

SpotSkim Security Checks - Instructions

What is SpotSkim?

SpotSkim is a payment card security software developed by a company called Termtegrity. As part of the ANR Business Operations Center (BOC)'s Self-Assessment Questionnaire (SAQ) Policy to ensure our compliance with Payment Card Industry (PCI) Standards for security in order to run the ANR Credit Card Machine Program, BOC partners with SpotSkim for security measures. BOC uses this software to photograph each card connection point to verify that no tampering has occurred; BOC requires this measure from each Responsible Person (indicated on the ANR Credit Card Machine Request form) as well.

How does it work?

BOC will set up the Responsible Person (RP) as a user on BOC's SpotSkim account. The RP will create a password to be able to log into the software. The pages that follow were developed by Termtegrity and will walk RPs through the process.

Questions?

Please contact the ANR Business Operations Center with any questions about how to log into SpotSkim or how to conduct security checks using this software.

BOCsupport@ucanr.edu

530-786-0538

Conducting Inspections using SpotSkim

Table of Contents

- IOS APP2**

- LOGIN TO THE APP.....2
- GO TO THE ASSETS SCREEN3
- START THE INSPECTION PROCESS3
- PROVIDE CAMERA PERMISSIONS.....4
- SCAN THE BARCODE.....6
- CONDUCT INSPECTION.....7
- INSPECTION COMPLETED.....8

- ANDROID APP.....9**

- LOGIN TO THE APP.....9
- SCAN BARCODE FOR STARTING INSPECTION10
- SCAN THE APPROPRIATE BARCODE.....12
- TAKE PICTURES AND COMPLETE INSPECTION13

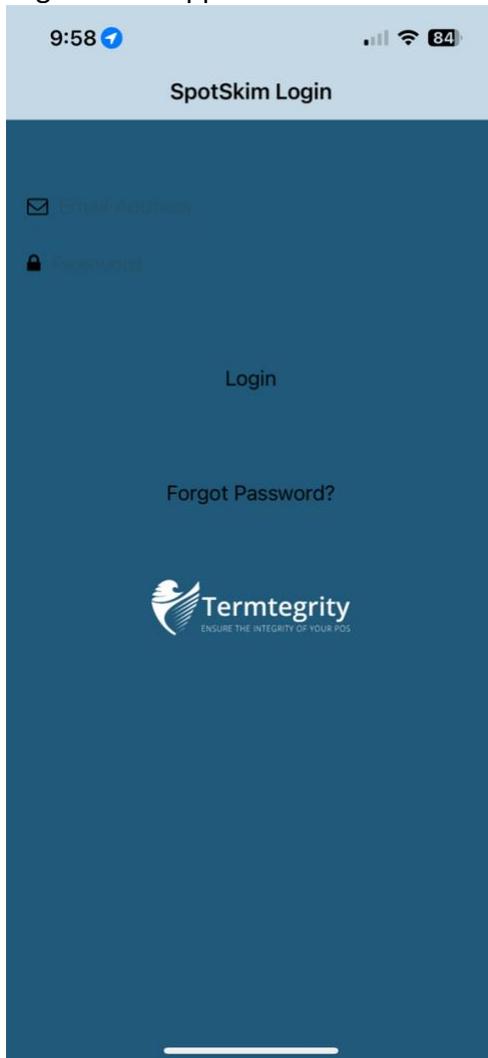
- WEB APPLICATION (USING A BROWSER)14**

- BOOKMARK YOUR LOCATIONS.14
- NAVIGATE TO THE ASSET LIST SCREEN (UNLESS USING THE BOOKMARK)15
- SCROLL DOWN TO SEE THE LIST OF ACTIONS.....16
- PROVIDE LOCATION PERMISSIONS (OPTIONAL).....17
- CAPTURE PICTURES AS APPROPRIATE.....18
- SUBMIT INSPECTION WHEN READY.....20
- GO BACK TO THE ASSET LIST SCREEN20

