organic response
by ORTechnologies

Whitecroft lighting

THE

ORGANIC RESPONSE PORTAL

USER REFERENCE GUIDE

Version 1.2 – 07-11-2018

PORTAL: USER REFERENCE GUIDE

Welcome to Organic Response Portal!

Organic Response Portal interface is intuitive and simple to master. Here is a quick guide to its functionality, covering the following:

I. **Before you start**
II. **Login and Home Page**
III. **Analytics Screen**
IV. **Sensor nodes**
V. **Scheduling**
VI. **Emergency Lighting (ELMT – Emergency Lighting Monitoring & Testing) – Refer only if applicable**
    a. **Groups**
    b. **Scheduling**
    c. **Reports**

I. BEFORE YOU START

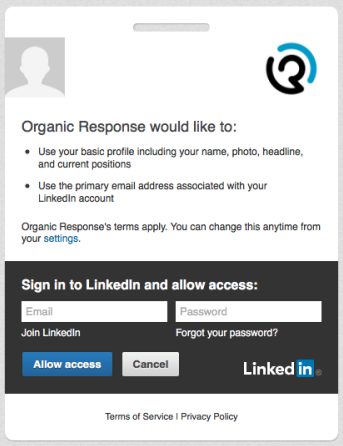
The Organic Response Portal is a secure web-based platform that can only be accessed by authorised personnel. Before you log-in, please ensure the following:

1. The Portal can be accessed using your LinkedIn (www.linkedin.com) credentials, which will then need to be approved by an OR Technologies representative before you will be granted access.
    - If you do not already have an account, please visit the LinkedIn website (www.linkedin.com) to create a login first.
2. If you haven't yet been granted access to the portal to view your building, or received a confirmation notification from the OR Technologies' team, please connect with your respective contact for the Portal solution or ask your supplier to request access to the Portal.
3. Go to https://portal.organicresponse.com in your browser.
4. You're ready to go!

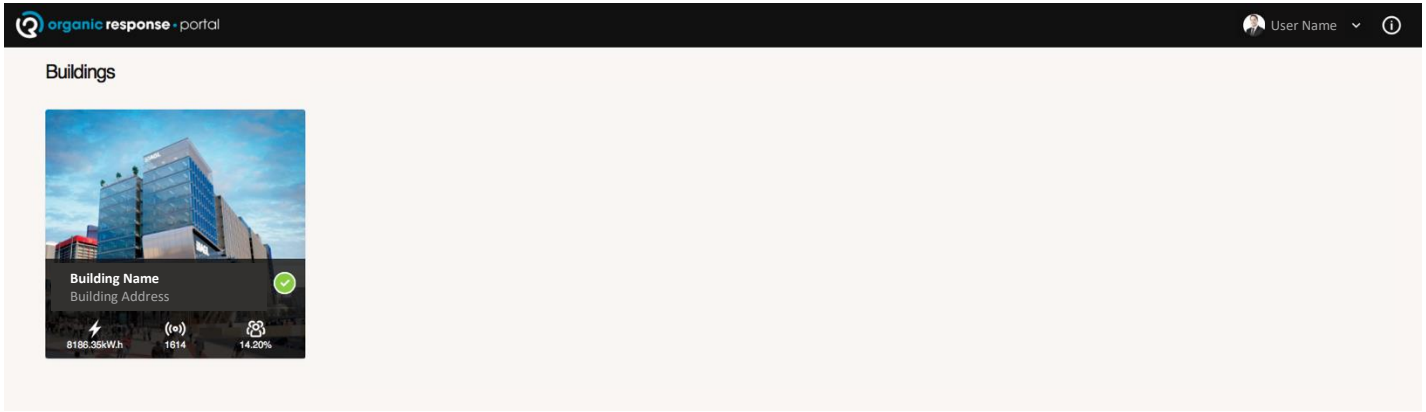
II. LOGIN PAGE

When you first visit the Organic Response Portal, you will be greeted with the following LinkedIn login screen, as described in **section 1**.

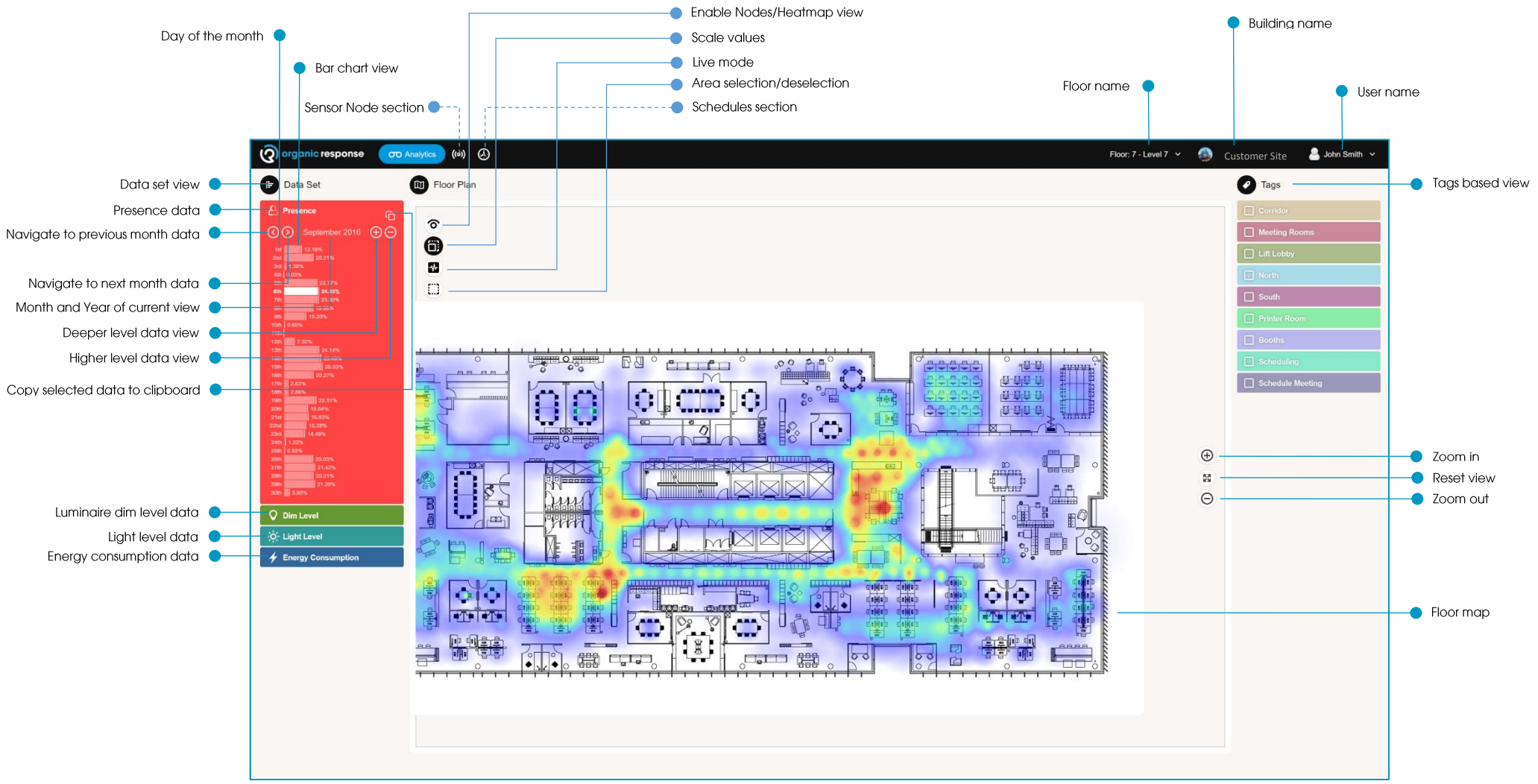
Enter the email address and login details you used for registering with LinkedIn.



Once you log in, you will then be presented with the Home Page. From this page you can then navigate to your Organic Response enabled building, or if you have access to multiple buildings, they will all be displayed on this page. You can return to this page at any time by clicking on the Organic Response logo at the top left of the screen.



