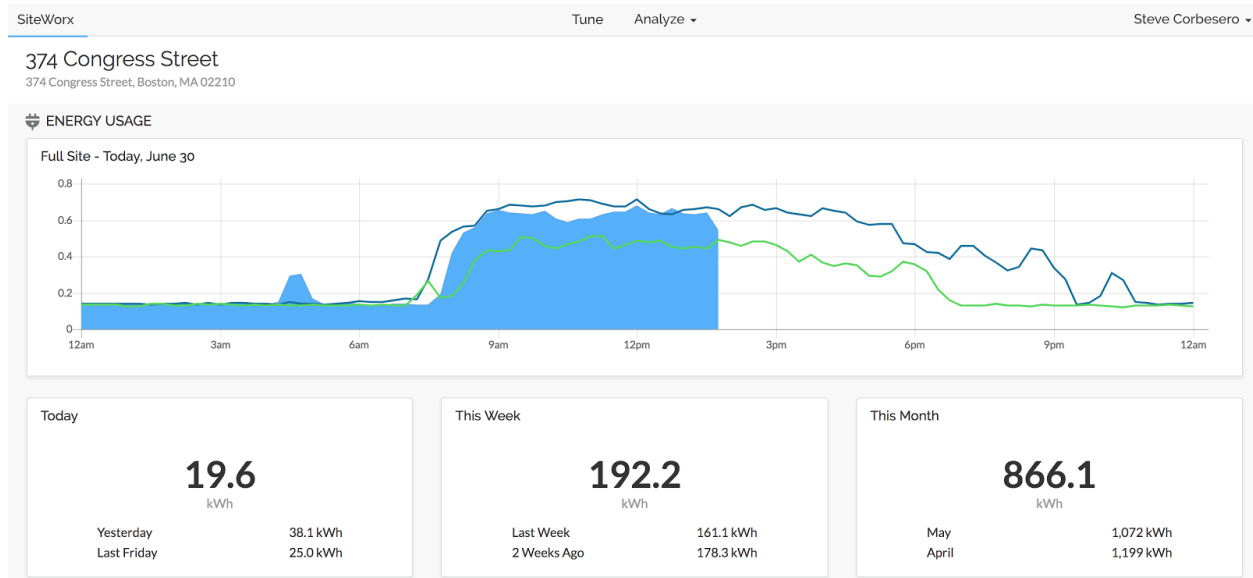


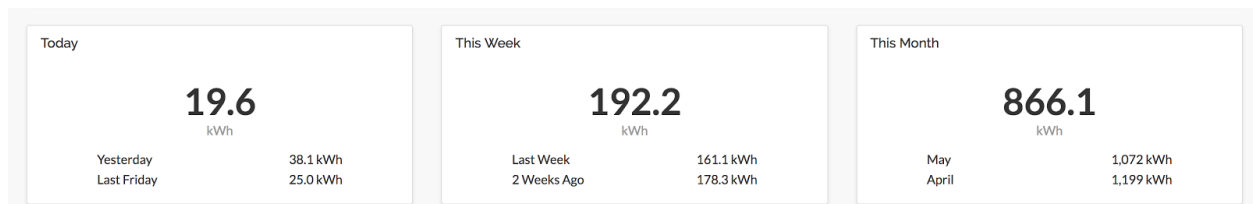
# SiteWorx is Live: Guide & Training

Once SiteWorx is live, the Org Admin will be able to access via the custom url. From here you can demonstrate the following:

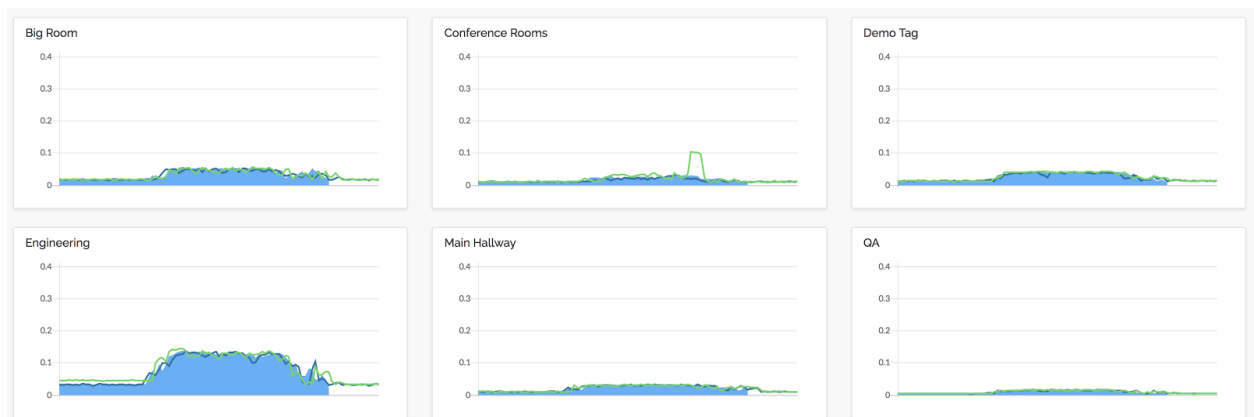
## Dashboard



The first chart on the Dashboard is a Full Site Energy Usage chart that details energy usage from today(real time), yesterday, and seven days ago. Hovering over the chart will reveal a quick link that redirects to the corresponding chart in the Analyze App.



Below that are snapshots of Today's total energy usage, weekly usage, and monthly usage. If specific tags have been created, you will be able to scroll down to find more energy usage graphs of those tags.



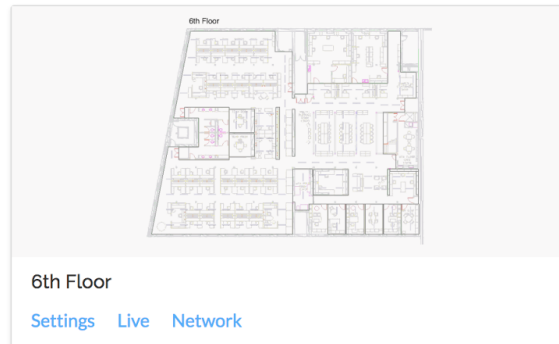
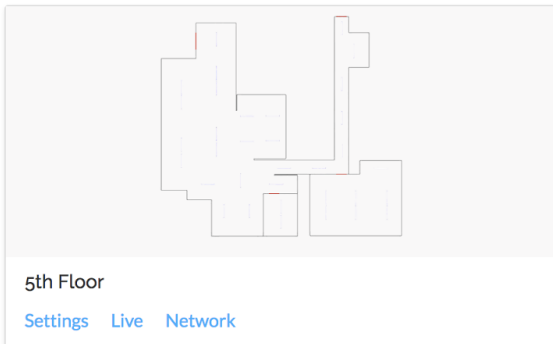
If the customer expands to other facilities, you would be able to view the same content charts for each corresponding Site.

