Arctic Systems


# SMART CITY WEB TERMINAL
# USER INSTRUCTIONS

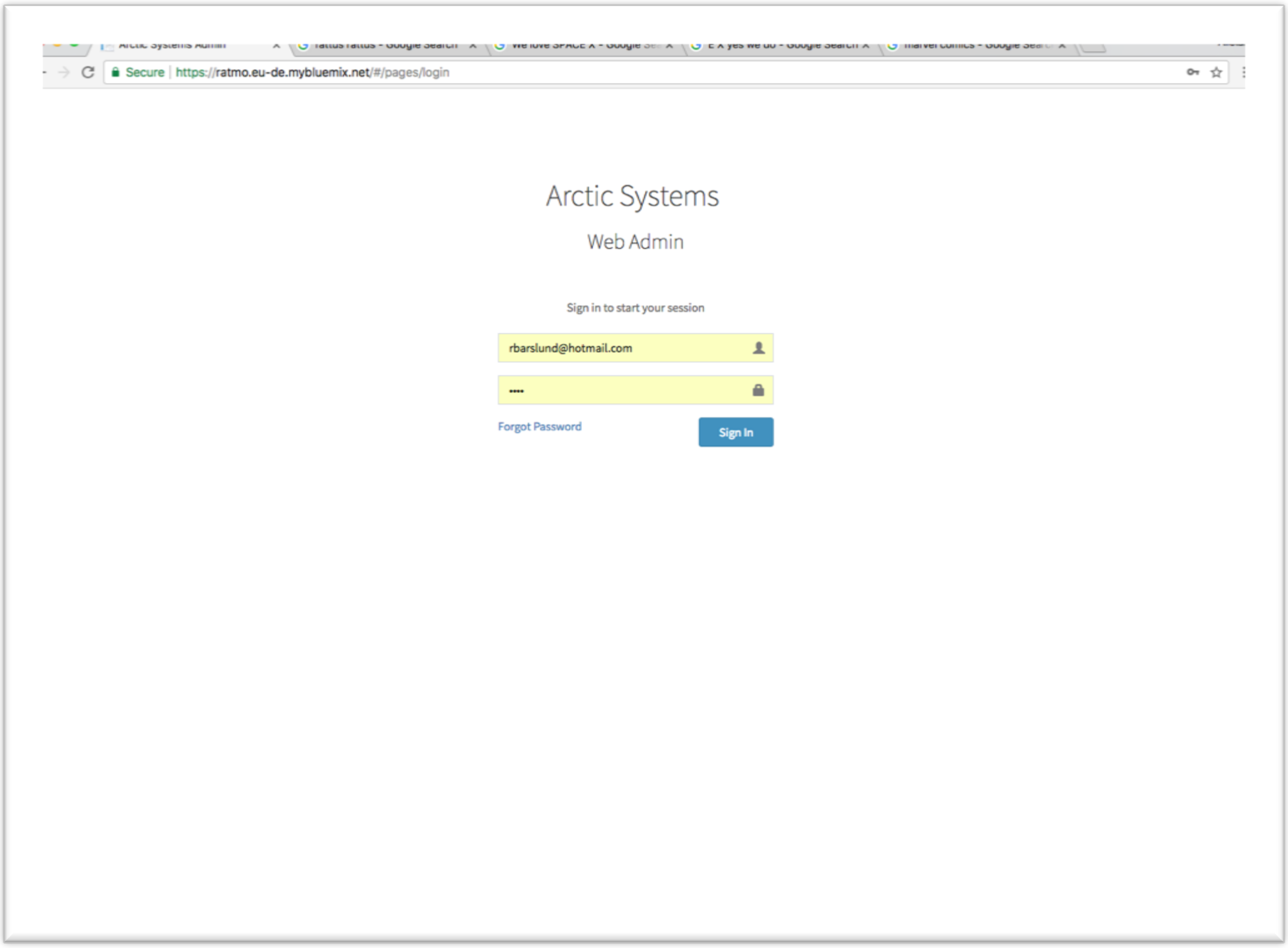
Rev 1.0 02-10-2018

Smart City Terminal

The whole platform can be accessed through a web portal on the following address…

