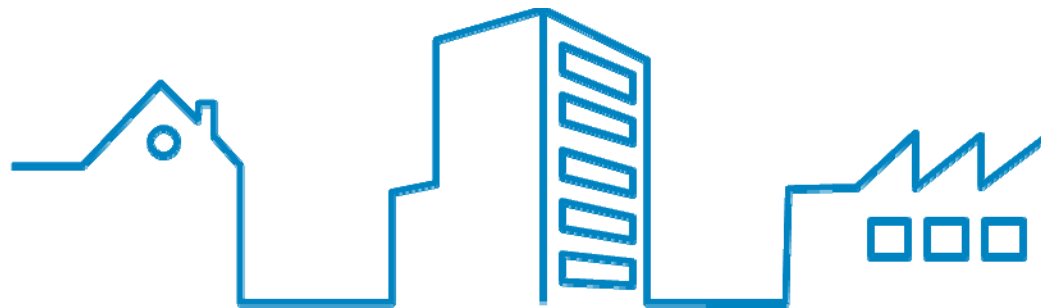


The logo features the words "DAIKIN" and "CLOUD SERVICE" in a bold, blue, sans-serif font. "DAIKIN" is on the top line, and "CLOUD SERVICE" is on the bottom line. The text is centered within a large, blue-outlined cloud shape.

User and site management



**User reference guide**

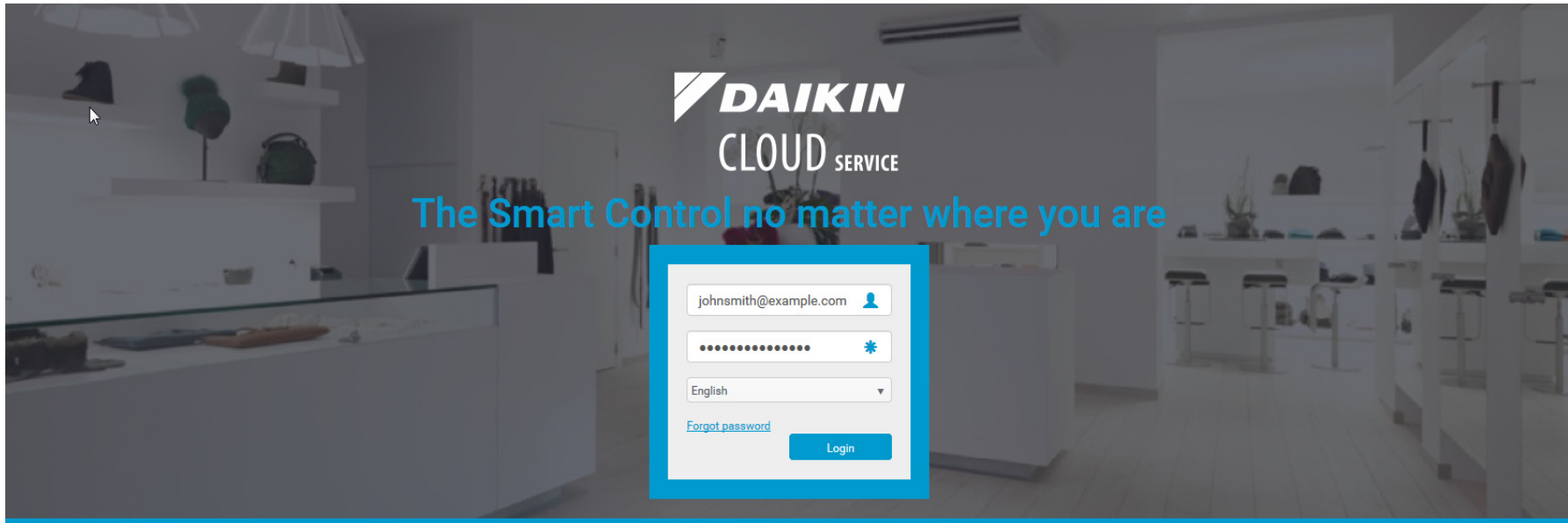
4P533864-1A 2018.08

1. User Administration: Create User
2. User Administration: Edit User
3. Building Administration: Create Site
4. Building Administration: Activate Package
5. Building Administration: Add Users to a Site
6. Building Administration: Disassociate Users from a Site
7. Building Administration: Delete a controller
8. Building Administration: Delete a site

# 01. User Administration:

Create User

# Daikin Cloud Service



## Remote and intuitive control

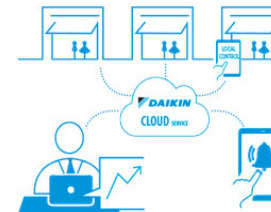
- Control and monitor your premises whenever you want, wherever you are
- Intuitive interface to control and set schedules easily saving on running costs and ensuring comfort
- Central control of all devices eliminates any risk of simultaneous heating and cooling in situations where a separate heating device is installed

## Multi site management

- Key account/technical managers have the convenience of a single, centralised controller for controlling and monitoring all their premises
- Installers/facility managers can check any errors remotely without having to worry about going to the premises

## Energy management

- Detect sources of energy waste and reduce energy use
- Benchmark different sites to find heavy energy users and optimise their operation



- Log on to the Daikin Cloud Service website:  
<https://cloud.daikineurope.com>

# User Administration: Create User

The screenshot shows the DAIKIN Cloud Service interface. On the left is a navigation menu with the following items: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, **USER ADMINISTRATION** (highlighted with a hand icon), BUILDING ADMINISTRATION, and REMOTE DIAGNOSTICS. The top right corner shows the user profile for JOHN SMITH, DAIKIN ADMINISTRATOR. The main content area is titled "User administration > USERS" and contains a table of users. The table has columns for Full name, Email, Role, Affiliate, Installer company, End user company, Edit, and Delete. Below the table is a pagination control showing "1 - 15 of 56 items" and a "New" button. At the bottom left of the interface, there are links for COOKIES, TERMS OF USE, OPERATION MANUAL, INFORMATION, and CONTACT, along with a copyright notice for DAIKIN Europe N.V.

Full name	Email	Role	Affiliate	Installer company	End user company	Edit	Delete
							x
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith (test@daikin.com)	john.smith@test@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					

- Go to “USER ADMINISTRATION”

# User Administration: Create User

The screenshot shows the DAIKIN Cloud Service User Administration interface. The top right corner displays the user profile for JOHN SMITH, DAIKIN ADMINISTRATOR. The main content area is titled 'User administration > USERS' and contains a table of users. The table has columns for Full name, Email, Role, Affiliate, Installer company, End user company, Edit, and Delete. A 'New' button is located at the bottom right of the table, with a hand icon pointing to it.

Full name	Email	Role	Affiliate	Installer company	End user company	Edit	Delete
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith (John Smith)	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					
John Smith	john.smith@daikin.com	DAIKIN ADMINISTRATOR					

1 - 15 of 56 items < 1 2 3 4 >

[New](#)

- Create new user: click “New”

# User Administration: Create User

The screenshot shows the 'Create User' form in the DAIKIN Cloud Service interface. The top right corner displays the user profile for JOHN SMITH, a DAIKIN ADMINISTRATOR. The left sidebar contains navigation options: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION, BUILDING ADMINISTRATION, and REMOTE DIAGNOSTICS. The main content area shows the breadcrumb 'User administration > Users > NEW' and the form fields: Name\* (First name and last name), Email\* (Email), Password\* (Password), Password Verification\* (Password Verification), and Select role\* (Daikin administrator). At the bottom of the form are 'Cancel' and 'Add user' buttons. The footer of the sidebar includes links for COOKIES, TERMS OF USE, OPERATION MANUAL, INFORMATION, and CONTACT, along with the copyright notice 'Copyright © Daikin Europe N.V.'.

