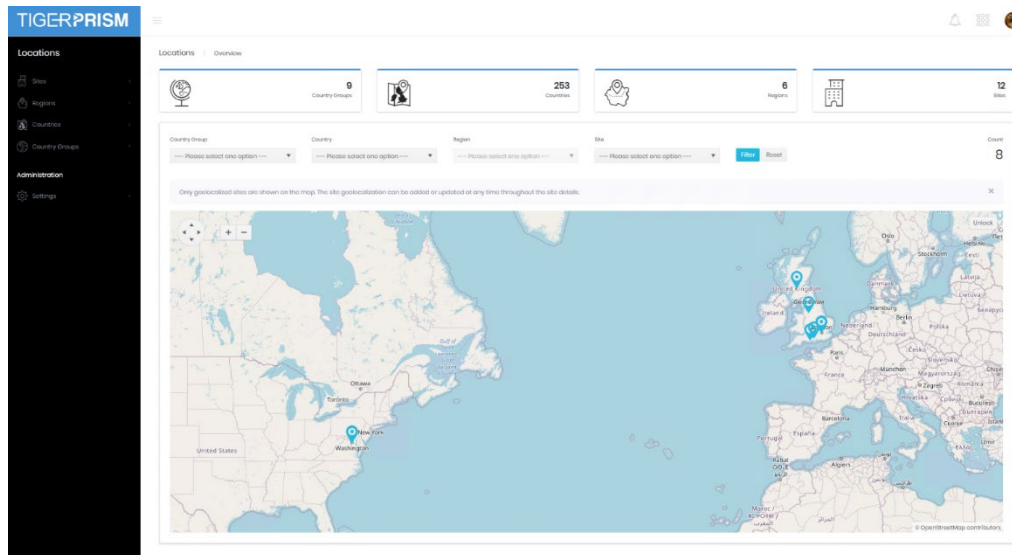


Enterprise \ Prism Locations

Overview

The Locations Overview page gives a breakdown of the defined sites in the Prism system. These allow a geographical view of where these sites are across the globe.



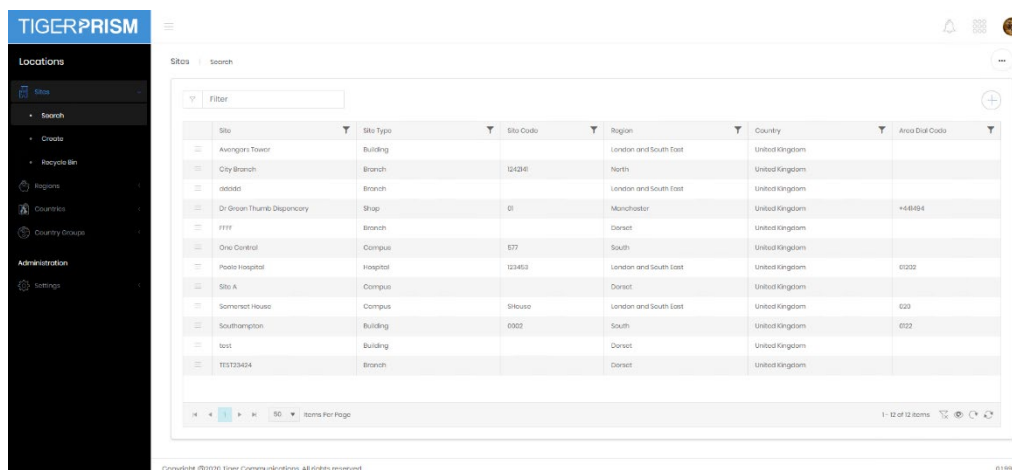
The top of the page displays the numbers of country groups, countries, regions and sites currently defined in the system. How these are defined is detailed in the following sections.

Below the summary tiles is a filter and map combination. The map shows any and all sites which match the criteria set in the filter and will zoom to display all of those sites.

Sites

Search

The search page shows a list of all existing sites configured in the system. From here you can filter the sites and select one to view or edit the [Detail](#) page. For grid controls see common features.



Create

Site creation is run through a process with six stages.

