

Meridian User Guide Explorer Client

Meridian Explorer Client 2020 BlueCielo

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1. Introduction

1.1 What's in this guide

This document establishes the requirements for the searching and management of Powerco's documents held in Meridian Explorer, also known as Meridian Explorer BlueCielo, referred to as application in this document. This guide contains high-level information to help you navigate the application and will outline the **views** held in the application

1.2 Who should read this guide?

This user guide applies to all Powerco staff, External contractors and consultants working for Powerco with involvement in accessing, viewing and documents held in Meridian Explorer Client.

1.3 Typographic Convention

This user guide shall have the following typography rules, which make it easy to follow:

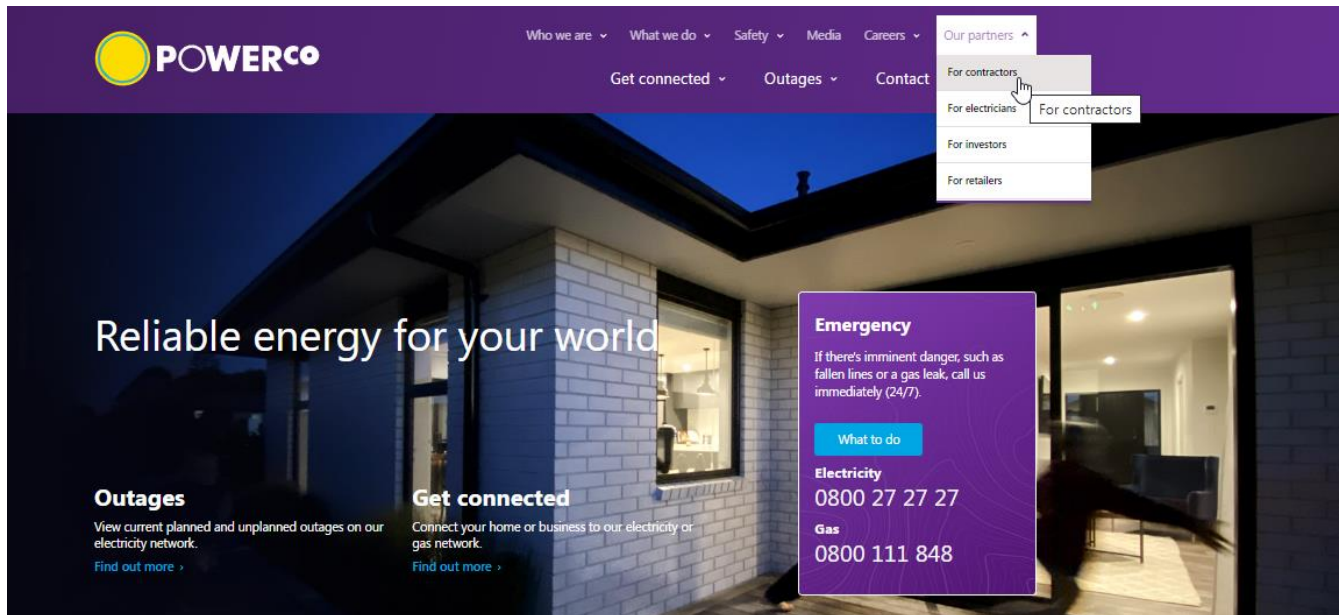
Table 1

Typeface or Symbol	Meaning	Example
Bold text Segoe UI (Body) 10pt Bold	Indicates the first time use of specific terminology defined in the glossary or important term	This depends on which view you are in
Segoe UI (Body) 10pt	The body of the text in the document	
Courier New 9tp bold	The names of commands, files, and directories; on-screen computer output	Command:
Courier New 9tp	What you type, contrasted with on-screen computer output	Password: machine_name
<i>Courier New 9tp Italic</i>	Command-line placeholder: replace with a real name or value	To delete a file, type <code>rm filename.</code>
<i>Times New Roman 9pt Italic</i>	Book titles, new words, or terms, or words to be emphasized.	Read Chapter 6 in <i>User's Guide</i> . These are called <i>class</i> options.
Segoe UI (Body) 10pt Blue	The blue and underlined text shows links or just blue text highlights URL and email information	IS.Support@powerco.co.nz IS.Support@powerco.co.nz
[square bracket] Segoe UI (Body) 10pt	Symbol used as place holder for specific information that the user guide editor will provide	Use the [application]
<i>Segoe UI (Body) 10pt Italic colour purple</i>	Shows template instructions to User Guide creator/editor,	<i>Describe what this guide contains</i>

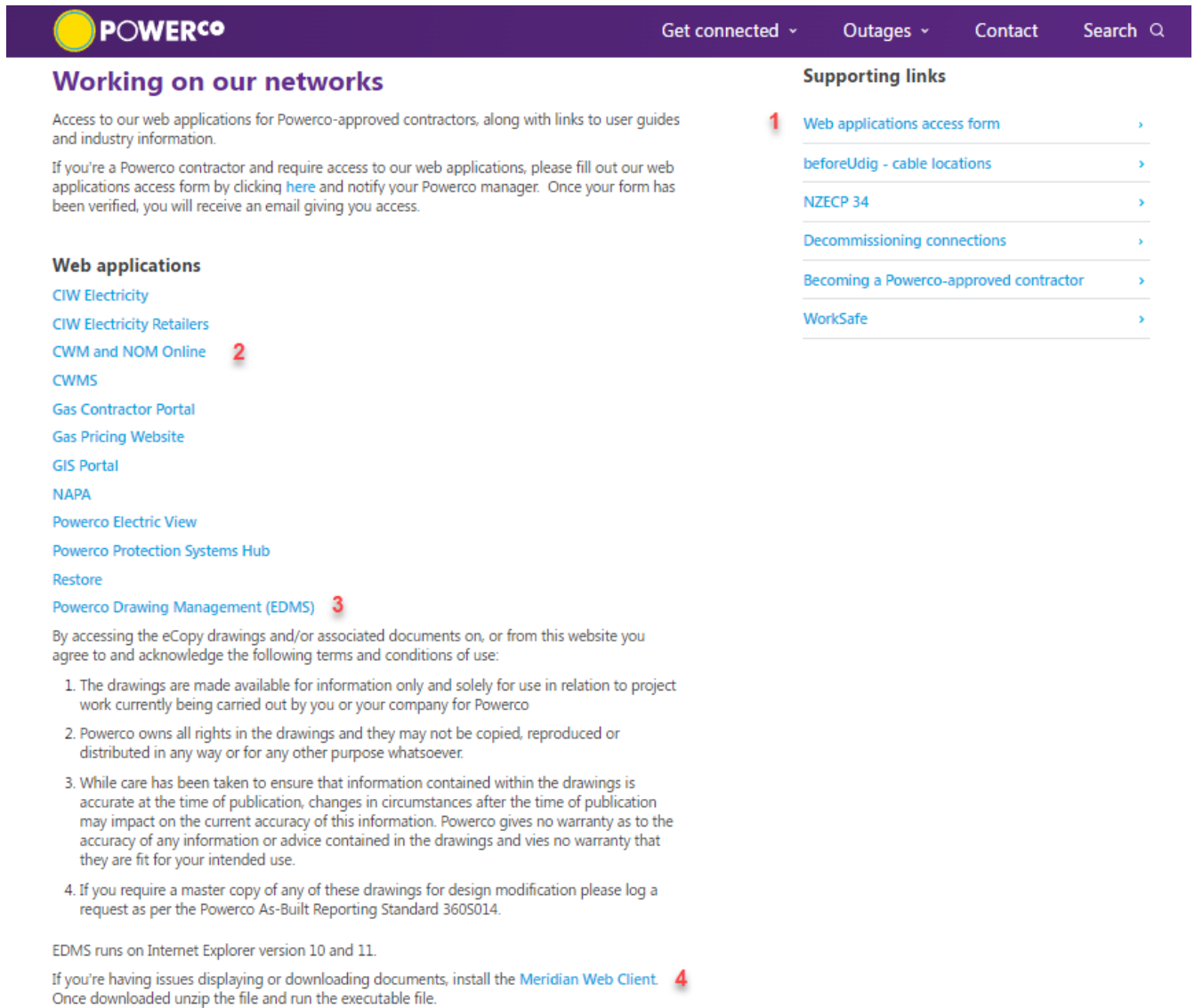
1.4 Accessing application

Permission is required to access the Powerco documents held in Meridian Explorer Client application. If you are unable to log into the application, please contact IS.Support@Powerco.co.nz

1.4.1 Access is available via the Powerco web Home page, Our partners dropdown >For contractors



1.4.2 From the For Contractors landing page users with approved access can view Powerco Web applications



The screenshot shows the Powerco website interface. At the top is a purple navigation bar with the Powerco logo and links for 'Get connected', 'Outages', 'Contact', and 'Search'. Below the navigation bar is a section titled 'Working on our networks' which provides information about web applications for contractors and lists various services like 'CIW Electricity', 'CWM and NOM Online', and 'Powerco Drawing Management (EDMS)'. To the right is a 'Supporting links' section with numbered items 1 through 4, including 'Web applications access form', 'beforeUdig - cable locations', 'NZCEP 34', 'Decommissioning connections', 'Becoming a Powerco-approved contractor', and 'WorkSafe'.

