

Radiodetection Portal

Web portal for Radiodetection products
and online services

Operation manual

90/UG106INT/03

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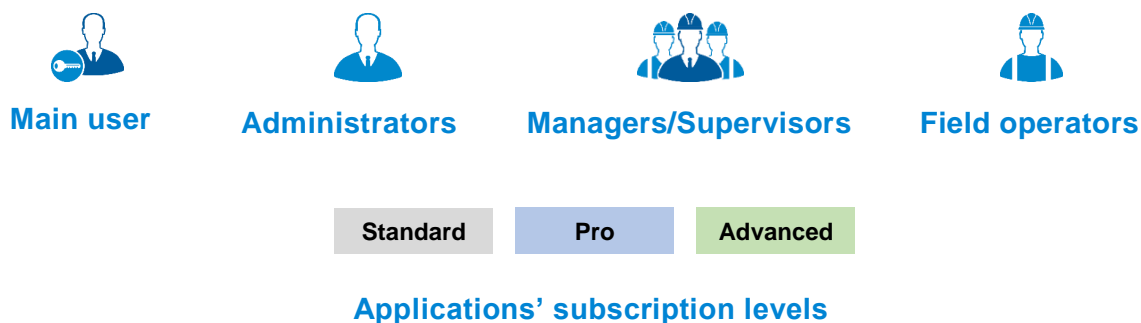
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1 Preface

1.1 Before You Begin

Please read this user manual before accessing or using the Radiodetection Portal.

Where appropriate, sections or paragraphs will start with an indication of the company's users and applications' subscription level access rights



For further information about company users and applications' subscription levels read section 6.

Google's Chrome is the only fully supported web browser, other browser will be added soon.

Note that this manual and all its contents are subject to change. Radiodetection products are under continuous development. Radiodetection Ltd reserves the right to modify the product without notice and some product changes may have taken place after this user manual was published.

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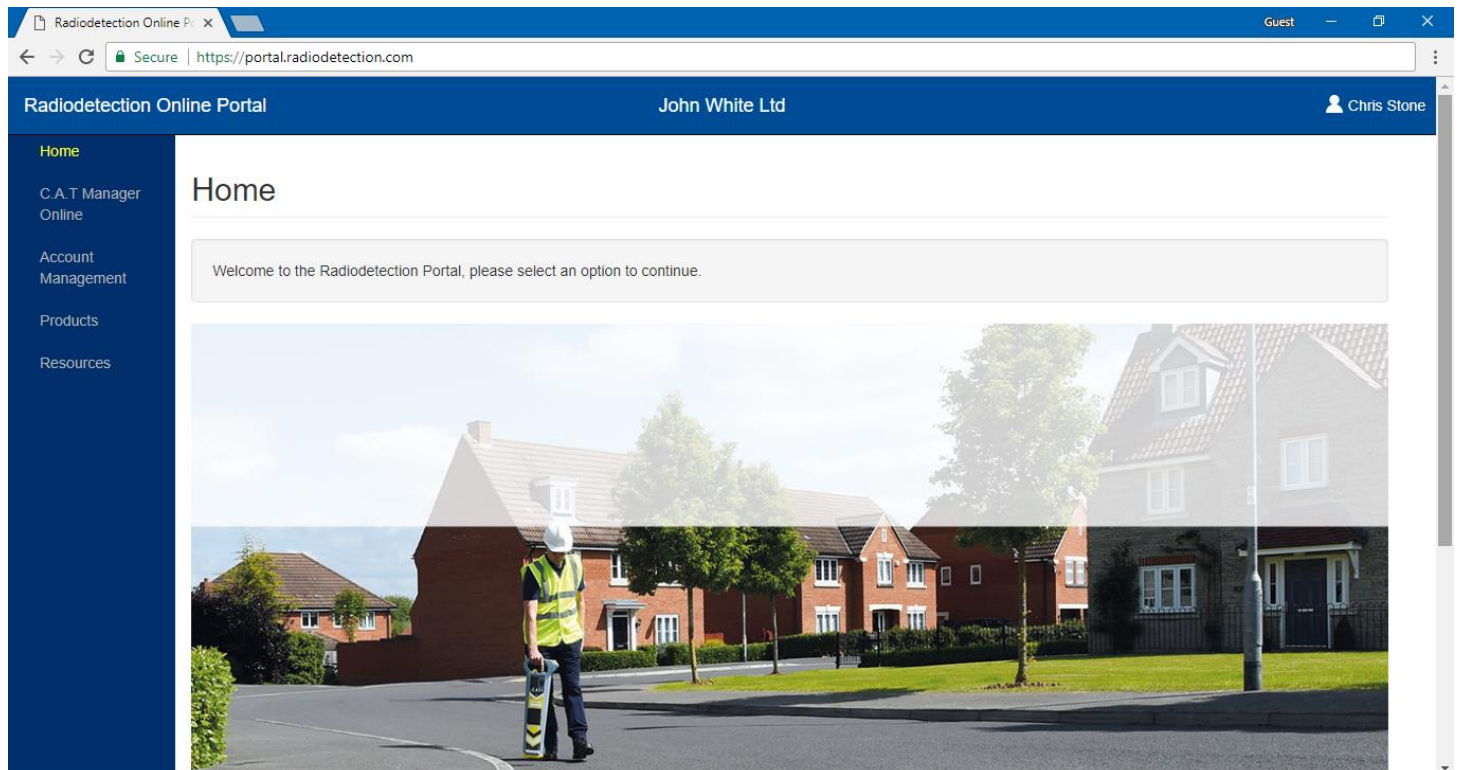
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2 Introduction to Radiodetection Portal

The Radiodetection Portal is the user's gateway to Radiodetection's cloud based advanced features and managing tools.



The portal enables Radiodetection's users to:

- register their locator and transmitter products
- review and export, as CSV file, all their register products, their calibration status (if relevant) and who last used a gC.A.T4 locator with the C.A.T Manager Online mobile app.
- subscribe to and use cloud based products such as C.A.T Manager Online
- add and manage company users
- organise field operators in Areas and Depots and create Account and Contracts

The portal will continue to grow and add new and exciting functionalities and features to further enhance all Radiodetection's products.

NOTE: The features offered by the Radiodetection Portal depend on your location, compatibility of your Radiodetection's product and by the subscription level chosen.

3 Radiodetection Portal accounts

To access the Radiodetection Portal users need to have a valid Radiodetection account.

There are 2 types of accounts:

- **Guest account**

Gives users the ability to test some of the portal functionalities such as the C.A.T Manager online system. e system.

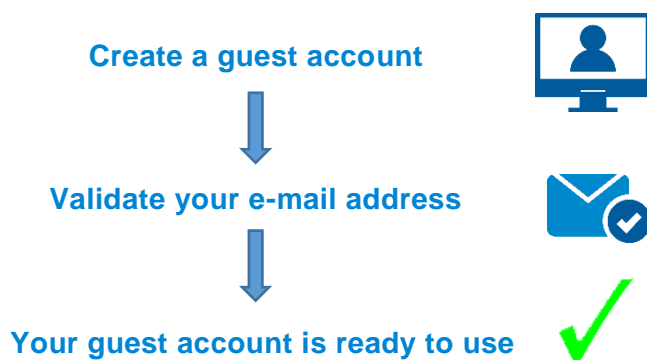
Users wishing to create a Radiodetection Company account need to register as guest users first.

- **Company account**

Gives companies access to all the free functionalities and products offered by the portal and to subscribe to more advanced products. Company administrators will be able to create and manage company users.

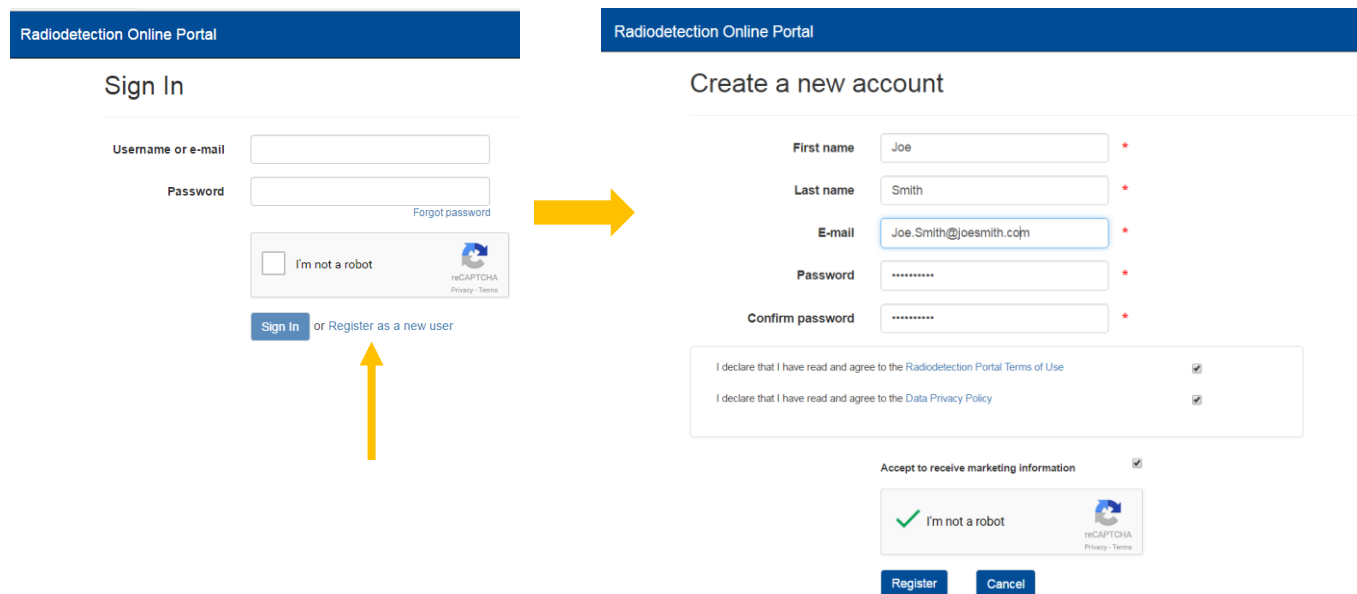
3.1 Create a Radiodetection Portal's Guest Account

Creating a guest user account is easy and quick and it gives you the ability to test some of the Radiodetection's Portal functionalities.