Stage 1 allows you to choose a country for the site, and within that to choose or define a region. Regions can be geographical or can reflect zones of business. An individual region is limited to a single country although several different countries can contain regions with the same name. At this stage you can also select, or define, the type of site you are creating. Several types are preconfigured, and a system administrator can add more to the selection in the [Settings](#) page. Finally, you must provide a site name and, optionally, a site code and dial code as well.

Sites | Create

1 2 3 4 5 6

Site Details Location Photo Notes Custom Fields Completed

Region

Country*
United Kingdom

Time Zone*
GMT Standard Time - (UTC+00:00) Dublin

Region*
South West

Details

Site Type*
Headquarters

Site Code
TC01

Site*
Tiger Communications HQ

Area Dial Code
01425

Stage 2 defines the specific location of the site. Here you can configure the address and place a map pin for the site. These details are all optional. To place the pin simply zoom the map to the correct position, click and drag to pan the map to the right area then click on the map to drop the site's pin.

Sites | Create

1 2 3 4 5 6

Site Details Location Photo Notes Custom Fields Completed

Address

Address Line 1
77-79 Christchurch Road

City
Ringwood

Address Line 2

County
HAMPSHIRE

Address Line 3

Postcode
BH24 1DH

Geo-Localization

Search your location using the search box or navigate through the map to select the location.

Latitude
50.843129


Longitude
-1.786866

Stage 3 allows for a picture upload to represent the site. Both a full picture and a thumbnail are generated from the selected picture file. Click the Browse button to find and upload a local image file. Click clear to remove the currently applied picture. The main image and thumbnail image both have zoom selectors (for larger pictures) and both can be dragged within their boxes to adjust the focus correctly.

Sites | Create


1

2



4

5



Site DetailsLocationPhotoNotesCustom FieldsCompleted


Photo

Browse


TIGER_250x125.png


Clear


Image



Thumbnail







< Previous


> Next

Stage 4 gives the option to enter notes for the site in rich text format. Links and pictures can be embedded in the notes field.

Sites | Create


1

2



4

5





Site DetailsLocationPhotoNotesCustom FieldsCompleted


Notes


Paragraph

B **I** **U**









Main office for the United Kingdom
Primary telephone +441425891000

< Previous

> Next

Stage 5 displays any configured custom site fields. These fields are defined by a system administrator in the [Settings](#) page and can contain any details not included in the standard site fields.

Sites | Create

1 Site Details 2 Location Photo 4 Notes 5 Custom Fields Completed

Custom Fields

Opening and Closing Times

0900 - 1730

Employee Capacity

45

Site Manager

Ben Nicklen

< Previous > Next

Stage 6 shows a summary of the information provided before finally creating the site record. At any stage before the final Submit button is pressed you can navigate back within the process to correct errors or change details.

Sites | Create

1 Site Details 2 Location Photo 4 Notes 5 Custom Fields Completed

Summary

Expand All

1. Site Details

Region

Country: United Kingdom Region: South West

Time Zone: GMT Standard Time - (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Details

