

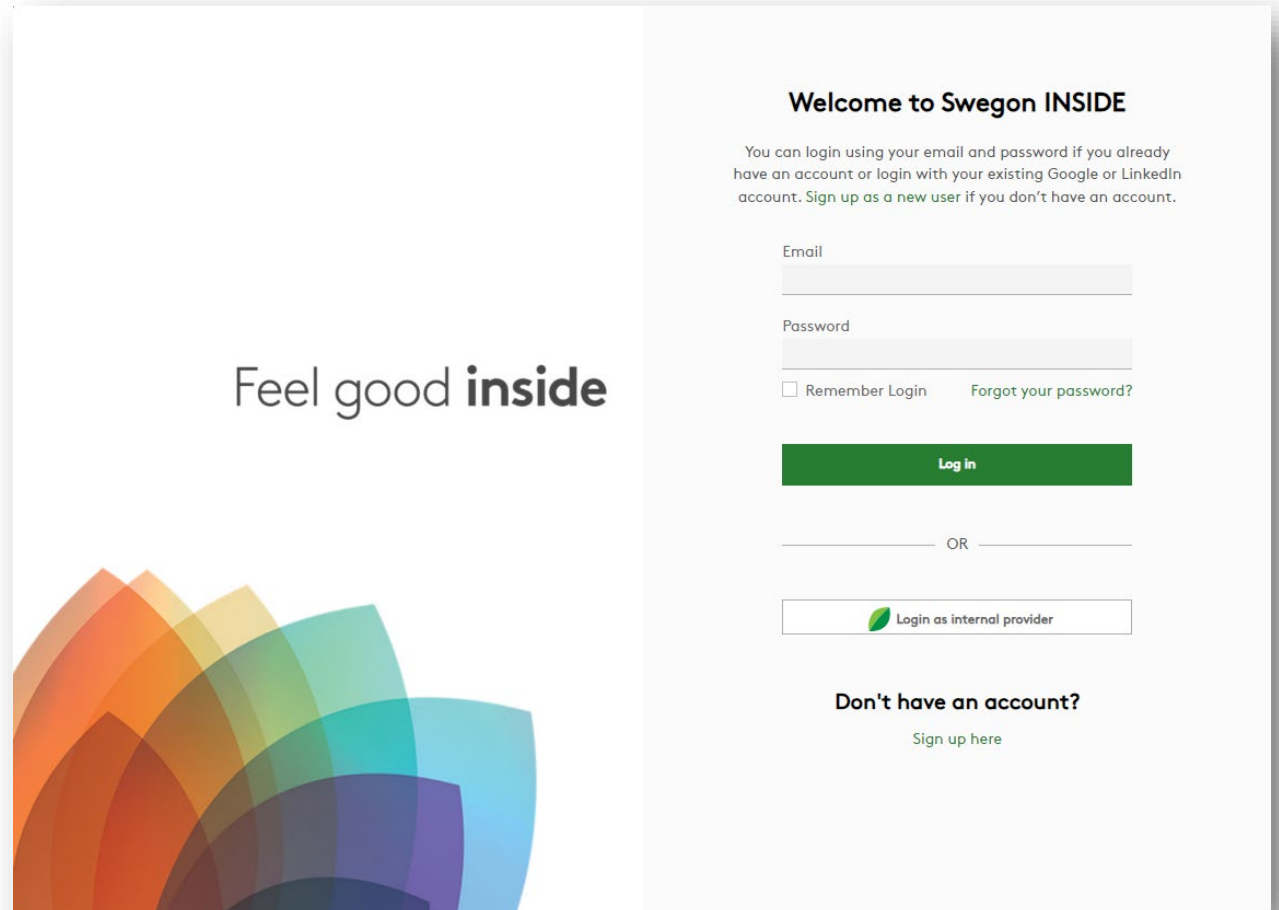


How to claim your product in INSIDE  
Portal

# 1. Log in to INSIDE Portal

## Swegon INSIDE Portal

- <https://inside.swegon.com>



The image shows a screenshot of the Swegon INSIDE Portal login page. On the left side, there is a decorative graphic of overlapping semi-circles in various colors (orange, yellow, green, blue, purple) and the text "Feel good **inside**". On the right side, there is a login form with the following elements:

- Welcome to Swegon INSIDE**
- Text: "You can login using your email and password if you already have an account or login with your existing Google or LinkedIn account. Sign up as a new user if you don't have an account."
- Form fields for "Email" and "Password".
- Checkboxes for "Remember Login" and "Forgot your password?".
- A green "Log in" button.
- A separator line with "OR" in the center.
- A button labeled "Login as internal provider" with a small green leaf icon.
- Text: "Don't have an account?"
- A link: "Sign up here".

