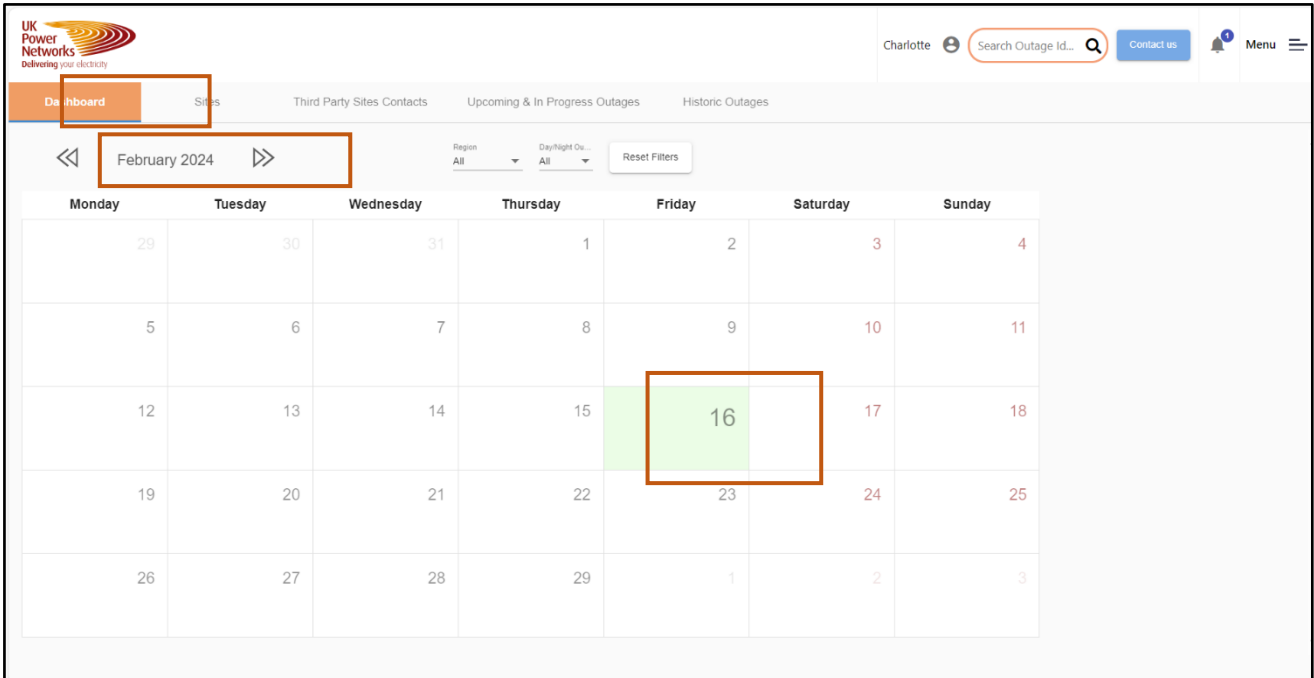# Basic Navigation

Network Vision

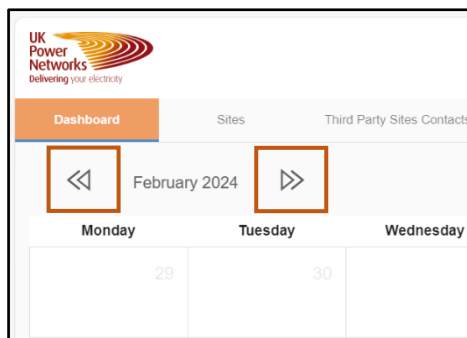# Basic Navigation

1. Login to Network Vision

Dashboard

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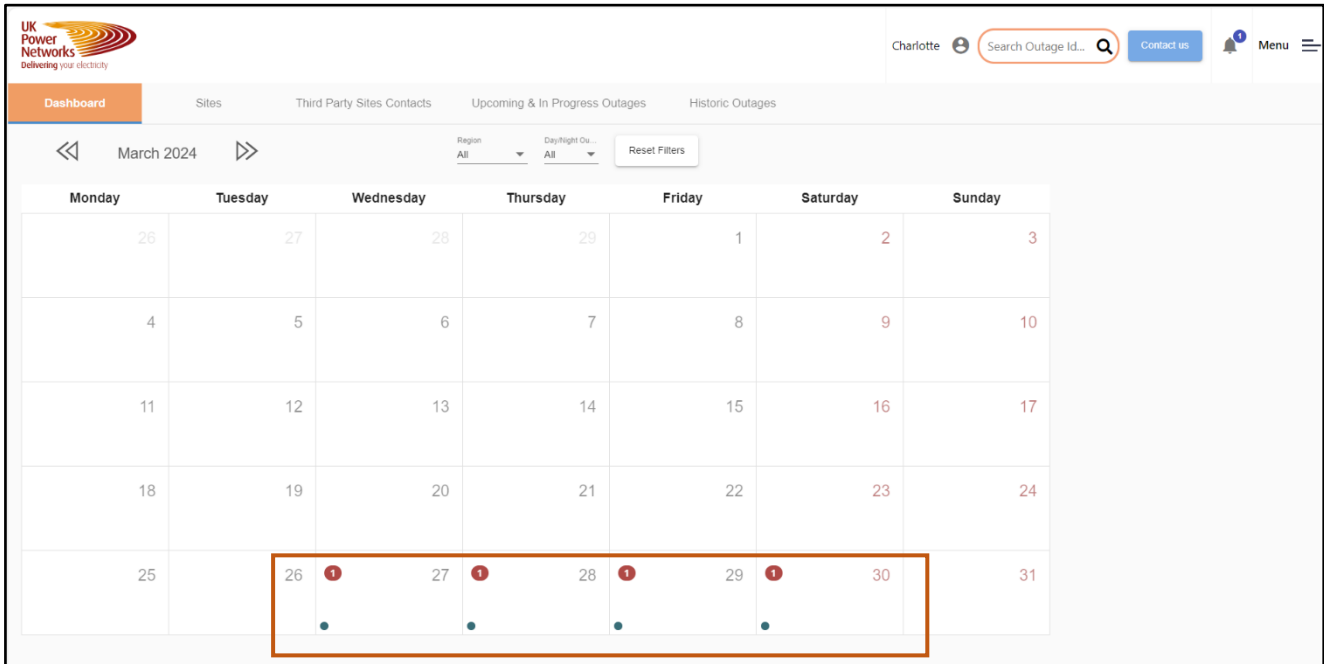   