



CMS & Enterprise

Since 1979, CMS has been driven to continually deliver innovation into commercial workspaces through power + technology.

We have collaborated with key industry partners to research new trends to uncover prevalent needs and requirements for the workplace of today and the future.



Improving The Future Of Work

WORKPLACE OCCUPANCY DATA

WORKPLACE SAFETY

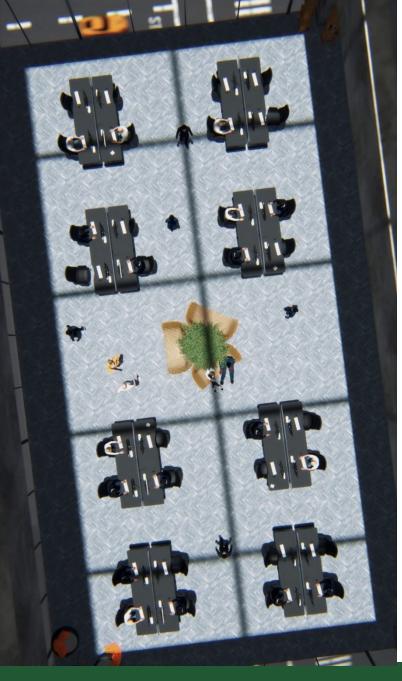
EMPLOYEE ENGAGEMENT ENERGY MANAGEMENT & DATA





Workplace Occupancy Data & Metrics

Create people-orientated spaces that empowers collaboration, creativity and productivity.





Re-establishing Workplace Safety

Alleviating employee 'return-to-work anxiety' post pandemic lockdowns





Driving Employee Engagement

Retaining the relevance of the office post pandemic





Energy Management & Data Metrics

Harnessing technology to deliver consistent improvements to lower energy consumption and contribute to taking positive action towards climate change.

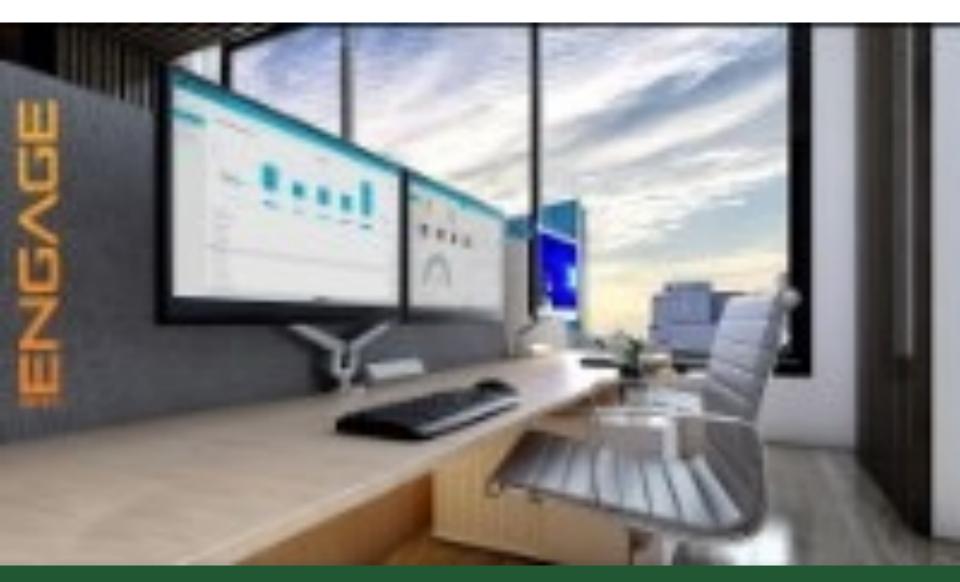




CMS EngageSmart Workplace Technology

The result of immersing ourselves into the world of smart power and technology. The team at CMS sought to evolve power at the desk to deliver a completely new experience and potential for users and administrators.

Engage System Overview



Engage Hardware Overview

Above the Desk





1. Status indicator

- » Shows status of the work station above the desk via illuminated 50mm tile.
- » Integrates into CMS Athena above desk power rail and Echo in-desk power modules.
- » Can be to used to manually toggle between status modes via built-in capacitive switch.



Below the Desk



2. Occupancy sensor

- » 3 sensors to accurately report movement, presence and desk-height status (for height-adjustable workstation application).
- » Integrates with CMS Engage Smart Cell to transmit occupancy data.
- » Utilises Zigbee 3.0 and Bluetooth 5.1 via wireless mesh network.
- » Power activation mode.

Engage Hardware Overview



In the Ceiling



3. Smart cell

- » Power monitoring and management. (On/Off, Schedule tasks, Zigbee 3.0, BLE 5.1 with mesh capability).
- » Automatic reporting power/energy analytics.
- » Compatible with Engage sensor occupancy and sit/stand detection.
- » Simple 3 step paring method or can come pre-pared.
- » Compatible with Engage statistic dashboard.
- » Softwired structure.
- » Compatible with Engage status indicator used above the desk.
- » Physical reset button for on-site override.

4. Gateway

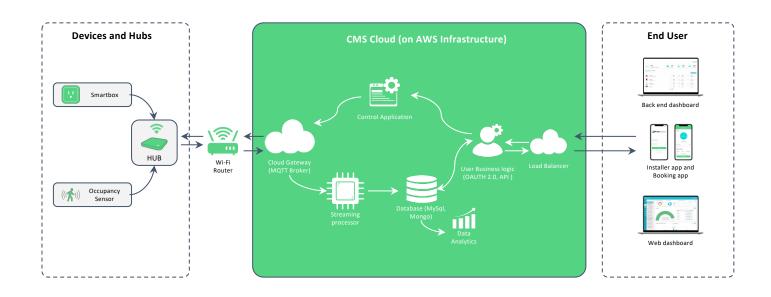
- The gateway acts as a portal to deliver event data of up to 200 devices to our Australian Based Amazon AWS cloud dashboards and mobile app while forming a wireless mesh system in-between and to our smart devices using Zigbee 3.0 and Bluetooth 5.1.
- » Receives data communication from up to 200 Smart Cells and uploads to the network to be integrated into the user's building management system.
- » REST API for easy into 3rd party building management platforms.

Hardware Integration



CMS SOFTWIRING STANDARD EQUIPMENT	CMS ENGAGE TECHNOLOGY EQUIPMENT	STANDARD AFTERMARKET EQUIPMENT
CMS SOFTWIRING STARTER SOCKET - FEMALE	CMS ENGAGE STATUS INDICATORECHO-IN DESK MODULE	RJ45 DATA CABLE
CMS SOFTWIRING 1-IN (MALE) -2-OUT (FEMALE) SPLITTER	CMS ENGAGE STATUS INDICATORATHENA ABOVE-DESK POWER RAIL	USB-A TO USB-B MICRO CABLE
CMS SOFTWIRING CABLE MALE TO FEMALE	CMS ENGAGE BELOW-DESK SENSORTHERMAL, TIME-OF- FLIGHT, AMBIENT TEMP	
CMS SOFTWIRING GPO	CMS ENGAGE SMART CELL MODULEBLUETOOTH, ZIGBEE 2 X USB-A PORTS, 2 X RJ45 PORTS	

IoT Integration



User Experience – Planning and Booking

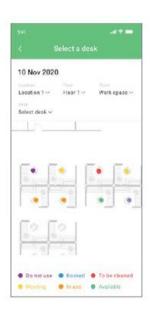
OBJECTIVE: Enable employees to reserve with their workspace in advance with visibility on availability and confidence the space is clean and safe to use.











Selecting desk on floor map



User Experience At The Desk

OBJECTIVE: Enable employees to reserve with their workspace in advance with visibility on availability and confidence the space is clean and safe to use.

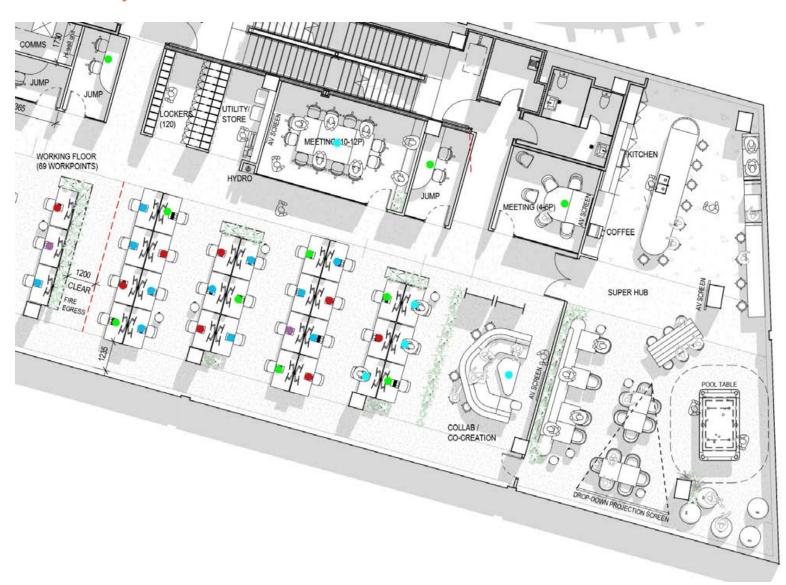


Auto check-in when approaching desk



Manual check-in via QR code scanning

Live Floor Layout





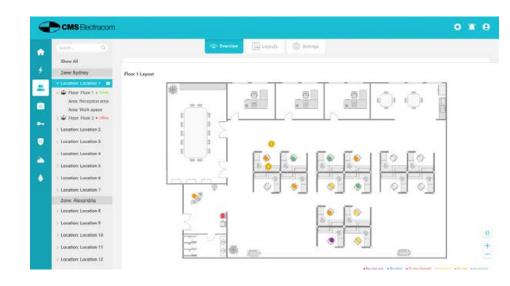
Analytics Dashboard Overview

- Live analytics per zone, floor and building
- Energy management reporting and Remote control of power to desks and meeting rooms
- Occupancy and space utilization reporting

Analytics Dashboard

Live Floor Layouts

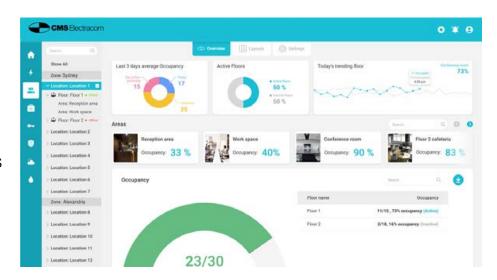
 Floor layouts and live status can be used with digital floor kiosks to show desk status with live readings from zones within a floor up to multiple building sites



Analytics Dashboard

Occupancy Reporting and Space Utilisation

- Utilise the ability to remotely de-activate workstations for social distancing.
- Accurately provide cleaning schedules for cleaning staff to indicate safe-to-use workstations
- Deliver usage and occupancy insights to determine peak usage and capacity with timelapse heat mapping.



Energy Management

CMS Smart cell have become the core of many building solutions.

Using a CMS Smart Cell will allow you to:

- Activate/deactivate power to desks with a simply tap on the power rail or in-desk module
- Check real-time workspace availability
- Configure workflows in different workspaces

Major companies, currently using CMS Engage, have provided the below detailed statistics on the amount of energy consumption across 1,350 desks based on the total number of kWh used in Standby Power:

- Without CMS Smart cell: 43,377.3 kWh per year
- With CMSSmart cell: 9,583.35 kWh per year

Did You Know...With technologies like smart cell, companies can potentially be:

Saving **78%** of desk power (for all standby hours across 1,350 desks)

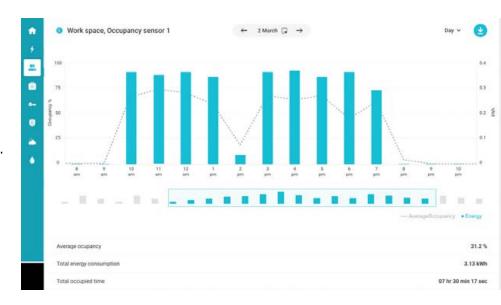
The amount of carbon saved that would have to be store by **15,000** Trees per year



Analytics Dashboard

Energy Management Reporting and Remote Control of Power to the Desk

- Provide a more complete picture of energy consumption by integrating workstation power usage into the existing building management system together with HVAC, lighting and security.
- CMS Engage enables the ability to shut-down workstations completely when not in-use



Project Delivery

Project Delivery - Phase 1

	ACTION
	Client xxx supplies CMS with Workstation ID labels & sequencing requirements, designated neighborhoods & or zones required for Engage system integration.
	Sensor & Engage hardware components positioning requirements identified for final documentation.
	CMS supply client xxx with final copy Architectural drawings, overlayed showing desk & device numbering, devices within zones delineated clearly via colour coding and legend. Drawings signed off for approval.
	*CMS pre pair Engage system devices applicable & subjected to approved drawings.
ADMINISTARIVE DUTIES & PRODUCT SUPPLY	Devices named inline with drawings and device settings (sensor range and view) adjusted and accounted for.
	Devices are packed and labelled relevant to, delivery schedule & site requirements if applicable.
	Client xxx supply cms with logo for engage dashboard.
	Csv file, excel provided by client xxx to cms for client loading phase of administrative integration process.
	Client xxx supplies cms with finished copy of client onboarding & commissioning questionnaire, instruction & advising on such matters but not limited to desk policy & default settings, dashboard authorization rights. Document inclusive of commercial agreement.
	Cms manipulate backend of engage standard offering software to represent client xxx onboarding questionnaire submission.
	Client xxx supply cms with api sharing questionnaire if applicable, document inclusive of commercial agreement.
	Cms tech support provide client xxx with project delivery training session. *Client xxx has an option of taking ownership toward the pairing of devices relevant to site requirements.

Onsite & Installation Requirements- Phase 2

	ACTION
ONSITE & INSTALLATION REQUIREMENTS	Client xxx to provide power source and ethernet connection for each onsite Gateway.
	Client xxx to provide sufficiently enabled internet connectivity of web-based applications & cloud hosting.
	Client xxx to provide installation of CMS Engage Hardware to nominated locations as per CMS supplied drawings.
	Client xxx to activate Engage Gateways prior to fully activating each device within the Engage system, apply performance test in line with CMS Project Delivery Training instructions.
	CMS Tech support to provide early adoption remote support for checks and balances on operational functionality.
	*Some notes around 3rd party integration and CMS not liable other than providing API access where applicable.

Product Lifecycle Support- Phase 3

	ACTION
Product lifecycle support	CMS to ensure that all key deliverables are met, monitor & maintain ensuring a fully operational Engage system in line with project particulars and requirements.
	Onsite and remote assistance via CMS Help desk ticketing system & provisions for *remote dashboard management.
	Refer SLA & Warranty statement for further clarification, documents included within Commercial Agreement.
	*applicable where provision for remote access is accepted by client xxx.

