VIMAR

Use manual

Vimar View Portal

SMART HOME VIEW WIRELESS

VIEW
IoT smart systems

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1 Introduction

1.1 Abbreviations and definitions

Abbreviation	Definition
VVP	Vimar View Portal
MyVimar	The database of Vimar users (MyVIMAR - Vimar energia positiva[1])

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

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

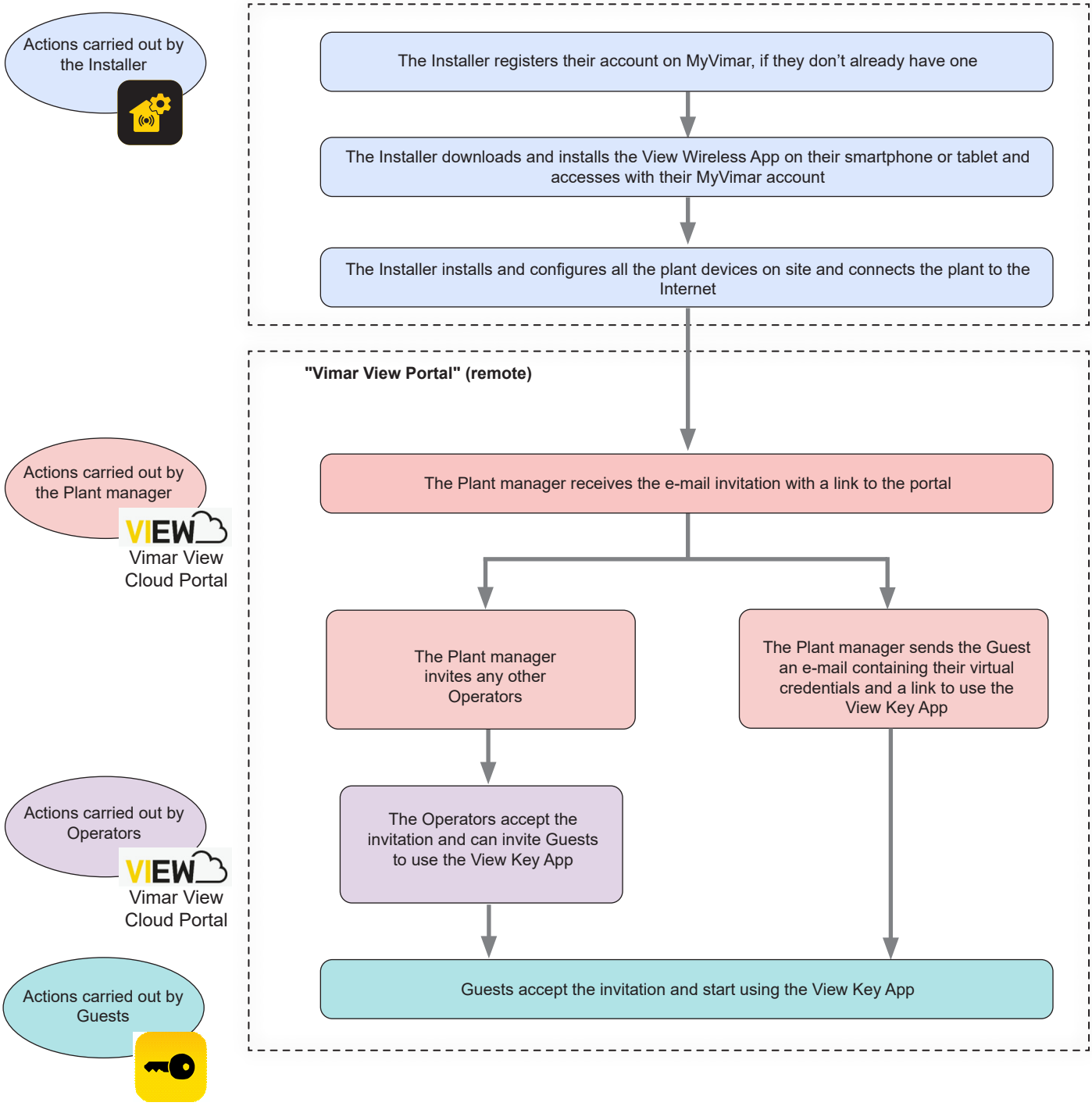
2.1 Roles and type of plant

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 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.

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.

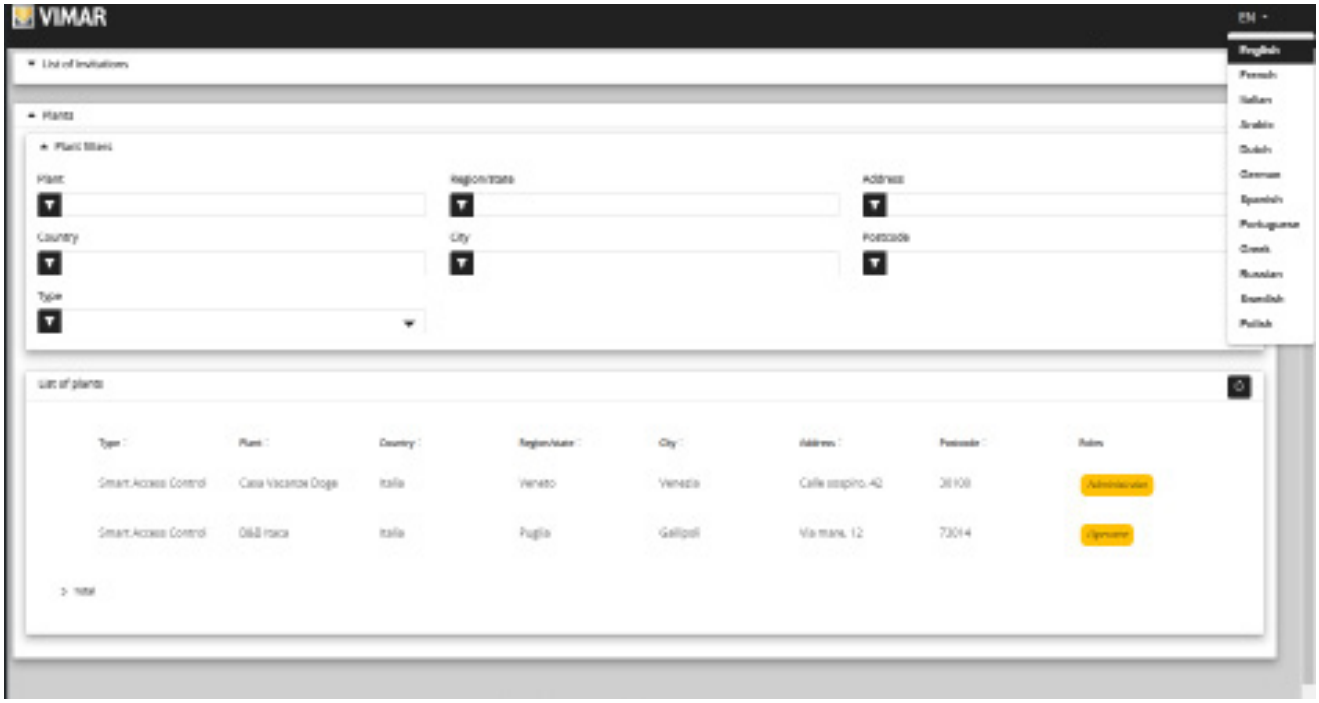
1 Login Page

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.

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.

