



May 2016

# Dig Portal

# Training Material

## Document History

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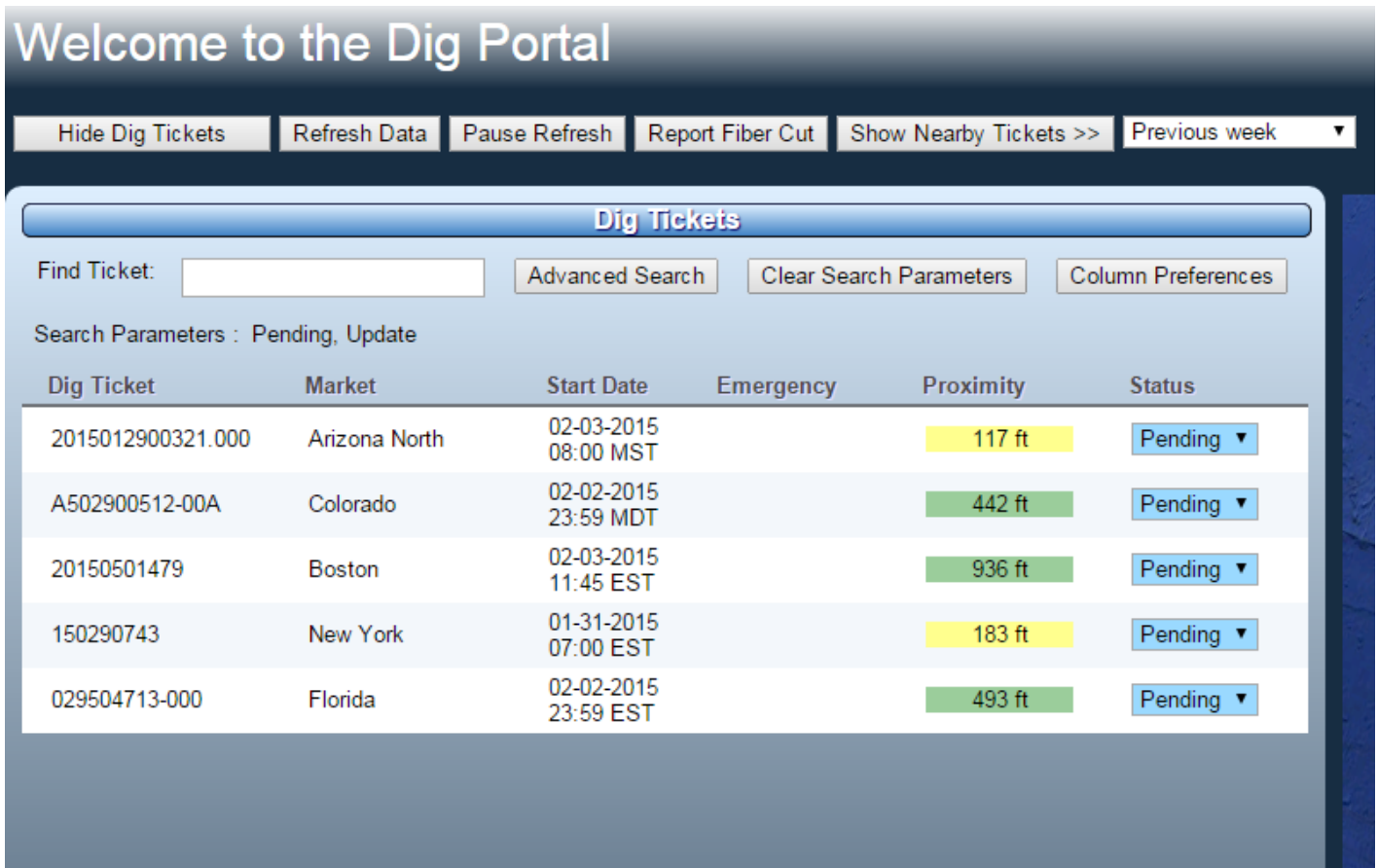
Document Version	Date	Description of Changes	Changes Made By
1	1/20/15	Document Created	Michelle McCausland
2	2016/05/24	Added Dig Portal Ticker User Admin steps to user creation	Eoin Joy

