

# REXNORD IIoT PORTAL USER MANUAL — Administrator Guide

## How to Use this Manual

This manual details how to manage users and groups through the [Rexnord IIoT Portal](#).

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## 1. LOG IN AND REGISTRATION

Begin by visiting:

<https://gear.iiotsmart.rexnord.com>

If you already have an Administrator account, log in and skip to [Step 1.2](#).

If you do not, continue to [Step 1.1](#).

### 1.1 HOW TO REGISTER

Use the “Click here” link which will take you to the registration form ([See Fig. 1a](#)).

- 1.1.1 Enter the required information and click the “Create Account” button.

**NOTE: Use your company name for the Enterprise Name field, a Rexnord admin will approve after it is submitted ([See Fig. 1b](#)).**

**IMPORTANT: The “Request Administration Access” button MUST be checked or your account will not have administrator privileges ([See Fig. 1b](#)).**

- 1.1.2 You will receive multiple verification/confirmation emails after the form is submitted.

**IMPORTANT: The first email is an Email Verification Request that contains a link to verify your email address. This link MUST be clicked within 30 minutes of receiving the email.**

The second email will be a confirmation that your email address is verified.

The third email will be a confirmation that your account is approved and you may now log in.

- 1.1.3 If you do not receive the verification or confirmation emails or encounter other problems, please contact [smart.support@rexnord.com](mailto:smart.support@rexnord.com) for assistance.

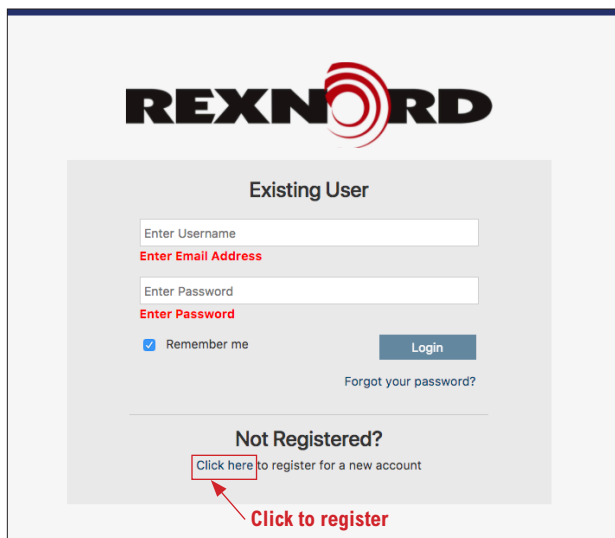
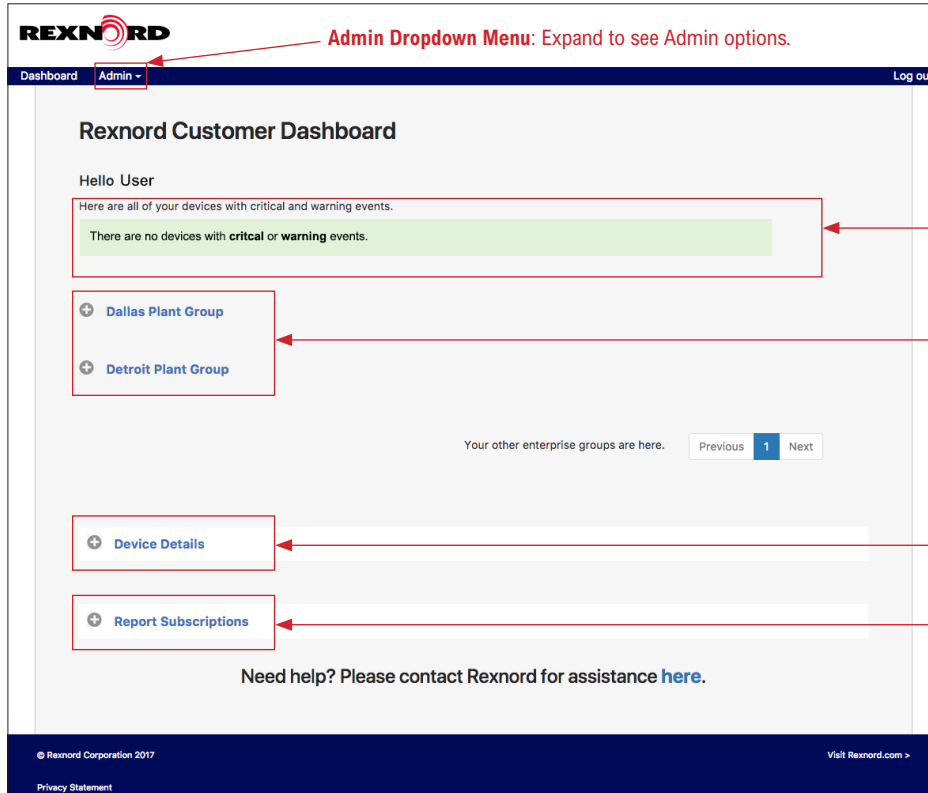


