

Control Access to Stations

Introduction

Access Control allows station owners to specify:

- Who can use the stations - such as employees of a business or residents of a complex.
- When to use the stations - such as specifying the hours a group is permitted to use the stations.
- What happens after the allowed time - such as notifications.

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What's New in This Revision

Item	Description	Location
Access Hours	You can control access to your stations by time of use for each audience by specifying the times those drivers can use your stations.	Step 6
During Overstay	You can set the action or group of actions to take when a driver doesn't unplug a vehicle after Access Hours.	Step 7
Access Policy Table Listing	The table listing has been enhanced to show more details of each policy's contents inside each table row.	Access Policy Table Listing
Driver Mobile App screens	The mobile app for drivers has been enhanced to show more details about each station, including stations that will open soon.	Mobile App Screens

Before You Begin

- The first step in defining Access Control is to determine *who* is eligible to access your stations.
 - For **Driver Groups** (such as your Employees, Customers, or Residents) see the [ChargePoint Connections](#) guide to set up a Connection and to define the Driver Group.
 - For **Fleet vehicles** (such as vehicles in a Motor Pool) see the [ChargePoint Fleet](#) guide to set up your fleet of vehicles.
- The next step is to determine which *Hours of Access* to associate with each Driver Group or Fleet. You can define as many Driver Groups as you want, for example:

Example Use	Description	Example Policy
Workplace	Some workplaces want to open their stations for use by the public outside of working hours.	Employees: All Times Everyone Else: Weekends only
Retail	Some retailers do not want the stations to be usable by anyone outside of store hours.	All Drivers: 8am-9pm Mon-Sun
Mixed Use Fleet	Allow employees to charge personal vehicles by day, and fleet charging by night.	Employees: 6am-6pm Mon-Fri Fleet Vehicles: All other times

The rest of this guide shows you how to build and apply an Access Policy to your stations to accomplish your goals.

Access Policy Process

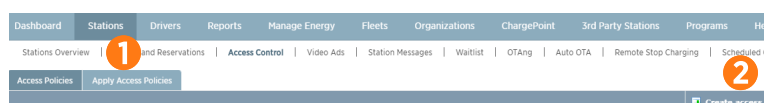
Controlling access to charging stations involves two main steps and two optional steps:

- Create an Access Policy.
 - Defining Access Hours
- Apply an Access Policy.
- Optional:* Edit an Access Policy.
- Optional:* Remove an Access Policy.

Create an Access Policy

Note: Since a Driver can match more than one Access Policy, it is important to arrange the policies in a top-to-bottom order based on “most allowed hours” to “least allowed hours” in order to match the best one first. For example, if your Employees can Always use your stations while the Public can use stations on Weekends Only, then list Employees at the top of your list with Everyone Else at the bottom.

- Log in to [ChargePoint](#) and click **Stations > Access Control**.
- Click **Create Access Policy**.



3. **Name** and **Description** for the policy.
4. **Org name** for your company, if not already entered.

5. **Driver Group or Fleet** dropdown to select the group of drivers for a specific policy.

The **Global Groups** category is created and maintained by ChargePoint to contain all drivers worldwide of a particular category.

You cannot edit Global Groups, but you can use them to quickly and easily establish access policies and pricing policies.

6. **Access hours** dropdown to select the access hours for this driver group or fleet.

To create a new set of access hours, see [Defining Access Hours](#)

7. **During overstay** dropdown to select the action taken outside the Access Hours.
8. Click **+ Add** to specify the hours for another driver group or fleet.
9. Click **Save**.

The screenshot shows the 'Create Access Policy' form. It has three main sections: 'Name' (3) with a text input 'Hitech Co' and a 'Description' (4) with a text area 'The Hitech Co on Main Street'. Below is the '* Org name' (5) dropdown with 'ChargePoint Headquarters (ORG00001)'. There are three dropdowns: '* Driver Group or Fleet' (6) with 'All Connected Driv...', '* Access hours' (7) with 'Acme work hours', and 'During overstay' (8) with 'Public Overstay Ru'. At the bottom are '+ Add' (9), 'Cancel', and 'Save' buttons.

Defining Access Hours

1. Click the **Access hours** dropdown and select **Define hours**.
2. **Name** this new Access Hours rule.
3. Choose which days this rule applies.
4. Drag the starting and ending points for the time range this rule applies.
5. Click **+ Add hours** to add a set of days or hours. For examples, see [Before You Begin](#).
6. Click **Save**.

The screenshot shows the 'Define Hours' form. It has three main sections: '* Driver Group or Fleet' (1) with 'Acme Employees' and 'Everyone Else' dropdowns, '* Access hours' (2) with a dropdown menu open showing 'Define hours..' (3), and 'During overstay' (4) with 'No Action' dropdowns. Below is the '+ Add' button. The 'Define Hours' section (5) has a 'Name' (6) input 'Special Hours', an 'Org Name' dropdown, a 'Weekdays' dropdown, and a time range slider from 1:00am to 7:30am. At the bottom are '+ Add hours', 'Cancel', and 'Save' buttons.