Site Type: Headquarters Site Code: TC01

Site: Tiger Communications HQ Area Dial Code: 01425

2. Location

3. Photo

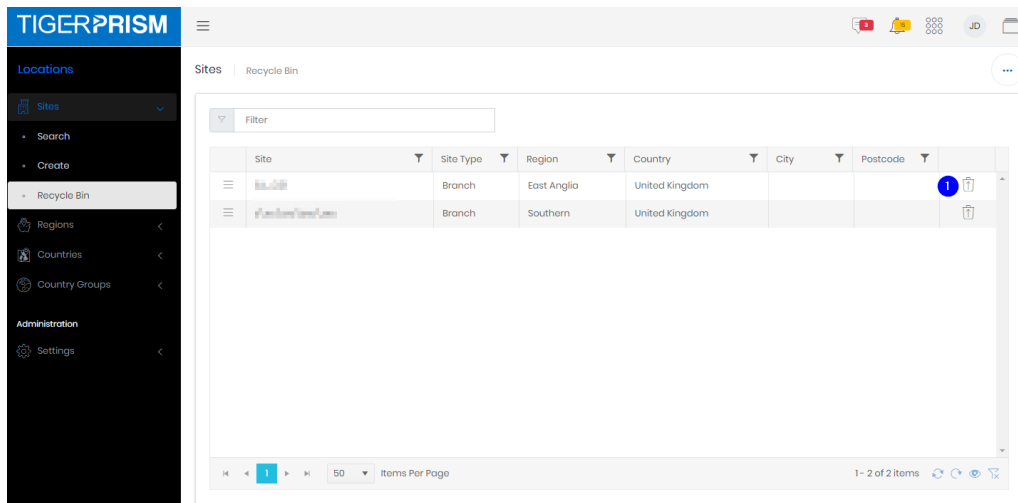
4. Notes

5. Custom Fields

< Previous ✓ Submit

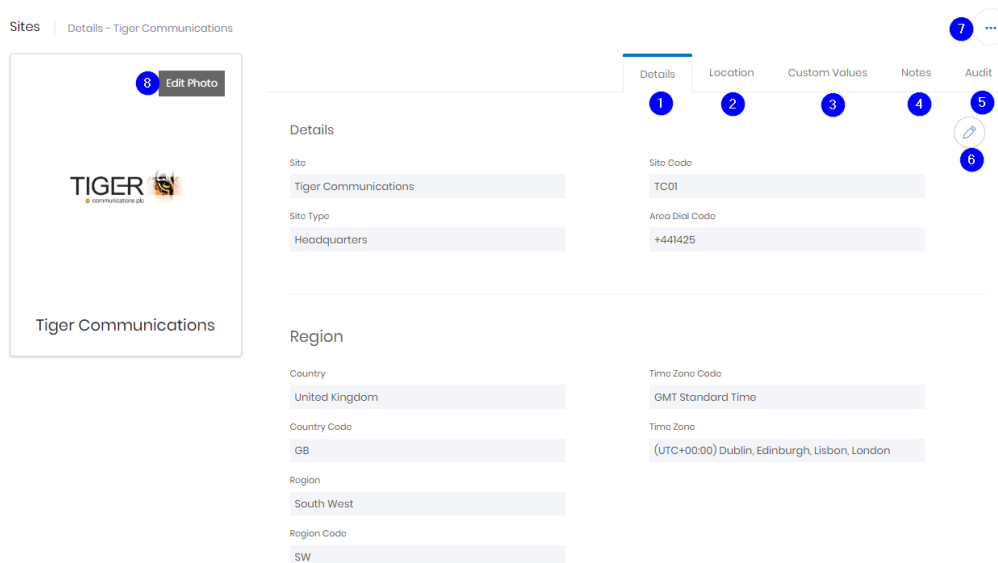
Recycle Bin

The Recycle bin page looks very similar to the search page and has all of the same controls plus an additional one (1). This button will restore the deleted site.



Detail page

The detail page for a site displays all relevant information configured against the location. It includes defined name, type, code, and regional information (1), the address and map point (2), any notes and values entered against the bespoke fields that can be configured by a system administrator (3 and 4).



The 5th tab (5) shows audit information including the creator and last modifier of the record, as well as the dates of creation and modification.

Each tab has an edit button (6) which allows the information on that tab to be modified. Once on the edit page there are three further controls



Save changes (1) – submit changes and return to the details page

Reset changes (2) – discard any changes but stay in edit mode

Cancel (3) – discard any changes and return to the details page

Above the tabs on the page is the ellipsis icon (7). This contains the delete command. Once confirmed the site is deleted and moved into the Recycle Bin.

The site picture on the details page can be edited (8). Either a new image can be selected, or the existing one can be zoomed, panned or cleared as required.

Regions

Regions can be defined to represent an area of a country. A single country can have any number of regions, but each region must exist within a single country only.

A region has a name, which needs to be unique for the country it is linked to, and a code (optional and uniqueness is not enforced). ; for example both the United Kingdom and France could have regions defined with a name of “South” and region code “S” but a second region in either country could not have the name “South” as well.

