



CLOUD ASSISTANT

User Manual

Table of contents

Introduction	4
Registration	5
Invitations	6
Login	8
Change password	8
Log Out	10
Roles	11
Main Screen	12
Connexion Assistant a Cloud Assistant	13
Cloud Assistant on another computer	15
My Account	16
Change password	17
Delete account and license expiry	17
Help	18
Facilities	19
Create a Facility	19
Assign a Location	20
Equipment	21
<i>Equipment Components and Settings</i>	22
Save Settings	23
Compare Memory	24
Groups	25
Groups	25
Universal groups	26
<i>Assign Universal groups to Facilities</i>	27
Edit and Delete Group Assignments	29
Edit and Delete Universal Groups Assignments	30
Search and Filter (Facilities, Schedules , and Universal Groups)	31
Map of Facility, Group, and Universal Set	32
Icons	33
Connection (Facilities and Equipment)	33
Maintenance (Facilities)	33
Geolocation (Facilities)	33
Installer Code (All)	33
Clone (All)	33
Delete (All)	33
Save Settings (Equipment)	33
Compare Memory (Equipment)	33
Remote Status (Equipment)	33
Codes	34
Register codes and reservations	34
<i>Manual</i>	34
<i>Sequential</i>	35
<i>Reservations</i>	35
Code Replacements	36
Code List	36
<i>Organise and Search</i>	36
<i>Edit code information</i>	37
<i>Copy, move, and delete codes</i>	37
Schedules	38
Create Schedules	38
Edit Schedules	39
Assign Schedules to Groups and Universal Groups	39
See Assigned Facilities	40

Download and Import Files	41
Implications de la modification d'un groupe, d'un dispositif ou d'un horaire	43
Administration	44
Website Personalisation	44
<i>Design</i>	44
<i>Families</i>	44
<i>Add, Delete and Edit Additional Fields</i>	45
Companies	46
Users	47
Global Search Engine	48
Search Code Information	48

Introduction

Cloud Assistant is an assistant to remotely manage entry into homeowner communities: web assistant to programme equipment and manage facilities.

To operate, Cloud Assistant needs to be connected to the Assistant Panel (software and hardware). Assistant Panel is a tool to programme transmitters, keys and proximity cards, and memory cards for receivers and control units.



Along with Assistant Panel, Cloud Assistant provides for:

- Programming motion transmitters and receivers
- Adding new motion transmitters and replacing those already in existence with no need for travel
- Managing user groups
- Managing events
- Managing relay-level schedules
- Managing universal groups with access to multiple facilities

Additional characteristics:

- Personalised website and motion devices
- Multi-user access
- Corporate hierarchy management

Minimum requirements for Assistant Panel:

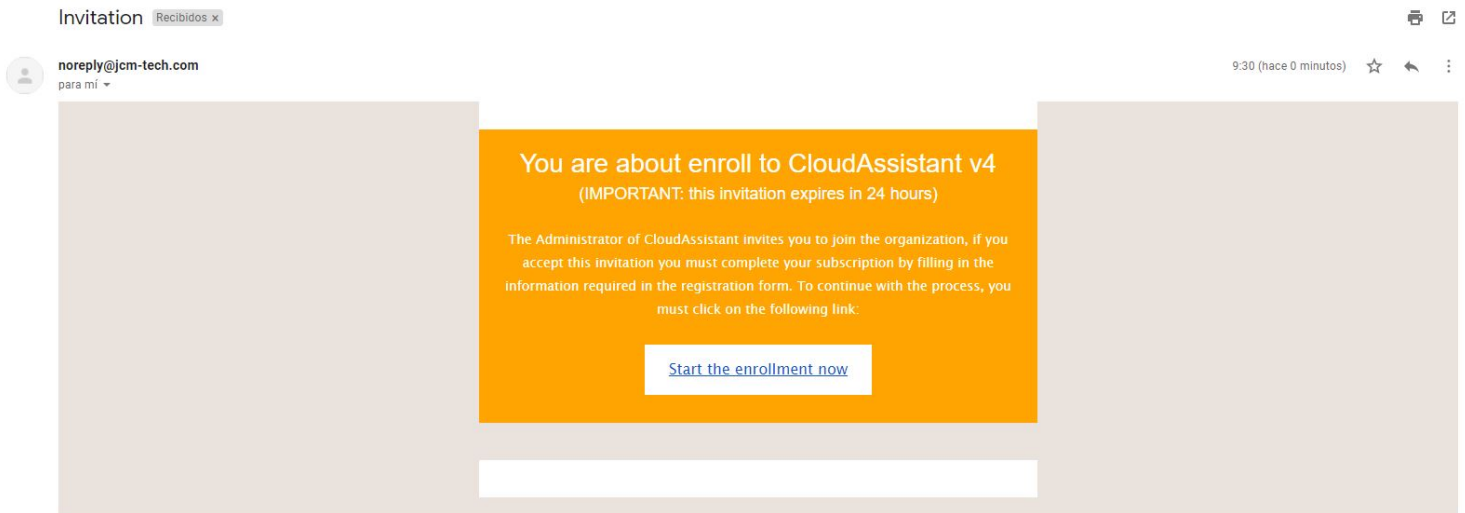
- Operating system: Windows 7 (32-bit and 64-bit), most recent service package
- Processor: Intel Pentium 4 or later, compatible with SSE2
- Memory: 2GB of RAM
- Hard drive: 100 MB of free space
- Additional requirements: Google Chrome or Microsoft Edge browser, internet connection and Assistant Panel are required

Recommended requirements for Assistant Panel:

- Operating system: Windows 10 (32-bit and 64-bit), most recent service package
- Processor: Core i3 or later
- Memory: 4GB of RAM
- Hard drive: 100 MB of free space
- Additional requirements: Google Chrome or Microsoft Edge browser, internet connection and Assistant Panel are required


Registration

The only way to register on Cloud Assistant is by means of an invitation received by an administrator. The guest shall receive an email with the following format:



The link attached in the email redirects to the unique registration page that expires after 24h. The following fields appear on the page:

- Company name
- User email
- Password
- Confirm password
- Name
- Surnames
- Country

 The enroll expires at: 16-04-2021 07:30

Accept Invitation

Company Name JCM Jaume	User e-mail bestemailtest01@gmail.com
Password *	Confirm Password *
Name * Jack	Surname * White
Country * Andorra	

I accept [Terms and Conditions](#)

The password must meet the following requirements:

- Contain at least 8 characters
- Contain an upper-case and a lower-case letter
- Contain a number
- Contain a special character

Additionally, the user may select a photo or avatar with a photo in .jpg or .png formats

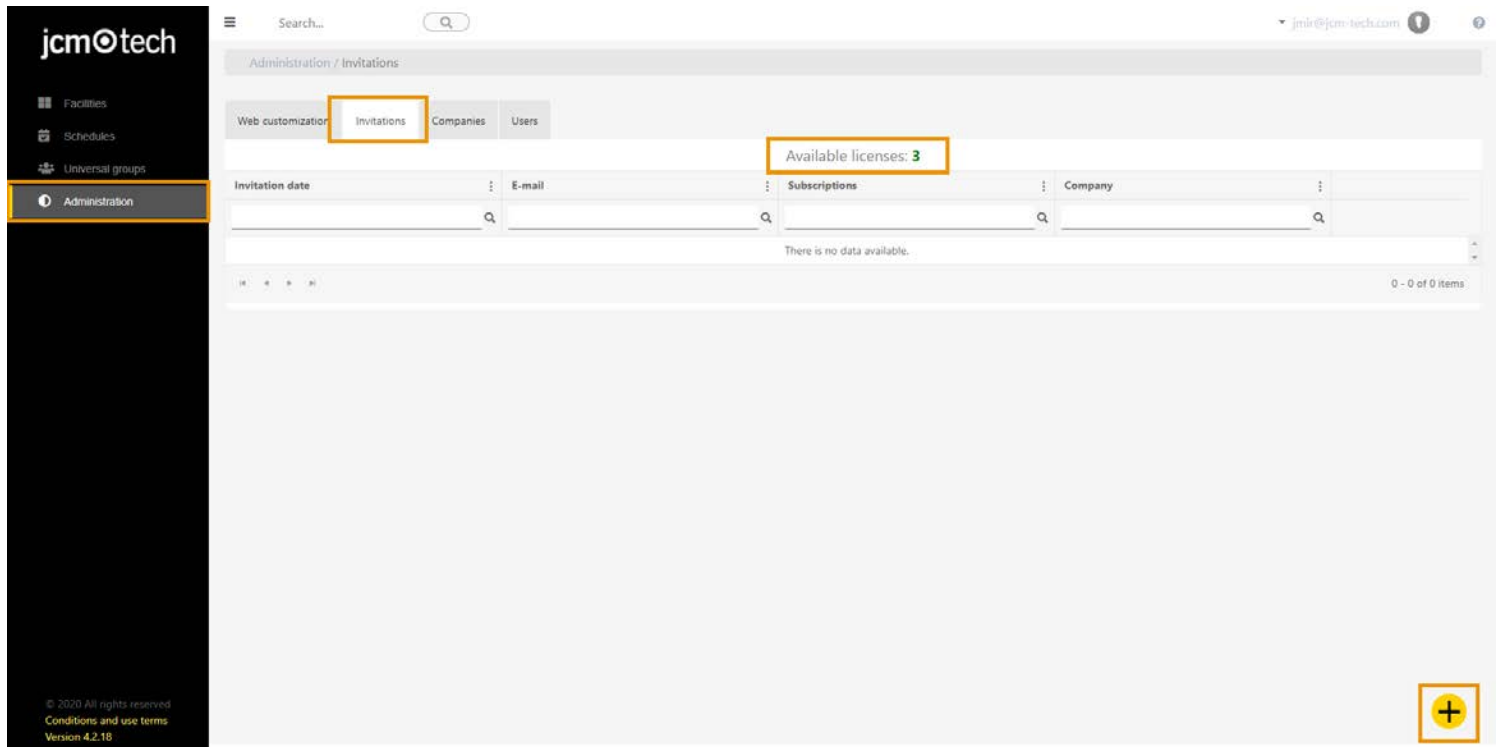
 You must agree to the Terms and Conditions, then activate the Enviar (Send) button.

Invitations

You must receive an invitation to register on Cloud Assistant.

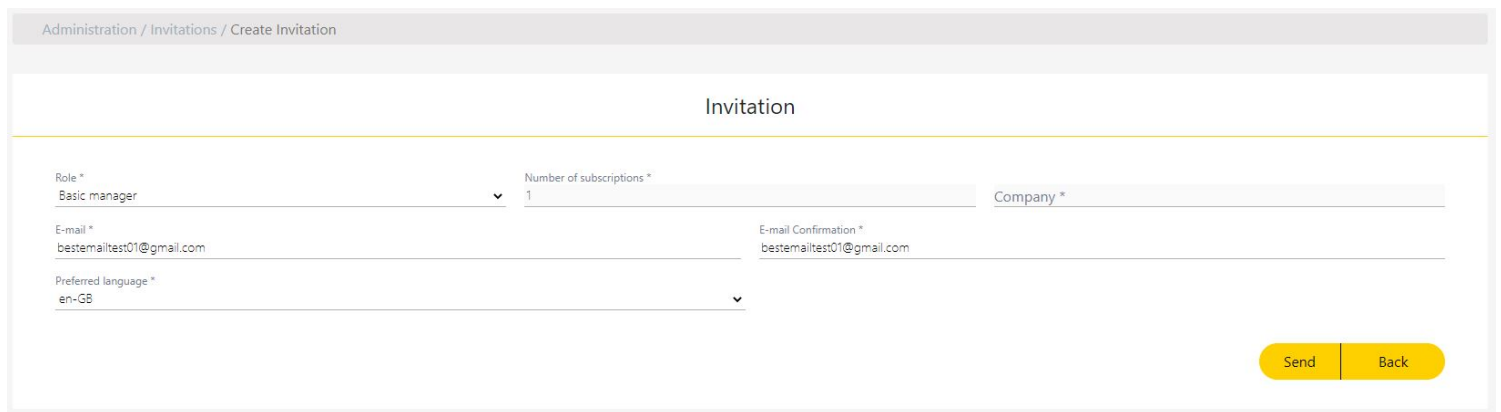
Only users with Administrator role (see: roles) may send invitations.

To invite users, go to the Administration section (only available to users with the Administrator role), go to the Invitation tab and click the button with the + symbol on the lower right-hand part of the screen, as shown in the image:



 You need to have available licenses.

Fill out the pertinent fields, and an email will be sent to the address provided.



Fields:

- Role: Drop-down with possible roles available to the user (see: Roles)
- Number of licenses: Licenses we wish to grant to the user in the event that Admin has been selected as role. This number is taken from the licenses that the user currently has.
- Company: Company name. May be edited if Admin has been selected as role
- Email: Email address of the user to be invited
- Email confirmation Repeat the email address of the user to be invited.
- Language: Language of the email that the invitee will receive.

 Invitations are temporary and expire in 24h.

There is a new entry on the Invitations tab. These entries are sent invitations pending the invitee's acceptance. Each entry contains the date, the invitee's email address, the number of subscriptions granted to them, the name of the company, if they have been invited with an admin role, and 2 icons to forward and renew the invitation's expiry and to cancel/delete the invitation.



jcmtech

- Facilities
- Schedules
- Universal groups
- Administration**

Administration / Invitations

Web customization | **Invitations** | Companies | Users

Available licenses: **2**

Invitation date	E-mail	Subscriptions	Company	
15-04-2021 07:30:18	bestemailtest01@gmail.com	1	JCM Jaume	 

1 - 1 of 1 items

Login

To login, go to <https://cloudassistantv4.jcm-tech.com/>, enter the credentials and click "Enter".

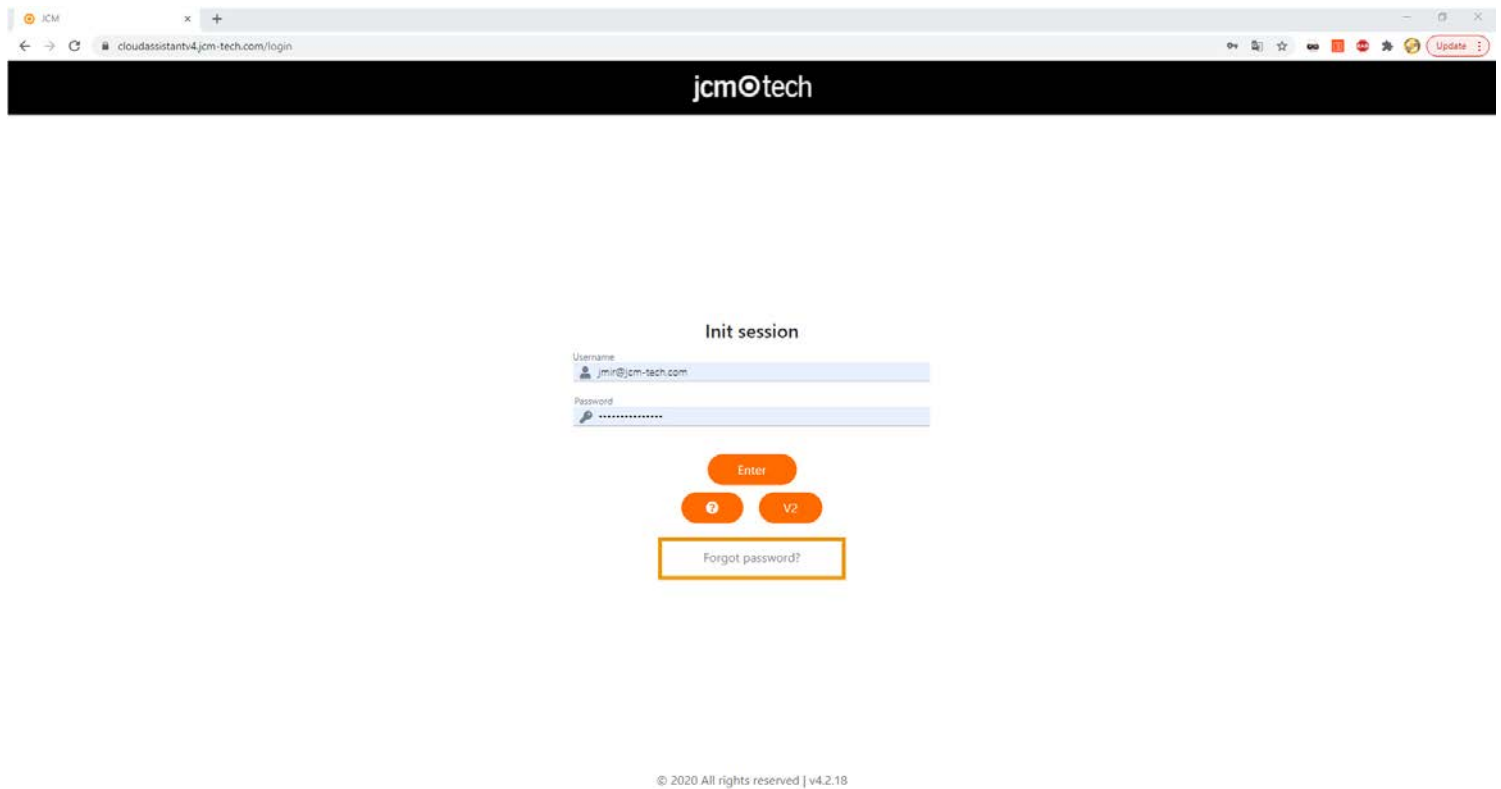


If you need help to login, there is a button with the ? symbol.

The "Did you forget your password?" button leads to the page to change the password.

Change password

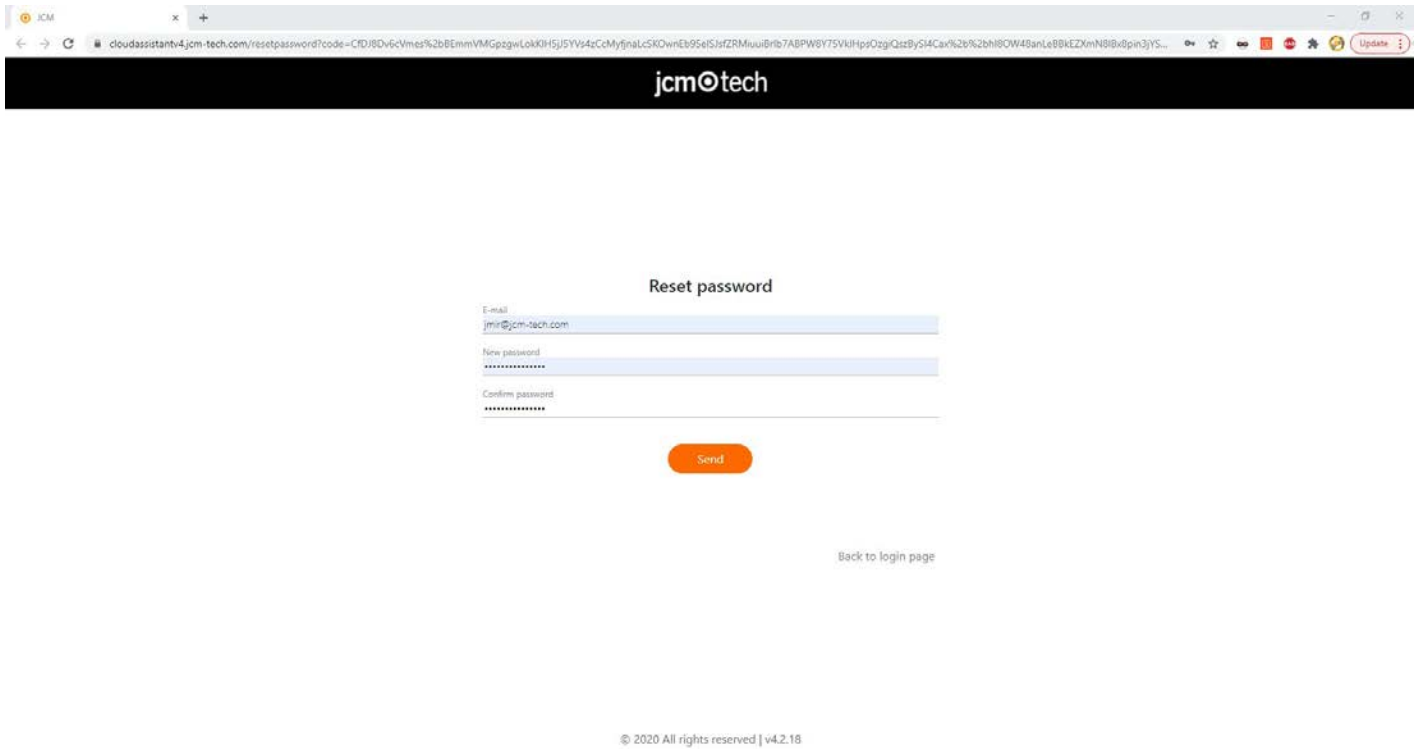
To change the password. On the "Login" page, click "Did you forget your password?".




