User Manual

Senseair Dashboard

Web portal for monitoring alcohol sensor devices

Senseair

Introduction

This manual contains operating instructions for the Senseair Dashboard web portal with users of the dashboard as the intended readers.

Initially, some concepts are described that lay the foundation for permissions in the system. Next, step by step, follow instructions of all the features of the system. The features are presented in the order in which they are in the main menu, i.e.

- Results
- Devices
- Live View
- Support
- User Groups
- Device Groups
- Users
- Dashboard Users

Last, is a short section with some tips for easy navigation in the program.
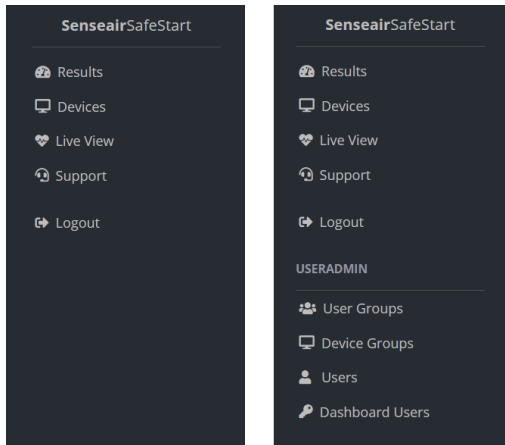
Roles and groups

User roles in Senseair Dashboard

There are two user roles in the Senseair dashboard. Dashboard User with limited access to features and System Administrator with access to all functions. The navigation menu contains different menu items depending on the role logged in.

Dashboard User
- Can see results and devices according to the permissions set up by the System Administrator.
- Receives alarms and notifications in case of "red" results according to what the System Administrator set up.

System Administrator
- Sets permissions for Dashboard Users.
- Creates users by registering cards.
- Sees results in the Dashboard.
- Can get alarms and notifications in case of a "red" results.
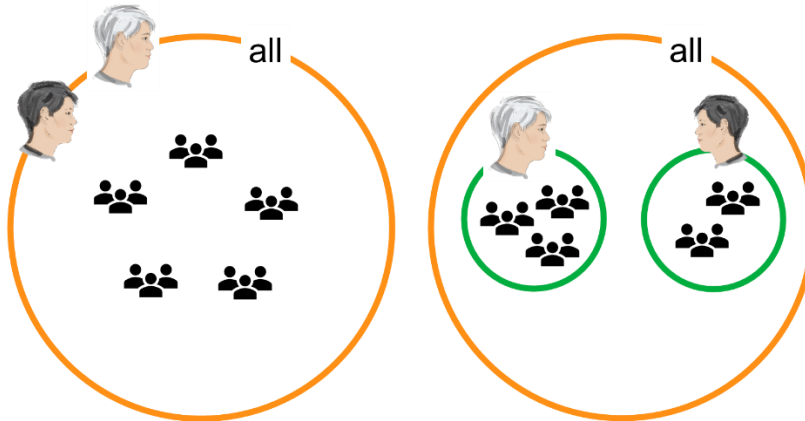
Users of the alcohol meters

Those who use the equipment Senseair Wall and Senseair Go are called Users

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Grouping and permissions

Permissions are assigned to a Dashboard User by becoming a Listener to a User Group and a Device Group, respectively. Before a Dashboard User is a Listener to a group, they do not have access to either results or devices.

In the simplest case, all Dashboard Users are made Listener on the "all" group. This is represented on the left side of the image above. All Dashboard Users thus have permission to see all users' results.

When there is a need to ensure that some Dashboard Users only see results from certain users, User Groups are used. On the right side of the image above, two different User Groups have been created and different Dashboard Users have been set as Listener for different groups.

