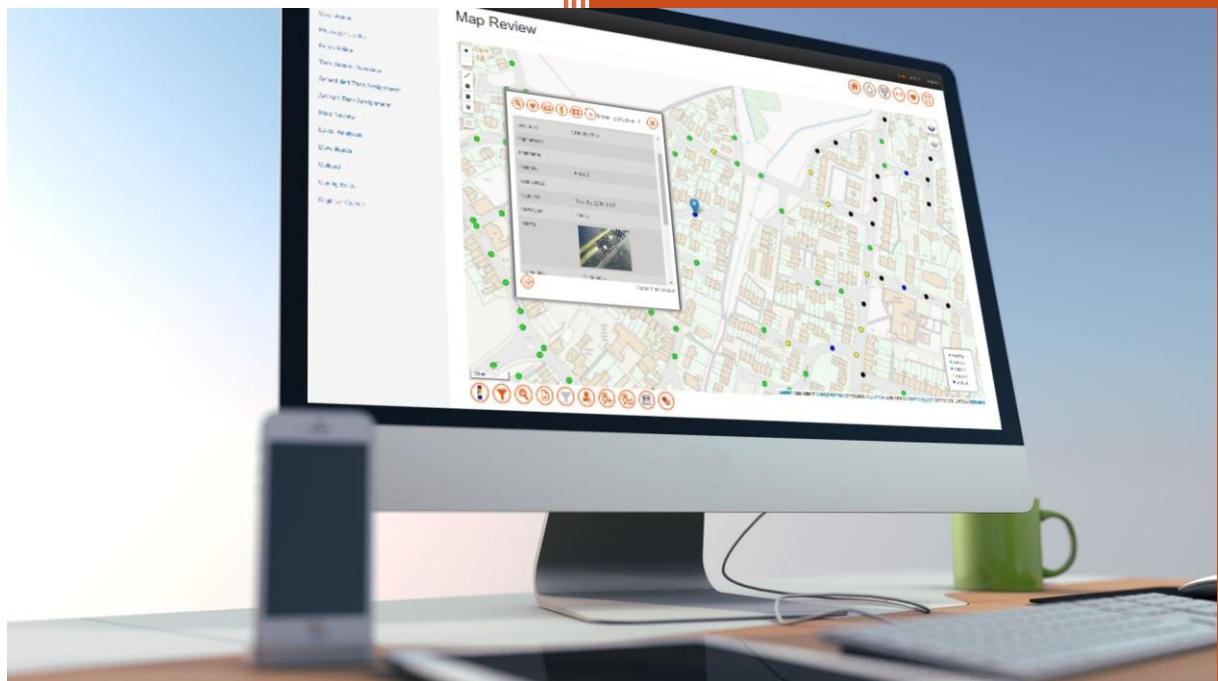


K-Portal User Guide



Legal Notices

K-MATIC

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Brighton le Sands,

Liverpool,

L22 6QB, UK

www.K-Matic.com

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Disclaimer

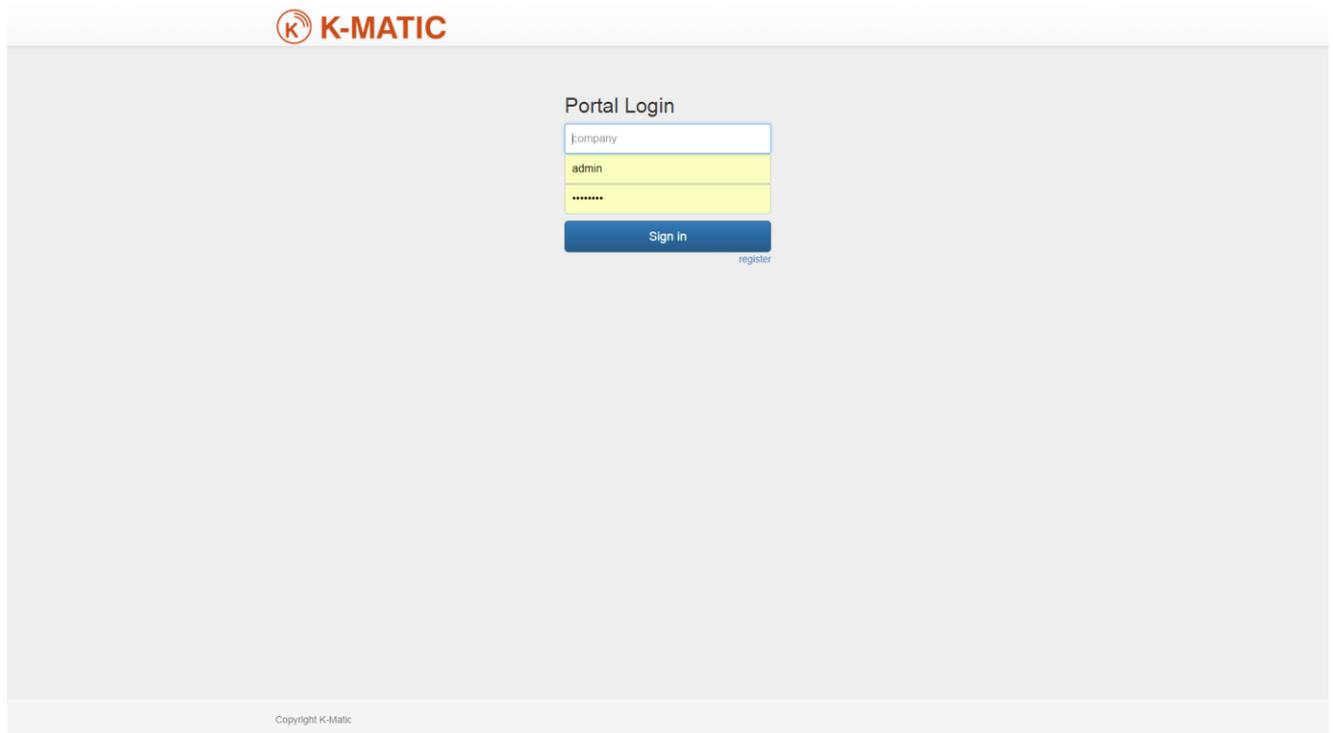
This manual is based on the developer version of K-Portal and whilst every care has been taken to ensure it is correct in its accuracy it is advised it is used as a guide only. K-MATIC Limited does not accept any responsibility whatsoever for misrepresentation by any person whatsoever of the information contained in this manual.

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K-Portal – Logging In

Open your browser, visit <http://kmatic.co.uk/> and click



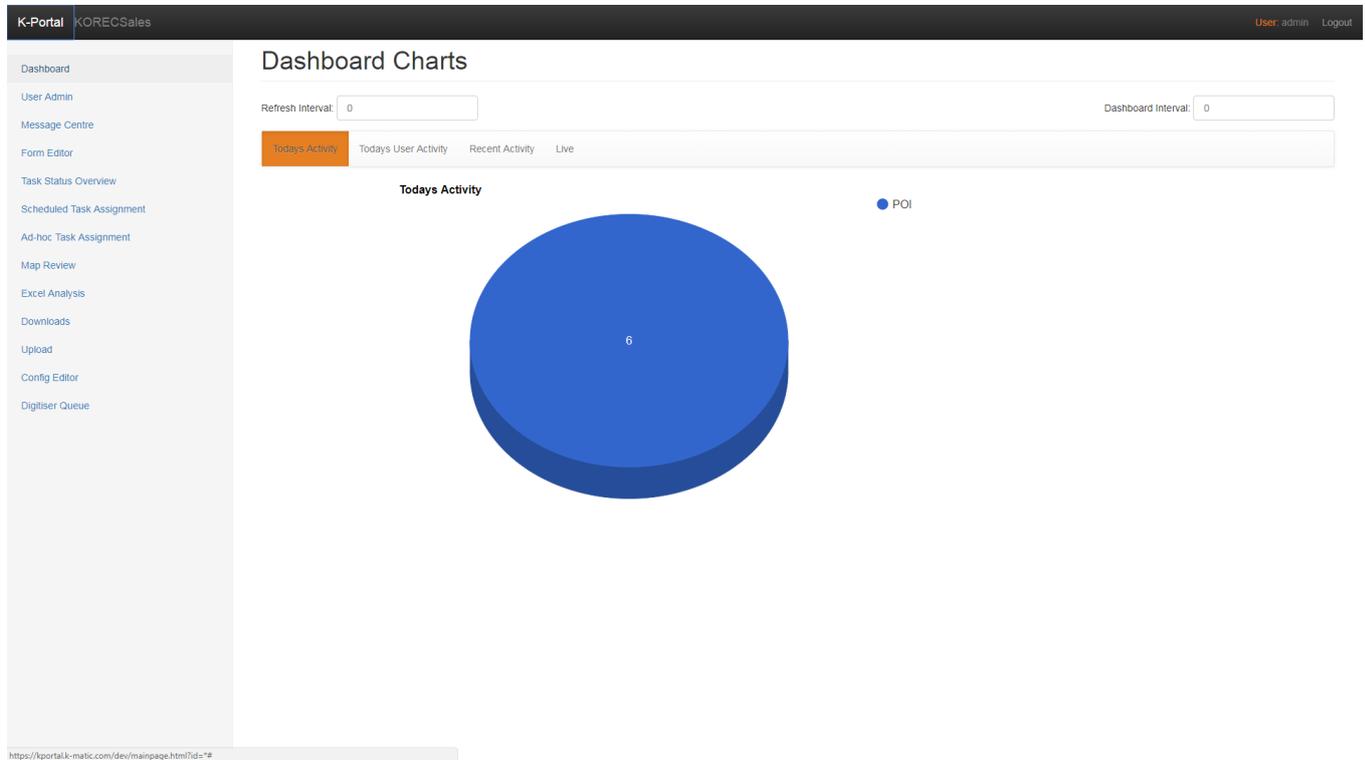
The screenshot shows the K-MATIC Portal Login interface. At the top left is the K-MATIC logo. The main content area is titled "Portal Login" and contains a form with three input fields: a text field for "company", a text field for "admin", and a password field with masked characters. Below the password field is a blue "Sign In" button. A small "register" link is visible below the "Sign In" button. At the bottom of the page, there is a copyright notice: "Copyright K-Matic".

Log in using your company name, and the username and password you have set up. Click the **'Sign In'** button and the dashboard charts screen will be shown. The sidebar displays the various functional areas that your role entitles you to on K-Portal.

K-Portal – Dashboard

The dashboard tab displays high graphical representation of the assets captured and project progress.

The standard dashboards can be seen below, but additional dashboards can be setup either by client administrators or KOREC support personnel.



More advanced charts can display breakdowns of the different feature types that have been recorded on your K-Portal.

- Dashboard
- User Admin
- Message Centre
- Form Editor
- Task Status Overview
- Scheduled Task Assignment
- Ad-hoc Task Assignment
- Map Review
- Excel Analysis
- Downloads
- Upload
- Config Editor
- Digitiser Queue

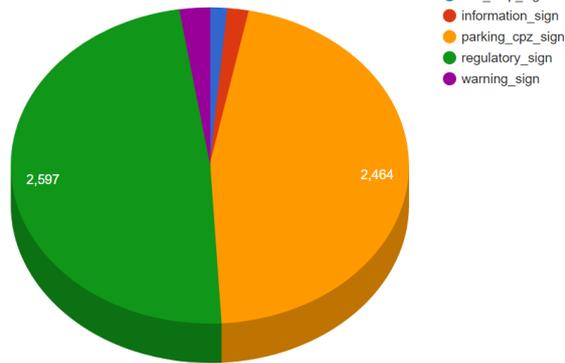
Dashboard Charts

Refresh Interval:

Dashboard Interval:

- sign_point
- carriageway_line
- carriageway_point
- carriageway_polygon
- gully_point
- marking_line
- marking_point
- marking_polygon
- miscellaneous_point
- parking_polygon
- planting_point
- planting_polygon
- refuse_point
- street_furniture_line
- street_furniture_point
- transport_point
- utility_point
- dvi_point_defects
- dvi_line_defects
- dvi_area_defects

sign_point



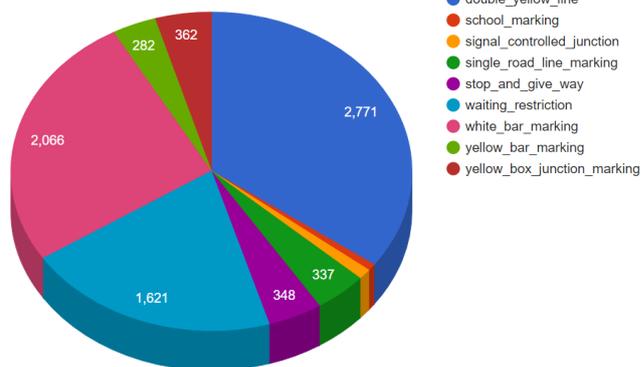
- Dashboard
- User Admin
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- Form Editor
- Task Status Overview
- Scheduled Task Assignment
- Ad-hoc Task Assignment
- Map Review
- Excel Analysis
- Downloads
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Dashboard Interval:

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- street_furniture_point
- transport_point
- utility_point
- dvi_point_defects
- dvi_line_defects
- dvi_area_defects

marking_line



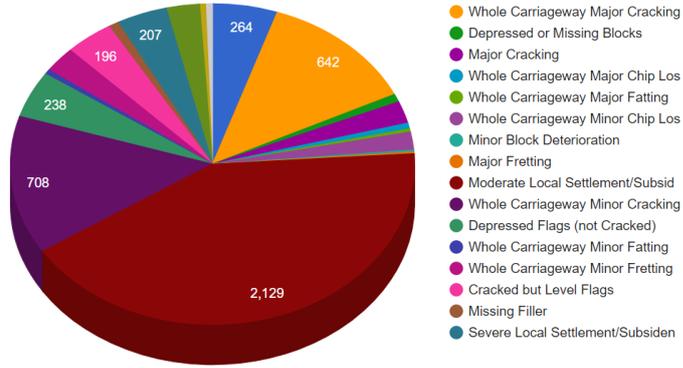
- Dashboard
- User Admin
- Message Centre
- Form Editor
- Task Status Overview
- Scheduled Task Assignment
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- Excel Analysis
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Refresh Interval:

Dashboard Interval:

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- planting_polygon
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- street_furniture_line
- street_furniture_point
- transport_point
- utility_point
- dvi_point_defects
- dvi_line_defects
- dvi_area_defects

dvi_area_defects



- Cracked and Depressed Flags
- Whole Carriageway Major Cracking
- Depressed or Missing Blocks
- Major Cracking
- Whole Carriageway Major Chip Los
- Whole Carriageway Major Fattening
- Whole Carriageway Minor Chip Los
- Minor Block Deterioration
- Major Fretting
- Moderate Local Settlement/Subsidence
- Whole Carriageway Minor Cracking
- Depressed Flags (not Cracked)
- Whole Carriageway Minor Fattening
- Whole Carriageway Minor Fretting
- Cracked but Level Flags
- Missing Filler
- Severe Local Settlement/Subsidence

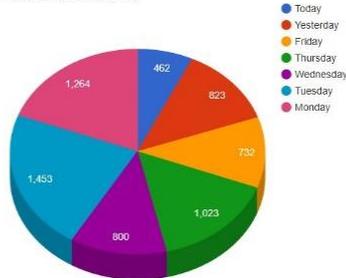
▲ 1/2 ▼

- Dashboard
- User Admin
- Message Centre
- Form Editor
- Task Status Overview
- Scheduled Task Assignment
- Ad-hoc Task Assignment
- Map Review
- Excel Analysis
- Downloads
- Upload

Dashboard Charts

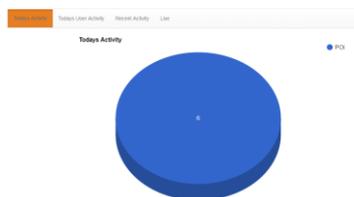
- Progress Today
- Condition Summary
- Progress By Area
- Defects Report
- Timelines

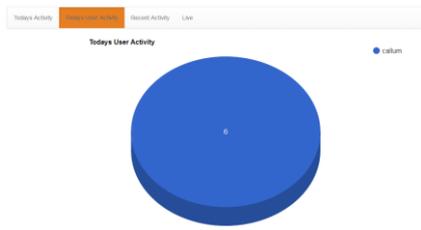
Recent Inspections by Day



Today's Activity

Total number of features currently captured today, split by feature type.





