GTOnline User Guide
Version 5.0 - January 2021

Your complete guide to the GTOnline Web Portal

- Create/administrate Customers, Plant & Users
- Make inspection and upload images
- View inspection analysis & reports

GreenTrapOnline

www.greentraponline.dk

Contents

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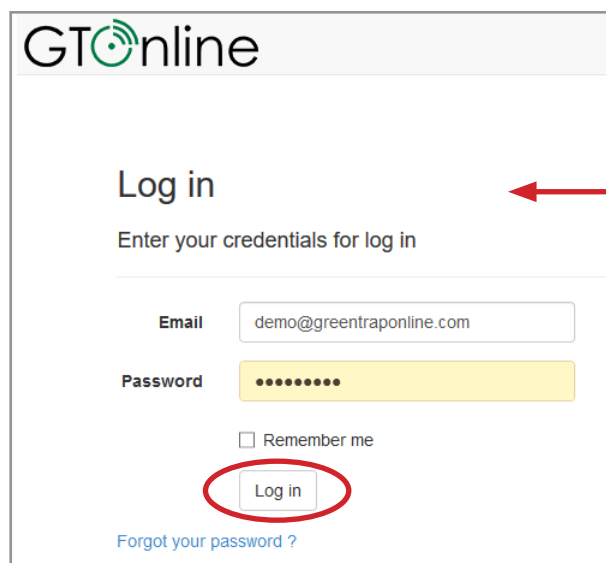## GTOnline - GreenTrapOnline's User Portal

GTOnline is the backoffice tool to monitor and control all the GTO equipped installations. This includes configuration, grant of access to technicians or end-users, generate reports and create/prepare new installations.
The GTO portal is built on Microsoft BI cloud solution, which guarantees you a safe and reliable system.

You can enter GTOnline from GTO's www page: **www.greentraponline.dk** or by using this link: **https://www.greentrap.com/GTOnline**

Please contact your GTO supplier or GTO super user for login to the portal.

1. Log in to GTOnline

To log in to GTOnline click on **Log in** in the top menu bar on the website www.greentraponline.com.
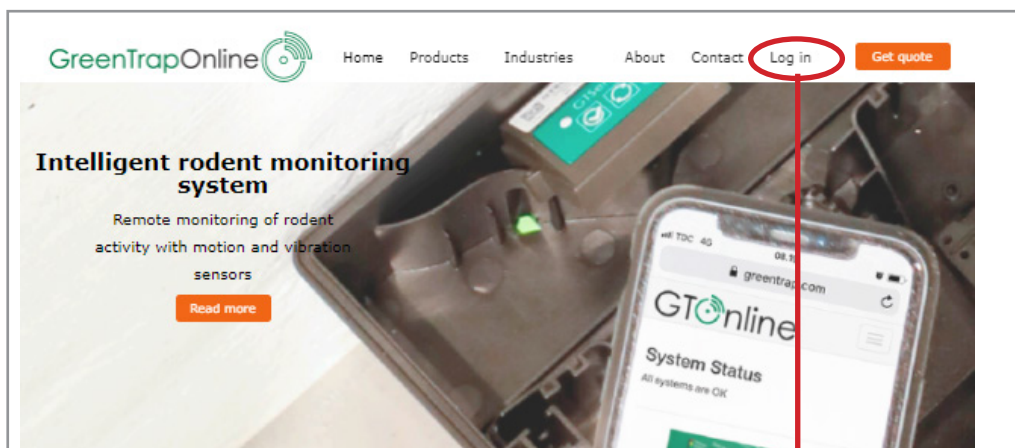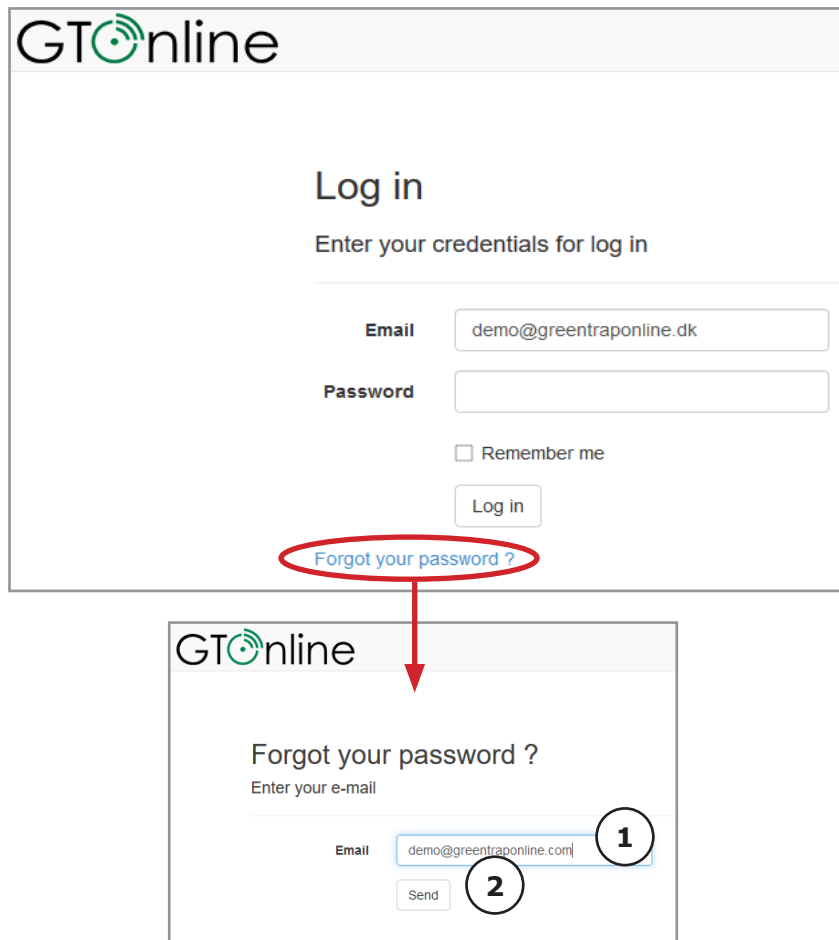

Enter your user details; **Email** and the **Password,** you have received from your GTO super user or GTO supplier and select **Log in**.

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1.1 Forgot Your Password

Click on the link **Forgot your password?** in the 'Log in-window'.

Key in the email address in the text box **Email (1)** and press **Send (2)**
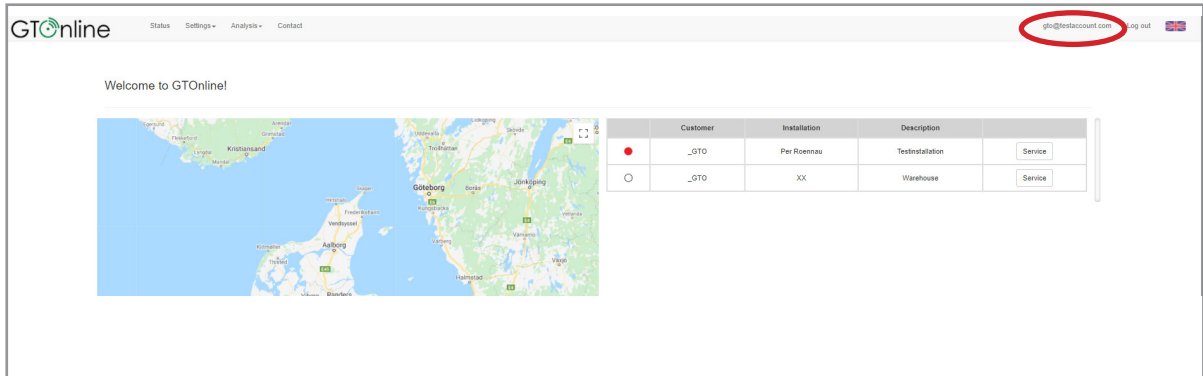

The server will send an automatically generated email with a new password to the specified email address and this password can be used to access GTOnline.
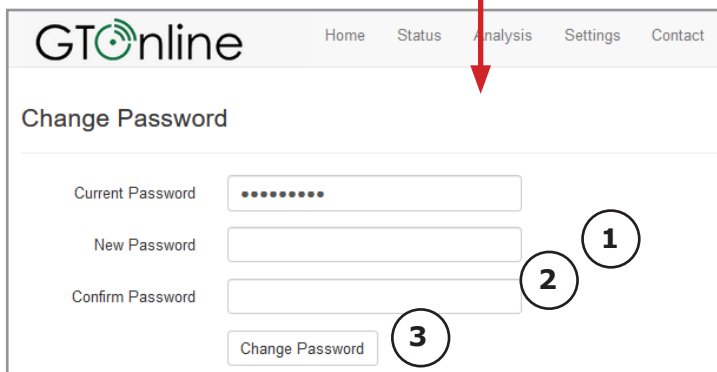
Note: If you do not receive the email, please check the spamfilter.

1.2 Change Password

To change your password, click on the link with your **email address** at the top menu bar.

