Ubiqisense

Ubiqisense

Login

Username:

Password:

Forgot password?

🔓 Login

Analytics Setup

Guide to online setup

Analytics setup

In the following pages you will be guided through the setup process of the Web UI.
Before you start make sure you have prepared the following:

- User is set up on analytics.ubiqisense.com (see your welcome email)
- 1 sensor and power supply for testing final setup step

In the Ubiqisense Smart Sensor Solution there is a hierarchy to keep track of and group the sensors you install in your system.

This hierarchy contains the following levels going from high to low:

1. Buildings – Corresponding to a building or an area. Contains many sensors
2. Locations – Corresponding to individual rooms within a site. Typically contains 1-5 sensors
3. Devices – Corresponding to specific sensor devices

(Buildings)	Building 1	...
(Rooms)	Location 1	Location 2	...
(Sensors)	Device 1	Device 2	Device 3	...

At least one site and location must be configured before you can configure a sensor device.

A few additional terms are needed for the setup
- Organization – Your company or department
- User/Member – People who will have access to the analytics website
- Network Connections – Either wired or Wifi. Used to let sensor onto the network
- Sticky seats – A virtual area within a location which keeps track of its occupancy. Can be used for tracking how much an open office desk is used
- Provisioning – The act of configuring a sensor to work within your premises
- Snapshop – An anonymized image captured from a sensor, to make sure it is viewing the intended area.

After logging in you will see a screen resembling the one shown below.

Organization name
Your organization name is shown in the top left side

Logout
You can log out using the top right drop-down menu
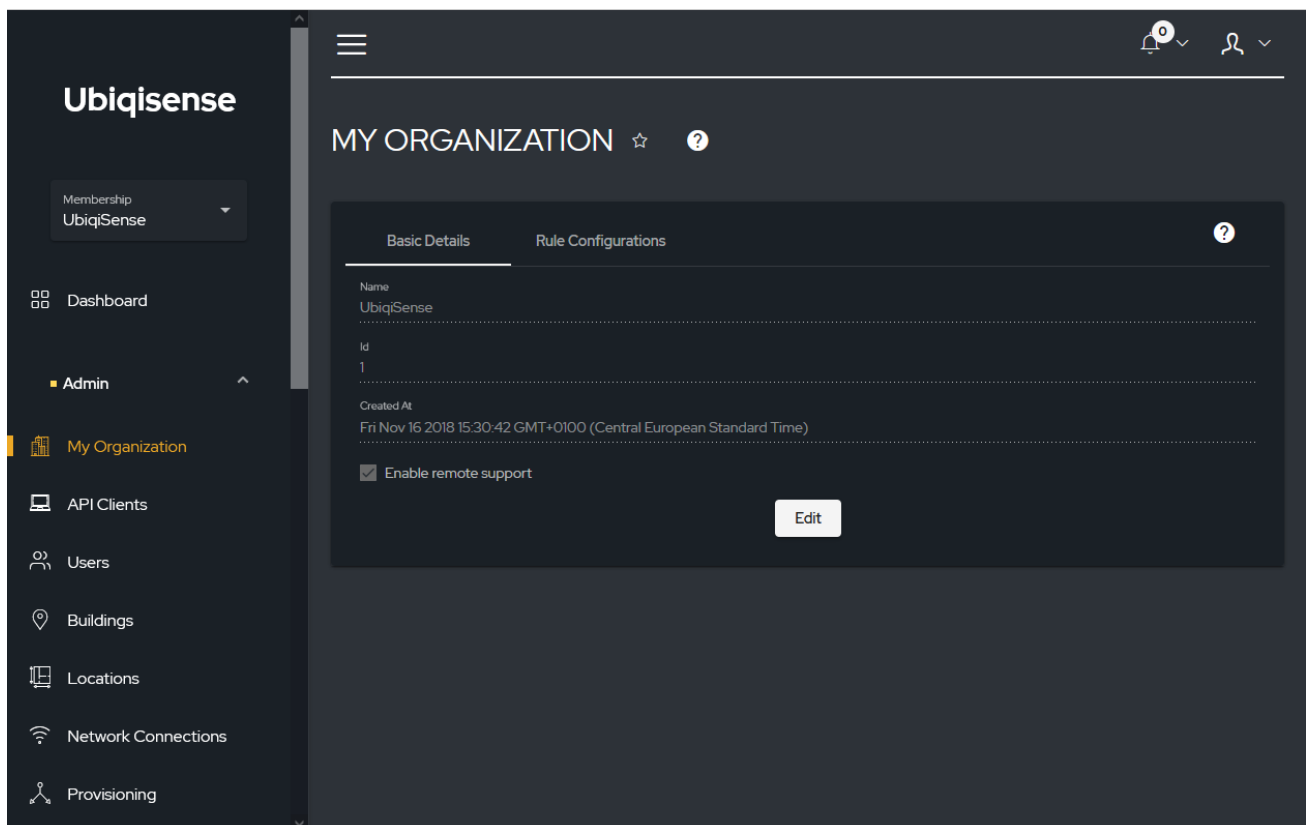
Navigation bar
The left side contains the navigation bar with various pages which you will cover in the following pages

Help button
The button at the top right of most pages contains help to the present page. Usually presented in a small

