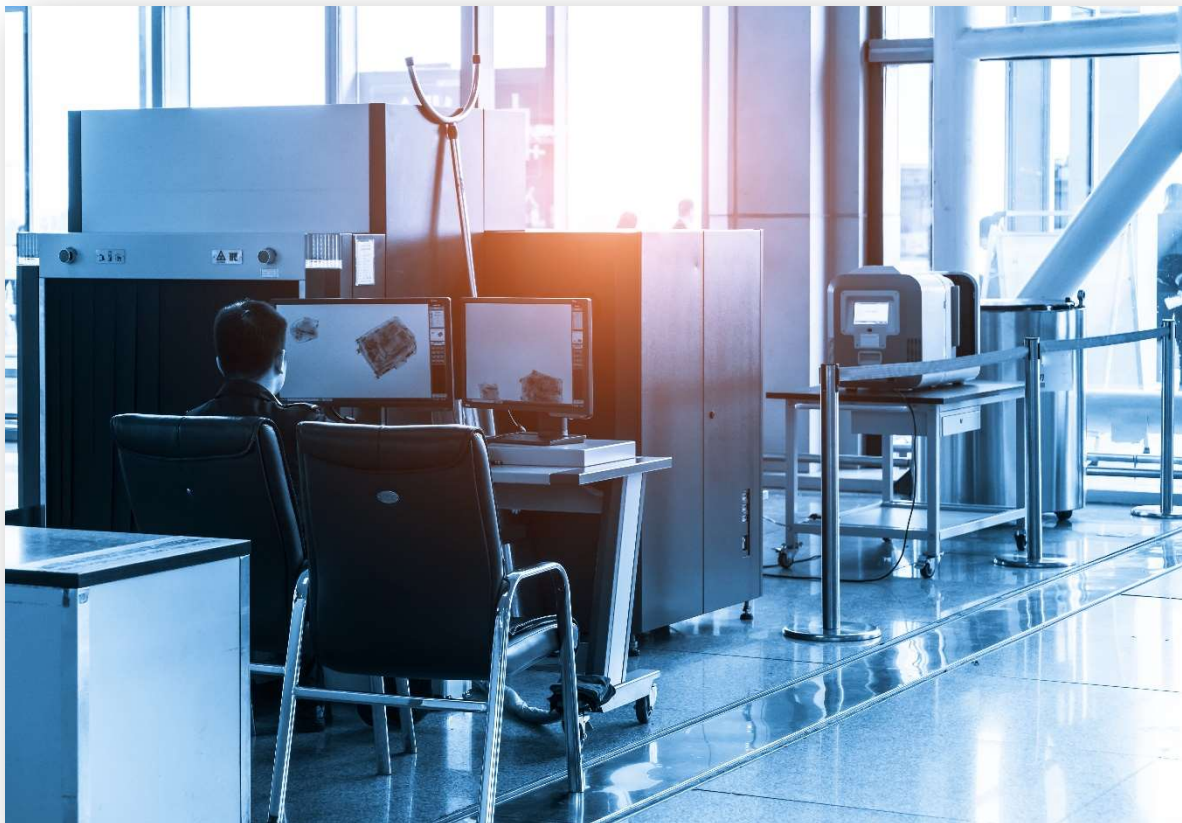# XBAG GUIDE

1. <u>INTRODUCTION</u>

In this short guide, you will be provided with a detailed demonstration of X-BAG, our innovative Computer Based Training system specifically designed to train and assess the X-ray image interpretation skills of security officers involved in baggage and cargo screening.

In the following sections you will be guided step by step through all the software features, starting from the login and account creation, moving on to course and training session setup, and concluding with report generation.

Keep in mind that the process is slightly different depending on whether you have been assigned an account as an authority, instructor, or trainee.

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2. <u>LOGIN & CREDENTIALS</u>

As a first step, you will need to reach the login page of the software. This can be done by simply typing www.xbag.cloud into your browser, or by clicking "Go To Simulator" from our official web page www.xbag-us.com.

You will then be asked to enter the Username and Password previously assigned to you by email. If you are an authority or instructor, the credentials will be assigned initially by our technicians; if you are a trainee, the credentials will be assigned by the authority or instructor.

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3. <u>MAIN PAGE & MENU</u>

Once you are logged in, you will find yourself on the main page. On the left side you will find the menu, through which you will be able to access the different features of the software, and which will vary depending on the type of account you have been assigned.