III. ANALYTICS – SCREEN SUMMARY



For an in-depth view and workflow of each of the sections of this page, please continue to the following page

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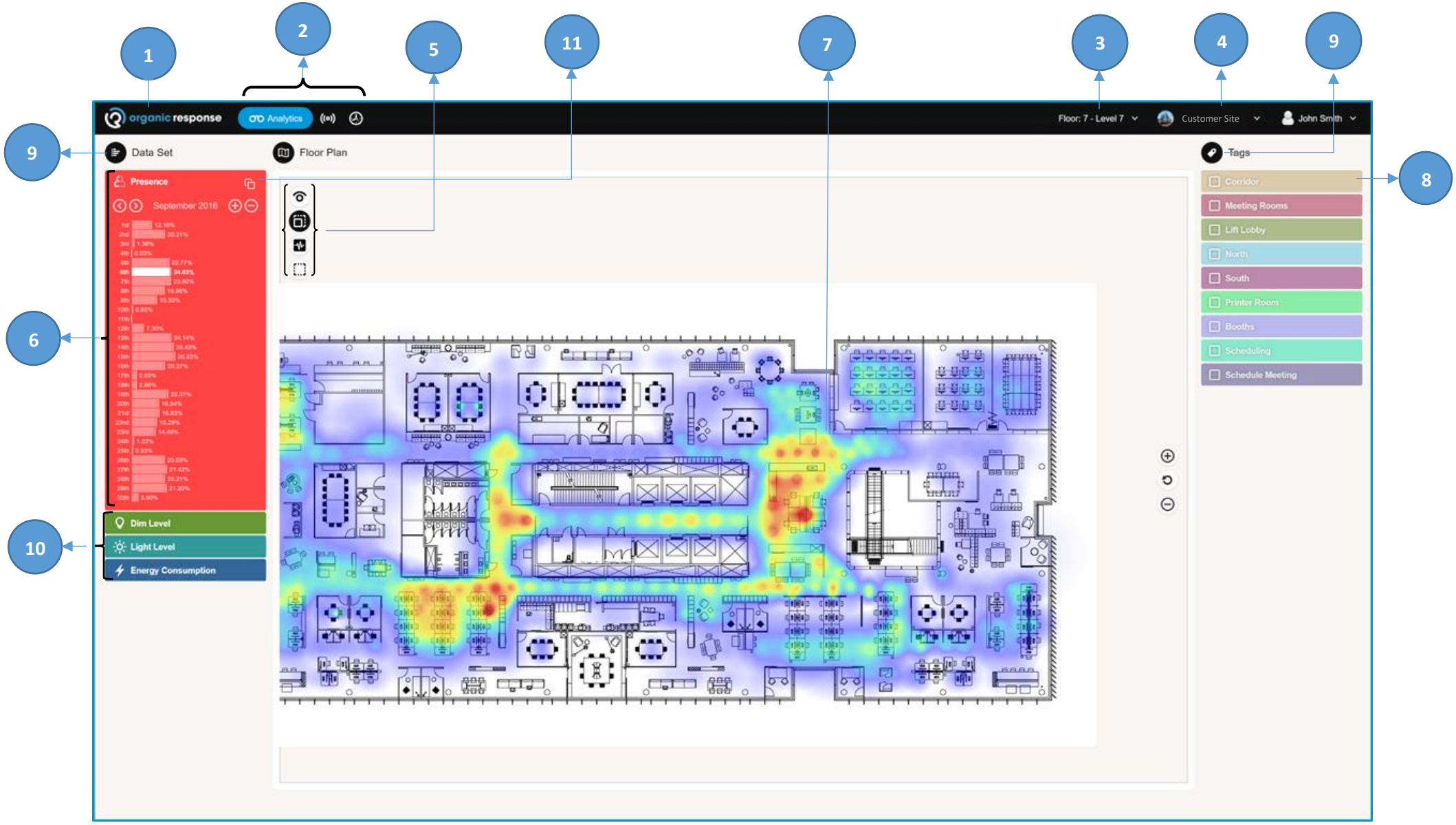
Detailed View of Analytics Page Areas. Refer to the next page for detailed explanations for each section.



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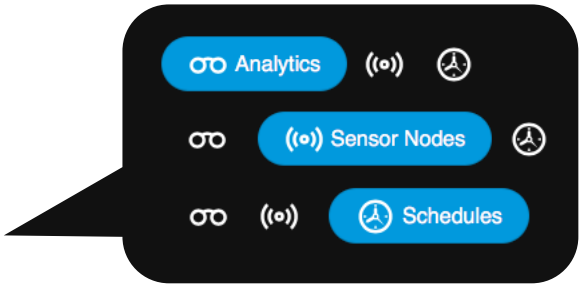
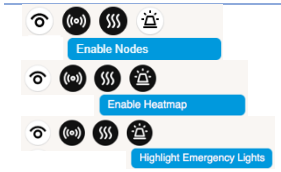


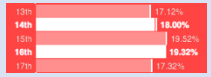
1. Click on this icon to return to home page at any time
2. Click to navigate between the different pages: Analytics / Sensor Nodes / Scheduling[1]
3. Dropdown menu to navigate between floors
4. Dropdown menu to navigate between buildings & go to building settings menu/Page

5. Floor plan panel icons - Refer to Table Below:

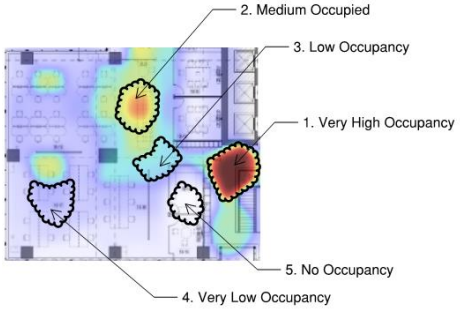
	Enable sensor nodes view to see the exact position of the sensor nodes on the floor and the related settings Enable Heatmap (enabled by default) to view heatmap visualisation of data Highlight Emergency Lights to view any Organic Response enabled emergency lights on the floorplan
	Scale value icon – enable this to scale the heatmap colour representation of an area, to more clearly display greater variance within the data, relative to other data points in the current selection.
	Live mode icon – Enable this to view the data from the selected floor in real time
	Selection icons allow filtering the view to show data sets restricted to the selected sensor nodes • Area selection tool • Cumulative selection tool based upon node selection – automatically enable node view upon clicking • Select all tool – select all nodes even if the node view is not enabled by selecting all nodes • Clear selection tool An alternative selection method is to hold the shift key on the keyboard & drag the cursor to select multiple nodes within an area
	Use + and – to zoom in and out of the map view. An alternative is to use the mouse wheel to zoom in and out. Click the centre reset button to "zoom to fit". It is recommended to adjust the view to 'zoom to fit' upon first entering the portal. Left Click and drag anywhere to navigate on the floor plan.

[1] Refer to Emergency Lighting section VI if you have emergency luminaire installed which are OR enabled

6 The left-hand panel displays occupancy and performance data for the selected floor. The data representation is split into 4 different categories – Presence, Dim Level, Light Level and Energy Consumption.

	The right and left arrow icons enable movement between day / month / year of the selected time slice
	Click on the icons to zoom in or out to the desired day / month / year
	Double click the bars on the data chart to view drill down to a more granular level of data. Right click to reverse the view to a higher data level. Click on the bar on the data chart to view it on the heatmap.
	Hold shift and click to select and view multiple bars on the heatmap

7 The floor plan area displays a heatmap representation of the data, displayed with white showing the lowest (e.g. representing no presence) and red as the highest in value (e.g. representing high levels of movement).