Fig. 1a — Log-in Page

Fig. 1b — Registration Form

## 1.2 CUSTOMER DASHBOARD

Once logged in, you will see the **Rexnord Customer Dashboard** page (Fig. 2a and 2b). This page displays your Device Status, Device Details and your Enterprise Group details. You can easily manage your device Report Subscriptions from this page as well.



Admin Dropdown Menu: Expand to see Admin options.

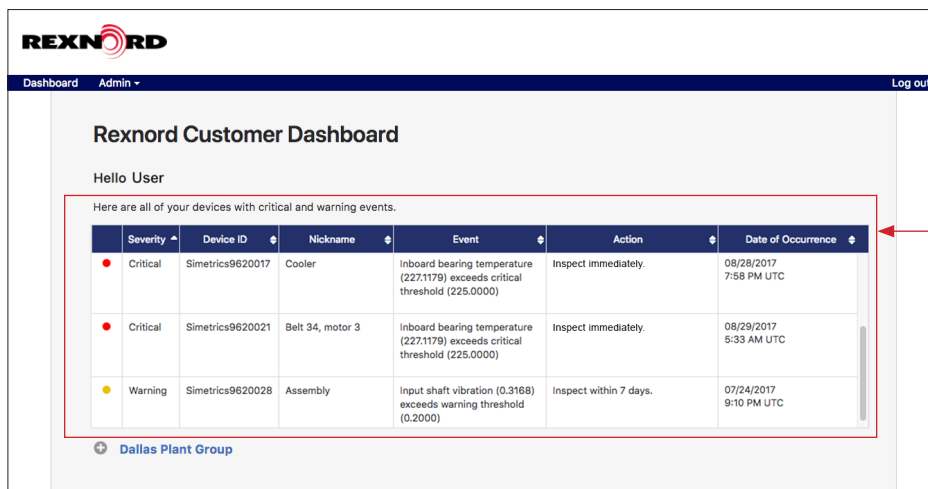
**Device Status:** Displays any critical and warning events for devices. In this case, there are no events.

**Enterprise Groups:** Expand to see devices in each group.

**Device Details:** Expand to reveal list, then click on a device from the list to view all of the data for that device.

**Report Subscriptions:** Have reports sent to you weekly on any or all device data.

Fig. 2a — Example: Rexnord Customer Dashboard – with no critical or warning events



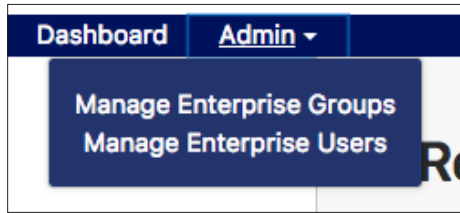
**Device Status:** Displays any critical and warning events for devices. In this case, there are several critical events that should be addressed immediately.

Fig. 2b — Example: Rexnord Customer Dashboard – showing critical and warning events

## 2. MANAGEMENT OF ENTERPRISE USERS

### 2.1 MANAGE ENTERPRISE USERS

**Enterprise User** — Registered users of the Rexnord IIoT Portal that are assigned to Enterprise Groups by an administrator to monitor Devices.

