

QUICK START GUIDE

Reactec Analytics Platform



This is a quick start guide to setup and use the system.

For more detailed information & to download the full set of user guides, templates, videos and other support material select the following website address:
<http://www.reactec.com/quickstartguide>

 This icon indicates a document is available from the download

An online Reactec Analytics Platform account is required to log into www.reactecanalyticsplatform.com.
 If not in receipt of a welcome email telephone Reactec 0131 221 0930.

01 Checklist of items required

Check all items received/required

HAV/wear device



Docking station



15 Bay and/or 4 bay

HAV/wear holder



Wrist strap



Tool Tags



Operator ID cards



RFID read/writer



Internet enabled windows computer



02 Gather information

Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytics Platform Account.
- ✓ Tool import template.
- ✓ Operator import template.

● **List of Administrators**

Details of personnel who will require to be set up as administrators to either;

- manage access to reports;
- program operator ID cards;
- program Tool Tags.

● **List of operators**

Use the template provided (if unsure contact operator supervisor or H&S Advisor)

Populate Operator ID Template:

- Operator ID number, maximum 16 characters to include any numbers and letters from A-F only. This is a unique number used to identify the operator within your organisation.
- First name and last name of the operator.
- Operator's Exposure Action Value (EAV) & Exposure Limit Value (ELV).
- CSCS, NI, DOB are optional fields.

 Use template

● **List of line Management**

Details of personnel requiring access rights to view reports.

● **List of vibratory tools to be tracked**

Use the template provided (if unsure contact operator supervisor or person responsible for managing tools).

Populate Tool Tag Template:

- Tool ID (maximum 16 characters).
- Tool Description (maximum 16 characters).
- Tool Manufacturer (maximum 16 characters).
- Tool Model (maximum 16 characters).
Vibration Level.
- Sound Pressure and Weight are optional fields.

 Use template

03 Reactec Analytics Platform Set-Up - Users

Further support

- HAVwear System Overview
- Software Admin Guide

Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytics Platform Account.
- ✓ List of line management requiring access to reports.
- ✓ List of administrators and related tasks.

Activities

Employees require a user account to access the Analytics Software. The following types of user accounts are available:

Types of user accounts

- **Report:** View reports only.
- **Administrator:** Administration of system, other users, operators, tools and to view reports.
- **Smart User:** Within any of the above account types there is an option to have access to view both TEP and SEP data reports.

Setup a user account

- 1 On the top Toolbar, select "Users"
- 2 Select "Create New"
- 3 Enter employee's details (The user ID must be unique across the system) and select type of user.
- 4 Select HAVS, Tools, Resources to provide access to these types of reports.
- 5 If a SMART User, select "View TEP & SEP"
- 6 Select on or off to receive alerts if an employee has exceeded their EAV, ELV or both. Specify time when the report is to be sent (for the previous days data).
- 7 If setup as an Administrator specify if the User requires access to System and/or Tools and/or Operators functionality.
- 8 Select Create to add the employee to the list of users.

04 Choosing "enable operator to switch HAVwear OFF"

- There is an option to enable operators to switch HAVwear OFF. When this mode is enabled (only by an Administrator) the operator at any time can prevent the HAVwear from detecting TEP HAV risk assessment exposure data.
- The function is included for customers who are concerned about operators picking up exposure points from non-tool activity such as driving vehicles in rough terrain.
- The operator can switch the HAVwear OFF during use by following a set sequence of presses of the HAVwear button.
- The operator switches the HAVwear back ON by reading a HAVwear tag.

To enable the OFF functionality:

- 1 Select Data/Project Manager from the top tool bar
- 2 Select HAV Options from the side menu
- 3 Select HAVwear Button Enabled' from the main screen

05 Program Tool Tags






Further support

- Tool Tag Manager Guide

Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytic Platform login.
- ✓ Tool Tag Manager Software.
- ✓ RFID Read/writer.
- ✓ Tool Tags (mark the Tags to identify the tools).
- ✓ Populated Tool Tag Template.

Activities

- Watch the video on how to program Tool Tags .  [View video](#)
- The tool Tag Manager Software is essential software to program Tool Tags. It can be accessed from the Reactec Analytics Platform Downloads. Downloads can be accessed via the  button at the top right of screen within analytics. You will need your Analytics user name and password to login and access this. 
- When installing the RFID reader/ Writer, please install the Hardware driver from the Reactec Analytics Platform Downloads prior to connecting the device. Downloads can be accessed via the  button at the top right of screen within analytics. If you connect the device prior to installing this driver, dependant on operating system a driver may be installed automatically, but that driver may not work as expected. Please install the driver within Analytics Downloads, then connect the device to your PC/ tablet through USB. You will need your Analytics user name and password to login and access this. 

