

NOVUS Cloud

INSTRUCTION MANUAL V1.0x

1.	NOVUS CLOUD PLATFORM.....	2
1	ACCESS TO THE NOVUS CLOUD PLATFORM	3
2.1	ACCOUNT REGISTER.....	3
2.	REGISTERING A DEVICE	5
3.	VIEWING DATA FROM A DEVICE.....	7
4.1	“SUMMARY” TAB.....	7
4.2	“DATA TABLE” TAB	9
4.3	“REPORTS” TAB.....	10
4.	CONFIGURING THE NOVUS CLOUD PLATFORM	11
5.1	“GENERAL” TAB.....	11
5.2	“CREATE DASHBOARDS AND WIDGETS” TAB	13
5.3	“USERS” TAB.....	17
5.4	“ALERTS” TAB	19
5.5	“BILLING” TAB	21
5.6	“ADVANCED” TAB	22
5.	CREATING REPORTS.....	23
6.	SUPPORT.....	25
7.	TOP MENU OF THE PLATFORM	26
8.1	BUTTON TO MINIMIZE THE SIDE TAB	26
8.2	BUTTON TO OPEN THE NOTIFICATION TAB	27
8.3	BUTTON TO OPEN THE USER SETTINGS	28

1. NOVUS CLOUD PLATFORM

NOVUS Cloud is a dedicated solution platform for Internet of Things that extends the data presentation horizons. Applied with **NOVUS** products, this platform can receive data, store, analyse and presents online measurements of temperature, humidity, pressure, geographic location or any other amount of interest. Internet access to the data of physical measurements can bring benefits mainly to the following sectors: Industrial, logistics, health, construction, energy, sanitation, and agriculture.

The platform is secure, scalable and offers an environment for rapid application development, even for people with no programming experience. The cloud applications are fully customizable, and you can create multiple dashboards with widgets to display data, configure alarms and events and send notifications by email.

1 ACCESS TO THE NOVUS CLOUD PLATFORM

It is possible to access the **NOVUS Cloud** platform through any browser at <https://iot2.novusautomation.com> address, which will display a screen like de following:

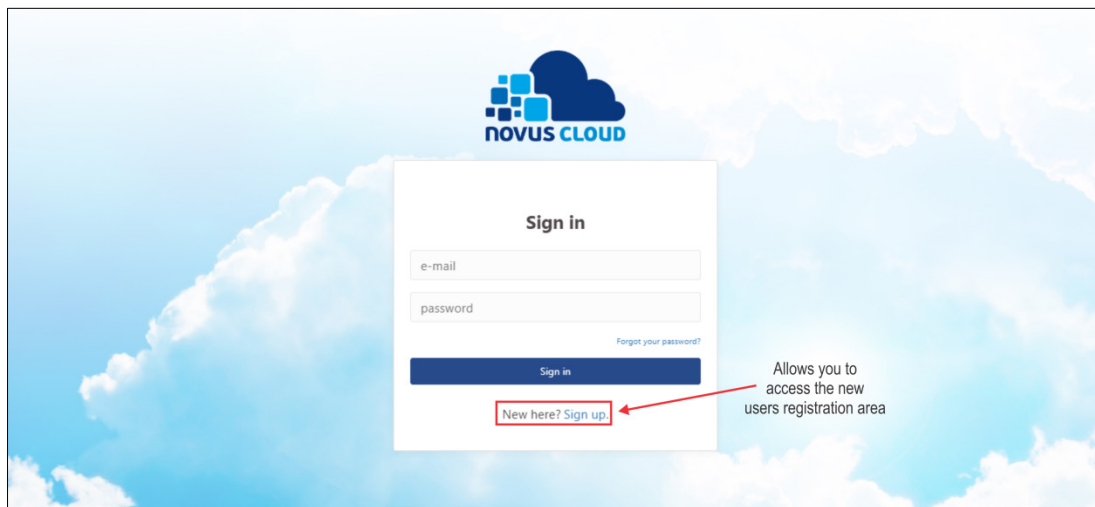


Figure 1 – Home page

On this page, you can authenticate if you already have an account or register if this is your first access.

2.1 ACCOUNT REGISTER

To create an account, you must click the **Sign up** button, located at the bottom of the **NOVUS Cloud** home page, as shown in **Figure 1**. After that, you must fill in the **First Name**, **Last Name** and **Email** fields and enter a password with up to six characters in the **Password** field:

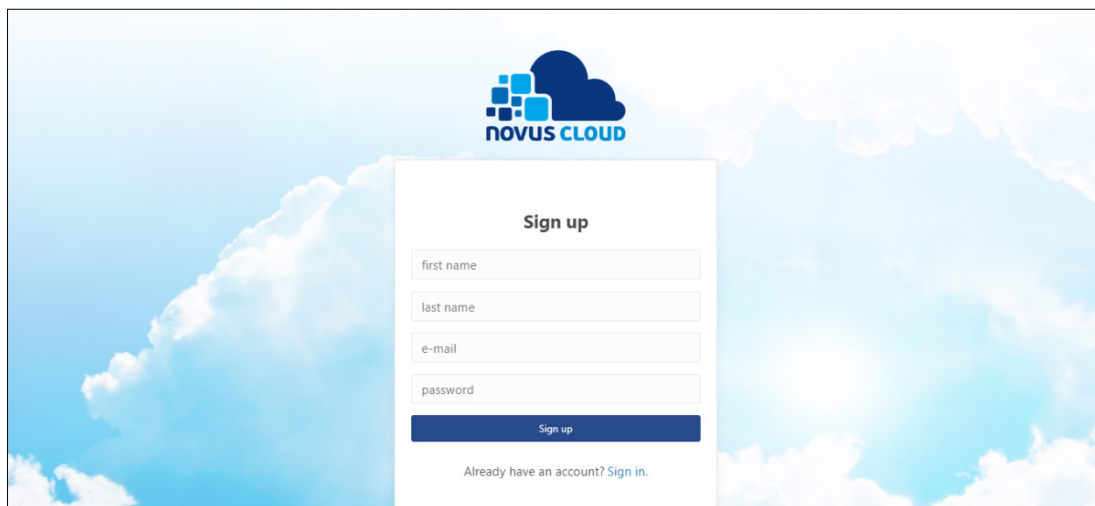


Figure 2 – Creating an account

Once the fields have been filled, you must click the **Sign up** button. If the process has occurred successfully, the platform will show the following pop-up, asking the user to check the email and confirm the registration:

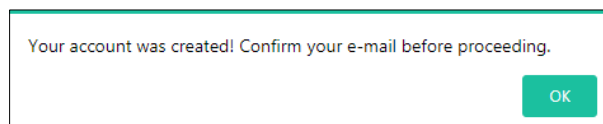


Figure 3 – Successfully created account

The registration confirmation email contains a link to activate the account. Once it is clicked, you will be redirected to the NOVUS Cloud page, which will display a success message:

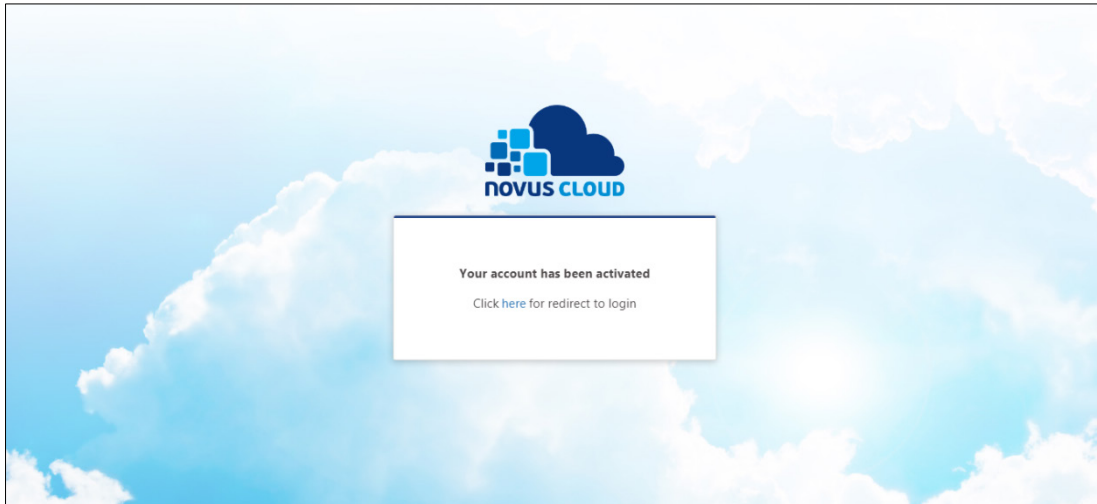


Figure 4 – Account activation

After that, you can login through the authentication page by entering the registered email and password:

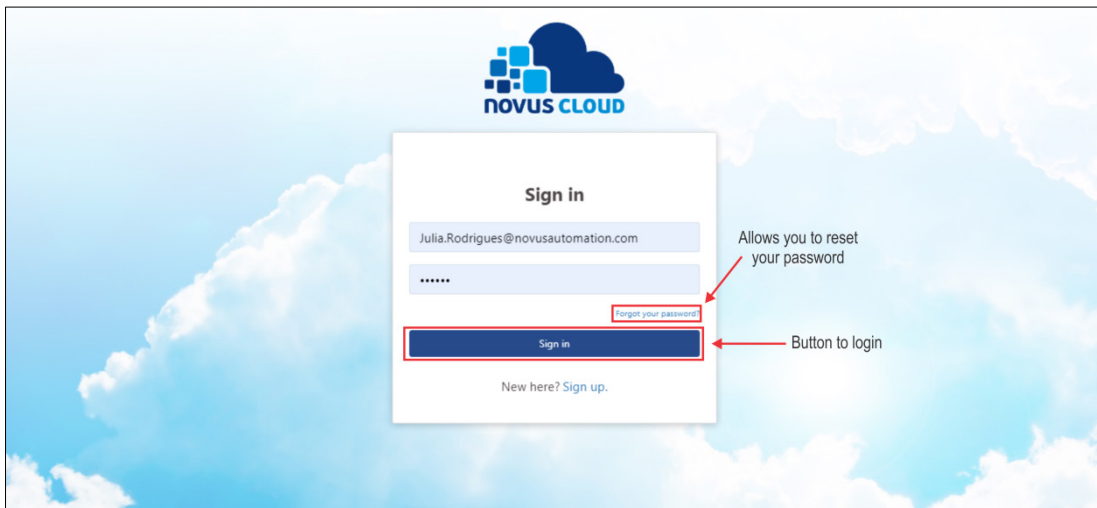


Figure 5 – User Authentication

Once the authentication data is entered, you must click the **Sign in** button to be redirected to the **NOVUS Cloud** platform homepage. To reset your password, you must click on the **Forgot your password?** link, enter the email address of the registered user and click the **Reset password** button to confirm the process. Once you have done this, you should check your email to obtain the password reset link.

2. REGISTERING A DEVICE

After login, you will be redirected to the **NOVUS Cloud** homepage, which will allow you to add a device to the platform:

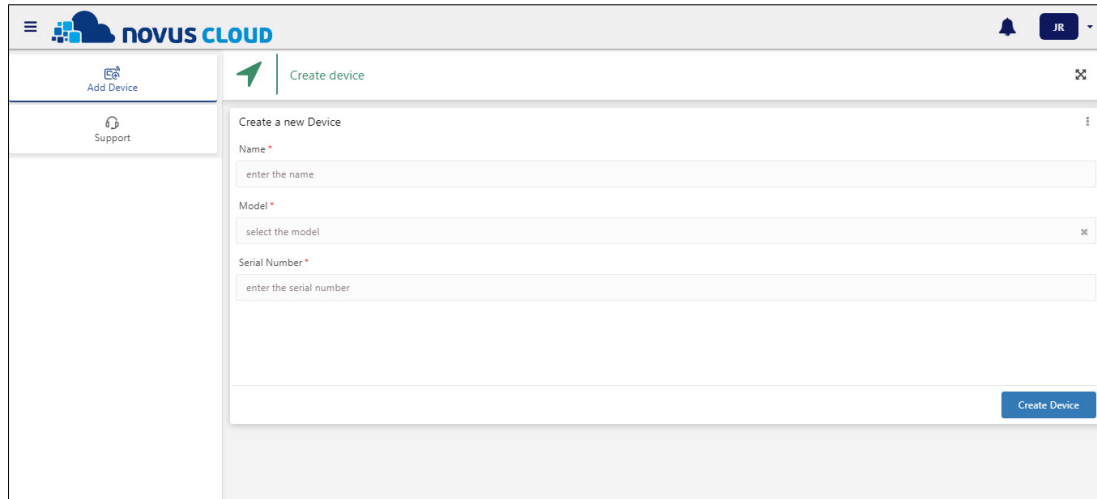
The screenshot shows the 'NOVUS CLOUD' interface. On the left is a sidebar with 'Add Device' and 'Support' buttons. The main area is titled 'Create device' and contains a form titled 'Create a new Device'. The form has three fields: 'Name *' with a placeholder 'enter the name', 'Model *' with a placeholder 'select the model', and 'Serial Number *' with a placeholder 'enter the serial number'. A blue 'Create Device' button is at the bottom right of the form.

