Locus new client onboarding checklist

Overview 🔗

Information and prerequisites required for Locus setup

Checklist: 🔗

1. **USE CASE:**

   Please describe the problem you plan to address with Locus. What is your use case?

2. **USER EMAILS**

   Please provide a list of user emails who will have access to the Locus. Choose one person who will get an Administrator role. The Administrator will be able to add and manage users in your account.

3. **NETWORK SERVER**

   Do you have a TEKTELIC Kona Core Network Server account?
   Please let us know if you are going to use other Network Server.

4. **LoRaWAN GATEWAYS**

   Do you have gateways installed and connected to the Network Server?

5. **TRACKING DEVICES**

   Please provide the list of tracking devices:

   a. It should include DevEUI for each device. (example: 647FDA000001F136).

   b. If DevEUI is not available, please provide T-code, Serial Number, and Revision for each device.(example: T-code "T0007127". Revision "A1". Serial Number "2020A0101")

   c. Are those devices already connected to your Network Server?

6. **SITES, BUILDINGS, FLOOR PLANS**

   Locus locations hierarchy includes 3 levels: Sites, Buildings and Floor Plans.

   a. Please provide a list of **Sites** that you plan to use.

      Site typically includes area with one or more buildings inside. e.g. university campus.
      i. Name of the site (It can be a town name or Location name) e.g. Madrid Site
      ii. Site address (e.g., "C. del Bonetillo, 10, Centro, 28013 Madrid")

   b. Please provide **Buildings** details:
      i. Name of the building (e.g., "Building 2").
      ii. Building address (e.g., "C. del Bonetillo, 10, Centro, 28013 Madrid")

   c. Please provide a **Floor Plan** details or every floor you have:
      (required only for indoor tracking)

      i. Image file of the floor plan: supported formats: .jpg, .jpeg, .png; max size: 2MB.

ii. Specify some distance on the floor plan in meters (Example: this corridor is 20m long).
   This is required by Locus to calculate the correct floor plan scale.
   Engineering plans are preferred (as more accurate).

iii. Floor plan name (e.g., "South-West Wing").

7. **BEACONS (required only for indoor tracking)**
   Please provide a list of beacons.
   Beacons can be produced by TEKTELIC or 3rd party:

   a. **For TEKTELIC Beacons**:
      i. Please provide DevEUI for each beacon (example: 647FDA000001F136)

      ii. If DevEUI is not available, please provide T-code, Serial Number, and Revision for each beacon. (example: T-code "T0007127".
         Revision "A1". Serial Number "2020A0101")

   b. **For 3rd Party Beacons**:
      i. Please provide MAC Address for each beacon (e.g., "AC:23:3F:01:82:02")

8. **ASSETS**

   An asset can be an item, object, or person that you want to track, such as equipment, inventory, or personnel. In Locus, assets are paired with tracking Devices to monitor their location.

   a. If you want us to help with the Assets setup, please fill in the CSV template.

```
1  Asset Name;Asset Type;Home Site;Device EUI;Tags;Description
2  My asset;My asset type (optional);My site;647FDA00000XXXXX (optional);My tags (optional);My description
   (optional)
```

9. **EVENT RULES/GEOFENCES**

   Do you need to be notified in case of specific conditions?
   For example, when asset leaves or enters specific zone like room or building.