In the 'Change your account settings-window', select **Change your password**.
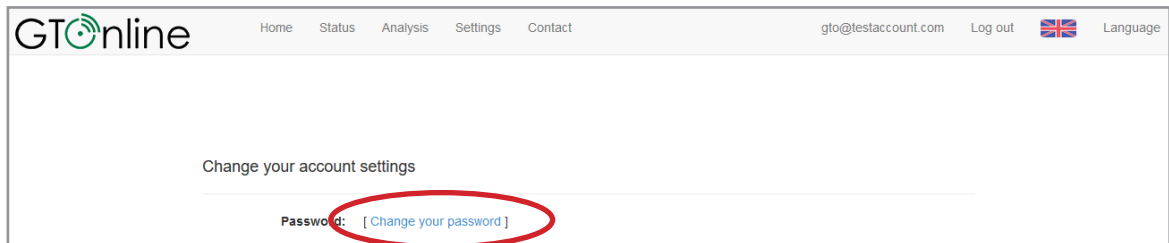
1. Enter a new password. Please note it has to consist of at least 8 characters including 1 capital letter, 1 digit and 1 special character (!*#%).

2. Confirm password.

3. Select **Change Password** to save your changes.

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1.3 Status overview in GTOnline

When you log in to GTOnline the startpage will show an overview of all your installations both on a map and in a list to the right.
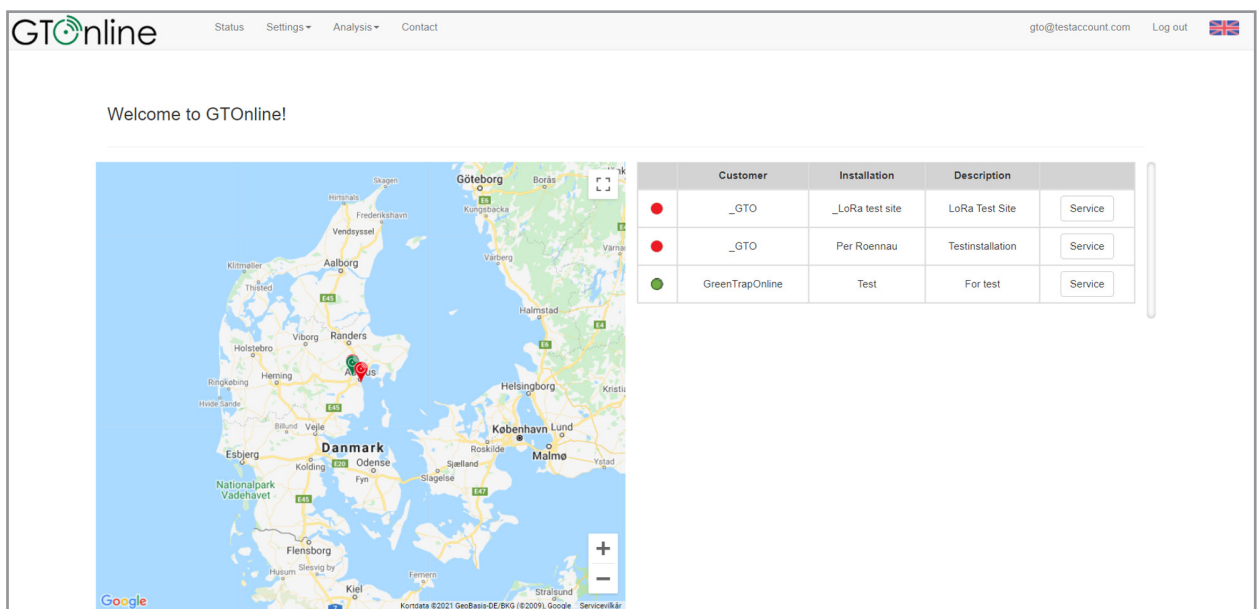
You can see where the installations are located on the map, check their status (see section 3. Main function - Status) and set a specific installation in Service mode (see section 3.3 Set installation in Service mode).

You can scroll around the map and zoom in and out. If you click on a installation icon on the map, you get information about the name and location of the installation. If you click on the name of the installation you will go to 'Device status list' for this specific installation.
If you click on an icon in the installation list to the right you will also go to 'Device status list' for this specific installation.

1.4 Main Functions in GTOnline

You have 3 main functions in GTOnline:

- **Status:** Check the status of the plants which you have access to and see if there have been any noticfications. From this function you can also make inspections of control points.

- **Analysis:** Get an analysis of the "Inspections" made on the plants.

- **Settings:** As a GTO super user this function allows you to set up new customers, plants and end-users.
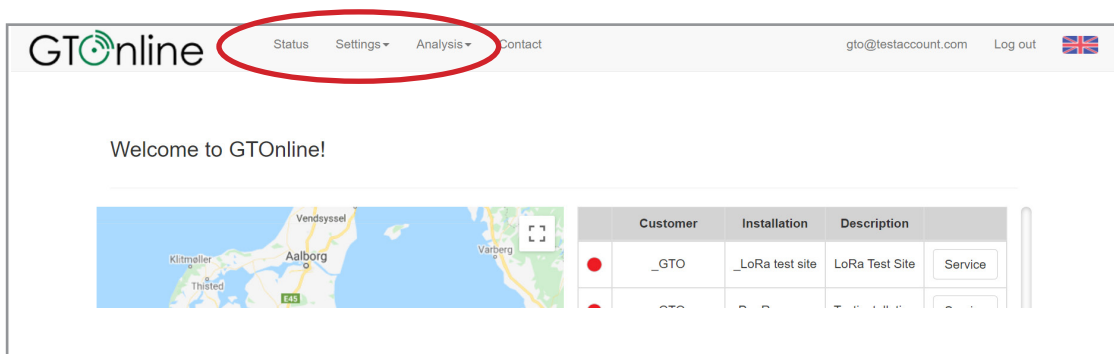
1.5 Change Language Settings

You can change the default language English, to your prefered language i GTOnline.

1. Select the **flag** at the top menu bar.
2. Select your prefered language by clicking on the flag.

GreenTrapOnline
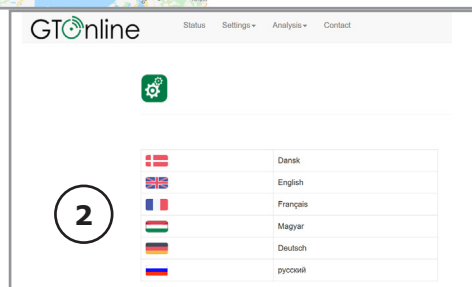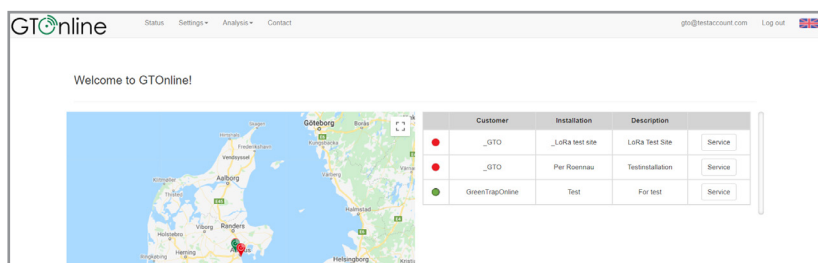
2. Main Function - Settings

Settings are only accessible by the Super User/Administrator and/or your back office manager.
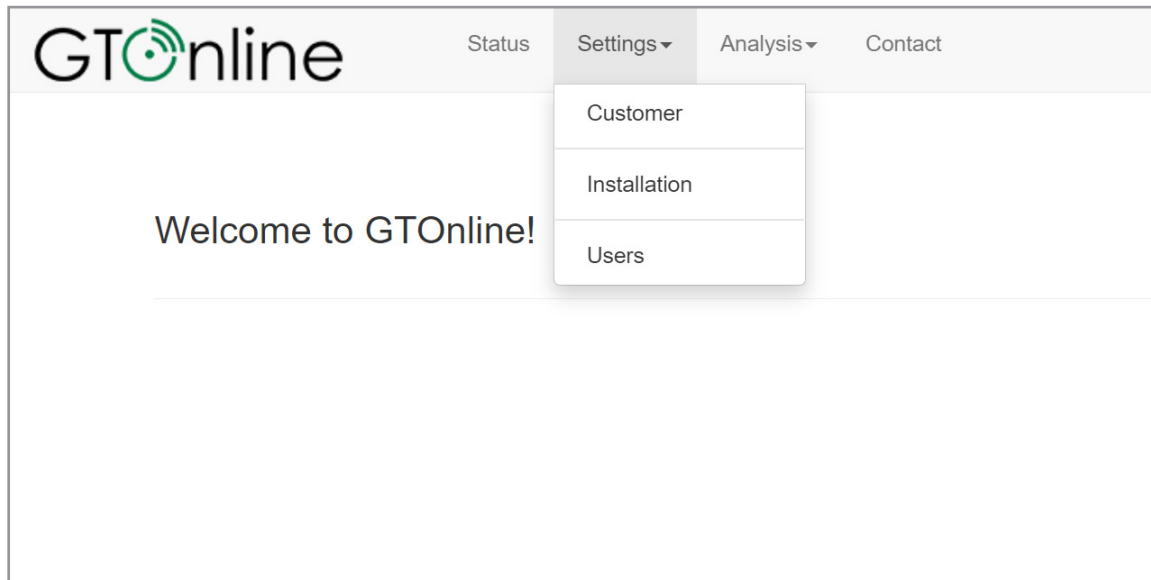
- **Customer:** Create a new or edit existing customer.