1. Enter the email address and click "Send".



2. Go to the email management platform (Gmail, Outlook, etc.) and open the email received from noreply@jcm-tech.com with a link to reset the password. Click the link.
3. Complete the fields. The password must meet the following requirements:
 - Contain at least 8 characters
 - Contain an upper-case and a lower-case letter
 - Contain a number
 - Contain a special character

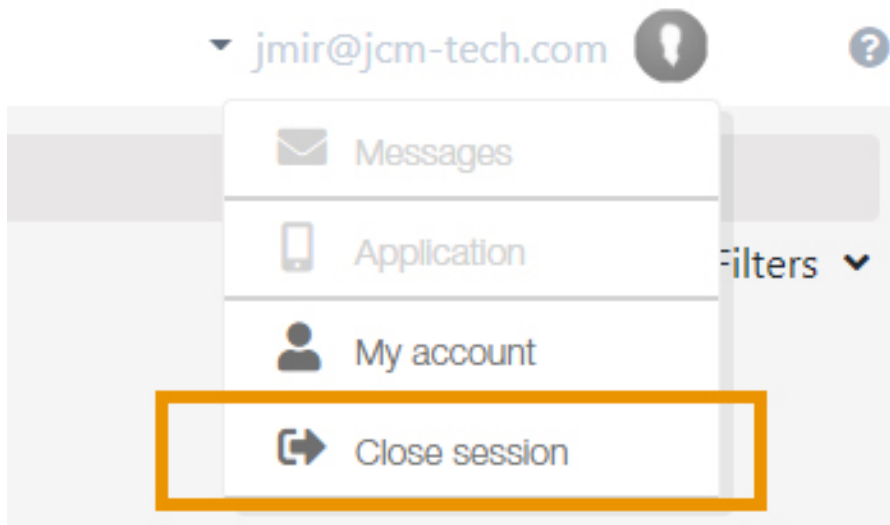


The password has changed.

 If you cannot see the email on the main screen of the email manager platform, see the spam folder.

Log Out

Pour fermer la session, cliquez sur le message électronique (coin supérieur droit), puis sur Fermer la session.
To log out, click on the email (upper right-hand corner) and click "Log Out".



If you have logged in for more than one hour without carrying out any actions, Cloud Assistant will automatically log out for security reasons.

Roles

There are 5 roles in Cloud Assistant, each one with their different authorisations and functions as shown in the table below:

Functions	Actions	Basic User	Advanced User	Basic Manager	Advanced Manager	Administrator
Administration	Website/design personalisation	X	X	X	X	✓
	Website/family personalisation	X	X	X	X	✓
	Website/user field personalisation	X	X	X	X	✓
	Invitations	X	X	X	X	✓
	Clients	X	X	X	X	✓
	Users	X	X	X	X	✓
Schedules	Add/Edit/Delete Schedules	X	✓	X	✓	✓
Facilities	Add/Edit/Delete facilities	X	✓	X	✓	✓
	Add/Edit/Delete equipment	X	✓	X	✓	✓
	Add/Edit/Delete controls	X	✓	X	✓	✓
	Replace controls	✓	✓	✓	✓	✓
	Universal Groups	Add/Edit/Delete universal groups	X	✓	X	✓
Add/Edit/Delete universal controls		X	✓	X	✓	✓
Replace universal controls		X	✓	X	✓	✓
Search engine and filters	Global search engine	✓	✓	✓	✓	✓
	Facilities search engine	✓	✓	✓	✓	✓
	Facilities filters	✓	✓	✓	✓	✓
	Client filters	X	X	✓	✓	✓
	Equipment/group search engine	✓	✓	✓	✓	✓
	Schedules search engine	X	✓	X	✓	✓
	Schedules filters	X	✓	X	✓	✓
	Client schedules filters	X	X	X	✓	✓
	Universal groups search engine	X	✓	X	✓	✓
	Universal groups filters	X	✓	X	✓	✓
	Universal client groups filters	X	X	X	✓	✓
	Universal control search engine	X	✓	X	✓	✓
	Administration>Invitations	X	X	X	X	✓
	Administration>Clients	X	X	X	X	✓
Administration>Users	X	X	X	X	✓	

Main Screen

Cloud Assistant's main screen is for Facilities. On this screen, we can see a menu to the left [1] to brows the Cloud Assistant's different functions.

On the top part [2], we see the global search engine, the user account drop-down menu, the integrated help function, and filters.







On the middle part of the screen [3], you can see all the facilities created by the user. The number of facilities shown depends on the number configured by the user in preferences.

On the lower left-hand part [4] there are two links that open Terms and Conditions for Use and version information.

Finally, on the lower right-hand side [5], there is a button with the + sign. Its purpose is to add a new facilities.

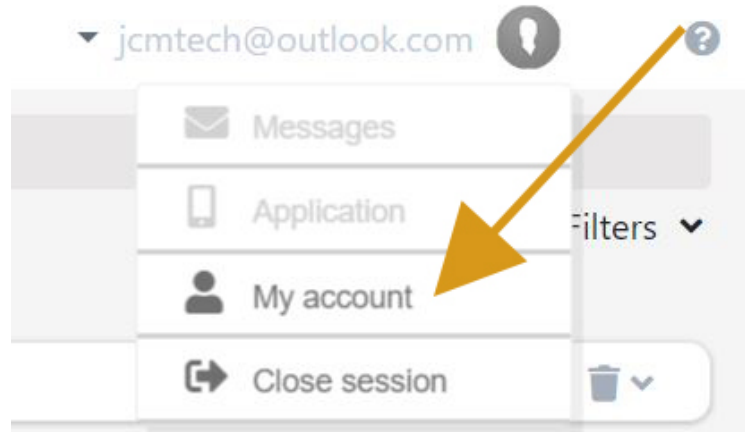


The screenshot displays the main interface for managing facilities. On the left, a sidebar menu (1) lists 'Facilities', 'Schedules', 'Universal groups', and 'Administration'. The top header (2) features a search bar, the user's email 'jmir@jcm-tech.com', and a 'Filters' dropdown. The main content area (3) shows a table titled 'JCM Jaume' with three rows of facility data. A pagination control below the table indicates 1 of 33 items. The footer (4) contains copyright information and links to 'Conditions and use terms' and 'Version 4.2.18'. A purple button with a plus sign (5) is located in the bottom right corner.

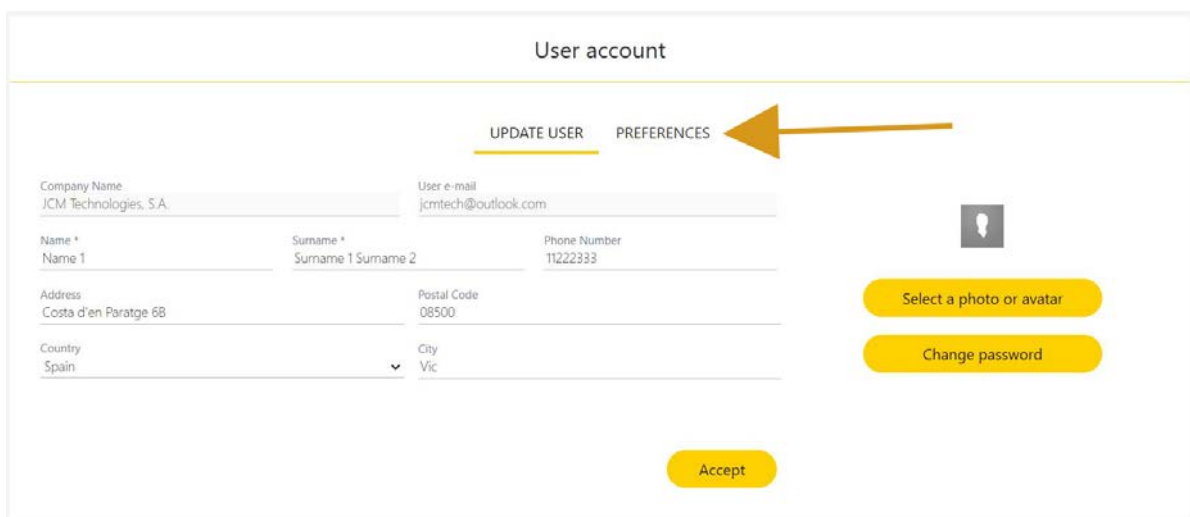
Facility	Adress	City	Actions
Facility 1	Adress 1	City 1	  
Facility 2	Adress 2	City 2	  
Facility 3	Adress 3	City 3	  

Connexion Assistant a Cloud Assistant

1. Go to "My Account"

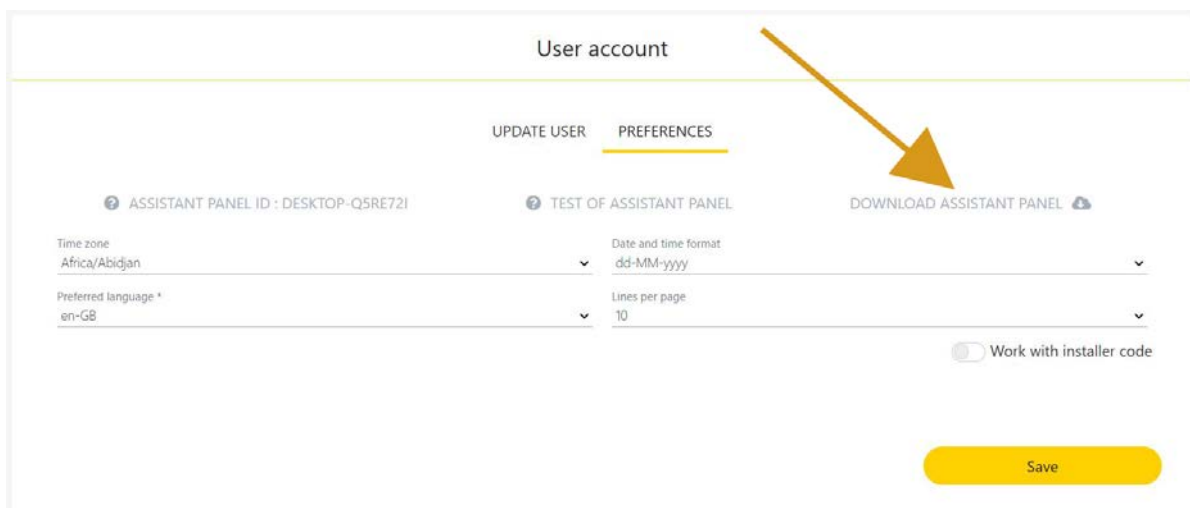


2. "PREFERENCES"



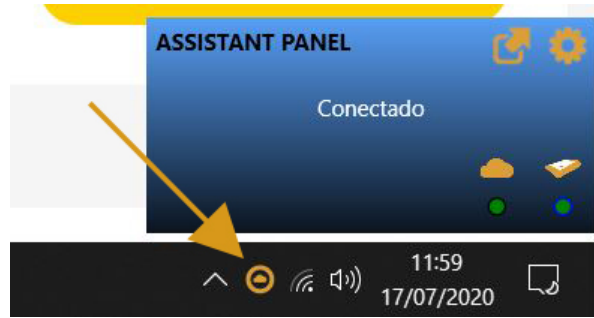
A screenshot of the 'User account' page. The 'PREFERENCES' tab is selected and highlighted with a yellow underline. A yellow arrow points to this tab. The page contains several input fields for user information: Company Name (JCM Technologies, S.A.), User e-mail (jcmtech@outlook.com), Name (Name 1), Surname (Surname 1, Surname 2), Phone Number (11222333), Address (Costa d'en Paratge 68), Postal Code (08500), Country (Spain), and City (Vic). There are also buttons for 'Select a photo or avatar', 'Change password', and 'Accept'.

3. "DOWNLOAD ASSISTANT PANEL," install the downloaded programme.

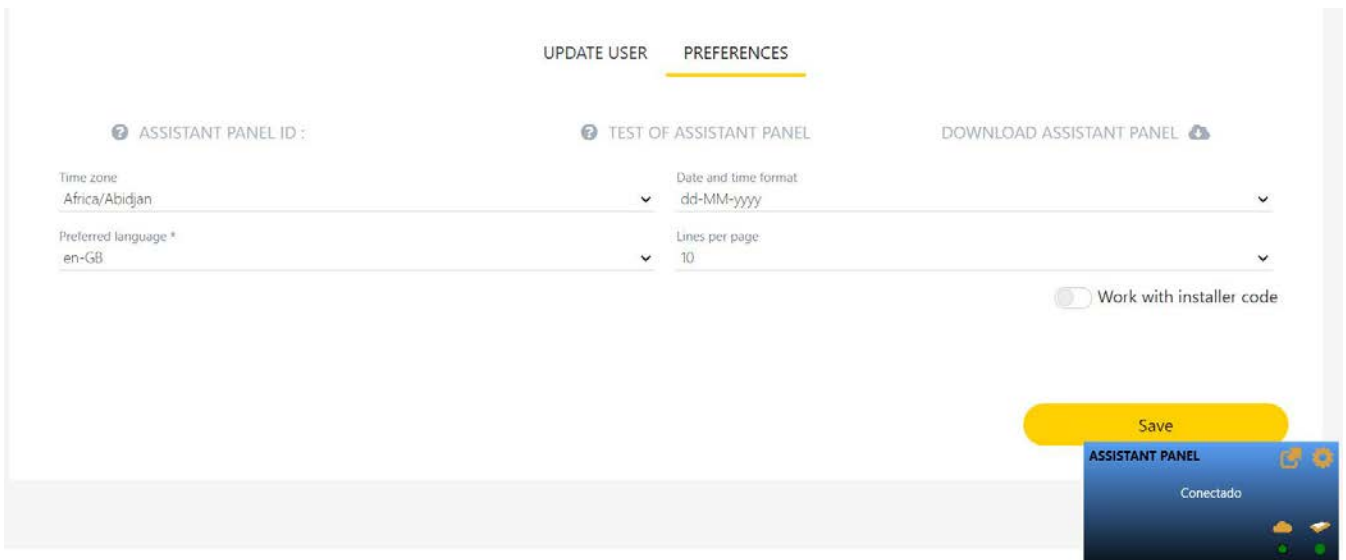


A screenshot of the 'User account' page, showing the 'PREFERENCES' tab selected. A yellow arrow points to the 'DOWNLOAD ASSISTANT PANEL' button. The page displays the following information: ASSISTANT PANEL ID : DESKTOP-Q5RE72I, TEST OF ASSISTANT PANEL, and DOWNLOAD ASSISTANT PANEL. Below this, there are dropdown menus for Time zone (Africa/Abidjan), Date and time format (dd-MM-yyyy), Preferred language (en-GB), and Lines per page (10). There is also a toggle switch for 'Work with installer code' and a 'Save' button.

4. The program installs in the toolbar.




5. Connect the ASSISTANT PANEL to the computer.

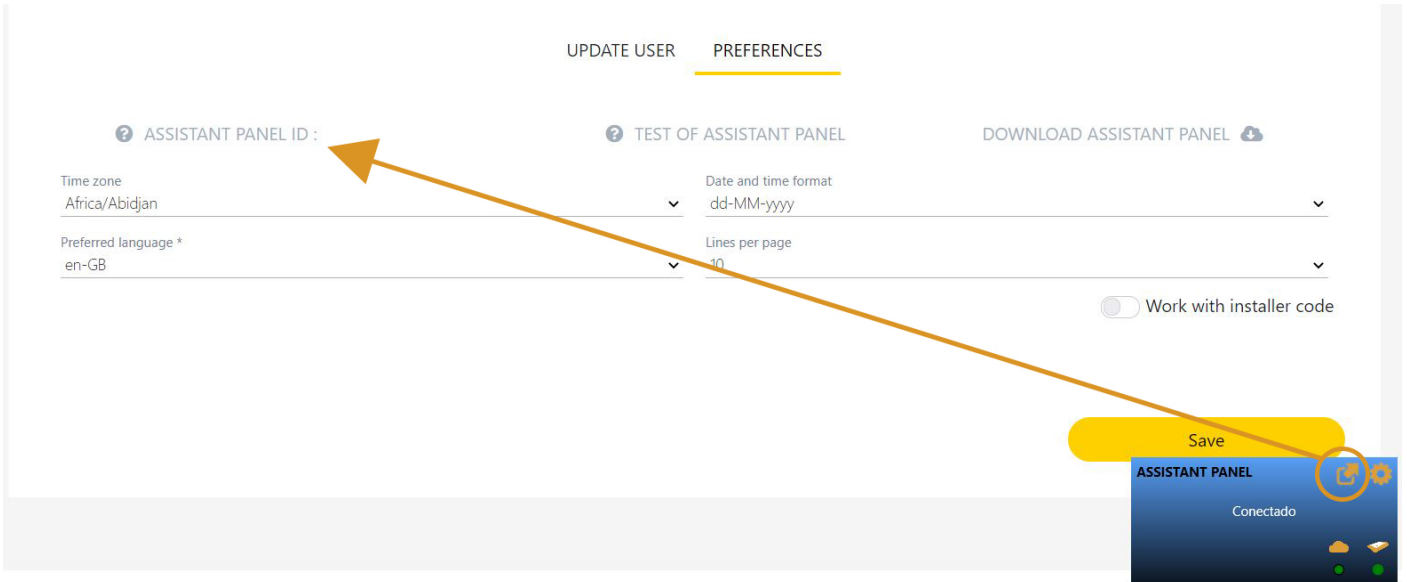


 If both LED lights are green, it has been properly connected. Otherwise, check the previous steps.

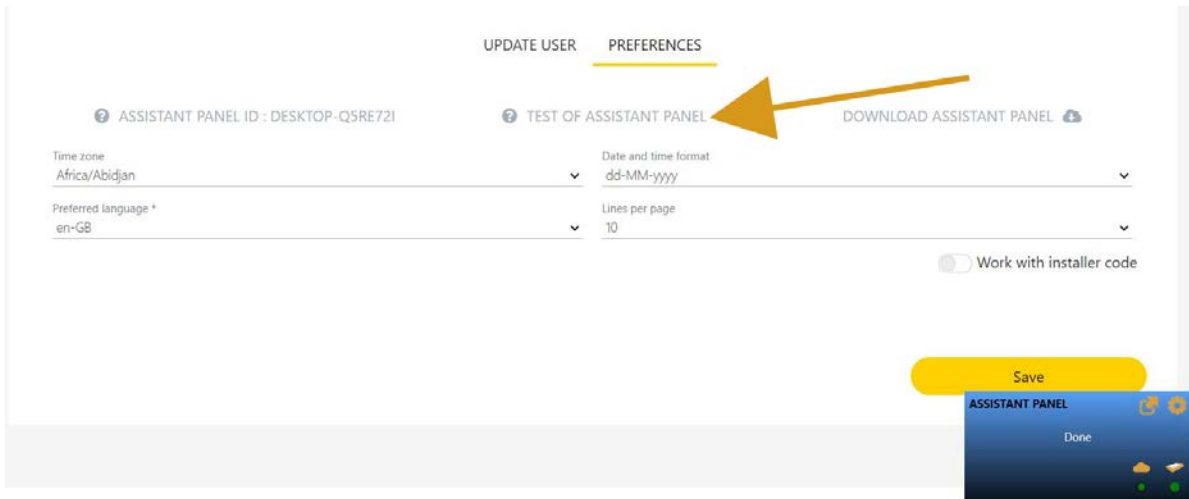
 Indicates communication with the server.

 Indicates whether the panel is detected.

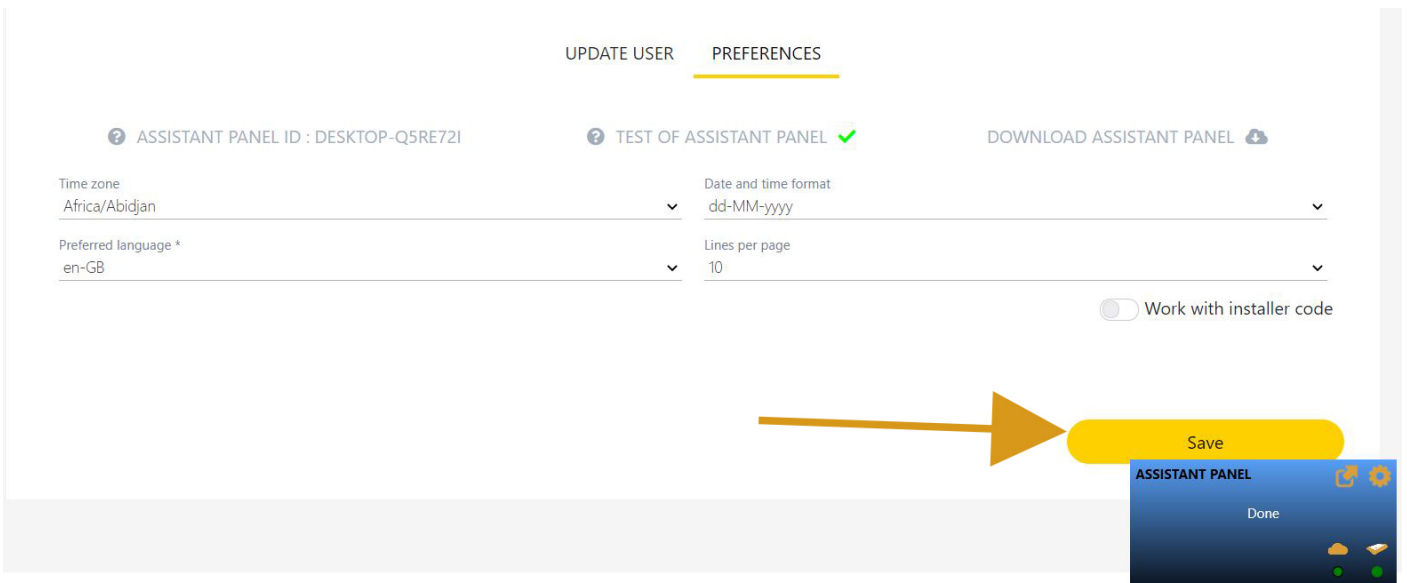
6. Drag the selected icon to "ASSISTANT PANEL ID:"



7. "ASSISTANT PANEL TEST"



8. "Save"



Cloud Assistant on another computer

When you change computers, you must connect the Assistant Panel to Cloud Assistant again (see: Connect Assistant to Cloud Assistant).

