

Integrated Safety Software

System Login Changes

October 2013

System Login

BasicSafe was modified in October 2013 to remove the old activate feature that formerly allowed employees to access the system via their employee number

This activate feature was replaced by a pin number feature that allows the same access for employee via their employee numbers

System Login

These changes will not impact users that currently login via their email address (username) and password

These admin users will be able to continue to access the system the same way they have in the past

System Login

The new pin number approach will be site specific just like the activate feature was site specific in the past

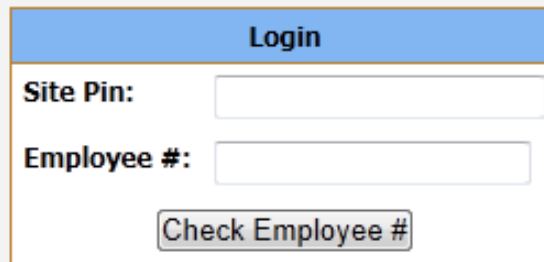
Each site on the system will require a unique pin number for employees to access with their employee numbers

System Login

If your company has 20 different sites on the BasicSafe system, then each of those sites has a different pin number for those respective employees to access the system with via their employee number

Here is how it works.....

New Login

A login form titled 'Login' with a blue header. It contains two input fields: 'Site Pin:' and 'Employee #:'. Below the 'Employee #' field is a button labeled 'Check Employee #'.

Login	
Site Pin:	<input type="text"/>
Employee #:	<input type="text"/>
<input type="button" value="Check Employee #"/>	

Administrative users can login [here](#) or use the Admin Login link down at the bottom right of the screen.

Admin users can still login as usual with their email address and password as long as these are populated in their employee file

[ADMIN LOGIN](#)



Login

Username:

Password:

Employees can login [here](#) or use the Employee Login link down at the bottom right of the screen.

Admin login screen remains unchanged

System Login

Where does the PIN # come from?

Administrators generate the pin number in the site setting area of each site on the system

Administrators can generate a new pin number for a site at their discretion

Manage Site - BASICSAFE

Site Pin	
Site Pin:	102860
Site URL:	http://demo.basicsafe.us/login.php?site_pin=102860
<input type="button" value="Generate New Pin"/>	
Site Theming	
Primary Color:	<input type="text" value="#808080"/>
Secondary Color:	<input type="text" value="#C08040"/>
RSS News Feed:	<input type="text" value="http://www.basicsafe.us/"/> <input type="button" value="Save"/>

By clicking the Generate New Pin button, the administrator can generate a new pin for the site

Once the new pin is generated, the old pin will no longer be valid and functional

Manage Site - BASICSAFE



Site Pin	
Site Pin:	102860
Site URL:	http://demo.basicsafe.us/login.php?site_pin=102860
<input type="button" value="Generate New Pin"/>	

Site Theming	
Primary Color:	<input type="color" value="#cccccc"/>
Secondary Color:	<input type="color" value="#a52a2a"/>
RSS News Feed:	<input type="text" value="http://www.basicsafe.us/"/> <input type="button" value="Save"/>

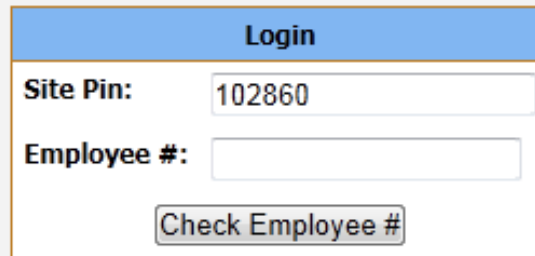
Not only is a new site pin generated, but a unique URL is generated for that site

This URL can be bookmarked, and if used, will auto-populate the site pin in the login screen when you got to this address

System Login

Just to reiterate.....

If you save and bookmark in your browser the unique URL provided when you generate a pin for your site, then the site pin number will auto-populate for your employees when they open the bookmark you have saved.....

A login form titled 'Login' with a blue header. It contains two input fields: 'Site Pin:' with the value '102860' and 'Employee #:' which is empty. Below the fields is a button labeled 'Check Employee #'.

Login	
Site Pin:	<input type="text" value="102860"/>
Employee #:	<input type="text"/>
<input type="button" value="Check Employee #"/>	

Administrative users can login [here](#) or use the Admin Login link down at the bottom right of the screen.

Site pin auto-populated from the saved and bookmarked unique URL provided. All the employee has to do is enter their employee number to login

System Login Changes

This change allows employees with NO admin permissions to login with only their employee number to be a view-only user.

Any employee WITH admin permissions can also login using this method, but these individuals will be required to have a password.