How to set up My Organization

In the "My Organization" tab you'll find your organisation's name and the date when your system was created. In the small box at the bottom, you can enable or disable remote support.
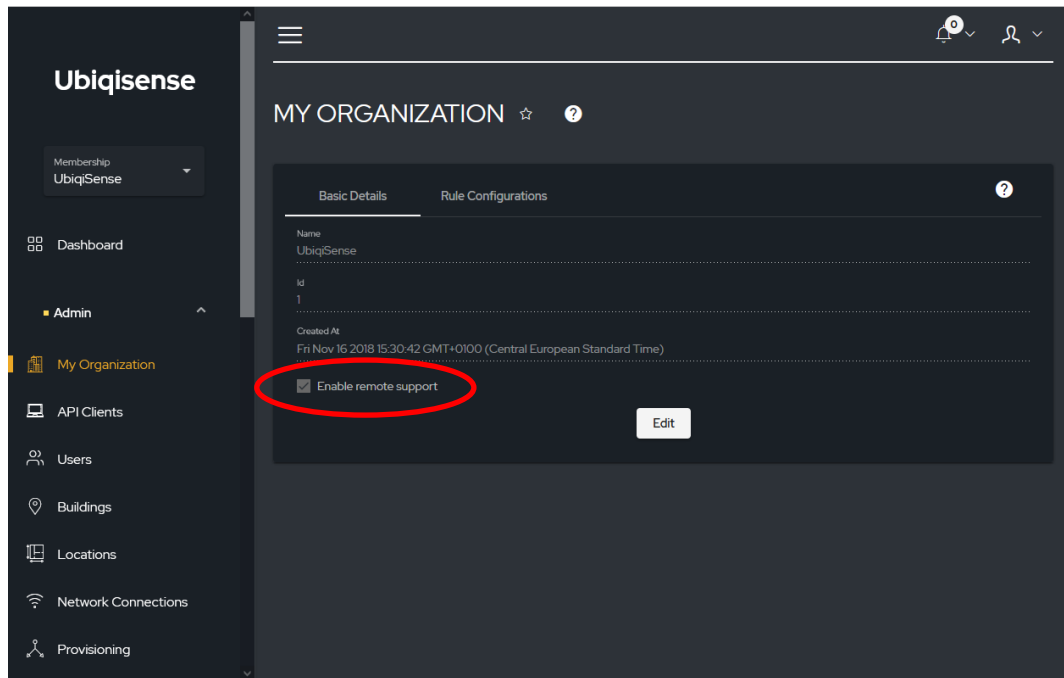
In the "Rule Configuration" you can enable some additional rules, regarding social Distancing and Maximum Occupancy.
The rule configuration tab is only visible if it has been enabled for your organization. Contact Ubiqisense support to enable or disable rule configuration.
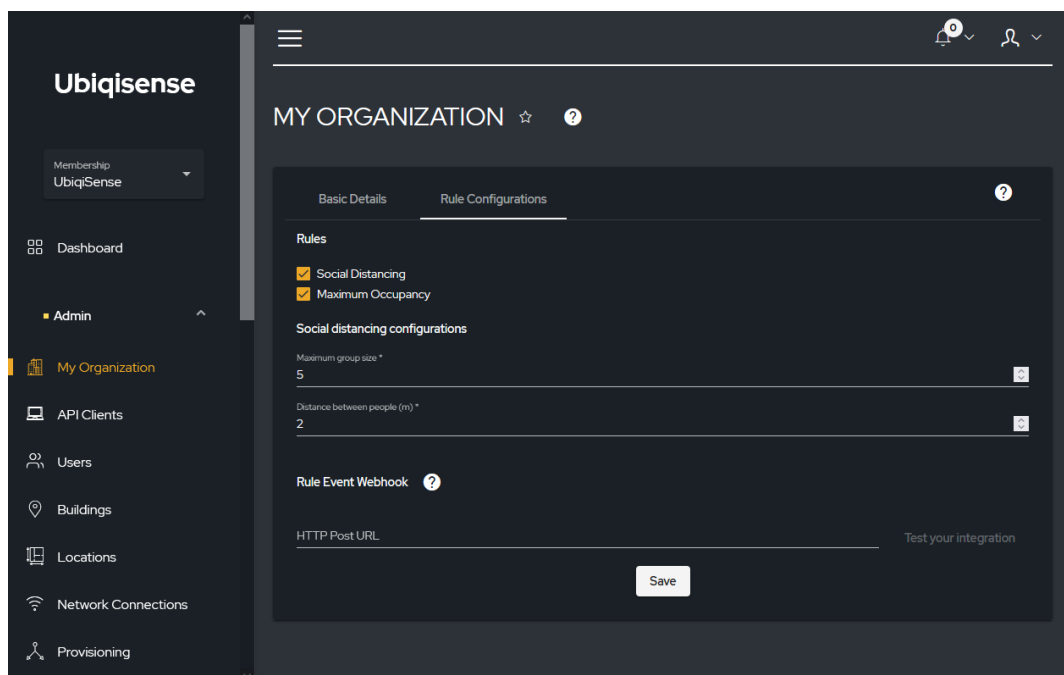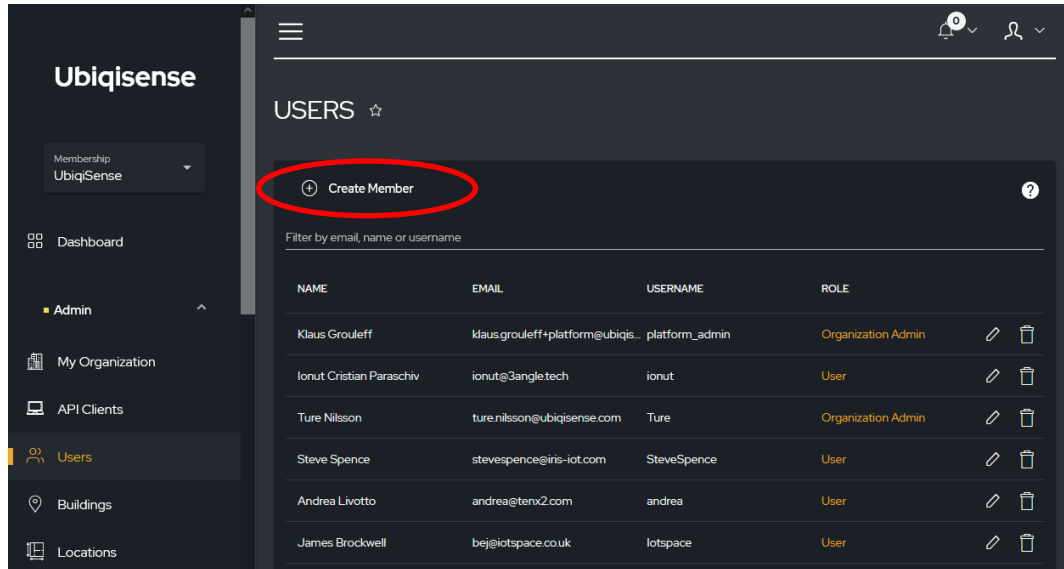
How to set up Users

In the user tab you can create new and manage existing members.
To create a new member.

- Click "create new member" on the upper left corner.

- Give your new member a first name, a last name and an email address where the invitation will be sent to.
- Select the organisational role of your new member:
    - ➢ "Organization Admin" can see data, edit settings and add new users.
    - ➢ "Technician" can edit settings and take snapshots but no see data.
   - ➢ "User" can only see data but cannot edit settings.
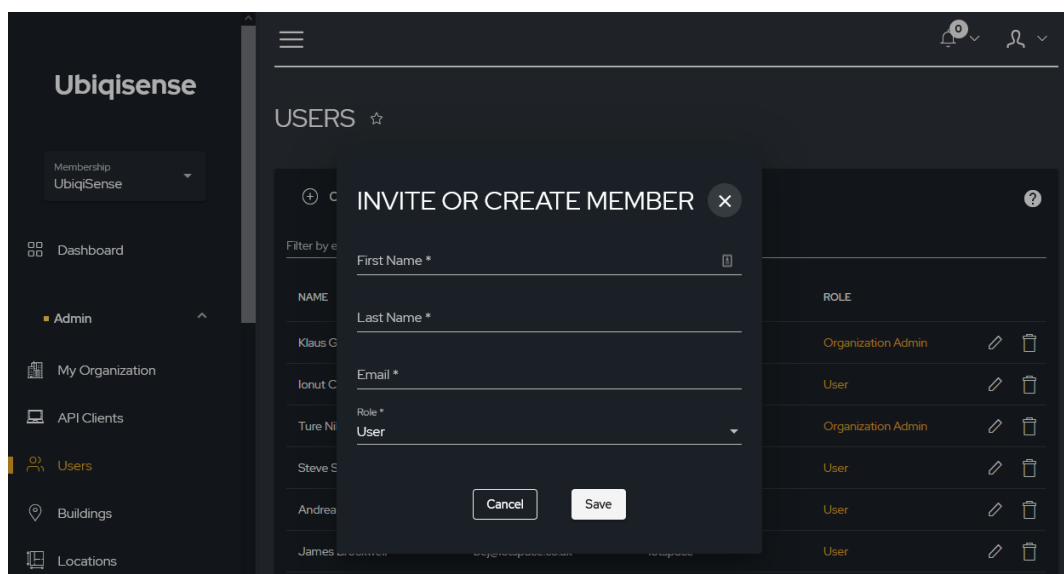
How to set up Buildings

In the "Buildings" tab you'll be able to create and manage the buildings where your sensors will be deployed.

