



17.01.2025

## Quick Guide

# Working with the FOITT BAB-client

Status: released

V2.0



The following instructions will help you use the BAB\* client and refer you to information/documents for PKI and other matters (e.g. if you encounter problems when starting your laptop).

*\*BAB: Büro-Arbeitsplatz-Bund*

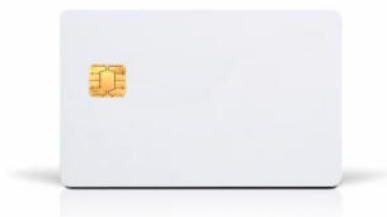
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## 1. Introduction

For your work as an LRA Officer Class B, you have received a so-called **BAB client** (BüroArbeitsplatzBund), as well as a **desktop printer/scanner**, from the Swiss Government PKI FOITT.

To be able to log in to the BAB client, you have also received a **smart card with a class B certificate** issued to your external FOITT account ([first.name.surname@BIT.admin.ch](mailto:first.name.surname@BIT.admin.ch)) from the Swiss Government PKI FOITT.



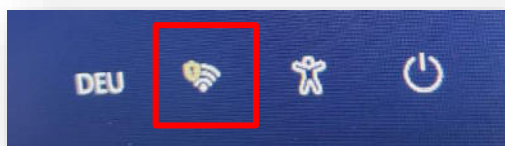
## 2. Smart card with class B certificate from the FOITT incl. PIN

You will receive the smart card with the class B certificate of your external FOITT account ([first.name.surname@FOITT.admin.ch](mailto:first.name.surname@FOITT.admin.ch)) at the 'LRA Officer Class B Training'. During the training, you will also set your personal PIN and the revocation phrase.

## 3. First Login

If you are logging on to the BAB client for the first time, proceed as follows:

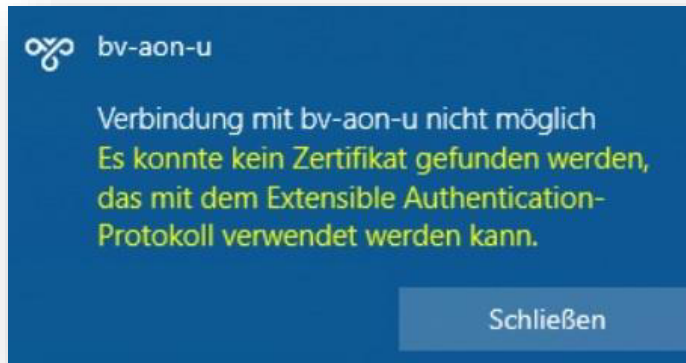
- Start the BAB client
- Start the VPN connection **before you** log on to the Windows system
- You can then establish a direct connection to the BV network by clicking on the entry: **bv-aon-u**



- Use your smart card with the class B certificate of your external FOITT account to log in to the Windows system.

#### 4. Problem with the VPN connection

When connecting to the VPN connection, the following error may sometimes occur:



- **Solution 1:** Restart your BAB client
- **Solution 2:** If the problem persists, please contact our Service Desk FOITT (058 465 88 88).

## 5. Software updates

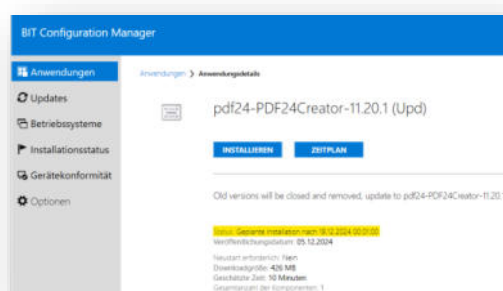
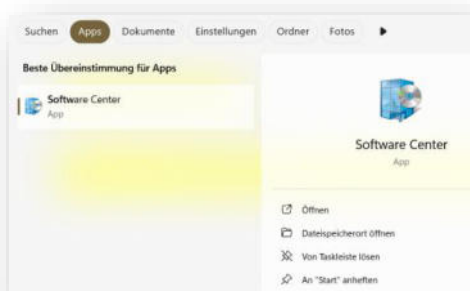
The software for all applications on the BAB client is updated automatically.

