



MyDataPortal

User Guide

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MDP Overview

MDP allows users to connect to all variants of D3 base station systems from outside of the network to which it is connected. This means that by using MDP users have full access to their D3 from any device with a web browser from any location in the world (as long as they have internet access)!

Security Overview

MDP uses HTTPS connections encrypted with the latest cyphers, it is software hardened and acts as a reverse connection between the user's browser and the D3 on site. None of the systems stored data is held/recorded on MDP, it acts like a VPN to allow users direct system access.

The software hardening includes; only allowing get and post functions, meaning MDP is locked down and does not provide access outside of its direct connection, users cannot access the network connected to the D3 using MDP.

Note: The default D3 passcode WILL NOT work on MDP.

1. Setting up the D3 to use MDP

Access to MDP is disabled by default within the D3 base station, to use MDP access must be enabled.

Enabling Portal Access on a D3
SITE => SETTINGS => NETWORKING => Portal Access

Users with remote access rights can use "mydataportal.co.uk".

Portal Access - Default = off, select enabled for portal access to be activated
Site ID - This is unique to the D3 base station and is required to access via "mydataportal.co.uk"
Connection Status - shows the current connection status of the base station with "mydataportal.co.uk"

2. Accessing MDP

www.mydataportal.co.uk

There are two access levels available:

Account Access – this is a paid for service which allows access to multiple D3 with various administration/user levels. This is covered in further detail within this manual.

Connect Direct – this is a free to use service, it allows users to access a single on-site system directly.

2.1. Connect Direct

Clicking the Connect Direct button opens the "Connect Direct To Remote Device" screen.

User ID – this is the "User Name" for accessing the D3
Password – this is the "Password" for accessing the D3
Site ID – this is the site ID found on the D3's "Portal Access" page or the "Info Page"

Once all 3 have been entered click "Connect", access will now be granted to the D3 as if connecting via the network connection.



Note:- If access fails ensure the User has portal access enabled within their system access rights.

2.2. Account Access

Only customers that have a MyDataPortal account can access MDP using this method.

Note: This is a paid for service. Refer to your system supplier for access costs.

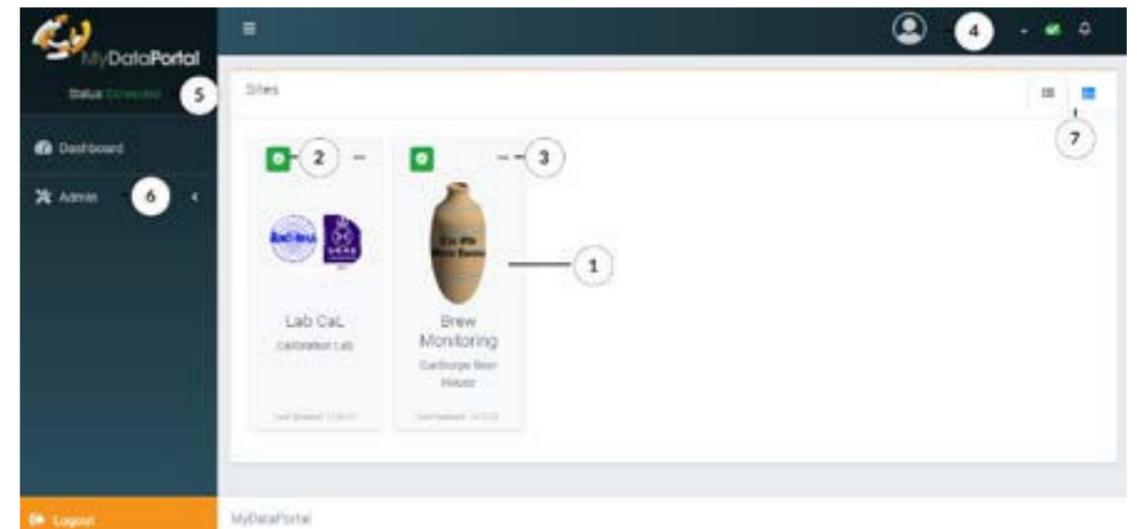
Email – enter your accounts email address
Password – enter your account password

Select "Log In" to enter the MDP site.

3. Dashboard

The dashboard gives a quick view of all site connected.