3.1.1. Create a guest account:


1. Visit <https://portal.radiodetection.com> and click on the [Register a new user](#) link



Sign In

Username or e-mail

Password [Forgot password](#)

☐ I'm not a robot 

[Sign In](#) or [Register as a new user](#)

Create a new account

First name *

Last name *

E-mail *


Password *

Confirm password *

I declare that I have read and agree to the [Radiodetection Portal Terms of Use](#) ☒

I declare that I have read and agree to the [Data Privacy Policy](#) ☒

Accept to receive marketing information ☒

☒ I'm not a robot 

[Register](#) [Cancel](#)

2. Enter your details. All fields are mandatory.

NOTE: You must use a valid e-mail address as this will be used to validate your details.

3. Create a password.

The password must follow these rules:

Must not contain the user's account name or parts of the user's full name that exceed 3 consecutive characters.

Must be at least 8 characters in length.

Must contain at least 1 character from all of the following categories:

- English uppercase characters (A - Z).
- English lowercase characters (a - z).
- Base 10 digits (0 - 9).
- Non alphanumeric characters (for example, !, \$, #, %)

4. Read and accept the Radiodetection Portal Terms of Use and Data Privacy Policy

5. Check the **reCAPTCHA** box

6. Press Register



Radiodetection guest account creation

E-mail verification in progress.

To complete your registration you must verify your e-mail address.

An e-mail has been sent to the mail address you have provided.

If you have not received the verification e-mail within the next 5 minutes:

- Check your spam folder to make sure it didn't end up there.
- Try adding DoNotReply@radiodetection.com to your address book and then try registering again.

If you have received the verification e-mail please click on the the link contained in it to complete the guest user registration.

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Radiodetection Online Portal

Radiodetection guest account creation

E-mail verification in progress.

To complete your registration you must verify your e-mail address.

An e-mail has been sent to the mail address you have provided.

If you have not received the verification e-mail within the next 5 minutes:

- Check your spam folder to make sure it didn't end up there.
- Try adding DoNotReply@radiodetection.com to your address book and then try registering again.

If you have received the verification e-mail please click on the the link contained in it to complete the guest user registration.

7. If the account has been successful you will be shown an E-mail verification in progress message

3.1.2. Validate your e-mail

1. Go to your e-mail inbox and open the **Radiodetection guest account creation** e-mail

Radiodetection guest account creation

Inbox x



DoNotReply@radiodetection.com

to me

1:55 PM (12 minutes ago)



Dear Joe Smith

You have received this e-mail because your e-mail account has been used to try to register for a Radiodetection guest user account.

If you do not recognize this operation just ignore and delete this message.

If you are trying to create a guest account please click on the link below to complete your Radiodetection guest account registration:

<https://spc-delphi-dev1.corp.spx.com/Account/CompleteRegistration/?registrationNumber=b4233ca6e5ff4818b2f767e51b78178d&id=17>

Thank you

Radiodetection Online Portal

Please do not reply to this email; this address is not monitored.



2. Click on the link within 15 minutes to complete your guest account creation.

NOTE: If you have not received the verification e-mail within 30 minutes:

- Check your spam folder to make sure it didn't end up there.
- Try adding DoNotReply@radiodetection.com to your address book and then try registering again
- Some email account security will disable the link, the https address will need to be copied and pasted into a web browser

Radiodetection Online Portal

Radiodetection guest account creation

Registration successful

You have successfully registered. Please Sign In to continue.

[Sign In](#)

3. You can now **Sign In** into your guest account

You will also receive a **Welcome to the Radiodetection Portal** e-mail. Check your e-mail inbox

Welcome to the Radiodetection Portal



Inbox x



DoNotReply@radiodetection.com

Dear Joe Smith

Welcome to the Radiodetection Portal.

You have successfully created a guest user account.

To sign in into your account you can visit <https://portal.radiodetection.com>.

Thank you

Radiodetection Online Portal

Please do not reply to this email; this address is not monitored.

Contact rd_support@spx.com if you have received an error message.

3.1.3. Sign in into your account

Radiodetection Online Portal

Sign In

Username or e-mail

Joe.smith@joesmith.com

Password

.....

[Forgot password](#)



I'm not a robot



reCAPTCHA
Privacy - Terms

Sign In

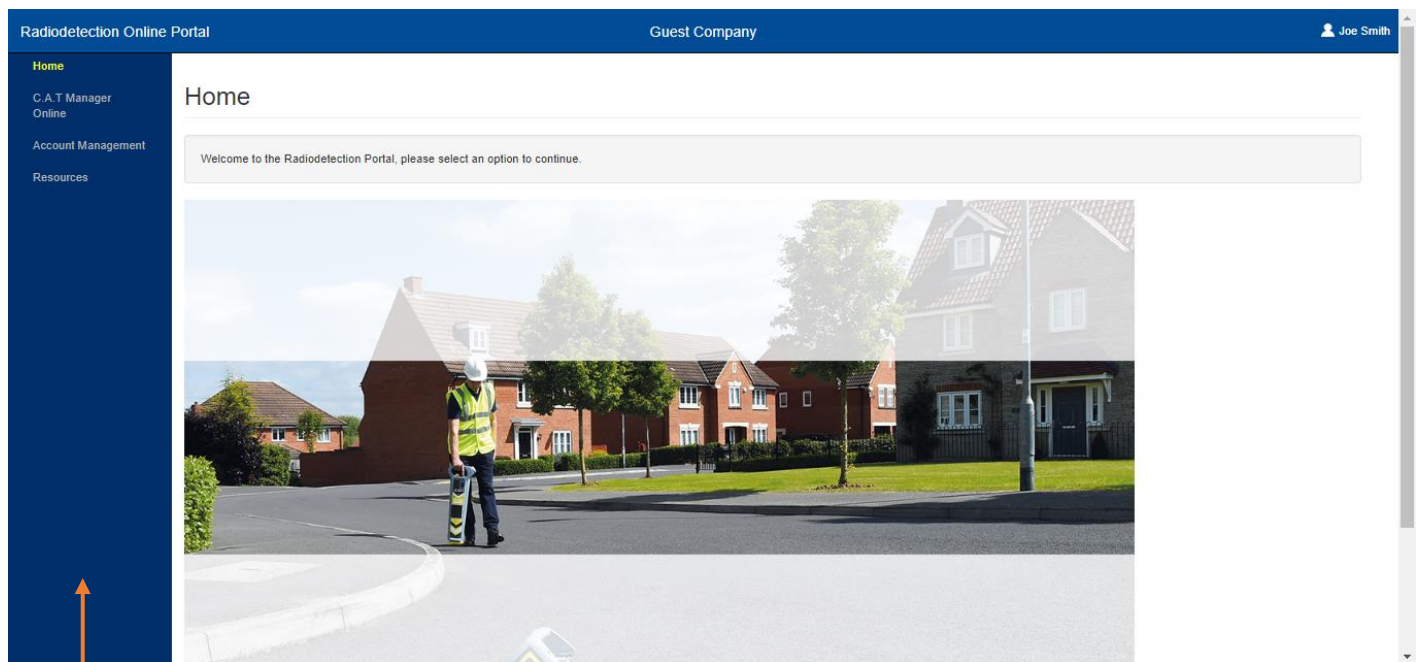
or Register as a new user

Navigate to <https://portal.radiodetection.com>:

1. Enter your login details. The password field is case sensitive
2. Check the **reCAPTCHA** box
3. **Sign in**

Warning: Your account will get locked if you enter your password wrong **5** consecutive times. To unlock your account click the [Forgot password](#) link or contact your system administrator.

Your portal home page will open.



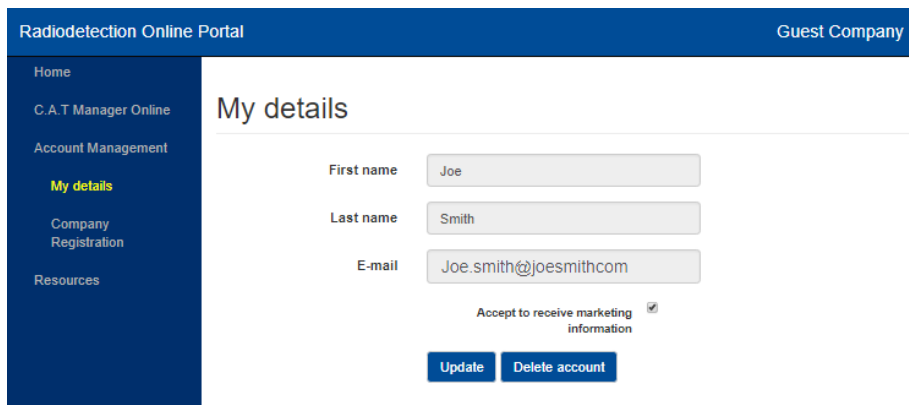
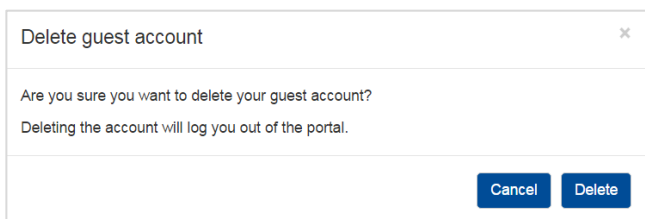
Portal Navigation Panel

Use the navigation panel to:

- Test the C.A.T Manager **Demo Dashboard**
NOTE: You must set the **From** date to the **1-Jan-2016** to see demo data
- Review your **details** and/or **delete** your account
- **Register your Company** to create a Radiodetection Portal Account
- Access the **Resources** page, from where you will be able to download user guides and review the Portal Terms and Conditions and Data Privacy Documents

3.2 Managing a guest account

Guest users can manage their Marketing information subscription or delete their Radiodetection Portal's account from the **Account Management => My details screen**

