

# CleverSparky Web app training



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## For new account owners

Jan 2020

# Technology requirements



The CleverSparky System is made up of 3 key components :-

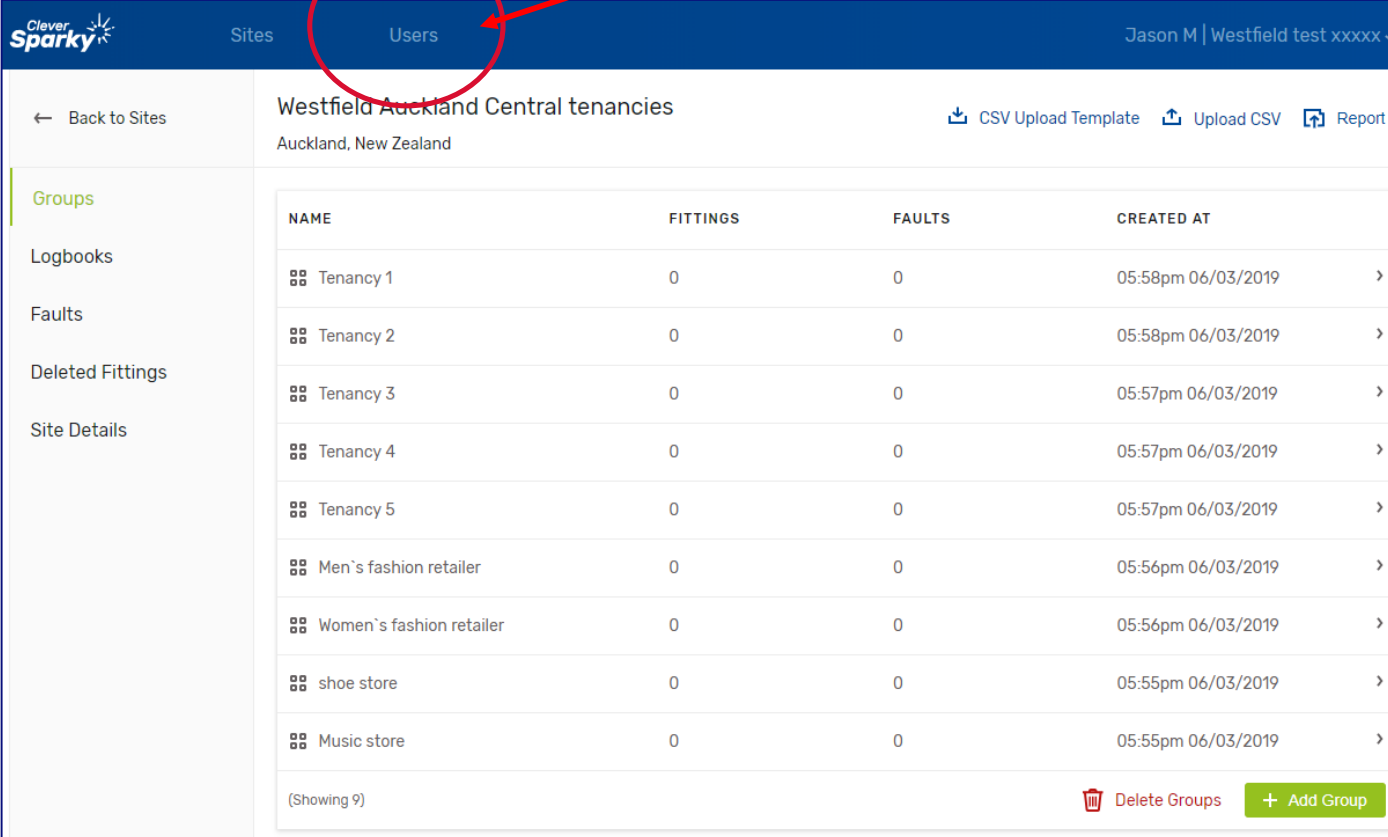
1. CTP emergency and exit light fittings
2. The Free CleverSparky phone app ( iPhone6 and higher or Samsung Galaxy S6 or higher required)
3. The Free CleverSparky web app – [cleverparky.com](http://cleverparky.com)

- **The Phone version of the app is mainly used for creating log books, collecting test results and editing/maintaining fitting information-** For the best experience, all RST`s that are collecting test results on a site will require the latest version of the CleverSparky app to be downloaded on their phone before attending site.
- **The Web app is used as a management and administration tool to manage multiple sites, users and user access permissions within a business organisation**

# The Web app at Cleversparky.com is used to access and review compliance information and manage user access

## Example of a site setup

Business Accounts will have a users menu here



← Back to Sites

Westfield Auckland Central tenancies  
Auckland, New Zealand

CSV Upload Template Upload CSV Report

NAME	FITTINGS	FAULTS	CREATED AT
Tenancy 1	0	0	05:58pm 06/03/2019
Tenancy 2	0	0	05:58pm 06/03/2019
Tenancy 3	0	0	05:57pm 06/03/2019
Tenancy 4	0	0	05:57pm 06/03/2019
Tenancy 5	0	0	05:57pm 06/03/2019
Men`s fashion retailer	0	0	05:56pm 06/03/2019
Women`s fashion retailer	0	0	05:56pm 06/03/2019
shoe store	0	0	05:55pm 06/03/2019
Music store	0	0	05:55pm 06/03/2019

