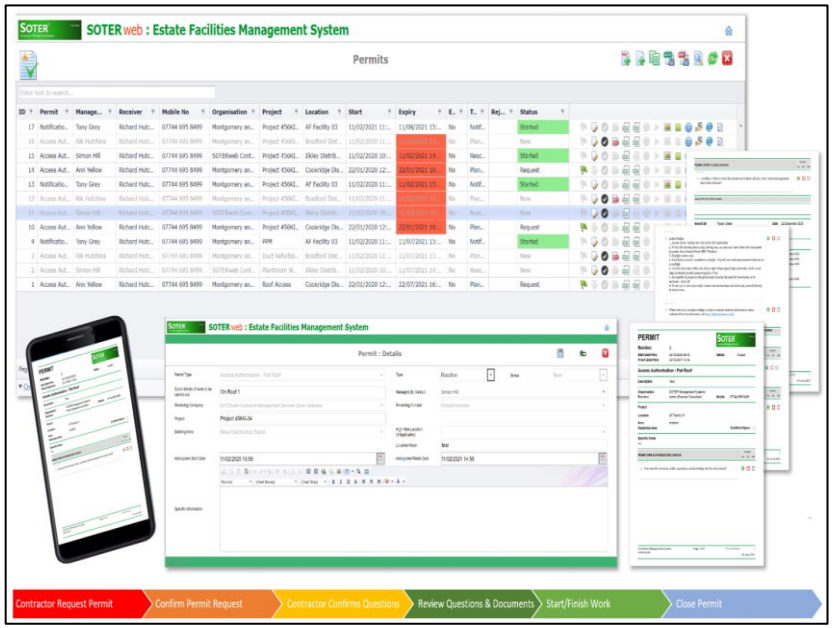
soterweb®
ADVANCED CAFM INTELLIGENCE

Activate Your Account



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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**

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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.

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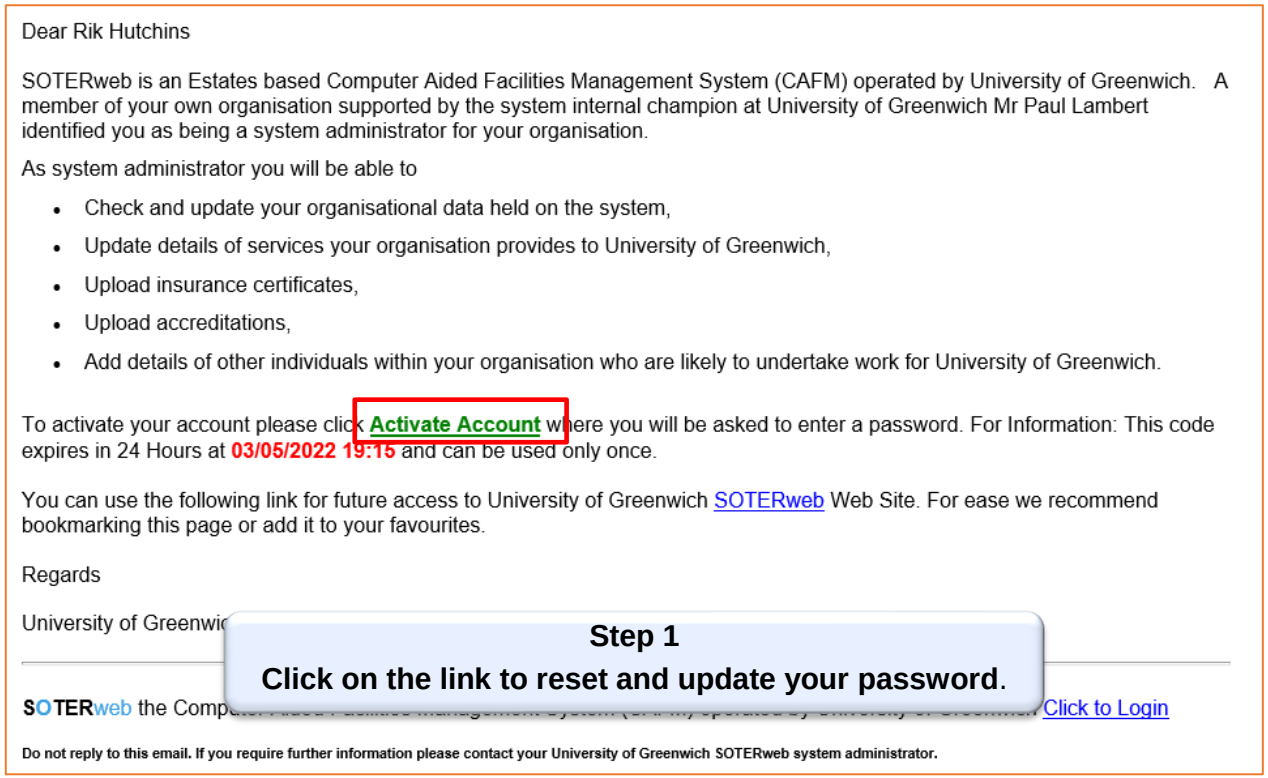
Click to Activate