My Account

- **User info:** where the user can modify their personal information, change the avatar, or change their password
- **Preferences:** where the user can assign an Assistant Panel ID, conduct an Assistant Panel connection test, download the Assistant Panel programme, modify their time zone, the date format, language, number of lines per page, and activate or deactivate the option to work with an installer code

User Configuration / My account

jmir@jcm-tech.com

My account


UPDATE USER PREFERENCES

Company Name: JCM Jaume User e-mail: jmir@jcm-tech.com

Name *: Jaume Surname *: Mir Phone Number: _____

Address: _____ Postal Code: _____

Country: Andorra City: _____


 Select a photo or avatar
 Change password

Accept

User Configuration / Preferences

My account

UPDATE USER PREFERENCES

ASSISTANT PANEL ID : JMIR-W10 TEST OF ASSISTANT PANEL DOWNLOAD ASSISTANT PANEL

Time zone: Europe/Brussels Date format: dd-MM-yyyy

Preferred language *: en-GB Lines per page: 10

Work with installer code
 Save

Change password

To change a password, go to My Account [1] and on the User Info [2] tab, select the Cambiar la password (Change Password) [3] option.

The screenshot shows the 'My account' page with the following elements:

- 1:** A dropdown menu is open, showing options: Messages, Application, My account (highlighted), and Close session.
- 2:** The 'UPDATE USER' tab is selected, with 'PREFERENCES' also visible.
- 3:** The 'Change password' button is highlighted in a yellow box.

Form fields visible on the page include:

- Company Name: JCM Jaume
- User e-mail: jmir@jcm-tech.com
- Name *: Jaume
- Surname *: Mir
- Phone Number: [empty]
- Address: [empty]
- Postal Code: [empty]
- Country: Andorra
- City: [empty]

Buttons: Select a photo or avatar, Change password, Accept.

Complete the fields and click Change Password.

The new password must meet the following requirements:

- Contain at least 8 characters
- Contain an upper-case and a lower-case letter
- Contain a number
- Contain a special character

The 'Change Password' dialog box contains the following fields and buttons:

- Current password
- New password
- Confirm password
- Change password
- Cancel

Delete account and license expiry

If the user needs to delete their Cloud Assistant user account, they may do so by sending an email to: admin@jcm-tech.com

If the user's license has expired, JCM Technologies SA shall store all their data for 6 months, continuing the account if the license is renewed.

After 6 months or due to deletion at the user's request, these data shall be anonymised, and it shall be impossible to recover them.

For more information, please see the Cloud Assistant service contract.

Help

On the Help page, we see how to use Cloud Assistant's most basic functions, step-by-step. To go to this page, click the ? icon (upper right-hand corner). Click on the function where you need help.



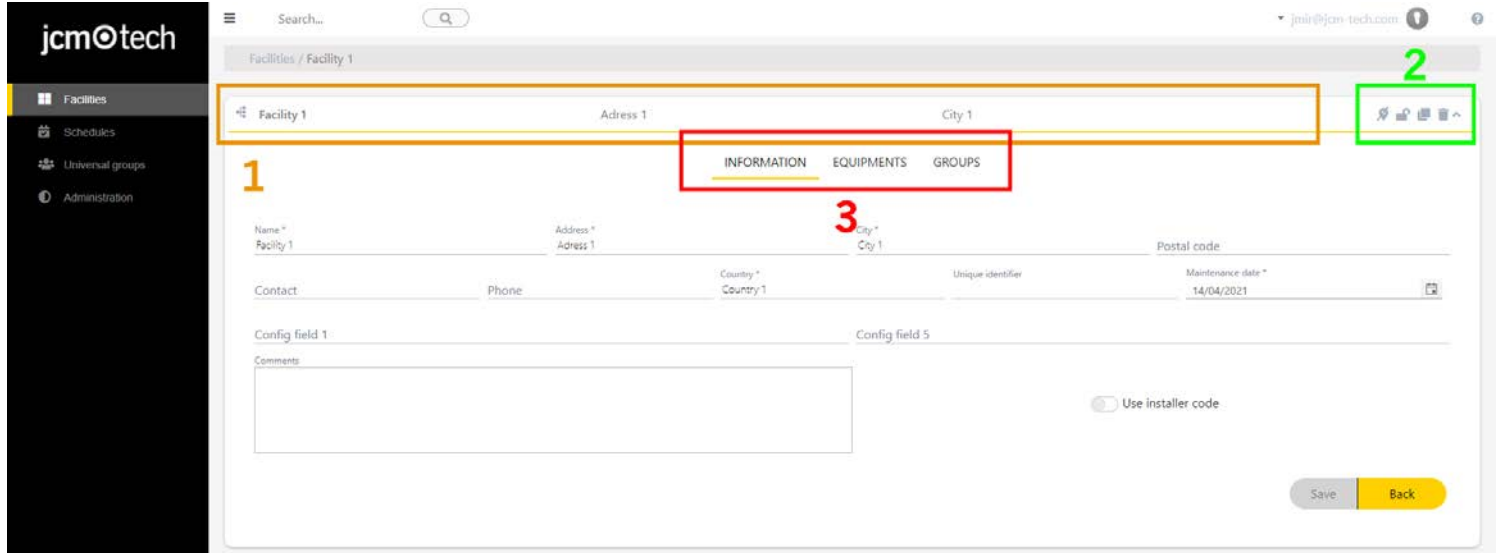
The screenshot shows the Cloud Assistant Help page. On the left is a dark sidebar with the 'jcmtech' logo and navigation links: Facilities, Schedules, Universal groups, and Administration. At the bottom of the sidebar, it says '© 2020 All rights reserved. Conditions and use terms. Version 4.2.18'. The main content area is titled 'Help' and has a search bar at the top. In the top right of the main content area, there is a user profile 'jmir@jcm-tech.com' and a help icon. A link 'Download manual in pdf format' is located in the top right of the main content area. The main content area is divided into four sections: FACILITIES, SCHEDULES, UNIVERSAL GROUPS, and ASSISTANT PANEL. Each section contains a list of functions: FACILITIES (Create facility, Clone facility, Create Group, Delete Group, Add Device, Add new geolocation), SCHEDULES (Create Schedule, Clone Schedule, Delete Schedule), UNIVERSAL GROUPS (Create Universal Group, Clone Universal Group, Delete Universal Group), and ASSISTANT PANEL (Set up Assistant Panel).

Facilities

A facility means the folder where all its information is saved. For example: the name of the facility, address, city, postal code, maintenance date, and more.

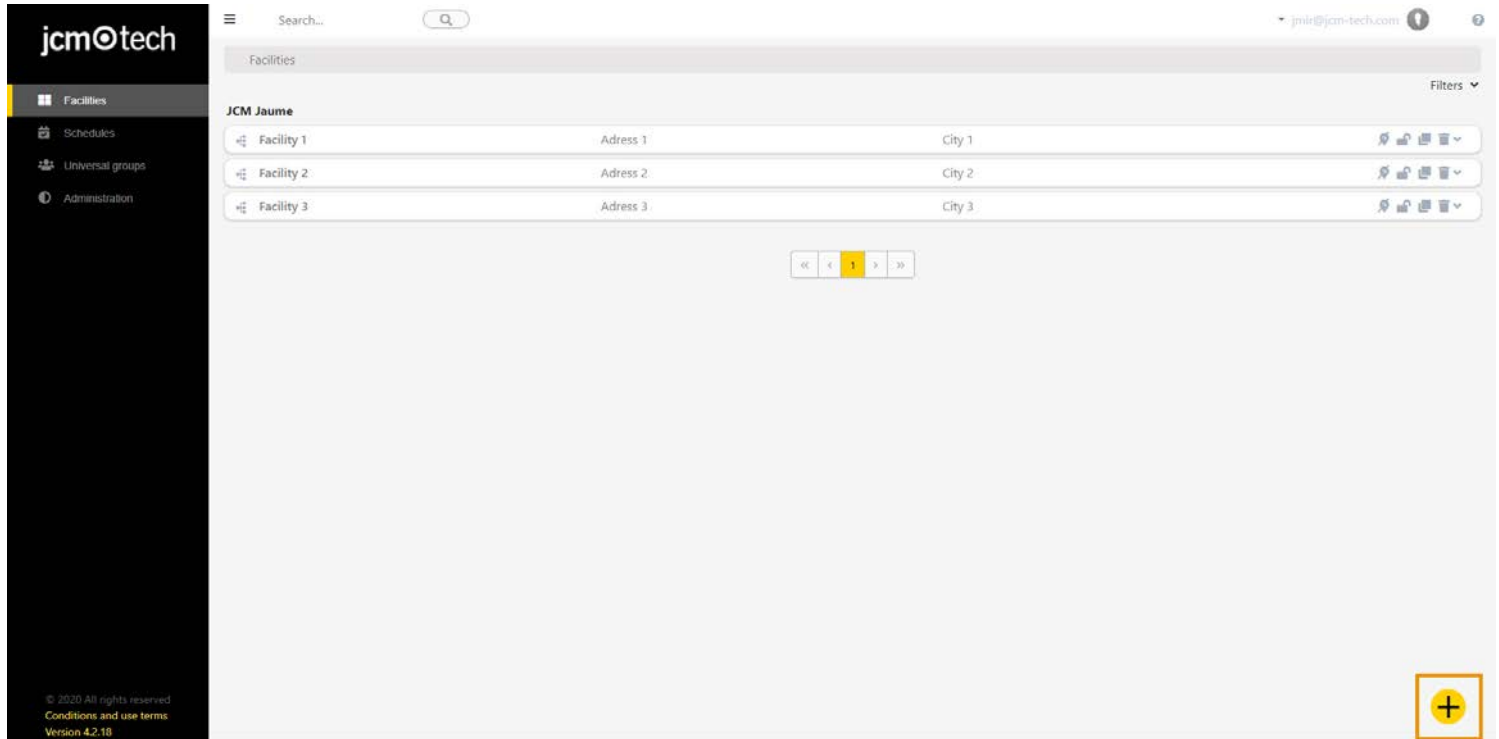
Along with this information, Equipment is also saved, meaning the devices that Cloud Assistant can administer, as well as Transmitter Groups. There are several fields within a facility:

1. The address and the city entered on the facility information screen.
2. The facility icons, see facility Icons.
3. The facility's different tabs. The information tab always appears by default.



Create a Facility

To create a facility, click on the + icon (lower right-hand corner).



Several fields to complete appear on the next screen: Name, Address, City, Postal Code, etc. If additional fields are activated, these will also appear (see: Website personalisation: Add, delete, and edit additional fields).

Facilities / New Facility

Create facility

Name * Address * City * Postal code

Contact Phone Country * Unique identifier Maintenance date *
14/04/2021

Config field 1 Config field 5

Comments

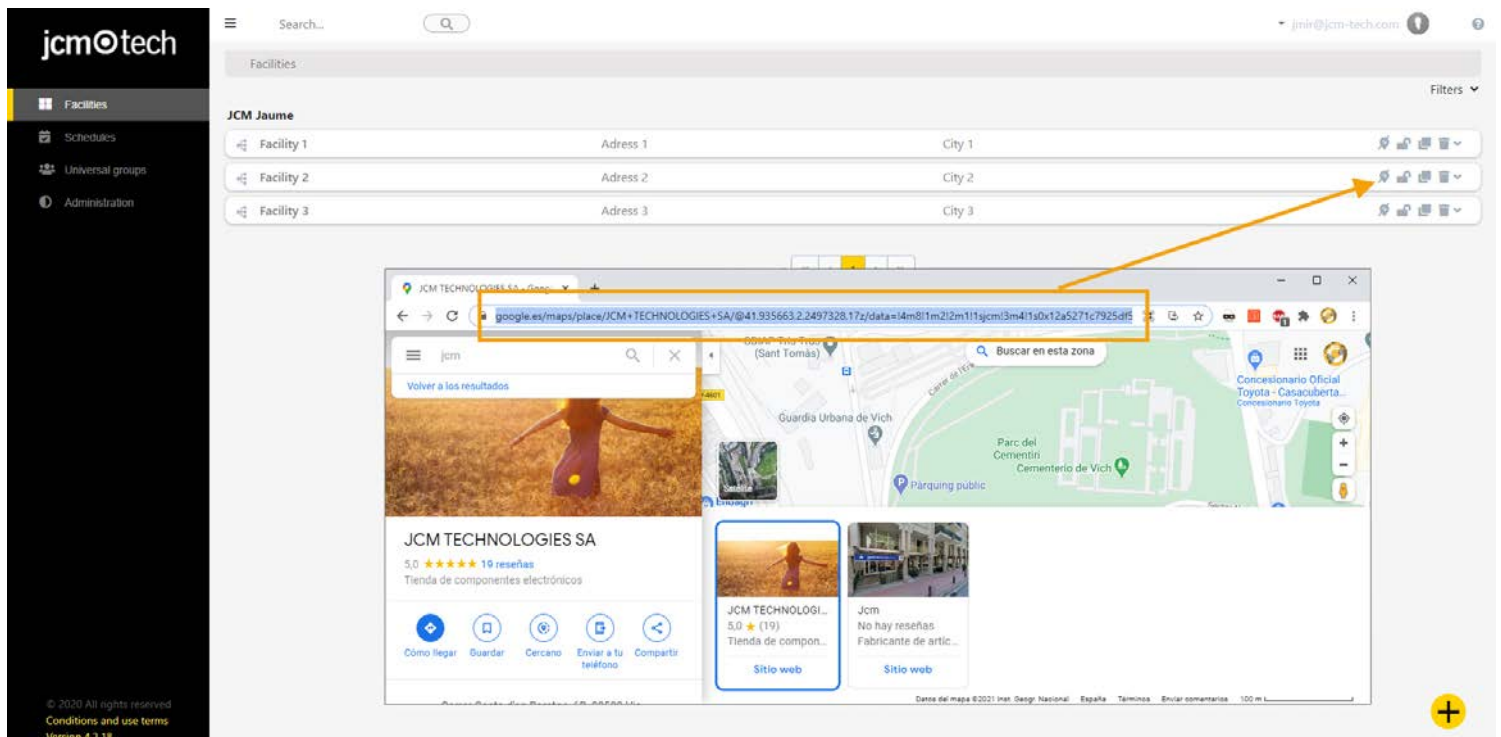
Use installer code

Save Back

Complete the fields. "Save".

Assign a Location

To assign a location, you must look for it on Google Maps, select the location link and drag it on top of the icon:



The screenshot shows the 'Facilities' management interface. At the top, there is a search bar and a user profile 'jmr@jcm-tech.com'. Below, a table lists three facilities: Facility 1, Facility 2, and Facility 3, each with an address and city. To the right of each facility entry is a set of icons for location management. An orange arrow points from the location icon of Facility 1 to a Google Maps window. The Google Maps window shows the location of 'JCM TECHNOLOGIES SA' in Sant Tomàs, with a red location pin and a highlighted URL: 'google.es/maps/place/JCM+TECHNOLOGIES+SA/@41.9356632,2.2497328,17z/data=!4m8!1m2!2m1!1sjcm!3m4!1s0x12a5271c7925d1f5'. The map also shows nearby landmarks like 'Guardia Urbana de Vich' and 'Parc del Cementiri'.


Equipment


Within a facility, we find the equipment tab. If the facility has been recently created, we will see an informative message in this tab.

Facilities / Facility 1 / Equipments

Facility 1 Adress 1 City 1

INFORMATION **EQUIPMENTS** GROUPS

 No content available for this list



To add equipment, click the + button. On the new screen, complete the fields and "Save".

Facilities / Facility 1 / Equipments / New Equipment

Create equipment

Name * Device *

BASE500- BASE500-1

Save Back

Once the equipment has been created, we will see the equipment's file. Here, we can modify the equipment.




Facilities / Facility 1 / Equipments / BASE500- / Parameters

BASE500-

Name * Device *

BASE500- BASE500-1

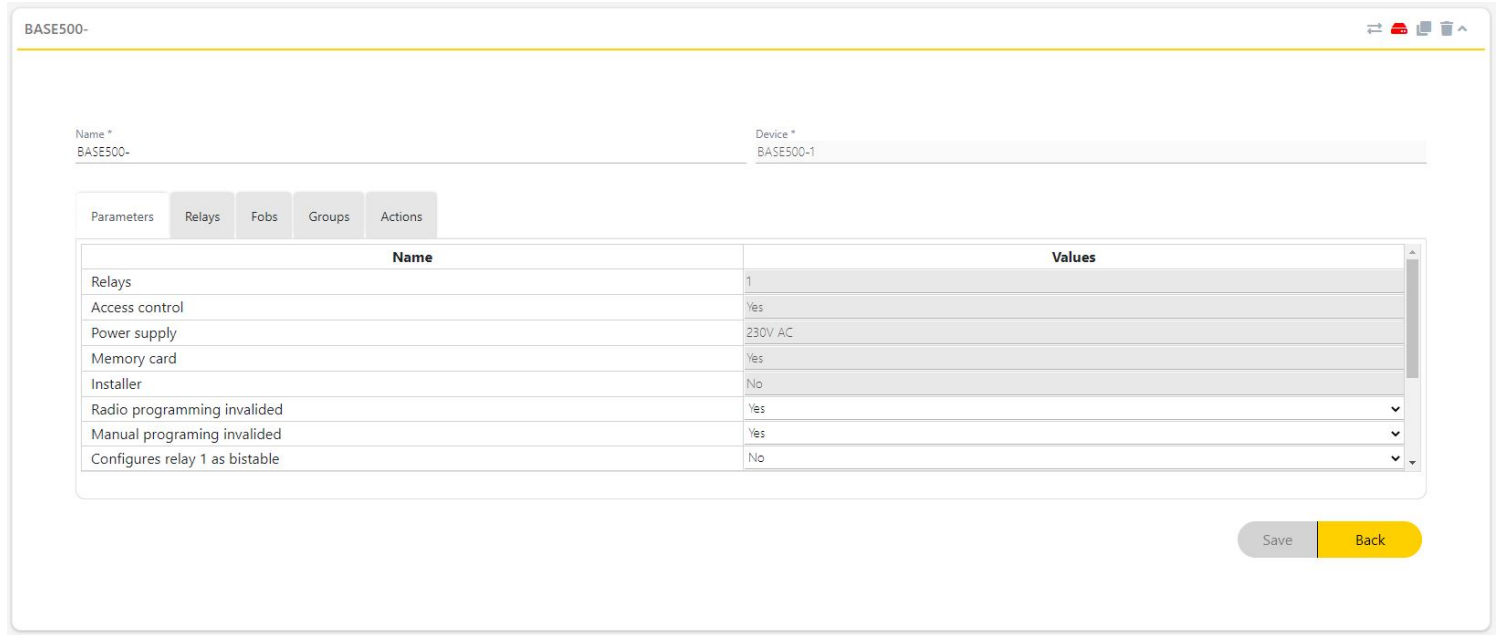
Parameters **Relays** Fobs Groups Actions

Name	Values
Relays	1
Access control	Yes
Power supply	230V AC
Memory card	Yes
Installer	No
Radio programming invalidated	Yes 
Manual programing invalidated	Yes 
Configures relay 1 as bistable	No 

Save Back

Equipment Components and Settings

On the equipment screen, you may change the name and additional fields (if activated) again (see: Website personalisation: Add, delete, and edit additional fields).



BASE500-

Name *
BASE500-

Device *
BASE500-1

Parameters Relays Fobs Groups Actions

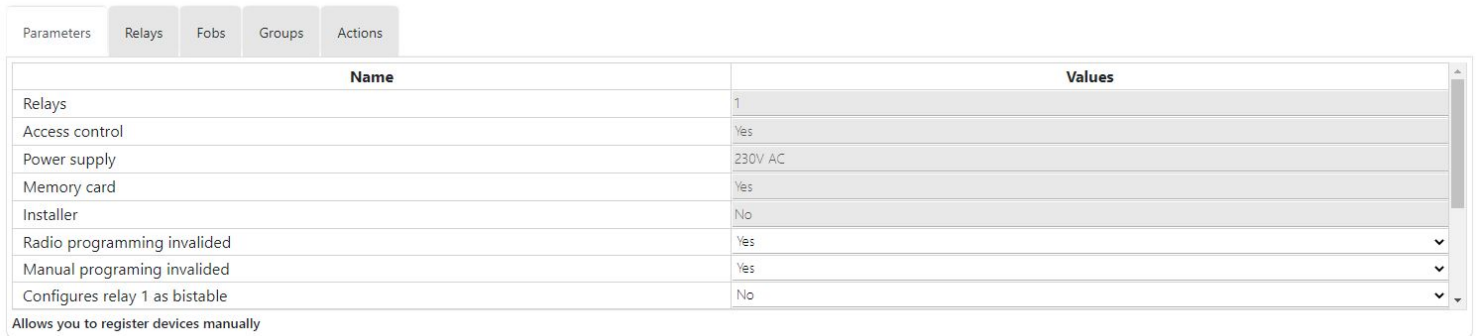
Name	Values
Relays	1
Access control	Yes
Power supply	230V AC
Memory card	Yes
Installer	No
Radio programming invalidated	Yes
Manual programing invalidated	Yes
Configures relay 1 as bistable	No

Save Back

There are also different tabs whose settings may be adjusted:

Parameters

In the parameters tab, you may change the device's settings. Each device has its own parameters to be set, and these vary depending on the device. The grey fields are data fields, containing basic information on the device, and cannot be edited.



Parameters Relays Fobs Groups Actions

Name	Values
Relays	1
Access control	Yes
Power supply	230V AC
Memory card	Yes
Installer	No
Radio programming invalidated	Yes
Manual programing invalidated	Yes
Configures relay 1 as bistable	No

Allows you to register devices manually

Relays

In Relays, you may adjust settings for the device's relay(s). For disconnected equipment, the relay function may be activated or deactivated. For connected equipment, a relay may be set such that it works different depending on the time.



Parameters Relays Fobs Groups Actions

Relay 1
R1 BASE500-

Save


Transmitters

List of transmitters and reservations that belong to the set assigned to the equipment. You may also search and filter by different available fields. On the bottom, there is a counter with the number of free spaces, reserved spaces, and occupied spaces.

