



## Networking

# SDROP Mobile Application – User Manual

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## VERSION CONTROL

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# 1 PURPOSE OF THE DOCUMENT

UGG is a leading company that installs fibre optic networks in Germany. In the course of the broadband expansion, UGG works together with various installation companies that carry out the work on site. The SDROP app was developed to support the technicians of these installation companies in planning, carrying out and documenting their tasks.

The technicians can geolocate locations, network elements and connections and display this information in different map types. They can record information on installed components such as distribution boxes, cables and connections. Relevant technical data, such as capacity and type of cable, is recorded. The app also allows you to add photos, measurements and reports to ensure accurate and comprehensive documentation.

The data is filed systematically and can be used for reporting purposes. Through the efficient collection and processing of data, the SDROP app contributes significantly to the successful implementation of broadband expansion.

The aim of this document is to provide a comprehensive overview of the functions and use of the SDROP app to enable efficient and accurate recording and inventory of the emerging fibre network.



## 2 ACCESS

To download the app:

Google App Store: <https://play.google.com/store/apps/details?id=tech.ugg.drop>

Apple App Store: <https://apps.apple.com/us/app/ugg-drops-and-survey/id1607179930>

The app can be installed on any device with an Android 7 or IOS 10 operating system and higher.

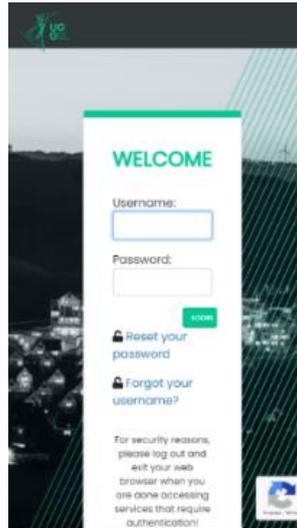


Figure 2-1

Access to the platform is via the UGG IAM.

## 2.1 USER ROLES AND ACCESS RIGHTS

The menu options depend on the user's profile. A user can have a combination of the following roles.

User role	Available menu options
teamDeploySurvey	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Deploy               <ul style="list-style-type: none"> <li>⇒ Survey LLD</li> </ul> </li> </ul>
teamDeployWork	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Deploy               <ul style="list-style-type: none"> <li>⇒ Survey work</li> </ul> </li> </ul>
teamHome	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Maintenance</li> <li>⇒ Drop               <ul style="list-style-type: none"> <li>⇒ SDU                   <ul style="list-style-type: none"> <li>⇒ Patch</li> <li>⇒ Home</li> <li>⇒ Work</li> </ul> </li> <li>⇒ MDU                   <ul style="list-style-type: none"> <li>⇒ Patch</li> <li>⇒ N5 Survey</li> <li>⇒ N5 Home</li> </ul> </li> </ul> </li> </ul>
teamPatch	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Maintenance</li> <li>⇒ Drop               <ul style="list-style-type: none"> <li>⇒ SDU                   <ul style="list-style-type: none"> <li>⇒ Patch</li> </ul> </li> <li>⇒ MDU                   <ul style="list-style-type: none"> <li>⇒ Patch</li> </ul> </li> </ul> </li> </ul>
teamSurvey	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Maintenance</li> <li>⇒ Drop               <ul style="list-style-type: none"> <li>⇒ SDU                   <ul style="list-style-type: none"> <li>⇒ Survey</li> </ul> </li> <li>⇒ MDU                   <ul style="list-style-type: none"> <li>⇒ Survey</li> </ul> </li> </ul> </li> </ul>
teamWork	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Maintenance</li> <li>⇒ Drop               <ul style="list-style-type: none"> <li>⇒ SDU                   <ul style="list-style-type: none"> <li>⇒ Work Drop</li> </ul> </li> <li>⇒ MDU                   <ul style="list-style-type: none"> <li>⇒ N3 Work</li> </ul> </li> </ul> </li> </ul>
teamWorkApprover	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Maintenance</li> <li>⇒ Drop               <ul style="list-style-type: none"> <li>⇒ SDU                   <ul style="list-style-type: none"> <li>⇒ Work Drop</li> </ul> </li> <li>⇒ MDU                   <ul style="list-style-type: none"> <li>⇒ N3 Work</li> </ul> </li> </ul> </li> </ul>
teamWorkSupervisor	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Supervision</li> </ul>
teamOTB	<ul style="list-style-type: none"> <li>⇒ Profile</li> <li>⇒ Drop               <ul style="list-style-type: none"> <li>⇒ SDU                   <ul style="list-style-type: none"> <li>⇒ Instalación OTB</li> </ul> </li> </ul> </li> </ul>

Each team/CC sees only the works assigned to it.



## 2.2 MAIN SCREEN AND MENU OPTIONS

Below you can see the start page of the app with the main menu. In the following chapters, we describe these menu options and how they work.



Figure 2-2

**1. Change language:** Here you can change the language for the app.

**2. Help:** This menu option opens the user manual of the app.

**3. Drop:** This button allows you to access drop orders. You must first choose between MDU (Multi Dwelling Unit - 4 or more residential or commercial units) and SDU (Single Dwelling Unit - less than 4 residential or commercial units). **(see chapter 3 DROP)**

**Deploy:** This gives you access to the task for the network deploy in the public area. **(see chapter 4 DEPLOY)**

**Profile:** Here you can access your user profile.

**(see chapter 5 PROFILE)**

**6. Maintenance:** Here you can access the maintenance options **(see 6 MAINTENANCE)**

**7. Supervisor:** Here you go to the options for the supervisor. **(see chapter 7 SUPERVISION)**

## 3 DROP

Under the menu item Drop, you have to choose between MDU (Multi Dwelling Unit - building with more than 3 residential and commercial units) and SDU (Single Dwelling Unit - building with up to 3 residential and commercial units):



Figure 3-1

### 3.1 SDU

The following menu appears for SDUs:



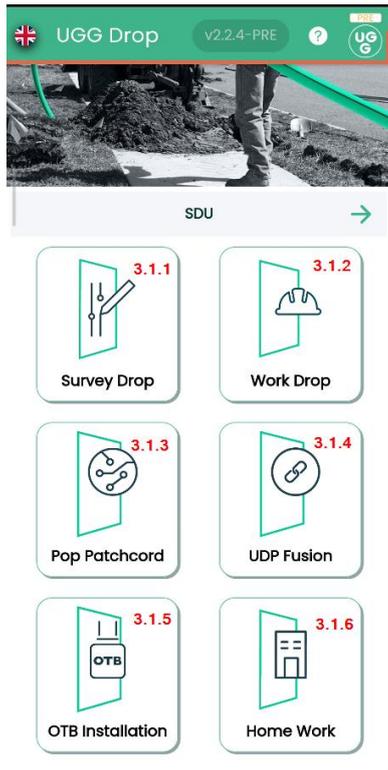


Figure 3-2

### 3.1.1 SURVEY DROP

The window first shows a map that graphically represents each registered element. Address, Cable, Virtual Handhole, DP and POP. You can select the survey order as described in chapter 3.3.1 - 3.3.5. In edit mode, you have the following options:



Figure 3-3

**3.1.1 Survey Drop:** Here you can access the upcoming orders for surveys.

**3.1.2 Work Drop:** Here you can access the orders for connection work outside the buildings.

**3.1.3 Pop Patchcord:** Here you can access the list of patch connections to be installed in the PoP.

**3.1.4 UDP Fusion:** Here you can access the list of merge tasks for a UDP.

**3.1.5 OTB installation:** Here you can access the planned installation work for the OTB installation.

**3.1.6 Home Work:** Here you can access the planned installation works inside the buildings.

**1. Current location:** With this button, you move the map to your current location.

**2. Reschedule:** Under this option, you can reschedule the survey (see 3.3.4).

**3. Edit:** This option takes you to the definition of the drop cable.

**4. Close:** Here you close the dropdown menu

**5. Exit edit mode:** Here you close the order for this address.

### 3.1.1.1 DEFINING DE DROP CABLE

In the drop survey, the first step is to define the course of the drop cable. Only the elements that belong to the address are displayed. To add a point to the drop course, click on the map.



Figure 3-4

- 1. VH:** The position of the virtual handhole has either been determined in the design or the first you set here is automatically going to be the VH.
- 2. Existing Point in the course of the drop cable:** This point is already defined in the design.
- 3. Next point in the course of the drop cable:** Clicking you can add another point to the course of the drop cable.
- 4. Address:** The selected address for the survey.
- 5. Menu:** The menu with more options can be opened here.

If there is no design in at all for this drop the system, the first point you set automatically becomes the Virtual Handhole (VH). The following information appears for a Virtual Handhole:

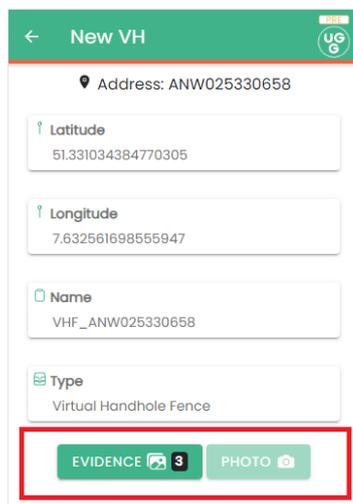


Figure 3-5

- 1. Coordinates:** The app determines the coordinates automatically, but you can overwrite them.
- 2. Name:** The system puts the name automatically according to the UGG design guidelines.
- 3. Type:** If there is no design in the system, the first point you set automatically becomes the Virtual Handhole (VH).
- 4. Photo:** You must take photos of the
- 5. Evidence:** The photos you take are saved as evidence. The number of attached evidences is displayed. The red marking means that these evidences are mandatory.

If a VH (Virtual Handhole) is already specified from the design, the first section of the drop cable's course starts with this VH and the first point you specify is the end point of the first section. For a newly added section, the following information must be specified:



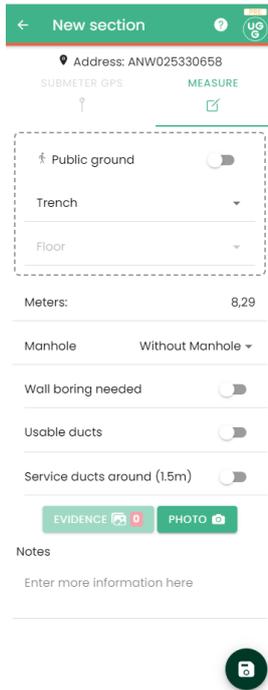


Figure 3-6

1. **Submetric/measuring.**
2. **Public land:** Choose whether it is public or private.
3. **Trench:** Choose the type of trench.
4. **Floor:** Option to choose the type of floor.
5. **Meters:** The meters of the section.
6. **Chest:** Select the type of pit.
7. **Drilling in the wall is required:** Indicates whether it is necessary or not.
8. **Usable ducts:** They indicate whether or not they are usable.
9. **Ducts of other utilities (1.5m):** Indicates whether there are ducts nearby or not.
10. **Photo:** Photos of the site can be taken here.
11. **Evidences:** The photos are stored as evidence. The number of evidence attached is displayed. The red mark means that this evidence is mandatory.
12. **Notes:** Comments can be attached.
13. **Save:** The specified information is saved here.

Once you have created at least one section, you can access the functions of these new sections, both in the Map view and via the Scheme view.

The course for the drop cable appears on the map. You have the following options:



Figure 3-7

1. **Edit section:** Here you can show and change the details of the selected section.
2. **New section:** Here you can add a new section.
3. **Centre:** Here you can centre the map on the selected section.
4. **Delete section:** If you select the last section of the drop cable, you have the option to delete this section.
5. **Delete all sections:** You can delete all created sections.
6. **Scheduling:** The Survey is scheduled.
7. **Send:** Here you finish setting the drop cable.

You can also view the course of the drop cable in the diagram.



Figure 3-8

In the schematic representation, you have some of the options you have in the map.

**1. Address information:** You can display the information of this address.

**2. Edit section:** Here you can see and change the details of the selected section.

**3. Delete section:** If you select the last section of the drop cable, you have the option to delete this section.

**4. Address information:** You can display the information of this address.

**5. Re-scheduling:** Here you can reschedule the survey.

**6. New section:** Here you can add a new section.

**7. Menu:** You can close the menu.

### 3.1.1.2 INFORMATION - SURVEY DROP (HBG)

During the survey, a range of information is gathered and the owner/contract holder and the home inspector can sign the document.

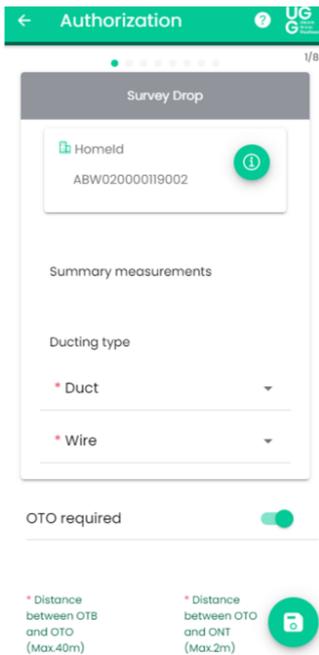


Figure 3-9



Figure 3-10



Figure 3-11

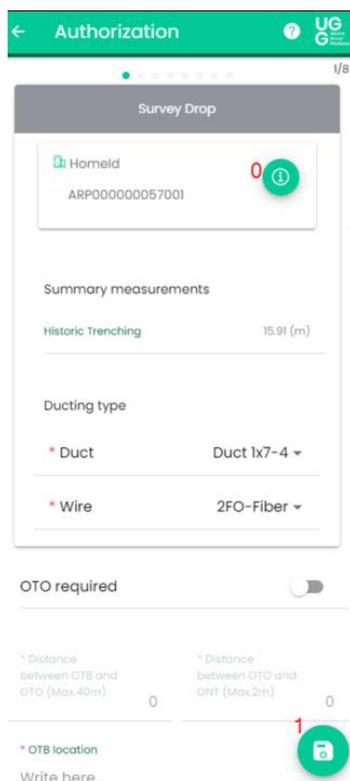


Figure 3-12

You must provide the data and evidence marked in red. Once all the information has been entered and saved, the following options appear:

- 0. HomelID:** Information about the HomelID.
- 1. Print:** Once all the information is complete, you can preview the form before sending it.
- 2. Save:** You can save the form to complete it at another time without losing data.

Once all the information is complete, the following options appear:





Figure 3-13

- 1. View:** Here you can view and review the HBG document with the client.
- 2. End and Send:** Here you end the survey and save the document. If there is a client e-mail in the system, the client receives a copy of the survey. The order is now finished

### 3.1.2 DROP WORK

The window first shows a map that graphically represents each registered element. Address, Cable, Virtual Handhole, DP and POP. You can select the work orders as described in sections and 0. In edit mode, the downstream cable route defined in the survey is displayed. The following options are available:

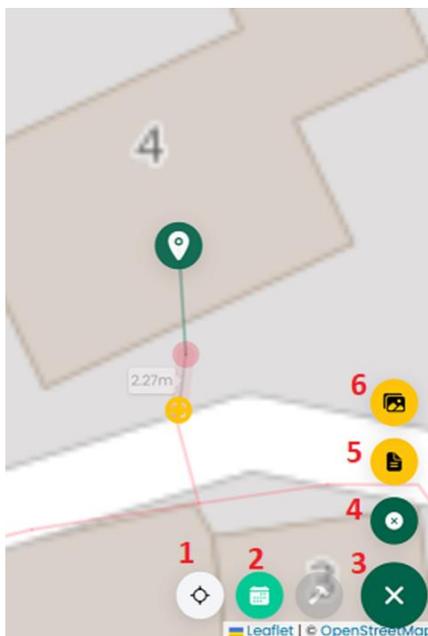


Figure 3-14

- 1. Current location:** With this button, you centre the map at the address.
- 2. Reschedule:** Under this option, you can reschedule the order (see 0).
- 3. Close:** Here you close/open the drop-down menu.
- 4. Exit edit mode:** Here you exit the editing mode.
- 5. HBG:** Here you can see the HBG document in PDF format.
- 6. Photos:** Here you will see the photos from the Survey.

