

rzero

Dashboard Manual



Welcome to the R-Zero Dashboard Manual!

We will walk through a couple steps for setting up your account. The manual details out each part of the process and the overall features are quick to learn.

Section 1 Signing up for an Account

Section 2 Setting up Locations for Your Organization

Section 3 Adding Users to Your Organization

Section 4 Adding Devices to Your Dashboard

Section 5 Recent Activities Dashboard

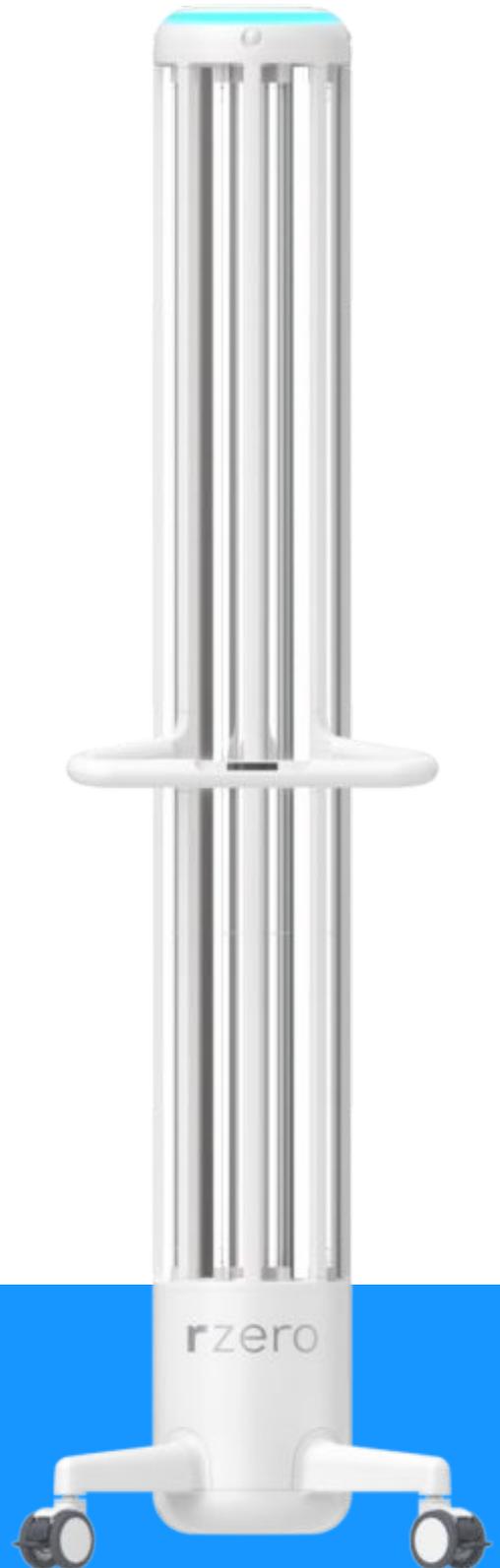
Appendix

FAQs

Updates to your Device(s)

Location Setup Samples

Device Interface



Please use the below link to access the dashboard after creating your account: [Link to R-Zero Dashboard](#)

If you have any questions, please reach out to us at support@rzerosystems.com



Signing up for an Account

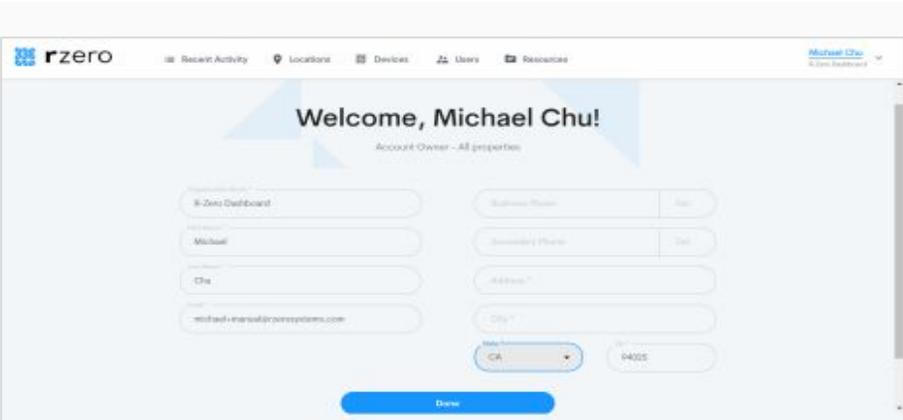
The R-Zero Customer Success team will create an account for your organization and pre-populate your Arcs into the dashboard. Once completed, you will receive an email invitation to create your own profile.

1 The Account Owner will receive an email inviting them to set up an account. The subject line will read **“Create Your R-Zero Account”**

2 Clicking on the **“Create Account”** link will open the following page. Enter the [temporary password](#) from the email, and create a [new password](#) following the listed guidelines.



3 The R-Zero Customer Success team will then send an email confirming that account ownership has successfully been transitioned. Once the user receives this email, they can access the [account settings page](#) to view and update their organization’s information.



Setting up Locations for Your Organization

Setting up locations helps you understand where your Arc has been run. You can start simple with just a few high-level locations, or add a lot of very specific placements. The amount of detail you want to see is entirely up to you, and you can always come back to edit or add to your locations setup. The below example walks through a setup with more detail. For a quick start option, check out the Locations Setup Section in the appendix.

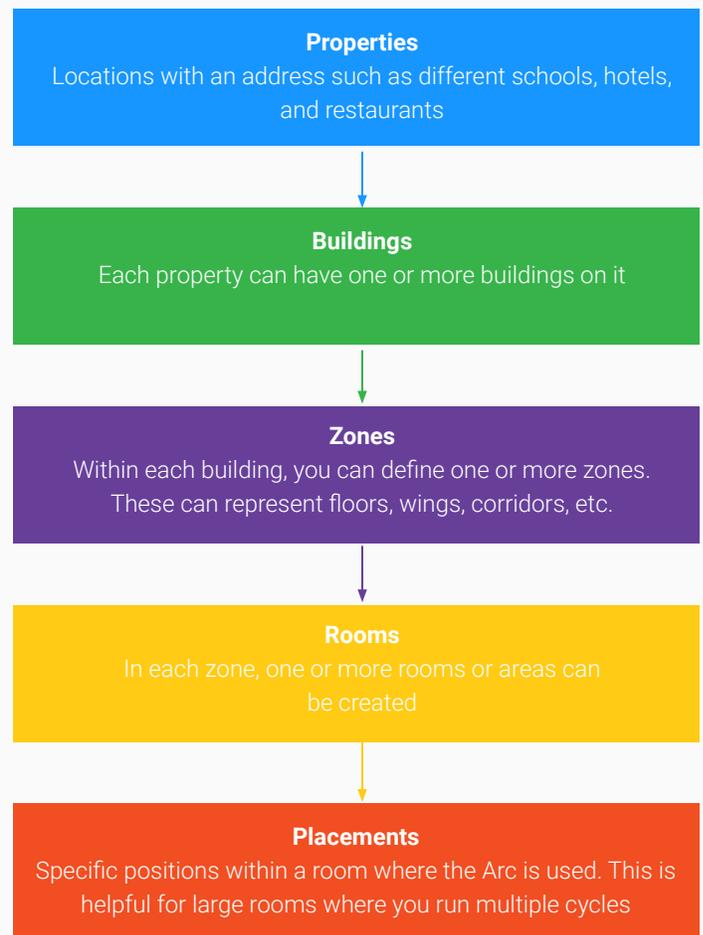
1 After the Account Owner creates an account, we recommend setting up some locations as a next step.

*Locations setup can be done by either the Account Owner or by an Admin User. To add an Admin User, please refer to the **"Adding Users to Your Organization"** section below*

2 Using the Dashboard, Account Owners and Admin Users will be able to create locations where the Arc should be run. Once you have added these locations to the dashboard, they will automatically become available for selection on your Arc device. You can edit, delete, or add locations at any time.

3 We have created a location hierarchy that will allow you to create different **Properties**, and then **Buildings**, **Zones**, **Rooms**, and **Placements** within. You can add more than one **Placement** within each **Room** in case the Arc will be run in multiple spots within the same **Room**.

