

WOW! INFO

User guide for the WOW! Security Gateway Portal

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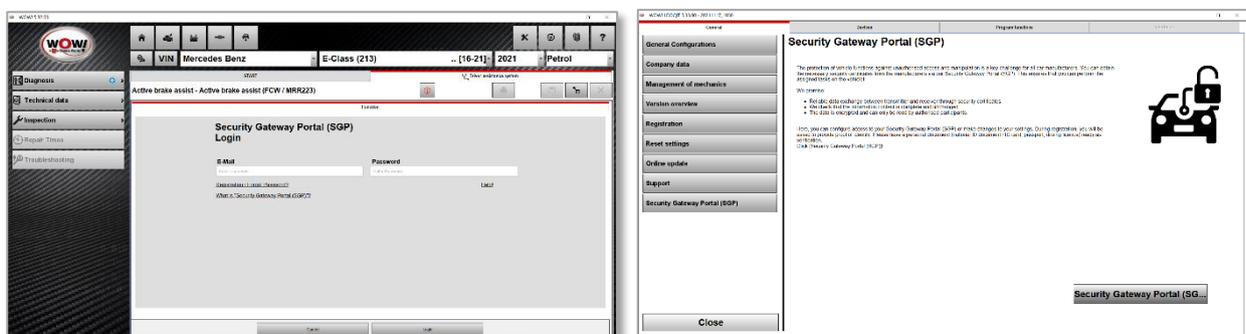
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ACCESSIBILITY

The WOW! Security Gateway Portal is accessible from the WOW! Diagnosis Software. You need to have a WOW! Diagnosis device (Snooper+ or (recommended) a LOOQER). You also need a valid license for the diagnosis software.

Open “Settings/General/Security Gateway Portal (SGP)” and use the available link. During diagnosis with a Security Gateway protected vehicle a connection screen appears and present also a link to the SGP.

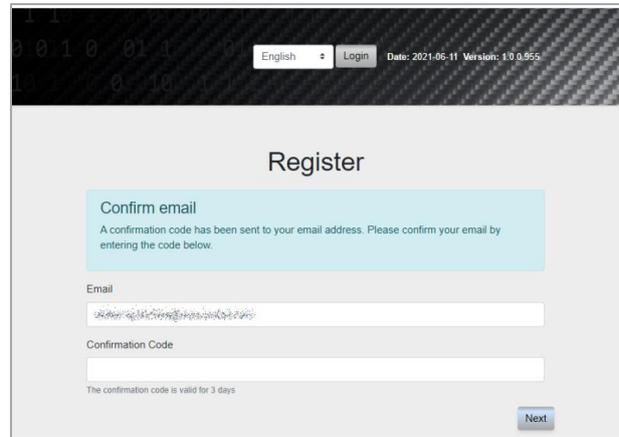
We recommend the registration before you have the first contact to SGW protected vehicles.



LOGIN

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An email will be sent to you, you need to fetch the confirmation code from that email and paste it into the correct field. The code is valid for 3 days.



The screenshot shows a web page titled "Register". At the top, there is a navigation bar with "English", "Login", "Date: 2021-06-11", and "Version: 1.0.0.955". The main content area is titled "Register" and contains a light blue box with the text "Confirm email" and "A confirmation code has been sent to your email address. Please confirm your email by entering the code below." Below this, there are two input fields: "Email" and "Confirmation Code". A small note below the Confirmation Code field states "The confirmation code is valid for 3 days". A "Next" button is located at the bottom right of the form.

