Nice

NiceWeb Portal

$C\epsilon$

Nice

ENGLISH

Complete instructions translated from Italian

CONTENTS

1 INTRODUCTION

NiceWeb Portal allows installing companies registered through the **MyNice Pro** app, and subsequently authorised, to:
– manage company information
– manage their installation technicians
– manage systems that have been built and the associated control units installed
– view the archive of interventions and their positions on a map.

In order to use the Nice Web Portal, it is first necessary to download and install the **"MyNice Pro"** [N] application on your smartphone.

Moreover, to ensure that the application works correctly on the device (telephone/tablet) where it is installed, the following elements are required:
– SIM card with traffic data installed;
– mobile traffic data enabled;
– geolocalisation always enabled;
– Wi-Fi enabled, without smart option.

The user can register as a "**guest user**" or "**company**". The guest user or private user does not have to enter the VAT number, if possessed, during the registration phase, as the registration is automatic and not subject to approval.
This type of user can programme control units through the MyNice Pro app **but cannot access the Nice Web Portal**.

The company user must instead enter his personal data and that of the company; if he possesses a VAT number, it must be entered during the registration phase. The registration will be subject to the approval of **Nice S.p.A.**
The first user to register will be assigned the profile of **Admin Installer**. The installer identified as an Administrator, as soon as he receives approval of the registration, can automatically approve the registrations of company colleagues.

FUNCTION	GUEST	COMPANY
Control unit programming	●	●
Control unit FW updating	-	●
Access to Web portal	-	● (*)
Collaborator management	-	● (*)
Radio key management	-	● (**)

(*)   Only for Administrator Installer

(**)   The Base Installer can only programme the keys on the devices but cannot vie/edit them.

2 COMPANY USER REGISTRATION

2.1 REGISTERING THE FIRST USER AND THE COMPANY

The first user of a company who registers with the **MyNice Pro** system will simultaneously record his own profile and that of the company. He will be assigned an **Admin Installer** profile and will also be the administrator of the company profile on the **NiceWeb** portal.

📖 **For further details, refer to the manual of the "MyNice Pro" app, which can be downloaded at this link.**

To register the first user and the own company, use the **"MyNice Pro"** application as follows:
– start the application and follow the guided registration procedure
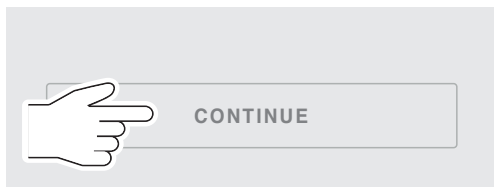– enter your e-mail

Nice automation installation and configuration tool
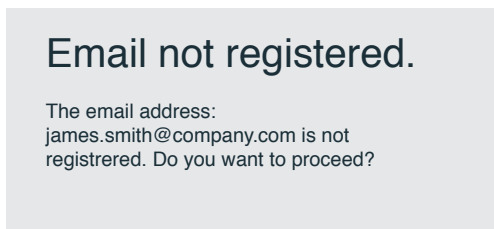
Enter your email address to log in.

E-mail
james.smith@company.com

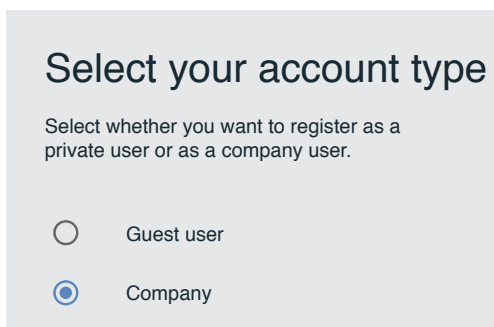– press **"CONTINUE"**.

– if the entered e-mail address has never been used, the following message will appear:

Email not registered.

The email address:
james.smith@company.com is not
registrered. Do you want to proceed?

– press **"CONTINUE"** again.
– at this point, it is necessary to select "**Company**" and then press **"CONTINUE"** again.

Select your account type

Select whether you want to register as a
private user or as a company user.

○   Guest user

◉   Company

2.1.1 Company with VAT number

In the case of a company with a VAT number, enter the following data:
  – **Country, State/Region, Province**
  – **VAT number**: indicate the company with VAT number
  – **Company**: select **"Company not registered"**
  – **Enter VAT number**: enter the company's VAT number
  – **Invoice account code**: if the company is already a **Nice S.p.A.** customer, the approval process can be simplified. Tick the corresponding box and enter the **"Invoice account code"** written on the invoice. If it is known, the delivery code, indicated on the transport document, can also be entered

Enter data

Enter the following information about your
company. Read the terms and conditions
of use and confirm the required
authorizations.

Country
United Kingdom ▾

State/Region
England ▾

Province
Birmingham ▾

VAT number
Company with VAT number ▾

Company
Company not registered ▾

☑ I am already a customer of Nice

Enter your Invoice account code
|

Enter your Delivery code

Enter VAT number

– press **"CONTINUE"**.
– enter the requested data:
  – **Company name**
  – **Name** and **last name** of the user (who will be assigned the administrator profile)
  – **Password**: it must be minimum 6 and maximum 30 characters long, and must contain at least one number and one capital letter

Enter data

Enter the following information about your
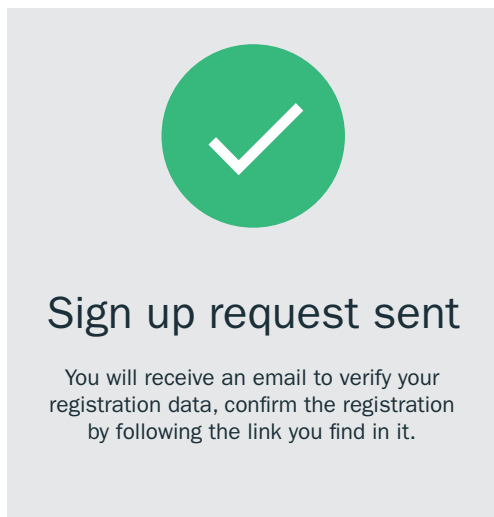company.

Company name
Company

Name
James

Last Name
Smith

E-mail
james.smith@company.com

Password
•••••• 👁

Confirm password
••••••| 👁

– read the terms and conditions of use and confirm the requested authorisations
– press **"Sign up Request"**.

