

Basic Navigation

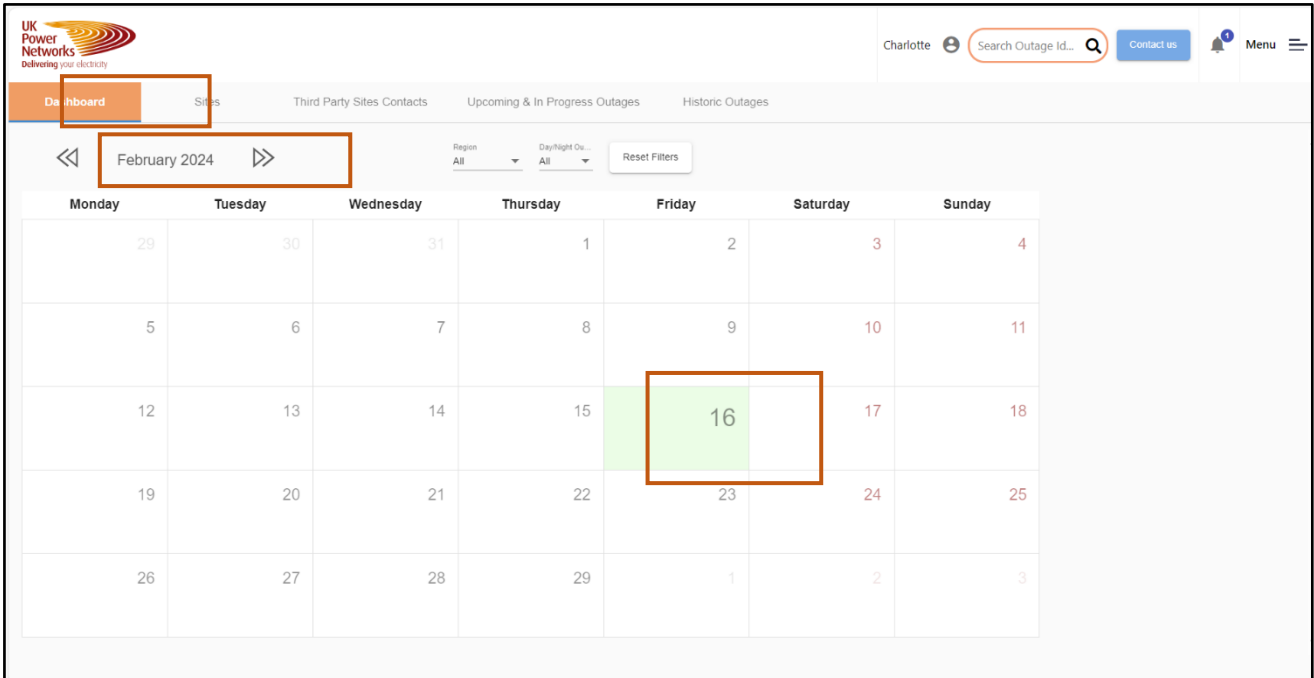
Network Vision



1. Login to Network Vision

Dashboard

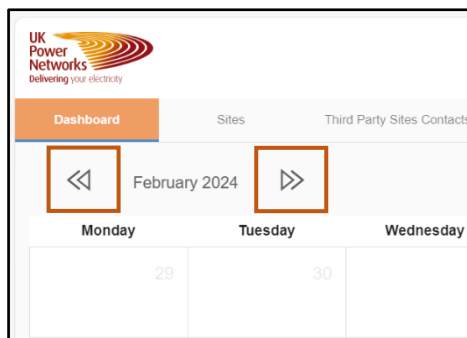
1. Once logged in the 'Dashboard' screen will show
 - a. The current month will be displayed
 - b. Today's date will be highlighted in green