Table 2

	Name	Description
1	Web application access form	<ul style="list-style-type: none"> Link to on-line form, complete if you require access to Meridian Explorer application
2	CWM and NOM Online	<ul style="list-style-type: none"> Access link to Contract Works Manual and Network Operations Manual Online
3	Powerco Drawing Management (EDMS)	<ul style="list-style-type: none"> Access link to Powerco Drawing Management system
4	Meridian Web Client	<ul style="list-style-type: none"> Link to downloadable plugin required if multiple documents need to be downloaded at a time. Refer Appendix A

1.4.3 Once you have selected the application you require, you will then need to complete required security login. The number of requested Username and Password dialog boxes will depend on whether you have logged in before and how your system is setup.

If it is the first time you are logging into the application, you may be prompted to select your account and enter your password. Once saved, you won't need to do this for another 14 days as per Powerco's Security Policy.

The Details you will need to enter are the Powerco identifier email address and Powerco Password



If you only see a blank page, please minimise what is displayed as the dialog box maybe hidden behind.

Then you will be asked for you user credentials,

Username: JSDS1\XXX903 (your Powerco 3 letter and 3 numbers)

Password: Powerco password

1.5 Naming convention

The naming convention of files in the Meridian Explorer Client follow a hierarchy of information unique to the documents with-in the specific folder, i.e. unique ID. (filename).

This hierarchy will depend on what type of documents you are looking at.

Refer to specific sections below for further information.

1.6 Document taxonomy

The structure that the documents are stored in has the following levels.

Level 1 – Geographical or Area of works

Level 2 – Site type or Job type

Level 3 – More detail

There is no specific **tagging** applied to the documents in this application.

1.7 Technical support

If the function you are trying results in an error, screenshot the error and send to IS.Support@Powerco.co.nz

1.8 Definitions

Technical terms used in this guide,

Table 3

Term	Definition
eCopies	<ul style="list-style-type: none"> PDF file format of document for reference
Native format	<ul style="list-style-type: none"> Format of the document from the application that created it
Rendition	<ul style="list-style-type: none"> PDF file format of document for download
Tagging	<ul style="list-style-type: none"> key grouping of metadata tag to return all documents with a specific tag to be returned during a key word search
Thumbnail	<ul style="list-style-type: none"> Snapshot type image of document, not always clear. Gives the user an indication of what the document looks like before viewing
Tiles	<ul style="list-style-type: none"> on the home page you will see view options for different types of documents, these are tiles
User / Viewer	<ul style="list-style-type: none"> The persons using the application to review, view or download a document held in the application
View	<ul style="list-style-type: none"> Views are created to show specific document types, e.g., written standards, drawings

2. Home page and Landing page - Application

2.1 Home page



Table 4

	Name	Description
1	Views Favorites Saved Searches	<ul style="list-style-type: none"> Click to display the list of available Views, this will depend on your security access level This is not currently setup for saving Click to display your saved searches, users to set up, refer section 3.6
2	Recently used	<ul style="list-style-type: none"> Tiles you have recently used to view documents
3	User profile	<ul style="list-style-type: none"> Click to view your profile
4	Recent searches	<ul style="list-style-type: none"> Displays the last searches you did

The number of **tiles** on the home page will depends on your viewing access.



Table 5

	Name	Description
	Contract Works Manual	<ul style="list-style-type: none"> This tile contains PDF renditions of Powerco written standards, these are available for contractors working on the Powerco Network
	Electricity Field Records eCopies	<ul style="list-style-type: none"> This tile contains PDF renditions of historical Electricity documents of the now Powerco owned network
	Gas Field Records eCopies	<ul style="list-style-type: none"> This tile contains PDF renditions of historical Gas documents of the now Powerco owned network
	Electricity Network eCopies	<ul style="list-style-type: none"> This tile contains PDF renditions of the current Electricity documents of assets on the Powerco network

2.2 Landing page

Once you select the required tile, this will take you to the landing page with the documents you wish to view. The areas of the landing page are as described in table 4 below.

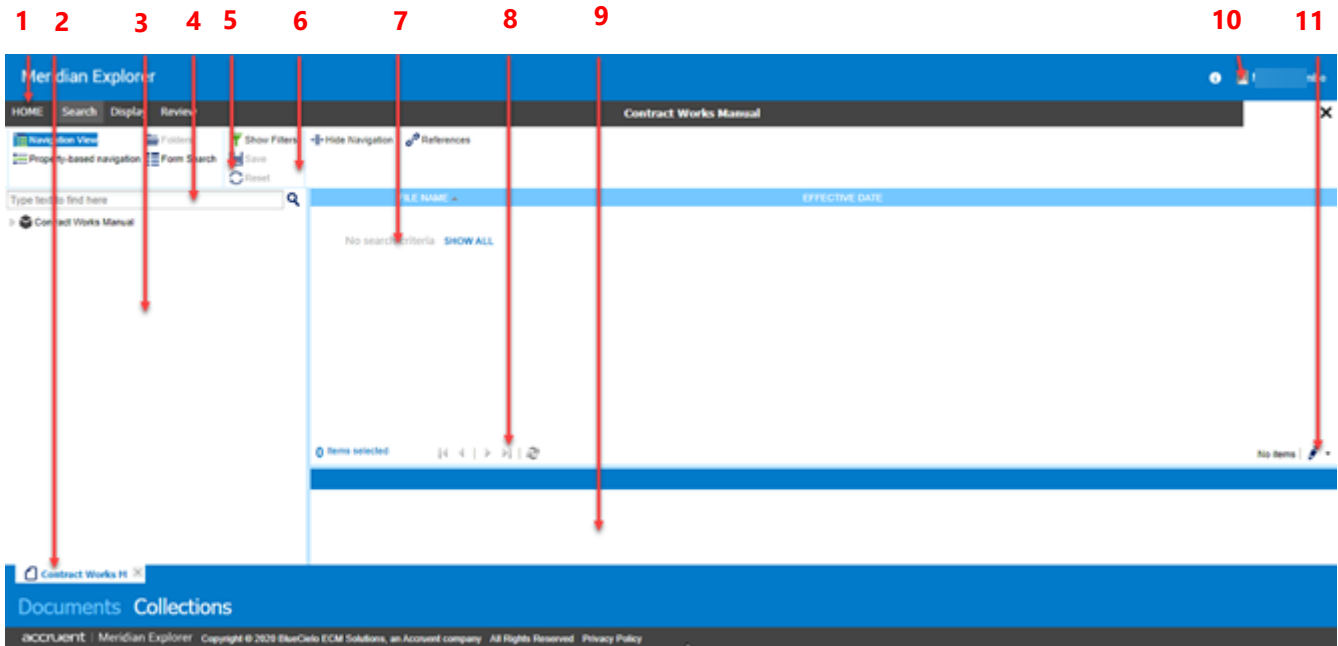







Table 6


	Name	Description
1	Home button	<ul style="list-style-type: none"> Click to return to the Home page
2	Tab bar	<ul style="list-style-type: none"> Shows tabs for the open Views or items
3	Navigation pane	<ul style="list-style-type: none"> Shows the selected navigation method for the current View: Navigation View, property-based navigation, folder navigation, and form search.
4	Quick Search	<ul style="list-style-type: none"> Type in document ID or key word in search bar
5	Reset	<ul style="list-style-type: none"> Reset after a search, to clear all filters from the last search
6	Ribbon	<ul style="list-style-type: none"> Shows commands available in the current View or for the selected search results
7	Results pane list	<ul style="list-style-type: none"> Search results
8	Results navigation	<ul style="list-style-type: none"> Buttons to  Reset after a search, to clear all filters from the last search move to First  previous,  next or  last record
9	Property Pages	<ul style="list-style-type: none"> Tabs to switch between the Property Pages available for the selected document.
10	Personal Preferences	<ul style="list-style-type: none"> Click to change your personal preferences

	Name	Description
11	Page Size	<ul style="list-style-type: none"> The text will indicate the number of total files your search has found. Highlight the  icon to show the options of number of files to view per page

2.3 Searching for a document

Documents can be searched for by Navigation View, Quick Search or Form Search. Explained further in section 3.3. If an icon is grey this means the function is not available.