Sign up request sent

You will receive an email to verify your registration data, confirm the registration by following the link you find in it.

2.1.2 Company without VAT number

In the case of a company without a VAT number, enter the following data:

- **Country, State/Region, Province**
- **VAT number**: specify that the company does not have a VAT number
- **Company**: select **"Company not registered"**
- **Invoice account code**: if the company is already a **Nice S.p.A.** customer, the approval process can be simplified. Tick the corresponding box and enter the **"Invoice account code"** written on the invoice. If it is known, the delivery code, indicated on the transport document, can also be entered

Enter data

Enter the following information about your company. Read the terms and conditions of use and confirm the required authorizations.

Country
United Kingdom

State/Region
England

Province
Birmingham

VAT number
I have no VAT number

Company
Company not registered

☑ I am already a customer of Nice

Enter your Invoice account code

Enter your Delivery code

– press **"CONTINUE"**.
– enter the requested data:
  - **Company name**
  - **Name** and **last name** of the user (who will be assigned the administrator profile)
  - **Password**: it must be minimum 6 and maximum 30 characters long, and must contain at least one number and one capital letter

Enter data

Enter the following information about your company.
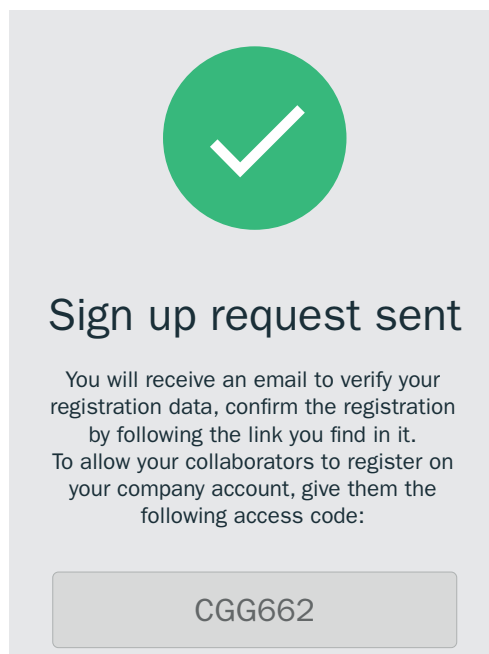
Company name
Company

Name
James

Last Name
Smith

E-mail
james.smith@company.com

Password
•••••••

Confirm password
•••••••

– read the terms and conditions of use and confirm the requested authorisations
– press **"Sign up Request"**.

Sign up request sent

You will receive an email to verify your registration data, confirm the registration by following the link you find in it.
To allow your collaborators to register on your company account, give them the following access code:

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The administrator is given an access code to be used during for registering subsequent users of a company without VAT number. This code will also appear under the settings on **"Employee access"** of the **MyNice Pro** app and in the **NiceWeb** portal under **"Profile - Company data"**.

2.1.3 Data verification and profile activation

The request will be submitted to **Nice S.p.A.** then the user will receive a verification e-mail with the data entered, which must be confirmed through the link present in the e-mail itself. If the data shown is incorrect, the user must repeat the registration process via the app.

Following the confirmation, the registration will be complete and will be processed for the activation.
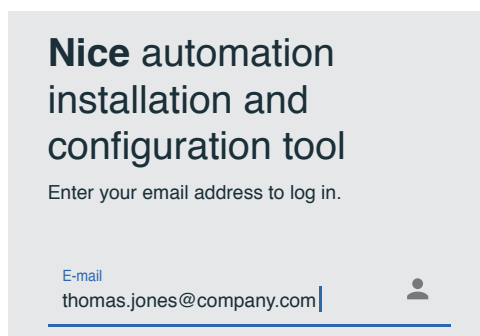
At the end of the process, the registered user will receive an e-mail confirming the activation. From this moment on, the registered user will be assigned the profile of **Admin Installer** of his company and will be able to access the **WebNice** Portal and the **MyNice Pro** app with the credentials entered during the registration process.
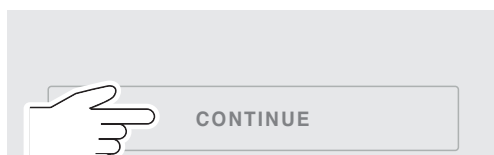
2.2 REGISTERING COLLABORATORS

After the company and **Admin Installer** have been registered, subsequent users that register with the same company will be assigned the profile of **Basic Installer**.

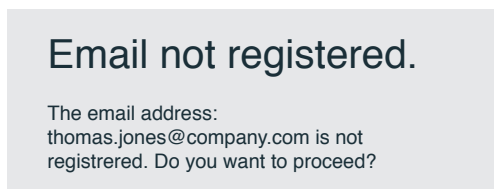Collaborators are always registered through the **"MyNice Pro"** application:
– start the application and follow the guided registration procedure
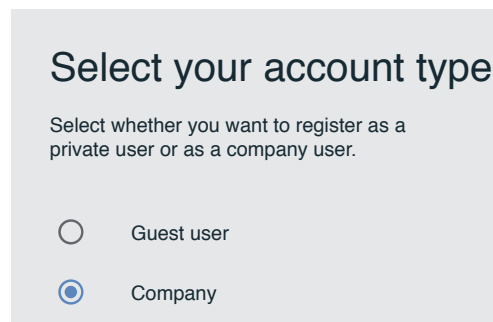– enter your e-mail

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Enter your email address to log in.

E-mail
thomas.jones@company.com

– press **"CONTINUE"**.

CONTINUE

– if the entered e-mail address has never been used, the following message will appear:

Email not registered.

The email address:
thomas.jones@company.com is not registrered. Do you want to proceed?

– press **"CONTINUE"** again.

– at this point, it is necessary to select "**Company**" and then press **"CONTINUE"** again.

Select your account type

Select whether you want to register as a private user or as a company user.

