

# How to Create Account Globiots

MN-VIZUO-EN

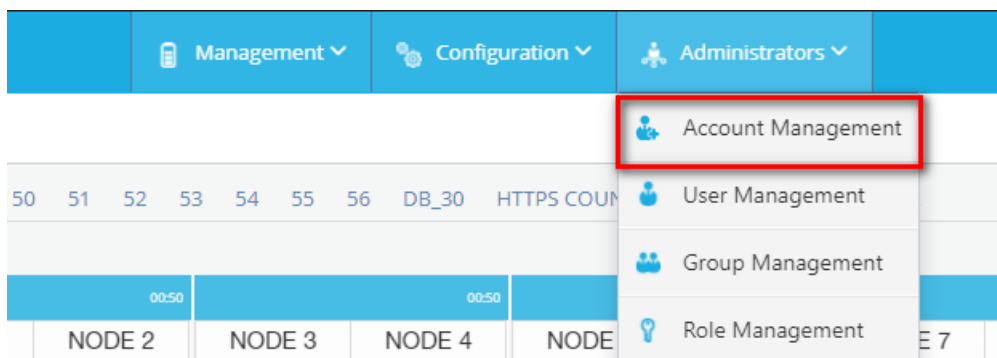
Sep-2020

## 1. Functions Change Log

Release Date	Version	Functions Change
Sep-2020	1.0	Create account in Templogger

## 2. CREATE NEW ACCOUNT

- In Home screen, select menu Administrators → select sub-menu Account Management.



- In screen of account list, click button “Add account” to create new account.

A screenshot of the 'The List Of Accounts' screen. At the top right, there is a button labeled 'Add Account' with a plus icon, which is highlighted with a red rectangular box. Below the header, there is a section titled '+ Add Account - Step 1 of 4'. This section contains a form with four tabs: '1 BASIC INFORMATION', '2 ADMIN INFORMATION', '3 PACKAGE INFORMATION', and '4 SUBMIT'. The 'BASIC INFORMATION' tab is active. The form fields include: 'Name\*' (GLOBIOTS), 'Address\*' (SO 11, DUONG 2G, KDC NAM HUNG VUONG, PHUONG AN LAC, BINH TAN), 'Country' (Vietnam), 'City/Province' (Ho Chi Minh), 'Postal Code' (700000), 'Fax Number' (Please provide fax number), 'Email Address\*' (info@daviteq.com), 'Time Zone\*' (GMT+07:00), 'Date Format\*' (dd/MM/yyyy), 'Time Format\*' (HH:mm:ss), 'First Day Of Week\*' (Monday), 'Begin Time Of Day' (00:00), and 'Status\*' (ACTIVED). A red rectangular box is drawn around the entire form area, and a red number '1' is placed to the right of the box. At the bottom of the form, there are two buttons: 'Cancel' and 'Continue'.

Enter information account into panel (1).

Email: enter email address. Email is unique.

Click button “Continue” to go to step 2.

- Field with mark \* must be filled

- In email adress, uppercase and lowercase are the same.
- Select right Time Zone for user.
- After click button “Continue”, screen of step 2 should appear:

+ Add Account - Step 2 of 4

1 ✓ BASIC INFORMATION 2 ADMIN INFORMATION 3 PACKAGE INFORMATION 4 SUBMIT

Full Name\* Account NAME

Gender Male

Username\* globiots

Password\* abc@123

Date Of Birth\* 01/01/2002

Contact Number 0123654784

Email Address\* info@globiots.com

Language English

Cancel Back Continue

Enter information of admin user into panel (2):

- Username: Enter username. Username is unique.
- Email: Enter email address. Email is unique.
- Contact Number: Enter phone number. Phone number is unique.
- Click button “Continue” to go to step 3.

- Screen of step 3 should appear:

+ Add Account - Step 3 of 4

1 ✓ BASIC INFORMATION 2 ✓ ADMIN INFORMATION 3 PACKAGE INFORMATION 4 SUBMIT

Choose Package\* FRE-0100

Cancel Back Continue

(3) Select package for account.