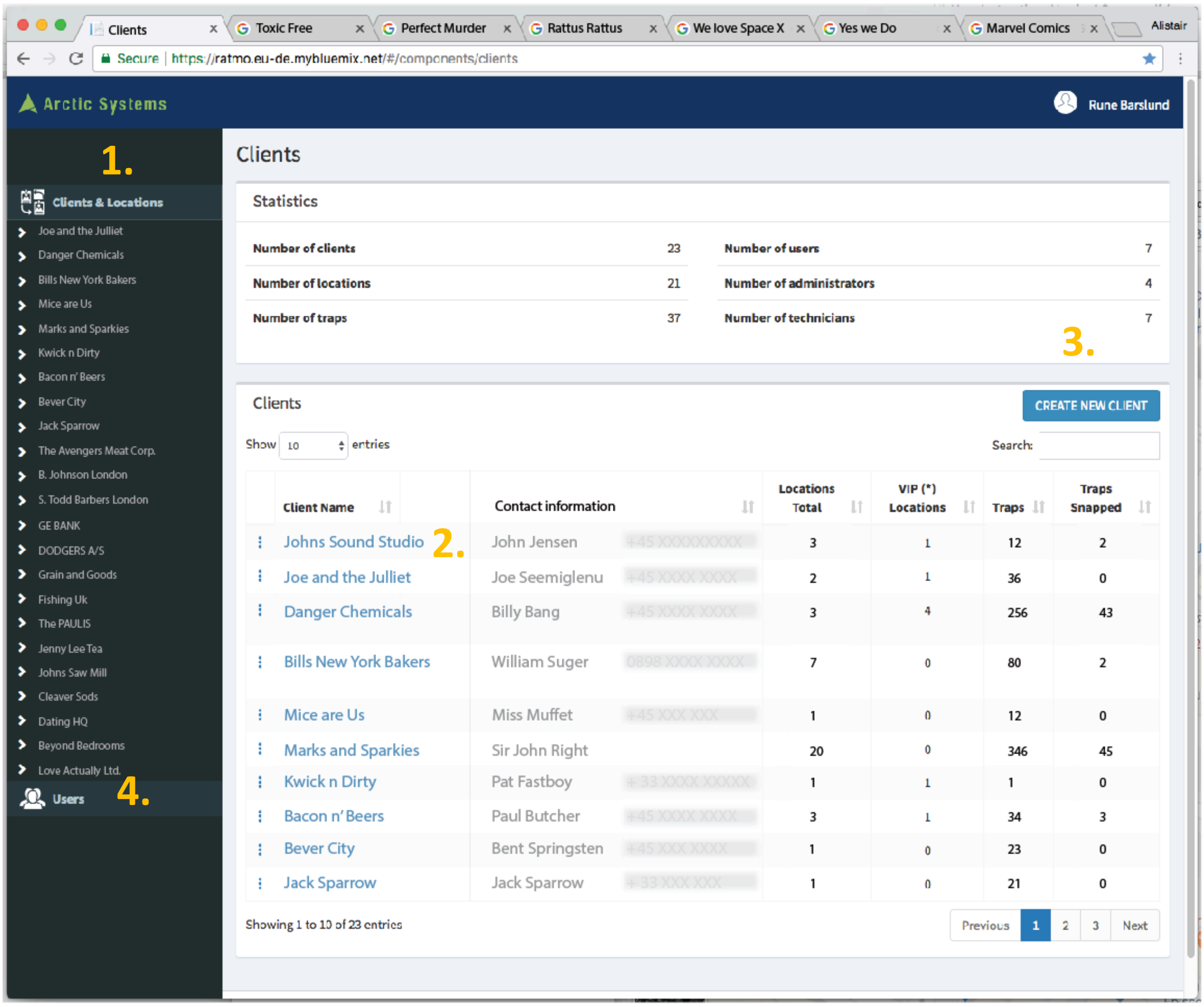
Option 1 - https://ratmo.eu-de.mybluemix.net/ .
Option 2 – www.arctic-systems.com follow the Log-On link in the menu.

Type your supplied log on details into the Smart City Web Terminal and logon



# TOP LEVEL CLIENT OVER VIEW

On logging in you will be able to see the clients overview with a TOP LEVEL  overview of the number of LOCATIONS, VIP LOCATIONS, TRAP and SNAPPED TRAPS per Client




1. Clients and Locations Menu, clicking on these clients here will bring you to the LOCATIONS LIST for that specific CLIENT.
2. The Clients and statistics, here clicking on the clients will bring you into the LOCATIONS LIST for that specific CLIENT.
3. CREATE NEW CLIENT button
4. The USERS menu, this is where new USERS ( Technicians or Administrators ) can be added into the system.

# CREATE NEW CLIENT

By pressing CREATE NEW CLIENT on the top level overview it is possible to add a new client.

