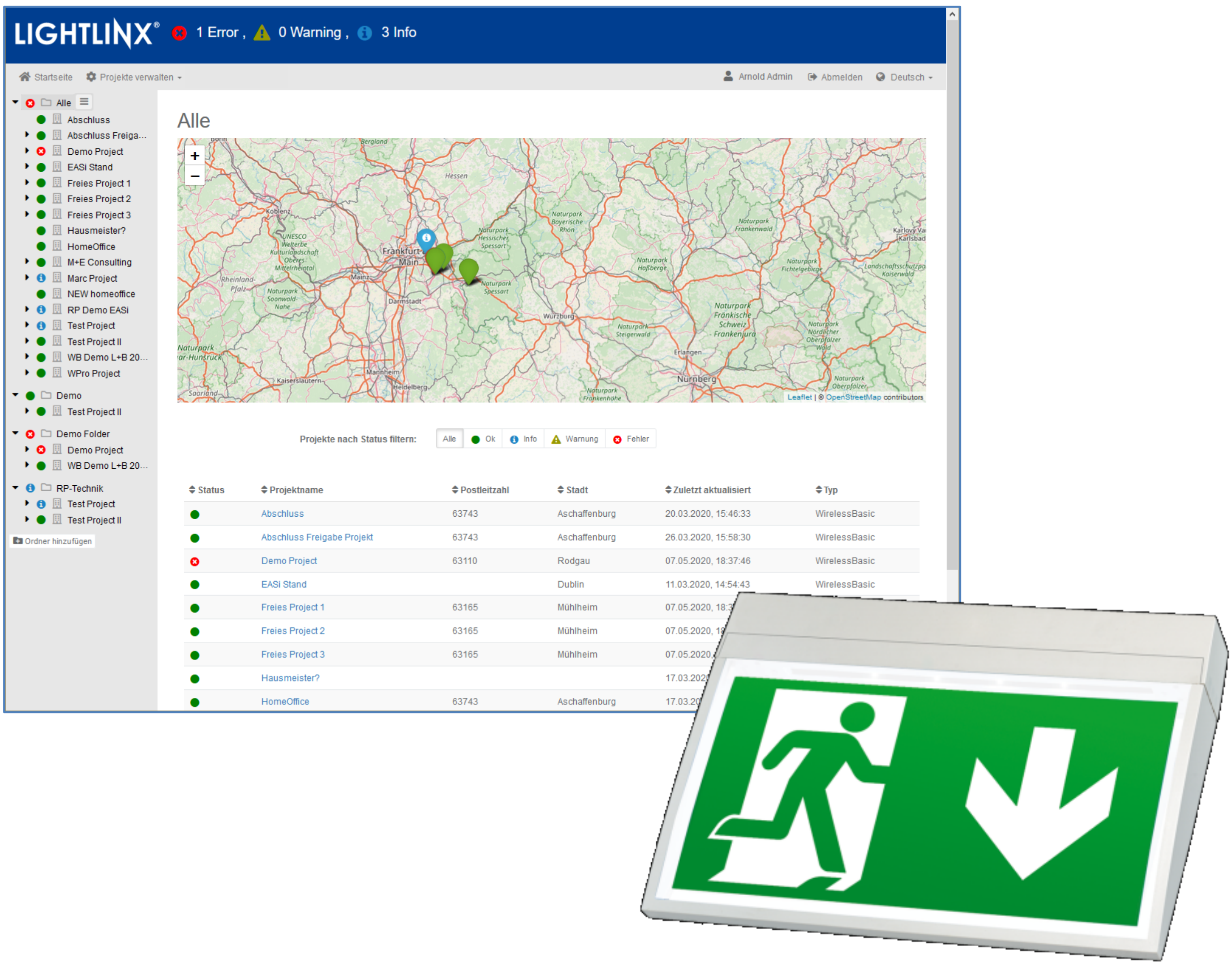
LIGHTLINX®

Operating Instructions



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Contents

1 Introduction

Dear Customer, thank you for choosing an emergency lighting system from RP-Technik. LIGHTLINX® gives you the option of synchronising the data from your emergency light installation with the LIGHTLINX® cloud for enhanced data security and ease of handling.

These operating instructions concentrate on the functions of LIGHTLINX® and how to use them along with the typical processes encountered when installing and maintaining your devices. Please refer to the operating instructions of your emergency lighting system for product-specific details.

1.1 About these instructions

Sections 2 and 3 of these operating instructions introduce the LIGHTLINX® concept. Particular attention should be paid to parts 3.4 and 3.5 as they contain important information, which will provide a basic understanding of the status display and important functions, such as sharing and handover of projects. Section 4 explains how to create your own login; finally in chapter 5, you will find a systematic description of all views and functions.

For impatient users: If you're an intuitive "doer" and are keen to get started without further ado, we would recommend at least reading the following:

- Section 3.4 (page 5): a brief overview of the status display (symbols and concept) that you will encounter everywhere
- Section 3.5 (page 5): background information about sharing and handing over projects
- Section 5.4 (page 9): managing folders
- Section 5.7 (page 13): managing projects, sharing and handover

You should be able to intuitively work everything else out. If not – simply read all the other sections.

2 What is LIGHTLINX®?

LIGHTLINX® is an Internet portal for visually displaying data from your installations with the help of a cloud database. Each installation that is linked online to the cloud uploads data about its configuration, status, details of its individual modules, logbooks and inspection log books to the cloud. Data is either synchronised manually or automatically:

- **Manual synchronisation**: Is triggered by someone (caretaker, technician) on site.
- **Automatic synchronisation**: Is undertaken automatically by the device on site, e.g. at regular intervals.

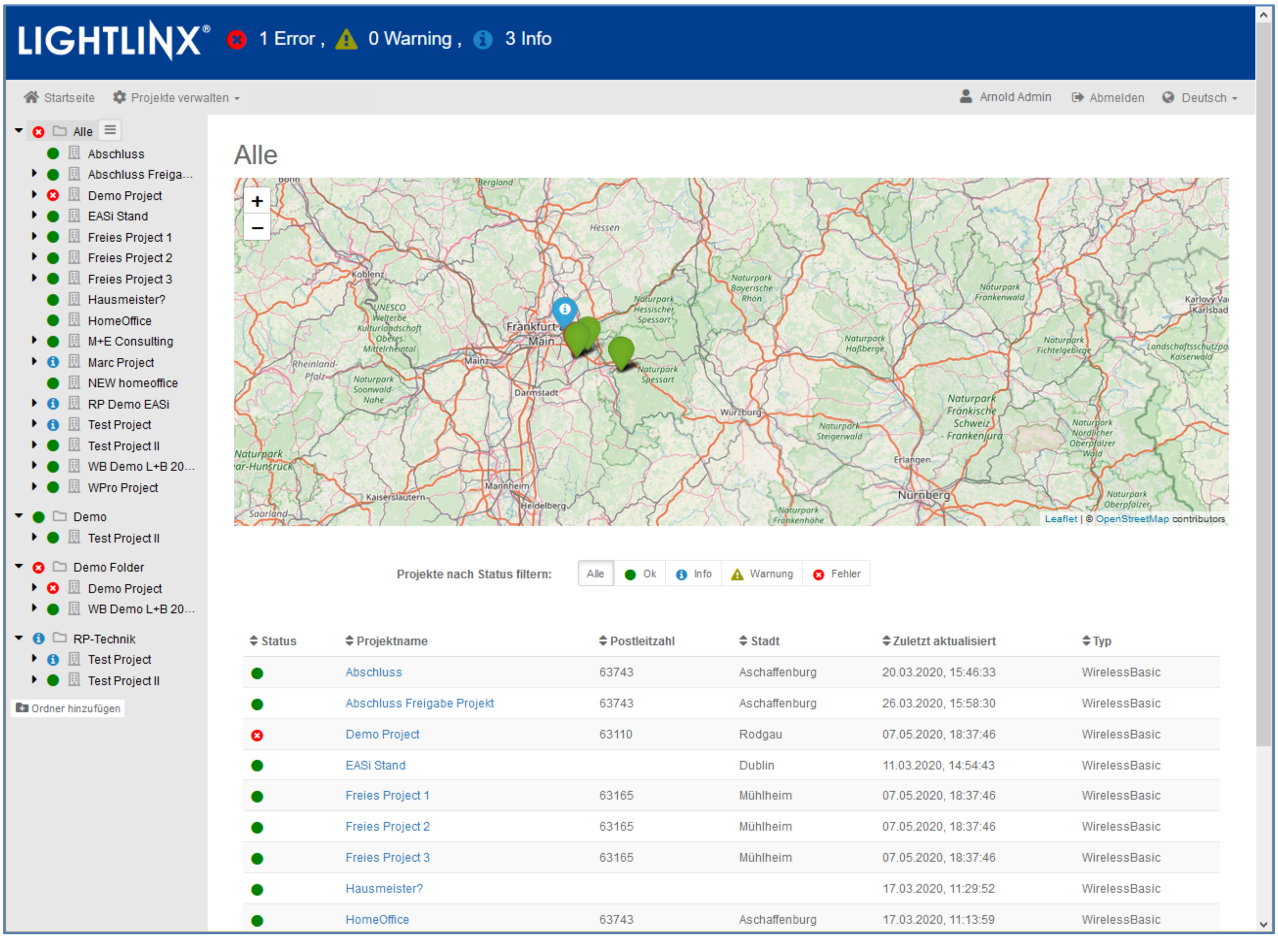
The following products and methods of synchronisation are supported at present:

Supported product*	Manual synchronisation by technician/caretaker on site	Automatic synchronisation in accordance with device configuration
Wireless Basic®	yes	yes (centre mode)
Wireless Professional®	yes	yes

* We are working on linking in more products.

Note: LIGHTLINX® is based on a cloud database and displays the data from this database. The data displayed for an installation corresponds to the last update (status, events) of the installation the last time data was uploaded/at the time of the last synchronisation. Please therefore note that for products such as Wireless Basic®, where synchronisation is only triggered manually by someone on site, the data displayed is not live (real-time) data.

LIGHTLINX® provides you with a complete visual display of all your installations and allows you to specifically filter/find installations by status, location and other properties. If the GPS coordinates of a location are stored in an installation, these are used to show the installation on a map for a geographic overview, e.g. for planning service work.



3 Concept

3.1 In general

LIGHTLINX® organises the data from your installations into what are known as "projects". One project corresponds to one single installation. The project data includes master data (name of the project and building, location/address and GPS coordinates) and information about the individual devices (e.g. luminaires), which belong to the installation, in particular their status and event history. Moreover, inspection log books are permanently stored in LIGHTLINX®.

Using your personal login, which you create by stating your name and your individual e-mail address, you can manage any number of projects. You can incorporate these into a folder structure as you see fit. The LIGHTLINX® web interface provides various views. These may show an overview of several projects or one project or details of individual devices in the project. In views containing several projects, you can filter by location, status and other properties.

You can share access to a project with other LIGHTLINX® users (sharing) or fully assign a project to another user (handover). These mechanisms allow project management to be shared between users or undertaken in teams without there having to be one explicit administrator.

3.2 User rights

User rights in LIGHTLINX® do not generally refer to LIGHTLINX® itself, but instead are project-related. This means that a user may have different user rights for each project to which he or she has access. User rights regulate the options that a user has to intervene in an installation and how it is configured.

3.2.1 Roles and authorisation levels

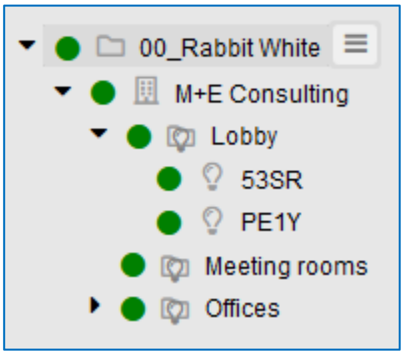
User rights in LIGHTLINX® are linked to what are known as authorisation levels (user permissions). These are the equivalent of a kind of role model where each role has certain authorisations. Each user permission corresponds to a role where a higher level always includes all the authorisations of the levels below it. The levels available may vary depending on the type of product or installation.

The following user levels are defined in LIGHTLINX®:

Product Type of project or installation	**User permission** (H)=highest level, (L)=lowest level	**Authorisations** on the devices on site	**Authorisations** in LIGHTLINX®
Wireless Basic® Wireless Professional®	Technician (H)	View all data; Modify master data; Edit groups; Associate/remove luminaires; Configure luminaires; Status query + upload to the cloud; Create inspection log book + upload to the cloud	View all data; Modify master data; Rename project, groups and luminaires; Create and edit monitoring profiles with automatic e-mail notifications
	Caretaker (L)	View all data; Status query + upload to the cloud	View all data; Create and edit monitoring profiles with automatic e-mail notifications

3.3 Projects and data structure

Data in LIGHTLINX® is managed in a hierarchical tree structure. The topmost level is formed of folders, which may contain any number of projects as well as other folders, which make up the next level. Within a project, you will find more structural levels (such as a group of luminaires) and the luminaires they contain. In LIGHTLINX®, folders, projects and the objects they contain are represented in a tree structure similar to the file system used in Windows Explorer. Example using a Wireless Basic® project:



← Folder
← Project
← Group of luminaires
← Luminaire
← Luminaire
← Group of luminaires
← Group of luminaires

Devices which have been set to "inactive" (see Section 3.4) are not shown in the tree structure as standard. There is a check box below the tree structure where users can choose to display or hide inactive devices in the tree structure.

3.3.1 Folders

 Folder

Folders are the highest level of organisation. A folder may contain any number of projects as well as further sub-folders. Projects can be arranged into folders in any way and can be moved between folders. A user can create, name and delete folders. The name of a folder is displayed to the right of the folder icon (see above).

Home folder: When a new instance of a LIGHTLINX® login is created, there is just one folder, bearing the name of the new login. This is the "Home" folder, which can be renamed but not deleted.

Note: If a new online project is created in the Wireless Basic® app, this can be found in the user's Home folder.

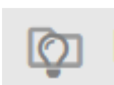
3.3.2 Projects

 Your own project (you are project admin)  Project shared with you (someone else is admin)

A project represents an installation and contains the relevant master data, along with other sub-objects, which represent the installation itself, such as luminaires, groups and, if present, other modules. If access to a project has been shared with you, this is indicated by the addition of the "Shared" icon to the right of the project icon (see above). For details of the project admin term and role, see Section 3.5.1.

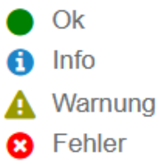
3.3.3 Project structure

A project in LIGHTLINX® is structured in exactly the same way as the associated device or system: here you will find groups, which in turn contain luminaires or other modules/devices. The size of the project and potential types of devices depend on your product.

Examples:  Group of luminaires  Luminaire

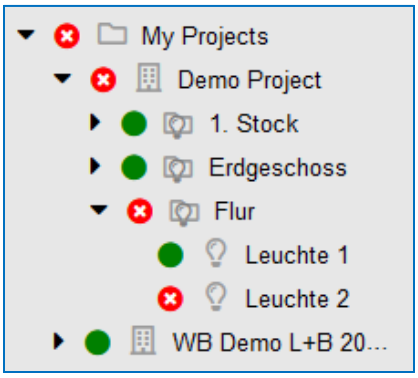
3.4 Status display

Every object in the data structure in LIGHTLINX® has a status. The status can assume the following values (with increasing levels of severity from top to bottom):



The status of a device (e.g. that of a luminaire) is determined from the events that have occurred in the device and therefore represents, for example, the result of a test or a temporary interruption in communication.

If an object contains other objects (just like a folder contains projects or a project contains groups), its own status is also determined by the status of the objects it contains. The status with the highest level of severity is adopted by all objects. For example, if a luminaire is in error status after a test, then the group to which it belongs is also shown in "Error" status and this status is in turn also adopted by the project itself and the folder above it. Example:



← A folder with "Error" status indicates that one of the projects in it is reporting an error
← Project, which is adopting "Error" status from a group with "Error" status
← Group containing only error-free luminaires
← Another group without any luminaire errors
← Group containing one luminaire with "Error" status and which adopts this status
← Luminaire
← The luminaire with the active error message!
← Another project in the same folder, but here there are no errors

The "Inactive" status takes on special significance here. If a device is in inactive status, this is indicated accordingly in the navigation tree on the device. However, this status is ignored when it comes to the status of objects above it in the tree.

