





# Online Administration User Guide

Version 1.0 28/11/07

For assistance contact POWERFAN®

**POWERFAN®** is a trading name of **Dropzone (UK) Ltd** Everley Blandford Dorset DT11 8PT UK **t:** +44(0)870 803 5514 **f:** +44(0)870 130 7560 **e:** info@drop-zone.eu **w:** www.drop-zone.eu



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Assistance with any of the material contained within this manual may be obtained by contacting  $POWERFAN^{@}$  at:

Dropzone (UK) Ltd Everley Blandford Dorset DT11 8PT United Kingdom

Tel: +44 (0) 870 8035514 info@drop-zone.eu

www.powerfan.co.uk



## 1 How to Register

## Step 1

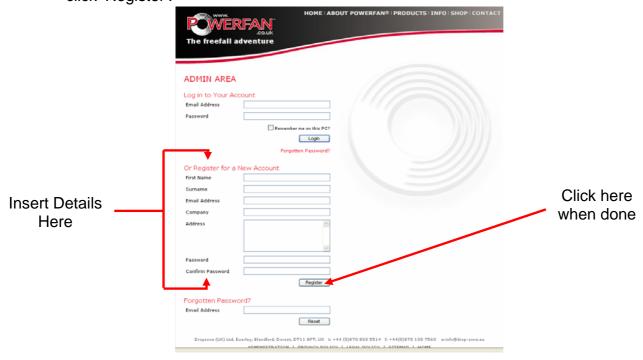
Go to <a href="www.powerfan.co.uk">www.powerfan.co.uk</a> and click on the administration link at the base of the page.



Click here

## Step 2

This will lead you to the POWERFAN® Admin Area, where you can register for a new account, by inserting your details into the appropriate areas. Then click 'Register'.



For assistance contact POWERFAN®



You will be sent this email confirming your username and password.

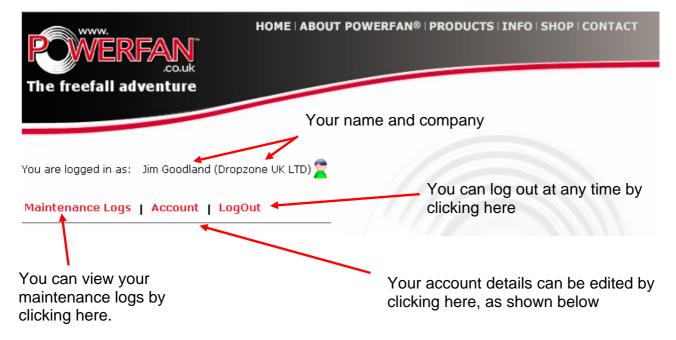


Your Username and Password



## 2 Your Admin Account Homepage

After registering you will be shown this page. This is your admin account homepage and you will visit it every time you log in.



N.B. At first you will not be able to access your maintenance logs. However, they will become available once POWERFAN® have finished your registration.



