

# ThingSpace Manage

# User Guide v2.0

As of 11/2022

#### Important—Please Read

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# What's New with ThingSpace Manage 2.0

We have rebuild ThingSpace Manage from the ground up with a stylish user experience. ThingSpace Manage 2.0 offers enhancements to the capabilities you've grown accustom to, and introduces many new features developed in response to your feedback. Go to the ThingSpace website <a href="What's New">What's New</a> page for a complete list of these new features, and to stay informed of the latest ThingSpace Manage developments.

#### Overview

ThingSpace Manage is Verizon's portal for managing Internet of Things (IoT) device connectivity on the Verizon Wireless network. IoT-specific connectivity management functions include viewing and monitoring connectivity status, data usage, dashboards, device lists, reports, and alerts. You can also use near real-time usage data to choose service plans, suspend devices, troubleshoot connectivity, and more.

This user guide provides a basic introduction to the ThingSpace Manage web portal and describes the types of features that are available to manage your IoT devices.

### **Feature Summary**

You can provision, monitor, and control service, connectivity, and device usage with ThingSpace. These capabilities include the following features:

- 24/7 access to activate, suspend, restore, or deactivate service, and adjust your IoT service plans.
- Real-time monitoring of connectivity, activity, and status from the system level down to the individual device. Real-time monitoring and control of devices, data usage, and costs.
- Device naming, grouping, and tracking by custom properties.
- Configurable notifications for provisioning events, maximum and minimum threshold violations, abnormal disconnects, unauthorized equipment relocations, and more.
- On-demand reports.
- The ability to detect an overly chatty device, and either suspend it or change its service plan. The ability to detect devices that fail to deliver data.
- Bulk and SKU-based operations.

# ThingSpace Services

ThingSpace Services is a suite of value-added utilities built on top of Verizon IoT Connectivity to build and manage IoT solutions easier. Verizon IoT Connectivity reduces the complexity of attaching an IoT device to a wireless network. ThingSpace Services build upon connectivity by offering additional services that can be applied to many devices (e.g., software updates, device diagnostics and device location). For more information about these subscription-based offerings, please visit the ThingSpace website <a href="https://doi.org/10.1007/jhingSpace-services-noise.network.">https://doi.org/10.1007/jhingSpace-services-noise.network.</a> ThingSpace Services page.

# ThingSpace APIs

The ThingSpace platform has rich features that can easily be integrated with enterprise applications using RESTful APIs. With this capability you can improve operational efficiencies by automating high-volume service provisioning, as well as monitoring and controlling wireless IoT devices.

Using the ThingSpace APIs, you can perform most of the same self-service tasks you take through the ThingSpace Manage portal. The Connectivity Management APIs allow you to integrate IoT connectivity management with your enterprise software systems, such as enterprise resource planning (ERP), supply chain, and customer service management. In this way, you can add, activate, monitor, and analyze your devices, as well as perform many other connectivity management tasks. For additional information about the APIs, please refer to the <a href="https://doi.org/10.1001/jhigspace.new">ThingSpace API Documentation</a>.

# **Accessing ThingSpace Manage**

You can log directly into ThingSpace Manage (https://m2mdeveloper.verizon.com/), or log in through My Business (https://sso.verizonenterprise.com/amserver/sso/login.go).

To access ThingSpace Manage, you need a My Business Account that is set up for M2M connectivity. The *Machine to Machine / ThingSpace Manage* checkbox must be checked in your My Business profile. Your account representative can set this up, or you can complete our <u>contact form</u>.

### To access ThingSpace Manage from My Business

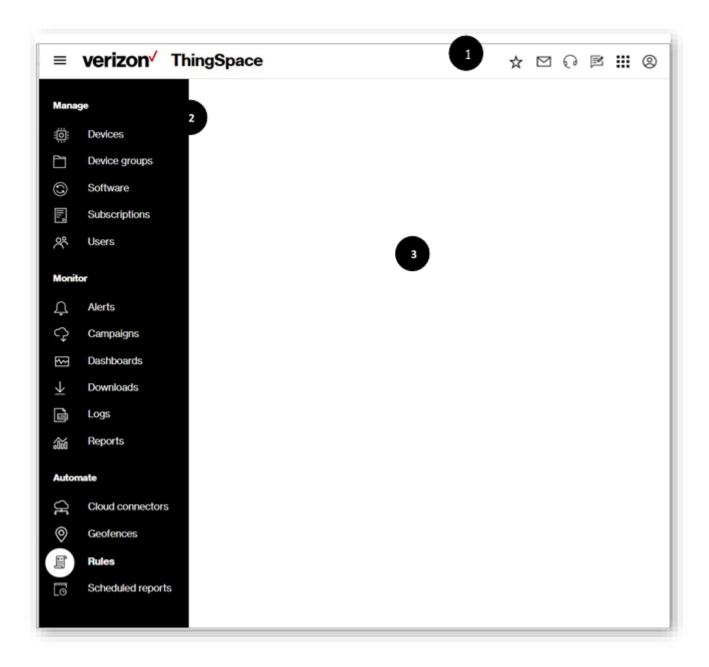
- 1. On the navigation menu, click **Manage Account**.
- Select the ThingSpace Manage tab next to Wireless & Mobility.
- 3. Click the desired page to start in.

The ThingSpace Manage screen that appears after you log in depends on the <u>Default Landing Page</u> setting of your User Profile. Initially, the default landing page is *Dashboard*.

Access rights 0		
Select the entitities to which you want to provide access for this user		
Search Q		
Access rights ‡		
✓ Machine to Machine / ThingSpace Manage		

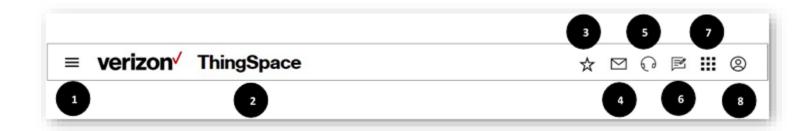
### **Site Stucture**

The site structure consists of a header (1), left navigation (2), and a content area (3).



# Header

The header appears at the top of every page and contains the following elements.

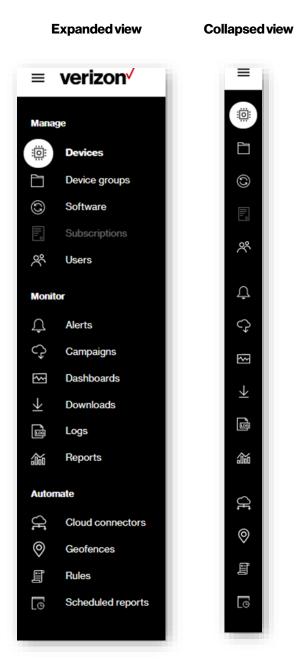


Eler	nents	on the header
1	≡	Left Navigation – Expand or collapse the left pane with links to various application pages.
2		ThingSpace - Open the default home page.
3	☆	Favorites - Open the Favorite links menu.
4	$\boxtimes$	Envelope – Open a coming soon tooltip for an upcoming Message center.
5	િ	Support – Open the Support menu.
6	Z	Feedback - Open the Feedback form where you can tell us about your experience.
7	***	Verizon Apps – Open a list of Verizon applications to open.
8	0	Profile – Open the Profile menu.

# **Left Navigation**

The left navigation is used to move around the website. From here, click any link to access the corresponding page within the portal.

Your user role determines what displays on the left navigation and may differ between users with alternative roles. You can see your role in the profile menu.



### **Content Area**

The content area contains the primary web page. The side navigation links take you to different pages that render in the content area. The content area for every page is different, but follows certain guidelines.

The content area contains the following common features:

**Breadcrumb** – This is a secondary navigation that reveals the website location hierarchy. The breadcrumb is located at the top-left of every page and provides links to preceding levels of the hierarchy.

Page title – This is the page name you are on and is found just beneath the Breadcrumb links.

**Action icons** – These are interactive graphics that provide various page functions. Each page has a unique set of actions for completing specific tasks on the page. Hover over each icon to view a tooltip description. Click an icon to initiate the action.



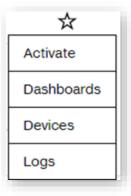
### **Default Home Page**

Click the **ThingSpace** icon open the default landing page (or home page). The home page defaults to the Dashboards page unless it is changed in Settings.

**COMING SOON:** The ability to set your own default home page.

### **Favorites**

The favorites icon displays a menu containing links to your most used functions. Set your favorite links in <u>Settings</u>. Currently, these links are preset, but will be customizable in an upcoming release.



**COMING SOON:** The ability to set your favorite links.

# **Support Options**

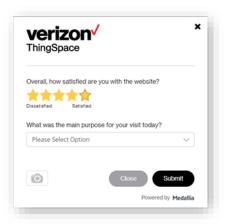
The support icon Odisplays a menu containing links to:

- Learn what is new or changed in ThingSpace Manage.
- Take a guided video tour of the new 2.0 experience.
- Review Frequently Asked Questions.
- View or download this user guide.
- Check the training schedule and register for a class.
- View how to get support.



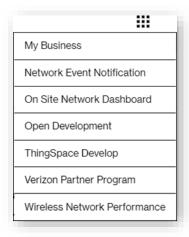
# **Providing Feedback**

Click the feedback icon  $\nearrow$  at the top of any page to tell us about your experience. Select an overall rating with the level of satisfaction you experienced with the website. Fill out any of the other questions available and click **Submit**. We review all feedback and contact any users requesting a follow-up.



# **Verizon Applications**

Click the Verizon appsicon to open other Verizon applications. A selected application opens in a new tab.

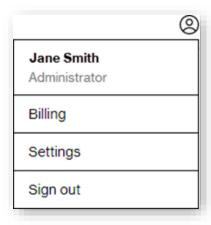


# **Profile Options**

The user profile icon @displays a menu of links that you can use to: View the name and role of the user that is currently logged in.

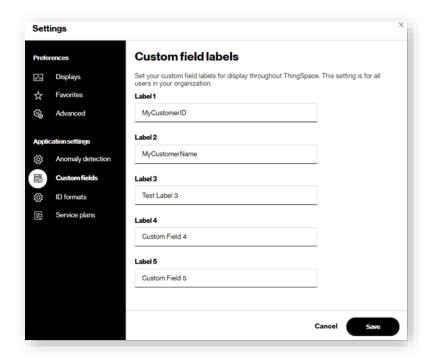
Go to My Business to view your bill. View user and application settings

# Sign out of the portal.



### **Settings**

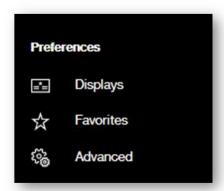
Manage user preferences and application settings here. Click the side navigation to access each section.



**NOTE:** Only users with an Administrator role can revise application settings.

### **Preferences**

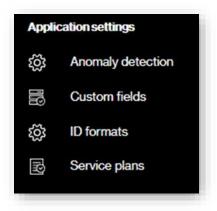
Preferences are *user-specific* settings that allow you to customize the portal to your unique choices. Currently, the **Displays** page supports the setting of a light or dark display mode



**COMING SOON:** The ability add preferred links to your <u>Favorites</u> menu and set advanced customizations.

# **Application Settings**

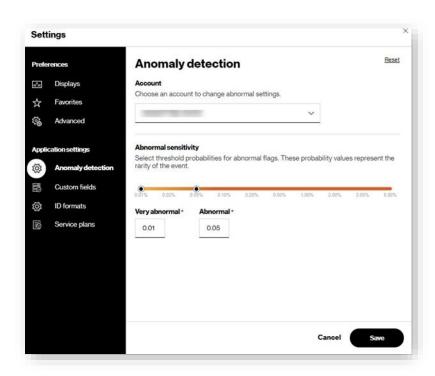
Application settings allow Administrators to set certain attributes that apply across the portal. Changes to application settings impact all users.



# **Anomaly Detection**

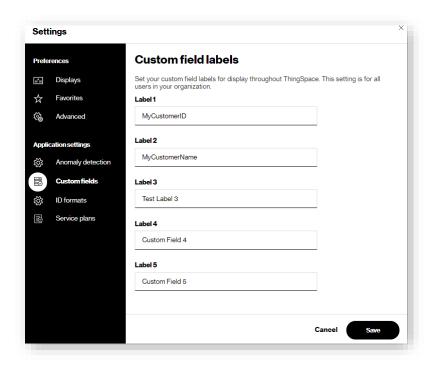
For users subscribed to the ThingSpace premium Intelligence bundle, use the *Anomaly detection* settings to set sensitivity thresholds. Anomaly detection uses machine learning to classify and cluster different devices on your account and alert you for unusual behavior in the device data usage patterns. The unusual alert or event is based on the sensitivity to which you would classify this as anomalous or not. You can set anomaly detection thresholds at the account level.

Each anomaly alert has a rarity score. The rarity score setting allows you to define what is considered "abnormal" and what is "very abnormal" in the context of the billing account. These definitions are used in the analytics dashboard, reports and rules.



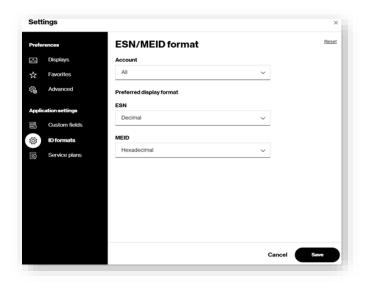
# **Custom Fields**

Use the *Custom fields* settings to name the fields you add, which display throughout your application. These custom fields are available for you to use to set values for your devices and use in any way you like. You can set the value of the custom fields at any time or set them when activating your devices. These labels are also available as columns in the devices list so that you can add them to any of your custom table views.



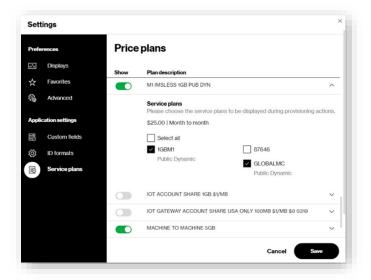
#### **ID Formats**

Use *ID Formats* to choose how you want your device ESN/MEIDs to be displayed in the portal and reports. The available formats are *Decimal* and *Hexadecimal*. You can mix formats across accounts, or keep them the same for all. Once saved, these formats are used throughout the portal and reports that contain those fields.



### **Service Plans**

Use Service Plans to view the service plans for each price plan and to show/hide them in the list while taking provisioning actions.

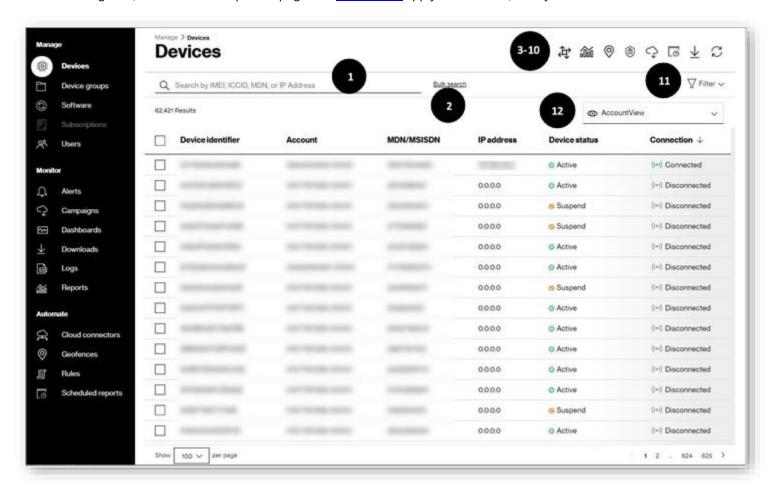


To hide a price plan completely, toggle *Show* to off so that it appears gray. To show the price plan, toggle *Show* to on so that it appears green. To hide a service plan, open the price plan panel by clicking the down arrow. This shows all the service plans that belong to the price plan. Then, check on those to be display. Only those that are checked are displayed during provisioning actions.

### **Devices**

The *Devices* page is the primary place for managing your devices. It displays a list of the devices you have access to view. You can perform searches and filter your device list. From this page, you can also run reports and take a variety of actions on your devices.

On the side navigation, click **Devices** to open the page. The action icons apply to all devices, or only to selected devices.

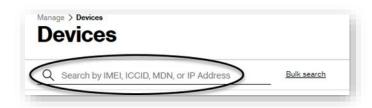


**NOTE:** After the next update, users will no longer see an **MDN/MISDN** column. This will be replaced by separate **MDN** and **pseudo MDN** columns

Elements on the Devices page					
1	Q	Search – Locate a specific device.	2.		Bulk search – Locate up to 500 devices at once.
3	\$	Actions – Open a menu of options.	4	á	Reports – Manage device reports.
5	<b>©</b>	Location – Subscribers can take location actions, such as enable or disable location updates.	6	â	Security-Subscribers can manage SIM Secure Services
7	<u> </u>	Schedule – Automate a report.	8	$\bigcirc$	Campaign - Create a strategy for updating device firmware or software.
9	$\overline{}$	Download - Export listed device information.	10	C	Reload – Refresh the page with new data.
11	$\nabla$	Filter – Limit the list to devices with specific attributes.	12	0	Table view - Customize your view.

# **Searching for Devices**

The *Devices* page contains a *Search* field to locate device data by IMEI, ICCID, MDN, or IP address (up to 500 devices). Wildcard (%) search is supported for all Device IDs.



**NOTE:** Search does not support wildcards for IP address. You must search for the exact IP address.

### **Performing a Bulk Search**

You can search for up to 500 devices at a time using the Bulk search link.

#### To bulk search

On the left navigation, click **Devices**. The *Devices* page opens.



1. Click **Bulk search**: The Bulk search dialog opens.



- 2. In the *Bulk search* field, type up to 500 MDNs, IMEIs, ICCIDs, or IP addresses separated by commas, or list one per line. Alternatively, click Upload under Other options to import a Comma Separated Values (CSV) file containing up to 500 device IDs.
- 3. In the dialog that appears, navigate to the CSV file.
- 4. Select the file and click Open.
- 5. Click **Search** to invoke the search function.

**COMING SOON:** The ability to search for even more devices at one time! This feature will submit the search in the background while you continue working. When the search is complete, your search results will be available in the <u>Downloads</u> center.

### **Applying Filters**

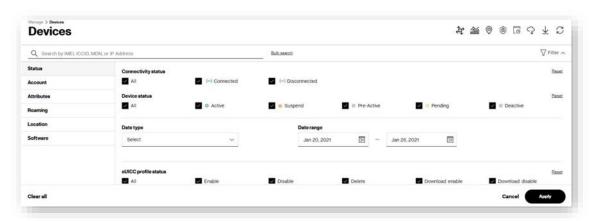
Use filters to view a limited set of devices by specific attributes such as: **Connectivity status**, **Device status**, **Date type**, **Date range**, and others. Select from the following filter categories on the left:

Status Account Attributes Roaming Location Software.

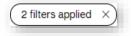
#### How to apply filters

On the left navigation, click **Devices**. The *Devices* page opens.

1. Click the filter icon  $\nabla$  Filter  $\vee$  . The following filters screen appears.



- 2. Click each tab or scroll through the list to view all available filters. Select the desired filters to apply and click **Apply**.
- 3. The **Reset** link of each filter category allows you to select all filters in the category with one click.
- 4. To apply the selected filters, click **Apply**. A filters applied count appears next to the drop-down menu.



**NOTE:** For a device to appear on the Devices page, it must match **all** of the selected filter criteria. This means that you can apply additional filters to shorten the filter results.

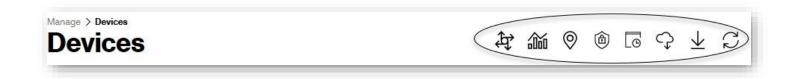
**COMING SOON:** The ability to save filters!

# **Sorting Data**

You can sort data by clicking the sort icon next to the column name. If sort is enabled for a column, click on the sort icons to sort in ascending  $\uparrow$  or descending  $\downarrow$  order.

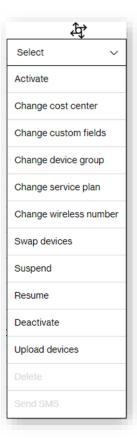
# **Taking Actions**

The *Devices* page offers a set of icons to apply various actions to your devices. Not all of the icons appear for all customers. Some icons appear only if you subscribe to value added ThingSpace Services, such as Location Services, SIM Secure, or Software Management.



# **Provisioning Actions**

The actions icon displays a drop-down menu with a list of actions. The majority of these are provisioning actions, such as activate, change service plan, change wireless number, suspend, resume, swap, deactivate, and delete devices. The other actions allow you to make changes to cost center codes, custom field values, and device groups, as well as send an SMS messages to your devices.



There are two types of actions that you can take:

- **Bulk actions** Take actions on a list of devices that you enter manually or upload from a file.
- Quick actions Take actions on devices selected from the devices list.

### **Activating Devices in Bulk**

#### How to activate devices in bulk

On the left navigation, click **Devices**. The Devices page opens.

1. With no devices selected, click the actions icon and select **Activate**. The *Activate* page opens.

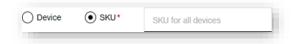


2. Select the type of activation (Device or SKU).

For *Device activations*, type a list of IMEI and/or ICCIDs separated by commas. If you choose the IP Address checkbox, include the IP Address for each device. If you choose the checkbox to **Upload to Verizon**, you must provide the Verizon SKU and email address that's associated with the user's Open Development account.



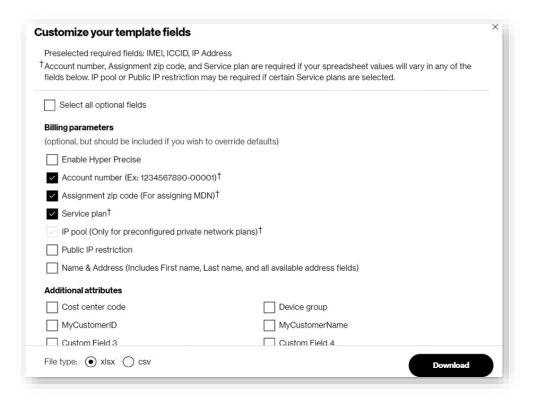
For SKU, type the Verizon SKU ID and then enter the list of ICCIDs.



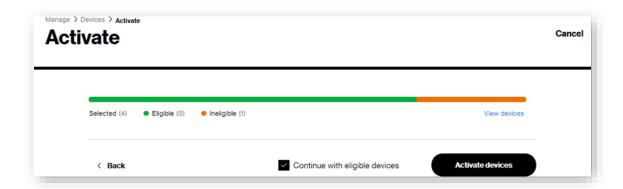
Type the device identifiers manually or upload a file of up to 10,000 devices.

To upload a file, click create and download to select the parameters to use in creating a dynamic template for entering your data. You can select any or all of the available fields on the screen below.

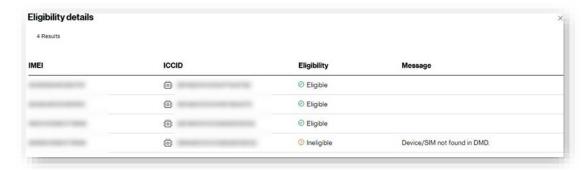
Account, Service plan, and Assignment zip code (mdnZipCode) are all required fields when entering different device attributes to the template.



- Click **Download** to download the customized template.
- b. Add your data to the template file and save. You can have different values for each column in the template.
- c. Click **Upload** to complete the upload process.
- On the Activate page, click Next. The second Activate page opens.



Review device eligibility. To view the list of the devices and any associated error messages, click **View devices**. The *Eligibility details* dialog opens.



- 4. Review Continue with eligible devices for ineligible devices to proceed.
- 5. Click **Activate devices** to submit the activation order.

### **Activating Devices for Ready SIM**

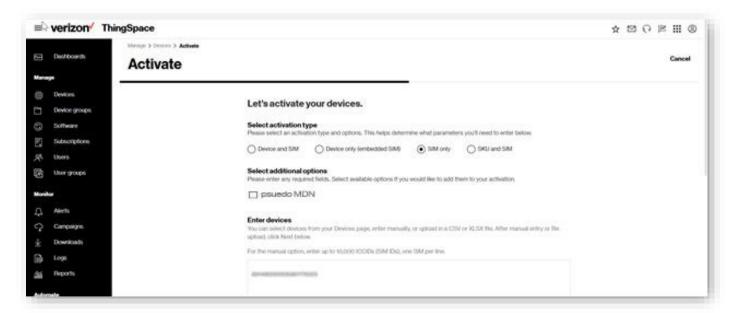
Ready SIM is an "MDNless" activation of a device using a 13-digit psuedoMDN and allows devices to be activated and not billed for a promotional period when the device will see little to no usage. Ready SIM can be activated two ways:

- SIM only
- SKU and SIM

### How to activate SIM only

On the left navigation, click **Devices**. The *Devices* page opens.

1. With one or more devices to activate selected, click the actions icon and select **Activate**. The *Activate* page opens.



