

Part 3 - Resource Assist – Administration

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Notifications

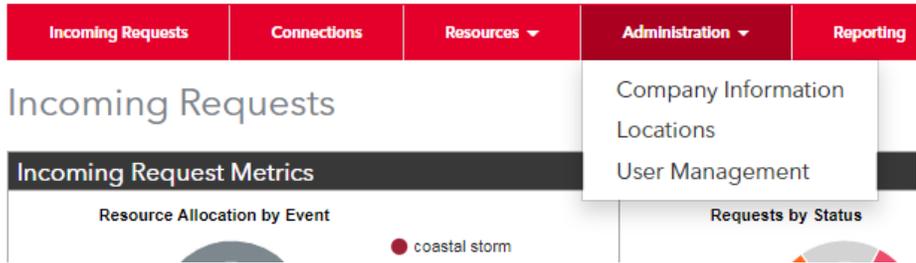
1. Click My Account Admin from the dropdown under Username in the upper right.
2. Select your desired notification settings and click “Save Changes”.

The screenshot displays the 'My Alert Options' configuration page, which is organized into three main sections: Email, IVR, and SMS. Each section contains a dropdown menu for selecting a contact (labeled 'Email*' or 'Phone*'), an 'Add' button, and a grid of checkboxes for various notification types. The notification types include Connection Requests, Connection Responses, Resource Requests, Resource Responses, Resources Released, Closing Notes, and Release Notes. At the bottom of the form, there are two buttons: 'Save Changes' and 'Cancel'.

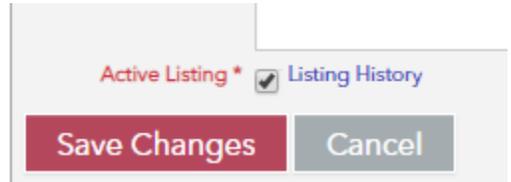
Company and Location

Company Administration

3. Click Account Management from the red bar.
4. Click Company Information from the drop-down menu.



5. Input the information about your Company. Note: Only fields with asterisks are required.
6. Check the active listing box to be visible Connection Requests.



Utility

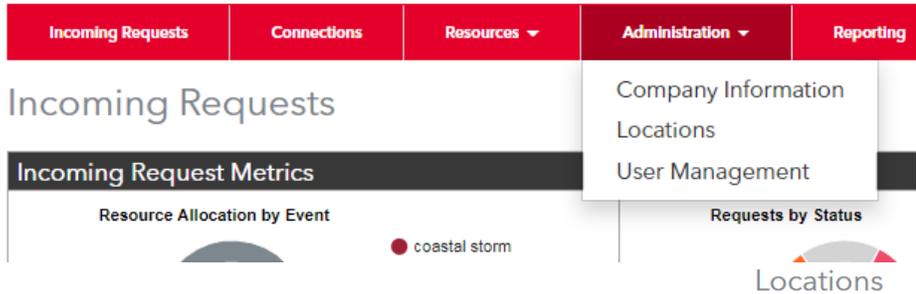
7. Click Save Changes.

Company Information

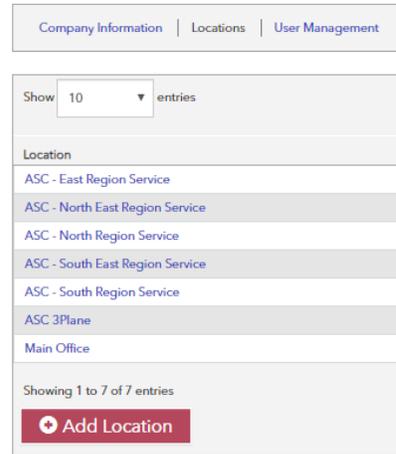
*TimeZone field needs to be updated to your preferred time zone

Location Administration

1. Click on Account Management from red bar.
2. Click on Locations from drop down menu.



3. Click on the Location name highlighted blue. Or Click “Add Location” to add additional resource locations.



4. Input the information about your location. Note: Only fields with asterisks are required.

Location Detail

5. Check the active listing box to be visible Utility Connection Requests.

6. Click 'Save Changes'

Utilities Connections

1. Click on Connections on the top red bar.



Requesting Partners

Show 10 entries

Requesting Partner	Display Name	Edit	Location	Contact
ABC Utilities	ABC Utilities	edit	Columbus, OH	Dan Bal
BGE EP Team	BGE EP Team	edit	Baltimore, MD	Jen Her

