
ConnectLED Customer Administrator Guide

for Company ConnectLED Administrators

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Evluma

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1. Definitions

ConnectLED Admin Portal (CAP)	The Evluma application that runs at https://connectled.evluma.com/#/login for managing ConnectLED use.
Evluma Admin	An Evluma Customer Support Representative responsible for record creation and CAP maintenance. The Evluma Admin has administration rights and may set up access to the system for others, including creating Customers and Admins.
Customer	An account that has ConnectLED Users, for example, XYZ Utility. This can be a utility, a municipality or town, a distributor or Evluma.
Customer Admin	An identified individual within the Customer (Company) account who is authorized to be the administrator for the Customer ConnectLED Users. This would typically be someone in the IT group for the Customer who manages the devices and applications that are used in the field, such as laptops and tablets. The Customer Admin uses the CAP to manage Customer Users.
ConnectLED App	The downloadable application (from the Apple Store, Google Play Store, Windows App from Evluma) that is installed on Customer-owned computers, tablets or phones for controlling Evluma lamps.
User	An identified individual within a Customer account who is using the ConnectLED App on a mobile device.
License	A license is required per User to allow operation of the application on a mobile device. Typical license types are PROMO, BASIC, and ENTERPRISE. Customers are assigned licenses by the Evluma Admin, and the Customer Admins can assign them to specific users within the Customer account.
Provision	To provision an Admin or a User in the CAP means to set up the User account and invite them to complete the setup process which includes creating a password and verifying their email.
Activate	As part of the provisioning process, Admins/Users are invited through an activation email to their designated email account. They complete the process by going to the CAP and setting their password. Once the password is set, they are activated in the CAP.
Credentials	Credentials are a User's unique combination of password, verified email and license-based permissions that are verified by the CAP.
Authentication	The process of matching a User's ConnectLED app login Credentials originating from a device with the records in the CAP. Authentication with the CAP requires an internet connection.

2. General ConnectLED Account Information

A ConnectLED account is required to use the ConnectLED App. The ConnectLED Admin Portal (CAP) is the provisioning tool to set up the account. The Customer Admin is responsible for provisioning of any Users under their company and managing the licenses available through CAP site. A login to the CAP times out automatically after 30 minutes.

Portal link: <https://connectled.evluma.com/#/login>

Login here with your ConnectLED Admin account to provision Users and manage the licenses. If you don't have an Admin account, Contact the Evluma Administrator (Phone# +1 425-336-5800).

3. General ConnectLED App Information

The ConnectLED application is available for iPhone, iPad, Android tablets and Windows PC. Apple and Android applications can be downloaded for free from Apple App store and Google Play store. Open the App store/Play store app and search for "ConnectLED." Download the "Evluma ConnectLED" app.

The Windows application is available for download on ConnectLED Portal Dashboard or via the link below.

Windows download link:



<https://connectled-artifacts.s3.us-west-2.amazonaws.com/ConnectLED-PC.zip>

This link now references a new storage portal located on Amazon Web Services (AWS).

In addition, both Admins and Users can log in to the portal with their ConnectLED account to download any ConnectLED application. Log in and scroll down on the Dashboard page to see the "Downloads" section.

If you are having trouble downloading or installing the application, Contact the Evluma Admin at (Phone # +1 425-336-5800).

Users require a ConnectLED account and license to log in to and use the app. The ConnectLED account is created by either the Evluma ConnectLED Admin or the Customer Admin.

It is not required that the Customer Admin be provisioned as a ConnectLED User and download the app, but the Admin can also be a User through assignment of a license to their account. See below for more information.

4. General License Information

Each Customer purchases and is assigned a given set of licenses of each category. The Customer Admin can assign these licenses to Users as needed.

- **ENTERPRISE** – Full access to all functions of the ConnectLED App for an unlimited number of lamps.
- **BASIC** – Only Connect/Disconnect, Set Location and Event History functionality are enabled for an unlimited number of lamps. The remaining functionality is read only.
- **PROMO** – Full access to all functions, like Enterprise, but for a limited number of lamps.

For example, you ordered 10 Enterprise licenses and 10 Basic licenses. As the Admin of the company you can assign these licenses to Users once they are provisioned in the system: 10 Users can be assigned with Enterprise capabilities and 10 Users can be assigned with Basic capabilities on the ConnectLED application.

As of this update, The Evluma *OTA Application for iOS* uses the assignment of any of the valid license types above to authenticate for operation.