## Tune

Clicking the Tune button on the top of the page brings you to the Tune Application:

### 374 Congress Street

374 Congress Street, Boston, MA 02210



Here we see each 'Area(s)' under the 'Site(s)'. If you had multiple buildings tied to a specific Site they will be listed as above. If there are multiple Sites under the specific Organization you would be able to scroll to see each, which gives us the simple scalable solution to view in a single location.

Each Area tile has three specific blue links, they are:

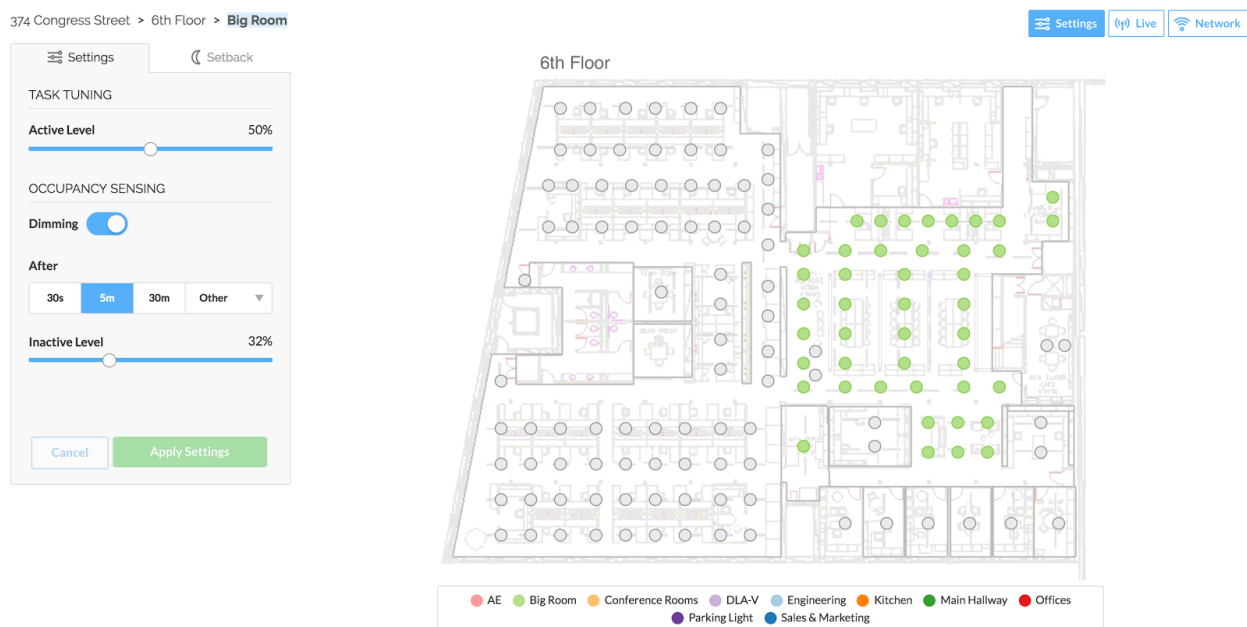
- **Settings** - lighting controls and auto setback configuration
- **Live** - Real time occupancy events and overlay on node map
- **Network** - real time connectivity overlaid on node map

## Settings

Clicking into the Settings, we see the entire map with each connected node (fixtures, DLAs, and sensors). This is where the groupings come into play: this is somewhat like Zones in LightRules, but groups can span multiple gateways in order to refine control. Each node belonging to a specific group is color-coded automatically.



As you can see, the settings panel above displays **Override Settings**. This is because each group under the root group has specific settings. If you wanted to control every node in the entire area, you could simply click override settings and adjust as necessary. Hovering over a specific group will allow you to control that group's settings, shown below:



Here we can adjust the Active level, toggle Occupancy Sensing on/off, set the Timeout, and the Inactive level. If you've made a change, the **Apply Settings** button will become active. Once pressed, the settings will propagate to the fixtures. Below you can see that I have selected another sub group of the original group I was in. This is just another example of fine tuning groups within groups for more granularity.

374 Congress Street > 6th Floor > Big Room > Big Room Center > **Big Room Column 2**

Settings Live Network

Settings Setback

TASK TUNING

Active Level 50%

OCCUPANCY SENSING

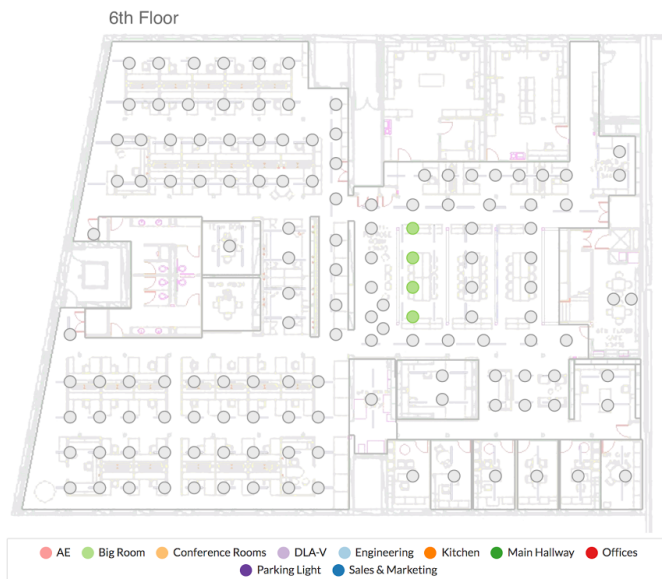
Dimming

After

30s 5m 30m Other

Inactive Level 32%

Cancel Apply Settings



Finally, you can select individual nodes, to control specifically.