3.5 Sharing and handing over projects

The concept of sharing and handing over allows projects to be managed without a central administrator role. In each individual case, the only decisive factor is the user who is the actual "owner" of a project. This person is referred to as "Project admin" in the rest of the text.

Sharing and handing over involve an activation code, which the person sharing or handing over projects passes to the recipient. The code is very compact and can be easily shared using a conventional text message, e-mail or even verbally on the phone. This mechanism ensures protection of personal data because no contact information whatsoever has to be managed in LIGHTLINX®.

3.5.1 The project admin role (owner)

If a new project is set up (e.g. with Wireless Basic® by creating an online project in the Wireless Basic® app), then the user who created the project is known as the project "owner" or in our terminology "Project admin". One individual user can be the project admin of several projects, but each project can only ever have one project admin. The project admin capacity can be transferred to another person using a hand over. The project admin always has the highest user permission for his or her project – and can therefore use all functions.

3.5.2 Sharing

When sharing, a user gives one or more other users access to a project to which he or she has access. It doesn't matter whether he or she is the project admin for this project or not. When sharing, the user sharing a project selects the user permission that the recipient/recipients is/are to have for the project:

- If the project admin shares a project with another user, he or she remains the project admin, retains access with the highest user permission and can specify whether the recipient is to have the same or fewer rights for the project.
- If another user (not project admin) shares with another user a project he or she has received by means of sharing, the highest authorisation level he or she can pass on is the level he or she holds (a lower level can however be passed on if available). Each user, who has received a project by means of sharing, can himself or herself share the project with other users.

3.5.3 Handing over

When handing over, a user passes on all of his or her rights to a project and then no longer has access to it himself or herself:

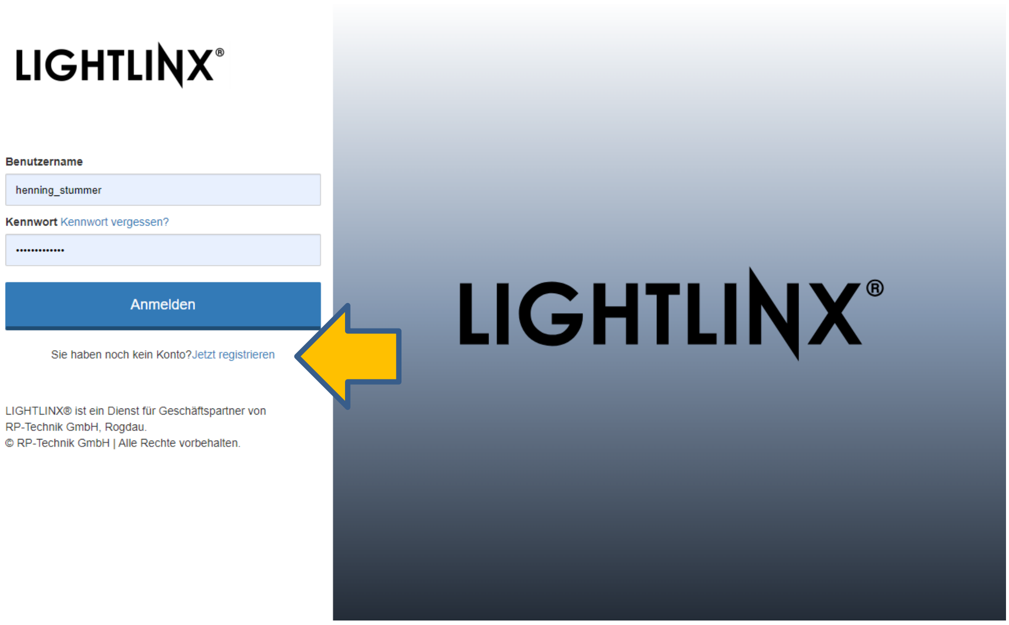
- If the project admin of a project hands this project over to another user, he or she loses all access to the project, and the recipient becomes the project admin for this project. All instances of sharing undertaken by the project admin for this project expire, as do all instances of sharing undertaken by other users relating to this project.
- If another user (not project admin) hands over to another user a project he or she has received by means of sharing, all projects which he or she shared cease to be accessible to the new recipients, he or she loses all access to the project, and the recipient "inherits" his or her authorisation level. Each user, who has received a project by means of sharing, can "step down" from the project by handing it over to another user.

4 Access: self-sign-up and login

In order to access LIGHTLINX®, you basically need a personal login, which belongs to one single user. To create access details, you need an e-mail address that you can access because a code is e-emailed to you for confirmation during the course of the sign-up process; moreover, you use this e-mail address to reset your password should you ever forget it.

Create your LIGHTLINX® access details as follows:

1. Open the www.lightlinx.com website in an Internet browser on your PC.
2. Click on the "Sign up now" link (see arrow in the image below).
3. Enter the user name and password you want to use in the "Username" and "New Password" fields.
4. Enter the password for a second time in the "Confirm New Password" field.
5. Enter your email address under "Email Address" and click on "Send verification code".
6. An e-mail will be sent to you from "Microsoft on behalf of LIGHTLINX". This contains a numerical code.
7. Enter this code in the "Verification code" field and tap on "Verify code".
8. Then enter your own name in the "Surname" and "Given Name" fields.
9. Tap on "Create".
10. Your access details have been created. You can now log in using your user name and password.



4.1 Logging in for the first time with an activation code

You will have to enter an activation code the first time you log into LIGHTLINX®. You will find this in the documentation accompanying a LIGHTLINX®-compatible product, e.g. in the quick start guide for a Wireless Basic® luminaire.

4.2 Conditions of use and data protection declaration

Accept the conditions of use so that you can start using LIGHTLINX®. You are free to decide whether you then want to accept use of your data for marketing purposes or not. You can change your decision at any time in the future by clicking on "Privacy Policy and Terms of Use" in the footer of the LIGHTLINX® pages.

Note: This step is not required if you have already done it in the Wireless Basic® app.

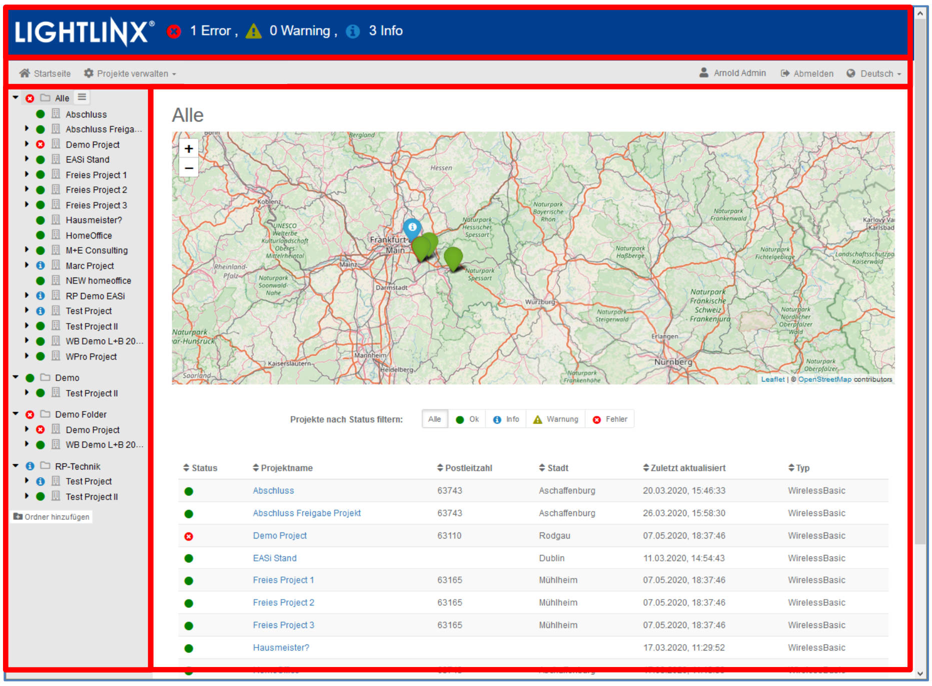
5 Operation and views

5.1 Page structure

All pages in LIGHTLINX® follow a standard concept: At the top of the screen you will find the title bar (banner area) and menu (menu bar); under this, the main part of the window contains the navigation tree on the left and the actual view area on the right. This structure is the same on all pages; the content of the view area changes depending on what you select in the navigation tree.