Software subscription

SOFTWARE SUBSCRIPTION PLANS

COST EX GST, PER ANNUM

	ENGAGE KIT QTY	COST EX	YEAR 1	YEAR 2	YEAR 3
ESF002 ENGAGE DESK BOOKING APP					
ESF003 SOFTWARE SUBSCRIPTION PLANS (COST EX GST - PER DESK, PER ANNUM) OCCUPANCY & ENERGY MANAGEMENT DASHBOARD					
ESF007 THIRD PARTY API LICENSE (TO ACTIVATE BOOKING & HARDWARE) API LICENSING PER DESK, PER ANNUM					
ESF008THIRD PARTY API LICENSE (FOR ENGAGE & OCCUPANCY ANALYTICS) API LICENSING PER DESK, PER ANNUM					
SOFTWARE INTEGRATION ONCE-OFF SETUP					
TOTAL					

Pricing Structure

HARDWARE

PART NO.	DESCRIPTION	QUANTITY	PRICE EACH	SUB TOTAL
SM001	Smart Power Cell			
SM002	Smart Occupancy Sensor			
SM004	Smart Hub Gateway			
SM005	RGB Status Indicator Retrofit Attachment For Athena Power Rail			
SM006	ATHENA POWER RAILS WITH RGB STATUS INDICATOR - COMPLETE RAIL			
SM007	ECHO RECESSED POWER MODULES WITH RGB STATUS INDICATOR			

AFTER HOURS SERVICE

COST EX GST, PER ANNUM

AFTER SALES SERVICE	WORKSTATIONS	SUBTOTAL

Extras to cover off on

API sharing

Customizations to standard dashboard offering

Site support

API access to database and setup

Licensing management

Functionality and support for different requests(ex with booking app, without, different scenes, different settings tailored to client) (to be obtained by sale reps initially)

Site visits and client interactions (Qualified reps or team)

Phone support/ Ticketing system or email support (tech enquiries)

Remote management and control

Returns and replacements



SMART WORKPLACE TECHNOLOGY

HARDWARE INSTALLATION GUIDE

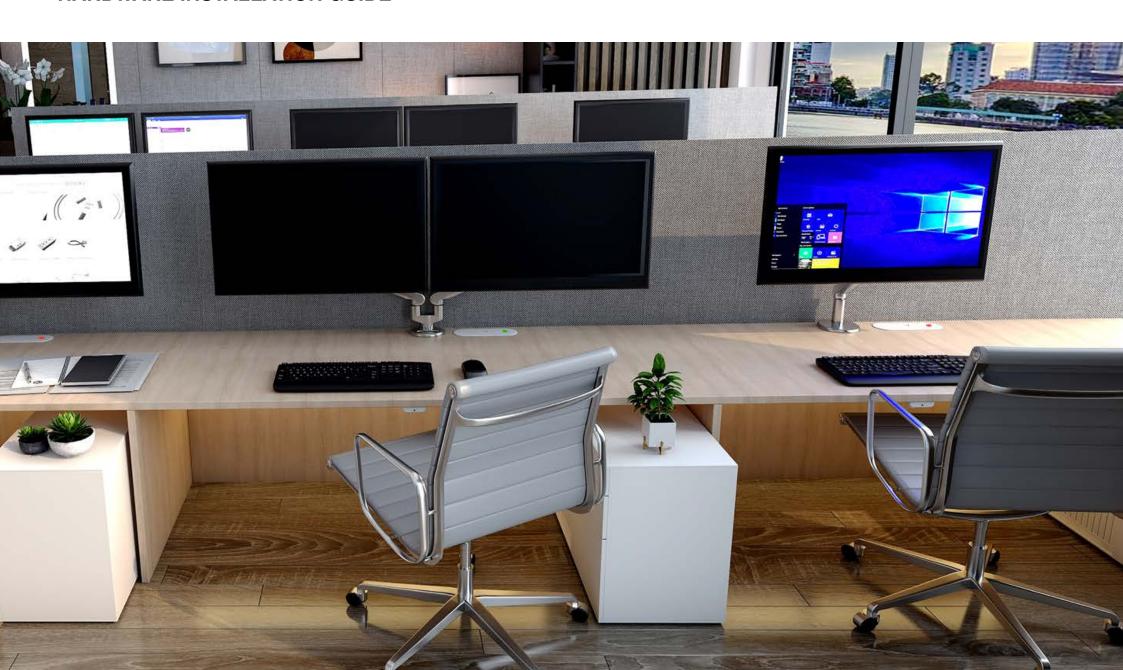


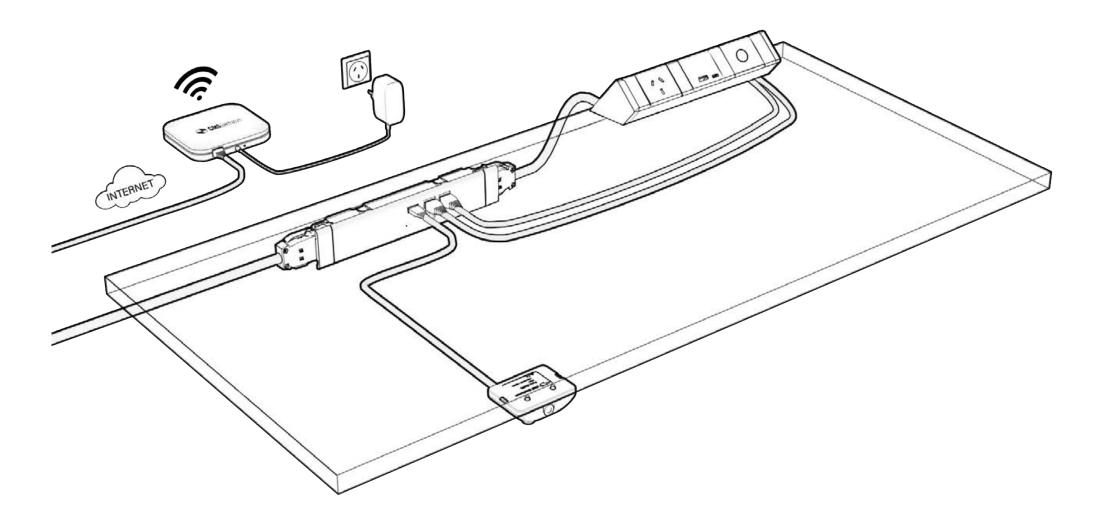


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HARDWARE CONNECTION





INSTALLING THE GATEWAY

DIAGRAM 1:

A: MOUNTING BRACKET

B: RJ45 ETHERNET PORT

C: DC POWER PORT

D: REBOOT PINHOLE

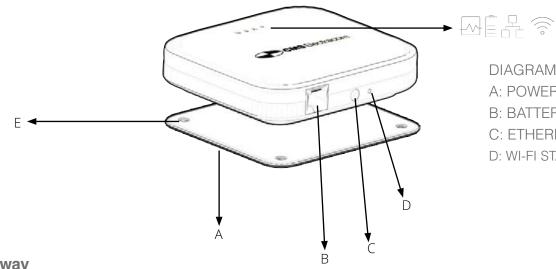


DIAGRAM 1-A:

A: POWER HEALTH STATUS

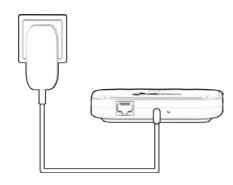
B: BATTERY STATUS

C: ETHERNET STATUS

D: WI-FI STATUS

1. Energising the CMS Gateway

Energise the CMS gateway via the DC power adapter.

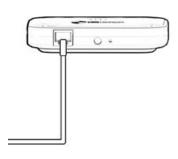


2. Connecting the CMS Gateway

There are 2 ways to connect to the CMS Gateway.

First method: Through Ethernet cable – plug ethernet cable to RJ45 Ethernet port.

Second method: WIFI - please refer to page 81 of Installation manual and keep the ethernet port empty.







3. Confirmation of Connectivity

Gateway energised

Full

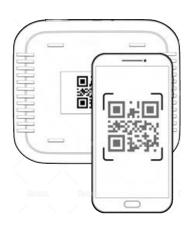
50% less

Successful ethernet connection

Successful WIFI connection

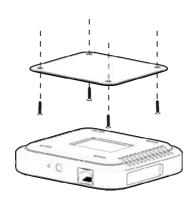
4. Pairing the CMS Gateway

To pair the CMS Gateway, scan the QR at the back of the mounting bracket.



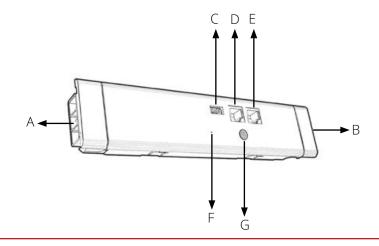
5. Mounting the CMS Gateway

Use the screw holes to mount the gateway to the ceiling if required.





INSTALLING THE SMART CELL





Installation couplers:

- Are to be fully engaged; with no significant gap, and the retaining clip latched.
- Are to be engaged and dis-engaged without load only.
- Are not suitable for readily accessible areas.
- Are not to be considered as a replacement for the plug and socket outlet systems complying with AS/NZS 3112, AS/NZS 3123 and AS/NZS 61535.
- Are not to be placed under excessive strain; in case of doubt, fix cable and couplers.
- Are to be placed to distribute the load between outlets as **evenly as** possible ensuring that the sum of all loads does not overload the input coupler and cable.
- Dangerous compatibility between different coupler systems is not automatically prevented by the couplers compliance with AS/NZS 61535.
- Are to be installed, connected, and tested in accordance with AS/NZS 3000 (Australian/New Zealand Wiring Rules & Regulations).

DIAGRAM 2:

A: SOFT-WIRING IN

B: SOFT-WIRING OUT

C: USB TYPE-1 PORT

D: RJ45 PORT 1

E: RJ45 PORT 2

F: PINHOLE

G: POWER OVERRIDE SWITCH





Caution

Do not connect any other device than mentioned below to the USB and/or RJ45 Ports.

Note for USB and RJ45 Ports

- USB ports "C in diagram 2" are to be strictly used with CMS Sensors
- RJ45 port 1 "D in diagram 2" to be strictly used with CMS RGB lights if required
- RJ45 port 2 "E in diagram 2" to be strictly used with CMS RFID readers and or locks.

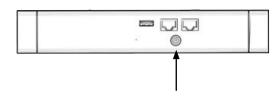
1. Energising the Smart Cell

Plug the interconnecting cables into port A and out of the Smart Cell into port B.



3. Overriding Power

Press the override switch to override power.

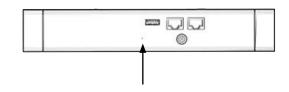


2. Pairing the CMS Gateway



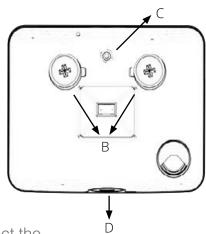
The smart cell may come pre-paired from the factory. In this case, please skip the pairing process.

Smart Cell can be paired to the Engage system using the pinhole. Refer to installation manual on how to pair the Smart Cell with the pinhole.



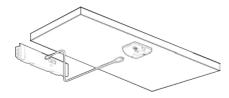


INSTALLING THE SENSOR



1. Energising the CMS Sensor

Using the USB-A to Micro USB cable, connect the micro-USB-B into USB-B port on sensor and the other end to RJ45 Port 1 on smart cell.



3. Pairing the Smart sensor



The smart cell may come pre-paired from the factory. In this case, please skip the pairing process.

You may use the pinhole to pair the smart sensor to the Engage system. Refer to installation manual.

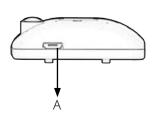


DIAGRAM 3:

A: USB-B CONNECTOR

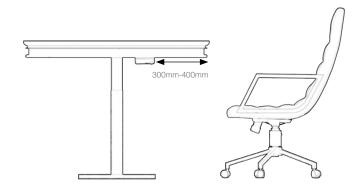
B: SCREW HOLES

C: PINHOLE

D: THERMOPILE SENSOR

2. Placing the smart sensor

Use the screws to mount the sensor to the desk. Ideal position of 300-400mm in from front edge of desk pointing the thermopile senor towards the chair.





INSTALLING THE RGB & RFID

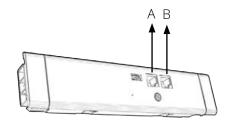


DIAGRAM 4:

A: RGB CONNECTOR
B: RFID CONNECTOR

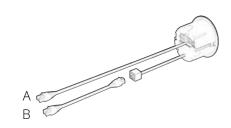


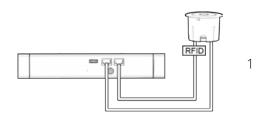
DIAGRAM 4A:

A: RJ45 CONNECTOR TO CMS RGB LIGHT

B: RJ45 FEMALE CONNECTOR CMS RFID READER

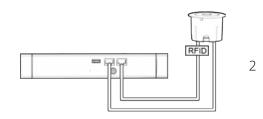
1. Connecting the RGB light

To connect the CMS RGB light, plug in the RJ45 plug into Port 1 'RGB connector.'



2. Connecting the RFID light

To connect the CMS RFID reader, simply plug in the RJ45 plug into Port 2 'RIFD connector.





REGIONAL OFFICES

AUSTRALIA 1300 159 159

NEW ZEALAND (09) 582 0776

SINGAPORE +65 9006 0767

MALAYSIA +60 162 077 106

UNITED KINGDOM +44 (0) 7531 162 631

UNITED STATES +1 214 238 8296

SALES & TECHNICAL SUPPORT

Sales: sales@cmselectra.com

Estimating: estimating@cmselectra.com

Tech Support: techsupport@cmselectra.com

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SMART WORKPLACE TECHNOLOGY

DASHBOARD USER MANUAL





CMS Electracom

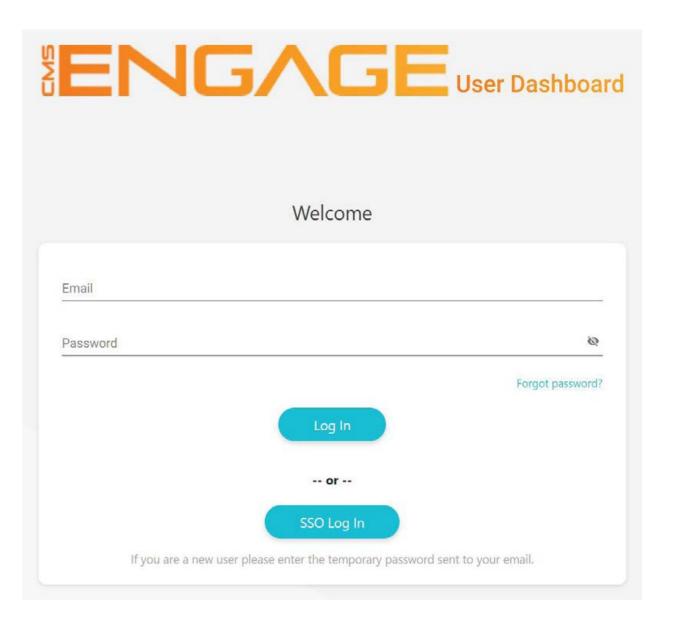
DASHBOARD USER MANUAL

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DASHBOARD LOGIN

- URL: https://engage.cmselectra.com/#/login
- Login using the Username and Temporary Password (Provided by a CMS Electracom Admin).
- Once you have logged in, update the temporary password to your own.



* If your temporary password doesn't work, please contact CMS Tech Support.



DASHBOARD USER MANUAL

SHOW ALL

- Once a user has logged in, they are able to view location details in the left pane (Image 2.1).
- Each location may include different floors/levels and rooms (Image 2.2).



IMAGE 2.1

Default Dashboard View:

- You are able to view multiple dashboards including the "Last 3 Days Occupancy", "Active Locations" and "Real-Time Occupancy".
- Additional dashboards are displayed further down the page such as the "Occupancy Sensor Status" and "Sitting Vs Standing Trends" (Image 2.3-2.5).