With permissions to see devices, Devices work the same way as for Users.
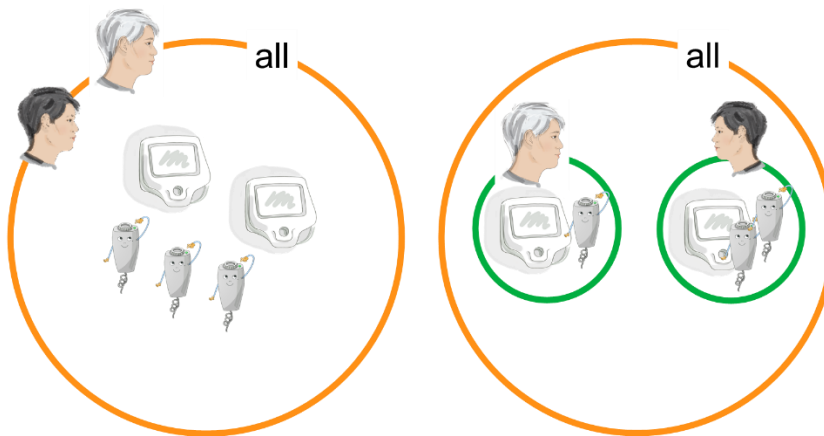
Related information:
User Groups
On the group "all"
Create new user
Place users in groups
Give permission to a Dashboard User to see results
Give permission to a Dashboard User to see devices

Results

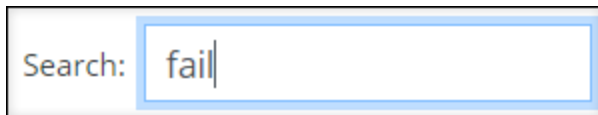Navigate to this page by clicking on **Results** in the menu.

Search for any "red" results

Type "fail" in the search bar to find results that contain alcohol above the allowed limit.

Alternatively, tap the **Status** column header. The results are then sorted alphabetically based on the status.

Show all results made by a specific user

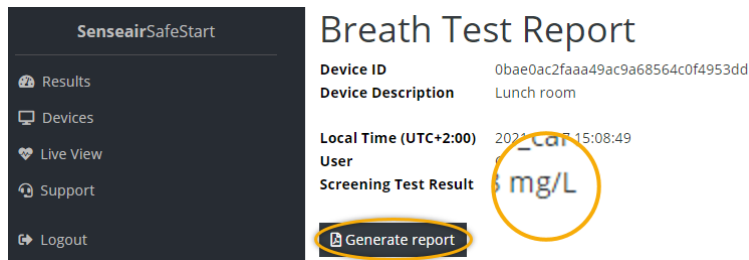In the search bar, type the name specified as User Data for this user. Alternatively, see Search for a specific user.

Results are only saved for 14 days

Results older than 14 days cannot be found in Senseair Dashboard. All results are deleted after this time.

Open Result Details

Click the current result in the **Time** column to open detailed information about a result.

Screening Test Result in mg/L

Note that the alcohol level is presented in the unit in which it is measured. That is, milligrams of alcohol per litre of exhaled air (mg/L).

Photo

Senseair Wall has the ability to take pictures. When the system is set up to do this, a sequence of images is taken from the moment the user scans their card or tag until the test is completed. These photos are presented on Result Details.
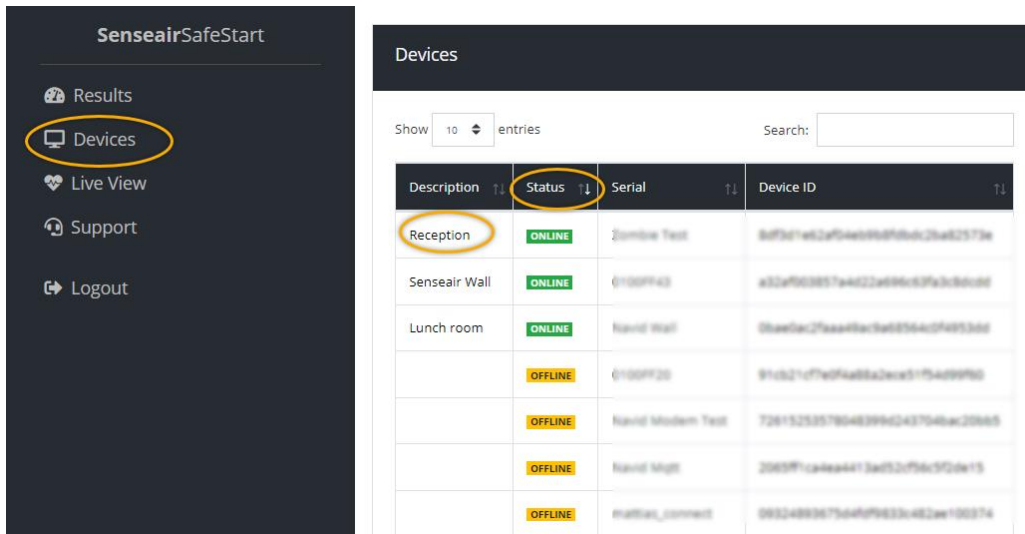
Save test results