1. Click on **My details**
2. Amend your subscription preference and select **Update**

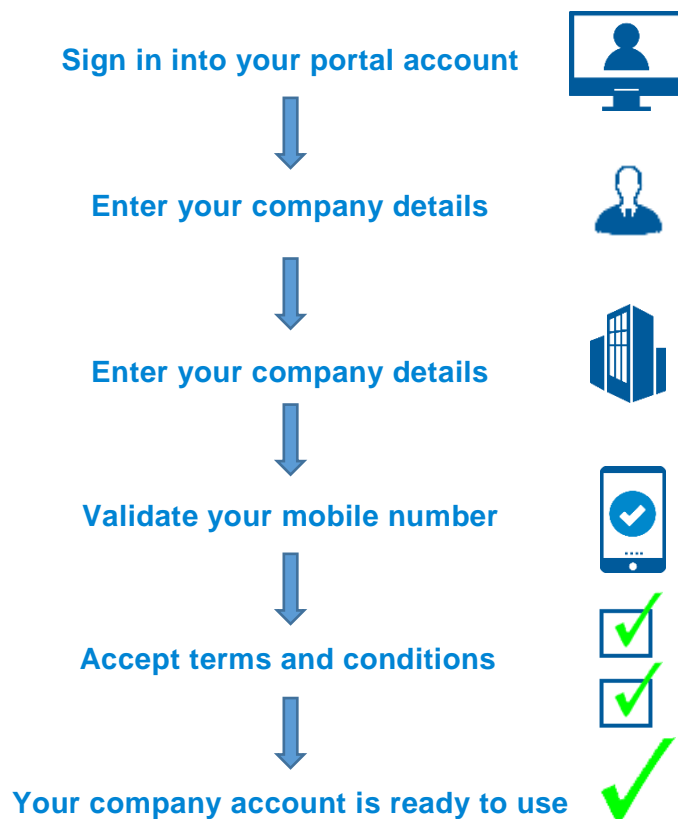
Or

Press **Delete account** and confirm your selection

WARNING: Deleting your guest account is an operation that cannot be undone.

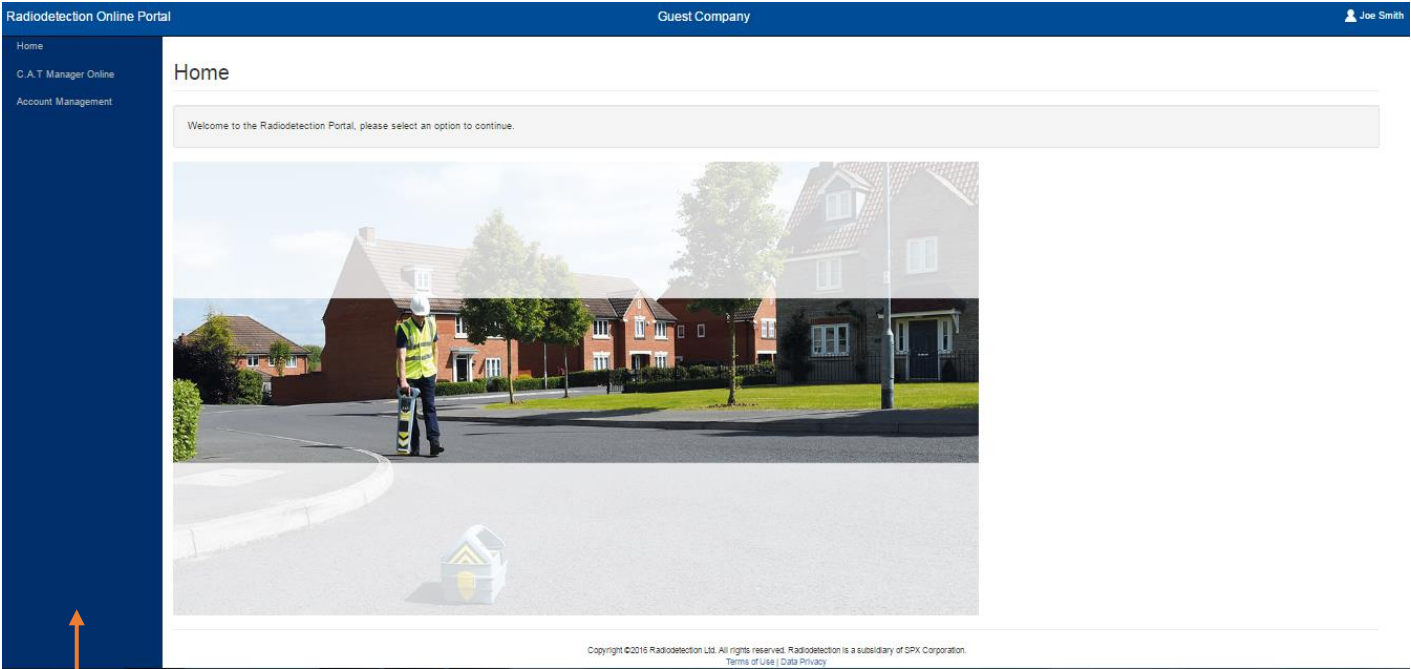
3.3 Create a Radiodetection Account

Guest users can easily create a Radiodetection Portal account for their company:



NOTE: Before creating a company account you must ensure you are authorised to do. Please consult you HR department or line manager if you are not sure of this.

1. Sign in into your guest account
2. Your portal home page will open



Portal Navigation Panel

3. Select **Account Management** ► **Company Registration**

Radiodetection Online Portal
Guest Company
Joe Smith

Home
C.A.T Manager Online
Account Management
My details
Company Registration
Resources

Create Company

User details
Company details
Verification
Complete

First name

Joe

*

Last name

Smith

*

Email

Joe.Smith@joesmith.com

Accept to receive marketing information

☒

Accept to receive technical information

☒

Address

44 Low Street

*

City

Cheltenham

*

County

Gloucestershire

State

Post/Zip Code

GL2 4TH

*

Country

UNITED KINGDOM

*

Telephone no.

Mobile no.

+447896001122

*

Next

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- The Company Creation Wizard's **User Details** tab will be selected
- Enter your details. All fields marked with a red * are mandatory

NOTE: Make sure you enter a valid mobile number (including the country code) as this will be used to send a validation code from Radiodetection. This is required to complete the registration.

- Press **Next** to enter your company details

Radiodetection Online Portal
Guest Company
Joe Smith

Home
C.A.T Manager Online
Account Management
My details
Company Registration
Resources

Create Company

User details
Company details
Verification
Complete

Company name

Joe Smith LTD

IFS account number

VAT number

125678

Telephone no.

+4411452556677

Website

www.joesmithtd.com

Relationship

End User

Market

Transport

Address

44 Low Street

City

Cheltenham

County

State

Post/Zip Code

GL2 4TH

Country

UNITED KINGDOM

Email

info@joesmith.com

Previous

Next

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7. Press **Next** to validate your mobile number

Radiodetection Online Portal
Guest Company
Joe Smith

Home
C.A.T Manager Online
Account Management
My details
Company Registration
Resources

Create Company

User details
Company details
Verification
Complete

Please select 'Send Code' to send the authorisation code to your mobile phone, enter the code in the field provided and press Submit to complete the Company creation

Send Code

Your authorisation code has been sent

Authorisation Code

455682

Previous

Next

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8. Press **Send Code**

You will receive a text message (SMS) contacting a 6 digit authorisation code on the mobile number you have provided.

If you do not receive your code within 2 minutes, navigate back to the **User details** tab and check the number provided.

9. Enter the code in the box and press **Next** to complete your registration

NOTE: The authorisation code has a 10 minutes validity.

Radiodetection Online Portal

Guest Company

Joe Smith

Home

C.A.T Manager Online

Account Management

My details

Company Registration

Resources

Create Company

User detailsCompany detailsVerificationComplete

I declare that I have read and agree to the Radiodetection Portal Terms of Use

☒

I declare that I have read and agree to the Radiodetection Application EULA

☒

I declare that I have read and agree to the Cat Manager Online Terms

☒

I declare that I have read and agree to the Cat Manager Privacy Policy

☒

Submit

Previous

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10. Read and agree all the terms and conditions and press **Submit** to complete the Company Creation process

Home

Welcome to the Radiodetection Portal, please select an option to continue.



- 11. If successful the **Portal Home screen** will appear. Your company name will be shown at the top of the screen. You will also receive a welcome message e-mail: Check your e-mail account
- 12. If the process has failed you will receive an error message. Please check that all the required fields have been completed and if your company account has already been created.

NOTE: If your details have already been used for the creation of a different company you will not be able to create a new company.

If you have made a mistake or if you believe that someone else is using your company name we recommend you contact Radiodetection immediately by writing to rd_support@spx.com adding the error message you have received.

4 Company Portal home page

The Radiodetection Portal home page gives you access to a number of features designed to help you manage your Radiodetection products and their use.

4.1.1. Sign in



Standard

Pro

Advanced

You can access your Company's Radiodetection Portal account using a standard web browser (only Google Chrome is fully supported, other browser will be added soon):

1. Navigate to <https://portal.radiodetection.com>:

Radiodetection Online Portal

Sign In

Username or e-mail

Joe.smith@joesmith.com


Password

.....