Site Administrators – see all sites attached to their MDP account
Users - only see sites to which they have been given privileges



1 - Sites attached to the system, hover over the centre of a site brings up the connection tool/information

2- Status of the site
Green Tick - Site connected to MDP and no alarms
Red (number) Alarms - Alarms on site with the number reported
Red Connect Icon - Site disconnected from MDP
Grey Not Linked - Site created on MDP but not connected

3 - Tab for entering the site credentials (see adding a site) or connecting (opening) the site

4 - Logged in user details

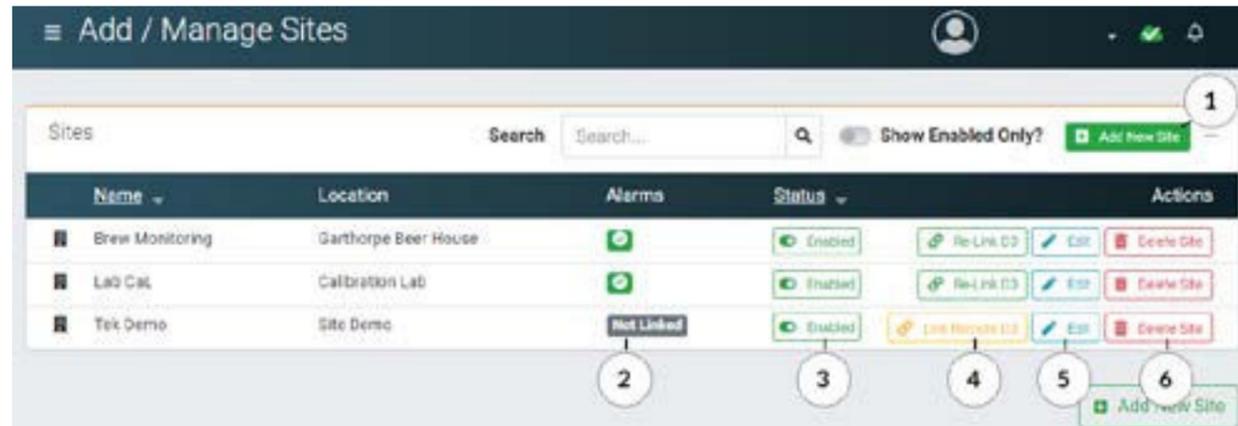
5 - MDP connection status
Green Connected - MDP is fully operational and user has site access
Red Disconnected - MDP is current offline/cannot be accessed

6 - Administration tool
Manage Users - opens the manager user screen
Manage Sites - opens adding/editing a site screen

7 - Tiled or List view for sites added.

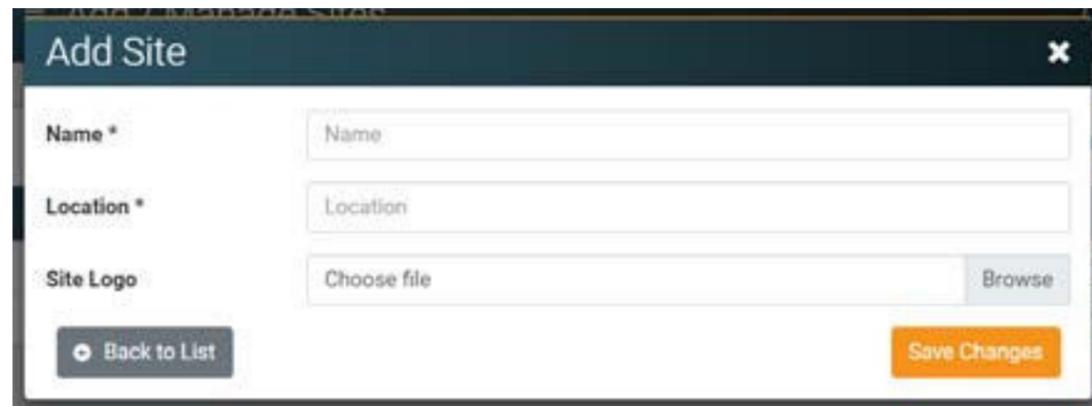
4. Adding/Editing/Linking a Site

Sites are added through the Admin/Manage Sites selection. When selected the Add/Manage Sites window opens.



- 1 - Adding a new site (opens an pop-up box to complete)
- 2 - Shows the current alarm status of sites
- 3 - Allows the site to be enabled and accessible by users, or disabled and not accessible
- 4 - To link or re-linked sites (opens a pop-up box to complete)
- 5 - Edit currents sites details (opens a pop-up box to edit details)
- 6 - Delete sites, removes the site from MDP access, it has no effect on the operational performance of the physical D3 system.