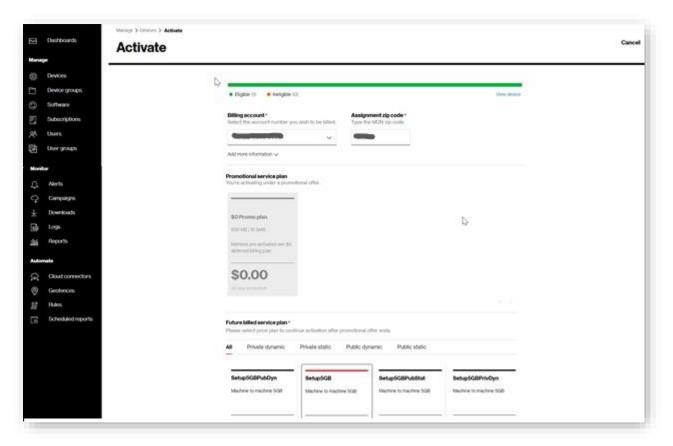
- 2. Click the "SIM only" radio button
- 3. Select "pseudo MDN"

NOTE: If the device is not eligible for Ready SIM, the selector for psuedoMDN will be "greyed out".

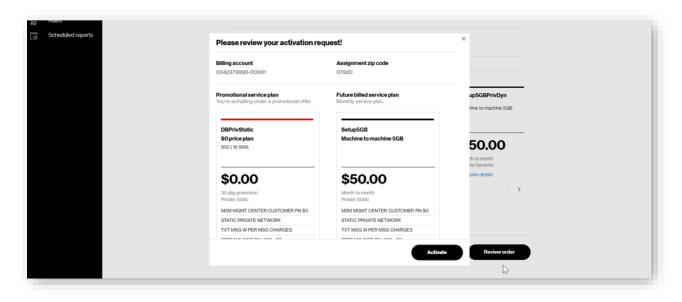
4. Click Next

NOTE: The user can select devices from the Devices Page, upload a CSV or XLSX file or manually enter each ICCID (comma separated).

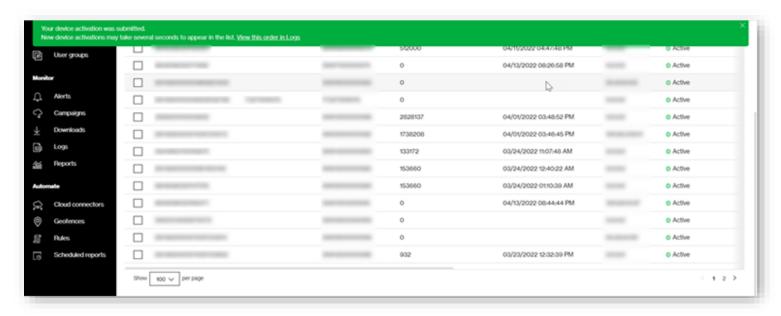
5. The billing information window opens for the next step



- 6. Select the billing plan to use once the promotional period ends
- 7. Click Review Order



8. Click Activate and you will return to the *Devices* page and see a confirmation banner.



**NOTE:** You can also view this confirmation in Logs

#### How to activate SKU and SIM

On the left navigation, click **Devices**. The *Devices* page opens.

- 1. With one or more devices to activate selected, click the actions icon and select **Activate**. The *Activate* page opens.
- 2. Clicking on the "SKU and SIM" radio button opens an additional field for the Stock Keeping Unit (SKU) value



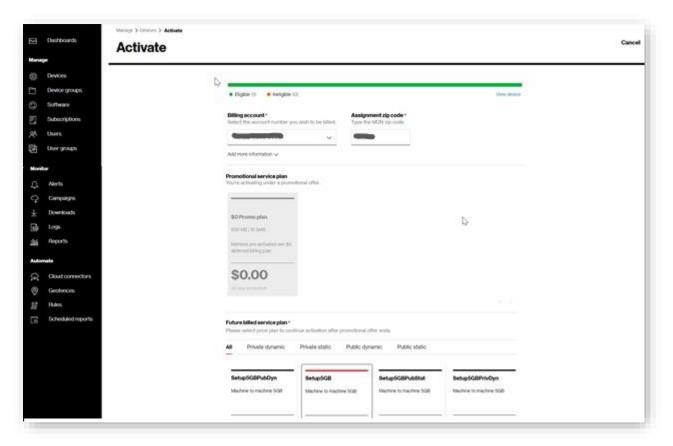
3. Select "pseudo MDN" and enter the SKU

NOTE: If the device is not eligible for Ready SIM, the selector for psuedoMDN will be "greyed out".

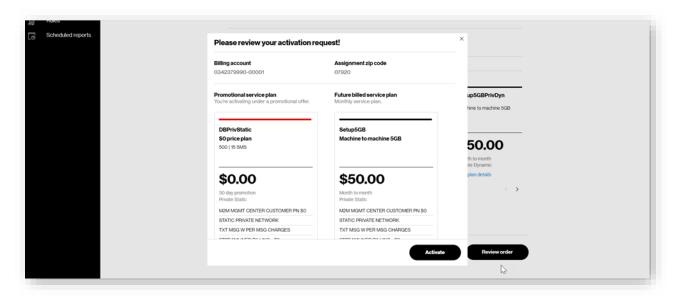
4. Click Next

NOTE: The user can select devices from the Devices Page, upload a CSV or XLSX file or manually enter each ICCID (comma separated).

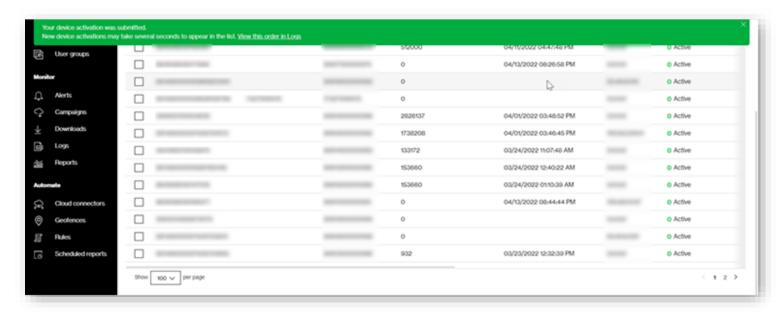
5. The billing information window opens for the next step



- 6. Select the billing plan to use once the promotional period ends
- 7. Click Review Order



8. Click Activate and you will return to the *Devices* page and see a confirmation banner.



**NOTE:** You can also view this confirmation in Logs

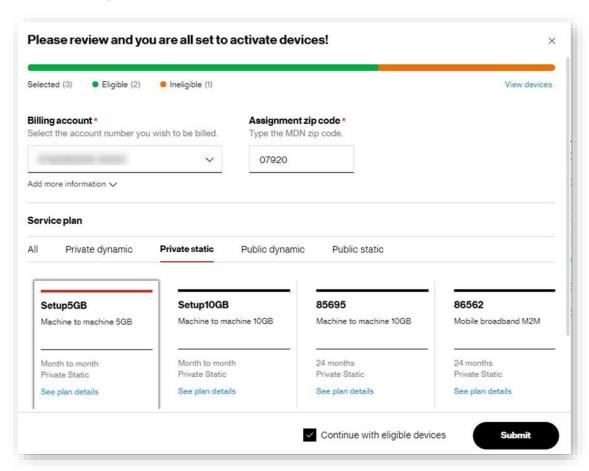
## **Quick Activations**

Activate multiple devices using default values in just one click.

#### How to activate devices quickly

On the left navigation, click **Devices**. The *Devices* page opens.

- 1. Select devices using the Device identifier checkbox.
- 2. Click the actions icon and select **Activate**. A review page opens.

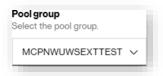


- 3. Review eligible and ineligible device counts.
- 4. Review the **Billing account** and **assignment zip code**, revising them if necessary. The zip code determines the MDN assigned to your devices when activated.

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5. Assign a **Service plan** to the devices. You can filter the service plans by clicking on **Private dynamic**, **Private static**, **Public dynamic**, and **Public static**.

For private network plans, if the selected service plan has associated IP pools, the Pool group section displays to select the IP Pool group. The devices are assigned IP addresses from within the selected IP pool group.



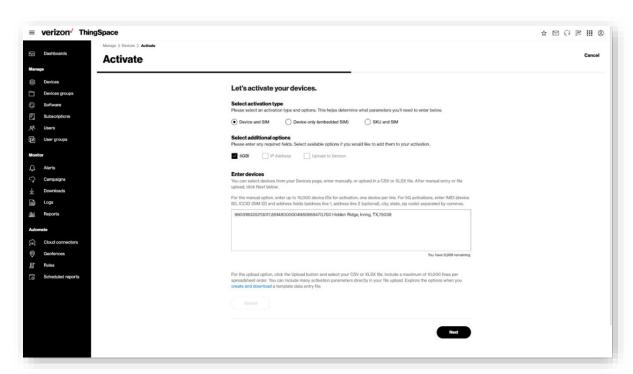
For public static plans, you can choose the type of restriction to apply. Unrestricted IPs provide full access to the Internet. Restricted IPs have limited access to content provided by Verizon Wireless and are restricted from accessing the Internet.



6. Click **Add more information** to set additional details, such as *Device Groups, Custom Fields*, or *Cost Center*.

#### **Activations for 5G BI**

For 5G Business Internet plans, select 5G BI at the activation screen. Each line needs to include IMEI, ICCID and service address. From here, only 5G BI plans will be available to activate. The activation process will also qualify the address for service. Check the <u>logs</u> later for activation status.



# **Assigning Attributes and Saving Address locations**

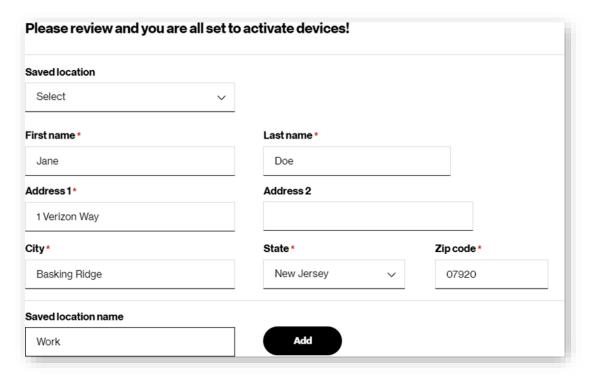
#### To assign attributes and save address locations

On the left navigation, click **Devices**. The *Devices* page opens.

1. Click **Add more information** to open an additional section where you can enter other details, such as First name, Last name, Address, Device group, Cost center code, and Custom Fields. You can also select from a list of **Saved locations**, or click **Add** to save the entered location. The *Add* function becomes available after you provide a name for the **Saved location name**.



2. Check Continue with eligible devices if necessary to proceed.



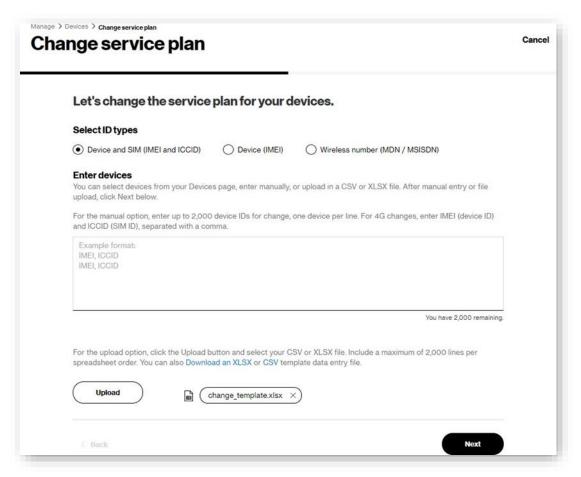
3. Click **Submit** to complete the device activation.

## **Bulk Service Plan Changes**

#### How to change service plans in bulk

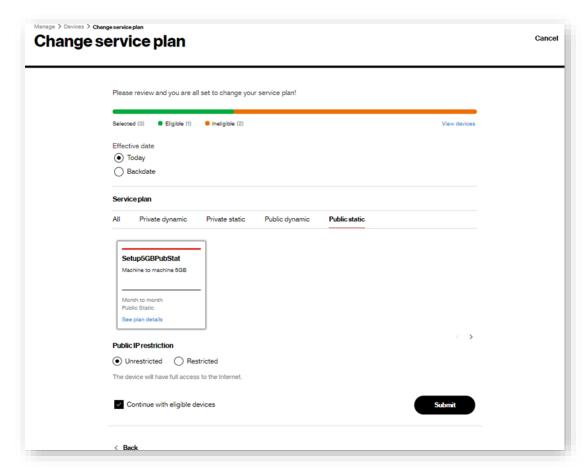
On the left navigation, click **Devices**. The *Devices* page opens.

1. With no devices selected, click the actions icon , and select **Change service plan**. The *Change Service Plan* page opens.



- Select the ID types to use (Device and SIM, Device only, or Wireless number).
- Type the IDs or upload a file of up to 2,000 devices.
  - a. To upload a file, click **Download an XLSX or CSV** to download the template.
  - b. Add your data to the template file and save.
  - Click **Upload** to complete the upload process.

4. On the Change service plan page, click Next. The second Change service plan page opens.



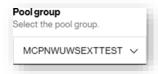
Review eligible or ineligible device counts. To view the list of the devices and any associated error messages, click View devices.
 The Eligibility details dialog opens.



- 6. Select the **Effective date**. You can select today's date, or backdate it so that the plan change takes effect at the beginning of the billing cycle.
- 7. Assign a **Service plan** to the devices. You can filter the service plans by clicking **Private dynamic**, **Private static**, **Public dynamic**, and **Public static**.

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For private network plans, if the selected service plan has associated IP pools, the Pool group section displays to select the IP Pool group for the devices. The devices are assigned IP addresses from within the selected IP pool group.



For public static plans, you can choose the type of Public IP restriction to apply. Unrestricted IPs provide full access to the Internet. Restricted IPs only have access to content provided by Verizon Wireless and are restricted from accessing the Internet.



- 8. Check **Continue with eligible devices** if necessary to proceed.
- 9. Click Submit to complete the process.

### **Quick Service Plan Changes**

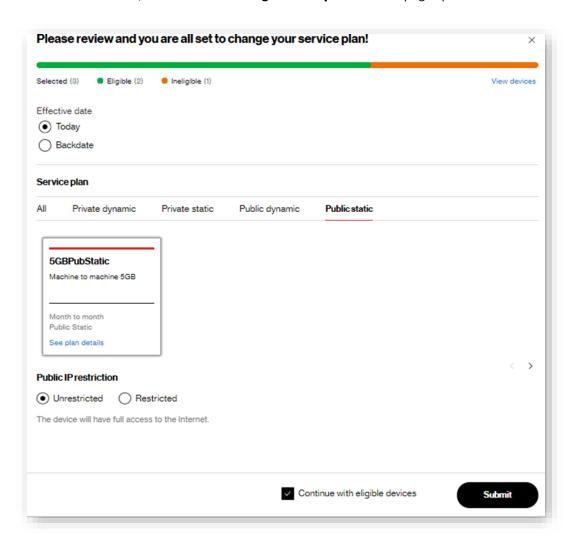
How to make quick plan changes on selected devices

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select devices using the Device identifier checkbox.

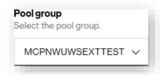
**NOTE:** All selected devices must be from the same billing account.

2. Click the actions icon , and then select **Change service plan**. A review page opens.



- 3. Review eligible and ineligible device counts.
- 4. Select the **Effective date**. You can select today's date, or backdate it so that the plan change takes effect at the beginning of the bill cycle.
- 5. Assign a **Service plan** for the devices. You can filter the service plans by clicking **Private dynamic**, **Private static**, **Public dynamic**, and **Public static**.

For private network plans, if the selected service plan has associated IP pools, the Pool group section displays to select the IP Pool group. The devices are assigned IP addresses from within the selected IP pool group.



For public static plans, you can choose the type of Public IP restriction to apply. Unrestricted IPs provide full access to the Internet. Restricted IPs only have access to content provided by Verizon Wireless and are restricted from accessing the Internet.



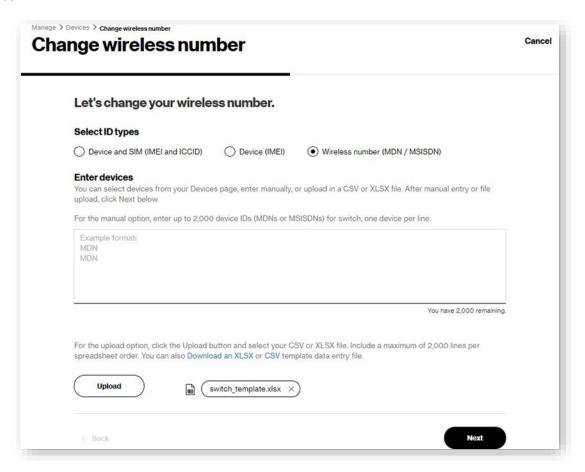
- 6. Check **Continue with eligible devices** if necessary to proceed.
- 7. Click **Submit** to complete the process.

## **Bulk Wireless Number Changes**

#### How to change wireless numbers in bulk

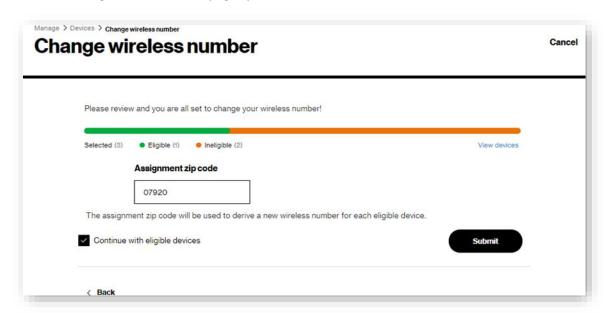
On the left navigation, click **Devices**. The *Devices* page opens.

1. With no devices selected, click the actions icon , and then select **Change wireless number**. The *Change wireless number* page appears:

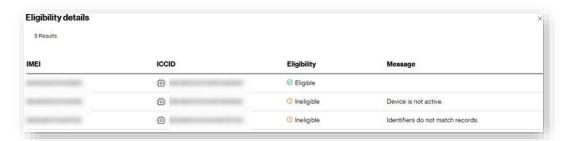


- 2. Select the ID types to use (Device and SIM, Device only, or Wireless number).
- 3. Type the IDs, or upload a file of up to 2,000 devices.
  - a. To upload a file, click **Download an XLSX or CSV** link to download the template.
  - b. Add your data to the template file and save.
  - Click **Upload** to complete the upload process.

4. Click **Next**. The Change wireless number page opens.



5. Review eligible and ineligible device counts. To view the list of devices, click **View devices**. A popup appears with the Eligibility details.



- 6. Select the **Assignment zip code**. The assignment zip code determines the wireless number for each eligible device.
- 7. Check **Continue with eligible devices** if necessary to proceed.
- 8. Click **Submit** to complete the bulk change number process.

## **Quick Wireless Number Changes**

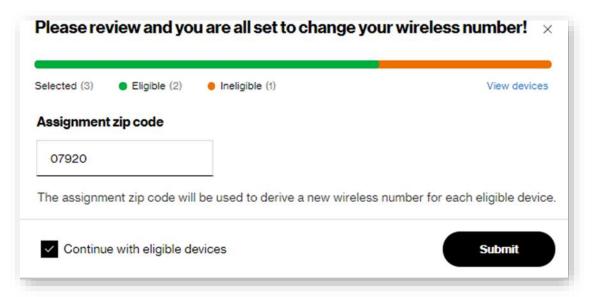
How to make quick MDN changes on selected devices

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select devices using the *Device identifier* checkbox.

**NOTE:** You must select devices from the same billing account.

2. Click the actions icon , and then select **Change wireless number**. A review page opens.



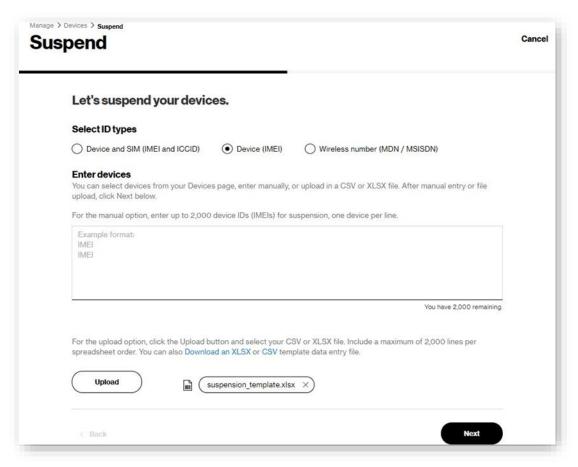
- 3. Review eligible and ineligible device counts. To view the list of selected devices, click **View devices**.
- 4. Enter the **Assignment zip code**. The assignment zip code determines the wireless number for each eligible device.
- 5. Check **Continue with eligible devices** if necessary to proceed.
- 6. Click **Submit** to complete the process.

## **Suspending Devices in Bulk**

#### How to suspend devices in bulk

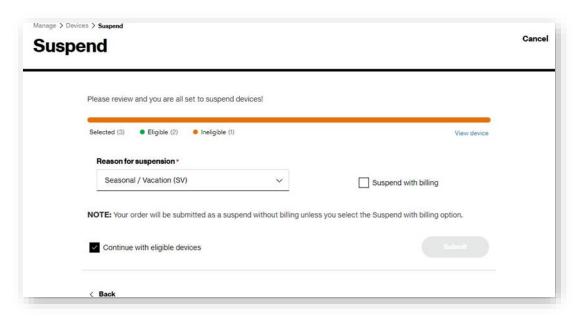
On the left navigation, click **Devices**. The *Devices* page opens.

1. With no devices selected, click the actions icon , and then select **Suspend**. The *Suspend* page opens.

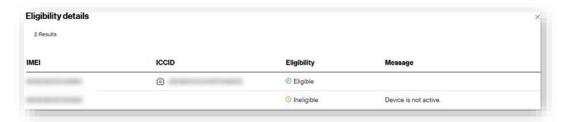


- 2. Select the ID types to use (Device and SIM, Device only, or Wireless number).
- 3. Type the IDs, or upload a file of up to 2,000 devices.
  - To upload a file, click the **Download an XLSX or CSV** link to download the template.
  - b. Add your data to the template file and save.
  - Click **Upload** to complete the upload process.

4. Click **Next**. The Suspend page opens.



5. Review the eligible or ineligible devices. To view the list of devices, click **View devices**. The *Eligibility details* dialog opens.



- 6. Select a **Reason for suspension**. Available reason codes are:
  - Lost / Stolen (21)
  - Seasonal / Vacation (SV)
- 7. Check **Suspend with billing**. If not checked, the devices are suspended without billing.
- 8. Check Continue with eligible devices if necessary to proceed.
- 9. Click Submit to complete the process.

### **Quick Suspending Devices**

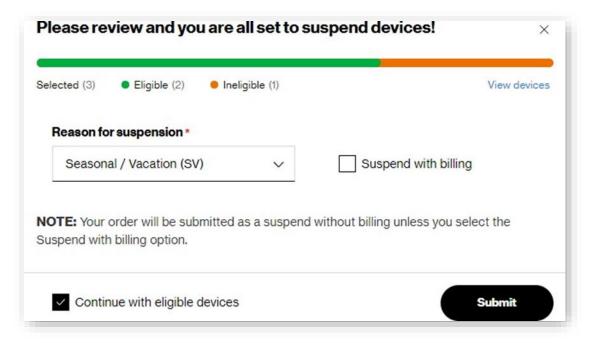
#### How to suspend devices

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select devices using the *Device identifier* checkbox.

**NOTE:** You must only select devices from the same billing account.

2. Click the actions icon , and then select **Suspend**. A review page opens.



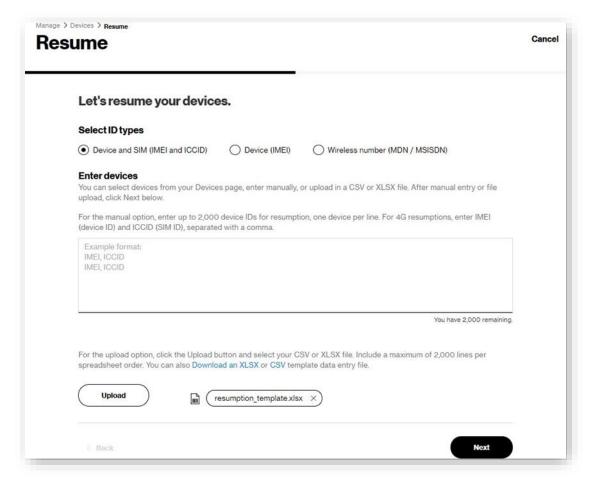
- 3. Review eligible and ineligible device counts. To view the list of selected devices, click **View devices**.
- 4. Select a **Reason for suspension**. Available reason codes are:
  - Lost / Stolen (21)
  - Seasonal / Vacation (SV)
- 5. Check **Suspend with billing**. If not checked, the devices are suspended without billing.
- 6. Check Continue with eligible devices if necessary to proceed.
- 7. Click **Submit** to complete the process.

## **Resuming Devices in Bulk**

#### How to resume devices in bulk

On the left navigation, click Devices. The Devices page opens.

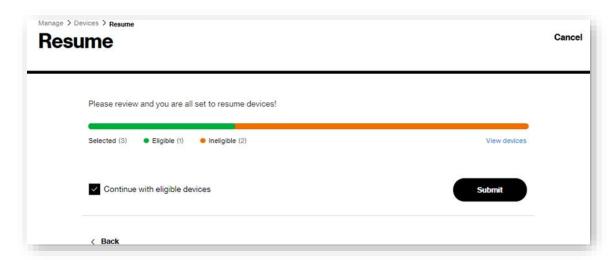
1. With no devices selected, click the actions icon then select **Resume**. The Resume page opens.