[Forgot password](#)

✓

I'm not a robot



reCAPTCHA

[Privacy](#) - [Terms](#)

Sign In

or [Register as a new user](#)

2. Enter your login details. The password field is case sensitive
3. Check the **reCAPTCHA** box
4. **Sign in**

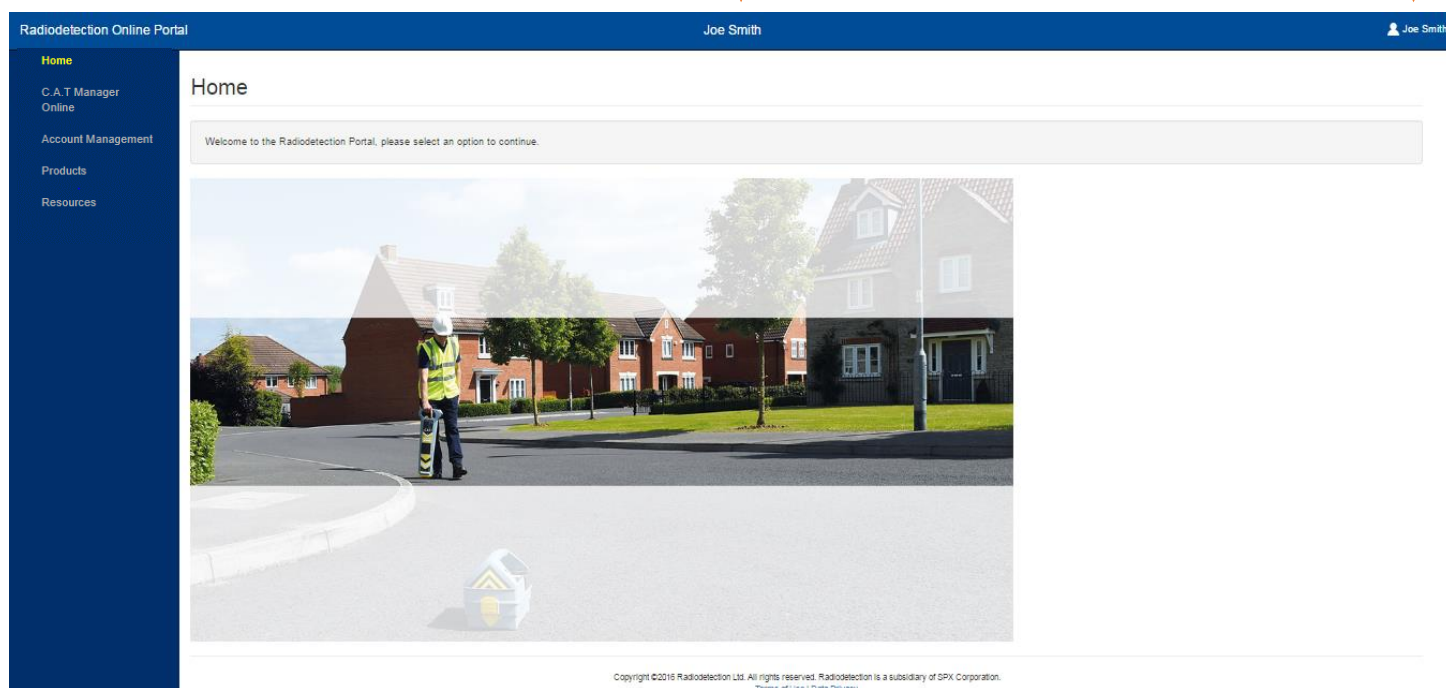
Warning: Your account will be locked if you enter your password wrong 5 consecutive times. To unlock your account click the [Forgot password](#) link or contact your system administrator.

4.2 Portal Home Page



Company Name ↓

User ↓



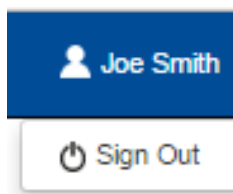
Navigation panel

The Radiodetection Portal Home page is the landing page for all company users accessing their account. On the screen all users will see the company name and their registered user name on the top bar. The Navigation panel on the left side provides access to all accessible features, based on your company account's subscription and users' permissions.

4.3 Signing out from the Radiodetection Portal

To sign out from your Radiodetection portal account:

1. Click on your name on the top right corner of the portal web page

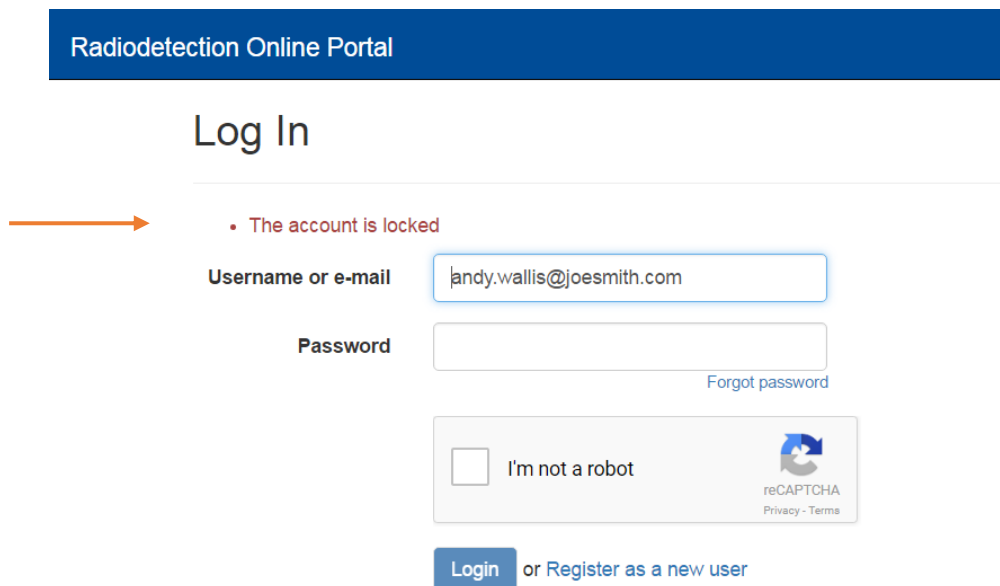


2. Select **Sign Out**

Once successfully logged out the **Sign In** screen will appear

4.4 Unlocking an account

A user account is locked after 5 consecutive attempts to log in with a wrong password.



Radiodetection Online Portal


Log In

• The account is locked

Username or e-mail

Password

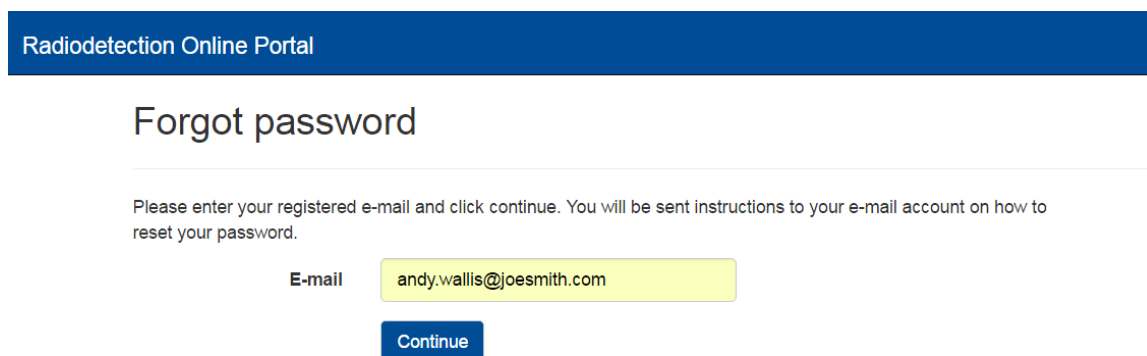
[Forgot password](#)

☐ I'm not a robot 

[Login](#) or [Register as a new user](#)

If you are trying to Sign In into your account and you receive the message **The account is locked** you will need to unlock your account. You can contact your Radiodetection account administrator or follow the **Forgot Password** procedure:

1. Click on the Forgot Password link



Radiodetection Online Portal

Forgot password

Please enter your registered e-mail and click continue. You will be sent instructions to your e-mail account on how to reset your password.

E-mail

[Continue](#)

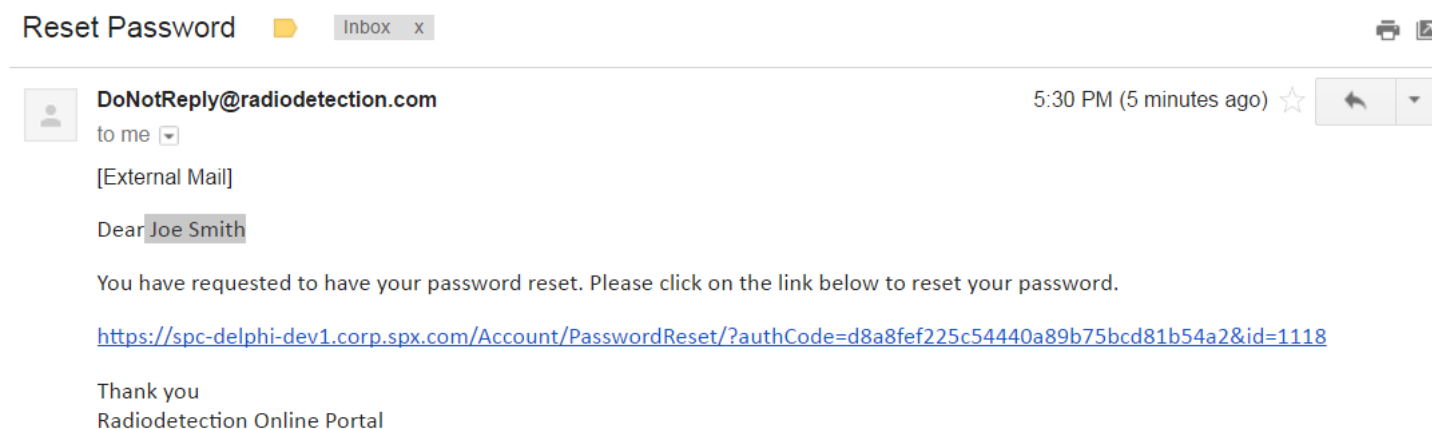
2. Enter your registered **E-mail**
3. Press **Continue**

If your e-mail is registered with us you will receive an e-mail with a reset link

4. Go to your e-mail inbox and open the Radiodetection's reset password e-mail

NOTE: Try again if you have not received the reset password e-mail within 5 minutes. Before doing so:

- Make sure you have entered your registered e-mail correctly
- Check your spam folder to make sure it didn't end up there
- Try adding DoNotReply@radiodetection.com to your address book
- Some email account security will disable the link, the https address will need to be copied and pasted into a web browser



5. Click on the reset **link**

Radiodetection Online Portal

Reset Password

User name

Andy.wallis@joesmith.com

New password

Confirm password

Reset Password

6. Enter and confirm your new **password**

Password rules:

Must not contain the user's account name or parts of the user's full name that exceed 3 consecutive characters.

Must be at least 8 characters in length.

