# OnPortal Legacy Locking Plan Import Notes

### Peripheral Configuration

Peripheral information is not imported from HT22 or HT28. The installer on site is responsible for all peripheral configurations directly in Onportal

* Verify proper card technologies are selected in Property config   
  [Defaults to Mag Loco & RFID Classic in HT22]
* Installer must do a full device scan
* Setup default encoders for stations

### Roles & Operators

HT22 & HT28 utilize a Pin-Level system for controlling system access. OnPortal uses a more granular / configurable role, feature & Key Code mapping system. Because of this difference we require the installer to manually customize any non-default permissions.

* **Pin Levels** are mapped to the default roles as follows:

1 => Reception

2-3 => Maintenance

4-9 => GM

10 => Not imported - Replaced with OnityTech Login.

* **Roles** - Installer should work with the GM to do any additional customizations to roles as needed:
  + Adding new roles or changing features of existing roles
  + Customizing Role Key Code mapping – i.e. which masters & rooms an operator of that role will have access to.
  + Customizing the Login type of the role.
  + Customize which operators are in which roles
  + Customize Login time outs
* **Operators** 
  + For pin-only logins their existing pin should work
  + For other login types we’ll need to generate a new password.

### Property Configuration

All property configuration settings should be reviewed after import to ensure they make sense for this property. Unless they are in the list of imported settings below they will be set to the default values  
 **Imported Config Settings:**

* + <TODO: fill this out – if there are differences between HT28 & HT22 please note them>

### Guest Cards

Any existing guest cards will continue to work after an import to the new front desk. (i.e. the lock’s current keycode(s) are imported). As of this time the room status that is imported may not be accurate.

* If a new guest checks in and their room is already flagged as occupied, just re-checkin the room.
* If an existing guest wants a copy card, you’ll need to do a new check in and replace all their cards.
* You will not be able to “read” cards encoded from the old system(s) as the old reservation / card data is not imported

### Master Cards

All of the Master Key Codes (Master Types) are imported from the old systems with the current sequence Number. This means that existing master cards will continue to work in locks, even if they are re-initialized with the OnPortal system. It is recommended to re-encode all master cards as part of the upgrade so that OnPortal can track the state of each master user.

* All masters will show as not having a card. This allows for easy encoding of their new card.
* Canceled master users get imported but do not show as canceled. [BUG – fixed in final release]

**HT22**

**Configuration settings those are not imported [**Have to set after import**]:**

1. Property address
2. Master card duplicates setting
3. PIN levels for features
4. Calendar will not imported, have to create calendar after import
5. PinPadSafe will not be imported
6. Cards
7. Audits
8. PMS settings
9. Peripheral details
10. Lock hardware description
11. Time table description
12. Master keycode description

**Default values set while doing import:**

1. Revalidator functionality will be disabled
2. Card technologies are setting to MagLoco & RFIDClassic
3. Max number of keycodes per lock is setting to 250
4. If Auto log off is enabled session time will set to 2 mins

**Known issues:**

1. Copy cards can’t be created
2. Master users will be set with no card encoded [Not upto date] as cards are not imported
3. Master users enable / disable flag is removed in OnPortal

**HT28**

**Configuration settings those are not imported [**Have to set after import**]:**

1. “Mifare Plus” card technology
2. Custom fields & Rent To Own as these are not included in OnPortal
3. PIN levels for features
4. Cards
5. Audits
6. PMS settings
7. Tracks
8. Peripheral details
9. Master plan levels for locks are imported only for “Master Plan A” [Password levels for B & C are not imported]
10. If sub suite is not assigned to a suite it will be imported as Guest room
11. If suite is mapped to a sub suite and same sub suite is not mapped to a suite then sub suite will be imported with Include Suite keycode = false
12. “Recover Info from Lock” setting
13. Set AutoBackup path after import
14. Flags
    1. AutoBackup
    2. BackupTime
    3. BackupTool
    4. CopyCurrentMaster
    5. ExtendedSuite [Always enabled]
    6. GroupJump ??[Formal review]
    7. Micros
    8. MultiMaster [replaced with lock profiles]
    9. MultiplePMS [Always enabled]
    10. NoPadTrack
    11. NumSpare
    12. OnlyUseCodes
    13. OpeningsRecords
    14. PINPP [Not used]
    15. PMS
    16. PMSBuffer [It is at listener level]
    17. PMSFile [It is at listener level]
    18. PMSTimeOut [It is at listener level]
    19. ReadCard [No Used]
    20. Repeat [It is at listener level]
    21. RequestPMSPassword
    22. RevCalendar
    23. RoomCheck
    24. SaveLockOpenings [enabled always]
    25. Seperator
    26. Track1
    27. Track2
    28. UserIpCom
    29. UseRGGroups
    30. UseRGGroups
    31. WarningOnBackup
    32. WithOutButtons
    33. WithOutDeleteUse
15. s

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4. If Auto log off is enabled session time will set to 2 mins
5. Day light savings will not be imported it will set depending on server settings

**Known Issues:**

1. Onportal does not allow to import if extended suite group and extended suite name is same
2. Emergency revalidator feature not available in OnPortal
3. Revalidator messages will not be imported
4. If Extended suite group name already exists with extended suite / room name “ESG” prefix will be added to extended suite group name.