

Site Characteristics User Manual

Document Information

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Author(s)			
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Change History

Version	Date	Description	Author
0.1	05/17/2023	User Manual	

Introduction:

- The document outlines the technical solution for updating the Site Characteristics in Orion and outlines the data flow between the systems Orion, ITSM & NRS.

Scope:

This document provides information about the activities below.

1. Create HOP
2. Modify Site Characteristic under HOP Cover sheet
3. Orion – ITSM

Case-1: Updates via HOP Process

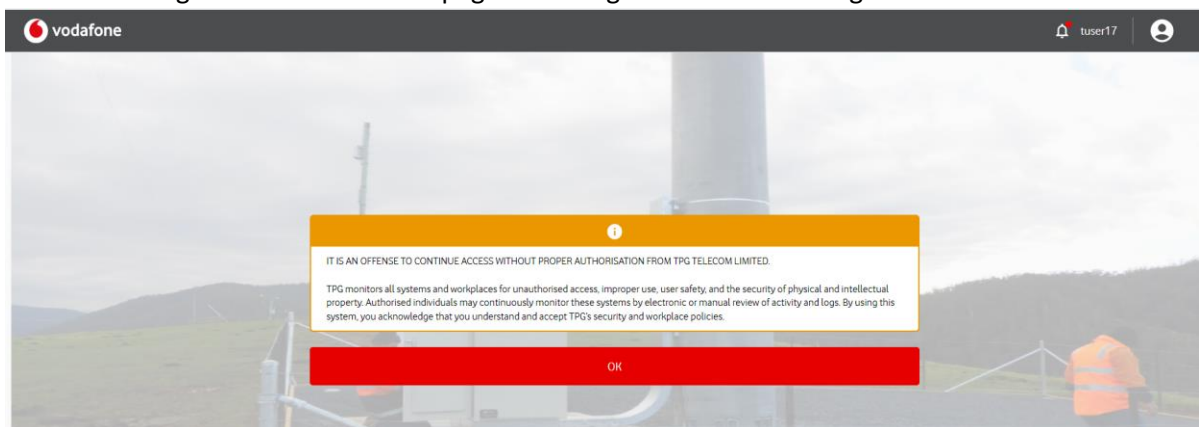
Case-2: Updates via Service Request

Case-3: Updates via NRS

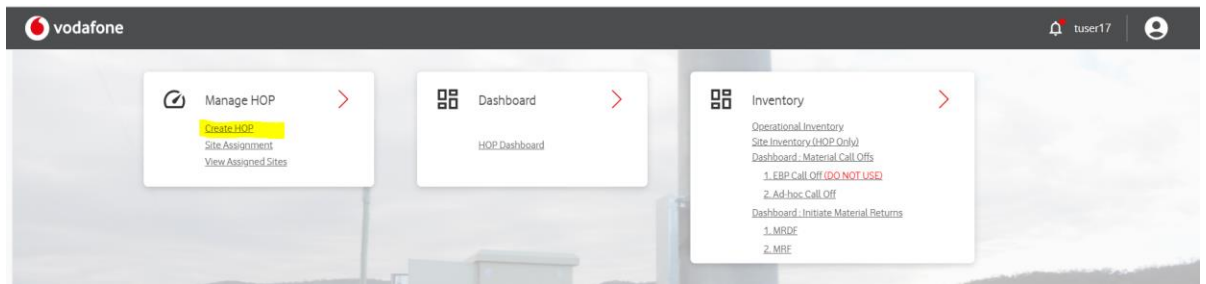
Case 4: Update via ITSM

1. Create HOP:

- User should log-in into Orion-R Web page and navigate to the Home Page.