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## DIG Portal

From the Dig portal home page you will see the following on the left hand side of the screen:



**Welcome to the Dig Portal**

Hide Dig Tickets | Refresh Data | Pause Refresh | Report Fiber Cut | Show Nearby Tickets >> | Previous week ▾

**Dig Tickets**

Find Ticket:  Advanced Search | Clear Search Parameters | Column Preferences

Search Parameters : Pending, Update

Dig Ticket	Market	Start Date	Emergency	Proximity	Status
2015012900321.000	Arizona North	02-03-2015 08:00 MST		117 ft	Pending ▾
A502900512-00A	Colorado	02-02-2015 23:59 MDT		442 ft	Pending ▾
20150501479	Boston	02-03-2015 11:45 EST		936 ft	Pending ▾
150290743	New York	01-31-2015 07:00 EST		183 ft	Pending ▾
029504713-000	Florida	02-02-2015 23:59 EST		493 ft	Pending ▾

### Buttons across the top:

**Hide Dig Tickets** - clicking this button will hide the left hand panel to allow more room for the google earth map to be displayed.

**Refresh Data** - This will refresh the page giving you up to date data.

**Pause Refresh** - This will prevent the page from refreshing until you click Resume Refresh.

**Report Fiber Cut** - Click this button to report a fiber cut. You will then be shown a pop up window where you can report the fiber cut for the currently selected ticket or a defined location.

**Show Nearby Tickets** - By zooming into a selected area and clicking this button you will be shown tickets in this area.

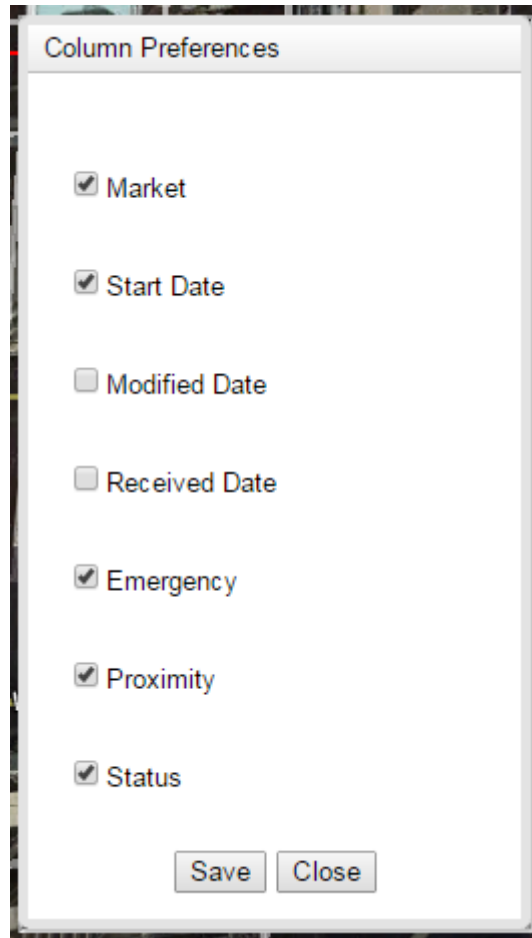
**Previous Week** - This drop down menu allows you to choose the time frame in which to work eg. Previous week, Previous 3 months, previous year.

**Bottom Section:**

The search box allows you to search for a ticket. Clicking the [Advanced Search](#) button allows you to search with defined parameters.

The [Clear Search Parameters](#) button will clear the current search parameters you have entered.

**Column Preferences** - Clicking this button will bring a window where you can select the columns you wish to see from a search. Check the checkboxes to mark the fields visible and click the [Save](#) Button.

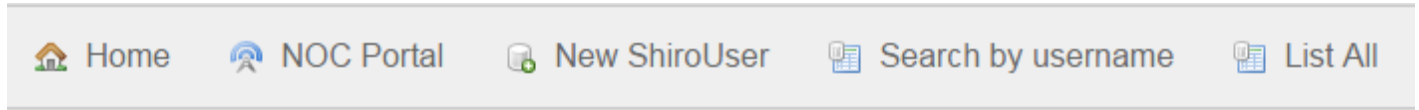


Below this you can see a table of the tickets resulting from your search, defined by column preferences.

