



CONGRATULATIONS
Let's Get Charging!



CoVault, 1 Redwood Crescent, East Kilbride, United Kingdom

📞 0808 281 8088

hello@connektcharging.com

www.connektcharging.com





YOU'RE NOW CONNEKTED



Thank You For Choosing Connekt

Now that your installation has completed (or is shortly about to complete) here is some helpful information for you to digest.

- Logging in to Connekt Cloud.
- Report Viewing.
- Steps to Connekt and charge
- Connekt on social media.
- Important Contact Details and our sustainability commitments



CONNEKT CLOUD LOGIN



Accessing the Cloud couldn't be easier, simply follow the steps below to get logged on for the first time.

1 Open Connekt Cloud



[Connekt Cloud Login](#)

(Please bookmark the Link)

2 Click Forgot Password

Now, click on the **Forgot Your Password Link**

3 Send Password Reset Link

Next, enter your Email Address (the one you have provided us with) and click on **Send Password Reset Link**.

4 Open Forgot Password Email

Check your inbox and follow the instructions outlined on the email to **login and choose your new password**.

5 Mission Complete

You should now be able to **log onto the Cloud** using your email and chosen password.

CONNEXT CLOUD REPORTS



Session Reports

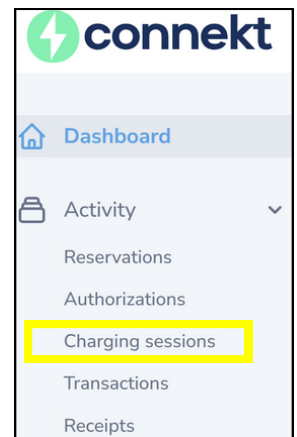
Session reports will show you the charger use and revenue. It will give a list of all sessions from all the locations and chargers that you have permission to access. You can filter and export the data to open in excel or google sheets.

Find **Charging Sessions** screen

When you have logged into the Connekt cloud admin portal the Charging sessions screen can be found in the left side menu under “Activity”.

You can also use this link

<https://cp.connektcharging.com/admin/resources/sessions>



Charging Sessions screen will list all current and finished sessions in a table.

ID	STARTED AT	DURATION	SESSION STATUS	SESSION BILLING STATUS	SELECTED PAYMENT METHOD	PAYMENT STATUS	ENERGY TOTAL (kWh)	TOTAL AMOUNT	CHARGE POINT	TARIFF SNAPSHOT
2708	2025-04-09 09:45:15	1m 1s	ACTIVE	PENDING	Balance	-	0.108	0.00	EVSE ID: C0218 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]	[REDACTED]
2707	2025-04-09 09:41:16	0	EXPIRED	-	****	-	0	0.00	EVSE ID: C0078 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]	[REDACTED]
2706	2025-04-09 09:41:10	1m 50s	FINISHED	COMPLETED	****	-	0	0.00	EVSE ID: C0078 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]	[REDACTED]
2705	2025-04-09 09:31:58	15m 7s	ACTIVE	PENDING	Balance	-	1.825	0.00	EVSE ID: C0420 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]	[REDACTED]
2704	2025-04-09 09:23:34	22m 1s	ACTIVE	PENDING	Balance	-	1.247	0.00	EVSE ID: C0217 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]	[REDACTED]
2703	2025-04-09 09:22:26	24m	ACTIVE	PENDING	Balance	-	2.8	0.00	EVSE ID: C0050 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]	[REDACTED]

CONNKT CLOUD REPORTS



Filtering Charging Sessions

The **charging session table can be filtered**. There are a lot of options but “Started at” can be used to filter the session by date.

To filter by date

Click the filter icon in the top right of the table.

ENERGY TOTAL (KWH)	TOTAL AMOUNT	CHARGE POINT
0.108	0.00	EVSE ID: ● C0218 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]
0	0.00	EVSE ID: ● C0078 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]
0	0.00	EVSE ID: ● C0078 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]
		EVSE ID: ● C0420 (22kW AC Type 2)

STARTED AT

Pick a date range

SESSION STATUS

- ☐ Unknown
- ☐ Starting
- ☐ Active
- ☐ Finished
- ☐ Failed
- ☐ Stopping
- ☐ Pending
- ☐ Waiting for start

Click **Pick a date range** and choose the dates you want.

ENERGY TOTAL (KWH)	TOTAL AMOUNT	CHARGE POINT
0.108	0.00	EVSE ID: ● C0218 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]
0	0.00	EVSE ID: ● C0078 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]
0	0.00	EVSE ID: ● C0078 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]
1.825	0.00	EVSE ID: ● C0420 (22kW AC Type 2) CP: [REDACTED] Location: [REDACTED]

STARTED AT

Pick a date range

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

CONNEXT CLOUD REPORTS



Downloading Charging Sessions

You can **download charging session data** as spreadsheet so it can be opened in excel and google sheets.

To **export charging sessions**

- Apply any filters you want.
- Select the rows you want to export
 - You can select individual rows or press the check box in the top left of the table to select all.

