# 

## **My Account Guide**

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1 Ir	ntroduction	4
2 N	ly Account	4
2.1	Details	4
2.2	Change Password	4
2.3	Contact Details	5
2.4	User Preferences	7
2.5	Equipment Types	9
2.6	Equipment Cost Estimate	9
2.7	Notifications	. 10

## Introduction

#### **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

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nge Password Contact Details * Username:	User Preferences	Equipment Types	Equipment Cost Estimate	Notifications
* Username:	orleans admin			
	onouno_dannin			
* Firstname:	Orleans			
* Lastname:	Admin			
* Primary Email:	noreply@utel.co.uk			
Organisation:	Orleans Organisation			
* Role:	System Admin Test			
	Save			
	* Primary Email: Organisation: * Role:	Primary Email: noreply@utel.co.uk     Organisation: Orleans Organisation	Primary Email: noreply@utel.co.uk     Organisation: Orleans Organisation	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

	Му Ассо	ount - orleans_ac	lmin					
<b>.</b>	Details	Change Password	Contact Details	User Preferences	Equipment Types	Equipment Cost Es	timate Notifications	
<b>е</b> н			* Current Password:				This field is required	
Å			* Confirm Password:					
<b>⊠</b> ⊤				Save				
E								

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

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<b>.</b>	Details	Change Password	Contact Details	User Preferences	s Eq	uipment Ty	pes Equipr	ment Cost Estir	nate Notific	ations	
*	Add -	1			8				2		₿ 🗘
•	Email	-2		Value	N	letwork	Equipment	System	Notifications	SMS	Preferences
Ā	Teleph	one									
<u>⊷</u>					« «	> >	> 25 ~				
т											Total Records: 0
E											

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

	My Account - orleans_admin			
•	Details Change Password Cor	Add Email		× Notifications
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	Enabled Type	Email:		otifications SMS Preferences
A	No records round	Alarms:	Network ?	
T			Equipment ?	Total Records: 0
E			□ System ?	
<b>⊕</b> M		5 Location:		
♥ KML		-	V 🗌 All	
UGEO				
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		All	Mon Tues Wed Thurs Fri Sat Sun	
۶		6am-2pm		-
SP		2pm-10pm		
CAP		10pm-6am		-
<b>?</b> Help		9am-5pm		
C+ LO			7 Add Ca	ncel
i 🛛	? 0 0 0 All Tests Scheduled Tests My Tests	0 2 Faults All Alarms All Liv	2 ve Alarms	User Detail

- 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.

111	My Account - orleans_admin										
•	Details Change Password Cor	Add Telephone								×	Notifications
<b>ж</b> н	Add -	Enabled ?		11						^	8
	Enabled Type	Country Dial Code:	Uni	ted Kin	gdom +	-44 ~					otifications SMS Preferences
A	NO RECORDS TOURING	Telephone Number:	This	field is	require	d					
T		Alarms:	□N€	etwork ?	,		8			1	Total Records: 0
E			E	luipmei	nt ?					1	
٢			Sy	stem ?						1	
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♥ KML			□ SN	IS ?							
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R R						France				I	
<b>پ</b> SP		✓ Select Work Rota	10								
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	2 0 0 0	0 2	2								User Detai
	All Tests Scheduled Tests My Tests	Faults All Alarms All L	ive Alarn	ns							over beam

- 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

Table Settings         Image Properse         Image P	Table Settings         Image For Fage:         Image For F	Details Charge Lassword Contact Details C.	ser Preferences	Equipment Types	Equipment Co	st Estimate	Notifications	
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My Account Guide V0.5

#### **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 Addrev** 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

Details	Change F	Password Co	ntact Details Us	er Preferences	Equipment Types	Equipment Cost Estin	mate Notifications	
List of	Equipm	ient Types						G Sort w B
Display	/ Name	Host Class	Man Dienlay Style	Addable	Displayable	Man Addable	Man Dienlavable	Map Display Type
		Jeleot		Addable	Displayable	map Addable		All
Street Cab	net (Single [	8		~	~	~	~	HEXAGON
Internal Ca	binet	8		~	~	~	~	SQUARE
Handhole		12		~	~	~	~	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

