



**GemOne<sup>®</sup>**

# **Access Control - EN**

Customer Enablement - January 2023



# Introduction of concepts

# Access keys

An **operator** can have multiple access keys

An **access key** can only be assigned to one operator



# Operators

An **operator** can have one or more roles (operator, technician and/or supervisor)

An **operator** can be assigned to one or more **machines**



Bob



Dave

# Assets

If an **operator** is assigned to an **machine**, all the operator **access keys** can be used on this asset

**Access keys cannot be assigned directly to an machines**



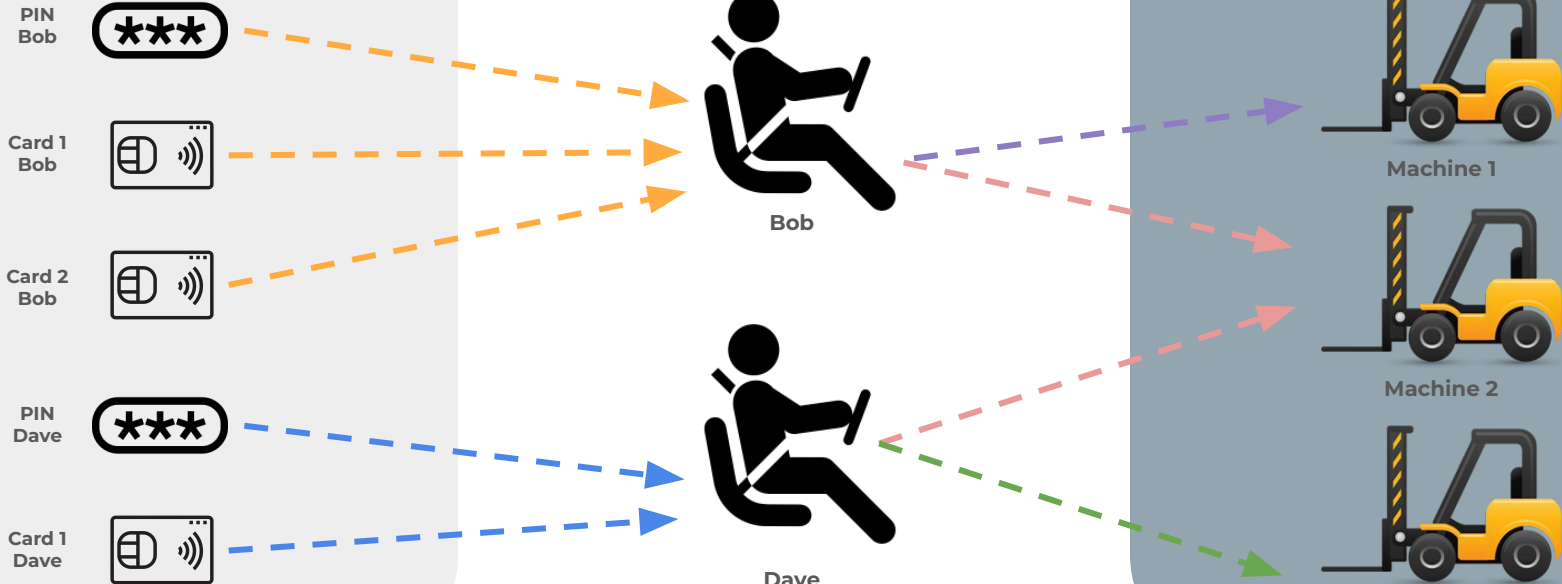
Machine 1



Machine 2



Machine 3





## **Access Control configuration**

# How to create a new operator

1. Select the **'Access & Safety'** tab
2. Click through to **'OPERATORS'**
3. Click on the blue **'+'** button to create a new operator
4. Enter the operators **First name** and **Last name**. *Keep in mind that this name will be used on the machine mounted display (last operator), so use anonymized values if applicable.*
5. Select the operators **Language** (English or French)
6. **Enable the roles** for this operator. Multiple can be used, but at least one is required.
7. **Press 'SAVE'** to store your new operator.