Table 7

	Name	Description
	Navigation View	<ul style="list-style-type: none"> When searching with navigation view, you are manually searching through the hierarchy of the file structure
	Quick Search	<ul style="list-style-type: none"> When searching with quick search, you use the document unique ID or title
	Form Search	<ul style="list-style-type: none"> When searching with form search, you are searching in a specific meta-data field
	Form Search (advance)	<ul style="list-style-type: none"> Click the  button in the lower left-hand corner to access the advanced Form Search. The advanced Form Search gives greater flexibility in your search by allowing you to specify the joining operators "And" and "Or" to build complex queries on multiple properties, change the criteria of the search from "contains" the entered value to "must equal" the entered value, and relist the same property to be searched for different values simultaneously.
	Save	<ul style="list-style-type: none"> Saves the current document search so you can access it again
	Reset	<ul style="list-style-type: none"> Reset after a search, to clear all filters from the last search

2.4 Saving a search

Once you have completed a search you will be able to save this group of documents. You can also use navigational search to a folder level and save.

Your saved searches can be accessed by clicking "Saved Searches" on the home page.

3. Navigation

This section describes how documents would be searched for by the document type or meta-data available.

3.1 Browsing

When browsing you will have a navigational structure to step through or you can browse by document type. You will need to know what the document is about or the document type. Refer section below, Different types of documents and their meta-data.

Note not all documents have all meta-data fields completed.

3.2 Different types of documents and their meta-data

3.2.1 The different types of documents held in Contracts Works Manuals are

- Contract Works Manuals
- Instructions & Safety Notices
- Network Operations Manuals
- Standard Design Drawings

The different meta-data held on the above document types are,

Table 8

Field	Description
Title	<ul style="list-style-type: none"> • When searching with navigation view, you are manually searching through the hierarchy of the file structure
Document No.	<ul style="list-style-type: none"> • When searching with quick search, you use the document unique ID or title

3.2.2 The different types of documents held in Electricity Field Records eCopies are,

- Distribution
- Engineering drawings
- ESAs (Electricity Supply Authority)
- Field Books
- Line Condition Reports (Wairarapa)
- Plot Sheets
- Reticulation
- Service Cards
- Work Sheets (Taranaki)

The different meta-data held on the above document types are,

Table 9

Field	Description
Record Type	<ul style="list-style-type: none"> Type of document, refer list above
Street	<ul style="list-style-type: none"> Street address where asset information is related to. This can contain street numbers on some documents
Suburb	<ul style="list-style-type: none"> Suburb where asset information is related to
City	<ul style="list-style-type: none"> City where asset information is related to

3.2.3 The different types of documents held in [Gas Field Records eCopies](#) view are,

- Field Books
- Job Cards
- Pipe Test Records
- Reticulation
- Service cards

The different meta-data held on the above document types are,

Table 10

Field	Description
Region	<ul style="list-style-type: none"> Region where asset information is related to
Record Type	<ul style="list-style-type: none"> Type of document, refer list above
Street	<ul style="list-style-type: none"> Street address where asset information is related to. This can contain street numbers on some documents
Suburb	<ul style="list-style-type: none"> Suburb where asset information is related to
City	<ul style="list-style-type: none"> City where asset information is related to

3.2.4 The different types of documents held in [Electricity Network eCopies](#) view are,

- Communications
- Points of Supply
- Schematic
- Switching Stations
- Voltage Regulators
- Weather Stations
- Zone Substations

The different meta-data held on the above document types are,

Table 11

Field	Description
File Name	<ul style="list-style-type: none"> The name the files is known as.
Document Category	<ul style="list-style-type: none"> Your option is Drawing, refers to the area of the repository the documents are held
Drawing Title	<ul style="list-style-type: none"> This refers to the 3rd title line on a drawing title block
Discipline	<ul style="list-style-type: none"> This refers to the drawing discipline in the title block, i.e., Civil, Electrical
Dwg_Location	<ul style="list-style-type: none"> This refers to the region which the asset document details
Old Document Number	<ul style="list-style-type: none"> This refers to the original drawing number the document was known by, i.e., Manufacturers number, previous network owner
Title Line 1	<ul style="list-style-type: none"> This refers to the first line in the drawing title block, i.e., Zone Substation
Title Line 2	<ul style="list-style-type: none"> This refers to the second line in the drawing title block, the site name where the asset is sited

3.3 Searching (with-in a view)

The different search functions for a document in a view can be completed as follows. Read in conjunction with section 2.3

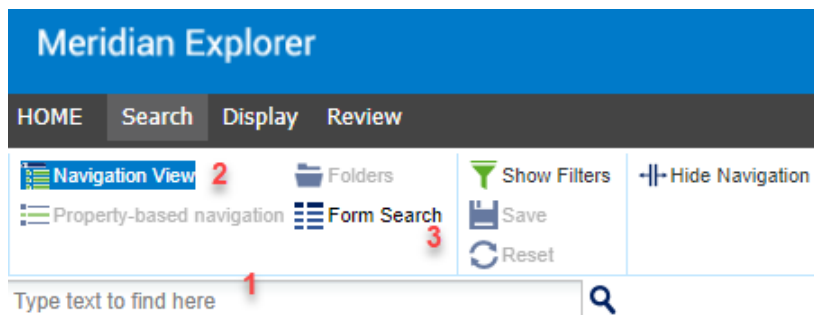


Table 12

Name	Description
1 Quick search	<ul style="list-style-type: none"> The Quick Search bar is a contains search on all available meta-data fields for the document type. This search function is used when you either know the document ID or you are looking for a specific key word held in the meta-data.
2 Navigation View	<ul style="list-style-type: none"> The Navigation View search, this shows the hierarchical tree-structure. This search function requires the user to step through the structure levels to find the region, asset type and specific document required.
3 Form Search	<ul style="list-style-type: none"> Form Search shows the specific meta-data in the view to search on. This search function required the user to know a part of parts of the document title or meta-data.

3.4 Results Pane List from searching (all types)

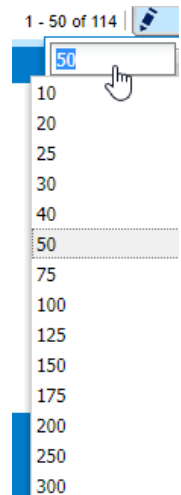
Once you have completed any search type the results will show in the Results pane list on the right-hand side. The displayed meta-data will depend on which view you are in. Not all searchable meta-data will be displayed in this pane.

Before starting another search select  **Reset**, this clears the previous search.

3.5 Navigate the results list

The number of displayed items in the results pane list will depend on the page setup. This can be changed by use of the dropdown on the right-hand side.

The results navigations arrows will step you through the search results.

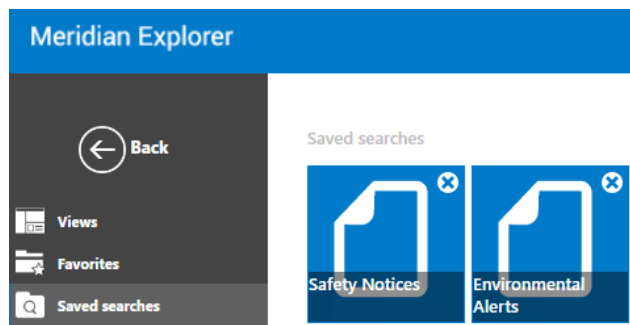



3.6 Saving a search

Saving a search, once you have completed a search you can save the search criteria to the Home page.

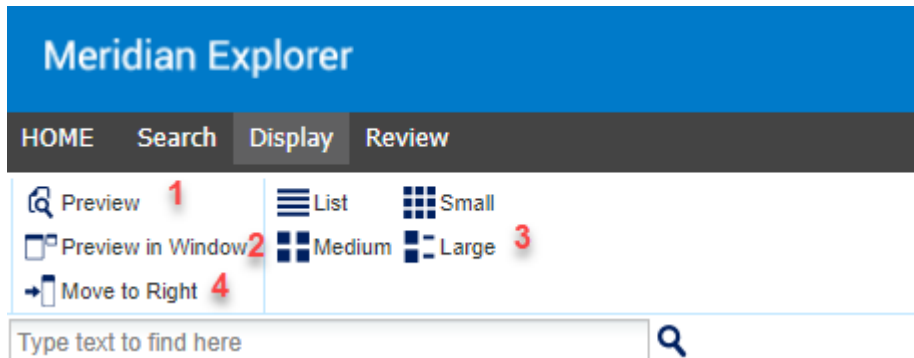
Highlight the folder required and select  **Save** icon on the search tab. Complete the "save filter" dialog box with a name that will be saved to your "saved searches" view.

3.7 Deleting a saved search




When you no longer require the saved search, go to the saved searches on the home page and select the  icon to remove. You will see a "warning" dialog box appear asking if you are sure you wish to remove the item.