- **Installations:** Create or edit existing installation. Set up Control points and GTConnect(s), upload floorplan(s) and set up alarm receivers.

- **Users:** Set-up user preferences, grant access to plants or further functionality in GTOnline.

2.1 Settings -> Customer Settings
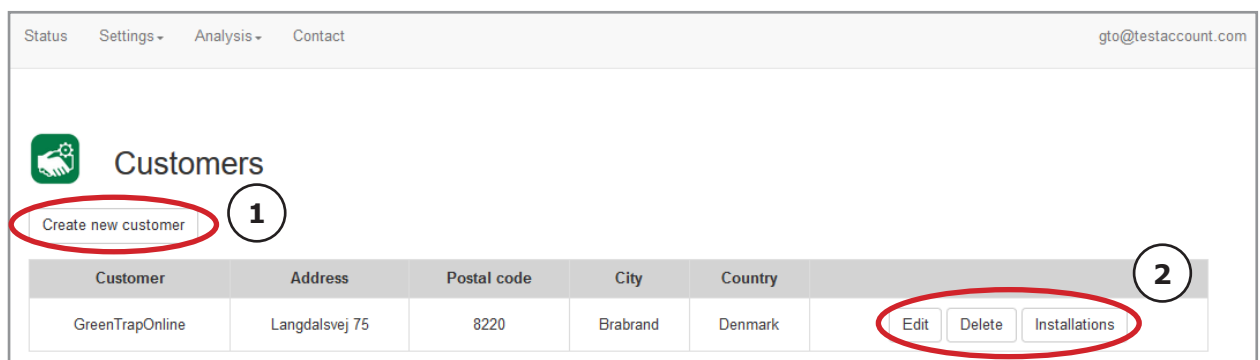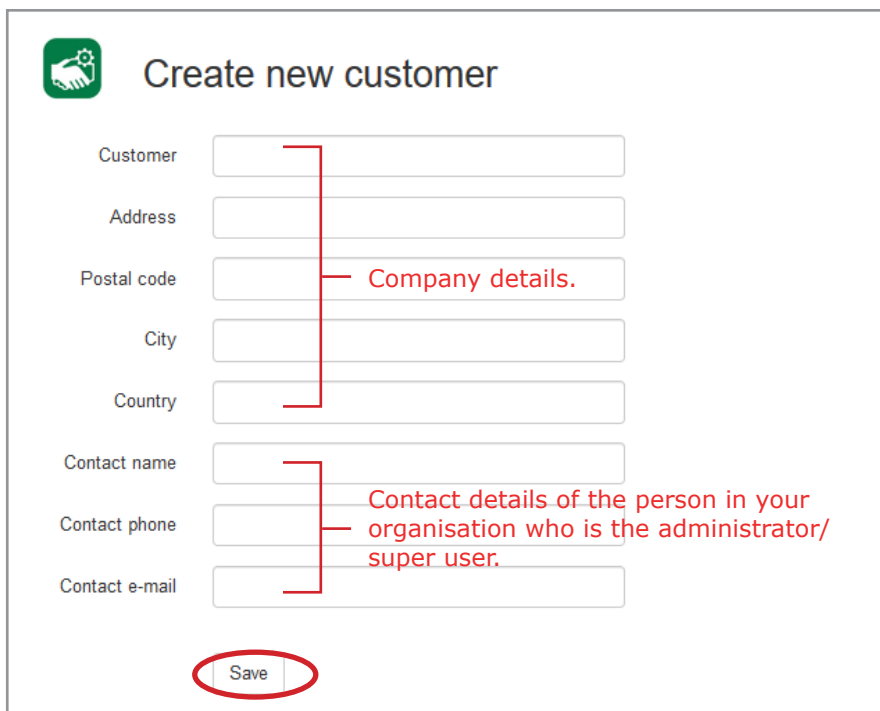
1. **Create** a new customer.

2. **Edit** information, **Delete** or see/create **Installations** for the specific customer.

2.1.1 Settings - Create new customer

To create a new customer go to **Setting -> Customer Settings -> Create New Customer**. Fill in the form, notice that all fields are required.
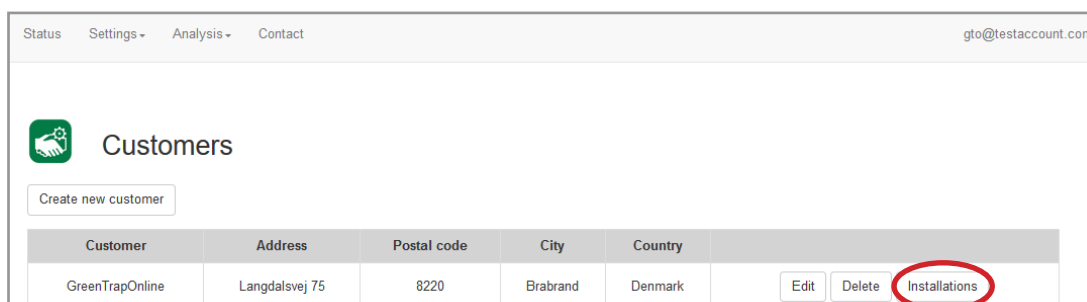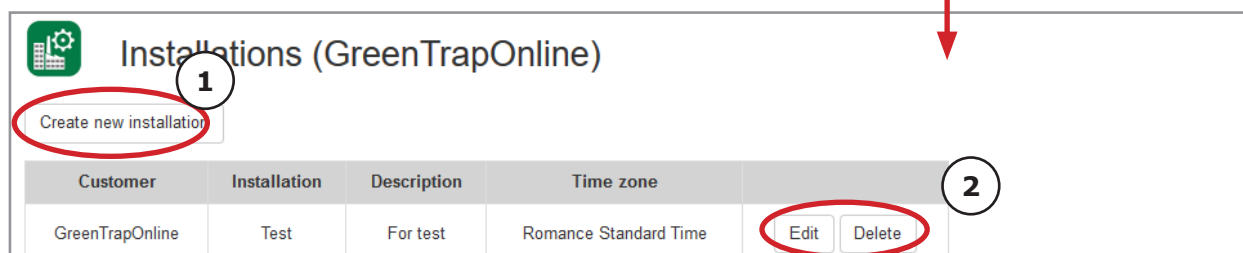
Remember to press **Save** upon finishing.

2.1.2 Settings - Create new installation

To create a new installation belonging to a specific customer go to, **Settings -> Customer Settings -> Installations**.

Previously created installations (if any) will already be listed. To create a new installation, select **Create new installation (1)**.

It is also possible to **Edit** or **Delete** existing installation from this window **(2)**.

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Selecting **Create new installation** opens the following window. Complete the form:

Create new installation

Customer	GreenTrapOnline
Installation	GTO Test
Description	For test
Address	Langdalsvej 75
Postal code	8220
City	Brabrand
Country	Denmark
Time zone	(UTC+01:00) Brussels, Copenhagen, Madrid,
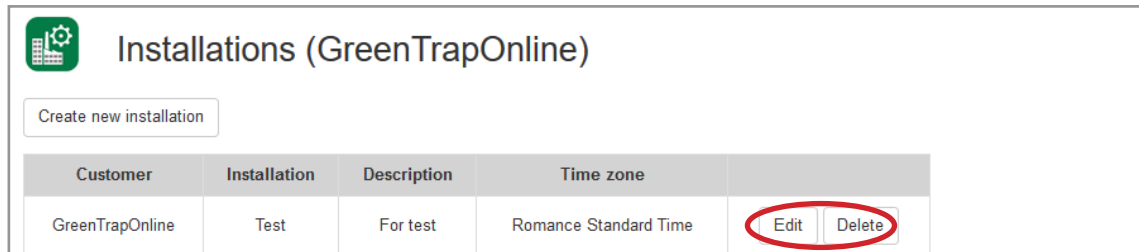
Save

- **Customer** is default based on the customer, you are creating the installation for.

- **Installation:** Type in the name of the new installation.

- **Description:** Type in the type of installation e.g. a factory.

- **Adress/Postal code/City Country:** Type in the adress of the installation.

- **Time Zone:** Select the correct timezone of the installation.

![GreenTrapOnline logo]

2.2 Settings -> Installation Settings

Edit settings or **Delete** the installations you have access to.

In **Edit** installation, you get the following options; which will be described seperately in 3 sections.

A **GTConnects:** Set-up or edit GTConnects, **section 2.A**.

B **Control Points:** Set-up or edit control points, **section 2.B**.