Update Employee Record - Basic Test Site

(*) Required

Employee Information

* Site: Basic Test Site

Department:	Select One	Dep. Manager:	No
* Employee #:	1702	Title:	Shell Stuffer
* Confirm Employee #:	1702		
Shift:	Select One	* Hire Date:	02-05-1985 (mm-dd-yyyy)
* First Name:	Mary	* Last Name:	Brehm

Home Address:

* Street:	1245 Whipp...		
* City:	Fruitland	* State:	Idaho
		* Zip:	83661

* Phone:		Email:	mb@bs.com
* Password:	●●●●●●	Security Access Code:	12345
* Gender:	Female	* Date of Birth:	06-19-1956 (mm-dd-yyyy)

Done Cancel

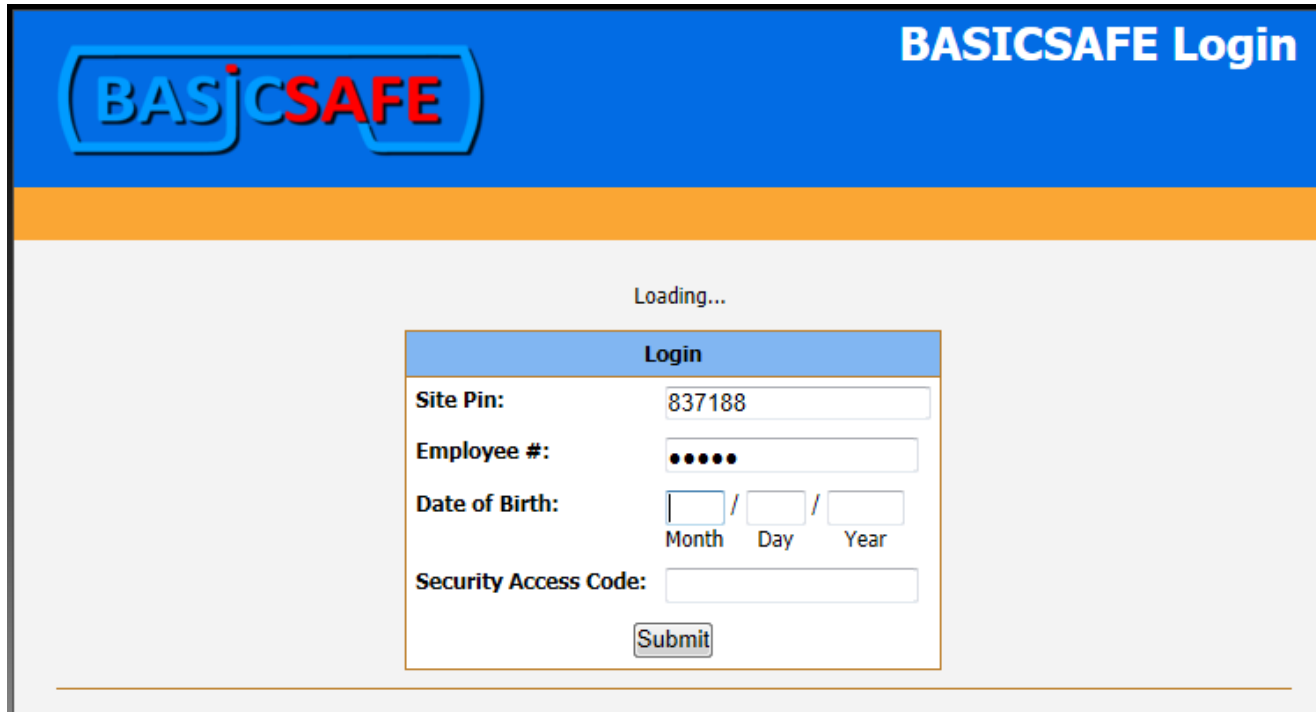
Admin Login

To access BasicSafe through the administrative login, someone must manually pre-populate the 1) email address and 2) password of the employee in their employee file. (Security Access Code is not required for Admin Login)

System Login

Users with admin permissions can also login using the employee login. In fact, BasicSafe allows people entering the system this way to create their own password if they know the proper information.

System Login



The screenshot shows the BASICSAFE Login interface. At the top, there is a blue header with the BASICSAFE logo on the left and the text "BASICSAFE Login" on the right. Below the header is an orange horizontal bar. The main content area is light gray and contains a "Loading..." message. In the center, there is a white login form with a blue header labeled "Login". The form contains the following fields:

- Site Pin:** A text input field containing the value "837188".
- Employee #:** A text input field containing five black dots (•••••).
- Date of Birth:** Three separate text input fields for Month, Day, and Year, separated by slashes. The labels "Month", "Day", and "Year" are positioned below their respective input boxes.
- Security Access Code:** A text input field.