*Note: Organizational unit and Shift name can be ignored.*

The screenshot shows the 'Access & Safety' interface with the 'OPERATORS' tab selected. A modal window titled 'Add operator' is open, showing the following fields and options:

- 1**: 'Access & Safety' tab selected in the top navigation bar.
- 2**: 'OPERATORS' tab selected in the sub-navigation bar.
- 3**: Blue '+' button in the top right corner of the operators list.
- 4**: 'First name' field containing 'Jane'.
- 4**: 'Last name' field containing 'Doe'.
- 5**: 'Language' dropdown menu set to 'English'.
- 6**: 'Roles' section with 'Operator' checked, 'Supervisor' and 'Technician' unchecked.
- 7**: 'Shift name' dropdown menu set to 'None'.

At the bottom of the modal, there are three buttons: 'CANCEL', 'SAVE AND CREATE ANOTHER', and 'SAVE'.

# How to update an operator

1. Select the **'Access & Safety' tab**
2. Click through to **'OPERATORS'**
3. **Click on the pencil icon** to edit the operator details

All the existing details that we have for this operator can be updated here.

4. Information related to the **linked access keys, linked assets, assigned trainings & licenses** can also be reviewed & updated in this section of the Operator details.

The screenshot displays the software interface with the following elements:

- Navigation Menu:** Home, Fleet, Track & Trace, Service, Company, **Access & Safety** (highlighted), Alerts, Reporting, Tech Support.
- Operator Details Panel:** OPERATORS (highlighted), SESSIONS, IMPACTS, IMPACT INSIGHTS, CHECKLIST RESULTS, ACCESS KEYS, CHECKLISTS 1.0, CHECKLISTS 1.1, SHIFTS, LICENSES, TRAININGS.
- Operator Profile:** AK (Avatar), Andrii Kohut, TECHNICIAN, SUPERVISOR, OPERATOR. Pencil icon (highlighted) for editing.
- Organizational unit:** Blue
- Language:** English
- Shift:** Night
- Search and Filters:** Search on asset name, Time period (09/09/2022 - 09/09/2022), Severity (All), Reset filter.
- Table:** Table with columns for Impact (G) and rows for 4-9.
- Edit operator pop-up:**
  - First name: Andrii
  - Last name: Kohut
  - Organizational unit: Blue
  - Language: English
  - Roles:  Operator,  Supervisor,  Technician
  - Shift name: Night (20:00-00:00)
  - Buttons: CANCEL, SAVE

# How to delete an operator

Under the same section of the previous slide, we can find the functionality to delete an operator.

1. Click on the **delete icon**
2. Here we have an informative message **when the operator contains linked assets**. We can continue and proceed with the delete action, even if there are linked assets to this operator.
3. Click **'DELETE'**.

Home | Fleet | Track & Trace | Service | Company | Access & Safety | Alerts | Reporting | Tech Support

OPERATORS | SESSIONS | IMPACTS | IMPACT INSIGHTS | CHECKLIST RESULTS | ACCESS KEYS | CHECKLISTS 1.0 | CHECKLISTS 1.1 | SHIFTS | LICENSES | TRAININGS

←

1

Anvi Kohut  
TECHNICIAN, SUPERVISOR,  
OPERATOR

Organizational unit  
Blue

Language  
English

Shift  
Night

IMPACTS | ACCESS KEYS | LINKED ASSETS | LICENSES | TRAININGS

Search  
Search on asset name

Time period  
09/09/2022 - 09/09/2022

Severity  
All

Reset filter X

| Impact [G] |  |  |  |  |  |
|------------|--|--|--|--|--|
| 9          |  |  |  |  |  |
| 8          |  |  |  |  |  |
| 7          |  |  |  |  |  |
| 6          |  |  |  |  |  |
| 5          |  |  |  |  |  |
| 4          |  |  |  |  |  |

2

Delete operator

Are you sure you want to delete this operator?

Deleting this operator will also remove the link between this operator and linked assets. As a result access control might be disabled on some of these assets.