The information about a result can be saved as a report.

1. Click **Generate report.**
2. Use your browser's method to save the PDF document where you wish.

Dashboard saves results for a limited time, see <u>Results are only saved for 14 days</u> for more info.

Devices

Navigate to this page by clicking on **Devices** in the menu.

See if a device is online

1. See column **Status** that shows ONLINE or OFFLINE.
   In special cases, it may show REMOTE BYPASSED. See Bypassing an alcohol lock for more information.

Online means that the device communicates with Senseair Dashboard over the internet. Offline means either that the device is turned off or that it does not have an internet connection. Remote bypassed means that the traffic management has used Bypassing an alcohol lock.

Open Device Details

Open detailed information about a device by clicking on that device name in the Description column.
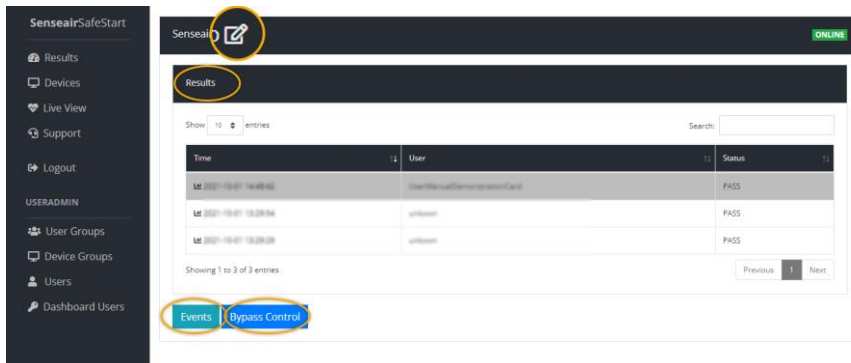
See all results from a specific device

Under the heading Results, all results from the selected unit are presented. See also Results are only saved for 14 days.

Give a device a name / change the name

This function is only allowed for users with the System Administrator role. See Roles and groups for more information.

1. Click [icon].
2. In the field, type the name you want.
3. Click **Save.**

Bypassing an alcohol lock

Via the Dashboard, traffic management can order a Senseair Go to unlock itself, i.e. do a bypass of the system. This operation is logged and the status **REMOTE BYPASSED** is visible.

1. Click **Bypass Control.**
2. Click **Enable Bypass.**
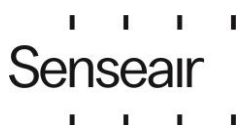3. Confirm.

Reset the bypass

A system that has been bypassed is restored either by restarting the device or by following the instructions below. The status **REMOTE BYPASSED** disappears.

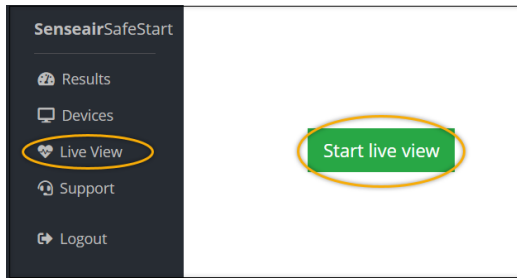1. Click **Bypass Control.**
2. Click **Disable Bypass.**
3. Confirm.

