



## Online Administration User Guide

Version 1.0 28/11/07

For assistance contact POWERFAN<sup>®</sup>

**POWERFAN**<sup>®</sup> is a trading name of **Dropzone (UK) Ltd** Everley Blandford Dorset DT11 8PT UK  
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Assistance with any of the material contained within this manual may be obtained by contacting POWERFAN<sup>®</sup> at:

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Everley  
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Dorset DT11 8PT  
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Tel: +44 (0) 870 8035514  
[info@drop-zone.eu](mailto:info@drop-zone.eu)  
[www.powerfan.co.uk](http://www.powerfan.co.uk)

For assistance contact POWERFAN<sup>®</sup>

## 1 How to Register

### Step 1

Go to [www.powerfan.co.uk](http://www.powerfan.co.uk) 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'.

Insert Details  
Here

Click here  
when done

For assistance contact POWERFAN®

### Step 3

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

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From: invoices@drop-zone.eu  
To: youremailaddress@example.com  
Date: Thu, 15 Nov 2007 13:42:48 +0000  
Subject: POWERFAN@ Login Details

You have created a new account for the POWERFAN® Interface

- Username : youremailaddress@example.com
- Password : yourpassword

Thank you for registering for your POWERFAN@ account. Please contact POWERFAN@ to complete the registration process.

Your Username and Password

For assistance contact POWERFAN®


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## 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.



Your name and company

You are logged in as: Jim Goodland (Dropzone UK LTD) 

[Maintenance Logs](#) | [Account](#) | [LogOut](#)

You can log out at any time by clicking here

You can view your maintenance logs by clicking here.

Your account details can be edited by clicking here, as shown below

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.

For assistance contact POWERFAN®

### 3 Editing Your Account Details

The screenshot shows the Powerfan website's account management interface. At the top, there is a navigation bar with the logo and the tagline 'The freefall adventure'. Below this, a user is logged in as 'Jim Goodland (Dropzone UK LTD)'. A menu bar contains 'Maintenance Logs', 'Account', and 'Logout'. The 'Account' section is active, showing 'Account Details' with fields for 'Company', 'Invoice Address', and 'Contact'. The 'Company' field contains 'Dropzone UK LTD', 'Invoice Address' contains 'Everley Blandford Dorset DT11 8PT', 'First Name' contains 'Jim', 'Surname' contains 'Goodland', and 'Email' contains 'jim@rcd.co.uk'. A 'Set Password' link is visible below the contact information. At the bottom, there are 'Cancel' and 'Save' buttons. A large, faint circular graphic is overlaid on the right side of the page. Two red arrows point from text annotations to the 'Account' menu item and the 'Save' button.

HOME | ABOUT POWERFAN® | PRODUCTS | INFO | SHOP | CONTACT

www.  
**POWERFAN**<sup>™</sup>  
.co.uk  
The freefall adventure

You are logged in as: Jim Goodland (Dropzone UK LTD)

[Maintenance Logs](#) | [Account](#) | [Logout](#)

Account Details

**Company**  
Company Name:

Invoice Address:

**Contact**  
First Name:   
Surname:   
Email:

[Set Password](#)

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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.

Click 'Account' at any time to edit your account details

When you are finished editing click 'Save'

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## 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

HOME | ABOUT POWERFAN® | PRODUCTS | INFO | SHOP | CONTACT

www.  
**POWERFAN™**  
.co.uk  
The freefall adventure

You are logged in as: Jim Goodland (Dropzone UK LTD)

[Maintenance Logs](#) | [Account](#) | [LogOut](#)

Maintenance Log for : **13.5.1**

[View Logs](#)

Click here to see the maintenance logs for POWERFAN® 13.5.1

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.

Green signifies that maintenance is not due

HOME | ABOUT POWERFAN® | PRODUCTS | INFO | SHOP | CONTACT

www.  
**POWERFAN™**  
.co.uk  
The freefall adventure

You are logged in as: Jim Goodland (Dropzone UK LTD)

[Maintenance Logs](#) | [Account](#) | [LogOut](#)

Maintenance Log for : **13.5.1 (Fan 1)**

**Maintenance Status**

<span style="color: green;">●</span> Change DROPE™	within 20000 descents or before 01-Aug-2008
<span style="color: green;">●</span> Change Spring	within 17000 descents or before 01-Aug-2008
<span style="color: green;">●</span> POWERFAN™ Service	within 250000 descents or before 01-Aug-2009

**Maintenance Log**

No maintenance events have been recorded.

