

Use manual

Vimar View Portal



SMART HOME VIEW WIRELESS

Vimar View Portal

Index

1	Introduction	5
1.1	Abbreviations and definitions	5
1.2	Document contents	5
2	Users and roles	6
2.1	Roles and type of plant	6
3	Installing and configuring a plant from a physical place to access management from the cloud portal	7
4	Using the portal	8
4.1	Common functions	8
4.1.1	Login and logout	8
4.1.2	Languages	9
4.1.3	Changing your password	10
4.2	Plant manager and Operator	11
4.2.1	List of plants	11
4.2.2	Users	12
4.2.2.1	Adding a user	12
4.2.2.2	Editing a user	12
4.2.2.2.1	User card	13
4.2.2.2.2	View Key App and associated Cards	13
4.2.2.2.3	Groups	14
4.2.2.2.4	Access control rules	14
4.2.2.3	Deleting a user	15
4.2.3	Administration (Plant manager only)	16
4.2.3.1	Reading and editing the information about the plant site	16
4.2.3.2	Reading and editing the information about the plant site	17
4.2.3.2.1	Inviting	17
4.2.3.2.2	Deleting	17
4.2.4	Invitations	18
4.2.5	Access control	19
4.2.5.1	Summary	19
4.2.5.2	Gates	20
4.2.5.2.1	Gate details	20
4.2.5.3	Cards	21
4.2.5.3.1	Card details	21
4.2.5.4	Groups	22
4.2.5.4.1	Name	22
4.2.5.4.2	Detail	22
4.2.5.4.3	Users	22
4.2.5.4.4	Access rules	23
4.2.5.5	Holidays	24
4.2.6	Maintenance	25
4.2.7	Plant map	26

Vimar View Portal

1 Introduction

1.1 Abbreviations and definitions

Abbreviation	Definition
VVP	Vimar View Portal
MyVimar	The database of Vimar users (MyVIMAR - Vimar energia positiva¹)

1.2 Document contents

This manual is organised as follows:

- a short overview of the system and how the Vimar View portal comes into play
- a chapter describing all the pages and functions of the portal




¹ <https://www.vimar.com/en/int/user/login>




Vimar View Portal

2 Users and roles

Profile	Description	Multiplicity	You need to have a MyVIMAR account
Plant manager (Administrator)	The person responsible for managing an installed plant.	There is only one Plant manager per plant.	Yes
Operator	Invited by the Plant manager, whom they report to. They have the same access authorisations as the plant manager, but cannot invite other Operators and cannot delete themselves from the plant.	Between 0 and N>1 Operators can be associated with the same plant.	Yes
Guest (User)	This is the person who obtains credentials to access one or more gates within the plant. The credentials can be physical (cards) or virtual (key activated via the View Key App).	-	NO

2.1 Roles and type of plant

Plant manager (Administrator)		
Functions	Stand alone without gateway	Connected with gateway
Access management with card without time slots	 View Wireless App via NFC	 View Wireless App via NFC
Access management with card with time slots	-	Vimar View Cloud Portal
Access management with smartphone via virtual keys	Vimar View Cloud Portal	Vimar View Cloud Portal
Supervision and remote door release	-	 View App

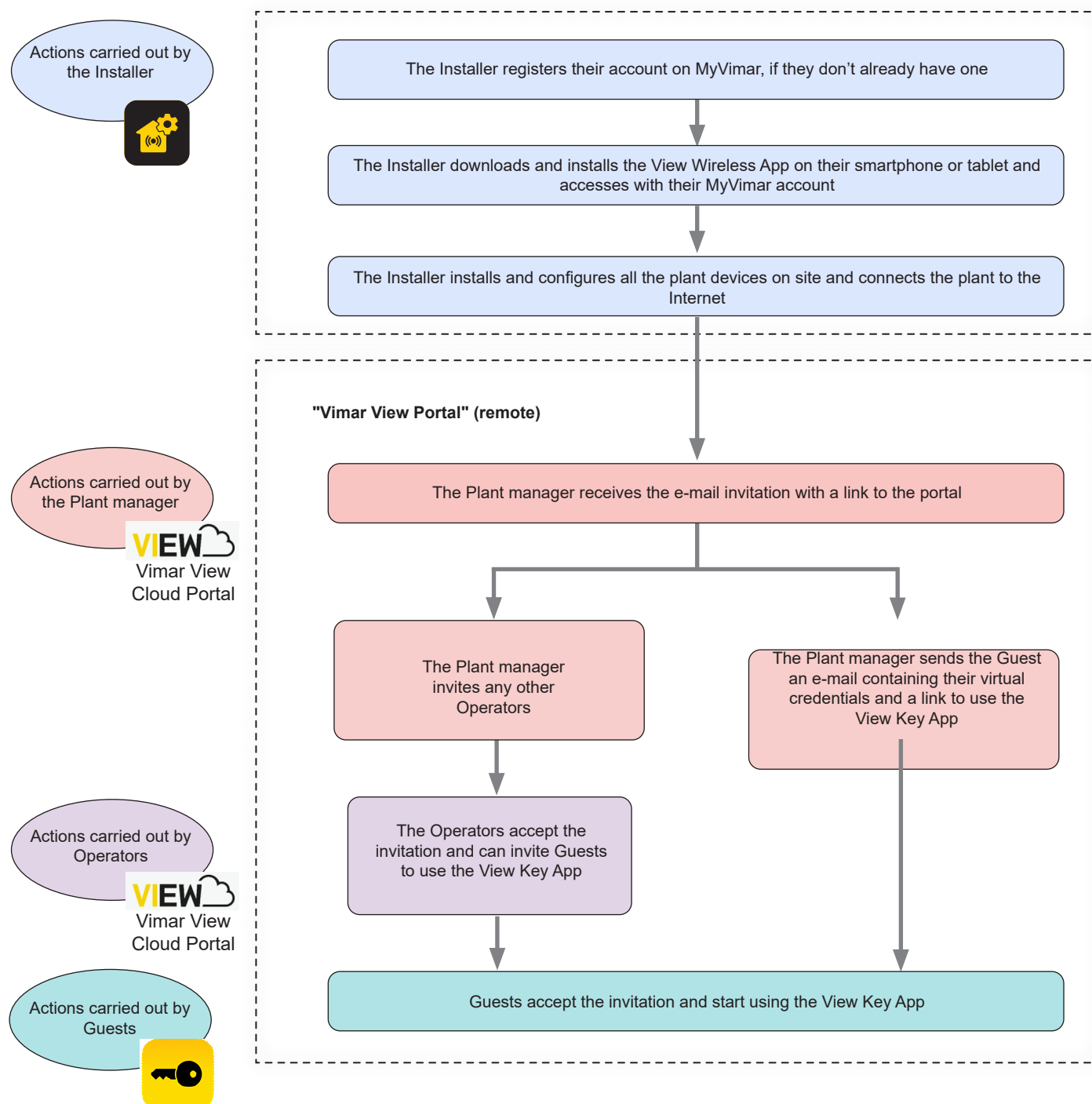
Guest (User)		
Functions	Stand alone without gateway	Connected with gateway
Gate opening with card	Card without time slots	Card with time slots
Gate opening with smartphone nearby	 View Key App	 View Key App
Supervision and remote door release	-	 View App

3 Installing and configuring a plant from a physical place to access management from the

Vimar View Portal

cloud portal.

The following diagram answers the question as to how the first-time plant installation takes place



N.B. Only one App at a time should be kept active between View Wireless and View Key; otherwise the communication between the smartphone and the device may malfunction.

Vimar View Portal

4 Using the portal


4.1 Common functions

4.1.1 Login and logout

You need to be registered in the MyVimar database to access the Vimar View Portal. When logging in to the portal, use the same credentials used to register for MyVimar.

The link to access the portal is <https://view.vimar.cloud>

When you click on this URL, the MyVimar login screen to enter your credentials is displayed.



The screenshot shows the MyVimar login interface. At the top, the VIMAR logo with the tagline 'energia positiva' is displayed. Below it, a yellow box contains the text 'Log in to MyVIMAR'. There are two input fields: the first is for an email address, showing a masked email followed by '@gmail.com'; the second is for a password, showing masked characters and a 'Secure 20' indicator. A 'Log in' button with a checkmark icon is positioned below the password field. Underneath the login box, there are two links: 'Have you forgotten or want to change your password?' and 'Are you not registered? Create a new account'. At the bottom of the page, there is a link 'Discover services and privacy protections MyVIMAR' and a disclaimer: 'Access profiles will be deleted after 36 months of inactivity (except for users who have advanced connected services)'.