## 2. Go to building page

The screenshot displays the Swegon user interface for an organization. The breadcrumb trail at the top reads "Home > Organisations > Company Name". A "GO BACK" button is on the left, and an "EDIT ORGANISATION" button is on the right. The main heading is "Company Name".

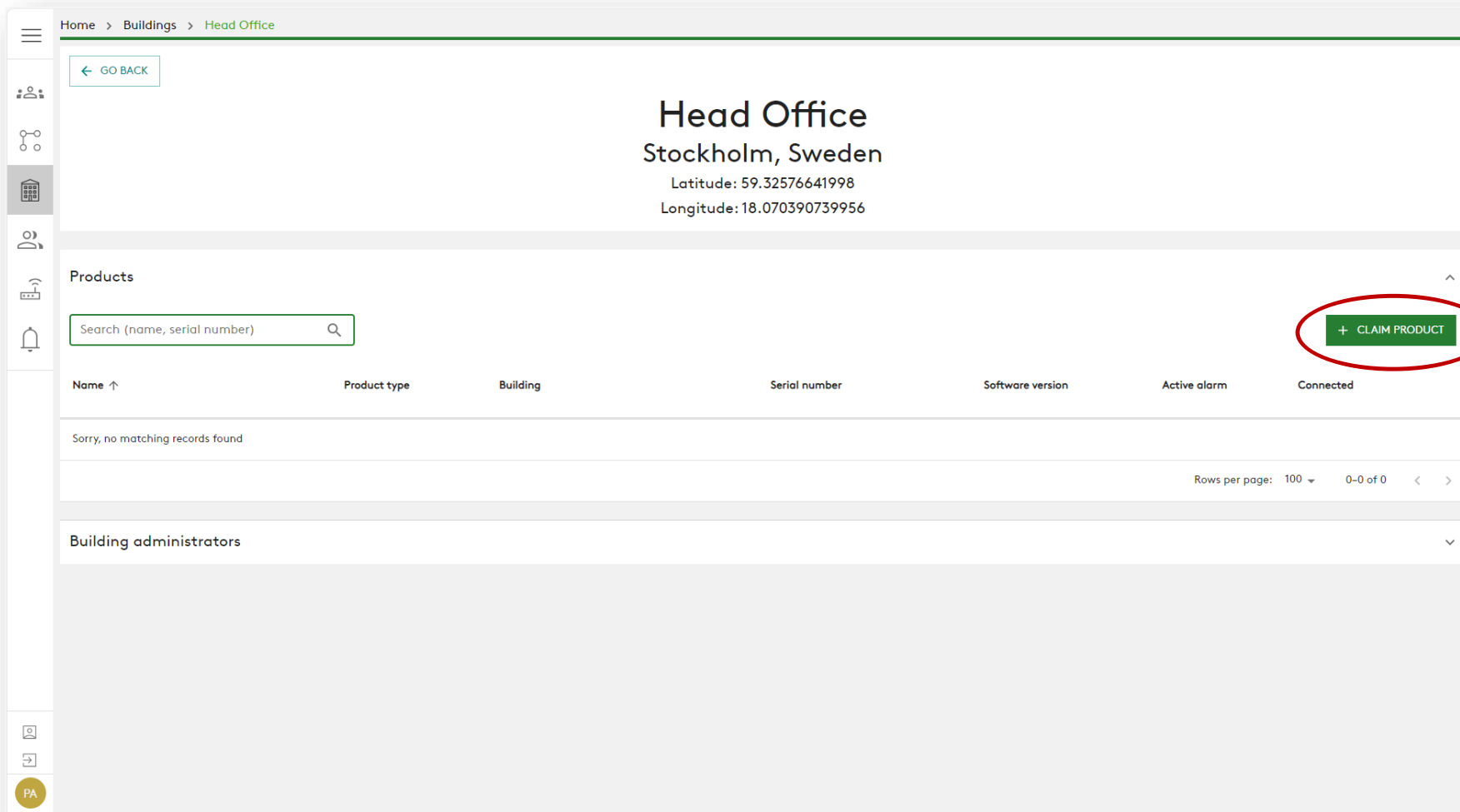
The "Buildings" section is highlighted with a red circle. It contains a search bar labeled "Search for building name" with a magnifying glass icon. Below the search bar is a table with the following data:

Name	City	Country	Number of products	Role
Head Office	Stockholm	Sweden	0	Organisation Admin

At the bottom of the table, it says "Rows per page: 100" and "1-1 of 1". Below the table are two expandable sections: "Organisation administrators" and "App users".

The left sidebar contains several icons: a menu icon, a user icon, a building icon, a search icon, a notification icon, and a bell icon. At the bottom left, there is a "PA" button.

# 3. Press "Claim product"



Home > Buildings > Head Office

[← GO BACK](#)

## Head Office

Stockholm, Sweden  
Latitude: 59.32576641998  
Longitude: 18.070390739956

### Products

Search (name, serial number)

Name ↑	Product type	Building	Serial number	Software version	Active alarm	Connected
Sorry, no matching records found						

Rows per page: 100 ▾ 0-0 of 0 < >

### Building administrators

PA

The screenshot shows a web interface for a building management system. The main content area displays the name 'Head Office' and its location 'Stockholm, Sweden' along with latitude and longitude coordinates. Below this is a 'Products' section with a search bar and a table. The table has columns for Name, Product type, Building, Serial number, Software version, Active alarm, and Connected. A message 'Sorry, no matching records found' is displayed in the table. A green button labeled '+ CLAIM PRODUCT' is circled in red in the top right corner of the products section. The bottom of the interface shows a 'Building administrators' section and a 'PA' button.

4. Type in the product's serial number and press right outside the text box to confirm. After clicking outside the text box, there is the possibility to add additional serial numbers the same way.

The screenshot displays the Swegon web interface for a building named 'Head Office' in Stockholm, Sweden. The interface includes a navigation menu on the left, a breadcrumb trail at the top, and a main content area. A modal dialog box titled 'Claim product(s)' is open, overlaying the main content. The dialog contains the following text:

Once you have activated INSIDE on your INSIDE Ready product, you can claim the product to connect it to your building and start benefiting from our digital services.

Serial number(s)

The serial number can be found on the product's internal website under the 'Communication' tab

SUBMIT

The background interface shows a 'Products' section with a search bar and a table with columns for Name, Product type, Software version, Active alarm, and Connected. A '+ CLAIM PRODUCT' button is visible in the top right of the products section.

5. Before submitting you need to name your units. Then press submit.

If the product is already connected to INSIDE Cloud, you need to enter the MAC-address of the product to claim it.

The screenshot displays the Swegon INSIDE Cloud interface for a building named 'Head Office' in 'Stockholm, Sweden'. A modal dialog box titled 'Claim product(s)' is open, providing instructions on how to claim a product. The dialog shows two serial numbers, 1111111111 and 1122112211, which have been added to a list. Below the list, there are two input fields for naming the products, with the first field for serial number 1111111111 highlighted by a red circle. The dialog also includes a 'SUBMIT' button at the bottom.

Home > Buildings > Head Office

Head Office  
Stockholm, Sweden

Claim product(s)

Once you have activated INSIDE on your INSIDE Ready product, you can claim the product to connect it to your building and start benefiting from our digital services.

Serial number(s)

1111111111 1122112211

The serial number can be found on the product's internal website under the 'Communication' tab

Name

The following product(s) needs a name to be able to be added to the building.

1111111111 GOLD name \*

1122112211 GOLD name \*

SUBMIT

## 6. Now you have successfully claimed your products.

Home > Buildings > Head Office

[← GO BACK](#)

### Head Office

Stockholm, Sweden

Latitude: 59.32576641998  
Longitude: 18.070390739956

#### Products

Search (name, serial number)

[+ CLAIM PRODUCT](#)

Name ↑	Product type	Building	Serial number	Software version	Active alarm	Connected
GOLD1	GOLD	Head Office	111111111			●
GOLD2	GOLD	Head Office	112211221			●

Rows per page: 100 ▾ 1-2 of 2 < >

#### Building administrators

PA

7. If your products are disconnected (like below), you need to check that Swegon INSIDE is activated on the product and you also might need to make them INSIDE Ready.

