



User Manual

VAC CLOUD



INTRODUCTION

Thank you for buying a VAC negative pressure monitor. For an optimum product experience, you can use our cloud service. With our cloud service you have a clear overview of your VAC negative pressure monitors, data logs and real-time data and you can set rights/groups for users.

Our cloud service works via an app and is accessible using the following systems: Windows, Android, Linux, macOS and iOS.

This user manual covers operation of the cloud functionality. A specific user manual is available for operation of the VAC negative pressure monitor.



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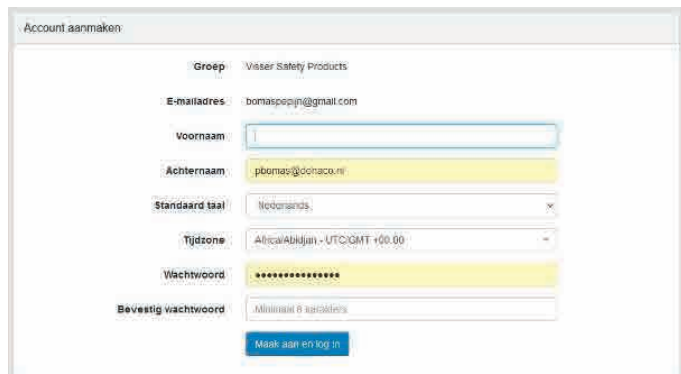
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1. CREATING AN ACCOUNT

When you use the VAC negative pressure monitor for the first time you receive an invitation to create an account in the cloud. The link in the mail takes you to the cloud environment where you can enter your data.



Click on "Create and log in" to confirm the data. Once logged in to your account you receive a message to go through the Quick Start. Click on this link to complete the data.



1.1 Quick Start

Quick Start takes you through several important steps to be able to make optimal use of the cloud functionality.

1.1.1 Email Settings

The VAC Cloud generates reports of the logs created. These reports can always be viewed in the VAC Cloud (go to 'Logs') and are also sent to users by email.

Your account settings determine if, when and how you receive notification of this. You can find these settings at 'My account/Notifications'.

When you have entered your preferences you go to the next step in Quick Start.

1.1.2 Add device

Only registered devices can upload or send logs. You can see all registered monitors on the 'Device management page'.

Note: the following information is only relevant if you are a group manager. Ordinary users do not have the authority to add a monitor. If you cannot see your monitor there, contact a group manager.

Adding a monitor is very simple. At the top of the 'Device management' page click on the 'Register my device' button. This page also explains how you can access the necessary information.

Proceed as in Section 2.1 to add the VAC negative pressure monitor to your account.

1.1.3. Processing log

To receive reports by email and be able to view them, the log information must first be entered in VAC Cloud. The method of processing differs per model.

Offline

If you do not have access to the Cloud (or no SIM card is inserted) logs must be manually uploaded to VAC Cloud. Insert the USB device in your computer with the export for your device on it (see the manual if necessary). Go to the 'Uploads' page and select 'Upload logs' at the top of the screen. Then follow the steps shown on the screen.

Cloud (online)

An online device automatically processes all log information, and you don't have to do anything for this. If there are problems the monitor will report this. See the manual if necessary. With continuing problems you can follow the procedure above (Offline). After going through the Quick Start the cloud is ready for use.

In the Device management menu you can add VAC negative pressure monitors to your account and see a summary of all additional devices.

Click on “Register my device” at the top of the page to add a VAC to your account. You then see the screen where you can enter the data on the VAC. You can also directly go to this screen with Quick Start in step 2 “Add device”.

Een apparaat kan geregistreerd worden door hieronder het serienummer en een registratiecode in te vullen. Navigeer in het apparaat via het informatie scherm naar het scherm met apparaat informatie. Het serienummer is weergegeven als 'serienummer/registratiecode'.

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The figure of the screen for the VAC negative pressure monitor is shown below. The serial number field is completed as follows: 'serial number/registration code'.



Enter the information below in the "Register my device" screen:

- **Serial number** – enter this from the VAC negative pressure monitor.
- **Registration code** – enter this from the VAC negative pressure monitor.
- **Name** – you can also give the VAC negative pressure monitor a name.
- **Group** – when your account has a number of groups, select the right group here.

All VAC negative pressure monitors added to your account are visible under "Device management".