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

Step 1



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Regards

University of Greenwi

Step 1

Click on the link to reset and update your password.

SOTERweb the Comp Click to Login

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

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Complete the Activate screen

soterweb® Estate Facilities Management System

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’..

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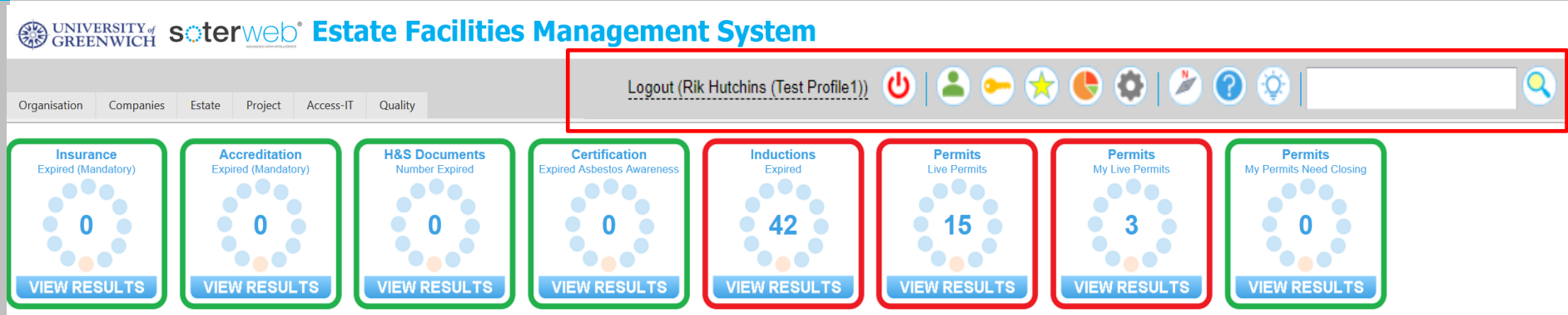
Home Screen



You will arrive at your home screen

Now…lets look at the icons and explain what these do

Rik Hutchins (Test Profile 2) System Licensed Until 10/01/2023
(Browser:Firefox99 / PC)
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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

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Change My Details

Click on My Profile Details icon to update your contact information and then press save.

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.

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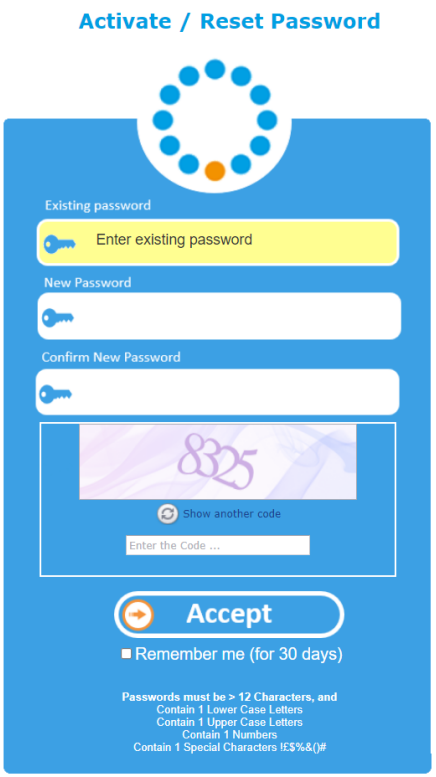
Change Password

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’..

