

Manual HTC Badge Applications

Badgeholder

Date 05-06-2023
Version 1.1

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1. Introduction

This guide explains how to use HTC's various badge applications. There are three different applications.

In **Access Management**, cardholders and employee officers can request additional access. Zone managers use the same application to approve or reject the requests.

With **Visitor Management**, cardholders can invite visitors to the campus via the VM host portal and register them so they can pick up a visitor badge at the reception.

The management of the cardholders and the cards is done by the employee officers in the **Online Card Management System**. The badge desk also uses this system to print cards.

1.1. Document History

Version	Date	Author	Description
1.0	23-12-2022	ID-ware	Definitive version
1.1	05-06-2023	ID-ware	Update due to software upgrade.

1. AM

1.1 Introduction

The AM (Access Management) is used to request access rights. Depending on the user role, different actions are possible.

	Cardholder	Employee Officer	Zone Manager
Request access	✓	✓	✓
Request access for others		✓	
Review access request			✓

1.2 Log in

For all cardholders in the OCMS who are designated as SelfServiceUser, a user is automatically created in the AM. The AM can be reached on <https://htc-amp.cardyourself.com>. If you are not yet logged in, you will be redirected to the login screen:

Login

To use the application, you must log in. You will be redirected to the desired page.



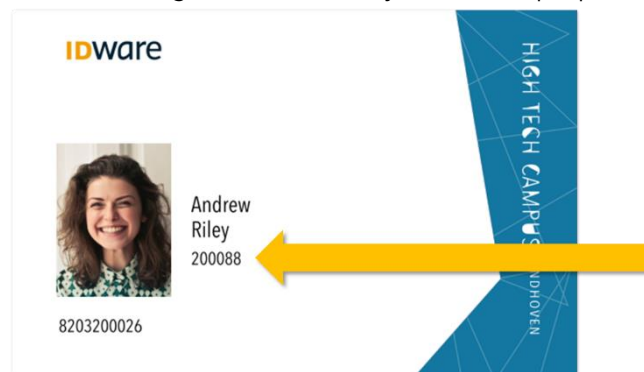
☐ Stay logged in on this computer

LOGIN

[Password forgotten?](#)

You use your badge personal number (6-digit code on your badge) as a username to log in. On the new badge, this number will appear under your name.

The number is also on the old badge, but note that you have to prepend the number with zeros




until it is six digits long: if there is 1234 on your old badge, enter 001234 as a username.

Before you can log in, you must first set a password. This can be done by clicking on the "Password forgotten" link. Enter your email address in the next screen and you will receive a link via e-mail with which you can set a new password.

Password reset

Please enter your new password.


Length must be greater than 8
1 special characters !"\$%&/'_`~:;#.+*~@
1 capital letter
1 lower case