Parameters	Relays	Fobs	Groups	Actions		
Code	Group	Type	Name	Surname	Identification	Slot
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
There is no data available.						
						0 - 0 of 0 items
Available 500		Reserved 0		Used 0		

Groups

The groups tab shows all the groups assigned to the equipment. You may group a group by clicking the + button (lower right-hand corner).

Parameters	Relays	Fobs	Groups	Actions
Name		Actions		
				

Actions

To join the main individual functions of each equipment, depending on the device type, there may be more or fewer functions.

Parameters	Relays	Fobs	Groups	Actions
Name		Actions		
Format memory				

Save Settings

To save a memory or send settings, the Assistant Panel must be connected to Cloud Assistant (see: Connect Assistant to Cloud Assistant). If the device has a physical memory, this must also be connected to the Assistant Panel. Click the "Save Settings" button.




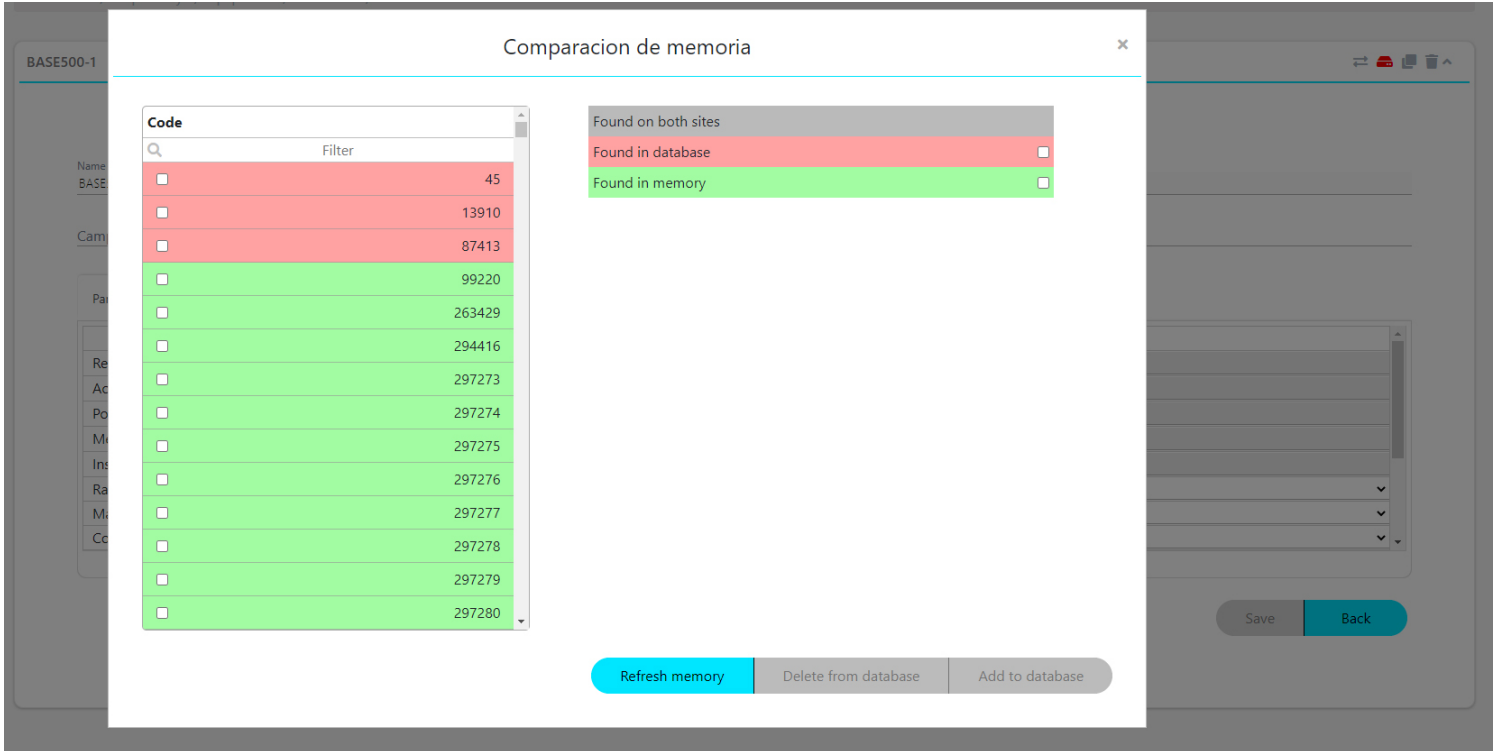
When the memory-saving process is complete, a green notification will appear if saved successfully, or a red notification if the action could not be completed, in which case the memory will not have been modified and the previous settings remain in force:



If the memory has been saved successfully, the "Save Settings" icon will turn from red to grey.

Compare Memory

For equipment with physical memory, we can compare memory. When you click "Compare Memories"  on the equipment, the screen with the codes marked in one colour or another opens, depending on whether they are in both places (in the memory and in the database).



The screenshot displays a dialog box titled "Comparacion de memoria" with a close button (X) in the top right corner. On the left side, there is a table with a search bar and a filter input. The table contains the following data:

Code	
45	<input type="checkbox"/>
13910	<input type="checkbox"/>
87413	<input type="checkbox"/>
99220	<input type="checkbox"/>
263429	<input type="checkbox"/>
294416	<input type="checkbox"/>
297273	<input type="checkbox"/>
297274	<input type="checkbox"/>
297275	<input type="checkbox"/>
297276	<input type="checkbox"/>
297277	<input type="checkbox"/>
297278	<input type="checkbox"/>
297279	<input type="checkbox"/>
297280	<input type="checkbox"/>

On the right side of the dialog, there is a summary section with three rows:

- Found on both sites (grey background)
- Found in database (red background)
- Found in memory (green background)

At the bottom of the dialog, there are three buttons: "Refresh memory" (blue), "Delete from database" (grey), and "Add to database" (grey). The background of the screenshot shows a blurred view of the equipment list with columns for Name, Camera, and other details.

On this screen, you may select the codes and apply 3 actions:

- Update memory: Update all codes in the memory, add codes that were not in the memory to the memory.
- Delete from database: Delete the codes that do not exist in the memory from the database.
- Add to database: Add the codes that exist in a memory but do not exist in Cloud Assistant to the database.

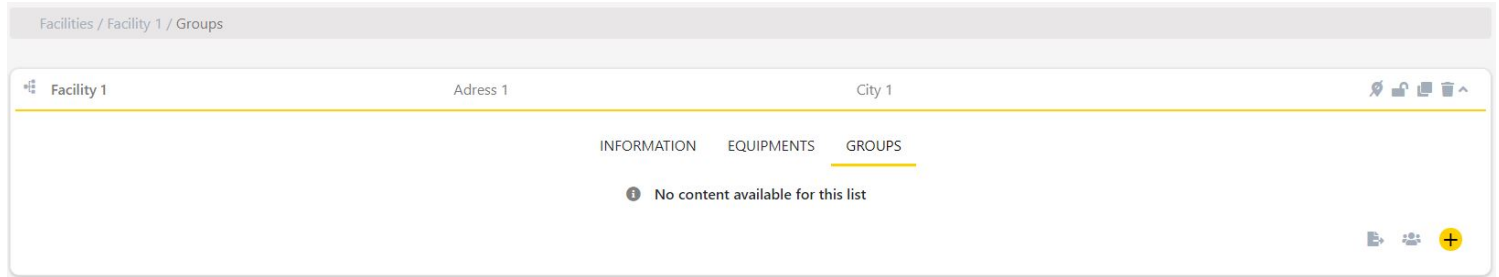
Groups

Groups

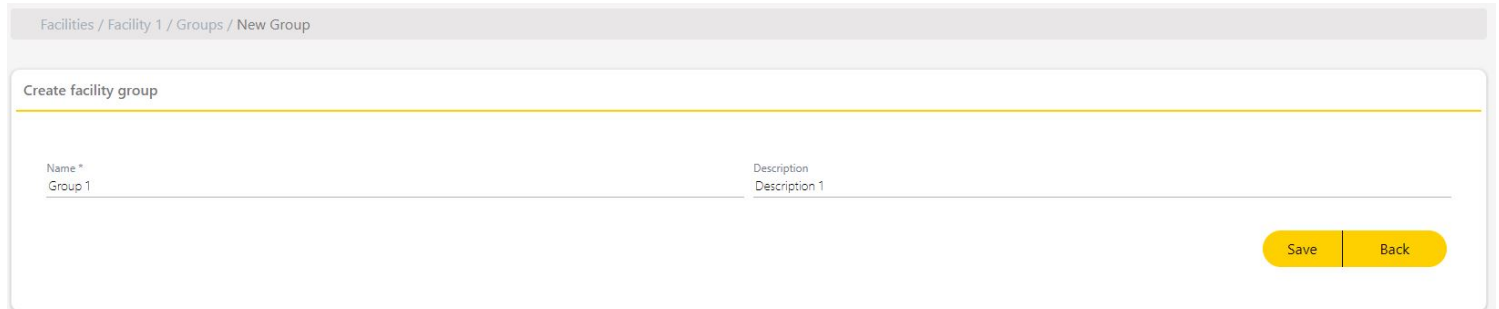
Groups are sets of codes to assign to facilities.

There are transmitter codes and reservations within the groups . The transmitter codes are codes from physical controls registered in Cloud Assistant. Reservations are spaces that are occupied or reserved for future transmitters.

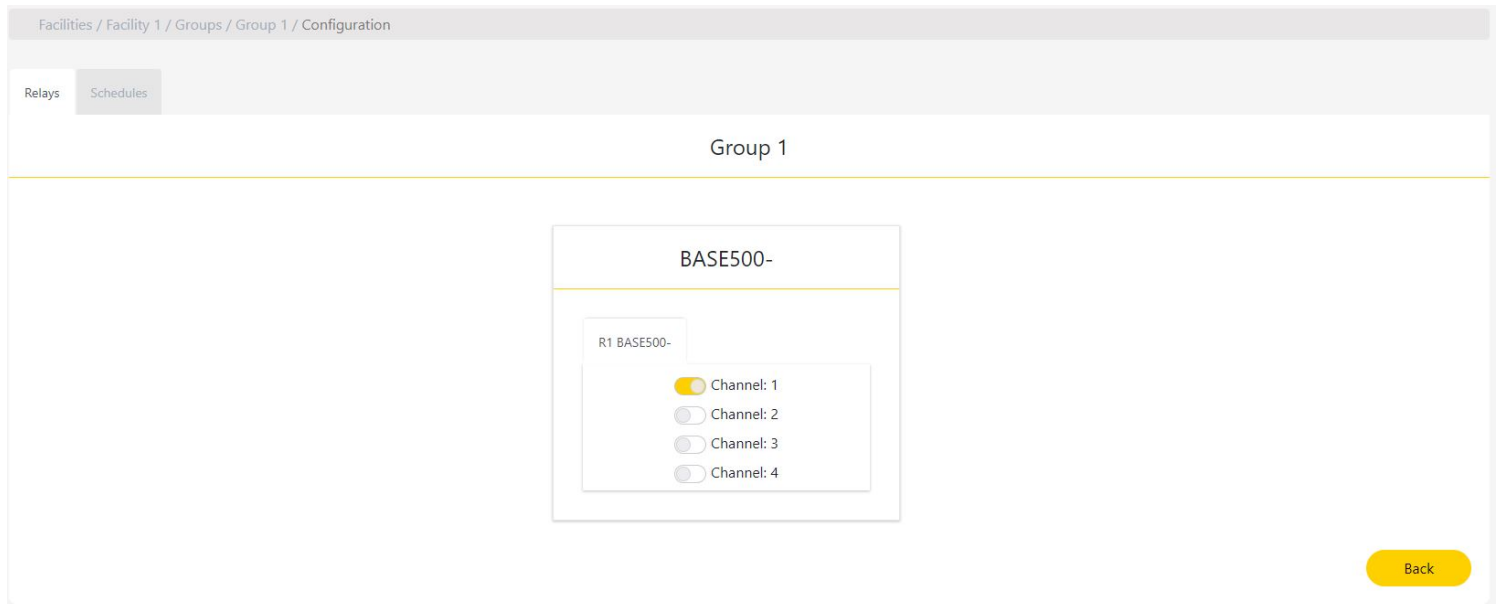
To create a group, we must go to a facility, under the Groups tab, and create a group by clicking the + button (lower right-hand corner):



Complete the fields. "Save".



Assign which transmitter channel can activate the relay of the facility's equipment. When you assign the channel and the relay, it saves automatically. "Back".

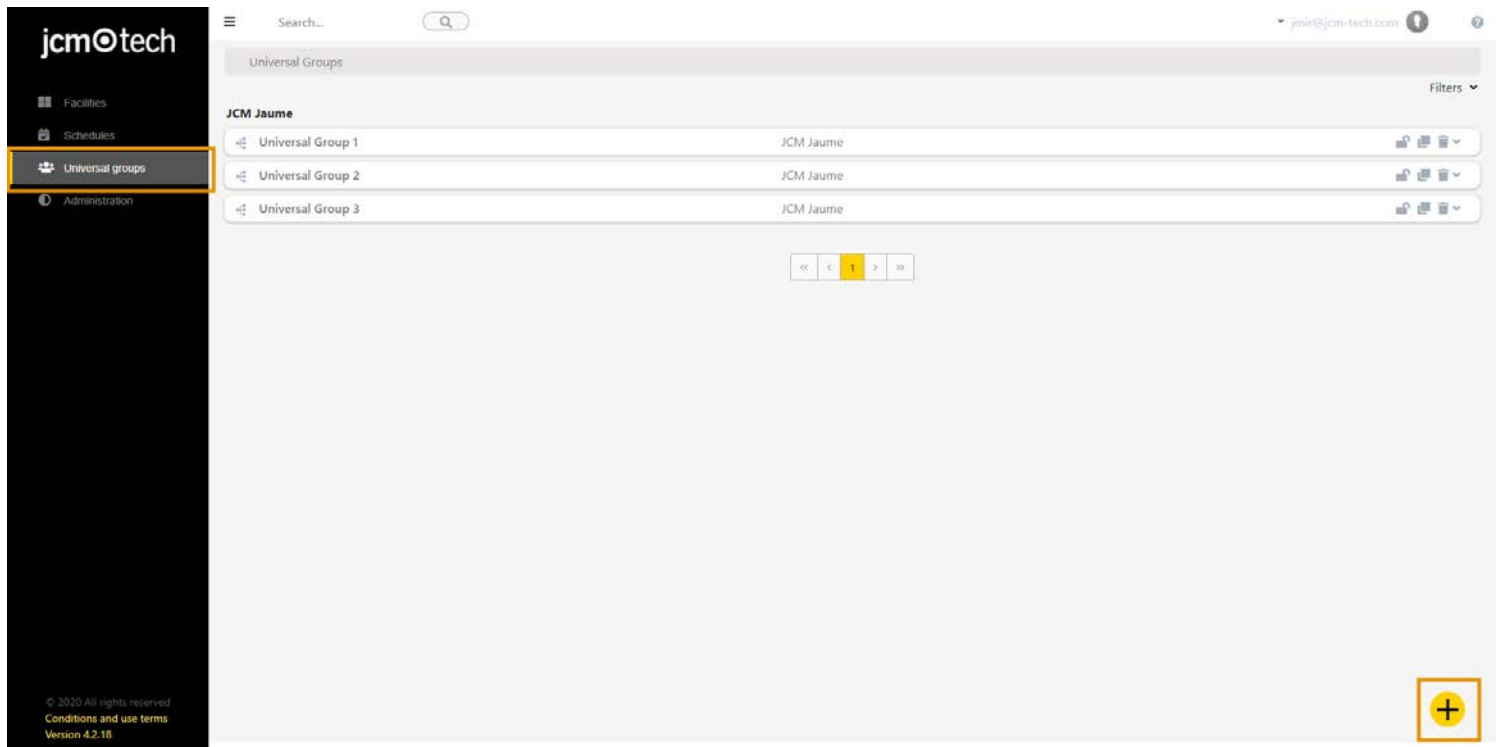


Universal groups

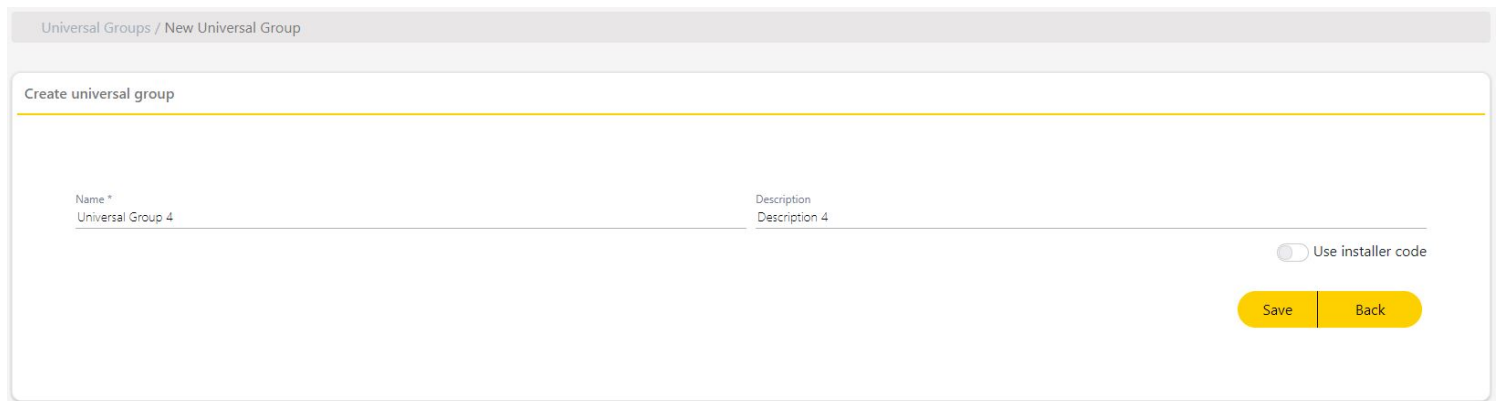
Unlike a facility group, Universal groups can be assigned to several facilities, such that one transmitter code may activate several pieces of equipment from different facilities with no need to create new group for each facility.

Normally, these are used for maintenance technicians.

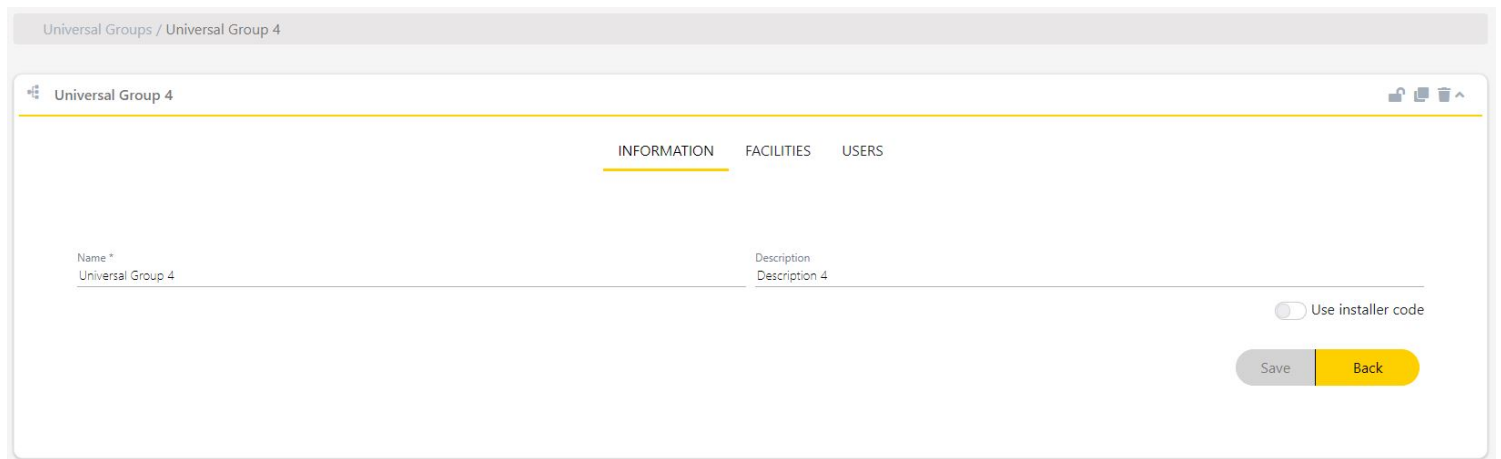
To create a Universal group, you must go to the Universal groups page and click the + button (lower right-hand corner).



Complete the fields. "Save".



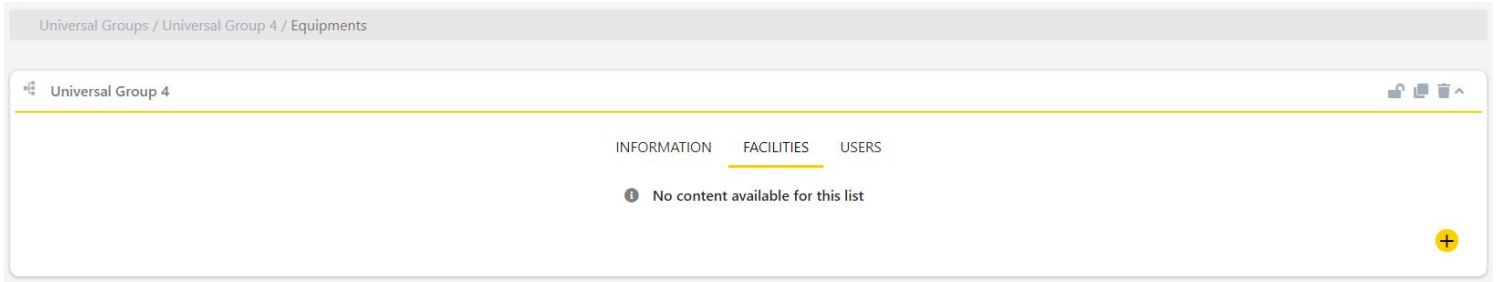
Three tabs: Information, Facilities, and Users.