See which users have made a bypass

1. Click **Events.**
2. The list shows all bypass operations that are made on this device.
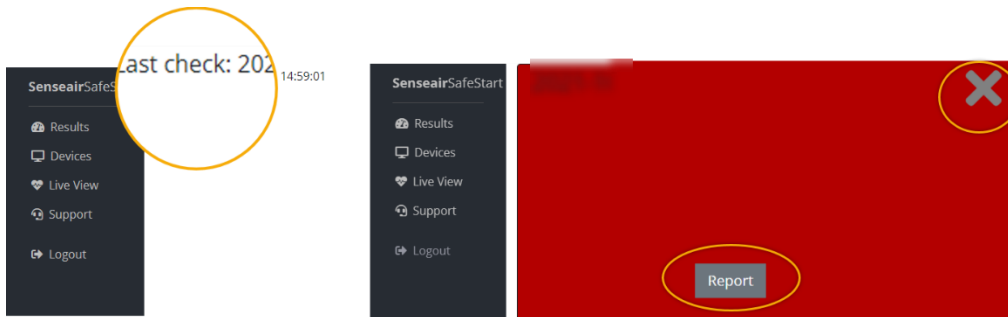
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Live View

Navigate to this page by clicking on **Live View** in the menu.

Live View as a monitoring screen

Live View is a monitoring function that can be used by, for example, traffic management. In normal view, a white screen appears with the time of the last update. In the event of a "red" result, the entire screen turns red and a signal sounds.

Start Live View

Live View needs to be started to be active. It is activated by clicking the green button **Start live view.**

Manage "red" results from Live View
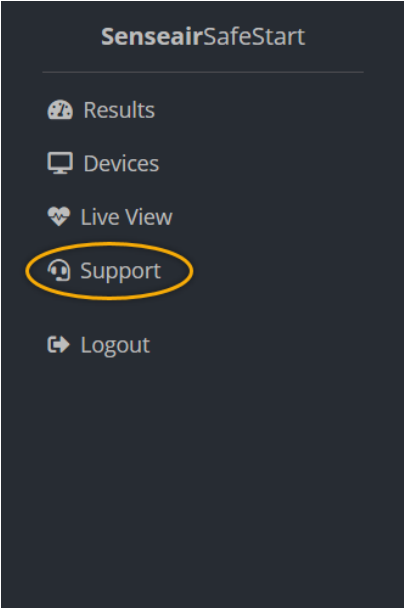
To see more about a "red" result.
1. Click **Report**. This creates a PDF file containing information about the test done.
2. Open the PDF file according to your browser's method.

The red box closes by clicking the X in the upper right corner.

Support

Navigate to this page by clicking on **Support** in the menu.

Here you find links to this manual as well as information about how to contact Senseair support.

User Groups and Device Groups

These pages and subpages are only available to those who have the System Administrator role. See Roles and groups for more information. Click **User Groups** or **Device Groups** in the main menu to open the function you want.
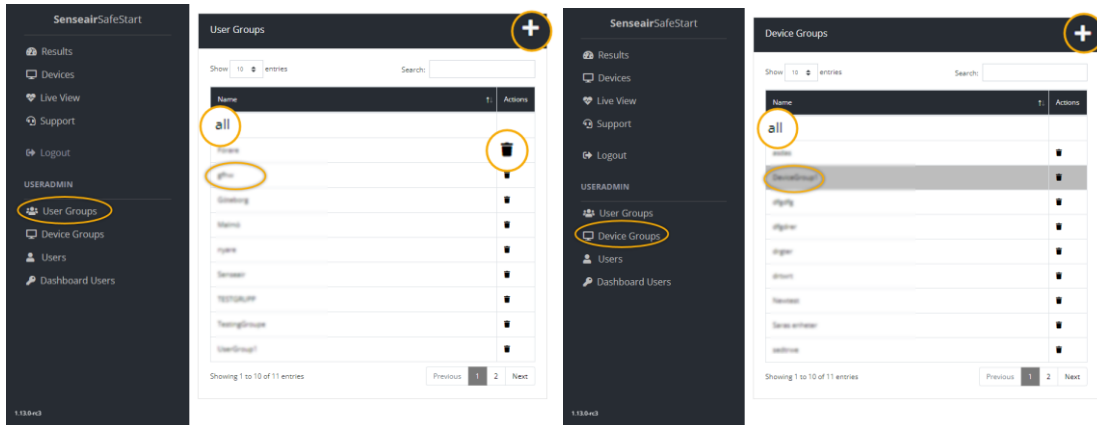
On the group "all"

