

Software Stedy Hotel Lock support 2 jenis database:

1. Standalone database = Microsoft Access Database
Database ini cocok untuk hotel kecil yang hanya mempunyai 1 encoder (atau 1 receptionist) saja.
2. Network database = Microsoft SQL Server
Database SQL cocok untuk hotel yg hendak menggunakan 2+ encoder bersamaan atau hotel yg traffic hariannya ramai.

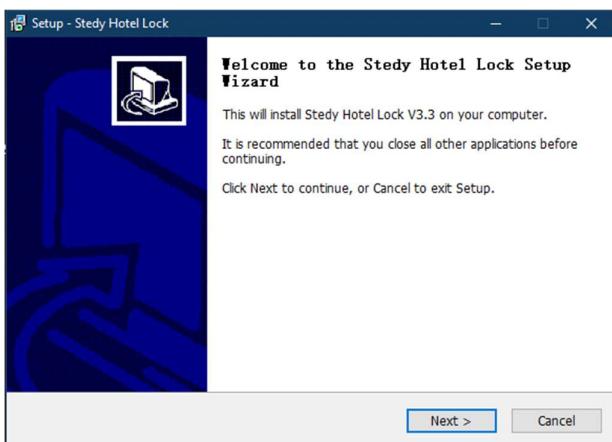
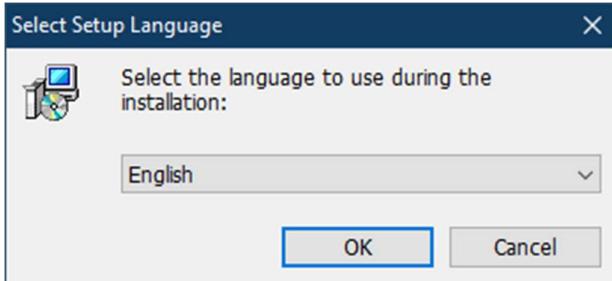
User manual di bawah dibuat sebagai tutorial dasar cara instalasi software Stedy Hotel Lock untuk digunakan bersamaan dengan Microsoft SQL Express 2019 di komputer Windows 10 x64. Untuk cara instalasi dan konfigurasi SQL Server yg lebih mahir, bisa contact staff departemen IT hotel anda.

CV. Stedy Indonesia menjual hardware Stedy Hotel Lock dan software Stedy Hotel Lock bawaan. Jadi kami hanya memberi support garansi dan service kepada hardware Stedy Hotel Lock dan juga software bawaan Stedy Hotel Lock.

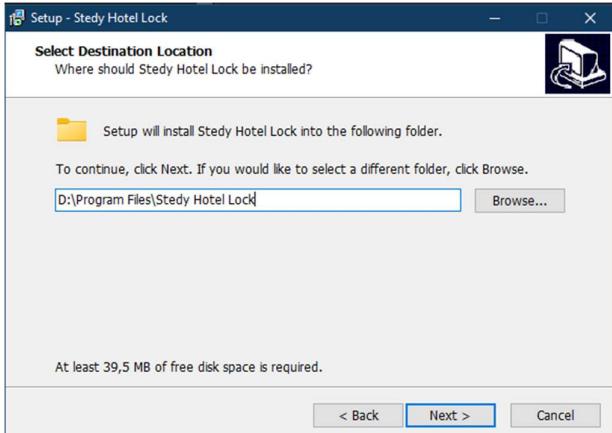
Kami tidak memberikan support garansi dan service kepada software lainnya seperti Microsoft Windows dan Microsoft SQL Server. Sedangkan SDK hotel lock Stedy juga diberikan as-is kepada developer/programmer (tanpa support).

Cara Instalasi Stedy Hotel Lock v3.3

1. Jalankan "Stedy Hotel Lock v3.3 21.11.08.exe".

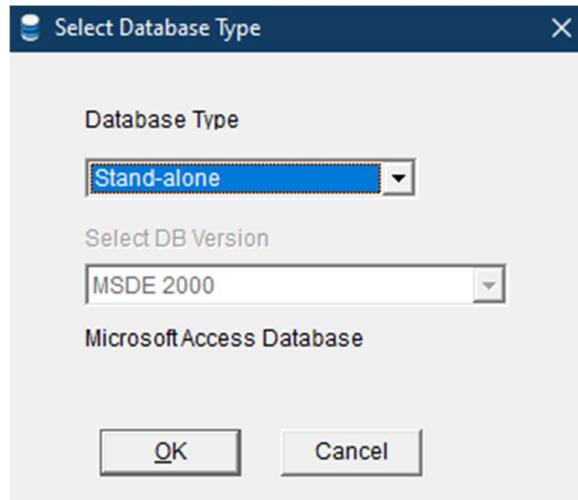


2. [Destination Location]

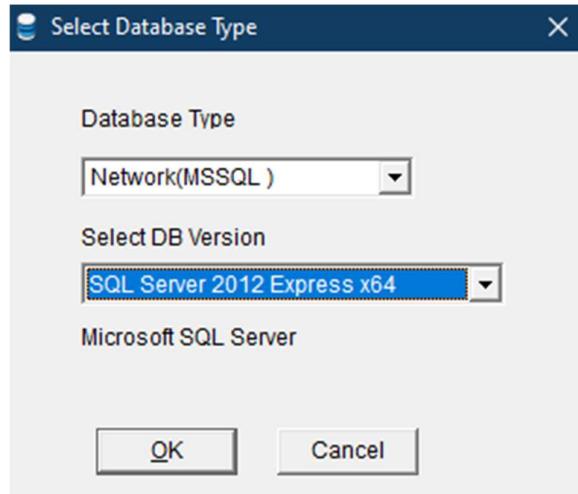


3. Anda disuruh pilih 2 jenis koneksi:
 - stand alone dgn database MS Access
 - network dgn database SQL Server

Jika memilih tipe stand alone, Anda bisa skip ke bagian cara penggunaan software di belakang.



Jika memilih database tipe network, Anda harus melakukan tahap tambahan yaitu instalasi dan setting MS SQL Server dan setting Windows Firewall.

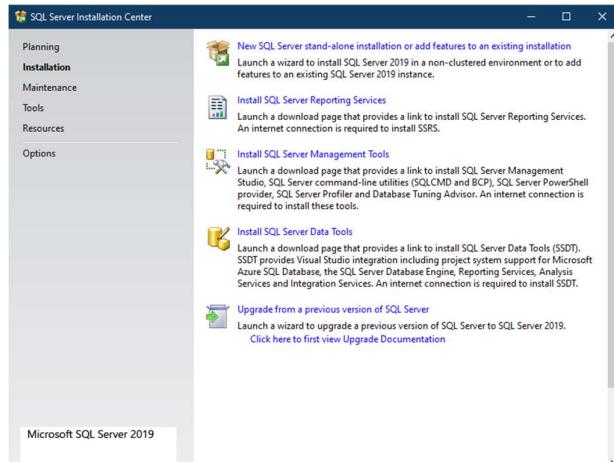


*** Jika Anda mau mengganti tipe database di kemudian hari, bisa jalankan file "SelectDB.exe" di folder hasil instalasi. ***

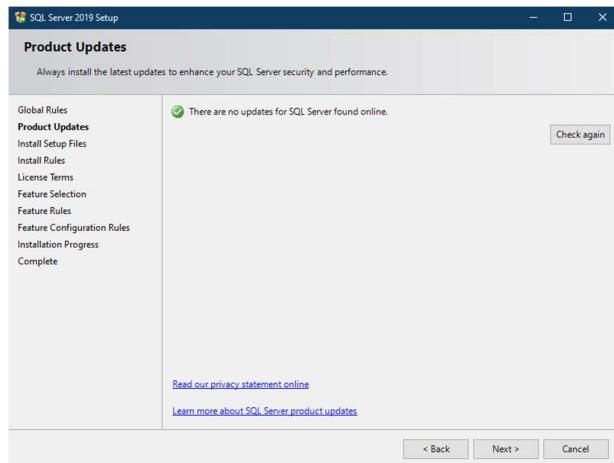
Cara Instalasi MS SQL Express 2019 di Win10 x64

1. Double click file SQLEXPR_x64_ENU.exe (261mb) dan extract ke folder baru.

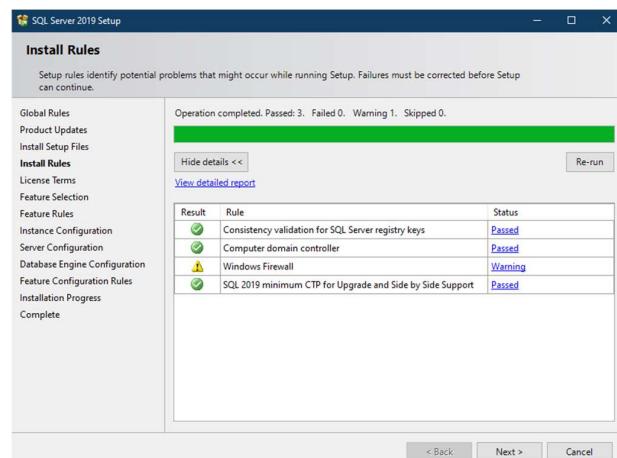
2. Click di "New SQL Server stand-alone ..." dan akan muncul windows baru lagi.



3. [Product Updates]
Di saat user manual ini dibuat, tidak ada updates.