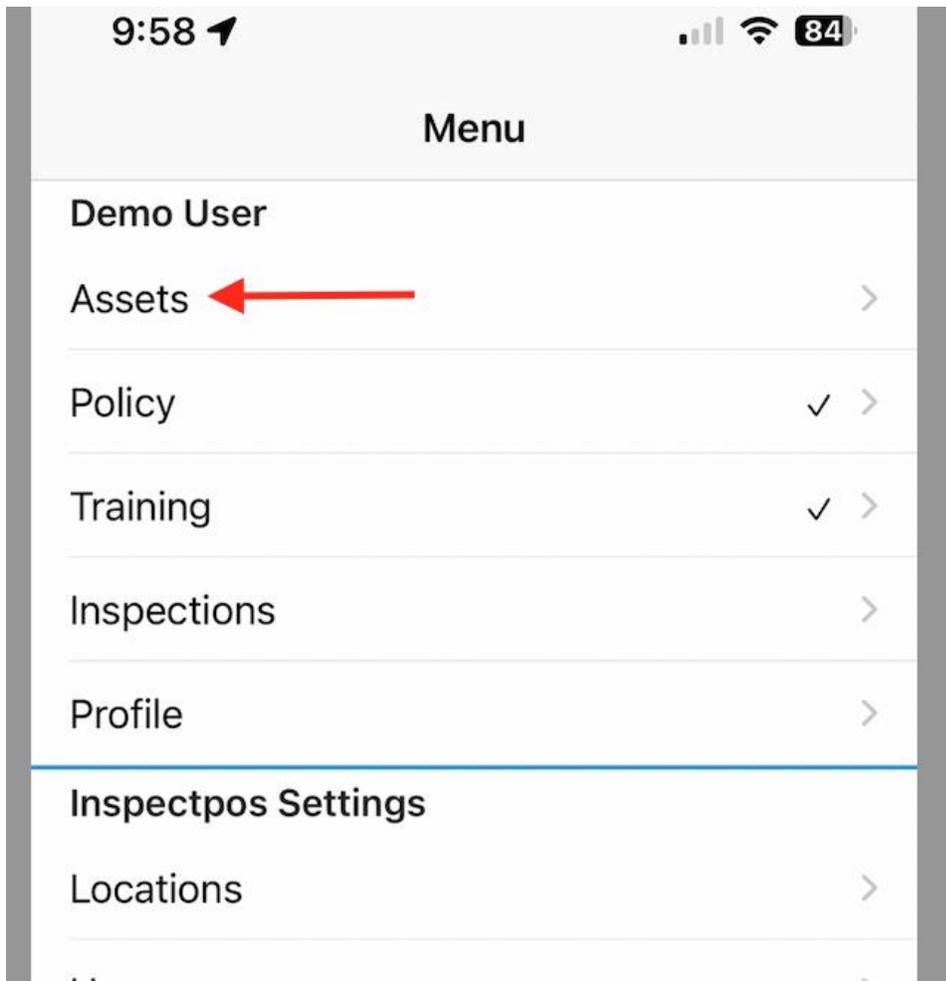
iOS App

Login to the App

Login to the App is the same as the website, there is no difference.