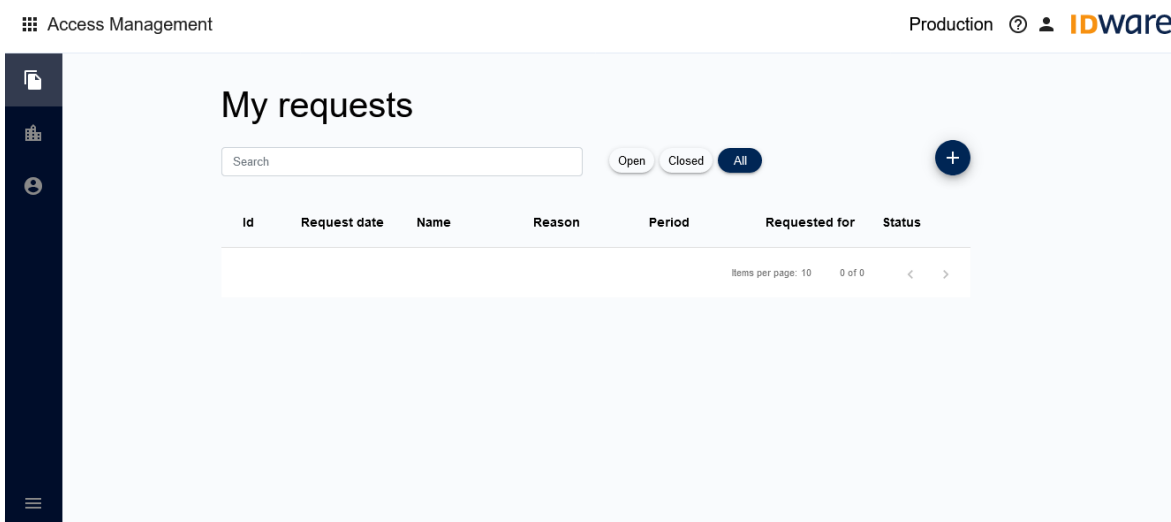


RESET

Note that only the special characters indicated are supported.

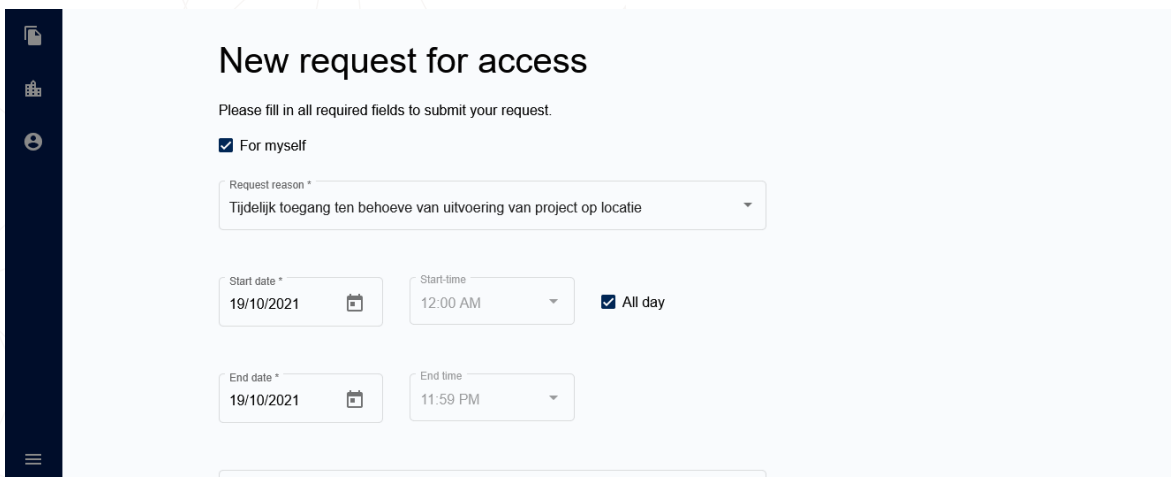
1.3 Request access

Anyone who can log in to the AM can request access rights for themselves from their requests page ("My requests"). This is shown immediately after logging in and is always accessible by clicking on the  icon in the left menu.



The screenshot shows the 'My requests' page in the Access Management (AM) system. The page has a dark blue sidebar on the left with icons for document, calendar, and user. The main content area is light blue and contains the title 'My requests'. Below the title is a search bar and three buttons: 'Open', 'Closed', and 'All'. To the right of these buttons is a circular button with a plus sign. Below this is a table with the following columns: 'Id', 'Request date', 'Name', 'Reason', 'Period', 'Requested for', and 'Status'. The table is currently empty, and below it is a pagination bar showing 'Items per page: 10' and '0 of 0'.

Press the plus button to submit a new application.

