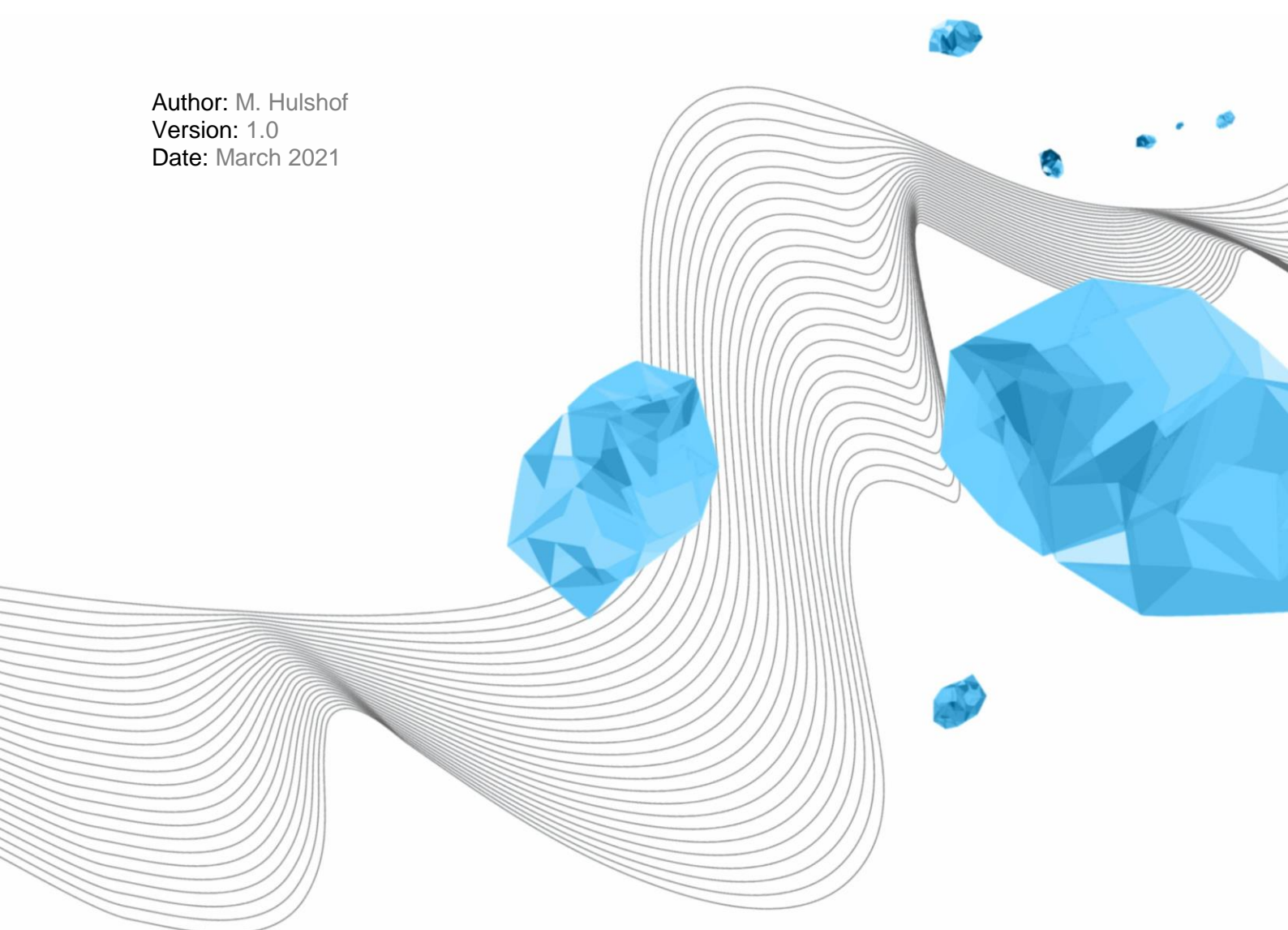


# MANUAL

## *Sesam*

Author: M. Hulshof  
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# 1 Introduction

## 1.1 Roles

*Sesam* is a web application with which access authorisations can be requested and granted. Authorisations are automatically processed in the ATS360 software, which controls the actual access. This processing takes place every hour.