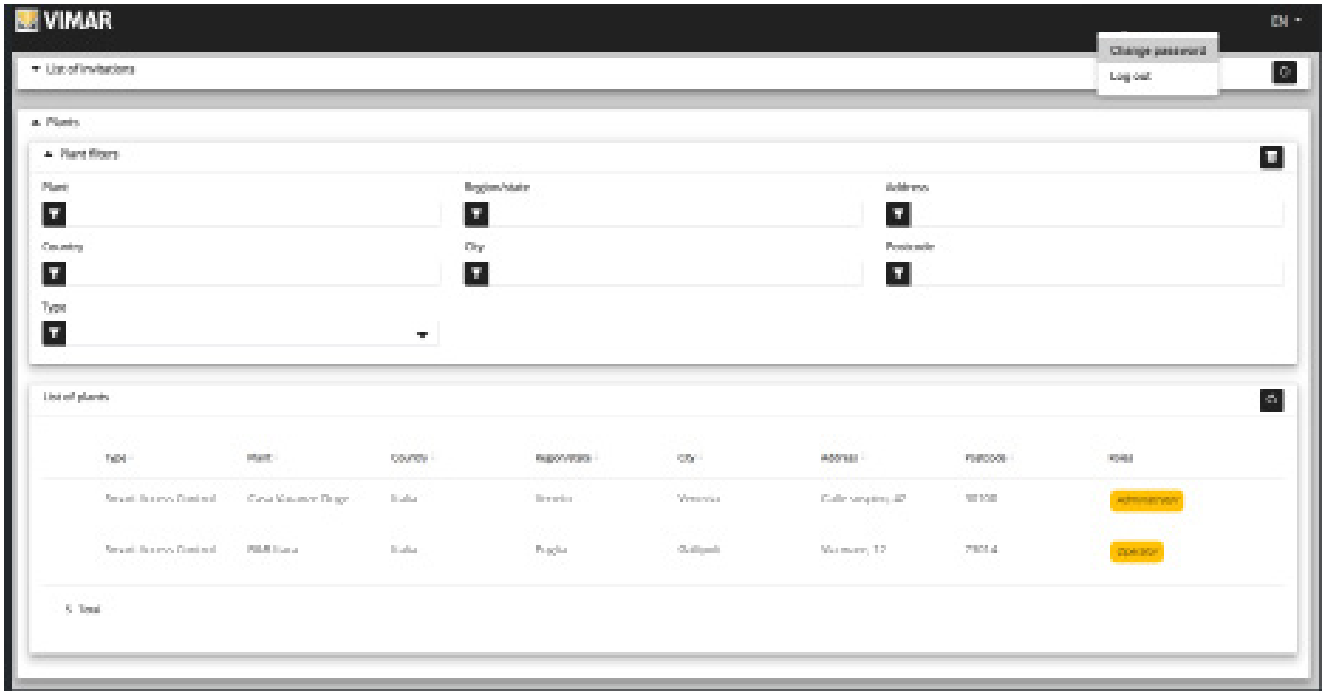


2 Language change menu

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

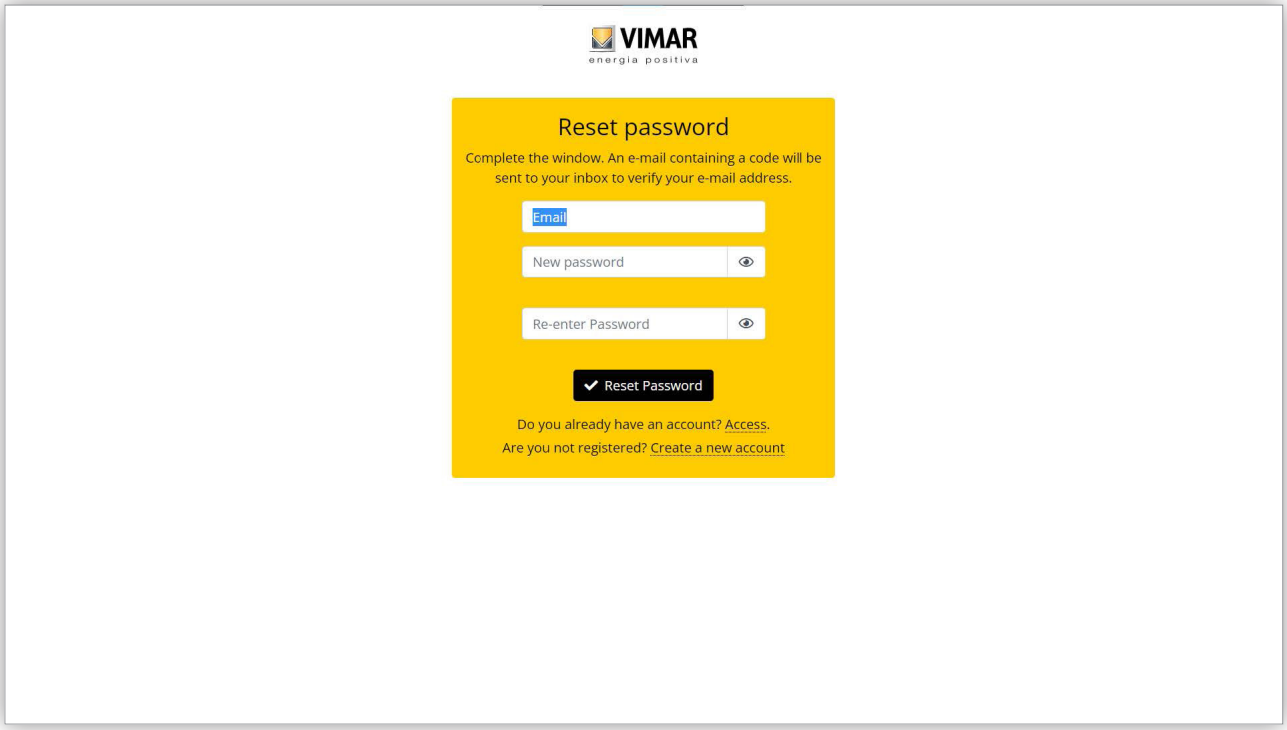
4.1.3 Changing your password

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.

