



**AccessTogether User Guide
(For Contact Tracer Users)**

Content

1 Introduction	1
2 About this User Guide	1
3 Getting Started	2
4 Key Features	2
4.1 View Recently Denied Entries	2
5 Usage of Features	3
5.1 Login	3
5.1.1 Username and Password	3
5.1.2 Dongle Authentication	5
5.1.3 Facial Recognition Verification	6
5.2 View Recently Denied Entries	7
5.3 Logout	8
6. FAQs	10

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:

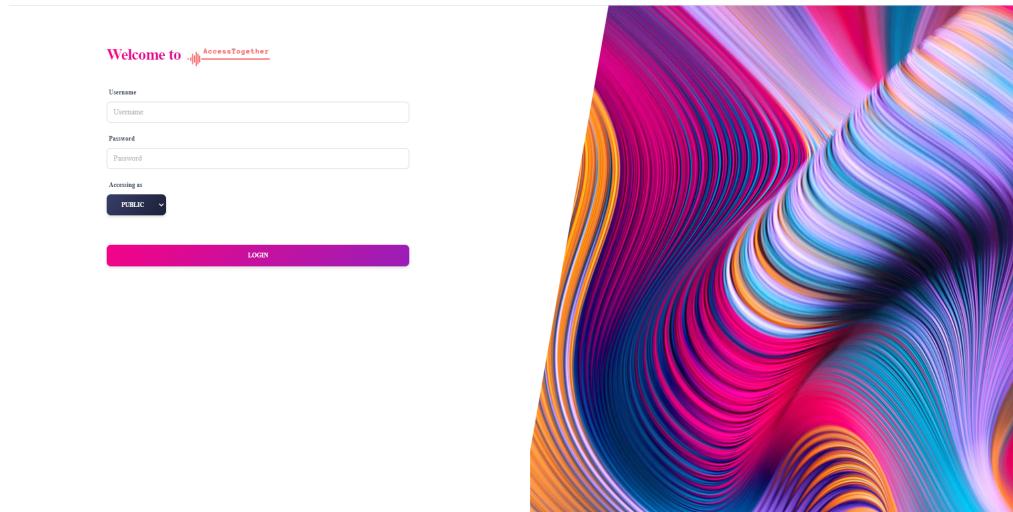


Figure 1: Login page of AccessTogether

4 Key Features

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

4.1 View Recently Denied Entries

As an authorized Contract Tracer of AccessTogether, you will have the privilege of viewing the recently denied entries at the various public locations, for purposes required by your job scope.

With the given information, you will be able to detect any anomalies and flag them out to the authorities. Remember, you can do your part to stop the next cluster from forming!

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

Example of usage:

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

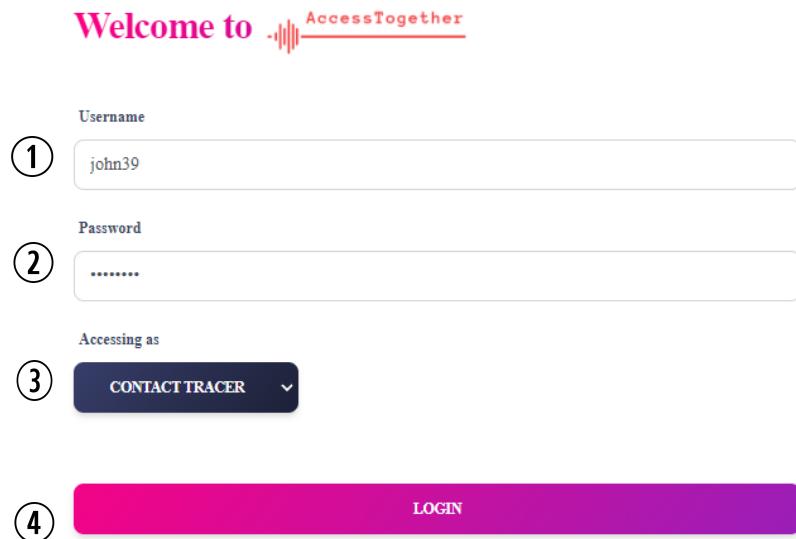


Figure 2: Example for login with user credentials

Expected outcome:

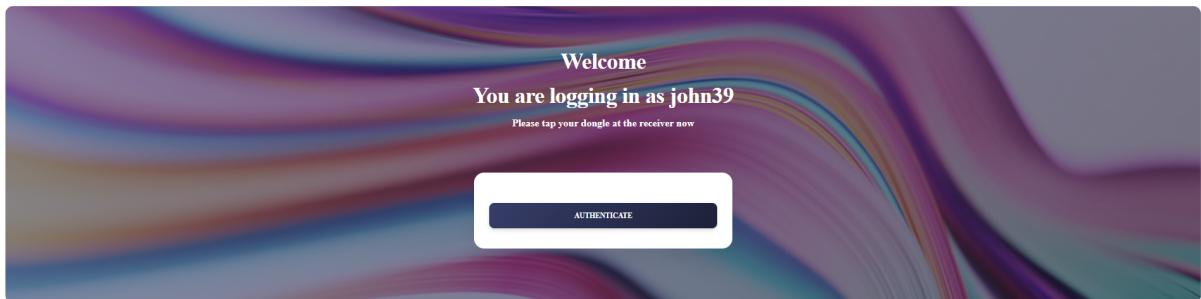


Figure 3: Expected outcome for users with valid credentials

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:

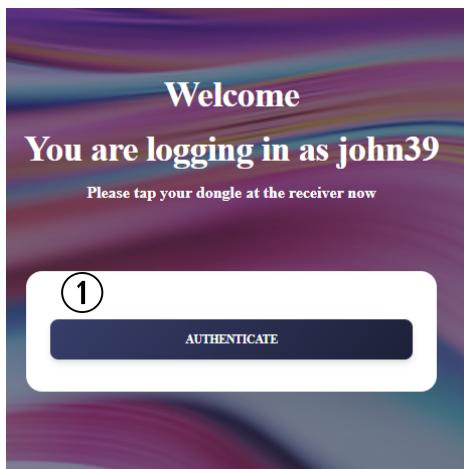


Figure 4: Example of dongle authentication page

Expected outcome:

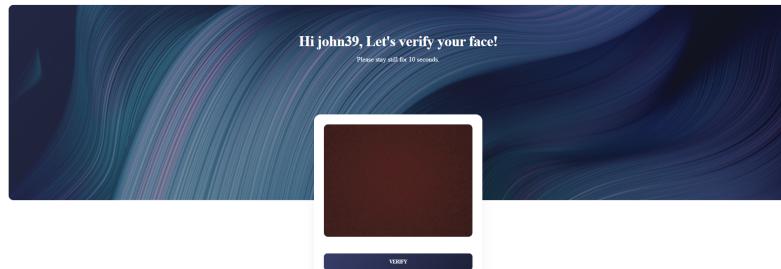


Figure 5: Expected outcome for users with valid dongle

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:

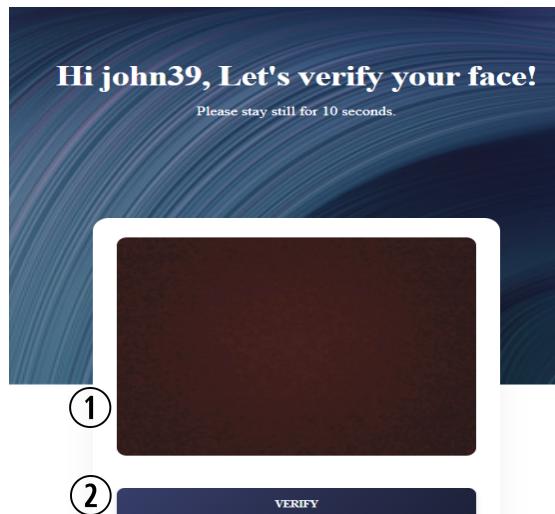
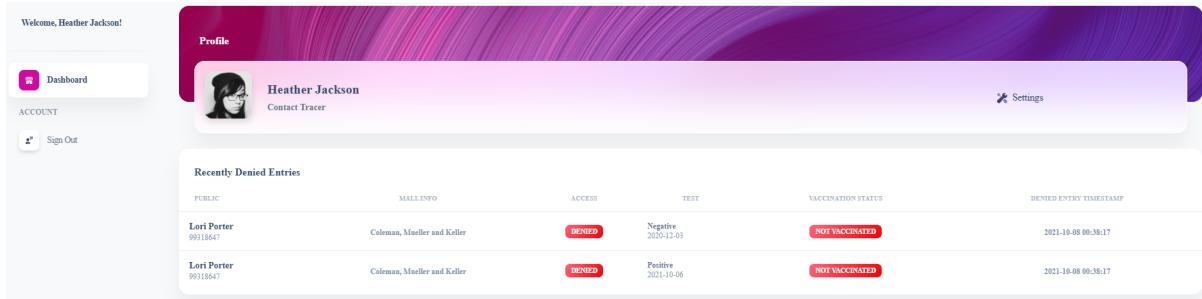


