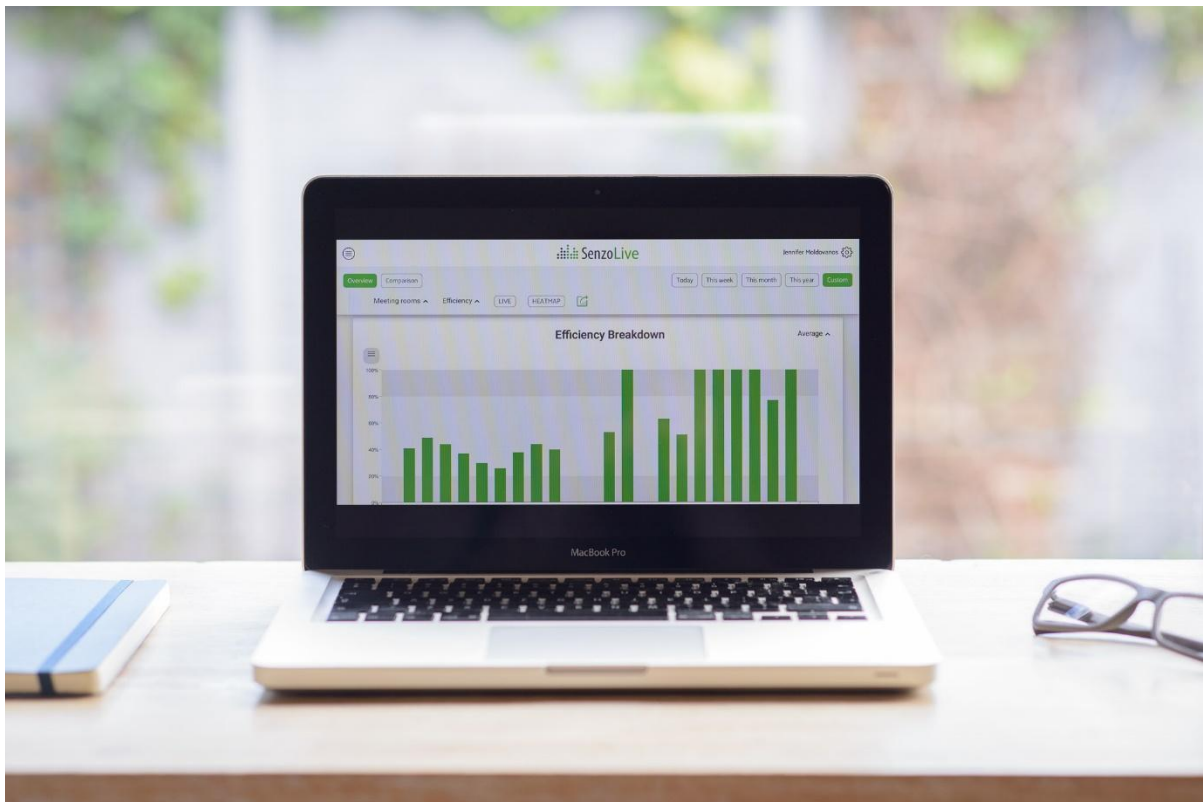






Software User Guide



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Overview of SenzoLive

Our SenzoLive dashboard provides you with real-time accurate data. Our advanced software is easy to use and intuitive. It allows you to interpret the data collected from the SenzoUnits and make informed decisions around your workplace optimization. Live view is a feature that allows you to view the real-time occupancy of the workplace and see how it is being utilized.

Getting Started

Access to the website

As a B2B solution, SenzoLive's user access is available exclusively through request from our contact personnel and clients. Once the request has been made, an invitation will be sent to the user with a personal link to sign-up for the website. The link will be valid for 24 hours before expiration.

