



KIWI Portal

MANUAL

VERSION 1.2

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Welcome.

With the KIWI Portal you can easily keep track of your KIWI equipped doors and the respective access privileges. Moreover, it allows you to generate and manage access privileges in no time at all.

No additional programs are required to use the portal, it is accessed directly in your Internet browser. As a result, improvements and new functions are immediately available to you.

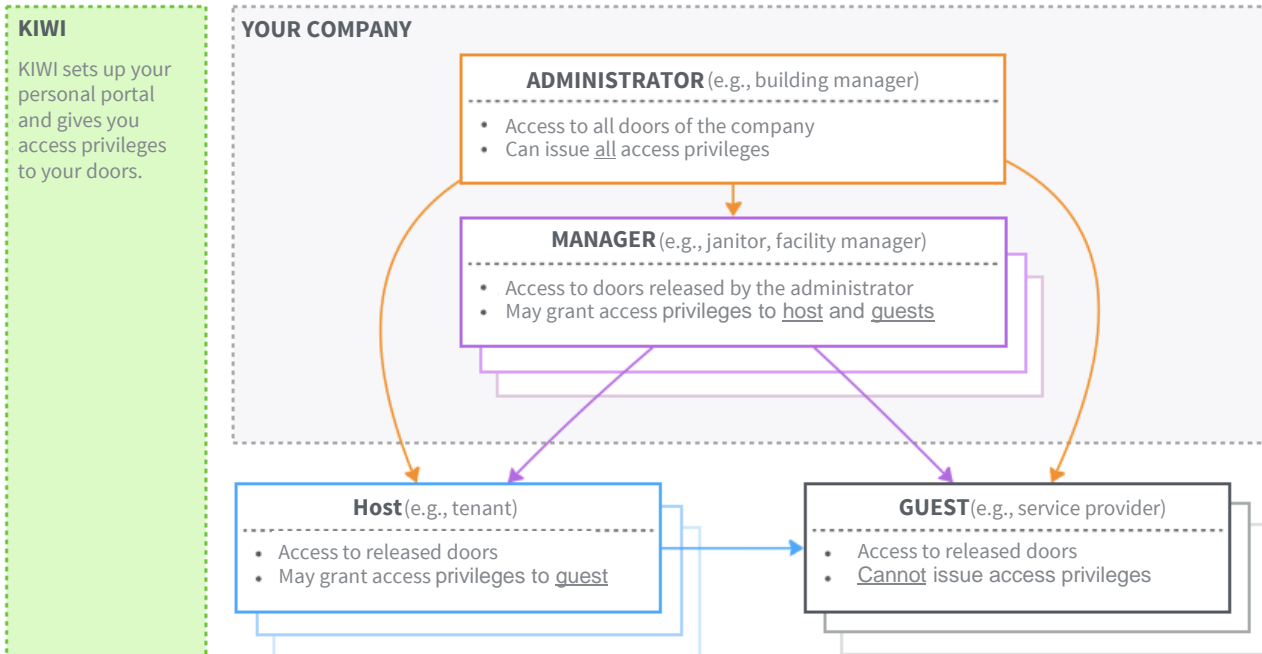
The KIWI team wishes you great fun with your KIWI Portal.

User Types and Privileges

The KIWI Portal always gives you complete control over all access privileges to your doors. The next page contains an illustration of the different user types and their privileges.

User Types and Privileges

Only company employees can use the KIWI Portal, which must be properly set up by KIWI. Please discuss who needs access to the portal with your personal KIWI contact.



Your Dashboard

The dashboard is the homepage of the KIWI Portal, which gives you a quick overview of the doors that are managed by you. From there you can also go to detail pages simply by selecting them in the map.