## **3 Editing Your Account Details**

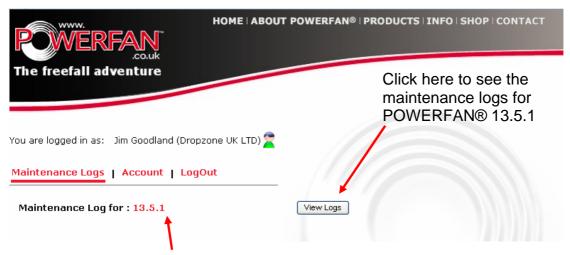
You are logged in as: Jim Goodland (Dropzone UK LTD)  Maintenance Logs   Account   LogOut  Account Details  Company  Company  Company Name   Dropzone UK LTD   Dropzone UK LTD    Invoice Address   Everley   Blandford   Dorset   DT11 BPT    Contact  First Name   Jim   Surname   Goodland   Email   jim@rcd.co.uk    Dropzone (UK) Ltd, Everley, Blandford, Dorset, DT11 BPT, UK tt +44 (0)870 803 5514 ft +44 (0)870 130 7560   einfo@drop-zone.eu    ADMINISTRATION   PRIVACY POLICY   LEGAL POLICY   SITEMAP   HOME    Information contained herein has been compiled in good faith and Dropzone (UK) Ltd accepts no responsibility for omissions, errors or inaccuracies.	The freefa	.co.uk all adventure		
Maintenance Logs   Account   LogOut  Account Details  Company  Company  Company Name   Dropzone UK LTD   Dropset   D				
Click 'Account' at any time to edit your account details  Company  Company Name Invoice Address Blandford Dorset DT11 8PT  Contact First Name Surname Goodland Email  jim@rcd.co.uk  Set Password  Cancel Save  Dropzone (UK) Ltd, Everley, Blandford, Dorset, DT11 8PT, UK ti +44 (0)870 803 5514 ft +44(0)870 130 7560 etinfo@drop-zone.eu  ADMINISTRATION   PRIVACY POLICY   LEGAL POLICY   SITEMAP   HOME	You are logged	in as: Jim Goodland (	Oropzone UK LTD) 🤶	
Company Name Dropzone UK LTD  Invoice Address Bundford Dorset DT11 8PT  Contact  First Name Jim Surname Goodland  Email jim@rcd.co.uk  Vhen you are finished editing click 'Save'  Cancel Save  Dropzone (UK) Ltd, Everley, Blandford, Dorset, DT11 8PT, UK ti +44 (0)870 803 5514 fi +44 (0)870 130 7560 etinfo@drop-zone.eu  ADMINISTRATION   PRIVACY POLICY   LEGAL POLICY   SITEMAP   HOME	Maintenance	Logs   Account	LogOut	
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Contact  First Name Surname Goodland Email  Set Password  Cancel  Save  Dropzone (UK) Ltd, Everley, Blandford, Dorset, DT11 8PT, UK t: +44 (0)870 803 5514 f: +44(0)870 130 7560 e:info@drop-zone.eu  ADMINISTRATION   PRIVACY POLICY   LEGAL POLICY   SITEMAP   HOME	Company Name	Dropzone UK LTD		
First Name Surname Goodland Email  jim@rcd.co.uk  When you are finished editing click 'Save'  Cancel Save  Dropzone (UK) Ltd, Everley, Blandford, Dorset, DT11 8PT, UK t: +44 (0)870 803 5514 f: +44(0)870 130 7560 e:info@drop-zone.eu  ADMINISTRATION   PRIVACY POLICY   LEGAL POLICY   SITEMAP   HOME	Invoice Address	Blandford Dorset	< >	
Surname Goodland  Email jim@rcd.co.uk  When you are finished editing click 'Save'  Cancel Save  Dropzone (UK) Ltd, Everley, Blandford, Dorset, DT11 8PT, UK t: +44 (0)870 803 5514 f: +44(0)870 130 7560 e:info@drop-zone.eu  ADMINISTRATION   PRIVACY POLICY   LEGAL POLICY   SITEMAP   HOME	Contact			
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ADMINISTRATION   PRIVACY POLICY   LEGAL POLICY   SITEMAP   HOME	Cancel	Save		
	Dropzone (UK)			



#### 4 Using the Maintenance Log

#### Step 1

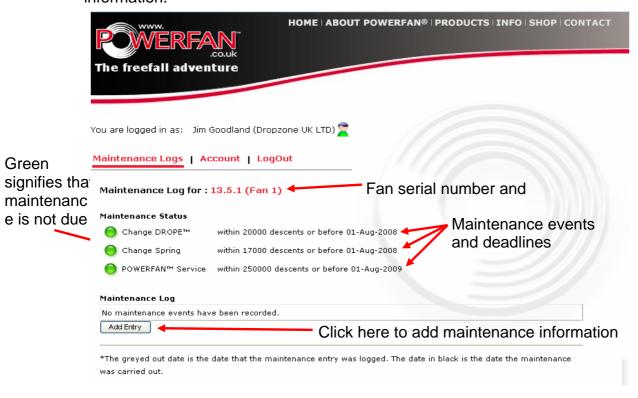
The page below shows the your POWERFAN®'s and gives you access to each of their maintenance logs



The POWERFAN®'s serial number

### Step 2

Each POWERFAN® will have a maintenance page, as below, showing maintenance events and deadlines and allowing you to add maintenance information.