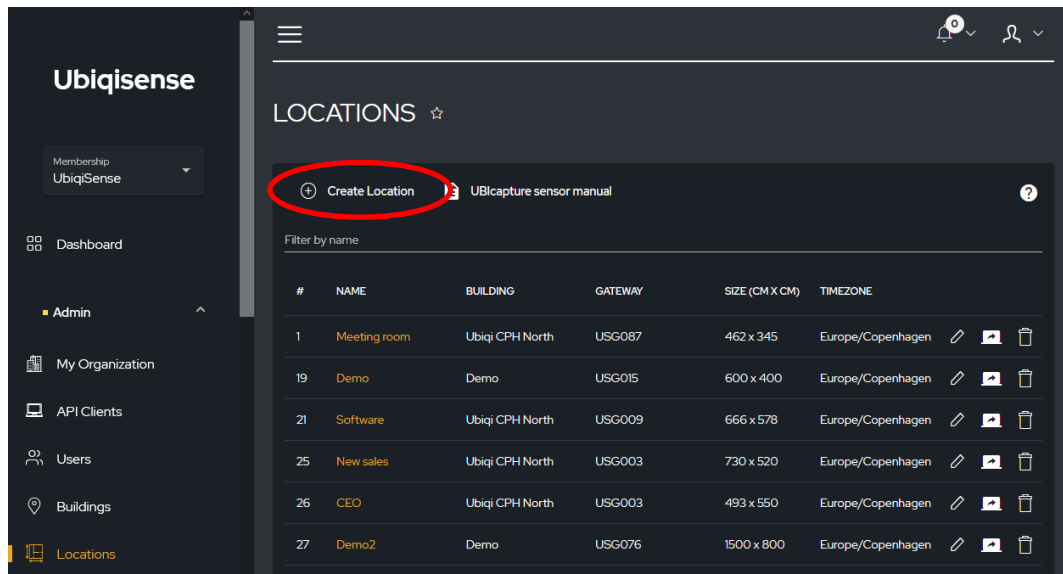- Click on the "Create Building" button.
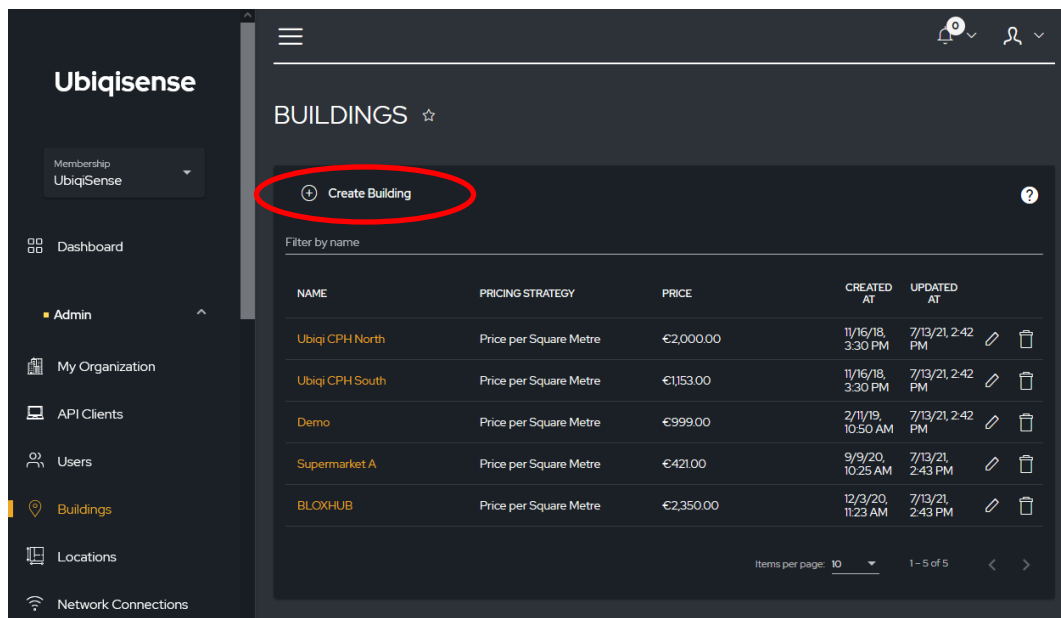
- Give a name to your site
- Choose the metric you would like to measure occupancy in: price per square metre/seat
- Input the correct price point
- and click save.
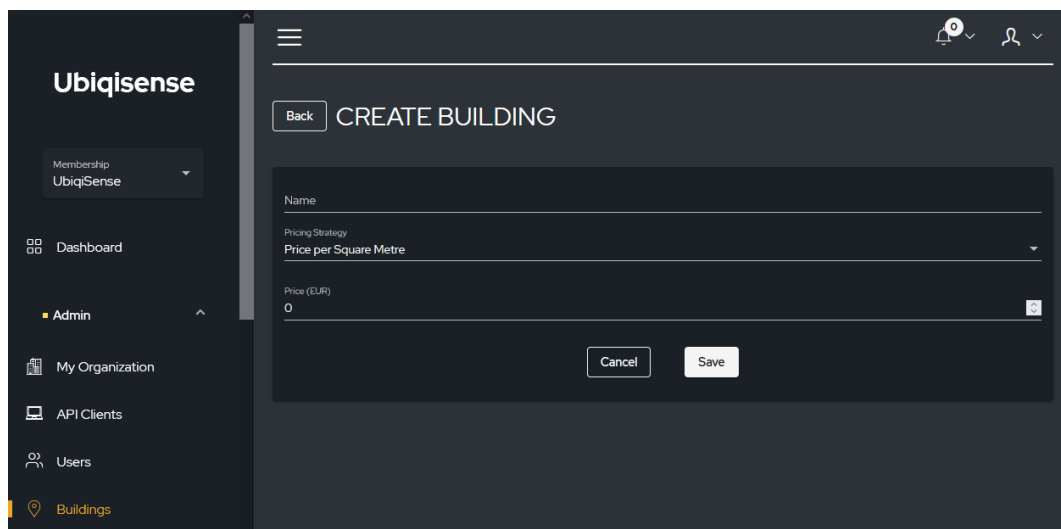
How to set up Location - Basic details

- In the "Location" tab, click on "create location".