Filters

☐ Toon enkel apparaten die niet in gebruik zijn voor mijn groep

10

resultaten weergeven

Zoeken:

	Serienummer	Naam	Model	Firmware	Gekalibreerd tot	In beheer van groep	In gebruik	Toezicht	Laatst actief
	1050000082018	Monitor	VAC-1C	2.3.40	2021-08-20	Dehaco test bedrijf		-	2021-08-16

The summary of VAC negative pressure monitors can be sorted by all visible fields;

- **Serial number** – serial number of the VAC.
- **Name** – the name of the VAC.
- **Model** – the model of the VAC.
- **Firmware** – the firmware of the VAC.
- **Calibrated to** – till when the VAC is calibrated.
- **Managed by group** – in which group the VAC is active.
- **In use** – if the VAC is in use.
- **Supervision** – if the VAC is marked as lost/stolen.
- **Last active** – the date on which the VAC was last active.

Normally there are three icons for the VAC



the VAC settings can be changed here.

- **View logs** – here you can view the logs created with the VAC. You then go to the Logs menu.
- **Change device** – here you can change the cloud settings for the VAC. The following settings can be changed;
 - **Name** – the name of the VAC can be changed here.
 - **Group** – you can put the VAC in another group here.
 - **Also apply for unlinked logs** – when you used the VAC before it was in the cloud, this shows the logs that are not linked to the group in the cloud. Clicking on this function means logs are linked to the group in the cloud.
 - **Under supervision** – clicking here marks the VAC as lost/stolen.
- **Remove device** – here you can remove the VAC from your account.

3. LOGS

When the VAC negative pressure monitor has finished a project, meaning a project was started and has been completed, the VAC negative pressure monitor creates a log that can be seen in the Logs menu.

3.1 Log summary

The logs can be filtered and sorted by the visible fields.

3.1.1. Filters

Filters:

- ☐ Toon enkel ongekoppelde logs voor mijn groep 0
- ☐ Groep
- ☒ Serienummer
- ☐ Loglocatie
- ☐ Logdatum
- ☐ Laatste handeling

Zoeken in:

- **Only show unlinked logs for my group** – when you want to see the logs that are not linked to your group, you can view them by checking this field.
- **Group** – you can view logs of a certain group here.
- **Serial number** – you can view the logs of a specific serial number here.
- **Log location** – you can view the logs at a specific project/location here.
- **Log date** – you can filter by a specific period here.
- **Last action** – you can filter by a specific period in which a VAC carried out its last action here.
- **Search in** – you can search in logs of active, archived, removed or all VAC negative pressure monitors here.

3.1.2 Sorting

Logdatum	Locatie	Snr	Naam	Groep	Eigenaar	Laatste handeling	Status
----------	---------	-----	------	-------	----------	-------------------	--------

- **Log date** – the date of the logs.
- **Location** – project location.
- **Snr** – serial number of the VAC.
- **Name** – name of the VAC.
- **Group** – the group in which the VAC is active.
- **Owner** – if the VAC has an owner/is linked.
- **Last action** – the date on which the VAC was last active.
- **Status** – this is the status of the logs;
 - **Released** – completed logs.
 - **Working** – active logs.
 - **Archived** – these logs are archived.

3.1.3 Options

There are different options for the logs



that apply per line or a number of selected lines.

- **View log** – you can view a specific log here.
- **Download CSV** – you can download the CSV file of the log here.
- **Download PDF** – you can download the PDF file of the log here.
- **Archive log** – you can archive the log here.
- **Change log** – you can put the log in another group here.
- **Remove log** – you can remove the log here.

3.2 Uploads

If your VAC does not have an internet connection to directly send data, there is an option to upload the data. From the VAC there is the option of saving all data on a USB data stick. You can upload these data when you insert the stick in a computer.

3.2.1 Upload logs

[+ Kies en upload bestanden](#)

Select all log files you want to upload. The log files are found in the 'pmcloud' folder on the USB stick. After uploading the files click on 'next' to continue.

3.2.2 Download synchronisation file

[Download synchronisatiebestand](#)

Logs are never removed from the device unless it is known that the VAC Cloud already has these logs. If online this happens automatically, with offline use this happens with a file generated by VAC Cloud.

After uploading logs to VAC Cloud you are offered a SYNC file (for example: vac201809111.sync). You can save this on the storage medium. When you click on 'Export logs' this file will be automatically processed (when this is not the case, the file name vac.sync is also accepted). The file applies for all your monitors (this means only one vac.sync will be required). Processing vac.sync ensures that older logs are removed so you have space to start new logs. You can also download this file separately on VAC Cloud on the 'Logs' page.