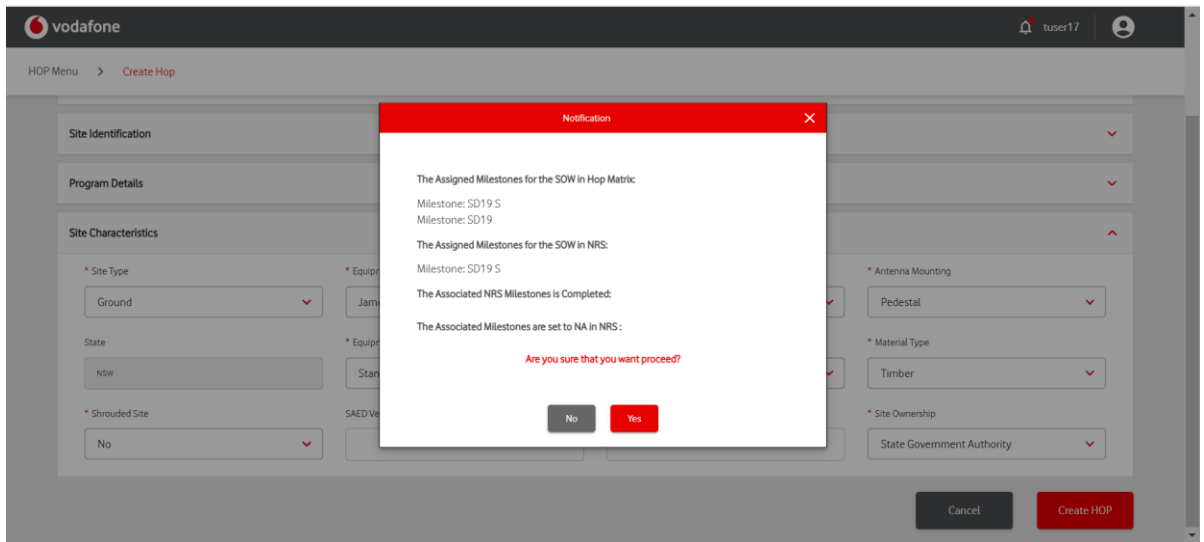


- User will find the option to click on 'Create HOP' under 'Manage HOP' and will be navigated to Create HOP Page



- user should fill all the mandatory fields against the 'HOP configuration', 'Site Identification' and 'Program Details'
- After filling all the Above details under Site Characteristic user can be able to see all the Auto suggested values for the 7 Site Characteristic (Facility type and Site Ownership from NRS, Equipment Housing Manufacturer, Antenna Mounting, Equipment Housing Type, Shrouded Site, Material Type from Orion)

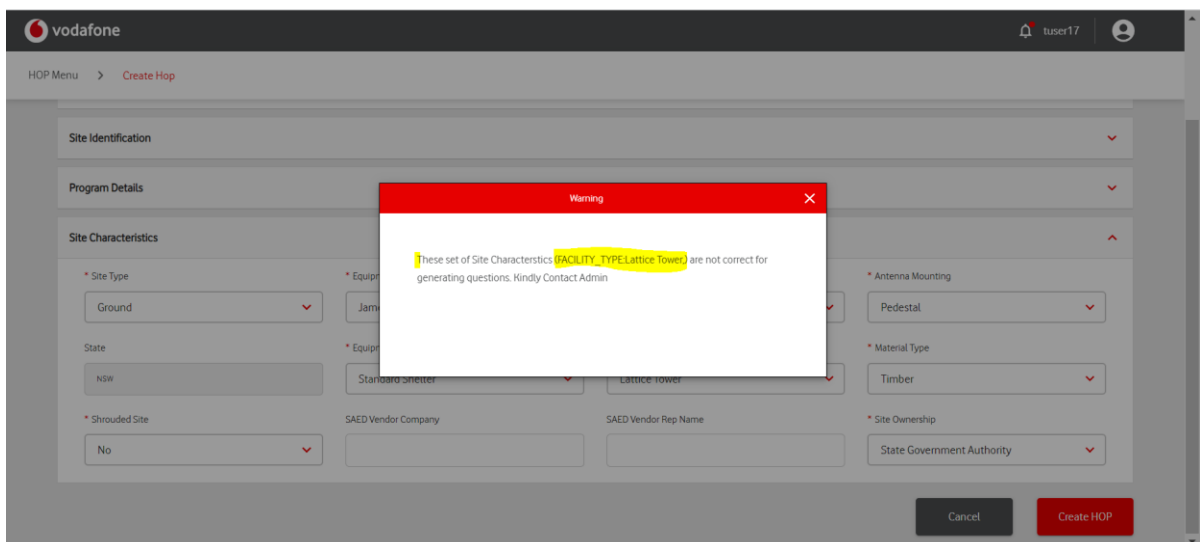
- After filling the 'Site Type', 'Number of Sectors' User can click on the Create HOP then user will get the Milestone Notification user can click on YES button



