User Manual

Senseair Dashboard

Web portal for monitoring alcohol sensor devices

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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 appear on the main menu, i.e.

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

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

The terms "test" and "result"

A completed breath test is sometimes called just a test and sometimes it is called result in this user manual.

The terms *red* results and "*fail*" for non-sober tests

A breath test that contains alcohol over the approved limit is mentioned as a **red** result in this user manual. Such a result will be given the status **fail(1)** in the system. The number within parenthesis shows the number of successive red results that this user has made. **Fail(2)** means thus that this test was made by a user whose previous test was also a red test.

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Roles and groups

User roles in Senseair Dashboard

There are three user roles in the Senseair dashboard. Supervisor and Assistant have limited access to features whist Administrator has access to all features. All three roles are called Dashboard Users.
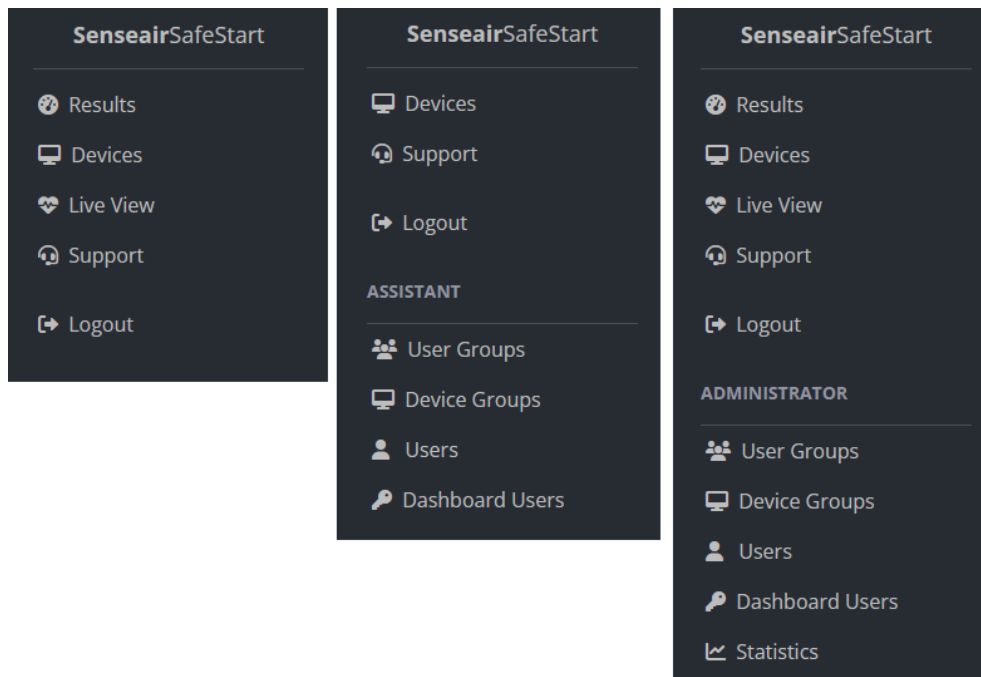
Figure 1: The navigation menus as they appear for a Supervisor, a Assistant and a Administrator respectively.

Supervisor
- Can see results and devices according to the permissions set up by an Assistant or an Administrator.
- Can get alarms and notifications in case of **red** results according to what an Assistant or an Administrator set up.

Assistant
- Sets permissions for Supervisor
- Creates Users by registering cards.
- **Cannot** see results in the Dashboard.
- **Cannot** get alarms and notifications in case of a **red** result.

Administrator
- Creates, edits and removes Dashboard Users
- Sets permissions for Supervisors.
- Creates Users by registering cards.
- Can see results and devices in the Dashboard.
- Can get alarms and notifications in case of a **red** result.
- Can see statistics.

Users of the alcohol meters

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

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Grouping and permissions

Permissions are assigned to a Supervisor by becoming a Listener to a User Group and a Device Group, respectively. Before a Supervisor is a Listener to a group, they do not have access to either results or devices.
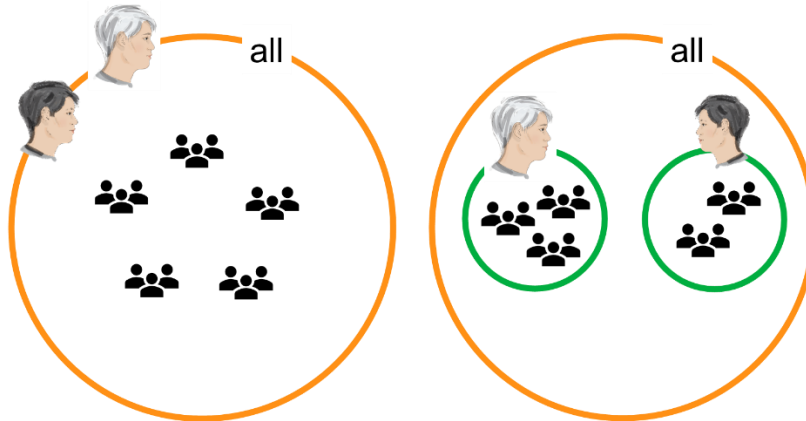
Figure 2: Illustration of user groups.

In the simplest case, all Supervisors are made Listeners on the "all" group. This is represented on the left side of the image above. All Supervisors then have permission to see all results.

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

With permissions to see devices, Devices work the same way as for Users.

Figure 3: Illustration of device groups.

Related information:
User Groups
About the group "all"
See who has the access to see a specific User's results
See and change permissions and alerts
Change user group belongings

Results

Navigate to this main page by clicking on **Results** in the menu. This page and its subpages are not accessible for the role Assistant, see Roles and groups for more information.
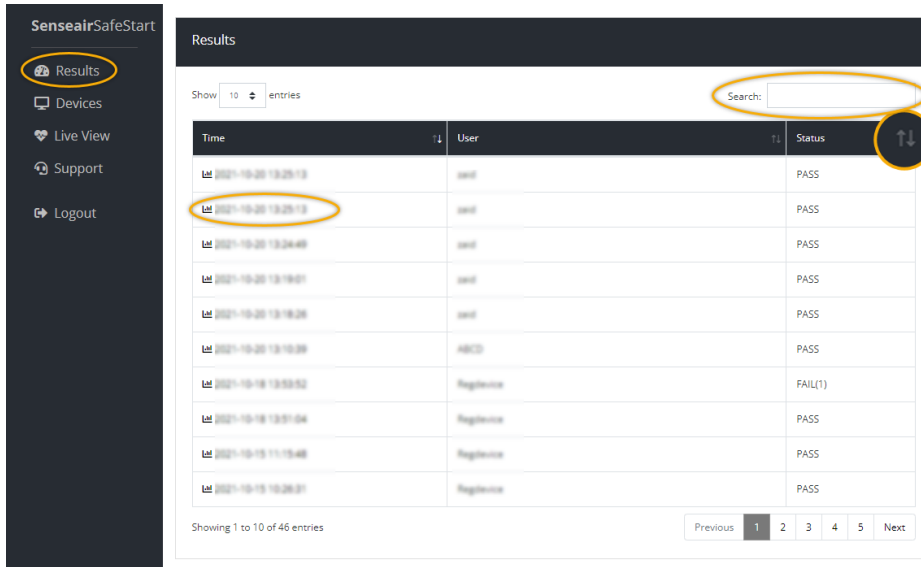
Figure 4: Results with its described features circled.