- Fill out User information

# User Administration: Create User

The screenshot shows the 'Create User' form in the DAIKIN Cloud Service user administration interface. The form includes the following fields:

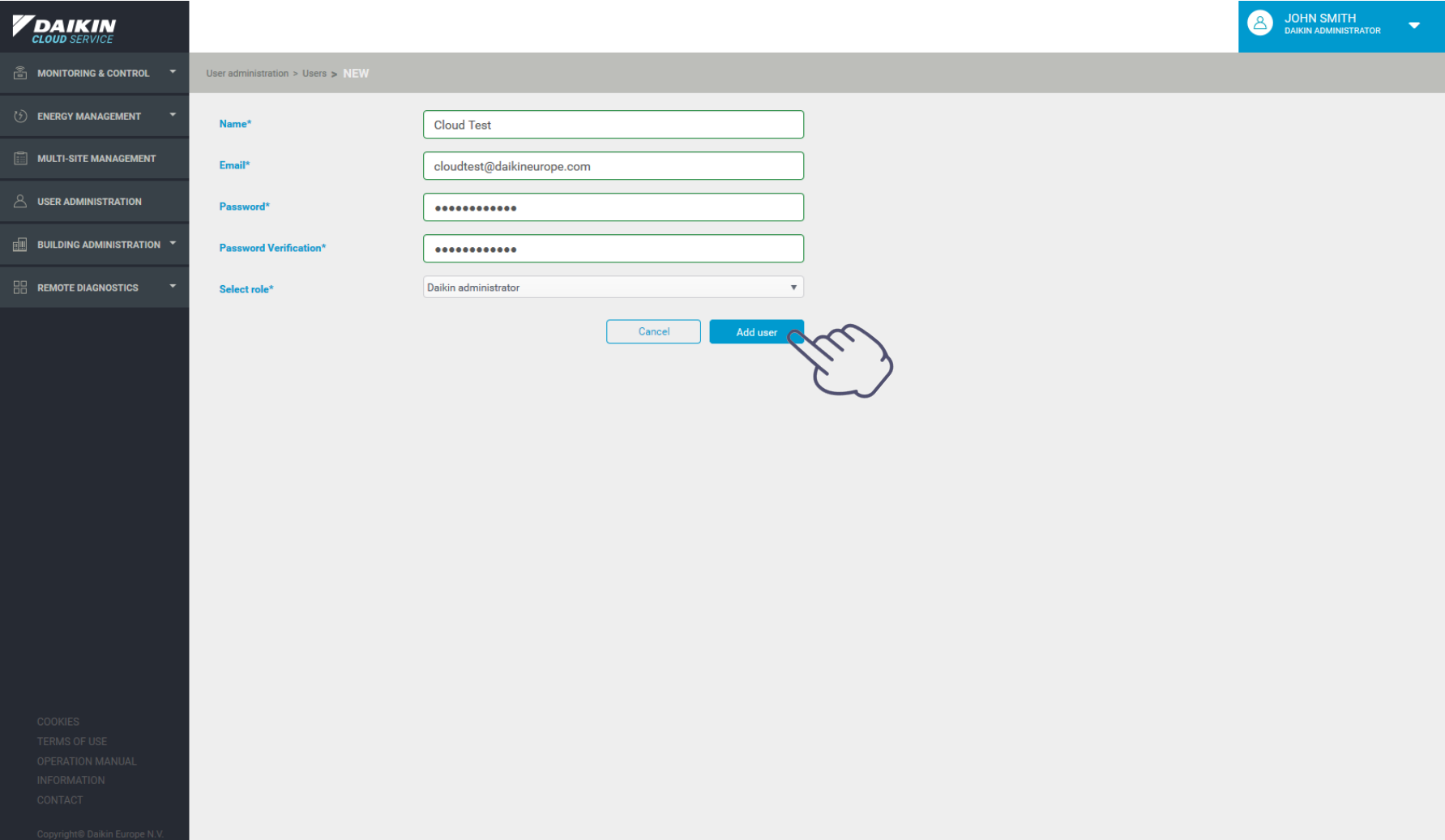
- Name\***: Cloud Test
- Email\***: cloudtest@daikineurope.com
- Password\***: [Redacted]
- Password Verification\***: [Redacted]
- Select role\***: A dropdown menu with the following options: Daikin administrator, Daikin affiliate, Installer, Administrator, and Operator. A hand icon points to the 'Daikin administrator' option.

A callout box with an exclamation mark icon contains the text: "Only equal or lower levels are available based on the user role of the creator."

- Select User Role.



# User Administration: Create User



- Click “Add User”



# 02. User Administration:

## Edit User

# User Administration: Edit User

The screenshot shows the DAIKIN Cloud Service User Administration interface. The left sidebar contains navigation options: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION (highlighted), BUILDING ADMINISTRATION, and REMOTE DIAGNOSTICS. The top right shows the user profile: JOHN SMITH, DAIKIN ADMINISTRATOR. The main content area displays a table of users with columns for Full name, Email, Role, Affiliate, Installer company, and End user company. Each row includes an Edit icon (pencil) and a Delete icon (X). A hand cursor is pointing to the Edit icon for the user 'Cloud Test'. A callout box with an exclamation mark icon contains the text: 'Users can only see other users related to them, see [Create User](#).' Below the table is a pagination control showing '1 - 15 of 57 items' and a 'New' button.

Full name	Email	Role	Affiliate	Installer company	End user company	Edit	Delete
admin@daikin.com	admin@daikin.com	Administrator	Affiliate A	Installer Company A	End user Company A		
admin@daikin.com	admin@daikin.com	Admin	Affiliate A	Installer Company A	End user Company A		
admin@daikin.com	admin@daikin.com	Admin	Affiliate A				
admin@daikin.com	admin@daikin.com	Admin	Affiliate A				
admin@daikin.com	admin@daikin.com	Admin	Affiliate A				
admin@daikin.com	admin@daikin.com	Admin	Affiliate A	Installer Company A	End user Company A		
admin@daikin.com	admin@daikin.com	Admin	Affiliate A				
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					
Cloud Test	cloudtest@daikineurope.com	Daikin administrator					

- Click on “Edit Symbol” to edit user info



# User Administration: Edit User

The screenshot displays the 'Edit User' interface in the DAIKIN Cloud Service. The breadcrumb trail is 'User administration > Users > EDIT'. The form contains the following fields:

- Name\***: A text input field containing 'Cloud Test Edit'.
- Select role\***: A dropdown menu with 'Daikin administrator' selected.

Below the form are two buttons: 'Cancel' and 'Save'. A hand icon is pointing to the 'Save' button, indicating the next step in the process. The left sidebar lists various system management functions, and the top right corner shows the current user's profile: 'JOHN SMITH, DAIKIN ADMINISTRATOR'.

- Edit User info if required and click “Save”

# User Administration: User Role Overview

User administration allows the creation of 5 user role types. Most user role types are allowed to create new users of the same or lower level.

User creation according to hierarchy:

- **Daikin Administrator:** Daikin Administrator, Daikin Affiliate, Installer, Admin and Operator
- **Daikin Affiliate:** Daikin Affiliate, Installer, Admin and Operator.
- **Installer:** Installer, Admin and Operator.
- **Admin:** Admin and Operator.
- **Operator:** Not allowed to create users.

