



AccessTogether User Guide
(For Researcher Users)

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1 Introduction

AccessTogether is a web-based application developed to aid Singapore in the current COVID-19 pandemic, as she prepares for an endemic and transitions into a COVID-19 resilient state. AccessTogether will help organizations to regulate access control at public locations, preventing unauthorized individuals from entering the buildings. This helps to ensure that individuals that are allowed into public locations are interacting in a safe setting, with reduced risks of being infected by the virus.

AccessTogether is available for use on all major browsers such as Google Chrome, Mozilla Firefox, Microsoft Edge and Apple Safari.

2 About this User Guide

This document will provide explanations and details on the usage of the various features in AccessTogether.

The following symbols and formatting are used in this document:

NOTE: This indicates useful information to improve your user experience.

WARNING: This indicates serious information which should be adhered to.

① This number in the circle is used together with the figures to illustrate the steps needed for each feature. The example here is used to represent Step 1.

3 Getting Started

Before you come onboard AccessTogether, here are some of the things you need to do:

1. Check that you have a browser on your system and browse to this web link:
<https://4205-grp2-1.comp.nus.edu.sg/login>
2. You should see the following login page as shown below:

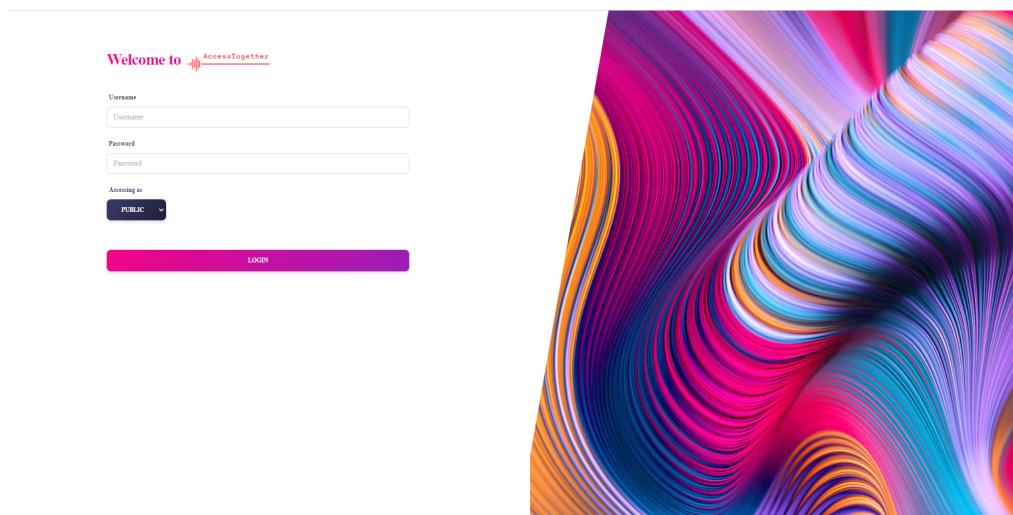


Figure 1: Login page of AccessTogether

4 Key Features

Not sure what AccessTogether can do? Read this section to learn more!

4.1 Export Dataset

The breakthrough of research plays a critical role in our fight against the pandemic. Having this in mind, there will be certain data that would be useful for research, such as human behaviours, vaccine acceptability, and many others.

As a researcher, you will be able to export certain data from AccessTogether, to aid in your research areas.

NOTE:

- Never share this information with any unauthorized personnel.

5 Usage of Features

This section will illustrate and walkthrough the usage of AccessTogether.

5.1 Login

Login is required before you can start using AccessTogether. This will be done by using your account credentials, the dongle issued during registration, and facial recognition.

5.1.1 Username and Password

To login into AccessTogether:

1. Enter your username.
2. Enter your password.
3. Ensure that you are accessing as a RESEARCHER user.
4. Click on the LOGIN button.

Outcome: If successful, you will be redirected to the dongle check page.

NOTE:

- Both Username and Password fields are required.
- If you are trying to access as an ADMIN, STAFF, PUBLIC, or CONTACT TRACER, please refer to the respective AccessTogether User Guides available.

Example of usage:

If you are logging in as the user Rebekah, enter Rebekah's credentials in the respective fields.

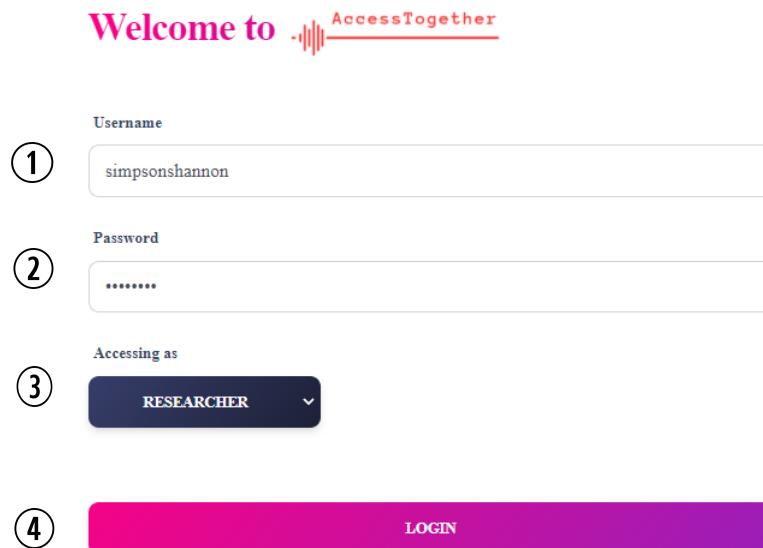


Figure 2: Example for login with user credentials

Expected outcome:



Figure 3: Expected outcome for users with valid credentials

5.1.2 Dongle Authentication

To authenticate your identity:

1. Click on the AUTHENTICATE button.

Outcome: If successful, you will be redirected to the facial recognition page.