Click button “Continue” to go to step 4.

- Screen of step 4 should appear:

➤ Add Account - Step 4 of 4

1 ✓ BASIC INFORMATION    2 ✓ ADMIN INFORMATION    3 ✓ PACKAGE INFORMATION    4 SUBMIT

**BASIC INFORMATION**

Name: GLOBIOTS

Address: SO 11, DUONG 2G, KDC NAM HUNG VUONG, PHUONG AN LAC, BINH TAN

Country: Vietnam

Province: Ho Chi Minh

Postal Code: 700000

Fax Number:

Email Address: info@deviteq.com

Time zone: Asia/Ho\_Chi\_Minh

Date Format: dd/MM/yyyy

Time Format: HH:mm:ss

First Day Of Week: Monday

Begin Time Of Day: 00:00

Keep Alive Time: 5 minutes

Realtime Refresh Time: 1 second

Status: ☒

4.1

**ADMIN INFORMATION**

Full Name: Account NAME

Username: globiots

Gender: Male

Date Of Birth: 01/01/2002

Contact Number: 0123654784

Email Address: info@globiots.com

4.2

**PACKAGE INFORMATION**

Name: FRE-0100

Limited User: 5

Limited Device: 5

4.3

(4.1) Display basic information of account in step 1.

(4.2) Display information of admin user in step 2.

(4.3) Display assigned package information in step 3.

Click button "Save" to save configuration.

- After click button "Save", confirmation screen should appear:

×

Do you really want to add account 'GLOBIOTS'?

Click "OK" to finish.

- After successfully create new account, an admin user of account is also created.

- Number of used user of account increases by one for admin user.

- Information of admin user should be in user list.

## 3. CREATE NODE ASSIGN TO ACCOUNT

### 3.1. Node Definition

In Organization Chart Panel, Node is used to create Organization Chart. Node name should be geographical area, type of energy or responsible person. A Node includes one or more sub-Node and Device

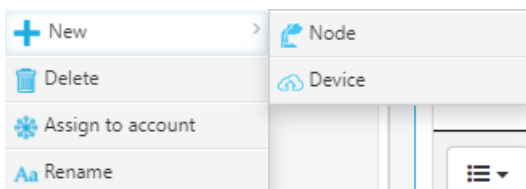
## 3.2. Organization Chart

To close or open “Organization Chart” panel, you can click  on left corner of screen Organization Chart page includes all Node and Device in system:



- Node name
- Number using device of account/Max number device of account

Right click on Node name, menu of Node displays:

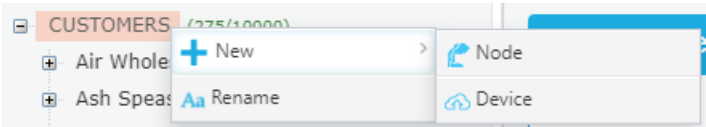


- New: Create new Node, Device
- Delete: Delete Node
- Assign to account: Assign Node and sub-Node to account
- Rename: Change name of Node

## 3.3. Create New Node

To Create a sub-Node:

- (1) Select Node
- (2) Right click and select “New”
- (3) Click “Node” to create new Node



+ Add Node

Name\*

NODE GLOBIOTS

Save

Click Save node

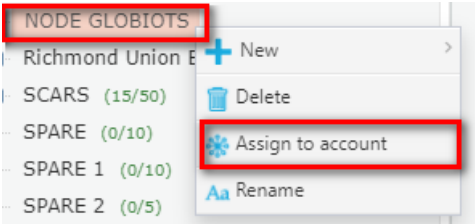
Do you really want to add node 'NODE GLOBIOTS'?

