Clever Sparky   **Clevertronics**

Clever
Sparky

Log In

Email

a.contractor@testingservices.com.au

Password

••••••••   Show

Forgot password?

Log In

Sign Up

CleverSparky
Web app

Administrator
Guide 2024

Contents

The CleverSparky app

Cleversparky.com is a digital logbook and emergency lighting compliance management tool.

The CleverSparky web app provides a platform for seamless collaboration between building owners, facility managers and their testing contractors for compliance management of emergency lighting assets.

Manage multi-user access, upload, and store site plans, view reports and upcoming test schedules and get a compliance overview of the sites on your account via the integrated dashboard.

CleverSparky is a fantastic tool for consolidating the Emergency lighting information for the sites you own or manage into one central location.

An account can be set up and owned by the asset owner/manager or by a testing and compliance management specialist.

Option 1
Asset owners can invite their chosen testing contractor to their account to manage the testing of the sites within the account. They own the data and can manage the contractors they employ.

Option 2
Specialist testing and compliance management contractors can hold and manage all the information for their customers within their account and provide the necessary reports to their clients on request.

CleverSparky Technology requirements

The CleverTest Plus System that incorporates the Cleversparky wand mobile apps is made up of 3 key components :

1. CTP Emergency And Exit Light Fittings
2. The **Free** CleverSparky Mobile Phone App - Available For iPhone And Android
3. The **Free** CleverSparky Web App – cleversparky.com

The phone version of the app is used for creating log-books, collecting test results and editing/maintaining fitting information- Download the Cleversparky app from the App store (iOS) or Google Play Store (Android).

The CleverSparky web app is used as a management and administration tool to manage sites, users and user access permissions within a business organisation, store drawings, view reports and review your compliance dashboard.

Go to CleverSparky.com
"Sign up" and agree to the terms and conditions.

Enter your **individual login** details and create a password.

Sign up your Business
You can add in your Business logo, digital signature and other details here or upload later in your profile.

Sign up to continue to your home screen where you can add sites to your account.

The Web app at Cleversparky.com is used to access and review emergency lighting compliance levels, manage site information and user access.

Example of a Business account showing a list of sites.

Adding Sites to your account

How to Create a site & upload site data

Any sites created by linked users via the phone app will upload automatically and be visible on your web app site page.

To add new sites into the web app, click the "**Add Site**" button.

The address search is linked to Google maps and will pre-populate as you start typing.

Uploading Fittings

It is easy to use the Excel spreadsheet template to import any existing fitting registers.

For sites with more than 15 fittings this is the recommended process to build your site data.

Technicians can easily add new sites with small quantitys of fittings directly into the account while on site via the Mobile app.

Uploading Fittings

Download and Upload the template from within a created site page.

NB: If you are upgrading a site to use Clevertronics Clevertest Plus fittings, you can upload the details of any brand of emergency light or exit light into Cleversparky to help you manage the upgrade process.

Using the excel template

Enter in the Serial number, Group name, Fitting ID (each ID number must be different/unique to the site), location details and any other relevant information (collected during installation).

NB: no need to enter the fitting type in this field for CTP fittings – Product Codes will populate automatically when the file is uploaded.

Upload your template

Your file will upload

When completed your group and fitting details will appear -

You are now ready to collect a test result!

NB: You will be prompted to fix any incorrect Serial numbers or group conflicts in your Excel file if entered incorrectly. Upload again when fixed.

Upload Site plans / Drawings

The Cleversparky web app includes a handy file storage feature for site plans/drawings and other documents you wish to store for each site.

Go to the "Site Details" menu in your site to upload directly into your site page.

This keeps all your site information in one central and easy to manage location!

Active Clevertest Plus systems

Sites in your account that are using all Clevertronics LP or L10 range CTP fittings can have the Self-Test mode activated to improve the efficiency and accuracy of collecting test results.

Sites that have the self-test activated can be marked as per below so they are easily identified by the testing technicians when they are attending site.

Ready for testing

The Owner / Admin of the site/s can now invite all service technicians/ testing contractors to their business account – the invitation email will direct them to download the app and create a CleverSparky account.

When they reach the home page they will need to request access to any sites before they can view any information or perform testing and maintenance tasks. An Admin can also assign sites to specific users.

On sign up each user will automatically receive an email containing links to user guides, How to's and support contacts.

Inviting users

Additional users from your own or other businesses can be invited to your account.

Business Accounts have a "**Users**" menu here, Click to invite a user.

Simply enter the new user's email address and press the "**Send Invitation**" button.

Assigning user profiles

USER	USER TYPE
Jason Meiklejohn	Owner ⌄
(Showing 1)	Owner
	Admin
	Technician

After sending the invitation, select from the drop down to assign the user access level.

Technician – default user type. Can perform testing and maintenance tasks on sites where they have access permissions

Owner – Business account owner. Full access – Can add/delete all user types, assign permissions, view reports and perform all tasks within the account.

Admin - Full access – Can add/delete all user types (except Owner), assign permissions, view reports and perform all tasks within the account.