Title/banner →
Menu bar →

Navigation →
tree



← View
area

5.2 Title bar (banner)

In the title bar, you can see the LIGHTLINX® logo followed by a brief summary of how many of your projects have the "Error", "Warning" or "Info" status. More on this in Section 3.4.

Note: The brief summary only states the number of status details at project level. If a project contains some devices with "Error" status and some with "Warning" status, then the project itself will adopt "Error" status and be counted as an "Error" in the brief summary. The warning/warnings present at the same moment is/are not included in the count.

5.3 Menu bar

The menu bar contains navigational links to important functions.

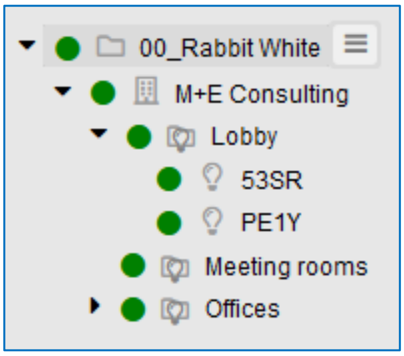
- **Frontpage**: Navigates to the folder overview of the topmost folder in the navigation tree.
- **Manage projects**: Menu with the following functions:
  - **Sharing and handing over**: Create a sharing or handover code (see Sections 5.7.2 and 5.7.3)
  - **Manage instances of sharing and handing over**: Track instances of sharing and handing over you yourself have created (see Section 5.7.4)
  - **Redeem code**: Acceptance of a shared or handed over project (see Section 5.7.5)
  - **Copy, move and remove**: Arrange projects in folders (see Section 5.7.1)
- **?:** Manuals for LIGHTLINX®
- **User name:** Menu with the following functions:

- **Configure monitoring profiles:** Automatic notifications when events occur (see Section 6.1)
- **Edit user profile:** User-specific settings (see Section 6.2)

- **Logout**: Click here to exit LIGHTLINX®.
- **Choice of language**: Menu for selecting the language displayed by LIGHTLINX®.

5.4 Navigation tree and folders

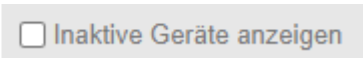
The navigation tree shows all your projects (installations) in a hierarchical folder structure: Folders are arranged alphabetically from top to bottom; folders contain projects or sub-folders, projects contain groups and luminaires and/or other devices if applicable:



← Folder with "Burger" menu button and background, which shows the current selection
← Project
← Group of luminaires
← Luminaire
← Luminaire
← Group of luminaires
← Group of luminaires

You select a folder or other object by clicking on it. You can tell that an object is selected from its slight shading (background). Depending on the object selected, the related data is shown in the view area.

Devices which have been set to "inactive" (see Section 3.4) are not shown in the tree structure as standard. There is a check box below the tree structure where users can choose to display or hide inactive devices in the tree structure.



With greater nesting depths, the size of the view area for the navigation tree can be adapted in order to make truncated or partially hidden objects fully visible. To do this, drag the right-hand edge of the area (click on it and drag with the left mouse button held down).

5.4.1 Creating folders

If you hover the mouse over a folder, a "Burger" menu button appears to the right of the folder name. This is displayed permanently for the folder currently selected. Click on the "Burger" menu button for the folder in which you want to create another sub-folder.

Select "Create folder" in the context menu that appears. Then enter a name for the folder in the dialogue box that appears. Confirm by clicking on "OK". The new folder is created and slotted into the navigation tree alphabetically.

5.4.2 Renaming folders

For the folder, which is to be renamed, click on the "Burger" menu button described in Section 5.4.1 and select "Edit" in the context menu that appears. Then change the name of the folder in the dialogue box and confirm by clicking on "OK". The folder is sorted into the navigation tree alphabetically under its new name.

5.4.3 Deleting folders

For the folder, which is to be deleted, click on the "Burger" menu button described in Section 5.4.1 and select "Delete" in the context menu. If you confirm the subsequent security prompt with "OK", the folder is deleted and removed from the navigation tree.

Note: So long as a folder contains sub-folders or projects, the delete function is not available.

5.5 Folder view and project overview

If a folder is selected in the navigation tree, an overview of all the projects contained in this folder is shown in the view area. This consists of a map at the top and a table below it. The current status of each project can be seen directly from both parts. Projects can also be filtered by status and using a text search function.

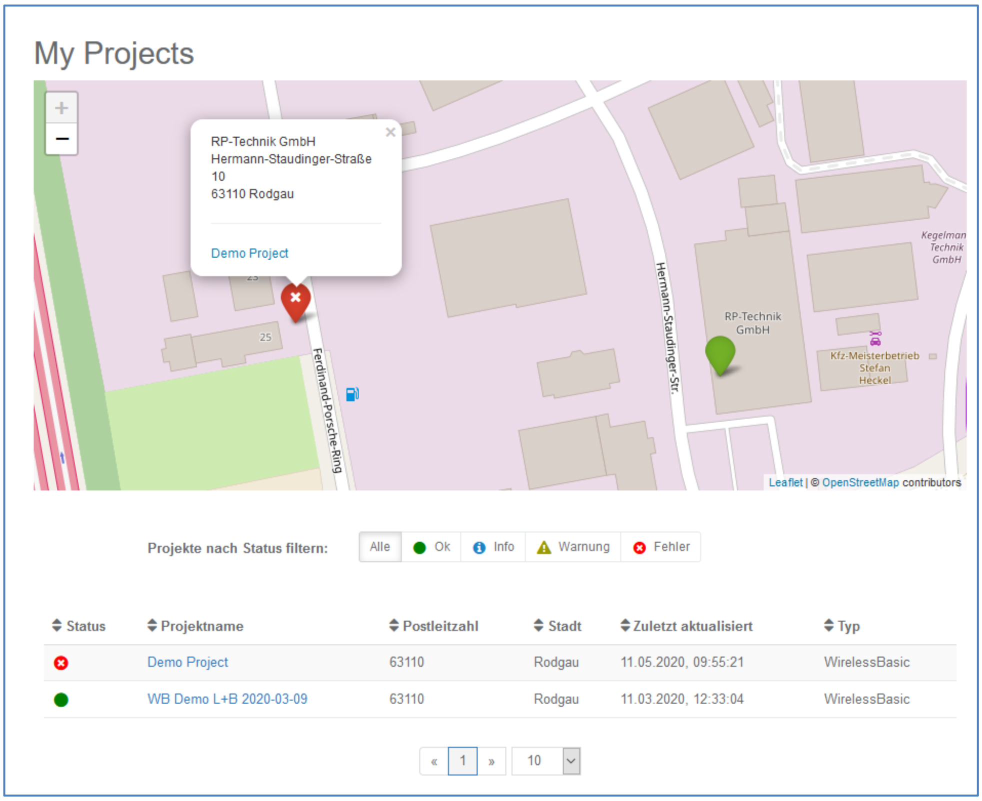
Folder name →

Map with markers for each project. The colour indicates the status. Click for detailed information. →

Filter line →

Table containing projects or events →

Pagination →



5.5.1 Map

The name of the folder is displayed above the map. In the map itself, which you can zoom into and out of and move around in, an icon is used to mark the location of every single project that you will find in this folder or one of the sub-folders. The colour of the marker indicates the status of the project (OK: green; Info: blue with an "i" on top; Warning: yellow with an "!" on top; Error: red with an "x" on top).

5.5.2 Tables containing projects or events

All projects or events from the folder shown, including its sub-folders, are listed in the table. By clicking on the column headings, you can change the order in which items are displayed, i.e. sort the table in ascending or descending order by the content of each column. The table shows pages containing 10, 20, 50 or 100 entries and you can scroll between them (pagination). You will find the associated buttons, including those for selecting the number of lines per page, below the table.