4 Please note - you can use as much or as little of the hierarchy as you'd like, depending on how much detail is useful for your organization. For example, if you just want to track the number of cycles run in specific Buildings, you only need to add Properties and Buildings. If you want more detail and are interested in getting data for specific Rooms, you can add all the layers down to the Room level (Properties, Buildings, Zones, Rooms).

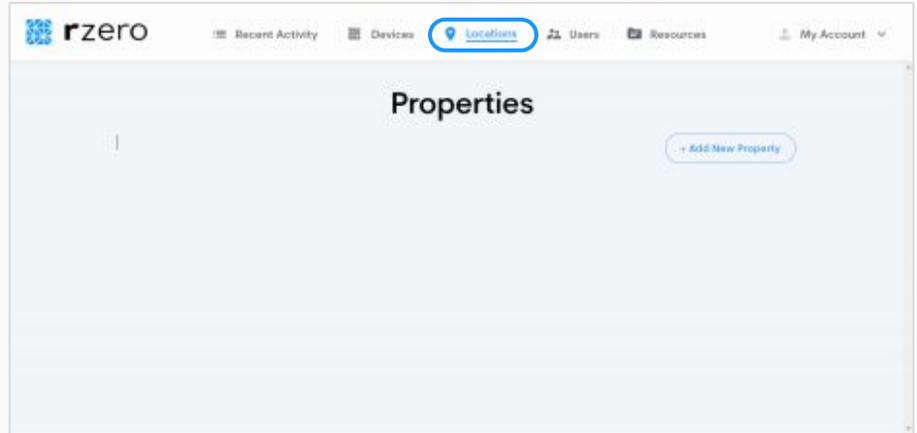


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Creating a detailed hierarchy can be done at any time. However, we recommend at least adding all the **Properties** associated with your organization before adding Operator Users or Devices. This is because Operator Users and Devices can be assigned to specific **Properties**.

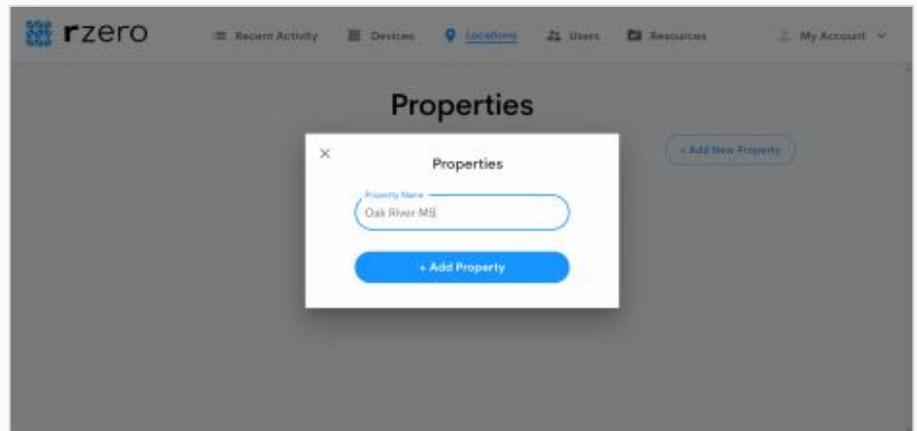
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To start setting up locations, click on the “Locations” tab in the Dashboard. The page will be blank until an Account Owner or Admin User begins adding **Properties**



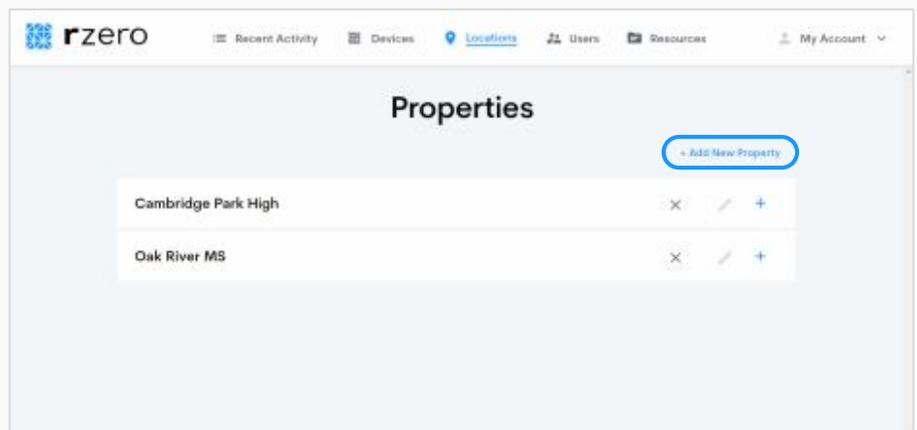
7

Properties represent the first layer of the hierarchy. These generally represent locations with a specific address. For example, a property could be a single school within a multi-school district, or a specific restaurant that's part of a larger restaurant group. To illustrate, we will use an imaginary school district with two schools: **Oak River MS** and **Cambridge Park High**. To add these to the **Properties** list, simply click “+ Add New Property” and type in the names.



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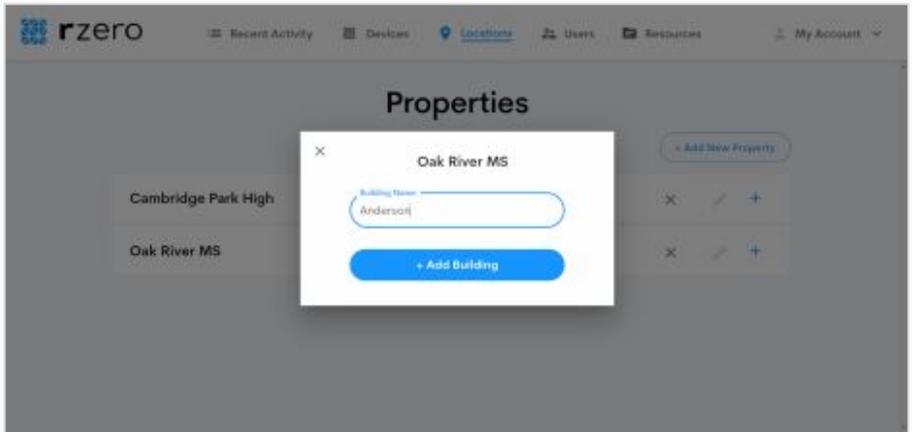
After clicking “+ Add Property” in the pop-up, the school names will appear on the properties page



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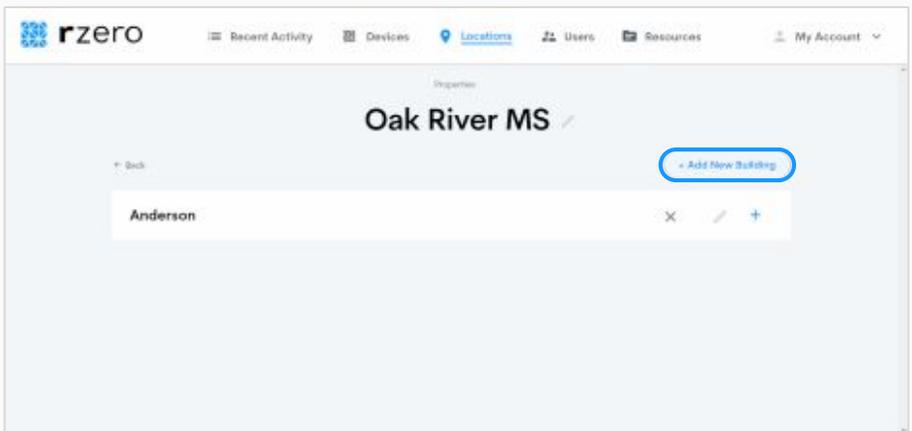
Now that **Properties** have been added, you can add Buildings within those **Properties**. For simplicity, we'll focus just on Oak River MS. Oak River MS has (2) **Buildings**: the Anderson Building and the Gym. To add a **Building** to a **Property**, click the blue "+" next to the same of the **Property**.

