



**intelligent
environments**
CREATING SMARTER BUILDINGS

zencontrol

Lighting Control System

Emergency Lighting Reports End User Guide Web Portal

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Web Portal – Emergency Reports

Using Emergency Reports

- To access Plan View, from a web browser on any device (PC or Tablet), **Sign in** to your zencontrol account:

login.zencontrol.com/login

- If you don't have a zencontrol account, click **Sign Up** and follow the prompts to create one.
- Let IEL know that sign-up is complete and you will be added to your site. When added, you will receive an email confirming access.

Sign in or create an account
Enter your email or username, press sign up if you are a new user.

Sign in with Google
Sign in with Amazon
Sign in with Apple

OR

Username
.....

Password
.....

Sign up Login

Remember me [Forgot your password?](#)

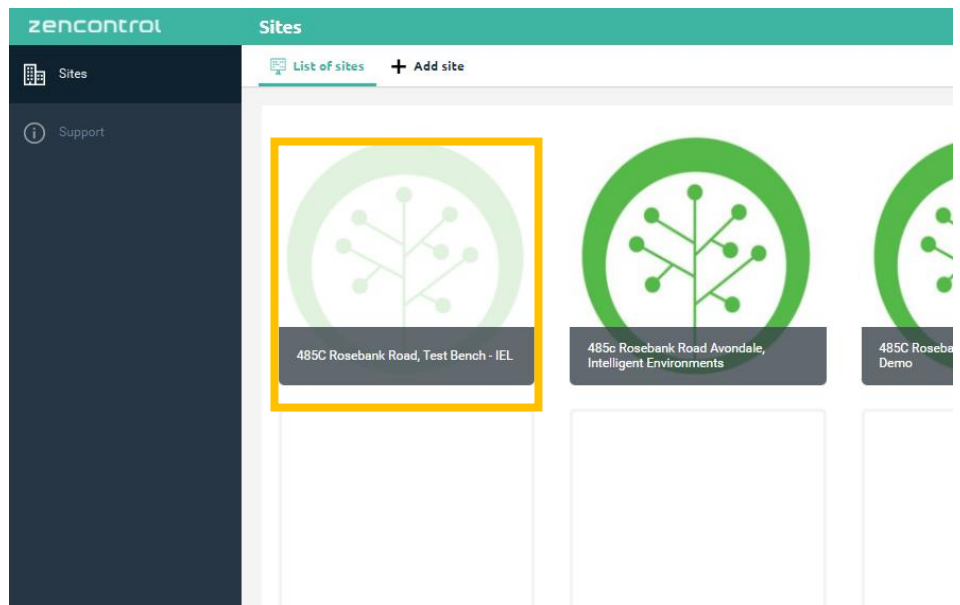
How the zencontrol Cloud works for you

- ✓ Multiple sites
- ✓ Emergency testing
- ✓ Advanced reports and analytics
- ✓ Simple commissioning, setup and maintenance

Read more at zencontrol.com/cloud

Alternatively, follow the instructions in the “Create an Account” guide to create your account from your web browser.

- Once IEL has connected you as a user to your site(s), you will be able to click on the relevant site.