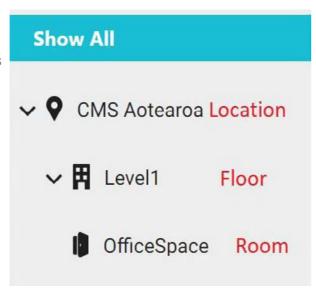


IMAGE 2.2

CMS Electracom

DASHBOARD USER MANUAL



IMAGE 2.3



IMAGE 2.4

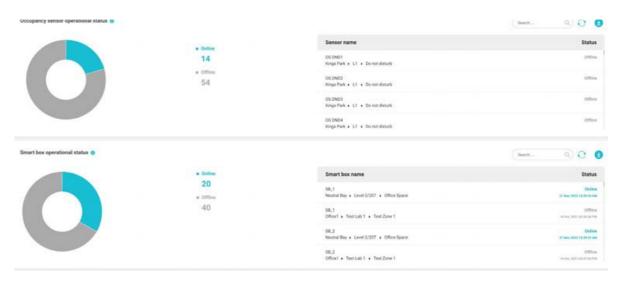


IMAGE 2.5





CMS Electracom

DASHBOARD USER MANUAL

DASHBOARD - LOCATION

- Once a user selects a location, they will be able to view dashboard data at their selected location (Image 3.1).
- This includes "Last 3 Days Average Occupancy", "Active Floors", "Areas" and "Real-Time Occupancy".

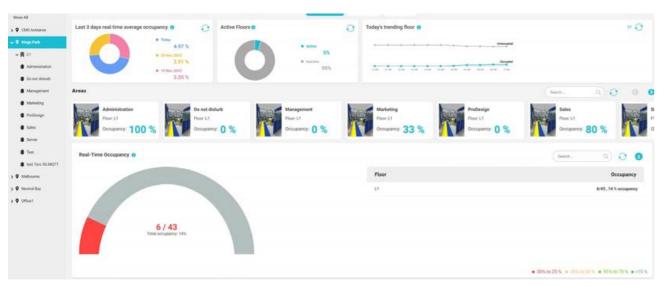


IMAGE 3.1

DASHBOARD AT FLOOR LEVEL

- Once a user selects a location, any levels/floors are displayed below it.
- You can then select a specific level/floor to view the dashboard associated with that level/floor (Image 4.1).
- This includes "Last 3 Days Average Occupancy", "Active Floors", "Areas" and "Real-Time Occupancy".
- Additional dashboard data includes a custom seating heat-map, based on occupancy and energy consumed (Image 4.2).

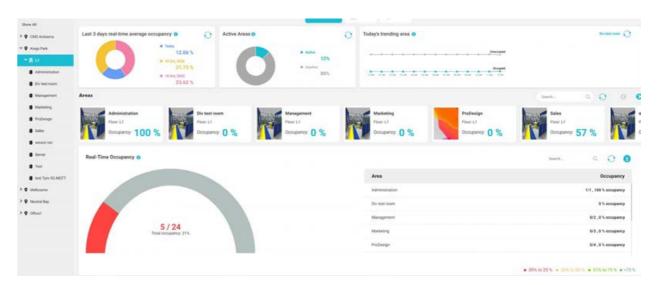


IMAGE 4.1

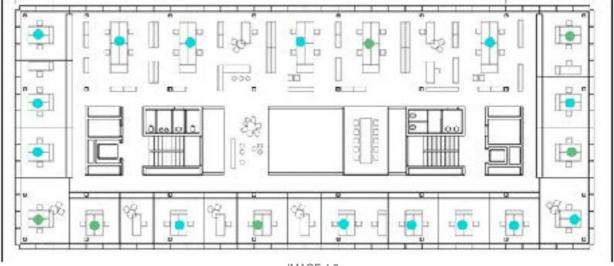


IMAGE 4.2



DASHBOARD USER MANUAL

• When you click on a specific seat, you are able to view how long it has been occupied for and how much energy has been used.

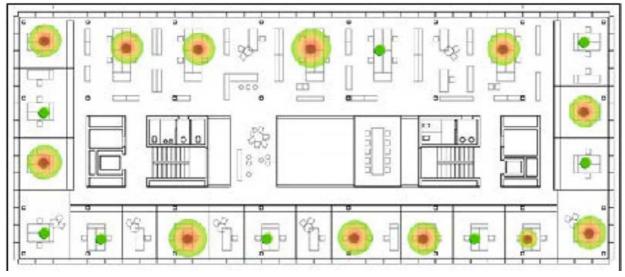


IMAGE 4.3

• When you select a specific seat, click on "more details" and the dashboard will display additional information.

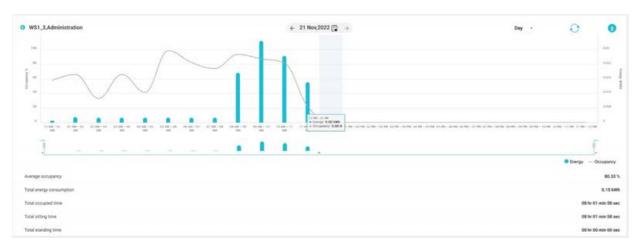


IMAGE 4.4



DASHBOARD USER MANUAL

DASHBOARD AT ROOM LEVEL

• At room level, users are able to easily view sensors and smart boxes installed (Image 5.1).

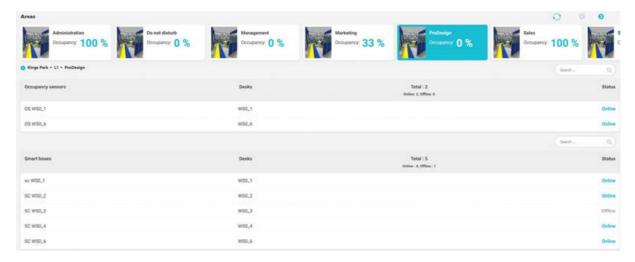


IMAGE 5.1

• Alerts are displayed towards the bottom of the page (e.g. If a device is offline).



DASHBOARD USER MANUAL

- When you select an occupancy sensor (OS), it will display whether the selection is available or in use (Image 5.2).
- When selected, it will also display details such as table height and temperature.



IMAGE 5.2

- When you select a smart box (SB), it will display multiple options such as Available, Booked or To Be Cleaned (Image 5.3).
- You are also able to view the smart boxes analytics in this section.



IMAGE 5.3



DASHBOARD USER MANUAL









IMAGE 5.5

- The Smart Cell tab gives access to control the smartbox, and also shows last updated date and time with current status (ON/OFF)
- It shows power analytics
- Some basic settings with QR code details
- History of each time user controls it, status, RGB color and power events logged in dashboard (for limited amount of time)



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DASHBOARD USER MANUAL

LAYOUTS

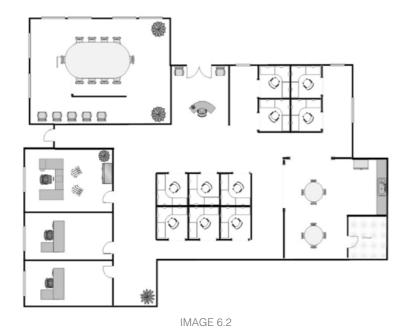
12

• At the top of the page, there is a tab called "Layouts". Once selected, you can then upload a layout to each level/floor if it hasn't already been created (Image 6.1).



• Once the layout is selected, you are able to view the floor layout and each sensor installed on each desk/area (Image 6.2).

• You are able to hover over each sensor to view details such as its status and desk height.



• Once the installer sets up certain devices in the room, you will be able to see all devices in Unallocated sensors initially

- These are devices represented as desk names as they are installed on desks
- Try to hover over the edge and little circle would come up (below image), click on it, and go to the floor plan
- Now click on the desk in the middle somewhere, so it will show up the green dot as shown in the image below



DASHBOARD USER MANUAL



- Once device allocated, to unallocated it, simply switch over to allocated sensors hover over the device and go to the edge. Once the red icon appears, click on it and device (dot) will get removed from the plan.
- Then the device will go back to unallocated pool

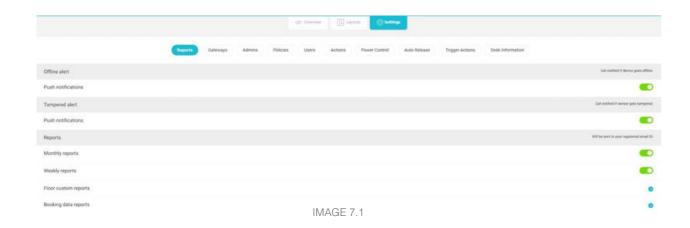






SETTINGS TAB

- Once you have selected your location, select "Settings" from one of the tab selections (Image 7.1).
- You are able to now edit the settings for Reports, Admins, Booking Scenes, Users, Actions, Power Control and Auto Release.



- You are able toamend report configuration in Reports tab
- Alerts and push notifications can be set here
- Monthly and weekly reports can be emailed to the admin
- Floor custom energy and occupancy reports can be downloaded for detailed analytics
- Future/past booking desks reports can also be downloaded

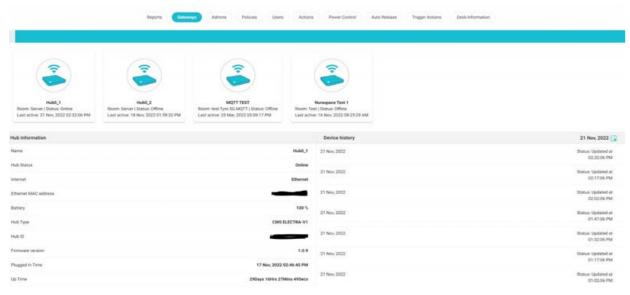


IMAGE 7.1A

DASHBOARD USER MANUAL

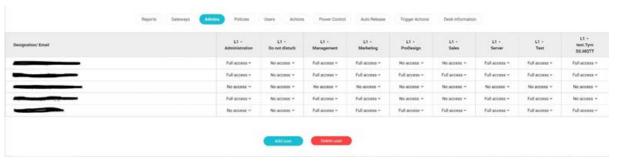


IMAGE 7.2

- Adding a user is very easy, tap on add user, and then follow the prompts
- Once user is added, user will get the email with temporary password and can login using the same link mentioned in this document prior
- Access control user will be added by the admin user of dashboard account
- Access control user can be restricted to particular floor/s, and may have view/full access
- Using full access, user can see dashboard analytics and able to control Smartboxes
- Using view only access, user can only see dashboard analytics
- View only/full access is based up on the roles of users
- Once the user is added to one location, he can be added to multiple locations (for example, image below 7.3, has CMS Aotearoa, Kings Park, Melbourne, Neutral Bay, and Office1 locations)
- The dashboards of access users and main admin will look little different



IMAGE 7.3



DASHBOARD USER MANUAL



IMAGE 7.4

- Dashboard meant to give same analytics for both users but settings tab disappeared from access user's dashboard
- Access user can control the smartbox from room level and layouts (by hovering over the dots/desks)

Admin user	Access control user – view only	Access control user – full access
Can see settings tab	Can't see settings tab	Can't see settings tab
Can see analytics at location level	Can see same analytics at location level	Can see same analytics at location level
Can see analytics at floor level	Can see same analytics at floor level	Can see same analytics at floor level
Can control (on/off) devices from floor layout	Can't control (on/off) devices from floor layout	Can control (on/off) devices from floor layout
Can control smartcell from room level	Can't control smartcell from room level	Can control smartcell from room level
can see settings gear on top right	Can't see settings gear on top right	Can't see settings gear on top right
Can see smartcell analytics/history	Can see smartcell analytics/history	Can see smartcell analytics/history
Can see sensor analytics	Can see sensor analytics	Can see sensor analytics



DASHBOARD USER MANUAL

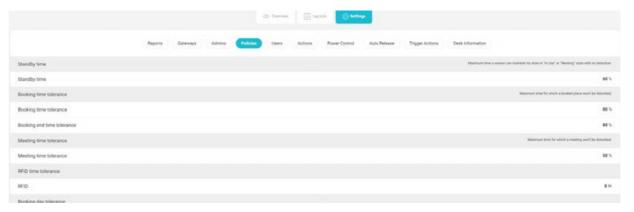
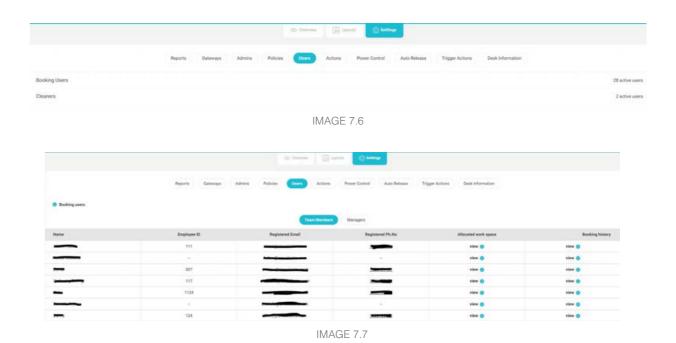


IMAGE 7.5

- Standby time: once desk is booked, after X% of time, desk will be released if there is no motion
- Booking time tolerance: once the desk is booked, but no one checked in, so after X% of time desk will be released between start and end time
- Booking end time tolerance: this is for app push notification, after X% it will notify user that meeting is coming to an end
- Meeting time tolerance: Before meeting completed, notification time in X% (e.g. your 50% of meeting time finished)
- RFID: for how long the desk will remain booked, if one books a desk using RFID at 9am then it will remain booked till 5pm
- Booking days: Date limit in booking app and dashboard, if 10 days set then user can't book after 10 days (dates after 10 days will be disabled)





DASHBOARD USER MANUAL

- Tap on add booking user to add new user, full details and allocate workspace
- The added user will get an email with temporary password to login to the app
- Then user can go on and book as desk in allocated workspace only
- Booking history will show current, future, and cancelled bookings
- Organization can add CSV file if too many users to be added
- Same way cleaning personnel can be added



• In the booking users tab, you can add user as a manager, then you can allocate some people under him, from view team members tab

This feature helps for room booking



DASHBOARD USER MANUAL

ACTION SETTINGS

- Click on your organization on left pane and navigate to settings tab from top
- The actions and its timings are configurable for floors, rooms, and desks individually.
- Floor level change will override timings for all rooms and all desks. If you want to configure different timings for room/s and/or desk/s than floor, then you can do the same.

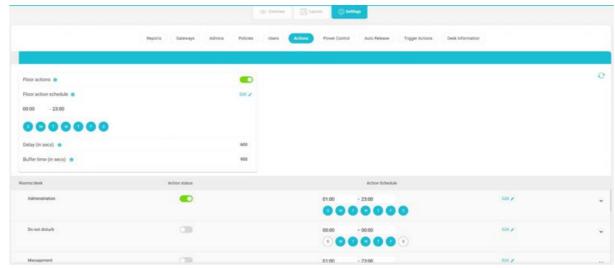


IMAGE 8.1

- The time should be within the range of floor timings but not outside the range (set floor action from 09:00 17:00, and if you want particular room or desk action timing from 09:00 17:10, or 08:45 17:00, or 8:30 17:30 then it is advisable to change such timings at floor level only).
- The buffer time sets the time when your actions will start working. (e.g. If you set 15 minutes (900 seconds) then actions will start working 15 minutes ahead of time).



