

INTRODUCTION:

The intention of this guide is to assist you through setting up properties for AQI inspections, operating the mobile application to collect survey data, reviewing the survey data, generating reports and much more.

Requirements:

- Pocket Particle AQI 2.0 Sensor
- Any Mobile Device running the Android or iOS operating system
 - Mobile phones and tablets will both operate the SmartENV mobile app
- SmartENV Mobile Application installed on the mobile device
- Subscription to Digital Environment Solutions Web Application
 - www.solutions.digienv.com
- Computer running a current browser version and access to the internet
 - To access the Solutions Web account (Chrome is the recommended browser)
- Information about your property requiring an air quality inspection

CHARGE THE SENSOR

We recommend the sensor be charged for at least 1 hour before using it for the first time.

About the Solutions Web Application

The purpose of the Digital Environment Solutions Web Application is to create, process and store all of the data collected by the sensor. Using the solutions web app in conjunction with a Digital Environment approved sensor and a mobile device you will be able to collect data from the field and have a finalized report generated in seconds without manually entering the data.

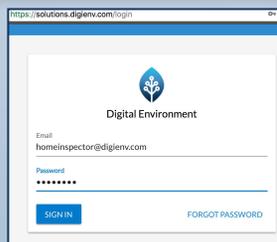
In order to smoothly streamline onboarding new users, Digital Environment has created a WalkMe™ overlay in the Solutions Web Application to assist you in getting familiar with all the features available.

STEP 1

Login to Solutions Web App

You should have your login information provided via an email from no-reply@digienv.com. If you do not have this email, please reach out to us at support@digienv.com.

With your login information, go to www.solutions.digienv.com and login with your credentials.

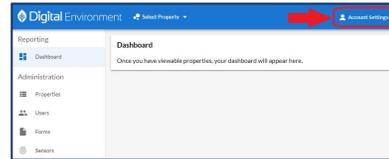


STEP 2

Account Setup

We recommend setting up your account as your first step. Here you can set your:

- First and Last Name
- Email Address
- Timezone
- Company Information
- Upload Logo



This Information will be used in the generated reports.

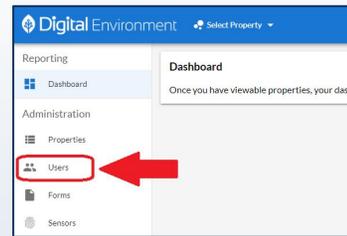
User Setup

The initial user will typically be a TENANT user. They can create additional users and give them different levels of access on the account. The total available users are determined by your "seats". Each new user will require another seat in your account.

Users menu will show all active users and display what projects they have been assigned to. All user names, emails and passwords can be edited by the TENANT account holder in this menu.

The 3 different user account types and levels are:

- Top: TENANT
- Mid: ADMIN
- Bottom: USER



STEP 3

Creating a Property

1. Navigate to the ADMINISTRATION section in the left menu and select PROPERTIES.
 - a. This will display the list of properties created and where to create a new property.
2. Next to the title PROPERTIES, there is a plus button (+). Click this to open a new window and create a property.
3. An example of the information to be entered in this window will follow:
 - a. Name: **1234 Main St** (Property address)
 - b. Description: **2 Stories 2000 sq/ft** (House style and square feet)
 - c. Owner: **John Sanders** (Select the User managing the property)
 - d. Latitude / Longitude: **OPTIONAL** (To provide exact property location)

4. Activated Sensors

- a. Audio: Ability to take and add audio files to a room in the property
 - b. Forms: Ability to add custom forms to a room in the property
 - c. GPS: Will record the GPS location of the sensor data
 - d. Images: Ability to take and add pictures to a room in the property
 - e. Notes: Ability to take notes for a room in the property
 - f. Pocket Particle AQI 2.0 BLE: Sensor used to collect data
5. Save the information and selections by clicking "SAVE PROPERTY".