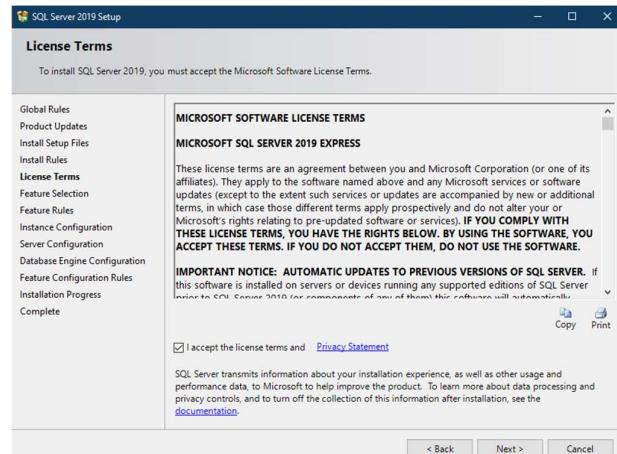


4. [Install Rules]

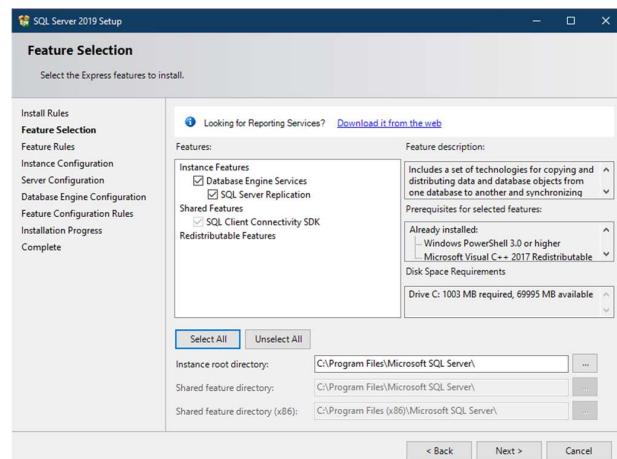


Windows Firewall ada warning dan diperlukan [setting tambahan](#) di akhir instalasi.

5. [License Terms]

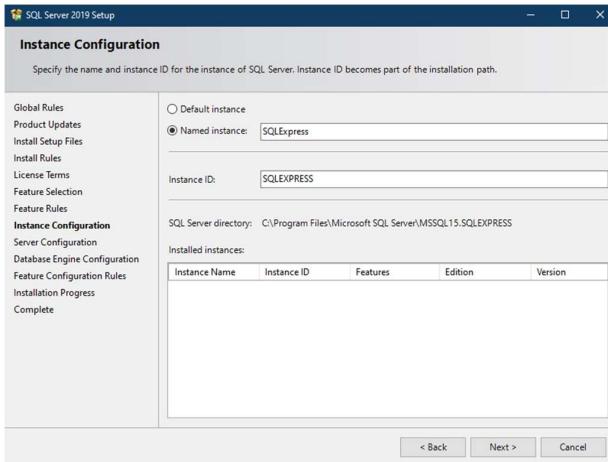


6. [Feature Selection] – Centang semuanya.



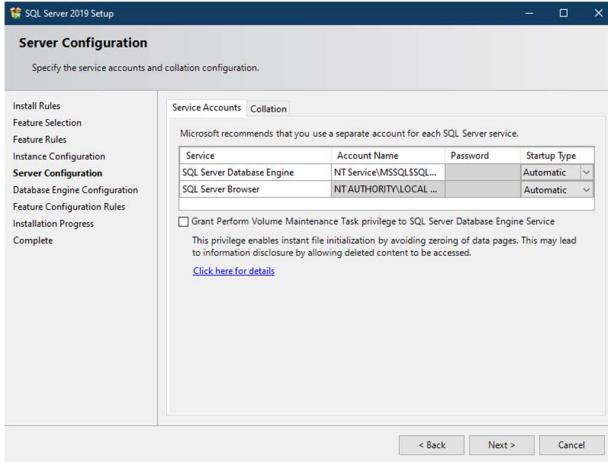
7. [Instance Configuration]

Named instance = **SQLExpress**
Instance ID = **SQLEXPRESS**



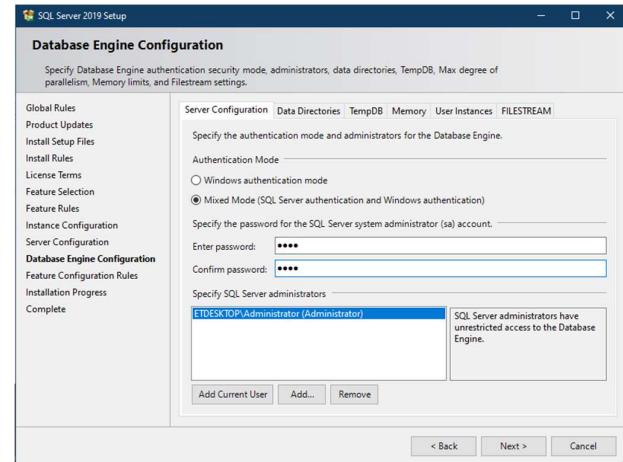
8. [Server Configuration]

SQL Server Database Engine = **Automatic**
SQL Server Browser = **Automatic**
Tidak centang "Grant Perform Volume ..."

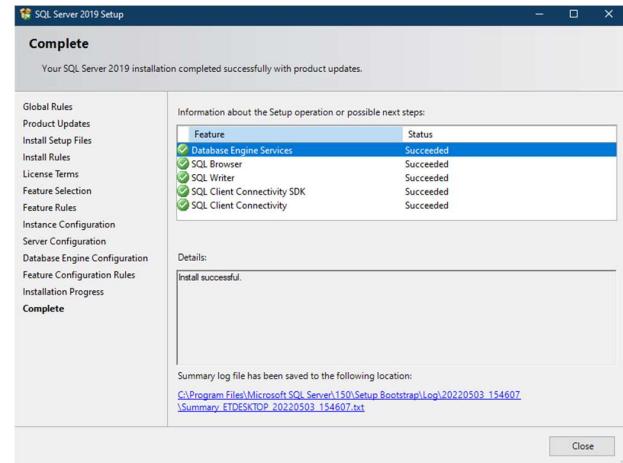


9. [Database Engine Configuration]

Pilih "Mixed Mode". Isi password utk userid "sa".
Harap ingat password ini (atau ketik "1234").



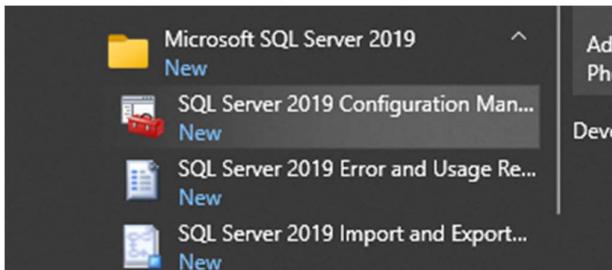
10. [Complete]



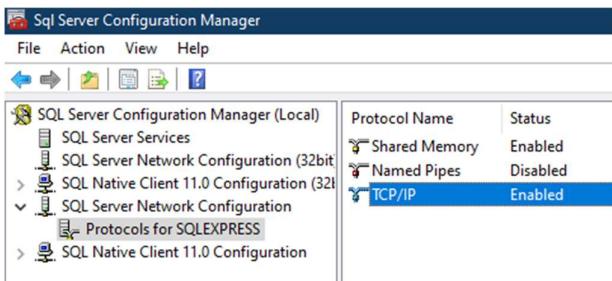
Setting Port MS SQL Express 2019 spy

bisa diakses komputer lain:

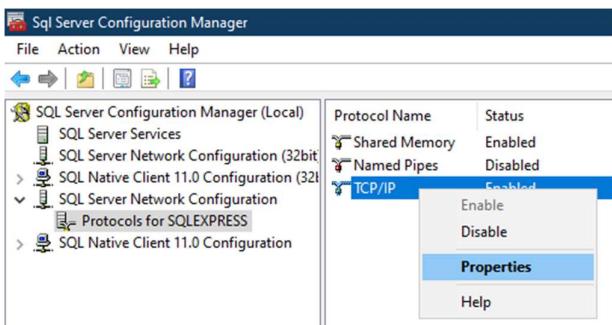
1. Buka “SQL Server 2019 Configuration Manager”.



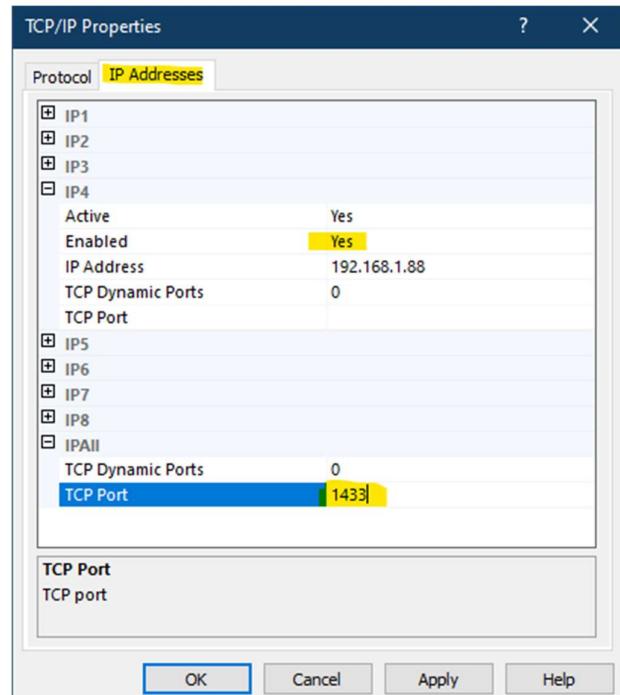
2. Pilih “Protocols for SQLEXPRESS” di sebelah kiri dan ganti TCP/IP menjadi “Enabled”.



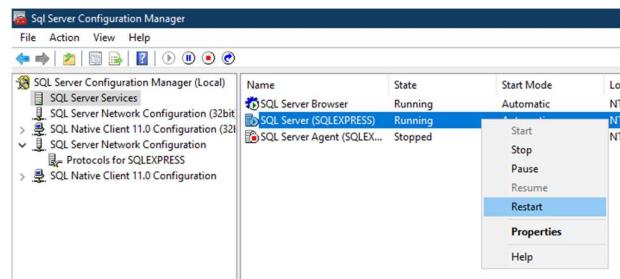
3. Setelah itu, right click dan pilih Properties.



