4. Getting Started with PRM Management Console

The PRM Management Console is a web browser-based GUI application that serves as a one-stop management tool enabling administrators to configure the PRM Server Software (e.g., manage resource assignment, room booking policies, display panel and calendar configurations). The PRM Management Console can be connected via a secure HTTPS connection using any one of the following web browsers – *Chrome, Mozilla Firefox, Microsoft Edge, or Safari.*

To access the PRM Management Console, ensure that the PRM Server Software is up and running. The steps to access the PRM Management Console are provided below. Open any supported web browser (*Chrome/ Mozilla Firefox/Microsoft Edge/Safari*) and enter the URL. For example - <u>https://web.prm.local/</u>.

If opening PRM Management Console on a client PC using default BRT System's SSL certificate, please refer to the **Section 4.4 Browser (with BRT SSL) in** BRTSYS AN 038 PRM User Guide – 2. Installation and Configuration @ https://brtsys.com/resources/ (under PanL Room Manager (PRM) > Application Notes/Installation Guides/User Guides).

The PRM Server must have a valid license to access all the PRM features. To obtain the license, the customer must <u>GENERATE FINGERPRINT</u> (using the license interface) and send the fingerprint file to the vendor (i.e., PRM Support – <u>support@brtsys.com</u>). The vendor in turn will generate and send the license file to the customer's registered email address. Upon receiving the license file, customer must activate it using the license interface. The license interface is available only for SUPERADMIN users. Refer to <u>section 4.1.1</u> for more information.

4.1 Logging In

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The login interface will vary depending on whether the system is configured to connect to Microsoft 365 or Exchange Server – see below -

	PanL Room Manager (PRM)
	Login
	Unlock a world of convenience and personalized workspace experiences by logging in to our room booking system today!
	Sign in with Microsoft
	By logging in, you agree to the company's <u>Terms and Conditions</u> and <u>Privacy Policy</u> .
	This login option is exclusively for the administrator account created during installation.
	Login
here are two ty	pes of PRM Users – SUPERADMIN* user and NON-SUPERADMIN user

Connected to Microsoft 365

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Login as SUPERADMIN user to do the initial configurations like activating PRM licenses, Setting Policies etc. To login as SUPERADMIN, the user must use the username – "superadmin" and "password" (the one configured during the installation).

Lo	ogin
Login ID	
superadmin	
Password	
	٩
	ogin
	Forgot Password

Connected to Exchange Server

*The SUPERADMIN user login option is exclusively created during installation.

4.1.1 Generate Fingerprint and Activate License

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→ Ensure that you have logged in to the PRM Management Console as SUPERADMIN. From the PRM Management Console menu, click on Settings > License. The License interface is displayed with the list of available licenses(s) if any. For the first time users, the license table will be empty.

1. Generati 2. Send do	e Fingerprint by clicking 'Generate wnloaded Fingerprint to support(e Fingerprint' button t abrtays.com and get	selow. a new license key.						
3. Upload a	and Activate new license key by cl	licking "Activate New	License" button below.						
2	Total Active License		Total Room Licenses		Total User Licenses 100		Total Equipment Licenses 100	Total 100	Catering License
								Generate Fingerprint	Activate New Lice
License	License Id	License Type	Rooms License	Users License	Equipment License	Catering License	Ucense Start Date (MM/DD/YYYY)	License Expire Date (MM/DD/YYYY)	Ucense Stat
PRM	980545135539837213_1	Expiration	100	100	100	100	01/25/2022	01/01/2631	Active
								items	per page 20

- → To generate fingerprint, click [GENERATE FINGERPRINT]. A confirmation dialog box will be displayed. Click [YES] to Generate Fingerprint or [CANCEL] to cancel the operation. Upon clicking [YES], a fingerprint file with extension .c2v (for example Current_.22-04-2023 10-34-07.c2v) will be generated and saved in the preferred location. Email the file to the vendor (i.e., PRM Support) to obtain the license key. The license key will be sent as a file with extension.v2c (for example 72543085074299640.V2C) to the registered email address. Upon getting the license key, click [ACTIVATE NEW LICENSE].
- \rightarrow Click **[Browse]** and select the license key to upload.

Activate License Key	×
Upload License Key	
Current_22-04-2023 10-34-07.vzc	Browse
	Activate Cancel

→ Upon selecting the license file, click [ACTIVATE] to upload the license file to the PRM Server and activate the license. Upon activating the license key, the user will be automatically signed out of the PRM Management Console. Log in to the PRM Management Console. A list of menu functions (based on the user's access privileges) is displayed on the left side panel. To access License interface and verify license information, click Settings → License.



<u>Note:</u> Licenses are installed on the virtual machine or native OS. To avoid losing licenses, make sure this machine is backed up. In case the machine is lost, the customer will have to purchase a new PRM license.

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1.2. Colondon and Cl	
1.1.2 Calendar and Clie	nt E PRM Console
o update calendar and Clier	settings –
 Click on the Settings configuration interface is 	 Calendar and Client menu. The system User Management Device Mapping Catering Management Equipment Management System Log Settings Pent. Hub and Display Catering and Client Notification and Synchronizat Email Configuration Simple Mail Transfer Protocol PRM Configuration Deshboard License
Calendar And Client Configurations	Choose a Microsoft Galendar
Exchange Server URL/IP https://outlook.office365.com/EWS/Exchange.asmx	Provide a Microsoft Server URL/IP
ExchangeSchema Version Exchange2016	Select a Microsoft Exchange Schema Version
Permission ImpersonationAll	Choose a permission to grant access to user accounts
Authentication Method OAuth 2.0 (Modern), Client Credentials Usemame	Choose a Microsoft authentication method
Authentication Method OAuth 2.0 (Modern), Client Credentials Username Imp-pm17@m/bstest1.onmicrosoft.com Object ID	Choose a Microsoft authemication method Choose a Microsoft authemication method Create application on Asure Active Directory > App registrations > locate the App > Overview. Please copy and pase the Object ID Inex.
Authentication Method OAuth 2.0 (Modern), Client Credentials Username Imp-pm17@mrbsteat1.onmicrosoft.com Object ID Directory (Tenant) (D	Choose a Microsoft authentication method Choose a Microsoft authentication method Decise application on Asses Active Directory > App registrations > locate the App > Overview. Please copy and paste the Object ID here. Create application on Asses Active Directory > App registrations > locate the App > Overview. Please copy and paste the Directory ID here.
Authentication Method Dauth 2.0 (Modern), Client Credentials Username Imp-pm17@mrbsteat1.onmicrosoft.com Object ID Directory (Tenant) ID Application (Client) ID	Choose a Microsoft authentication method Choose a Microsoft authentication method Deate application on Asses Active Directory > App registrations > locate the App > Overview. Please copy and paste the Object ID here. Create application on Asses Active Directory > App registrations > locate the App > Overview. Please copy and paste the Directory TD here. Create application on Asses Active Directory > App registrations > locate the App > Overview. Please copy and paste the Directory TD here.
Authentication Method Qauth 2.0 (Modern), Client Credentials Username Imp-pm17@mrbstest1.onmicrosoft.com Object ID Directory (Tenant) ID Application (Client) ID PRM Client Secret Description BRTSYS_CLIENTSECRET	Choose a Microsoft authentication method Choose a Microsoft authentication Choose a Microsoft authentica
Authentication Method OAuth 2.0 (Modern), Client Credentials Username Imp-pm17@mrbstest1.com/crosoft.com Object ID Directory (Tenant) ID Application (Client) ID PRM Client Secret Description BRTSVS_CLIENTSECRET PRM Client Secret Value	Choose a Microsoft authemication method Choose a Microsoft authemication method Credit application on Asse Active Directory > App registrations > locate the App > Overview Please copy and pasts the Object ID Inter. Directire application on Asse Active Directory > App registrations > locate the App > Overview Please copy and pasts the Directory Directory > App registrations > locate the App > Overview Please copy and pasts the Directory Directory > App registrations > locate the App > Overview Please copy and pasts the Application ID Inter. Directire application on Asse Active Directory > App registrations > locate the App > Overview Please copy and pasts the Application ID Inter. Directire application on Asse Active Directory > App registrations > locate the App > Overview Please copy and pasts the Client Becord Directory > App registrations > locate the App > Overview Please copy and pasts the Client Becord Description here. Directire application to Asse Active Directory > App registrations > locate the App > Overview Please copy and pasts the Client Becord Description here.
Authentication Method Outrn 2.0 (Modern), Client Credentials Usemanne Imp-pm17@mrbstest1.onmicrosoft.com Object ID Directory (Tenant) ID Prectory (Tenant) ID Application (Client) ID PRM Client Secret Description BRTSVG_CLIENTSECRET PRM Client Secret Value Tret Econetiston Client Configuration	Choose a Microsoft authemication method Create application on Azure Active Directory > App registrations > locate the App > Overview Please copy and pasts the Object ID Inter. Create application on Azure Active Directory > App registrations > locate the App > Overview Please copy and pasts the Object ID Inter. Create application on Azure Active Directory > App registrations > locate the App > Overview Please copy and pasts the Application Directory > App registrations > locate the App > Overview Please copy and pasts the Application ID Inter. Create application on Azure Active Directory > App registrations > locate the App > Overview Please copy and pasts the Application ID Inter. Create cleant secret on Azure Active Directory > App registrations > locate the App > Certificates & secrets. Please copy and pasts the Client Secret Description here. Create cleant secret on Azure Active Directory > App registrations > locate the App > Certificates & secrets. Please seet this secret value which is only displayed once.
Authentication Method OAuth 2.0 (Modern), Client Credentials Usemanne Imp-pm17@mhtstedt1.onnicrosoft.com Deject ID Directory (Tenant) ID Directory (Tenant) ID Application (Client) ID Application (Client) ID RFM Client Seviet Description BRTSYS_CLIENTSECRET PRM Client Seviet Value Tert Corpetsion Client Configuration Ligns Mode OpenID Connect (ODC) Authentication	Choose a Microsoft authemication method Choose an authemication method for users to login Choose an authemication method for users to login
Authentication Method Daum 2.0 (Modern), Client Credentials Usemanne Imp-gem 12(grunbatest1.comicrosoft.com Object ID Directory (Tenant) ID Application (Client) ID Application (Client) ID PMM Client Secret Description BRTSCS_CLIENTSECRET PMM Client Secret Value PMM Client Secret Value 	

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4.1.2.1 If connected to Microsoft 365

• Configure for OAuth 2.0 (Modern) Client Credentials authentication mode (Recommended).

Exchange Server/Microsoft 365 Configuration

Input the following in the respective fields:

- **Calendar Type** Refers to the Calendar Type – Exchange / Microsoft 365.
- **Exchange Server URL / IP** Refers to the Exchange Server URL/IP address.
- **Exchange Schema Version** Refers to the Microsoft Exchange Server Scheme version.
- **Permission** Refers to the permission to be granted to user accounts.
- Authentication Method
 OAuth 2.0 (Modern), Client Credentials Refers to a standard protocol used for authentication and authorization between different applications and services.
- **Username** Refers to the Exchange/Microsoft 365 Server login credentials.



Note: The Object ID, Directory (Tenant) ID, Application (Client) ID, PRM Client Secret Description and PRM Client Secret Value field inputs can be obtained from Azure. Refer to the steps given under section 5.2.3 Modern Authentication using OAuth 2.0 – Open ID-Connect (OIDC) in BRTSYS_AN_038_PRM User Guide – 2. Installation and Configuration @ https://brtsys.com/resources/ (under PanL Room Manager (PRM) > Application Notes / Installation Guides / User Guides) for more details.

- **Object ID** The Object ID is a unique ID of the service principal object associated with an application. This value can be obtained from Azure Portal > Azure Active Directory > App registrations > Locate the App > Overview.
- **Directory (Tenant) ID** The Microsoft 365 tenant ID is a globally unique identifier that is unique to each organization or domain. This value can be obtained from Azure Portal > Azure Active Directory > Properties page > Tenant ID.
- **Application (Client) ID** A Client ID is a unique identifier assigned to a client application during the registration process with the authorization server or identity provider. This value can be obtained from Azure Portal > Azure Active Directory > App Registrations > locate the App > Client ID.
- **PRM Client Secret Description** A brief description for Client Secret. This value can be
 obtained from Azure Portal > Azure Active Directory > App Registrations > locate the App
 > Certificates & Secrets.
- **PRM Client Secret Value** Client Secret is a confidential value used for authentication between a client application and an authorization server. It should be kept secure and saved during the creation of the Client ID, as it will be hidden once the page reloads. This value can be obtained from Azure Portal > Azure Active Directory > App Registrations > locate the App > Certificates & Secrets.

Client Configuration

• **Login Mode** – Refers to the authentication mode for users to login - *OpenID Connect (OIDC)* Authentication or PRM Authentication.

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• Redirect URL - Once authorization code or	e the applications have been successfully authorized and granted access token, Azure AD redirects the user to a page on PanL PRM.
 PRM Login Redirect link to Azure Porta Create a new App 	tt URL: To set the Login Redirect URL, you need to copy and paste t al > Azure Active Directory > App Registrations > New registration > Add a Redirect URI > Add a platform > Redirect URIs.
Configure for OAuth 2.0 (1	Nodern) ROPC authentication mode (optional).
lendar And Client Configurations	
Exchange Server/Microsoft 365 Configuration	
Calendar Type	Choose a Microsoft Calendar
EAUTIANISE	
Exchange Server URL/IP	Devide a Microsoft Course 101 10
https://outlook.office365.com/EWS/Exchange.asmx	Futuride a witch source and an of the
Exchange Schema Version	
Exchange2016	Select a Microsoft Exchange Schema Version
Description	
ImpersonationAll	Choose a permission to grant access to user accounts
Authentication Method	Choose a Microsoft authentication method
OAuth 2.0 (Modern), ROPC	4
Usemame	
imp-prm17@mrbstest1.onmicrosoft.com	
Password	
Directory (Tenant) ID	Create application on Azure Active Directory > App registrations > locate the App > Overview. Please
	copy and paste the Unrectory ID here.
Application (Client) ID	Points and/order on Amin Amin Directory - Amin anistrations - Jocate the Amin - Pointing Bases
	copy and paste the Application ID here.
Test Connection	
Client Configuration	
Lonin Mode	
OpenID Connect (OIDC) Authentication	Choose an authentication method for users to login
PRM Login Redirect URL	
https://prm.prm.local/auth/oidc-login	access token, Azure AD redirects the user to a page on PanL PRM.
	To set the Login Redirect URL, you need to coop and paste the link to Azure Portal > Azure Active Directory > App Registrations > New registration > Create a new App > Add a Redirect URL > Add a
	platform > Redirect URIs.
Decard Chargers	

Input the following in the respective fields:

- **Calendar Type** Refers to the Calendar Type – Exchange / Microsoft 365.
- **Exchange Server URL / IP** Refers to the Exchange Server URL/IP address.
- **Exchange Schema Version** Refers to the Microsoft Exchange Server Scheme version.
- **Permission** Refers to the permission to be granted to user accounts.