3.8 Display properties (all types)

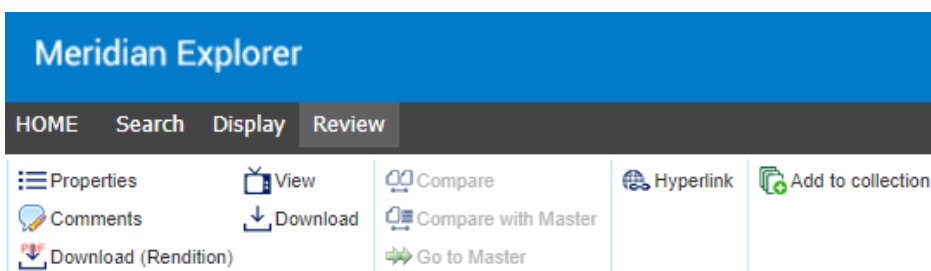


Select a document to make icons available.

Table 13


	Name	Description
1	Preview	<ul style="list-style-type: none"> The Preview icon, this will toggle the selected document property pages on and off. The General tab icon  in the property pane will preview the document
2	Preview in window	The Preview in window icon, this will open a separate browser window to display the 'Review' tab property pages of the selected document.
3	List, Medium, Small, Large	<ul style="list-style-type: none"> The List, Medium, Small, Large icons, allow the user to change the way the results are displayed
4	Move to Right	<ul style="list-style-type: none"> This moved the property pane from the bottom to the right side of screen

3.9 Review properties (all types)



Select a document to make icons available. Icons in gray are not available.

Table 14

	Name	Description
	Properties	<ul style="list-style-type: none"> • Display's property pane full screen,  icon will preview the document. On some documents this could be a thumbnail/snapshot image of the document
	Comments	<ul style="list-style-type: none"> • Display's document for on-line review and comments pane
	Download ** (Rendition)	<ul style="list-style-type: none"> • Allows the user to download the rendition and view off-line
	View	<ul style="list-style-type: none"> • Preview the selected document
	Download	<ul style="list-style-type: none"> • Not available
	Hyperlink	<ul style="list-style-type: none"> • Document hyperlink available for user to send to other users that have access to Meridian Explorer Client
	Export **	<ul style="list-style-type: none"> • Enables user to create to export a report of selected documents meta-data
	Add to collection **	<ul style="list-style-type: none"> • Enables user to create a group of documents

** Refer section 5 for Quick Reference Guide (QRG) pages

If you require further steps on the application tabs, request this via email to IS.Support@Poweco.co.nz

4. Documents

Documents in this application are only PDF renditions for viewing on-line or downloading. No native format files are available via this self-service portal.

The layout of the documents will depend on the view you are in.

4.1 Viewing (on-line)

Once you have found the required document you can view on-line by picking the format icon in the results pane. You will then see the property page. On the general tab select the icon or thumbnail to view document.



Select this icon to view on-line

4.2 Searching Key word (with-in document)

Documents can be searched for key words if the PDF rendition was created from an application e.g., AutoCAD, Microsoft.

If the PDF rendition was created from a scanned paper document key word search will not work.

4.3 Downloading Rendition

Download rendition files from the '**Review**' tab, this will download a single document you can open the file or go to file manager and copy PDF rendition to required location.

If you wish to download multiple rendition files at a time you will need to download the Meridian Web Client from the Powerco Web page, refer section 1.4

Export Document Metadata, refer section 5.3

5. User Journey's

Explain how the user will complete various specific tasks in the application.

- 5.1 Downloading (Rendition) page 20**
- 5.2 Downloading multiple page 21**
 - Download Meridian Explorer Client Refer Appendix A**
- 5.3 Export document meta-data page 24**
- 5.4 Creating a collection page 26**

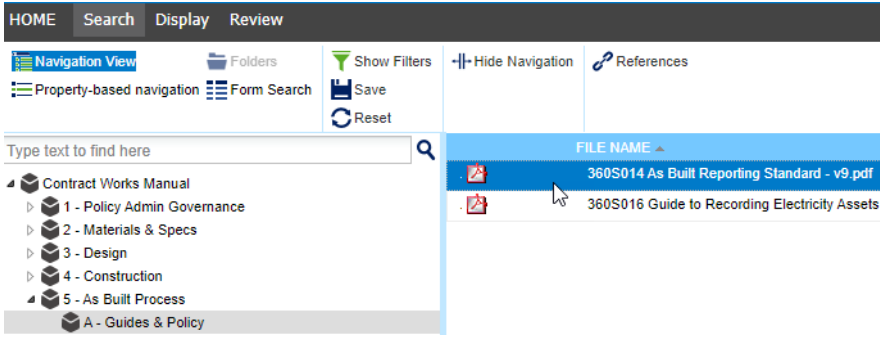
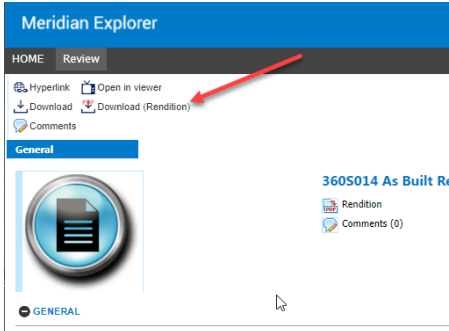
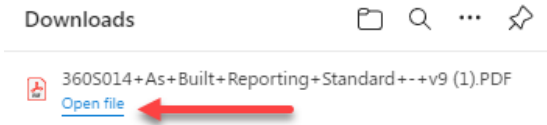
Introduction

The 'Downloading (Rendition)' Quick Reference Guide is designed to provide the user with clear visual and minimum written instructions necessary to carry out the task.

Pre-requisites

The user will have access and have found the document required to download.

Steps

<p>Step 1</p> <ul style="list-style-type: none"> Select document icon for downloading. If you only select the title you will stay on the same screen and not preview the document 	
<p>Step 2</p> <ul style="list-style-type: none"> On Review tab Select Download (Rendition) 	
<p>Step 3</p> <ul style="list-style-type: none"> You will see the Downloads dialog prompt Open file and save to your file manager 	 <p>Downloading (Rendition) completed</p>

Note:

To download multiple documents, you will need to download the Meridian Explorer Client, refer 'Appendix A'

To steps to download multiple documents refer steps on page 21 'QRG - Downloading multiple'.


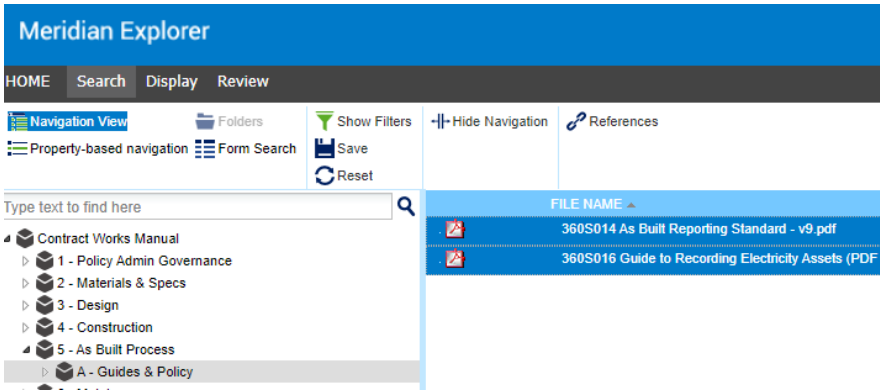
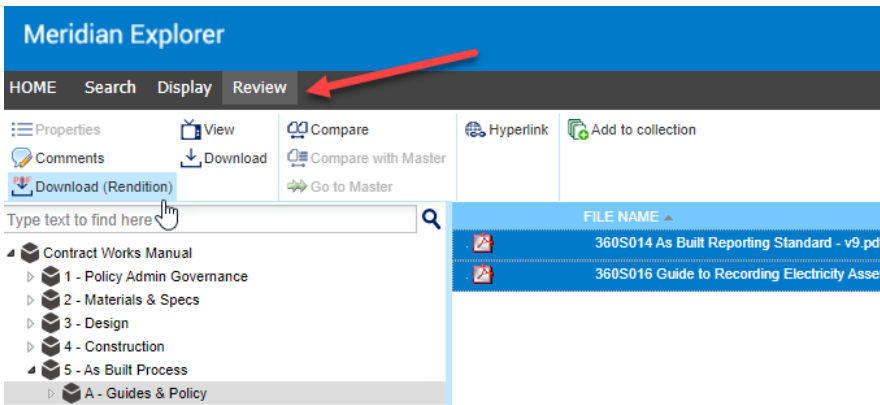

Introduction

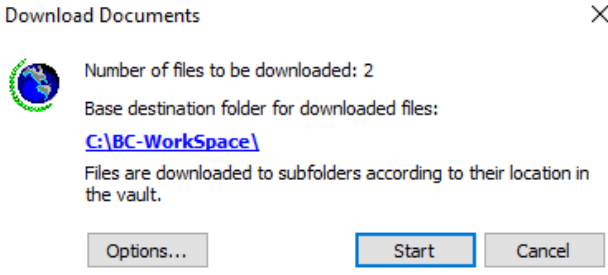

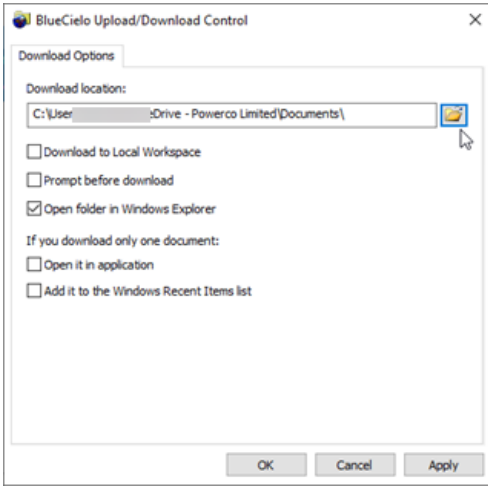
The 'Downloading multiple' Quick Reference Guide is designed to provide the user with clear visual and minimum written instructions necessary to carry out the task.