374 Congress Street > 6th Floor > Big Room > Big Room Center > Big Room Column 2 > **Big Room 4.2**

Settings Live Network

Settings Setback

TASK TUNING

Active Level 50%

OCCUPANCY SENSING

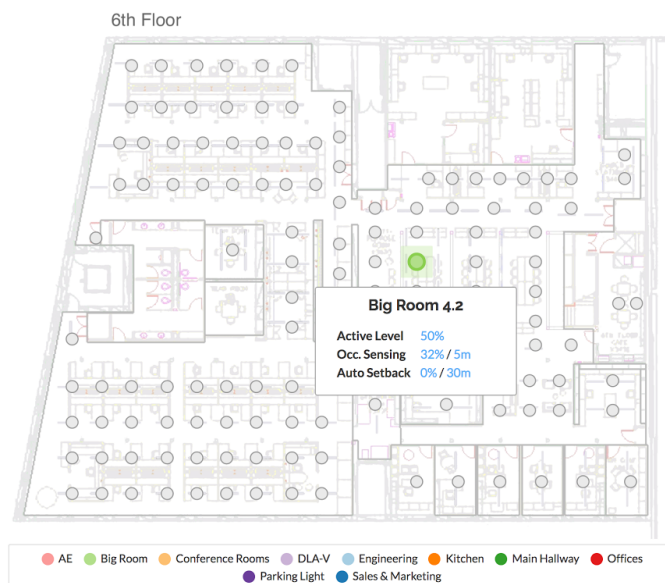
Dimming

After

30s 5m 30m Other

Inactive Level 32%

Cancel Apply Settings



If you'd like to head back to the previous group or the root group, you can simply click the desired group that's located above the settings:

374 Congress Street > 6th Floor > Big Room > Big Room Center > Big Room Column 2 > **Big Room 4.2**



Further note: under the timeout configuration, the final option is **Other**. Once selected you can input a custom timeout in 30 second intervals from 30 seconds to 60 minutes.

OCCUPANCY SENSING

Dimming ☒

After

30s

5m

30m

Other ▲

Inactive Level

30s

1m

1m 30s

2m

2m 30s

3m

3m 30s

Cancel

Apply

You will also be able to configure Automatic Setback here. Auto Setback allows you to specify another dimming profile for a group/groups. When configured, when Tune notices that a specific group has been inactive for a pre-configured amount of time, the fixtures will setback to the specified setback inactive level. Below we can see that I have set our AE area to a setback of 0 after 5 minutes.

Once fixtures have set back to that inactive level, if occupancy is detected by a single node in that setback group, that specific node will move to the Active level, while the other nodes in the setback group will move to their normal inactive level.

374 Congress Street > 6th Floor > AE

Settings Live Network

Settings Setback

AUTOMATIC SETBACK

Enabled ☒

After

5m

30m

60m

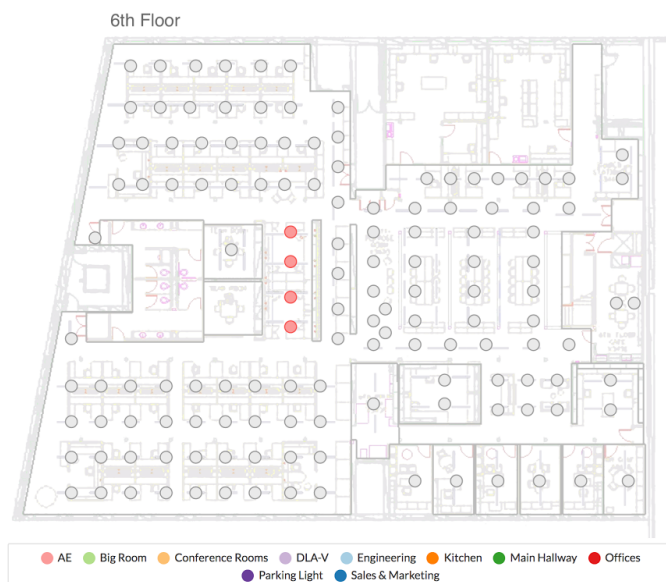
Other ▼

Inactive Level

0%

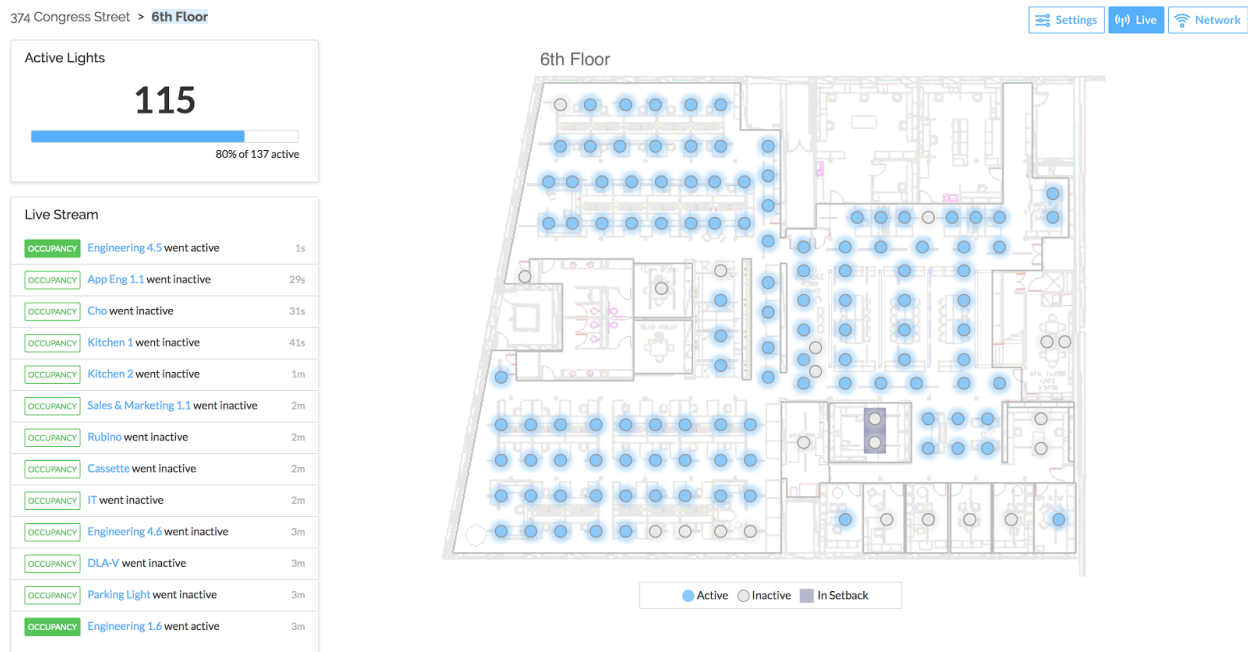
Cancel

Apply Settings



## Live

The Live View is a live stream of real-time occupancy event data received from each individual sensor or light fixture. Located next to the interactive facility map, live feed shows you individual light or sensor behavior for a granular view of occupancy across your entire space. This updates in real time, so no page refreshing necessary



Nodes shaded in blue represent active nodes, unshaded represent nodes in the inactive state, and the gray shaded boxes represent groups in setback.