# User Administration: User Creation Steps

CREATOR	ROLE CREATED			
<b>Daikin Affiliate</b>	Daikin Affiliate	Installer	Admin	Operator
	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> </ul>	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> <li>• Select installer company</li> </ul>	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> <li>• Select installer company</li> <li>• Select end customer company</li> </ul>	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> <li>• Select installer company</li> <li>• Select end customer company</li> </ul>

CREATOR	ROLE CREATED		
<b>Installer</b>	Installer	Admin	Operator
	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> <li>• Inherits installer company from creator</li> </ul>	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> <li>• Inherits installer company from creator</li> <li>• Select end customer company</li> </ul>	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> <li>• Inherits installer company from creator</li> <li>• Select end customer company</li> </ul>

# User Administration: User Creation Steps

CREATOR	ROLE CREATED	
<p style="text-align: center;"><b>Admin</b></p>	Admin	Operator
	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> <li>• Inherits installer company from creator</li> <li>• Inherits end customer company from creator</li> </ul>	<ul style="list-style-type: none"> <li>• Full Name</li> <li>• E-mail address</li> <li>• Password</li> <li>• Re-enter Password</li> <li>• Select Role</li> <li>• Inherits Affiliate from creator</li> <li>• Inherits installer company from creator</li> <li>• Inherits end customer company from creator</li> </ul>



# 03. Building Administration:

## Create Site

# Building Administration: Create Site

**DAIKIN CLOUD SERVICE**

MONITORING & CONTROL | ENERGY MANAGEMENT | MULTI-SITE MANAGEMENT | USER ADMINISTRATION | BUILDING ADMINISTRATION | **SITE LIST** | ZONES | OUTDOOR UNITS | ELECTRIC METER CONFIGURATION | REMOTE DIAGNOSTICS

Building administration > SITE LIST

JOHN SMITH  
DAIKIN ADMINISTRATOR

Technical | Payment

Site name	Address	Region	Packages	Affiliate	Edit	Delete
Site 1	Address 1	Region 1	Pkg 1	Affiliate 1	Associate to site	
Site 2	Address 2	Region 2	Pkg 2	Affiliate 2	Associate to site	
Site 3	Address 3	Region 3	Pkg 3	Affiliate 3	Associate to site	
Site 4	Address 4	Region 4	Pkg 4	Affiliate 4	Associate to site	
Site 5	Address 5	Region 5	Pkg 5	Affiliate 5	Associate to site	
Site 6	Address 6	Region 6	Pkg 6	Affiliate 6	Associate to site	
Site 7	Address 7	Region 7	Pkg 7	Affiliate 7	Associate to site	
Site 8	Address 8	Region 8	Pkg 8	Affiliate 8	Associate to site	
Site 9	Address 9	Region 9	Pkg 9	Affiliate 9	Associate to site	
Site 10	Address 10	Region 10	Pkg 10	Affiliate 10	Associate to site	
Site 11	Address 11	Region 11	Pkg 11	Affiliate 11	Associate to site	
Site 12	Address 12	Region 12	Pkg 12	Affiliate 12	Associate to site	
Site 13	Address 13	Region 13	Pkg 13	Affiliate 13	Associate to site	
Site 14	Address 14	Region 14	Pkg 14	Affiliate 14	Associate to site	
Site 15	Address 15	Region 15	Pkg 15	Affiliate 15	Associate to site	

Download table as an Excel file | 1 - 15 of 15 items | Create site

COOKIES | TERMS OF USE | OPERATION MANUAL | INFORMATION | CONTACT | Copyright © Daikin Europe N.V.

- Go to “BUILDING ADMINISTRATION”
- 18 • Select “SITE LIST”

# Building Administration: Create Site

The screenshot shows the DAIKIN Cloud Service interface for Building Administration. The left sidebar contains navigation options: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION, BUILDING ADMINISTRATION (selected), SITE LIST (highlighted), ZONES, OUTDOOR UNITS, ELECTRIC METER CONFIGURATION, and REMOTE DIAGNOSTICS. The top right shows the user 'JOHN SMITH, DAIKIN ADMINISTRATOR'. The main content area is titled 'Building administration > SITE LIST' and features a 'Technical' / 'Payment' toggle. Below this is a table with columns: Site name, Address, Region, Packages, Affiliate, Edit, Delete, and a menu icon. The table lists 15 sites, each with an 'Associate to site' button. A 'Create site' button is located at the bottom right of the table area, with a hand icon pointing to it. A callout box with an exclamation mark icon contains the text: 'Create site: Only visible for installer level and higher'. At the bottom left, there are links for COOKIES, TERMS OF USE, OPERATION MANUAL, INFORMATION, and CONTACT. The footer includes 'Copyright © Daikin Europe N.V.' and the page number '19'.

- Click “Create Site”

# Building Administration: Create Site

**DAIKIN**  
CLOUD SERVICE

MONITORING & CONTROL  
ENERGY MANAGEMENT  
MULTI-SITE MANAGEMENT  
USER ADMINISTRATION  
BUILDING ADMINISTRATION  
REMOTE DIAGNOSTICS

Building administration > Site list > CREATE SITE

JOHN SMITH  
DAIKIN ADMINISTRATOR

**Site info**

Setup Type: intelligent Tablet Controller

Site name: New Test Site ✓

Street: Teststraat 1 ✓

Postal Code: 9000 ✓

City: Gent ✓

State:

Country: Belgium

Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Contact person: John Smith ✓

Telephone number:

Covered area (m2): 100  
Area covered by the Daikin system. Used in energy benchmarks charts.

Region: Europe ✓  
Geographic region tag. Used for filtering throughout the website.

Affiliate: Affiliate Dummy

**Package A**

Status	Trial
Expiration date	-
Contact person	
Telephone number	
Email	
Purchase order	

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

**Setup Type:** The ITM (Intelligent Touch Manager) and the LC8 controller are also supported.

**Region:** this is used in Site list to filter sites per region. Region is also used for filtering in the Alarm history screen. The name convention is to be decided by (typically) affiliates.

Cancel Add site

- Fill out Site information

# Building Administration: Create Site

**DAIKIN**  
CLOUD SERVICE

MONITORING & CONTROL  
ENERGY MANAGEMENT  
MULTI-SITE MANAGEMENT  
USER ADMINISTRATION  
BUILDING ADMINISTRATION  
REMOTE DIAGNOSTICS

Building administration > Site list > CREATE SITE

JOHN SMITH  
DAIKIN ADMINISTRATOR

### Site info

Setup Type: intelligent Tablet Controller

Site name: New Test Site ✓

Street: Teststraat 1 ✓

Postal Code: 9000 ✓

City: Gent ✓

State:

Country: Belgium

Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Contact person: John Smith ✓

Telephone number:

Covered area (m2): 100  
Area covered by the Daikin system. Used in energy benchmarks charts.

Region: Europe ✓  
Geographic region tag. Used for filtering throughout the website.

Affiliate: Affiliate Dummy

### Package info

Package: Package A (selected)

Package A

Status: Trial

Expiration date: -

Contact person:

Telephone number:

Email:

Purchase order:

Cancel Add site

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

- Choose a package from drop down list

# Building Administration: Create Site

**DAIKIN**  
CLOUD SERVICE

MONITORING & CONTROL  
ENERGY MANAGEMENT  
MULTI-SITE MANAGEMENT  
USER ADMINISTRATION  
BUILDING ADMINISTRATION  
REMOTE DIAGNOSTICS

Building administration > Site list > CREATE SITE

JOHN SMITH  
DAIKIN ADMINISTRATOR

### Site info

Setup Type: intelligent Tablet Controller

Site name: New Test Site ✓

Street: Teststraat 1 ✓

Postal Code: 9000 ✓

City: Gent ✓

State:

Country: Belgium

Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Contact person: John Smith ✓

Telephone number:

Covered area (m2): 100  
Area covered by the Daikin system. Used in energy benchmarks charts.

Region: Europe ✓  
Geographic region tag. Used for filtering throughout the website.

Affiliate: Affiliate Dummy

### Package info

Package: Package A

**Package A**

Status	Trial
Expiration date	-
Contact person	John Smith ✓
Telephone number	0488000000 ✓
Email	johnsmith@example.com ✓
Purchase order	PO12345678 ✓

Cancel Add site

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

- Selected Package A: Fill out contact information

# Building Administration: Create Site

**DAIKIN**  
CLOUD SERVICE

MONITORING & CONTROL  
ENERGY MANAGEMENT  
MULTI-SITE MANAGEMENT  
USER ADMINISTRATION  
BUILDING ADMINISTRATION  
REMOTE DIAGNOSTICS

Building administration > Site list > CREATE SITE

JOHN SMITH  
DAIKIN ADMINISTRATOR

### Site info

Setup Type: intelligent Tablet Controller

Site name: New Test Site ✓

Street: Teststraat 1 ✓

Postal Code: 9000 ✓

City: Gent ✓

State:

Country: Belgium

Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Region: Europe ✓  
Geographic region tag. Used for filtering throughout the website.