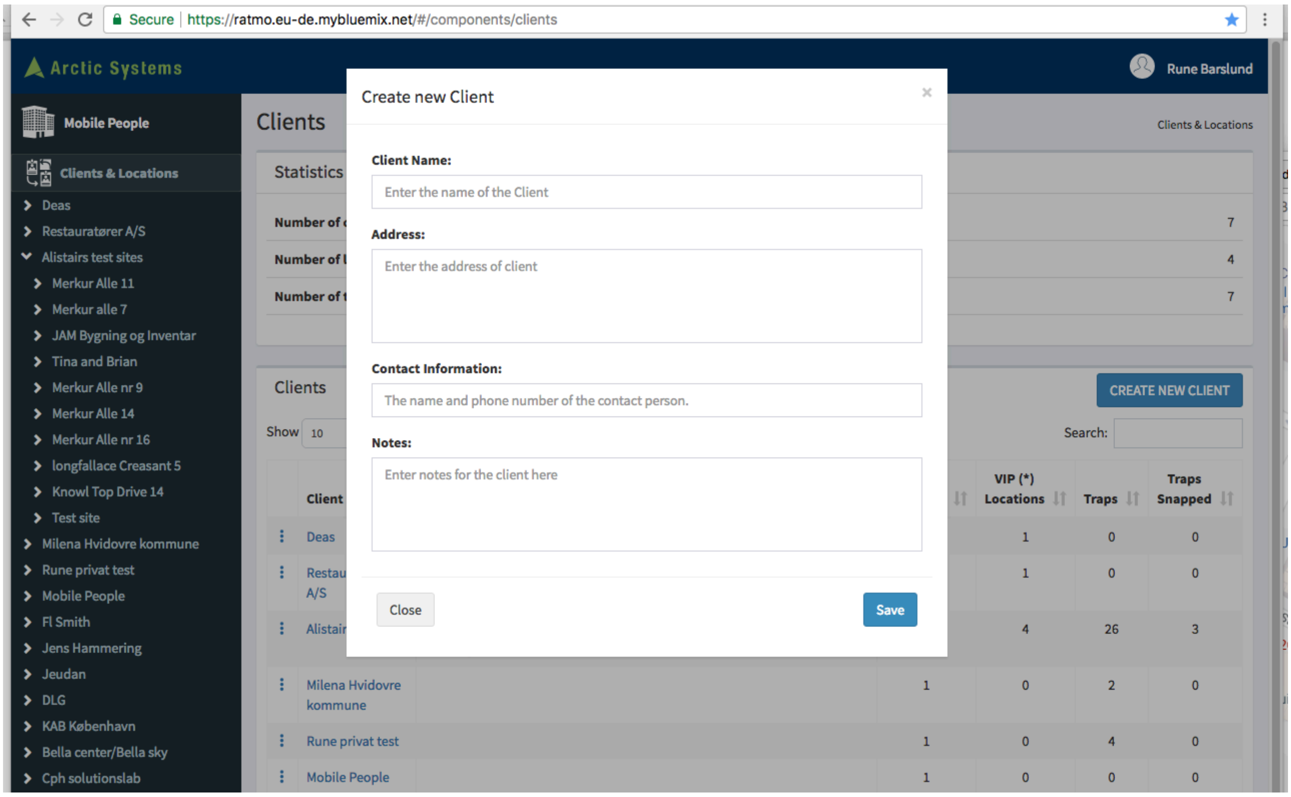
The following data should be added.

**Client name** – The Name of the client or company paying the invoice.

**Address** – The address where the invoice should be sent.

**Contact information** – The name and number of the client.

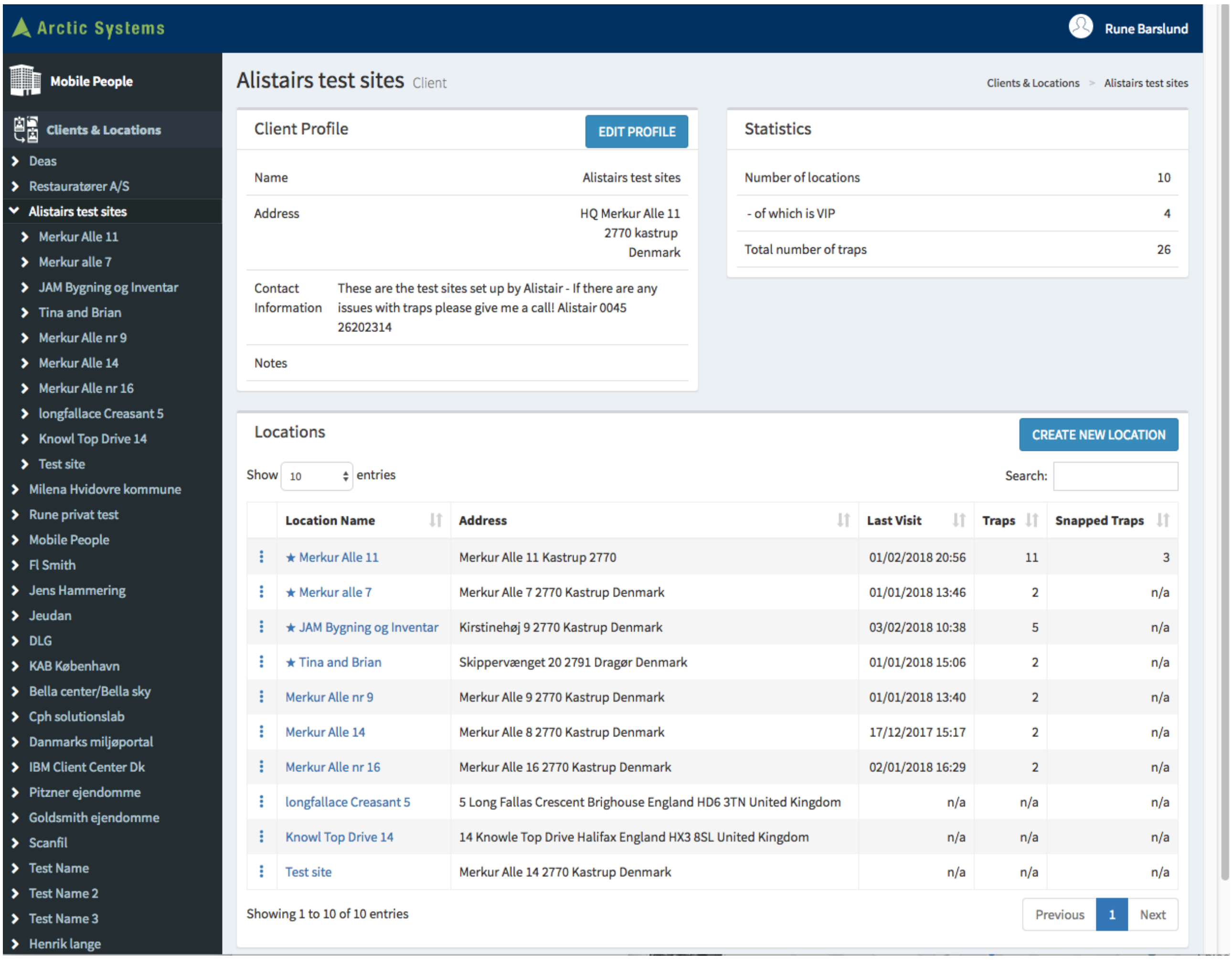
**Notes** – This might also contain an email for the invoice or any other client information.