As sites are created, they must be placed in a region to define them geographically. This means that you must have at least one region defined before sites can be created.

Manage

The management page shows all defined regions, showing the country they are in, the Country group (if one is defined) and the number of sites assigned to each region. For grid controls see common features.

| Country | Country Code | Region | Region Code | Country Group | Sites Count |
|----------------|--------------|-----------------------|-------------|---------------|-------------|
| United Kingdom | GB | North | N | Europe | 1 |
| United Kingdom | GB | South | S | Europe | 2 |
| United Kingdom | GB | London and South East | LSE | Europe | 4 |
| United Kingdom | GB | Wales | Wales | Europe | 0 |
| United Kingdom | GB | Dorset | Dorset | Europe | 5 |
| United Kingdom | GB | Manchester | Mn | Europe | 1 |

| Country | Country Code | Region | Country Group | Country Group Code | Region Code | Sites Count |
|----------------------------------|--------------|------------------|-------------------------------|--------------------|-------------|-------------|
| --- Please select one option --- | GB | North | Europe Middle East And Africa | EMEA | N | 2 |
| Faroe Islands | GB | Southern | Europe Middle East And Africa | EMEA | SO | 3 |
| Fiji | GB | South West | Europe Middle East And Africa | EMEA | SW | 3 |
| France | AD | Alps | Europe Middle East And Africa | EMEA | | 0 |
| French Guiana | GB | West | Europe Middle East And Africa | EMEA | | 1 |
| French Polynesia | SC | Paradise Islands | | | PI | 1 |

Creating a new entry, or editing an existing one, allows the Country (1), Region (2) and Region Code (3) to be selected, edited or defined. Once finished with the definition, click the tick to submit the change, or the cross to discard (4).

Countries

The countries page shows all countries by name and code, as well as showing to which country group (if any) they have been added, and how many regions have been defined per country.

Manage

The management page shows a list of countries. For grid controls see common features.

TIGERPRISM

Locations

- Sites
- Regions
- Countries
- Manage
- Country Groups

Administration

- Settings

Countries | Manage

Filter

| Country | Country Code | Country Group | Country Group Code | Regions Count |
|---------------------|--------------|---------------|--------------------|---------------|
| Afghanistan | AF | Asia | ASI | 0 |
| Aland | AX | EMEA | EMEA | 0 |
| Albania | AL | EMEA | EMEA | 0 |
| Algeria | DZ | Africa | AFR | 0 |
| American Samoa | AS | Oceania | OCE | 0 |
| Andorra | AD | EMEA | EMEA | 0 |
| Angola | AO | Africa | AFR | 0 |
| Anguilla | AI | Caribbean | CAR | 0 |
| Antarctica | AQ | Caribbean | CAR | 0 |
| Antigua and Barbuda | AG | Caribbean | CAR | 0 |
| Argentina | AR | South America | SAM | 0 |
| Armenia | AM | Asia | ASI | 0 |
| Aruba | AW | Caribbean | CAR | 0 |

1 - 50 of 253 items

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Editing a Country entry allows assignment to a different Country Group.

Country Groups

Country Groups allow Prism to treat defined sets of countries as single entities, for example Europe, Middle East and Africa as EMEA. This allows for simple top-level global reporting without needing complex filtering.

Manage

The Country Groups management page shows a list of the currently defined groups, each group can be expanded to show the countries allocated to it. No country can be in more than one Country Group. For grid controls see common features.

TIGERPRISM

Locations

- Sites
- Regions
- Countries
- Country Groups
- Manage

Administration

- Settings

Country Groups | Manage

Filter

| Country Group | Country Group Code | Countries |
|-----------------|--------------------|---------------------------|
| Africa | AFR | 60 Manage |
| Asia | ASI | 59 Manage |
| Caribbean | CAR | 32 Manage |
| Central America | CAM | 7 Manage |
| Europe | EUR | 46 Manage |
| North America | NAM | 6 Manage |
| Oceania | OCE | 25 Manage |
| South America | SAM | 15 Manage |
| EMEA | EMEA | 6 Manage |

1 - 9 of 9 items

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Add or edit a Country Group

After clicking the add Group button you are presented with a blank row

Country Groups | Manage

| Country Group | Country Group Code | Countries |
|----------------------|----------------------|---------------------------------------------------------------------------|
| <input type="text"/> | <input type="text"/> | <div> <input checked="" type="checkbox"/> <input type="checkbox"/> </div> |

Enter the name of the Group (1), and a code (2) to refer to it then click the tick to create the entry, or the cross to discard it (3).