Affiliate: Affiliate Dummy

### Package info

Package: Package A + Package B

#### Package A

Status: Trial

Expiration date: -

Contact person: John Smith ✓

Telephone number: 0488000000 ✓

Email: johnsmith@example.com ✓

Purchase order: PO12345678 ✓

#### Package B

Use contact information of Package A

Status: Trial

Expiration date: -

Purchase order: PO12345679 ✓

Access level: Daikin affiliate

Cancel Add site

**!** Keep the checkbox unchecked if different contact information is required for Package B. Same restrictions apply, see [Selected Package A](#).

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

- Selected Package A + Package B: Fill out contact information for A and B.

# Building Administration: Create Site

**DAIKIN**  
CLOUD SERVICE

MONITORING & CONTROL  
ENERGY MANAGEMENT  
MULTI-SITE MANAGEMENT  
USER ADMINISTRATION  
BUILDING ADMINISTRATION  
REMOTE DIAGNOSTICS

Building administration > Site list > CREATE SITE

JOHN SMITH  
DAIKIN ADMINISTRATOR

### Site info

Setup Type: intelligent Tablet Controller

Site name: New Test Site ✓

Street: Teststraat 1 ✓

Postal Code: 9000 ✓

City: Gent ✓

State:

Country: Belgium

Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Contact person: John Smith ✓

Telephone number:

Covered area (m2): 100  
Area covered by the Daikin system. Used in energy benchmarks charts.

Region: Europe ✓  
Geographic region tag. Used for filtering throughout the website.

Affiliate: Affiliate Dummy

### Package info

Package: Package A + Package B

#### Package A

Status: Trial

Expiration date: -

Contact person: John Smith ✓

Telephone number: 0488000000 ✓

Email: johnsmith@example.com ✓

Purchase order: PO12345678 ✓

#### Package B

Use contact information of Package A

Status: Trial

Expiration date: -

Purchase order: PO12345679 ✓

Access level: Daikin affiliate

Cancel Add site

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

- Click “Add Site”



# Building Administration: Create Site

**DAIKIN**  
CLOUD SERVICE

- MONITORING & CONTROL
- ENERGY MANAGEMENT
- MULTI-SITE MANAGEMENT
- USER ADMINISTRATION
- BUILDING ADMINISTRATION
- REMOTE DIAGNOSTICS

COOKIES  
 TERMS OF USE  
 OPERATION MANUAL  
 INFORMATION  
 CONTACT  
 Copyright © Daikin Europe N.V.

Postal Code:

City:

State:

Country:

Site time zone:

Contact person:

Telephone number:

Covered area (m2):   
Area covered by the Daikin system. Used in energy benchmarks charts.

Region:   
Geographic region tag. Used for filtering throughout the website.

Affiliate:

Expiration date:

Contact person:

Telephone number:

Email:

Purchase order:

---

Package B

Use contact information of Package A

Status:

Expiration date:

Contact person:

Telephone number:

Email:

Purchase order:




Access level:

Site created

Name	Controller LC Number	Commissioning window	Commissioning state	Delete
No name set	LL1NKGA3U	<input type="button" value="Extend"/> 2018-11-05	Commission pending	The last controller cannot be deleted

- New site is registered and LC Number is created

# Building Administration: Create Site

Name	Controller LC Number	Commissioning window	Commissioning state	Delete
No name set	 LL1NKGGA3U	 <a href="#">Extend</a> 2018-11-05	 Commission pending	The last controller cannot be deleted

[Add controller](#)

- “Controller LC Number” will be asked during Net commissioning (Commissioning Tool) of the Intelligent Tablet Controller, the ITM (Intelligent Touch Manager) or the LC8.
- Net commissioning can only be finalized when it is executed by the date indicated at “Commissioning window”.  
If required, this commissioning window can be extended by clicking the “Extend” button. This will extend the commissioning end date by 3 months.

# Building Administration: Create Site

**DAIKIN**  
CLOUD SERVICE

- MONITORING & CONTROL
- ENERGY MANAGEMENT
- MULTI-SITE MANAGEMENT
- USER ADMINISTRATION
- BUILDING ADMINISTRATION**
- REMOTE DIAGNOSTICS

COOKIES  
 TERMS OF USE  
 OPERATION MANUAL  
 INFORMATION  
 CONTACT  
 Copyright © Daikin Europe N.V.

**Country** Belgium

**Site time zone** (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

**Contact person** John Smith

**Telephone number**

**Covered area (m2)** 100  
Area covered by the Daikin system. Used in energy benchmarks charts.

**Region**

Geographic region tag. Used for filtering throughout the website.

**Affiliate** Affiliate Dummy

**Email** johnsmith@example.com

**Purchase order** P012345678

---

**Package B**

Use contact information of Package A

**Status** Trial

**Expiration date** 2018-09-06

**Contact person** John Smith

**Telephone number** 0488000000

**Email** johnsmith@example.com

**Purchase order** P012345679

**Access level** Daikin affiliate

Site created

Name	Controller LC Number	Commissioning window	Commissioning state	Delete
No name set	LL1NKGGA3U	<span style="background-color: green; color: white; padding: 2px;">Extend</span> 2018-11-05	Commission pending	The last controller cannot be deleted

Full name	Email	Role	Access	Notifications	Delete
John Smith	johnsmith@example.com	Daikin administrator	All controllers	<span style="border: 1px solid gray; padding: 2px;">M</span> <span style="border: 1px solid gray; padding: 2px;">L1</span> <span style="border: 1px solid gray; padding: 2px;">L2</span> <span style="border: 1px solid gray; padding: 2px;">L3</span>	<span style="color: red; font-weight: bold;">✕</span>

- The user who created the site will be auto-assigned to this site.



# 04. Building Administration:

## Activate Package

# Building Administration: Activate Package

Building administration > SITE LIST

Technical Payment

Site name	Address	Region	Packages	Affiliate	Edit	Delete
0001-001	Struysdreef 1 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13 Pkg B - 2018-09-13	Dummy	Associate to site	
0001-002	Overweg 10 Sint-Gillis-Waas 1031 Belgium	BRUSSELS	Pkg A - 2018-09-13	Dummy	Associate to site	
0001-003	Alfonsbaanweg 1031 Sint-Gillis-Waas Belgium		Pkg A - 2018-09-13	Dummy	Associate to site	
0001-004	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Dummy	Associate to site	
0001-005	Overweg 10 Sint-Gillis-Waas 1031 Belgium	BRUSSELS	Pkg A - 2018-09-13 Pkg B - 2018-09-13	Affiliate Dummy	Associate to site	
New Test Site	Teststraat 1 Gent 9000 Belgium		Pkg A - 2018-09-13 Pkg B - 2018-09-13	Affiliate Dummy	Associate to site	
0001-006	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-007	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-008	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-009	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-010	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-011	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-012	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-013	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-014	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-015	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	
0001-016	Overweg 10 Sint-Gillis-Waas 1031 Belgium		Pkg A - 2018-09-13	Affiliate Dummy	Associate to site	

Download table as an Excel file

1 - 15 of 16 items

Create site

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

- Go to “BUILDING ADMINISTRATION”
- Select “SITE LIST”

# Building Administration: Activate Package

The screenshot shows the 'DAIKIN CLOUD SERVICE' interface. On the left is a navigation menu with categories like 'MONITORING & CONTROL', 'ENERGY MANAGEMENT', 'MULTI-SITE MANAGEMENT', 'USER ADMINISTRATION', 'BUILDING ADMINISTRATION', and 'REMOTE DIAGNOSTICS'. The 'BUILDING ADMINISTRATION' section is expanded to show 'SITE LIST'. The top right shows the user 'JOHN SMITH, DAIKIN ADMINISTRATOR'. The main content area has a breadcrumb 'Building administration > SITE LIST' and tabs for 'Technical' and 'Payment'. Below this is a table with columns: Site name, Address, Region, Packages, Affiliate, Edit, Delete, and a menu icon. The table lists various sites, including 'New Test Site' which is highlighted. A hand icon points to the 'Edit' icon for the 'New Test Site' row. At the bottom, there is a 'Download table as an Excel file' button, a pagination indicator '1 - 15 of 16 items', and a 'Create site' button.