See next page for explanation of individual fields

How to set up Location – Basic details

- **Name***: identifying name for the room
- **Id**: automatically generated
- **Building***: select correct building from list
- **Gateway***: select gateway from list (only 1 available)
- **Maximum Capacity***: maximum number of people that should be in the room
- **X-size (cm)***: width of room in cm
- **Y-size (cm)***: length of room in cm
- **Local Timezone***: local timezone
- **Floor***: the floor which the room is located on
- **Available From Hour (in local timezone)***: earliest time people are entering the building
- **Available To Hour (in local timezone)***: latest time people leave the building
- **Image**: upload floor plan (jpg & png formats supported)
- **Location Type***: Select the type of room from list
- **Locations tags***: Add any number of tags for grouping rooms together e.g. "Meeting Room", "Open Office" etc.
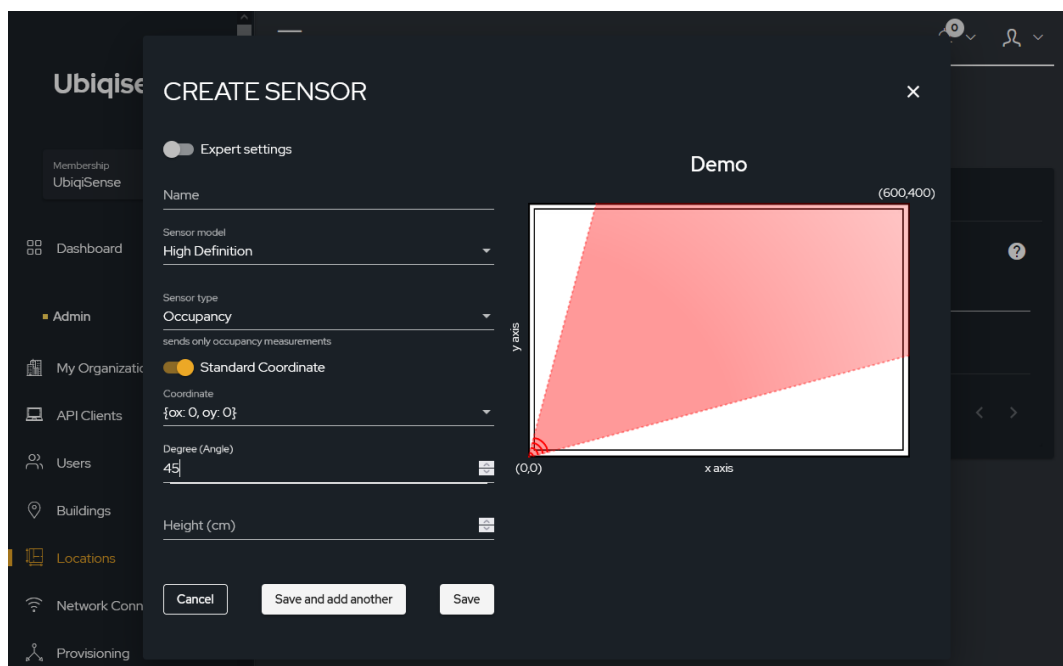
How to set up Location – Sensors

Once you've created a location, you'll be able to place the sensors in that location.
- Click the edit button on the location tab. Select "sensors" and click on "create sensor".
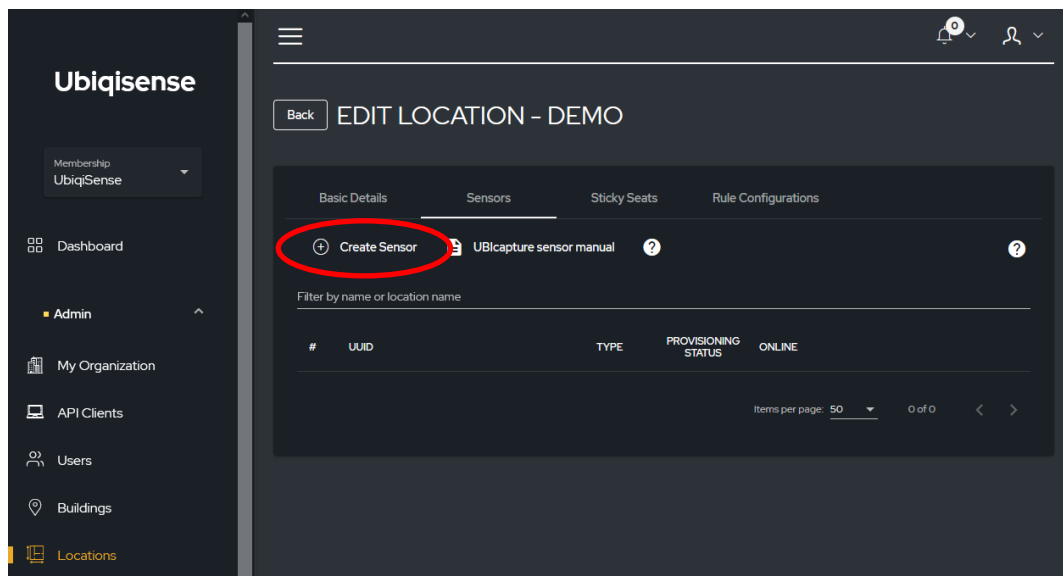
- Name your sensor: the naming scheme should be chosen in a way that allows you later to match the physical sensor, to the one you are creating here.

- Select the sensor model: either High Definition or Wide Angle depending on the senor you are using.
- Select the sensor type: either occupancy, or a footfall depending on your use case. Note that Footfall sensors require additional setup which must be performed by Ubiqisense support.
- Insert the sensor coordinates along the x and y axis of the location. Scroll down to see the sensor position on the floor plan.
- Insert the sensor's height and angle: for further information and explanation read the sensor manual.

Once you've completed these steps, you can either save or save and add another sensor.
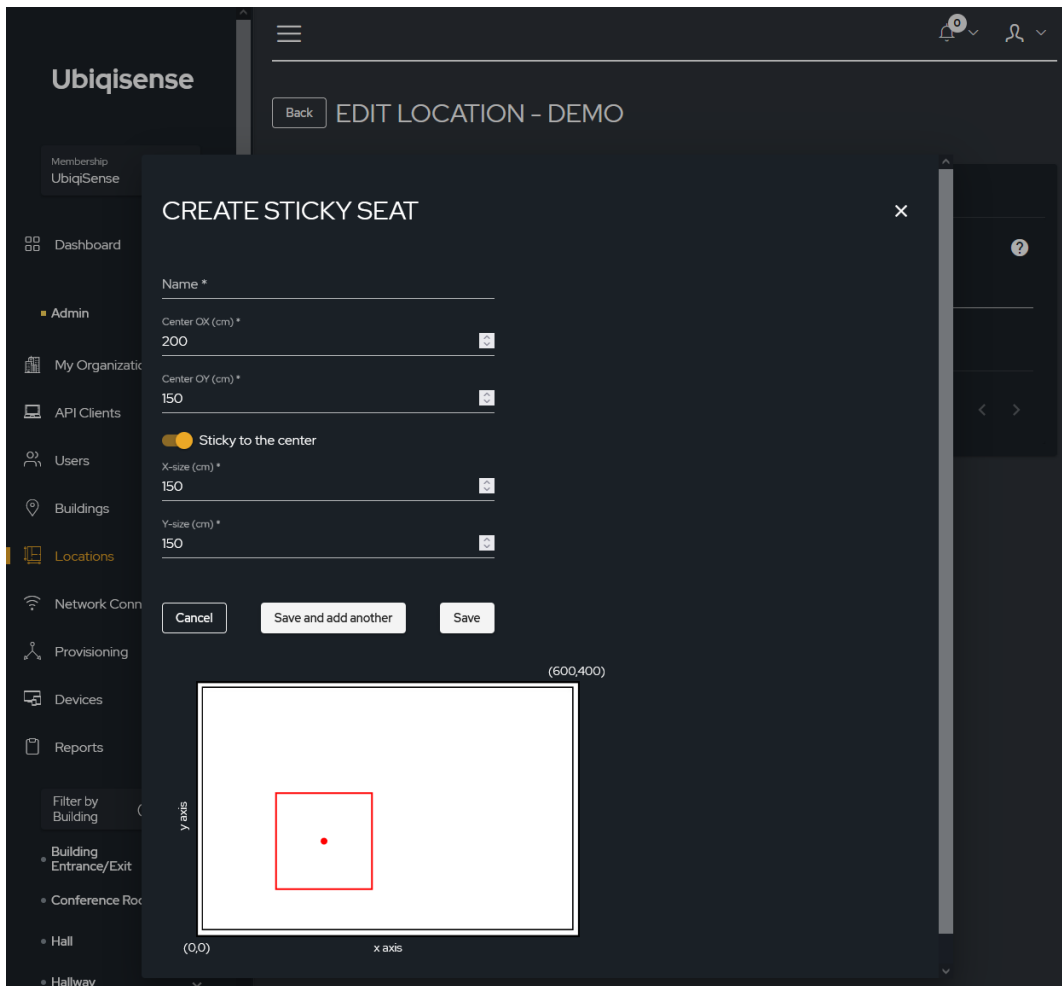
How to set up Location - Sticky Seats