C **Floor Plans:** Upload floor plans of on-site installation to show where hardware components are located, **section 2.C**.

D **Alarm Settings:** Set-up email accounts for receiving notifications from Control Points and server issues, **section 2.D**.

E **Reset all notifications:** Permanently delete all notifications and inspections for the installation, **section 2.E**.

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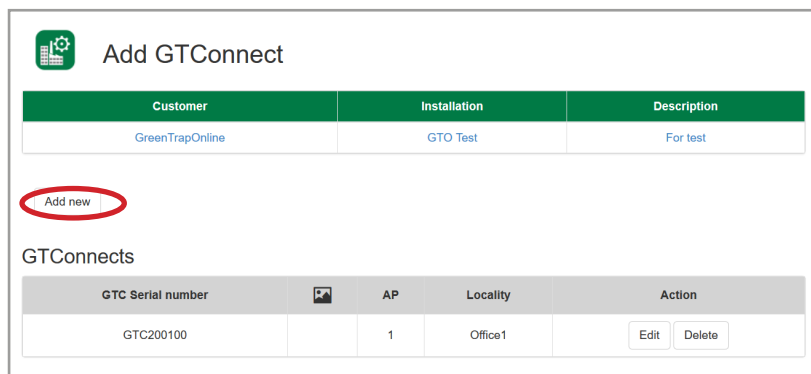
2.A GTConnects - Add GTConnect

In the 'GTConnect-window', the GTConnect already created for the installation (if any) will be listed along with specific information (serial number, image, access point, locality) and the options to either; **Edit** or **Delete**.

Before setting up Control Points, add the GTConnect(s) to the installation.

To add or edit a GTConnect select **Settings -> Installation settings -> Edit installation-> GTConnects** (under section 'Set up devices') **-> Add new**.

Add GTConnect

Customer	Installation	Description
GreenTrapOnline	GTO Test	For test

Add new

GTConnects

GTC Serial number		AP	Locality	Action
GTC200100		1	Office1	Edit Delete

B

2.B Control Points - Create Control Points

In the 'Control Points-window', the control points already created for the plant (if any) will be listed along with specific information and the options to either; **Edit**, **Copy** or **Delete**.

Copy is an easy way to create a new control point based on identical information and in this case, you only have to edit the control point ID and number; CP, which is described on the following page.

Before making an installation on-site, the intended number of GTSensors for the plant, have to be set up in GTOnline.

To create or edit a control point select **Settings -> Plant Settings ->Edit -> Control Point** (under section 'Set up devices') **-> Add Control Point**.
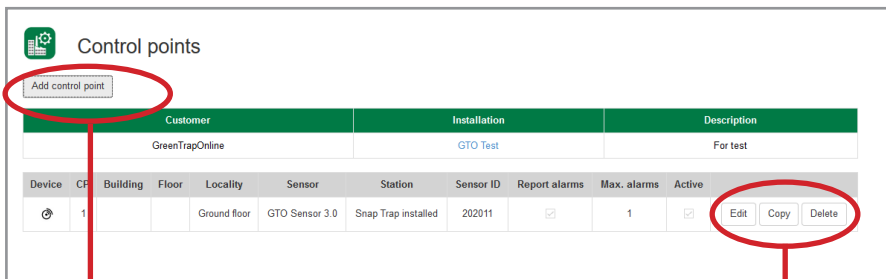
Fill in details about the control point you are about to add/edit:

Control Point: Type in an optional number.

Sensor ID: Type in ID of the sensor.

Sensor: Choose the correct sensor type.

Station: Choose the station, that the sensor is placed in.

Active: Make sure that it's ticked off.

Locality: Specify where the control point is located. You can also specify if the CP i placed inside or outside.

Floorplan: choose (if any) floorplan, to show where CP is placed physically.

B

Alarm settings

Report alarms	☑
Max. alarms	1
Report motion alarm	☑
Sensitivity motion [1-5]	3 ⓘ
Report vibration alarm	☑
Sensitivity vibration [1-5]	4 ⓘ

Save   Cancel

Report alarms: Make sure that it's ticked off to receive alarms.

Max. alarms: Select the maximum amount of email alarms you wish to receive from this specific CP between resets. GTO recommend **1 max. alarm.**

Report motion alarm: Tick off if you wish to receive alarms, when only motion is detected.

Report vibration alarm: Tick off if you wish to receive alarms, when only vibration is detected.

For sensors placed outdoor, GTO recommends that an alarm is only send when **there is both motion and vibration.**

For sensors placed inside you can <u>also</u> choose to get an alarm if there is **only motion or only vibration present.**

Sensitivity motion/Sensitivity vibration: You can set the sensitivity of the motion and vibration sensor and thereby adjust when a notification/alarm is sent.

Sensitivity can range from 1-5, 1 being the lowest and 5 the highest sensitivity. Determining the sensitivity of the GTSensor 3.0 depends on the enviroment.
Motion sensitivity e.g depends on whether the sensor is placed inside or outside and vibration sensivity can be adequate set low if the sensor is located somewhere where trucks are often driven by.

Alarm settings

Report alarms	☑
Max. alarms	1
Report motion alarm	☑
Sensitivity motion [1-5]	3 ⓘ
Report vibration alarm	☑
Sensitivity vibration [1-5]	4 ⓘ

Save   Cancel

Motion and vibration strength needed to activate sensor

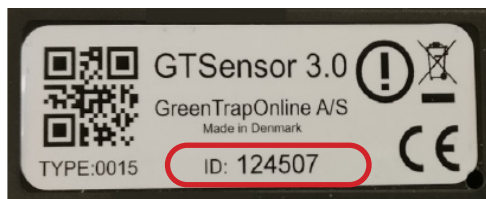Sensitivity level

1   2   3   4   5

GreenTrapOnline
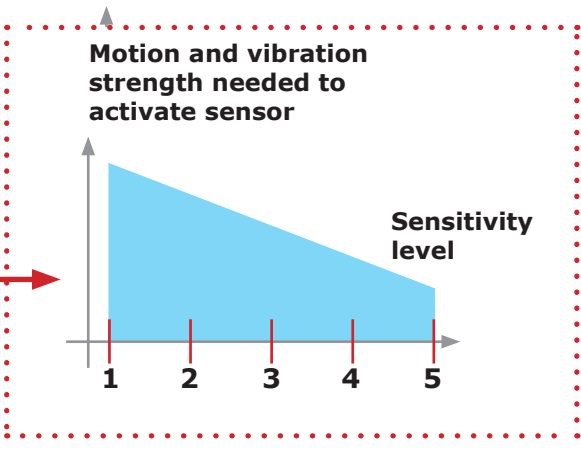
B

2.B.1 Control Points - Control Points ID

All GTO devices have an unique ID, which is used for recognition when data (alarm/notifications) is sent from devices to the GTO server.

GTSensor ID-label

The **GTSensor** has a label, that states the type of sensor and its unique ID.
The ID must be typed into GTOnline.
In this case the ID is: **124507**.

It is always recommendable to have added the GTSensors for a plant ahead of on-site installation. If extra GTSensors have to be added while on-site, type in the sensor ID for the given Control point before switching it on to make sure you can see that the sensor is online and reporting to the system.
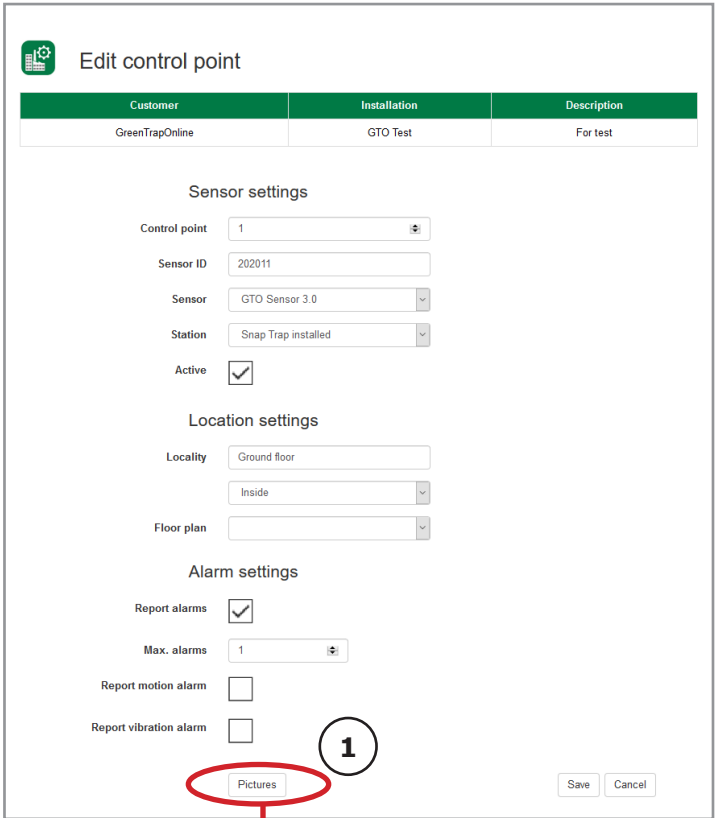
GTConnect ID-label

It is recommended to enter the ID of the **GTConnect** before setting up Control points - see section **2.A GTConnects - Add GTConnect**.

