

# QUICK START GUIDE

## Reactec Analytics Platform



**This is a quick start guide to setup and use the system.**

For more detailed information download the full set of user guides, templates, videos and other support material select the following website address: [https://www.reactec.com/support/customer\\_zone\\_support](https://www.reactec.com/support/customer_zone_support).

 This icon indicates a document is available from the download.

An online Reactec Analytics Platform account is required to log into [www.reactecanalyticsplatform.com](http://www.reactecanalyticsplatform.com). If not in receipt of a welcome email telephone Reactec: 0131 221 0930.

## 01 Checklist of items required

Check all items received/required

HAVwear device



RASOR device



Dual Charger



HAVwear holder



Wrist strap



Tool Tags



Operator ID cards



RFID read/writer



Internet enabled windows computer



## 02 Gather information

### Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytics Platform Account.
- ✓ Tool import template.
- ✓ Operator import template.

● **1. List of Administrators**

Employees require a User account to access the Analytics Software. The following types of user accounts are available;

- **Report:** View reports and set up alerts.
- **Group Administrator:** Manage Users, Operators, Asset Administration (Hardware & Tools). Manage Data, Control Measures and Interventions for specified Groups.
- **Administrator:** In addition to above, manage all User accounts, Groups, Permissions, HAV Options and Export Data.

● **2. List of Operators**

Operator ID Cards are required for each operator to uniquely be identified in the Analytics Platform and to allow the sign out of HAVwear and/or RASOR.

The following information is required:

- Operator ID number of the operator (maximum 16 characters) to include any numbers and letters from A-F only. This is a unique number used to identify the operator within your organisation.
- First name and last name of the operator.
- Operator's Exposure Action Value (EAV) & Exposure Limit Value (ELV).

Note: For an operator to supervise colleagues with an assigned RASOR to view colleague data, they should be assigned **Supervisor** status for a Group.

● **3. List of Vibratory Tools to be Tracked**

In the Analytics Platform, Tool information is required to program tool tags and subsequently be able to review tools which are exposing Operators to HAV.

- Tool ID (maximum 16 characters).
- Tool Description (maximum 16 characters).
- Tool Manufacturer (maximum 16 characters).
- Tool Model (maximum 16 characters). Vibration Level.

## 03 Users

### Further support

- HAVwear & RASOR System Overview
- Software Admin Guide

### Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytics Platform Account.
- ✓ List of line management requiring access to reports.
- ✓ List of administrators and related tasks.

### Activities

#### Employees require a user account to access the Analytics Software.

- On the Toolbar, click **Users > Create New**.
- Enter the employee's details and select the appropriate type of user. For Group Administrators it is essential to select the groups the administrator is responsible for.
- Select the **Modules** the employee should have access to.
- Use the **Data Access** options to specify the Groups/Regions/Divisions from which the employee can view data.
- Select "View TEP & SEP" to create Smart Users who can access both TEP and SEP data.

- Select On or Off to receive e-mail alerts next day for breaches of EAV, ELV or both. The time this report is received can be specified.
- For Group Administrators and Administrators, it is essential that at least one of the Admin Access boxes at the bottom of the page are ticked:
  - Operators: Allows the management of Operators only.
  - Hardware: Allows the management of Asset Admin (Hardware & Tools).
  - Interventions: Allows the creation of Interventions only. (This option is populated automatically populated if System is selected).
- Click Create. The employee is added to the list of users.

## 04 Operator upload

### Further support

- Operator ID Card Manager Guide

### Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytic Platform login.
- ✓ Populated Operator ID Card Template.

### Activities

#### Prior to being able to program a card, the Operator must first be created within the Analytics Platform.

#### 1. Populate Operator ID Card Template

- Operator ID number, maximum 16 characters to include any numbers and letters from A-F only. This is a unique number used to identify the operator within your organisation.
- First name and last name of the operator.
- Operator's Exposure Action Value (EAV) & Exposure Limit Value (ELV).
- CSCS, NI, DOB are optional fields.

#### 2. Upload Operator ID Card Template to the Analytics

- Select **Data/Project Manager** from the top toolbar.

- Select **Operators** from the side menu.
- Select the **Bulk Upload** button.
- Select **Browse**, locate the saved template, then click **Open**.
- Select **Import**.
- Operators will now be visible in the Operator list.

#### Note; For Operators that are required to view other Operators exposure data on the RASOR, take the following steps:

- Within the Operators list page, select **Edit** next to the Operator that you want to assign Supervisor rights to.
- Within this page tick the 'Is Supervisor' box.
- Ensure the Operator is assigned to the Group they are required to Supervise.
- Click Save.

NOTE: RASOR functionality can be tailored to individual operators. See software admin guide.

## 05 Tools upload

### Further support

- Tool Tag Manager Guide

### Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytic Platform login.
- ✓ Tool Tag Template.