- 2. Select the ID types to use (Device and SIM, Device only, or Wireless number).
- 3. Type the IDs or upload a file of up to 2,000 devices.
  - a. To upload a file, click **Download an XLSX or CSV** to download the template.
  - b. Add your data to the template file and save.
  - c. Click Upload.

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4. Click **Next**. The *Resume* page opens.



5. Review eligible and ineligible device counts. To view the list of devices, click **View devices**. The Eligibility details dialog opens.



- 6. Check Continue with eligible devices if necessary to proceed.
- 7. Click **Submit** to complete the process.

# **Quick Resuming Devices**

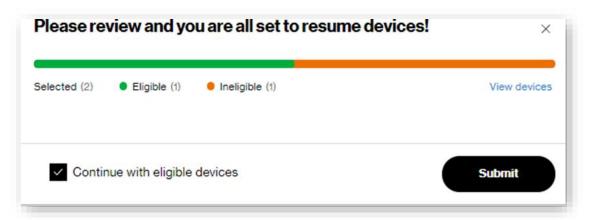
#### How to resume devices

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select devices using the Device identifier checkbox.

**NOTE:** You must select devices from the same billing account.

2. Click the actions icon then select **Resume**. A review page opens.



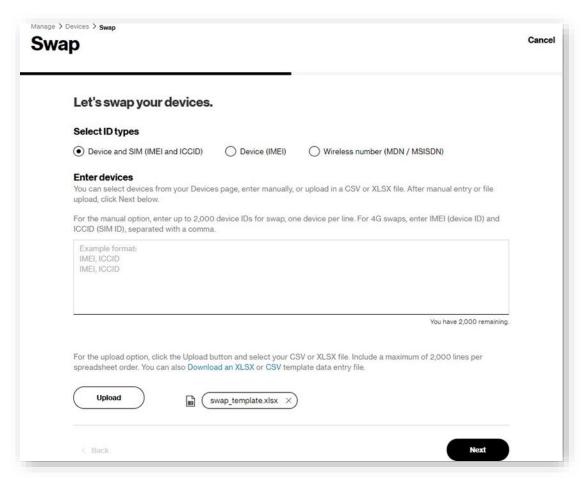
- 3. Review eligible and ineligible devices counts. To view the list of selected devices, click **View devices**.
- 4. Check Continue with eligible devices if necessary to proceed.
- 5. Click **Submit** to complete the process.

## **Swapping Devices in Bulk**

#### How to swap devices in bulk

On the left navigation, click **Devices**. The *Devices* page opens.

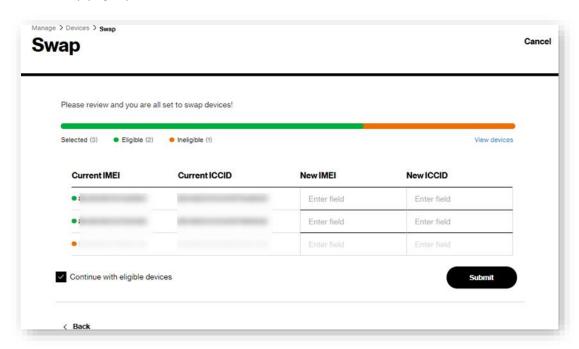
1. With no devices selected, click the actions icon then select **Swap devices**. The Swap page appears.



- 2. Select the ID types to use (Device and SIM, Device only, or Wireless number).
- 3. Type the IDs, or upload a file of up to 2,000 devices.
  - a. To upload a file, click **Download an XLSX or CSV** to download the template.
  - b. Add your data and save.
  - c. Click **Upload** to complete the upload process.

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4. Click **Next**. The Swap page opens.



5. Review eligible and ineligible device counts. To view the list of devices, click **View devices**. The Eligibility details dialog opens.



- 6. Enter a new IMEI or ICCID for each device you want to swap.
- 7. Check Continue with eligible devices if necessary to proceed.
- 8. Click Submit to complete the process.

# **Quick Swapping of Devices**

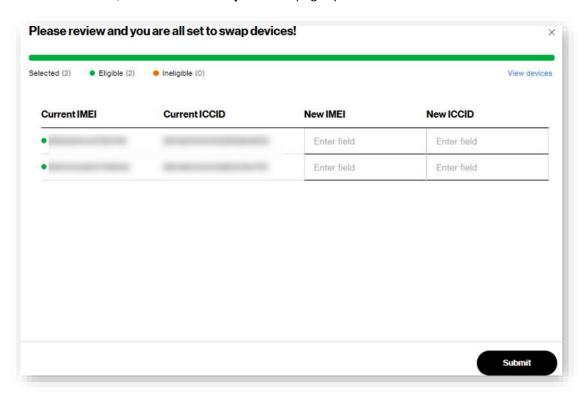
#### How to swap devices

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select devices using the *Device identifier* checkbox.

**NOTE:** You must select devices from the same billing account.

2. Click the actions icon and then select **Swap**. A review page opens.



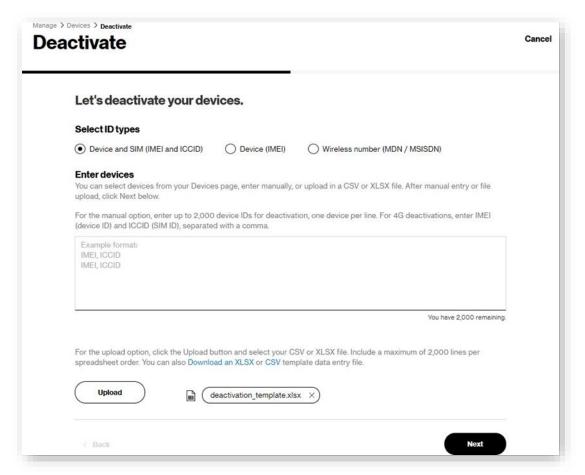
- 3. Review eligible and ineligible device counts. To view the list of selected devices, click **View devices**.
- 4. Enter a new IMEI or ICCID for each device.
- 5. Check **Continue with eligible devices** if necessary to proceed.
- 6. Click Submit to complete the process.

## **Deactivating Devices in Bulk**

#### How to deactivate devices in bulk

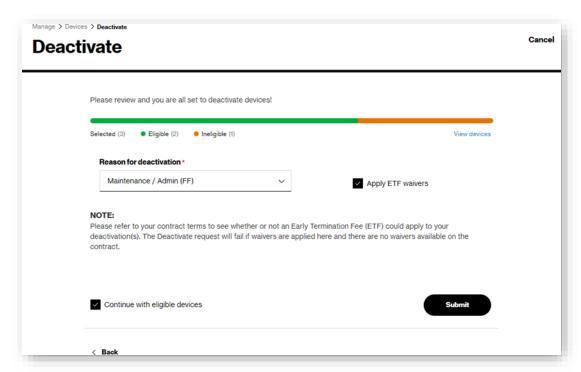
On the left navigation, click **Devices**. The *Devices* page opens.

1. With no devices selected, click the actions icon then select **Deactivate**. The *Deactivate* page opens.

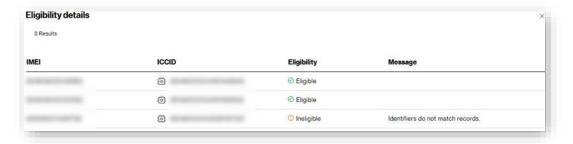


- Select the ID types to use (Device and SIM, Device only, or Wireless number).
- Type the IDs, or upload a file of up to 2,000 devices.
  - a. To upload a file, click **Download an XLSX or CSV** to download the template.
  - b. Add your data and save.
  - c. Click Upload.

4. Click **Next**. The *Deactivate* page opens.



5. Review eligible and ineligible device counts. To view the list of devices, click **View devices**. The Eligibility details dialog opens.



- 6. Select a **Reason for deactivation**. Available reason codes are:
  - No Signal / Coverage Issue (A4)
  - Competitor Promotion (BC)
  - Employer Change (F2)
  - Maintenance / Admin (FF)
  - Financial Hardship (JJ)
  - Customer Guarantee (PP)
- 7. Check **Apply ETF waivers** if applicable.

**NOTE:** Please refer to your contract terms to verify if an Early Termination Fee (ETF) applies to your deactivation(s). If you apply waivers here and there are no waivers available on the contract, the Deactivate request fails.

8. Check **Continue with eligible devices** if necessary to proceed.

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 $9. \quad \hbox{Click } \textbf{Submit} \, \hbox{to complete the process}.$ 

### **Quick Deactivating Devices**

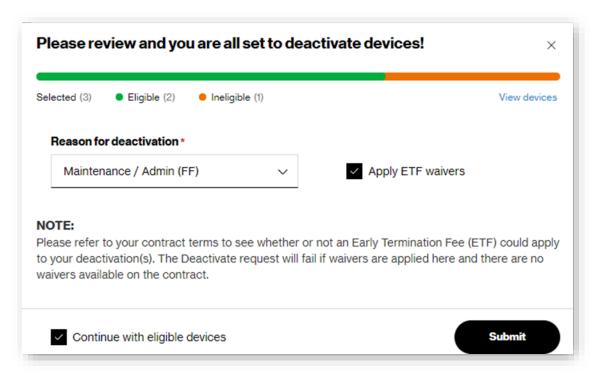
#### How to deactivate devices

On the left navigation, click **Devices**. The Devices page opens.

1. Select the Device identifier checkbox.

**NOTE:** You must select devices from the same billing account.

2. Click the actions icon and then select **Deactivate**. A review page opens.



- 3. Review eligible and ineligible device counts. To view the list of selected devices, click the View devices link.
- 4. Select a **Reason for deactivation**. Available reason codes are:
  - No Signal / Coverage Issue (A4)
  - Competitor Promotion (BC)
  - Employer Change (F2)
  - Maintenance / Admin (FF)
  - Financial Hardship (JJ)
  - Customer Guarantee (PP)
- 5. Check **Apply ETF waivers** if applicable.

**NOTE:** Please refer to your contract terms to verify if an Early Termination Fee (ETF) applies to your deactivation(s). If you apply waivers here and there are no waivers available on the contract, the Deactivate request fails.

6. Check **Continue with eligible devices** if necessary to proceed.

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7. Click **Submit** to complete the process.

# **Deleting Devices**

#### How to remove devices from your plan

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select the Device identifier checkbox.

NOTE: You must select devices in a Pre-active or Deactive state.

2. Click the actions icon and then select **Delete**. The *Remove device* dialog opens.



3. Click Remove.

**NOTE:** When you remove a device from your plan, you are *permanently* deleting all device data from the system.

**COMING SOON:** The ability to remove devices from your plan in bulk.

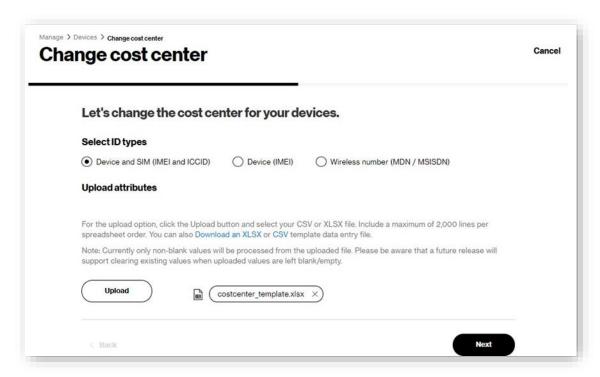
### **Changing Cost Center Codes in Bulk**

Cost center code is a user-defined string used by companies to assign to a device. Customers use cost centers in different ways, but typically for billing purposes. Valid Cost Center Codes consist of no more than 36 alphanumeric characters, and may include space, dash (-), exclamation point (!), and pound sign (#) characters.

#### How to change cost center codes in bulk

On the left navigation, click **Devices**. The *Devices* page opens.

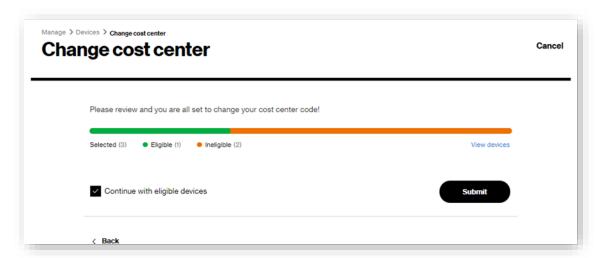
1. With no devices selected, click the actions icon , and then select **Change cost center**. The *Change cost center* page appears.



- 2. Select the **ID types** to use (Device and SIM, Device only, or Wireless number).
- 3. Type the IDs, or upload a file of up to 2,000 devices.
  - a. To upload a file, click **Download an XLSX or CSV** to download the template.
  - b. Add your data and save.
  - c. Click Upload.

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4. Click **Next**. The second *Change cost center* page opens.



5. Review eligible or ineligible device counts. To view the list of devices, click View devices. The Eligibility details dialog opens.



- 6. Check Continue with eligible devices if necessary to proceed.
- 7. Click **Submit** to complete the process.

# **Quick Cost Center Code Changes**

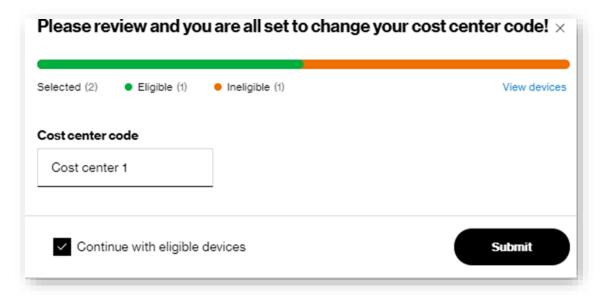
#### How to change cost center codes

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select the Device identifier checkbox.

**NOTE:** You must select devices from the same billing account.

2. Click the actions icon and then select **Change cost center**. A review page opens.



- 3. Review eligible and ineligible device counts. To view the list of selected devices, click the View devices link.
- 4. Type the **Cost center code** to assign. Limit 36 characters.
- 5. Check **Continue with eligible devices** if necessary to proceed.
- Click Submit to complete the process.

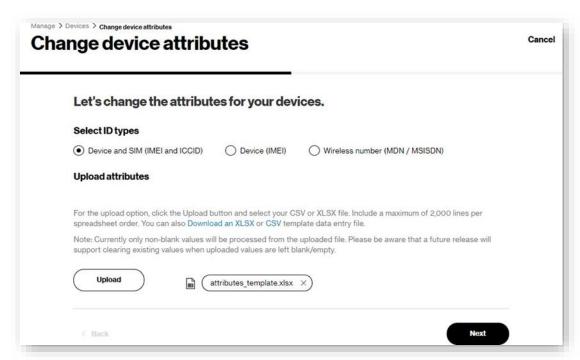
### **Changing Custom Fields in Bulk**

Customers use custom fields to assign their own values to devices and typically contain device type, region, business unit, or some information that further characterizes the device. These fields display alternative label text when custom labels have been assigned. See <a href="Custom Field Labels">Custom Field Labels</a> for additional information.

#### How to change custom fields in bulk

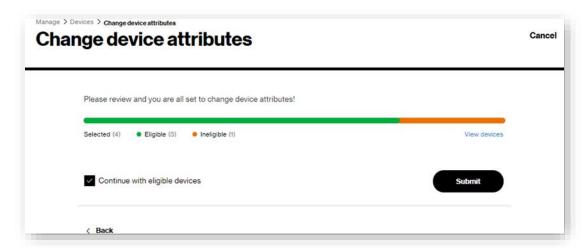
On the left navigation, click **Devices**. The *Devices* page opens.

1. With no devices selected, click the actions icon and then select **Change custom fields**. The *Change device attributes* page appears.

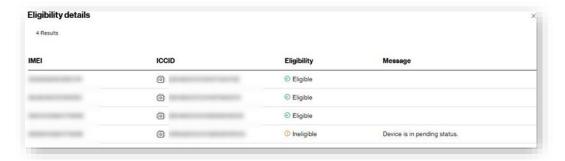


- Select the ID types to use (Device and SIM, Device only, or Wireless number).
- 3. Type the IDs, or upload a file of up to 2,000 devices.
  - a. To upload a file, click **Download an XLSX or CSV** to download the template.
  - b. Add your data and save.
  - c. Click **Upload**.

4. Click **Next**. The second *Change device attributes* page opens.



5. Review eligible or ineligible device counts. To view the list of devices, click **View devices**. The Eligibility details dialog opens.



- 6. Check **Continue with eligible devices** if necessary to proceed.
- 7. Click **Submit** to complete the process.

# **Quick Custom Field Changes**

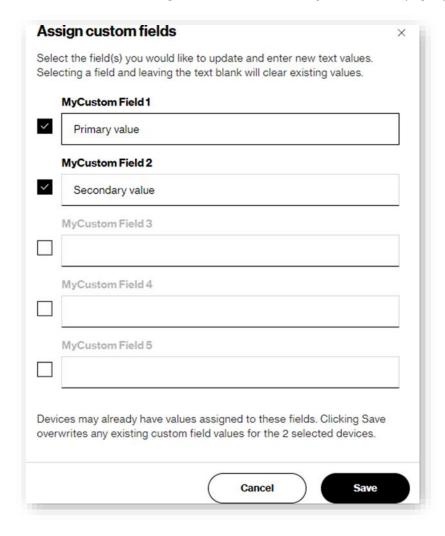
#### How to change custom fields

On the left navigation, click Devices. The Devices page opens.

1. Select the Device identifier checkbox.

**NOTE:** You must select devices from the same billing account.

2. Click the actions icon and then select **Change custom fields**. The *Assign custom fields* page opens.



- 3. Select a custom field label.
- 4. Type the Value.
- 5. Click **Save** to complete the process.

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**NOTE:** The following special characters are allowed in custom field values.

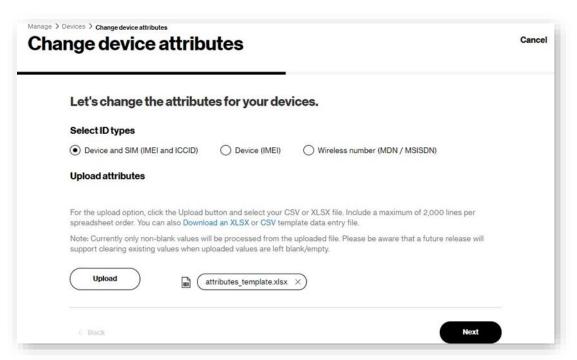
- Alphanumeric characters
- /(forward slash)
- SPACE
- @ (at sign)
- . (period)
- , (comma)
- : (colon)
- - (hyphen)
- \_ (underscore)
- ((open parenthesis)
- ) (close parenthesis)
- [(open bracket)
- ] (close bracket)
- # (number sign or hash tag)

## **Changing Device Groups in Bulk**

#### How to device groups in bulk

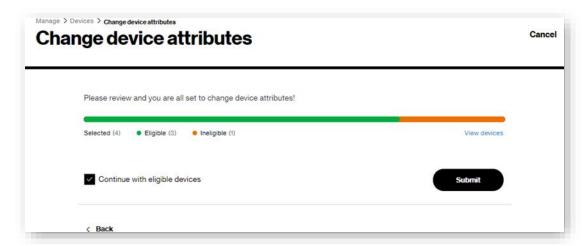
On the left navigation, click **Devices**. The Devices page opens.

1. With no devices selected, click the actions icon and then select **Change device groups**. The *Change device attributes* page opens.

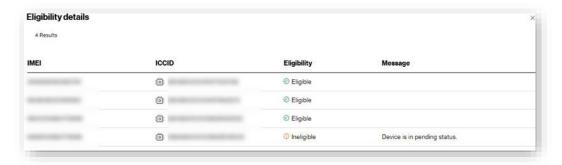


- 2. Select the ID types to use (Device and SIM, Device only, or Wireless number).
- Type the IDs, or upload a file of up to 2,000 devices.
  - a. To upload a file, click **Download an XLSX or CSV** to download the template.
  - b. Add your data and save.
  - Click **Upload** to complete the upload process.

4. Click **Next**. The Change device attributes page opens.



5. Review eligible or ineligible device counts. To view the list of devices, click **View devices**. The *Eligibility details* dialog opens.



- 6. Check **Continue with eligible devices** if necessary to proceed.
- 7. Click **Submit** to complete the process.

# **Quick Device Group Changes**

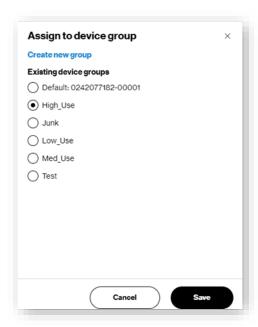
#### How to change the device groups

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select the Device identifier checkbox.

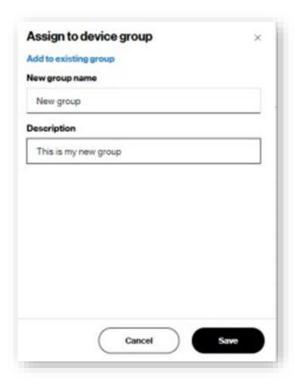
**NOTE:** A device is currently only allowed to be in one group at a time.

2. Click the actions icon and then select **Change device group**. The Assign to device group page opens.



#### ThingSpace Manage v2.0 - User Guide

- 3. You have two options for assigning a device to a group:
  - Select an existing device group.
  - Click **Create new group**. The Assign to device group dialog refreshes with a new group form.



- a. For **New group name**, type a descriptive label.
- b. Type an optional **Description** of the new group name.
- c. Click **Save**. The Assign to device group dialog closes.
- 4. On the Assign to device group page, click **Save** to complete the process.

# Sending an SMS

#### How to send an SMS to a device

On the left navigation, click **Devices**. The *Devices* page opens.

1. Select the **Device identifier** checkbox.

You can only send an SMS to one device at a time.

**COMING SOON:** The ability to send SMS messages to multiple devices.

2. Click the actions icon and then click **Send** SMS. The *Send SMS* dialog opens.



- 3. Type the SMS message up to a maximum of 150 characters.
- 4. Click **Send** to complete the process.

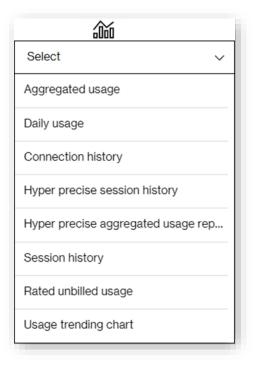
## **Reporting Actions**

Use the reports icon to run standard reports on up to 10 devices at a time. To run reports on more than 10 devices, go directly to the Reports page and create an advanced report.

#### How to run reports

On the left navigation, click **Devices**. The *Devices* page opens.

- 1. Select the Device identifier checkbox.
- 2. Click the reports icon and select a report from the menu. The following reports are available. Refer to the Reports section of this user guide for details on each report.



- Aggregated usage Track overall usage for all devices on your plan.
- Daily usage Identify "normal" usage patterns.
- <u>Connection history</u> Research or troubleshoot connectivity issues by examining the Start and Stop events associated with a device's connections.
- Hyper precise session history Monitor a device's hyper precise session history (requires subscription).
- Hyper precise aggregated usage Track overall usage a device's hyper precise location (requires subscription).
- <u>Session history</u> Monitor a device's connectivity patterns by examining details of its connected sessions.
- <u>Rated unbilled usage</u> View rated usage per device for the current billing cycle (to appear on the next bill).
- <u>Usage trending chart</u> View the total usage by day for a device in a graph.

When you select a report, the Reports page opens to enter further selection criteria.

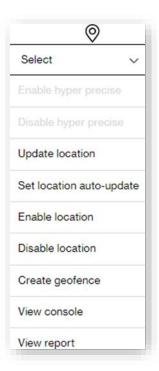
#### **Location Actions**

For customers subscribed to Location or Hyper Precise Location Services, you can take location actions on selected devices.

#### To take Location actions

On the left navigation, click **Devices**. The *Devices* page opens.

- 1. Select the ID checkbox.
- 2. Click the locations icon and then select an action from the menu. The following menu items are available:



- Enable hyper precise Enables Hyper Precise Location.
- **Disable hyper precise** Disables Hyper Precise Location.
- **Update location** Sends a request to update the location of selected devices.
- Set location auto-update Enables location updates based on a scheduled interval.
- Enable location Enables location updates.
- **Disable location** Disables location updates.
- **Create geofence** See the section on <u>creating a geofence</u> for more details.
- **View console** Open the location console where you locate devices anywhere on our network, view location history, receive alerts when they move outside of their expected location, and more.
- **View report** Runs the location report.

# **Creating a Geofence**

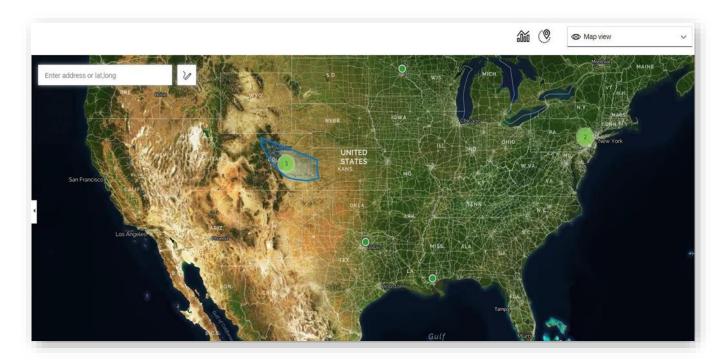
Create a geofence to view real-world geographic areas around your devices. Alarms can be set to notify you when your device moves outside of the set geofence boundaries.

