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# CleverSparky Web app

## Administrator Guide 2024



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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](https://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.



**1 Enter your details below**

First Name:  Last Name:

Email:

Mobile:

Country:

State:

Postcode:

Password:

## Go to CleverSparky.com

“Sign up” and agree to the terms and conditions.

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

**2 Signup your business** Optional

If you're the owner of a business using CleverSparky, create your business account below. Otherwise, click [Sign Up](#) to continue.

Business Name:

Country:

State:

**Reports Section**  
Information included in this section will display in the header on your test reports

Report Full Name:

ABN:

Contractor licence number:

Phone Number:

Upload Business Logo:

[Sign Up](#)

## 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 [Cleversparks.com](https://Cleversparks.com) is used to access and review emergency lighting compliance levels, manage site information and user access.

UNIT/LEVEL	ADDRESS	BUSINESS NAME	BUILDING NAME	NEXT TEST	CREATED AT	CTP SELF-TEST ACTIVATED
	10, Main Road, Wellington Point, QLD, Australia	Hardware Warehouse		14/02/2023	11:46am 07/07/2020	<input checked="" type="checkbox"/> Yes
	20, Smith Street, Charlestown, NSW, Australia	Corporate Offices	Building Central	30/11/2020	11:49am 07/07/2020	<input type="checkbox"/> No
	30, Park Lane, Traralgon, VIC, Australia	Commercial Services	Future Towers	18/03/2024	11:51am 07/07/2020	<input checked="" type="checkbox"/> Yes
	150, Pacific Highway, North Sydney, NSW, Australia	Bank Branch		23/01/2023	08:23am 23/04/2021	<input type="checkbox"/> No
	10, Main Street, Greensborough, VIC, Australia	Fast Food Restaurant		30/10/2021	03:56pm 13/05/2021	<input checked="" type="checkbox"/> Yes
	123, Kitchener Street, Garran, ACT, Australia	New Building		18/03/2024	01:14pm 27/08/2021	<input type="checkbox"/> No

Example of a Business account showing a list of sites.



## 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 screenshot shows the 'Add New Site' modal in the CleverSparky web app. The modal has a search bar for the address, which is pre-populated with '200'. Below the search bar, a list of suggestions is shown, including '200, George Street, Sydney, NSW, Australia', '200, Queen Street, Melbourne, VIC, Australia', 'Haymarket, NSW, 2000, Australia', '200, Victoria Parade, East Melbourne, VIC, Australia', and '200, Mary Street, Brisbane City, QLD, Australia'. An 'Add Site' button is at the bottom right of the modal. In the background, a table of existing sites is visible, with columns for Unit/Level, Address, Business Name, Building Name, Next Test, Created At, and CTP Self-Test Activated.

UNIT/LEVEL	ADDRESS	BUSINESS NAME	BUILDING NAME	NEXT TEST	CREATED AT	CTP SELF-TEST ACTIVATED
10, Main Road, Wellington Point, QLD, Australia		Hardware Warehouse		14/02/2023	11:46am 07/07/2020	Yes
20, Smith Street, Charlestown, NSW, Australia		Corporate Offices	Building Central	30/11/2020	11:49am 07/07/2020	No
30, Park Lane, Traralgon, VIC, Australia		Commercial Services	Future Towers	18/03/2024	11:51am 07/07/2020	Yes
150, Pacific Highway, North Sydney, NSW, Australia		Bank Branch		23/01/2023	08:23am 23/04/2021	No
10, Main Street, Greensborough, VIC, Australia		Fast Food Restaurant		30/10/2021	03:56pm 13/05/2021	Yes
123, Kitchener Street, Garran, ACT, Australia		New Building		18/03/2024	01:14pm 27/08/2021	No

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

## Uploading Fittings



The screenshot shows the 'Tester' page for a site in the CleverSparky web app. The page has a sidebar with navigation options: Back to Sites, All Fittings, Groups, Logbooks, Faults, Deleted Fittings, and Site Details. The main content area shows the site name 'Tester' and address '123 Smith Street, Fitzroy, VIC, Australia'. There are three buttons: 'Spreadsheet Upload Template', 'Upload Spreadsheet', and 'Report'. Below the buttons, there is a table with columns for 'ALL FITTINGS' and 'Sort List'. The table has two rows: 'Not Commissioned (0)' and 'Commissioned (1)'. A filter by fitting ID is also visible.

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 quantities 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.