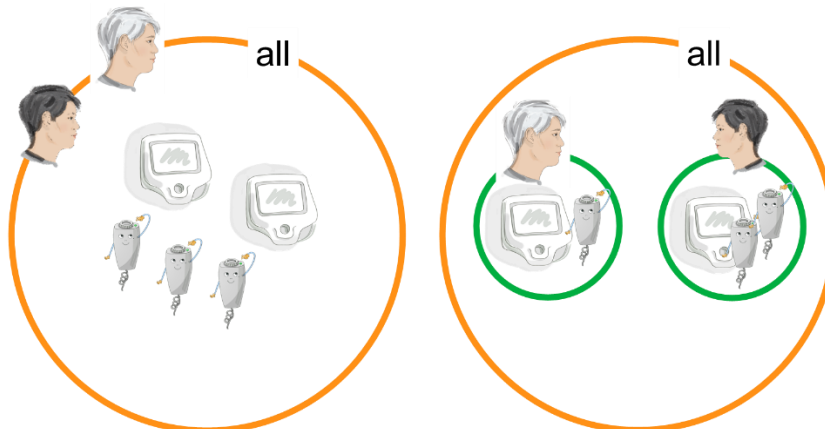## Search for any *red* results

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.
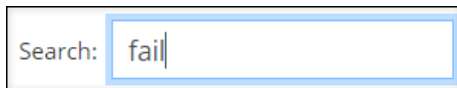
Figure 5: Search field.

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 unless otherwise specified.

Exceptional case: time adjusted by the system

A result with an incorrect time will not generate green time i.e. login without new test on other devices. The system will correct the time and mark it with a symbol in the result list
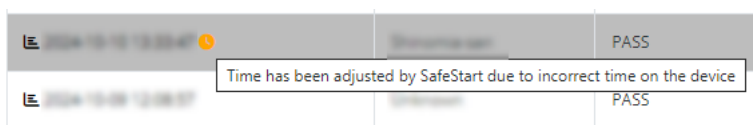
Figure 6: Symbol indicating that the time has been adjusted by the system.

Result Details

Click the current result in the **Time** column to open detailed information about a result, see Figure 4.
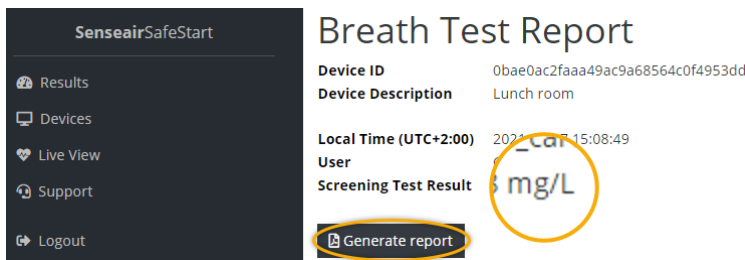
Figure 7: Result Details with its described features circled.

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 liter of exhaled air (mg/L).

Figure 8: Text present in the system's reports. It describes that 0.1 milligram alcohol per liter of exhaled air corresponds to 0.2‰ of alcohol in the blood.

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 Results are only saved for 14 days for more info.

Devices

Navigate to this main page by clicking on **Devices** in the menu.
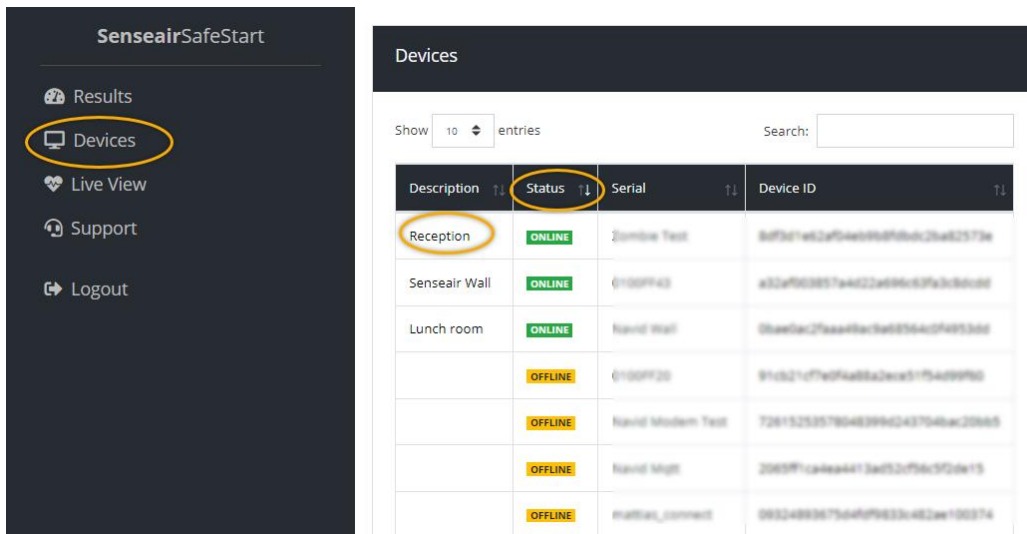
Figure 9: Devices with its described features circled.

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.](#)

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Device Details

Open detailed information about a device by clicking on that device, see Figure 9. Accessibility of the features on this page are dependent on the role, see Roles and groups for more information.
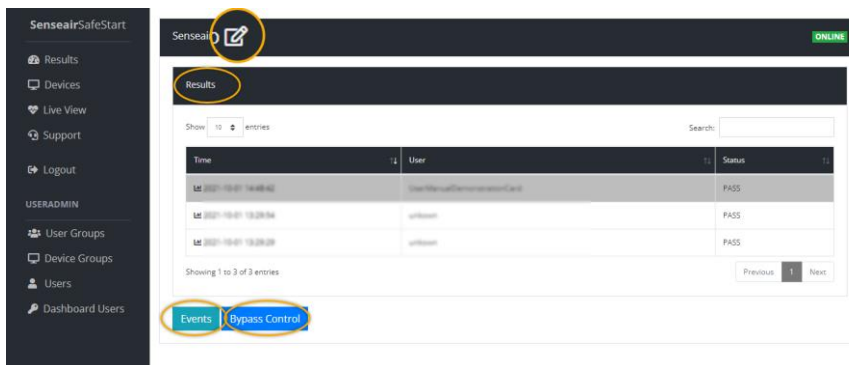
Figure 10: Device Details with its described features circled.