Today's User Activity

Total assets captured today split by field user.



Recent Activity

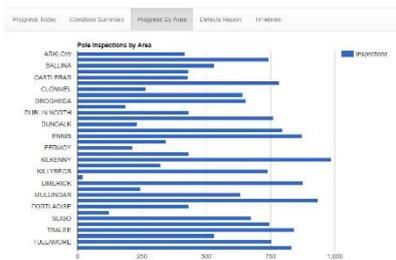
Total number of features captured recently (but by default defined as 7 days).

Company Name	Device	User Name	Display Color	Last Worker Status	Last Date Time	
1	KORECables	SPK002	callum	Blue	All OK	2016/02/18 13:24:54

Live

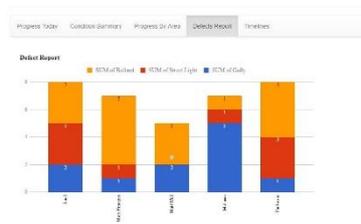
Live information on the status of K-mobile field users, to ensure that all users are transmitting as expected

Other example dashboards can be seen below



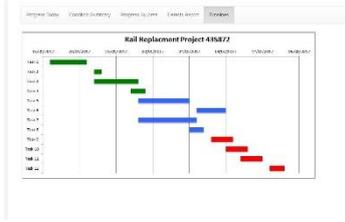
Progress by Area

Progress of feature capture by Area.



Defects Report

Displays number of features with defects.



Timelines Displays timelines of Tasks.

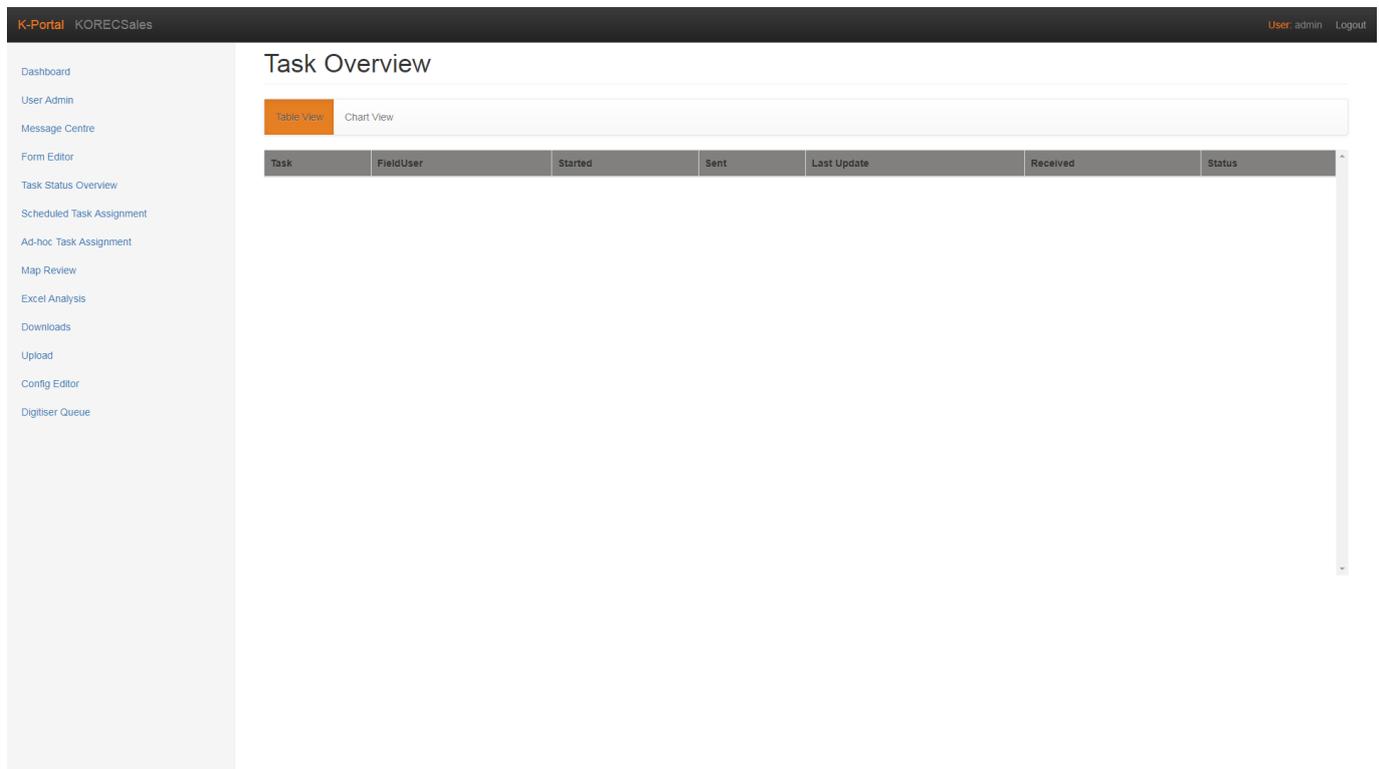
K-Portal – User Admin

The full user admin functionality is described in the Administrator section of this manual. Default Role behaviour is described in this section.

Field	Field users appear in the job assignment areas of the K-Portal system, but are not able to login to the portal.
Office	Office users can log in to the portal, view dashboard / maps and assign tasks to field users – they do not have access to the user admin section, ‘Form Editor’, ‘Config Editor’ or ‘Digitiser Queue’.
Admin	Admin users can log in to the portal, view the ‘Dashboard’ and ‘Map Review’ pages. They can also assign tasks to field users, they also have access to the ‘User Admin’ and ‘Form Editor’ sections. Users nominated to an admin role do not have access to the ‘Config Editor’ or ‘Digitiser Queue’.
The ‘Admin’ User	Only the single initial ‘Admin’ user has access to full portal functionality including the ‘Config Editor’ and ‘Digitiser Queue’.
Field+Office	Users nominated in the Field+Office role, have all the Office role functionality but also appear in job assignment sections of the portal.
Viewer	Role intended for the end ‘Client’ access with access to the ‘Dashboard’ / ‘Map Review’ / ‘Excel Analysis’ and ‘Downloads’ sections, but without the ability to assign tasks.
Restricted Viewer	Super restricted user with access to ‘Map Review’ and ‘Downloads’ only.
Office Digitiser	Advanced Imagery Solution mode, restricted purely to asset extraction.

K-Portal – Task Status Overview

Click the 'Task Status Overview' link on the left panel to navigate to the **Task Overview** tab.



The screenshot displays the 'Task Overview' page in the K-Portal. The top navigation bar includes 'K-Portal KORECSales' on the left and 'User: admin Logout' on the right. The left sidebar menu lists various options, with 'Task Status Overview' highlighted. The main content area is titled 'Task Overview' and features two tabs: 'Table View' (selected) and 'Chart View'. Below the tabs is a table with the following columns: Task, FieldUser, Started, Sent, Last Update, Received, and Status. The table body is currently empty.

This page provides an overview of the current tasks that have been allocated out to various field workers. As jobs are progressed, their status will update, until the job is marked as finished.

K-Portal – Scheduled Task Assignment

Click the '**Scheduled Task Assignment**' link on the left panel to navigate to the **Scheduled Task Assignment** tab. Here you are provided with a summary of the currently set scheduled tasks and tasks with their current collection status.

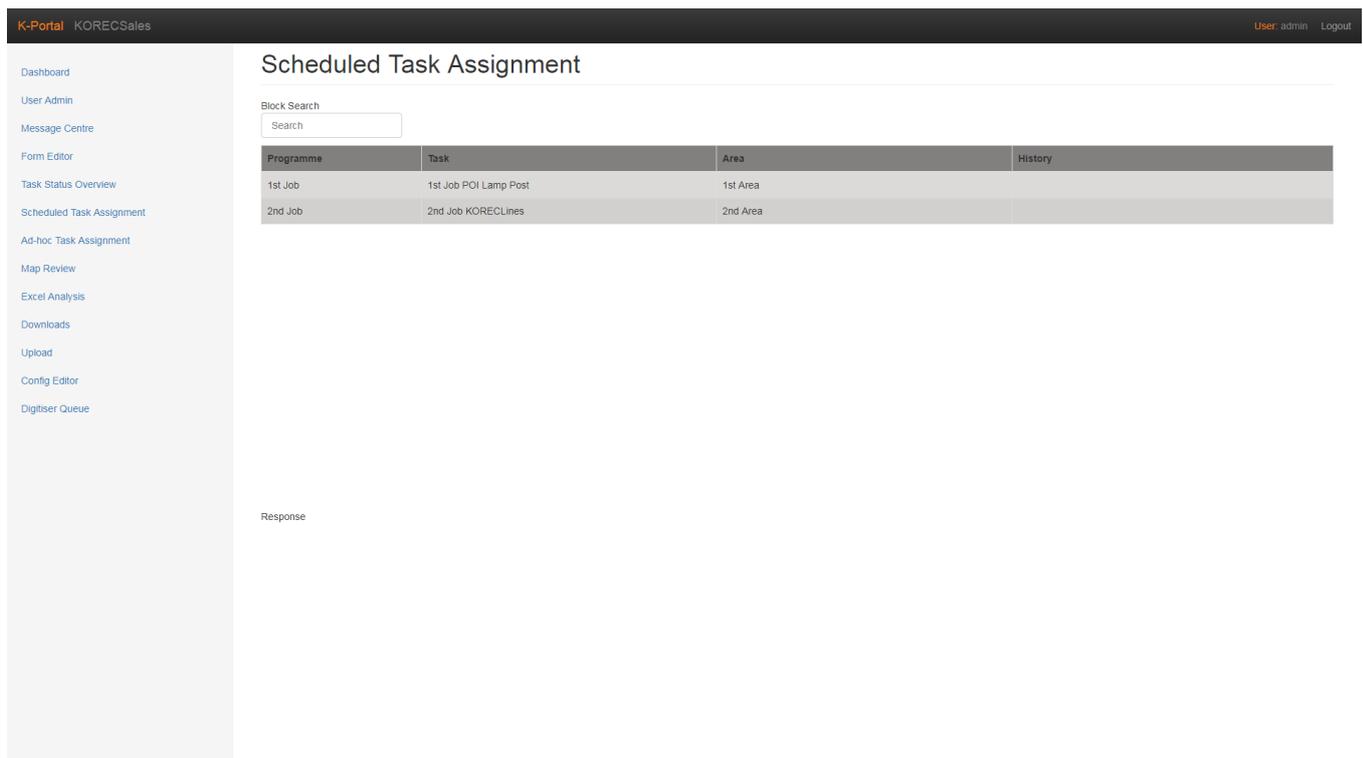
A K-Portal Scheduled task, is a defined as a task that is known about in advance, it may include a 'query filter' that is run at the time the task is assigned.

Example Scheduled tasks may be

- Assign All the Gully in Area Sefton to a field user
- Assign All the ParkBenchs in SeftonPark that have not been inspected for 12 months to a field user
- Assign all the outstanding defects to a field user

To utilise the K-Portal Task scheduler, a CSV file detailing the task programme (and any associated filters) needs to be uploaded using the upload tab

First time operation of this function normally requires KOREC Support assistance, but once the process is in place, new task schedules can be uploaded without involvement of KOREC Support team

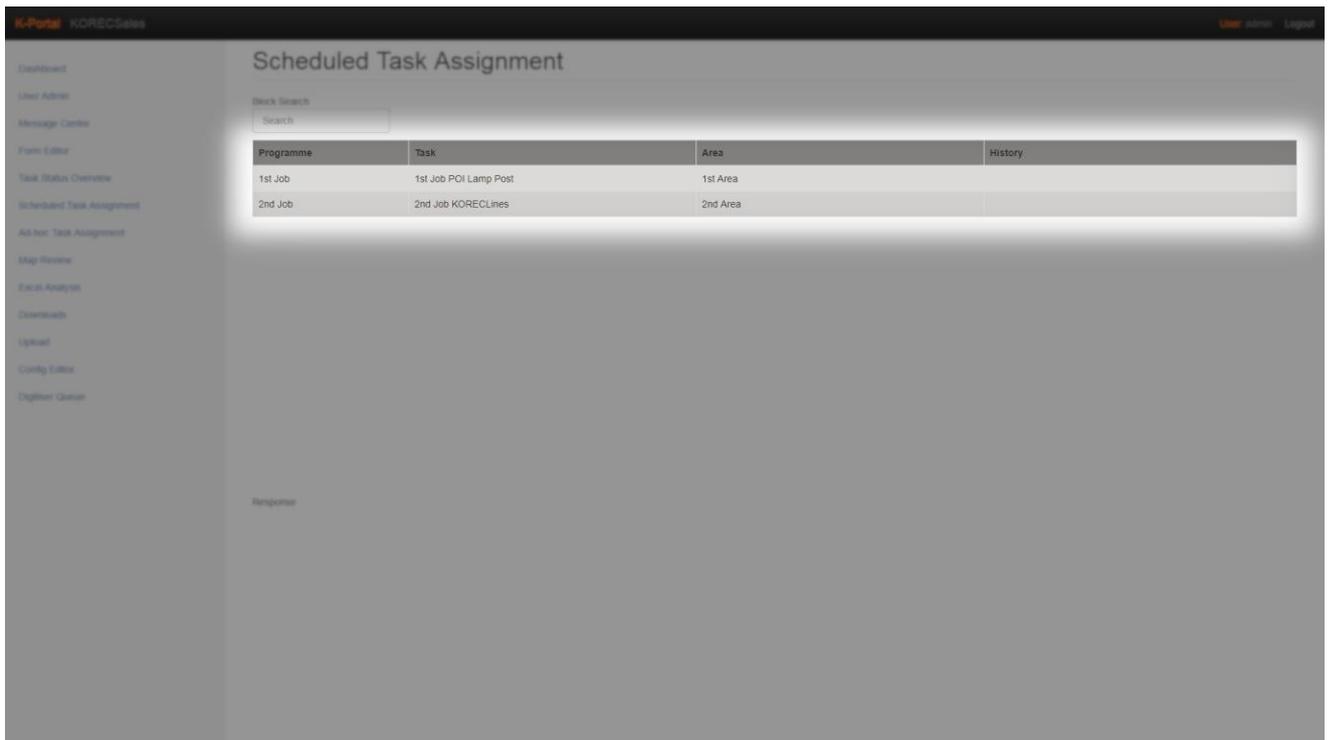


The screenshot displays the 'Scheduled Task Assignment' page in the K-Portal. The interface includes a sidebar with navigation links such as 'Dashboard', 'User Admin', 'Message Centre', 'Form Editor', 'Task Status Overview', 'Scheduled Task Assignment', 'Ad-hoc Task Assignment', 'Map Review', 'Excel Analysis', 'Downloads', 'Upload', 'Config Editor', and 'Digitiser Queue'. The main content area features a 'Block Search' input field and a table with the following data:

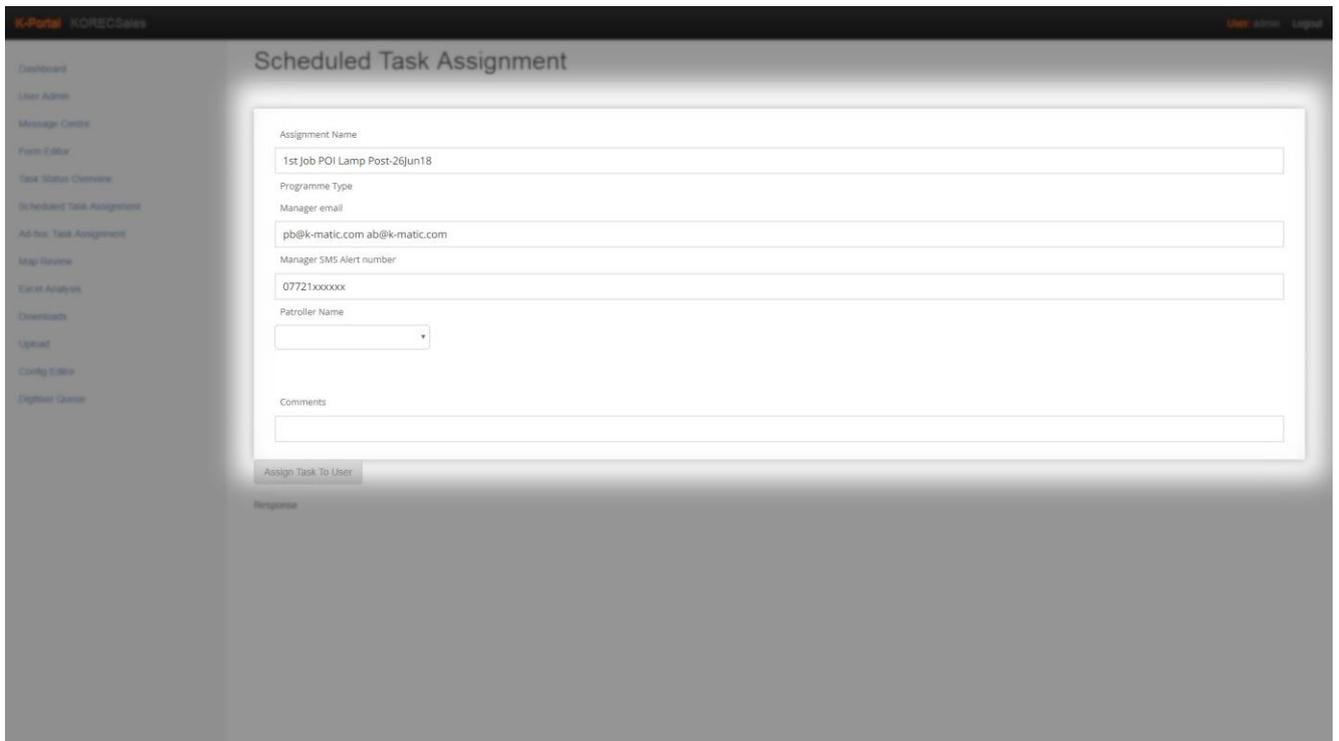
Programme	Task	Area	History
1st Job	1st Job POI Lamp Post	1st Area	
2nd Job	2nd Job KORECLines	2nd Area	

Below the table, there is a 'Response' label.

