



AccessTogether User Guide
(For Admin 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:

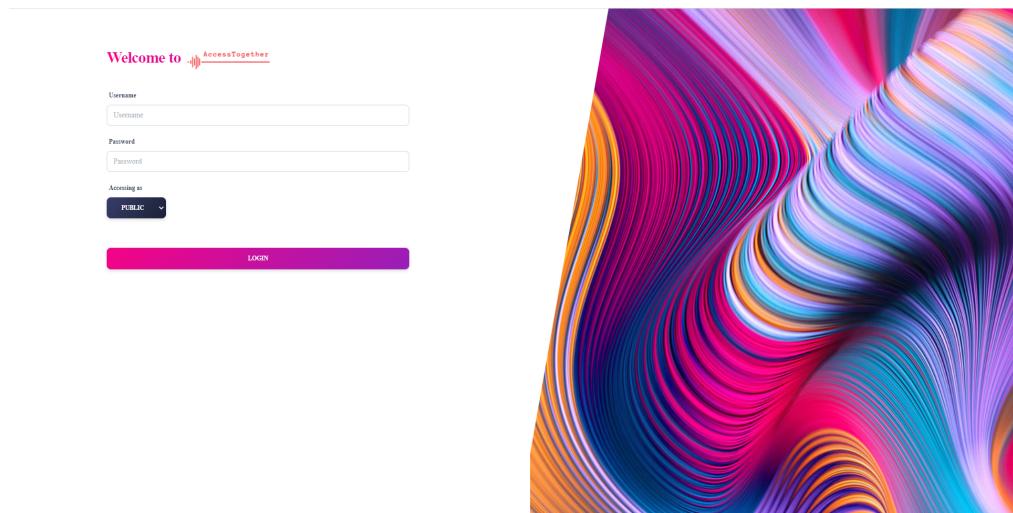


Figure 1: Login page of AccessTogether

4 Key Features

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

4.1 View Profile Information

The accuracy of your personal data is critical for you to receive timely updates and announcements from the relevant authorities, as you are part of the team to help Singapore in her COVID-19 efforts.

Always ensure that your personal information is accurate so that you remain contactable. Remember, time is critical in our fight against the virus, and we need to do our part to protect the lives and livelihood of Singaporeans!

4.2 Access Control Management

The security of data access is critical to the success of AccessTogether. As an admin user, you will be able to monitor the roles of users and the additional privileges given to them such as Staff, Contact Tracers, Researchers and other Admin users.

4.3 View Dashboard

As an admin of AccessTogether, you will be bestowed with the brain of the system. Under the dashboard, you can access the Bulk Action Management feature. With the COVID-19 situation being fluid, there will be times where data needs to be updated regularly. These include uploading Quarantine and Test logs, Vaccination logs, registering new users and the issuance of their dongles, as well as assigning privileged roles to existing users.

4.4 Dongle Management

Being an admin, you will need to replace faulty dongles for users. With this in mind, you will be able to verify the current status of the dongle and their respective date of issue.

Remember, these are considered personal information and should not be shared with anyone!

4.5 Mall Management

You will be able to control the number of entrances of the Malls and/or other public locations where AccessTogether is deployed. This will allow you to regulate and manage crowd control at the various locations better, to ensure everyone remains safe.

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

Example of usage:

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

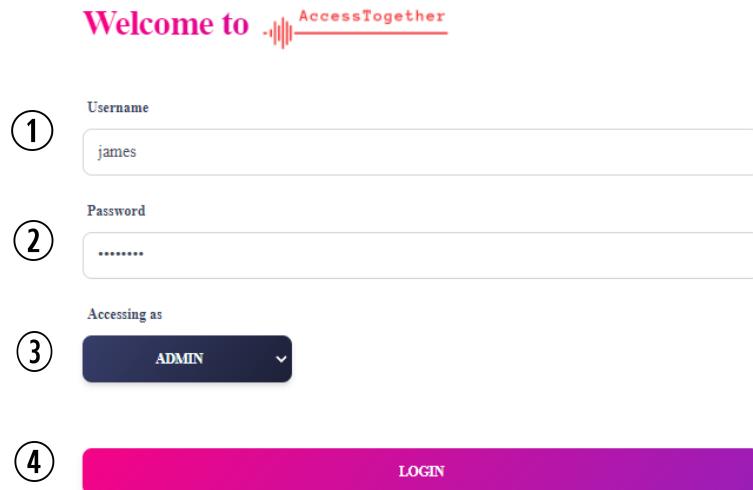


Figure 2: Example for login with user credentials

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:

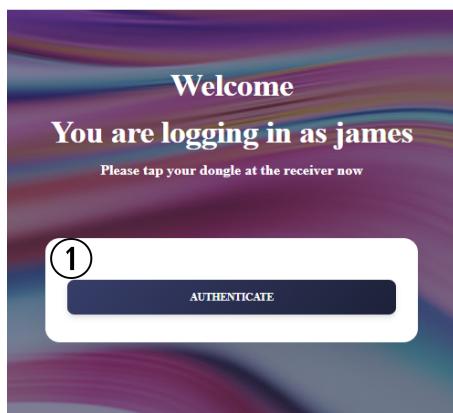


Figure 4: Example of dongle authentication page

Expected outcome:

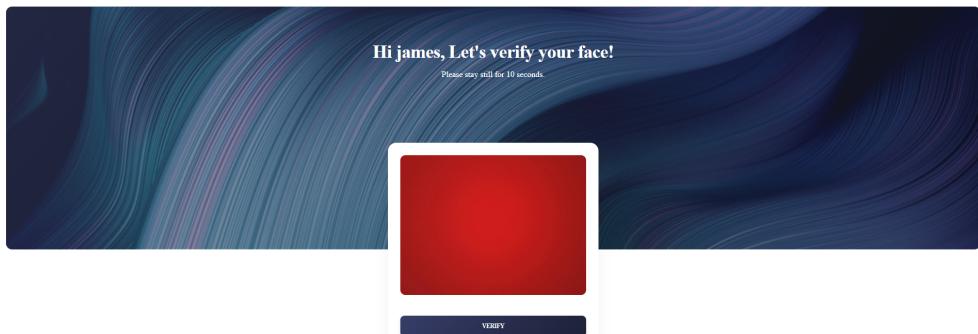


Figure 5: Expected outcome for users with valid dongle

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 View Profile Information

You can view your profile information from the homepage.

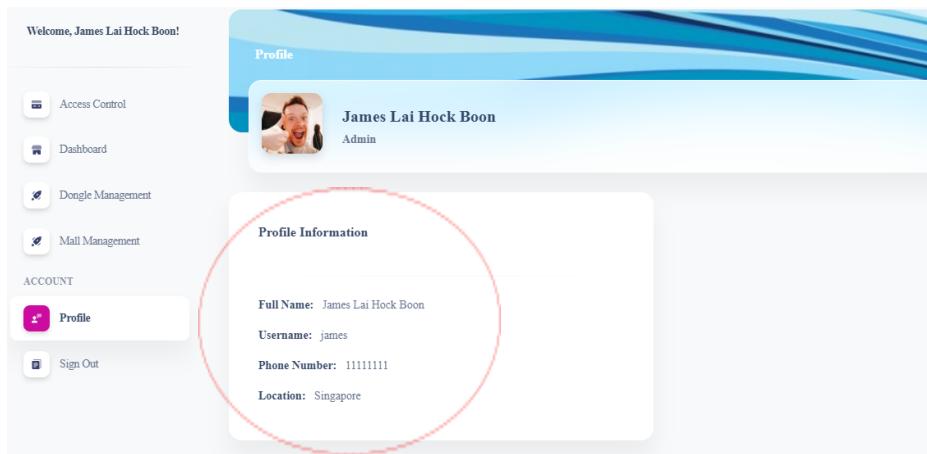


Figure 8: Homepage of AccessTogether

5.3 Access Control Management

You can view the user and verify if they are assigned additional privileges and/or roles such as Staff, Admin, Contact Tracer, or Researcher.

To view the Access Control Management page:

1. From the homepage, click on the Access Control button.

Outcome: If successful, you will be redirected to the Access Control Management page.