Figure 6 – Adding a device

To perform the process, you must fill in the following fields: **Name**, which allows you to define a specific name for the device to be added, and **Serial Number**, which is normally located on the device label. In addition, you need to select the model in the **Model** parameter and click the **Create Device** button to complete the process, as shown in the figure below:

This screenshot shows the 'Create a new Device' form with the following values entered: 'Name' is 'LogBox_WiFi', 'Model' is 'LogBox Wi-Fi', and 'Serial Number' is '11111111'. The 'Create Device' button is visible at the bottom right.

Figure 7 – Filling in the form

This way, the **NOVUS Cloud** platform will begin the creation process of the requested device. This process can take a few minutes and then the following messages will be shown:

Creating device. Please, wait a moment...

Figure 8 – Creating a device

Device successfully created!

Figure 9 – Device successfully created

If the device is successfully registered, it will be named according to the configuration you chose and will be displayed on the side guide of the screen, as shown in the following figure:

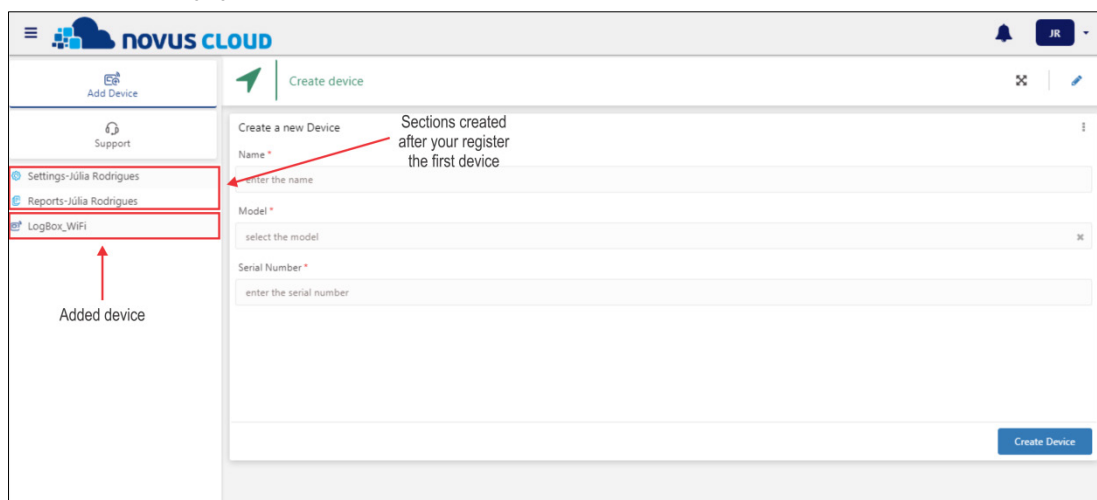
The screenshot shows the 'NOVUS CLOUD' interface after device creation. The sidebar on the left now includes 'Settings-Júlia Rodrigues', 'Reports-Júlia Rodrigues', and 'LogBox_WiFi'. A red box highlights these three items, with an arrow pointing to the 'LogBox_WiFi' item and the text 'Added device' below it. Another red arrow points from the text 'Sections created after your register the first device' to the 'Settings-Júlia Rodrigues' and 'Reports-Júlia Rodrigues' items. The main area still shows the 'Create device' form.

Figure 10 – Device icons

Icons regarding the platform configuration will be displayed next to the device name (see the [CONFIGURING NOVUS CLOUD PLATFORM](#) chapter) and reports (see [CREATING REPORTS](#) chapter).

In order to be successful during configuration, the device to be registered must be able to communicate with the platform in the cloud. This means that before perform a registration on the platform, it is necessary to use the device configuration software to enable sending data to **NOVUS Cloud** (For more information on how to do this, check the device configuration software manual or the manual of the device to be registered).

If the registered serial number is invalid, the platform it will shown the following message:



Figure 11 – Invalid serial number

To add new devices to the platform, you must follow the process described in this chapter. If you have changed screens, clicking the **Add Device** button, located on the top left of the screen, will allow you to return to this section.

3. VIEWING DATA FROM A DEVICE

Once the device has been successfully registered, clicking on its name in the left side tab will allow you to view a dashboard with charts and values that were sent to **NOVUS Cloud**, as shown in the figure below:

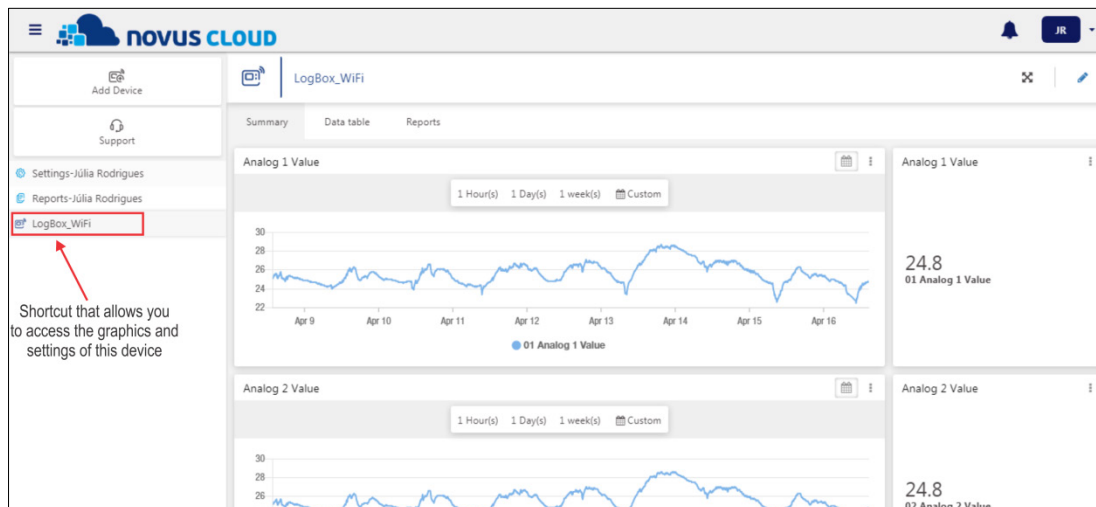


Figure 12 – Main Dashboard

This screen is individual for each device connected to the platform and has the tabs “Summary”, “Data Table” and “Reports”, which will be better explained within this chapter.

4.1 “SUMMARY” TAB

As shown in **Figure 12**, this tab brings charts and value information about the configured channels of the connected device. You can view the chart according to data downloaded during 1 hour, 1 day, 1 week or according to a custom filter, as shown in the examples below:

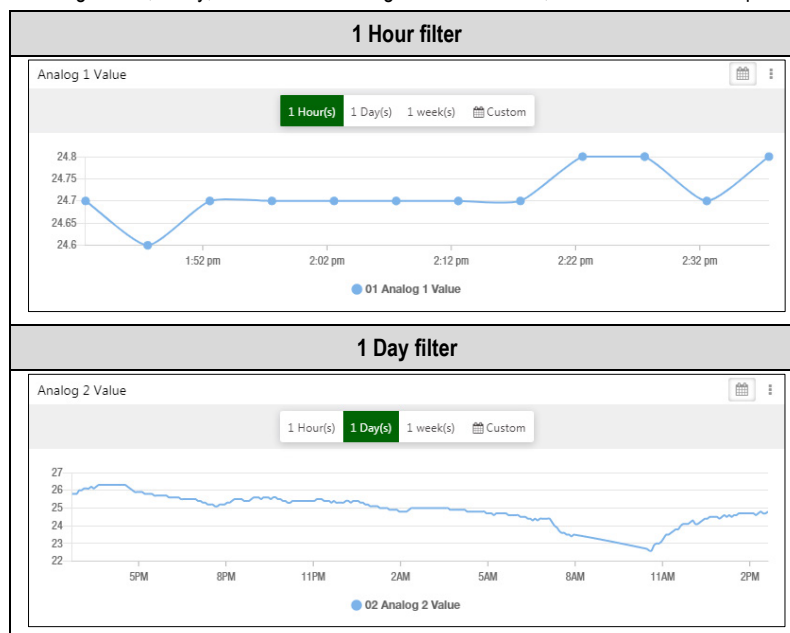


Figure 13 – Chart filters

You can click the **Custom** button to set a specific filter period and then select the start and end date to be used. After that, simply click on the **Ok** button.

Positioning the mouse over a point on the chart allows you to observe more detailed information about the data downloaded during this period:

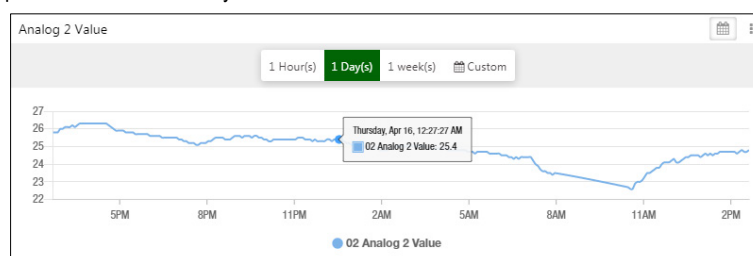


Figure 14 – Selecting a specific point

To zoom in a specific point of the chart, you can click on the chart with the left mouse button and drag the mouse to the desired point. This movement will create a selection area, which will bring more accurate time and value information, as shown in the examples below:

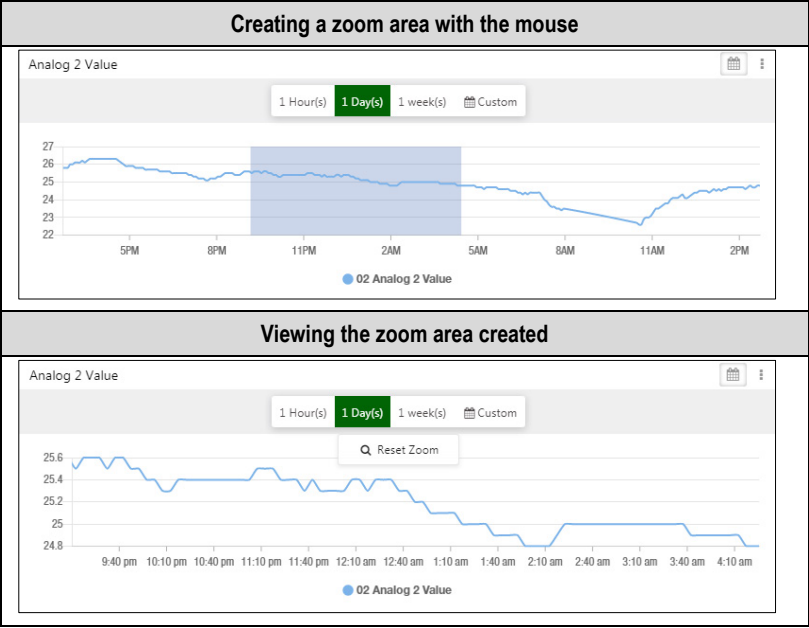


Figure 15 – Chart zoom

To undo the zoom area, you can click the **Reset Zoom** button, as shown above.
Positioned on the right side of the screen, the “Summary” tab also contains a side box that brings information about the last value downloaded by the displayed channel:

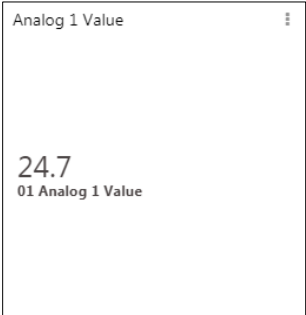



Figure 16 – Last downloaded value

Clicking on the  button, positioned in the right corner of this box, allows you to view the period in which the last update occurred:

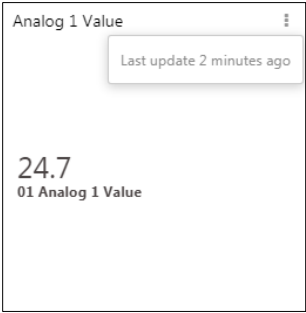


Figure 17 – Last update

4.2 “DATA TABLE” TAB

This tab has information about the last values of the main variables sent by the device, as shown in the figure below:

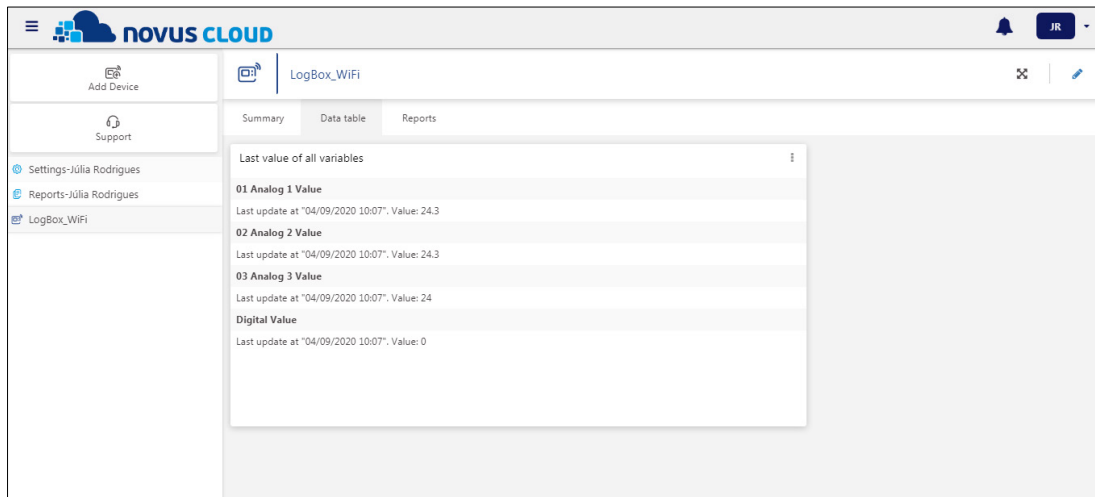



Figure 18 – “Data Table” tab

Clicking on the button , positioned in the right corner of this box, allows you to view the period in which the last update occurred and export the downloaded data to the selected format:

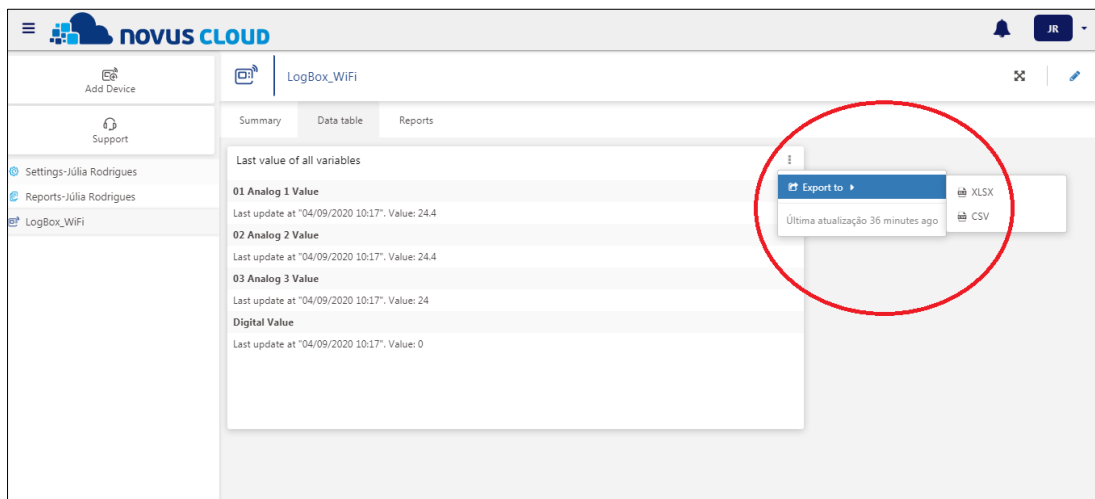


Figure 19 – Exporting the downloaded data

The download will start automatically if you have selected the *.xls extension. If you have selected the *.csv extension, you will need to select the method to separate the file values: Comma or semicolon.



Figure 20 – File value separator

Exporting the data using this option means exporting only the data presented on this screen. To create more complete reports, it is necessary to do it through the functionality of the “Reports” tab of each device, as shown in the [“REPORTS” TAB](#) section of this chapter, or through the **Reports** button, located on the left side tab of the platform, as shown in the chapter [CREATING REPORTS](#).

4.3 “REPORTS” TAB

This tab allows you to create reports on the information downloaded. To do so, you must fill in the following fields: **Variables**, which allows you to add one or all of the available variables; **Separator**, which allows you to define a specific character to separate the report information (such as comma or semicolon); **Start Date** and **End Date**, which allows you to select the date and time for the start and end of the collection, in order to filter the data to be presented, and **Email**.

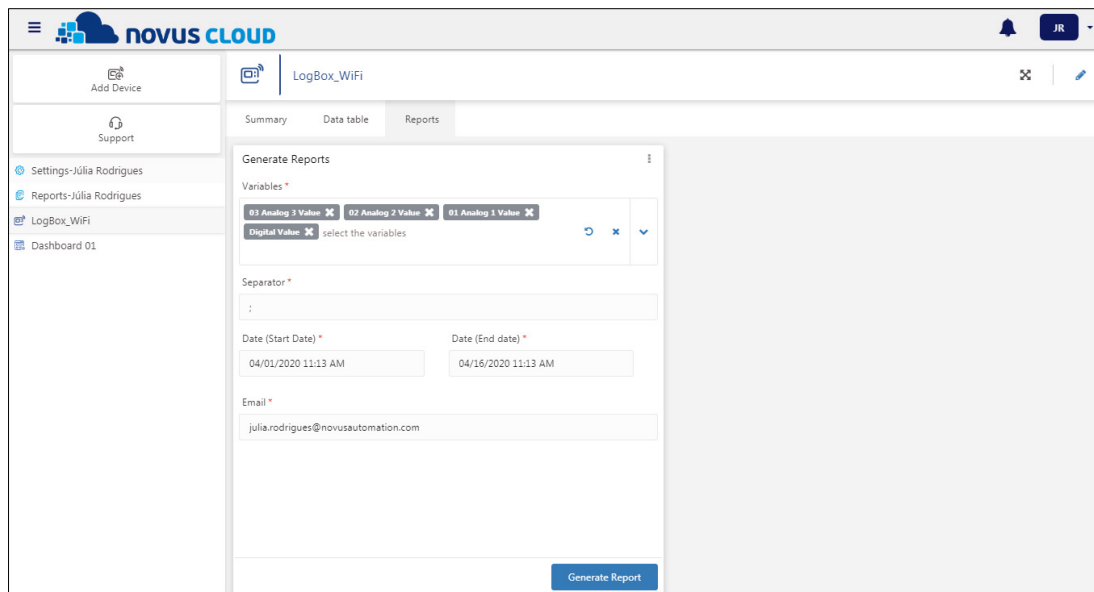
The screenshot shows the Novus Cloud web interface. On the left is a sidebar with navigation options: 'Add Device', 'Support', 'Settings-Julia Rodrigues', 'Reports-Julia Rodrigues', 'LogBox_WiFi', and 'Dashboard 01'. The main area is titled 'LogBox_WiFi' and has tabs for 'Summary', 'Data table', and 'Reports'. The 'Reports' tab is active, displaying a 'Generate Reports' form. The form includes fields for 'Variables' (with three selected variables: '03 Analog 3 Value', '02 Analog 2 Value', and '01 Analog 1 Value'), 'Separator' (set to ';'), 'Date (Start Date)' (04/01/2020 11:13 AM), 'Date (End date)' (04/16/2020 11:13 AM), and 'Email' (julia.rodrigues@novusautomation.com). A 'Generate Report' button is at the bottom right of the form.

Figure 21 – Creating a report

Once the desired information has been filled in, you must click the **Generate Report** button to complete the process.

If the required information has not been filled in or there is an error while filling in, the platform will display the following message, requesting a review of all the fields before a new attempt is made:

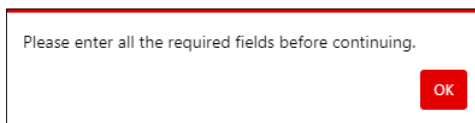


Figure 22 – An error occurred during the attempt

If the platform is successful in generating and sending the report, it will display the following message:



Figure 23 – Report successfully generated

Once the above message has been displayed, you should receive an email similar to the one shown in **Figure 24**. In this e-mail you can click on **Download File** to download:

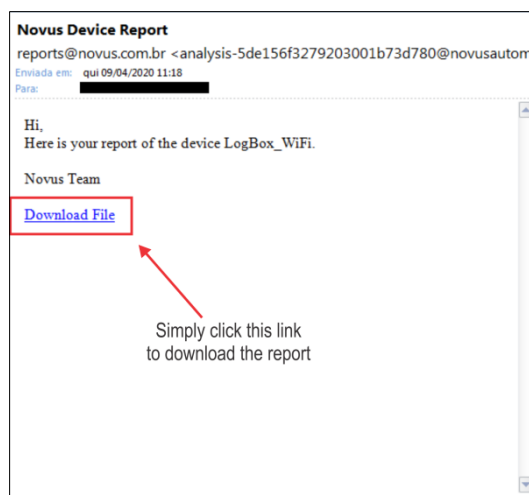


Figure 24 – Email example

The generated report will have extension *.csv and must present the data of all variables selected in the **Variables** parameter of **Figure 21**. The information will be separated according to the separator defined during the report creation.

4. CONFIGURING THE NOVUS CLOUD PLATFORM

This screen allows you to configure the **NOVUS Cloud** platform. You can change the settings of registered devices, create dashboards and alerts or manage users. As shown in **Figure 25**, you can access it by clicking the **Settings** button, located on the left side of the screen.

Divided into 6 tabs, this screen includes the “General”, “Create Dashboards and Widgets”, “Users”, “Alerts”, “Billing” and “Advanced” tabs, which will be further explained in this chapter.