The Scheduled task main table view, displays all the uploaded tasks that are ready for assignment, along with a description of the task type, geographical area, and the '**History**' of any previous assignments of that task



To allocate a scheduled task, click on the task in the table. A form will be displayed that will allow you to complete the tasks details.



Tasks are pushed to specific patrollers by selecting the field users in the '**Patroller Name**' drop down menu.

Click the **'Assign Task To User'** button. And wait for the confirmation that the task assignment has been accepted by the portal.

The screenshot shows the 'Scheduled Task Assignment' interface. The form contains the following fields:

- Assignment Name: 1st Job PCI Lamp Post-26Jun18
- Programme Type: (empty)
- Manager email: pb@k-matic.com ab@k-matic.com
- Manager SMS Alert number: 07721xxxxxx
- Patrolter Name: (dropdown menu)
- Comments: (text area)

A button labeled 'Assign Task To User' is located below the form and is highlighted with a white glow. Below the button, the word 'Response' is visible.

If the Field User has been set up with an email address, they will be notified via email of the new task assignment

Users will also be informed within the k-mobile application that a s task has been assigned to them

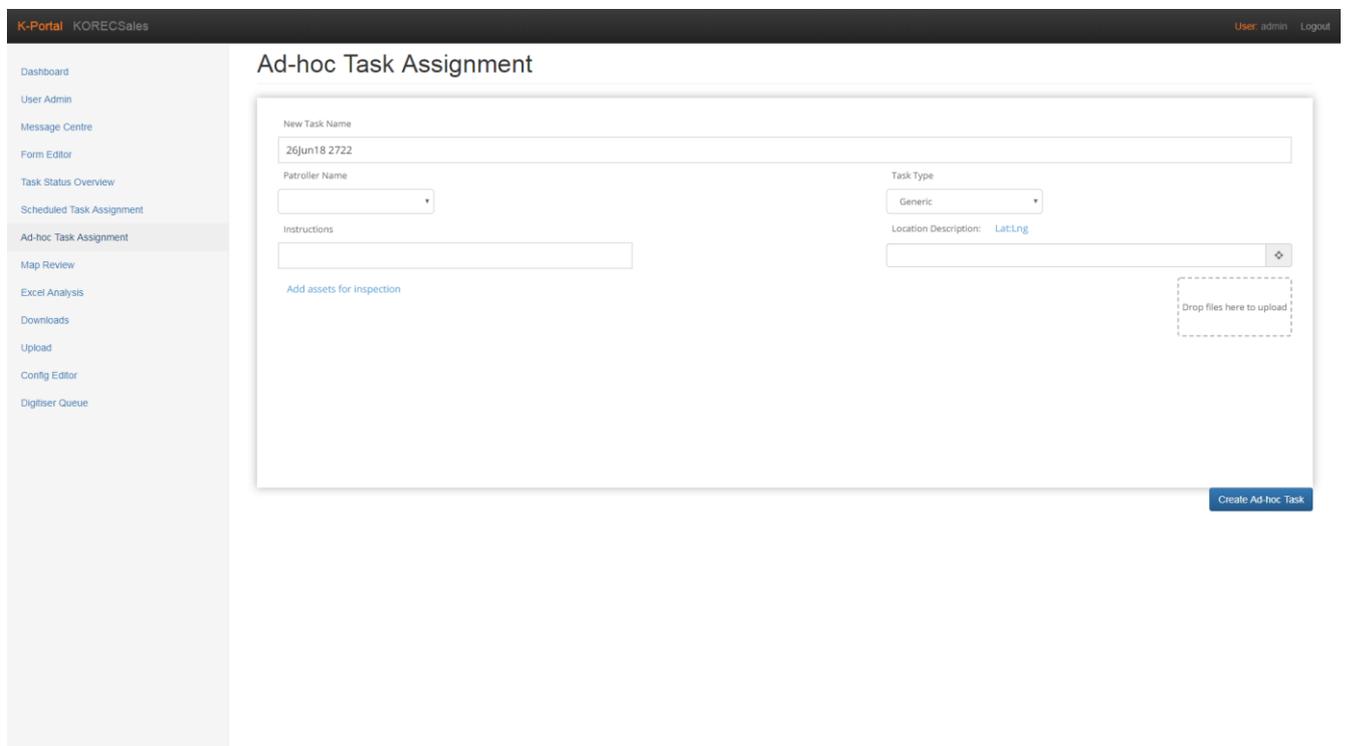
K-Portal – Ad-hoc Task Assignment

Click on the 'Ad-hoc Task Assignment' link on the left panel to load the **Ad-hoc Task Assignment** tab. Here you can create and assign ad-hoc tasks

A K-Portal Ad-hoc task is defined as a task that is not predefined – it may include:

- A simple 'Instructional Task', with no location information.
- A 'Locational Task', to ensure task is being completed in correct area.
- An 'Asset Task', where assets have been 'Selected' from the Map Review Screen.
- A 'Stakeout Task', where a collection of navigable locations are uploaded as a CSV.

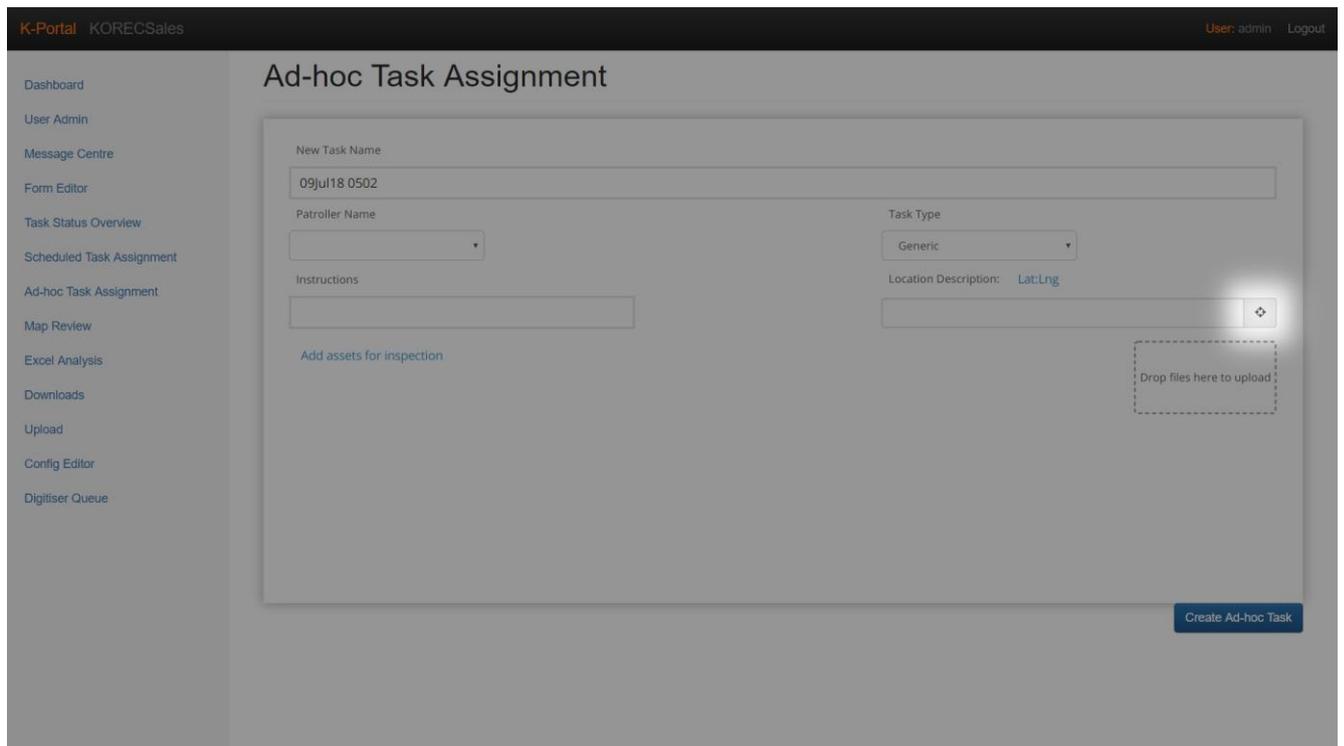
Below you can see an example of a simple Ad-hoc task.



The screenshot shows the 'Ad-hoc Task Assignment' page in the K-Portal. The page has a dark header with 'K-Portal KORECSales' on the left and 'User: admin Logout' on the right. A left sidebar contains a menu with items: Dashboard, User Admin, Message Centre, Form Editor, Task Status Overview, Scheduled Task Assignment, Ad-hoc Task Assignment (highlighted), Map Review, Excel Analysis, Downloads, Upload, Config Editor, and Digitiser Queue. The main content area is titled 'Ad-hoc Task Assignment' and contains a form with the following fields: 'New Task Name' (text input with value '26Jun18 2722'), 'Patroller Name' (dropdown menu), 'Task Type' (dropdown menu with value 'Generic'), 'Instructions' (text input), and 'Location Description: Lat,Lng' (text input with a location pin icon). Below the 'Instructions' field is a link 'Add assets for inspection'. To the right of the 'Location Description' field is a dashed box labeled 'Drop files here to upload'. At the bottom right of the form is a blue button labeled 'Create Ad-hoc Task'.

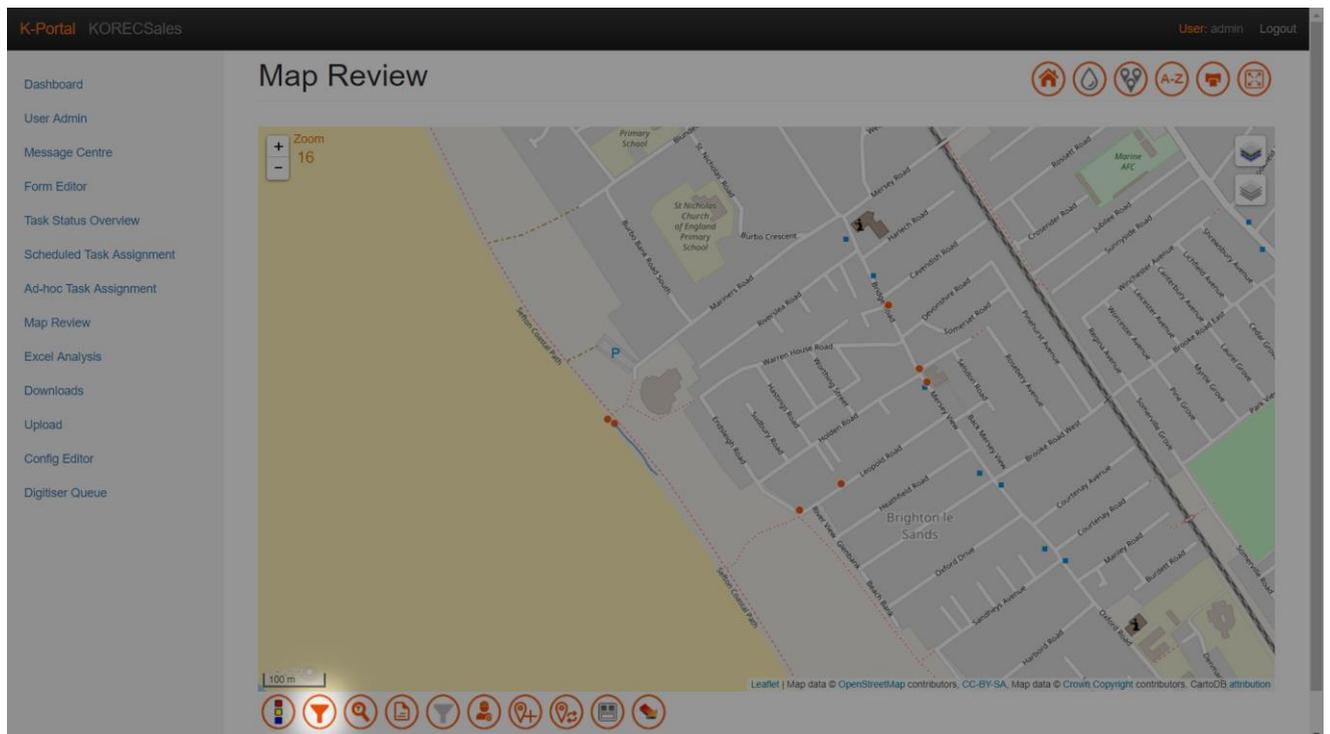
To assign a 'Simple Instructional Task', simply complete the task name, instruction and select a field patroller, then click '**Create Ad-hoc Task**' button.

To assign a 'Locational Task', in addition to the above, click the location marker icon and pan/zoom the pop up map to the location you which the task to be completed at.



When the task is received by the field user, it will include a single point that can be navigated to, before the task is started.

To assign an 'Asset Task' to a user, use the **'Map Review'** tab and the **Filter** button from the bottom toolbar to select previously collected/uploaded assets.



Click the **'Ad-hoc Assignment'** link, and complete the Assignment form as normal.

NOTE: the asset list will now be populated with a list of Asset IDs.