[Add Entry](#)

\*The greyed out date is the date that the maintenance entry was logged. The date in black is the date the maintenance was carried out.

Fan serial number and

Maintenance events and deadlines

Click here to add maintenance information

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### Step 3

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

The screenshot shows the POWERFAN website header with navigation links: HOME | ABOUT POWERFAN® | PRODUCTS | INFO | SHOP | CONTACT. The user is logged in as Jim Goodland (Dropzone UK LTD). The 'Maintenance Logs' section is active, showing a form to 'Add Log Entry'. The form includes fields for Event (Record Counter), Notes, Performed By (Goodland, Jim), Performed On (27-Nov-2007), and Counter Reading. A dropdown menu for 'Event' is open, showing options: Record Counter, Change Spring, Change DROPE™, Other, and Installation. Red arrows point to the dropdown menu, the Notes field, the Performed By field, the Performed On field, the Counter Reading field, and the 'Add' button. Text annotations explain the importance of each field.

You are logged in as: Jim Goodland (Dropzone UK LTD)

[Maintenance Logs](#) | [Account](#) | [LogOut](#)

Add Log Entry

Event: Record Counter

Notes: [Empty text area]

Performed By: Goodland, Jim (Dropzone UK L)

Performed On: 27-Nov-2007

Counter Reading: [Empty text field]

Buttons: Cancel, Add

Annotations:

- Select the maintenance event from the drop down selection
- Insert any relevant notes, who it was performed by and when the maintenance occurred
- It is very important that you insert the counter reading, as this will determine the deadlines for other maintenance events
- Click here when complete


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## Step 4

Below is an example of a Log Entry.

### Add Log Entry

Event	<input type="text" value="Change DROPE™"/>
Notes	<input type="text" value="Drope being changed after 20,000 drops"/>
Performed By	<input type="text" value="Goodland, Jim (Dropzone UK L"/>
Performed On	<input type="text" value="27-Nov-2007"/> 
Counter Reading	<input type="text" value="20000"/>
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

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## Step 5

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 is now overdue. Also, the deadlines for DROPE™ replacements and the POWERFAN® service change according to the log entry, as demonstrated below.

Red shows that spring replacement is overdue

The deadline for the Drope™ replacement changes to a year from the last replacement

POWERFAN® service deadline changes according to the new counter reading

The screenshot shows the POWERFAN website interface. At the top, there is a navigation bar with links: HOME | ABOUT POWERFAN® | PRODUCTS | INFO | SHOP | CONTACT. The logo for POWERFAN.co.uk is on the left, with the tagline 'The freetail adventure'. Below the navigation bar, it says 'You are logged in as: Jim Goodland (Dropzone UK LTD)'. There are three menu items: 'Maintenance Logs' (highlighted in red), 'Account', and 'Logout'. The main content area is titled 'Maintenance Log for : 13.5.1 (Fan 1)'. Under 'Maintenance Status', there are three items: 'Change DROPE™' (green dot) with a deadline of 'within 20000 descents or before 27-Nov-2008'; 'Change Spring' (red dot) with the text 'Change Spring is overdue'; and 'POWERFAN™ Service' (green dot) with a deadline of 'within 230000 descents or before 01-Aug-2009'. Below this is a 'Maintenance Log' table with columns: Date, Event, Notes, Counter, and Performed By. The table has two rows: one for '27/11/07' where 'Change DROPE™' was performed at '20000' descents by 'Goodland, Jim', and a second row for '27/11/07\*' which is greyed out. There is an 'Add Entry' button below the table. A footnote at the bottom states: '\*The greyed out date is the date that the maintenance entry was logged. The date in black is the date the maintenance was carried out.'

Date	Event	Notes	Counter	Performed By
27/11/07	Change DROPE™	Drope being changed after 20,000 drops	20000	Goodland, Jim
27/11/07*				Dropzone UK LTD

Details of the maintenance log entry are shown below

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