○ Guest user

◉ Company

2.2.1 Company with VAT number

In the case of a company with a VAT number, enter the following data:
– **Country, State/Region, Province**
– **VAT number**: indicate the company with VAT number
– **Company**: select **"Company already registered"**
– **Enter VAT number**: enter the company's VAT number

Enter data

Enter the following information about your company. Read the terms and conditions of use and confirm the required authorizations.
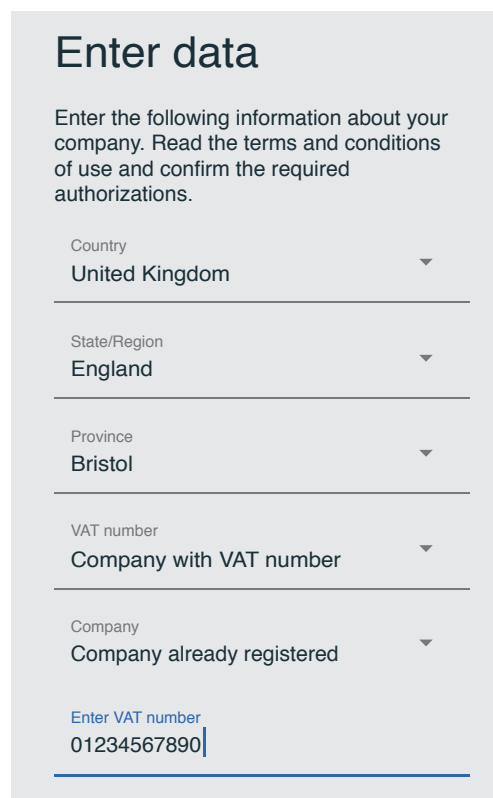
Country
United Kingdom

State/Region
England

Province
Bristol

VAT number
Company with VAT number

Company
Company already registered

Enter VAT number
01234567890

– press **"CONTINUE"**.

2.2.2 Company without VAT number

In the case of a company without a VAT number, enter the following data:

- **Country, State/Region, Province**
- **VAT number**: specify that the company does not have a VAT number
- **Company**: select **"Company already registered"**
- **Access code**: enter the access code provided by the owner of the company (Admin Installer profile)

Enter data

Enter the following information about your company. Read the terms and conditions of use and confirm the required authorizations.

Country
United Kingdom ▾

VAT number
I have no VAT number ▾

Company
Company already registered ▾

Enter the access code
|

Request the access code from the owner of the company: you can find it in the settings on "Collaborator access".

- press **"CONTINUE"**.

2.2.3 Data entry and profile activation

- Enter the requested data:
    - **Name** and **last name** of the user (who will be assigned the user profile)
    - **Password**: it must be minimum 6 and maximum 30 characters long, and must contain at least one number and one capital letter

Submit registration

This company is already registered. Fill the following fields to access with this company profile
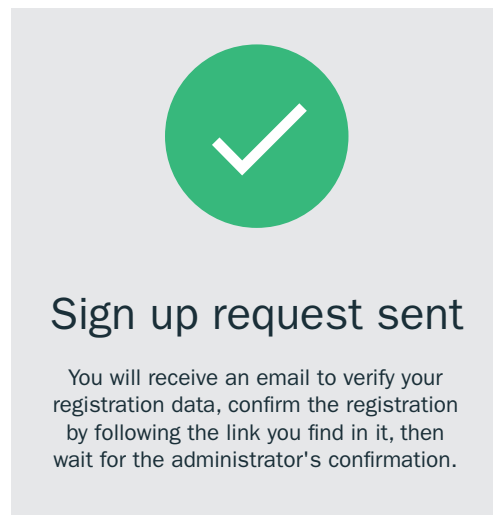
Name
Thomas

Last Name
Jones

E-mail
thomas.jones@company.com

Password
•••••••   👁️⃠

Confirm password
•••••••   👁️⃠

- read the terms and conditions of use and confirm the requested authorisations

– press **"Sign up Request"**.

✓

Sign up request sent

You will receive an email to verify your registration data, confirm the registration by following the link you find in it, then wait for the administrator's confirmation.

The request will be submitted to **Nice S.p.A.** The user will receive a verification e-mail for the personal data entered. In order to be enabled by Nice, the must first confirm the data through the link present in the e-mail sent automatically.

Once the applicant confirms the data, the **Admin Installer** will automatically receive an e-mail notifying him whether to accept or deny the request made by the user that has just registered.
To approve the request, follow the instructions contained in the e-mail and validate with the credentials provided by the administrator.

The registered user will receive an e-mail confirming the activation; from this moment onwards he will be assigned the **"Basic Installer"** profile.

3   ACCESS TO THE WEB PORTAL

Connect to the Web Portal using the following address:

"https://proview.niceappdomain.com/NiceWeb/login."

Use the credentials of the "**Admin Installer**" to access.

Nice

Enter your credentials to log in.

Enter E-Mail

Enter password

Log in

Forgotten your password? *Click here*

4.1   LAYOUT
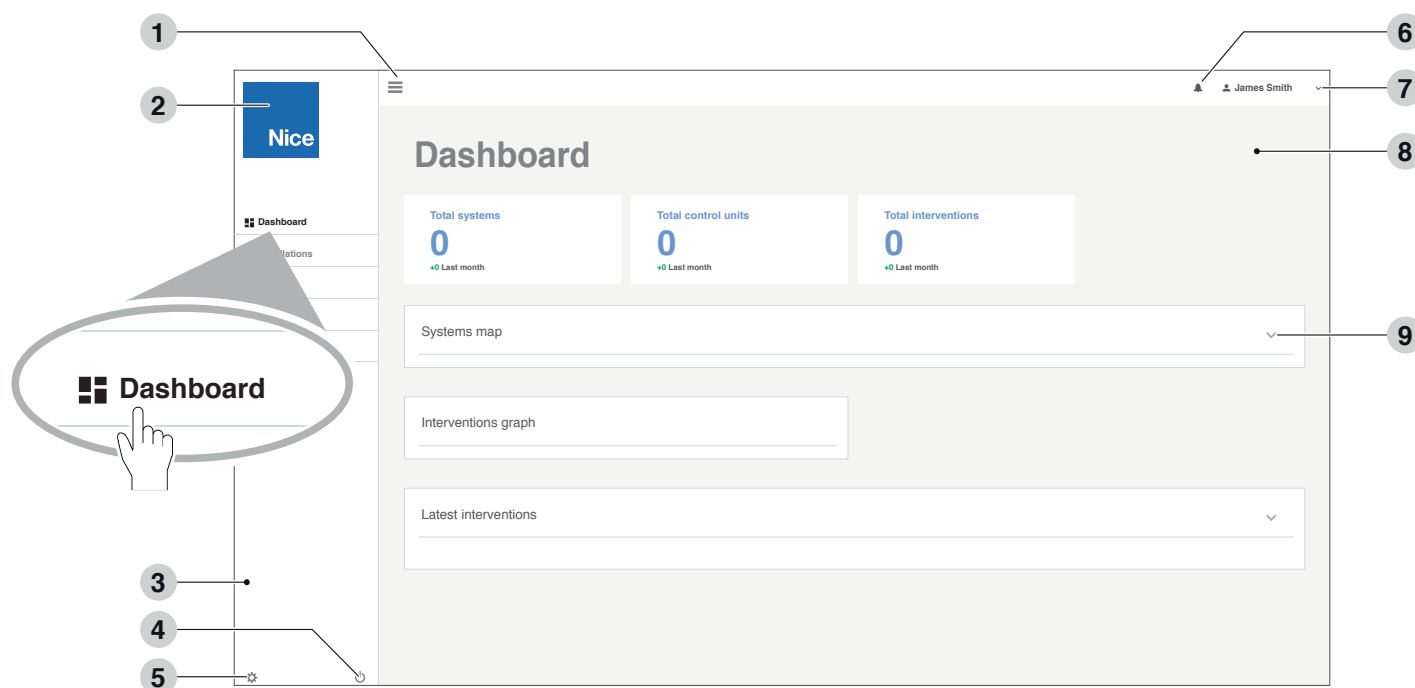
1.	Resize side menu button	**6.**	Access to list of notifications button
2.	Home Page button	**7.**	User settings
3.	Side menu	**8.**	Work area
4.	Logout button	**9.**	Open/close panel button
5.	User/Company profile settings button		