## Network View

Network View allows you to monitor system performance and connectivity of individual lights, sensors, and gateways overlaid on the interactive facility map. Network View delivers simple and essential diagnostic tools to the Tune dashboard, presenting real-time connectivity status of each node and simplifying the troubleshooting process. This view is only available to Admin users.

Circular nodes represent DL Fixtures and DLAs and square nodes represent Gateways. Nodes are shaded in the following ways

- Green check mark indicates full connectivity
- Yellow shading with White exclamation point indicates nodes that offline currently
- Yellow shading with Black exclamation point indicates nodes that have not been seen (Fixtures/DLAs/Gateways on map but not yet commissioned to the wireless network)

374 Congress Street > 6th Floor

Settings Live Network

Lights

116

85% of 137 connected

Gateways

5

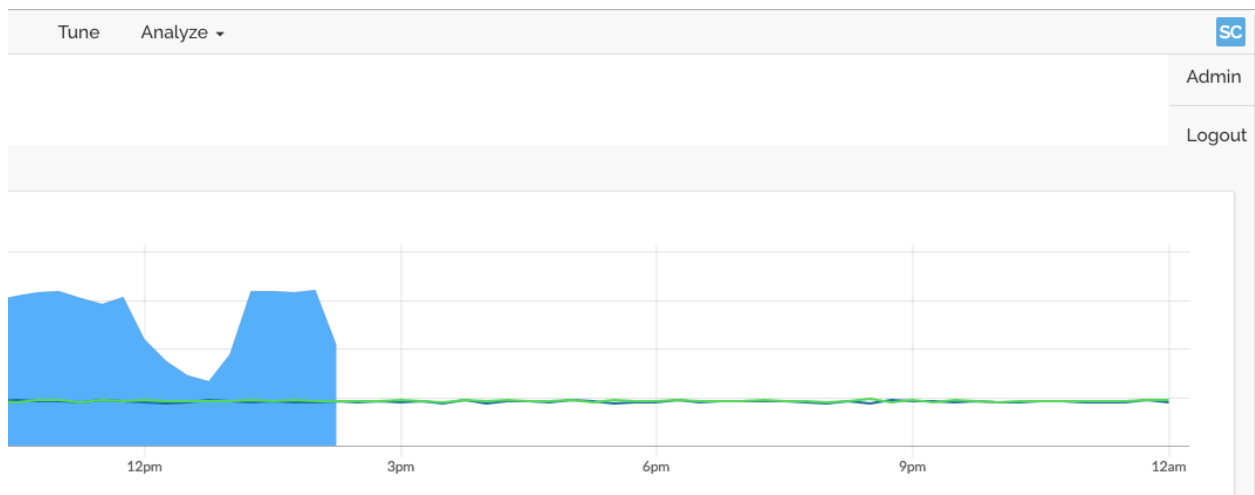
100% of 5 connected

Networks		
NAME	STATUS	
H12	9	35
H10	8	35
H11	2	15
H13	2	36
374 Congress Street H15	2	



## Admin Console

The Admin Console, which is only available to admin privilege level user's, contains two tools to configure and manage the SiteWorx platform: **Analyze Tag Management** and **User Management**. By clicking the button in the top right hand corner, you can enter the Admin Console by clicking the **Admin** button.



Once you've entered the Admin Console you can choose to enter the Users or Tags manager:

SiteWorx

Tune Analyze

Users

Tags

Org. Admin

Note: These pages are accessible to org. admins only.



## Analyze Tag Management

The Analyze Tag Management console allows Admins to hone in on energy usage and occupancy. The intuitive tagging interface allows you to quickly pick and choose which lighting fixtures you'd like to run reports on for measurement and verification purposes.

After clicking the **Tags** button, all current tags will be listed. Here you can either click into an existing Tag to edit or remove as well as being able to create a new Tag using the **New Tag** button.

Tune Analyze			SC	
Tags			in Digital Lumens, 13 total	
			Name	
			New Tag	
Name	Site	Lights		
Big Room	374 Congress Street	20		
Conference Rooms	374 Congress Street	5		
Engineering	374 Congress Street	37		
Main Hallway	374 Congress Street	8		
MINIONS	374 Congress Street	23		

### Creating a New Tag

To create a new Tag, simply click the **New Tag** button. Create a unique and descriptive name for your tag, specify which SiteWorx Site you'd like to create the tag for, and then pick and choose which fixture nodes you'd like to report on. You can choose as many or as few nodes across as many networks and areas. Finally, click save. You will now have access to your new Tag in Analyze

Tags > New

Name

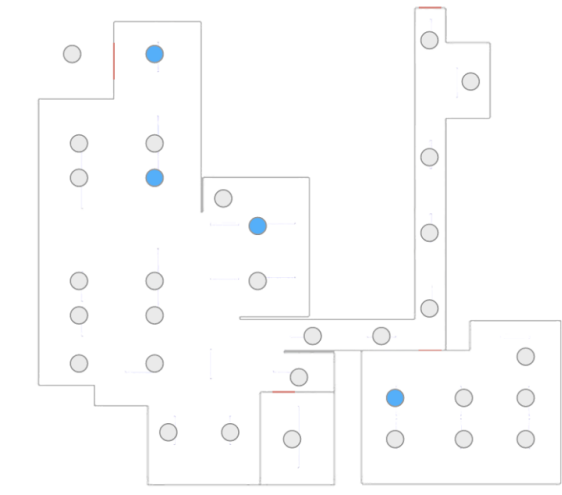
New Tag Name Here

Site

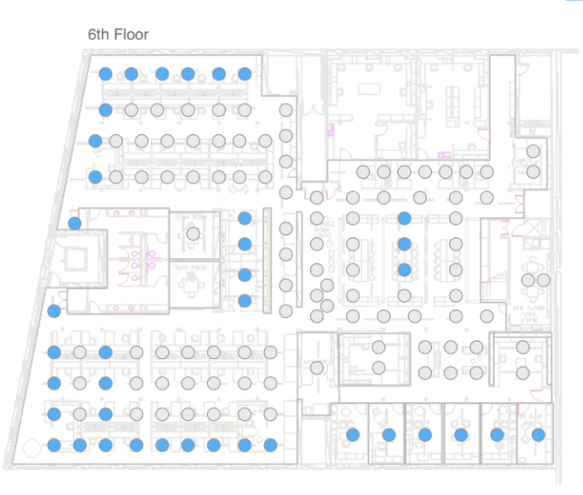
374 Congress Street

Lights

5th Floor



6th Floor



Save



### *Edit an Existing Tag*

To edit an existing Tag, simply click the Tag you would like to make changes to. This will open the Tag editor, where you can delete or edit the current Tag.