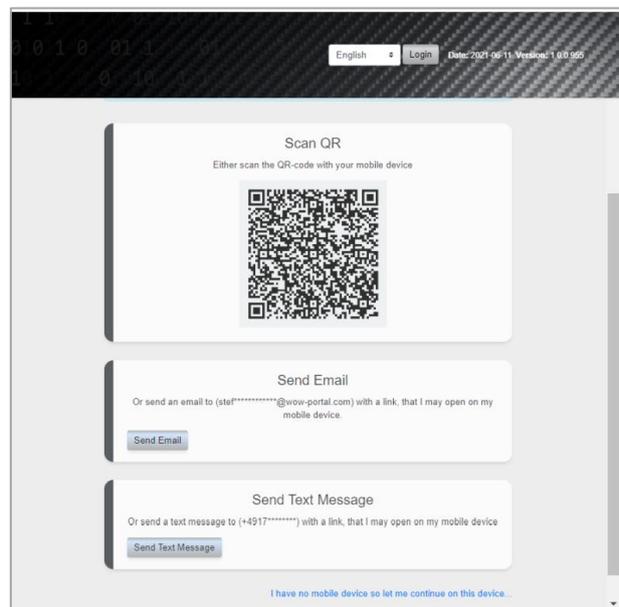
AUTHENTICATION METHOD

When it is time for identification, you have 4 options to choose from:

- Scan the QR code to identify yourself
- Send an email with a link to identification
- Send an SMS with a link to identification
- Continue identification on your computer

We recommend using your phone for authentication, as the camera quality generally is much better and hopefully will make your experience much smoother.

In this case, we use the QR code. Once scanned, the page will change while waiting for you to finish the identification.



The screenshot shows a web page titled "Scan QR". At the top, there is a navigation bar with "English", "Login", "Date: 2021-06-11", and "Version: 1.0.0.955". The main content area is titled "Scan QR" and contains the text "Either scan the QR-code with your mobile device". Below this, there is a large QR code. Underneath the QR code, there are two sections: "Send Email" and "Send Text Message". The "Send Email" section contains the text "Or send an email to (sta*****@wow-portal.com) with a link, that I may open on my mobile device." and a "Send Email" button. The "Send Text Message" section contains the text "Or send a text message to (+4917*****) with a link, that I may open on my mobile device." and a "Send Text Message" button. At the bottom of the page, there is a link that says "I have no mobile device so let me continue on this device."

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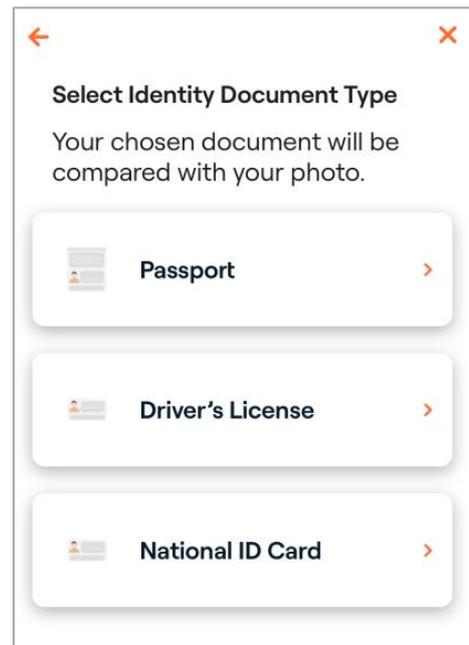
REGISTER ON PHONE

This is the phone process in short. You will be greeted by a welcoming text and a link to the authentication service.

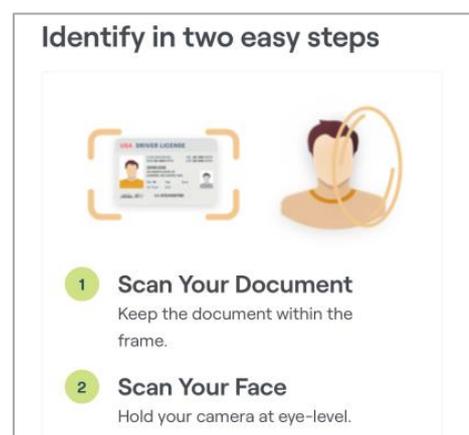
Start your authentication by pressing the button.