8 Check the boxes on the right-hand panel to filter your view by tags. Groups of luminaires may be 'tagged' into commonly viewed groups to make the viewing of data / control for specific areas or groups of luminaires easier. Check multiple boxes to select and view data of sensor nodes which have multiple tags

9 Click on icons to expand/collapse the respective panels. By default, all panels are in the expanded view.

10 Choose to select which form of data to be represented on the screen. Select from presence detection, light level & energy consumption

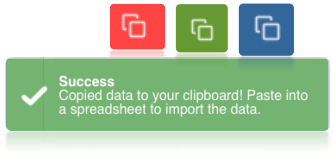
11

Copy selected data to your clipboard for reporting and data manipulation.

To access your data within Excel, follow these steps:

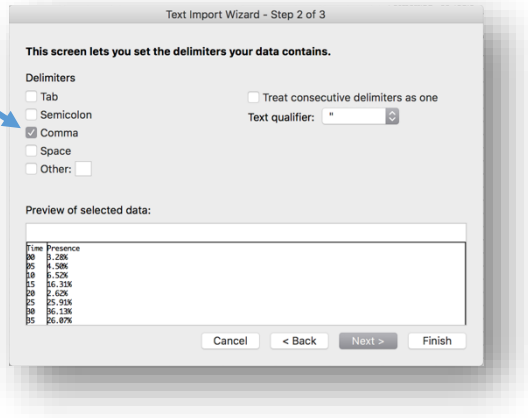
1. Choose the data type and time/date range of the data you are seeking to view in Excel (see step 6 on previous page)
2. Click on the 'Copy' icon which is available on all analytics pages in the Portal

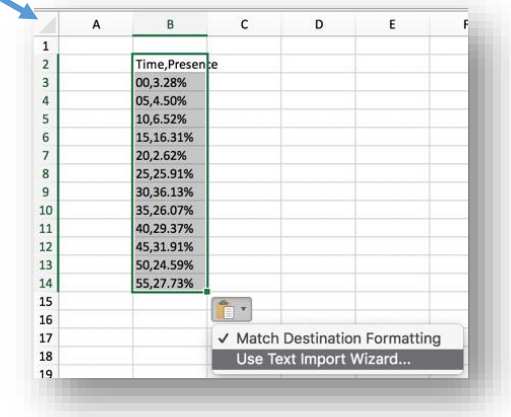
   You will see a confirmation display on your screen that your data copy was successful



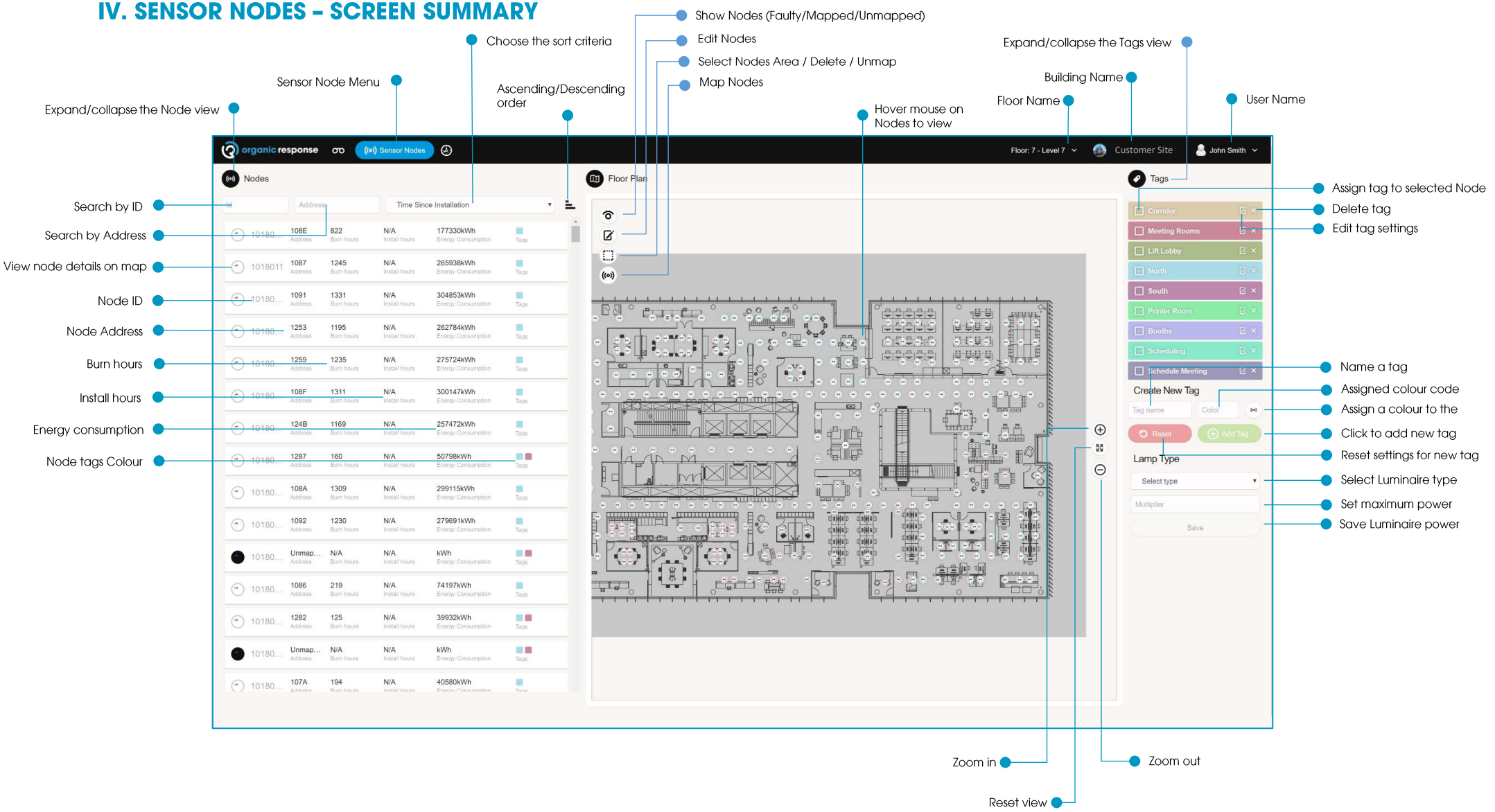
3. Paste the data into Excel
4. Choose the "Use Text Import Wizard" at the bottom right of the pasted data
5. Choose Comma as the delimiter for the pasted data,

   then select 'Next' and 'Finish'
6. Your data is now in excel!





IV. SENSOR NODES – SCREEN SUMMARY



For an in-depth view and workflow of each of the sections of this page, please continue to the following page

