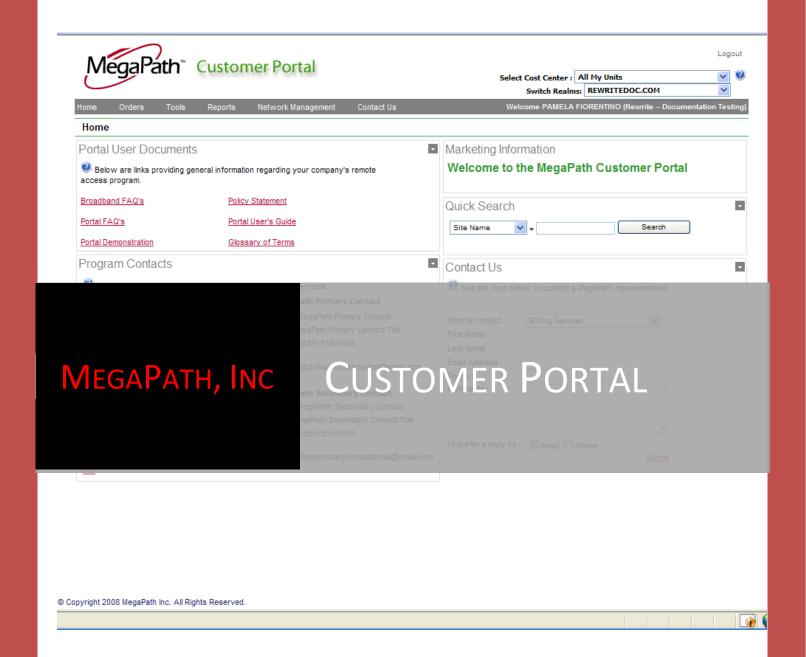
## Published 2/10/2009



How to Use the Megapath Customer Portal | Pamela Fiorentino

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## [CUSTOMER PORTAL]

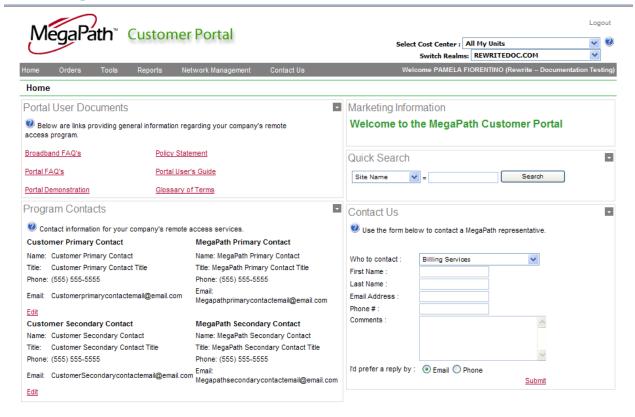
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# MegaPath Customer Portal

### Overview:

The MegaPath Customer Portal is the tool provided by MegaPath for the order placement and post installation management and reporting of services provided by Megapath for Enterprise and Wholesale customers. This guide will provide the ability to fully navigate the Customer Portal site enabling, ORDERING, REPORTING and MANAGEMENT of sites and their corresponding services.

### **Home Page**





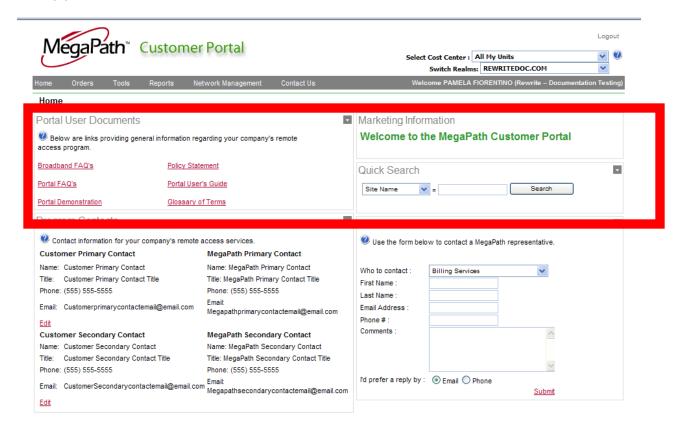
### **Navigating the Home Page**

#### **Panels**

Panels are sections of the home page off-set from the rest of the page by a frame and managed independently of the rest of the page.

### Top Panel

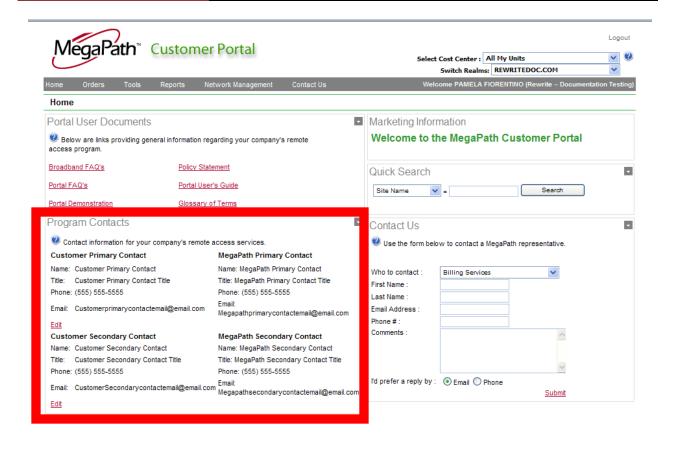
The top panel is the area defined below with a red border





### Left Panel

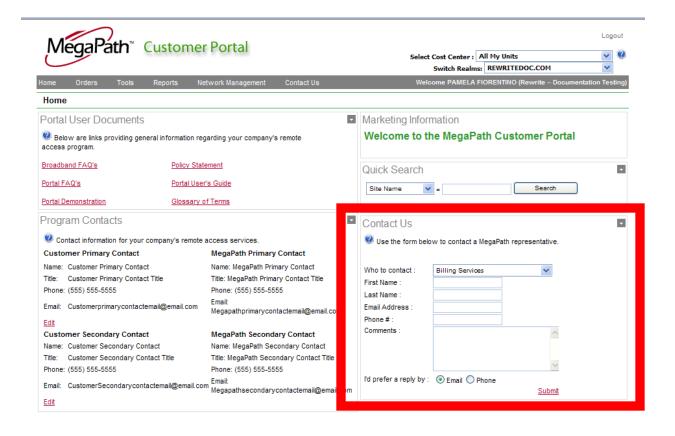
The left panel is the area defined below with a red border





### **Right Panel**

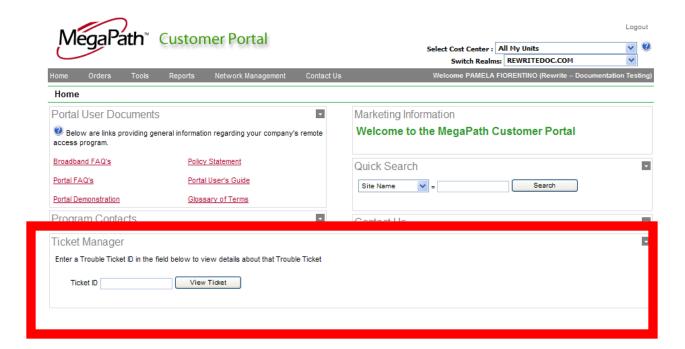
The Right panel is the area defined below with a red border





### **Bottom Panel**

The Bottom panel is the area defined below with a red border

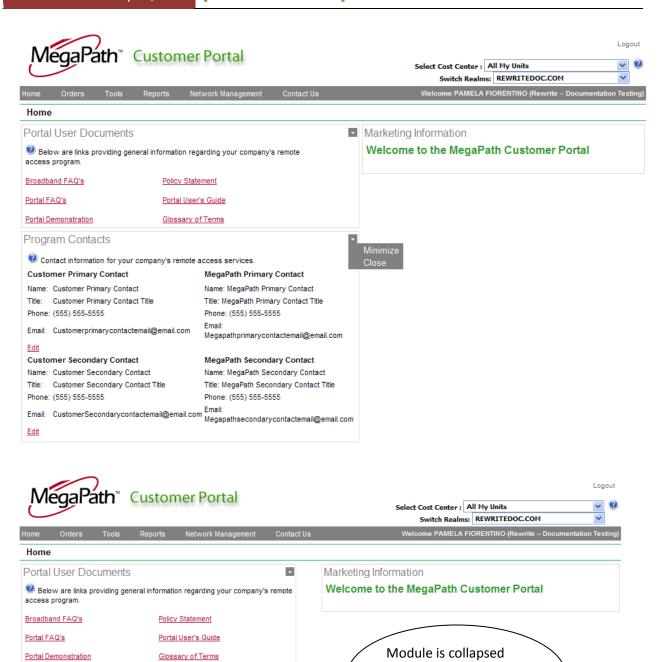


### **Modules**

Modules are independent operable units that are available to be part of the home page. Modules can be added or removed from the home page as a means of customizing the look and feel for each user.

### Minimizing a Module

Minimizing a module collapses it in the view, reserving its space on the page for the ability to later be maximized and viewed. To minimize a module, click on the grey box with the white arrow in the top right of the module and a drop down will appear with minimize and close as the options. Choose minimize and the module with collapse showing the name of the module.



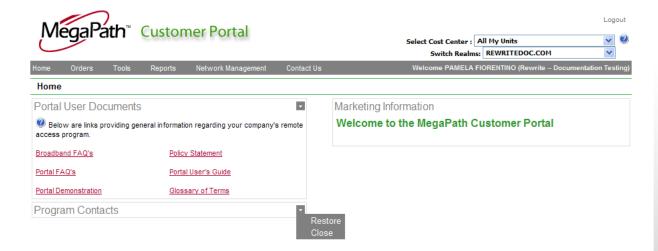
**Program Contacts** 

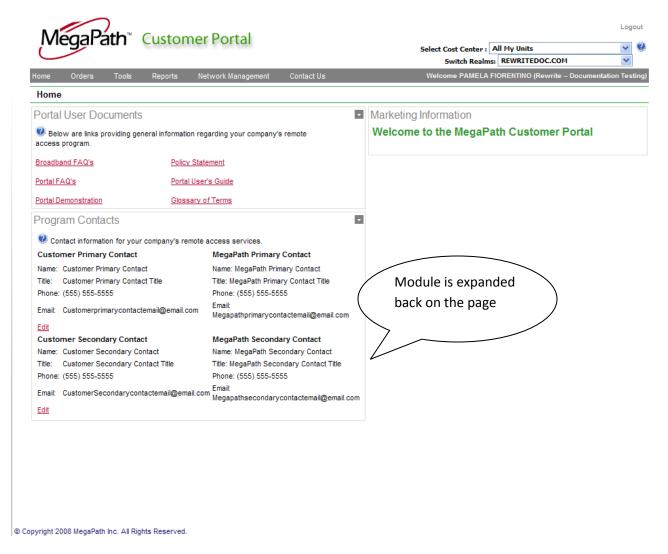
and able to be

maximized

### Maximizing a Module

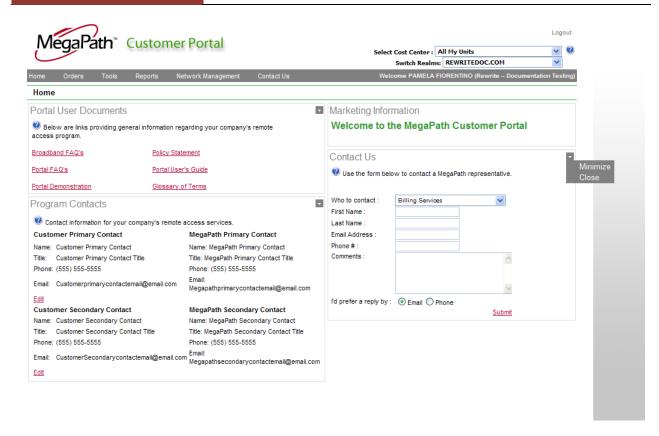
Maximizing a module expands it in the view. To maximize a module, click on the grey box with the white arrow in the top right of the module and a drop down will appear with restore and close as the options. Choose restore and the module with expand and show all items relevant to the module.

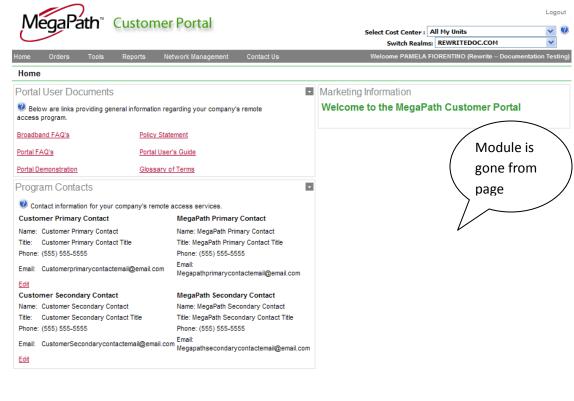




### Closing and Module

Closing a module removes it from the view permanently. To close a module click on the grey box with the white arrow in the top right of the module and a drop down will appear with 'minimize' and 'close'. Choose 'close' and the module will disappear from the page.





### **Default Modules**

#### **Portal User Documents**

This module provides access to links for:

- Broadband FAQ's quick hit information regarding the types of DSL and when an issue should be raised to MegaPath's attention
- Portal FAQ's quick hit list of information regarding how to's within the customer portal such as 'How to place and order', 'How to cancel and order', 'How to see monitoring information'
- Portal Demonstration A video that walks through the various menus and selections available within the customer portal.
- **Policy Statement** The MegaPath standard use policy
- Portal User's Guide this document
- Glossary of Terms A glossary of terms commonly used within MegaPath as it pertains to services provided

### **Quick Search**



Quick Search is a relatively simple search against one of four fields and the text entered in the associated box to quickly return search results.

Values that can be searched against are:

Site Name - Name of the site provided at order placement

Account Number - Unique value applied to identify the site in the MegaPath System

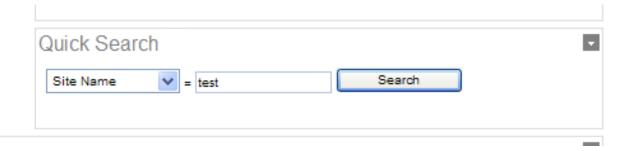
Service ID – UNIQUE identifier for each service within the MegaPath System

Location ID – Identifier for the site provided at order placement

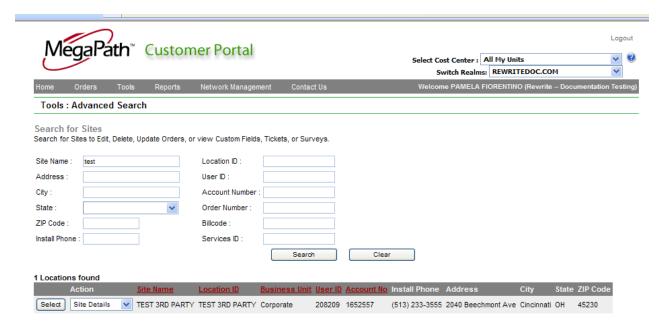
To use, select the value from the drop down



Enter the text against which you wish to search



Click on Search and review returned results



Note: to search by multiple fields, the Advanced Search tool is used.

### **Program Contacts**

This module provides the MegaPath contact information for the primary and secondary contacts at MegaPath. Also, the customer is able to populate or edit their primary and secondary contact information as needed.

## Program Contacts



Contact information for your company's remote access services.

**Customer Primary Contact** MegaPath Primary Contact

Name: Customer Primary Contact Name: MegaPath Primary Contact

Title: Title Title: Title

Phone: (555) 555-5555 Phone: (555) 555-5555 Email: email@email.com Email: email@email.com

Edit

Customer Secondary Contact MegaPath Secondary Contact

Customer Secondary Name: MegaPath Secondary Contact Name: Contact:

Title: Title Title: Title

Phone: (555) 555-5555 Phone: (555) 555-5555 Email: email@email.com Email: email@email.com

Edit

### **Marketing Information**

Marketing Information

## Welcome to the MegaPath Customer Portal

The Marketing Information section is a static (unable to be removed) and non-movable module on the customer portal home page. Here the MegaPath Marketing Department will provide messages about new product offerings or other valuable information regarding MegaPath Inc.

#### **Contact Us**

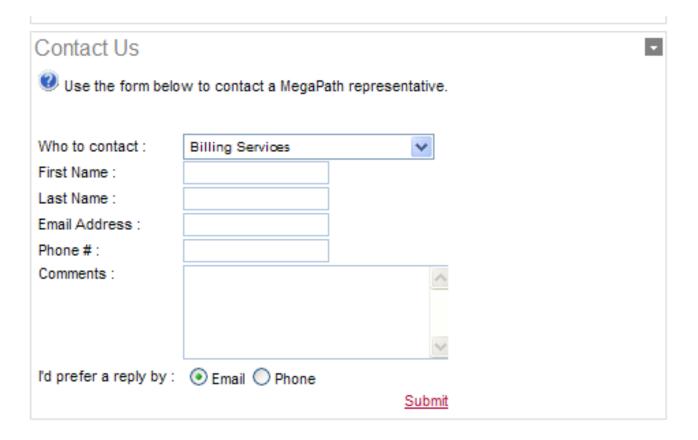
This module is used to contact four different areas within MegaPath Inc.

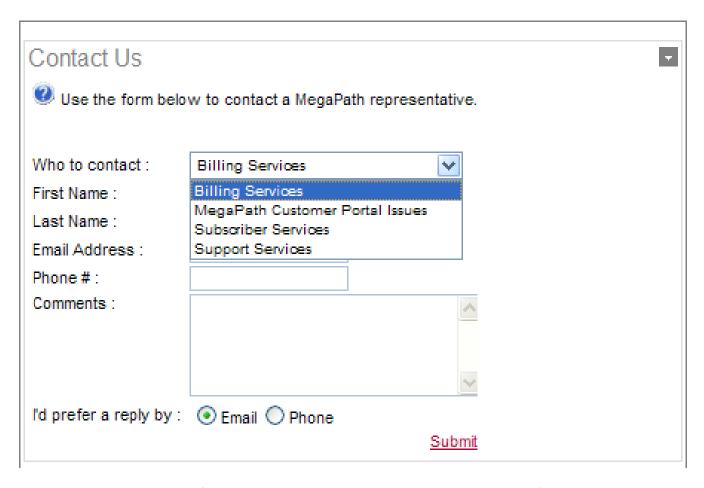
Billing Services – issues or questions regarding billing

MegaPath Customer Portal Issues – issues or questions regarding the Customer Portal

Subscriber Services – issues or questions regarding your orders in process

Support Services – issues or questions regarding the support of your installed services





To use the module as a means of contacting an area at MegaPath Inc., you would do the following:

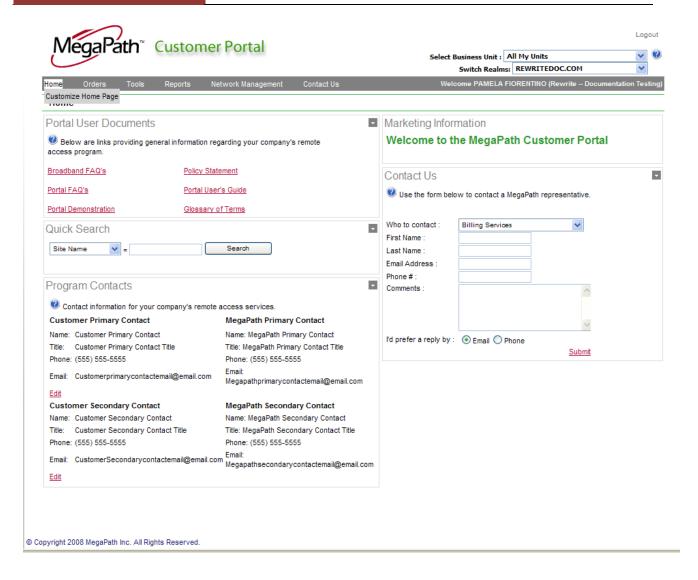
- Choose from the drop down the area you wish to inquire of.
- Enter your first and last name in the respective fields.
- Enter an email address where you can be contacted along with a phone number.
- Enter your question, concern or input in the comments section.
- Select whether you wish to be contacted by Email or phone and click submit.

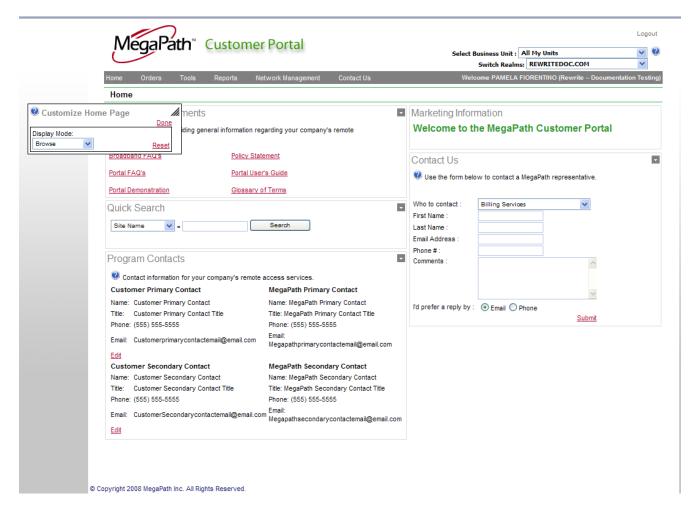
Someone should respond to your inquiry within 24 hours of submission.

### **Customizing the Home Page**

### **Browse**

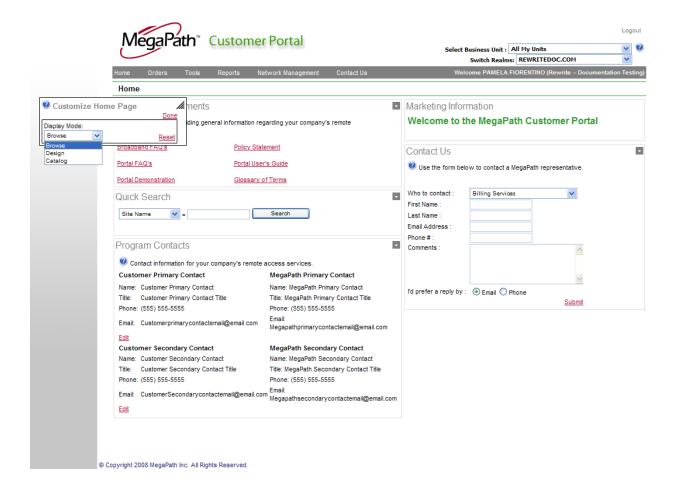
The browse setting allows for the viewing of the home page without adding or moving any of the modules.