At the bottom of the form is a "Submit" button.

Once an employee is given any level of admin permissions, they are required to have a password to login. If they know their employee number, date of birth, and security access code, the system will allow them to create a password.

System Login

If the Security Access Code is not populated in their employee file, then they can leave this information blank and the system will allow them to create the password.

It is your choice whether to require security access codes. If you make them a requirement, you must manually populate them in each employee's file within BasicSafe.

System Login

Loading...

Login	
Site Pin:	<input type="text" value="837188"/>
Employee #:	<input type="text" value="....."/>
Date of Birth:	<input type="text" value="03"/> / <input type="text" value="09"/> / <input type="text" value="2015"/> Month Day Year
Security Access Code:	<input type="text" value="....."/>
<input type="button" value="Submit"/>	

Once the employee populates the date of birth and security access code (if required), they can create a password.

System Login

BasICSAFE Login

Loading...

Login

Site Pin:

Employee #:


This Employee does not yet have a password set up.
Be sure to remember the password, because you will need it the next time you log in.

Enter New Password:

Retype Password:

Password can be created and verified once date of birth and security access code (if required) is populated.

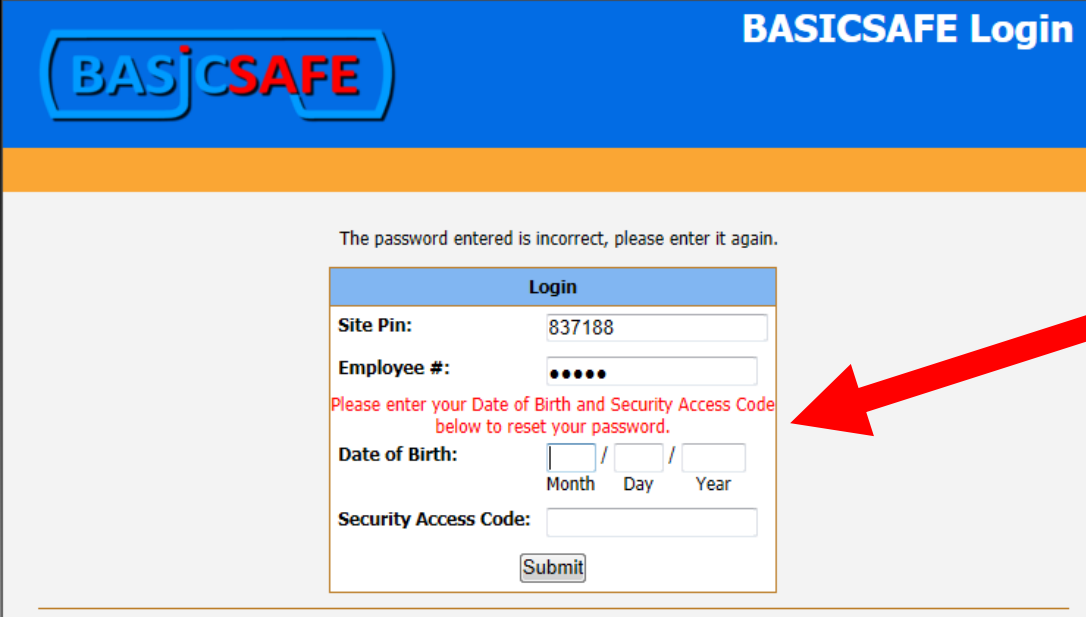
System Login



The screenshot shows the BASICSAFE Login page. At the top left is the BASICSAFE logo. At the top right, it says "BASICSAFE Login" and "Basicsoft Software Training Center". Below this is an orange horizontal bar. The main content area is light gray and contains the message: "The password entered is incorrect, please enter it again." Below this message is a login form titled "Login". The form has three input fields: "Site Pin:" with the value "837188", "Employee #:" with five black dots, and "Password:" which is empty. Below the password field is the text "Please enter your password." and a "Login" button. Below the button is the text "Forget your password? [Click here.](#)". A large red arrow points from the right side of the page towards the "Click here" link.

If an employee ever forgets their password and tries to submit an incorrect password, they are allowed to create another one by using the [Click here](#) link

System Login



BASICSAFE Login

The password entered is incorrect, please enter it again.

Login

Site Pin:

Employee #:

Please enter your Date of Birth and Security Access Code below to reset your password.

Date of Birth: / /
Month Day Year

Security Access Code:

By resubmitting their date of birth and security access code (if required) they can create a new password. This solution minimizes the need to provide assistance from a help desk or other administrators.

System Login

Regardless of which method you use to login, to receive email notifications from BasicSafe, your email address must be populated in your employee file.