1 Login Page

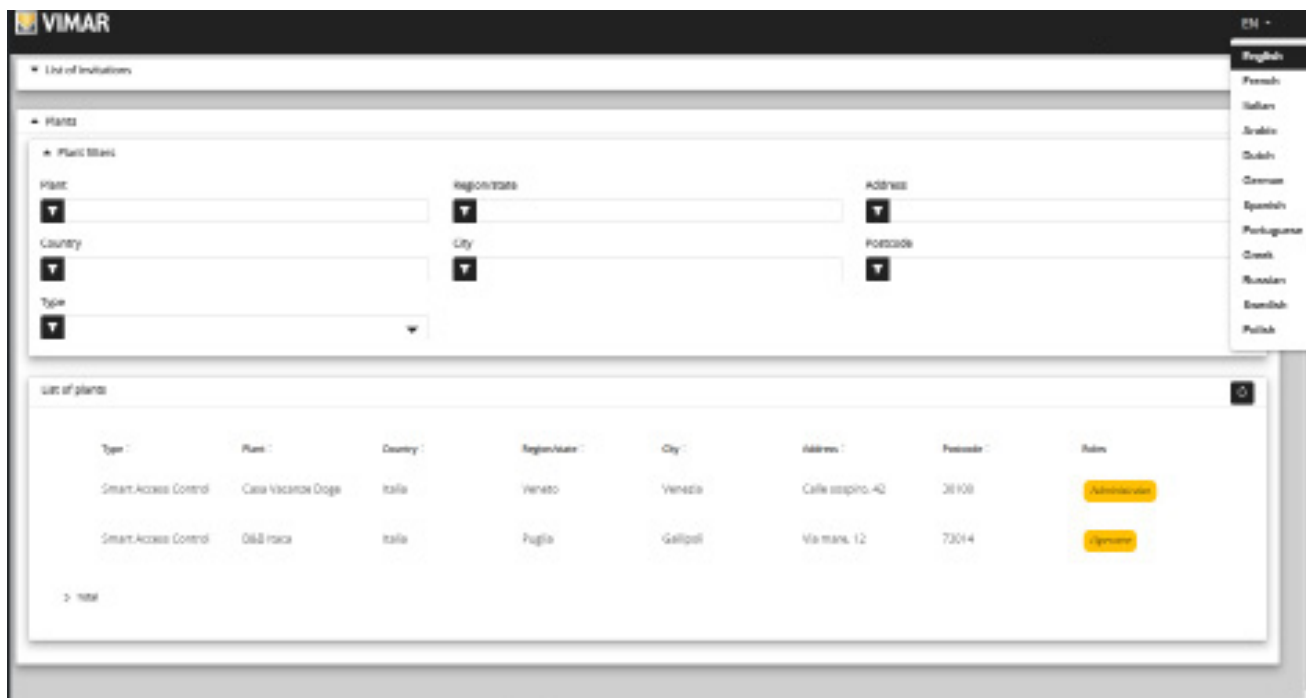
Once the user has logged in, their e-mail address is displayed in the top right corner. To log out, simply click on it and select “Exit” from the drop-down menu.

Vimar View Portal

4.1.2 Languages


The Vimar View portal is available in 12 different languages:

Italian, English, French, German, Spanish, Portuguese, Dutch, Swedish, Polish, Russian, Greek and Arabic. To change language, use the languages selector on the right of the bar at the top.



Type	Plant	Country	Region/State	City	Address	Postcode	Action
Smart Access Control	Casa Vacanze Orge	Italia	Veneto	Venezia	Calle ossipino, 42	26108	Add new plant
Smart Access Control	Old house	Italia	Puglia	Gallipoli	Via mare, 12	73014	Edit plant

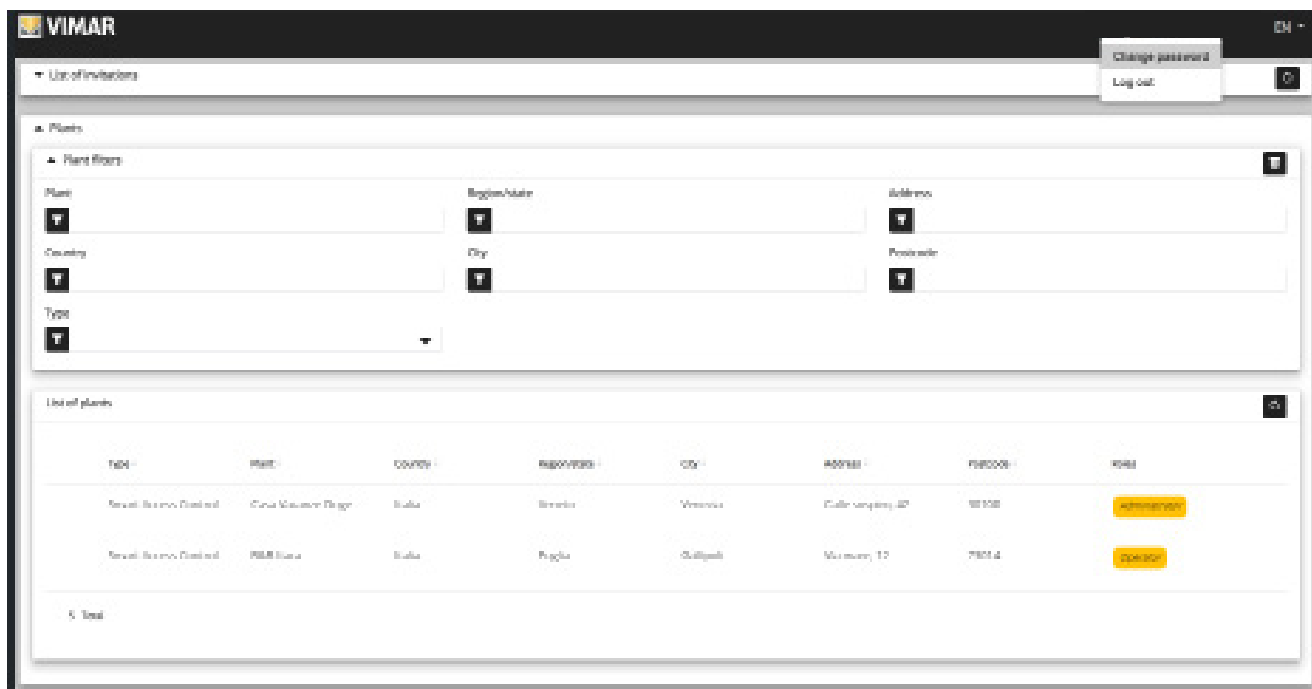
2 Language change menu

 When you switch to Arabic, the layout also switches to right-to-left.

Vimar View Portal

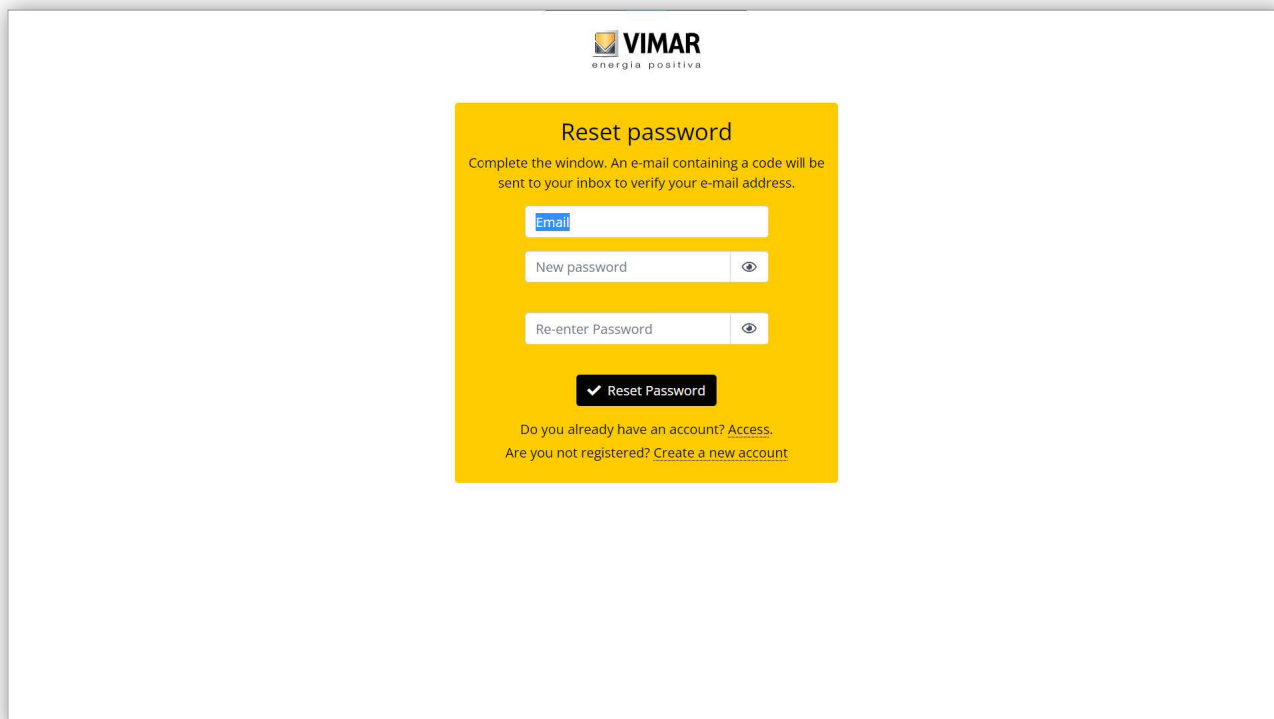
4.1.3 Changing your password

As mentioned in "Login and logout" (see Chapter 5.1.1), the credentials to access the Vimar View portal are the same ones used to register for your MyVimar account. As a consequence, to change your password, you will need to open your MyVimar account page. To do this, in the Vimar View portal, click on your name in the top right corner, then select "Change password" in the drop-down menu.



