



GemOne[®]

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



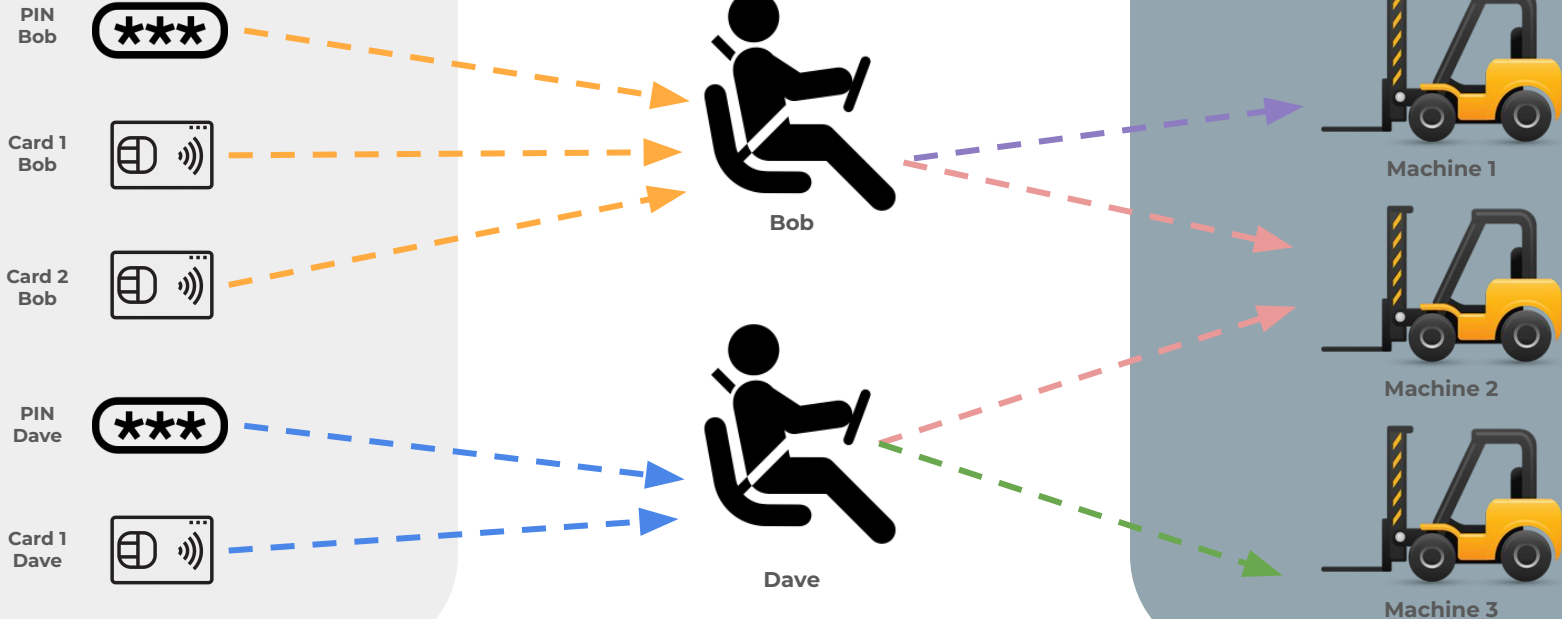
Machine 1



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'.

Buttons at the bottom of the modal include '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.

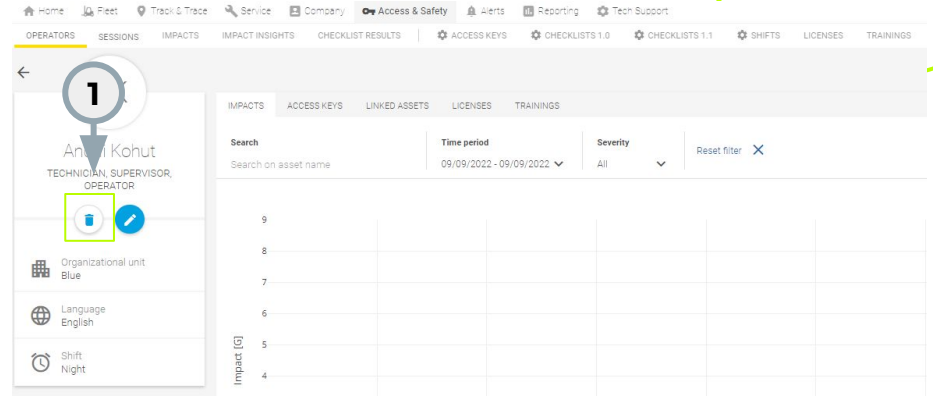
The screenshot displays the software interface with the following elements:

