

## GRANT ACCESS VIA LINK

### 1 General

In *Elevation 4.0*, it is possible to grant time-limited access to a single controller to individual users who do not have an *Elevation* user account. Only roles that the granting user itself owns can be granted for the temporary access.

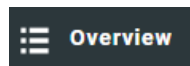
### 2 Procedure

#### 2.1 Login

- ▶ Open any web browser and enter the following IP address:  
**https://elevation.de**
- ▶ Log in using your personal user credentials

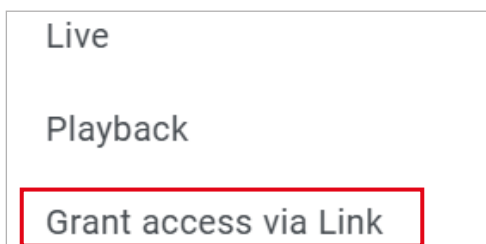
#### 2.2 Grant access for controller

- ▶ Switch to the **Overview** tab to display all lift systems
- ▶ Then click on **Action** on the desired system



Name ↑	ID	Type	Location	Group	AWE	Running	Condition	Availability	Connection	Alarm	Details	Action
15 Basinghall Street	270061	[Icon]			●	● Normal	●●●	●●● 99.99%	☑	●	Details	Action
Carinda L2	70885	[Icon]			●	● Service	●●●	●●● 58.28%	⚠	●	Details	Action
FE LMS247 ID	12171	[Icon]	Site for new Controllers		●	● Normal	●●●	●●● 100.00%	⚠	●	Details	Action
FE Some PAMELA ID	12078	[Icon]	Site for new Controllers		●	● Normal	●●●	●●● 100.00%	⚠	●	Details	Action
FST (37628F13E301)	273989	[Icon]			●	● Normal	●●●	●●● 100.00%	⚠	●	Details	Action
FST Teststand	1943	[Icon]	Newlift Testplatz		●	● Normal	●●●	●●● 100.00%	⚠	●	Details	Action
Frankfurt, Senckenberganlage 16	11037	[Icon]	Site for new Controllers		●	● Normal	●●●	●●● 100.00%	⚠	●	Details	Action
MERCK - P9AA/99 - GEBÄUDE 020	8566	[Icon]	Site for new Controllers		●	● Normal	●●●	●●● 100.00%	⚠	●	Details	Action
Roche - 8537	3209	[Icon]	Site for new Controllers		●	● Normal	●●●	●●● 100.00%	⚠	●	Details	Action

- ▶ Select **Grant access via Link**



*If the Grant access via Link option is not displayed, please contact your administrator to enable it.*

### Authorized user and expiration date

- ▶ Enter the email address of the authorised user in the *Email address for single access* field
- ▶ Then enter the date until which the access should be valid in the *Access valid until* field



**The expiration date can be set to any date in the future. On the specified date, all granted permissions will be automatically deleted.**

#### Grant single access to controller

Grant access to a controller to a non-elevation user for a certain time period. Only roles that the granting user itself owns can be granted to the temporary access. The single access user will receive an email with a link to log into Elevision.

<p><b>Email address for single access</b></p> <p>Email address</p> <p>firstname.surname@newlift.de</p>	<p><b>Access valid until</b></p> <p>Date</p> <p>22/07/2027 </p>
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**Assign roles**

KEYPAD

CALLS

LIFT\_ACTIONS

### Assign roles



**Only roles that the granting user itself owns can be granted to the temporary access. It is possible to assign one or multiple roles at the same time.**

- ▶ To do this, select the appropriate role under *Assign roles*.

With full authorization, the following roles are available:

› **KEYPAD**

Grants full access to the virtual keypad, which can be operated in the same way as a physical keypad *further information can be found in the Elevision 4.0 manual, chapter 4.5.4 "Live Data", section "Keypad"*

› **CALLS**

Authorizes the execution of calls on the lift system

› **LIFT\_ACTIONS**

Enables access to remote maintenance buttons that have a direct effect on the control of the system

#### Grant single access to controller

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<p><b>Email address for single access</b></p> <p>Email address</p> <p>firstname.surname@newlift.de</p>	<p><b>Access valid until</b></p> <p>Date</p> <p>22/07/2027 </p>
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**Assign roles**

KEYPAD

CALLS

LIFT\_ACTIONS

## Assign lift actions

If the LIFT\_ACTIONS role is selected, individual lift actions can be assigned specifically.