- User will be able to create the HOP and the Successful message will be displayed on the Screen if Orion have mappings/MaskID in HOP Matrix for the selected values for the Site Characteristic

Note:

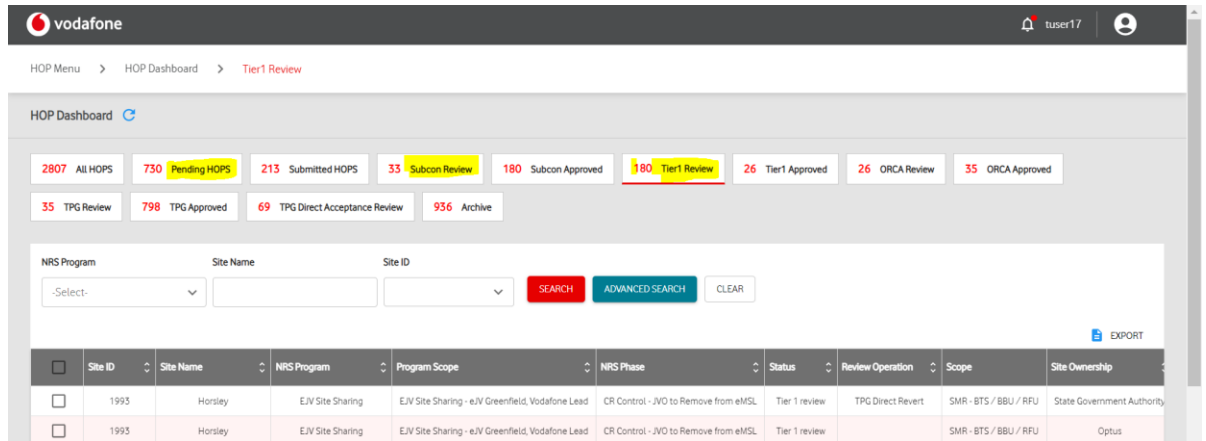
- After clicking on the Create HOP, Orion-R will throw Warning if any of the new data values for Site Characteristic doesn't have any mappings/MaskID in HOP Matrix and will throw message to contact Admin for updating the HOP matrix



- User can click on the 'X' button on the Warning message, and can re-select the Site Characteristic drop down values then click on Create HOP again

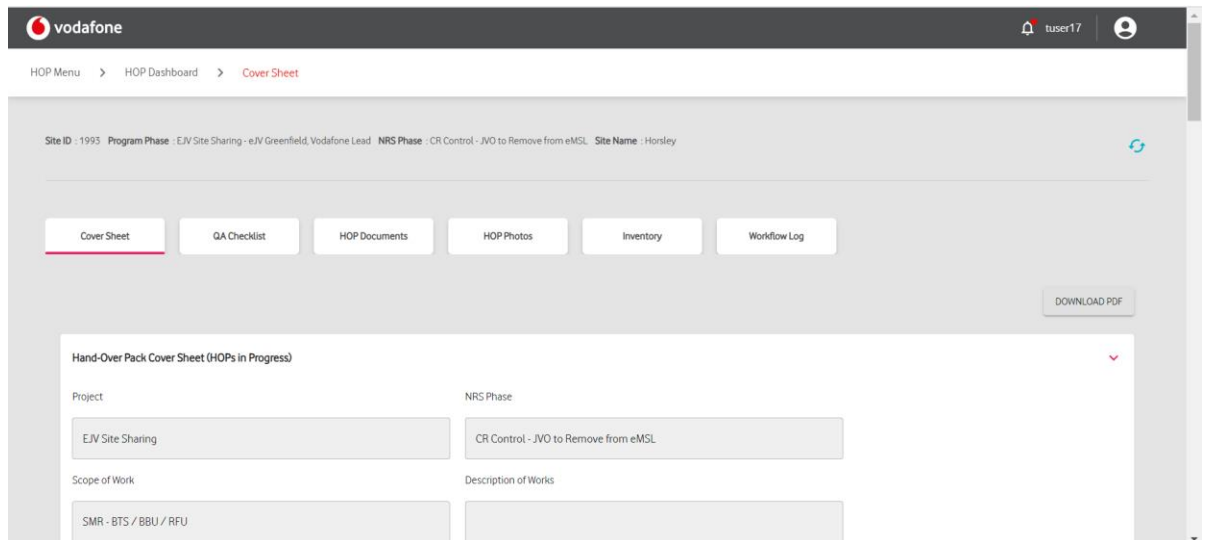
2.Modify Site Characteristic under HOP Cover sheet