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Authentication Method

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OAuth 2.0 (Modern) ROPC - Refers to a standard protocol used for authentication and authorization between different applications and services.

- Username/Password Refers to the Exchange/Microsoft 365 Server login credentials.
- **Directory (Tenant) ID** The Microsoft 365 tenant ID is a globally unique identifier that is unique to each organization or domain. This value can be obtained from Azure Portal > Azure Active Directory > Properties page > Tenant ID.
- **Application (Client) ID** A Client ID is a unique identifier assigned to a client application during the registration process with the authorization server or identity provider. This value can be obtained from Azure Portal > Azure Active Directory > App Registrations > locate the App > Client ID.

Client Configuration

- **Login Mode** Refers to the authentication mode for users to login *OpenID Connect (OIDC)* Authentication or PRM Authentication.
- **Redirect URL** Once the applications have been successfully authorized and granted an authorization code or access token, Azure AD redirects the user to a page on PanL PRM.
 - *PRM Login Redirect URL*: To set the Login Redirect URL, you need to copy and paste the link to Azure Portal > Azure Active Directory > App Registrations > New registration > Create a new App > Add a Redirect URI > Add a platform > Redirect URIs.

Upon configuring for OAuth 2.0 (Modern) Client Credentials or OAuth 2.0 (Modern) ROPC (Resource Owner Password Credentials), click on **[Save]** to store the changes, if any.

4.1.2.2 If connected to Exchange Server

• Configure for Basic / NTLM authentication / NTLM Ignore Certificate Validation mode (Optional).

Exchange Server/Microsoft 365 Configuration		
Calendar Type		
EXCHANGE	✓ Choose a Microsoft Calendar	
Exchange Server URL/IP		
https://outlook.office365.com/EWS/Exchange.asmx	Pravide a Microsoft Server URL/IP	
Exchange Schema Version		
Exchange2016	Select a Microsoft Exchange Schema Version	
Permission		
ImpersonationAll	Choose a permission to grant access to user accounts	
Authentication Method		
Basic	Choose a Microsoft authentication method	
Username		
imp-prm17@mrbstest1.onmicrosoft.com		
Password		
Test Connection		
Client Configuration		
Login Mode		
PRM Built-in	Choose an authentication method for users to login	
Discard Changes Since		



Input the following in the respective fields:

- **Calendar Type** Refers to the Calendar Type – Exchange / Microsoft 365.
- **Exchange Server URL / IP** Refers to the Exchange Server URL/IP address.
- **Exchange Schema Version** Refers to the Microsoft Exchange Server Scheme version.
- **Permission** Refers to the permission to be granted to user accounts.
- Authentication Method
 Basic Refers to basic authentication for Exchange Server
 NTLM (New Technology Lan Manager) Refers to the server-based authentication.
- Username / Password Refers to the Exchange/Microsoft 365 Server login credentials.

Upon configuring for Basic / NTLM, click on **[Save]** to store the changes, if any.

Exchange Server / Microsoft 365 Test Connection

Upon updating the calendar server and PRM Server settings, click on **[Test Connection]** to verify the connection between the Exchange/Microsoft 365 Server and PRM Server.



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P

S superadmin

Change Password

Log out

4.2 Change Password



<u>Note:</u> The change password function is applicable only for superadmin account. i.e. if the selected *Login Mode* = *Open ID-Connect (OIDC) Authentication*.

To change the default admin password -

- $\rightarrow~$ Click on S superadmin. Select Change Password.
- \rightarrow Enter the following -
 - ✓ Old Password
 - ✓ New Password
 - ✓ Confirm New Password

Change Password	
Old password	
	٥
New password	
	(II)
Your password must include:	
🖉 At least 1 letter	
🖉 At least 1 number	
📀 8 to 16 characters	
Should not reuse the password	
Confirm new password	
	000

Upon entering the required information, click [Reset Password].



4.3 Forgot Password

-		
*		
	4	0

<u>Note:</u> The "Forgot Password" function is applicable to only for superadmin account, if the selected *Login Mode* = *Open ID-Connect (OIDC) Authentication*. On the other hand, this function is applicable for all users, if the selected *Login Mode* = *PRM Authentication*.

The Forgot Password function allows user to recover a forgotten password. To recover password -

→ Click Forgot Password?

Lo	gin
Login ID	
superadmin	
Password	
	٢
in the	nin

→ Enter superadmin (to reset password for superadmin) / Email address (to reset password for user). Click [Send Instructions]. For superadmin, an email is sent to the registered email address that has been configured in the "config.json" file. For user, an email is sent to the email id mentioned in the email id field.

	Forgot Pas	sword
- Back to Login Page		
	For Administrato	rs Only
	Enter your Login ID	
	superadmin	0
	Send Instruct	ions

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 $\rightarrow~$ Click the link in the email to access the password reset interface.



 \rightarrow Enter the New Password and confirm. Click **[Reset Password]** to save the new password.



 $\rightarrow\,$ A message indicating that the password has been updated is displayed. Click on the link to access the PRM login interface.



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Logging In with NON-SUPERADMIN Account Credentials

 \rightarrow Open any supported browser and enter the URL, for example – *https://web.prm.local*. Click **[Sign in with Microsoft]**.

PanL Room Manager (PRM)
Login
Unlock a world of convenience and personalized workspace experiences by logging in to our room booking system today!
Sign in with Microsoft
By logging in, you agree to the company's <u>Terms and Conditions</u> and <u>Privacy Policy</u> .
This login option is exclusively for administrator account created during installation.

→ Enter the *Microsoft User Id* and click **[Next]**; Enter the *password* and click **[Sign in]**.

Microsoft	Microsoft
Sign in	← imp-prm17@mrbstest1.onmicrosoft.com
imp-prm17@mrbstest1.onmicrosoft.com	Enter password
Can't access your account?	
	Forgot my password
Back Next	Forgot my password

→ PanL Room Manager Management Console user interface is displayed. For the first time users, the PRM Management Console Dashboard will be empty. A list of menu functions (based on the user's access privileges) is displayed on the left side panel. To enable or disable permissions refer to <u>User Groups Management</u>.

4.4 PRM Management Console Overview

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The PRM Management Console menu is displayed on the left and can be extended by clicking on it to display the sub menus. The following table provides an overview of the PRM Management Console Menu/Submenu and their functions.

G	Dashboard	
805	Resource Management	
	Country	
	Building	
	Floar	
	Room Management	
	Room	
	Room Groups	
	Amerities	
	PanL Display Management	e.
	PanL Displays	
9 <u>8</u>	User Management	
	Users	
	User Groups	
	RFIDs	
-	Device Mapping	
Ŧ?	Catering Management	2
	Items	
	Catering Groups	
-	Equipment Management	
	Items	
	Equipment Groups	
	System Log	
0	Settings	2
	PanL Hub and Display	
	Calendar and Client	
	Notification and Synchronization	
	Email Configuration	
	Simple Mail Transfer Protocol (SMI	P
	PRM Configuration	
	Dashboard	
	License	
۲	Firmware Management	1
	PanL Firmware Upload	
	PanL Firmware Upgrade	
0	Notifications	



Menu	Submenu	Functionality		
Dashboard	-	Resource Summary / Booking Summary / Utilization (Room; Booking Density) / Leaderboard (Room; User) / Equipment & Catering Utilization, Miscellaneous etc.		
	Country	→ Add / Edit / Delete / Search/ Sort Country Information		
	Building	→ Add / Edit / Delete / Search / Sort Building Information		
	Floor	→ Add / Edit / Delete Floor Information / Search / Sort Floor information		
Resource Management	Room Management	→ Add/ Export Room Information/ Upload Room Room Image/ Associate / Un-Associate PanL Displays to a room / Search/ Sort Room information		
		Room → Add / Edit / Delete / Search / Sort Room Groups Group		
	Amenities	→ Add / Edit / Delete Room Amenities / Search / Sort Amenities related information		
	PanL Display Management	PanL Displays→View a list of PanL Displays		
	Users	→ Add / Export / Edit / Delete / Search / Sort User Information		
User Management	User Groups	→ Add / Edit / Delete / Search / Sort User Group		
	RFIDs	→ Add / Export / Edit / Delete / Search / Sort RFID		
Device Mapping	-	→ View PanL Hub / Device Mapping details		
Catering	Items	→ Add / Export / Edit / Delete / Search / Sort Catering Items		
Management	Catering Groups	→ Add / Edit / Delete / Search / Sort Catering Groups		
Equipment	Items	→ Add / Export / Edit / Delete / Search / Sort Equipment		
Management	Equipment Groups	→ Add / Edit / Delete / Search / Sort Equipment Groups		
System Log	-	ightarrow To view System Log for system analysis purpose		
	PanL Hub and Display	→ Set the rules related to PanL Hub and Display Settings; Working Hours; Meeting Room Settings		
	Calendar and Client	→ Update Exchange Server / 0365 Information, Test Exchange Server / 0365 connection, Synchronize Exchange Server / 0365 Schedule, Additional Exchange Configuration and PRM Server Credentials		
	Notification and Synchronization	ightarrow To configure and synchronize PRM Notification Settings		
Settings	Email Configuration	→ To manage Email Configurations		
	Simple Mail Transfer Protocol (SMTP)	→ To configure SMTP Settings		
	PRM Configuration	\rightarrow To configure PRM Server Settings		
	Dashboard	→ To configure Dashboard Settings		
	License	→ Generate Fingerprint / Activate License		
Firmware	PanL Firmware Upload	→ To upload firmware for PanL Displays		
Management	PanL Firmware Upgrade	→ To upgrade PanL Display Devices		
Notifications	-	→ To set notifications		
About	-	\rightarrow To view version information of PRM Management Console		

The forthcoming sections discuss each menu/submenu/function in detail.



4.5 Dashboard

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The dashboard displays insightful statistical information at a weekly, monthly, or yearly basis from processing various room booking and user data. Through observing the statistics, management can plan and restructure room and meeting policies to improve room utilization. The dashboard view varies depending on the permission given to the respective user group. If a particular user group is not configured, then members of that user group will see a blank dashboard upon logging into PRM Management Console. Refer to <u>Dashboard Settings</u> for more details.

To view the dashboard -

\rightarrow Click on the **Dashboard** menu.

≡ PRM Console							s superadmin
(Dashboard							
Resource Management	¢	Overview					
ୟ User Management	ĸ	Resource Summary					
Device Mapping		Countries	1 total	Buildings	1 total	Floors	1
$\psi \bar{\gamma}$ Catering Management	¢	Gounties	lititai	Dunungs	totar	TIOUIS	total
Equipment Management	ĸ						
🖹 System Log		Rooms 1971 Total	Q. Users 2 Total	Devices 0 Total	ψφ	Catering 0 Total	Equipment 0 Total
Settings	<	2 1969 Active Inactive	2 0 Active Inactiv	ve 0 0 Active Inactive		0 0 Active Inactive	D O O Not Active Inactive Working

Resource Summary

Dashboard's **Resource Summary** section provides a summary of resources – *Total Number of Countries; Buildings; Floors; Rooms (Active / Inactive); Users (Active / Inactive); Devices (Active / Inactive); Catering Items (Active / Inactive); Equipment (Active /Inactive).*

Filters

Users can **filter** Dashboard data based on *Countries; Buildings; Floors & Rooms*. Alternately, users can filter data based on *Date Range*. Upon selecting the required filter criteria and clicking **[APPLY]**, the dashboard data is populated based on the applied filter criteria.

Booking Summary

This section provides pictorial representation (doughnut chart) of information about the **Booking Summary –** *Booking Details / Booking Type / Booking Duration.*

Utilization

The **Utilization** section provides statistics along with the pictorial / graphical representation related to **Room Utilization**, **Recaptured Time**, **Booking Density**. This section also provides a comparison of **Room Utilization VS Room Capacity**, **User Occupancy VS Room Capacity**.

Leaderboard

The **Leaderboard** section provides information pertaining to **Room Leaderboard** (Most Used Rooms / Least Used Rooms) and **User Leaderboard** (Most Active Users / Top Ghost Users).

Equipment and Catering

This section provides a comparison of *Catering Items VS User Groups* and *Equipment Items VS User Groups*.



Miscellaneous

The **Miscellaneous** section provides pictorial representation of information pertaining to **Booking Sources** (Outlook Add-in / On-Spot) and **Number of Attendees** in the meeting (Outlook Add-in).



4.6 Resource Management

4.6.1 Country Management

Through the Country Management interface, admin users can add, edit, delete, and search countries within their organization in which the room resides. Multiple countries can be configured for organizations which have multi-site offices.

Add Country

→ Click on the **Resource Management** > **Country** menu; Click **[Add]** and enter the Country name*, click $\sqrt{}$ to save.

= PRM Console					S superadmin
() Dashboard		C			
Resource Management	~	Country Ma	nagement		
Country					
Building					Add
Room Management	¢				
Amenities		SL No.		Country	ACIONS
PanL Display Management	<		Lountry		
ନ୍ଧୁ User Management	<		Vietnam		X
□ Device Mapping		1		Singapore	0 0
₩ ⁰ Catering Management	e la				Items per page 20 🗸

 \rightarrow The newly added country is displayed on the table and an appropriate message is displayed.

Country Ma	inagement		
			Add
SL No.		Country	Actions
	Country		
1		Singapore	Ø Ö
2		Vietnam	0 0
			Items per page 20 🗸



Edit Country

→ From the table, click **Edit** \bigcirc for the country that needs to be updated. The search country function can be used by providing the search parameters in the **Search** box to filter based on Country.

Country Ma	anagement		
	Search I	Зох	Add
SL No.		Country	🔔 Actions
	Country		
1		Singapore	ØŮ
2		Vietnam	ØÛ
			Items per page 20 🗸

ightarrow Edit the *Country* details as required and click $\sqrt{}$ to save the updated information.

	lagement		
			Ad
SL No.		Country	Actions
	Country		
1		Singapore	Ø Ū
2	Malaysia		

 \rightarrow The updated country is displayed on the table and an appropriate message is displayed.

Country Ma	nagement		
			Add
SL No.		Country	Actions
	Country		
1		Malaysia	Ø Ū
2		Singapore	Øð
			Items per page 20 ~



Delete Country

To delete country -

 \rightarrow From the table, click on **Delete** for the country which needs to be deleted. The search country function can be used by providing the search parameters in the **Search** box to filter based on *Country*.

Country M	anagement		
			Add
Sl. No.		Country	Actions
	Country		
1		Malaysia	ØŪ
2		Singapore	ØŬ
			Items per page 20 🗸

 \rightarrow A confirmation dialog box is displayed. Click **[Delete]** button to delete the country or **[Not Now]** to cancel the delete operation.

Delete Country		×
Are you sure you want to delete this country ?		
	Delete	Not now

→ Upon clicking **[Delete]** button, the country details are deleted from the table and an appropriate message is displayed.

