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How to Assign, Un-assign and Reassign a SmartBadge



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Assigning and Managing SmartBadges

To assign a SmartBadge through the web app, ensure you have access to the SmartBadge Management Beta Page. If you do not have access, please contact help@vitalacy.com. Keep the SmartBadge on hand for easy reference in the web app. When searching for the SmartBadge, include colons with the MAC address.

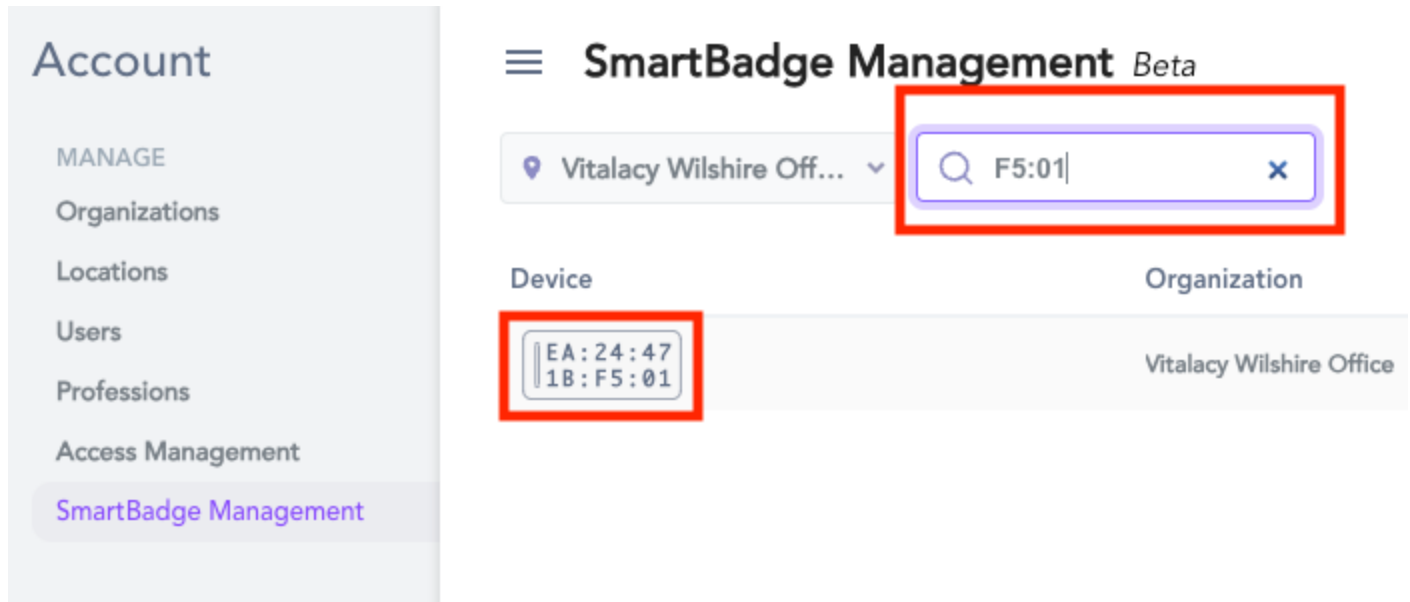
Assigning a SmartBadge:

1. Navigate to the 'SmartBadge Management' page under Accounts in the web app menu.

Device	Organization
E5:03:B4 71:63:30	Vitalacy Wilshire Office
FC:24:40 92:9F:EF	Vitalacy Wilshire Office
EE:8D:56 1F:BB:6C	Vitalacy Wilshire Office