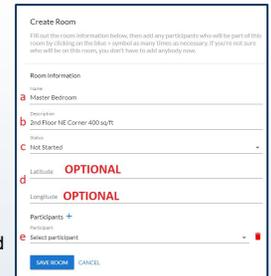
Name	Owner	# of Rooms	Created	Last Updated
1234 Main St	John Sanders	0	Oct 15, 2019 7:22am	Oct 15, 2019 10:39am

6. The property details can be edited or deleted by clicking the  icon at the far right of the property.

STEP 4

Creating a Room

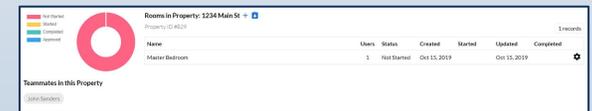
1. From the PROPERTIES Menu under the ADMINISTRATION section, you should see your newly created Property. Select it to add rooms.
2. Next to the title "**Rooms in Property: New Property Name**" there is a plus button (+). Click this to open a new window and create a room. This step should be performed for each individual room you want to survey. You can add additional rooms on the fly from within the Mobile App. See STEP 6 for more details.
 - a. After saving a room, select the plus button (+) to create any additional rooms.
 - b. Each property can have multiple rooms saved to them.
 - c. The room details can be edited or deleted by clicking the  icon at the far right of the room.
3. The following is a sample of the information to enter for a room:
 - a. Name: **Master Bedroom** (Name of room being surveyed)
 - b. Description: **2nd Floor NE Corner 400 sq/ft** (Room details)
 - c. Status: **Not Started** (Select the status of the room)
 - i. **Not Started**: When a room has just been created
 - ii. **Started**: Changes when rooms sensor data collection begins
 - iii. **Completed**: When a rooms sensor data has been collected
 - iv. **Approved**: Data has been reviewed and ready for report
 - d. Latitude / Longitude: **OPTIONAL** (To provide exact property location)



- e. Participants: **John Sanders** (Select User(s) collecting the data)
 - i. Multiple participants can be added to each room. All users on the account will appear in the dropdown list.



4. Save the created room by clicking "SAVE ROOM"



Name	Users	Status	Created	Started	Updated	Completed
Master Bedroom	1	Not Started	Oct 15, 2019		Oct 15, 2019	

5. Continue adding as many rooms as required for the property.



Name	Users	Status	Created	Started	Updated	Completed
Exterior - Outdoors	1	Not Started	Oct 15, 2019		Oct 15, 2019	
Family Room	1	Not Started	Oct 15, 2019		Oct 15, 2019	
Bathroom	1	Not Started	Oct 15, 2019		Oct 15, 2019	
Guest Bedroom	1	Not Started	Oct 15, 2019		Oct 15, 2019	
Garage	1	Not Started	Oct 15, 2019		Oct 15, 2019	
Master Bedroom	1	Not Started	Oct 15, 2019		Oct 15, 2019	

6. **RECOMMENDED**: It is good practice to create a room for the exterior of the property and have an outdoor air quality survey on record.

Please note that it **IS POSSIBLE** to create both Properties and Rooms within the SmartENV Mobile Application.

STEP 5

About the SmartENV Mobile Application

The purpose of the Digital Environment SmartENV Mobile Application is to sync the sensor to the mobile device and collect air quality data for each room and property that had previously been created (Step 1 - 4). The mobile device will display the sensors live readings and automatically upload the data to the Solutions Web application. The data is then stored and managed to be used to generate an Air Quality Inspection report.

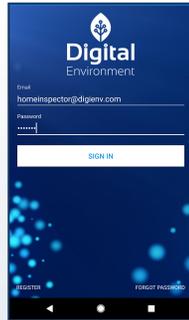
Download SmartENV Mobile App

Digital Environment sensors work with both major mobile device platforms (Android and iOS). Visit your corresponding devices app store and search for **SmartENV**.



Login to SmartENV Mobile App

Logging into the SmartENV mobile application requires a subscription to Digital Environment Solutions Web app. Using the same login credentials for the Web App, entering them will login to the SmartENV mobile app.



In order to utilize all of the features Digital Environment has to offer it is important to allow the SmartENV mobile app permissions on the mobile device. Once completed you are then directed to the login screen.

STEP 6

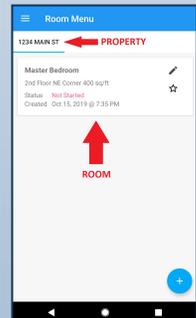
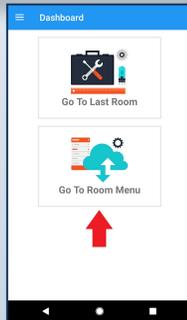
First Time using the Mobile App

When opening the mobile app the dashboard will be the displayed home screen.

The icon will open the menu to select the properties and/or rooms that were created.

From the dashboard page you will have the ability to select the property you created in the Web App and select the rooms to run the sensor and collect air quality data.

If you do not see your property on the Rooms Menu, be sure your User was added as a participant to at least one Room in the Property.