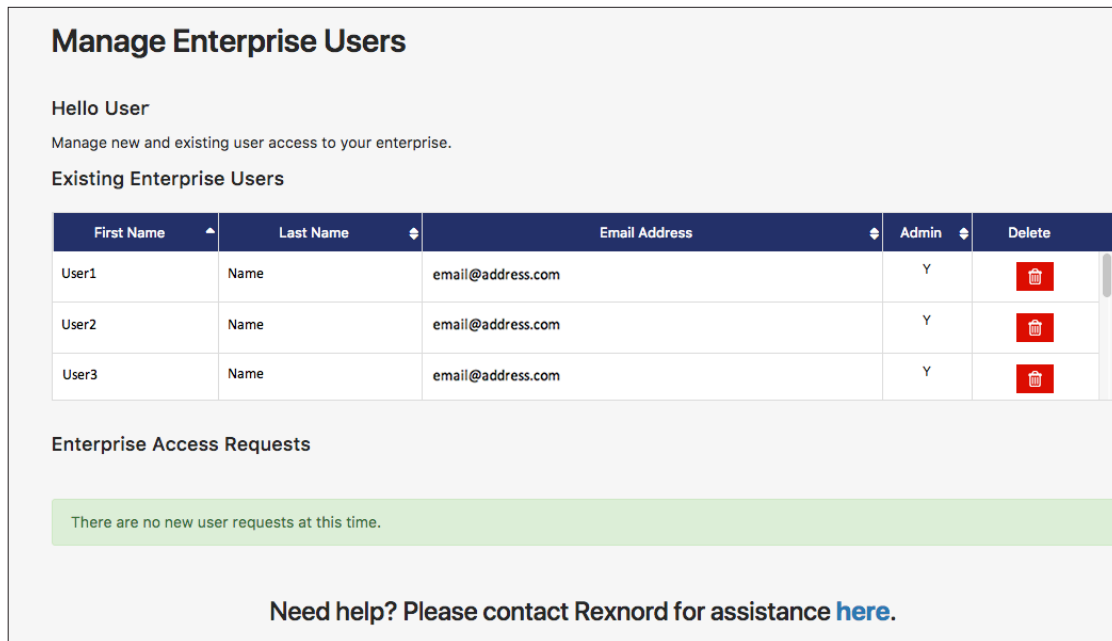


**Fig. 3 — Admin Dropdown Menu**

To manage Enterprise Users, click the Admin dropdown menu in the upper left corner (see Fig. 3) and click “Manage Enterprise Users”.

**2.1.1** You will be taken to the **Manage Enterprise Users** page where you can manage user access to your enterprise (see Fig. 4).

**NOTE: Users must register for access on their own.**



**Fig. 4 — Manage Enterprise Users**

**2.1.2** All existing registered users will be shown with their email address and whether or not they have Admin access.

**2.1.3** Users can be deleted by clicking the red **Delete** icon.

**2.1.4** New user access requests will be shown below the users table and may be accepted or denied.

### 3. MANAGEMENT OF ENTERPRISE GROUPS

**Enterprise Group** — A collection of registered users and devices assigned to a location that is utilizing the Rexnord IIoT system. An administrator will create the group and assign all users and devices.

**Device** — IIoT-enabled Rexnord product.

To add Enterprise Groups, click the Admin dropdown menu in the upper left corner (see Fig. 3) and click “Manage Enterprise Groups”.

**3.1.1** You will be taken to the **Manage Enterprise Groups** page where you can add new groups or delete existing groups (see Fig. 5).

**3.1.2** To add a new group, enter a name in the field “Enter Group Name”, and click the **Add New Group** button.

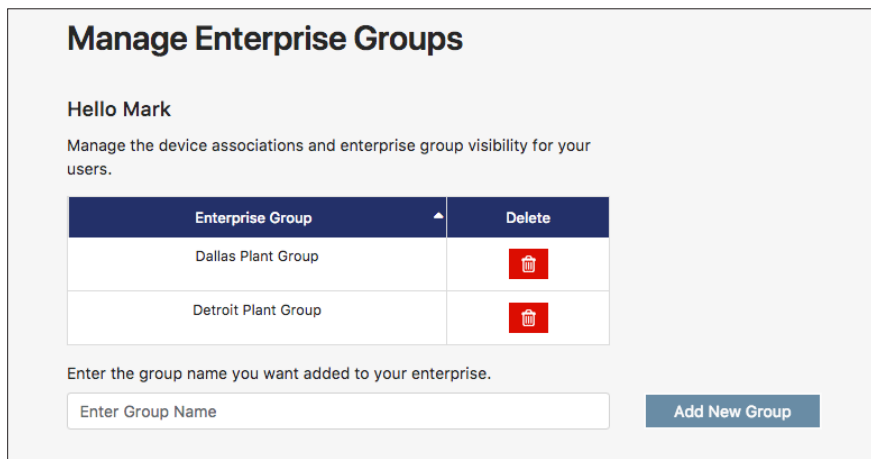


Fig. 5 — Manage Enterprise Groups

**3.1.3** Groups can be deleted by clicking the red **Delete** icon.

#### 3.1 ENTERPRISE GROUP ASSOCIATIONS

To edit an Enterprise Group, click the group name in the list. This will open the **Enterprise Group Associations** menu (see Fig. 6).