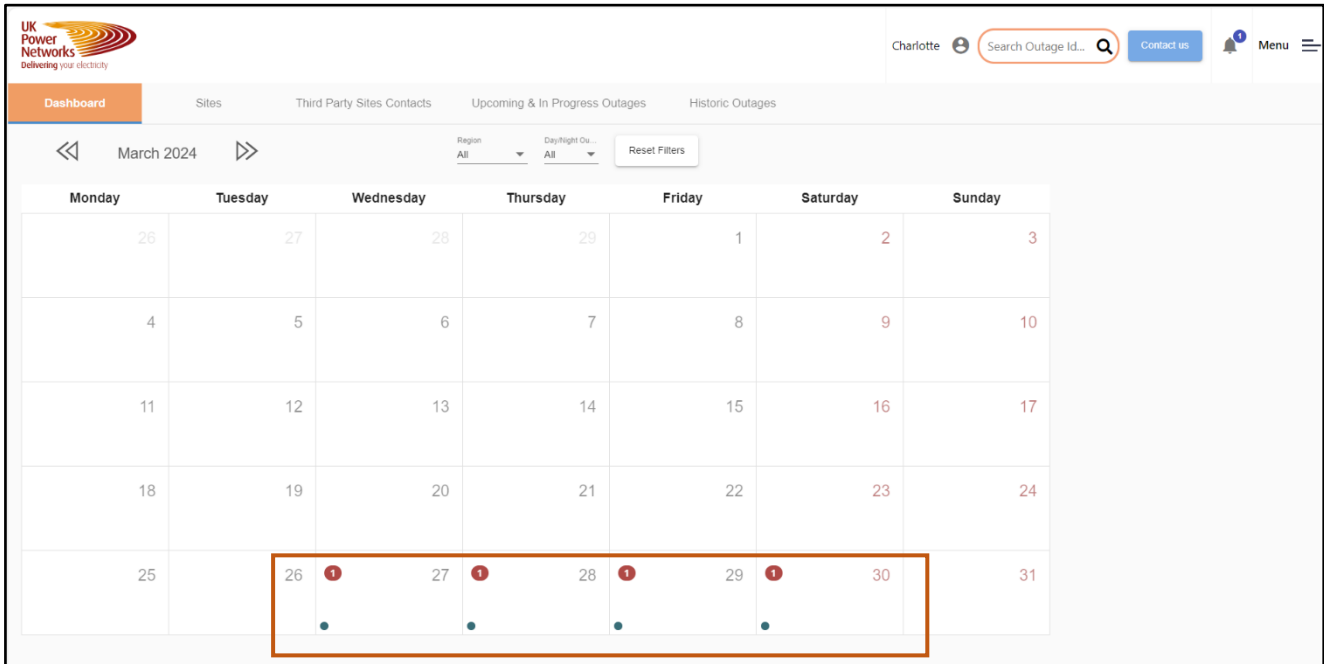
2. Click on the bell icon to view any notifications



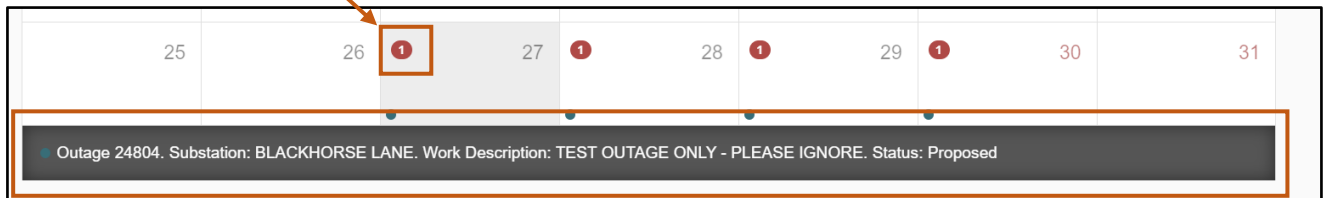
3. Navigate back and forward through the months using the arrows



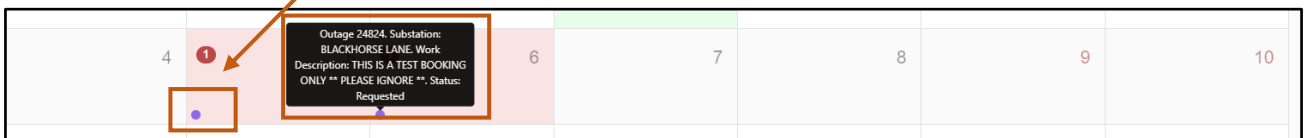
4. Outages will show in the calendar on each date planned, as below