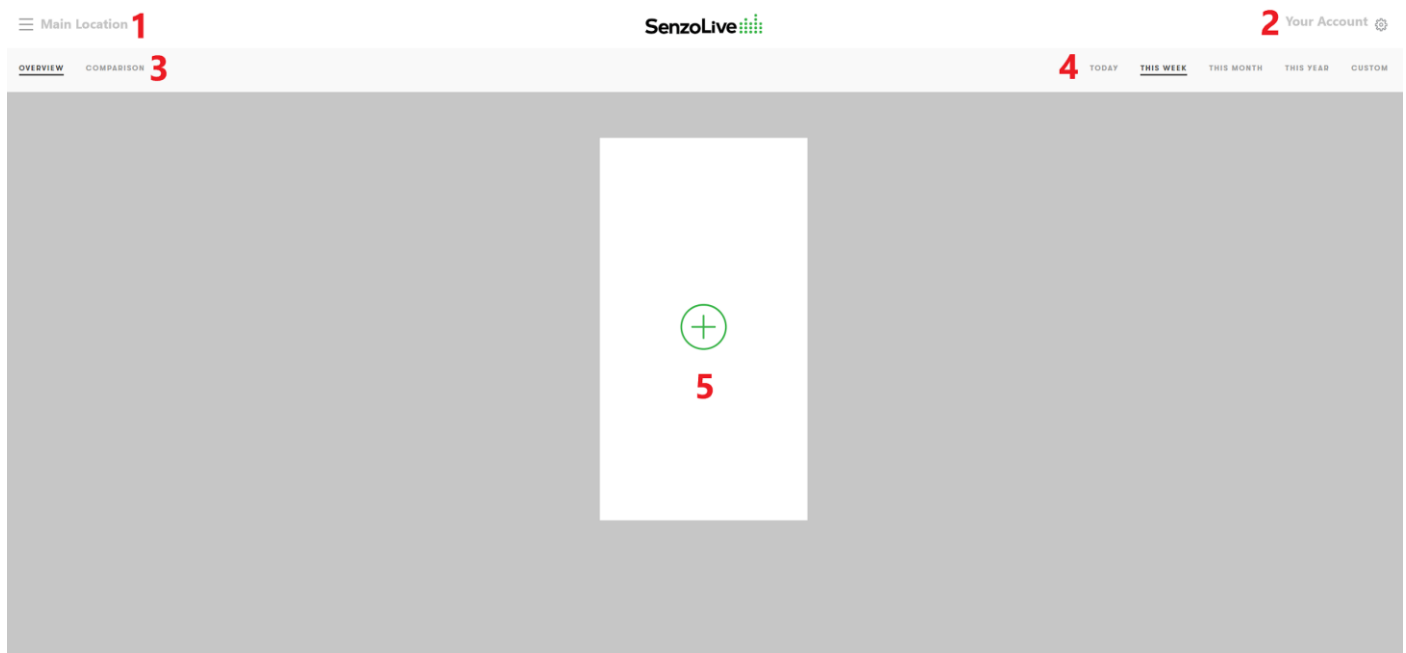
Figure 1 – Sign-up website

The screenshot displays a registration form titled "Welcome to SenzoLive software". Below the title is a sub-header: "Please fill in following information to finalize your account." The form consists of two columns of input fields. The left column includes: "Email Address" (text input with placeholder "YourEmailAddress"), "Username" (text input with placeholder "YourUserName"), "Password" (password input with placeholder "....."), "Retype Password" (password input with placeholder "....."), and "Title" (dropdown menu with "Mr." selected). The right column includes: "Job Title" (text input with placeholder "YourJobTitle"), "First Name" (text input with placeholder "YourFirstName"), "Last Name" (text input with placeholder "YourLastName"), "Phone" (text input with placeholder "YourPhoneNumber"), and "Location" (text input with placeholder "YourLocation"). A "Sign Up" button is positioned at the bottom right of the form area.

Once the sign-up is done, the page will re-direct to <https://software.senzolive.com>

Overview of the website

Figure 2 – Home page



1. On the top left corner, the information of all locations is displayed. Clicking on the location leads the user to Statistic view.
2. On the top right corner, the information of user is displayed.
3.
 - Overview : Display data of individual location on the dashboard.
 - Comparison : Display comparison information between two locations.
4. The range of data is chosen to display on the dashboard. "Custom" is used to vary the range of shown data.
5. "Add location" : Select the location widget that user wants to display on the homepage.