The screenshot shows the 'Tester' site page with the following details:

- Site Name: 123 Smith Street, Fitzroy, VIC, Australia
- Buttons: Spreadsheet Upload Template, Upload Spreadsheet, Report
- Table Headers: ALL FITTINGS, Not Commissioned (0), Commissioned (1)
- Excel Spreadsheets: Two spreadsheets showing columns for Serial Number, Product Code, Group Name, Fitting ID, Location, Install Date, Building, Level, and Switchboard. The second spreadsheet includes an additional 'Circuit' column.

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



Serial Number	Product Code	Group Name	Fitting ID	Location	Install Date	Building	Level	Switchboard	Circuit
0018159C	CLIFE-PRO-SM	EMG		1 SOUTH EAST WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-14 S-SFFTR-1
001815A7	CLIFE-PRO-SM	EMG		2 SOUTH EAST WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-12 S-SFFTR-2
001815A8	CLIFE-PRO-SM	EMG		3 CENTRE WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-14 S-SFFTR-3
001815A0	CLIFE-PRO-SM	EMG		4 CENTRE WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-14 S-SFFTR-4
00181502	CLIFE-PRO-SM	EMG		5 CENTRE WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-14 S-SFFTR-5
0018150F	CLIFE-PRO-SM	EMG		6 CENTRE WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-14 S-SFFTR-6
1815425	CLIFE-PRO-SM	EMG		7 CENTRE WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-14 S-SFFTR-7
001815A9	CLIFE-PRO-SM	EMG		8 CENTRE WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-14 S-SFFTR-8
16895	CELED-40	EMG		9 CENTRE WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-17 S-SFFTR-9
168915	CELED-40	EMG		10 CENTRE SOUTH WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-18 J-EXT-1
168915	CELED-40	EMG		11 CENTRE SOUTH WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-18 J-EXT-2
168915	CELED-40	EMG		12 CENTRE SOUTH WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-18 S-SFFTR-10
168915	CELED-40	EMG		13 DOCK OFFICE	16/08/2021	DOCK OFFICE	1	DB-1	A-13 S-SFFTR-1
168915	CELED-40	EMG		14 SOUTH EAST WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-11 J-EXT-1
168915	CELED-40	EMG		15 SOUTH EAST WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-11 J-EXT-2
168915	CELED-40	EMG		16 SOUTH EAST WAREHOUSE	16/08/2021	WAREHOUSE	1	DB-1	A-11 J-EXT-3
168915	CELED-40	EMG		17 AIRLOCK	16/08/2021	MAIN OFFICE	1	DB-1	F-11 EXT-1
168915	CELED-40	EMG		18 AIRLOCK	16/08/2021	MAIN OFFICE	1	DB-1	F-11 S-SFFTR-2
168915	CELED-40	EMG		19 RECEPTION	16/08/2021	MAIN OFFICE	1	DB-1	F-11 EXT-2
168915	CELED-40	EMG		20 RECEPTION	16/08/2021	MAIN OFFICE	1	DB-1	F-11 S-SFFTR-3
168915	CELED-40	EMG		21 OPEN PLAN OFFICE	16/08/2021	MAIN OFFICE	1	DB-1	F-14 S-SFFTR-4
168915	CELED-40	EMG		22 OPEN PLAN OFFICE	16/08/2021	MAIN OFFICE	1	DB-1	F-14 S-SFFTR-5
168915	CELED-40	EMG		23 OPEN PLAN OFFICE	16/08/2021	MAIN OFFICE	1	DB-1	F-14 EXT-3
168915	CELED-40	EMG		24 OPEN PLAN OFFICE	16/08/2021	MAIN OFFICE	1	DB-1	F-14 EXT-4
168915	CELED-40	EMG		25 FEMALE BATHROOM	16/08/2021	MAIN OFFICE	1	DB-1	F-15 S-SFFTR-6

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

← Back to Sites

New Apartments  
Main Beach QLD, Australia

Spreadsheet Upload Template Upload Spreadsheet Report

Uploading New Apartments.xlsx 100% Cancel

ALL FITTINGS Sort List

Not Commissioned (0) Commissioned (0)

When completed your group and fitting details will appear -

← Back to Sites

New Apartments  
Main Beach QLD, Australia

Spreadsheet Upload Template Upload Spreadsheet Report

Your spreadsheet uploaded successfully. ✓

ALL FITTINGS Sort List

Not Commissioned (0) Commissioned (0)

Filter by Fitting ID

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.