[Tags](#) > Edit

Delete

Name

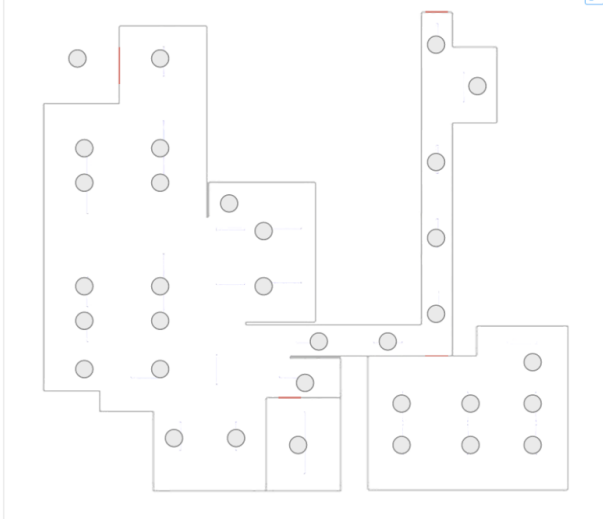
Steve's Area

Site

374 Congress Street

Lights

5th Floor



6th Floor

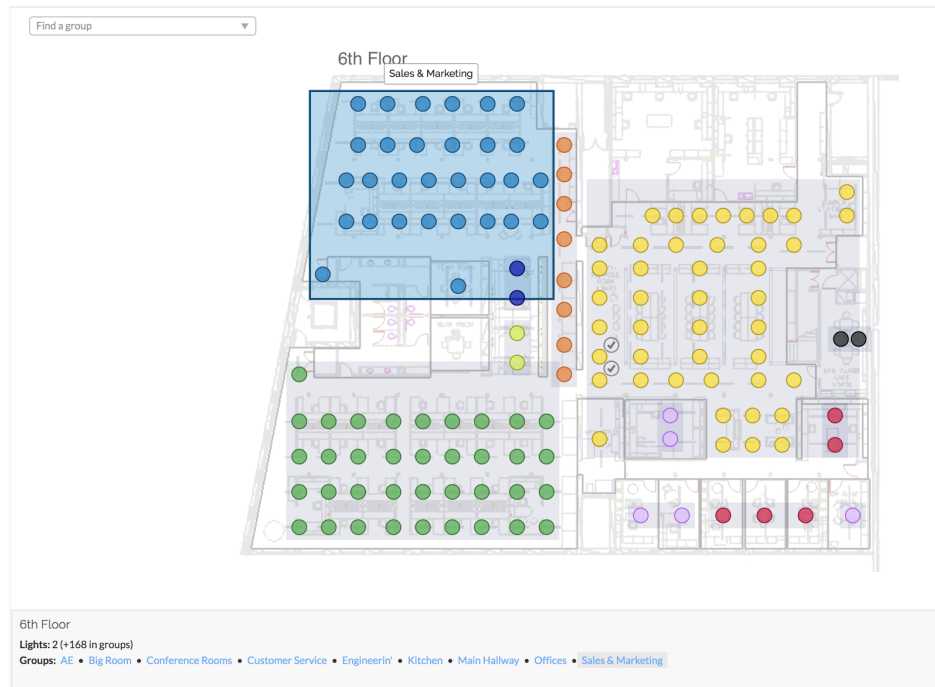


### **User Management**

SiteWorx Administrators can easily view and manage all platform users. Quickly edit names or manage other administrator permissions across your SiteWorx organization.

## Group Editor

Located in the Admin Console, SiteWorx Administrators can easily view and manage all control groups and sub-groups. As your facility needs change, your lighting control structure needs also change. Group Editor allows you to quickly rename groups to reflect floor plan changes, move lighting nodes to new or existing groups, or remove an existing group altogether.

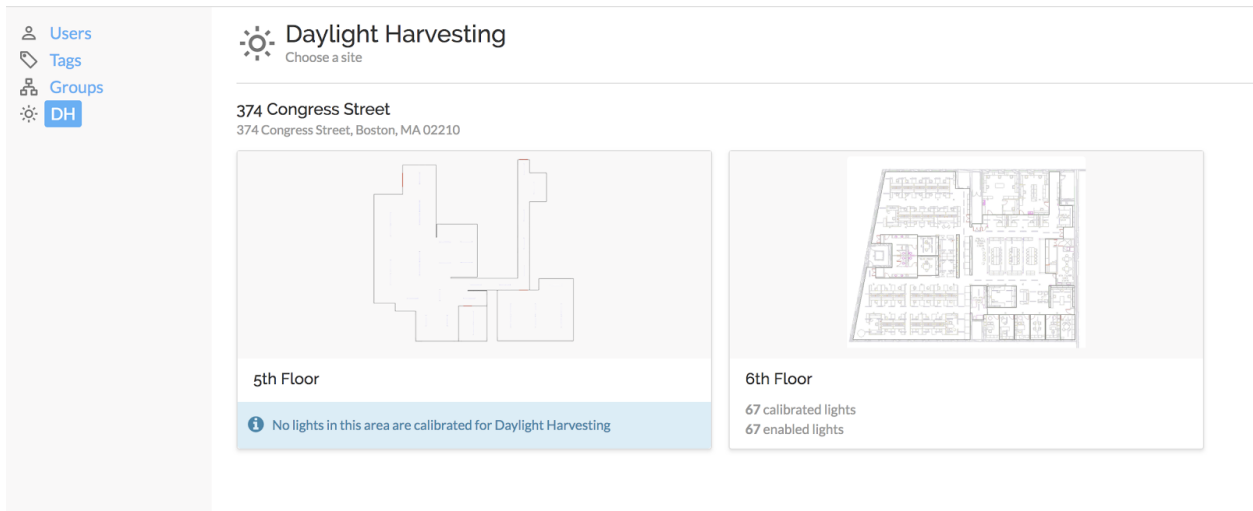


## Daylight Harvesting

The Daylight Harvesting(DH) feature combines a simple 2-D map interface indicating which nodes are calibrated as well as the ability to Enable/Disable DH. It also adds a simple icon on the Settings Map to indicate if DH is Calibrated and Enabled for a specific node. **NOTE: nodes must be calibrated for daylight harvesting via Commissioner during commissioning process in order to utilize this feature.** Daylight Harvesting will automatically be enabled on all calibrated nodes when the corresponding mapfile has been uploaded.