Settings

All of the settings are placed on the top right corner next to username. The number of settings will vary depend on the role of users. There are 4 roles:

- Company Administrators: All settings are available.
- Local Administrators: All settings are available.
- Local Users: Own Account/ Contact/ Livefeed are available.
- Support: Own Account/ Contact/ Livefeed are available.

This part will explain all available settings from the Company Administrators point of view.

Own Account

Information filled in sign-up step could be changed here in this setting. Remember to "Save Changes" to take them into effect immediately.

User Administration

This setting is available for Company / Local Administrators. These users can add new accounts and modify roles of each individual.

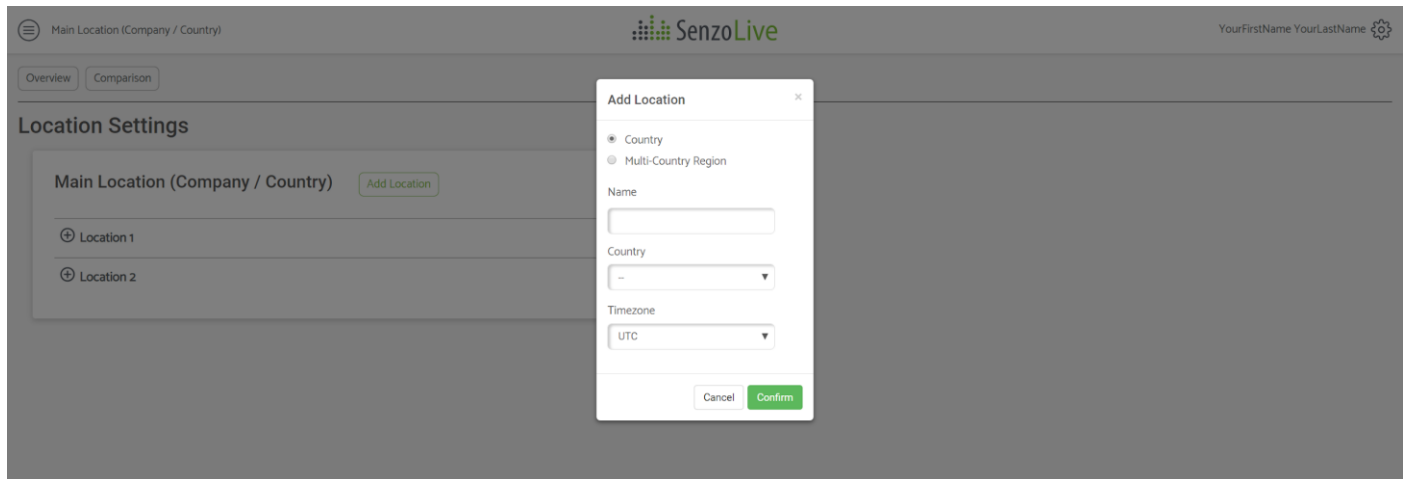
Location Settings

Building a hierarchy to show relationship between locations. It is important to prepare a draft location tree beforehand to easily create one on the website.

Add a Top location


A green button next to Main Location is used to add a Top location. It could be a building name, branch, centre or even country. A pop-up window will appear with required information. Fill in the blank and press “Confirm”. In the figure below, “Location 1” and “Location 2” are examples of Top location.