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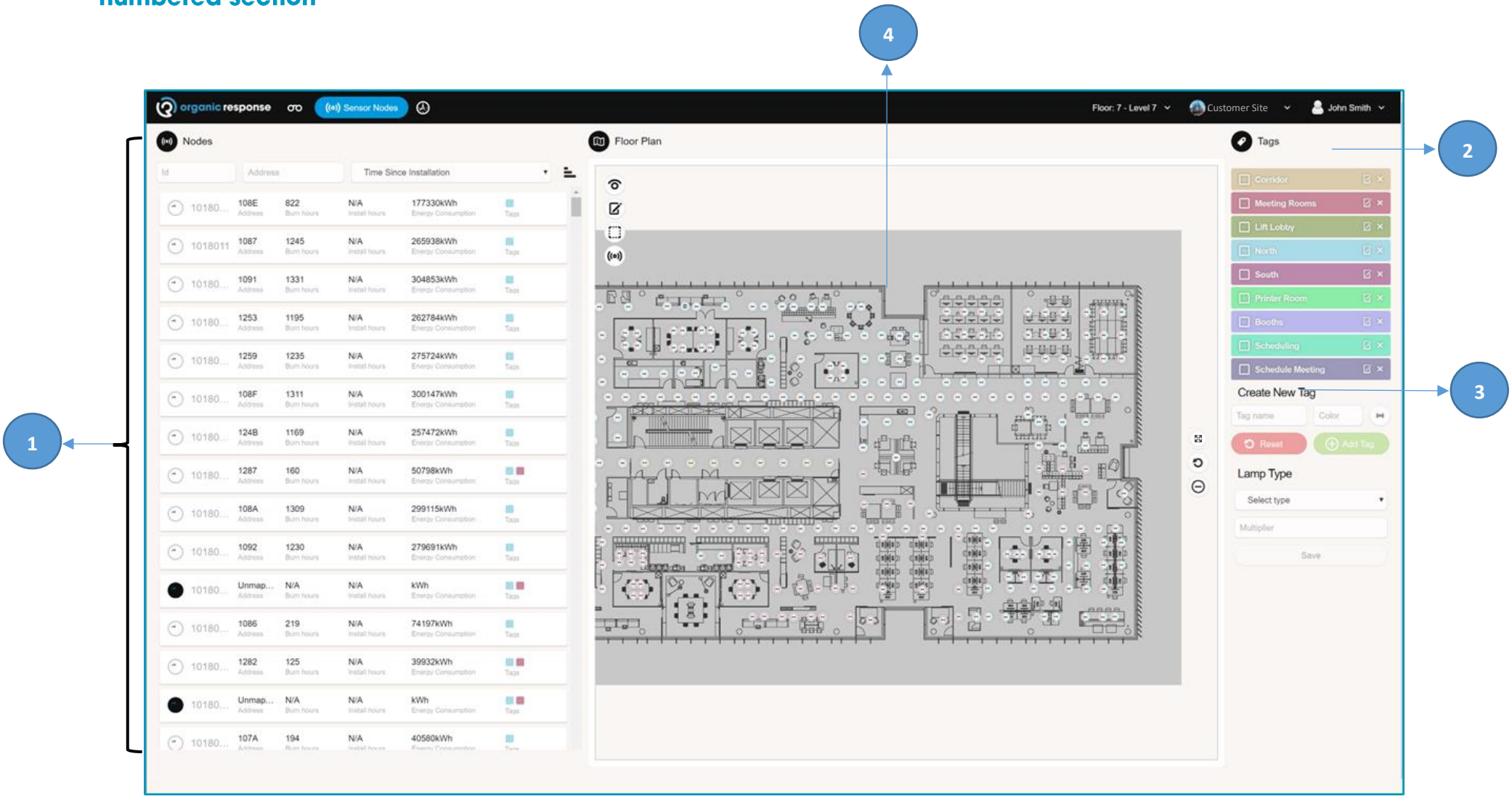
Detailed view of Sensor Node screen areas. Refer to the following page for detailed explanations for each numbered section



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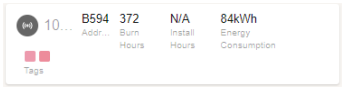
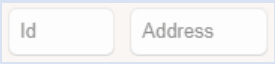
1 **This table displays maintenance information for each sensor node**

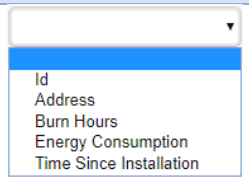


Click on a row to view the relevant sensor's position on the floor map.
Each row also represents detailed information for all sensors including:

- **Allocated asset number**
- **Addressing information**
- **Burn hours**
- **Install hours**
- **Energy consumption**



Search sensor nodes by ID or Address

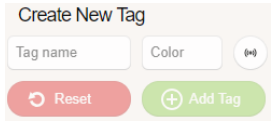


Sort the nodes by selecting from the drop-down menu

2 **Tags panel – enables you to apply/assign different tags to selected nodes by checking the boxes**

3 **Create new tag**

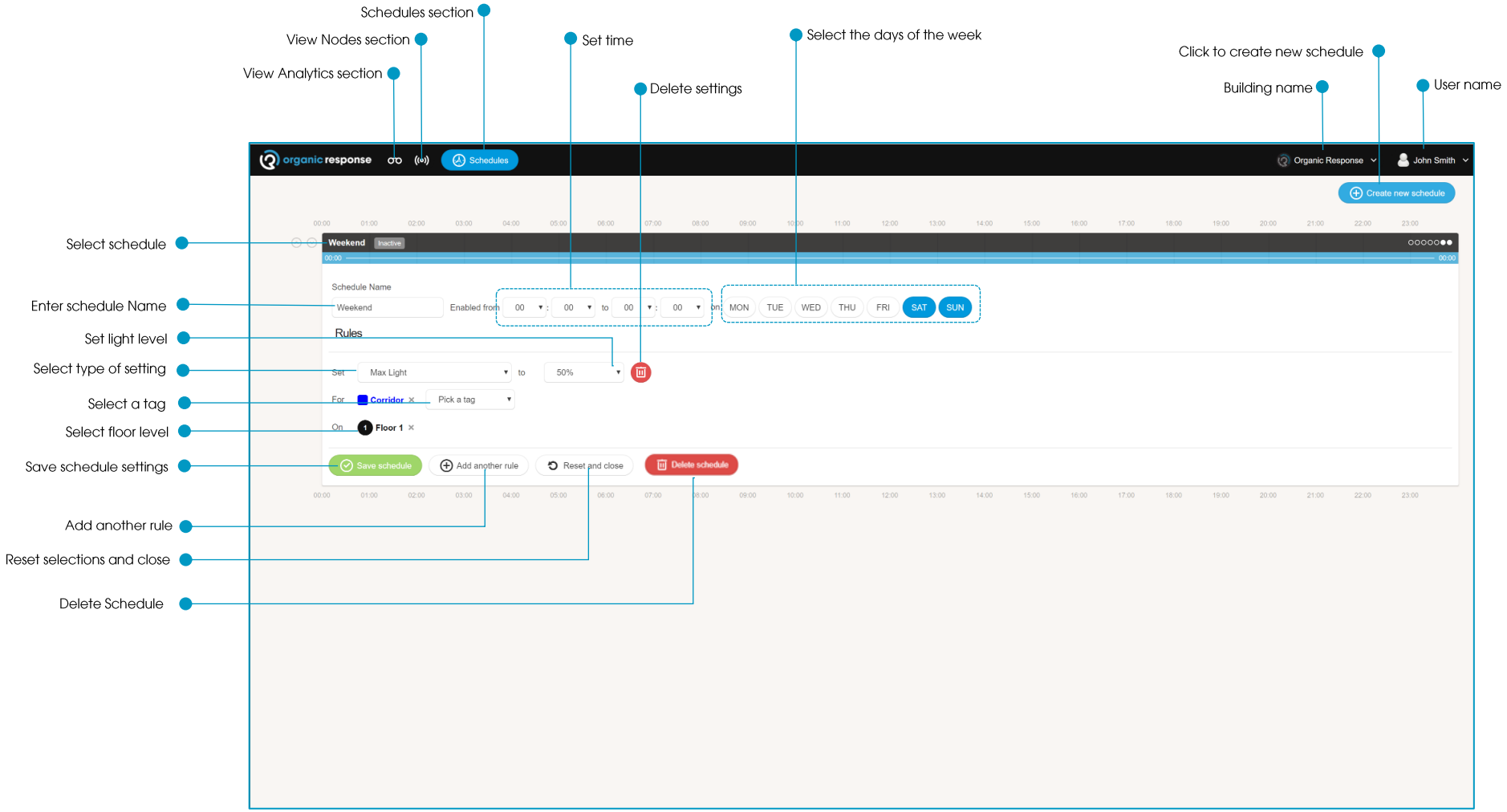
i. Enter a name for tag
ii. Click on the sensor node icon to assign a colour
iii. Click on "Add tag" to confirm & create new tag



4 **The Floor Map Panel shows the location of each sensor node on the floor. The colour of the sensor indicates the status:**