Go to the Assets Screen

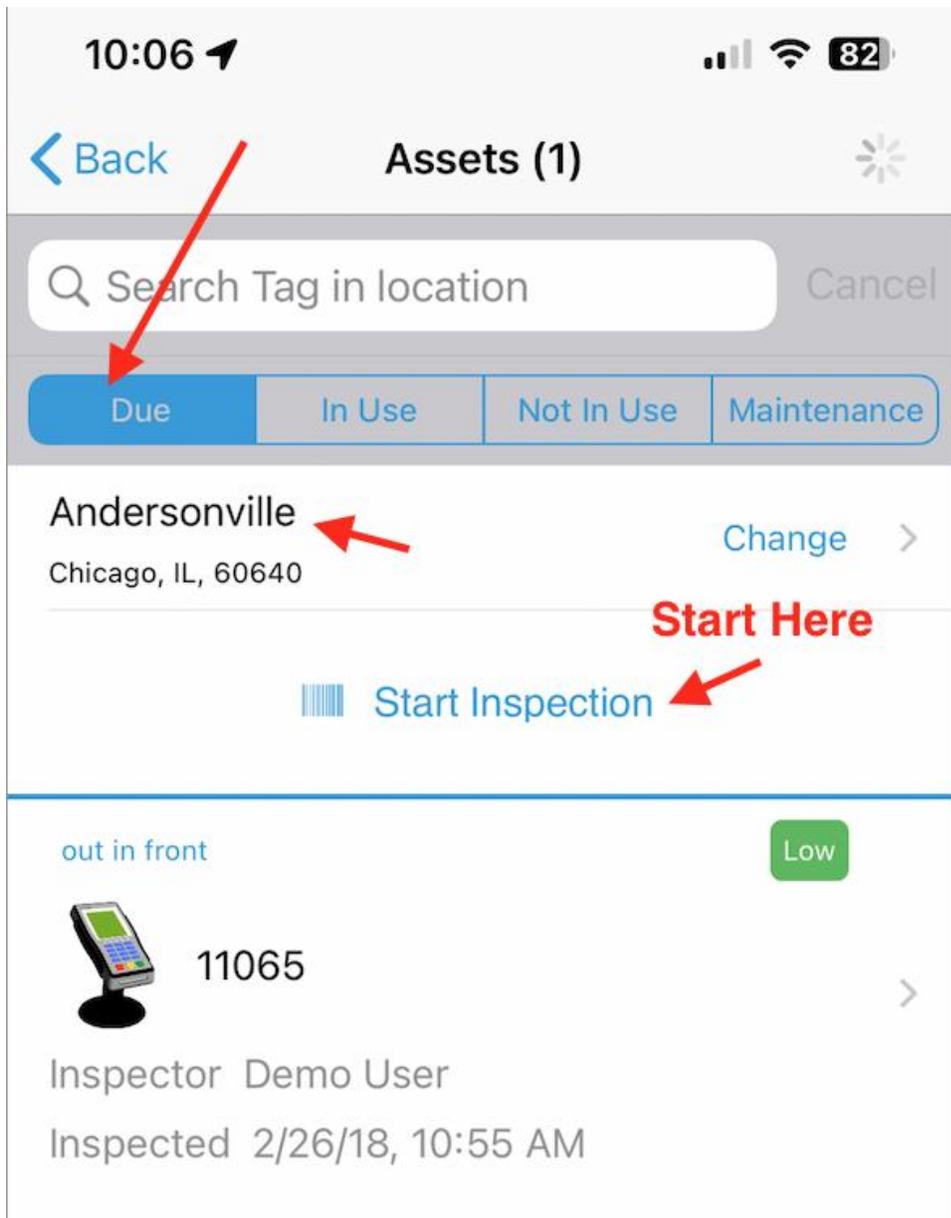


Start the Inspection Process

This Screen shows you:

- (a) Your Current Location for which the data is being displayed.
- (b) What *Status* the Devices are currently in

You can just "Start Inspection" regardless of anything this screen shows.



Provide Camera Permissions

If this is your first time on this device, the App will ask you for Camera Permissions

**"SpotSkim" Would Like to
Access the Camera**

Used to scan barcode and take
pictures of your assets you are
inspecting

Don't Allow

OK

Scan the Barcode

Cancel

Confirm Barcode

Done



Conduct Inspection

10:23   

[Cancel](#) **Inspection** [Done](#)

Lane 1  **Is this where you are?**

Flag Asset Compromised? 

Asset Views

 Top of terminal 

 Bottom of terminal 
New Pictures please 

 Connection to register 
Previous Views

 Cables from terminal to register 


Questions **Read and answer questions**

Where surveillance cameras are used, is the total number of cameras in use the same as the number of cameras officially installed?

Yes No 

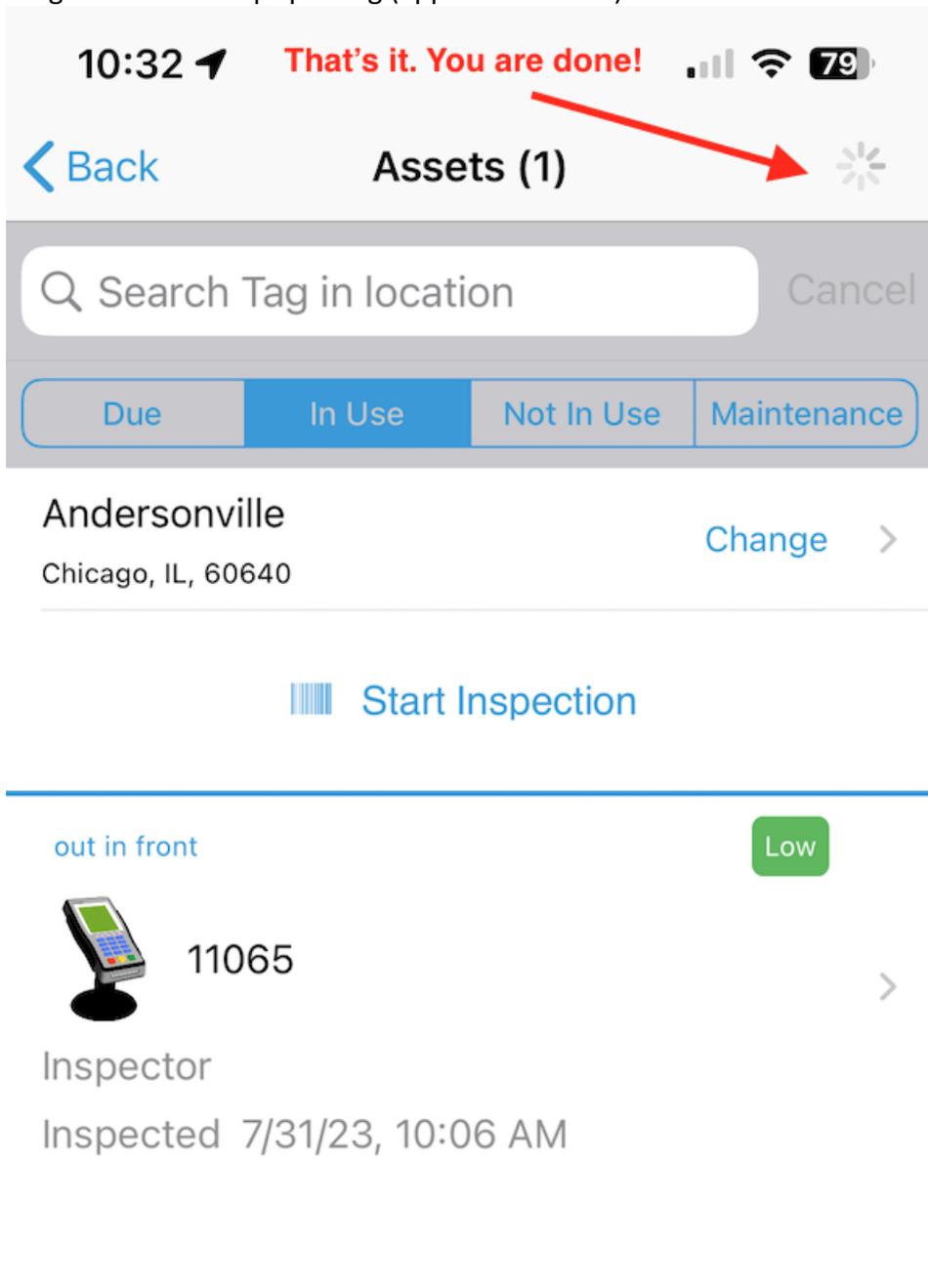
Is the condition of the ceiling above the terminal the same as described, with no additional marks, fingerprints, or holes?

