Reseller User Guide

About this document

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

Intended purpose

This document is intended to outline the specification details of the hardware within theReactec Eco-system.

Intended audience

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

Read this document before using the equipment

Retain this document for future use

Document information

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Trademarks

Contact address

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

Contact Reactec support if you have any questions:
helpdesk@reactec.com
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.

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1 Reactec Eco-system

The Reactec Eco-system is a group of hardware and software components which allow the collection, organisation, and analysis of HAV (Hand Arm Vibration) exposure data, proximity data and other health risk data.

The main component of the Reactec Eco-system is the watch worn by the Operator. The watch is part of the R-LINK and HAVwear eco-systems.

> **WARNING**
>
> If the equipment described in this guide is used in a manner not specified by Reactec, the protection provided by the equipment may be impaired

1.1 R-LINK eco-system

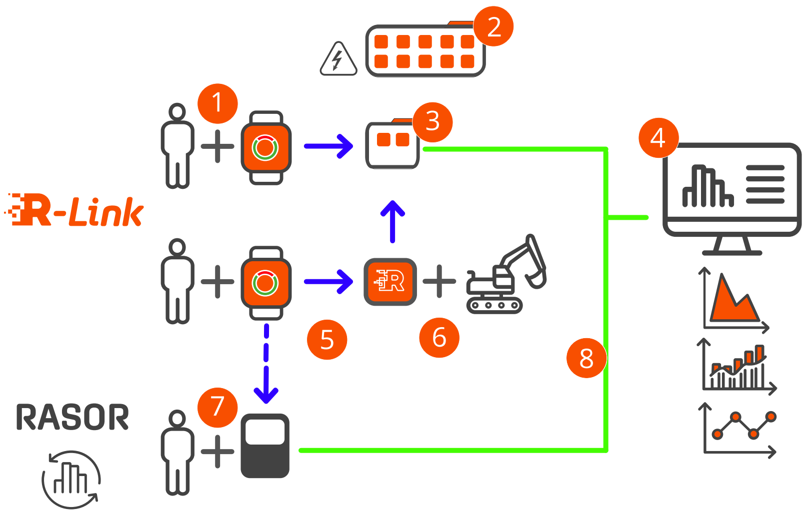


Figure 1 - R-LINK eco-system

1	R-LINK watch	Used to collect HAV and other important information. Also used to notify users of any potential hazards.
2	Charging station	Used to quickly charge the R-LINK watches.
3	2 Bay Gateway	Used to charge two R-LINK watches and to collect data from the R-LINK watch and to then transmit this data, using mobile or networked connection, to be analysed using the cloud-based Reactec Analytics.
4	Reactec Analytics	Cloud-based software for reporting and managing your users, tools, and plant.
5	Data transfer using Bluetooth	Data transfer from R-LINK watches to the Gateway, Beacon, or RASOR.
6	Beacon	Attached to equipment or fixed location and used to highlight potential hazards or proximity issues.
7	RASOR	Optional: RASOR captures real-time, multiple workforce risks and supports remote and lone workers with location information, slips/trips and fall detection.

8	Data transfer to Reactec Analytics	Data transmitted to Reactec Analytics using mobile or networked connection.

2 Reactec data protection

Reactec Analytics cloud servers that host customer data are managed by Microsoft Azure, a leading provider whose data centers are certified to ISO27001. The data center locations depend on which territory the customers are located in, please check with Reactec for your location.

2.1 Data transmission

Gateways, docking stations, and RASORs are collectively known as Reactec communicating devices.

Data collected by R-LINK, HAVwear, RASOR and third-party sensors is transmitted from Reactec communicating devices at regular intervals.

Personal data is pseudonymized prior to transmission from the communicating devices and data is encrypted during transmission using AES 128 encryption standard. Data transmission between communicating devices and Reactec Analytics is further secured via TLS 1.2 using a secure certificate.

If the Gateway is used in WiFi mode, data is secured using EAP-TLS and PEAP-MSHCHAPv2 based WiFi authentication under WPA2-Enterprise.

Transmitted data is automatically allocated to a customer when the Reactec communicating device is allocated to a customer account. An unallocated Reactec communicating device will not function and transmit data, ensuring that data cannot be transmitted without the originator being known.