CANCEL DELETE

3

# How to create a new PIN code

1. Select the **'Access & Safety'** tab
2. Click through to **'ACCESS KEYS'**
3. Click on the blue **'+'** button to create a new access key
4. **Select 'Pincode'** as type
5. Enter the **access key name**. This is a free text field and is used to recognize the access key. This value will never be shown on the machine display.
6. **Enter a PIN code** between 4-6 digits.
7. **Press 'SAVE'** to store your new PIN code

The screenshot shows the 'Access keys' management interface. At the top, the 'Access & Safety' tab is selected (1), and the 'ACCESS KEYS' sub-tab is active (2). A blue '+' button is visible in the top right corner (3). Below the navigation, there is a search bar and a table of existing access keys. The 'Create access key' form is shown below, with the 'Pincode' type selected (4). The 'Name' field contains 'Jane Doe PIN' (5), and the 'Code' field contains '5413' (6). A 'RANDOMIZE' button is next to the code field. At the bottom, there are three buttons: 'CANCEL', 'SAVE AND CREATE ANOTHER', and 'SAVE' (7).

| Name       | Code       | Type                      |
|------------|------------|---------------------------|
| [Redacted] | [Redacted] | Pincode                   |
| [Redacted] | [Redacted] | RFID (HID Corporate 1000) |
| [Redacted] | [Redacted] | Pincode                   |

Create access key

Pincode  RFID card

Name: Jane Doe PIN

Code (between 4 and 6 digits)\*: 5413

CANCEL SAVE AND CREATE ANOTHER SAVE



# How to create a new RFID card

1. Select the **'Access & Safety'** tab
2. Click through to **'ACCESS KEYS'**
3. Click on the blue **'+'** button to create a new access key
4. **Select 'RFID card'** as type
5. Select the **card brand** (default for CPC is HID Corporate 1000)
6. Enter the **access key name**. This is a free text field and is used to recognize the access key. This value will never be shown on the machine display.
7. Enter the **Facility code** and **Card code**.
8. **Press 'SAVE'** to store your new RFID card.

Currently viewing as Canada Post - Demo

STOP VIEWING AS CANADA POST - DEMO

Home Fleet Track & Trace Service Company Access & Safety Alerts Reporting Tech Support Support & Legal EN

OPERATORS SESSIONS IMPACTS IMPACT INSIGHTS CHECKLIST RESULTS ACCESS KEYS CHECKLISTS 1.0 CHECKLISTS 1.1 SHIFTS LICENSES TRAININGS

### Access keys

Type: All Search: Search on name or code Reset filter X

Showing all results (7)

| Name       | Code       | Type                        |
|------------|------------|-----------------------------|
| [REDACTED] | [REDACTED] | Pincode >                   |
| [REDACTED] | [REDACTED] | RFID (HID Corporate 1000) > |
| [REDACTED] | [REDACTED] | Pincode >                   |

### Create access key

Pincode: RFID card

Brand: RFID (HID Corporate 1000) card and card code example

Name: Jane Doe card

Facility code \* 1234

Card code \* 12345

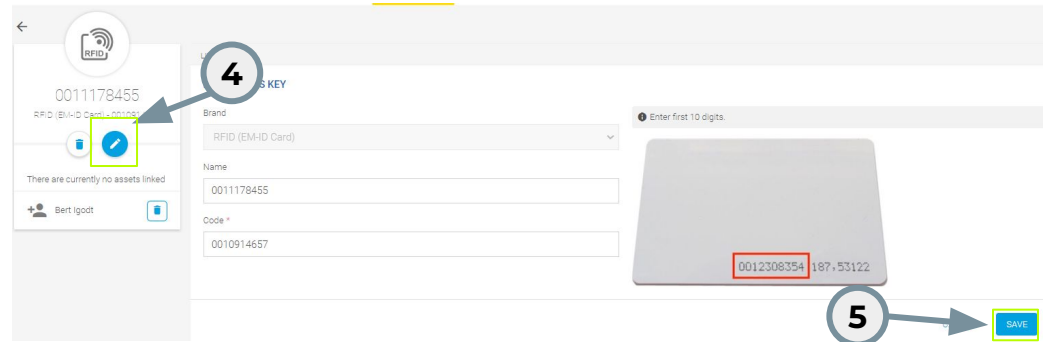
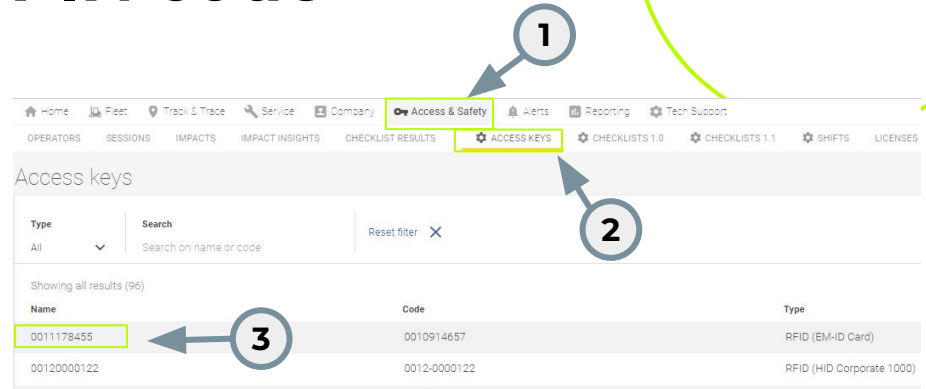
CANCEL SAVE AND CREATE ANOTHER SAVE