Cancel

OK

### 3.4. Assign Node to account

- In Organization Chart panel , select Node to assign to new account created, right click Node name → select “Assign to account” : A list account displays:



NODE GLOBIOTS: Node is created in step 2.3

Assign node 'NODE GLOBIOTS'

Show 10 Rows

Search

	Account name	Using User	Using Device	Status	
<input checked="" type="checkbox"/>	GLOBIOTS	1/5	0/5	<input checked="" type="checkbox"/>	<div>Assign</div>

Showing 1 to 1 of 1 entries

First

Previous

Next

Last

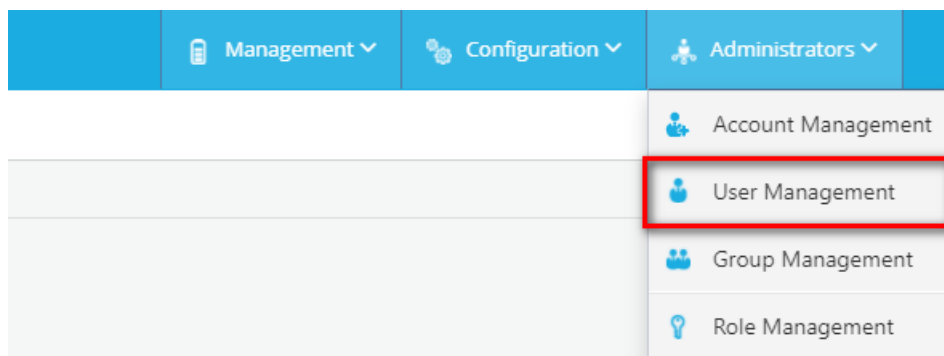
- Click “Assign” button to assign Node to account Or Click “Unassign” to un-assign Node from account.

Assign node 'NODE GLOBIOTS'				
Show	10	Rows	Search	
	Account name	Using User	Using Device	Status
<input checked="" type="checkbox"/>	GLOBIOTS	1/5	0/5	<input checked="" type="checkbox"/> <b>Unassign</b>
Showing 1 to 1 of 1 entries				
<< First           < Previous           Next >           Last >>				

## 4. CREATE USER

### 4.1. Create User

- Login with the admin user created in step 1
- In Home screen, click menu Administrators → select sub-menu User Management



- In screen of user list, click button “Add user” to add new user.

The List Of Users

Show 100 Rows

Search

Full Name	Email	Contact Number	Account	Active
No data available in table				

Showing 0 to 0 of 0 entries

<< First
 < Previous
 Next >
 Last >>

+ Add User - Step 1 of 3

1 BASIC INFORMATION

2 AUTHENTICATION

3 SUBMIT

Full Name\*

staff 1

Gender

Male

Date Of Birth

01/01/2002

Contact Number

+84

Language

English

Cancel

Continue

Enter basic information into panel (1).

- Contact Number: Enter contact number. The number is unique.
- Click button “Continue” to go to step 2.

- After click button “Continue”, screen of step 2 should appear:

+ Add User - Step 2 of 3

1 ✓ BASIC INFORMATION      2 AUTHENTICATION      3 SUBMIT

Email\*

Username\*

Password\*

Status

2

Enter information for user to sign-in into panel (2):

- Email: enter email address. Email is unique.
- Username: enter username for sign in. Username is unique. Username has at least 6 characters.
- Password: default password is "abc@123". User must change password when user sign in in the first time.
- Click button "Continue" to go to step 3.

- Enter full information for user.

- Uppercase and lowercase of email and username are the same.

Example: username "USERNAME1" is the same as username "username1".

- Screen of step 3 should appear:

+ Add User - Step 3 of 3

1 ✓ BASIC INFORMATION      2 ✓ AUTHENTICATION      3 SUBMIT

**BASIC INFORMATION**

Full Name: staff 1

Gender: Male

Date Of Birth: 01/01/2002

Contact Number: +84

3

**AUTHENTICATION**

Email: staff1@store.com

User Name: staff1

Status: ☒

4

(3) Display basic information of user in step 1.

(4) Display information for sign in in step 2.