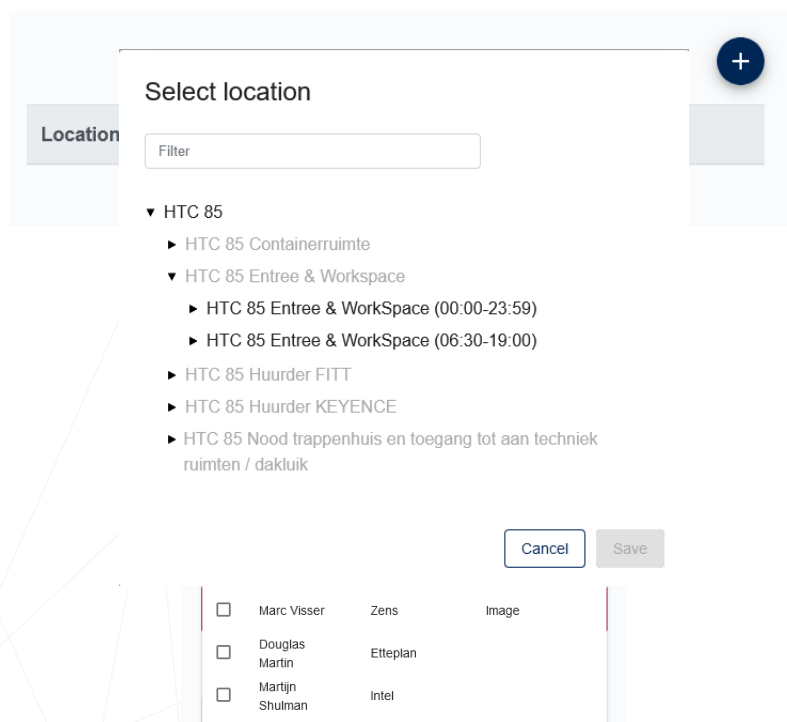


The screenshot shows the 'New request for access' form in the Access Management (AM) system. The page has a dark blue sidebar on the left with icons for document, calendar, and user. The main content area is light blue and contains the title 'New request for access'. Below the title is a message: 'Please fill in all required fields to submit your request.' There is a checkbox labeled 'For myself' which is checked. Below this is a dropdown menu for 'Request reason' with the selected value 'Tijdelijk toegang ten behoeve van uitvoering van project op locatie'. Below the dropdown are two rows of date and time pickers. The first row has 'Start date' (19/10/2021) and 'Start-time' (12:00 AM). The second row has 'End date' (19/10/2021) and 'End time' (11:59 PM). There is also a checkbox labeled 'All day' which is checked.

Normal cardholders can only make a request for themselves. Employee officers can uncheck the box for "For myself" and then get the option to search for people.

Choose a reason for the request and fill in the start and end dates of the desired access rights.

Click on the plus button above the location list and choose the location you want to access.



Select location

Filter

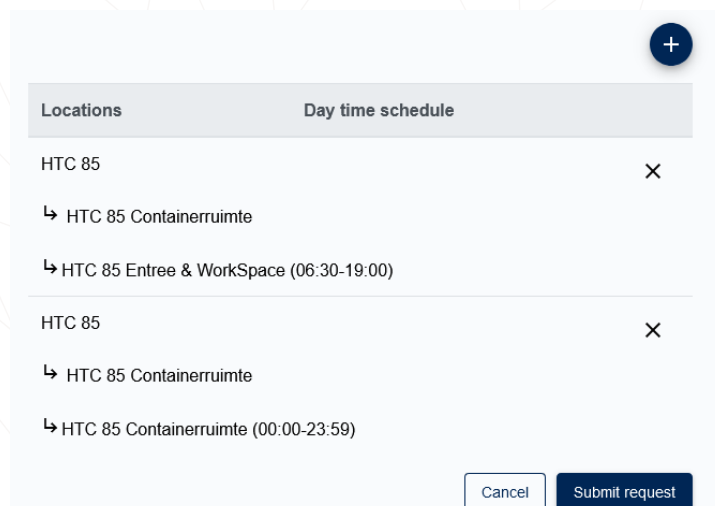
- ▼ HTC 85
 - ▶ HTC 85 Containerruimte
 - ▼ HTC 85 Entree & Workspace
 - ▶ HTC 85 Entree & WorkSpace (00:00-23:59)
 - ▶ HTC 85 Entree & WorkSpace (06:30-19:00)
 - ▶ HTC 85 Huurder FITT
 - ▶ HTC 85 Huurder KEYENCE
 - ▶ HTC 85 Nood trappenhuis en toegang tot aan techniek ruimten / dakluik

Cancel Save

<input type="checkbox"/>	Marc Visser	Zens	Image
<input type="checkbox"/>	Douglas Martin	Etteplan	
<input type="checkbox"/>	Martijn Shulman	Intel	

Select the location from the list shown.

