



My Account Guide

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1 Introduction

This Guide assists you on the parameters available to set up your unique account

Select **My Account** from the top of the Menu bar.

2 My Account

2.1 Details

My Account - orleans_admin

Details | Change Password | Contact Details | User Preferences | Equipment Types | Equipment Cost Estimate | Notifications

* Username: orleans_admin

* Firstname: Orleans

* Lastname: Admin

* Primary Email: noreply@utel.co.uk

Organisation: Orleans Organisation

* Role: System Admin Test

Save

Your account would have initially being created by the SASO, but you can edit your **Firstname** and **Lastname** details.

You must also add your **Primary Email** address.

If the **Username** or **Role** needs to be edited please contact the System SASO or SASO.

If the **Organisation** needs to be edited please contact the System SASO.

2.2 Change Password

My Account - orleans_admin

Details | Change Password | Contact Details | User Preferences | Equipment Types | Equipment Cost Estimate | Notifications

* Current Password: [] This field is required

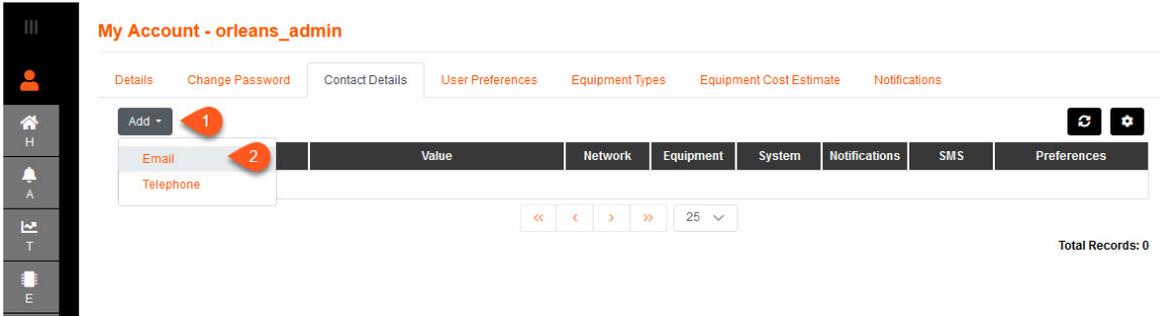
* New Password: []

* Confirm Password: []