Uploading the Tool Tag templates

- 1 Select 'Data/Project Manager' from the top toolbar
- 2 Select 'Tools' from the side menu.
- 3 Select the 'Bulk Upload' button.
- 4 Select 'Browse', locate the saved template, then select 'Open'
- 5 Select 'Import' - Tools will now be visible in the Analytics Tool List

Programming Tool Tags:

- 1 Open Tool Tag Manager Software.
- 2 Connect RFID Read/ Writer to the computer. A green tick will be displayed in the RFID Read/ Writer Status box.
- 3 Select 'Download Tools' - A prompt to login using the Analytics Software account credentials will appear. Once logged in all tools that have been uploaded to the Analytics Software will appear
- 4 Place a Tag on the RFID Read/ Writer. A green tick will be displayed in the Tag Status.
- 5 To write data to the Tag, press the appropriate 'Write' button.
- 6 To program another Tag, simply remove the previous programmed Tag and place a new one on the RFID Read/Writer.
- 7 Select 'Close' to exit the Software.

06 Program ID cards

Further support

- Operator ID Card Manager Guide

Checklist of items required

- ✓ Internet enabled windows computer.
- ✓ Reactec Analytic Platform login.
- ✓ Operator ID Card Manager software.
- ✓ Populated Operator ID Card Template.
- ✓ RFID Read/writer.
- ✓ Operator ID cards (mark the cards to identify the owners).

Activities

- Watch the video on how to program an operator ID card. [View video](#)
- The Operator ID Card Manager Software is essential software to program Operator ID Cards. It can be accessed from the Reactec Analytics Platform Downloads. Downloads can be accessed via the [!](#) button at the top right of screen within analytics. You will need your Analytics user name and password to login and access this. [▶](#)
- When installing the RFID reader/ Writer, please install the Hardware driver from the Reactec Analytics Platform Downloads prior to connecting the device. Downloads can be accessed via the [!](#) button at the top right of screen within analytics. If you connect the device prior to installing this driver, dependant on operating system a driver may be installed automatically, but that driver may not work as expected. Please install the driver within Analytics Downloads, then connect the device to your PC/ tablet through USB. You will need your Analytics user name and password to login and access this. [▶](#)

Uploading the Operator ID Card template

- 1 Select 'Data/Project Manager' from the top toolbar
- 2 Select 'operators' from the side menu.
- 3 Select the 'Bulk Upload' button.
- 4 Select 'Browse', locate the saved template, then click 'Open'
- 5 Select 'Import'
- 6 Operators will now be visible in the Analytics Software Operator list

Program Operator ID Cards

- 1 Open Operator ID Card Manager Software.
- 2 Login using the Analytics Software account credentials.
- 3 Connect RFID Read/ Writer to the computer. A green tick will be displayed in the RFID Read/ Writer Status box.
- 4 Click 'Write a Card'.
- 5 Place an Operator ID Card on the RFID card Read/ Writer.
- 6 A green tick will be displayed in the Card Status.
- 7 To upload the data to the Card, press the appropriate 'Write' button.
- 8 To program another Card, simply remove the previously programmed Card and place new one on the RFID Read/Writer.
- 9 Select 'Close' to exit the Software.

07 Hardware verification

Further support

- Docking Station Install Guide
- Operator posters

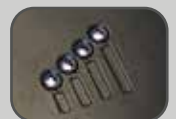
15 bay Docking station:

- Connect antenna onto the Docking station.
- Power up the Docking station.
- Wait 5 minutes before checking the correct date & time is displayed.
- Check the name of a mobile phone provider is displayed.
- After signing out a HAVwear device the operator's name is displayed on the HAVwear screen (refer to Operator poster for instructions).



4 bay Docking station:

- Power up the Docking station.
- Check a mobile phone signal is available (any number of lit LED lights indicate a signal).
- After signing out a HAVwear device the operator's name is displayed on the HAVwear screen.



08 Management training

Further support

- HAVwear System Overview - Reports User's Guide
- Smart User's Guide

Checklist of items required

- ✓ Management training video.
- ✓ Management training Powerpoint.
- ✓ Operator posters.

- Management training video. [View video](#)
- Management training Powerpoint. [View Powerpoint](#)
- Operator posters. [View posters](#)

09 Operator training

Checklist of items required

- ✓ Operator training video.
- ✓ Operator Tool Box Talk Powerpoint.
- ✓ Operator posters.

- Operator Tool box talk. [View video & Powerpoint](#)
 - Operator posters. [View posters](#)
- Ensure operators can demonstrate;**
- 1 Signing out a HAVwear.
 - 2 Fitting the HAVwear into the wrist strap and onto the wrist.
 - 3 Switching HAVwear OFF (if required).
 - 4 Successfully connecting to a number of tool tags.
 - 5 An understanding of the HAVwear screen display and alerts.

NOTE: The wrist strap is personal and should always be subject to appropriate occupational hygiene procedures regarding cleaning and replacement.