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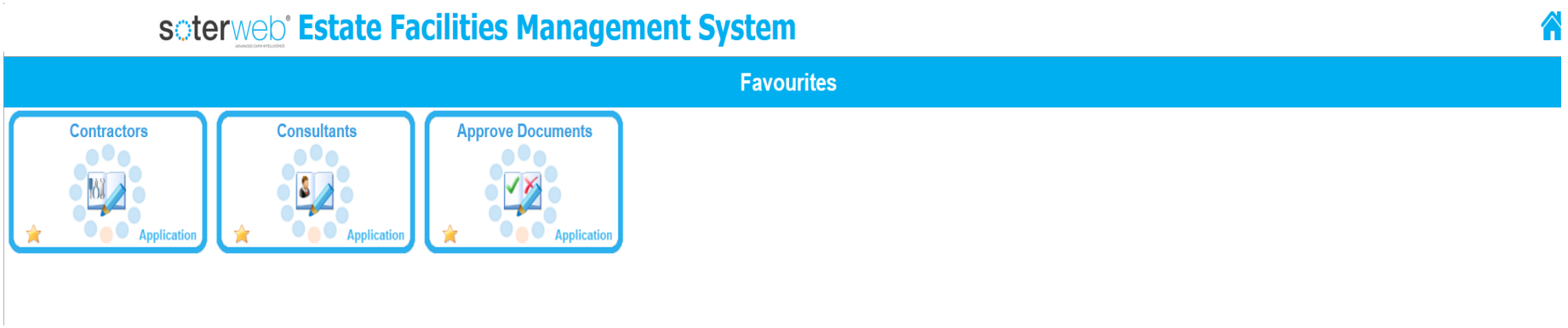
Quick Access Favourites



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

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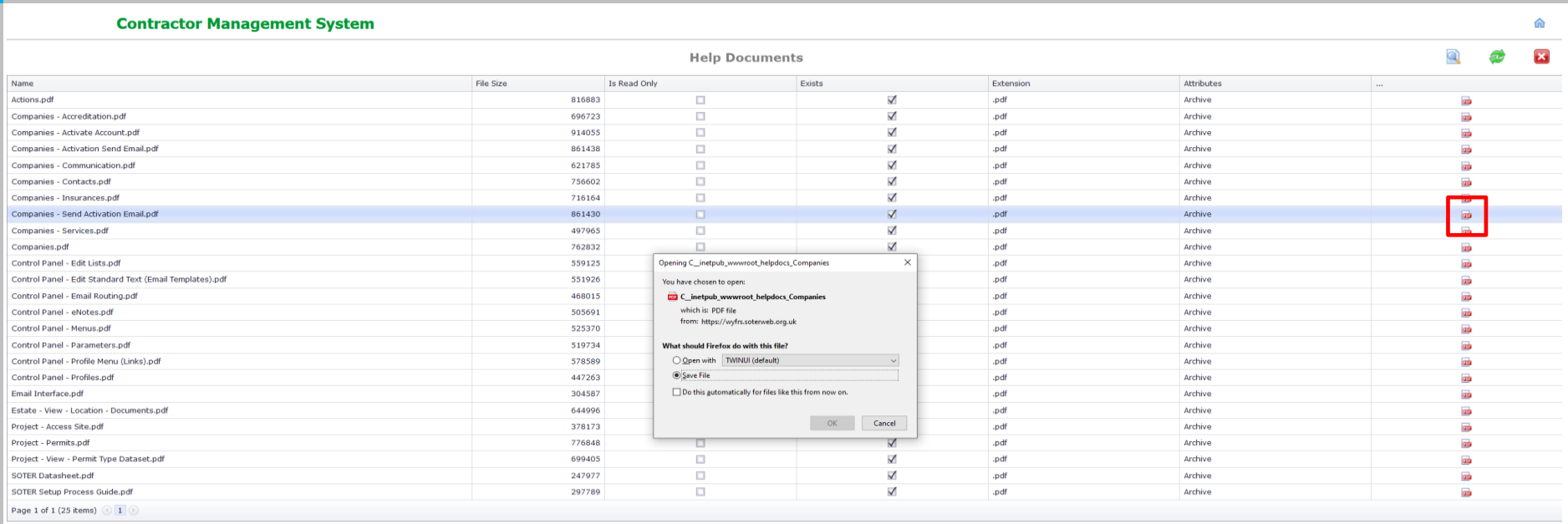
Download User Guides



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.

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END OF DOCUMENT

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