Must contain at least 1 character from all of the following categories:

- English uppercase characters (A - Z).
- English lowercase characters (a - z).
- Base 10 digits (0 - 9).
- Non alphanumeric characters (for example, !, \$, #,%)

7. Press the **Reset Password** button. If successful you will be logged in and redirected to your home page

5 Managing your Radiodetection products



Standard

Pro

Advanced

NOTE: You may not have access to the Users feature or to all the functionality described in this section.

The Radiodetection Portal Online enables authorised company users to register their company's Radiodetection supported products.

Benefits of product registrations include:

- **Manage your products**

Use the Product Overview tab to check your registered products, their calibration status (if applicable) and who used it last

- **Keep your product updated**

Receive notifications about your product such as new features and software updates.

- **Extended Warranty**

RD7000+M and RD8000M Cable, Pipe and Marker Locator, RD7100 and RD8100 Cable and Pipe Locator and TX transmitters benefit from an additional 2 years warranty if registered within 90 days from purchase directly Radiodetection or from an approved distributor.

To access the Products menu select **Products** from the navigation pane.

Radiodetection Online Portal
Joe Smith LTD
Joe Smith

Home
C.A.T Manager Online
Account Management
Products
Resources

Products

Overview
Register Product

Overview
Export To Csv

Registration Date	Product Model	Serial Number	Purchase Date	Distributor	Calibration End Date	Last Used By	Notes
29/12/2016	10/C4EN03	10/C4EN03-1	30/10/2016	Radiodetection	12/11/2017	charlie Bear	gG.A.T / Last servio

5.1 Products Overview

Use the Overview screen to review all your registered Radiodetection products. If the product has been paired and used with a compatible Radiodetection mobile app such as C.A.T Manager you will be able to see the Calibration expiry date, if applicable, and who last used it.

Overview

Export To Csv

Registration Date	Product Model	Serial Number	Purchase Date	Distributor	Calibration End Date	Last Used By	Notes
29/12/2016	10/C4EN03	10/C4EN03-1	30/10/2016	Radiodetection	12/11/2017	charlie Bear	gG.A.T / Last servic

Notes

gG.A.T / Last servic

Notes:

gG.A.T / Last serviced by Radiodetection

Notes associated to your product may be truncated if too long. If this is the case just hover your mouse over the field to see the full note.

NOTE: If a product has been registered by using a compatible mobile app, such as C.A.T Manager mobile for example, Purchase date and distributor will be missing.

5.2 Register your product

You can register your Radiodetection product by navigating to Products and selecting the Register Product tab.

Home
C.A.T Manager Online
Account Management
Products
Resources

Products

Overview Register Product

Register Product

Please enter your product details and select Submit to register your product. Please enter you product serial number and confirm the product description that is then displayed.

Serial Number

10/c4en03-1234 *

Product Description

GCAT4+ ENG/50Hz/Metric/Data/SA/CS

Purchase Date

*

Distributor

*

Submit

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1. Enter the **Serial Number** of your supported product
2. If the serial number has been recognised the **Product Description** will appear
3. Enter the **Purchase Date** and the name of the **Distributor**
4. Press **Submit**

NOTE: if the serial number has already been registered you will be given the possibility to contact the support team to look at this issue.

5.3 Supported Products

Currently supported product ranges are:

5.3.1. C.A.T4 and Genny 4



Serial number

RD7000+M and RD8000M



Serial number

5.3.2. RD7100 and RD8100



5.3.3. TX



5.3.4. PCMx

Serial number




5.3.5. Complete a product registration or add notes

Product registered using a compatible app, such as C.A.T Manager mobile, may have the purchase date and distributor missing.

Products can be associated to notes, allowing you to annotate relevant information such as, for example, calibration history.

To complete a product registration or to annotate it select, the Overview Tab and:

1. Select the product



Edit Product ×

Serial Number	10/C4EN03-1
Purchase Date	
Distributor	
Notes	

Save

Edit Product ×

Serial Number	10/C4EN03-1
Purchase Date	30/10/2016
Distributor	Radiodetection
Notes	gG.A.T / Last serviced by Radiodetection

Save

2. Press the **Edit** button
3. Enter **Purchase Date** and/or **Distributor**

4. Type your **Notes**
5. Press **Save**

5.3.6. Export a list of company products

Press the **Download CSV** button to save a detailed list of all your company's products as Comma Separated Value (CSV) file.

Registration Date	Product Model	Serial Number	Purchase Date	Distributor	Calibration End Date	Last Used By	Notes
29/12/2016	10/C4EN03	10/C4EN03-1	30/10/2016	Radiodetection	12/11/2017	charlie Bear	gG.A.T / Last serviced by Radiodetection

NOTE: The Calibration End Date and Last Used By fields are populated by the C.A.T Manager app

6 Managing your Radiodetection Portal Account

6.1 Subscriptions



The Radiodetection Portal offers 3 subscription levels:

- Standard
- Pro
- Advanced

When a Radiodetection account is created for a company, this is automatically subscribed to the Standard subscription level.


The Standard subscription is free of charge and offer users the ability to manage their products and access the standard features of the C.A.T Manager Online.

For more information about C.A.T Manager Online and the different subscription features refer to the C.A.T Manager Online operation manual.

The Subscriptions overview screen, available only to main user and administrators, gives access to a list of all the subscriptions active for a company

Radiodetection Online Portal

Joe Smith

 Joe Smith

Home

C.A.T Manager Online

Account Management

Subscriptions

My details

Users

Company

Products

Resources

Subscriptions

Overview

Application name	C.A.T Manager Online
Subscription level	Basic
Mobile app users	Not applicable
Activate date	11-Jan-2017
Expiry date	Not applicable

Press Subscription upgrade request if you are interested in upgrading your current subscription

Subscription upgrade request

Your Subscription upgrade request has been sent to the Radiodetection Sales Team and will be actioned shortly

The Standard subscription level is free of charge and you can start using it immediately. Please refer to the C.A.T Manager online Operation Manual for further information.

If you wish to discuss or upgrade to another subscription level, click on the **Subscription upgrade request**.

The system will automatically contact a member of the Radiodetection Sales team who will contact you shortly.

6.2 My details



Any company user can and update their registered details:

Radiodetection Online Portal

Joe Smith LTD

Home

C.A.T Manager Online

Account Management

My details

Users

Company

Products

My details

First name

Joe

Last name

Smith

Email

info@joesmith.com

Accept to receive marketing information

☒

Accept to receive technical information

☒

Address

44 Low Street

City

Cheltenham

County

Gloucestershire

State

Post/Zip Code

GL2 4TH

Country

UNITED KINGDOM

Telephone no.

Mobile no.

00447971610914

Update

- 1. Navigate to **Account Management** ► **My Details**
- 2. Review and amend where required
- 3. Press **Update**

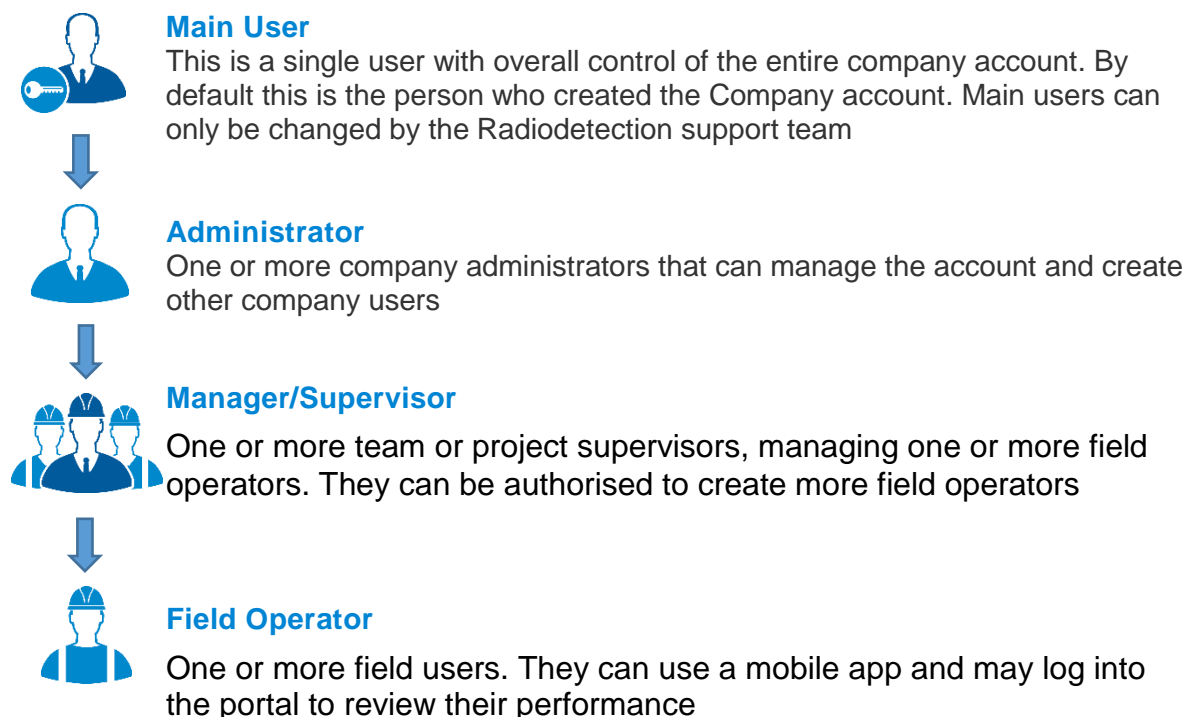
6.3 Creating and managing Company’s Users



NOTE: You may not have access to the Users feature or to all the functionality described in this section.