3 Link to change your password

A new tab opens, taking you to the MyVimar website, where you can change your password.



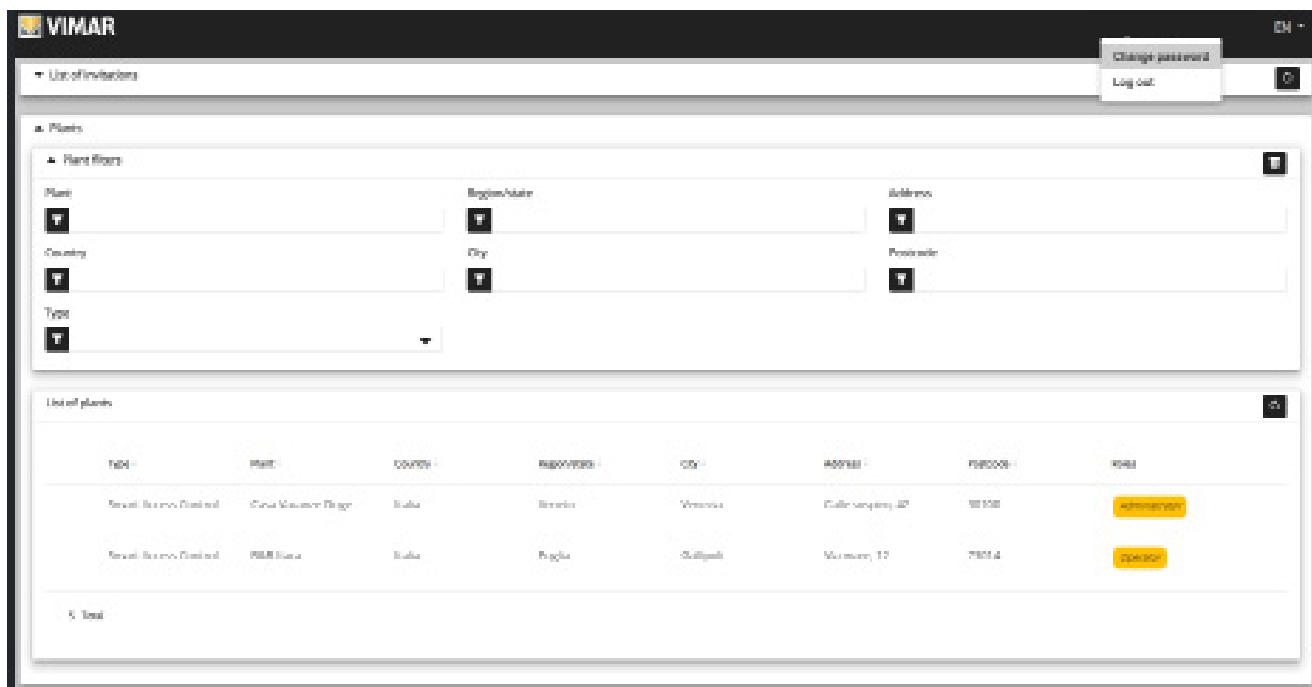
4 Password change page

Vimar View Portal

4.2 Plant manager and Operator

4.2.1 List of systems

This is the page the administrator or operator sees when logging in:



The screenshot shows the Vimar View Portal interface. At the top, there's a header with the VIMAR logo and a user profile icon. Below the header, there's a navigation bar with a dropdown menu for 'List of installations'. The main content area is titled 'Plants' and contains a 'Plant filters' section with filters for Plant, Region/State, Address, Country, City, and Province. Below the filters is a 'List of plants' table with columns: NAME, PLANT, COUNTRY, REGION/STATE, CITY, ADDRESS, PROVINCE, and ROLE. The table lists two plants: 'Newark Business Plant (real)' and 'PILM House'. The first plant is managed by 'Anna Massimo Pignatelli' and the second by 'Pignatelli'. Both have a 'ROLE' column with a dropdown menu. The table also shows a total of 5 plants.

NAME	PLANT	COUNTRY	REGION/STATE	CITY	ADDRESS	PROVINCE	ROLE
Newark Business Plant (real)	Anna Massimo Pignatelli	Italia	Brescia	Venezia	Calle venezia 40	36100	ADMINISTRATOR
Newark Business Plant (real)	PILM House	Italia	Puglia	Salerno	Via nuova 12	79014	OPERATOR

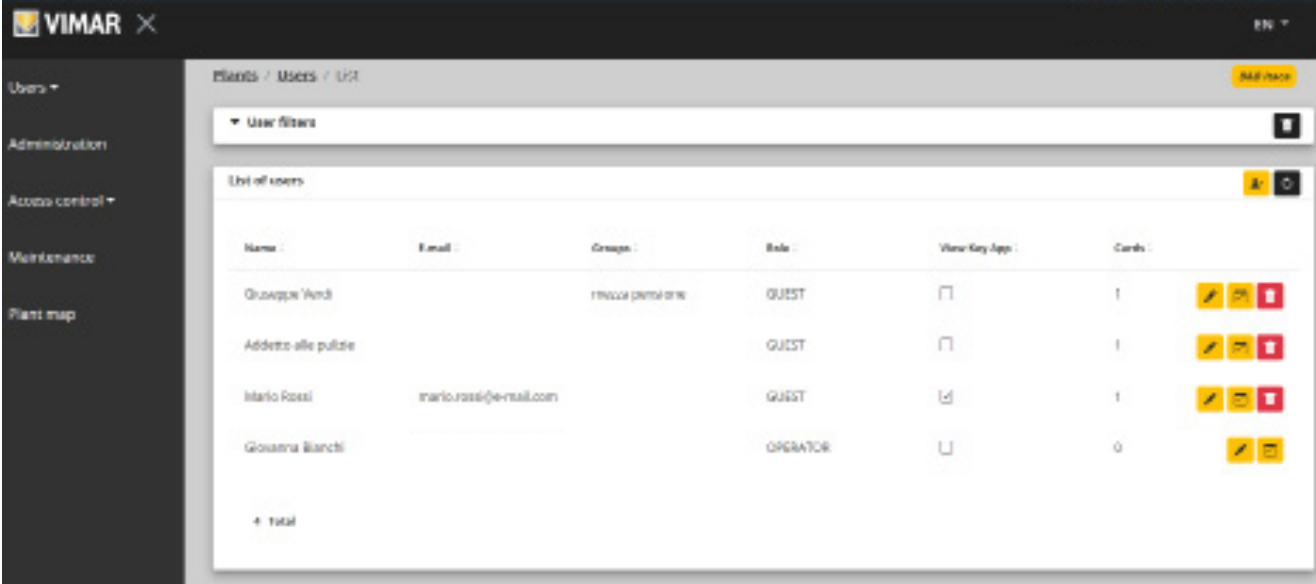
5 Total

The page shows all the plants for which they have a role as plant manager or operator. Click on a plant for which you are Plant manager or Operator to view the page containing details of the plant. You can add filters to the list of plants by selecting one or more fields among those available.

Vimar View Portal

4.2.2 Users

In a plant, the main screen shows the list of all the users who have been created.



Name	Email	Groups	Role	View Key App	Cards
Giuseppe Verdi		rimessa personale	GUEST	<input type="checkbox"/>	1
Addetto alle pulizie			GUEST	<input type="checkbox"/>	1
Mario Rossi	mario.rossi@e-mail.com		GUEST	<input checked="" type="checkbox"/>	1
Giovanna Bianchi			OPERATOR	<input type="checkbox"/>	0
4 total					

On this page, you can add/edit/delete a user as described in subsequent paragraphs.

4.2.2.1 Adding a user

To create a user, click on push button . A pop-up window just like the one below opens in the portal. Here, enter the main user data:

Check IN →

Check OUT →

Add user

Name (*)

E-mail

☐ Unlimited

From (*)

To (*)

The mandatory parameters to enter are the Name and the validity range. **The validity range should be understood to be the period during which the user is staying in the facility and it can even be unlimited (for instance Check in, Check out).**

If the View Key App is being used by the guest to open the gate, then you will also need to enter their E-mail address.