Example usage:

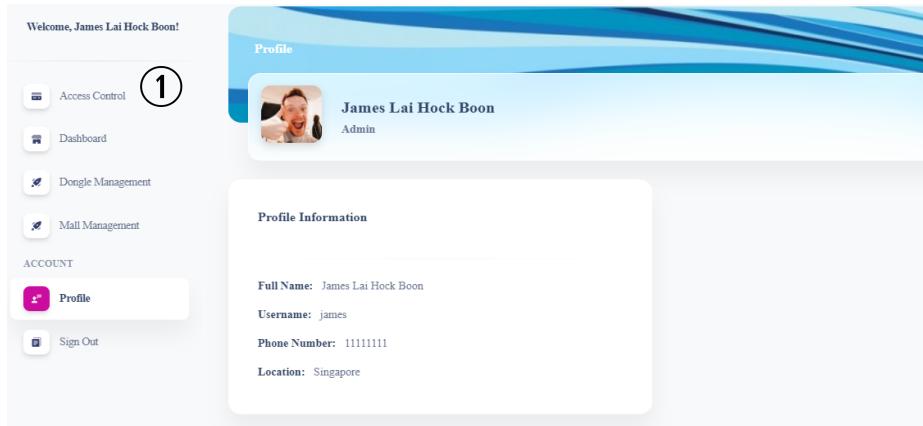


Figure 9: Homepage of AccessTogether

Expected outcome:

A screenshot of the Access Control Management page. The sidebar on the left shows the same navigation links as Figure 9. The main content area is titled "Users" and displays a table with five rows of user information. The columns are labeled "USER" and "ROLE". The data is as follows:

USER	ROLE
Alex Solis mancy03	staff
Alice Toh Mui Kiat alice	staff
Alicia Dennis aliceloposed	admin
Alisha Lopez williamstodd	staff
Allison Walker breeverjoathan	admin

Figure 10: Expected outcome for viewing Access Control Management

5.4 View Dashboard

The most important feature as an admin is being in charge of data in AccessTogether. You will be able to update the data when necessary, through the dashboard.

To access the Dashboard:

1. From the homepage, click on the Dashboard button.

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

Example usage:

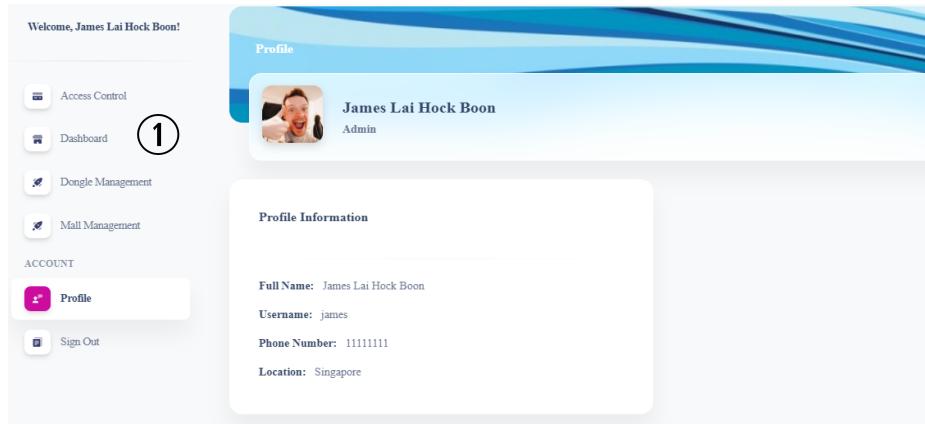


Figure 11: Homepage of AccessTogether

Expected outcome:

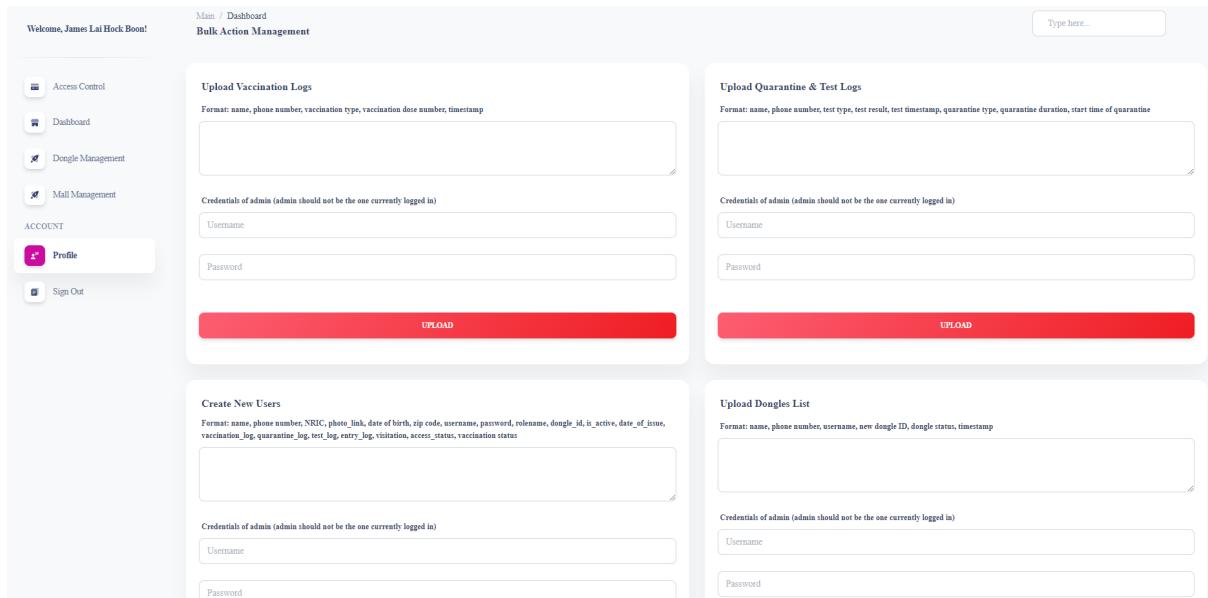


Figure 12: Expected outcome for accessing Dashboard page

5.4.1 Upload Vaccination Logs

To upload vaccination logs of users:

1. Ensure that you are on the Dashboard page and look for Upload Vaccination Logs.
2. Enter the records to be uploaded into the textbox.
3. Get another admin to enter his or her credentials as a dual-control check.
4. Click on the UPLOAD button.

NOTE:

- Follow the specified format given to avoid errors.
- Format: name, phone number, vaccination type, vaccination dose number, timestamp.

Outcome: If successful, you will be able to upload the vaccination record(s) into the database.

Example usage:

Enter the vaccination record(s) that you would like to upload into the textbox. An example record will be “*Jason Green,96201284,Moderna,2,2020-11-12 00:50:59*”. Once done, get another admin to approve and click on the UPLOAD button.

The screenshot shows a user interface for uploading vaccination logs. At the top, it says "Upload Vaccination Logs" and provides a format guide: "Format: name, phone number, vaccination type, vaccination dose number, timestamp". Below this is a large text input field labeled with a circled "2". Underneath the input field, there's a section titled "Credentials of admin (admin should not be the one currently logged in)" containing "Username" and "Password" fields, both enclosed in a box labeled with a circled "3". At the bottom is a prominent red button labeled "UPLOAD" with a circled "4" above it.

Figure 13: Example usage of Upload Vaccination Logs

Expected outcome:

After you have uploaded, you will see a message that informs you that the vaccination record has been uploaded successfully.

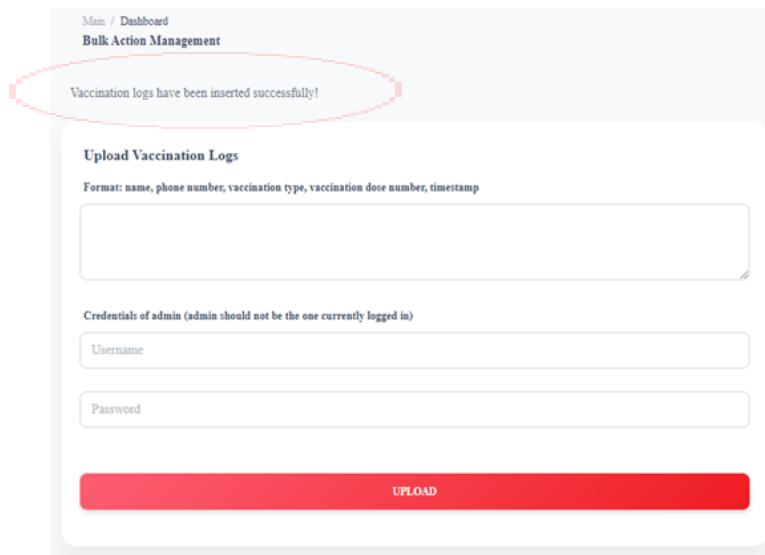


Figure 14: Expected outcome of uploading vaccination log

5.4.2 Upload Quarantine & Test Logs

To upload quarantine and test logs of users:

1. Ensure that you are on the Dashboard page and look for Upload Quarantine & Test Logs.
2. Enter the records to be uploaded into the textbox.
3. Get another admin to enter his or her credentials as a dual-control check.
4. Click on the UPLOAD button.