However, you can check for updates at any time under 'Software Centre'. The scheduled installation date is displayed for each update. This means that the installation will start automatically on this date.



**To ensure that you are not affected by updates when working as an LRA officer, we recommend the following:**

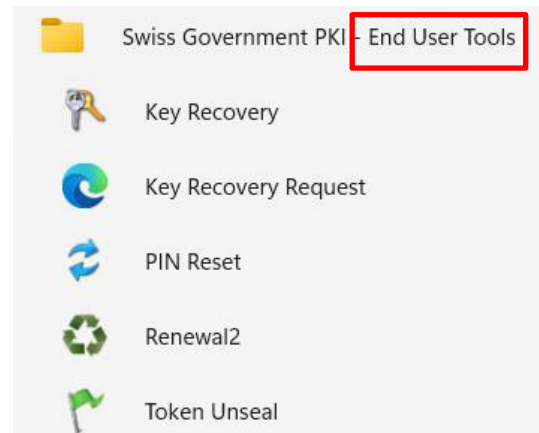
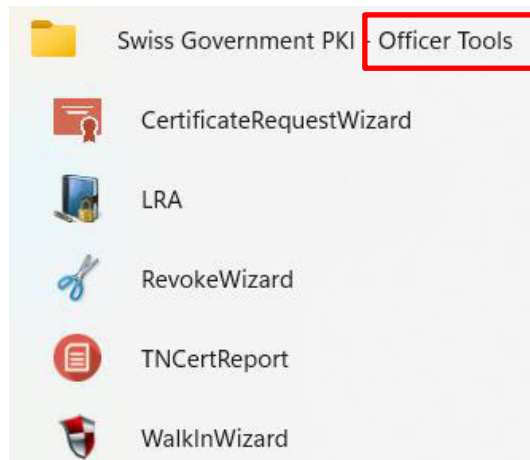
- Start the BAB client regularly.
- Open the 'Software Center' and
- start installing the security patches and the other updates



## 6. Overview of applications

The following Swiss Government PKI wizards (tools) are available on the BAB client:

- Swiss Government PKI – **Officer Tools** (Wizards for **LRA Officer** Class B)
- Swiss Government PKI – **End User** (Wizards for certificate holders)

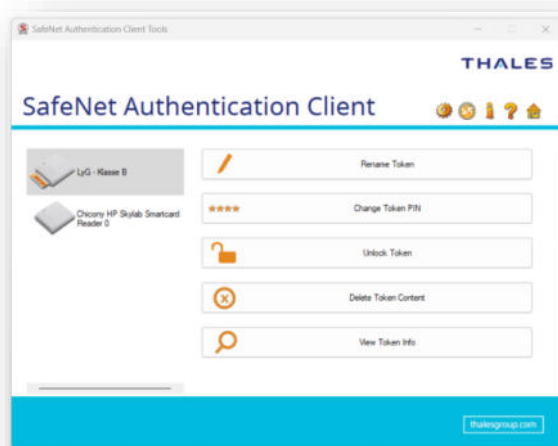


The following applications are also available:

- SafeNet Authentication Client (SAC)
- Outlook with your personal external FOITT account (Mail Account: [first.name.surname@BIT.admin.ch](mailto:first.name.surname@BIT.admin.ch))
- DesktopSigner
- Skype for Business
- MS Teams
- MS Office Palette