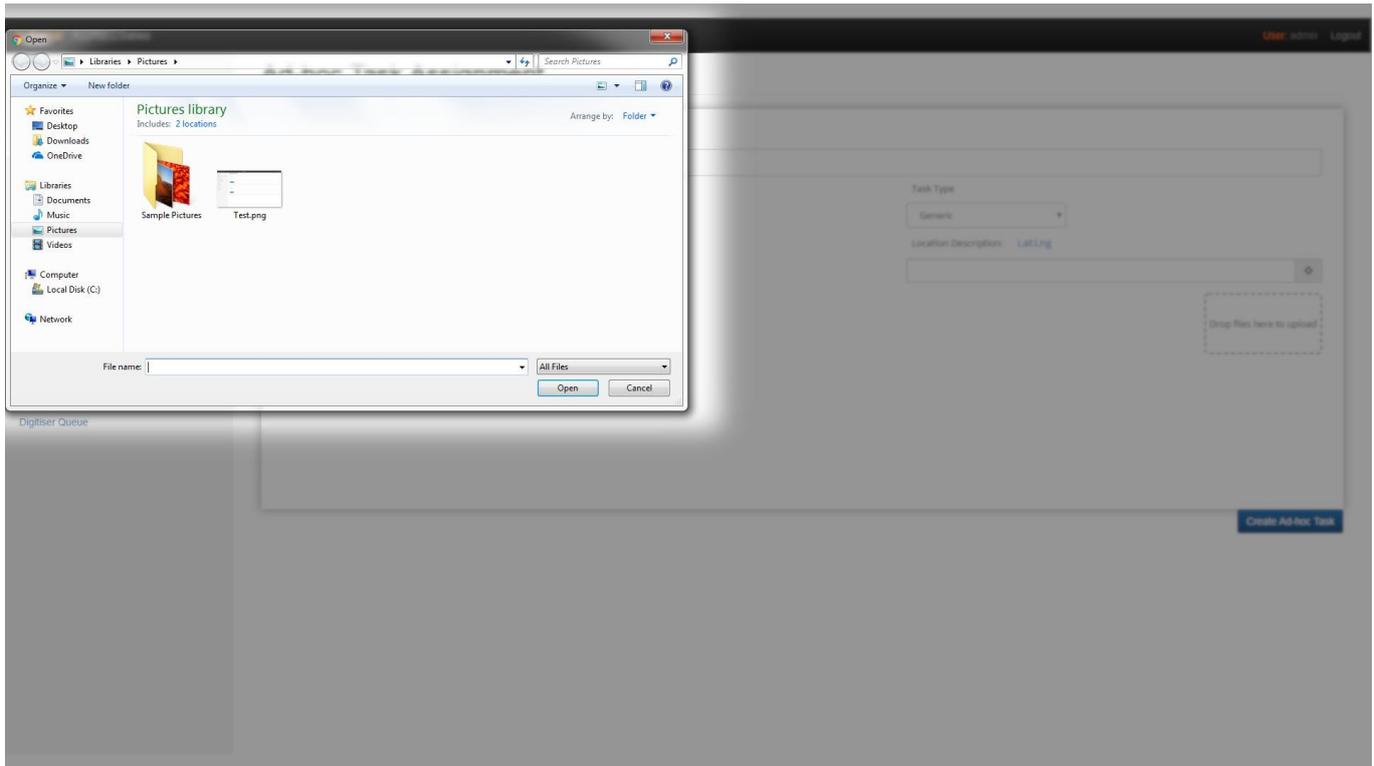
When the task is received by the field user, it will include a number of assets that can be navigated to, updated and/or inspected.

To Assign a **'Stakeout Task'**, complete the task name, instruction, and select a field patroller. Then, drag a CSV file from your local computer on to the **'Drop Files Here To Upload'** active area, and click **'Create Ad hoc Task'** button

NOTE: you can also click the 'Drop files here to upload' box, which will launch a file browser window for you to select the file.

The screenshot shows the 'Ad-hoc Task Assignment' form in the K-Portal. The form is titled 'Ad-hoc Task Assignment' and is located in the 'Ad-hoc Task Assignment' section of the sidebar. The form fields are as follows:

- New Task Name:** 26Jun18 2722
- Patroller Name:** (Dropdown menu)
- Task Type:** General
- Instructions:** (Text area)
- Location Description:** Lat/Lng
- Drop files here to upload:** (Dashed box)
- Create Ad-hoc Task:** (Button)



When the task is received by the field user, it will include a number of assets that can be staked out (or have their attributes updated or inspections added).

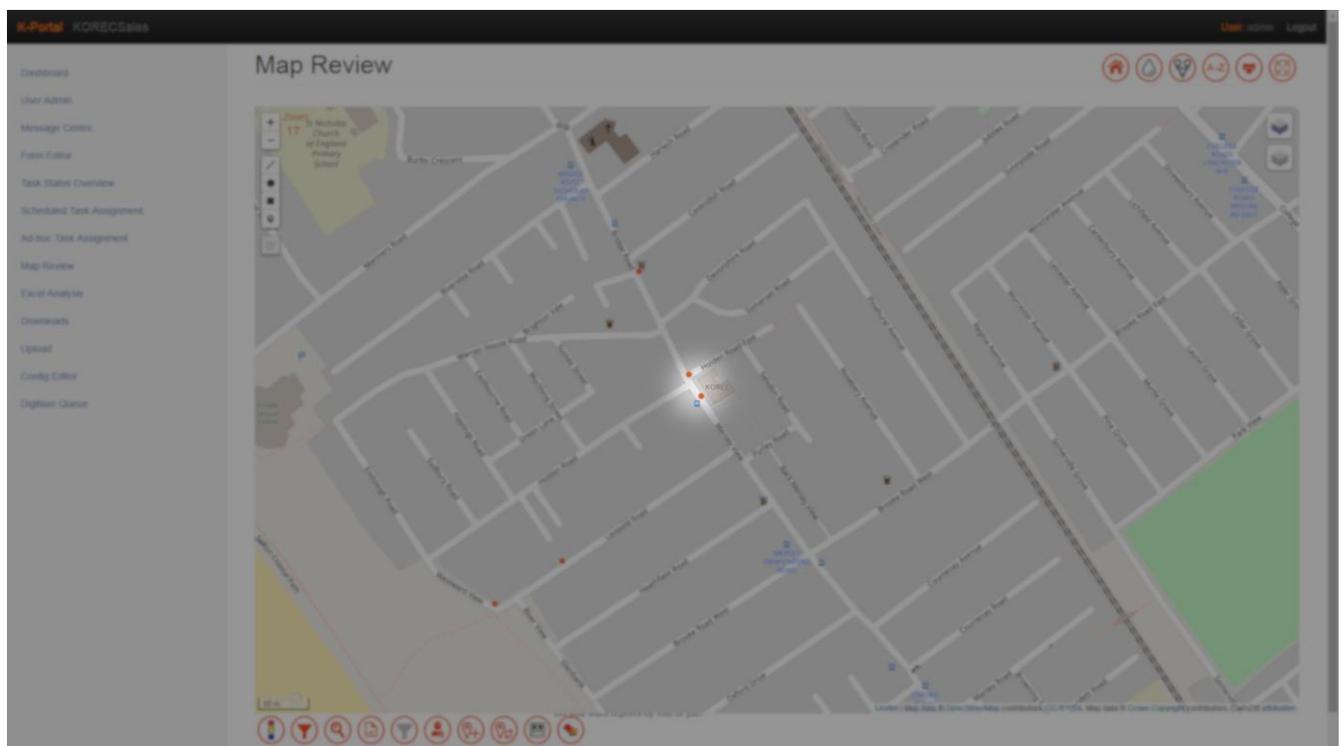
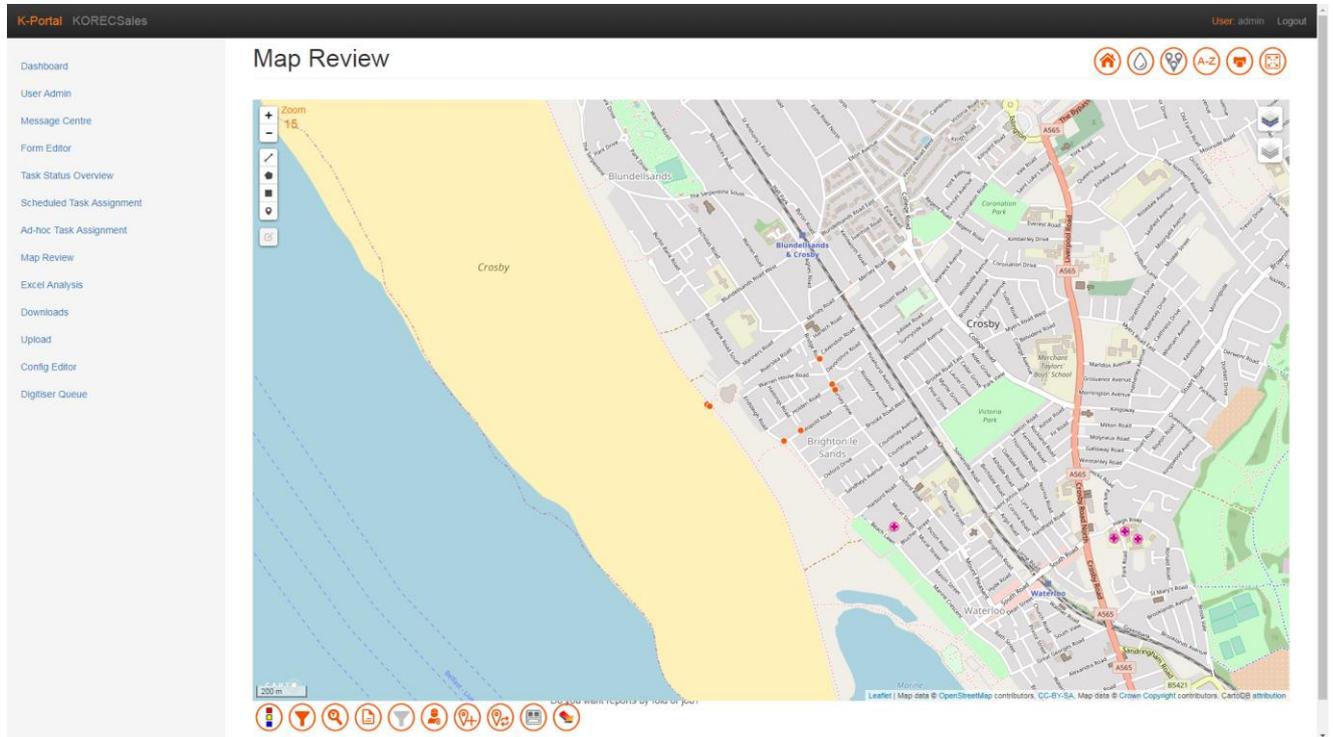
NOTE The uploaded CSV Format should be

```
_CLASS,_FOID,BoreID,X,Y  
BoreHole,PB-PC-765,5001,526343.511,272952.902  
BoreHole,PB-PC-766,5002,526655.511,272985.902  
BoreHole,PB-PC-768,5003,526352.511,272716.902  
BoreHole,PB-PC-767,5004,526617.511,272725.902
```

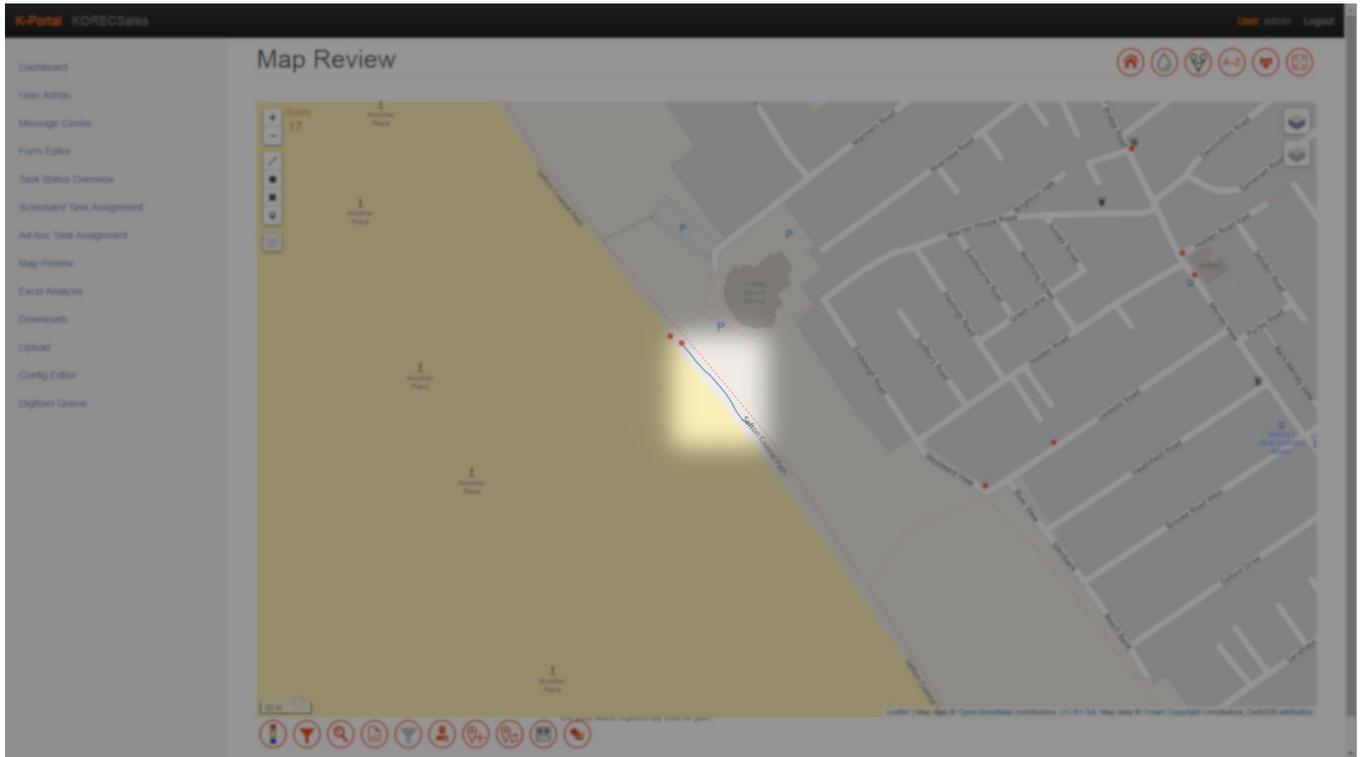
K-Portal – Map Review

Click on the **'Map Review'** link on the left-hand panel to load the **Map Review** tab. This will load the all relevant assets on the map that have been recorded in k-mobile.

By default, point assets are displayed as **orange dots**.



Linear assets are displayed as **blue lines**.

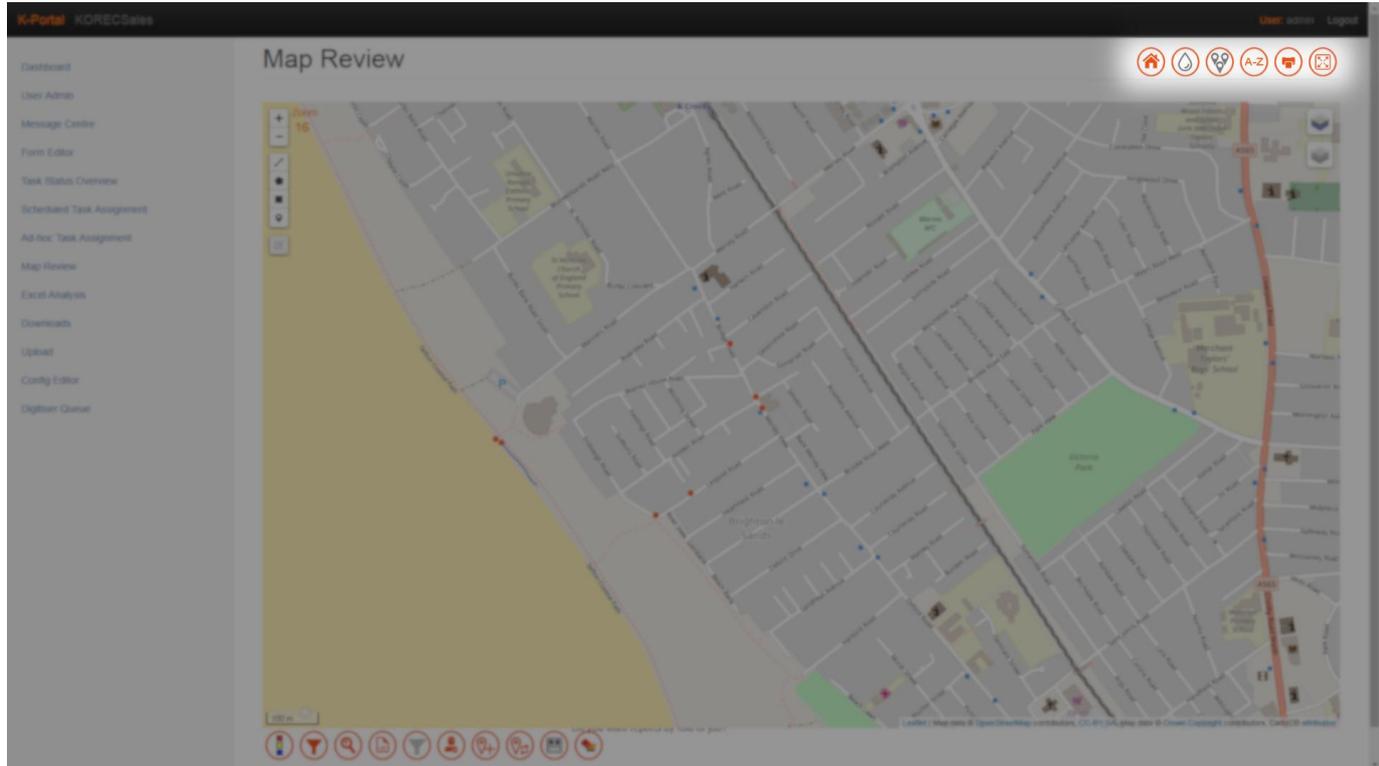


An area asset is displayed as an **orange shape**.