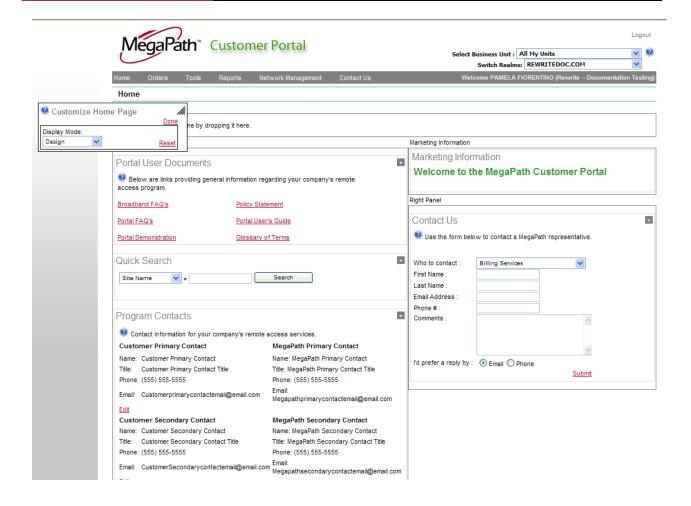


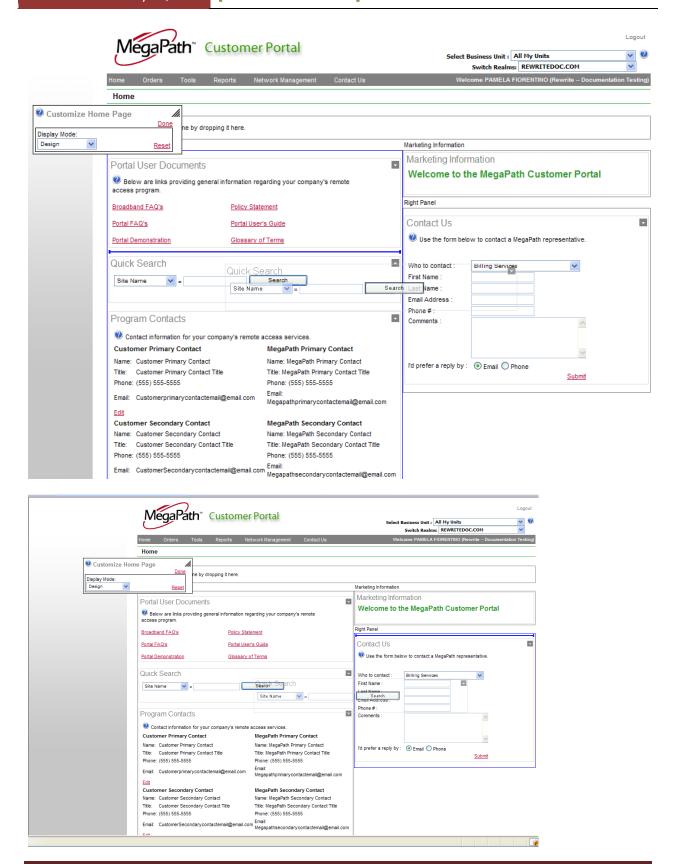


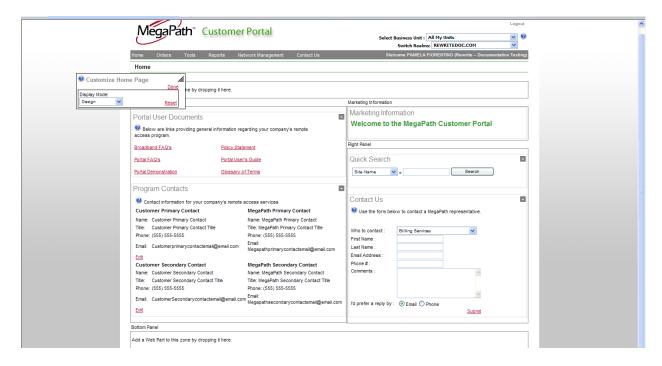
### **Design**

When Design is chosen, the ability to drag and drop the various modules around the page is made available. To pick up an item, hover over the item until the cursor changes to a cross, click and hold the mouse button to drag the item to the appropriate area. Drop the item in the area by releasing the mouse button.



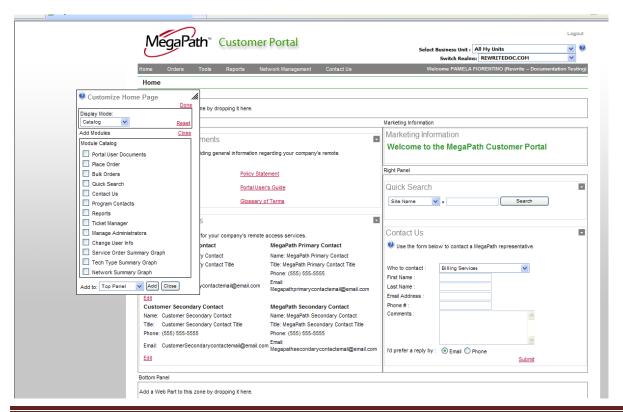






### **Catalog**

When choosing Catalog, you are able to add items to one of the four panels of the home page. You check the box next to the item(s) and then choose th panel to which you want the module(s) to appear. Then click add to have them appear on that section on the home page.



### **Catalog Modules:**

Portal User Documents – a default module on the home page which provides access to various portal related links. For detailed information, see 'Portal User Documents" section under 'Default Modules".

**Place Order** – this module allows for the start of an order without going to the Orders Page. For full detail on order placement see "Qualify a Site/Place Order' section under 'Orders Page'.

**Bulk Orders** – The ability to upload a batch of sites and order services in mass. For detailed steps, see "Bulk Orders" section under the Order Page.

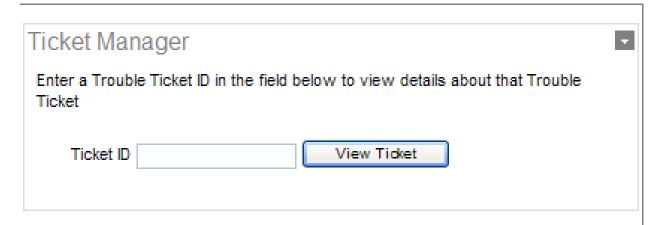
**Ouick Search** – a default module on the home page which is a relatively simple search against one of four fields and the text entered in the associated box to quickly return search results. For detailed steps see 'Quick Search' section under 'Default Modules'.

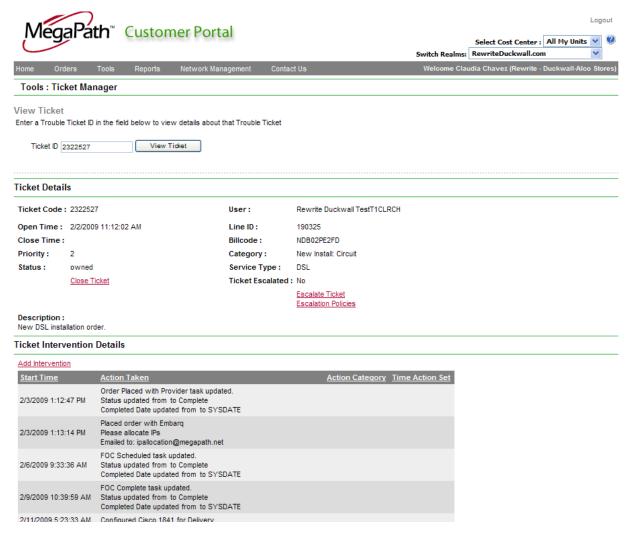
**Contact Us** – enables the user to contact four areas of MegaPath via the interface. For detailed steps, see 'Contact Us' section under 'Default Modules'.

Program Contacts -- This module provides the MegaPath contact information for the primary and secondary contacts at MegaPath. Also, the customer is able to populate or edit their primary and secondary contact information as needed. For details, see 'Program Contacts' section under 'Default Modules'.

**Reports** -- provides links to the Configurable/Order Status Report, Billing Reports and Tickets **Reports** 

**Ticket Manager** – Enables you to search for a single ticket quickly from the module. Simply enter the ticket ID and click View Ticket.



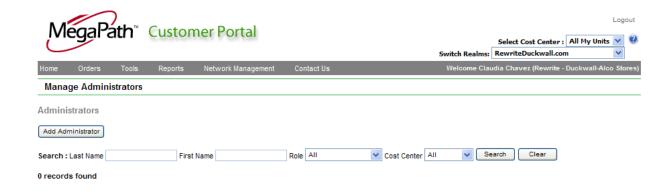


From this screen you can do the following by clicking on one of three links:

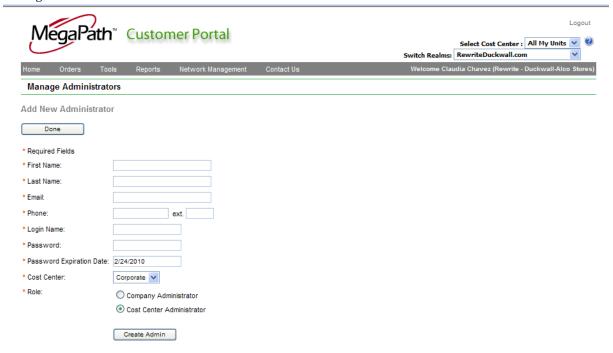
- Close Ticket Closes the ticket
- Add Intervention adds a note to the ticket
- **Escalate Ticket** escalates the ticket with the Network Operations Center

### **Manage Administrators**

Manage Administrators is used to add or change administrator privileges for the portal. The company administrator is able to add users and assign specific roles to permit specific actions. The Manage Administrators link allows for the search of administrator as well as the creation of administrators.



### Adding an Administrator



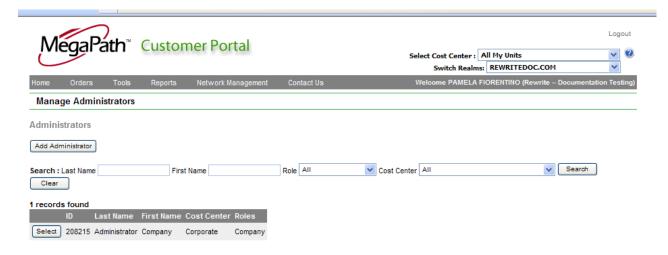
To create an administrator, you fill in the fields marked with an asterisk and click 'Create Admin'

### Searching for Administrator

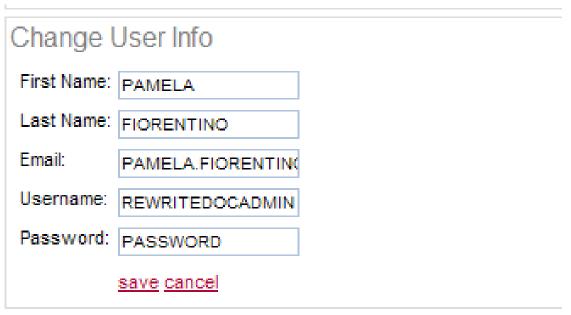
Searching for an administrator can be done by:

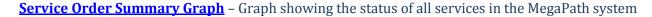
- Populating the last name and clicking 'Search'
- Populating the first name and clicking 'Search'
- Selecting a specific role and clicking 'Search'
- Selecting a specific Cost Center and clicking 'Search'
- Populating or selecting any combination of the four items mentioned above and clicking 'Search'

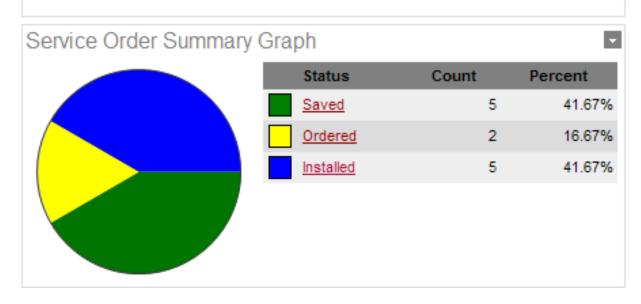
Search will return a list of the matching administrators as seen below. To select an administrator to work on, click the 'Select' button next to the appropriate administrator.



Change User Info – Provides the ability to change user information such as: First Name, Last Name, Email, Username and Password by clicking on the edit link, changing the appropriate information and clicking on Save. If changes are made and unwanted, click 'cancel' to void the action.

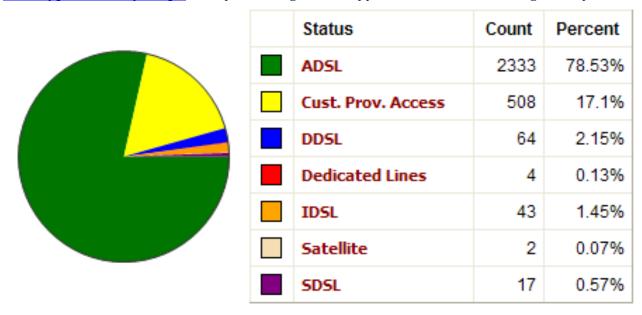






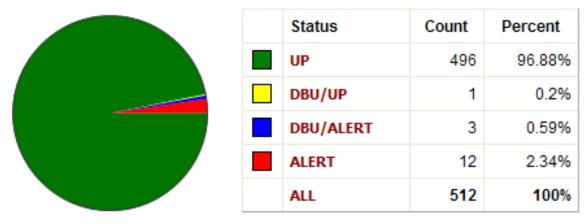
By clicking on the status in 'red', a detailed list of all services within that status will be returned. For more information on the graph and underlying statuses, see 'Summary Graphs' on the Reports Page.

**Tech Type Summary Graph** -- Graph showing the tech type of all services in the MegaPath system



By clicking on the status in 'red', a detailed list of all services within that tech type will be returned. For more information on the graph and underlying tech types, see 'Summary Graphs' on the Reports Page

Network Summary Graph - Graph showing the status of each monitored end point. By clicking on the status in 'Red', a detailed list of all entries with that status will be returned. For more information on the graph and underlying statuses, see 'Network Summary Graph' on the Network Management Page.



### Add

When clicked, this button adds the checked modules to the panel selected.

### **Done**

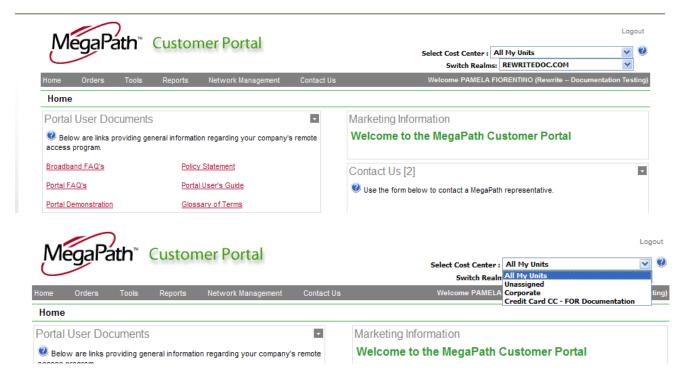
Closes the customization menu

### Reset

Returns the home page to the default configuration

### **Selecting Cost Centers**

If you have more than one cost center, you can choose to filter the portal by cost center at the top right of the screen by selecting a cost center under the 'Select Cost Center' drop down. All My Units is the default showing all sites when it is chosen. To limit your screens to show only sites within a specific cost center, you select the cost center in the drop down and the portal will filter all screens based on that cost center.



There are specific reports such as the Billing reports that require cost center selection and the selection is done through the same 'Select Cost Center' function.

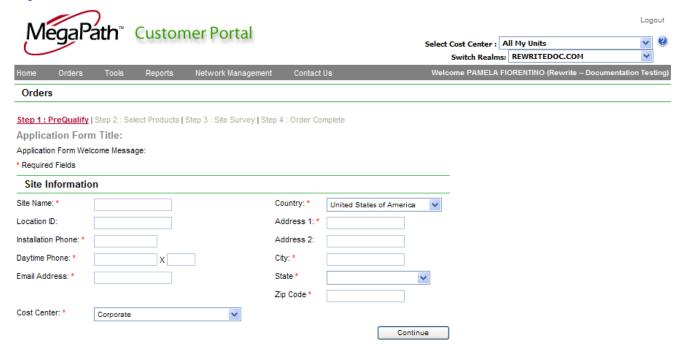
## **Orders Page**

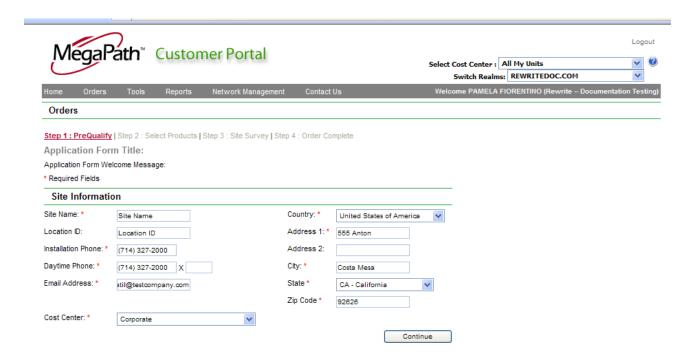
### Qualify a Site/Place Order

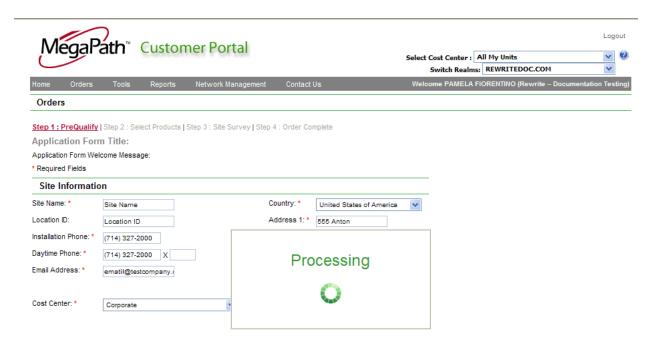
There are four steps to placing an order with MegaPath. They are:

- Prequalification
- **Selection of Products**
- Site Survey
- **Order Completion**

### **Prequalification:**

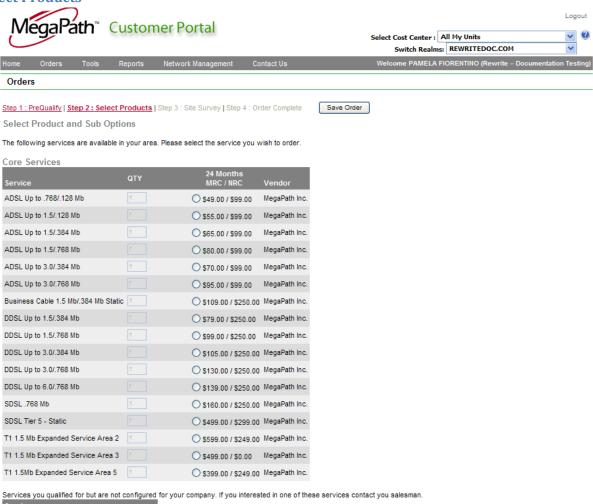




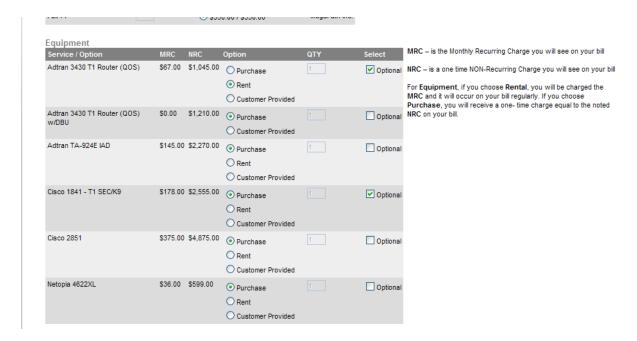


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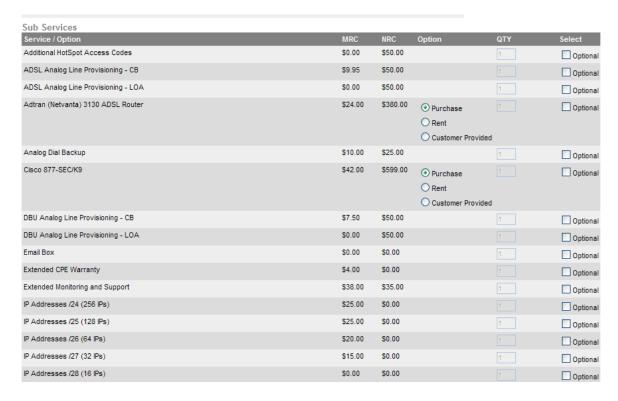
### **Select Products**



Select Equipment



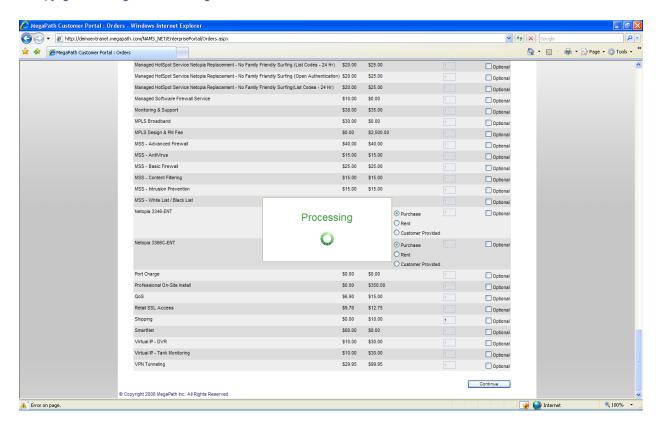
### **Select Features**



Click 'Continue'

| SmartNet                     | \$80.00 | \$0.00  | 1 | Optional |
|------------------------------|---------|---------|---|----------|
| Virtual IP - DVR             | \$10.00 | \$30.00 | 1 | Optional |
| Virtual IP - Tank Monitoring | \$10.00 | \$30.00 | 1 | Optional |
| VPN Tunneling                | \$29.95 | \$99.95 | 1 | Optional |
|                              |         |         |   |          |

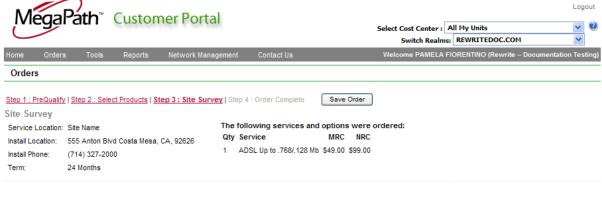
© Copyright 2008 MegaPath Inc. All Rights Reserved.



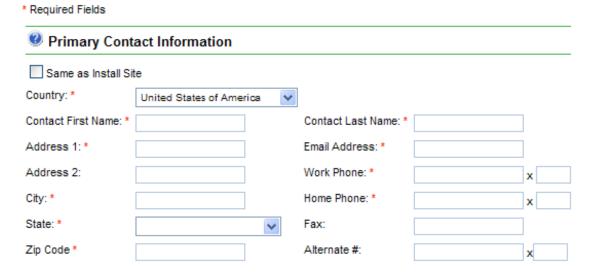
### **Site Survey**

Review the products/services/equipment on the order and respective pricing

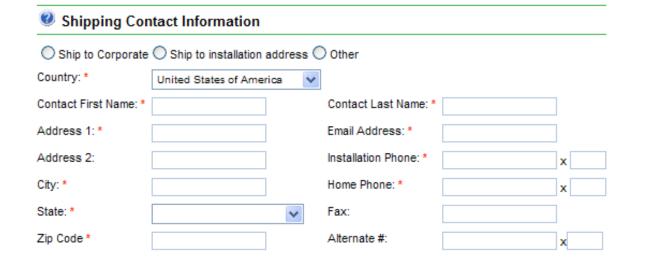
Continue



# **Enter the Primary Contact information**



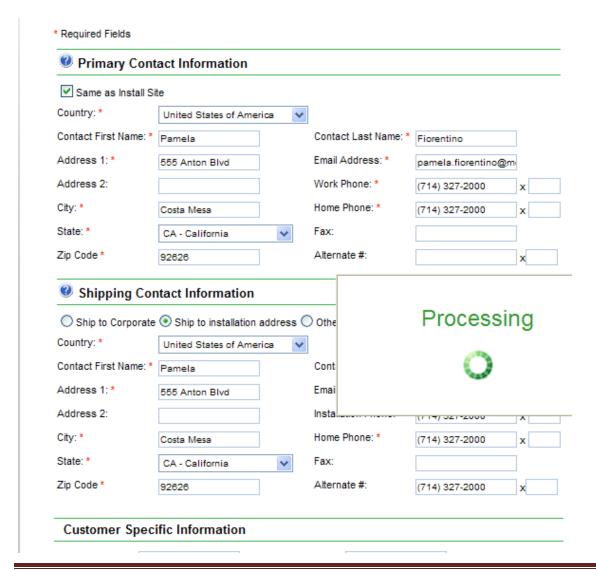
### **Enter the Shipping Contact information**



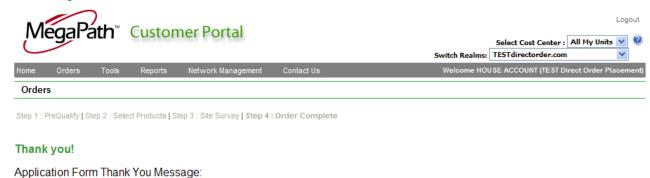
# Enter any customer specific information

| Customer Specific Inform | nation     |          |
|--------------------------|------------|----------|
| Site Name :              | Location : |          |
| Network Login: *         |            |          |
| Notes:                   |            | ^        |
|                          |            |          |
|                          |            | <u>~</u> |
|                          |            | Submit   |

### Click 'Submit Order'

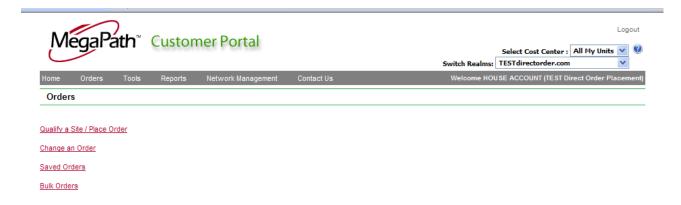


### **Order Complete**

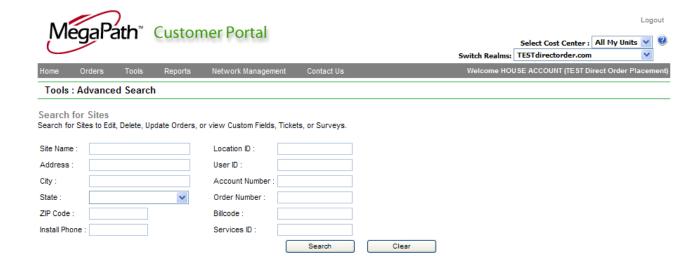


# Change an Order

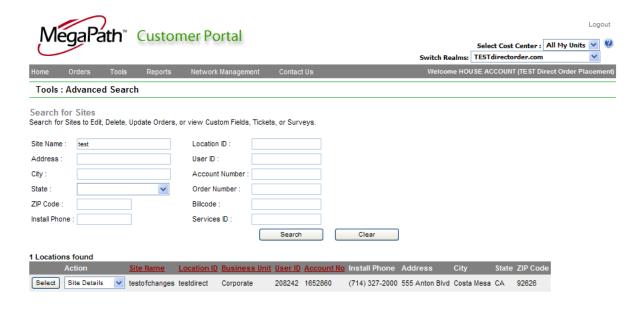
This option is found under the Orders Page and the 'Change an Order' link.