> **WARNING**
>
> The process of allocating Reactec devices to the correct end user account is a critical part of GDPR compliance to ensure data is processed correctly. For more information, see "Hardware allocation" on page 20

2.2 Data security

Data stored on Reactec Analytics web applications has a firewall to prevent intrusion and is backed up daily to a different server location. Standard Azure SQL transparent data encryption is used to encrypt data at rest using AES 256 encryption standard.

Reactec Analytics web applications and API's are secured using TLS1.2 encryption, as are emails sent from the Analytics. The web application and network infrastructure are regularly penetration tested by a CREST certified third-party, and Azure vulnerability assessments and advanced threat protection features provide alerts on suspicious activity or changes to security baselines.

2.3 Data protection

For the purpose of data generated by Reactec Analytics, the reseller is a data processor only, and processes data on behalf of each customer, who remains the data controller as defined in the Data Protection Act 2018 or equivalent data protection law in other jurisdictions.

> **Information**
>
> The reseller is the system administrator commercially contracted as the supplier of access to the Reactec Analytics reports.

2.3.1 Software license

Upon first login to Reactec Analytics, every user is presented with the software license. The terms must be accepted to access Reactec Analytics. The software license includes a data processing agreement, so by accepting the terms, the customer gives the reseller and Reactec authority to manage and process personal data on their behalf.

The terms also give Reactec the right to use aggregated, anonymized data for analysis. Aggregated data is not confined to one customer, and the data is anonymized to remove individual and customer names. Reactec uses this "big data" to help improve the products and services offered.

2.3.2 Personal data

Personal data that is visible to the reseller to effectively support the system includes:

- Employee names
- ID numbers
- Authorised users' email addresses

> **Information**
>
> The reseller must be aware that some customers use National Insurance numbers or payroll numbers as ID numbers. Thus, even ID numbers can constitute personal data.

The reseller can view reports of customer data, but by default does not have access to vibration exposure reports, or other reports containing individuals' data, unless the customer chooses within the software to grant the reseller access, for example, to assist with a support issue. Such permissions can be time-limited and revoked by the customer.

Data permissions are set by the customer administrator from the ***Permissions*** tab. The ***Permissions*** tab is not visible to the reseller.

The data processor audit log allows customer administrators to identify when personal data has been accessed by reseller staff to ensure this is under authority from the customer.

> **Information**
>
> To ensure data security and validity is maintained, it is fundamental to the nature of the system that data records cannot be altered.

2.3.3 Customer responsibilities

Each customer is responsible for data access by their own authorized users. Access rights can vary depending on user types chosen. Employee access can be limited to viewing specific data or reports within specific groups.

Reports can be extracted from the database at any time and can be emailed to selected authorized users. The format of the emailed reports can be set by the customer as either PDF attachments (less secure) or secure links to reports - the default is to email links to reports if they include data on individuals. Settings can be changed in Report Email Sensitivity under the Data/Project Manager tab.

As the Data Controller, the customer is responsible for data access requests by employees and for long-term storage of employee data. Suitable arrangements for appropriate long-term storage of paper or electronic reports must be made before their subscription expires.

Upon termination of use of Reactec Analytics, Reactec can provide the customer with an export of data records from the database, if requested in writing within 30 days of termination.

Information

Reactec strongly recommends that the customer has a data policy covering use of, and access to, personal data, as well as user access and data protection policy for Reactec Analytics.

The customer's data controller must consider whether it has the necessary consents for gathering and processing personal data using Reactec Analytics.

2.3.4 Analytics subscription responsibilities

Reactec’s offering is commercialised as hardware, sold as a capex sale, plus data services for access to the Reactec Analytics software. The data services are charged as a subscription per Reactec wearable or 3rd party sensor and for a specific period of access. A subscription for data services provides access to the software for an unlimited number of software users.

The Reactec Analytics software includes functionality for the reseller to effectively manage subscriptions for data services with end users. Functionality includes setting the number and type of data services contracted and, importantly, the period of access for the data services. The software will automatically remind the end customer and the reseller when subscriptions are approaching the end of their term of access. This supports the reseller in managing a renewal process with the end client to extend their data services in the event they want to continue to use the Reactec offering at the end of the term.

When data services are not renewed the Reactec Analytics software includes the ability to switch off hardware for the account.

2.3.5 Reseller responsibilities

The reseller is responsible for setting up customer accounts on the Reactec Analytics, diligently allocating hardware to the customer account to ensure all data is transmitted to the correct account, and ensuring the software subscription on the

customer account is set in accordance with the terms of the relevant customer contract, in particular ensuring that the subscription start and end dates are correctly recorded in the Software and the settings align with the data services sold to the customer.

