User Manual

Visy Access Net

UPM

1. Introduction

Visy Access Net is web-based user interface to be used by suppliers. From now on supplier needs to create access permissions for their vehicles to access UPM production sites in Finland. Use of this tool started at Kaukas mill in March 2017 and will expand to other UPM production sites in later phases.

Visy Access Net provides possibility to create and modify access permissions, search for current access permissions, and search for traffic events where access permissions were used. Username and password is required for using the application. Username and password will be sent by email to contact person.

Company can control their own users for Visy Access Net. Companies can also give user rights for their subcontractors, for instance raw material supplier can give user rights for their transportation company to keep control of their vehicles. One can manage users on page "Users".

Same software will be used for all UPM production sites in Finland, but user group rights can be limited to allow access to only some sites.

2. Functions

The following chapters explain main functionalities of Visy Access Net.

2.1 First login

You will receive account ID and password via email. Login to site https://visy.upm.com.

It is important to change your password after first login. Select "Account" tab for changing password, more information in chapter 2.2.
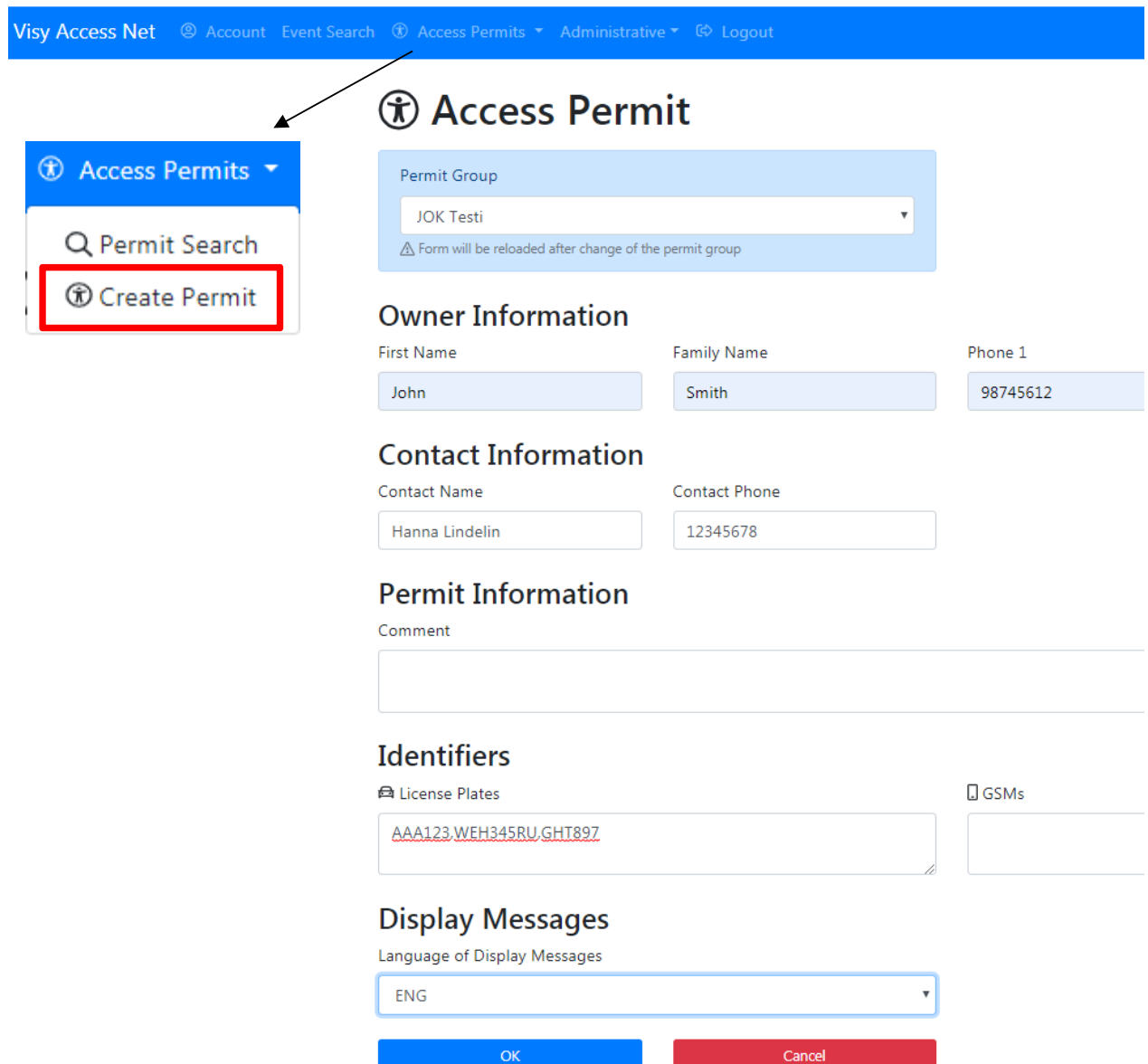
2.2 Your Account

After first login update your "Account" – information. You may change your personal user properties and login information such as password and enter default values that will be added automatically to new permits. When changes are completed, click "OK". Information has been saved.