4.2   HOME PAGE / DASHBOARD

Once you've accessed the portal, the **"Dashboard"** page will be displayed. Use the "Open/Close Panel" buttons to view the desired information; the default panels are open.
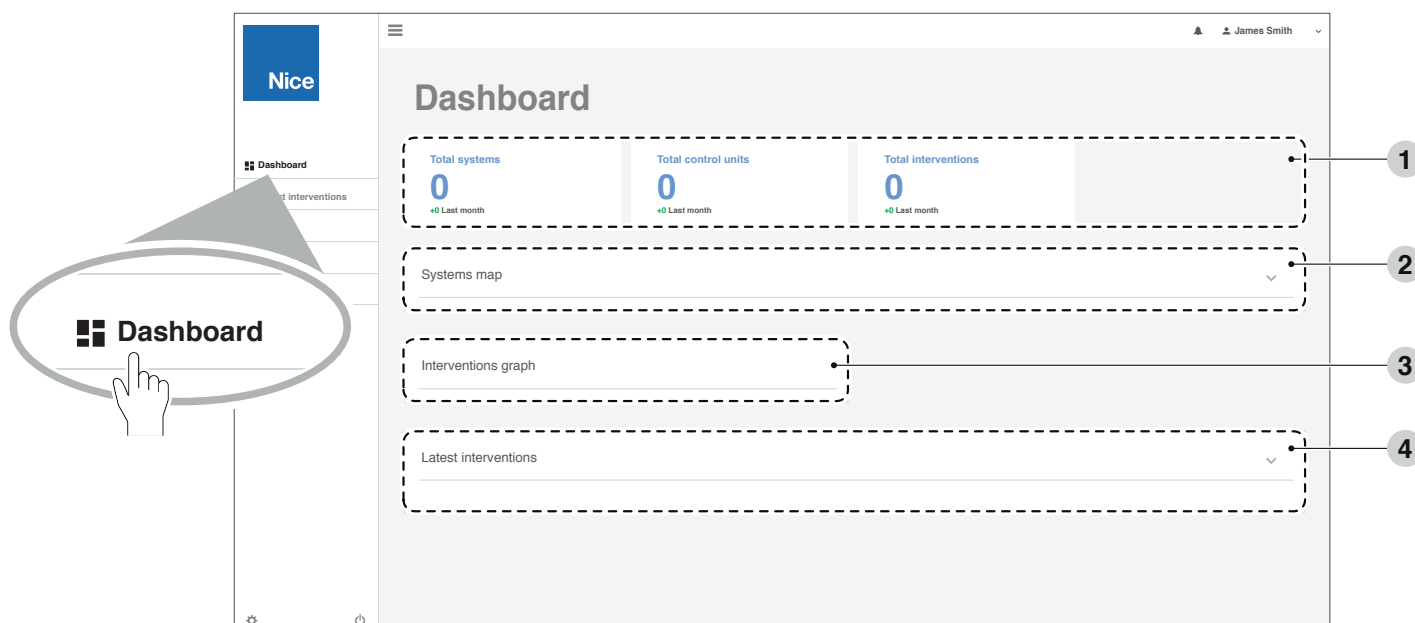
1.	Last month's history panel	**3.**	Interventions graph panel
2.	Map panel	**4.**	Latest interventions panel

4.2.1 Systems Map Panel

Use the filter to choose to view the systems, estimates or control units managed by the company on the map.
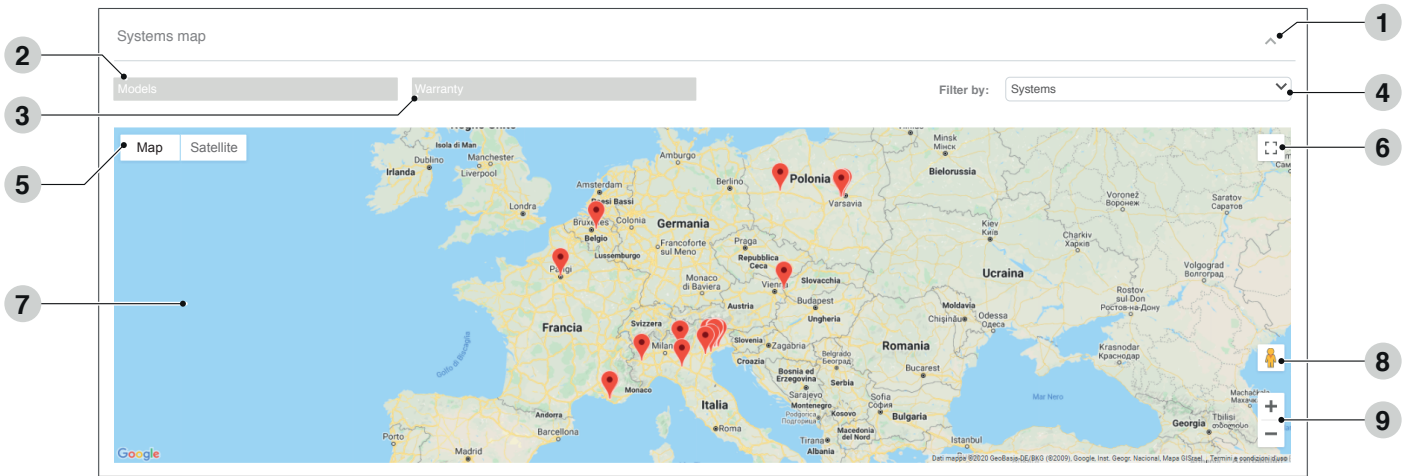
1.	Open/close panel button	**6.**	Full-screen map
2.	Product model drop-down menu	**7.**	Interactive map area
3.	Product warranty drop-down menu	**8.**	Street view mode
4.	Filter for systems, estimates or control units	**9.**	Zoom control buttons
5.	View type selection button		