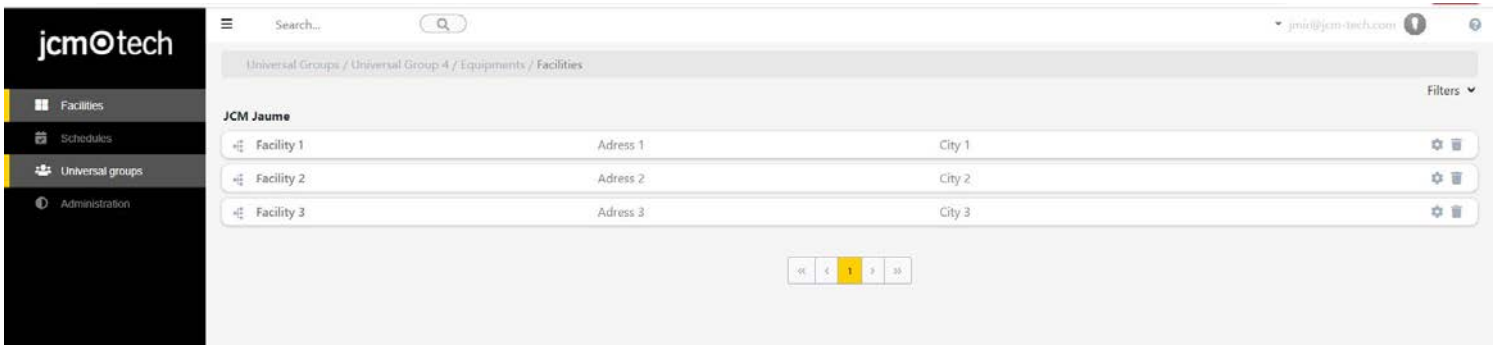
- **Information:** edit the universal group's information.
- **Facilities:** assign the universal group in the facilities created.
- **Users:** register codes and reservations.

Assign Universal groups to Facilities

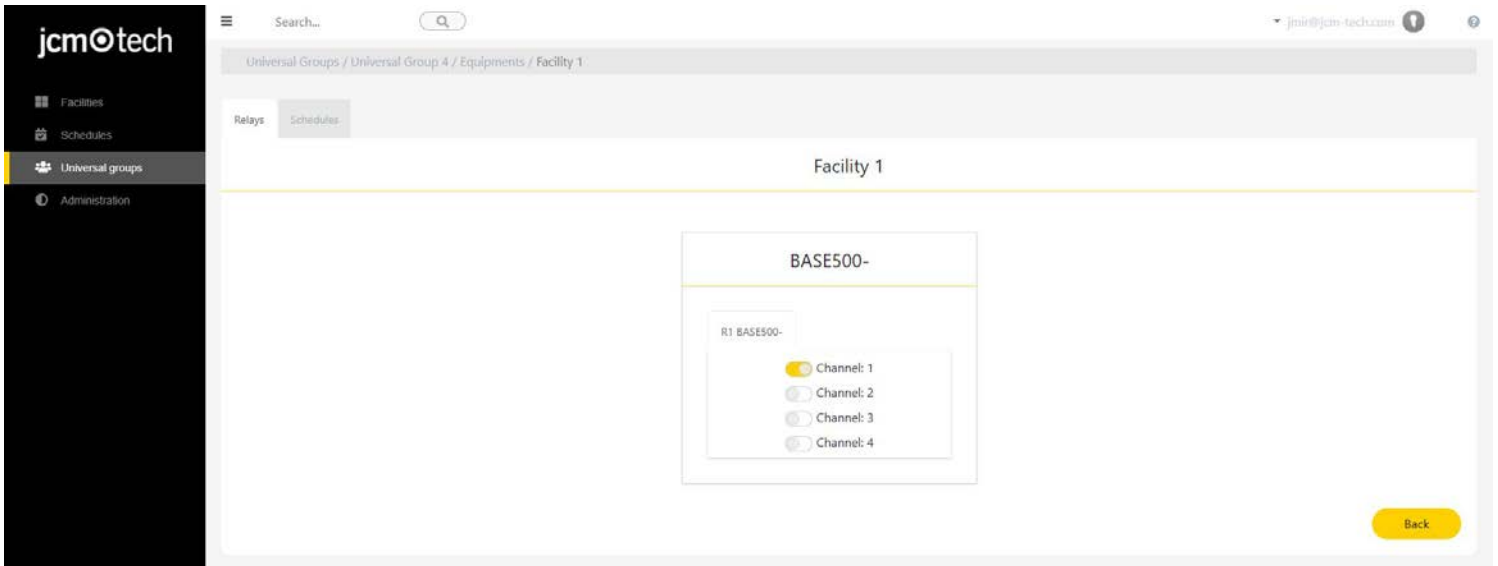
In the Facilities tab of the universal group, click the + button (lower right-hand corner).



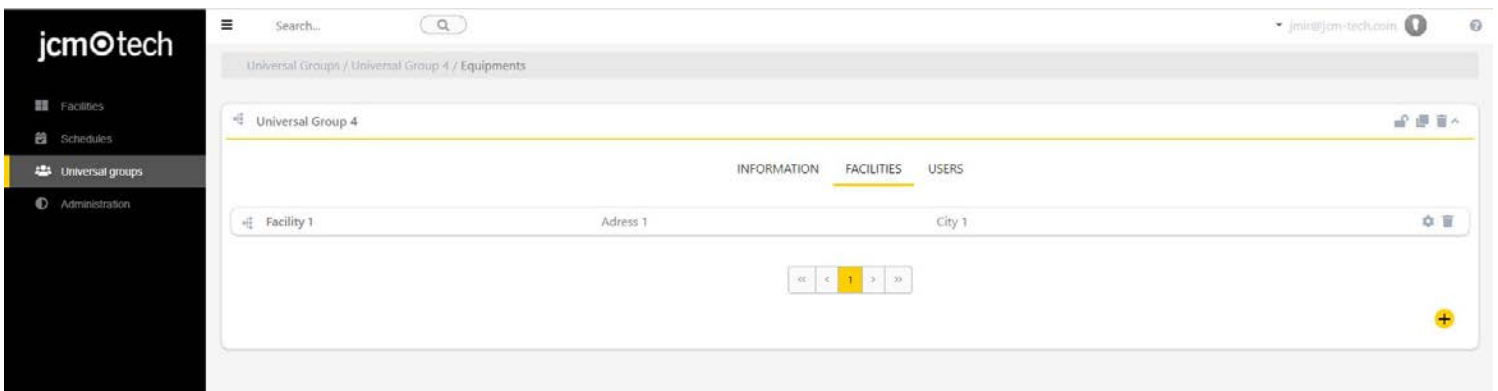
Select the desired facility by clicking the gear icon .



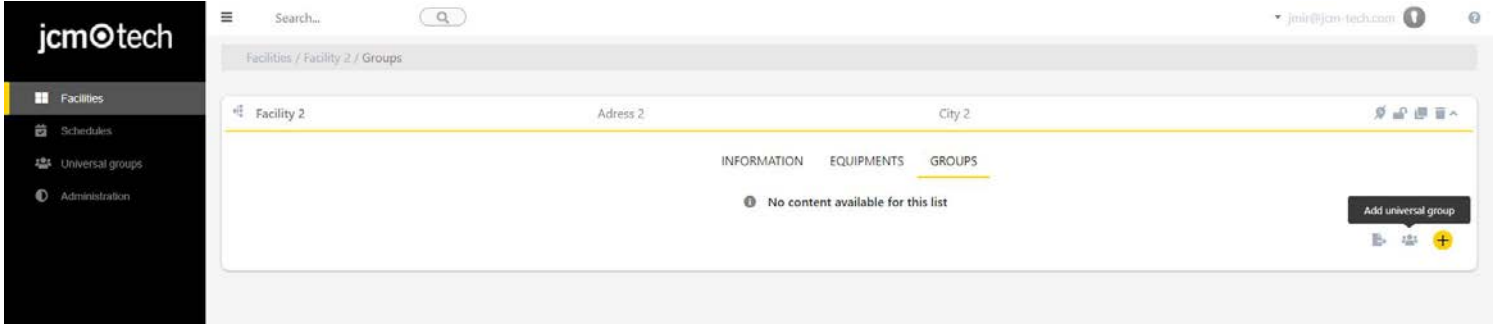
Select the relay and channel to assign to a set. Optionally, schedules can also be assigned if the equipment allows doing so. "Back".



Now the assigned facility will appear in the universal group's facility tab.



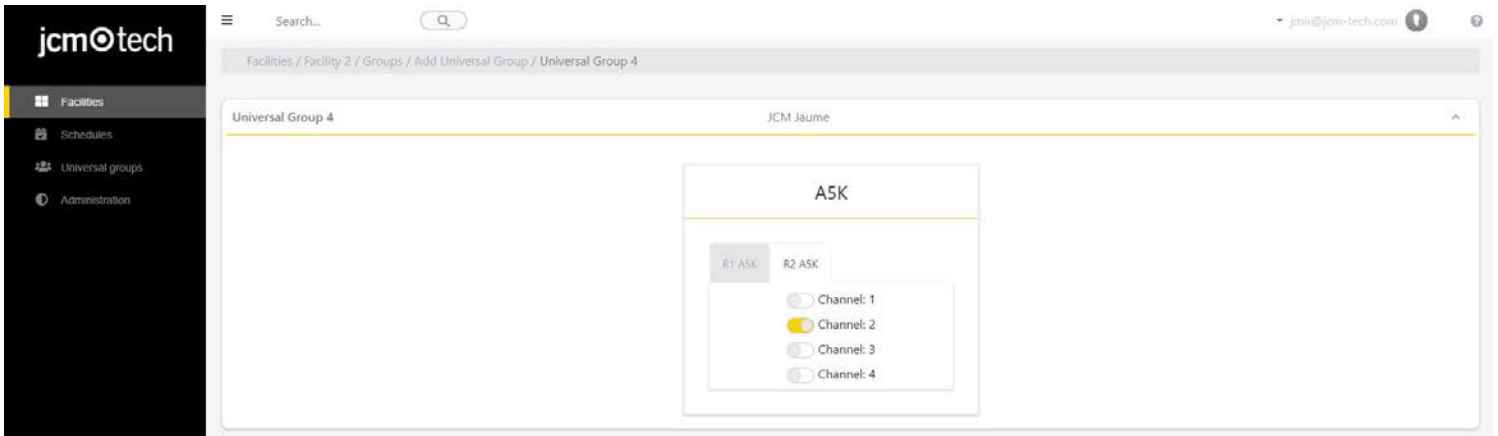
A universal group may be added to a facility from the groups tab on the facilities screen, using the “Add a universal group” icon.



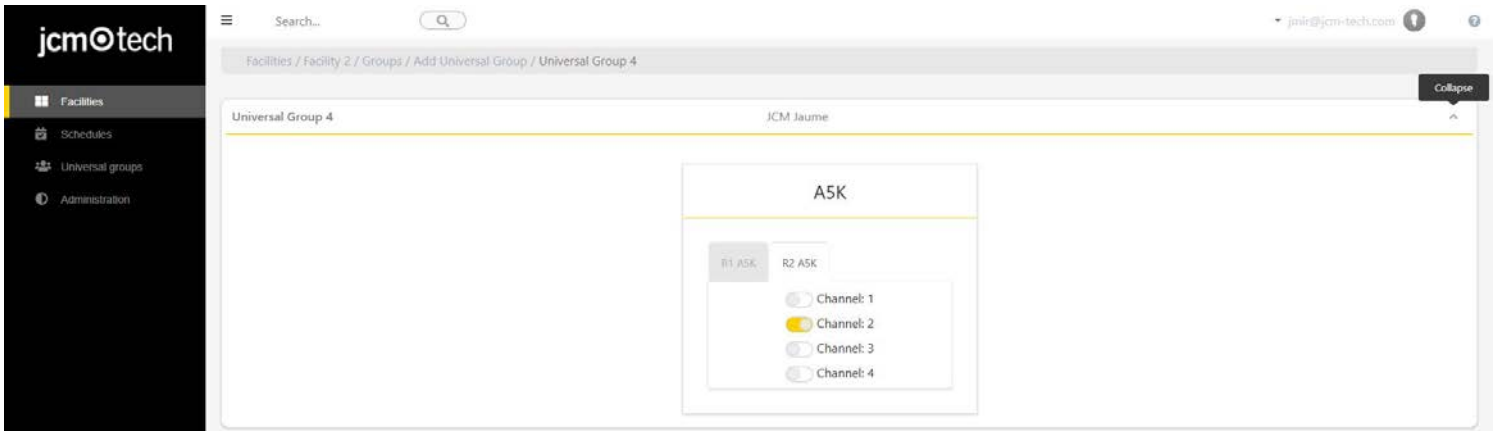
Select a group.



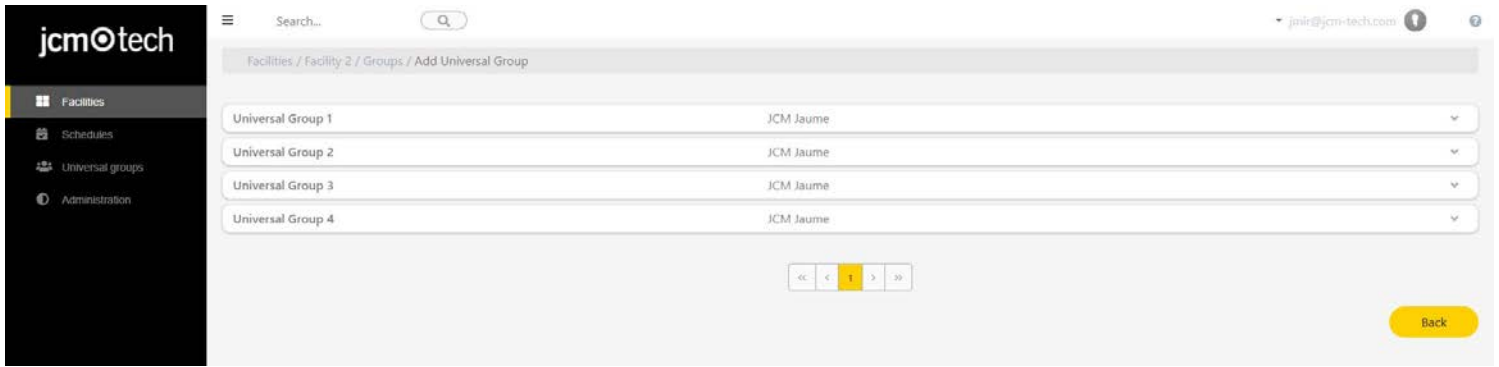
Assign relays.



"Collapse".

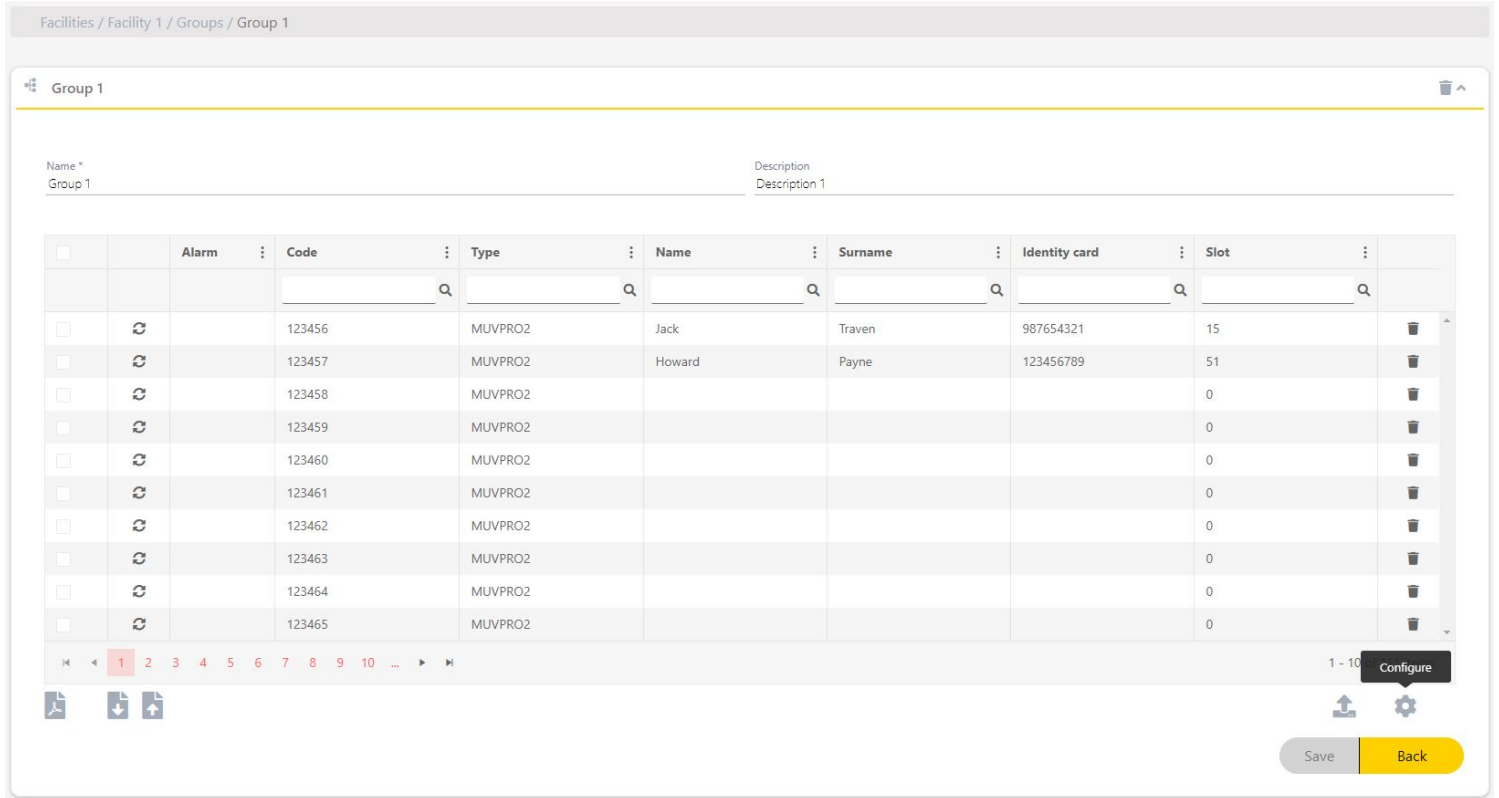


Select more universal groups if you wish to add more (repeat previous step). After adding the groups: "Back".

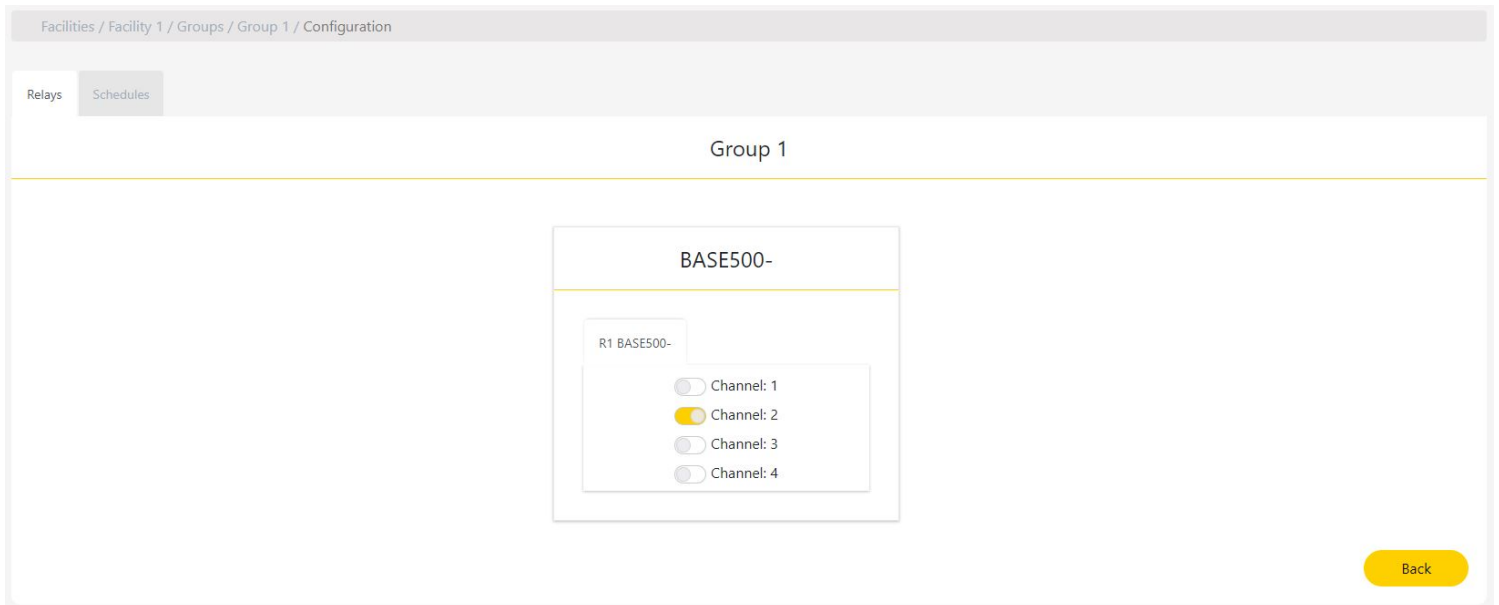


Edit and Delete Group Assignments

To edit and delete group assignments, on the Group screen for the facility, click "Configure".