5. Click on the number to see the outage number, location, work description and status



6. Hover over the dot to view outage information

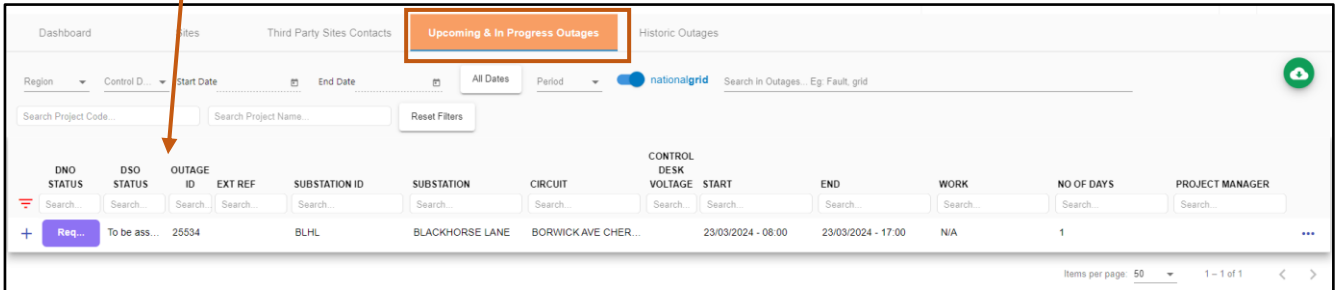


Different colour dot meanings:

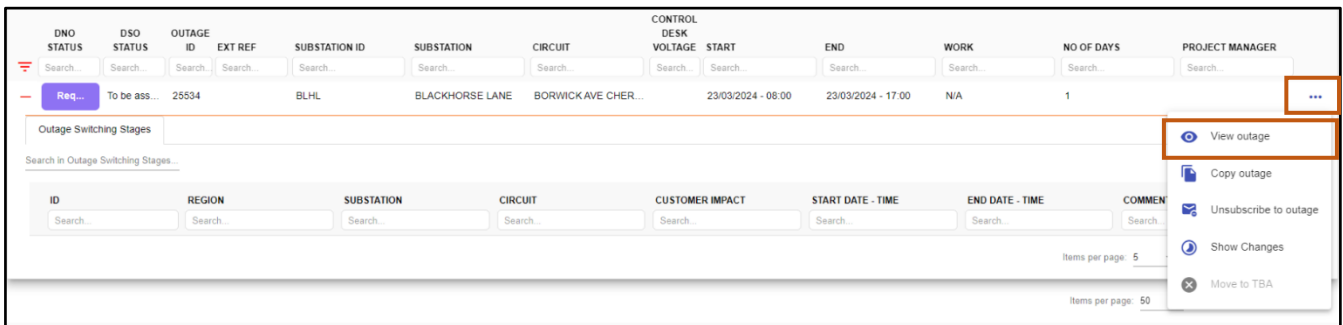
- Purple – Requested
- Dark Green – Proposed
- Light Green – Approved
- Orange – Control Review
- Red – Fault

