

IDS Aviation SaaS Version 1.0

- ❖ IDS Aviation SYSTEM REQUIREMENTS
- ❖ IDS Aviation SYSTEM COMPONENTS
- ❖ IDS Aviation SYSTEM ARCHITECTURE

IDS Product Specifications

IDS Aviation SaaS consists of the following modules;

VIC (Visitor Identification Cards) Issuing & Pre Registration Core Modules

1. VIC Issuing Module
2. Web Pre Registration Module

The following modules can be purchased in addition to the above modules;

3. Kiosk VIC Pre Registration
4. Kiosk OCR

ASIC (Aviation Security Identification Cards) Modules

5. ASIC Online Application (Web Pre Registration for VIC and Managing ASIC Online) (*See pricelist 5d*)
6. ASIC Issuing & Management
7. Temporary ASIC

Aviation Reporting Modules

8. Authority to Drive Airside
9. Airside Vehicle Permit
10. Induction Module

IDS AVIATION SYSTEMS REQUIREMENTS

Last Updated: February 2018

IDS Aviation SaaS has been designed to work on most window-based workstations or tablets, android and iPhones

Supported Hardware

- Zebra Direct Thermal Printers
- ScanShell OCR Scanners (Kiosk Module)
- Magicard Pronto, Enduro Card Printers
- Tablets and Workstations require and minimum of: 1.6 GHz dual-core processor

Supported Browsers

- Microsoft Edge
- Firefox
- Safari and
- Google Chrome

Internet Access

IDS Aviation relies on your connection to the Internet to our server.

We recommend ADSL or higher network including 4G Networks

Regional Time Zone Settings

Workstations can be set to a timezone via the Administration Function.

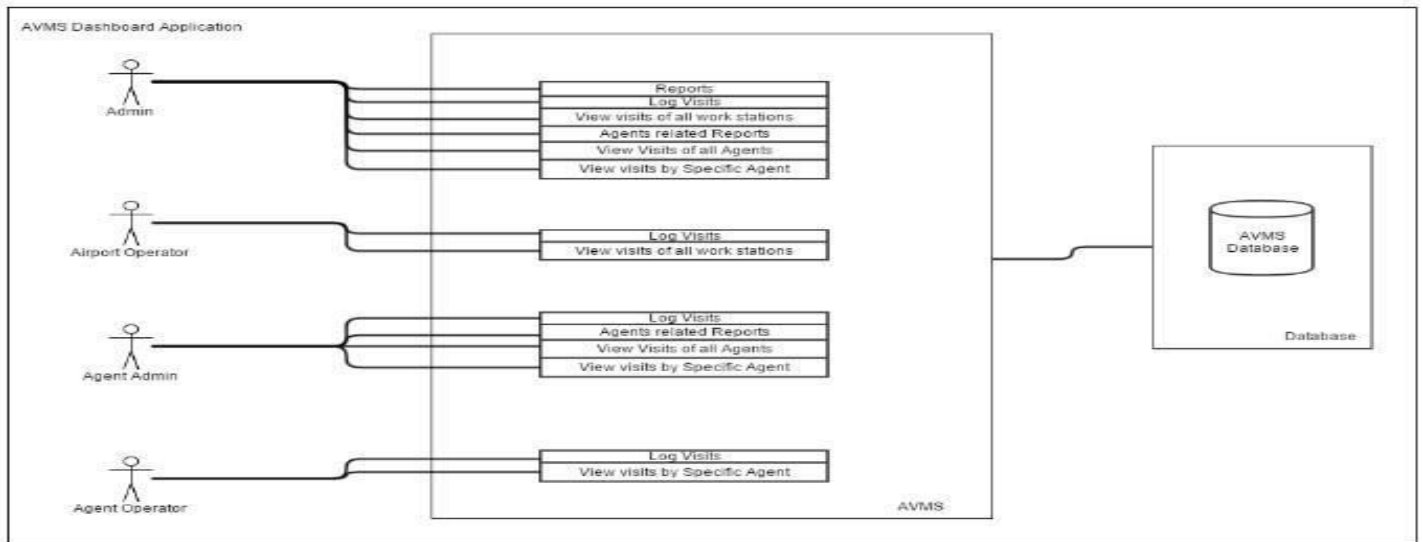
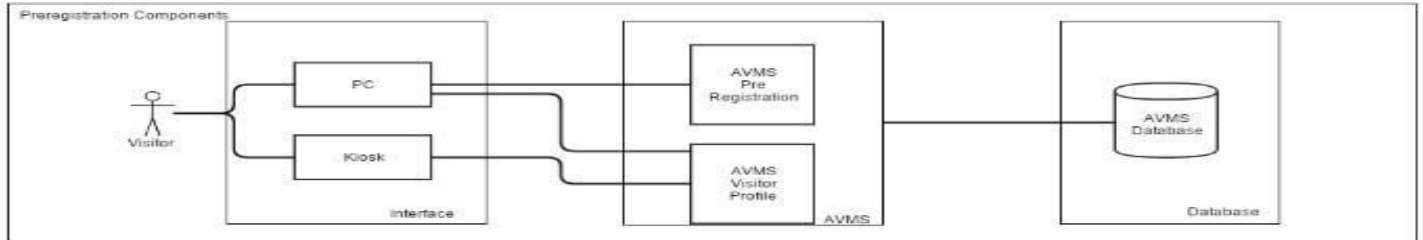
System Access

