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Reactec Analytics Platform

Operator ID Card Manager

This document provides information about using the Operator ID Card Manager

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ADDRESS

Reactec Ltd.
Vantage Point,
3 Cultins Road,
Edinburgh,
EH11 4DF

About this document

This document is supplied as a part of the Reactec Analytics Platform.

Intended Purpose This document provides information about programming and printing RFID Employee Cards and CSCS Cards.

Intended Audience This document is intended for staff required to program and print RFID Employee Cards or CSCS Cards.

Conventions used This guide uses the following formats for safety notices:



Indicates a hazardous situation which, if not avoided, could result in death or serious injury.



Indicates a hazardous situation which, if not avoided, could result in moderate injury, damage the product, or lead to loss of data.

Notice

Indicates a hazardous situation which, if not avoided, may seriously impair operations.



Additional information relating to the current section.

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1 Operator Record Management

To allow the programming of RFID Employee Cards or CSCS Cards, a Reactec Analytics Platform account is required. From within the Analytics Software Operator details can be entered and updated by users with the appropriate permissions. These details can then be used so that RFID Employee Cards or CSCS Cards can be programmed or re-programmed using the Operator ID Card Manager Software.

The Analytics Platform has been designed with additional employee data to allow indisputable employee identification when searching individual's historic records. The information recorded for an Operator includes First Name, Last Name, DOB, CSCS ID and NI Number. This data is only stored on the Analytics Platforms encrypted data servers.

1.1 Add an Operator

When an employee is required to use a HAVmeter or HAVwear, you must provide an Operator Identity Card for them. Each operator must have their own identity card programmed with individual information. Before being able to program an Operator Identity Card, the employee must first be created within the Analytics Account as an operator.

The Analytics Software requires the following information:

- Name of the employee (operator)
- The employee's Exposure Action Value (EAV) and Exposure Limit Value (ELV)
 - ▶ For more information about EAV and ELV, see "Vibration Regulations" in section 1.1
- Employee ID number, using a maximum of 8 characters using any number and only letters A-H. This is a unique number used to identify the employee within your organisation to the Analytics Software

1. Login to the Analytics Software
2. Click **Data/Project Manager**
3. Click **Operators** from the side menu.
4. On the Operators List page, click '**Create New**'.
5. Within this page, complete the Operator details.
6. Click '**Create**'

1.2 Edit an Operator

1. On the Operators List page, click '**Edit**' next to the Operator that you want to edit.
2. Within this page, complete the Operator details.
3. Click '**Update**'

1.3 Bulk Upload of Operators

1. On the Operators List page, click **Bulk Upload**
2. Within this page, click **Download template** to access a spreadsheet to populate.
3. Populate the spreadsheet, entering the Operator details, and save file to a known location.
4. Click **Choose File** and select the populated spreadsheet.
5. From the drop down list next to 'Group ID', select a group that these Operators have to be associated with or leave unassigned
6. Click **Import**

2 Operator Identity Cards

Operator Identity Cards are provided to each operator to uniquely identify them in the Analytics Platform.



Figure 1: Operator Identity Cards

Operator identity cards are used to sign out a HAVmeter or HAVwear at the start of a shift. This identifies the operator with the HAVmeter or HAVwear ensuring the correct exposure action value (EAV) and exposure limit value (ELV) data is used.

There are three possible types of Operator identity cards

1. RFID Cards (MIFARE Classic 1KB)
2. RFID CSCS Cards
3. Magnetic swipe cards for use with HAVmeter system only - these cards cannot be programmed using the RFID read/ writer. For programming instructions refer to 290-102 Swipe Card Programming Guide.

Each operator must have their own Identity Card programmed with individual information.

2.1 Prerequisites for creating a RFID Employee Card or CSCS Card

Ensure you have the following before programming a RFID Employee Card or CSCS Card:

- A valid Reactec Analytics Platform company account.
- Reactec Operator ID Card Manager Software installed on a PC. **See section 3.3 Install Reactec Operator ID Card Manager**
- RFID Reader/ Writer - HID Omnikey 5021 CL.
- Driver software for RFID Reader/ Writer installed on a PC. **See section 3.2 Install RFID Reader/ Writer**
- RFID Employee Card or CSCS card.
- Card printer (optional – only required if internal card information is to be printed on the outside)

2.2 Install RFID Reader/ Writer

2.2.1 Install Hardware

Connect RFID Reader/ Writer, HID Omnikey 5021 CL, to any USB port of a PC/ Laptop.