- Navigation Menu:** Home, Fleet, Track & Trace, Service, Company, **Access & Safety** (highlighted), Alerts, Reporting, Tech Support.
- Operator Details Panel:** OPERATORS (highlighted), SESSIONS, IMPACTS. Operator: Andrii Kohut (TECHNICIAN, SUPERVISOR, OPERATOR). Organizational unit: Blue. Language: English. Shift: Night.
- Sub-panels:** ACCESS KEYS, LINKED ASSETS, LICENSES, TRAININGS (highlighted).
- 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 impact levels 4 through 9.
- Edit operator pop-up:** Fields for First name (Andrii), Last name (Kohut), Organizational unit (Blue), Language (English), Roles (Operator, Supervisor, Technician), Shift name (Night (20:00-00:00)). Buttons for CANCEL and SAVE.

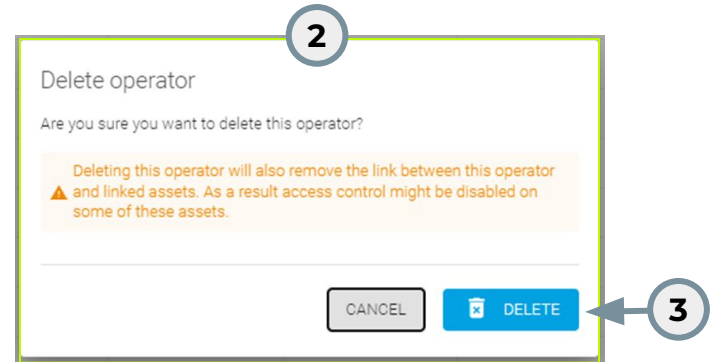
How to delete an operator

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'**.



The screenshot shows the 'Access & Safety' section of a software interface. The 'OPERATORS' tab is selected. A card for operator 'Anat Kohut' is visible, with a delete icon (a trash can) highlighted by a green box and a circled '1'. Below the card, details for 'Organizational unit Blue', 'Language English', and 'Shift Night' are shown. To the right, a table with columns for 'IMPACTS', 'ACCESS KEYS', 'LINKED ASSETS', 'LICENSES', and 'TRAININGS' is visible, with a search bar and filter options.



The screenshot shows a 'Delete operator' confirmation dialog. The title is 'Delete operator' and the question is 'Are you sure you want to delete this operator?'. A warning message states: '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.' At the bottom, there are two buttons: 'CANCEL' and 'DELETE'. The 'DELETE' button is highlighted by a green box and a circled '3'. A circled '2' is also present near the top right of the dialog.

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 a web application interface for managing access keys. At the top, there is a navigation bar with the text 'Currently viewing as Canada Post - Demo' and 'STOP VIEWING AS CANADA POST - DEMO'. The navigation bar includes a home icon, 'Fleet', 'Track & Trace', 'Service', 'Company', 'Access & Safety' (highlighted with a yellow box and callout 1), 'Alerts', 'Reporting', 'Tech Support', 'Support & Legal', and a language dropdown set to 'EN'. Below the navigation bar is a secondary menu with 'OPERATORS', 'SESSIONS', 'IMPACTS', 'IMPACT INSIGHTS', 'CHECKLIST RESULTS', 'ACCESS KEYS' (highlighted with a yellow box and callout 2), 'CHECKLISTS 1.0', 'CHECKLISTS 1.1', 'SHIFTS', 'LICENSES', and 'TRAININGS'. The main content area is titled 'Access keys' and features a search bar with a dropdown set to 'All' and a search input field. A 'Reset filter' button is also present. A table below shows 'Showing all results (7)' with columns for 'Name', 'Code', and 'Type'. The table lists three items: a 'Pincode', an 'RFID (HID Corporate 1000)', and another 'Pincode'. A blue '+' button (callout 3) is in the top right corner of the table. Below the table is a 'Create access key' form. The form has two tabs: 'Pincode' (selected, callout 4) and 'RFID card'. The 'Pincode' tab contains a 'Name' field with the value 'Jane Doe PIN' (callout 5) and a 'Code (between 4 and 6 digits) *' field with the value '5413' (callout 6). A 'RANDOMIZE' button is to the right of the code field. At the bottom of the form are three buttons: 'CANCEL', 'SAVE AND CREATE ANOTHER', and 'SAVE' (callout 7).