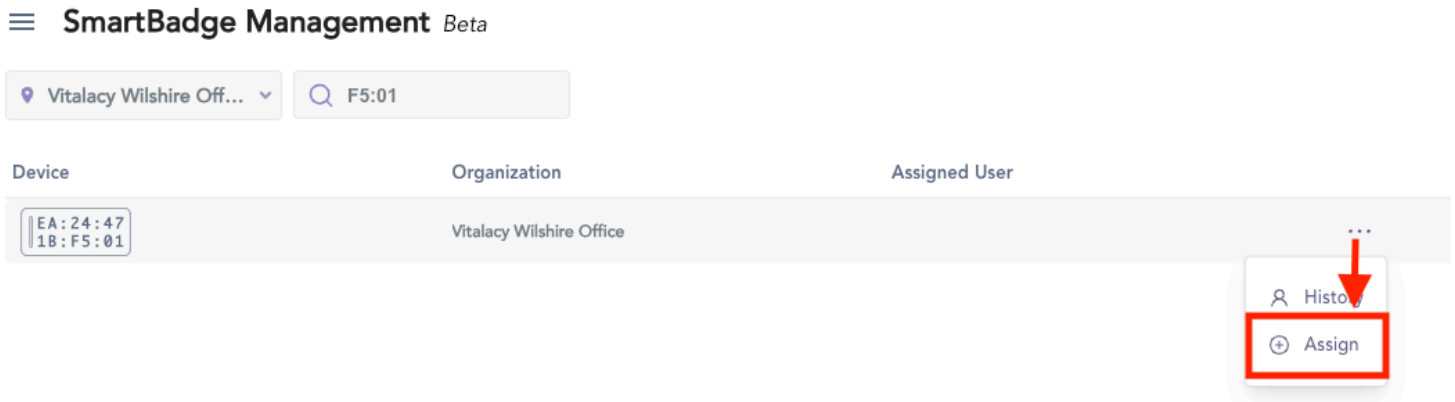


2. Use the search box to find the SmartBadge, by entering the MAC Address located on the back of the SmartBadge.



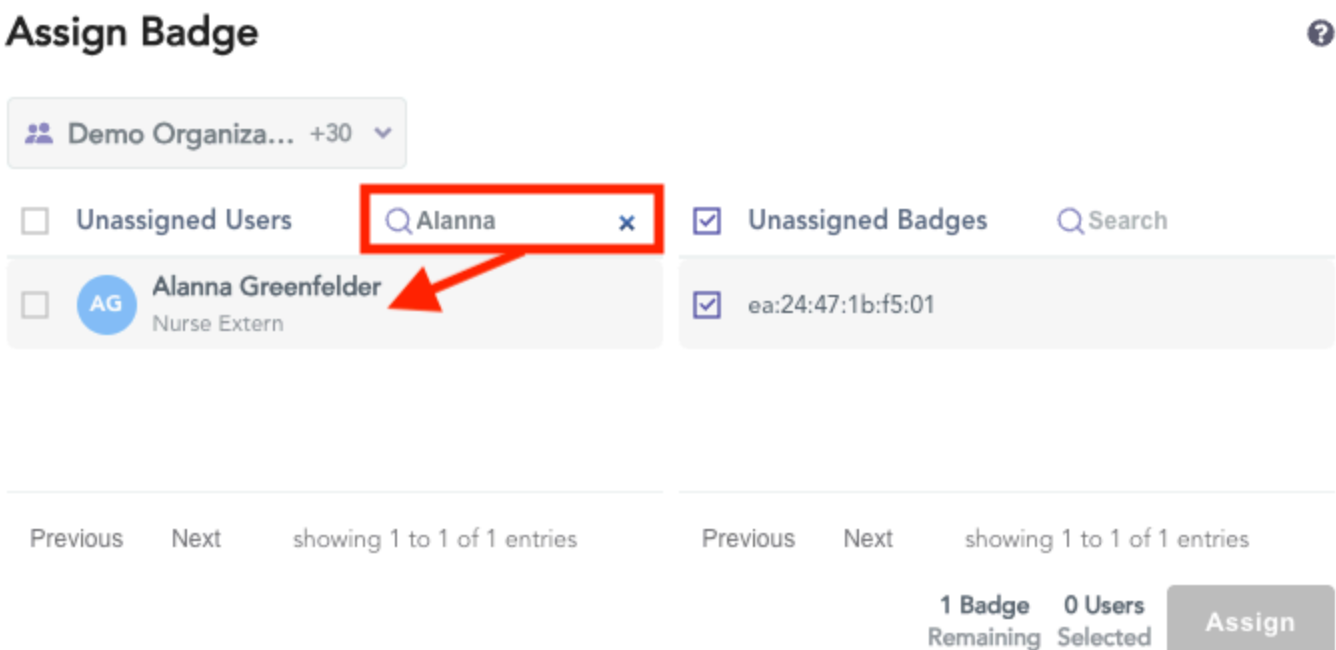
The screenshot shows the 'SmartBadge Management' interface. On the left is a navigation menu with 'SmartBadge Management' selected. The main area has a search bar containing 'F5:01' and a dropdown menu set to 'Vitalacy Wilshire Off...'. Below the search bar is a table with columns 'Device' and 'Organization'. A single row is visible with the MAC address 'EA:24:47 1B:F5:01' in the Device column and 'Vitalacy Wilshire Office' in the Organization column. Red boxes highlight the search bar and the MAC address.