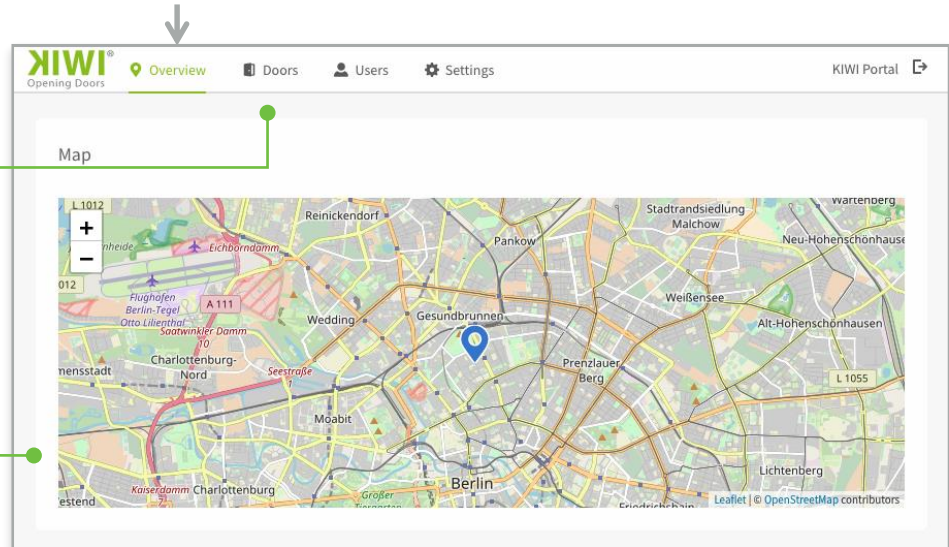
Your Dashboard

MAIN NAVIGATION

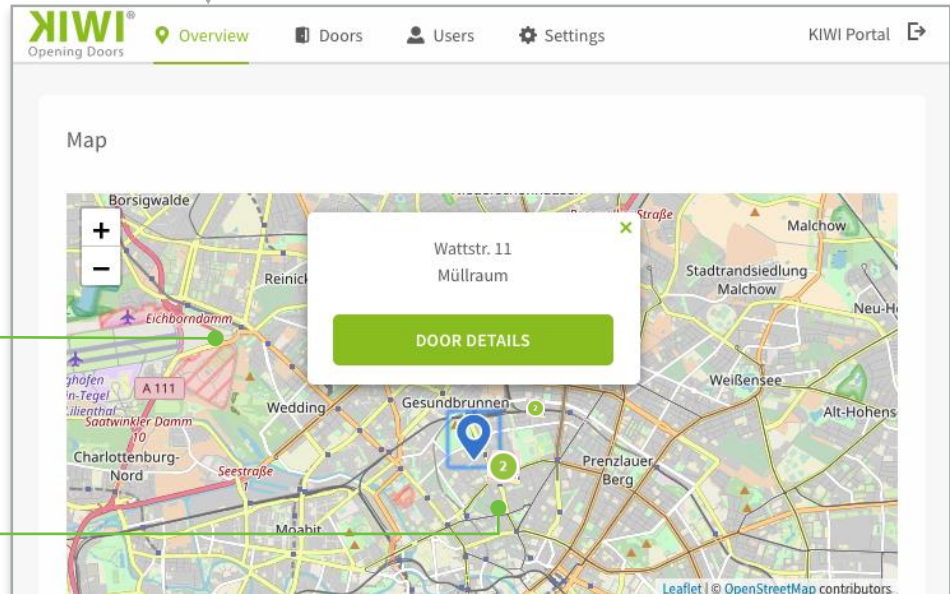
You can quickly get to any area of the portal via the navigation points.

MAP

The map shows you those of your doors which are equipped with KIWI. Clicking on a door takes you directly to the detail view.



Your Dashboard – Map View



ZOOM AND NAVIGATION

Use these control panels to enlarge or shrink the map section. You can move the map section by clicking and drawing.

DOOR

You can click directly on individual doors (blue) to see a detail page of the respective door.

GROUPS OF DOORS

The map shows doors that are close to one another (green) as a group. By clicking on the group you will automatically zoom in on the map section to see the individual doors of the group.

Your Doors

The “Doors” overview gives you a detailed listing of all doors which are allocated to your organization. From there you can also get to the detail page of each individual door, from where you can manage access privileges.

Your Doors – Overview

DOORS

This list shows you all doors which belong to your organization. It also contains detailed information on the respective addresses.

KIWI®
Opening Doors

Overview Doors Users Settings KIWI Portal

Doors

Search

ADDRESS ▼	DOOR	AREA	CITY
Karlstraße 1	House entrance	26123	Oldenburg
Karlstraße 1	Hinterhaus	26123	Oldenburg
Wattstr. 11	Müllraum	13355	Berlin

Door – Detail View 1/2



KIWI Opening Doors | Overview | **Doors** | Users | Settings | KIWI Portal

Karlstraße 1 OPEN DOOR

Hinterhaus

Sensor ID: 2366

Permissions: 3

Total permissions: 3

Permissions + ADD

FIRST NAME	LAST NAME	USER TYPE	USER ID	PERMISSION	TIMING	RECEIVED FROM
Lieschen	Müller	Resident	15DE1700005513	Host	∞ Permanent	marketing@kiwi.ki ✖
Ola	Nordmann	Resident	olanordmann030@gmail.com	Host	∞ Permanent	marketing@kiwi.ki ✖

ADDRESS & NAME

This shows you the address and name of the selected door. The name is issued by KIWI installers to facilitate identification of the doors (e.g., by specifying “Rear building”).