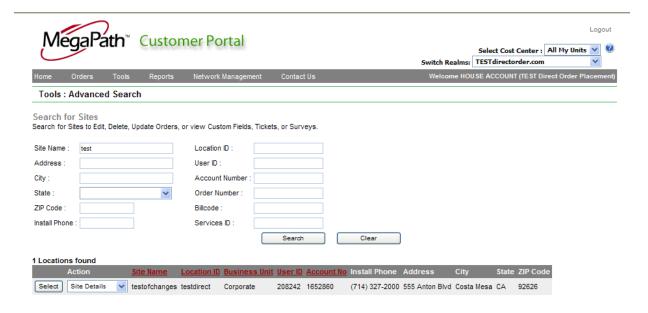
When you choose the change an order link the advanced search screen will appear.



Enter at least one field of information to identify the site you wish to change an order for



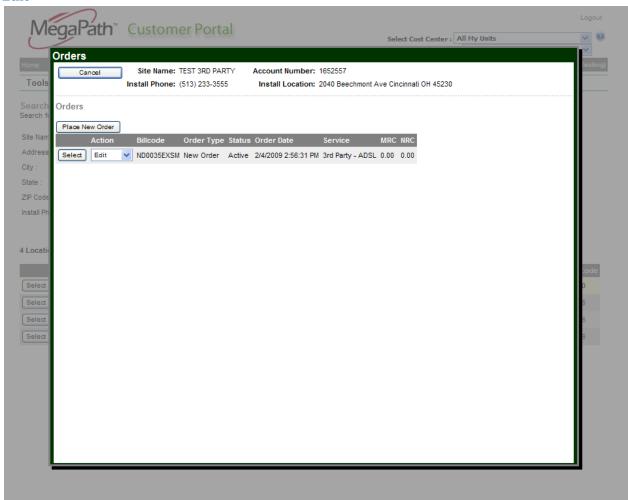
Select the site and under 'action' choose 'orders' and click 'select'



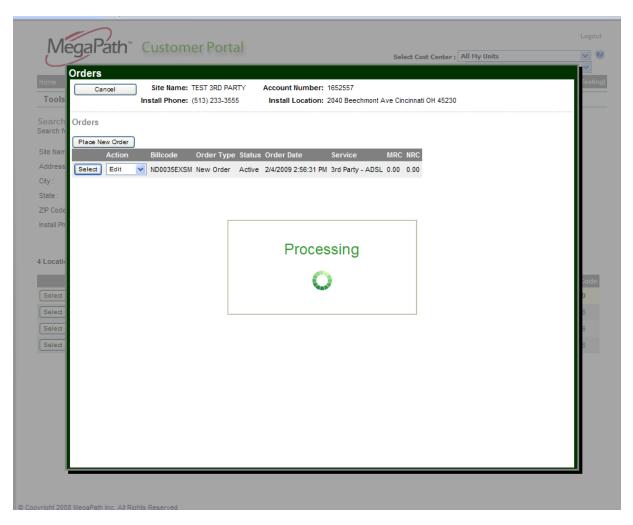
A popup will appear with a list of existing orders and the option to place a new order or cancel from the popup. From this screen you are able to perform three different types of actions on an order.

# **Order Actions:**

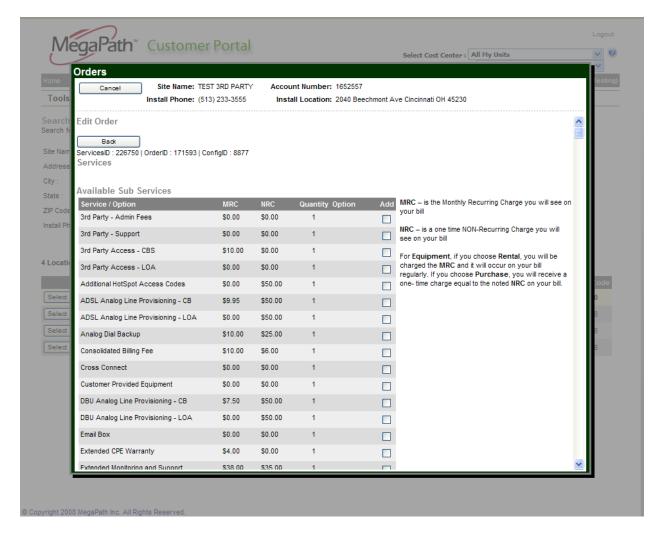
### **Edit**



To change an order, choose edit from the drop down under 'Action' and click the select button.



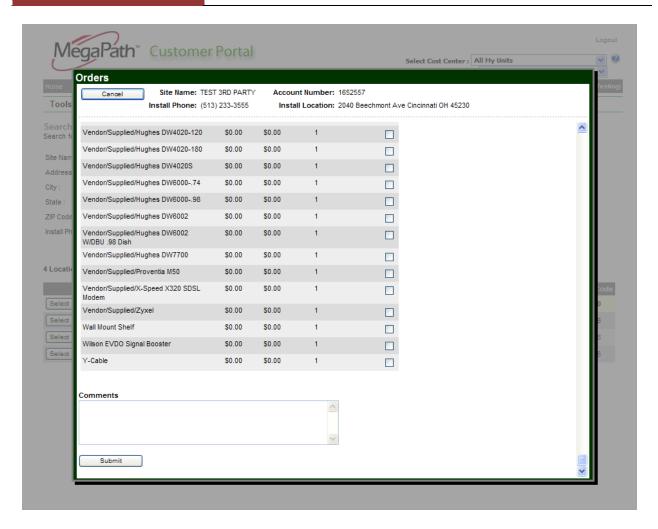
The edit order screen will be rendered



From here, you care able to add or remove services, cancel out of the screen or go back to the original listing.

### Adding an Item

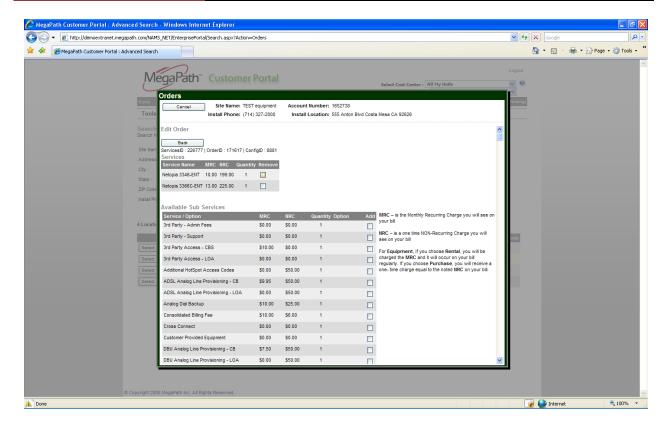
To add an item, click the check box under 'Add' and scroll to the bottom of the screen and click 'Submit'



The feature has been added to your order.

# Removing an Item

To remove an item from the order



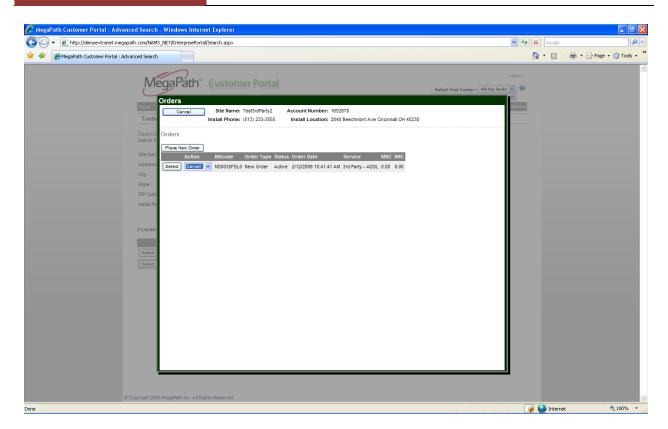
Click on the check box, under 'Remove', scroll to the bottom of the screen and click Submit. This will remove the item from your order.

#### **Cancel**

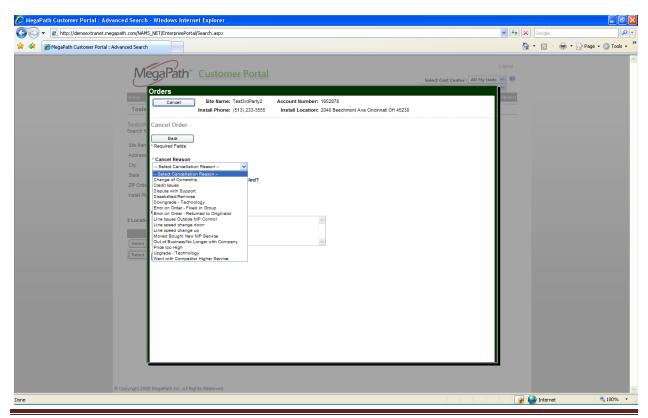
To cancel an order is to completely remove the access and all features from active service. Early Termination Fees may apply if this option is chosen. Options for cancellation of the line are:

- **Immediate**
- On a future date

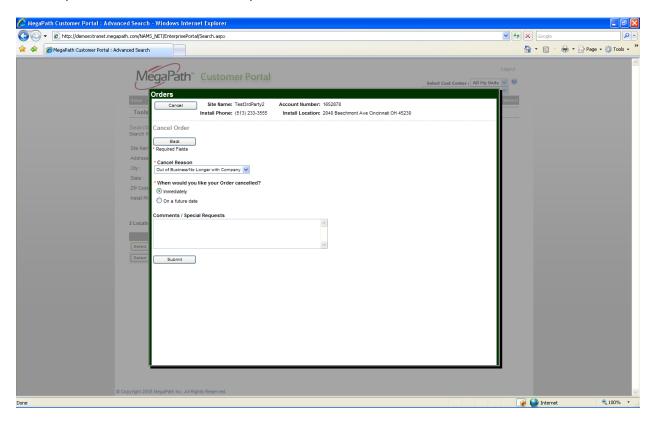
To cancel an order, select 'Cancel' under order actions and click the 'Select' button:



Select a reason for the cancellation from the drop down:

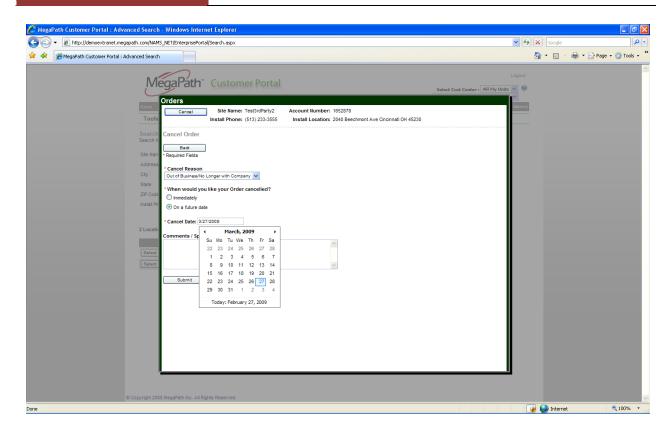


Select if you want to cancel Immediately or On a Future Date:

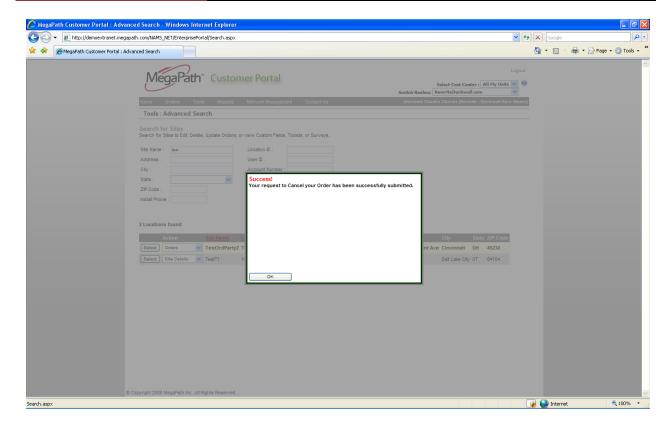


If you select Immediately, the service will cease to be available by the end of the calendar day and will stop billing as of that day.

If you choose 'On a Future Date' a field will appear where you can set the date that the service will no longer be available and will cease billing. A pop up calendar will assist you in choosing the correct day.



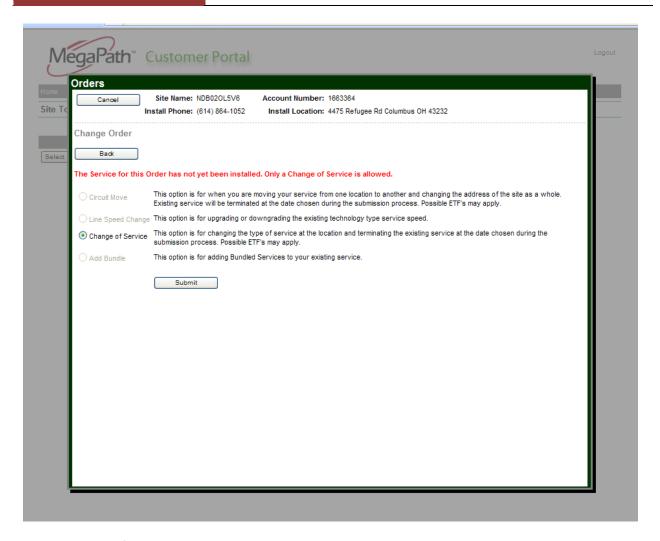
Once the reason and choose of when to cancel is supplied, please enter comments on why the service is being cancelled or information you feel the provisioning team will require for the cancellation and click Submit. You will receive confirmation of the cancellation and the order will automatically show up as cancelled if you chose immediately otherwise your service will report the same status as before until the date you supplied for future cancellation.



### Change

This option allows you to change an order from one tech type to another, one speed to another or to move the location of the service to another address and arrange the cancellation of the existing order to be immediate, upon new service activation, 7-days after service activation or upon a date you set in the future. There may be early termination fees which are applied when these 'changes' are requested.

To complete a change on an order, select the Change option on the order actions. A popup will appear with the three types of changes. If an option is grayed out, it is not able to be selected due to where the existing order is in the provisioning cycle.



Select the type of change you wish to have completed:

There are three types of changes:

#### Move

A move is when you need to have the service moved from one physical address to another. Options are provided to tie the cancellation of the original service based on various items. Early Termination Fees may apply with this option. Options for cancellation of the original circuit are:

- Immediately cancels original order immediately
- Upon installation of new circuit
- 7 Days after installation of the new circuit
- Date defined

### Line Speed Change

A Line Speed Changes is when you need to increase or decrease the bandwidth of the existing technology. The same tech type is used and an upgrade/downgrade of the speed is processed.

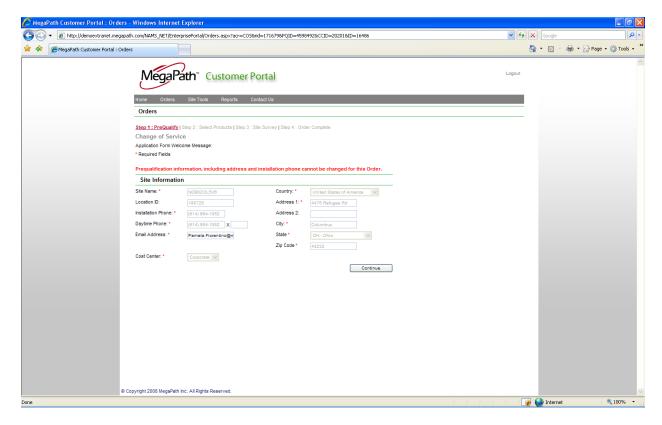
# Change of Service

A change of service is chosen when you want to replace the existing service with a new service of a different tech type. Options are provided to tie the cancellation of the original service based on various items. Early Termination Fees may apply with this option. Options for cancellation of the original circuit are:

- Immediately cancels original order immediately
- Upon installation of new circuit
- 7 Days after installation of the new circuit
- Date defined

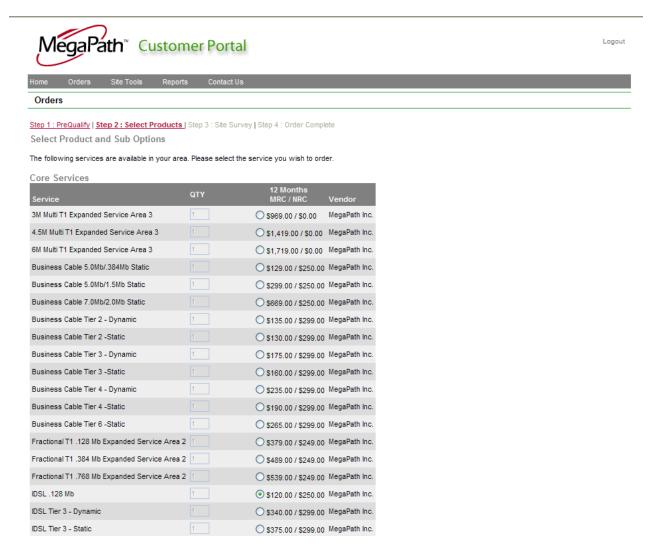
To complete a change of service, select 'Change of Service' radio button and click 'submit'

The following screen will appear. The only change that may be made on this screen is the email address.

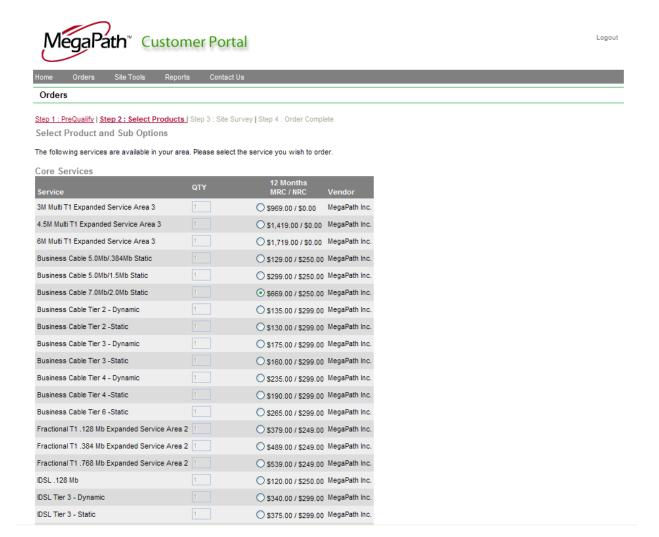


#### Click 'continue'

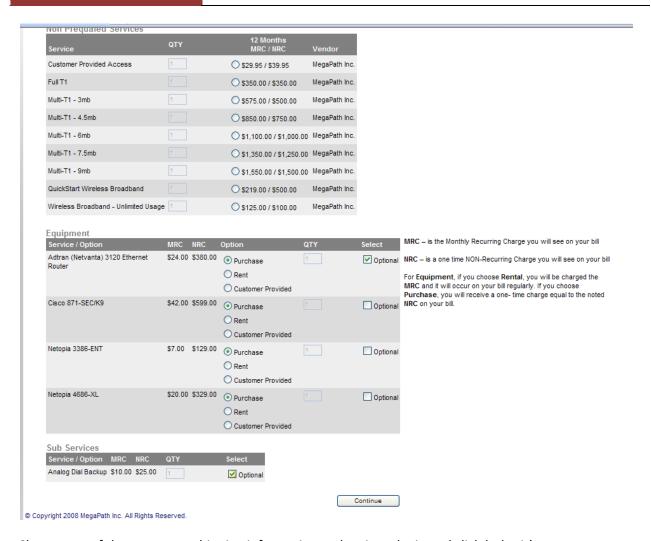
The Select Products screen will be rendered showing all the items which are available for the change of service. It will indicate by a green radio button next to the product, the service which is currently provisioning on the site.



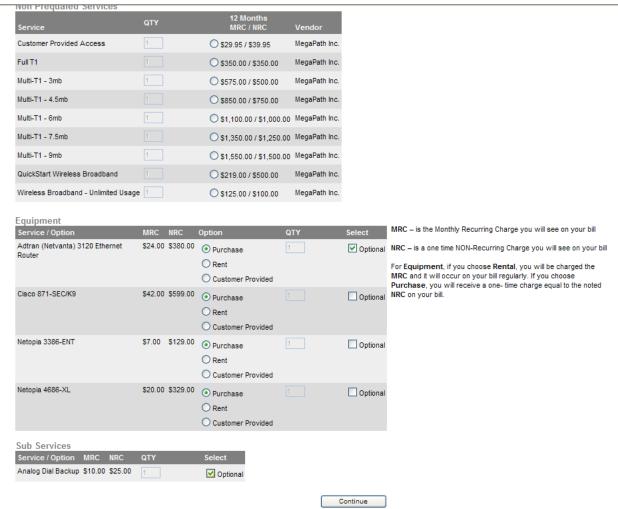
Select the product you wish to replace the existing service with.



Select the equipment and sub-options you need to have placed on the order and click 'Continue'

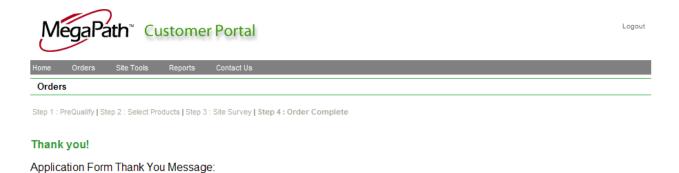


Change any of the contact or shipping information and assign a login and click 'submit'



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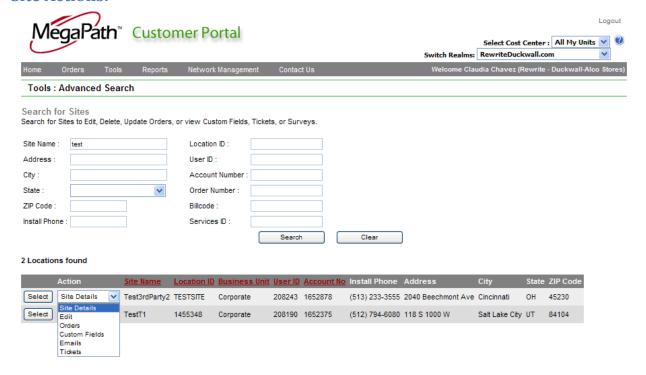
If the order is NOT previously installed, you will receive a Thank You screen as rendered below:



If the service was previously installed, you will be prompted to select how you wish the cancellation of the existing service to be handled.