Receiving and accepting invitations

Sample invitation email

Reply Reply All Forward
Tue 10/12/2019 12:26 PM
support@clevertronics.com.au
Your **invitation** to Static Blue Pty Ltd's CleverSparky account
To   Jason Meiklejohn
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Clever Sparky

Hello

You've been invited to become a team member of Static Blue Pty Ltd's CleverSparky account. If you'd like to accept this **invitation**, click the button below.

Accept Invitation

If you already have a CleverSparky account, you'll be able to use your log in details across all businesses you work for. If you don't currently have an account, you'll have to create one to become a team member of Static Blue Pty Ltd.

If you have any questions, please contact us at support@cleversparky.com.au

Follow up email when an invitation is accepted

Reply Reply All Forward
Thu 12/12/2019 9:57 AM
support@clevertronics.com.au
Jake Newton accepted your **invitation**
To   Jason Meiklejohn
ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Clever Sparky

Hi Jason

Great news! Jake Newton has accepted your **invitation** to be part of Clevertronics QLD office site transfers's CleverSparky account.

You can now:

1. Grant them permission to your sites
2. Update their user type (like if you'd like to make them an admin user)
3. View their profile or remove them from your business account

4.

You can do all of the above from the 'User' tab in the CleverSparky Web App. Click the button below to go there now.

Manage Users

If you have any questions, please contact us at support@cleversparky.com.au

Setting up an account – Additional users

- Additional users from your business should download the app on their phone and sign up as a user only (Not create a business account).

- "**Technician**" status is given to those using the app for testing and maintenance purposes only.

Click **Sign up** to continue without creating a business account.

User Management

Open the "**Users**" Menu to view the people in your account. Owner and Admin's have full access to view, edit and update information on any site.

"**Technicians**" will only have access to the sites that they have been granted permission to work on.

Click on a **Technician** to view the sites they have access to and remove or assign new sites.

User Management

Click on a Technician to view the sites they have access to and remove or assign new sites.

Select individual sites from the list or copy the site permissions from another Technician.

Transferring Ownership of site data in CleverSparky

When a CTP System is specified for a new project or a site is upgraded to CTP, the installing contractor will often load the baseline data of the site into their personal or business CleverSparky account. This information is vital to the ongoing service and maintenance of the system. Details of every installed fitting include Serial Number, Fitting ID, Location, Group, Product Code, Switchboard and Circuit details.

It is very common that installing contractor will only be responsible for providing a "Commissioning" test report but is not involved in the ongoing scheduled testing of the system.

In this case it is important that the Installer can transfer the site information from their CleverSparky account to the account of the building owner or facility manager that is responsible for the system in the long term.

Transferring Ownership of site data in CleverSparky

The simple process for this is as follows -

1. CTP System Installer logs in to their account on cleversparky.com (Transfers can only be completed via PC not on the phone app).

2. Select the site with the fitting register that is to be transferred to the new owner.

3. Choose "Site Details" from the side menu.

4. Select the menu icon ... and choose "**Transfer Site Ownership**".

5. Enter the email address of the new owner and press "Transfer."

6. The new owner will receive an email containing a link that directs them to log in to their CleverSparky account or create a new account.

7. After logging in the new owner can click "**Accept Transfer**" and take ownership of their site data.

8. They can then provide access to their account for their preferred Service and Maintenance representative to record the system testing on their behalf.