For further information on using the map, consult the on-line guide for Google Maps.

4.2.2 System graph panel

The graph panels display the number of interventions during the last 12 months compared to the preceding 12 months.
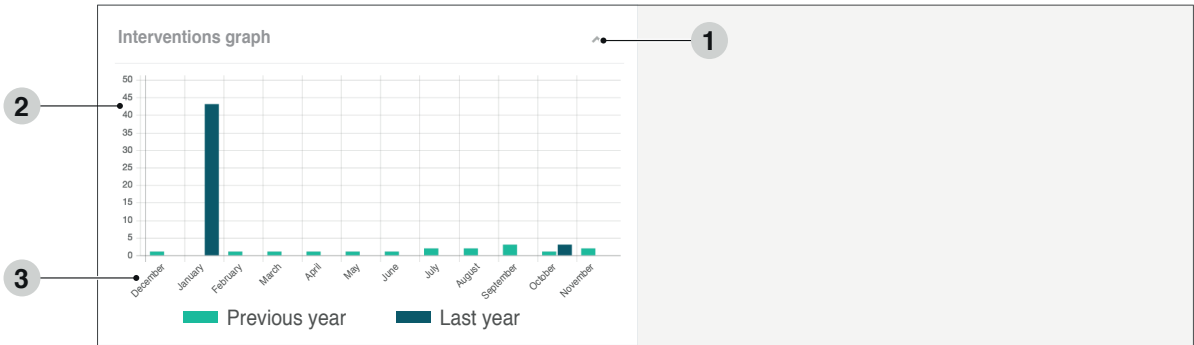
1.	Open/close panel button	**3.**	Months
2.	Number of interventions/estimates		

4.2.3 Latest interventions panel

The panel shows the latest interventions; click the **"System"** button to view details of the system and the log of interventions carried out on it.

Refer to chapter **"4.5 Interventions panel"** for the complete view and how to manage the selected intervention.

Latest interventions				
Date and time	Operator	System	Type of intervention	
15/01/2019 15:16	Thomas Jones	Bristol	Verification	System
13/01/2019 09:50	Edward Williams	London	Routine maintenance	System
05/01/2019 11:36	Charles Taylor	York	Verification	System

4.3 SYSTEMS PANEL

The "**Systems**" panel shows an overview of all the company systems.

Use the search function (1) to identify the desired system, or scroll through the lines on the page. Once you've located it, press the **"Details"** button to view and modify the information. You can also archive the system file by pressing **"Store system"**.

| | The "Stored systems" are longer visible through the app and are listed in the "Stored systems" section of the page. The system store function is designed to display only the systems on which the company is currently working, thus shortening the list visible via the app. To once again view the details of a system stored via app or Web interface, the system must be reactivated from the list of stored systems. |

4.4   USERS PANEL

The "**Users**" panel displays new user requests and the list of authorised users.

4.4.1 User requests

Use the search function (1) to identify the desired user, or scroll through the lines on the page. Once you've located them, press the **"Details"** button. To accept the request click **"Authorise"**, to refuse the request click **"Do not authorise"**.
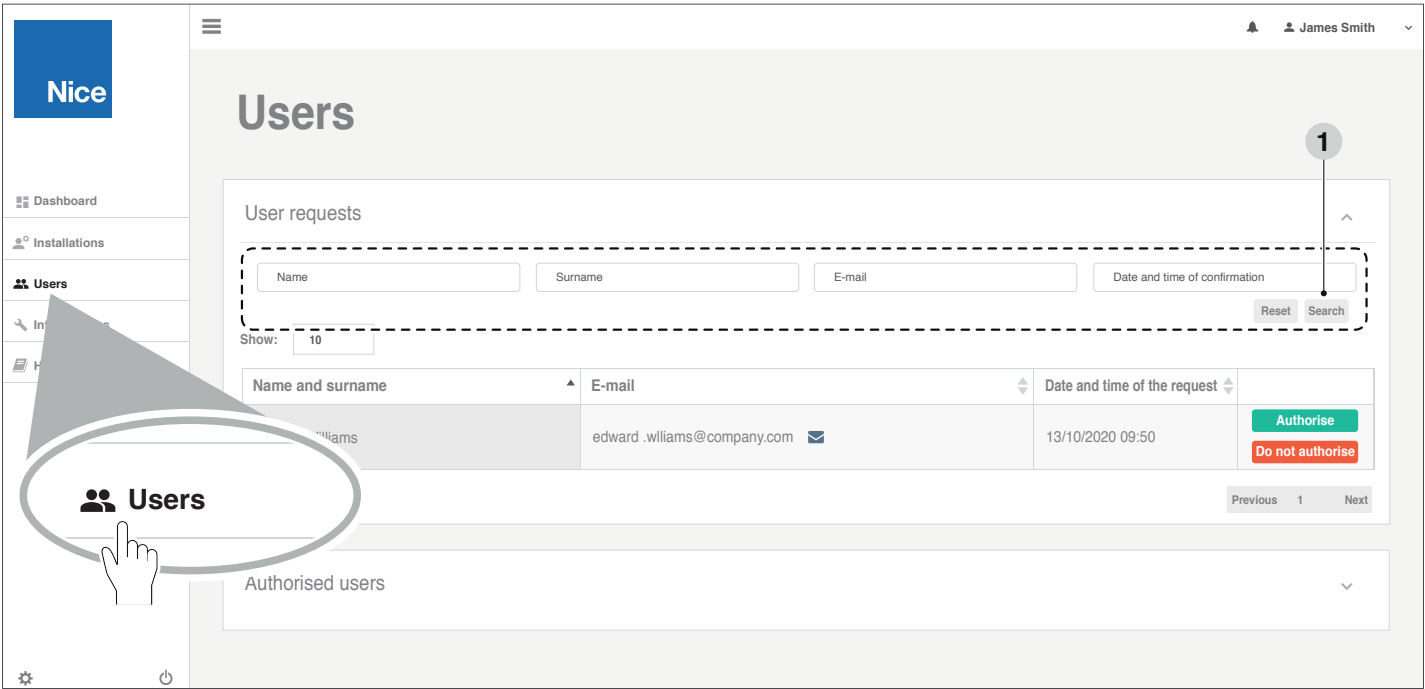
4.4.2 Authorised users