The reseller must create user log-in credentials for one customer end user to access the software and may have to reissue Welcome emails or Password resets.

> **Information**
>
> Reactec policy is to set up one customer Administrator who is then responsible for managing all other customer users. The reseller should only set up additional users when there is no customer Administrator available (e.g. if they have left or are on leave) and then only after written authorisation from the customer.

3 Reactec Analytics overview

Reactec Analytics is a cloud-based software application with multiple functions to support the analysis and reporting of workplace risk data as collected by Reactec devices and Reactec partner devices.

Reactec Analytics provides fully auditable and tamper-proof data management, allowing users to view a variety of online reports and to manage the monitored risk:

- View live collated exposure data and employee location
- Access daily HAV exposure trends and KPIs from specific teams to company-wide activity
- Monitor alerts and alarms from daily activities
- Monitor social distance proximity detections
- Track third-party sensor exposure trends and KPIs
- View reports by division, region, or other categorisations, for example, by project
- Email or download reports as PDF documents
- Record interventions and control measures to support risk management

3.1 Reseller user accounts

Resellers require separate accounts to help manage customer demonstrations, customer trials and hardware allocations.

Resellers are set up with the following 3 accounts:

i. Demonstration Account

> **Information**
>
> Demonstrations are carried out by the reseller's sales teams. For more information, see "Demonstrations" on page 30

ii. Client Trial Account

> **Information**
>
> Trials are carried out by reseller's sales teams to allow potential clients to use the
>
> system for a period of time. For more information, see "Trials" on page 31

iii. Hardware Allocation Account

> **Information**
>
> Any hardware purchased from Reactec will be allocated to this account as Reactec ship the hardware to the reseller. For onwards supply to an end customer the hardware would then be allocated to the end customer account For more information, see "Hardware allocation" on page 20

> **WARNING**
>
> Incorrectly allocated hardware will result in the system not operating therefore due care and attention must be paid to this process.

3.2 Reseller user administration

Resellers are responsible for creating and managing end customer accounts therefore Reseller employees must have a Reactec Analytics account.

Reseller users are set up with permissions to view and administer all end customer accounts within the Reseller therefore all employees need to be aware of data protection responsibilities and to consider carefully, any administrative work on live end customer accounts.

Resellers are responsible for:

- Creating end customer accounts
- Managing data subscriptions
- Allocating hardware

3.3 Customer user administration

Customer employees must have a Reactec Analytics account to access the system.

System Administrators, Resellers, and Customer Administrators can hide disabled Users. This helps to de-clutter the interface menu. Disabled users are hidden by default.

The ***Users*** page allows user administration. Employees require a Reactec Analytics user account to access the system. The following user account types are available:

- **Report** - View reports and set up own alerts, no ability to add or amend any information within the Reactec Analytics.
- **Group Administrator** – Manage Users, Operators, Asset Administration (Hardware & Tools), Manage Data, Control Measures, and Interventions for specified groups.
- **Administrator** – In addition to the above, manage all Users accounts, all Groups, Permissions, Set Up options and Data.

Tip

A Smart User can be set up with Report, Group Administrator, or Administrator account types. Smart Users have access to TEP and SEP data. Users not set up as Smart Users do not have access to SEP data.

▶ *For more information, see "HAVwear exposure points" on page 1.*

Information

User access can be restricted by Reports module and Groups. Only Administrators or Group Administrators can manage users.

3.4 Reports modules

The reports modules are accessible from the toolbar in Reactec Analytics. Reports modules are used to view information on exposure and tool usage. This allows analysis, policy monitoring and planning, and recording of required actions.

Table 1 - Report module types

Report type	Description
HAV	Reports HAV exposure data
Tools	Reports tool usage and behaviour
Resources	Detailed reports on employee system use
Location	Reports GPS location data
Notifications	Reports the alerts and alarms communicated to Reactec Analytics
Noise	Reports noise exposure data
Social distancing	Reports social distance proximity detection data
Dust	Reports dust exposure data
Proximity	Reports data on R-LINK watch proximity to R-LINK Beacons

3.5 Supported browsers

Reactec Analytics supports the latest versions of following desktop browsers:

- Google Chrome
- Edge
- Firefox
- Safari

4 End customer account set up

End customers require a Reactec Analytics account and a renewable subscription to be able to use the hardware and for unlimited access to risk exposure data. The subscription is based on the number of Reactec devices purchased.