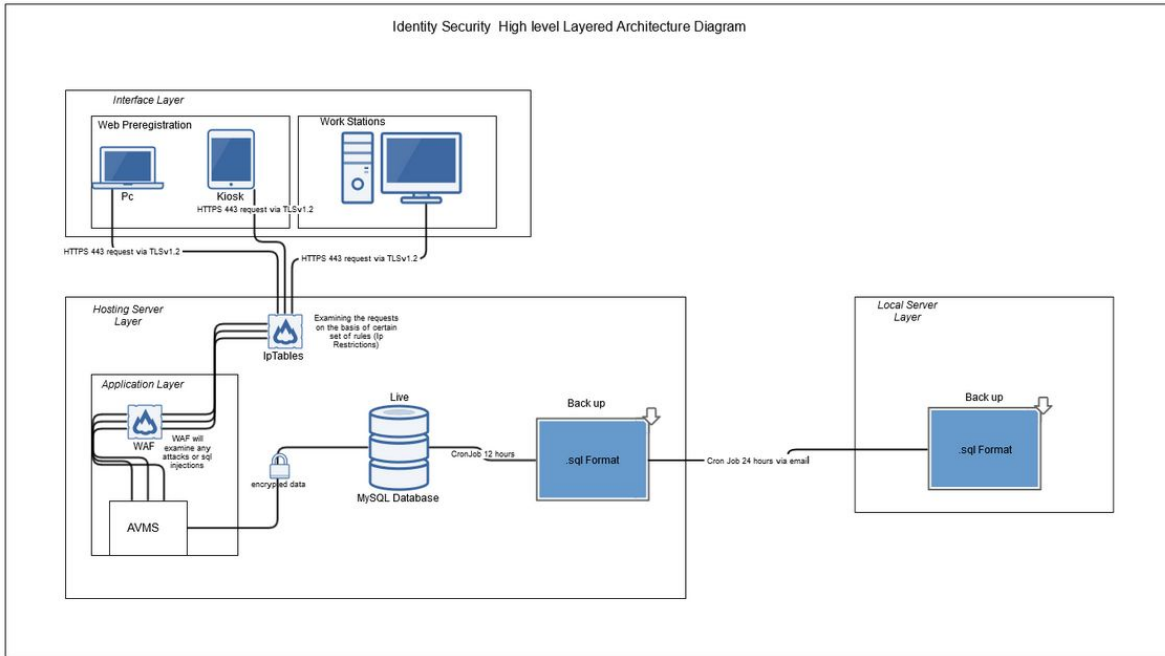
IDS Aviation SaaS is accessible via <https://www.identitysecurity.com.au/> or Unique Domain via Login & Pre Registration

Airports should ensure with their IT provider that this URL and it's subdomains are not blocked for access

IDS AVIATION SOFTWARE COMPONENTS DIAGRAM

AVMS Software Component Diagram



IDS AVIATION SYSTEM ARCHITECTURE DIAGRAM


IDS Aviation - Visitor Identification Card (VIC) Issuing Module 1

This module is the only mandatory of the IDS IDS Aviation as it contains all the General Functionalities applicable to other modules.

