



# ID Card Manager Guide

---

## **About this document**

This document is supplied as a part of the Reactec Eco-System.

## **Intended purpose**

This document is intended to provide information about using ID cards with the Reactec Eco-System.

## **Intended audience**

This document is intended for all users of the Reactec Eco-System.

---

## **Original instructions**

**Read this document before using the equipment**

**Retain this document for future use**

## **Document information**

Published on: 23 September 2022

Document ID: 290-128-11 - 1.0

## **Copyright and proprietary information**

Copyright © 2022 Reactec. All Rights Reserved. You must obtain prior written permission for the republication or redistribution of any content.

This user guide is protected by national and international copyright and other laws. Unauthorised storage, reproduction, transmission and/or distribution of this user guide, or any part of it, may result in civil and/or criminal proceedings.

Where this user guide and any associated documents refers to quotes and links from the HSE please note that such public sector information is published by the Health and Safety Executive and licensed under the Open Government License v 3.0.

## **Trademarks**

Other product and company names in these materials may be trademarks or registered trademarks of other companies and are the property of their respective owners. They are used only for explanation purposes only and to the respective owners' benefit, without intent to infringe.

## **Contact address**

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

Contact Reactec support if you have any questions:

[helpdesk@reactec.com](mailto:helpdesk@reactec.com)

[www.reactec.com/support](http://www.reactec.com/support)

Registered in Scotland (no. SC221428).

## Conventions used

This guide uses the following formats for safety notices.



### **WARNING**

Provides important information to prevent serious problems, for example, the loss of data.



### **Caution**

Provides important information to prevent serious problems, for example, the loss of data.



### **Information**

Provides additional information.



### **Tip**

Provides useful hints and tips.

# Contents

1 Operator management .....	5
1.1 Operator pre-upload considerations .....	5
1.2 Add an operator - to use a watch .....	6
1.3 RASOR Users .....	7
1.3.1 Add an Operator to view live data .....	7
1.3.2 Add an Operator for Lone Worker protection .....	8
1.4 Assigning Operators to labels .....	8
1.5 Edit an Operator .....	9
1.6 Bulk upload of Operators .....	9
2 Prerequisites for assigning a RFID card .....	10
3 Installing an RFID read/writer .....	11
3.1 Installing hardware .....	11
3.2 Installing driver software .....	11
4 Install ID Card Manager .....	12
5 Log in to ID Card Manager .....	13
5.1 Assign a RFID ID card .....	13
5.2 Read a RFID ID card .....	14



# 1 Operator management

You can configure Operators to suit your business needs. Any employee who is required to use a watch, RASOR or supported third-party sensors, must be given an ID Card. Before being able to use an ID card, the employee must first be added to Reactec Analytics as an Operator.

## 1.1 Operator pre-upload considerations

For employees who will use watches and/or Pambry or Cirrus devices, consider what applications the devices are being used for, for example, HAV monitoring, Proximity, Noise, or all three.

Reactec Analytics requires the following mandatory information:

- **External Operator ID number:** Up to 16 letters and numbers. This is a unique number used to identify the employee in Reactec Analytics.
- **Name**
- **EAV** and **ELV** of the employee If being used for HAV monitoring

Additional fields available:

- ***DOB, CSCS ID and NI numbers***

These can be used to confirm the identity of the Operator. These are discretionary fields and should be taken into consideration along with your company's GDPR policy. These fields can be disabled from use within the **Operator Options** set up page.

- ***Ear Defenders (SNR)***

The PED 0828 includes the ability to adjust the reported noise level for any hearing protection to be worn by the Operator. Using the SNR (Single Number Rating) of the ear defenders supplied to the Operator, use the drop-down list to choose the SNR noise reduction effect.

**Caution**

Entering a SNR value for an Operator within Reactec Analytics means that whenever they are assigned a PED 0828 all noise measurements are reduced by the SNR value of the expected hearing defenders. This facility should only be used when the use of the ear defenders is robustly controlled.