The trainee will have access to a more limited menu that includes the following functions:

- **Change Password**, which allows to change the access password at any time.
- **Instructions**, which allows to download a short guide containing software instructions.
- **Training**, where the trainee can view and access all pending training sessions assigned by the authority or instructor to that specific account.
- **Exam simulation**, where the trainee can view and access all exam simulation sessions assigned by the authority or instructor to that specific account.
- **Exams**, where the trainee can view and access exam sessions in order to obtain the issuance of the relevant certification.
- **Report**, which allows to view and download the summary report of your performance related to a single session or an entire course.
- **Report image**, which allows to view the detailed report of an individual session and review all the images displayed in that individual session.
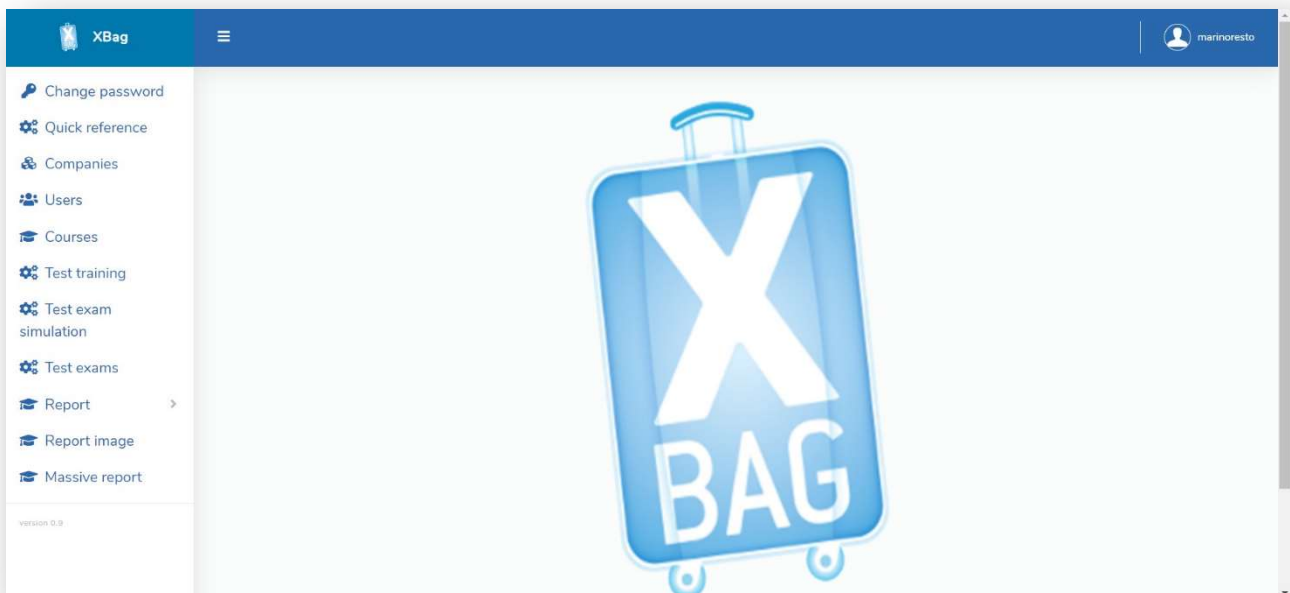
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The authority and the instructors will have access to a more detailed menu that, unlike what has just been seen for the trainee, also includes the following functions:

- Companies, which allows to enter a new company or manage existing companies.
- Users, through which it will be possible to enter new users or manage existing users.
- Courses, which allows to create new training or examination courses and assign courses to trainees.
- Massive Report, where the authority or the instructors can view and download a comprehensive report of the performance of an individual user in relation to all its courses, or of an individual course in relation to the performance of all users assigned to it.

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4. <u>ACCOUNT CREATION</u> (For Authority/Instructors only)

By selecting 'Users' from the menu, you can access the section dedicated to Users. Here you can view and, if necessary, edit information about existing users, or import new ones. This can be done individually or collectively.

In the former case, you will need to click on the '+' [add] button and manually enter the required data, including: First Name; Surname; Company; Tax Identification Number; Email; Username and Password.

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In the latter case, you can download an Excel template where you will be required to enter the data of all the users you intend to create. Then, it will be sufficient to import the completed file into the software.