Use the search function (1) to identify the desired user, or scroll through the lines on the page. Once you've located them you can disable their access by pressing the **"Disable"** (2) button.

📖 **The user management panel can be used to enable collaborator users to the level of Admin Installer (like the first user).**
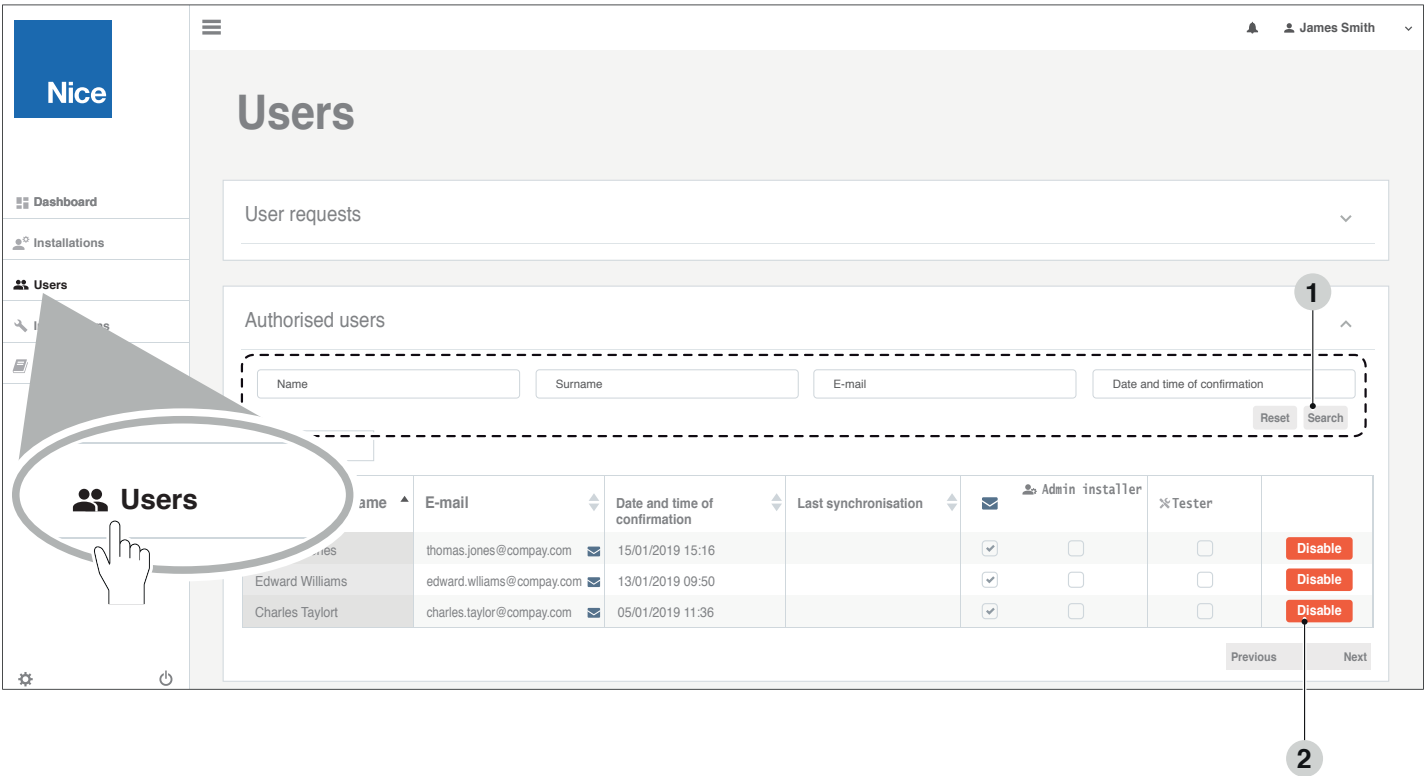
4.5 INTERVENTIONS PANEL

The interventions panel shows an overview of all interventions carried out by the company.

