



## **Reactec Analytics Platform**

### **Operator ID Card Manager**

This document provides information about using the Operator ID Card Manager

**Document Date:** 24 June 2021

**Document Version:** 290-128-10

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## **ADDRESS**

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

Registered in Scotland (no. SC221428).

## About this document

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

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

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

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

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

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*Additional information relating to the current section.*

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## 3 Operator Record Management

To allow the programming of RFID Employee Cards or CSCS Cards, a Reactec Analytics Platform account is required. From within the Reactec Analytics 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.

## 3 Add an Operator

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

### 3.1 Add an Operator - to use HAVwear

For employees who will use HAVwear, consideration should be given to understand what applications the HAVwear is being used for, HAV monitoring and/or SAFE-DISTANCE.

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*Further fields are available to add additional information to confirm the identity of the Operator. These are discretionary fields and should be taken into consideration along with your company's GDPR policy.*

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**The Reactec Analytics requires the following mandatory information:**

- **Employee ID number**, using a maximum of 16 characters using any number and only letters A-F.  
**This is a unique number used to identify the employee within your organisation to the Reactec Analytics**
  - **Name** of the employee (Operator)
  - If being used for HAV monitoring, the employee's Exposure Action Value (**EAV**) and Exposure Limit Value (**ELV**)
  - **Sign Out Device Type**: HAV + SD mode or SD Mode
    - i. HAV + SD Mode: The HAVwear will collect and display HAV exposure and Proximity data
    - ii. SD Mode: The HAVwear will only collect and display Proximity data
  - Optionally, Operators can be added to **Labels** sets
- Note for ease a group of operators can be bulk uploaded rather than individually. See section "Bulk Upload of Operators "

1. Login to the Reactec Analytics.
2. On the Toolbar, 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**

3 Add an Operator

### Create Operator [Help](#)

---

External Operator Id

First Name

Last Name

Name   
The name shown in reports. If not specified the original name is used

Original Name   
Taken from the Operator Id Card

DOB

NI Number

CSCS Id

Group

Sign-out Device Type

EAV Level

ELV Level

Is Supervisor

Disabled

---

Check-In Options  Use global settings  Override global settings

---

Rasor Options  Use global settings  Override global settings

---

Labels

---

Figure 1: Create Operator page

### 3.2 Add an Operator - to use RASOR

Creating an operator to use RASOR first follow the instructions under '**Add an Operator - to use HAVwear** You should consider if the operator using a RASOR is to be assigned a RASOR to allow him to view live data from colleagues or to be provided with Lone Worker protection.

**View Live Data**

### 3 Add an Operator

If an Operator is to be supplied with a RASOR in order to view data of other Operators, ensure the **Is Supervisor** box is ticked within the Operator page and select the groups that the individual will be allowed to see data from. This can include unassigned.

#### Create Operator [Help](#)

External Operator Id

First Name

Last Name

Name

The name shown in reports. If not specified the original name will be used

Original Name

Taken from the Operator Id Card

DOB

NI Number

CSCS Id

Group

Sign-out Device Type

EAV Level

ELV Level

**Is Supervisor**

Disabled

Check-In Options  Use global settings  Override global settings

Rasor Options  Use global settings  Override global settings

Labels

Figure 2: Create Operator page

#### Lone Worker Protection

If an Operator is to be supplied a RASOR for Lone Worker protection, consideration can be given to setting the Check-In Check-Out function to suit their work pattern.

