

Manual HTC Badge Applications

Zone Manager

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.

2. AM

2.1 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			✓

2.2 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.





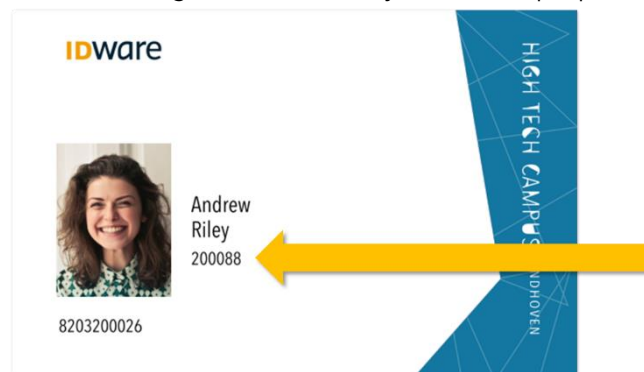
☐ Stay logged in on this computer

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

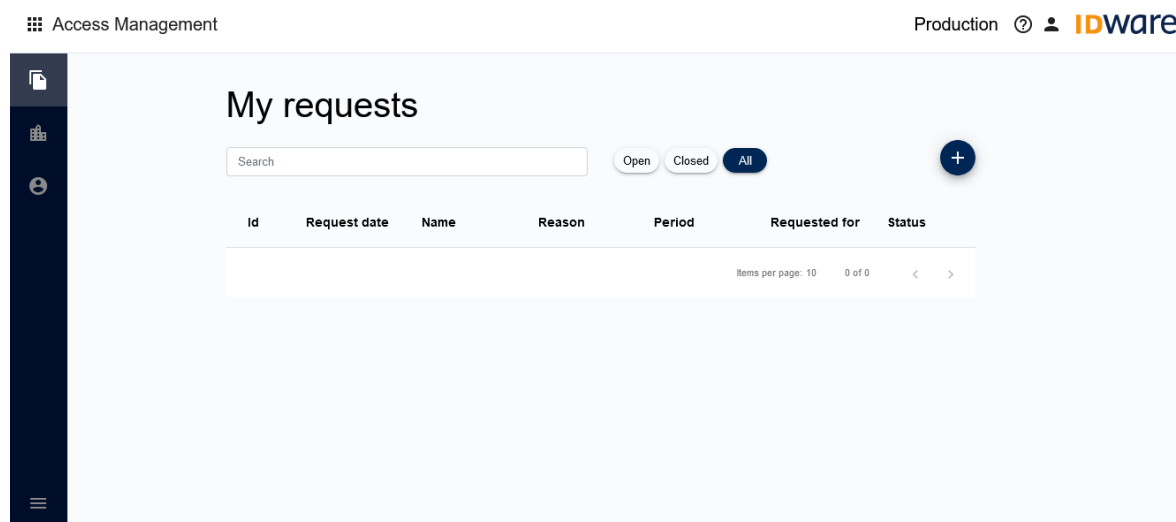


RESET

Note that only the special characters indicated are supported.

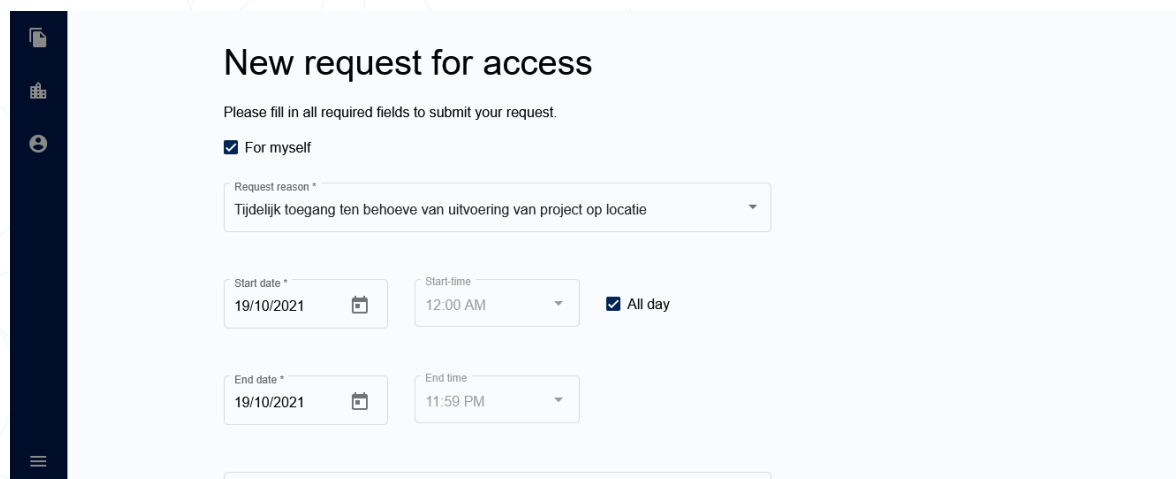
2.3 Request access

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 IDware Access Management system. The page has a dark blue sidebar on the left with icons for document, calendar, and user. The main content area has a header with 'Access Management' and 'Production' status. The title 'My requests' is prominently displayed. Below the title is a search bar and three filter buttons: 'Open', 'Closed', and 'All'. A circular button with a plus sign is also present. A table with columns 'Id', 'Request date', 'Name', 'Reason', 'Period', 'Requested for', and 'Status' is shown, but it is currently empty. At the bottom of the table, it indicates 'Items per page: 10' and '0 of 0'.

