



AccessTogether User Guide
(For Staff 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:

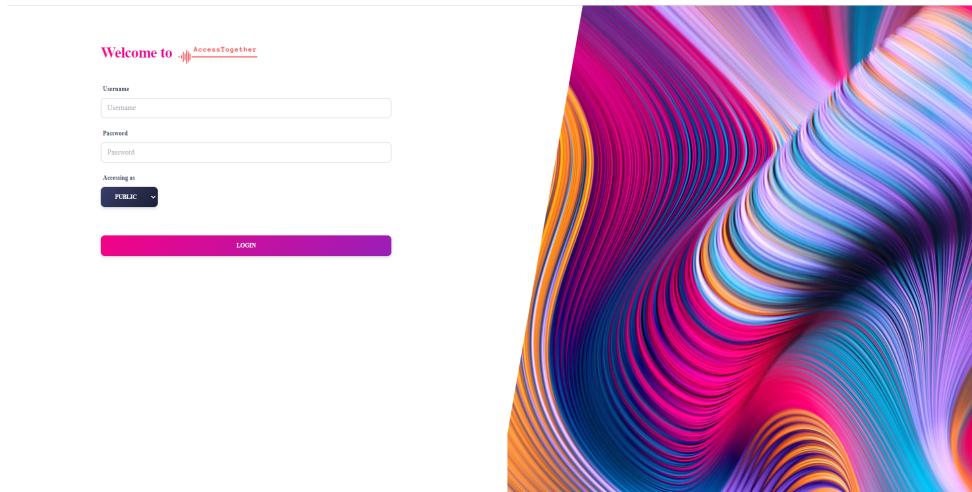


Figure 1: Login page of AccessTogether

4 Key Features

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

4.1 Building Access Management

AccessTogether will be deployed at all public locations for the purpose of managing building access, whereby only fully vaccinated individuals will be allowed entry.

As a staff user of AccessTogether, you will be using this system to regulate access into the building. When an individual scans his or her dongle at the entrances, you will be able to view details such as their vaccination status, and their image from the database in the event that manual facial recognition is required.

Based on this information, the system will help you to determine if the individual is allowed or denied entry into the building.

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 STAFF 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, PUBLIC, CONTACT TRACER, or RESEARCHER, please refer to the respective AccessTogether User Guides available.

Example of usage:

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

The screenshot shows a login form for 'AccessTogether'. Step 1 (circled 1) shows the 'Username' field containing 'alice'. Step 2 (circled 2) shows the 'Password' field containing '*****'. Step 3 (circled 3) shows a dropdown menu set to 'STAFF'. Step 4 (circled 4) shows the large pink 'LOGIN' button.

Figure 2: Example for login with user credentials

Expected outcome:

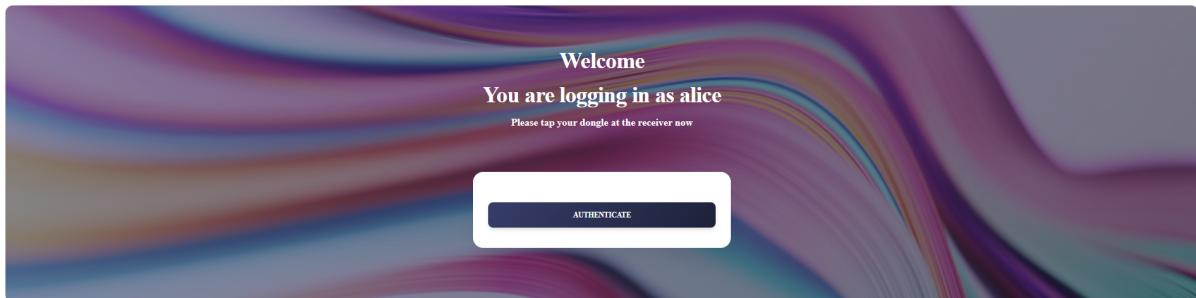


Figure 3: Expected outcome for users with valid credentials

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:

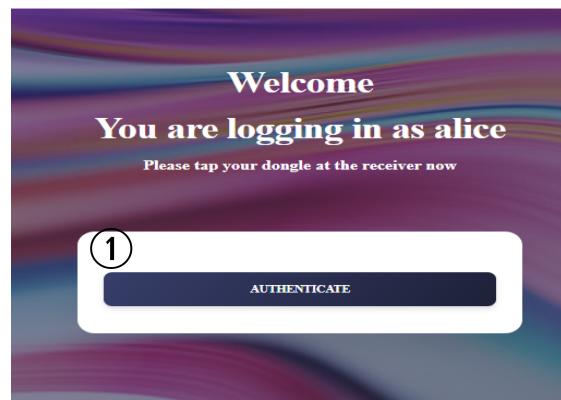


Figure 4: Example of dongle authentication page

Expected outcome:

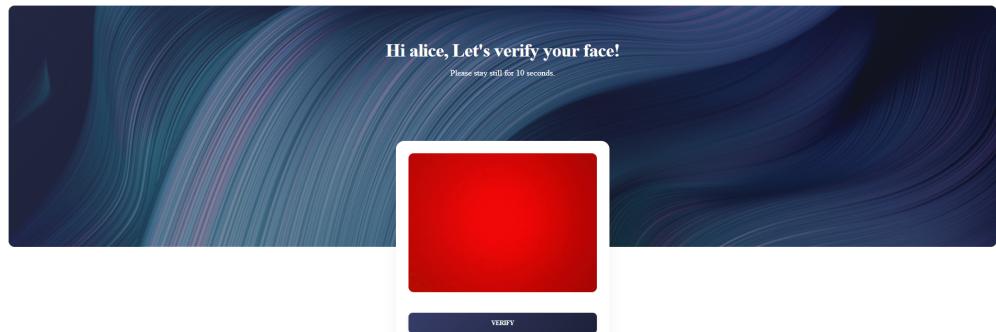


Figure 5: Expected outcome for users with valid dongle

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:

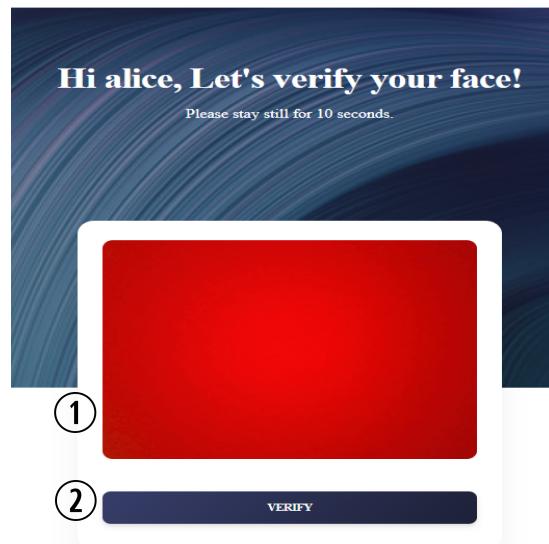


Figure 6: Example usage for facial recognition verification

Expected outcome:

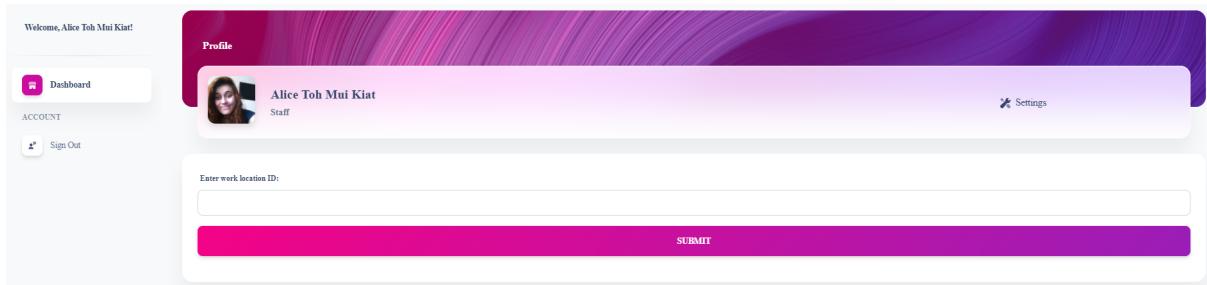


Figure 7: Expected outcome for a valid facial recognition check

5.2 Building Access Management

As a staff, you are tasked to manage the access control into the building that you are assigned to. Individuals gaining access into the building will need to tap their dongle at the receiver to authenticate their identity, before doing a facial recognition scan to verify their identity.

