

# GemOne®

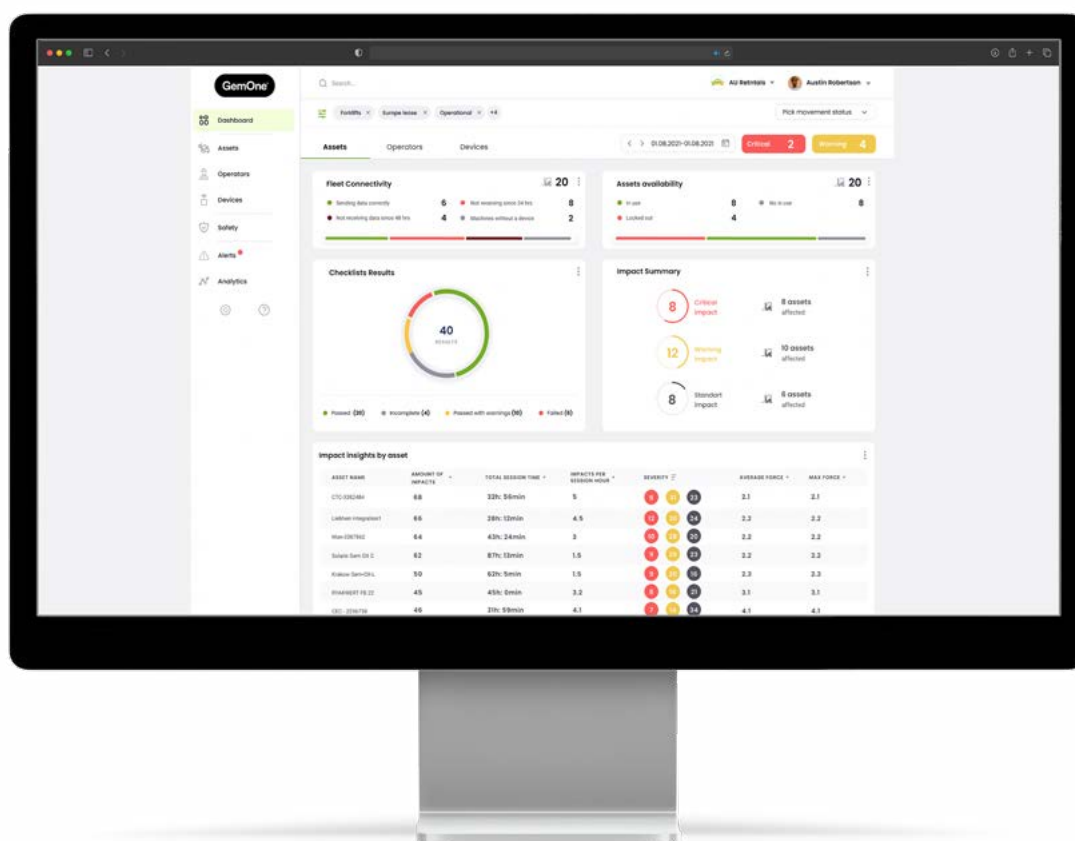
A company of **TVH**

EN

## GemOne Cloud

### Portal Users, Operators & Checklists

Version 1 - May 2025



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# 1 - Introduction

The purpose of this guide is to cover common items completed on GemOne Cloud. It will be a shortened version of the guide that only focuses on adding new portal users, adding or editing operators, and checklist questions.

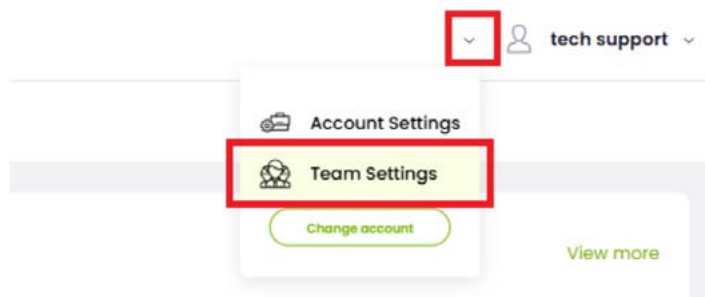
Changes made on the portal will be automatically queued to assets. There is no need to manually sync configuration settings after changes have been made.

Refer to the full guide embedded within GemOne Cloud if additional information is required.

