



UPM

The Biofore
Company

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>.

Visy Access Net



UPM
Visy Access Net

[Rekisteriseloste](#)
[Privacy Policy](#)
[Dataskyddsbeskrivning](#)
[Käyttöohje Visy Access Net](#)
[User manual for Visy Access Net](#)

Account *

Password *

OK

[? Forgot your password?](#)

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

Visy Access Net [Account](#) [Event Search](#) [Access Permits](#) [Administrative](#) [Logout](#)

Account

User Properties

First Name * Family Name * Company * Phone *

Email *

Login Properties

Account * Password * Re-type password *

Defaults Values of New Permit

Permit Group Company Contact Name Contact Phone

Settings for Search Results

Permits per Page Events per Page

Miscellaneous

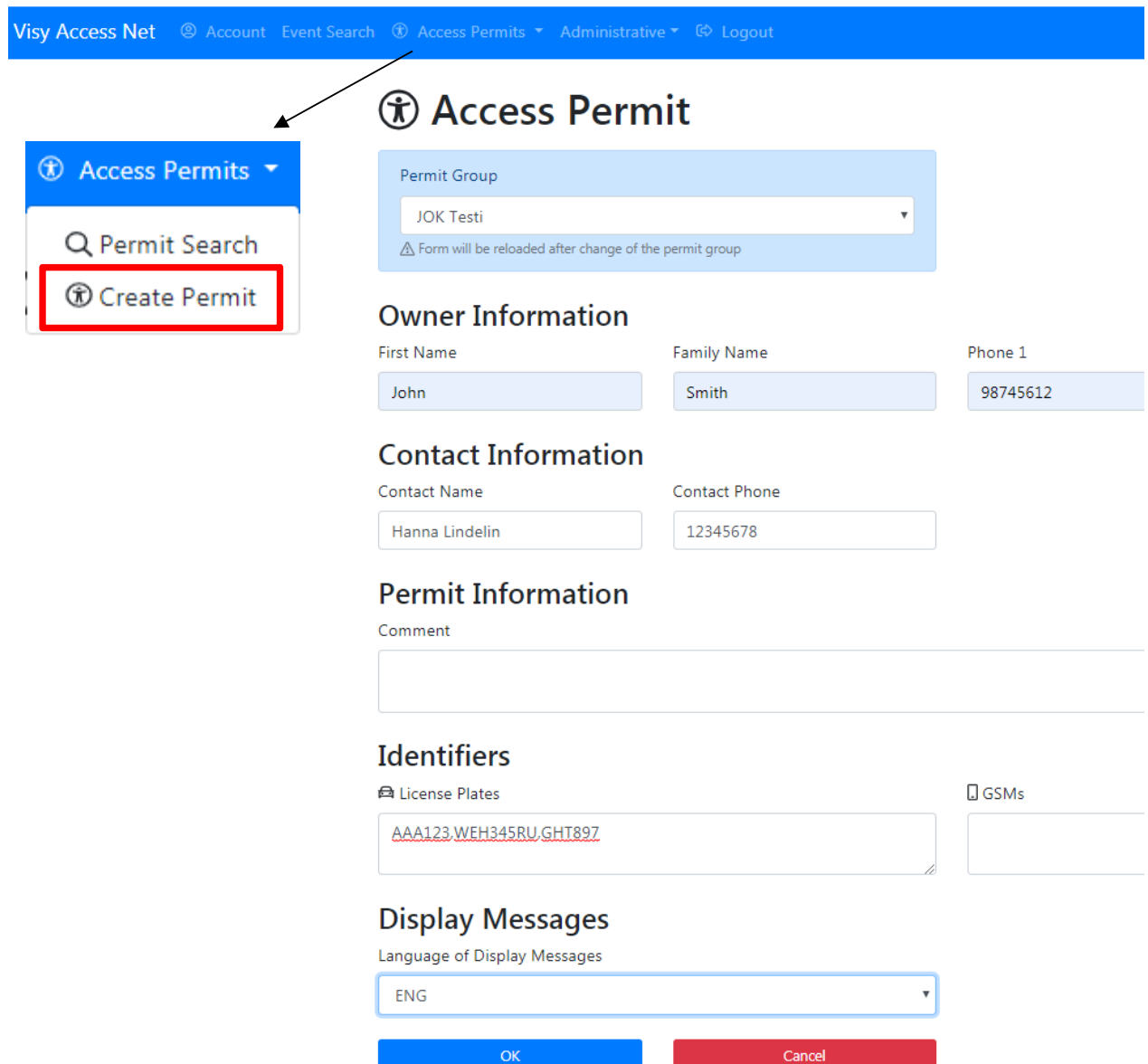
Show recognized nationality of license plate on event list Show recognized identifiers as links to corresponding images