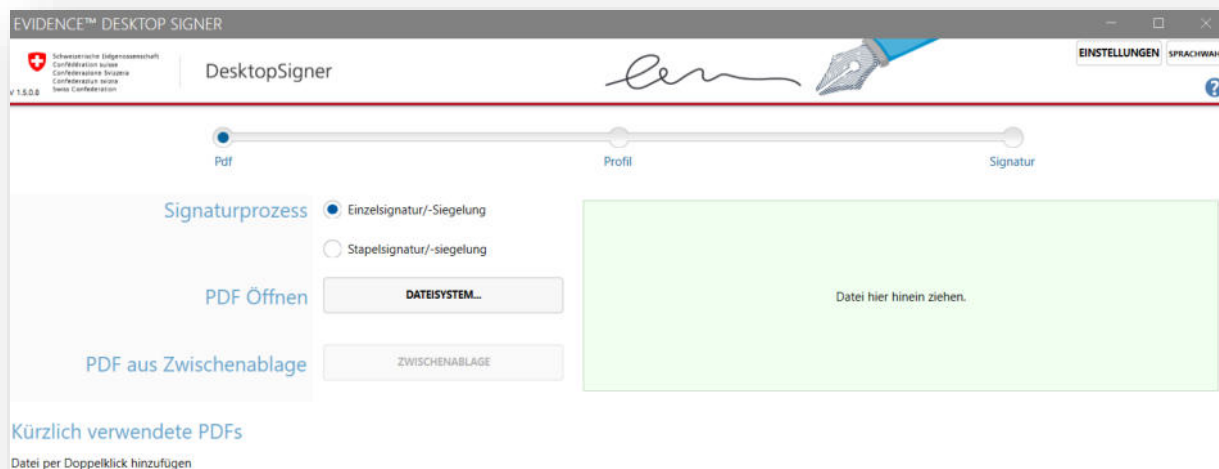
### 6.1 SafeNet Authentication Client (SAC)

For your work as an LRA officer, you need the SafeNet Authentication Client (SAC). This is installed by default on the BAB client. If you also want to provide the SAC to your certificate holders (end users), they must be procured and distributed by your organisation itself. A 'Quick Guide SafeNet Authentication Client – SAC' is available on the PKI homepage under [Class B – Forms and documents library](#).



## 6.2 DesktopSigner

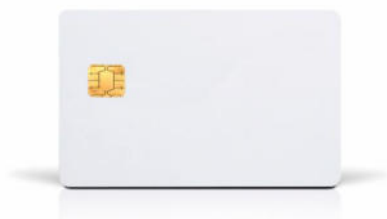
DesktopSigner is also available as standard on the BAB client. Use it to sign documents with your class B certificate from the FOITT.



## 7. Swiss Government PKI – Officer Tools

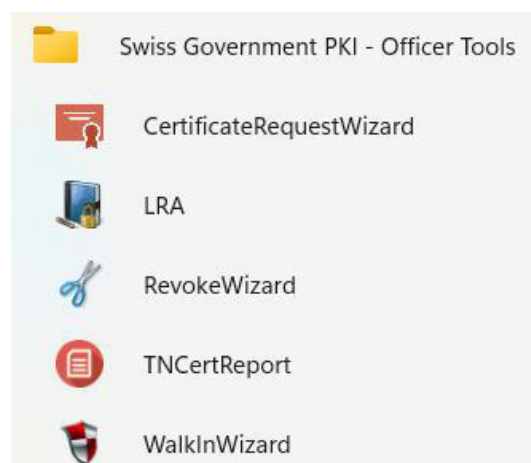
As an LRA officer of an organisation affiliated with the federal government, you have two smart cards.

- Smart card with a class B certificate of your organisation (canton, police...)
- Smart card with a class B certificate of the FOITT, which is linked to your LRAO authorisation



Please make sure that you are using the **Smartcard from the FOITT**.

You can find quick guides to the individual wizards and processes on the PKI homepage under [Class B – Forms and documents library](#).



### 7.1 LRA (CMC) und TNCertReport

To use the following additional tools, you need to set up your profile for them:

- LRA (Certificate Management Console (CMC))
- TNCertReport

### 7.2 Quick Guides and Training Videos

Quick guides and [training videos](#) for all [wizards/tools](#) are available on the PKI homepage.

Your IT department must distribute the Swiss Government PKI end-user tools (wizards) so that all employees of your organisation can access them. The tools are available in the password-protected SharePoint area [Swiss Government PKI – LRA-Officer \(privat\)](#) under [Download Wizards](#).