Top Map Toolbar

The top map tool bar is displayed at the top right-hand side of the page.



Zoom Extends

Will zoom the map out to encompass all asset points.



Add Rainfall To Map

This displays a rainfall density overlay on the map. You can use the displayed arrow keys to change the time.



Add Current Device Location to Map

Will display the location of all active K-Mobile devices on the map.



Zoom to Street

Displays a pop up box where you can type in a street name, the pop up box will then display a list of streets you can click to navigate map to.



Print Map

Will open a printable picture of the current map in a new browser tab.

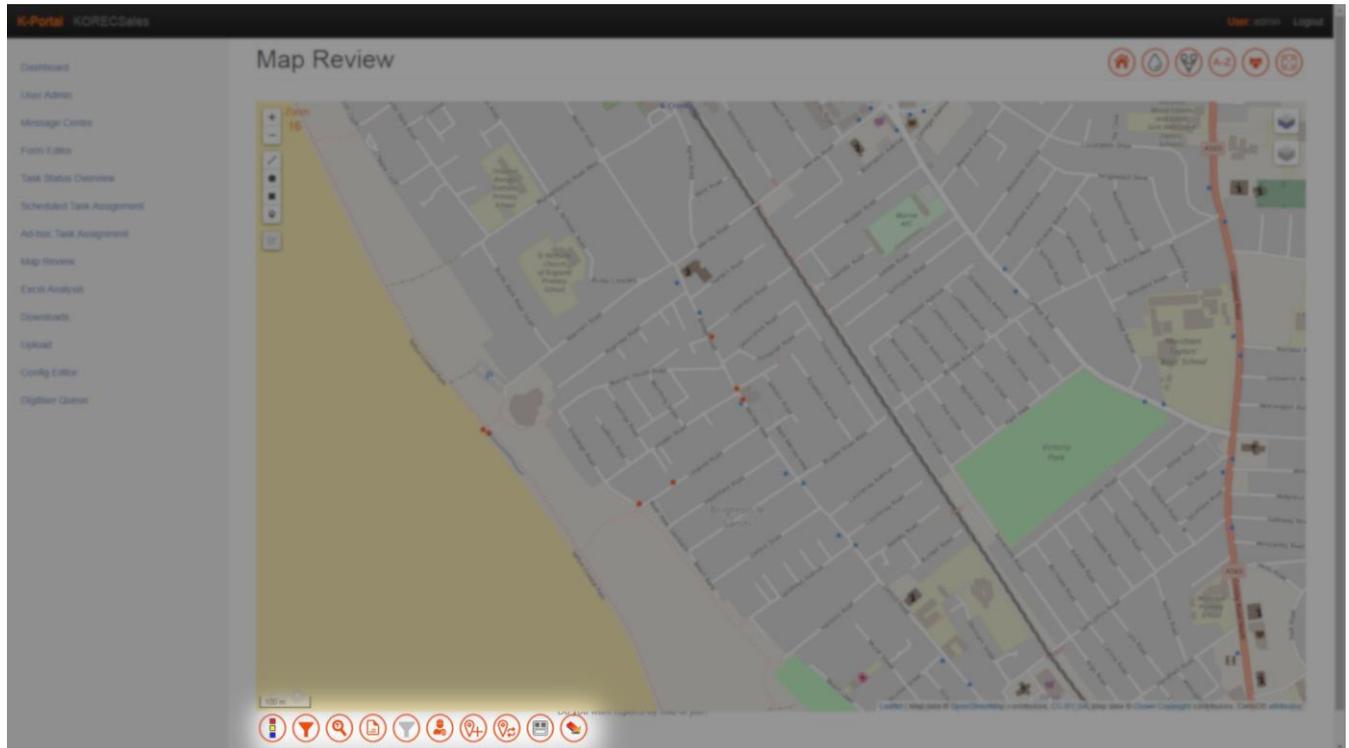


Full Screen

Will put the K-Mobile Map Review screen into full screen mode.

Bottom Map Toolbar

The bottom map tool bar is displayed at the bottom left hand side of the page.



Styling Options

Allows you to change the style of the assets based points. For instance, you could have their colours based off what **'sub_group'** the sign point belongs to.



Preset Filters

Allows you to apply filters that change the sign points displayed, and highlighted, on the map. For instance, you can apply a filter so only sign points on a specific street are highlighted.



Zoom to Selected

Zooms to the selected sign point that you have clicked on.



Text Report

Allows you to generate a summary of the sign points when a filter has been applied.



Clear Selection

Clears the filters that have been applied.



Assign to a Patroller

A shortcut to the AD-HOC task assignment page.



Add Point

Adds a point onto the map.



Refresh Map

Refreshes the map, so any changes are displayed.



Digitise Features

Will display a street view of in front and behind the street view vehicle when a **blue dot** is firstly selected.

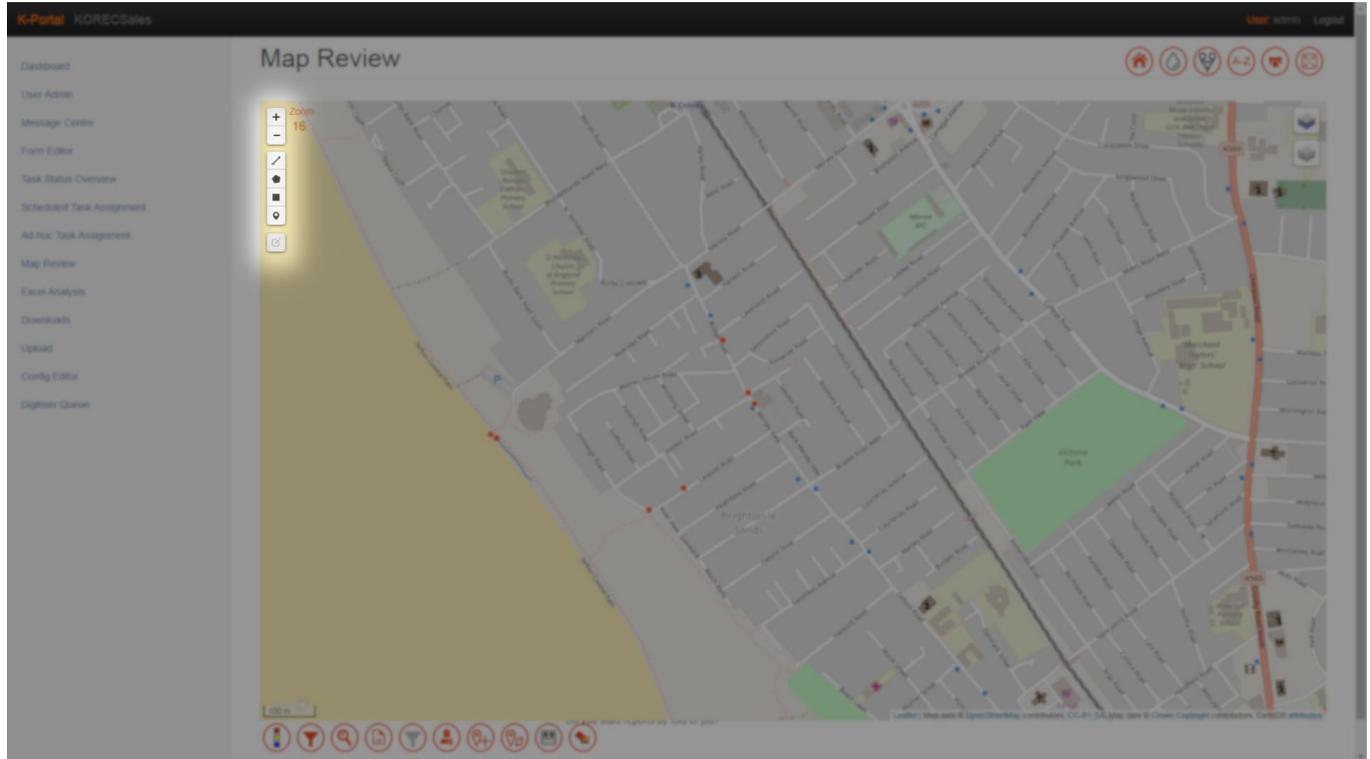


Download Filter Results

Downloads the results as a .csv file when a specific filter is applied, such as street name.

Left Map Toolbar

The left map bar is displayed on the top left corner of the map.



Zoom Level Control

The plus button increases the zoom level, the minus button decreases the zoom level.



Drawing Tools

The top button allows you to draw a line on the map, the polygon button allows you to draw a polygon, and the square button allows you to draw a square on the map.

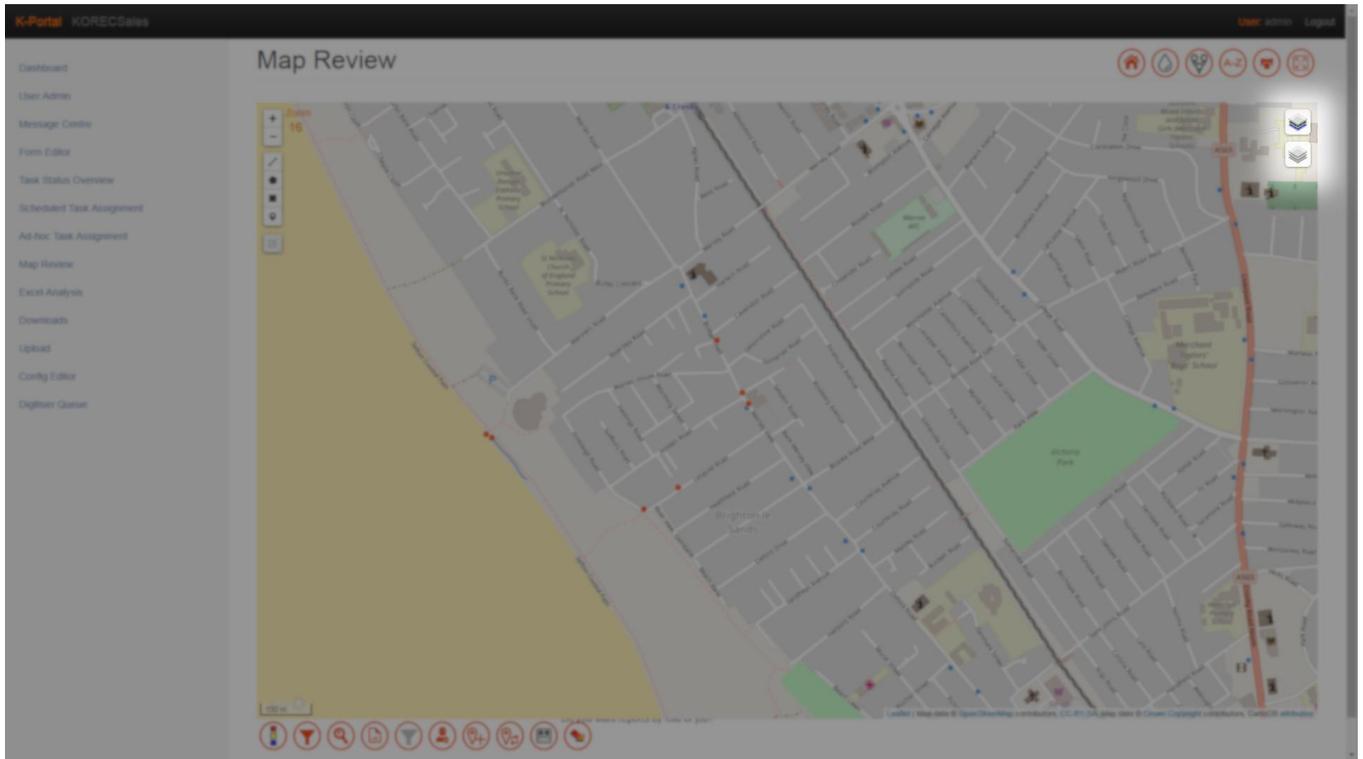


Marker Placer

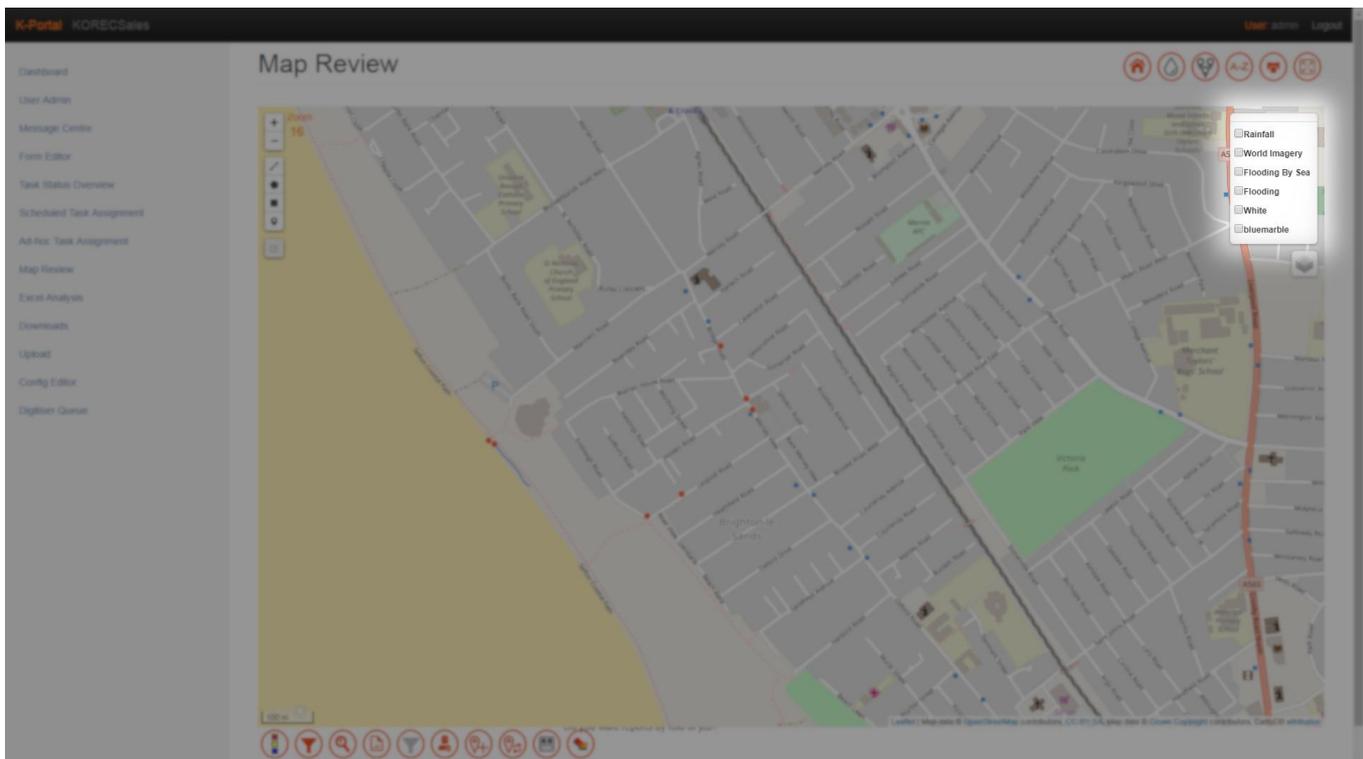
Allows you to place a custom marker on the map.

Layers Toolbar

The layer tool bars are displayed on the top right corner of the map.



Hovering your cursor over the top layer button will display a list of live 'WMS service maps' that can be added to the K-Portal map – by default live rainfall / Environment Flood plan data and aerial imagery layers are available. Admin users have the ability to further customise the list of available layers.



Rainfall

Rainfall Overlay

Enables the rainfall density overlay on the map, with its relevant key and arrows to adjust the timeline.

World Imagery

World Imagery Overlay

The map is displayed as its satellite image.

Flooding By Sea

Flooding By Sea Overlay

Shows which areas are currently flooded by sea as a blue colour.