2.B.2 Control Points - Upload Images

Go to **Settings -> Installations -> Edit -> Control Point** (under section 'Set up devices') **-> Edit -> Picture.**
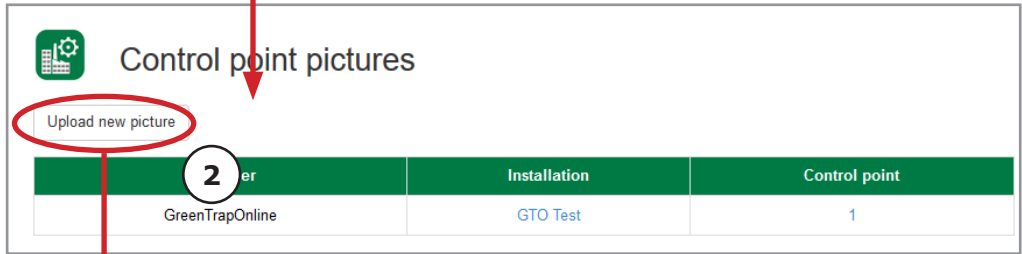
1. Select **Pictures**.

2. In the next window, 'Control Point Pictures', select **Upload New Picture**.

3. Click **Browse** to upload a picture stored on your computer, laptop, mobile etc.

   This will open the default upload folder application from your device and the next steps will depend on this.

   Contact your local company IT administrator if in doubt of how to use the application.

4. Upon finding the image file, remember to click **Upload**.

NOTE:
Supported file format is only PNG.
Maximum size 4 MB.

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2.C Alarm Settings

You can set up users/email accounts, which should receive notifications/alarms.
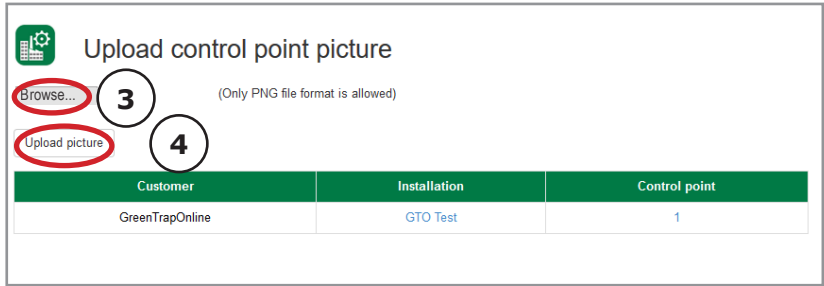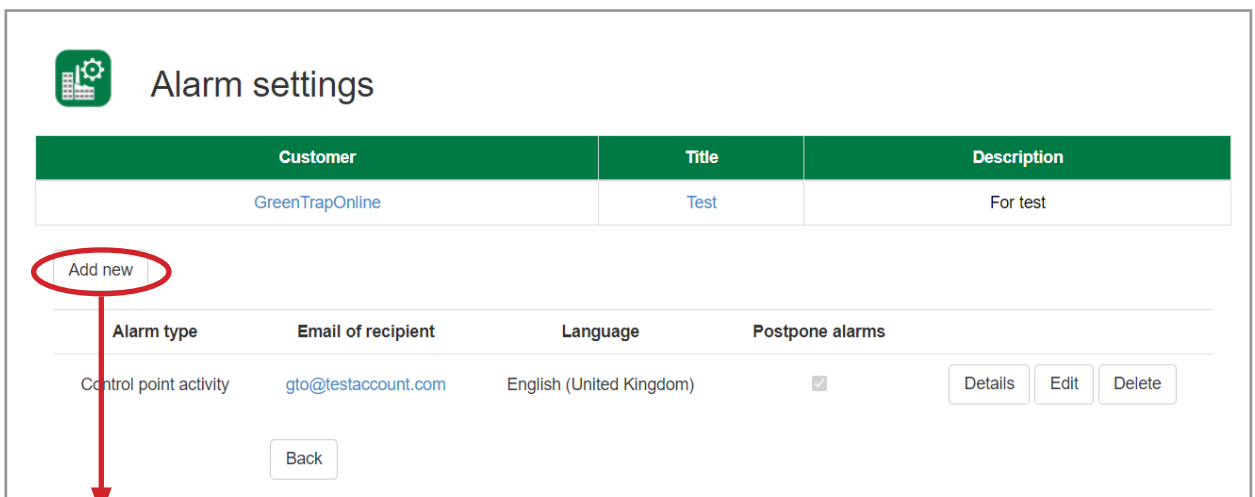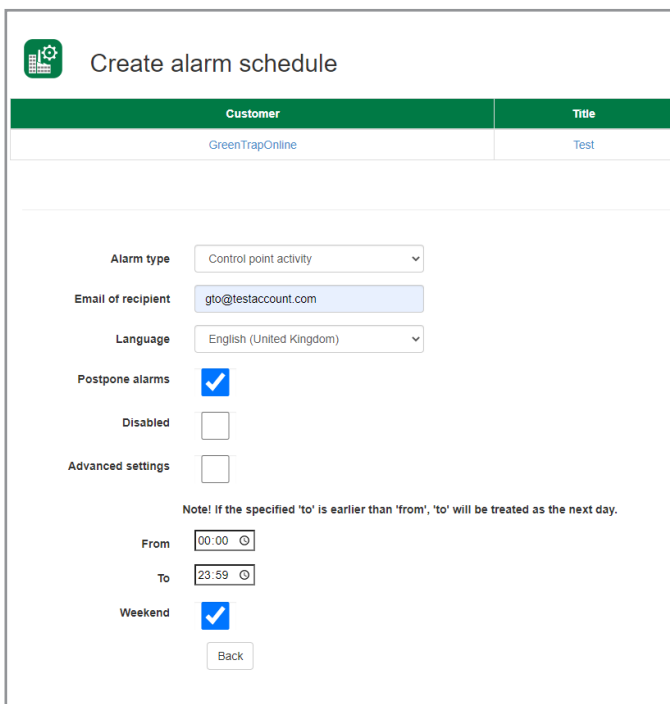
Go to **Settings -> Installations -> Edit -> Alarm Settings** (under section `Set up devices').

Email accounts already set to receive notifications are listed here. For existing accounts, you have the option to see **Details**, **Edit** or **Delete** the account.

To set up a new alarm receiver (user) select **Add new**.

Alarm settings

Customer	Title	Description
GreenTrapOnline	Test	For test

Add new

Alarm type	Email of recipient	Language	Postpone alarms			
Control point activity	gto@testaccount.com	English (United Kingdom)	☑	Details	Edit	Delete

Back

Create alarm schedule

Customer	Title
GreenTrapOnline	Test

Alarm type	Control point activity
Email of recipient	gto@testaccount.com
Language	English (United Kingdom)
Postpone alarms	☑
Disabled	☐
Advanced settings	☐

Note! If the specified 'to' is earlier than 'from', 'to' will be treated as the next day.

From	00:00
To	23:59
Weekend	☑

Back

In the '**Create alarm schedule**' window you can set up a new alarm receiver.

Fill in the following details:

Alarm Type: Select between
● **Control point activity** alarm when a GTSensor makes a PIR/vibration detection.
● **Connectivity issues** if a problem occurs in the network e.g. if the GTConnect is no longer online.

Receiver Email: The email account to which the alarm will be sent to.

Language: The language you wish to recevie the alarm in.

Postpone alarms: Check off to receive alarms generated outside your chosen time interval, next time you receive alarms.

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Create alarm schedule

Customer	Title
GreenTrapOnline	Test

Alarm type	Control point activity
Email of recipient	gto@testaccount.com
Language	English (United Kingdom)
Postpone alarms	☑
Disabled	☐
Advanced settings	☐

Note! If the specified 'to' is earlier than 'from', 'to' will be treated as the next day.

From	00:00
To	23:59
Weekend	☑

Back

Disabled: Check off if you wish to temporarily disable this alarm setting.

Advance settings: Check off if you wish to specify the time interval for receiving alarm each day of the week.

If you wish to receive alarms in the same time interval each day of the week you can just enter the interval **From** and **To**.

Weekend: Tick off if alarms should be sent during Weekends.

Remember to press **Create** to upload the alarm settings.

Advanced settings ☑

Note! If the specified 'to' is earlier than 'from', 'to' will be treated as the next day.