Site name	Address	Region	Packages	Affiliate	Edit	Delete	
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
New Test Site	Teststraat 1 Gent 9000, Belgium		Pkg A - 2018-09-13 Pkg B - 2018-09-13	Affiliate Dummy			
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]			
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Associate to site		
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]			

- Click “Edit” icon of the site where you want to activate a package

# Building Administration: Activate Package

The screenshot displays the 'EDIT SITE' page in the DAIKIN Cloud Service interface. The left sidebar contains navigation options: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION, BUILDING ADMINISTRATION, and REMOTE DIAGNOSTICS. The top right shows the user 'JOHN SMITH' as the 'DAIKIN ADMINISTRATOR'. The main content area is divided into two sections: 'Site info' and 'Package info'. The 'Site info' section includes fields for Setup Type (intelligent Tablet Controller), Site name (New Test Site), Street (Teststraat 1), Postal Code (9000), City (Gent), State, Country (Belgium), Site time zone ((UTC+01:00) Brussels, Copenhagen, Madrid, Paris), Contact person (John Smith), Telephone number, Covered area (m2) (100), Region, and Affiliate (Affiliate Dummy). The 'Package info' section shows a dropdown for 'Package' (Package A + Package B) and details for two packages. Package A is active, with a hand icon pointing to its vertical ellipsis menu. Package B is inactive, with a checkbox for 'Use contact information of Package A' and a hand icon pointing to its vertical ellipsis menu.

**Site info**

- Setup Type: intelligent Tablet Controller
- Site name: New Test Site
- Street: Teststraat 1
- Postal Code: 9000
- City: Gent
- State:
- Country: Belgium
- Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris
- Contact person: John Smith
- Telephone number:
- Covered area (m2): 100
- Region:
- Affiliate: Affiliate Dummy

**Package info**

Package: Package A + Package B

**Package A**

- Status: Trial
- Expiration date: 2018-09-06
- Contact person: John Smith
- Telephone number: 0488000000
- Email: johnsmith@example.com
- Purchase order: P012345678

**Package B**

- Use contact information of Package A
- Status: Trial
- Expiration date: 2018-09-06
- Contact person: John Smith
- Telephone number: 0488000000
- Email: johnsmith@example.com
- Purchase order: P012345679

- Click on the vertical ellipsis

# Building Administration: Activate Package

The screenshot displays the 'EDIT SITE' page in the DAIKIN Cloud Service interface. The left sidebar contains navigation options: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION, BUILDING ADMINISTRATION (highlighted), and REMOTE DIAGNOSTICS. The top right shows the user 'JOHN SMITH' as a 'DAIKIN ADMINISTRATOR'. The main content area is divided into 'Site info' and 'Package info' sections.

**Site info**

- Setup Type: intelligent Tablet Controller
- Site name: New Test Site
- Street: Teststraat 1
- Postal Code: 9000
- City: Gent
- State:
- Country: Belgium
- Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris
- Contact person: John Smith
- Telephone number:
- Covered area (m2): 100
- Region:
- Affiliate: Affiliate Dummy

**Package info**

- Package: Package A + Package B
- Package A
  - Status: Trial
  - Expiration date: 2018-09-06
  - Contact person: John Smith
  - Purchase order: PO12345678
- Package B
  - Use contact information of Package A
  - Status: Trial
  - Expiration date: 2018-09-06
  - Contact person: John Smith
  - Telephone number: 0488000000
  - Email: johnsmith@example.com
  - Purchase order: PO12345679

An orange callout box with a white exclamation mark icon contains the text: "Confirmation of payment has to be done for each package separately." A hand icon points to a dropdown menu for Package A, which includes the options "Confirm payment" and "Cancel package".

- Click on “Confirm payment”



# Building Administration: Activate Package

The screenshot displays the DAIKIN Cloud Service interface for building administration. A modal dialog titled "Confirm payment" is centered on the screen, asking for a new expiration date. The date "08 August 2019" is entered in the text field. A hand cursor is pointing to the "Confirm" button. An orange callout box with an exclamation mark contains the text: "The End User (if package expires and isn't renewed) can move from the cloud (Daikin Cloud Service) to local for using the Intelligent Tablet Controller application." The background shows the "Site info" and "Package info" sections of the admin panel.

- Enter an expiration date
- Click “Confirm”

# Building Administration: Activate Package

**DAIKIN**  
CLOUD SERVICE

JOHN SMITH  
DAIKIN ADMINISTRATOR

Building administration > Site list > EDIT SITE

### Site info

Setup Type: intelligent Tablet Controller

Site name: New Test Site

Street: Teststraat 1

Postal Code: 9000

City: Gent

State:

Country: Belgium

Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Contact person: John Smith

Telephone number:

Covered area (m2): 100  
Area covered by the Daikin system. Used in energy benchmarks charts.

Region:

Geographic region tag. Used for filtering throughout the website.

Affiliate: Affiliate Dummy

### Package info

Package: Package A + Package B

#### Package A

Status: Paid

Expiration date: 2019-08-08

Contact person: John Smith

Telephone number: 0488000000

Email: johnsmith@example.com

Purchase order: PO12345678

#### Package B

Use contact information of Package A

Status: Paid

Expiration date: 2019-08-08

Contact person: John Smith

Telephone number: 0488000000

Email: johnsmith@example.com

Purchase order: PO12345679

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

- Status changes to “Paid”

# Building Administration: Activate Package

The screenshot shows the 'DAIKIN CLOUD SERVICE' interface for 'Building administration > SITE LIST'. The user is identified as 'JOHN SMITH, DAIKIN ADMINISTRATOR'. The interface includes a sidebar with navigation options like 'MONITORING & CONTROL', 'ENERGY MANAGEMENT', and 'BUILDING ADMINISTRATION'. The main area displays a table of sites with columns for Site name, Address, Region, Packages, and Affiliate. A callout box explains the package status colors: Blue for Trial, Gray for Cancelled, Green for Paid and active, and Red for Expired. It also notes that a package can be reactivated by an installer or administrator by selecting 'request extension' before the expiration date, which would change the color to orange (pending payment) and then green (confirmed payment).

Site name	Address	Region	Packages	Affiliate	Edit	Delete
0001-001	Teststraat 1 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Dummy	Associate to site	
0001-002	Teststraat 2 Gent 9000, Belgium		Pkg A - 2019-08-08	Dummy	Associate to site	
0001-003	Teststraat 3 Gent 9000, Belgium		Pkg A - 2019-08-08	Dummy	Associate to site	
0001-004	Teststraat 4 Gent 9000, Belgium		Pkg A - 2019-08-08	Dummy	Associate to site	
0001-005	Teststraat 5 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Dummy	Associate to site	
New Test Site	Teststraat 1 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy		

**Blue:** Trial  
**Gray:** Cancelled  
**Green:** Paid and active  
**Red:** Expired  
**Orange:**  
 After cancellation, a package can be reactivated by an installer and above (Daikin administrator or affiliate) by selecting "request extension" (Option will appear in the menu, see [Activate Package](#)). If this is done before the package expiration date, the package color becomes orange to indicate that payment is pending for this site and it extends the use of the package beyond the previously determined expiration date.  
 If the package color is red, meaning the package has expired, it will remain red even if "request extension" is selected. In both cases, the package color will turn green as soon as the payment is confirmed.