NOTE:

- Follow the specified format given to avoid errors.
- Format: name, phone number, test type, test result, test timestamp, quarantine type, quarantine duration, start time of quarantine.

Outcome: If successful, you will be able to upload the quarantine and test record(s) into the database.

Example usage:

Enter the quarantine and test record(s) that you would like to upload into the textbox. An example record will be “*Jason Green,96201284,PCR,True,2021-08-13 06:54:33,Quarantine Order,14,2021-08-15 06:54:33*”. Once done, get another admin to approve and click on the UPLOAD button.

① Upload Quarantine & Test Logs
Format: name, phone number, test type, test result, test timestamp, quarantine type, quarantine duration, start time of quarantine

②

③ Credentials of admin (admin should not be the one currently logged in)
Username
Password

④ UPLOAD

Figure 15: Example usage of Upload Quarantine and Test Logs

Expected outcome:

After you have uploaded, you will see a message that informs you that the quarantine and test record has been uploaded successfully.



Figure 16: Expected outcome of uploading quarantine and test log

5.4.3 Create New Users

To create new users:

1. Ensure that you are on the Dashboard page and look for Create New Users.
2. Enter the records to be uploaded into the textbox.
3. Get another admin to enter his or her credentials as a dual-control check.
4. Click on the UPLOAD button.

NOTE:

- Follow the specified format given to avoid errors.
- Format: name, phone number, NRIC, photo link, date of birth, zip code, username, password, role name, dongle ID, dongle status, date of issue, vaccination log, quarantine log, test log, entry log, visitation access status, vaccination status.

Outcome: If successful, you will be able to create new user(s) in the system.

Example usage:

Enter the user(s) details that you would like to upload into the textbox. An example record will be “*Jason Green,92638250,T6233713Z,ysullivan.jpg,1991-03-07 07:56:52,166629,ysullivan,zufWKIGViqj+IuyvPejf0KDbcQeeh6xwK/SVlDCmjSSbY1WR5vRVUdtlyRu4d+pIxugMEqAIuAn4iKHjuNIr5Q==:0M/LfXs3iH13aggjKZrpOg==:T+Pwv6cRI9gTIDvJGsmmyXQ==:MmEyNDBiNTQ0MWNmZWQzZjdLOGNhZmU0,admin,7,True,2021-07-08 02:07:11,True,True,True,True,True,True*”. Once done, get another admin to approve and click on the UPLOAD button.

The screenshot shows a user interface for creating new users. It consists of four numbered steps:

- ① Create New Users**: A text input field containing a complex string of user details in CSV format.
- ②**: A large empty text area for additional input.
- ③ Credentials of admin (admin should not be the one currently logged in)**: Two input fields for "Username" and "Password".
- ④ UPLOAD**: A red button with white text.

Figure 17: Example usage of Create New Users

Expected outcome:

After you have uploaded, you will see a message that informs you that the user details have been uploaded successfully.

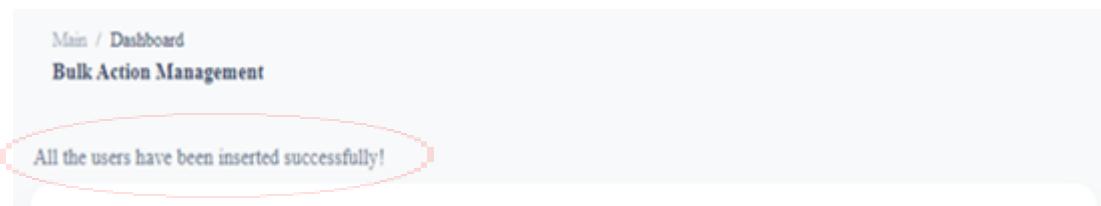


Figure 18: Expected outcome of creating new users

5.4.4 Upload Dongles List

To upload updates to the dongle of users:

1. Ensure that you are on the Dashboard page and look for Upload Dongles List.
2. Enter the records to be uploaded into the textbox.
3. Get another admin to enter his or her credentials as a dual-control check.
4. Click on the UPLOAD button.

NOTE:

- Follow the specified format given to avoid errors.
- Format: name, phone number, username, new dongle ID, dongle status, timestamp.

Outcome: If successful, you will be able to upload updates to the dongles in the database.