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DASHBOARD USER MANUAL

POWER CONTROL

• Click on your organization on left pane and navigate to settings tab from top

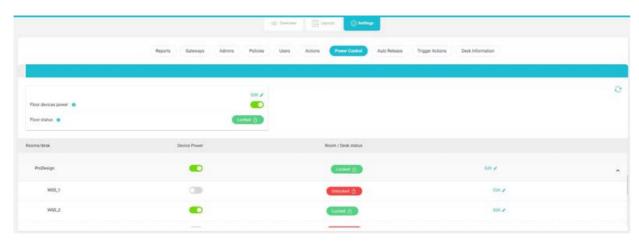


IMAGE 9.1

- This feature is disable by default
- If you enable any desk at room level, room and floor level control will also be turned ON, that shows the feature is partially or fully enabled by admin
- This feature is helpful to lock the power of smartbox either at ON state or at OFF state
- To do that, click on edit and toggle the device power, and click on locked Red icon, it will turn to Green, this is how you lock floor/room/desk at ON/OFF state
- Lock at power ON: it will turn power ON immediately for desk/s, and simply keep the power ON, as you know, smartbox RGB states change the default power, but once locked, regardless any RGB state of desk, it will take 15 sec to revert power to ON



 Lock at power Off: it will turn power OFF immediately for desk/s, and simply keep the power OFF as you know, smartbox RGB states change the default power, but once locked, regardless any RGB state of desk, it will take 15 sec to revert power to OFF



AUTO RELEASE

- Regardless of any state of RGB, at specific time it will auto release desk from any RGB state to available (or selected from dropdown) mode.
- Dropdown has all states except do not use mode. The all states have their own default power

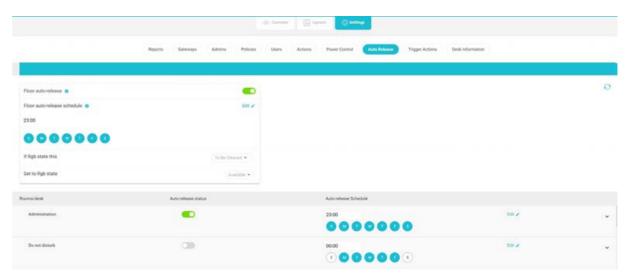


IMAGE 9.4

- For example, control is available at floor (L1), Room (Marketing, Management), and desk (D2) level.
- At floor level, the X time (here, 12:03) will be replaced by max time you mention at any level above.
- Rooms and desks are free to set X or X-t time





DASHBOARD USER MANUAL

TRIGGER ACTIONS

- As shown in the image below, the trigger actions can be configured at certain delay
- The desk can be switched from any existing mode to any desired mode after set delay

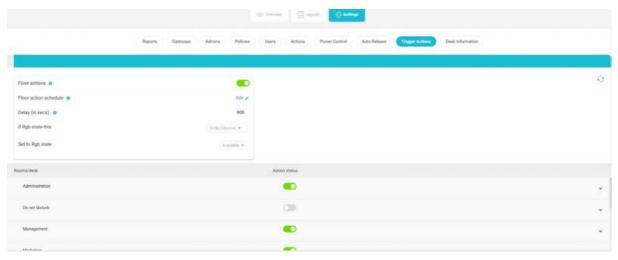


IMAGE 9.5

- For example, if one sets 10 sec, then in this case, desk will be switched to available mode from to be cleaned mode in about 10 seconds
- In other words, it will be useful to bypass to be cleaned mode, as it needs to be cleared by cleaners and make all desks available for immediate check-in

IMAGE 9.3

DESK INFORMATION

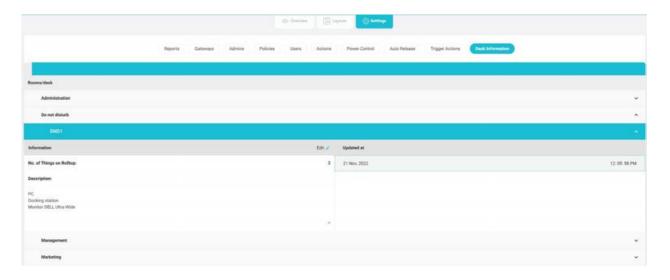


IMAGE 9.6

- This way user can see on floor L1, in room administration, there is one desk WS1_3 and there are 2 notes on it, it can explain what is there on the desk
- It will also help in desk rating and flagging in future versions





GENERAL SETTINGS



Settings:

- Ability to alter when weekly/monthly reports are generated.
- Quick links to reports and users.

Alerts: Any alerts or notifications from the devices or software.

Profile: Viewing/Editing your profile and logging out.



IMAGE 11.1 - ENABLE AUTOMATIC REPORTS



IMAGE 12.1 - LOCATION WISE CUSTOM REPORTS

DASHBOARD USER MANUAL

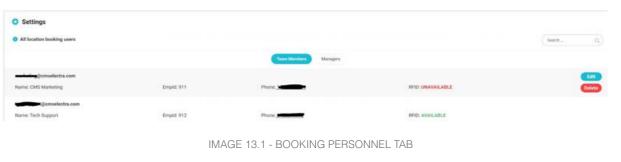




IMAGE 14.1 - CLEANING PERSONNEL TAB



IMAGE 15.1 - ALL LOCATION ACCESS TAB



REGIONAL OFFICES

AUSTRALIA 1300 159 159

NEW ZEALAND (09) 582 0776

SINGAPORE +65 9006 0767

MALAYSIA +60 162 077 106

UNITED KINGDOM +44 (0) 7531 162 631

UNITED STATES +1 214 238 8296

SALES & TECHNICAL SUPPORT

Sales: sales@cmselectra.com

Estimating: estimating@cmselectra.com

Tech Support: techsupport@cmselectra.com



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SMART WORKPLACE TECHNOLOGY

APP USER GUIDE





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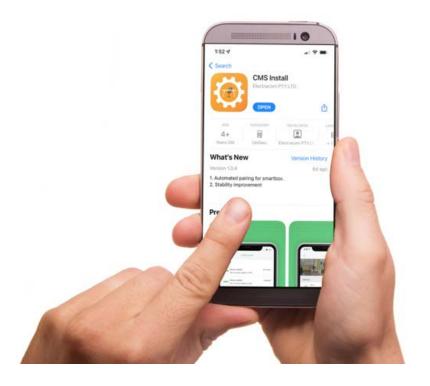
INSTALLER APP USER GUIDE

1- What is CMS Engage Installer App?

CMS Engage installer app is a mobile application that helps installers understand and smart cells to give users the ability to book desks.

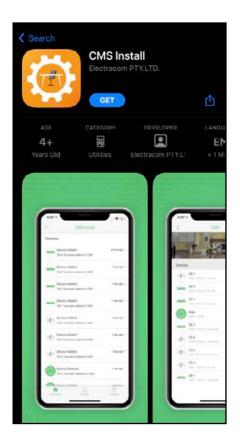
2- Features of CMS Engage Installer App

- Installation of Hubs and adding the Sensors.
- Linking Hubs to a single location.
- Associating Sensors to various rooms in the locations and naming the Sensors.
- To Delete/Unlink the Hubs and Sensors from the location
- Simple and user friendly mobile app using Andriod and iOS platforms. (Minimum operating system is iOS 12 and above and for android version 12 (5.0 lollipop) and above.)

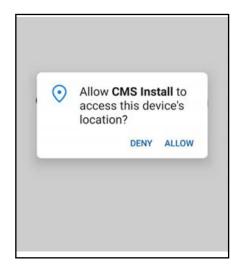




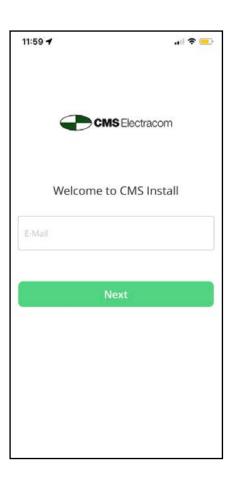
SIGN UP



1. Download app from the google play or apple store.

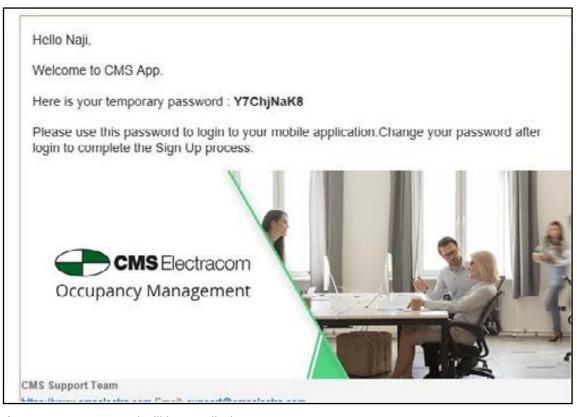


2. After downloading the app, click on Allow to let the app access your device's location for best experience.



3. Enter the registered installer email ID.

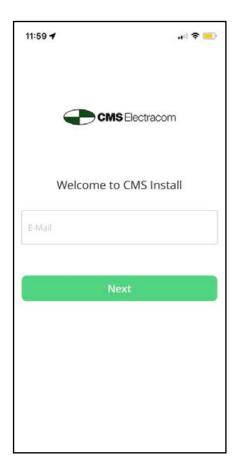




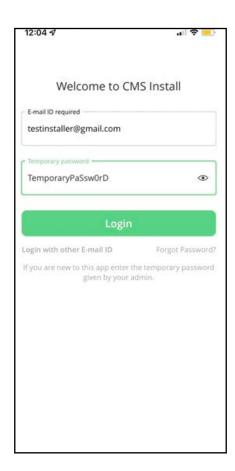
A temporary password will be emailed to you.



SIGN IN + FLOOR CREATION

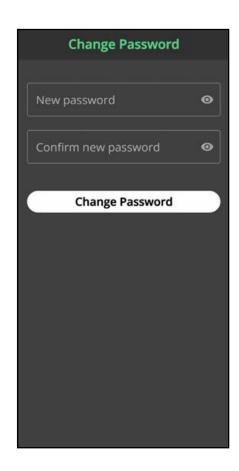


1. Enter the registered installer email ID.



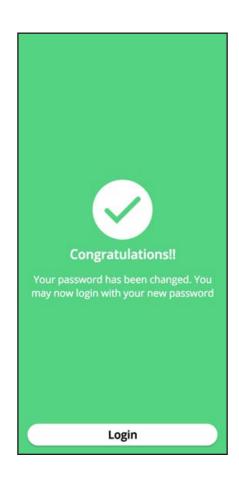
2. Enter the temporary password emailed to you.

* If you have already updated your password, proceed to step 5.

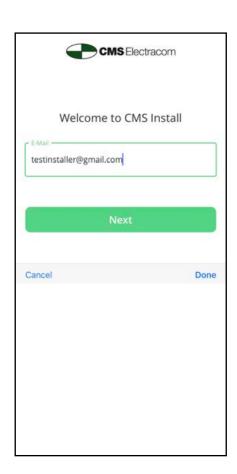


3. Enter the new password twice and click on change password.

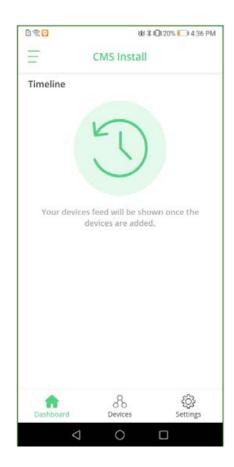




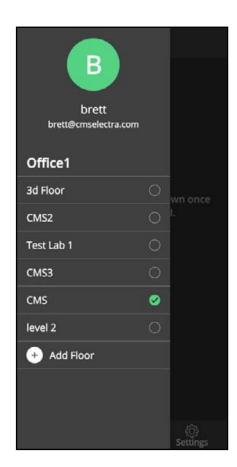
4. A congratulations message is received mentioning that the password has been successfully changed.



5. Enter your registered installer email ID and click on next.

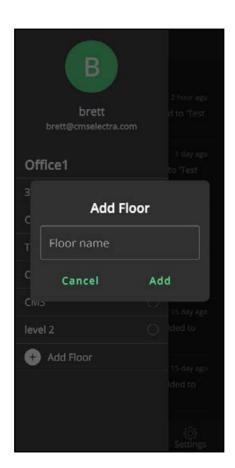


6. The landing page is the dashboard that displays the timeline.

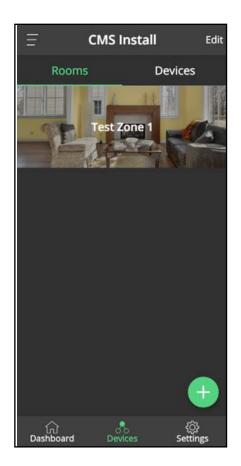


7. By clicking on the top left bars, the username, registered email id, location and floor names can be viewed. A new floor can also be added here by clicking on add floor.

9



8. Provide the floor name and click on add.

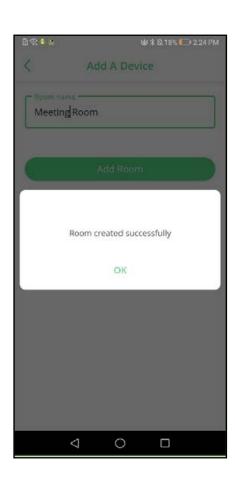


9. By clicking on the devices tab, two options are displayed on the top - rooms and devices.

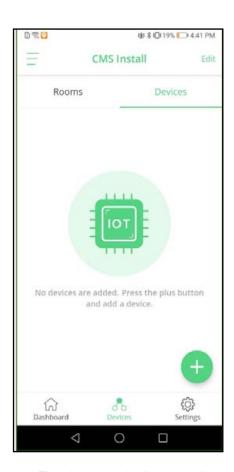




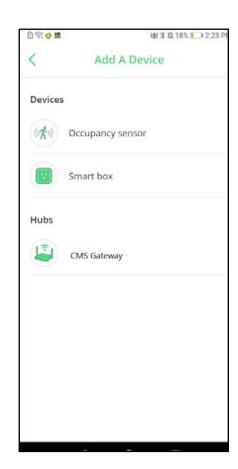
10. Enter the room name and click on add room.



11. A notification mentioning the successful creation of the room appears on the screen.



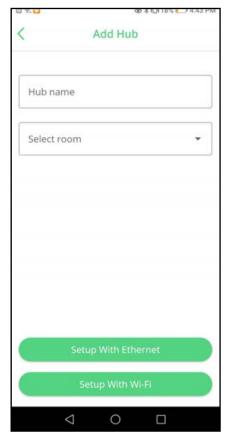
12. The devices tab displays all the devices added to the selected location. To add devices, click on the + button.



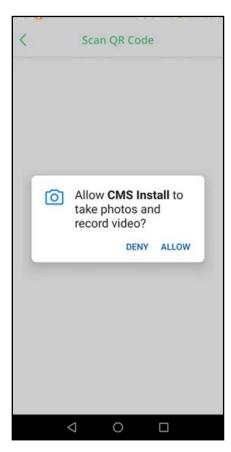
13. Select the device that you would like to add. please note that before adding any sensor, addition of the gateway is required.



GATEWAY SETUP WI-FI



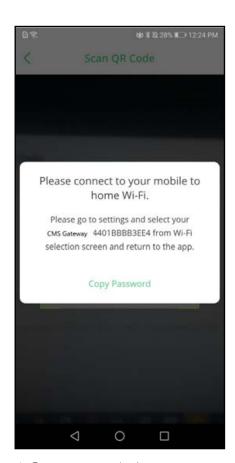
1. Provide the name of the hub and select the room that you want the gateway to be added to. Select ethernet or Wi-Fi to proceed with the addition process.



2. To scan the qr code on gateway, click on allow to permit the app to take photos. addition process.



3. Scan the QR code on the gateway then gets added.

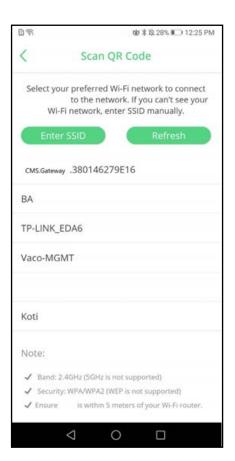


4. Connect your device to your home Wi-Fi. Click on copy password. when connecting to edge network, if the app asks for the password, you can paste it.