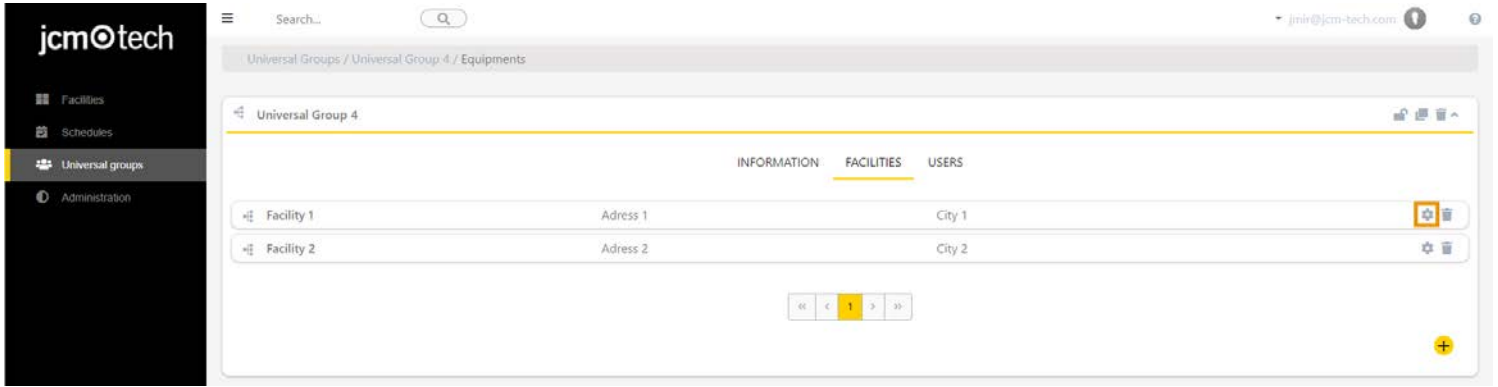


Adjust settings. "Back".

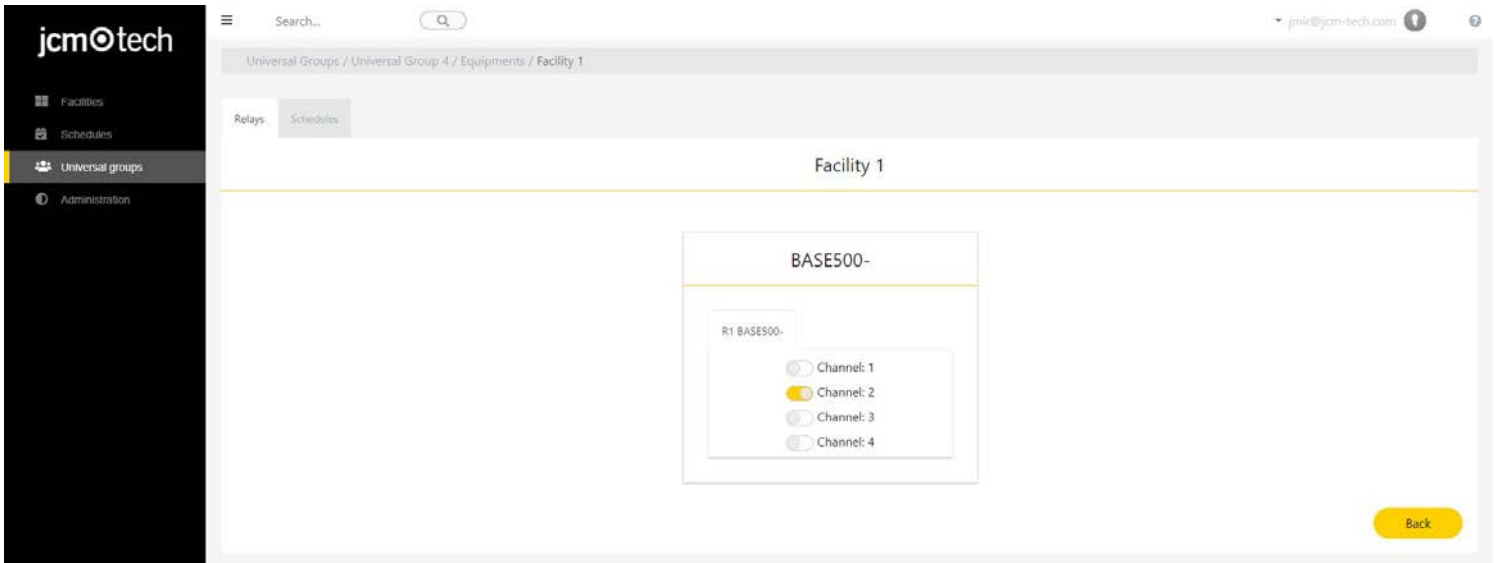


Edit and Delete Universal Groups Assignments

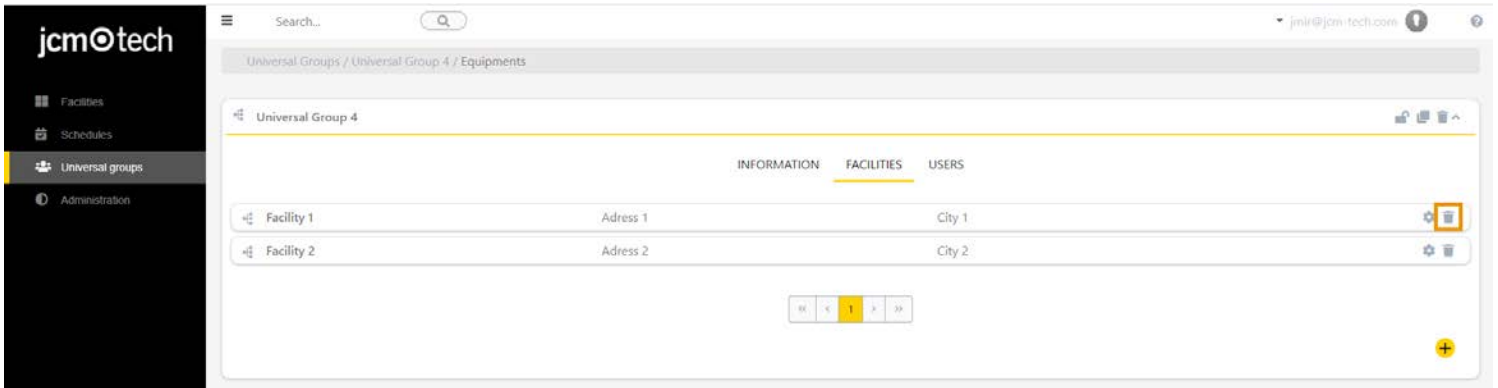
To edit and delete universal group assignments, click "Configure" on the universal set's Facilities tab.



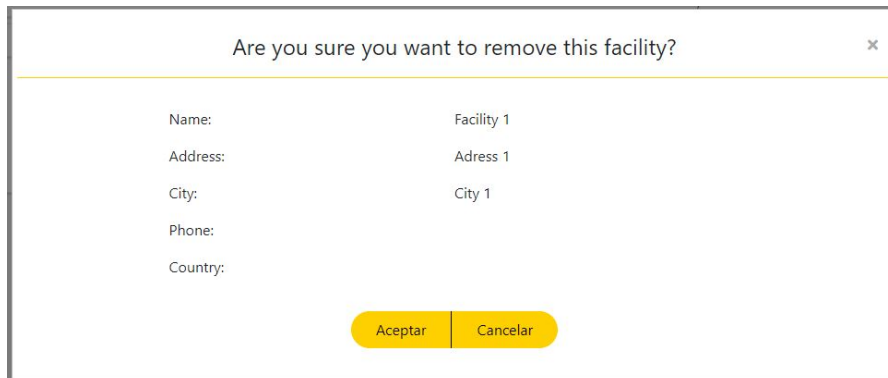
Adjust settings. "Back".



To delete the universal group for an facility, click "Delete".

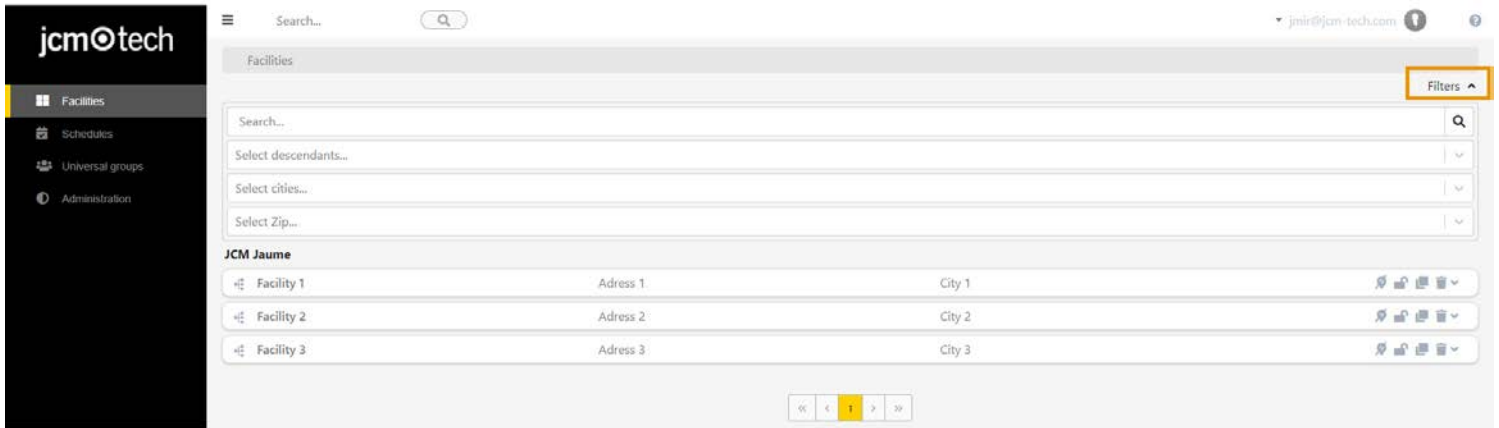


"Delete".

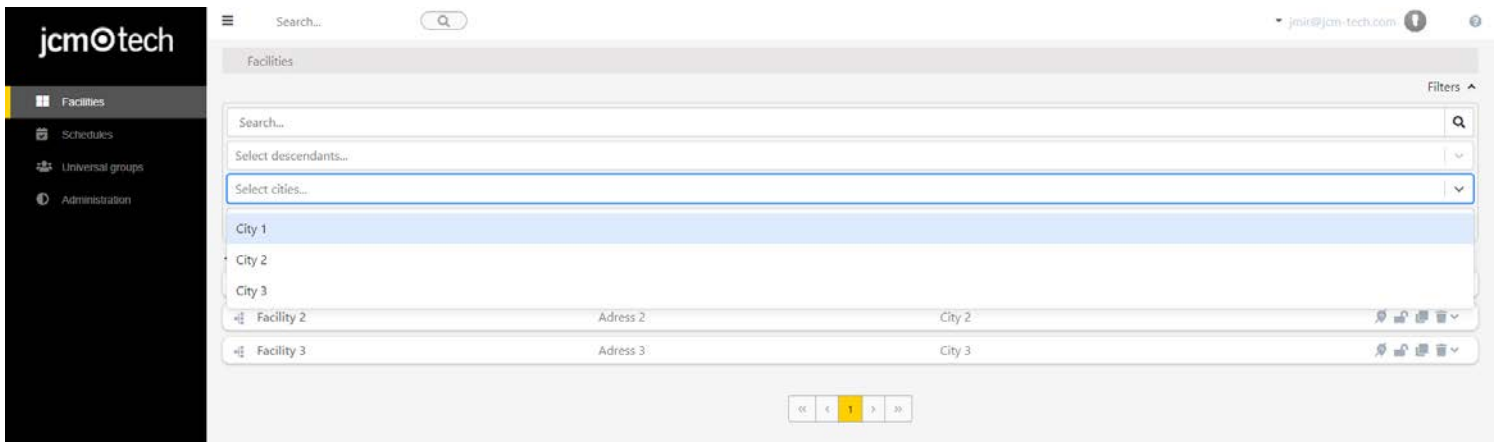


Search and Filter (Facilities, Schedules , and Universal Groups)

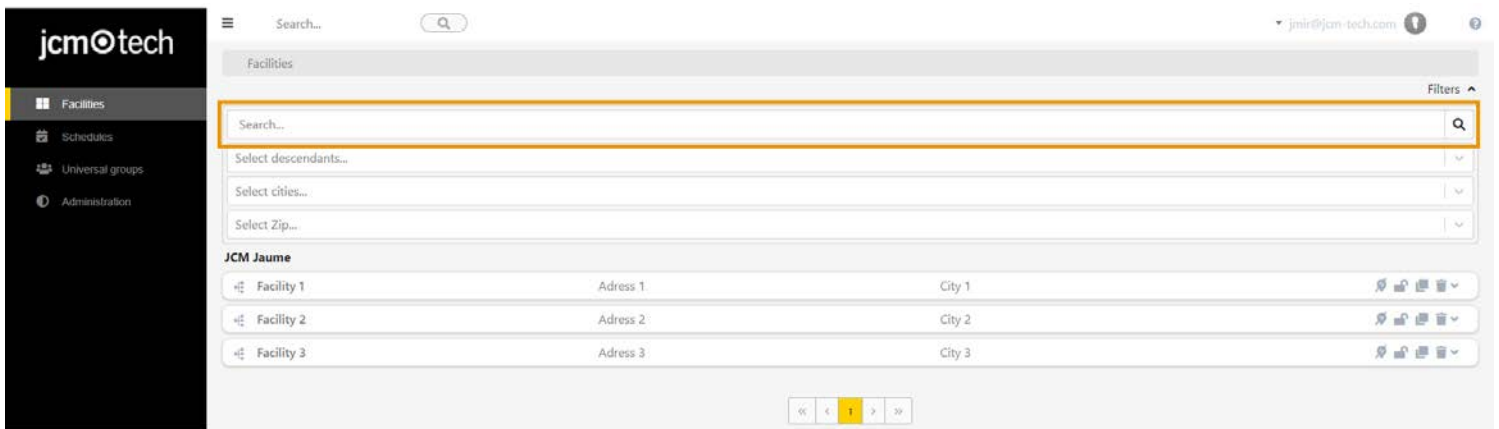
To search and filter in Facilities, Schedules, and Universal Groups, click "Filters".



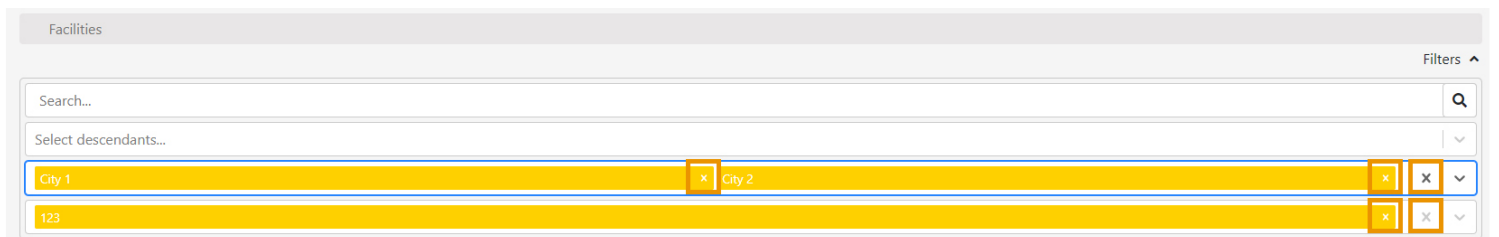
Filter by fields.



The Search box is to search by facility name, schedules, or universal group.



Delete filters.

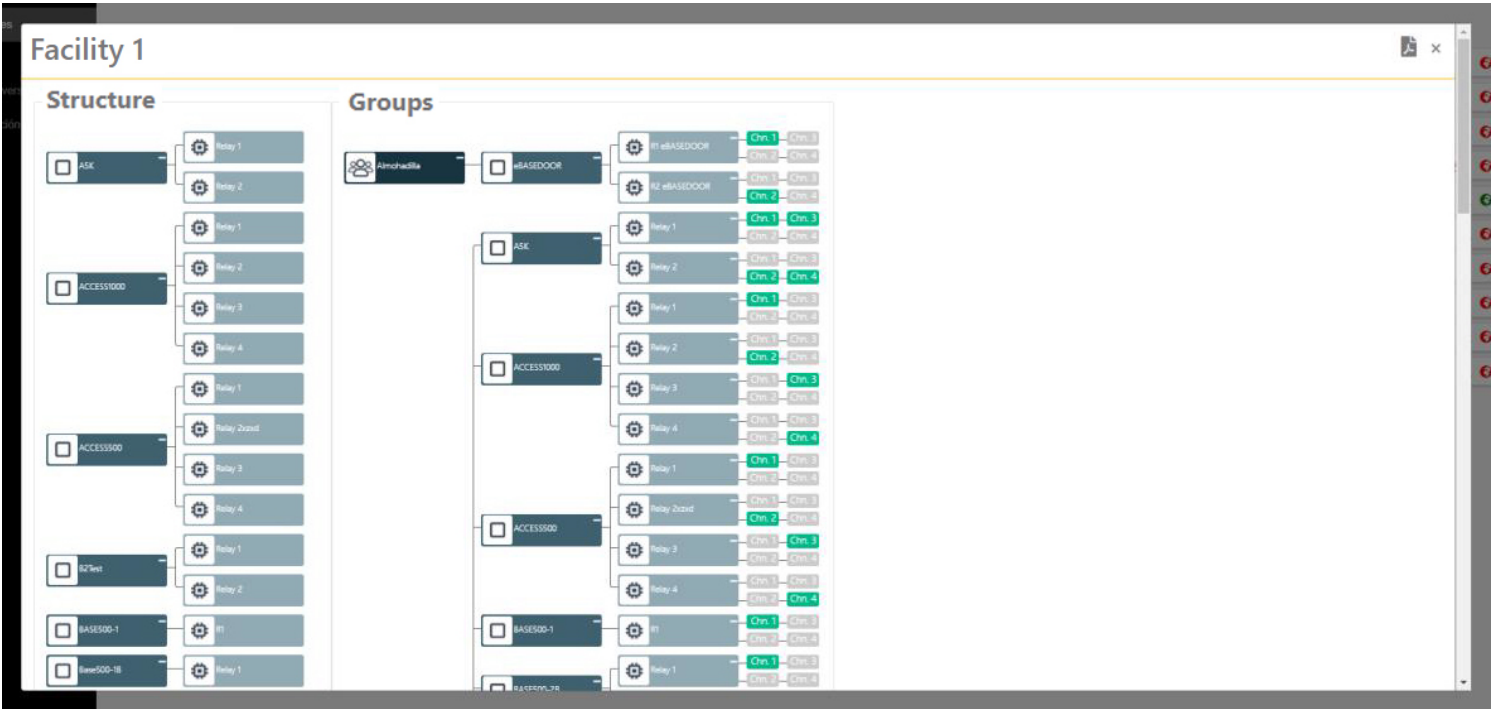


Map of Facility, Group, and Universal Set

To see the map of an Facility, Group or Universal Group on the page, click "Map".

Facilities				Filters
Map	Volume			
Facility 1	Adress 1	City 1	  	
Facility 2	Adress 2	City 2	  	
Facility 3	Adress 3	City 3	  	

<< < 1 > >>



Icons

Connection (Facilities and Equipment)



Indicates whether devices have a signal to connect.

Red for equipment means it is not connected to the Internet or has lost its signal.

Red for a facility means that at least one piece of its equipment is not connected to the Internet or has lost its signal.

When green, the piece of equipment or all equipment in a facility is/are connected or has/have signal.

Maintenance (Facilities)



When you create a facility, there is a maintenance date, which must be updated by the installer every time this facility is maintained. If the date passes, this icon appears, indicating the maintenance must be conducted.

Geolocation (Facilities)



In red when a location has not been assigned.

Green if a location has been assigned; when clicked, Google Maps opens up.

Installer Code (All)



Indicates whether the facility works with an installer code.

Clone (All)



Clone, duplicate, an facility, equipment, or group.

Delete (All)



Save Settings (Equipment)



Compare Memory (Equipment)



Remote Status (Equipment)



Only for connected equipment. Show the door's current status, information on the device connection, physical entries, radio sensors, and device relays.

Codes

Register codes and reservations

On the group screen, click "Enroll code".

Facilities / Facility 1 / Groups / Group 1

Group 1 🗑️ ^

Name * Description

<input type="checkbox"/>	Alarm	Code	Type	Name	Surname	Identity card	Slot
		<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

There is no data available.

Enroll code 0 items

Save Back

Facilities / Facility 1 / Groups / Group 1 / Enroll process

Manual
Sequential
Reserve

	Available	Reserved	Used
	500	0	0

Device * Code *

Name Surname

Id card Slot

Accept
Back

Manual

On the Manual tab. Register codes one-by-one. Complete the fields. "Accept".

Facilities / Facility 1 / Groups / Group 1 / Enroll process

Manual
Sequential
Reserve


	Available	Reserved	Used
	500	0	0

Device * Code *

Name Surname

Id card Slot

Accept
Back



The icon  is to save the code with the Assistant Panel. Click the icon and click the transmitter buttons on the Assistant Panel.

Sequential

On the Sequential tab. Register codes sequentially.
Complete the fields. "Accept".

Facilities / Facility 1 / Groups / Group 1 / Enroll process

Manual Sequential Reserve

		Available	Reserved	Used
		499	0	1
Device * MUVPRO2	Number of fobs * 100			
Initial Code *  123457	End code *  123556			
Name	Surname			
Id card	Slot			

Accept Back

Reservations

In the Reservations tab. Reservation memory spaces for future transmitters.
Complete the fields. "Accept".

Facilities / Facility 1 / Groups / Group 1 / Enroll process

Manual Sequential Reserve

		Available	Reserved	Used
		399	0	101
Device * MUVPRO2	Number of fobs * 10			
Name	Surname			
Id card	Slot			

Accept Back

Code Replacements

Click "Replace" on the transmitter to be replaced and click the buttons for the new transmitter on the Assistant Panel.