Vimar View Portal




4.2.2.2 Editing a user

To edit the properties of an existing user, click on their name in the list of users. The user page opens in the portal. Here, you can edit all the user properties grouped together into the following categories:

- Specific user properties
- Associating cards and/or creating virtual credentials
- Group management
- Access rules associated with the user

4.2.2.2.1 User card

- Name (non-editable): identifying the user, assigned by the person who registered them in the portal
- E-mail address (editable): used to invite the user to use the View Key App that will acquire the virtual keys
- My Vimar *registered* (non-editable): indicates whether the user also has a MyVimar account

User			
Name	Mario Rossi	E-mail	 mario.rossi@e-mail.com
Role	GUEST	MyVimar Registered	<input type="checkbox"/>
Validity range	<input type="checkbox"/> Unlimited	From (*)	 2023-06-14 <input type="text" value="00"/> : <input type="text" value="00"/>
		To (*)	 2023-07-01 <input type="text" value="00"/> : <input type="text" value="00"/>

4.2.2.2.2 View Key App and associated Cards

The portal can manage both physical cards (art. 01817) as well as virtual keys for use with the View Key App."

In this section, the user can be associated with one or more cards (previously enabled on the View Wireless App) for a specific amount of time and/or for unlimited time.

View Key App		
Date of invitation	22-06-2023 19:39:56	
Associated cards		
Name	Serial number	Type
Carta Rossa	D7:BD:BC:88	Time Slot
1 Total		

The user can be invited to use the View Key App by pressing the dedicated push button +; a window opens, in which one or more cards to be associated with the user can be selected.

Add cards

Card (*)

☐ All

Search

☐ #2 - Time Slot

☐ #1 - Time Slot

Vimar View Portal

4.2.2.2.3 Groups

This section lists the groups the user is part of. The user can be associated with or disassociated from a group simply using the two push buttons shown on each row of the list of groups available and associated respectively.



Groups

Assigned

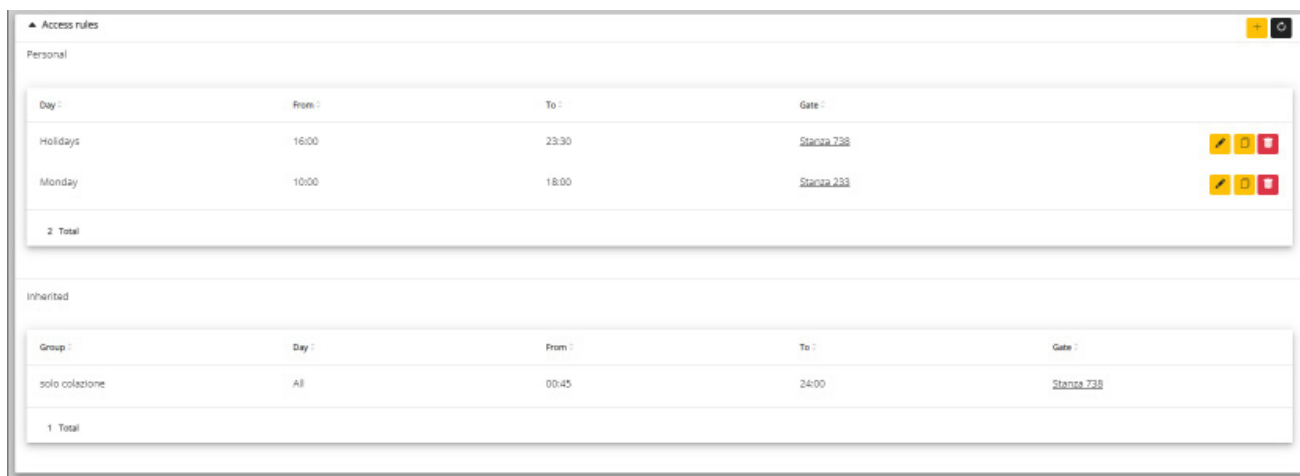
User
No data
0 Total

Available

User
breakfast only
1 Total

4.2.2.2.4 Access control rules

This section lists the access rules associated with the user. They can be Personal, in other words specifically associated with the user or Inherited, namely rules which were defined for groups which the user is a member of. Obviously, the user can access through a gate if at least one of their rules allows it.



Access rules

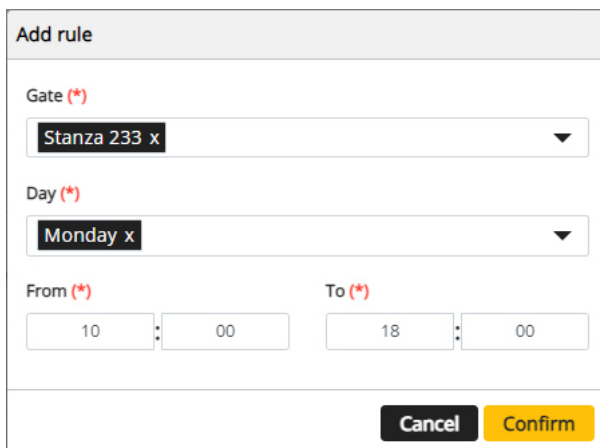
Personal

Day	From	To	Gate
Holidays	16:00	23:30	Stanza 738
Monday	10:00	18:00	Stanza 233
2 Total			

Inherited

Group	Day	From	To	Gate
solo colazione	All	00:45	24:00	Stanza 738
1 Total				

To add a new rule, click on push button +; a window opens, where they can select the gate and the access time slot.



Add rule

Gate (*)

Stanza 233 x

Day (*)

Monday x

From (*)

10 : 00

To (*)

18 : 00

Cancel Confirm

N.B.: If a user is permitted the use of App and cards (with time slots) the access rules are the same.

Vimar View Portal

4.2.2.3 Deleting a user

To delete a user, click on push button:delete_ico: corresponding to their name in the list. You will be prompted to confirm your choice and, if you do, the user will be deleted from the plant.

Confirm delete user

You are about to remove user Mario Rossi from this plant. If you confirm their removal, access via App will be disabled and all cards disassociated. The logs will remain visible until they are deleted permanently. Are you sure you want to proceed?

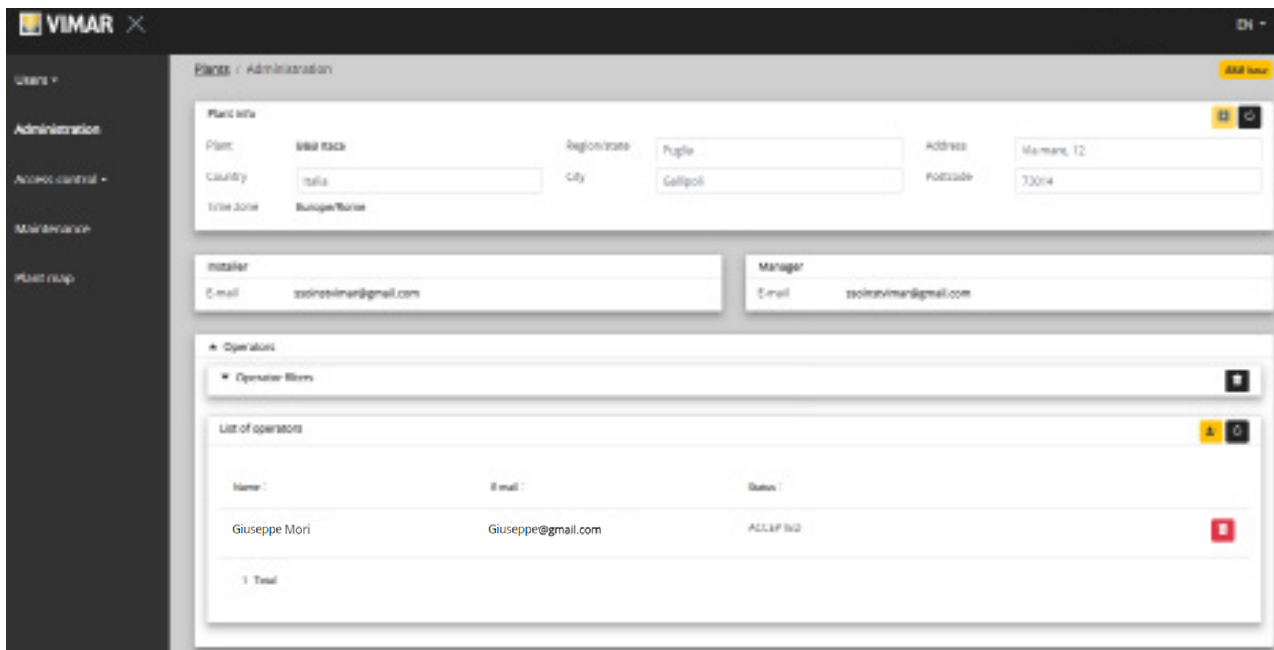
Cancel Confirm

Vimar View Portal

4.2.3 Administration (Plant manager only)

The Administration page allows you to:

- read and edit the information about the plant site
- invite/remove an Operator



The screenshot shows the Vimar Administration interface. On the left is a dark sidebar with navigation links: Users, Administration (selected), Access control, Maintenance, and Plant map. The main content area is titled 'Plants / Administration' and includes a yellow 'Add New' button in the top right. Below the title is a 'Plant info' section with a yellow 'Edit' button. It contains form fields for Plant (1568 RSC), Region/state (Puglia), Address (Mamers, 12), Country (Italy), City (Gallipoli), and Postcode (73014). Below this are fields for the Installer (E-mail: 300155@vimar@gmail.com) and Manager (E-mail: 330155@vimar@gmail.com). A section titled 'Operators' contains a dropdown for 'Operator filter' and a 'List of operators' table. The table has columns for Name, E-mail, and Status. It lists one operator: Giuseppe Mori (Giuseppe@gmail.com) with a status of 'ACCEPTED'. A red 'Add' button is at the bottom right of the table. A '1 Total' summary is at the bottom left of the table area.