5. Enter the password for your office Wi-Fi.



6. Select the Wi-Fi from the list of available networks.



7. Enter the password of your Wi-Fi network and click on Connect Wi-Fi.



8. Connect your device to the same Wi-Fi.





9. The Gateway will now connect to the Wi-Fi and cloud.



10. The gateway will now be displayed in the devices tab.



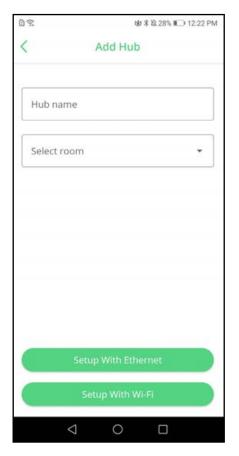
11. Upon clicking on the gateway, the details of the hub will be displayed.



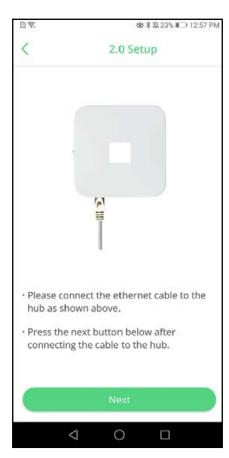
12. The top right icon will display the hub settings.



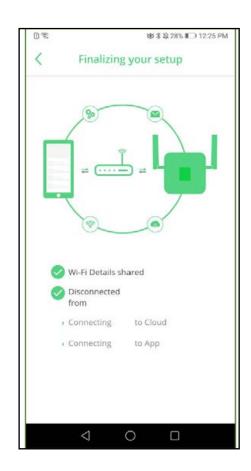
GATEWAY ETHERNET METHOD



1. Click on setup with ethernet.



2. Follow the in-app instruction and click on next.



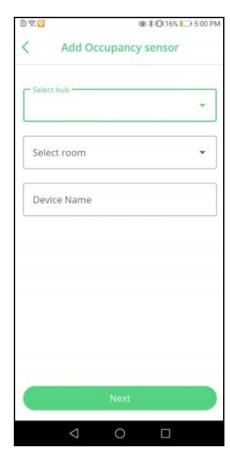
3. The gateway will now connect to the internet and cloud.



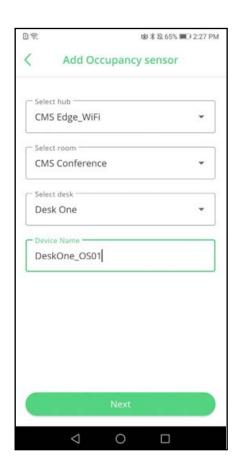
SMART SENSOR ADDITION



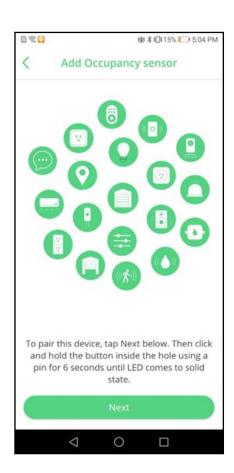
1. Select occupancy sensor and click on the + button on the devices



2. Provide the device name, select the gateway and room and then click on next.



3. After selecting the room, choose the desk that you want the smart sensor to be installed at and then provide the desk name.



4. To start pairing, click on Next and follow the in-app instructions.

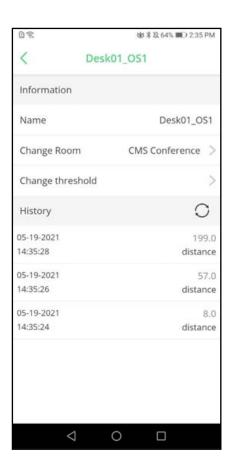




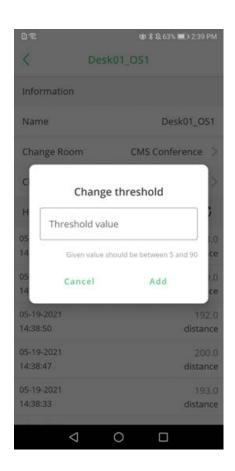
5. The app will now verify the human presence and the height of the desk and display in use status upon detection.



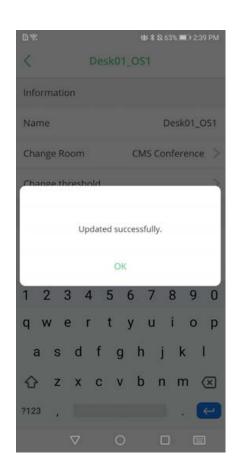
6. Upon clicking on the smart sensor, it will show the available or in use status of the desk along with the ambient temperature and the height of the table.



7. The top right corner has the settings button which displays the information about the sensor and the history.



8. To change thethreshold value, click on change threshold and enter the value.



9. A pop-up appears confirming that the threshold value has been updated successfully.



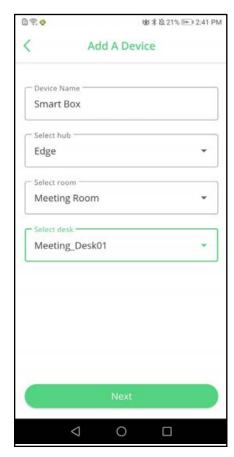
SMART POWER CELL ADDITION



1. Select Smart Box from the devices list.



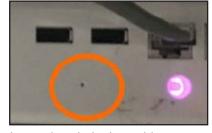
2. Provide the device name, select the gateway and room and then click on next.



3. After selecting the Room, select the Desk where you want to install the Smart Box.



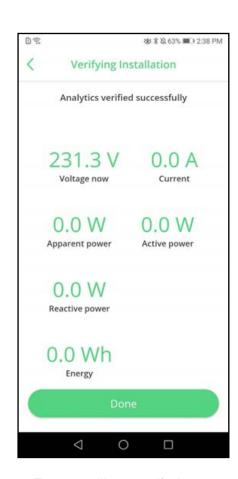
4. To pair the device, click on Next and follow the in-app instructions.



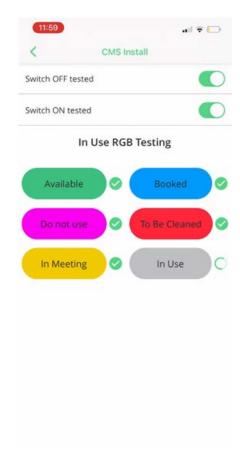
Insert the pin in the pairing pinhole and press and hold for 8 seconds.



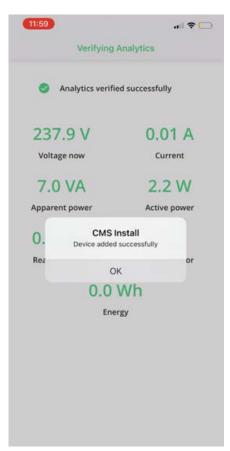
5. It will show a message that next process it automatic so keep everything connected. Click on proceed.



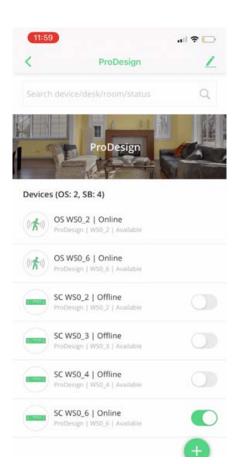
6. The app will now verify the analytics.



7. Relay check and RGB check will happen by itself, please connect RGB and load (any, for example, Bulb, if you have).

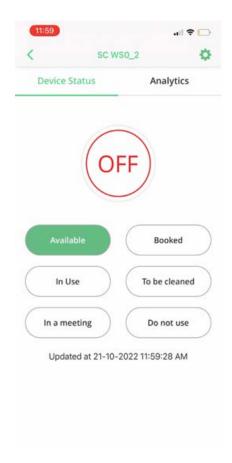


8. After verification of analytics, device added successfully message will come up, press OK.



9. The Smart Box will now show up under the Devices tab.

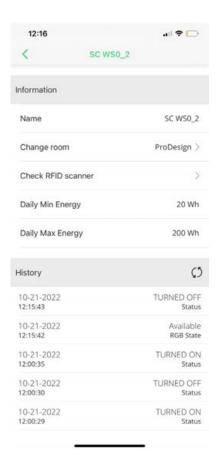




10. Upon clicking on the device name, the user can see the power on and off status of the device and can also view and change the RGB light status under the Device Status tab.



11. The Voltage, Current and other parameters can be viewed under the Analytics tab.



12. The settings button on the top right corner displays the details about the Smart Box, minimum and maximum daily energy and history.

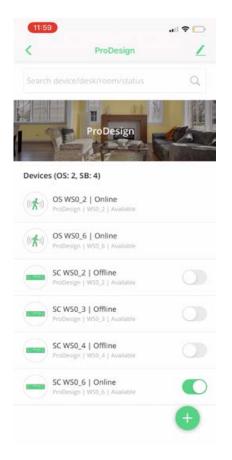




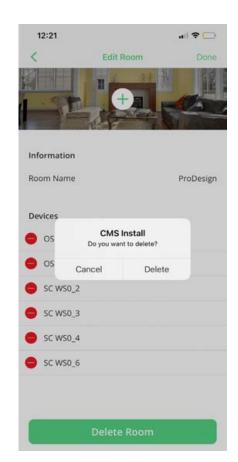
13. (Check on a previous slide) if you click on RFID, and if you have RFID unit installed with smartcell, if you tap any HID access card (13.56MHz) then the number will be displayed on the same screen.



DELETION OF DEVICES



1. To delete a device, click on Edit on the top right corner of the screen.

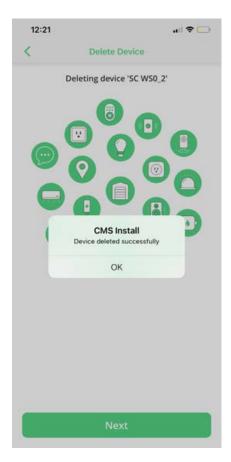


2. Click on the red icon.



3. This is second time confirmation to delete the device, click
Next and device gets deleted permanently.



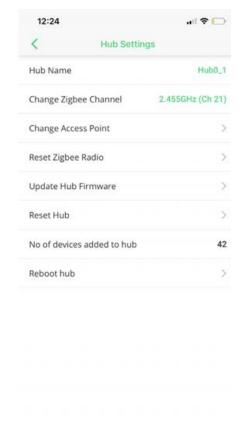


4. Click on next.



CHANGE ACCESS POINT





1. To change the access point of the gateway, go to the internal screen of the hub and click on the settings Icon.

2. Click on change access point.



3. Select the Wi-Fi network from the list.





4. Enter the password and click on Connect Wi-Fi.



5. Connect the mobile device to the Wi-Fi network.



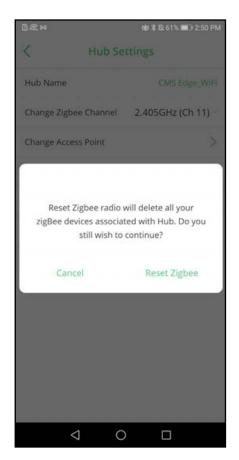
6. Select the Wi-Fi network from the list.



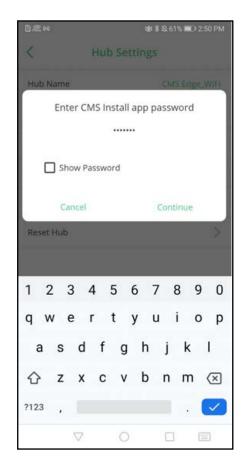
RESET ZIGBEE RADIO



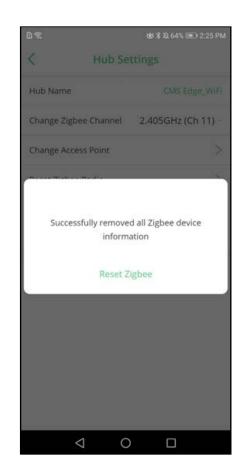
1. Click on reset zigbee radio from the hub settings.



2. Click on reset zigbee on the pop-up screen.

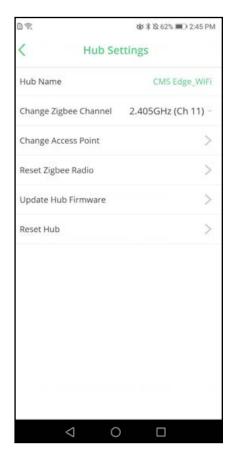


3. Enter the your password and click on continue.

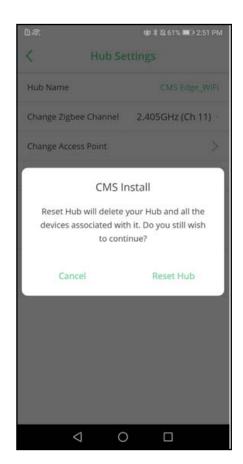


4. A pop-up confirmation the deletion of all the zigbee devices appears on the screen.

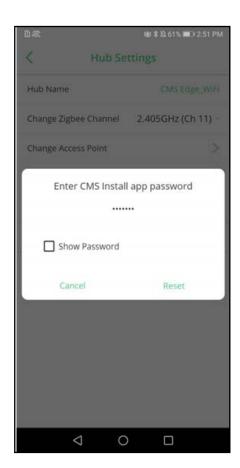




5. Click on reset hub from hub settings.



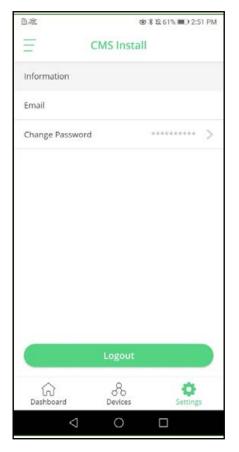
6. Click on reset hub on the popup to continue.



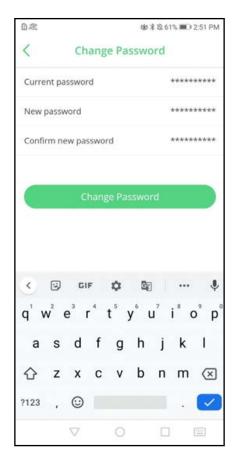
7. Enter your app password and click on reset.



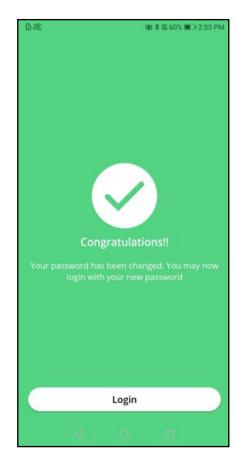
INSTALLER APP SETTINGS



1. The settings tab displays the registered email ID and an option to change the password.



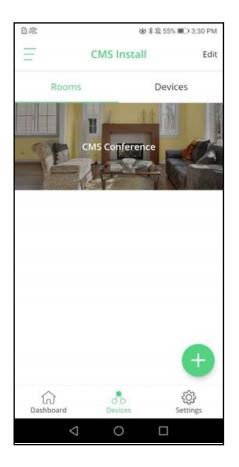
2. To change the password, click on it and enter the new password and then tap on change password.



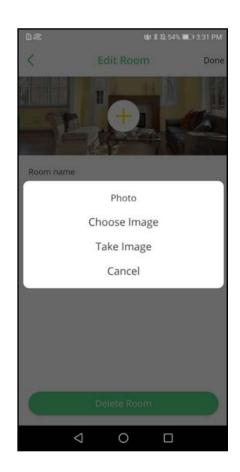
3. Click on login to access the appusing the new password.



CHANGING ROOM BACKGROUND



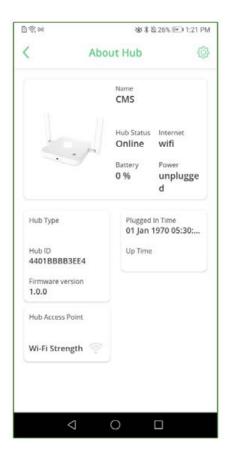
1. Click on edit on the top right corner of the rooms tab under devices.