There are multiple ways to identify. Choose whichever works best for you.

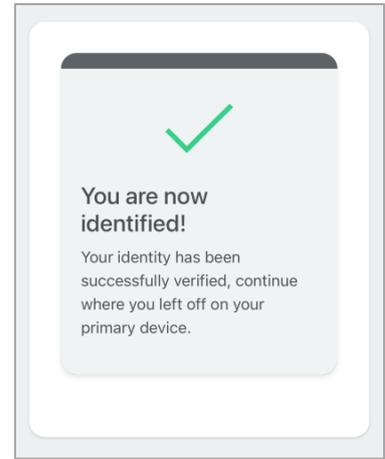


Scan your preferred document and confirm that all details are correct. You also need to scan your face after this step to confirm. And follow the steps shown in the screen.



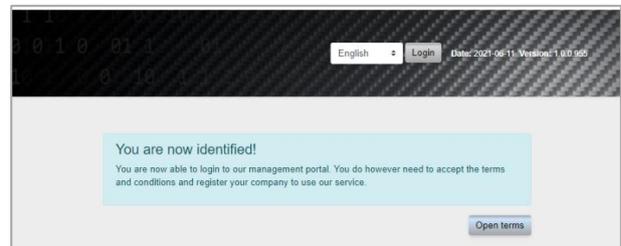
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Once done you will get a confirmation like this.

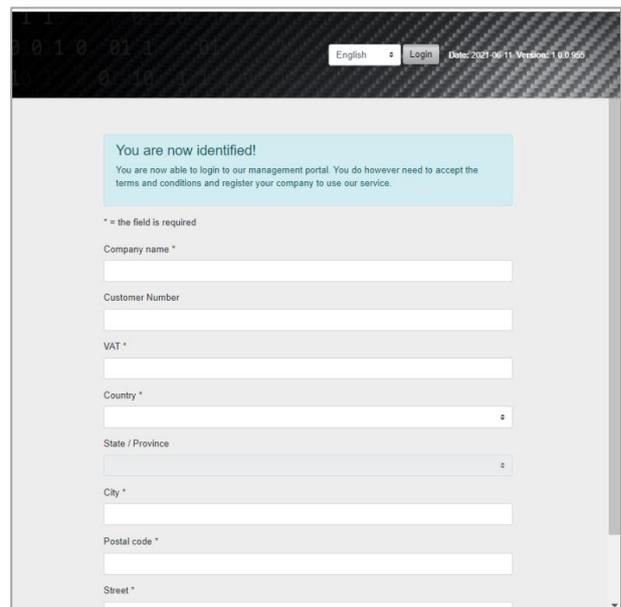


CONTINUE REGISTRATION ON THE COMPUTER

When you are done your page on the computer will update and you'll have to accept the terms. Scroll to the bottom to accept.

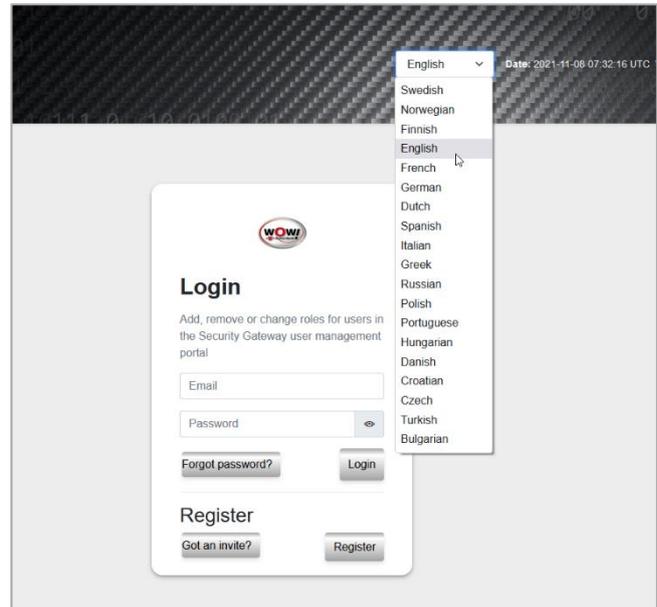


The final step of the registration is to add your **company**.