1. General Functions

- a) Login from identitysecurity.com.au
- b) Select Airport
- c) Forgot Password
- d) Notifications - Manage, Create & Receive System Generated Notifications
- e) My Profile
- f) Online Help Menu
- g) Contact Support
- h) Upload and Download Documentation

2. User Roles and Permissions

Issuing Body Administrator	➤ Issuing Body Administrator (Dashboard, Visit History, Administration & Visit History & all Workstations)
Airport Operator	➤ Airport Operator (Dashboard & Visit History & all Workstations)
Agent Airport Administrator	➤ Airport Agent Administrator (Dashboard, Visit History, Administration & Agent Workstation and Agent Visit History only)
Agent Airport Operator	➔ Airport Agent Administrator (Dashboard, Visit History, Administration

3. Dashboard Functions

- a) TAB - Dashboard, Visit History, Administration (Administrator User Role only)
- b) Visibility of all Workstations/Gates activity in separate tables - includes Active, Expired and Preregistered Visits
- c) Main Menu

4. Main Menu

- a) Log Visit
- b) Search Visits - Links to Visit History
- c) Emergency Shutdown (Issuing Body Administrator only)

5. Log Visit Process

- a) Select Card Type - Same Day, 24 hour, Multi-Day, Manual (or other custom card type)
- b) Add Visitor Profile
- c) Find Visitor Profile
- d) Add ASIC Sponsor
- e) Find ASIC Sponsor
- f) Visitor Detail Page

6. Visitor Detail Page Functions

- a) Activate Visit
- b) Create New Visit
- c) Pre register Visit
- d) Back Date Visit (Manual Card Type Only)
- e) Update Card Type

- f) Update Visitor Type
- g) Update Visit Reason
- h) Update Visitor Information
- i) VIC Holder Declarations
- j) ASIC Sponsor Declarations
- k) Add Alternative Identification
- l) Close Visit Process
- m) Total Visit Count and Remaining Days
- n) Restriction settings for total visit count
- o) Print VIC's labels, card printer and bleed-through
- p) Print back of card

7. Visit History

- a) Displays 12 months of Visit History
- b) Search by Filter - Card No. First Name, Last Name, DOB , Company Name, Check In & Out Date
- c) Search by Status - Closed, Active, Preregistered, Saved, Expired

8. Administration Functions

- a) Organisation Settings
- b) Workstations
- c) IDS Aviation Tenant Agents
- d) IDS Aviation Users
- e) IDS Aviation Access Control
- f) IDS Aviation Visitors
- g) Companies
- h) IDS Aviation Reports
- i) Help Desk
- j) Notifications
- k) Contact Support

9. Organisation Settings

- a) Tenant and License Information
- b) Customise Dashboard & Upload Logo

10. Workstation

- a) Allocate Card Type to Workstation
- b) Edit Back of Card
- c) Edit Workstation - Set Workstation to location time zone
- d) Select Pre Registration Default Card Type

11. IDS Aviation Tenant Agent

- a) A list of Agents issuing VICs at your airport

12. IDS Aviation Users

- a) A Table of Users searchable by filter
- b) Edit IDS Aviation User
- c) Add Issuing Body Administrator
- d) Add Airport Operator
- e) Password Options; No password, create password, auto-generate password, send user invitation

13. IDS Aviation Access Control

- a) A table of Issuing Body Administrators and Airport Operators
- b) Edit their Access to workstations
- c) Set Primary workstation to login to