Once set up properly, it allows you to enjoy your occupancy data at the individual seat level.

- Click the edit button in the location tab. In the upper left corner select "sticky seats" and click on "create sticky seat".
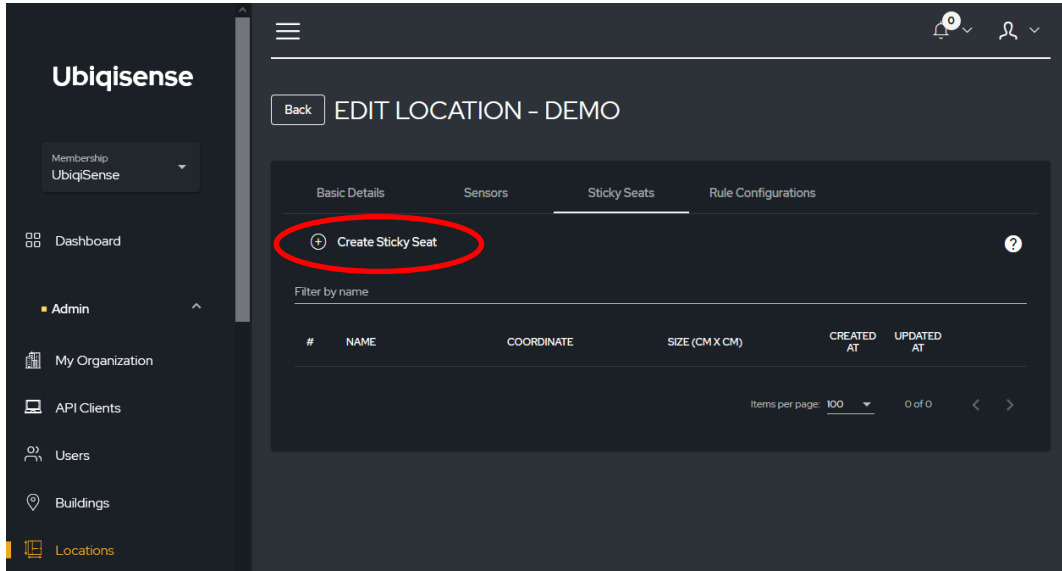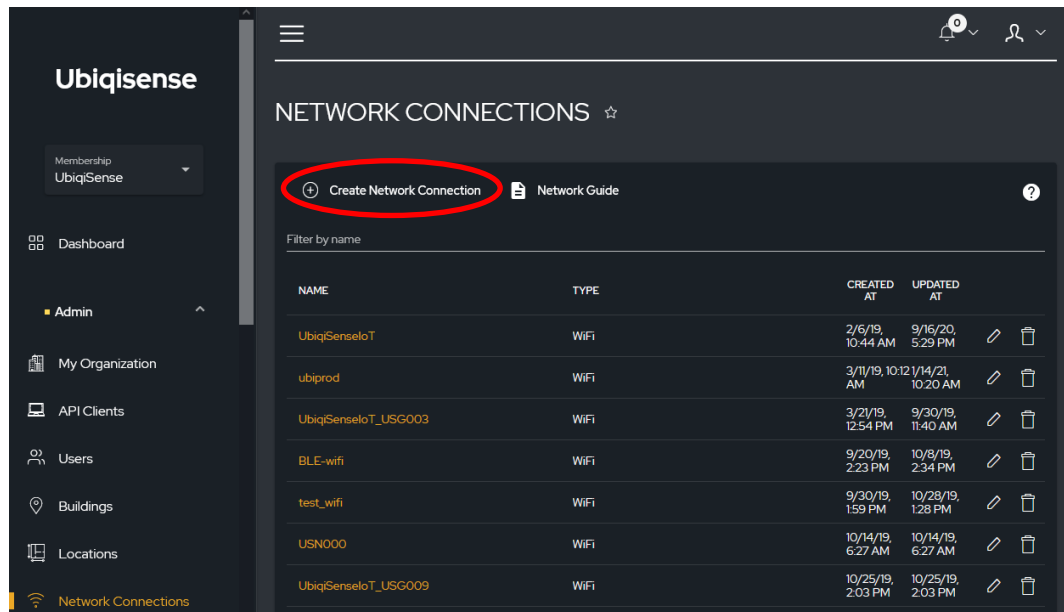

- Insert a name, the position and the size of the sticky seat
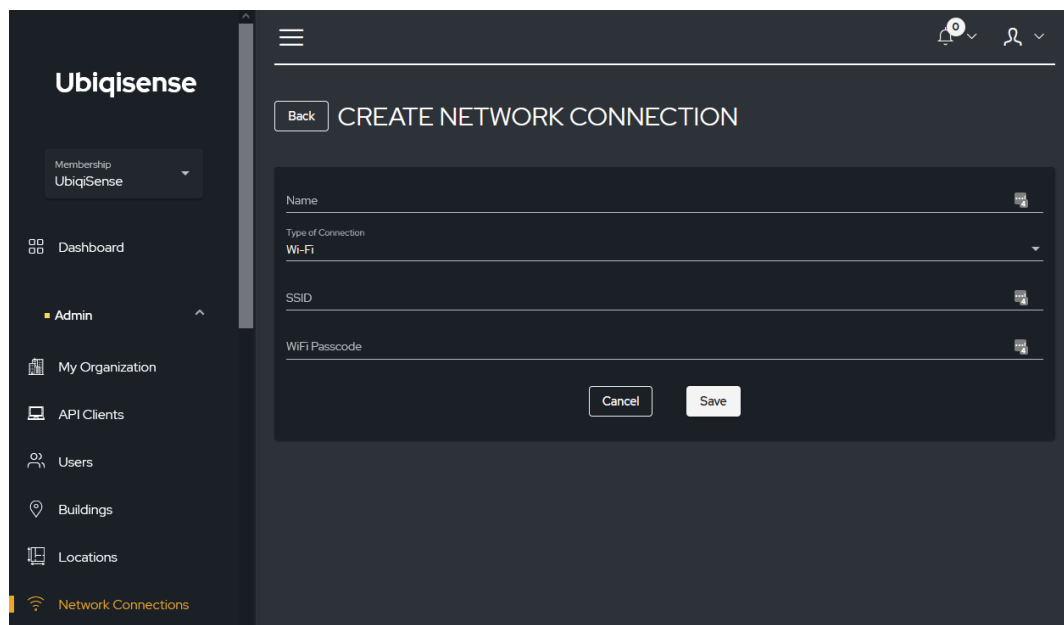- Press save