- ***Working days per week and Working weeks per year***

To allow the effective reporting of days monitored in the Operator Average Exposure report, update the Operator's working days per week and working weeks per year. By default this is set to 5 and 45 respectively.

- ***R-Link Options***

By default the fields below are checked as per the functionality that the watches were purchased for. The functionality can be edited on an Operator by Operator basis:

- ***HAVS Enabled*** - if an Operator is to be supplied with a watch for HAV risk monitoring.
- ***PPI Enabled*** - select if an Operator is being supplied with a watch for Proximity monitoring.

## 1.2 Add an operator - to use a watch

To add an operator:

1. From the toolbar, select ***Data/Project Manager***.
2. Select ***Operators***.
3. On the ***Operators List*** page, select ***Create New***.
4. Enter the operator details.
5. Select ***Create***.

**Caution**

Before Reactec Analytics can provide information to the Reactec communication devices to enable an employee to use Reactec equipment, Reactec Analytics must also obtain the in-built RFID identity number for the ID card.

The RFID identity number is obtained during the assignment process using ID Card Manager.

**Tip**

For a company's own existing RFID cards, the same data can also be obtained during the assignment process using ID Card Manager.

However, if the inbuilt RFID identity number is available in an excel format from another software package, using the Card ID field to associate the inbuilt RFID identity number with the Operators unique Operator ID number at the point of uploading or adding Operators to Reactec Analytics avoids the need for an additional assignment process using ID Card Manager.

## 1.3 RASOR Users

You need to create an Operator to use RASOR Then consider if the Operator using a RASOR is to be assigned a RASOR to allow them to view live data from colleagues or to be provided with Lone Worker protection.

### 1.3.1 Add an Operator to view live data

If an Operator is to be supplied with a RASOR to view data of other Operators, follow these steps:

1. Select ***Is Supervisor*** in the Operator page.
2. Select the Groups that the Operator will be allowed to see data from.

This can include unassigned.

### 1.3.2 Add an Operator for Lone Worker protection

If an Operator is to be supplied a RASOR for Lone Worker protection, select the Check-In Check-Out settings that suit their work pattern. By default, when creating an Operator, the **Use global settings** option will be checked.

Global settings can be edited by in the **Operator Options** set up page.

RASOR default communication settings can be altered per Operator by selecting **Override global settings** in **Check-In Options**.

The Check-In feature by Operator can be set to:

- **Active:** Always on
- **Available:** Activated by the Operator on the device
- **Disabled:** Not available to the Operator



#### Information

Reducing the settings from the default impacts the battery operational life and therefore has pre-set minimums.

## 1.4 Assigning Operators to labels

Operators can be added to a label for the following purposes:

- System functionality behaviour, such as cohorts
- Data reporting purposes, to suit business needs

To assign an Operator to a label, follow these steps:

1. Open the Operator record.
2. Select **Labels** and select the label to add the Operator to.
3. If the label doesn't exist, select **New Label**.
  - a. Select a label set to add the label to.
  - b. Enter the name of the new label and select **Add**.
4. Select **Update**.



**Tip**

Alternatively, Operators can be assigned to a label set when managing labels.

► *For more information, see "Label sets" on page 1.*

## 1.5 Edit an Operator

To edit an Operator, follow these steps:

1. On the **Operators** page, select **Edit** for the Operator.
2. Enter the Operator details.
3. Select **Update**.

## 1.6 Bulk upload of Operators

To upload multiple Operators, follow these steps:

1. On the **Operators** page, select **Bulk Upload**.
2. Select **Download template** to access a spreadsheet to populate.
3. Populate the spreadsheet, entering the Operator details, and save the file to a known location.
4. Select **Choose File** and select the populated spreadsheet.
5. From the drop-down next to **Group**, select a **Group** that these Operators have to be associated with.
6. Select **Import**.