14. Companies

- a) A Table of Companies and Contacts
- b) Edit Company Detail

15. IDS Aviation Reports

- a) Total Visits - Reset, Negate, View Visitors
- b) VIC Register
- c) Total VIC's by Workstation

- d) Total VIC's by Visitor Type
- e) Total VIC's by Card Type
- f) New Visitor
- g) Conversion from VIC to ASIC
- h) Audit Trail
- i) Lost VIC Report

16. Help Desk

- a) Add Help Desk Group
- b) Create Help Desk Group
- c) Add Help Desk Question & Answer

17. Notifications

- a) Manage Notifications
- b) Create and Send Notifications

18. 28 Day Rule Explanation

A VIC Profile/ VIC Holder/ASIC Expired Profile is subject to the 28 day Rule which is;

A VIC is a irregular permit, which allows up to 28 days of on site VIC registrations. If the person needs to be on site more than 28 days within a 365 day period, they must apply for an ASIC permit.

If a VIC holder has lodged an ASIC Application they are exempt from the 28 day rule and their visit count is reset to 0. They can continue to be issued a VIC for 28 days at a time until they possess an ASIC and their card status is updated to **ASIC Pending**

19. Card Status Explanations

IDS Aviation Visitor VIC & ASIC Profiles	An IDS Aviation Visitor Profile will either show a VIC or ASIC Profile status which reflects where they are in the ASIC Application Process.
Saved (VIC)	Refers to an IDS Aviation Visitor Profile which has not yet held an ASIC or a VIC and has been saved in the <u>Log Visit</u> Process
VIC Holder (VIC) 28 day rule applies	An IDS Aviation Visitor Profile which has or has had an Active VIC (no application for an ASIC lodged with AusCheck showing)
ASIC Expired (VIC) 28 day rule applies	An IDS Aviation Visitor Profile which has previously held an ASIC which has expired
ASIC Denied (VIC)	An ASIC Applicant who has been denied an ASIC by AusCheck and consequently can not hold an VIC

ASIC Pending (VIC) 28 day rule applies	A VIC Holder who has Lodged an ASIC Application and has not yet received their ASIC ASIC Approved is a sub status of ASIC Pending and only exists in a separate table for reporting purposes
ASIC Issued (ASIC)	An ASIC holder with an ASIC on their person does not require a VIC. An ASIC Issued Profile is not subject to the 28 day rule. An ASIC holder can also be an ASIC Sponsor.

20. Card Type Explanations

Same Day VIC	A Same Day VIC is a Card Type which limits a visitor a VIC within the Same Day until 11:59pm of that day. This visit is counted as one visit within this day
24 Hour VIC (Bleed through)	24 Hour VIC is counted as one visit from the time the card is activated until the same time the following day. The print file has an expiry time on the card
EVIC	EVIC a photo VIC which can be issued upto 28 days. The proposed day out for this VIC verifies the visit count regardless of when the visit is closed.
Multiday	Multiday VIC is a photo VIC which can be used upto 28 days and is counted from the day it is Activated until the date the VIC is closed regardless of the expiry date
Manual	A Manual VIC is a redundant VIC for Pre Issuing or Backdating visit data