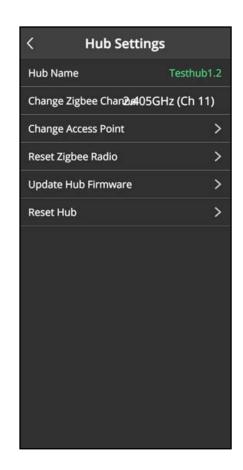
2. Click on the + icon on the image. choose the option to change the image.



SELECTING ZIGBEE CHANNEL

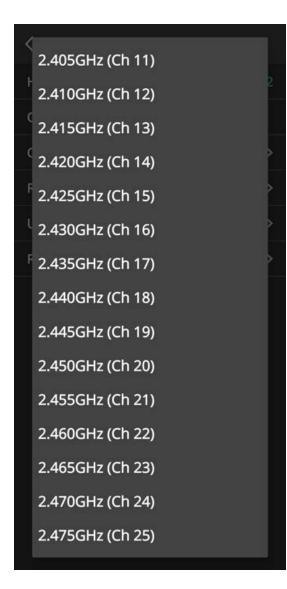


1. To change/ select zigbee channel go to the internal screen of the hub and click on the settings icon.



2. Once in setting screen click change zigbee channel.

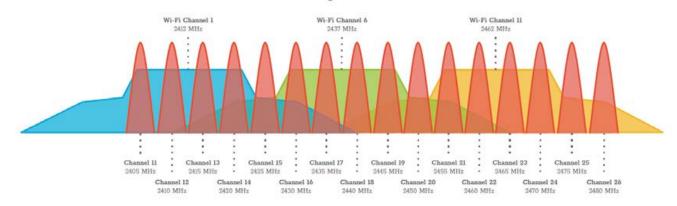




Select a zigbee ch you wish to use

Follow the chart to illuminate the Wi-fi ch on your wi-fi routers if needed, more details can be provided by contact our team

2.4 GHz ZigBee Channels





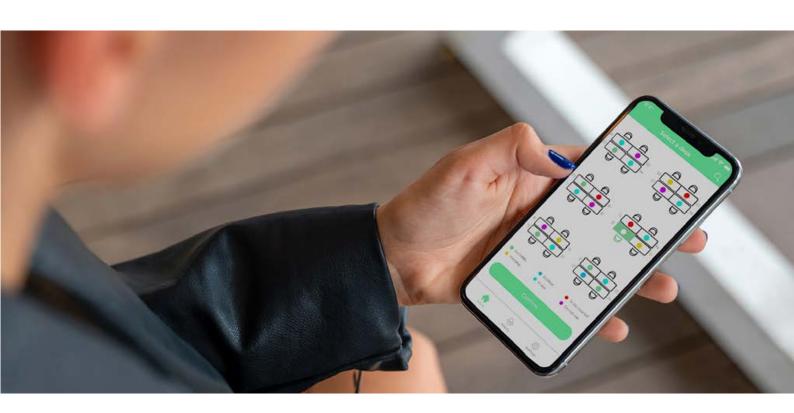
BOOKING APP USER GUIDE

1- What is CMS Engage Booking App?

CMS Engage Booking App is a mobile application that helps the users to book a desk and for the cleaners to get notified when the desk requires to be cleaned.

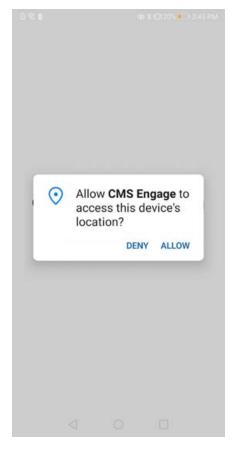
2- Features of CMS Engage Booking App

- Booking desks.
- Meeting mode.
- Cleaners to get notifications for cleaning the desks.
- Simple and user friendly mobile app using Andriod and iOS platforms. (Minimum operating system is iOS 12 and above and for android version 12 (5.0 lollipop) and above.)





SIGN IN



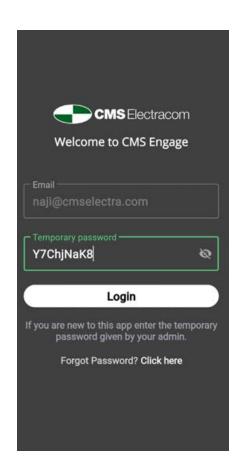
1. After downloading the app from the google play or apple store, click on allow to let the app access your device's location forbest experience.



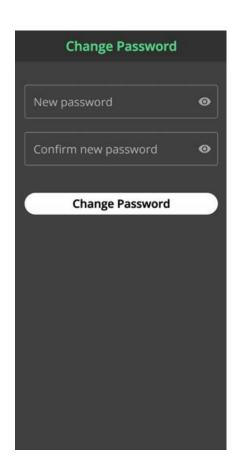
- 2. There are two ways of signing in, one is login with user credentials and SSO login.
- Added manually by admin.
- Synced from Azure AD.



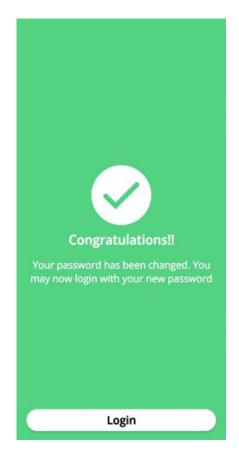
3. A temporary password will be emailed to you.



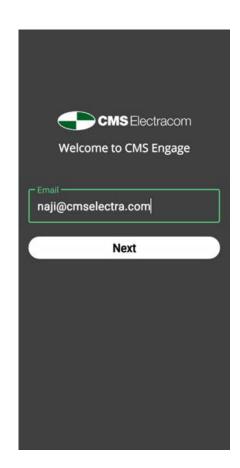
4. Enter the temporary password in the application screen and click on login.



5. Enter the new password and re-enter the same password and click on change password.



6. A congratulations message is received mentioning that the password has been successfully changed.

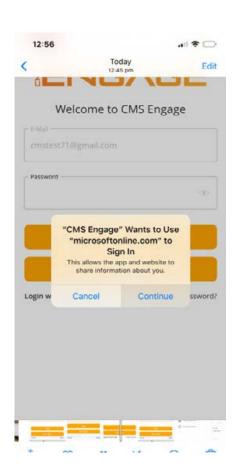


7. Enter your registered email ID and click on next.

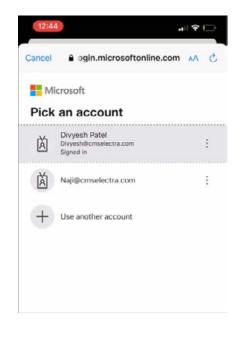




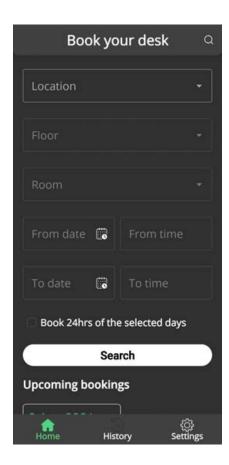
8. Click on login after entering your email ID and password.



8.1 **SSO Login**Click on SSO login to proceed.



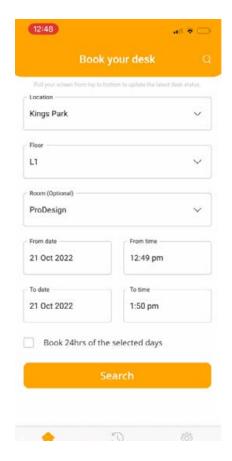
8.2 Click your registered account or add another account if logging in first time.



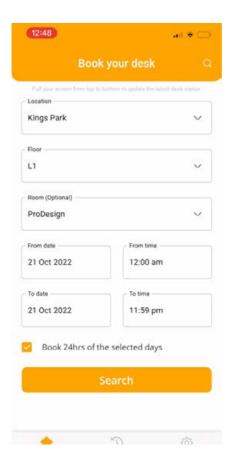
9. The home provides an option to the user to book the desk at the selected, location, room and desk.



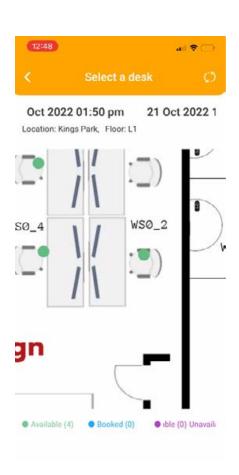
BOOKING DESK



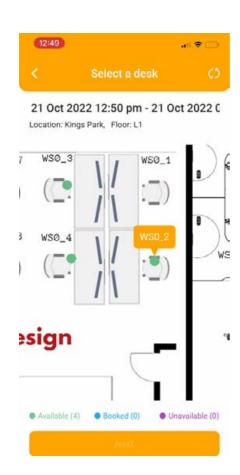
1. Assigned location, floor, and room will be populated automatically, to book a desk, you just need to select date and time.



2. User can also make 24 hrs booking.

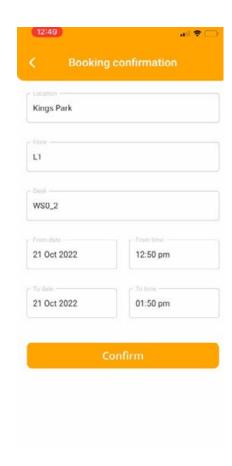


3. Upon clicking on the Search tab, the floor layout will be displayed and all the desks will be visible with their status as Available, Booked and Do not use.

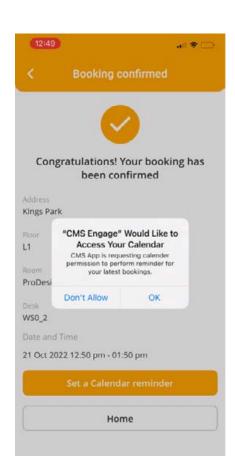


4. The user can select any Available desks to be booked. The desk name will be displayed post clicking on it. Select the desk and click on Next.

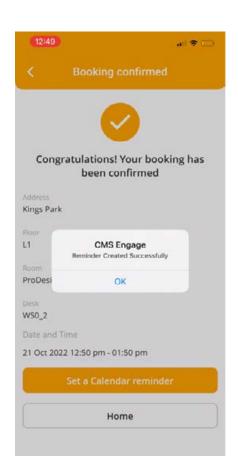




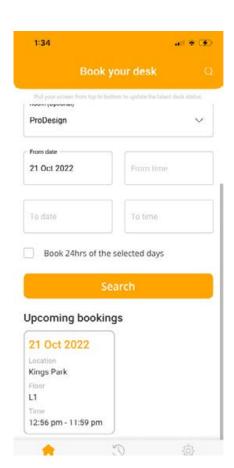
5. Once you check all the details of booking, click confirm.



6. Give necessary permission to the calendar app you prefer.



7. The notification confirming the booking is shown. The user has an option of setting a calendar reminder for the booking.



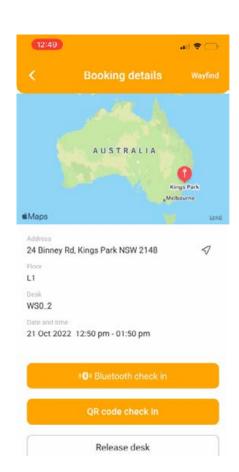
8. The user can view their bookings under the Upcoming Bookings on the Home tab.



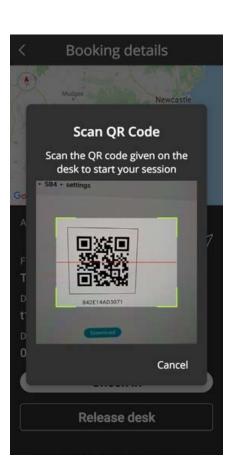
CHECK-IN



1. When you arrive near the desk and have your bluetooth turned on, the app will show a notification asking if you are at the desk. You can check-in by clicking on yes.

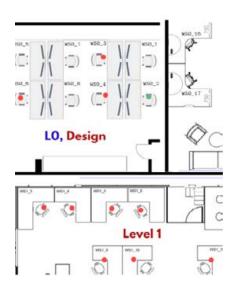


2. The location is displayed on the google maps along with the floor, desk name and the date and booking time. You may Check-in or release the desk from this screen.



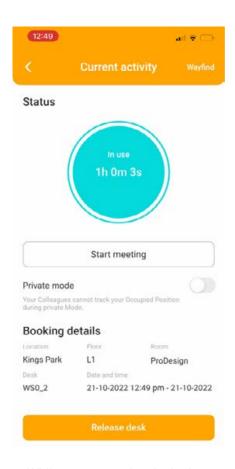
3. Another option to check in is to scan the QR code given at the desk.

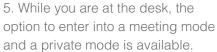


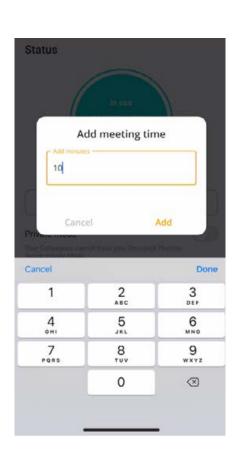


4. Before and after check-in, if user wants to know the desk physical location, that can be done via wayfind option on top right corner. User's booked desk will appear in unique color.

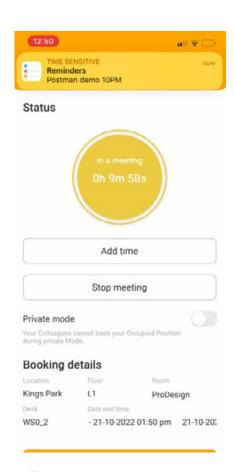




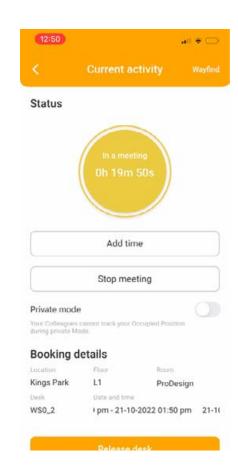




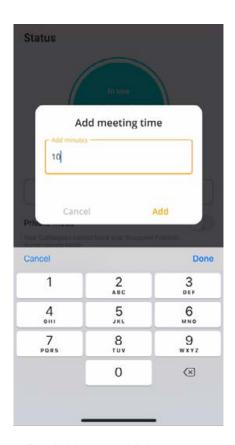
6. Upon clicking on start meeting, you can provide the duration of the meeting.



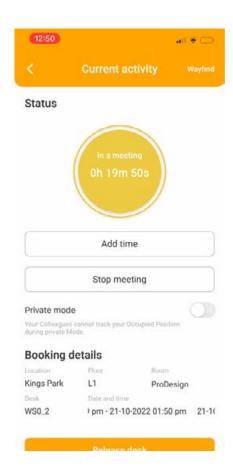
7. Enter the minutes and click on add.



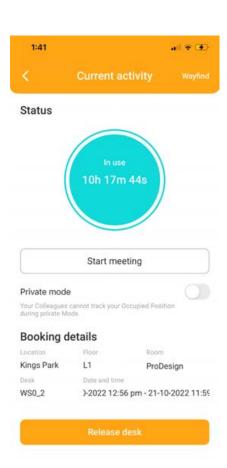
8. The meeting duration is shown in this screen and you have an option to stop the meeting and add more time in case the meeting gets extended.