Press SAVE to save the updated information, or CLOSE to exit without saving.

# CLIENT LOCATIONS

Clicking on any of the CLIENTS in the left menu of the TOP LEVEL OVER VIEW, or in the list on the TOP LEVEL OVER VIEW will give a breakdown of the LOCATIONS that CLIENT has.




This page also gives access to edit the client profile by pressing the EDIT PROFILE button.
There is also the option to ADD a new location by pressing the CREATE NEW LOCATION button.

# EDIT CLIENT

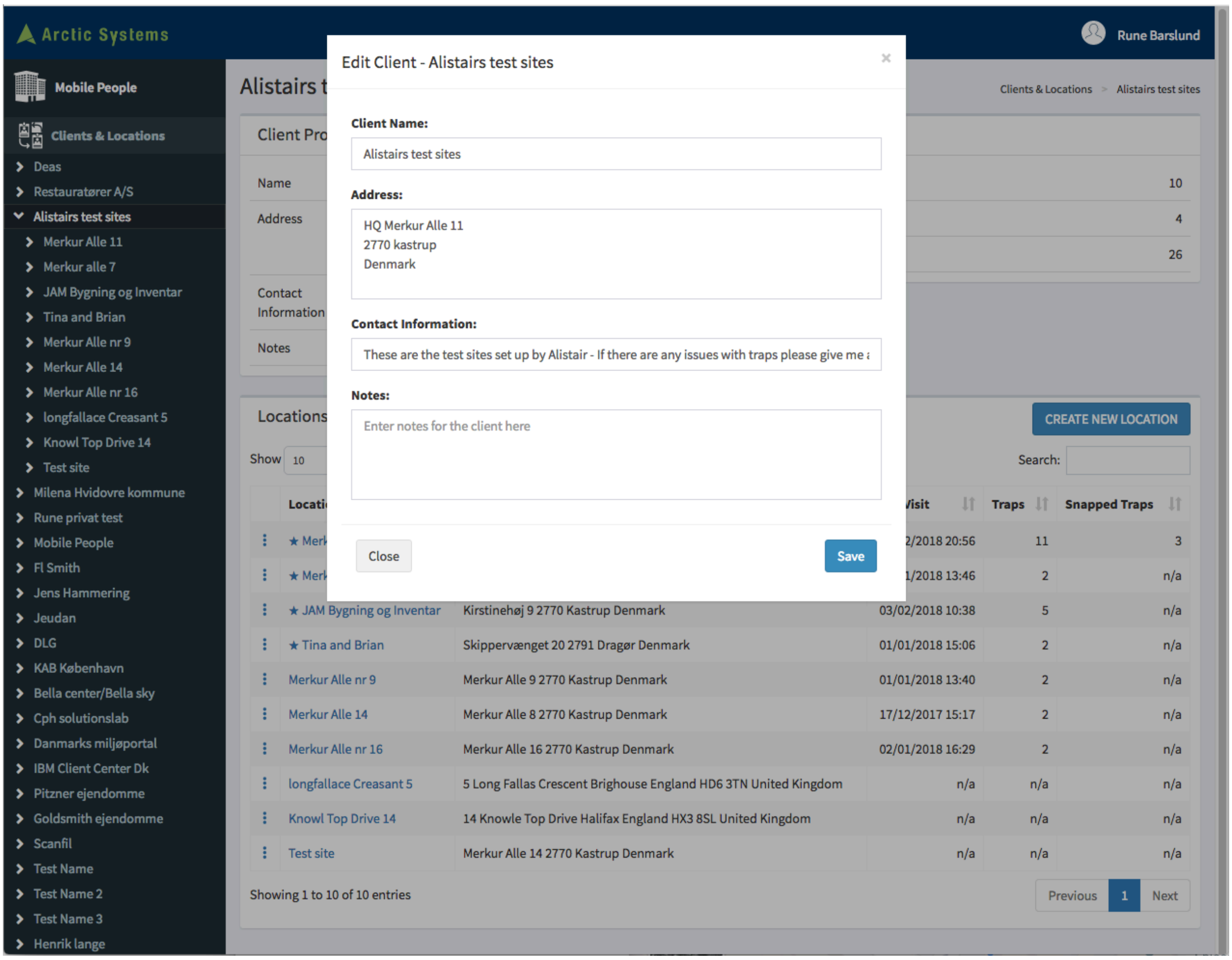
By pressing the EDIT PROFILE button from the previous page there is the option to edit the client profile.