Country Mar	nagement		Successi Country deleted successfully
			Add
SL No.		Country	🚊 Actions
	Country		
1		Singapore	<i>Q</i> ů
			Items per page 20 🗸

Upon deletion, the data is permanently removed and will no longer available.

4.6.2 Building Management

In the Building Management interface, admin users can create, edit, delete, and search buildings within their organization in which the room resides. Organizations with multi-site offices can configure multiple buildings at different locations or countries.

Add Building

BRTSys

→ Click on the **Resource Management > Buildings** menu; Click **[Add]**.

≡ PRM Console					S	superadmin 🖉
() Dashboard	Duilding M					
Resource Management	v Buitting Ma	inagement				
Building Floor						Add
Amenities	SI No	Country	÷	Ruilding		Artions
PanL Display Management <		Country	Building			
₽. User Management	c 1	Singapore		Tai Seng Exchange		0 0
Car Device Mapping					Items pe	er page 20 🗸

 \rightarrow Enter the following information in the Add New Building interface.

dd New Building		
Name	Time Zone	
Enter Name	UTC +08:00	
Country	Status	
×	Active	
inactive To		
Address		
Enter Address		
Card Type	Frequency	
Select a Card Type 💌	Select Frequency	
*Please note that you are not allowed to select both high and low frequency cards at the same time. However, you can select dual frequency cards along with either high or low frequency cards. If you only select dual frequency cards, you can select a single frequency for that (low or high frequency).	Please select card(s) first and the frequency will be applied to the selected card(s).	

- Building Name
- Time Zone
- Country
- Building Status Active / Inactive
- *Duration* until which the building will be inactive (This field will be displayed and applicable only if the Inactive status is selected)
- Building Address
- RFID Card Type & Frequency (Refer to the Table 1 for details)

	1 3 y 3		Document Reference No.: BRTSYS_000110	Clearance No.: BRTSYS#07
Room and	Equipment Attribu	utes		
Operating Ho	urs			
Policies utilized	only for statistics calcu	ulation		
Start Time	08:00 AM	G		
End Time	05:00 PM	Ŀ		
🕑 Monday	🗹 Tuesday 🔽 V	Wednesday	💙 Thursday 💟 Friday 🗌 Saturday 🗌 Sunday	
Monday Non Operatin	🕑 Tuesday 🕑 V g Days	Wednesday	Thursday 🗹 Friday 🗌 Saturday 🗌 Sunday	
Monday Non Operatin Policies utilized	Tuesday Tuesday	Wednesday	Thursday Friday Saturday Sunday restriction	
Monday Non Operatin Policies utilized Add	Tuesday Y S	Wednesday	Thursday Friday Saturday Sunday restriction	
Monday Non Operatin Policies utilized Add	Tuesday V	Wednesday	Thursday Friday Saturday Sunday restriction	



<u>Note:</u> If a building is made inactive, then all the floors/rooms under that building will be made inactive.

- Building's operating hours Start Time and End Time
- Click [Add] to add the Non-Operating Days.

(The Panel Display devices will turn on/off based on these settings. The display will turn off after 15 minutes from end time by default if no bookings are made after). Operating hours are used for statistics. Bookings are allowed within operating hours.

Upon providing the necessary information, click **[Save]**. The newly added building information is added to the table.

				A
SL No.	Country	*	Building	Actions
	Country	Building		
1	Singapore		Tai Seng Exchange	ØŮ
			Solaria Building	0 f

Card Type	Frequency Type	Frequency
Mifare Desfire EV2 4k	High	13.56MHz
Mifare class 1k	High	13.56MHz
TK4100	Low	125KHz
EM4100	Low	125KHz
Mifare Ultralight	High	13.56MHz
EM4200 + Mifare Class	Dual	125KHz – 13.56MHz
HID Proximity	Low	125KHz
HID iclass+Proximity	Dual	125KHz – 13.56MHz
Ta	bla 1 DETD Card & Eroquan	

Table 1 – RFID Card & Frequency



Edit Building

Editing building information is similar to editing country information. Please refer to the steps given under <u>Country Management > Edit Country</u>.

Delete Building

Deleting building information is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.

4.6.3 Floor Management

In the Floor Management interface, admin users can add, edit, delete, and search for floors within a building.

Add Floor

→ Click on the **Resource Management** > **Floor** menu; Click **[Add]**.

≡ PRM Console							S s	uperadmin 🦉
() Dashboard		Class Marsa						
Resource Management	~	Floor Mana	gement					
Country Building Floor								Add
Room Management	¢	SL No.	Duilding		Floor	Active Status	Availability Date	Actions
Panl Display Management	e		Building	Floor		Show All 🗸	Availability I	
옷 User Management			Solaris Building ~	#03-02			2	~ ×
Users User Groups		1	Tai Seng Exchange		#03-01		5.	0
RFIDs							Items per	oage 20 🗸

- \rightarrow Input the following information -
 - Building name (from the drop-down box)
 - Floor#
 - Floor Status Active / Inactive
 - Available Date (This field will be displayed and applicable only if the Inactive status is selected)

Upon providing the necessary information, click $\sqrt{}.$ The newly added floor information is added to the table.

					Ad
Building	*	Floor	Active Status	Availability Date	Actions
ding	Floor		Show All 🗸	Availability I	
Solaris Building		#03-02		34 1	0 Ö
ai Seng Exchange		#03-01			0 0
	Building Solaris Building	Building _ Floor Solaris Building _ Floor ai Seng Exchange	Building Floor Sing Floor Solaris Building #03-02 ai Seng Fxchange #03-01	Building Floor Active Status fing Floor Show All Solaris Building #03-02 Image: Compare Status ai Seng Frichange #03-01 Image: Compare Status	Building Floor Active Status Availability Date Sing Floor Show All ~ Availability I Solaris Building #03-02 Image: Compare the status Availability I ai Seng Exchange #03-01 Image: Compare the status Availability Date

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Edit Floor

Editing floor information is similar to editing country information. Please refer to the steps given under <u>Country Management > Edit Country</u>

Delete Floor

Deleting floor information is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.



4.6.4 Room Management

Rooms

Through the Room Management interface, admin users can create, edit, delete, and search meeting rooms.

Add Rooms

→ Click on the *Resource Management* > *Room Management* > *Room* menu. A list of meeting rooms (if any) will be displayed.

≡ PRM Console	
() Dashboard	
Resource Management	~
Country	
Building	
Floor	
Room Management	\sim
Room	
Room Groups	
Amenities	
PanL Display Management	<

Search the *Email Address*^{*} associated with the room to configure the attributes. The rooms created in the calendar server should be reflected if synchronization is done. If email address is not found, refer to <u>Notification Settings</u> and ensure that the sync with the Exchange Server/Office365 timer job is enabled and set it to synchronize as required.

 \rightarrow Alternatively, admin user can click **[Add]** to <u>manually enter a room email address</u> that was created in the calendar server.



<u>Note:</u> The room information is stored in the PRM database. Upon synchronizing with the Calendar Server, the data in the PRM database will be overwritten.

- \rightarrow Assign a Room Name*.
- \rightarrow Enter the Room *Capacity*.
- \rightarrow Click on \checkmark to save the room information.

m	Management												
(JD Total Rooms		Active Roor Licenses 3 / 100	n		3	Rooms not synchroniz EWS 3 / 0	ed with		Rooms unasso PanL D 3 / 3	ciated from isplays	Add	- Expo
SL. No.	Email Address 🔺	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Actions
	Email Address	Room Gro	Name	Capac	Count	Buildii	Floor	Location			Show All 🗸 🗸	Available Date	
	room-prm9@mrbstest1.onmicrosc	Room Gro	room-pr	5	Coun	Buildi	Floor	Location				-	~ ×
1	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	D	2	- 12	1		Ø	eso.	0	120	Ø 🖞
2	room-prm7@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	0	-				Ø	Se.	C		0 ů
3	room-prm8@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm8	D	2	- 12			Ø	-go		121	0 0



→ Upon saving the room information successfully, the newly added room is displayed on the table. The new room is assigned to "DefaultRooms" Room Group. The country, building and floor columns are empty. Room(s) can be assigned to a specific room group, country, building, and floor using the Room Groups interface.

1	Total Rooms		Active Roor	n			Rooms not	ed with		Rooms	ciated from		
	4		Licenses 4 / 100				EW3 4 / 0			PanL Di 4 / 4	isplays	Add	• Exp
il. io.	Email Address 🛸	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Actions
	Email Address	Room Gro	Name	Capac	Count	Buildir	Floor	Location			Show All 🗸	Available Date	
l,	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	0			-		0	Ŷ	C	~	0
2	room-prm7@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	0	2	-	4		0	se.	C	÷	Q
3	room-prm8@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm8	0		120			đ	v	•	122.2	0
4	room-prm9@mrbstest1 onmicrosoft com	DefaultRooms	room-prm9	5	2				Ø	9,0	0		0

- → Click on Associate/Unassociate PanL Displays icon ¹ . Refer to the section <u>Associate PanL</u> <u>Displays to Room/Unassociate PanL Displays from Meeting Rooms</u> for details.
- → Set the meeting room Status to Active or Inactive using the toggle button. If the meeting room status is set to Inactive, then select an Available Date (the date from which the meeting room will be active).
- \rightarrow Click on \checkmark to save the room information.

Upload Meeting Room Image

 \rightarrow Upon saving the meeting room information, upload a picture of the meeting room by clicking on attach icon \mathscr{O} .

(Total Rooms		Active Roc Licenses 4/100	om		P	Rooms no synchroni EWS 4 / 0	nt zed with		Rooms unass PanL 0 4/4	s ociated from Displays	Add	• Exp
iL Io.	Email Address	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Actions
	Email Address	Room Gro	Name	Capac	Count	Buildi	Floor	Location			Show All 🗸	Available Date	
1	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	0	×	~	10		4	90		*	0
2	room-prm7@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	0					0	80	0		0
3	room-prm8@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm8	0	*	121			Ø	90		~	0
4	room-prm9@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm9	5		-			0	9,0	0		0



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→ Choose the meeting room image file and click [Upload].



View Meeting Room Image

 \rightarrow Upon successfully uploading the file, an appropriate message is displayed. The uploaded image can be viewed by clicking on the attach icon ${}^{\mathscr{O}}$.

Room	Management												
	Total Rooms	(?)	Active Roc Licenses 4 / 100	om		E	Rooms no synchroniz EWS 4 / 0	t zed with	E	Rooms unasse PanL D 4/4	s ociated from Displays	Add	+ Export
SL No.	Email Address	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Actions
	Email Address	Room Gro	Name	Capac	Count	Buildi	Floor	Location			Show All 🗸	Available Date	
1	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	0					Vew image	se.		*	0 0
2	room-prm7@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	0					0	9p	C		0 0
3	room-prm8@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm8	0					a	Ŷ		*	0 0
4	room-prm9@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm9	5	-		÷		1	98	C		0 0



Remove Meeting Room Image

 \rightarrow The meeting room image can be deleted by clicking on the Remove icon ×.

SL No.	Email Address	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	Panl. Displays	Status	Available Date	Actions
	Email Address	Room Gro	Name	Capac	Count	Buildi	Floor	Location	Remove		Show All 🖂	Available Date	
1	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	0					1 ×	Se.		*	0 D

Product Page	
Document Feedback	



Associate PanL Displays to Meeting Room



<u>Note:</u> Ensure that the Room is assigned to a country, building and floor before associating PanL Displays to Room. The <u>Room Groups</u> interface can be used to assign room.

To associate a single or multiple PanL displays to a meeting room -

ightarrow From the table, click on Associate/Unassociate PanL Displays icon ightarrow .

Room	Management												
	Total Rooms		Active Roor Licenses 4 / 100	n		2	Rooms not synchronize EW3 4 / 0	ed with		Rooms unasso PanL D 4/4	ciated from isplays	Add	* Export
SL No.	Email Address 🔺	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Actions
	Email Address	Room Gro	Name	Capac	Count	Buildir	Floor	Location			Show All 🗸 🗸	Available Date	
1	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	0	÷	~	•		Ø	Ŷ	C	~	0 ů
2	room-prm7@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	0	2	2	2		Ø	Ŷ	C	12	ØŮ
3	room-prm8@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm8	0			2		Ø	Ŷ		*	ØŬ
4	room-prm9@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm9	5	÷	2	- 1		Ø	80	C		0 <u>D</u>
												Items per	page 20 🗸

 \rightarrow The un-associated PanL Displays are displayed (if any). Select any PanL Display to be associated with the meeting room by clicking the checkbox and click **[Save]**.

	ame	Select	
ScanID-1	anID-1		

→ The PanL Display ID associated to a meeting room is indicated on the table. For example, if PanL Display Name or ID is "1", then 1 is displayed.

	Total Rooms		Active Roor Licenses 4 / 100	η			Rooms not synchroniz EWS 4 / 0	ed with		Rooms unassoo PanL Di 3 / 4	ciated from splays	Add	- Expo
5L. Io.	Email Address	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Actions
	Email Address	Room Gro	Name	Capac	Count	Buildir	Floor	Location			Show All 🗸 🗸	Available Date	
1	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	0			•		Ø	Ŷ			Ø
2	room-prm7@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	O					Ø	Ŷ	•		0 t
3	room prm8@mrbstcst1.onmicrosoft.com	DefaultRooms	room prm8	o					a	Ŷ			Øť
4	room-prm9@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm9	5		×	- 22		0	1 %			D t

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Un-associate PanL Displays from Meeting Room

To un-associate PanL Displays from meeting rooms -

ightarrow From the table, click on Associate/Unassociate PanL Displays icon $^{9\circ}$.

(Total Rooms		Active Roor Licenses 4 / 100	n			Rooms not synchroniz EWS 4 / 0	ed with		Rooms unasso PanL Di 3 / 4	ciated from splays	Add	+ Exp
L D.	Email Address 🔺	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Actions
	Email Address	Room Gro	Name	Capac	Count	Buildii	Floor	Location			Show All 🗸 🗸	Available Date	
	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	O			~		Ø	Ŷ			0 1
	room-prm7@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	0					Ø	Ŷ			Ø 1
	room-prm8@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm8	0			~		Ø	Ŷ	C		0 1
	room-prm9@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm9	5					0	1 %			0 1

The list of associated PanL Displays (if any) is displayed. Un-associate the PanL Displays by \rightarrow deselecting the checkbox and click [Save].

Associate/Unassociate Pan	L Displays	×
Name PD7011DE07051900351	Select	
	Cancel	Save

 \rightarrow The PanL Display Name or ID will be removed as shown below.

