MotionWorks
Proximity
Portal
User Guide
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Introduction

Zebra MotionWorks® Proximity (MWP) solution enables work proximity sensing and logging, providing a suite of reports and dashboards on proximity trend events. Accurate and efficient employee contact tracing helps employers to respond quickly and accurately by enabling them to identify the right individuals in the event of a COVID-19 exposure in the workplace, so that the appropriate measures can be taken.

A MotionWorks Proximity enabled device sends and listens for BLE beacons to sense the presence of a nearby MWP device. If a nearby device is detected, it’s wearer ID and device ID are continuously logged and timestamped. The device sends that sensing data over the enterprise Wi-Fi to the MWP Portal where analytics software converts it into proximity data based on five minute rolling windows. This data is then made available for viewing through dashboards and reports enabling operation managers and HR/facilities leaders with the tools they need to enforce social distancing guidelines and contact trace within their existing work-flows.

Logging In

1. Enter the MWP Portal URL in a Google Chrome™ (version 83 and above) and Microsoft Edge® (version 81 and above) web browser and press Enter. The Login Screen appears.

   ![Login Screen](image1.png)

   **Figure 1** Login Screen

2. Enter username and password.

3. Click **Remember me** checkbox to save user credentials.

4. Click **Login**. The **Proximity Event Dashboard** screen appears.
Proximity Monitoring

The following screens are available for monitoring:

- Proximity Event Dashboard
- Proximity Contact Tracing
- Proximity Event Report.

Proximity Event Dashboard

Use Proximity Event Dashboard screen to view proximity violations that are occurring in each defined department. A violation is defined as two workers coming in close contact for more than five minutes. When proximity events occur, a manager can use this data to enforce social distancing rules.

Figure 2  Proximity Event Dashboard

Each violation appears with the following information:

- Wearer IDs
- Time of incident
- Duration of incident
- Device ID.
Figure 3  Incident Data

Once the wearers move away from each other the violation disappears from this screen.

Click **Show Device Id** switch to toggle display of the Device ID information.

The number of department columns that display is configurable (maximum four) depending upon the number of departments created. To select the departments to display:

1. Click **Showing x/x departments**. The **Department Filter** window displays.

**Figure 4  Department Filter Window**

2. Select up to four check boxes next to a department name.
3. Click **Apply**. The selected departments appear on the screen.

**Proximity Contact Tracing**

**IMPORTANT:** This screen should only be viewed by a company’s Human Resource employee.

Use **Proximity Contact Tracing** screen to view proximity events between two wearers. If a worker has been ill, the Human Resource employee uses this dashboard to view all workers that came in contact with the ill worker. The company Human Resource employee uses this data for contact tracing.

To view all wearers who came in contact with a specific wearer:

1. In the **Wearer** field, enter a specific wearer name.
2. In the **Start Date** field, select the start date to view.
3. In the **End Date**, select the end date to view.
4. Click **Trace**.
The dashboard displays the selected worker (Wearer ID) and all the other workers that come in contact. It also displays the amount of time of the first contact (duration) and the time of the incident for the selected date range. Blue wearer boxes indicate that additional contacts occurred. Click on a blue box to expand or collapse contacts.

Table 1  Proximity Contact Tracing Column Descriptions

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Displays the selected wearer and all the other wearers that they have come in contact with during the selected date range.</td>
</tr>
<tr>
<td>Duration</td>
<td>Lists the amount of time that the two wearers have been in contact during the selected date range.</td>
</tr>
<tr>
<td>Time</td>
<td>Lists the time of the first incident for the selected date range.</td>
</tr>
<tr>
<td>Interactions</td>
<td>Lists the total number of contacts between the two wearers.</td>
</tr>
<tr>
<td>Total Duration</td>
<td>Lists the total amount of time that the two wearers have been in contact.</td>
</tr>
</tbody>
</table>

Exporting Contact Tracing Data

To export the contact tracing data:

1. In the Wearer field, enter a specific wearer name.
2. In the Start Date field, select the start date to view.
3. In the End Date, select the end date to view.
4. Click Export. A Microsoft Excel file is created and downloaded to the computer.
5. Open the Excel file to view the data.
Use Excel filter to filter a specific wearer.

Proximity Event Report

Use the **Proximity Event Report** screen to view all recent proximity violations.

1. In the **Wearer** field, enter a specific wearer name.
2. In the **Start Date** field, select the start date to view.
3. In the **End Date**, select the end date to view.
4. Click **Generate**. This display lists 15 events at a time. Use the navigation buttons to view additional events.
Figure 8  Proximity Event Report Screen

Click **Reset** to clear the search filters.

Click on a Wearer ID in the **WEARER ID1** or **WEARER ID2** columns to filter for a specific wearer.

### Exporting Proximity Event Data

To export the proximity event data:

1. In the **Wearer** field, enter a specific wearer name.
2. In the **Start Date** field, select the start date to view.
3. In the **End Date**, select the end date to view.
4. Click **Export**. A Microsoft Excel file is created and downloaded to the computer.
5. Open the Excel file to view the data.
Use Excel filter to filter a specific wearer.

To export the results to an Excel file, click Export.
Administration

Device Assignment

NOTE: Use for assigning MB6000 devices only.