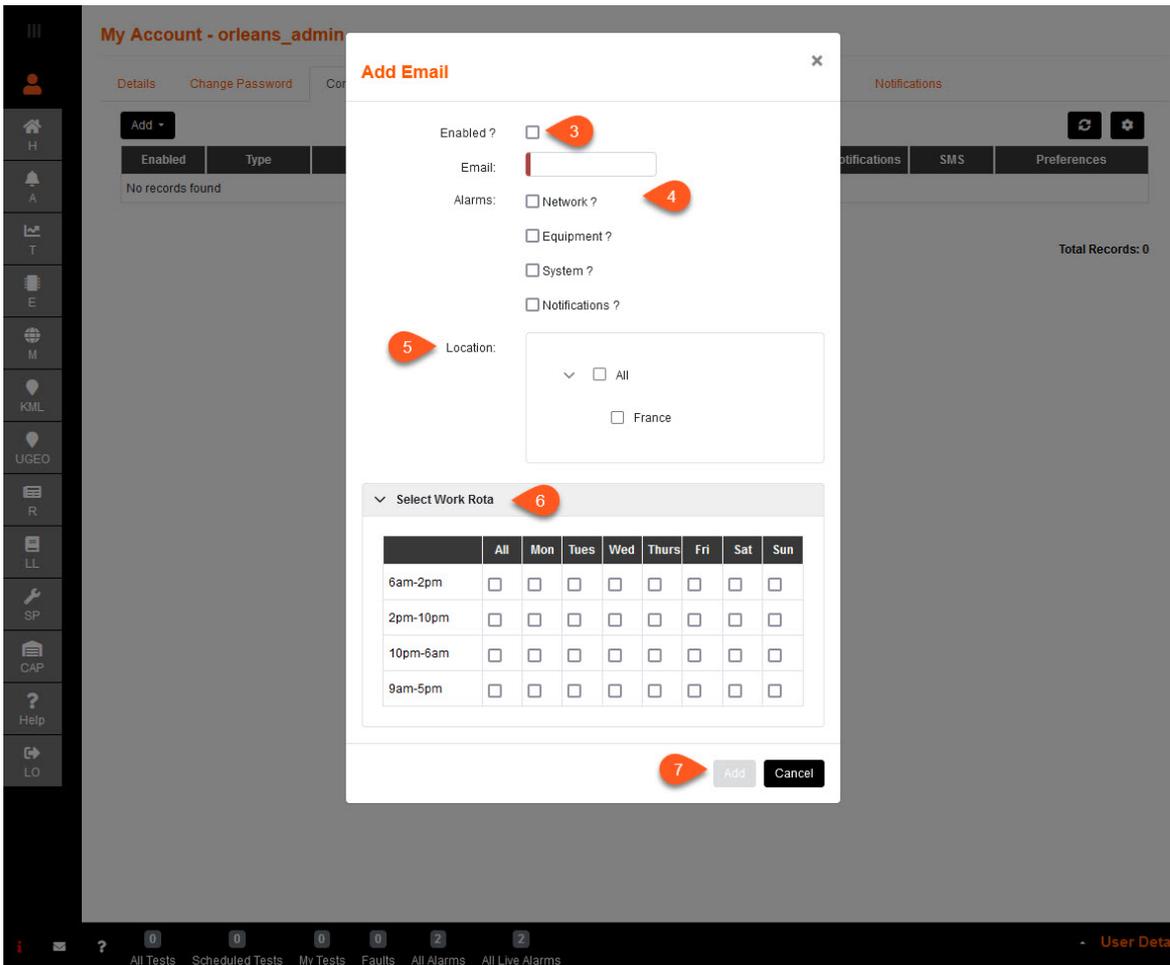
Save

Your account would have initially being created by the SASO, but it is advisable to modify your **Password** details at least once.