In both cases, after clicking on the 'Save' button, the credentials will be automatically sent to the provided email address.

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5. <u>COURSE CREATION</u> (For Authority/Instructors only)

At this point, before starting the actual training sessions, the next step is to create courses according to your specific needs.

Please note that X-BAG offers the possibility to conduct courses following two different approaches or methodologies, one being more 'innovative and procedural', and the other more 'standard and traditional'. While the first involves the trainee implementing all operational procedures for baggage and cargo screening, with actions and decisions varying depending on the type of image displayed, the second requires the trainee to identify and select the threat within an image and then categorize it among the different types of existing threats. However, this distinction will be covered in detail and demonstrated visually in the chapter dedicated to Training.

First and foremost, by selecting 'Courses' from the menu, you can access the section dedicated to Courses. Here, you can view and, if necessary, modify existing courses or create new ones.

COURSES		
ROWS: 77		
description	**scope**	**group**
2023 - Aggiornamento Portuale 4h - 1° sessione	PORTUALETRAINING	RESTO
2023 - Aggiornamento Portuale 4h - 2°sessione	PORTUALETRAINING	RESTO
2023 - Esame Aeroportuale 2023 Radiogeno (TIP)	AEROPORTUALE	RESTO
2023 - Esame Portuale 20.06.2023	PORTUALE	RESTO
2023 - Esame Portuale 21.06.2023	PORTUALE	RESTO
2023 - Esame Portuale 29/06/2023 definitivo	PORTUALE	RESTO

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To create a new course, you must click on the '+' [Add] button and then enter the required information in the designated fields. Here, you can: name the course; set the start and end dates; select the keyboard type from the various available models; set the session duration; specify the number of bags to be displayed; and finally, set the conveyor belt scrolling speed.

COURSES

HIDDEN ☐

NAME

STARTING DATE

END DATE

KEYBOARD

DURATION (IN MINUTES)

NUMBER OF BAGS

0

SPEED

GROUP

FAVOURITE ☐

SAVE

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At this stage, by selecting the keyboard, you can make the important choice among the different operational scopes, in relation to which rules, procedures, images and categories of prohibited items will vary. More specifically, by entering the '%' [Percentage] symbol, a list containing all available operational scopes will be opened, among which you can distinguish:

- The airport scope, intended for screeners who perform security screenings within airports, in accordance with the rules and procedures provided for civil aviation. In this scope, a further distinction between 'Hold Baggage', 'Cabin Baggage' and 'Supplies' will allow different types of images to be displayed.
- The Port scope, aimed at screeners operating in port environments, in accordance with the rules and procedures provided for maritime security.
- Cargo, a scope addressed to customs screeners who conduct screening of shipments. It will feature images of packages, parcels, and pallets.

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In addition, by selecting the scope and keyboard preceded by the label 'TIP', the course will be generated following that approach which, previously, we defined as 'standard or traditional', which requires selecting and categorizing the threats displayed within the images.

After clicking the 'Save' button, you will be asked to specify the composition of the bags to be displayed during the session. For this purpose, you will need to assign a percentage related to all or some of the categories of prohibited items, as provided by the relevant regulations, until you reach a remaining percentage of 0%. Should it be more effective, you can also select the exact number of bags to be associated with each category.

INDICATE THE COMPOSITION OF A SET OF BAGS
You can enter the exact number of bags you want to associate with each category,i n which case the sum of the values associated with the various categories must be equal to0, alternatively you can refer to a set of 100 bags, in which case the sum of the associated values to the various categories must be equal to 100.

PERCENT REMAINING: **100**%   BAGS REMAINING: **0**

USED: 0

EXACT NUMBER mode selected!

0	CLEAN
0	FIREARMS AND BULLETS
0	NEGATIVE SUSPICIOUS MASSES
0	ELECTRICAL DEVICES > A5
0	PEPPER SPRAYS
0	Negative_LEDS_Lags
0	TOY WEAPONS
0	BLADES AND BLUNT OBJECTS
0	EDGED WEAPONS AND MARTIAL ARTS EQUIPMENT

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Next, click the 'Apply Changes,' 'Generate Sequence,' and 'Save' buttons. In a completely automatic and random manner, the software will select the sequence of bags to be displayed during the session from our extensive image library.