Check-In feature by Operator can be set to:

**Active** = always on

**Available** = can be activated by the Operator on the device

**Disabled** = not available to the Operator.



3 Add an Operator

► For more information see "Configure a RASOR" on page 1

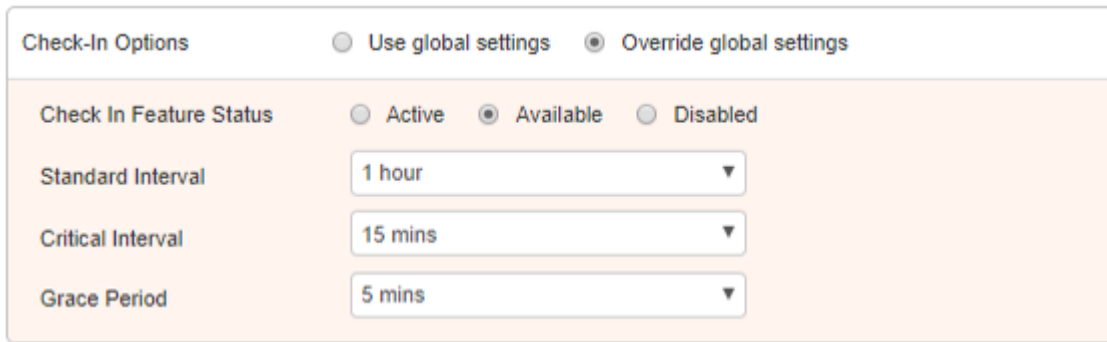


Figure 3: Operator Check-In Options image

Additionally, RASOR default communication settings can be altered per Operator.

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

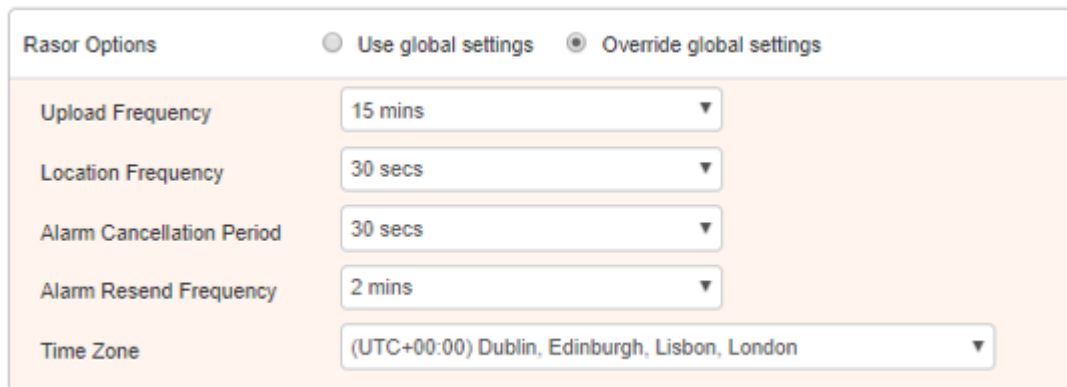


Figure 4: Operator RASOR Options image

### 3.3 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**'

3 Add an Operator

### Edit Operator [Help](#)

External Operator Id	<input type="text" value="10558849"/>
First Name	<input type="text" value="Adrian"/>
Last Name	<input type="text" value="Day"/>
Name	<input type="text" value="Adrian Day"/>
	<small>The name shown in reports. If not specified the original name will be used.</small>
Original Name	<input type="text" value="A Day"/>
	<small>Taken from the Operator Id Card</small>
DOB	<input type="text" value=""/>
NI Number	<input type="text" value=""/>
CSCS Id	<input type="text" value=""/>
Group	<input type="text" value="Unassigned Resources"/>
EAV Level	<input type="text" value="100"/>
ELV Level	<input type="text" value="400"/>
Is Supervisor	<input type="checkbox"/>
Disabled	<input type="checkbox"/>
Check-In Options	<input checked="" type="radio"/> Use global settings <input type="radio"/> Override global settings
Razor Options	<input checked="" type="radio"/> Use global settings <input type="radio"/> Override global settings
First Seen	<input type="text" value="29/08/2018"/>
Last Seen	<input type="text" value="29/08/2018"/>
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

## 3.4 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
6. Click '**Import**'

## 4 Operator Identity Cards

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



**Figure 5: Operator Identity Cards**

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

A control is available within the Analytics to limit the potential for an Operator to sign out more than one HAVwear device within a configurable period. The default for this control is set to off, meaning that the same Operator ID Card can be used to sign out more than one HAVwear. To change this control please refer to section named Operator Sign Out Options