4. Click “IP Addresses”. Cari IP4 dan “Enabled = Yes”. Yg IPx lainnya dibiarkan saja. Scroll ke bawah dan utk IPAll, “TCP Port = 1433”.

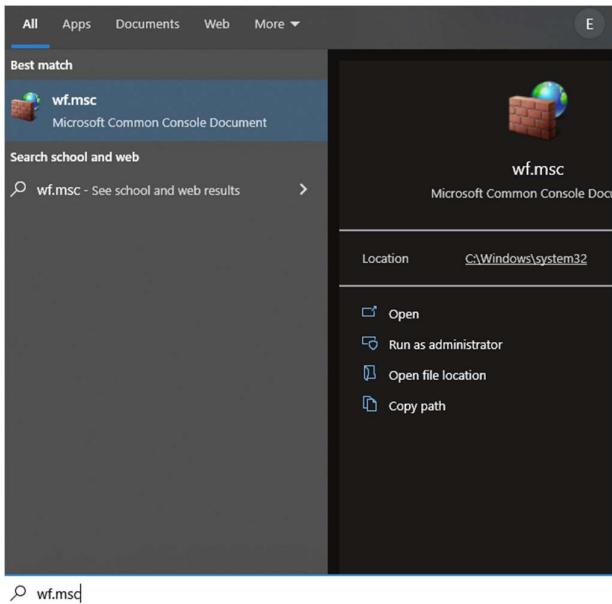


5. Click “SQL Server Services” di sebelah kiri dan pilih “SQL Server (SQLEXPRESS)”. Right click utk restart.

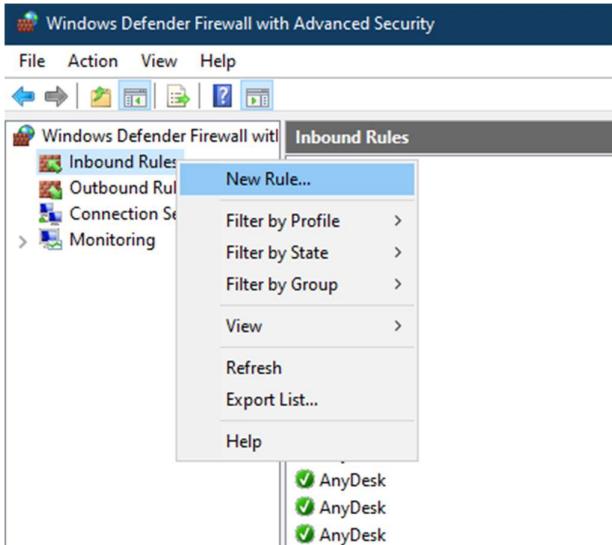


Setting Windows Firewall di Win10 :

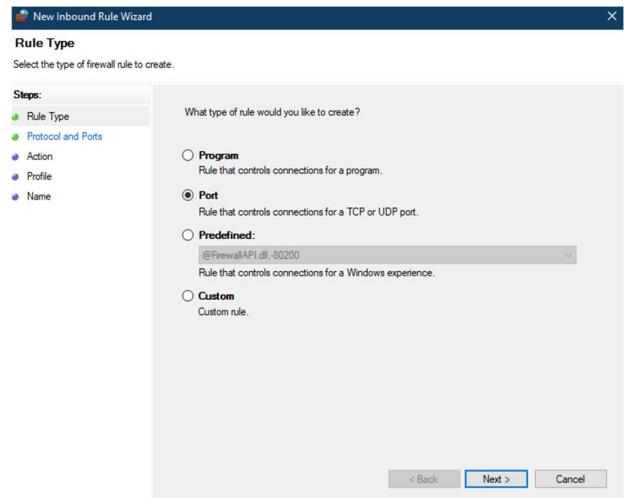
1. Ketik “wf.msc” di start button utk memanggil “Windows Defender Firewall”



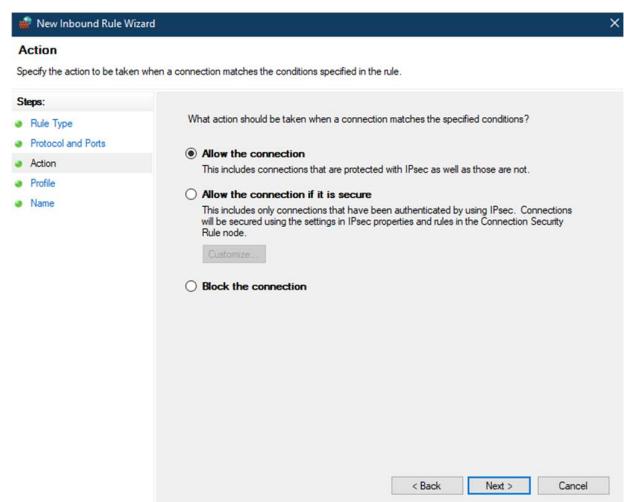
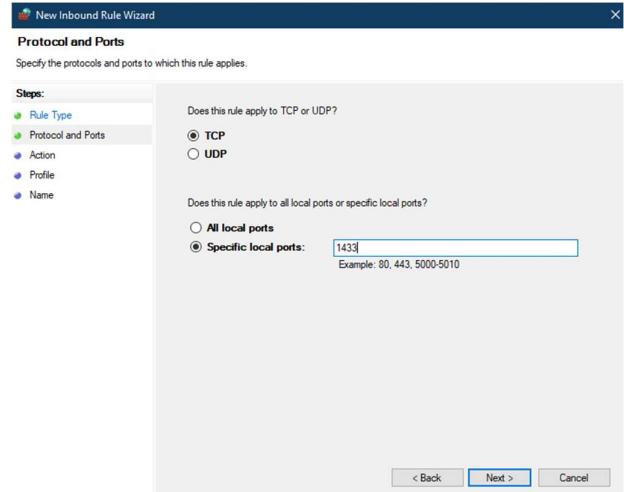
2. Pilih “Inbound Rules” di sebelah kiri. Right click dan pilih “New Rule...”

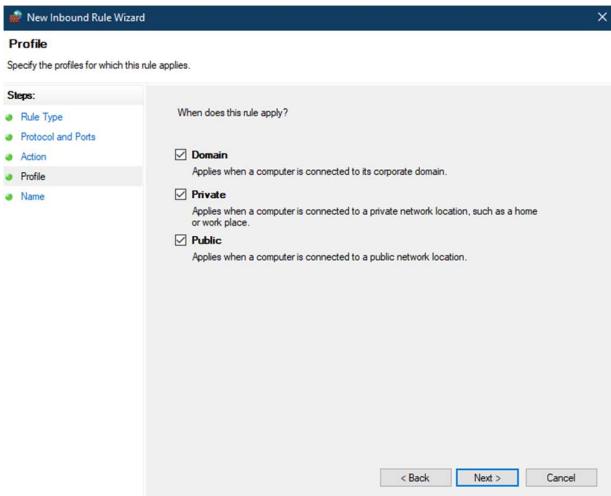


3. Pilih “Port”.

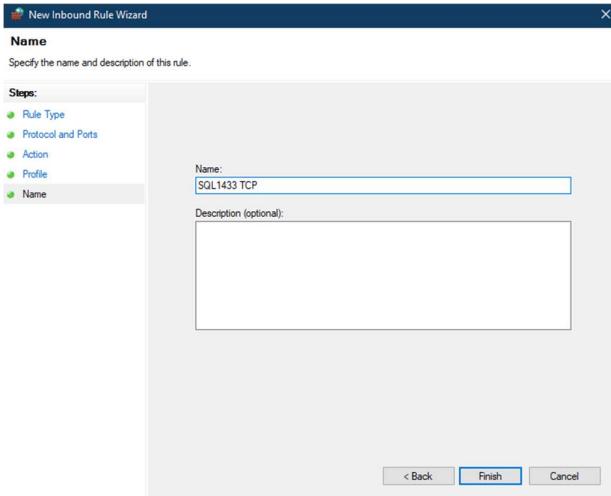


4. Pilih “TCP” dan “Specific local ports = 1433”.

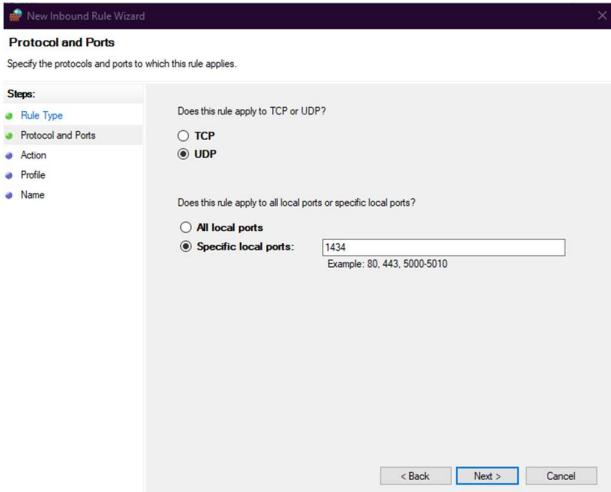




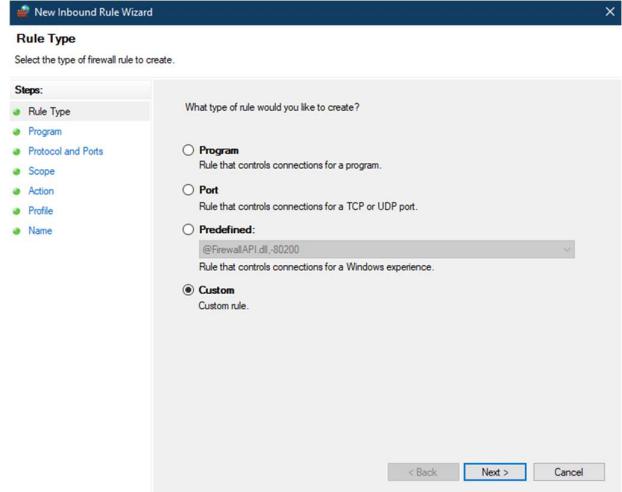
5. Ketik nama misalnya “SQL1433 TCP”.