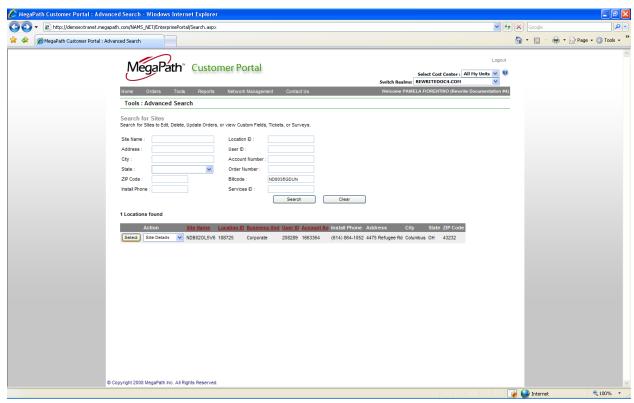
<<screenshot>>

# **Site Actions:**

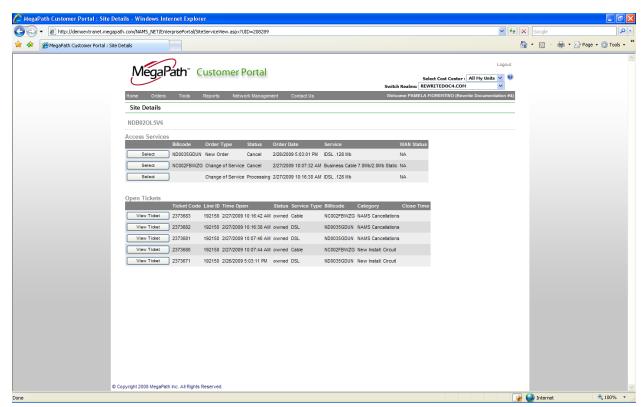


### **Site Details**

This page is a comprehensive page showing all services and their WAN status (if monitored) as well as all tickets for the sites and the ability to edit/open/close tickets for the site. To render the site detail page, choose site detail under action and click 'select'

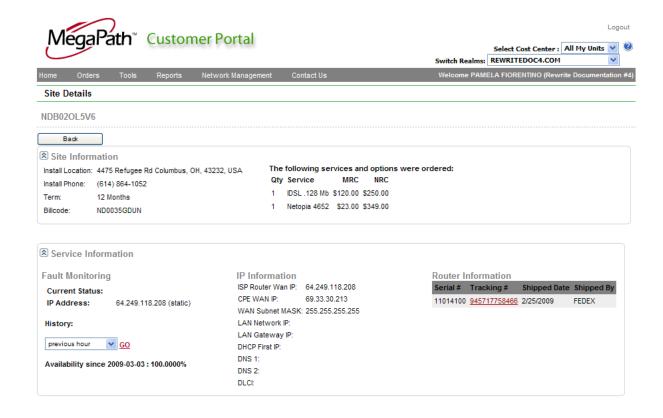


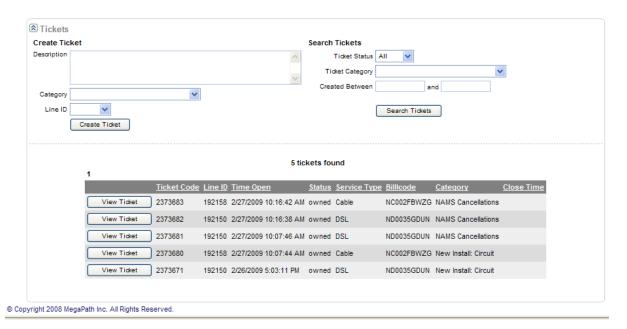
A page with all the services and open tickets for the site will be rendered. To select a service to see comprehensive service information, click the select button to the left of the service.



The service detail page will be rendered showing all the pertinent information including:

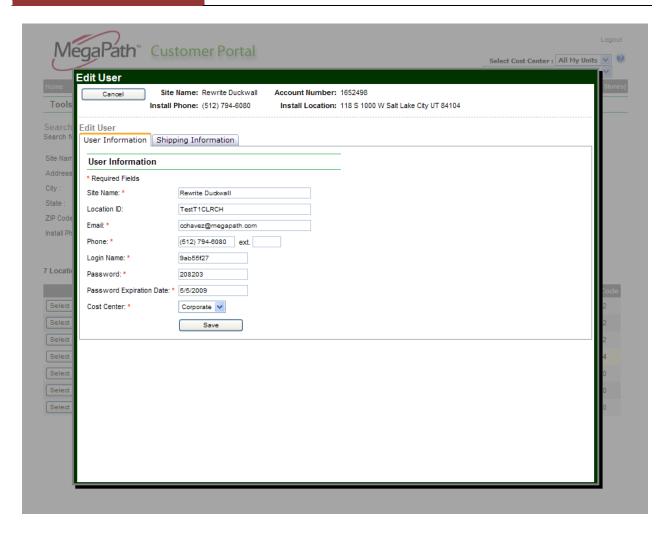
- All pertinent site information
- The access service and subservices and their respective charges.
- All monitoring information should the service have monitoring enabled.
- All IP information assigned to the service.
- All equipment information
- Direct interface to Ticket Manager for managing the tickets for the service.





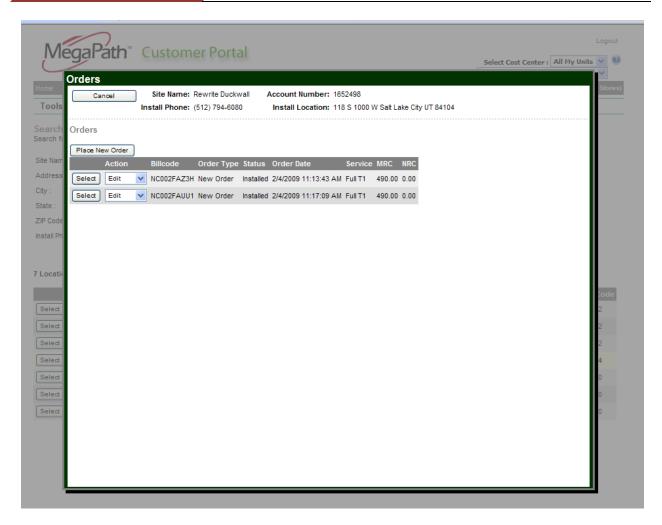
#### **Edit**

This option opens a screen of site specific information for editing. Change the appropriate site information on both tabs and click save to apply the changes.



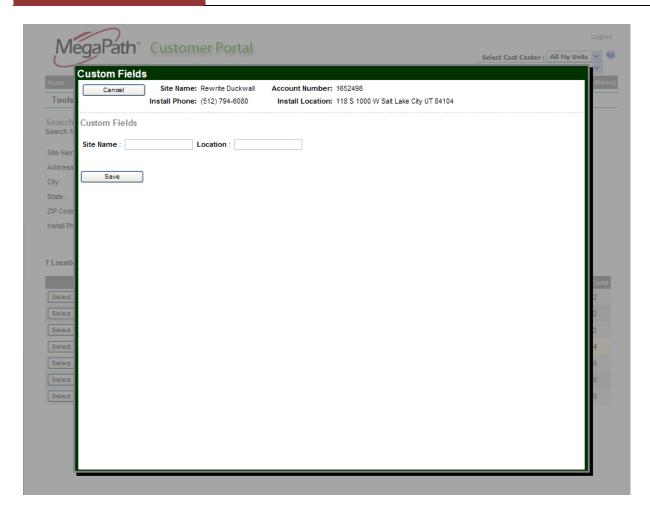
#### **Orders**

This option shows a list of all orders for the site. Each order line has specific actions that can be applied to it. See section 'Order Actions' to better understand each action that may be taken on an order.



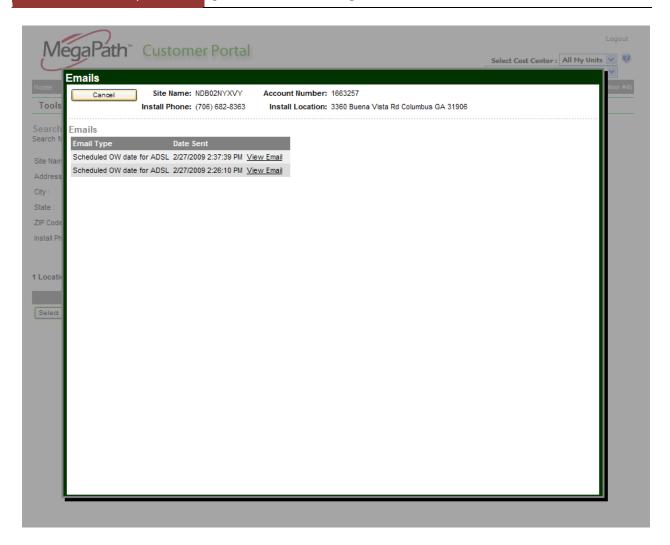
# **Custom Fields**

This option allows for the population of any custom fields set up by your company for use in the portal. There are two default custom fields which are labeled 'Site Name' and 'Location'. All others need to be provided to your account manager and can be set up for population via this screen or the application screen.

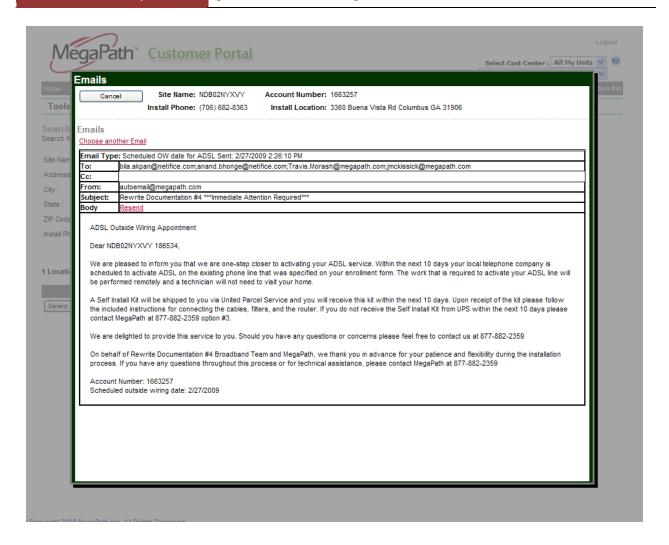


### **Emails**

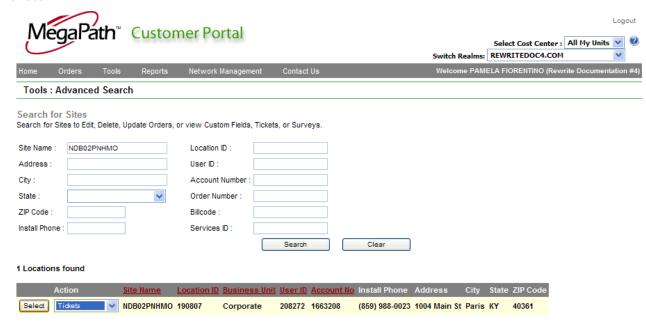
This link shows all emails sent regarding all services for the site. Click on the respective email link and the email will be rendered to the screen for review.



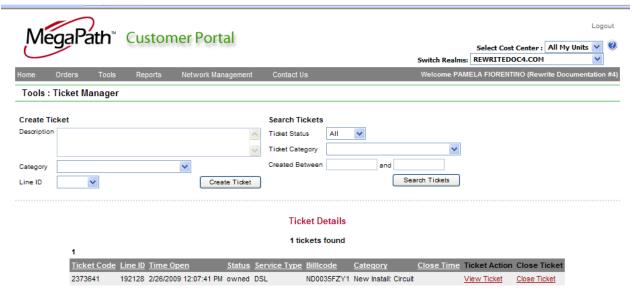
Clicking on View Email will render the email in the screen and provide the option to resend the email by clicking on the 'resend' link.



#### **Tickets**



The Ticket Action from the site view will return a list of tickets for the site in the below screen.



Ticket Intervention Details

You can choose to create a new ticket, view an existing ticket or close a ticket from the screen.

#### Create Ticket

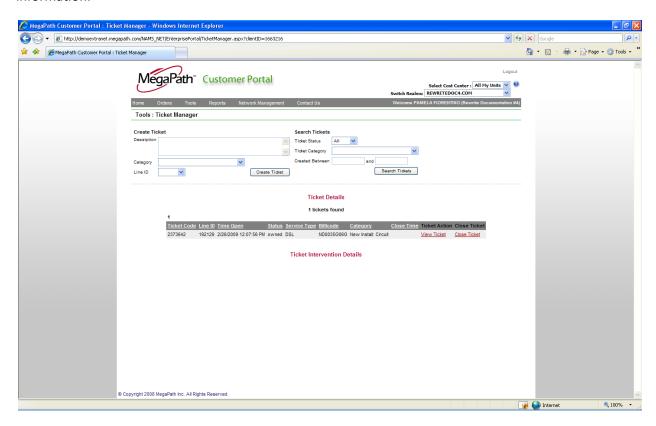
To create a ticket, you will need to update the following fields.

Description

- Category
- Line ID

## Description

The description field should contain information about why you are opening a ticket and basic contact information.

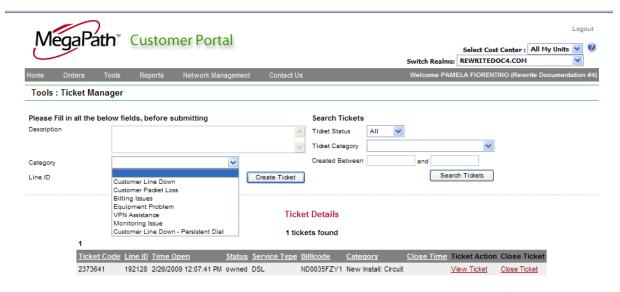


You will then choose the category of the ticket.

#### Category

Currently the portal offers the ability to open tickets in the following categories:

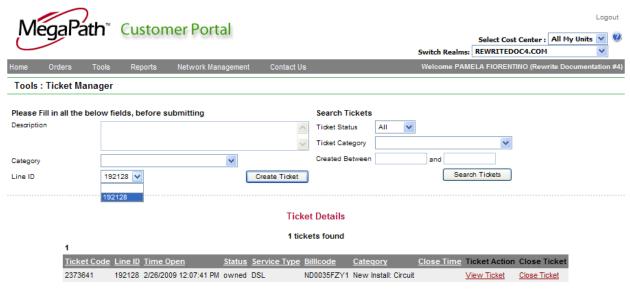
- Customer Line Down no connectivity whatsoever
- Customer Packet Loss occasional to consistent loss of IP packets on the line
- Billing Issues Issues with your bill
- Equipment Problem problems with the Megapath provided routers or switches
- VPN Assistance logical connectivity issues regarding IPSec tunnels
- Monitoring Issue issues with your proactive monitoring service
- Customer Line Down Persistent Dial no connectivity when using Persistent Dial



**Ticket Intervention Details** 

After selecting the Category, you will need to choose from the drop down which service at the site the ticket needs to be attached to. If you only have one service, only one value will show, however, if you have multiple services, you can determine the line by utilizing the Site Detail page.

### Line ID

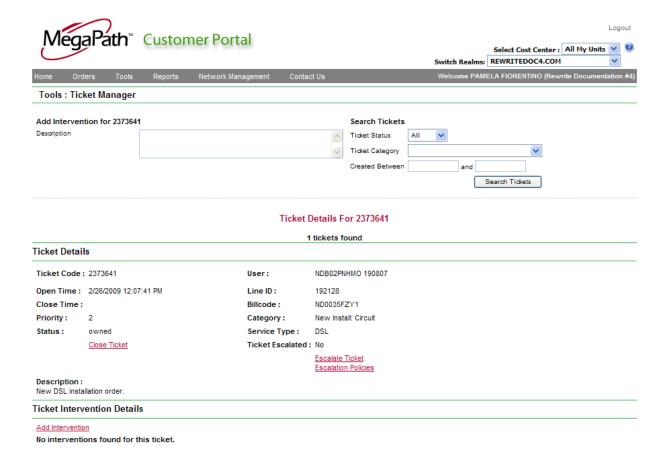


**Ticket Intervention Details** 

After selecting the line, click Create Ticket and the ticket will be created in the MegaPath systems for the appropriate personnel to review and respond.

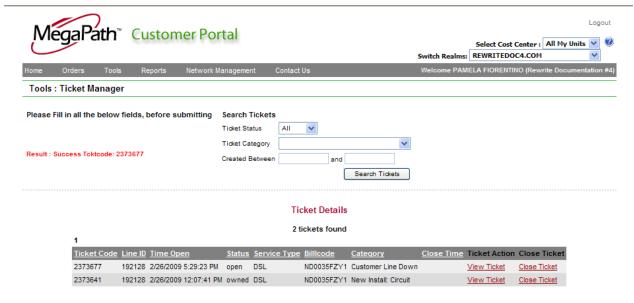
### View Ticket

Clicking on 'View Ticket' will return the following screen:



Interventions for 2373641

From this screen you are able to review the ticket and all of its notes called 'interventions'. You are also able to <u>close the ticket</u>, and <u>escalate the ticket</u>. You are also able to use the <u>search tickets</u> functionality at the top of the screen which is described later in this section.



**Ticket Intervention Details** 

#### Search Tickets

To search for tickets you will need to choose:

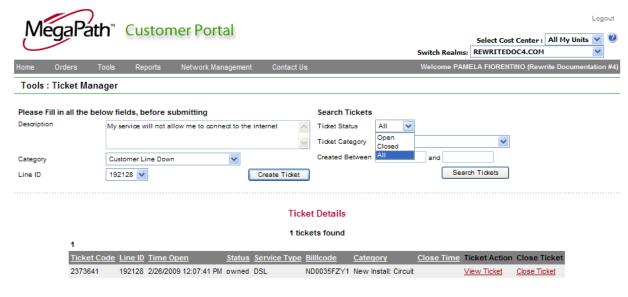
- **Ticket Status**
- **Ticket Category**
- Creation between dates

#### **Ticket Status**

The ticket status represent whether you wish to search on all open, close or all open and closed tickets by choosing:

- Open = all currenlty open tickets within the date range provided
- Closed =all closed tickets within the date range provided
- All ALL tickets (both open and closed) within the date range provided

Select the value from the drop down show:



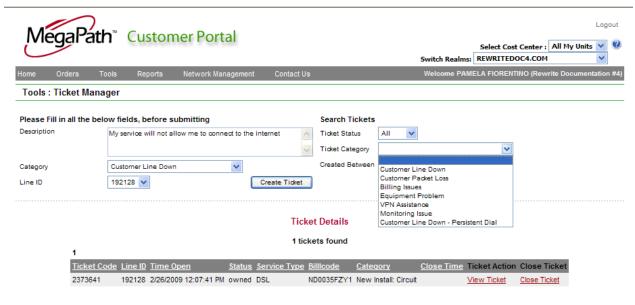
**Ticket Intervention Details** 

# **Ticket Category**

The ticket represents a subset of MegaPath categories. The categories available for searching against are:

- Customer Line Down no connectivity whatsoever
- Customer Packet Loss occasional to consistent loss of IP packets on the line
- Billing Issues Issues with your bill
- Equipment Problem problems with the Megapath provided routers or switches
- VPN Assistance logical connectivity issues regarding IPSec tunnels
- Monitoring Issue issues with your proactive monitoring service
- Customer Line Down Persistent Dial no connectivity when using Persistent Dial

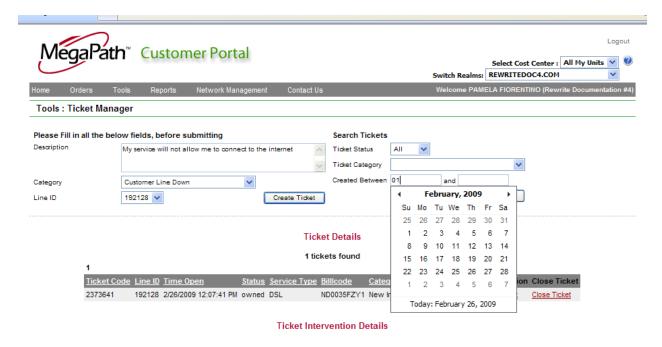
Simply choose the category you wish to search again in the drop down.



Ticket Intervention Details

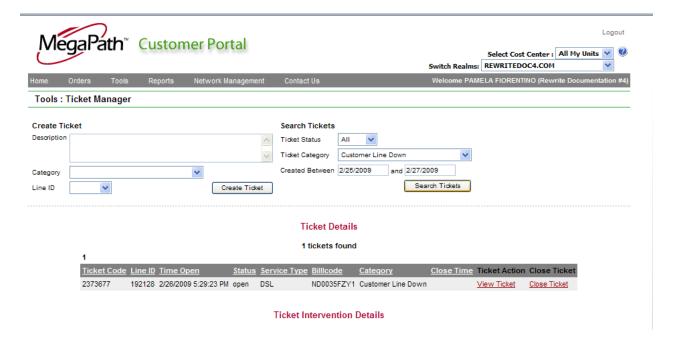
#### Created Between

The create between represents a starting and ending date which represents the period of time you wish to search for the status and category of ticket. The drop down calendar(s) allow you to easily choose your dates. You are also able to manually populate the dates in free form of mm/dd/yyyy.



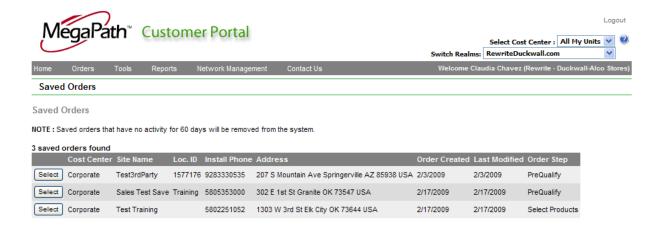
#### Click Search Tickets

Once you click on the 'Search Tickets' button, the following screen will render with a list of all tickets and allow you to view or close each one in the list.

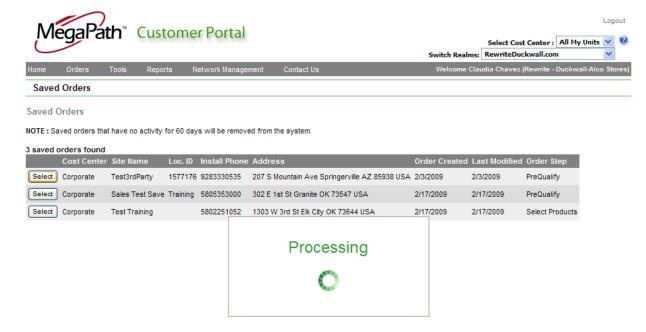


### **Saved Orders**

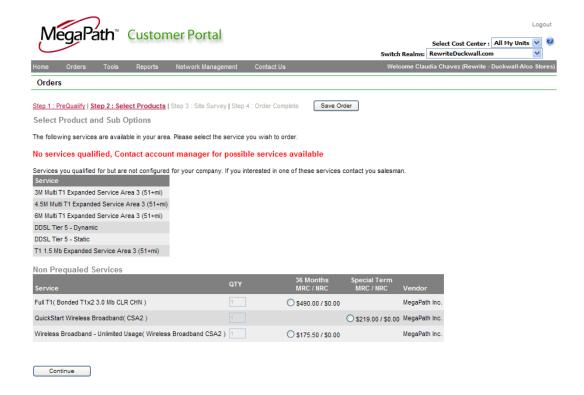
During any point in the ordering process an order may be saved and visited later to continue the ordering process. When an order is saved, it is shown under this link.



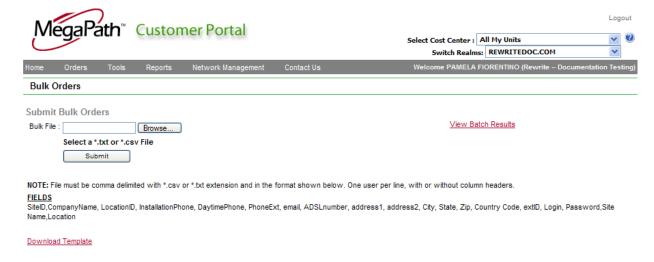
To work on a saved order, choose the order from the list and it will return to the screen at the point which it was saved.