4.1 Create a new end customer & subscription

The Reactec Analytics software is integral to the use of the product. It is essential that the Reseller manages the end customer accounts and subscriptions to ensure the hardware and software operates correctly.

To create a new end customer account and subscription, follow these steps:

1. On the toolbar, select ***Customers > Create New***.
2. Enter the customer company name in the ***Name*** field.
3. Select the Report Modules the customer is permitted access to.

Information

End customers can have access to all workplace risk report modules or only specified report modules. Reactec recommend giving access to all except Social Distancing as a way of highlighting to clients the other risk agents they could manage on the Reactec platform.

Tip

Only the Name and Report Modules fields are mandatory, all other fields are optional.

WARNING

The following fields are pre-populated and should not be changed: HAVwear Customer, Send Frequency Data, Analysis Enabled, BLE Enabled, Deactivate Communication Devices and Exclude from Subscription Renewal Increases.

4. In the Subscription Control section, select the ***Subscription Enabled*** box.
5. Enter the start and end ***dates*** of the subscription.
6. Enter the number of devices that the customer has purchased.
7. Enter the **Subscription reference**, for example your sales invoice/order number.
8. Choose the ***Subscription Type*** from the list. Depending on the devices purchased, choose from one of the following subscription types:
   - **HAV & Proximity**– For customers that have purchased R-Link watches and or Beacons.
   - **Noise**– For customers that have purchased Minuendo products.
   - **Dust**– For customers that have purchased Trolex dust products.
   - **RASOR Dust** - for customers that have purchased RASOR to upload Dust data from Trolex XD1+ devices.
9. In the ***Subscription Plan*** field, the subscription type chosen must be **DaaS** which supports customers buying hardware upfront as a capex purchase and regular recurring data services as a DaaS subscription.
10. Enter the total value of the ***subscription price.***

Caution

Ensure the value entered in the Subscription Price is correct because the customer will get a notification close to the date of expiry which will include the value entered in this field.

4.2 Providing end customer access to the Reactec Analytics

Customers require a login to access the Reactec Analytics. After having created the end customer Analytics account, the Reseller should ***Impersonate*** the customer then set up the first customer user which should be at ***Administrator*** level.

The customer Administrator will then receive a welcome email allowing them to set up their own password, access the Reactec Analytics, set up additional users and manage their own account.

Information

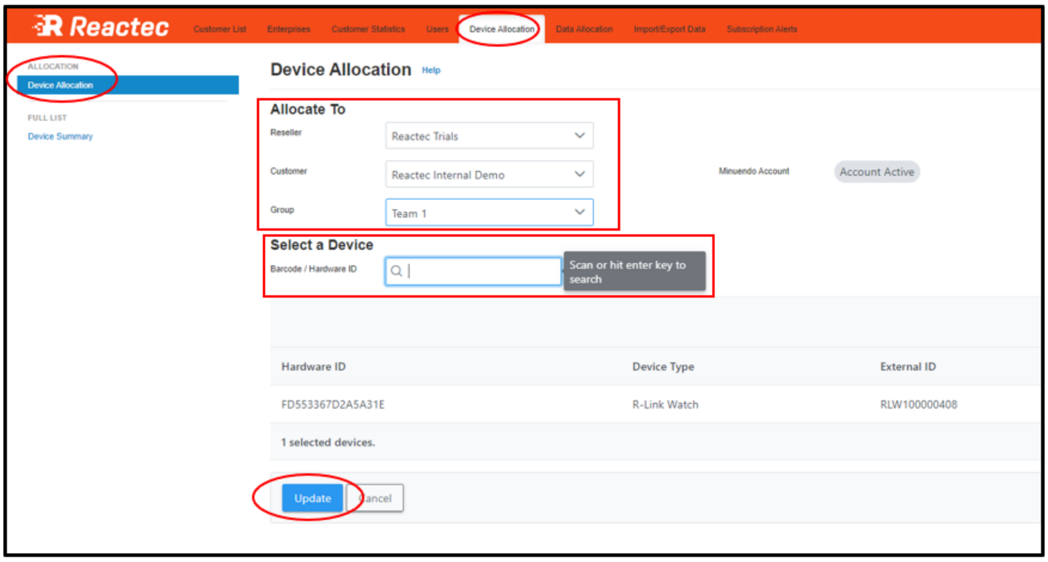
For more information, navigate to ***Creating a User*** in the Software Administration Guide

4.3 Hardware allocation

Prior to shipping, R-Link watches, Gateways, RASOR's and Beacons must be allocated to the end customer account. This can be done manually or using a scanner.