# How to edit an RFID card/PIN code

1. Select the **'Access & Safety'** tab
2. Click through to **'ACCESS KEYS'**
3. **Click on any row containing an access key** and the access key details will appear.
4. Click on Edit and update the fields as needed.

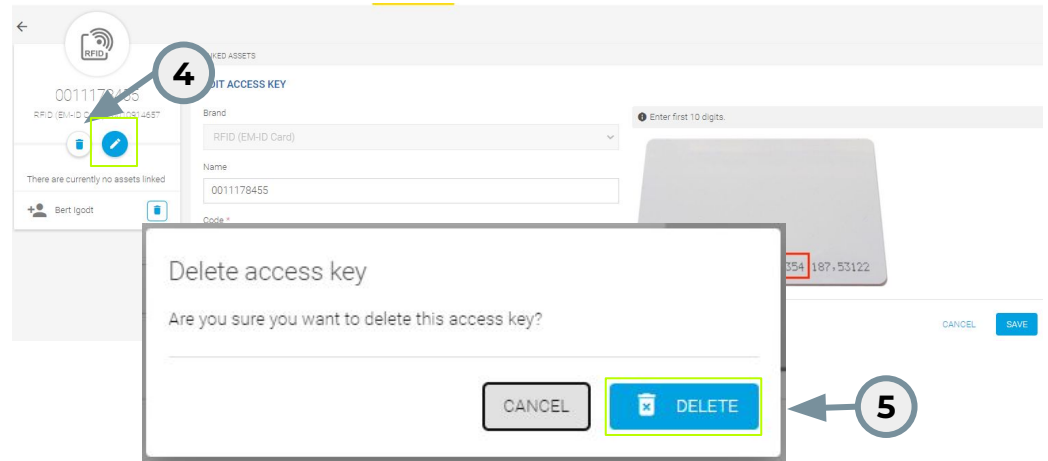
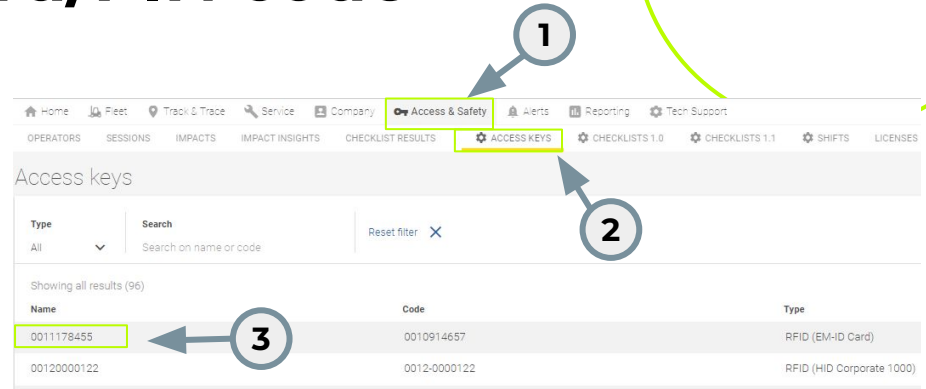
If the access key would be a PIN code, then the respective details would be visible for the user.

5. **Press 'SAVE'** to update your new access key details.