The request can be made by all staff, students and external persons who have a University of Twente account (M, S or X account). In *Sesam* these are indicated as Requester or User.

The request is either accepted or not by the person in charge of the room on behalf of the department/faculty involved. These are the Approvers in *Sesam*.

The Approvers are appointed as approvers for one or more profiles by the Key Users of faculty or service. In *Sesam*, they are referred to as (CFM) Administrators.

## 1.2 Profiles

Access is regulated on the basis of profiles. A profile consists of one or more accesses to rooms (read doors).

Access can be restricted in the profile to a certain period. For the time being, the following periods are used: during working hours, outside working hours during the week, and at the weekend.

The profiles are created by functional management in the ATS360 software and are taken over by *Sesam* from the ATS360 software.

## 2 The web application *Sesam*

The screen of the web application consists of two parts: a black column with a menu selection and a white area with information and interactive elements.

The attached screenshots are from the Sesame test environment. They may differ slightly from the production environment in which you work. In addition, the test environment contains a limited dataset.

As a user, you will find the information relevant to the application in chapters 2 and 3. Chapters 4 and 5 are not necessary.

If you are an approver, chapter 4 is important in addition to chapters 2 and 3.

For administrators or key users, chapter 5 is also applicable.

SESAM - FACILITY ACCESS AUTHORISATION - UNIVERSITY OF TWENTE

UNIVERSITY OF TWENTE

SESAM - FACILITY ACCESS AUTHORISATION

Welcome M.A.C.H. Hulshof.  
You have access to the following location(s):

REGISTERED

MY APPROVED ACCESS AUTHORISATION

Profile Description	Building	Approved By	Active From	Active Until	Activated	Entrances	Withdraw Access	Organisation
Terrain access outer shell	University Terrain	M.A.C.H. Hulshof (CFM-BP)	18-12-2020	17-12-2023	<input checked="" type="checkbox"/>	Slagboom Calsaan, Slagboom Horst		CFM-BP
SP - Cleaning company	Spiegel	M.A.C.H. Hulshof (CFM-BP)	21-12-2020	20-12-2023	<input checked="" type="checkbox"/>			CFM-BBP
PA - Breakdown service	Paviljoen	N. Reurink (CFM-OV)	22-12-2020	20-12-2023	<input checked="" type="checkbox"/>			CFM-BP

1 - 3

Access to buildings marked with \* are expired.


REQUEST NEW ACCESS REQUEST BARRIER PASS

MY DEFAULT ACCESS AUTHORISATION

MY PENDING ACCESS REQUESTS (WAITING FOR APPROVAL)

Building	Profile Description	Date Submitted	Active From	Active Until	Organisation	Entrances	Withdraw Request
Spiegel	SP - Emergency Response Officers (BHV)	21-12-2020 15:12:49	21-12-2020	20-12-2023	CFM	-	

Figure 1 The opening screen of *Sesam*

On the left hand, there is black column, this column can be reduced in size by clicking on the menu  button. That leaves only the icons that are still clickable. The white area on the right is the work screen.

As a user or requester, only *Home* and *About* will be shown. The other menu choices are reserved for approvers (*Access Requests* and *Approved Authorisations*) and administrators (*CFM Administration*).

### 3 Requester

The Requester will use the Home screen. Here an overview can be found of the granted authorisations under *MY APPROVED ACCESS AUTHORISATION*.

There are also two buttons to request access authorisation. One for access to buildings [*REQUEST NEW ACCESS*] and one for access to the grounds [*REQUEST BARRIER PASS*]. The access to buildings will be processed on the employee/student card, the access to the grounds will be processed on the separate barrier pass.