To allocate hardware follow these steps:

1. On the toolbar, select ***Device Allocation***.
2. Update **Customer** to the account you wish to allocate the hardware to.
3. Update **Group** to Unassigned Resources.
4. In the **Barcode/Hardware ID** field, scan the device or enter the Hardware ID or External ID.
5. Select **Update.**



Tip

Repeat the process to allocate multiple products.

WARNING

Incorrectly allocated hardware will result in the system not operating therefore due care and attention must be paid to this process.

Information

The system supports various make and models of barcode hand scanners including Datalog models Gryphon GD44XX or QD2430 2D.

5 Managing subscription renewals

This section informs how to manage subscription renewal alerts and how to renew end customer subscriptions.

5.1 Reseller subscription renewal alerts

Alerts are available for both Resellers and end customers to keep track of subscriptions that have been purchased, in use, and in need of renewal.

There are 2 different types of Alerts available:

- Reseller Subscription Alerts – Generated when a Reseller subscription is about to or has expired
- Customer Subscription Alerts – Generated when a Customer subscription is about to or has expired, the Reseller will be able to specify whether they want to be copied in on these or not.

Resellers can determine who receives alerts for both their own, and customer's subscriptions.

From the toolbar, select ***Subscription Alerts*** and update as follows:

- Reseller Subscription Alerts - choose if ***all*** Reseller users should receive alerts or only ***specified users***.
- End Customer Subscription Alerts - choose if ***all*** Reseller users should receive alerts, ***specified users*** only or ***none.***

5.2 End customer subscription renewal alerts

Customer administrators will start to receive subscription renewal emails from renewal date minus 8 weeks. Weekly emails will continue until the subscription has been updated as renewed.

Emails are sent direct from the Analytics software. The email will detail the cost and how to renew their subscription.

If the customer fails to renew they will receive an email from the Analytics software informing that the subscription has expired and they will no longer have access to the account or be able to use the hardware.

Information

Resellers will receive a very similar alert, but their email will specify which customer account the alert refers to. For more information, see "Reseller subscription renewal alerts" on page 22

5.3 Create a subscription renewal

To renew an end customer subscription, follow these steps:

1. On the toolbar, select ***Customer List***
2. Select ***Edit*** next to the relevant customer.
3. In the Subscription Control section, select ***Add Subscription.***
4. Choose the ***Subscription Type*** from the list.
5. Enter the start and end ***dates*** of the subscription.
6. Enter the number of devices purchased.
7. Enter the total value of the ***subscription price.***

   Caution

   Ensure the value entered in the Subscription Price is correct because the customer will get a notification close to the date of expiry which will include the value entered in this field. If you don't want the price to be included in the renewal notice, select the ***Hide Renewal Costs from Customer*** box.

8. Enter your order/invoice reference in the ***Subscription reference*** field.
9. Choose the ***Subscription Plan Type*** from the list:
   - **DaaS**– For customers that have purchased hardware outright.
10. Select the Renewal for Subscription box and choose the subscription that the new subscription is renewing.
11. Select ***Create***.

Information

By selecting the subscription that is being renewed, this will automatically update the status of the expired subscription and alerts will no longer be sent to the customer

5.4 Multiple subscriptions within a single end customer account

A single company may make multiple purchases across multiple sites which result in overlapping subscriptions. The Customer Edit page can be used to edit and add subscriptions.

To edit or add a new subscription, follow these steps:

1. On the toolbar, select ***Customer List***
2. Select ***Edit*** next to the relevant customer.
3. In the Subscription Control section, select ***Add Subscription.***
4. If the account has a Group structure, you should align a subscription to a Group by selecting the Group of your choice using the ***Group*** field.
5. Update all fields in the same way you would for a brand new customer subscription then select ***Create.***
6. You'll be taken back to the main customer page, select ***Update.***

5.5 Customer subscription statistics

Resellers can track subscriptions and device usage using the relevant **Subscription Status** column within the **Customer Statistics** page where all customers are listed.

Select Customer Statistics from the Toolbar, using the filter options select the required date range and subscription/account status that you wish to view. The information will provide the following information:

- Customer name
- Quantity of R-Link watches subscribed vs used
- Quantity of HAVwear watches subscribed vs used

- Quantity of RASOR devices subscribed for Dust data vs used
- Subscription status
- Account status

The information provided on this page is useful for viewing customers that are using more devices than subscribed for.