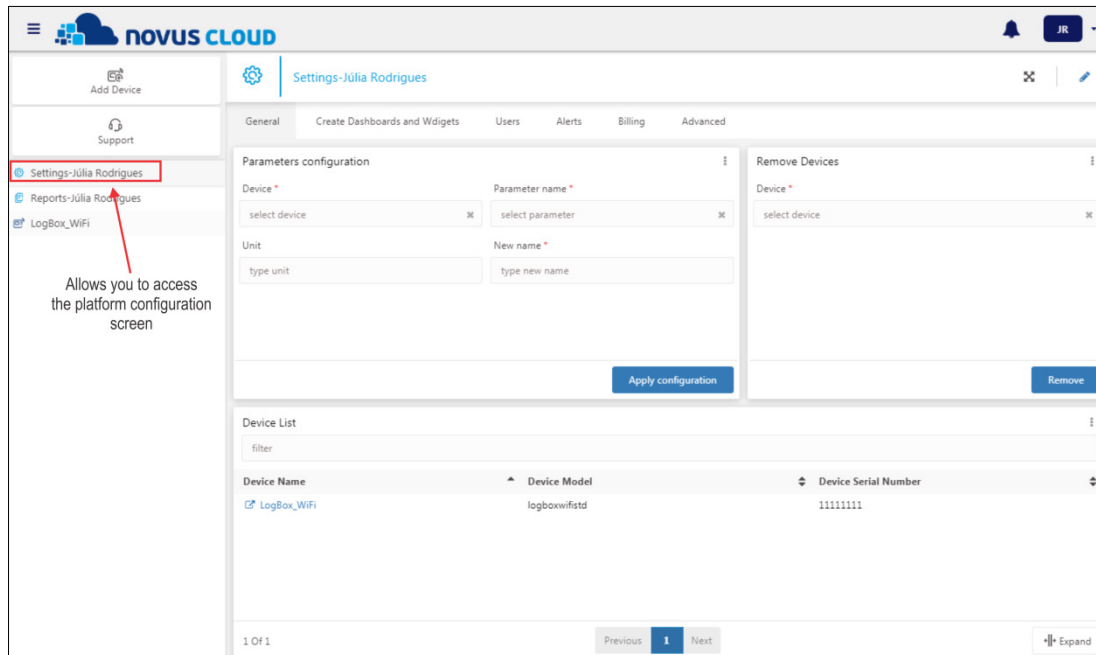


Figure 25 – Platform Configuration

The **Settings** button will always show the name of the user registered on the platform.

5.1 “GENERAL” TAB

First screen of the “General” section, this tab allows you to change one or more parameters of the selected device and remove devices previously connected to the **NOVUS Cloud** platform. In addition, this tab also displays a list of all connected devices, as shown in **Figure 25**.

In the “Parameters Configuration” section of this tab you can configure parameters specific to a device connected to the **NOVUS Cloud** platform:

Figure 26 – Aba “General”

You must type or select the desired device in the **Device** field, type or select the name of the parameter to be configured in the **Parameter Name** field, type the unit in the **Unit** field, and type the new name to be used in the **New Name** field.

Once this is done, you must click the **Apply Configuration** button to complete the process, which may take a few seconds.

In the “Remove Devices” section you can remove a device previously connected to the **NOVUS Cloud**. To remove a device you must click on the box in the **Device** field and select the device, as shown below:

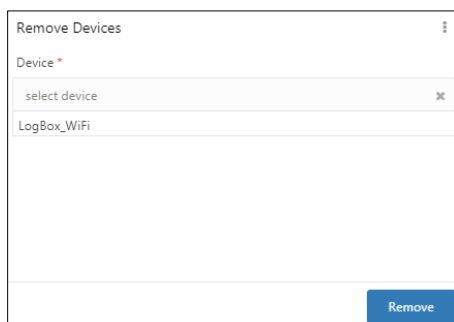
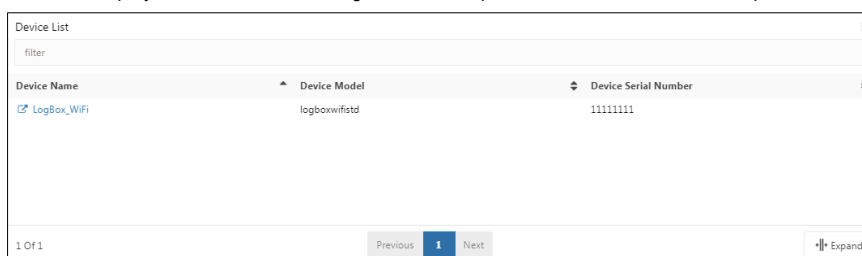


Figure 27 – Removing a device

You must click the **Remove** button to complete the process, which may take a few seconds. **However, it is important to note that all data on the device will be lost as soon as you remove it from the NOVUS Cloud.** If you want to keep the downloaded information, you must export the device data before removing it from the platform.

Once the device has been removed from the currently connected **NOVUS Cloud** account, it can be registered to any other account. A device that has been removed from a **NOVUS Cloud** account may also be added back to the same account.

The “Device List” section, in turn, displays a list of all devices registered in the platform, as shown in the example below:




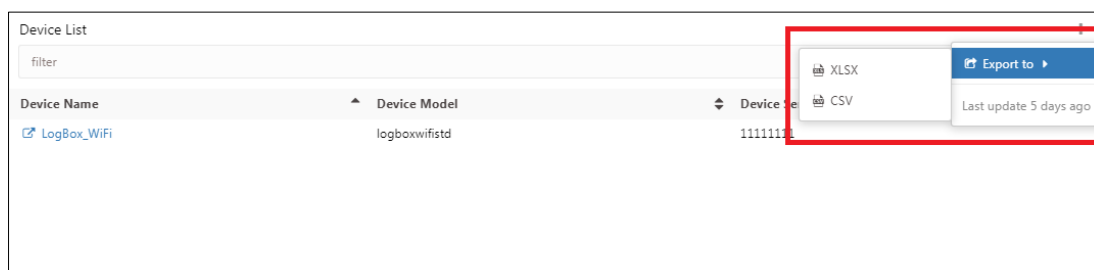
Device Name	Device Model	Device Serial Number
LogBox_WiFi	logboxwifistd	11111111

Figure 28 – Device list

This section displays the device name in the **Device Name** field, the model in the **Device Model** field, and its serial number in the **Device Serial Number** field. This section also has a filter that allows you to search more easily for a specific device if the list of connected devices is long. Clicking the **Expand** button allows you to show an expanded version of this list.

Clicking on the device name will redirect you to the device's data view page (See chapter [VIEWING DATA FROM A DEVICE](#)).

Clicking on the  button in the right corner of this box allows you to view information about the period of the last update and to export the data in this section to the selected format:



Device Name	Device Model	Device Serial Number
LogBox_WiFi	logboxwifistd	11111111

Figure 29 – Exporting the device list data

Once you have chosen the file extension, the download will start automatically. The file will contain information identical to that presented in this section.

5.2 “CREATE DASHBOARDS AND WIDGETS” TAB

This tab allows you to create dashboards and widgets for devices connected to the platform. Both aim to provide a more dynamic and clear view of the downloaded data and enhance your experience.

You must click the button in the “Dashboard List” section to create a dashboard, as shown in the figure below:

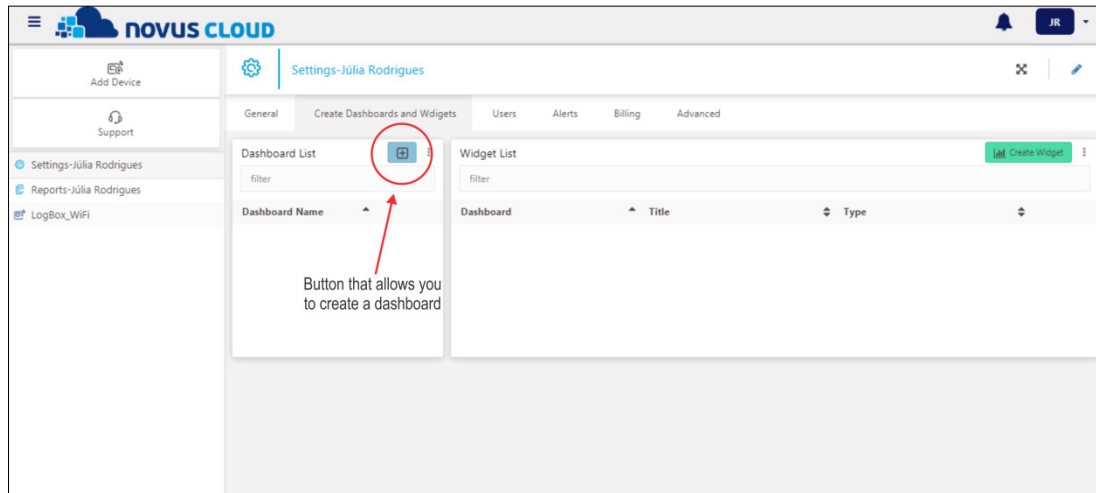


Figure 30 – “Create Dashboards and Widgets” tab

You will need to enter a name for the dashboard to be created and click on the **Create Dashboard** button, as shown in the example below:

Create new Dashboard

Name *

Dashboard 01

Create Dashboard

Figure 31 – Creating a new dashboard

The process may take a few seconds, but once completed, the platform will display a success message. Once it has been created, the dashboard will have access links both in the side menu of the platform and in the “Dashboard List” section of the “Create Dashboards and Widgets” tab, as the figure below shows:

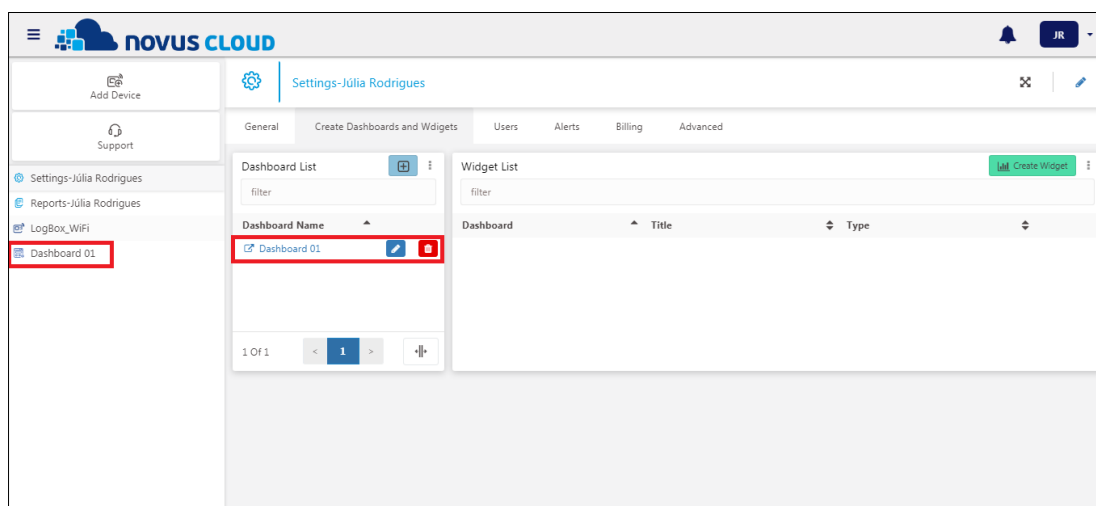


Figure 32 – Access to dashboards

You can edit the name of the selected dashboard by clicking the  button and clicking the  button to save the process after you finish, as the example below shows:

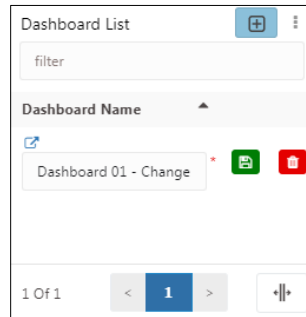



Figure 33 – Changing the dashboard name

To delete a dashboard, you must click the  button and, when requested, confirm the deletion. **It is important to note that deleting a dashboard implies deleting the linked Widgets.**

As the figure below shows, a newly created dashboard will be empty and you will need to complete it with widgets. To add widgets to the dashboard, you must click the **Create Widget** button, as shown in the figure below:

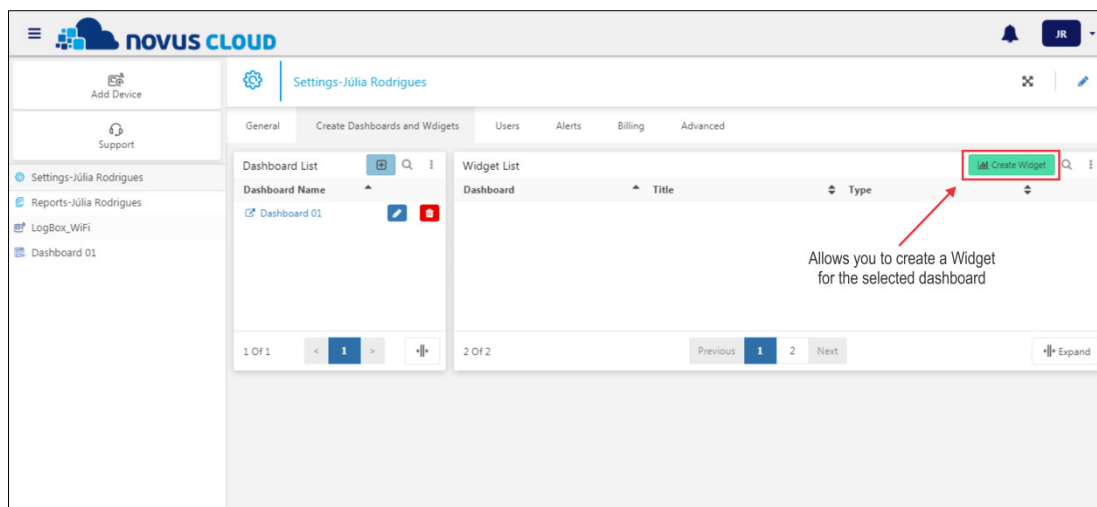
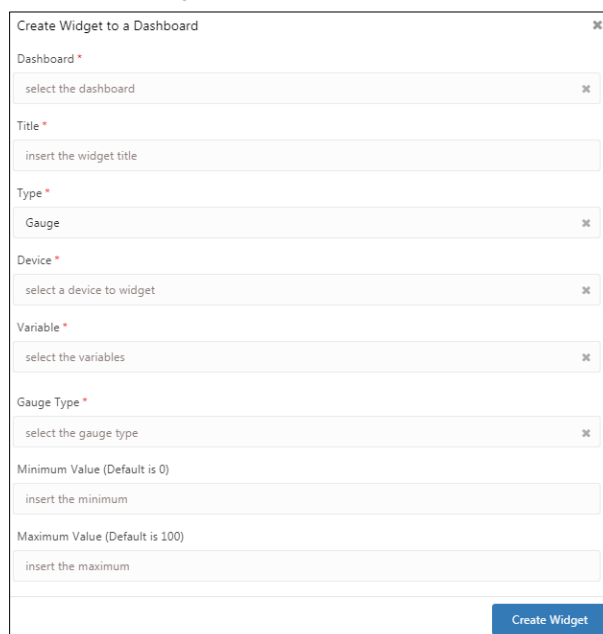


Figure 34 – Creating a Widget

You will have to fill in the creation parameters of the widget, as shown in the figure below. Each type of widget will have specific parameters. The “Gauge” type, for example, has the fields **Device**, **Variable**, **Gauge Type**, **Minimum Value** and **Maximum Value**.

Once you have filled in the fields, just click the **Create Widget** button to complete the process:



The form is titled 'Create Widget to a Dashboard'. It contains the following fields:

- Dashboard ***: A dropdown menu with the placeholder text 'select the dashboard'.
- Title ***: A text input field with the placeholder text 'insert the widget title'.
- Type ***: A dropdown menu with 'Gauge' selected.
- Device ***: A dropdown menu with the placeholder text 'select a device to widget'.
- Variable ***: A dropdown menu with the placeholder text 'select the variables'.
- Gauge Type ***: A dropdown menu with the placeholder text 'select the gauge type'.
- Minimum Value (Default is 0)**: A text input field with the placeholder text 'insert the minimum'.
- Maximum Value (Default is 100)**: A text input field with the placeholder text 'insert the maximum'.

A 'Create Widget' button is located at the bottom right of the form.

Figure 35 – Creating a Widget

As explained above, each type of widget allows different types of customization. Thus, you must fill in different parameters. **NOVUS Cloud** admits 9 widget types, selected in the **Type** field, which are the following:

- **“Gauge” Type:** Displays the variable in a box similar to an analogue car speedometer. It allows 5 different types of configuration. This type of widget has the following customizable parameters:
 - **Title:** Allows you to define a title for the dashboard.
 - **Device:** Allows you to define the device to which the dashboard will be attached.
 - **Variable:** Allows you to define the variable to be displayed.
 - **Gauge Type:** Allows you to define the type of meter to be used: **Solid, Dial, VU Meter** or **Dual axes**.
 - **Minimum Value:** Allows you to define a minimum value for the variable. The default value is 0.
 - **Maximum Value:** Allows you to define a maximum value for the variable. The default value is 100.
- **“Card” Type:** Displays the variable in a card format. This type of widget has the following customizable parameters:
 - **Title:** Allows you to define a title for the dashboard.
 - **Device:** Allows you to define the device to which the dashboard will be attached.
 - **Variable:** Allows you to define the variable to be displayed.
- **“Chart” Type:** Displays the chosen variables in chart format. This type of widget has the following customizable parameters:
 - **Title:** Allows you to define a title for the dashboard.
 - **Device:** Allows you to define the device to which the dashboard will be attached.
 - **Variable:** Allows you to define the variable to be displayed.
 - **2nd Device (Optional):** Allows you to set a second device to be linked to the dashboard. If selected, a new parameter **Variable** will be displayed to define the variables of this device.
 - **Chart Type:** Allows you to define the type of chart to be used: **Line, Area, Vertical Bar** or **Horizontal Bar**.
- **“Display” Type:** Displays the chosen variable in a simple display format. This type of widget has the following customizable parameters:
 - **Title:** Allows you to define a title for the dashboard.
 - **Device:** Allows you to define the device to which the dashboard will be attached.
 - **Variable:** Allows you to define the variable to be displayed.
- **“Map” Type:** Displays the location of the variable on the map. This type of widget has the following customizable parameters:
 - **Title:** Allows you to define a title for the dashboard.
 - **Device:** Allows you to define the device to which the dashboard will be attached.
 - **Variable:** Allows you to define the variable to be displayed.
- **“Tile” Type:** Displays a window that allows you to insert an image via a URL. This type of widget has the following customizable parameters:
 - **Title:** Allows you to define a title for the dashboard;
 - **Tile Link:** Permite inserir a URL/link da imagem a ser utilizada.
- **“Pie” Type:** Displays a pie chart in circle or semicircle format, depending on the option configured. This type of widget has the following customizable parameters:
 - **Title:** Allows you to define a title for the dashboard.
 - **Device:** Allows you to define the device to which the dashboard will be attached.
 - **Variable:** Allows you to define the variable to be displayed.
 - **2nd Device (Optional):** Allows you to set a second device to be linked to the dashboard. If selected, a new parameter **Variable** will be displayed to define the variables of this device.
 - **Chart Type:** Allows you to define the type of chart to be used: **Circle** or **Semi Circle**.
- **“Report” Type:** Displays a report on the selected device.

After filling in the widget information, you must click the **Create Widget** button, as explained above, to complete the process. If the process is successful, the platform will display the following message:



Widget Successfully created!

Figure 36 – Widget successfully created

Widgets created will be displayed in list format in the “Widget List” section, as shown in the figure below:

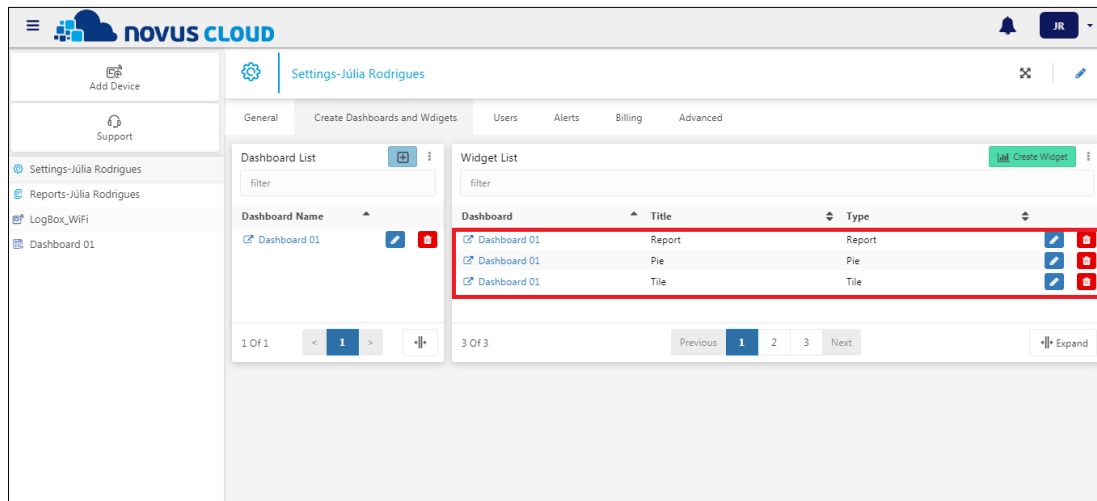




Figure 37 – Widget List

You can edit the dashboard linked to the widget or the name of the selected dashboard by clicking the  button. You must click the  button to save the process after you finish editing, as the example below shows:

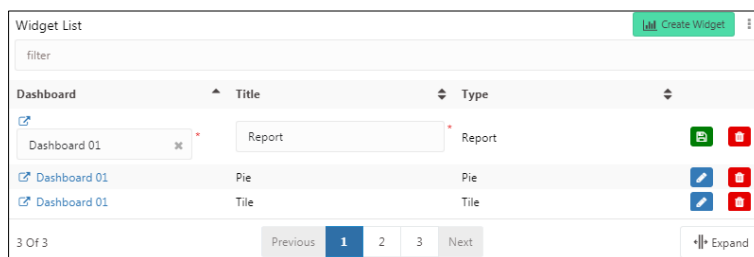


Figure 38 – Modifying a Widget

To delete a widget, you must click the  button and, when requested, confirm the deletion.

After creating the widgets, you can click on the name of the dashboard in the side menu of the screen to be redirected to it, as the example below shows:

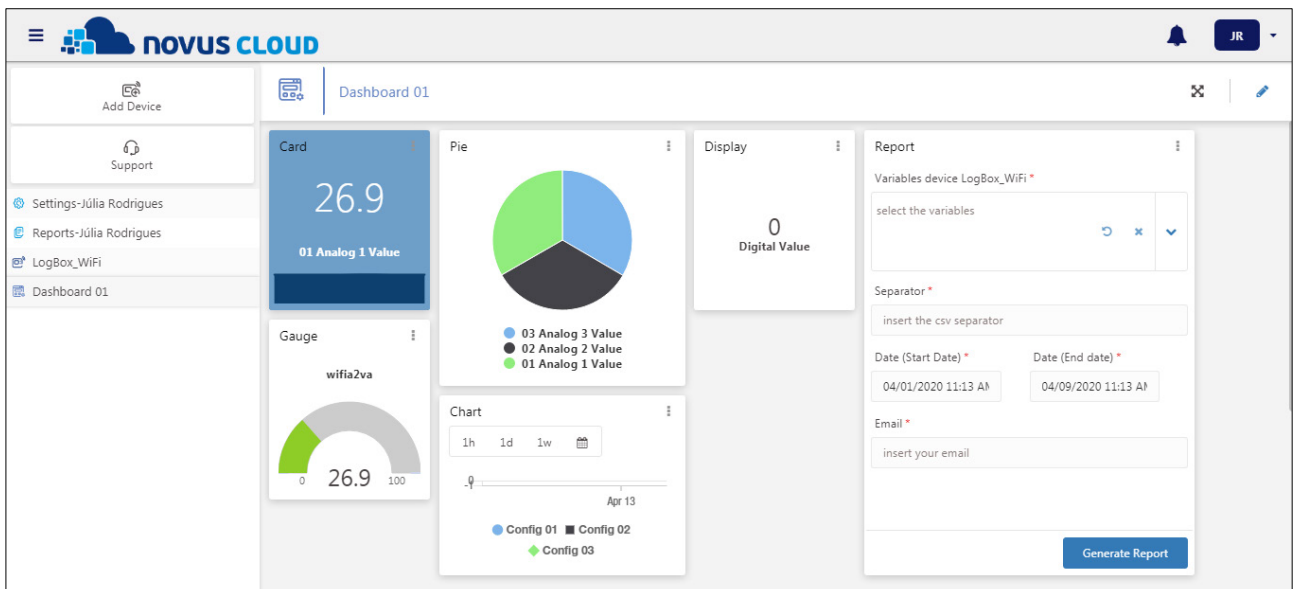



Figure 39 – Dashboard Widgets

This dashboard is fully configurable. You can move the widget cards as you wish or need. To customize it, click on the  button at the top right of the screen and freely drag the content boxes, as shown below:

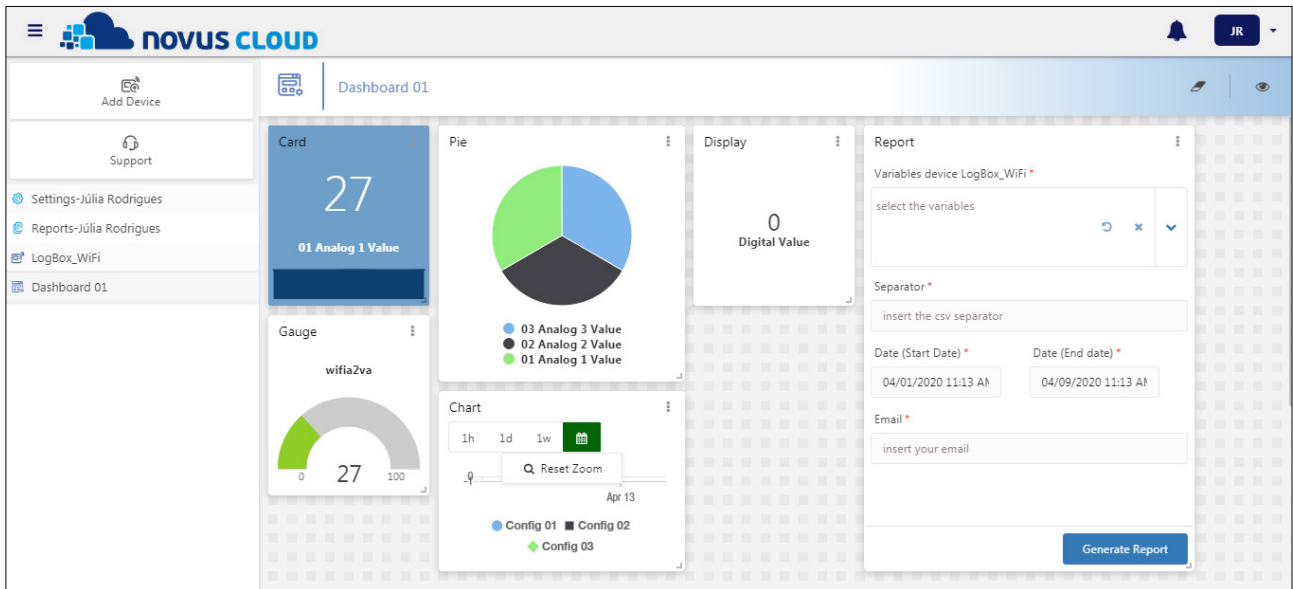





Figure 40 – Customizing the dashboard layout

After the changes are completed, you can click the  button to save and return to view mode. Clicking the  button allows you to undo the changes made.

You can click on the  button of each widget card to view information about the last update or export the data to files with *.xls or *.csv formats. Exporting the data through this option means exporting only the data of each Widget.

To generate more complete reports, you must use the functionality of the “Reports” tab of each device, as shown in the section [“REPORTS” TAB](#) of the chapter [VIEWING DATA FROM A DEVICE](#), or the **Reports** button, located on the left side tab of the platform, as shown in the chapter [CREATING REPORTS](#).

5.3 “USERS” TAB

This tab allows you to add users to the **NOVUS Cloud** platform, as shown in the figure below:

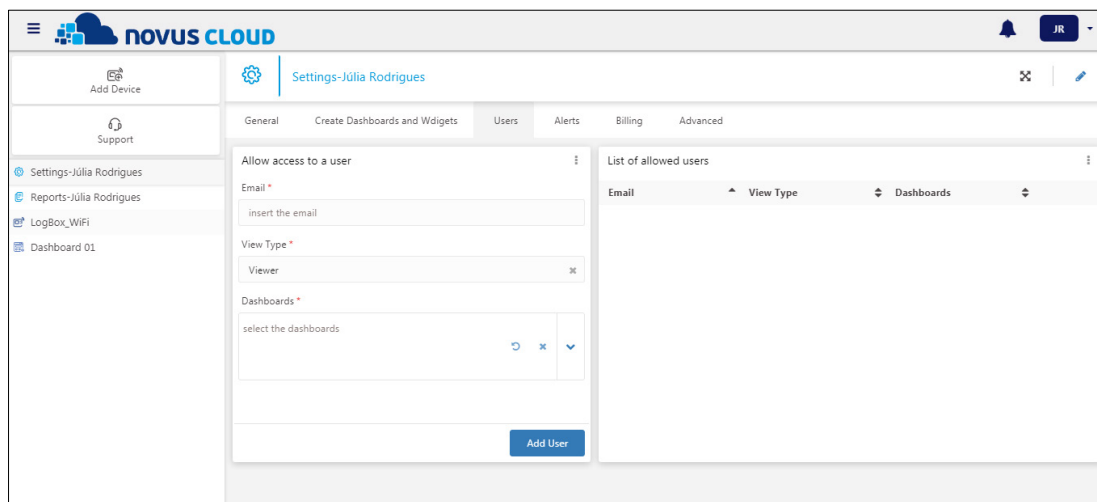


Figure 41 – NOVUS Cloud users

The “Allow access to a user” section allows you to add users to the platform. When adding a user you can define whether he can view or edit the settings of the **NOVUS Cloud** and the devices connected to it. The **View Type** field of this section presents two types of users:

- **Viewer:** When creating this user, you will need to define the dashboards and devices to which the user will have access in the **Dashboards** field, as shown in **Figure 41**. This user will not be able to create, edit or delete dashboards and widgets. His authorizations are limited to viewing and creating reports.
- **Manager:** This user will have access to all devices and dashboards connected to the platform account. In addition, he can create, edit or delete dashboards, widgets and alarms.

The users created will be displayed in the “List of allowed users” section, located on the right side of the screen, as shown in the figure below:

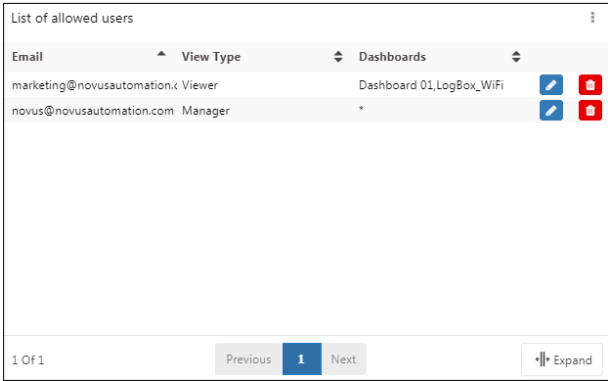



Figure 42 – List of allowed users

You can edit the access settings of the selected user by clicking on the  button and, once the editing has been done, click on the  button to save the process, as shown in the example below:

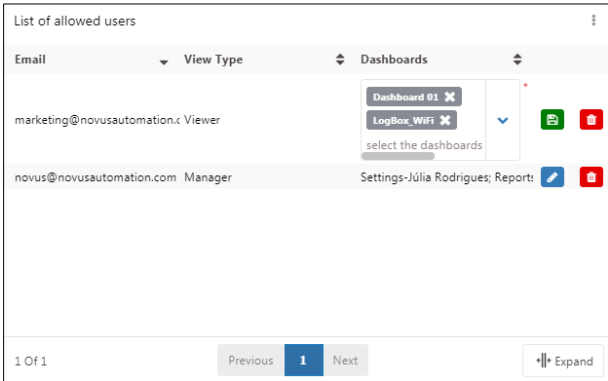




Figure 43 – Editing user permissions

To delete a user, you must click the  button and, when requested, confirm the process.
You can export the data from this list to a file with extension *.xlsx or *.csv by clicking the  button and selecting the **Export to** option.

5.4 “ALERTS” TAB

This tab allows you to create alarms for configured devices. This enables configured users to receive emails or SMS with information about any exceptional conditions. You can, for example, create alarms with limits for any of the variables of a device connected to the platform.

As shown in the figure below, this tab has the sections “Alert Setup List”, which will be composed of an alarm list, “Creating new contact”, which allows adding users, and “Contact List”, which will be composed of the users registered to receive these alarms

Before setting any alarms, you must add to the platform the contacts that will receive the alarm warnings. To add a new user, you need to fill in the fields in the “Creating new contact” section, entering first name, last name, email and phone number (country code + region code + number), and then click the **Add Contact** button, located at the bottom:

The screenshot shows the 'Alerts' tab in the Novus Cloud interface. The 'Creating new contact' form is highlighted with a red box. It contains fields for Name, Surname, Email, and Phone Number. The 'Contact List' table is also visible, showing the details of the newly added contact.

Name	Device	Variable	Value number	Condition	Deactivate value	Deactivation Co	Type	Contacts	Message
Júlia									



Figure 44 – Creating alerts

The created user data will be displayed in the “Contact List” section, located to the right of the user creation section, as shown in the figure below:

The screenshot shows the 'Contact List' section in the Novus Cloud interface. The 'Creating new contact' form is on the left, and the 'Contact List' table is on the right. The table displays the details of the newly added contact.

Name	Surname	Email	Phone Number
Júlia	Rodrigues	Julia.Rodrigues@novusau	5551998599
NOVUS		novus@novusautomation	

Figure 45 – Contact list

This section allows you to view the contacts. If necessary, you can delete them by clicking the  button. You can also export the data from this list to a file with extension *.xls or *.csv by clicking on the  button and selecting the option **Export to**.

After creating the user list, you can create an alarm by clicking the **Create Alert** button. After that, you must fill in the parameters of the alarm to be created, as shown in the example below:

Alert Setup

Alert Name *

Alarm 02

Device *

LogBox_WiFi

Variables *

01 Analog 1 Value

Activation Condition *

Equal to

Activation Value *

30

Deactivate Condition *

Different From

Deactivate Value *

30

Alert Type *

SMS

Contact(s) to receive alerts *

Idia

 select the contacts

Message of the Alert

Analog 01 Alarm

Create Alert

Figure 46 – Alarm Properties

The alarm parameters are:

- **Alert Name:** Allows you to define a name for the alarm to be created.
- **Device:** Allows you to define the device to be used.
- **Variables:** Allows you to define the variables to be used to create this alarm.
- **Activation Condition:** Allows you to define an activation condition: **Less than**, **Greather than**, **Equal to** or **Different From**.
- **Activation Value:** Allows you to define the value to which the activation condition should apply.
- **Deactivate Condition:** Allows you to define a deactivation condition: **Less than**, **Greather than**, **Equal to** or **Different From**.
- **Deactivate Value:** Allows you to define the value to which the deactivation condition should apply.
- **Alert Type:** Allows you to define the type of alarm notice to be sent: SMS or email.
- **Contact(s) to receive alerts:** Once you have defined the type of alarm notification, you can select the contact to receive the alarm notification.
- **Message of the alert:** Once you have defined the type of alarm notice, you can define a message to be sent with the notice.