Flooding

Flooding Overlay

Shows which areas are prone to flooding, with purple being high risk.

White

White Overlay

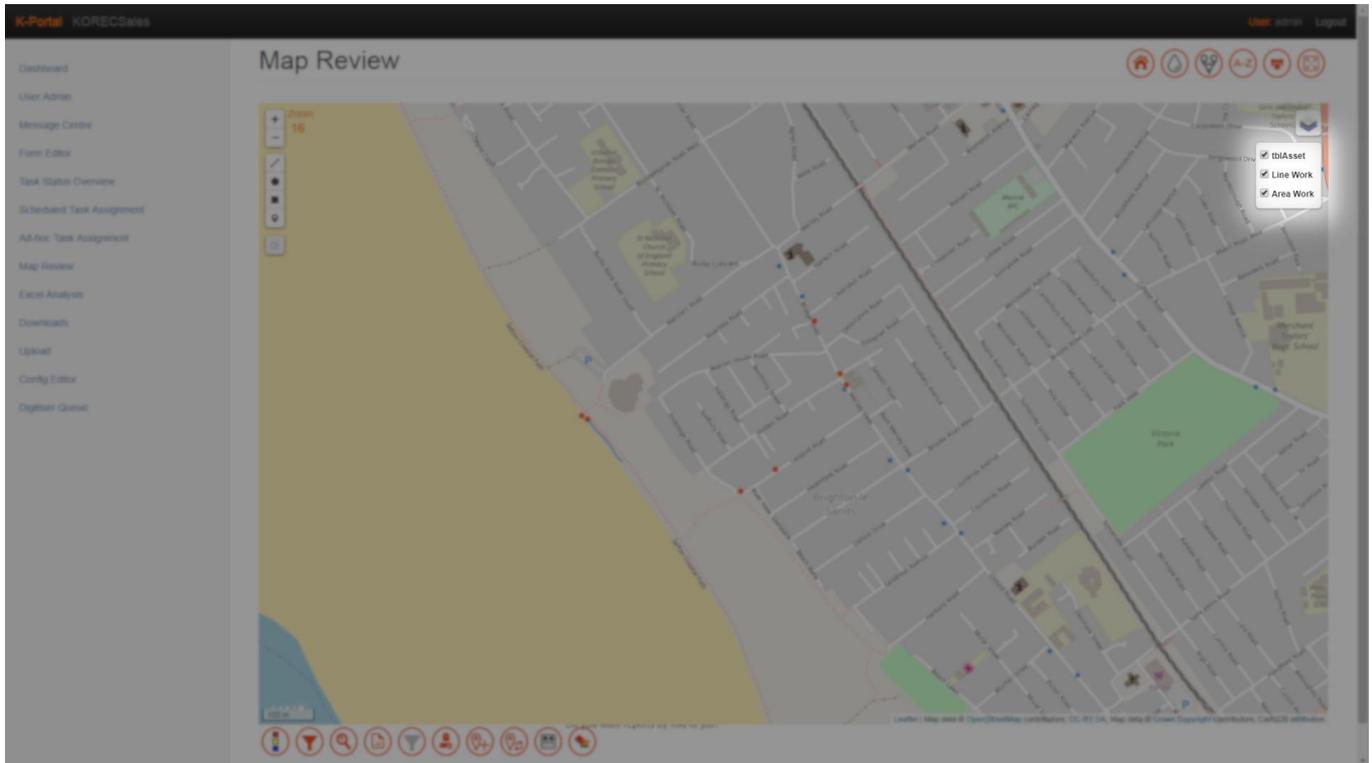
Enables the white overlay, in which all land is grey and all water sources are white.

bluemarble

Blue Marble Overlay

Enables the blue marble overlay, which wraps a low-quality Earth map over the current map. This is best viewed at large zoom levels.

When you hover your cursor over the bottom layer button a list of checkboxes will be displayed, these checkboxes will allow you to filter the type of map features that are present on the map.



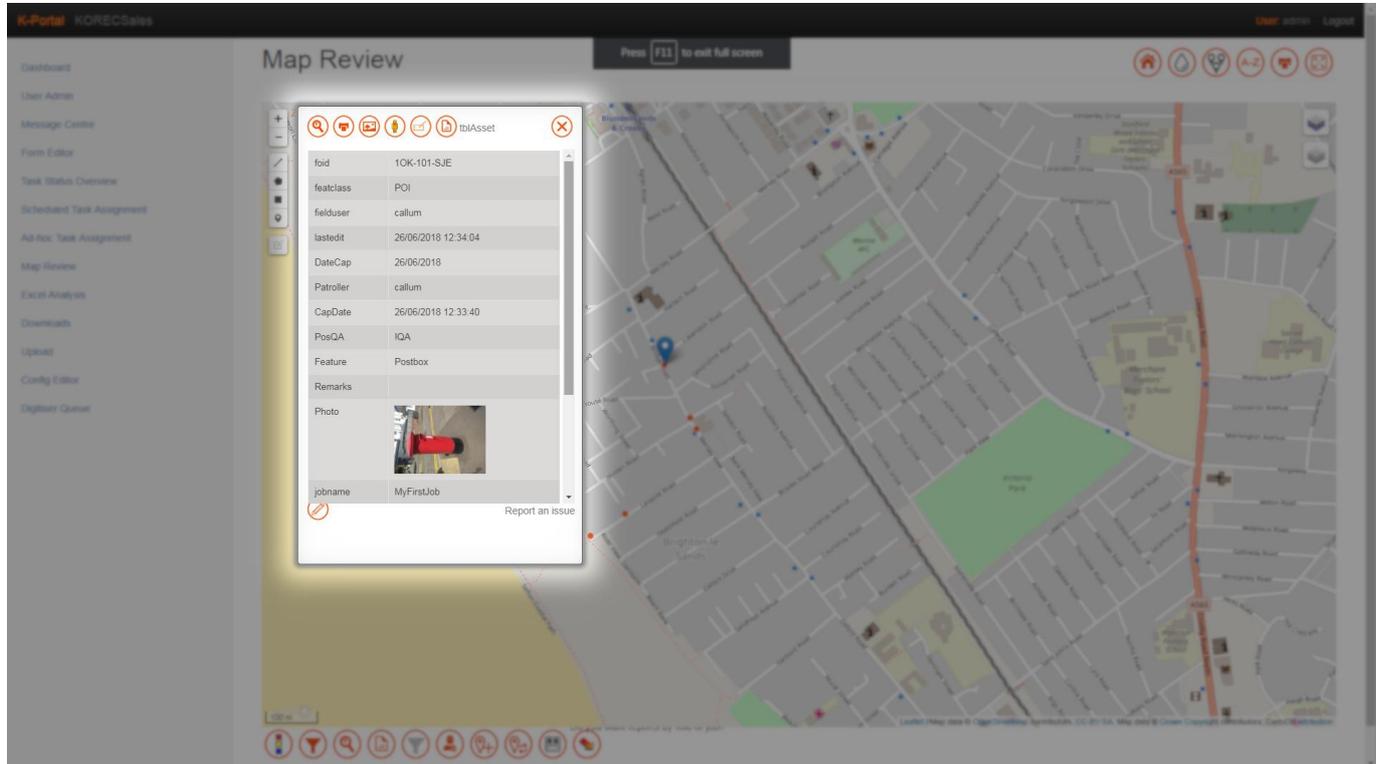
- tblAsset** **Table Assets Displayed** Enables / Disables all point features.

- Line Work** **Line Work Displayed** Enables / Disables linear features

- Area Work** **Area Work Displayed** Enables / Disables area features.

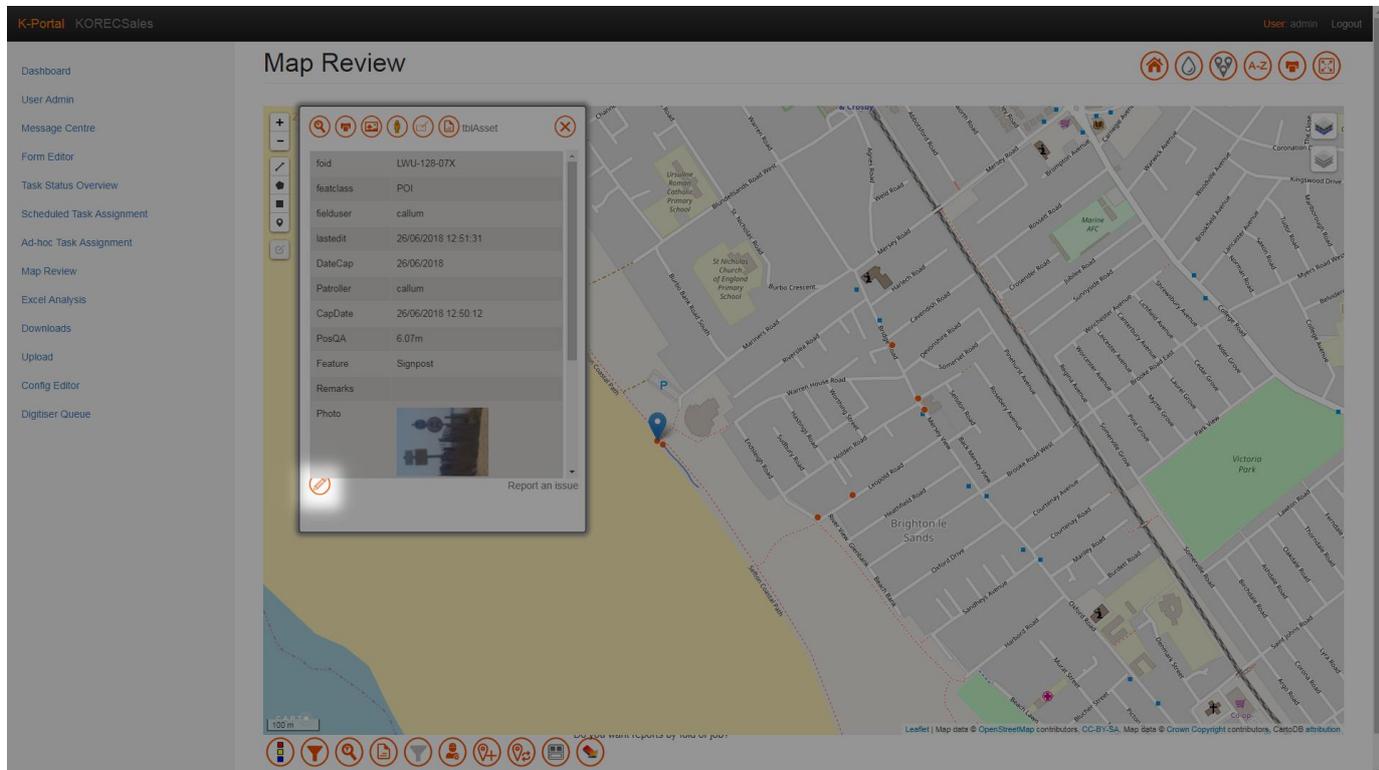
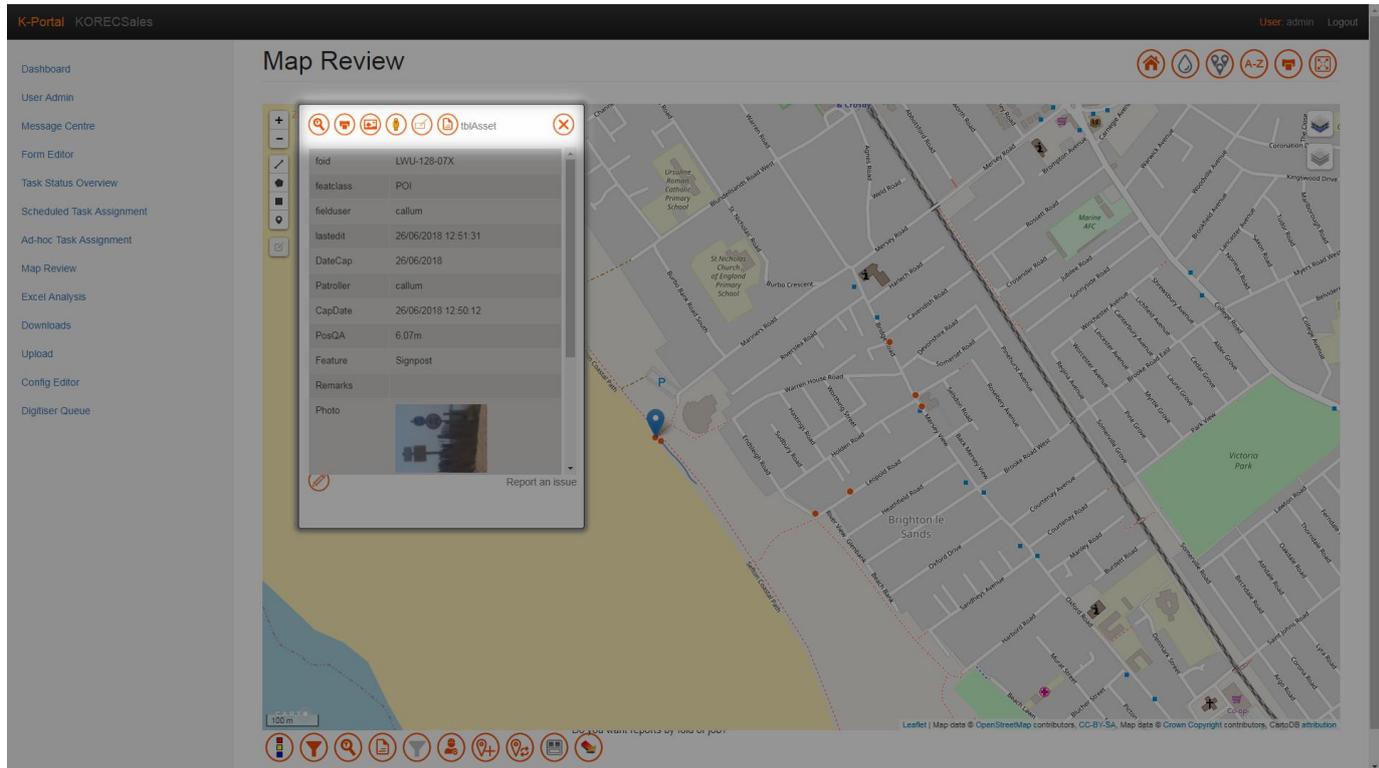
Asset Popups

Clicking on any asset feature will load up a pop up attribute box, unique to each asset.



This pop up box displays all the attribute information recorded about the asset, such as the **Feature Type** and the **field user** who recorded it.

The Asset Popup toolbar has a selection of buttons with various functionality.





Zoom to Asset Point

Will zoom to the selected asset on the map.



Print

Will produce a printable 'print record' will be displayed in a new browser tab.



Asset Image

Will display the images attached to the uploaded asset in a pop up window, if multiple images recorded, they can be scrolled through.



Load Google Street View

Will load up the relevant asset location in Google Street View in a pop up window.