## Admin DH Interface

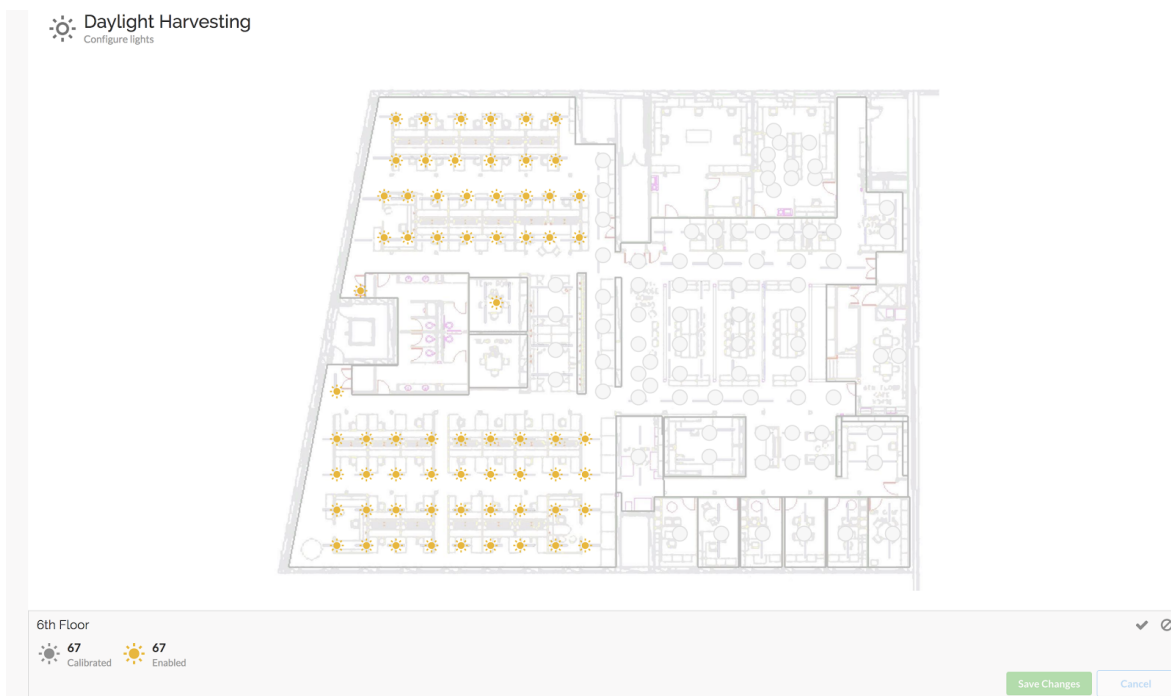
Selecting **DH** from the Admin menu brings up the following Area Card list (grouped by site)

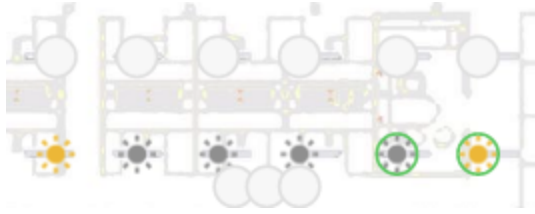


On each Area Card, a count of calibrated (nodes that have gone through the DH calibration via Commissioner) and DH Enabled nodes is shown. If no nodes are calibrated for DH in a specific Area, a corresponding message is shown instead.

## DH Map

After selecting and Area with calibrated DH nodes, you are able to manage DH settings for that specific area (seen below).





There are five states reflected on the map component:

- Plain Node - node is not calibrated for DH
- Grey Icon - node is calibrated for DH
- Yellow Icon - node is enabled for DH
- Grey icon + Green Border - node is currently enabled for DH but has been selected for disabling
- Yellow icon + Green border - light is currently disabled for DH but has been selected for enabling

Once changes are saved, green borders will disappear. Changes are discarded when the user navigates away from the page.

### Enable/Disabling Nodes

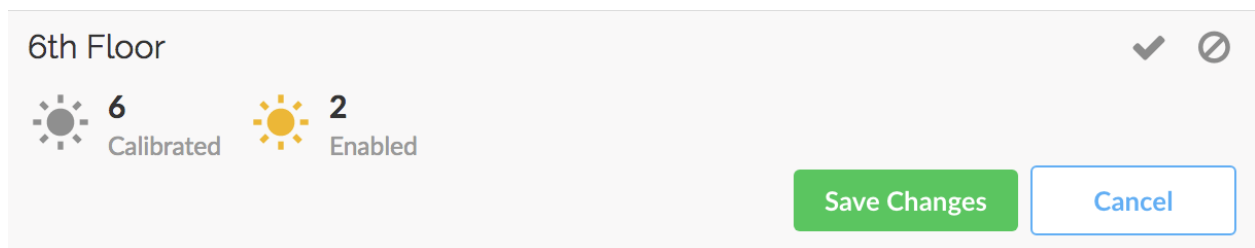
Click on a calibrated node to flip its DH-enabled state. You can also click and drag ("paint") over multiple nodes to change them to the same DH-enabled state.

Clicking on a non-calibrated light has no action.

### Node tooltip

The node tooltip shows the node name and serial number.

### Panel UI



The panel shows the count of calibrated and enabled nodes in the area. If there are no calibrated nodes, a corresponding message (similar to on area selection) is shown instead:

## 5th Floor

**i** No lights in this area are currently calibrated for Daylight Harvesting. Contact Digital Lumens support for information on how to enable Daylight Harvesting features.

### Actions

The following action shortcuts are available (top right):

- Enable All (check mark) - sets all calibrated nodes to enabled for DH
- Disable All (no symbol) - sets all calibrated nodes to disabled for DH

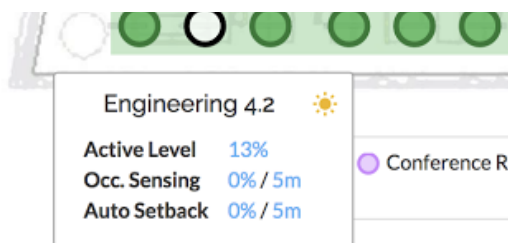
### Saving changes

When nodes are changed on the map, the **Save Changes** and **Cancel** buttons become enabled. **Save Changes** saves the changes, and **Cancel** reverts any changes shown on the DH Map.