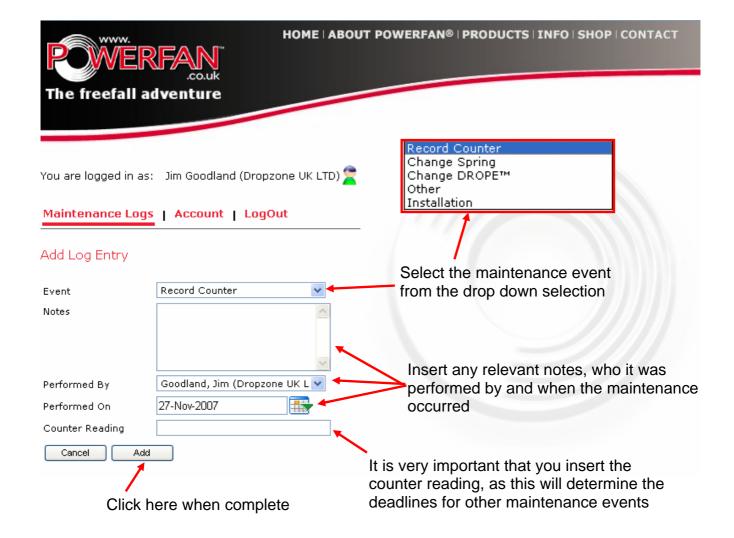


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Adding maintenance information can be logged on the page shown below. This paged is accessed by clicking 'Add Entry' as shown in step 2.

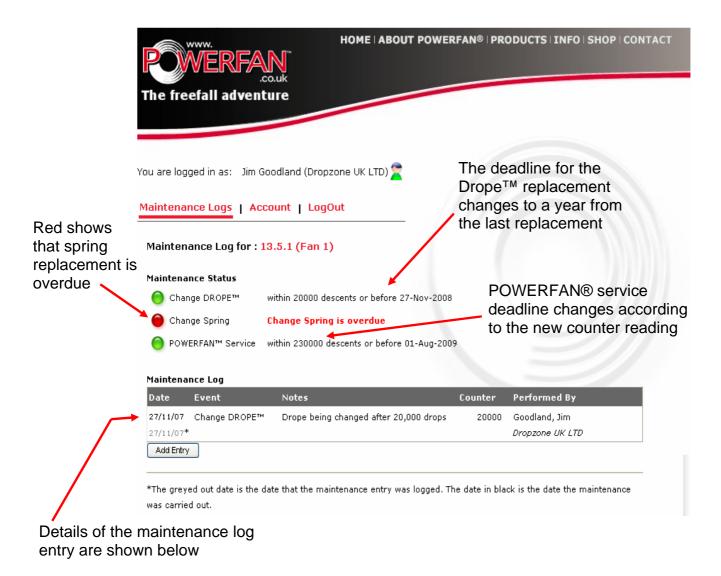




Below is an example of a Log Entry.

Add Log Entry				
Event	Change DROPE™ ✓			
Notes	Drope being changed after 20,000 drops			
Performed By	Goodland, Jim (Dropzone UK L			
Performed On	27-Nov-2007			
Counter Reading	20000			
Cancel Add				

After a log entry is added, there are numerous changes made to the maintenance page. The status can change according to the details in the log entry. For example, because the DROPE™ was replaced after 20,000 drops and a spring replacement has not been logged, the spring replacement in now overdue. Also, the deadlines for DROPE™ replacements and the POWERFAN® service change according to the log entry, as demonstrated below.



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