- After creating the HOP, User can also change/Modify the Site Characteristic from the HOP Coversheet
- Navigate to HOP coversheet for the Site from the 'Pending Dashboard' / 'Subcon Review Dashboard' / 'Tier 1 Review Dashboard'



The screenshot shows the Vodafone HOP Dashboard. At the top, there's a navigation bar with the Vodafone logo and a user profile. Below it, a breadcrumb trail shows 'HOP Menu' > 'HOP Dashboard' > 'Tier1 Review'. The main section is titled 'HOP Dashboard' and contains a series of status filters: 2807 All HOPS, 730 Pending HOPS, 213 Submitted HOPS, 33 Subcon Review, 180 Subcon Approved, 180 Tier1 Review (highlighted), 26 Tier1 Approved, 26 ORCA Review, 35 ORCA Approved, 35 TPG Review, 798 TPG Approved, 69 TPG Direct Acceptance Review, and 936 Archive. Below the filters is a search section with fields for NRS Program, Site Name, and Site ID, along with 'SEARCH', 'ADVANCED SEARCH', and 'CLEAR' buttons. An 'EXPORT' button is also present. A table below displays HOP data with columns: Site ID, Site Name, NRS Program, Program Scope, NRS Phase, Status, Review Operation, Scope, and Site Ownership. Two rows are visible, both for Site ID 1993 and Site Name Horsley.

Site ID	Site Name	NRS Program	Program Scope	NRS Phase	Status	Review Operation	Scope	Site Ownership
1993	Horsley	EJV Site Sharing	EJV Site Sharing - eJV Greenfield, Vodafone Lead	CR Control - JVO to Remove from eMSL	Tier 1 review	TPG Direct Revert	SMR - BTS / BBU / RFU	State Government Authority
1993	Horsley	EJV Site Sharing	EJV Site Sharing - eJV Greenfield, Vodafone Lead	CR Control - JVO to Remove from eMSL	Tier 1 review		SMR - BTS / BBU / RFU	Optus



The screenshot shows the Vodafone HOP Coversheet for Site ID 1993. The breadcrumb trail is 'HOP Menu' > 'HOP Dashboard' > 'Cover Sheet'. The main section displays the site details: Site ID : 1993, Program Phase : EJV Site Sharing - eJV Greenfield, Vodafone Lead, NRS Phase : CR Control - JVO to Remove from eMSL, and Site Name : Horsley. Below this is a navigation bar with tabs: Cover Sheet (active), QA Checklist, HOP Documents, HOP Photos, Inventory, and Workflow Log. A 'DOWNLOAD PDF' button is also present. The main content area is titled 'Hand-Over Pack Cover Sheet (HOPs in Progress)' and contains a form with fields for Project (EJV Site Sharing), NRS Phase (CR Control - JVO to Remove from eMSL), Scope of Work (SMR - BTS / BBU / RFU), and Description of Works.

