Customer Guide Of IPC Smart Workstation

No.	Modify Content	Time	Revised by
01	Update workstation V3.1.0 version content	2022-05-18	牙牙
02	Updated customer login method	2022-8-1	GD
03	Update [Billing Center]	2022-8-24	牙牙
04	Updata Order Record 's picture	2022-9-7	牙牙
05	Update [Marketing management] -2.0 system upgrade required	2022-11-10	牙牙
06	Update [Dashboard]	2023-1-12	牙牙
07	update [Description of workstation homepage] -Multiple Apps Manage	2023-10	GD
08	Update [H5 Promotions]	2023-11	GD
09	Update [Service Style] -Cloud Storage Banner config for 432 panel device	2023-11	GD
10	Update V3.11.0 「Redemption Code」	2023-12	GD
11	Update V3.11.0 「Product Page Banner Group」 management function	2023-12	GD
12	Update V3.12.0 [432-Panel	2024-2	GD

	Device Service Hall Tab management function		
13	Update V3.13.0 [App H5 Quick Build] function	2024-5	GD
14	Update V3.13.5 「Historical Inventory」「Video Message Page Banner」 function	2024-6	GD
15	Update V3.13.6 \[\text{Unlimited Data 4G} \] Package \[\] function	2024-6	GD
16	Update the function of "Banner on the IPC Device Settings Panel" in V3.14.0	2024-7	GD
17	Update the function of "Channel Management" in V3.15.0	2024-10	GD
18	Update the functions of "4G Service Background Activation and Device Information Inquiry" in V3.16.0	2024-11	GD
19	Update the relevant content of "Service Hall v2.0" in V3.18.0	2025-1	GD
20	Update the Service Mall		

1. Process Overview

IPC Smart Protect Workstation, (hereinafter referred to as "Workstation") access addresses of the major regional data centers are as follows, if you are not sure which data center should be selected in your country, please consult your business manager:

➤•China Data Center: https://protect.console.tuya.com

➤•American Data Center: https://protect.console.tuyaus.com

≻•Europe Data Center: https://protect.console.tuyaeu.com

➤•India Data Center: https://protect.console.tuyaind.com

* In consideration of user privacy isolation and relevant regulations on network security in various regions, we have isolated data centers in four regions for global business data. If you need to operate in multiple regions, just login corresponding region domain with your IoT account & password to operate and manage.

For example, if you need to conduct business in the United States and France, you need to independently login by IoT account in the United States and Europe domain;

When the C-end user on your OEM App registers his account, he needs to select the registration country & area. The data corresponding to the registered area will be automatically transferred to the server in the region, and you can view the corresponding data in the workbench of the corresponding region.

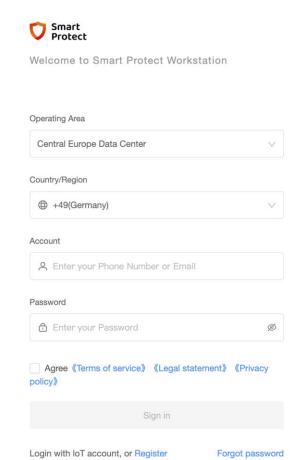
2. Account login & APP Bind

Use your IoT account & password to login the workstation domain, after login you will have 15 days trial time. To extend the time and bind with your app, you need to contact your BD and provide neccessary info like your account registration region/iot account/app name. Only after bind with app, you can see corresponding app data includes IPC amount, cloud storage orders, user amount, etc...

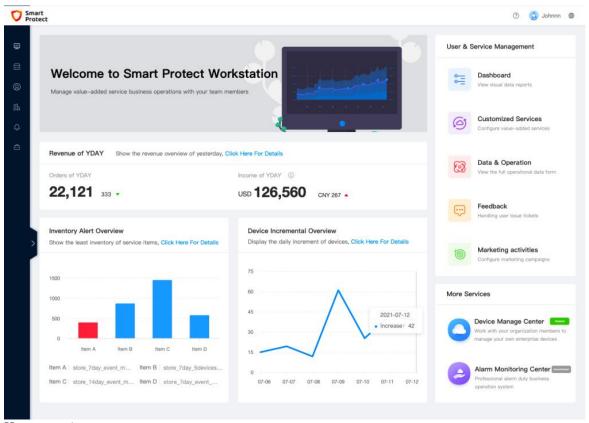
If you wish to get revenue from IPC cloud storage, we have two cooperation modet: Revenue-sharing mode, Reselling mode, different mode requirement is different, and permission to use workstation is also different. (reselling mode can also manage cloud storage service plan. For non-reselling mode client, the cloud storage service plans including price is defined by tuya side)



Login page ↑

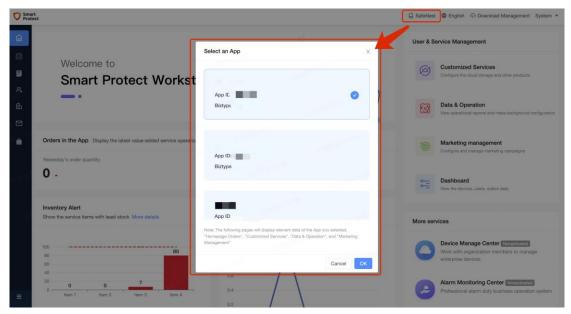


3. Description of workstation homepage

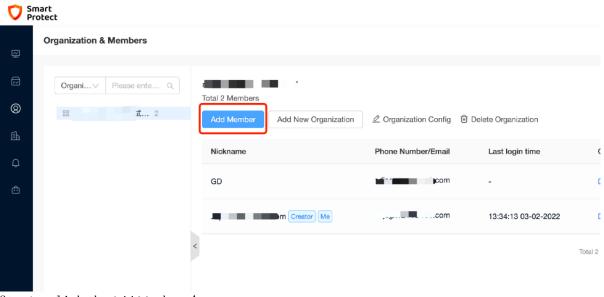


Homepage ↑

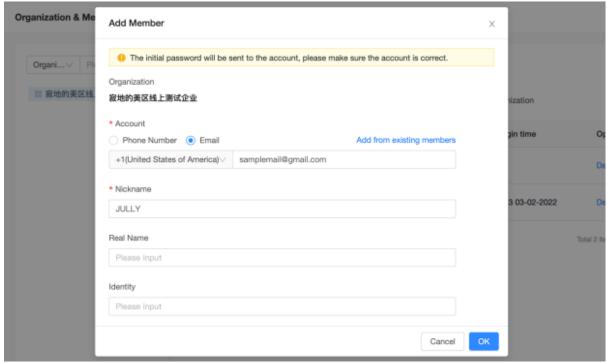
- 1) The menu bar is displayed on the left, click to enter different function pages
- 2) The middle part displays App operation data, which are: Yesterday's number of value-added service orders and revenue amount, service item inventory status, and device increment in the last 7 days
- 3) Display function entrance on the right
- 4) The IPC workstation supports one IoT account to associate and manage multiple Apps. If you need to manage multiple Apps, please contact your BD / business manager and provide information about multiple Apps, including App Name and your IoT account and operation regions, and we will help you set the binding relationship of apps and IoT account. After the setting is completed, click on the red box area in the picture below to select the App for management, including: product configuration, marketing activity configuration, order query. Multiple Apps will use unified inventory, and App users' payments will also enter the unified IoT account's collection account.



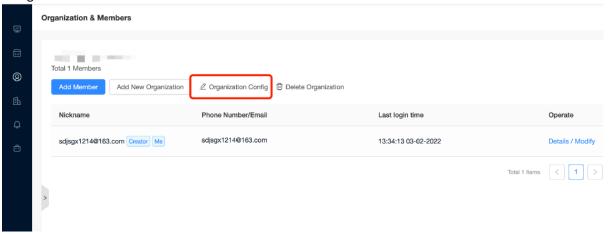
4. Hierarchy & System Admin



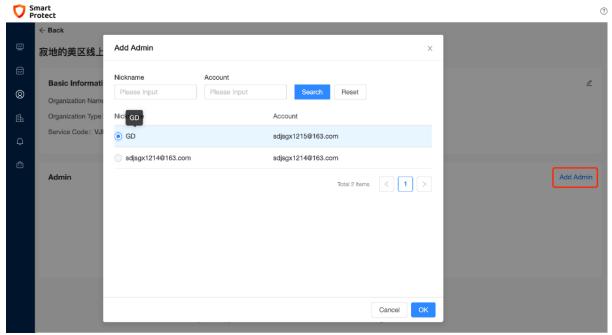
Step1: click the Add Member †



Step2: create an sub-account for another company member, input the phone OR email as the account ID and give him a nickname \uparrow



Step3: click the Org. Config



Step4: Click the "Add Admin", select an existed member account, click OK, you creat an admin account, He/She can login the workstation with this account ,and the initial account password will be sent to his/her phone OR email adress.