How to set up Network Connections

The network connection is used to connect your sensors to the analytics platform


- Insert the name of the wifi connection (to be able to identify it later)
- If you are planning on connecting sensors with PoE, select "Wired Connection", otherwise select Wifi
- Insert the SSID and the Wifi password, if using Wifi
- Click save

How to Provision a sensor

To successfully provision each sensor, you must have completed all required previous steps.

- Click on the provisioning tab.
- Select the correct network connection, location and sensor from the drop down menus, where you should find all your previously created assets.
- Once you have filled in all three field the window will expand to show the selected sensor
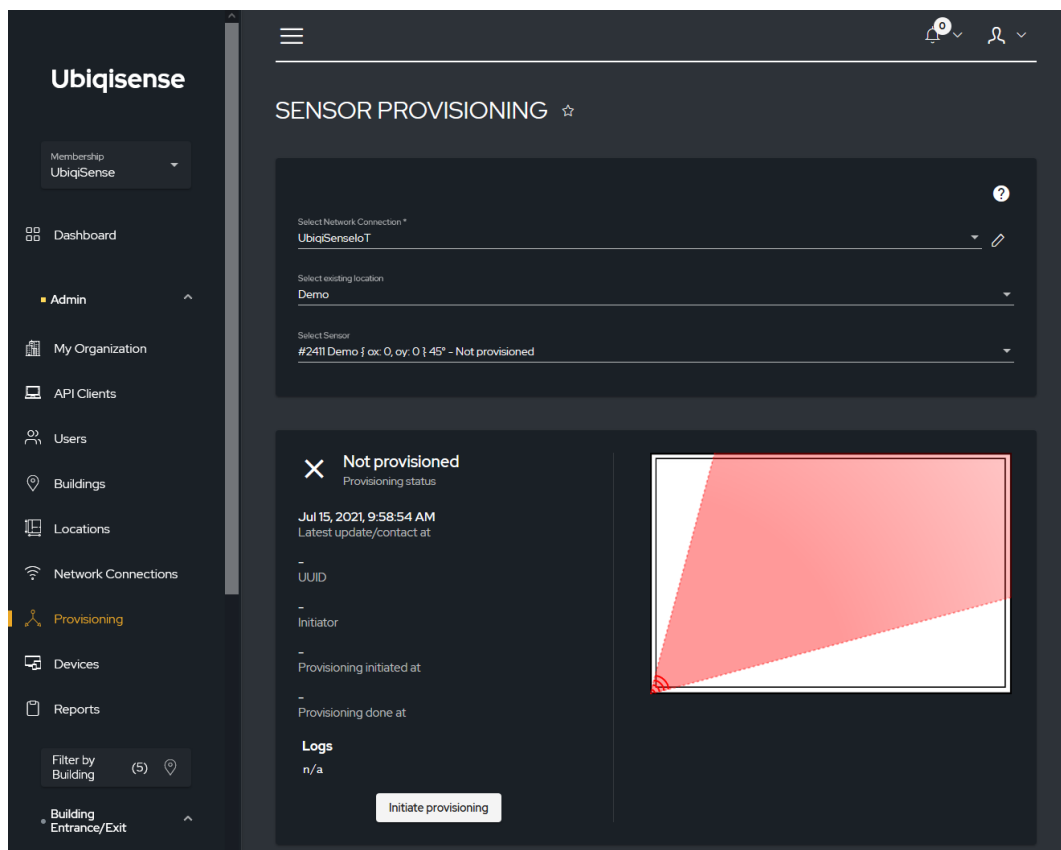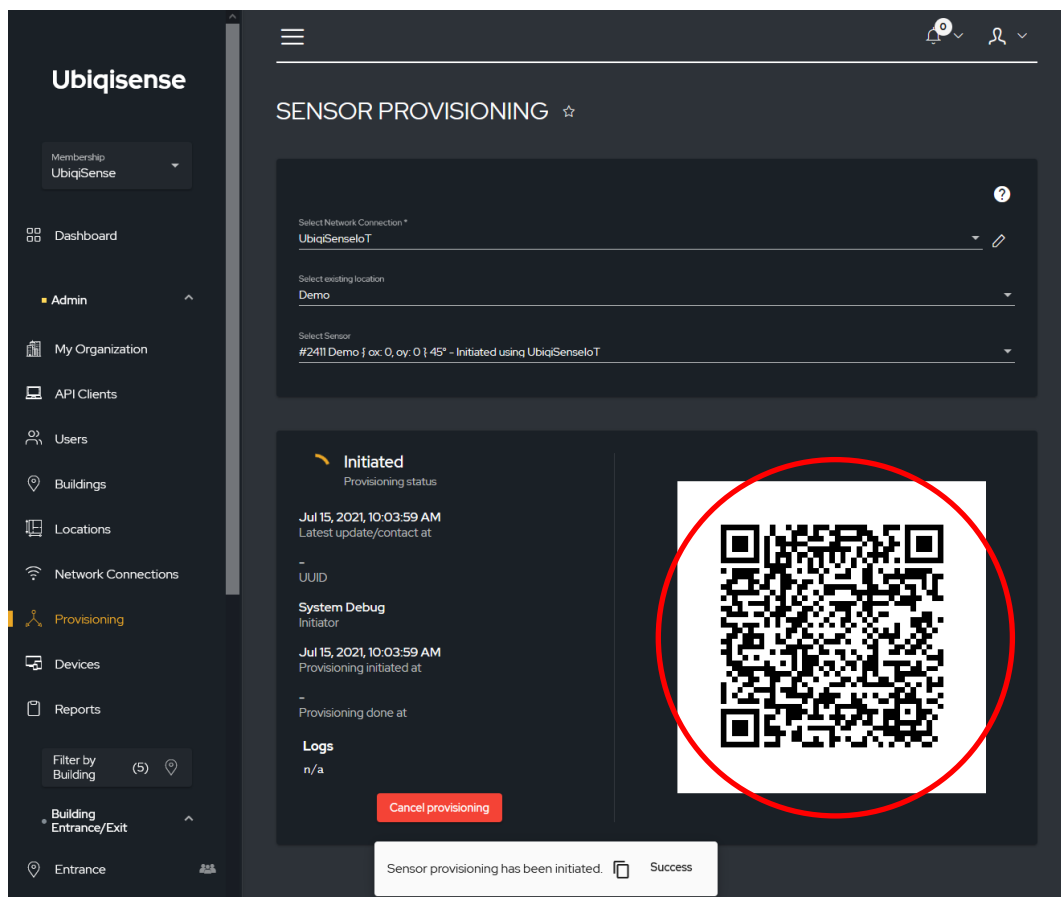

Make sure that you have selected the correct sensor, by looking at the floorplan. The floorplan may be empty, if you have not added and image file to the selected location.