Finally, you will be asked to associate the newly created course with the trainees to whom it is intended. To do this, you can search for individual users by entering their First Name and Last Name, or search for all users associated with a company by entering the Company's name. Then, press '↵' [ENTER] and select users individually by checking the box to the left of the user or collectively by checking the box at the top, to the left of the search fields. To complete the operation, click the 'Apply Changes' and 'Save' buttons once again.

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6. TRAINING (For Trainees only)

Once courses are generated and associated with one or more users, they will be able to access them by selecting 'Training' from the menu. Here, users will be able to view and access the pending training sessions associated with their account.

By clicking on a specific session, the interface of the actual simulator will open. Note that this may vary depending on the keyboard, scope, and approach previously selected.

Now, let's take a closer look at the operation of the approach defined as 'innovative or procedural,' starting with a training session focused on baggage.
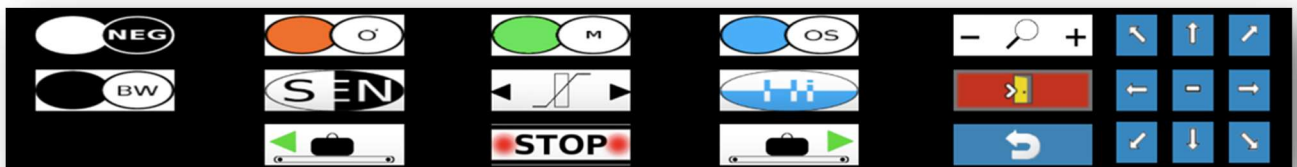
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The white screen simulates the conveyor belt and the entry of luggage into the X-Ray equipment. The bottom part, on the other hand, will display the layout of the keyboard model as selected during course creation.

The keyboard includes:

- Various types of filters and effects, including the filter for colour inversion; the black and white filter; filters for discriminating organic, metallic, and non-metallic materials; the high penetration filter; and the high-definition filter.
- Moving downwards, you can find the buttons to activate and stop the conveyor belt.
- On the right, the zoom and directional pad will allow you to zoom in on the image and move it within the white screen.
- Finally, the red button with the yellow door icon will allow you to pause the session and return to the main menu.

On the right side of the screen, from the top, you will see the remaining time for the session, the number of bags displayed, and the different actions or decisions that the trainee can take in relation to each bag. The blue buttons represent the so-called 'ACTIONS,' which can be performed sequentially and multiple times. These include:

- The 'SPLIT' button, which simulates the opening of the bag and the separation of electronic devices larger than A5 size from its contents. This action generates two different images: one representing the baggage alone with its contents, and the other showing the individual scan of the electronic device, as required by international regulations.
- The 'ETD' and 'LEDS' buttons, which simulate procedures for detecting explosive traces or liquid explosives using the appropriate equipment. A window will then open to indicate the outcome of the operation, which can be positive, if explosive traces are present, or negative, if they are not.
- The 'OPEN' button, which simulates the opening of the bag and the possible manual inspection of its contents. This allows you to view a photograph of the opened bag and its contents.
- The 'ROTATE' button, which simulates an additional scan of the bag, positioned differently within the X-ray device. This provides up to four different perspectives in case the initial image displayed should not be sufficiently clear.
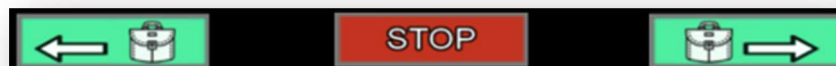
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The yellow and red buttons represent the so-called 'DECISIONS,' which must be made individually and only once, when the image analysis is considered complete. These include:

- The 'HOLD' button, simulating the withholding of a prohibited item. This decision is made when encountering prohibited items that do not pose a serious security threat, such as liquids, blunt objects, blades, etc.
- The 'ALARM' button, simulating the initiation of the alarm procedure and the intervention of law enforcement. Conversely, this decision is made when encountering prohibited items that pose a serious security threat, such as firearms, bullets, or explosive devices.
- It should be noted that if the baggage is considered 'clean,' meaning no threats are detected, you can simply let the conveyor belt scroll until a new bag appears, without the need to make either of the two decisions mentioned earlier. This decision is equivalent to the so-called 'PASS,' simulating a regular screening procedure with a negative outcome.