There is a huge uptake of interest in facility managers and end users wanting ownership and access to their compliance information in a digital format using the CleverSparky app, especially those with many outlets across the country. This updated process simplifies the flow of information between emergency lighting installers and their customers.
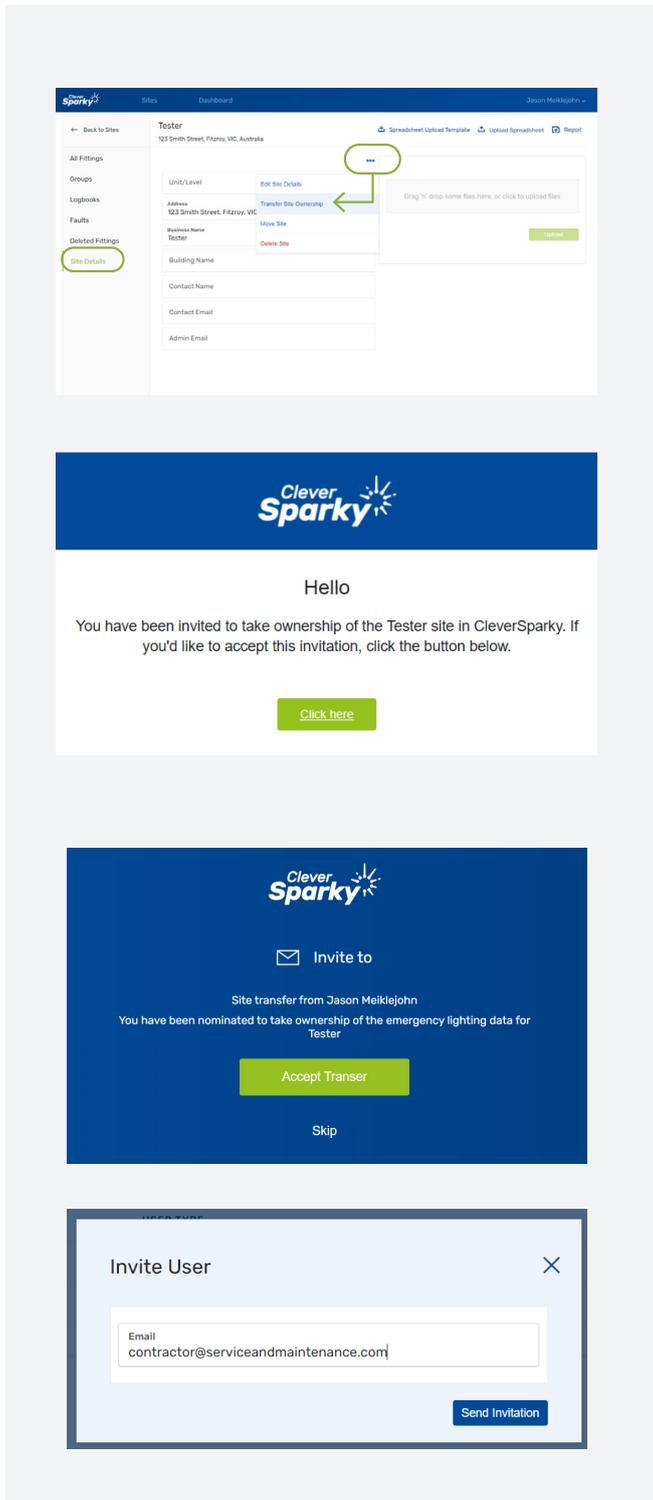
Emergency lighting Management Dashboard

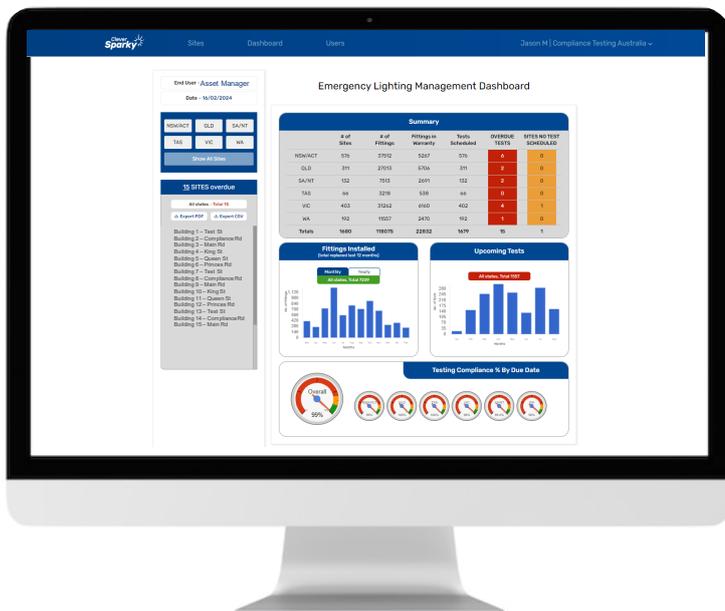The CleverSparky web app provides a platform for seamless collaboration between Building owners, Facility managers and their testing contractors for compliance management of emergency lighting assets.

The information shown can assist in making informed decisions around compliance, labour and emergency lighting asset management.

The Dashboard Shows

- The total number of sites in your account.

- The total number of emergency light fittings that you own or manage.

- This can be filtered by state (AUS only).

- The number of Clevertronics fittings under warranty (Based on Serial number/Product Code).

- Fittings installed by month/Year.

- The number of tests scheduled or Overdue (Based on +30 days from the "Next Test Date" defined in the logbook entry from each site).

- A list of sites that are overdue for collecting test results. - This list can be exported and sent to the technicians for rectification.

- Dials showing a quick view of the % of compliance for testing the sites Overall and in each state.

Victoria
1 Caribbean Drive
Scoresby VIC 3179
Phone: +61 3 9559 2700
Fax: +61 3 9559 2799

New South Wales
9 Distribution Place
Seven Hills NSW 2147
Phone: +61 2 8805 6400
Fax: +61 2 8805 6444

Queensland
2/8-12 Monte-Khoury Drive
Loganholme QLD 4129
Phone: +61 7 3442 9700
Fax: +61 7 3442 9777

Western Australia
12 Milly Court
Malaga WA 6090
Phone: +61 8 9207 0000
Fax: +61 8 9248 3725

South Australia
U2/19 Main Terrace
Richmond SA 5033
Phone: +61 8 8301 8800
Fax: +61 8 8351 8286

Auckland
Unit 22/761 Great South Road
Penrose Auckland 1061
Phone: +64 800 548 448

Christchurch
163C Wordsworth Street
Sydenham Christchurch 8023
Phone: +64 800 548 448

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