NOTE:

- You will only see this page if you have passed the user credentials check.
- Ensure that Bluetooth is enabled on your system.
- Ensure that your dongle is with or near you during login.
- Ensure that **mini_client_home.exe** has been executed before proceeding.

WARNING:

- Never share your dongle with anyone, including people you know.
- Impersonation is a criminal offence and will be liable under existing laws.

Example of usage:

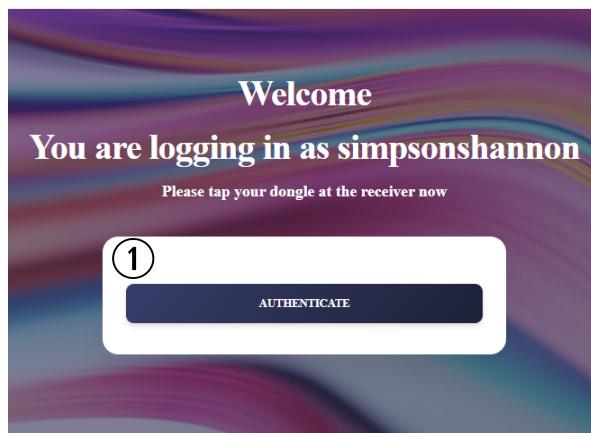


Figure 4: Example of dongle authentication page

Expected outcome:

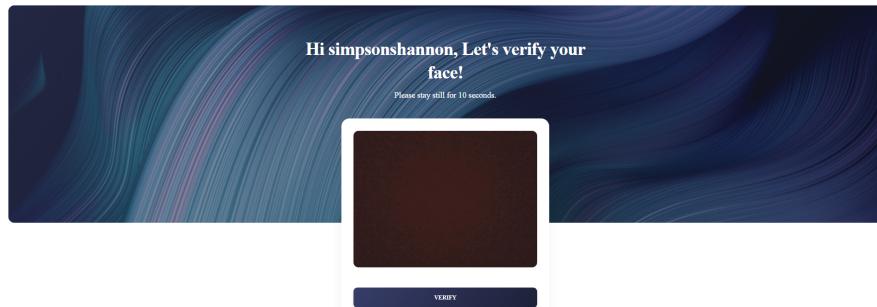


Figure 5: Expected outcome for users with valid dongle

5.1.3 Facial Recognition Verification

To verify your identity:

1. Look into the webcam and keep still for 10 seconds.
2. Click on the VERIFY button.

Outcome: If successful, you will be redirected to the homepage.

NOTE:

- You will only see this page if you have passed both the user credentials and dongle authentication checks.

Example of usage:

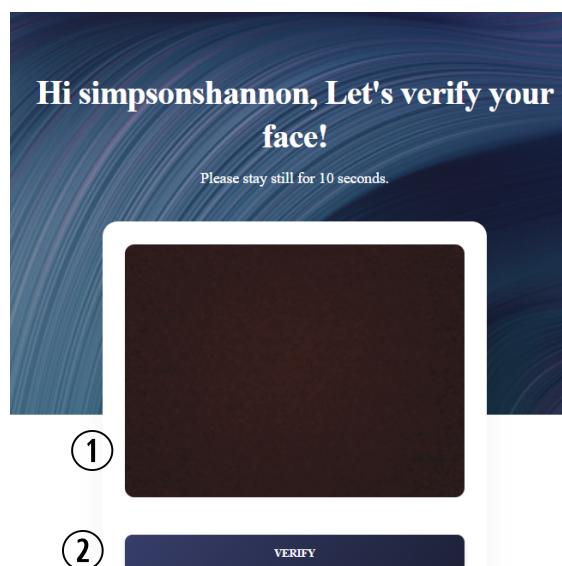


Figure 6: Example usage for facial recognition verification

Expected outcome:

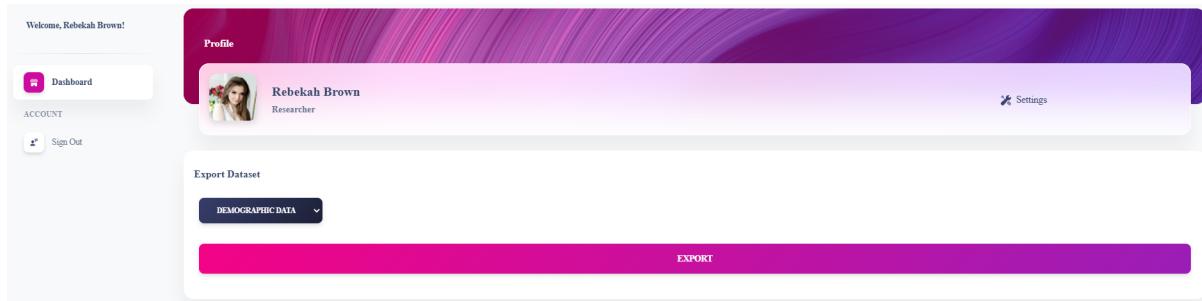


Figure 7: Expected outcome for a valid facial recognition check

5.2 Exporting Dataset

The data collected in AccessTogether may help in research work and benefit the wider community. You will be able to export certain data, with some being anonymized for data protection.

To export the dataset:

1. Ensure that you are logged in as a Researcher.
2. From the drop-down list, select the type of dataset you would like to export.
3. Click on the EXPORT button.

Outcome: If successful, you will have a .csv file with the exported dataset.

Example usage:

Once logged in as a Researcher, if you would like to export Demographic Data, ensure that it is the option in the drop-down list and click EXPORT.

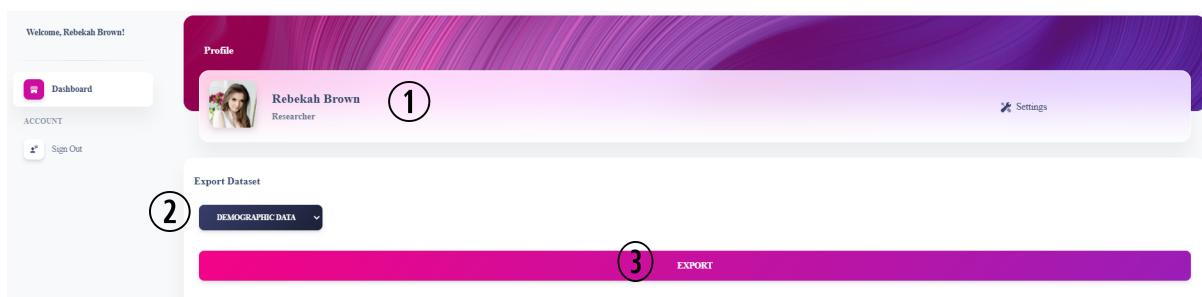


Figure 8: Example usage of Export Dataset

Expected outcome:

You will see a .csv file named “accessTogether-<date-of-export>” in the directory. Inside the file, you will be able to access the data, with some being anonymized or masked.

	A	B	C	D	E	F	G
1	DOB	zipcode	test	latestDate	test_status	vac_type	vac_timestamp
2	45	782***	PCR	25-04-20	1	Moderna	
3	45	782***	PCR	13-05-21	0	Moderna	16-06-20

Figure 9: Expected outcome of exporting dataset

NOTE:

- The steps shown work the same for exporting Access Logs.

5.3 Logout

Finish with what you need to do with AccessTogether? Always remember to logout from your account to prevent any unauthorized access.

To logout of AccessTogether:

1. Click on the Sign Out button.

Outcome: If successful, you will be redirected to the Logout page and your current session in AccessTogether will be terminated.

Example usage:

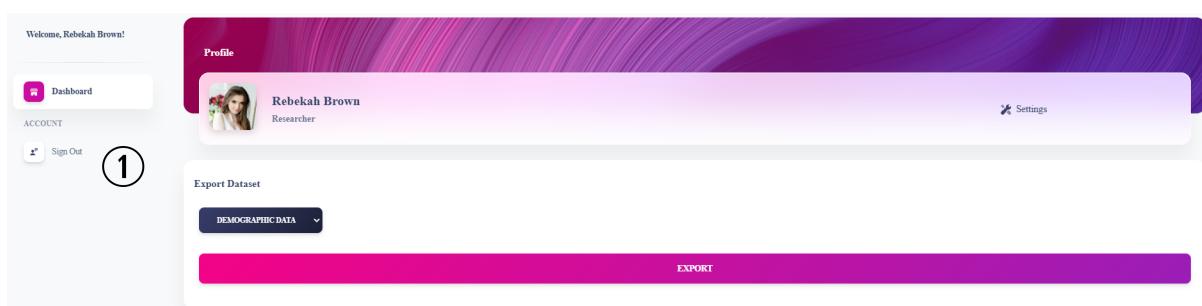


Figure 10: Homepage of AccessTogether

Expected outcome:

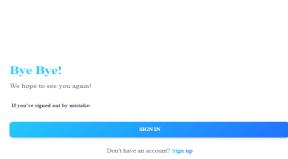


Figure 11: Expected outcome for logging out of AccessTogether

6. FAQs

Q: I tried to login but I got “Error: Invalid username or password. Please try again.” Is there a mistake?

A: You have entered an invalid username and/or password. If you have forgotten your credentials, please contact the admin of AccessTogether.

Q: I need some help in using AccessTogether. Who can I look for?

A: Please contact the admin for AccessTogether if you have any issues. We are always here to help.