2. Use the "Actions" column to manage connections.

Utilities

Company Information | Locations | Utilities | User Management | My Account

Show 10 entries Search:

Utility	Display Name	Edit	Location	Contact	Phone	Status	Expires	Connected to Location	Manual Request Edits?	See Home Location?	Edit Crew in Crew Manager?	Show Utility Crew Name?	Actions
Mac Team	Mac Team	edit	Louisville, TX	Mac Cleveland		NEWO		RA Demo Test	no	no	no	no	accept reject

Showing 1 to 1 of 1 entries Previous 1 Next

3. 'The Edit Crew in Crew Manger?' and 'Show Utility Crew Name?' columns can be set by clicking 'no' to 'yes'. The Utility will notify you, if they need either option turned on.

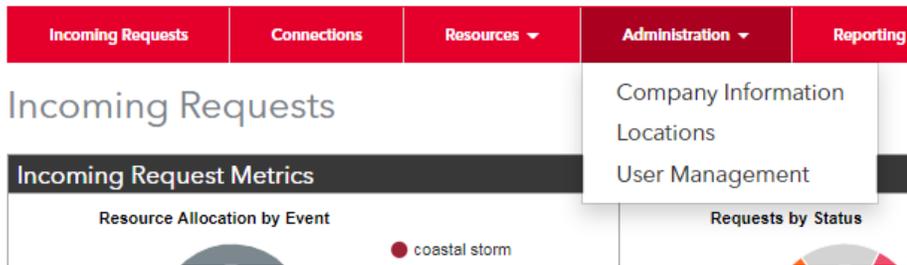
Search:

Manual Request Edits?	See Home Location?	Edit Crew in Crew Manager?	Show Utility Crew Name?	Actions
no	no	yes	yes	accept reject

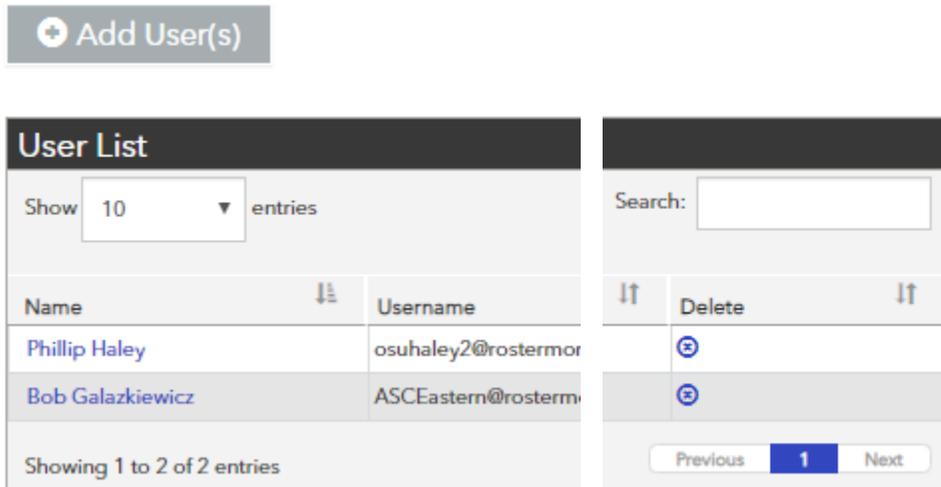
Previous 1 Next

User Management

1. Click on Account Management from red bar.
2. Click on User Management from drop down menu.



3. On this screen, the user can add or remove other user accounts for this Responding Partner. Clicking on Add User(s) button or on the Name of a user will present the User Details page. A user may be deleted by clicking the x icon.



4. Clicking on any user from the list takes you to the User Location Permissions page where permissions are enabled for that user per location

Location	Connection Requests		Resource Requests		Resources		
	View	Respond	View	Respond	View	Edit	Allocate
Main Office	<input type="checkbox"/>						
ASC - North Region Service	<input checked="" type="checkbox"/>						