Figure 6: Example usage for facial recognition verification

Expected outcome:



The screenshot shows the AccessTogether Contact Tracer homepage. At the top, it says "Welcome, Heather Jackson!" and has a "Profile" section with a placeholder profile picture and the name "Heather Jackson, Contact Tracer". There are links for "Dashboard", "ACCOUNT", and "Sign Out". On the right, there's a "Settings" gear icon. Below the profile, a "Recently Denied Entries" section is displayed. It has a header row with columns: PUBLIC, MALL INFO, ACCESS, TEST, VACCINATION STATUS, and DENIED ENTRY TIMESTAMP. Under the PUBLIC column, there are two entries for "Lori Porter" (99318647). The first entry shows "Coleman, Mueller and Keller" under MALL INFO, "DENIED" under ACCESS, "Negative 2020-12-03" under TEST, and "NOT VACCINATED" under VACCINATION STATUS. The timestamp is 2021-10-08 00:38:17. The second entry for Lori Porter shows the same information. The overall background is purple and white.

Figure 7: Expected outcome for a valid facial recognition check

5.2 View Recently Denied Entries

From the homepage, you can view the recently denied entries of users trying to gain access into the various public locations that have deployed AccessTogether.

To view the Recently Denied Entries:

1. Ensure that you are logged in as a Contact Tracer.
2. You can view the recently denied entries from the homepage.

WARNING:

- The personal information of users is for the sole purpose of contact tracing.
- Never share this information with anyone.
- Misuse of this information will be liable under the relevant laws.

Outcome: If successful, you will be able to view the recently denied entries.

Example usage:

Once logged in as a Contact Tracer, you will be able to view the recently denied entries from the homepage.

Expected outcome:

From the recently denied entries, you will be able to view details of users such as name, phone number, the mall they were trying to access, the access status, their test and vaccination statuses, and the timestamp of the denied entry.

The screenshot shows a user profile for Heather Jackson, Contact Tracer. The 'Recently Denied Entries' section is highlighted with a red circle labeled '2'. The table displays two entries, both for Lori Porter, with the following details:

PUBLIC	MALL INFO	ACCESS	TEST	VACCINATION STATUS	DENIED ENTRY TIMESTAMP
Lori Porter 99318647	Coleman, Mueller and Keller	DENIED	Negative 2020-12-03	NOT VACCINATED	2021-10-08 00:38:17
Lori Porter 99318647	Coleman, Mueller and Keller	DENIED	Positive 2021-10-06	NOT VACCINATED	2021-10-08 00:38:17

Figure 8: Expected outcome for viewing Recently Denied Entries

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:

The screenshot shows the main homepage of AccessTogether. A red circle labeled '1' points to the 'Sign Out' button in the top left corner of the dashboard area.

Figure 9: Homepage of AccessTogether

Expected outcome:

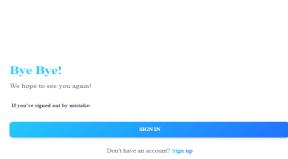


Figure 10: Expected outcome for logging out of AccessTogether

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 clicked on the Dashboard button but I got redirected to the Login page. Why is this so?

A: You might have been inactive for more than 5 minutes although you have logged in. To protect our users, there will be a timeout after 5 minutes for inactive users and they will automatically be logged out.

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.