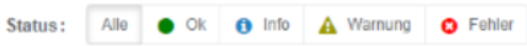
In the table containing the projects, the "Last updated" column shows when values or properties in the project itself or for one of the associated devices were last changed. The "Devices" column specifies the number of devices currently active in the project. Devices, which are temporarily or permanently set to inactive, are not included in this count. They are however included in the list of devices in the project view (see Section 5.6.3).

The events of all devices in the respective projects are listed in the table containing events. The "Device" column provides information about the device affected by the event.

5.5.3 Filter function

In order to specifically find individual projects or events, the folder view provides a filter function which can be used to restrict the number of projects or events shown in the map and table:

a) Filtering by status: In the filter line, click on "OK", "Info", "Warning" or "Error" under "Status" to restrict the view to projects with just this one status. Clicking on "All" cancels this restriction.



b) Filtering by text content: Under "Project Name/Postal Code/City", enter a postal code or series of characters to only display those projects or events whose project name, postal code or city includes the text you have entered. Several strings of characters, separated by spaces, can also be entered. In this case, only projects or events for which all these strings of characters apply are displayed.

5.6 Project view

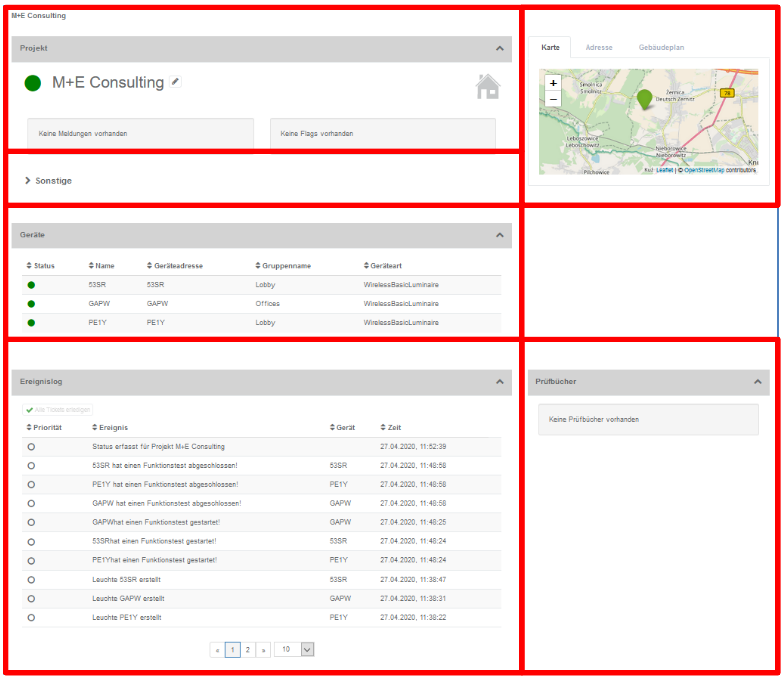
If a project is selected from the navigation tree or project list of a folder, the view area switches to the project view shown below. This view shows information about the project (name, location, status) and the devices it includes. Each of the areas described below can be expanded or collapsed by clicking on the arrow head (^).

Project name and status →

Technical details →

Overview of devices →

Event log →



← Location details
- Map
- Address
- Floor plans

← Inspection log books

5.6.1 Project name and status

The following are displayed in this area:

- The **name** of the project
- In front of this: The **overall status** of the project as an icon (see Section 3.4)
- The **number of all errors**, warnings etc. for all devices in the project as a total
- Active **messages** (flags) for all devices in the project

Edit project name: If your user permission for the project permits editing, you can click on the pencil button  to the right of the project name to edit it.

5.6.2 Technical details

Here you will find one or several expandable lists containing technical information, such as parameters, settings and measured values.

5.6.3 Overview of devices

The overview of devices shows a list of all devices present in the project along with their status. Devices set to "inactive" are always shown in this list regardless of the setting for what is shown in the navigation tree (see Section 5.4).

5.6.4 Event log

The event log shows all event messages in the project and in all project devices and can be sorted as you see fit (e.g. by device or in chronological order).

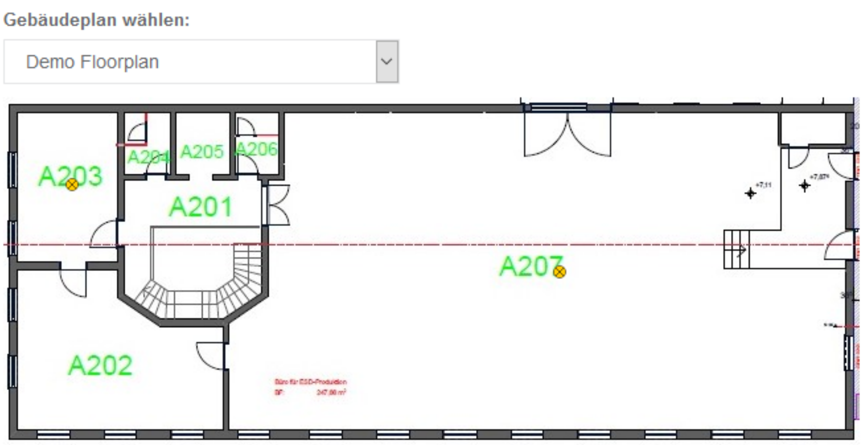
Tip: Use this event log to discover why a device is in "Error" status, for example. In this case, there is a message in the event log indicating the "Error" priority and providing information about what has caused the error status.

Just like the project list, the event log has pagination, which can be set to 10, 20, 50 or 100 messages per page. You will find buttons for this setting and for scrolling under the list.

5.6.5 Location details and floor plans

This area is organised in three tabs:

- **Map**: Shows the project location in a map
- **Address**: Postal address of the installation location
- **Floor plan**: View showing all floor plans saved in the project. Use the drop-down list to select the project plan you are interested in. If coordinates are saved for the individual devices, their position in the floor plan is indicated using icons. Click on the plan to get a larger view.



Edit address: If your user permission for the project permits editing, under the "Address" tab you can click on the pencil button to the right of the address to edit it.

5.6.6 Inspection log books

All the inspection log books, which have been uploaded from the installation into the LIGHTLINX® database, are shown in this area. These exist as PDFs and can be downloaded by clicking on them.

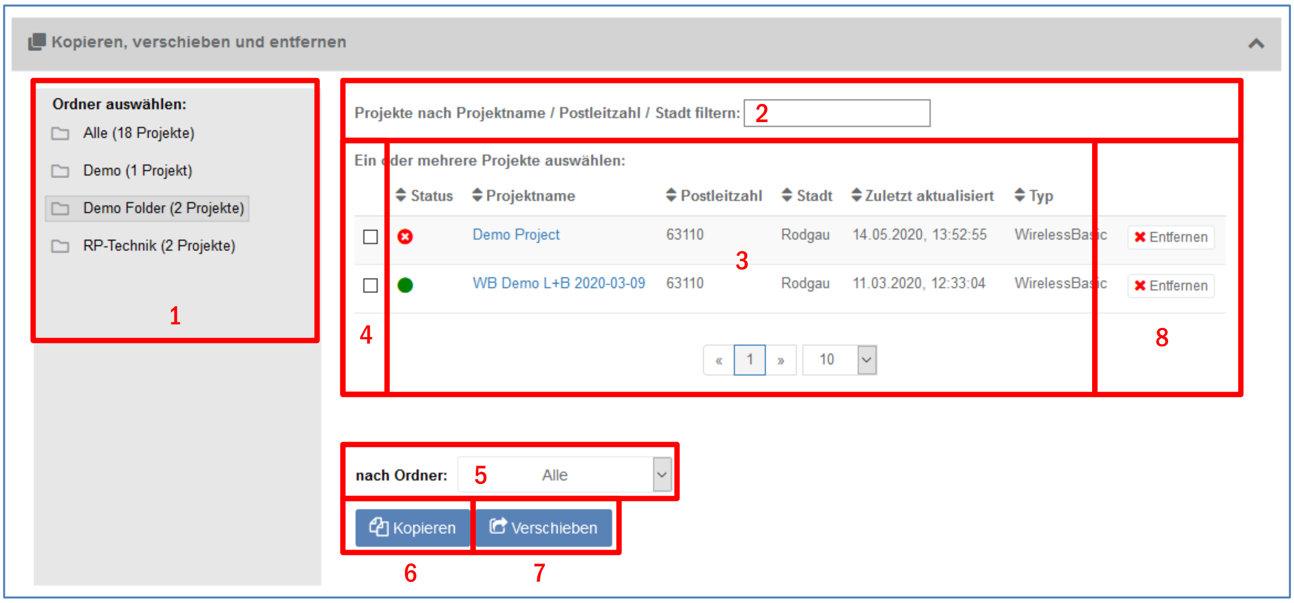
Individual inspection log books can also be deleted via the table. To do this, click on the "Delete" button on the far right in the inspection log book line. This function does, however, only delete the inspection log book in LIGHTLINX®. The original file will still exist in your installation.