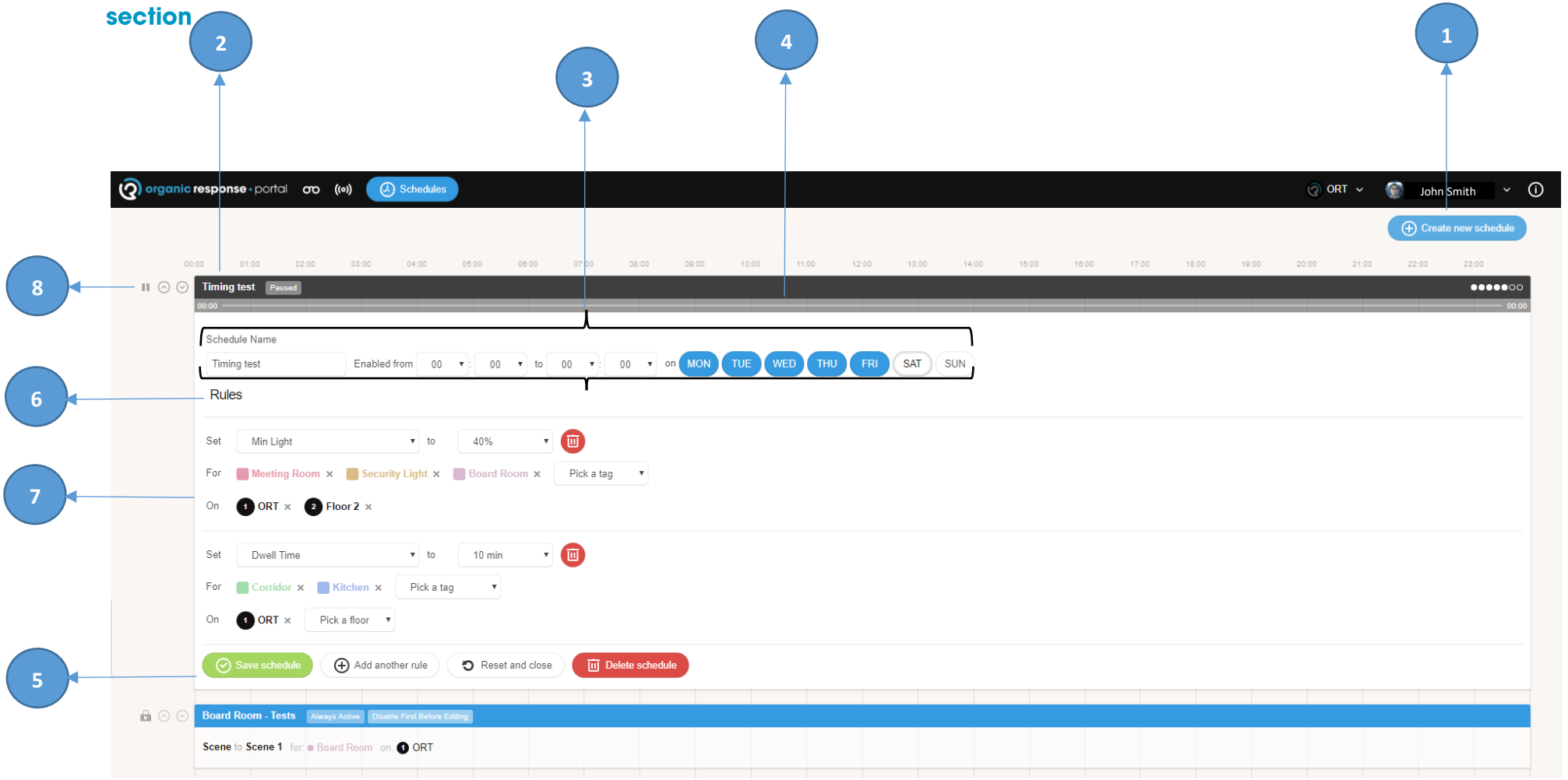
i. **White** indicates the Sensor Node is connected and functioning perfectly
ii. **Red** indicates that the Sensor Node is connected but is showing a fault
iii. **Grey** indicates that the Sensor Node is disconnected
iv. **Black** indicates that the Sensor Node is currently unmapped

V. SCHEDULING – SCREEN SUMMARY



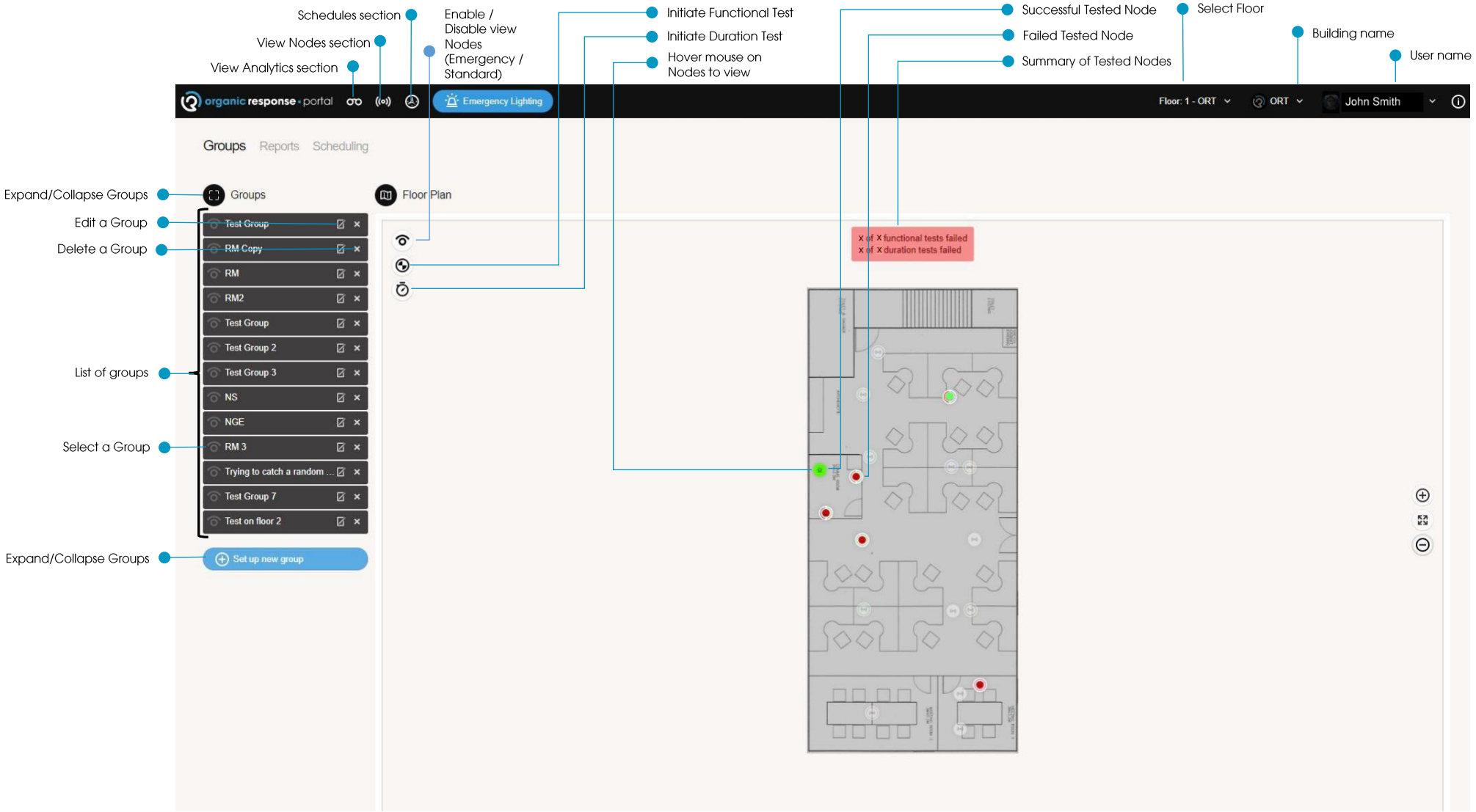
For an in-depth view and workflow of each of the scheduling sections of this page, please continue to the following page

Detailed view of Scheduling screen areas. Refer to the following page for detailed explanations for each numbered section