You can continue forward or click on of the listed steps at the top of the screen to return to a prior step and move forward with ordering.

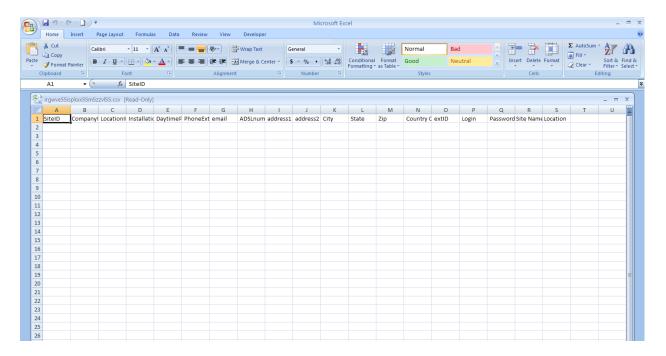


## **Bulk Orders**

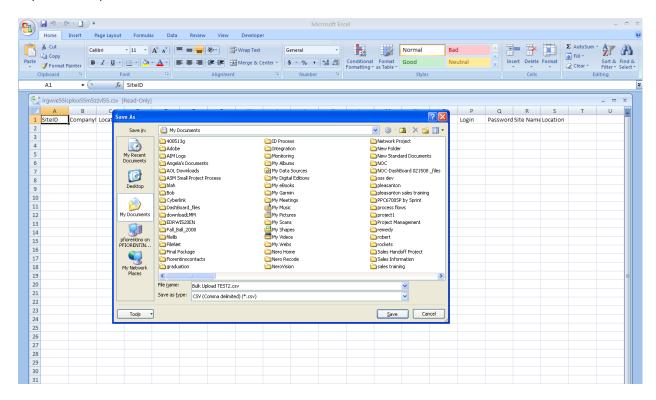


### **Download Template**

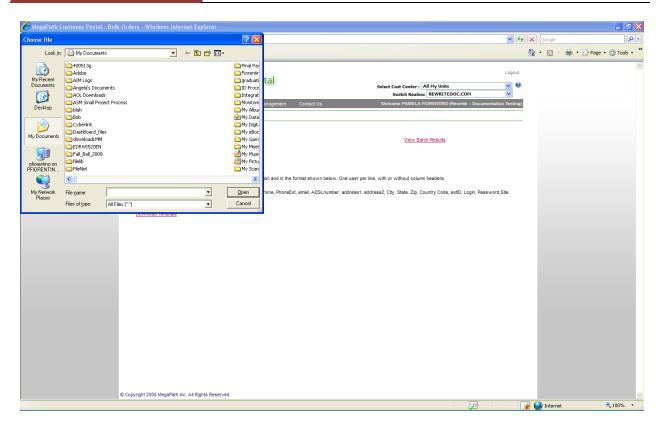


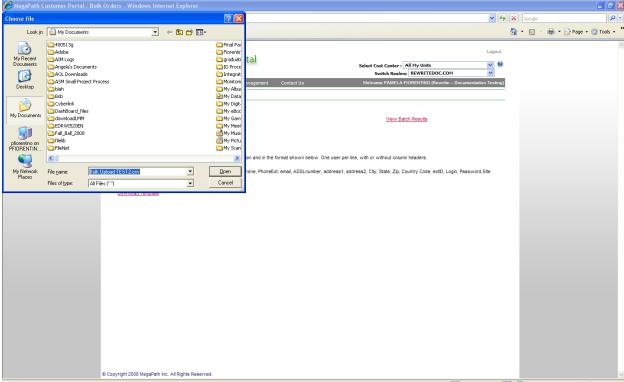


### Populate Template and save as CSV



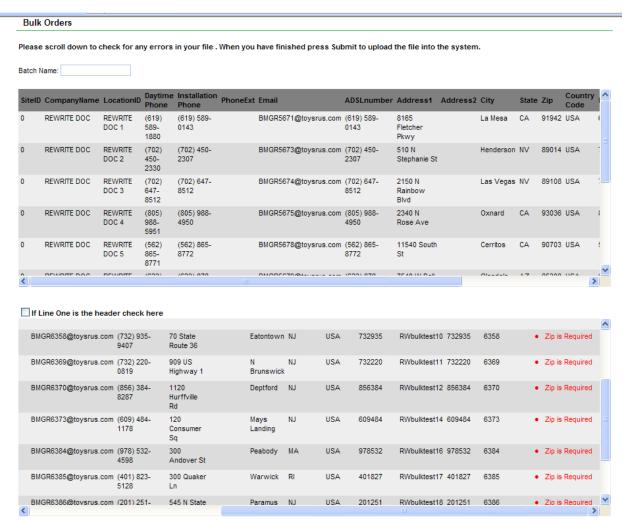
Click on Browse to Search for the File





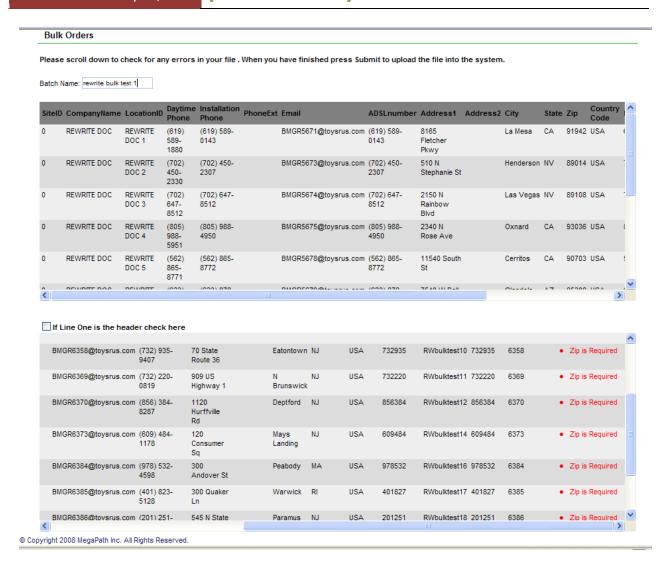
The document location will populate in the Bulk File box.

### Click Submit to submit the file for bulk prequalification



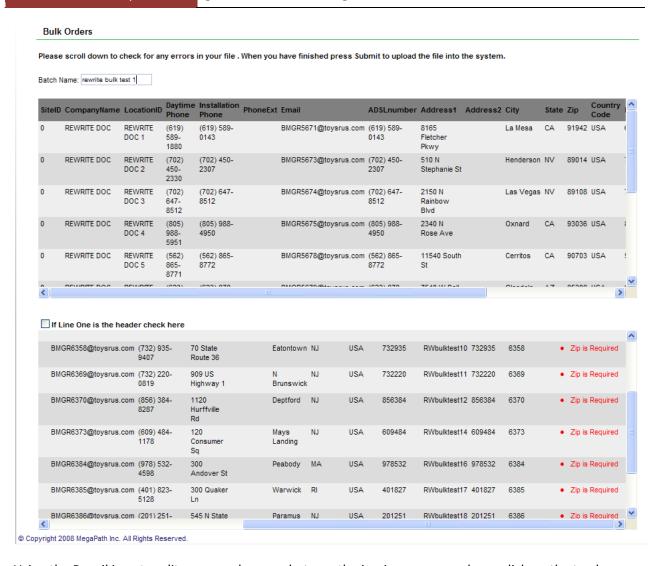
© Copyright 2008 MegaPath Inc. All Rights Reserved.

Name the Batch

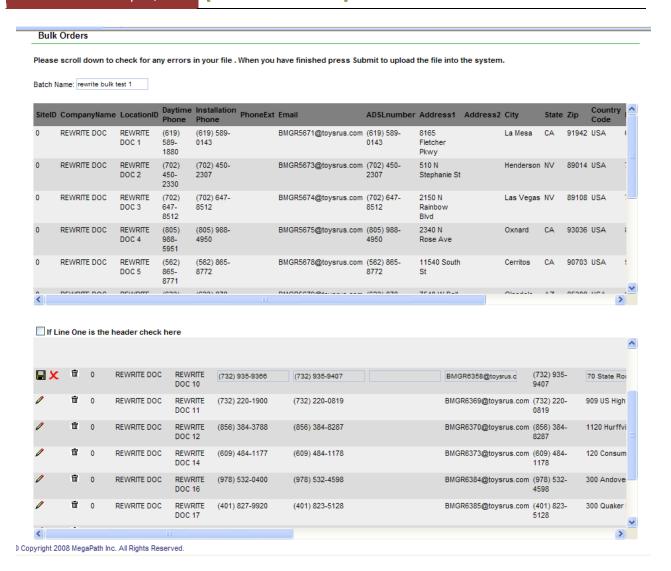


Rows acceptable for upload are in the top panel

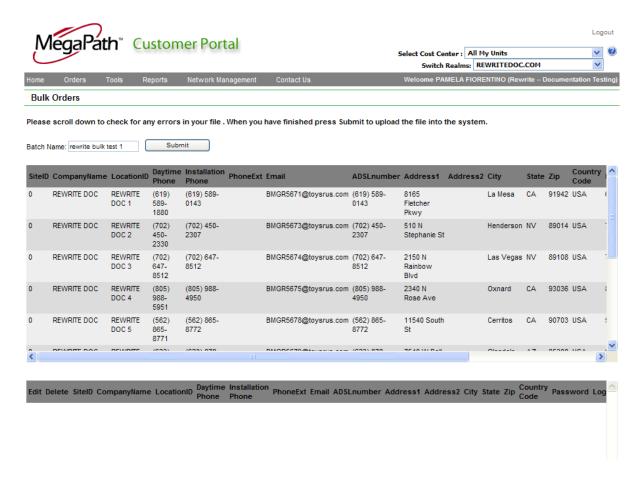
Exception rows are listed at the bottom with the exception listed to the end of row



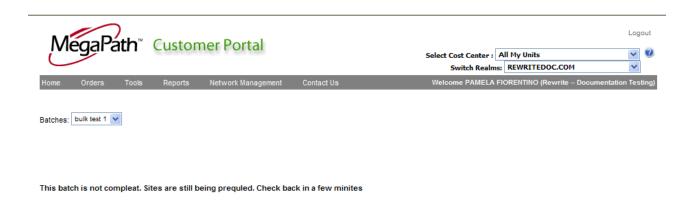
Using the Pencil icon to edit you can change whatever the issuing error may be or click on the trash can to delete the row.



Click on the Disk to save or the Red 'X' to remove the line item



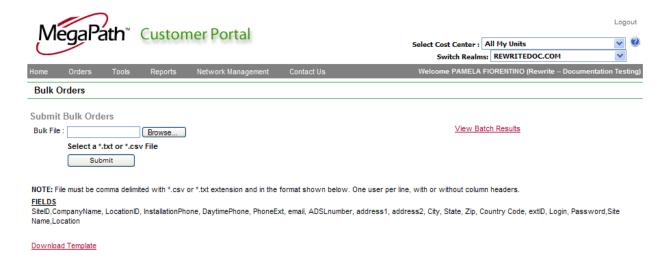
Once all the exceptions are cleared. Click Submit at the top of the screen to submit the batch.



You will need to wait a few minutes for the full prequalification of the batch to occur.

To view your batches:

### Return to the Bulk Order Page



### Click on "View Batch Results"

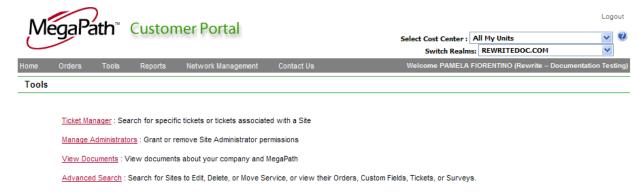


If there are multiple batches, you can choose them in the "Batches" drop down and the will be listed by the name given at batch submission.

You can select to enroll the sites by

- **Fastest Speed**
- **Least Cost**
- Min Term
- Max Term

# **Tools Page**



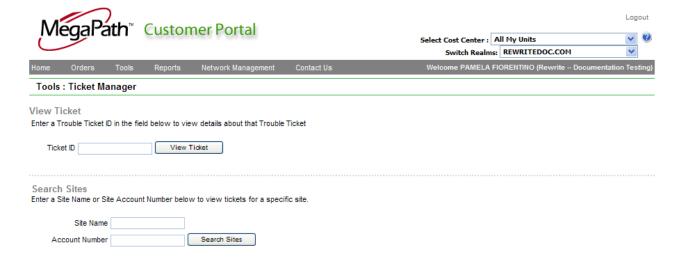
# **Ticket Manager**

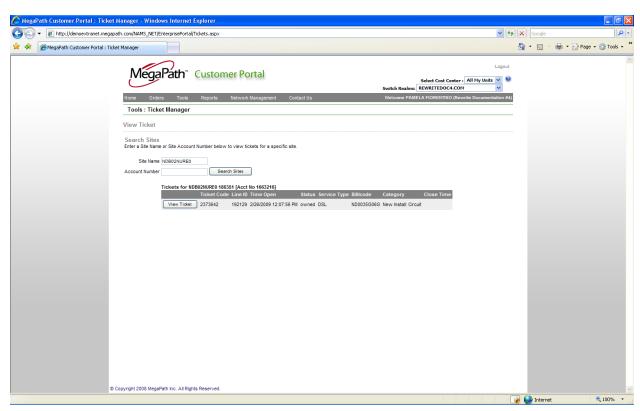
Ticket Manager is a tool which allows you to view, edit, close or create tickets for any site which has an order against it.

### Searching for a Ticket(s)

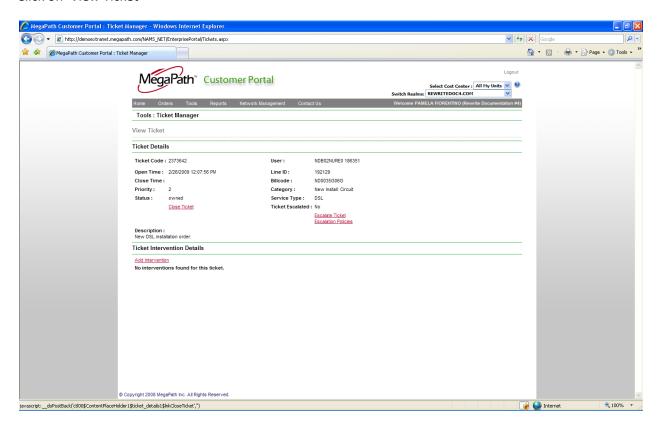
There are three methods to finding an existing ticket:

- 1. Populating the Ticket ID and choosing 'View Ticket'
- 2. Populating the Site Name and choosing 'Search Sites'
- 3. Populating the Account Number and choosing 'Search Sites'



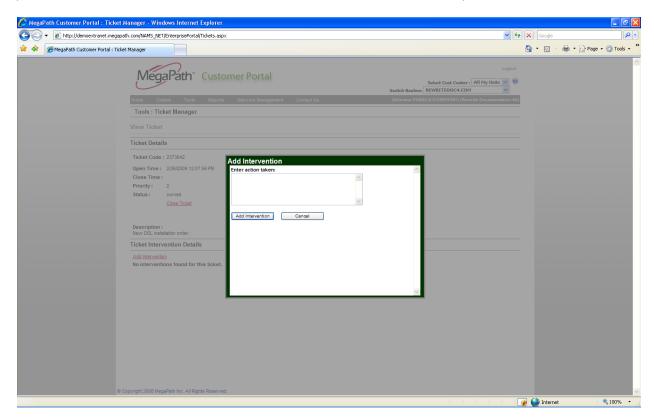


### Click on 'View Ticket"



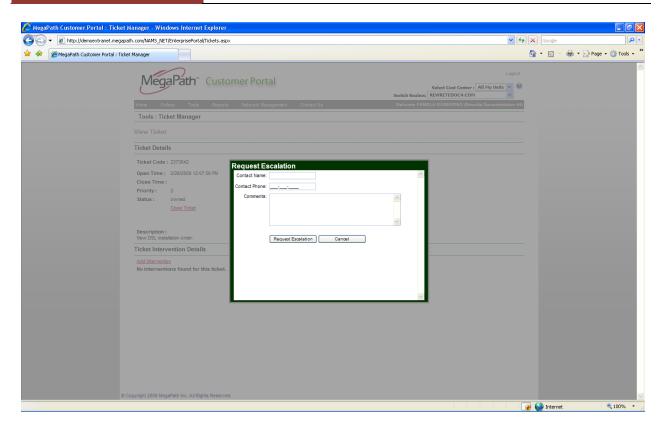
### **Add Intervention**

By clicking on 'Add Intervention' a popup will be rendered that allows for you to enter the information you wish to have added to the ticket and click 'Add Intervention' to have it posted to the ticket.



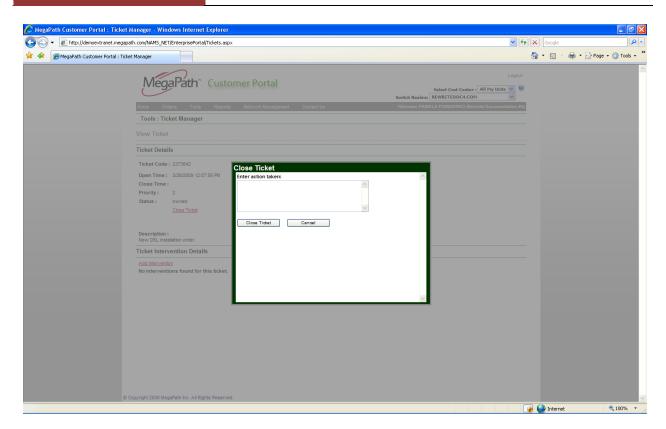
### **Escalate Ticket**

You can request that your ticket be escalated by clicking on 'Escalate Ticket'. A popup will be rendered requesting you populate a contact name and number and provide any necessary comments. To submit the request for escalation, click "Request Escalation". Should your ticket be in a state able to be escalated, the ticket will be flagged as escalated on the page and within the MegaPath systems.



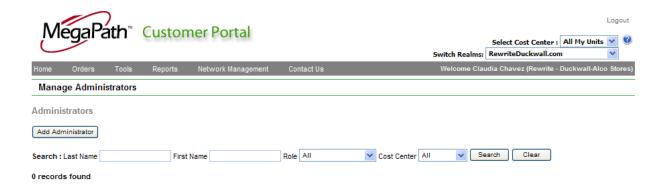
#### **Close a Ticket**

To close a ticket, click on the 'Close Ticket' link. A popup will be rendered requesting comments on why the ticket is being closed. Fill in the information and click 'Close Ticket' to complete the action.

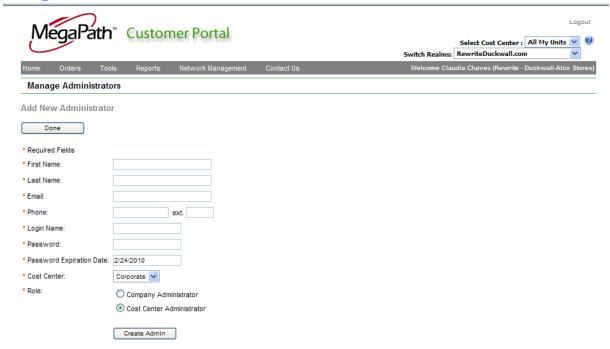


# **Manage Administrators**

Manage Administrators is used to add or change administrator privileges for the portal. The company administrator is able to add users and assign specific roles to permit specific actions. The Manage Administrators link allows for the search of administrator as well as the creation of administrators.



### **Adding an Administrator**



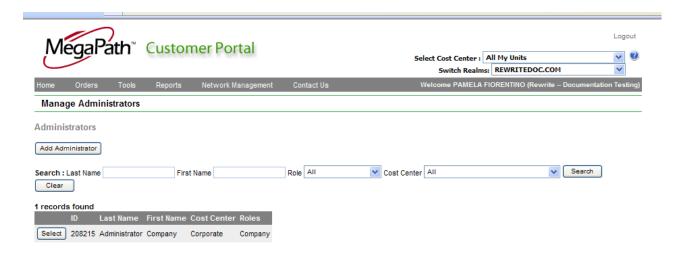
To create an administrator, you fill in the fields marked with an asterisk and click 'Create Admin'

# **Searching for Administrator**

Searching for an administrator can be done by:

- Populating the last name and clicking 'Search'
- Populating the first name and clicking 'Search'
- Selecting a specific role and clicking 'Search'
- Selecting a specific Cost Center and clicking 'Search'
- Populating or selecting any combination of the four items mentioned above and clicking 'Search'

Search will return a list of the matching administrators as seen below. To select an administrator to work on, click the 'Select' button next to the appropriate administrator.

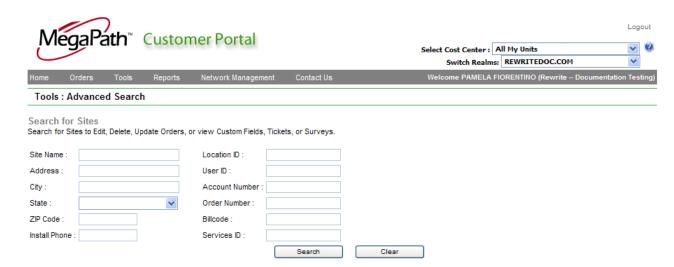


### **View Documents**

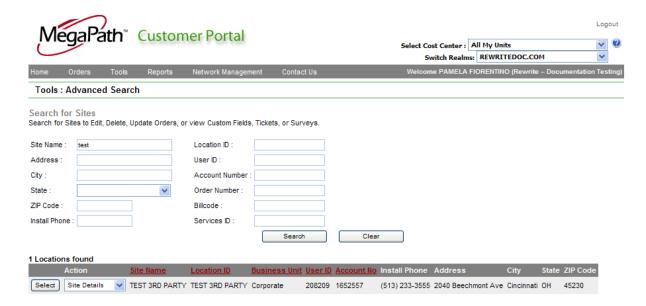
If documents have been posted for viewing in the portal, they are able to be viewed from this link. When clicked a list of the documents will be provided and able to be chosen for view. Simply click on the document and it will be rendered in its native format to the screen. Items that may be available in this link are: MSA, SOF's and CSP documentation.

### **Advanced Search**

Advanced Search provides the ability to search for a site or service based on a collection of various fields versus the quick search which searches against only one selected field.