4. MONITORING

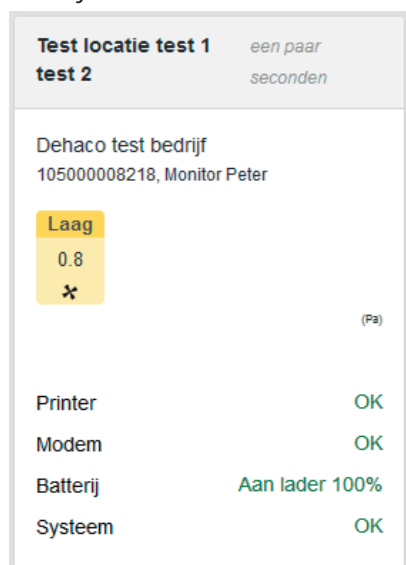
Under monitoring it is possible to see real-time data on the VAC negative pressure monitors. On the right of your screen the VACs are sorted under "Groups & Locations".

4.1 Groups & Locations

The first sorting is by group so when there is a main group with a number of subgroups in your account this is divided up.

In the groups there is sorting by location that is entered in the VAC negative pressure monitor. When a VAC negative pressure monitor is switched off, these go under the group "unused". When you click on a group or location, you see all VAC negative pressure monitors in that group or location.

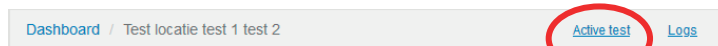
All VAC negative pressure monitors can be seen in the form of a "tile". Here you can see important information at a glance such as: Location/project, serial number, name of the VAC, measured real-time pressure, printer status, modem status, battery status and system status.



Besides the information as mentioned in Section 4.1 a chart is also shown. This chart can be set to 5 min, 10 min, 30 min, 2 hours, 4 hours, 8 hours and 24 hours.

Under the chart the status of the printer, modem and battery can be seen in 10-second sections.

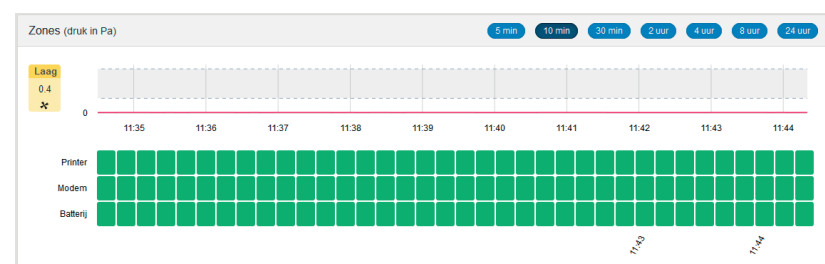
Next to the chart the yellow section shows the active measurement data in the form of a number.



The active test/log can be seen at the top of the page. This active log can also be seen in the Logs menu with the tag "working". This page shows a summary of all data in a table with a processable chart.

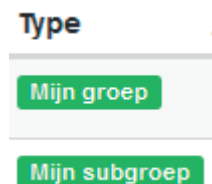
4.2 Real time data per VAC

More data is available if you click on a VAC negative pressure monitor tile.



5. GROUPS

There can be a number of groups in an account. Each account has a main group under which subgroups can be placed. In a subgroup for example, VAC negative pressure monitors can be placed from a certain establishment or operation.



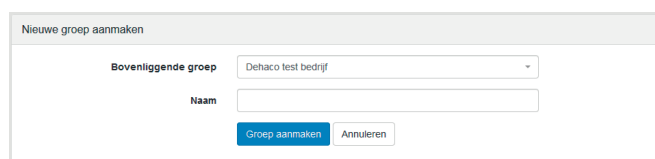
Users can be assigned to the main group or subgroups. These users have certain rights as to what they can do in the group. For a further explanation about users see Section 6.

5.1 Create a group

If a subgroup is needed for your company structure, create a "New Group".

Nieuwe groep aanmaken

Here select the overlying group to include the subgroup. Enter the name of the new subgroup in the 'name' field.



5.2 Groups summary

In the groups summary you can filter, sort and use different options.