Yes No 

Are all display stands, charity boxes, or other merchandising within the vicinity of this terminal as described, with no additional boxes

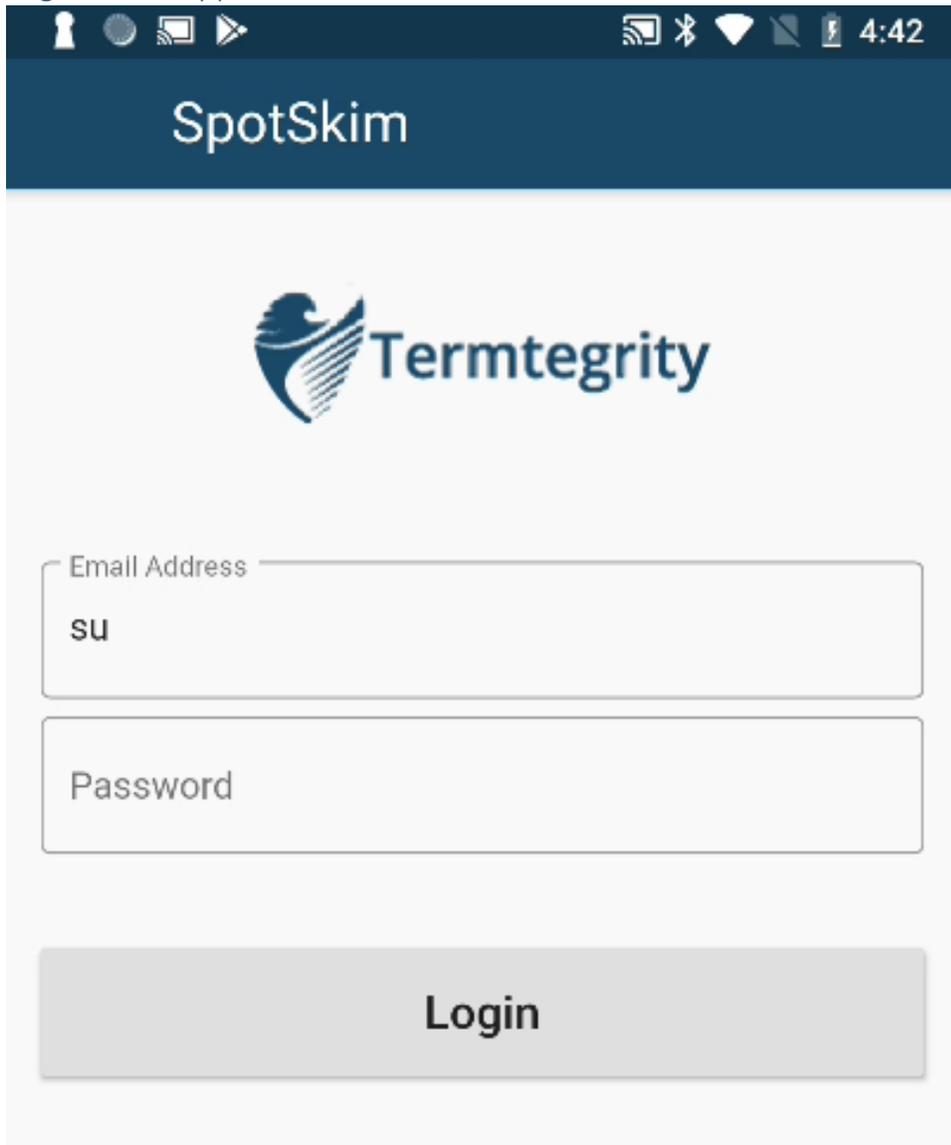
Inspection Completed

The inspection will continue to upload in the background, you may close the App or wait for the Progress Icon to stop spinning (approx. 1 minute)