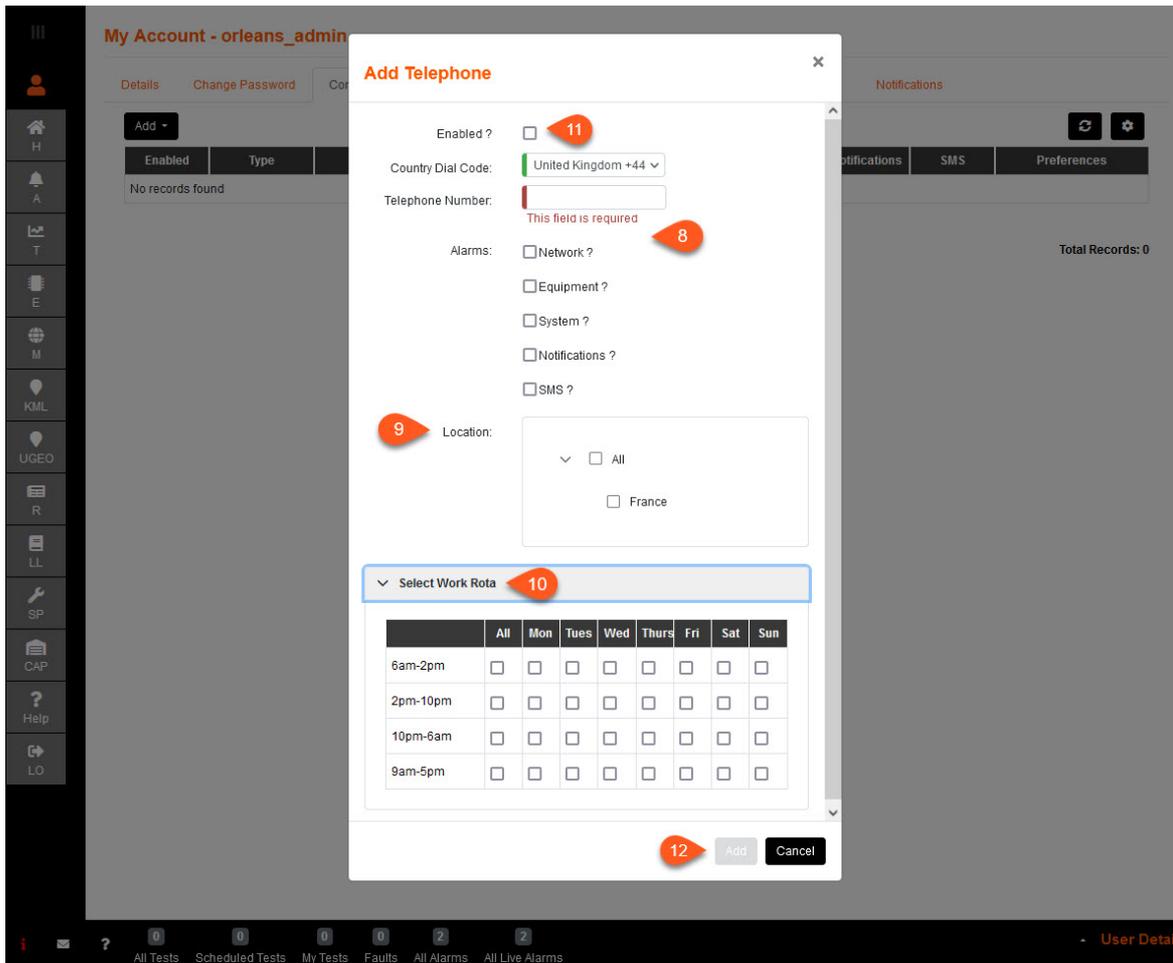
2.3 Contact Details



1. To add your contact details select the **Add** button.
2. Select whether to enter your **Email** or **Telephone** details.



3. **Enabled?** ticked will allow the user to receive email notifications.
4. The email address entered under **Add Email** pop-up will receive all Alarms flagged from the selected **Alarms** via email.
5. **Set Location** will allow you to receive all Alarms flagged from the specified location.
6. **Select Work Rota** to select the times when you would like to receive the Emails.
7. Select **Add** to save.



8. The mobile number entered under **Add Telephone** pop-up will receive all Alarms flagged from the selected **Alarms** via SMS/text.
9. **Set Location** will allow you to receive all Alarms flagged from the specified location.
10. **Select Work Rota** to select the times when you would like to receive the SMS/texts.
11. Make sure you tick **Enabled?** when you are ready to receive SMS/text notifications.
12. Select **Add** to save.

2.4 User Preferences

My Account - orleans_admin

Details Change Password Contact Details **User Preferences** Equipment Types Equipment Cost Estimate Notifications

Table Settings

Rows Per Page: 25

Export Delimiter: Tab

Colour Even Line: [Color Picker]

Colour Odd Line: [Color Picker]

Text Colour: [Color Picker]

Route Default Settings

Route Popup ?

Route Type: PON

Route Test Type: GENERIC_TEST

Equipment Name Suggestion

Item Prefix Name:

Handhole Abbrev: HH

Boundary Box Abbrev: BB

Pole Abbrev: P

Cabinet Abbrev: SC

Others

All Tests 0 Scheduled Tests 0 My Tests 0 Faults 2 All Alarms 2 All Live Alarms [User Detail](#)

Route Default Settings

Route Popup ?

Route Type: PON

Route Test Type: GENERIC_TEST

Equipment Name Suggestion

Item Prefix Name:

Handhole Abbrev: HH

Boundary Box Abbrev: BB

Pole Abbrev: P

Cabinet Abbrev: SC

Others

Default Event Strength: Conservative

Auto Select Next Tube ?

Default Name:

Default To System for Testing:

Display Status on printouts:

New Equipment Notification ?

[Save](#) [Reset to Defaults](#)

All Tests 0 Scheduled Tests 0 My Tests 0 Faults 2 All Alarms 2 All Live Alarms [User Detail](#)

Table Settings:

Rows per page is a table row view preference.

Export Delimiter has a choice between Comma, Semi Colon and Tab.

Color odd or **even line**, and **Text Colour**, allows you to set up the table in order to ease the viewing of each item.

Route Default Settings:

Route Popup? allows the user to enter a name, rather the default switch name and the moment of saving connections.

Route Type select the default Route Type to be used when auto-creating route(s).

Route Test Type select the default Test Type to be used when auto-creating route(s).

Equipment Name Suggestion:

Item Prefix Name option to add a unique identifier to following equipment in order to easily identify a grouping.

Handhole Abbrev option to have a default abbreviated prefix as part of the item prefix name when creating handholes.

Boundary Box Abbrev option to have a default abbreviated prefix as part of the item prefix name when creating boundary boxes.

Pole Abbrev option to have a default abbreviated prefix as part of the item prefix name when creating poles.

Cabinet Abbrev option to have a default abbreviated prefix as part of the item prefix name when creating cabinets.

Others:

Default Event Strength Select the default filter on the events trace table.

Auto Select Next Tube? when ticked; allows an automatic selection of the first available tube in a duct when creating cables.