### Settings DH Interface

There are no controls for enabling or disabling Daylight Harvesting in the Settings Map. There are simple icons to indicate the presence of DH calibrated nodes and their enabled/disabled status.

If a node has been calibrated for DH and has DH enabled, the tooltip for that node will contain a full yellow sun icon (shown below).



If a node has been calibrated for DH and has DH disabled, the tooltip for that node will contain an empty yellow sun icon (shown below).

## Engineering 4.4

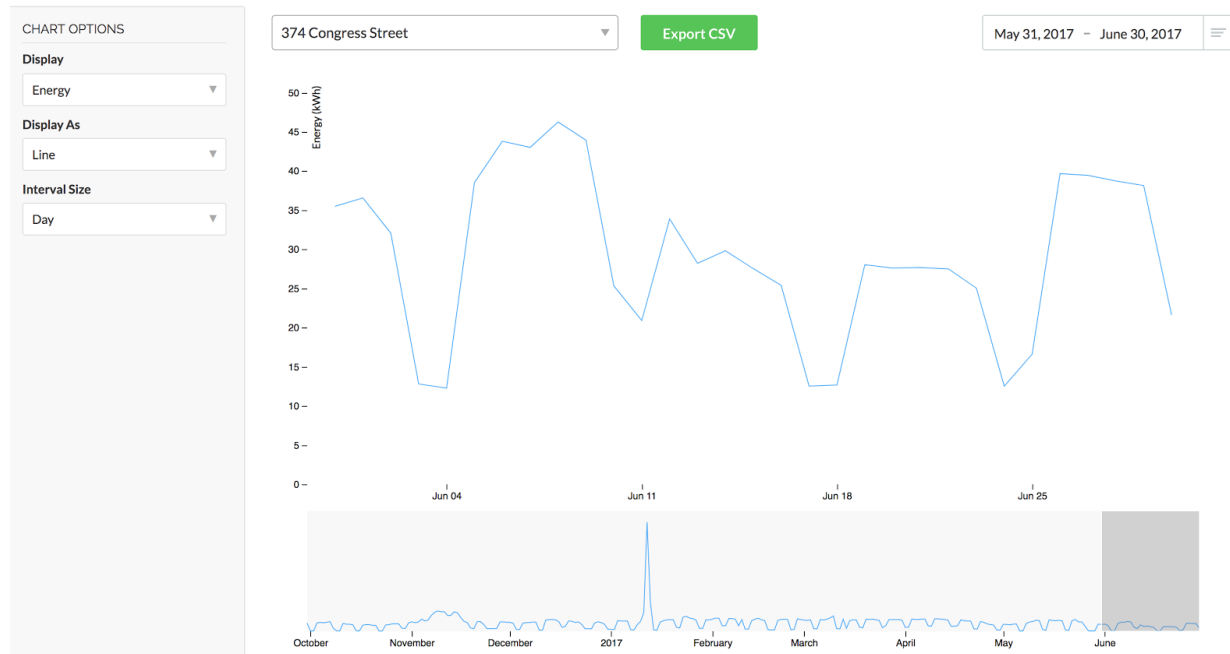
Active Level 19%

Occ. Sensing 0% / 5m

Auto Setback 0% / 30m

## Analyze

Analyze is home to the reporting suite. Here you can display Energy and Occupancy reports for the entire site and any specific tags you have created. Quick note on tags: tags can span any number or group of fixtures, so if an area had docks that spanned multiple Groups, you could create a tag that encompassed the entire dock location.



The main chart defaults to an 30 Day Energy report, but from the screenshot we see that we can tweak all those parameters.

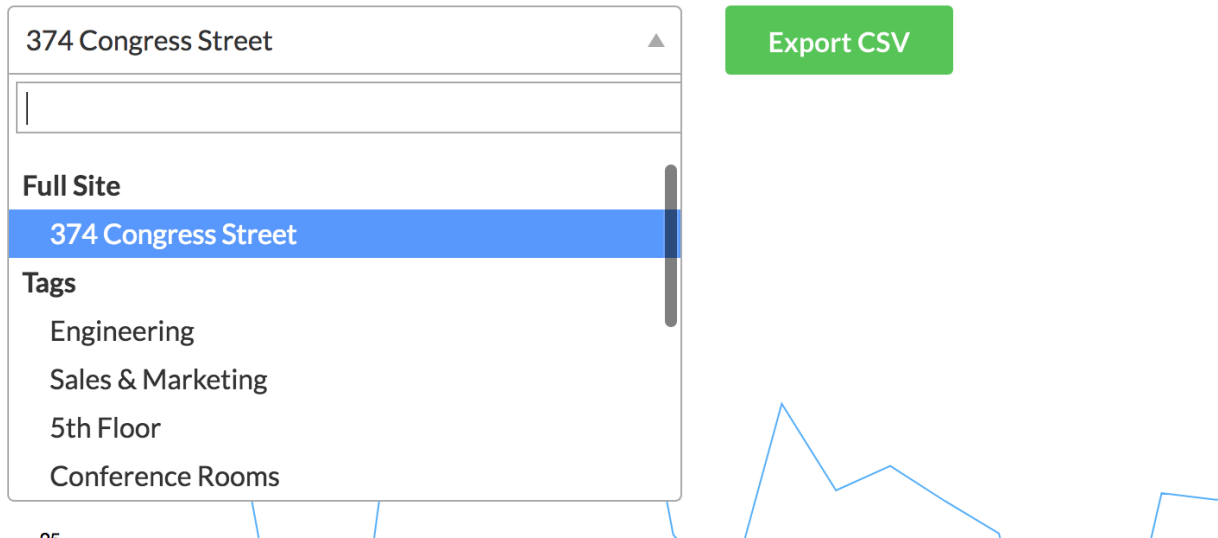
## Chart Options

The 'Chart Options' sidebar is shown in three panels, each with a different dropdown menu open. The first panel shows the 'Display' dropdown with 'Energy' selected. The second panel shows the 'Display As' dropdown with 'Line' selected. The third panel shows the 'Interval Size' dropdown with 'Day' selected. The sidebar also includes a 'Display' label and an 'Interval Size' label.

Here you can configure which set of data you would like to view, the type of chart display type, as well as the interval size. The drop down menu allows you to specify which tags you would



like to view or the full site. The export CSV options allows you to download that data in a handy CSV file for M&V purposes.