Figure 3 – Add Location



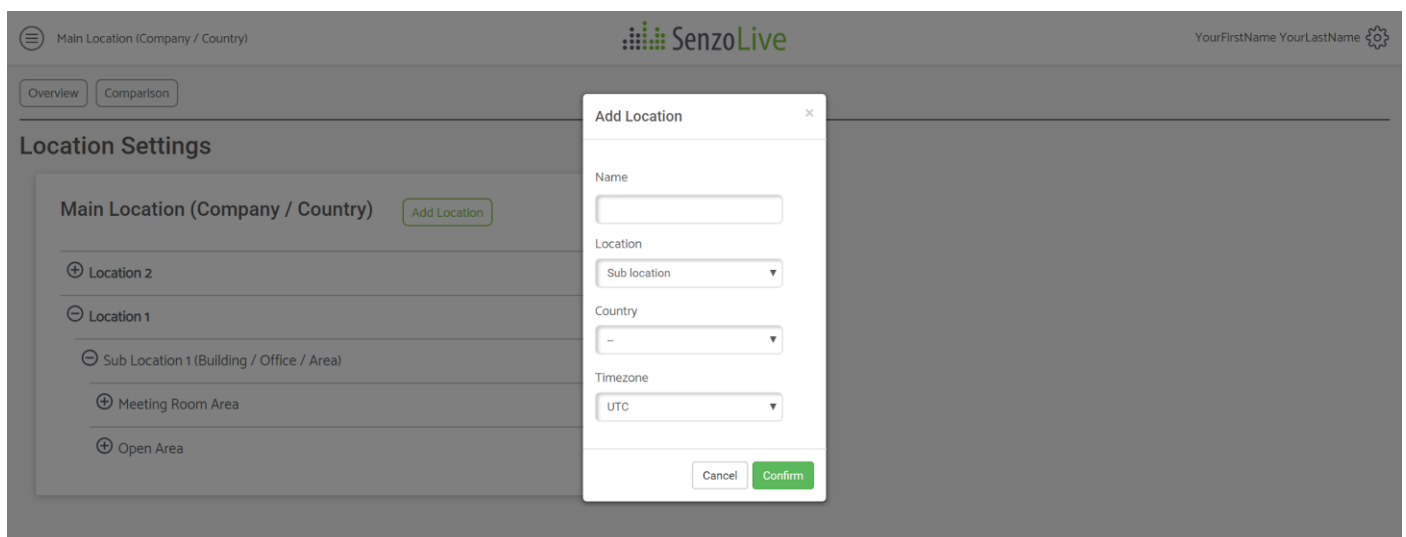
Building the hierarchy

There are 3 buttons (from left to right)    to add, edit and delete a location.


Once the user has the tree prepared, from the Top location, use the  button to start adding the sub locations. A similar pop-up window will appear with an addition of “Location” tab.

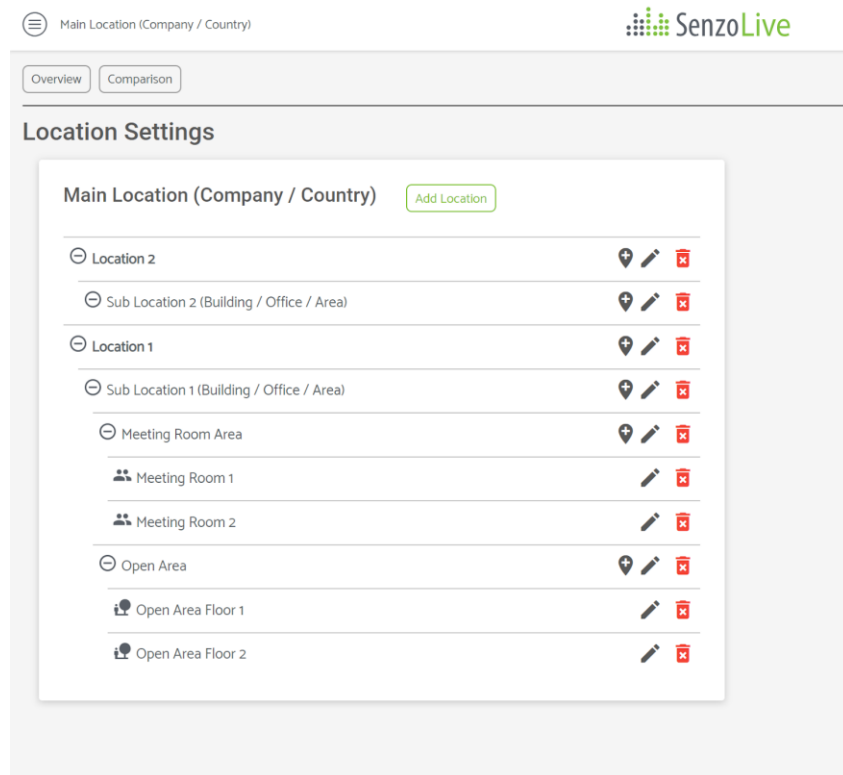
There are 2 values in this tab: Sub location for adding a level below and Top location for adding a new level above. In this step, adding a “Sub location” is chosen.