b. Todays date will be highlighted in green
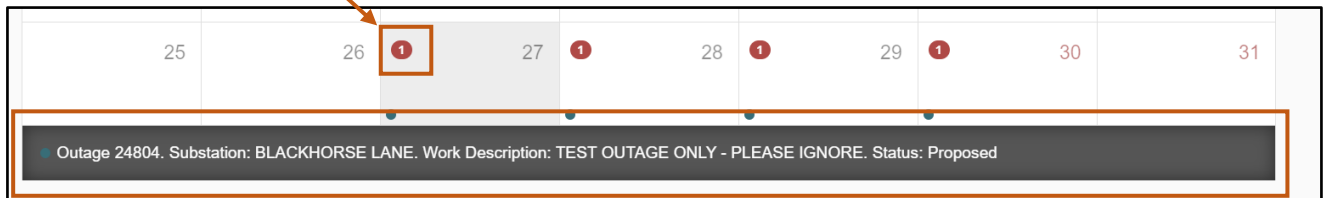

2. Click on the bell icon to view any notifications

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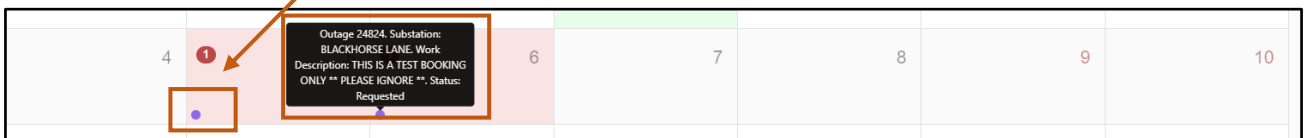
Basic Navigation