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

1. Click **the edit symbol**
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.

Live View

Navigate to this main page by clicking on **Live View** in the menu. This page and its subpages are not accessible for the role Assistant, see Roles and groups for more information.
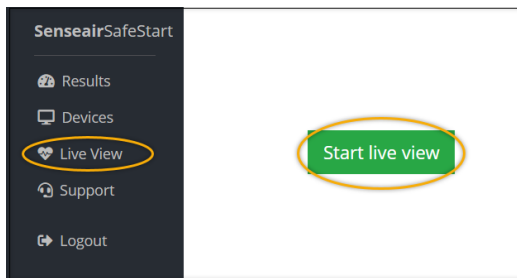
Figure 11: Live View with its described features circled.

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.
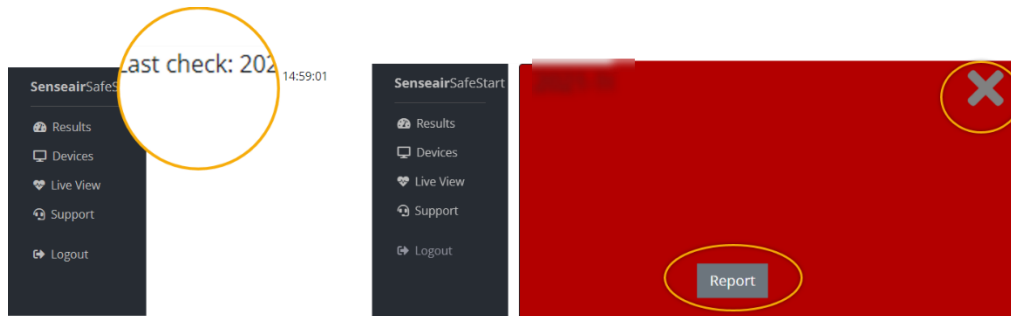
*Figure 12: Live View as it looks when it is started respectively when a **red** result is made.*

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.

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Support

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

Here you will find links to this manual as well as information about how to contact Senseair support.
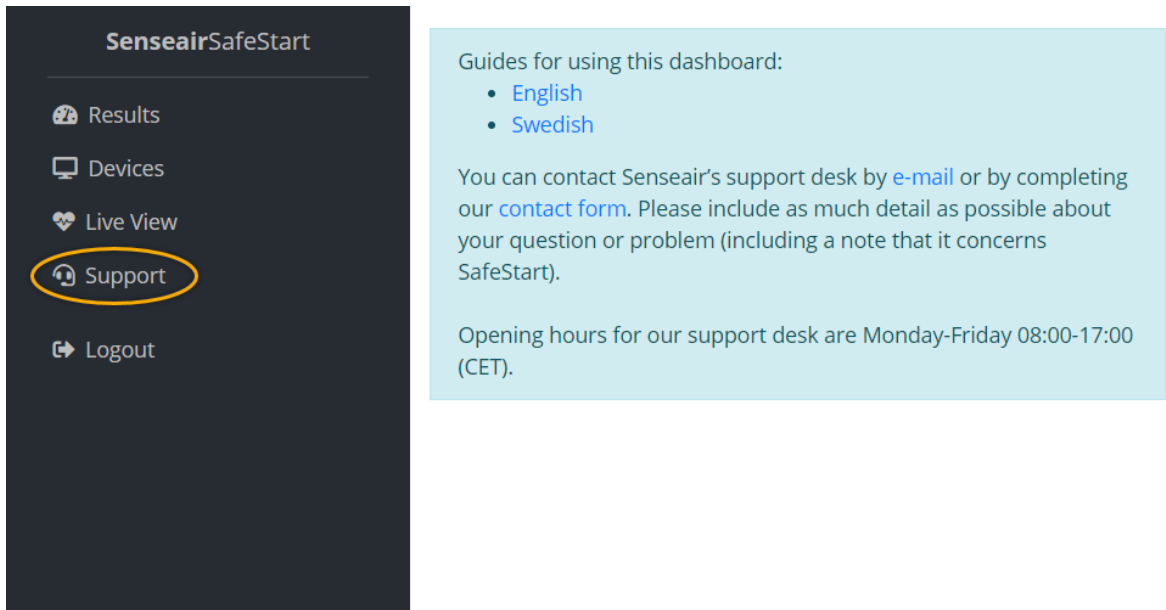
Figure 13: Support

Verify phone

Verify phone number for text alerts

This feature is an option. When a phone number is set to a Supervisor or 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**. Note that you agree to receive text messages from SafeStart by submitting.
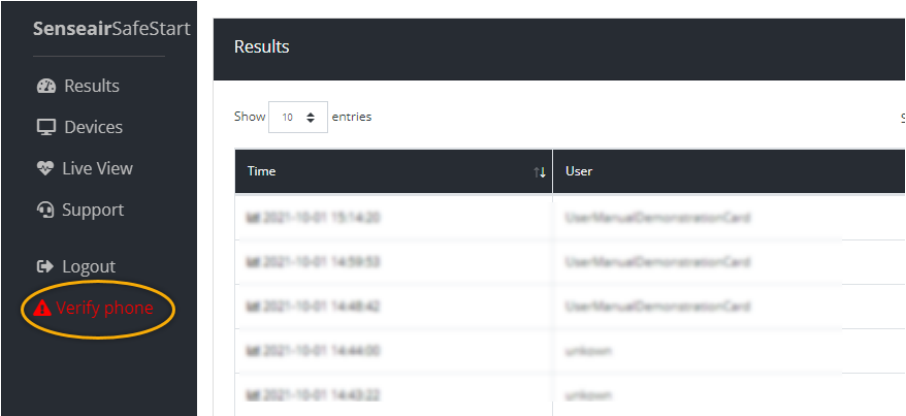
Figure 14: Temporary menu item that appears when a telephone number needs to be confirmed.

Figure 15: Dialog for entering the code verifying the telephone number.