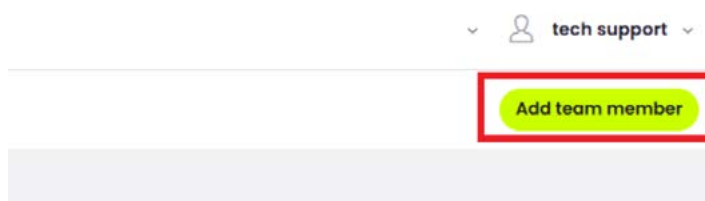
## 2 - GemOne Cloud Users

Granting users access to the portal can be completed via Team Settings.  
Creating their account and allocating a role will give them access to the portal.

1. Click on the **drop down** icon and then select **Team Settings**



2. Click **Add team member** on the top right



3. Enter their details such as:
  - first name
  - last name
  - email address
  - optional phone number

First name * <input type="text" value="Gem"/>	Last name * <input type="text" value="One"/>
User email * <input type="text" value="techservice@gemone.com"/>	Phone number <input type="text" value="+32 700600500"/>

4. Set interface:
  - language
  - time format
  - date format
  - measurement metrics

Interface and metrics		
Interface language <input type="text" value="English"/>	Time format <input type="text" value="13:00"/>	Date format <input type="text" value="MM/DD/YYYY"/>
Distance measurement <input type="text" value="imperial"/>	Volume measurement <input type="text" value="imperial"/>	

5. Select the **required role** for the user



The screenshot shows a web form titled "Account access rights". It contains two input fields: "GemOne" and "GemOne - Olathe, KS". To the right of the second field is a dropdown menu currently showing "Company admin". The dropdown menu is open, displaying four options: "No access", "Company admin" (which is highlighted in green and has a checkmark), "Fleet admin", and "Fleet user".

6. Clicking **Add team member** will create an account for the user and **login details** will be sent over **automatically**



This screenshot is identical to the one above, showing the "Account access rights" form with the "Company admin" role selected in the dropdown menu for the "GemOne - Olathe, KS" user.

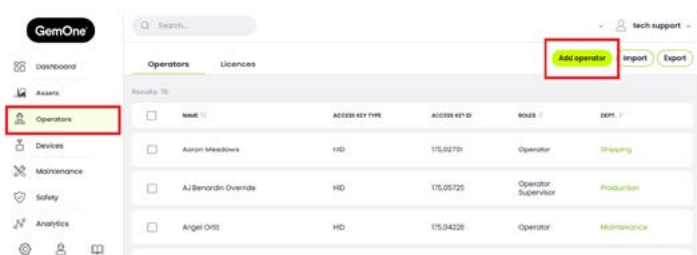
New portal users will be provided a temporary password and they will need to reset their password after logging in for the first time

## 3 - Operator Management

This portion allows portal users to create operators to access the equipment on site. PIN codes or RFID cards can be allocated to an operator.

### 3.1 Adding a new operator

1. Click on **Operators** and then **Add operator**



2. Allocate the **role** for the new operator
  - **Operator** = standard access to the equipment
  - **Supervisor** = ability to unlock equipment and to also access additional settings on the display

User role \*

Operator

☒ Operator

☐ Supervisor

3. Enter details such as their:
  - first name
  - last name
  - department
  - shift

User role \*

Operator

First name \*

Gem

Last name \*

One

Department

Maintenance

Shift

Choose shift

Language

Choose language

4. Select whether or not to link operator to existing assets
  - **No:** operator will not be linked to existing assets and access will need to be granted afterwards
  - **All:** operator will be linked to all existing assets

**Link existing assets**

No - Don't link any existing assets to the newly created operator.

All - Link all existing assets to the newly created operator.

5. Select the **license type** applicable to the operator and set the corresponding **expiry date**  
Once the date expires, the operator will not be able to access assets under that license type

**Licenses**

Add

License 1

License type \*  
New Operator Probation Period

Validity \*  
Time limited

Expiring date \*  
05/23/2025

6. Allocate a **PIN** code or **RFID** card to an operator
  - **PIN:** enter the number under the **code** or **generate a random code**
  - **RFID:** select HID as the brand and enter the facility code (FC) and card code
    - All GemOne supplied RFID cards will have **FC = 175**
    - Card codes are typically printed on the card