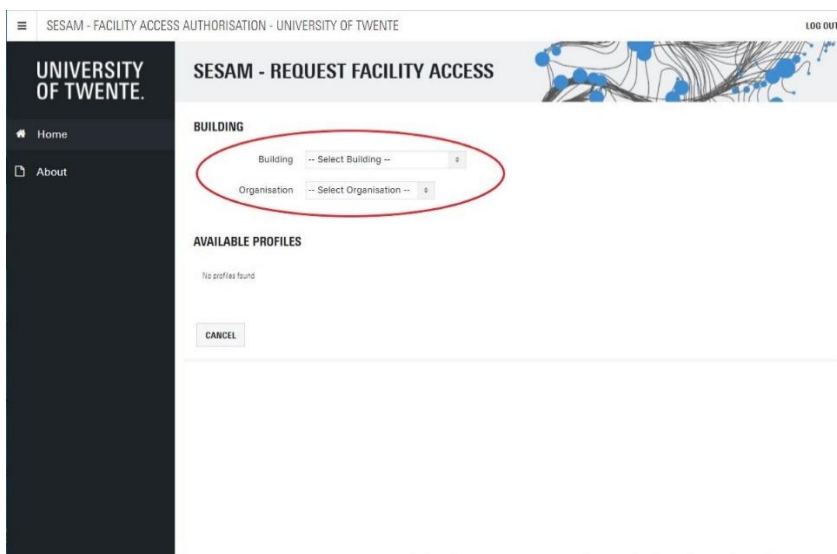
In *MY DEFAULT ACCESS AUTHORISATION* the default access rights are displayed.

In *MY PENDING ACCESS REQUESTS (WAITING FOR APPROVAL)* the requested but not yet processed authorisations are displayed. Using the trash can icon a request can be revoked.

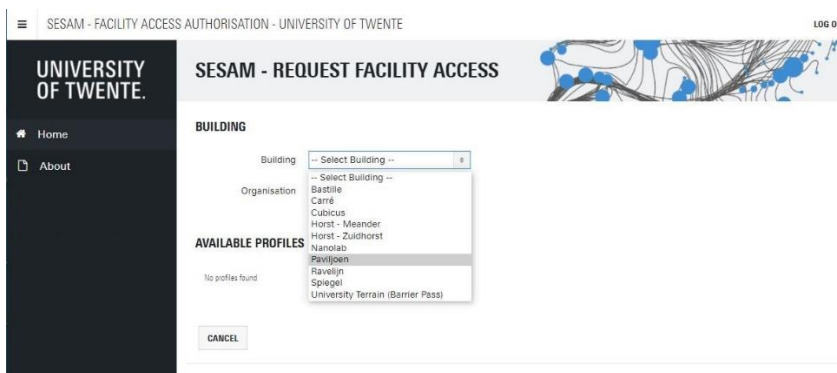
Under the heading *DENIED ACCESS REQUESTS* all refused applications are displayed.

#### 3.1 Request new access

Clicking the [*REQUEST NEW ACCESS*] button opens a new workspace. In this are two fields to filter a door profile.



The first field *Building* gives an overview of all available buildings (connected to the ATS360 software).



In this case we select Spiegel. All profiles in Spiegel are shown. You can choose directly or first filter by Organisation. For Organisation choose your own organisation first, if not available choose the organisation for which you need to be in that room or building..

SESAM - FACILITY ACCESS AUTHORISATION - UNIVERSITY OF TWENTE LOG OUT

**UNIVERSITY OF TWENTE.**

Home  
About

**SESAM - REQUEST FACILITY ACCESS**

**BUILDING**

Building: Spiegel

Organisation: -- Select Organisation --  
 -- Select Organisation --  
 BMS  
 CFM  
 CFM-B&P  
 LISA-PD