Name	E-mail	Status
Giuseppe Mori	Giuseppe@gmail.com	ACCEPTED

1 Total

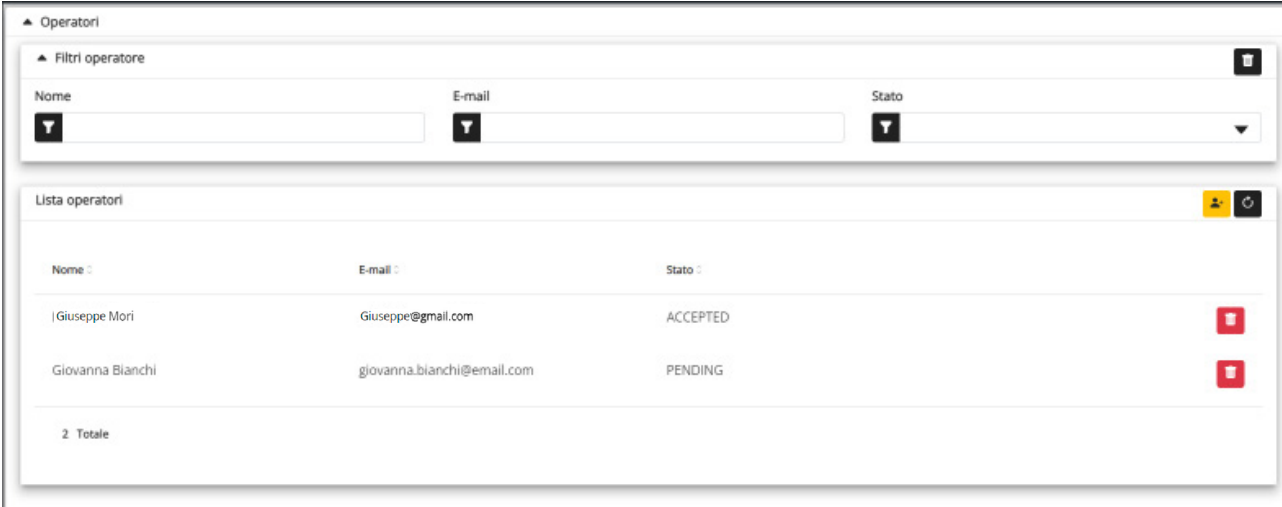
4.2.3.1 Reading and editing the information about the plant site

The groupbox above contains information about the plant address. You can edit this information and click on the yellow push button at the top right to save your changes.

Vimar View Portal

4.2.3.2 Inviting/editing/deleting an Operator

The groupbox below shows the list of Operators currently configured in the plant, with simple filters to use to narrow down the list.



▲ Operatori

▲ Filtri operatore

Nome E-mail Stato

Lista operatori

Nome	E-mail	Stato
Giuseppe Mori	Giuseppe@gmail.com	ACCEPTED
Giovanna Bianchi	giovanna.bianchi@email.com	PENDING

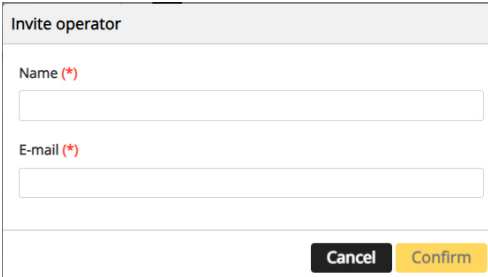
2 Totale

For each Operator, the portal shows their Name, E-mail address and Status. Two Operator statuses are available:

- **PENDING:** the Operator has been invited by the Plant manager but has not accepted the invitation yet. They are not operational yet. An operator in this status cannot be edited by the Manager, but only deleted if necessary.
- **CONFIRMED:** the Operator has been invited by the Plant manager and has accepted the invitation. They are fully operational in the plant.
- **DECLINED:** the Operator has not accepted the invitation. They can be deleted if necessary and re-invited.

4.2.3.2.1 Inviting

To invite a new Operator, click on icon . A pop-up window like the one below opens in the portal:



Invite operator



Name (*)

E-mail (*)

Cancel Confirm

here, enter the Name and E-mail address (mandatory). When you confirm the portal sends the new Operator an e-mail.

4.2.3.2.2 Deleting

To delete an Operator, click on icon  (or on  if in "pending" status) for that name.

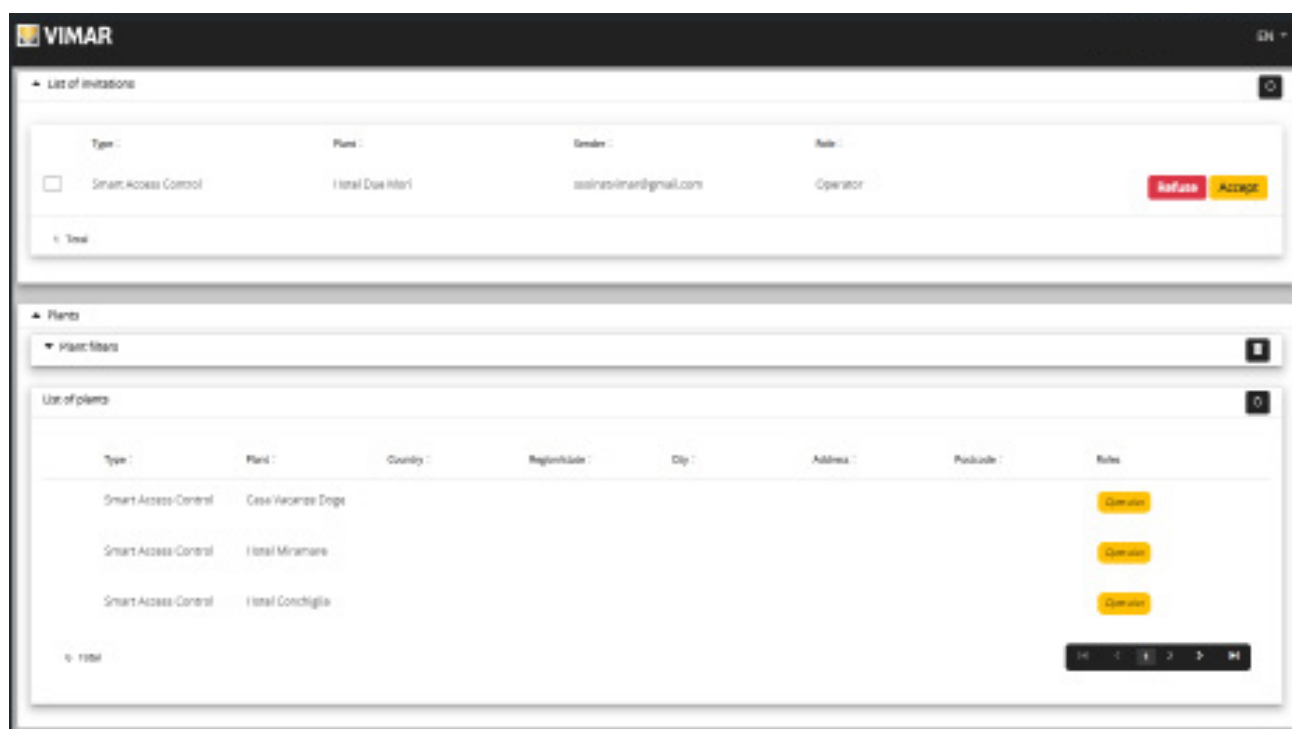
Vimar View Portal

4.2.4 Invitations

The Vimar View portal uses an invitation-based mechanism to assign access management to other people with an operator role

Service	Invited by	Notes
Operator	Plant manager	

When you receive an invitation, after logging in, a page similar to the one below is displayed:



When you receive an invitation, you can:

- Refuse (Decline) → nothing changes, as if the invitation had never been sent.
- Accept → the role becomes effective immediately and the new service can be used.