Upcoming & In Progress Outages

7. You can also view outages by clicking on the 'Upcoming & In Progress Outages' tab and the outages will be listed



8. Click on the three dots and 'View outage' to view the outage details

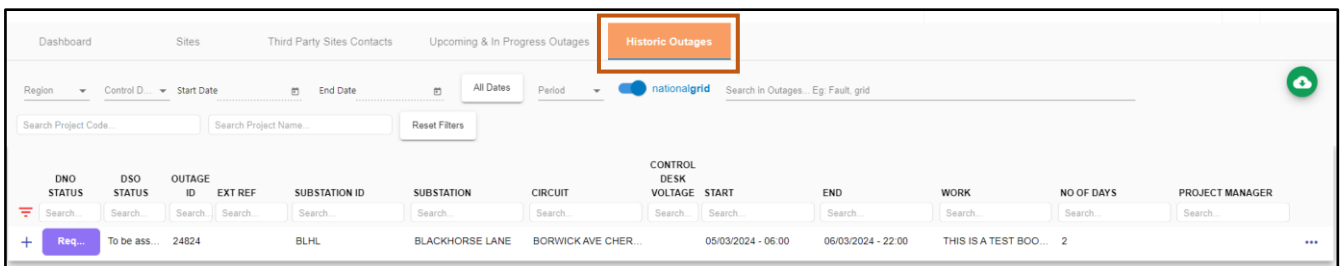


9. Click on icon below to export outage information as a report into Excel or a PDF

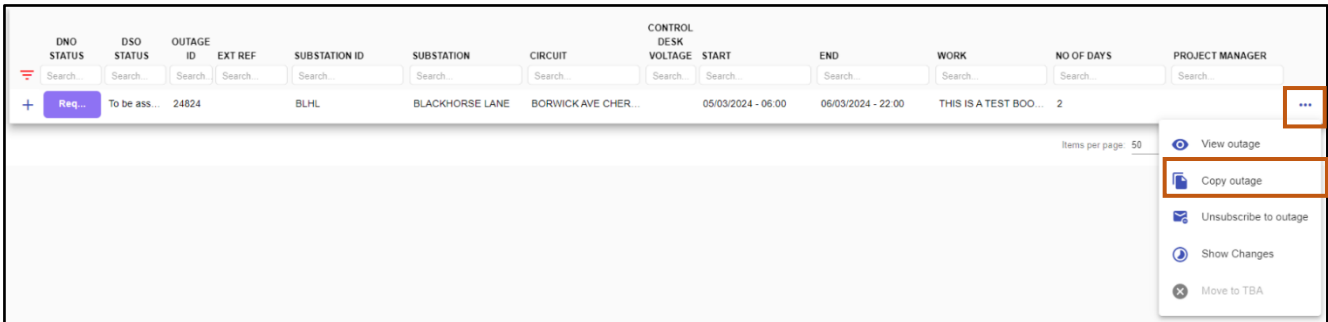


Historic Outages

10. You can view all previous outages, by clicking on the 'Historic Outages' tab

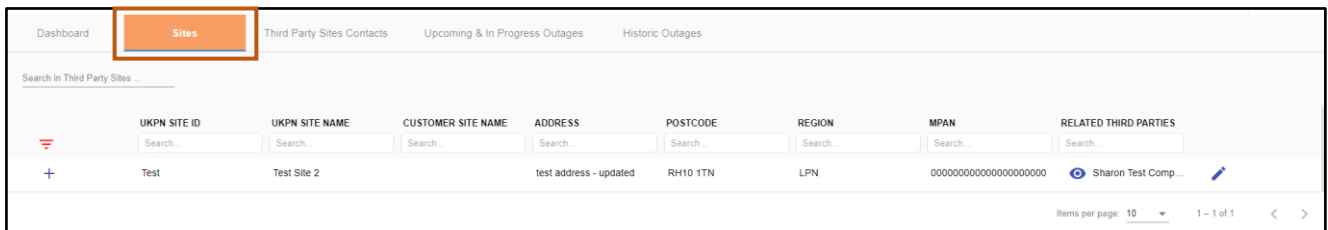


11. You can copy previous outages here, by clicking on the three dots and then 'Copy Outage' from the drop down menu

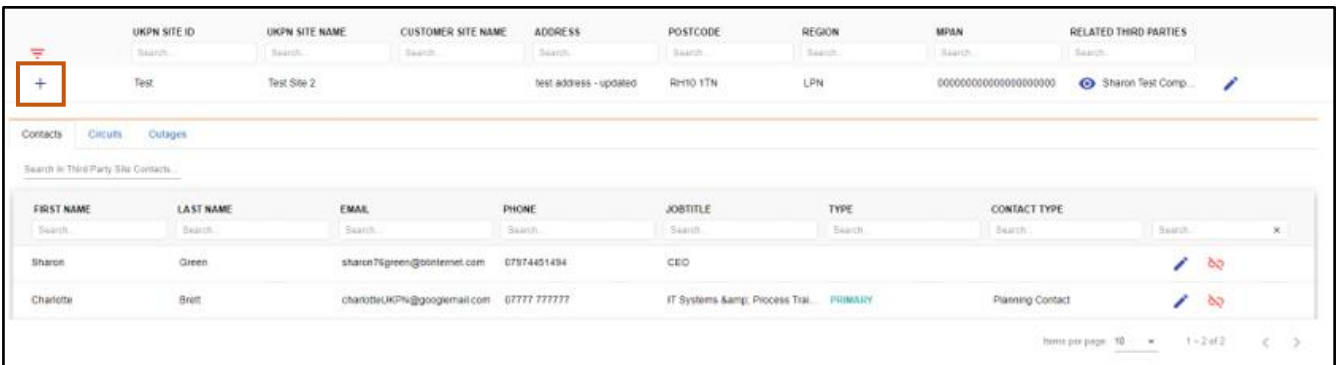


Sites

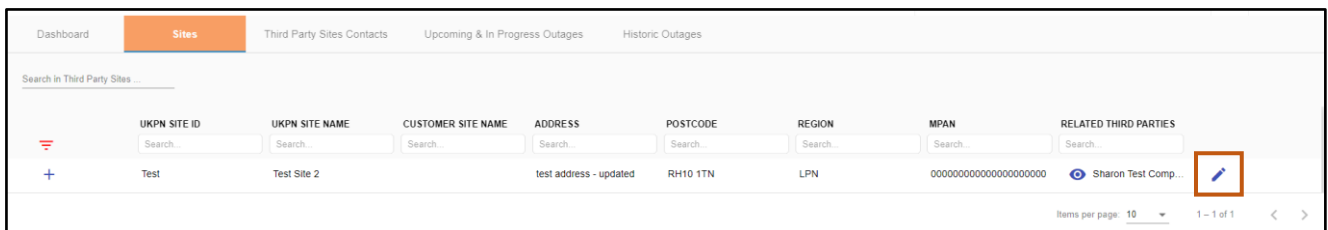
12. You can view your sites in the 'Sites' tab



13. Press the + icon to view to contacts, circuits and outages associated with a particular site



14. Press on the Pencil icon edit Third Party Site Details or Contacts