21. Card Type Business Rules

Same Day VIC	<ul style="list-style-type: none"> > The operator selects Same Day card from <u>Select Card Type</u> by clicking the radio button and following the Log Visit Process > On <u>Add Visitor Profile</u> the operator can upload a photo however it is not mandatory > Check In Date & Time defaults to today's date and time > Check Out Date also defaults to today's date however the Operator can select a date upto 3 days in the future (to have a VIC without a photo. Regional Airports only) > Print file date will reflect check out date > Each day including the day it is activated counts as one visit. That is if the visitor checks out on the same day it is counted as one visit. > Another visit within that the same day is not counted as an additional visit > A visit for today and part of the next day is counted a 2 visits > Visit count is counted over at midnight or at the time the visit is closed whichever is sooner > If Photo is not uploaded the IMAGE BOX has text PHOTO NOT REQUIRED which replicates on print file > The date picker will only allow the operator to select a date upto the remaining days left in their 28 day visit count
EVIC Business Rules	<ul style="list-style-type: none"> > The operator selects EVIC Card Type from Log Visit > Select EVIC via radio button > On Add Visitor <u>Photo upload</u> is mandatory and is prompted when clicking continue or activate Visitor Detail > On Visitor Detail <u>Check In Date</u> defaults to today's date and Time > <u>Check Out Date</u> can be upto 28 days in the future depending on how many remaining days the profile has > Before the VIC can be activated the operator is reminded take a deposit by clicking the 'Yes' Radio button - <u>Deposit Paid?</u> > Print File and Close Visit displays Proposed Check Out Date > If the EVIC holder returns the EVIC prior to the proposed check out date the Visit Status updates to Auto Closed until the date the VIC expires and this the visit closes on Expiry > If the EVIC Holder applies for an ASIC and requires another 28 day VIC and visit status is Auto Closed the visit can be closed early by updating card status to ASIC Pending via IDS Aviation Visitor or Total Visits > Reset Visit Count > When the Operator closes the visit the operator is asked whether the EVIC holder has

	<p>been refunded for their returned EVIC which is reported on in IDS Aviation Reports> EVIC Reports</p>
24 Hour VIC Bleed through VIC	<ul style="list-style-type: none"> > 24 Hour VIC (automated closing for Self Expiring) > Operator selects 24 hour VIC from Log Visit > When a 24 Hour VIC is Activated the Visit is counted '1' from the time it is activated to the same time next day. > Visit Auto closes 24 hour card expires at the time of the expiry of the card. > Operator can not issue 24 hour card on the same day however visit can be closed prior to expiry the following day if Operator arrives the next day prior to the cards previous day expiry. > Web Preregistered VICs are automatically assigned a 24 hour VIC > 24 hour VIC has the expiry time printed on the card
Manual VIC	<ul style="list-style-type: none"> > Manual VIC Operator Story > From Log Visit > Select Manual Card enters detail as if Logging a Visit normally at the end of the process the operator should enter in a card reference no. > Backdating Visits - Visitor Detail if the operator selects a date in the past the visit is backdated. A visit can backdated for a maximum of 28 days at a time. The 28 day rule should be applied to current visit count in <u>Total Visits</u> & Visitor Detail > This is a standard inclusion. PAPL should check for variations required to and this process for any variations > Pre-Issue VIC a Manual VIC can be activated in the future
Multiday VIC	<ul style="list-style-type: none"> > A Multiday VIC can be issued from 1 - 28 days > If the card is returned prior to it's expiry date being the proposed check out date the VIC the visit count will only count up to the day that the card is returned > The number of days a Multiday VIC can be issued is restricted to the remaining days on their visit count

22. Visits Status Explanations

IDS Aviation Visitor	An IDS Aviation Visitor Profile can only hold one visit status at any given time. Visit Status explanations are below
Saved	A Visitor Profile which has been saved however has no visit history
Preregistered	A visit which has been pre registered via Kiosk, Web Pre Registration or IDS Aviation
Active	A visit that has been activated and has not expired or been closed

Closed	A visit which has been active and auto-closed or manually closed via the Close Visit process
Auto Closed (EVIC)	The EVIC card is issued based on an expected span of days. When this is closed early, ie. the visitor leaves, the visit (EVIC card only) will show auto closed until the original end of visit date passes
Expired	A visit which has expired but not been closed by an operator

VIC (Visitor Identification Cards) Web Pre Registration Module 2

Web Pre Registration is a responsive design which is accessible via identitysecurity.com.au or a provided unique domain

VIC holders and ASIC Sponsors can access the application via this login and Pre register for a VIC.

Additional functionalities and features to the application maybe added at anytime. IDS Aviation clients will be notified via IDS Notifications as development is complete for this new feature.