**Client name** – The Name of the client or company paying the invoice.

**Address** – The address where the invoice should be sent.

**Contact information** – The name and number of the client.

**Notes** – This might also contain an email for the invoice or any other client information.




Press SAVE to save the updated information, or CLOSE to exit without saving.

# CREATE NEW LOCATION

By pressing ADD LOCATION in the LOCATIONS OVERVEW page it is possible to create a new location, typing the address into the address box will automatically pull up the address on Google Maps.. Note this location will automatically be added to the client in the behind window.

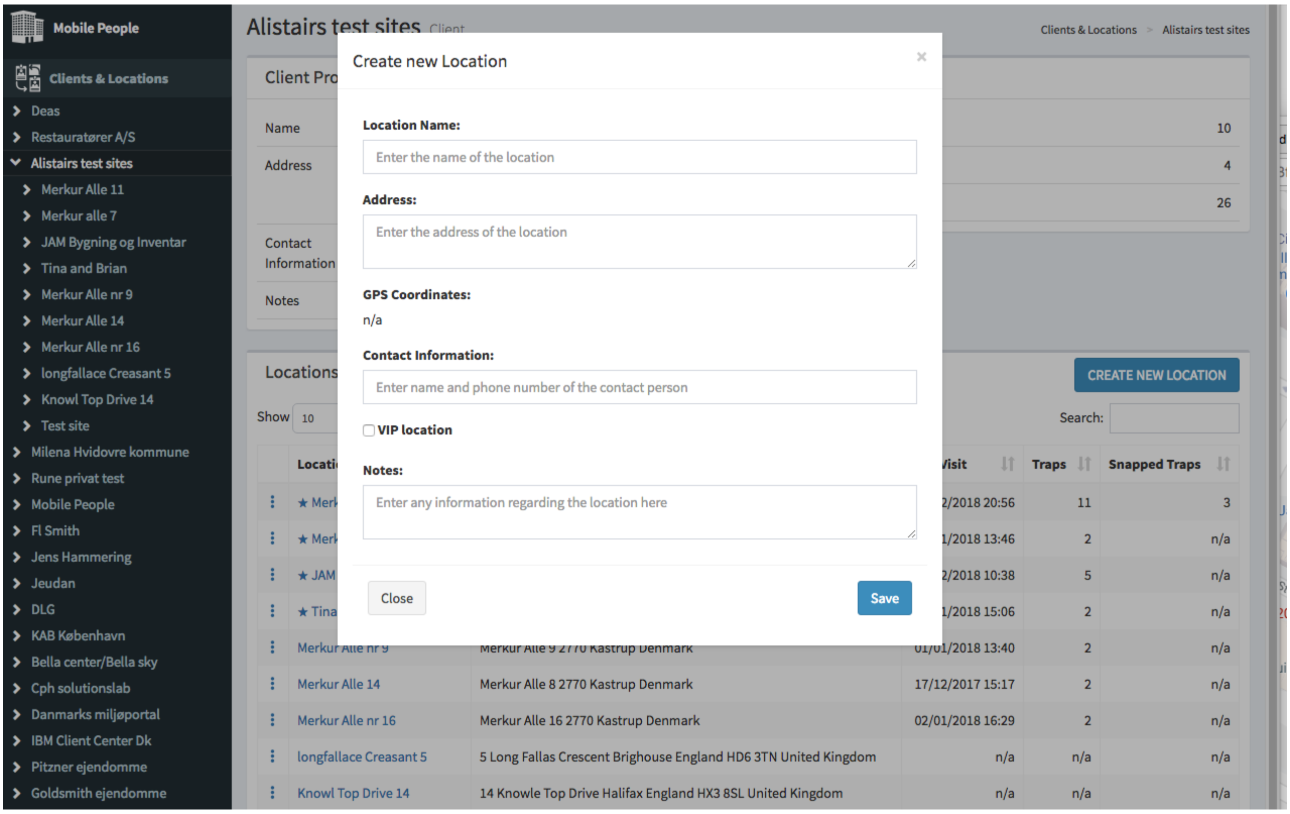
Location Name – This is the location of the client, it can be one of several locations, or if the client has only one location it could be the same as the billing address of the client.

Address – when the address is entered correctly it will automatically look up the address on google and enter it on to the customer map data base.

Contact information – This is the address of the “gate keeper”, the person we need to contact who has responsibility for grating access to the site or the person with the responsibility for rodent control

VIP – Is this a VIP location with elevated privileges.