(Total Rooms		Active Roor Licenses 4 / 100	n		2	Rooms not synchronize EWS 1 / 0	ed with	E	Rooms unasso PanL D 4 / 4	clated from isplays	Add	• D
L o,	Email Address	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Action
	Email Address	Room Gro	Name	Capac	Count	Buildir	Floor	Location			Show All 🗸 🗸	Available Date	
	room-prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm6	0	-				0	Ŷ		(2)	0
	room-prm7@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	0	3	~			Ø	Ŷ	C		Q
	room-prm8@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm8	0	a.	-	a.		Ø	Ŷ	O	825	0
ı.	room-prm9@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm9	5					0	Ŷ			0

Edit Room

Editing room information is similar to editing country information. Please refer to the steps given under <u>Country Management > Edit Country</u>.

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Delete Room

Deleting room information is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.

Export Room Configuration to a CSV File

To export all the room configuration to a .csv file for reporting or future configuration purposes -

 \rightarrow Click **[Export]**.



 \rightarrow "Rooms.csv" file can be opened or stored.



Import Room Configuration from a CSV File

To import room configurations in bulk -

 \rightarrow Click on <u>download</u> in the to download an import sample template or click **[Choose File]** and select the *.csv* file to upload.

Import Rooms	
Sample Template	Download
Upload CSV	Choose File rooms.csv
Back Disc	ard Upload

- \rightarrow Upon selecting the file, the upload function button is enabled. Click **[Upload]**.
- \rightarrow The preview of the uploaded data is displayed in the table.

8	Active Room Licenses 4 / 100							Delete All Invalid Data (4
No.	Room Name	Email Address	Location	Capacity	Group Name	Status	Active Status	Actions
1	room-prm9@mrbstest1.onmicrosoft.com	room-prm9		5	DefaultRooms	0		Q 🗇
2	room-prm8@mrbstest1.onmicrosoft.com	room-prm8		0	DefaultRooms	0		ρů
3	room-prm7@mrbstest1.onmicrosoft.com	room-prm7		0	DefaultRooms	0		0 0
4	room-prm6@mrbstest1.onmicrosoft.com	room-prm6		0	DefaultRooms	0		0 0

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 \rightarrow If any invalid rows found, click on the ! icon to see the reason for the invalid rows and try to fix it. Alternatively, if it cannot be fixed, delete them before saving. Click **[Save]**.

Prev	iew								
		Active Room Licenses 4 / 100							
_		Landa and a second s					-		in and the second
	No.	Room Name	Email Address	Location	Capacity	Group Name	Status	Active Statu	s Actions
	1	room-prm9@mrbstest1.onmicrosoft.com	room-prm9		5	DefaultRooms	0		0 ů
Sav	e								

 $\rightarrow\,$ A confirmation window is displayed. Click **[Yes]** to save the room information or **[No]** to discard the changes.

Save Rooms		×
Are you sure you want to save rooms ?		
	Yes	No

→ Upon saving, an appropriate message is displayed. To view the rooms, click on the link "*Click* here to View rooms".

mp <mark>ort Rooms</mark>		
Sample Template	Download	
Upload CSV	Choose File No file chosen	
Back Discard		
1 room(s) out of 1 are s	uccessfully saved Click here to View rooms.	×

 \rightarrow The room management interface is displayed with the updated room list.

m M	lanagement												
	Total Rooms		Active Room Licenses 4 / 100		e	Rooms not with EWS 4 / 0	l synchronize	ed C	Room from 4/4	ns unassociat PanL Display	ed s	Add	* Export
SL No.	Email Address	Room Group	Name	Capacity	Country	Building	Floor	Location	Picture	PanL Displays	Status	Available Date	Actions
	Email Address	Room Group	Name	Capacit	Country	Building	Floor	Location			Show All 🗸 🗸	Available Date	
2	room prm6@mrbstest1.onmicrosoft.com	DefaultRooms	room prm6	٥					11	9p	C		0 0
2	room-prm7gmrbstest1.onmicrosoft.com	DefaultRooms	room-prm7	0					ø	90	C		0 0
3	room-prm8gmrbstest1.onmicrosoft.com	DefaultRooms	room-prm8	0					Ð	٩p	C		0 0
4	room-prm9@mrbstest1.onmicrosoft.com	DefaultRooms	room-prm9	5					.0	9p	•		0 0

<u>D</u> Dr	13	y5		Documen	t Reference	No.: BRTS	YS_000110	Clearance No.: BRT	SYS
Room G	Group	5							
Through	the	Room Grou	ups ir	nterface, ac	lmin users	can cre	ate, edit,	≡ PRM Console	2
uelete, a	anu se		group	5.				() Dashboard	
To add F	Room	Groups –						000	
→ Click	on t	ne Resour	ce M	anagemen	t > Room	Manag	ement >		
→ Click Roo	< on ti m Gr	ne Resour oups me	ce M enu. /	anagemen A list of ro	it > <i>Room</i> oom groups	Manag (if any	ement >) will be	Country	
→ Click Roo displ	< on th m Gr layed.	ne Resour <i>oups</i> me Click [Add	r ce M enu. / I] to a	anagemen A list of ro add a new r	n t > <i>Room</i> for groups oom group.	Manag 5 (if any	ement >) will be	Country Building	
→ Click Roo displ	k on t o m Gr layed.	ne Resour <i>oups</i> me Click [Add	rce M enu. / I] to a	anagemen A list of ro add a new r	n t > <i>Room</i> nom groups oom group.	Manag s (if any	ement >) will be	Country Building Floor	
→ Click Roo displ	c on t m Gr layed. m Groups	ne Resour oups me Click [Add	r ce M enu. /] to a	anagemen A list of ro add a new r	nt > <i>Room</i> oom groups oom group.	Manag s (if any	ement > ') will be	Country Building Floor Room Management	~
→ Click Roo displ	k on th o m Gr layed. n Groups	ne Resour oups me Click [Add	rce M enu. / I] to a	anagemen A list of ro add a new r	t > Room pom groups oom group.	Manag s (if any	ement >) will be	Country Building Floor Room Management Room	~
→ Click Roo displ	< on the m Gr layed.	ne Resour oups me Click [Add	enu. /	anagemen A list of ro add a new r	nt > Room pom groups oom group.	Manag s (if any	ement > y) will be	Country Building Floor Room Management Room Room Groups	~
→ Click <i>Roo</i> displ	k on th om Gr layed. m Groups	ne Resour oups me Click [Add	rce M enu. / I] to a	anagemen A list of ro add a new r	t > <i>Room</i> bom groups oom group. Building	Manag s (if any	ement > y) will be Add Actions	Country Building Floor Room Management Room Room Groups Amenities	~
→ Click Roon displ	k on th om Gr layed. n Groups	re Resour oups me Click [Add Group Name	rce M enu. / [] to a	A list of ro add a new r	bom groups oom groups Building	Manag s (if any Floor	ement > y) will be Actions	Country Building Floor Room Management Room Room Groups Amenities PanL Display Management	~
→ Click Roo displ	k on th om Gr layed. n Groups	Group Name DefaultRooms	rce M enu. / I] to a	A list of ro add a new r coms Country F Country 1967 -	bom groups oom groups bound groups Building	Manag s (if any Floor Floor	ement > y) will be	Country Building Floor Room Management Room Room Groups Amenities PanL Display Management	~

The Create Room Group interface is displayed. Input the following – *Group Name; Country; Building* and *Floor*. Click **[Add rooms]**.

Create Room Group		
Group Name	POLICIES AMEN	ITIES
Room Group 2		
Country Singapore ~	Allow Booking When enabled, rooms in this group are available for bookings	
Building	Minimum/Maximum Hours for Booking	
Tai Seng Exchange ~	When enabled, you can set minimum and maximum booking duration	
Floor		
#03-01 ~ Rooms in this group	On-spot Booking When enabled, on-spot bookings are allowed for this group	
Add rooms		

 \rightarrow Select the room. Users may also search for a particular room using the Filter box. Click **[OK]**.

Select	Email address	Current Group
	room	Current Group
	room-prm63@mrbstest1.onm/cr osoft.com	IT Group
	room-prm718grmbstest1.onmi crosoft.com	DefaultRooms
	room-prm615@mrbstest1.onmi crosoft.com	DefaultRooms
	room-prm978@mrbstest1.onmi crosoft.com	DefaultRooms
	room-prm131@mitbstest1.onmi crosoft.com	DefaultRooms
	room-prm822;gmitbstest1.onmi crosoft.com	DefaultRooms
	room-prm746@mibstest1.onmi crosoft.com	DefaultRooms
	room-prm441@mrbstest1.onmi crosoft.com	DefaultRooms
	room-prm941@mrbstest1.onmi crosoft.com	DefaultRooms
	room-prm944gmrbstest1.onmi crosoft.com	DefaultRooms
4 ×	1 2 3 4 × × It	ems per page: 10

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 $\rightarrow~$ The selected room is added.

roup Name	
Room Group 2	
ountry	
Singapore	Ŷ
uilding	
Tal Seng Exchange	~
loor	
#03-01 coms in this group Addream	~
#03-01 borns in this group Addroom Scarch Following highlighted room(s) are not in the default group. These rooms will be remov group and assigned to this room group.	ved from their current room
#03-01 #03-01 coms in this group Additions Bearch Following highlighted room(s) are not in the default group. These rooms will be removing group and assigned to this room group. room-prm63@mrbstest1.onmicrosoft.com	red from their current room
#03-01 #03-01 Common in this group Addimons Search Following highlighted room(s) are not in the default group. These rooms will be remov group and assigned to this room group. room-prm63@mrbstest1.onmicrosoft.com room-prm718@mrbstest1.onmicrosoft.com	ed from their current room
#03-01 acoms in this group Addition Following highlighted mom(s) are not in the default group. These rooms will be remov group and assigned to this room group. room-prm63@mrbstest1.onmicrosoft.com room-prm615@mrbstest1.onmicrosoft.com	ed from their current room × × × ×

Assign the relevant <u>Room Booking Policies</u> and Amenities to the room group. Click **[Save]**.

Room Booking	When enabled	When disabled	Default State
Allow Booking	Rooms in this group are available for bookings.	Rooms in this group are NOT available for bookings.	Disabled
Min. & Max. Hours per Booking	Can set the minimum & maximum duration per booking	Cannot set the minimum & maximum duration per booking	Disabled
	On-spot booking is allowed for this group		
On-Spot Booking	Can select/de-select the Only on- spot booking checkbox. If the checkbox is selected, then only on-spot bookings are allowed for this room group	This room group cannot perform on-spot booking	Disabled 🕖
Allow to End & Extend a Booking	This room group is allowed to end and extend the booking	Bookings are restricted on the display panel for this room group	Disabled
Other Room Booking	This room group is allowed to book other room using this room's PanL Display	This room group is NOT allowed to book other room using this room's PanL Display	Disabled
Same day Booking	This room group is allowed to do same day bookings	This room group cannot do same day booking but can-do Advanced Booking OR Window Booking	Disabled

Room Booking Policies
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Advanced Booking	The room group must book in advance no less than "X" hours	The room group cannot do advance booking but can-do Same day Booking OR Window Booking	Disabled	Ø
Window Booking	 This room group can set a window rule in which bookings can be done by setting values for the following fields – Cannot book in advance no less than "X" Hours Advance bookings are not allowed to be made beyond "Y" hours 	Room group is NOT allowed to set a window rule for bookings	Disabled	0
	This room group is allowed to make recurrent bookings;			
Recurrence Booking	Room group can select/de-select the <i>Cancel booking series if</i> <i>unclaimed</i> checkbox. If selected, members can define the number of times.	Room group is NOT allowed to make recurrent bookings	Disabled	Ø
Claim Booking	Users must claim rooms to confirm booking. Unclaimed rooms will be released. The Claim Window Start Time Offset & End Time Offset can be set. Claim functionality will be ignored for the duration configured in the "Claim Ignore Duration" field.	Claim booking option will not be available.	Disabled	0

Table 2 – Room Booking Policies

 \rightarrow The newly added room group is displayed on the table.

Room Groups						
						Add
SL No.	Group Name		ns Country	Building	Floor	Actions
	Group Name	F	Country	Building	Floor	
1	DefaultRooms	1964	6 ×			0
2	IT Group	0	Singapore	Tai Seng Exchange	#03-01	Ø Ö
3	Room Group 2	4	Singapore	Tai Seng Exchange	#03-01	0 Û
					Items pe	er page 20 🗸



4.6.5 Amenities Management

Through the Amenities Management interface, admin users can *add*, *edit*, and *delete* amenities.

Add Amenities

→ Click on the **Resource Management > Amenities** menu; Click **[Add]**.

= PRM Console			S superadmin 📿
(Dashboard			
👯 Resource Management	Room Amenicies		
Country Building Floor Room Management c Amenities PanL Display Management c	SL No. Amenities	Amenities -	Add Actions
🙊 User Management 🗸 🗸	1	Television	Ø Ē
Users User Groups			Items per page 20 🗸

Adding amenities information is like adding country information. Please refer to the steps given under <u>Country Management > Edit Country</u>.

Edit Amenities

Editing amenities information is like editing country information. Please refer to the steps given under <u>Country Management > Edit Country</u>.

Delete Amenities

Deleting amenities information is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.

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4.6.6 PanL Display Management

PanL Displays

View PanL Displays

To view the information of the PanL Displays connected to the PanLHub(s) in the PRM network -

→ Click on the **Resource Management** > **PanL Display Management** > **PanL Displays** menu.



→ The details of the PanL Displays (*Name, UUID, Display Type and Associated Room, if any*) are displayed. If a PanL Display is associated to a room, the email address of the room is displayed.

nL Displays					
SL No.	Name	*	UUID	Room	Actions
١	lame		UUID		
				A CONTRACTOR	

Associate PanL Display to a Meeting Room

To associate PanL Display to a room -

SL No.	Name	*	UUID	Room	Actions
	Name		UUID		
1	ScanID-1		PD7011DE07051900351	Assign Room	

Click on the link **Assign Room**. The Room Management interface is displayed. Refer to <u>Associate</u> <u>PanL Displays to Meeting Room</u> for more details.



Un-associate PanL Display from the room

To un-associate PanL Display from the room -

→ From the table, click Unassociate icon ¹/₂ for the PanL Display which needs to be un-associated. The search function can be used by providing the search parameters in the Search box to filter the PanL Displays based on the PanL Display Name, UUID, PanL Display Type or Room.

			Search box				
SL No.		Name	/	+	UUID	Room	Actions
	Name				UUID		
1		PD7011DE070519	00351		PD7011DE07051900351	room-prm6	9,8

 \rightarrow A confirmation dialog box is displayed. Click **[Yes]** to delete or **[No]** to cancel the delete operation.

Unassociate PanL Display	×
Are you sure you want to unassociate this PanL Display?	
Yes	No

Upon clicking **[Yes]**, the information related to un-associated PanL Display devices will no longer be displayed on the table.



4.7 User Management

Through the User Management interface, admin users can add, edit, delete, and search users within their organization.

4.7.1 Managing Users

Add User

To add user information -

→ Click on the **User Management** > **Users** menu. To add new user, click **[Add]**.