Pre-requisites

The user will have downloaded the Meridian Explorer Client from Powerco web site Home page, refer appendix A.

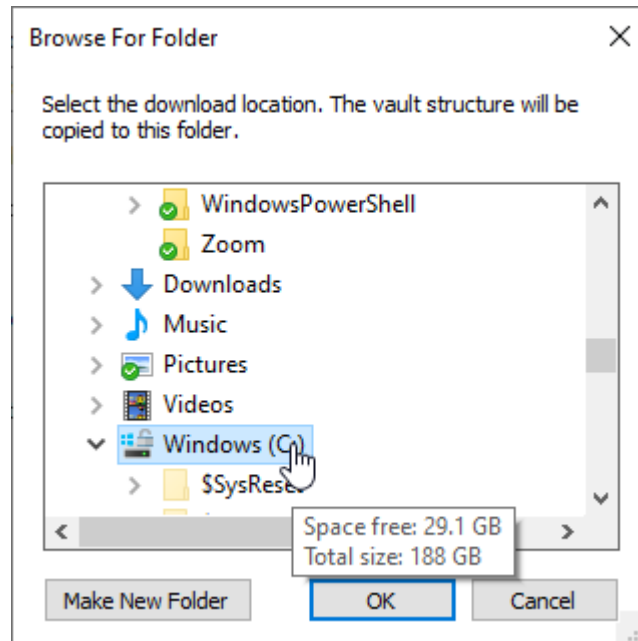
Steps

<p>Step 1</p> <ul style="list-style-type: none"> Select multiple documents by file name If you select the  icon you will be taken to a preview screen for selected document 	
<p>Step 2</p> <ul style="list-style-type: none"> Select Review tab Select Download (Rendition) 	
<p>Step 3</p> <ul style="list-style-type: none"> You will see the Downloads dialog prompt Select open file this will take and save to your file manager 	

<p>Step 4a</p> <ul style="list-style-type: none"> You will see the Download Documents dialog box This will show the download path which was setup when 'Meridian Explorer Client' was installed Select start this will download the selected files. <p>Note:</p> <ul style="list-style-type: none"> If you want to choose another option refer to Step 4b 	 <p>The screenshot shows a dialog box titled "Download Documents" with a close button (X) in the top right corner. It contains the following text: "Number of files to be downloaded: 2", "Base destination folder for downloaded files: C:\BC-WorkSpace", and "Files are downloaded to subfolders according to their location in the vault." At the bottom, there are three buttons: "Options...", "Start", and "Cancel".</p>
<p>Step 4b</p> <ul style="list-style-type: none"> You will see the BlueCielo Upload/Download control dialog box appear Select the file  icon to choose where you want the multiple files downloaded to 	 <p>The screenshot shows a dialog box titled "BlueCielo Upload/Download Control" with a close button (X) in the top right corner. It has a "Download Options" tab. The "Download location:" field contains "C:\User\...:Drive - Powerco Limited\Documents\" and has a folder icon button to its right. Below this are three checkboxes: "Download to Local Workspace" (unchecked), "Prompt before download" (unchecked), and "Open folder in Windows Explorer" (checked). Under the heading "If you download only one document:", there are two more checkboxes: "Open it in application" (unchecked) and "Add it to the Windows Recent Items list" (unchecked). At the bottom, there are three buttons: "OK", "Cancel", and "Apply".</p>

Step 4b continued

- You will see the **Browse For Folder** dialog box appear
- Once path selected pick **OK** and **OK** again on the **BlueCielo Upload/Download control** dialog box
- The downloading will then happen



Downloading multiple files completed

Meridian Explorer - QRG - Export document meta-data



Introduction

The 'Export document meta-data' Quick Reference Guide is designed to provide the user with clear visual and minimum written instructions necessary to carry out the task. The user would use this spreadsheet of meta-data from the selected drawings for quick reference or when requesting **native files** for modification.

Pre-requisites

The user will have selected the files or created a collection from which the export of meta-data will come from. Refer to 'QRG - Add to a collection' for information on this step.

Steps

<p>Step 1</p> <ul style="list-style-type: none"> Select multiple documents by file name On Review tab select Export 																									
<p>Step 2</p> <ul style="list-style-type: none"> You will see a Background tasks dialog box appear 																									
<p>Step 3</p> <ul style="list-style-type: none"> You will see a Downloads dialog box appear Select open file to open your Excel file 																									
<p>Step 4</p> <ul style="list-style-type: none"> Sample of Excel file export from the Electricity Network 	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>File Name</td> <td>Drawing Title</td> <td>State</td> <td>Title Line 1</td> <td>Title Line 2</td> </tr> <tr> <td>2</td> <td>404249.TIF</td> <td>PROPOSED LANDSCAPING</td> <td>Released</td> <td>ZONE SUBSTATIONS</td> <td>AKURA</td> </tr> <tr> <td>3</td> <td>407149.tif</td> <td>FENCE POSITIONS FOR TRANSFORMER REMOVAL</td> <td>Released</td> <td>ZONE SUBSTATIONS</td> <td>AKURA</td> </tr> </tbody> </table> <p>Export document meta-data completed</p>		A	B	C	D	E	1	File Name	Drawing Title	State	Title Line 1	Title Line 2	2	404249.TIF	PROPOSED LANDSCAPING	Released	ZONE SUBSTATIONS	AKURA	3	407149.tif	FENCE POSITIONS FOR TRANSFORMER REMOVAL	Released	ZONE SUBSTATIONS	AKURA
	A	B	C	D	E																				
1	File Name	Drawing Title	State	Title Line 1	Title Line 2																				
2	404249.TIF	PROPOSED LANDSCAPING	Released	ZONE SUBSTATIONS	AKURA																				
3	407149.tif	FENCE POSITIONS FOR TRANSFORMER REMOVAL	Released	ZONE SUBSTATIONS	AKURA																				

Introduction

The 'Creating a collection' Quick Reference Guide is designed to provide the user with clear visual and minimum written instructions necessary to carry out the task. A collection is a saved group of documents, like a Saved Search refer 3.6. The difference is that a Saved Search can be modified over a time by adding or removing documents at will, while the documents grouped in a Collection remain static.