Then continue to the next page for the next step

How to Provision a sensor

- Click "Initiate Provisioning"

Now a QR code is generated and shown on the screen.

- Take your sensor and connect it to power.
- The LED indicator visible through the hole on the back of the sensor with light up. After a few seconds, it will start flashing slowly, meaning that the sensor is looking for the QR code.
- Point the sensor at the QR code holding it approximately ten to twenty cm from the screen while checking the LED indicator every few seconds.

**Note**: For a full list of LED signals consult the sensor manual

How to Provision a sensor

- Once it has read the QR code, the LED will go to a constant ligt for a few seconds. You can now put the sensor down for the rest of the provisioning process. DO NOT REMOVE POWER from the sensor at this stage, as this will cancel the provisioning.
- After a few seconds the sensor will start flashing quickly. This means that the sensor is now connected to the network, and downloading and installing the latest firmware. Note that this step may take several minutes, depending on the speed of your internet connection and whether a new firmware update is being downloaded.
- When this process is finished, The sensor will flash green, with a heart beat rhythm. Two short flashes followed by a longer pause.

Note: For a full list of LED signals consult the sensor manual

At this point, the sensor is provisioned and ready to be placed on its designated wall mount.
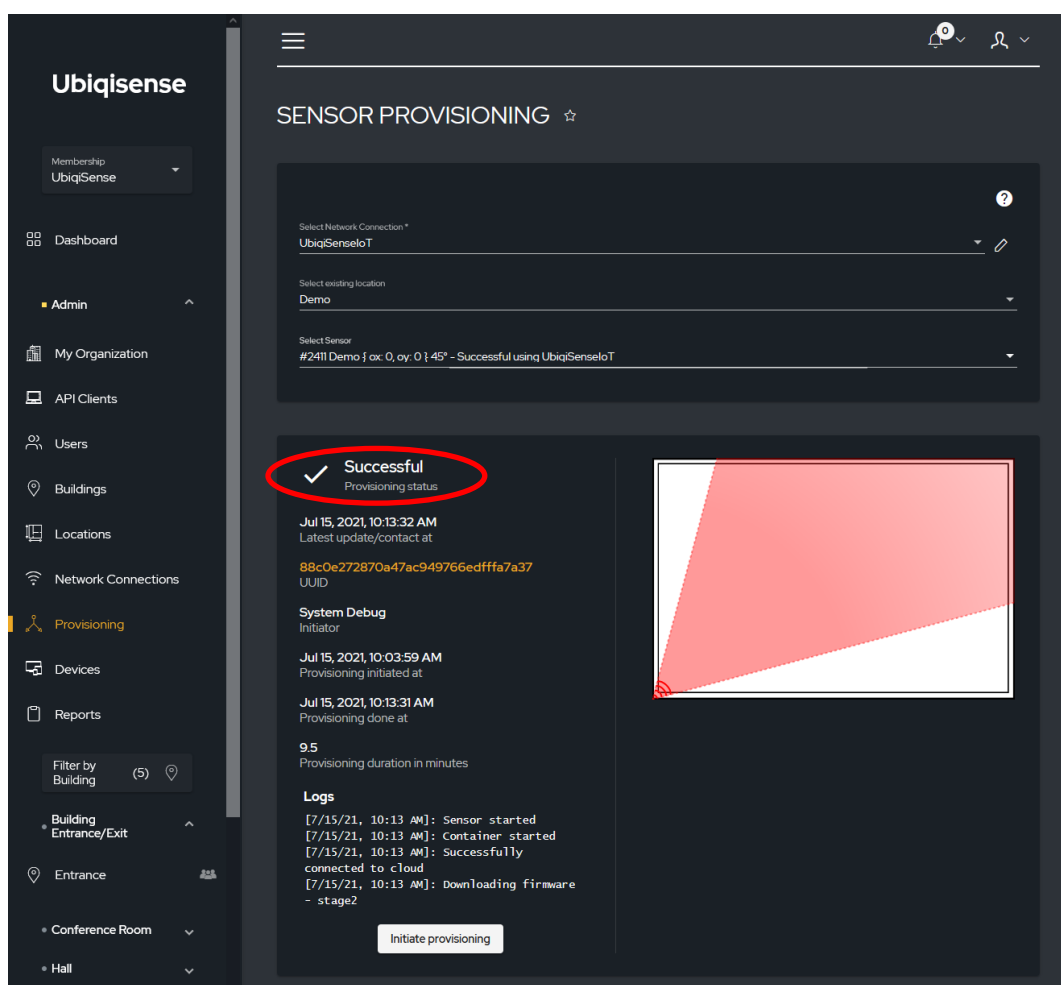
Repeat these steps for all sensors you want to provision. Once you place the sensor in the wall mount you may capture a snapshot to make sure the sensor is monitoring the correct area.
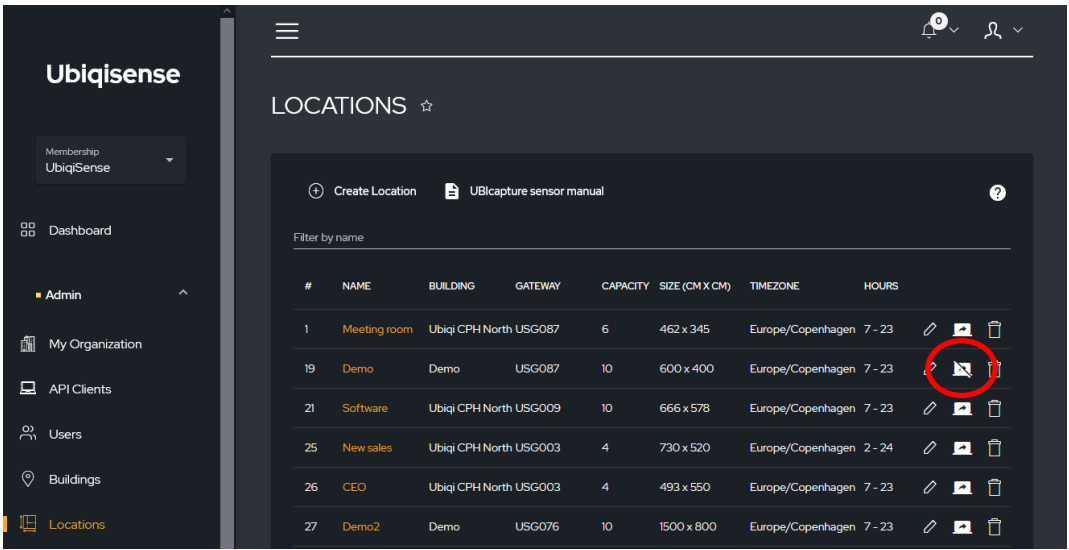
How to Take a Snapshot

Snapshots can be used to ensure that a provisioned sensor is actually monitoring the area it is supposed to. Before you start, make sure that you know which location the sensor you want to take a snapshot from is located in, and that it is online and sending data.