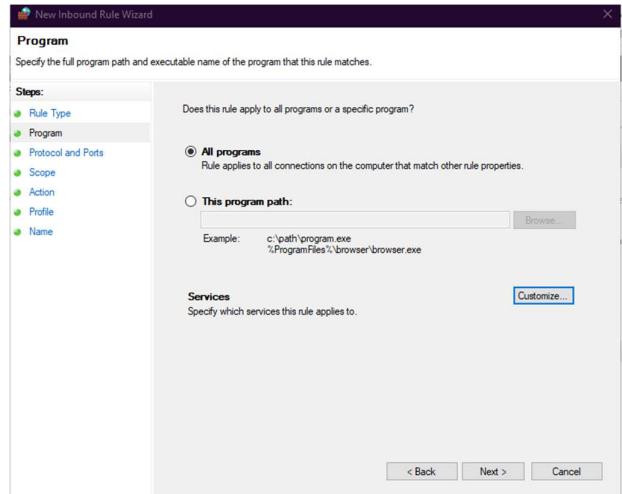
6. Ulangi langkah2 di atas utk PORT UDP 1434. Dan beri nama misalnya “SQL1434 UDP”.



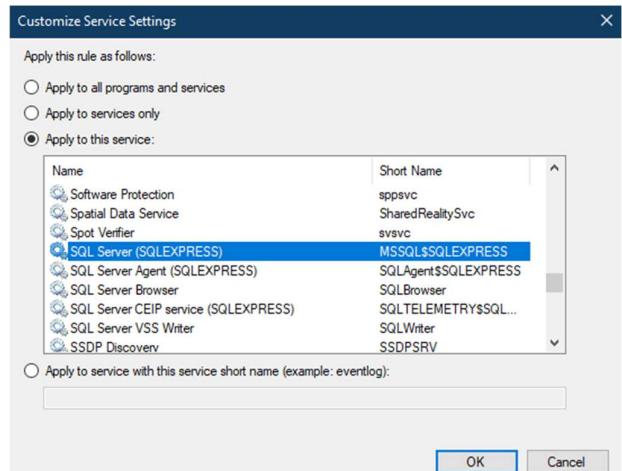
7. Ulangi lagi langkah2 di atas tapi pilih CUSTOM.

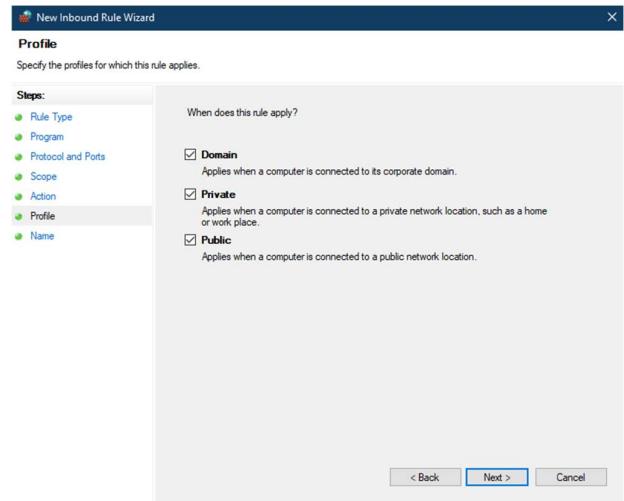
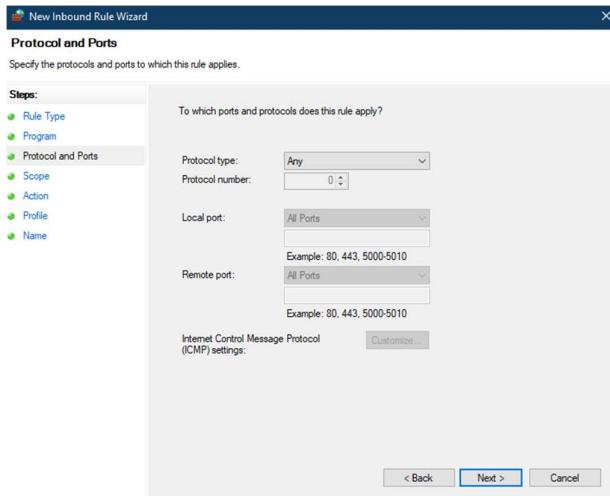


8. Click “Customize...”

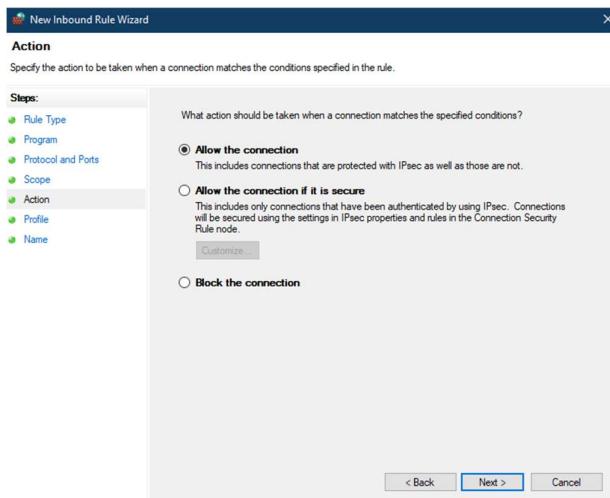
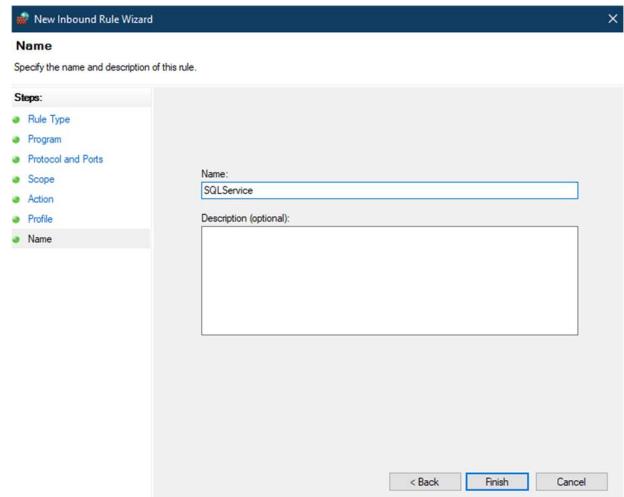
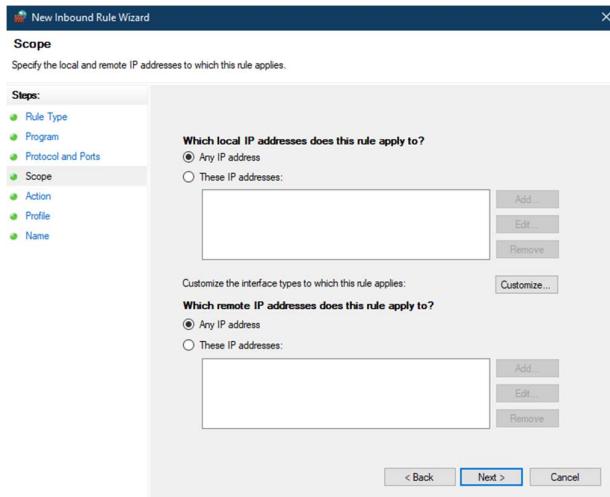


9. Pilih “Apply to this service – SQL Server (SQLEXPRESS)”.

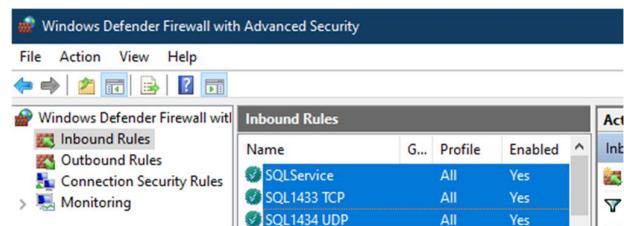




10. Beri nama misalnya “SQLService”.



11. Setelah langkah2 di atas selesai, akan ada 3 peraturan firewall tambahan/baru.



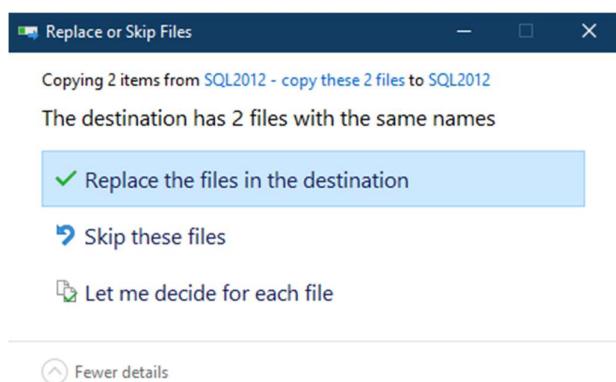
Setting Tambahan utk Software Stedy

Hotel Lock versi Database SQL Server

*** Hanya lakukan tahap ini SETELAH instalasi, setting SQL Server dan setting Windows Firewall selesai ***

1. Jika Anda pilih DB SQL Server, perlu di-copy 2 files dari folder file original dan timpa ke folder hasil instalasi ..\SQL2012