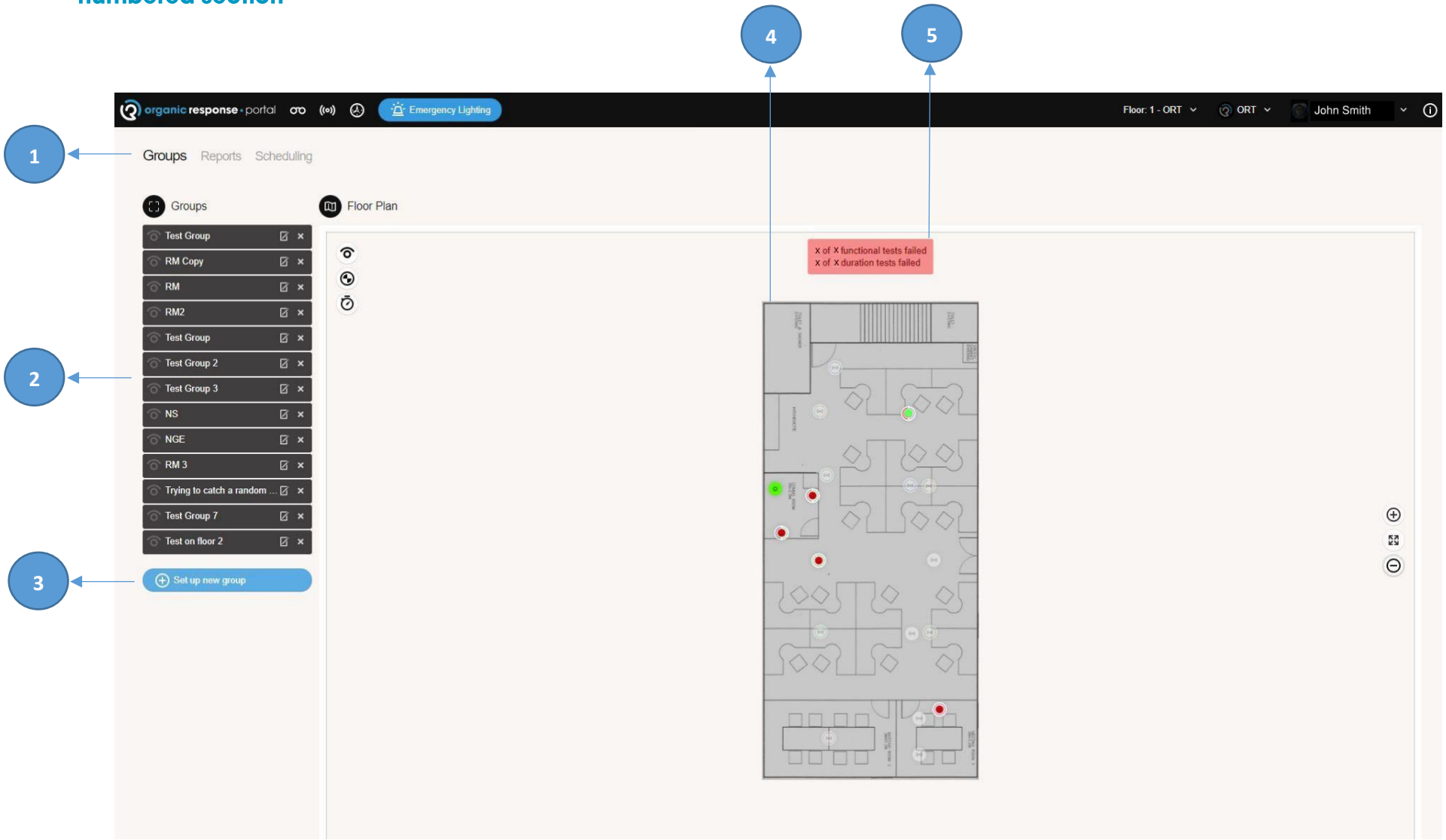
1. Click on this icon to create new schedules
2. Shows name & status of schedule. Available statuses are: active, inactive, paused & always active/force on
3. Allows to name, select time & days of the weeks for any schedule – no changes made to a schedule unless it is deactivated
4. The bar represents the day & time rules set by the administrator
5. Allows to create, save, reset & delete a rule
6. Define rule to set max/min/low light levels, dwell/lowlight times, personalities & scenes to available values & settings
7. This enables you to select the floors & tags that you wish to apply the above rules to (from point 6)
8. Hovering a mouse over this will enable you to pause, start or force start a rule

VI. EMERGENCY LIGHTING → A: GROUPS – SCREEN SUMMARY



For an in-depth view and workflow of each of the sections of this page, please continue to the following page

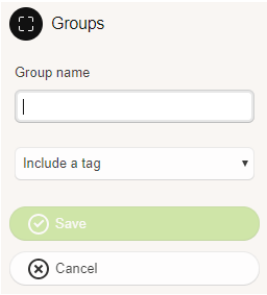
A. (Emergency Lighting) GROUPS DETAILED VIEW – Refer to the following page for detailed explanations for each numbered section



1. **Navigate between Group/Reports/Scheduling for emergency lighting**

2. **List of Groups created by users for emergency lighting. Clicking on any Group would highlight the corresponding luminaires on the floor plan. Edit icon would take you to the similar option as set up new Group where you can edit any Group as necessary. Clicking on cross for a group would delete the created group and in turn the corresponding schedule.**

3. **Set up a new group would take you to the option where you can**

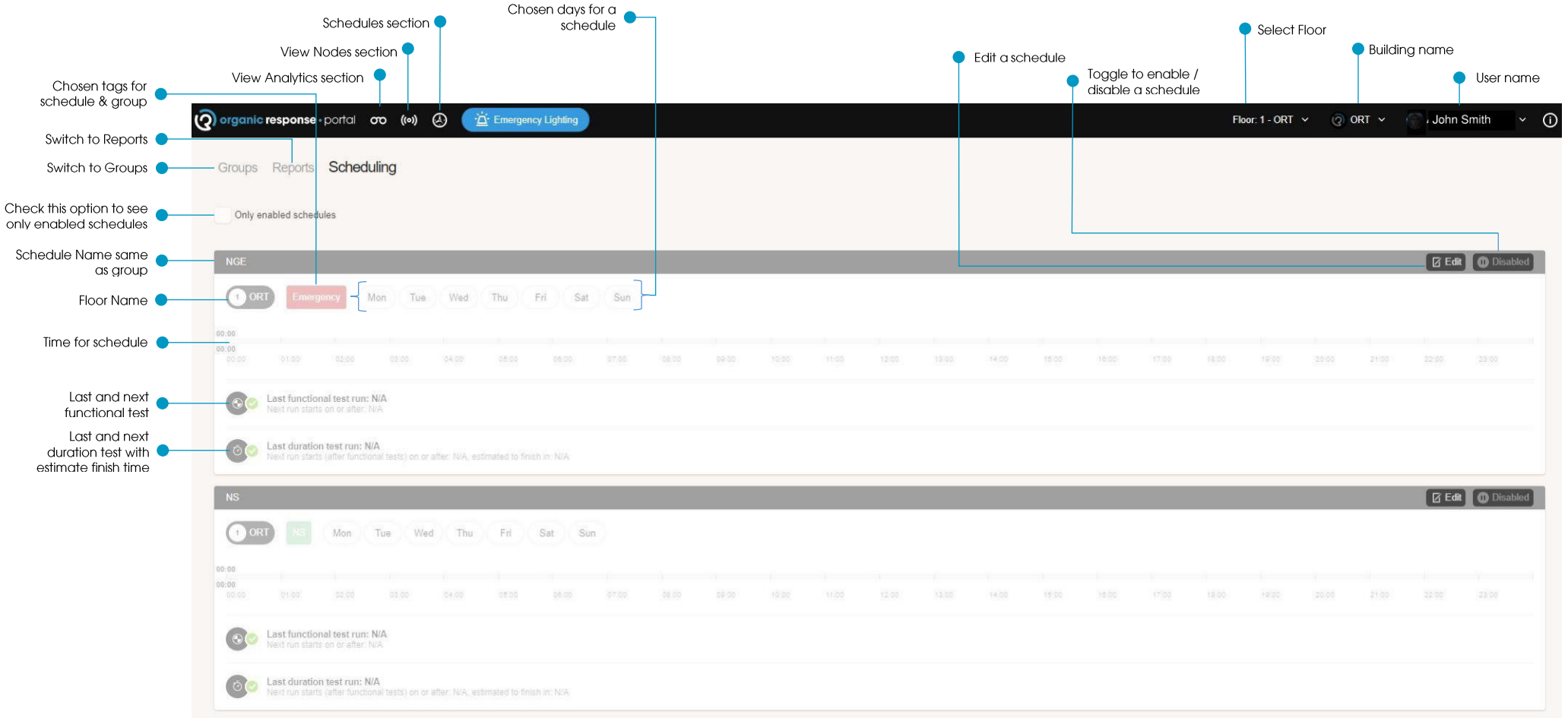


   i. Enter a name for group
   ii. Include one or multiple tags – tagging should be done prior to grouping
   iii. Save to create a group
   iv. Cancel to go back to previous option without creating a group