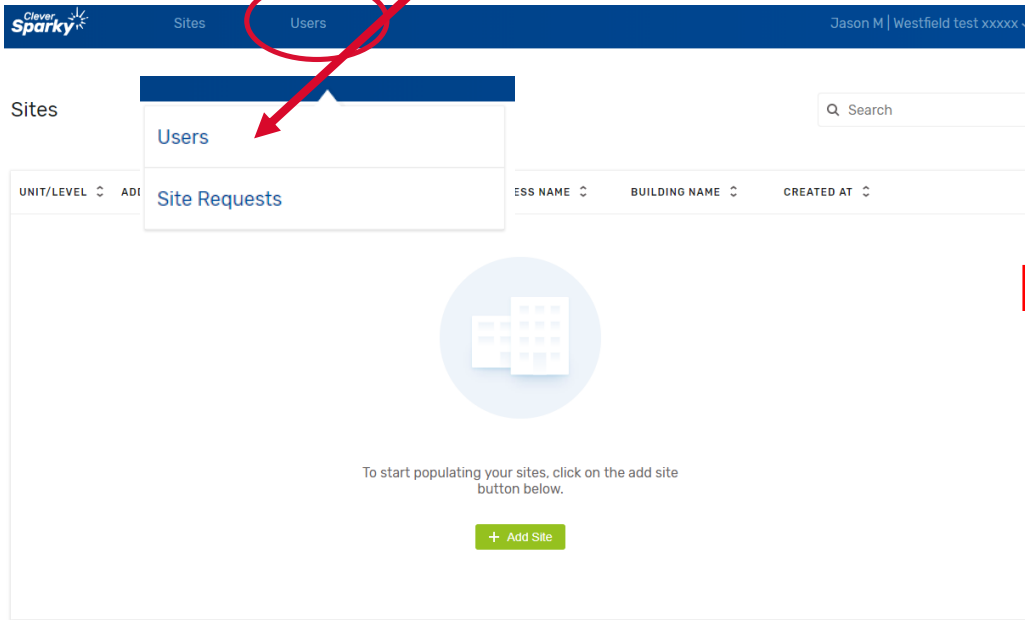
(Showing 9)

Delete Groups + Add Group

# Inviting users

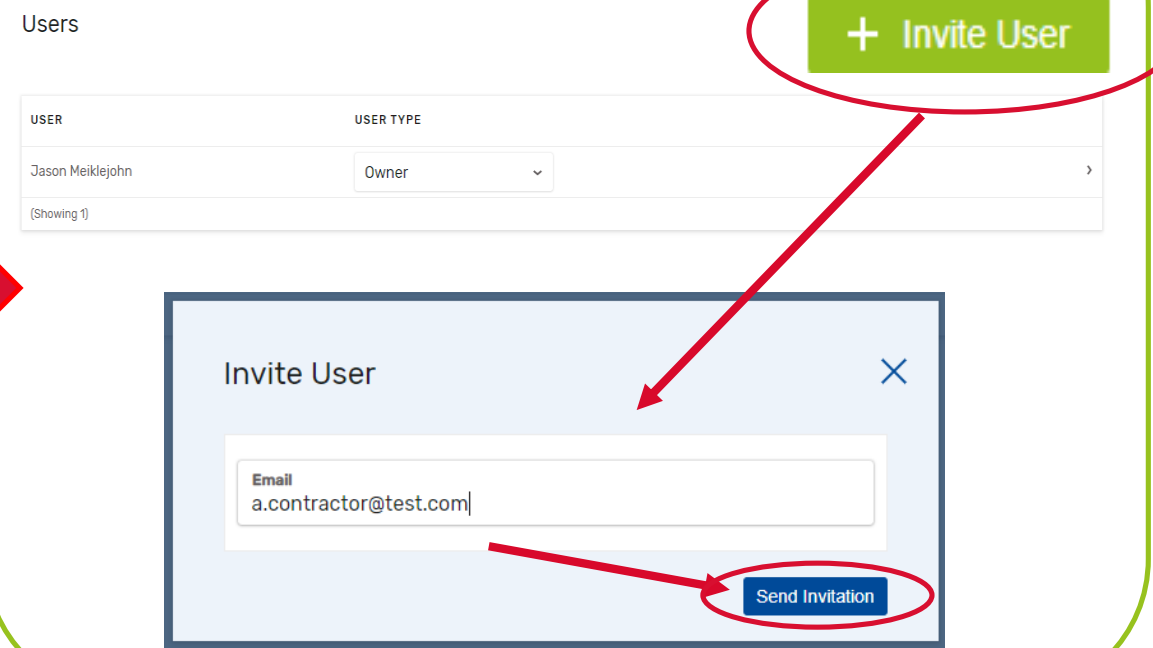
Additional users can be invited to your account using the web app at [cleversparky.com](https://cleversparky.com)

Click here to add users



The screenshot shows the Clever Sparky web app dashboard. At the top, there is a navigation bar with 'Sites' and 'Users' tabs. The 'Users' tab is circled in red, and a red arrow points to it from the text 'Click here to add users'. Below the navigation bar, there is a sidebar menu with 'Users' and 'Site Requests' options. The 'Users' option is also circled in red, and a red arrow points to it from the same text. At the bottom of the dashboard, there is a green button labeled '+ Add Site'.

Type the new user's email address in and press the Send Invitation button



The screenshot shows the 'Invite User' modal form. At the top right, there is a green button labeled '+ Invite User' circled in red. Below this, there is a table with columns 'USER' and 'USER TYPE'. The table contains one row with the name 'Jason Meiklejohn' and the user type 'Owner'. Below the table, there is a text input field for the email address, which contains 'a.contractor@test.com'. At the bottom right of the modal, there is a blue button labeled 'Send Invitation' circled in red. A red arrow points from the '+ Invite User' button to the 'Send Invitation' button.