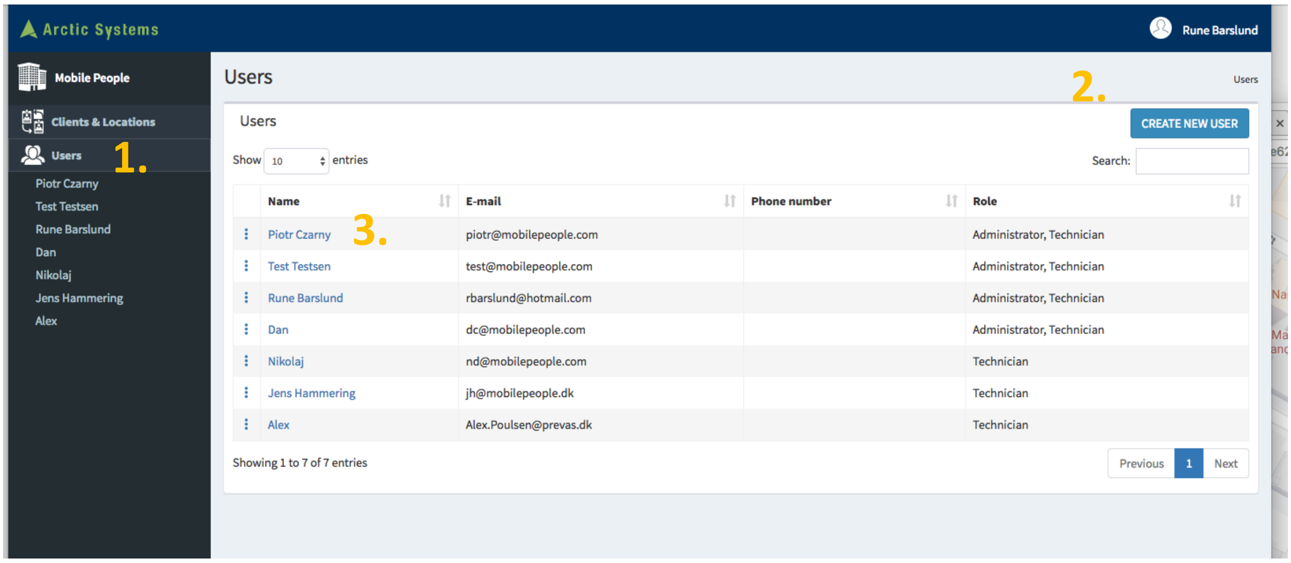
Notes – is there anything special about this location, then it should be added here.  Access times, special things to remember, special safety requirements etc.




Press SAVE to save the updated information, or CLOSE to exit without saving.

# THE USERS MENU

Clicking on the USERS menu in the left menu bar gives a list over view od all the users. There is the option to create a new user or the option to click on each individual user to get an overview of the users traps and sites.