Use the search function (1) to identify the desired intervention, or scroll through the lines on the page. Once you've located it, press the **"System"** button to view and modify the information.
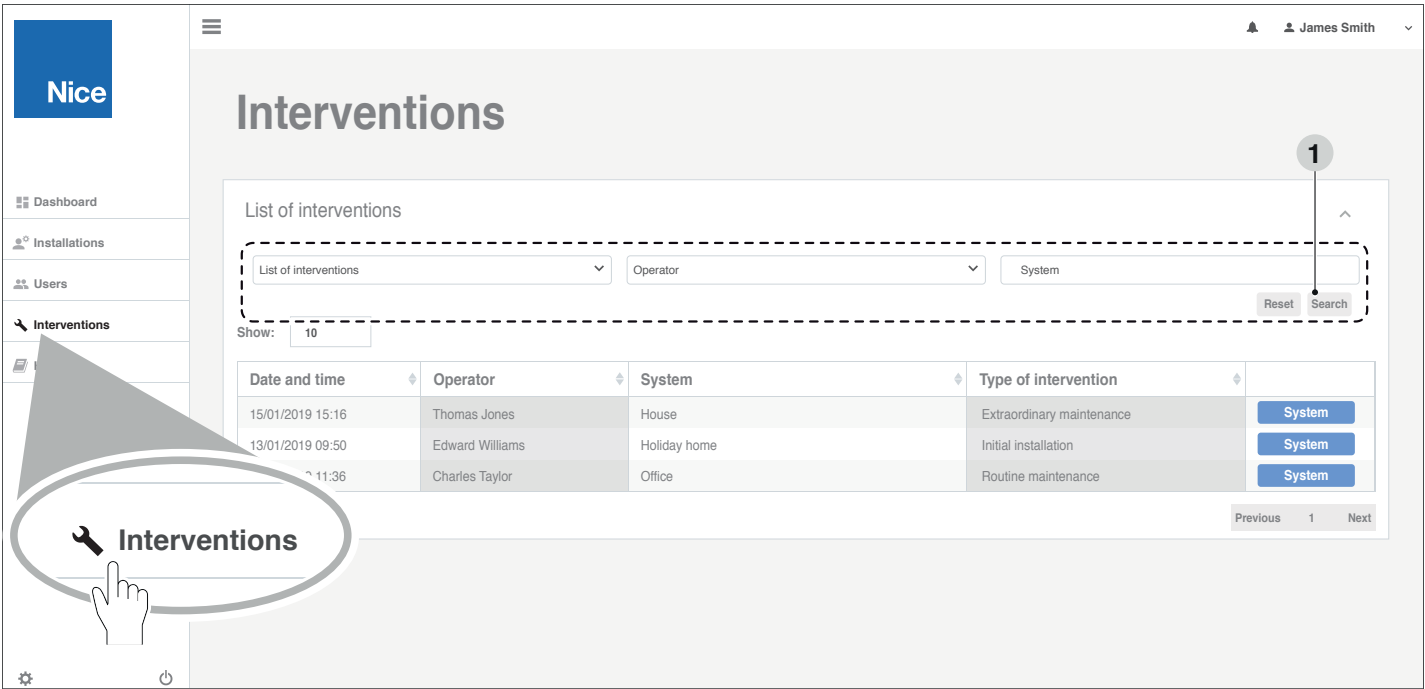
The **interventions** are recorded one for each work session completed on the control unit of a system through the **MyNice Pro** app.

A **session** refers to the opening of the app and the interaction with the control unit.
If the app is closed and then reopened on the same control unit, a new session is created and thus a new intervention recorded.
For example: if 10 sessions are completed in a day on a certain control unit through the **MyNice Pro** app, 10 interventions will be recorded on the system's "List of interventions".

The **classification** of the single intervention depends on the type of most significant action recorded during the session. Listed below are the 4 **classes** of intervention, starting from the most significant one:
1. **Initial installation**: creation of the system's master record and installation of the control unit via the wizard.
2. **Extraordinary maintenance**: control unit reset, installation wizard, position search, device search.
3. **Routine maintenance**: parameter modification.
4. **Verification/control**: reading of parameters, movements.


4.6 USER MENU

To manage the company details and administrator details, use the "User Menu" in the top right corner.
Here you can:
– enter and/or modify the company details
– change the administrator password
– exit the work session and if necessary access it again as a different user.
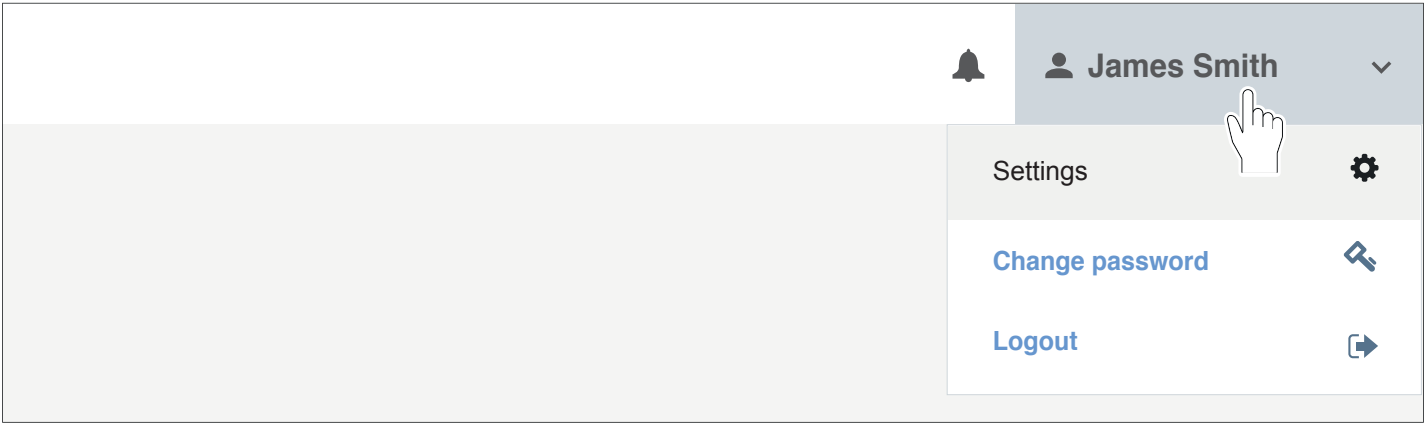
4.6.1 User/Company Profile