Pre-requisites

The user will know how to search for a file. Refer section 3 Navigation

Steps

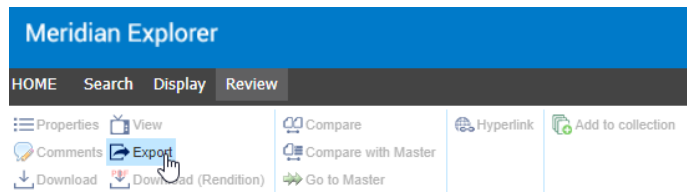
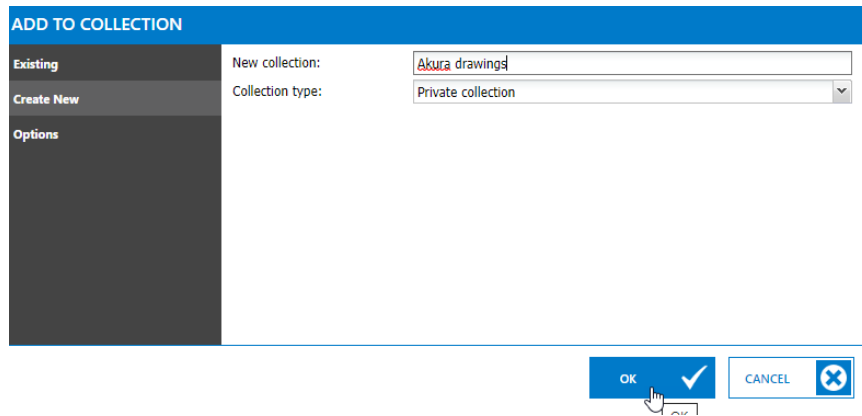
<p>Step 1</p> <ul style="list-style-type: none"> Select multiple documents by file name On Review tab select Add to collection 	<table border="1"> <thead> <tr> <th>FILE NAME</th> <th>DRAWING TITLE</th> </tr> </thead> <tbody> <tr> <td>404249.TIF</td> <td>PROPOSED LANDSCAPING</td> </tr> <tr> <td>407149.tif</td> <td>FENCE POSITIONS FOR TRANSFO</td> </tr> <tr> <td>407360.tif</td> <td>LAYOUT PLAN</td> </tr> <tr> <td>408789.tif</td> <td>FENCE ALTERATION DETAILS</td> </tr> <tr> <td>409932.dwg</td> <td>SITE LAYOUT</td> </tr> </tbody> </table>	FILE NAME	DRAWING TITLE	404249.TIF	PROPOSED LANDSCAPING	407149.tif	FENCE POSITIONS FOR TRANSFO	407360.tif	LAYOUT PLAN	408789.tif	FENCE ALTERATION DETAILS	409932.dwg	SITE LAYOUT
FILE NAME	DRAWING TITLE												
404249.TIF	PROPOSED LANDSCAPING												
407149.tif	FENCE POSITIONS FOR TRANSFO												
407360.tif	LAYOUT PLAN												
408789.tif	FENCE ALTERATION DETAILS												
409932.dwg	SITE LAYOUT												
<p>Step 2</p> <ul style="list-style-type: none"> The ADD TO COLLECTION dialog box will appear Select Create New and type a name for the collection in the New collection box You will then only see the option Export to pick <p>Note;</p> <ul style="list-style-type: none"> You can now Export your collection of information of add more files to your collection then export 													

Step 3

- The **ADD TO COLLECTION** dialog box will appear
- Select **Create New** and type a name for the collection in the New collection box
- You will then only see the option **Export** to pick

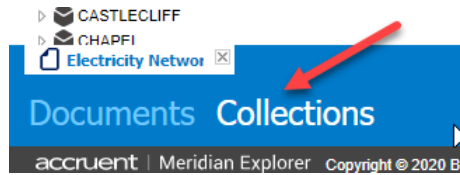
Note;

- If you select **Collection type: Shared**, other users will be able to view your collection
- You can now **Export** your collection



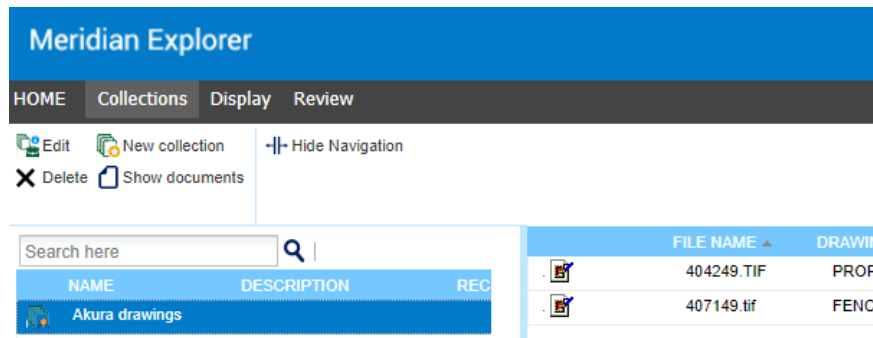
Step 4

- To view collection, select **collections** at the bottom left-hand corner of Meridian Explorer
- To add more documents to the collection, repeat from **Step 1**



Step 5

- To remove collection, view collection and select specific collection pick **Delete**



Creating a collection completed

6. User Preferences

There is minimal you can change as a user, though there are some personal preferences you can change. Refer below for column and download options.

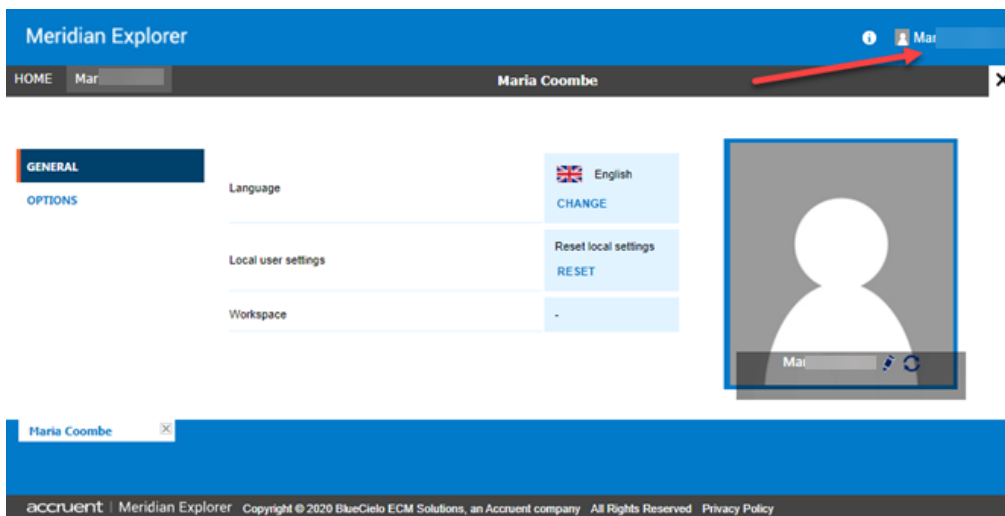
6.1 Configure Personal Preferences

At the top right corner of any page, click your name. Your personal profile pages appear.

General user preference options

Table 15

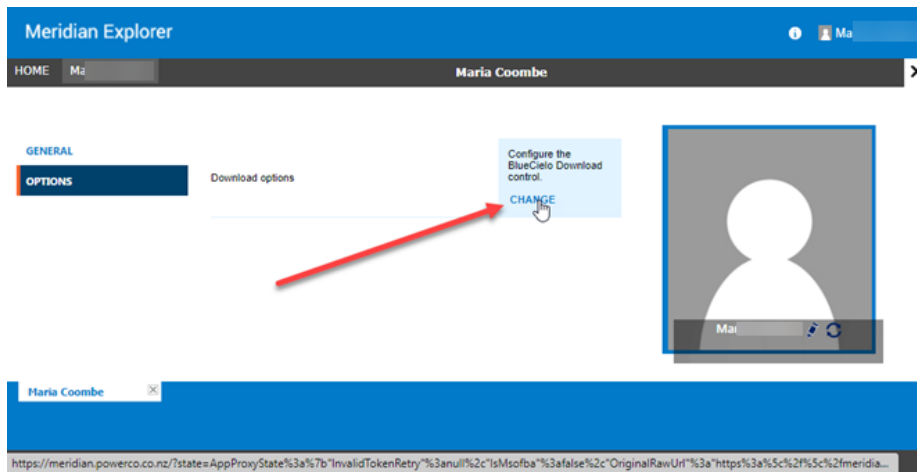
	Name	Description
1	Language	<ul style="list-style-type: none"> Select CHANGE, this will allow you to choose a language option for the user interface (not data) shown
2	Local user settings	<ul style="list-style-type: none"> Select RESET to remove your personal settings and restore the default settings
3	Workspace	<ul style="list-style-type: none"> Computer name of the location of your preferred local workspace



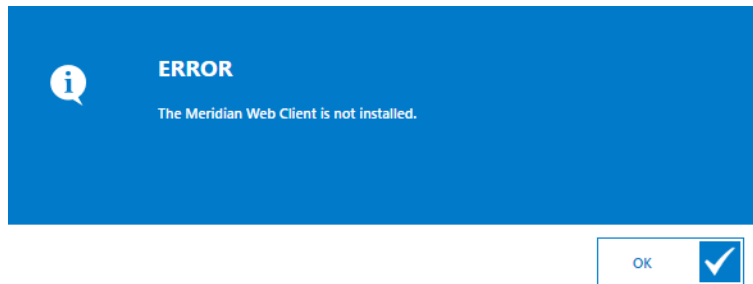
OPTIONS user preference options

Table 16

	Name	Description
	Download options	<ul style="list-style-type: none"> Select CHANGE, you will only be able to change this setting if you have downloaded the Meridian Explorer Client, only required for multiple downloads



You will see this **Error** dialog box if you try to change the Download option if you have not installed the Meridian Explorer Client which is only required if you need to download multiple documents, refer Appendix A.