Example usage:

Enter the dongle(s) details that you would like to upload into the textbox. An example record will be “*Jason Green,92638250,ysullivan,7,True,2021-07-08 02:07:11*”. Once done, get another admin to approve and click on the UPLOAD button.

The screenshot shows a user interface for uploading dongle records. It consists of four main sections, each numbered:

- ① **Upload Dongles List**: The title of the section.
- ② A large text input field for entering the record format: "Format: name, phone number, username, new dongle ID, dongle status, timestamp".
- ③ A section for admin credentials with two input fields: "Username" and "Password". The placeholder text in both fields is "Credentials of admin (admin should not be the one currently logged in)".
- ④ A red button labeled "UPLOAD" at the bottom right of the form.

Figure 19: Example usage of Upload Dongles List

Expected outcome:

After you have uploaded, you will see a message that informs you that the dongle details have been uploaded successfully.

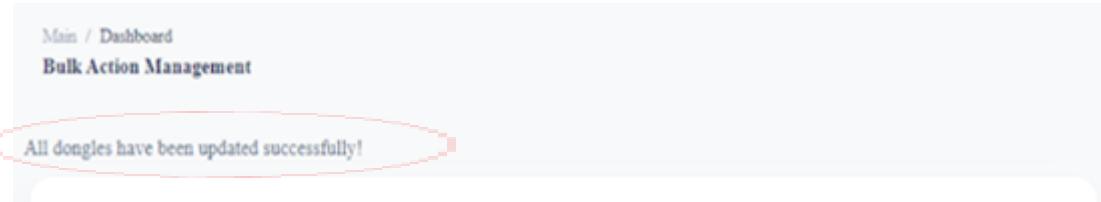


Figure 20: Expected outcome of uploading dongle details

5.4.5 Update Users' roles

To update changes to roles of users:

1. Ensure that you are on the Dashboard page and look for Update Users' roles.
2. Enter the records to be uploaded into the textbox.
3. Get another admin to enter his or her credentials as a dual-control check.
4. Click on the UPLOAD button.

NOTE:

- Follow the specified format given to avoid errors.
- Format: username, role name, timestamp.

Outcome: If successful, you will be able to update user(s)' roles in the database.

Example usage:

Enter the user(s) new role that you would like to upload into the textbox. An example record will be “*millerjohn,staff,2021-07-26 18:04:28*”. Once done, get another admin to approve and click on the UPLOAD button.

The screenshot shows a web-based application interface for updating user roles. At the top left is a circular icon with the number 1. Next to it is the title "Update Users' roles". Below the title is a note: "Format: username, rolename, timestamp". Step 2 is represented by a large, empty text input field. Step 3 is represented by two input fields for "Username" and "Password". Step 4 is represented by a red button labeled "UPLOAD".

Figure 21: Example usage of Update Users' roles

Expected outcome:

After you have uploaded, you will see a message that informs you that the user's role has been updated successfully.

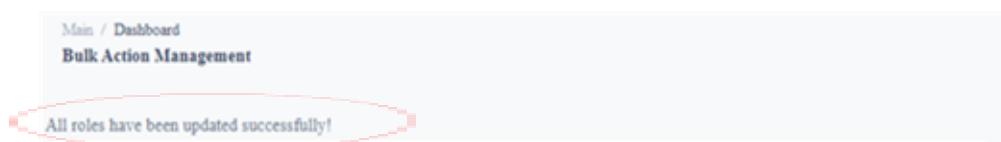


Figure 22: Expected outcome of updating user's role

5.5 Dongle Management

When being approached to replace and/or exchange faulty dongles, always remember it is a 1-to-1 replacement. You will be able to view the dongle's existing status and the date of issue from the Dongle Management page.

To view the Dongle Management page:

1. From the homepage, click on the Dongle Management button.

Outcome: If successful, you will be redirected to the Dongle Management page.