**AVAILABLE PROFILES**

Approving Organisation	Profile Description	Building	Entrance(s)
BMS	SP - Floor 5	Spiegel	Spiegel floor 5 elevator north, Spiegel floor 5 elevator south, Spiegel floor 5 stairs north, Spiegel floor 5 stairs south
CFM	SP - Service desk	Spiegel	Spiegel Servicedesk
CFM-B&P	SP - Service desk	Spiegel	Spiegel Servicedesk
CFM-B&P	SP - MC Service department	Spiegel	MC open-plan office, MC connecting door
CFM-B&P	SP - Main entrance during the day (07:00 - 18:00h)	Spiegel	Main entrance Spiegel, Spiegel backdoor, connecting door hall, bicycle shed
LISA-PD	SP - Main entrance during the day (07:00 - 18:00h)	Spiegel	Main entrance Spiegel, Spiegel backdoor, connecting door hall, bicycle shed

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In this example CFM-B&P is chosen.

SESAM - FACILITY ACCESS AUTHORISATION - UNIVERSITY OF TWENTE LOG OUT

**UNIVERSITY OF TWENTE.**

Home  
About

**SESAM - REQUEST FACILITY ACCESS**

**BUILDING**

Building: Spiegel

Organisation: CFM-B&P

**AVAILABLE PROFILES**

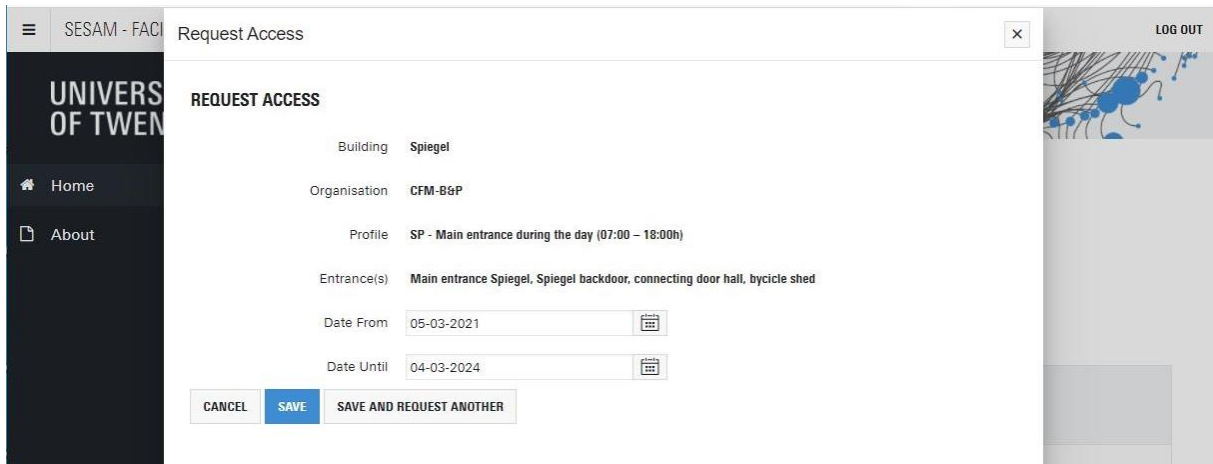
Approving Organisation	Profile Description	Building	Entrance(s)
CFM-B&P	SP - Service desk	Spiegel	Spiegel Servicedesk
CFM-B&P	SP - Main entrance during the day (07:00 - 18:00h)	Spiegel	Main entrance Spiegel, Spiegel backdoor, connecting door hall, bicycle shed
CFM-B&P	SP - MC Service department	Spiegel	MC open-plan office, MC connecting door

1 - 3

CANCEL

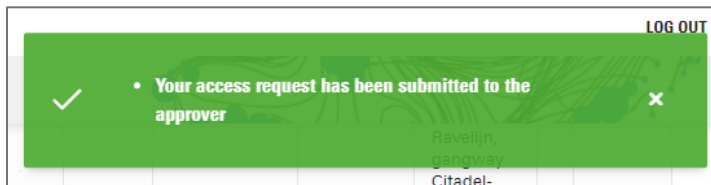
In the table *AVAILABLE PROFILES* you now see the possible door profiles including any time restrictions in the column *Profile Description*. The *Entrance(s)* column lists the doors/entrances that occur in that profile.