5.6 Licence fee and subscription logs

The software logs the entries made under subscription control to provide Reactec with an audit trail of customer subscriptions. Reactec will use this information to assess the activity of the Reseller’s customers so that adjustments can be made to the licence fee paid by the Reseller to Reactec as appropriate.

5.7 Terminating end customer accounts

The customer is responsible for archiving the data and reports generated from the Reactec Analytics Platform on a regular basis, and needs to archive all data before software access is revoked at the end of a subscription period.

Where there is no live end customer subscription in place, the Reseller is no longer under contract to provide data services to the end customer. Due to GDPR requirements, Reactec are required to delete all personal data in end customer accounts where no live subscription is in place.

For 6 months following the subscription expiry date, the end customer will receive various emails informing that the subscription has expired and notifying that all personal data held in the account will be deleted with no means of recovery. At the end of the 6 month period Reactec will delete all of the end customer's data.

5 New customer training

This section provides information about how to effectively train new customers using Reactec Eco-system

5.8 New customer online installation training

The Getting Started Guide should be used to guide the customer through the training session. Please refer to each item on the agenda below:

Checklist:

1 week ahead of the training session, call the customer to check the following has been/will be done ahead of the session:

- Tag Manager downloaded and installed
- Card Manager downloaded and installed
- RFID Read/Writer drivers installed
- Analytics User email addresses collated
- Tool information collated min 3 tools
- Operator information collated min 3 tools
- Hardware available

Training Agenda

1. Reactec Introduction and System Overview.
2. Analytics Set up:
    a. Group Structure
    b. Set Up Users and Daily Alerts
    c. Enabling Off Button
    d. Exposure Assessment Type
    e. Operator Sign Out Control
    f. Proximity Options (where relevant)
3. Upload tools and program Tool Tags.
4. Upload operators and assign Operator ID Cards.

5. Hardware verification.
6. End of session review.

5.9 New customer online analytics training

The online Analytics training session should be conducted 2 weeks after the installation training to allow customer to use the equipment and data to be uploaded to their account. The Reports User Guide and the customers live account should be used to guide the customer through the training session. Please refer to each item on the agenda below:

Training Agenda

1. Access to and navigation of the Analytics software
2. Setting up/understanding Groups
3. Creating new Users and setting up Daily alerts
4. Understanding the Dashboard
5. Key reports including;
    a. Workforce Average Exposure (for HAV and Noise where appropriate)
    b. Exposure Levels Reached
    c. Operator Average Exposure (for HAV and Noise where appropriate
    d. Top Tool Exposure and Workforce Incursions where relevant
6. Filtering data and set up/management of auto reports.
7. Creating/managing Control Measures and Interventions.
8. End of session review.

5.10 New customer onsite training

The Getting Started Guide, Software Administration Guide, and Reports User Guide should be used to guide the customer through the training session. Please refer to each item on the agenda below:

Checklist:

1 week ahead of the training session, call the customer to check the following has been/will be done ahead of the session:

- Tag Manager downloaded and installed
- Card Manager downloaded and installed
- RFID Read/Writer drivers installed
- Analytics User email addresses collated
- Tool information collated min 3 tools
- Operator information collated min 3 tools
- Hardware available

Training Agenda

1. Reactec Introduction and System Overview.
2. Introduction to the hardware.
3. Upload tools and program Tool Tags.
4. Upload operators and assign Operator ID Cards.
5. Hardware verification.
6. Analytics Set up:
    a. Group Structure
    b. Set Up Users and Daily Alerts
    c. Enabling Off Button
    d. Exposure Assessment Type
    e. Operator Sign Out Control
    f. Proximity Options (where relevant)
7. Key reports including;
    a. Workforce Average Exposure (for HAV and Noise where appropriate)
    b. Exposure Levels Reached
    c. Operator Average Exposure (for HAV and Noise where appropriate
    d. Top Tool Exposure and Workforce Incursions where relevant
8. Filtering data and set up/management of auto reports.

9. Creating/managing Control Measures and Interventions.
10. End of session review.

6 Pre sales

The following section is provided as a best practice guide to carrying out effective demonstrations and trials of the Reactec Ecosystem.

6.1 Demonstrations

Demonstrations are carried out by reseller's sales teams to show live how the system works.