# Assigning user profiles

USER	USER TYPE
Jason Meiklejohn	Owner
(Showing 1)	

Owner

Owner

Admin

Technician

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

# 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 invite 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.

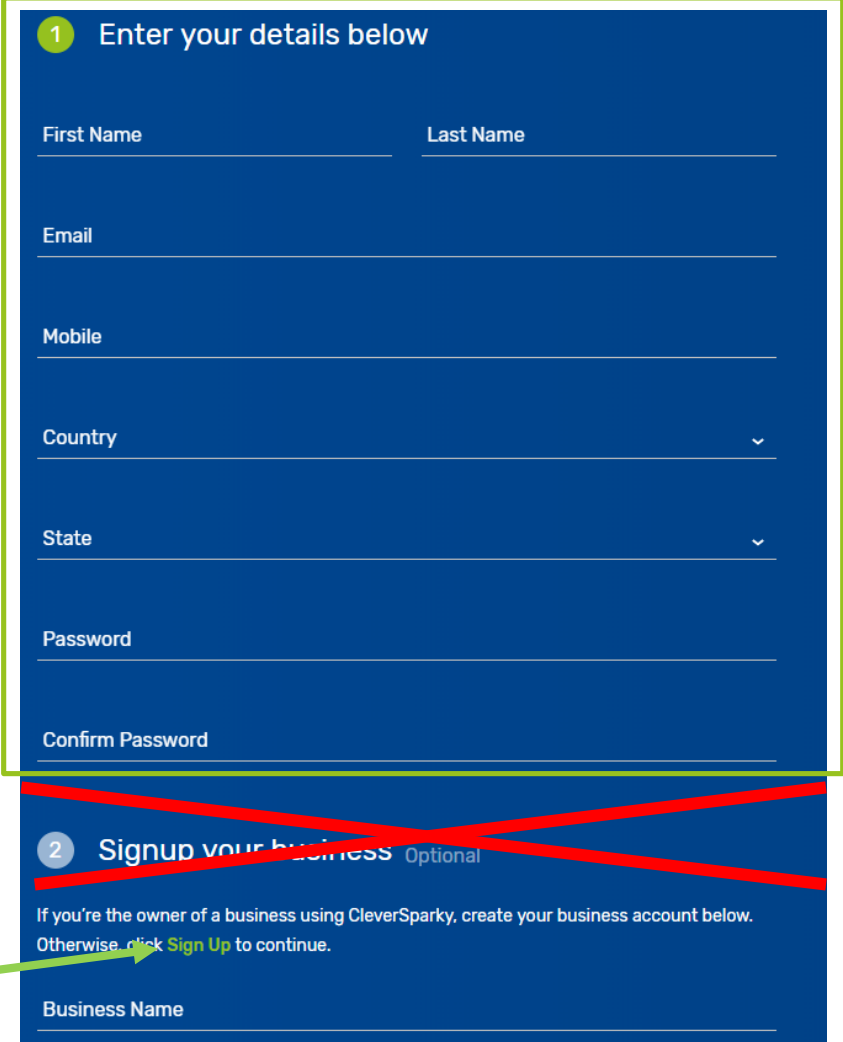
You can do all of the above from the 'User' tab in the CleverSparky Web App. Click the button below to go there now.

[Manage Users](#)

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

# Setting up an account – Additional users

- **Additional users should download the app on their phone and sign up as a user only (not a business account)**
- **“Technician” status is given to those using the app for testing and maintenance purposes only**



1 Enter your details below

First Name Last Name

Email

Mobile

Country

State

Password

Confirm 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

Click [Sign up](#) to continue without creating a business account

# Ready for testing



**The Owner / Admin of the site/s can now invite all service technicians/Testing Contractors to their business – 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**

**On sign up each user will automatically receive an email containing links to various “How to” videos and the full CTP System operation guide**



# CleverSparky Web app training



Log In

Email

a.contractor@testingservices.com.au

Password

.....

Show

[Forgot password?](#)

Log In

[Sign Up](#)

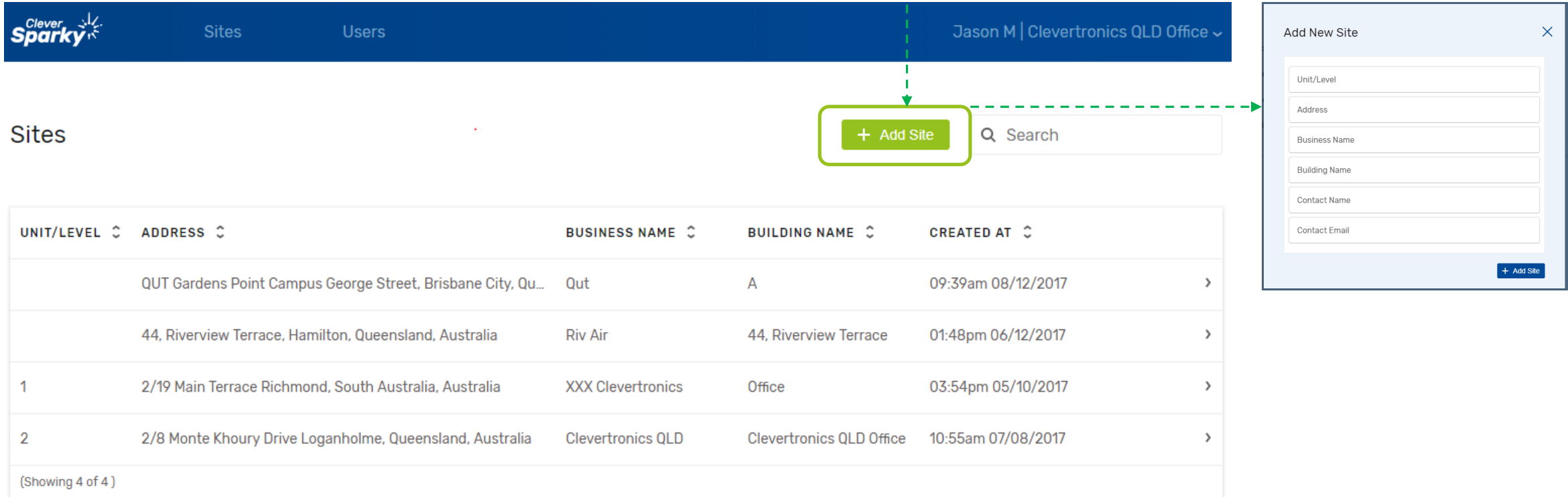


## Create a site & upload site data via .csv file

June 2018

# Adding sites

Any sites created via the phone app will upload automatically and be visible on your web app site page. For new sites click the “Add Site” button.