**Access** RFID card brands

Add

Access 1

PIN code ☐ RFID card ☒

Name  
6061

Code \*  
6061

Generate code

**Access** RFID card brands

Add

Access 1

PIN code ☐ RFID card ☒

Brand  
HID

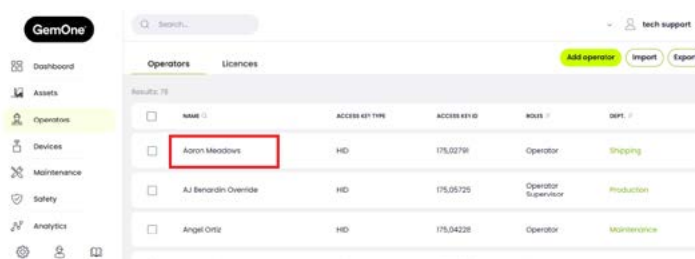
Name  
17500000

Facility code \*  
175

Card code \*  
1595

## 3.2 Granting an operator access to assets

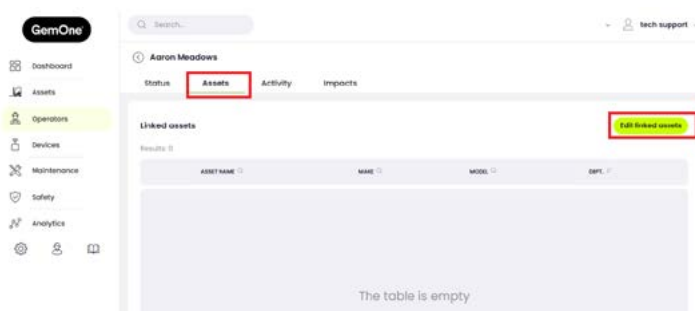
1. Navigate to the operator list and then click on the name of the operator



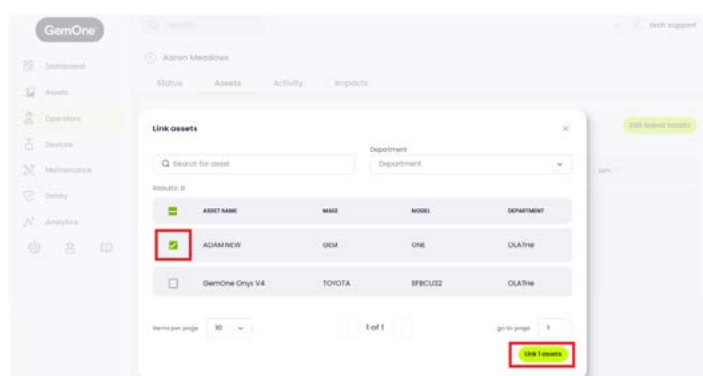
2. Click on the Assets tab to add assets to the operator



3. Click Edit linked assets



4. Select assets the operator will get access to and click **Link assets**



5. A confirmation message at the bottom of the screen will appear once changes have been made

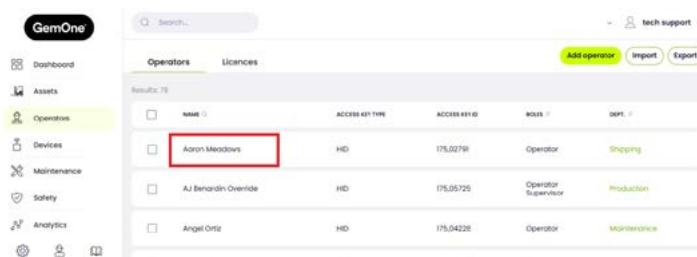




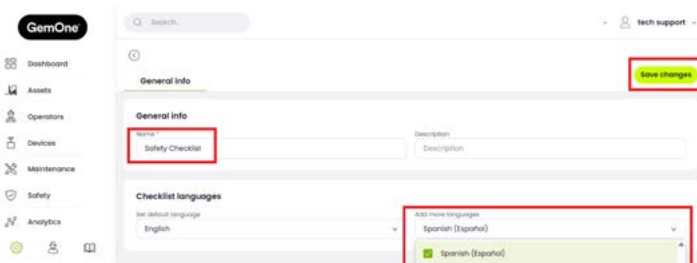
## 4 - Checklist Management

### 4.1 Adding a new checklist

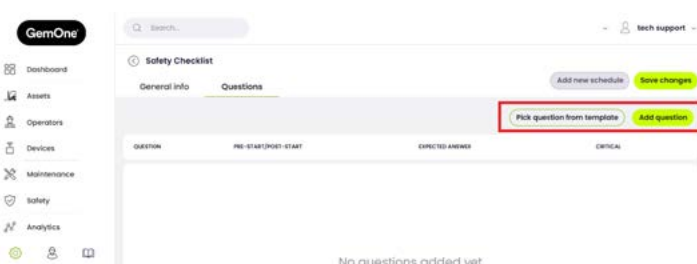
1. Click on **settings**, select **Checklist**, and then select **Add new checklist**