To enter and/or modify the company information click on **"Settings"**. Open the panel for entering the requested information and save.
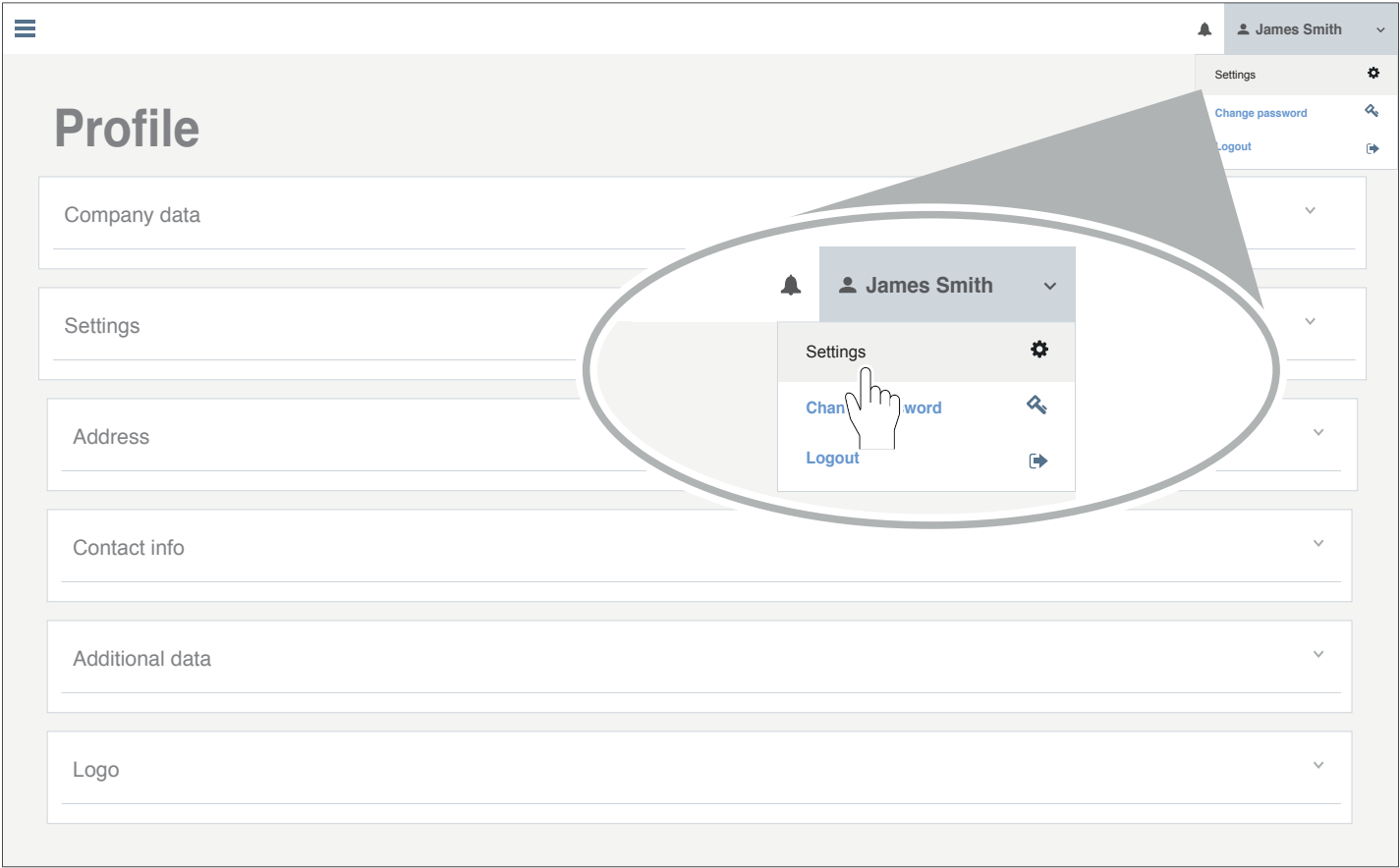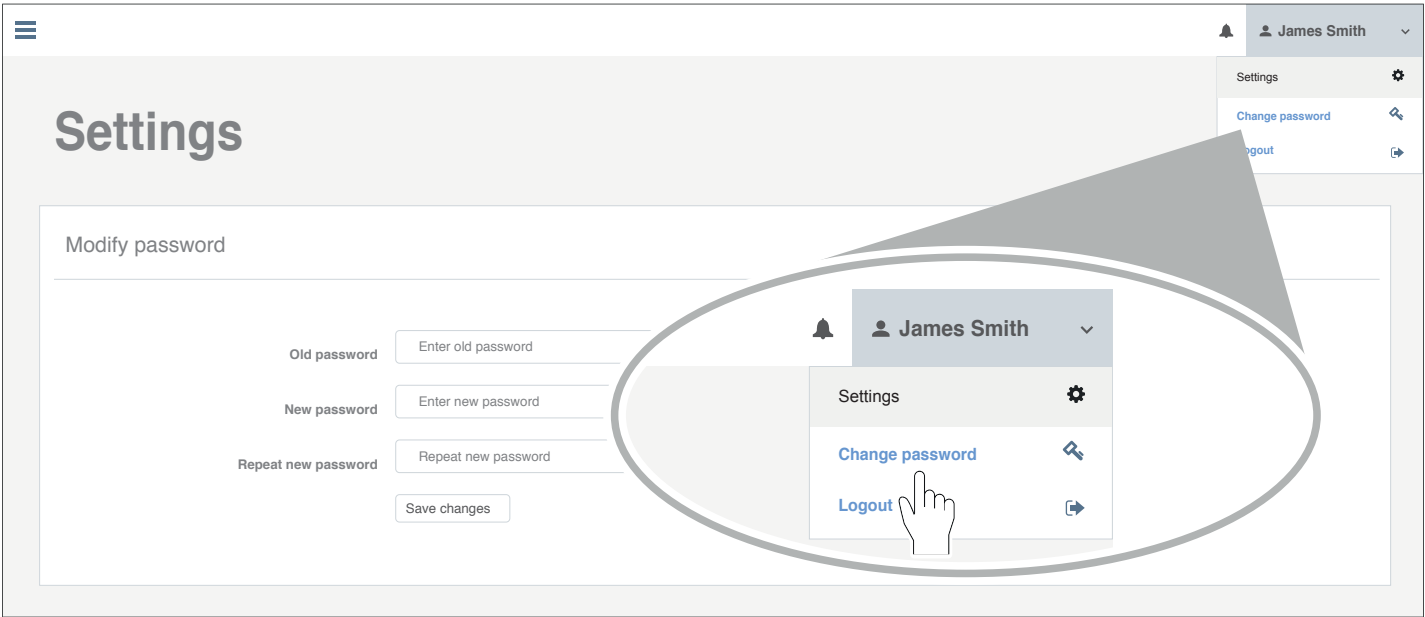

📖 **In the "Settings" drop-down menu it is possible to set the company key to be paired with the devices to be installed.**

📖 **In the "Additional data" drop-down menu it is possible to set the days of warranty for the installations.**

4.6.2 Changing the password

To change the password click on **"Change password"**, fill in the required fields and save.

NOTES

www.niceforyou.com