- Under Cover sheet, user can get the section for the Site Characteristic

Site Characteristics

Site Type Ground	Equipment Housing Type Standard Shelter
Site Ownership State Government Authority	Shrouded Site No
Equipment Housing Manufacturer James Hardie	Number of Sectors 1
Antenna Mounting Pedestal	Facility Type Silo
Material Type Timber	

SAVE

- User can change the Site Characteristic values only for the fields (**Site Type, Equipment Housing Type, Site Ownership, Shrouded Site, Equipment Housing Manufacturer, Antenna Mounting, Facility Type, Material Type**) and click on the Save button and the Successful message will get appears on the screen

Note: "Number Of Sectors" will be Disable

Site Characteristics

Site Type Ground	Equipment Housing Type Standard Shelter
Site Ownership State Government Authority	Shrouded Site No
Equipment Housing Manufacturer James Hardie	Number of Sectors 1
Antenna Mounting Pedestal	Facility Type Silo
Material Type Timber	

SAVE

Site Characteristics updated successfully

- Orion-R will throw Warning if any of the new data values for Site Characteristic doesn't have any mappings/MaskID in HOP Matrix and will throw message to contact Admin for updating the HOP matrix.

- User are allowed to change the Site Characteristic before ORCA Review
- User are all allowed to change the Site Characteristic after ORCA Review REJECT/ ORCA Review REVERT

3. Orion – ITSM

Case-1: Updates via HOP Process

->If HOP follows the Standard Process flow, then post the ORCA approval the Site Characteristics API will be triggered, and data will be pushed to ITSM

->If HOP follows the TPG DIRECT Acceptance Process flow, then post the TPG approval the Site Characteristics API will be triggered, and data will be pushed to ITSM

HOP Dashboard

2807 All HOPS 730 Pending HOPS 213 Submitted HOPS 33 Subcon Review 180 Subcon Approved 180 Tier1 Review 26 Tier1 Approved **26 ORCA Review** 35 ORCA Approved

35 TPG Review 798 TPG Approved 69 TPG Direct Acceptance Review 936 Archive

NRS Program: -Select- Site Name: Site ID: **SEARCH** **ADVANCED SEARCH** **CLEAR** **EXPORT**

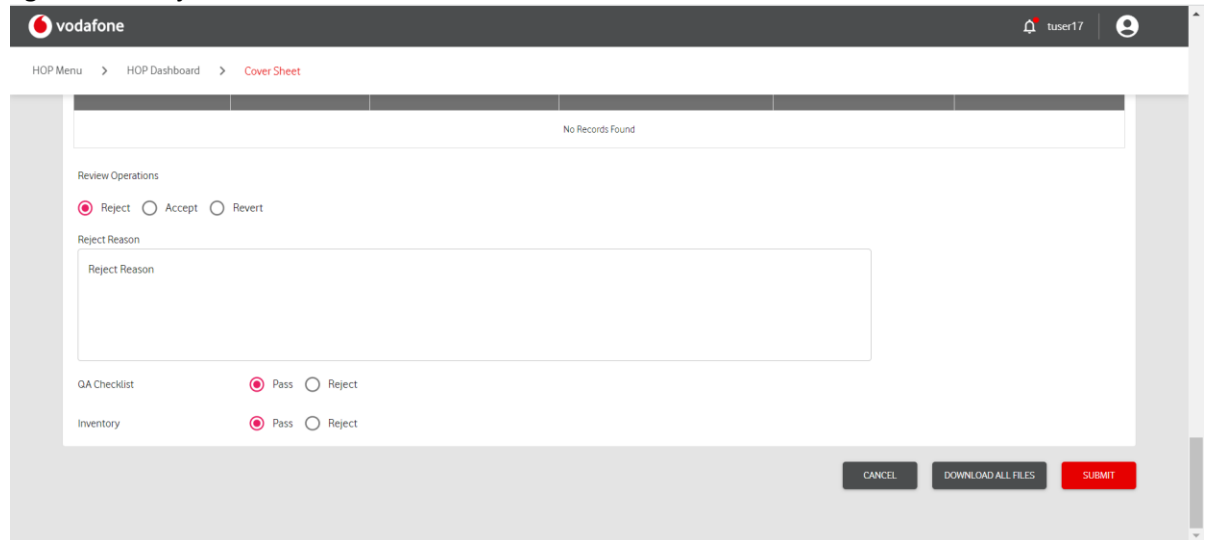
	Site ID	Site Name	NRS Program	Program Scope	NRS Phase	Status	Review Operation	Scope	Site Ownership	Created On
<input type="checkbox"/>	1206	Ormond 2	EJV Site Sharing	EJV Site Sharing - eJV Greenfield, Vodafone Lead	CR Control - JVO to Remove from eMSL	ORCA review	Tier1 Review Accept	Card Swap Only	State Government Authority	26/04/20
<input type="checkbox"/>	440007	Andergrove 5th	EJV Site Sharing	EJV Site Sharing - eJV Greenfield, Vodafone Lead	CR Control - Remove from NRS	ORCA review	Tier1 Review Accept	SMR - BTS / BBU / RFU	State Government Authority	26/04/20
<input type="checkbox"/>	1993	Horsley	EJV Site Sharing	EJV Site Sharing - eJV Greenfield, Vodafone Lead	CR Control - JVO to Remove from eMSL	ORCA review	Tier1 Review Accept	SMR - BTS / BBU / RFU	State Government Authority	25/04/20
<input type="checkbox"/>	1993	Horsley	EJV Site Sharing	EJV Site Sharing - eJV Greenfield, Vodafone Lead	CR Control - JVO to Remove from eMSL	ORCA review	Tier1 Review Accept	SMR - BTS / BBU / RFU	State Government Authority	24/04/20
<input type="checkbox"/>	1993	Horsley	EJV Site Sharing	EJV Site Sharing - eJV Greenfield, Vodafone Lead	CR Control - JVO to Remove from eMSL	ORCA review	Tier1 Review Accept	SMR - BTS / BBU / RFU	State Government Authority	21/03/20