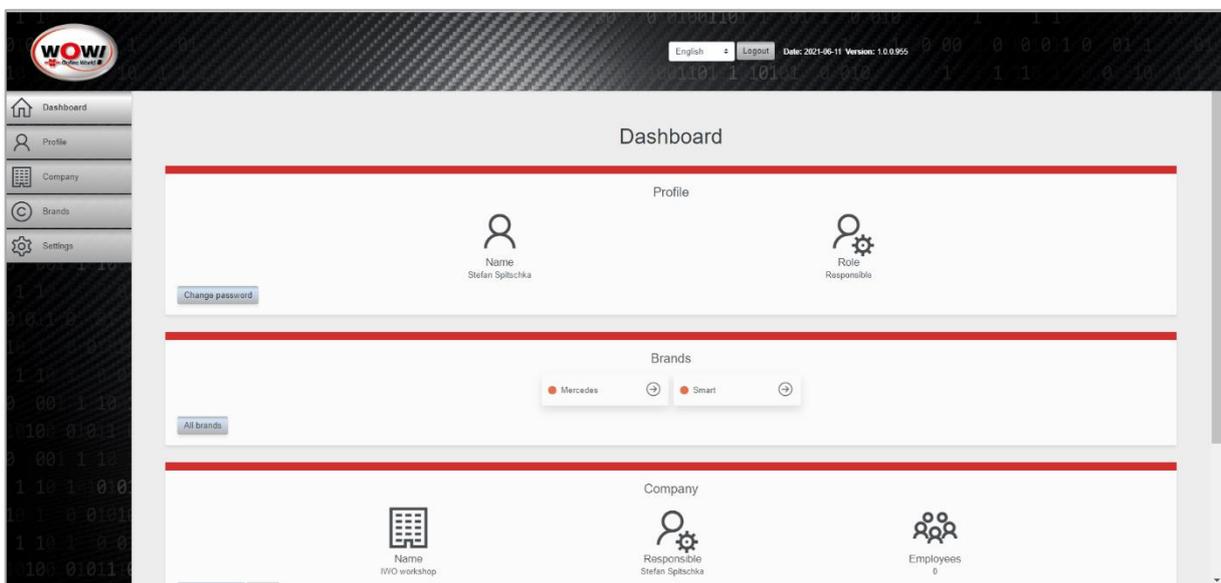
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Once your company is created, you will be redirected to the login page where you can login.



DASHBOARD

Once logged in, you have several options depending on access levels. There are three main roles:



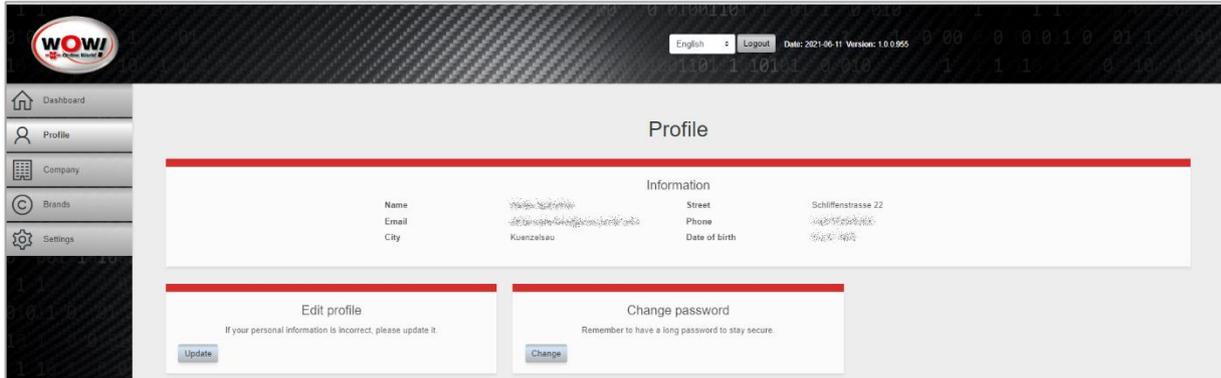
- **Responsible** – only one person with responsibility for the whole company. Have all permissions. Assigned to the one who created the account from the beginning. It is possible to change to another person (who needs to accept). Requires authentication.
- **Administrator**– a user with more permissions than a normal employee. Can for example edit company data, and invite users. Need to be invited from the responsible user. Does not require authentication.
- **Employee** – the standard role once you get invited. Does not require authentication.