5. Customer Admin Account Setup

The Evluma Admin will set up your account after an order is placed. The Evluma Admin will contact the Customer company to identify the person responsible for being the Customer Admin. After the Evluma Admin successfully provisions your account, you will receive an activation email. Activate the account by following instructions in the email. Successful activation involves the creation of a password and acceptance of the EULA (Agreement). You may then log in to ConnectLED Admin Portal and start creating new Users.

Finish setting up your account

Hi Jay Userman!

Please setup your password to finish activation.

Password

Confirm password

CONTINUE

BACK

...read, either in this country, throughout, or any action, suit or proceeding, in connection with the Software or this License Agreement. You authorize us to publicly disclose that you are a customer and to use your name and logo to identify you as a customer. You will not export the Software or the Handheld Device to or permit the Software or Handheld Device to be accessed and used at any location or by any person that would violate applicable export or other laws and regulations. You understand and acknowledge that the Handheld Device, the associated password, and Evluma's access to the Software over the Internet regulates and limits access to and operation of the Software. You agree that you will make no claim against us, Evluma, or Evluma in that regard. We may specify to you the nature of those regulations and limitations at the date of provision of the Handheld Device and/or associated password, which will be binding on you.

YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTOOD THIS LICENSE AGREEMENT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS.

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☒ I accept the license agreement

CONTINUE

CANCEL

Figure 1. Account activation sequence.

After the initial login, future logins will take you directly to the Dashboard.

6. Creating a ConnectLED User Account

The Customer Admin can create Customer Users once an Admin account is created. Log in to the ConnectLED Admin Portal using your Admin credentials (email and password). You will be taken to the Dashboard.

Select Users on the side menu. The side menu may be closed or opened to show the meaning of the icons. A list of current Users will be shown on the USERS page.

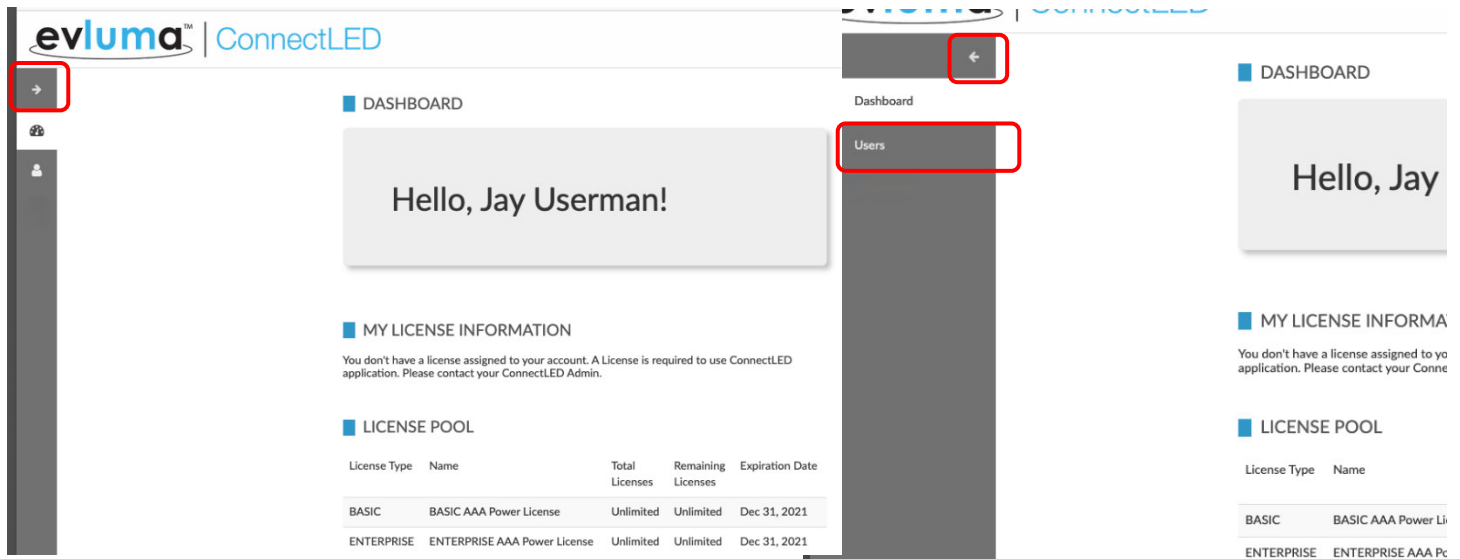


Figure 2. Click the arrow to open and close the Dashboard side menu.

To create a User, click Create User.