PRM Console								S su	peradmin
Dashboard									
Resource Management <	User M	anagement							
User Management 🛛 👻									
Users		Total Lisare	Activa Liser Lisenses		Unassigned REI				
User Groups RFIDs		2	2/100		1/2	~		Add	Export
Device Mapping	SL No.	Email	- Name	User Group	Passcode	RFID	Status	Reset Password	Actions
Catering Management		Email	Name	User Group	Passcod	RFID	Show All 🗸 🗸		
Equipment Management		user-prm9@mrbstest1.onmicrosoft.com	user-prm9	User Group	123456	8394432349934999			~ ×
System Log	1	user-prm7@mvbstest1.onmicrosoft.com	user-prm7	IT & Networking	123457	8349349329349743	C	Ð	0 B
Settings c	2	user-prm8@m/bstest1.onmicrosoft.com	user-prm8	DefaultUsers	123458			-	0 11
Firmware Management								items per pa	age 20 🗸
Notifications									
About									

- Enter the user's *Email Address* that is already created in the calendar server.
- Assign a user's Name.
- By default, users are assigned to *DefaultUsers* User Group. Later, if required, users can be re-assigned to a different User Group using the User Groups interface.
- Assign a 6-character *Passcode* (containing only hexadecimal A-F, 0-9) for PanL Display user authentication
- Associate *RFID* code for PanL Display user authentication via RFID card. Refer to <u>RFID</u>.
- Set the user's status to *Active* or *Inactive* using the toggle button.
- <u>Reset Password</u> function sends an email to the user which contains user passcode and PRM Outlook Add-In password
- Click on $\sqrt{}$ to save the newly added user information.
- \rightarrow The newly added user details are displayed on the table.

4	Total Users	Active Use 3/100	er Licenses	Unass 1/3	igned RFIDs		Add -	Exp
SL. No.	Email	Name	User Group	Passcode	RFID	Status	Reset Password	Action
	Email	Name	User Group	Passci	RFID	Show All 🗸		
1	user-prm7@mrbstest1.onmicrosoft.com	user-prm7	IT & Networking	123457	8349349329349743	C	0	Q 1
2	user-prm8@mrbstest1.onmicrosoft.com	user-prm8	DefaultUsers	123458		0	6	0 1
3	user-prm9@mrbstest1.onmicrosoft.com	user-prm9	DefaultUsers	123456	8394432349934999		6	0 1

Reset Password (*Applicable only if the Login Mode is "PRM Authentication")

The reset password function is available for only users logged in with Login Mode as "PRM Authentication". The login mode is set via **Settings > Calendar and Client interface –** *Login Mode* drop-down control field under *Client Configuration*.

1. From the table, click on Reset Password icon [@].

Total Users 3		Total Users 3 Active User Licenses 3 / 100		Unass 1/3	igned RFIDs		Add -	Export
SL. No.	Email +	Name	User Group	Passcode	RFID	Status	Reset Password	Actions
	Email	Name	User Group	Passci	RFID	Show All 🗸		
1	user-prm7@mrbstest1.onmicrosoft.com	user-prm7	IT & Networking	123457	8349349329349743	0	(ii)	0 0
2	user-prm8@mrbstest1.onmicrosoft.com	user-prm8	DefaultUsers	123458			6	0 0
3	user-prm9@mrbstest1.onmicrosoft.com	user-prm9	DefaultUsers	123456	8394432349934999		(B)	0 n

2. A confirmation dialog box is displayed. Click **[Yes]** to reset the password or **[No]** to cancel the operation.

Request Password Reset		×
Are you sure you want to request a password	reset?	
	Yes	No

3. Upon password reset, users will receive the new *PRM Outlook Add-In Password* and *PanL Room Display Passcode* in an email (as shown in the below picture) using which they can login. Users must ensure that the password is changed using the PRM Management Console's <u>Change Password</u> function.

[no reply] Hello user-prm9@mrbstest1.onmicrosoft.com! Welcome to the PanL Ro	oom Mana	ger (PRM)		
imp-prm17		« Reply All	→ Forward	
To user-prm9			Thu 11/4/2024 1	1:02 an
Welcome to PanL Room Manager (PRM) where Meeting Room Booki	ngs are n	nade simp	ole!	
Please find your password and passcode below:				
PRM Outlook Add-In Password: FW4kbEHMxf				
PanL Room Display Passcode: 123456				
For more information, please contact your admin: <u>AdminDev</u>				
Thanks & Best Regards,				
Admin				
Admin				

<u>Note:</u> For PRM users logged in with Microsoft account (i.e. *Login Mode = OIDC Authentication*), the reset password icon / function is not displayed. The Microsoft account users can reset their password by following the <u>Reset forgotten password</u> procedure.

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Edit User Information

Editing user information is similar to editing country information. Please refer to the steps given under <u>Country Management > Edit Country</u>

Delete User Information

Deleting user information is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.

Export User Details to a CSV File

To export all the user details to a .csv file for reporting or future configuration purposes, click **[Export]**. The steps for exporting user details are same as that of <u>Export Room Configurations to a</u> <u>CSV File</u>.

Import User Details from a CSV File

To import user configuration in bulk, click drop down control and select **[IMPORT]**. The steps for importing user details are same as that of <u>Import Room Configurations from a CSV File</u>.



4.7.2 User Groups Management

Through the User Groups interface, admin users can create user groups, add users to user groups, assign permissions and policies to user groups, edit, and delete user groups.

Add User Group

To add user group -

→ Click on the User Management > User Groups menu. A list of user groups (if any) is displayed on the table. Click [Add].

= PRM Console					S	superadmin	Ļ
(Dashboard		Liese Crowne					
Resource Management	<	User Groups					
Re User Management	~						
Users User Groups						Add	
RFIDs		SI. No.	Group Name	*	Members	Actions	
□ Device Mapping			Group Name				
ሞባ Catering Management	<	1	Admin		0	Q	
Equipment Management	~	2	DefaultUsers		3	Ø	
System Log		3	SuperAdmin		1	0	
Settings	<				Items per	r page 🛛 20 🗸	
Firmware Management	~						

 \rightarrow The Create User Group interface is displayed. Enter the *Group Name*. Click **[Add User]**.

Create User Group	
Group Name	PERMISSIONS POLICIES
IT Users in this group Add Users	Organization management Allow members to manage Country, Building and Floors.

 \rightarrow Select the users. A particular user may be searched using the Search box. Click **[OK]**.

Select Users					
Select	Email address	Current Group			
	Email address	Current Group			
	user-prm9@mrbstest1.onmicro soft.com	DefaultUsers			
	user-prm8@mrbstest1.onmicro soft.com	DefaultUsers			
	user-prm7@mrbstest1.onmicro soft.com	DefaultUsers			
		ок			

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→ The selected user(s) are added. Assign the relevant <u>Permissions</u> and <u>Policies</u> to the user group. Click **[Save]**.

		PERMISSIONS	POLICIES
rs in this group stuws	Organi Allow me	zation management embers to manage Country, Building and Floors.	Ç
earch	User m	nanagement embers to manage Users.	Ç
ser-prm9@mrbstest1.onmicrosoft.com ser-prm9@mrbstest1.onmicrosoft.com	× Room i Allow me	management. embers to manage Rooms.	C
	Room j Restrict z	group access access to selected from groups.	ç
	Equipn Allow me	nent management smbers to manage Equipments.	C
	Equipn Reserve Not	nent group access access to equipment in selected building, hadang	
	Caterin Allow me	tg management embers to manage Catering.	Ċ
	Caterin Resrict a	tg group access access to caterings in selected building. Maximu	

User Group Permissions

User Group Permissions	When enabled	When disabled	Default State
Organization Management	Members are allowed to manage the Countries, Buildings & Floors	Members are NOT allowed to manage the Countries, Buildings & Floors	Disabled
User Management	Members are allowed to manage Users & User Groups	Members are NOT allowed to manage Users & User Groups	Disabled
Room Management	Members are allowed to manage Room & Room Groups	Members are NOT allowed to manage Rooms & Room Groups	Disabled
Room Group Access	Members of this group can access the rooms of the added room group. Click [ADD ROOM GROUP] and select the room group.	Members of this group do not have access to any rooms	Disabled
Equipment Management	Members are allowed to manage equipment (i.e., Add / Edit/ Delete Equipment)	Members are NOT allowed to manage equipment	Disabled



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		ence No.: BRISYS_000110 Cleara	ance No.: BR	1212#071
Equipment Group Access	Members of this group can access the equipment of the added equipment group. Click [ADD BUILDING].	Members of this group do not have access to any equipment	Disabled	0
Catering Management	Members are allowed to manage catering (i.e., Add / Edit/ Delete Catering)	Members are NOT allowed to manage catering	Disabled	0
Catering Group Access	Members of this group can access the catering items of the added catering group. Click [ADD BUILDING].	Members of this group do not have access to any catering items	Disabled	0
System Settings Management	Members are allowed to manage System Configuration	Members are NOT allowed to manage System Configuration	Disabled	0

Table 3 – User Group Permissions

User Group Policies

Deserves						
Room usage qu	uota					
Add room usage qu	ota for members in th	his group,				-
Daily	Number of	((0))	Get	notification	0	
Weekly	Number of	1.0	Get	ore (nours) notification		
- Maathly	hours Number of		bef	ore (hours)		
Monthly	hours		bef	ore (hours)	0	
Equipment usa Add equipment usa	i <mark>ge quota</mark> ge quota for member Number of	s in this group.	Get	notification		
Weekly	hours Number of	(Var)	bef Get	ore (hours) notification		
C Monthly	hours Number of		bef	ore (hours)		
Monthly	hours	a di	bef	ore (hours)	0	
Start Time End Time	12:00 am		Time Zone	UTC +	08:00	*
Monday Tuesday Wednesday Thursday Friday Saturday Sunday						
Bypass resourd Allow members to I Except Device Other Room Bo	te policies oypass policies. level policies such a loking are not bypa	as On-spot Bool ssed	king, End and Exten	d Booking, and	i i	C

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User Group Policies	When enabled	When disabled	Default State
Room usage quota	Can limit user room booking hours by daily, weekly, monthly	Cannot limit user room booking hours	Disabled
Equipment usage quota	Can limit user equipment booking hours by daily, weekly, monthly	Cannot limit user equipment booking hours	Disabled
Booking Hours	Can set user booking hours	Cannot set user booking hours	Disabled
Bypass resource policies	Members are allowed to bypass room booking and user group policies	Members are NOT allowed to bypass room booking and user group policies	Disabled

Table 4 – User Group Policies



4.7.3 RFID Management

Through the RFID interface, admin users can add and associate RFID cards to users.

Add RFID

To add RFID -

→ Click on the User Management > RFIDs menu. A list of RFID numbers (if any), associated with the users will be displayed on the table.

PRM Console				S	superadmin	Ę
3 Dashboard						
Resource Management	c.	RFID Manager	nent			
R User Management						
Users						
User Groups				Add	- Export	1
NEIDS		SL No.	RFID	User Email Address	Actions	
 Device Mapping 			RFID	User Email Address		
Catering Management	C.		8349349329349743	user-pm7@mibstest1.onmicrosoft.com × +		
Equipment Management	с.	1	8349349322349	user-prm9@mrbstest1.onmicrosoft.com	010	
System Log				items pe	rpage 20 🗸	
Sellinus						

- → Click [Add] and input the following information -
 - Enter the *RFID Number*. [RFID number should contain a maximum of 16 character consisting of digits (0-9) and alphabets (a-f)]
 - Assign User Email Address. More than 1 RFID Card can be assigned to a user.
 - Click on √ to save the newly added RFID information.
- → The newly created RFID details will be displayed on the table. An appropriate message indicating the successful addition of user is displayed.

RFID Manager	nent					
-						
					Add +	Export
SL No.		RFID	*	User Email Address		Actions
	RFID			User Email Address		
3		8349349329349743		user-prm7@mrbstest1.onmicrosoft.com		0 Ů
2		8349349322349		user-prm9@mrbstest1.onmicrosoft.com		0 ů
					Items per page	20 🗸

Edit RFID Information

Editing RFID information is similar to editing country information. Please refer to the steps given under <u>Country Management > Edit Country</u>

Delete RFID Information

Deleting RFID information is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.



Export RFIDs to a CSV File

To export all the RFIDs to a .csv file for reporting or future configuration purposes, click **[Export]**. The steps for exporting RFID are same as that of <u>Export Room Configurations to a CSV File</u>.

Import RFIDs from a CSV File

To import RFID configurations in bulk, click drop down control and select **[IMPORT]**. The steps for importing RFID are same as that of <u>Import Room Configurations from a CSV File</u>.

4.8 Device Mapping

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The Device Mapping interface provides an analogue display of the entire PRM system between the PRM Server, PanLHub(s) and PanL Display(s). Admin users can also view linkage status and execute various functions.

4.8.1 View Device mapping

To view device mapping –

 \rightarrow Click on the **Device Mapping** menu.



→ The device map tree is displayed. The PRM Server is at <u>node level 1</u>. The PanLHubs are displayed at <u>node level 2</u>. PanL Displays are at <u>node level 3</u> and RFID Readers are displayed at <u>node level 4</u>.

Device Mapping Last updat	ed at 10:04:02 AM	Э
NODE 1 NODE 2 NODE 1 NODE 2 NODE NODE 4 PD100010708220001 CC001010714220001		

A list of PanLHub(s) which falls within the same network as the PRM Server are displayed on the table. Click on ψ to view the list of PanL Displays which are connected to the PanL Hub (if any).

PanLHub	6						
PanLHub Typ	Nam	e	UUD	IP Address	Action		
V PanLHub80	hub8	0000009171900001.prm.local	PH80000009171900001	192.168.0.128	Ů		
Not-Worki	Not-Working Devices List						
Sl. No.	Device Type	Name	UUD	IP Address	Actions		
1	PD100	PD10000107082200001	PD10000107082200001		Û		

A list of PanLHub / PanL Display devices (if any) that are set as not working are displayed as part of "*NOT WORKING DEVICES LIST"* table.



Click on the **Server Node** to view the *PRM Server* details (such as PRM *Server Name* and *IP address*).



Click on the **PanLHub Node** to view the *PanLHub* details (such as *Hub name, UUID* and *IP address*).



Click on the **PanL Display Node** to view the *PanL Display* details (such as *PanL Name, UUID and Display Type*).





hub80000009171900001.prm

PanLHub States

rm.prm.local

Color Code	State	Description
	UNPAIRED	Indicates that PanLHub is discovered within the same network as PRM Server but not linked to server.
	PAIRED	Indicates that PanLHub is linked to PRM Server.
	LOST LINK	PanLHub not being able to reach PRM Server. Check network connections

Table 5 – PanLHub States

PanL Display States

Color Code	State	Description
	UNASSOCIATED	Indicates that PanL Display is not yet associated to a meeting room
	ASSOCIATED	Indicates that PanL Display is associated to a meeting room
	LOST LINK	PanL Display not being able to reach PanLHub. Check RJ45 cable connection points.
	Table 6	– PanL Display States

Product Page Document Feedback RFID Details RFID Name: L0 RFID UUID: LC



4.8.2 Pair PanLHub with PRM Server

To Pair PanLHub with PRM Server -

 \rightarrow Right click on the PanLHub node \bigcirc and select **Pair**.