Figure 4 – Add sub locations



For example, A general hierarchy contains a Top location, x amount of sub locations in which divided into Meeting Room Area and Open Area. Finally, the lowest layer will be the name of rooms. Figure 5 will show an example.

In order to change name of a location, use the  and select “Edit location”.



Adding a floor plan


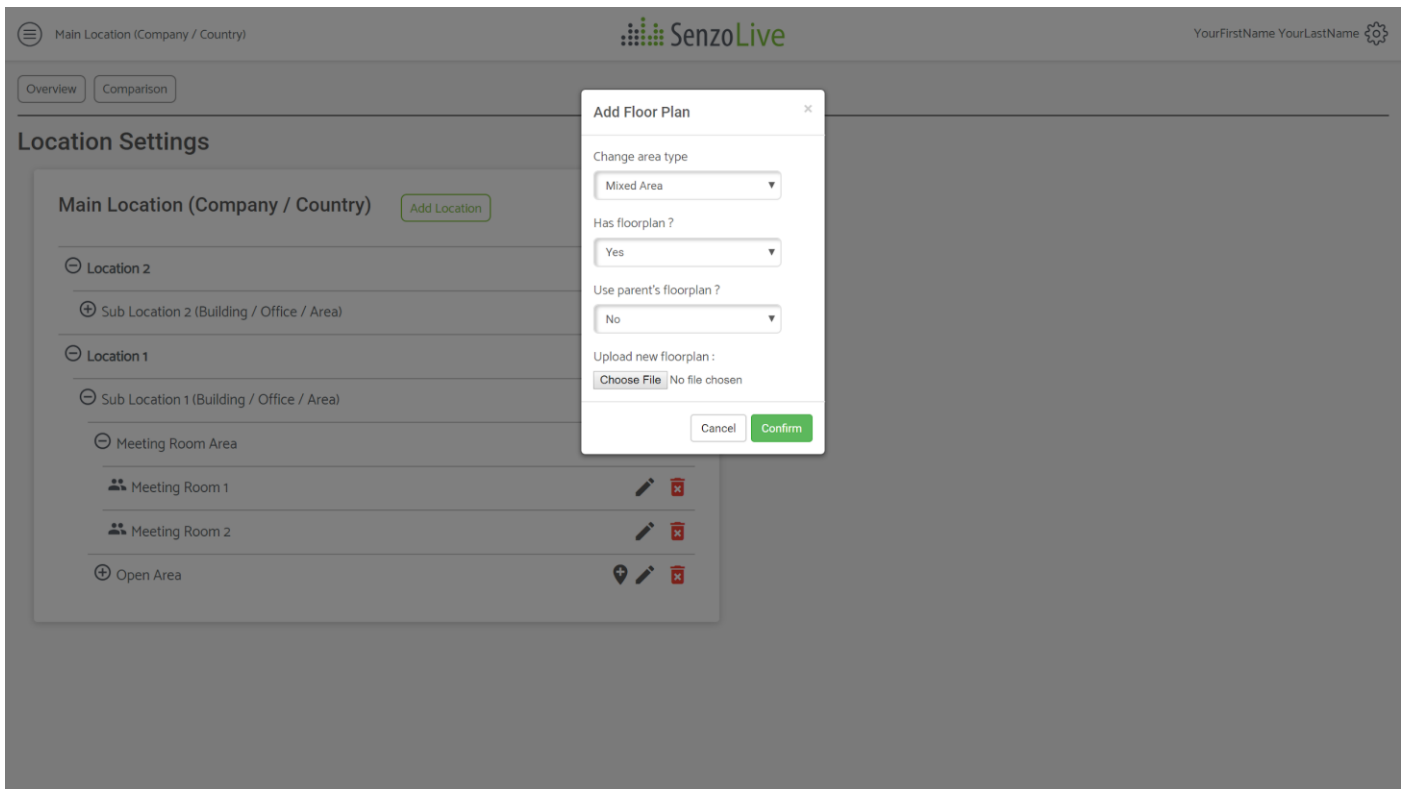



A floor plan is added only once in the Top location and can be set to be used for all sub locations. In order to add a floor plan, user chooses  at the Top location and select “Edit Floor Plan”.