### 7.3 Swiss Government PKI – LRA- Officer Tools for federal offices with their own office automation

For federal offices that do not purchase office automation from the FOITT (e.g. FDFA), the Swiss Government PKI LRA Officer tools are also available in the password-protected SharePoint area [Swiss Government PKI – LRA Officer \(privat\)](#) under [Download Wizards](#).



## 8. Access to the customer platform FOITT

The FOITT client also gives you access to the FOITT [customer platform](#) (intranet in German and French). This is where you will find interesting and useful information from the FOITT.

Bundesverwaltung > EFD > BIT

Startseite Übersicht Kontakt DE FR

Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Kundenplattform BIT

Angebot IM Support Governance Projekte Das BIT

Swiss Government Cloud [↗](#)  
Hier finden Sie alle wichtigen Informationen zur Swiss Government Cloud (SGC).

**Angebot**  
Consulting, Lösungen und Services

**Integrationsmanager/-in**  
Informationen und Tools

**Support**  
Hilfe bei Anliegen und Störungen

**BIT-Stores**  
Weitere BIT-Stores eröffnet – Sie finden uns neu auch in Zollikofen und am Guisanplatz.

**Aktuelles**  
[Informationsübersicht anzeigen](#) [↗](#)  
[Störungen und Anliegen via Smartcard-Authentisierung melden](#) [↗](#)  
[Informationsübersicht via Smartcard-Authentisierung](#) [↗](#)

## 8.1 Support ([Link](#))

Here you will find information on the following topics:

- Current disruptions (FOITT incl. PKI disruptions)
- Report disruptions and concerns ([RoBIT Chatbot](#))
- FOITT: [Alle Anleitungen](#), [Alle Video-Anleitungen](#), [Self Service Portal](#)

### Aktuelle Störungen

▼ verbergen / anzeigen

de ▼

**Störungsinfo: BIT-Journey**  
Aktiv – Beginn: Heute 13:15

▼

**Info: Veraltete Office-Dateiformate nicht unterstützt**  
Aktiv – Beginn: 07.01.2025 16:46

▼

**Störungsinfo: Secureprinting**  
Abgeschlossen am 09.01.2025 17:30 – Beginn: Gestern 14:19

▼

**Störungsinfo: Störung der IT-Systeme**  
Abgelaufen – Beginn: Heute 09:45

▼

**Störungen und Anliegen melden**

\*\*\* RoBIT Chatbot \*\*\*

**BIT-Stores**

anzeigen

**Störungsmeldung via Webticket**

[Webticket online erstellen](#)  
[Create un ticket web online](#)

**Microsoft 365 Lernbibliothek**

anzeigen

**Service Health View**

anzeigen [↗](#)

**Service Desk BIT**

058 465 88 88

6.00 Uhr bis 20.00 Uhr (Mo-Fr)

[Alle Anleitungen](#)  
[Alle Video-Anleitungen](#)  
[Alle Self Service Portale](#)  
[Fachsupport](#)