← Back to Sites

Central Apartments  
124 Smith Street, Collingwood, VIC, Australia

Spreadsheet Upload Template Upload Spreadsheet Report

Unit/Level

Address  
124 Smith Street, Collingwood, VIC, Australia

Business Name  
Central Apartments

Building Name  
Tower 1

Contact Name

Contact Email

Admin Email

Site Drawings

Drag 'n' drop some files here, or click to upload files

Upload

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



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.

The screenshot shows the 'Sites' page in the CleverSparky web app. At the top, there are navigation tabs for 'Sites', 'Dashboard', and 'Users'. The user is logged in as 'Jason M | Compliance Testing Australia'. Below the navigation is a '+ Add Site' button and a search bar. The main content is a table with the following columns: UNIT/LEVEL, ADDRESS, BUSINESS NAME, BUILDING NAME, NEXT TEST, CREATED AT, and CTP SELF-TEST ACTIVATED. The table contains five rows of site data, with the 'CTP SELF-TEST ACTIVATED' column showing toggle switches and 'Yes' or 'No' labels.

UNIT/LEVEL	ADDRESS	BUSINESS NAME	BUILDING NAME	NEXT TEST	CREATED AT	CTP SELF-TEST ACTIVATED
	10, Main Road, Wellington Point, QLD, Australia	Hardware Warehouse		14/02/2023	11:46am 07/07/2020	<input checked="" type="checkbox"/> Yes
	20, Smith Street, Charlestown, NSW, Australia	Corporate Offices	Building Central	30/11/2020	11:49am 07/07/2020	<input type="checkbox"/> No
	30, Park Lane, Traralgon, VIC, Australia	Commercial Services	Future Towers	18/03/2024	11:51am 07/07/2020	<input checked="" type="checkbox"/> Yes
	150, Pacific Highway, North Sydney, NSW, Australia	Bank Branch		23/01/2023	08:23am 23/04/2021	<input type="checkbox"/> No
	10, Main Street, Greensborough, VIC, Australia	Fast Food Restaurant		30/10/2021	03:56pm 13/05/2021	<input checked="" type="checkbox"/> Yes

## 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



The screenshot shows the 'Users' page in the CleverSparky web app. The 'Users' menu item is highlighted in the top navigation bar. Below the navigation, there is a search bar and a '+ Add Site' button. The main content area shows a 'Users' table with columns for USER, USER TYPE, and a '+ Invite User' button. The 'Invite User' form is open, showing an email address field and a 'Send Invitation' button.

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.

The screenshot shows the 'Invite User' form. It has a title bar with a close button (X). Below the title bar is an email address field containing 'a.contractor@test.com'. At the bottom right of the form is a blue 'Send Invitation' button.



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.

  
**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.

  
**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



USER	USER TYPE
Jason Meiklejohn	Owner
Grant Hendry	Admin
Peter Xie	Admin
Laura Gold	Admin
Susan Chen	Admin
Jake Segui	Technician

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.



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

The screenshot shows the 'Users' management interface. At the top, there's a navigation bar with 'Users' selected. Below it, a '+ Invite User' button is visible. A table lists users, with 'Jake Segui' selected as a 'Technician'. A red arrow points from this selection to the 'User Details' section for Jake Segui, which includes fields for First Name, Last Name, Email, Mobile, Country, State, and User Type. To the right, the 'Site Permissions' section shows a table with columns for 'BUSINESS NAME' and 'ADDRESS', listing 'Customer One' at '10. Main Road, Wellington Point, QLD, Australia'. A red box highlights the '+ Invite to Sites' button in the top right corner of the user details view. An arrow points from this button to a 'Grant Access to Sites' modal. The modal has two radio buttons: 'Copy site permission' (unselected) and 'Select sites' (selected). Below, a 'Select Sites' dropdown menu is open, showing a list of sites including 'Bank Branch X', 'Bank Branch', 'Central Apartments', and 'Central Apartments'. A 'Grant Access' button is at the bottom right of the modal.

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.



The simple process for this is as follows -

1. CTP System Installer logs in to their account on [cleversparky.com](https://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.