2 files = TGLock_data.mdf dan TGLock_log.ldf

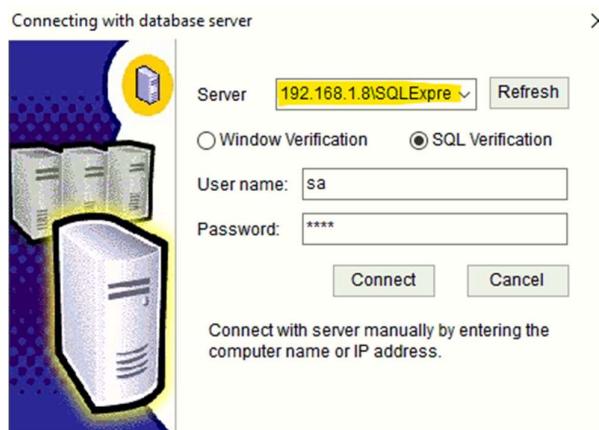


2. Jalankan software Stedy Hotel Lock.

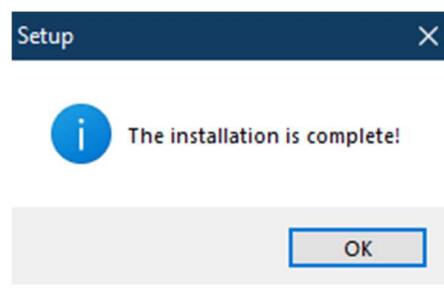
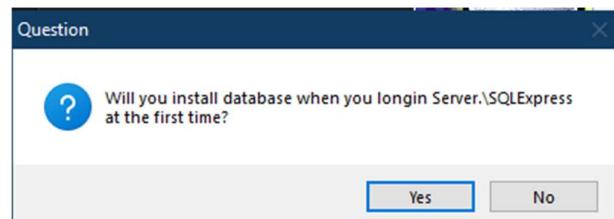
Tergantung lokasi instalasi SQL server, kolom "Server" diketik:

- .\SQLEXPRESS (utk SQL server yg di PC itu juga)
- x.x.x.x\SQLEXPRESS (jika SQL server di PC lain)

Pilih "SQL Verification". Ketik user name sa dan password "1234" (atau sesuai instalasi di bagian 1 di atas).



3. Jika semua langkah2 di atas sudah dilakukan (termasuk setting port, firewall) akan muncul ini.



4. Kiri bawah akan muncul tulisan "Server .\SQLEXPRESS".

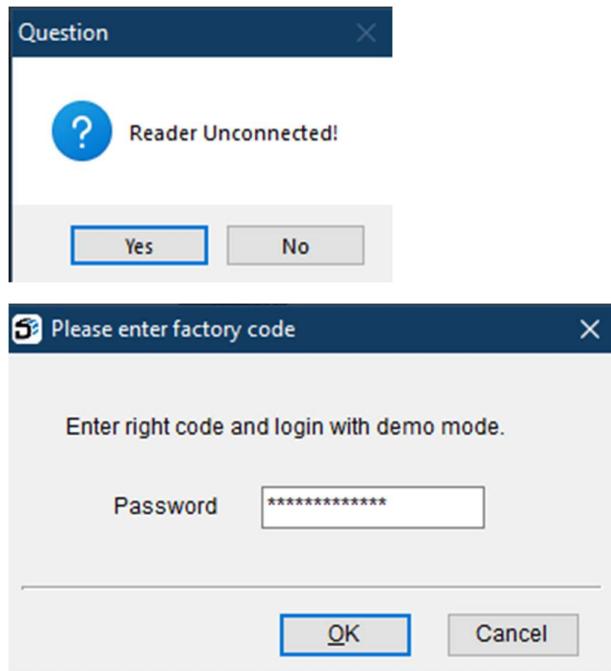


*** Jika Anda ketemu error ini, berarti Anda belum copy/paste 2 files di langkah 1 dengan benar ***



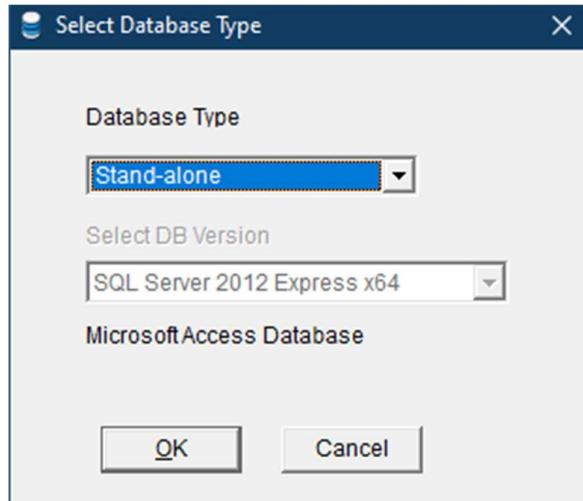
Cara Memakai Stedy Hotel Lock Tanpa Terpasang USB Encoder

Stedy Hotel Lock memerlukan USB encoder untuk operasionalnya. Tapi untuk kepentingan demo dan tidak terpasang USB encoder, bisa click No dan ketik password **0159456852753**



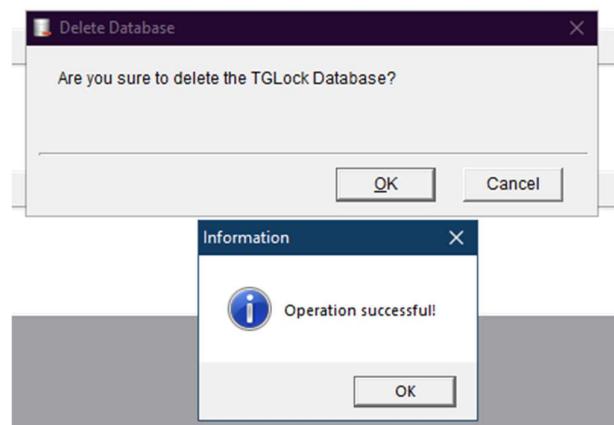
Cara Ganti Tipe Database yg Digunakan Stedy Hotel Lock

Jika setelah instalasi, Anda hendak mengganti tipe database dari standalon menjadi network atau sebaliknya, bisa jalankan file "SelectDB.exe" dari folder instalasi.

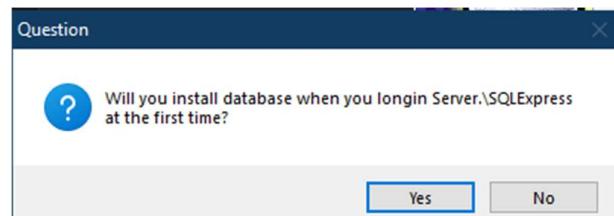
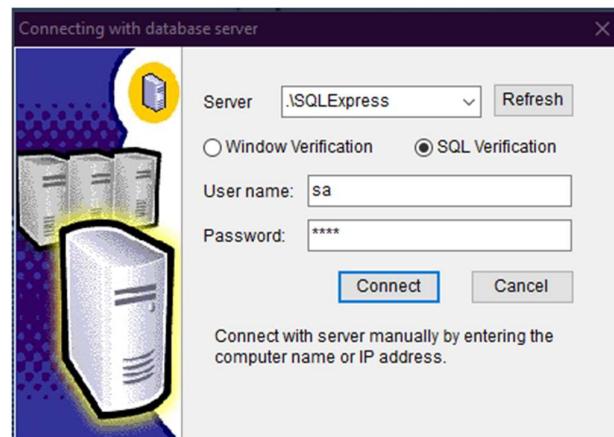


Cara Delete Database yg Sudah Tersimpan dalam MS SQL Server

Jalankan file "RemoveDB.exe" dari folder instalasi. Tapi sebelumnya, Stedy Hotel Lock harus sudah bisa koneksi dengan MS SQL Server dengan baik.

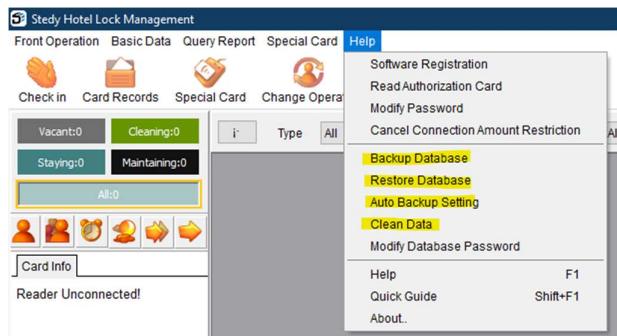


Setelah tahap di atas sudah dilakukan, maka selanjutnya sewaktu Anda memanggil software Stedy Hotel Lock, proses pembuatan database baru akan ditanya lagi.