- Active packages are indicated with a green icon

# 05. Building Administration:

Add users to a site



# Building Administration: Add Users to a Site

The screenshot shows the DAIKIN Cloud Service interface for Building Administration. The left sidebar contains navigation options: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION, BUILDING ADMINISTRATION (selected), SITE LIST (highlighted), ZONES, OUTDOOR UNITS, ELECTRIC METER CONFIGURATION, and REMOTE DIAGNOSTICS. The top right shows the user 'JOHN SMITH, DAIKIN ADMINISTRATOR'. The main content area is titled 'Building administration > SITE LIST' and includes tabs for 'Technical' and 'Payment'. A table lists various sites with columns for Site name, Address, Region, Packages, Affiliate, Edit, and Delete. The 'New Test Site' row is highlighted, and a hand icon points to the pencil 'Edit' symbol in the 'Edit' column. Below the table, there is a 'Download table as an Excel file' button, a pagination indicator '1 - 15 of 16 items' with page numbers '1' and '2', and a 'Create site' button. The footer contains links for COOKIES, TERMS OF USE, OPERATION MANUAL, INFORMATION, and CONTACT, along with the copyright notice 'Copyright © Daikin Europe N.V.'.

Site name	Address	Region	Packages	Affiliate	Edit	Delete
Site 1	Address 1 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 2	Address 2 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 3	Address 3 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 4	Address 4 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 5	Address 5 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
New Test Site	Teststraat 1 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy		
Site 6	Address 6 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 7	Address 7 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 8	Address 8 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 9	Address 9 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1		
Site 10	Address 10 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 11	Address 11 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 12	Address 12 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 13	Address 13 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 14	Address 14 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 15	Address 15 (Example) Belgium		Pkg A - 2019-08-08	Affiliate 1		

- Click “Edit Symbol” of the site where you want to add a user



# Building Administration: Add Users to a Site

**DAIKIN**  
CLOUD SERVICE

- MONITORING & CONTROL
- ENERGY MANAGEMENT
- MULTI-SITE MANAGEMENT
- USER ADMINISTRATION
- BUILDING ADMINISTRATION**
- REMOTE DIAGNOSTICS

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

State:

Country:

Site time zone:

Contact person:

Telephone number:

Covered area (m2):   
Area covered by the Daikin system. Used in energy benchmarks charts.

Region:   
Geographic region tag. Used for filtering throughout the website.

Affiliate:

Telephone number:

Email:

Purchase order:

---

Package B ⋮

Use contact information of Package A

Status:

Expiration date:

Contact person:

Telephone number:

Email:

Purchase order:

Access level:

Name	Controller LC Number	Commissioning window	Commissioning state	Delete
No name set	LL1NWKVMM9	<span style="background-color: green; color: white; padding: 2px;">Extend</span> 2018-11-12	Commission pending	The last controller cannot be deleted

Full name	Email	Role	Access	Notifications	Disassociate
John Smith	johnsmith@example.com	Daikin administrator	All controllers	<span style="border: 1px solid gray; padding: 2px;">M</span> <span style="border: 1px solid gray; padding: 2px;">L1</span> <span style="border: 1px solid gray; padding: 2px;">L2</span> <span style="border: 1px solid gray; padding: 2px;">L3</span>	<span style="color: red;">✕</span>

- New user can be assigned by clicking “Add user to site”



# Building Administration: Add Users to a Site

- Select user from the drop down list and click “Save”



# Building Administration: Add Users to a Site

**DAIKIN**  
CLOUD SERVICE

- MONITORING & CONTROL
- ENERGY MANAGEMENT
- MULTI-SITE MANAGEMENT
- USER ADMINISTRATION
- BUILDING ADMINISTRATION**
- REMOTE DIAGNOSTICS

COOKIES  
 TERMS OF USE  
 OPERATION MANUAL  
 INFORMATION  
 CONTACT  
 Copyright © Daikin Europe N.V.

Country: Belgium

Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Contact person: John Smith

Telephone number:

Covered area (m2): 100  
Area covered by the Daikin system. Used in energy benchmarks charts.

Region:   
Geographic region tag. Used for filtering throughout the website.

Affiliate: Affiliate Dummy

Email: johnsmith@example.com

Purchase order: P012345678

---

Package B

Use contact information of Package A

Status: Paid

Expiration date: 2019-08-08

Contact person: John Smith

Telephone number: 0488000000

Email: johnsmith@example.com

Purchase order: P012345678

Access level: Daikin affiliate

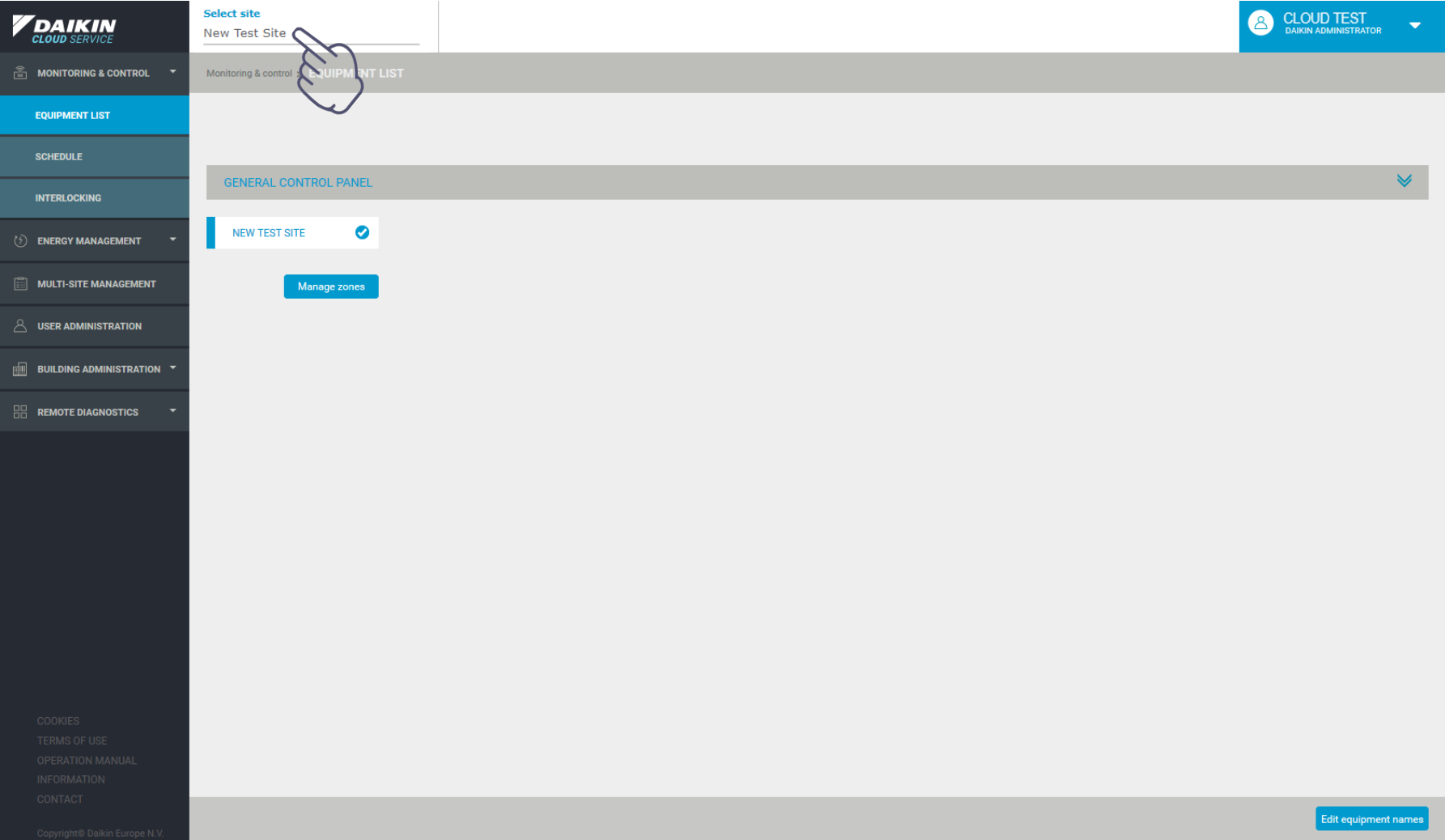
Name	Controller LC Number	Commissioning window	Commissioning state	Delete
No name set	LL1NWKVMM9	<span style="background-color: green; color: white; padding: 2px;">Extend</span> 2018-11-12	Commission pending	The last controller cannot be deleted