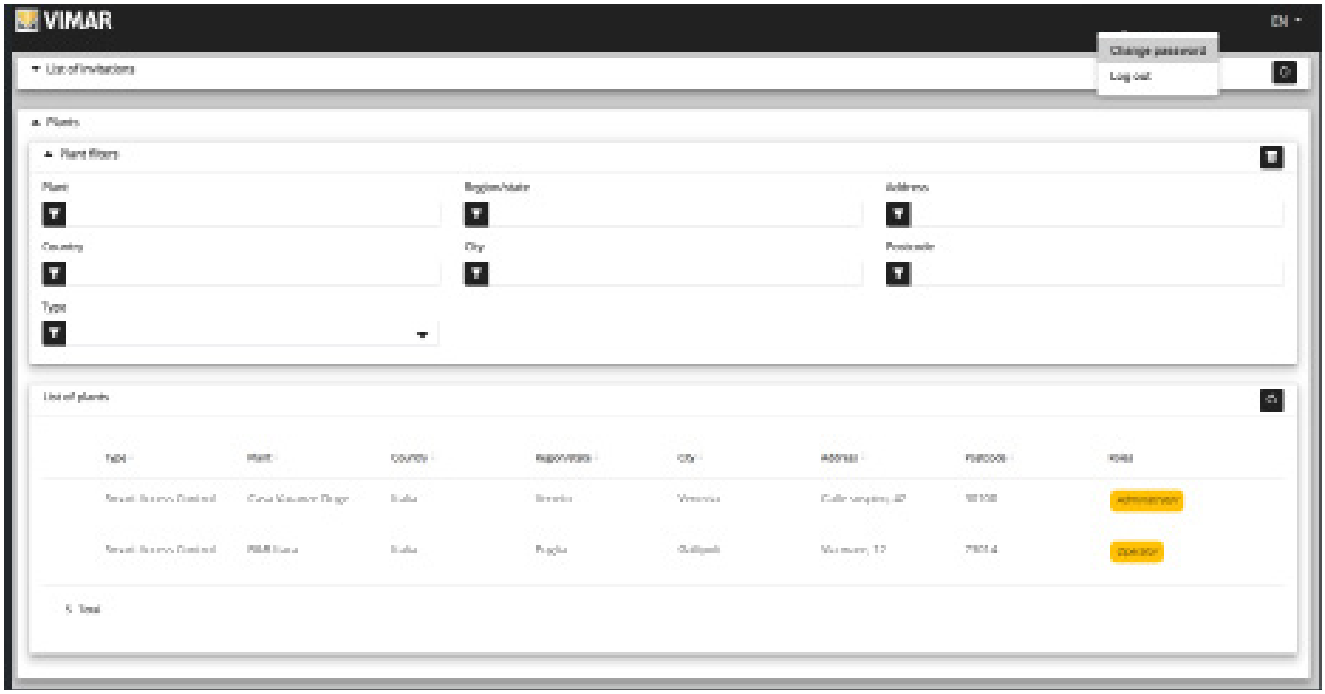


4 Password change page

4.2 Plant manager and Operator

4.2.1 List of systems

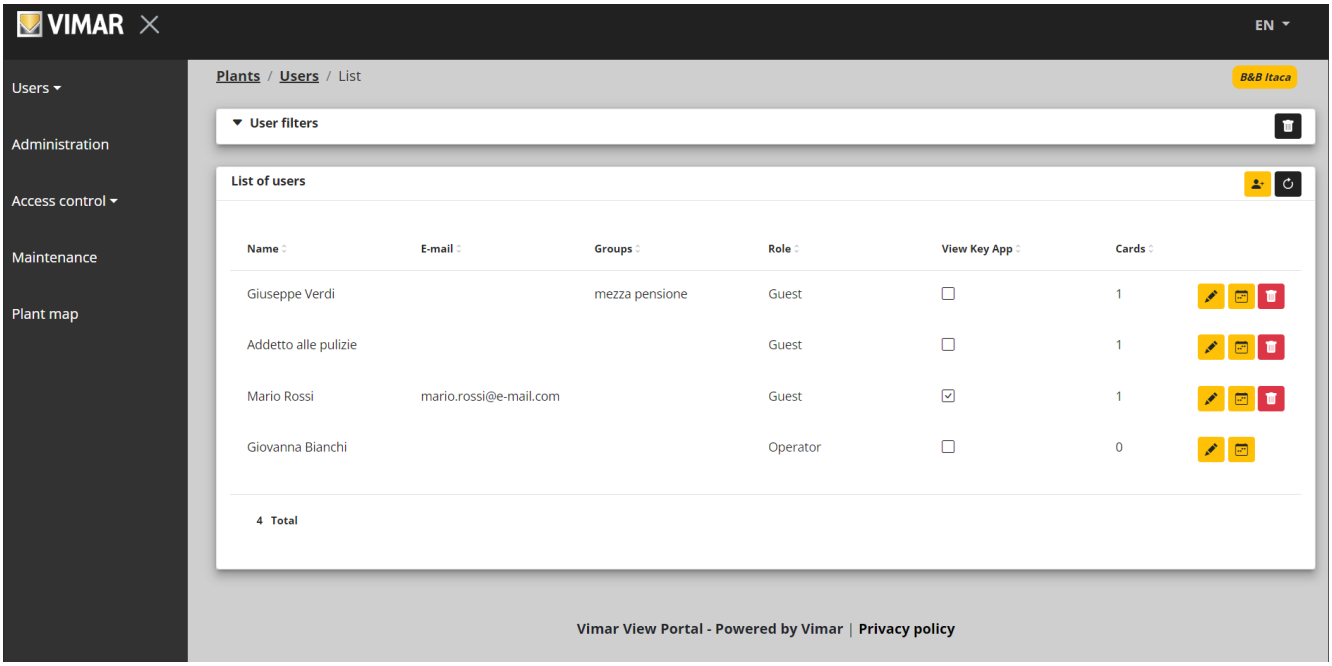
This is the page the administrator or operator sees when logging in:



The 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.

4.2.2 Users

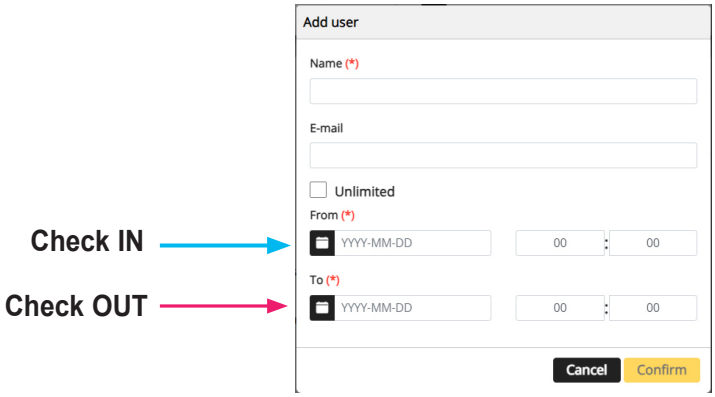
In a plant, the main screen shows the list of all the users who have been created.



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:



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.

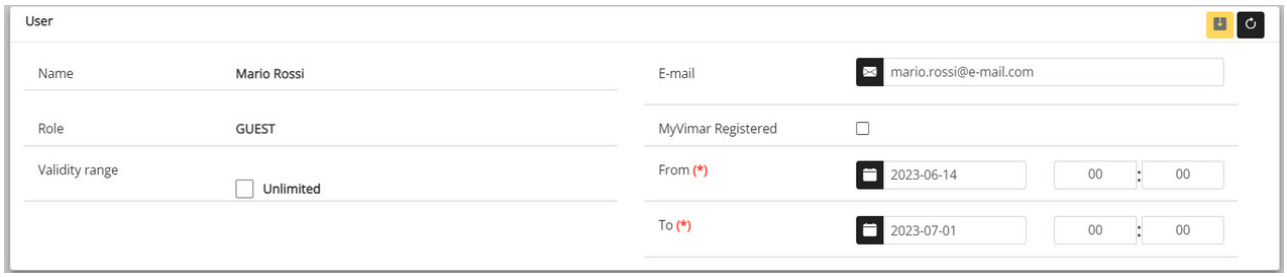
4.2.2.2 Editing a user

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

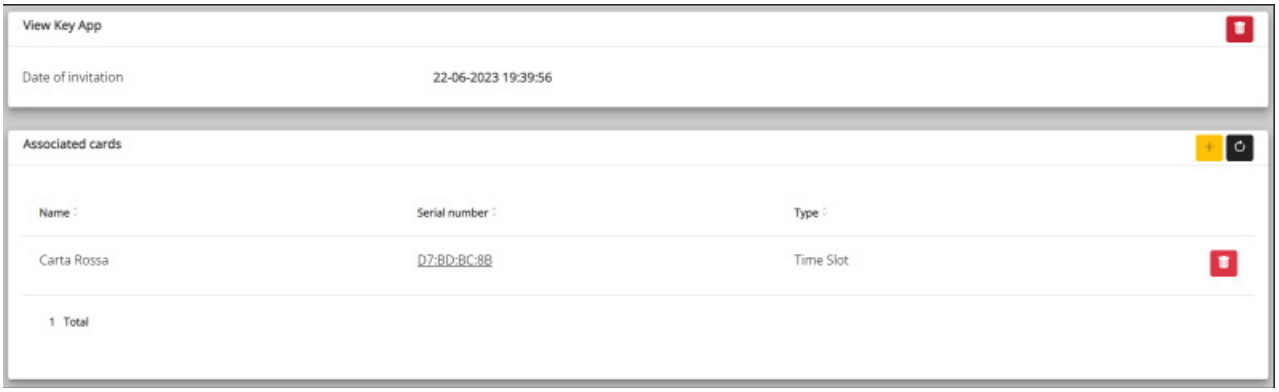
4.2.2.2.1 User card

- 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

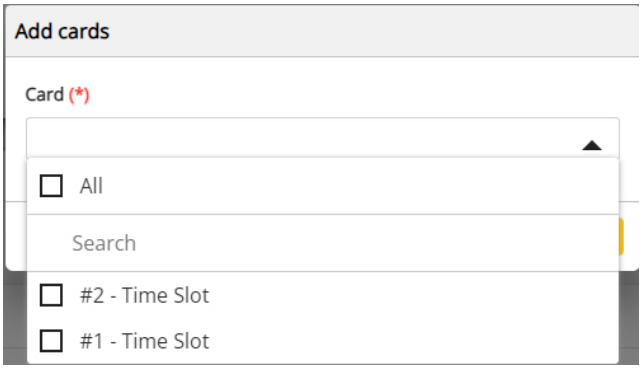


4.2.2.2.2 View Key App and associated Cards

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.



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.