Press the plus button to submit a new application.

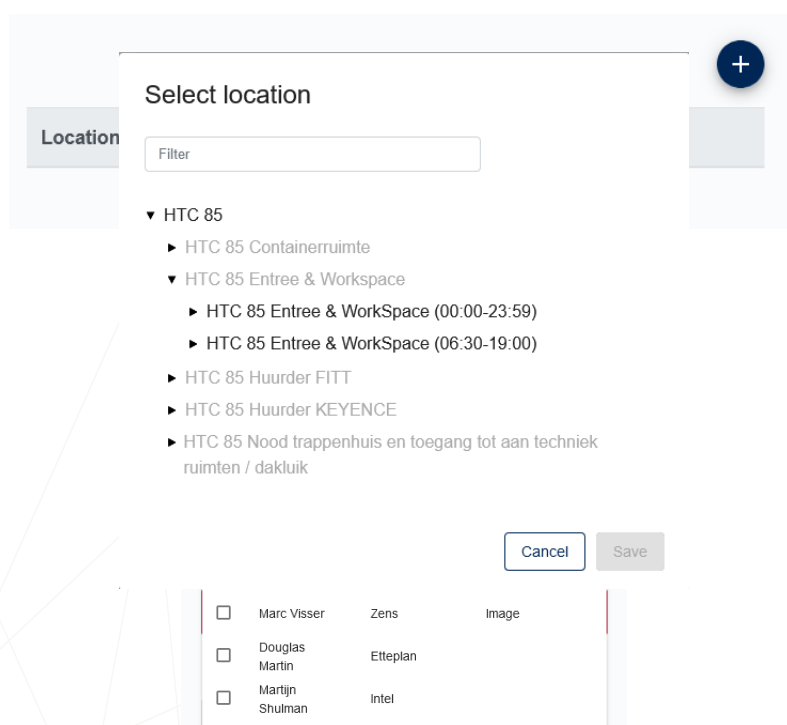


The screenshot shows the 'New request for access' form in the IDware Access Management system. The page has a dark blue sidebar on the left with icons for document, calendar, and user. The main content area has a title 'New request for access' and a subtitle 'Please fill in all required fields to submit your request.' Below the subtitle is a checkbox labeled 'For myself' which is checked. A dropdown menu for 'Request reason' is shown with the selected option 'Tijdelijk toegang ten behoeve van uitvoering van project op locatie'. Below this 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

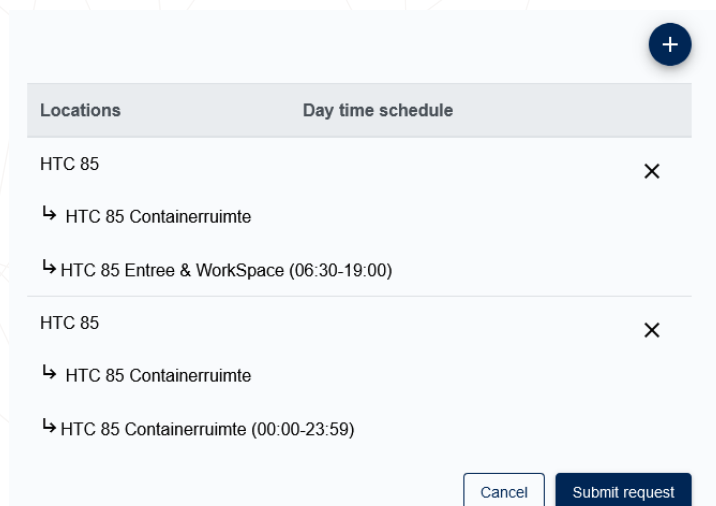
- ▼ HTC 85
 - ▶ HTC 85 Containerruimte
 - ▼ HTC 85 Entree & Workspace
 - ▶ HTC 85 Entree & WorkSpace (00:00-23:59)
 - ▶ HTC 85 Entree & WorkSpace (06:30-19:00)
 - ▶ HTC 85 Huurder FITT
 - ▶ HTC 85 Huurder KEYENCE
 - ▶ HTC 85 Nood trappenhuis en toegang tot aan techniek ruimten / dakluik

Cancel Save

☐ Marc Visser Zens Image
☐ Douglas Martin Etteplan
☐ 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.



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.