Example usage:

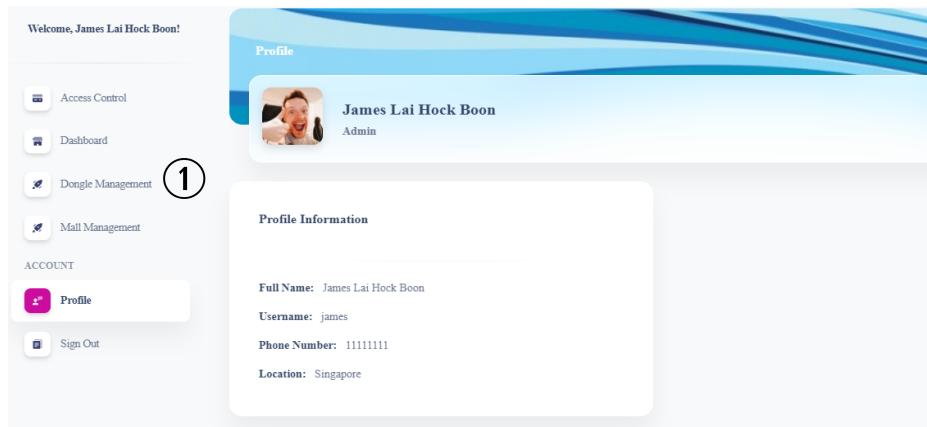


Figure 23: Homepage of AccessTogether

Expected outcome:

Dongles			
DONGLE ID	STATUS	DATE OF ISSUE	
152	NOT IN USE	2021-07-05	
280	IN USE	2021-08-02	
164	NOT IN USE	2021-02-13	
288	IN USE	2021-07-07	
222	IN USE	2021-10-16	
43	NOT IN USE	2021-10-05	
187	NOT IN USE	2020-11-26	
297	IN USE	2021-06-06	

Figure 24: Expected outcome for viewing Dongle Management

5.6 Mall Management

As an admin, you can increase or decrease the number of entrances at public locations to prevent an overcrowding situation. As AccessTogether is needed at all entrances, you will be able to enable or disable the AccessTogether receivers depending on the location's needs.

5.6.1 View the status of receivers

To view the status of AccessTogether receivers at Malls:

1. From the homepage, click on the Mall Management button.

Outcome: If successful, you will be redirected to the Dongle Management page.

Example usage:

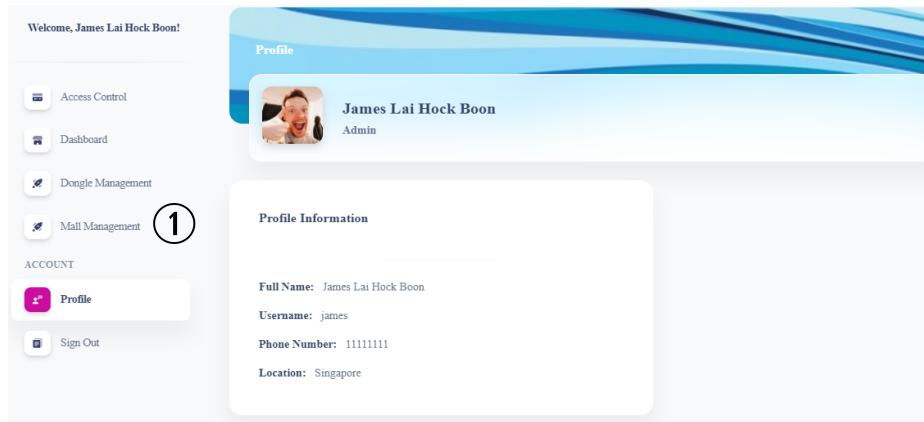


Figure 25: Homepage of AccessTogether

Expected outcome:

RECEIVER ID	MALL NAME	STATUS	CHANGE STATUS	
			ON	OFF
1	Chang Fisher	IN USE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Austin Adams	NOT IN USE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
100	James Greene	NOT IN USE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
101	Stevens and Sons	IN USE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
102	Bonne, Kerr and Ryan	NOT IN USE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
103	Rhodes LLC	IN USE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
104	Bryant, Higgins and Navarro	IN USE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
105	Wiggins Ltd	IN USE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
106	Bailey, Gibble and Lynn	NOT IN USE	<input type="checkbox"/>	<input checked="" type="checkbox"/>
107	Spencer, Mendosa and Peters	IN USE	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 26: Expected outcome for viewing Mall Management

5.6.2 Update the status of receivers

To enable and/or disable the AccessTogether receivers at Malls:

1. From the homepage, click on the Mall Management button.
2. Click on the toggle button of the receiver that you would like to enable or disable accordingly.
3. Click on the CHANGE STATUS button.

Outcome: If successful, the status of the selected receiver will be updated accordingly.