To initiate the session, simply press the left button to activate the conveyor belt. From this moment, the timer and baggage counter will automatically start. Simultaneously, baggage images will begin to appear. At any time, you will be able to stop the conveyor belt, apply filters, and take all the abovementioned actions. If, after a careful analysis of the image, you have reached reasonable certainty about the content of the baggage, you will be required to conclude the screening procedure by making a final decision, which can vary between 'PASS,' 'HOLD,' or 'ALARM.' In the case of a correct decision, the screen will be outlined in green light; otherwise, it will appear red.

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Let's now move on to examine a training session dedicated to Cargo, again applying the 'innovative or procedural' approach. The interface will appear the same as the one just seen for baggage, except for a partial variation on the right side of the screen regarding the 'ACTIONS' that the trainee can take. Similar to baggage sessions, these actions can be performed sequentially and multiple times and include:

- The 'ETD' button, as for baggage, simulates the procedure for detecting explosive traces. Again, a window will open indicating the outcome of the operation: positive if explosive traces are detected, or negative if not.
- The 'CHANGE VIEW' button, which allows you to obtain a second perspective of the image. Here, the two available views coincide with those obtained from dual-view machines: the first image provides a frontal perspective, while the second allows you to view the content from a side perspective.

In this case as well, the analysis of the image should conclude with a single 'DECISION,' corresponding to 'HOLD' in cases of non-compliance between the cargo's content and its declaration, and 'ALARM' in cases where it is necessary to initiate the alarm procedure.

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On the other end, for what concerns the approach referred to as 'standard or traditional', there is no functional difference between baggage, supplies or cargo. For simplicity, we will refer only to baggage sessions. In this type of session, the interface will initially appear more limited. In fact, upon opening, you will only see the button to activate the conveyor belt and the time and baggage counters.

Again, to start the session, simply press the *conveyor activation button, which simulates the* entry of the first piece of baggage into the X-ray machine. In this case, the baggage will automatically stop in the centre of the screen, and at the same time, the keyboard layout will appear, and the time counter will start. For each image, the trainee will have 30 seconds to analyse the baggage contents. While the option to rotate the baggage and obtain four different rotations remains available, the other 'ACTIONS' seen for the 'innovative or procedural' approach are not provided.
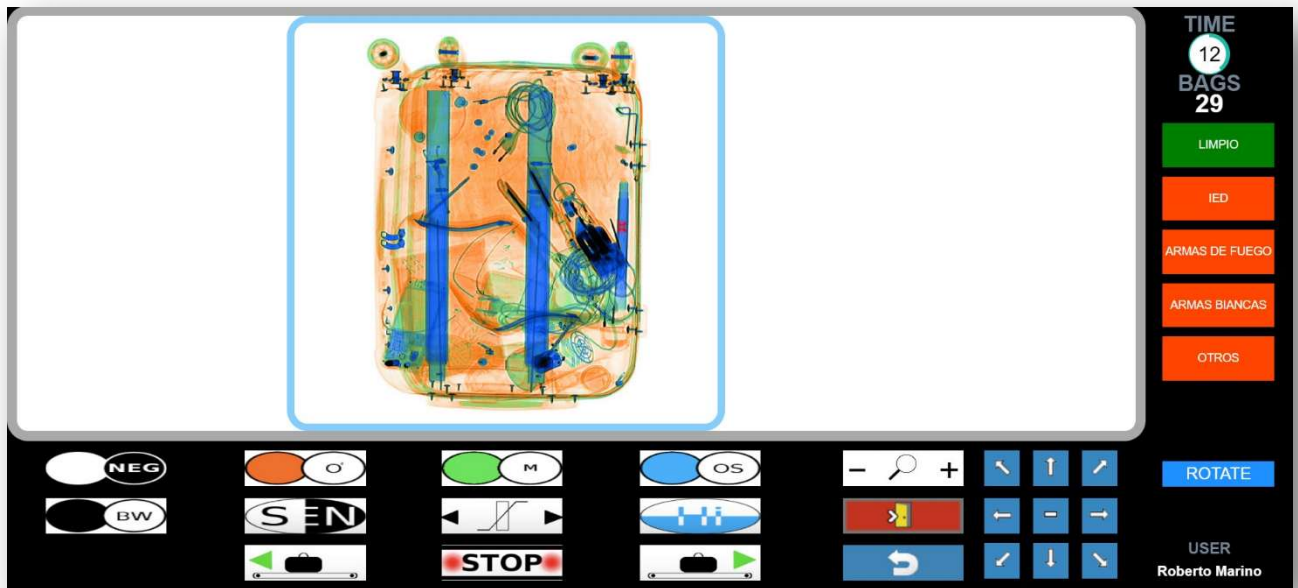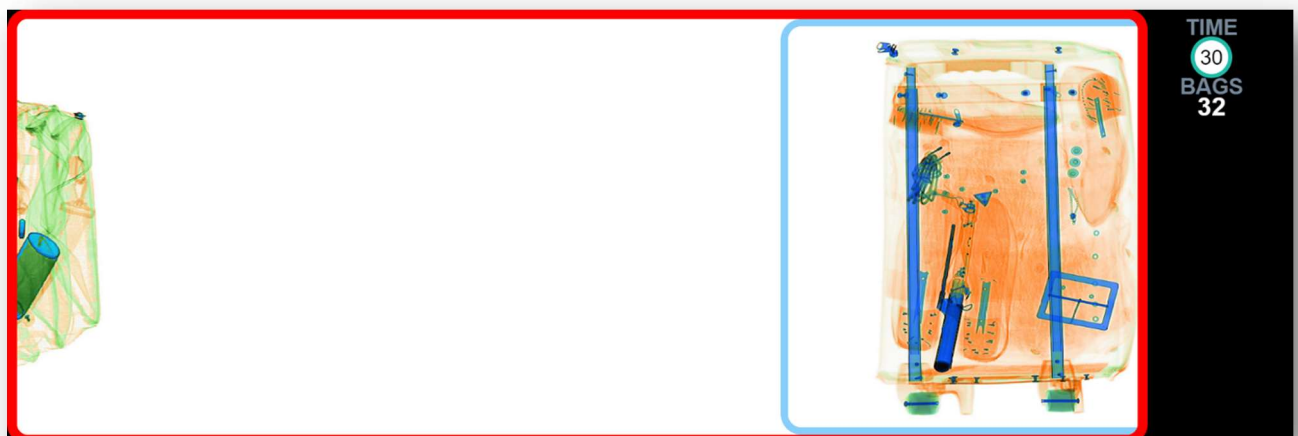
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Here, trainees are required to click on the area of the baggage where they believe a potential threat is located. After clicking on a given area, a list containing four categories of prohibited items will appear on the right side of the screen. At this point, it will be necessary to select the category corresponding to the identified threat, with the option to choose 'CLEAN' in cases where no prohibited items are found.