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The view in this guide is from the responsible user's perspective.

PROFILE

You can access your profile on the menu bar on the left.

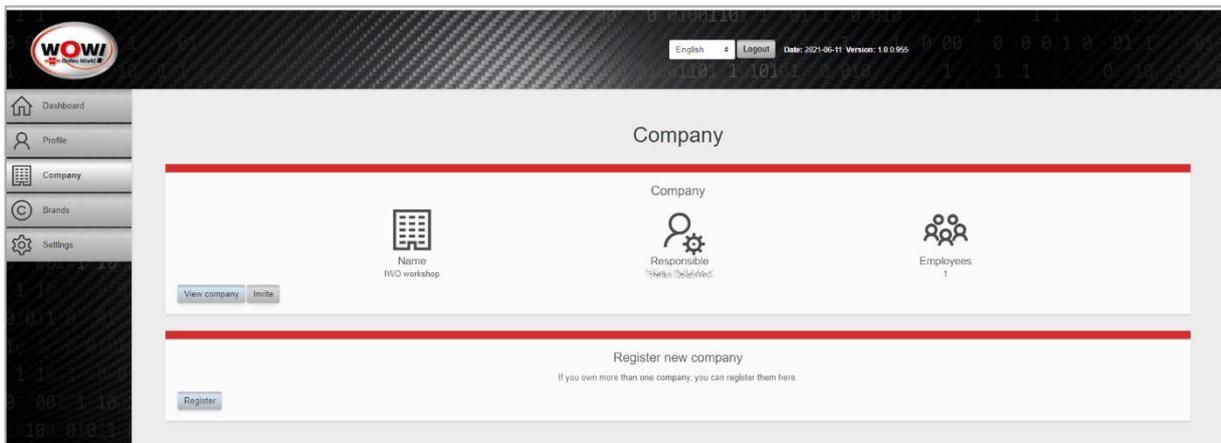


Here you can change basic information, like your password or profile details.

COMPANY

Access the companies' page on the left side bar. The main page shows two cards

- Overview of your company/companies
- Register a new company



Register a new company

Adding a new company is as easy as adding your first one. You only need to provide all the details.