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

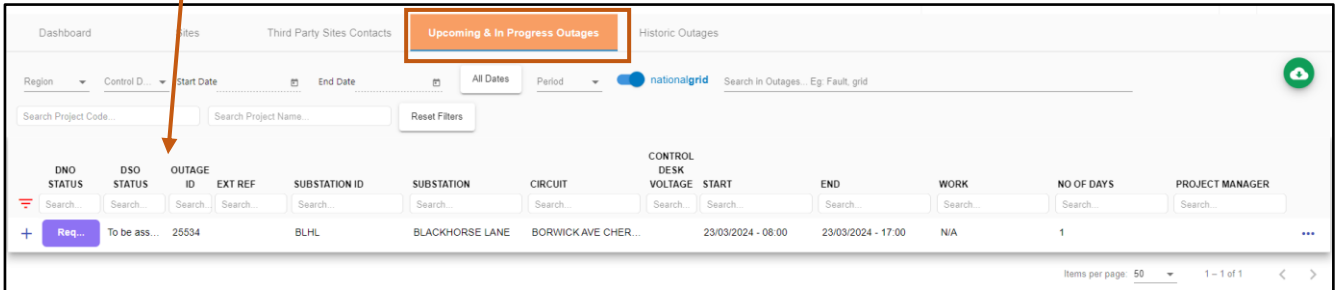

6. Hover over the dot to view outage information
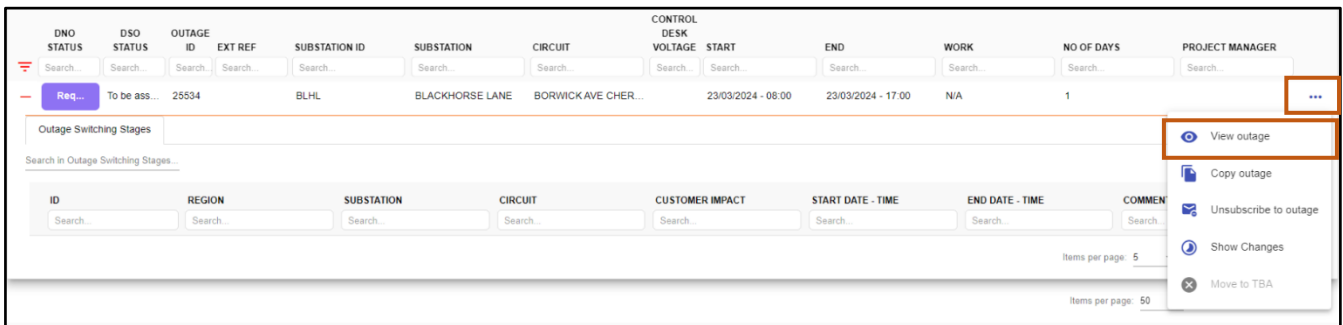

Different colour dot meanings:

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

Basic Navigation

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

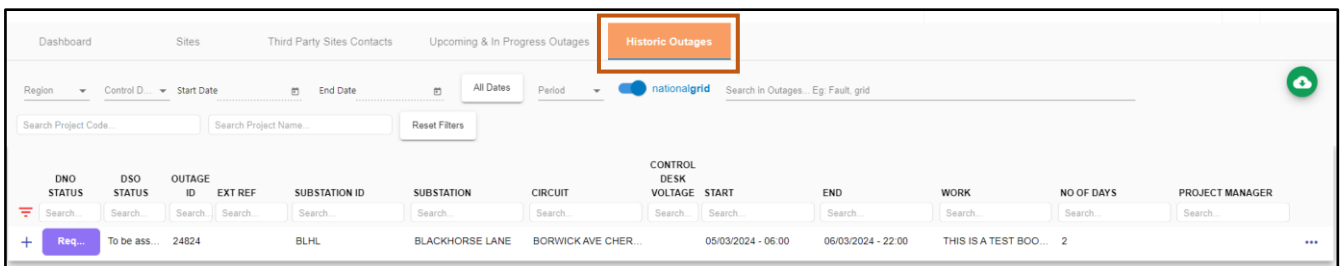8. Click on the three dots and 'View outage' to view the outage details