The admin has the right to check the operation data of the binding app,

You can decide whether to open the administrator's permission for custom $i \, z e d$ services according to your



Step5: control the ${\tt customized}$ service permission of admin

5. Service items Inventory Manage

1). Service inventory viewing and inventory warning

After binding the App, you can view the inventory consumption of your service items on this page:

1 Inventory purchase and sales records

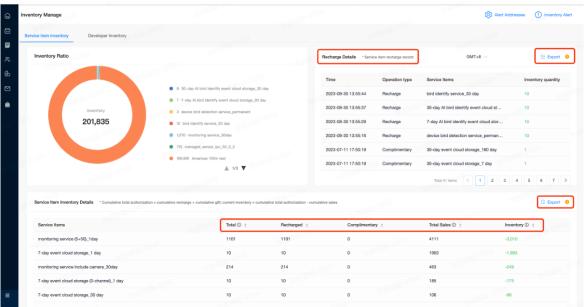
You can view the inventory entry and exit records under this IPC workbench account

2 Inventory Details File Export

Supports exporting and downloading the inventory details form as an Excel file. You can select the appropriate time zone when exporting.

③ Inventory Alert Configuration

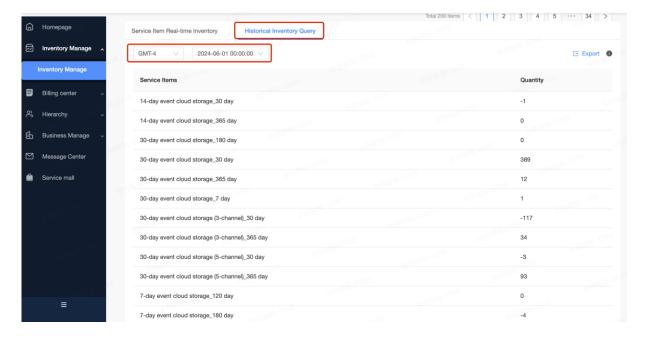
In the "Inventory Alert Configuration" function in the upper right corner, you can set the inventory alert reminder quantity of the service item. When the inventory is consumed to this quantity, a reminder email will be automatically sent to the alert email recipient you configured. Even if the contract is signed, inventory replenishment is guaranteed to ensure the online App Normal sales of services



4 Historical Inventory Snapshot Query

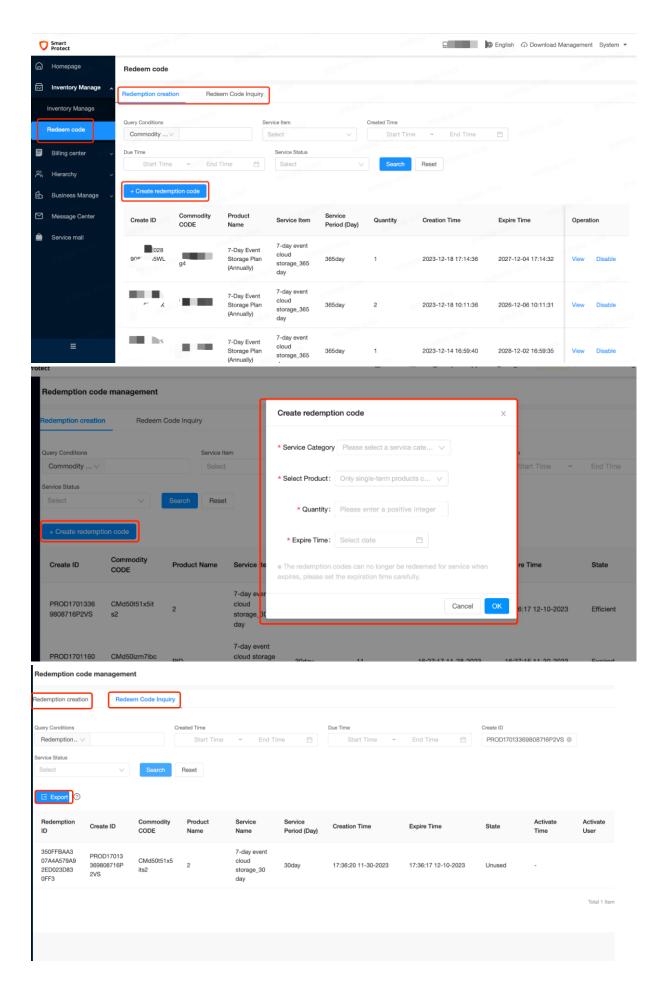
In the "Service Item Historical Inventory Query" tab, you can select the time zone + month to query the inventory data at that time

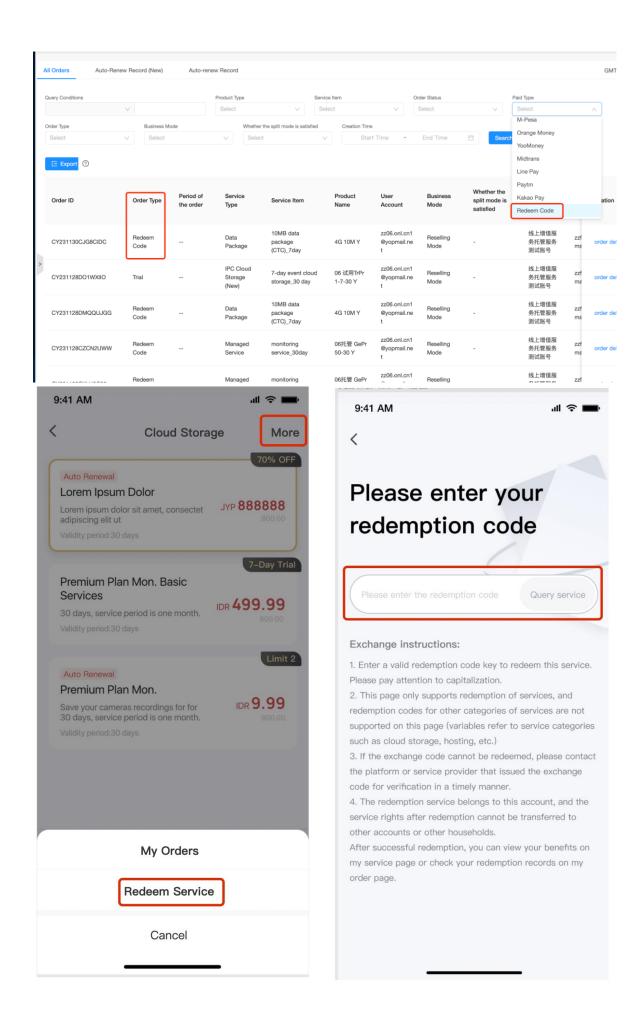
This function was launched in June 2024, and data before that cannot be checked