After filling in the necessary parameters, you must click the **Create Alert** button to complete the process. The created alarm will be shown in the “Alarm Setup List” section, as the example below shows:

Alert Setup List

Create Alert



Name	Device	Variable	Condition	Value number	Deactivation Coi	Deactivation val	Type	Contacts	Message
Alarm 01	My Wi-Fi	01 Analog 1 Value	Greather than	26	Lesser than	25.8	Email		value (value) at th

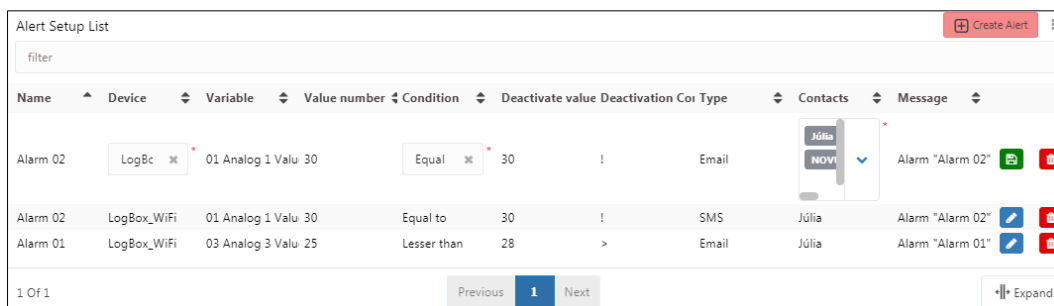
1 Of 1

Previous1Next

Expand



Figure 47 – Alert list

You can edit the settings of the selected alert by clicking on the  button and, once the editing has been done, click on the  button to save the process, as shown in the example below:



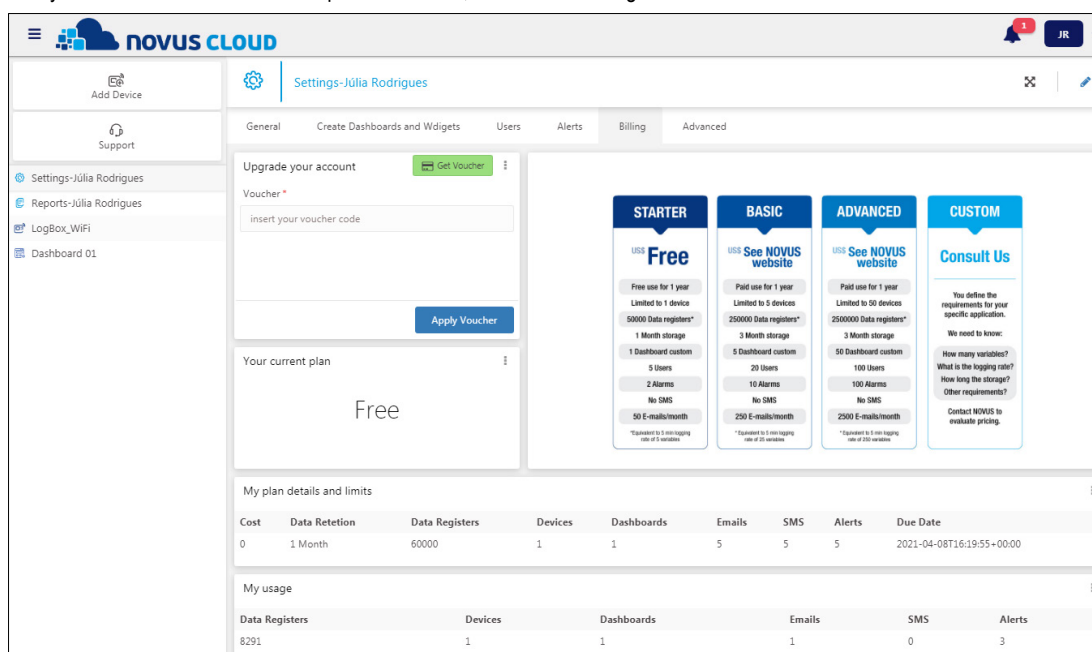
Name	Device	Variable	Value number	Condition	Deactivate value	Deactivation Cor	Type	Contacts	Message
Alarm 02	LogBc	01 Analog 1 Valu	30	Equal	30	!	Email	Júlia	Alarm "Alarm 02"
Alarm 02	LogBox_WiFi	01 Analog 1 Valu	30	Equal to	30	!	SMS	Júlia	Alarm "Alarm 02"
Alarm 01	LogBox_WiFi	03 Analog 3 Valu	25	Lesser than	28	>	Email	Júlia	Alarm "Alarm 01"

Figure 48 – Editing user permission

To delete the selected alarm, click the  button and, when requested, confirm the deletion. You can also export the data from this list to a file with extension *.xls or *.csv by clicking on the  button and selecting the option **Export to**.

5.5 “BILLING” TAB

This tab allows you to view information on user plans and limits, as shown in the figure below:



The Billing tab in the Novus Cloud interface provides a comprehensive overview of a user's account and subscription. It includes sections for upgrading the account, viewing current plan details, and monitoring usage.

Upgrade your account: This section allows users to upgrade their account or apply a voucher. It features a 'Get Voucher' button and a field to insert a voucher code, followed by an 'Apply Voucher' button.

Your current plan: This section displays the current plan, which is 'Free'.

My plan details and limits: This section provides a table of plan details and limits.

Cost	Data Retention	Data Registers	Devices	Dashboards	Emails	SMS	Alerts	Due Date
0	1 Month	60000	1	1	5	5	5	2021-04-08T16:19:55+00:00

My usage: This section provides a table of usage statistics.

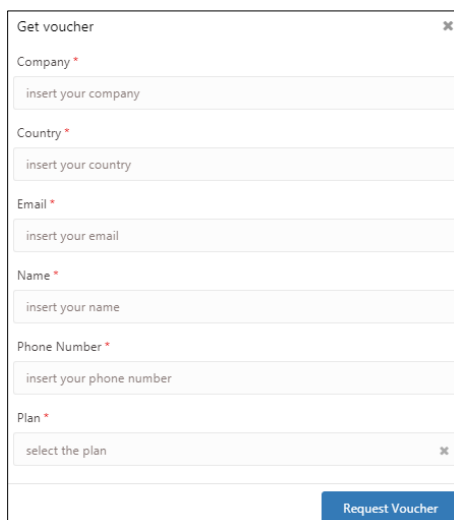
Data Registers	Devices	Dashboards	Emails	SMS	Alerts
8291	1	1	1	0	3

Figure 49 – User plans and limits

It consists of the following sections:

- **“Upgrade your account”:** This section allows you to request an upgrade to your account by clicking the **Get Voucher** button, as shown in this chapter, or apply a previously received voucher by clicking the **Apply Voucher** button.
- **“Your current plan”:** This section provides information about your plan.
- **“My plan details and limits”:** This section provides information about your current plan such as the cost of the contracted plan, data retention period, number of data downloaded, number of connected devices, dashboards created, emails, SMS and alarms generated.
- **“My usage”:** This section provides information about the connected user such as number of registered data, number of devices and dashboards to which this user is linked and number of emails, SMS or alarms received by this user.

To purchase a new plan, you must click on the **Get Voucher** button, located in the “Upgrade your account” section, as shown in **Figure 49**. After that, you must fill in the following fields:



The form is titled "Get voucher" and contains the following fields:

- Company *
- Country *
- Email *
- Name *
- Phone Number *
- Plan *

A "Request Voucher" button is located at the bottom right of the form.

Figure 50 – Requesting a voucher

Once you fill in the fields **Company**, **Country**, **Email**, **Name** and **Phone Number**, you must select the desired plan in the **Plan** field: **Custom**, **Advanced**, **Basic** or **Starter**. The specifications of each plan are described in the “Billing” tab. After that, just click the **Request Voucher** button.

NOVUS will contact you as soon as your request is received and help you complete the process. After you receive the voucher, you must enter the number specified in the Voucher field in the “Upgrade your account” section and click the **Apply Voucher** button. Once this is done, the contracted plan will be active.

Hiring a plan with fewer benefits than the current one will cause you to lose previous benefits. If your plan is longer than the current one, your account limits will be increased.

All plans are valid for 12 months, including the free plan. To renew a plan or increase its validity, you must enter a voucher of the same mode as the current plan. If you have a 10 month plan, for example, applying a new voucher for the same plan will extend the validity by 22 months (10 months from the current plan + 12 months from the new plan). This does not occur during plan downgrades or upgrades. In such cases, the validity of the current plan will be discarded and only the 12 months of the new plan will be in effect.

5.6 “ADVANCED” TAB

This section allows you to configure access to devices connected via API, as shown in the figure below:

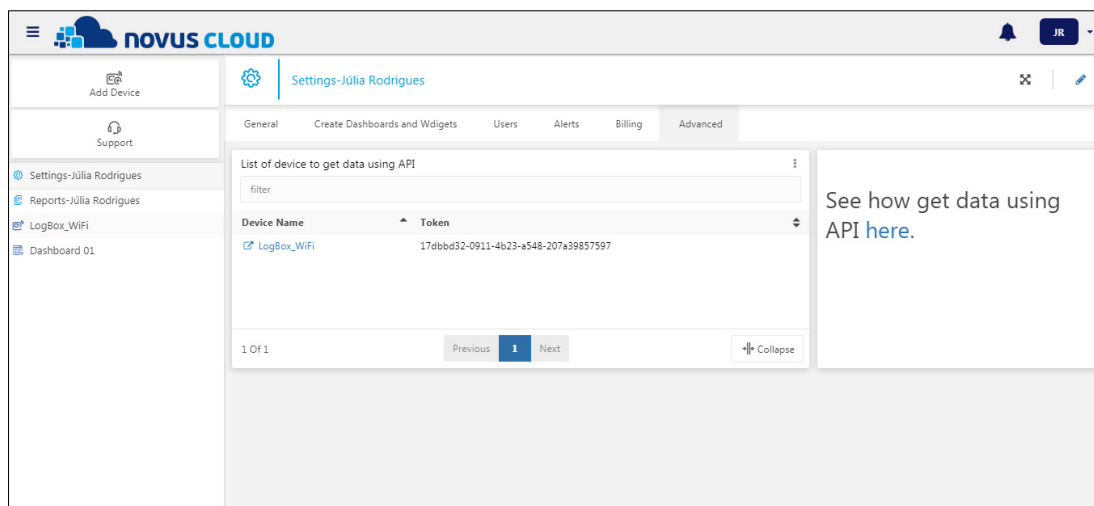



Figure 51 – Access via API

The “List of device to get data using API” section shows a list of the devices connected to the platform that allow a connection via API. It informs a Token, received during the first communication between the device and the **NOVUS Cloud**.

This section also has a filter to make it easier to search for a particular device if the list is too long.

You export the data from this list to a file with extension *.xls or *.csv by clicking the  button and selecting the **Export to** option.

For more information on how to make the API connection, just click on the link, as shown in the figure above.

5. CREATING REPORTS

Clicking on the **Reports** button, located on the left side of the screen, will allow you to create reports regarding the devices connected to the platform. In addition, this screen presents a list of all the reports already created through this tool, as shown in the figure below:

Figure 52 – “Reports” screen

Its operation is very similar to that of the “[Reports](#)” tab of the chapter [VIEWING DATA FROM A DEVICE](#).

The “Generate report of data” section allows you to generate a report regarding the device selected in the **Device** field. After that, you must fill in the following fields: **Variables**, which allows you to add one or all of the available variables; **Separator**, which allows you to define a specific character to separate the report information (such as comma or semicolon); **Start Date** and **End Date**, which allows you to select the date and time for the start and end of the collection, in order to filter the data to be presented, as shown in the example below:

Figure 53 – Creating a report

Once the information has been filled in, you must click the Generate Report button to complete the process.

If the required information has not been filled in or there is an error while filling in, the platform will display the following message, requesting a review of all the fields before a new attempt is made:

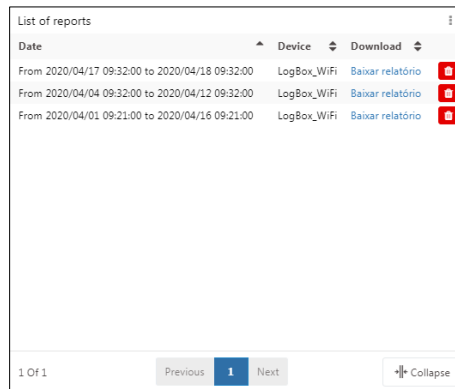
Figure 54 – An error occurred during the attempt




If the platform is successful in generating and sending the report, it will display the following message:

Report successfully generated!

Figure 55 – Report successfully generated


Once the above message has been displayed, the generated report will be displayed in the “List of reports” section on the right side of the screen as shown in the example below:




Date	Device	Download	
From 2020/04/17 09:32:00 to 2020/04/18 09:32:00	LogBox_WiFi	Baixar relatório	
From 2020/04/04 09:32:00 to 2020/04/12 09:32:00	LogBox_WiFi	Baixar relatório	
From 2020/04/01 09:21:00 to 2020/04/16 09:21:00	LogBox_WiFi	Baixar relatório	

1 Of 1 Previous 1 Next Collapse

Figure 56 – List of reports

Clicking the **Download Report** button will allow you to download the selected report. Clicking the  button will allow you to delete the selected report.