Facilities / Facility 1 / Groups / Group 1

Group 1

Name * Group 1 Description Description 1

<input type="checkbox"/>	Alarm	Code	Type	Name	Surname	Identity card	Slot	
<input type="checkbox"/>	Replace	123456	MUVPRO2	Jack	Traven	987654321	15	
<input type="checkbox"/>		123457	MUVPRO2				0	
<input type="checkbox"/>		123458	MUVPRO2				0	
<input type="checkbox"/>		123459	MUVPRO2				0	
<input type="checkbox"/>		123460	MUVPRO2				0	
<input type="checkbox"/>		123461	MUVPRO2				0	
<input type="checkbox"/>		123462	MUVPRO2				0	
<input type="checkbox"/>		123463	MUVPRO2				0	
<input type="checkbox"/>		123464	MUVPRO2				0	
<input type="checkbox"/>		123465	MUVPRO2				0	

1 - 10 of 111 items

Save Back

Code List

A set's screen lists the added control and reservation codes.

Organise and Search

Organise and search by field.

Facilities / Facility 1 / Groups / Group 1

Group 1

Name * Group 1 Description Description 1


<input type="checkbox"/>	Alarm	Code	Type	Name	Surname	Identity card	Slot	
<input type="checkbox"/>		123456	MUVPRO2	Jack	Traven	987654321	15	
<input type="checkbox"/>		123457	MUVPRO2				0	
<input type="checkbox"/>		123458	MUVPRO2				0	
<input type="checkbox"/>		123459	MUVPRO2				0	
<input type="checkbox"/>		123460	MUVPRO2				0	
<input type="checkbox"/>		123461	MUVPRO2				0	
<input type="checkbox"/>		123462	MUVPRO2				0	
<input type="checkbox"/>		123463	MUVPRO2				0	
<input type="checkbox"/>		123464	MUVPRO2				0	
<input type="checkbox"/>		123465	MUVPRO2				0	

1 - 10 of 111 items

Save Back

Edit code information

Facilities / Facility 1 / Groups / Group 1

Group 1 

Name * Group 1 Description Description 1


<input type="checkbox"/>	Alarm	Code	Type	Name	Surname	Identity card	Slot	
<input type="checkbox"/>		123456	MUVPRO2	Jack	Traven	987654321	15	
<input type="checkbox"/>		123457	MUVPRO2	Howard	Payne	123456789	51	
<input type="checkbox"/>		123458	MUVPRO2				0	
<input type="checkbox"/>		123459	MUVPRO2				0	
<input type="checkbox"/>		123460	MUVPRO2				0	
<input type="checkbox"/>		123461	MUVPRO2				0	
<input type="checkbox"/>		123462	MUVPRO2				0	
<input type="checkbox"/>		123463	MUVPRO2				0	
<input type="checkbox"/>		123464	MUVPRO2				0	
<input type="checkbox"/>		123465	MUVPRO2				0	

1 - 10 of 111 items

Copy, move, and delete codes

Select the codes to copy, move, or delete.

Facilities / Facility 1 / Groups / Group 1

Group 1 

Name * Group 1 Description Description 1

<input type="checkbox"/>	Alarm	Code	Type	Name	Surname	Identity card	Slot	
<input checked="" type="checkbox"/>		123456	MUVPRO2	Jack	Traven	987654321	15	
<input checked="" type="checkbox"/>		123457	MUVPRO2	Howard	Payne	123456789	51	
<input type="checkbox"/>		123458	MUVPRO2				0	
<input type="checkbox"/>		123459	MUVPRO2				0	
<input type="checkbox"/>		123460	MUVPRO2				0	
<input type="checkbox"/>		123461	MUVPRO2				0	
<input type="checkbox"/>		123462	MUVPRO2				0	
<input type="checkbox"/>		123463	MUVPRO2				0	
<input type="checkbox"/>		123464	MUVPRO2				0	
<input type="checkbox"/>		123465	MUVPRO2				0	

1 - 10 of 111 items

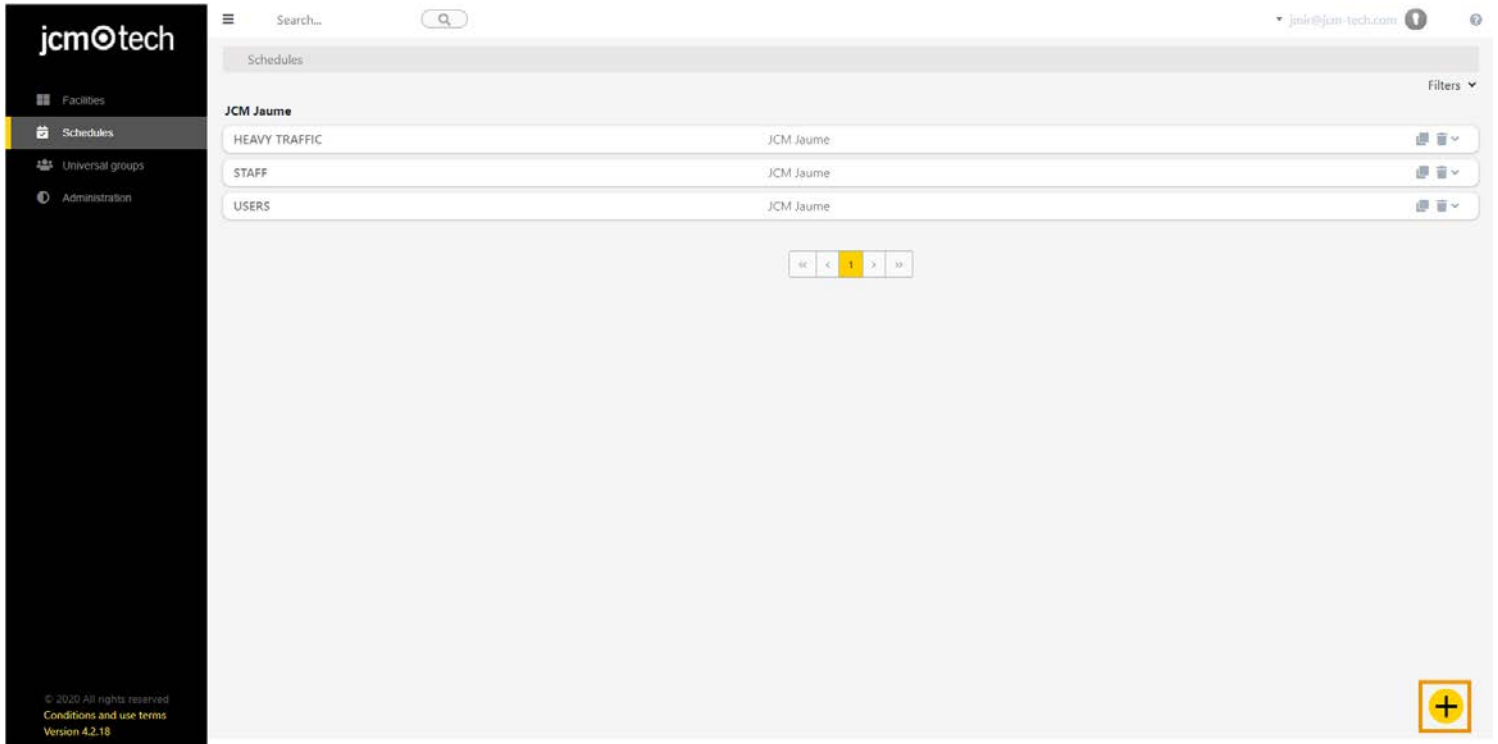
- **Delete:** erase code
- **Move:** move code to another facility.
- **Copy:** copy code to another facility.

Schedules

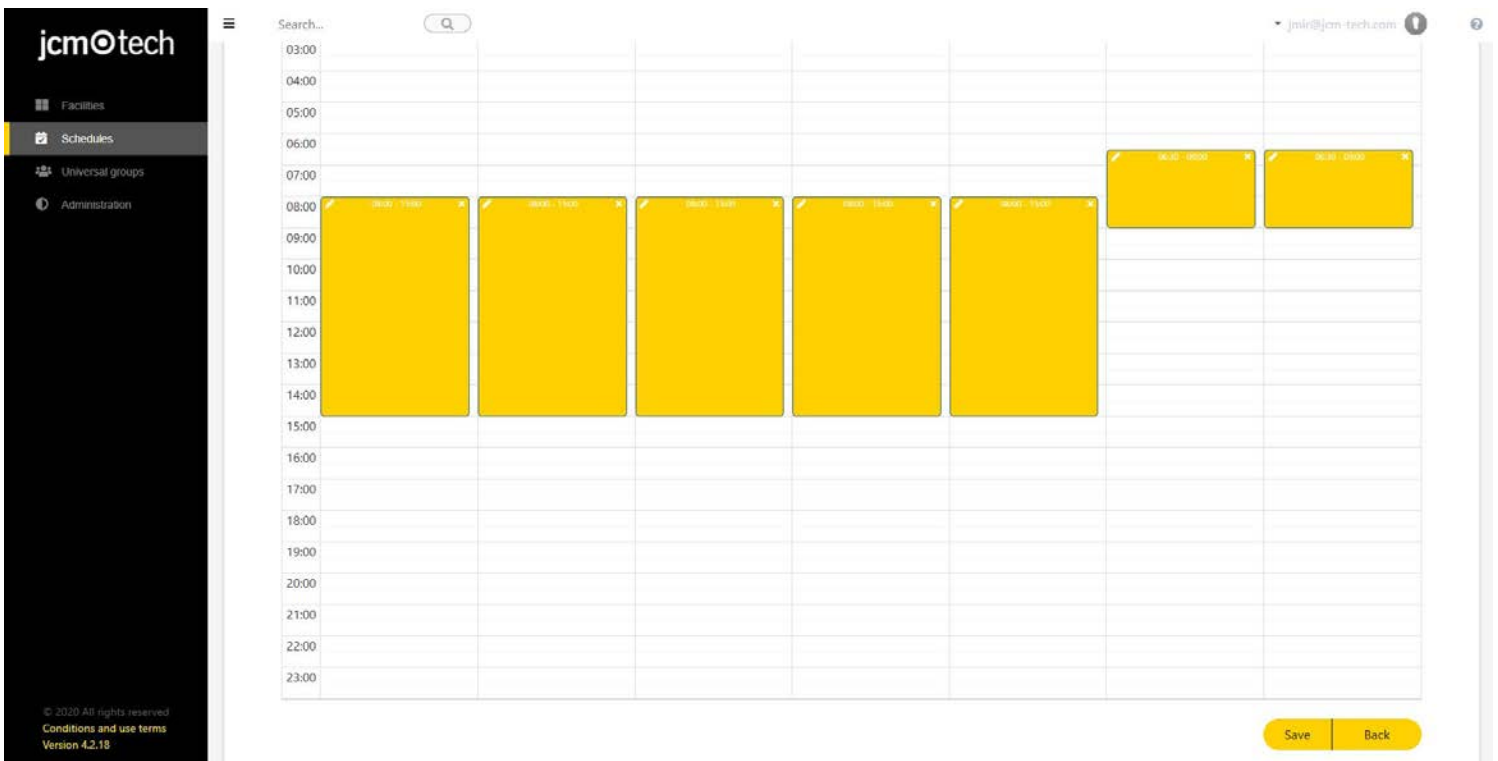
Hours set the time frame when transmitters in a set are allowed to operate.

Create Schedules

To create schedules, on the Schedules screen, click on the + icon (lower right-hand corner).



Complete the fields. Select the hours. "Save".



Edit Schedules

On the Schedules screen, select the hours you wish to edit. Create, edit, and/or delete time slots. "Save".

Update schedule ✕

Starting day *
Monday ▼

Starting hour *
8 ▼

Starting minute *
30 ▼

Ending day *
Monday ▼

Ending hour *
15 ▼

Ending minute *
30 ▼

Save
Cancel

Assign Schedules to Groups and Universal Groups

On the Settings screen for the group, select the Schedules tab. Select the schedules to be assigned for each relay.

Universal Groups / Universal Group 4 / Equipments / Facility 2

Relays

Schedules

A5K

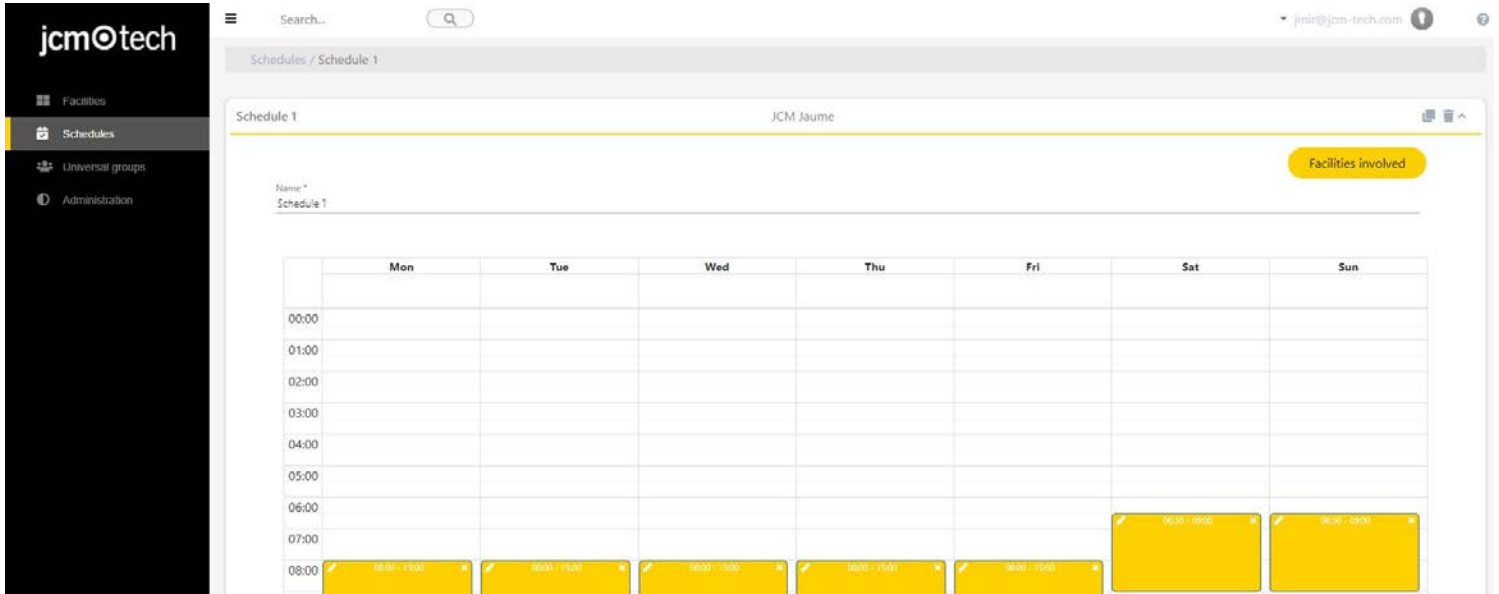
R1 A5K
HEAVY TRAFFIC ▼

R2 A5K
-- ▼

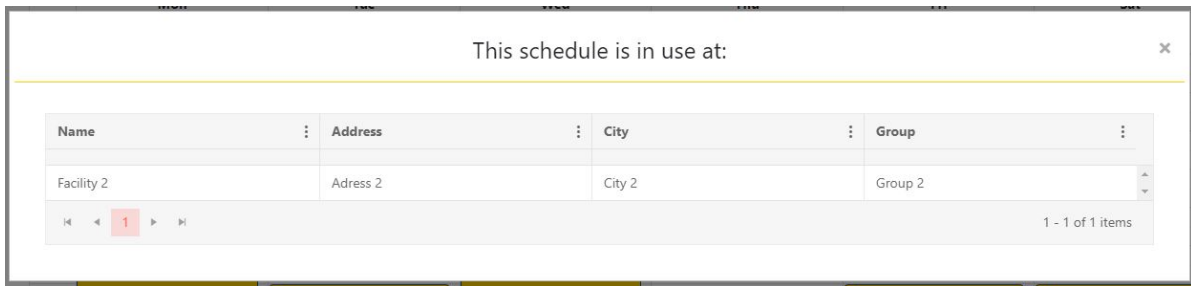
Back

See Assigned Facilities

One same time slot can be assigned to different groups or equipment in one same or different facilities.
To see assigned facilities, click "Facilities involved":



The screenshot shows the 'jcmtech' interface. On the left is a navigation menu with 'Facilities', 'Schedules', 'Universal groups', and 'Administration'. The main area displays 'Schedules / Schedule 1' for 'JCM Jaume'. A 'Facilities involved' button is visible in the top right. Below is a calendar grid with columns for days of the week (Mon-Sun) and rows for time slots (00:00-08:00). Yellow blocks representing scheduled activities are visible at the bottom of the grid, spanning from 08:00 to 19:00 on various days.



This modal window displays the following table:

Name	Address	City	Group
Facility 2	Adress 2	City 2	Group 2

At the bottom of the table, there is a pagination indicator showing '1' in a red box, and the text '1 - 1 of 1 items'.

Download and Import Files

Cloud Assistant allows you to download content in PDF and Excel files. Excel files can also be imported.



On several Cloud Assistant screens, you can find these download and importation icons. The one to the left is the PDF download icon, which we can find on the screen for groups, universal groups, or on the map screens.




Facilities / Facility 1 / Groups / Group 1



Group 1 🗑️

Name * Description

<input type="checkbox"/>	Alarm	Code	Type	Name	Surname	Identity card	Slot	
<input type="checkbox"/>	🔄	123456	MUVPRO2	Jack	Traven	987654321	15	🗑️
<input type="checkbox"/>	🔄	123457	MUVPRO2	Howard	Payne	123456789	51	🗑️
<input type="checkbox"/>	🔄	123458	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123459	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123460	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123461	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123462	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123463	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123464	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123465	MUVPRO2				0	🗑️

🏠 < 1 2 3 4 5 6 7 8 9 10 ... > ▶️ 1 - 10 of 111 items

Save
Back

The two icons in the middle are for downloading and importing Excel files, which can be found on the screen for groups. This download and importation function means the user can download the Excel file for a group, modify it and, afterward, import it to save the changes made to the code information.




Facilities / Facility 1 / Groups / Group 1



Group 1 🗑️

Name * Description

<input type="checkbox"/>	Alarm	Code	Type	Name	Surname	Identity card	Slot	
<input type="checkbox"/>	🔄	123456	MUVPRO2	Jack	Traven	987654321	15	🗑️
<input type="checkbox"/>	🔄	123457	MUVPRO2	Howard	Payne	123456789	51	🗑️
<input type="checkbox"/>	🔄	123458	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123459	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123460	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123461	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123462	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123463	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123464	MUVPRO2				0	🗑️
<input type="checkbox"/>	🔄	123465	MUVPRO2				0	🗑️

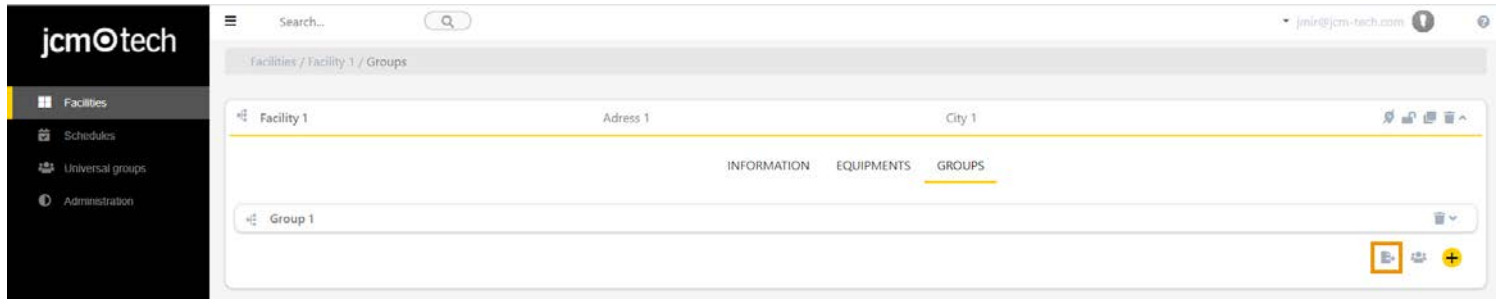
🏠 < 1 2 3 4 5 6 7 8 9 10 ... > ▶️ 1 - 10 of 111 items

Save
Back

The icon to the right shown in the image is for exporting 1 or more groups from the facility in one same file. This file is merely for informational purposes.



Implications de la modification d'un groupe, d'un dispositif ou d'un horaire

It is important to save settings again in memories of the affected equipment, in order to make the changes made when editing a group, equipment, or schedules effective. This includes equipment with and without memory card, whether equipment with remote connection or not. The only changes that do not require you to save settings are replacements for reservations or transmitters, except for eBASEDOOR.

Administration

The administration screen is only available for administrators. This screen's function is to change settings and personalise Cloud Assistant's design, equipment families, and additional settings fields. It also has the function to invite new users, manage guest administrator licenses, and manage users invited by the same administrator.

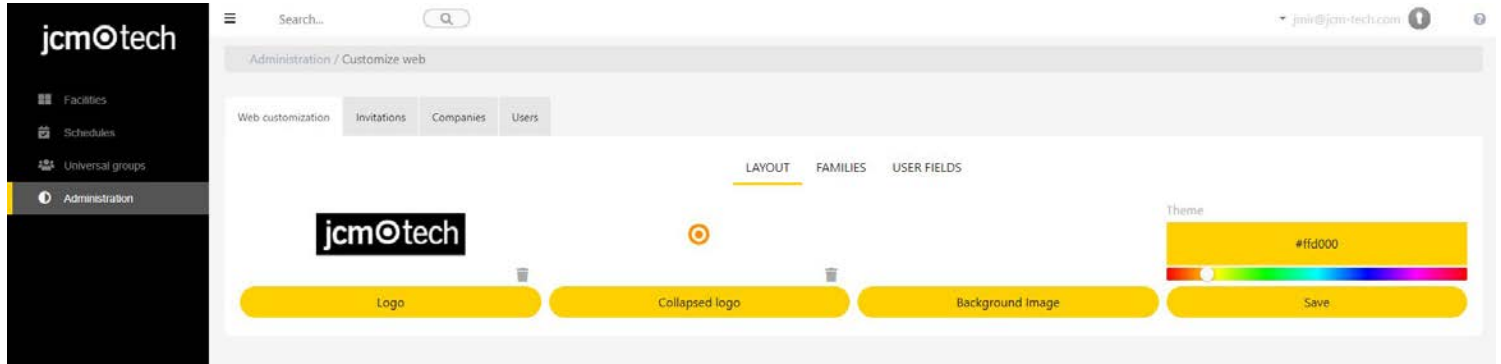
Website Personalisation

Only available to users who are administrators.