## 2 Prerequisites for assigning a RFID card

Ensure you have the following before assigning a Reactec supplied RFID card , CSCS Card or existing company RFID card:

- A valid Reactec Analytics account
- ID Card Manager installed on a computer
- RFID read/writer - HID Omnikey 5021 or 5022 CL
- Driver software for the RFID read/writer installed on a computer
- Reactec supplied RFID card , CSCS card or compatible company owned existing RFID employee identity card
- Card printer

Optional – only required if internal card information is to be printed on the outside



## 3 Installing an RFID read/writer


To read and assign RFID cards you need to download and use the ID Card Manager software.

### 3.1 Installing hardware

Connect the RFID read/writer, HID Omnikey 5021/5022 CL, to a computer.

### 3.2 Installing driver software

The drivers for the HID Omnikey 5021/5022 CL may not need to be installed. If however, the driver does not install automatically, the driver software is available from Reactec Analytics.

1. Log in to Reactec Analytics.
2. In the top right of the home page, select  .  
The **Download** page opens.
3. Select **Tool Tag Manager**  
The **installation instruction** page opens.
4. To download, select the driver relevant to the operating system installed on your pc then follow the installation instructions.




#### Tip

A white light is visible on the edges of the Omnikey RFID read/writer when the hardware and software have been successfully installed.



## 4 Install ID Card Manager

ID Card Manager is available from Reactec Analytics.

1. Login to Reactec Analytics.
2. In the top right of the home page, select  .  
The **Download** page opens.
3. Select **Download (49.3MB)** from **Software Download**.
4. Open the folder and right-click **setup.exe**.
5. Select **Run as administrator**.

The **User Account Control** box opens.

6. Select **Yes**.

Follow the on-screen instructions.

7. After the installation is complete power down the computer, then power back on.

After the installation process, two shortcuts are created on your computer; one on the desktop and one on the Start menu.



### Information

If the HID Omnikey RFID read/writer is connected to the users computer at this time, remove it and reconnect it.



## 5 Log in to ID Card Manager

To log into the ID Card Manager software, follow these steps:

1. Connect the RFID read/writer to the computer.
2. Place the operator ID card on the read/writer.
3. Open ID Card Manager.

The **Login** page is displayed.

4. Enter a username and password and select **Login**.
5. Select the company for which you want to program a card.

The screenshot shows the 'RFID Reader Status' interface. At the top, there is an orange header with the text 'RFID Reader Status' and a green checkmark icon. Below the header is a large orange button labeled 'SELECT A COMPANY' with a dropdown menu showing 'Mats Test 1'. Underneath are two columns: 'ASSIGN A CARD' and 'VIEW A CARD'. Each column has a grey box with instructions and a blue button labeled 'Assign' or 'View'.

### 5.1 Assign a RFID ID card

Employee lists are downloaded to connected equipment every eight hours.

To force a download at another time, the connected equipment can be power cycled. Employee lists will not be downloaded if the Reactec equipment does not have a mobile phone connection to Reactec Analytics.

1. Open the **Tool Tag Manager** software
2. Select **Assign**

ID Card Manager imports a list of operators that belong to this user's account and displayed in table format.

3. Place the RFID card that is to be assigned onto the RFID read/writer.

When the RFID card is placed onto the read/writer, a green tick is shown at **RFID Card Status**.

4. Select **Assign** to assign the operator's data to the RFID card.

A confirmation dialog box opens.

5. Select **Yes**.

If the card is already assigned to an operator, a confirmation dialog box opens.

6. If you wish to re-assign, select **Yes**.

The card is assigned to the operator.



#### Information

When assigning a CSCS card, the CSCS ID and surname in Reactec Analytics must match the details printed on the card.



#### Caution

A newly assigned card will only work within the Reactec Eco-System if the employees' details have been downloaded to the Reactec equipment, such as docking stations and RASOR from Reactec Analytics.

## 5.2 Read a RFID ID card

1. Select **View a card**.
2. If the RFID card on the RFID read/writer is blank, it shows this in **Card Type**. **Card ID** is populated.
3. If the RFID card placed on the RFID read/writer contains operator details that

the user can see, the card details are displayed.