2.3 Create permit

To create a new permit, click **"Access permit"** tab from the top bar and select **"Create Permit"**. Creating the permit is done with the form above. Multiple license plates can be fed by separating them with comma or space. Do not leave any spaces in between individual license plate number. Base principle is to create own permit for each license plate. Only mandatory information is the company name, but it is highly recommended to enter information to each additional field such as first name, surname, contact name and contact phone.

Short descriptions for each field:

- **Permit group** – Each company has their own permit group, which includes all created access permits

- **Owner Information:** First name, surname – Name of the permit holder (driver), if known (e.g. John Smith) and phone 1 – Permit holder's phone number (e.g. phone number of the vehicle)

- **Contact Information:** Contact person's name and phone number – Contact information of the person who is responsible for permitting. If a default contact name and phone number have been added for your account information, it will be automatically added to the permit

- **Permit information**: Comment – Additional information, if needed

- **Identifiers:** License plates – License plate numbers of the permit

- **Display message:** Language of display messages – Language for the messages shown in the screens at the gates

After entering all the necessary information permission is saved by clicking the button "OK". Summary page of the permit is shown after successful saving. If some information is missing or saving fails for some other reason, error message is shown above the form. In above example the access permit was created for vehicle with license plate numbers AAA123, WEH345RU and GTH897 and the driver's name is John Smith.

Find below an example of the successful access permit:

(i) Permit Details

≡ ::Back to Search Results

Access permit has been stored to system.

🖊 ::Modify Access Permit	◇ ::Delete Access Permit

Owner Information

First Name	John
Family Name	Smith
Company	Freight Company
Phone 1	98745612
Contact Name	Hanna Lindelin
Contact Phone	12345678

Permit Information

|	
Created	23.08.2019 14:15:04 / joktesti
Modified	23.08.2019 14:15:04 /
Permit Group	JOK Testi
Disabled	No
One-time Permits	No
Large Vehicle Permit	No
Starts	23.08.2019 00:00:00
Ends	30.12.2020 23:59:59
Language of Display Messages	ENG

Identifiers

License Plates	AAA123 RU234XT WER345

2.4 User management

User management can be accessed by selecting *"Administrative"* from the top menu. List of users in the user group is shown in the management page and above the list is the link for creating new users. Links to edit and delete users can be found in the column *"Operations".* A company can have several users as permitters if needed, and in many cases it is recommended for back up in case of absence.
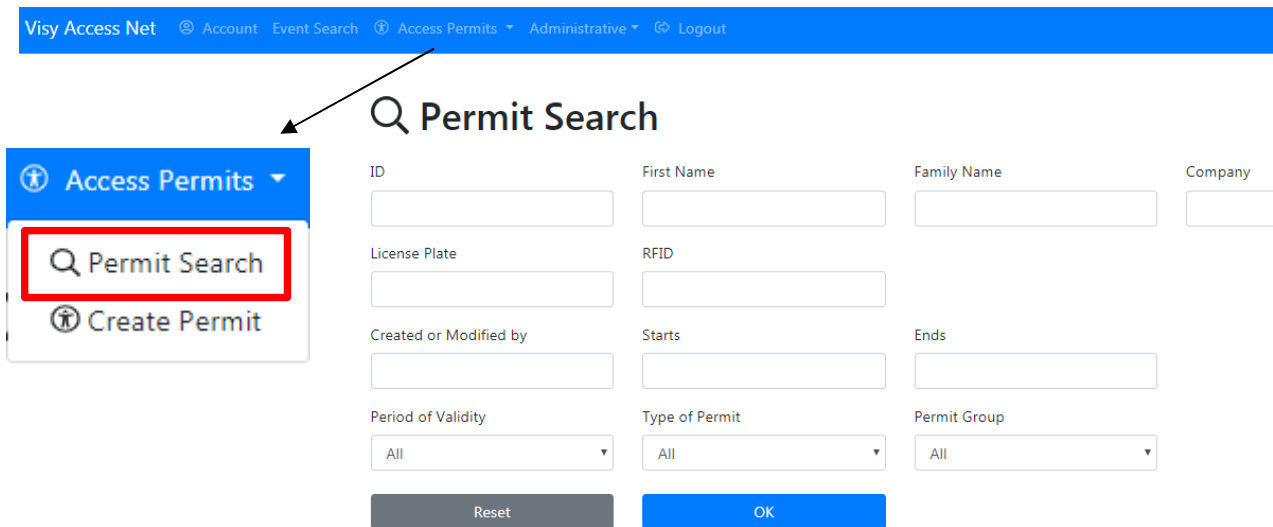

New user can be created by filling the form above. All fields are mandatory and Visy-system will automatically send the login information via e-mail to the user. New user has the same user rights to manage the permits as the person who created the new account/user.