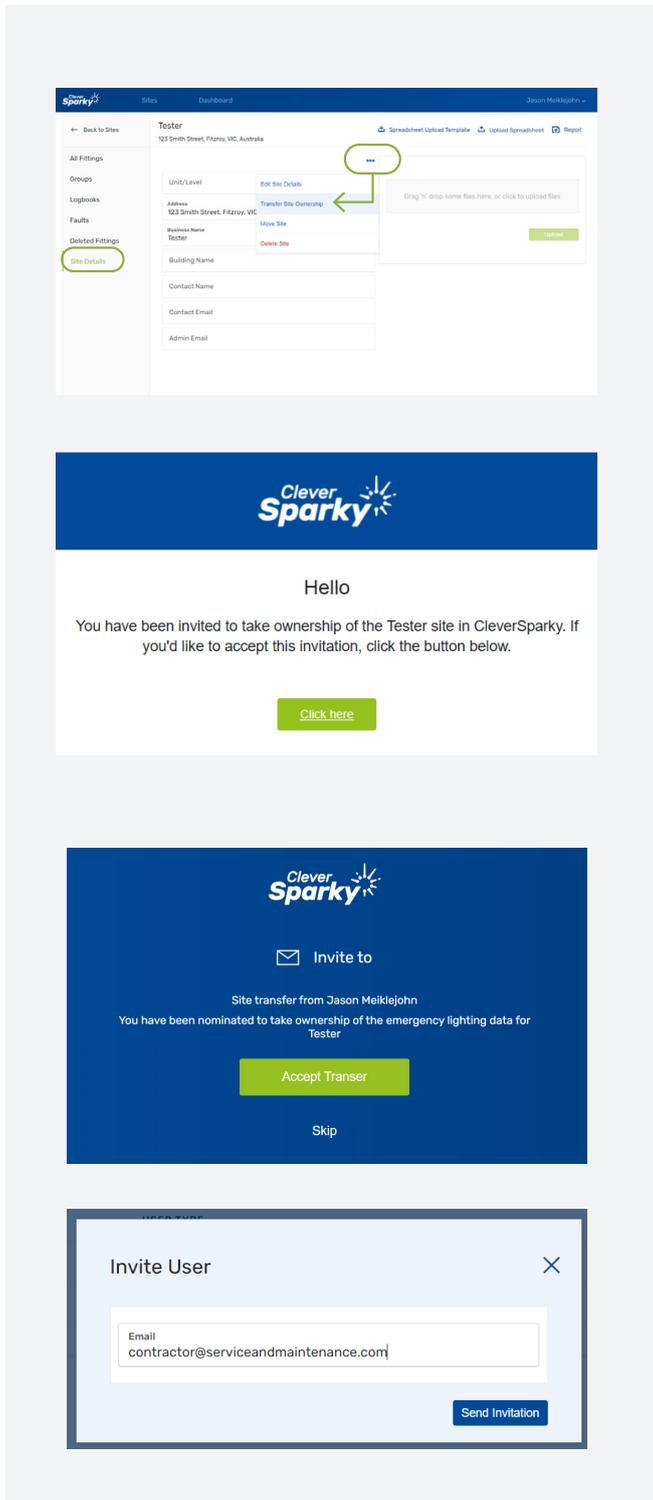
3. Choose "Site Details" from the side menu.
4. Select the menu icon ... and choose **"Transfer Site Ownership"**.
5. Enter the email address of the new owner and press "Transfer."

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.

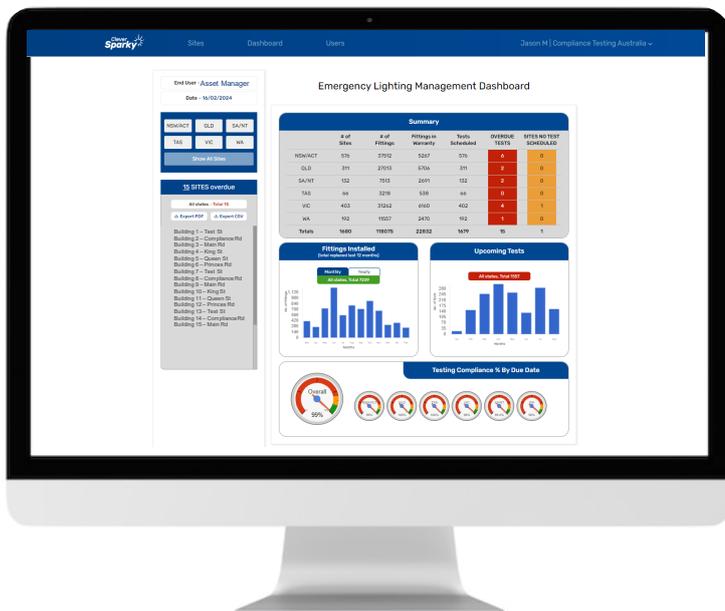




## Emergency lighting Management Dashboard

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

[clevertronics.com.au](http://clevertronics.com.au)

[clevertronics.co.nz](http://clevertronics.co.nz)