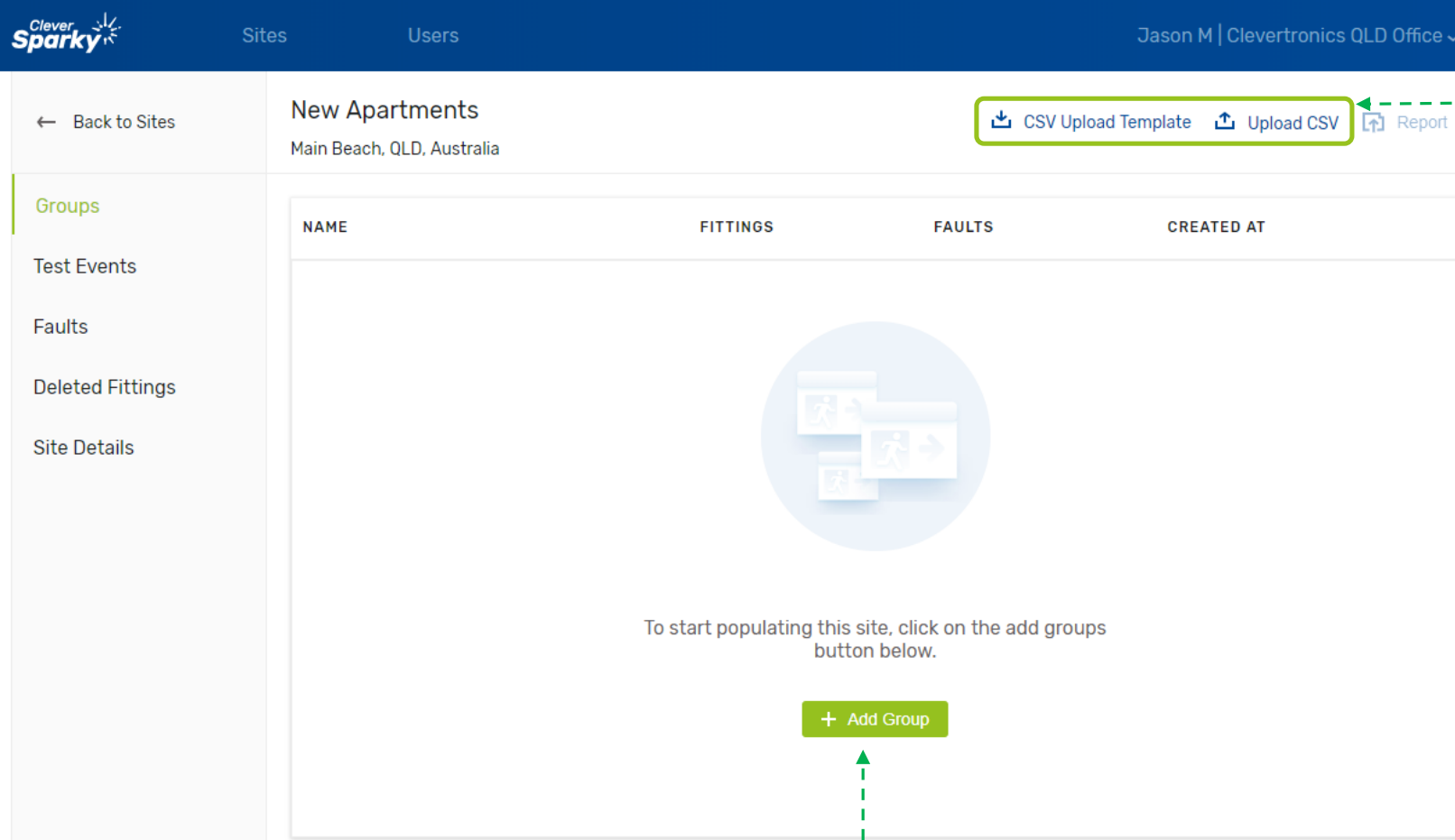


The screenshot displays the 'Sites' management page in the Clever Sparky web application. The top navigation bar includes the Clever Sparky logo, 'Sites', 'Users', and a user profile for 'Jason M | Clevertronics QLD Office'. Below the navigation, the 'Sites' section features a '+ Add Site' button (highlighted with a green box) and a search bar. A table lists existing sites with columns for Unit/Level, Address, Business Name, Building Name, and Created At. A modal window titled 'Add New Site' is open on the right, containing input fields for Unit/Level, Address, Business Name, Building Name, Contact Name, and Contact Email, along with an '+ Add Site' button at the bottom.