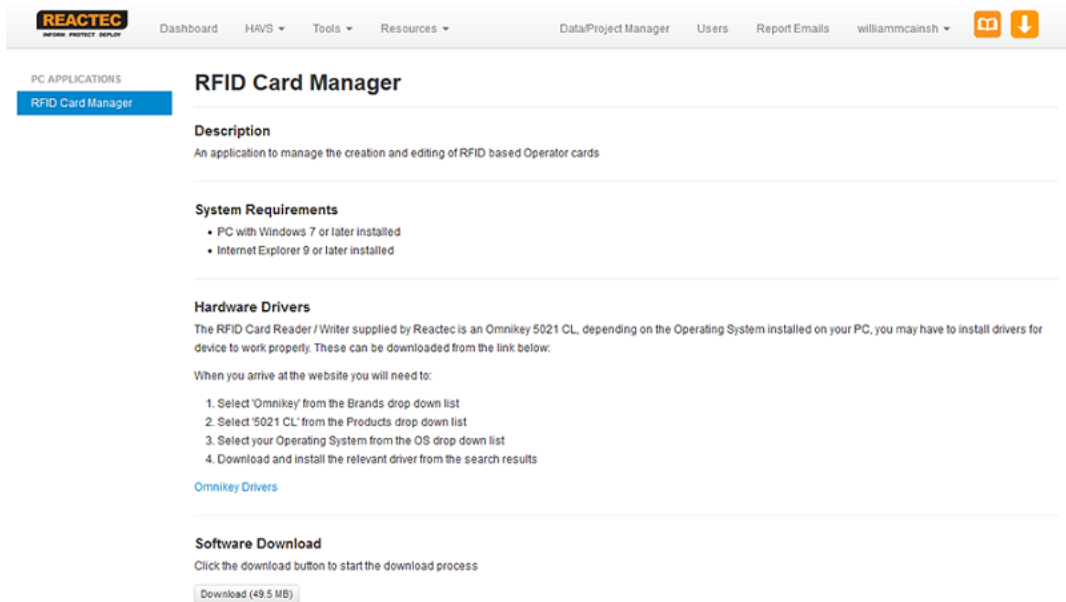
2.2.2 Install Drivers

The drivers for the HID Omnikey 5021 CL may not require to be installed. If, however, the driver does not install automatically the driver software is available from the Analytics Software;

1. Login to the Analytics Software using the Analytics account login credentials.
2. Click on the download icon, as shown below encapsulated in the red square.



3. The user will then be presented with the download screen, as shown below, where the software can be downloaded from.



Note: On successful installation of both the hardware and software, white light will be visible on the edges of the Omnikey 5021 CL RFID Reader/ Writer

2.3 Install Reactec Operator ID Card Manager

The Reactec Operator ID Card Manager software is available from the Analytics Software

1. Login to the Analytics Software using the Analytics account login credentials.
2. Click on the download icon as shown in Install Drivers Software section.