ACCESS PRIVILEGES

This shows you the number of privileges that exist for this door. The total number shown also includes the privileges that have been issued by users.

Door – Detail View 2/2



OPENING THE DOOR

By pressing this button you can open the door from a remote location.

ISSUING ACCESS PRIVILEGES

Use this control panel to grant additional users access to this door.

CANCELING ACCESS PRIVILEGES

Use the red X to cancel access privileges.

The screenshot shows the KIWI Portal interface for a door. The top navigation bar includes 'Overview', 'Doors', 'Users', and 'Settings'. The main content area displays the door's location as 'Karlstraße 1 Hinterhaus' and a green 'OPEN DOOR' button. Below this, a table shows 'Sensor ID' as 2366, 'Permissions' as 3, and 'Total permissions' as 3. A section titled 'Permissions' contains a table with columns for 'FIRST NAME', 'LAST NAME', 'USER TYPE', 'USER ID', 'PERMISSION', 'TIMING', and 'RECEIVED FROM'. Two rows are listed: one for Lieschen Müller (Resident, User ID 15DE1700005513) and one for Ola Nordmann (Resident, User ID olanordmann03@gmail.com). Both rows show 'Host' permissions and 'Permanent' timing. A red 'X' icon is present in the 'RECEIVED FROM' column for both entries. A green '+ ADD' button is located to the right of the table. Green lines with circular endpoints connect the text on the left to the 'OPEN DOOR' button and the red 'X' icons in the table.

FIRST NAME	LAST NAME	USER TYPE	USER ID	PERMISSION	TIMING	RECEIVED FROM
Lieschen	Müller	Resident	15DE1700005513	Host	∞ Permanent	marketing@kiwi.ki
Ola	Nordmann	Resident	olanordmann03@gmail.com	Host	∞ Permanent	marketing@kiwi.ki

Door – Issuing New Access Privileges

TYPE OF ACCESS PRIVILEGE

Here you select the type of access privilege for a door. An overview of the different user types is provided on page 5.

POTENTIAL USERS

Select those users from this list to whom you wish to grant access to a specific door.

NEW PERMISSION FOR DOOR

Permission type: Duration: Permanent Limited ?

Select users:

FIRST NAME	LAST NAME	USER TYPE	USER ID	
Lieschen	Müller	Resident	15DE1700005513	<input type="checkbox"/>
Stefan	Kollege	Resident	15DE1700007541	<input type="checkbox"/>
Karla	Kolumna	Resident	kk@kolumna.de	<input type="checkbox"/>
Max	Marketing	KIWI Employee	marketing@kiwi.ki	<input type="checkbox"/>
Ola	Nordmann	Resident	olanordmann030@gmail.com	<input type="checkbox"/>
Paul	Neustadt	Resident	paul@neustadt.de	<input type="checkbox"/>
Tom	Mayer	Resident	tom.mayer@tommayr.de	<input type="checkbox"/>

Your Users

The user area shows a detailed listing of all users who have access to your doors. From there you can also go to each user's detail page to manage his or her access privileges.

Your Users – Overview

KIWI® Opening Doors

Overview Doors **Users** Settings

KIWI Portal

Users

+ ADD Search

FIRST NAME	LAST NAME	USER TYPE	USER ID ▼
Lieschen	Müller	Resident	15DE1700005513
Stefan	Kollege	Resident	15DE1700007541
Karla	Kolumna	Resident	kk@kolumna.de
Max	Marketing	KIWI Employee	marketing@kiwi.ki

USERS

This shows you a listing of all users. Selecting a user takes you to the detail view.

ADDING NEW USERS

Here you can add new users.

Adding a New User

USER INFORMATION

Here you enter all details for the new user.

ADDING A USER WITHOUT E-MAIL ADDRESS

Add so-called offline users who have no e-mail address. They can register on their own later on using the KIWI app.

The screenshot shows the KIWI user management interface. A modal window titled "User details" is open, allowing the user to enter information for a new user. The modal contains the following fields and options:

- User type**: A dropdown menu.
- Salutation**: A dropdown menu.
- Name**: A text input field.
- Surname**: A text input field.
- E-mail**: A text input field.
- Create an offline user** (with a help icon ?)

At the bottom of the modal are two buttons: **CANCEL** and **CONFIRM**.