Dig Ticket	Market	Start Date	Emergency	Proximity	Status
A50290349-00A	Southern CA	02-02-2015 09:14 PST		52 ft	Pending ▾
029504959-000	Florida	02-02-2015 23:59 EST		938 ft	Pending ▾
029504901-000	Florida	02-02-2015 23:59 EST		1254 ft	Pending ▾

## Add/Manage Users

To navigate to this section click on manage account which can be found on the top right of the screen. Then click on Users. To create a new user click the **New ShiroUser** button.



This will bring up a create user form where you can fill in the relevant data.

### Create ShiroUser

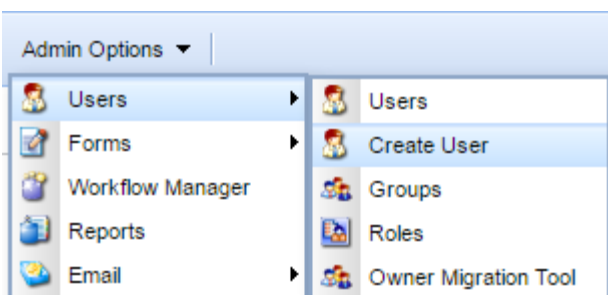
Username	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email Address	<input type="text"/>
Refresh Interval	<input type="text" value="5"/>
Company Config	<input type="text"/>
Address Searchable	<input type="checkbox"/>
Fiber User	<input type="checkbox"/>
Hub User	<input checked="" type="checkbox"/>
Node User	<input checked="" type="checkbox"/>
Weather User	<input type="checkbox"/>
Maintenance Viewer	<input type="checkbox"/>
Dig User	<input type="checkbox"/>
Roles	<input type="text" value="Administrator"/> <input type="text" value="Portal"/> <input type="text" value="NocTech"/> <input type="text" value="Sales"/> <input type="text" value="Kml"/>
Expiry Date	<input type="text" value="--"/> <input type="text" value="--"/> <input type="text" value="--"/> <input type="text" value="--"/> : <input type="text" value="--"/>
Map Type	<input type="text" value="GOOGLE_MAPS"/>

- **Username, Password, Confirm password, email address**
- **Refresh interval** - how often this user's page will refresh (in minutes)
- **Company config** - select from the drop down menu the associated company
- **Address Searchable** - if checked this displays the search address bar on the bottom of the screen
- **Fiber User** - if checked this allows the user to display fiber on the map
- **Hub User** - if checked this allows the user to display hubs on the map
- **Node User** - if checked this allows the user to display nodes on the map
- **Weather User** - if checked this gives the user access to weather radar and weather warning views
- **Maintenance Viewer** - if checked this allows the user to access preventive maintenance views
- **Dig User** - if the user is a dig user and therefore requires these views then this box is checked
  - **Note: this checkbox must be checked.**
- **Change Management Viewer** - if checked the user will have access to this view
- **Global Alarm Viewer** - if checked the user will have access to this view
- **Roles** - choose the role for the user depending on the level of access the user requires from the pre-defined list. (These can be edited from the User Roles section)
- **Expiry Date** - you can set the date that this user's account will deactivate/expire
- **Map Type** - you can choose between Google Earth or Google Maps

Once you have finished, simply click the **Create** button.

The next required step to creating a user in the Dig Portal requires the creation of a user in the underlying Ticker instance. This Ticker is accessible from the following url: <http://54.241.6.92:8083/Ticker/>.