#### To create a geofence

On the left navigation, click **Devices**. The *Devices* page opens.

- 1. Select Map view.
- 2. Click the drawing tool  $\ensuremath{\mathcal{U}}$  .
- 3. Click and drag on the map to form the geofence shape. This automatically selects any devices within the on the map.

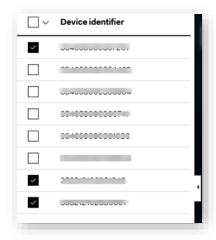
**NOTE:** You must select devices from the same billing account to create a geofence rule.



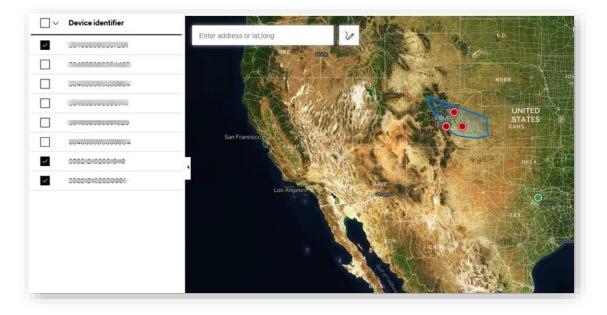
4. Click devices on the map, or open the list

to select / unselect.

5. Verify all devices to include for the alert are selected, and then choose Create geofence from the Location actions menu.



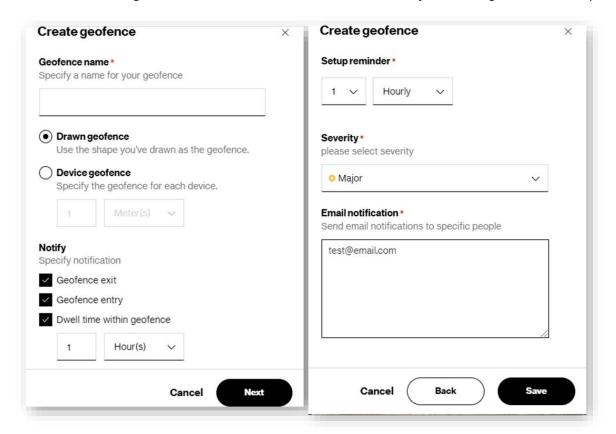
6. Use the drawn shape for all selected devices, or you can specify a radius to create an individual geofence circle around each selected device. The *Create geofence* page opens.



**NOTE:** The system evaluates the geofence rule each time the platform receives a location update for the device. Make sure to set the auto location update rate on all devices.

- 8. For **Geofence name**, type a descriptive label.
- 7. Choose how to create the geofence.
  - **Drawn geofence** draw the geofence in a map.
  - **Device geofence** specify the geofence for each device based on distance.

- 9. Select notification trigger.
  - **Geofence exit** sends a notification when the device exits the geofence.
  - Geofence entry sends a notification when the device enters the geofence.
  - **Dwell time within geofence** sends a notification when the device stays within the geofence for a set period of time.

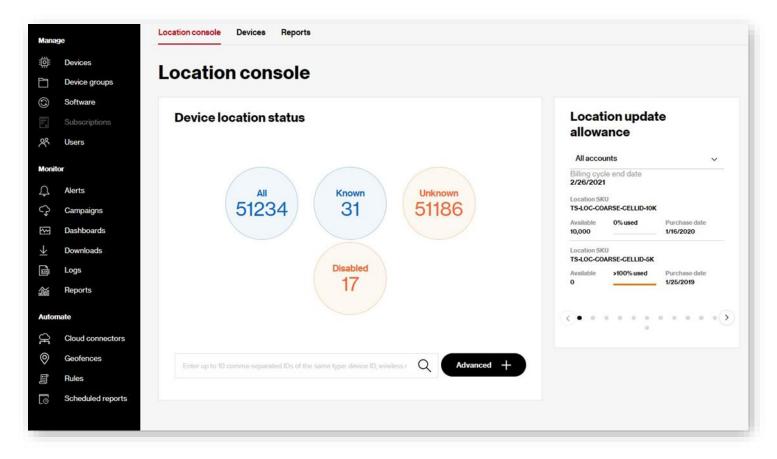


#### 10. Click Next.

- **Setup reminder** sends a reminder depending on how you set this option up.
- Severity Select the severity of this geofence. The severity is included in the notification email.
- **Email notification** Type the notification recipient's email addresses.
- 11. Click Save to complete.

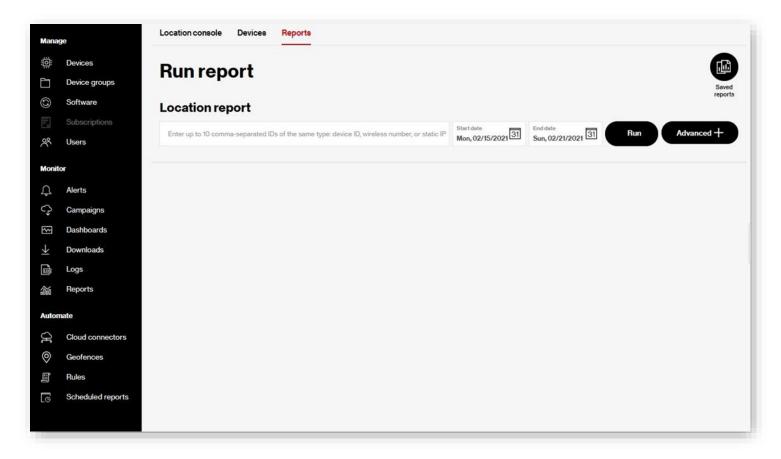
### **View Location Console**

Use the Location Console page to view Location Services enabled devices



# **View Location Report**

Use the Location Report page to run the Location Report.



## **SIM Secure Actions**

For customers that are subscribed to SIM Secure Services, you can manage services by clicking the security icon and selecting Manage SIM Secure. The legacy SIM Secure page opens.

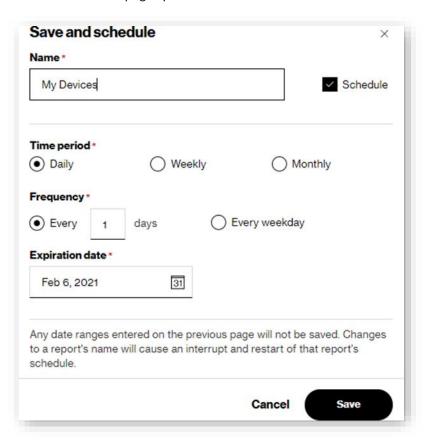


**COMING SOON:** The ability to assign SIM Secure licenses directly from the <u>Devices</u> page.

## **Schedule Action**

How to save and/or schedule your devices list as a report

Click the schedule icon . The Save and schedule page opens.



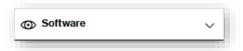
- 1. For **Name**, type a descriptive label for the devices report.
- 2. Check **Schedule** to run this report at a predetermined date and time.
  - a. Select the **Time period** for your scheduled report.
  - b. Set the **Frequency** for the report to run.
  - c. Select an Expiration date for the report to end the schedule.
- 3. Click **Save** to complete the process.

## Create a campaign

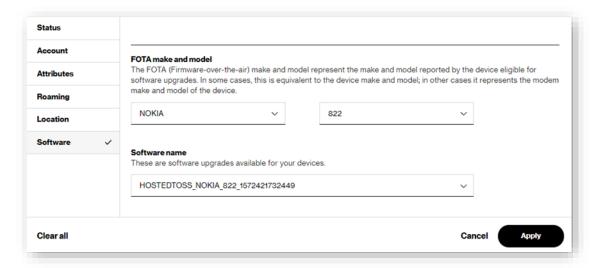
For customers subscribed to Software Management Services, you can create a campaign to update devices with the most recent software release.

#### How to create a campaign

1. Click on the View drop-down menu, and then select Software.



- 2. Click the filter icon  $\sqrt{\frac{Filter}{}}$  .
- 3. On the left navigation, click **Software**.



- 4. Select the **FOTA make and model** and **Software name** from the menus.
- 5. Click **Apply**. This filters the devices list to devices that are eligible to receive a software download. 6. Select the IDs checkbox of the devices to include in the campaign.
- 6. Click the campaign icon , and then select **Create campaign**.

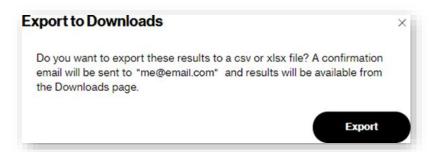
NOTE: The Create campaign option is disabled when the selected devices are not eligible for a software update.

7. Follow the <u>Create a campaign</u> wizard to complete the creation of your campaign.

# **Exporting Device Lists**

#### How to export your devices list

1. Click the download icon  $\frac{1}{2}$ . The Export to Downloads dialog opens



#### 2. Click Export.

**NOTE:** The *Downloads* center accepts all the devices on the list to download them when the report is available. You receive an email notification when the download is ready. You can view the download in the <u>Downloads</u> page.

## **Customizing Your View**

Customize your devices list display by creating custom table views. Table views are found on a menu with the view icon wiew to refresh the devices list with fields in that view.

**Predefined Views** are table views containing groups of related fields based on your interest. Predefined views display in bold font to distinguish from custom views. You cannot edit predefined views. Only views that you create, which are custom views, can you edit.



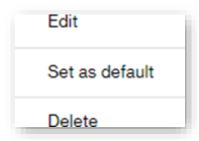
Available predefined views are:

• **Map View** – Open a list of devices on a map, like in the image below. From this view, Location Services subscribers can also create a geofence.

**NOTE:** In order to view your devices on the map, you must be subscribed to Location Services and your devices must be enabled for location updates

- Connectivity View Open fields related to device connectivity.
- **Location View** Open fields related to device location.
- Software View Open fields related to software management.
- Diagnostics View Open fields related to device diagnostics and are useful for troubleshooting issues.

Click on the expand icon > to view the available options.

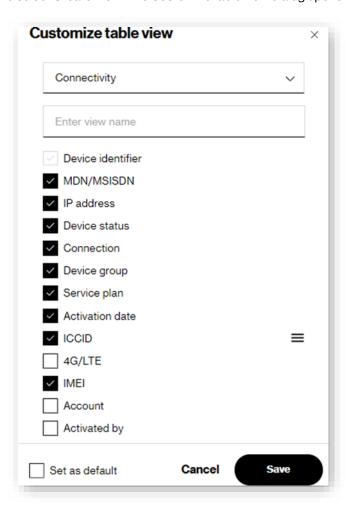


### **Custom Views**

Custom views are table views you develop from predefined views.

#### To create a Custom View

1. Click the view icon and select Create View. The Customize table view dialog opens.



- 2. Select a predefined view from the menu.
- 3. For **Enter the view name**, type a descriptive label that identifies the view. Character limit is 32 alphanumeric characters including spaces and underscores.
  - Select the fields to include.
  - b. Reorder the fields as desired.
  - c. Hover the cursor over the right side of the field name until the move icon appears.
  - d. Drag and drop the field to the desired position on the list.
  - e. Check the **Set as default** checkbox to make this your default view.
- 4. Click **Save** to complete the process.

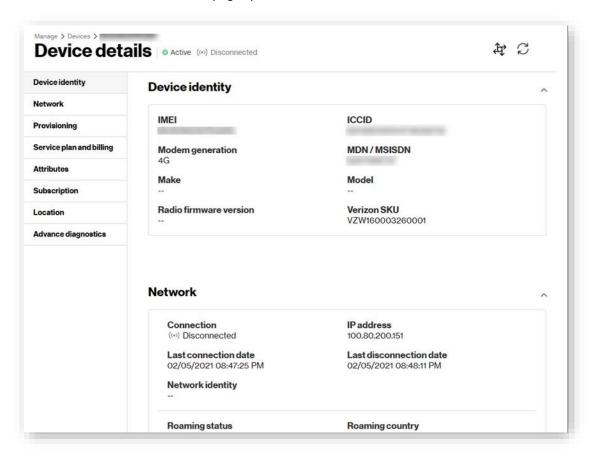
#### **Device Details**

You can drill down into device details from the *Devices* page by clicking a **Device ID**. This opens device attributes, behavior, usage, and other associated information.

#### To view device details

On the left navigation, click **Devices**. The *Devices* page opens.

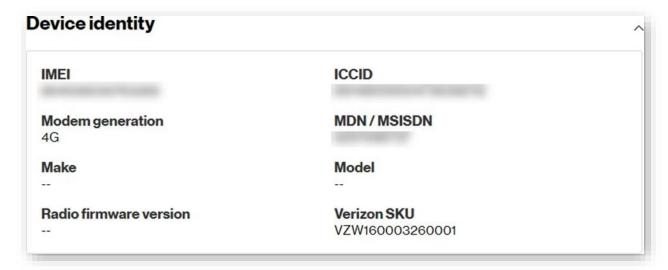
1. Click the **Device identifier**. A *Device details* page opens with details about the selected device.



- 2. Use the left navigation to open the relevant section.
- 4. Use the actions icon to send an SMS to the device and reload the page.
- 5. The following information is available in the *Device details* page.

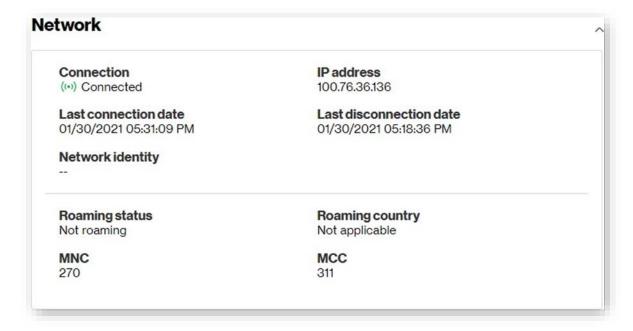
# **Device identity**

The Device identity section provides the following details:



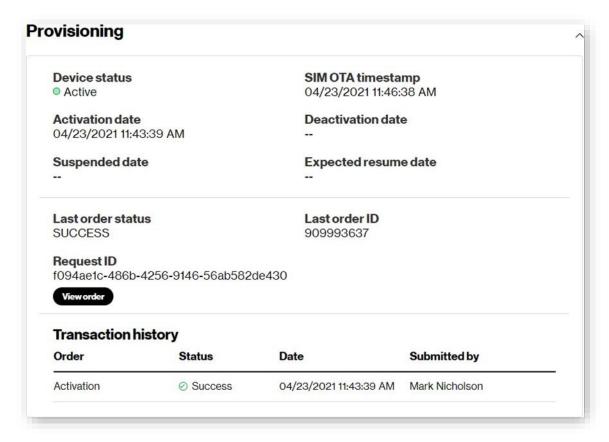
#### **Network**

The Network section provides the following details:



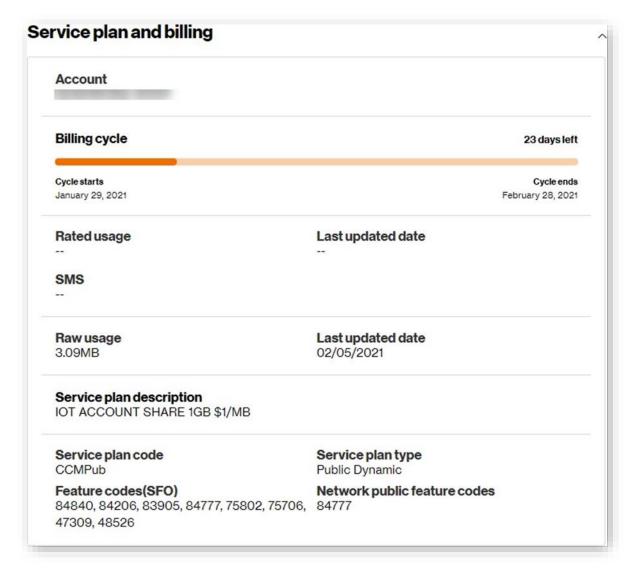
### **Provisioning**

The Provisioning section provides the following details:



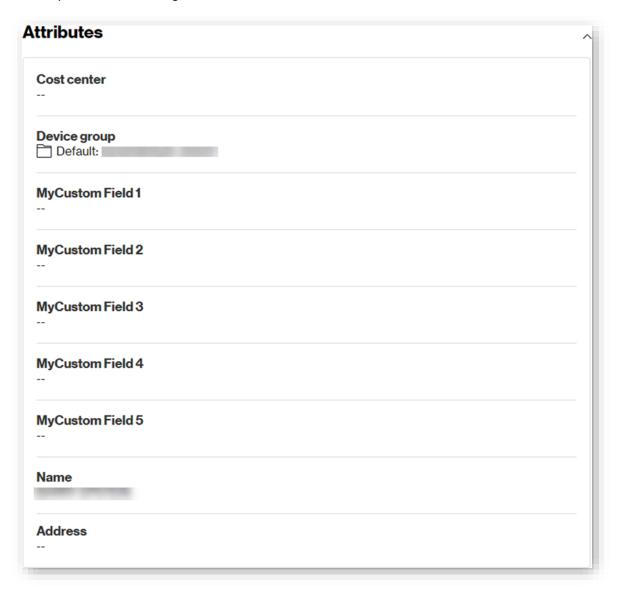
### Service plan and billing

The Service plan and billing section provides the following details:



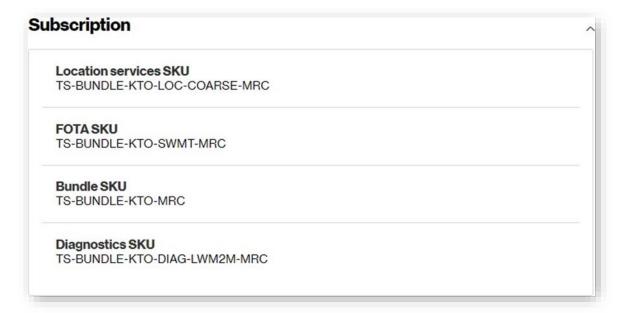
#### **Attributes**

The Attributes section provides the following details:



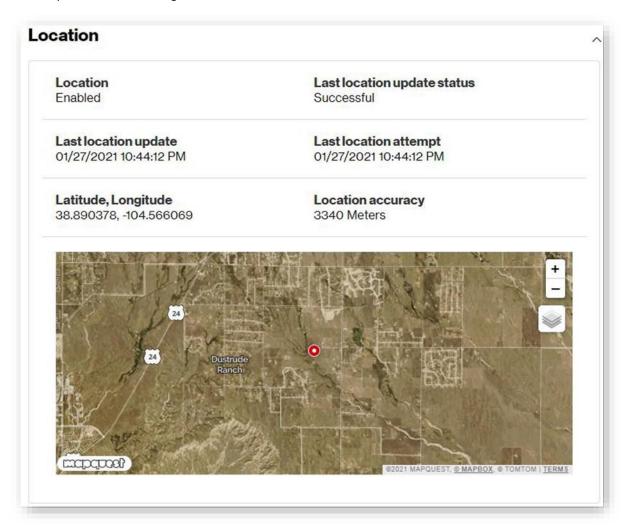
## **Subscriptions**

The Subscription section provides the following details:



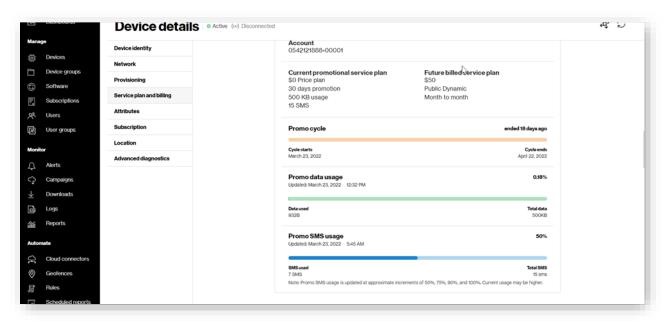
#### Location

The Location section provides the following details:



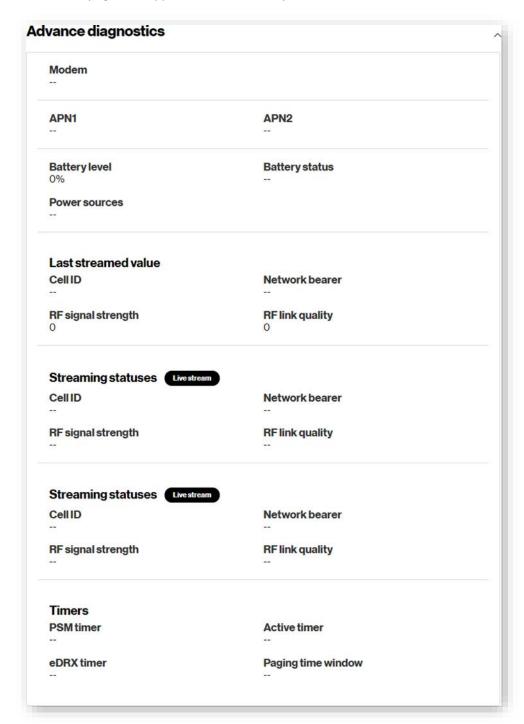
### **Device Details for Ready SIM**

For devices with Ready SIM activated, there will be additional details shown, including how much time is left in the promotional period and how much data has been used during the promotional period.



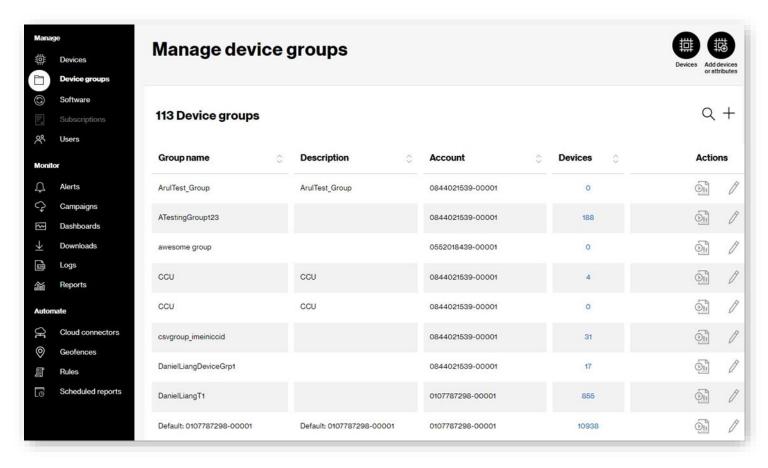
#### **Advanced diagnostics**

The *Advanced* diagnostics section is available by subscription and is used to provide details that help in troubleshooting device issues. You can also reboot devices on this page. See <a href="Appendix">Appendix</a> for field descriptions.



# **Device Groups**

Use the *Device Groups* page to assign devices to individual groups. A device can only be assigned to one group at a time. Use the left navigation to open the *Device Groups* page.



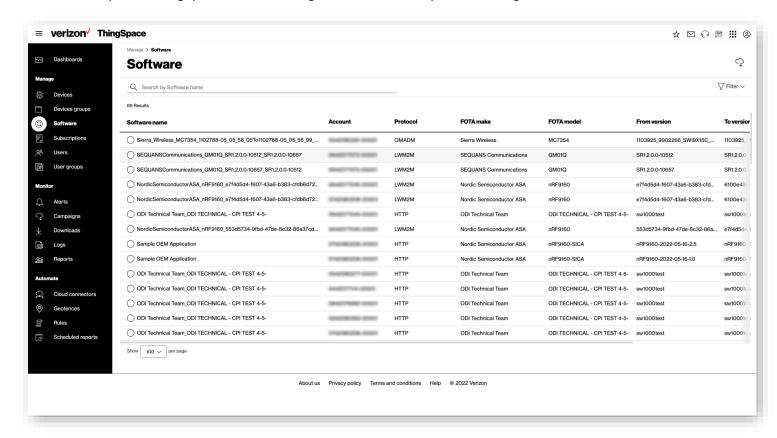
## **Software Management**

Use the Software page to keep your IoT device software current with the latest firmware using our firmware-over-the-air (FOTA) services. Here you can manage firmware or software that is available to download to devices.

For new update packages to appear in the ThingSpace portal, the following prerequisites must be in place:

- Account eligibility You must have an existing ThingSpace account with an Enterprise ID and Unified Web Service credentials.
   You can get these from your Verizon account representative.
- **License availability** You must have ThingSpace software management licenses (bundled or a la carte) available on your account. You can get these from your Verizon account representative. This is included for IoT marketplace users.
- Device eligibility You must have certified devices on your account that have qualified FROM firmware version loaded.
- Certified package Verizon must have certified a qualified FROM version TO version upgrade path package and published it for use.
- Ready for campaign You see that FOTA campaign is available for eligible firmware on eligible devices.

**NOTE:** A subscription to ThingSpace Software Management Services is required for Manage Software access.

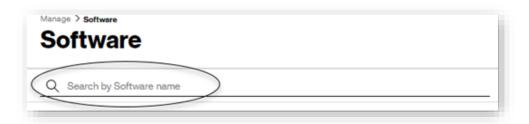


Elements on the Software page				
1	Q	Search - Locate a specific software by name.		
2	¢	Campaign - Create a strategy to update software.		

# **Searching for Software**

Type a software name in the **Search** field at the top-left of the Software page to locate the software.