UNIT/LEVEL ↕	ADDRESS ↕	BUSINESS NAME ↕	BUILDING NAME ↕	CREATED AT ↕	
	QUT Gardens Point Campus George Street, Brisbane City, Qu...	Qut	A	09:39am 08/12/2017	>
	44, Riverview Terrace, Hamilton, Queensland, Australia	Riv Air	44, Riverview Terrace	01:48pm 06/12/2017	>
1	2/19 Main Terrace Richmond, South Australia, Australia	XXX Clevertronics	Office	03:54pm 05/10/2017	>
2	2/8 Monte Khoury Drive Loganholme, Queensland, Australia	Clevertronics QLD	Clevertronics QLD Office	10:55am 07/08/2017	>

[Showing 4 of 4]

# Adding Groups and fittings



The screenshot shows the 'New Apartments' page for 'Main Beach, QLD, Australia'. The top navigation bar includes 'Clever Sparky', 'Sites', 'Users', and 'Jason M | Clevertronics QLD Office'. A sidebar on the left lists 'Groups', 'Test Events', 'Faults', 'Deleted Fittings', and 'Site Details'. The main content area features a table with columns for 'NAME', 'FITTINGS', 'FAULTS', and 'CREATED AT'. Below the table is a large circular graphic with icons representing fittings and a '+ Add Group' button. A text prompt reads: 'To start populating this site, click on the add groups button below.' At the top right of the main content area, there are three buttons: 'CSV Upload Template', 'Upload CSV', and 'Report'. A green dashed arrow points from the 'CSV Upload Template' button to the text box on the right, and another green dashed arrow points from the '+ Add Group' button to the text box at the bottom.

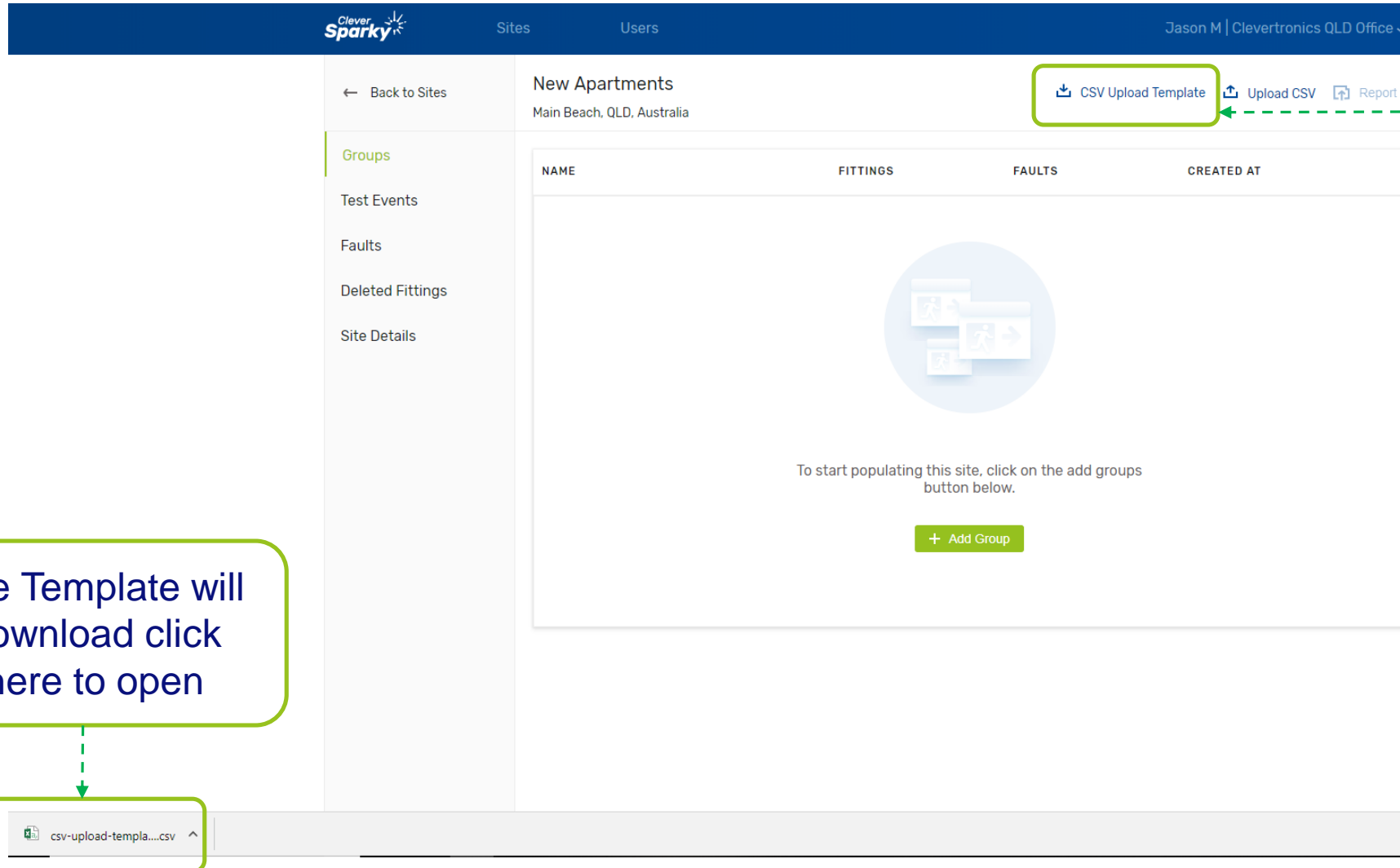
It is much faster to use the CSV template to import Group and fitting details.