Details	Change Password Contact Details	User Preferences E	Equipment Types Equipm	ment Cost Estimate Notifications	
Add / Upda	ale Selected 🗌 No Cost 🔲 Cost Set	All 🗸			3
-	Equipment 1↓	Estimated Cost	Cost Currency	Notes	Actio
	Internal Cabinet	89	£		Update
	Handhole	77	£		Update
	Footway Box	68	£		Update
	Carriageway Box	75	£		Update
	General Pole	82	£		Update
	Hollow Pole	81	£		Add
	Joint User Pole	h,000,000.00	£		Add
	Defective Pole		£		

**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

Message       Full Name       Sender Username       Action         Critical alert message for an asset's warranty: Li(001]       Orleans, Admin       orleans_admin       Mark as Read       M	Show UnRead Only ?		None Pro	ject Prospect Mapper 3
Critical alert message for an asset's warranty: L4(001]       Orteans, Admin       orteans_admin       Markas Read	Message	Full Name	Sender Username	Action
Critical alert message for an asset's warranty: N[001] OTDR       Orleans, Admin       orleans_admin       Mark as Read       Mark	Critical alert message for an asset's warranty: LA[001] FS-08(04-06-2021)	Orleans, Admin	orleans_admin	Mark as Read
Warning alert message for an asset's warranty: L4(001]       Orleans, Admin       orleans_admin       Mark as Read       Mark as Re	Critical alert message for an asset's warranty: N[001] OTDR 903(07-07-2021)	Orleans, Admin	orleans_admin	Mark as Read
Critical alert message for an asset's warranty: L4(062]       Orleans, Admin       orleans_admin       Mark as Read       Mark as R	Warning alert message for an asset's warranty: N[001] ROSC(12-08-2021)	Orleans, Admin	orleans_admin	Mark as Read
Warning alert message for an asset's warranty: L4(002]       Orleans, Admin       orleans_admin       Mark as Read       Wark as Read       Mark as Re	Critical alert message for an asset's warranty: LA[064] FS-16(30-06-2021)	Orleans, Admin	orleans_admin	Mark as Read
Warning aleft message for an assefs warranty: L4(001)       Orleans, Admin       orleans_admin       Mark as Read       Mark as Rea	Warning alert message for an asset's warranty: LA[002] FS-16(22-07-2021)	Orleans, Admin	orleans_admin	Mark as Read
Critical alert message for an asset's warranty: LA(002]     Orleans, Admin     orleans_admin     Mark as Read     Mark as	Warning alert message for an asset's warranty: LA[001] FS-04(16-09-2021)	Orleans, Admin	orleans_admin	Mark as Read
Critical alert message for an asset's warranty: LA(001]     Orleans, Admin     orleans_admin     Mark as Read     Mark as	Critical alert message for an asset's warranty: LA[002] FS-16(22-07-2021)	Orleans, Admin	orleans_admin	Mark as Read
Critical alert message for an assets warranty: L4(002)     Orleans, Admin     orleans_admin     Mark as Read     Mark as	Critical alert message for an asset's warranty: LA[001] FS-32(04-08-2021)	Orleans, Admin	orleans_admin	Mark as Read
Critical alert message for an asset's warranty: LA(001) FS-04(16-09-2021) Orleans, Admin orleans_admin Mark as Read V	Critical alert message for an asset's warranty: LA[002] FS-32(01-03-2022)	Orleans, Admin	orleans_admin	Mark as Read
	Critical alert message for an asset's warranty: LA[001] FS-04(16-09-2021)	Orleans, Admin	orleans_admin	Mark as Read
Total R		« < 1 2	> » 10 v	
				Total F

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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