2.4 Review Access Request

As a zone manager you can approve or reject requests in AM. Go to 'My tasks' by clicking on the  icon.

Access Management IDware

My Tasks

Open Closed All

<input type="checkbox"/>	Id	Applicant	Location	Period	Handled by	Status
<input type="checkbox"/>	38	Erik Zon	HTC 01-A Lunchkamer 1 (00:00-23:59)	20/07/2021 12:00 AM - 20/07/2021 11:59 PM	Erik Zon	Closed
<input type="checkbox"/>	5	Peter Inderlegt <small>(Requested by Erik Zon)</small>	HTC 07 3rd floor	03/03/2021 12:00 AM - 03/03/2021 11:59 PM	Andrew Riley	Closed
<input type="checkbox"/>	4	Richard Visser <small>(Requested by Andrew Riley)</small>	HTC 07 3rd floor	06/03/2021 12:00 AM - 07/03/2021 11:59 PM	Andrew Riley	Closed
<input type="checkbox"/>	2	Richard Visser <small>(Requested by Andrew Riley)</small>	HTC 07 3rd floor	04/03/2021 12:00 AM - 04/03/2021 11:59 PM	Erik Zon	Closed



Items per page: 10
1 - 4 / 4
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2.4.1 Bulk Review

Select one or more requests and two buttons will appear at the top right of the tasks. Click on the button with the cross to reject the requests. Click on the button with the check mark to approve the applications.

My Tasks

Open Closed All

<input checked="" type="checkbox"/>	Id	Applicant	Location	Period	Handled by	Status
<input checked="" type="checkbox"/>	40	Marc Visser <small>(Requested by Andrew Riley)</small>	HTC 01-A Lunchkamer 1 (00:00-23:59)	26/10/2021 12:00 AM - 31/10/2021 11:59 PM		Open
<input checked="" type="checkbox"/>	39	Andrew Riley	HTC 01-A Lunchkamer 1 (00:00-23:59)	26/10/2021 12:00 AM - 28/10/2021 11:59 PM		Open
<input type="checkbox"/>	38	Erik Zon	HTC 01-A Lunchkamer 1 (00:00-23:59)	20/07/2021 12:00 AM - 20/07/2021 11:59 PM	Erik Zon	Closed

2.4.2 Individual Assessment

Click on one of the tasks (not on the check mark) to see the details of the application.

Asset Owner Approval

The following request details have been submitted.

Id	
70	
Description	
Start date *	Start-time *
26/10/2021	12:00 AM
End date *	End time *
31/10/2021	11:59 PM

☐ All day

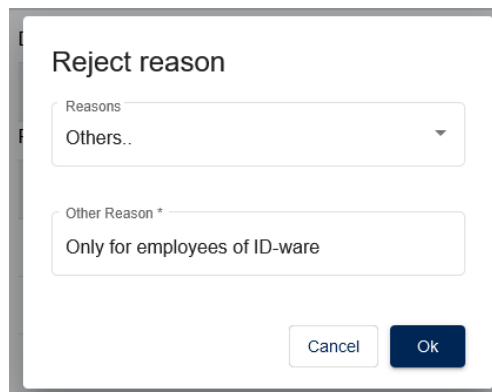
Click on the ⓘ icon next to the applicant's name to see more information about the person.

23/12/2021	11:59 PM
Reason	
Last minute - uitnodiging voor incidenten met hoge prioriteit	
Request for	
Maurits Moolen	
Requester name	
Erik Zon	

Erik Zon
DETAILS


Organization	HTC
Email	ez@ez

At the bottom of the page, the request can be approved or rejected. When rejecting a request, a reason is required. Choose one of the standard reasons or fill in one yourself.



A modal dialog box titled "Reject reason". It contains a dropdown menu labeled "Reasons" with the option "Others.." selected. Below it is a text input field labeled "Other Reason *" containing the text "Only for employees of ID-ware". At the bottom right are "Cancel" and "Ok" buttons.

2.5 View Zone Access

As a zone manager you can see who has access to your zone. To do this, go to 'My zones' by clicking on the  icon.

My zones	
<input type="text" value="Search"/>	
Zone (location)	Security level
HTC 01-A Lunchkamer 1 (00:00-23:59)	SECURE
Items per page 10 1 - 1 / 1 < >	

Then click on the zone to see who has access.

Zone (location)

Security level

HTC 01-A Lunchkamer 1 (00:00-23:59)

SECURE

Items per page 10

1 - 1 / 1

<

>

Permissions

Active

Inactive

All

+

<input type="checkbox"/>	Person Number	Name	Cost Center	Start date-time	End date-time	Active	Granted by
<input type="checkbox"/>	200001	Andrew Riley		03/03/2021 06:15 PM		⊖	created by rule id: 4
<input type="checkbox"/>	200014	Peter Inderlegt		26/02/2021 09:12 AM	26/02/2021 09:40 AM	⊖	created by rule id: 5

Items per page 10

1 - 2 / 2

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