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User Groups and Device Groups

Navigate to these main pages by clicking on **User Groups** or **Device Groups** in the menu. These pages and their subpages are not accessible to those who have the Supervisor role. See <u>Roles and groups</u> for more information.
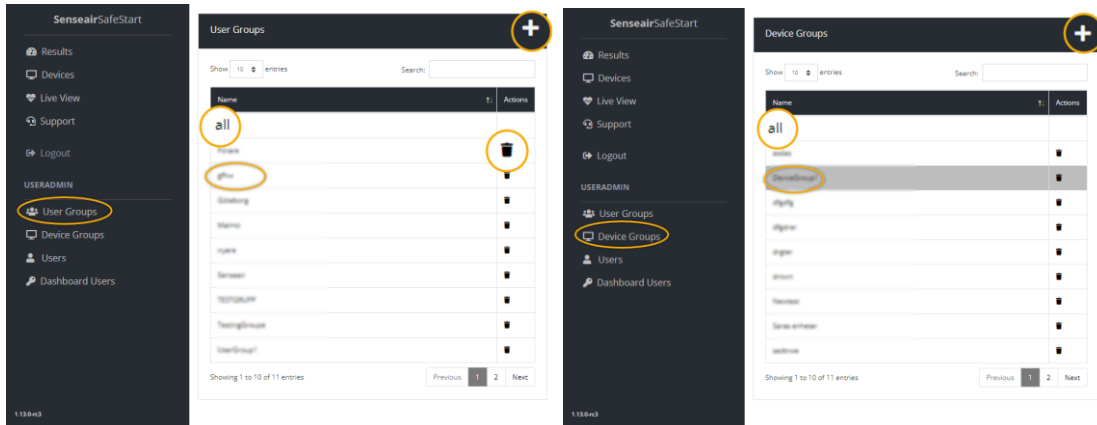
Figure 16: User Groups and Device Groups with their described features circled.

About the group "all"

The "all" User Group always exists and always contains all users that make breath tests, i.e. all Users. The "all" Device Group is always present and always contains all devices.

Create new user groups or device groups

1. Click **the button with a plus sign**
2. Give the group a name.
3. Click **Save.**

Delete a user group or device group

1. Click on the **trash can symbol** for the current group.
2. Confirm the deletion.

User Group Details

Click the user group name to open the page with detailed information about the user group, see Figure 16.
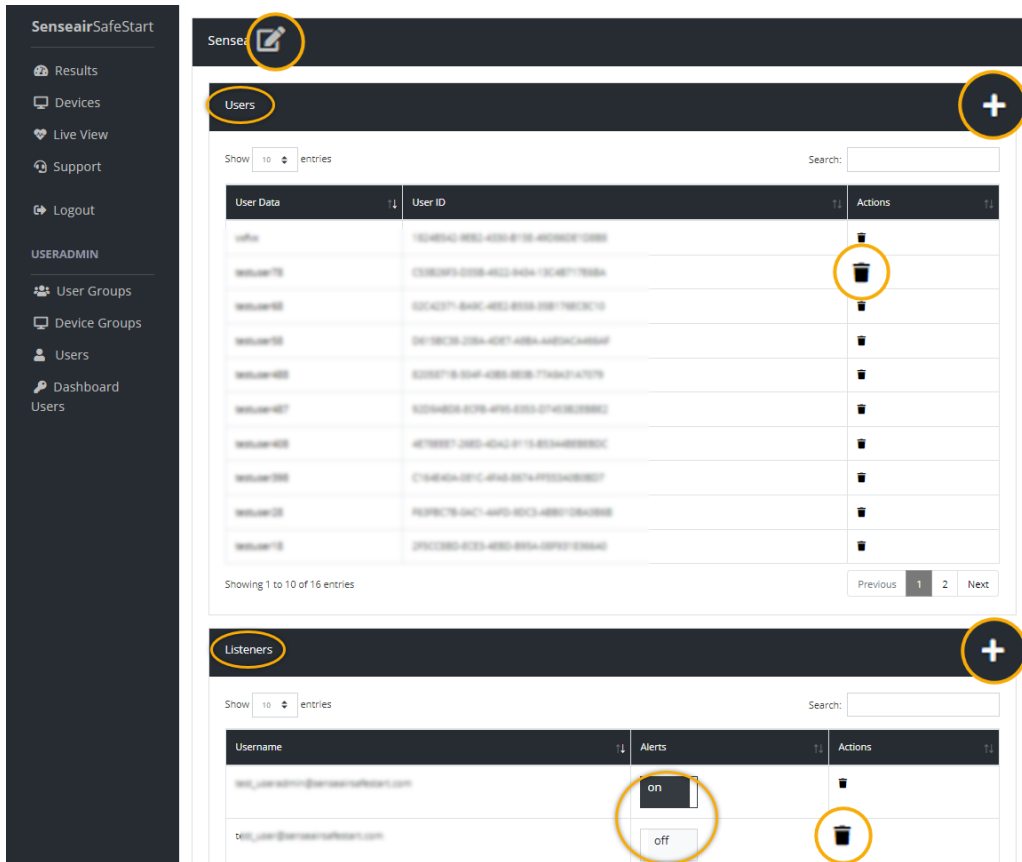
Figure 17: User Group Details with its described features circled.

Place users in groups

1. In the **Users section** click the **button with a plus sign**.
2. Click the User to be added to the group. You can select several Users. Use the text field to quickly filter for the user you're looking for.
3. Click **Save.**

Figure 18: Dialog for adding users to groups.

See also See who has the access to see a specific User's results.

Change group name

1. Click **the edit symbol**.
2. Enter the new name in the field.
3. Click **Save.**

Remove users from groups

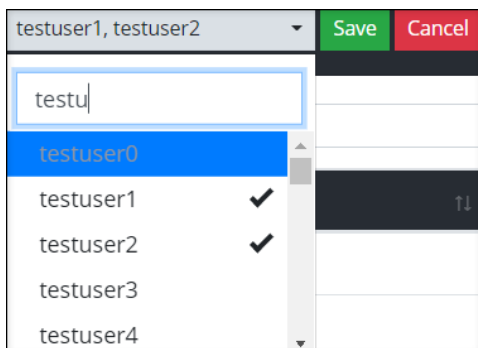1. In the **Users** section, in the **Actions** column, click on **trash can symbol** for the user to be removed from the user group.
2. Confirm the removal.

Give permission to a Supervisor and Administrator to see results

Permissions to see results are granted by 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 **the button with a plus sign**.
2. Click on the Supervisor or Administrator 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.**

See also, See and change permissions and alerts.