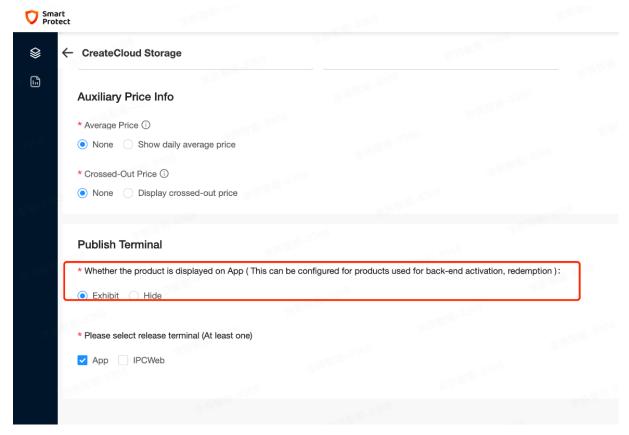


2). Redemption code management

- ** This function requires you to contact your business manager to activate the menu permission first. Only after activation can you see this menu, and at the same time, the "Exchange Service" entrance will appear in your OEM App. When the permission is not enabled, the redemption code entrances of the workbench and App are hidden.
- ① On the redemption code management page, you can create redemption codes in batches, manually invalidate them, query the usage status, user, usage time, etc. of a created batch of redemption codes.
- ② When creating a redemption code, please select the service category first, then select a single-issue product that you have created under this category (automatic renewal products cannot be used to create a redemption code), enter the number of redemption codes you need, and the redemption code. When the code expires, it can be created successfully. This batch of redemption codes can be sent to users to redeem on the APP. The redemption code query page can batch export a certain batch of redemption codes into Excel files.
- ③ If the product you want to redeem is not displayed in the APP product list, you can select "Hide" when creating the product.
- ④ Orders generated through redemption codes will be displayed as "redemption code" type orders in the order list



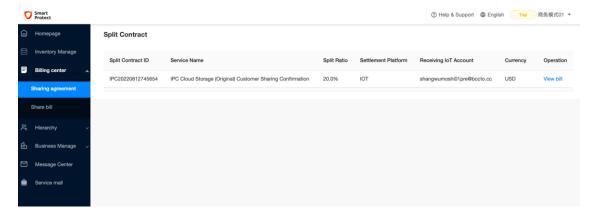




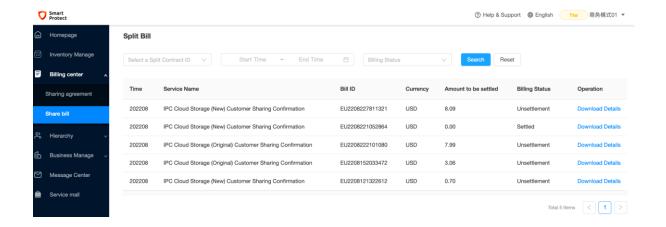
6. Billing Center

If you have signed a cloud storage sharing agreement with Tuya, you can see your sharing agreement and sharing bill in the billing center after logging in to the workbench. The sharing bill will be pushed to your "shared bill" on the fifth working day of each month. Download and analyze billing details.

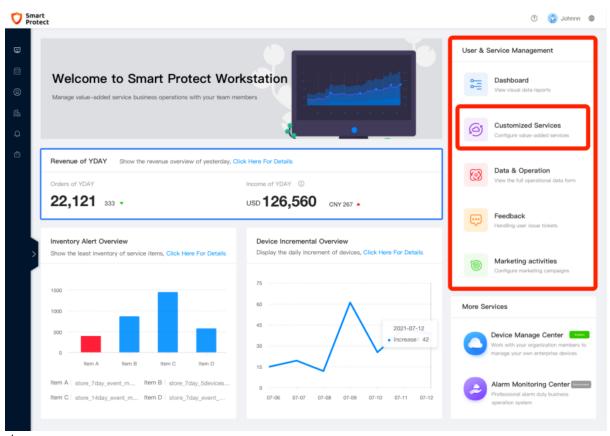
Split Contract: Display your current cloud storage split contract in effect, including split contract ID, service name, split ratio and settlement information.



Split Bill: Sho the list of bills and bill details that have been billed in history.

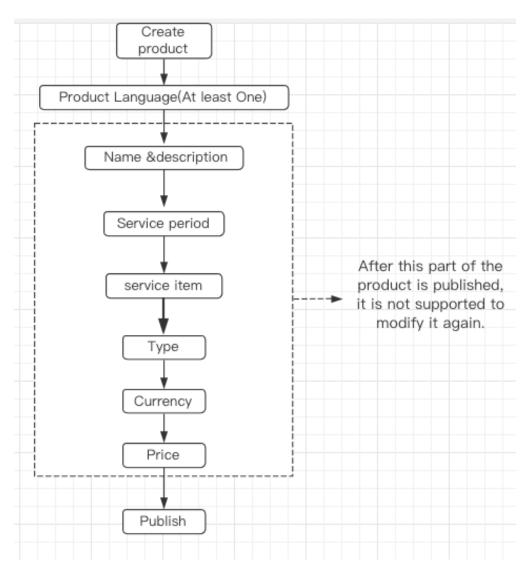


7. Customized Services Manage



↑ Entrance

1). Customized Service: Merchandising & Service Style



① Service Plan:

Support multiple service types to be packaged into a package, support metalanguage configuration, product configuration, pricing, shelf-sale and

other functions.



a. Multi-language Configuration: Chinese Simplified, English (selected by default),

Chinese Traditional, Spanish, , French, Japanese, Italian, Korean, Portuguese, Russian,

Arabic, German

- b. Support Service Name and Service Description editing
- c. Support image selection and custom upload (The image must be 1029*516 pixels and no larger than 400 KB in size. Supported formats are PNG, JPG, and JPEG).
- e. Product Type:

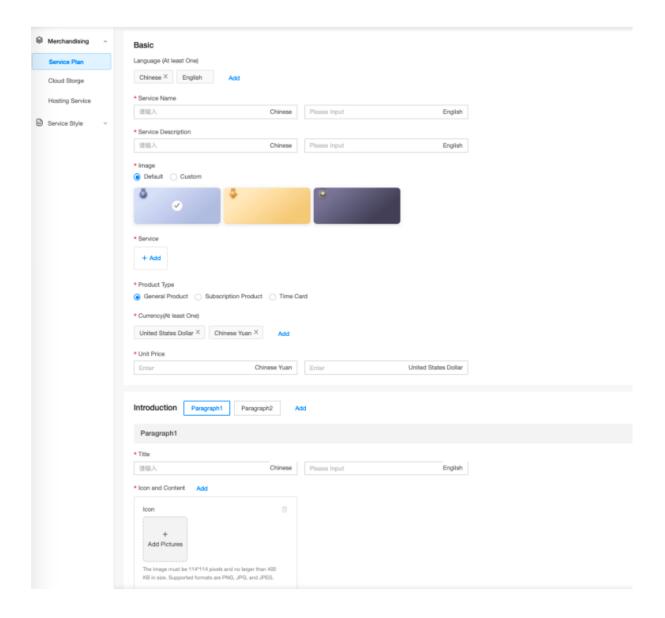
General Product: Disposable Consumer Goods

Subscription Product: Long-term subscription (renew indefinitely) and fixed-period subscription (renew within a fixed period) are supported

Time Card: After creating a **time** card product, you need to provide the corresponding Commodity Code to the account manager to generate an activation code for the user to activate the service after entering it in the app.

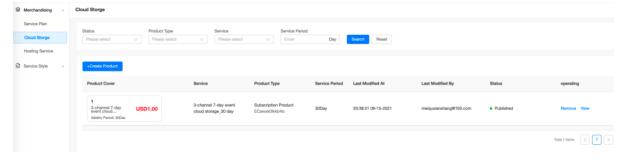
f. Support mufti-currency settlement: US dollar, Canadian dollar (US and Canadian currencies are mutually exclusive, default US dollar), Hong Kong dollar, Chinese yuan, British pound, euro, China-Africa financial cooperation franc, Kenyan shilling, Brazilian real, Japanese yen, Australian dollar, Russian ruble, Nigerian Nair, Armenia Dram, Mexican Peso

- g.Pricing
- h. Product introduction page configuration
- i. Display the link to the introduction of the associated service item



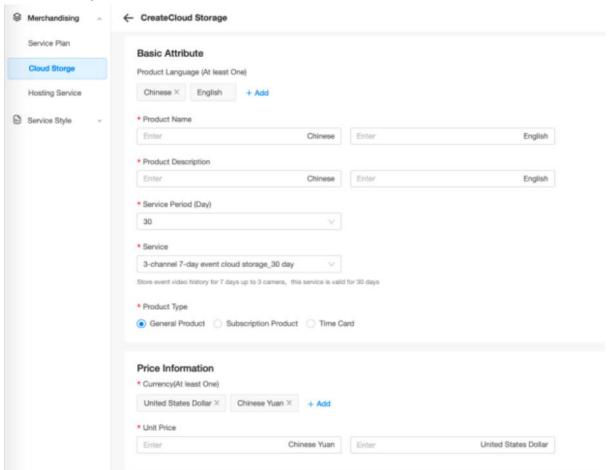
② Cloud Storage (Some functions require the 2.0 system upgrade):

Support metalanguage configuration, product configuration, pricing, shelf-sale and other functions.