Selecting a Property and Room

To select a property use either the main menu and select "Property Menu" or from the dashboard select "Go To Room Menu" on the screen.

Selecting the Go to Room Menu will open a property and display the rooms. To change the property use the sliding menu bar in white at the top.

Once the correct property is open a list of all the added rooms will be displayed. Select the room to begin taking sensor data for and move on to the next step.

Adding a Room in the Mobile App

Selecting the in the room selection page will allow you to add another room to the specific property from the mobile device.

STEP 7

Powering ON the Sensor

- Press and hold the black power button at the back of the sensor until the status LED turns from green to blue, then release.
- While the status LED is blue the sensor is booting up, calibrating and takes roughly 10 seconds to complete.
- Once the status LED is green, this means the sensor is now currently reading the air quality around it. In most cases from powering on the status LED will be green "Good Air Quality."

Connecting the Sensor to the Mobile Device

Ensure you have selected the correct room and Bluetooth is enabled on your mobile device. Then complete the following steps:

- Select the sensor registered to your account (if more than 1 is available)
- Click the Bluetooth logo to open a list of available Bluetooth devices
- Select your Pocket Particle sensor (BLE PM25XX:XX:XX)
- Hit the ON switch on the mobile app to start recording air quality data. The sensor will warm-up for 1-2 seconds.



STEP 8

Collecting Data with the Sensor

You should now see a room page similar to this. Select the sensor ON switch to start capturing data. You will see the parameter values change in real time.

To take an accurate test of the entire room the user should slowly walk around the entire room and take readings for roughly 3 minutes. The data is being stored to the room and can be reviewed by logging into the Solutions Web Application.

Once the data has been collected, select the OFF switch. If you are going to survey another room, be sure to change rooms in the Mobile App before continuing.



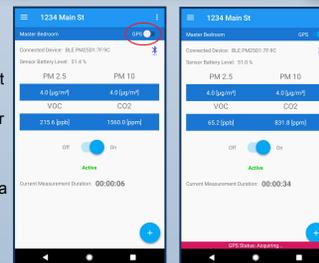
STEP 9

GPS Location

While running the sensor data collection, a feature of recording the GPS location of the data collection points is available. Just select the GPS switch to ON and the GPS location of the mobile device will then be recorded for each data point collected by the sensor.

GPS Status: Acquiring = Finding GPS signal
GPS Status: Connected = Sending GPS data

Note: Obtaining a GPS signal indoors is difficult, the GPS feature is generally used for outdoor air quality surveying.



STEP 10

Adding Non-Sensor Data

While a room is still selected, located at the bottom right of the screen is the icon. This icon will allow you to add more data to the currently selected room. Non-sensor data can be added while recording sensor data at the same time.

- Images** - taken from the mobile device
- Audio Files** - taken from the mobile device
- Custom Forms** - created in the Solutions Web Application (More information found online)
- Notes** - written on the mobile device

The additional data will then be included in the generated report for the specific room (excluding audio files).



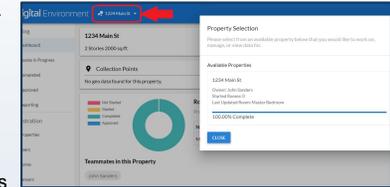
STEP 11

Reviewing the Data

With the sensor data collected for each room in a property it is now time to review the data. Log back into the Solutions Web Application

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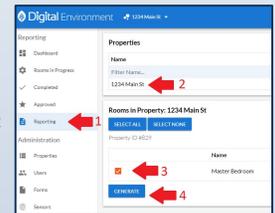
and select the property using the quick property selection header at the top left of the screen. The dashboard will now show the data collected for each room within the property. Mark the status of all rooms COMPLETED or APPROVED



Generate the Report

The final step will be to generate the Air Quality report for the property and rooms that have been completed.

- Navigate to the REPORTING section in the left menu and select REPORTING
 - This will display the list of properties
- Select the intended property
- Select all Rooms to be included in the report
- Click "GENERATE"
- A PDF format of the report is generated. Save this file to your computer.
- Review the report.



FINISHED!

Disclosure Statement:

Digital Environment will not be held responsible for any inaccurate or challenged air quality survey results obtained by the Pocket Particle AQI 2.0 Sensor.

Digital Environment LLC
Atlanta, GA
USA

For more Information
info@digienv.com
www.digienv.com

Complete detailed version of the Quick Start Guide is available online at www.digienv.com/industries/homeins



Please direct all questions and concerns to:
support@digienv.com

