



Activate Your Account



ID	Permit	Manager	Resolver	Mobile No.	Organisation	Project	Location	Start	Expiry	A.	T.	Req.	Status
17	Refurbish...	Tony Gray	Richard Nut...	07744 095 9499	Montgomery an...	Project 4596...	AF Facility 03	11/02/2020 11...	15/06/2021 15...	No	Autf...	No	Autf...
16	Access Ad...	Ann Yellow	Richard Nut...	07744 095 9499	Montgomery an...	Project 4596...	Bradford Dst...	11/02/2020 11...	11/02/2020 11...	No	Plan...	No	Plan...
15	Access Ad...	Simon MB	Richard Nut...	07744 095 9499	SOTERweb Ltd.	Project 4596...	Slake Dheils...	11/02/2020 12...	11/02/2021 14...	No	Plan...	No	Request
14	Access Ad...	Ann Yellow	Richard Nut...	07744 095 9499	Montgomery an...	Project 4596...	Cookridge Oh...	22/01/2020 12...	22/01/2021 14...	No	Plan...	No	Request
13	Refurbish...	Tony Gray	Richard Nut...	07744 095 9499	Montgomery an...	Project 4596...	AF Facility 03	11/02/2020 11...	11/02/2021 15...	No	Autf...	No	Autf...
12	Access Ad...	Ann Yellow	Richard Nut...	07744 095 9499	Montgomery an...	Project 4596...	Bradford Dst...	11/02/2020 11...	11/02/2020 11...	No	Plan...	No	Plan...
11	Access Ad...	Simon MB	Richard Nut...	07744 095 9499	SOTERweb Ltd.	Project 4596...	Slake Dheils...	11/02/2020 12...	11/02/2021 14...	No	Plan...	No	Request
10	Access Ad...	Ann Yellow	Richard Nut...	07744 095 9499	Montgomery an...	Project 4596...	Cookridge Oh...	20/01/2020 12...	20/01/2021 14...	No	Plan...	No	Request
9	Refurbish...	Tony Gray	Richard Nut...	07744 095 9499	Montgomery an...	AF Facility 03	Bradford Dst...	11/02/2020 11...	11/02/2021 15...	No	Autf...	No	Autf...
8	Access Ad...	Ann Yellow	Richard Nut...	07744 095 9499	Montgomery an...	Slake Dheils...	Bradford Dst...	11/02/2020 11...	11/02/2021 15...	No	Plan...	No	Plan...
7	Access Ad...	Simon MB	Richard Nut...	07744 095 9499	SOTERweb Ltd.	Platform M...	Slake Dheils...	11/02/2020 12...	11/02/2021 14...	No	Plan...	No	Request
6	Access Ad...	Ann Yellow	Richard Nut...	07744 095 9499	Montgomery an...	Roof Access	Cookridge Oh...	20/01/2020 12...	20/01/2021 14...	No	Plan...	No	Request

Permit - Details

Name: Access Administration - Refurbish
Location: AF Facility 03
Project: Project 4596...
Start: 11/02/2020 11:00:00
Expiry: 11/02/2021 15:00:00
Status: Request

PERMIT - Details

Name: Access Administration - Refurbish
Location: AF Facility 03
Project: Project 4596...
Start: 11/02/2020 11:00:00
Expiry: 11/02/2021 15:00:00
Status: Request

Contractor Request Permit → Confirm Permit Request → Contractor Confirms Questions → Review Questions & Documents → Start/Finish Work → Close Permit

Activate Your Account

PROCEDURE PURPOSE

This procedure will guide you through the process to Activate your SOTERweb USER Account and direct you to other User Guides.

PREREQUISITES

To have received an Activation email from the SOTERweb System Administrator.

Note:

Maximum file size for uploads must be **less than 5MB**

Activation Email

Via your System Administrator you will receive an email inviting you to access the system. This email will look similar to that detailed below and will incorporate the necessary information to Activate your account with ease.

Dear Rik Hutchins

SOTERweb is an Estates based Computer Aided Facilities Management System (CAFM) operated by University of Greenwich. A member of your own organisation supported by the system internal champion at University of Greenwich Mr Paul Lambert identified you as being a system administrator for your organisation.

As system administrator you will be able to

- Check and update your organisational data held on the system,
- Update details of services your organisation provides to University of Greenwich,
- Upload insurance certificates,
- Upload accreditations,
- Add details of other individuals within your organisation who are likely to undertake work for University of Greenwich.

To activate your account please click [Activate Account](#) where you will be asked to enter a password. For Information: This code expires in 24 Hours at **03/05/2022 19:15** and can be used only once.

You can use the following link for future access to University of Greenwich [SOTERweb](#) Web Site. For ease we recommend bookmarking this page or add it to your favourites.

Regards

University of Greenwich

SOTERweb the Computer Aided Facilities Management System (CAFM) operated by University of Greenwich [Click to Login](#)

Do not reply to this email. If you require further information please contact your University of Greenwich SOTERweb system administrator.



Click to Activate

Clicking on the green text (link) will take you directly to the SOTERweb website.

Step 1

Dear Rik Hutchins

SOTERweb is an Estates based Computer Aided Facilities Management System (CAFM) operated by University of Greenwich. A member of your own organisation supported by the system internal champion at University of Greenwich Mr Paul Lambert identified you as being a system administrator for your organisation.

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Regards

University of Greenwich

Step 1

Click on the link to reset and update your password.

SOTERweb the Computer

[Click to Login](#)

Do not reply to this email. If you require further information please contact your University of Greenwich SOTERweb system administrator.