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

XXXXXXXX XXXXXXXX XXXXXXXXXXXX-XX

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.

Access keys

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

Showing all results (96)

Name	Code	Type
0011178455	0010914657	RFID (EM-ID Card)
00120000122	0012-0000122	RFID (HID Corporate 1000)

0011178455
RFID (EM-ID Card) - pending

There are currently no assets linked

+ Bert Igodt

Brand: RFID (EM-ID Card)

Name: 0011178455

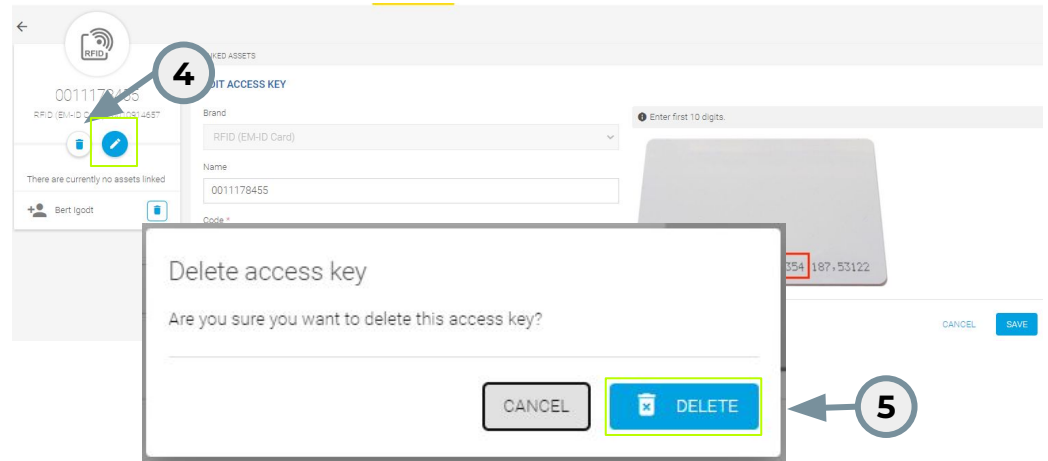
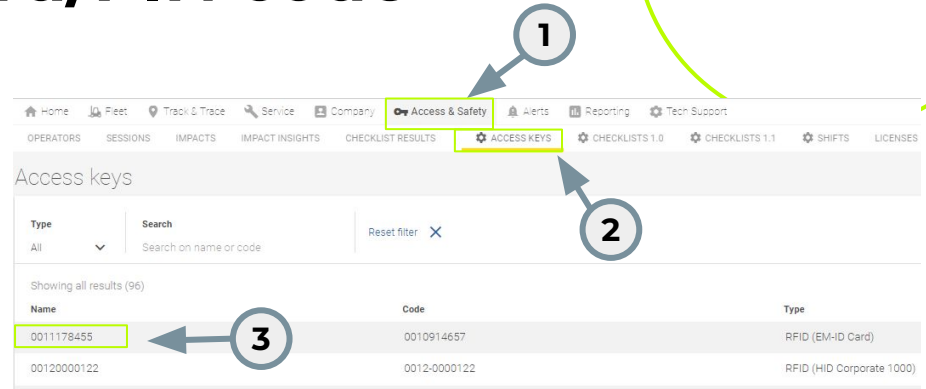
Code*: 0010914657