The background interface shows a "Users" table with columns for "FIRST NAME" and "LAST NAME". The table contains the following entries:

FIRST NAME	LAST NAME
Lieschen	Müller
Stefan	Kolm
Karla	Kolm
Max	Mayer
Ola	Nordmann
Paul	Neustadt
Tom	Mayer

On the right side of the interface, there is a search bar and a "USER ID" dropdown menu. The search bar contains the text "Search" and a magnifying glass icon. The "USER ID" dropdown menu is currently set to "15DE1700005513". Below the search bar, there is a list of user IDs and their corresponding email addresses:

- 15DE1700005513
- 15DE1700007541
- kk@kolumna.de
- marketing@kiwi.ki
- olanordmann030@gmail.com
- paul@neustadt.de
- tom.mayer@tommayer.de

Users – Detail View



NAME

KIWI
Opening Doors

Overview | Doors | **Users** | Settings

KIWI Portal

Mr Stefan Kollege EDIT USER

User ID: 15DE1700007541

Wirtschaftseinheit: (field value undefined)

KIWI Transponder CLAIM NEW KIWI TRANSPONDER

Ki ID / Klick ID: c0ac0055 STATUS: ACTIVE SUSPENDED

Permissions + ADD

ADDRESS	DOOR	AREA	CITY	PERMISSION	TIMING	RECEIVED FROM	
Wattstr. 11	Müllraum	13355	Berlin	Host	∞ Permanent	marketing@kiwi.ki	✗
Karlstraße 1	House entrance	26123	Oldenburg	Guest	∞ Permanent	marketing@kiwi.ki	✗

OWN FIELDS

These fields are specifically set up for your company (details on page 22).

KIWI TRANSPONDER DETAILS

If a KIWI transponder has already been allocated to the offline user, his or her ID number and status are shown here.

ACCESS PRIVILEGES

After you have issued the user's access privileges, they are listed here.

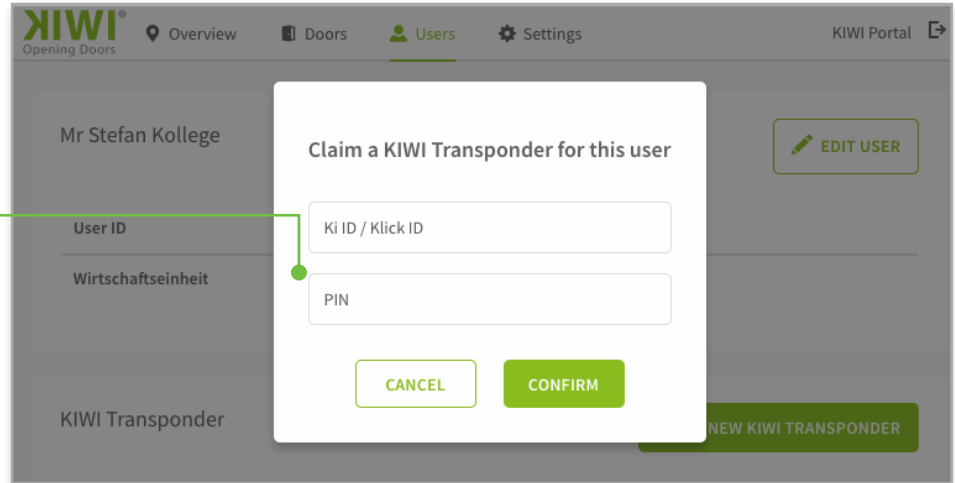
NEW ACCESS PRIVILEGES

You can grant the user new access privileges via this selection.

Registering a KIWI Transponder

KIWI TRANSPONDER DETAILS

Enter the ID number and PIN of the KIWI transponder which you want to register for an offline user or for your own user profile here. This information is shown on the KIWI transponder card.



Users – Granting New Access Privileges

TYPE OF ACCESS PRIVILEGE

Here you select the type of access privilege you want to grant the user. An overview of the different user types is shown on page 5.

AVAILABLE DOORS

Select those doors from this list for which you want to grant the user access privileges.

Mr Stefan Kollege EDIT USER

New Permission for User

Permission type: Guest Duration: Permanent Limited ?

Select doors: Q

ADDRESS	DOOR	AREA	CITY	
Karlstraße 1	House entrance	26123	Oldenburg	<input type="checkbox"/>
Karlstraße 1	Hinterhaus	26123	Oldenburg	<input type="checkbox"/>
Wattstr. 11	Müllraum	13355	Berlin	<input type="checkbox"/>

CANCEL CONFIRM

Settings

Change the portal's language preference.

If you are the administrator of our KIWI Portal, you can also set up user-defined fields which are then immediately available throughout your company.

Settings

MANUAL

Download the Portal Manual.