You can select a predefined section by clicking on its end point or you can add a new section by clicking on the map.

The sections shown on the map are marked according to the following colour code depending on the state of the section:

- Survey                      Section defined in the survey.
- Pending                      The location and characteristics of this section have
- Finished section              Section completed.

### 3.1.2.1 CONFIRMING THE COURSE OF THE DROP CABLE

To confirm a section, you must confirm its location and its properties. By selecting the end point of a section, the following options open up:

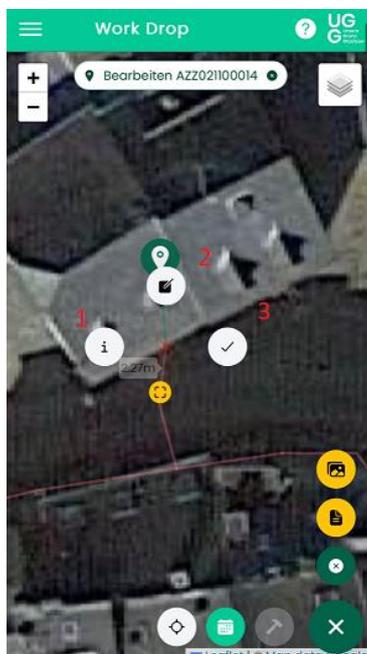


Figure 3-15

- 1. Information:** Here you can see the section's information.
- 2. Information on the section:** This takes you to a form to confirm the properties of the section.
- 3. Confirm position of the section:** The position of the section is confirmed. The end point then appears in blue .

After carrying out the work on the section, you must confirm its properties.



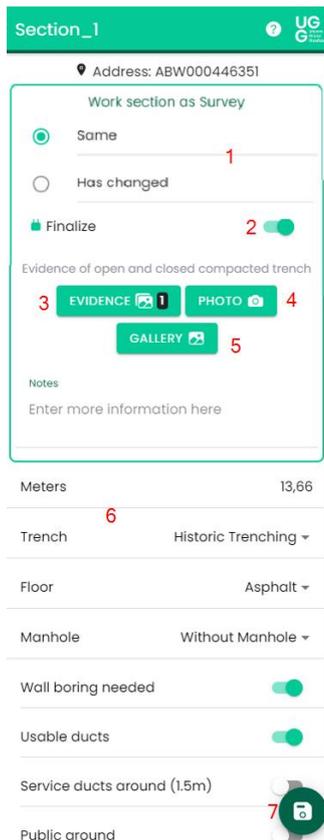


Figure 3-16

- 1. Change:** You must select whether the information on the section is as given in the survey or whether this information must be corrected.
- 2. Finalise:** If this option is selected, the work for this section is completed and photos must be included as evidence.
- 3. Evidence:** You have to provide evidence. Here you can view and edit all recorded evidence.
- 4. Photo:** Here you can take more photos via the camera of your device and add them as evidence.
- 5. Photo gallery:** Here you can access photos in your device and add them as evidence.
- 6. Information:** If you have selected above that the information on the section has changed, you can change the fields here.
- 7. Save:** You save the changes. If you have selected above that the work on the section is finished, the colour of the end point changes to green.

### 3.1.2.2 CREATE A NEW SECTION

If the course of the drop cable can not be built as planned in the survey, you can define new sections. To do this, click on the map:

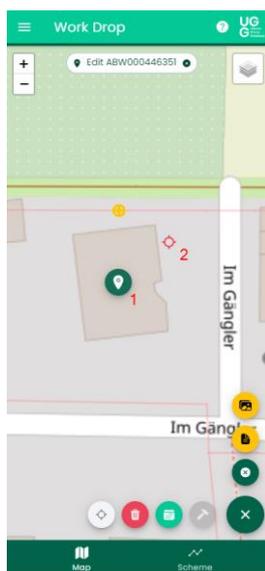
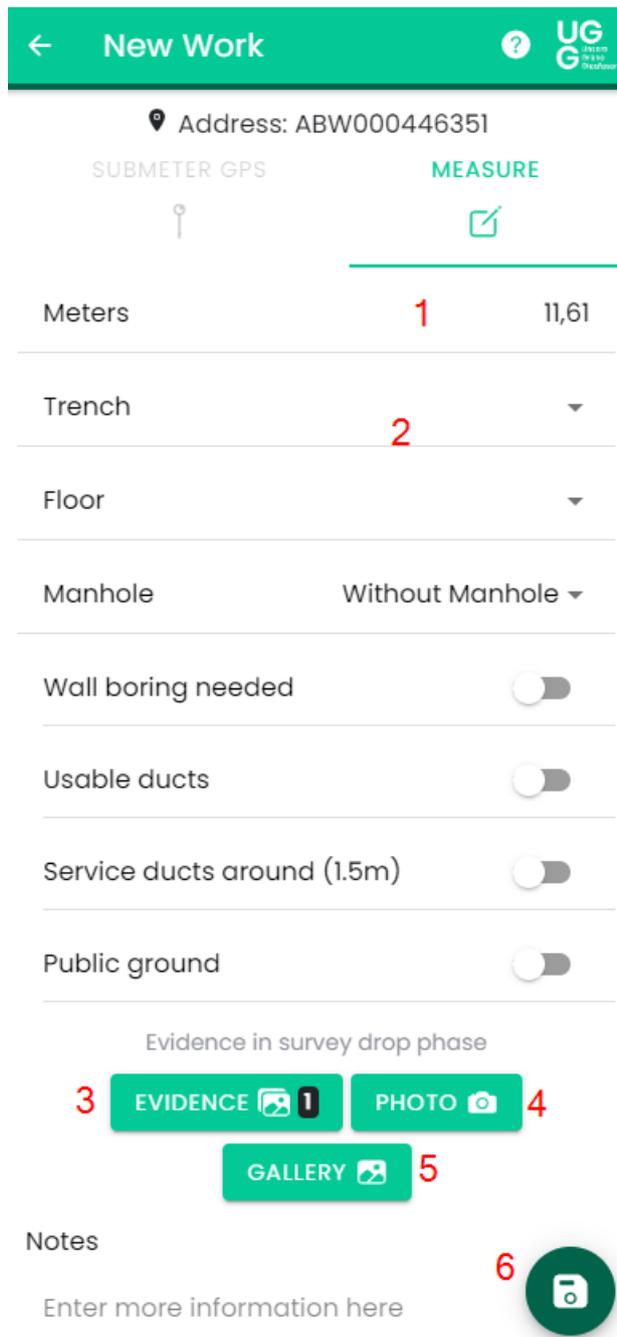


Figure 3-17

- 1. Survey:** The drop as cable defined in the survey.
- 2. New Section:** By clicking on the map, this symbol appears. You can move it to change the location of the end point on the map.

By clicking the icon again, the form for entering the properties of the new section appears.

You must enter the properties of the newly defined section:



- 1. Length:** The app determines the length of the section automatically, but you overwrite this value.
- 2. Properties:** Here you must specify the properties for the new section.
- 3. Evidence:** You must provide evidence. Here you can view and edit all recorded evidence.
- 4. Photo:** Here you can take more photos via the camera of your device and add them as evidence.
- 5. Photo gallery:** Here you can access photos in your device and add them as evidence.
- 6. Save:** Here you save the information, the section appears in blue on the map and its execution must still be confirmed. (see 3.1.2.1)

Figure 3-18

Alternatively, in the Submeter GPS tab, the end point of the section can be read via GPS:



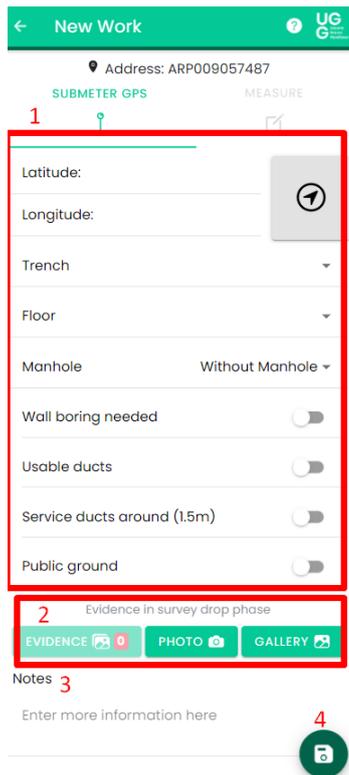


Figure 3-19

- 1. Length:** The coordinates of the end point are determined by GPS.
- 2. Evidences.**
- 3. Notes.**
- 4. Save:** Here you save the information, the endpoint of the section appears in blue on the map, its execution must still be confirmed. (see 3.1.2.1)



- 1. Center:** Centre the map to view all the Work Drop.
- 2. Delete:** Here you can reset all entered information and delete items.
- 3. Re-planning:** Re-planning this Work Drop
- 4. Creation:** Creation of a new section of the Work Drop.
- 5. Close:** Closes the button panel.
- 6. Exit:** Exit from this Work Drop to the section of the map that is located.
- 7. HBG:** Display the HBG from of this Work Drop.
- 8. Photos:** View the photo document of this Work Drop.

After the work on the section has finished, you must confirm its properties.



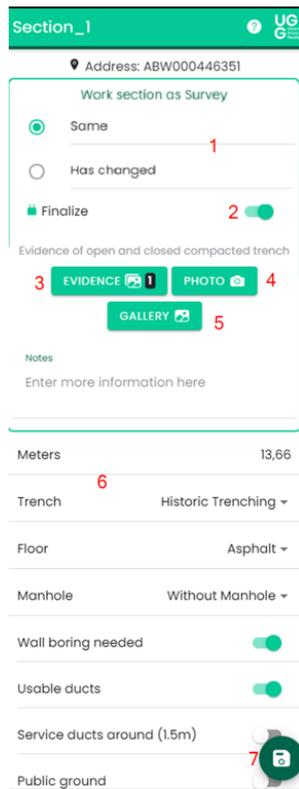


Figure 3-20

- 1. Finish:** Check to finish the section in which you can add photographic evidence through the camera and the gallery of the device, you will be able to visualise the added evidence and add some small notes when you finish the section.
- 2. Type of floor:** It indicates whether the grounds is public or private an then gives the option to choose the type of trench and the type of soil to make the section.
- 3. Parameters section:** Configuration of the parameters for the Work Drop section (meters, type of manhole, usable ducts, etc..)
- 4. Photo gallery:** Here you can access the photos on your device and add them as evidence.
- 5. Save:** The information is saved here. If you have previously selected that the work in the section has been completed, the section is completed ( the colour of the end point changes to green).

### 3.1.2.3 FINALISING THE DROP WORK

The drop cable can now consist of sections from the survey and new sections. Once all the sections have been built and confirmed, the following options appear:



Figure 3-21

- 1. Current location:** Use this button to move the map to your current location.
- 2. Delete:** Here you can delete all entered information and the newly created sections. Only the drop cable design from the survey remains.
- 3. Reschedule:** Under this option you can reschedule the order (see section **¡Error! No se encuentra el origen de la referencia.**).
- 4. Close:** Here you close the drop-down menu
- 5. Exit edit mode.**
- 6. Send:** When the work on all sections is completed, the Send option appears. The course of the drop cable is now confirmed and you have to provide the general information in the next step.
- 7. HBG:** Here you can see the HBG document in PDF format.
- 8. Photos:** Here you can show the photos for this Drop.

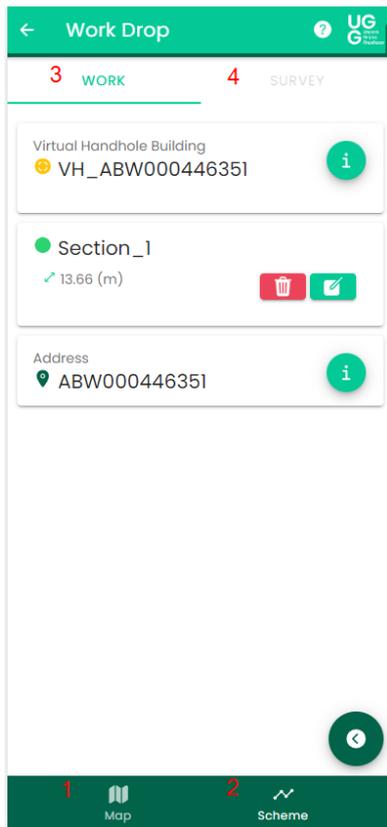


Figure 3-22

### Alternative view

**1 Map:** Switch to map view here.

**2 Scheme:** You are in the schematic view of the drop cable.

**3. Drop cable (Work phase):** as designed in the Drop Work phase.

**4. Drop Cable (Survey phase):** as designed in the Survey phase.

Once the drop cable route has been documented, you must provide further details and evidence to complete the order:

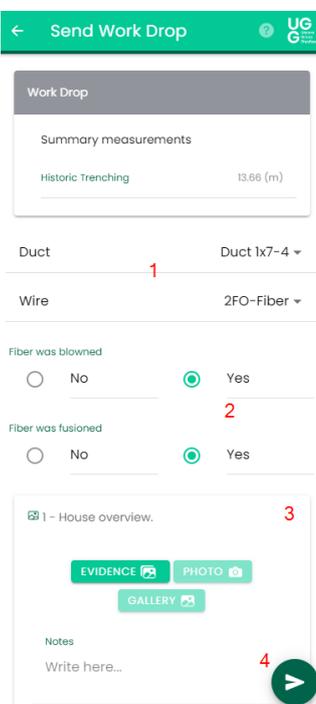


Figure 3-23

**1. Cables and conduits:** You must select the cables and conduits used.

**2. Status of the works:**

**2. Evidences:** You must provide several pieces of evidence.

**4. Send:** You send the information. The order is now complete.

### 3.1.2.4 CONFIRMING CHANGES IN THE WORK ORDER

In the drop work phase, it may be necessary to change the course of the drop cable defined in the survey phase. In that case, these changes must be confirmed or rejected by a user with the teamWorkApprove role:

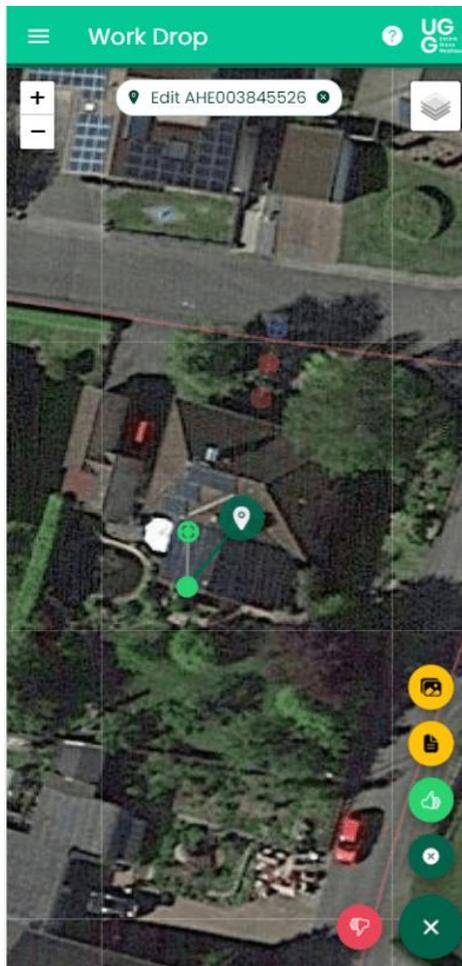


Figure 3-24

- 1. Thumbs up:** The changes in the order are confirmed. The order is now finished.
- 2. Thumbs down:** The changes in the order are rejected, the order must be processed again.