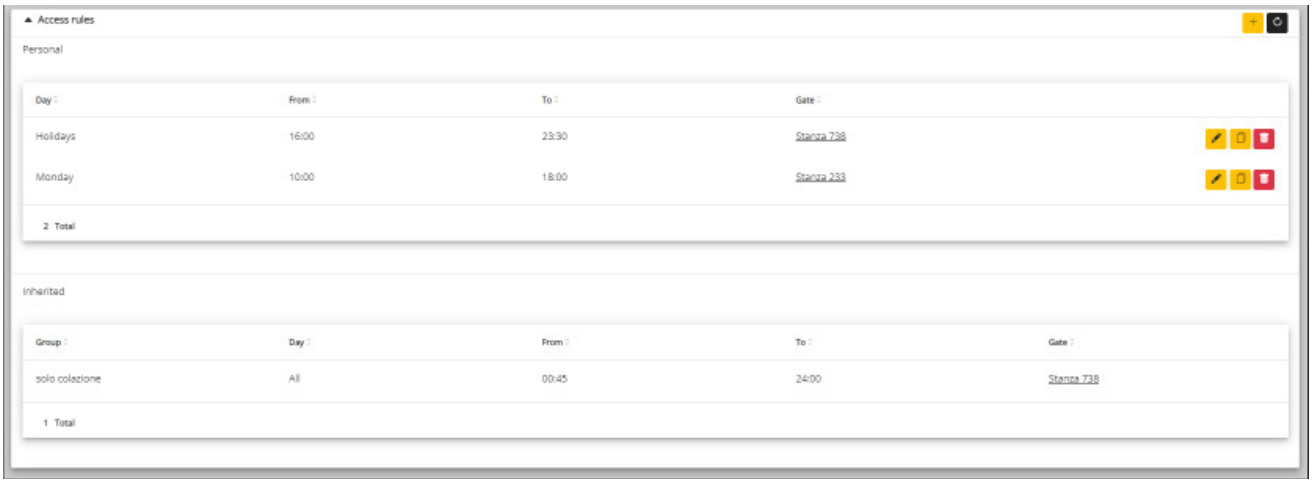


4.2.2.2.3 Groups

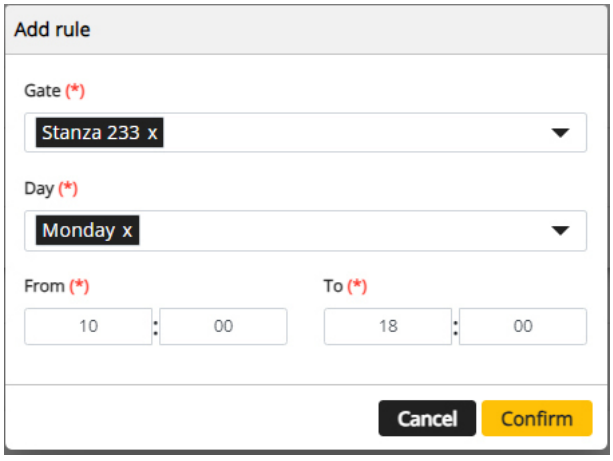
This section lists the groups the user is part of. The user can be associated with or disassociated from a group simply using the two push buttons shown on each row of the list of groups available and associated respectively.

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.



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

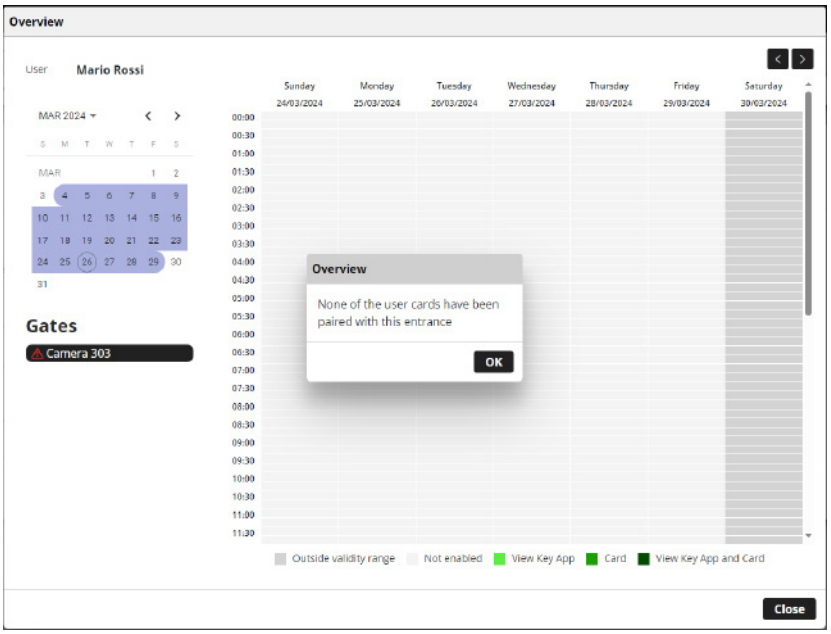


N.B.: If a user is permitted the use of App and cards (with time slots) the access rules are the same.

4.2.2.3 Summary of user accesses

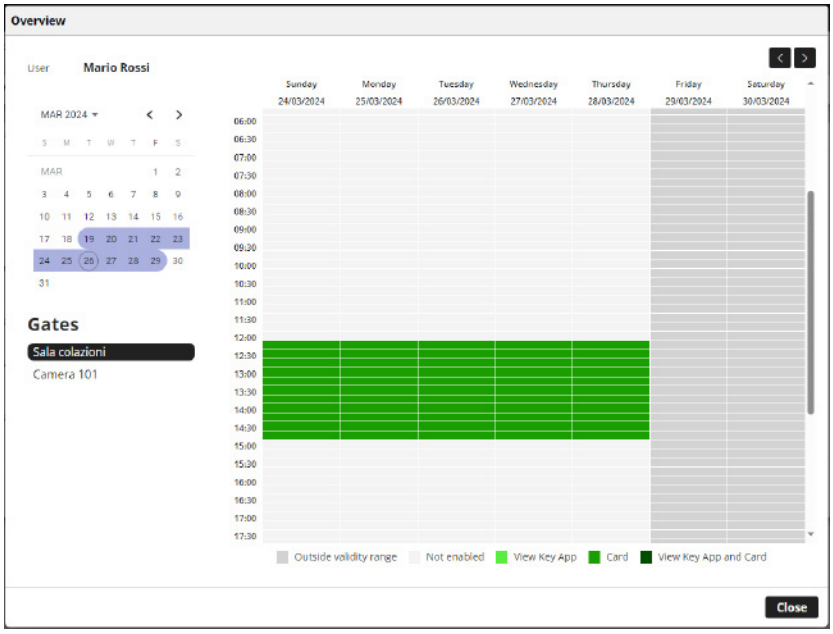
In the users list, click on the corresponding icon to display the summary of the validity range (check-in/check-out) for each user, as well as the entrances they have access to. For each entrance, the times at which the user may access and the tool with which they can access are displayed.

Example 1



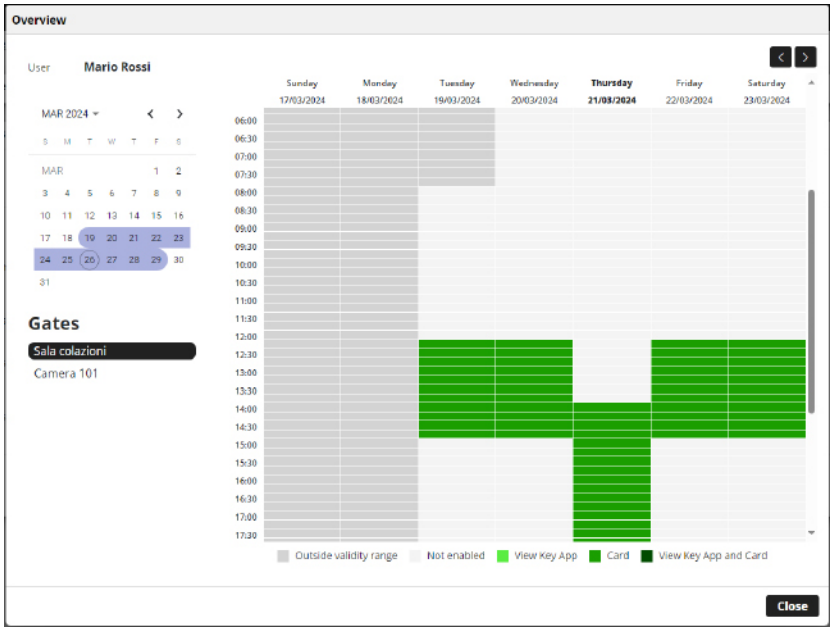
In this case an access rule for Room 303 has been created but no card has been associated with the user or the one associated is not available for this entrance. The View Key App was not enabled either so the user cannot use the access rule set.