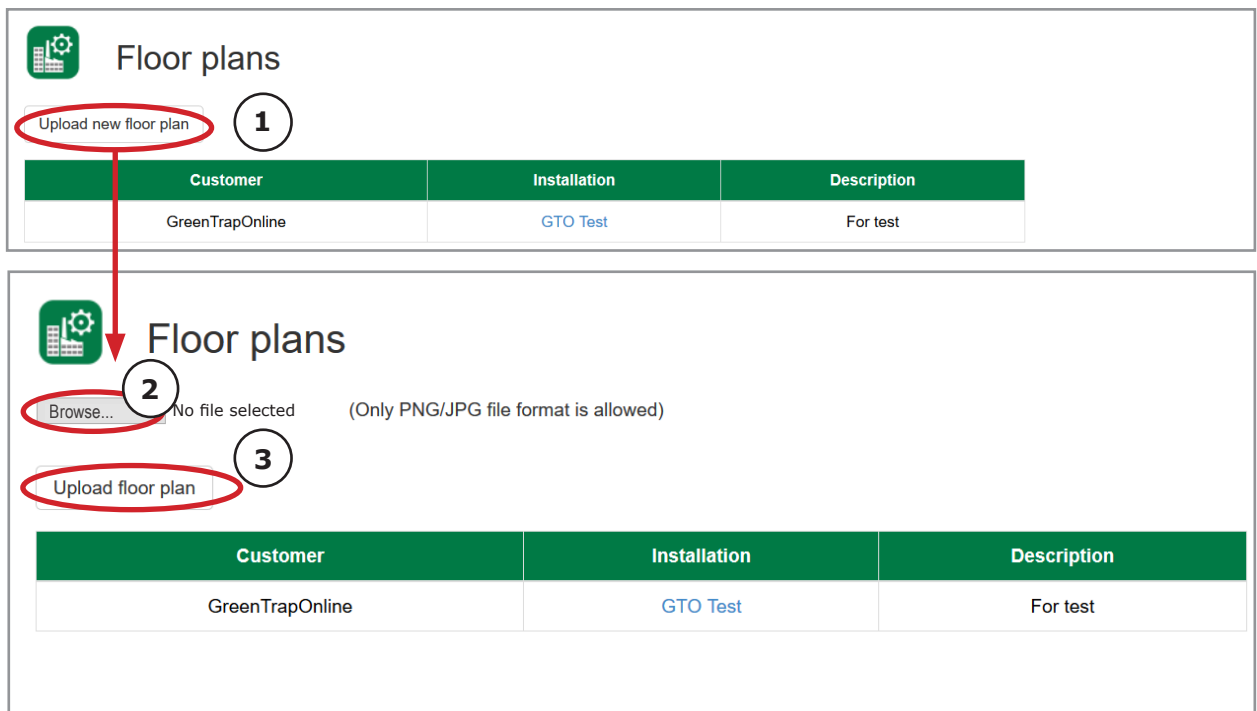| Day of week	From	To	Active
Monday	07:00	17:00	☑
Tuesday	07:00	17:00	☑
Wednesday	07:00	17:00	☑
Thursday	07:00	17:00	☑
Friday	07:00	17:00	☑
Saturday	07:00	17:00	☑
Sunday	07:00	17:00	☑

Back   Create

You can deactive a time interval for a specific weekday by removing the check off sign in the column to the right.

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D

2.C Floor Plans

You can upload one or more floorplans of the on-site installation in GTOnline, so you can get a quick overview of where the sensors are located physically. The floorplan will be shown in the 'Device status list".

Go to **Settings -> Installation -> Edit -> Floor Plans** (under section 'Set up devices').

Floor plans

Upload new floor plan (**1**)

Customer	Installation	Description
GreenTrapOnline	GTO Test	For test

Floor plans

(**2**) Browse... No file selected   (Only PNG/JPG file format is allowed)

(**3**) Upload floor plan

Customer	Installation	Description
GreenTrapOnline	GTO Test	For test

1. Select **Upload new floor plan**.

2. Click **Browse** to upload a png or jpg image stored on your computer, laptop, mobile etc.

   This will open the default upload folder application from your device and the next steps will depend on this.

   Contact your local campany IT administrator if in doubt on how to use the application.

3. Upon finding the image file, remember to click **Upload floor plan**.

   > *NOTE:*
   >
   > *You can upload several of floor plans in case you want to divide your plant into stories, buildings etc.*
   >
   > *Supported file format is PNG and JPG. Maximum size is 4 MB.*

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2.D.1 Upload floorplan from Device status list

You can also add a floorplan to an installation from the Device Status list.
Go to **Status** -> **Installation status -> Device status.**

Device status

Customer	Installation	Description
GreenTrapOnline	GTO Test	For test

Upload new floor plan **1**

Floor plans **2**

Gennemse... Ingen fil valgt.   (Only PNG/JPG file format is allowed)

Upload floor plan **3**

Customer	Installation	Description
GreenTrapOnline	GTO Test	For test

1. Select **Upload new floor plan**.

2. Click **Browse** to upload a png or jpg image stored on your computer, laptop, mobile etc.

   This will open the default upload folder application from your device.

3. Upon finding the image file, remember to click **Upload floor plan**.

2.E Reset all notifications

It is possible to delete all notifications and inspections for an entire installation permenantly e.g. if it is a demo installation.

Go to: **Settings -> Installations -> Edit -> Reset all notifications** (under section 'Delete sensor history'.

You will get a warning, that you are about to delete all notifications and inspections for this installation permanently.
Click 'Ok' to proceed with the deletion or '**Cancel**' to navigate back to the installation set-tings.
When you click 'Ok' all pending notifications and previously inspections will no longer appear in the status section or the analysis section on the website.

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2.3 Settings -> Users

To create a new user go to: **Settings -> Users -> Create New User**.
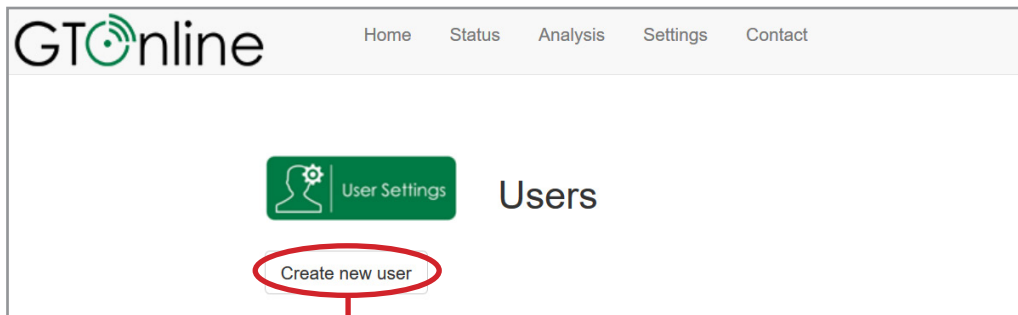
Type in relevant user information:

First Name/Last Name

Description (work description)

Email (the email the user wants to log in with/receive notifications)

User preferences Tick off any boxes that apply (can always be edited). Refer to the table below to see types of users and other optional preferences.
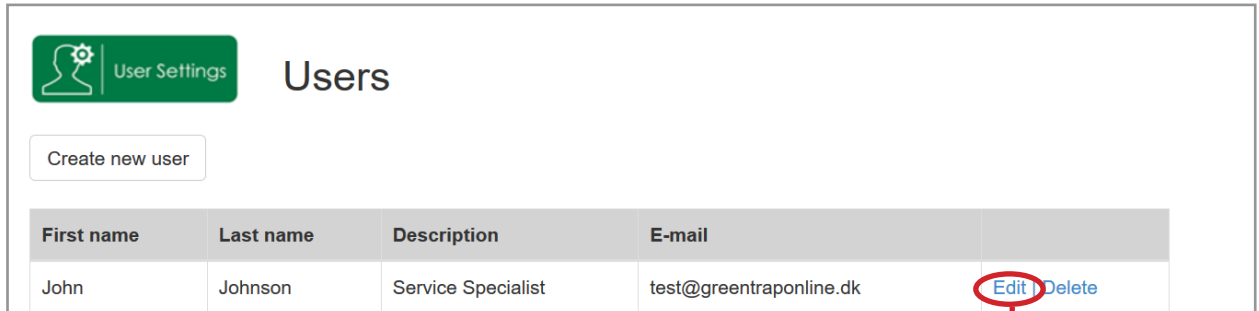
Password/Confirm password
Choose a password - please note it has to consist of at least 8 characters including 1 capital letter, 1 digit and 1 special character (!*#%).