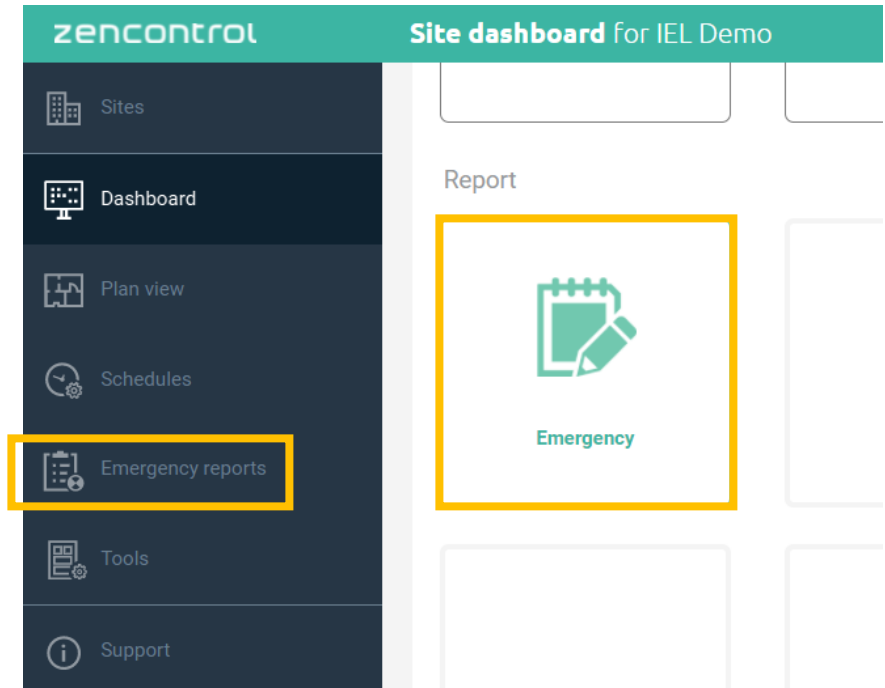


Web Portal – Emergency Reports

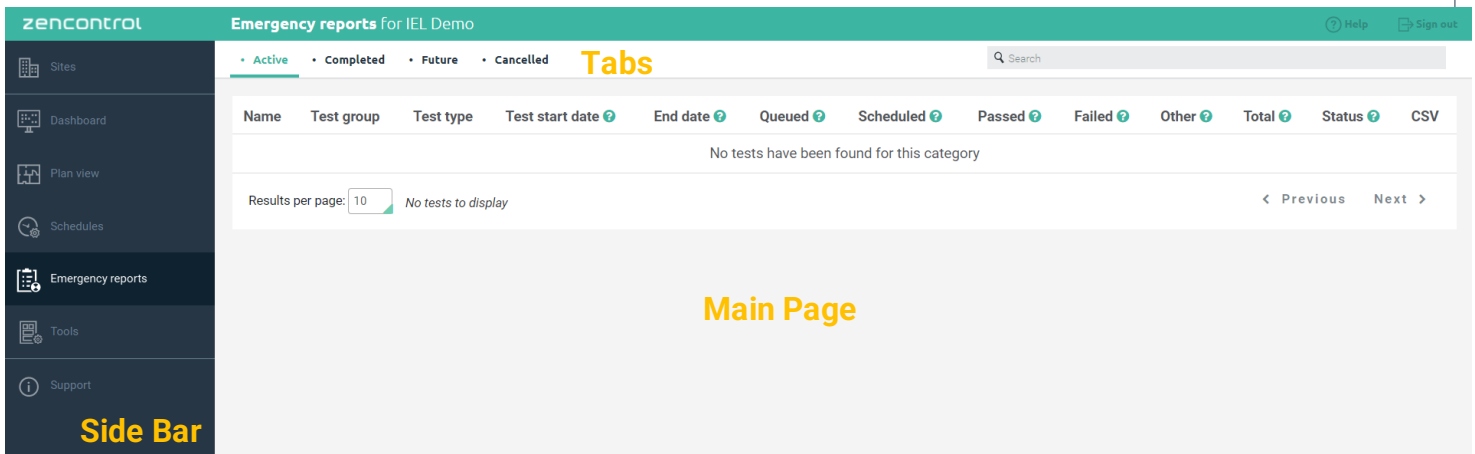
Using Emergency Reports

- Click on Emergency in the Reports section.

Emergency reports can be accessed from either the site's dashboard or sidebar



- The Emergency Reports layout



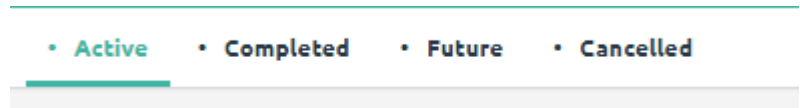


Web Portal – Emergency Reports

Using Emergency Reports

The Emergency reports application will have 4 tabs that will show all emergency tests performed on the site and will classify them by:

- Active tab: will show any tests that are currently running.
- Completed tab: will show the results of any test that has finished.
- Future tab: will show all future scheduled tests.
- Cancelled tab: will have a list of all tests that have been stopped.
- Once a test has been completed, the results can be downloaded in CVS format from the link in the last column of the test of interest.



Name	Test group	Test type	Test start date	End date	Queued	Scheduled	Passed	Failed	Other	Total	Status	CSV
Emergency Test	Whole Site	Function	2021-04-21 10:27:06	2021-10-21 11:27:06	0	0	0	0	0	0	Empty	Download ↓
Emergency Test	Whole Site	Duration	2021-04-21 10:26:46	2021-10-21 11:26:46	0	0	0	0	0	0	Empty	Download ↓



- On the downloaded Report, each device will show its individual Result. There are several different Results that describe how the test ended, but not all of these imply failure.
- For a detailed list of all Report Results Definitions, please visit:

<https://support.zencontrol.com/hc/en-us/articles/333757061376-Emergency-Report-Status-Definitions>

Ask us about our Service and Maintenance Plan.

Support

If you require support, please log a ticket on our portal:

<https://www.intelligentenvironments.co.nz/support-request/>

or contact support@i-e.co.nz