



**POWERFAN**<sup>™</sup>

## 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:

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

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.


---

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.

The screenshot shows the admin account homepage. At the top left is the Powerfan logo with the tagline 'The freefall adventure'. At the top right is a navigation menu: HOME | ABOUT POWERFAN® | PRODUCTS | INFO | SHOP | CONTACT. Below the navigation menu, the user is logged in as 'Jim Goodland (Dropzone UK LTD)' with a small user icon. Below the user information, there are three links: 'Maintenance Logs', 'Account', and 'LogOut'. Red arrows point from text annotations to these links and the user information.

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

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

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' menu item is highlighted with a red arrow and the text 'Click 'Account' at any time to edit your account details'. Below the menu, the 'Account Details' section is visible, containing three main areas: 'Company', 'Contact', and 'Set Password'. The 'Company' section has a text input for 'Company Name' (filled with 'Dropzone UK LTD') and a text area for 'Invoice Address' (filled with 'Everley Blandford Dorset DT11 8PT'). The 'Contact' section has text inputs for 'First Name' (filled with 'Jim'), 'Surname' (filled with 'Goodland'), and 'Email' (filled with 'jim@rcd.co.uk'). A red arrow points from the 'Save' button at the bottom to the text 'When you are finished editing click 'Save''. At the very bottom, there is a footer with contact information and a disclaimer.

www.**POWERFAN**<sup>™</sup>.co.uk  
HOME | ABOUT POWERFAN® | PRODUCTS | INFO | SHOP | CONTACT

The freefall adventure

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

Maintenance Logs | **Account** | LogOut

Account Details

**Company**  
Company Name: Dropzone UK LTD  
Invoice Address: Everley Blandford Dorset DT11 8PT

**Contact**  
First Name: Jim  
Surname: Goodland  
Email: jim@rcd.co.uk

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  
Information contained herein has been compiled in good faith and Dropzone (UK) Ltd accepts no responsibility for omissions, errors or inaccuracies.

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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

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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

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

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

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

**Maintenance Status**

	Change DROPE™	within 20000 descents or before 01-Aug-2008
	Change Spring	within 17000 descents or before 01-Aug-2008
	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

For assistance contact POWERFAN®

### 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	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
<input type="button" value="Cancel"/> <input type="button" value="Add"/>	

For assistance contact POWERFAN®

## 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

www.  
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.co.uk  
The freetail adventure

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

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

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

**Maintenance Status**

- Change DROPE™ within 20000 descents or before 27-Nov-2008
- Change Spring **Change Spring is overdue**
- POWERFAN™ Service within 230000 descents or before 01-Aug-2009

**Maintenance Log**

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

\*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.

Details of the maintenance log entry are shown below

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