### Activities

#### Prior to being able to program a Tool Tag, the Tool must first be created within the Analytics software.

#### 1. Populate Tool Tag Template

- Tool ID (maximum 16 characters).
- Tool Description (maximum 16 characters).
- Tool Manufacturer (maximum 16 characters).
- Tool Model (maximum 16 characters). Vibration Level.
- Sound Pressure and Weight are optional fields.

#### 2. Upload Tool Tag Template to the Analytics

- Select 'Data/Project Manager' from the top toolbar.
- Select 'Tools' from the side menu.
- Select the 'Bulk Upload' button.
- Select 'Import' – Tools will now be visible in the Tools List.

# 06 Creating Groups

**Further support**

- HAVwear & RASOR System Overview
- Software Admin Guide

**Checklist of items required**

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytics Platform Account.
- ✓ List of groups.

**Activities**

- 1. Create a Group**
  - Login to the Analytics Platform.
  - On the toolbar, select **Data/Project Manager**.
  - Select **Groups** from the side menu.
  - Select **Create New**.
  - Enter the name of the Group.
- 2. Manage RASOR alerts/alarms**
  - Click **Operator alerts/alarms**.
  - Identify who is to receive alerts and or alarms.
  - For users to receive alarms via text messages, a mobile phone number is required .

- Specify in the User Access tab if All Users or only specific Users are permitted to view data for this Group. If you choose Specific Users, select in the search box to choose which Users require Access.
- Specify in the Operators tab which Operators should be assigned to the Group. Select in the search box to choose which Operators.
- Click **Create**. The group is now added to the list of Groups.

NOTE:  
RASOR alerts for all operators within a group create auto emails. RASOR alarms create auto emails and text messages.

# 07 Choosing "Enable Operators to Switch HAVwear off"

**Further support**

- HAVwear & RASOR System Overview
- Software Admin Guide

**Checklist of items required**

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytics Platform Account.
- ✓ Admin access.

**Activities**

There is an option to enable operators to switch HAVwear OFF. When this mode is enabled (only by an Administrator) the operator can prevent at any time, the HAVwear from detecting TEP HAV risk assessment exposure data.

The OFF function is included for customers who are concerned about operators picking up exposure points from non-tool activity such as driving vehicles in rough terrain.

The operator can switch OFF the HAVwear during use by following a set sequence of pressing the HAVwear button.

The operator can switch the HAVwear back ON by reading a HAVwear tag.

**1. To enable the OFF functionality select:**

- **Data/Project Manager** from the top tool bar;
- **HAV Options** from the side menu;
- HAVwear button **Enabled** from the main screen.

# 08 RASOR settings

**Further support**

- HAVwear & RASOR System Overview
- Software Admin Guide

**Checklist of items required**

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytics Platform Account.
- ✓ Admin access.

**Default Settings:**

The RASOR settings can be configured to suit specific operational requirements. The default settings are detailed below. To amend the default settings refer to the Software Administration Guide.

**RASOR Default Settings**

● **RASOR Data Settings**

- Select **Data/Project Manager** from the main menu and then **RASOR options** from the **DATA** menu section to view default settings for;
- frequency of data uploads;
  - location tracking;
  - alarm cancellation period;
  - alarm resend frequency.

● **Operator Check-in options**

- Select **Data/Project Manager** from the main menu and then **Operator Check-in Options** from the **DATA** menu section to view default settings.

By default, the check-in option is available to operators when they wish to use it. The radio button three options are;

- **Disable:** The feature so the operator cannot use it;
- **Available:** The operator can switch on the feature when required;
- **Active:** The feature to be permanently enabled and required for use by the operator.

Further default options are for **Standard interval** and **Critical Interval** check-in times and **Grace period** interval for late check-in.

**RASOR Fixed Location Settings**

If a RASOR is being used to gather data from a fixed location while permanently located in a powered Dual Charger, it does not have to be signed out by an Operator. RASOR's default setting is to be used in "Operator mode" while the fixed location mode is referred to as "Hub mode".

**Configure RASOR for Hub Mode**

- Select **Data/Project Manager** from the top toolbar.
- Select **RASOR Devices** from the side menu.
- Identify required RASOR device. Select the **Edit** button.
- Select **Hub Mode**.






# 09 Program Operator ID cards

*Further support*  
- Operator ID Card Manager Guide

## Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytic Platform login.
- ✓ Operator ID Card Manager software.
- ✓ Populated Operator ID Card Template.
- ✓ RFID Read/writer.
- ✓ Operator ID cards (mark the cards to identify the owners).