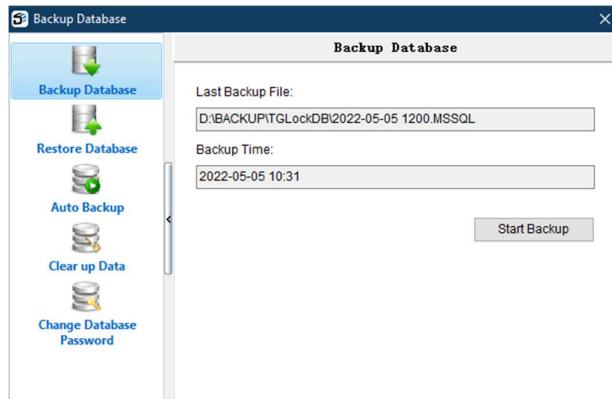
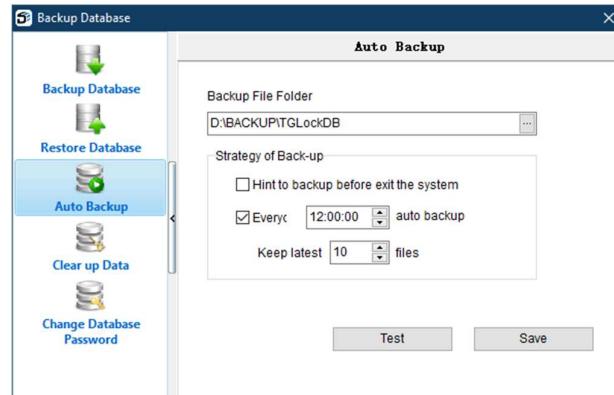


Fitur Backup dan Restore Database

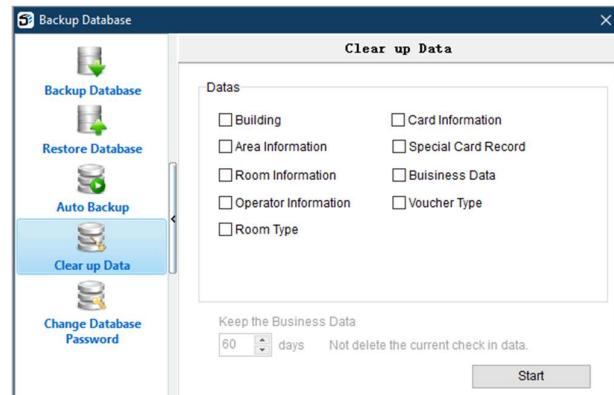
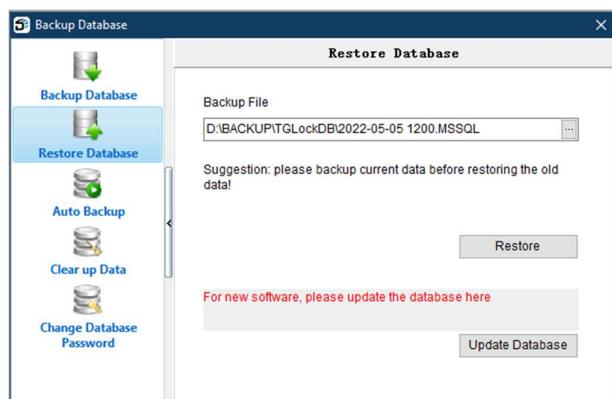
Software Stedy Hotel Lock mempunyai fungsi backup , restore database dan juga auto backup database.



Fitur auto backup hanya bisa dijalankan jika software Stedy Hotel Lock tetap dibuka saat fitur auto backup dijadwalkan.



Gunakan fitur clear up data jika mau menghapus data2 tersimpan seperti jenis, nomor kamar. Anda bisa kembali ke database semula dengan fitur ini.



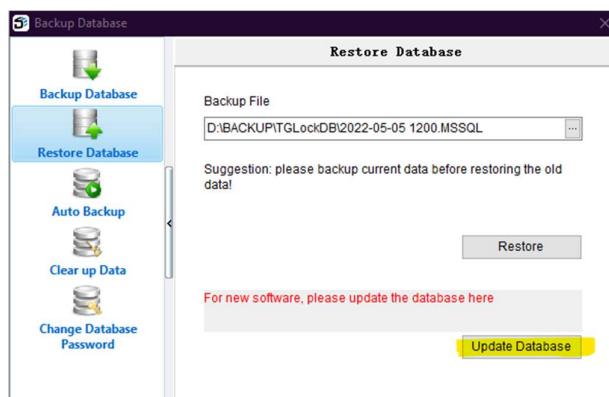
Cara Upgrade Database Stand Alone menjadi Database Network SQL

***** FITUR BELUM READY *****

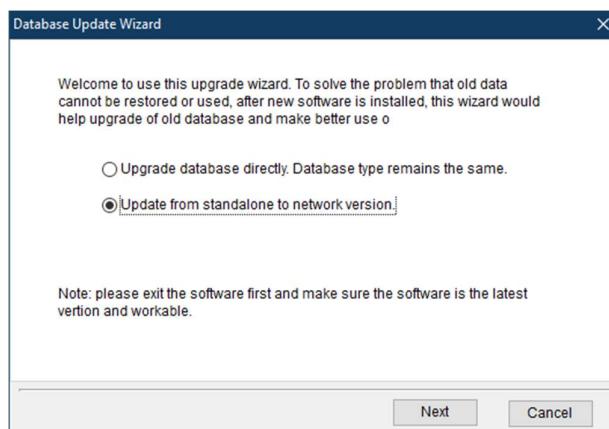
Jika Anda sudah keburu pilih database standalone dan sudah memakai sistem hotel untuk beberapa waktu dan sekarang Anda mau upgrade database menjadi tipe network, Anda bisa menggunakan fitur “Update Database”.

Sebelum upgrade database, harus dilakukan dulu:

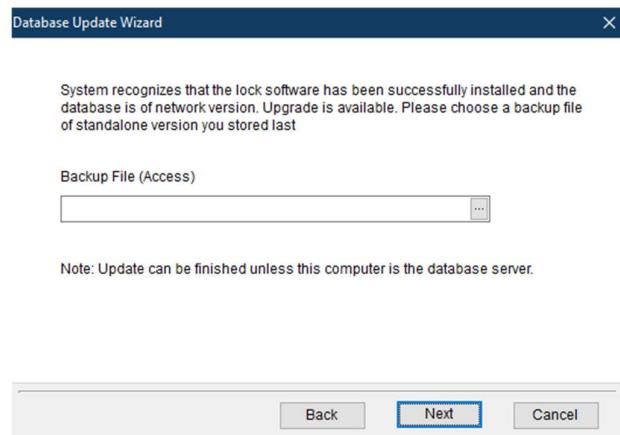
- instalasi dan setting MS SQL Server
- setting Windows Firewall
- backup dulu database standalone
- jalankan file “SelectDB.exe” di folder hasil instalasi dan pilih database tipe network dan SQL



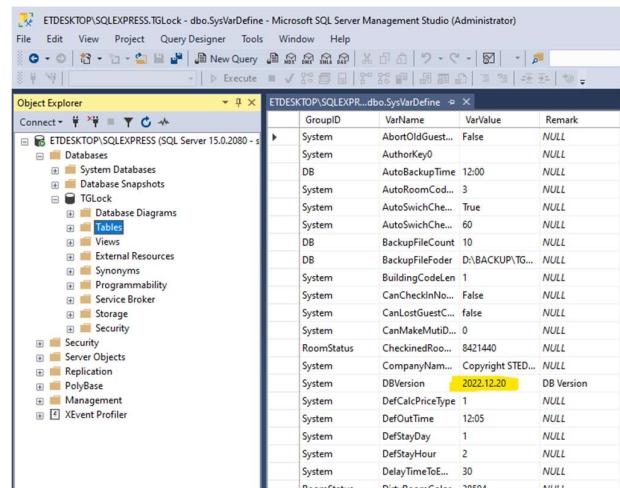
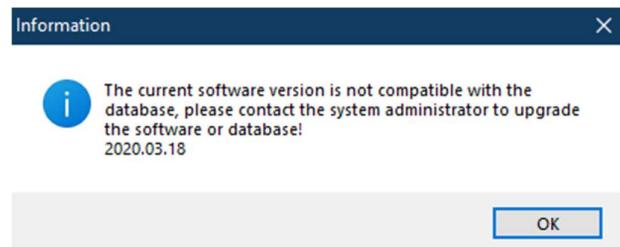
Pilih “Update from standalone to network version”.



Pilih file database standalone yg sudah dibackup.

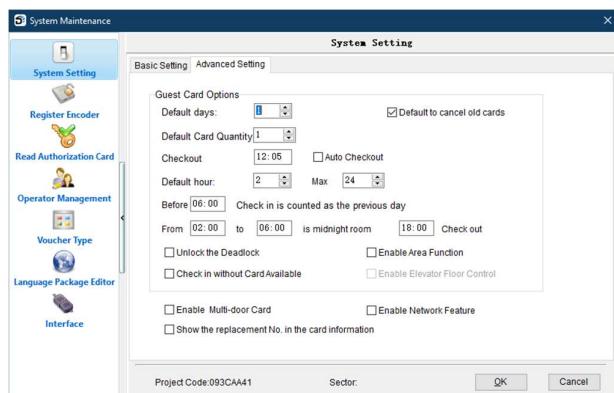
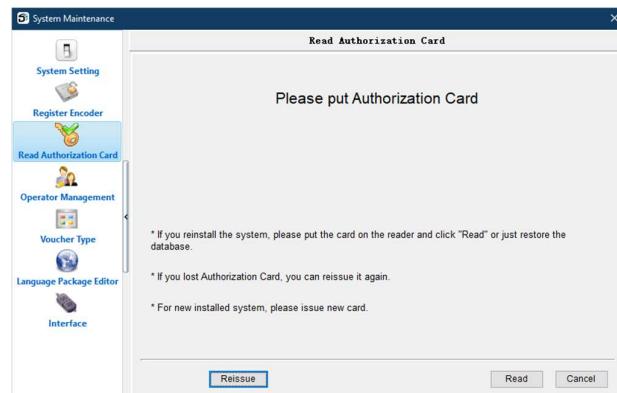
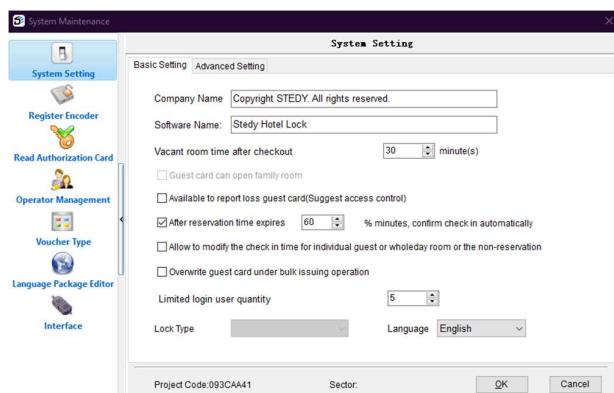
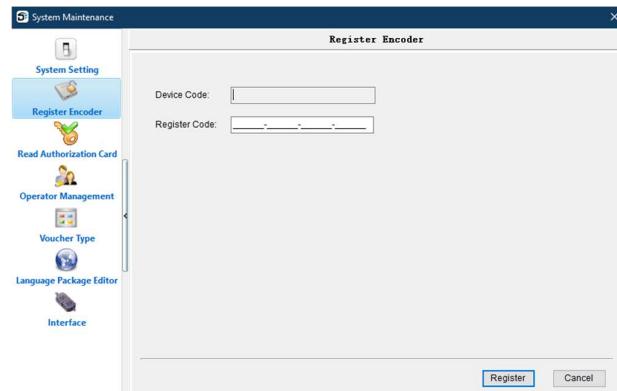
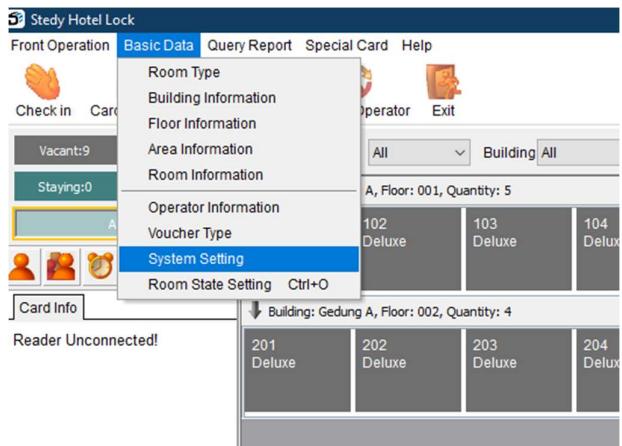