Full name	Email	Role	Access	Notifications	Disassociate
Cloud Test	cloudtest@daikineurope.com	Daikin administrator	All controllers	M L1 L2 L3	✗
John Smith	johnsmith@example.com	Daikin administrator	All controllers	M L1 L2 L3	✗

- New user is now assigned.



# Building Administration: Add Users to a Site



The site is now visible for the new user in:

“MONITORING & CONTROL” -> “EQUIPMENT LIST” -> Select Site

# 06. Building Administration:

Disassociate users from a site

# Building Administration: Disassociate Users from a Site

The screenshot shows the DAIKIN Cloud Service interface for Building Administration. The left sidebar contains the following menu items: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION, BUILDING ADMINISTRATION (expanded), SITE LIST (highlighted with a hand icon), ZONES, OUTDOOR UNITS, ELECTRIC METER CONFIGURATION, and REMOTE DIAGNOSTICS. The main content area displays a table of sites with columns for Site name, Address, Region, Packages, Affiliate, Edit, and Delete. The table lists 16 sites, including a 'New Test Site' and several other sites with associated packages and affiliates. A 'Create site' button is visible at the bottom right of the table area.

Site name	Address	Region	Packages	Affiliate	Edit	Delete
Site 1	Address 1 (Example Address 001) Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate	Associate to site	
Site 2	Address 2 (Example Address 002) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 3	Address 3 (Example Address 003) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 4	Address 4 (Example Address 004) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 5	Address 5 (Example Address 005) Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate	Associate to site	
New Test Site	Teststraat 1 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy		
Site 6	Address 6 (Example Address 006) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 7	Address 7 (Example Address 007) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 8	Address 8 (Example Address 008) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 9	Address 9 (Example Address 009) Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate		
Site 10	Address 10 (Example Address 010) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 11	Address 11 (Example Address 011) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 12	Address 12 (Example Address 012) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 13	Address 13 (Example Address 013) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 14	Address 14 (Example Address 014) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 15	Address 15 (Example Address 015) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 16	Address 16 (Example Address 016) Belgium		Pkg A - 2019-08-08	Affiliate		

- Go to “BUILDING ADMINISTRATION”
- 44 • Select “SITE LIST”

# Building Administration: Disassociate Users from a Site

The screenshot shows the DAIKIN Cloud Service interface for Building Administration. The left sidebar contains navigation options: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION, BUILDING ADMINISTRATION (selected), SITE LIST (highlighted), ZONES, OUTDOOR UNITS, ELECTRIC METER CONFIGURATION, and REMOTE DIAGNOSTICS. The top right shows the user 'JOHN SMITH, DAIKIN ADMINISTRATOR'. The main content area is titled 'Building administration > SITE LIST' and includes tabs for 'Technical' and 'Payment'. A table lists various sites with columns for Site name, Address, Region, Packages, Affiliate, Edit, and Delete. The 'New Test Site' row is highlighted, and a hand icon points to its 'Edit' icon. Below the table, there is a 'Download table as an Excel file' button, a pagination indicator '1 - 15 of 16 items', and a 'Create site' button. The bottom left corner contains links for COOKIES, TERMS OF USE, OPERATION MANUAL, INFORMATION, and CONTACT, along with the copyright notice 'Copyright © Daikin Europe N.V.'.

Site name	Address	Region	Packages	Affiliate	Edit	Delete
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
New Test Site	Teststraat 1 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy		
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]		
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]		
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]	Associate to site	
[Site Name]	[Address]	[Region]	[Packages]	[Affiliate]		

- Click “Edit” icon of the site where you want to disassociate a user

# Building Administration: Disassociate Users from a Site

The screenshot displays the DAIKIN Cloud Service interface. On the left is a dark sidebar with navigation options: MONITORING & CONTROL, ENERGY MANAGEMENT, MULTI-SITE MANAGEMENT, USER ADMINISTRATION, BUILDING ADMINISTRATION (selected), and REMOTE DIAGNOSTICS. The main content area is divided into two columns of form fields. The left column contains: Country (Belgium), Site time zone ((UTC+01:00) Brussels, Copenhagen, Madrid, Paris), Contact person (John Smith), Telephone number (empty), Covered area (m2) (100), Region (empty), and Affiliate (Affiliate Dummy). The right column contains: Email (johnsmith@example.com), Purchase order (P012345678), Package B (with a checkbox for 'Use contact information of Package A'), Status (Paid), Expiration date (2019-08-08), Contact person (John Smith), Telephone number (0488000000), Email (johnsmith@example.com), Purchase order (P012345678), and Access level (Daikin affiliate). At the bottom right of the form are 'Cancel' and 'Save' buttons. Below the form is a table with the following data:

Name	Controller LC Number	Commissioning window	Commissioning state	Delete
No name set	LL1NWKVMM9	Extend 2018-11-12	Commission pending	The last controller cannot be deleted

Below the table is an 'Add controller' button. At the bottom of the interface is another table with the following data:

Full name	Email	Role	Access	Notifications	Disassociate
Cloud Test	cloudtest@daikineurope.com	Daikin administrator	All controllers	M L1 L2 L3	
John Smith	johnsmith@example.com	Daikin administrator	All controllers	M L1 L2 L3	

A hand icon with a red 'X' is pointing to the 'Disassociate' column of the second table. At the bottom right of the interface is an 'Add user to site' button. The footer of the sidebar contains: COOKIES, TERMS OF USE, OPERATION MANUAL INFORMATION, CONTACT, and Copyright © Daikin Europe N.V.

- Click "Delete" icon to disassociate the user from the selected site

# 07. Building Administration:

## Delete a controller

# Building Administration: Delete a Controller

The screenshot shows the DAIKIN Cloud Service interface. The left sidebar contains a menu with 'BUILDING ADMINISTRATION' expanded to show 'SITE LIST'. A hand icon points to 'SITE LIST'. The main content area displays a table of sites with columns for Site name, Address, Region, Packages, Affiliate, Edit, and Delete. The table lists various sites, including 'New Test Site' and several test sites. At the bottom, there is a pagination control showing '1 - 15 of 16 items' and a 'Create site' button.

Site name	Address	Region	Packages	Affiliate	Edit	Delete
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	000	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	000	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	000	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	000	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy	Associate to site	✗
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy	Associate to site	✗
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	
0000000	00000000 1 000000 0000 000, Belgium		Pkg A - 2019-08-08	Affiliate Dummy	Associate to site	✗

- Go to “BUILDING ADMINISTRATION”
- 48 • Select “SITE LIST”





# Building Administration: Delete a Controller

The screenshot shows the 'DAIKIN CLOUD SERVICE' interface for 'Building administration > SITE LIST'. The user is identified as 'JOHN SMITH, DAIKIN ADMINISTRATOR'. The interface includes a sidebar with navigation options like 'MONITORING & CONTROL', 'ENERGY MANAGEMENT', 'MULTI-SITE MANAGEMENT', 'USER ADMINISTRATION', 'BUILDING ADMINISTRATION', 'SITE LIST', 'ZONES', 'OUTDOOR UNITS', 'ELECTRIC METER CONFIGURATION', and 'REMOTE DIAGNOSTICS'. The main content area displays a table of sites with columns for Site name, Address, Region, Packages, Affiliate, Edit, and Delete. A hand icon points to the 'Edit' icon of the 'New Test Site' row.

