

Interface overview of Infobric Ease

Menu
The menu has various buttons to access the objects and functions of the site. On the left is the site name. Click on the name to change site if you have access to several sites.

Personal groups
Choose from personal groups to display the desired range of people.

Status
Displays the current status information for the site.

Presence
Explains the different presence statuses, which are also clickable shortcuts.

Personal information
Click on your name to change the password, language, email address, etc.

Advanced search
Click on the arrows to see more options for searching and grouping.

Items list
Below are items in the selected main options.

The screenshot shows the Infobric Ease interface for 'The Arena, 565445 London'. The top navigation bar includes 'Help', 'David Smith', and a menu icon. Below this is a toolbar with icons for 'Add', 'Open', 'Move', 'Remove from site', 'Check IN', 'Check OUT', 'Read card', 'Person groups', 'Blocked companies', 'Evacuation', 'Site', and 'Update units'. The main content area is divided into a left sidebar and a main table.

Left Sidebar:

- Site:** The Arena, 565445 London
- Persons:**
 - All persons (10)
 - Site Management (0)
 - Subcontractors (10)
 - Removed persons (1)
- Status:**
 - Persons on site (4)
 - No open doors/gates
 - Units with problem (1)
 - Units are not up to date
 - Messages (0)
- Presence status:**
 - Persons
 - Permissions
 - Automation
 - Reports
 - Units

Main Table: All persons

| | Name | Company | Group | |
|-------------------------------------|---------------------|--------------------------------|----------------|--|
| Inside (4) | | | | |
| <input type="checkbox"/> | Brown, Andrew | UK Tile & Flooring Ltd | Subcontractors | |
| <input type="checkbox"/> | Green, Mary | Safe & Staunch Scaffolding Ltd | Subcontractors | |
| <input checked="" type="checkbox"/> | Hughes, Patricia | Flat Floors Fast Ltd | Subcontractors | |
| <input type="checkbox"/> | Jones, David | DDT Construction Ltd | Subcontractors | |
| Out since earlier today (3) | | | | |
| <input type="checkbox"/> | Roberts, Robert | LED Electrics Ltd | Subcontractors | |
| <input type="checkbox"/> | Thompson, Elizabeth | Wall to Wall Engineers Ltd | Subcontractors | |
| <input type="checkbox"/> | Walker, Susan | Pipe Bender Ltd | Subcontractors | |
| Enabled for arrival (2) | | | | |
| <input type="checkbox"/> | Smith, John | Direct Walls Ltd | Subcontractors | |
| <input type="checkbox"/> | Thomas, Christine | TBD Architect Ltd | Subcontractors | |
| Passive mode (1) | | | | |
| <input type="checkbox"/> | Williams, Michael | Plane Concrete Ltd | Subcontractors | |

At the bottom of the table, it says 'Persons per page 100 Page 1 of 1' and 'Page 1 of 1 (person 1 to 10 of 10)'.

Main options
Switch between the main options to display different content and features.

Log in to Infobric Ease

1. Open a browser and go to the website <https://ease.infobric.co.uk>
2. Login with username and password.
 - HINT** Select the check box **Keep me logged in** to log in automatically next time.
 - HINT** Type the \ character by pressing **Alt Gr** and **?** on the keyboard.

Change site

If you have access to several construction sites, an arrow appears under the name of the site at the far left of the menu.

1. Click on the **Site name** in the menu. The list shows all the sites that you have access to.
2. Select the site that you want to work with. Next time you log in it will automatically display the site you last worked with.

Create personal groups

Personal groups are used to divide the people and give them the appropriate permissions. Main Groups are top level and in those subgroups can be placed. Create the required number of Personal groups according to need and what best conforms to the site.

1. Click on **People** among the main options.
2. Click the **Personal groups** from the menu. The personal groups window appears, and the groups can be added, deleted, modified and sorted.
3. Click on **Close windows** in the menu when you are finished.

Add people

Individuals must be registered on your site before they can be assigned permissions or added to the staff ledger. This can be done in several ways. Automatically by the Regbox 240 (see section Regbox 240), or by Infobric Ease where you manually put the people into the system:

1. Click on **People** among the main options.
2. Click on **Add** in the menu. Three options appear: **Manually, From the card reader and Through search.**
3. Select the option you want to use and follow the instructions displayed in the window.

NOTE To read the person's card, the driver and associated software installed, read more on the webpage:
<http://infobric.co.uk/kundservice/it-support/installation-av-kortlasare/>

HINT After you've added a person you can make the person operating for another company than he is employed to. Then open the person's detail window and press **Active link to another company** in the **Company** section. This will appear in the staff ledger when checking in and out to the site.

4. After you add the people as desired, click **Update units** in menu to distribute changes to the devices on the site.

Create schedules

Schedules are used to give people permissions to the site. Create one or more Schedules for the site.