4.1. Adding a Site

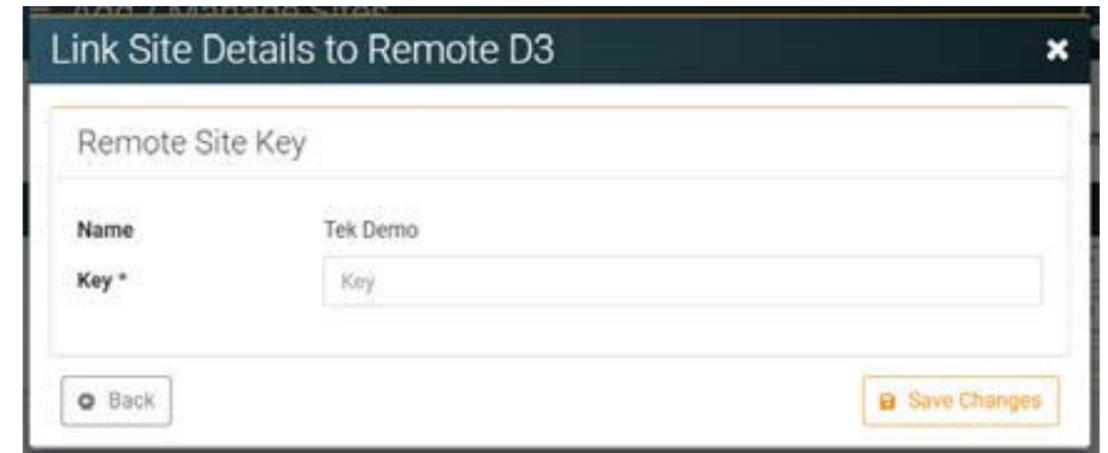


Selecting 1, “add new site” button opens the add site pop-up window.

- Name - a free text box for the site name as it will show on MDP (mandatory)
- Location - a free text box for the location of the site to be detailed (mandatory)
- Site Logo - a logo for the site can be added (optional).

“Save Changes” will create the site and close the pop up window.

4.2. Linking/Re-Linking a Site



Selecting 4, “Linking/Re-Linking D3” button opens the Link Site Details to Remote D3

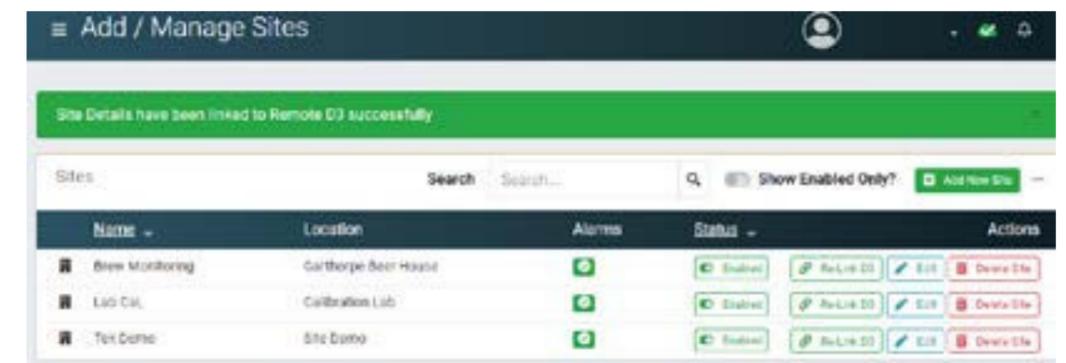
- Name - Shows the name of the site you linking/re-linking
- Key - this is the SITE KEY from the D3 Portal Access Page

D3 => SITE => SETTINGS => Portal Access



The D3 has a copy icon for the Site Key, click this then paste in to the Key box in MDP’s link window.

“Save Changes” will link the D3 to MDP, confirmation of the link success is shown on the link screen.



A site can be Re-Linked following the same process.