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

**NB: Do not manually enter group names prior to .CSV upload as it will create a conflict error**

# Using the .csv template

**Always download and use a current version of the CSV template before each new site data upload**



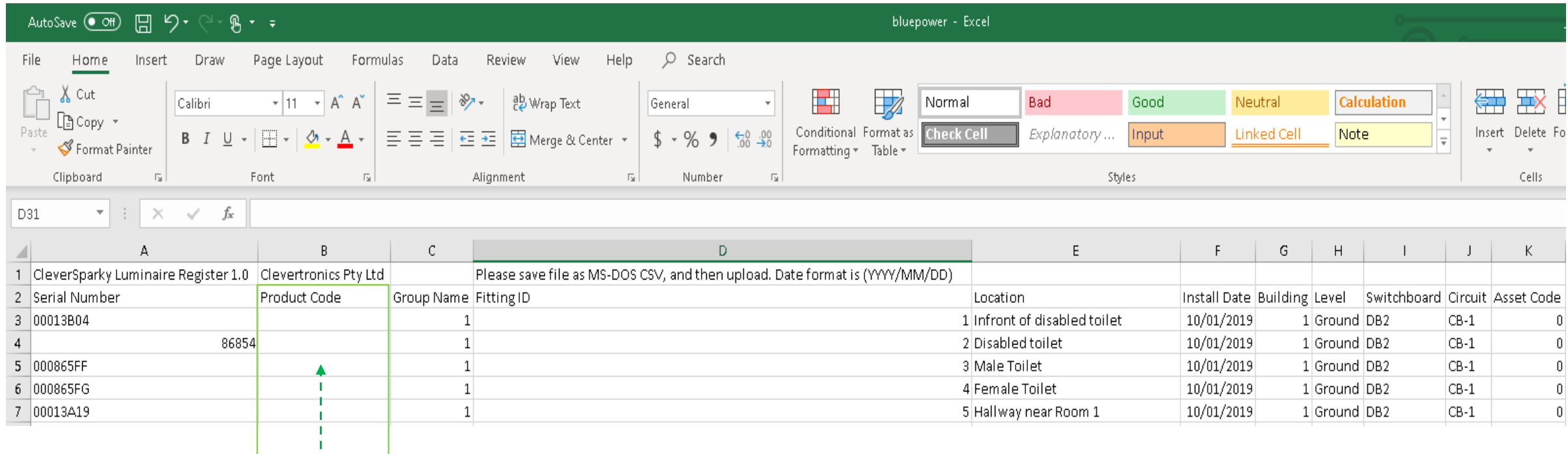
The screenshot shows the CleverSparky web interface. At the top, there's a navigation bar with 'Clever Sparky', 'Sites', 'Users', and a user profile 'Jason M | Clevertronics QLD Office'. The main content area is titled 'New Apartments' for 'Main Beach, QLD, Australia'. It features a table with columns 'NAME', 'FITTINGS', 'FAULTS', and 'CREATED AT'. Below the table, there's a large circular graphic with icons and a message: 'To start populating this site, click on the add groups button below.' with a '+ Add Group' button. A callout box on the right points to the 'CSV Upload Template' button, which is highlighted with a green box. Another callout box on the left points to the downloaded file 'csv-upload-templa...csv' in the browser's download bar.

Click here to download the template

The Template will download click here to open

# Using the .csv template

Enter in the Serial number, Group name, Fitting ID, location details and any other relevant information (collected during installation)

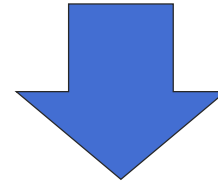


	A	B	C	D	E	F	G	H	I	J	K
1	CleverSparky Luminaire Register 1.0	Clevertronics Pty Ltd		Please save file as MS-DOS CSV, and then upload. Date format is (YYYY/MM/DD)							
2	Serial Number	Product Code	Group Name	Fitting ID	Location	Install Date	Building	Level	Switchboard	Circuit	Asset Code
3	00013B04		1		1 Infront of disabled toilet	10/01/2019	1	Ground	DB2	CB-1	0
4		86854	1		2 Disabled toilet	10/01/2019	1	Ground	DB2	CB-1	0
5	000865FF		1		3 Male Toilet	10/01/2019	1	Ground	DB2	CB-1	0
6	000865FG		1		4 Female Toilet	10/01/2019	1	Ground	DB2	CB-1	0
7	00013A19		1		5 Hallway near Room 1	10/01/2019	1	Ground	DB2	CB-1	0

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

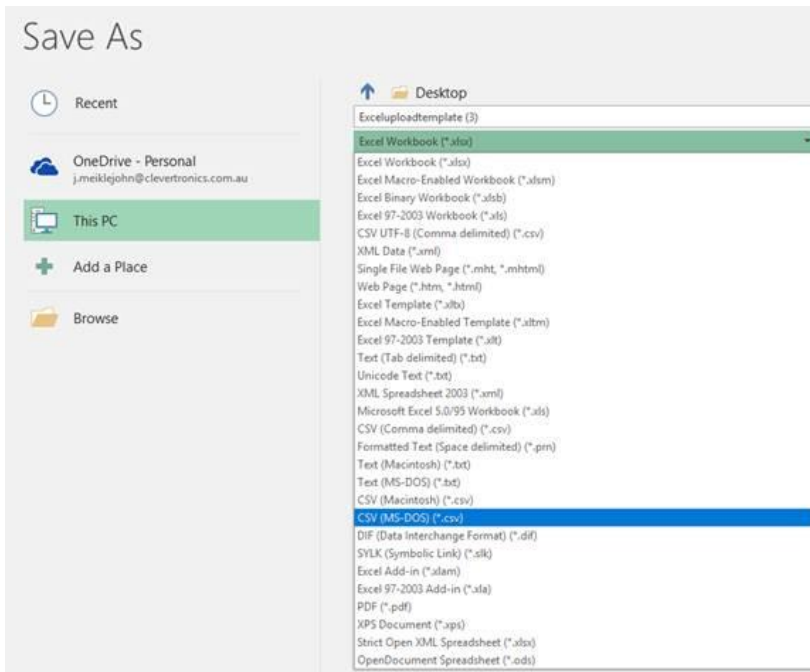
# Saving your file

Your file must be saved in the correct format or it will not upload



Serial Number	Product Code	Group Name	Fitting ID	Location	Install Date
	3215	level 1	LL-01	entry	2018/11/23

Please save file as MS-DOS CSV, and then upload. Date format is (YYYY/MM/DD)