In case of a refusal, a reason for the refusal must be given.

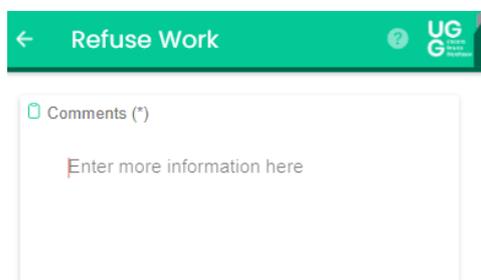


Figure 3-25

A text field is displayed in which the reason for the rejection must be entered.



### 3.1.3 POP PATCHCORD

Under this menu option, a list of POPs appears in which patch cables must be connected. This option is the same for MDU and SDU.

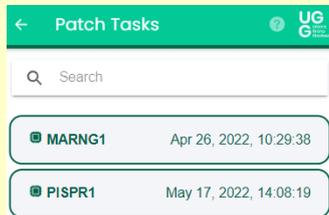


Figure 3-26

List of PoPs in which patch cables must be installed.

When you select a PoP, the following information and options appear:



Figure 3-27

**1. Search field.**

**2. Filter:** Here you can filter the patch connections according to "Pending", "Existing" or "Failed".

**3. ODF:** Here you can choose between the different ODFs of the PoP.

**4. Patch Connections:** The positions and ports of IPV and OPV of a patch connection are displayed. Previous connections are also displayed.

Once the ODF port list is loaded, an internet connection is no longer required unless it is necessary to request a new port or send the changes.

Once the ODF port list is loaded, an internet connection is no longer required unless it is necessary to request a new port or send the changes.

When you select a patch connection, the following information appears:

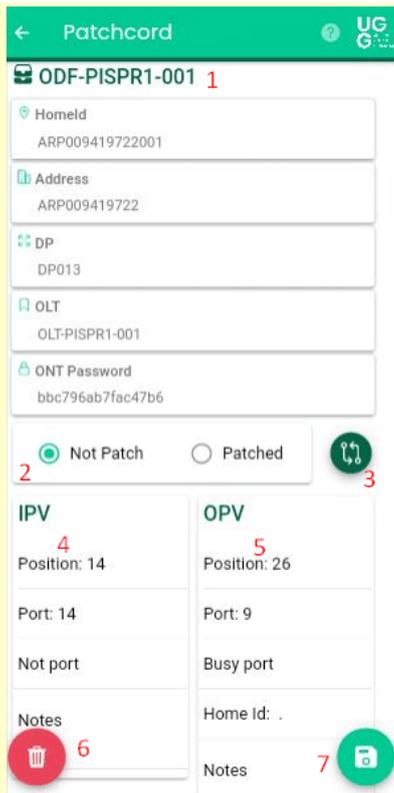


Figure 3-28

1. **ODF:** The name of the ODF in which the patch is located.
2. **Existing:** This indicates whether the patch connection exists or not.
3. **Resources:** Here you can request new resources (port...).
4. **IPV:** Position and port and, if applicable, a reason why there is no patch....
5. **OPV:** Position and port and, if applicable, a reason why no patch is available....
6. **Delete:** Here you can delete the details of the patch in the local memory.
7. **Save:** Here you can save the details of the patch locally.

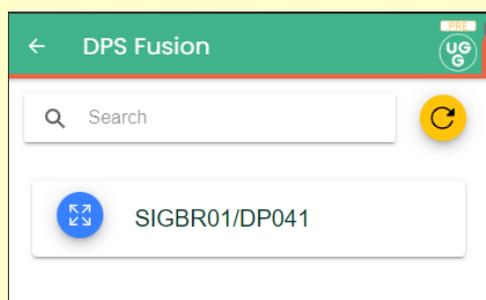
### 3.1.4 UDP FUSION

Once we are in the UDP Fusion option we will see a list of the following Gemeinden that have pending UDP Fusion tasks:



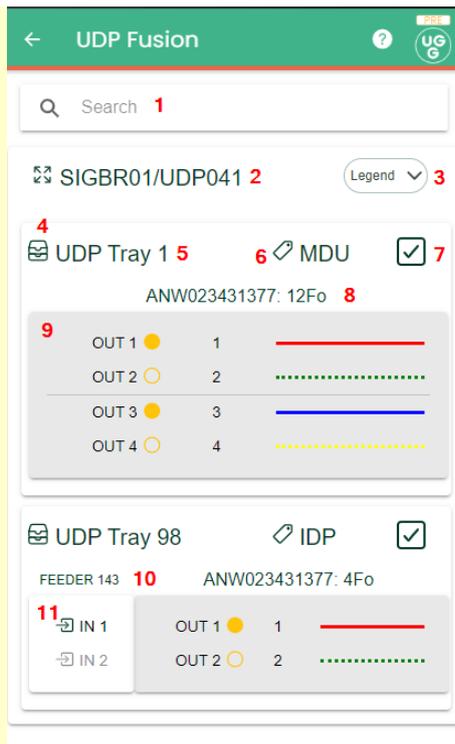
- 1 Search gemeinden.
- 4 Reload.
- 5 List of gemeinden with pending fusion tasks.

Choose a Gemeinde and the following screen will be displayed:

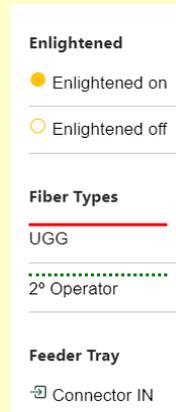


A list of pending UDPs of the Gemeinde with merging tasks can be displayed.

We choose a UDP to access all the information and functionality of the merge task.



- 1 **Search:** Search for the trays to be connected.
- 2 **Information:** Timing of the Gemeinde and UDP to be connected.
- 3 **Legend:** Information on item 9:



Relevant information on the UDP outputs (whether it is lit or not) and its connections if it belongs to UGG or to a 2nd operator.

- 4 **Tray:** Fusion task information (items 5,6,7,8 and 9).
- 5 **UDP tray identifier.**
- 6 **Tray connection type (MDU, SDU, IDP).**
- 7 **Check:** prior confirmation before sending the UDP merge task.
- 8 **Address Identifier + Number of Fibers.**
- 9 **Departure information:** information of lit-unlit, connected strands (1,2,3,4 ...) and the type of fiber indicating if it belongs to UGG or to a 2nd operator.
- 10 **Feeder:** Appears when the connection type is IDP.
- 11 **IDP entries enabled or disabled.**(The entries are shown in relation to the tray outputs).
12. **UDP MERGER TASK SUBMISSION**

### 3.1.5 OTB INSTALLATION

The OTB installation was previously part of the home order but is now a separate step and comes before the home order.

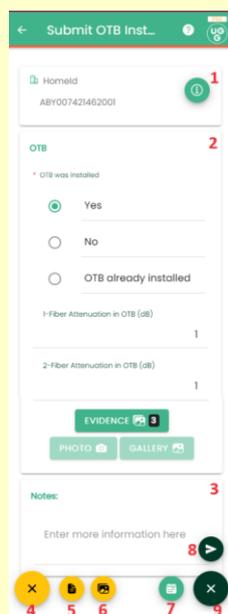


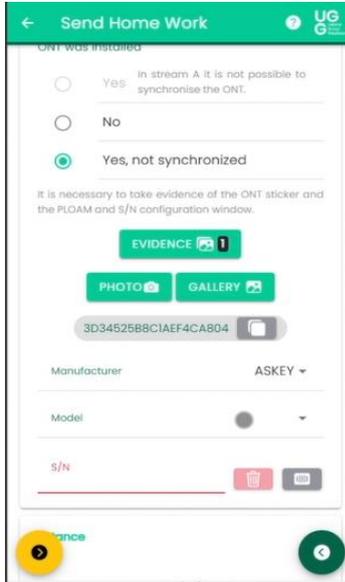
Figure 3-29

1. **HomeID information:** Displays the information for this HomeID.
2. **OTB state:** You can choose between:
  - OTB has been installed.
  - OTB has not been installed.
  - OTB already was installed previously (order triggered by another HomeID in the same building)
3. **Notes:** Annotations that can be added when OTB installation is performed.
4. **Display left hand menu:** You can display the left-hand menu. side menu consisting of buttons 5 and 6.
5. **Displays HBG.**
6. **Display photos:** Displays the photos added in the Survey section.
7. **Re-schedule the OTB installation.**
8. **Save.** Saves the changes made to the OTB installation and send the information to the UGG systems.
9. **Display right hand menu.**

### 3.1.6 HOME

The window first shows a map that graphically represents each registered element: Address, Cable, Virtual Handhole, DP and POP. You can select the orders for installations in the building as described in sections 0- 0.

In edit mode, you document the works for the indoor installations and provide photos for evidence.



The data and photographic evidence marked in red are mandatory.

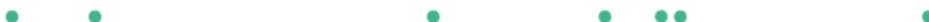
Among other things, the manufacturer and the model of the ONT must be indicated. You can use the barcode scanner to read the serial number.

**1. Evidences:** Here you can view and edit all recorded evidences for this order.

**2. Photo:** Here you can take more photos via the camera of your device and add them as evidence.

**3. Photo gallery:** Here you can access photos in your device and add them as evidence.

If all the information is complete, the following options appear:



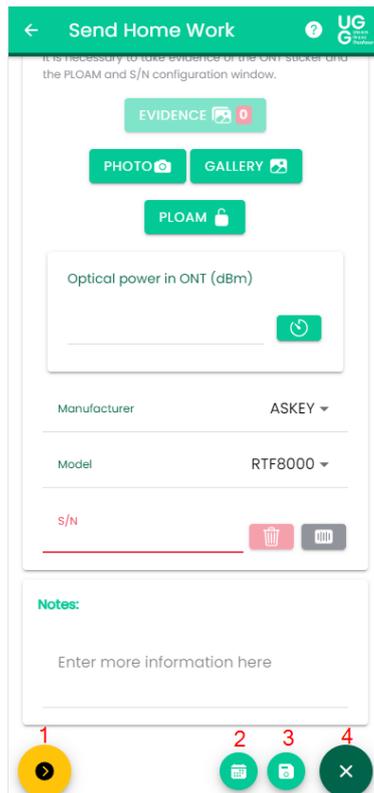
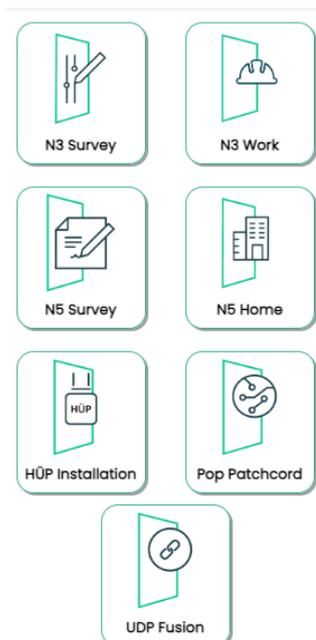


Figure 3-30

- 1. Open menu:** Here you can open the menu on the left side. The menu contains the options:  
 HBG: Here you can view the HBG in PDF format.  
 Photo: Here you can see the photos from the Survey.
- 2. Reschedule:** Here you can reschedule the installation order.
- 3. Save/Send:** Here you can save the information. If all the details are complete, an arrow for sending/ending the order appears at this point.
- 4. Close:** Here you can close the menu on the right side.

### 3.2 MDU

For MDUs, the following menu will appear:



- N3 Survey:** Here you can access the pending orders for surveys at network level N3.
- N3 Work:** Here you can access the pending orders for works outside the buildings. (N3)
- N5 Survey:** Here you can access the pending orders for surveys at network level N5.
- N5 Home:** Here you can access the pending orders for installation work inside the residential or commercial units. (N5)
- HÜP Installation:** Here you can access the planned installation work for the HUP installation.
- Pop Patchcord:** You can access the list of patch connections to be installed in the PoP.
- UDP Fusion:** This point is already explained in point 3.1.4.

### 3.2.1N3 SURVEY

As in the SDU in the Survey Drop phase, in the MDU N3 Survey phase the first step is to determine the course of the drop cable.

This works in the same way and has already been described in the SDU. Please refer to in chapter 3.1.1. However, the gathered information for MDU is slightly different. Therefore, you describe this part here separately.

#### 3.2.2.1 INFORMATION – N3 SURVEY

Once the drop cable route has been established, the N3 Survey information is gathered and the owner/contract holder and the home inspector can then sign the document.

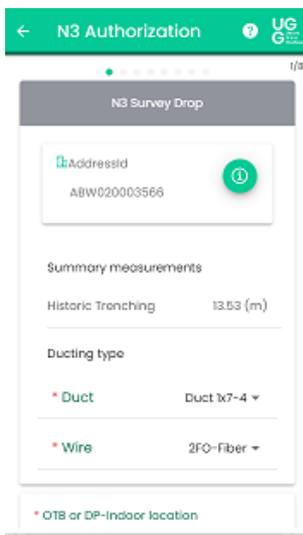


Figure 3-31

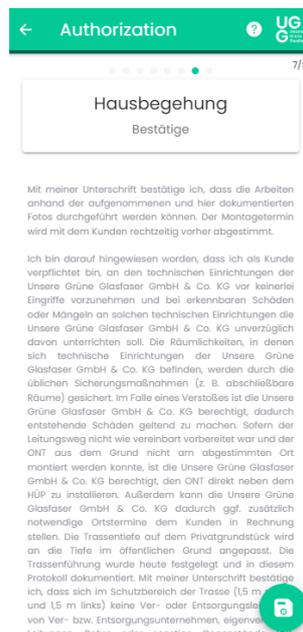


Figure 3-32



Figure 3-33



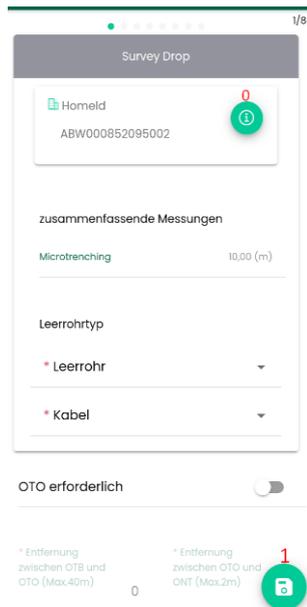


Figure 3-34

The data and evidence marked in red are mandatory. Once all the information has been entered and saved, the following options appear:

- 0. HomeID:** Information about the HomeID.
- 1. Save:** You can save the form to complete it at another time without losing the previously completed fields.

When you have entered and saved all the information, the following options appear:

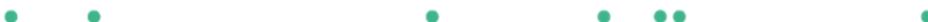


Figure 3-35

- 1. HBG (N3 Survey):** Here you can view the HBG document and check it with the client.
- 2. End and Send HBG (N3 Survey):** Here you end the home inspection. The document is saved in the document management system. If there is an e-mail from the client in the system, the client receives a copy of the document by e-mail. The N3 Survey is now finished'.

### 3.2.2 N3 WORK

The course of the drop cable has been defined in the N3 Survey and must be confirmed or adjusted in the N3 Work phase. This works the same way in N3 Work of an SDU and has been described in the Drop Work chapter in the sections "3.1.2.1 CONFIRMING THE COURSE OF THE



DROP CABLE", "3.1.2.2 CREATE A NEW SECTION" and "3.1.2.4 CONFIRMING CHANGES IN THE WORK ORDER".

However, the information for an MDU N3 Work is slightly different from the corresponding section in SDU Drop Work. Therefore, we describe this part here separately.