Create Sign Point Report

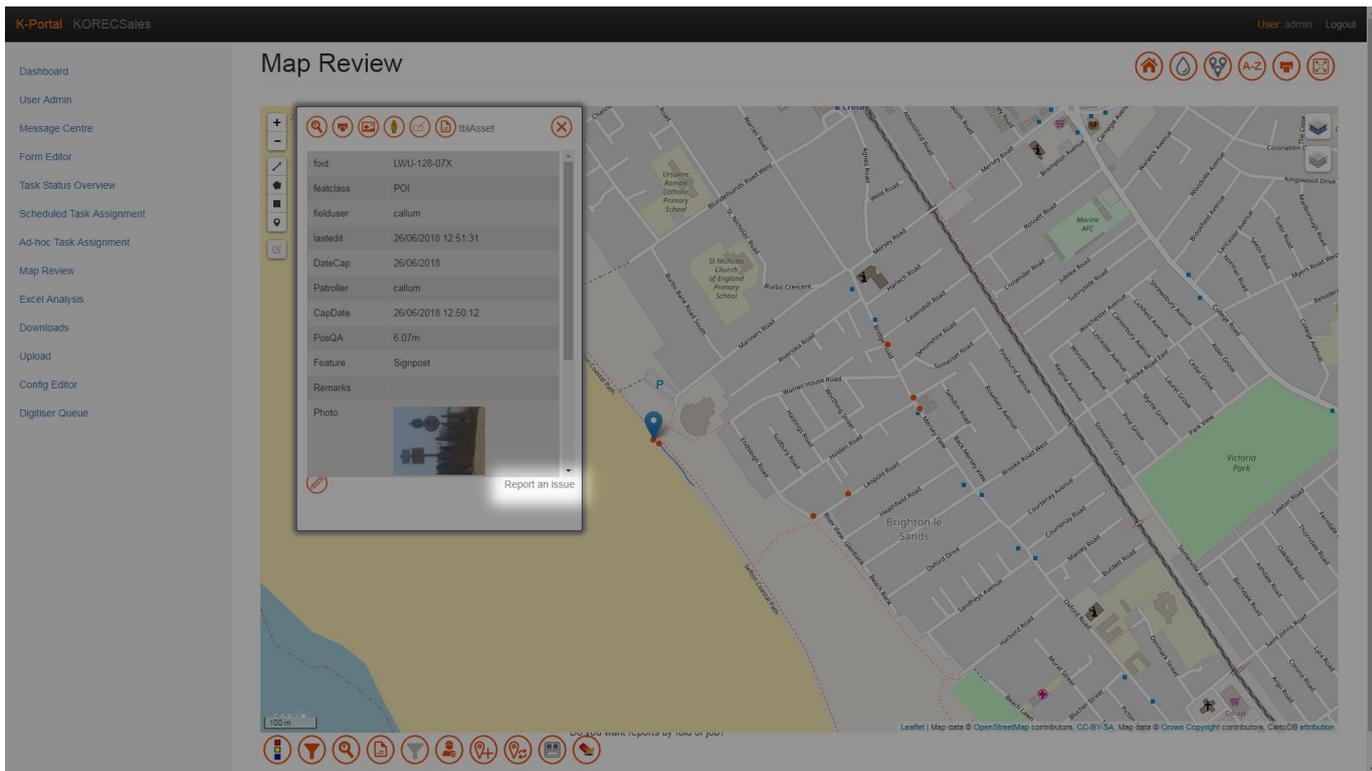
Will load a pop up box that allows you to create an asset report based on either an individual Asset or a complete Job.



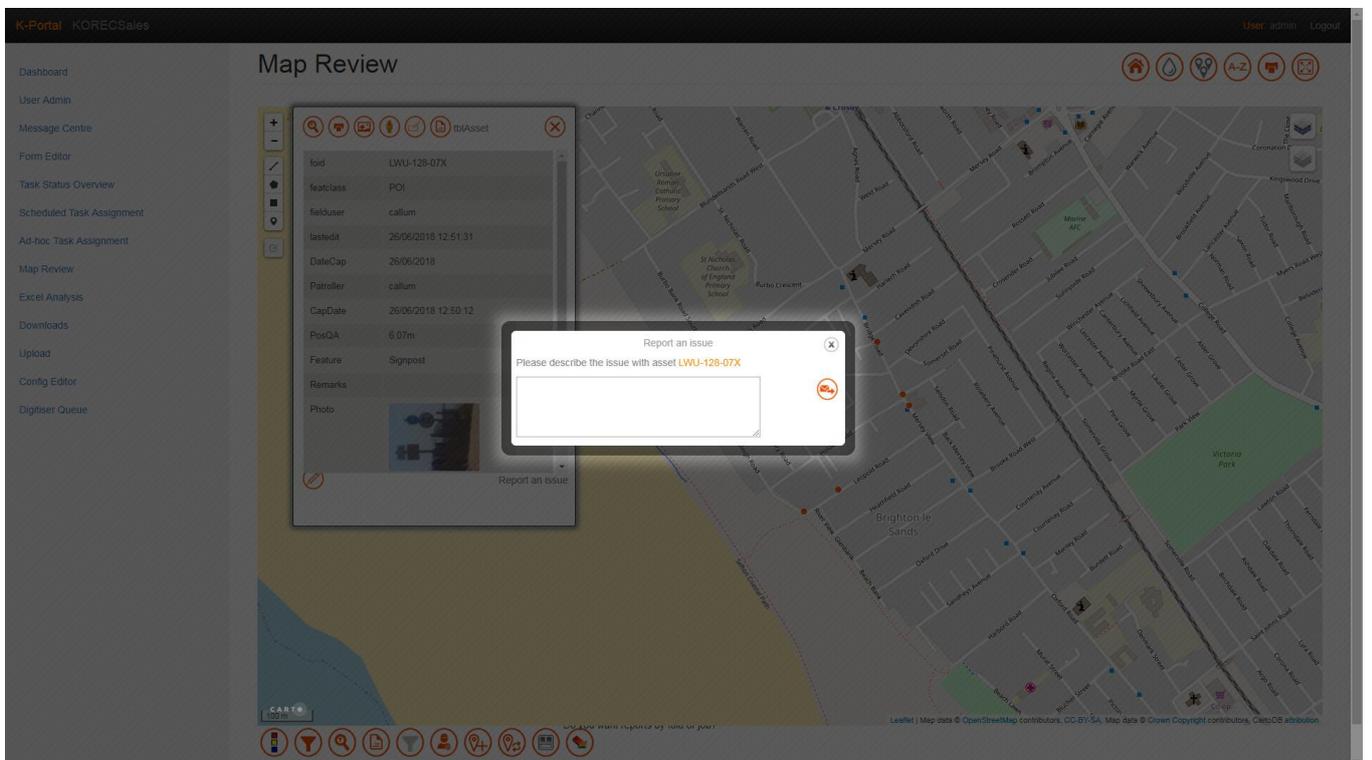
Attribute Editor

Will load up an edit box allowing you edit asset features.

The bottom right '**Report an issue**' button can be clicked to load a popup box.



You can then describe your issue in the text box and click the **'Report'** button to send this issue to a system administrator. This button demonstrates the potential to publish K-Portal asset information to a public audience, allowing asset issues to be reported directly – Please contact the KOREC Sales team to discuss.





Report Button

Sends an email with your typed issue to a system administrator.

K-Portal – Excel Analysis

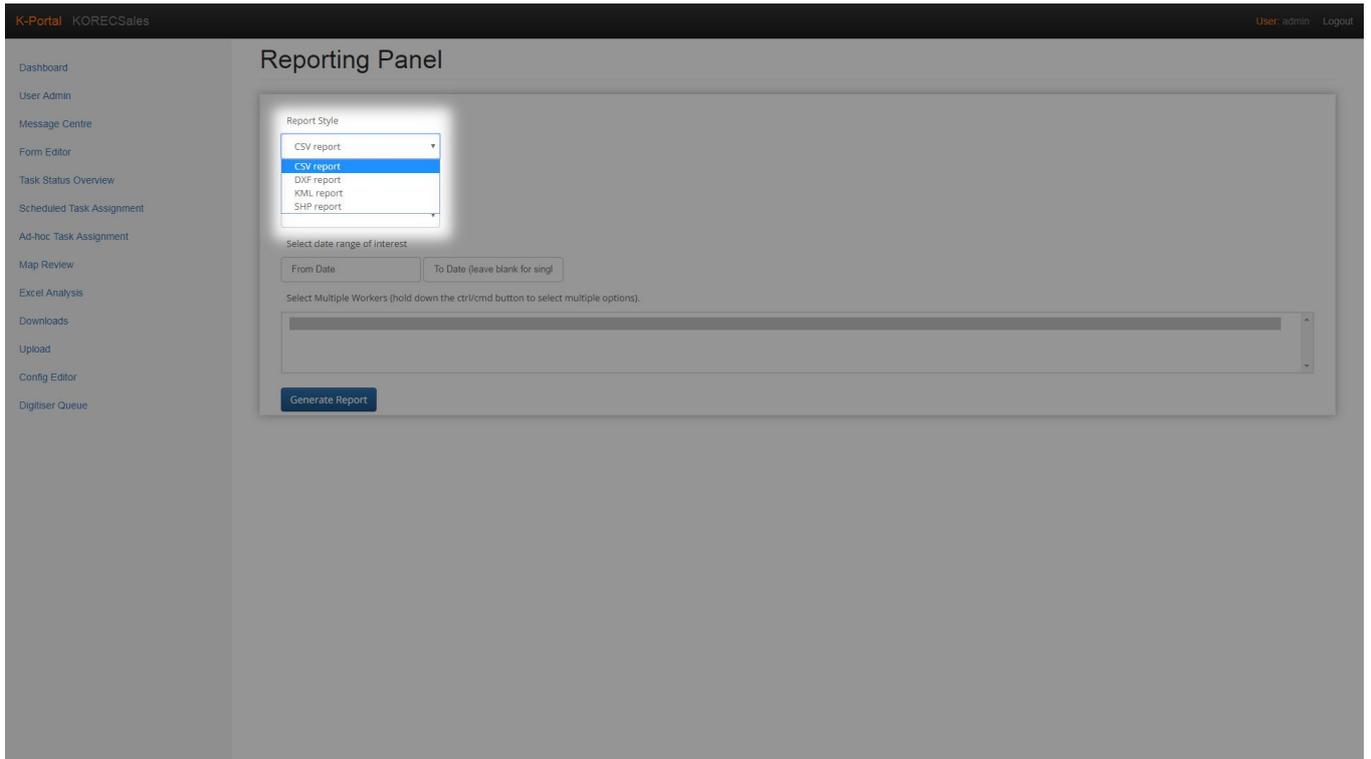
Click the ‘Excel Analysis’ link on the left panel to go to the **Excel Analysis** tab.

The screenshot shows the K-Portal interface with a sidebar on the left and a main content area. The sidebar contains a list of navigation items: Dashboard, User Admin, Message Centre, Form Editor, Task Status Overview, Scheduled Task Assignment, Ad-hoc Task Assignment, Map Review, Excel Analysis, Downloads, Upload, Config Editor, and Digitiser Queue. The main content area is titled 'Reporting Panel' and contains a form with the following elements:

- Report Style:** A dropdown menu currently showing 'CSV report'.
- Filter by Individual Route:** A dropdown menu.
- Select date range of interest:** Two input fields labeled 'From Date' and 'To Date (leave blank for singl)'. Note the typo 'singl' in the original image.
- Select Multiple Workers:** A text input field with a note below it: 'Select Multiple Workers (hold down the ctrl/cmd button to select multiple options)'. Below this is a long, empty horizontal list box.
- Generate Report:** A blue button at the bottom of the form.

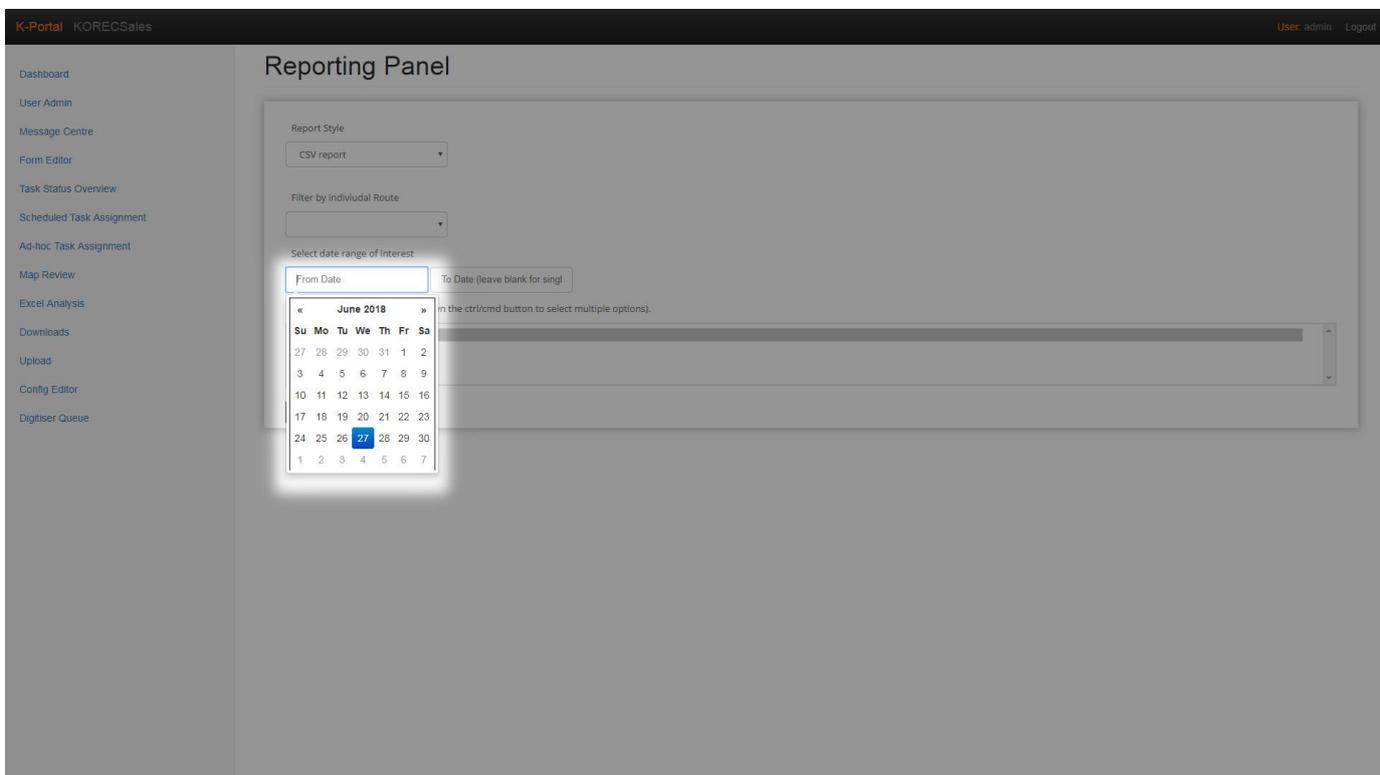
The top of the page has a dark header with 'K-Portal KORECSales' on the left and 'User admin Logout' on the right.

Here you can select the type of excel report generated by choosing a template from the ‘**Report Style**’ drop down list.



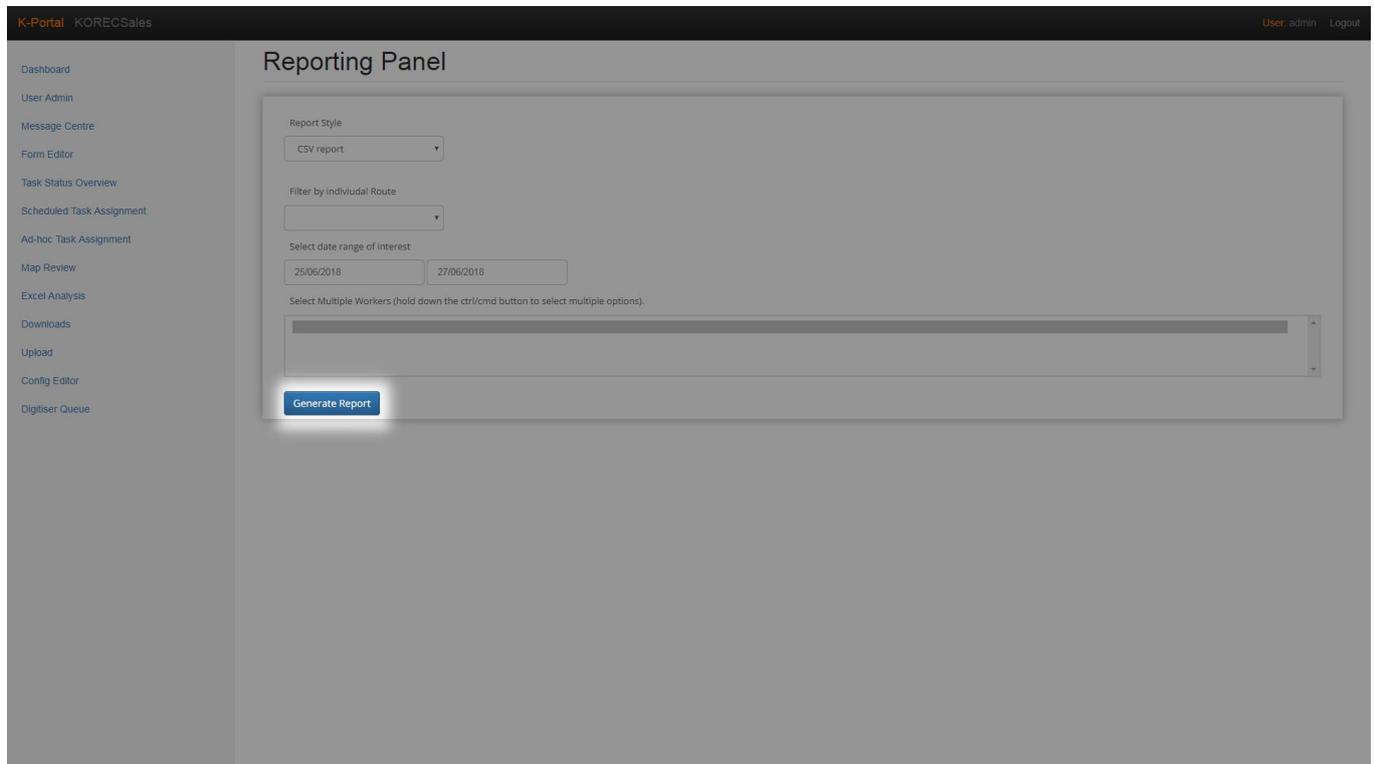
Filters can also be applied to the query, by default, there will filters for each form type and job recorded.