	Status: • Plants Analysis: • Inspections • *Default for all user types*	Create and delete: • Customers • Plants • Users *Administrator only*	Reset Inspections: • Control Points	Set Service Mode: • Activiate • Deactivate	Edit installation: • Control Points • Alarm Settings • Upload Floor Plans •
Default user account	✓				
Administrator/ Super User	✓	✓	✓	✓	✓
Advanced user account (Optional preferences)	✓		✓	✓	✓

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2.3.1 User Settings - Add installation access
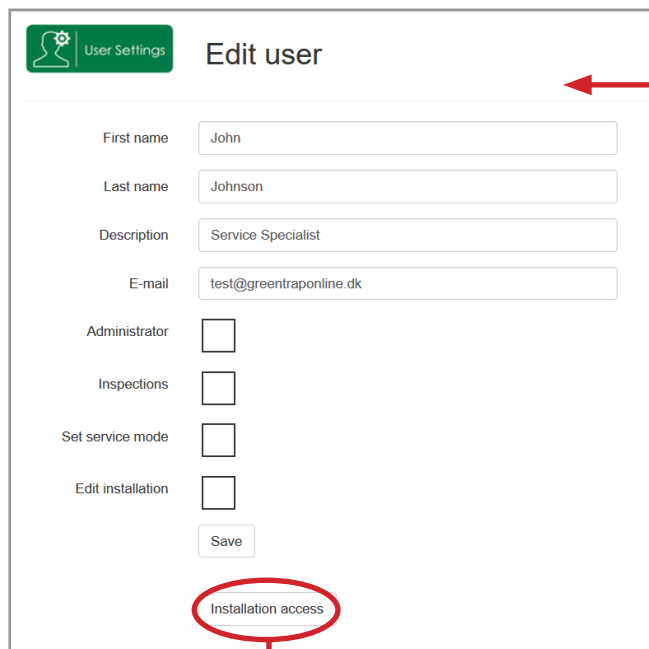
Once a user account is created, you can grant access to relevant installations.
Go to **Settings -> User Settings -> Edit** for the specific user.
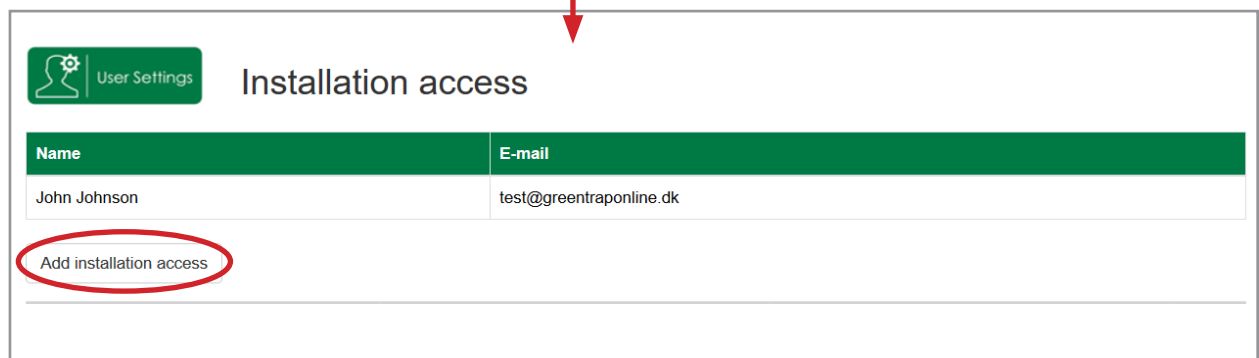
Select **Installation acces.**
Already accesible plants are listed.
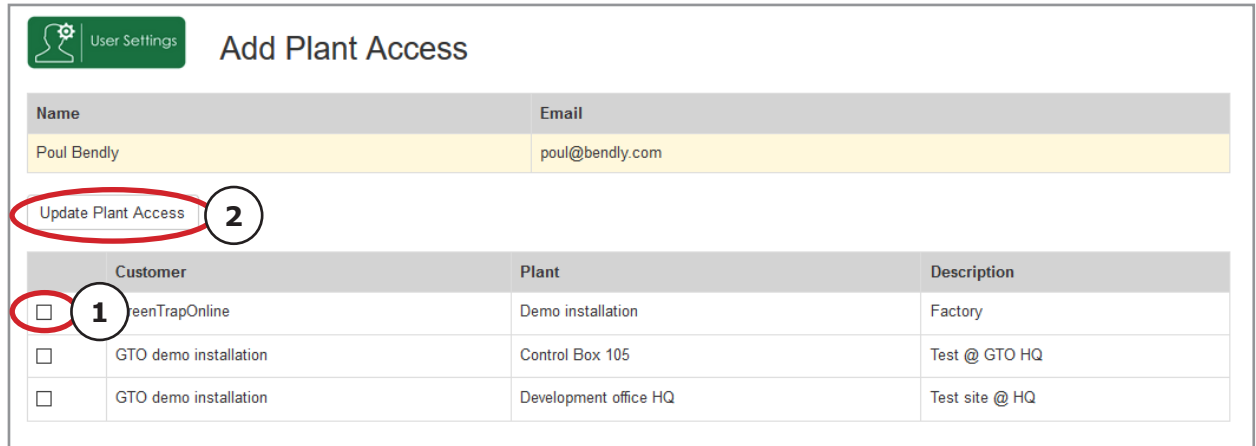
To add further plants,
select **Add installation access**.

In the 'Add Plant Access-window', customers/plants are listed.

Tick off the plant(s) **(1)**, you want to add and click **Update Plant access (2)**.
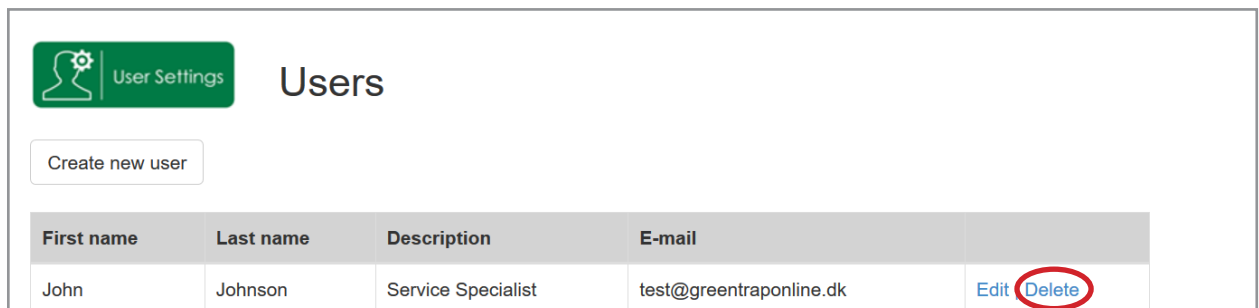
2.3.2 User Settings - Delete user account

You can always delete a user account.

Go to **User Settings** and click **Delete**.

Make sure it is the correct user and click **Delete**.

The user is now deleted and you will automatically return to the 'User Settings-window'.

3. Main Function - Status

Status gives a quick overview of all the installation you have access to. Futhermore you can **Reset inspections** for control points and activate **Service mode** (e.g. during inspections or while the premises are cleaned).

GTOnline

Status   Settings ▾   Analysis ▾   Contact

Welcome to GTOnline!
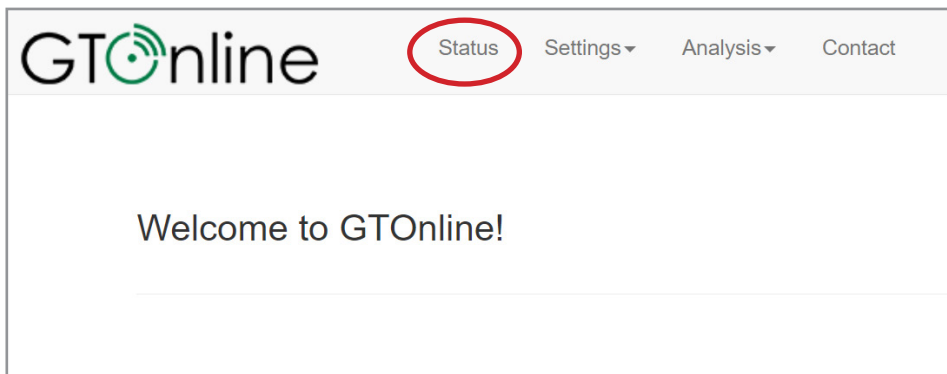
Go to **Status -> Installation status**

In this window all your installation are listed and the *status icon* gives a live status update:

- 🟢 Everything is ok, no action needed.
- 🔴 1 or more notifications that requires action. Press the red icon to go to installation.
- ⚫ 1 or more Control Points are offline, press the grey icon to view details
- ⚪ Installation is prepared in GTOnline - but the GTConnect has never been active.
- `Service` Service mode is activated.

3.1 Status - Device Status

When clicking a *status icon*, you will see a list of all the devices for the specific plant:

🟢 Everything is OK.

🔴 Control Point activity, 1 or more notifications.

⚫ Control Point offline, check the column **Last seen** for details.

Plant Status — Device Status

Customer		Plant			Description				
_GTO		_LoRa test site			...				

Device	CP	Building	Floor	Locality	Sensor	Station	Batt.	SignalStrength	LastSeen	
🟢	1	Office	Ground floor	123502	GTO Sensor 3.0	Snap Trap installed	▮▮	▮▮▮▮▮	2019-10-08 14:27:45	Inspection
⚫	3	Office	First floor	123101	GTO Sensor 3.0	Snap Trap installed	▮▮	▮▮▮▮▮	2019-08-01 13:03:17	Inspection
🔴	4	Office	Ground floor	123102	GTO Sensor 3.0	Snap Trap installed	▮▮	▮▮▮	2019-10-08 13:39:38	Inspection
🟢	5	Office	Ground floor	123103 -	GTO Sensor 3.0	Snap Trap installed	▮▮	▮▮▮▮▮	2019-10-08 09:17:22	Inspection

3.2 Status - Control Point Inspection(s)

To make an Inspection for a specific Control Point go to:
Status -> Installation status -> Device status -> select **Inspection**

Customer		Plant				Description				
_GTO		_LoRa test site				...				