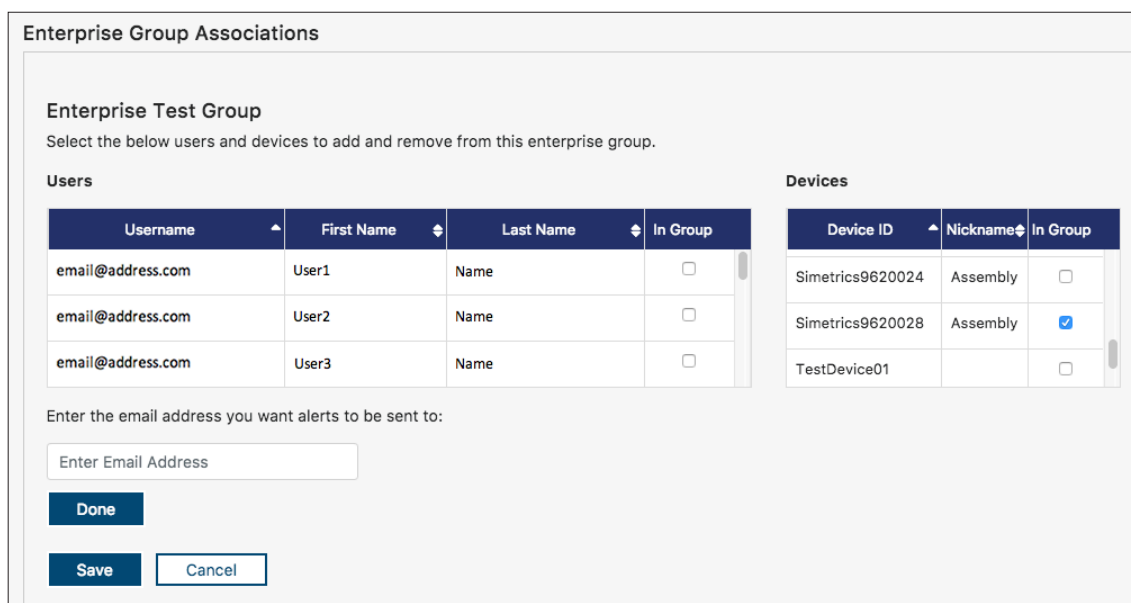


Fig. 6 — Enterprise Group Associations

- 3.1.1 To add a User to a Group, find them in the list and check the box under **In Group**.
- 3.1.2 To add a Device, find the device in the list and check the box under **In Group**.
- 3.1.3 Enter an Email Address in the field you would like all alerts to be sent to, then click the **Done** button.

**NOTE: The only alerts that will be received are for critical events = RED events.**

- 3.1.4 Click the **Save** button to save all changes to the Enterprise Group.

### 3.2 RETURN TO DASHBOARD

To return to the main dashboard screen, click the **Dashboard** link in the upper left corner ([see Fig. 7](#))



Fig. 7

## 4. TROUBLESHOOTING

The bottom of each page has a link to contact Rexnord for assistance. Clicking it will open the contact for assistance box ([See Fig. 8](#)). Select your subject from the dropdown menu, enter text in the field and click **Send** to submit your request.

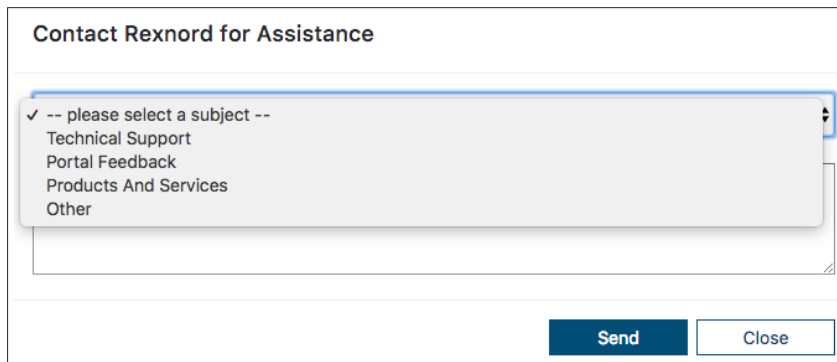


Fig. 8 — Contact Rexnord for Assistance