5.7 Managing projects

5.7.1 Organising projects in folders

Projects can be sorted into separate folders to improve clarity. As described in Section 5.4, you can create any number of folders you want and give them any name you want, for example, folders for groups of customers, regions or areas of responsibility. Sorting or putting a project into a folder means that it is displayed when this folder is clicked on in the navigation tree. If there is an error in the project, this folder will also assume "Error" status.

Any new projects you create are initially located in your "Home folder". To move them from here to another folder, go to "**Manage projects**" and select "**Copy, move and remove**". You will then be presented with the following view:



The following functions are available in this view:

- **Move:** Remove project from its current folder and make it visible in another.
  and
- **Copy:** Leave project in its folder and also make it visible in another.

  How to use these functions:

  1. From the drop-down list at the top, select the folder containing the project you want to move or copy (1). The projects in this folder are shown in the table (3).

2. Use column sorting and pagination to find the project you want to move or copy. If there is a large number of projects, you can use the text filter (2) to restrict the view.
3. Select the project you want to move or copy by ticking the box on the far left in the line in question (4). Multiple selections are possible.
4. Select the folder into which you want to move or copy the project from the drop-down list available under "to folder" (5). The list contains all the folders present in the navigation tree.
5. Click on "Copy" (6) or "Move" (7).

- **Remove:** Remove project from its current folder.

  How to use this function:
  1. From the drop-down list at the top, select the folder containing the project you want to remove (1).
  2. Use sorting, pagination and filters to find the project you want to remove (2, 3).
  3. Click on "Remove" on the far right in the line containing the project you want to remove (8).

Note: In reality, folders contain references to project data; they are a kind of bookmark for identifying the project data record in the database. The functions detailed above move, copy and remove these references. Even if a project can be seen in several folders, there is only one data record. This is why you will see exactly the same content regardless of the folder in which you click on the project.

5.7.2 Sharing projects

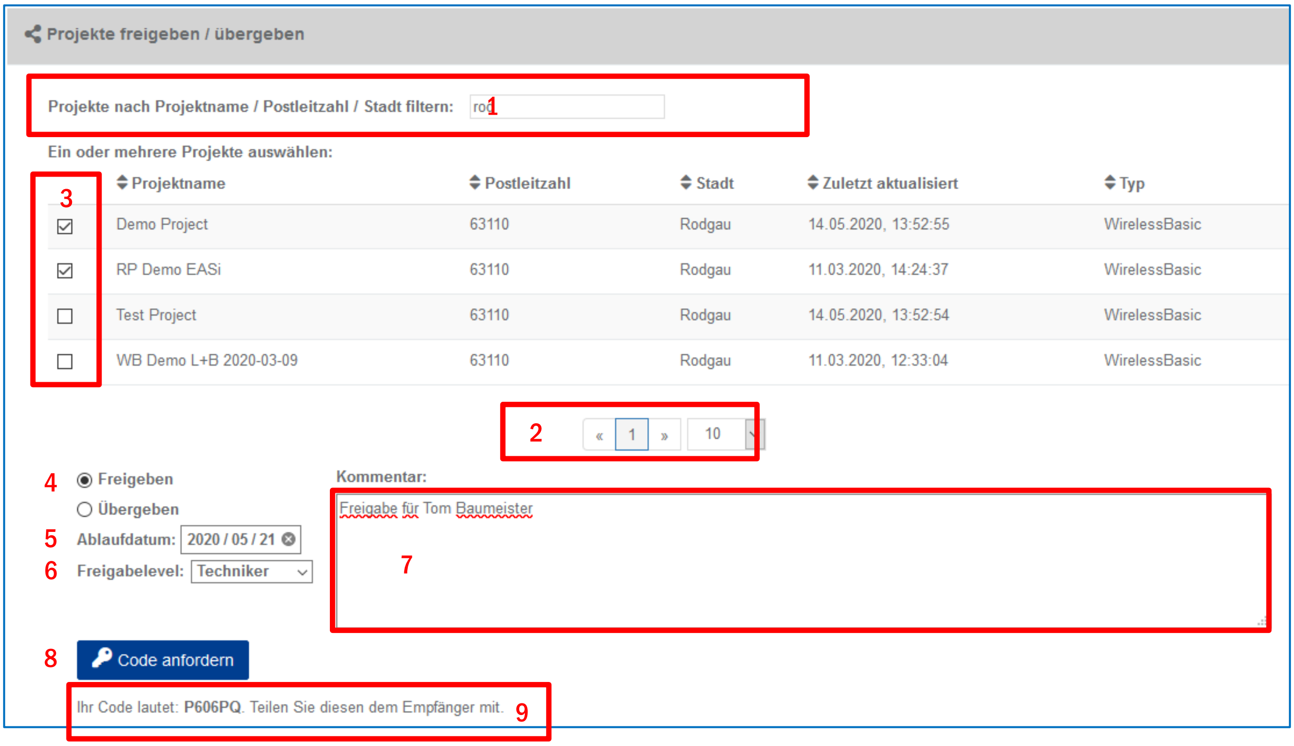
When sharing, you can give one or more other LIGHTLINX® users access to a project which you yourself can access. It doesn't matter whether you are the owner of the project (project admin) or not. You are free to determine whether to grant the recipient/recipients your own user permission or a lower one (see Section 3.2). You can find more information about sharing in Section 3.5.2.

To make sharing flexible and simple while also keeping personal data between the users confidential, there is no list of users from which you are able to select the recipient/recipients. Instead when sharing, you produce an anonymous code, which you then send to the recipient/recipients in a conventional way (e-mail, text message, phone call, WhatsApp).

There is a time limit on the sharing codes you create. You are able to see at all times whether the code has already been redeemed by the recipient, and you can also revoke sharing (for details, see Section 5.7.4).

To produce a sharing code, go to "**Manage projects**" and select "**Share/hand over projects**". Alternatively, you can also select the "Share" option from the context menu by clicking on the "Burger" menu button. If you do this, the project will already be included in the list of projects provided below.

This takes you to the following view containing all projects:



How to create a sharing code:

1. Use the filter (1) to restrict the projects shown; and, if necessary, use pagination (2).
2. Select one or more projects for sharing (3).
3. Select the "Share" option (4).
4. Optional: Select the expiry date for the code you are about to create (5). This is set to one week by default.
5. Select the user permission you want for the shared project from the drop-down list (6).
6. Enter a note that will allow you to allocate the shared project later on, e.g. who the code is destined for (7).*
7. Click on "Request Code" (8). A six-digit code is now shown under the button (9).

Copy or take a note of this code and share it with the recipient/recipients.

***Note:** Because the sharing process in LIGHTLINX® is anonymous, this note is the only way of being able to identify later on the instance of sharing intended for a particular person from the list of instances of sharing you have performed. Only you can see the note; it is not communicated.