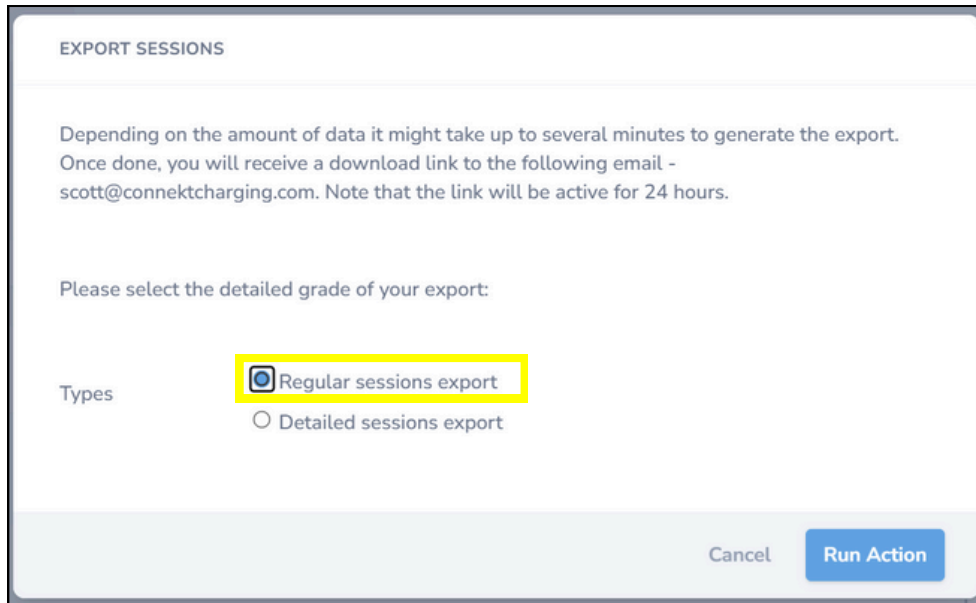
The screenshot shows the Connekt Cloud Reports interface. The left sidebar contains navigation links: Dashboard, Activity, Reservations, Authorizations, Charging sessions (highlighted), Transactions, Receipts, Network, Charge points, and EVSEs. The main content area is titled 'Charging sessions' and includes a search bar. Below the search bar is a table with columns: ID, STARTED AT, DURATION, SESSION STATUS, SESSION BILLING STATUS, SELECTED PAYMENT METHOD, PAYMENT STATUS, ENERGY TOTAL (KWH), TOTAL AMOUNT, CHARGE POINT, and TARIFF SNAPSHOT. A yellow box highlights the selection controls on the left of the table, including a dropdown showing '2708 selected' and checkboxes for 'Select this page: 25' and 'Select all: 2708'.

Select **Export sessions** from the “Actions” dropdown in the top right of the table.

The screenshot shows the Connekt Cloud Reports interface. The left sidebar contains navigation links: Dashboard, Activity, Reservations, Authorizations, Charging sessions (highlighted), Transactions, Receipts, Network, Charge points, and EVSEs. The main content area is titled 'Charging sessions' and includes a search bar. Below the search bar is a table with columns: ID, STARTED AT, DURATION, SESSION STATUS, SESSION BILLING STATUS, SELECTED PAYMENT METHOD, PAYMENT STATUS, ENERGY TOTAL (KWH), TOTAL AMOUNT, CHARGE POINT, and TARIFF SNAPSHOT. A yellow box highlights the 'Actions' dropdown menu in the top right corner, which includes options like 'End session' and 'Export sessions'.

A pop up will give you the option to download a regular or detailed session export.

Most of the time the **Regular sessions export** is recommended.



EXPORT SESSIONS

Depending on the amount of data it might take up to several minutes to generate the export. Once done, you will receive a download link to the following email - scott@connektcharging.com. Note that the link will be active for 24 hours.

Please select the detailed grade of your export:

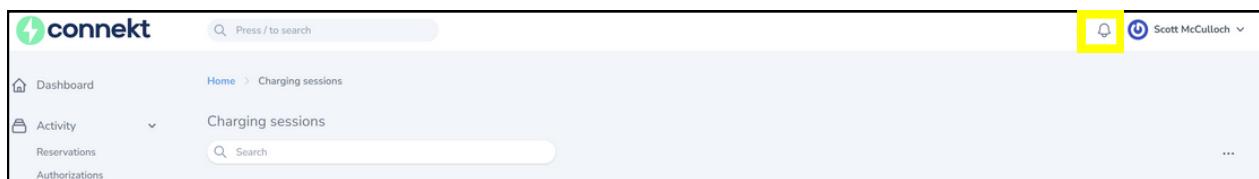
Types

☒ Regular sessions export

☐ Detailed sessions export

Cancel Run Action

The report will be emailed to you or it can be accessed from the notification “bell” in the top right of the screen.