6.3.1. Company users hierarchy

Company users are organized in a hierarchical structure as follow:



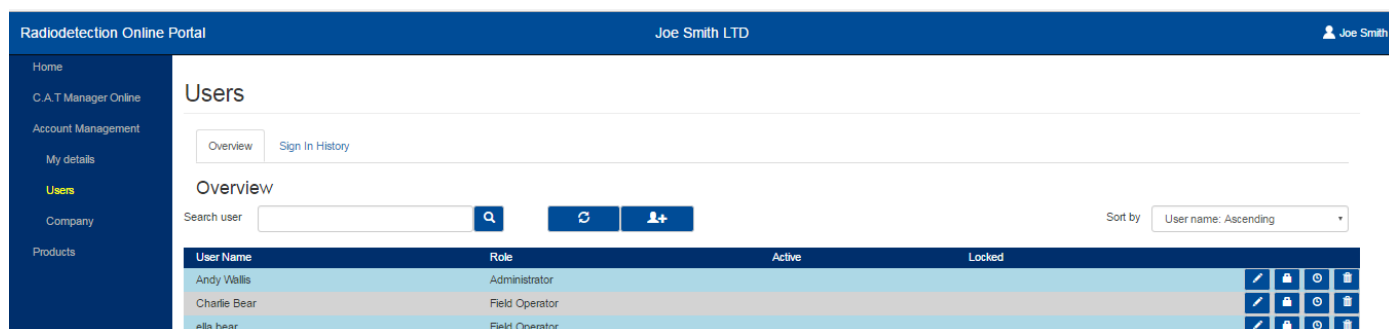
Each user can be granted the privilege to be able to use a mobile app, such as C.A.T Manager mobile for Android or iOS.

Supervisors can be granted the privilege to create and manage field operators.

6.3.2. Users Overview screen

Company users can easily be created, organised and managed by authorised users by navigating to the Overview screen:




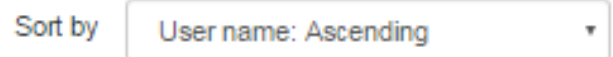




Account Management ► Users ► Overview



User Name	Role	Active	Locked
Andy Wallis	Administrator		
Charlie Bear	Field Operator		
ella bear	Field Operator		

The Overview screen displays all the existing users and their roles for your company. This screen also shows the status of their account if **Not Active** or **Locked**.

6.3.2.1. Available commands

Command	Description
	Search Filter Add a name or part of it and press the search button
	Refresh Use this to obtain the latest history for your company users
	Add a User
	Sorting order Use this to sort the users into alphabetical ascending or descending order
	Edit Press this to edit the user details
	Privileges Use this to manage user's privileges
	User History Use this to review the user upload history
	Delete Use this to delete a user

6.3.2.2. Creating a company user

Creating a user is subject to the following, role based rules:



Main User

Able to create and manage all company users



Administrator

Able to create and manage Administrators, Manager/Supervisor and Field Operator users




Manager/Supervisor

Able to create and manage Field Operators, if authorised to do so by an Administrator or the Main User

To create a company user:

1. Press the **Create user** button to access the Create user form



Create user

↑

Create User
×

First name

Last name

Email

Job title

Address

Telephone no.

Mobile no.

Is a contractor ☐

Expiry date

User role

Area

Depot

Login details ☒ Create now ☐ Send by email

Username

Password

Address

City

County

State

Post/Zip Code

Country

Cancel Create

2. Fill the form as required. All fields marked with a red * are mandatory

NOTE Mandatory fields vary depending on the user role.

3. If required you can expand the **Address** field

4. Indicate if the user you are creating **is a contractor**.
5. If required set an **Expiry date** for this account. The account will be automatically de-activated on the chosen date at 00:00

The account may be re-activated but a new expiry date will have to be provided

6. Select the user role: **Administrator**, **Manager/Supervisor** or **Field Operator**
7. If creating a field operator select his **Supervisor**
8. **Area** and **Depot** operator (only available to Pro and Advanced accounts) are mandatory fields if the user is a field operator. **Default** is the only choice available if areas and depot have not been defined.

Pro

Advanced

9. Enter or modify the **Username** (this will be set automatically to match the e-mail address if present)

Username rules:

- **Must** only contain letters (a-z A-Z), numbers (0-9), dashes (-), apostrophes ('), underscores (_), e-mail (@) and periods (.)
- **Cannot** contain more than one period (.) in a row
- **Cannot** start or finish with a period (.)
- **Must** be less than 50 characters

10. Indicate if you want the system to automatically generate and e-mail a temporary password for the user (**Send by e-mail** - this requires a valid e-mail address) or if you want to enter one manually (**Create now**)

Password rules:

Must not contain the user's account name or parts of the user's full name that exceed 3 consecutive characters.

Must be at least 8 characters in length.

Must contain at least 1 character from all of the following categories:

- English uppercase characters (A - Z).
- English lowercase characters (a - z).
- Base 10 digits (0 - 9).
- Non alphanumeric characters (for example, !, \$, #, %)

11. Press **Create**


NOTE: The user will be prompted to change the password at the first use of the login details.


6.3.2.3. *Setting up user privileges*


User Name	Role	Active	Locked
Andy Wallis	Administrator		
Charlie Bear	Field Operator		
ella bear	Field Operator		


Users can be assigned privileges such to become a **C.A.T Manager mobile** app user or in the case of a supervisor to be able to create and manage field operators.

In the Users Overview screen:









User privileges

Privilege	Description	Enable
CAT mobile app user	Can use CAT mobile app	<input checked="" type="checkbox"/>

Cancel

Save

User privilege

To assign or remove user privileges to a user:


- 1. Click on the **User Privilege** button for the user you want to edit
- 2. **Enable** or **Disable** privileges


NOTE: Pro and Advanced subscriptions are based on a fixed number of concurrent active C.A.T Manager mobile users. You may not be able to set the C.A.T Manager mobile user privilege if this limit has been reached.

- 3. Press **Save** or **Cancel**

6.3.2.4. Editing users details and roles or unblocking their accounts

By pressing the **Edit User** button you will be able to access the details for the selected user:





Edit User

Edit User
×

Account active ☒

First name *

Last name *

Email

Job title *

Address

Telephone no.

Mobile no.

Is a contractor ☐

Expiry date

User role *

Supervisor *

Area *

Depot *

Username

Password Reset

Cancel

Save













1. Click on the **Edit** button for the user you want to edit
2. Review and amend the required user fields
3. Press **Reset** to reset the user's password and enter a new password.

If the selected account is **locked** because of 5 consecutive attempts to log in with a wrong password you can reset the password to unlock it.

Edit user **[Account locked]**
×


- 4. Press **Save** to confirm the changes or **Cancel** to exit

6.3.2.5. *Delete a company user*

User Name	Role	Active	Locked	
Andy Wallis	Administrator			   
Charlie Bear	Field Operator			   
ella bear	Field Operator			   

You can use the Delete User button, to delete a specific user account from your company list of users.

NOTE: Users may not be completely deleted from your account to enable traceability.


Delete User

Delete user

Are you sure you want to delete Andy Wallis?

Cancel

Delete

- 1. Click on the **Delete User** button for the user you want to delete
- 2. Press **Delete** to confirm your request or **Cancel**

6.3.2.6. *Reviewing users' history*













  

Pro

Advanced


Pro

Advanced

User Name	Role	Active	Locked	
Andy Wallis	Administrator			   
Charlie Bear	Field Operator			   
ella bear	Field Operator			   

Advanced and Pro users subscription levels allow authorised users to access the User – Radiodetection Portal interaction history:

- 1. Click the **History** button for a user



User's History

User History
×

User Name: Charlie Bear

Last sign in: 30 December 2016, 10:41:07. User logged in using device: AndroidMobile

Last sign out: 20 December 2016, 17:08:50. User logged out using device: AndroidMobile

Last CAT data upload: 30 December 2016, 10:42:24

Week Commencing	Scans	Sign Ins
19/12/2016	10	4
12/12/2016	31	20
05/12/2016	62	5
28/11/2016	74	0

OK

The user history window gives you an overview of the last user's interaction with the Radiodetection portal and some of his mobile apps.

It also provides an overview of the number of web sign in and C.A.T scans for the last 4, Monday to Sunday, full weeks.

NOTE: This functionality is only for Pro and Advanced accounts. For more information on how to subscribe contact your local Radiodetection sales representative or write to us at rd_sales@spx.com

6.3.2.7. *Sign in History*

The Users' Sign in History screen enables authorised users to check and troubleshoot for company's users' sign in operations and errors:

Overview

Sign In History

Sign In History

Refresh

Date:

Search

User Name	Sign In Username	Action	Date
Charlie Bear	charlie.bear	User logged out using device: AndroidMobile	20 December 2016, 17:08:50
Sarah Bear	sarah.bear	User logged in using device: AndroidMobile	20 December 2016, 17:09:13

- 1. Click **Refresh** to update the screen with the latest errors
- 2. Use the **Date** box to filter for specific dates

Standard

Pro

Advanced

6.4 Managing your Company's details



Authorised users (main user and administrators) can use the screen **Company Details** screen to review and update company details:

Radiodetection Online Portal

Home

C.A.T Manager Online

Account Management

My details

Users

Company

Products

Company

Details

Areas & Depots

Accounts & Contracts

Terminate my account

Details

Company name

Joe Smith LTD

IFS account number

VAT number

125678

Telephone no.

+4411452556677

Website

www.joesmithltd.com

Relationship

End User

Market

Utilities

Address

44 Low Street

City

Cheltenham

County

State

Post/Zip Code

GL2 4TH

Country

UNITED KINGDOM

E-mail

info@joesmith.com

Update

1. Navigate to **Account Management** ▶ **Company** ▶ **Details**

2. Review and amend As required
3. Press **Update**

6.4.1. Areas and Depots

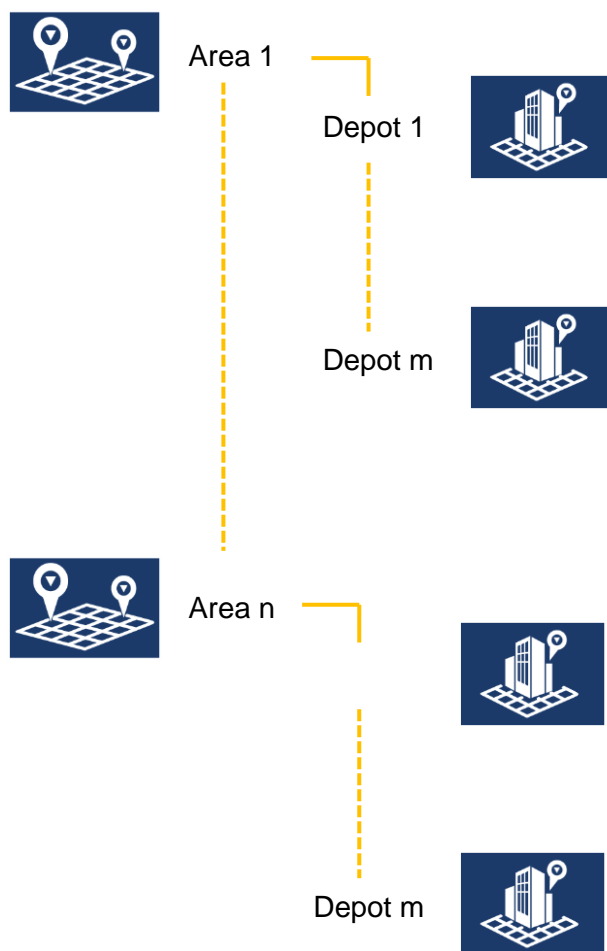


Pro

Advanced

Subscribers to Pro or Advanced accounts can organise users in areas and depots. This functionality aids filtering and reporting for field operators using the C.A.T Manager Online functionality.