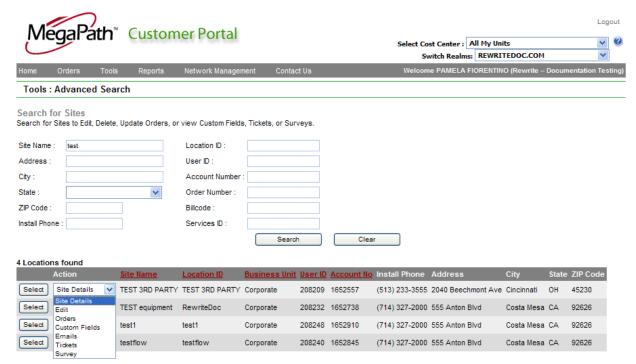


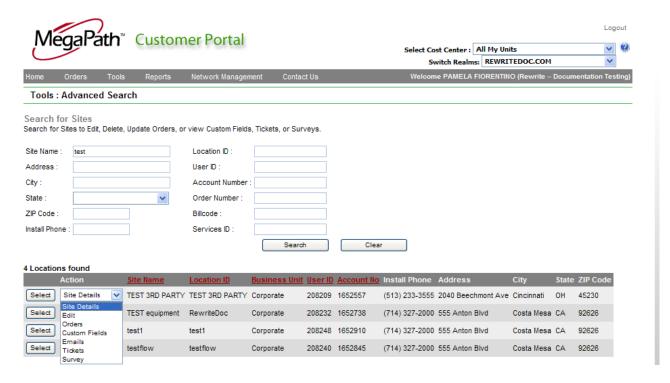
To use the Advanced Search, populate one or more of the search fields with pertinent information and click 'Search'. The results will be returned below the search criteria:



You can from this screen manage the site based on the items in the Actions drop down. Select an action and choose 'select'

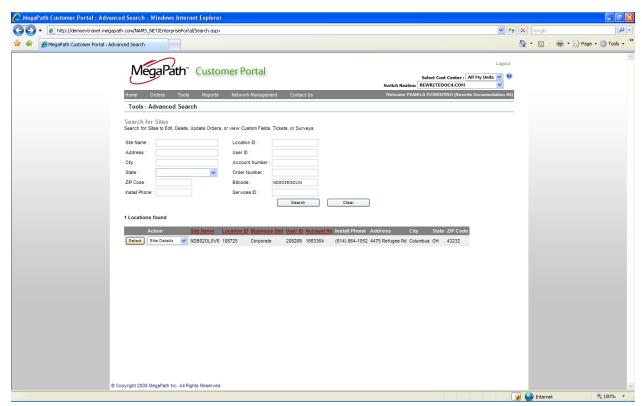
#### **Site Actions:**



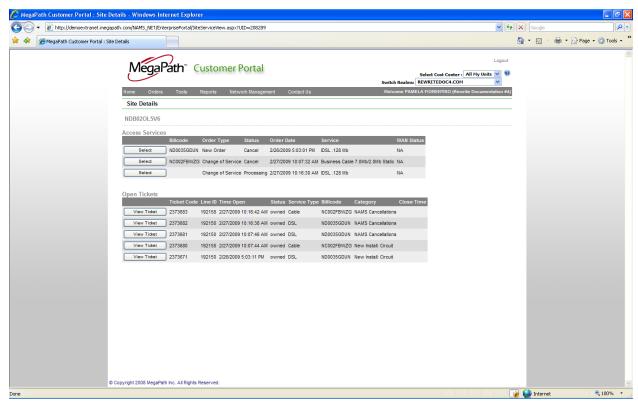


#### Site Details

This page is a comprehensive page showing all services and their WAN status (if monitored) as well as all tickets for the sites and the ability to edit/open/close tickets for the site. To render the site detail page, choose site detail under action and click 'select'

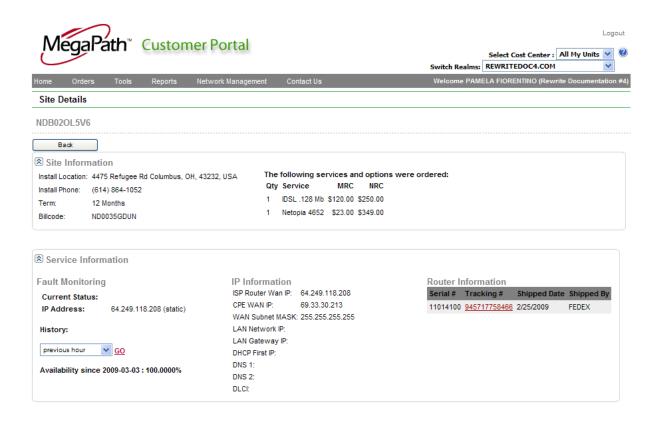


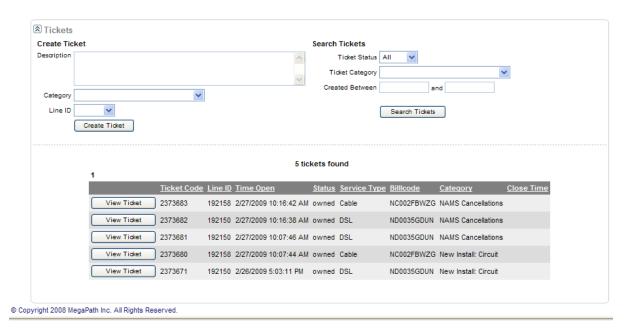
A page with all the services and open tickets for the site will be rendered. To select a service to see comprehensive service information, click the select button to the left of the service.



The service detail page will be rendered showing all the pertinent information including:

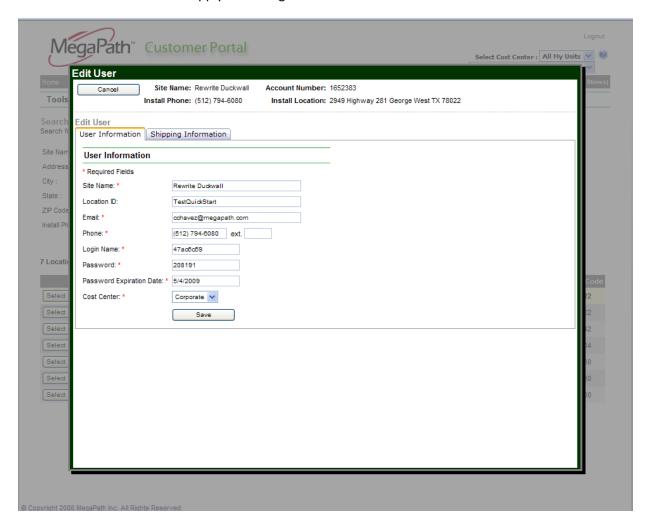
- All pertinent site information
- The access service and subservices and their respective charges.
- All monitoring information should the service have monitoring enabled.
- All IP information assigned to the service.
- All equipment information
- Direct interface to Ticket Manager for managing the tickets for the service.





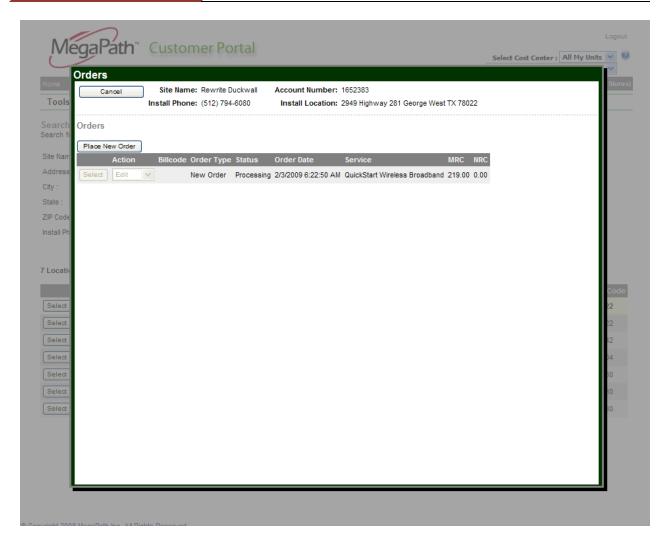
#### **Edit**

This option opens a screen of site specific information for editing. Change the appropriate site information and click save to apply the changes.



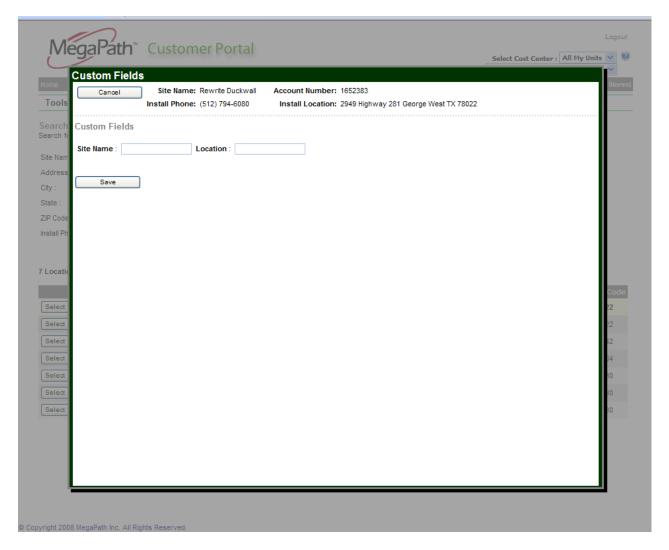
### **Orders**

This option shows a list of all orders for the site. Each order line has specific actions that can be applied to it. See section 'Order Actions' to better understand each action that may be taken on an order.



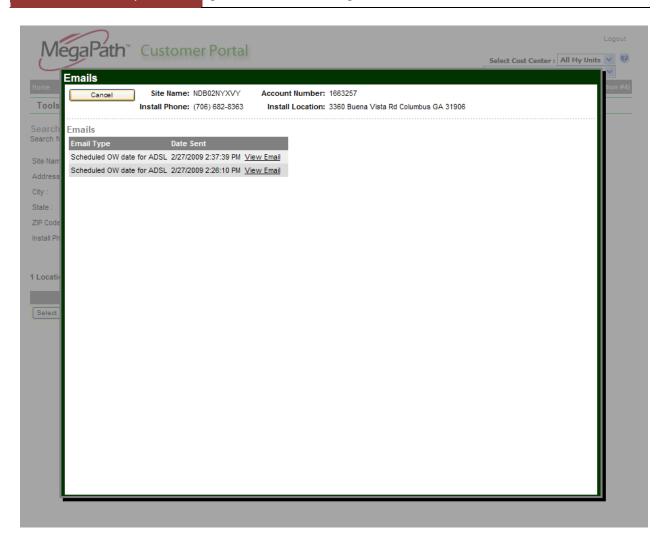
## **Custom Fields**

This option allows for the population of any custom fields set up by your company for use in the portal. There are two default custom fields which are labeled 'Site Name' and 'Location'. All others need to be provided to your account manager and can be set up for population via this screen or the application screen.

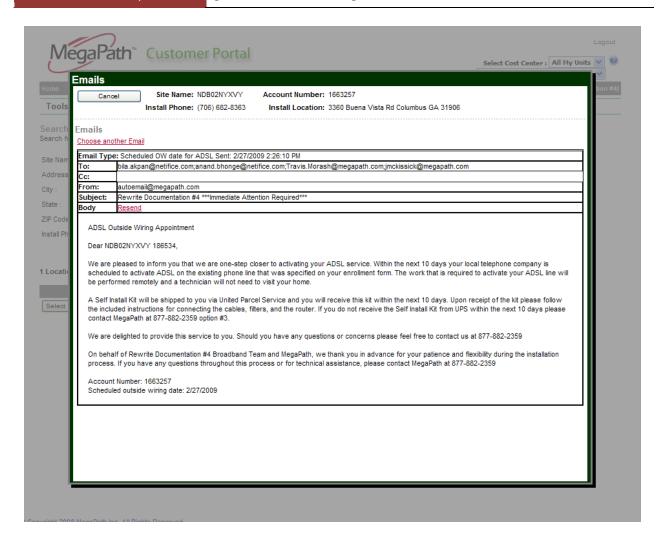


### **Emails**

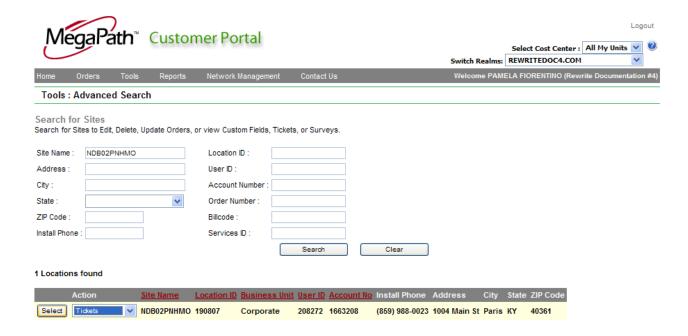
This link shows all emails sent regarding all services for the site. Click on the respective email link and the email will be rendered to the screen for review.



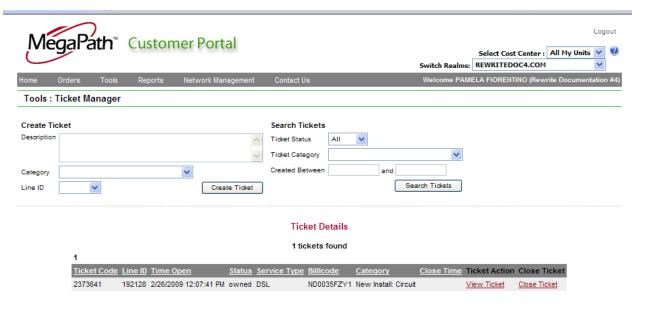
Clicking on View Email will render the email in the screen and provide the option to resend the email by clicking on the 'resend' link.



### **Tickets**



The Ticket Action from the site view will return a list of tickets for the site in the below screen.



**Ticket Intervention Details** 

You can choose to create a new ticket, view an existing ticket or close a ticket from the screen.

#### Create Ticket

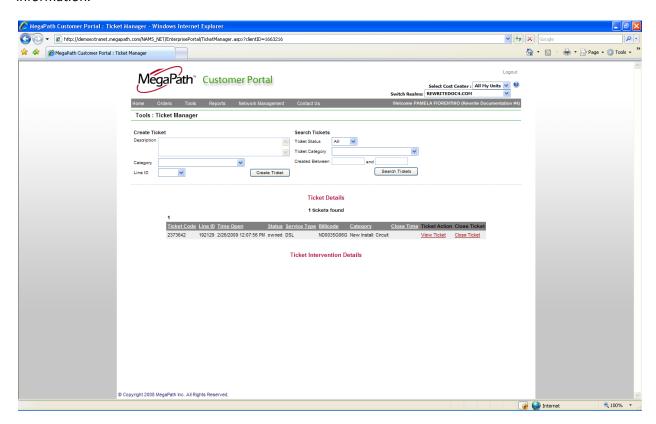
To create a ticket, you will need to update the following fields.

- Description
- Category

#### Line ID

### Description

The description field should contain information about why you are opening a ticket and basic contact information.

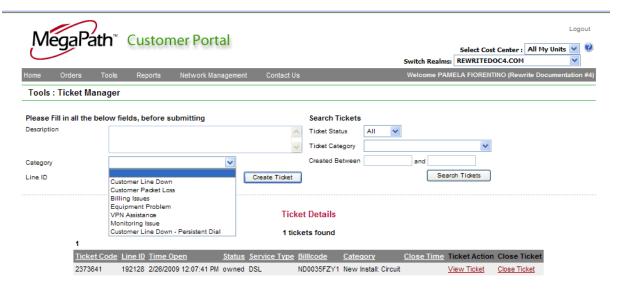


You will then choose the category of the ticket.

## Category

Currently the portal offers the ability to open tickets in the following categories:

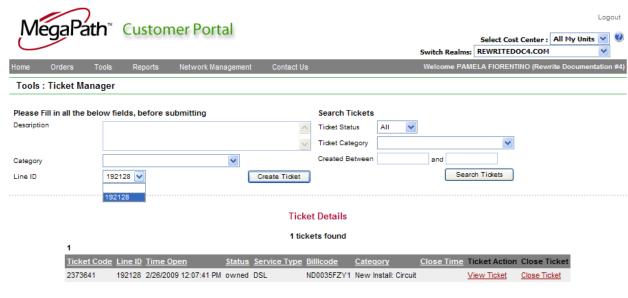
- Customer Line Down no connectivity whatsoever
- Customer Packet Loss occasional to consistent loss of IP packets on the line
- Billing Issues Issues with your bill
- Equipment Problem problems with the Megapath provided routers or switches
- VPN Assistance logical connectivity issues regarding IPSec tunnels
- Monitoring Issue issues with your proactive monitoring service
- Customer Line Down Persistent Dial no connectivity when using Persistent Dial



**Ticket Intervention Details** 

After selecting the Category, you will need to choose from the drop down which service at the site the ticket needs to be attached to. If you only have one service, only one value will show, however, if you have multiple services, you can determine the line by utilizing the Site Detail page.

### Line ID

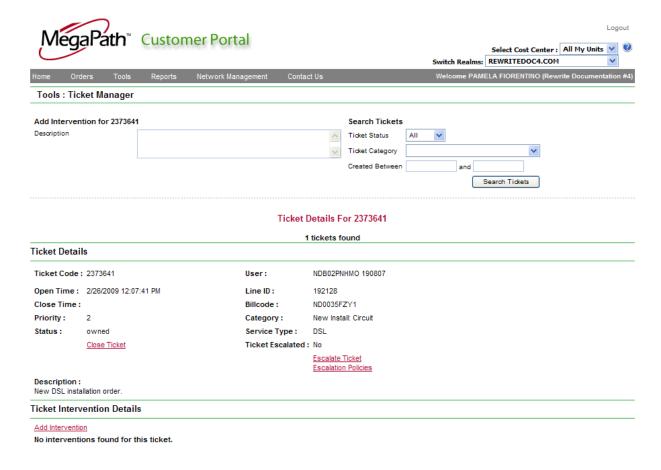


**Ticket Intervention Details** 

After selecting the line, click Create Ticket and the ticket will be created in the MegaPath systems for the appropriate personnel to review and respond.

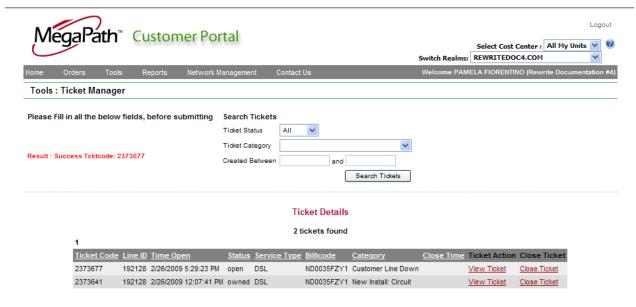
### View Ticket

Clicking on 'View Ticket' will return the following screen:



Interventions for 2373641

From this screen you are able to review the ticket and all of its notes called 'interventions'. You are also able to <u>close the ticket</u>, and <u>escalate the ticket</u>. You are also able to use the <u>search tickets</u> functionality at the top of the screen which is described later in this section.



**Ticket Intervention Details** 

### Search Tickets

To search for tickets you will need to choose:

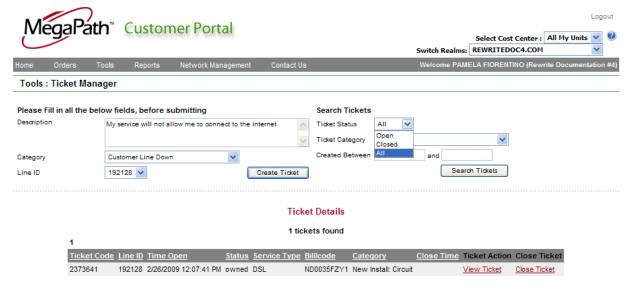
- **Ticket Status**
- **Ticket Category**
- Creation between dates

### **Ticket Status**

The ticket status represent whether you wish to search on all open, close or all open and closed tickets by choosing:

- Open = all currenlty open tickets within the date range provided
- Closed =all closed tickets within the date range provided
- All ALL tickets (both open and closed) within the date range provided

Select the value from the drop down show:



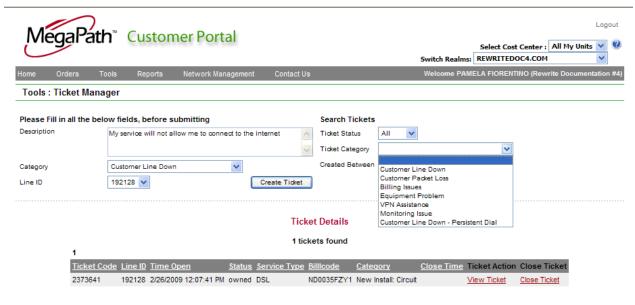
**Ticket Intervention Details** 

# **Ticket Category**

The ticket represents a subset of MegaPath categories. The categories available for searching against are:

- Customer Line Down no connectivity whatsoever
- Customer Packet Loss occasional to consistent loss of IP packets on the line
- Billing Issues Issues with your bill
- Equipment Problem problems with the Megapath provided routers or switches
- VPN Assistance logical connectivity issues regarding IPSec tunnels
- Monitoring Issue issues with your proactive monitoring service
- Customer Line Down Persistent Dial no connectivity when using Persistent Dial

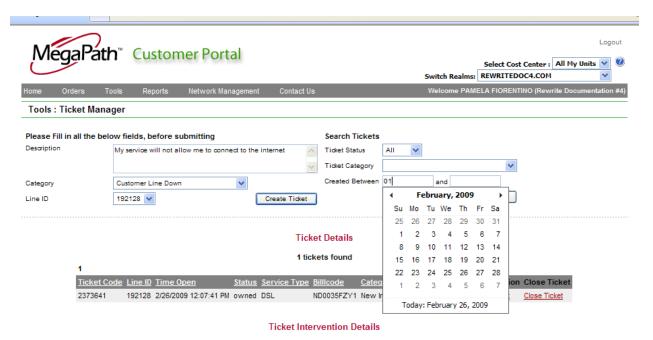
Simply choose the category you wish to search again in the drop down.



Ticket Intervention Details

#### Created Between

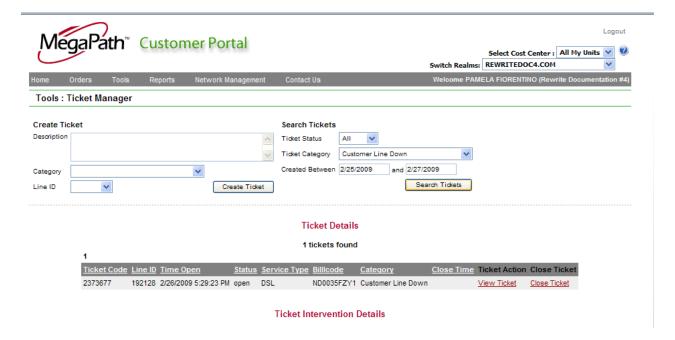
The create between represents a starting and ending date which represents the period of time you wish to search for the status and category of ticket. The drop down calendar(s) allow you to easily choose your dates. You are also able to manually populate the dates in free form of mm/dd/yyyy.



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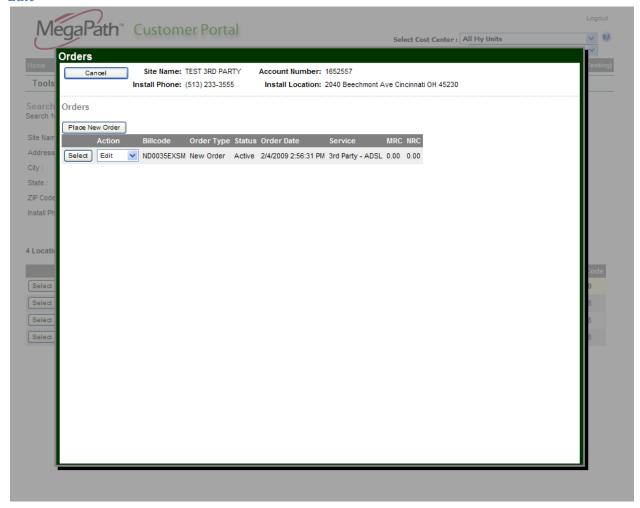
## **Click Search Tickets**

Once you click on the 'Search Tickets' button, the following screen will render with a list of all tickets and allow you to view or close each one in the list.

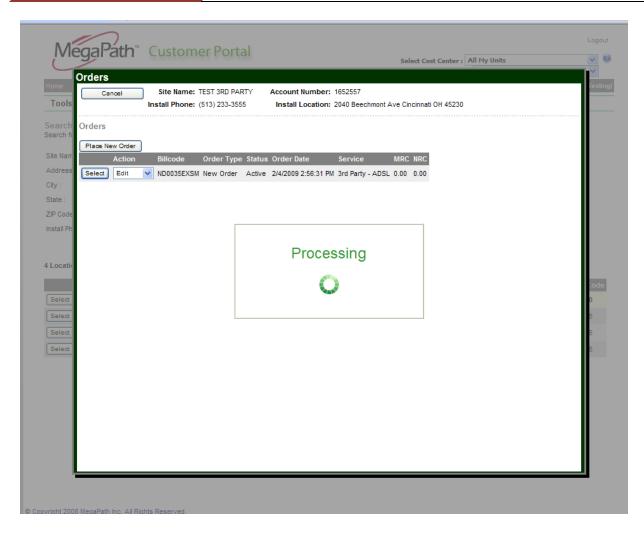


## **Order Actions**

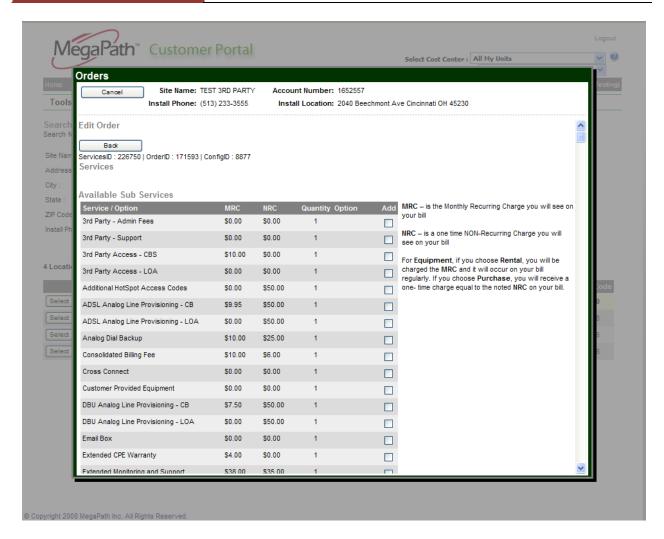
### **Edit**



To change an order, choose edit from the drop down under 'Action' and click the select button.