- a. Support mufti-currency settlement and metalanguage configuration
- b. Support service name and service description editing
- c. Support service cycle and service item configuration

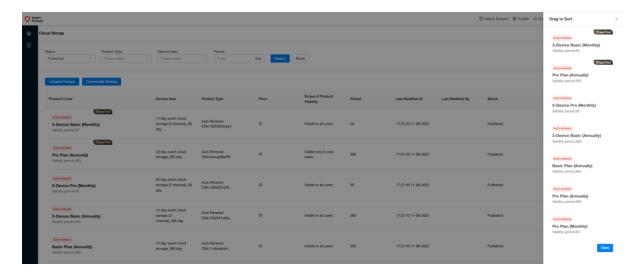
- d. Product Type: General Product, Subscription Product, Time Card. Subscription products support trial period configuration.
- e. Pricing



.....

The following cloud storage configuration functions require the 2.0 new system upgrade

f. Commodity sorting: For the display order of cloud storage products on the App, drag-and-drop sorting operations are supported



- g. Product name color customization: support product name customization color number configuration
- h. Product background selection, support for custom background image upload(1029*462PX, PNG/JPG/JPEG, ≤200Kb)
- i. Subscription products support the first trial configuration, and there is no trial by default. The trial product is the same as the service item of the subscription product. You can select the number of days of free trial provided by the service to the user. After the trial days are completed, the automatic renewal plan will be automatically entered. Both the trial product and the subscription product need to be written off for the customer
- j. Subscription Trial Product Requisition Rules: Customers can configure user requisition rules for trial products. By default, each C-end user account can recieve once, or configure each device to recieve once.
- k. Product visibility range: Supports configuring the display rules of products on the front end. By default, all C-end users are visible, and "only new users can see" or "only old users can see";
- I. Product modification: After the product is put on the shelves, the basic attributes and price information can be modified from the shelf. The basic attributes can be modified in Chinese, multi-language, and background styles; both subscription products and ordinary products support price adjustment (after the price adjustment

of subscription products, old users will follow the original price adjustment. The price is renewed, new users pay the subscription according to the price after the price adjustment, and the App price display can be updated after the price adjustment)

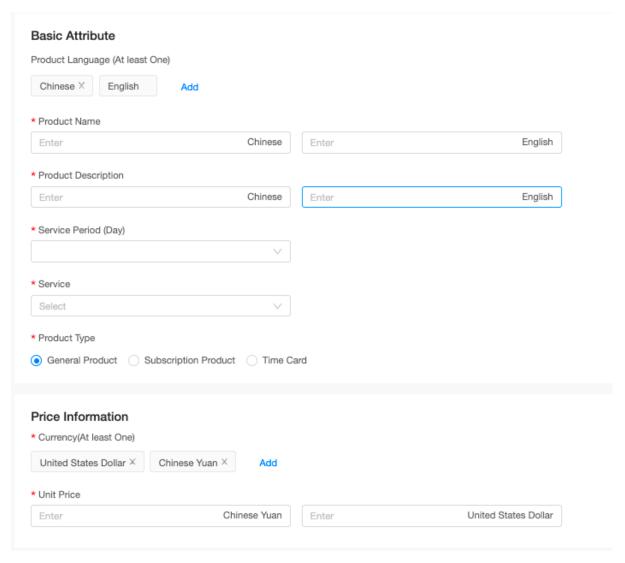
m. Product configuration preview: The right side of the cloud storage product configuration is the actual App display style of the product to achieve effect preview



③ Hosting Service:

Support metalanguage configuration, product configuration, pricing, shelf-sale. ${\tt Product}$

Type support General Product, Subscription Product and Time Card.



*ATTENTION: The Service Items, Service Period, Product Type, Currency and Price cannot be changed after the new product is published. New products be created to meet the needs. The old products are only hidden in the app display when they are removed from the workstation, and will not affect the ones that are in use.

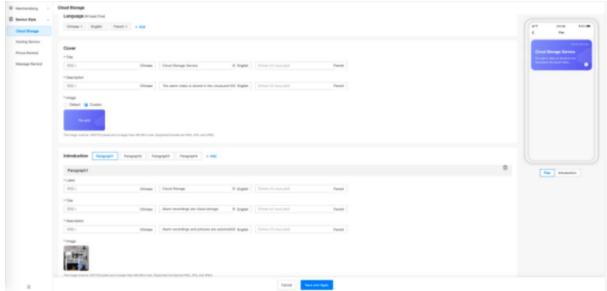
4 4G Data Package Top-Up Service

Supports product configuration, product screening, listing and delisting, multi-language and self-pricing configuration. Product types support ordinary products, subscription products and trial products. Service items support fixed traffic packages and unlimited traffic packages.

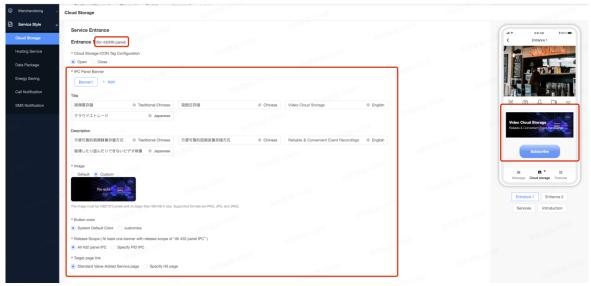
2). Service Style

Support Cloud Storage, Hosting Service, Phone Remind, SMS remind four service items in the app client

graphics and metalanguage custom configuration.



• In the cloud storage service style, it is supported to configure the 432 panel Banner when there is no cloud storage service. Under the same App, the 432 panel can be configured with up to 10 sets of Banner. The Banner supports multi-language configuration of different picture content (expected to be released in mid-December 2023). Support According to the specified PID configuration/432 configuration of all PIDs, the banner can be clicked to jump to different H5 links.



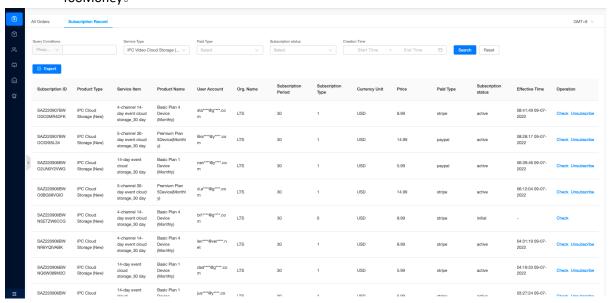
3). Data & Operation: Order management

Supports full data query, screening and export of subscription order records and all order records, supports payment platform deduction records, subscription order deduction records and service status query, and supports the function of manual cancellation of automatic renewal orders.