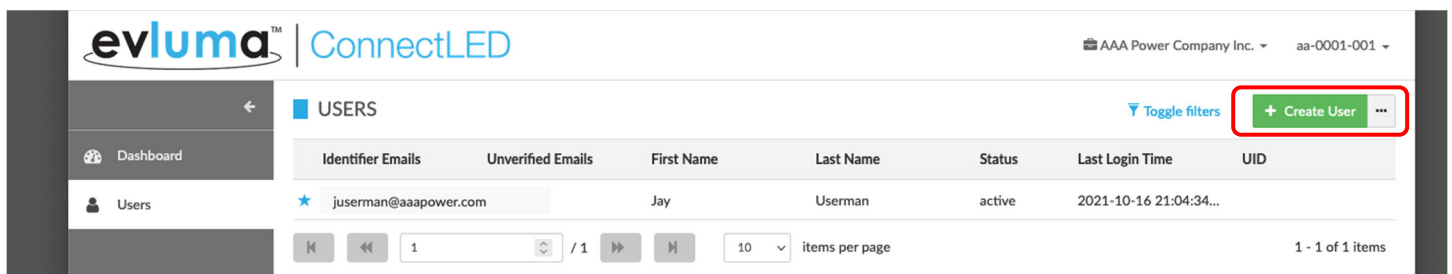
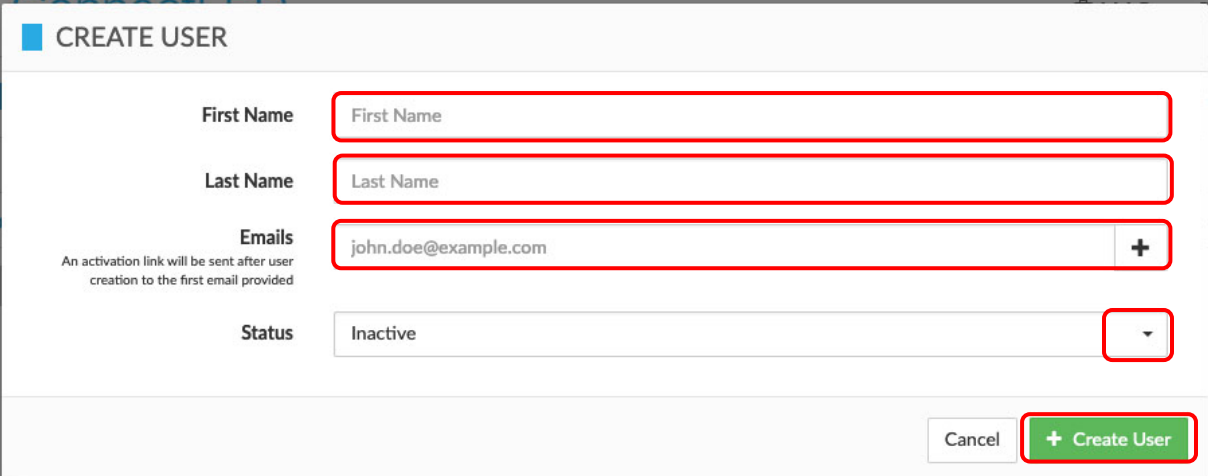


Figure 3. Create User is now a top button menu selection.

Enter the User's first name, last name and email. The email will become the User's key identifier once they have created their password and logged in. Click the drop-down arrow and select Active to make the User active. Figure 4.



CREATE USER

First Name

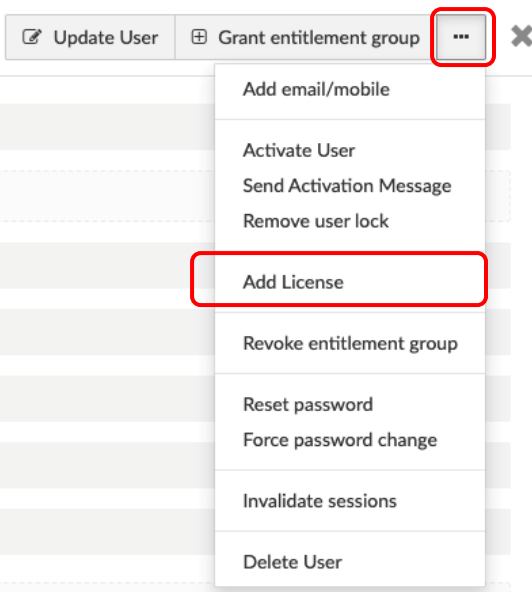
Last Name

Emails +
An activation link will be sent after user creation to the first email provided

Status ▾

Cancel **+ Create User**

Figure 4. Continue to Create a new User by entering first name, last name and email. Status will be active once they have logged in.