Editing an existing group works exactly like creating a new one, the Country Group name and code become editable and the tick or cross commit or discard the changes.

Country Selection

To add or remove countries from Country Groups click the Manage link in the Countries column.

Latin America and North America - Countries

| <input type="checkbox"/> | Country C... | Country |
|-------------------------------------|--------------|----------------------|
| <input type="checkbox"/> | UG | Uganda |
| <input type="checkbox"/> | UA | Ukraine |
| <input type="checkbox"/> | AE | United Arab Emirates |
| <input type="checkbox"/> | GB | United Kingdom |
| <input checked="" type="checkbox"/> | US | United States |
| <input type="checkbox"/> | UY | Uruguay |
| <input type="checkbox"/> | UZ | Uzbekistan |
| <input type="checkbox"/> | VU | Vanuatu |
| <input type="checkbox"/> | VA | Vatican City |

The country selection dialogue allows a filter (1) to speed up finding countries. To add or remove a country from the group tick or untick the box to the left. A country which is struck through (3) is already in a different Country Group, and therefore cannot be selected in the current one. Once you have made all the required changes, click confirm to return to the Manage page.

Administration - Settings

Sites

The Sites settings are only available to system administrators. There are two tabs available.

Site Types

Site types define what each site represents. Headquarters, offices, branches, data centres, anything can be configured to help represent a company's structure.

| Site Type Name | Sites Count |
|----------------|-------------|
| Branch | 5 |
| Building | 3 |
| Campus | 3 |
| Centre | 0 |
| Data Centre | 0 |
| Headquarters | 0 |
| Hospital | 1 |
| Location | 0 |
| Office | 0 |
| Outlet | 0 |
| Shop | 1 |

The Site Types pages shows a list of currently configured entries and how many sites currently use them. New entries can be added with the plus button and existing ones can be edited or deleted with the controls on each row. A Site Type cannot be destroyed if sites are currently using it.

Custom Fields

Enabled Custom fields appear in the details page for every site.

| Display order | Field name | Is visible | Updated By | Updated |
|---------------|-----------------------|------------|---------------|---------------------|
| 1 | Is a HUB | ✓ | Matt Ringcoll | 01/06/2020 10:43:27 |
| 2 | Has back office staff | ✓ | Matt Ringcoll | 01/06/2020 10:43:27 |
| 3 | Has gateway installed | ✓ | Matt Ringcoll | 01/06/2020 10:43:27 |
| 4 | Field_Label_4 | ✗ | | |
| 5 | Field_Label_5 | ✗ | | |
| 6 | Field_Label_6 | ✗ | | |
| 7 | Field_Label_7 | ✗ | | |
| 8 | Field_Label_8 | ✗ | | |

Here you can define which ones are available and visible to users, and what the label on those will be. Simply click the edit button to edit and define the fields.

Sites | Settings

Site Types | Custom Fields

Custom Fields

Please define and adjust the custom fields in the table below. Click at each cell to edit the values, use the first cell to drag-drop the records to set the order and use the 'Is Visible' column to set the visibility of the fields.

| | Field name | Is visible |
|---|-----------------------|------------|
| 1 | Is a HUB | 2 |
| | Has back office staff | |
| | Has gateway installed | |
| | Field_Label_4 | |
| | Field_Label_5 | |
| | Field_Label_6 | |
| | Field_Label_7 | |
| | Field_Label_8 | |

Click on the current label to edit it. You can reorder the fields by clicking and dragging the handle icon (1). The visibility of the field can be changed by ticking or unticking the “is Visible” box (2).