

## Interface overview of Infobric Ease

**Menu**  
The menu has various buttons to access the objects and functions of the site. On the left is the site name. Click on the name to change site if you have access to several sites.

**Personal information**  
Click on your name to change password, language, email address, etc.

**Advanced search**  
Click on the arrows to see more options for searching and grouping.

**Items list**  
Below are items in the selected main options.

**Main options**  
Switch between the main options to display different content and features.

**Personal groups**  
Choose from personal groups to display the desired range of people.

**Status**  
Displays the current status information for the site.

**Presence**  
Explains the different presence statuses, which are also clickable shortcuts.

The Arena, 565445 London				
Persons				
All persons				
	Name	Company	Group	
Inside (4)				
<input type="checkbox"/>	Brown, Andrew	UK Tile & Flooring Ltd	Subcontractors	
<input type="checkbox"/>	Green, Mary	Safe & Staunch Scaffolding Ltd	Subcontractors	
<input checked="" type="checkbox"/>	Hughes, Patricia	Flat Floors Fast Ltd	Subcontractors	
<input type="checkbox"/>	Jones, David	DDT Construction Ltd	Subcontractors	
Out since earlier today (3)				
<input type="checkbox"/>	Roberts, Robert	LED Electrics Ltd	Subcontractors	
<input type="checkbox"/>	Thompson, Elizabeth	Wall to Wall Engineers Ltd	Subcontractors	
<input type="checkbox"/>	Walker, Susan	Pipe Bender Ltd	Subcontractors	
Enabled for arrival (2)				
<input type="checkbox"/>	Smith, John	Direct Walls Ltd	Subcontractors	
<input type="checkbox"/>	Thomas, Christine	TBD Architect Ltd	Subcontractors	
Passive mode (1)				
<input type="checkbox"/>	Williams, Michael	Plane Concrete Ltd	Subcontractors	

## Log in to Infobric Ease

1. Open a browser and go to the website <https://ease.infobric.co.uk>
2. Log in with username and password.
  - HINT** Select the check box **Keep me signed in** to log in automatically next time.
  - HINT** Type the \ character by pressing Alt Gr and ? on the keyboard.

## Change site

If you have access to several construction sites, an arrow appears under the name of the site at the far left of the menu.

1. Click on the **Site name** in the menu. The list shows all the sites that you have access to.
2. Select the site that you want to work with. Next time you log in it will automatically display the site you last worked with.

## Create personal groups

Personal groups are used to divide the people and give them the appropriate permissions. Main Groups are top level and in those subgroups can be placed. Create the required number of Personal groups according to need and what best conforms to the site.

1. Click on **Persons** among the main options.
2. Click the **Personal groups** from the menu. The personal groups window appears, and the groups can be added, deleted, modified and sorted.
3. Click on **Close windows** in the menu when you are finished.

## Add people

Individuals must be registered on your site before they can be assigned permissions or added to the staff ledger. This can be done in several ways. Automatically by the Regbox 240 (see section Regbox 240), or by Infobric Ease where you manually add people to the system:

1. Click on **Persons** among the main options.
2. Click on **Add** in the menu. Three options appear: **Manually, From the card reader and Through search.**
3. Select the option you want to use and follow the instructions displayed in the window.
  - NOTE** To read the person's card, the driver and associated software needs to be installed, read more on the webpage:  
<http://infobric.co.uk/kundservice/it-support/installation-av-kortlasare/>
  - HINT** After you've added a person you can make the person operating for another company than he is employed to. Then open the person's detail window and press **Active link to another company** in the **Company** section. This will appear in the staff ledger when checking in and out to the site.
4. After you have added the desired people, click **Update units** in the top menu to distribute changes to the units on the site.

## Create schedules

Schedules are used to give people permissions to the site. Create one or more schedules for the site.

- NOTE** Permissions are used to access units such as gates. Registration in the staff ledger by Regbox requires no specific schedules or permissions.
1. Click on **Permissions** in the main options.
  2. Click **New** in the menu. The new schedule window is shown, and in it, enter the values that will apply to the new schedule.
  3. Click **Save and close** when the schedule is finished

## Assign permissions

Permissions determine who should be given access to units and schedules. Enter permissions of the individual groups/individuals to gain access. All others are denied access.