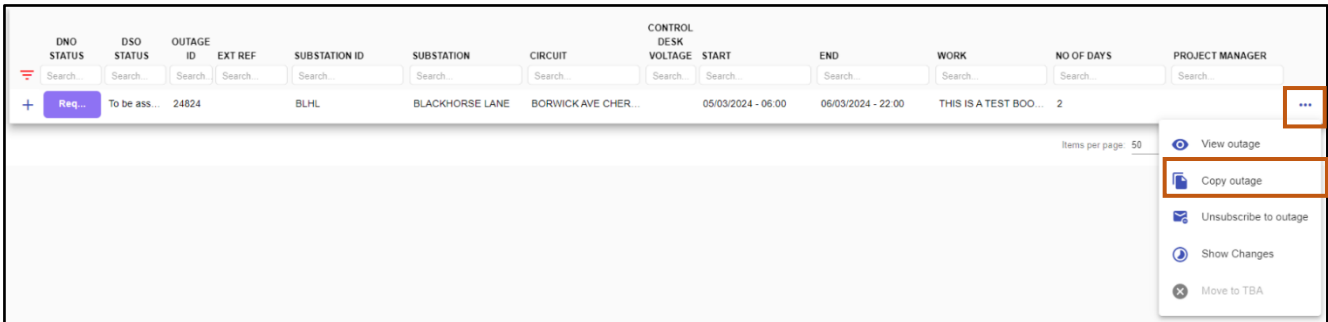9. Click on icon below to export outage information as a report into Excel or a PDF

Historic Outages

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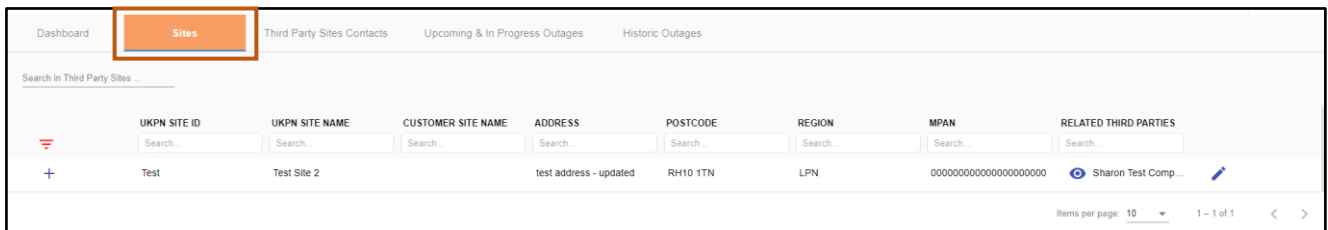
11. You can copy previous outages here, by clicking on the three dots and then 'Copy Outage' from the drop down menu
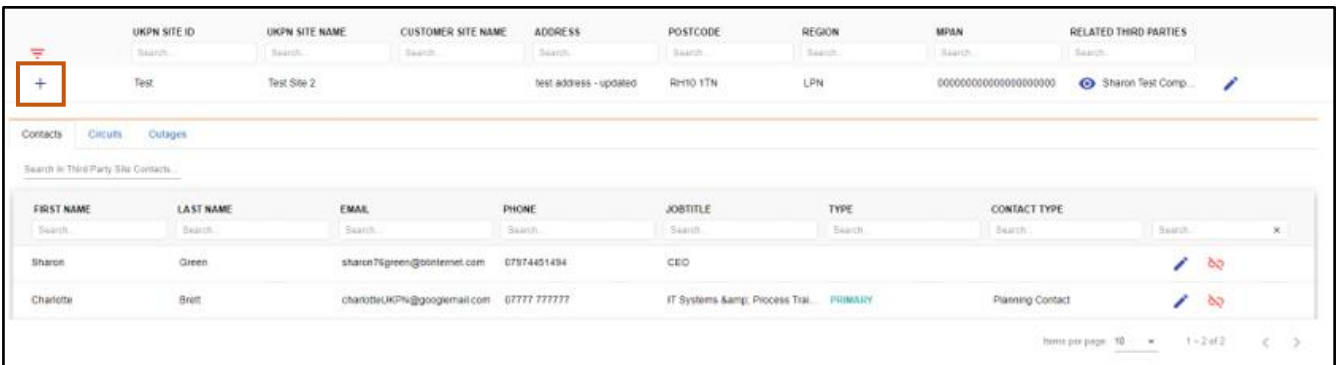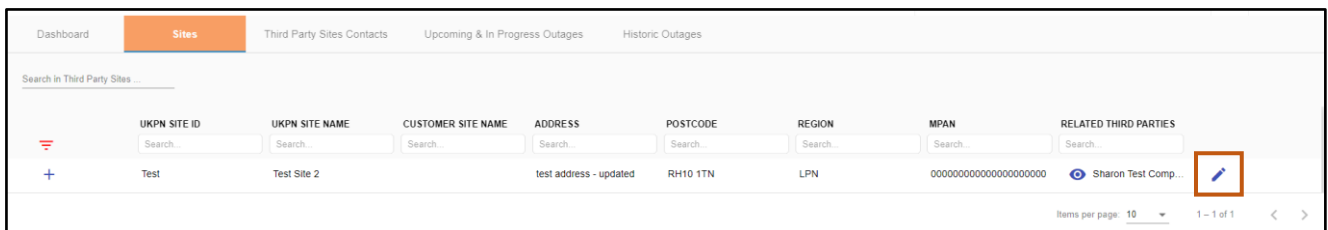