Then click the "Add" button to add the location. It is possible to submit an application for multiple locations at the same time.



Add location

Locations	Day time schedule
HTC 85	×
↳ HTC 85 Containerruimte	
↳ HTC 85 Entree & WorkSpace (06:30-19:00)	
HTC 85	×
↳ HTC 85 Containerruimte	
↳ HTC 85 Containerruimte (00:00-23:59)	

Cancel Submit request

Then press "Submit request" button to submit the request. You will be redirected to the "My requests" page, where the new request can now be seen. By clicking on the application it is possible to view the current status of the application.

Note that the 'comment' field is for your own administrative purposes only. Any information meant for the zone manager needs to be added to the 'reason' field.

2. Inviting visitors in the new portal

The Visitor Management portal allows you to register visitors upfront so they can pick up a badge at the reception desk.


2.1. Logging in to the Portal


The host portal can be accessed at <https://htc-vmh.cardyourself.com>.

When you aren't logged in yet you will be redirected to the login page:

Login

To use the application, you must log in. You will be redirected to the desired page.



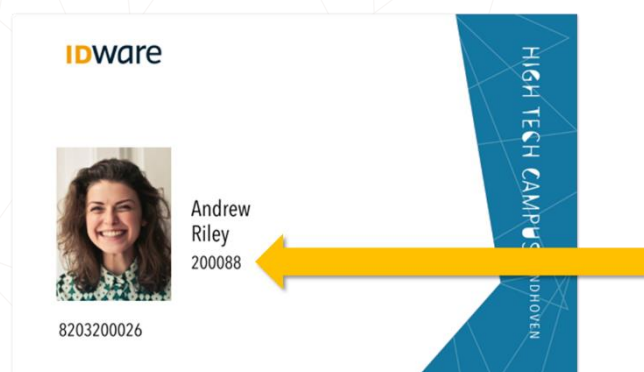


☐ Stay logged in on this computer

LOGIN

[Password forgotten?](#)

Use your badge person number (6-digit code on your badge) as your username to log in. On the new badge, this number appears under your name.




Before you can log in, you must first set a password. This can be done by clicking on the "Password forgotten" link. Fill in your email address in the next screen and you will receive a link via email with which you can set a new password.

Password reset

Please enter your new password.

Length must be greater than 8
1 special characters !"#\$%&'()*+,-./:;<=>?@
1 capital letter
1 lower case



RESET

Note that only the special characters indicated are supported.

2.2. Making an Appointment

You can create an appointment directly from the host portal by clicking the "+Appointment" button in the top right. Making an appointment consists of three steps:

Step 1: Appointment Details

In the first screen you can fill out the appointment details such as the subject of the appointment and the start and end dates. Note that a visitor badge will only stay active for up to 2 weeks after it has been issued by the reception. Please request a personal badge for visitors who require access for a longer period.

The start and end time of a badge determines when the visitor badge will work. Visitors can enter with their visitor badge from half an hour before the start until half an hour after the end of their appointment, but only between 06:30 and 19:00.

Add appointment

1 Appointment details

2 Appointment locations

3 Visitors

Appointment Details

Subject *

Visit

Start Date *

22/12/2022

Start Time *

08:00 am

☐ All day

End Date *

22/12/2022

End Time *

08:30 am

MAKE RECURRING

☒ Creating the appointment for yourself?

Activate the checkbox if you want to create an appointment for yourself.

Owner

Menno Bell

Host

Menno Bell

Remarks

DISCARD

NEXT

Click the 'Make Recurring' button to make the appointment recurring (daily/weekly/monthly) up to a specific end date.

Deselect the 'Creating the appointment for yourself?' to make the appointment on behalf. Note that you have to search and select a host before you can continue.