**NOTE:** Search does not support wildcard characters at this time.



**NOTE:** Searches are not case sensitive.

## **Taking Actions**

A menu of action items is available at the top-right of the Software page.



### Create a campaign

#### How to create a campaign

On the left navigation, click **Software**. The *Software* page opens.

- 1. Select a software name from the list of available software. You can only select one software option at a time.
- 2. Click the campaign icon  $\bigcirc$  and select **Create campaign**. The *Create campaign* page opens when one or more device is eligible for the new software.
- 3. Follow the Create a campaign wizard to complete the creation of your campaign.

### **Show legacy view**

How to view the legacy Software Management page

On the left navigation, click **Software**. The Software page opens.

Click the campaign icon  $\bigcirc$ , and select **Show legacy view**. The legacy *Software* page opens.

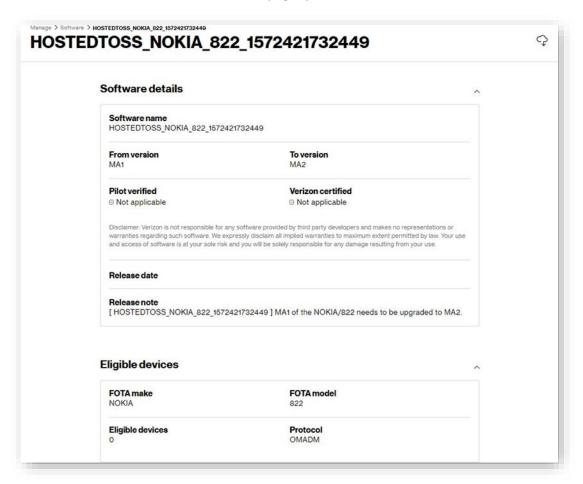
#### **Software Details**

The Software details page provides metadata about the software itself. You can view the prerequisites required: make, model and from version as well as the anticipated target (to) version. Other details include the protocol that is being used, the level of testing (whether it is Verizon certified or pilot verified) that has been done. You can also create a campaign based on the eligible devices that meet the criteria.

#### How to view software details

On the left navigation, click **Software**. The Software page opens.

Click the Software name to view. The Software Details page opens with details about the selected software.

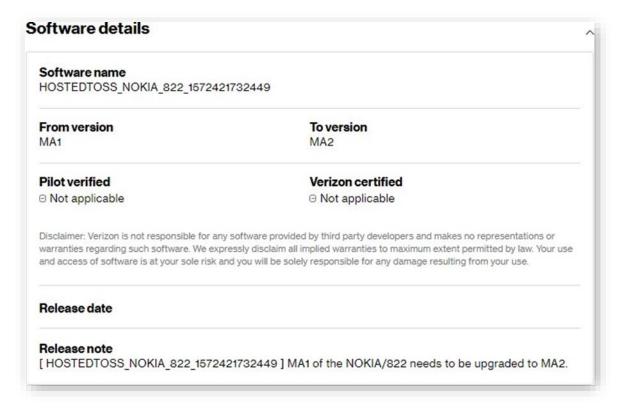


2. Click the campaign icon  $\bigcirc$  to create a campaign, or go to the legacy view.

The following information is available in the Software Details page.

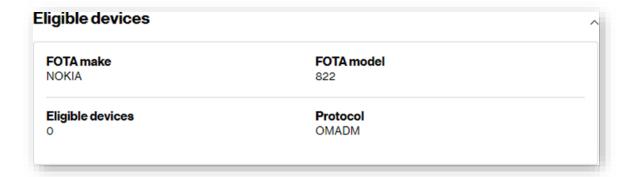
#### **Software Details**

The Software details section provides the following information:



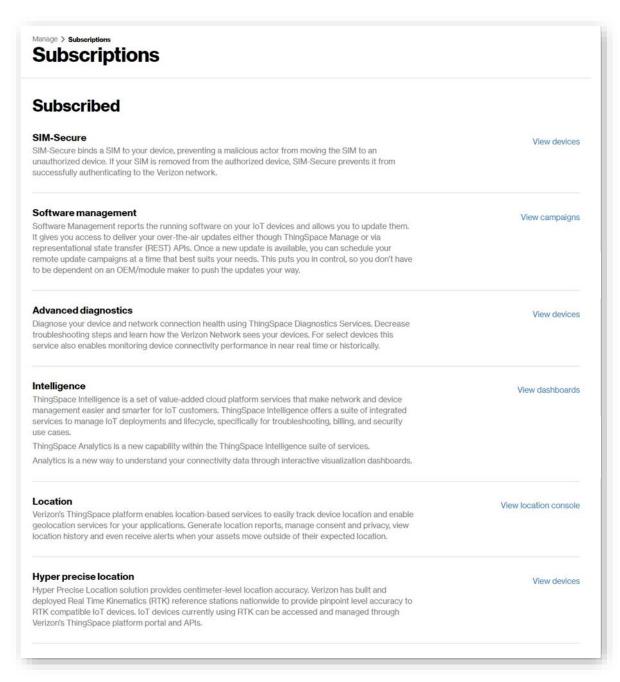
### **Eligible Devices**

The Eligible devices section provides the following details:



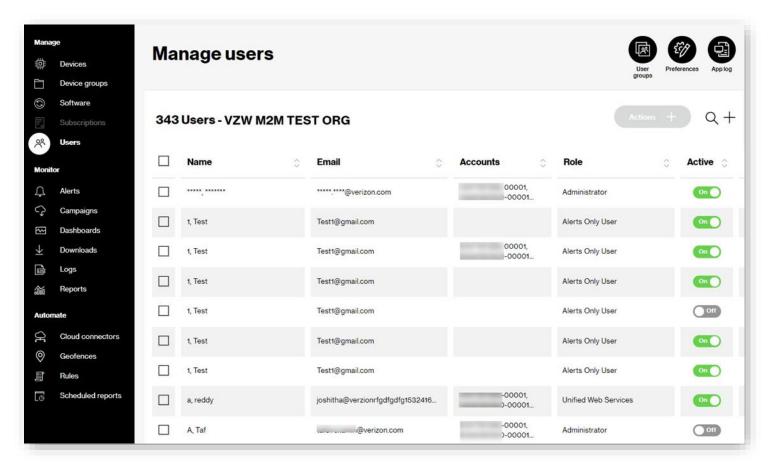
## **Subscriptions**

Use the *Subscriptions* page to view all of the available ThingSpace Services, which are subscription based services that may be added to your account. The *Subscribed* section contains a list of all your subscribed services. Any services you are not subscribed to are listed in the **Available** section. You can click on **learn more** to access additional information for each service.



## **User Management**

Use the *Users* page to view the list of users that have access to your organization's accounts. On the left navigation, click **Users** to open the page.



**NOTE:** You are only able to create Alerts Only and Unified Web Services (UWS) users. Use MyBiz Profile Administration to add regular portal users.

**COMING SOON:** The ability to manage all users.

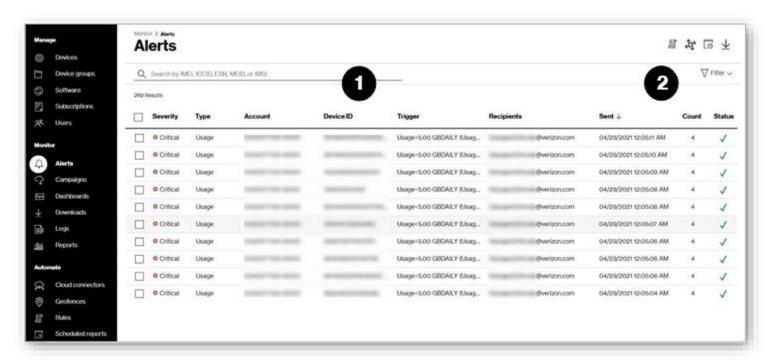
#### **Alerts**

ThingSpace includes a notification feature that alerts groups of users when a value or status associated with a device changes, specific device events occur, or when certain data thresholds are breached. For example, you can establish a rule that notifies a field service technician when a remote device is consuming too much data or too little data, indicating a malfunction. When the conditions of a notification rule are met, the system sends out a message using the media (email or SMS) specified for each recipient. Use the *Alerts* page to view these notifications.

When an initial notification is sent and, if it is not acknowledged by one of the users in the notification group, up to three subsequent messages are sent at an hourly interval (maximum = 4). The system resends a notification message only when a notification has not been acknowledged.

Any user defined in the notification's target group can acknowledge a notification. Notifications are acknowledged from the Notification Log screen only.

**NOTE:** The content of a notification message is preformatted and you cannot change it.



Elements on the Alerts page		
1	Q	Search – Locate an alert by device identifier.
2	$\nabla$	Filter – Limit the list to only alerts having specific attributes.

## **Searching Alerts**

Use the **Search** field to search for devices by IMEI, ICCID, ESN, MEID, or IMSI. Wildcard (%) search is supported for Device IDs.

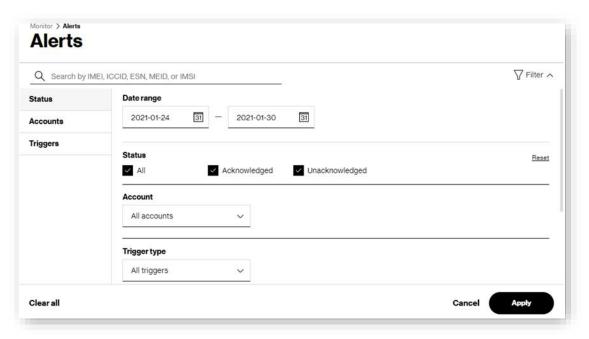


#### **Applying Filters**

#### How to apply filters

On the left navigation, click **Alerts**. The *Alerts* page opens.

Click the filter icon  $\bigvee$  Filter  $\lor$  . The Filters page opens.



- 1. Click on each left navigation page, or scroll through the list to view all available filters.
- 2. Select the desired filters.
- 3. Click **Reset** in a filter category to select all filters in that category. To apply a date ranger filter, enter a date range of no more than 31 days.
- 4. Click **Apply**. The count of filters applied displays.

### **Acknowledging Alerts**

Alerts that are not acknowledged are set to send scheduled reminders. To stop receiving reminders, you must acknowledge the alert.

To acknowledge an alert, click the check mark in the Actions column for the appropriate alert. When the alert is acknowledged, the checkmark changes from gray to green.



You can also perform bulk acknowledgements.

#### How to acknowledge alerts in bulk

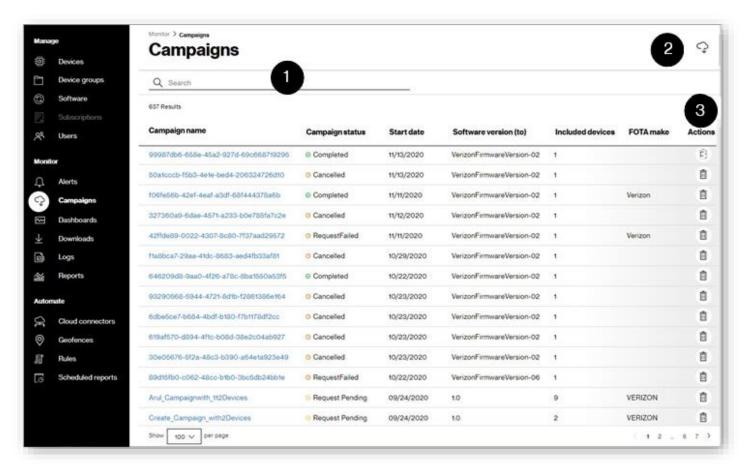
- 1. Select each alert checkbox.
- 2. Click the actions icon and then select **Acknowledge** to complete the process.

## **Campaigns**

Use the Campaigns page to manage software upgrade campaigns.

#### To open the Campaigns page

On the left navigation, go to Campaigns. The Campaigns page opens.



Elements on the Campaigns page				
1	Q	Search – Locate a campaign by name.		
2	()	Campaign – Open the Campaign menu.		
3	Ô	Delete – Permanently remove a campaign.		

# **Search for Campaigns**

Use the **Search** field to locate campaigns by name.

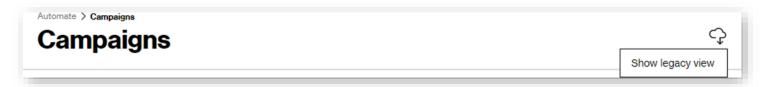
**NOTE:** Search does not support wildcards for campaign name.



**NOTE:** Searches are not case sensitive.

# **Taking Actions**

The Campaigns page action menu contains the Show legacy view action.



## **Deleting a Campaign**

**NOTE:** Only campaigns that have not been started are able to be deleted.

How to delete a campaign

On the left navigation, click **Campaigns**. The Campaigns page opens.

Click on the Campaign's delete icon  $\ \ \, \ \ \, \ \ \,$  . The Campaign is removed from the list.

# **Campaign Details**

Use the *Campaign details* page to view upgrade status. View details of your campaign, including reports on the devices that were included in the campaign, state of the campaign metadata, start dates, the software included, specific device information, such as what devices are included in the campaign, and the status of the upgrades.

#### To view campaign details

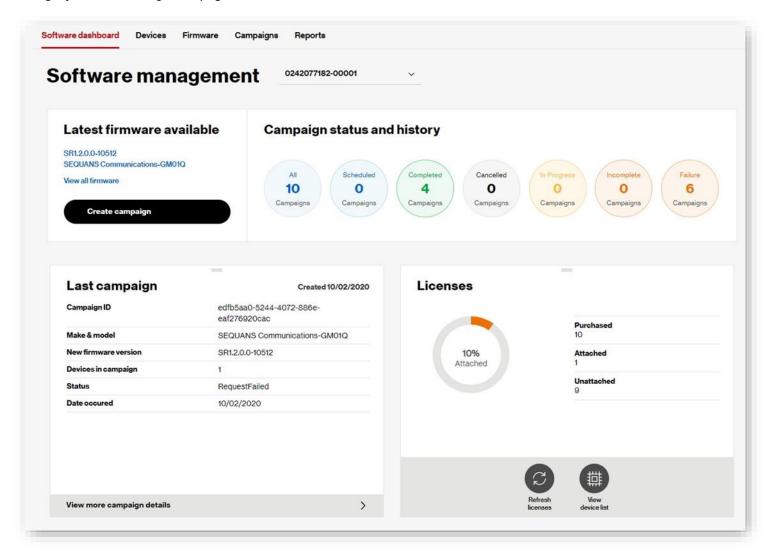
On the left navigation, click **Campaigns**. The Campaigns page opens.

Click the Campaign name. A Campaign details page opens with details about the selected campaign.



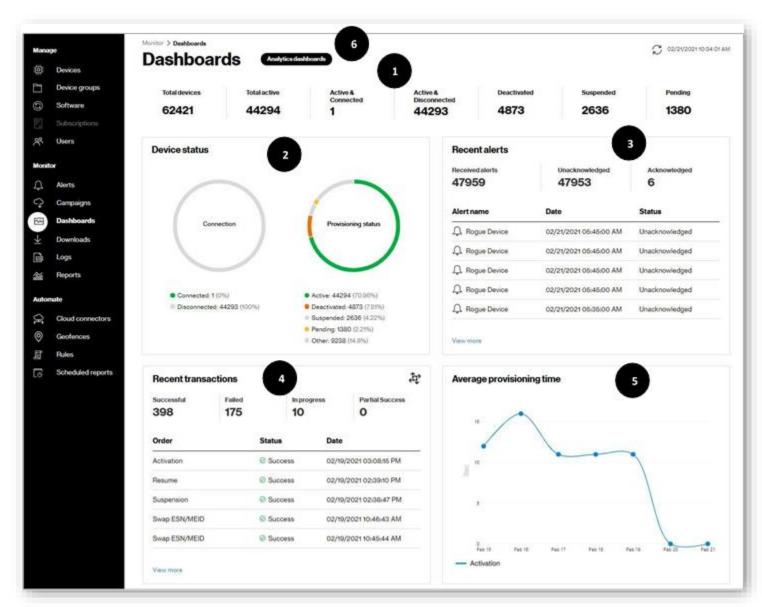
# **Legacy View**

The legacy Software management page is shown below.



### **Dashboards**

The Dashboards page provides a system overview, quick searches, filters, and useful navigation links. Use this page to get a snapshot of your account, total number of devices, and all connected, suspended, or deactivated devices. The Dashboards page is available from the left navigation and is set as the default home page for first-time users. You can change your default home page in Settings.



**COMING SOON:** The ability to customizable your dashboard and arrange pods to your business needs.

Elements on the Dashboard		
1	Device Status filters	
2	<u>Device Status pod</u>	
3	Recent Alerts pod	
4	Recent Transactions pod	
5	Average Provisioning Time pod	
6	<u>Analytics Dashboards</u>	

### **Device Status Filters**

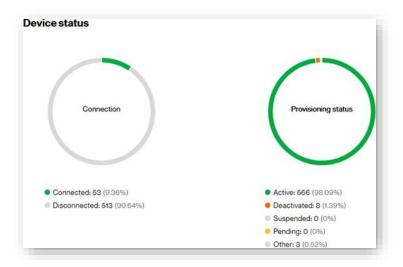
The device status filter results display along the top of the page. These filters show the device counts on a company's account, along with the total active, active-connected, active-disconnected, deactivated, suspended, and pending. Click a filter name to open the <u>Devices</u> page with devices that correspond to the selected filter. For example, click **Total Devices** to open the *Devices* page with a list of the total number of devices.

Connected Disconnected	577	566	53	513	8	0	0
Total devices Total active Active Active Active Deactivated Suspended		Total active	Connected	Disconnected		120.00	Pendir

**COMING SOON:** See how many devices are in Pre-active status.

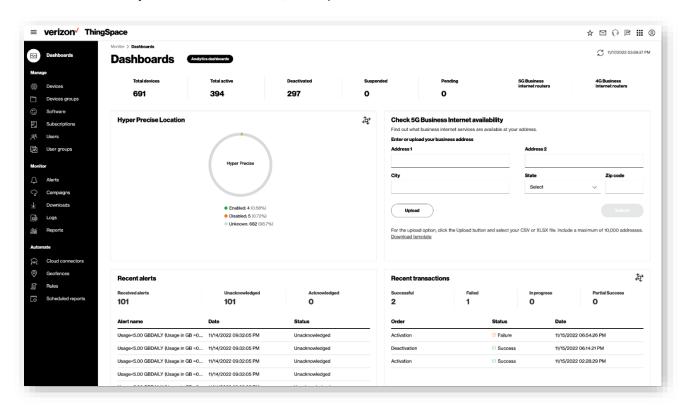
### **Device Status Pod**

The *Device status* pod uses color-coded pie charts to show the connectivity and provisioning status for devices. Clicking in the **Connection** or **Provisioning** circle opens the *Devices* page listing devices with their connection and provisioning status. Clicking on the links the pie chart has the same result.

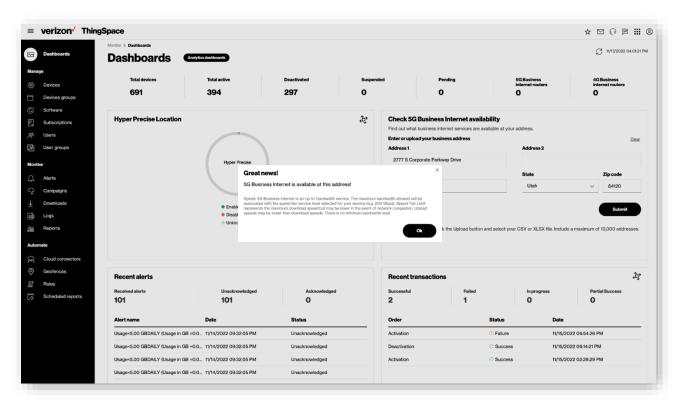


### **5G BI Address Qualification Pod**

To check the service availability for 5G Business Internet, enter a potential service address:



If 5G Business Internet (C-Band) service is available, the following confirmation will display:

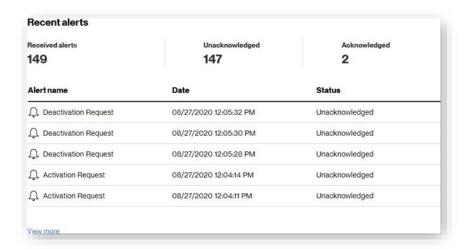


To check up to 10,000 addresses in bulk, download the template, add the addresses to the template and upload the completed template to the pod. Status of the qualification will be on the <u>Downloads Page</u>.

### **Recent Alerts Pod**

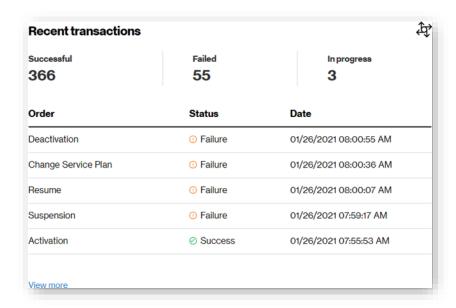
The Recent alerts pod contains filters and a recent alerts list.

Three filters at the top of the pod show the total number of received, unacknowledged, and acknowledged alerts. The table below the filters lists the five most recent alerts, the date and time when they occurred, and their status.



#### **Recent Transactions Pod**

The Recent transactions pod contains filters along the top of the pod showing the total number of recent transactions that were performed successfully, are in progress, or have failed. The table that follows these filters lists the five most recent provisioning orders, their status, and the date and time when they occurred. Clicking on an order takes you to the Log Details for the order. The actions icon allows you to quickly run bulk transactions with a single click.

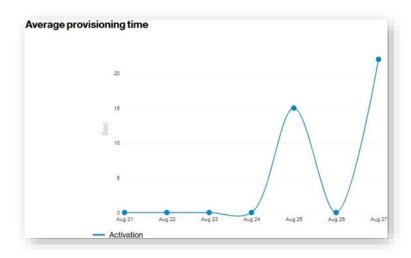




## **Average Provisioning Time Pod**

The Average Provisioning Time pod shows a graph with an average of device activation time, by day, over the last seven days (from the time the activation order was submitted until the order completes).

**NOTE:** Additional transaction support is planned for a future release.

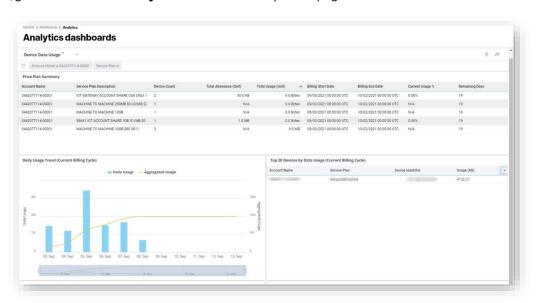


### **Analytics Dashboards**

ThingSpace Analytics is a new capability within the ThingSpace Intelligence suite of services. ThingSpace Intelligence subscribers can use the Analytics dashboards to understand connectivity data through interactive visualization dashboards. Also included in ThingSpace Intelligence service is access to the <u>Wireless Network Performance</u> tool, which offers deeper insights into the Verizon network.

Contact your Verizon representative for additional information, and to subscribe to this feature.

On the left navigation, go to **Dashboard > Analytics dashboards** to open the page.



## **Filtering**

Apply quick filters and custom filters across all dashboard elements (all charts).

#### To apply filters to all charts

- 1. Click the filter icon  $\overset{\circ}{\nabla}$  below the view title in the upper-left of the page. The *Filters* dialog opens.
- Select existing filters or build a custom filter. To apply existing filters, click one or more toggle(s).

### To build a custom filter

Click Add. The Edit filter dialog opens.

- 1. Select the Field to filter.
- 2. Select the Condition type.
- 3. Select the Value to filter on.
- Click Save.

You can also click a chart filter icon to apply separate filtering for just that chart.

### **Search**

Click the search icon 

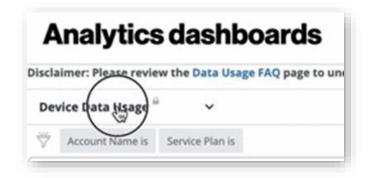
to type a keyword, or click the Natural Language Processor icon to type a question

### **Export Data**

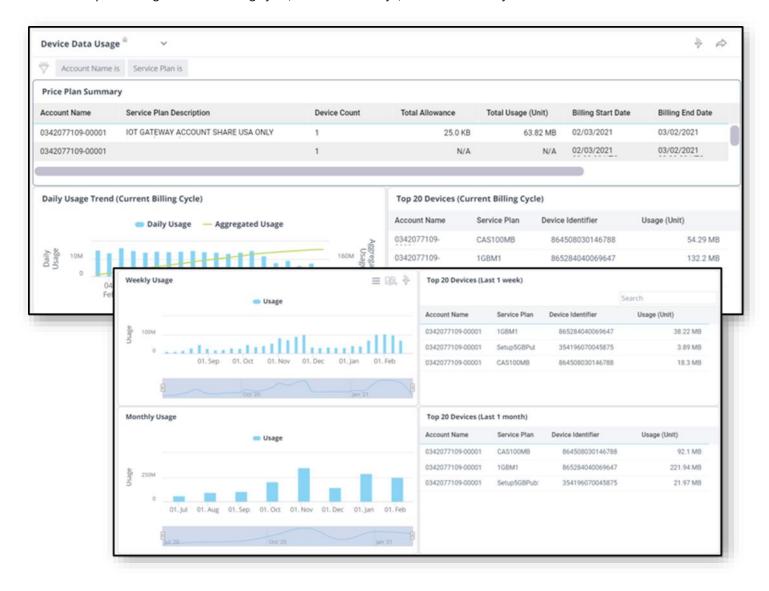
You can export individual charts into multiple formats. Visualizations may export to images, tabular data may export to CSV or XLS files. You can also download filtered data to a PDF file. Click the pen the *Share and Email Options* dialog and click **Export as PDF**.