5.7.3 Handing over projects

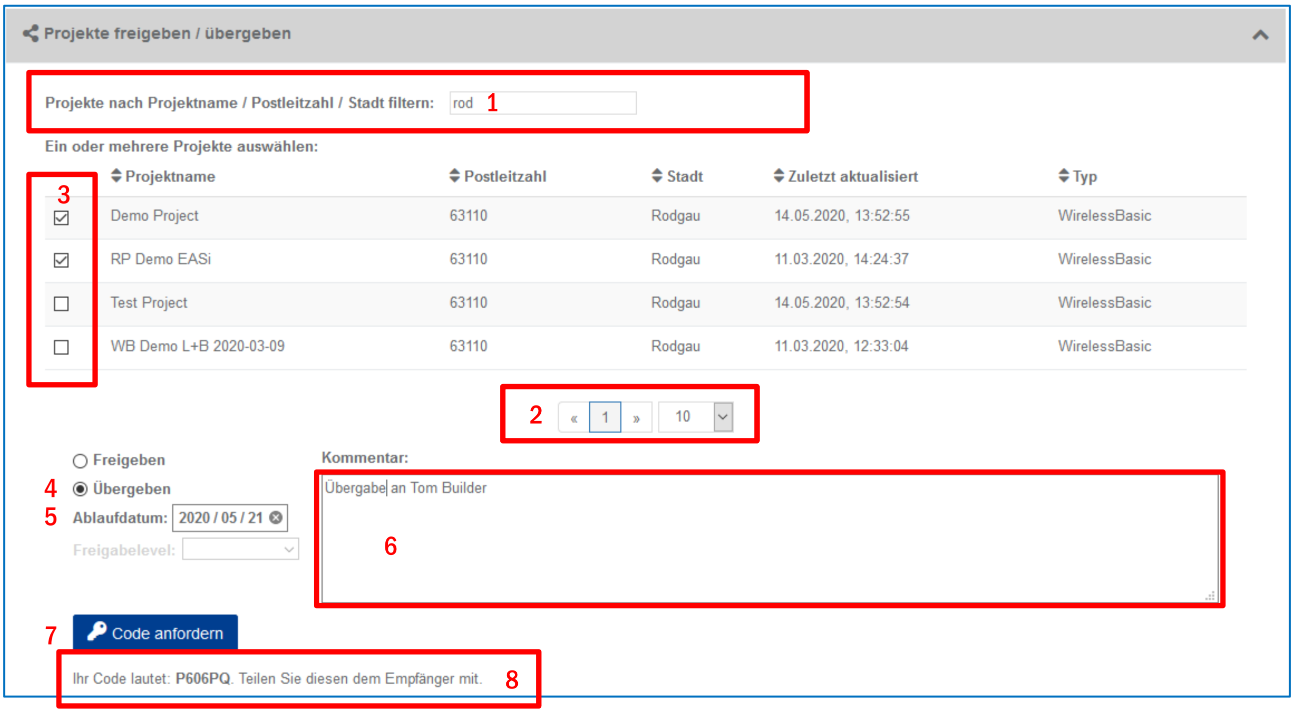
During a hand over, you pass your access to a project on to another LIGHTLINX® user and have no access to it in the future. You can undertake this handover process both as project admin and as the recipient of a shared project. In the former case, the recipient of the hand over assumes your project admin role. Instances of sharing, which relate to the project in question, then expire (for more details, see Section 3.5.3). The person to whom the project is handed over also receives your user permission, i.e. all your access rights for the project.

The following also applies to handing over: To make handing over flexible and simple while also keeping personal data between the users confidential, there is no list of users from which you are able to select the recipient/recipients. Instead when handing over, you produce an anonymous code, which you then send to the recipient/recipients in a conventional way (e-mail, text message, phone call, WhatsApp).

There is a time limit on the handover codes you produce. You are able to see at all times whether the code has already been redeemed by the recipient. For as long as a handover code hasn't been redeemed, you can revoke it (for details, see Section 5.7.4). It is only once the code has been redeemed by the recipient that you can no longer access the project handed over.

To produce a handover code, go to "**Manage projects**" and select "**Share/hand over projects**". Alternatively, you can also select the "Hand over" option from the context menu by clicking on the "Burger" menu button. If you do this, the project will already be included in the list of projects provided below.

This takes you to the following view containing all projects:



How to create a handover code:

1. Use the filter (1) to restrict the projects shown; and, if necessary, use pagination (2).
2. Select one or more projects for handing over (3).
3. Select the "Hand over" option (4).
4. Optional: Select the expiry date for the code you are about to create (5). This is set to one week as standard.
5. Enter a note that will allow you to assign the handed over project later on, e.g. who the code is destined for (6).*
6. Click on "Request Code" (7). A six-digit code is now shown under the button (8).

Copy or take a note of this code and share it with the recipient.

***Note:** Because the sharing process in LIGHTLINX® is anonymous, this note is the only way of being able to identify later on the instance of sharing intended for a particular person from the list of instances of sharing you have performed. Only you can see the note; it is not communicated.

5.7.4 Managing shared and handed over projects

You continue to have access to any sharing and handover codes that you create: On a separate page, LIGHTLINX® allows you to check whether a sharing or handover code has already been redeemed and, if necessary, to revoke it.

To view this, go to "**Manage projects**" and select "**Shared / handed over projects**". This takes you to the overview of all the sharing and handover codes you have created in the form of a table.

Geteilte / übergebene Projekte

Elementname	Teilungstyp	Freigabelevel	Code	Ablaufdatum	Anzahl eingelöst	Kommentar / freigegeben an	Status	
Abschluss Freigabe Projekt	Übergabe	Techniker	6XP36Y	19.05.2020, 02:00:00	0		Zurückgenommen	
Abschluss Freigabe Projekt	Freigabe	Techniker	AFTQQ4	19.05.2020, 02:00:00	0		Gültig	Widerrufen
M+E Consulting	Freigabe	Hausmeister	VW2A8R	04.05.2020, 02:00:00	0	Freigabe für Tom Baumeister	Abgelaufen	Widerrufen
M+E Consulting	Freigabe	Techniker	ENXDN0	04.05.2020, 02:00:00	0	Freigabe für Tom Baumeister	Zurückgenommen	

« 1 » 10

This table shows each of the shared projects on a separate line. This is also the case if you have shared or handed over several projects at once using one code. The table has the following columns:

- **Project**: Name of the shared/handed over project.
- **Sharing type**: Information as to whether this is an instance of sharing or handover.
- **User permission**: The user permission which the recipient of the shared/handed over project receives.
- **Code**: The sharing or handover code.
- **Expiration date**: Point (local time) up until when the code can be redeemed.
- **Count redeemed**: Tells you how many people have already redeemed the code. A sharing code can be redeemed several times if sent to several users. A handover code can only be redeemed once.
- **Comment/shared to**: Your personal note. Only you can see this and it should help you keep an overview of who this code is intended for. When you created a code, the "Comment" entered is automatically entered in the note.
- **Status**: Tells you whether the code can still be redeemed ("Valid"), has expired ("Expired") or has been revoked ("Revoked").
- If the "Revoke" button is also displayed on the far right of a line, you can revoke this sharing or handover code.