Update User Grant entitlement group ... ✕

- Add email/mobile
- Activate User
- Send Activation Message
- Remove user lock
- Add License**
- Revoke entitlement group
- Reset password
- Force password change
- Invalidate sessions
- Delete User

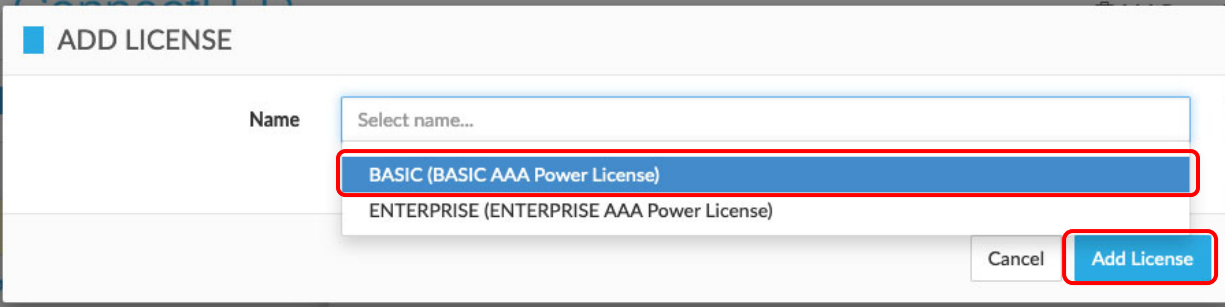
Assign a license to the User. A User requires an active license to use the ConnectLED application.

Select the ellipses (...) to display actions that may be applied to Users.

Select Add License. Click the drop-down arrow then select the license type, BASIC or ENTERPRISE to apply in the Add License window. Figure 6.

Click Add License.

Figure 5. Select Add License.



ADD LICENSE

Name

- BASIC (BASIC AAA Power License)**
- ENTERPRISE (ENTERPRISE AAA Power License)

Cancel **Add License**

Figure 6. Assigning a license to a user in the ADD LICENSE window.

After successful provisioning the User will receive an activation email. The User needs to activate the account by creating a password for it. This activation link is valid for 30 days. After successful activation, the User may install the ConnectLED application on their device and log in to the ConnectLED application.

Authentication and Cached Credentials

The first time a User logs in, the ConnectLED app requires that the device have an active Internet connection in order to can authenticate the User with the CAP.

Users will need to log in to their app every seven days as their login will expire. During this seven-day period they DO NOT need an active internet connection on their device to re-log in, as their credentials are securely cached on the device.

Whenever a User logs in to the ConnectLED App, the app will attempt to authenticate with the server if an Internet connection is available. The User credentials are also securely cached on the device for thirty days. This allows for a User to be in the field at a lamp in a remote location which may be out of coverage. The app will then check the locally cached credentials to authenticate the User. However, if the cached credentials have expired, the User will need to return to a coverage area to log in to the application and authenticate with the server before they proceed to the lamp location. Legacy ASUS Android tablets do not need to revalidate the credentials until license expiration.

ConnectLED app session lengths can be found on the dashboard in ConnectLED Admin Portal. You can choose the values that best suit your company. Contact the Evluma Admin (Phone # +1 425-336-5800) to update these values.

7. Creating an Additional Customer Admin Account

The Customer Admin can make any User under the company an additional Customer Admin. There is no limit to the number of ConnectLED Admin accounts a company can have.

To make a User a Customer Admin go to the Users screen then choose the User account. The USER DETAILS window will slide open. In the USER DETAILS window select Grant entitlement group. Figure 7.