*Note: Once **Properties** have been created, it is easy to add Devices and Operator Users. You can choose to finish setting up the locations hierarchy or add Devices and Users first. Any locations you have set up will be saved automatically*



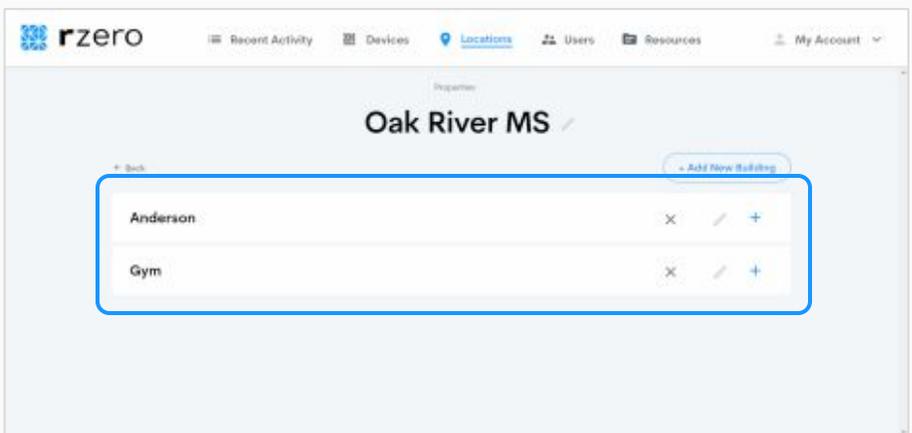
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Once a **Building** has been added, it will appear within the associated **Property** as shown below. To add more **Buildings**, click "+ Add New Building".



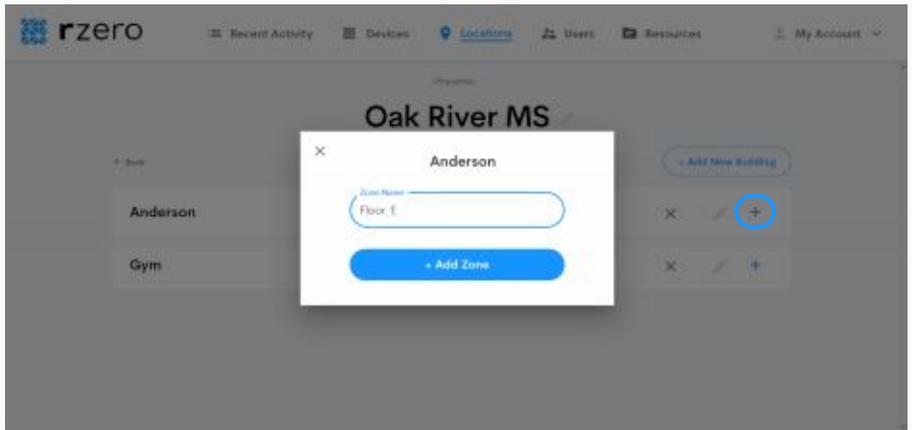
11

As shown in the image below, both **Buildings** at Oak River MS have been successfully added.



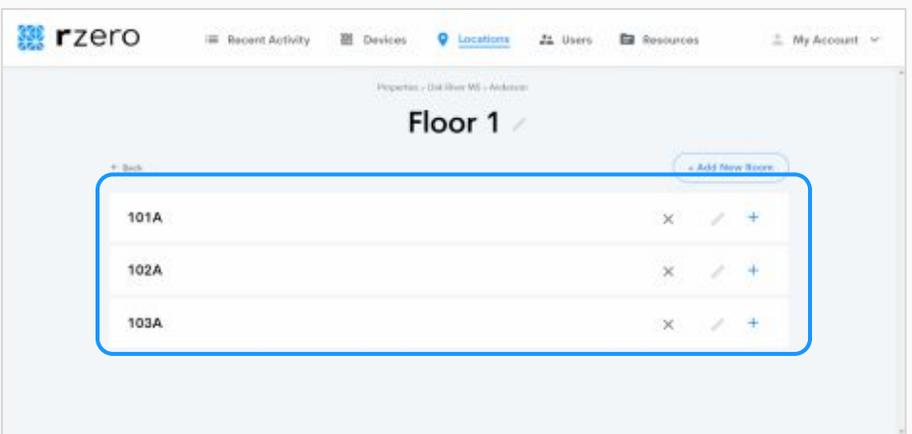
12

Now that the **Buildings** have been added, you can add **Zones** within that **Building**. **Zones** are defined as areas within buildings. They can represent floors, wings, corridors, etc. As an example, the Anderson Building has (2) **Zones**: Floor 1, and Floor 2. Similar to adding **Buildings** to **Properties**, click on the blue “+” to add the first **Zone** to an existing **Building**.



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After adding **Zones**, you can add **Rooms** within those **Zones**. To illustrate, we can add **Rooms** 101A, 102A, and 103A to Floor 1 of the Anderson Building. In the following image, we see the 3 rooms listed within Floor 1.



14

After adding the **Rooms**, you can add **Placements** within those **Rooms**. **Placements** are specific positions within a **Room** where the Arc is used. This is helpful for large spaces where you run multiple cycles. If Arc is only used once in the middle of Room 101A, we can just add (1) **Placement** called “Center”.



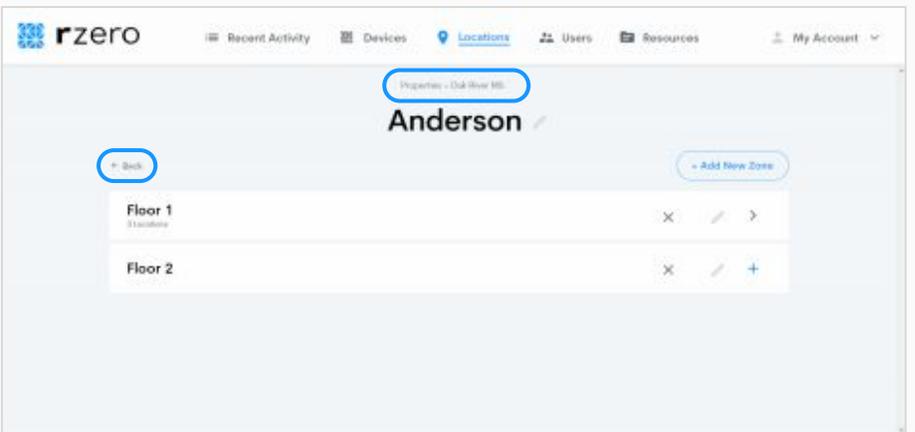
15

To delete a location, click on the gray "X" next to the location name. To edit a location, click on the gray pencil icon next to the location name.



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To go one level up in the location hierarchy, click the gray "<-- Back" button above "Floor 1". To jump to another layer of the location hierarchy, click on the desired location in the gray text above "Anderson".



Adding Users to Your Organization

Add team members to help setup locations, manage devices, and monitor Arc usage. It just takes a few clicks to get all the extra help you want

1

In addition to the Account Owner, there are two other types of users: Admin Users and Operator Users .

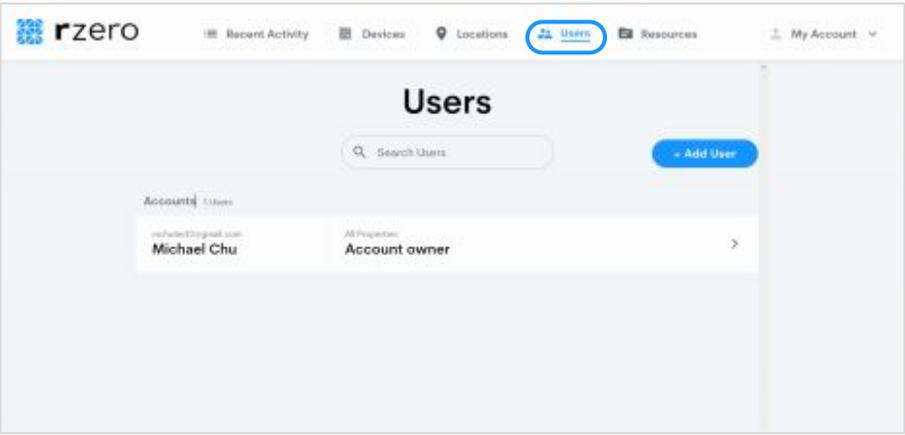
Admin Users have full view and edit access. They can add Operator users, edit locations, and manage devices from the dashboard.

Note: Admin Users can only add Operator Users. Account Owners can add both Admin Users and Operator Users.

Operator Users can view but not make changes in the dashboard. They can also be assigned to specific properties.