Default Values for Permit Editor

Send permit information via email after submit Send SMS after submit

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



Visy Access Net Account Event Search Access Permits Administrative Logout

Access Permits

Permit Search

Create Permit

Access Permit

Permit Group

JOK Testi

Form will be reloaded after change of the permit group

Owner Information

First Name Family Name Phone 1

John Smith 98745612

Contact Information

Contact Name Contact Phone

Hanna Lindelin 12345678

Permit Information

Comment

Identifiers

License Plates GSMs

AAA123,WEH345RU,GHT897

Display Messages

Language of Display Messages

ENG

OK Cancel

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:

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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

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Users

[Create a New User](#) 

[PDF](#) [MS-EXCEL](#)

| User Group | Account | First Name | Family Name | Company | Email | Phone | Last login | Language | Operations |
|------------|---------------|------------|-------------|-----------------|-------------------------|-----------|---------------------|----------|---|
| JOK Testi | totippa | Tommi | Tiippana | upm-kymmene Oyj | tommi.tiippana@upm.com | 213213213 | | | edit delete |
| JOK Testi | halinne4 | Hanna | Lindelin | Hannan Kuljetus | hanna.lindelin@upm.com | 213213213 | | | edit delete |
| JOK Testi | joktesti | Hanna | Lindelin | Freight Company | dsadsad | 12345678 | 23.08.2019 13:38:12 | en | edit delete |
| JOK Testi | oillitestaa21 | Olli | Parviainen | UPM-Kymmene Oyj | olli.parviainen@upm.com | 0303030 | | | edit delete |

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 permittees if needed, and in many cases it is recommended for back up in case of absence.

Create

[Back](#)

User Properties

First Name *

Jack

Family Name *

Smith

Company *

Freight Company

Phone *

45678912

Email *

JS@FreightCompany.email

Login Properties

Account *

JaSmith

Password *

.....

Re-type password * *

.....