3. Once located, click on the three dots on the right side of the screen and select 'Assign.'



This screenshot shows the same 'SmartBadge Management' interface. The table row for the MAC address 'EA:24:47 1B:F5:01' is selected. A dropdown menu is open on the right side of the row, showing options 'History' and 'Assign'. The 'Assign' option is highlighted with a red box. A red arrow points to the 'Assign' option.

4. In the 'Assign Badge' window, search for the user to assign the badge to.



The screenshot shows the 'Assign Badge' window. At the top, there is a dropdown menu for 'Demo Organiza...' with '+30' users. Below this are two search bars: 'Unassigned Users' with 'Alanna' entered and 'Unassigned Badges' with 'Search' entered. Below the search bars are two lists of results. The first list shows one user: 'Alanna Greenfelder' (Nurse Extern) with a checkbox. The second list shows one badge: 'ea:24:47:1b:f5:01' with a checked checkbox. At the bottom, there are navigation links 'Previous' and 'Next', and a summary: '1 Badge Remaining 0 Users Selected' with an 'Assign' button. Red boxes highlight the search bar for users and the user name 'Alanna Greenfelder'. A red arrow points to the user name.

5. Once selected, click 'Assign' button on the bottom right of the window to complete the assignment.

Assign Badge



Demo Organiza... +30

Unassigned Users	Unassigned Badges
<input checked="" type="checkbox"/> Alanna	<input checked="" type="checkbox"/> Search
<input checked="" type="checkbox"/> Alanna Greenfelder Nurse Extern	<input checked="" type="checkbox"/> ea:24:47:1b:f5:01

Previous Next showing 1 to 1 of 1 entries

0 Badges Remaining 1 User Selected **Assign**

Pro Tip: Ensure the assigned user is added to the system before assigning the badge.

Un-assigning a SmartBadge:

1. Go to the 'SmartBadge Management' page under Accounts in the web app menu (see step 1 above for reference).
2. Use the search box to find the SmartBadge using the MAC Address located on the back of the SmartBadge.

SmartBadge Management Beta

Vitalacy Wilshire Off...

Device	Organization	Assigned User
<input type="text" value="EA:24:47
1B:F5:01"/>	Demo Organization Demo Sleep Lab	Alanna Greenfelder Nurse Extern

3. Click on the three dots on the right side of the screen and select 'Unassign.'

SmartBadge Management Beta

Vitalacy Wilshire Off...

Device	Organization	Assigned User
<input type="text" value="EA:24:47
1B:F5:01"/>	Demo Organization Demo Sleep Lab	Alanna Greenfelder Nurse Extern

Histor... **Unassign**

4. The badge will be un-assigned.

SmartBadge Management Beta

Vitalacy Wilshire Off... F5:01

Device	Organization	Assigned User	
EA: 24:47 1B: F5:01	Vitalacy Wilshire Office		...

Pro Tip: Alternatively, un-assign a SmartBadge by deactivating the assigned user first in the 'Users' page.

Users

Demo Organiza... +30 Profession Search Status + Role + Add + Import

Name	Username	Employee ID	Organization	Profession	Role	Permissions Template	Status	Email	Device	Created	Actions
OJ Orlando Joh...	Aidan.Schroe...	y3rgEyla04	Demo Organization Demo Sleep Lab	Nurse Extern	End User	Individual User	Activated	Herman...	N/A	01/02/24	...
MK Mireya Kono...	Heloise_Baile...	HoJT7Qzkva	Demo Organization Demo Sleep Lab	Nurse Extern	End User	Individual User	Activated	Frederic_...	N/A		Compliance
DS Demetris Sch...	Enid.Wolff94	V8XVp0oZXC	Demo Organization Demo Sleep Lab	Nurse Extern	End User	Individual User	Activated	Pete_Mc...	N/A		Staff Roundin...
AG Alanna Gree...	Devan64	CRgqvQMdbN	Demo Organization Demo Sleep Lab	Nurse Extern	End User	Individual User	Activated	Penelope...	N/A		History
LM Leatha McGl...	Mortimer.Pro...	enVDNEg2kE	Demo Organization Demo Sleep Lab	Nurse Extern	End User	Individual User	Activated	Edwardo...	N/A		Edit
AF Ardith Friesen	Immanuel.Ba...	BjAbh6chj	Demo Organization Demo Sleep Lab	Nurse Extern	End User	Individual User	Activated	Raina.We...	N/A		Deactivate

Re-assigning a SmartBadge:

To re-assign a SmartBadge, follow the same instructions for assigning a SmartBadge after it has been un-assigned.

Pro Tip: Ensure you add your new assigned user first in the system, followed by deactivating users in the 'Users' page.

Contact Support

For continued help and support, please contact us at help@vitalacy.com 😊

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