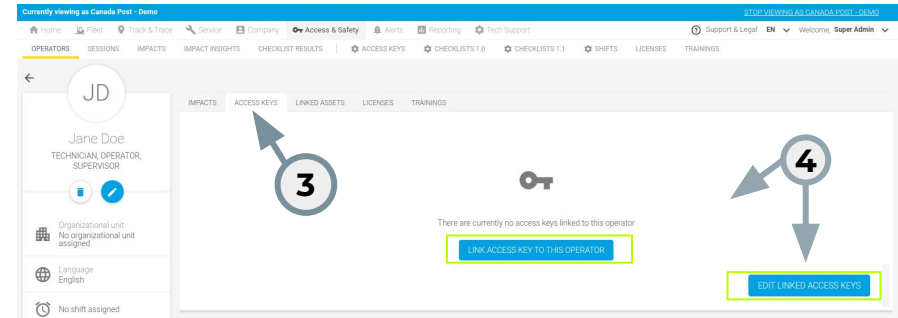
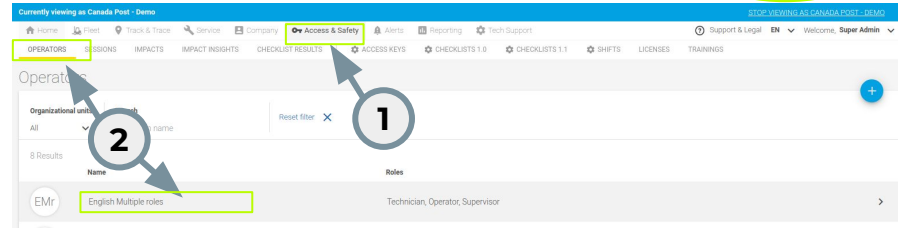
# How to delete an RFID card/PIN code

1. Select the **'Access & Safety'** tab
2. Click through to **'ACCESS KEYS'**
3. **Click on any row containing an access key** and the access key details will appear.
4. Click on **delete** icon.
5. **Press 'DELETE'** to delete the current access key.



# How to assign PIN / RFID to an operator

1. Select the **'Access & Safety'** tab
2. Click through to **'OPERATORS'** and select the operator by clicking on the row
3. Click through to the **'ACCESS KEYS'** tab.
4. If this operator has no access keys linked yet, click the **'LINK ACCESS KEYS TO THIS OPERATOR'** button in the middle of the screen. If this operator already has access key(s) assigned, click the **'EDIT LINKED ACCESS KEYS'** button on the bottom right of the screen.



# How to assign PIN / RFID to an operator

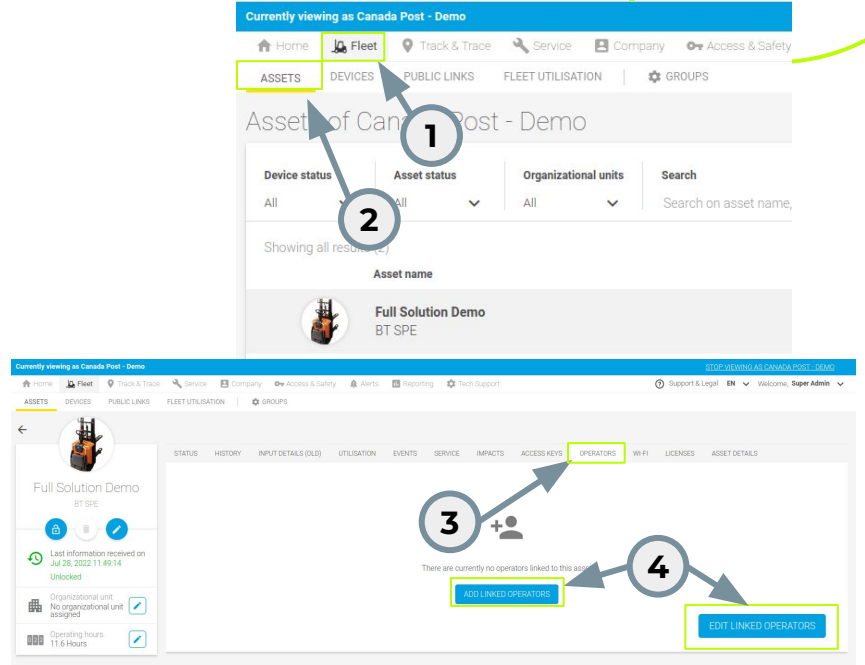
5. **Select one or more PIN code(s) and/or RFID card(s)** you want to assign to this operator. If a key is already assigned to another operator (indicated by the warning icon), it will be removed from the previous operator and assigned to this operator.
6. Click **'Select'** to apply the changes.

