HIGH TECH CAMPUS EINDHOVEN

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.

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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.

👤 Username*

🔒 Password*

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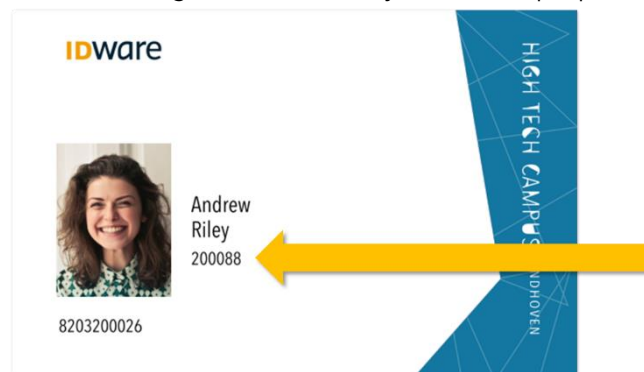
until it is six digits long: if there is 1234 on your old badge, enter 001234 as a username.

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.
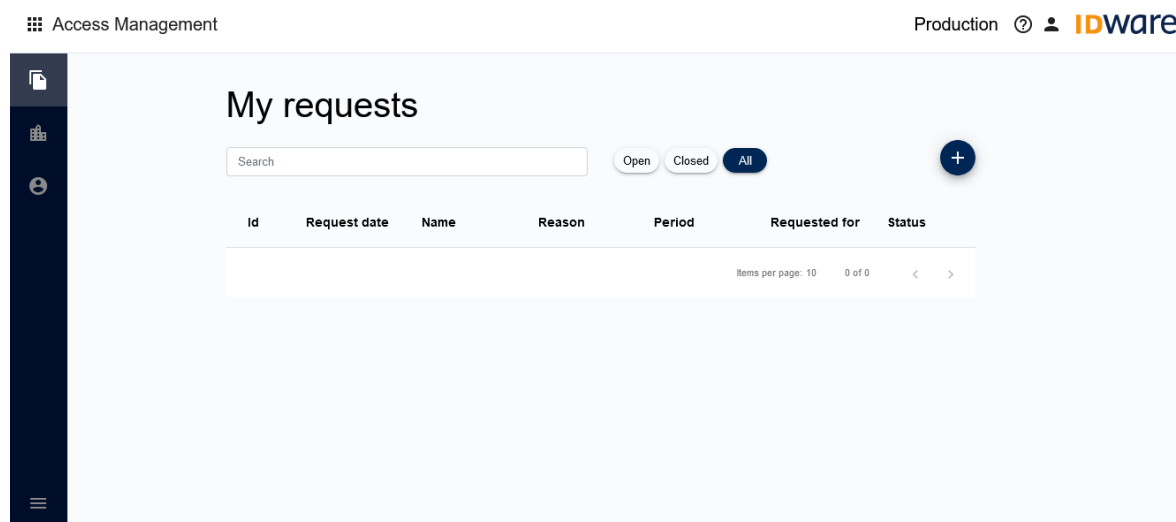
Note that only the special characters indicated are supported.
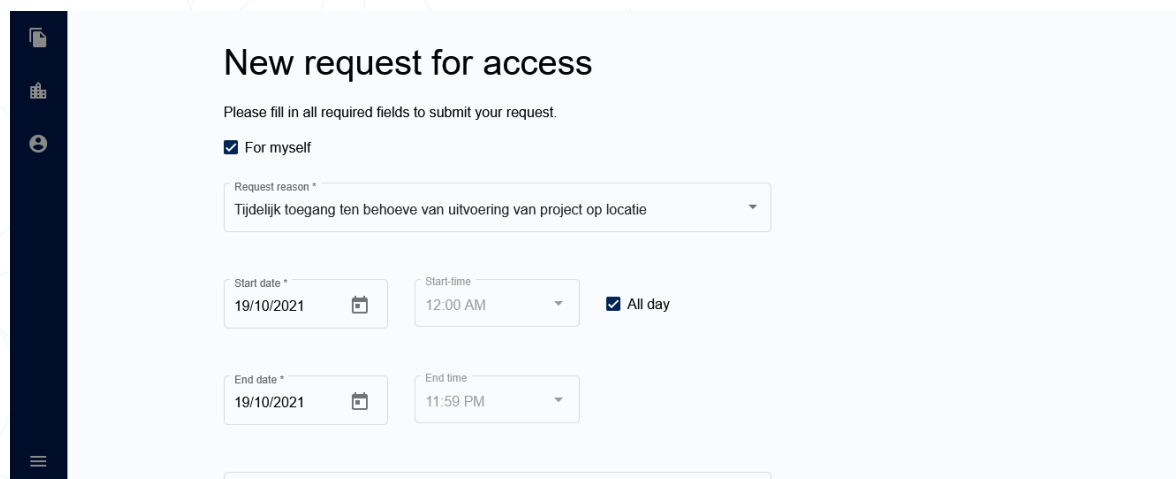
2.3 Request access

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.

Press the plus button to submit a new application.

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.
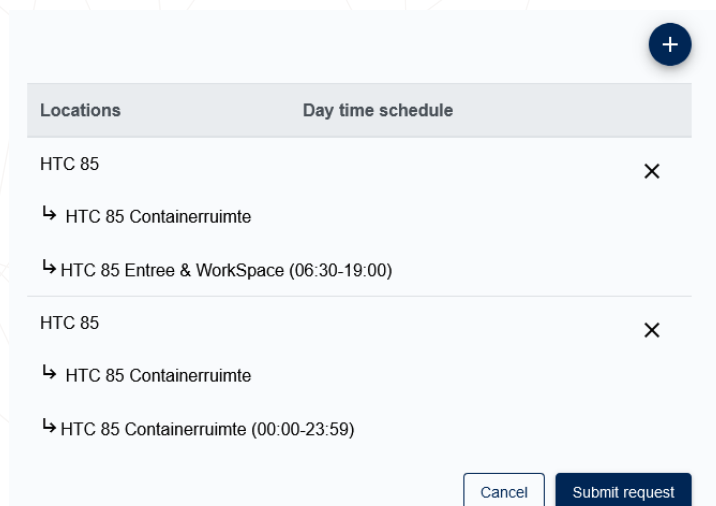

Select the location from the list shown.

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

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.

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.

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 *
26/10/2021

Start-time *
12:00 AM

☐ All day

End date *
31/10/2021

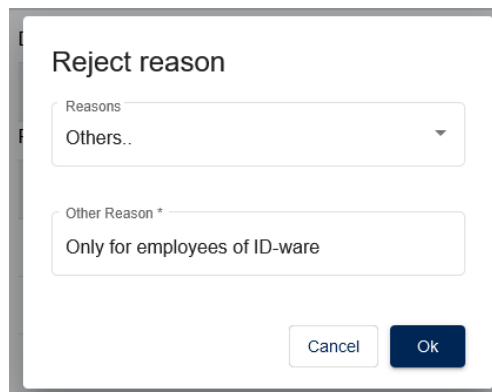End time *
11:59 PM

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

Erik Zon

DETAILS

Organization   HTC

Email   ez@ez

Request for
Maurits Moolen

Requester name
Erik Zon

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.

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.

Then click on the zone to see who has access.

Zone (location)	Security level
HTC 01-A Lunchkamer 1 (00:00-23:59)	SECURE

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Permissions

Search   Active Inactive All   +

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

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