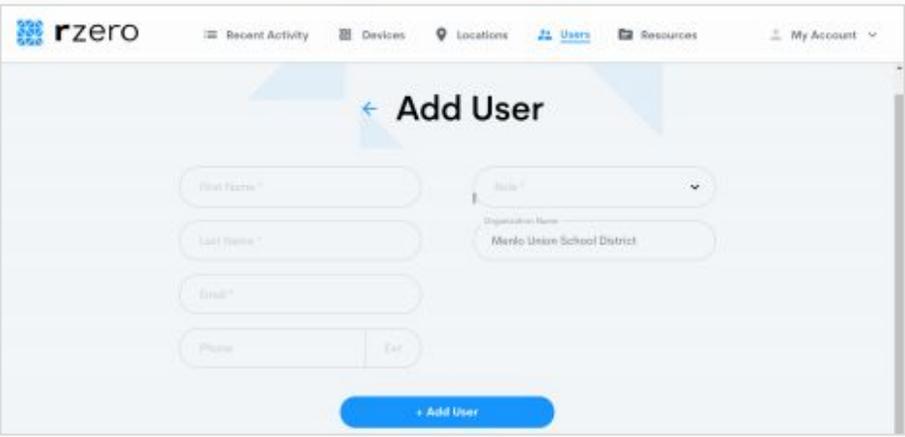
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To add a new user, first click on the “Users” tab. This tab will show the list of all existing users.

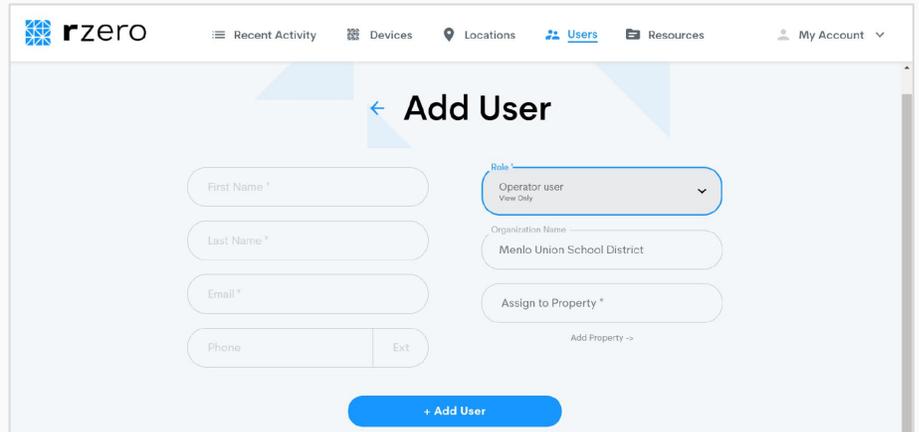


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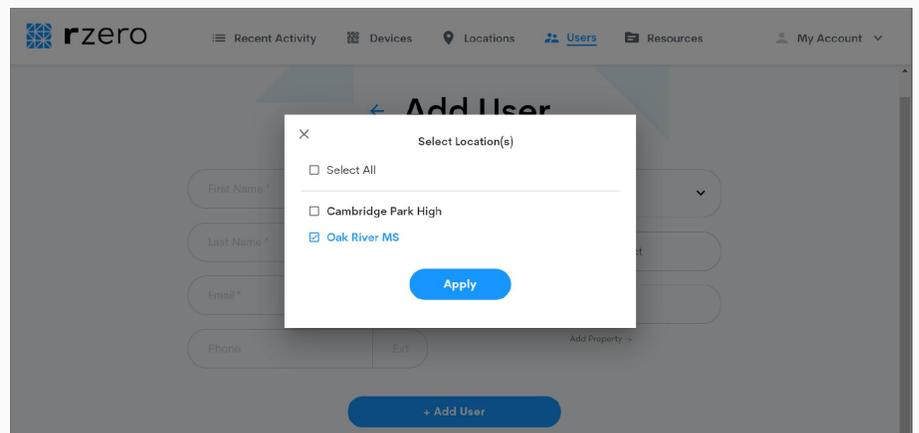
Click the blue “+ Add User” button to add a new user.



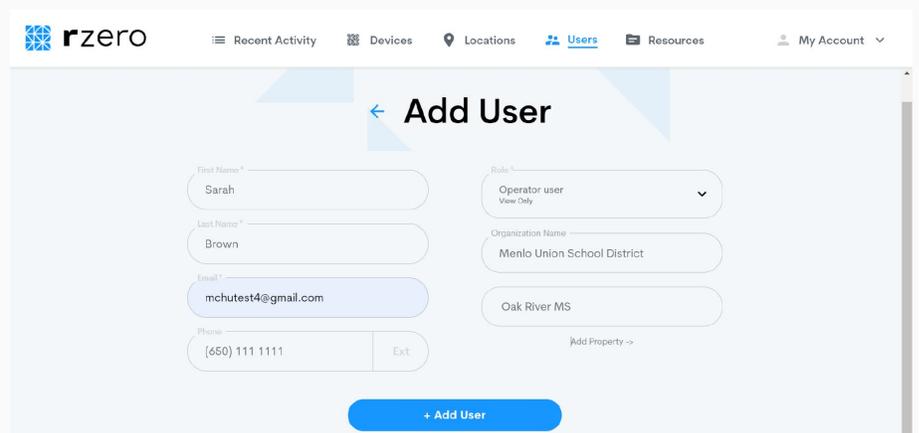
- 4 If you are adding an Operator User, you will be asked to assign them to at least (1) Property
Note: Account Owners can change users from Operators to Admins or from Admins to Operators



- 5 Click on [Assign to Property](#) to choose from the existing properties and then click "Apply".
Note: If you choose "Select All" this Operator will have automatically have access to all new properties that are created as well. The property assignments can be changed by an Account Owner or Admin anytime.

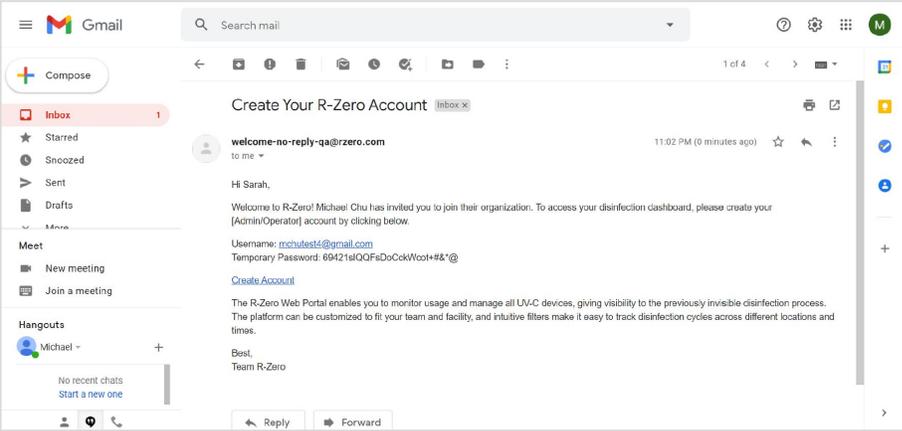


- 6 Once the user information has been filled out, click "+ Add User" at the bottom of the page



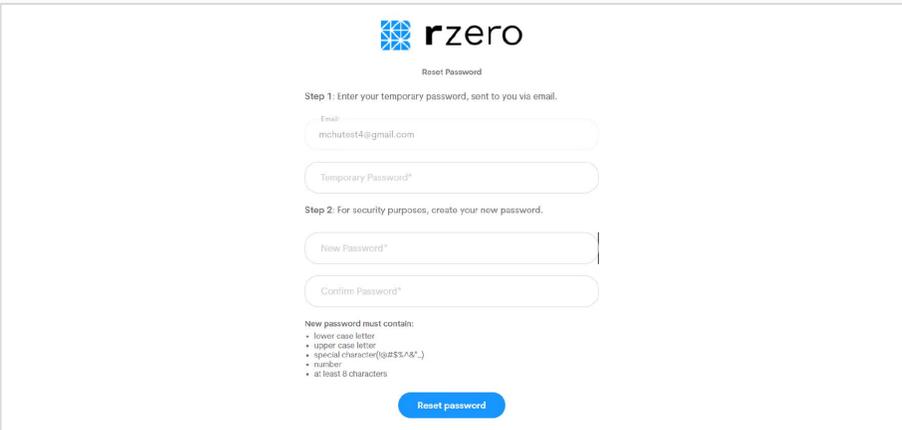
7

The new user will receive an email to create their R-Zero Account. The person who added the new user will receive a confirmation email that their invitation was sent.