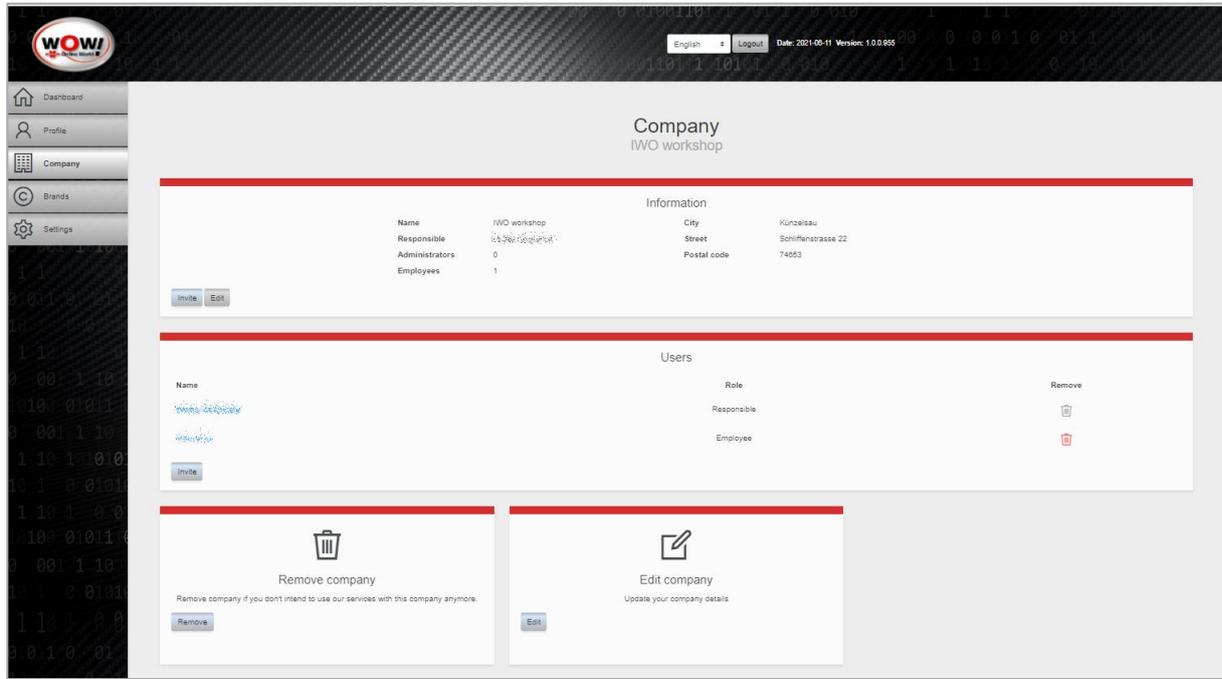
Companies overview

Once you have two or more companies, the overview will change a bit in order to give you an overview of all your companies. You can click on the name to go to the company page and see the number of employees. You can also have a shortcut to invite more employees.

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Manage Company

By pressing the name of a company, you'll access the company page.



The screenshot shows the 'Company' management page for 'IWO workshop'. The page is divided into several sections:

- Information:** A table showing company details.

Name		City	
IWO workshop	Künzelsau		
Responsible		Street	
	Schiffanstrasse 22		
Administrators		Postal code	
0	74553		
Employees			
1			
- Users:** A table listing users associated with the company.

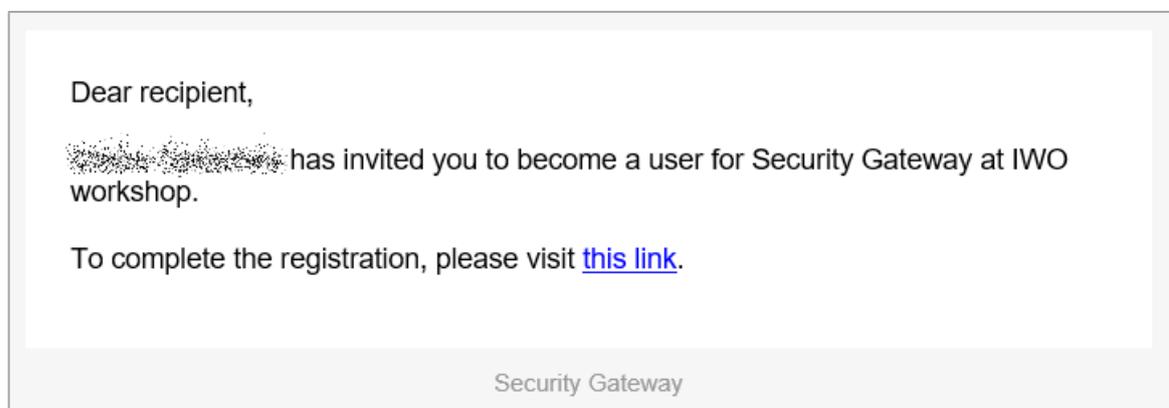
Name	Role	Remove
Wolfgang	Responsible	
Wolfgang	Employee	
- Actions:** Two buttons at the bottom: 'Remove company' (with a trash icon) and 'Edit company' (with a pencil icon).