Widerrufen

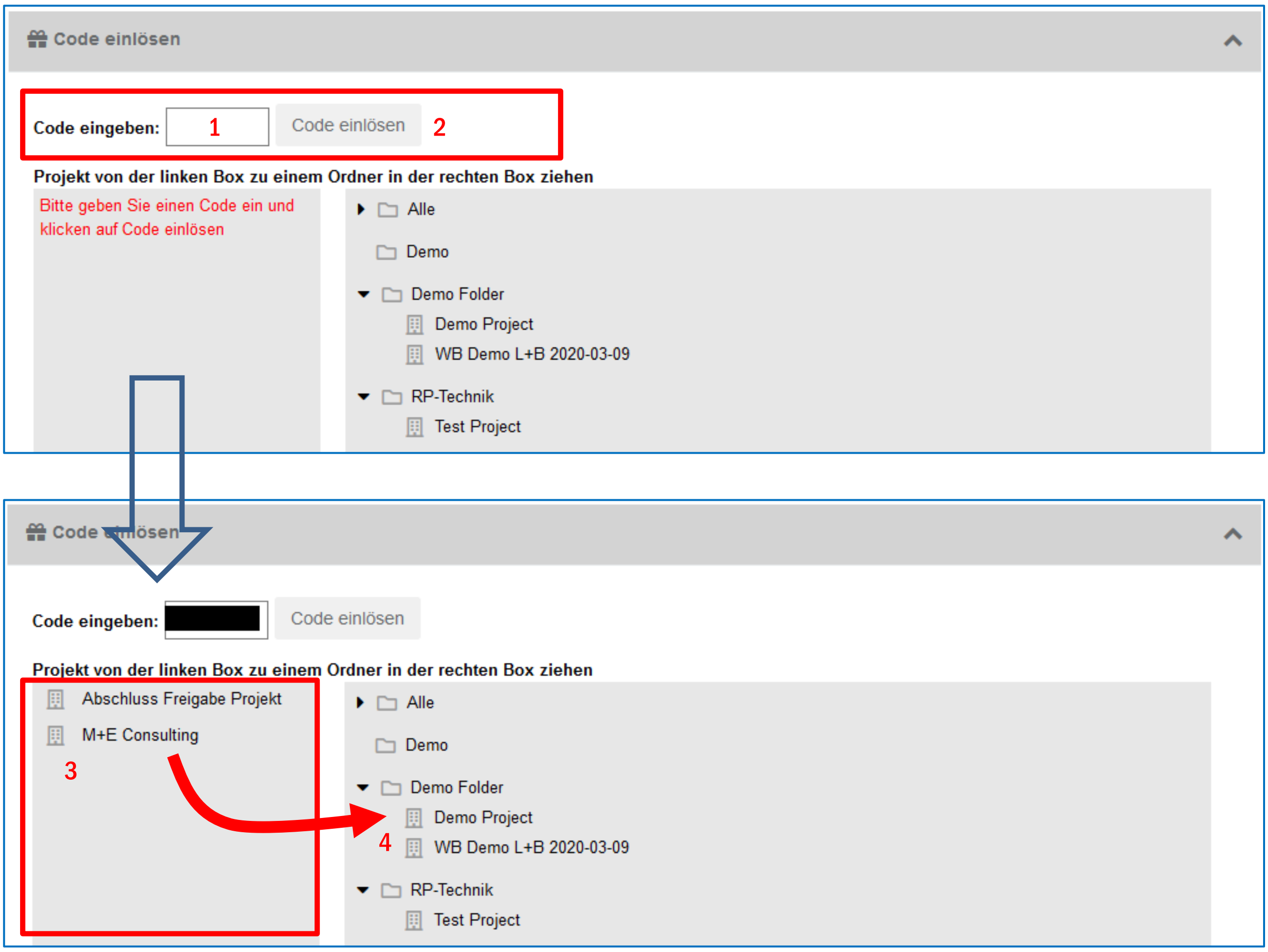
The following actions can be undertaken on this page:

- Check which codes you have created and which are still valid.
- Check whether a code has been redeemed and by how many people. You cannot, however, see who redeemed the code.
- Edit note (comment) by clicking on the pencil symbol .
- Revoke sharing by clicking on "Revoke". Recipients of shared projects, including those who have redeemed their code, lose their access rights to the project. Access to projects that these people have shared and handed over themselves also expires.
- Revoke handover by clicking on "Revoke". This can only be done if the handover code has not yet been redeemed.

5.7.5 Redeeming received sharing and handover codes

If someone shares or hands over a project to you, they will communicate a six-digit sharing code to you. Redeeming this code gives you access to shared or handed over projects. One single code may include access to several shared or handed over projects at once. When you redeem the code, you also determine the folder in which the received projects are to be visible.

To redeem a code, go to "**Manage projects**" and select "**Redeem Code**". You are taken to a view of the same name:



To redeem a received code, proceed as follows:

1. Enter the code in the designated input box (1).
2. Click on "Redeem Code" (2).
3. The left-hand grey box shows the projects included in the code (3).
4. Drag each project individually into the right-hand grey box and store it in the designated folder (4). The project is no longer shown in the left-hand box.

Tip: You can interrupt this process at any point, e.g. if you first want to create a folder once you have seen which projects are included in the code. To do this, simply go to the start page, create the folder, and then go back to "Redeem Code".

Note: You can continue redeeming the code until all the projects it contains have been transferred into your folder structure. When redeeming the code, only those projects which are still "remaining" are shown in the left-hand box.

6 User management and settings

6.1 Configuring monitoring profiles

By using monitoring profiles, LIGHTLINX® allows you or other people involved in projects to be notified by e-mail of events or problems with the installation. Any number of monitoring profiles can be set up for different reasons.

How to create a monitoring profile:

1. Click on the "Add new monitoring profile" button
2. Give the monitoring profile a name. This is used later on in e-mails and will help you work out which monitoring profile has sent you an e-mail.
3. Select the project you want to monitor.
4. Define an e-mail address to which LIGHTLINX® is to send notifications. This may also be an e-mail address of someone involved in the project or e-mail forwarding to a group of people.
5. Use the response address to define where an e-mail is to be sent to if the recipient responds to the automatic e-mail from LIGHTLINX®.
6. Define one or more levels of severity upon which LIGHTLINX® is to send an e-mail. The monitoring profile only responds to the selected levels of severity. You can therefore create several monitoring profiles for one project. These then respond to different events and, on request, send notifications to different e-mail addresses.
7. The monitoring profile can notify you immediately upon occurrence of a relevant event (0 seconds) or collate events over a certain time period before sending notification.
8. As an option, you can also configure the settings such that you are notified if an installation does not report to LIGHTLINX® over a certain time period.
9. The "Send reminder" option allows you to configure the settings such that LIGHTLINX® sends you a reminder e-mail at regular intervals for as long as the installation is in a defined state (see points 6 and 8).
10. If you click on "Save new monitoring profile", the settings are saved in LIGHTLINX® and the monitoring profile is activated.

To change settings for a monitoring profile, proceed as follows:

1. By clicking on the title of the monitoring profile, you can display its settings.
2. Undertake the changes you want to the individual properties as described above.
3. If you click on "Save changes", the monitoring profile is saved and the changes are activated.

To delete a monitoring profile, click on its title. Then click on "Delete monitoring profile" under the profile settings.

6.2 Editing user profile

In the top part of the user profile, you can set details for the profile itself. For example, here you can change first names and surnames as well as setting the preferred language that is to be used when logging into LIGHTLINX®.

Using the list of pagination settings, for every view and/or table in LIGHTLINX® you can determine how many lines the pages of the respective table are to include as standard. The number of lines per page can be adjusted dynamically in the individual views at any time.

7 Appendix

7.1 Instances of sharing and handing over – practical examples

Instances of sharing and handing over make a number of important processes possible. Here are a few examples.

Start-up and handover

1. The installer puts an installation into operation.
2. He or she hands the project over to the operator (**handover**: operator becomes project admin, installer no longer has access).
3. The operator appoints a service provider (**sharing with full rights** to the service provider).
4. The service provider can configure, add to the project , etc. (but he or she is not project admin).
5. The operator appoints a caretaker (**sharing with restricted rights**).
6. The caretaker has read-only rights and can call the service provider if necessary.

Start-up by several people

1. Installer 1 takes partial system into operation and issues installer 2 with **sharing with full rights.**
2. Installer 2 completes start-up the next day.

Central project management in one service team

1. A new project is taken into operation.
2. The installer's team/service manager gains access to the project from the installers in the form of a **handover**, or once the project has been **handed over** to the operator, the operator **shares** it so that the team/service manager can act as the service provider.
3. The team/service manager **shares** the project with the service technician(s) working for him or her.

A service employee leaves the company

1. The service employee **hands over** all projects to the team/service manager or
2. The team/service manager withdraws the service employee’s access rights by **revoking** any projects **shared** with him or her.
3. All **instances of sharing** undertaken by the employee leaving the company also **cease to apply** in both cases.

The operator changes service provider

1. The operator withdraws the previous service provider's access by **revoking projects shared** with him or her. Internal **shared projects** issued by the service provider to his or her service staff also **cease to apply**.
2. The operator issues new **shared projects** to the new service provider.

A property is sold and there is a new operator

1. The operator **hands over** the existing projects to the new operator. All instances of **sharing** with previous service providers **cease to apply**.
2. New service agreements are taken out.
3. **New** instances of **sharing** are undertaken for the service providers.

8 Revision history

LIGHTLINX® user manual		
Date	Software version/Revision	Comments/Important changes compared to the previous version
11/05/2020	1.0 beta	First edition
03/05/2022	1.2.2	Release notes chapter added
26/07/2024	1.3.0	Support for Wireless Professional® added "Creating, naming and deleting folders" chapter added to "Monitoring profiles" chapter added "User profile" chapter added

9 Contact Information

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