The "all" User Group always exists and always contains all users. The "all" Device Group is always present and always contains all devices.

Create new user groups or device groups

1. Click .
2. Give the group a name.
3. **Click Save.**

Delete a user group or device group

1. Click the Bin symbol for the current group.
2. Confirm the deletion.

Open User Group Details

Click the user group name to open the page with detailed information about the user group.

Place users in groups

1. In the row marked **Users** click [+] .
2. Click on the **Add user(s) to group** pop-up box, then click the User to be granted the rights. You can click several. Use the text field to quickly filter for the user you're looking for.
3. Click **Save.**

Remove users from groups

1. In the **Users** section, in the **Actions** column, click the Bin symbol 🗑 for the user to be removed from the user group.
2. Confirm the removal.

Give permission to a Dashboard User to see results

Permissions to see results are granted by Dashboard User becoming Listeners to a User Group. Permission to see all results happens by granting permission to the "all" group. See Roles and groups for more information.

1. In the **Listeners** section, click **+** .
2. Click on the Dashboard User to be given the rights. You can click several users. Use the text field to quickly filter for the person you're looking for.
3. Click **Save.**

Remove permissions to see results

1. In the **Listeners** section, click the Bin symbol 🗑 for the user to be removed.
2. Confirm the removal.

Setting up alarms in case of a "red" result

In the **Alerts** column of the **Listeners** section, set On/Off slider to On `on` for the Dashboard user(s) who should receive alerts.

Emails will now be sent to the dashboard user's email when "red" results occur. SMS alerts are also sent if the option is ordered and the dashboard user has a verified phone number, see Verify SMS alerts phone numbers.

Open Device Group Details

Click the Device Group name to open the details page about a Device Group.

Give permission to a Dashboard User to see devices

Permissions to see devices are granted by Dashboard Users becoming Listeners to a Device Group. Permission to see all devices is granted by giving permission to the "all" group.

All operations to manage Device Groups are done in the same way as for User Groups

Users

This Page is only available to those who have the System Administrator role. See Roles and groups for more information. Tap **Users** in the main menu to open the Users feature.
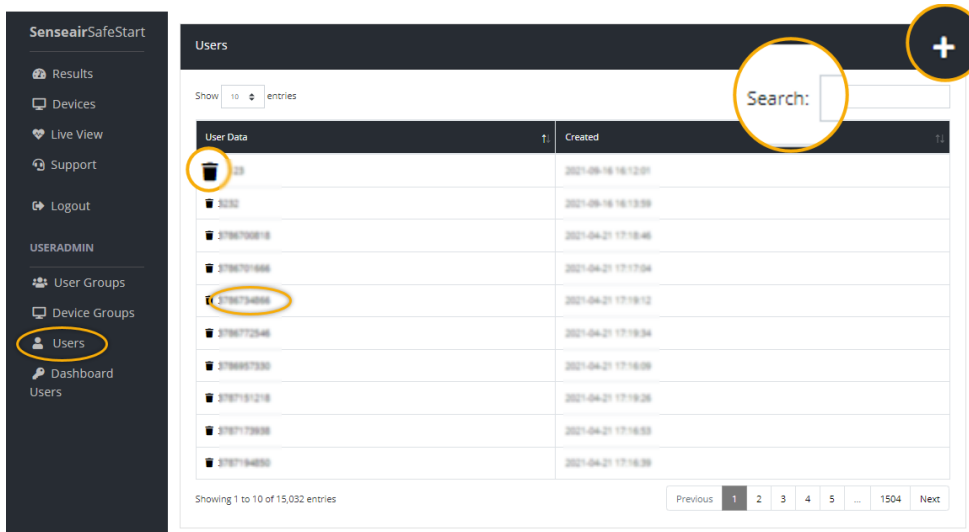
Register a card to a specific user