These are the actions that a responsible user can do:

- Invite new employees
- Edit your company details
- Go to a specific employee
- Remove employee
- Register VCI (diagnostic device)
- Remove company

Invite employee

You can invite as many employees as you want. Just add their emails by pressing the “Add” button.



The screenshot shows an invitation email with the following content:

Dear recipient,

[\[redacted\]](#) has invited you to become a user for Security Gateway at IWO workshop.

To complete the registration, please visit [this link](#).

Security Gateway

Once you are done, press “Send Invitations”.



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The ones invited will get an email with a link. They need to follow the basic registration process. However, **they do not need to authenticate themselves** unless they are meant to become the new responsible user.

Edit company

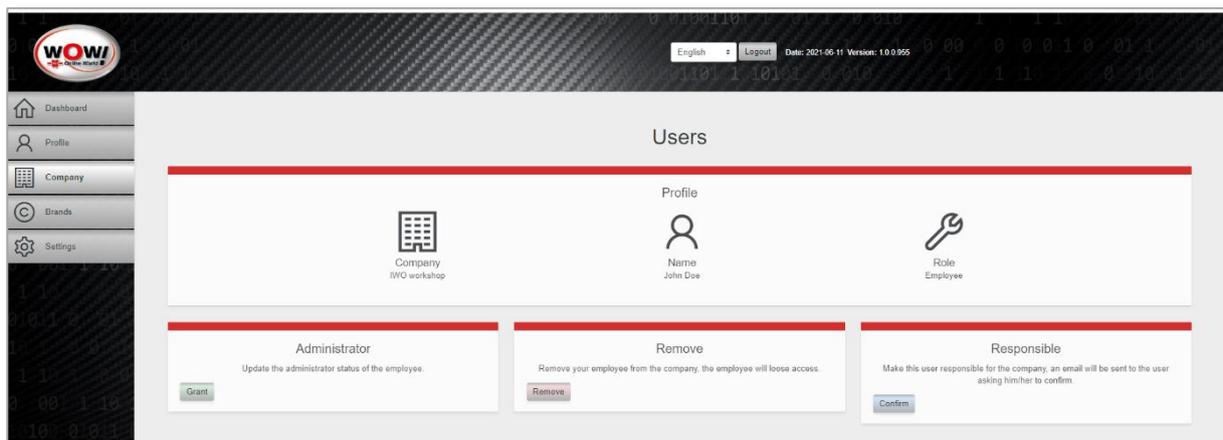
You can adjust your company information by pressing 'Company'. Do not forget to save your adjustments.

Employee

It is possible to go to an employee page by pressing the employee name. Here is what you can do in the employee page:

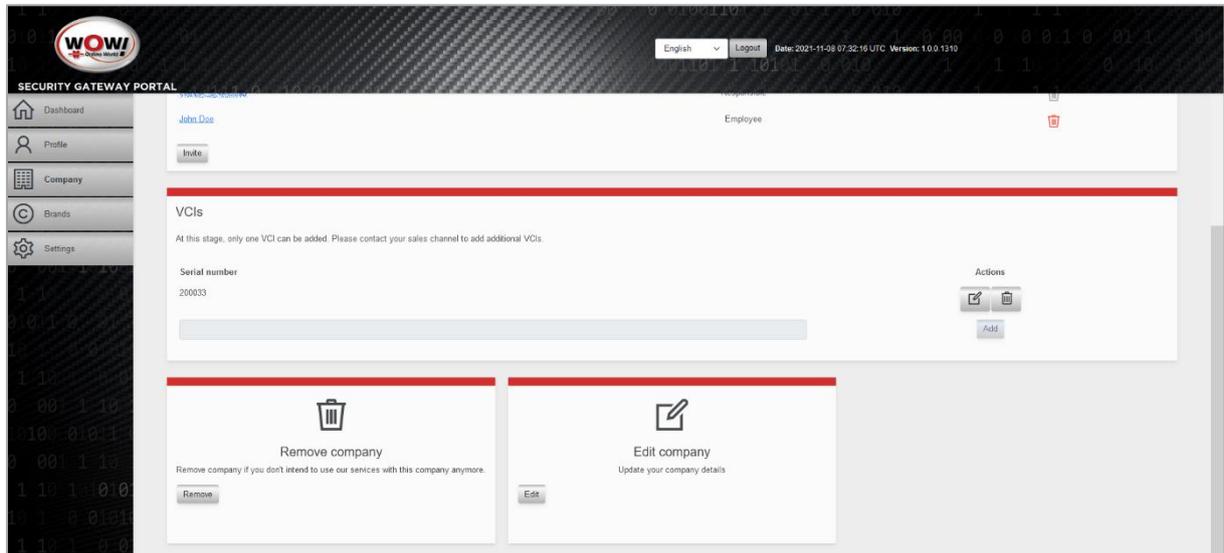
- Changing from employee to administrator and vice versa
- Removing the employee
- Making the employee a responsible user for the company

If you want to make another employee responsible, that user will get an email with instructions. The person need to accept becoming the responsible user, as well as authenticate her/himself if that has not been made yet.



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Register VCI (diagnostic device)

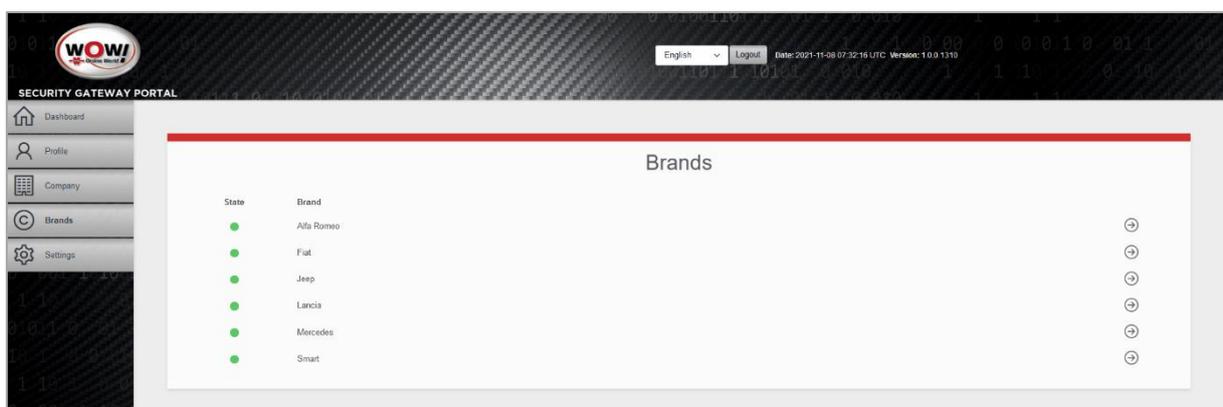


One diagnostic device can be registered for use in the Security Gateway Portal for each company. Please enter the respective serial number (sticker on the back of your diagnostic device) in the field for [Serial Number] and press [Add].

The use of additional diagnostic devices is subject to a charge. Please contact your sales partner.

BRANDS

To handle the different brands, select the button on the left side. Here we will present all available SGW brands. You can “Enable” each brand as you like to use.



Please attend: Each brand you selected here you have to login during the diagnosis with your “SGP” username and password.

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SETTINGS

By pressing “Settings” on the left side menu, you can access some of the most important settings of your account.

- Changing password
- Remove account (only for users with access level ‘responsible’)
- Update email
- Change language