Use the Device Assignment screen to:

• View devices assigned to a wearer
• Assign or edit the device ID for a wearer.

Figure 11 Device Assignment Screen

Filtering

The administrator can filter the list by wearer or department.

To filter by wearer, in the Wearer field, enter a specific wearer name. Typing a few letters will then provide a related drop-down list to choose from. The list displays the device assigned to the selected wearer.

To filter by department, in the Department drop-down, select a department name. The list displays all wearers in that department.

Table 3 Device Assignment Screen

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wearer</td>
<td>Lists the name associated with a wearer.</td>
</tr>
<tr>
<td>Model</td>
<td>Lists the device model number.</td>
</tr>
<tr>
<td>Department</td>
<td>Lists the department name of the wearer.</td>
</tr>
<tr>
<td>Device</td>
<td>Lists the identification number of the device.</td>
</tr>
<tr>
<td>Action</td>
<td>Click ✗ to edit the device assignment.</td>
</tr>
</tbody>
</table>
Changing a Device Assignment

NOTE: For MB6000 devices only.

To change the device assignment:
1. In the Wearer field, enter any text to search for a wearer.
2. In the Department drop-down, select a department.
3. Click Generate.
4. Click next to a wearer. The Edit Device dialog box appears.

Figure 12  Edit Device Dialog Box

5. In the Device drop-down, select the device identification number.
6. Click Save. The new device is assigned to the wearer.

Device Health Check Dashboard

Use the Device Health Check Dashboard to view device, battery, and charging status.

Figure 13  Device Health Check Dashboard
Table 4  Device Health Check Dashboard Screen

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device ID</td>
<td>Lists the identification number of the device.</td>
</tr>
<tr>
<td>Wearer Login</td>
<td>Lists the wearer identification associated to the device.</td>
</tr>
<tr>
<td>Wearer Name</td>
<td>Lists the name of the wearer.</td>
</tr>
<tr>
<td>Device Model</td>
<td>Lists the model number of the device.</td>
</tr>
<tr>
<td>Battery Temperature</td>
<td>List the current battery temperature. Currently only supported on the MB6000.</td>
</tr>
<tr>
<td>Last Reported Timestamp</td>
<td>Lists the time the device last sent data to the server.</td>
</tr>
<tr>
<td>Battery Status</td>
<td>Indicates in percentage the current battery charge level.</td>
</tr>
<tr>
<td>On Cradle</td>
<td>Indicates that if the device is in the cradle. Currently only supported on the MB6000.</td>
</tr>
<tr>
<td>Charging</td>
<td>Indicates if the device is currently charging.</td>
</tr>
</tbody>
</table>

Use the drop-down menus in the upper-right to filter the results. After making the adjustments, click **Generate** to narrow down the list based on the criteria or **Reset** to clear the filters and list all results.

**Add Wearer**

Use the **Add Wearer** screen to view a list of current wearers and allows the administrator to add new wearers to the dashboard.

Figure 14  Add Wearer Screen

Table 5  Add Wearer Screen Descriptions

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wearer</td>
<td>Lists the name of the wearer.</td>
</tr>
</tbody>
</table>
Adding a New Wearer

To add a new wearer:

1. Click +Add WEARER. The Add Wearer dialog box appears.

Figure 15 Add Wearer Dialog Box

2. In the Login User field, enter the wearer name.
3. In the Employee Id field, enter the wearer name.
4. In the First Name field, enter the wearer name.
5. In the Last Name field, enter the wearer name.
6. In the Department drop-down list, select a department to assign to the new wearer.
7. Click Save. The new wearer appears in the list.

IMPORTANT: Do not enter actual worker names. The company HR employee will keep a record of worker assignments to wearer ID.

Editing a Wearer

IMPORTANT: Do not enter actual worker names. The company HR employee will keep a record of worker assignments to wearer ID.

1. Click to edit an existing wearer in the list.
2. In the Login User field, edit the wearer name.
3. In the Employee Id field, edit the wearer name.
4. In the First Name field, edit the wearer name.
5. In the Last Name field, edit the wearer name.
6. In the Department drop-down list, select a department to assign to the new wearer.
7. Click Save.

Uploading Wearer List

The administrator can upload a group of wearers to the dashboard:
IMPORTANT: Do not enter actual worker names. The company HR employee will keep a record of worker assignments to wearer ID.

1. Create an Excel file with the following columns.
   - **Login Name** - wearer ID
   - **First Name** - wearer ID
   - **Last Name** - wearer ID
   - **Department Name** - name of the department that the wearer is assigned.
   - **Employee ID** - wearer ID.

2. Enter all information for each wearer.

3. Click **Choose File**.

4. Navigate to the Excel file and click **Open**.

5. Click **Upload Users**.

6. The new wearers appear in the list.

**Add Department**

Use the **Add Department** screen to add a new department name to the dashboard or edit an existing department name.

**Figure 16  Add Department Screen**

1. Click **Add Department** button.

**Figure 17  Add Department Dialog Box**

2. In the **Department Name** field, enter the name for the new department.

3. Click **Save**.
Editing a Department Name

1. Click next to the department to edit.

Figure 18  Add Department Dialog Box

2. In the Department Name field, select a new department name.

3. Click Save.

Logging Out

To log out of the dashboard, click the log out icon in the top right of the screen.