Apply an Access Policy

This section lists how to apply an access policy to an individual station. However, you can also choose to apply an access policy to all of your organization's stations or to all the stations in a radio group or

custom group.

1. Log in to [ChargePoint](#) and click **Stations > Access Control > Apply Access Policies. Apply Access Policies.**

2. Click the ▶ on the left of your Org name to display a list of your charging stations.

Find the station you want by clicking through **Custom Groups** or **Radio Groups**.

3. Select Driver Group

In the **Change Usable By** column, select the access policy for that station.

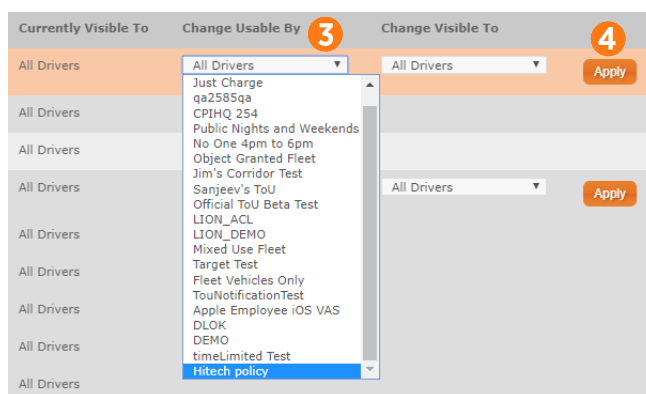
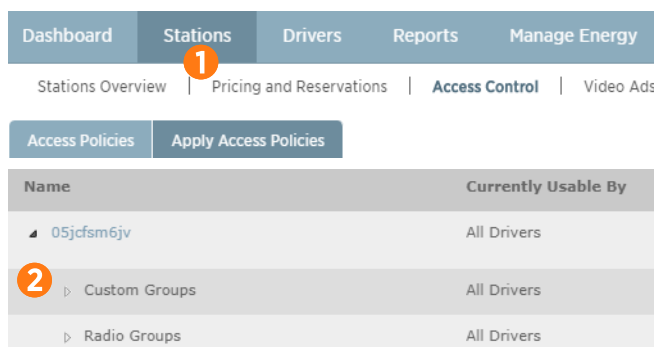
Note: **Change Usable By** selections are automatically copied to the **Change Visible To** setting.

The **Change Visible To** setting limits who can see the station, so making these settings identical ensures that only drivers who can access the station can see it on their ChargePoint map.

Note: Selecting **No Drivers** hides the station from *everyone*—even drivers with access to the station.

4. Click **Apply**.

After the Access Policy is applied, a green checkmark appears beside the station.

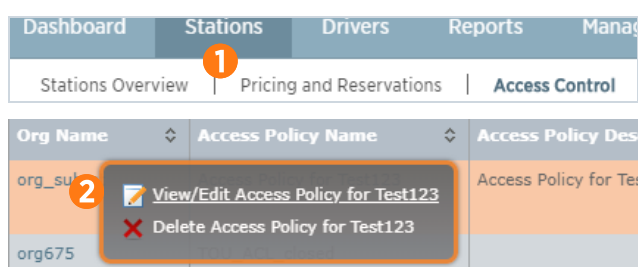


Change Driver Group

1. Choose a different option from the **Change Usable By** dropdown, as in Step 3.

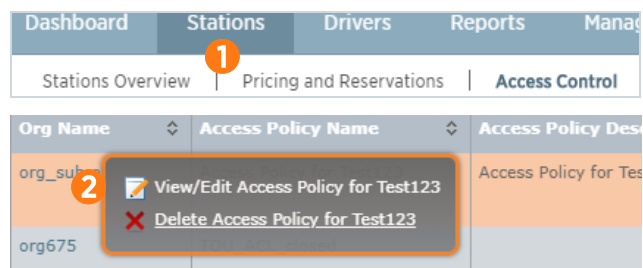
Edit an Access Policy

1. Log in to [ChargePoint](#) and click **Stations > Access Control.**
2. Click anywhere on the row you wish to change and then click **View/Edit...**



Remove an Access Policy

1. Log in to [ChargePoint](#) and click **Stations > Access Control**.
2. Click anywhere on the row you wish to change and then click **Delete...**