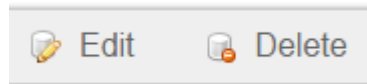
#### Admin Options > Users > Create User



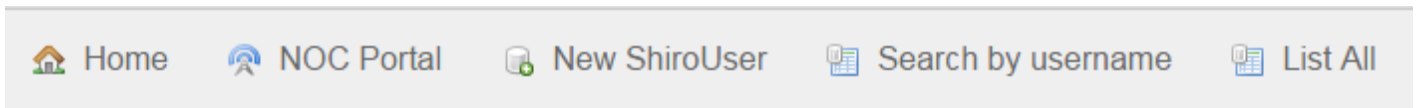
Populate the fields in **Bold** (First Name, Last Name, Home Market, Login, Password, Confirm Password, Email Address) and ensure the user is **Active** and has a **Login** value that is the same as the **Username** value entered into the previous create user form.

Press the **Save & Continue** button to complete user creation.

To edit an existing user click on their Id in the user list table. This will bring up the relevant data on that user. Next click on the **Edit** button at the bottom left of the screen to edit this user. Once you have made the relevant changes click the **Update** button. From here you can also delete the user by clicking the **Delete** button.

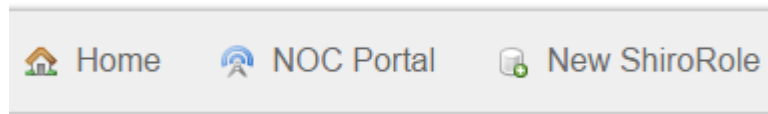


You can also search for a particular user by username by clicking the **Search by username** button in the ShiroUser list.



## User Roles

To access this section, from the manage account page, click on User Roles. To add a new user role click the **New ShiroRole** button.



You will then see the Create ShiroRole form where you can fill in the information accordingly.

### Create ShiroRole

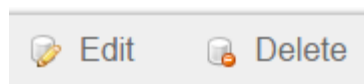
Name \*

Permissions

Create

Once you are finished click the **Create** button to create this user role.

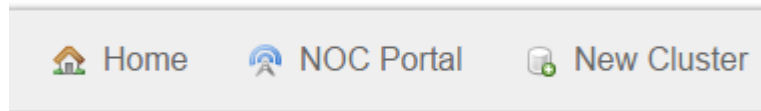
To edit an existing user role click on its name in the ShiroRole List and click the **Edit** button. Once you have made the changes click the Update button. You can also delete this role by creating the **Delete** button.



## Cluster Management

To access this area from the manage account page, click on Cluster Management. From here you can order the existing clusters how you wish by clicking on the specific header; for example you can sort the clusters by name.

To create a new cluster click the **New Cluster** button.



You will then be brought to the create cluster form where you can fill in all the relevant information.

## Create Cluster

Name \*

Id In Snmp Manager \*

Outage Info

Outage Update Time

Radius \*


Cc Email Recipients

Email Recipients

Files

moz-screenshot-73.png - John  
 nextg.PNG - null  
 errigallogo.gif - null  
 SF\_Overall\_OH-yellow\_UG-purple\_060410.kmz - Overlay Author  
 Oakland Hills\_VRZ.kmz - Overlay Author

Snmp Config \*

 Create

**Name** - the name of the cluster

**Id in SNMP Manager** - its Id reference in the SNMP manager. This is automatically populated from the snmp source config section and is an auto-incrementing value.

**Outage Info** - short description describing the outage

**Outage Update Time** - the date when the cluster last went down

**Radius** - How far the cluster's range/ area extends

**CC Email Recipients** - If you wish to CC anyone relating to this cluster you can enter their email addresses here

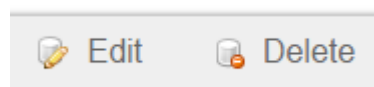
**Email Recipients** - The email addresses of those wishing to receive information/updates on this cluster

**Files** - If you wish to attach files such as map overlays to the cluster you can do so here

**SNMP Config** - Usually defaults

Once you are finished click the **Create** button to save the changes.

You can edit an existing cluster by clicking on its name in the cluster list table. Next click on the **Edit** button. You will then be able to change the information of this particular carrier as you require. Once you are finished with this process click the **Update** button. From here you can also delete the cluster by clicking the **Delete** button.