With an RFID reader connected to your PC, a card or tag ID can be tapped into the system. You can also enter the correct ID.

1. In the **Users page** click ![plus icon].
2. In the **User** field, input the text that identifies the user.
3. Move the cursor to **Authentication ID** and tap the corresponding card on the reader. Alternatively, enter the correct code.
4. To place the user in one or more groups, select from **Groups.**
5. Click **Create**.

See also Self-registration which is an alternative way to register users.

Remove a user from the system
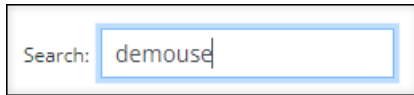
1. Click the Bin symbol ![bin icon] to the left of the desired User Data row.
2. Confirm.

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Document	Reef	Page
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Search for a specific user

In the search bar type the name that the User has in the system.

Search: demouse

Self-registration

It is possible to configure SafeStart so that users can sign up on their own using a phone with a QR code reader.

1. Scan an unregistered card or tag on a Senseair Wall unit. A QR code appears on the screen.
2. Scan the QR code with a phone. Click the link to the website.
3. Fill in your email address and username that will be used in the system.
4. Click **Create.**
5. Confirm.
6. Open the e-mail message sent to the specified address. Click the link. The card is now registered.
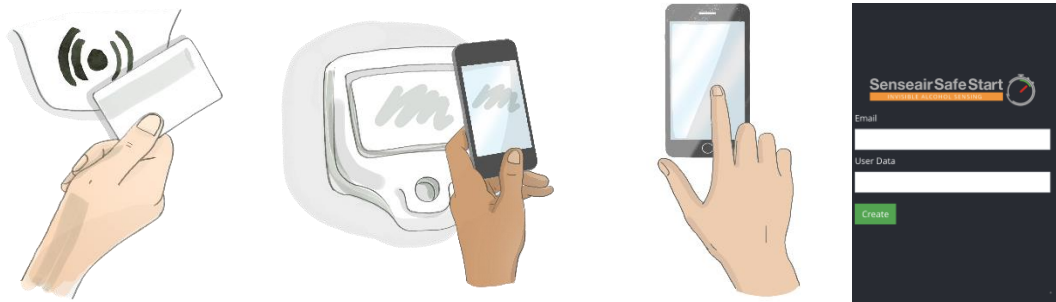
Open User Details

Click on the user in the **Users** page to show details for the specific user.

Add a tag / card to a user

It is possible to register multiple cards or tags to a user. Under Authentication IDs all tags / cards that are registered to this user are displayed.

1. In the section, Authentication IDs, click ![+].
2. Move the cursor to the field and scan the new card or tag on the reader. Alternatively, enter the correct code.
3. Click **Save**.

Remove a tag/card from a user

1. In the section, Authentication IDs, click the bin symbol 🗑 for the ID to be deleted.
2. Confirm the deletion.

See all results from a specific user

In the Results page all results for a user are visible. See also <u>Show all results made by a specific user</u>

Dashboard Users

This page is only available to those who have the System Administrator role. See Roles and groups for more information. Click **Dashboard Users** below in the main menu to open the feature.

Register a new dashboard user

1. In the Dashboard Users page, click ![+] .
2. Type the email address of the new dashboard user.
3. Select
   - **USER** in the **Type** drop-down list to be a Dashboard User.
   - **USERADMIN** in the **Type** drop-down list if the user is to be a System Administrator and have rights to see and do everything.
4. Type name (optional).
5. Click **Create.**

A message containing a confirmation link will be sent to the specified email address. See Set password and activation of account for more information.