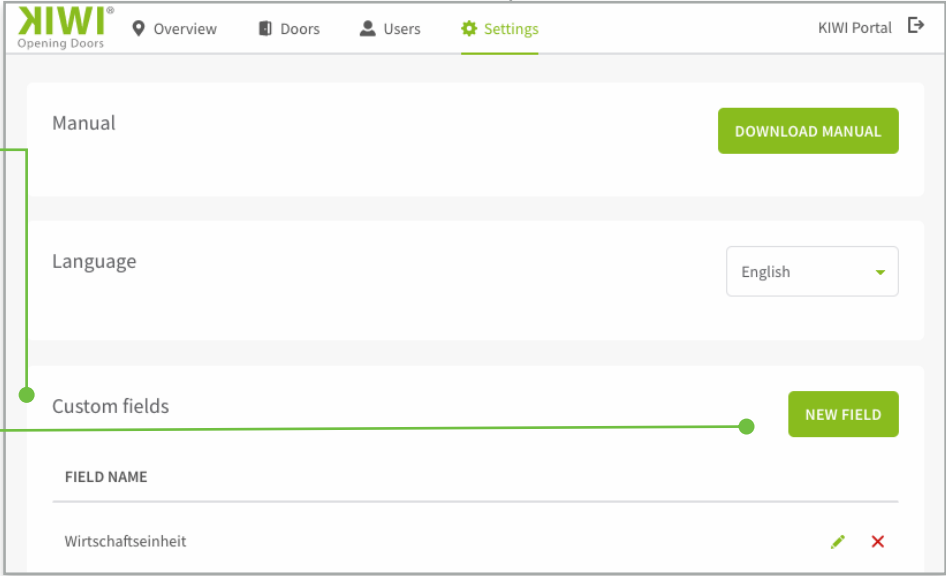
LANGUAGE

Select your language preference here.

The screenshot shows the 'Settings' page of the KIWI Portal. The navigation bar includes the KIWI logo and menu items: Overview, Doors, Users, and Settings. A grey arrow points down to the 'Settings' menu item. The main content area is divided into three sections:

- Manual:** A section with a green dot on the left and a 'DOWNLOAD MANUAL' button on the right.
- Language:** A section with a green dot on the left and a dropdown menu showing 'English' on the right.
- Custom fields:** A section with a 'NEW FIELD' button on the right and a table below. The table has a header 'FIELD NAME' and one row with the value 'Wirtschaftseinheit'. To the right of the row are a green pencil icon (edit) and a red 'X' icon (delete).

Settings – User-Defined Fields



OWN FIELDS

This list shows the user-defined fields which your organization has set up individually. Please note that they are sorted by setup and modification date respectively.

ADD A FIELD

As administrator of an organization you can add user-defined fields here. They are immediately available for all user profiles. A maximum of two fields may be added.

Sort and Search Functions

SEARCHING

There is a search function for the door and user lists.

SORTING

All columns can be sorted alphabetically. Simply click on the respective heading.

The image shows two overlapping screenshots of the KIWI Portal interface. The top screenshot displays the 'Users' management page, and the bottom screenshot displays the 'New Permission for User' page.

Users Management Page:

- Navigation: Overview, Doors, **Users**, Settings
- Actions: + ADD, Search (with magnifying glass icon)
- Table Headers: FIRST NAME, LAST NAME, USER TYPE, USER ID (with dropdown arrow)
- Table Data:

FIRST NAME	LAST NAME	USER TYPE	USER ID
Lieschen	Müller	Resident	15DE1700005513
Stefan	Kollege	Resident	15DE1700007541
Karla	Kolumna	Resident	kk@kolumna.de
Max	Marketing	KIWI Employee	marketing@kiwi.ki

New Permission for User Page:

- User: Mr Stefan Kollege (with EDIT USER button)
- Permission type: Guest (dropdown)
- Duration: Permanent Limited (with help icon)
- Select doors: Search (with magnifying glass icon)
- Table Headers: ADDRESS (with dropdown arrow), DOOR, AREA, CITY
- Table Data:

ADDRESS	DOOR	AREA	CITY	
Karlstraße 1	House entrance	26123	Oldenburg	<input type="checkbox"/>
Karlstraße 1	Hinterhaus	26123	Oldenburg	<input type="checkbox"/>
Wattstr. 11	Müllraum	13355	Berlin	<input type="checkbox"/>

Buttons: CANCEL, CONFIRM

Contact

Please do not hesitate to contact us if you have any questions or comments.

You can reach us by phone at 030-609-838-333 or via e-mail at portal@kiwi.ki.

The KIWI Portal is a service provided by KIWI.KI GmbH.

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