





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:

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www.powerfan.co.uk



1 How to Register

Step 1

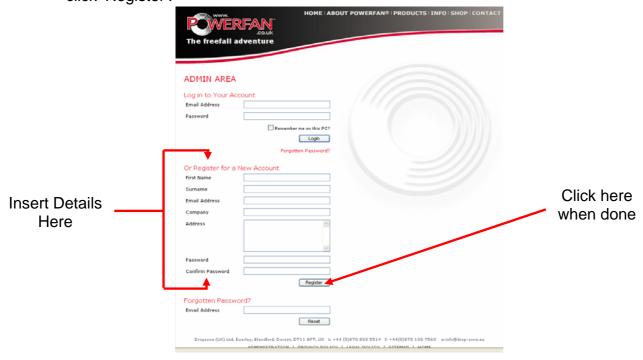
Go to www.powerfan.co.uk and click on the administration link at the base of the page.



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'.



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

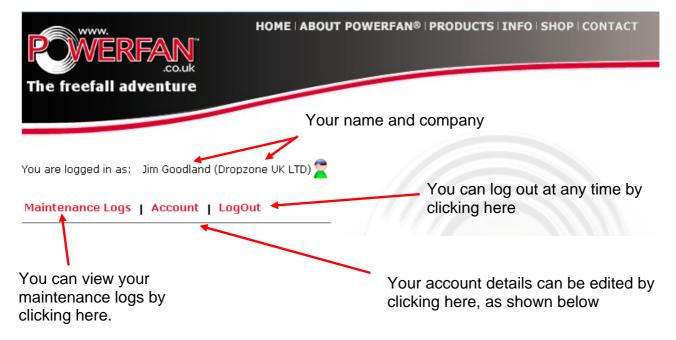


Your Username and Password



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

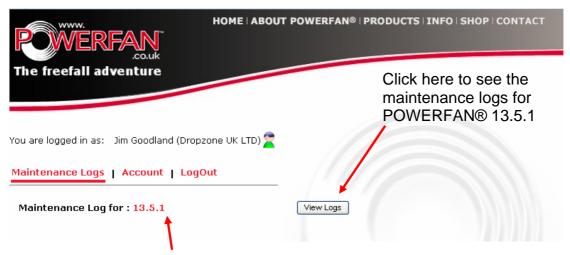
The freefa	.co.uk all adventure		
You are logged	l in as: Jim Goodland (Oropzone UK LTD) 🤶	
Maintenance	Logs Account	LogOut	
Account Details			Click 'Account' at any time to edit your account details
Company			edit your account details
Company Name	Dropzone UK LTD		
Invoice Address	Everley Blandford Dorset DT11 8PT	< >	
Contact			
First Name	Jim		
Surname	Goodland		
Email	jim@rcd.co.uk		Miles and a state of a distinct
		Set Password	When you are finished editing click 'Save'
Cancel	Save		
Dropzone (UK) Ltd, Everley, Blandford, Dor:	et, DT11 8PT, UK t: +44 (0))870 803 5514 f: +44(0)870 130 7560 e:info@drop-zone.eu
	ADMINISTRATIO	N PRIVACY POLICY	LEGAL POLICY SITEMAP HOME
Information contain	ned herein has been compiled	in good faith and Dropzone (L	IK) Ltd accepts no responsibility for omissions, errors or inaccuracies.



4 Using the Maintenance Log

Step 1

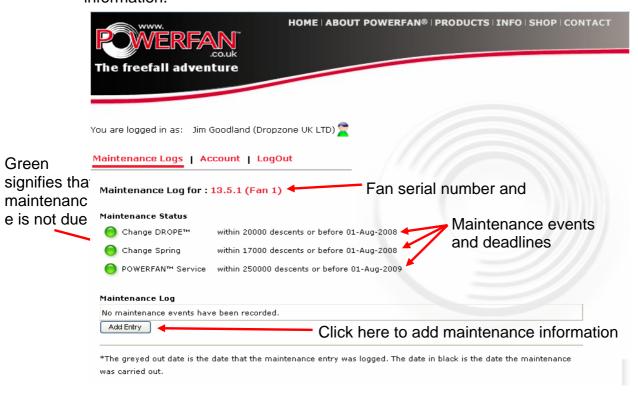
The page below shows the your POWERFAN®'s and gives you access to each of their maintenance logs



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.

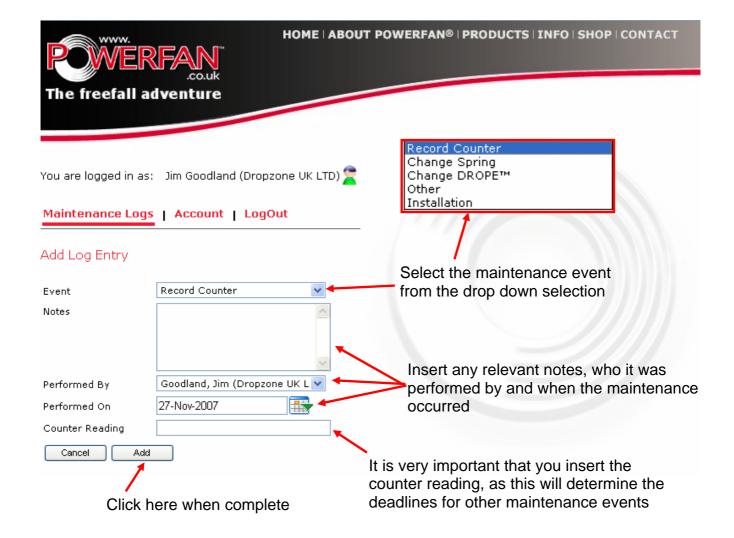


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Adding maintenance information can be logged on the page shown below. This paged is accessed by clicking 'Add Entry' as shown in step 2.

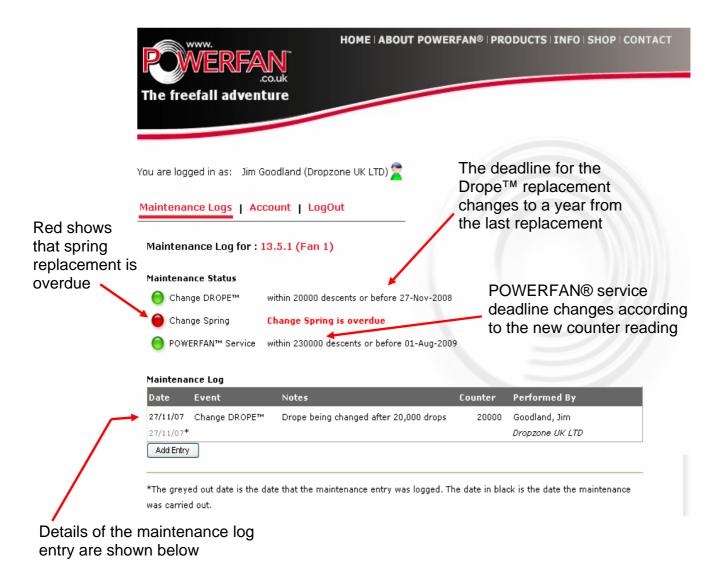




Below is an example of a Log Entry.

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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