Enter first 10 digits: 0012308354 187-53122

SAVE

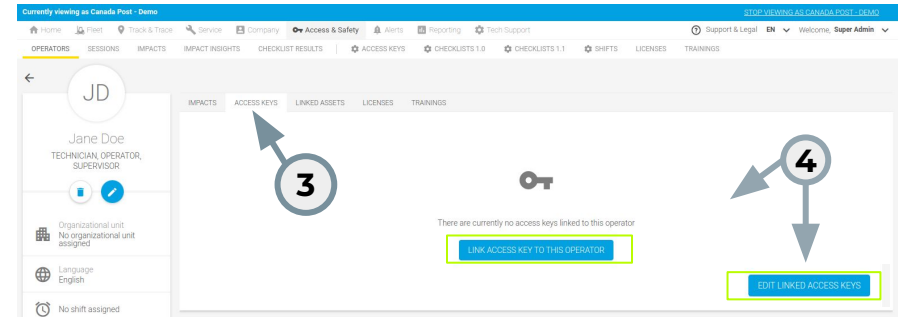
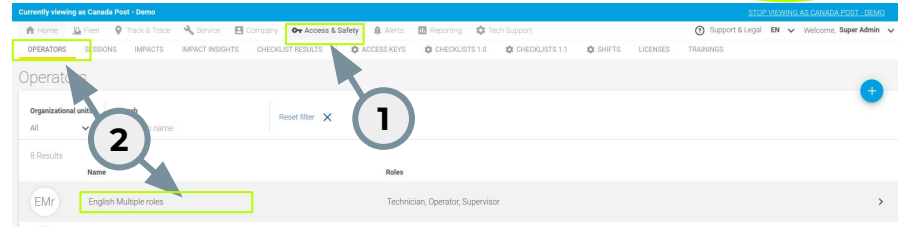
How to delete an RFID card/PIN code

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.

Select access keys to link to the operator

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

Showing all results

All (8)	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	⚠

1 access keys have been selected to be linked to the operator.

CANCEL SELECT >

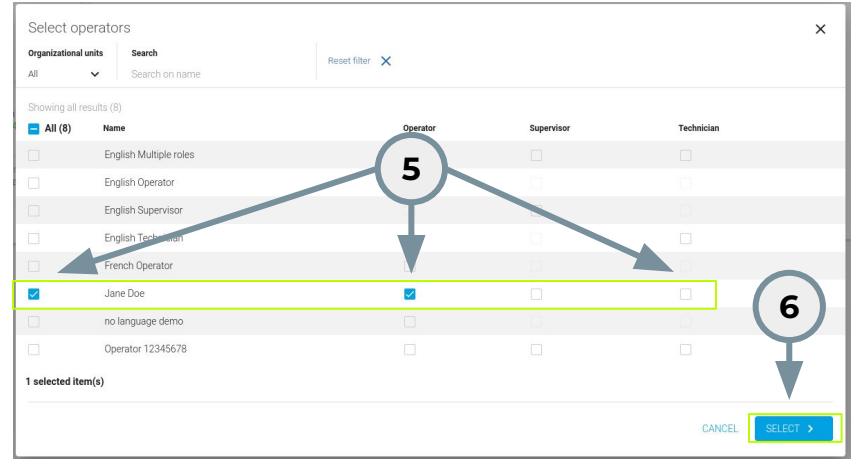
How to give access to a machine

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.

The image consists of two screenshots of a web application interface, demonstrating the steps to manage operators for a specific asset. The top screenshot shows the 'Fleet' tab selected in the navigation menu, with the 'ASSETS' sub-tab highlighted. A table of assets is displayed, with the first row selected. The bottom screenshot shows the 'OPERATORS' tab for the selected asset, 'Full Solution Demo'. The 'ADD LINKED OPERATOR' button is highlighted in the center, and the 'EDIT LINKED OPERATORS' button is highlighted in the bottom right corner. Red circles and arrows indicate the sequence of steps: 1. Click on the 'ASSETS' sub-tab, 2. Click on the first row of the asset table, 3. Click on the 'OPERATORS' tab, and 4. Click on either the 'ADD LINKED OPERATOR' or 'EDIT LINKED OPERATORS' button.

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.



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. 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	—