1. Click on **Permissions** among the main options. The permissions are presented from three different perspectives: **Persons, Units and Schedules**. People is selected by default.
2. Select a person or group of people.
3. Select the checkbox for the units and schedules that should apply for the chosen person, group/individual to grant access. Checkboxes appear when the mouse rolls over the units and schedules in the list.  
**HINT** Click on the arrow at the right of the header row to show/hide the details of the schedules.
4. Click on **Update units** in the top menu to distribute changes to the units on the site.

## Staff ledger

The Staff ledger offers digital attendance registration that keeps track of the contractors active on your construction site. All items connected to the staff ledger can be managed via the main alternative **Staff Ledger**. Snapshots can be created as a basis for an inspection visit. You can also access the history of previous attendance records and send the complete documentations to specified recipients.

If the tax inspectors should be able to create a snapshot by themselves, do the following:

1. Click on **Site** in the **Settings** menu. **Site** dialogue is shown.
2. Click the **Staff Ledger** in the menu and select **The Tax authority inspector can retrieve a snapshot himself** in the **Inspection by Tax authority** section.
3. Click **Save and Close** in the menu when you are finished.

**NOTE** To change the staff ledger you need your social security number to be registered. This is used for logging of who makes changes in the staff ledger. You can access your information by clicking on your name in the upper right corner.

**NOTE** To export the staff ledger the client's corporate identity must be registered. You do this via the site settings.

## Subcontractor Chain

Subcontractor Chain is a feature of Infobric Ease, enabling you to get an overview of which subcontractors work on your site and track the contractual relationships between them. Subcontractor Chain can be used with company administration, where invited contractors can confirm their contractual relationships and, if needed, report their own hired subcontractors. A procedure which enables delegation of the administration down the chain. Invited subcontractors are then able to confirm their contractual relationships and possibly report their own subcontractors.

Here's how to enable Subcontractor Chain on your site:

1. Click on **Site** in the **Settings** menu at the top of the interface. **Site** dialogue is shown.
2. Click on **Subcontractor Chain** in the **Settings** menu and select the option **Enable the Subcontractor Chain on the site**.
3. Select **Enable the Subcontractor Portal with Company Administration** if you want to enable this feature and invite contractors to the Subcontractor Portal.  
**HINT** When Company Administration is enabled, more options will appear for you as administrator when working with the Subcontractor Chain. For example, to send email invitations, follow up confirmed contractual relationships, etc.
4. If you use **Company Administration** terms and conditions can be published in the Subcontractor Portal in different languages. General terms are governed centrally by the system client to which the site belongs. The Contractor must agree to the terms and read the site conditions in order to confirm its contractual relationships in the Subcontractor Portal.
5. Learn more about managing the Subcontractor Chain at <http://infobric.co.uk/support>

## The evacuation list

This function compiles a list of the persons who currently are checked in to a specific construction site, which persons has checked out and who are yet to arrive.

1. Click on **Persons** among the main options.
2. Click on **Evacuation** in the **Alternatives** section. Two options appear: **Create evacuation list** and **Settings**.
3. Select appropriate option.

**NOTE** The presence is based on the information registered in the system and deviations from reality occur.

## Temporary Card

Smart cards can be used for people who need to borrow a temporary card. If the person has a another card it will automatically be disabled when the temporary card is registered.

1. Click on **Persons** among the main options.
2. Select who will be assigned the temporary card in the object list.  
**HINT** Search for people by the search field at the top right above the object list.
3. Click on **Open** in the menu. The window with the person's information is displayed.  
**HINT** Double-click on a person in the list to open personal screen.
4. Click on a **Temporary card** in the menu at the top of the window person. A new window appears to manage short reading.
5. Load the temporary card and follow further instructions in the window.  
**NOTE** Drivers and software for the card reader must be installed. Read more on the website: <http://infobric.se/kundservice/it-support/installation-av-kortlasare/>
6. Click **Save and close** when the temporary card has been added to the person.
7. Click on **Update Units** in the top menu to distribute changes to the units on the site.

## Regbox 240

Since Regbox 240 does not control access there is no need for unit groups, schedules, or permissions created for this unit.

Do this if you want new persons to be added automatically to the site when they read their card on the regbox:

1. Click on **Site** in the **Settings** menu. **Site** dialogue is shown.
2. Click on **Advanced** at the menu and select the option **Allow people to be added Automatically with card** under the section called **Other**.
3. Click **Save and Close** in the menu when you are finished.
4. Click on **Update Units** in the top menu to distribute changes to the units on the site..