4.3. Adding Site Credentials

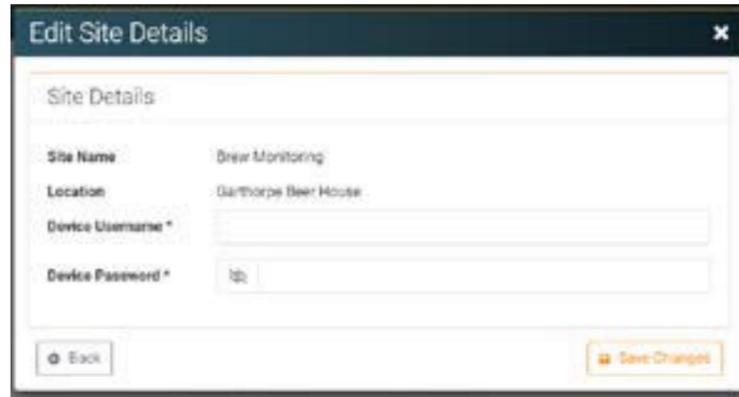
Once a site has been added it will appear on the Dashboard. To access the site the user first has to enter their "Username & Password" normally used to for direct access to the D3. Each user of MDP will need to input their individual D3 username and password to create this direct link.

Note: Remember, to access a D3 from MDP the user MUST be registered on the D3 and have portal access enabled in their user rights. If a user is not registered on the D3 or does not have the correct user rights they cannot access the site through MDP.

On selecting the Site Credentials option a pop up will open.

Device Username/Password - Enter the username and password which used locally to access the D3

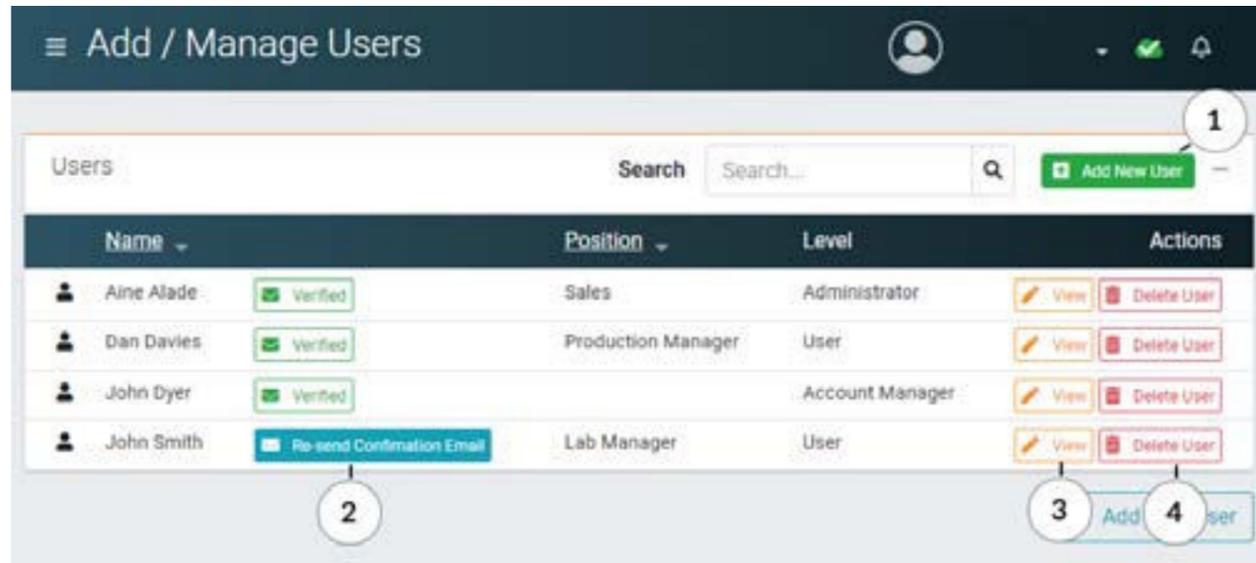
"Save Changes" will store the user-name and password and allow future access with just a button click using the "Remote Connect" option.