Vimar View Portal

4.2.5 Access control

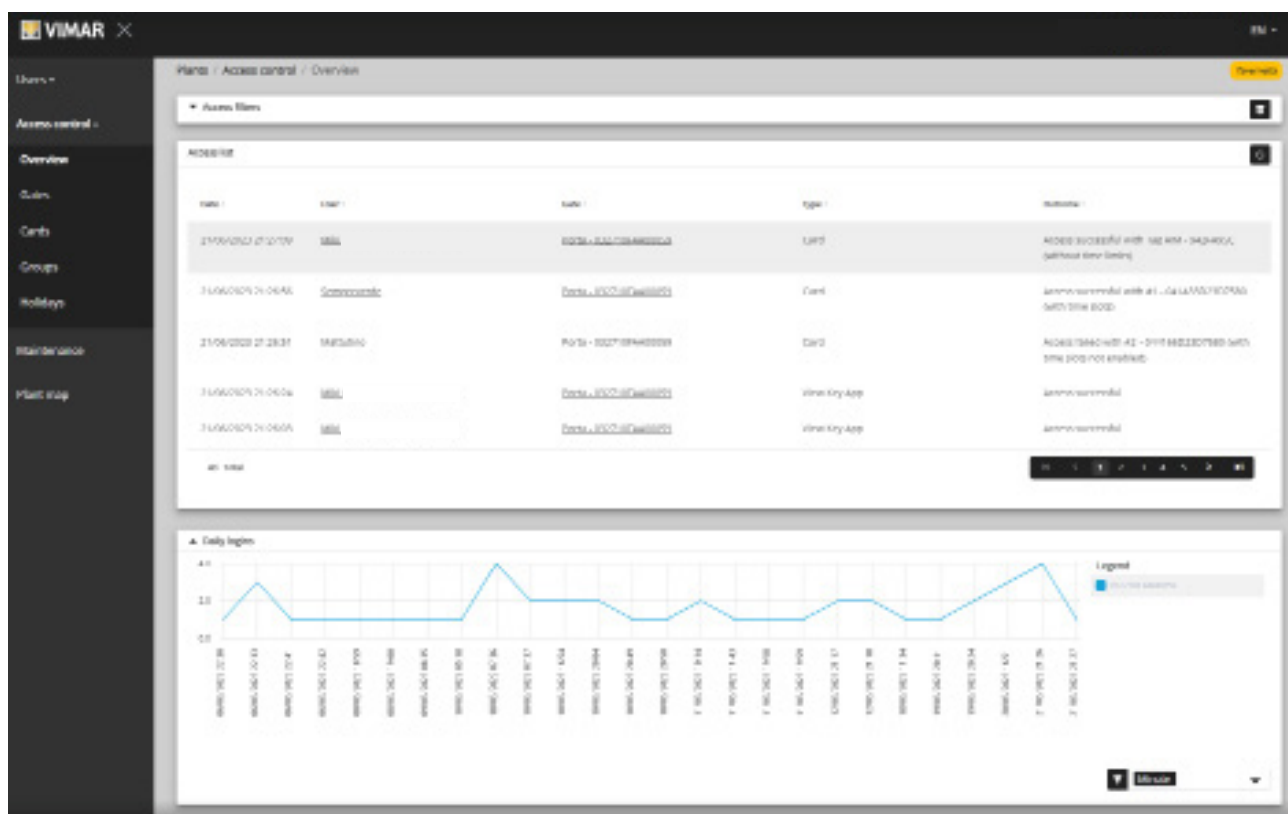
The section is divided up into 3 sub-sections where the following can be configured, respectively:

- Gates
- Groups
- Holidays
- Cards

Further details can be found in subsequent paragraphs.

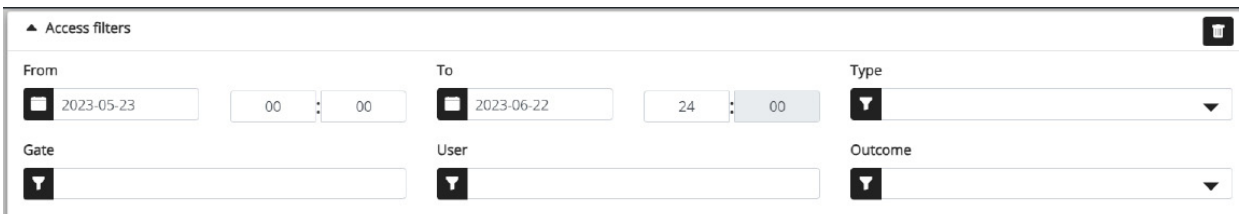
4.2.5.1 Summary

This page provides an overview of the plant access logs. The default page will be similar to the figure below:



The page contains the following sections:

- a graph of the access data per gate. The access data can be grouped together by Month/Day/Hour/Minute. The default time interval is 30 days.
- certain filters which can narrow down your search.



The screenshot shows the 'Access filters' section in the Vimar View Portal. It includes fields for 'From' (2023-05-23 00:00) and 'To' (2023-06-22 24:00), a 'Type' dropdown menu, a 'Gate' dropdown menu, a 'User' dropdown menu, and an 'Outcome' dropdown menu.

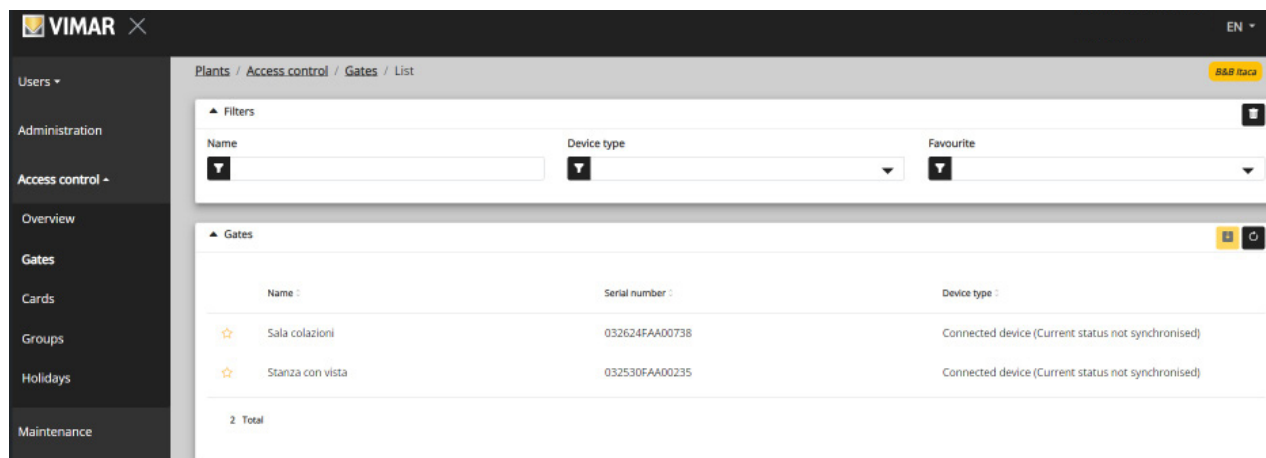
- **From/To:** time interval (the default value is 30 days)
- **Gates:** selects the transits made through one or more specific gates
- **Users:** selects the transits made by one or more specific users
- **Outcome:** selects the transits based on the status
- a table of results with all the details of the data tracked.

N.B. Access to a gate registered on the portal, regardless of whether it is made via Card or View Key App, is deleted after one year or when the user who made the access is deleted permanently (including from the recycle bin)

Vimar View Portal

4.2.5.2 Gates

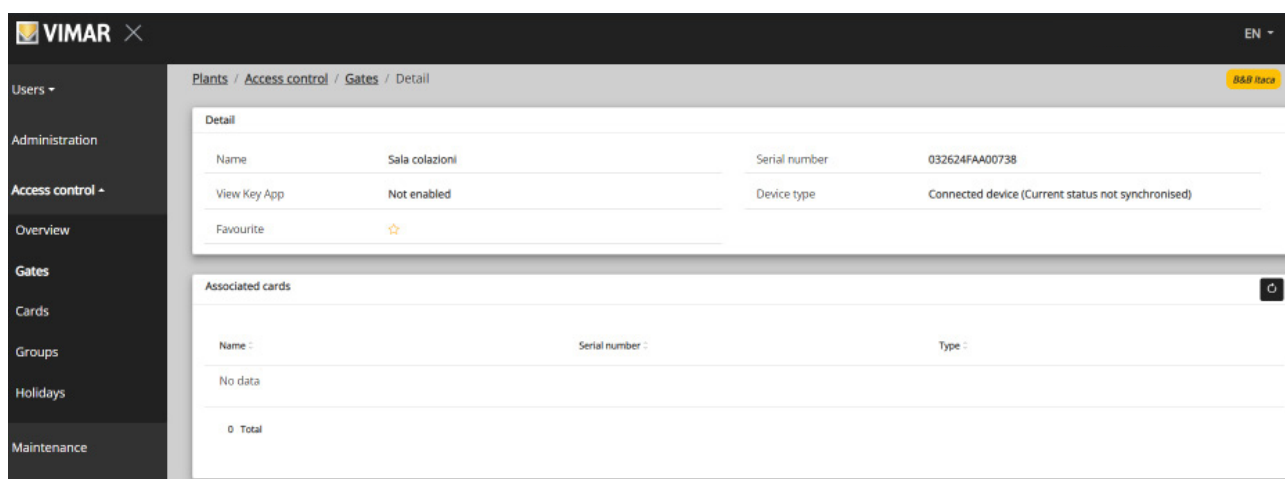
This page shows all the gates configured initially in the plant with the View Wireless application.