- User can go to the "ORCA REVIEW Dashboard" and select the site WO

- ORCA team will be having the 3 option while reviewing the site WO

->Reject

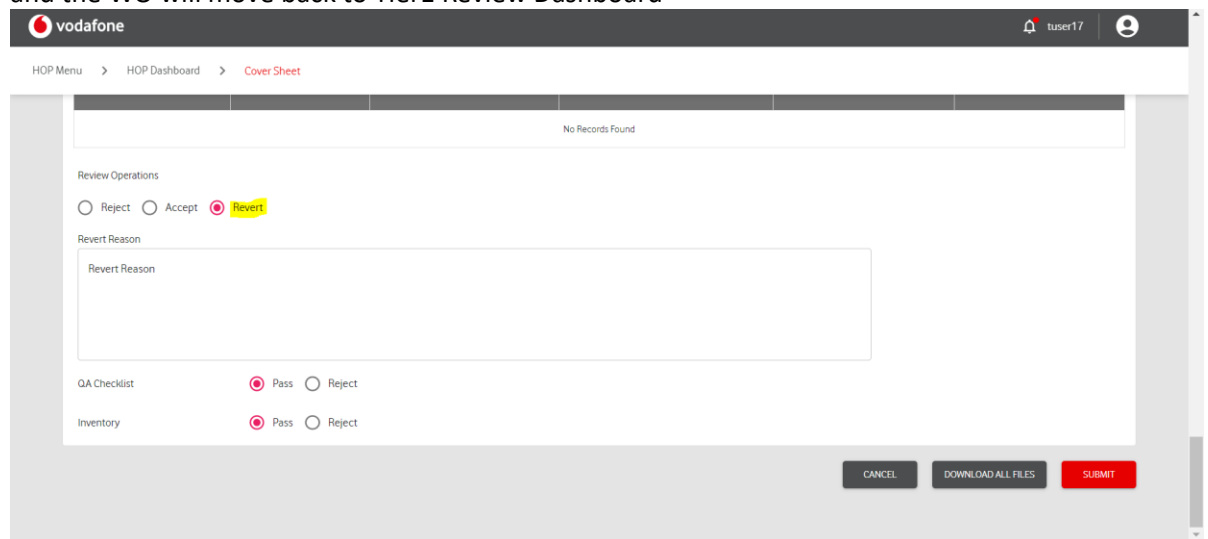
ORCA can select the 'Reject' and click on Submit button , Task ID will get generated against the Rejected line items and the WO will move back to Tier1 Review Dashboard