Figure 6 – Add Floor Plan



There are 4 information tabs:

- *Change area type*: There are 3 options (Mixed Area / Meeting Room / Open Area).
- **Important Notice**: Only choosing **Mixed Area** allows user to continue adding sub levels, therefore, all levels must be kept as Mixed Area until the last layer which is the name of rooms.
- *Has floorplan?* : Choose “Yes” if a floor plan should be added here, otherwise choose “No”.
- *Use parent’s floorplan?* : Choose “Yes” if the floorplan is added beforehand, otherwise choose “No”.
- **For the first time using the software, there is no floor plan available yet, choose “No” to manual add it.** After that, if the same floorplan is used for sub locations, choose “Yes” to automatically reuse the file.
- *Already has floorplan. Upload and replace*: This tab appears when the previous one was chosen “No”. Any still image format is application. 3D files or PDFs are not suitable. A symbol  to indicate this level contains a floor plan image. Finally, press “Confirm” to update.

The final step is to change the last layer to Meeting Room  or Open Area  . **After this step, it is not available anymore to add any level below.**

Add Sensor



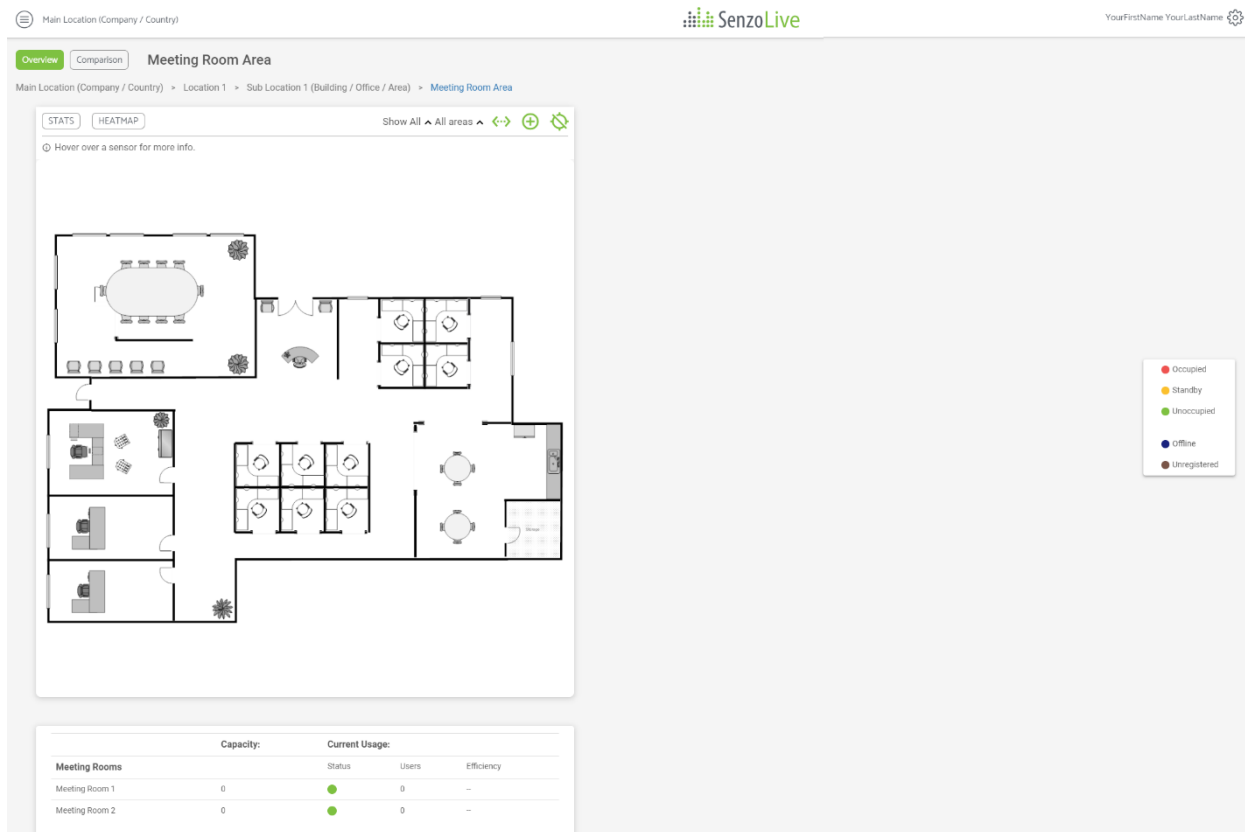

Sensors are added directly to the floor plan so this function is available only for locations with this symbol  . Adding sensors can be done by choosing  and select “Add Sensor”. The website will re-direct to the floor plan view.

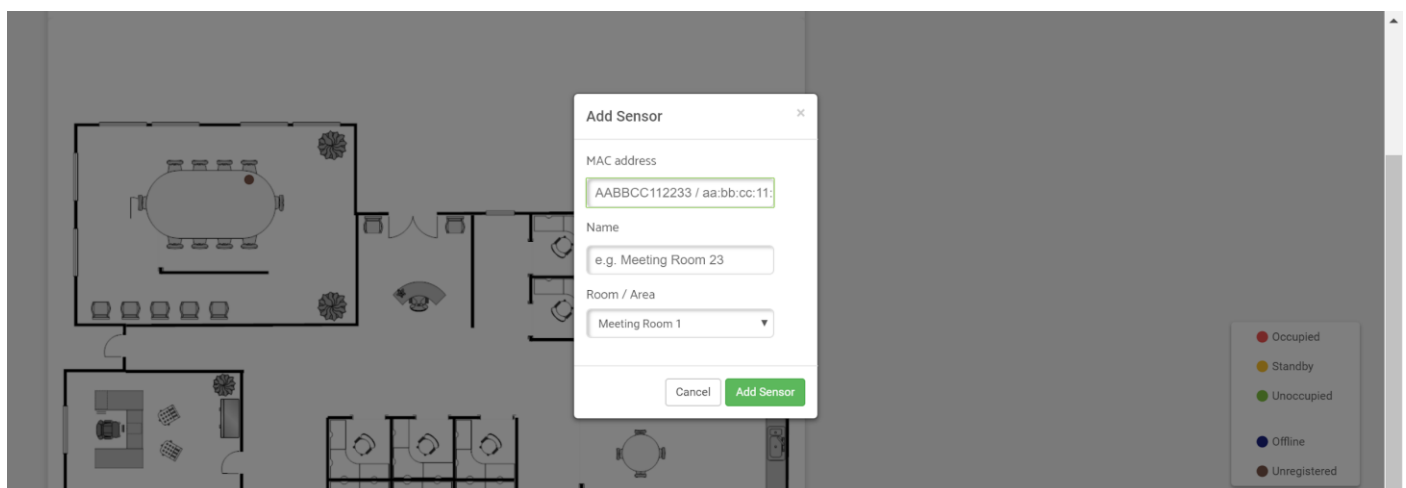
Figure 7 – Add Sensor



To start adding sensors, choose the  icon on the top right corner, it will generate a “dot” which equivalent to a sensor.

Select the location of the sensor and left-click directly on the floor plan. A pop-up window will appear prompting for sensor’s information.







Figure 8 – Sensor Information






- MAC address: This is a 12-digit combination of letters and numbers attached on the side of sensors. Colon sign “:” is optional.
- Name: The field is optional; a name could be helpful for sensor’s troubleshooting.
- Room/Area: The location of sensors.
- Once the information is filled, press “Add Sensor” or Enter to confirm the changes.