### Volltextsuche über das gesamte Supportangebot

Suchbeispiel: Outlook -OWA = Outlook ohne OWA suchen suchen

**FAQ**

**FAQ**

**Mailboxgrösse**

**E-Mail**

**Anleitungen**

**Anleitung Teams Reset DE**

**Benutzeranleitung Umverschlüsselungstool "RETApl"**

**Anleitung Datensicherung**

**Self Services**

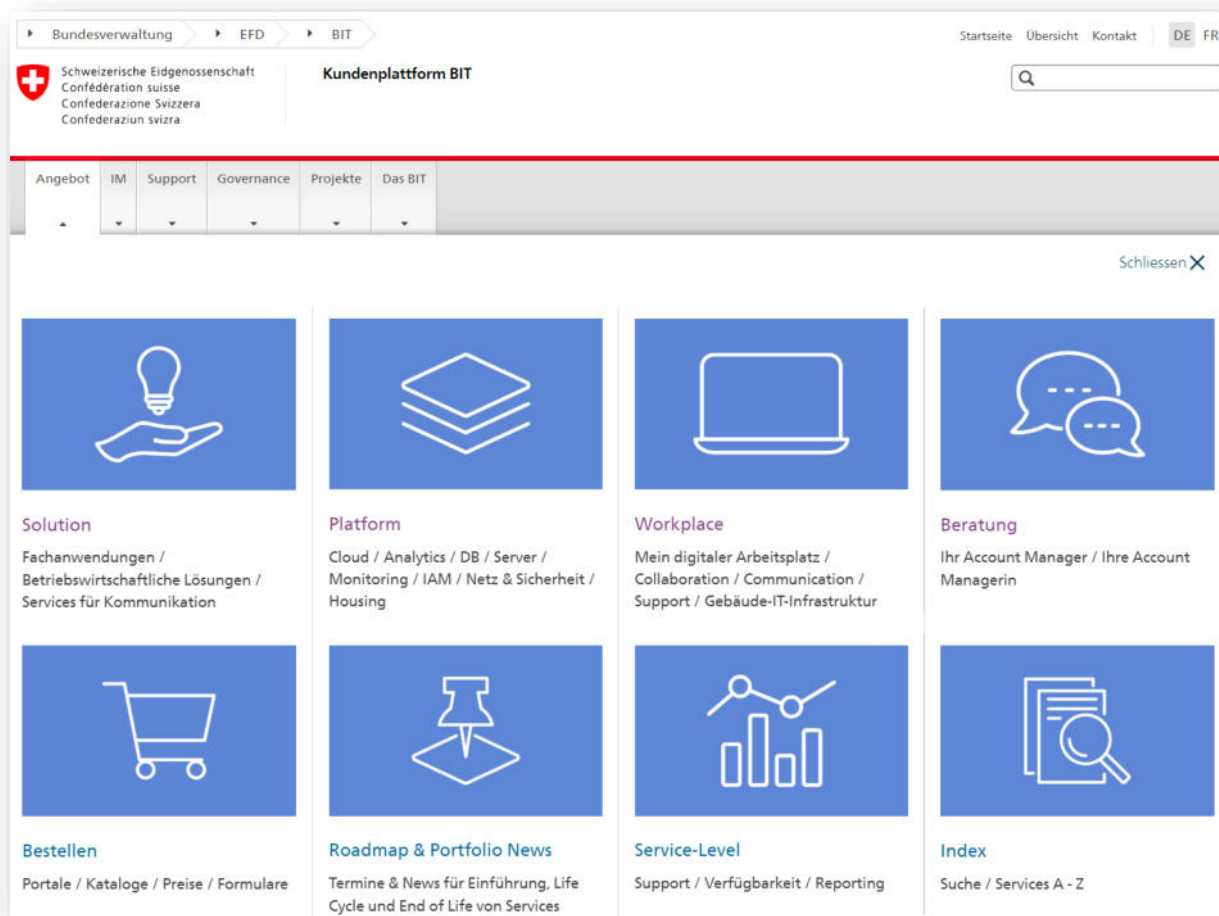
**Video-Anleitung: Einrichtung HP-Stift**