5.2.1 Filtering by groups

When there is a number of subgroups under the main group, it can be useful to be able to filter in the summary. The following filters are available for this:

- Hide subgroups – all subgroups can be hidden.
- Status filter – here you can filter by the status of a group such as:
 - Active – these are all active groups
 - Archived – these are all archived groups
 - Removed – these are all removed groups

5.2.2 Sorting by groups

The groups can be sorted by all fields to obtain a clear summary. Sorting can be done by the following fields:

- **Type** – here it is possible to sort by main group or subgroup.
- **Name** – here you can sort by the name of a group.
- **Users** – here you can sort by the number of users in a group.
- **Logs** – here you can sort by the number of logs in a group.
- **Devices** – here you can sort by how many VAC negative pressure monitors there are in a group.
- **Last active** – here you can sort by when a group was last active.
- **Status** – here you can sort by the status of a group.

5.2.3 Options for groups

Each group has different options and settings. These can be changed by clicking on the



icons in the line.

- **Change group** – here you can change the group name.
- **Change settings** – this option is only visible in the main group but equally applies to all underlying groups. With this option it is possible to link the VAC Cloud to the SGI Work Planner. Should you work with the SGI Work Planner, from this environment you can copy a key and paste it into this field. The SGI Work Planner can then directly fetch the measurement data from the VAC Cloud.
- **Archive group** – here you can archive the group.
- **Remove group** – here you can remove the group.

6. USERS

In the User Management menu you can add users to your cloud and certain groups. The menu consists of a summary of the users with rights, the processing of the options and adding users.

6.1 Role of a user

There are 5 different roles that can be assigned to a user;




- **Non-active** - Can only view logs created (earlier) by the user, excluding logs of the (sub)group(s).
- **Working** - Same as 'Non-Active' and additionally new logs created with the selected device.
- **Group member** - All logs of one's own (sub)group(s) (and working therein).
- **Group manager** - Such as 'Group member' and supplementary management of (sub)group(s) such as settings, users, groups.
- **Manager** - Such as 'Group manager' and supplementary Device management such as supervision and calibration information.

A user can only see the group to which he is linked with underlying groups. A user cannot see overlying groups.

6.2 Summary of users

Filters: ☐ Rol

19 resultaten weergeven

	Naam	Groep	Rol
  	Pepijn Bomas	Dehaco test bedrijf	Manager

In the summary of users you can filter by the role of the user to obtain a more specific summary.

In each line for the user there are the



icons to be able to change the options per user;

- **Change user** - this shows the personal data of the user, the group to which he/she is linked and the role the user has.
- **Remove user** - here you can remove the user.
- **Email reset password link** - here a mail is sent to reset the user's password.

6.3 Invitations

With invitations you can invite a user to your account and allocate the user to a certain group.

Gebruiker uitnodigen

E-mailadres

Taal van uitnodiging

Groep

Rol

☐ Non-actief
Kan enkel door gebruiker (eerder) gemaakte logs inzien, exclusief logs van de (sub)groep(en).

☐ Uitvoerende
Zoals 'Non-Actief' en aanvullend nieuwe logs gemaakt met gekozen apparaat.

☐ Groepslid
Alle logs van eigen (sub)groep(en) (en uitvoerende daarbinnen) inzichtelijk.

☐ Groepsbeheerder
Zoals 'Groepsid' en aanvullend beheer van (sub)groep(en) zoals instellingen, gebruikers, groepen.

☐ Manager
Zoals 'Groepsbeheerder' en aanvullend apparaatbeheer zoals toezicht en kalibratie-informatie.

Enter the following information to invite a user to the account;

- **Email address** - enter the email address of the user here.
- **Language of invitation** - enter the language generally spoken by the user here.
- **Group** - select the group to which the user will be assigned here.
- **Role** - select the role of the user in the group here.

7. SUPPORT

In the Help menu you can find all information such as on Quick Start, Devices and Support. Under support you can find the manuals for the VAC negative pressure monitors and information concerning the firmware versions.

8. MY ACCOUNT

You can change your account details in "My account".

- **General** – contact details and time zone.
- **Notifications** – which notifications you wish to receive and how.
- **Reset password** – you can reset your password here.
- **Devices** – you can force a log-out from the account for all users and devices such as the app or web versions here.
- **Remove account** – the account of the user can be removed here.

9. PROCEDURE FOR CREATING A NEW ACCOUNT

When activating a new account one must proceed as follows;

Group

It is important that the correct group or subgroup exists to which the user is invited. In the menu go to Groups and create the group according to Section 5.1.

User

Now the correct group is present in the account the user can be invited. Go to Users in the menu and follow Section 6.3 to invite a user to the account. Important! When it is the first user of an account, create the user as Manager. Then this user has the rights to further independently arrange the account.



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