Example 2



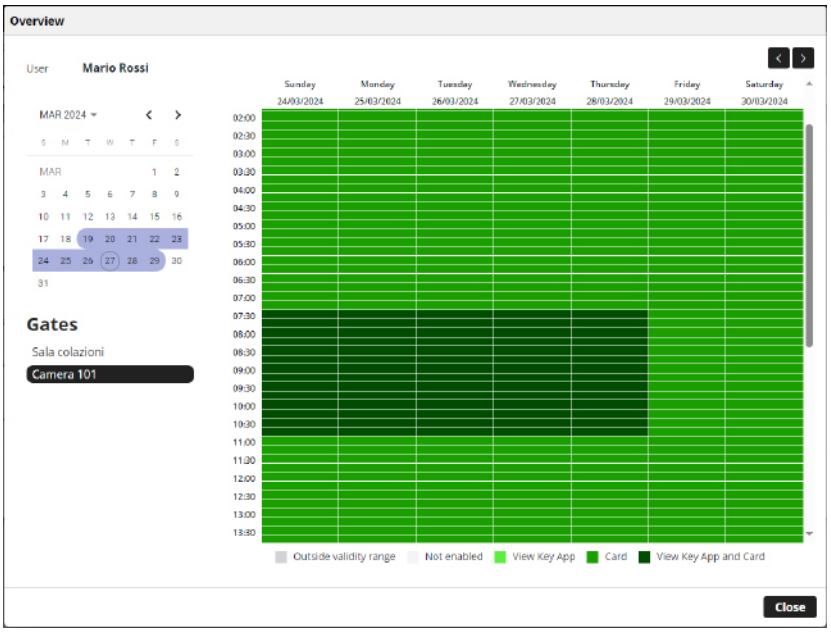
In this case, the time slot during which the user is authorised to access the “Breakfast Room” and the validity range are immediately visible.

Example 3



In this case, the facility has specified Thursday 21/03 as a holiday and the user is associated with a rule granting them access on a holiday too. In the example, the facility adopts different time slots for holidays and so a specific access rule has been created.

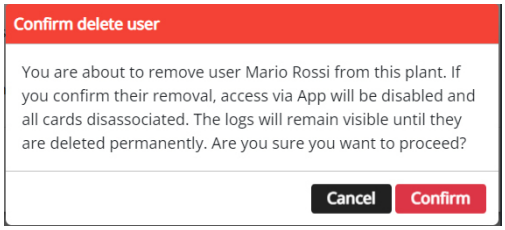
Example 4



In this case the user can use two tools to access “Room 101": the View Key App and a card “Without time limits”. Notice how only the App is subject to the restrictions of the access rules set for the user and its validity range. The card, by definition, can on the other hand always be used and if it is not withdrawn, it will grant access also after the end of the validity range.

4.2.2.4 Deleting a user

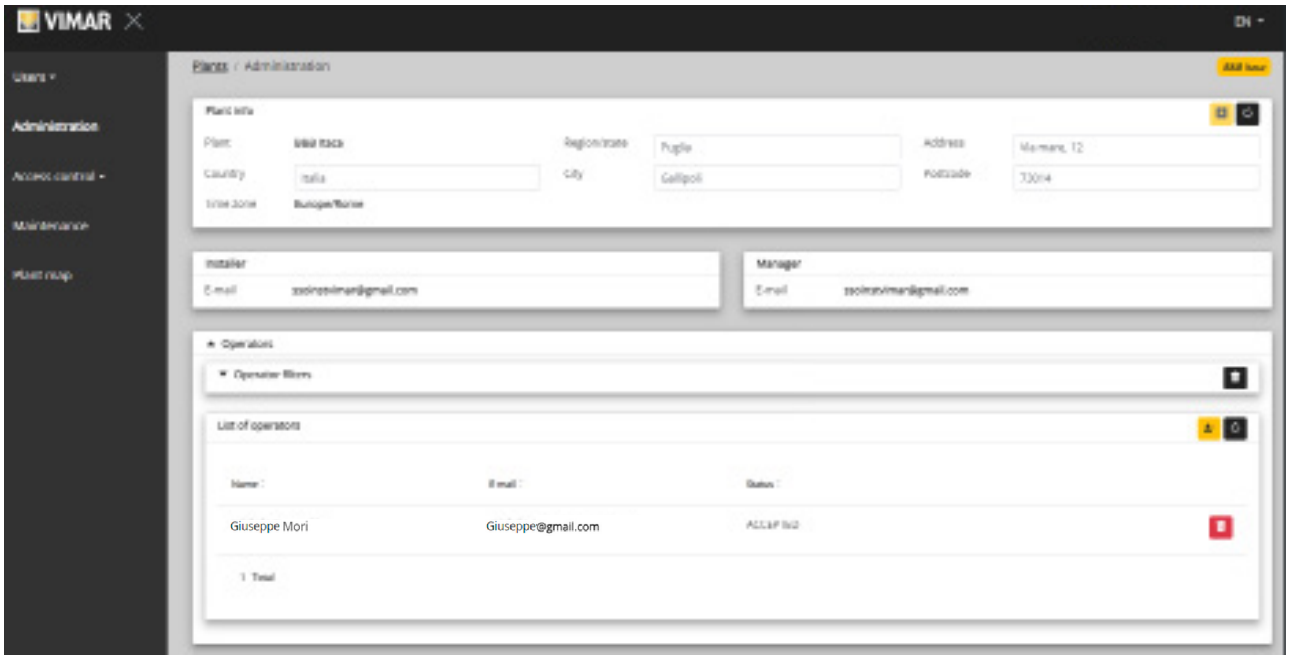
To delete a user, click on push button:delete_ico: corresponding to their name in the list. You will be prompted to confirm your choice and, if you do, the user will be deleted from the plant.



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

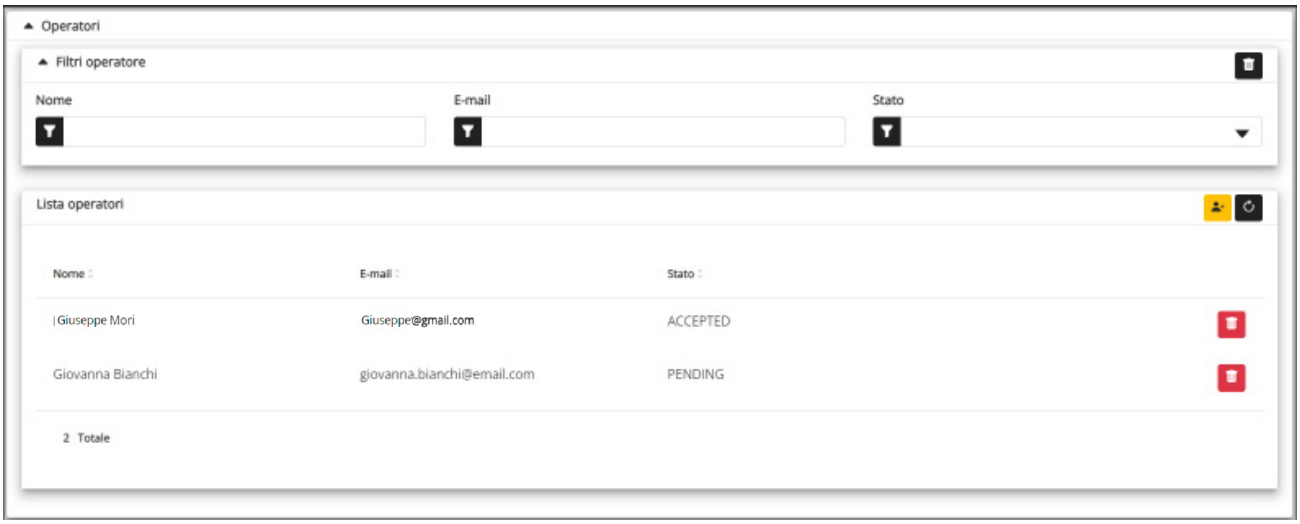


4.2.3.1 Reading and editing the information about the plant site

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.

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.