Device Mapping	Last updated at 103244AM 2
pm pm local	
	Pair

→ Upon successful pairing, an appropriate message indicating the same is displayed. The node color switches from *blue* to *green*. The PanL Displays connected to the Hub will also be displayed (if any).

Device Mapping	Validation of the second day Part of the Second day Part of the Second day
am am local	• #07911562793100031
	20100011110220001 L1501101114220004

4.8.3 Edit PanLHub Information

To edit PanLHub -

 \rightarrow Right click on the PanLHub node \bigcirc and select **Edit PanLHub**.



 \rightarrow Edit the *PanLHub Name* as required and click **[Save]** to update the changes (if any). The PanLHub table will be updated with the changes.

Edit PanLHub	1	×
PanLHub Name	hub80000009171900001.prm.local	
IP Address	192.168.0.128	
UUID	PH80000009171900001	
	Cancel	Save

<u>Product Page</u> Document Feedback



4.8.4 Unpair PanLHub

To Unpair PanLHub -

 \rightarrow Right click on the PanLHub node \bigcirc and select **Unpair**.



 $\rightarrow~$ Upon successful un-pairing, an appropriate message indicating the same is displayed. The node color switches from green to blue.

	Pant Hub unpaired successfully
even and local	5 . 3 m R



4.8.5 Designate PanLHub as "Not Working"

To designate PanLHub as "Not Working" -

 \rightarrow Right click on the PanLHub node \bigcirc and select **Not Working**.

Device Mapping	Last updated at 11:18:56 Ah	a n
• F07811-087761800331		
am particul Perduly MM H(s) 1		
Edit PartUkub Unpair Not Working Po! 1000110718200001	10107142200004	

→ A confirmation message is displayed. Click **[Proceed and clear the name]** to proceed and cleared the configured name or **[Proceed and keep the name]** to proceed and keep the configured name or **[Not now]** to discard the operation for now.

Set PanLHub to "NOT-WORKI	NG"	×
Setting the PanLHub to "NOT-WORKING Display(s) from configured meeting roo	" will disassociate the connected F ms.	PanL
Do you want to clear the configured nar	me of the PanL Display(s)?	
Proceed and clear the name	Proceed and keep the name	Not now

→ The PanLHub is removed from the device map tree and added as part of the *Not-Working Devices List* table for inventory tracking purposes. If PanLHub is deleted from the Not-Working Devices List, it will be available again under the device map tree.

Device Mapping						Successi Pant.Hub ata	
PanLHub	pm.pm.loai						
PanLHub Type		Name	UUID	IP Address		Action	
Not-Workir	g Devices List						
Sl. No.	Device Type	Name	UUID		IP Address		Actions
1	PanLHub80	PanLHub_PRM Hub 1	PH80000009171900001		192.168.0.128		ů

4.8.6 Associate PanL Display to a Room

PRM System assigns a default ID for PanL Displays that are not associated with a meeting room indicated with a blue color node. To associate PanL Display to a meeting room -

1. Double click on the PanLHub Display node 🔵 to access the Associate/Un-associate PanL Display interface. Alternately, right click on the node to view the Associate/Un-associate menu.



2. The Associate/Un-associate PanL Display interface pops up. Select the Room email address and click [Save].

Assoc	iate/Unassociate PanL Display	\times
Room	room-prm8@mrbstest1.onmicrosoft.com	×
	Cancel	Save

Upon successfully associating the PanL Display with a meeting room, the node color switches from *blue* to green ($\bigcirc \rightarrow \bigcirc$).

4.8.7 Unassociate PanL Display from Room

To un-associate PanL Display from room -

1. Double click on the PanLHub Display node . Alternately, right click on the node to view the Associate/Unassociate menu.



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 Upon successfully unassociating the PanL Display from meeting room, the node color switches from green to blue (● → ●).



4.8.8 Edit PanL Display

To edit PanL Display -

1. Right click on the PanL Display node 🔵 and select *Edit PanL Display*.

Device Mapping	Last updated at 12:00:22 PM	Q
footil/costssooss Edit Peril, Display		
prim prim local Nudebootcost 11100001 prim. Associater Unassociate		
Scarit-2 (2001/01/14200	004	

2. Edit the *PanL Display Name* as required and click **[Save]**, if any. The changes if any are updated in the Device Map Tree and PanLHub table.

PanL Display	PD100011DE07051900351
Name	



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4.8.9 Designate PanL Display as "Not Working"

To designate PanL Display as "Not Working" -

1. Right click on the PanL Display node — and select **Not Working**.



2. A confirmation message is displayed. Click [Yes] to proceed or [No] to discard the operation.

Set PanL Display to "NOT-WORKING"	×
Are you sure you want to set this PanL Display as "NOT-WORKIN	\G"?
Yes	No

3. Upon successfully designating a PanL Display as not working, an appropriate message is displayed. PanL Display is removed from the device mapping tree and added as part of the *Not-Working Devices List* table for inventory tracking purposes. If the PanL Display is removed from the Not-Working Devices List, it will be available again under the device map tree.

PanLHub					
PanLHub Type	e l	Name	UUD	IP Address	Action
▼ PanLHub80	1	nub80000009171900001.prm.local	8000009171900001.prm.local PH80000009171900001		ů
Not-Worki	ing Devices List				
Sl. No.	Device Type	Name	DIUU	IP Address	Actions
1	PD70Plus	PD100011DE07051900351	PD7011DE07051900351		Û

4.8.10Edit RFID Module

To edit RFID -

1. Right click on the RFID node — and select *Edit RFID*.

Device Mapping			Last updated at 11:48:49 PM
print, print, social	nueeocococor (\$60001.prm_	PC100000107082200001	Edit Rato Not Working

<u>Product Page</u> Document Feedback

BRTSys	Document Reference No.: BRTSYS_000110 Clea	Version 2.0 arance No.: BRTSYS#072
2. Edit the <i>RFID Module Na</i> in the Device Map Tree.	ame as required and click [Save] , if any. The chang	ges if any are update

	RFID Module Name	LC05010107142200004			
		Canc	cel Save		
evice Manning				Last updated at 11:53:54 PM	0
evice mapping					
erice mapping.					
ence mapping					

4.8.11Designate RFID Module as "Not Working"

To designate RFID Module as "Not Working" -

1. Right click on the RFID node **o** and select **Not Working**.

Device Mapping			Last updated at 11:53:54 PM 2
prm.prm.local	hub80000009171900001.prm	PD10000107082200001	LC02110107142200004
			Edit RFID
			Not Working

2. A confirmation message is displayed. Click **[Yes]** to proceed or **[No]** to discard the operation.



3. Upon successfully designating a RFID Module as not working, an appropriate message is displayed. RFID Module is removed from the device mapping tree and added as part of the *Not-Working Devices List* table for inventory tracking purposes. If the RFID Module is removed from the Not-Working Devices List, it will be available again under the device map tree.

Not-Working Devices List						
Sl. No.	Device Type	Name	UUID	IP Address	Actions	
1	PD70Plus	PD100011DE07051900351	PD7011DE07051900351		Û	
2	RFID	LC02110107142200004	LC05010107142200004		Ů	

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4.9 Catering Management

Through the Catering Management interface, admin users can add, edit, delete, and search catering items and catering groups within their organization. Catering items / groups that are created and made active can be added to a room booking request via PRM Outlook Add-In.

4.9.1 Catering Groups

Add New Group

→ Click on the Catering Management > Catering Groups menu; Click [Add].

≡ PRM Console						s	superadmin 🥼
(Dashboard							
Resource Management	Catering Group	5					
Se User Management <							
Device Mapping							БНА
ዋባ Catering Management ~	SL No.	Group Name	*	Items	Country	Building	Actions
Catering Groups		Group Name			Country	Building	
Equipment Management	ï	DefaultCaterings		0			Ø
System Log						items p	per page 20 🗸
Settings <							

→ The Create Catering Group interface is displayed. Enter the *Group Name, Country, Building.* Click **[Add Items]**.

Create Catering Group		
Group Name	POLICIES	
Group 1		
Country	Allow Booking When enabled, caterings in this group are available for bookings	O
Singapore U	Booking Duration When enables, you can set minimum and maximum booking duration for this catering group.	
Catering items in this group	Same Day Booking When enabled, same day bookings are allowed for this catering group	
	Advanced Booking When enabled, Advanced bookings are allowed for this catering group	
	Recurrence Booking When enabled, recurrent bookings are allowed for this catering group	
Discard Change Save		



 \rightarrow Select the catering. Click **[OK]**.

cicci cu	cerings	
Select	Name	Current Group
	Name	Current Group
	Milo	DefaultCaterings

 \rightarrow The selected catering(s) is added. Assign the relevant <u>Policies</u> to the catering group. Click **[Save]**.

		POLICIES	
roup Name			
Group 1 Juntry Singapore	~	Allow Booking When enabled, caterings in this group are available for bookings	a
ulding Tai Bong Exchange	~	Booking Duration When enabled, you can set minimum and maximum booking duration for this catering group	
stering items in this group		Same Day Booking When enabled, same day bookings are allowed for this catering group	
Search Milo	×	Advanced Booking When empled, Advanced bookings are allowed for this catering group	
		Recurrence Booking When enabled, recurrent bookings are allowed for this catering group	

Catering Group Policies

Catering Group Policies	When enabled	When disabled	Default State
Allow Booking	Caterings in this group are available for bookings	Caterings in this group are NOT available for bookings	Disabled
Booking Duration	Users can set minimum and maximum booking duration for this catering group	Member CANNOT set minimum and maximum booking duration for this	Disabled
Same Day Booking	Same day bookings are allowed for this catering group	Same day bookings are NOT allowed for this catering group	Disabled
Advanced Booking	Advanced bookings are allowed for this catering group	Advanced bookings are NOT allowed for this catering group	Disabled
Recurrence Booking	Recurrent bookings are allowed for this catering group	Recurrent bookings are NOT allowed for this catering group	Disabled

Table 7 – Catering Group Policies



 \rightarrow The newly added catering group is displayed.

A						
Actions	Building	Country	Items	*	Group Name	SL No.
	Building	Country			Group Name	Group
0	~		0 -		DefaultCaterings	1
0 t	Tai Seng Exchange	Singapore	1		Group 1	2

Edit Catering Group

 \rightarrow From the table, click **Edit** @ for the catering group that needs to be updated.

ering Group	IS				
SL No.	Group Name	Items	Country	Building	Actions
	Group Name		Country	Building	
1	Group Name DefaultCaterings	0	Country -	Building	Q

Update the catering group as required and click **[Save]** to save the updated information. The updated catering group is displayed on the table and an appropriate message is displayed.

Delete Catering Group

Deleting catering group is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.



4.9.2 Items

Add Catering Items

→ Click on the **Catering Management > Items** menu; Click **[ADD]**.

≡ PRM Console											S	superadmin [
Dashboard	Caterin	a Managemer	at									
Resource Management	catering	5 Manugerner	ic in the second s									
Rg. User Management												
Device Mapping		Total Ca	tering items		Active Catering Lie	censes		Unused Catering	Items			
같이 Catering Management ~					1 / 100		Ψž	1/1			Add	- Export
Items Catering Groups	SL No.	Catering ID	Name	. Catering Group	Description	Price (S)	Maximum allowable Quantity	Building	Picture	Status	Available Date	Actions
Equipment Management		Caterin	Name	Catering Gr	Description	Price (!	Max	Building		Show All 🗸	Available Di	
System Log	1	PRMCT_0001	Mio	Group 1	Beverages	10.00	1	Tal Seng Exchange	ı		ų.	0 0
Settings <											items per	page 20 🗸
Firmware Management												
Notifications												
 About 												

 \rightarrow Enter the Catering Item Name, Description, Price, Maximum Allowable Quantity. Click $\sqrt{}$ to save the newly added catering item.

(Total Ca	atering Items		Active Catering Li 1 / 100	censes	Ψo	Unused Catering	Items		Add	- Exp
iL Io.	Catering ID	Name 🔔	Catering Group	Description	Price (S)	Maximum allowable Quantity	Building	Picture	Status	Available Date	Actions
	Caterin	Name	Catering Gr	Description	Price (S	Max	Building		Show All 🖌	Available D:	
	Catering ID	Cookies	Catering Group	Snacks	10	2	Building		C	15	~ >
1	PRMCT_0001	Milo	Group 1	Beverages	10.00	1	Tai Seng Exchange	0			Øľ

 \rightarrow The newly added item is displayed as part of the table.

4	o Total Ca	atering Items		Active Catering Lie	censes	ψQ	Unused Catering	Items			
0	2			2/100			2/2			Add	- Exp
SL. No.	Catering ID	Name 🔔	Catering Group	Description	Price (5)	Maximum allowable Quantity	Building	Picture	Status	Available Date	Action
	Caterin	Name	Catering Gr	Description	Price (5	Max	Building		Show All 🗸	Available D:	
1	PRMCT_0002	Cookies	DefaultCaterings	Snacks	10.00	2		Q	0	2	Q d
2	PRMCT_0001	Milo	Group 1	Beverages	10.00	1	Tai Seng Exchange	Ø	0		0 1

 \rightarrow Click \checkmark to upload image of the catering item.

Edit Catering Items

Editing catering items is similar to editing country information. Please refer to the steps given under Country Management > Edit Country.

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Delete Catering Items

Deleting catering items is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.

Export Catering Items to CSV File

To export all Catering configurations to a .csv file for reporting or future configuration purposes, click **[Export]**. The steps for exporting catering items are similar to that of <u>Export Room</u> <u>Configurations to a CSV File</u>.

Import Catering Items from CSV File

To import Catering Items in bulk, click drop down control and select **[IMPORT]**. The steps for importing Catering Items are similar to that of <u>Import Room Configurations from a CSV File</u>.

4.10 Equipment Management

Through the Equipment Management interface, admin users can add, edit, delete, and search equipment items and equipment groups within their organization. Equipment items / groups that are created and made active can be added to a room booking request via PRM Outlook Add-In.

4.10.1 Equipment Groups

Add New Group

→ Click on the Equipment Management > Equipment Groups menu; Click [Add].

≡ PRM Console						s	superadmin 2
() Dashboard							
Resource Management	c	Equipment Groups					
Se User Management	¢						
Device Mapping							Add
The Catering Management	¢	Si, No.	Group Name	Rems	Country	Building	Actions
Equipment Management	~	Group Nan	ne		Country	Building	
Items Equipment Groups		Ť	DefaultEquipments	0			Ø
🗈 System Log						Items	oer page 20 🗸
Settings							

Adding equipment group is similar to adding catering group. Please refer to the steps given under <u>Add new catering group</u>.