SafeStart may be set up to allow only certain domains. The image above has such a restriction for @senseair.com.

New password for a dashboard user and system administrators

1. Click ⟳ in the column **Actions.**
2. Confirm.

A message containing a confirmation link will be sent to the specified email address.

Enter SMS alerts phone number for "red" results

This feature is an option.

1. Click the desired user to select it from the list.
2. Select the correct country code and type the desired phone number in the **Phone Number** field.
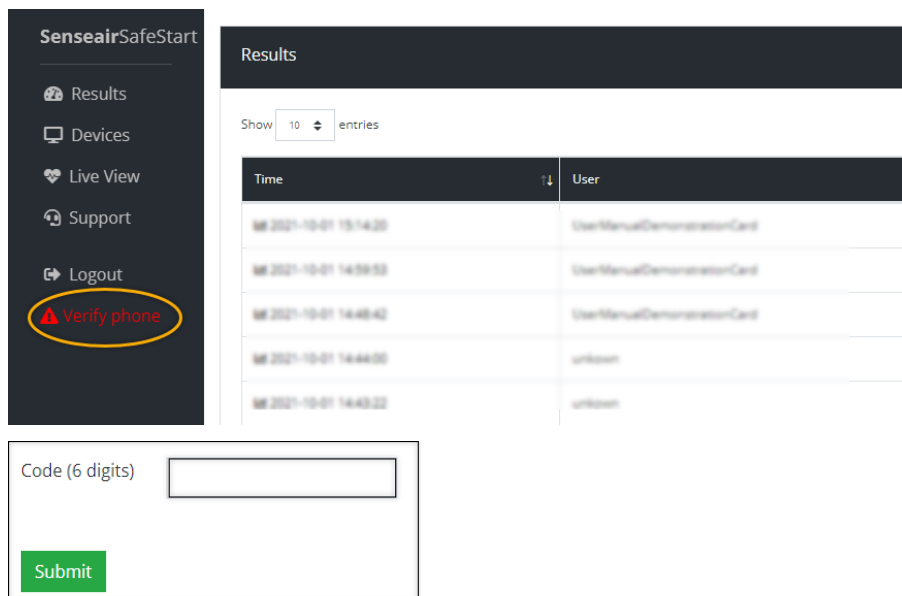3. **Submit.**

An SMS message containing a code will be sent to the specified phone number.

Verify SMS alerts phone numbers

This feature is an option. When a phone number is set to a Dashboard User or System Administrator, a code is sent to the specified phone number. This needs to be verified.

1. Click **Verify phone** (temporary red text in the menu that disappears when the confirmation is complete).
2. Type the 6-digit code in **Code (6 digits).**
3. **Submit**.

How to change Dashboard User Details

1. Click he desired user to select them from the list.
2. Make the desired changes.
3. **Submit**.

Username	test_useradmin@senseairsafestart.com
Type	USERADMIN ⌄
Display Name	
Phone Number	🇸🇪 +46 ▾ 70 123 45 67

Submit   Cancel

Login and Logout

Set password and activation of account

After a System Administrator has created a new Dashboard User in the system, a message containing a confirmation link is sent to the specified email address. The user name is always an email address. The link is valid to use for 24 hours. A new activation message needs to be sent after that. See New password for a dashboard user and system administrators for how to do it.

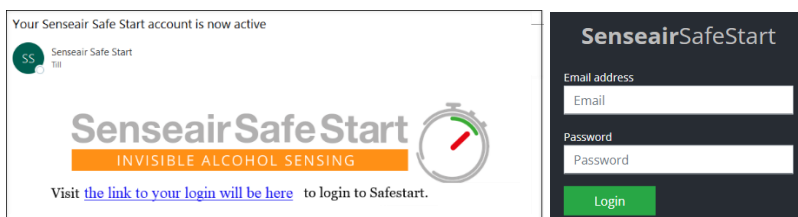1. Use the link you received.