9. By clicking on add time, you may enter the extra time required for the meeting. Click add.

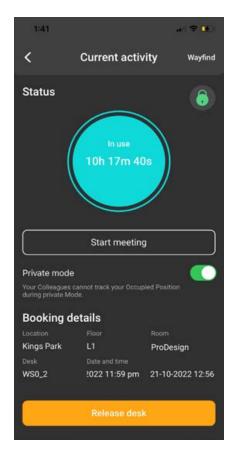


11. The added time will increase the time being displayed.

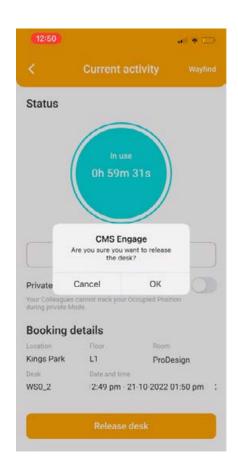


12. By clicking on the Private Mode, a user may ensure that their location will not be displayed to other user and only the Admin of the organization will be able to view their location.





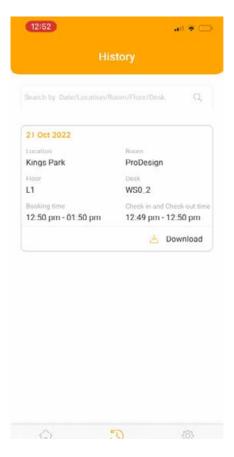
13. The private mode can be turned on by clicking on the toggle button. this can also be done while in a meeting.



14. Upon clicking on release desk, a pop-up appears asking for your confirmation. the desk can also auto-release when booking time is over.



HISTORY



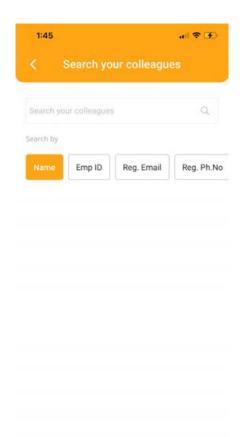
1. The History tab displays the history of the user's bookings and provides with an option to download the reports.



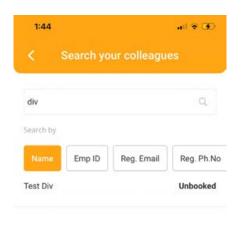
2. The History tab displays the history of the user's bookings and provides with an option to download the reports. Using history search bar, user can search history events using location, room, floor, desk name and dates.



COLLEAGUE SEARCH



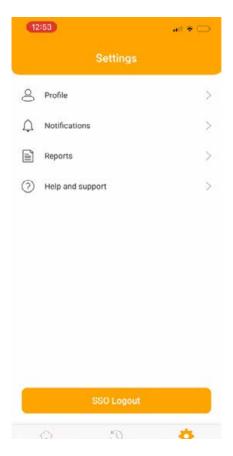
1. The user may view the location of their colleagues by clicking on the search option on the top of the home screen.



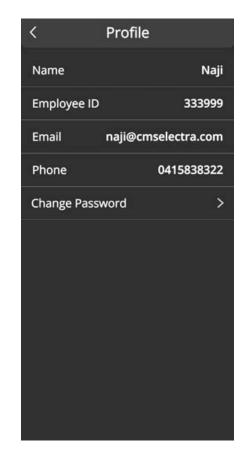
2. The colleagues can be searched by their name, employee ID, email ID or registered phone no.



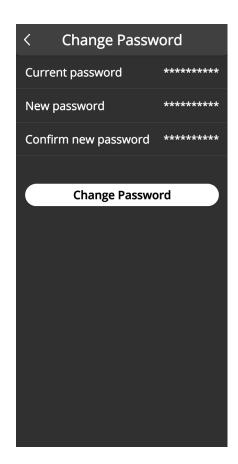
BOOKING APP SETTINGS



1. The settings tab provides options to view profile, notifications, reports help and support.

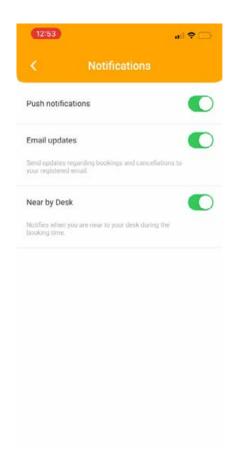


2. The profile tab provides the details of the user and an option to change the app password.

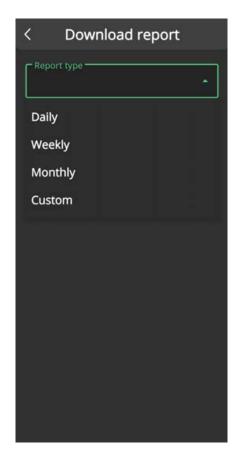


3. By clicking on change password, the user may change the password by entering the current and new passwords.





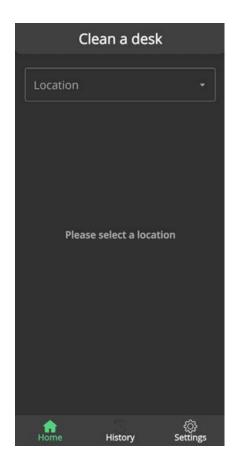
4. The Notifications tab allows the user to turn on and off the push notifications, email updates and provides an option to get notified when they are near the desk booked.



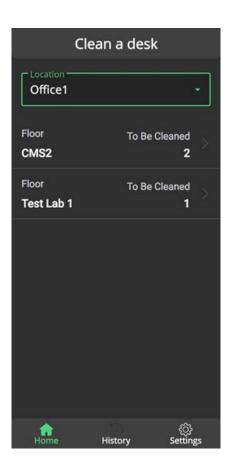
5. The reports tab allows the user to download the report by choosing the report type from the drop down list.



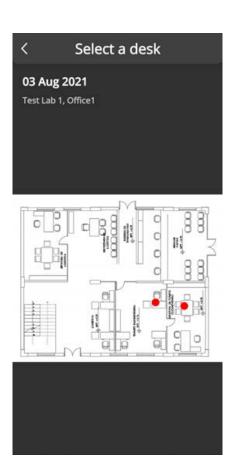
CLEANER APP



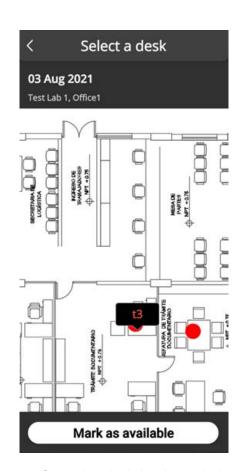
1. For cleaning maintenance staff, the Home tab provides them an option to select the Location that they are at.



2. Information regarding the desks to be cleaned is displayed here. By clicking on the forward arrow, they may view the desks to be cleaned.



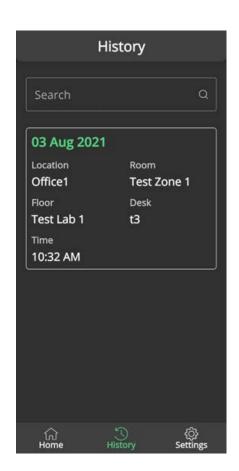
3. The floor layout is displayed showcasing the desks that needs to be cleaned in red.



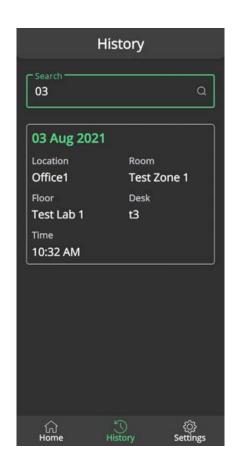
4. Once the desk is cleaned, the user may mark the desk as available.



5. Click on Ok to mark the desk as available.



6. The History tab shows the desks cleaned in the past on various dates.

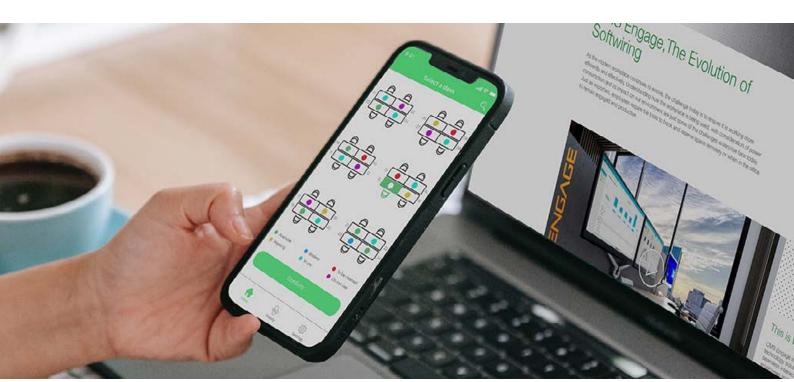


The user has an option to search for a specific date to see the cleaning history.

USER GUIDE

BOOKING APP TROUBLESHOOTING GUIDE

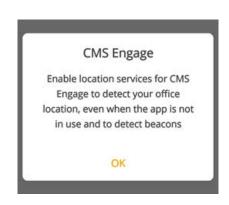
- 1. Provide permission to app to use Location permissions
- 2. Booking app not displaying floors/rooms name or layout
- 3. Booking app not "Checking In" to desk while using BLE option
- 4. User not able to get BLE pop up notification to check into desk
- 5. User does not exist/unable to log in to the booking app
- 6. Booking User does not receive temporary password for initial log in
- 7. Floor layout not showing on booking app while attempting to book a desk
- 8. User can't check into desk

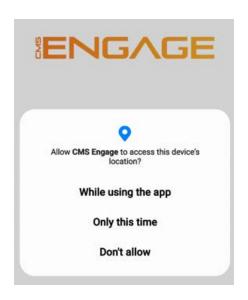




1- PROVIDE PERMISSION TO APP TO USE LOCATION PERMISSIONS

- After downloading app allow app to gain access to location permission
 - When freshly installing app grant access to app to access device location while using the app (Diagram 1.b)
- If user does not allow app to access location permissions app malfunctions and user should grant app access to location permission by re-installing app and repeating first step or going through the phone setting and granting the app permission.





Note: If location permissions aren't granted user will not be able to use Bluetooth services to check in to desks via BLE



2- APP NOT DISPLAYING FLOORS/LEVELS/RPPMS IN MAIN SCREEN

- If user can't see any options to chose from in the drop-down section
 - User should log out, terminate app, log back in
- Ensure admins have granted the user a location in the admin dashboard
 - Admins should set user building/floor/room access permissions in admin dashboard
 - User should log out and back in after admin sets permissions

• Note: User has access to entire building at initial stage when the user is imported into the system by the admin via the admin dashboard.



3- BOOKING APP NOT CHECKING IN TO DESK WHILE USING BLE OPTION

- Grant the CMS Engage booking app location permission
- Ensure user is in 10m radius of desk

4-USER NOTABLETO GET BLE POP UP NOTIFICATION TO CHECK INTO DESK

Enable "Near By Desk" feature

-Go to settings of Engage booking app ->Notifications ->Near by desk (Diagram 4.a & Diagram 4.b





5- USER DOES NOT EXIT/UNABLE TO LOG INTO THE BOOKING APP

- Ensure that admins added user in Admin dashboard
- Ensure that users are allocated to a building from admin dashboard

6-BOOKINGUSER DOES NOT RECEIVETEMPORARY PASSWORD FOR INITIAL LOG IN

- Ensure that admins added user in Admin dashboard
- Check junk/spam email
- Click forgot password and attempt to proceed with the process
- Contact customer support if the above methods do not resolve the issue



7- FLOOR LAYOUT NOT SHOWING ON BOOKING APP WHILE ATTEMPTING TO BOOK A DESK

- Ensure that admins added floor layout in Admin dashboard
- Log out then back into app
- Click refresh button on floor layout screen

8- USER CAN'T CHECK INTO DESK

Ensure that desk is in Available mode (RGB light -> Green)



REGIONAL OFFICES

AUSTRALIA 1300 159 159
NEW ZEALAND (09) 582 0776
SINGAPORE +65 9006 0767
MALAYSIA +60 162 077 106
UNITED KINGDOM +44 (0) 7531 162 631
UNITED STATES +1 214 238 8296

SALES & TECHNICAL SUPPORT

Sales: sales@cmselectra.com

Estimating: estimating@cmselectra.com

Tech Support: techsupport@cmselectra.com

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SMART WORKPLACE TECHNOLOGY

AZURE AD SSO









REGISTER AN APPLICATION IN THE AZURE PORTAL

> Go to Azure Portal > App Registrations

Microsoft Azure	P Search resources, services, and docs (G+/)
Home > App registrations >	
Register an application	
* Name	
The user-facing display name for this application (this can be changed later).	
Supported account types	
Who can use this application or access this API7	
Accounts in this organizational directory only (- Single tena	
Accounts in any organizational directory (Any Azure AD directory - Multitenant)	
 Accounts in any organizational directory (Any Azure AD directory - Multitenant) a Personal Microsoft accounts only 	and personal Microsoft accounts (e.g. 5kype, XDox)
Help me choose	
Redirect URI (optional)	
We'll return the authentication response to this URI after successfully authenticating to changed later, but a value is required for most authentication scenarios.	he user. Providing this now is optional and it can be
Select a platform e.g. https://example.com/auth	
Register an app you're working on here, integrate gallery apps and other apps from o	outside your organization by adding from Enterprise applications.
By proceeding, you agree to the Microsoft Platform Policies of	
Register	

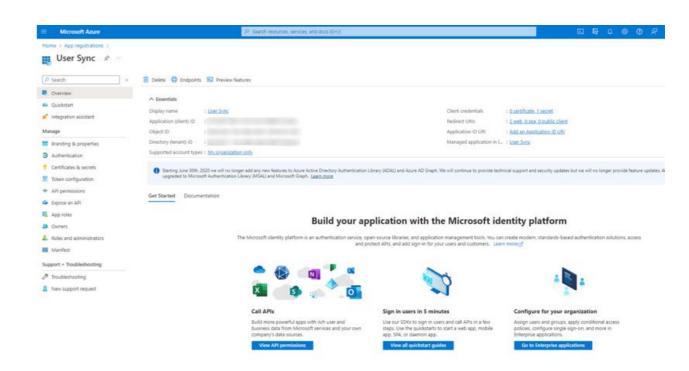
Click on the Register button to register the application.

Redirect Url:

PROD: https://engage.cmselectra.com/v1/callback

SYNC USERS

AZURE AD SSO



- > After you've registered your application, you'll see the application ID (or client ID) and directory ID (or tenant ID) under Overview.
- > Click on Certificate and Secrets left side of the MENU bar.

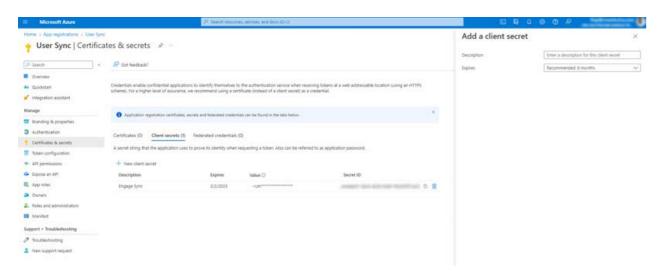




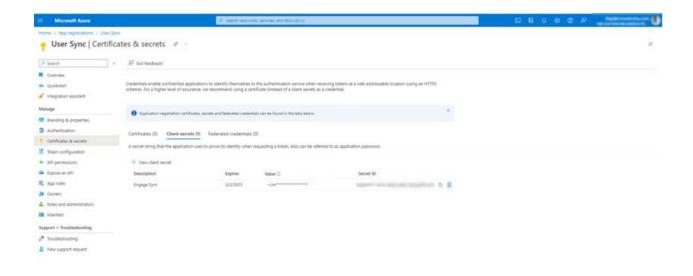


AZURE AD SSO

CERTIFICATES AND SECRETS



- > Click on New Client Secret.
- > Enter the description of the client secret and select the expiry time of the client using the dropdown and click on Add button to save the client secret.