Remove permissions to see results

1. In the **Listeners** section, in the **Actions** column click the **trash can symbol** for the user to be removed as Listener.
2. Confirm the removal.

Setting up alarms in case of a *red* result

In the **Alerts** column of the **Listeners** section, use the **on/off button** for the Dashboard user.

E-mails will now be sent to the dashboard user's e-mail when **red** results occur. Text message alerts are also sent if the option is ordered and the dashboard user has a verified phone number, see Verify phone number.

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Device Group Details

Click the Device Group name to open the details page about a Device Group, see Figure 16. All features related to Device Groups are managed the same way as for User Groups, see User Group Details. The only difference is that alerts on a device group are sent if the device loses the connection to the internet.
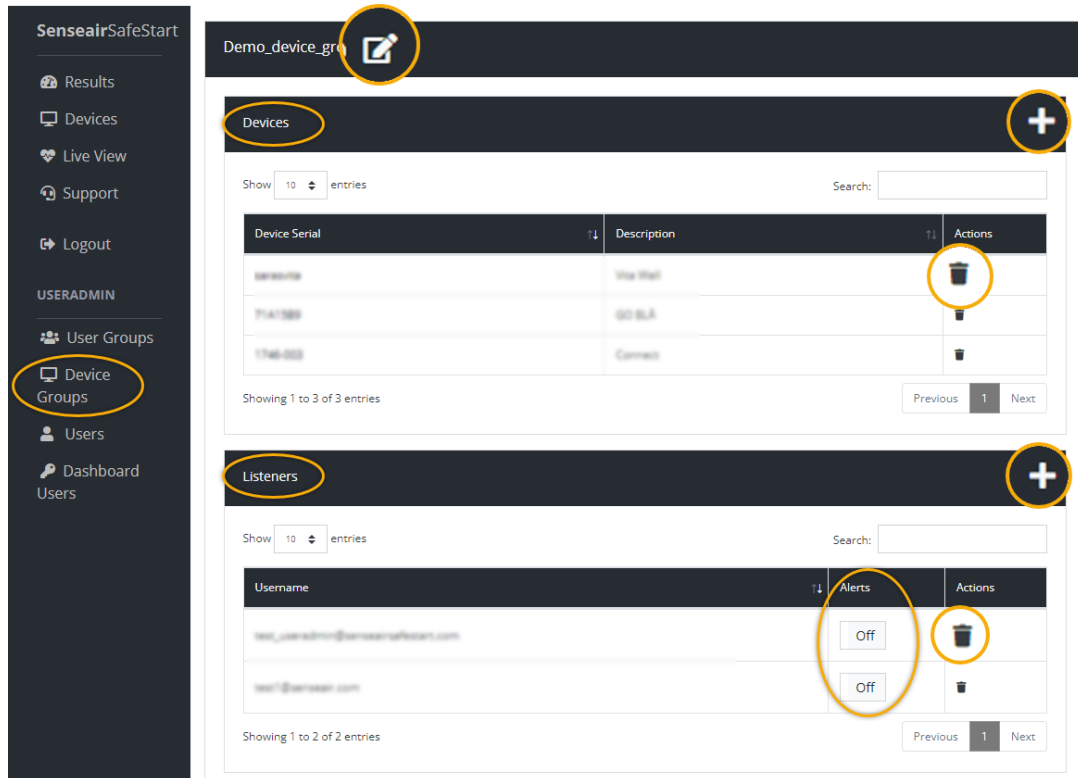
Figure 19: Device Group Details with its described features circled.

Setting up alarms in case of lost internet access

This feature is an option.

1. In the **Alerts** column of the **Listeners** section, use the **on/off button** for the Dashboard user.

E-mails will now be sent to the dashboard user's e-mail when a device has lost internet connection. Text message alerts are also sent if the option is ordered and the dashboard user has a verified phone number, see Verify phone number.

Users

Navigate to this main page by clicking on Users in the menu. This page and its subpages are not accessible to those who have the Supervisor role. See Roles and groups for more information.
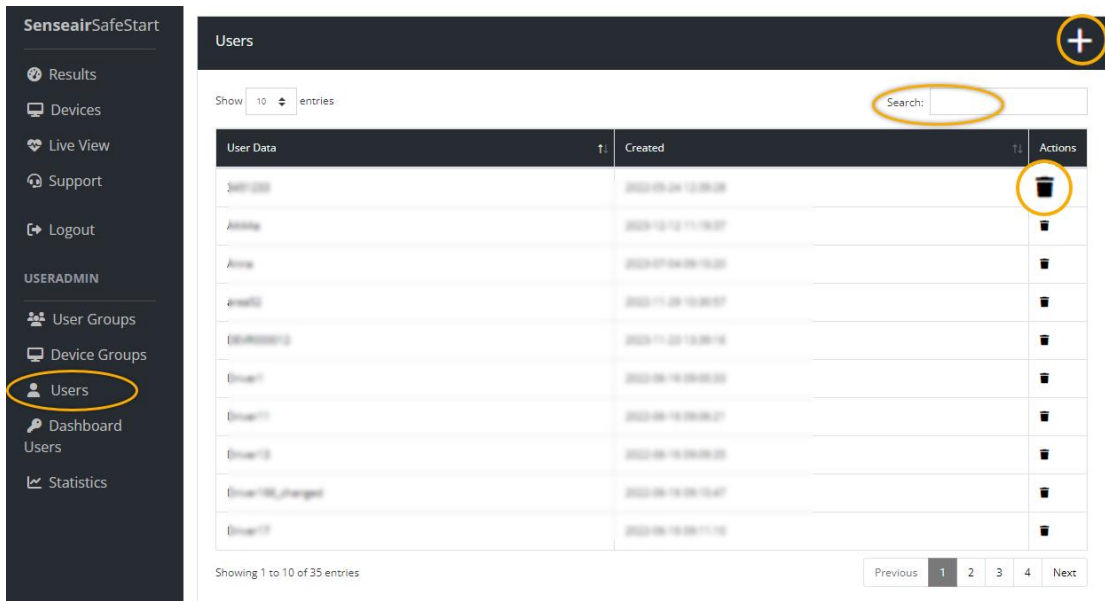
Figure 20: Users with its described features circled.

Register a card to a specific user

With an RFID reader connected to your PC, a card or tag ID can be read into the system. You can also enter the correct ID.
1. In the **Users page** click **the button with a plus sign**.
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**.

Figure 21: Dialog for registration of users.

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

Remove a user from the system

1. Click the **trash can symbol** in the **Actions** column.
2. Confirm.

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Search for a specific user

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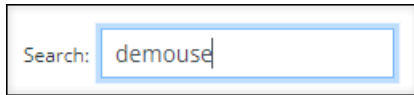

Figure 22: Search field.