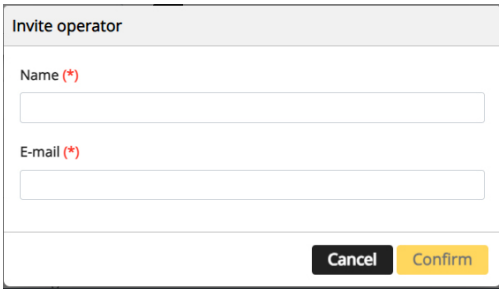


For each Operator, the portal shows their Name, E-mail address and Status. Two Operator statuses are available:

- 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:



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

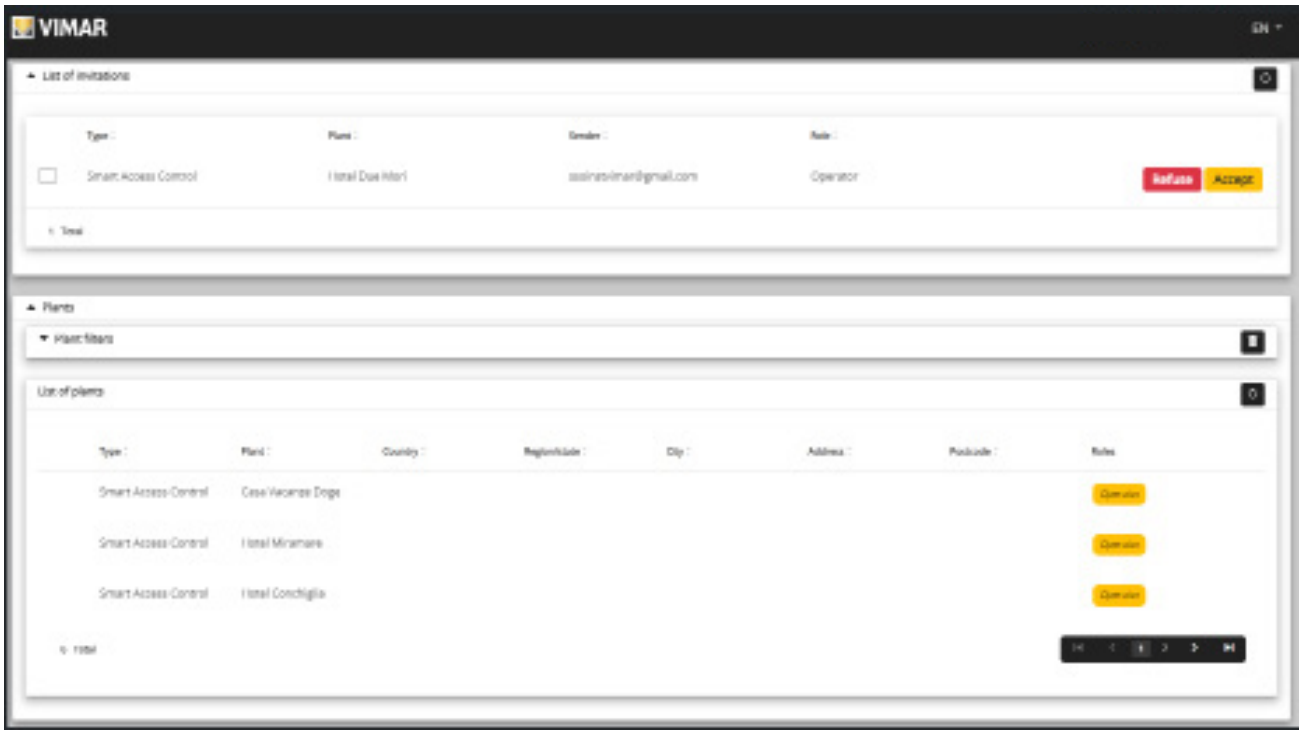
To delete an Operator, click on icon (or on if in “pending” status) for that name.

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.

4.2.5 Access control

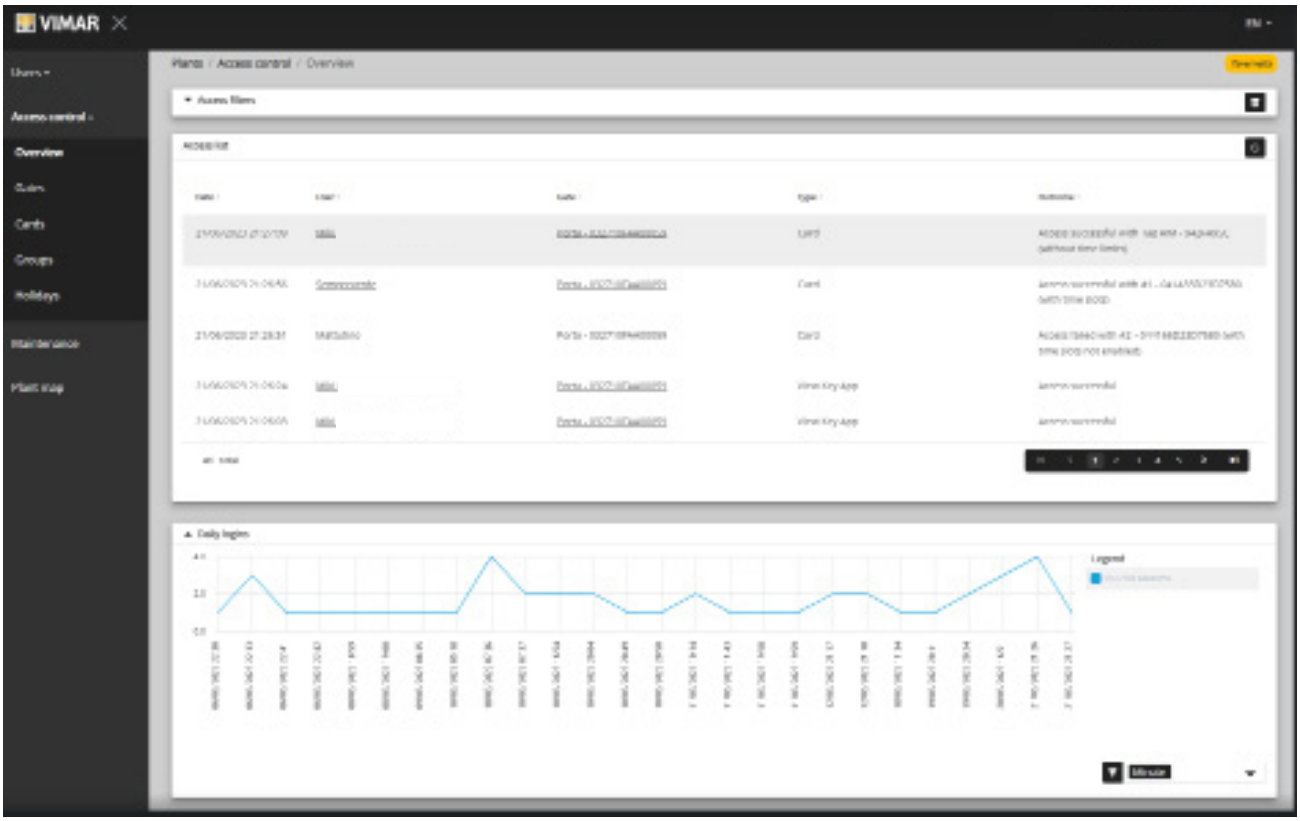
The section is divided up into 3 sub-sections where the following can be configured, respectively:

- 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:

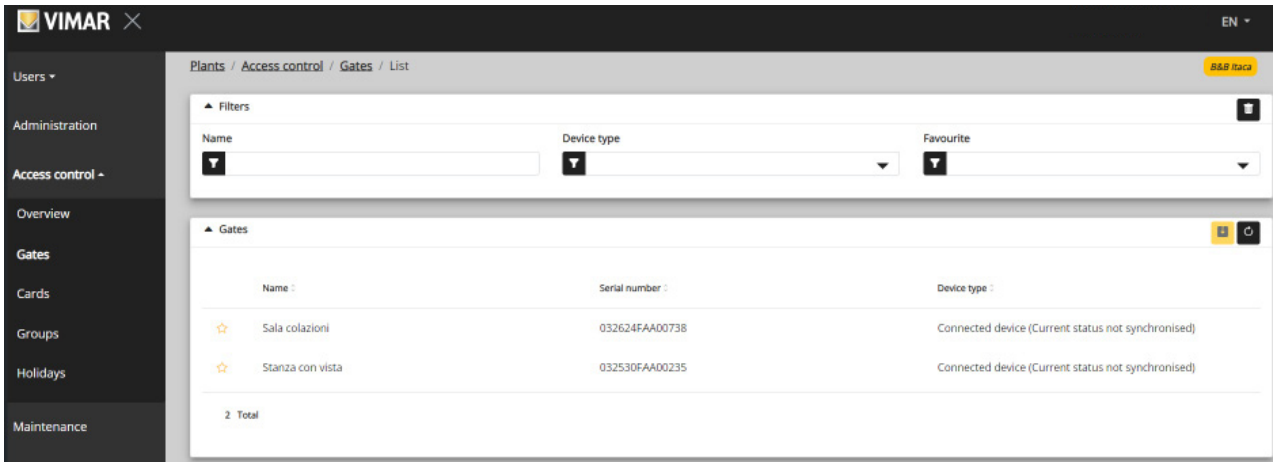
- a graph of the access data per gate. The access data can be grouped together by Month/Day/Hour/Minute. The default time interval is 30 days.
- certain filters which can narrow down your search.