There are two possible types of Operator identity cards

1. RFID Cards (MIFARE Classic 1KB)
2. RFID CSCS Cards

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

## 4.1 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)

## 4.2 Install RFID Reader/ Writer

### 4.2.1 Install Hardware

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

### 4.2.2 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 Reactec Analytics;

1. Login to the Reactec Analytics 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.

## 4 Operator Identity Cards

**REACTEC**  
BROKER PROTECT DEPLOY

Dashboard HAVS Tools Resources Data/Project Manager Users Report Emails williamcainsh

PC APPLICATIONS  
RFID Card Manager

### RFID Card Manager

**Description**  
An application to manage the creation and editing of RFID based Operator cards

**System Requirements**

- PC with Windows 7 or later installed
- Internet Explorer 9 or later installed

**Hardware Drivers**  
The RFID Card Reader / Writer supplied by Reactec is an Omnikey 5021 CL. depending on the Operating System installed on your PC, you may have to install drivers for device to work properly. These can be downloaded from the link below.

When you arrive at the website you will need to:

1. Select 'Omnikey' from the Brands drop down list
2. Select '5021 CL' from the Products drop down list
3. Select your Operating System from the OS drop down list
4. Download and install the relevant driver from the search results

[Omnikey Drivers](#)

**Software Download**  
Click the download button to start the download process

Download (49.5 MB)

