

INFOBRIC EASE QUICK START GUIDE

User interface in Infobric EASE

The screenshot shows the Infobric EASE user interface in a Windows Internet Explorer browser. The interface is divided into several sections:

- 1 Menu:** This area contains the commands you use to work with the application. It includes options like 'New person', 'Edit person', 'Remove person from site', 'Site settings', 'Read card', 'Groups', 'Companies', 'Reassembly list', and 'Update'.
- 2 Navigation window:** You can switch between the windows **Persons**, **Permissions** and **Units** to display different content.
- 3 Information window:** Shows information regarding Persons, Permissions and Units. It displays a table of 'All persons' with columns for Name, Company, and Group. The table is divided into sections: 'Enabled for arrival (3)' and 'Ute sedan igår (7)'. The 'Enabled for arrival' section lists names like Alexander, Eric; Allen, Miguel; Allen, Ronald; Alvarado, David; Alvarado, Theodore; Armstrong, Darrell; and Arnold, Leonard. The 'Ute sedan igår' section lists names like Baker, Norman; Baldwin, Terry; Banks, Randall; Barber, Brandon; and Barnett, Jacob.

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Login to Infobric Ease

1. Open web browser and go to <https://ease.infobric.co.uk>
2. Login using your username and password.

HINT Mark the option "Remember me" to automatically login the next time.

Choose site

Your sites are shown at the far left in the menu.

1. Click the icon to display a menu with all sites that you have access to.
2. Choose the site that you want to work with.
Next time you login to Infobric Ease it will automatically remember the chosen site.

Create person groups

Person groups are used to manage people and give them suitable permissions. Main groups are on the top level and in them sub groups can be placed. Create a number of person groups that matches the structure on the site.

1. Click on **Persons** in the navigation window.
2. Click on **Groups** in the menu.
The window **Groups** will be displayed and in it groups can be created, removed, modified and resorted.

Add persons

Persons can be added in multiple ways. If you have access to a smart card that person should be created with the card reader. If a person has been added to Infobric Ease on another site a search can be done. You can also add persons manually.

1. Click on **Persons** in the navigation window
2. Click on **New person** in the navigation window.
Three options are shown: **Manually**, **From card reader** and **By search**.
3. Choose the option you want to preform and follow the instructions.

Create a schedule

Schedules are used to give persons permissions to site. Create one or multiple schedules for the site.

1. Click on **Permissions** in the navigation window.
2. Click on **New schedule** in the menu.
The window **New schedule** is shown and in it enter the values that shall apply.

Permissions

Permissions decide who is granted access to units and which schedule that shall apply. Enter permissions for those persons/groups that shall have access. All other are denied access.

1. Click on **Permissions** in the navigation window.

Permissions are shown from three different views: **Persons, Units** and **Schedule**. Persons are the most common view and are chosen as standard in the top window.

2. Choose the person group or person that shall be given access in the tree structure found in the navigation window.

Check boxes are shown for each unit and schedule in the information window.

3. Choose the check boxes for those units and schedules that chosen person group/person shall have access to.

Reassembly list

The Reassembly list contains which persons that is currently on site, which has left the site and which are yet to come.

1. Click on **Persons** in the Navigation window.
2. Click on **Reassembly list** in the menu.

NOTE Presence is based on the information collected by the system and deviations can occur.

Temporary cards

Temporary cards are used for persons that need to borrow a card for a short period of time. If a person already has an active card that will be disabled when the temporary card is registered.

1. Click on **Persons** in the navigation window.
2. Mark the person that shall receive the temporary card in the information window.

HINT You can search for a person through the search field found at the top right of the information window.

3. Click on **Edit person** in the menu.

A window with the users information is shown.

HINT To double click on a person in the information window is a shortcut to the **Edit person** view.

4. Click on **Temporary card** in the menu.
Yet another window is shown to read the temporary card.
5. Use the desktop reader and follow the instructions.