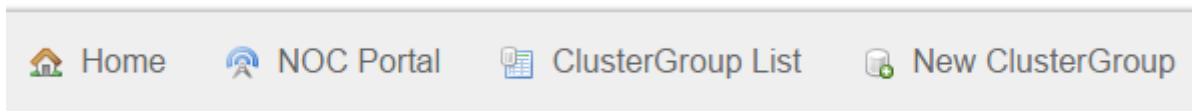


## Cluster Group Management

To access this area from the manage account page, click on Cluster Group Management.

From here then you can order existing cluster groups by clicking on the column header you wish to sort by for example Id, Name.

To create a new cluster group click the [New ClusterGroup](#) button.



You will then be presented with the create cluster group form where you can fill in the information accordingly.

**Create ClusterGroup**

Name	<input type="text"/>
Cluster Group Type	REGIONAL ▾
Snmp Config	NextG SnmpConfig : jdbc:mysql://ccicerrigaldb2/snmp_manager ▾

[Create](#)

**Name** - the name of the cluster group

**Cluster Group Type** - what type of cluster group eg. regional, carrier, sales

**SNMP Config** - Usually defaults

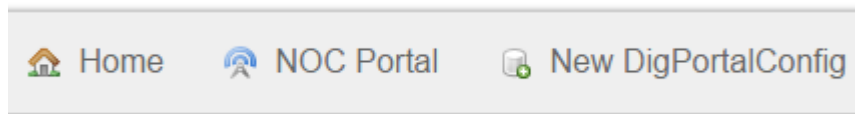
Once you have finished click the [Create](#) button to create the cluster group.

To edit an existing cluster group click on its id in the cluster group list table. Next click the [Edit](#) button. You will then be able to edit the information accordingly. Once you are finished editing click the [Update](#) button. From here you can also delete the cluster group by clicking the [Delete](#) button.



## Dig Portal Configurations


To access this area from the manage account page, click on Dig Portal Configurations. To add a new config click on the [New DigPortalConfig](#) button.



You will then be brought to the Create DigPortalConfig page where you can fill out the information accordingly.

### Create DigPortalConfig

Name	<input type="text"/>
Critical Threshold *	<input type="text" value="0"/>
Warning Threshold *	<input type="text" value="0"/>
Dig Ticket Results Limit *	<input type="text" value="500"/>
Report Fiber Cut Email Recipients	<input type="text" value="nextg@protektickets.com"/> <input type="text" value="Steve.Canina@crowncastle.com"/> <input type="text" value="scot.charlton@hpcomminc.com"/> <input type="text" value="Leroy.Francis@CrownCastle.com"/> <input type="text" value="Mohamed.khan@crowncastle.com"/>

 Create

**Name** - The name you wish to give this config

**Critical Threshold** - The distance at which something becomes critical status

**Warning Threshold** - The distance at which something becomes warning status

**Dig Ticket Results Limit** - Limits the number of resulting dig tickets

**Report Fiber Cut Email Recipients** - When a fiber cut is reported for this particular config, these people will be emailed.

Once you have filled in the information accordingly click the [Create](#) button to create.

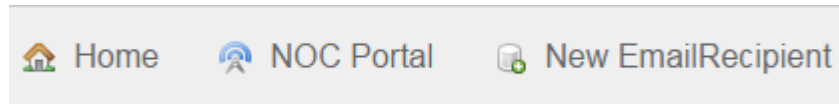
To edit an existing dig portal config click on its associating name in the DigPortalConfig list and click the [Edit](#) button. You will then be able to edit the information accordingly and once you are finished click the [Update](#) button.

button.

You can also delete this dig portal config click the **Delete** button.

## New Email Recipient

To access this area from the manage account page, click on Email Recipient. To add a new email recipient click the **New EmailRecipient** button.



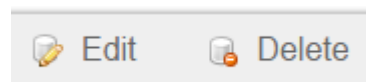
You will then be brought to the Create EmailRecipient page where you can fill in the data accordingly.

A form titled 'Create EmailRecipient' with a horizontal line underneath. Below the title is a label 'Email Address \*' followed by a red-outlined input field. At the bottom of the form is a button with a document icon and the text 'Create'.