Android App

Login to the App



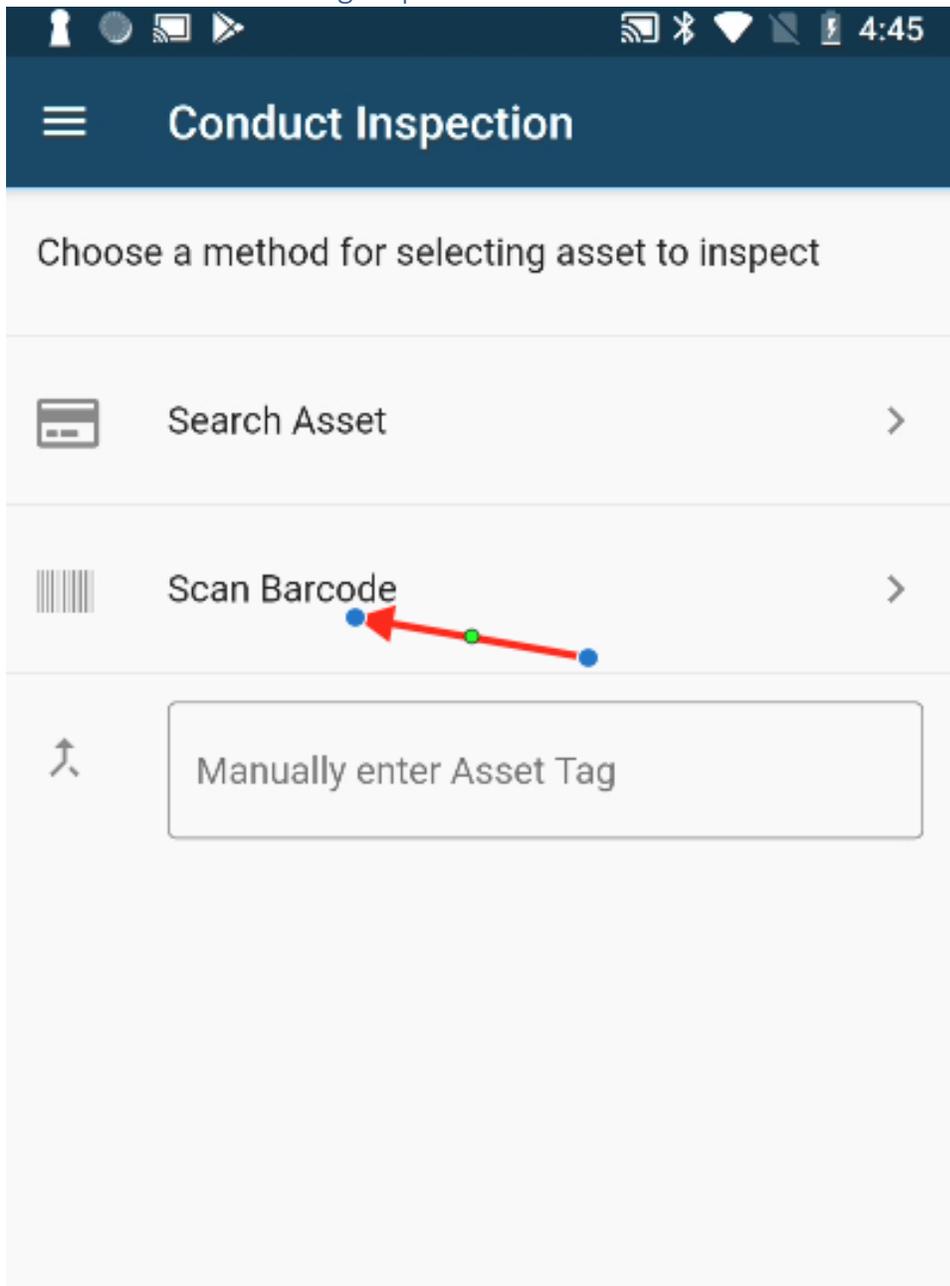
SpotSkim

 Termtegrity

Email Address

Login

Scan Barcode for Starting Inspection



Allow Necessary Permissions for Scanning Barcode



Allow **SpotSkin** to take pictures and record video?

DENY ALLOW

Scan the appropriate Barcode.



Take Pictures and Complete Inspection

4:47

← Complete Inspection Upload

Lane 1	11065
May 11, 2015	Jul 31, 2023
Added	Inspected
Due on: Aug 7, 2023	

-  Top of terminal  >
-  Bottom of terminal  >
-  Connection to register  >
-  Cables from terminal to register  >

Where surveillance cameras are used, is the total number of cameras in use the same as the number of cameras officially installed?