### 5.1.1.1 FINALISING N3 WORK

Once the location of the drop cable has been documented, further details and evidence must now be provided in order to complete the order:

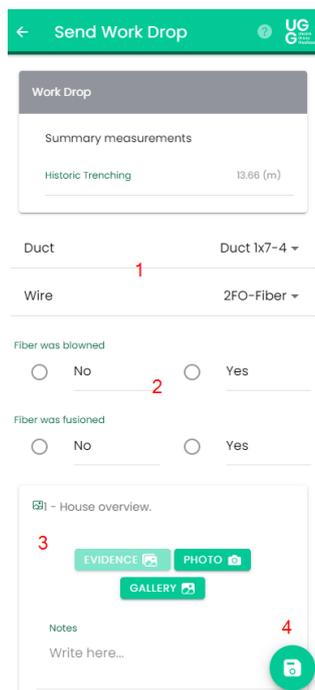


Figure 3-36

- 1. Cables and conduits:** You must select the cables and conduits used.
- 2. Status of the work.**
- 3. Evidences:** You must provide photos as evidence.
- 4. Save/Send:** Here you can save the information locally. If the information is complete, an arrow appears at this point with which you can end the order.

### 5.1.1.2 N5 SURVEY

If you have opened an address with a pending N5 Survey, you must first select the appropriate HomeID for the home survey.



Choose the HomelD.

Figure 3-37

Figure 3-38

Figure 3-39

Figure 3-40

Once all the information has been entered and saved, the following options appear:





Figure 3-41

- 1. View the HBG (N5 Survey):** Here you can view the HBG document for NE5 and check it with the client.
- 2 End/Send the order:** Here you end the survey. The document is saved. If an email from the client is available in the system, the client will receive a copy of the document by email. The order is now finished.

### 3.2.4 N5 HOME

When accessing an address, the following page opens. Again, you must first select the HomeID:

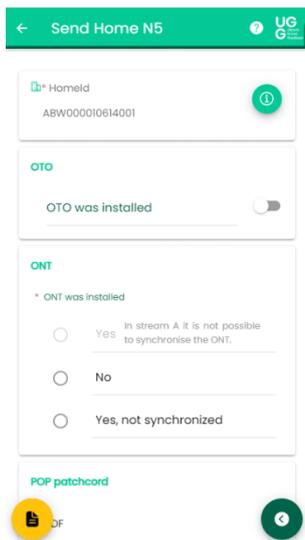


Figure 3-42

- 1. HomeID:** Choose the HomeID.

You must provide information about the installation.



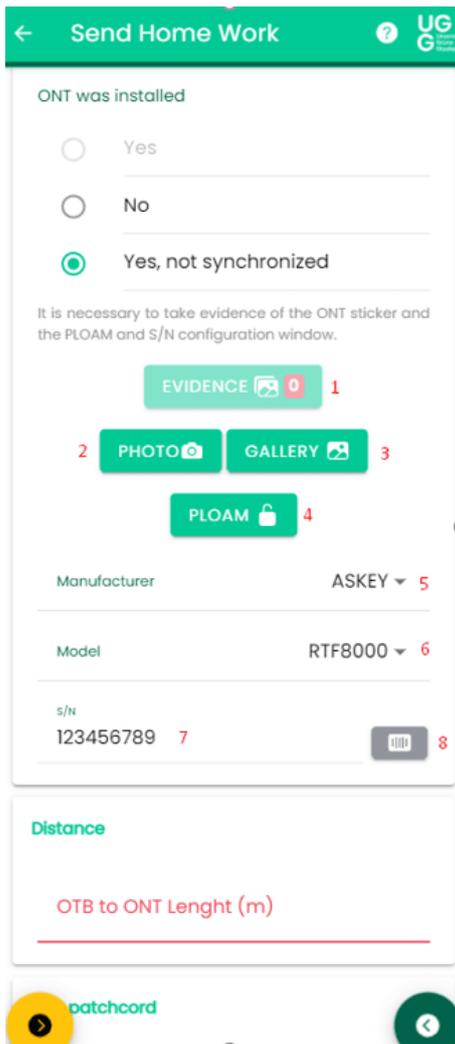


Figure 3-43

**1. Evidences:** Here you can view and edit all the evidence you have taken.

**2. Photo:** Here you can take more photos via the camera of your device and add them as evidence.

**3. Photo gallery:** Here you can access photos in your device and add them as evidence.

The following buttons and options are only displayed if the ONT is installed.

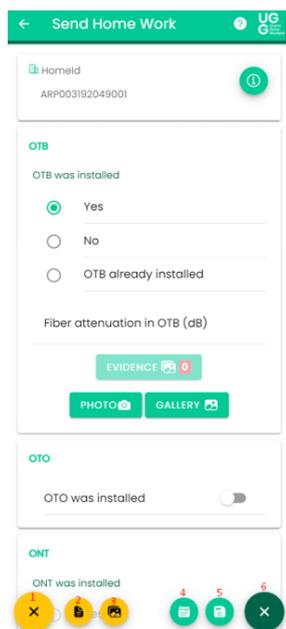
**4. PLOAM:** A PLOAM password is generated.

**5. Manufacturer:** Here you have to select the manufacturer of the ONT.

**6. Model:** Here you have to select the model of the ONT.

**7. Serial number:** Here you must enter the serial number of the ONT.

**8. Barcode scanner:** Alternatively, you can use the barcode scanner to enter the serial number.



**1. Close menu:** Here you can close the menu of the left side.

**2. HBG:** Here you can access the HBG of the N5 Survey in PDF format.

**3. Photo:** Here you can see the photos from the N5 Survey.

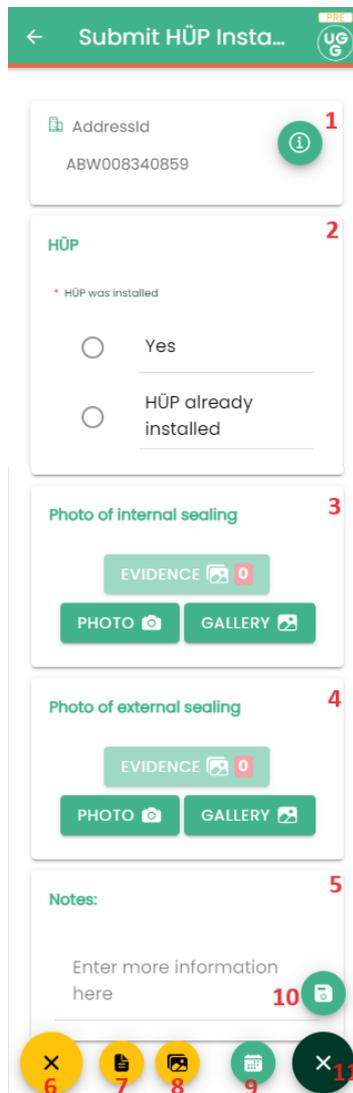
**4. Reschedule order:** Here you can reschedule the execution of the installation work (see section 0).

**5. Save/Send:** Here you can save the information. If all the details are complete, an arrow appears at this point to send/end the order.

**6. Close:** Here you can close the menu on the right side.

### 3.2.5 HÜP INSTALLATION

The installation of the HÜP is the same process as the OTB installation but in this case it is for multi-dwelling.



1. Address identifier and access to the most relevant information of the address.
2. Indicates the status of the HÜP.
3. Access to photographic evidence of internal sealing or to add this evidence.
4. Access to the photographic evidence of the external sealing or to add this evidence.
5. You can add some explanatory notes before sending the HÜP installation.
6. Show or hide options 7 and 8.
7. View the pdf document of the Survey phase prior to HÜP installation.
8. View the evidence of the sections carried out in the Work phase prior to the installation of HÜP.
9. Replanning for the installation of the HÜP.
10. Access to the re-planning for the installation of the HUP.
11. Show or hide options 9 and 10.

### 3.2.6 POP PATCHCORD

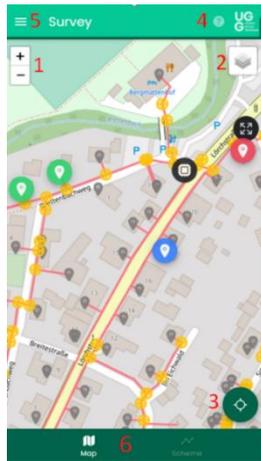
The patch cable option is the same for SDU and MDU and is described in section 0.

## 3.3 GENERAL FUNCTIONS FOR ALL DROP ORDERS

### 3.3.1 MAP

The app is a graphical app and all elements are geolocated. When you have selected an order type from the main menu, the map view of your current location appears first, showing graphically every element registered in that zone. The different types of elements are: Address, Cable, Virtual Handhole, DP and POP.

Depending on the submenu you are in you will see the orders of that submenu associated to you company in the map. Current orders are represented by address symbols with colour. You can access an order clicking on that address symbol.



- 1. Zoom:** Here you can zoom in and out of the map.
- 2. Layers:** Here you can change the map type and show or hide different types of elements.
- 3. Current location:** With this button, you can move the map to your current location.
- 4. Help:** Here you can go to the corresponding item in the user manual.
- 5. List:** Here you can access the list of pending orders of the type selected in the menu or view all orders of this type in a specific Gemeinde.
- 6. Map/Scheme:** Here you can switch between the graphic mode and the schematic mode.
- 7. Address:** By clicking on an address icon, you can see the information about the address and the order scheduled at that address.



Figure 3-44

In the map view, you can choose between street map and satellite map. The following elements can be displayed or hidden:

- Conduits
- Addresses
- VH
- VHF
- Manhole
- DP
- PoP

### 3.3.2 COLOUR CODE FOR ORDER STATES

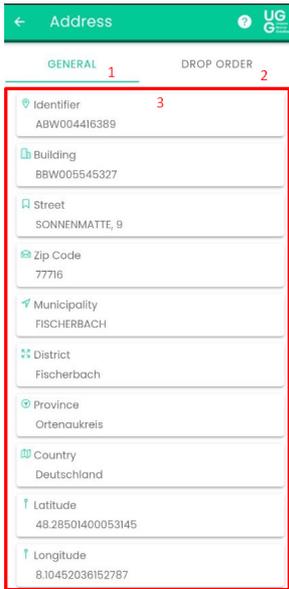
If there is an order of the type previously selected in the menu for a specific address, the address symbol is marked with a colour. The colour of the order depends on the state of the order:

-  pending order
-  the work has been sent and must still be validated by the approver (only for "Work Drop" and "N3 Work" orders)
-  Work order rejected by approver (only for "Work Drop" and "N3 Work" orders)
-  Work order, in progress
-  Work order completed

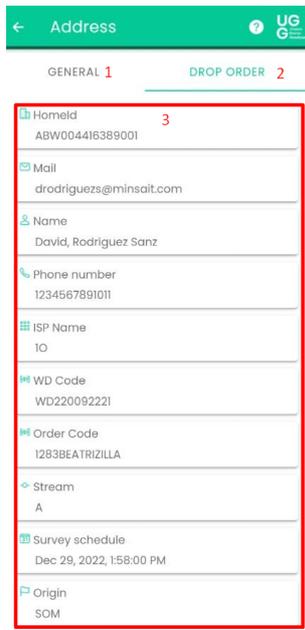
### 3.3.3 INFORMATION ABOUT THE ORDER

When you have clicked on the information for an address, the following form appears:





1. **Tab General:** Tab for general information on the address.
2. **Tab Drop order:** Tab for specific information about the order depending on the order type (Survey, Drop Order, Home, N3 Survey....).
3. **General information:** general information about the address.



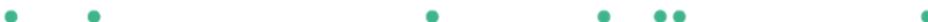
1. **Tab General:** Tab for general information on the address.
2. **Tab Drop order:** Tab for specific information about the order depending on the order type (Survey, Drop Order, Home, N3 Survey....).
3. **Order information:** Here you can see the specific information about the order.

Figure 3-45

### 3.3.4 SEARCH ORDER

For all order types (Survey, Drop, Home, N3 Survey, N5 Survey,...) the search, display and selection of an order works in the same way.

If you click on the list in the map, the following menu opens:



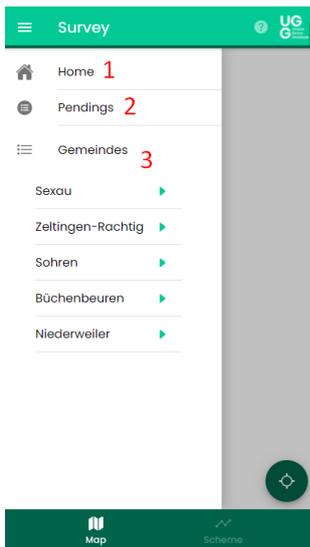


Figure 3-46

1. **Home:** Here you can return to the start page.
2. **Pending orders:** This takes you to a list of pending orders of the type depending on the submenu you are in. You can filter the results. Clicking on one of the addresses will take you to its location on the map.
3. **Gemeinde with pending orders:** Here you can see a list of Gemeinde with pending orders of the respective type that have been assigned to your team. Clicking on one of them will take us to the Gemeinde's location on the map.

Under the Pending option you will find a list of pending orders of the respective type that have been assigned to your team.

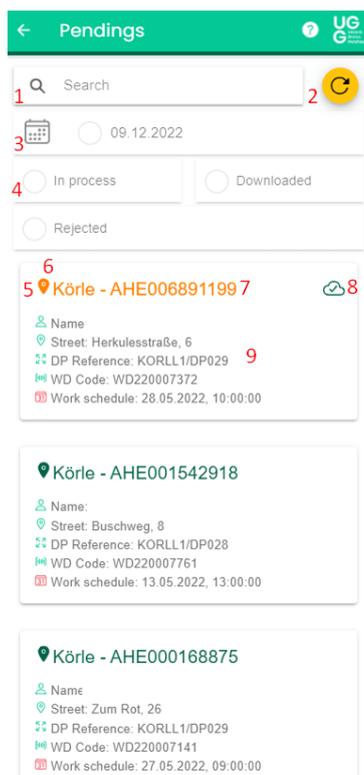


Figure 3-47

1. **Search field.**
2. **Reload.**
3. **Calendar:** You can filter the orders that are scheduled on a certain day.
4. **State:** Here you can filter the orders according to their state (In Progress, Downloaded and Rejected).
  - **In process:** List of work orders that are currently being worked on.
  - **Downloaded:** List of work orders for which the necessary map elements have been downloaded to the device. You can handle these orders in offline mode.
  - **Rejected (only for Drop Work and N3 Work):** Work orders that have been processed and rejected by a teamWorkApprove role.
6. **Address icon:**
  - **Red:** work order in progress.
  - **Green:** work order not yet completed.
  - **Orange:** Work order already processed but rejected and has to be amended.
7. **Gemeinde – Homelid.**
8. **Downloaded:** The elements of this HomeID are loaded to your device, you can work offline.
9. **Details for the work order.**

### 3.3.5 OPENING AN ORDER

As soon as you click on an order, the following options appear:



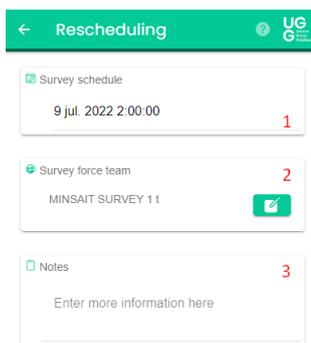


Figure 3-48

- 1. Centre:** Here you can centre the selected address on the map.
- 2. Information:** Here you can see the information about the selected address. (See section 0)
- 3. Edit mode:** You enter the edit mode where you find the corresponding options depending on the order type.