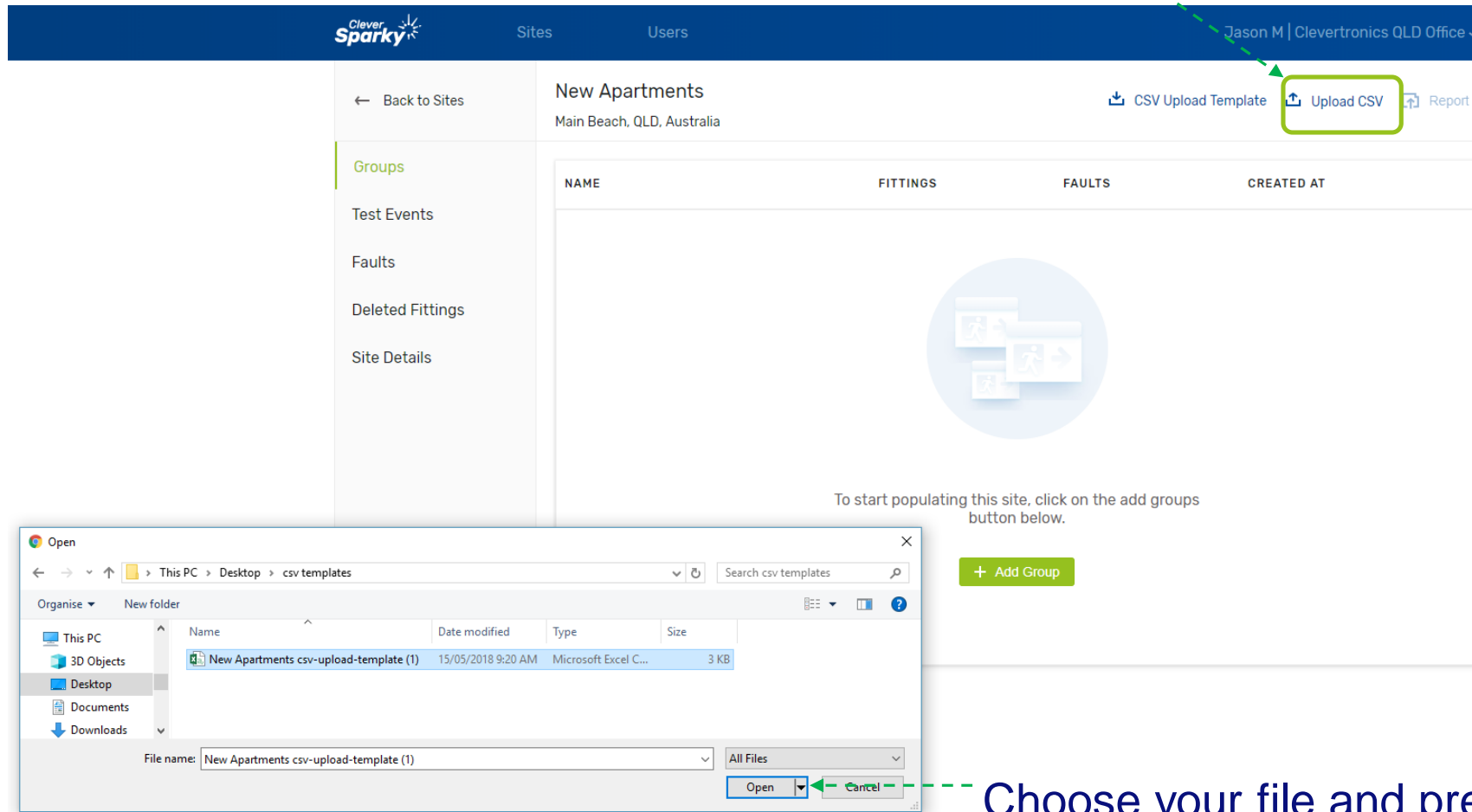


Click "Save as" and save in the CSV (MS-DOS) format

Text (MS-DOS)  
CSV (Macintosh)  
CSV (MS-DOS)  
DIF (Data Interchange Format)  
SYLK (Symbolic Link)