8

The new user should click on the "Create Account" link to set up a new password. Once completed, they will have access to the dashboard. The person who added them will receive an email confirming that the new user has signed up for the dashboard.



Adding Devices to Your Dashboard

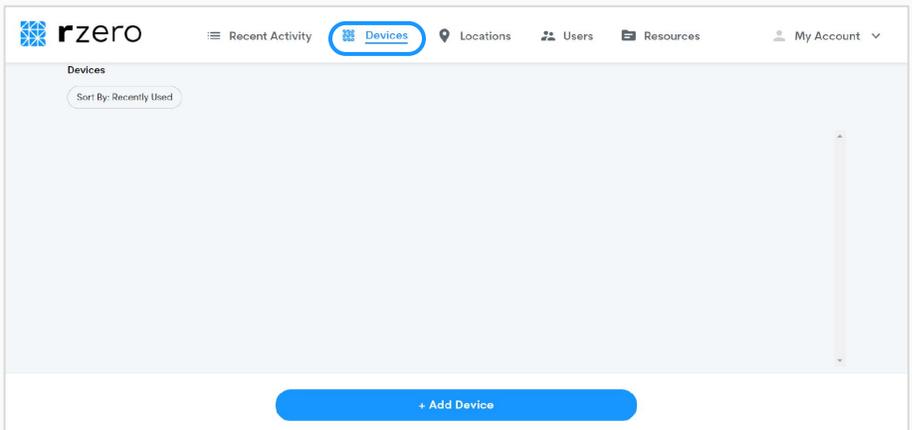
Your devices will be pre-populated in your dashboard by the R-Zero Customer Success Team. If you decide to add more Arcs to your organization, you can use the following steps to link the new devices to your account.

Adding devices to your dashboard links them to your account. This tells them where to send the data they generate. For this step, you will need to copy down the Serial Number on the back of your device (see step 4).

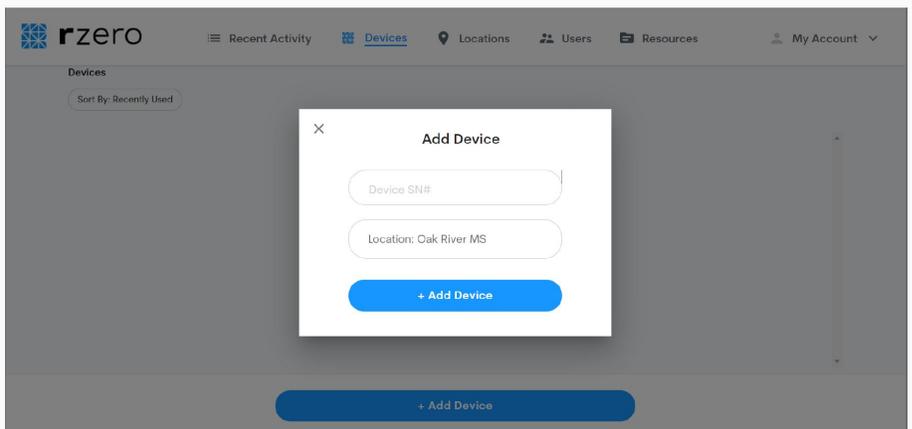
Please Note: Each Arc can currently store 40 locations. Each Property, Building, Zone, Room, and Placement counts as a location. If you assign more than 40 locations to a specific Arc, some locations will not be included on the device.

- 1 Adding Arcs to your account will enable it to send usage data to your dashboard 2

- 2 Click on the [Devices tab](#). The page will be blank until devices are added.



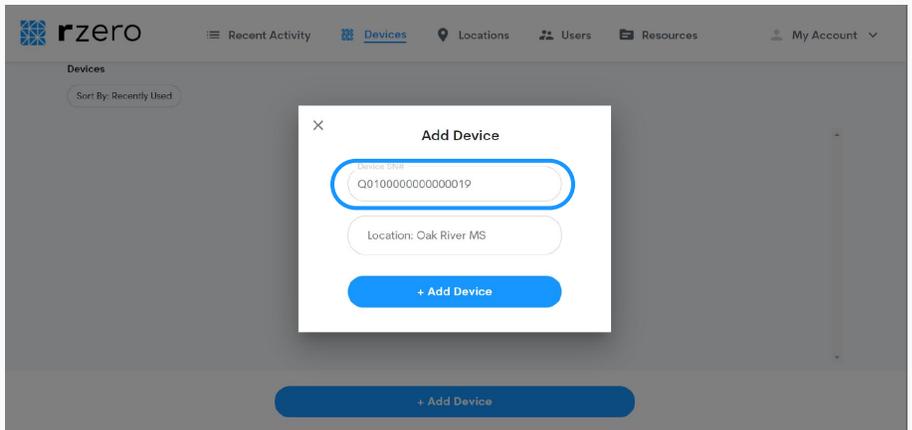
- 3 To add an Arc, click "+ Add Device" at the bottom of the page. You will be asked to input a Serial Number and Assign it to a location



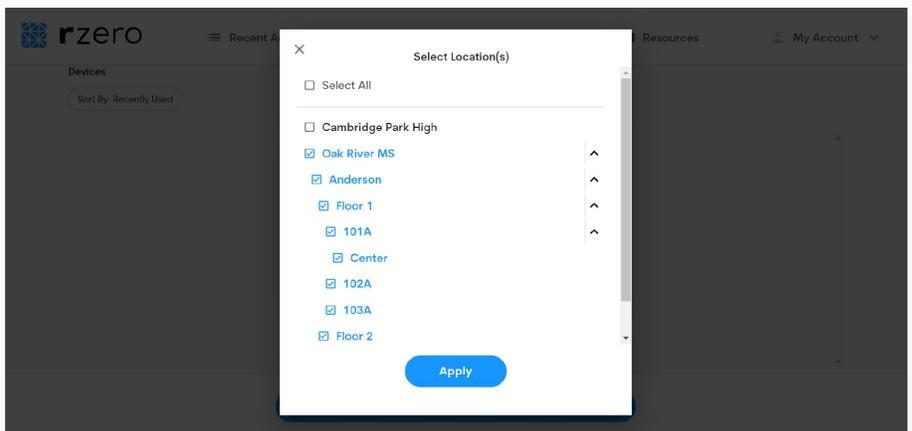
4 The Serial Number for your Arc(s) is located at the bottom of the data plate on the device near the power plug:



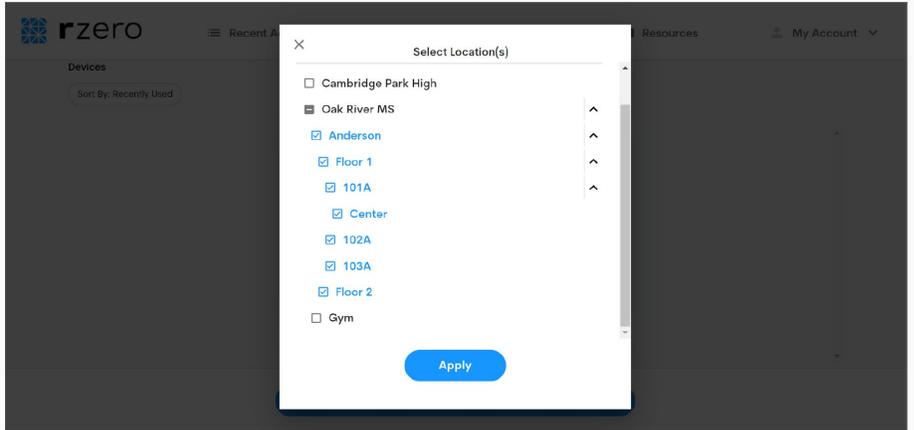
5 Enter the Serial Number into the first field



6 Click on the 2nd field to assign the Arc to a specific location. Only the assigned location(s) will appear on the device for selection. We recommend assigning each Arc to only (1) property. If there is a large property with multiple Arcs, we recommend assigning each Arc to a specific building or zone. In the example below, the Arc is assigned to the entire Oak River MS. After making your selection, click "Apply" and then click "Save Changes"