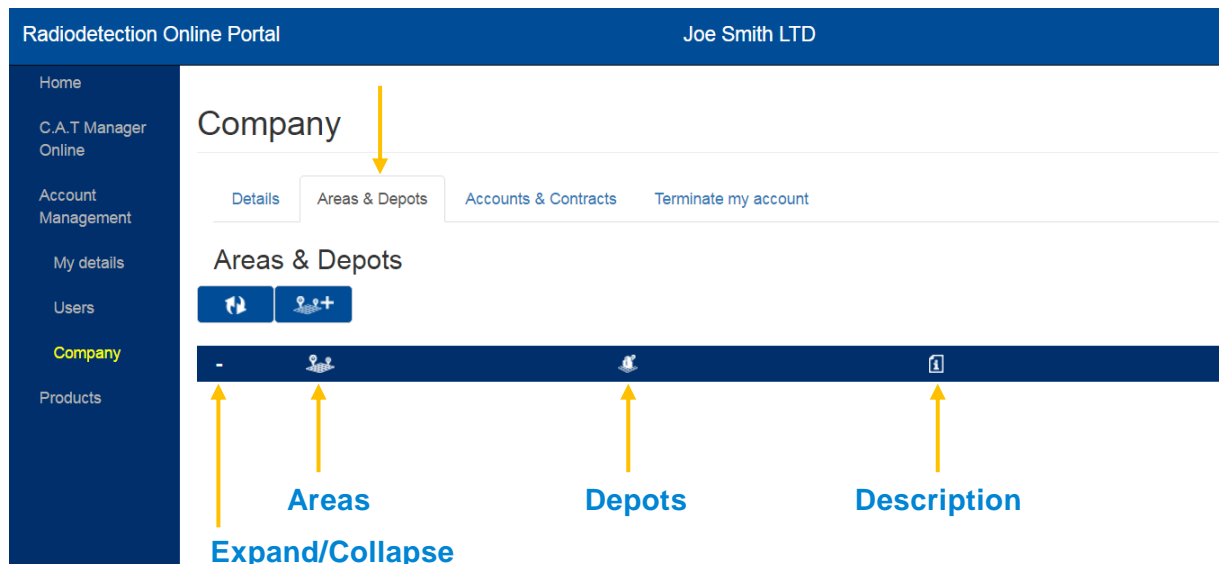
NOTE: This functionality is only for Pro and Advanced accounts. For more information on how to subscribe contact your local Radiodetection sales representative or write to us at rd_sales@spx.com



This functionality is available for the company's main user and administrators. Managers/supervisors may have access to this function if authorised, by setting the relevant privileges.

If available, you will be able to define 1 or more areas, and for each areas define 1 or more depots.

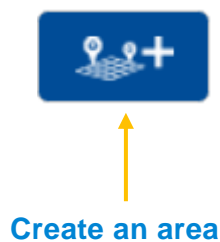
Navigate to **Account Management** ► **Company** ► **Areas & Depots**



The Areas & Depots screen lets you manage your company's areas and depots.

6.4.1.1. *Creating an area:*

1. Click on the **Create an area** button



Create Area

Name

North

*

Description

From Glasgow and up

Cancel

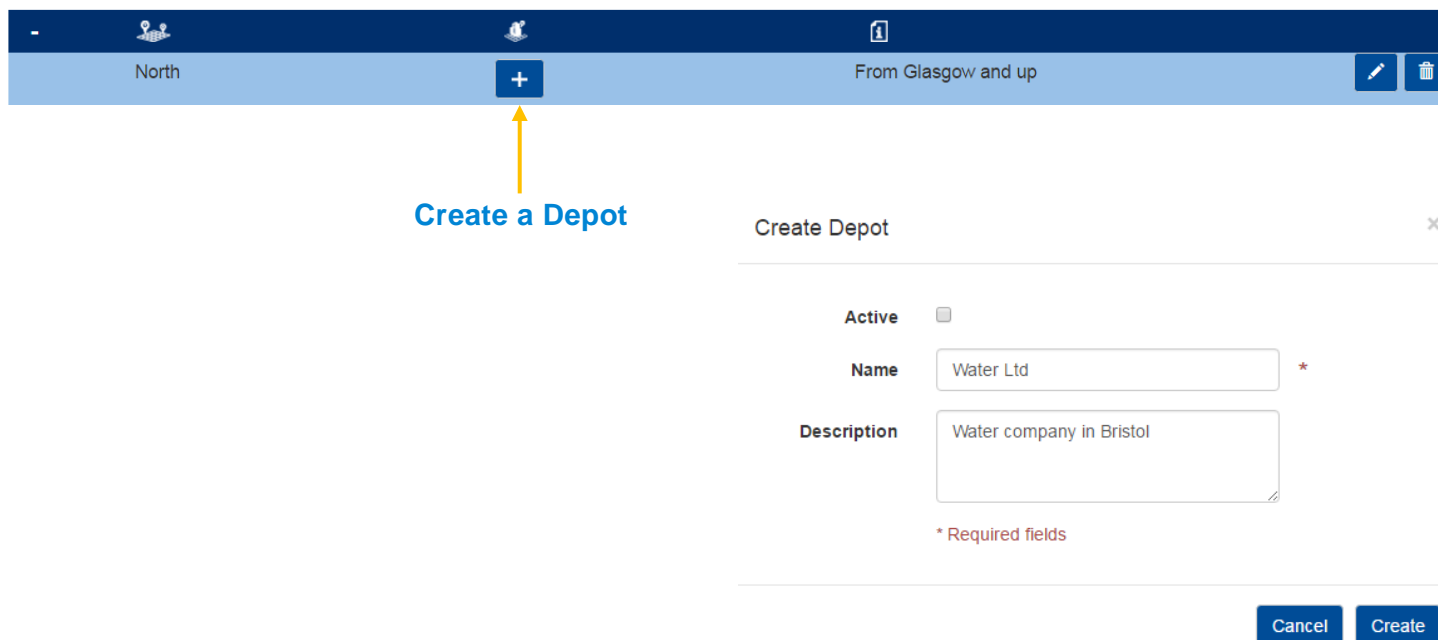
Create

2. Enter the Area **Name**
3. Enter an optional **Description**
4. Select **Create** or **Cancel**

NOTE: Active Areas must have at least one active depot. When creating an Area, this will not be active until a depot has been created and made active.

6.4.1.2. Creating a depot

1. Identify the Area you want to add a Depot to



The screenshot shows the Radiodetection portal interface. At the top, there's a dark blue header with icons for a minus sign, a location pin, a bell, and an information icon. Below this is a light blue bar with the text 'North' and 'From Glasgow and up'. A yellow arrow points to a blue '+' button on the map, with the text 'Create a Depot' below it. To the right, a 'Create Depot' modal form is open. It has a close button (X) in the top right corner. The form contains three fields: 'Active' with a checkbox, 'Name' with a text box containing 'Water Ltd' and a red asterisk, and 'Description' with a text box containing 'Water company in Bristol'. Below the fields is a red asterisk and the text '* Required fields'. At the bottom right of the modal are two buttons: 'Cancel' and 'Create'.

2. Click on the **Create a depot** button
3. Enter the Depot **Name**
4. Enter an optional **Description**
5. Choose **Activate** the depot
6. Select **Create** or **Cancel**

NOTE: Depots are created as inactive. To use a Depot you must activate it first.

<div><div><div></div></div><div></div><div></div><div></div></div>			
+	North		From Glasgow and up
+	South		From Bristol south
-	North	+	From Glasgow and up
		Glasgow Central	11 High Street Glasgow G1 1HR
		Dumbarton	Central depot
		Drymen	The Square, Drymen, Glasgow G63 0BL
-	South	+	From Bristol south
		Bristol	Central Depot
		Taunton	Castle Green, Taunton, Somerset, TA1 1NF

You can use the Expand/Collapse button on the table header or on the areas rows to show or hide the Depots.

6.4.2. To edit an area or depot:

- 1. Identify the Area or Depot you want to edit
- 2. Click on the **Edit button** and amend as required



Edit Area

Name

North

*

Description

From Glasgow and up

Cancel

Save

Edit Depot

Name

Dumbarton

*

Description

Central depot

Cancel

Save

- 3. Activate or de-activate a Depot

Depots are inactive when created. To start using one you must activate it first

When activating a Depot the corresponding Area will be activated

You can de-activate a Depot to prevent it being used if this has no associated active users

If you de-activate the last active Depot the associated Area will be de-activated

4. Press **Save** or **Cancel**

NOTE: An Active area must have at least one active Depot. If de-activating the last active Depot of an active Area, this will be de-activated as well. To de-activate an active Area you must de-activate all its Depots

6.4.2.1. To delete an Area or Depot

1. Identify the Area or Depot you want to delete
2. Click on the **Delete** button



×

Delete Area

Are you sure you want to delete West area?

Cancel

Delete

×

Delete Depot

Are you sure you want to delete Glasgow Central depot?

Cancel

Delete

3. Press **Delete** or **Cancel**

NOTE: You cannot delete Areas with associated Depots. You cannot delete Depots if they have associated users.