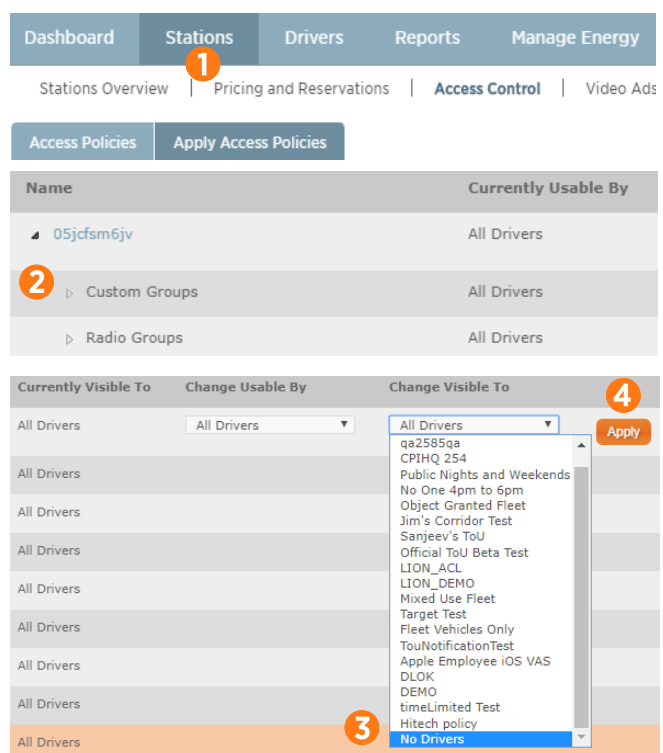


Hide an Access Policy

Alternatively, if you want a policy to appear removed yet be able to re-apply it in the future, do the following:

1. Log in to [ChargePoint](#) and click **Stations > Access Control > Apply Access Policies**.
2. Click the ▶ on the left of your Org name to display a list of your charging stations.
Find the station you want by clicking through **Custom Groups** or **Radio Groups**.
3. Choose **No drivers** (the last option) from the **Change Visible To** dropdown.
4. Click **Apply**.

Note: Selecting **No Drivers** hides the station from *everyone*—even drivers with access to the station.



Access Policy Table Listing

The table listing has been enhanced to show each policy's contents on the same line as its Access Policy, namely:

- Driver Group or Fleet
- Hours
- Overstay

Access Policy Name	Access Policy Description	Driver Group or Fleet	Hours	Overstay
qa2585qa		Engineering Test	Anytime	No Action
		Everyone Else	Never	No Action
CPIHQ 254		CP Visitors	Anytime	No Action
		Everyone Else	Never	No Action
Public Nights and Weekends	Allow anyone to use the stations at any time (Usable By) but show only employees can use it during normal business hours.	All Connected Drivers	Anytime	No Action
		Everyone Else	Nights and Weekends	Public Overstay Rule

Hovering over items in the **Hours** column display a window of how it is defined, such as:

Drivers	Hours	Overstay	Last Updated (PST)	Updated By
Employees	Anytime	No Action	2015-04-24 13:32:38	Ralph Conn
Everyone Else	Nights and Weekends			
	Sun	All day		
	Mon	12:00am-7:00am, 8:00pm-12:00am		
	Tue	12:00am-7:00am, 8:00pm-12:00am		
	Wed	12:00am-7:00am, 8:00pm-12:00am		
	Thu	12:00am-7:00am, 8:00pm-12:00am		
	Fri	12:00am-7:00am, 8:00pm-12:00am		
	Sat	All day		

Hovering over items in the **Overstay** column gives a pop-up summary of how those objects are defined, such as:

Hours	Overstay	Last Updated (PDT)	Updated By	Version	N S
Anytime	No Action	2015-05-07 14:00:11	Larry Owens	2	
Never	No Action				
Anytime	No Action	2017-06-07 16:24:48	Jason Young	3	
Never	No Action				
Anytime	No Action	2016-03-14 14:39:36	Steve Jensen	8	
Nights and Weekends	Public Overstay Rule				
Not 4pm to 6pm	No Action	17:10:23	Jensen	1	

Mobile App

The Mobile App uses the following Pin Colors:

Status	Pin Color	AC Icon	DC Fast Icon
Available	Green		
In Use	Blue		
Unavailable	Gray		
Unable to Use	(not displayed)	(n/a)	(n/a)

The Mobile App displays the Hours of Operation in abbreviated form in List View.

Mobile App Screens

The mobile app lets you find a charging station near your current location or near a searched location.

For example, searching for *Target Fremont* (on a Pixel phone) results in the following screenshots:

1. Enter *Target Fremont* in the search bar.
2. Click on the 1st result.
3. You'll see a map of all charging stations near that location, which you can click on for details.
4. Click on the status of a selected charging station for details.
5. The status of both ports for that charging station is listed, and you can start charging, if available.
6. Either **Start Charge** or **Notify When Available** button to text your cell phone when you can use it.
7. The **Station Info** displays notes from that site, and **Hours** available are detailed.
8. The **Price** and **Popular Times** detail the costs and usage for each hour.
9. **Last Used** lists recent drivers, and **Tips** list remarks written by other EV drivers.