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

### 4.3 Install Reactec Operator ID Card Manager

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

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

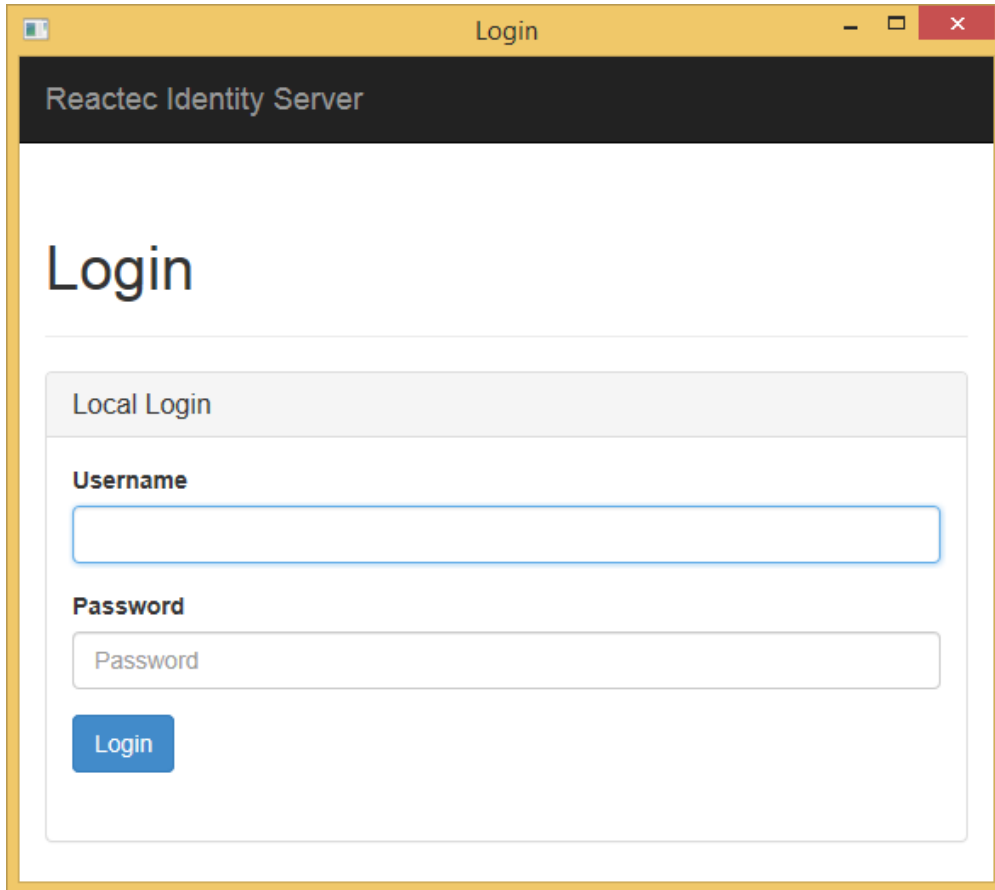
## 4 Operator Identity Cards



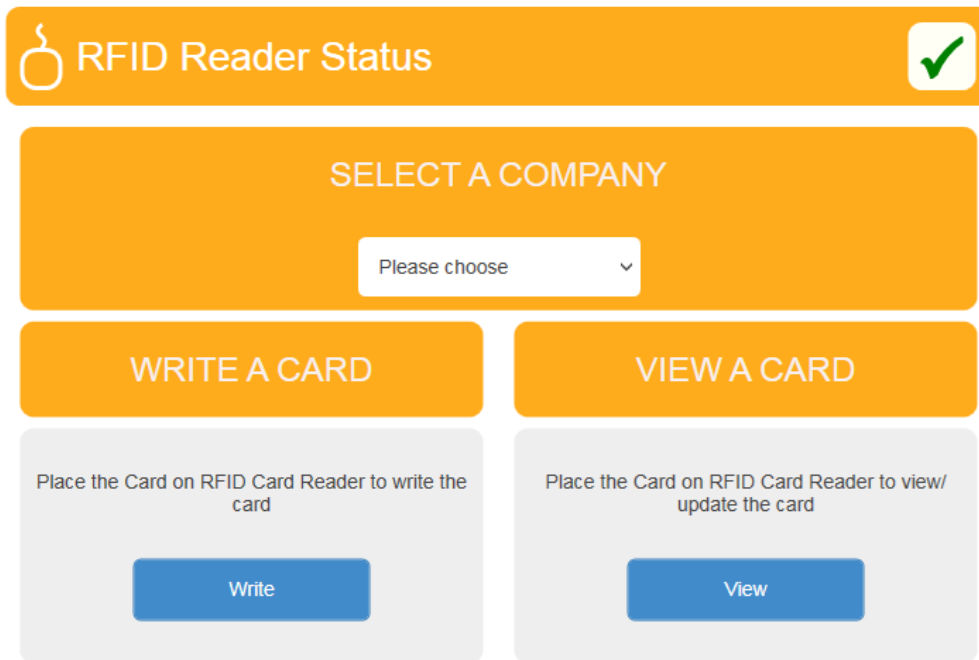
7. Follow the instructions as written on screens and click next. At the end click on the finish button.
  8. Once the install is complete power down the PC, then power back on.
  9. After the completion of the installation process, two shortcuts will be created on the users PC/ Laptop. One will be on 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.

### 4.4 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.

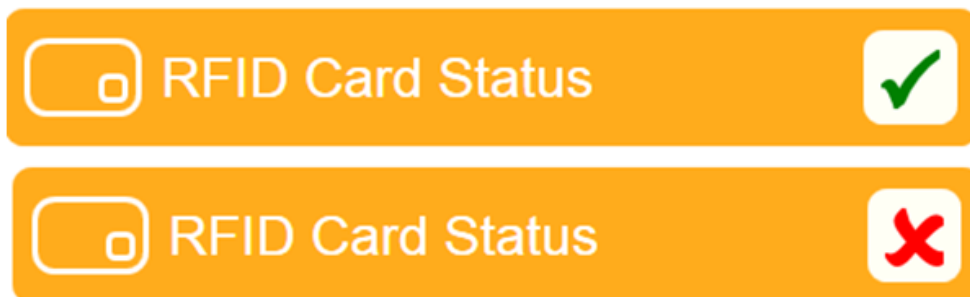


3. Login using the Analytics Username and Password to access the Reactec Operator ID Card Manager application.
4. After user has logged in, the opening window shown below will be visible.
5. Choose the Company for which you want to program a card.