Simply enter the email address and click the **Create** button.

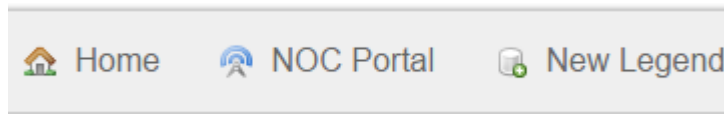
To edit an existing email recipient click on the associated email address in the EmailRecipient List and click the **Edit** button. You can make the changes accordingly and once you are finished click the **Update** button.

You can also delete this email recipient by clicking the **Delete** button.



## Legend Management

To access this area from the manage account page, click on Legend Management. To add a new legend click the **New Legend** button.




You will then be brought to the Create Legend page where you can enter the information accordingly.

### Create Legend

---

Name

Legend Items
Add LegendItem

 Create

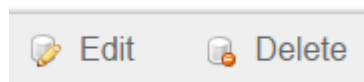
**Name** - refers to the legend name

**Legend Items** - Click **Add LegendItem** if you wish to add a new legend item to this legend. This will bring up the Create LegendItem (explained in detail in next section).

Once you have completed the form click the **Create** button to create this new legend.

You can edit an existing legends by clicking on a particular legend's name. From here click the **Edit** button to edit this legend. Once you have made the required changes click the **Update** button to update the changes.

You can also delete this particular legend by clicking the **Delete** button.




## Legend Items

To access legend items, click **Legend Items**. You will then be brought to the LegendItem list where you can sort each legend item by the top row fields, for example to sort the list alphabetically by name click the **Name** column.

To create a new legend item click the **New LegendItem** button. You will then be brought to the Create LegendItem form where you can fill in the data accordingly.

### Create LegendItem

Name	<input type="text"/>
Height *	<input type="text" value="30"/>
Icon *	<input type="text" value="moz-screenshot-73.png - John"/>
Legend *	<input type="text" value="NextG Noc"/>
Position In Legend *	<input type="text" value="0"/>
Width *	<input type="text" value="20"/>

 **Create**

**Name** - the name you wish to give this legend item

**Height** - the height of the legend item (in pixels)

**Icon** - if you wish to choose an image/icon for this legend item you can do so from the dropdown menu

**Legend** - select from the dropdown menu

**Position In Legend** - the position you wish this legend item to appear in the legend.

**Width** - the width of this legend item (in pixels)

Once you have finished this process click on the **Create** button in order to create the legend item.

You can edit existing legend items by clicking on their Name in the LegendItem List and then clicking the **Edit** button. From here you can edit the data accordingly and once you have made the necessary changes click the **Update** button to save the changes.

From here you can delete this Legend Item by clicking on the **Delete** button.



**Revisions** - If you are updating the map frequently it is a good idea to have a number of revisions.

Once you are finished click the **Create** button.

## Show MapOverlay

---

Name	1test
Company Config	Crown Company Profile
Map Overlay Type	FIBER

Edit    Delete

To edit an existing map overlay click on its id in the map overlay list and then click the **Edit** button.

You will then be able to edit the information associated with this particular map overlay.

## Edit MapOverlay

---

Name *	<input type="text" value="1test"/>
Clusters	<div style="border: 1px solid #ccc; padding: 2px;"><ul style="list-style-type: none"><li>NextG SnmpConfig - AT&amp;T - Arizona</li><li>NextG SnmpConfig - AT&amp;T - Chicago</li><li>NextG SnmpConfig - AT&amp;T - Colorado</li><li>NextG SnmpConfig - AT&amp;T - East</li><li>NextG SnmpConfig - AT&amp;T - East &amp; Texas</li></ul></div>
Company Config *	<input type="text" value="Crown Company Profile"/>
Map Overlay Type *	<input type="text" value="FIBER"/>

Revisions   [Add MapOverlayRevision](#)

Update    Delete

Once you are finished editing, click on the **Update** button to save the changes. From here you can also delete the map overlay by clicking the **Delete** button.

## Comments or Questions

For any additional questions, please email [support@errigal.com](mailto:support@errigal.com).