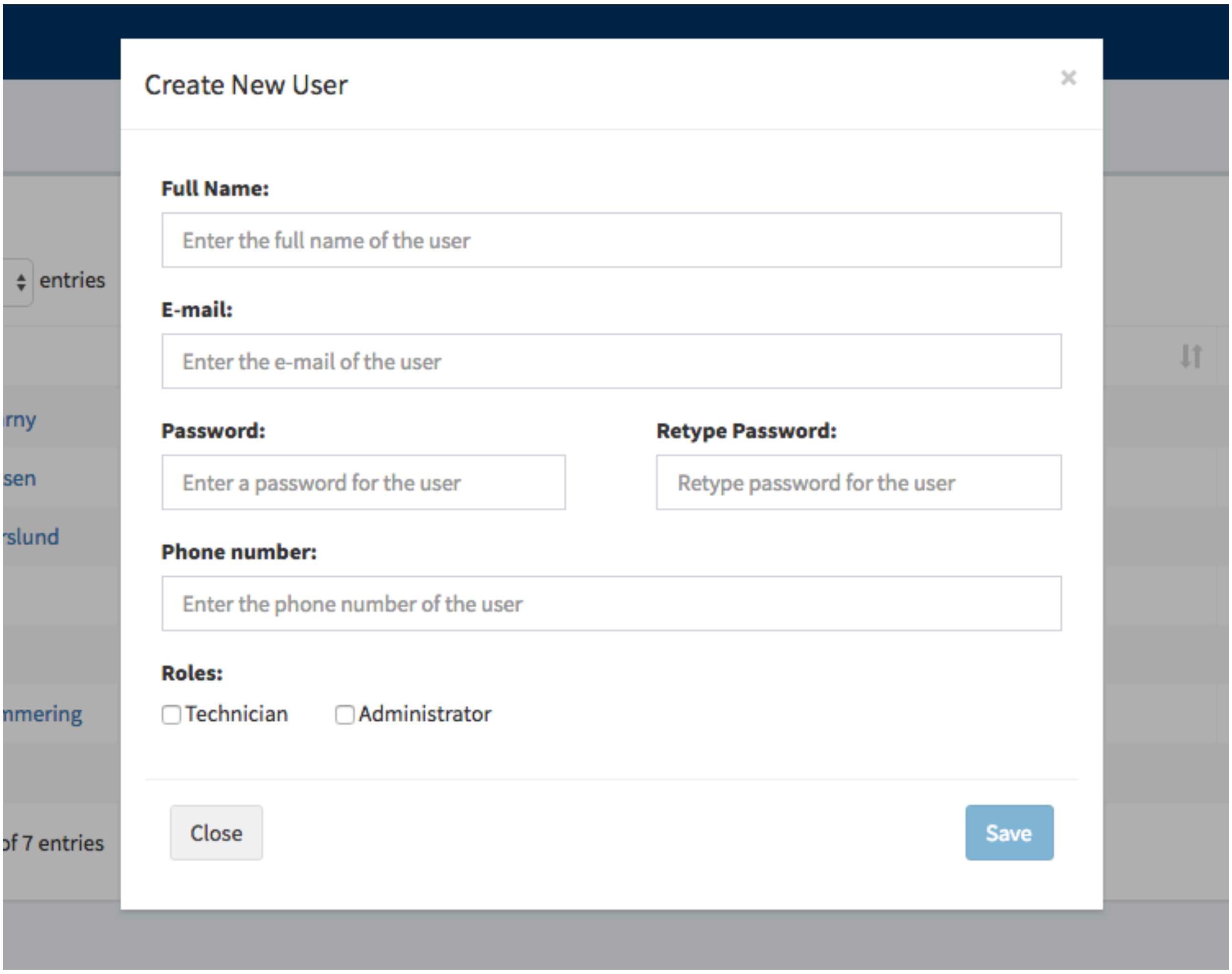

1. USERS menu selection button in main menu, the USER data can be accessed by clicking the USERS in the list.
2. CREATE NEW USER.
3. USERS, click on the individual users to access the user data. Each user's data can also be sorted according to the different coulombs by clicking on the small arrows.

# CREATE NEW USER

By clicking on CREATE NEW USER in the USER overview the CREATE NEW USER window is activated.

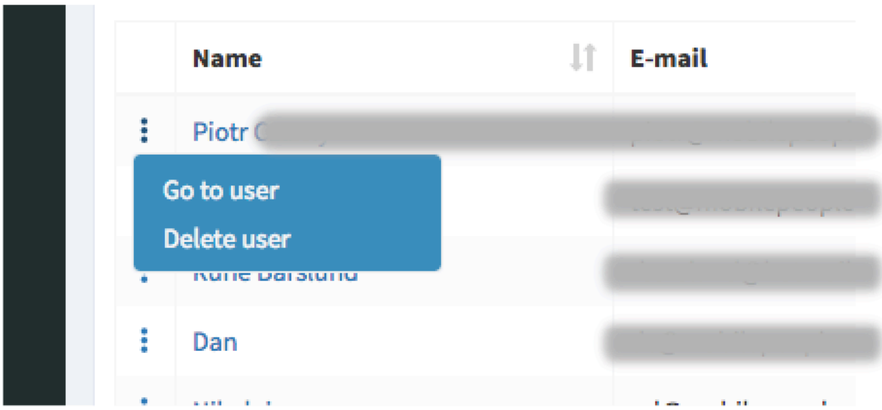
The following information should be added.

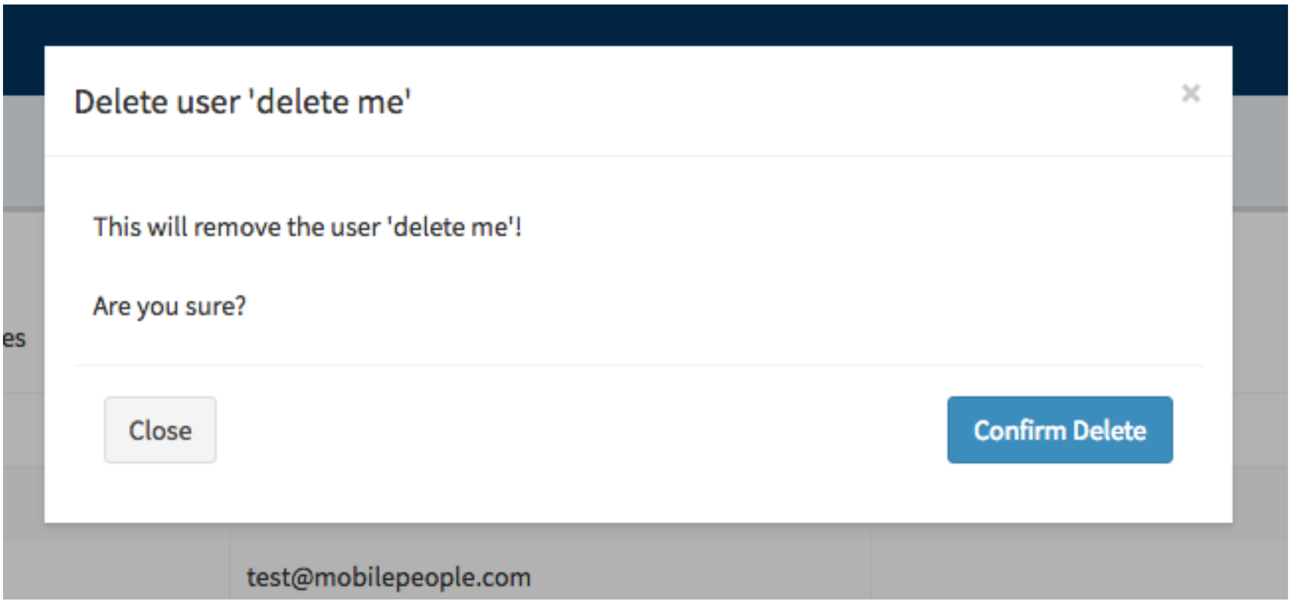
Full Name – The full name of the user.
E-mail – The e-mail address the user can be contacted on.
Password – This is where the password is set for the user and should be typed twice
Phone Number – The contact number to get hold of the user.
Roles:
    Technician – Gives access only to the Smart City APP
    Administrator – Give access to the Smart City Web Terminal and APP.