15. The below Pop up will open where you can edit your site details under the 'Third Party Site Details' tab

Edit Third Party Site Test Test Site 2

Third Party Site Details | Attachments | MPAN | Circuits | Contacts

UKPN Site Id *	UKPN Site Name *	Address *	Postcode *
Test	Test Site 2	test address - updated	RH10 1TN <small>e.g. CR2 6XH</small>
Site Web Site	Site Phone Number	Customer Site Name	
Site Owner	Region LPN	active	
Third Party *	Third Party Type		
Sharon Test Company	Other		

[Save](#) [Close](#)

16. Select 'Contacts' to edit contact details

Edit Third Party Site Test Test Site 2

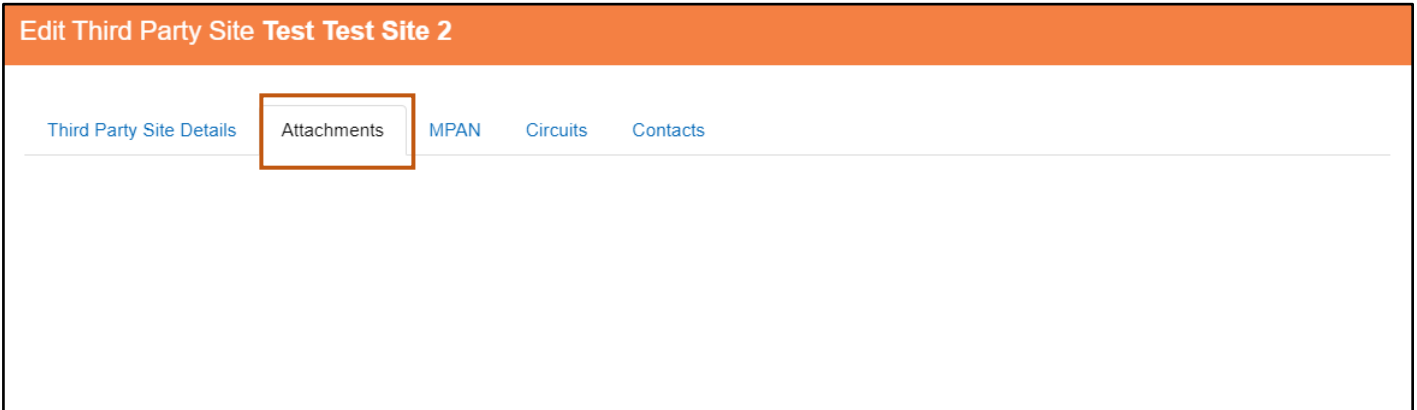
Third Party Site Details | Attachments | MPAN | Circuits | **Contacts**

Search in Contacts... [Add Contact](#)

EMAIL REQUIRED	FIRST NAME	LAST NAME	EMAIL	PHONE	JOBTITLE	TYPE	CONTACT TYPE
<input type="checkbox"/>	Sharon	Green	sharon76gree...	07974451494	CEO		Edit Delete
<input type="checkbox"/>	Charlotte	Brett	charlotteUKP...	07777 777777	IT Systems &a...	PRIMARY	Planning Cont... Edit Delete