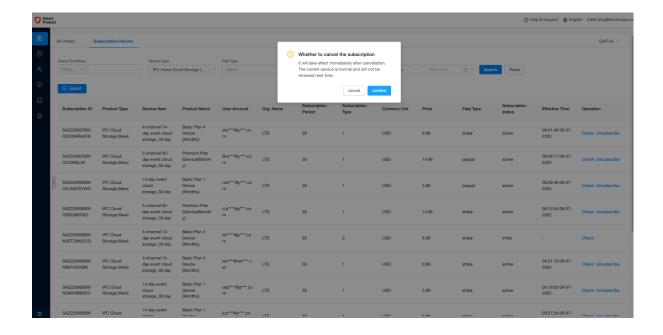
1 Subscription Orders Record

With the following filtering conditions, supports order filtering, viewing, unsubscribing operations and data export:

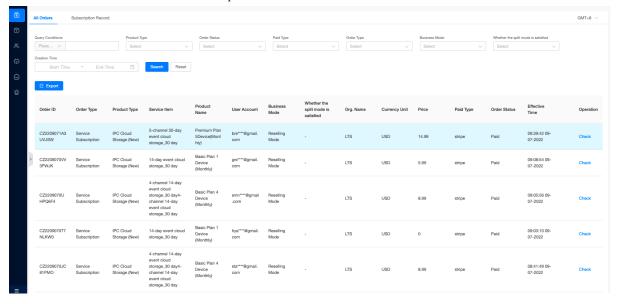
- a. Support order condition query: Subscription ID, User Account, Device ID, Commodity Code, Commodity Name, Payment platform subscription ID
- b. Select service type: Cloud Service, Hosting Service, Service Plan
- c. Subscription Status: Active, Unpaid, Workstation unsubscribed, User unsubscribed, Subscription period ended
- d. Payment Method: Alipay, Wechat, PayPal, Stripe, Pay-stack, Time Card, M-Pesa, Orange Money, YooMoney。



e. Manual unsubscribe is supported. After cancellation, the order status is updated to Workstation Unsubscribe, and only the subscription order in the activation status is displayed and supports operations.



- f. Support subscription details viewing, including device ID, home ID, user account,
 Client account and other information.
- g. supports payment platform deduction records, subscription order deduction records and service status query. By comparing and viewing the payment platform deduction records and subscription records, client can judge the status of receipt and payment by themselves.
- h. Support service status display, which able to judge whether the current service is in effect or had expired.



2 All Orders Record

Support full (including general orders and subscription orders) user order records query, support condition filtering, viewing and order exporting

- a. Support order condition query: Order ID, User Account, Device ID, Commodity Code, Commodity Name, Payment platform subscription ID, client service code, Payment order ID (from Tuya Order Center data)
- b. Select service type: Cloud Service, Hosting Service, Service Plan
- c. Order Status: Paid / Unpaid / Cancelled / Closed

*Closed: refers to an order that has not been paid for 30 minutes after the user initiated the order and was automatically closed by the system;

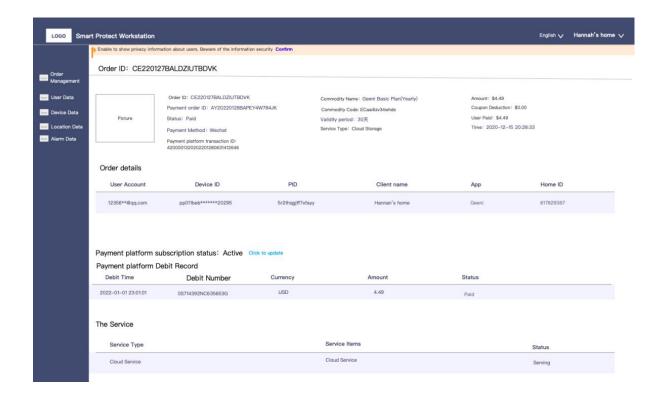
≠ Canceled status

*Canceled: refers to the order manually canceled by the user in the App

d. Payment Method:

Alipay/WeChat/PayPal/stripe/Paystack/Card Payment/M-Pesa/Orange Money/YooMoney/Apple IAP/Midtrans/LinePay/GooglePay/Kakao Pay/Paytm,more payment methods will continue In development

- e. Supports payment platform deduction records, order records and service status query. By comparing and viewing the payment platform deduction records and order records, client can judge the status of receipt and payment by themselves.
- f. Support service status display, which able to judge whether the current service is in effect or had expired \circ
- g. Support all order types: New Order, Renewal (repeated purchase of ordinary packages), Time Card, Subscription, Trial, Free, Reward.

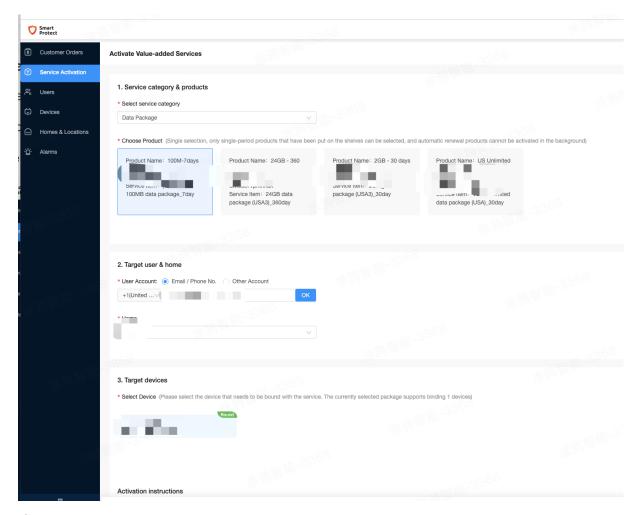


3 Service Activation

The workstation supports creators and administrators to activate services for specific user/home/device, user no need to pay or use voucher from in-app service plan page.

Note: Only "General Product" is selectable here.

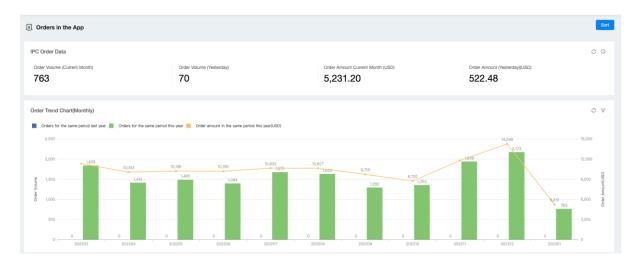
If the App collects payment for a customer, the inventory of service items corresponding to the customer's goods will be deducted. The generated order can be queried on the order page, and the type is "Backend Activation"



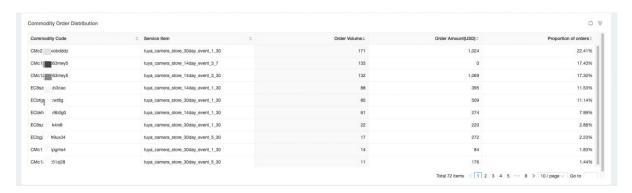
4). Dashboard

The workstation supports data analysis and display in dimensions such as IPC device data, user data, order and product distribution data in the customer App.

In-app order data includes the month/yesterday (t-1) customer in-app order volume and order amount, month-by-month order volume and order amount year-on-year data analysis



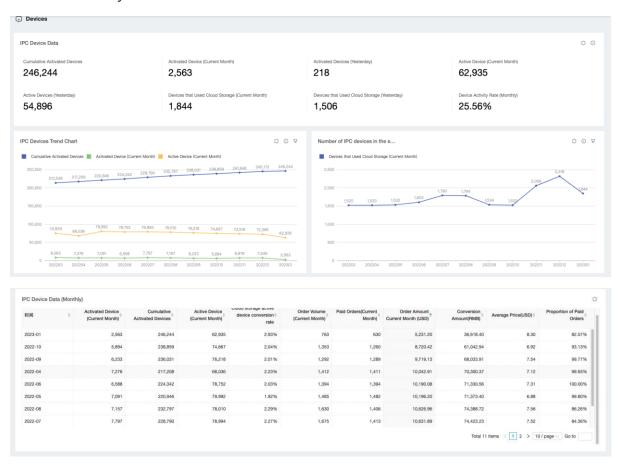
In the product dimension, make statistics on the monthly order volume and order amount in the current app, and analyze the proportion (%) of a single product in the total order volume



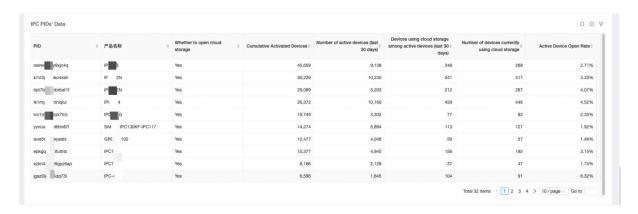
It supports the proportion analysis of the current month/cumulative order volume in three dimensions: "service item", "service type", and "payment status". The distribution of service items includes the proportion of corresponding orders generated by all service items authorized by the customer; "Service Distribution" shows the proportion of orders of IPC value-added service types that the customer has opened currently. "Paid distribution" refers to the proportion of user paid and free orders in the current month/cumulative orders.