Bear in mind that to create or remove a gate, you need to use the View Wireless App connected locally to the plant.

4.2.5.2.1 Gate details

Click on the gate to view the related details.

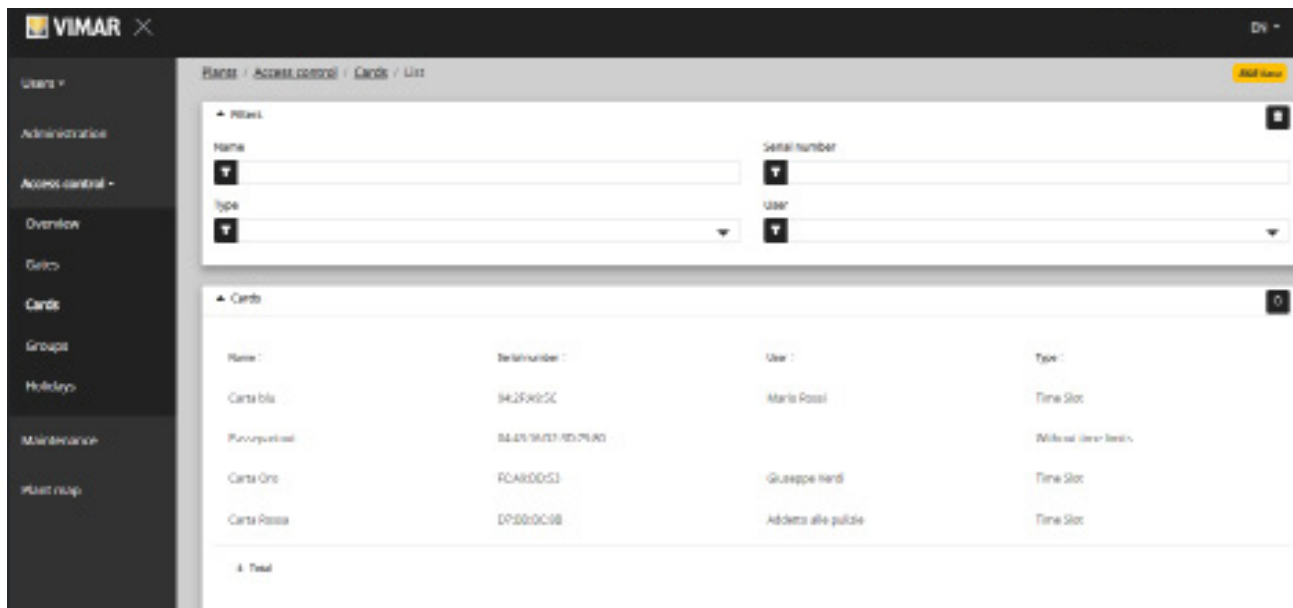


- **Stand-alone device:** Reader in plants without gateway where card management in time slots is not permitted
- **Connected device (Current status synchronised):** Reader in plant with gateway where card management in time slots is synchronised correctly
- **Device connected (No associated card):** Reader in plant with gateway where there is no need to synchronise any cards
- **Connected device (Current status not synchronised):** Reader in plant with gateway which did not receive the last synchronisation correctly
- **Connected device (Not synchronised. Check card association in the View Wireless App):** Reader in plant with gateway which did not however receive the last synchronisation correctly due to a misalignment between the programmed cards. Therefore carry out a check with the View Wireless App.

Vimar View Portal

4.2.5.3 Cards

This page shows all the cards configured initially in the plant with the View Wireless application.



Plants / Access control / Cards / List

Filters

Name: Serial number:

Type: User:

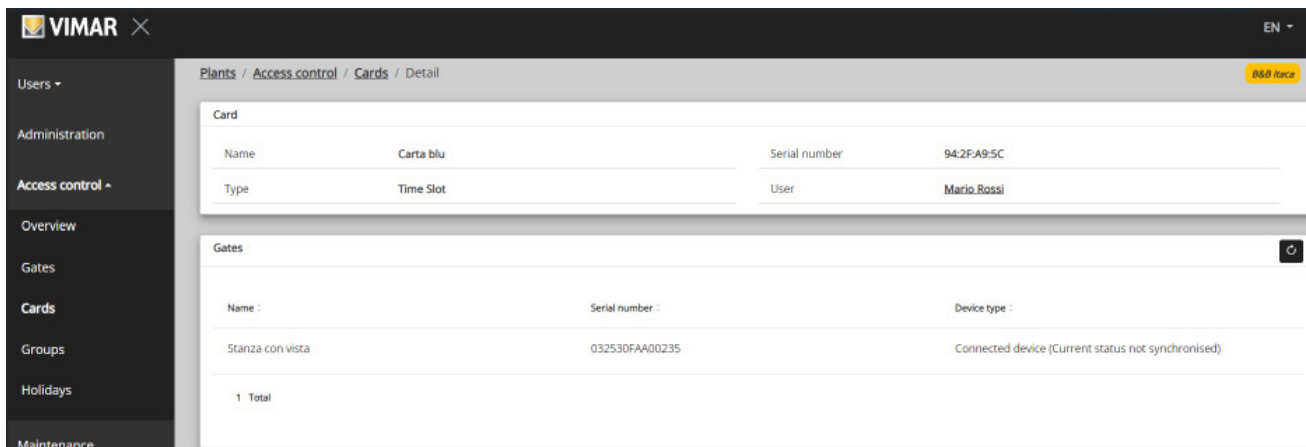
Cards

Name	Serial number	User	Type
Carta blu	942FA95C	Mario Rossi	Time Slot
Pluripuntuale	844519A317D579A0		Without user login
Carta Oro	FCABDD53	Giuseppe Verdi	Time Slot
Carta Rossa	D9DDDC08	Addetto alle pulizie	Time Slot

1 Total

4.2.5.3.1 Card details

Displays the type of card and related details.



Plants / Access control / Cards / Detail

Card

Name	Carta blu	Serial number	942FA95C
Type	Time Slot	User	Mario Rossi

Gates


Name	Serial number	Device type
Stanza con vista	032530FAA00235	Connected device (Current status not synchronised)

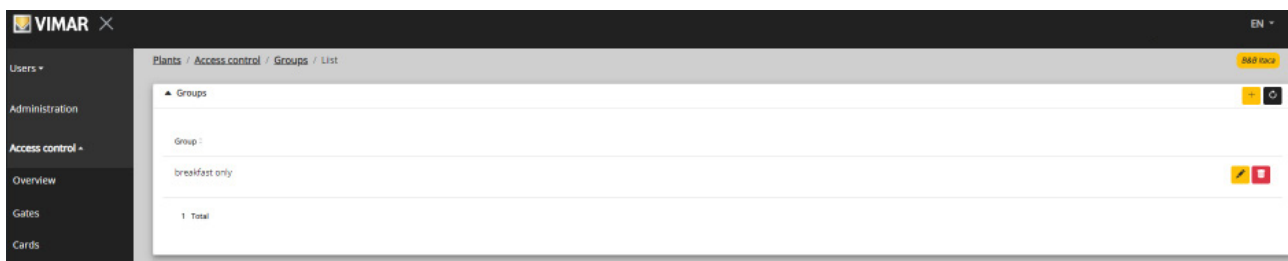
1 Total

Vimar View Portal

4.2.5.4 Groups

In this section, the user can:


- add a group by selecting push button "+"
- delete an existing group by selecting the push button of the recycle bin corresponding to the item of the group in the list
- edit the group properties by clicking on the name of the group
- edit the name of the group using push button 



The group properties which can be configured are illustrate in the following paragraphs.

4.2.5.4.1 Name

Use push button  to edit the name of the group



4.2.5.4.2 Detail

Click on the name of the group among those listed to enter the group detail.

4.2.5.4.3 Users




This section shows the group members. You can remove a member or add one by selecting them from the list of users available.



Vimar View Portal

4.2.5.4.4 Access rules

This section shows the group access rules, applicable to all its members. You can add/edit/delete an access rule.