Sensor Settings

In this setting, user can monitor the behavior of sensors. It contains following information

MAC ADDRESS	NAME	LOCATION	OFFLINE SINCE	
● f8:f0:05:xx:yy:zz	table_1	Meeting room A	17 minutes ago	  
● f8:f0:05:aa:bb:cc	table_2	Meeting room B	--	  

- Occupied
- Standby
- Unoccupied
- Offline
- Maintenance

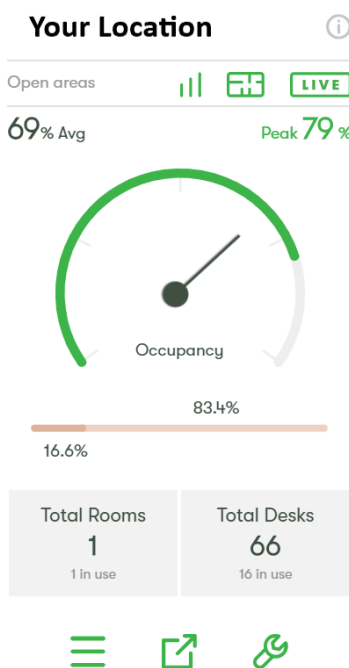
- Sensor status indicator: A different color represents a different status of the sensor
 - **Red:** Occupied.
 - **Yellow:** Standby/ The area is recently occupied. (Adjustable)
 - **Green:** Vacant/Unoccupied.
 - **Blue:** Offline/Temporary connection loss.
 - **Brown:** Maintenance is required.
- Mac address: Unique 12-digit combination separated by “:”
- Name (Optional)
- Location
- Offline since: this information is only shown when the sensor is offline or requires maintenance.
-  to edit sensors,  to view floor plan and  to delete sensors.







Data Overview

When there are sensors added, return to Home page to add some locations.

At this point, it depends on locations user want to showcase, here is an example of the display.

Figure 9 – Live widget



-  Icon leads the user to Statistics site.
-  Icon leads the user to Heat map site.
-  Icon leads the user to Live view site.
-  Icon is used to delete the widget.
-  Icon is used to export the data to CSV format.
-  Icon is used to detect faulty sensors. The number indicates the amount.
- From example, it shows in average, the frequency of seats used is 69% and at the highest peak, the frequency is 79%

Live view

Figure 10 – Live view



- The Live view is used to check up-to-date status from the sensors.
- The renew interval is 2 minutes.
- Changes in status is instant from the sensor but it will only show after the interval.

Heat map

Figure 11 – Heat map



- The Heat map is used to show the average occupancy data.
- Hover mouse cursor on the node will show the average number of each seat.
- The average value depends on data range located on the top right corner.

Statistic

Statistic can be used to asset the occupancy and efficiency data of the whole location or each sub location. There are 5 types of graph for each type of data. The data range is selected on the top right corner in a day, week, month, year or custom.

Total Occupancy

This graph is displayed as a line chart in date-percentage coordinate. In occupancy chart, there are peak and average line.

Occupancy Range

This graph is displayed as a column chart in percentage-number of hours coordinate. The data indicates number of seats (in percentage) fall into the usage range (hours).

Hovering on the column shows the number of seats.

Occupancy Breakdown

This graph is displayed as a column chart in sub location-percentage coordinate. The breakdown value is either average or peak. The filter is used to select the number of sub locations to show and it is useful for comparison of multiple sub locations in one area.



Daily Occupancy: All Weekdays

This graph is displayed as a heat map in working hour-day of the week coordinate. Each block represents data in one hour and a color chart is used to indicate the usage level.

Daily Occupancy (Daily)

This graph is displayed as a line chart in working hour-day of the week coordinate. The information is similar to the previous graph but in a way that shows the pattern change during a day.

Data analysis

Data export  is located on Live widget and on header of Stats  carries the same function. Remember to choose the data range before exporting.

It can be used to extract data log of all sensors in a selected location into CSV format.

The data contains Unix Timestamp, MAC address, optional sensor name, parent name, Average (hourly utilization in %), Mask value in decimal (2-min interval data) and RecvMask in decimal (received data packets).