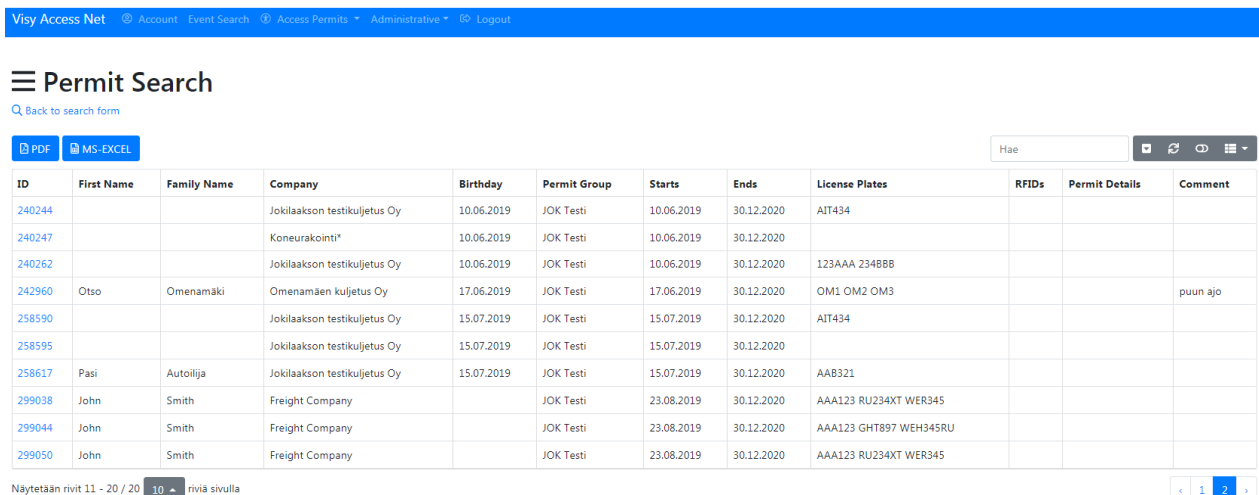## 2.5 Permit Search

In permit search versatile searches can be made for permits saved in database. Wild characters such as "*" and "?" can be used in queries. For example, writing "M*" to the field "First Name" will result to all the permits in the database where first name of the owner begins with the letter "M". Question mark is used to replace one character of the searched word. For example, you can write license plate "XYZ???" resulting to all the permits including 6 character long license plate beginning with "XYZ".

Permit search results are shown in the list view, which can be sorted by clicking one of the columns. Clicking the same column twice will reverse the order.

ID	First Name	Family Name	Company	Birthday	Permit Group	Starts	Ends	License Plates	RFIDs	Permit Details	Comment
240244			Jokilaakson testikuljetus Oy	10.06.2019	JOK Testi	10.06.2019	30.12.2020	AIT434			
240247			Koneurakointi*	10.06.2019	JOK Testi	10.06.2019	30.12.2020				
240262			Jokilaakson testikuljetus Oy	10.06.2019	JOK Testi	10.06.2019	30.12.2020	123AAA 234BBB			
242960	Otso	Omenamäki	Omenamäen kuljetus Oy	17.06.2019	JOK Testi	17.06.2019	30.12.2020	OM1 OM2 OM3			puun ajo
258590			Jokilaakson testikuljetus Oy	15.07.2019	JOK Testi	15.07.2019	30.12.2020	AIT434			
258595			Jokilaakson testikuljetus Oy	15.07.2019	JOK Testi	15.07.2019	30.12.2020				
258617	Pasi	Autoilija	Jokilaakson testikuljetus Oy	15.07.2019	JOK Testi	15.07.2019	30.12.2020	AAB321			
299038	John	Smith	Freight Company		JOK Testi	23.08.2019	30.12.2020	AAA123 RU234XT WER345			
299044	John	Smith	Freight Company		JOK Testi	23.08.2019	30.12.2020	AAA123 GHT897 WEH345RU			
299050	John	Smith	Freight Company		JOK Testi	23.08.2019	30.12.2020	AAA123 RU234XT WER345			

By clicking the *"ID number"* you can open summary page of the selected permit. In this page you can also choose to modify or delete the permit. If you want to save the report to your own computer, select "Excel" from the "Export to".

2.6 Event search

Event search can be used to search movements (arrivals / departures) of the vehicles at UPM sites e.g. if the certain truck has arrived to Tervasaari mill for loading.

Event search is used in the same way as permit search. Use wild characters to search data. Please note that dates are installed so that start time of the search is two hours before current time and end time is the last minute of the current day.

Administrator can limit the maximum length of the time frame for searching the events. If selected time frame is longer than maximum, search is not completed, and error message is shown in the search page.

Results of the event search are shown in the list view. You can access the information and photos of the specific event by clicking the event number. If you want to save the report to your own computer, select "Excel" from the "Export to".