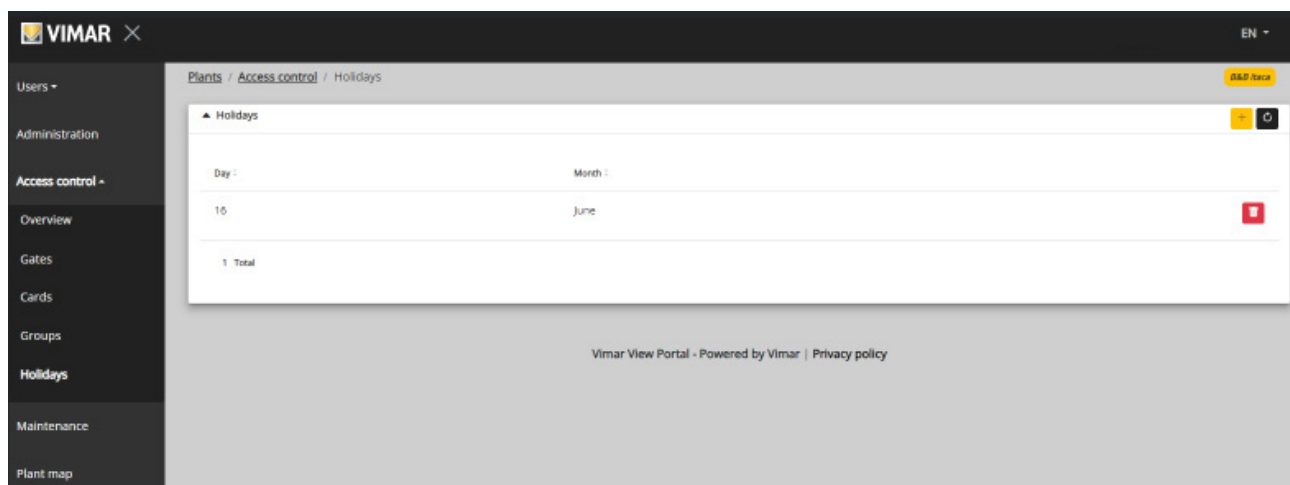
Rules				
Day	From	To	Gate	
Sunday	11:00	15:15	Sala Colloquio	  
1 Total				

Remember that the access rules of a user are the sum of the personal access rules and those of any groups they belong to.

Vimar View Portal

4.2.5.6 Holidays

This page shows the list of days of the year which can be configured as Holidays when the time intervals for the applicability of an access rule are defined.



From this page, you can add a new holiday by pressing push button "+" and delete an existing holiday by pressing the recycle bin push button. Typical examples are 1st January, 25th December and so on.

Add holiday

Month (*)

Day (*)

January x

1 x

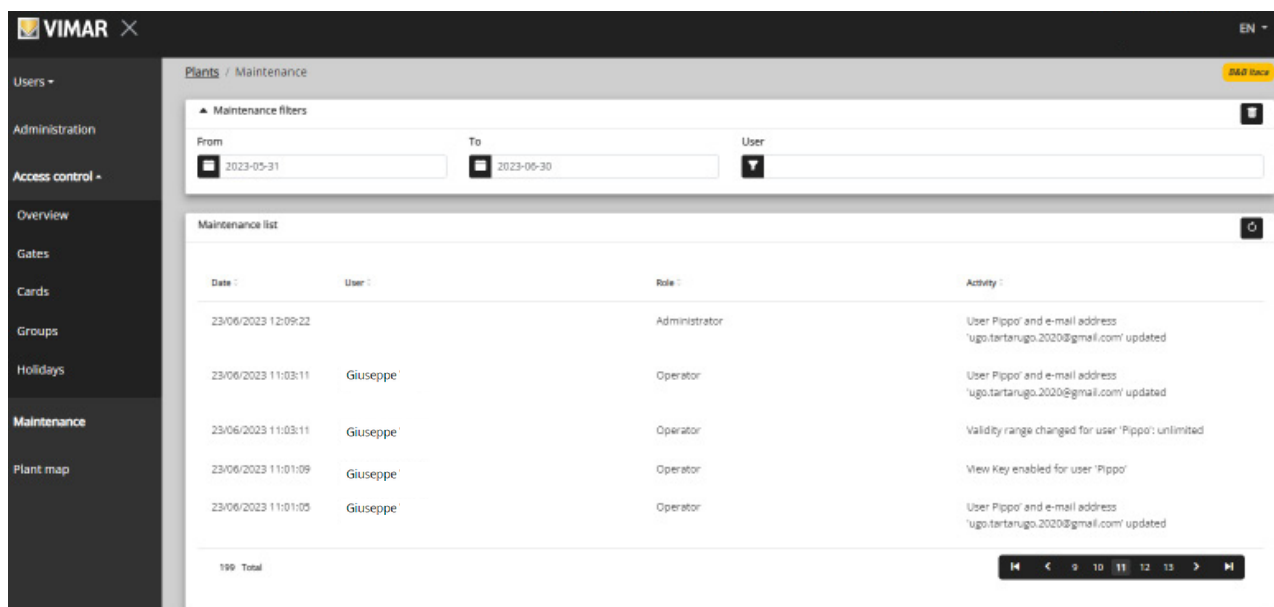
Cancel

Confirm

Vimar View Portal

4.2.6 Maintenance

This page displays all the activities carried out by the portal users. Each record shows the time and Date, User name, Role within the plant the moment the action took place and a brief description of the Activity recorded.



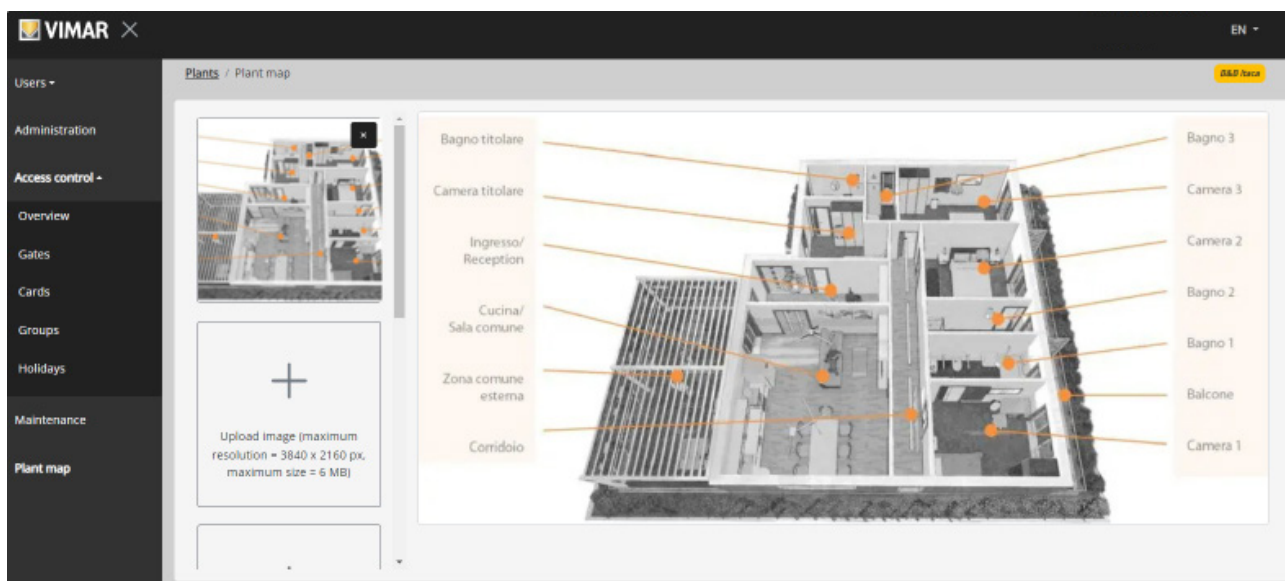
The screenshot shows the Vimar View Portal interface. On the left is a dark sidebar with navigation links: Users, Administration, Access control, Overview, Gates, Cards, Groups, Holidays, Maintenance (highlighted), and Plant map. The main content area is titled 'Plants / Maintenance' and includes a 'Maintenance filters' section with 'From' (2023-05-31), 'To' (2023-06-30), and 'User' (dropdown) filters. Below this is a 'Maintenance list' table with columns for Date, User, Role, and Activity. The table contains five records of user activities. At the bottom, it shows '199 Total' and a pagination bar.

Date	User	Role	Activity
23/06/2023 12:09:22		Administrator	User Pippo' and e-mail address 'ugo.tartanugo.2020@gmail.com' updated
23/06/2023 11:03:11	Giuseppe	Operator	User Pippo' and e-mail address 'ugo.tartanugo.2020@gmail.com' updated
23/06/2023 11:03:11	Giuseppe	Operator	Validity range changed for user 'Pippo': unlimited
23/06/2023 11:01:09	Giuseppe	Operator	View Key enabled for user 'Pippo'
23/06/2023 11:01:05	Giuseppe	Operator	User Pippo' and e-mail address 'ugo.tartanugo.2020@gmail.com' updated

Vimar View Portal

4.2.7 Plant map

This page makes it possible to file 5 images that may be useful to view the plant and identify the devices. The images may represent the position of the gates, the rooms, the communal areas, etc.



On the left-hand side of the page, a file selector (with preview) can be used to upload the images and move on to viewing another one.



View Vimar PortalEN 01 2309



VIMAR

Viale Vicenza 14
36063 Marostica VI - Italy
www.vimar.com