Device	CP	Building	Floor	Locality	Sensor	Station	Batt.	SignalStrength	LastSeen	
	1	Office	Ground floor	123502	GTO Sensor 3.0	Snap Trap installed			2019-10-08 14:27:45	Inspection
	3	Office	First floor	123101	GTO Sensor 3.0	Snap Trap installed			2019-08-01 13:03:17	Inspection
	4	Office	Ground floor	123102	GTO Sensor 3.0	Snap Trap installed			2019-10-08 13:39:38	Inspection

Control point inspection

Customer	GreenTrapOnline
Installation	Testinstallation
Description	For test
Control point	3
Building	Warehouse 1
Floor	Ground floor
Locality	By door
Sensor	GTO Sensor 3.0
Station	Snap Trap installed
Cause	Other
Action	Other
Comment	Write your comment here

It is also possible to upload a picture from the inspection.

Click on the button "**Browse..**".

This will open the default upload folder application from your device.

Upon finding the image file, remember to press "**Save**".

Select the correct cause and action from the list. Insert a comment why this action is done.

Upload picture   Gennemse... Ingen filer valgt.

Save   Cancel

When making an inspection for a control point select **"Cause"** and **"Action".** You can also type in a comment as to why this action is done.
It is also possible to upload a picture from the inspection.
Remember to click **"Save".**

3.3 Set installation in Service Mode

During inspection or while the premises are being cleaned, it is possible to set the plant in **service mode**.

When service mode is **ON**, no sensor activity will be registrered in GTOnline/App and no alarms will be sent.

To activate service mode you can do it from the **Status Overview** window, go to **Status -> Installation Status -> Service**.

In the 'Service Mode-window' you can see information about the plant and select **Service Mode ON (1)** or **Service Mode OFF (2)**.

When Service Mode is On, it will be shown in the Plant Status window.

Installation status

Status	Customer	Installation	Description	
🔴	_GTO	_LoRa test site	LoRa Test Site	Service
🔴	_GTO	Per Roennau	Testinstallation	Service
🟢	GreenTrapOnline	Test	For test	Service

Service Mode

Customer	_GTO
PlantName	_LoRa test site
Description	Test site
TimeZone	Central European Standard Time
GTConnect	AB894D79
Service Mode	OFF

**(1)** Service 1 hour | Service 2 hours | Service 4 hours | Service 8 hours | Service 16 hours | **(2)** Service OFF

Note! Select number of hours for the Service mode to be ON.

Installation status

Status	Customer	Installation	Description	
🔴	_GTO	_LoRa test site	LoRa Test Site	Service
🔴	_GTO	Per Roennau	Testinstallation	Service
Service	GreenTrapOnline	Test	For test	Service

GreenTrapOnline

4. Main Function - Analysis

With this main function, you can view lists of reported data.
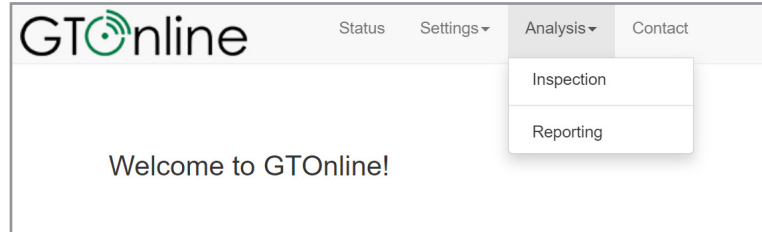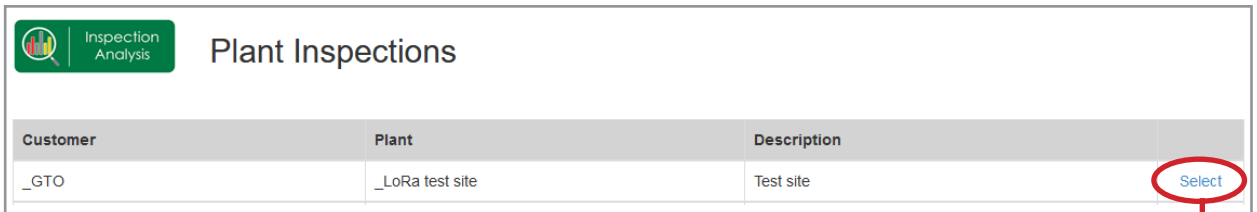

Inspection Analysis
List of the inspections made on the Plants, Control Points etc.

Reporting
Control Point Activity Chart and export report to Excel file
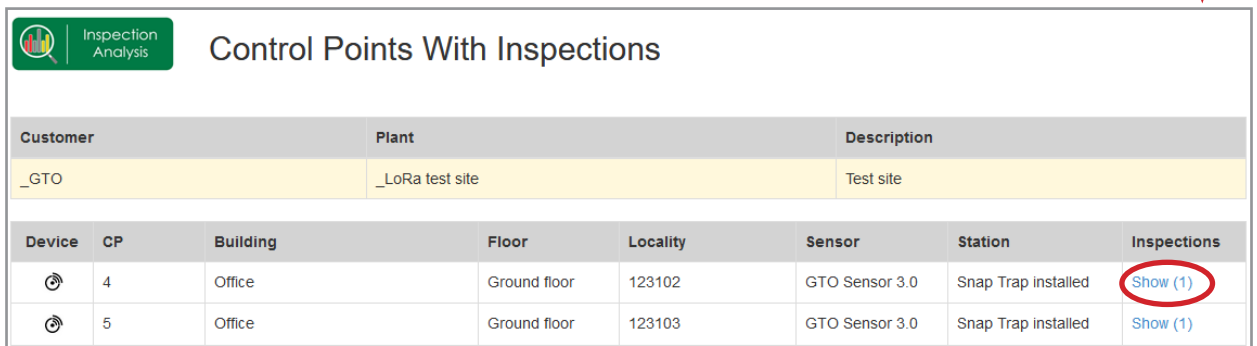
4.1 Analysis -> Inspection Analysis

Go to **Analysis -> Inspection Analysis** to view a list of plants, where inspections have been made and **Select** the plant for which, you would like to view further details:

Plant Inspections

Customer	Plant	Description	
_GTO	_LoRa test site	Test site	Select

Control Points With Inspections

Customer	Plant	Description
_GTO	_LoRa test site	Test site

Device	CP	Building	Floor	Locality	Sensor	Station	Inspections
⊙	4	Office	Ground floor	123102	GTO Sensor 3.0	Snap Trap installed	Show (1)
⊙	5	Office	Ground floor	123103	GTO Sensor 3.0	Snap Trap installed	Show (1)

In the 'Control Point With Inspections-window', you can see how many inspections have been made for the listed control points, eg. CP 4 has had 1 inspections. If a control point is not listed, it means that no inspections have been made so far.

To view further details, click **Show**:

If pictures were uploaded during an inspection, you can click the **camera icon** to view the images.

4.2 Analysis -> Reporting

Reporting is a tool for making intelligent and user-friendly data analysis and audit reports.

Go to **Analysis -> Reporting** to view a list of plants where you can generate a report over Control Point Activity.

Select a specific time period **(1)** to generate a report.
Go to **Analysis -> Reporting -> Control Point Activity.** Click Generate Report **(2)**.
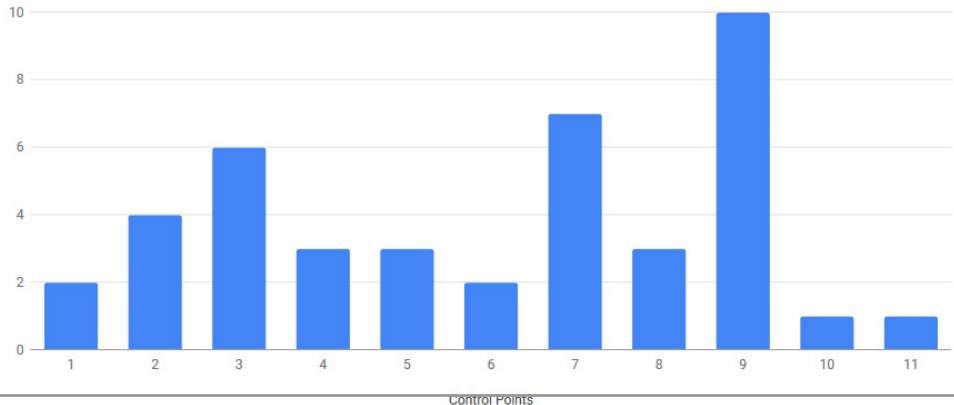
The Control Point Activity Chart shows Control Points where there has been notifications and how many over the specified timeperiod.

To export the data from the chart to Excel for more analysis processing click the button **Excel.**