The screenshot shows a dialog box titled "Select access keys to link to the operator". It features a search bar and a table of access keys. The table has columns for "Name", "Code", and "Type". A row for "Jane Doe PIN" with code "9832" and type "Pincode" is selected. A "SELECT" button is highlighted at the bottom right. A status message at the bottom indicates "1 access keys have been selected to be linked to the operator.".

| Type                                | Name         | Code       | Type                      |
|-------------------------------------|--------------|------------|---------------------------|
| <input type="checkbox"/>            | [Redacted]   | [Redacted] | Pincode                   |
| <input type="checkbox"/>            | [Redacted]   | [Redacted] | RFID (HID Corporate 1000) |
| <input checked="" type="checkbox"/> | Jane Doe PIN | 9832       | Pincode                   |
| <input type="checkbox"/>            | [Redacted]   | [Redacted] | Pincode                   |
| <input type="checkbox"/>            | [Redacted]   | [Redacted] | Pincode                   |
| <input type="checkbox"/>            | [Redacted]   | [Redacted] | Pincode                   |
| <input type="checkbox"/>            | [Redacted]   | [Redacted] | Pincode                   |
| <input type="checkbox"/>            | [Redacted]   | [Redacted] | Pincode                   |

# How to give access to a machine

1. Select the **'Fleet'** tab
2. Click through to **'Assets'** and select the asset by clicking on the row
3. Click through to the **'OPERATORS'** tab.
4. If this asset has no operators linked yet, click the **'ADD LINKED OPERATOR' button** in the middle of the screen. If this asset already has operators, click the **'EDIT LINKED OPERATORS' button** on the bottom right of the screen.



# How to give access to a machine

5. **Select one or more operators** you want to give access to the machine. Depending on the type of operator (operators, supervisor or technician), you can **select one or more roles** for this operator on this particular asset.
6. Click **'Select'** to apply the changes.

The screenshot shows a 'Select operators' dialog box with a search bar and a table of operators. The table has columns for 'Name', 'Operator', 'Supervisor', and 'Technician'. The row for 'Jane Doe' is selected, and the 'SELECT' button is highlighted. A green circle with the number '5' is placed over the 'Operator' column header, and a green circle with the number '6' is placed over the 'SELECT' button. Arrows point from these circles to the corresponding elements in the interface.

|                                     | Name                   | Operator                            | Supervisor               | Technician               |
|-------------------------------------|------------------------|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/>            | English Multiple roles | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | English Operator       | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | English Supervisor     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | English Technician     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | French Operator        | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | Jane Doe               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | no language demo       | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/>            | Operator 12345678      | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |

1 selected item(s)

CANCEL SELECT >

# How to view the session information

1. Select the **'Access & Safety' tab**

2. Click through to **'Sessions'**

Here we can select a time period and consult the working information for each machine & operator. We can see when the start and end date of the session happen.

3. The information present on this table can be **exported** and will allow the creation of a report in Excel or csv.

The screenshot shows the 'Sessions' page in a software interface. The top navigation bar has 'Access & Safety' selected. Below it, the 'SESSIONS' tab is selected in the sub-navigation bar. A time period filter is set to '01/09/2022 - 09/09/2022'. A table displays session data with columns for Asset name, Operator name, Role, Access key name, Start date, and End date. A 'CREATE REPORT' button is visible at the bottom left.

| Asset name | Operator name | Role | Access key name | Start date            | End date             |
|------------|---------------|------|-----------------|-----------------------|----------------------|
|            |               |      |                 | Aug 17, 2022 15:29:21 | Sep 2, 2022 10:04:09 |
|            |               |      |                 | May 8, 2022 12:02:47  | —                    |
|            |               |      |                 | Jan 25, 2022 11:30:46 | —                    |
|            |               |      |                 | Sep 24, 2021 11:44:21 | —                    |





**Q&A**