- **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)

4.2.5.2 Gates

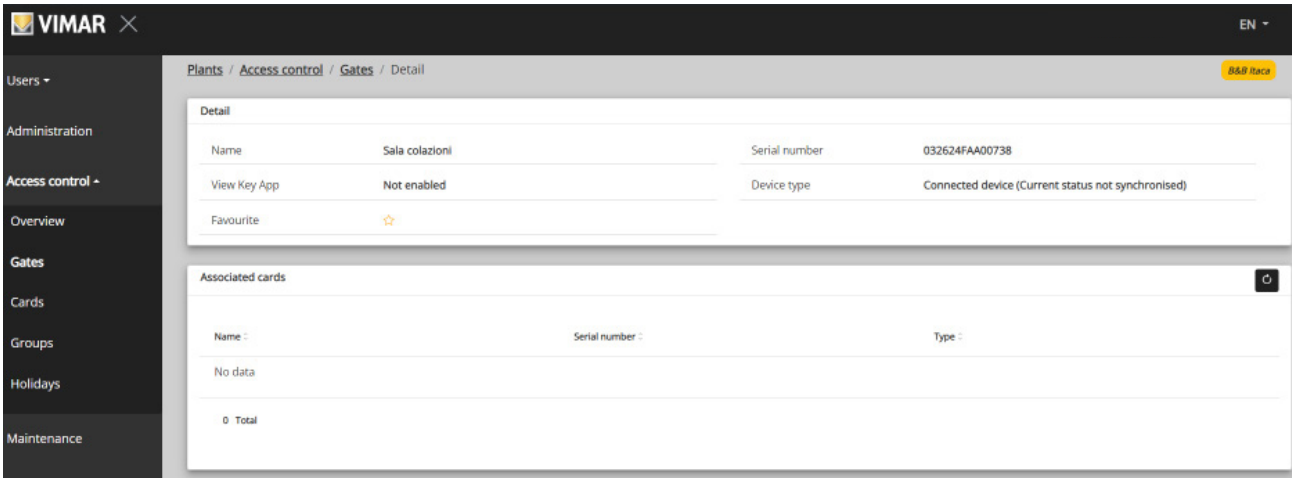
This page shows all the gates configured initially in the plant with the View Wireless application.



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.

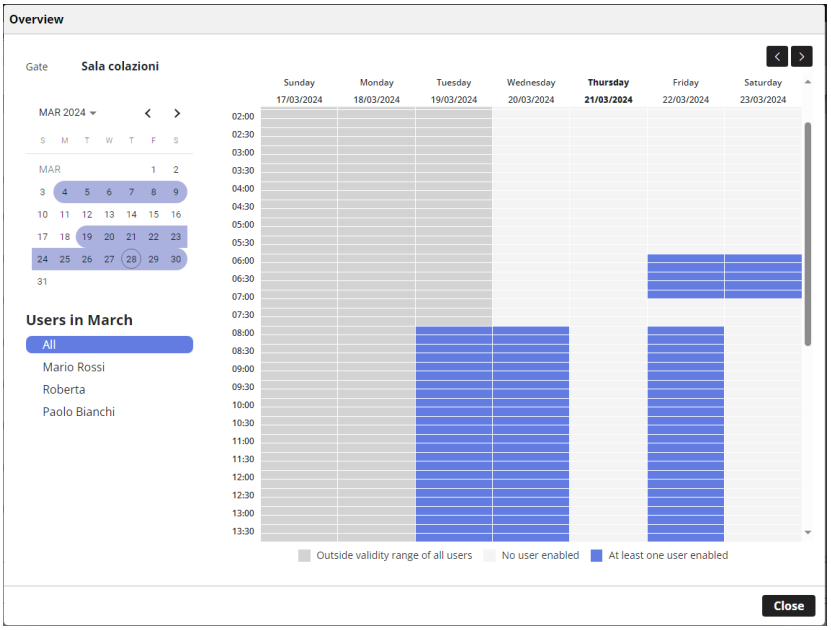


- **Stand-alone device**: Reader in plants without gateway where card management in time slots is not permitted
- **Connected device** (Current status synchronised): Reader in plant with gateway where card management in time slots is synchronised correctly
- **Device connected** (No associated card): 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.

4.2.5.2.2 Summary of entrance accesses

In the list of entrances, click on the corresponding icon to display the summary of activities conducted for each entrance (accesses, etc.). For each entrance, only the users who may access it during the month selected are displayed.

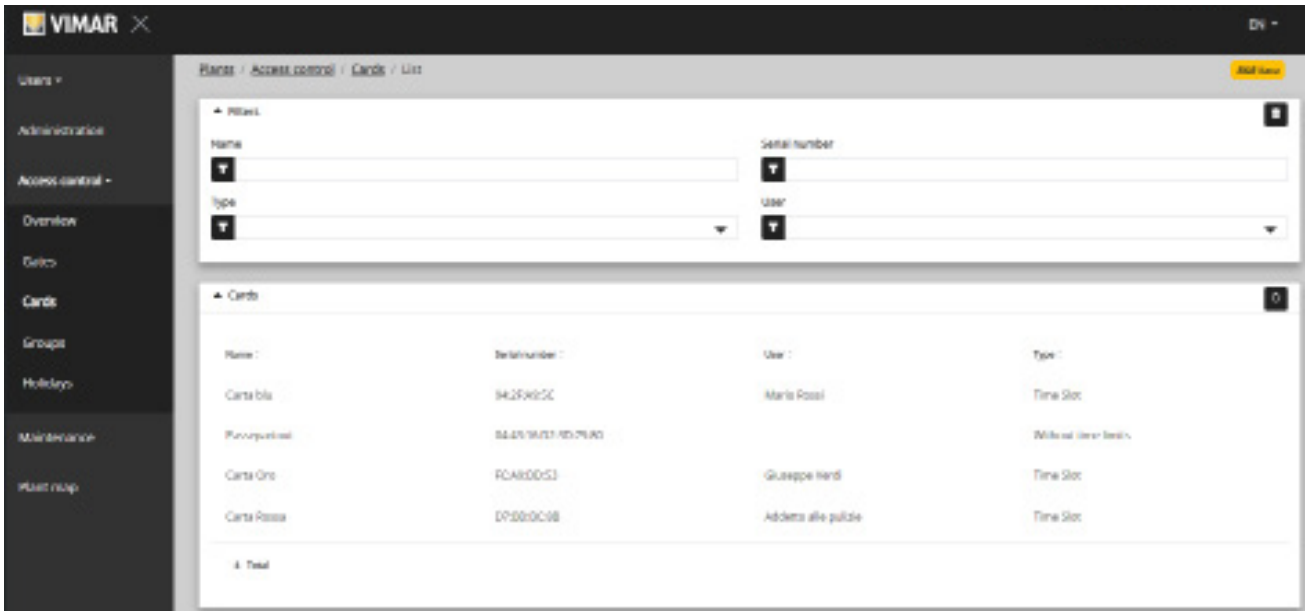
Example



In this case, the times during which at least one of the users may access the entrance are displayed.
Select a user from the list to display the details of the accesses permitted to them at that entrance.