Default Name when ticked; allows the system to automatically fill in names for items, using Abbreviation (or Type Name) from equipment table, or start and end points for cable.

Default To System for Testing when ticked; Testing (T) will always navigate to the System node, or Country node when boundary is enabled.

Display Status on printouts when ticked; allows the Network Status, and Operational Status, of the item to be included in the table on the printouts.

New Equipment Notification? when ticked; allows the user to get a pop up when new equipment gets added via alarm receiver.

Save sets new preference and **Reset to defaults** sets preference back the current view.

2.5 Equipment Types

My Account - orleans_admin

Details Change Password Contact Details User Preferences **Equipment Types** Equipment Cost Estimate Notifications

List of Equipment Types

Display Name	Host Class	Map Display Style	Addable	Displayable	Map Addable	Map Displayable	Map Display Type
Street Cabinet (Single	8	[Color Selection]	✓	✓	✓	✓	HEXAGON
Internal Cabinet	8	[Color Selection]	✓	✓	✓	✓	SQUARE
Handhole	12	[Color Selection]	✓	✓	✓	✓	POINT

Equipment Types are all the items physically used by Fastlight. They can be modified by the customer to set items as visible and addable, in either Element Manager or GIS Mapping.

The **Equipment Types** can also be set to a certain shape, and colour - including specifying new and existing.

2.6 Equipment Cost Estimate

My Account - orleans_admin

Details Change Password Contact Details User Preferences **Equipment Types** **Equipment Cost Estimate** Notifications

Add / Update Selected No Cost Cost Set All

Equipment ID	Equipment	Estimated Cost	Cost Currency	Notes	Action
<input type="checkbox"/>	Internal Cabinet	89	£		Update
<input type="checkbox"/>	Handhole	77	£		Update
<input type="checkbox"/>	Footway Box	68	£		Update
<input type="checkbox"/>	Carriageway Box	75	£		Update
<input type="checkbox"/>	General Pole	82	£		Update
<input type="checkbox"/>	Hollow Pole	81	£		Add
<input type="checkbox"/>	Joint User Pole	<input type="text" value="1,000,000.00"/>	£		Add
<input type="checkbox"/>	Defective Pole		£		Add

Equipment Cost Estimate allows the Planner to enter the cost of each Equipment Type. This is for the CSV version of the Bill of Materials to indicate how much a project is going to cost.

Filter out items that haven't been had a cost entered yet, or are already in the system.

2.7 Notifications

My Account - orleans_admin

Details Change Password Contact Details User Preferences Equipment Types Equipment Cost Estimate Notifications

Show UnRead Only? None Project Prospect Mapper

Message	Full Name	Sender Username	Action
Critical alert message for an asset's warranty: LA[001] FS-08(04-06-2021)	Orleans, Admin	orleans_admin	Mark as Read View
Critical alert message for an asset's warranty: NJ[001] OTDR 903(07-07-2021)	Orleans, Admin	orleans_admin	Mark as Read View
Warning alert message for an asset's warranty: NJ[001] ROSC(12-08-2021)	Orleans, Admin	orleans_admin	Mark as Read View
Critical alert message for an asset's warranty: LA[064] FS-16(30-06-2021)	Orleans, Admin	orleans_admin	Mark as Read View
Warning alert message for an asset's warranty: LA[002] FS-16(22-07-2021)	Orleans, Admin	orleans_admin	Mark as Read View
Warning alert message for an asset's warranty: LA[001] FS-04(18-09-2021)	Orleans, Admin	orleans_admin	Mark as Read View
Critical alert message for an asset's warranty: LA[002] FS-16(22-07-2021)	Orleans, Admin	orleans_admin	Mark as Read View
Critical alert message for an asset's warranty: LA[001] FS-32(04-08-2021)	Orleans, Admin	orleans_admin	Mark as Read View
Critical alert message for an asset's warranty: LA[002] FS-32(01-03-2022)	Orleans, Admin	orleans_admin	Mark as Read View
Critical alert message for an asset's warranty: LA[001] FS-04(16-09-2021)	Orleans, Admin	orleans_admin	Mark as Read View

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Total Records: 15

All Tests Scheduled Tests My Tests Faults All Alarms All Live Alarms User Detail

You will receive **Notifications** via an icon on the bottom left of the screen which will navigate to this tab. The Message, and Action required, will be stated.

The messages can be filtered by None, Project, Prospect or Mapper.

To display all previously read messages then unselect the 'Show UnRead Only?' tick box.



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