



# AccessPoint



## Implementation Guide

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Whiting Passport  
26000 South Whiting Way  
Monee, IL 60449  
(800) 861-5747  
[www.whitingpassport.com](http://www.whitingpassport.com)  
[info@whitingpassport.com](mailto:info@whitingpassport.com)



## 5 Easy Steps to Implementing AccessPoint in Your Organization

### Step 1

Identify the equipment for which access control is:

- Required
- Desired
- Possibly required/desired in the future

Hint: Identifying as many AccessPoint candidates as possible when setting up the first AccessPoint can significantly reduce the time to commission future units. It also helps to 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 the AccessPoint configuration sheet from:

<http://www.whitingpassport.com/products/access-point.html#tab-4>

### Step 2

Identify the types of people (and specific users, if know) 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 AccessPoint Manager by downloading the web-based software from [http://www.whitingpassport.com/assets/files/access-point/card\\_reader\\_setup.msi](http://www.whitingpassport.com/assets/files/access-point/card_reader_setup.msi) and train your people on its use.

### Step 4

Program card for approved users and distribute cards to your users. Remember that you can set expiration dates on access to equipment (e.g. John's forklift certification expires on 1/1/2015) and on the whole card (e.g. John's access to everything expires on 12/31/2015.)

### Step 5

Begin installing AccessPoint on your equipment!



For more information, check out the documentation on <http://www.whitingpassport.com/products/access-point.html>