### 3.3.6 RESCHEDULING AN ORDER

Under the Reschedule option, the following menu appears:



- 1. Date:** The date for the home inspection is displayed and can be changed.
- 2. Work team:** You can see and change the work team.
- 3. Comments.**
- 4. Save.**



Figure 3-49

### 3.3.7 PHOTO GALLERY

Clicking on a field evidence opens a menu with the photos that have been taken or added as evidence for a certain order:



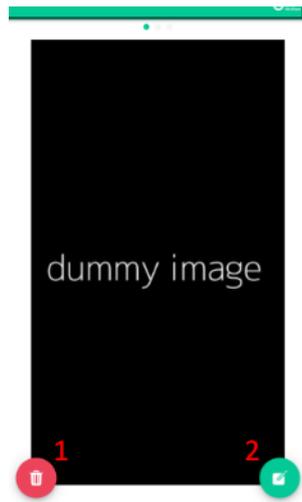


Figure 3-50

1. **Delete:** This button allows you to delete an image.
2. **Edit:** Here you can edit the picture.

In edit mode of the photo, you will find the following options.

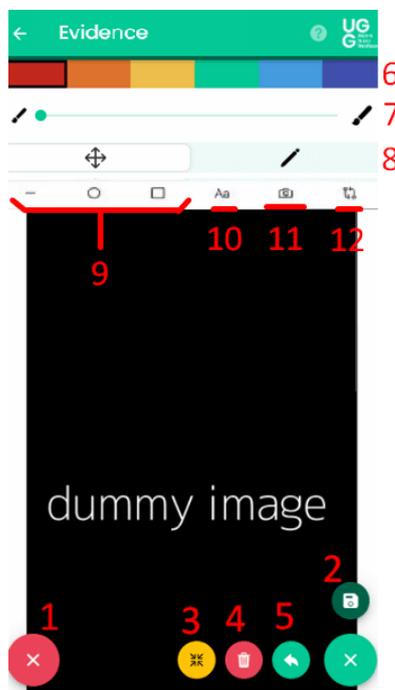


Figure 3-51

In the gallery's edit mode, you can edit the image by adding geometric elements or drawing on it.

1. **Exit:** Here you exit the editing mode.
2. **Save.**
3. **Centre:** Button to centre the image and restore the original zoom.
4. **Delete:** Button to delete all changes made to the image.
5. **Undo:** Undo the last change.
6. **Colour:** Available colours.
7. **Outline:** Selector to control the line width.
8. **Modes:** There are 2 modalities, one to add and edit elements and one to draw freely.
9. **Geometric elements:** You can add elements.
10. **Text:** Here you can add text-.
11. **Image:** Here you can add an overlay image to the original
12. **Rotate:** This rotates the image by 90°.

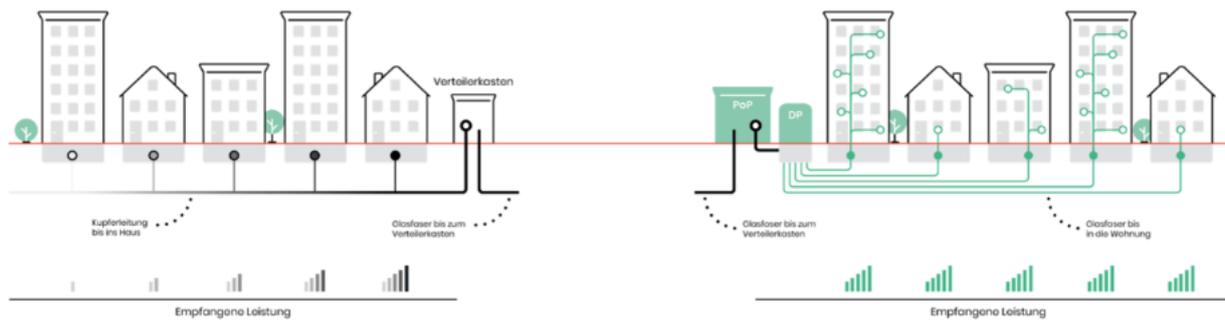
## 4 DEPLOY

An important point to bear in mind before continuing with the explanation of Deploy is the type of installation.

We are going to make a comparison of signal power and the installation of fibre optic versus copper installation, you can also see the main elements and the distribution of each of the elements of each installation.

The following image shows the copper installation on the left hand side and the fibre installation on the right hand side:





Here you will find the following sub-options:



Figure 4-1

## 4.1 SURVEY LLD

In the Survey LLD, the predefined design for the network is checked on site and adjusted if necessary. First select a Gemeinde:



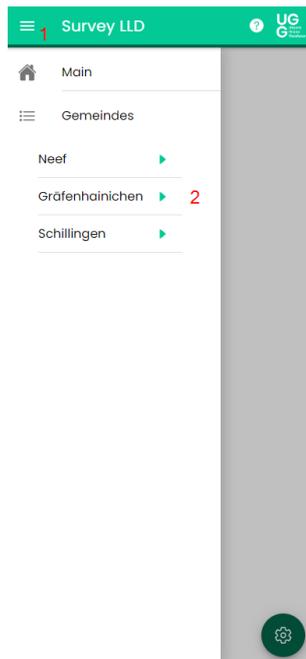


Figure 4-2

- 1 Menu:** Here you can open the drop down menu. A list of Gemeinde assigned to your company appears.
- 2. Gemeinde:** Here you can select a Gemeinde to work on.

### 4.1.1 DEFINING A POLYGON

Each user has to define a workspace (polygon). This workspace is downloaded so that it can be edited offline later. You can define a polygon by clicking on the corner points of your desired polygon on the map.

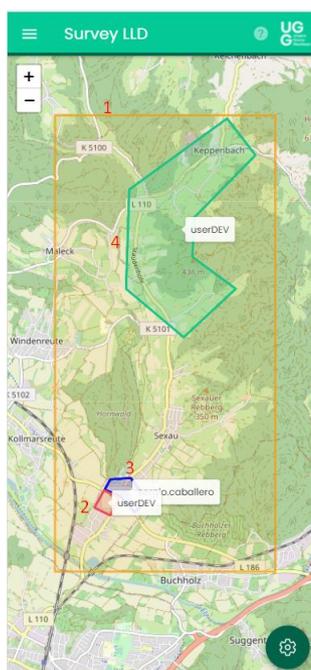


Figure 4-3

- Yellow polygon:** This is the area of the Gemeinde where the network is going to be deployed. This polygon is predefined by Keycom.
- Red polygon:** This is the polygon that the user has created to work on.
- Blue polygons:** Polygons delimited by other users.
- Green polygons:** Polygons for that the survey work has already been completed.

The name of the user who created the polygon appears in each polygon.

When you have created your polygon you have the following options:



Figure 4-4

- 1. Polygon:** This is the polygon defined by the user.
- 2. Delete:** You can delete your own polygon. The elements that you defined in the polygon will be deleted.
- 3. Menu:** Here you can close or open the menu.
- 4. Edit** You can delete your own polygon. All predefined elements are loaded from Keycom into the map. You can then work offline.
- 6. Zoom out.**
- 7. Zoom in.**

## 4.1.2 EDIT ELEMENTS

In edit mode the map appears and you can insert new elements into the map:

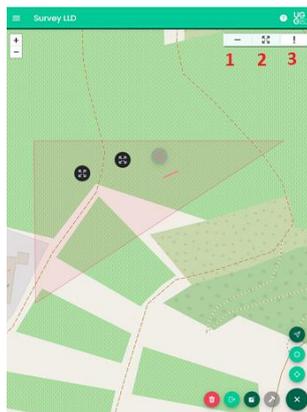


Figure 4-5

To insert a new item, select one of the options below. 1:

- 1. **Conduit:** Here you can define a new conduit.
- 2. **DP:** Here you can add a DP.
- 3. **Permit:** Here you can add a new permit.

In the following chapters, we explain how to create each element type.

### 4.1.2.1 CONDUIT

If you have selected the option for a new conduit, the following menu appears:



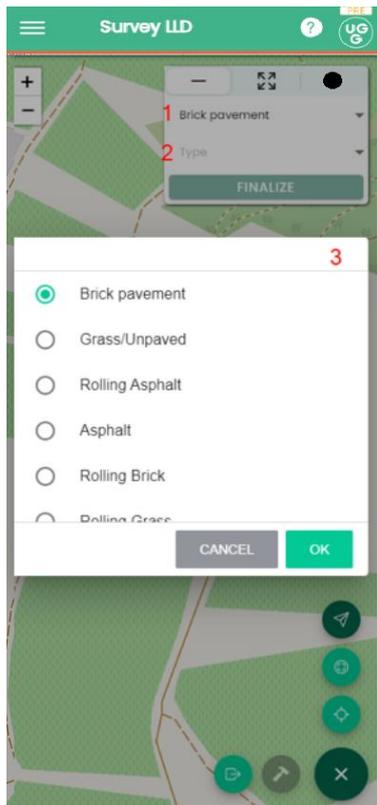


Figure 4-6

- 1. Surface type:** Here you can specify what the surface is like at the location of the new conduit. (This will be the default value for the new conduits. However, you can also change the surface type for each individual new point).
- 2. Method:** Here you must specify method that will be used to create the new conduit. (This will be the default value for all new conduits. However, you can also change this method for each individual new point).
- 3 Menu:** Drop down menu to choose the surface type.

You then set the location of a new conduit by clicking on the map.

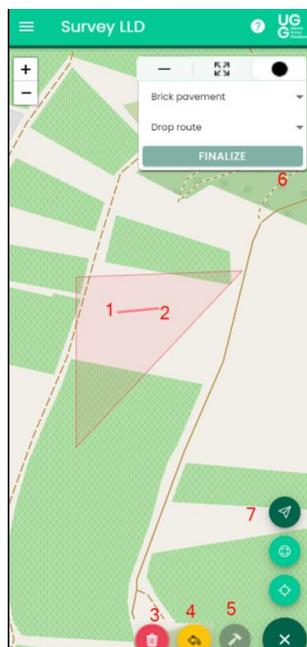


Figure 4-7

- 1. and 2. End points:** End points for the new line. The end points can be moved and new points can be added as long as the definition of the line is not finished.
- 3. Discard:** You can delete the selected element.
- 4. Undo:** The last change can be undone here.
- 5. Exit:** Here you exit the polygon and return to the Gemeinde overview.
- 6. Exit:** The definition of this line is finished. The changes are saved locally.
- 7. Send:** With this option, you send the changes you have defined in your polygon. The changes are saved in KeyCom. The polygon is thus completed and is then marked green.

You can change the coordinates and properties of a point on the conduit. To do this, click on a point marked in green. The following form appears:



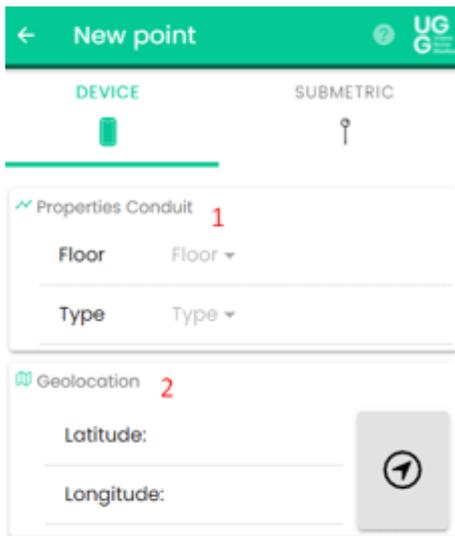


Figure 4-8

**1. Properties:** Here you can specify or change the properties, such as surface and method to perform the conduit for this point.

**2. Coordinates:** Here you can specify or adjust the coordinates for the point.

### 4.1.2.3 BUILDING PERMIT

If you have selected the option for a new building permit, you can insert it by clicking on the point in the map to which this permit applies. The following window appears:

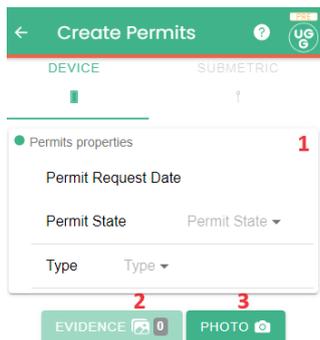


Figure 4-9

You must select the following details:

- Permits properties.
- Evidences.
- Photo.

You must attach one or more photos of the site for which the permit is valid.

The new building permits appear on the map along the building permits created in KeyCom:





Figure 4-10

The colour code for the duration of the permit is as follows:

- ● 14 days
- ● 1 month
- ● 2 months
- ● 3 months

Building permits entered in the app appear with a white background. Building permits loaded from KeyCom have a grey background.

Different types of building permits have different symbols.

### 4.1.3 FINALISING SURVEY

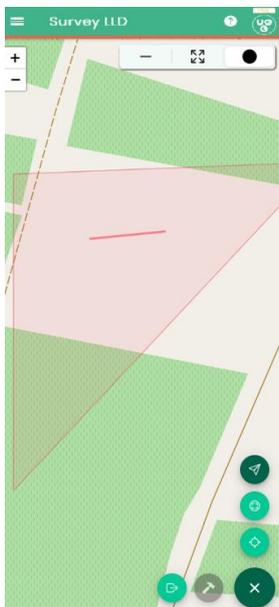


Figure 4-11

You can end the survey by clicking on the Send symbol. This saves the newly created elements to the polygon. The polygon is then marked green.

## 4.2 DEPLOY WORK

In the Deploy Work phase, you can document the works in the Gemeinde network. First, select the Gemeinde and the DP in whose area the work takes place:



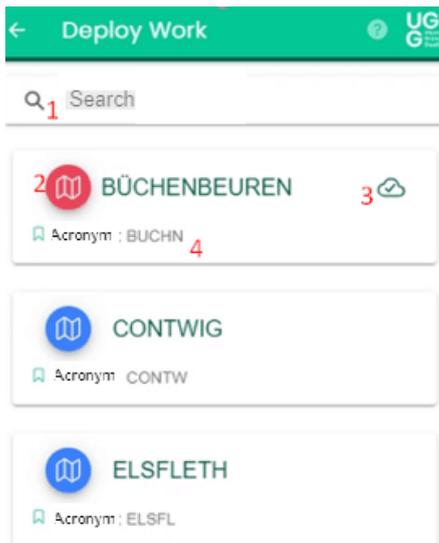


Figure 4-12

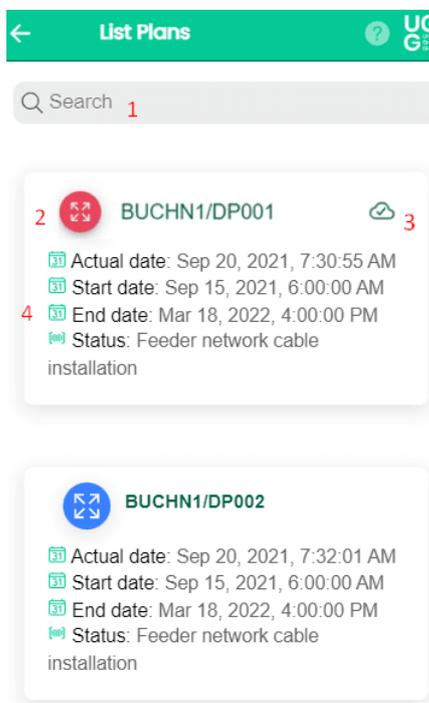


Figure 4-13

After selecting the Gemeinde and the DP, the following map appears with the elements that were defined in the previous phases LLD Design and LLD Survey and are now being constructed.

**1. Search.**

**3. Status of the Gemeinde:**

-  In this Gemeinde exist changes that have not yet been saved.
-  There are no changes in this Gemeinde that have not been saved.

**4. Downloaded:** This symbol means that the elements of this Gemeinde have been downloaded to the device. You can now edit them offline.

**5. Gemeinde ID.**

**1. Search.**

**3. Status of the DP:**

-  In the work area of this DP exist changes that have not yet been saved.
-  In this DP there are no changes that have not been saved.

**4. Downloaded:** This symbol means that the elements of this DP area have been downloaded to the device. You can now edit them offline.