2 Operator Identity Cards

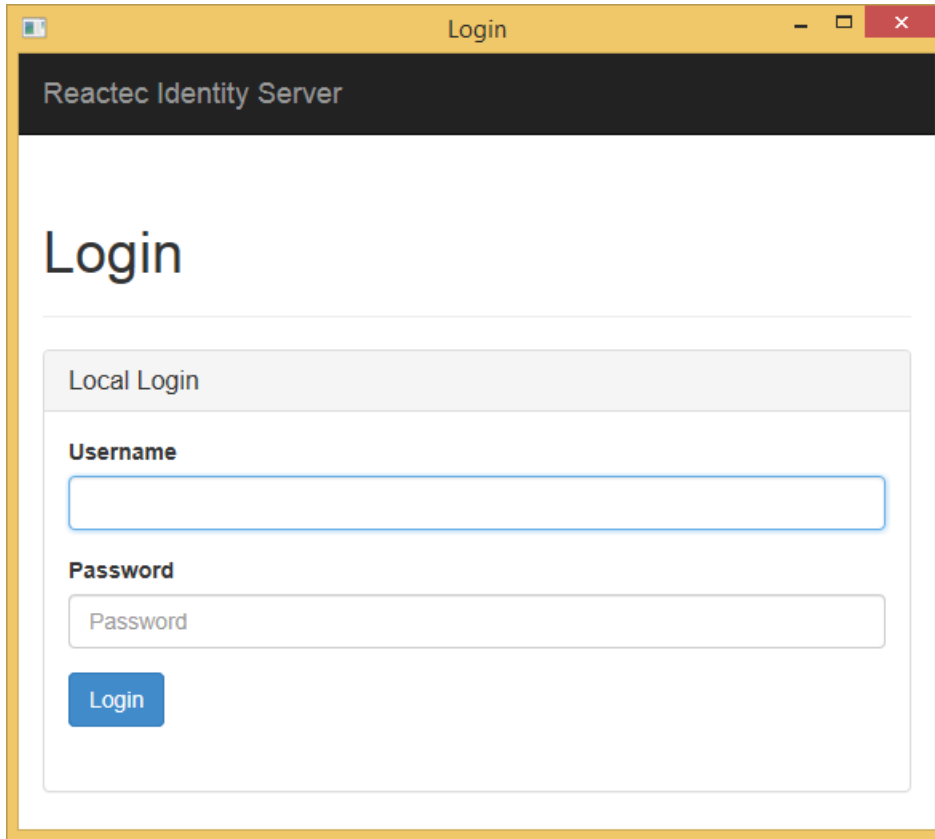
3. The user will then be presented with the download screen where the Operator ID Card Manager software can be downloaded from by clicking Download (49.3MB) under 'Software Download'.
 4. Open the folder and right click on the setup.exe file. On right click user will see an option
 5. Run as administrator. Click on this option.
 6. A User Account Control box will appear; to confirm the installation click on yes button.
- The installer will launch and the user will see a screen similar to below.



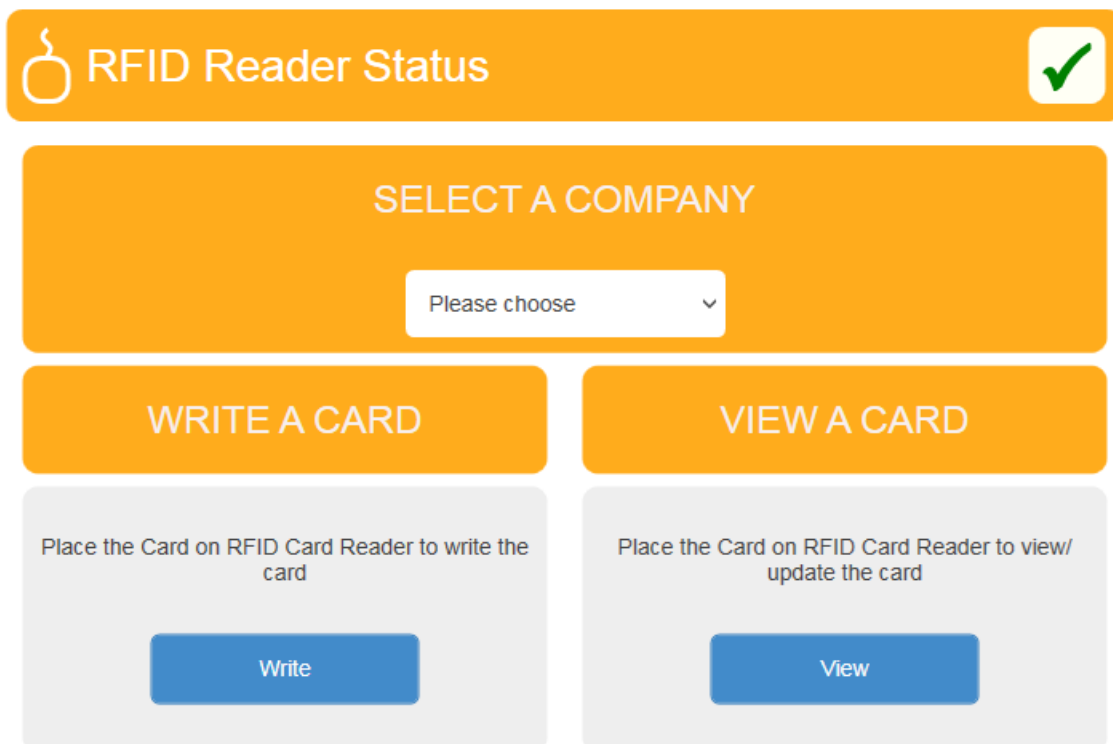
7. Follow the instructions as written on screens and click next. At the end click on the finish button.
 8. Once the install is complete power down the PC, then power back on.
 9. After the completion of the installation process, two shortcuts will be created on the users PC/ Laptop. One will be on the Desktop and the other will be in the 'Start' menu on the PC/ Laptop.
- Note; If HID Omnikey 5021 CL RFID Reader/ Writer is connected to the users PC/ Laptop at this time, then remove it and reconnect it.