#### 4.4.1 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.



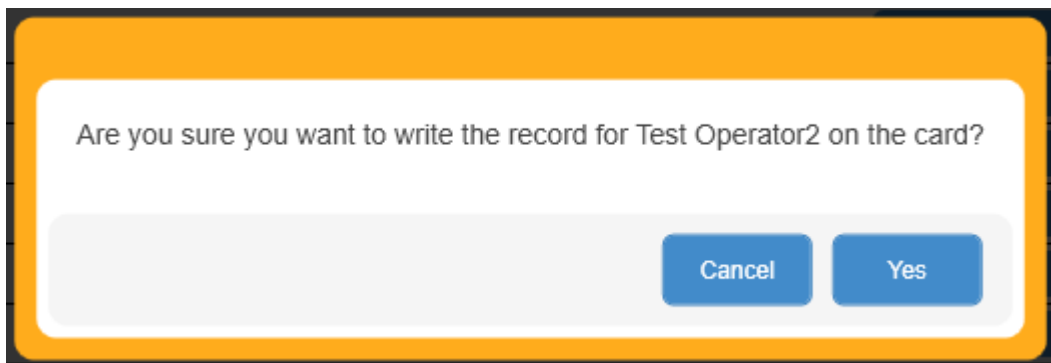
4 Operator Identity Cards

The screenshot shows the Reactec interface with the following details:

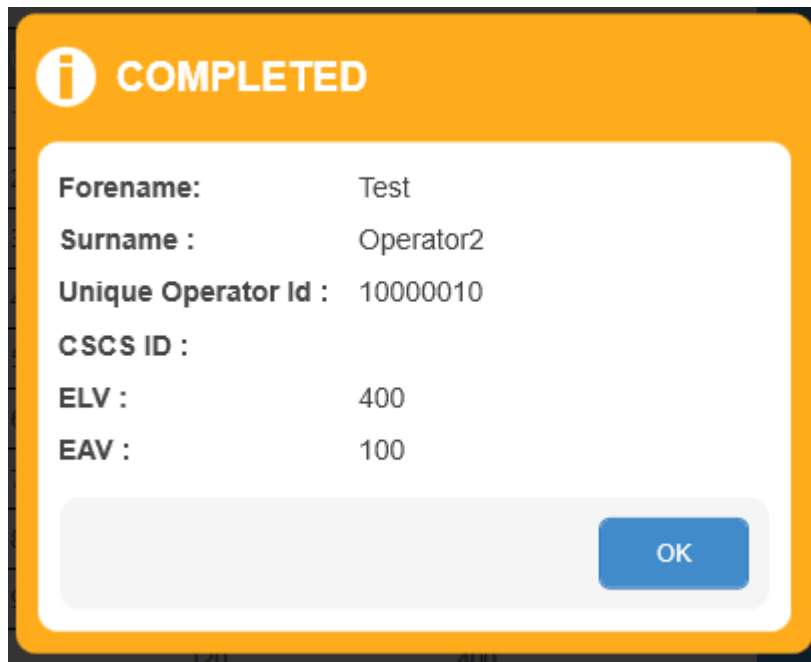
- Logo: **REACTEC** with tagline **INFORM : PROTECT : DEPLOY**
- User: Logged in as: Full Admin
- Buttons: < Back, Refresh, CLOSE
- Section: **RFID CARD STATUS** (with a green checkmark icon)

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,**

#### 4.4.2 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 Reactec Analytics.
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 Reactec Analytics 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.

4 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

## 5 Troubleshooting

This section provides information about troubleshooting issues that may arise.

### 5.1 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](mailto:helpdesk@reactec.com)

**Website:** [www.reactec.com/support/customer\\_zone\\_support](http://www.reactec.com/support/customer_zone_support)