**5. DP Information.**

- - Time of creation of the DP in the system.
- - Time of the start of work.
- - Time of completion.
- - Status of the DP.



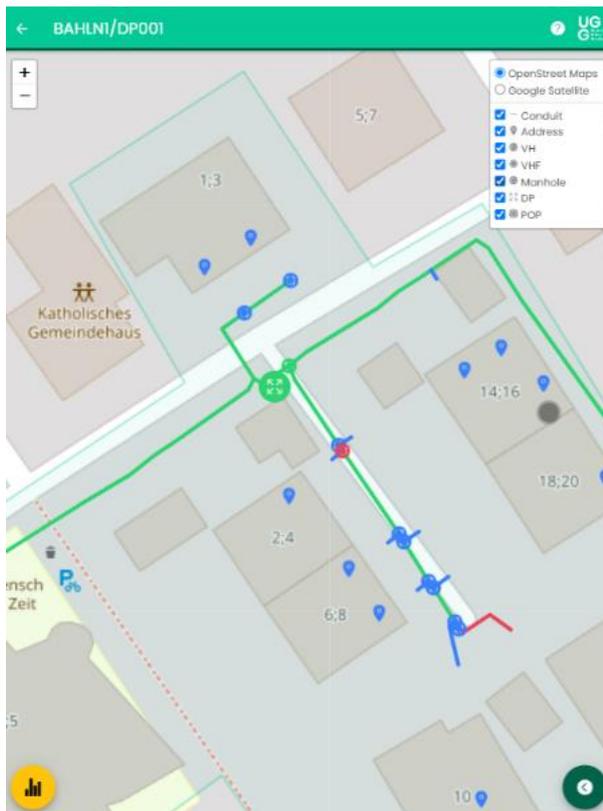


Figure 4-14

Click on an item to select and edit it. The following types of elements are available for editing and can be displayed or hidden using the menu at the top right. :

- DP.
- VH.
- VHF.
- Manhole.
- Conduit.
- Adresse.
- PoP (not part of this work).

Colour code of the elements:

- This element is not yet constructed.
- Element is under construction.
- The element is completed.

Depending on the type of element you select, the corresponding window opens. In the following sections, we describe which information is required as evidence for the construction of the different elements.

### 4.2.1 PARTIAL ACCEPTANCE

**Important: The partial acceptance takes into account the homes in the state HPTTF.**

HPTTF means that the network is prepared in such a way as to facilitate the future connection of the house to the fibre optic network without requiring any construction work in the public area. The idea is to reach the private property (close to the public property boundary) with the micro cable and lay it directly there until future use.

**Because of the evolution of the systems, there are currently 2 ways to represent an address and depending on the representation, you use one way or the other to report that the works for a home have progressed to HPTTF:**

- **Addresses in grey with a VHF associated -> the work status HPTTF must be reported in the VHF that belongs to the address (see 4.2.2 VHF).**
- **Addresses in colour with a normal VH (VH Building) -> the work status HPTTF must be reported in the address (see 4.2.3 ADDRESSES AS VHF)**



## 4.2.2 VHF (VIRTUAL HANDHOLE FENCE)

← Confirmation

**Identifier**

---

**Name**  
VHF\_ARP

---

**Type**  
Virtual Handhole Fence

---

**Street**

---



**\* 1 Location of the EM ball marker WITH OPEN TRENCH. Showing the limit between the public and the private properties (FTTF POINT).**

EVIDENCE 
PHOTO



GALLERY

Enter more information here

**\* 2 Proposed route until house wall (OPEN TRENCH + FACADE).**

EVIDENCE 
PHOTO



GALLERY

Enter more information here

**\* 3 SEGREGATION/BIFURCATION POINT (DISTRIBUTION BUNDLE).**

EVIDENCE 
PHOTO



GALLERY

Enter more information here

Abb. 4-15 / 4-17

Abb. 4-16 / 4-19

In order to prove that the work for this VHF has been carried out, i.e. that the cable has been laid up to the private property, you must provide the following evidence in the form of photographs:

- Location of EM ball marker with open trench; the boundary between public and private property (FTTF point) should be visible. (**¡Error! No se encuentra el origen de la referencia.**)
- Course of the cable to the house wall (open trench and façade) (**¡Error! No se encuentra el origen de la referencia.**)
- Connection point/branch point (distribution package) (**¡Error! No se encuentra el origen de la referencia.**)
- - Photos of the road crossing (only if available) (Abb. 4-17)

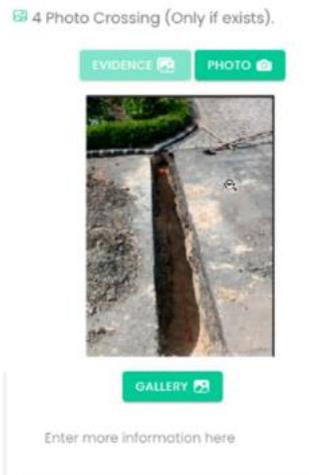


Abb. 4-17

### 4.2.3 ADDRESSES AS VHF



Figure 4-18

If the work on an address has progressed to the boundary of the private property, i.e. if the line has been constructed to the private property (HPTTF), the address element must function as a VHF.

**To use an address element as VHF, you must select the option "HPTTF- Passed to the fence".**

You must then provide the same photographic evidence as for a VHF:

- Location of EM ball marker with open trench; the boundary between public and private property (FTTF point) should be visible. (**¡Error! No se encuentra el origen de la referencia.**)
- Course of the cable to the house wall (open trench and façade) (**¡Error! No se encuentra el origen de la referencia.**)
- Connection point/branch point (distribution package) (**¡Error! No se encuentra el origen de la referencia.**)
- Photos of the road crossing (only if available) (Abb. 4-17)

#### 4.2.4 ADDRESSES AS VHB

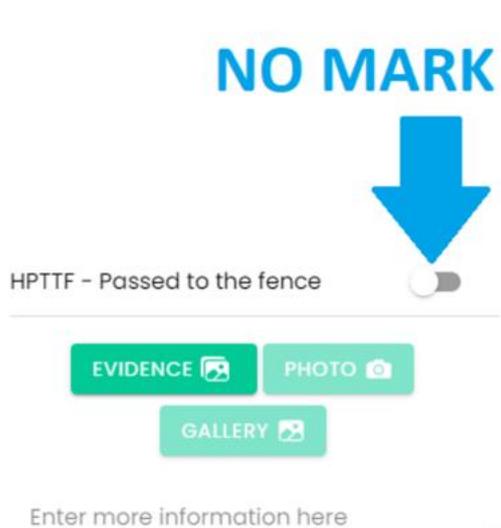


Figure 4-19

If the cable could not be laid up to the private property, the address element functions as a VHB (VH Building).

**To use an address element as VHB, the option "HPTTF- Passed to the fence" must be unmarked.**

You must then provide photographic evidence for the VHB.

#### 4.2.5 VH

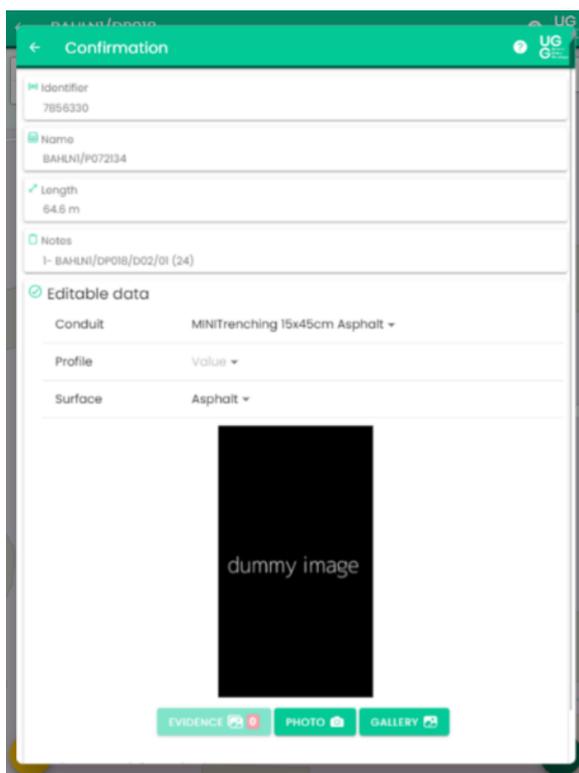


Figure 4-20

To prove that the section of the line has been completed, you must take at least one photo of the installation here and can enter comments.

The following information is also requested:

- Installation type
- profile
- Surface



## 4.2.6 CONDUIT

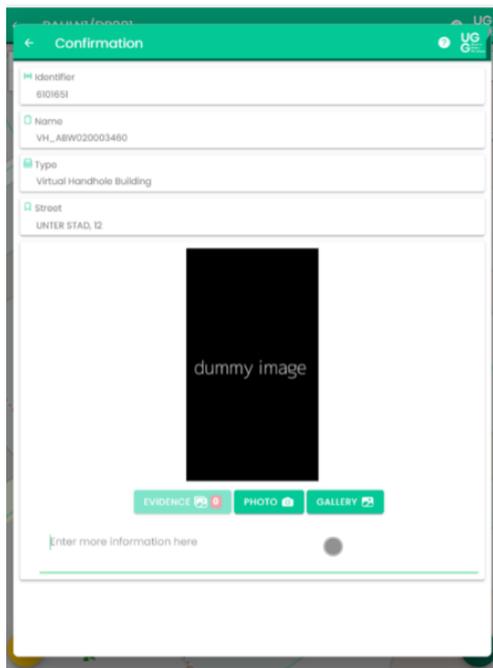


Figure 4-21

To prove that the work on this VH has been completed, you must take at least one photo of the VH here and can enter comments on it.

## 4.2.7 DP

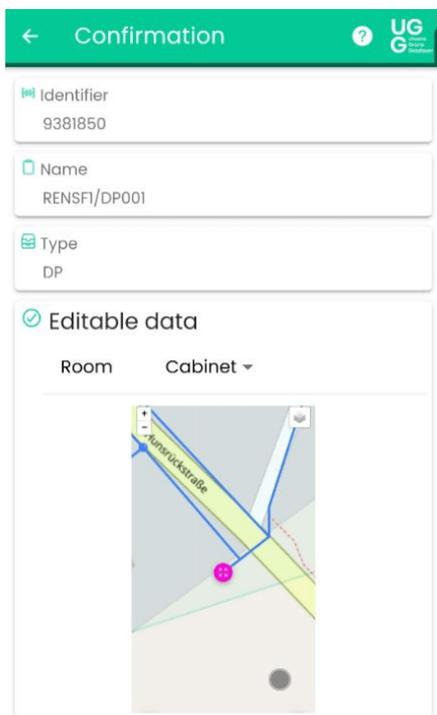


Figure 4-22

To prove that the work for this DP has been completed, you must provide the following evidence in the form of photographs:

- - Exterior view DP
- - Interior view DP
- - Levelling of the DP
- - Photo of ducts sealed with gas blocker
- - Photo of splice cassettes with feeders
- - Photos of the splices of the installed HPs
- - Photos of all labelled ducts of the installed HPs
- - Photo before DP installation
- - Photo during DP installation

## 4.2.8 MANHOLE



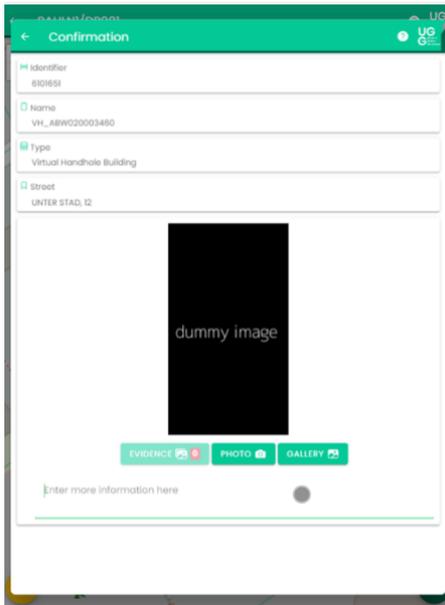
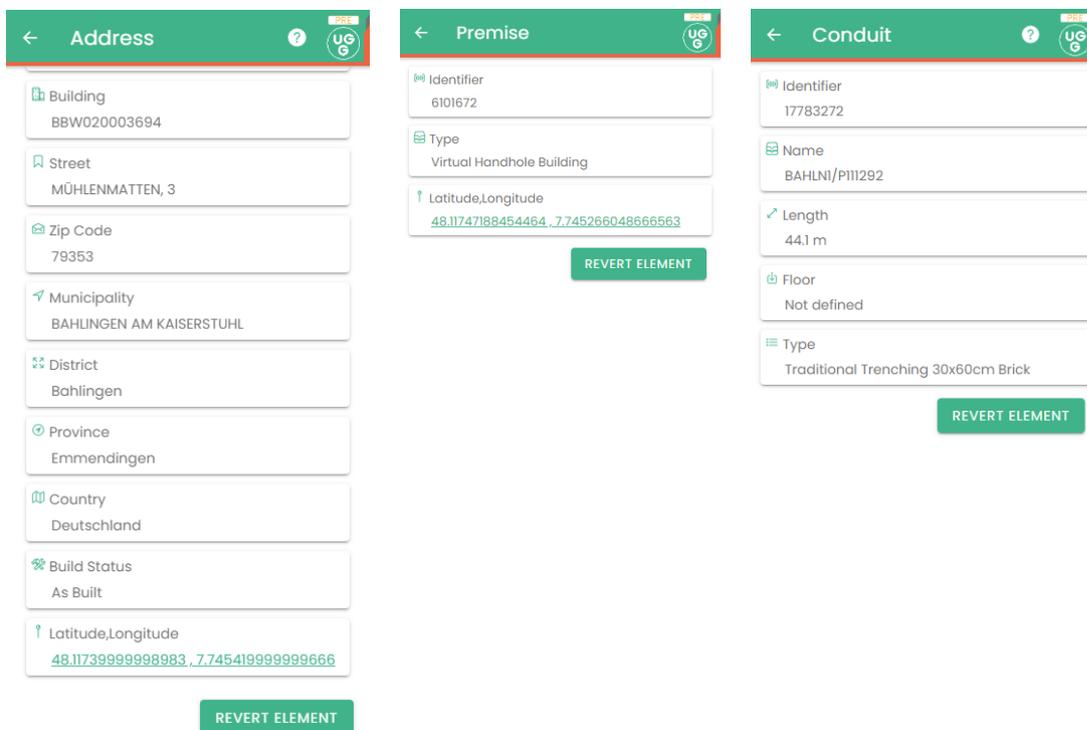


Figure 4-23

To prove that the work on this Manhole has been completed, you must take at least one photo of the Manhole here and can enter comments on it. The manhole is called Virtual Handhole Branching-

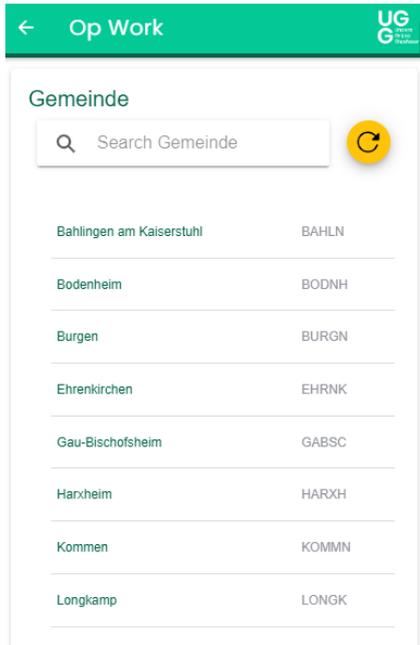
## 4.2.9 REVERT ELEMENT STATUS

User with Approver role can revert elements that were marked as built to their former status. When an approver opens an element marked as completed (green) the option Revert will show with which the element can be changed back to status "Designed" (blue).