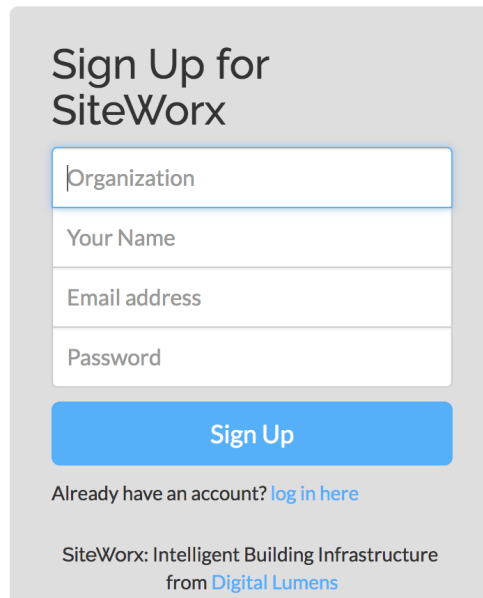
In the top right hand corner you can specify the specific date range that you would like to view, but you have the option to use the timeline function below each chart as well, which can be moved along the monthly range. This can be expanded and contracted as necessary.

## User Onboarding and Login

User onboarding is simple and put into the hands of the Org Admin for approvals.

A user of a specific organization can simply navigate to the customer URL and click the **Need an account? Sign up** button.

The user would then fill out the form below using the Organization name, their full name, email address, and finally the desired password.

A sign-up form for SiteWorx. It has a title "Sign Up for SiteWorx" at the top. Below the title are four input fields: "Organization", "Your Name", "Email address", and "Password". Below these fields is a blue button labeled "Sign Up". Under the button, there is a link: "Already have an account? [log in here](#)". At the bottom, it says "SiteWorx: Intelligent Building Infrastructure from [Digital Lumens](#)".

Sign Up for  
SiteWorx

Organization

Your Name

Email address

Password

Sign Up

Already have an account? [log in here](#)

SiteWorx: Intelligent Building Infrastructure  
from [Digital Lumens](#)

The user will then be prompted to check their email to confirm their email.

Thanks for requesting a SiteWorx account for the Digital Lumens organization. We're thrilled to have you on board.

To confirm your email address, please click on the button below. This link will expire in 30 minutes.

Confirm Email

If the organization name does not look correct, please reply to this email and we'll straighten it out.

If you have any questions, feel free to [email our support team](#).

Thanks,  
The SiteWorx Team at Digital Lumens

Once they have confirmed their email, the Org Admin (the Org Admin in this case) will be alerted via email that a new user must be approved:

## A new user has requested approval to use SiteWorx in your organization.

Organization: dl  
Name: SteveC test  
Email: [scorbesero+test@digitallumens.com](mailto:scorbesero+test@digitallumens.com)

Approve User

If you don't recognize the user, it's possible that they signed up for the wrong organization. In this case, just reply to this email and we'll straighten it out.

If you have any questions, feel free to [email our support team](#).

Thanks,  
The SiteWorx Team at Digital Lumens

The Org Admin will be prompted to allow them to be an admin (not necessary) as well as control of the facility.

## SteveC test has been approved.

☐ Make SteveC test an Admin

Admin users have full control of the lighting system and can approve new users.

## Allow SteveC test to control lighting settings:

☐ 374 Congress St

Need more fine-grained permissions? We're working on that.

In the mean time, please [contact <support@digitallumens.com>](mailto:support@digitallumens.com) and we will be happy to assist you.

Save

Admin privileges allow an Admin user to approve other users that sign up as well as access to specific admin tools and views (such as Network View). Tune can also accommodate a host of lighting control privileges. The Admin can simply approve the user without allotting them lighting control privileges for the entire facility. In that case, they would not select either of the options in the above screenshot. If the approving admin would like to allow the user full control over the facility, then that admin would select the checkbox below **Allow <User Name> to control lighting settings:** and then click save.

If the approving admin would like the user to have some lighting control privileges they should contact [SiteWorxOps@digitallumens.com](mailto:SiteWorxOps@digitallumens.com) or [Support@digitallumens.com](mailto:Support@digitallumens.com) for those specific group or node control privileges. The SiteWorx Development team is currently working an administrative tool to address this as well as a host of other admin related tools, so please stay tuned.

Once approved, the new user will receive an email explaining that their account has been approved and they are free to login any time.

## Tune Mobile App

Please visit the iTunes or Google Play store for your device -or- simply click the appropriate link below to download:

iTunes Store – Digital Lumens Tune

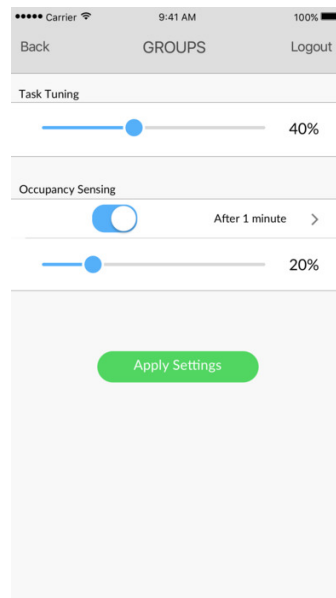
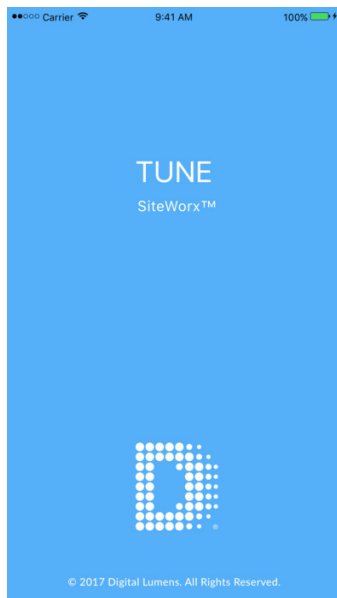
<https://itunes.apple.com/us/app/digital-lumens-tune/id1201330487?ls=1&mt=8>

Google Play Store – Digital Lumens Tune

<https://play.google.com/store/apps/details?id=com.digitallumens.tune>

Once you have downloaded and installed on your mobile device you may sign in or sign up if you are logging in for the first time.

The Tune mobile gives you the ability to task tune lighting much like the web interface and configure automatic setback. We currently do not offer the Analyze Charting, Live View, or Network view in the mobile app.



If you or the customer has any issues or questions please email us or contact us directly below:

**By Phone:**

US: +1 (617) 739-0798

UK: +44 20 3695-3625

AU: +61 3 8652-1064

**By Email:**

Support@digitallumens.com