Clicking on one of the blue fields selects that profile. A pop-up window appears.




In this screen the choices are repeated and the maximum authorisation period is indicated. These dates can be changed. If the maximum authorisation period is exceeded, an error message is generated.

The Save button records this request and jumps directly to the main screen. In the main screen, you will see a green pop-up at the top of the screen stating that your request has been submitted. A confirmation mail is also sent.



Furthermore, on that page, under the heading *MY PENDING ACCESS REQUESTS (WAITING FOR APPROVAL)* you will see the requested authorisation.

### MY PENDING ACCESS REQUESTS (WAITING FOR APPROVAL)

Building	Profile Description	Date Submitted	Active From	Active Until	Organisation	Entrances	Withdraw Request
Spiegel	SP - Main entrance during the day (07:00 – 18:00h)	05-03-2021 16:03:50	05-03-2021	04-03-2024	CFM-B&P	Main entrance Spiegel, Spiegel backdoor, connecting door hall, bicycle shed	

1 - 1

In this table there is also a blue wastebasket. This allows you to withdraw the request (as long as it has not yet been approved). A confirmation question will be asked and upon confirmation the request will be withdrawn.

Are you sure you want to withdraw this access request?

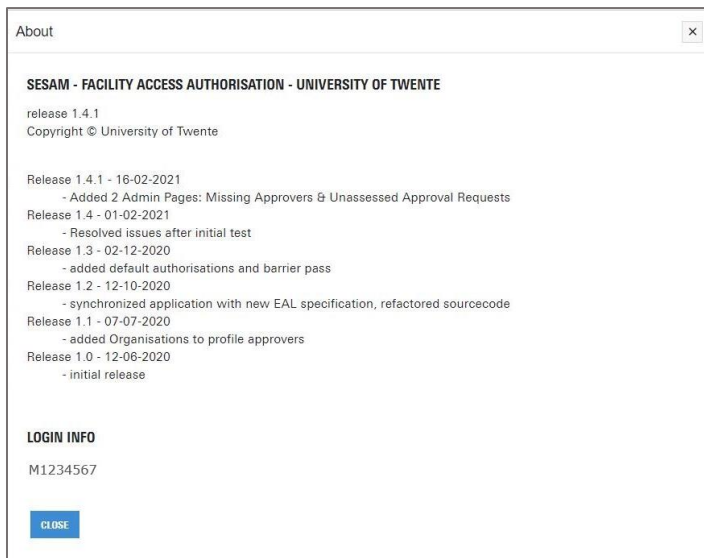
OK

Annuleren

As soon as the request has been processed, you will receive an email. Moreover, you can find the approved request under the heading *MY APPROVED ACCESS AUTHORISATION*. If the application has been rejected, you will find it under the heading *DENIED ACCESS REQUESTS*.

### 3.2 About

The About menu option in the black column opens a pop-up window containing information on the version of Sesame. It also indicates under which registration you are logged in (M, S or X number).