## **Analytics Dashboard Views**

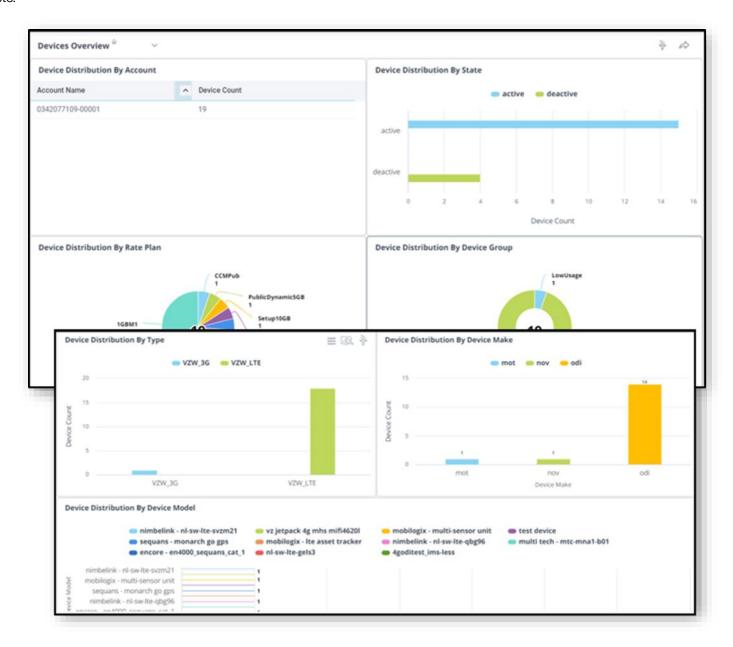
Click the view menu to select one of the following views.



Device Plan Data Usage dashboard provides insights into aggregate usage trends on a daily and cumulative basis. You can also see devices with top data usage within the billing cycle, the last seven days, and the last 30 days.



Devices Overview dashboard provides insights into device attributes and distributes, such as states, rate plans, groups, make and model, etc.



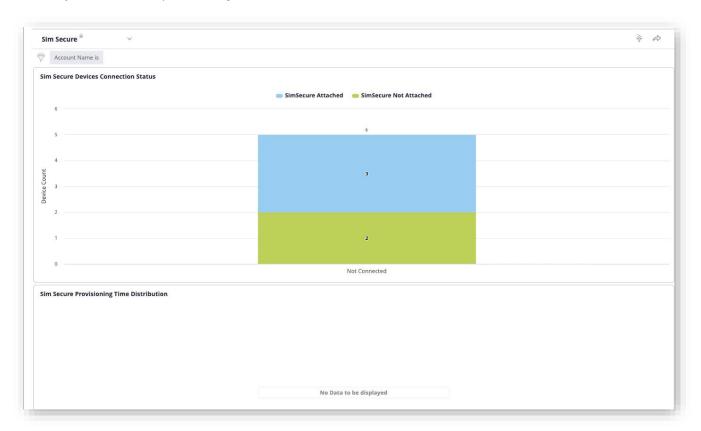
*Diagnostics* analytics dashboard provides insights into LWM2M diagnostic streaming events if compatible LWM2M devices are streaming.



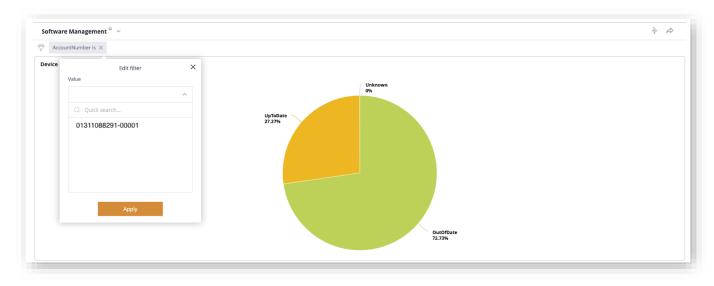
Provisioning analytics dashboard provides insights into provisioning history.



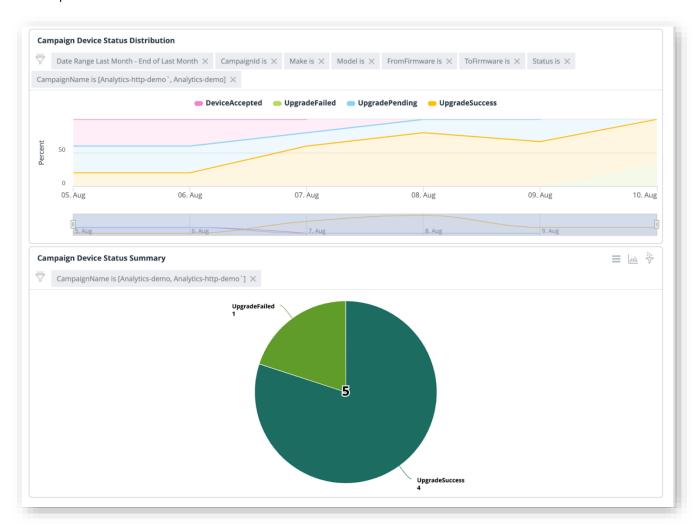
SIM Secure analytics dashboards provide insights into license utilization (if available).



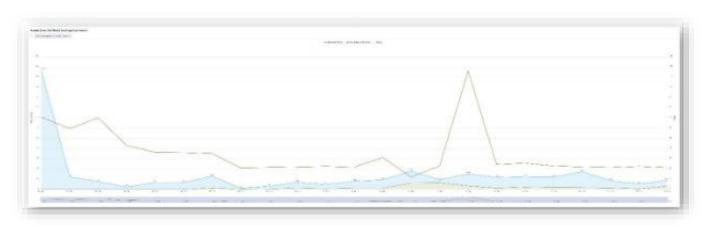
Software Management analytics dashboard provides a quick view of whether or not devices are up-to-date. Filter by multiple account numbers if applicable.



Use the bottom widgets to filter by date, campaign name(s) and monitor campaign status. The middle chart provides a day-by-day progress & history of a campaign (or multiple campaigns). The bottom chart provides a status summary as of the previous end-of-day. There are multiple filters available based on the desired level of detail.



For users subscribed to the ThingSpace Intelligence premium bundle, an **Anomaly detection** dashboard view is also available.

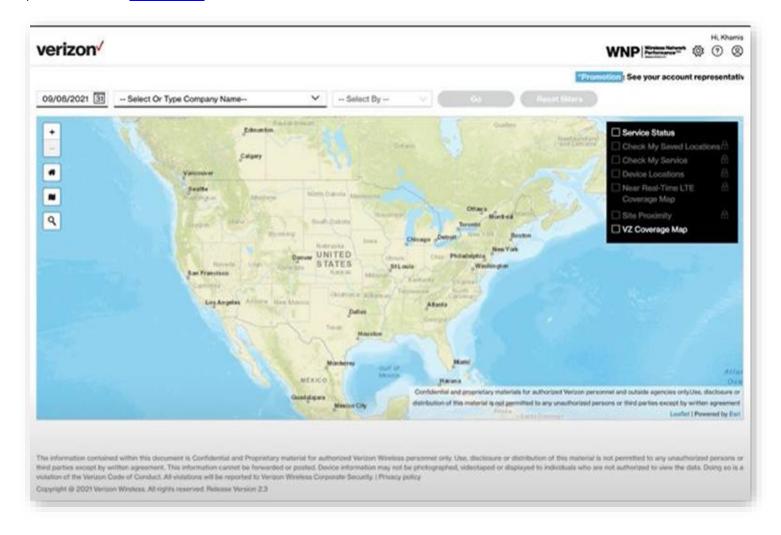


The anomaly charts display the top 20 anomalous devices by data usage. Those devices can be run in the reports page to retrieve any anomalous event. These charts can be useful to gauge the # of anomaly events at a macro level. For example, if many devices suddenly spiked in usage this chart would highlight the trend and spikes.



## **Wireless Network Performance**

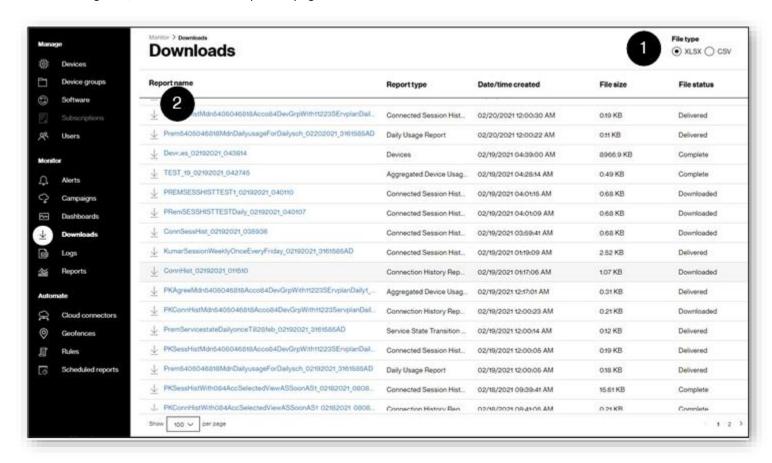
Wireless Network Performance (WNP) is a My Business analytics tool that offers deeper insights into your Verizon network device data. WNP is available in Basic and Premium tier. ThingSpace Intelligence subscribers can use WNP, which is available in Basic and Premium tier. The Intelligence bundle includes WNP when ordered in basic (licensed) or tiered plans.



### **Downloads**

The Downloads page lists all the files that are available for downloading.

On the left navigation, click **Downloads** to open the page.

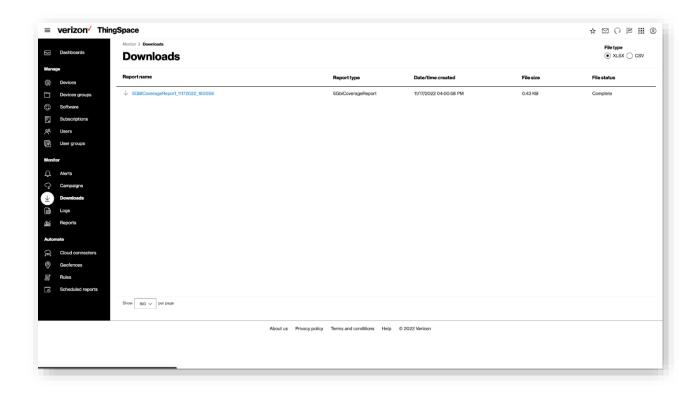


Elements on the Downloads page		
1		File Type options – Select the file format to download.
2	$\underline{\downarrow}$	Download – Export the file.

### How to download a report

- 1. At the top-right of the *Downloads* page, click the **File type** of your choice (XLSX or CSV).
- 2. Click the *Report name* download icon  $\stackrel{ extstyle \downarrow}{ extstyle }$  . The file exports to your device

## **Download for 5G BI Qualification**

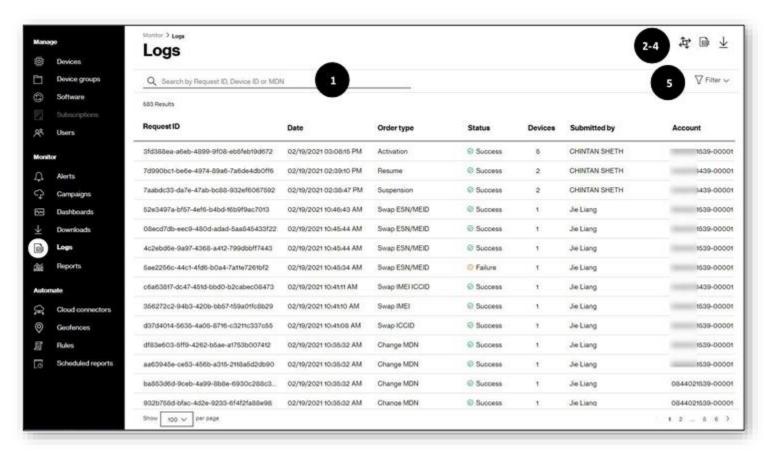


### Logs

The Logs page is a list of submitted provisioning transactions.

On the left navigation, click **Logs** to open the page.

**NOTE:** This is the equivalent of the *Transactions* page in legacy ThingSpace Manage.



Elements on the Logs page			
1	Q	Search - Locate a specific log by request or device identifiers.	
2	₽	Actions - Open the Logs action menu.	
3	LOG	Show application log – View and download the <i>Applications log</i> .	
4	$\overline{}$	Download - Export the list.	
5	$\nabla$	Filter – Limit the list to logs with specific attributes.	

# **Searching Logs**

Use search to view the log records that match the entered criteria. You can enter a Request ID or a Device ID to narrow your search results. Wildcard (%) search is supported for Device ID and MDN search only.

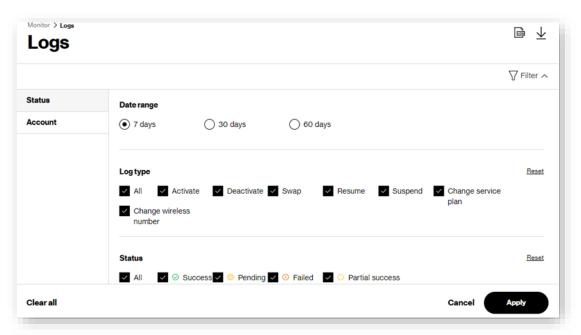


**NOTE:** Searches are not case sensitive.

### **Applying Filters**

### How to apply filters

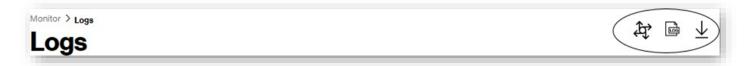
Click  $\sqrt{ \text{Filter}} \vee \text{. The } \textit{Filter} \text{ page opens.}$ 



- 1. Use the left navigation to view all available filters. Click **Reset** to select all filters in the category.
- 2. Click **Apply**. A count of filters applied appears with the filtered results.

### **Taking Actions**

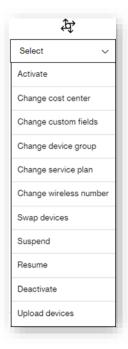
Use the actions icon  $\stackrel{\text{(2)}}{\rightleftharpoons}$  to display a menu of actions.



## **Provisioning Actions**

The majority of Logs page actions are provisioning actions, such as activate, change service plan, change wireless number, swap, suspend, resume, and deactivate. Other actions include revising cost center codes, custom field values, and device groups.

Administrators can also upload devices identifiers from this menu.



## **View Application Log**

How to access the application log

Click the application logs icon . The legacy Application Log page opens.

### **Download the Transaction Log**

#### How to download the transaction log

Click the download icon  $\stackrel{\checkmark}{=}$  to download the transaction log.

### **Log Details**

Click a Request ID to drill down into log details.

#### To view log details

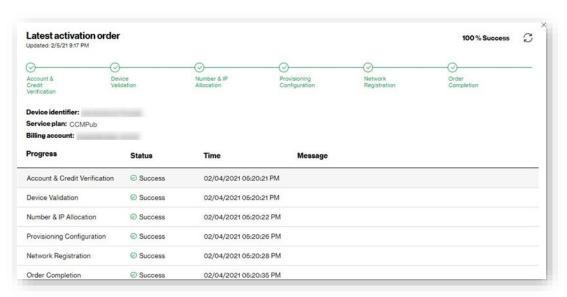
On the left navigation, click **Logs**. The Logs page opens.

- 1. Click a **Request ID**. The Logs Details page opens with details about the provisioning transaction.
- 2. Click the download icon  $\stackrel{\checkmark}{\underline{}}$  to download the details of the transaction. The following information is available in the Log details page.

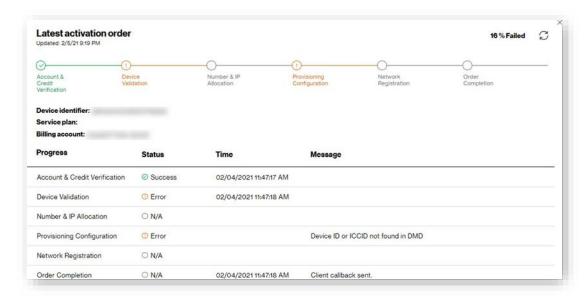


For Activation orders that have completed in the past seven days, you can click the status value (e.g. Success, Failed) to view the order status

This is a **successful** activation order example.



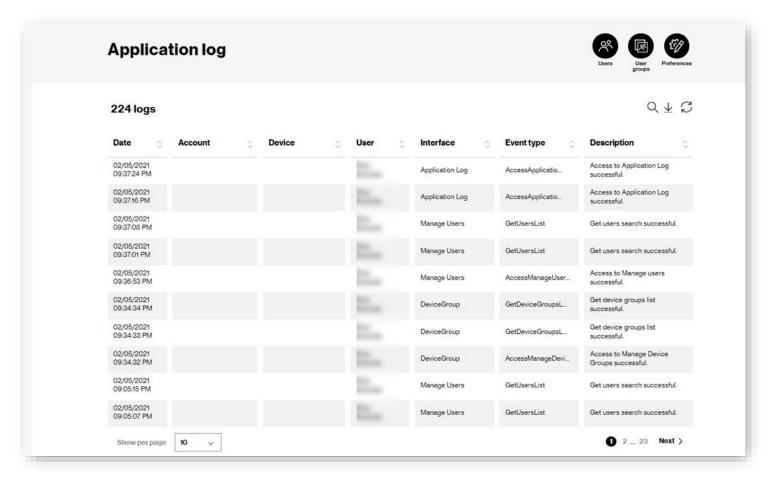
The following is a **failed** activation order example. You can identify where in the provisioning process the transaction failed. In this example, the failure occurred in the Provisioning Configuration step because the device was already active on another line.



# **Application Log**

The Application log page lists application actions users have made while in ThingSpace Manage.

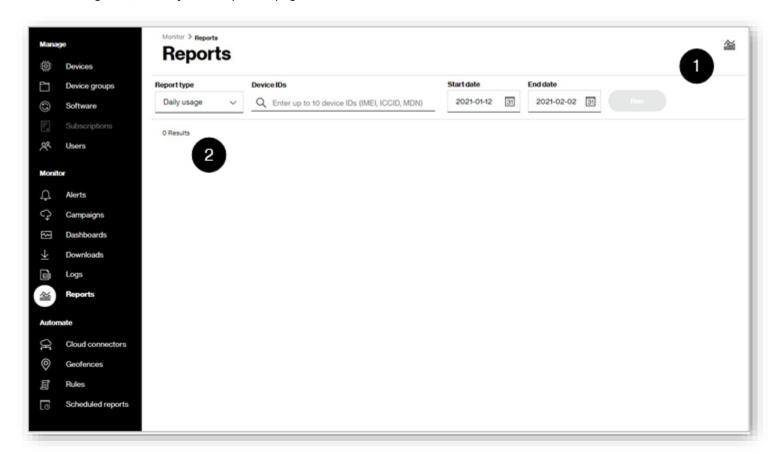
On the left navigation, click **Logs** to open the legacy page.



# **Reports**

Use the Reports page to run reports from a selected list over a period of time.

On the left navigation, click **Reports** to open the page.



Ele	Elements on the Reports page		
1	<b>~</b>	Reports - Create an advanced report	
2		. <b>Report type</b> – Open a menu to select a report category.	

### **Running Select Reports**

#### How run reports

On the left navigation, click **Reports**. The *Reports* page opens.

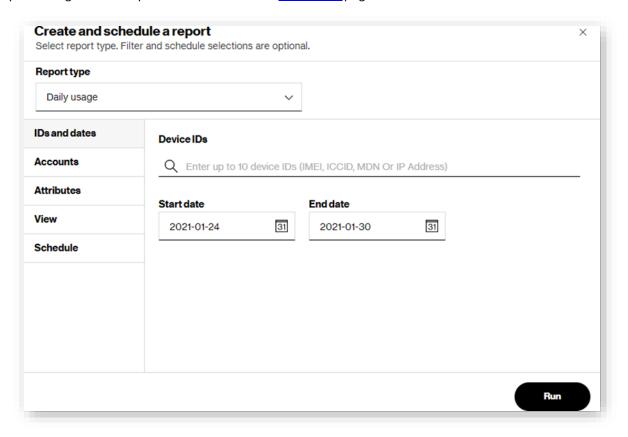
#### Select report criteria:

- 1. Select the **Report type**. The available report types are listed below with details in their own section. You can run these reports and get the results delivered quickly (online report), or submit them using the advanced reporting option and get the results when they complete (offline report). The maximum date range is 45 days for online reports.
  - Aggregated usage Daily usage Connection history
  - Hyper precise session history Hyper Precise Location Services subscription required. Hyper precise aggregated usage –
     Hyper Precise Location Services subscription required. Location for customers that subscribe to Location Services
  - Session history Rated unbilled usage
  - Usage anomaly ThingSpace premium Intelligence bundle subscription required. Usage trending chart
- 2. Type up to 10 **Device IDs**
- 3. Select a Start date Select an End date
- 4. Click Run.

Alternatively, you can open the *Reports* page from the <u>Devices</u> page by selecting one or more devices and clicking the reports icon and then choosing the report to run.

### **Running Advanced Reports**

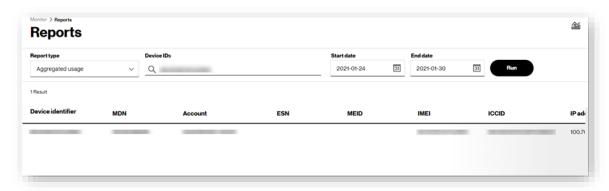
Use the reports icon to create, save, and/or schedule advanced reports. These reports usually take longer and are submitted in the backend for processing. Finished reports are available on the <a href="Downloads">Downloads</a> page.



### **Aggregated Usage Report**

Use the *Aggregated Usage Report* to track overall usage for all devices on your plan. This report includes sums for data and/or SMS usage within a specified date range. Usage for the current date is the accumulation from 12:00 AM to within approximately 15 minutes of the end of the latest data session, and to within approximately six hours for 4G devices that stay connected for extended periods.

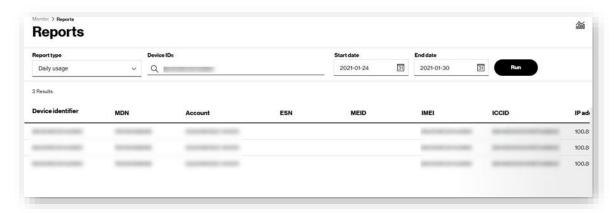
**NOTE:** The offline reporting maximum date range is 12 months.



# **Daily Usage Report**

Use the *Daily Usage Report* to establish normal usage patterns by examining daily usage. This report provides a breakdown, by day, of the amount of data transported to and from a device, or a list of devices within a specified date range. The daily usage period is from 12:00 AM to 11:59 PM, Pacific Daylight Time (UTC-7). Usage for the current date is the accumulation from 12:00 AM to within approximately 15 minutes of the end of the latest data session, and to within approximately six hours for 4G devices that stay connected for extended periods.

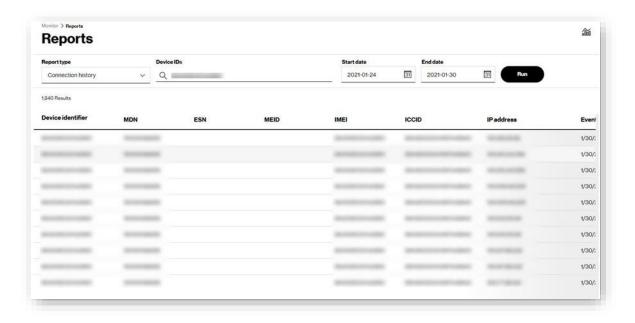
**NOTE:** The offline reporting maximum date range is 12 months.



### **Connection History Report**

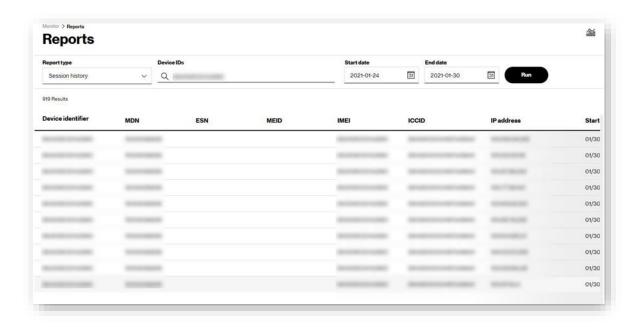
The Connection History Report shows each connection event for a specified device(s) over a particular date range, and provides the start and stop events associated with a device's connections. This report also shows data usage during each connection.

