

Blackline Safety is making it easier than ever to quickly and efficiently assign devices to team members using the new quick assign page. Simply enter the names or ID's of the device and team member you want to pair, and they will be assigned instantly. This new page is also optimized to be used with a barcode scanner, allowing devices to be assigned back to back.

Employee ID's

In order to make it easier to scan team members, a new employee ID field has been added to the team member profile. This represents a company-assigned number that identifies a team member.

Team member profile requirements will change in order to allow an employee ID to replace a first and last name — as long as a contact has one or the other, they can be successfully created.

New team member profile
Enter your team member's information

First Name 0/50 Job Title

Last Name 0/50 Company

Employee ID Street

Quick assign page

The quick assign page is fairly simple — once you have an organization selected, enter a device and a team member and the assignment will process after pressing the enter key. A pop-up status bar will inform you whether or not the assignment was successful and the fields will reset, allowing you to start assigning the next device right away.

Organization select tool — defines which organization the assignments and unassignments are taking place

Assign and unassign tabs — going between the tabs changes the functionality of the page

Add contact — quickly and easily add a new contact to the selected organization

Maps Menu blacklinesafety loner.pilot@blacklinegps.com

Quick assign

Assign team members to devices by entering a device ID and an employee ID. Ensure both the device and the team member are available in the same organization. Click the ⓘ icon for more information.

Organization
Red Boardroom

ASSIGN **UNASSIGN** **ADD CONTACT**

Device ⓘ
Enter the device's unit ID or name.

Employee ID ⓘ
Enter the team member's employee ID or first and last name. [Click for more information](#)

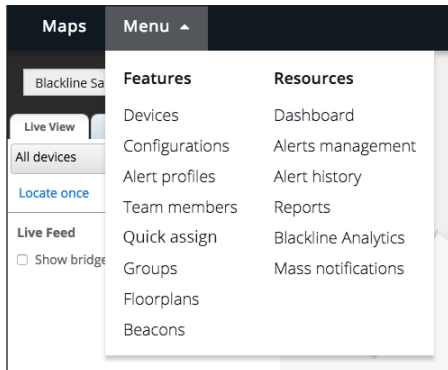
Device field — enter the device's name or unit ID

Employee ID field — enter the team member's first and last name OR employee ID

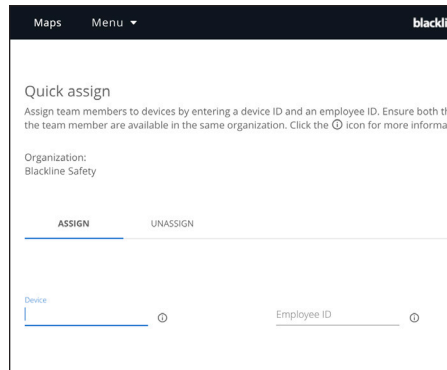
Info icons — click on the ⓘ icons to learn more about the field and where you can find the required information

How to assign a device to a team member

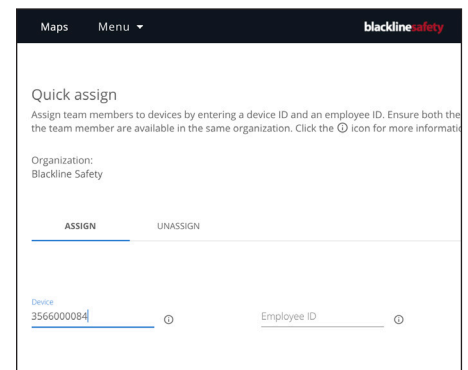
Follow these simple steps to assign devices using the quick assign page:



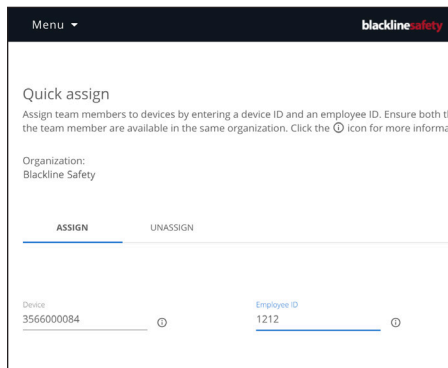
1. Navigate to the quick assign page through the menu



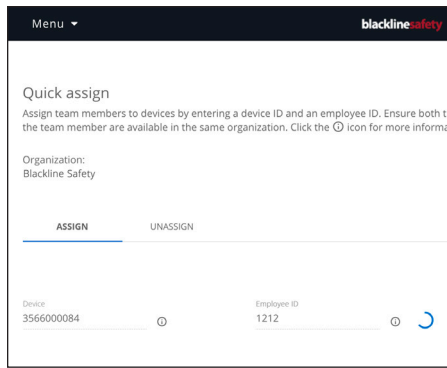
2. Ensure you are in the assign tab. If you have access to multiple organizations, select the organization you are assigning devices in.



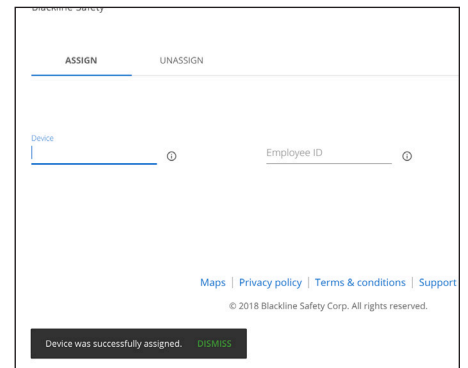
3. Enter the device's unit ID or name into the device field



4. Enter the team member's employee ID or first and last name into the employee ID field



5. Press the enter key to start the assignment process. A spinner will appear — you will not be able to start another assignment while the first one is processing.



6. A pop-up status bar will appear to inform you of whether the assignment was successful

How to unassign a device to a team member

To unassign devices, ensure you have clicked the unassign tab. This tab only shows the device field. Ensure you have selected the organization that the device belongs in, and then enter the device name or ID and press the enter button to process the request. A pop-up status bar will appear to inform you of whether the unassignment was successful.

Using a barcode scanner



The quick assign page is optimized to be used with a barcode scanner to assign multiple devices in succession. The page is easy to tab through, and programming your scanner to “enter” after scanning makes it so that you don’t need to use a mouse at all.

Add contacts

If a team member you are trying to assign does not already exist in the organization, you can easily add a new contact right from the quick assign page.

1. Select the organization the contact should be made in
2. Click the *add contact* button
3. Enter at least a first and last name OR an employee ID — you can enter more information if desired
4. Press *save*

This modal will only create contacts — it cannot be used to create account users with access to Blackline Live.

Contact admin role

To accompany this new page, we have introduced a new role for users whose primary responsibility in the portal is to manage and assign team members. These users are referred to as “contact admins.” If a contact admin does not have any other additional roles, their view of the portal will be limited to focus on pages that deal with team member management and device assignment.

What can a contact admin do?

- See devices and team members
- Edit device name
- Add/edit/deactivate contact team members
- Assign and unassign devices

LEARN MORE

Visit support.BlacklineSafety.com to find support and training materials for Blackline Live.

CUSTOMER CARE

For technical support, please contact our Customer Care team.

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