## Activities

- Watch the video on how to program an operator ID card.  [View video](#)
- The Operator ID Card Manager Software is essential software to program Operator ID Cards. It can be accessed from the Reactec Analytics Platform Downloads. Downloads can be accessed via the  button at the top right of the screen within the Reactec Analytics. You will need your Analytics user name and password to login and access this. 
- When installing the RFID reader/ Writer, please install the Hardware driver from the Reactec Analytics Platform Downloads prior to connecting the device. Downloads can be accessed via the  button at the top right of the screen within analytics. If you connect the device prior to installing this driver, dependant on operating system a driver may be installed automatically, but that driver may not work as expected. Please install the driver within Analytics Downloads, then connect the device to your PC/ tablet through USB. You will need your Analytics user name and password to login and access this. 

### Uploading the Operator ID Card Template

- 1 Select **Data/Project Manager** from the top toolbar.
- 2 Select **Operators** from the side menu.
- 3 Select the **Bulk Upload** button.
- 4 Select **Browse**, locate the saved template. then select **Open**.
- 5 Select **Import**.
- 6 Operators will now be visible in the Analytics Software Operator list.

### Program Operator ID Cards

- 1 Open Operator ID Card Manager Software.
- 2 Login using the Analytics Software account credentials.
- 3 Connect RFID Read/ Writer to the computer. A green tick will be displayed in the RFID Read/ Writer Status box.
- 4 Click **Write a Card**.
- 5 Place an Operator ID Card on the RFID card Read/ Writer.
- 6 A green tick will be displayed in the Card Status.
- 7 To upload the data to the Card, select the appropriate **Write** button.
- 8 To program another card, simply remove the previously programmed card and place a new card on the RFID Read/Writer.
- 9 Select **Close** to exit the Software.






# 10 Program Tool Tags

*Further support*  
- Tool Tag Manager Guide

## Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytic Platform login.
- ✓ Tool Tag Manager Software.
- ✓ RFID Read/writer.
- ✓ Tool Tags (mark the Tags to identify the tools).
- ✓ Populated Tool Tag Template.

## Activities

- Watch the video on how to program Tool Tags .  [View video](#)
- The Tool Tag Manager Software is essential software to program Tool Tags. It can be accessed from the Reactec Analytics Platform Downloads. Downloads can be accessed via the  button at the top right of screen within analytics. You will need your Analytics user name and password to login and access this. 
- When installing the RFID reader/ Writer, please install the Hardware driver from the Reactec Analytics Platform Downloads prior to connecting the device. Downloads can be accessed via the  button at the top right of screen within analytics. If you connect the device prior to installing this driver, dependant on operating system a driver may be installed automatically, but that driver may not work as expected. Please install the driver within Analytics Downloads, then connect the device to your PC/ tablet through USB. You will need your Analytics user name and password to login and access this. 

### Programming Tool Tags:

- 1 Open Tool Tag Manager Software.
- 2 Connect RFID Read/ Writer to the computer. A green tick will be displayed in the RFID Read/ Writer Status box.
- 3 Select 'Download Tools' - A prompt to login using the Analytics Software account credentials will appear. Once logged in all tools that have been uploaded to the Analytics Software will appear
- 4 Place a Tag on the RFID Read/ Writer. A green tick will be displayed in the Tag Status.
- 5 To write data to the Tag, press the appropriate 'Write' button.
- 6 To program another Tag, simply remove the previous programmed Tag and place a new one on the RFID Read/Writer.
- 7 Select 'Close' to exit the Software.

# 11 Hardware verification - Docking Station

**Further support**  
 - Docking Station Install Guide  
 - Operator posters

Docking Stations are required for charging and uploading data from HAVwear devices.

- 15 Bay Docking Station:**
- Connect antenna onto the Docking station.
  - Power up the Docking Station.
  - Wait 5 minutes before checking the correct date & time is displayed.
  - Check the name of a mobile phone provider is displayed.
  - After signing out a HAVwear device the Operator's name is displayed on the HAVwear screen (refer to Operator poster for instructions).



- 4 bay Docking Station:**
- Power up the Docking Station.
  - Check a mobile phone signal is available (any number of lit LED lights indicate a signal).
  - After signing out a HAVwear device the Operator's name is displayed on the HAVwear screen.



Note: Place the RASOR/HAWwear into the Docking Station/RASOR Charger retaining clips and press down on the orange plastic moulding of the device to ensure it is firmly clipped into place. Do not press down on the LCD screen of the unit as repeated or excessive force to this window may damage the device.

# 12 Hardware verification - Dual Charger

**Further support**  
 - RASOR Charger Install Guide  
 - Operator posters

## Checklist of items required

- ✓ Operator ID card

Dual Chargers are required for charging RASOR and HAVwear devices.

- Place the RASOR and HAVwear into the Dual Charger.
- Power on the Dual Charger.
- Check a GPRS signal is confirmed when the time and date are displayed on the RASOR screen.
- After signing out HAVwear check the first name initial and first three letters of the surname of the Operator are displayed on the HAVwear screen.
- After assigning a RASOR check the first name initial and surname of the Operator are displayed on the RASOR screen.