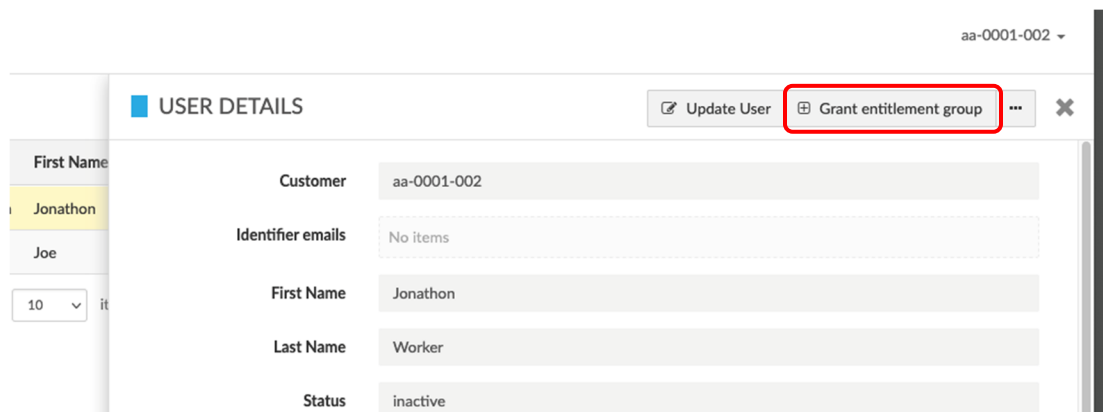


Figure 7. Grant and revoke the entitlement group in the USER DETAILS window.

Using the drop-down arrow assign the Evluma_Customer_Admin_Entitlements group to this User. Click Grant entitlement group. Figure 8.

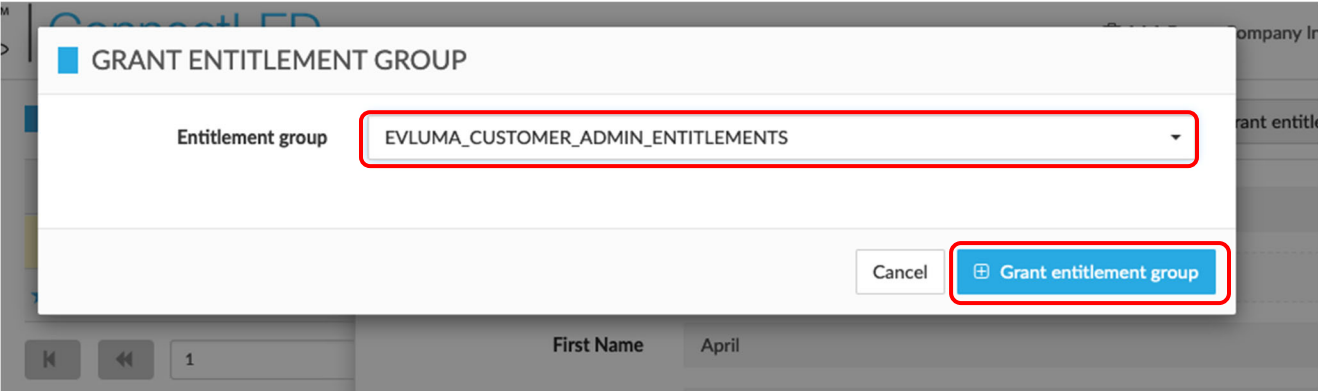


Figure 8. Select an entitlement group for a Customer Admin.

Admin capabilities can be revoked any time by selecting Revoke entitlement group from the ellipses menu (...).

CAUTION: Every user is assigned EVLUMA_SELF_USER_ENTITLEMENT_GROUP. Do Not revoke this entitlement or the ConnectLED App may not function correctly.

NOTE: Admin accounts are indicated by a star next to the email address of the User in the USERS window. Figure 9.

★ myaccount1@lightenergy.com	my account1	my account1	inactive
myaccount2@lightenergy.com	my account2	my account2	inactive

Figure 9. Admin accounts are indicated by ★ in the user lists.

8. Additional Admin Capabilities on User Accounts

The Customer Admin has full control over all the Customer User accounts. Additional actions that an Admin can perform on User accounts are shown below. All these actions can be found under Users. Select the User in list of USERS to open the USER DETAILS window. Update the User using the functions in the ellipses menu (...).