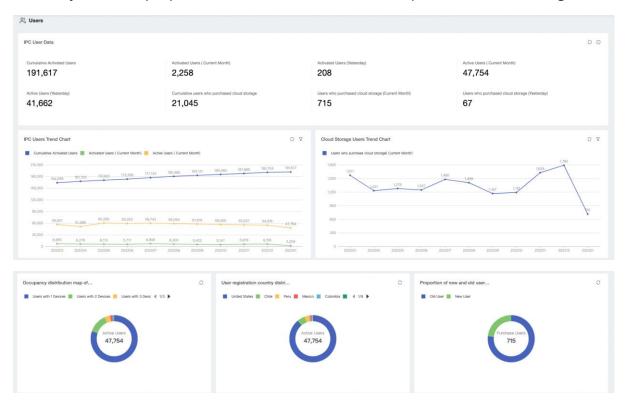
[Device Data] Displays the number of IPC activated devices, active devices and purchased cloud storage devices in the app, and supports monthly device data and order data analysis.



In the case that the customer's IPC workstation business owner account is consistent with the IOT account, the cloud storage activation status and device data analysis of all IPC PIDs under the customer's IOT account can be obtained



[User data] Displays the data of activated users, active users, and users who purchased cloud storage. By analyzing user attributes, it supports the analysis of user IPC device possession distribution, the country distribution of user registration, and the analysis of the proportion of new and old users who purchase cloud storage.



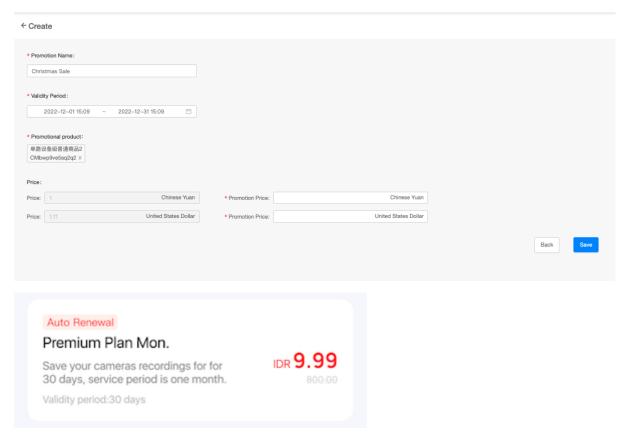
8. Marketing Management

(require the 2.0 new system upgrade)

1). [Activatity Plan]

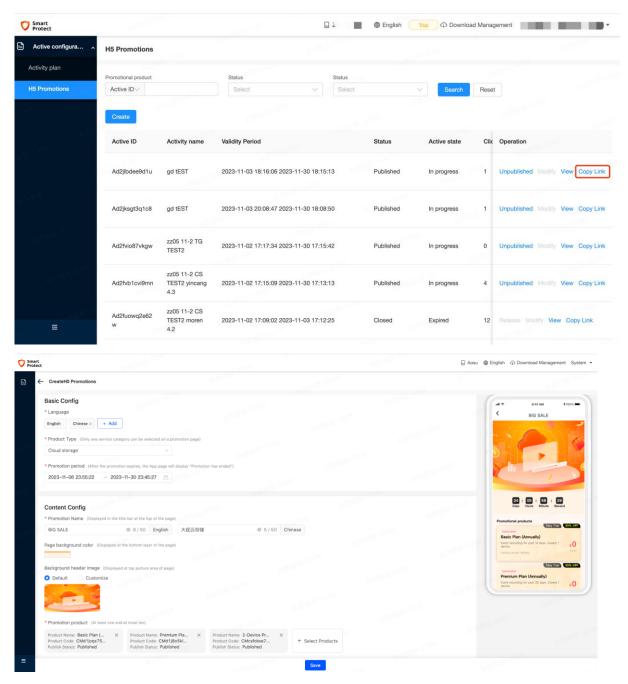
The workstation supports the configuration of limited-time promotions for

products, select the event time, and the products that need to participate in the promotions (currently only ordinary products are supported to configure the event plan, other products are being planned), during the event, it supports selling at the promotional price, and resumes after the event ends original price.



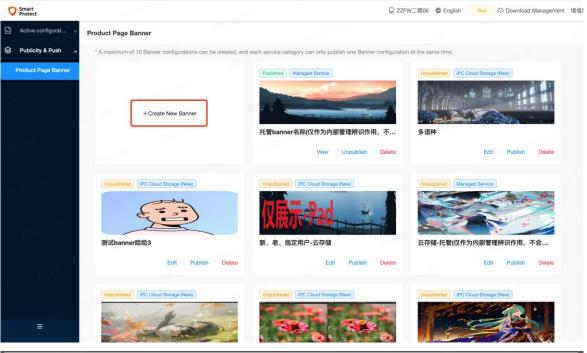
2). [H5 Promotions]

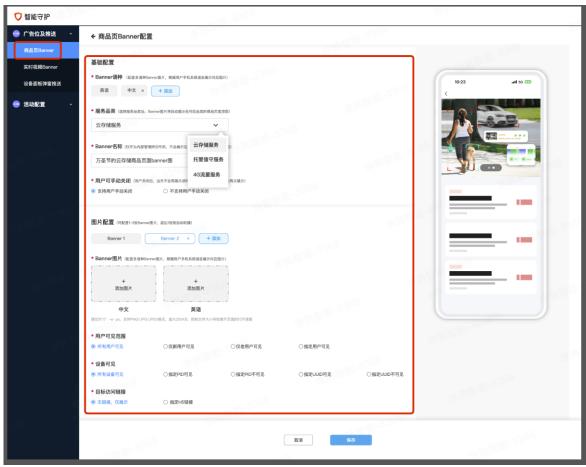
You can create and manage at most 100 promotional H5 pages in "Marketing Management" - "H5 Promotions". The created pages can generate https URL links and configure the links in various Banners or Icons in your App. Users will see the page directly after clicking on it and, to purchase promotional products; the page style allows you to customize (page top picture, background color, introduction words, countdown style), validity period configuration (the page will automatically become inaccessible after expiration, and an illustration will prompt that the event has ended), Product Select (you can choose promotional products to be displayed only in the promotion H5 page and hidden in the regular product list), and the effect preview of App H5 can be previewed on the right side of the configuration page.

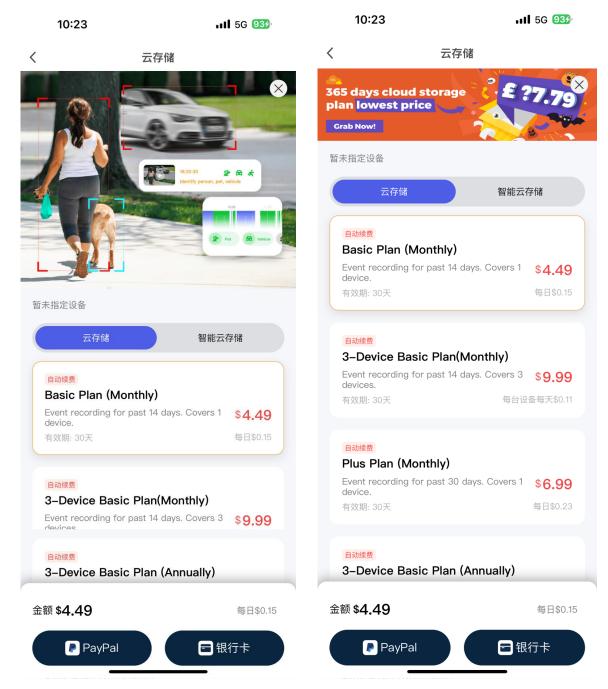


3). [Product Page Banner]

The product list page supports Banner configuration for marketing advertising spaces, supports multilanguage images, does not limit the image size, only limits the size (below 200Kb), and supports the configuration of up to 3 carousel Banner images for each service category; Banner Each picture supports display according to different user portrait groups; each banner picture supports the configuration of independent target links, or no link configuration.







4). [Service hall]: App - [Me] Page / IPC Pannel Tab

① 432 panel IPC bottom tab 「service hall」

On the performance page of the IPC of the 432 device panel in the App, it supports configuring the "Service Hall" TAB page and its content in the WorkStation:

For OEM Apps, customers can configure the content of the "Service Hall" Tab in their App for certain PID 432 panel IPC devices in the WorkStation.