NOTE Permissions are used to access devices such as gates. Registration in the staff ledger by Regbox requires no specific schedules or permissions.

1. Click on **Permissions** of the main options.
2. Click **New** in the menu. The New schedule is shown, and in it, enter the values that will apply to the new schedule.

Click **Save and close** the menu when the schedule is clear.

Assign permissions

Permissions determine who should be given access to devices and schedules to be followed. Enter permissions of the individual groups/individuals to gain access. All others are denied access.

1. Click on **Permissions** among the main options. The permissions are presented from three different perspectives: **Persons, Units and Schedules**. People is selected by default.
2. Select a person or group of people.
3. Select the checkbox for the units and schedules that should apply for the chosen person, group/individual or grant access. Checkboxes appear when the mouse rolls over the units and schedules in the list.

HINT Click on the arrow at the right of the header row to show/hide the details of the schedules.

4. Click the **Update units** menu to deploy changes to the devices on site.

Staff ledger

The Staff ledger offers digital attendance registration that keeps track of the contractors active on your construction site. All items connected to the staff ledger can be managed via the main alternative **Staff Ledger**. Snapshots can be created as the basis for an inspection visit. You can also access the history of previous attendance records and send the complete documentations to specified recipients.

If the Tax inspector should be able to create a snapshot by themselves, do the following:

1. Click on the **Site** field in the **Settings** menu. **Site** window is displayed.
2. Click the **Staff Ledger** in the menu and select **The Tax authority inspector can retrieve a snapshot himself** in the **Inspection by Tax authority** section.
3. Click on **Save and Close** in the menu when you are finished.

NOTE To change the staff ledger you need your social security number to be registered. This is used for logging of who makes changes in the staff ledger. You can access your information by clicking on your name in the upper right corner.

NOTE To export the staff ledger the client's corporate identity must be registered. You do this in the site settings.

Subcontractor Chain

Subcontractor Chain is a feature of Infobric Ease, enabling you to get an overview of which subcontractors work on your site and track the contractual relationships between them. Subcontractor Chain can be used with company administration, where invited contractors can confirm their contractual relationships and, if needed, report their own hired subcontractors. A procedure which enables delegation of the administration down the chain. Invited subcontractors are then able to confirm their contractual relationships and possibly report their own subcontractors.

Here's how to enable Subcontractor Chain on your site:

1. Click on **Site** in the **Settings** menu at the top of the interface. **Site** dialogue is shown.
2. Click on **Subcontractor Chain** in the **Settings** menu and select the option **Enable the Subcontractor Chain on the site**.
3. Select **Enable the Subcontractor Portal with Company Administration** if you want to enable this feature and invite contractors to the Subcontractor Portal.

HINT When Company Administration is enabled, more options will appear for you as administrator when working with the Subcontractor Chain. For example, to send email invitations, follow up confirmed contractual relationships, etc.

4. If you use **Company Administration** terms and conditions can be published in the Subcontractor Portal in different languages. General terms are governed centrally by the system client to which the site belongs. The Contractor must agree to the terms and read the site conditions in order to confirm its contractual relationships in the Subcontractor Portal.
5. Learn more about managing the Subcontractor Chain at <http://infobric.co.uk/support>

The evacuation list

This function compiles a list of the persons who currently is checked in to a specific construction site, which persons has checked out and who are yet to arrive.

1. Click on **People** among the main options.
2. Click on **Evacuation** in the menu. Two options appear: **Create evacuation list** and **Settings**.

3. Select the option you want to perform.

NOTE The presence is based on the information registered in the system and deviations from reality occur.

Temporary Card

Smart cards can be used for people who need to borrow a temporary card. If the person has a another card it will automatically be disabled when the temporary card is registered.

1. Click on **People** among the main options.
2. Select who will receive the temporary card in the object list.
HINT Search for people by the search field at the top right above the object list.
3. Click on **Open** in the menu. The window with the person's information is displayed.
HINT Double-click on a person in the list to open personal screen.
4. Click on a **Temporary card** in the menu at the top of the window person. A new window appears to manage short reading.

5. Load the temporary card and follow further instructions in the window.

NOTE Drivers and software for the card reader must be installed, Read more on the website: <http://infobric.se/kundservice/it-support/installation-av-kortlasare/>

6. Click on **Save and close** the menu when the temporary card is added to the person.
7. Click on **Refresh Units** at the menu to deploy changes to the devices at the workplace.

Regbox 240

Since Regbox 240 does not control access there is no need for device groups, schedules, or permissions created for this device.

Do this if you want new persons to be added automatically to the site when they read their card on the regbox:

1. Click on **Site** in the **Settings** menu. **Site** window is displayed.
2. Click on **Advanced** at the menu and select the option **Allow people added to Automatically with smart card** by the subdivision **Other**.
3. Click on **Save and Close** in the menu when you are finished.
4. Click on **Refresh Units** menu to deploy changes to the device at the workplace.