Setelah upgrade selesai, panggil kembali Stedy Hotel Lock. Jika muncul error ini, perlu menggunakan software tambahan “Microsoft SQL Server Management Studio” untuk mengedit versi database.



System Setting di Stedy Hotel Lock

Fitur2 "System Setting" ini dihidup matikan tergantung kebijaksanaan hotel sendiri.



[Operator Management]

Memberi batasan akses kpd staff hotel bisa buat kartu apa2 saja.

The screenshot shows the 'Operator Management' window. On the left, there's a sidebar with icons for System Setting, Register Encoder, Read Authorization Card, Operator Management (which is selected), Voucher Type, Language Package Editor, and Interface. The main area displays a table with columns: No., Name, and Remark. One row is listed: No. 1, Name receptionist, Remark. Below this is an 'Add' dialog box with fields for ID (8), Name, Remark, Password (*****), and Copy from dropdown. Buttons at the bottom are OK and Cancel.

The screenshot shows the 'Operator Authorization' window. It lists various permissions under three categories: 1 - System Maintenance, 2 - Lock Setting, and 3 - Check-in Management. Under each category, there are several items with checkboxes. The operator assigned is 'receptionist'. Buttons at the bottom are OK and Close.

[Voucher Type]

Digunakan receptionist sewaktu check-in tamu hotel.

The screenshot shows the 'Voucher Type' window. On the left, there's a sidebar with icons for System Setting, Register Encoder, Read Authorization Card, Operator Management (selected), Voucher Type (selected), Language Package Editor, and Interface. The main area displays a table with columns: Voucher and Remark. A list of voucher types is shown: 1 Driver ID, 2 ID Card, 3 Military ID, 4 Others, 5 Passport, 6 Returning Card, 7 Soldier ID, 8 Student ID, 9 Tour Guide ID. Buttons at the bottom are New, Delete, Save, Cancel, Print, and Exit.

The screenshot shows the 'Check-in' window. It includes fields for Bill No. (B2205050001), Guest Type (Individual Guest), Reservation checkbox, Guest Name (Driver ID), Charge Type (Wholesome Room), Staying Days (1), Voucher Type (Driver ID), Voucher No., Check in (05/05/2022 15:40:29), and Check out (06/05/2022 12:05:00). Below this is a table for guestroom info with columns: Room No., Others, Passport, Training Card, Soldier ID, Student ID, Room Type, Price, Building, Floor, Subroom No. A room selection dropdown shows room 101. Buttons at the bottom are Add Room, Delete, Unified Modify, Issue Card, and Cancel.

Settingan Kamar di Stedy Hotel Lock

The screenshot shows the 'Room Type' window. On the left, there's a sidebar with icons for Check in, Card, Vacant (9), Staying (0), Building, Area, Room Information, Operator Information, Voucher Type, System Setting, and Room State Setting (Ctrl+O). The main area shows 'Building Information' with 'All' selected and 'Building' highlighted. It displays room details for Building A, Floor 001: Room 102 (Deluxe) and Room 103 (Deluxe). Below this is a table for 'Room State Setting' with rows for 201, 202, and 203 (all Deluxe). A message 'Reader Unconnected!' is displayed. Buttons at the bottom are Card Info, Add, Delete, Save, Cancel, and Close.

The screenshot shows the 'Room Setting' window. On the left, there's a sidebar with icons for Room Type, Building, Floor, Area, and Guest Room. The main area shows 'Room Type' with a table containing 'Villa'. Buttons at the bottom are Add, Delete, Save, Cancel, and Close.

The screenshot shows the 'Room Setting' window. On the left, there's a sidebar with icons for Room Type, Building, Floor, Area, and Guest Room. The main area shows 'Building' with a table containing 'Gedung A' (Building No. 001) and 'Gedung B' (Building No. 002). Buttons at the bottom are Add, Delete, Save, Cancel, and Close.

The screenshot shows the 'Room Setting' window. On the left, there's a sidebar with icons for Room Type, Building, Floor, Area, and Guest Room. The main area shows 'Floor' with a table containing floors 1 through 6. Buttons at the bottom are Add, Delete, Save, Cancel, and Close.

Special Card di Stedy Hotel Lock

This screenshot shows the 'Room Setting' window for managing areas. On the left sidebar, 'Area' is selected. The main area displays a table with columns: Area Name, Area No., and Remark. One entry is visible: Area Utara, Area No. 1, with a remark 'Area Selatan'. Below the table are buttons for Add, Delete, Save, Cancel, and Close.

[Guest Room]

Tambah nomor kamar ke dalam sistem.

This screenshot shows the 'Room Setting' window for guest rooms. On the left sidebar, 'Guest Room' is selected. The main area displays a table titled 'Guest Room' with columns: Type, Room No., Room Type, Building No., Building, Floor, Subroom No., Lock No., Price, Area, Passa Do not Show, and Rv. The table lists room numbers 101 through 204, all categorized under 'Deluxe'. Below the table are buttons for Add, Edit, Delete, Copy, Export to SDK, Download All, and Issue Card.

This screenshot shows the 'Add' dialog for creating a new room record. It includes fields for Building (Gedung A), Floor (001), Subroom (dropdown), Room No. (101), Area (Area Utara), Lock No. (00101), Remark (dropdown), Room Type (Deluxe), Price (dropdown), Passage Mode (checkbox), and Do not Show (checkbox). At the bottom, there is an attention message: 'Attention: If there are subrooms, suite room card can open all subroom doors.' and buttons for Add and Cancel.

Special Card ada 2 jenis:

- **Unlock Card** = bisa membuka pintu kamar atau lift
- **Function Card** = tidak bisa buka pintu, hanya setting

This screenshot shows the 'Stedy Hotel Lock' software interface. The top menu bar includes Front Operation, Basic Data, Query Report, Special Card (selected), Help, Check in, Card Records, Special Card, Change Operator, and Exit. The main area displays various status indicators and room lists. The 'Special Card' tab is highlighted. Below it, a message says 'Reader Unconnected!'.

[Unlock Card] ada 7 macam:

This screenshot shows the 'Unlock Card' function card selection screen. It lists seven types of cards: Master Card, Building Card, Multi-door Card, Elevator Card, Emergency Card, Floor Card, and Backup Guest Card. The 'Master Card' button is highlighted.

[Master Card] bisa buka semua pintu kamar hotel.

This screenshot shows the 'Issue Special Card' dialog for a 'Master Card'. It includes fields for Valid Time (07/05/2022), Card User (dropdown), and Remark (text input). A checkbox 'Can open deadlock' is checked. Below the form, a note says 'Remark: This card can open all the locks'. At the bottom are buttons for Issue and Exit.

[Emergency Card]

Setelah disentuhkan pertama kali, pintu akan selalu terbuka. Untuk membatalkan, sentuhkan kartu lagi.

Emergency Card

Card User:

Remark:

Remark: Without time limit, after you touch the card to the lock, the lock will be under always open state, you can touch this card to cancel this state.

Issue Exit

[Floor Card] bisa membuka semua pintu di lantai2 yg telah ditentukan dan di jam2 yg telah ditentukan. Kartu ini cocok digunakan untuk pihak housekeeping.

Floor Card

Building: Gedung A

Valid Floor: 001
 002

Valid Time: 07/05/2022

Time Range 1: 00:00 to 23:59

Time Range 2: 00:00 to 00:00

Time Range 3: 00:00 to 00:00

Card User:

Remark:

Can open deadlock

Issue Exit

[Building Card] bisa buka semua pintu yg ada di dalam gedung ini. Kartu ini bisa menampung akses ke 5 gedung berbeda.

Building Card

Building (Max: 5): Gedung A
 Gedung B

Valid Time: 07/05/2022

Card User:

Remark:

Can open deadlock

Issue Exit

[Backup Guest Card] bisa digunakan sebagai backup kartu SEBELUM terjadi kasus tidak bisa issue guest card kpd tamu hotel (misalnya encoder/komputer rusak, kena virus, mati lampu dll).