To segregate each sales persons demo data, within the account named ***Demonstrations*** follow these steps:

1. On the toolbar, select ***Data/Project Manager.***
2. From the sidebar, select ***Groups.***
3. Create a Group for each sales person.

> **Information**
>
> For more information, navigate to ***Creating a group*** in the Software Administration Guide

4. Create an Operator for each sales person and assign to their Group

> **Information**
>
> For more information, navigate to ***Add an operator - to use a watch*** in the Software Administration Guide

5. Assign an Operator ID Card for each sales person

> **Information**
>
> For more information, navigate to ID Card Manager Guide

6.2 Trials

Trials are carried out by reseller's sales teams to allow potential clients to use the system for a period of time with the objective of effectively demonstrating the benefits of deploying Reactec's R-Link technology and cloud based Reactec Analytics sofware.

Trials are designed to:

- Demonstrate system ease of use.
- Demonstrate quality of data collected by R-Link and supported third party devices.
- Improve knowledge of business activity to design better and safer ways of working

6.2.1 Trials account

To segregate each end customer trial, create a data group for each trial which then allows you to restrict access to data within the trial account for each client by giving them access to their group only.

Within the account named ***Trials*** follow these steps:

1. On the toolbar, select ***Data/Project Manager.***
2. From the sidebar, select ***Groups.***
3. Create a Group using the company name.

> **Information**
>
> For more information, navigate to ***Creating a group*** in the Software Administration Guide

4. Using anonymous names, create Operators for each person that will use the system throughout the duration of the trial and assign to Trial Group.

> **Information**
>
> For more information, navigate to ***Add an operator - to use a watch*** in the Software Administration Guide

5. Allocate the Gateway to the trial account and assign to the specific Group.

Information

For more information, navigate to ***Assigning multiple communication devices and Operators to a group*** in the Software Administration Guide

Caution

To avoid any GDPR compliance issues, Reactec strongly recommend that within the trial account you always use anonymous operator names.

6.2.2 Create a trial user

Each end customer employee to have access to data during the trial should be set up as a report user with access to the trial account and restricted to the Group for their specific trial.

To create a new Trial user account, within the account named ***Trials*** follow these steps:

1. On the toolbar, select ***Users > Create New***.
2. Enter the employee details and select the user ***Type Report***
3. ***Data Access*** select ***Specific Data.*** then choose from the drop down list the name of the specific group for the trial.
4. ***Is Smart*** select ***View TEP & SEP*** to create Smart Users.
5. ***Daily Alerts*** select ***on*** to receive alerts if the employee has exceeded their EAV, ELV, or both.
6. ***Daily Proximity To Danger Alerts*** select ***on*** to receive daily alerts of employee moderate and sustained breached from proximity to watches.
7. Select ***Create***.

6.2.3 Schedule trial reports

It is good practice at the start of each trial to create automatic reports to be received during the trial.

Key reports to set up:

a. Operator Daily Exposure report
    - Set up to be sent daily
b. Operator Average Exposure report
    - Set up to be sent weekly
c. Top Tool Exposure Report
    a. Set up to be sent weekly

To schedule a report, follow these steps:

1. On the toolbar, navigate to the report that you want to schedule.

   For example, ***HAV > Operator Daily Exposure***.
2. Using the ***Filter*** panel, filter the report data as required, then select ***Email***.

   The ***Email PDF report*** window opens.
3. Within the ***Recipients*** box, select each person you want to receive a PDF copy of the report and select ***Add***.
4. Select ***Periodically***.

   The Schedule options are displayed.
5. Select the frequency that the report should be sent.
6. Select ***OK***.

   The window closes and the scheduled report is added to the list on the ***Report Emails*** page.

> **Tip**
>
> You can edit scheduled reports on the ***Report Emails*** page.

6.2.4 Trial set up training

Trial training should involve the use of the hardware and understanding the keyreports. Please refer to each item on the agenda below:

1. System Overview.
2. Hardware verification.
3. Using the hardware.

4. Understanding the key reports including;
    a. Operator Daily Exposure
    b. Daily exposure alerts
    c. Operator Average Exposure
    d. Top Tool Exposure
5. End of session review.

6.2.5 Trial data review meeting

At the end of the trial, use the data collected to highlight areas of risk and how the system can help proactively manage and reduce risk far more efficiently than using a manual process.

6 Resources

Login to your channel portal to access all useful information and user guides.