The screenshot shows the Vodafone HOP Cover Sheet form. At the top, the Vodafone logo is on the left, and a notification bell and the user 'tuser17' are on the right. Below the header, a breadcrumb trail reads 'HOP Menu > HOP Dashboard > Cover Sheet'. A table at the top of the form area displays 'No Records Found'. The 'Review Operations' section contains three radio buttons: 'Reject' (which is selected), 'Accept', and 'Revert'. Below this is a 'Reject Reason' section with a text input field. At the bottom of the form, there are two sections: 'QA Checklist' and 'Inventory', each with 'Pass' and 'Reject' radio buttons. The 'Pass' option is selected for both. At the bottom right, there are three buttons: 'CANCEL', 'DOWNLOAD ALL FILES', and 'SUBMIT'.

->Revert

ORCA can select the 'Revert' and click on Submit button, Task ID won't get generate and the WO will move back to Tier1 Review Dashboard



This screenshot shows the same Vodafone HOP Cover Sheet form as the previous one, but with the 'Revert' radio button selected under 'Review Operations'. The 'Reject Reason' text field is now empty. The 'QA Checklist' and 'Inventory' sections remain unchanged, with 'Pass' selected for both. The 'CANCEL', 'DOWNLOAD ALL FILES', and 'SUBMIT' buttons are still present at the bottom right.

->Accept

ORCA can select the 'Accept' and click on Submit button, and click on the 'Submit' button in the Milestone Notification

tuser17

HOP Menu > HOP Dashboard > Cover Sheet

Last Operational Updates status

Last HOP Operation Status	Last HOP Operator	Last HOP Operation Time
Tier1 Review Accept	tuser17@vodafone.com.au	25/04/2023, 18:08:44

Review Log

Page Name	File Name	Reject Reason	Review Operator	Review Phase	Review Time
No Records Found					

Review Operations

☐ Reject
☒ Accept
☐ Revert

CANCEL

DOWNLOAD ALL FILES

SUBMIT

tuser17

HOP Menu > HOP Dashboard > Cover Sheet

Last Operational Updates status

Last HOP Operation Status	Last HOP Operator	Last HOP Operation Time
Tier1 Review Accept	tuser17@vodafone.com.au	25/04/2023, 18:08:44

Review Log

Page Name	File Name	Reject Reason	Review Operator	Review Phase	Review Time
No Records Found					

Review Operations

☐ Reject
☒ Accept
☐ Revert

CANCEL

DOWNLOAD ALL FILES

SUBMIT

Notification

The Assigned Milestones for the SOW in Hop Matrix:

The Assigned Milestones for the SOW in NRS:

The Associated NRS Milestones is Completed:

The Associated Milestones are set to NA in NRS:

Are you sure that you want proceed?

Submit

Cancel

- A Warning message will be appearing to confirm/sure that the ORCA has reviewed the Site Characteristics

tuser17

HOP Menu > HOP Dashboard > Cover Sheet

Last Operational Updates status

Last HOP Operation Status	Last HOP Operator	Last HOP Operation Time
Tier1 Review Accept	tuser17@vodafone.com.au	25/04/2023, 18:08:44

Review Log

Page Name	File Name	Reject Reason	Review Operator	Review Phase	Review Time
No Records Found					

Review Operations

☐ Reject
☒ Accept
☐ Revert

CANCEL

DOWNLOAD ALL FILES

SUBMIT

WARNING

Are you sure you reviewed the Site Characteristics

Cancel

Yes

- ->After clicking on 'Cancel' button on Warning message, user will be move back to the Coversheet page
- >After clicking on 'YES' button on Warning message, the WO will get approved