Edit Equipment Group

Editing equipment group is similar to editing catering group. Please refer to the steps given under Edit catering group.

Delete Equipment Group

Deleting equipment group is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.

4.10.2 Equipment Items

Add Equipment Items

→ Click on the Equipment Management > Items menu; Click [Add].

	Carlore										
Resource Management c	Equipm	ent Managemen									
User Management											
Device Mapping		Total Equipme	ent	Active Equi	pment	Unused Ec	quipment	Equip	ment items		
Catering Management <		1		1/100		1/1		0/1		Add	- Eq
Equipment Management	SL No.	Equipment ID	Name		Equipment Group	Description	Building	Item Image	Status	Available Date	Action
Equipment Groups		Equipn	Name		Equipment	Description	Building		All ~	Available Dr	

Adding equipment items is similar to adding catering items. Please refer to the steps given under <u>Add new catering items</u>.

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Edit Equipment Items

Editing equipment items is similar to editing catering items. Please refer to the steps given under <u>Edit catering group</u>.

Delete Equipment Items

Deleting equipment items is similar to deleting country information. Please refer to the steps given under <u>Country Management > Delete Country</u>.

Export Equipment Items to CSV File

To export all Equipment configurations to a .csv file for reporting or future configuration purposes, click **[Export]**. The steps for exporting equipment items are similar to that of <u>Export Room</u> <u>Configurations to a CSV File</u>.

Import Equipment Items from CSV File

To import equipment items in bulk, click drop down control and select **[IMPORT]**. The steps for importing equipment items are similar to that of <u>Import Room Configurations from a CSV File</u>.

BRTSys	BRTSYS_AN_039 PRM User Guide - 3. PRM Management Console Version 2.0 Document Reference No.: BRTSYS_000110 Clearance No.: BRTSYS#071
4.11 System Log	■ PRM Console
To view the system log for syste	em analysis purposes-
\rightarrow Click on the Log > System	Log menu.
	SR User Management □ □ □ □ □ □

 Image: Catering Management

 Image: Equipment Management

Firmware Management
 Notifications
 About

System LogSettings

 \rightarrow The System log is displayed. Click **[Download]** to download the system log.

System Log	Last updated at 2:04:53 PM	0
	Downloa	ad
2024-04-09 13:59:56.648 - http: GET /pair/status 200 15 - 0.583 ms 2024-04-09 13:59:58.950 - http: GET /license-manager/getLicenseDetails 200 59 - 9 2024-04-09 14:00:00.177 - http: POST /apl/entltysync/ 200 16 - 3.758 ms 2024-04-09 14:00:01.649 - http: GET /pair/status 200 15 - 0.563 ms	917.898 ms	
2024-04-09 14:00:06.657 - http: GET /pair/status 200 15 - 0.681 ms 2024-04-09 14:00:10.594 - http: GET /license-manager/getLicenseOctails 200 59 - 1 2024-04-09 14:00:11.652 - http: GET /pair/status 200 15 - 2.266 ms 2024-04-09 14:00:11.653 - http: GET /pair/status 200 15 - 2.763 ms 2024-04-09 14:00:11.653 - http: GET /pair/status 200 15 - 2.763 ms	1005.773 ms	
2024-04-09 14:00:22.100 - ntrp: GT //icense-manager/getLicenseUtalis 200 59 - 5 2024-04-09 14:00:22.181 - http: GT //pair/status 200 15 - 2.542 ms 2024-04-09 14:00:26.682 - http: GT //pair/status 200 15 - 1.763 ms 2024-04-09 14:00:31.682 - http: GT //pair/status 200 15 - 0.562 ms 2024-04-09 14:00:31.655 - http: GT //icense-manager/getLicenseDetails 200 59 -	919.429 ms 914.556 ms	
2024-04-09 14:00:36.688 - http: GET /pair/status 200 15 - 0.596 ms 2024-04-09 14:00:41.682 - http: GET /pair/status 200 15 - 0.599 ms 2024-04-09 14:00:46.688 - http: GET /license-manager/getLicenseDetails 200 59 - 3 2024-04-09 14:00:46.682 - http: GET /pair/status 200 15 - 0.586 ms	1018.733 ms	
2024-04-09 14:00:57.701 - http://df //df //df //df //df //df //df //df	918.407 ms	
2024-04-09 14:01:01.719 - http: GET /pair/status 200 15 - 0.596 ms 2024-04-09 14:01:06.736 - http: GET /pair/status 200 15 - 0.711 ms 2024-04-09 14:01:08.947 - http: GET /license-manager/getLicenseDetails 200 59 - 9 2024-04-09 14:01:11.730 - http: GET /pair/status 200 15 - 0.593 ms	916.625 ms	
2024-04-09 14:01:16.731 - http: GET /pair/status 200 15 - 0.628 ms 2024-04-09 14:01:18.881 - error: Streaming subscription connection is lost 2024-04-09 14:01:18.882 - debug: Fetch calendar view for room room-prm6@mrbstest 5:30:18.8812	1.onmicrosoft.com 2024-04-09	970
2024-04-09 14:01:20.868 - http: GET /license-manager/getlicenseDetails 200 59 - 5 2024-04-09 14:01:20.869 - info: Streaming subscription is closed successfully 2024-04-09 14:01:21.753 - http: GET /pair/status 200 15 - 0.711 ms 2024-04-09 14:01:21.871 - info: Streaming subscription connection is open succe	917.843 ms ssfully	

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4.12 Settings

Different configurations related to calendar server, room booking policies, notifications, email templates, SMTP and other PRM settings can all be done through this interface.

4.12.1 PanL Hub and Display

To configure PanLHub and PanL Display settings,

→ Click on the **Settings** > **PanL Hub & Display.**



 \rightarrow The PanL Hub and Display Settings interface is displayed.

PanL Hub And Display Settings		
PanL Hubs	PanL Display Settings	
Find Pant, Hubs	Communication Timeout (coc) *	
hub8000009171900001.prm.local	30	Communication timeout of PanL Display in seconds
	Screen ON Timeout (min) *	
	15	Screen switch ON time before start of operating hours
	Thermal Threshold ("C) *	
		PanL Display operating temperature threshold (Fixed).
	Room On-Spot Booking Limit (min) *	
	60 ~	Maximum booking time allowed for on-spot booking
	Room On-Spot Extend Meeting Limit (min) *	
	30 ~	Maximum meeting extension time allowed on-spot
	24 hours format	Switch from 12 hours to 24 hours format
	Enable Passcode Based Authentication	Allow passcode for booking
	Enable RFID Card Based Authentication	Allow RFID for booking



PanL Display Settings

 \rightarrow To set the room booking features and on-spot booking policies of PanL Displays, search and select the PanLHub in which the PanL Displays which needs to be configured are connected to (refer to <u>Device Mapping</u>). Set the following **PanL Display Settings** attributes as required –

PD100 Display Settings	
LCD Brightness	LCD display brightness from 0 to 100%.
LED Brightness 20%	LED brightness from 0 to 100%.
Audio Volume	Audio volume from 0 to 100%.
Screen Saver First Timeout - T1 (min) *	On first timeout (T1), display brightness will be reduced. Minimum value is 1 min and maximum is 1440 min (24 hours).
Screen Saver Second Timeout - T2 (min) * 15	On second timeout (T2), display will be turned off. Minimum value is 1 min and maximum is 1440 min (24 hours).
RFID Settings	
RFID LED Brightness 20% Discard Changes Save	LED brightness from 0% to 100%

PanL Display Settings Policy

PanL Display Settings	Description
Communication Timeout (Sec.)*	Communication timeout of PanL Display in seconds
• Screen ON Timeout (Min.)*	Screen switch ON time before start of operating hours
Thermal Threshold (°C)*	PanL Display operating temperature threshold (Fixed)
 Room On-Spot Booking Limit (Min.)* 	Maximum booking time allowed for on-spot booking
Room On-Spot Extend Meeting Limit (Min.)*	Maximum meeting extension time allowed on-spot
• 24 Hours Format	Switch from 12 Hours to 24 Hours format
Enable Passcode based Authentication	Allows passcode for booking if enabled (i.e. check box selected)
Enable RFID card-based Authentication	Allows RFID for booking if enabled (i.e., check box selected)

	PD100 Display Settings	Description				
٠	LCD Brightness	LCD Display brightness from 0 to 100%				
•	LED Brightness	LED brightness from 0 to 100%.				
•	Audio Volume	Audio volume from 0 to 100%.				
•	Screen Saver First Timeout -T1 (min)*	On first timeout (T1), display brightness will be reduced. Minimum value is 1 min and maximum are 1440 min (24 hours).				
•	Screen Saver Second Timeout -T2 (min)*	On second timeout (T2), display will be turned off. Minimum value is 1 min and maximum are 1440 min (24 hours).				



	RFID Settings	Description
٠	RFID LED Brightness	LED brightness from 0% to 100%

* Indicates these fields are mandatory

Upon setting the PanL Display attributes, click [Save].

4.12.2 Calendar and Client

To update Calendar and Client settings refer to the steps provided under the section <u>Calendar and</u> <u>Client</u>.

4.12.3 Notification and Synchronization

Through the notification interface, admin users can enable or disable notifications that will be received by users via PRM Outlook Add-In or by admin users through the PRM Management Console. Admin users can also configure various timer jobs such as dashboard statistics refresh rate to run periodically.

To configure notification settings,

- → Click on the Settings > Notification and Synchronization menu
- → The Notification Settings interface is displayed. The interface is divided into 2 sections, namely, *Notification Settings* and *Timerjob Settings*.
 - **Notification Settings** (wherein the notification that is being sent to Admin or normal user can be enabled/disabled)

Notificat	ion Settings							
🕑 Enable A	I Notifications							
🛃 Enable R	oom/Equipment/C	atering	change n	otification	n			
Maximum nu	mber of notificatio	ons						
50								
Email No	tification Se	tting	S					
Enable A	l Email Notificatio	ns						
Notify licens	expiry before (no	ofday	s)					
14			-)					
Notify client	secret expiry befor	e (no. d	f days)					
14								
Exchang	e Server/03	65 Sy	nchror	nizatio	n Sch	eduler		
Enable C	ron Job Schadular	to auto	matically	eunchron	ize the o	eating room accounts	with Microsoft Ex	rchange
chable C	on son scheduler	to auto	matically	synchron	ize the fr	reening room accounts	with Microsoft EX	contange

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6	Settings ~
	PanL Hub and Display
	Calendar and Client
	Notification and Synchronization
	Email Configuration
	Simple Mail Transfer Protocol (SMTP)
	PRM Configuration
	Dashboard
	License



Notification Settings	Description			
Enable All Notifications	Enable or disable all PRM notifications to users/admin			
Enable Boom/Equipmont/Catoring	Enable or disable notifications to users with respect to			
change notification	room/equipment/catering property changes			
Maximum number of notifications	Maximum number of notifications displayed			
Email Notification Settings	Description			
Enable All Email Notifications	Enable or disable user/admin to receive any email notifications			
<i>Notify license expiry before (no. of days)</i>	Set the number of days before license expiration that the license expiration notification should be sent			
<i>Notify client secret expiry before (no.of. days)</i>	Set the number of days before client secret expiration that the client secret expiration notification should be sent			

• **Timerjob Settings** (wherein the timer job schedule time can be configured)

Timer Job Settings / Name	Description
Sync with Exchange	Enable or disable synchronizing the room accounts
Server/Microsoft 365	from calendar server to PRM System periodically.

Upon updating the notification settings, click [Save].

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4.12.4 Email Configuration

The email templates for system and booking related notifications can be configured by admin user as below. Booking related notification emails will be sent automatically to normal users while system related notification emails will be sent to admin users. Ensure that the *Enable All Email Notifications* feature is enabled under Notification settings.

- \rightarrow Click on the **Settings** > *Email Configurations* menu.
- \rightarrow The email templates that can be edited are displayed.

0	Settings ~
	PanL Hub and Display
	Calendar and Client
_	Notification and Synchronization
	Email Configuration
1.1	Simple Mail Transfer Protocol (SMTP)
	PRM Configuration
	Dashboard
	License

Email Configurations

	стал (Р-нич	Authe	ntication	1)						
💽 Enable	Welcome En	nail (PR	M Authent	ication)						
Subject:	[no rep	[no reply] Hello ##employeeName! Welcome to the PanL Room Manager (PRM)								
Body:	вІ	Ū	<u>A</u> [8]	Normal	•	≡ <	6	<i>Ι</i> _κ		
	PRM 0 PanL F For mo Thanki Admin	utlook / loom Di re infor & Best	Add-In Pas <u>aplay Pass</u> mation, pla Regards,	i <u>sword:</u> ##pas scode: ##pas ease contact	<i>ssword</i> scode your ad	min: <u>##</u> a	idmir	1		
Welcome E	mail (Oper	ID Coi	nnect (Ol	DC) Auther	nticatic	n)				
Welcome E Password	mail (Oper Reset	ID Coi	nnect (Ol	DC) Auther	nticatio	n)				
Welcome E Password Password/	imail (Oper Reset Passcode l	ID Cor	nnect (Ol By Admir	DC) Auther	nticatio	n)				
Welcome E Password Password/ Account Lo	imail (Oper Reset Passcode I ocked	ID Cor Reset I	nnect (Ol By Admir	DC) Auther	nticatio	n)				
Welcome E Password Password/ Account Lo Catering U	mail (Oper Reset Passcode I ocked navailable	ID Cor	nnect (Ol By Admir	DC) Auther	nticatio	n)				

Each email template has an *Enable/Disable* feature and consists of a default email subject title and content. Any strings which start with "##" signifies a dynamic text which is pulled from the PRM System. Upon updating the email settings, click **[Save]**.

BRDTSve	BRTSYS_AN_039 PRM User Guide - 3.	PRM Management Conso Version 2
DRIJYS	Document Reference No.: BRTSYS_000110	Clearance No.: BRTSYS#0
4.12.5 Simple N	Mail Transfer Protocol (SMTP)	Settings
To configure S impl transmissions,	e M ail T ransfer P rotocol (SMTP) settings for email	PanL Hub and Display
→ Click on the Se menu	ettings > Simple Mail Transfer Protocol (SMTP)	Notification and Synchronization Email Configuration
\rightarrow The SMTP inter required –	face is displayed. Update the following attributes as	Simple Mail Transfer Protocol (SM PRM Configuration
	Simple Mail Transfer Protocol (SMTP)	License
	Host *	
	smtp.office365.com Port *	
	587	
	Username * imp-prm17@mrbstest1.onmicrosoft.com	
	Password *	

• Host* - Refers to the SMTP Server URL

Discard Changes

- *Port** Refers to the Port number used by the server. It can be either 25 or 587. 25 is Unsecured port and 587 is secured port.
- Username* and Password* Refers to the SMTP Server credentials.