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 or Senseair Workplace 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 e-mail 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.
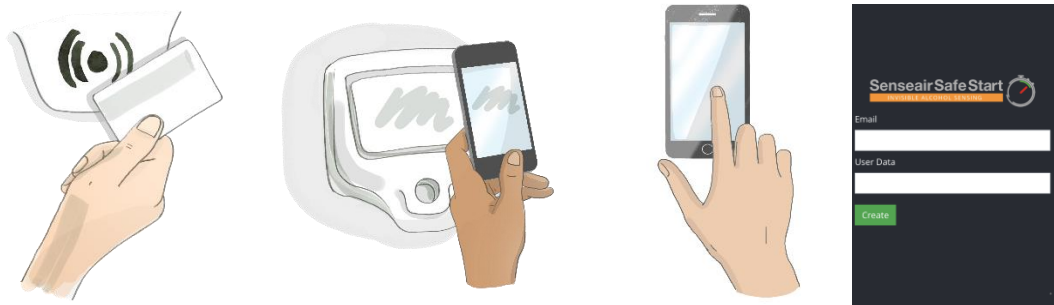

Figure 23: Self-registration on a Senseair Wall via the help of a smart phone.

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User Details

Click the user to open the page with detailed information about the specific user, .
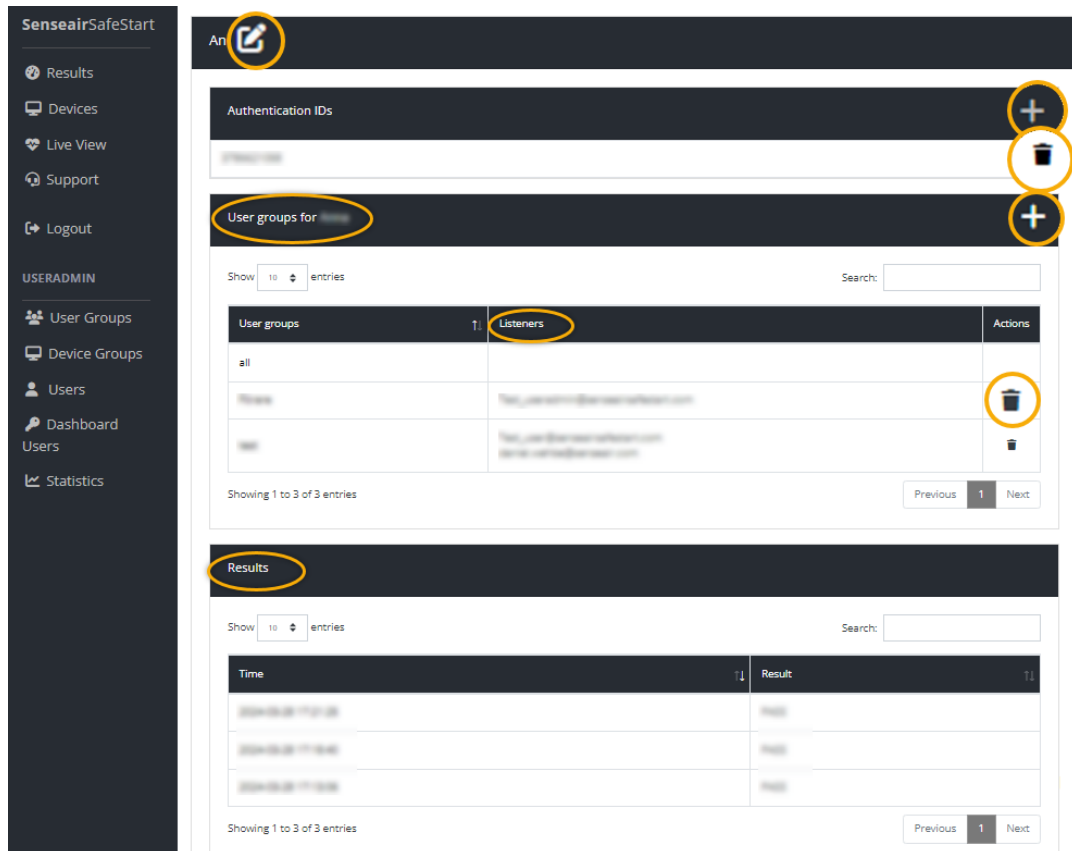
Figure 24: User Details with its described features circled.

Change User name

4. Click **the edit symbol**.
5. Enter the new name in the field.
6. Click **Save.**

Add and remove a tag / card to a User

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

1. In the section, **Authentication IDs**, click **the button with a plus sign**.
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**.

Click on **trash can symbol** for the ID to be deleted. Confirm the deletion.

See who has the access to see a specific User's results

Under the section **User Group for *user name*** in the column **Listeners** all Dashboard users that has access to the specific user's result are listed. It is also shown what user groups the user belongs to.

Change user group belongings

Use **the button with a plus sign** and **trash can symbol** to add respectively remove the user from a user group.

See all results from a specific user

All breath tests made by a specific user are shown under the section **Results**. See also Show all results made by a specific user.

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Dashboard Users

Navigate to this main page by clicking on **Dashboard Users** in the menu. This page and its subpages are not accessible to those who have the Supervisor role. See Roles and groups for more information.
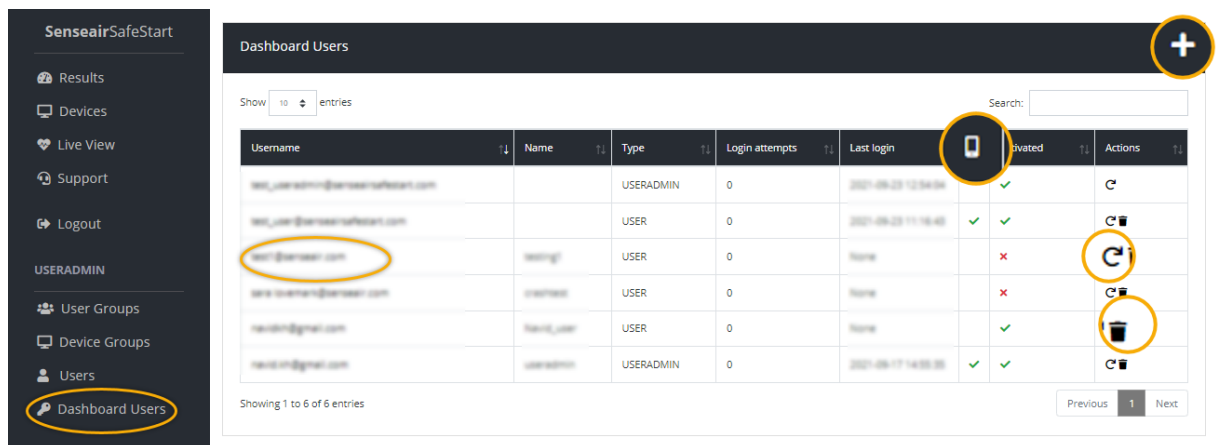

Figure 25: Dashboard Users with its described features circled.