Design

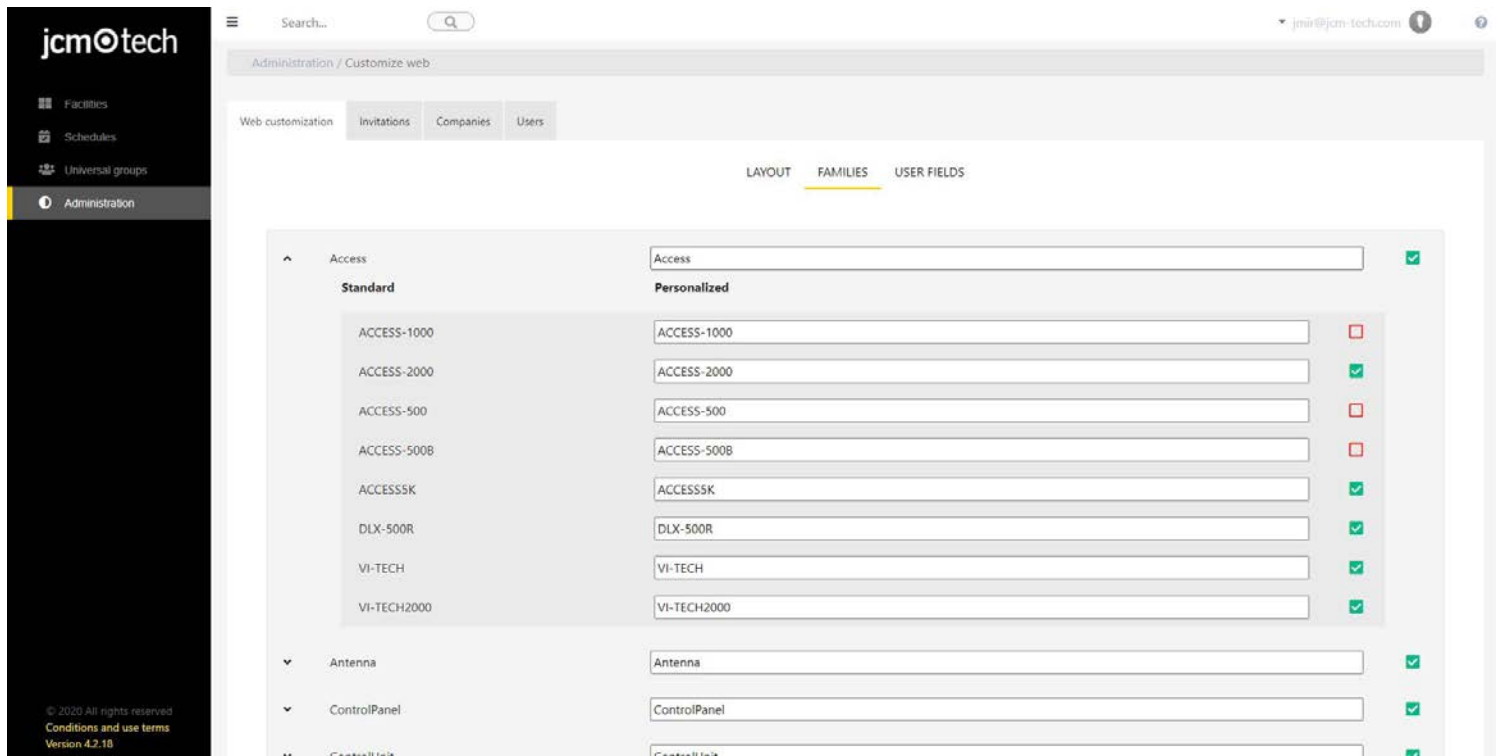
On this screen, you may modify the expanded logo and the collapsed logo on the upper-left hand part. You may also modify the background image and the interface colour.

Make changes and "Save".



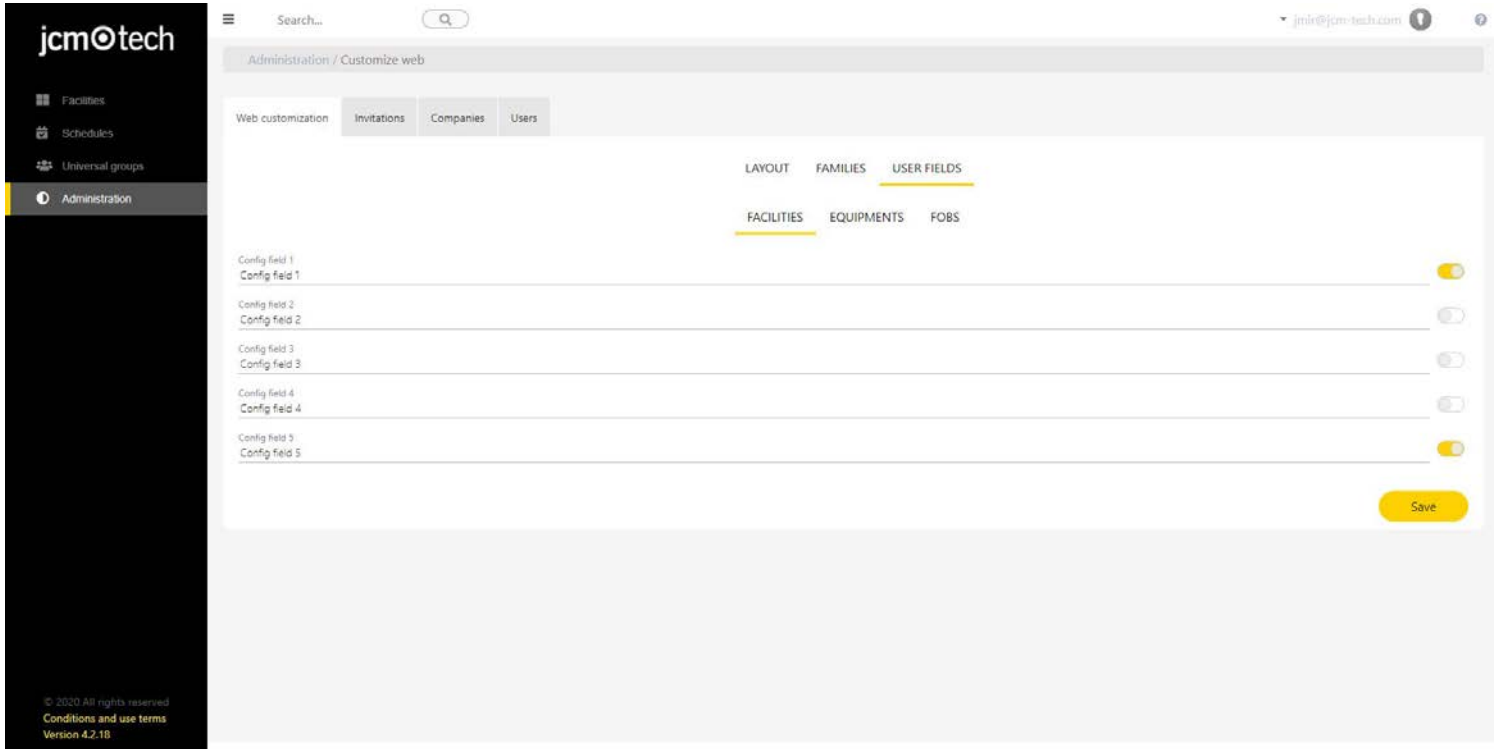
Families

On the Families tab, you can activate/deactivate equipment families and equipment. You may also assign them another name. "Save".



Add, Delete and Edit Additional Fields

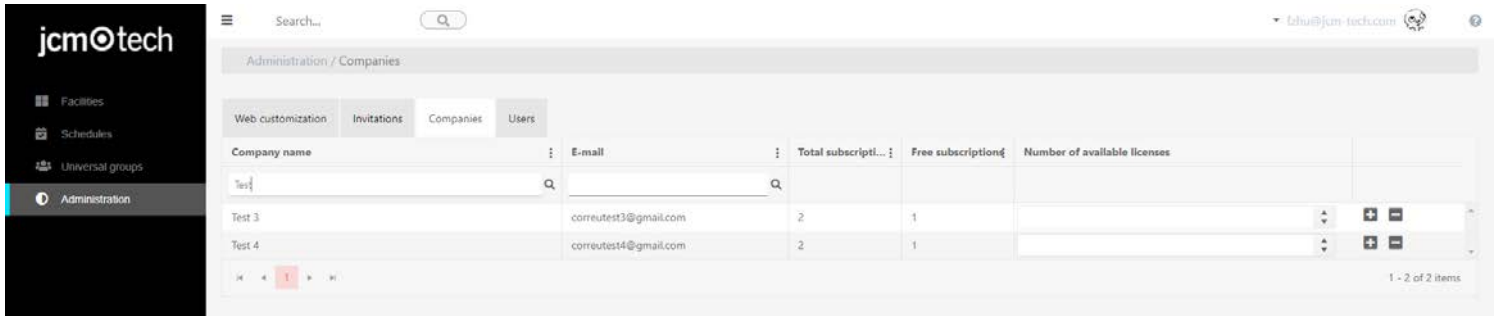
On this screen, you may add, delete, and edit additional fields for Facilities, Equipment, or Fobs.



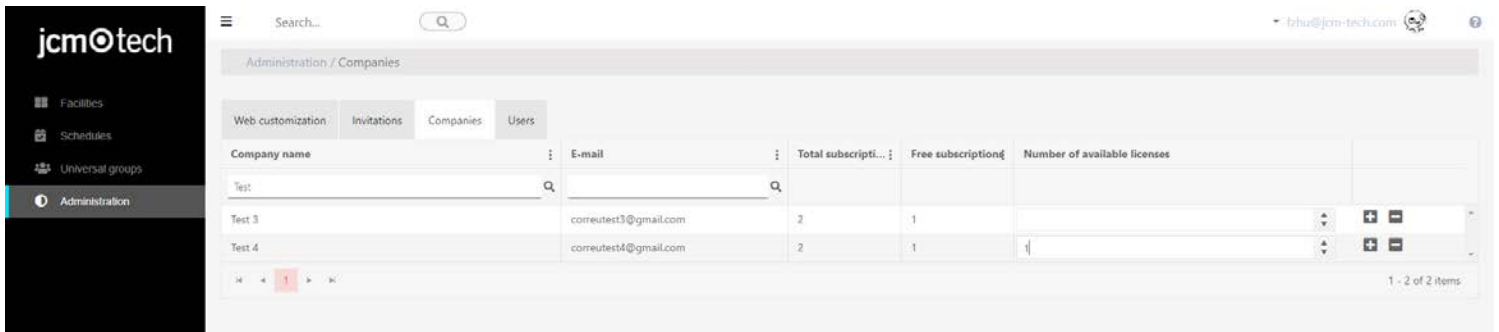
The screenshot shows the 'Administration / Customize web' interface. On the left is a dark sidebar with the 'jcmtech' logo and navigation items: Facilities, Schedules, Universal groups, and Administration (highlighted). The main content area has a search bar and a breadcrumb 'Administration / Customize web'. Below this are tabs for 'Web customization', 'Invitations', 'Companies', and 'Users'. Under 'Web customization', there are sub-tabs for 'LAYOUT', 'FAMILIES', and 'USER FIELDS' (which is selected and underlined). Below these are further sub-tabs for 'FACILITIES', 'EQUIPMENTS', and 'FOBS'. The main area displays five rows of configuration fields, each with a label 'Config field X' and a toggle switch on the right. The first and fifth rows have their toggles turned on (yellow), while the others are off (grey). A yellow 'Save' button is located at the bottom right of the configuration area. At the bottom left of the sidebar, there is a copyright notice: '© 2020 All rights reserved. Conditions and use terms. Version 4.2.1B'.

Companies

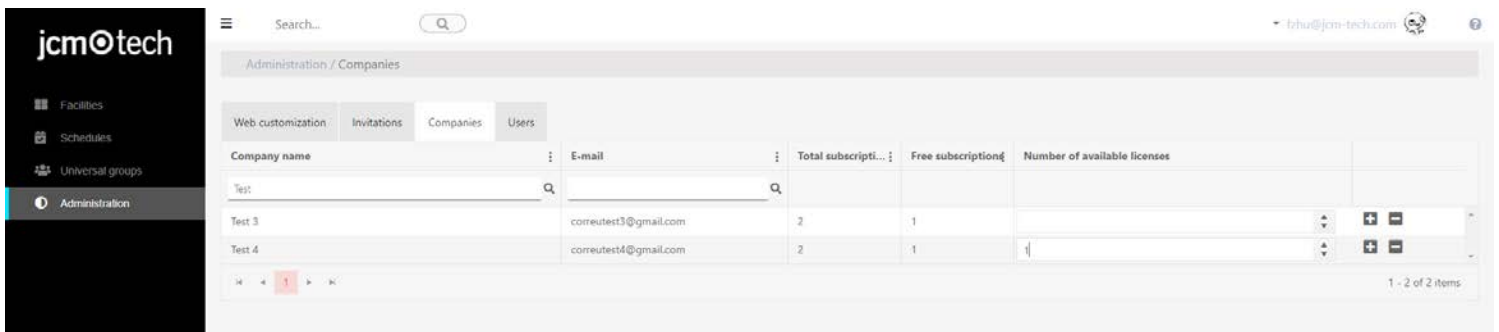
The Companies screen shows us guest administrators that have accepted the invitation. On this list, you can find the company name, the email address that invited them, the company's total licenses, total free licenses, and operations to remove and grant licenses.



To grant and remove licenses, you need only write the number of licenses that you wish to grant or remove, then click on the plus or minus icon, depending on whether you wish to add or remove.



As shown in the image, one license will be removed from the administrator from company Test 4.

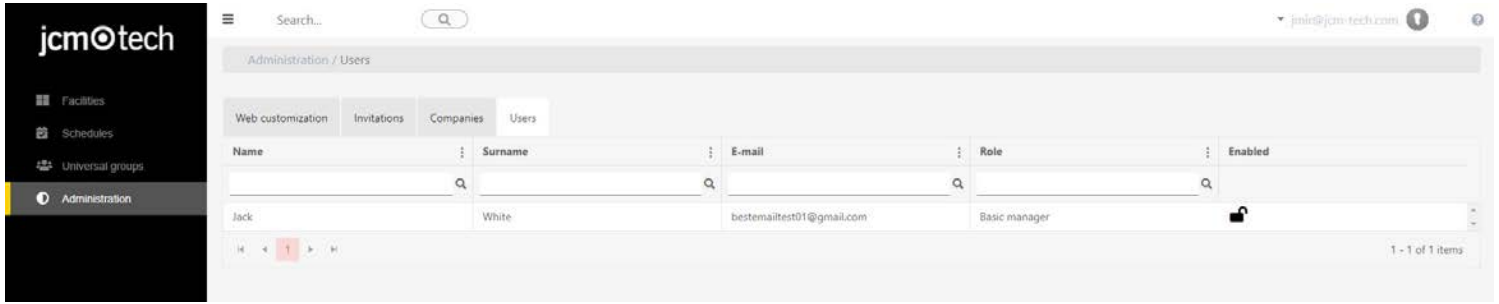


Once this license is removed, it shall be automatically added to the licenses of the administrator who executed the action.

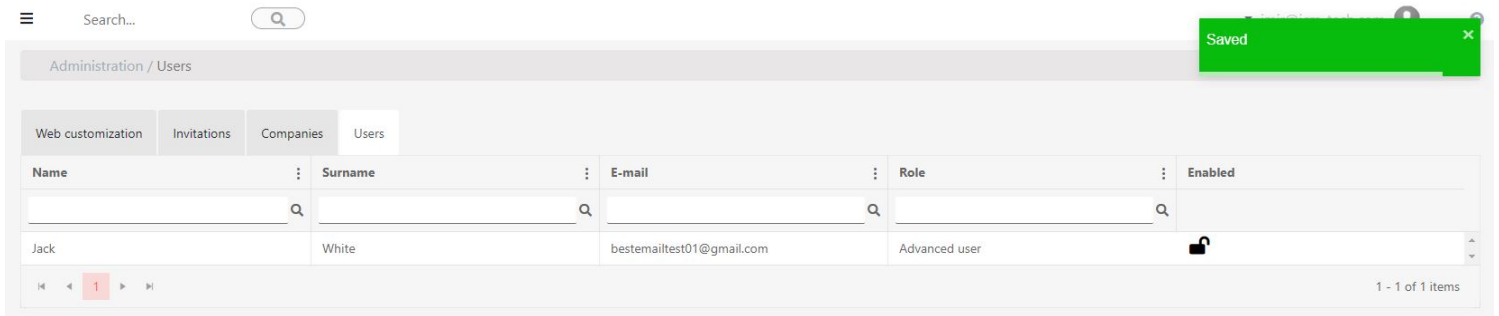
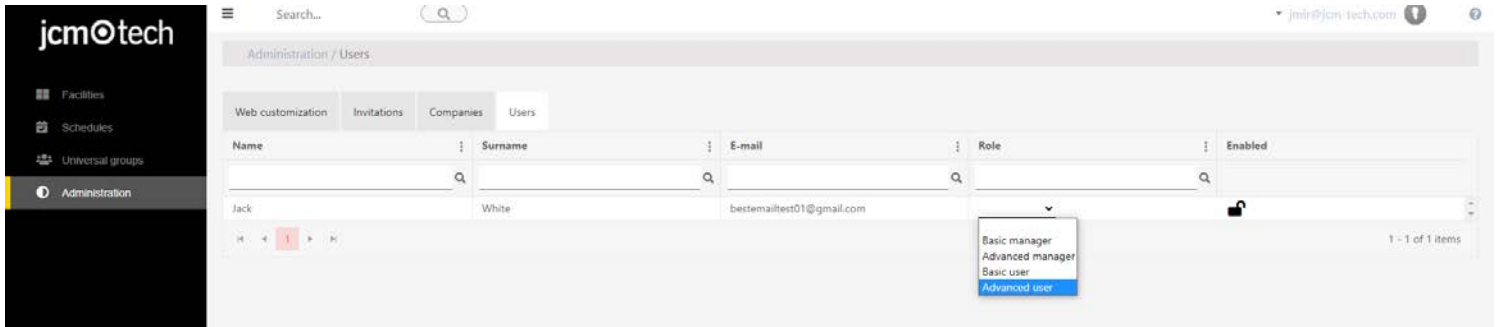
First, free licenses must be removed. In the event that there are no remaining free licenses, licenses shall be removed from users based on the order in which they were invited, such that the company administrator shall always be the last license in use.

Users

On the user screen, you may manage users who work at the same company. This screen shows their name, surname, email, and user role.



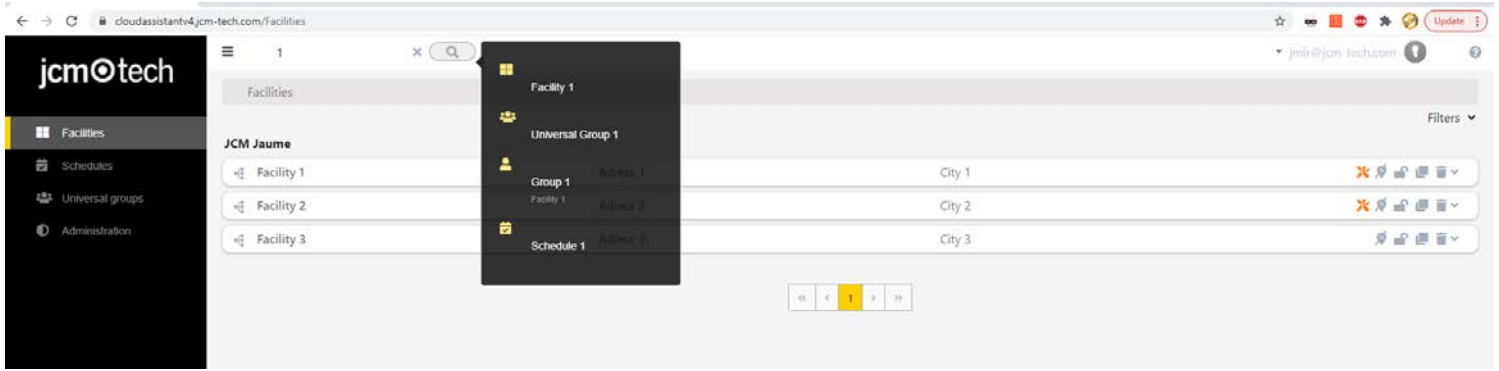
Possible actions include changing roles by clicking on the role of the user you wish to change, and enabling or disabling a user, in order to grant or remove access to Cloud Assistant.



Upon disabling a user, the administrator recovers the license they granted to the user before. If the user is enabled, the recovered license shall be granted to them again.

Global Search Engine

Cloud Assistant's global search engine seeks the field entered into the database. If you search for a word, it will show you a short list with the first 5 results found for each function (facilities, universal groups, facility groups, and schedules).



Search Code Information

You may also use the global search engine for code searches. It will display the facilities, groups, and universal groups that contain the number or word in a code field or in the code itself.