Home > Buildings > Head Office

← GO BACK

## Head Office

Stockholm, Sweden  
 Latitude: 59.32576641998  
 Longitude: 18.070390739956

Products ↑

Search (name, serial number)

Name ↑	Product type	Building	Serial number	Software version	Active alarm	Connected
GOLD1	GOLD	Head Office	111111111			●
GOLD2	GOLD	Head Office	112211221			●

Rows per page: 100 ▾ 1-2 of 2 < >

Building administrators ↓

PA





How to make your product INSIDE  
Ready



1. Go to your building and click on the product you want to make INSIDE Ready.

Home > Buildings > Head Office

← GO BACK

## Head Office

Stockholm, Sweden  
Latitude: 59.32576641998  
Longitude: 18.070390739956

### Products

Search (name, serial number)

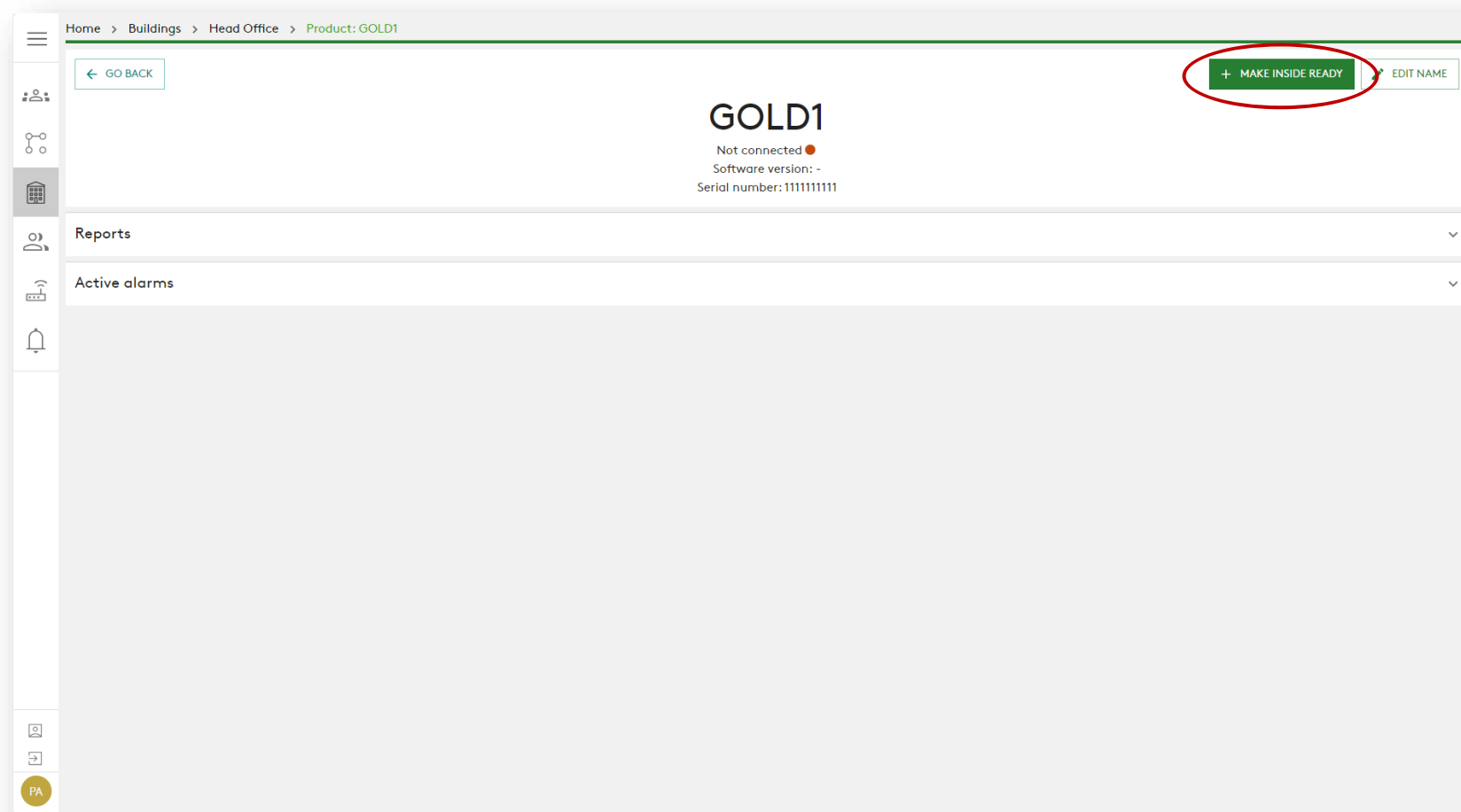
Name ↑	Product type	Building	Serial number	Software version	Active alarm	Connected
GOLD1	GOLD	Head Office	111111111			●
GOLD2	GOLD	Head Office	112211221			●