Register a new dashboard user

This feature is only available for the role Administrator. See Roles and groups for more information.
1. In the Dashboard Users heading, click **the button with a plus sign**.
2. Type the e-mail address of the new dashboard user. SafeStart may be set up to allow only certain domains, which shows by having the domain name in a list.
3. Select
   - **Supervisor** in the **Type** drop-down list if the user is to be a Supervisor.
   - **Administrator** in the **Type** drop-down list if the user is to be an Administrator
   - **Assistant** in the **Type** drop-down list if the user is to be an Assistant
4. Type name (optional).
5. Click **Create.**

A message containing a confirmation link will be sent to the specified e-mail address. See Set password and activate account for more information.

New password

This feature is only available for the role Administrator. See Roles and groups for more information.
1. Click on the **curved arrow** in the column **Actions.**
2. Confirm.

A message containing a confirmation link will be sent to the specified e-mail address. See Set password and activate account for more details.

Delete Dashboard users

This feature is only available for the role Administrator. See Roles and groups for more information.
1. Click the **trash can symbol** in the column **Actions.**
2. Confirm.

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Dashboard User Details

Click the specific dashboard user to open the page with detailed information, see Figure 25.
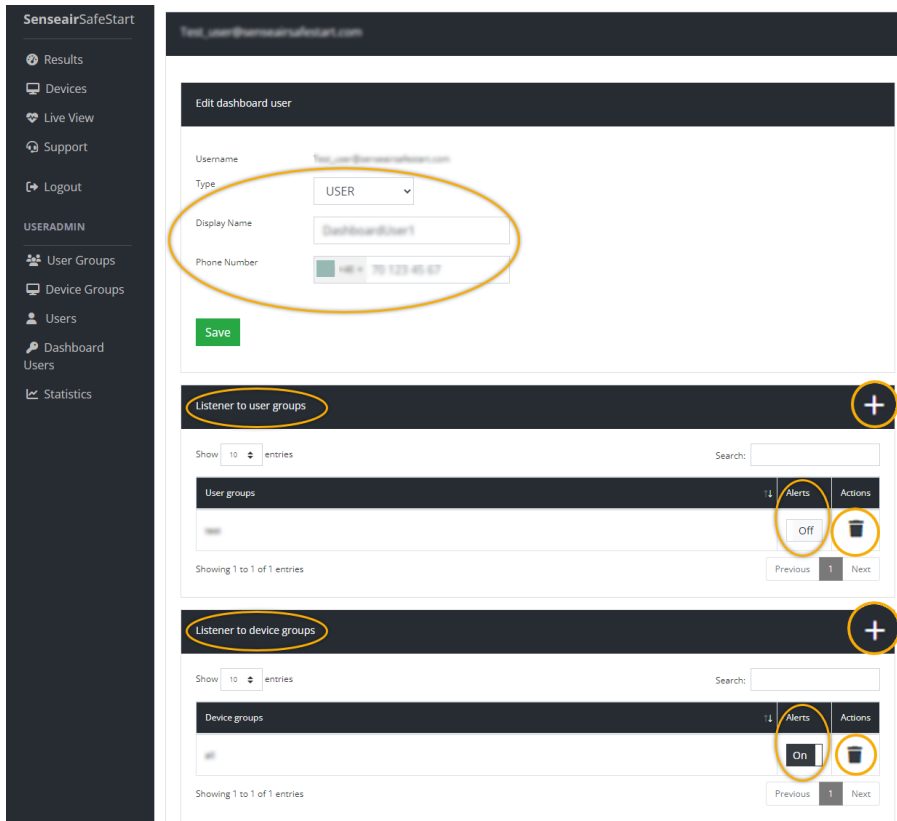

Figure 26: Dashboard User Details with its described features circled.

Edit Dashboard users

This feature is only available for the role Administrator. See Roles and groups for more information.
1. Make the desired changes in **Type**, **Display Name** and **Phone number!**
2. Click **Save.**

See and change permissions and alerts

This feature is only available for the roles Administrator and Assistant. See Roles and groups for more information.

All user groups that the selected dashboard user is listener to are listed under the section **Listener to user groups**. It is presented in the column **Alerts** if alerts will be sent in case of a **red** result.

All device groups that the selected dashboard user is listener to are listed under the section **Listener to device groups**. It is presented in the column **Alerts** if alerts will be sent in case of device loses internet connection.

Use **the button with a plus sign** and **trash can symbol** to add respectively remove the dashboard user as a Listener to a user group and device group. In the column **Alerts** use the **on/off button** to turn on or off alerts.

Statistics

Navigate to this main page by clicking on **Statistics** in the menu. This page is only accessible to those who have the Administrator role. See Roles and groups for more information.