Site name	Address	Region	Packages	Affiliate	Edit	Delete
Site 1	Address 1 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 2	Address 2 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 3	Address 3 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 4	Address 4 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 5	Address 5 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
New Test Site	Teststraat 1 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy		
Site 6	Address 6 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 7	Address 7 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 8	Address 8 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 9	Address 9 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 10	Address 10 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 11	Address 11 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 12	Address 12 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 13	Address 13 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 14	Address 14 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 15	Address 15 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	
Site 16	Address 16 (Belgium)	Belgium	Pkg A - 2019-08-08	Affiliate 1	Associate to site	

- Click “Edit” icon of the site where you want to delete a controller



# Building Administration: Delete a Controller

**DAIKIN**  
CLOUD SERVICE

- MONITORING & CONTROL
- ENERGY MANAGEMENT
- MULTI-SITE MANAGEMENT
- USER ADMINISTRATION
- BUILDING ADMINISTRATION**
- REMOTE DIAGNOSTICS

COOKIES  
TERMS OF USE  
OPERATION MANUAL  
INFORMATION  
CONTACT

Copyright © Daikin Europe N.V.

Site time zone: (UTC+01:00) Brussels, Copenhagen, Madrid, Paris

Contact person: John Smith

Telephone number:

Covered area (m2): 100  
Area covered by the Daikin system. Used in energy benchmark charts.

Region:   
Geographic region tag. Used for filtering throughout the website.

Affiliate: Affiliate Dummy

Purchase order: PO12345678

Package B ⋮

Use contact information of Package A

Status: Paid

Expiration date: 2019-08-08

**!** A commissioned controller cannot be deleted. When a decommissioned controller is the only controller for a site, it cannot be deleted. In case of multiple controllers, the last remaining controller cannot be deleted.

If it is the only controller for a site, a controller for which the commission is pending cannot be deleted. In case of multiple controllers, the last remaining controller cannot be deleted.

Name	Controller LC Number	Commissioning window	Commissioning state	Delete
No name set	LL1NWKVMM9	Extend 2018-11-12	Commission pending	✘
No name set	LL1N6U9FDF	Extend 2018-11-12	Commission pending	✘

[Add controller](#)

Full name	Email	Role	Access	Notifications	Disassociate
Cloud Test	cloudtest@daikineurope.com	Daikin administrator	All controllers	M L1 L2 L3	✘
John Smith	johnsmith@example.com	Daikin administrator	All controllers	M L1 L2 L3	✘

[Add user to site](#)

- Click “Delete” icon of the controller you want to delete

# 08. Building Administration:

## Delete a site

# Building Administration: Delete a Site

The screenshot shows the DAIKIN Cloud Service interface for Building Administration. The left sidebar contains a menu with 'SITE LIST' highlighted. The main area displays a table of sites with columns for Site name, Address, Region, Packages, Affiliate, Edit, and Delete. A hand icon points to the 'SITE LIST' menu item.

Site name	Address	Region	Packages	Affiliate	Edit	Delete
Site 1	Address 1 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 2	Address 2 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 3	Address 3 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 4	Address 4 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 5	Address 5 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
New Test Site	Teststraat 1 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy		
Site 6	Address 6 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 7	Address 7 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 8	Address 8 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 9	Address 9 (Example) Belgium		Pkg A - 2019-08-08	Affiliate		
Site 10	Address 10 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 11	Address 11 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 12	Address 12 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 13	Address 13 (Example) Belgium		Pkg A - 2019-08-08	Affiliate	Associate to site	
Site 14	Address 14 (Example) Belgium		Pkg A - 2019-08-08	Affiliate		
Site 15	Address 15 (Example) Belgium		Pkg A - 2019-08-08	Affiliate		

At the bottom of the table, there is a 'Download table as an Excel file' button, a pagination indicator '1 - 15 of 16 items' with page numbers '1' and '2', and a 'Create site' button.

- Go to “BUILDING ADMINISTRATION”
- 52 • Select “SITE LIST”



# Building Administration: Delete a Site

The screenshot shows the 'DAIKIN CLOUD SERVICE' interface. On the left is a navigation menu with categories like 'MONITORING & CONTROL', 'ENERGY MANAGEMENT', 'MULTI-SITE MANAGEMENT', 'USER ADMINISTRATION', 'BUILDING ADMINISTRATION', 'SITE LIST', 'ZONES', 'OUTDOOR UNITS', 'ELECTRIC METER CONFIGURATION', and 'REMOTE DIAGNOSTICS'. The main area is titled 'Building administration > SITE LIST'. At the top right, the user is identified as 'JOHN SMITH, DAIKIN ADMINISTRATOR'. Below the title are tabs for 'Technical' and 'Payment'. The main content is a table with columns: Site name, Address, Region, Packages, Affiliate, Edit, Delete, and a menu icon. The 'Delete' column contains a red 'X' icon. A callout box with an orange border and a white background contains a red exclamation mark icon and the text: 'It is possible to delete sites with commissioned/decommissioned controllers.' A hand cursor icon points to the 'Delete' icon in the table row for 'New Test Site'. At the bottom of the table, there is a 'Download table as an Excel file' button, a pagination indicator '1 - 15 of 16 items' with page numbers '1' and '2', and a 'Create site' button. The footer includes 'COOKIES', 'TERMS OF USE', 'OPERATION MANUAL', 'INFORMATION', 'CONTACT', and 'Copyright © Daikin Europe N.V.'.

Site name	Address	Region	Packages	Affiliate	Edit	Delete	
Site 1	Address 1	Region 1	Pkg A - 2019-08-08	Affiliate 1	Associate to site		
Site 2	Address 2	Region 2	Pkg A - 2019-08-08	Affiliate 2	Associate to site		
Site 3	Address 3	Region 3	Pkg A - 2019-08-08	Affiliate 3	Associate to site		
Site 4	Address 4	Region 4	Pkg A - 2019-08-08	Affiliate 4	Associate to site		
Site 5	Address 5	Region 5	Pkg A - 2019-08-08	Affiliate 5	Associate to site		
New Test Site	Teststraat 1 Gent 9000, Belgium		Pkg A - 2019-08-08 Pkg B - 2019-08-08	Affiliate Dummy	Associate to site	X	
Site 6	Address 6	Region 6	Pkg A - 2019-08-08	Affiliate 6	Associate to site		
Site 7	Address 7	Region 7	Pkg A - 2019-08-08	Affiliate 7	Associate to site		
Site 8	Address 8	Region 8	Pkg A - 2019-08-08	Affiliate 8	Associate to site		
Site 9	Address 9	Region 9	Pkg A - 2019-08-08	Affiliate 9	Associate to site		
Site 10	Address 10	Region 10	Pkg A - 2019-08-08	Affiliate 10	Associate to site		
Site 11	Address 11	Region 11	Pkg A - 2019-08-08	Affiliate 11	Associate to site		
Site 12	Address 12	Region 12	Pkg A - 2019-08-08	Affiliate 12	Associate to site		
Site 13	Address 13	Region 13	Pkg A - 2019-08-08	Affiliate 13	Associate to site		
Site 14	Address 14	Region 14	Pkg A - 2019-08-08	Affiliate 14	Associate to site		
Site 15	Address 15	Region 15	Pkg A - 2019-08-08	Affiliate 15	Associate to site		
Site 16	Address 16	Region 16	Pkg A - 2019-08-08	Affiliate 16	Associate to site		

- Click “Delete” icon of the site you want to remove

Thank you