### 4.3 OP WORK

In the OP Work phase, you can manage and document the various projects and works of a Gemeinde. First, select a Gemeinde:



Select a Gemeinde here to see its projects and tasks.

Figure 4-24

A window will open with the projects and works in the community to choose:



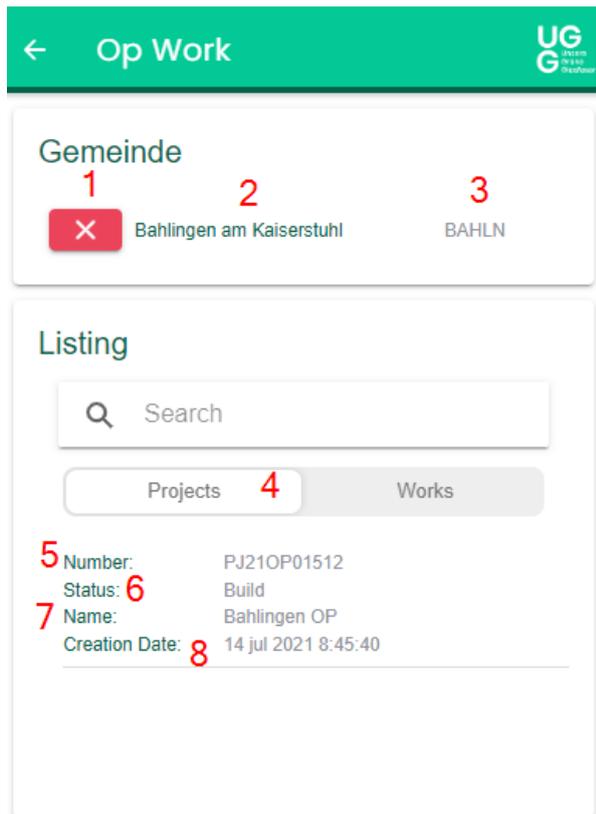


Figure 4-25

1. **Close:** Here you close the window for this Gemeinde.
  2. **Name:** Name of the Gemeinde.
  3. **Gemeinde ID.**
  4. **Projects/Works:** Here you can choose between projects and works of the Gemeinde.
- Under the tab Projects you can see the projects associated to the Gemeinde:
5. **Number:** Project ID.
  6. **Name:** Name of the project.
  7. **Status of the project.**
  8. **Creation date:** Date when the project was created.

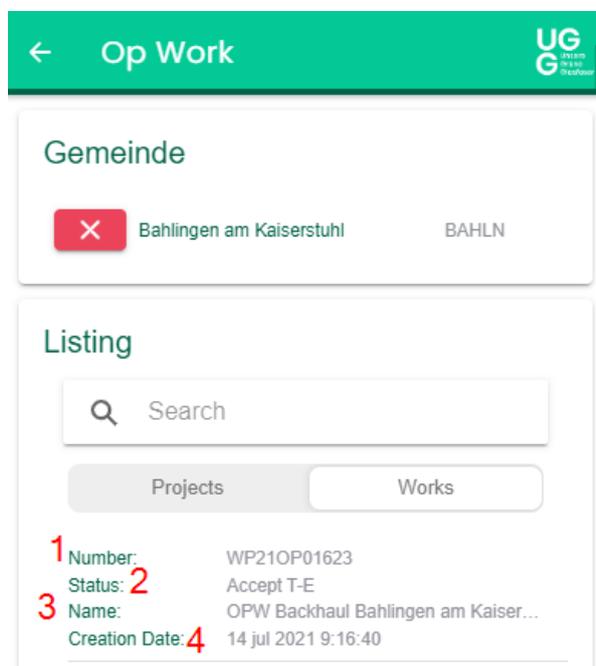


Figure 4-26

- Under the tab works you can see the works associated to the Gemeinde:
1. **Number:** Work ID.
  2. **Name:** Name of the work.
  3. **Status of the work.**
  4. **Creation Date:** Date when the work was created.

You select a project or a work by clicking on it.



### 4.3.1 PROJECTS AND WORKS

You can then update the information displayed. In the following sections, we show what information is available for the different works/projects.

#### 4.3.1.1 PROJECT

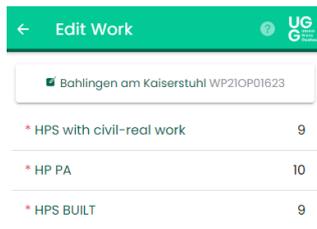
← Edit Project 	
<input checked="" type="checkbox"/> Bahlingen am Kaiserstuhl PJ21OP01512	
* Acces km real	9,6
* BH LBB km	11
* Teams in civil works (deployment) now	22
* FTES in civil works deployment now	17
* FTES in civil work (drop)	20
* Teams in blowing / splicing works	9
* FTES in blowing / splicing works	9
* Teams in inner customer connections now-real	9
* FTES in inner customer connections now-real	9
* Teams in enhausbegehung works	19
* FTES hausbegehung works	

For a DP you can provide the following information:

- Length of the access network in km
- Length of backhaul and local backbone in km
- Number of construction teams
- Number of FTE currently on construction duty
- Number of FTE currently on drop work
- Number of teams for blow-in and splice work
- Number of FTE for blow-in and splice work
- Number of teams for in-house cabling
- Number of FTE currently for in-house cabling
- Number of teams for house inspection
- Number of FTE currently for house inspections



### 4.3.1.2 DP



Work Item	Count
* HPS with civil-real work	9
* HP PA	10
* HPS BUILT	9

For a DP, you can specify the following:

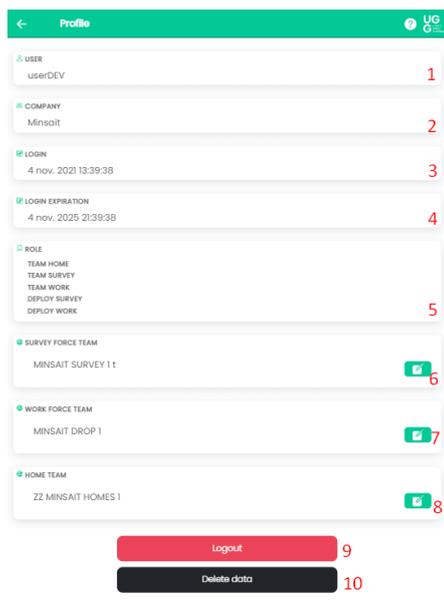
- HPs with requiring construction work
- HPs partially accepted
- HPs constructed



Figure 4-27

## 5 PROFILE

In the profile menu, you can view the current user profile. You have the option to change the active work teams.



1. USER	userDEV	1
2. COMPANY	Minsait	2
3. LOGIN	4 nov. 2021 13:39:38	3
4. LOGIN EXPIRATION	4 nov. 2025 21:39:38	4
5. ROLE	TEAM HOME TEAM SURVEY TEAM WORK DEPLOY SURVEY DEPLOY WORK	5
6. SURVEY FORCE TEAM	MINSAIT SURVEY 1 t	6
7. WORK FORCE TEAM	MINSAIT DROP 1	7
8. HOME TEAM	ZZ MINSAIT HOMES 1	8
9. Logout		9
10. Delete data		10

Figure 5-1

#### 1. Username.

**2. Company:** The company to which the user belongs.

**3. Login:** Time the User logged in.

**4. Login expiration:** the session expires automatically.

**5. User Rolls:** User roles assigned to the user.

**6. Team Survey:** You can select a team for the survey orders if you are assigned to more than one team.

**7. Team Work:** You can select a team for the Work Orders if you are assigned to more than one team.

**8. Team Home:** You can select a team for indoor installation Orders if you are assigned to more than one team.

#### 9. Log out

: Ends the active session and returns to the login window.

**10. Delete profile:** Deletes the profile data to reset the configuration.

## 6 MAINTENANCE

Under this menu option, you find a list of Gemeinde with HomeIDs to be synchronised:

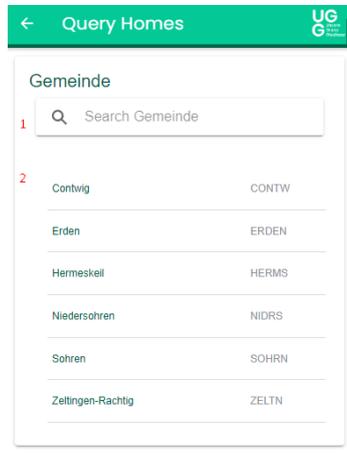


Figure 6-1

**1. Search.**

**2. List:** A list of the Gemeinde assigned to the user's company appears here.

When you select a Gemeinde, the following information appears:

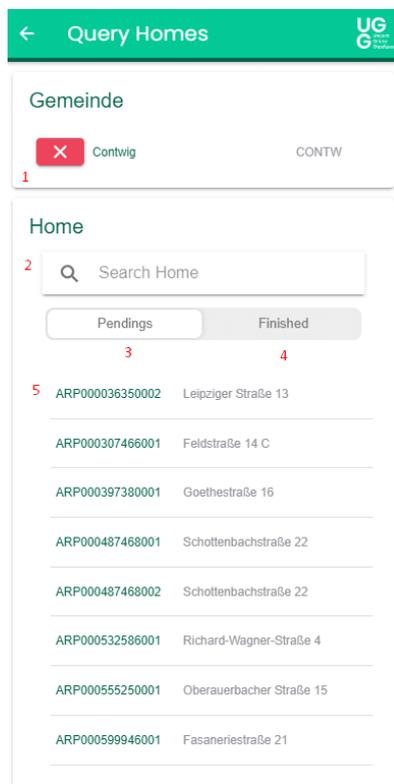


Figure 6-2

**1. Gemeinde:** Name and ID of the selected Gemeinde.

**2. Search:** Here you can search for a HomeID with upcoming synchronisation.

**3. Pending orders.**

**4. Completed orders.**

**5. List:** List of HomeIDs that meet the search criteria. You can open the order by clicking on the ID.

When you open an order, the following options appear:

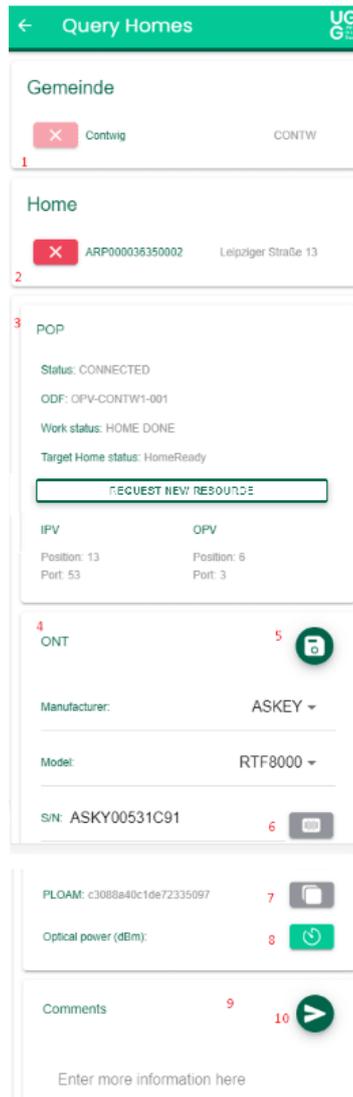


Figure 6-3

1. **Gemeinde:** Name and ID of the selected Gemeinde.
2. **Home:** HomeID and address.
3. **Details of the POP:** The information that appears cannot be changed.  
You can only request new resources for HomeIDs that are in the states "Reserved", "Connected" or "Installed". This option does not exist for HomeIDs in the states "Synchronised" or "In Use".
4. **Details of the ONT.**
5. **Save:** You can save the information.
6. **Barcode Scanner:** Here you can read in the serial number of the ONT.
7. **Copy PLOAM.**
8. **Check:** It is checked whether ONT and OLT are synchronised and the synchronisation performance is measured.
9. **Send:** Here you can finish the order. The determined data will be saved.
10. **Notes.**

If you click the option "Request new resources", the following window appears :



Figure 6-4

- You can request new resources with this form.
- Allocated IPV resources.
  - Allocated OPV resources.
  - Reasons why the allocated resources are not valid.
  - Notes.

## 7 SUPERVISION

Users with the teamWorkSupervisor role can see all jobs but cannot edit or change them.

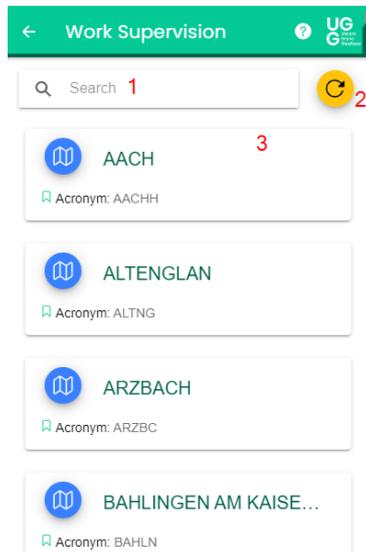


Figure 7-1

1. **Search.**
2. **Reload.**
3. **Information on the Gemeinde:** Here you will find the name and ID for the Gemeinde. You can access the map section of the Gemeinde from here.

When they select a Gemeinde, a list of DPs belonging to the Gemeinde appears with the following information and options:

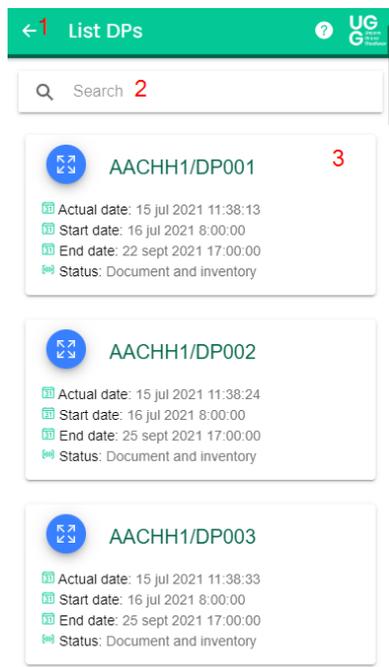


Figure 7-2

1. **Back.**
2. **Search.**
3. **Information on the DP:** Here you will find the name/ID of the DP. You can access the map section with this DP from here.