Contohnya hotel ada 50 kamar, maka pihak hotel menyediakan 50 kartu kosong utk dijadikan "Backup Guest Card". Kartu2 ini diprogram dulu sebelum ada kejadian dan disimpan oleh pemilik/GM (bukan receptionist). Jika ada kejadian, si pemilik/GM bisa memberikan kartu2 backup ini kpd tamu hotel spy bisa check-in dulu.

Backup Guest Card

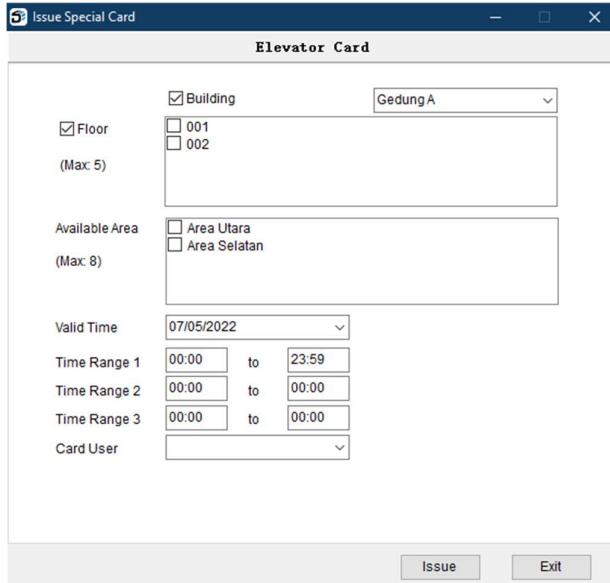
Type: All Building: All Floor: All Remark: Search:

Room ...	Room Type	Floor No.	Building
101	Deluxe	001	Gedung A
102	Deluxe	001	Gedung A
103	Deluxe	001	Gedung A
104	Deluxe	001	Gedung A
105	Deluxe	001	Gedung A
201	Deluxe	002	Gedung A
202	Deluxe	002	Gedung A
203	Deluxe	002	Gedung A
204	Deluxe	002	Gedung A

Available Rooms: 9 Selected: 0

OK Cancel

[Elevator Card] biasanya diberikan kepada security supaya mereka bisa naik/turun ke lantai2 tertentu. Kartu ini tidak bisa digunakan untuk membuka kamar hotel. Fitur ini hanya berlaku kpd hotel yg membeli Stedy Lift Controller.

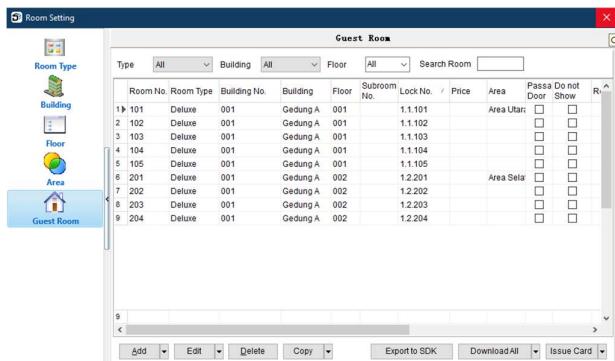


Sedangkan [Function Card] terbagi jadi 11 macam:

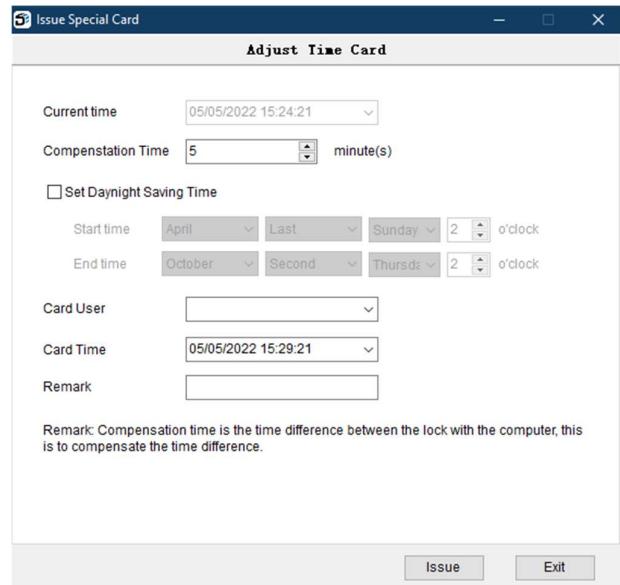


FYI, dalam menyetting hotel lock untuk pertama kali diperlukan 3 jenis kartu yaitu:
 - Authorization Card = diberikan 2 lembar per project
 - Room Setting Card = dibuat oleh Stedy Hotel Lock
 - Time Card = dibuat oleh Stedy Hotel Lock

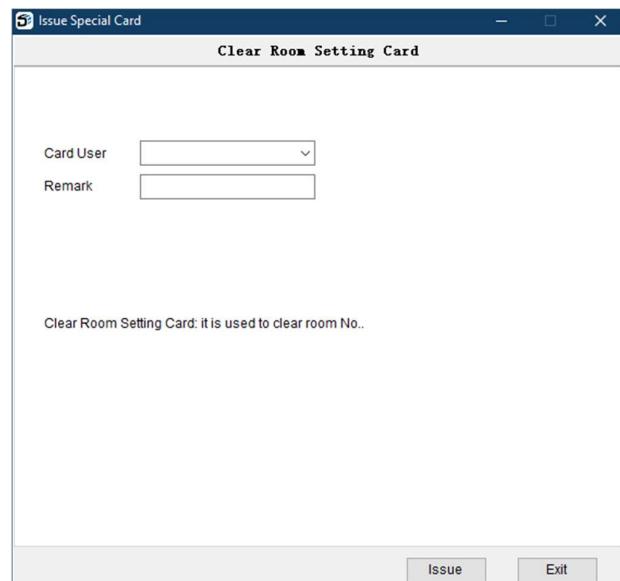
[Room Setting Card] digunakan teknisi sewaktu setting kamar di mana kita memberi nomor, nama gedung, area ke hotel lock tsb.



[Time Card] juga digunakan oleh teknisi untuk setting waktu di hotel lock.



[Clear Room Setting Card] digunakan untuk delete nomor kamar dari hotel lock tsb.



[Mortise Setting Card] dapat membuat hotel lock tersebut menjadi passage door (tidak terkunci), tidak ada alarm jika pintu tidak tertutup sempurna, semua kartu bisa membuka deadbolt, blokir kartu2 dll.

Mortise Setting Card

- Passage Door
- No alarm when door is locked incorrectly
- All cards can open deadbolt Switch LED Hint Mode
- Block Card No card can't open door
- Block Door Lock No card can open door
- Unblock Time: 07/05/2022
- Card User: [dropdown]
- Set Passage Mode Time

Time Period 1:	00:00	to	23:59
Time Period 2:	00:00	to	00:00
Time Period 3:	00:00	to	00:00

Buttons: Issue, Exit

[Data Card] membutuhkan jenis kartu S70 (bukan kartu tamu biasa) dan dapat menarik data2 log historis dari hotel lock spy bisa terbaca di sistem.

Data Card

- Card User: [dropdown]
- Remark: [dropdown]

Remark: Please use special data card or handset to read the record.

Buttons: Issue, Exit

[Guest Stop Card] jika disentuhkan ke hotel lock maka semua "Guest Card" tidak akan berfungsi lagi.

Guest Stop Card

- Destinated Building: Building A
- Destinated Floor: 001, 002

Valid Floor: 001, 002
(Max:5)

Remark: All guest cards issued before will be invalid after reading this card.

- Disable Guest Card and Multi-door Card
- Disable Guest Card only
- Disable Multi-door Card only

Valid Time: 07/05/2022

Card User: [dropdown]

Remark: [dropdown]

Buttons: Issue, Exit

[Lost Card] digunakan jika tamu kehilangan kartunya. Setelah dibuatkan kartu baru, pihak hotel bisa blokir kartu lamanya di hotel lock kamar tamu tersebut shg jika kartu lama disentuhkan tidak ada bisa buka pintu kamar itu.

Report Loss Operations

Lost Card

Card Type: All User Query Export Print Card No. Issue Lost Card

Card No.	Card Type	Card User	Building	Floor	Issuing time
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[Cancel Lost Card] utk membatalkan [Lost Card] di atas.

Report Loss Operations

Cancel Lost Card

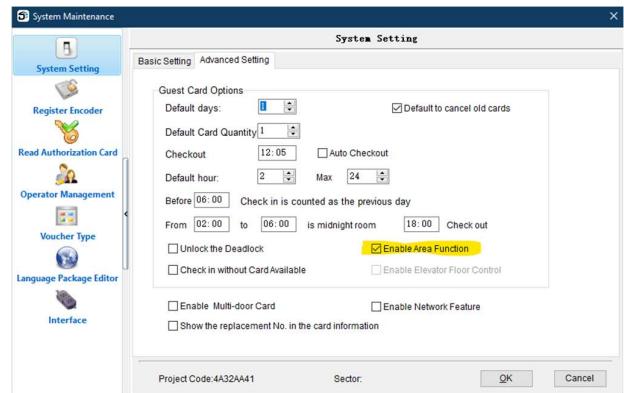
Card Type: All Card Holder Query Export Print Card No. Issue Cancel Lost Card

Card No.	Card Type	Card User	Building	Floor	Issuing time
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[Area Card] digunakan untuk menyetting Stedy Hotel Lock atau Stedy Access Control menjadi bagian dari area tertentu shg guest card bisa membuka pintu tsb.

Misalnya hotel lock atau access control dipasang di pintu kamar gym, meeting room, fasilitas lainnya yg hanya dapat diakses oleh tamu2 hotel saja.

Sebelum fitur [Area Card] bisa digunakan, perlu diaktifkan dulu fitur “Enable Area Function” di Basic Data > System Setting > Advanced Setting.



Setelah fitur di atas diaktifkan, sewaktu check-in, receptionist bisa memberi akses “Free Area1” dan “Free Area2” sewaktu mau issue guest card.