7 If there are multiple Arcs on campus, you may want to assign it to a specific building. In the example below, the Arc is just assigned to the Anderson building. After making your selection, click “Apply” and then click “Save Changes”

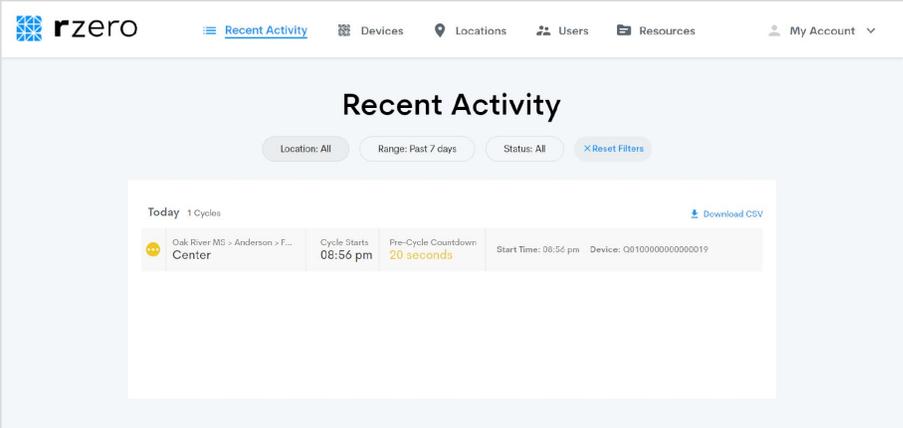


Recent Activities Dashboard

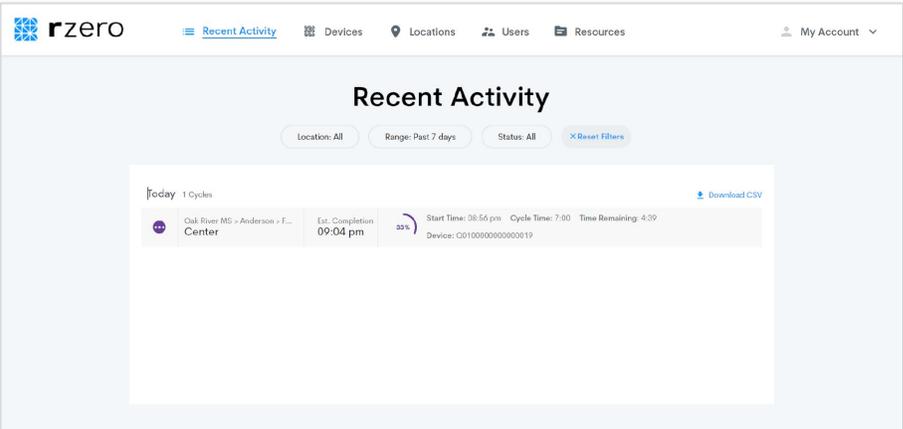
The Recent Activities Dashboard is where your Arc comes to life! You will be able to watch cycles run as they happen and sort all the activity by location, date, and status.

1 As you use the Arc, every disinfection cycle will appear on the dashboard. The data automatically uploads from the Arc to the dashboard as long as there is cellular connectivity.

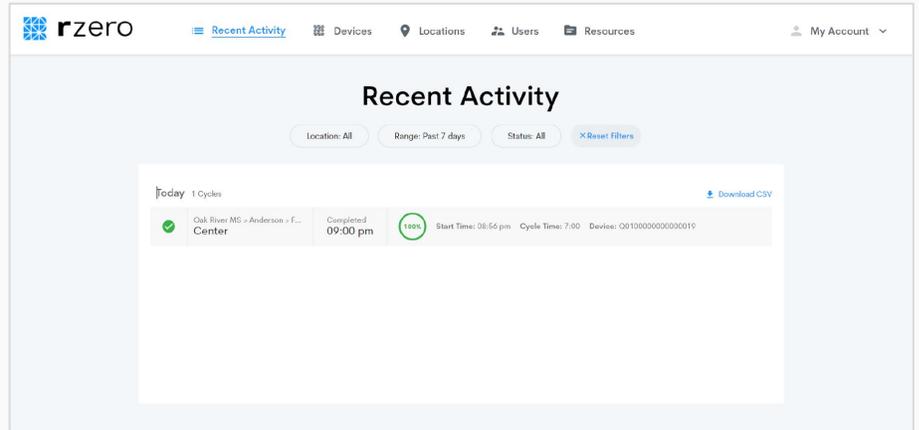
2 When a cycle is initiated, you will see the 30 second pre-cycle countdown appear on the dashboard



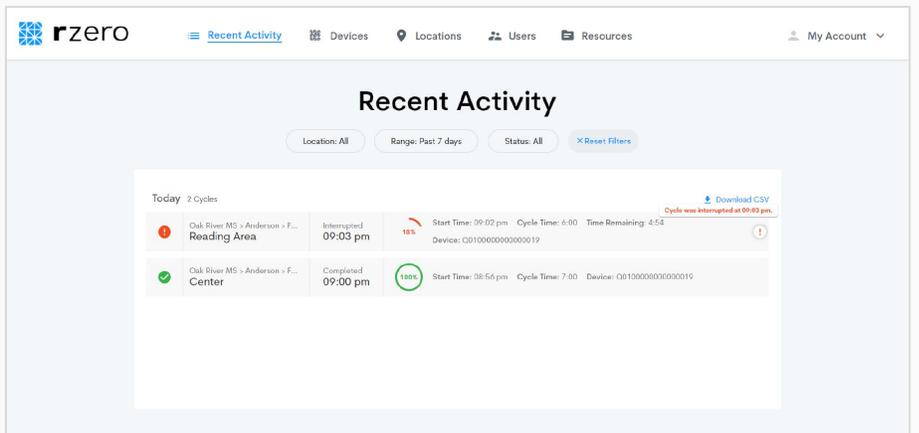
3 Once the countdown is completed, the cycle will begin. Note that the status icon has changed to purple and the progress bar shows how much of the cycle has been completed



4 Once the cycle is finished, the status icon will turn green and say "Completed"



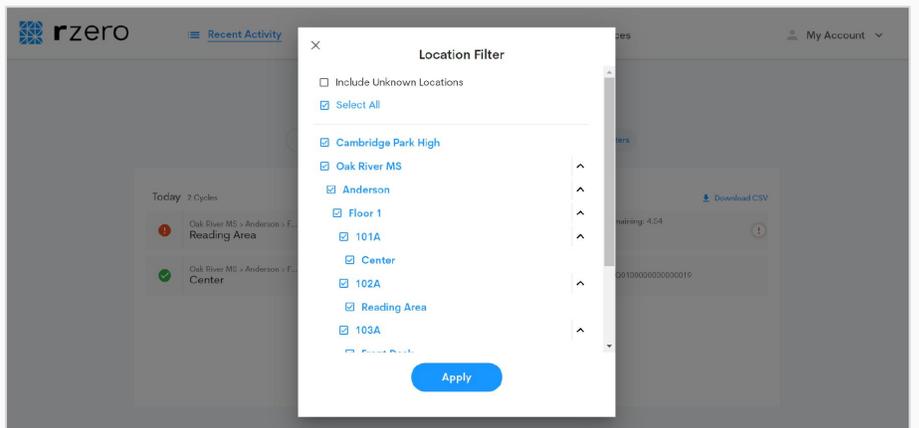
5 If the motion sensors detect that someone has entered the room, the Arc will automatically shut off. The dashboard will show that there has been an interruption. Note that the status icon has turned red. There is a notification on the right hand side that includes the time of interruption.