A made result will be available for presentation three years after it is made unless other is specified. The storage time starts from the day SafeStart 2.2 or later is installed. No results in this page are possible to link to any user, see Results are only saved for 14 days.
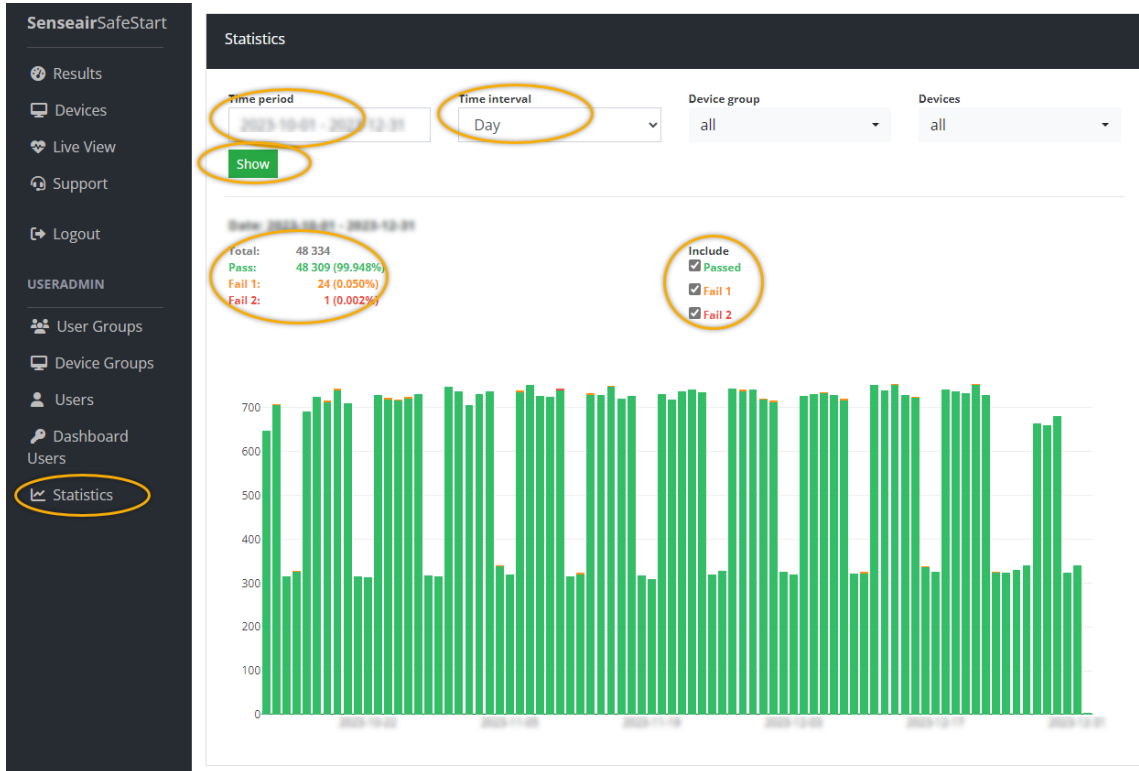

Figure 27: Statistics with its described features circled.

Show number of made results in a chart

1. Select the **Time Period** from which the result should be displayed. It is possible to enter the exact dates or use the predefined selections.
2. Select the **Time Interval** to be presented on the x-axis. Year, Month, Week, Day or Hour.
3. Select if only results from a specific **device** or **device group** should be presented in the chart. Keep "all" if all results are of interest.
4. Click **Show.**

Filter Passed/Fail in the chart

Use the check boxes to show and hide different result status. See The terms red results and "fail" for non-sober tests for details about differences between Fail 1 and Fail 2.

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Login and Logout

Set password and activate account

After an Administrator has created a new Supervisor in the system, a message containing a confirmation link is sent to the specified e-mail address. The username is always an e-mail address. The link is valid to use for 24 hours. A new activation message needs to be sent after that. See New password for how to do it.

1. Use the link you received.

Figure 28: E-mail message with link for setting password.

2. Enter your e-mail 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 e-mail containing a link to the login page will now be sent.
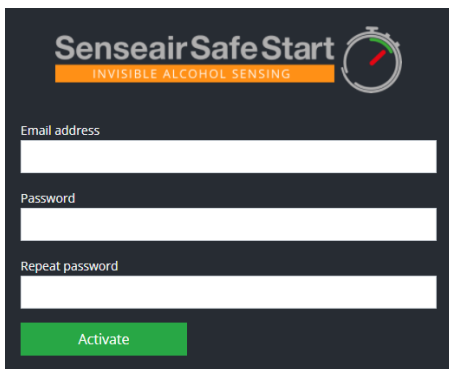

Figure 29: Page for setting password.

Login to Dashboard

An e-mail with a login page is sent when the password is set.

Figure 30: E-mail message with link and SafeStart login page.

1. To go to the login page, use the link in the message received when activating your account.
2. Input your e-mail 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

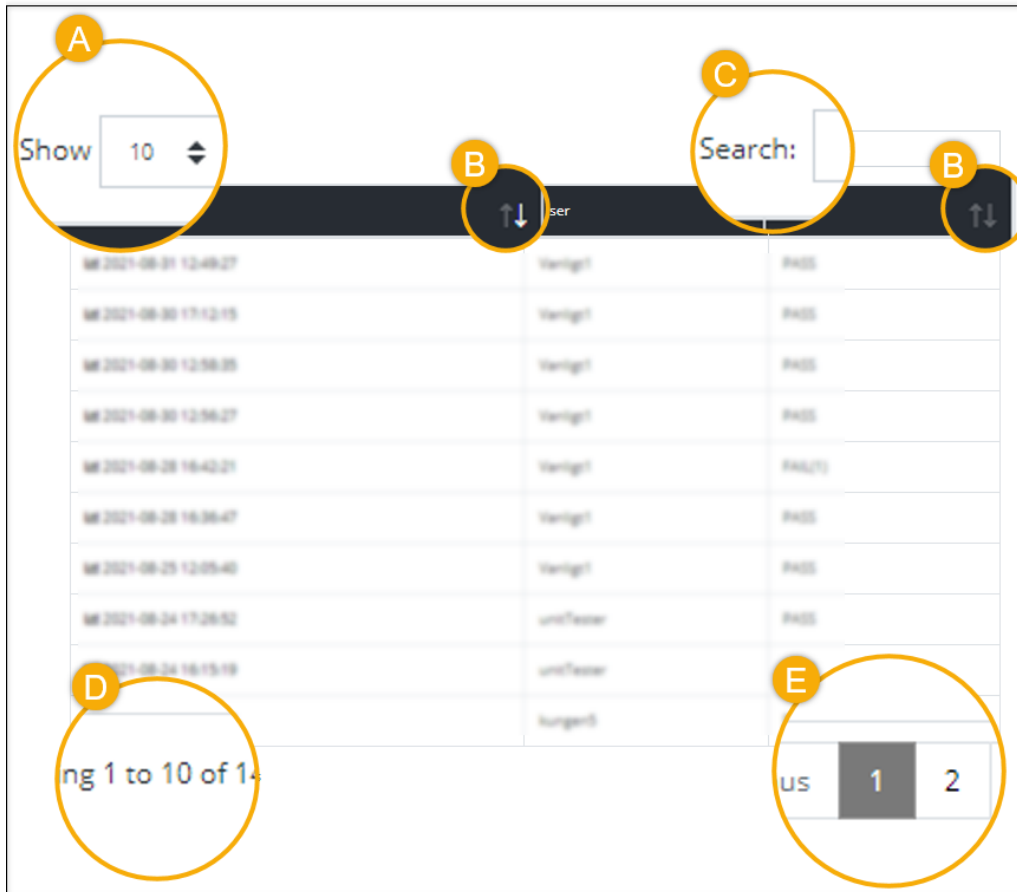The image and table below explain how to easily navigate long pages in Senseair Dashboard.

Figure 31: Navigation features

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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