At the end of the 30 seconds available, the conveyor belt will resume scrolling automatically and, similarly to what has been seen before, the screen will be outlined with a green light, for correct decisions, or a red light, for incorrect decisions.

In all cases, at the end of each session, the results obtained will be automatically recorded and collected in specific reports, accessible to both trainees and authority or instructors.

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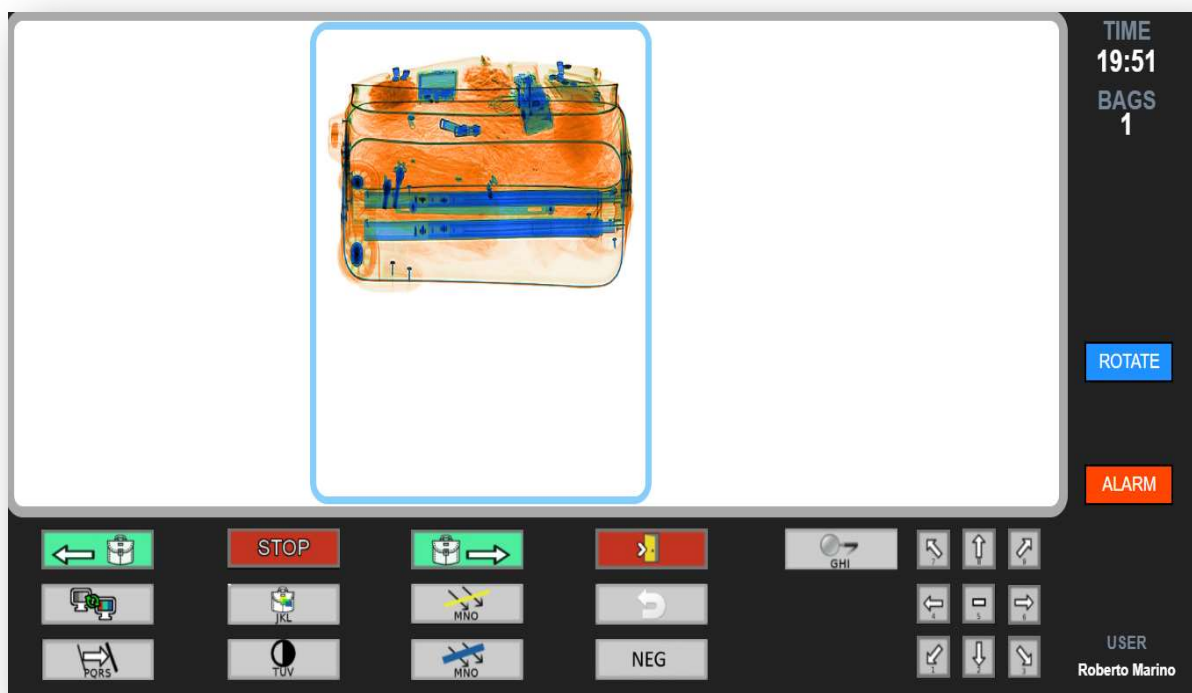www.xbag-us.com / www.xbag.cloud
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7. <u>EXAMINATION</u> (For Trainees only)