is

5. User Management

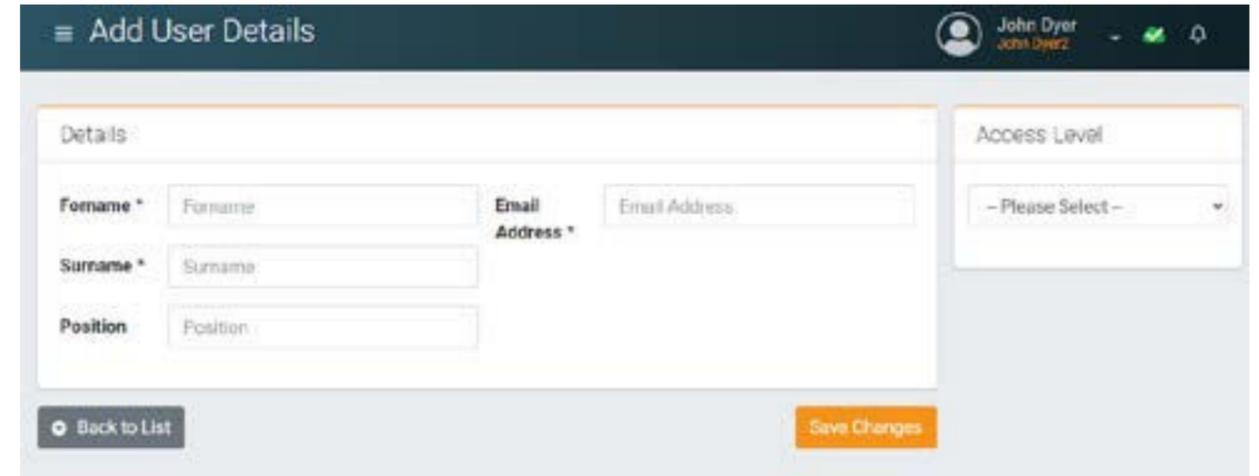
Users are added and managed through the Admin/Manage User selection, on selection the Manage Users window will open.



- 1 - Add New User (opens a pop up box to complete)
- 2 - On creation of a user a confirmation email is sent to their email address for verification of their account.
- 3 - Viewed/edited user details (opens a pop up box to complete)
- 4 - Deletes the users for MDP, this does not affect the users access rights to D3 systems.

5.1. Adding a User

Selecting 1 - "Add New User" will open the Add User Details dialogue box.



Forename, Surname and Email Address are mandatory for all users to be added.

Position is optional.

Access Level - there are 3 access levels

- 1 - Account Manager - this is the initial person given account access for the site.
- 2 - Administrator - can add and manage sites and users
- 3 - User - can only access their allocated sites

"Save Change" saves and creates the user, the system automatically send an email containing a link to enter their unique password.

Once accessed and a password successfully generated (account will change to verified in the Add/Manage User Dialogue box), the user has access to MDP.

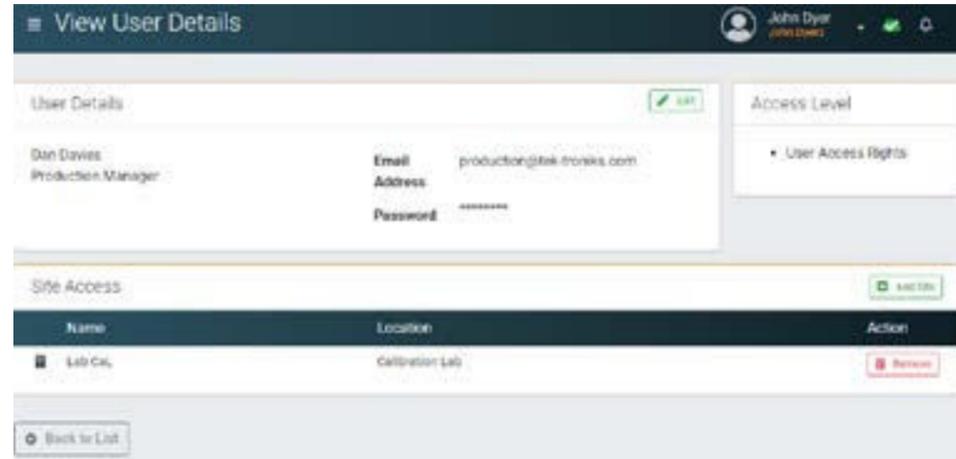
5.2. Editing a User

Selecting 3 - "View" opens the View User Details dialogue box.

Selecting Edit allows the users details and access rights to be amended.

5.3. Add a Site to a User

Select 3 - "View" opens the View User Details dialogue box.



Select "Add Site", the Site Picker Dialogue box opens.



Select "Add" for each site to be added to the users dashboard.

Once added, close the dialogue box and the site will then appear in the users dashboard.

The sites a user can access are shown in View User Details for admin user review.

Note: the user will need to complete 4.3 Adding Site Credentials for each site they have been given access too.

The user must have an account and authorise rights on each site D3 base station to be able to complete the site credentials stage.

5.4. Removing a Site From Users

Select 3 - "View" to open View Users Details dialogue box.

Select "Remove" for each of the sites to be removed from a user account.

Once completed close dialogue box.

Note: removing user access from MDP will not affect the users direct site access to the D3.



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