2.4 Login to Reactec Operator ID Card Manager

1. Connect RFID Reader/ Writer to the PC/ Laptop and place RFID Employee Card or CSCS card on the Reader/ Writer.
2. Open Reactec Operator ID Card Manager by clicking either of the two shortcuts. The 'Login window' as shown below will be visible.

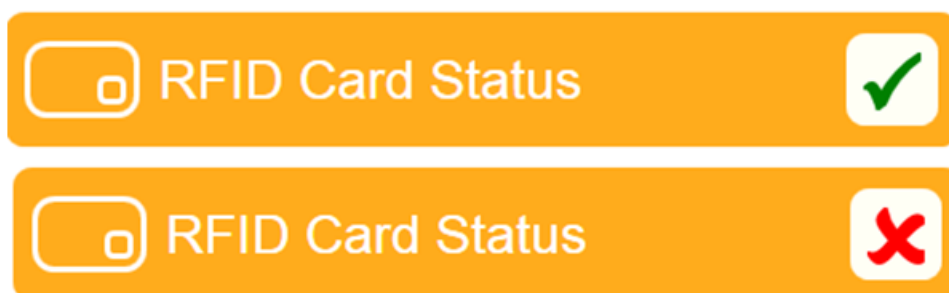


3. Login using the Analytics Username and Password to access the Reactec Operator ID Card Manager application.
4. After user has logged in, the opening window shown below will be visible.
5. Choose the Company for which you want to program a card.



2.4.1 Program a RFID Employee Card or a CSCS card

1. Click on the 'Write a card' button
2. Reactec Operator ID Card Manager will import a list of Operators that belong to this users account and will be displayed in table format
3. Place the RFID Employee Card that is to be programmed onto the RFID Reader/ Writer. As soon as the RFID Employee Card is placed onto the Reader/ Writer a green tick will appear in the box next to 'RFID Card Status' as shown below.



4. Click on the **Write** button at the end of the line to write this Operators data onto the RFID Employee Card.

2 Operator Identity Cards

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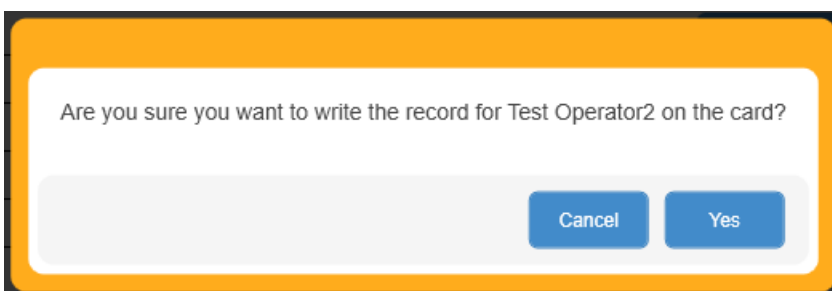
Logged in as: Full Admin CLOSE