# DELETING A USER

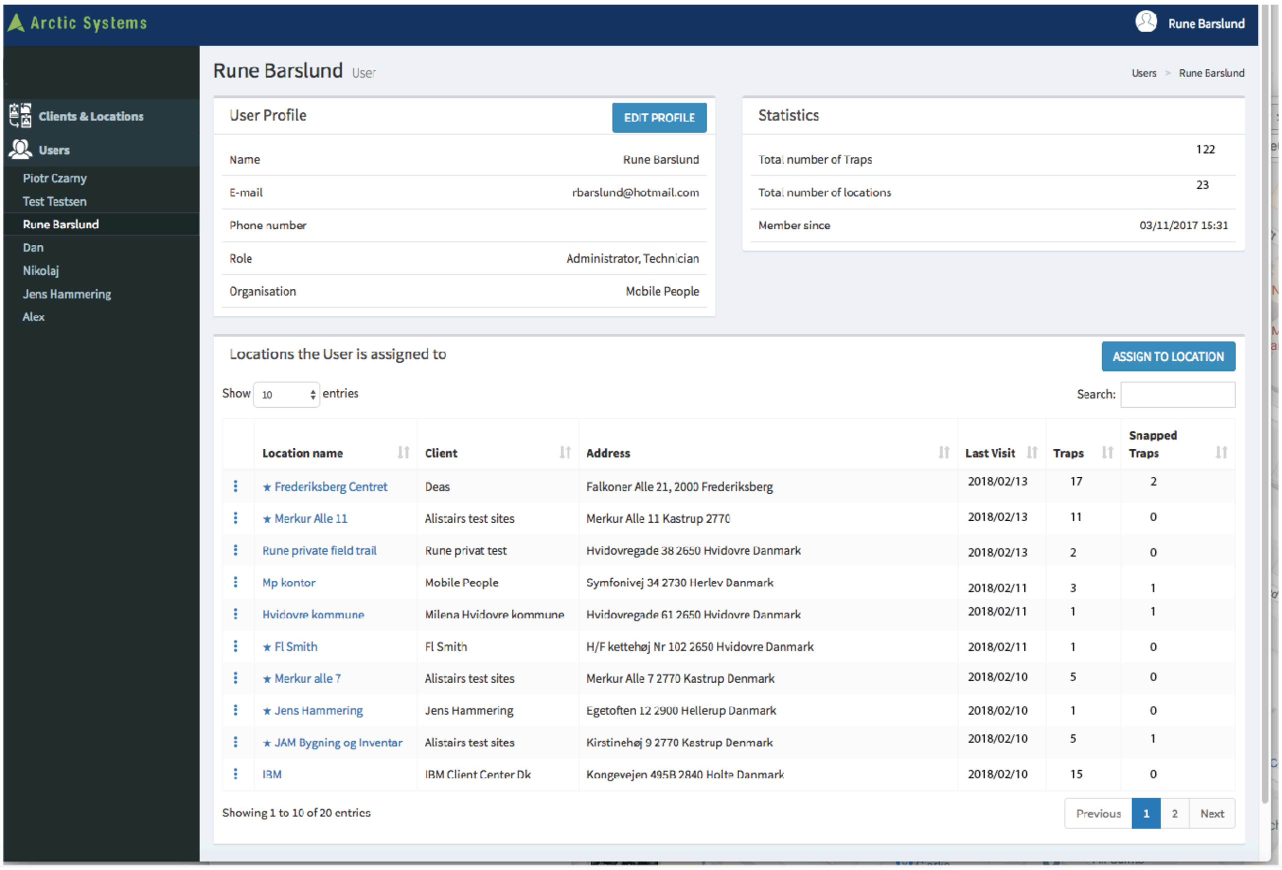
By clicking on the 3 blue dots at the left of each name in the USERS MENU it is also possible to delete or go directly to each user.



# INDIVIDUAL USER OVERVIEW

By clicking on and individual user in the users menu its possible to see the locations each user has. It is also possible to edit the user profile and also to assign the user to new locations.




# ASSIGN THE USER TO LEW LOCATIONS

By selecting the ASSIGN TO LOCATION button, it is possible to assign new locations to a user. A location can have more than one user, if more than one technician will be working a location.

By selecting the 3 blue circles it is also possible to remove a LOCATION from a USERS menu.