# 13 Using HAVwear

**Further support**  
 - HAVwear User Guide  
 - Operator posters

## Checklist of items required

- ✓ Operator ID card.
- ✓ Docking station/dual charger.
- ✓ Tool tags.

- HAVwear is signed out from a Docking Station/RASOR then placed into the holder and securely fastened to the wrist.
- Before using each tool, tag to tool by pressing and releasing the HAVwear button before placing the face of the HAVwear close to the Tool Tag to enable communication with the Tool Tag. Repeat this process for each tool used during the shift. The HAVwear should be worn on the wrist at all times during a shift.



# 14 Using RASOR

**Further support**  
 - HAVwear & RASOR System Overview  
 - Operator posters

- RASOR gathers exposure data from HAVwear and other third party sensors when within 30m of such sensors.
- RASOR is signed out using an Operator Card after removal from a Dual Charger. RASOR can be attached to a belt using the belt clip or attached using a lanyard. A RASOR can also remain within a Dual Charger to gather data from nearby workers.

The RASOR display can notify the User from a menu of options.

- **STATUS** of all HAV data collected from HAVwear monitors (or other sensors) which have been in proximity to the RASOR and for which the RASOR user has access to.
- **ALERTS INFORMATION** on received alerts and alarms from HAVwear monitors (or other sensors).
- **PANIC** is an on screen guide to setting of a Panic Alarm.
- **Check-in Check-out** is a sequence of actions, required to follow a lone worker notification process.

# 15 Management training

**Further support**

- HAVwear System Overview
- Reports User's Guide
- Smart User's Guide

**Checklist of items required**

- ✓ Management training video.
- ✓ Management training Powerpoint.
- ✓ Operator posters.

- Management training video. View video
- Management training Powerpoint. View Powerpoint
- Operator posters. View posters

*NOTE: The HAVwear is a re-chargeable product with the following battery life / charge requirements.*

- After a typical days use of a fully charged unit the time to re-charge is 33 minutes.
- Max Battery life 36 hours, when Bluetooth is activated.
- The HAVwear should be re-charged fully before being put into storage where not mounted in a powered up docking station.
- For greater details refer to the HAVwear battery care section of the user manual HAVwear System Overview.

# 16 Operator training

**Checklist of items required**

- ✓ Operator training video.
- ✓ Operator Tool Box Talk Powerpoint.
- ✓ Operator posters.

- Operator Tool Box Talk. View video & Powerpoint
  - Operator posters. View posters
- Ensure Operators can demonstrate;**
- 1 Signing out a HAVwear;
  - 2 Fitting the HAVwear into the wrist strap and onto the wrist;
  - 3 Switching HAVwear OFF (if required);
  - 4 Successfully connecting to a number of tool tags;
  - 5 An understanding of the HAVwear screen display and alerts.

*NOTE: The wrist strap is personal and should always be subject to appropriate occupational hygiene procedures regarding cleaning and replacement.*

- Ensure Operators can demonstrate;**
- 1 Sign out RASOR;
  - 2 Navigating the RASOR menu options;
  - 3 View colleague's exposure data and acknowledge alerts;
  - 4 Setting off a Panic alarm;
  - 5 Performing Check-in Check-Out functionality.

# 17 Scheduling a report

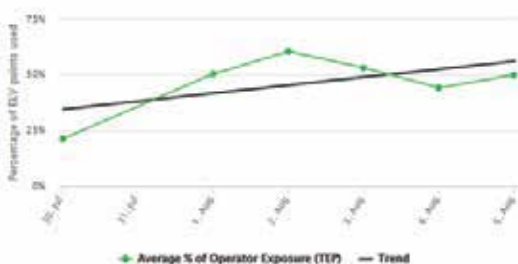
Any Reactec Analytic Platform report can be scheduled to be received by e-mail on a regular basis such as daily, weekly or monthly. Scheduled reports are PDF copies of the Reports sent to one or more user email addresses on a predefined schedule. These are useful to ensure key stakeholders are kept informed.

- 1 On the Toolbar, navigate to the report that you want to schedule.
- 2 Using the Filter options, filter the report data as required then click Email PDF.
- 3 Enter an email address for each person you want to receive a PDF copy of the report .
- 4 Select Periodically. The Schedule options are displayed.

# 18 Reports summary - Best usage

View the onscreen Help for further information

**Workforce Average Exposure**



Total Operators: 23  
Initial Average Exposure: 35%  
Final Average Exposure: 50%  
Exposure Trend: +21%

Review trend of overall HAV exposure and the impact of either exposure reduction activity and or levels of workload in relation to average.

Frequency - Quarterly / Annually







**Contact Reactec support on [helpdesk@reactec.com](mailto:helpdesk@reactec.com) or 0131 221 0920**

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