► To do this, select the desired actions from the list

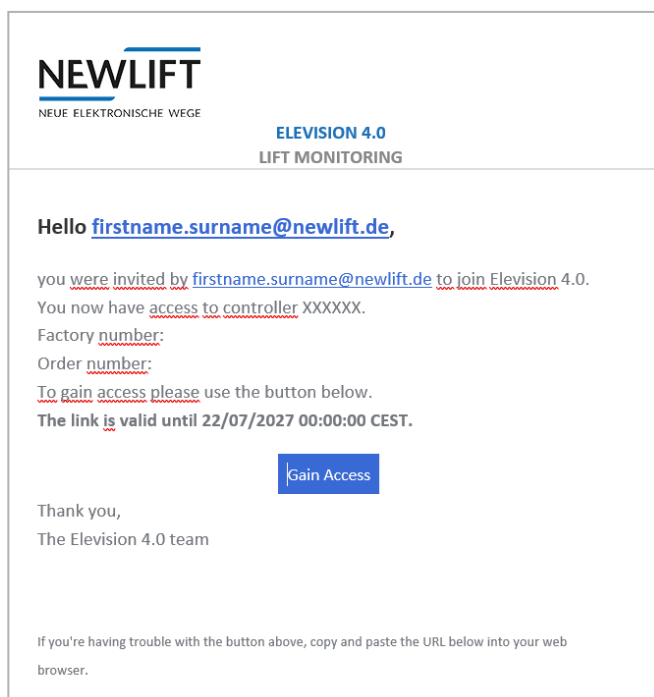
► Click **SAVE** to confirm



**Single access can only be granted to controllers with an assigned location.**

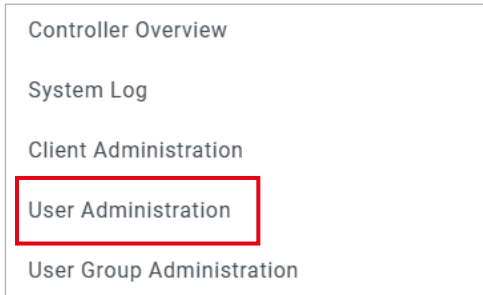
**If this error message appears, assign a location to the controller and then try again. Further information on assigning locations can be found in the Elevision 4.0 manual, chapter 8.1.1 "Project editor" and chapter 8.1.2 "Controller User Assignment"**

An email with a login link is automatically sent to the specified email address.

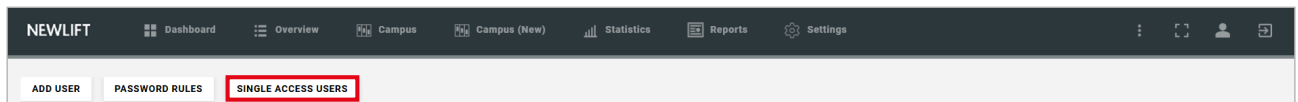


## 2.3 Manage access permissions

- ▶ Select the **three-dot menu** in the menu bar to open the *drop-down menu*
- ▶ Click on **User Administration**



- ▶ Then select **SINGLE ACCESS USERS**



This section displays all users with individual access, including the following information:

- › For which control was access granted
- › Until when is access valid
- › Who granted access
- › When was access granted
- › Comment
- › Access validity:
  - » Valid
  - » Invalid/blocked

Access is invalid if the validity date has expired or if the access has been manually locked using the lock icon
- › Resend email with login link

Single access users							
Email Address ↓	Controller Id	Valid until	Created by	Created at	Comment	Access valid	
firstname.surname@newlift.de	270061	22/07/2027 2:00 AM	firstname.surname@newlift.de	15/04/2026 9:08 AM		✓	