Access into the building will only be granted to individuals who are vaccinated and not required to undergo or have tested negative for any COVID-19 tests. Access will be denied for individuals that do not meet the above criterias.

To check in an individual:

1. Ensure that you are on the homepage.
2. Enter your current work location ID and click the SUBMIT button.
3. Click on the START button.
4. From the dongle authentication page, click on the AUTHENTICATE button.
5. From the facial recognition page, click on the VERIFY button.
6. To check in the next individual, click on the NEXT USER button.

Outcome: If successful, you will see the results determining if the individual is granted or denied access into the building.

NOTE:

- The facial recognition page in Step 5 will only be shown if a valid token is used during the dongle authentication. Otherwise, it will be skipped.
- Step 1 to Step 6 is required to check in one individual, less Step 2 which is only required when there is a change in location.

Example usage:

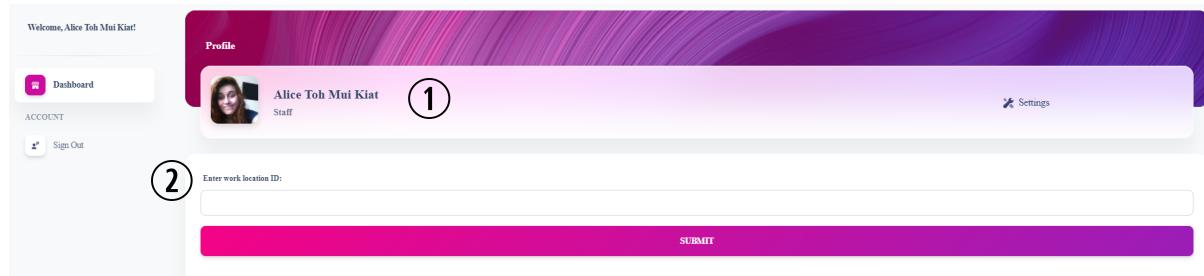


Figure 8: Homepage of AccessTogether



Figure 9: Start work page for staff

NOTE:

- Before proceeding to Step 4:
 - Ensure that Bluetooth is enabled on your system.
 - Ensure that your dongle is with or near you during login.
 - Ensure that **mini_client_mall.exe** has been executed.