# Upload your template

Click here to upload your completed site file

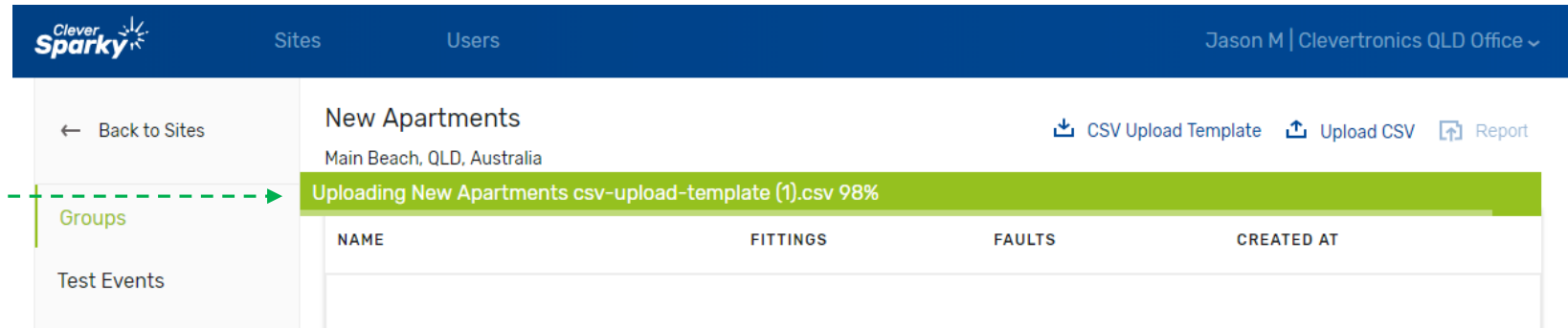


The screenshot shows the Clever Sparky web interface. The top navigation bar includes the Clever Sparky logo, 'Sites', 'Users', and a user profile for 'Jason M | Clevertronics QLD Office'. The main content area is titled 'New Apartments' for 'Main Beach, QLD, Australia'. It features a table with columns for 'NAME', 'FITTINGS', 'FAULTS', and 'CREATED AT'. Below the table is a large circular icon with a plus sign and a document icon, and a green '+ Add Group' button. A text prompt reads: 'To start populating this site, click on the add groups button below.' The 'Upload CSV' button is highlighted with a green box. A file explorer window is open, showing the path 'This PC > Desktop > csv templates'. The file 'New Apartments csv-upload-template (1)' is selected. The file name field contains 'New Apartments csv-upload-template (1)' and the file type is 'All Files'. The 'Open' button is highlighted with a green arrow.

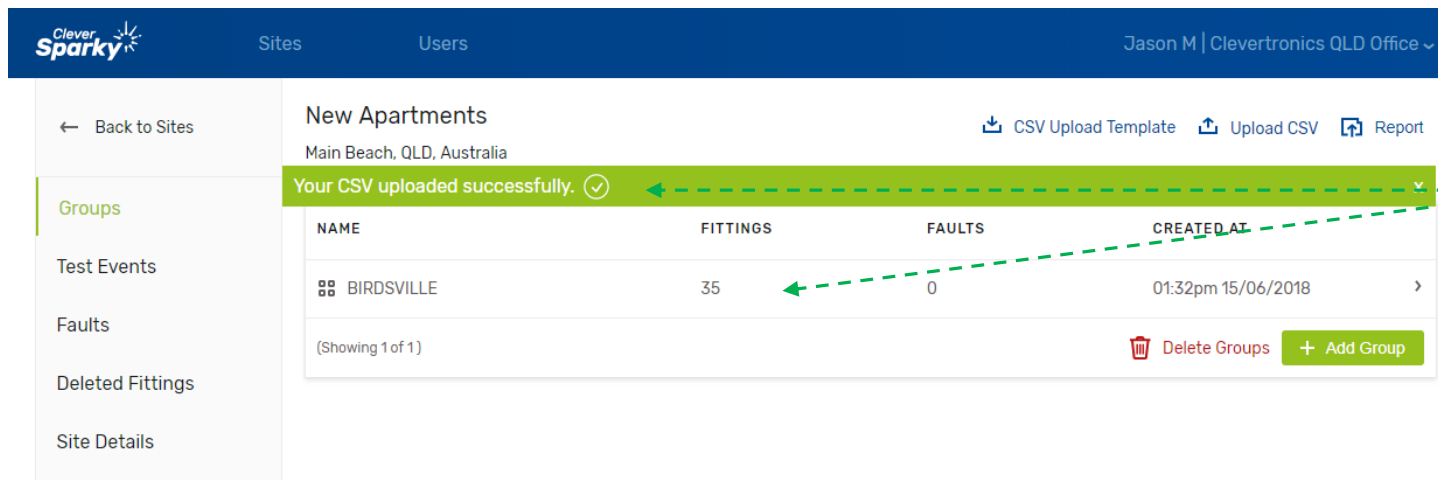
Choose your file and press open to begin upload

# Upload your template

Your file will upload



The screenshot shows the 'New Apartments' page in the Clever Sparky system. A green progress bar indicates that the file 'New Apartments csv-upload-template (1).csv' is 98% uploaded. The page includes a sidebar with 'Groups' selected, a top navigation bar with 'Sites' and 'Users', and a user profile for 'Jason M | Clevertronics QLD Office'. Action buttons for 'CSV Upload Template', 'Upload CSV', and 'Report' are visible.



The screenshot shows the 'New Apartments' page after a successful upload. A green confirmation message reads 'Your CSV uploaded successfully.' with a checkmark icon. Below the message is a table with the following data:

NAME	FITTINGS	FAULTS	CREATED AT
BIRDSVILLE	35	0	01:32pm 15/06/2018

At the bottom of the table, it says '(Showing 1 of 1)' and includes buttons for 'Delete Groups' and '+ Add Group'.

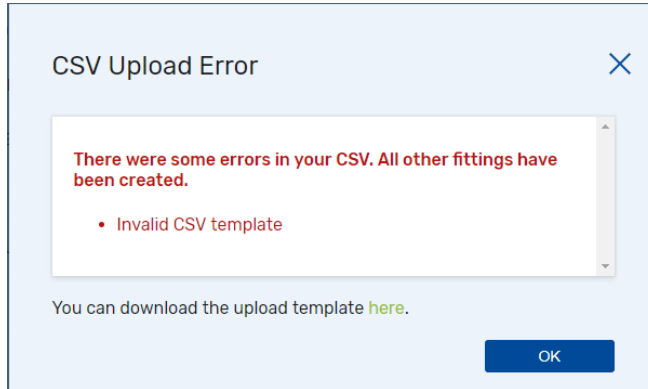
When completed your group and fitting details will appear -

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 .csv file if entered incorrectly. Upload again when fixed**



# Got Errors?



The solutions to the 3 most common error messages received when trying to upload a CSV file are below.

Contact  
cleversparkysupport@clevertronics.com.au  
for any further help

Error	Cause	Fix
Could not parse CSV file	File has not been saved in the correct format	Save the CSV file in MS-DOS format
Serial number must be unique to site <u>OR</u> Fitting ID must be unique to site	A serial number or Fitting ID has been duplicated in the CSV file	Confirm each serial number and fitting ID entered is unique
Invalid CSV Template	The CleverSparky csv template from the app has not been used	Download the current template from CleverSparky.com



Thank you