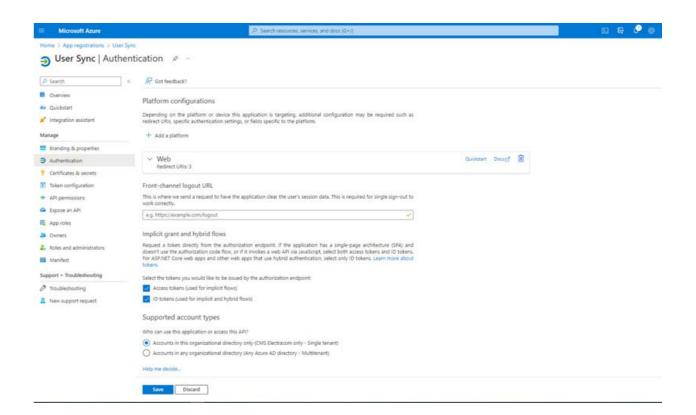


- > Previously added Client Secrets are reflected in the Description section.
- >Copy the Client Value

AUTHENTICATIONS

> Click on authentication tab the left side of the MENU bar.

Add the web platform by clicking on "+ Add platform". And add the production URI given in this document previously, tick the check boxes and hit configure.



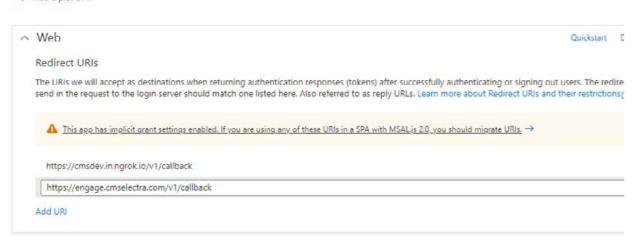


AZURE AD SSO

Platform configurations

Depending on the platform or device this application is targeting, additional configuration may be required such as redirect URIs, specific authentication settings, or fields specific to the platform.

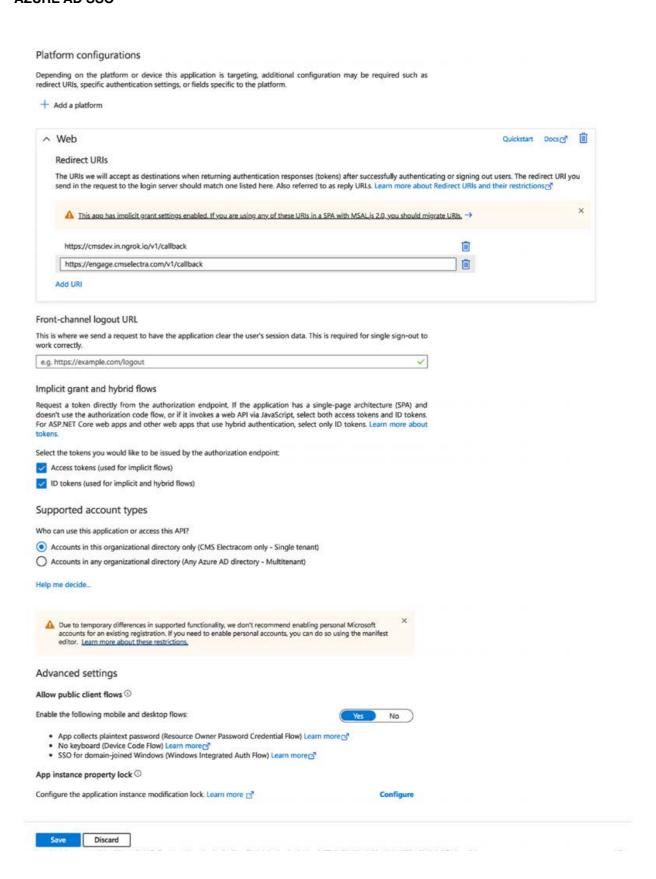
+ Add a platform



> the final config page will look like below, then click on Save.



AZURE AD SSO



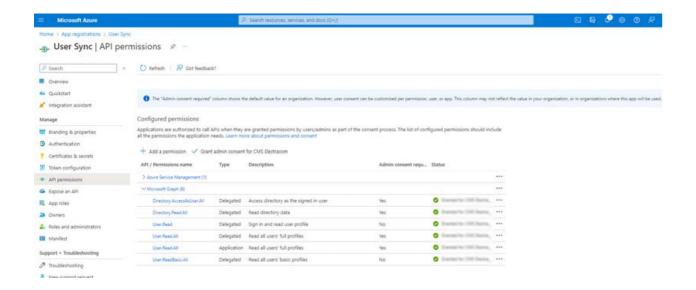




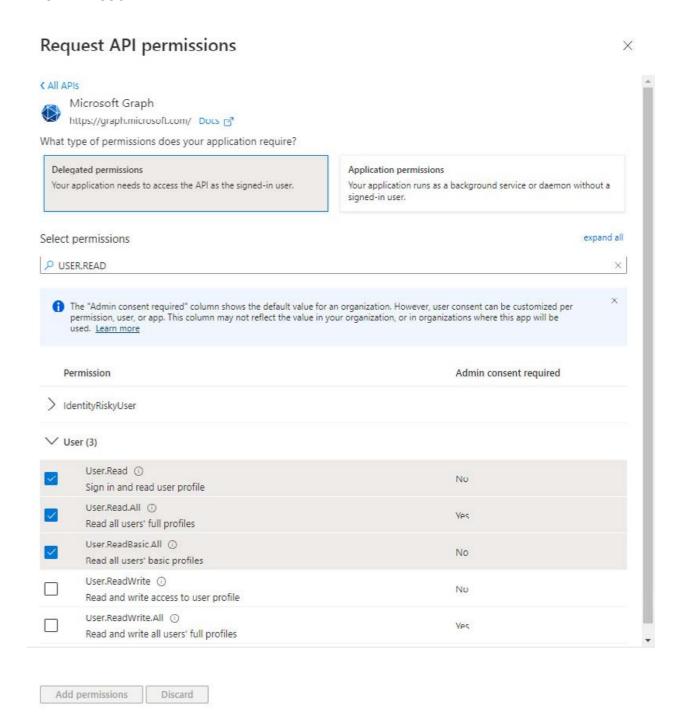


API PERMISSIONS

Next, on the API permissions page for your registered application, select Add a permission. Grant following permissions to your registered app.



AZURE AD SSO



- > To delegate the permission your application needs to access the API signed in user Select the User Read, Directory user all, Directory read all, user read, Group.read.all, Group Member.read.all, User read basic all.
- > To get the Application permission, you need to access the API signed in user Select the User Read, Directory user all, Directory read all, user read all, user read, Group. read.all, Group Member.read.all, User read basic all

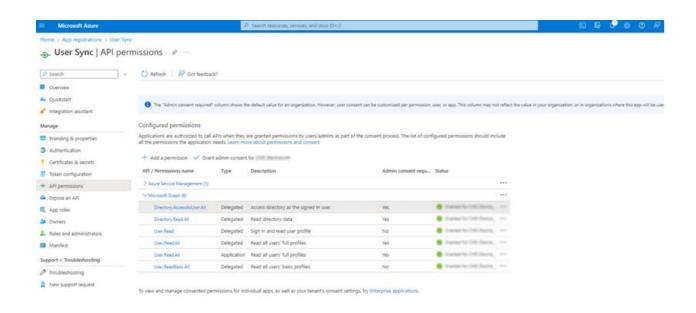


AZURE AD SSO

AZURE AD SSO



NEXT, GRANT ADMIN CONSENT FOR THESE PERMISSIONS BY CLICKING GRANT ADMIN



- 1. Go to the Engage Dashboard->Login->Dashboard
- 2. Go to the click on Setting ICON in Left Corner
- 3. Go to the SSO Sync Users Information Option click on it.
- 4. Under SSO Sync users information press Down Arrow and it Show The SSO Details and press Enable Details and Enter the Password It Show The SSO Information.
- 5. Click Add OR Edit Button Press and Add the below key values
 - 1. TenantId
 - 2. Client Id
 - 3. Client Secret (Client Value)
- 6. Save the value in the dashboard.
- 7. 7. Login the microsoft account Using the SyncUsers button.

Note: SSO Sync users information option if it is not available. Go to the management dashboard and select the organization in the third party more option you have SSO Sync User Option Enable It. After refreshing the page the option will be available.



REGIONAL OFFICES

AUSTRALIA 1300 159 159

NEW ZEALAND (09) 582 0776

SINGAPORE +65 9006 0767

MALAYSIA +60 162 077 106

UNITED KINGDOM +44 (0) 7531 162 631

UNITED STATES +1 214 238 8296

SALES & TECHNICAL SUPPORT

Sales: sales@cmselectra.com

Estimating: estimating@cmselectra.com

Tech Support: techsupport@cmselectra.com



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SMART WORKPLACE TECHNOLOGY

KIOSK



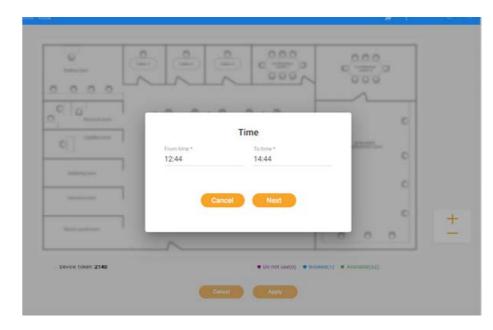




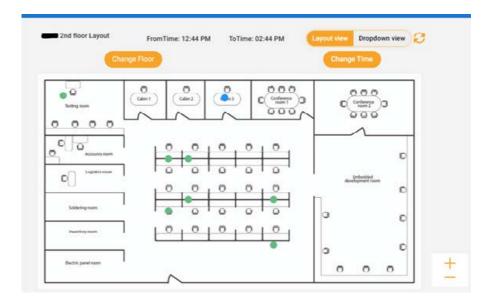


KIOSK

BOOKING



- After selecting the booking time click on next.
- Then a layout of that floor with all the desks along with their statuses will display.



- On the top, the floor name will be displayed and the user can also change the floor and time on this screen.
- Layout view and dropdown view.
- The above image is a layout view. When we click on the dropdown view element then the list of floors will display under that particular location.

KIOSK

- · Kiosk is an on site platform that allows users and visitors to book desks on the go.
- The users can book any available desk in a particular organisation and to login to this application, the admin of the organisation will have the access.
- Users can use the Kiosk application to book any available desk.
- Once a user completes a booking on the Kiosk the desk will power on upon 5 minutes of there booking time.

LOGIN

- The admin will have access to log in and set up the Kiosk application.
- After login the home screen will be displayed.

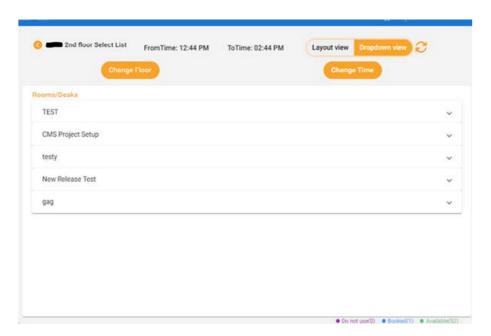
HOME SCREEN



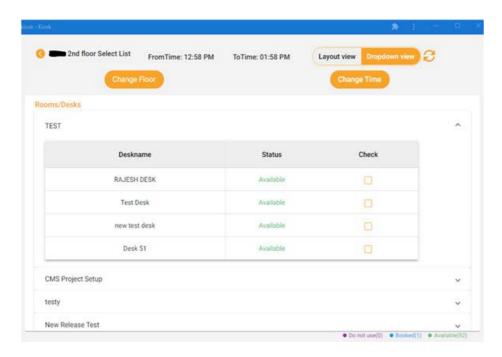
- The home screen will display "Select Time".
- After clicking on it, the user can select the "From" and "To" time of booking.
- At the bottom of the screen, the status of all the desks from that selected floor will be displayed.
- In this application we have 3 states: Available, Booked and Do Not Use.



KIOSK



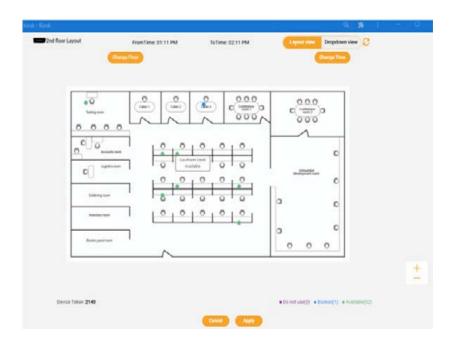
- The above image displays the Available Rooms for the selected floor.
- When we click on the dropdown of a particular Room then the Available desks in that room will be displayed.



- We can select the desk from both layout and dropdown view.
- After selecting the desk click on it.
- Then the desk name will display and at bottom of the screen, the "Cancel" and "Apply" tabs will be displayed.



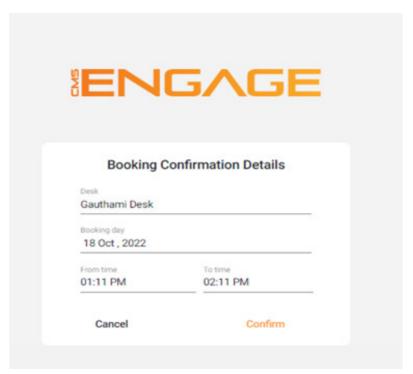
KIOSK



- To confirm the booking click on "Apply" else click on "Cancel."
- After clicking on "Cancel" the page will be redirected to the home screen.

BOOKING CONFIRMATION

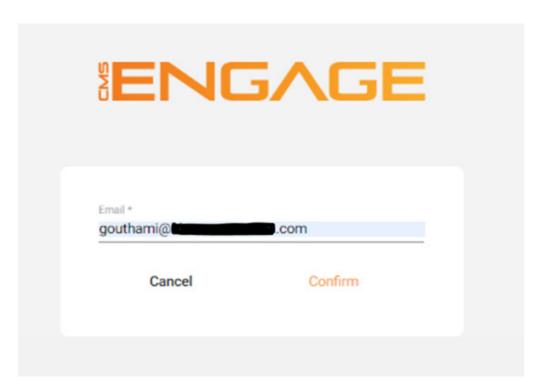
- The above image displays the Available Rooms for the selected floor.
- When we click on the dropdown of a particular Room then the Available desks in that room will be displayed.





KIOSK

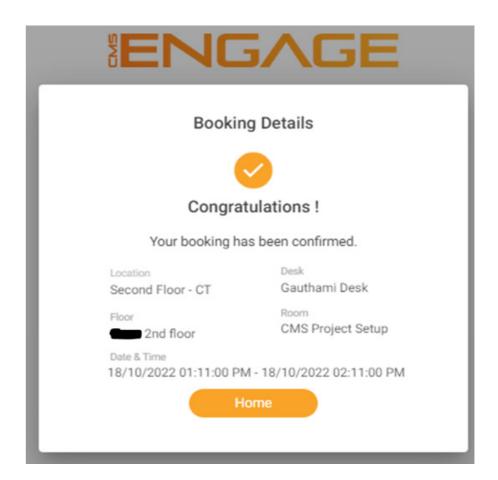
- If the user wants to cancel the booking then they need to click on "Cancel."
- To confirm the booking, click on "Confirm" then a dialog will display to enter the email.



- After entering email and confirming, an OTP will be sent to the registered email address.
- After entering the OTP, booking will be confirmed.



KIOSK



- After confirming the registered user will get an email about booking confirmation.
- After 2 minutes the screen will redirect to the home screen or the user can click on "Home".



REGIONAL OFFICES

AUSTRALIA 1300 159 159

NEW ZEALAND (09) 582 0776

SINGAPORE +65 9006 0767

MALAYSIA +60 162 077 106

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