Web Pre Registration Functions (VIC Issuing)

1. General Functions

- a) Login via identitysecurity.com.au > PREREGISTER > Login
- b) My Profile
- c) Dashboard
- d) View History
- e) Pre register for a VIC
- f) Receive Notifications
- g) Help Menu
- h) ASIC Sponsor Verifications

2. User Roles

Individual _ VIC Holder	<ul style="list-style-type: none"> ➤ Pre register for A VIC ➤ View Visit History & Status ➤ Update My Profile
Individual _ ASIC Sponsor	<p>The above and;</p> <ul style="list-style-type: none"> ➤ Preregister other VIC Holders ➤ Verify Sponsorship of VIC Holder

3. Pre Register for VIC Process

- a) User Click Pre Register from website for from Dashboard
- b) Selects Airport
- c) Selects Entry Point
- d) Adds or updates Personal Details
- e) Adds/Finds ASIC Sponsor
- f) Add Proposed Check In Time and Date

IDS Aviation SaaS Product Specifications continued

The following modules can be purchased in addition to the above core module;

- Kiosk VIC Pre Registration
- Kiosk OCR

Kiosk VIC Web Pre Registration Module 3

Kiosk Touch Screen Application interfaces with the VIC Issuing Core Module. It is a touchscreen web based application which can be used for the purposes of pre registration.

1. Kiosk Pages

- Welcome's and directs the user to either search for profile of add new profile
- Requirements and Airport Information
- Declarations
- Add Personal details or Search for profile
- Address details
- Reason for Visit
- Company Information > Add or Search Company and Contact
- Take Photo
- Go to Gate

2. VMS Configuration

Configuration of Kiosk Module via VIC Issuing Administration

Kiosk VIC Web Pre Registration OCR Module 4

The OCR (optical character recognition) is an Add-on Module 3 for the purposes of scanning identification, recognising identification types and populating data into IDS Aviation.

1. Scan ID Process

- OCR can scan the following identifications, drivers licence, proof of age card and passport.
- If OCR detects a data match in VMS database applicant is directed to gate.
- Account Web Services will verify Identification type and updates in Identification Type
- If Datamatch is 'No' Operator proceeds to Personal Details
- If Data is matched by first name last name and date of birth, then middle name if there is a datamatch and popup will ask 'Is this you?' and display First Name, Middle Name, Last Name 'Yes' 'No'
- If the operator answers 'Yes' and their email address is firstname.lastname they will be asked to enter an email address for the next visit or check the box for 'I don't have an email address', then click Next and Go to Gate
- If there is a match the Operator is asked 'is this you? Operator responds 'Yes' and is directed enter their email address and proceed to Reason for Visit. Operator responds 'No' Operator is directed

The following modules can be purchased in addition to the core VIC Issuing Module for the purposes of managing ASIC's

ASIC (Aviation Security Identification Cards) Modules

- ASIC Online Application (Web Pre Registration for VIC and Managing ASIC Online) Module 5
- ASIC Issuing & Management Module 6
- Temporary ASIC Module

ASIC Online Application (from Web Pre Registration) Module 5

This module is accessible via Pre Registration at identitysecurity.com.au or via a unique domain which can be linked to client website. Access to this application is made via Super Admin.

IDS Aviation Operators can also access the web pre registration link via Module 1

1. User Roles

- a) Individual Login (Same as Web Pre registration)
- b) Authorised Company Login

2. ASIC Online Process

- Application for Aviation Security Identification Card
- Requirements & Privacy Policy
- Application Fees and Pay Now button
- Conditions of Use
- Type of ASIC - New, Renewal, Replacement - Airport or AUSWIDE, Red or Grey
- Personal Information including Address History
- Immigration Information
- Identification Verification
- Payment and Request Appointment
- Upload Photo and Documentation

3. ASIC Applicant Status

- Application Paid
- Identification and Operational Need Verified
- Application Lodged
- Application Approved
- ASIC Ready to Collect
- ASIC Issued