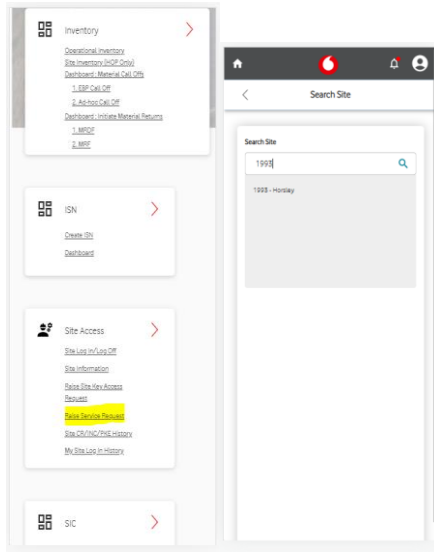
Note:

After Post approval, Data will be processed/overwritten to NRS for the Facility Type & Site Ownership with Orion-R HOP data

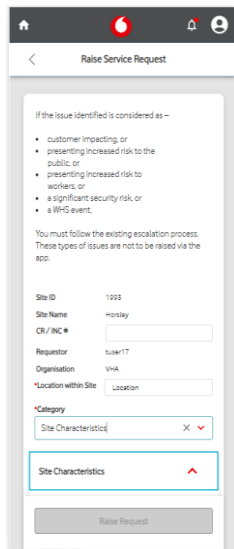
Also Data will be processed/overwritten to ITSM with Orion-R HOP data (Site Characteristic)

Case-2: Updates via Service Request

- User clicks on ‘Raise Service Request’ under Site Access applet on the application home screen. When they click on this, they will be passed to the ‘Search Site’ screen



- In the ‘Search Site’ screen, the user will be able to do search any site by the site number or site name – a dropdown list will auto populate as you type. select the site
- After selecting the Site, the user will be passed to the ‘Raise Service Request’ screen, where the Site ID & Site Name details will be displayed.



- User has to select under 'Category' Dropdown named: 'Site Characteristics' and the Site Characteristics drop down fields will get visible and user can select the values for the Site Characteristic (Facility Type, Material Type, Equipment Housing Manufacturer, Antenna Mounting, Shrouded Site, Equipment Housing Type, Site Ownership)
- User will be able to get Auto suggested values for the Site Characteristics on the selected site

Organisation: VHA

*Location within Site: Location

*Category: Site Characteristics

Site Characteristics

Facility Type: Lattice Tower

Material Type: Timber

Equipment Housing Manufacturer: James Hardie

Antenna Mounting: Pedestal

Shrouded Site: No

Equipment Housing Type: Standard Shelter

Site Ownership: State Government Authority

*Description:

Raise Request

- Filling the Site Characteristics is Optional to the user
- After filling in all the mandatory fields, user can click on the "Raise Request" button, a pop up will appear with the WO# number (once the WO is created in ITSM) and the screen will be pass to the 'Site Login Details' screen.
- Once the Service Request form has been filled and submitted in Orion Mobile App, Raise Service Request API will be triggered, and SR will be submitted to ITSM

Raise Service Request

If the issue identified is considered as –

- customer impacting, or
- presenting increased risk to the public, or
- presenting increased risk to workers, or
- a significant security risk, or
- a W&S event.

You must follow the existing escalation process.

Service Request #800000014947024 has been raised.
Success!

OR/INC#

Requestor: User17

Organisation: VHA

*Location within Site: Location

*Category: Site Characteristics

Raise Request

Case-3: Updates via NRS

- Users would be able to update the Facility type and site ownership directly in NRS Application.

- The changes made directly in NRS will be pushed to Orion-R in RFMSL report
- Orion will reconcile the data coming from NRS RFMSL report and Orion-R HOP data and will be further processed to ITSM

Case 4: Update via ITSM

- Users would be able to update the site Characteristics directly in ITSM System.
- The changes made directly in ITSM will be pushed to Orion-R via API on daily basis
- Orion will Collect the data and push the same to NRS for the Facility Type & Site Ownership via API on daily basis