The export will download as a “.csv.gz” archive file. The name will look similar to this, **charging_sessions_regular_2025-04-01_09-57-08.csv.gz**

You will need to extract the spreadsheet from this file

- Windows 11 users should be able to extract the spreadsheet without an extra app.
- Window 10 users might have to get an extractor app
 - 7-zip is a free extractor app that can be downloaded here <https://www.7-zip.org/>
- Any issues the following website can extract the file
 - <https://www.chatdb.ai/tools/csv-decompressor>

The file can then opened excel or google sheets

USING OUR EV CHARGERS (OVERVIEW)

1



Connect an EV charging cable between our charger and your car

Follow the instructional signs at your charger which will allow you several ways to pay and start your charge

2



Your 3 Ways To Charging Success...

1

Contactless Payment

- Plug in your car
- Go to Card Payment Device (located on your charger or at separate Payment Kiosk)
- Select Your Charger



Tap & Quick Pay

2

QR Payment

- Plug in your car
- Scan Quick Pay QR code at your socket
- Pay online by card, Apple Pay, Google Pay and more



Quick Pay Online

3

App Payment

- Plug in your car
- Scan the below QR code



Download Our App

(Reduced charging rates available at select destinations)

Call for 24/7 Customer Support 0808 281 8088
www.connektcharging.com

3



Simple as that. All drivers have the info they need at the chargers themselves.
Happy Charging!

USING OUR EV CHARGERS (CONTACTLESS PAYMENT)

1



Connect an EV charging cable between our charger and your car

Select your charger on the contactless payment terminal which will be on the charger itself or on a nearby payment kiosk. Follow instructions to make payment

2



3



Simple as that. All drivers have the info they need at the chargers themselves.
Happy Charging!

USING OUR EV CHARGERS (QR CODE PAYMENT)

1



Connect an EV charging cable between our charger and your car

2



Scan the QR code at the charging socket you are using. Click Pay Now then Input your card details.



3



Simple as that. All drivers have the info they need at the chargers themselves. Happy Charging!

 **Tinto Hotel**
address

 **22 kW AC**
ID: C0573
(Tinto Hotel)

 Type 2

 Available

 £0.55 per kWh

Details

Pre-authorization amount	£20.00
Price per kWh	£0.55
Min. price	£0.50
Connection fee	£0.40
Connection fee minimum session duration	1 min
Connection fee minimum session energy	1 kWh

Pay Now >

☐ By continuing, you agree to the [Terms & Conditions](#).

USING OUR EV CHARGERS (APP PAYMENT)

1



Connect an EV charging cable between our charger and your car

2

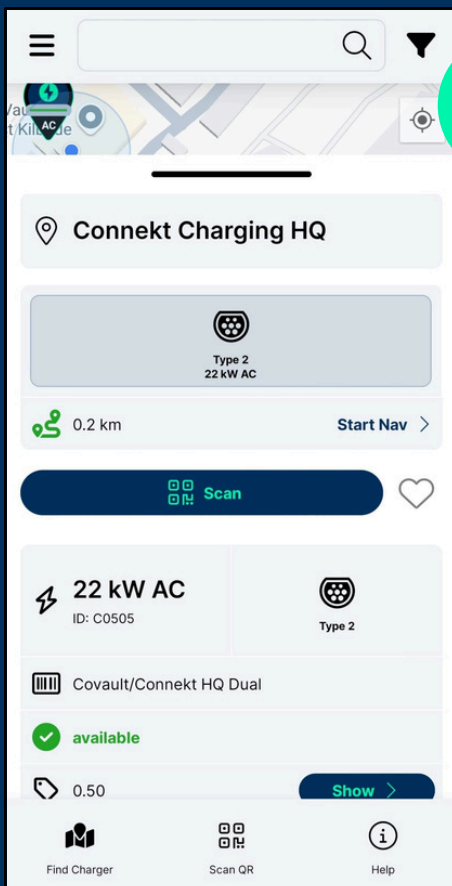
Scan the QR code at our instructional signs and download our GetConnekted App



 **getconnekted**

3

Locate the charger you are looking to charge from (using the Find Charger function, and noting the Charger ID of the socket you are at)



4



Simple as that. All drivers have the info they need at the chargers themselves.
Happy Charging!

CONNEXT WITH US



Earn £250

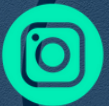
CONNEXT BUSINESS REFERRAL SCHEME

**Introduce us to a Key Team Member at
ANY business.**

Should they proceed with Connekt **you will receive £250** for the referral!

(T's and C's Apply)

Follow Us On Social Media



@ConnektCharging



www.connektcharging.com



Connekt-EV-charging



ConnektEVcharging



WE PLANT A TREE FOR EVERY CHARGER INSTALLED

Connekt are committed to helping sequester CO2, which is why we've partnered up with more:trees

MoreTrees partner with tree planting partners across the world who work with local communities to restore healthy forests and reduce extreme poverty. By planting trees you help sequester harmful emissions while providing co-benefits such as water filtration, shelter, food sources, poverty alleviation and biodiversity.

The more trees you plant, the more you help.

THG (more : trees)

find out more at: moretrees.eco



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Glasgow: 0141 428 4394

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