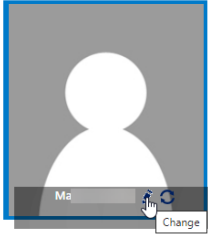
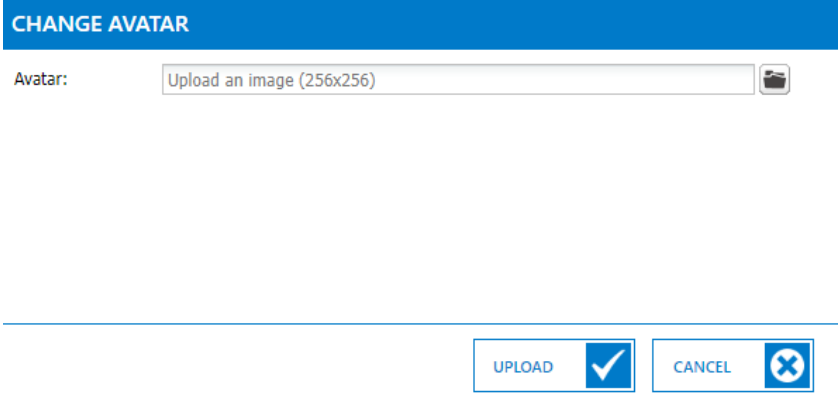


If you have downloaded Meridian Explorer Client, you will be able to change the download path.

6.2 Change Avatar

Your avatar is the image that appears next to our name in Meridian Explorer application. If you do not upload an image, the default image

Steps

<p>Step 1</p> <ul style="list-style-type: none"> Select the change icon  	
<p>Step 2</p> <ul style="list-style-type: none"> The CHANGE AVATAR dialog box appears. Upload image 	

Appendix A - Download Meridian Explorer Client

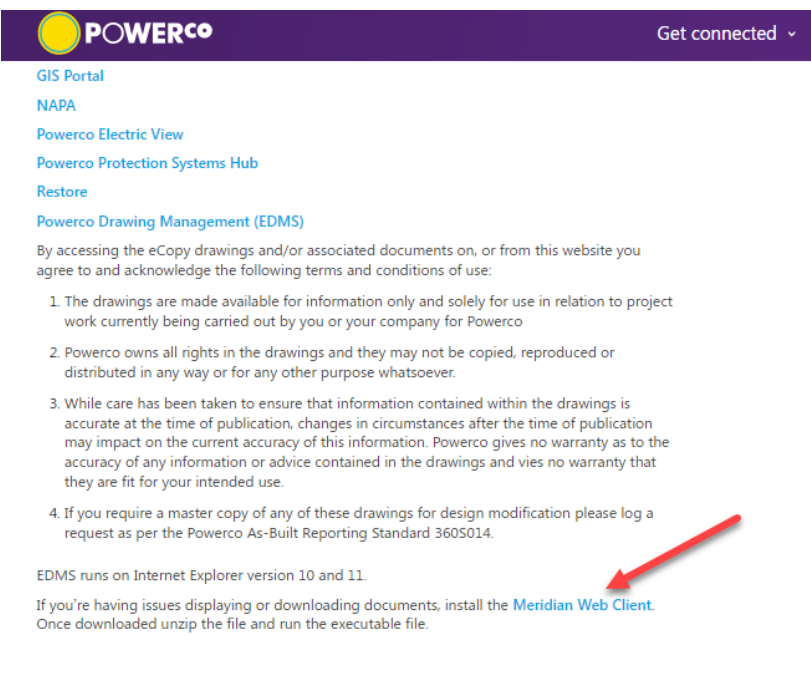
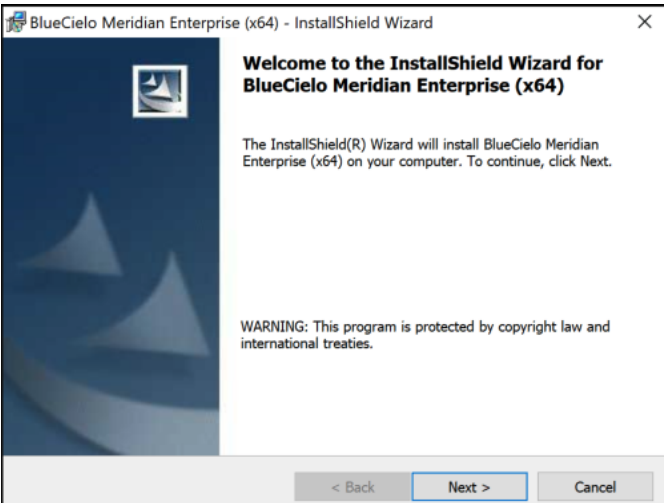
Introduction

The appendix A 'Download Meridian Explorer Client' is designed to provide the user with clear visual and minimum written instructions necessary to carry out the task.

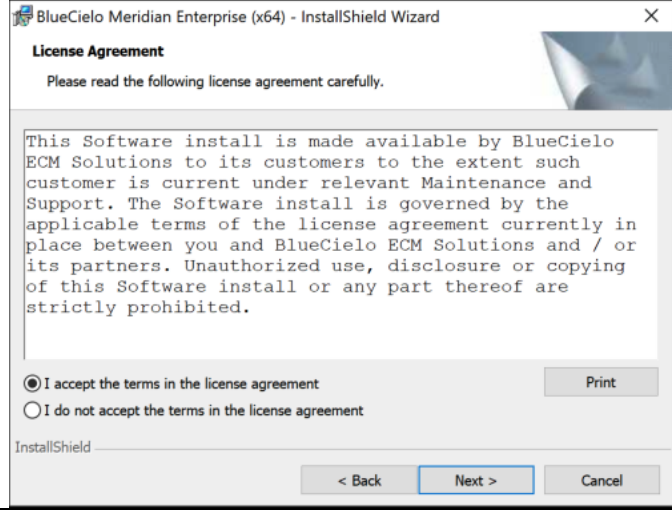
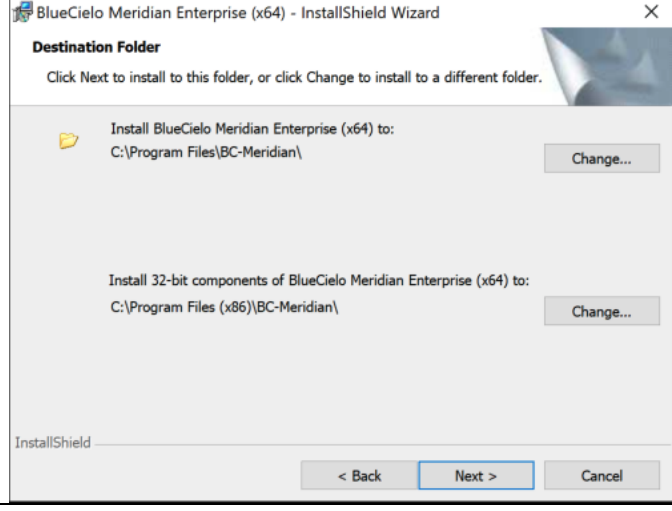
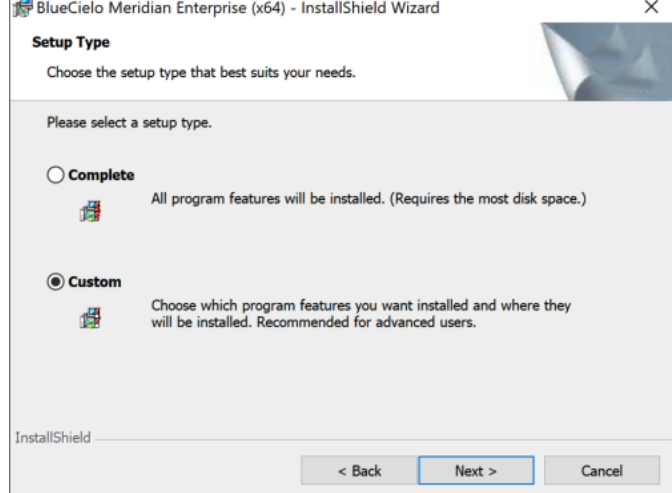
Pre-requisites

The user will have access to the Powerco web site home page. The Meridian Web Access site must be added to the Trusted sites zone, <https://meridian.powerco.co.nz>