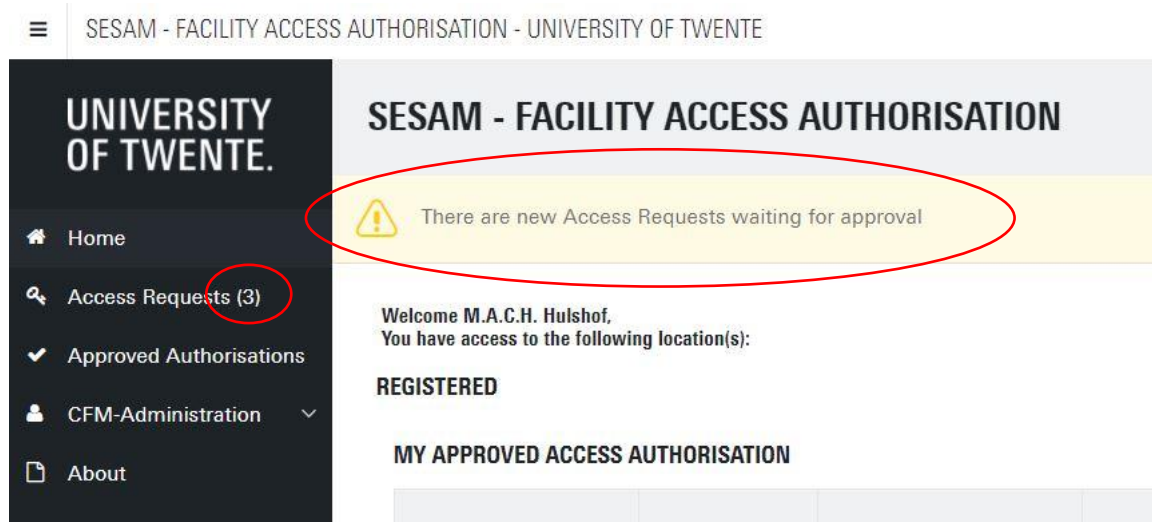





## 4 Approver

### 4.1 Access Requests

The approver uses the Access Requests menu. As soon as there are new requests for the profiles the approver is responsible for, this will already be indicated in the menu (the number is in brackets behind Access Requests). A notification will also be made in the Home screen in a yellow area at the top of the screen.



In the *Access Requests* work screen under the header *PENDING ACCESS REQUESTS* there is a list of requests to be evaluated. By clicking on the pencil  at the beginning of the line a request can be opened.

The *ACCESS REQUEST* screen then opens. This contains some information about the requestor and the access requested.

The duration of the access can be adjusted by the approver. The maximum allocation for an employee is 3 years, for others 1 year.

Then one of the two options *Approve* or *Deny* must be ticked. In the case of *Deny*, a text field is also added for the reason (max. 1024 characters).

After that the approval or denial can be closed with the blue *SAVE REQUEST* button.

The requester receives a confirmation by email.

Under the header *EXPIRING AUTHORISATIONS* the approved authorisations are listed, including the expiry date. This is a purely informative list. Sesame sends an email to the Requester one month before the authorisation expires to remind him of this.

### 4.2 Approved Authorisations

In the work screen of *APPROVED AUTHORISATIONS* an overview is given of all authorisations approved by the approver. This will usually be a very large list. That is why there are various filtering and sorting options on this list.

At the bottom of the list are two more selection fields. These can be used to expand the list to include all expired authorisations *Show Expired Authorisations* and all revoked authorisations *Show*

*Revoked Authorisations*. The *Status* column indicates whether the authorisations are *Expired* or *Revoked*.

#### 4.2.1 The search field and other possibilities



The search field has many possibilities. Next to the magnifying glass, the arrow can be

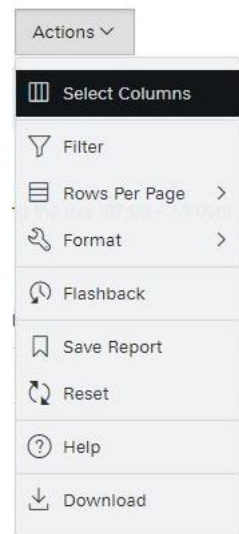
used to indicate where the search should be performed: in all columns or in a specific column (e.g. *Name* or *Profile*). *Go* starts the search and produces a list of authorisations that comply with the action. This results in a filtered list.

The *Actions* button contains both actions and settings. Columns can be made visible or hidden. With *Filter*, multiple filter rules can be applied. The number of rules per page can be set. The *Format* and *Flashback* components have no function on this list.

Different filters and sequences can be saved under Save Report. For example, all the profiles of a specific building and the active authorisations. In the case of very large lists, this can be a useful tool for quickly displaying certain overviews. The different reports are shown in a drop-down menu next to the *Actions* button.

*Reset* restores all additional filters (outside the selected report). *Help* provides information about all these possibilities. With *Download* a report can be saved in for example CSV (suitable for Excel) format.

The name of a column can also be clicked and here again there are possibilities for sorting and filtering. Sorting by Name is based on the first letter (i.e. the initials) and not on the last name.