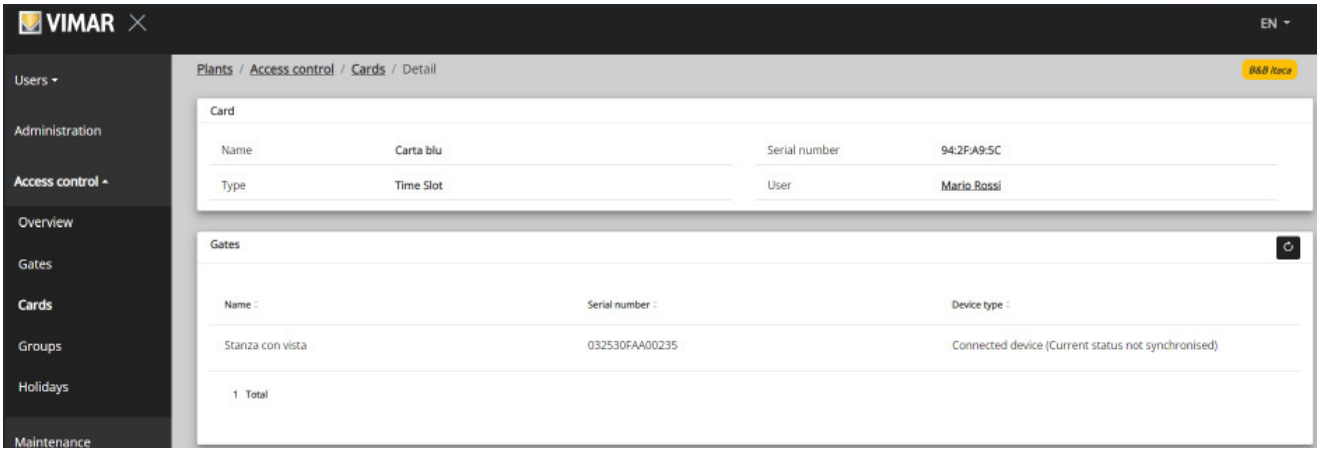
4.2.5.3 Cards

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



4.2.5.3.1 Card details

Displays the type of card and related details.



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

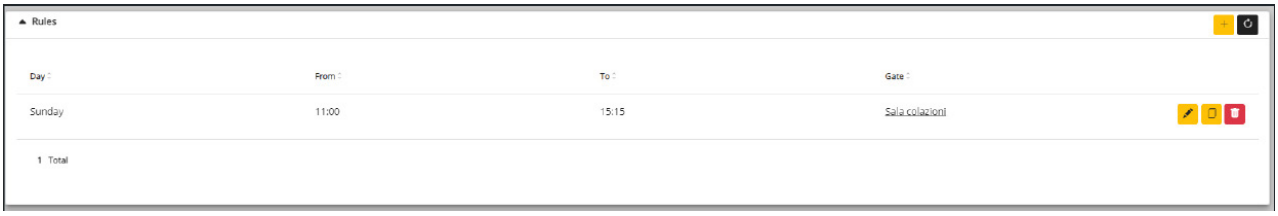
Click on the name of the group among those listed to enter the group detail.

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.

4.2.5.4.4 Access rules

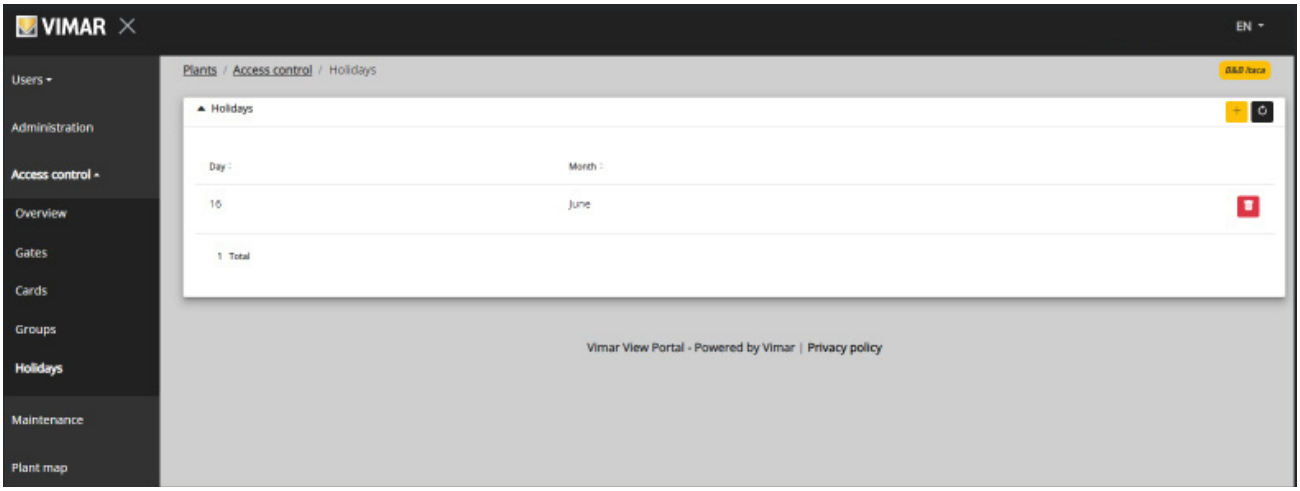
This section shows the group access rules, applicable to all its members. You can add/edit/delete an access rule.



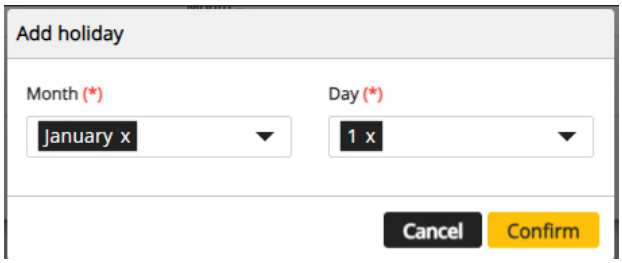
Remember that the access rules of a user are the sum of the personal access rules and those of any groups they belong to.

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.

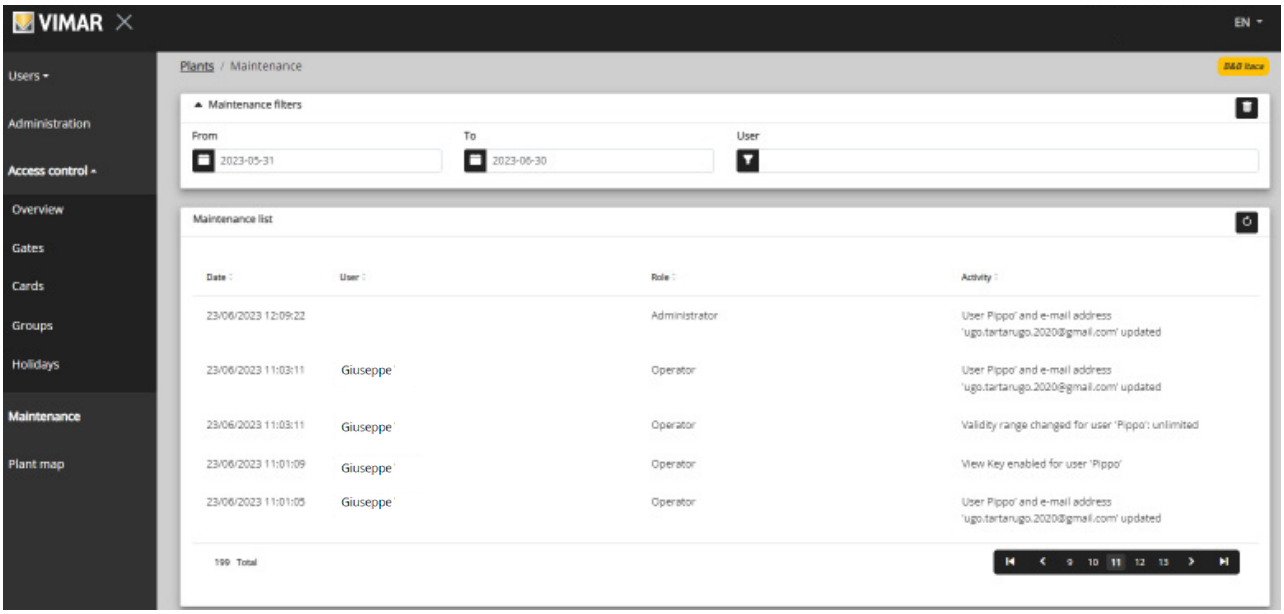


From this page, you can add a new holiday by pressing push button "+" and delete an existing holiday by pressing the recycle bin push button. Typical examples are 1st January, 25th December and so on.



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.



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.

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