In the same way and following the same procedures as those established for training sessions, authority and instructors will be able to organize and conduct examinations for the award and issuance of the relevant certifications.

However, unlike what has been seen for training, limitations may be imposed on the actions and decisions that the trainee may take during the examination, in accordance with the certification requirements. This may of course vary according to the applicable regulations, and such a decision will be entirely at the discretion of the authority or instructors.

For instance, with regard to the so-called 'Actions,' the trainee's choices can be limited to the use the 'ROTATE' button only, excluding the functions of baggage opening, ETD, and LEDS, as they are clearly not allowed during the examination. Similarly, the so-called 'Decisions' can be limited to only 'ALARM' – for baggage containing prohibited items – and 'PASS' – for 'clean' baggage.

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8. REPORT

Report sections are a central element of the training path addressed to the trainee. Here, at any time, you will be able to view and analyse in detail the performance of an individual user or an entire group. This will allow the authority and instructors to identify any weaknesses of the operators and organize specific training sessions focused on specific categories of prohibited items.

More specifically, it is important to distinguish between three different report formats:

REPORT IMAGE

Course	User	Company	State
§training (test)	Marino Roberto	TEST	COMPLETED
2021 - Esame Aeroportuale per Esame	Marino Roberto	TEST	IN PROGRESS

TRAINING REPORT

ENTER SEARCH PARAMETERS
(ENTERING PARAMETERS IS NOT MANDATORY)

MASSIVE REPORT

ENTER THE SEARCH PARAMETERS
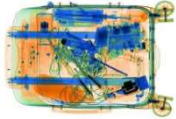(THE PARAMETERS ARE NOT MANDATORY)

COMPANY

COURSE
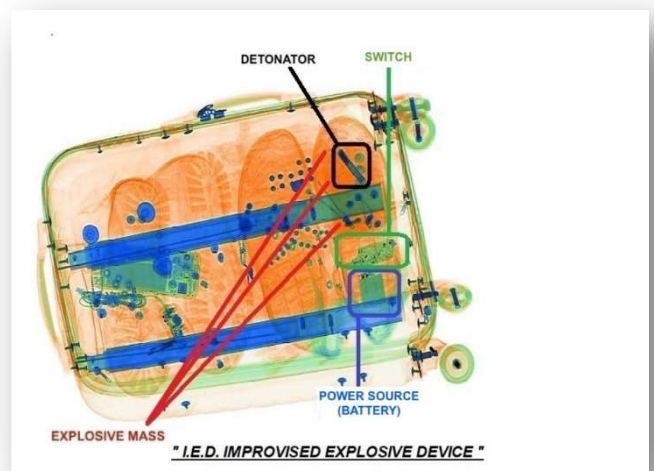
USER

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- The 'REPORT IMAGE' section allows trainees, instructors, and authorities to access the detailed report of a specific session. Here, users can review all the baggage analysed in that session, and for each piece of baggage, there will be an overview of all the 'Actions' taken by the trainee, the final 'Decision', and the correct 'Decision'. Furthermore, by clicking on the baggage image, you will open a window containing two different images: a photograph of the open baggage where you will be able to view its contents; and an illustrative image indicating, with an arrow, where the threat was located inside the baggage. This, during review, will allow the trainee to understand the actual contents of the baggage and become more familiar with the shapes and colours of a wide range of common objects.