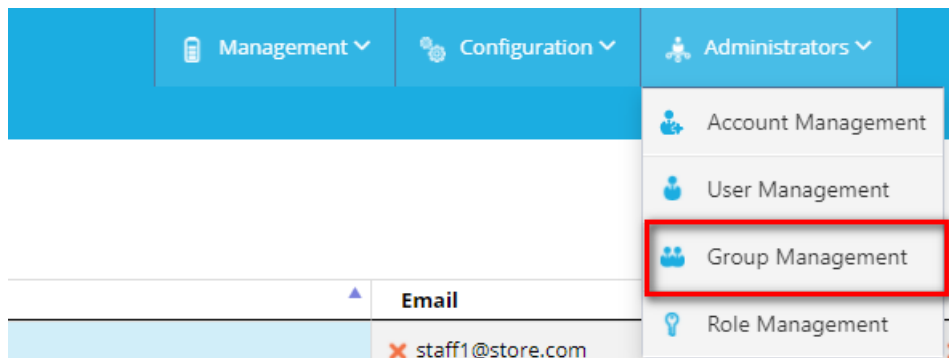
Click button "Save" to save information.

After click button "Save", confirmation screen should appear:

Do you really want to add user 'staff 1'? ✕

## 4.2. Create Group

- Group is used to assign authorities to users.
- In Home screen, select menu Administrators → select sub-menu Group Management



- In screen of group list, click button “Add Group” to create new group of account.

A screenshot of the 'The List Of Groups' screen. At the top right, the 'Add Group' button is highlighted with a red box. Below the table area, the 'Add Group - Step 1 of 5' form is shown. The 'BASIC INFORMATION' tab is active, and the 'Group Name\*' and 'Description' fields are highlighted with a red box. The 'Group Name' field contains 'Group 1' and the 'Description' field contains 'Group 1'. A red number '1' is next to the description field. At the bottom, there are 'Cancel' and 'Continue' buttons.

Enter basic information of group into panel (1).

- Group Name: Enter group name. Group name is unique.
- Click button “Continue” to go to step 2.

- After click button “Continue”, screen of step 2 should appear:

A screenshot of the 'Add Group - Step 2 of 5' screen. It shows a table with 'Function' and 'Permission' columns. The 'Function' column lists various system functions, and the 'Permission' column has corresponding input fields for assigning permissions. At the bottom, there are 'Cancel', 'Back', and 'Continue' buttons.

- Select assigned functions for group in area



- Screen of step 3 should appear:

- (2) Display available nodes of account. Tick nodes to assign to group.
- Click button "Continue" to go to step 4.

- Screen of step 4 should appear:

- (1) Display list of users. The users have not been assigned to the group.
- (2) Display list of users which has already been assigned to the group.
- Button "Assign": click to assign selected user to group. After click "Assign" button, selected user should be in the list in panel (2).
- Button "Remove": remove user from group. After click button "Remove", selected user should be in the list in panel (1).

- Click button “Continue” to go to step 5.

- Screen of step 5 should appear:

+ Add Group - Step 5 of 7

1 ✓ BASIC INFORMATION 2 ✓ FUNCTION 3 ✓ NODE 4 ✓ USER 5 DASHBOARD 6 REPORT 7 SUBMIT

### Dashboards Of Group

Show 10 Rows Search

Name	Actions
No data available in table	

Showing 0 to 0 of 0 entries

First Previous Next Last

### List Of Dashboards

Show 10 Rows Search

Actions	Name
No data available in table	

Showing 0 to 0 of 0 entries

First Previous Next Last

Cancel Back Continue

- (1) Display list of Dashboard of signing in group. The Dashboard has not been assigned to group.
- (2) Display list of Dashboard of signing in group. The Dashboard has already been assigned to group.
- Button "Assign": click to assign dashboard to group. Assigned dashboard should be in panel (2).
- Button "Remove": remove dashboard out of group. Removed dashboard should appear in panel (1).
- Click button "Continue" to go to step 6.

- Screen of step 6 should appear to view Summary information of group from step 1 to step 8.

- Click button "Save" to save information.
- After click button "Save", confirmation screen should appear:

Do you really want to add group 'Group 1'?

Cancel OK

- Click button "OK" to finish.

## 5. Support Contacts

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