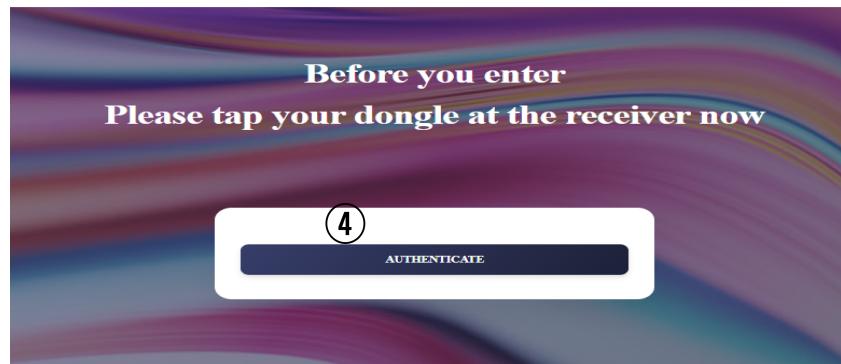


Figure 10: Dongle authentication for user check in

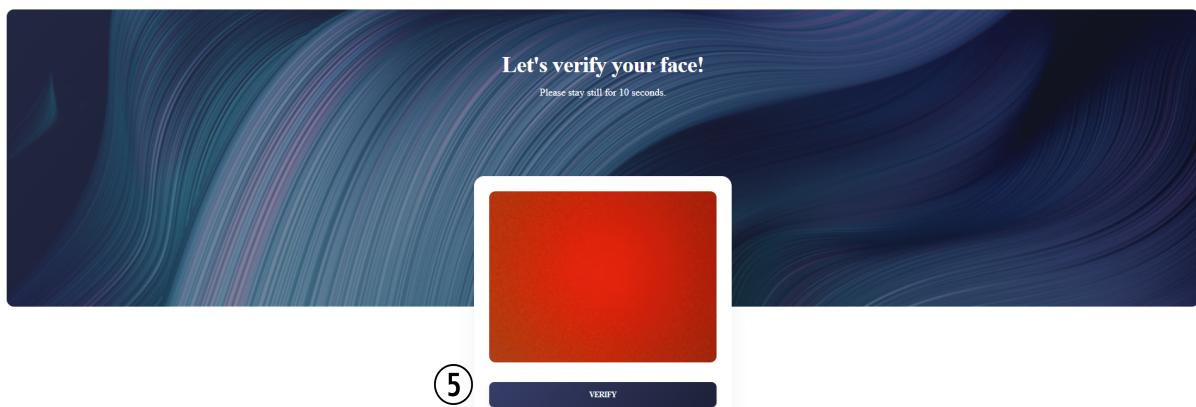


Figure 11: Facial recognition for user check in

Expected outcome:

If the individual did not meet the entry requirements, you will see USER DENIED!



Figure 12: Expected outcome of user being denied access

If the individual met the entry requirements, you will see USER ALLOWED!

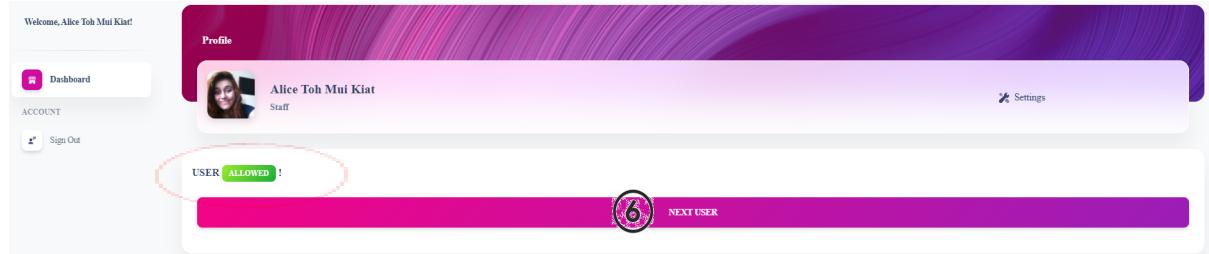


Figure 13: Expected outcome of user being allowed access

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:

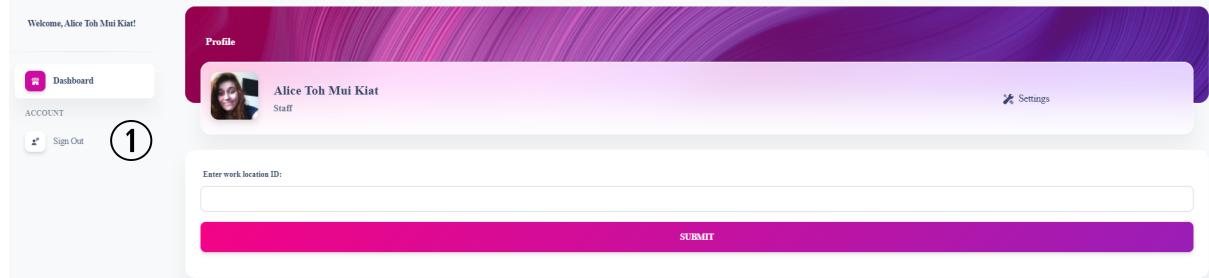


Figure 14: Homepage of AccessTogether

Expected outcome:

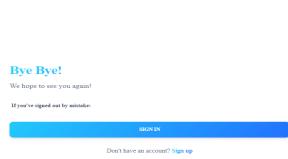


Figure 15: Expected outcome for logging out of AccessTogether

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 am both a Staff and Public user. Why can’t I access both accounts at the same time?

A: In order to keep your account safe, and ensure that no staff user can abuse the additional privileges, both user roles are kept separated and you can only login as one role at any point in time.

Q: How do I know what role I am logged in as?

A: The role is determined by what you indicate on the main login page. After logging in, you can check your current role from the top of the homepage.

Q: What can I do if I want to access another role?

A: Please refer to the respective AccessTogether User Guides available.

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.