Complete the Activate screen

Activate / Reset Password



Username
FredBloggs3

Reset code
20220504172840458694-38MQq86TYP0Go

New Password
.....

Confirm New Password
.....

2797

show another code

Accept

Remember me (for 30 days)

Passwords must be > 12 Characters, and
Contain 1 Lower Case Letters
Contain 1 Upper Case Letters
Contain 1 Numbers
Contain 1 Special Characters !@#\$%^&*()

Step 2

1. Enter and confirm a password (note the requirements for the password).
2. Enter Security Code.
3. Click remember me.
4. Press the button 'Accept'..














Home Screen




You will arrive at your home screen
Now...lets look at the icons and explain what these do



Icon - Description

Icons	What They Do
	Log Out of SOTER As simple as it sounds, it logs you off the system.
	My Profile Details Allows you to change your name, location, telephone number, job title and email address, as well as the number of rows you wish SOTERweb to show you on a screen, fonts and font sizes.
	Change My Password As the name suggests, change your password as and when you feel it is necessary.
	Favourites Navigate directly to your favourite screens.
	Dashboards View your dashboard tiles.
	Control Panel Dependent upon your profile get into the engine room. This is part which controls the entire system.
	User Guides A number of user friendly guides like this one covering all of the system can be found here.
	Technical Help Files Uncertain of anything technical on SOTERweb? Then help is available through our Technical Help Files.
	Suggestions We aim to keep the in tip top form so please let us have your suggestions to make it even better!
	Search Quickly get to where you need to be by completing the search facility.
	Home Get back to where you started



Change My Details

Click on [My Profile Details](#)  icon to update your contact information and then press save.

 Save  Exit

My Profile


Login Name	<input type="text" value="TestProfile2"/>	Login Password	<input type="password" value="*****"/>
Profile	<input type="text" value="Power User (Internal)"/>		
Full Name	<input type="text" value="Rik Hutchins (Test Profile 2)"/>	Job Title	<input type="text"/>
Location	<input type="text"/>	E-Mail	<input type="text" value="rik@montgomeryandcoupers.co.uk"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Font Grid Headers (Fontname,Size,Bold)	<input type="text" value="Default"/> <input type="button" value="v"/> <input type="text" value="Default"/> <input type="button" value="v"/> <input type="text" value="Default"/> <input type="button" value="v"/>	Font Grid Data (Fontname,Size)	<input type="text" value="Default"/> <input type="button" value="v"/> <input type="text" value="Default"/> <input type="button" value="v"/>
Display Rows	<input type="text" value="999"/> <input type="button" value="v"/>		
Browser Details	Browser:Firefox Type:Firefox99 Version:99.0 Version:99.0 Agent:Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:99.0) Gecko/20100101 Firefox/99.0 Device:PC		
User Details	Profile:[Power User (Internal)] Organisation:[1] Organisation Contact:[43] Type:[Organisation] Department:[All]		

Notes

1. Login Name, Password and Profile are **not** editable on this screen.
2. Display rows allows you to change the number of rows you can see on a screen (to suite your screen size and resolution) – dependant upon personal views set it your requirements. Set it to 999 to negate the need to click through pages when looking at a lot of data.
3. Fonts can be changed to suit your particular needs.




Change Password


Click on the **password**  icon to update your password at any time.

1. Enter and confirm a password (note the requirements for the password).
2. Enter Security Code.
3. Click remember me.
4. Press the button 'Accept'..


Activate / Reset Password




Existing password


 Enter existing password


New Password




Confirm New Password





 Show another code

Enter the Code ...

 **Accept**

Remember me (for 30 days)

Passwords must be > 12 Characters, and
Contain 1 Lower Case Letters
Contain 1 Upper Case Letters
Contain 1 Numbers
Contain 1 Special Characters !@%&()*#


Quick Access Favourites

soterweb[®] Estate Facilities Management System



Favourites



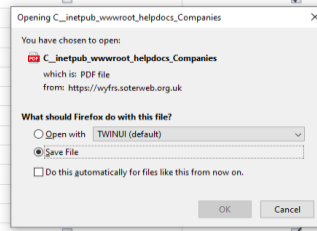
Click on the **favourites**  icon throughout the system to add and remove module tiles to your favourites screen.



Download User Guides

Contractor Management System

Name	File Size	Is Read Only	Exists	Extension	Attributes	...	
Actions.pdf		816883	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies - Accreditation.pdf		696723	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies - Activate Account.pdf		914055	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies - Activation Send Email.pdf		861438	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies - Communication.pdf		621785	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies - Contacts.pdf		756602	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies - Insurances.pdf		716164	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies - Send Activation Email.pdf		861430	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies - Services.pdf		497965	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Companies.pdf		762832	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Control Panel - Edt Lists.pdf		559125	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Control Panel - Edt Standard Text (Email Templates).pdf		551926	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Control Panel - Email Routing.pdf		468015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Control Panel - eNotes.pdf		505691	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Control Panel - Menus.pdf		525370	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Control Panel - Parameters.pdf		519734	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Control Panel - Profile Menu (Links).pdf		578589	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Control Panel - Profiles.pdf		447263	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Email Interface.pdf		304587	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Estate - View - Location - Documents.pdf		644996	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Project - Access Site.pdf		378173	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Project - Permits.pdf		776848	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
Project - View - Permit Type Dataset.pdf		699405	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
SOTER Datasheet.pdf		247977	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	
SOTER Setup Process Guide.pdf		297789	<input type="checkbox"/>	<input checked="" type="checkbox"/>	.pdf	Archive	



Click the **user guide**  icon

...scroll down to the document you want, click on the PDF icon and save to your desktop before pressing home.

END OF DOCUMENT