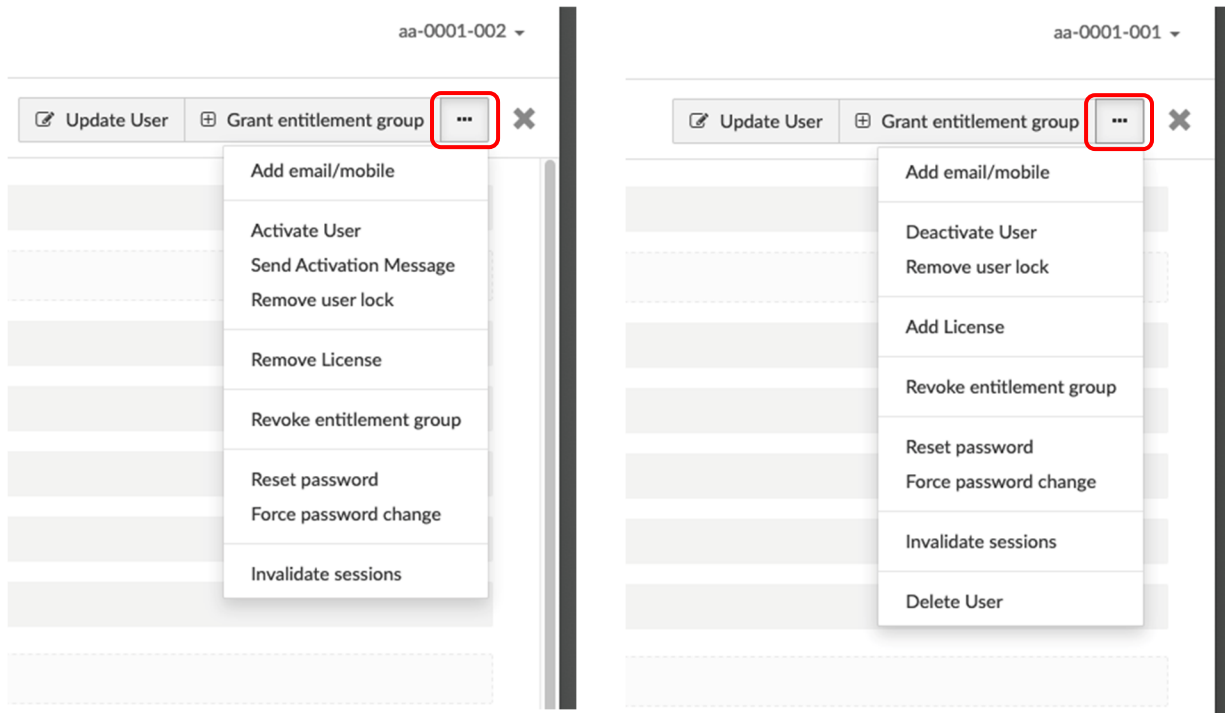


Figure 10 Actions available under USER DETAILS. Available actions will change depending on if the User is active or inactive.

Actions in the ellipses menu (...) change based on the state of the User. For example, if a User is inactive, the Activate User option appear. If the User is active, the Deactivate User option will appear in this position. If commands are not valid for a User, they will not appear in the menu. For example, if a User has an assigned license, the Delete User action will not appear.

8.1. Update User

Update User details First Name and Last Name.

8.2. Add email/mobile

Currently this feature is not used. Adding an email or mobile number will show under USER DETAILS, but it is not currently used in the system. This is not to be confused with the email address required to setup a new User.

8.3. Activate/Deactivate User

Activate and Deactivate User account as needed. A deactivated User will no longer have authentication capability with the server, i.e., they will not be able to log in.

Note: Due to credential caching on the User's device, deactivation to the ConnectLED app may not be immediate. If they are on an Internet connection the next time they log in, they will be denied access to the application and their cached credentials deleted. However, if they are not on an Internet connection, and there are still valid credentials cached locally on the device, they will continue to have access until the local credentials expire. See also, Authentication and Cached Credentials.

8.4. Send Activation Message

If a User does not activate their account within the seven-day period, the email link will become invalid. Select Send Activation Message to send another email activation link to the User.

8.5. Remove user lock

If a User has too many log in attempts with the wrong password, the account will be locked. Select Remove user lock to reset the lock.

8.6. Add/Remove License

To Add a BASIC or ENTERPRISE license to a User, click Add License. Use the drop-down arrow then select the license type to add. Click Confirm. Remove a BASIC or ENTERPRISE license from a User.

8.7. Grant entitlement (button) / Revoke entitlement group (...)

Use Grant or Revoke entitlement group to grant or revoke a User's administrative privileges. The assignment or revocation is immediate.

8.8. Reset Password

Reset password. Upon reset, an email will be sent to the User to create a new password. They will be directed by a link back to the portal to set up a new password.

8.9. Force password change

If a User has forgotten their password, selecting this will generate a new "select password" sequence when they try to log in.

8.10. Invalidate sessions

If a User account is left logged in on a computer, this will force a session log out.

8.11. Delete User

Delete User account. This will completely remove the User from the system. Also, see Section 8.3 above for immediate or delayed effectivity of their ability to access the application on the device.

9. FAQs

For additional information, check out the FAQ section located on the Evluma website.

FAQs

<https://evluma.com/about/support/faqs/>