## 5 Steps to Implementing AccessPack in Your Organisation

### Step 1

Identify the equipment for which access control is:

a) Required
b) Desirable
c) Possibly required/desired in the future

**Hint:** Identifying as many AccessPack candidates as possible when setting up the first AccessPack can significantly reduce the time to commission future units. It also helps identify the groups of equipment and users that make administration easier.

For example:

| Equipment Name/ TAG | Site/ location | Equipment group/type | Required/Desired/ Maybe |
|---|---|---|---|
| Loading Dock 20T | Port Hedland depot | Cranes | Required |
| Workshop 5T | Port Hedland depot | Cranes | Desired |
| FL1223 | PH Rail Siding | Forklift | Required |
| 100T Press | Workshop | Fixed equipment | Maybe |

You can download a data entry spreadsheet from
www.soledigital.com.au/docs/AccessPack_Config_Sheet_2014.xlsx .

### Step 2

Identify the types of people (and specific users if known) who should have access to the equipment (or may require it in the future).  You may want to workshop this with potential users or administrators.   Correctly identifying groups of people and categories of equipment can significantly ease administration and future user setup.

**Hint:** You can assign user access to specific equipment, but it's smarter to assign access to types of equipment (e.g.  Forklifts<5T), or to equipment in a particular location.

### Step 3

Install AccessPack Manager by downloading the web-based software from
www.soledigital.com.au/Software/card_reader_setup.msi  and train your people on its use.
We can help you with this.

## Step 4

Program cards for approved users and hand out cards. Remember that you can set expiry dates on access to equipment (e.g. John's forklift ticket expires on 1/4/2004) and on the whole card (e.g. John's access to everything expires on 31/12/2011).

## Step 5

Begin installing AccessPack on your equipment.

For more information, check out the documents on www.soledigital.com.au/accesspack.html, or contact us:

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