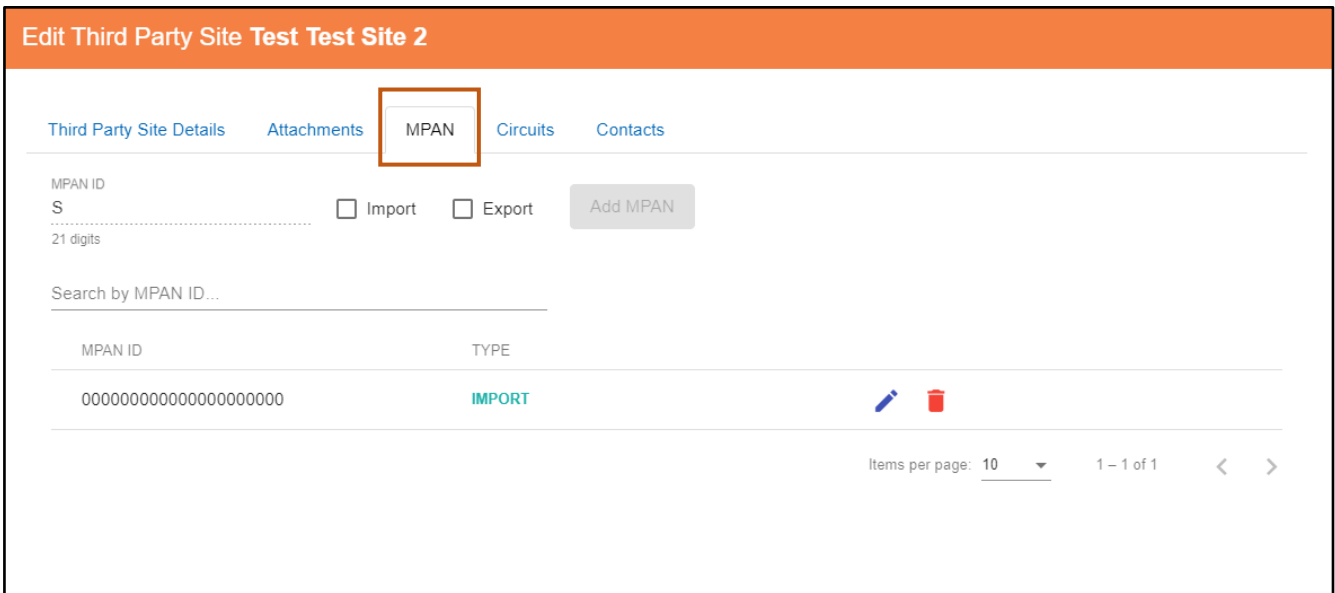
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- 17. Under attachments you may find your Site Responsibility Schedules and Operational Access and Maintenance Schedules, if applicable





The screenshot shows the top navigation bar of the 'Edit Third Party Site Test Test Site 2' page. The 'Attachments' tab is highlighted with a red box. Other tabs include 'Third Party Site Details', 'MPAN', 'Circuits', and 'Contacts'.

- 18. On the MPAN tab you can add a new MPAN



The screenshot shows the 'MPAN' tab selected in the 'Edit Third Party Site Test Test Site 2' page. It includes an 'Add MPAN' button, 'Import' and 'Export' checkboxes, and a table of MPAN entries.

MPAN ID	TYPE	
000000000000000000000000	IMPORT	 

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Note – If you delete the MPAN you will NOT receive any email communication from Network Vision

Third Party Sites Contacts

19. The 'Third Party Sites Contacts' tab will show you a summary of your sites and contacts

Dashboard
Sites
Third Party Sites Contacts
Upcoming & In Progress Outages
Historic Outages

	FIRST NAME	LAST NAME	EMAIL	PHONE	JOBTITLE	THIRD PARTY	SITES	CONTACT TYPE
☰	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	<input type="text" value="Search..."/>
	Sharon	Green	sharon76gr...	07974451494	CEO	Sharon Test Con ◀ ▶	Test Test Site 2	
	Charlotte	Brett	charlotteUK...	07777 777777	IT Systems ...	Sharon Test Con ◀ ▶	Test Test Site 2	PRIMARY ◀ ▶

Items per page: 10 ▼ 1 – 2 of 2 ◀ ▶

Contact Us

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