2. Enter your email address.
3. Select a password with at least 8 characters, including a capital letter and a special character. Repeat this password.
4. Click **Activate**. A new email containing a link to the login page will now be sent.

Login to Dashboard

An email with a login page is sent when the password is set.

1. To go to the login page, use the link in the activation message.
2. Input your email address and password.
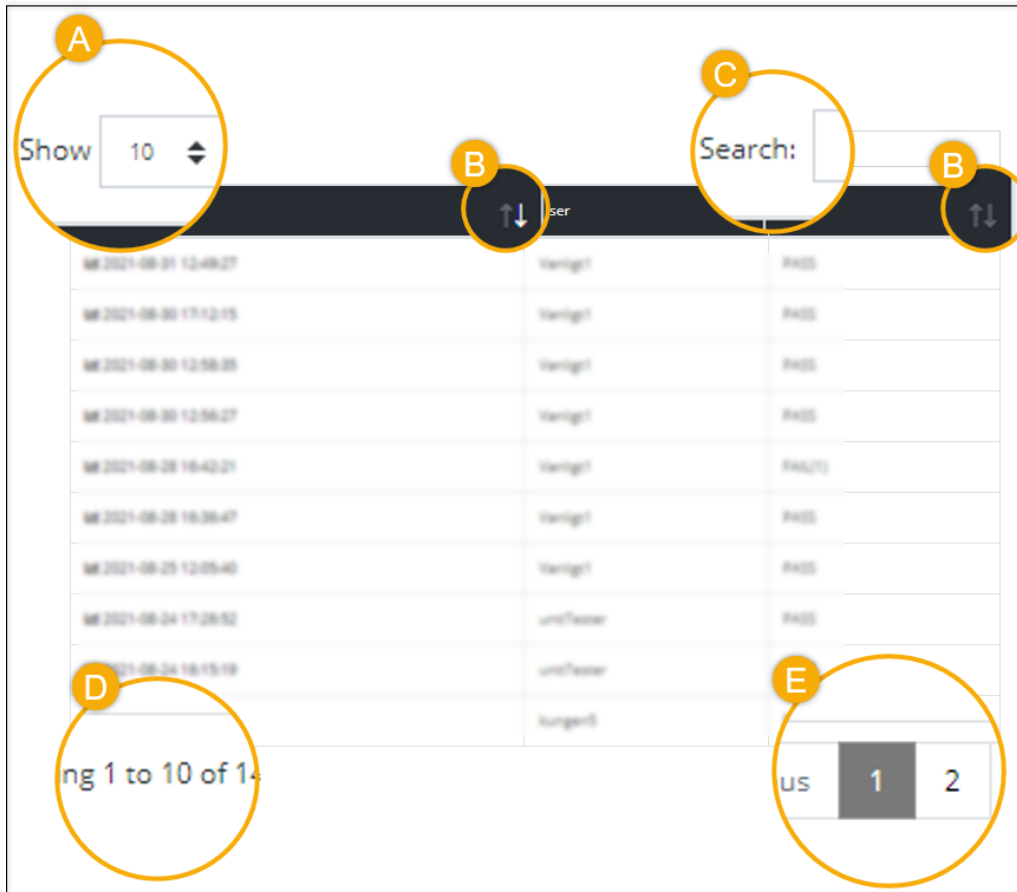3. Click **Login.**

Logout from Dashboard

To logout, click **Logout** in the navigation menu. Automatic logout occurs after 60 minutes of inactivity.

Good to know

Find, sort, view, and navigate long lists

The image and table below explain how to easily navigate long pages in Senseair Dashboard.

A	Controls how many rows to display in the list. Choose from 10, 25, 50 and 100
B	Buttons to sort the list in alphabetical order
C	Fields to search for something specific from a long list.
D	Shows how many rows are displayed and the total number of rows in the list
E	Buttons to navigate the entire list when it is so long that it breaks into multiple pages

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