< Back Refresh

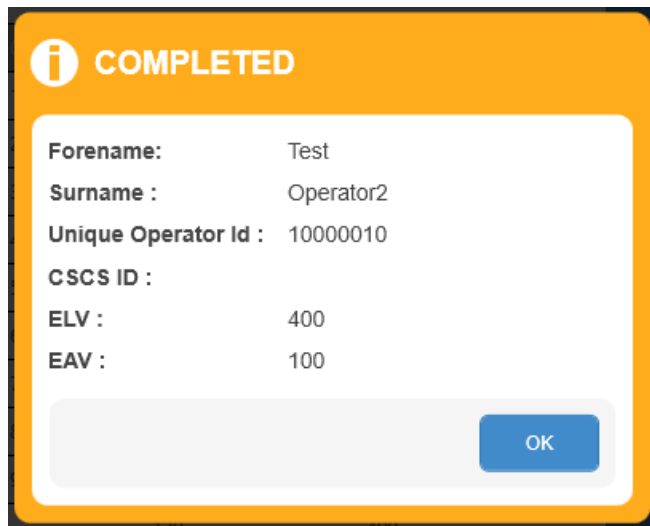
RFID CARD STATUS ✓

Forename	Surname	CSCS ID	Operator ID	EAV	ELV	Action
Sample	Name 1		4501692	400	200	Write
Reactec	Care A		911021	10	40	Write
Test	Operator2		10000010	100	400	Write
Test	Operator3	10002587	10000011	25	100	Write
Test	Operator4		10000012	25	100	Write
Test	Operator5	10002590	10000013	25	100	Write
Test	Operator6		10000014	25	100	Write
Test	Operator7		10000015	25	100	Write
Test	Operator8		10000016	100	400	Write
Test	Operator9		10000017	100	400	Write
Test	Operator10	10002547	10000018	100	400	Write
Test	Operator11	10002588	10000019	100	400	Write
William	McAinsh		666	120	400	Write
R	Samole	4501686	667	20	80	Write

5. If this information is to be written onto the card that is placed on the RFID Reader/ Writer then click 'Yes' to proceed. After the data has been successfully written onto the card, the user will notified with the 'Completed' message as shown below.



6. If the card has been written successfully, the message below will be displayed.



7. The process for programming a CSCS card is similar to programming a RFID Employee Card. The only difference between the two processes is that while programming a CSCS card, the CSCS ID and Surname of the data to be programmed must match the CSCS ID and Surname printed on the CSCS card or programming will be prevented.

Note 1; Minimum data required to write a record onto a RFID Employee Card is 'Forename, Surname, Operator ID, EAV and ELV.

Note 2; Only one Operators details can be written onto a RFID Employee card at one time.


Note 3; Minimum data required to write a record onto a CSCS card is 'Forename, Surname, Operator ID, CSCS ID, EAV and ELV.



Note 4; Three different customers details can be written on a CSCS card. If new data is to be programmed onto a card that already has three customers details residing on it, the oldest customers details will be overwritten,

2.4.2 Read or Amend a RFID Employee Card or CSCS Card

1. Click on the View a card button on the opening window
2. If the RFID Employee Card placed onto the Reader/ Writer is blank no fields will be populated.
3. If the RFID Employee card placed onto the Reader/ Writer is a card that contains Operator details the user will see the card details displayed as shown below.
4. The only details that can be modified using the Reactec Operator ID Card Manager are the ELV and EAV levels. If other details are to be modified then these should be modified through the Analytics Software.
5. Edit the EAV and/ or ELV levels and click 'Update' to write the altered levels to the card. If the update is successful a 'Completed' message will appear, as shown below. Updated EAV and ELV levels will not appear in the Analytics Software until the Operator has signed out a HAVmeter or HAVwear and returned it to the Basestation or Docking Station respectively and the data file has been processed.

2 Operator Identity Cards

Logged in as: Full AdminCLOSE

 **RFID CARD STATUS** 

OPERATOR CARD DETAILS

Forename : Test


Surname : Operator2

Operator ID : 10000010

CSCS ID :

EAV :

ELV :

 **COMPLETED**

Forename: Test

Surname : Operator2

Unique Operator Id : 10000010

CSCS ID :

ELV : 200

EAV : 50

3 Troubleshooting

This section provides information about troubleshooting issues that may arise.

3.1 Contacting Reactec support

Contact Reactec support with any issues using one of the following options:

Tel: +44 (0) 131 221 0920

Email: helpdesk@reactec.com

Website: www.reactec.com/helpdesk