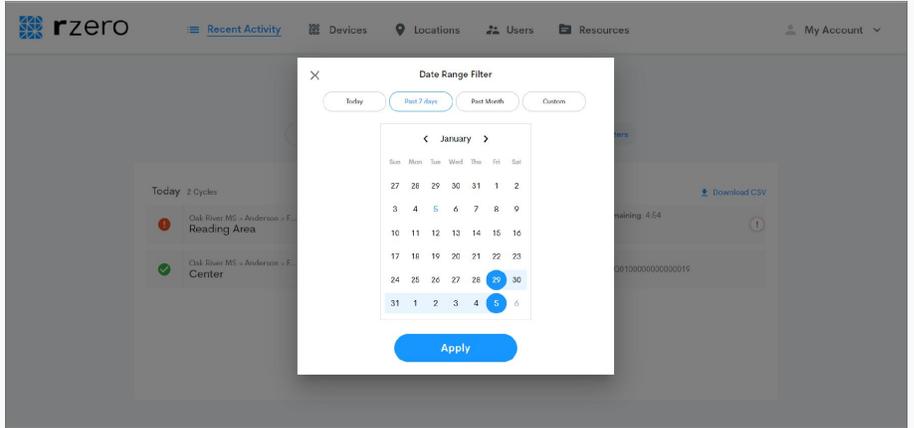
6 Quick filters make it easy to sort activity by location, date range, and cycle status

7 The [Location Filter](#) allows you to view data from specific properties down to specific placements.

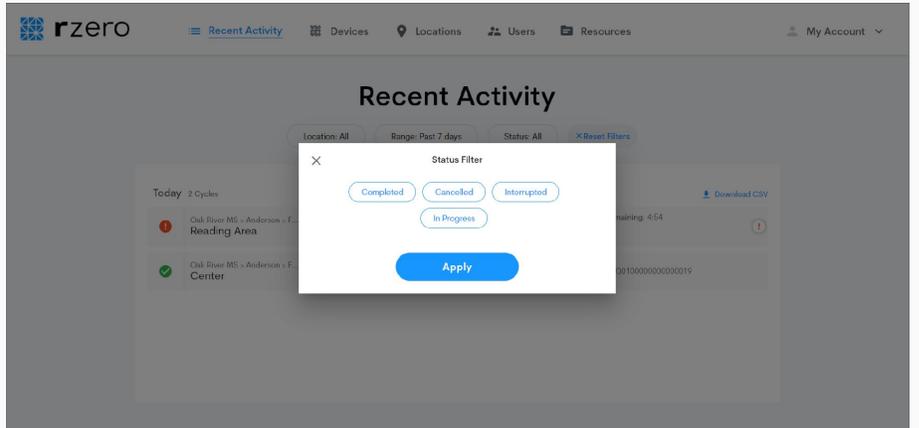
Note: The "Include Unknown Locations" option will include data from cycles that were not assigned to a location. This can happen if no locations have been set up in the dashboard or if there was weak LTE connectivity



8 The **Date Filter** offers options to sort by "Today", "Past 7 Days", "Past Month", or by a "Custom" range



9 The **Status Filter** offers options to sort by "Completed", "Cancelled", "Interrupted", and "In Progress" cycles.

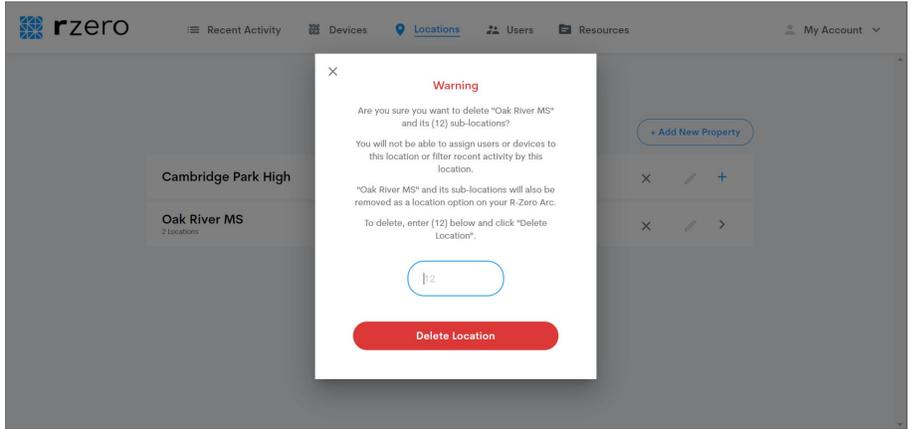


Appendix - FAQ

1

Can I delete a location with sub-locations already added?

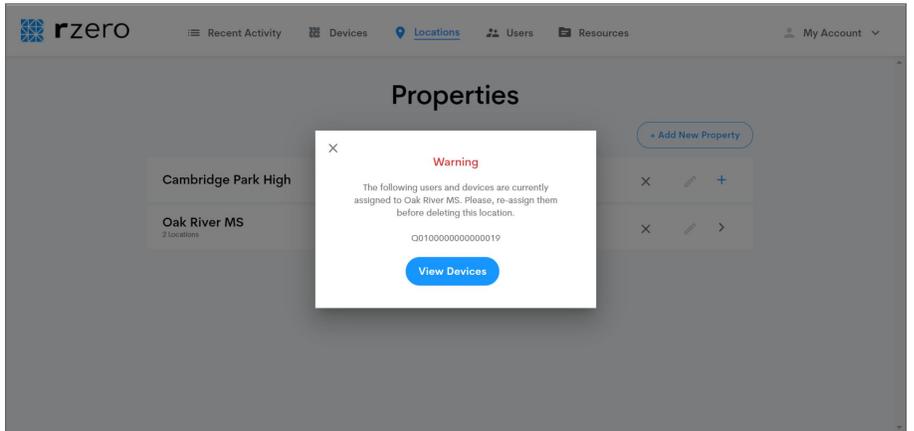
Yes! When deleting a location with sub-locations, the user will be prompted to enter in the number of sub-locations show in order to confirm the deletion



2

Can I delete a location that a User or Device is assigned to?

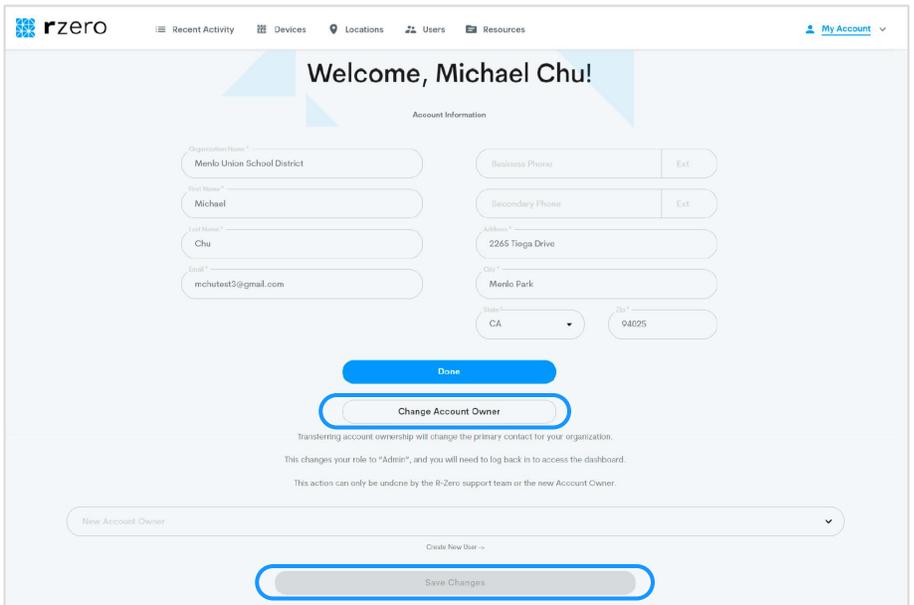
If a user or device is only assigned to one property, it will not be possible to delete that property until the user/device is either (1) reassigned to another property, or (2) the user/device is assigned to multiple properties.



3

How do I change Account Owner?

The current Account Owner is able to transfer account ownership to an existing Admin user. To do this, the Account Owner goes to their account setting and clicks "Change Account Owner". The Account Owner will then be able to choose from a list of existing Admin users. Once selected, click "Save Changes". The former Account Owner now has Admin level access and the Admin who was chosen is now the Account Owner. *If the original Account Owner has already left your organization, please reach out to us at cs@rzerosystems.com*



- 4 **What happens if I only add properties and no other locations?**
Once you have properties, you can add devices and Operator users to the dashboard. However, if you don't add Buildings, Rooms, Zones, and Placements, you won't be able to select a cycle location on the Arc. The Arc will still run perfectly, but no location data will be available. On the Arc itself, there will be a "Location Data Unavailable" Message. You can simply click through it with the Play/Pause button to select a cycle time. On the Recent Activities Dashboard, the cycle will report "Unknown Location"

Appendix - Updates to your Devices

- 1 As we continue to improve the features and functionality of the Arc, you may receive periodic email notifications about updating your device.