No Yes  Comment

Is the condition of the ceiling above the terminal the

Web Application (using a browser)

Bookmark your locations.

You can bookmark your locations in the Web Application. You can do this either on your Mobile Phone (using a browser) OR you can do this on your Desktop (using a browser). The URL is the same. For example, it should look something like this.

<https://new-portal.spotskim.com/assets?page=1&isDue=true&locationId=73>

Now the URL can be bookmarked

ASSETS (6)

Filters

Locations: Apple Store

Usage status: All

Model: Search by model

Make: Search by make

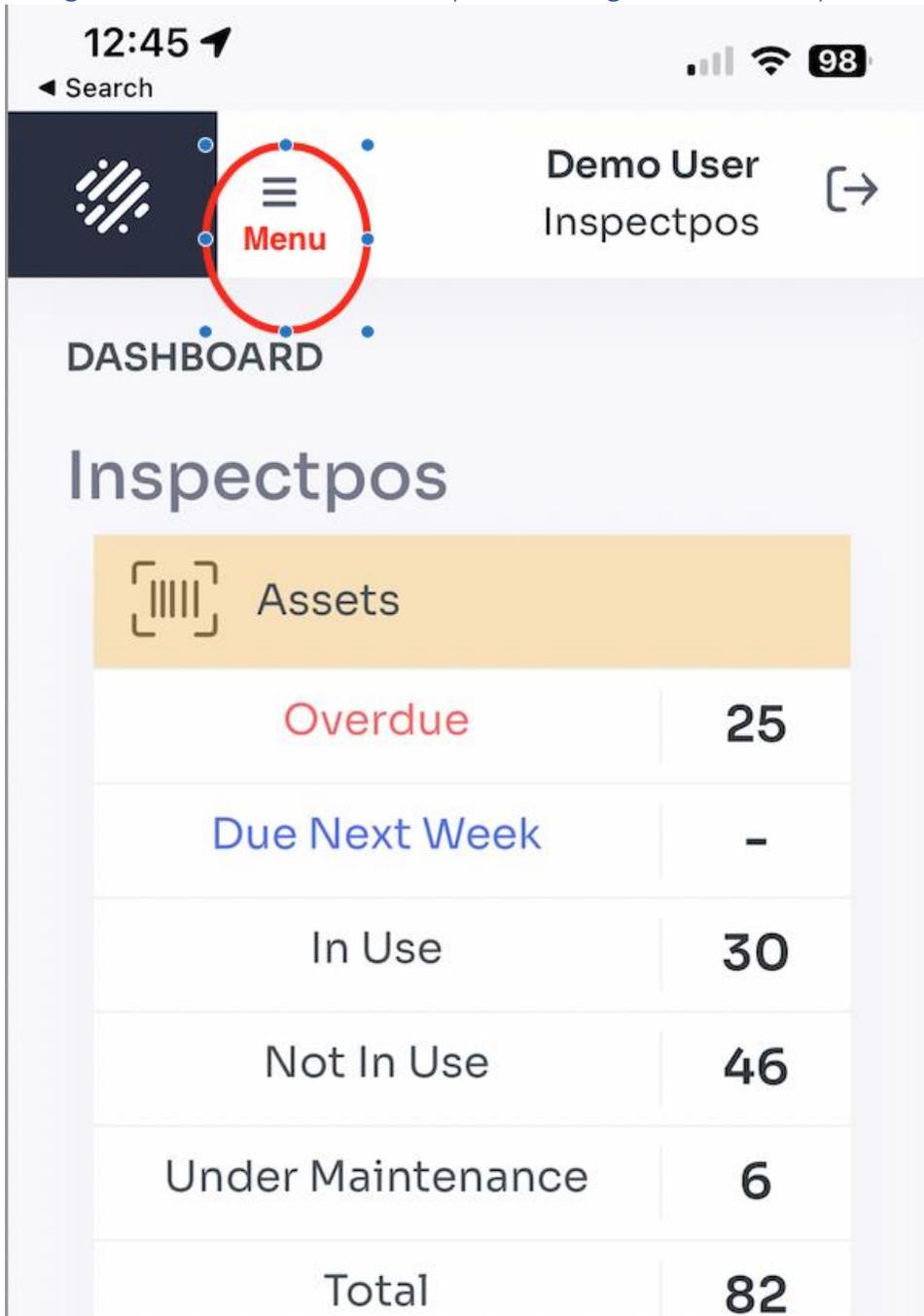
Due: Yes

Search by name

POSTerminal3
Added on Nov 17, 2015
Inspection Due 1219 days ago
lane 3
YES Due? LOW Risk

POSTerminal4
Added on Nov 17, 2015
Inspection Due 435 days ago
lane 4
YES Due? LOW Risk

Navigate to the Asset List Screen (unless using the bookmark)