User Group

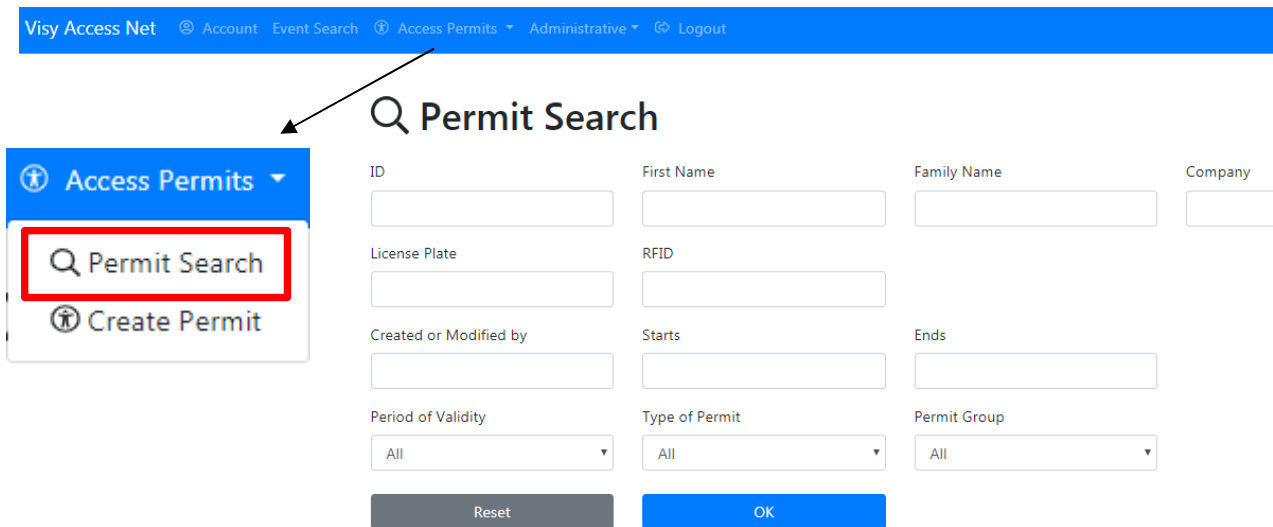
JOK Testi

Disabled

OK

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



Visy Access Net Account Event Search Access Permits Administrative Logout

Permit Search

Access Permits

Permit Search

Create Permit

ID:

First Name:

Family Name:

Company:

License Plate:

RFID:

Created or Modified by:

Starts:

Ends:

Period of Validity:

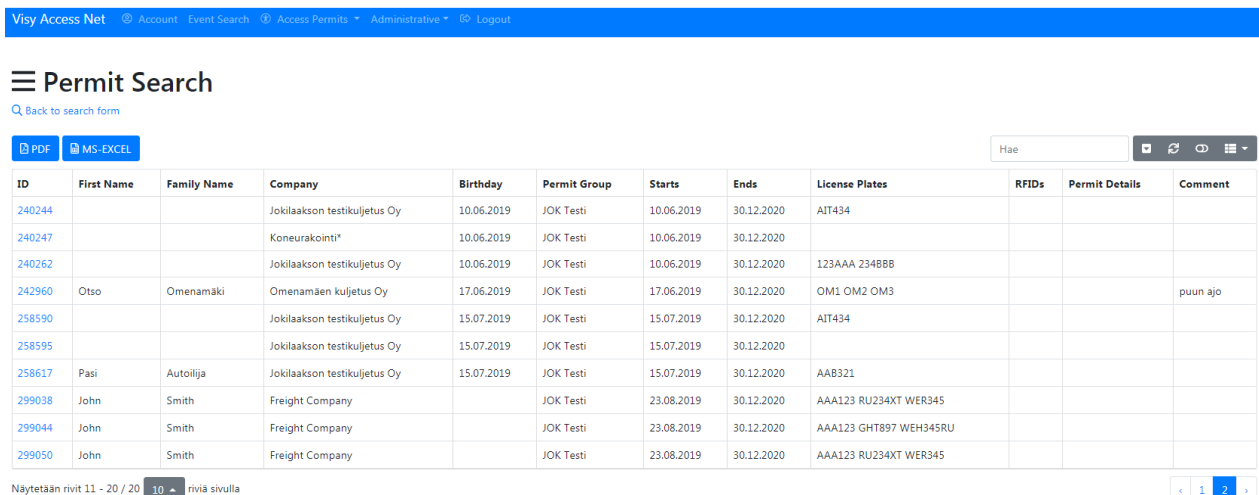
Type of Permit:

Permit Group:

Reset OK

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.



Visy Access Net Account Event Search Access Permits Administrative Logout

Permit Search

Back to search form

PDF MS-EXCEL

Hae

| ID | First Name | Family Name | Company | Birthdate | 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 | Omenamaen 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 | | | |

Näytetään rivit 11 - 20 / 20 10 rivinä sivulla

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

Visy Access Net Account Event Search Access Permits Administrative Logout

Event Search

Event

ID License Plate RFID

Starts Time Ends Time

23.08.2019 00:00 23.08.2019 23:59

Checkpoints

Checkpoints

Permit

Permit Group First Name Family Name Company

All

Additional

Access Decision Unit Trailer

All All All

Reset

OK Cancel

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".