Sites

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

16. Select 'Contacts' to edit contact details
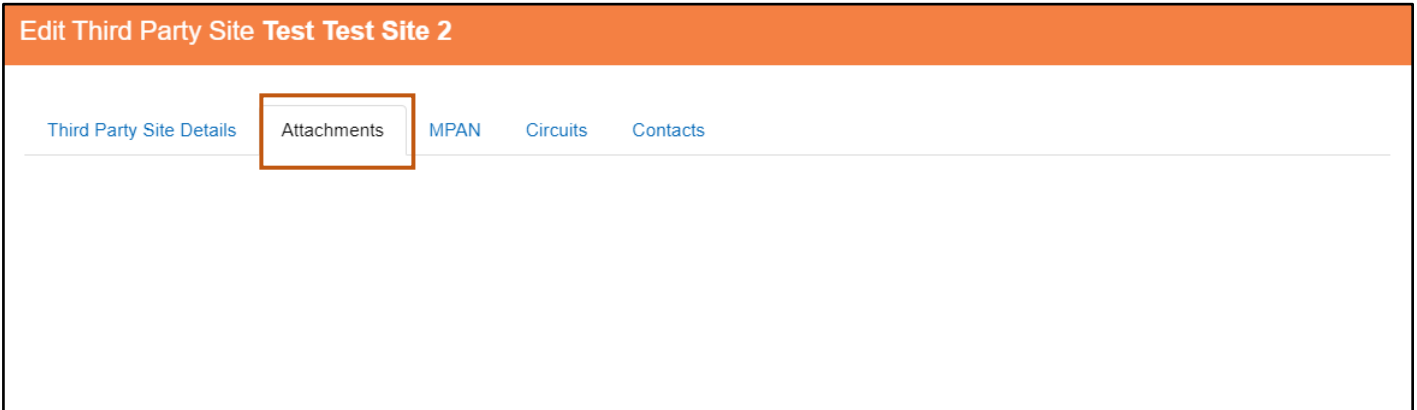
Basic Navigation

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

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

Note – If you delete the MPAN you will <u>NOT</u> recieve any email communication from Network Vision

Basic Navigation

Third Pary Sites Contacts

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

	FIRST NAME	LAST NAME	EMAIL	PHONE	JOBTITLE		THIRD PARTY	SITES		CONTACT TYPE
	Sharon	Green	sharon76gr…	07974451494	CEO		Sharon Test Con ◀ ▬ ▶	Test Test Site 2		
	Charlotte	Brett	charlotteUK…	07777 777777	IT Systems …	ADMIN	Sharon Test Con ◀ ▬ ▶	Test Test Site 2	PRIMARY	Planning Contac ◀ ▬ ▶

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

Search in Third Party Site Contacts…

Items per page: 10   1 – 2 of 2   ❮   ❯

Contact Us

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