12:45

◀ Search

Menu

Demo User
Inspectpos

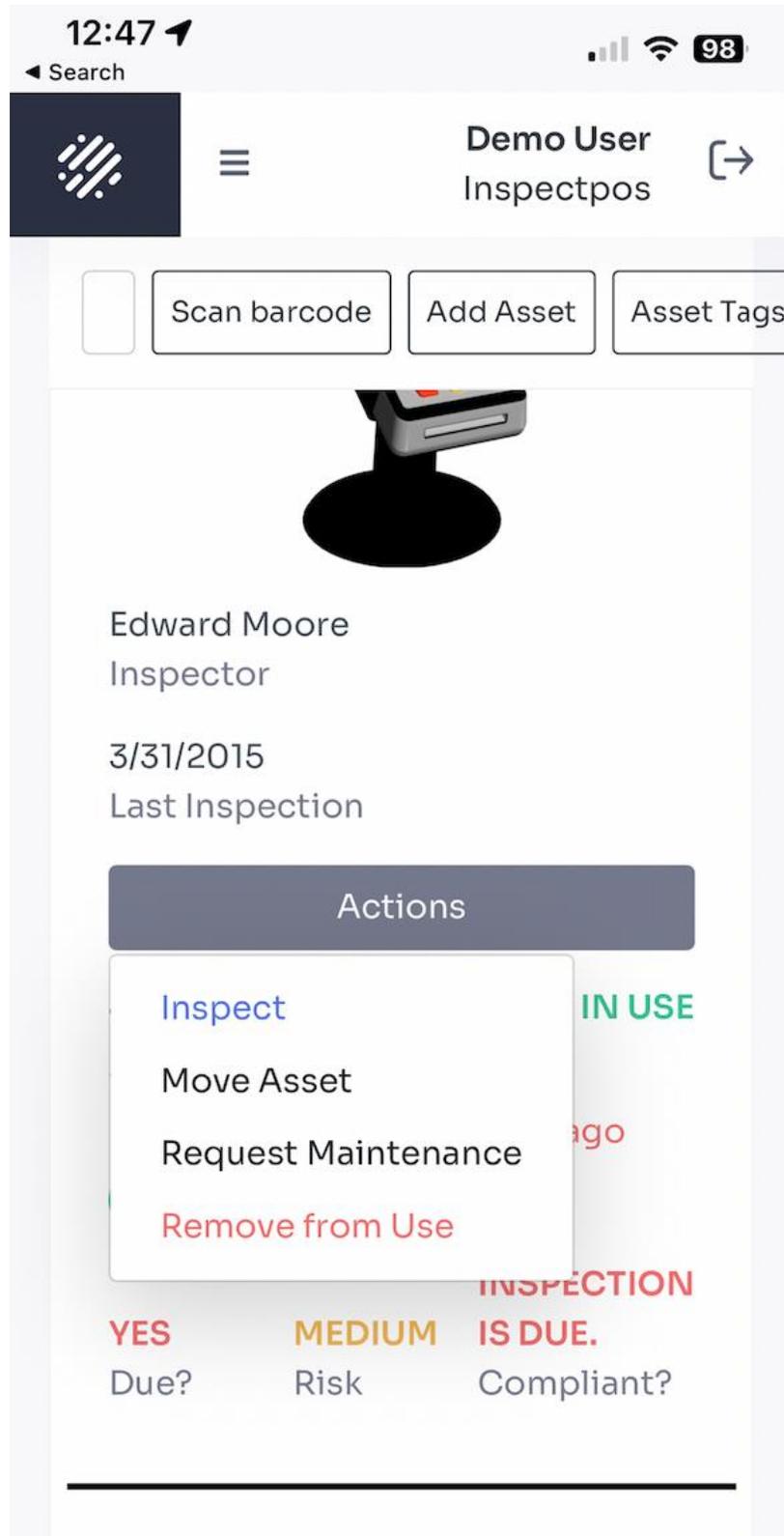
DASHBOARD

Inspectpos

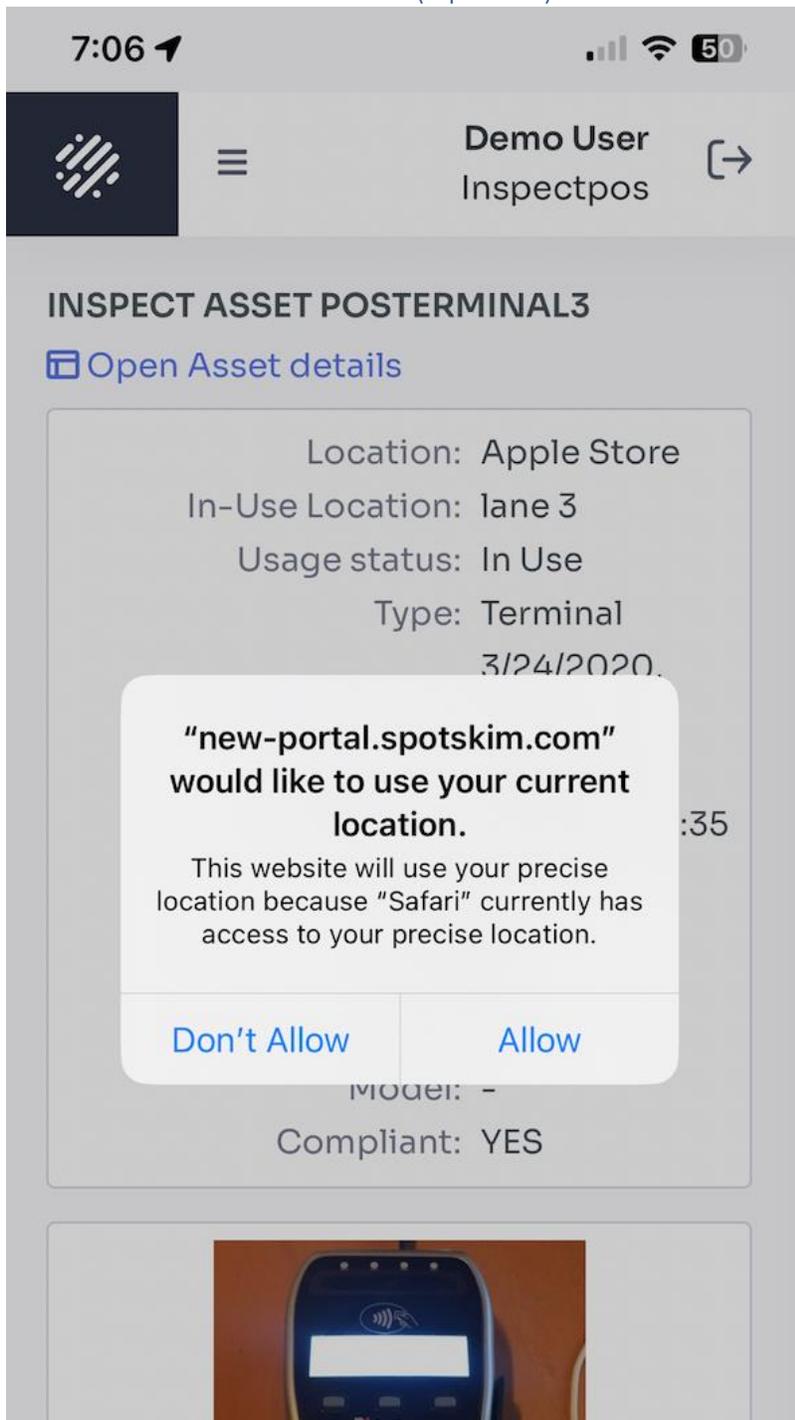
Assets

Overdue	25
Due Next Week	-
In Use	30
Not In Use	46
Under Maintenance	6
Total	82

Scroll Down to see the list of Actions.



Provide Location Permissions (Optional)



Capture Pictures as appropriate

7:06   

  **Demo User** 
Inspectpos

3:04 AM

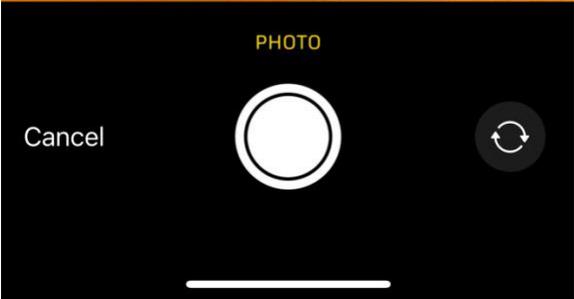
Inspected By: Demo User
Date Added: 11/17/2015, 2:35 PM
Risk: Low
Due: Yes
Make: -
Model: -
Compliant: YES



Top of terminal







Submit Inspection when ready.

7:08 1 [Signal] [Wi-Fi] [50%]

Demo User
Inspectpos [Share]

Are all connections to the terminal as described, using the same type and color of cables, and with no loose wires or broken connectors?

No Yes

Comments

Are the manufacturer's security seals and labels present, with no signs of peeling or tampering?

No Yes

Comments

Are the color and general condition of the terminal as described, with no additional marks or scratches?

No Yes

Comments

2017 - 2023 © Termtegrity. All rights reserved.

new-portal.spotskim.com

[Go back to the Asset List Screen](#)

That is where you can conduct further inspections for pending assets.

 Demo User
Inspectpos

Are all connections to the terminal as described, using the same type and color of cables, and with no loose wires or broken connectors?

No Yes

Success



Inspection submitted successfully

[Go back to Asset List](#) [Open Asset Details](#)

Comments

[Submit](#)

2017 - 2023 © Termtegrity. All rights reserved

[new-portal.spotskim.com](#)