The report will have *.csv extension and must present the data of all variables selected in the **Variables** field of **Figure 53**. The information will be separated according to the tab selected when creating the report.

You can export the data from this list to a file with extension *.xls or *.csv by clicking the  button and selecting the **Export to** option.

6. SUPPORT

Clicking the **Support** button, located on the tab on the left side of the screen, will allow you to be redirected to the **NOVUS** Technical Support page. On this page you will be able to fill out a form for further contact, get the Technical Support phones or start an online call with Technical Support, as shown in the figure below:

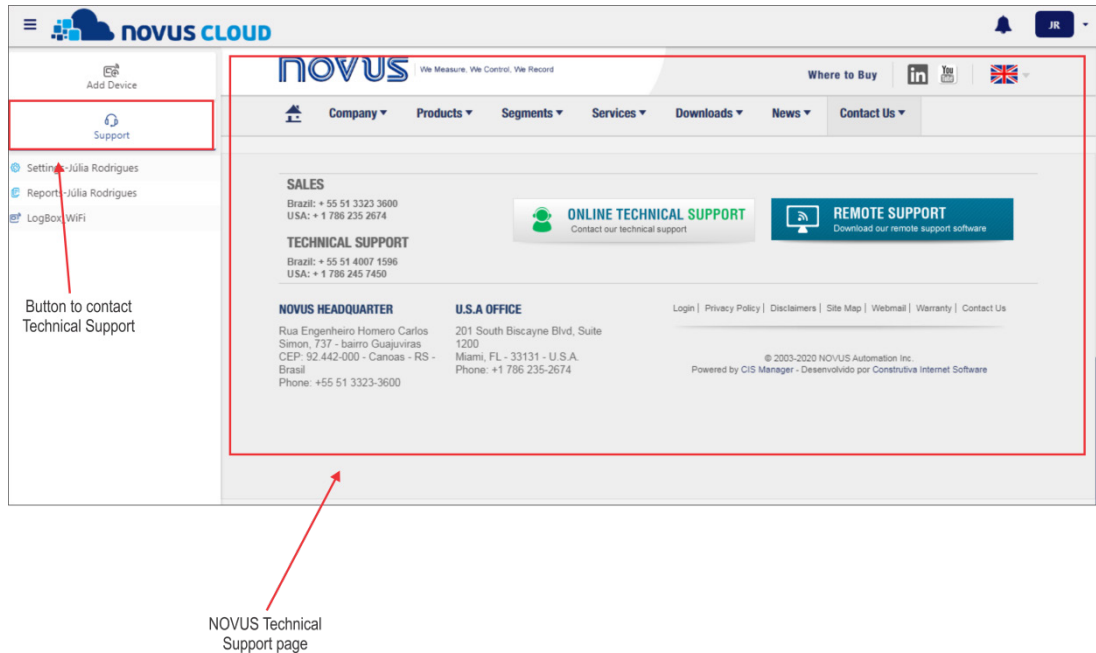


Figure 57 – Contacting Technical Support

7. TOP MENU OF THE PLATFORM

The top menu of the platform has 2 buttons for the notifications and settings of the connected user account and 1 button to hide the side tab of configuration, as shown in the figure below:

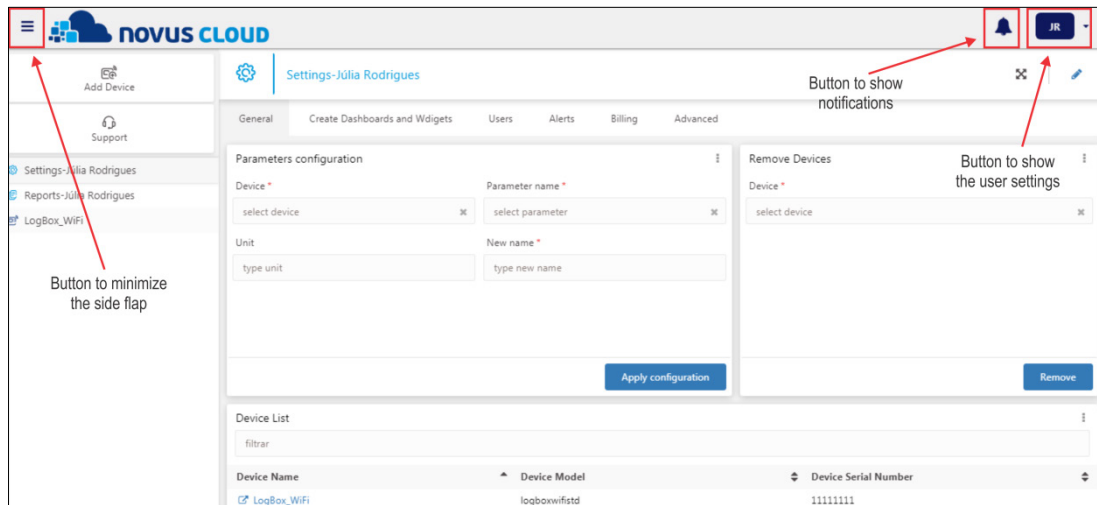



Figure 58 – Top menu of the platform

8.1 BUTTON TO MINIMIZE THE SIDE TAB

The  button allows you to minimize the side tab and expand the viewing area of the page, as shown in the example below:

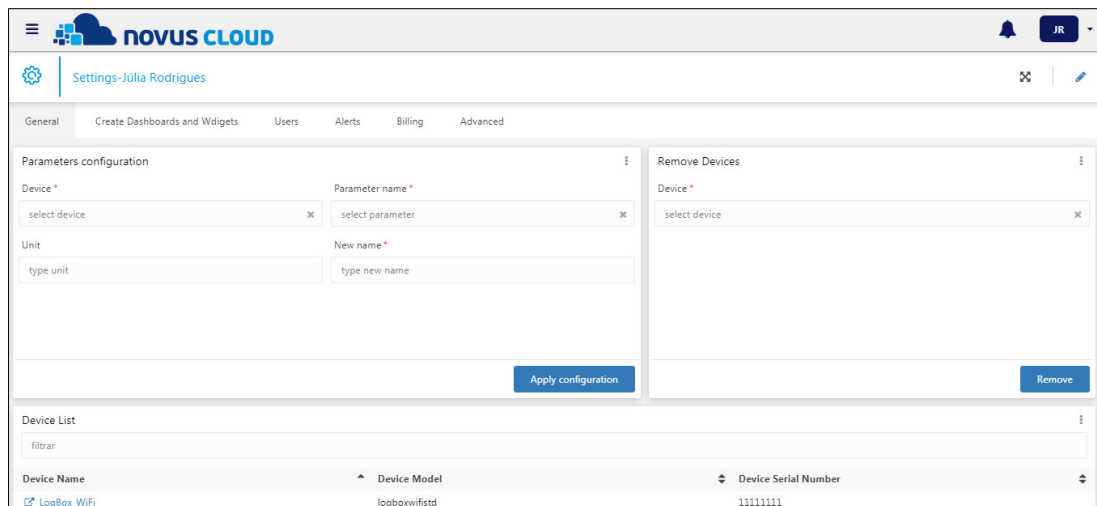



Figure 59 – Expanded screen

8.2 BUTTON TO OPEN THE NOTIFICATION TAB

The  button allows you to display the notification tab of the **NOVUS Cloud** platform, as shown in the example below:

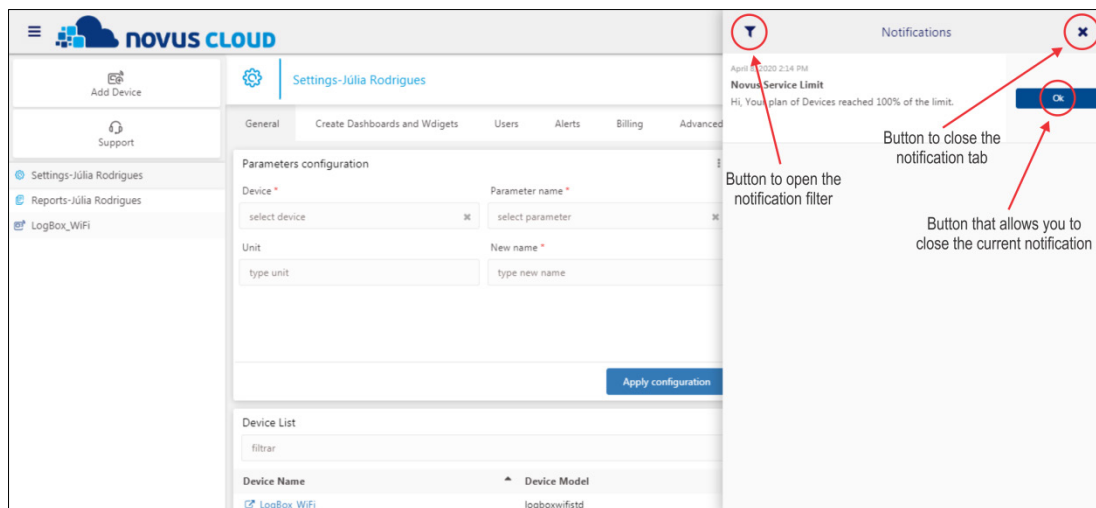



Figure 60 – Notifications

In the notifications tab, clicking the  button allows you to open the notifications filter. In this filter you can search for specific notifications via the text box. In addition, you can also mark all displayed notifications as read by clicking the **Mark all as read** button or display only unread notifications by clicking the **Only unread** button, as shown in the example below:

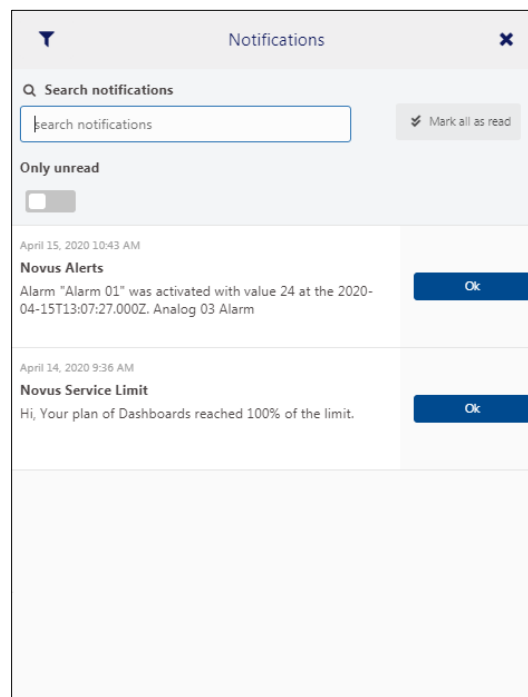


Figure 61 – Notification filter

8.3 BUTTON TO OPEN THE USER SETTINGS

The **JR** button, which will always be displayed with the user's initials, allows you to open the account settings by clicking on the **My Account** option or exit the platform by clicking on the **Sign Out** option.

Device Name	Device Model	Device Serial Number
LogBox_WiFi	logboxwifistd	11111111

Figure 62 – User settings

Clicking on the **My Account** option will redirect you to the “General Information” tab. This screen will display the user's account settings. You can also register or edit information such as username, phone and company, edit the time zone or change your password, as shown in the figure below:

General information

E-mail: julia.rodrigues@novusautomation.com

Name: Julia Rodrigues

Phone: enter your phone number

Company: enter your company

Time zone: (GMT-03:00) Montevideo

Change your password

Back Save

Figure 63 – General information

The “Visualization Preferences” tab will allow you to set visualization preferences, such as platform default language and dashboard view mode. This includes setting the date format, last update view mode, and data separator character, as shown in the figure below:

Visualization Preferences

Language: English

Dashboard

Show last updated at: Widget menu

Date format: MM/DD/YYYY

Time format: 24-Hour 12-Hour

Decimal separator: Comma Dot

Back Save

Figure 64 – Visualization Preferences