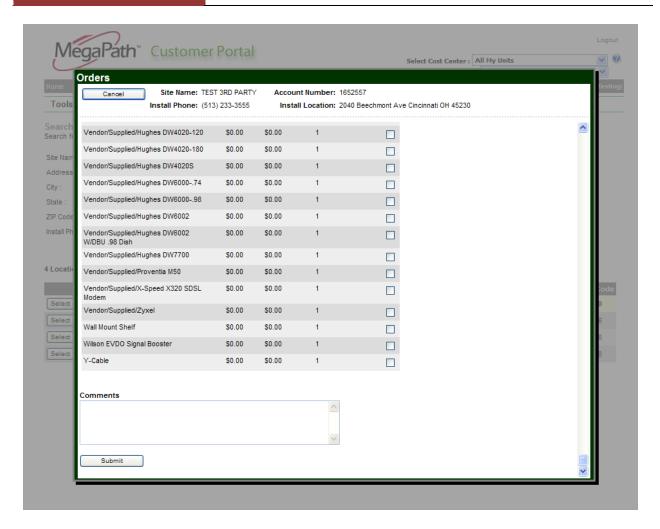
The edit order screen will be rendered



From here, you care able to add or remove services, cancel out of the screen or go back to the original listing.

#### Adding an Item

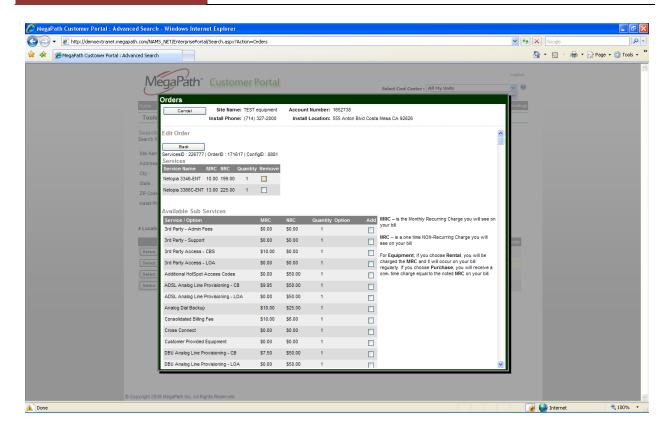
To add an item, click the check box under 'Add' and scroll to the bottom of the screen and click 'Submit'



The feature has been added to your order.

#### Removing an Item

To remove an item from the order



Click on the check box, under 'Remove', scroll to the bottom of the screen and click Submit. This will remove the item from your order.

#### Change

This option allows you to change an order from one tech type to another, one speed to another or to move the location of the service to another address and arrange the cancellation of the existing order to be immediate, upon new service activation, 7-days after service activation or upon a date you set in the future. There may be early termination fees which are applied when these 'changes' are requested. There are three types of changes:

#### Move

A move is when you need to have the service moved from one physical address to another. Options are provided to tie the cancellation of the original service based on various items. Early Termination Fees may apply with this option. Options for cancellation of the original circuit are:

- Immediately cancels original order immediately
- Upon installation of new circuit
- 7 Days after installation of the new circuit
- Date defined

#### Line Speed Change

A Line Speed Changes is when you need to increase or decrease the bandwidth of the existing technology. The same tech type is used and an upgrade/downgrade of the speed is processed.

#### Change of Service

A change of service is chosen when you want to replace the existing service with a new service of a different tech type. Options are provided to tie the cancellation of the original service based on various items. Early Termination Fees may apply with this option. Options for cancellation of the original circuit are:

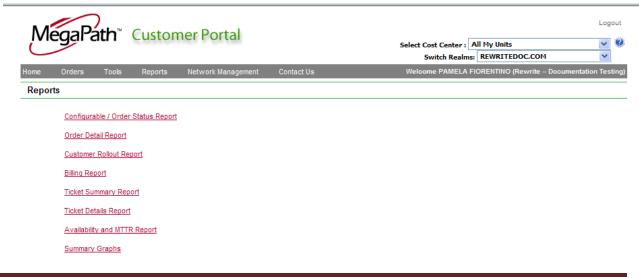
- Immediately cancels original order immediately
- Upon installation of new circuit
- 7 Days after installation of the new circuit
- Date defined

#### **Cancel**

To cancel an order is to completely remove the access and all features from active service. Early Termination Fees may apply if this option is chosen. Options for cancellation of the line are:

- **Immediate**
- On a future date

# **Reports Page**

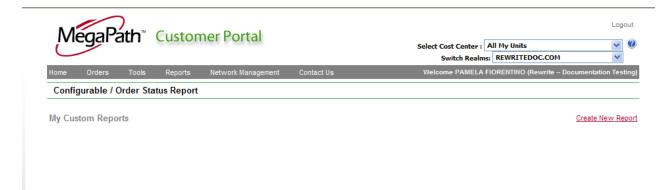


## **Configurable/Order Status Report**

The Customer Portal offers the ability to build your own reports. You can share your reports with other users in your company, an entire cost center, the whole company or just keep the reports private for your own use.

#### **Create a New Report**

To create a custom report, click on 'Create New Report'



#### Name the report

Name the report something of relevance to you which will easily identify the purpose of the report and place this name in the 'Report Name Field'

Create a description of the report

In the 'Report Description' field type in a brief description of the report which will help others understand the full purpose of the report.

#### **Define Sharing**

Select the type of sharing you wish to apply to the report by selecting:

- Private only you have access to the report
- Cost Center anyone in the cost center can use the report
- Organization anyone in the organization can use the report
- Specific Users select specific users whom are able to use the report

#### Choose the Fields:

You do this by clicking on the field in the 'All Fields' section. Multiple fields can be selected by holding down the Ctrl key. Once the selections are made, click the single arrow pointing to the right to have the fields placed in the 'Selected Fields' section. If you wish to have ALL the fields in the 'All Fields' section placed on the report, click on the double right arrow to move all the fields into the selected fields box. The same is true for removing items from the selected fields, buy using the left facing single or double arrows.

#### **Apply Optional Filtering Options**

If you need to filter the report based on specific criteria, you can add as many filters as necessary by:

- Selecting the field to filter against from the drop down
- Selecting the argument for the filter from the drop down
- Populating the test value in the open text field.
- Click the green '+' to add the filter to the report

#### **Apply Optional Sorting Options**

If you need to sort the report in a specific manner, you can add as many sorting options as necessary by:

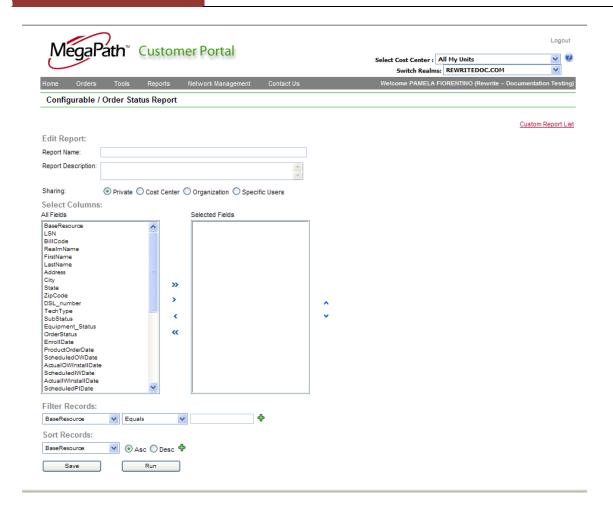
- Selecting the field to sort by
- Selecting if the sort should be ascending or descending
- Click the green '+' to add the sort to the report

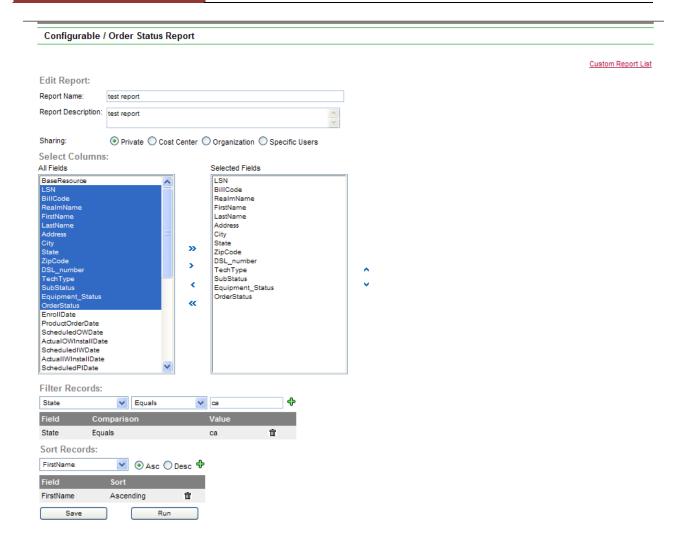
### Save the Report - Optional

To save a report, click the save button. This will save the report name, description, fields, filtering and sorting options you have selected and allow repeated use of the report go forward.

### Run the Report as Ad Hoc

If you need to only run the report without future use, simply click the run button and the report will be generated versus Saved for future application.





### **Removing Fields**

To remove a field from the report, click on the field in the 'Selected Fields' box to select the field and then click the left facing arrow to move the field back to the 'All Fields' box. To remove all fields, click on the double left arrows.

#### **Removing Filters**

To remove a filter, click on the trash can icon associated with the filter you wish to remove.

#### **Removing Sort Options**

To remove a sorting option, click on the trash can icon associated with the filter you wish to remove.

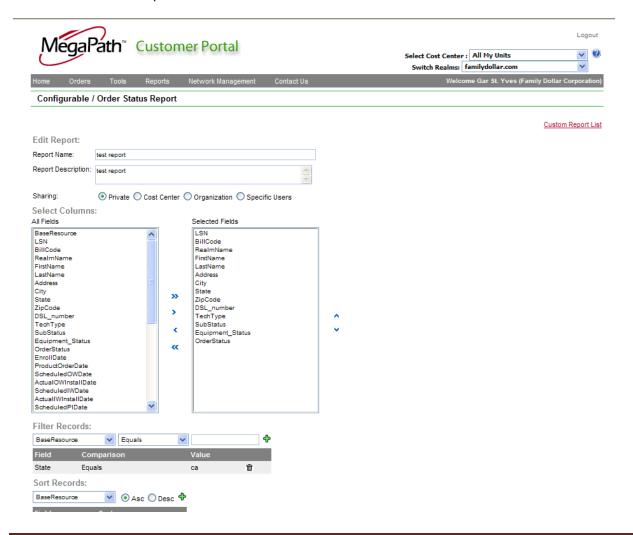
#### **Managing Saved Reports**



Saved reports have the options to edit, copy, view or delete.

#### **Edit**

Clicking on the pencil icon under the Edit column will bring the report up in the edit screen. Use of this screen is the same as report creation.



#### Copy

If you click on the copy icon, a copy of the report is made and opened in the report editing screen. Here you can modify any information to make the report unique and save it with a new name.

#### View

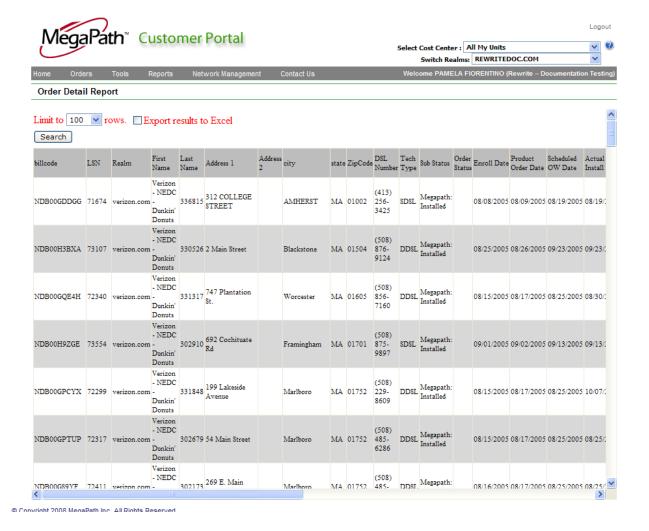
Runs the report and renders the results to the screen.

#### **Delete**

Removes the report and is a destructive unrecoverable act. Clicking on the delete icon removes the report completely.

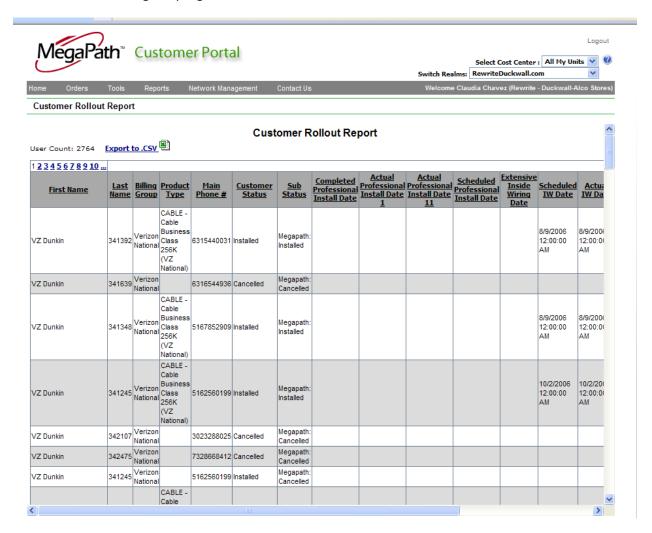
### **Order Detail Report**

A comprehensive canned report that is exportable and provides detailed service information in a grid format regarding the site information, service information, IP information, milestone dates and custom fields.



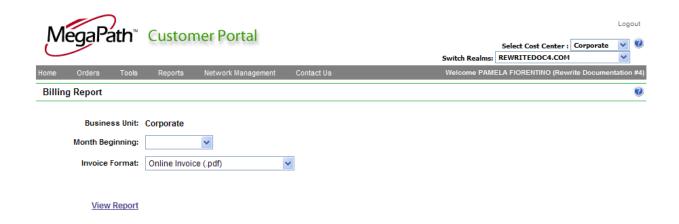
### **Customer Rollout Report**

The Customer Rollout Report is an exportable report which shows all applicable dates and their occurrence for tracking the progress of each service in a common manner.



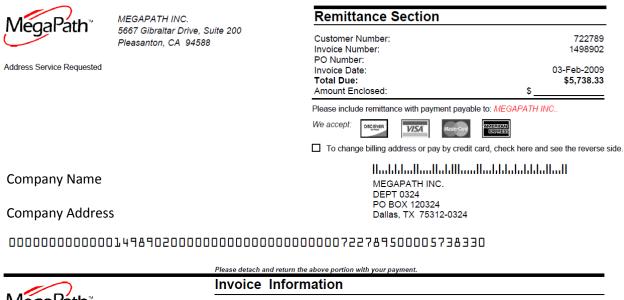
#### **Billing Report**

The billing reports provide access to invoices for each month they have been generated for your company.



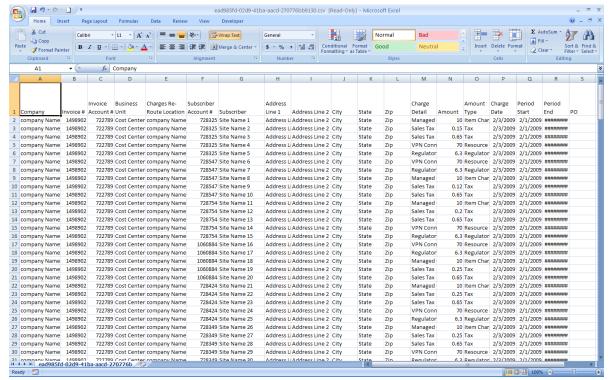
Invoices are segregated by cost center, so you must choose which cost center's bill you are wishing to review. You can choose the month and year as well as whether it should be generated in a PDF format or CSV format. Examples of the formats are shown below:

#### **PDF Version:**



|                                 | Invoice Information          |             |  |
|---------------------------------|------------------------------|-------------|--|
| MegaPath™                       | Customer Number              | 722789      |  |
|                                 | Invoice Number               | 1498902     |  |
|                                 | Invoice Date                 | 03-Feb-2009 |  |
| MEGAPATH INC.                   | Previous Balance             | \$6,114.82  |  |
| 5667 Gibraltar Drive, Suite 200 | Payment(s) Received          | -\$6,114.82 |  |
| Pleasanton, CA 94588            | Late Fees                    | \$0.00      |  |
|                                 | Miscellaneous Adjustments    | \$0.00      |  |
|                                 | Current Charges this invoice | \$5,738.33  |  |

#### **CSV Version**



## **Ticket Summary Report**



The report returns a summary of ticket information against a predefined date range. To run the report, select the start and end dates and click 'View Report'

A summary page will render with the number of tickets create/closed within the date range and the average age and time to close.

The report can be exported in the following formats by choosing the format where indicated and clicking 'export' in the report menu.

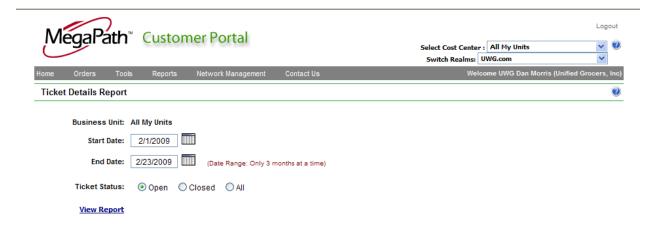
XML File with Report Data

- CSV (Comma delimited)
- TIFF File
- Acrobat (PDF) file
- Web Archive
- Excel



### **Ticket Details Report**

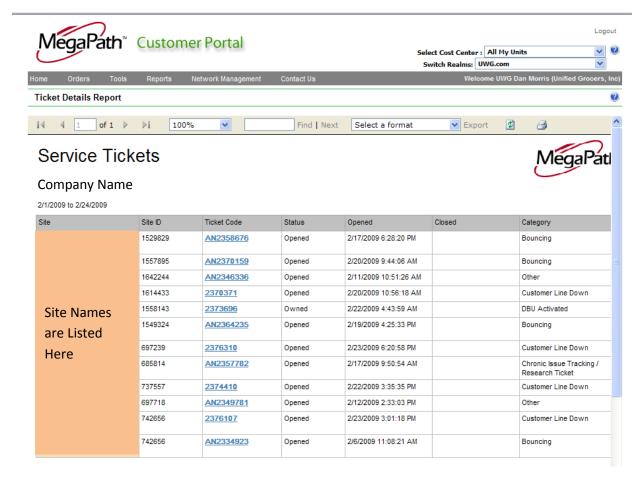
This report returns detailed ticketing information against a date range in a consolidated format.



To run the report, select the start and end dates (no more than a 3 month range) along with the ticket status and click, view report.

The report can be exported in the following formats by choosing the format where indicated and clicking 'export' in the report menu.

- XML File with Report Data
- CSV (Comma delimited)
- TIFF File
- Acrobat (PDF) file
- Web Archive
- Excel

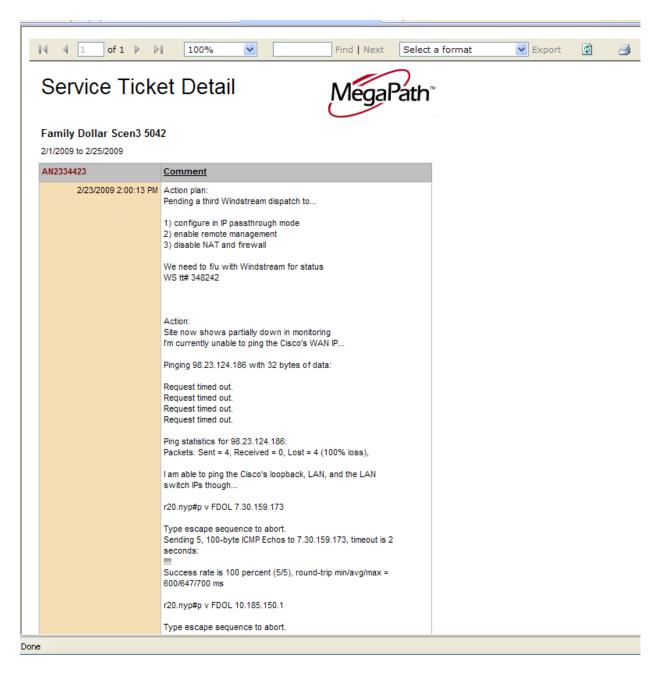


The report will return a detailed report by ticket. The Ticket code is a hyperlink which will return the detailed view of the ticket.

The detail can be exported in the following formats by choosing the format where indicated and clicking 'export' in the report menu.

- XML File with Report Data
- CSV (Comma delimited)
- TIFF File

- Acrobat (PDF) file
- Web Archive
- Excel



# **Availability and MTTR Report**

These two reports are utilized to measure against the MegaPath SLA's. They are real-time aggregate reports permitting you to see your values without waiting until month end.

#### **Availability Report**

MegaPath's SLA for Availability is measured in minutes of uptime over the calendar month during which the MegaPath-provided services (including failover Service if purchased by the Customer at the location in question) are available to transport IP packets.

The Availability SLA measurement includes all elements between the Management Router (or MegaPath NOC, as appropriate) and the Remote Access CPE. For Customer sites using hardware-based IPsec VPN connections, the Availability SLA measurement includes both the circuit and the IPsec tunnel to the Remote VAS CPE. The Availability with failover metric may be used to measure performance only if (i) the failover service has been professionally installed by MegaPath, or a MegaPath-contracted representative and (ii) the failover Service is being used exclusively for the failover application as opposed to being shared with other, separate applications. Otherwise performance should be measured using the Availability without failover metric.

Availability is measured 24X7x365 from the using automated ICMP ping. For non-residential Customers, MegaPath sends ICMP ping packets to the CPE router at each Customer site in 3-minute increments and records each poll/answer sequence for aggregation into the monthly average calculation for each circuit. When an ICMP poll to the Customer router is not answered, the MegaPath will reduce the ICMP polling interval for the Customer router that is not responding to the poll from 3-minutes to 1-minute until such time the device responds to the ICMP poll. Upon 3 consecutive ICMP polls failing to be answered, MegaPath creates a trouble ticket for non-residential sites and emails the Customer. For residential sites, MegaPath sends ICMP ping packets to the CPE router at each Customer site in 5-minute increments and records each poll/answer sequence for aggregation into the monthly average calculation for each circuit. When an ICMP poll sent to the Customer router is not answered, MegaPath will reduce the ICMP polling interval for the Customer router that is not responding to the poll from 5minutes to 2-minute until such time the device responds to the ICMP poll. For residential outages, MegaPath will email the Customer and will only open a trouble ticket if requested to do so by the Customer. Alternatively, MegaPath will open a trouble ticket if the Customer or End User contacts the MegaPath NOC to inform them of a service-related issue. The period of Unavailability begins when an outage-related trouble ticket is opened by either MegaPath or the Customer and ends when the connection is restored. Unavailability does not include periods of service degradation, such as slow data transmission. The Availability SLA takes effect on a connection-by-connection basis beginning on the 1st calendar day of the first full month after each connection is successfully installed and activated.