**NOTE:** The online reporting date range limit is seven days, and for offline reporting, the maximum is three months.



### **Session History Report**

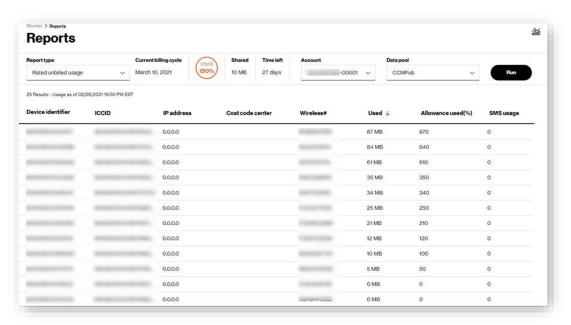
The Session History Report provides information about one or more device connected sessions within a specified time period. This includes both data usage consumed and duration of each session. A connection session is delineated by Start and Stop records. For offline reporting, the maximum date range is three months. This report only contains information about data sessions that have ended. The report does not contain information about current, ongoing data sessions, including those of 4G devices connected for an extended period.



### Rated Unbilled Usage Report

The Rated Unbilled Usage Report provides unbilled data and SMS usage for one or more devices from the billing cycle start to the latest date usage data is available. This report contains rated, unbilled data for the selected device's current bill cycle only. Historical data is not relevant. Usage data in this report is typically two days in arrears for non-roaming data. Therefore, to obtain a report that contains usage data for the first half of a bill cycle, wait until about Day 17 to generate a report. Roaming data may be updated less frequently. Rated usage data is not available to display in this report until about six days after the selected device's bill cycle start.

When you attempt to generate a report before data for the current bill cycle is available, this report displays data and SMS usage from the most recent bill cycle. Consult the column labeled "Start Date – End Date" to determine the billing period of the usage data included in the report.



# **Usage Anomaly Report**

For users subscribed to the ThingSpace premium Intelligence bundle, a **Usage anomaly** report type is available.

The Usage anomaly report shows anomaly events for a specified device(s) over a particular date range. Each event includes:

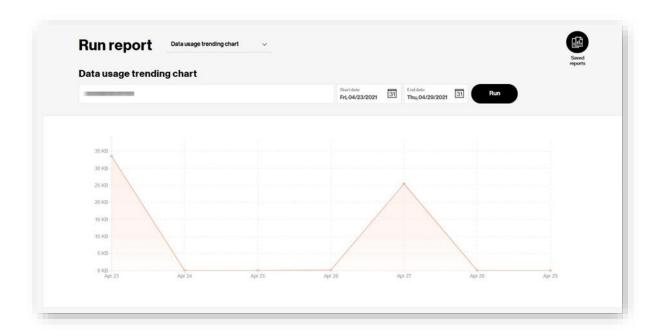
- ICCID: The SIM card number associated with the device
- Event date: The timestamp (within the hour) from which this anomalous event occurred
- **Usage (KB/h)**: The reported data usage from the hour within the event
- **Anomaly rarity**: The probability value that represents the rarity of the event
- Anomaly flag: The type of anomaly (Abnormal or Very Abnormal) as defined in Anomaly Settings
- **Anomaly reason**: The options only over and under expected usage?

Users can request to be alerted about these events by configuring a Usage anomaly rule in the Rules page.

**NOTE:** The machine learning algorithm requires a minimum of 2 weeks to become trained for a particular device. Expect a high number of false positives early in the device lifecycle with this service.

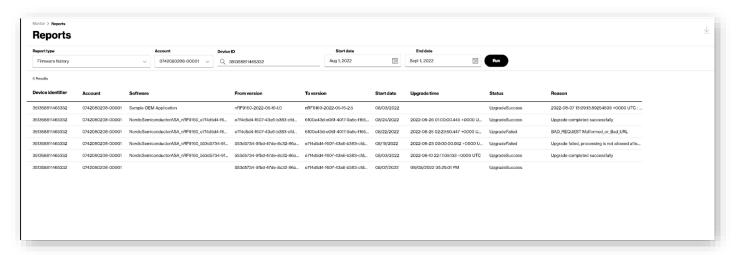
# **Usage Trending Chart**

This report provides a chart that shows data usage patterns over a specified time period.



### **Firmware History Report**

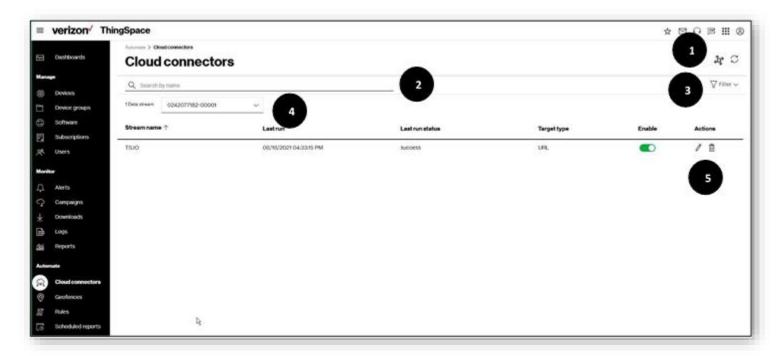
The Firmware History Report shows campaign and firmware over-the-air (FOTA) history for a particular device. This applies to devices campaigned with ThingSpace Software Management Enter select the Device ID (IMEI) of the device of interest and specify the account for a specified date range.



## **Cloud Connectors**

Use the Cloud Connectors page to configure Critical Asset Sensor (CAS) devices and stream the data to a set endpoint.

On the left navigation, click **Cloud connectors** to open the page.



Elements on the Cloud connectors page			
1	<b>‡</b>	Actions – Open a menu to configure devices or create a stream.	
	$\zeta$	Refresh – Reload the page with up-to-date data.	
2	ď	Search – Type a stream name to locate a specific connection.	
3	$\nabla$	Filter – Open the Filters page to limit the connections on the page to those with specific attributes.	
4		Data streams – A menu of connections.	
5	0	<b>Edit</b> – Open the <i>Stream setup</i> page and revise stream attributes.	
	Ü	<b>Delete</b> – Permanently remove the record from the system. This action cannot be undone.	

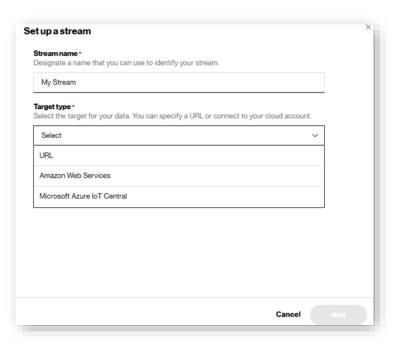
#### **Create a Stream**

Streaming requires a target resource to define the endpoint, and a subscription resource to define what is streamed to the target.

#### How to create a stream

On the left navigation, click **Cloud connectors**. The *Cloud connectors* page opens.

1. Click the actions icon , and select **Create stream**. The Setup a stream dialog opens.



- 2. For **Stream name**, type a descriptive label to easily identify the stream.
- 3. For **Target type**, select the type of streaming you are defining (URL streaming, streaming to Amazon Web Services, or streaming to Microsoft Azure IoT Central.
- 4. Click **Next**. The *Authentication type* menu opens. See <u>Using REST URL</u>, <u>Using Amazon Web Services</u>, or <u>Using Microsoft Azure loT Central</u> to continue the Add Stream process.

## **Using REST URL**

#### How to configure a stream to your cloud account

When a URL is selected, the Authentication type menu opens. The selections are:



None – The Target location field opens to type the URL address.

**Basic** – In addition to specifying the Target location, you must also include a User ID and Password. Also, you must add the following field to the body of the request "httpheaders": {"Authorization": "Basic <<>>"}

**oAuth 2.0** - In addition to specifying the Target location field, you must also include an Access token. Optional fields are offered with this selection, and you must add the following fields to the body of the request:

```
"key1": "Bearer <<>>"
```

"oauth":{"body":{"grant\_type":"refresh\_token", "refresh\_token":"<<>>", "scope": "<<>>"}

"headers":{"Authorization": "Basic <<>>", "Content-Type": "application/x-www-form-urlencoded"}

"host":{ "hostandpath": "<>>"}}. To obtain the BASE64\_CLIENTID:CLIENTSECRET

#### Do the following:

- 1. Concatenate the CLIENTID and the CLIENTSECRET, with a colon between them into a continuous string, like this: CLIENTID:CLIENTSECRET.
- 2. Encode the entire string in Base64 format. (To learn more about encoding in Base64 format, visit <a href="https://www.base64encode.org/">https://www.base64encode.org/</a>).
- 3. Use the Base64 encoded value of CLIENTID: CLIENTSECRET in the API.

**NOTE:** Target location is the address, or URL, for the endpoint receiving data streams. The format depends on the selected address scheme but is often a host:port value. The endpoint must support a secure HTTP (HTTPS) connection and the endpoint server Transport Layer Security (TLS) certificate must be issued by a trusted certificate authority. This standard across all authorization types.

Click **Next**. The Subscription dialog opens.

## **Using Amazon Web Services**

ThingSpace uses an external identifier for increased security when streaming to Amazon Web Services (AWS). You generate the identifier in ThingSpace, then use it when configuring an AWS account and a ThingSpace target resource.

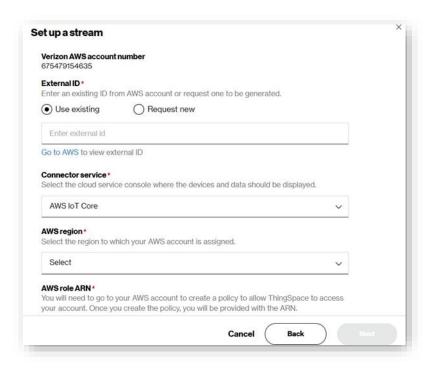
#### How to configure an AWS account

- 1. Sign in to AWS.
- 2. Browse to IAM (Identity and Access Management).
- 3. From the IAM Dashboard, click Roles.
- 4. Click Create role.
- 5. For the type of trusted identity, select AWS account.
- 6. Type the Verizon Account ID, which is 675479154635.
- 7. Check Require external ID.
- 8. Select Existing or Request new.
- 9. Use the Go to AWS link to view the external ID and paste in the ID
- 10. Click Next.
- 11. Select these permissions:
  - AWSIotDataAccess
  - w AWSIoTFullAccess
  - w AWSIoTThingsRegistration.
- 12. Click **Next**. Tags No AWS tags are required.
- 13. Click **Next** Enter a name for the role (for example, *ThingSpace*).
- 14. Click Create Role to complete the process.

#### How to configure a stream to your AWS account

Create a target for AWS streaming. A target resource defines an endpoint that can be used for streaming. After creating a target, use the target ID from the response when you create a subscription to set up a data stream. Note the requirements for these values to stream to AWS: address scheme must be *streamawsiot*. The address is the ARN provided by AWS for the role created above. Region is the AWS region where your application connects to AWS IoT services. See AWS Regions and Endpoints for a table of regions for the AWS IoT Core service. Note that Things and data from one region are not visible in another region. Name (and description) are not required but resource names can be used to query for resources late.

With all required Stream setup fields complete, click **Next**. The Subscription dialog opens.



## **Using Microsoft Azure**

You can create a livestream from ThingSpace into Microsoft Azure IoT Central.

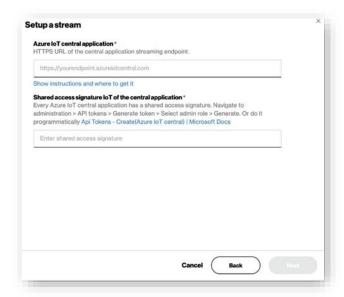
#### How to configure an Azure connection

- 1. Sign into your Azure IoT Central account.
- 2. Click Build a solution.
- 3. On the left navigator, click the Build icon . The Build your IoT application page opens.
- 4. On the desired application tile, click **Create app**. The New application page opens.
- 5. For **Application name**, type an identifiable label, such as *TS Connector*. **Take note of the URL as this string is required later in this process.**
- 6. Select a Price plan.
- 7. Click Create. An IoT application is created that allows you to stream ThingSpace IoT data to.

With the Azure IoT application in place, you must now create two Cloud Connector APIs; a target that defines an endpoint for streaming to Azure, and a subscription that defines a data streaming channel that sends data from devices in the account to the endpoint defined in the target.

**NOTE:** Only one target/subscription pair for a ThingSpace account. Any existing target/subscription pair for the account must be removed before enabling this service.

How to configure a stream to your Azure account



For **Azure IoT central application**, type the Azure IoT Central Application Endpoint URL from the <u>Using Microsoft Azure</u> procedure.

For **Shared access signature IoT of the central application**, obtain the Shared Access Signature Token from Azure Central IoT:

- 1. On the Azure IoT Central dashboard left navigation, go to **My apps** > (your new application) > **Administration** > **API tokens**. The *API tokens* page opens.
- 2. Click **Generate token**. The *Generate token* dialog opens.
- 3. Type a descriptive **Token name**, select the appropriate **Role**, and click **Generate**. The *Token successfully generated* dialog opens with the Shared Access Signature token.
- 4. Copy the token and paste into Shared access signature IoT of the central application in ThingSpace.
- Click Next. The wizard advances.



- 6. For **Event types**, select **Sensor data**.
- 7. Click **Save** to close the wizard and complete the process. The new connection is listed on the *Cloud connections* page.

You can now view your CAS device data in Azure IoT Central and on the ThingSpace Devices page.

## **Configure Devices**

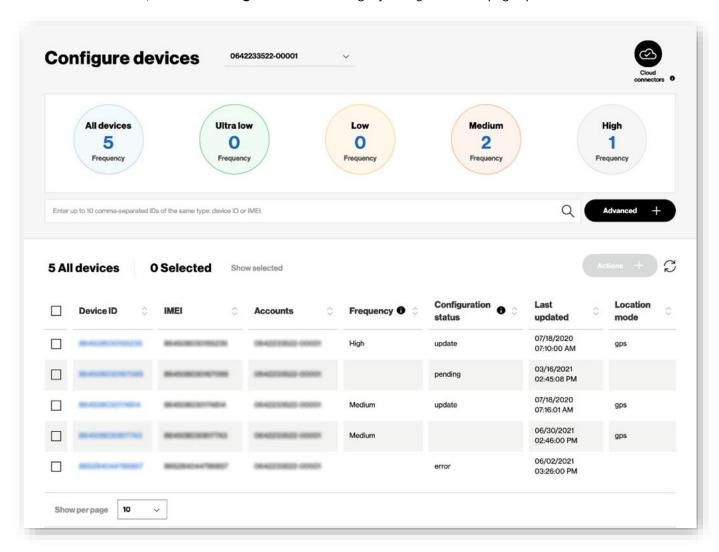
You can change the status reporting frequency of each device, and whether or not location information via GPS is running.

**NOTE:** The more often a device reports back, or if GPS is turned on, the more energy is consumed by the battery.

#### How to configure devices

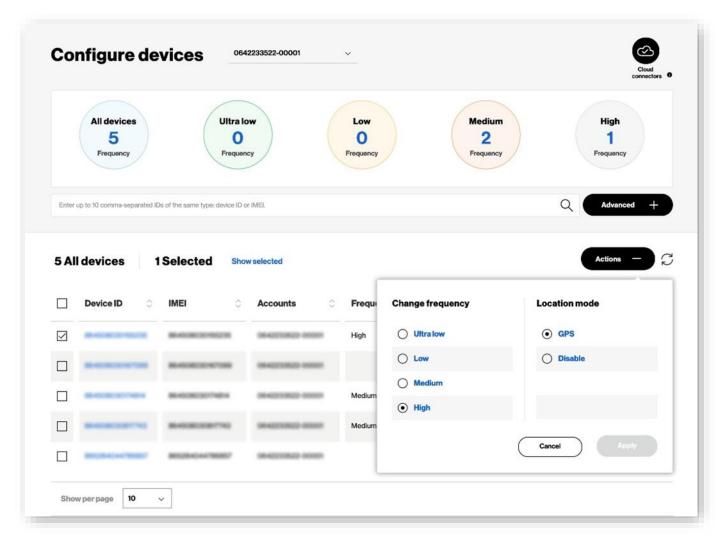
One the left navigation, click **Cloud connectors**. The *Cloud connectors* page opens.

1. Click the action icon, and select **Configure devices**. The legacy *Configure devices* page opens.



- 2. Click the Cloud connectors icon to return to the *Cloud connectors* page. Type a Device ID in *Search* to locate a specific Device. Click **Advanced** for additional search options. See <u>Additional Device Information</u>.
- 3. Select one or more Device ID check boxes. Actions is enabled.

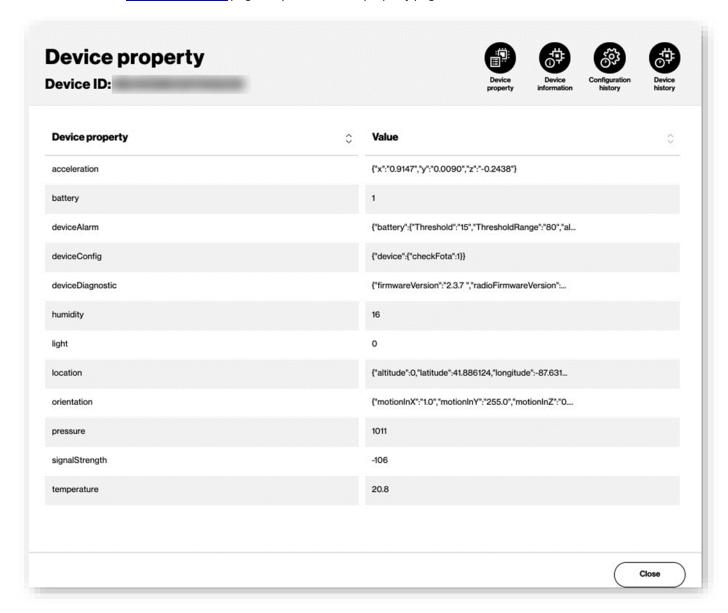
4. Click **Actions**. A dialog opens where you can change *Frequency* and *Location mode* settings.



- 5. Select the **Change frequency** and **Location mode** option.
- 6. Click **Apply** to complete the process.

#### **Additional Device Information**

Click a **Device ID** on the <u>Configure devices</u> page to open the *Device property* page.

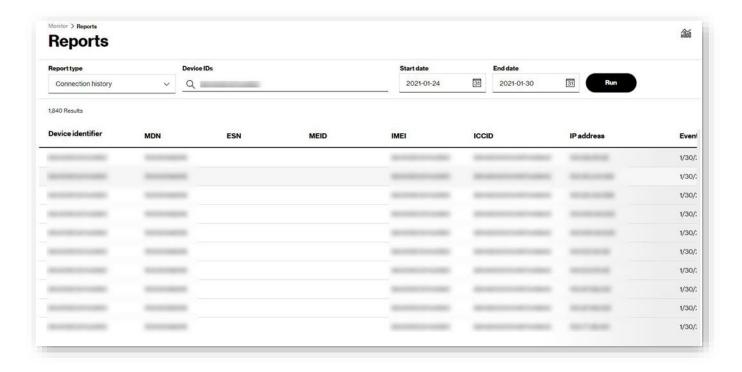


Click the icons to open the following dialogs:

## **Device information**



# **Configuration history**

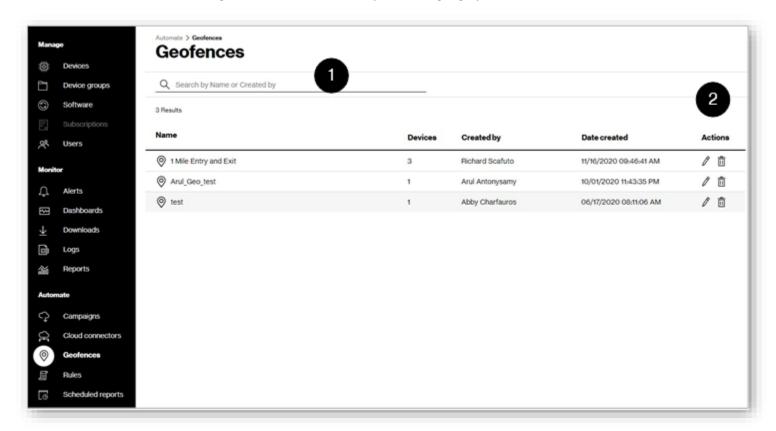


# **Device history**



# **Geofences**

In the Automate section of the left navigation, click **Geofences** to open a list of geographical areas.



Elements on the Geofences page		
1	Q	Search - Type a geofence name to locate a specific geofence.
2	Î	Edit - Open the Edit geofence dialog to make revisions.  Delete - Permanently remove the record from the system. This action cannot be undone.

## **Search for Geofences**

Use **Search** for locating geofences by name or by the user name who created the geofence.



## **Taking Actions**

Action icons are available on each row of the *Geofences* list. To create a geofence, refer to the <u>Creating a geofence</u> in the *Devices* section.

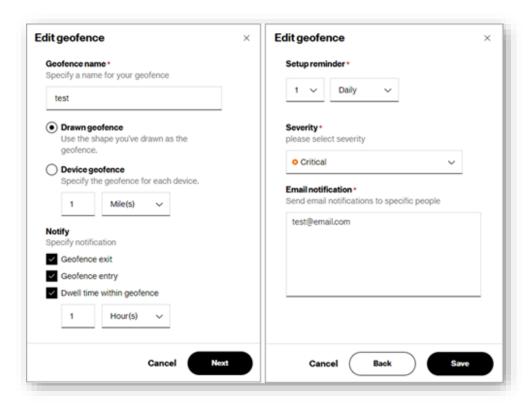


#### **Edit a Geofence**

#### How to edit a geofence

On the left navigation, click Geofences. The Geofences page opens.

1. Click the edition of the geofence. The Edit geofence page opens



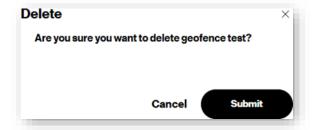
- 2. For **Geofence name** a descriptive label to easily identify the geofence. For type of geofence:
  - **Drawn geofence** A geofence that is drawn in a map.
  - Device geofence A geofence that is defined for each device based on distance.
- 3. For Notify:
  - **Geofence exit** A notification is sent when the device exits the geofence.
  - Geofence entry A notification is sent when the device enters the geofence.
  - **Dwell time within geofence** A notification is sent when the device stays within the geofence for a set period of time.
- 4. Click **Next**. A second page of settings opens.
  - **Setup reminder** Send a reminder.
  - Severity Select the severity of this geofence. The severity is included in the notification email.
  - **Email notification** Enter the email addresses of those that are to receive the notification email.
- 5. Click Save to complete the process.

# **Deleting a Geofence**

#### How to delete a geofence

On the left navigation, click **Geofences**. The *Geofences* page opens.

- 1. Click the delete icon of the geofence. A confirmation dialog opens.
- 2. Click **Submit** to complete the process.



## **Rules**

Use the Rules page to set and view alert rules. Rules can be established for the following types of conditions:

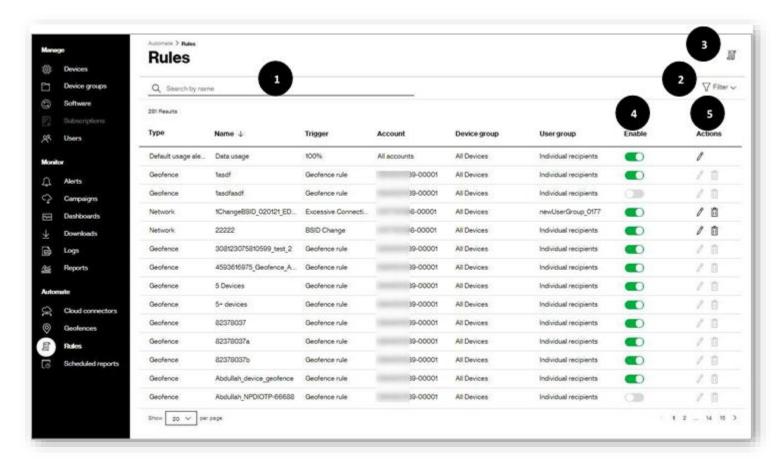
**Data usage threshold** - This type of threshold applies when M2M data passing over a network surpasses a quantity specified in kilobytes (KB) within a particular time period (daily, weekly or monthly). Accumulated usage data is an estimate, and is current to within approximately 15 minutes of the latest data session ending, and to within approximately six hours for 4G devices that stay connected for extended periods.

**Provisioning activity threshold** - This type of threshold is reached either when a specific provisioning event occurs or a specific number of device provisioning events occur within a certain time period (daily, weekly or monthly).

**Value/state change** - This type of alert is generated at the point when a value associated with a device or the state of a device changes.

There are default usage alerts that, when enabled for your account, are automatically available for use. The Default usage alerts always appear as the first row of the table and cannot be deleted.

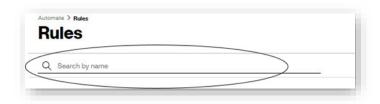
On the left navigation, click **Rules** to open the page.



El	Elements on the Rules page		
1	Q	Search - Locate a rule by name. Wildcard (%) search is supported.	
2	$\nabla$	Filter – Reduce the list to rules with specific attributes.	
3	ij	Rule - Open the Rules Actions menu to create, enable or disable a rule.	
4		Enable/Disable – Toggle to turn a rule on or off.	
5	<u>~</u>	Edit - Open the Edit a rule page to make revisions.  Delete – Permanently remove a rule from the application.	