When you have selected a DP, the map appears with the following information and options:



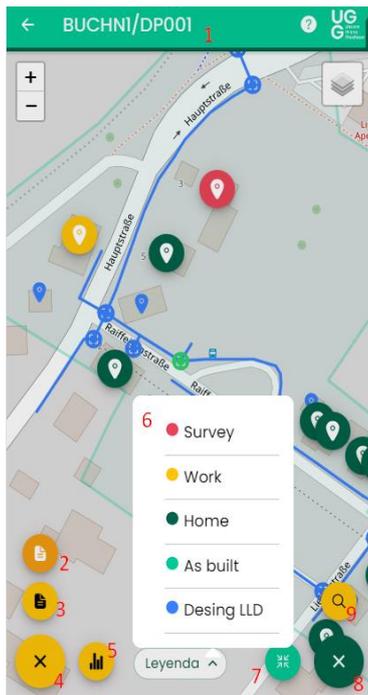


Figure 7-3

1. **DP ID.**
2. **Document:** You can view the document here.
3. **AS-built document:** Here you can view the as-built document.
4. **Close:** Here you close the left-hand menu.
5. **Statistics:** Statistical data on this DP.
6. **Legend:** Colour code for the states of the addresses.
7. **Zoom.**
8. **Close:** Here you close the right-hand side menu.
9. **Search.**

## 7.1 STATISTICS

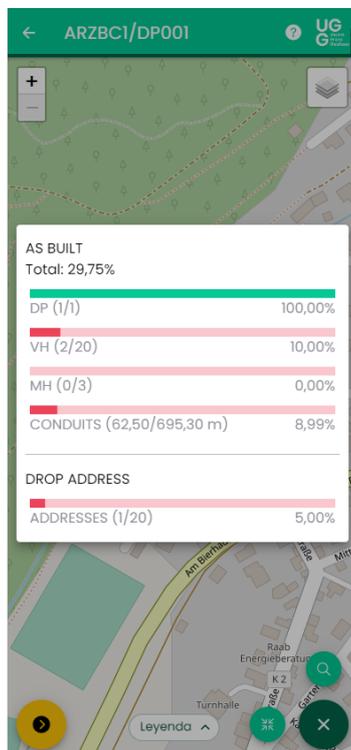


Figure 7-4

The following statistics are displayed:

- DP
- VH built/ VH planned
- MH built / MH planned
- Conduits built (m) / conduits planned (m)
- Addresses with drops built/ addresses

## 8 AUDIT TOOL

The audit tool allows to do the task of the UGG audit process that requires mobility. As for the other mobile app tools the workflow for the audit is organized in NCM. In the app the following task can be done:

- To create an audit for a ongoing work order/Gemeinde under construction (TO )
- Do an audit – check the checkpoints associated to an audit (TO)
- Report the correction of defects that were detected during the audit (CC)
- Accept the corrections made (TO)

### 8.1 AUDIT TOOL OPTIONS FOR TO

The TO's will find the following options once they access the audit tool:

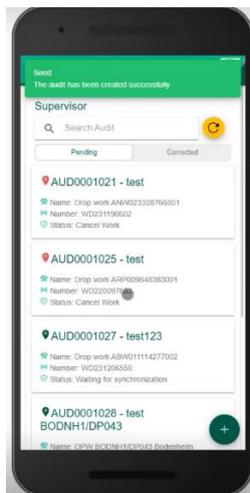


Figure 8-1

**Pending:** List of audits to be done.

**Corrected:** Audits with defects that were corrected by the construction company and are waiting that these connections are approved.

**List of audits:** You can choose an audit by clicking on it.

**New:** with the plus button you can create a new audit:

#### 8.1.1 CREATE A NEW AUDIT (TO)

Access the pending audit and start the creation of a new audit by clicking on the + button. Only the TO-roles can create new audits.

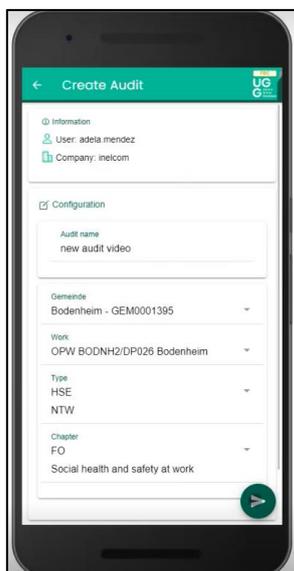


Figure 8-2

**Audit name:** You have to choose an audit name.

**Gemeinde:** You have to choose a Gemeinde where the work is going to be audited.

**Work:** You can here choose from the list of auditable works in this Gemeinde the one you want to create an audit for.

**Type:** You have to choose one or several audit types. The audit types offered are the ones possible according to your previous selections.

**Chapter:** You have to choose one or several chapter for each audit type. The chapters offered are the ones possible according to your previous selections.

**Send.** With the send button you create the audit. The audit will be assigned to yourself.

## 8.1.2 AUDITING (TO)

Access the audit tool through the menu and choose an audit from the pending list by clicking on it. Only the TO-roles can audit.

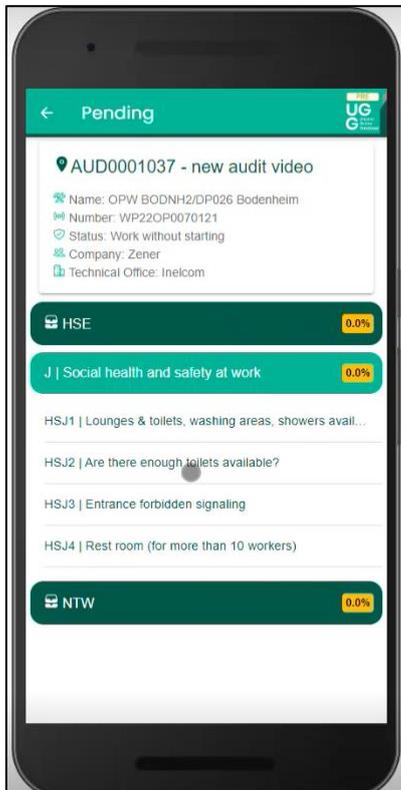


Figure 8-3

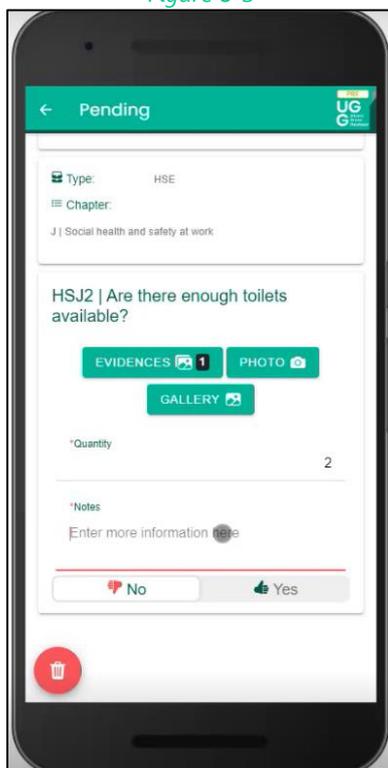


Figure 8-4

**Audit information:** On top you can see the detailed audit information.

**Audit types, chapters and checklist:** You can choose a check by unfolding the types and chapters.

**Check information:** At the top you see the details for the check.

**Evidences:** You can upload fotografic evidences. This is mandatory if you are going to choose "No", the check was not passed.

**Quantity:** You have to change the quantity if the defect is detected more than once. This is mandatory if you are going to choose "No", the check was not passed.

**Notes:**

**Yes/No:** At the end you have to choose if the check was passed or not.

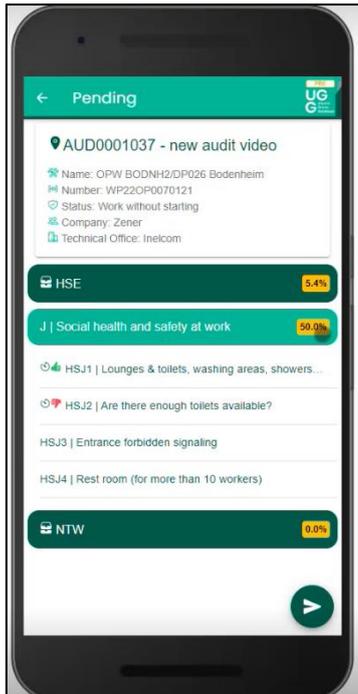


Figure 8-5

You can save the information. This will store the information locally and you can come back to do more checks. As long as the audit is not send you can report more defects.

You can also send the information any time. By sending the defects are sent to the UGG Systems.

### 8.1.3 ACCEPT/VERIFY CORRECTIONS (TO)

Access the audit tool through the menu and choose an audit from the corrected list by clicking on it. Only the TO-roles can accept/verify corrections.

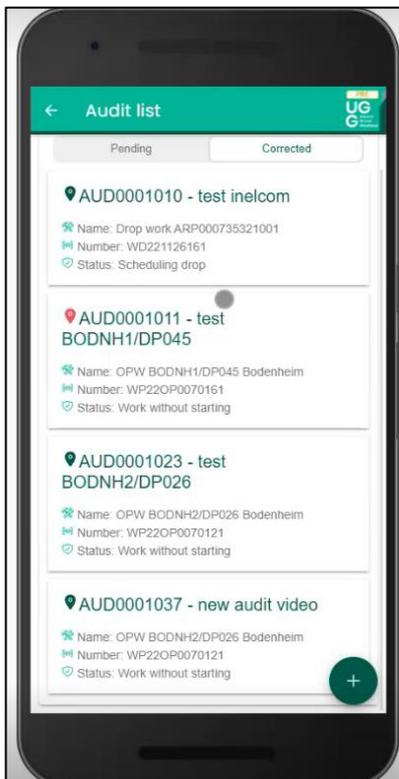


Figure 8-6

Select an audit and then the defect from this audit you want to verify.

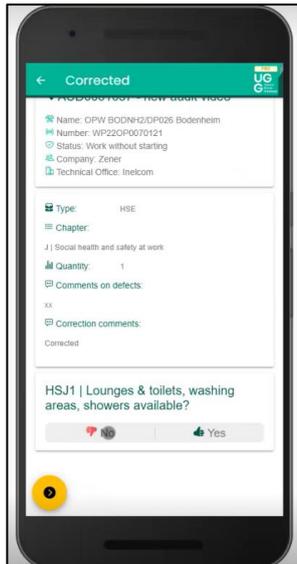


Figure 8-7

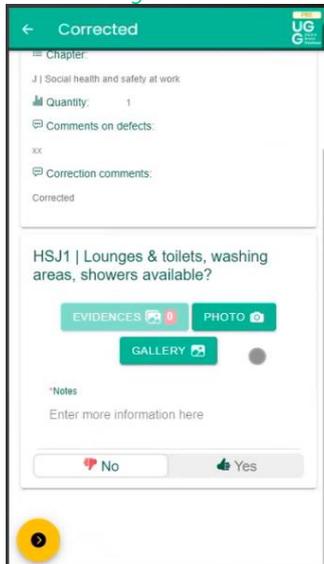


Figure 8-8

**Audit information:** General information for the audit  
**Defect information:** General information of this defect.  
**PDF of the defect:** You can display the defect with evidences for the defect and evidences for the correction.  
**Yes/No.** You can then accept or not these corrections

If you choose not to accept the corrections you will be asked for evidences that the defect persists. The defect goes back to the correction phase where the CC is notified that there are audits with defects to correct.

## 8.2 AUDIT TOOL OPTIONS FOR CC

The CC will find the following options when they access the audit tool. Only CCs can do corrections and they only see the audits that affect their works.



Figure 8-9

Menu for CCs only offers the option "Correction".

## 8.2.1 CORRECT DEFECTS (CC)

A list of audits of this CC that had defects will show:

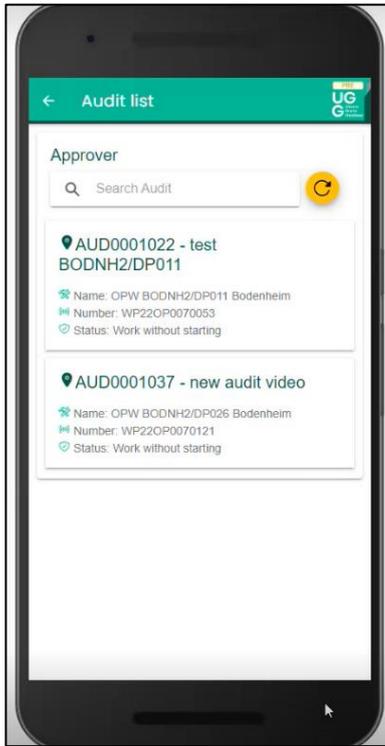


Figure 8-10

**List of audits with defects to be corrected:** You can choose an audit by clicking on it.

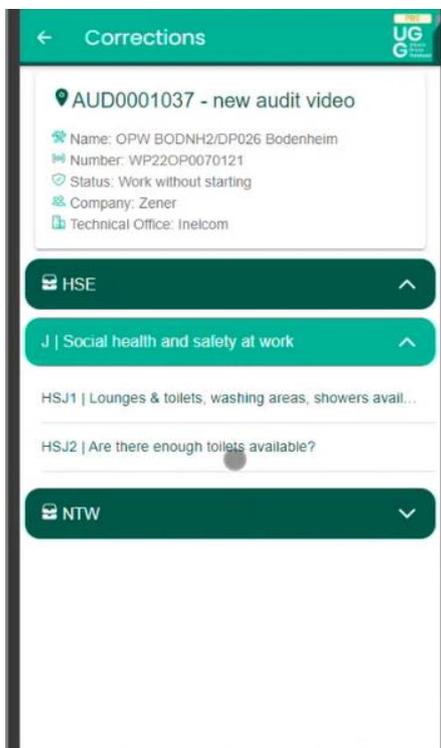


Figure 8-11

**Audit information:** General information for the audit  
**List of defects in this audit:** Choose one defect in this audit to correct.



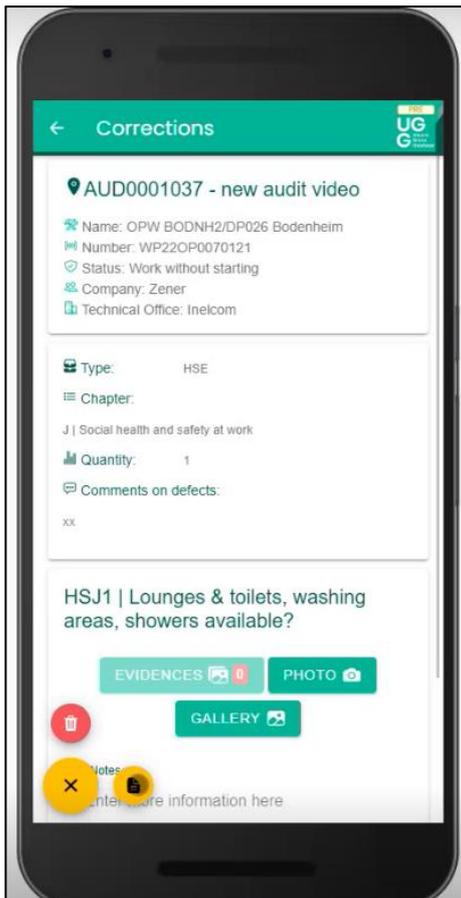


Figure 8-12

**Audit information:** General information for the audit  
**Defect:** General information of this defect.  
**Evidences for correction:** You can add fotografhic evidences for the correction of the defect.  
**Defect pdf.** You can open the report for the defect reported during the audit.



Figure 8-13

PDF report of the defect reported during the audit

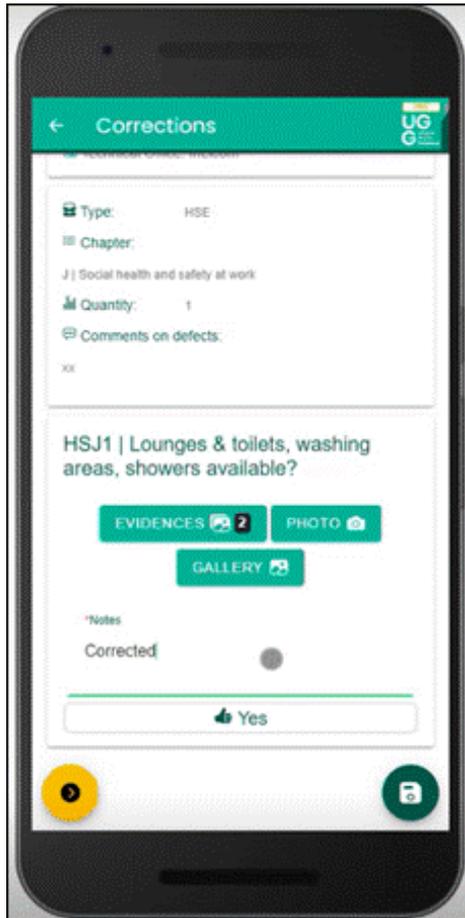


Figure 8-14

**Evidences for correction:** You can add fotografhic evidences for the correction of the defect.

**Notes:** Here you can write additional notes about the correction.

**Confirm:** You have to confirm that this defect was corrected by clicking on "Yes" and send it. That sends the information to the UGG Systems.