Example usage:

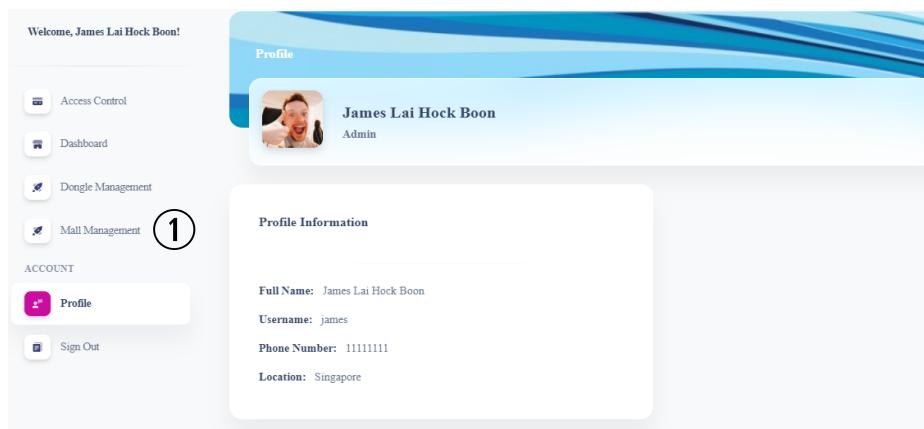


Figure 27: Homepage of AccessTogether

If you would like to enable the receiver with ID 1, click on the corresponding toggle button, and click the CHANGE STATUS button.

Malls			
RECEIVER ID	MALL NAME	STATUS	CHANGE STATUS
1	Chang Fisher	NOT IN USE	<input type="checkbox"/> (2)

Figure 28: Example usage to change status of receiver

Expected outcome:

After you have submitted, reload the Mall Management page and you will see the changes in status being reflected.



Figure 29: Expected outcome for changing status of receiver

NOTE:

- Example usage shown is for enabling a receiver.
- If you would like to disable a receiver, follow the same steps in the Example usage.

5.7 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:

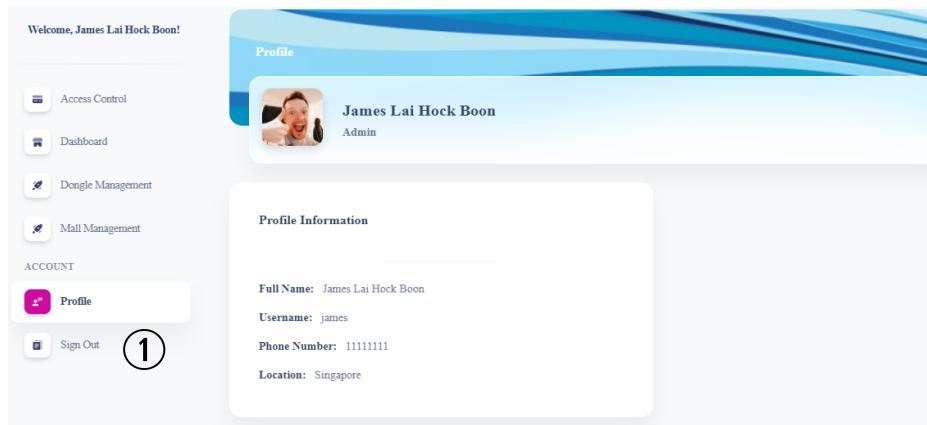


Figure 30: Homepage of AccessTogether

Expected outcome:

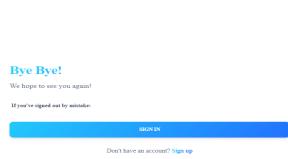


Figure 31: Expected outcome for logging out of AccessTogether

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 one of the buttons but I got 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 am trying to upload vaccination records into the log but I got the message “There has been an error in insertion of vaccination logs!” What did I do wrong?

A: The record(s) you have entered did not fulfill the format given. Please check before trying again.

Q: Why do I get the “There has been an error in insertion of test and quarantine logs!” message?

A: The record(s) you have entered did not fulfill the format given. Please check before trying again.

Q: I am unable to create new users for the system. It says “There has been an error in insertion for creation of users!”. What should I do?

A: The record(s) you have entered did not fulfill the format given. Please check before trying again.

Q: How do I solve the error that says “There has been an error in update of dongles!”?

A: Please check that the dongle(s) details you entered fulfill the given format before trying again.

Q: “There has been an error in the update of user roles!” How can I solve this?

A: The record(s) you have entered did not fulfill the format given. Please check before trying again.