Use the 'Remarks' field to provide additional information for the reception, such as the phone number of the host/contact person.

Click the 'Next' button to continue to the next step.

Step 2: Appointment Locations

In the second screen you specify where the visitor receives their visitor badge and to which locations they need have access to.

The screenshot shows a mobile application interface for adding an appointment. On the left, a sidebar titled 'Add appointment' contains three steps: 1. Appointment details, 2. Appointment locations (highlighted with a dark blue circle), and 3. Visitors. The main content area is titled 'Appointment Locations'. It features a 'Reception' dropdown menu with 'Receptie HTC 05' selected. Below this is a list of locations, with one item visible: 'HTC 05 AI Innovation Centre' with a house icon and a close button. The text below the icon reads 'HTC Bezoekers, HTC 05, HTC 05 AI Innovation Centre' and there is a 'VIEW DETAILS' link. To the right of the list is a large blue button with a white plus sign and the text 'ADD LOCATION'. At the bottom of the screen are three buttons: '< BACK', 'DISCARD', and 'NEXT'.

Select in the drop down menu the reception where the visitor will be received.

Click on the 'Add Location' button to select a location for the meeting and to where the visitor will be granted access to. Multiple locations may be chosen.

Please be aware that you only see the receptions and locations that were assigned to your organization.

Step 3: Visitors

In the final step you add the visitors to the appointment.

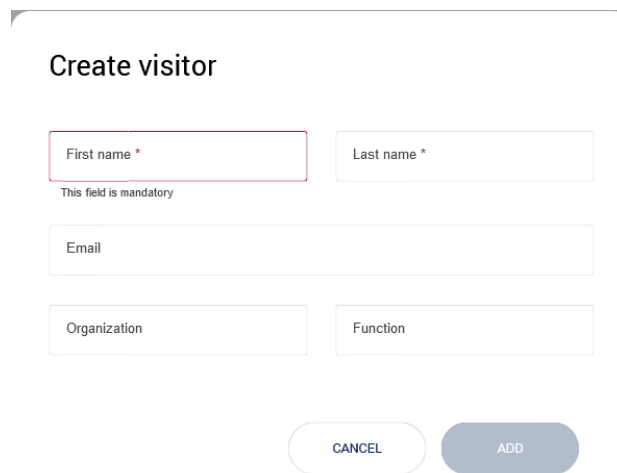
The screenshot shows a web interface for adding visitors to an appointment. On the left, a sidebar titled 'Add appointment' contains three steps: '1 Appointment details', '2 Appointment locations', and '3 Visitors' (which is highlighted). The main area is titled 'Visitors' and features a search bar labeled 'Search visitors'. To the right of the search bar is a button labeled '+ NEW VISITOR'. Below this button is a dropdown menu with two options: 'Invite visitor' (with an envelope icon) and 'Create visitor' (with a plus icon). In the center of the main area, it says 'No visitors selected' and 'Please add visitors to be invited'. At the bottom left, there is a '< BACK' button. At the bottom right, there are two buttons: 'DISCARD' and 'SAVE'.

There are three ways to add visitors to the appointment:

Er zijn drie mogelijkheden om bezoek aan een afspraak toe te voegen:

1. Previously registered visitors can be added by selecting them through the search bar.
2. New visitors can be invited with their email address. They will receive a link through which they can register themselves. To do so, click the "+ New Visitors" button and choose "Invite Visitor".

3. New visitors can be registered immediately. To do so, click the “+ New Visitors” button and choose “Create Visitor”. The following screen is shown:



The screenshot shows a web form titled "Create visitor". It contains several input fields: "First name *" (with a red border and a small asterisk), "Last name *", "Email", "Organization", and "Function". Below the "First name *" field, there is a small text label that says "This field is mandatory". At the bottom of the form, there are two buttons: "CANCEL" and "ADD".

You need to provide at least the first and last name of the visitor. When the email field is left blank, a fictional email address will be generated. Note that if a real email address is registered, the visitor will receive a confirmation of the appointment and a map of the campus.

Click on the “Save” button to save the appointment.