* Indicates that all these fields are mandatory

Upon updating the SMTP settings, click [Save].
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4.12.6 PRM Configuration

BRTSys

To configure PRM configurations,

- → Click on the **Settings** > **PRM Configuration** menu.
- $\rightarrow\,$ The PRM configuration interface is displayed. Update the following attributes as required
 - *PRM Server Domain* Refers to the PRM Server Domain Name
 - PRM Management Console Domain
 - Maximum Number of PanL Displays per PanLHub*
 - PanLHub Unreachable Notification Mail Timeout (m)*
 - Maximum Number of PanLHub Connection Checks*
 - Maximum Number of PanLHub Pair Tries*
 - Preconfigured Hub IP Address Hub IP address can be assigned manually if the Auto Discovery is not successful

* Indicates that all these fields are mandatory

PRM Configuration
PRM Server Domain
prm.prm.local
PRM Management Console Domain
web.prm.local
Maximum Number Of PanL Displays Per PanLHub *
16
PanLHub Unreachable Notification Mail Timeout (m) *
5
Maximum Number Of PanLHub Connection Checks *
3
Maximum Number Of PanLHub Pair Tries *
10
Preconfigured HUB IP Addresses
10.76.13.11,10.77.12,11
Discard Changes Save

Upon updating the PRM Configuration, click [Save].

4.12.7 License

To generate fingerprint and activate license, refer to the steps provided under the topic <u>Generate</u> <u>Fingerprint and Activate License</u>.

0	Settings ~
	PanL Hub and Display
	Calendar and Client
	Notification and Synchronization
	Email Configuration
	Simple Mail Transfer Protocol (SMTP)
	PRM Configuration
	Dashboard
	License

BRTSYS_AN_039 PRM User Guide - 3. PRM Management Console Version 2.0 Document Reference No.: BRTSYS_000110 Clearance No.: BRTSYS#071

4.12.8 Dashboard

BRTSys

Through the Dashboard settings interface, admin users can configure (i.e., *enable / disable*) the access permission (*Edit / View*) for different types of dashboard statistics for a particular user or user group.

For example, if *User Group 1* is allowed to view the utilization statistics in the dashboard interface, then the *View* permission should have been *enabled* for *User Group 1* in the Dashboard Settings.

To configure dashboard settings,

- → Click **Settings** > **Dashboard** menu.
- → The dashboard settings interface is displayed. Click on the edit the permissions against a particular user group. Note that the **Default User Group**, **Admin**, **Super Admin** user permissions cannot be edited.

Vidget S	oets							
Overvi Resourc	ew e Summary	Booking Summary Booking Details Booking Type Booking Duration	Utilization Room Utiliza Recaptured 7 Booking Den	tion 'Ime sity	Leaderboard Room Leaderboard User Leaderboard	Equipment and Catering Catering Items VS User Groups Equipment Items VS User Groups	Miscellanec Booking Sourc Meeting Attend	DUS ce dees
v Filter Use	r Group							
No.	User Group	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Actions
No . 1	User Group Admin	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Actions
No. 1 2	User Group Admin DefaultUsers	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Actions
No. 1 2 3	User Group Admin DefaultUsers SuperAdmin	Overview	Booking Summary	Utilization	Leaderboard © © ©	Equipment and Catering	Miscellaneous	Actions
No. 1 2 3 4	User Group Admin DefaultUsers SuperAdmin IT & Networking	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Actions
No. 1 2 3 4 Filter User Gr	User Group Admin DefaultUsers SuperAdmin IT & Networking Oup	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscettaneous	Actions
No. 1 2 3 4 Filter User Gr	User Group Admin DefaultUsers SuperAdmin IT & Networking cup User Group	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Actions
No. 1 2 3 4 Filter User Gr No. 1	User Group Admin DefaultUsers SuperAdmin IT & Networking	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Actions
No. 1 2 3 4 Filter User Gr No. 1 2	User Group Admin DefaultUsers SuperAdmin IT & Networking	Overview	Booking Summary Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Actions
No. 1 2 3 4 Filter User Gr No. 1 2 3	User Group Admin DefaultUsers SuperAdmin IT & Networking	Overview Overview Overview Overview Overview Overview Overview	Booking Summary Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscettaneous	Actions





 $\rightarrow\,$ Upon providing the relevant permissions (by checking the checkbox), click $\sqrt{.}$ The updated information is available on the table.

nboard Setti	ngs							
Vidget Set	5							
Overview Resource Sum	mary	Booking Summary Booking Details Booking Type Booking Duration	Utilization Room Utilization Recaptured Time Booking Density		Leaderboard Room Leaderboard User Leaderboard	Equipment and Catering Items VS User Groups Equipment Items VS User Groups	Miscellan Booking Sou Meeting Atte	neous rce ndees
a Eiliar Llaar Or	oup							
No.	User Group	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Action
No.	User Group Admin	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Action
No. 1	User Group Admin DefaultUsers	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Action
No. 1 2 3	User Group Admin DefaultUsers SuperAdmin	Overview	Booking Summary	Utilization	Leaderboard	Equipment and Catering	Miscellaneous	Action



4.13 Firmware Management

To upgrade the PanL Display firmware, admin users will have to first upload the latest firmware to PRM Server through the *Firmware Upload* interface and then perform a PanL Display firmware upgrade through the *Upgrade PanL Display* interface.

4.13.1 PanL Firmware Upload

To upload latest PanL Display Firmware to PRM Server,

→ Click on the Upgrade Management > PanL Firmware Upload menu.

۲	Firmware Management	×
	PanL Firmware Upload	
	PanL Firmware Upgrade	

→ Select the *Firmware File* to be uploaded by clicking the **[Browse]** button. Based on the selected firmware file, the file contents – *Firmware Name*, *Version number*, *RFID Version number*, *Checksum* and *Remark* are automatically populated in the respective field. Click **[Upload]**.

PanL Display Firmv	vare					
Upload Firmwar	re					
Firmware File *						
PanL100_1.3.0-2.0.1(2.7).bin Bro	wse				
File Contents						
SL No.	Firmware Name	Version	RFID Version	Checksum	Remark	Actions
ĩ	PanL100_1.3.0-2.0.1	1.3.0-2.0.1	2.7	2144df1c	Valid	×
1/1 is valid. Good to	go					
Clear Upload	l i					

 $\rightarrow\,$ Upon successful upload, the uploaded firmware details are displayed on the Firmware History table.

PanL Display Fir	mware					
Upload Firm	ware					
Firmware File *						
	Browse					
Clear Upic						
Firmware His	story					
SL No.	Firmware Name	Version	RFID Version	Checksum	Uploaded Time	Actions
	Firmware Name	Version	RFID Versi	Checksum		
1	PanL100_1.3.0-2.0.1	1.3.0-2.0.1	2.7	2144df1c	4/9/2024, 5:55:48 PM	Û
						Items per page 20 🗸



4.13.2 PanL Firmware Upgrade

To update the PanL Display Firmware, ensure that the PanL Display is unassociated. Refer to <u>Unassociate PanL display</u> for more information.

٦	Firmware Management	Ŷ
	PanL Firmware Upload	
	PanL Firmware Upgrade	

- → Click on the **Upgrade Management > PanL Firmware Upgrade** menu.
- \rightarrow The latest firmware will be shown on the top right corner.

Click on $\overline{\psi}$ to view the list of PanL Displays connected to the PanLHub. The current version of the display will be indicated in red if it is currently not updated to the latest version.

PanL Display Upgra	ide Management						
PD100 Latest Ve 1.3.0-2.0.1 (2.7)	rsion: PD100 Version (RFID Version)						
PanL Hubs PanL Hubs Panb8000009171900001.prm.local(PH80000009171900001) IP Address: 192.168.0.128							
PanL Hubs	0001.prm.local(PH80000009171900001)		IP Address:	192.168.0.128			
PanL Displays	Paul Displays						
Name	UUID	MAC ID	Current Version	Action			
ScanID-65	PD10000107082200001	11	1.2.0-3.4.1 (2.7)	UPGRADE			

→ Click the UPGRADE link to upgrade the PanL Display's Firmware. Once the upgrade is triggered, the status will change to *IN PROGRESS*. A notification will appear upon successful upgrade, the *current version* column is updated to the latest version indicated in green.

PD100 Latest Versio	on:			
1.3.0-2.0.1 (2.7) PD	100 Version (RFID Version)			
PanL Hubs				
hub80000009171900	001.prm.local(PH80000009171900001)		IP Addres	s: 192.168.0.128
PanL Displays				
Name	UUID	MAC ID	Current Version	Action
ScanID-65	PD10000107082200001	11	1.2.0-3.4.1 (2.7)	IN PROGRESS

4.14 N This funct To view Pl \rightarrow Click I \rightarrow The n	Iotifications ion is used to view a RM system notificatio Notifications menu.	ist of system notifications f ns,	rom PRM, if any	PRM C Dashboard Resource Managem Car Device Mapping	.ons agemen
This funct To view Pl \rightarrow Click I \rightarrow The n	ion is used to view a RM system notificatio Notifications menu.	ist of system notifications f	rom PRM, if any	Dashboard Dashboard Soft Resource Mana Re. User Managem Device Mapping	agement
To view Pl \rightarrow Click I \rightarrow The n	RM system notificatio Notifications menu.	ns,		Resource Mana	agement ient
\rightarrow Click I \rightarrow The n	RM system notificatio Notifications menu.	ns,		Re User Managem	ent
→ Click I → The n	Notifications menu.			Ca Device Mapping	
\rightarrow The n	otifications interface				g
	ouncations interface	will display a list of notifi	cations, if any.	Click	gement
[Marl	< all as read] to mar	k all the notifications as rea	id.	Equipment Man	nageme
Notificatio	ons			🕒 System Log	
				 Settings 	
			м	Aark all as read († Firmware Mana	agement
	Invalid Date			Notifications	1
	Exchange Server Reachable! Exchange server is now reachable on PanLHub hub800000091719	00001.prm.local (PH80000009171900001)		134 PM	
	Exchange Server Not Reachable! Exchange server is not reachable from PanLHub hub80000009171	100001.prm.local (PH80000009171900001)		134PM	
	Wed Sep 04 2024				
	PanL Display Updated Successfully! PanL Display ScanD-65 has been successfully updated to version	1302.01.		607 PM	
	PanLHub Reboot Initiated!			525 PM	

Alternatively, the PRM notifications, can also be viewed, by clicking on the bell icon \triangle next to the user's login. Click **[View All]** to view all the notifications in the Notifications interface.

	S superadmin
Notifications	Notifications Mark All As Read
¢	Exchange Server Reachable! Exchange server is now reachable on PanLHub hub8000009171900001 pm. local (PH8000009171900001) Ber Apr 13 2024 134 PM
Invalid Date	Exchange Server Not Reachable! Exchange server is not reachable from
Exchange Server Reachable! Exchange server is now reachable on PanLHub hub80000009171900001 prm.local (PH80000009171900001)	PanLHub hub80000009171900001.prm.local (PH8000009171900001) Sat Apr 13 2024 1:34 PM
Exchange Server Not Reachable! Exchange server is not reachable from PanLHub hubbl000009171900001,prm.local (PH80000009171900001)	Pani. Display Updated Successfully! Pani. Display ScaniD-65 has been successfully updated to version 1.3.0-2.0.1. Tue Apr 09 2024 6/07 PM
Wed Sep 04 2024	PanLHub Reboot Initiated!
Panl. Display Updated Successfully/ Panl. Display ScanD-65 has been successfully updated to version 1.3.0.2.0.1.	PanLHub hub8000009171900001.prm.local (PH80000009171900001)'s reboot initiated Tue Apr 09 2024 5:25 PM
PanLHub Reboot Initiated! PanLHub hubsoucousy171300001 pmilocal (PH80000009171900001)s reboot initiated	View All



4.15 About

This function is used to view the PanL Room Manager system related information such as Product information, PanLHub software version number etc.

To view PRM system information, $\equiv PRM Column Column PRM Column Column PRM C$

1. Click **About** menu.

Ξ	PRM Console	
Ċ	Dashboard	
0000	Resource Management	<
22	User Management	¢
G	Device Mapping	
ΨP	Catering Management	¢
÷	Equipment Management	¢
Ð	System Log	
0	Settings	<
٦	Firmware Management	¢
Q	Notifications	
1	About	

The PRM system related information such as *Product information*, *PRM Management Console version*, *Copyright* and *Support* contact details are displayed. Click on *Software License / Privacy Policy / Open Source Licenses* links to access the respective information.

About	
	PanL Room Manager (PRM) Version 3.1.0 - 3.4.1
	PRM Console Version Version 5.1.0 - 3.4.1
	BRT Systems Pte. Ltd. Address : 1 Tai Seng Avenue, Tower A, #03-01, Singapore 536464
	Contact : +65 6547 4827 Email : support@brtsys.com Website : https://brtsys.com/
About	Software License Privacy Policy Open Source Licenses



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4.16 Logout

To log out of PRM Management Console,

Click on the (s) icon. From the resulting menu, click **[Log out]**.

≡ PRM Console		S superadmin	0
(Dashboard		Change Password	
Resource Management	ĸ	Overview	
Se User Management	ĸ	Resource Summary	
Device Mapping			
ዋየ Catering Management	ę	Countries I total	
🖶 Equipment Management	<		
System Log		Rooms Users Devices Catering 2 Total	
Settings	~	4 Active 0 Inactive 3 Active 0 Inactive 0 Active 2 Inactive 2 Active 0 Inactive	

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5. Appendix

5.1 Glossary of Terms, Acronyms & Abbreviations

Term or Acronym	Definition or Meaning	
Booking Density	The percentage of rooms that have been utilized in hour resolution over time.	
Room Utilization	The percentage of rooms utilized over a period	
HTTPS	Hypertext Transfer Protocol Secure	
Ghost User	A ghost user is a user who has booked a room, but did not show up to claim the room booking	
	The Internet Protocol (IP) is the network layer communications protocol in	
IP	the Internet protocol suite for relaying datagrams across network boundaries.	
NTLM	New Technology LAN Manager is an outmoded challenge-response authentication protocol from Microsoft	
OIDC	OpenID Connect is an identity authentication protocol that is an extension of open authorization (OAuth) 2.0 to standardize the process for authenticating and authorizing users when they sign in to access digital services.	
PRM The PanL Room Manager is designed to support from large to sma organizations to automatically manage meeting room booking issu as room booking conflicts, ghost bookings, under-utilized rooms, e		
Recaptured Time	The amount of time spent on the released desks.	
ROPC	The Resource Owner Password Credentials grant is designed for obtaining access tokens directly in exchange for a username and password.	
SSL	Secure Sockets Layer is an encryption-based Internet security protocol.	
URI	A Uniform Resource Identifier is a unique sequence of characters that identifies a logical or physical resource used by web technologies.	
A Uniform Resource Locator, colloquially known as an address on th URL is a reference to a resource that specifies its location on a compute network and a mechanism for retrieving it.		

5.2 List of Figures

NA

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