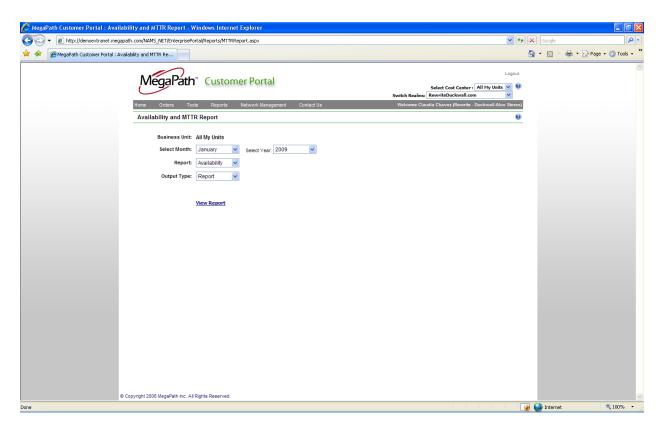
To run the Availability report for a given period, select the following:

Month – Month you wish the report to represent

Year – Year you wish the report to represent

Report = Availability

Output Type = Report (rendered to screen with other export options), CSV (renders in a csv format)



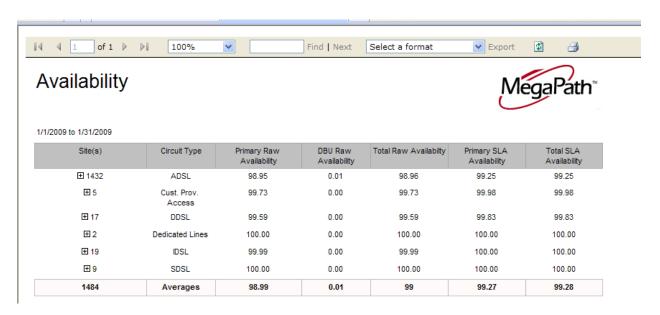
The summary page of the report shows consolidated information by Tech Type. The columns listed are:

- Sites number of sites within the tech type
- Circuit Type tech type
- Primary Raw Availability Circuit Availability without SLA calculations applied
- Primary DBU Availability percent of time spent on DBU
- Total RAW Availability Circuit Availability plus DBU Availability without SLA calculations applied
- Primary SLA Availability Circuit Availability WITH SLA calculations applied
- Total SLA Availability -- Primary SLA Availability PLUS Primary DBU Availability

The report can be exported in the following formats by choosing the format where indicated and clicking 'export' in the report menu.

- XML File with Report Data
- CSV (Comma delimited)
- TIFF File
- Acrobat (PDF) file

- Web Archive
- Excel



To review more granular site availability, click on the '+' to expand each section to the site information that supports the aggregate number.

The detail can be exported in the following formats by choosing the format where indicated and clicking 'export' in the report menu.

- XML File with Report Data
- CSV (Comma delimited)
- TIFF File
- Acrobat (PDF) file
- Web Archive
- Excel

# Availability



1/1/2009 to 1/31/2009

| Site(s)    | Circuit Type | Primary Raw<br>Availability | DBU Raw<br>Availability | Total Raw Availability | Primary SLA<br>Availability | Total SLA<br>Availability |
|------------|--------------|-----------------------------|-------------------------|------------------------|-----------------------------|---------------------------|
| □ 1432     | ADSL         | 98.95                       | 0.01                    | 98.96                  | 99.25                       | 99.25                     |
|            | ADSL         | 99.94                       | 0.00                    | 99.94                  | 99.94                       | 99.94                     |
|            | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
|            | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
|            | ADSL         | 99.66                       | 0.00                    | 99.66                  | 99.69                       | 99.69                     |
| Site Names | ADSL         | 99.87                       | 0.00                    | 99.87                  | 99.87                       | 99.87                     |
| are listed | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
|            | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
| here.      | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
|            | ADSL         | 99.07                       | 0.00                    | 99.07                  | 99.10                       | 99.10                     |
|            | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
|            | ADSL         | 99.80                       | 0.00                    | 99.80                  | 99.83                       | 99.83                     |
|            | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
|            | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
|            | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |
|            | ADSL         | 100.00                      | 0.00                    | 100.00                 | 100.00                      | 100.00                    |

#### **MTTR Report**

MegaPath's MTTR SLA is measured as the average time it takes to restore all outages for all Customer sites with similar circuit types during a calendar month.

MTTR is the period of time beginning when an outage-related trouble ticket is opened by either MegaPath or the Customer and ending when the connection is restored. An outage-related trouble ticket indicates that a connection is unavailable to transport IP packets, as described above in the Availability SLA. The MTTR SLA takes effect on the 1st calendar day of the first full month after the connection is successfully installed and activated. This report provides the data showing the MTTR statistics by tech type through to the site level.

To run the MTTR report for a given period, select the following:

Month – Month you wish the report to represent

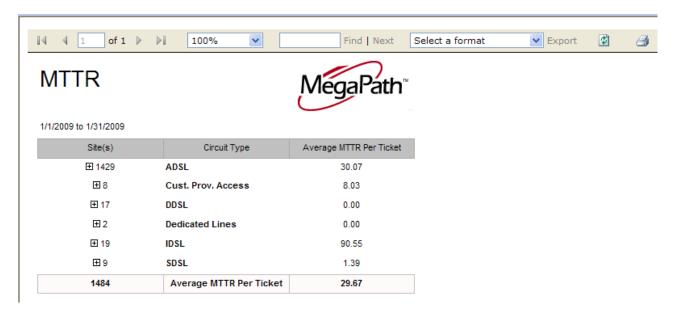
Year – Year you wish the report to represent

Report = MTTR

Output Type = Report (rendered to screen with other export options), CSV (renders in a csv format)

The summary page of the report shows consolidated information by Tech Type. The columns listed are:

- Sites -- number of sites within the tech type
- Circuit Types tech type
- Average MTTR per Ticket calculated average of MTTR for all tickets for the tech type



The report can be exported in the following formats by choosing the format where indicated and clicking 'export' in the report menu.

- XML File with Report Data
- CSV (Comma delimited)
- TIFF File
- Acrobat (PDF) file
- Web Archive
- Excel

To review more granular site statistics, click on the '+' to expand each section to the site information that supports the aggregate number.

# **MTTR**



#### 1/1/2009 to 1/31/2009

| Site(s)               | Circuit Type | Average MTTR Per Ticket |
|-----------------------|--------------|-------------------------|
| □ 1429                | ADSL         | 30.07                   |
|                       | ADSL         | 0.00                    |
| Site Names are Listed | ADSL         | 0.00                    |
| Here                  | ADSL         | 0.00                    |
|                       | ADSL         | 0.00                    |

The detail can be exported in the following formats by choosing the format where indicated and clicking 'export' in the report menu.

- XML File with Report Data
- CSV (Comma delimited )
- TIFF File
- Acrobat (PDF) file
- Web Archive
- Excel

# **Summary Graphs**

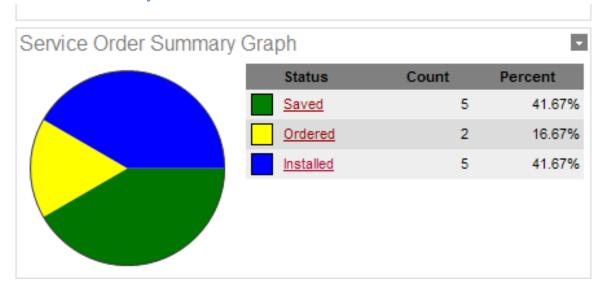
The summary graphs are three independent pie graphs which show:

- Tech Type
- Order Status
- **Monitoring Status**

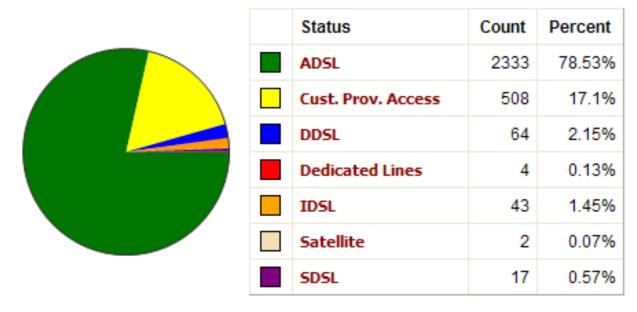
Each has the ability to click the status in red to the right of the pie chart to drill down into the detailed information of what services or endpoints (in the case of monitoring) comprise the summary data.

Below are the individual graphs.

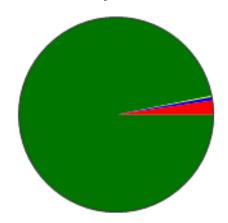
#### **Service Order Summary**



#### **Tech Type Summary**

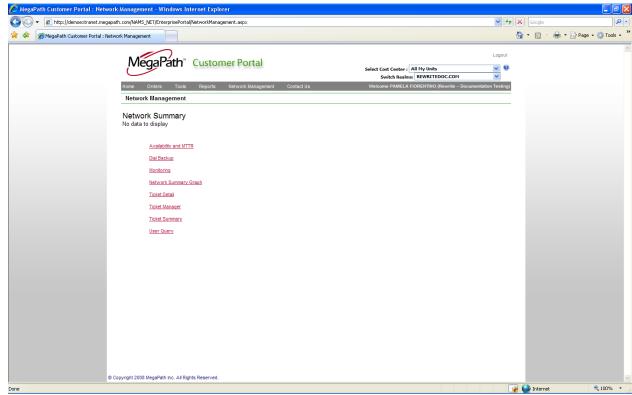


### **Network Summary**



| Status    | Count | Percent |
|-----------|-------|---------|
| UP        | 496   | 96.88%  |
| DBU/UP    | 1     | 0.2%    |
| DBU/ALERT | 3     | 0.59%   |
| ALERT     | 12    | 2.34%   |
| ALL       | 512   | 100%    |

# **Network Management Page**



NOTE: In order to support multiple Cost Centers, all reports will allow the specification of a cost center or 'all my units' prior to being pulled

# **Availability and MTTR**

See section under the Reports Page regarding Availability Report and MTTR Report.

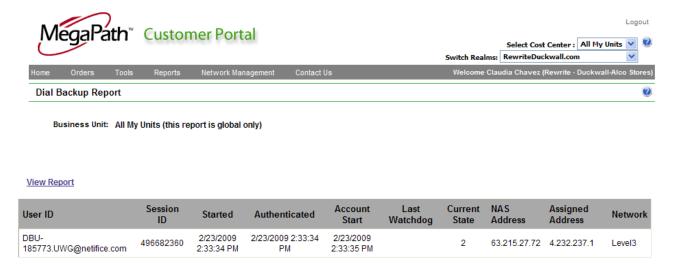
### Dial backup

This is a real time report of active Dial Backup usage. If a site has failed over to DBU and is actively running on DBU an entry for that site is available on this report. To see all sites currently active on Dial Backup, click 'View Report'



The screen will show the below grid presenting the following information:

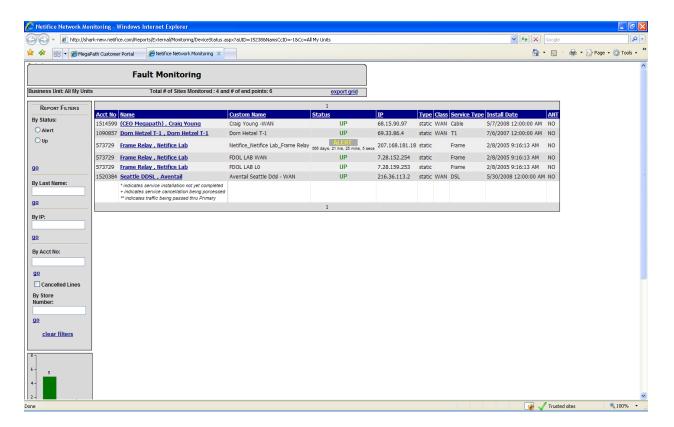
User ID – this is the radius authentication user. DBU is the type of user. Then the next 6 digits is the LSN of the circuit which can be correlated to the site by reviewing this on



#### **Monitoring**

This link provides you with a holistic view of all monitored entries and their status.



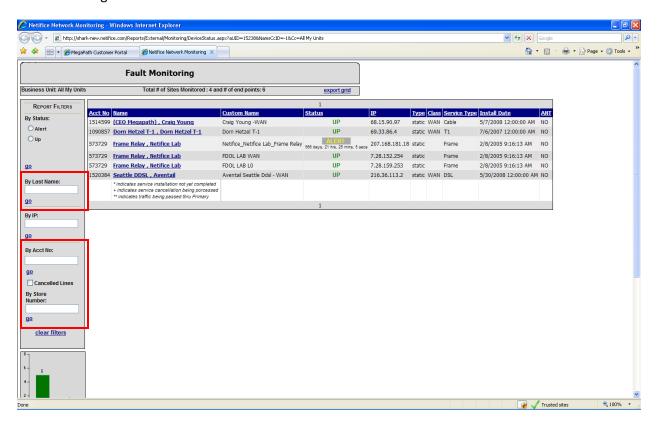


The data returned is customizable once rendered by adjusting the settings in the left hand frame. You can choose to filter by:

- Alert
- Up
- Last Name
- IΡ
- **Account Number**
- **Suppress Cancelled Lines**
- Store Number

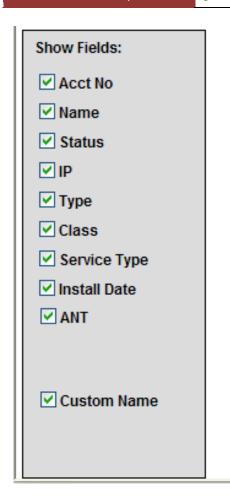
These filters are applied by clicking the appropriate box and selecting the go link below the respective filter. Only one set of filters may be applied at any given time. A set is defined by anything above a 'go' link and below a separation line. Examples are:

[Last name] or [Account Number, Suppress Cancels, Store Number] are both filter sets which are framed in the below figure.

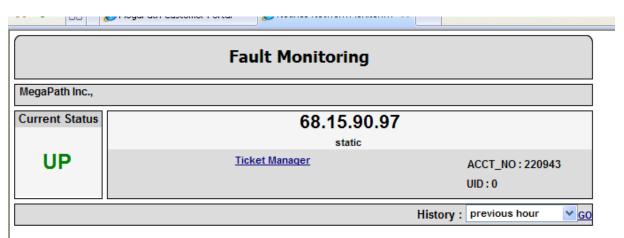


You can export the grid into an Excel document by clicking on 'Export Grid'.

To modify the grid columns in the view, check or uncheck the values on the left of the screen under 'Show Fields'. When an item is checked, it will show on the grid. The grid refreshes every minutes allowing you to view a consistent update of your monitored end points and any changes in status.

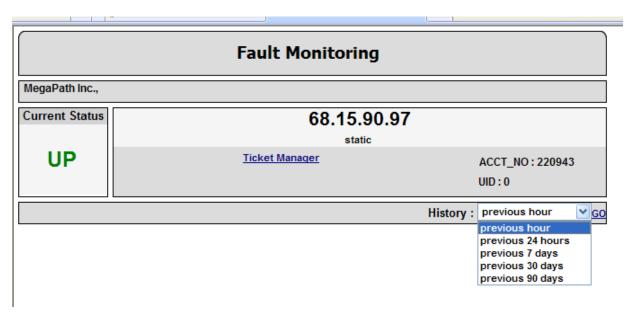


The Name column on the grid provides hyperlinks to the entry detail. By clicking on the name, you will be able to drill down to the specifics of the monitored entity.



In this screen, you see the current status, the IP and its type, a link to the <u>Ticket Manager</u> and options to show the history of the entry.

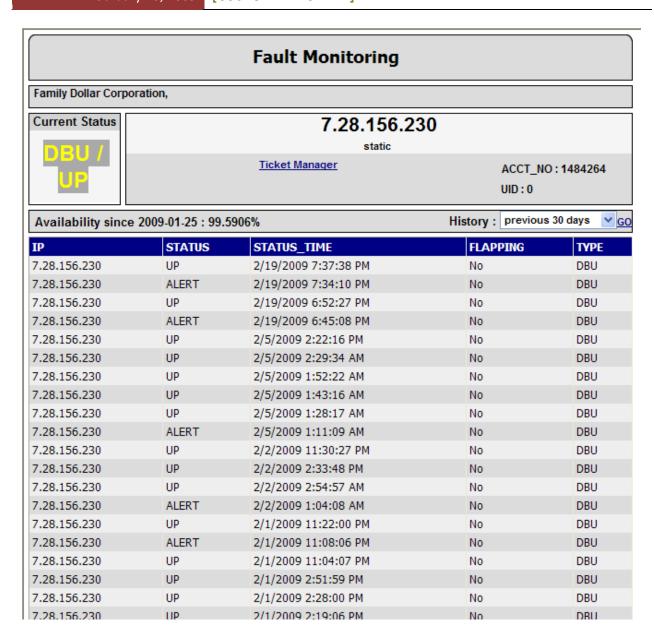
History can be reviewed based on the following selections from the drop down.



- Previous hour renders the history for last 60 minute period
- Previous 24 hours renders the history for the last 24 hour period
- Previous 7 days renders the history for the last 7 day period
- Previous 30 days renders the history for the last 30 day period
- Previous 90 days renders the history for the last 90 day period

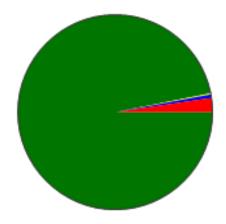
Select the period you wish to have reported and click on the 'go' link to the right of the drop down. The grid provides the following fields:

- Monitored IP
- Status Up/Alert
- Status Time time the status was received
- Flapping set to yes if the behavior of the results returned indicate a flapping circuit
- Type type of entry



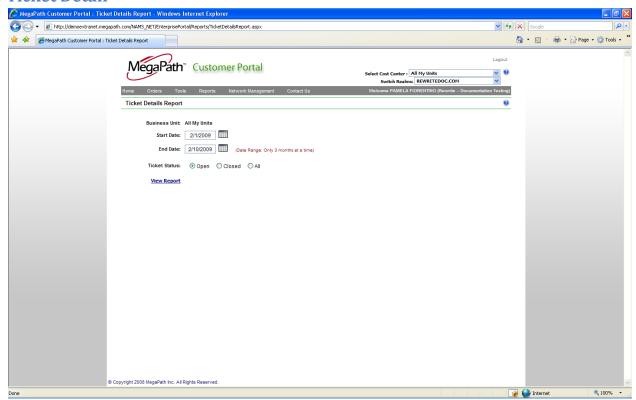
# **Network Summary Graph**

Graph showing the status of each monitored end point. By clicking on the status in 'Red', a detailed list of all entries with that status will be returned. For more information on the graph and underlying statuses, see 'Network Summary Graph' on the Network Management Page.

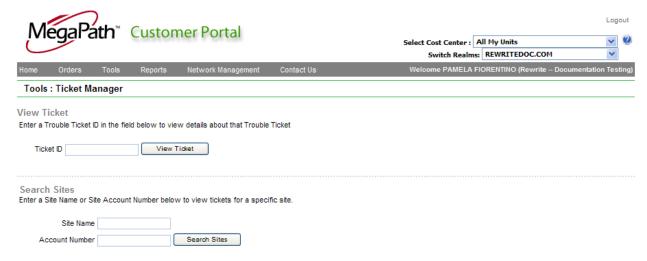


| Status    | Count | Percent |
|-----------|-------|---------|
| UP        | 496   | 96.88%  |
| DBU/UP    | 1     | 0.2%    |
| DBU/ALERT | 3     | 0.59%   |
| ALERT     | 12    | 2.34%   |
| ALL       | 512   | 100%    |

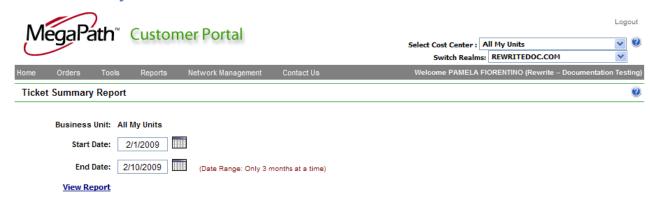
#### **Ticket Detail**



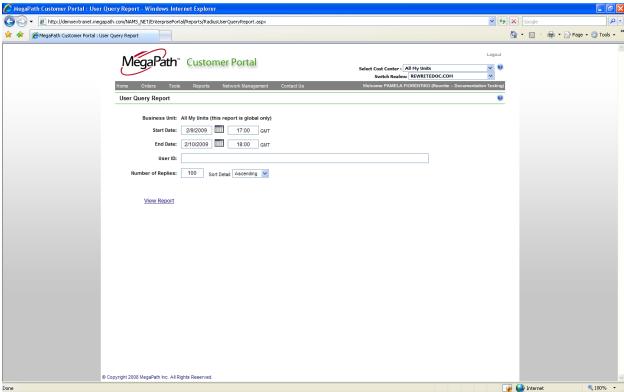
# **Ticket Manager**



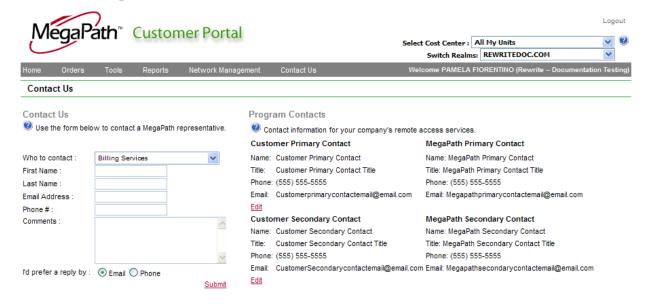
# **Ticket Summary**



### **User Query**



# **Contact Us Page**



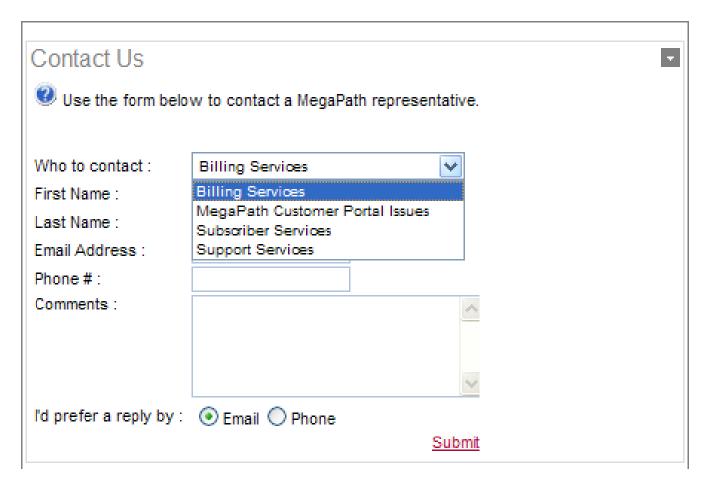
This page is used to contact a four different areas within MegaPath Inc.

Billing Services – issues or questions regarding billing

MegaPath Customer Portal Issues – issues or questions regarding the Customer Portal

**Subscriber Services** – issues or questions regarding your orders in process

**Support Services** – issues or questions regarding the support of your installed services



To use the page to contact an area at MegaPath Inc.

- Choose from the drop down the area you wish to inquire of.
- Enter your first and last name in the respective fields.
- Enter an email address where you can be contacted along with a phone number.
- Enter your question, concern or input in the comments section.
- Select whether you wish to be contacted by Email or phone and click submit.

Someone should respond to your inquiry within 24 hours of submission.

In addition to the Contact Us module on this page, listed are your MegaPath contacts should you need to directly contact one of them. Also, available, is the ability to populate or EDIT your contact information at the program level. To edit the information, click on the 'edit' link.

#### Program Contacts

Contact information for your company's remote access services.

**Customer Primary Contact** 

Name: Customer Primary Contact Customer Primary Contact Title Title:

Phone: (555) 555-5555

Email: Customerprimarycontactemail@email.com

Edit

Customer Secondary Contact

Name: Customer Secondary Contact Title: Customer Secondary Contact Title

Phone: (555) 555-5555

Edit

MegaPath Primary Contact

Name: MegaPath Primary Contact Title: MegaPath Primary Contact Title

Phone: (555) 555-5555

Email: Megapathprimarycontactemail@email.com

MegaPath Secondary Contact

Name: MegaPath Secondary Contact

Title: MegaPath Secondary Contact Title

Phone: (555) 555-5555

Email: CustomerSecondarycontactemail@email.com Email: Megapathsecondarycontactemail@email.com

Enter the appropriate information and click on save.