Rows per page: 100 ▾ 1-2 of 2 < >

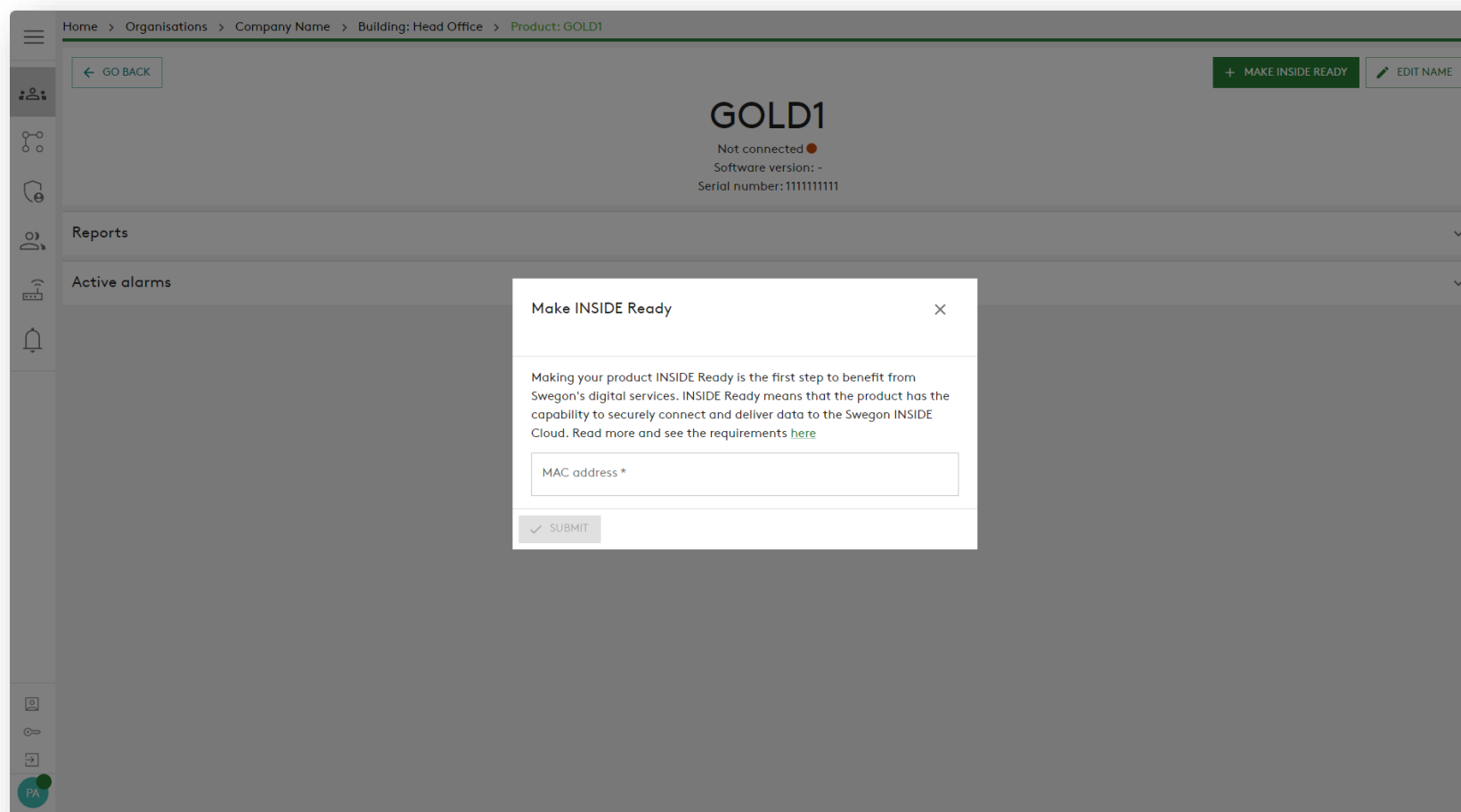
### Building administrators

PA

2. Press the button “MAKE INSIDE READY”.



### 3. Type in the product's MAC address and press submit.



Home > Organisations > Company Name > Building: Head Office > Product: GOLD1

← GO BACK

+ MAKE INSIDE READY EDIT NAME

# GOLD1

Not connected ●  
Software version: -  
Serial number: 1111111111

Reports

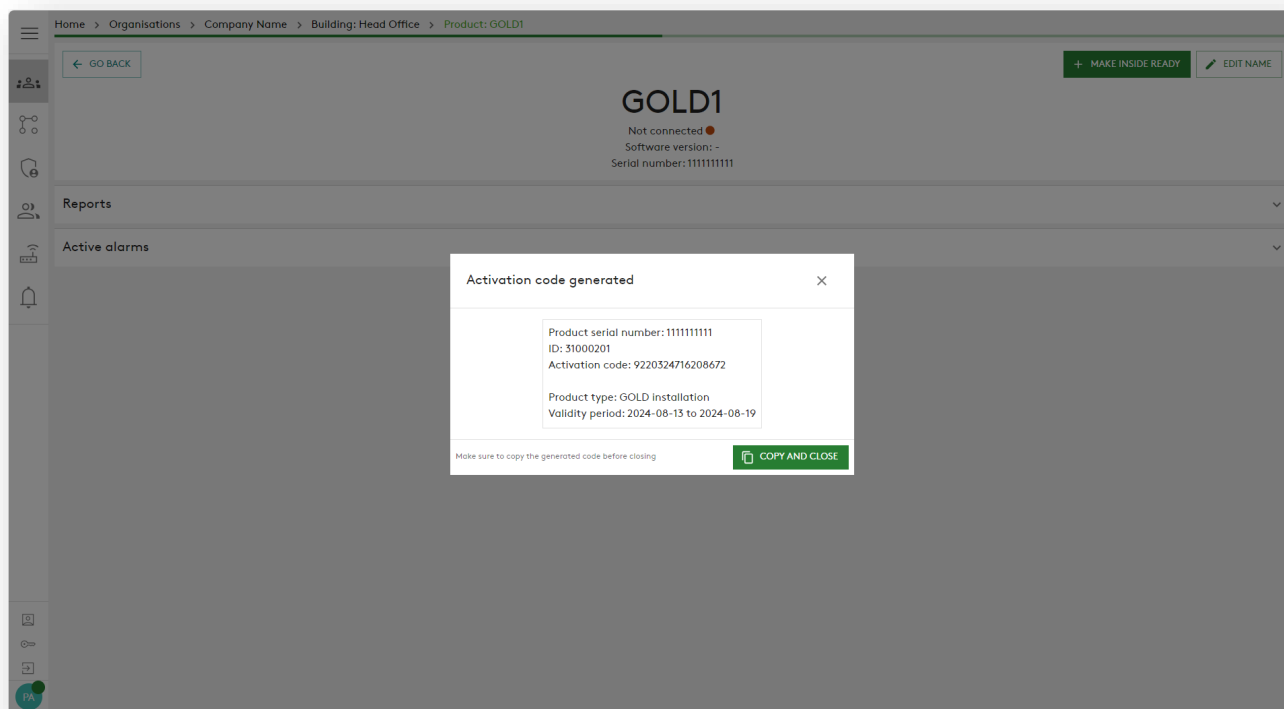
Active alarms

### Make INSIDE Ready

Making your product INSIDE Ready is the first step to benefit from Swegon's digital services. INSIDE Ready means that the product has the capability to securely connect and deliver data to the Swegon INSIDE Cloud. Read more and see the requirements [here](#)

✓ SUBMIT

3. Copy the ID and Activation code and paste it in the right text fields in your products HMI and press “Activate”.



For GOLD units you will find the text fields under "Communication"

**Swegon** 





Feel good **inside**