4. Notifications

- ASIC Expired

- Application Paid
- Application has been Lodged
- Application has been Approved
- ASIC is ready to collect (manual notification)
- ASIC has been Issued
- ASIC to be returned

5. Edit IDS Aviation Visitor

Displays ASIC Application Status which can be updated by Issuing Body Administrator

- Appointment Date
- Identification has been verified
- ASIC Lodged
- Application Paid
- Application Lodged
- ASIC Issued
- Induction Control with notification settings for expiry

6. Export ASIC Applications

Export Applications via csv and Import into Auscheck with Customer Reference

7. Import Lodged and Approved Applications

- Import Lodged updating card status to ASIC Pending releasing from 28 day rule
- Import Approved Applicants into Table for creating print files and notification generator for when ASIC's are ready for collection

8. Tables with exportable csv.

- ASIC Applicants
- ASIC Lodged/Pending
- ASIC Approved

9. ASIC Print Files

- Export ASIC Files for printing

10. ASIC Status Reporting

- ASIC Pending/Lodged over 6 weeks
- ASIC Approved more than 2 weeks

ASIC Issuing & Management Module 6

1. Edit IDS Aviation Visitor

Displays ASIC Application Status which can be updated by Issuing Body Administrator

- Appointment Date
- Identification has been verified
- ASIC Lodged
- Application Paid
- Application Lodged
- ASIC Issued
- Induction Control with notification settings for expiry

2. Export ASIC Applications

- Export Applications via csv and Import into Auscheck with Customer Reference

3. Import Lodged and Approved Applicants

- Import Lodged updating card status to ASIC Pending releasing from 28 day rule
- Import Approved Applicants into Table for creating print files and notification generator for when ASIC's are ready for collection

4. Tables with exportable csv.

- ASIC Applicants
- ASIC Lodged/Pending
- ASIC Approved

5. ASIC Print Files

- Export ASIC Print Files

6. ASIC Status Reporting

- ASIC Pending/Lodged over 6 weeks
 - ASIC Approved more than 2 weeks
-

Temporary ASIC Module 7**1. Log Visit Process**

- a) Select Temp ASIC Card Type
- b) Find Visitor Profile (Must be an existing ASIC Profile)
- c) Add ASIC Sponsor
- d) Verify details on
- e) Print Temporary ASIC

2. Close Visit Process

- Return Card
- Records on VIC Register

3. IDS Aviation Reports

- Visits by Card Type Reporting
-

Aviation Reporting Modules**Authority to Drive Airside Module 8****1. Edit IDS Aviation Visitor**

- Validation check boxes for mandatory application information
- Induction Control - Current and Expired/Inductions
- Applied/Paid
- Upload Documentation

2. Web Pre Registration

- Application Wizard
- Upload documentation
- Payment

3. Administration > Table

- A list of current and expired of Authority to Drive A

4. IDS Aviation Reports

- Total of current and expired Authority to Drive Airside
-

Airside Vehicle Permit Module 9**1. Edit/Add IDS Aviation Visitor**

- Validation check boxes for mandatory application information

2. Web Pre Registration

- Application Wizard
- Upload Documentation
- Payment Gateway

3. Administration

- A table of applied, current and expired Airside Vehicle Permits

4. IDS Aviation Reports

- Report for no. of applied, current and expired AVP's
-

Induction Records Module 10**1. Administration > View of Induction Records**

- Add New Visitor (If not a VIC or ASIC Profile) Collects all VIC holder mandatory information including Photo Upload
 - Table of all Visitors who have completed an induction
 - Searches Visitors for existing profile
2. Induction Types include - ADA Induction, ASIC Induction, CASA Induction
3. Induction records function includes
- Type of Induction
 - Induction Required YES/ NO
 - Completed and Passed Induction YES/NO
 - Expiry Date of Induction (Date picker) sends notification to Issuing Body & Card Holder when induction will expire
 - Notes for each induction type
4. Produces a Print File which contains a unique identification number and expiry (same day as ASIC expiry if applicable)
Print File will contain Name, Company and ICON for each induction completed