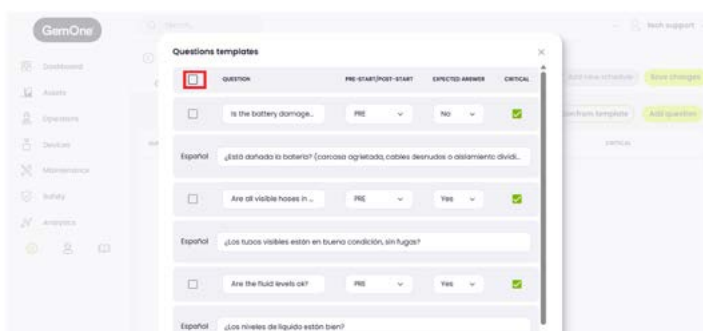
2. Enter a **name** for the checklist, select **additional languages** if required, and the **Save changes**



3. The checklist group will now be created and questions need to be added to the group. Either **pick pre-defined questions** from the template or **add a new question**



4. If questions are added from the template, click the **check box** on the **top left** to select all questions



- If translations are available in the selected language, it will load automatically
- If translations are not available, the question in the selected language will need to be entered manually

5. Add questions to the group

6. Save changes made to the questions

7. Click on **Add new schedule** to determine when the checklist will prompt

8. Select one of the following options and then click **save changes**

- **Ad-hoc:** checklist will not prompt automatically
- **Operator based:** checklist will prompt for every change of operator
- **Time-based:** checklist will prompt for first operator that logs in after the selected time

9. Now that the schedule has been defined, click **Link assets** to determine which assets will be configured under this group

The screenshot shows the 'Schedule' tab of the 'Safety Checklist' configuration. Under the 'Linked assets (0)' section, there is a red box around the 'Link assets' button. The table below it is empty.

ASSET NAME	MAKE	MODEL
The table is empty		

10. **Select** the required **asset(s)** to add to the group and then **Link assets**

The screenshot shows the 'Link assets' dialog box. It contains a search bar and a table of assets. The first asset, 'ADAM NEW', is selected with a checkmark in a red box. At the bottom right, there is a red box around the 'Link 1 assets' button.

ASSET NAME	MAKE	MODEL	DEPARTMENT	
<input checked="" type="checkbox"/>	ADAM NEW	GEM	ONE	OLATHe
<input type="checkbox"/>	GemOne Onyx V4	TOYOTA	8FBCU32	OLATHe

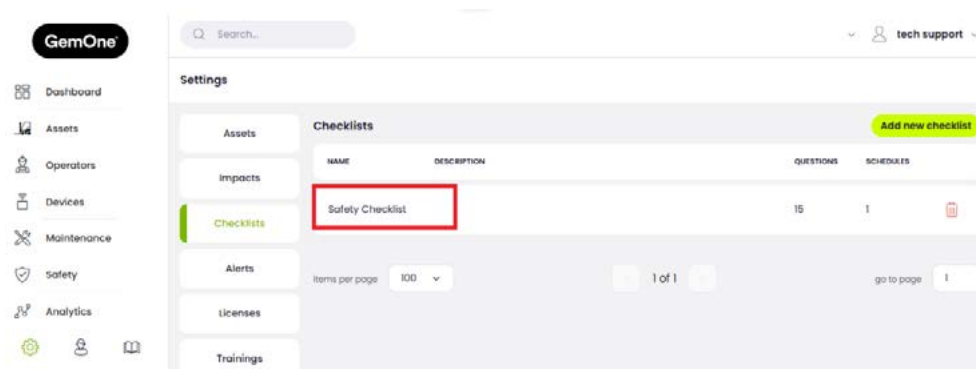
11. **Save changes** and all settings will be queued to assets under the group

The screenshot shows the 'Schedule' tab after saving changes. The 'Linked assets (1)' section now displays one asset: 'ADAM NEW'. A red box highlights the 'Save changes' button in the top right corner.

ASSET NAME	MAKE	MODEL
ADAM NEW	GEM	ONE

## 4.2 Editing a checklist group

1. **Changes** can be made to an existing group by **clicking on the name** of the checklist
  2. Steps to edit the checklist group are the same as adding a new checklist.
- Refer to steps above for a step-by-step guide



## 5 - Support

In case of issues, questions or feedback, feel free to contact our support team.

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