This will typically involve turning on the device and keeping it plugged in for up to a couple hours. Please note that the device just needs to be turned on. It should not be running a cycle. You do not need to be present during the update. The device can even be left plugged in overnight.

The next time you restart the device, you will see an "Initializing" message on screen with a loading bar underneath. This may take a couple minutes. This will only appear the first time you restart the device after an upd



Appendix - Location Setup Examples

Here we will take a look at a couple ways to set up locations from just a small amount of detail to a large amount of detail. Keep in mind that you can always make updates to your location hierarchy to better suit your needs.

We will use an illustrative school district with 3 schools (Oak River MS, Cambridge Park High, and Blueridge Elementary).

1 Simplest Case

The simplest location setup for this school district would be to add each school as a distinct property without adding any buildings to those schools

Device UI: On the device, the operator would simply choose among the 3 properties and then set a cycle time.

Dashboard Presentation: On the dashboard, the user will be able to sort by Property name to see how many cycles were run at a specific school during a period of time. However, the user would not be able to tell in which specific buildings or rooms a cycle was run.

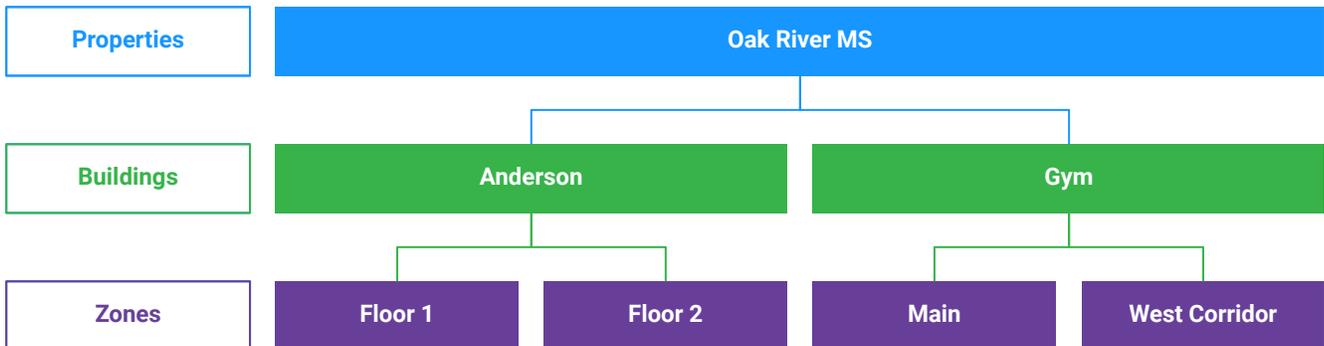


2 Medium Case

In this example, we'll zoom in on a specific school, Oak River MS. The Admins here want more detailed location information than just the number of cycles completed at Oak River MS. However, they don't need to know when each individual room was treated. They decide that knowing that "X" number of cycles was completed in specific parts of buildings is sufficient.

Device UI: On the device, the operator would choose among the 3 properties and then choose among the buildings at a specific school. After selecting the building, the Operator would select the Zone and set a cycle time.

Dashboard Presentation: On the dashboard, the user will be able to sort by Property Name, Building, or Zone. Unlike in the Simplest Case where you only know the number of cycles completed at a specific property, the users here can see the number of cycles run in a specific part of a building within a property.



**Please Note: In this example, if you did not need "Zone" level information for the Gym, you do not need to add any. You can simply stop after adding the Gym building.*



Appendix - Location Setup Examples

Here we will take a look at a couple ways to set up locations from just a small amount of detail to a large amount of detail. Keep in mind that you can always make updates to your location hierarchy to better suit your needs.

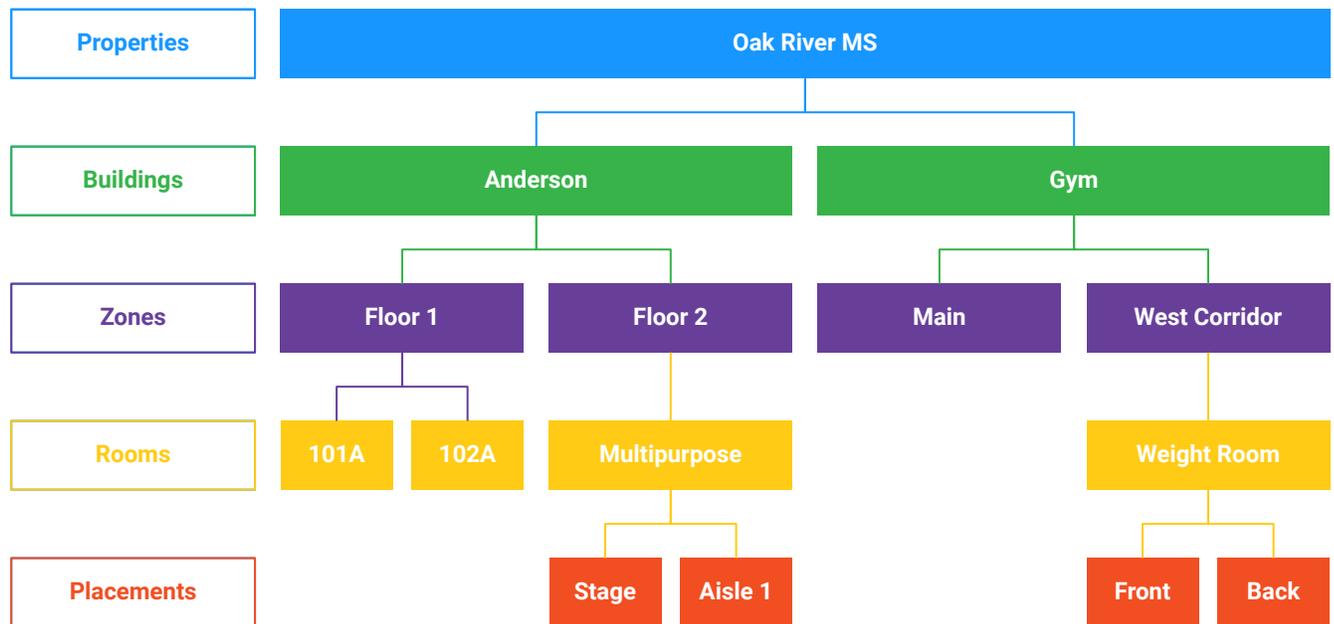
We will use an illustrative school district with 3 schools (Oak River MS, Cambridge Park High, and Blueridge Elementary).

3 Detailed Case

In this example, we'll zoom in on a specific school, Oak River MS. Assume that the Admins here want to know exactly in which rooms the Arc was run. For large rooms with multiple cycles, they want to know the specific placements.

Device UI: On the device, the operator would choose among the 3 properties and then choose among the buildings at a specific school. After selecting the building, the Operator would select the Zone, and the room within that Zone. If there are placements setup, the operator would choose a placement as well.

Dashboard Presentation: The user will have the most granular location data. While this takes longer to set up, some may find it useful to track every room where the Arc was used.



**Please Note: Placements are most useful when there are multiple cycles being run in the same room. However, they are not necessary. For example, if the placements "Stage" and "Aisle 1" were removed, the user can still run multiple cycles just using the Multipurpose room.*



Appendix - Device Interface

1

Once you have turned on the Arc, a Welcome Message will be displayed. If the Arc is in the process of updating, please do not turn off the device.

The display will then prompt you to select a Property by using the Up (3) and Down (4) buttons on the right side. You can confirm a selection by pushing the Start/Stop button (2). If no locations have been setup, you will see a message that says "Location Data Unavailable". Press Start/Stop (2) to skip this message.

Continue navigating through the location hierarchy until you have reached the location for the next disinfection cycle. Scroll Down (4) to the bottom to see options to navigate "Back" or "Home". "Back" will always take you one level up; choosing "Home", will take you back to the beginning of the location hierarchy.

Once you have identified the desired location, the default Cycle Time will be displayed. Please use the Up (3) or Down (4) buttons to select the desired cycle time for this location using the Up (3) or Down (4) buttons, and then press the Start button (2) to begin the disinfection cycle.

To access device information, hold down the Up (3) and Down (4) buttons at the same time while the screen is on.