You must also make sure that your current user has the "Technician" role. For security reasons the "Organization Admin" and "User" roles do not have access to the snapshot feature.

Go to the Locations page and press the "Set location in maintenance mode" button on the right side of the screen.
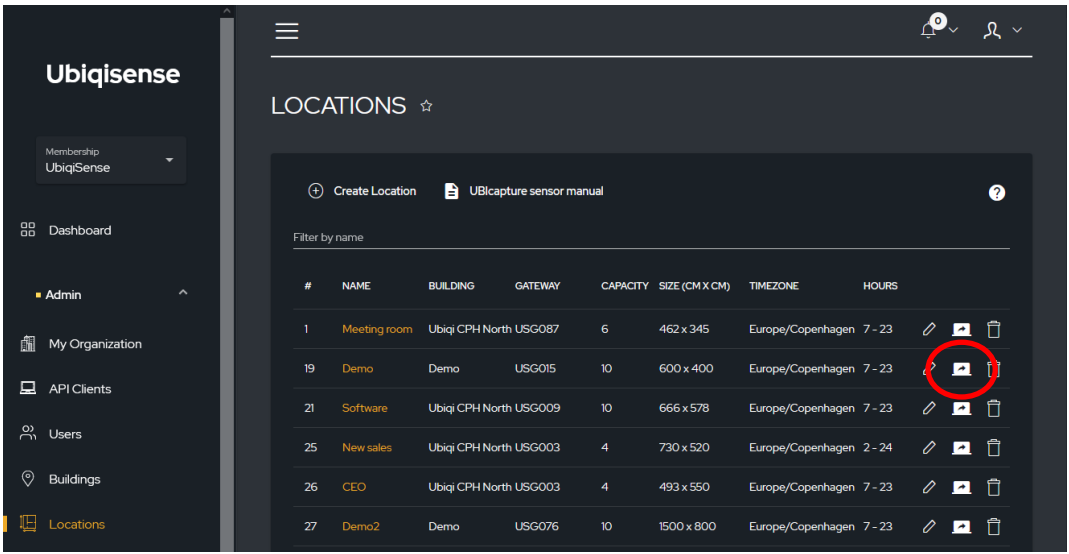

The location "Demo" is now in maintenance mode as indicated by the new "Remove location from maintenance mode" button.
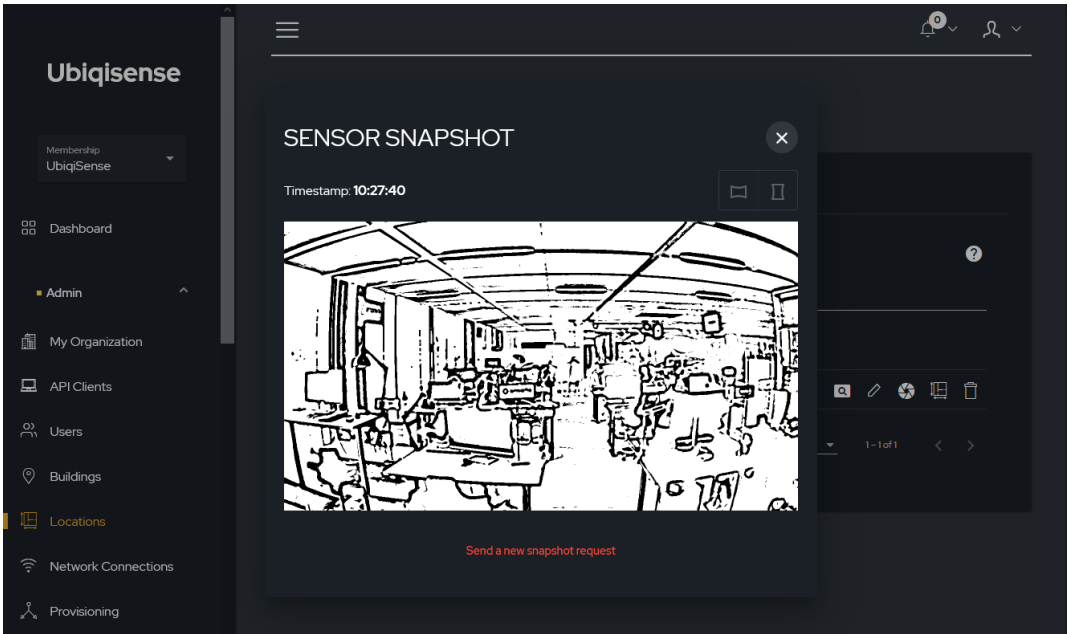
How to Take a Snapshot

Now enter the location by clicking its name and go to the "Sensors" tab.
You now have a view of all sensors within the location.
You can request a snapshot from any online sensor by pressing the "Request snapshot" button on the right side.
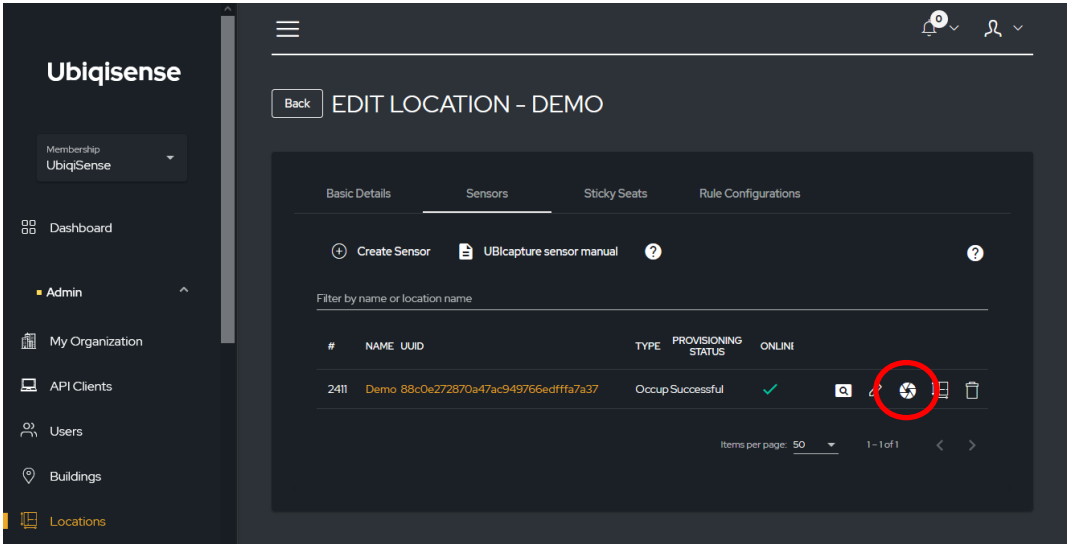
The snapshot will appear as soon as it has been transferred from the sensor.

You can now ensure that all your provisioned sensors are monitoring the intended area.