4. **Floor plan to visualise emergency and standard luminaires. Hovering a mouse over any node would highlight the current state of the luminaire. If hovered over emergency luminaire the result of latest test would also be displayed. Selection of groups from list of groups would highlight the physical location of those luminaires.**

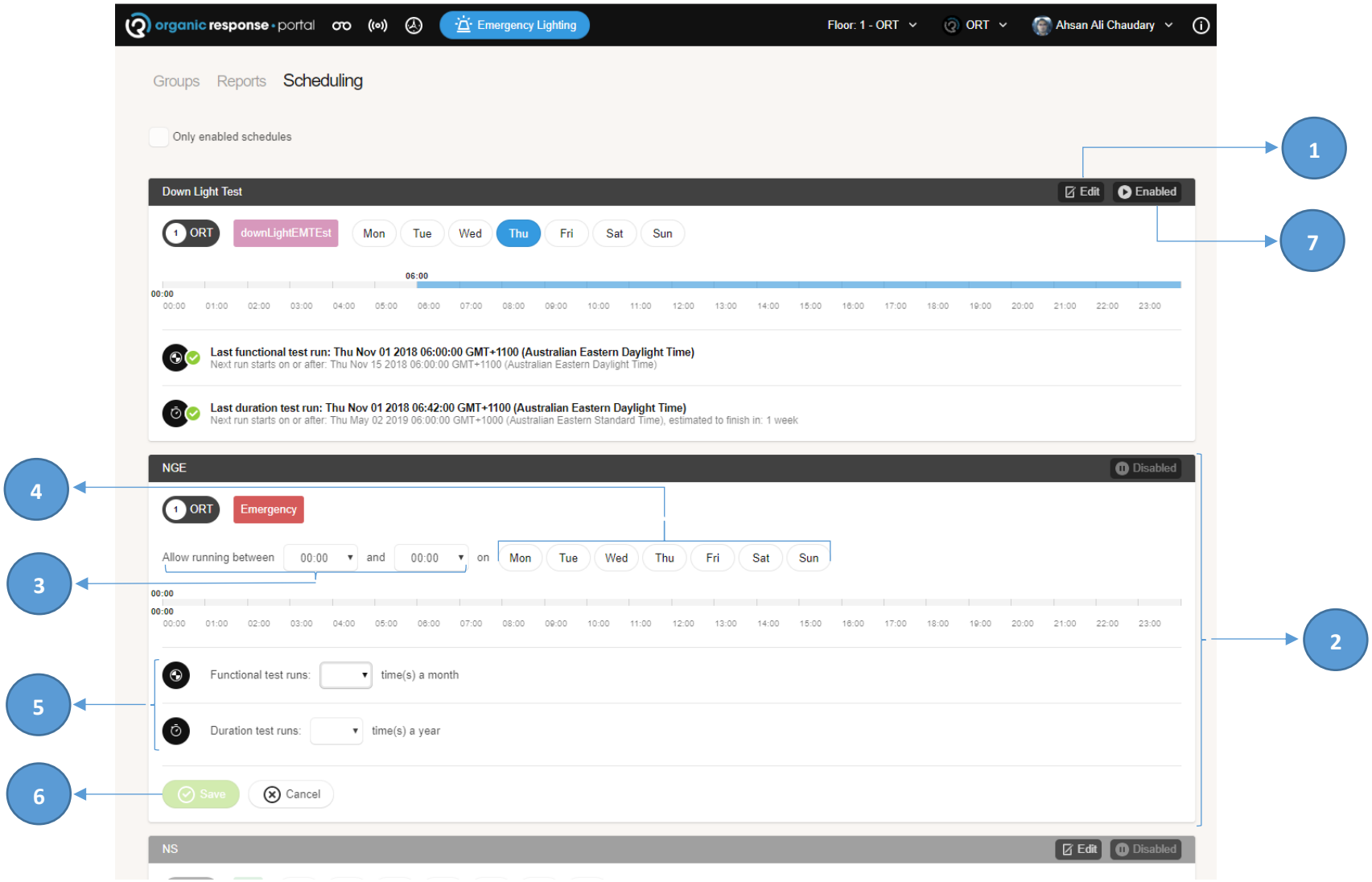
5. **Summary of functional & duration test for the selected floor. If all the tests succeed the banner would turn green and if there are any failures the banner would flag how many luminaires out of total on this floor failed functional & duration test.**

VI. EMERGENCY LIGHTING → B: SCHEDULING – SUMMARY VIEW



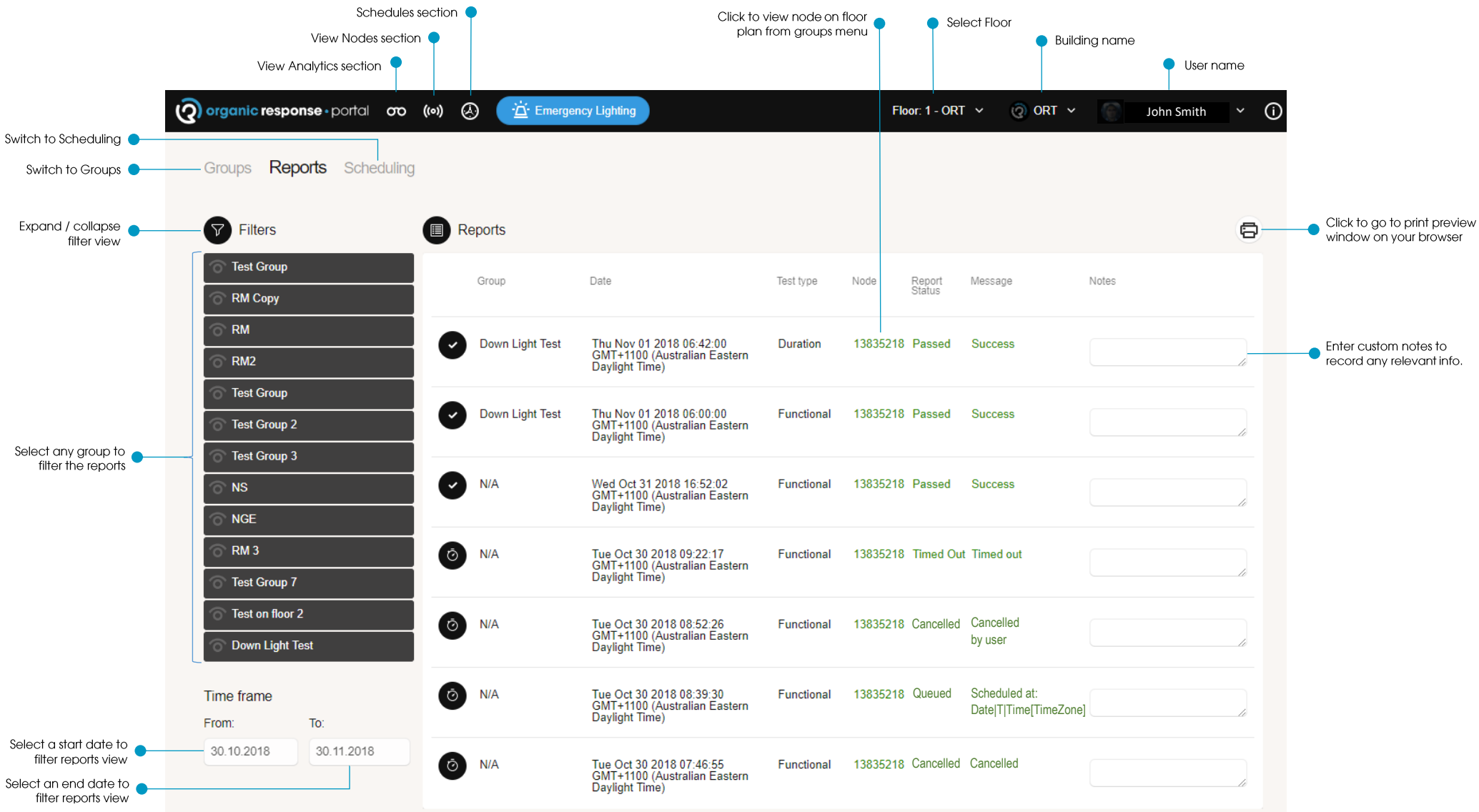
For an in-depth view and workflow of each of the sections of this page, please continue to the following page