**Office 2021 - Was ist neu?**

**Video-Anleitung: KeePass - Autostarteinbindung für Vielnutzer**

## 8.2 Offer ([Link](#))

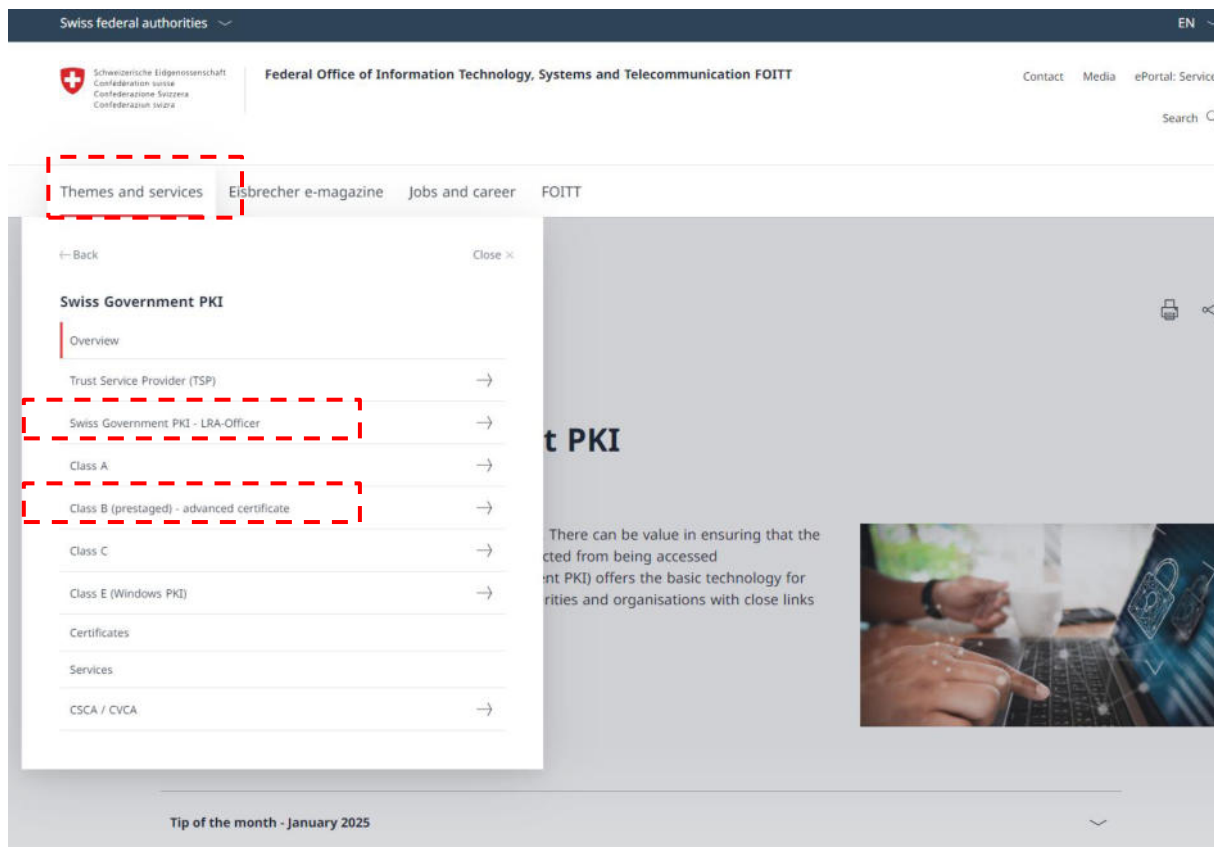
Here you will find information on the following FOITT topics:



## 9. PKI Homepage

Information about the PKI and certificates is available to you in four languages on the [Swiss government PKI homepage](#) for use in your work as an LRA officer.

**Recommendation:** Use **Themes and services** for navigation.



In particular, we recommend the pages [Swiss Government PKI - LRA Officer](#) and [Class B \(prestaged\) - advanced certificate](#).

### Class B (prestaged) - advanced certificate

Overview

Class B - Processes and Tools/Wizards

Class B - Standards, rules and legal basis

Class B - Forms and documents library

Personal security check (PSC)

Identification applicant

Order smart cards - class b

LRAO training - Class B

Training videos

Events for LRA officers

### Swiss Government PKI - LRA-Officer

Overview

Protected area for LRA officers class A and B

Trainings for LRA-Officer

Training videos

## 9.1 Contact information Swiss Government PKI

On every PKI homepage, you will find the 'Contact Information Swiss Government PKI' section in the grey footer.

### Contact information

[Support - postal address - situation plan](#) | [Order placement](#) | [Training registration](#)

## 10. Swiss Government PKI – LRA-Officer (privat)

Under [Swiss Government PKI – LRA Officer \(privat\)](#), you will find information, documents, videos about events, etc., which are only accessible **to authorised persons** (LRA officers, PKI and IT managers).

*Note: You will find information about the various events on the homepage.*