#### 4.3 Revoke Authorisation

The final list provides an overview of the selection. By using the pencil, an authorisation can be opened. This provides a little more information and allows you to revoke an authorisation. Using the *REVOKE AUTHORISATION* button, the authorisation can be withdrawn. A separate screen then asks for the reason (max 512 characters) and then the authorisation can actually be cancelled using the *REVOKE AUTHORISATION* button and then an additional confirmation question. The requester will receive an email about revoking the authorisation.

## 5 Key users

Key users use the (CFM) Administration menu. Here approvers can be viewed and assigned in the submenu *Approvers*. In the submenu *Assign Profiles To Approvers*, profiles can be linked to the approvers. The *Assigned Profiles* submenu can be seen as a reporting tool for the granted profiles.

Sesame is set up for the Key-users without demarcation of buildings. In other words Key-users can assign any profile to any approver. This means that these rights have to be handled with care.

### 5.1 Approvers

The *Approvers* submenu displays a table with all approvers. Only active approvers can grant authorisations. An active approver is shown in the table with a check mark in the *Active* column. At the bottom of the list is a selection field to make inactive approvers visible in the list.

An approver can be changed in two ways. The approver can be set to inactive or the approver can be removed from the list. With the pencil, an extra screen opens where the *Active* checkbox can be unchecked, then click on *CHANGE APPROVER* and the checkbox will disappear from the list. Only inactive approvers can be removed from the list by using the *DELETE* button.

A new (or previously deleted) approver can be added with the button *CREATE APPROVER*. An extra screen appears with the field *PersonnelNr.*

A screenshot of a search field labeled "PersonnelNr." with a small upward-pointing arrow button on the right side.

In this field is a button with an arrow. By

clicking on it, a search screen will appear in which UT employees can be filtered on the basis of last name, faculty/service or department. One person can be selected from the list and will then appear in the *Create Approver* screen. If this is the right person, the *CREATE APPROVER* button adds the person to the list. Inactive or active approvers cannot be added.

The search field at the top of the screen again offers many selection options. See 4.2.1.

### 5.2 Linking profiles to an approver

The submenu opens the work screen containing all approvers. The search field shows the familiar selection options (see 4.2.1) and the pencil can be used to select the desired approver.

After selection the screen is filled with the data of the approver and the assigned profiles under *ASSIGNED PROFILES*. A new profile can be assigned by clicking on the blue button *ASSIGN NEW PROFILE*. The screen is filled up again with a number of selection criteria under the *BUILDING* heading. First the *Organisation* field, here the department from which the approver may grant permission is selected (tapping the first letter makes the selection list jump to that letter).

Next, a building is selected. The *Profile* box shows all available profiles for the selected building. By using the arrows in the middle, profiles can be moved to the right box. Only the profiles in the right-hand box can ultimately be assigned. The prioritisation (far right) is not important.

The *Entrance(s)* field on the bottom right describes the combination of profiles that are in the right-hand box.

After pressing the blue button *ASSIGN PROFILE*, the profiles are added to the approver.

In the table under *ASSIGNED PROFILES* a profile can be deleted or made inactive by using the pencil. Deleting is only possible per profile!

Inactive profiles can be added to the table. These are profiles where the end date (*Active Until*) has expired.

### 5.3 Reporting

The *Assigned Profiles* submenu lists all approvers and their assigned profiles.

In practice, this will be a very large list. At the bottom right of the table on the screen is an index showing which part of the selection is shown. The arrows (if present) can be used to jump to the previous or next screen.



The search function is also present here and works as described in 4.2.1.

Two columns with fields are shown in blue in the table. The *Name* column and the *Profile* column. These blue fields are clickable. When you click on a name, it shows whether there are several approvers from the same department for this profile (*Other Approvers*).

The *Profile* column may provide even more interesting information. In addition to the *Other Approvers* field mentioned above, there is also a *Show Other Organisations* selection field. If this is checked, all approvers for this profile are shown.