## **Searching Rules**

Use **Search** to locate a rule by name. Wildcard (%) search is supported.

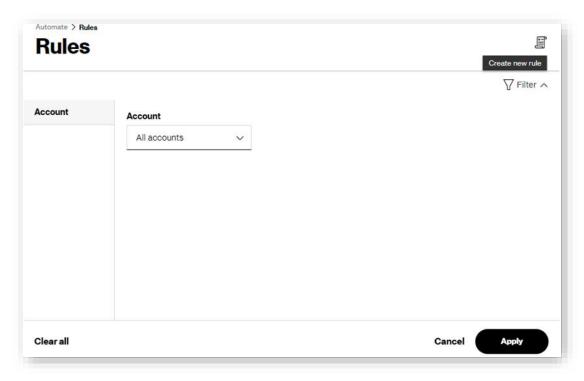


**NOTE:** Searches are not case sensitive.

# **Applying Filters**

#### How to apply filters

Click  $\bigvee$  Filter  $\lor$  . The filters page opens.

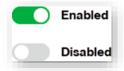


- 1. Select a filter from the Account menu.
- 2. Click **Apply**. A filters applied count appears.

#### Enable/Disable a Rule

How to enable or disable an automation rule

Toggle the switch to turn the rule on (green), or off (gray).

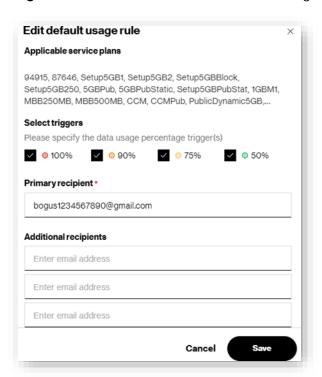


## **Edit the Default Usage Alert Rule**

If your account is enabled for Default alerts, the rule is the first entry on the Rules page. Use the Default usage alert rule to trigger an alert when an account uses 50%, 75%, 90%, and/or 100% of its data allocation.

How to edit the default usage automation rule

On the Rules page, click the **Default usage alerts** rule Edit icon . The Edit default usage rule page opens.



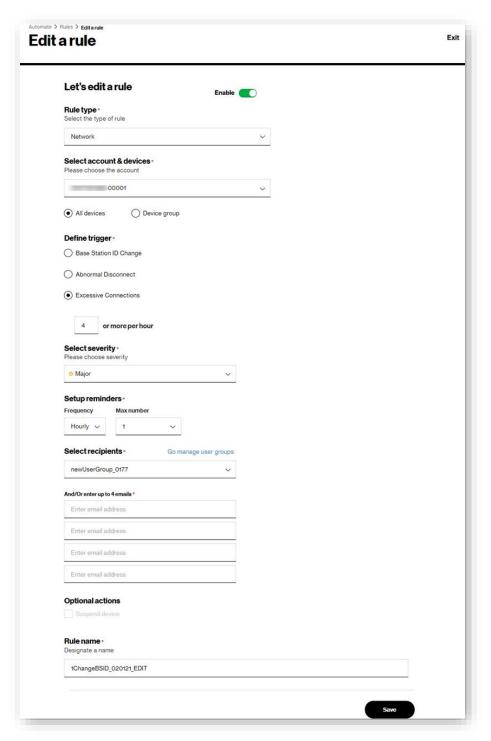
- For **Select the trigger**(s), specify to receive an alert email when your usage reaches 50%, 75%, 90% and 100%.
- For **Primary recipient**, type the email address to send the alert.
- For **Additional recipients**, type the auxiliary email addresses to send the alert.

Click **Save** to complete the process.

## **Edit a Rule**

#### How to edit a rule

On the Rules page, click on the rule edition . The Edit a rule page opens.



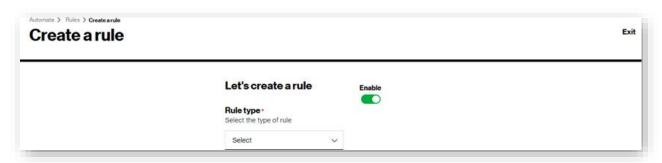
- 1. Choose the **Rule type**.
- 2. Select an account & devices.
- 3. Define a trigger.
- 4. Select a severity.
- 5. Setup Reminders.
- 6. Select Recipients.
- 7. Enter other recipients.
- 8. Select optional actions.
- 9. Provide a rule name.
- 10. Click Save.

#### Create a Rule

#### How to create an automation rule

On the left navigation, click **Rules**. The Rules page opens.

1. Click the rule icon . The Create a rule page opens.

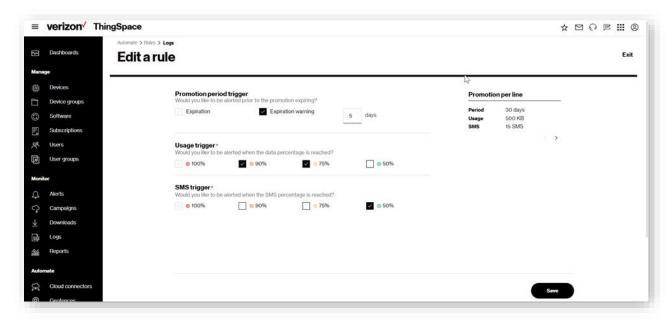


- 2. Choose the Rule type. Depending on the type of rule you are creating, different options display.
  - **Daily** The system determines the initial criteria level (i.e., the data usage or number of device provisioning activity occurrences) daily at 12:00 am UTC, and resets the timer. The system evaluates the criteria when various events occur throughout the day to check for threshold breaches, and generates notifications when you meet or exceed a threshold value.
  - Weekly For all weekly notification types, the system determines the weekly criteria level (i.e., the data usage or number of service provisioning activity occurrences) at 12:00 am UTC on Monday of each week, and resets the timer. The system also generates notifications at this time for any weekly threshold breaches not related to usage. The system evaluates accumulated usage data throughout the week for any weekly usage threshold breaches. The system generates notifications when you meet or exceed a usage threshold value.
  - **Monthly** The system determines the initial criteria level (i.e., the data usage or number of device provisioning activities occurrences) at 12:00 am UTC on the billing cycle first day each month, and resets the counter. The system evaluates the criteria when various events occur throughout the month for any threshold breaches. The system generates notifications when you meet or exceed a threshold value.

**NOTE:** You cannot change the timing of the daily, weekly, and monthly checks.

## **Creating a rule for Ready SIM**

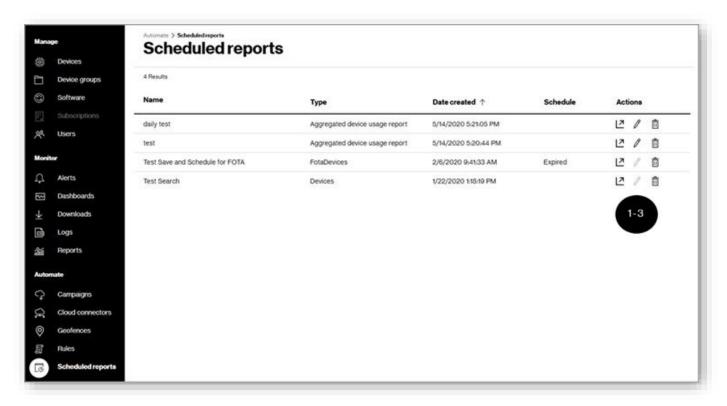
For subscribers to Ready SIM, a promotional period alert can be set for data and SMS message usage during the promotional period.



**NOTE:** 100% usage is a default notification that cannot be turned off or modified. All Ready SIM subscribers will be notified when their devices have reached 100% of their promotional period usage.

# **Scheduled Reports**

Use the Scheduled reports page to view saved and/or scheduled reports. On the left navigator, click **Scheduled reports** to open the page.



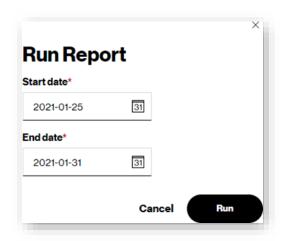
Ele	Elements on the Rules page		
1	Ľ	Run - Initiate the report manually.	
2	0	Edit - Open the Edit a Scheduled Report page to revise the schedule.	
3	î	Delete – Permanently remove a scheduled report.	

## Run a Report

#### How to run a report

On the left navigation, click **Scheduled reports**. The Scheduled reports page opens.

1. Click the report's run ico. The Run Report dialog opens to enter a date range.



- 2. Enter a Start date and an End date.
- 3. Click Run.

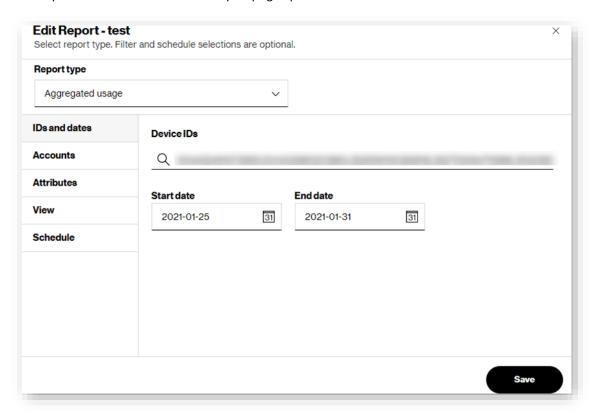
Your report is sent for processing and available on the <u>Downloads</u> page when processing is complete and the system sends you an email notification when the report is available.

## **Edit a Scheduled Report**

#### How to edit a scheduled report

On the left navigation, click **Scheduled reports**. The *Scheduled reports* page opens.

1. Click the report's edit icon. The Edit Report page opens.



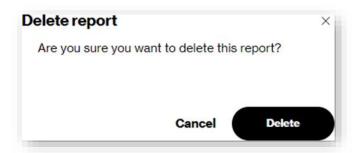
- 2. Choose the Report type.
- 3. Click on any of the tabs on the left side of the page to scroll to the relevant section. Update any of the selection criteria.
  - Update your table View.
  - Update the Schedule.
- 4. If the report is not scheduled to run at a later time, Click Save.
- 5. If the report is scheduled to run at a later time, Click **Schedule**.

# **Delete a Scheduled Report**

#### How to delete a scheduled report

On the left navigation, go to Scheduled reports. The Scheduled reports page opens.

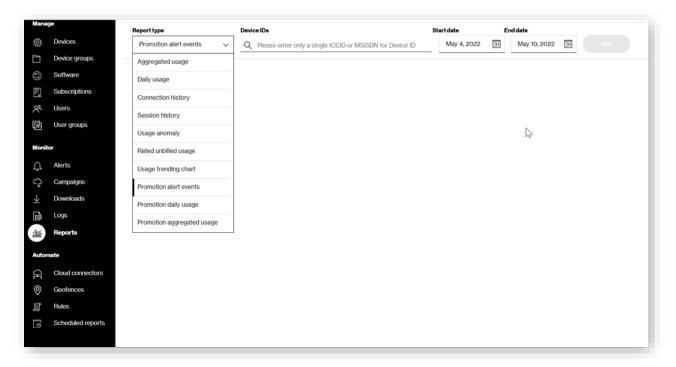
1. Click the report's Delete icon . A conformation dialog opens.



2. Click Delete to complete the process.

## **New Report Type for Ready SIM**

New report types have been added for Ready SIM subscribers to view usage and other details for their devices during the promotional period.



- **Promotion Alert Events** Shows any alerts for the promotional period
- **Promotion Daily Usage** Shows the daily usage of data and SMS messages used by devices during the promotional period
- Promotion Aggregate Usage All data and SMS usage by devices during the promotional period

# **Frequently Asked Questions**

What is the difference between an online report and an offline report?

Online reports run instantly with results provided on the screen. Offline reports are submitted for processing in the backend and are available on the Downloads page when processing is completed.

Where are my transactions?

The legacy Transactions page was renamed to Logs. Provisioning transactions are now located there. For additional information, please visit our <u>FAQs page</u> on the ThingSpace website.

# Glossary

Glossary of	f Terms
Account	A list of billing account(s) to which you have access.
API	An application programming interface (API) you can use to manage your information through an external application rather than through the web portal.
Device	loT devices that you can activate, and are associated with your account.
ESN	The manufacturer assigned unique Electronic Serial Number of a CDMA device.
ICCID	The Integrated Circuit Card Identifier is the unique serial number assigned to and imprinted on a SIM card by the manufacturer.
IP Address	The Internet Protocol Address that gets assigned to a device during activation. A device's IP address is always shown when you have static IP addresses for devices. When you have dynamic IP addresses, a device's IP address is only shown when the device is connected. When the device is not connected, the IP address is zero-filled (0.0.0.0) because no IP address is assigned to the device.
IMEI	The International Mobile Equipment Identity is a unique identifier of a 4G device.
IMSI	The International Mobile Subscriber Identifier is stored on a SIM card. This identifies and authenticates the user on the network, which Verizon also calls the subscriber. The IMSI is only revealed to, and known by, the carrier. The IMSI comprises the following codes:
	MCC – Mobile Country Code (311)
	MNC-Mobile Network Code (480)
	MSIN – Mobile Subscription Identification Number, a unique number for the subscriber on the Verizon network.
MDN	The unique 10-digit Mobile Directory Number Verizon assigned to a device at activation. MDNs comprise the area code (three digits), exchange (three digits), and number (four digits).
MDNless	Describes a device not using an standard MDN for connection and tracking
MEID	The unique Mobile Equipment Identifier of a 3G device.

MIN	The unique Mobile Identification Number that Verizon uses internally to track and route traffic to and from a device.
MSISDN	The Mobile Station International Subscriber Directory Number is a unique 11-digit phone number associated with a 4G device at activation. It is functionally equivalent to a 3G device's MDN.
Organization	An organization with M2M accounts on the ThingSpace platform.
pre-IMEI	The IMEI value of the device from before the most recent over-the-air provisioning event completed.
pre-SKU	The SKU value of the device from before the most recent over-the-air provisioning event completed.
PPU	The Primary Place of Use is the address where the wireless number of a device is derived.
psuedoMDN	A 13 digit number used in place of a 10-digit MDN. Used for devices activated with a Ready SIM subscription.
Rate Plan	A contracted plan between an organization and an account, defining how each Device is charged for both subscription fees and usage of the network.
Role	Each user has an associated Role that defines the privileges the user has for seeing and working with data and functionality in the portal.
SKU	The Stock Keeping Unit assigned to a device.
SIM	The Subscriber Identity Module is a unique identifier, which can be embedded or on a physical card that is inserted in a 4G device to establish cellular connectivity.
Session	A single data context established between a device and the ThingSpace platform.
User	A unique sequence of characters used to identify a user and allow access.
Wildcard	Using a wildcard character allows you to use the percent sign (%) at the end of the string and search for everything that starts with that string.

# **Appendix**

# **Field Definitions**

This section contains field/column definitions found on pages throughout the portal.

Column Name	Definition
Active timer	Active timer = T3324 as defined in [3GPP-TS_24.008].
	The time the UE has to remain reachable after transitioning to idle state in case there is pending data from the NW to send out. At the end of T3324 UE can go into a deep sleep mode while keeping the PDN connection(s) active.
Batterylevel	Contains the current battery level as a percentage (with a range from 0 to 100). This value is only valid when the value of Available Power Sources Resource is 1.
Battery status	Only valid when the value of Available Power Sources Resource is 1.
	Values can be of 0-6 and this value represents current status of the battery listed as below:
	O: Normal
	1: Charging
	2: Charge Complete
	3: Damaged
	4: Low Battery
	5: Battery is not installed.
	<b>6</b> : Unknown.
Cell ID	(0-65535) Cell ID / eNB ID

Column Name	Definition
Cell ID stream status	Status of streamed information if a live stream is running
Cell ID updated date	Last date update occurred of Cell ID
EDRX timer	Extended Discontinuous Reception ( <b>eDRX</b> ) allows IoT devices to not listen to the network for extended periods. Downlink Paging opportunities occur every 1.28 seconds. This is the minimum time a UE using eDRX can decide to stay in idle mode, up to a maximum of 43.69 minutes.
Link quality	Contains received link quality, or the signal-to-noise ratio in integer value.
Link quality stream status	Status of streamed information when a live stream is running.
Link quality updated date	Last date a Link quality update occurred.
LWM2M streaming eligible	The device has LwM2M registered to Verizon.
Modem	Modem information, if available.
Network bearer	The network bearer used for the current LWM2M communication session from the following network bearer list:
	0-20 are Cellular Bearers
	O: GSM cellular network
	1: TD-SCDMA cellular network
	2: WCDMA cellular network
	3: CDMA2000 cellular network
	4: WiMAX cellular network
	5: LTE-TDD cellular network
	6: LTE-FDD cellular network
	7~20: Reserved for other type cellular network.
	21~40 are Wireless Bearers.
	21: WLAN network
	22: Bluetooth network
	23: IEEE 802.15.4 network
	24~40: Reserved for other type local wireless network.
	41~50 are Wireline Bearers.

Column Name	Definition
Network bearer (continued)	41: Ethernet
	<b>42</b> : DSL
	<b>43</b> : PLC
	<b>44~50</b> : reserved for others type wireline networks.
Network bearer stream status	Status of streamed information if a live stream is running.
Network bearer update date	Last date the Network bearer update occurred.
Paging timer window	Extended DRX parameters (Paging Time Window and eDRX value) for which the UE can request from the network. This resource is encoded as octet 3 in [3GPP- TS_24.008, clause 10.5.5.32]. See also eDRX and PSM.
Power sources	1: DC power
	2: Internal Battery
	3: External Battery
	4: Power over Ethernet
	5: USB
	6: AC (Mains) power
	7: Solar
	The same Resource Instance ID MUST be used to associate a given Power Source (Resource ID 6) with its Present Voltage (Resource ID=7) and its Present Current (Resource ID=8).
PSM timer	This is the only time period in a PSM cycle when UE responds to Verizon LTE network's downlink paging.
	Power save mode (PSM) timer as defined in [3GPP-TS_23.682].
	PSM Timer = Extended T3412. Max interval between periodic TAU if there is no other transmission from the device. During a deep sleep mode, the device is unreachable but keeps the PDN connection(s) active. Implementation of Power Saving Mode in an application requires a careful choice of UE Sleep Time and Awake Time. UE Sleep time is captured by timer Extended T3412 and UE awake Time is captured by timer T3324. Verizon network accepts all 3GPP defined values for T3324 and enforces a minimum of 186 minutes for Extended T3412. 3GPP defined values for Extended 3412 and T3324 are available in 3GPP TS24.008.

Column Name	Definition
Radio signal strength	Represents the entire received power including noise.
	This resource contains the average value of the received signal strength indication used in the current network bearer. In case Network Bearer Resource indicates a Cellular Network (RXLEV range 0&64) 0 is < 110dBm, 64 is >-48 dBm).
	Excellent=-65 Good=-65 to -75
	Fair=-75 to -85
	Poor=<-85
Radio signal strength stream status	Status of streamed information when a live stream is running.
Radio signal strength updated date	Last Radio signal strength update.
APN1	Access Point Name 1
APN2	Access Point Name 2

## General

These fields may be found in multiple pages throughout the portal and are consolidated here.

Term Used	Definition
	IMEI or ICCID. If the line is activated as SIM only or SIM/SKU, the ICCID is the Device Identifier, as the system does not yet know the IMEI. Once the device boots and the OTA occurs, the Device Identifier updates with the IMEI.
MDN/MSISDN/Pseudo	Mobile Device Number. The phone number assigned the line.
	The device IP address. This may be 0.0.0.0 if the device is not connected / in an active data session for a dynamic IP addressed device (default).
	Active, Deactive, Suspended. <i>Active</i> implies billing, <i>Deactive</i> implies not billing, and Suspended is usually suspended (up to 90 days) without billing.

Term Used	Definition
Connection	Connected or Not Connected. Connected indicates an Active Data Session over the wireless network; Not Connected implies that data is not present (devices could be powered off).
Device group	Group assigned. All lines automatically get added to the default group, which is named the account number.
Service plan	Service plan assigned. The Service Plan is a bundle of the rate plan plus feature codes (SFOs), such as SMS, VMail, International, etc.
Activation date	The device on-boarded to ThingSpace date. If Support re-synced the device to ThingSpace by toggling the TS SFO, this date reflects when the device was re-synced to ThingSpace (not the original activation date).
ICCID	SIM hardware identifier
IMEI	Device hardware identifier
4G/LTE	3G or 4G
Account	The account number and sub account number. Always starts with a zero for ThingSpace.
Activated by	The person who activated the line.
Billing cycle end date	The billing cycle end date.
Cost code center	Your alphanumeric data. Available in MyBusiness and ThingSpace.
Deactivated by	The name of the person that deactivated the device.
Deactivation date	The date the line was last deactivated.
EID	Electronic Identifier. A unique number to identify wireless equipment.
ESN	Electronic serial numbers were created by the U.S. Federal Communications Commission to uniquely identify mobile devices.

Term Used	Definition
eUICC profile status	The profile status (active, suspended, etc.) of an embedded Universal Integrated Circuit Card (eUICC). eUICC is also called an eSIM.
Firstname	Your alphanumeric data. Available in MyBusiness and ThingSpace.
Last connection date	The last active PPP data session seen on the network.
Last name	Your alphanumeric data. Available in MyBusiness and ThingSpace.
Last roaming status update	The last roaming status update.
Make and model	The make and model as stored in the device management database (DMD).
MDN	The 10-digit telephone number assigned to a CDMA line.
MEID	Mobile Equipment Identifier - A globally unique number identifying a physical piece of CDMA equipment.
Middle name	Your alphanumeric data. Available only in ThingSpace.
MIN	Mobile Identification Number – A unique 10-digit number that a wireless carrier uses to identify a mobile phone.
Modemcategory	Category of device modem, if known.
MSISDN	A number uniquely identifying a subscription in a Global System for Mobile (GSM) communications.
MyCustomField1	Your alphanumeric data. Available only in ThingSpace.
MyCustom Field 2	Your alphanumeric data. Available only in ThingSpace.
MyCustom Field 3	Your alphanumeric data. Available only in ThingSpace.
MyCustom Field 4	Your alphanumeric data. Available only in ThingSpace.
MyCustomField5	Your alphanumeric data. Available only in ThingSpace.

Term Used	Definition
Pending action	Line is pending between states or database updates. Used during pending provisioning states or database updates, such as Cost Center.
pre-IMEI	IMEI assigned during activation.
pre-SKU	SKU assigned during activation.
Roaming country	The country the device is roaming in.
Roaming status	Device current roaming status. Can be <i>null</i> , <i>roaming</i> , or <i>not roaming</i> .
Scheduled resume date	90 days from suspend date.
Sim OTA timestamp	When the current MDN/MSISDN first attached to Verizon.
SKU	The Open Development Stock Keeping Unit number.
DACC	Seems to be editable in ODI portal at time of device upload.
SACC	SIM Attribute Composite Code. Mdnless only,

# Location

Term Used	Definition
Hyper Precise capable	Whether or not the device is Hyper Precise capable
Hyper Precise status	
Last location attempt	Last attempted course location request.
Last location update	Last successful course location request.
Last location update status	Last course location update status. Can be <i>null</i> , <i>failed</i> , or <i>successful</i> .
Location update frequency	If set to auto update coarse location, this is the setting in seconds.
Location update note	Can be null, Device is Unreachable, or Specified device category is not IoT.

# **Software**

Term Used	Definition
Currentsoftware	Current version of software running on the device. This could be baseband firmware, application firmware, or a configuration file. This is the last known reported. A device may have zero, one, or many of these at any time.
Firmware campaign status	Device-level status based on last firmware campaign. The status codes are documented under "Campaign Lifecycle Flow" <a href="https://thingspace.verizon.com/documentation/apis/software-management/getting-started.html">https://thingspace.verizon.com/documentation/apis/software-management/getting-started.html</a> .
FOTA campaign ID	Unique ID of a particular FOTA upgrade campaign. Campaign ID links to campaign details (what software, when, which devices, device status). For a particular device, this is the last campaign that device was included in.

Term Used	Definition
FOTA eligibility	Whether or not the device has registered to our FOTA server(s). Incompatible devices cannot bootstrap or register to Verizon's FOTA servers. If compatible devices have not registered, the firmware on the device cannot be determined.
FOTA license status	Indicates an attached MRC (unlimited FOTA) license. Event licenses can still be used, but still show as "unattached" since they are per use.
FOTA license type	If MRC is attached, it's a Subscription. Options are Subscription or blank.
FOTA make	The make of the device, as reported by FOTA server. Options are <i>Subscription</i> or blank. FOTA make and model may not match the device make and model.
FOTA model	The model of the device, as reported by FOTA server.
FOTA protocol	The FOTA protocol the device is using to communicate with ThingSpace. LWM2M and OMA-DM are used for baseband. HTTP can be used for baseband, application, and configuration files.
FOTA security compliance	Not compliant indicates new software is available. Compliant indicates up to date. Retired in ThingSpace 2.0. Implicit based on whether or not New software field is populated.
Last firmware update	Last firmware campaign on the device.
Newsoftware	New software available to upgrade for that device. If that particular software (see Current Software) has an eligible upgrade path, this is where it shows.
Software name	Software name associated with current->new upgrade epath. As certified by Verizon Open Development. For LWM2M and OMADM, this is a make_model_from_to concatenation. For HTTP, this is typically make_model.