② App - [ME] Page - Service Hall Widget

The "My" TAB page in the App can be configured with a service hall mini program component widget. The services within the service hall mini program can be managed in the service hall management module of this WorkStation.

3 Version Requirements

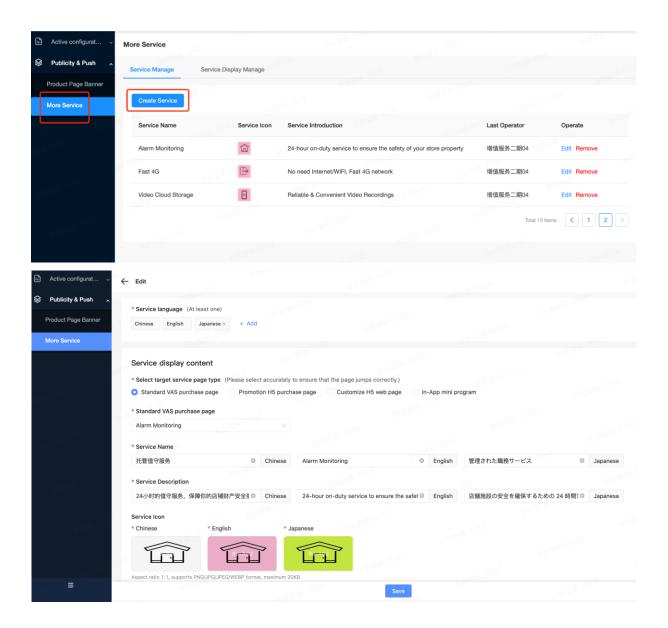
The OEM App needs to be based on Tuya's public version App V5.8.0 and later versions.

4 Configuration Steps of the Service Hall

- i. First, create a service, including the name, description, ICON when the service is presented in the App, and the target page that the service jumps to when clicked.
- ii. Then, create display rules. It supports displaying the service on the following pages:
- iii: The device panel of the IPC device, including the "Service Hall" Tab page of the 432 device panel and the operation area banner display of the mini program panel: It supports specified PID display, service selection for display, and service order management. Different services can be configured for different PIDs.
- iiii: The "ME" TAB page in the App can be configured with a service hall mini program component: Only 1 configuration item is supported at the App level, and it also supports service selection and order management.

⑤ Creation limitations:

A maximum of 20 services and 10 display rules can be created.

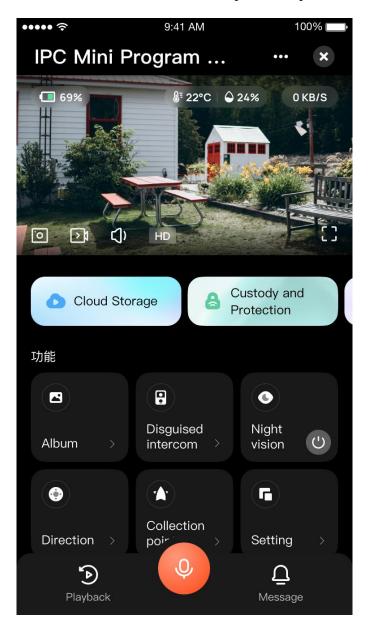


(6) Examples of Mobile Terminal Page Effects

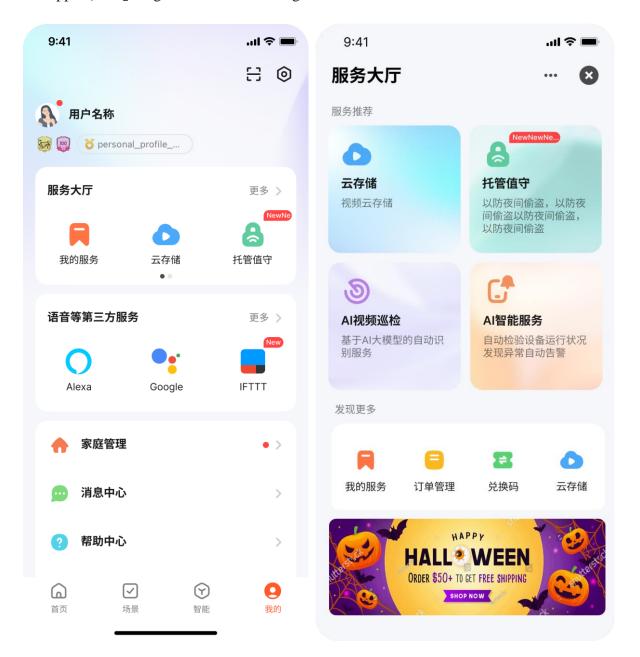
i. Service Hall of the 432 IPC Device Panel



ii. Service Hall Card Area at the Top of the Operation Area of the Mini Program Panel



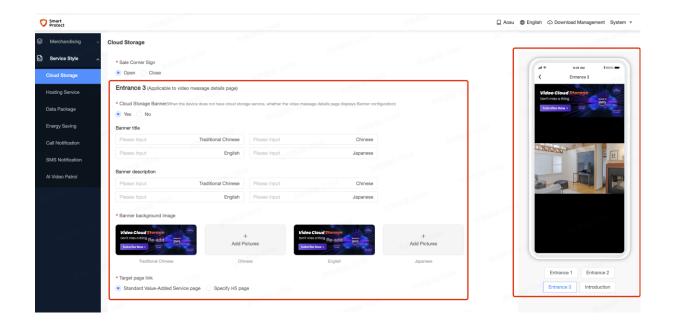
iii. App - [ME] Page - Service Hall Widget



5) .App\Message Center\Video Message Details Page\Banner Manage

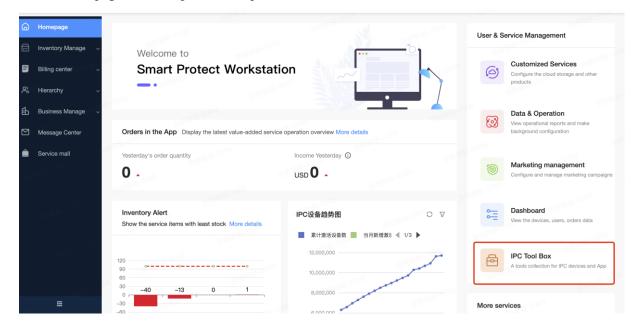
You can configure and manage the banner of App\Message Center\Video Message Details Page in "IPC Workbench\Customized Services\Service Style\Cloud Storage\Entry 3". After configuration, when the device on which the user receives the message does not have a cloud storage service, the cloud storage promotion banner will be displayed. Click to enter the link you configured on your IPC Workstation.

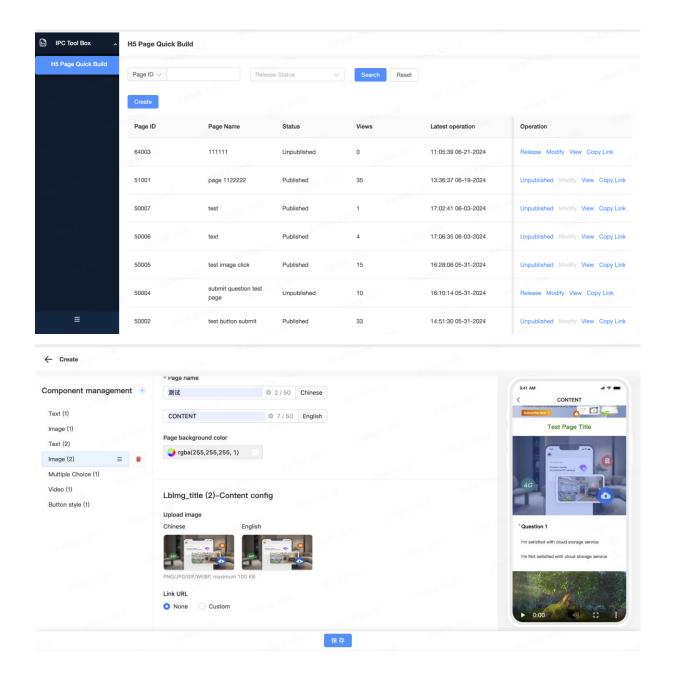
Config & App Effect Diagram:



6) .App H5 Page Quick Build

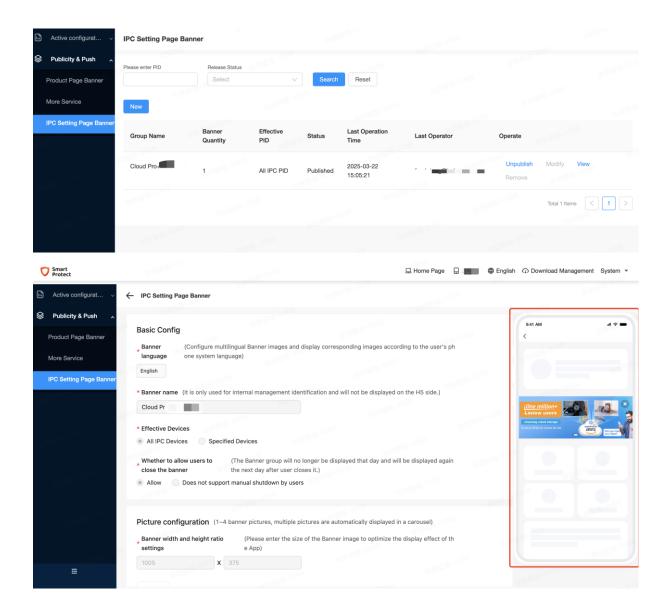
In the IPC Workstation - App Tool box - H5 Quick Start page, you can freely create an APP-side H5 page containing multiple components. You can copy the link and apply it to any banner, button, etc. that needs to be jumped. The component content includes: text, pictures, videos, created value-added service products, multiple-choice questions, quiz questions, buttons, and supports various component mixes. Each page can use up to 10 components:





7).Banner Configuration Tool for the Settings Page of IPC Devices

In the IPC WorkStation - Marketing Activities - Promotion and Publicity - IPC Settings Page Banner section, you can create a banner group containing multiple banner images and add it to the settings page of any PID product that you wish to display.



9. Channel Management - Channel Management System for Device Activation Traceability, Automatic Organization Attribution, and Automatic Calculation of Order Share Amounts

1). Overview of the Channel Management Business Process:

Maintenance of the association relationship between the device UUID and the organization ID, maintenance of the channel share ratio → Activation and

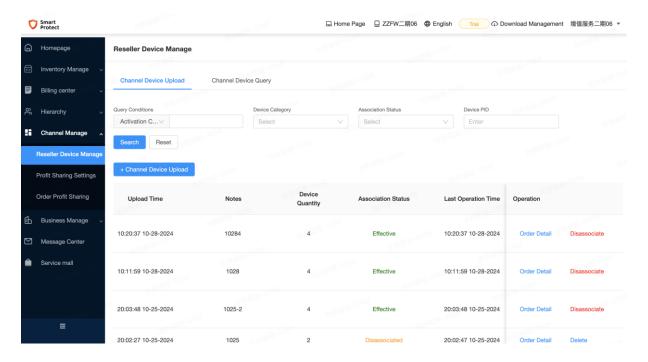
online connection of the device on the user side \rightarrow Automatic determination of the user's channel attribution \rightarrow Purchase of user value-added services \rightarrow Automatic accounting of the order amount according to the share ratio

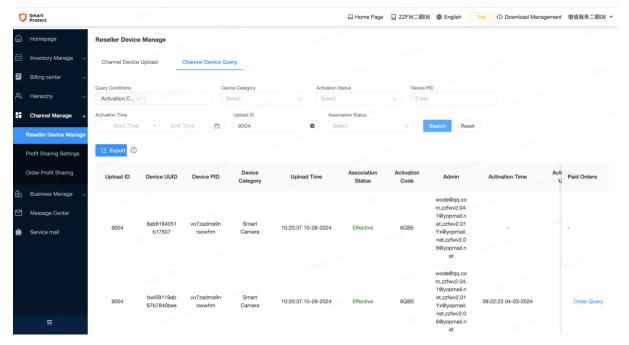
2). Usage of the Channel Management Business

1 Reseller Device Manage

Import the corresponding table of the relationship between the device UUID and the organization ID into the WorkStation. When the device is activated by market users, the users will be automatically attributed to the corresponding organization according to the organization attribution of the device.

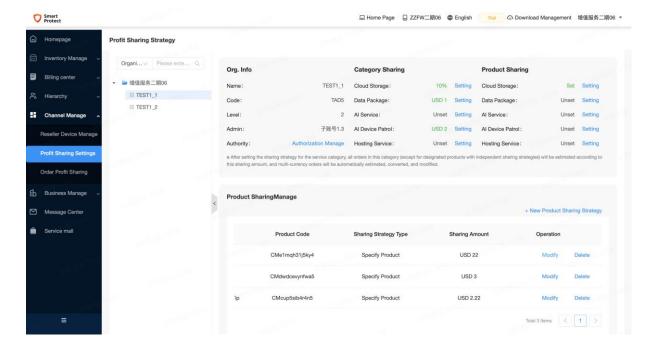
Subsequently, all value-added service orders purchased by this user will be share orders belonging to this organization. Through the organizational structure management function of your WorkStation, create and assign channel administrator accounts. After maintaining their administrator permissions, the accounts can log in to the WorkStation and query the device and order lists under their organization.

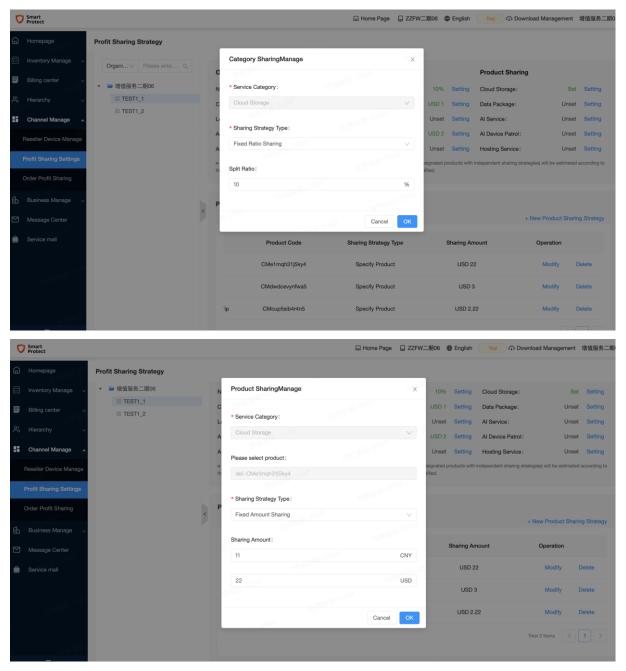




② Profit Sharing Settings

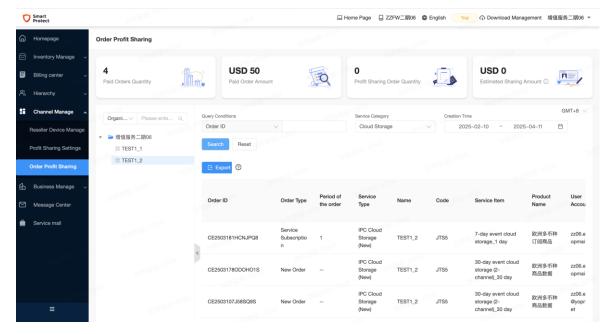
The enterprise administrators and creators of the top-level organization in the WorkStation can separately maintain the order share ratio/amount for each sub-channel. They can maintain a unified share amount for product categories, or maintain independent share amounts for individual products.





③ Order Profit Sahring List

Each channel administrator can view the list of share orders belonging to their channel on the order share statistics page, and the list supports being exported as an Excel file for data analysis.



10. Toolbox - New Function Additions

1). Device Information Inquiry

By entering the device's device ID or UUID, or even the 4G device's SIM card number, you can conduct inquiries about the detailed information associated with the device. This includes the device's basic information, service status, and the user's basic information.