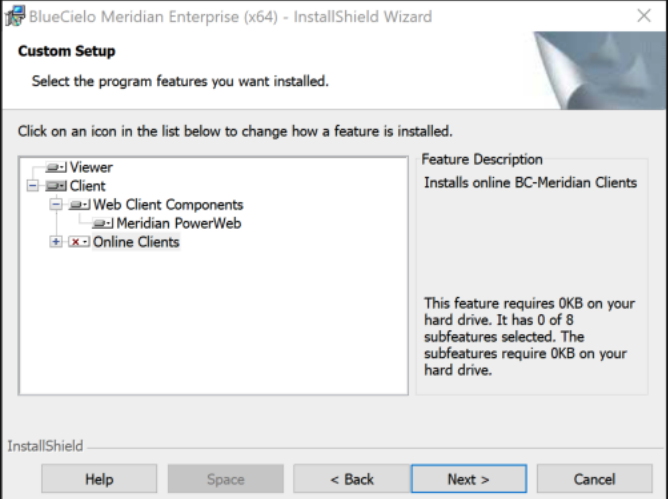
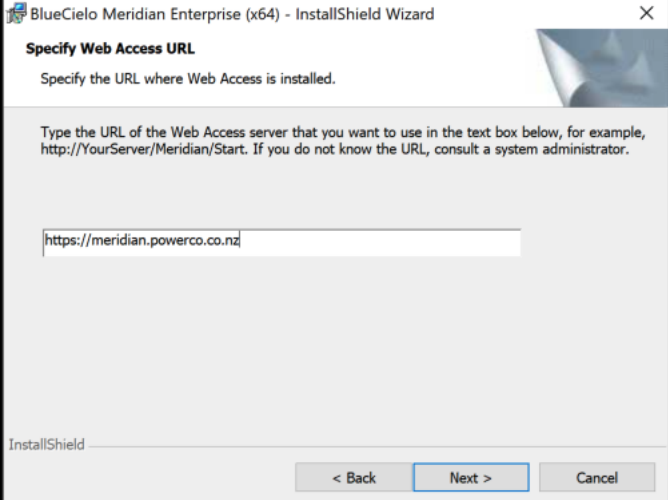
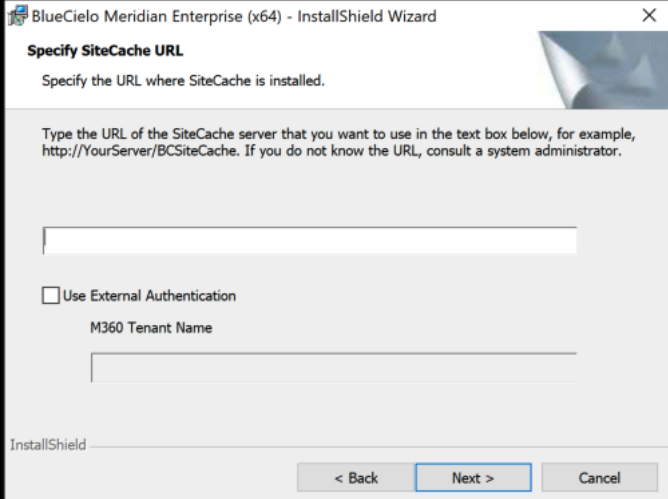
Steps

<p>Step 1</p> <ul style="list-style-type: none"> Download the zip file to your local hard drive 'BlueCielo Meridian Enterprise (x64).msi' from the Powerco web site Home page Once installed you can delete everything 	
<p>Step 2</p> <ul style="list-style-type: none"> Run BlueCielo Meridian Enterprise (x64).msi Press Next 	

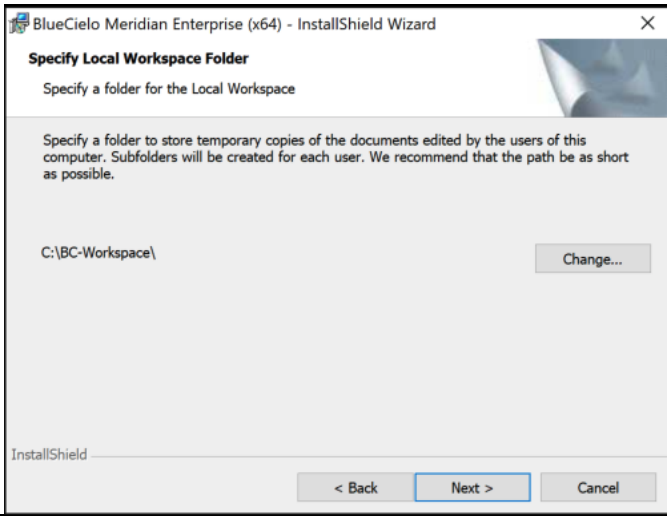
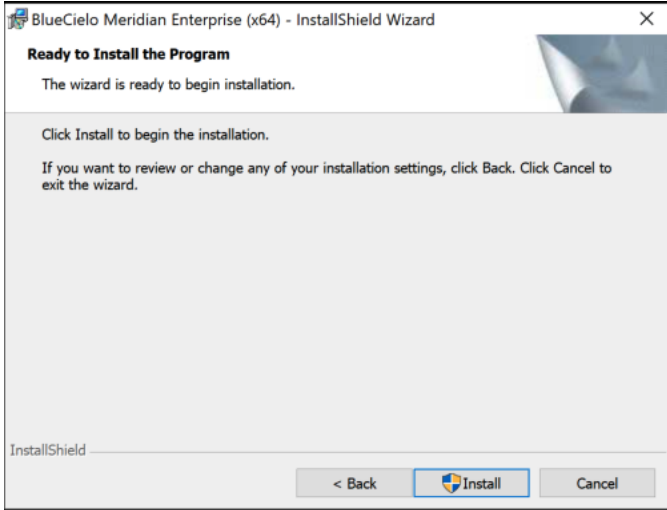
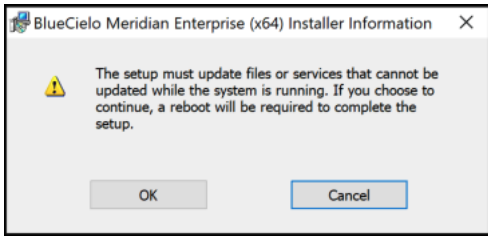
Download Meridian Explorer Client

<p>Step 3</p> <ul style="list-style-type: none"> • Accept the terms • Press Next 	
<p>Step 4</p> <ul style="list-style-type: none"> • Accept defaults or change as required • Press Next 	
<p>Step 5</p> <ul style="list-style-type: none"> • Select custom install • Press Next 	

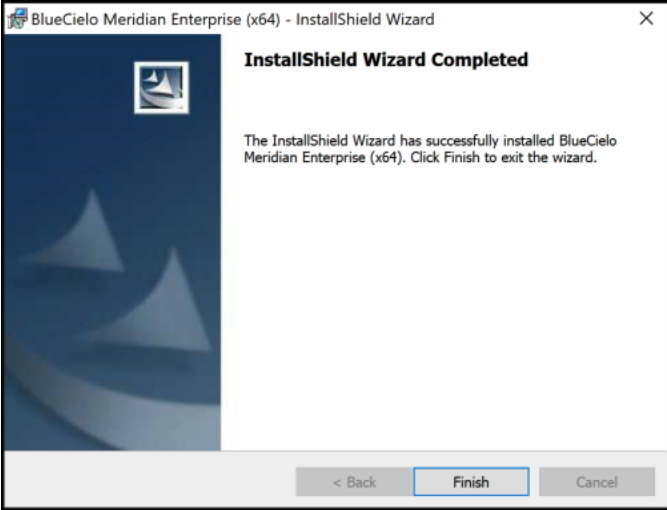
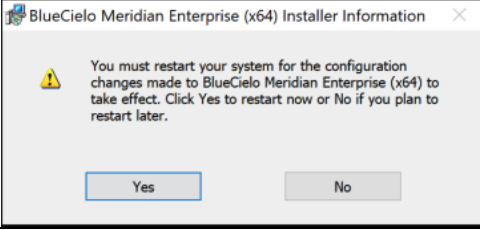
Download Meridian Explorer Client

<p>Step 6</p> <ul style="list-style-type: none"> • Deselect online clients • Press Next 	
<p>Step 7</p> <ul style="list-style-type: none"> • Enter https://meridian.powerco.co.nz • Press Next 	
<p>Step 8</p> <ul style="list-style-type: none"> • Leave everything blank • Press Next 	

Download Meridian Explorer Client

<p>Step 9</p> <ul style="list-style-type: none"> • Press Next 	
<p>Step 9</p> <ul style="list-style-type: none"> • Press Install 	
<p>Step 10</p> <ul style="list-style-type: none"> • If Windows asks to allow Meridian to update your system, Click Yes • Press OK 	

Download Meridian Explorer Client

<p>Step 11</p> <ul style="list-style-type: none"> Once the application has installed Press Finish 	
<p>Step 12</p> <ul style="list-style-type: none"> Press yes to restart your computer 	
<p>Step 13</p> <ul style="list-style-type: none"> You will now be able to open your browser and work as normal 	<p>Task complete</p>

7. Document review history

Version number	Reviewed by.	Review date	Reason
10	M. Coombe	25/07/2022	Update format, taxonomy Added Quick Reference Guides (QRG)
11	M. Coombe	23/08/2022	Minor change as required to change document from Corporate to Public Data classification