§training (test) - Marino Roberto - DETAILS

| N. 34 B089 | DECISION MADE SPLIT - ETD - OPEN | RIGHT DECISION ALARM | RESULT ✖ |
| N. 33 A600 | DECISION MADE PASS | RIGHT DECISION PASS | RESULT ✔ |

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- **Next, through the 'REPORT' section, users can obtain a detailed analysis of each session – whether completed or in progress – carried out by a single trainee. In order to filter the research, you will simply have to enter one or more parameters between Company name, Course name and Username. After clicking on the 'Search' button, you will see a list of all sessions carried out within a certain Course, by a certain User or by an entire Company. By clicking on one of the rows, you will be directed to a page containing the actual analysis of the session. Here, in addition to the personal data, you will be able to view: the start date and end date; the duration; the number of bags analysed, with a further distinction between the number of bags containing a threat and the number of 'clean' bags; the percentage of bags evaluated correctly, again with a distinction between bags containing a threat and 'clean' bags correctly evaluated. Finally, using the toolbar at the top of the screen, this document can be saved and downloaded in Excel, PDF, or Word format, serving as a proper certificate of course participation.**

REPORT TRAINING

STARTING DATE: 01/03/2022

END DATE: 31/12/2022

PERSON: GIANLUCA FURLAN

COMPANY : SAN GIORGIO

DURATA SESSIONE: 360 minuti

ANALYZED BAGS: 26

DANGEROUS BAGS: 21

HARMLESS BAGS: 5

CORRECTLY RATED: 24 (92%)

EVALUATION DETAIL

DANGEROUS IDENTIFIED: 19 su 21

HARMLESS IDENTIFIED: 5 su 5

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- **Lastly, the 'MASSIVE REPORT' section, accessible exclusively by authorities and instructors, will allow you to obtain a summary report related to all the Courses carried out by a single User or an entire Company, or to all Users or Companies participating in a single Course. Again, search results may vary depending on the parameters entered, through which you can limit the research to the Company, to a specific Course, or to a specific User; in addition to this, you can further limit the search fields by entering the start date and end date of the relevant Course. Clicking on 'View Report' will then take you to the summary report page, where you will be able to view: the Username, Company name and Course name, as selected during the search; the time spent on a specific session; the start date and end date; and finally, an overall score provided as a percentage. Again, via the toolbar located at the top of the screen, you can save and download the document in Excel, PDF or Word format. This document serves as an essential tool for authorities and instructors, as it allows for a comprehensive review of the educational progress related to an individual Trainee or an entire Company.**

TRAINING SUMMARY REPORT

TIME LAPS: ANY
COMPANY: SAN GIORGIO
COURSE: ALL

User	Company	Course	Time spent on	Start date	End date	Score
BARDI MICHELE	SAN GIORGIO	2023 Esercitazione Aeroportuale 3H Gilardoni	0:08:49	18/07/23		85.38%
BARDI MICHELE	SAN GIORGIO	2023 Esercitazione Aeroportuale 3H Smith	2:23:48	18/07/23		80.4%
BERTOSSI MICHELE	SAN GIORGIO	2022 - TRAINING PORTUALE SMITH	0:12:47	02/04/22		71.67%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test 1 Esame Portuale novembre 2023	0:15:00	02/11/23	02/11/23	85.83%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test 2 Esame Portuale novembre 2023	0:15:00	02/11/23	02/11/23	71.25%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test 3 Esame Portuale novembre 2023	0:15:00	02/11/23	02/11/23	73.33%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 1	0:12:00	26/03/23	26/03/23	99.17%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 2	0:12:00	26/03/23	26/03/23	90.83%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 3	0:12:00	26/03/23	26/03/23	100%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 4	0:15:00	26/03/23	26/03/23	90.83%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 5	0:15:00	26/03/23	26/03/23	90.83%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 6	0:15:00	05/04/23	05/04/23	90.83%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 6 Seconda Prova	0:15:00	15/04/23	15/04/23	99.17%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 7	0:15:00	05/04/23	05/04/23	99.17%
BERTOSSI MICHELE	SAN GIORGIO	2023 - Test Esame Portuale 7- DUPLICATO	0:15:00	05/04/23	05/04/23	90.83%

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