6.4.3. Accounts and Contracts



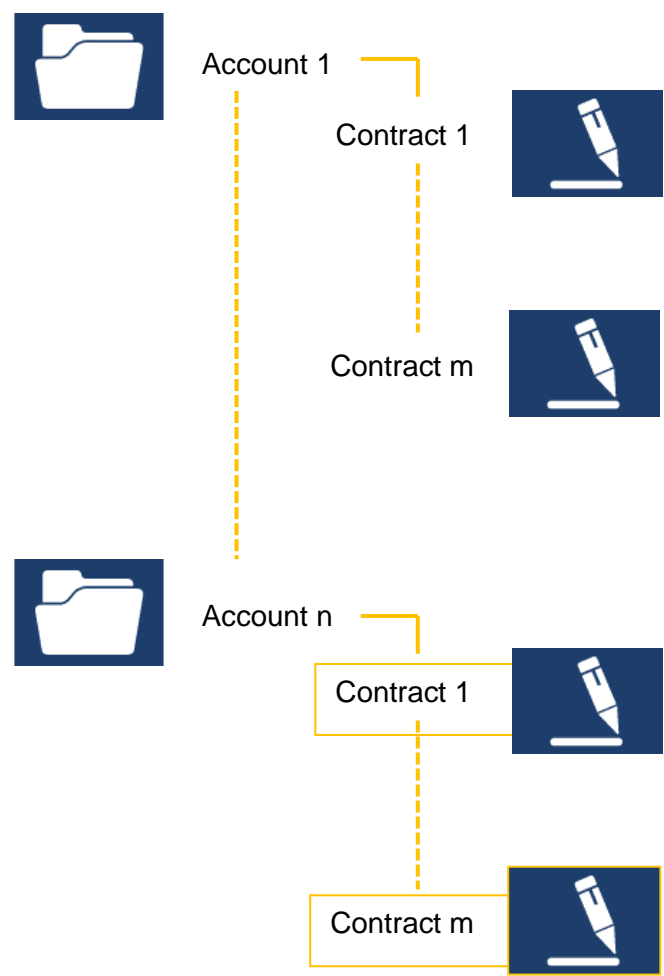
Pro

Advanced

Companies subscribing to Pro or Advanced accounts can organise surveying operations into accounts and contracts. This functionality aids filtering and reporting on the performance of the field operators when using the C.A.T Manager online system.

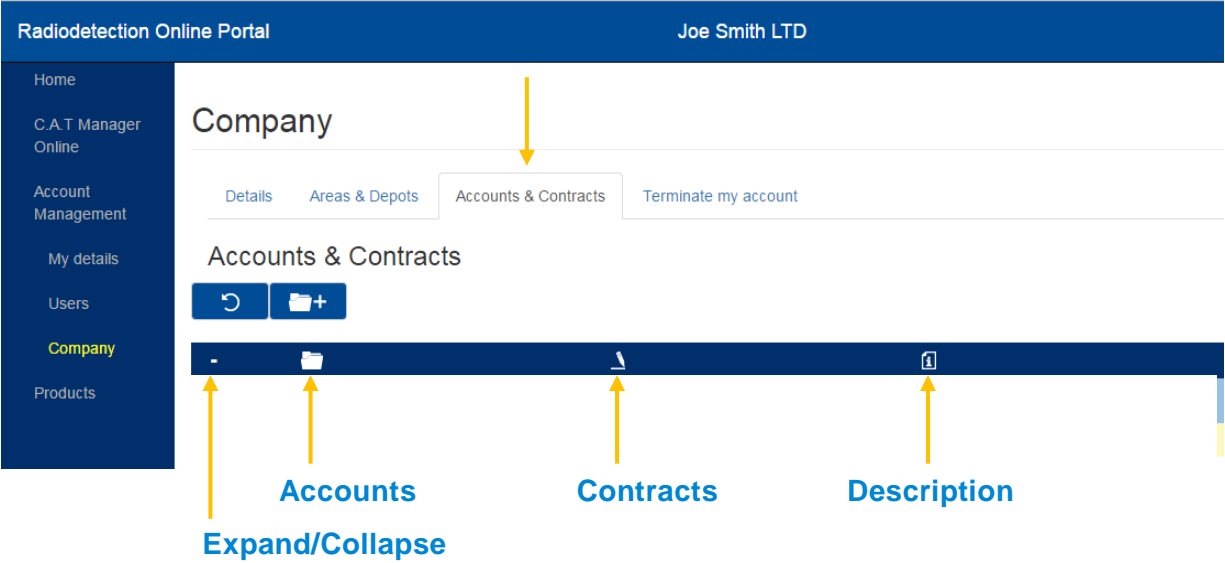
Consult the C.A.T Manager mobile user guide for more information on how to use Account and Contracts in the field.

NOTE: This functionality is only for Pro and Advanced accounts. For more information on how to subscribe contact your local Radiodetection sales representative or write to us at rd_sales@spx.com



This functionality is available for the company's main user and administrators. Managers/supervisors may have access to this function if authorised, by setting the relevant privileges.

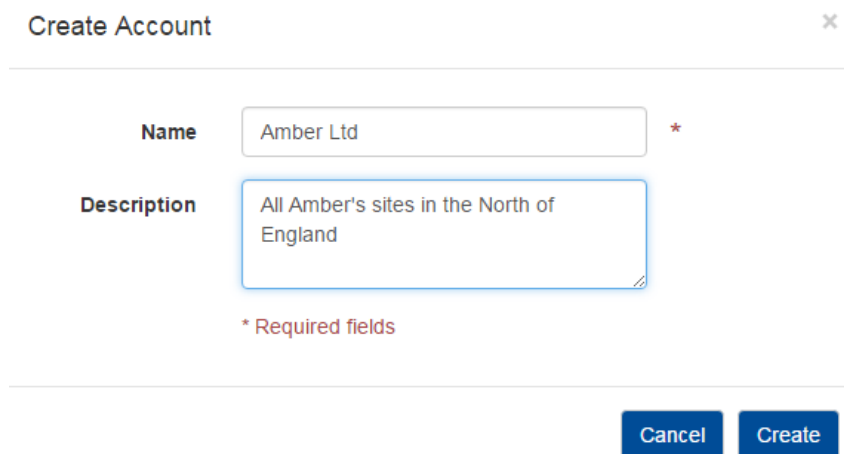
If available, you will be able to define 1 or more Accounts, and for each Account define 1 or more Contracts.



The Accounts & Contracts screen lets you manage your company's accounts and contracts.

6.4.3.1. Creating an account:

1. Click on the **Create an Account** button



Screenshot of the 'Create Account' form. The form has a title bar 'Create Account' with a close button 'X'. It contains two input fields: 'Name' with the value 'Amber Ltd' and a red asterisk, and 'Description' with the value 'All Amber's sites in the North of England'. Below the fields is a red asterisk and the text '* Required fields'. At the bottom right are two buttons: 'Cancel' and 'Create'.

2. Enter the Account **Name**
3. Enter an optional **Description**
4. Select **Create** or **Cancel**

NOTE: Active Account must have at least one active contract. When creating an Account, this will not be active until a Contract has been created and made active.

6.4.3.2. Creating a Contract:

7. Identify the Account you want to add a contract to

-

Amber Ltd

+

All Amber's sites in the North of England

Creating a Contract

Create Contract

Name

Water

*

Description

Repair to on site water network

* Required fields

Cancel

Create

- 1. Click on the **Create a Contract** button
- 2. Enter the Contract **Name**
- 3. Enter an optional **Description**
- 4. Select **Create** or **Cancel**

NOTE: Contracts are created as inactive. To use a Contract you must activate it first.

-

Avon Water

Water network

-

Bristol Gas

Distribution network

-

Amber Ltd

All Amber's sites in the North of England

-

+

Avon Water

Water network

-

Bristol Gas

+

Distribution network

Smell and fix

-

Amber Ltd

+

All Amber's sites in the North of England


Water

Repair to on site water network

You can use the Expand/Collapse button on the table header or on the Account rows to show or hide the Contracts.

6.4.3.3. *Edit an Account or Contract:*

1. Identify the Account or Contract you want to edit
2. Click on the **Edit** button and amend as required



Edit Account

Active ☒

Name *

Description

* Required fields

Cancel Save

Edit Contract

Active ☒

Name *

Description

* Required fields

Cancel Save

3. **Activate** or de-activate a Contract

Contracts are not active when created. To start using one you must activate it first

When activating a Contract the corresponding Account will be activated

You can de-activate a Contract to prevent it being used

If you de-activate the last active Contract the associated Account will be de-activated

4. Press **Save** or **Cancel**

NOTE: Active Accounts must have at least one active contract. If de-activating the last active Contract of an active Account, this will be de-activated as well. To de-activate an active Account you must de-active all its Contracts

To delete an Account or Contract

1. Identify the Account or Contract you want to delete
2. Click on the **Delete** button

Delete account

Are you sure you want to delete Water Ltd account

Cancel

Delete

Delete Contract

Are you sure you want to delete Fix and repair contract?

Cancel

Delete



3. Press **Delete** or **Cancel**

NOTE: Contracts with data associated to them cannot be deleted but just made in-active.

6.4.4. Terminating a Company's account



Standard

Pro

Advanced

Main users may terminate their account by selecting the **Terminate my account** screen:

Company

Details Areas & Depots Accounts & Contracts Terminate my account

Terminate my account

Please confirm your password and select Submit to terminate your account:

Confirm password

.....|

Submit

1. **Confirm** your password to terminate your account
2. Press **Submit**

Company

Details Areas & Depots Accounts & Contracts Terminate my account

Terminate my account

Your Company Account termination request has been sent to the Radiodetection Sales Team and will be actioned shortly.

3. The Company Account termination request will be sent to the Radiodetection Sales team.

A member of the sales team will be in contact soon to confirm your intention to terminate your account

WARNING: From the moment your account is terminated, your company data will be stored for a further 3 months before being permanently deleted. During this period they will no longer be accessible to you.

Visit www.radiodetection.com

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Pearpoint (USA)

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Tel: +1 800 688 8094 Tel: +1 760 343 7350 pearpoint.sales.us@spx.com www.pearpoint.com

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