B. (EMERGENCY) SCHEDULING – DETAILED VIEW: Refer to the following page for detailed explanations for each numbered



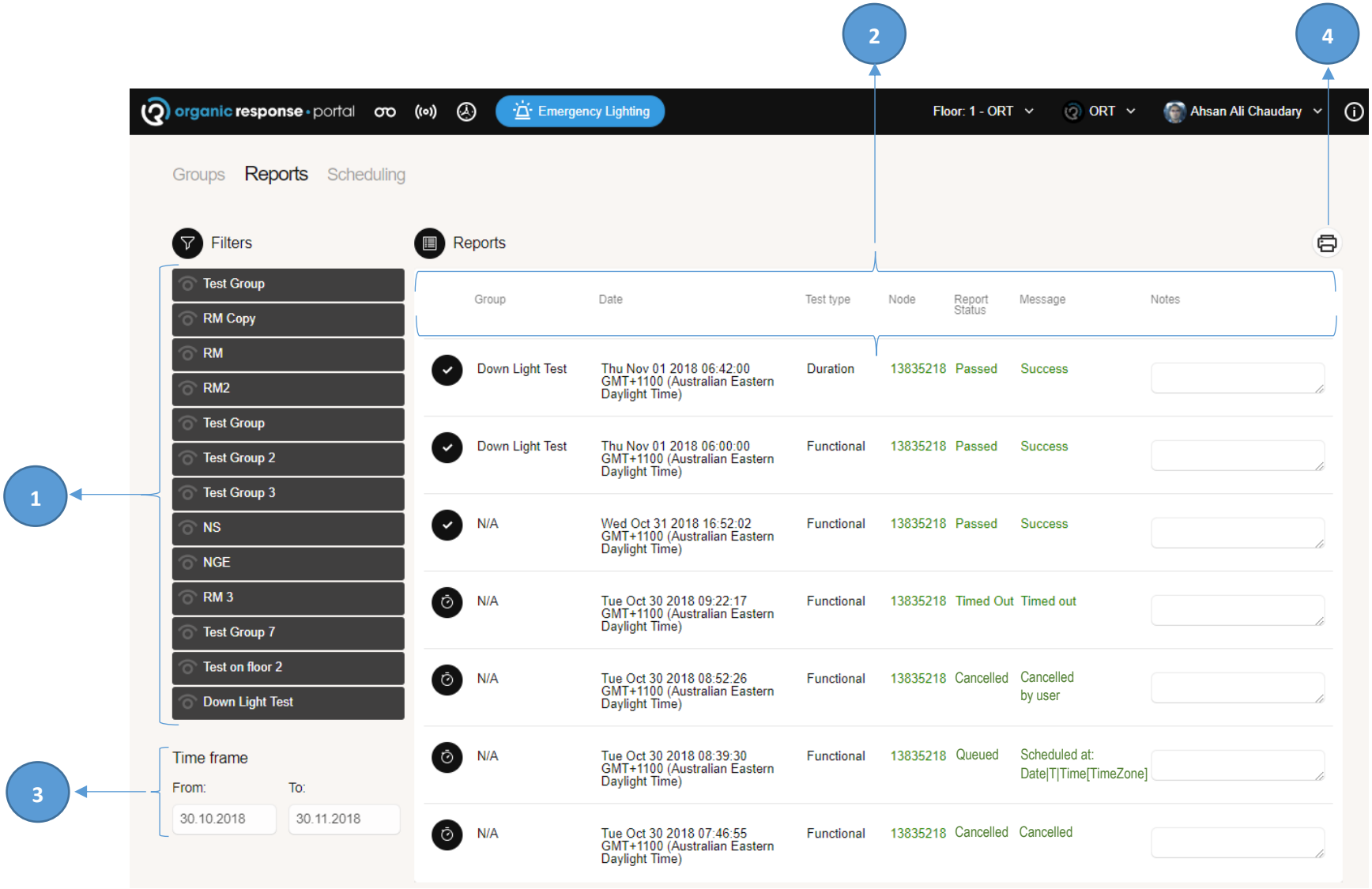
1. Click on this icon to edit a schedule – note a schedule is automatically created when you create a group. If you wish to create a schedule first create a group and a relevant schedule will automatically generate.
2. Clicking on edit will enable edit mode which will allow certain constraints to be changed.
3. Select time window to start the tests for a period in a 24-hour time format
4. Select days of the week for the test to start by simply clicking on the days which would highlight the days in blue
5. Select frequency for each test e.g. functional test once / twice a month & duration test once / twice a year. Please note if you wish to run a manual test then this can be run by selecting nodes or groups and selecting the appropriate test from groups page/menu. The scheduling menu only runs test with that frequency on next available time once it is enabled.
6. Click on save once you have completed editing in order to save the schedule or alternatively cancel to revert back any changes made.
7. Shows the current state of the schedule e.g. enabled means the schedule is active and would start the test on next available time. Clicking on enable would disable the schedule and vice versa.

VI. EMERGENCY LIGHTING → C: REPORTS – SUMMARY VIEW



For an in-depth view and workflow of each of the sections of this page, please continue to the following page

C: REPORTS – DETAILED VIEW: Refer to the following page for detailed explanations for each numbered



1. Select any group to filter the reports based upon a selection of specific group

2. The reports section enables a tabular view of tests conducted which has the following details on each test;

- Group – Name of group to which a node tested belongs to or N/A if the test has been conducted manually from groups page
- Date – displays day, date, time & time zone the test was conducted
- Test Type – Functional or Durational
- Node – List the node ID which can be clicked, upon clicking any node ID the portal would automatically navigate to groups page and highlight the node on a floor plan through blue outline around the node
- Report Status – states one of the few states that resulted from the test conducted
  - Passed
  - Timed out – could be due to multiple reasons
  - Cancelled – if cancelled by user or system
  - Queued – not completed, however queued could be due to another test running on the same group
  - Failed – the reason of failure would be displayed in the message
- Message – outcome based upon the status message
  - Success – if the emergency luminaire reports the success on a test
  - Timed-out – Similar to report status
  - Cancelled by user – A user has cancelled the test or interrupted a schedule
  - Cancelled – The system has caused the emergency luminaire to cancel the test e.g. emergency mode is enabled
  - Scheduled at – results from queued to indicate the next time this node is scheduled to run a test
  - Reason of failure would be displayed in the message e.g. battery failure, emergency lamp failure etc.

3 Allows a user to select a range or time frame to choose or filter the report. The first window indicates the start date once you click allows you to choose a date from calendar, the second window similarly indicates the end period for the report filtering based upon the time window.

4 Click on the print icon would allow the user to export the current report based upon the filters through the browser print preview window. The browser print preview based upon localized settings can allow to either print the report directly to a printer or to be saved as a pdf on your machine.

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