The date range of interest can also be selected by the drop-down calendar that pops up when you click the relevant **'date range of interest'** boxes.



Multiple workers can also be selected to be included in the report by holding down the **CTRL** or **CMD** key and selecting them in the list.

The report can then be generated by clicking the **'Generate'** button.



Then, the report can be downloaded by clicking the **'Download Reports'** button that will shortly appear next to the **'Generate Report'** button. The file that will be downloaded will be in the reporting style chosen in the **'Report Style'** drop-down list. The downloaded file can be used for analysis in Microsoft Excel.

- Dashboard
- User Admin
- Message Centre
- Form Editor
- Task Status Overview
- Scheduled Task Assignment
- Ad-hoc Task Assignment
- Map Review
- Excel Analysis
- Downloads
- Upload
- Config Editor
- Digitiser Queue

Reporting Panel

Report Style
CSV report

Filter by Individual Route

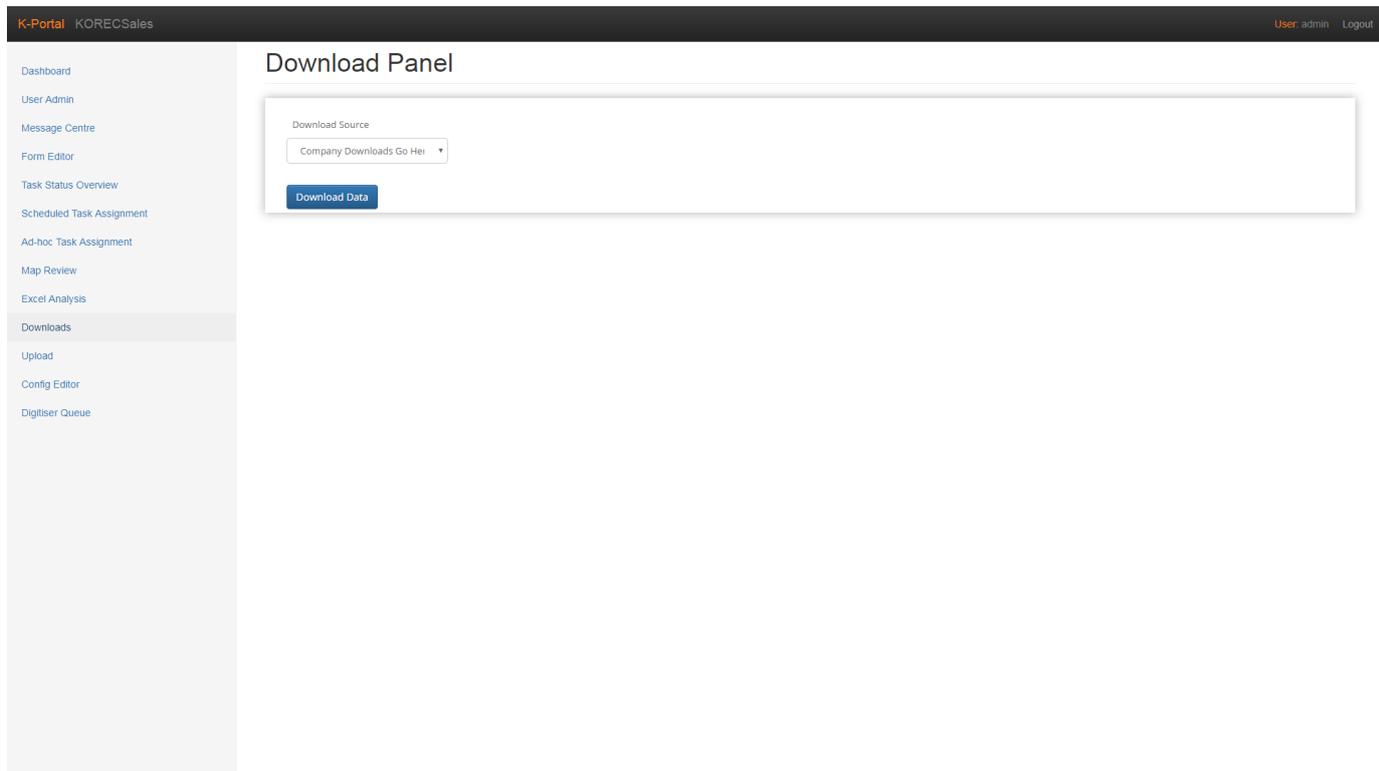
Select date range of interest
25/06/2018 27/06/2018

Select Multiple Workers (hold down the ctrl/cmd button to select multiple options).

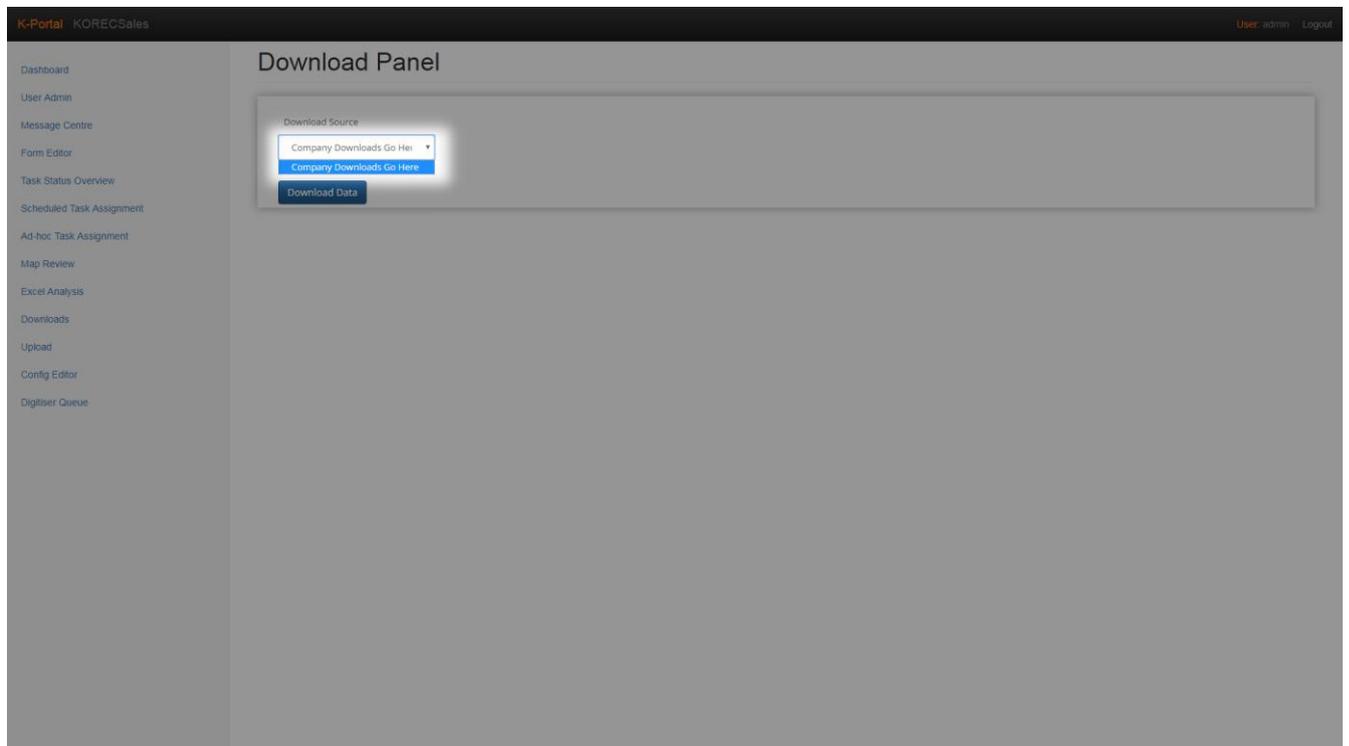
Generate Report Download reports/CSV report-636656895494406381.CSV

K-Portal – Downloads

Click the ‘Downloads’ button on the left panel to go to the **Download Panel** page.



Here you can select a file to download by selecting it as a source from the drop-down list. The default K-Portal will not initially have any company downloads.



Then, when a download source has been selected, click the ‘**Download Data**’ button to download the file.

- Dashboard
- User Admin
- Message Centre
- Form Editor
- Task Status Overview
- Scheduled Task Assignment
- Ad-hoc Task Assignment
- Map Review
- Excel Analysis
- Downloads
- Upload
- Config Editor
- Digitiser Queue

Download Panel

Download Source

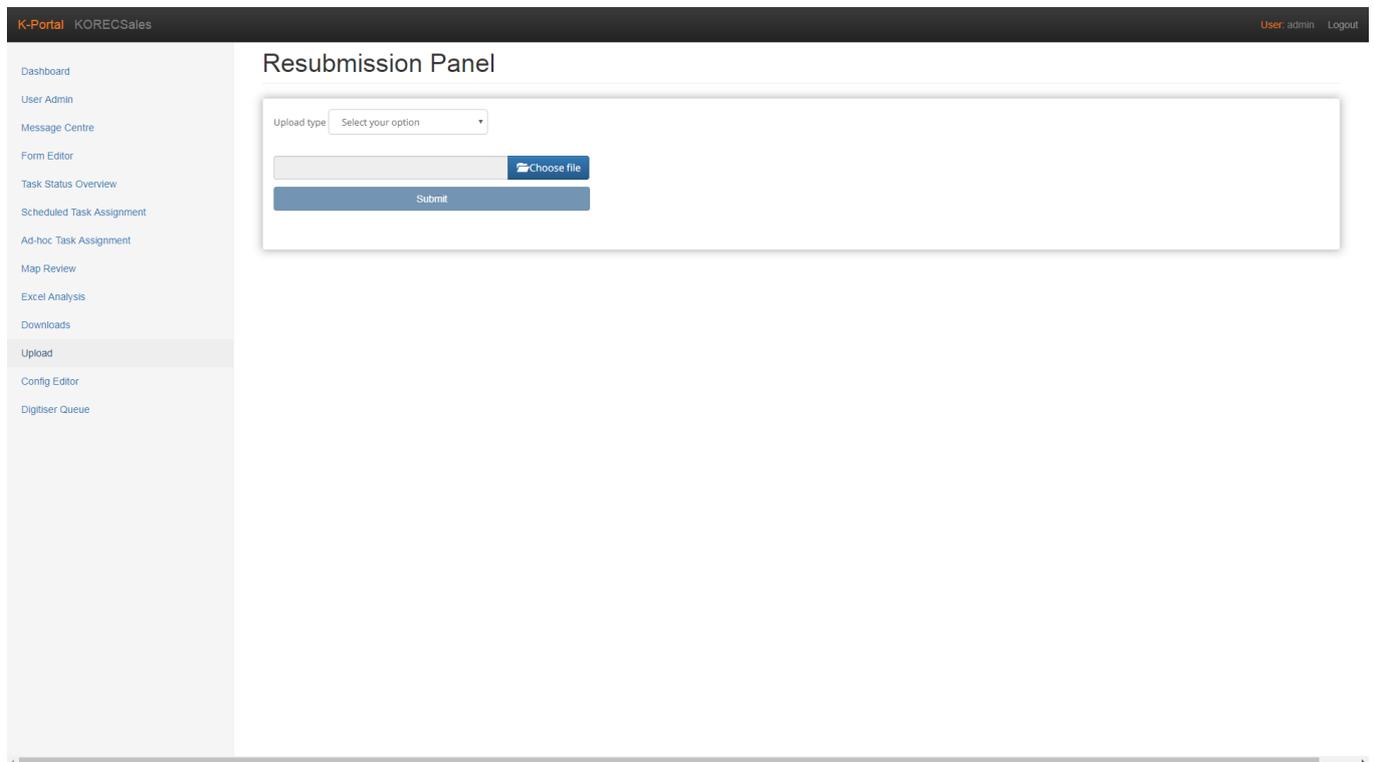
Company Downloads Go Here

Company Downloads Go Here

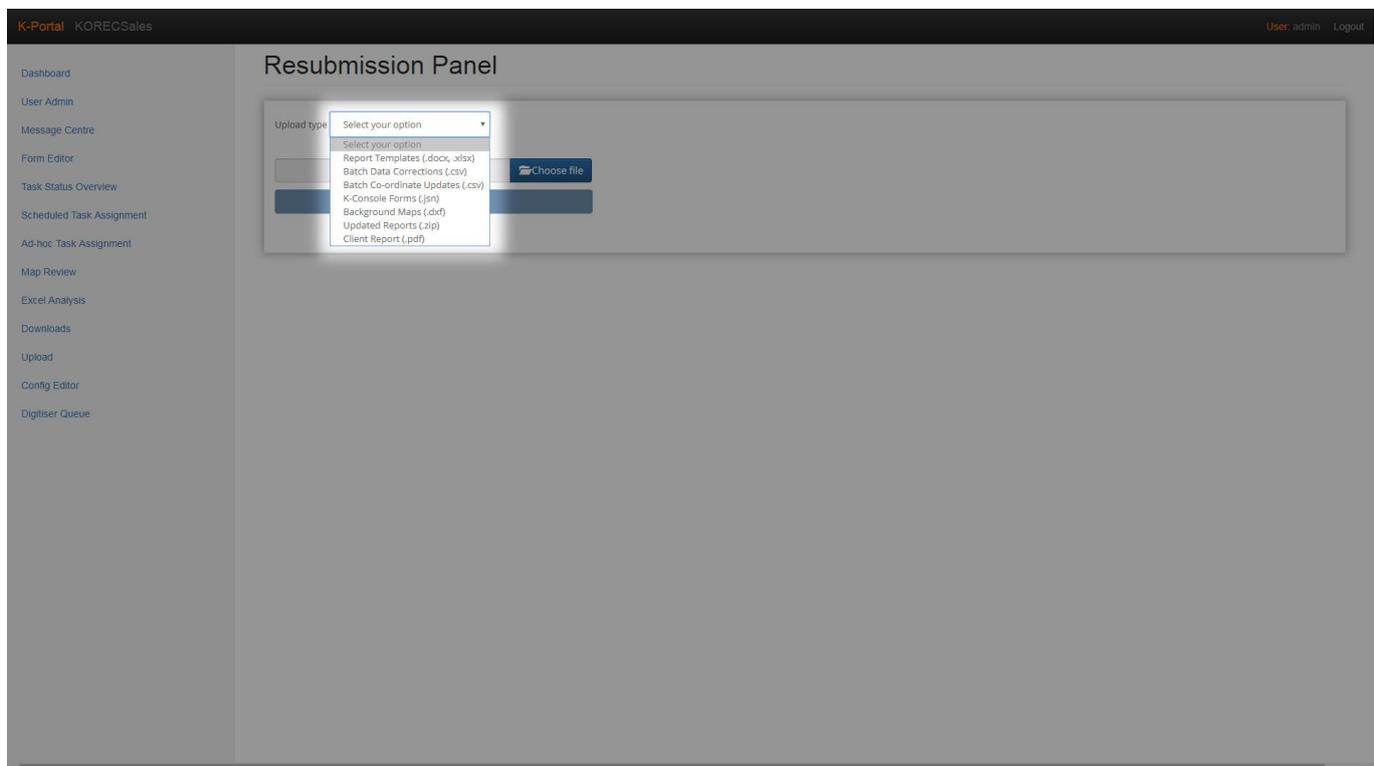
Download Data

K-Portal – Uploads

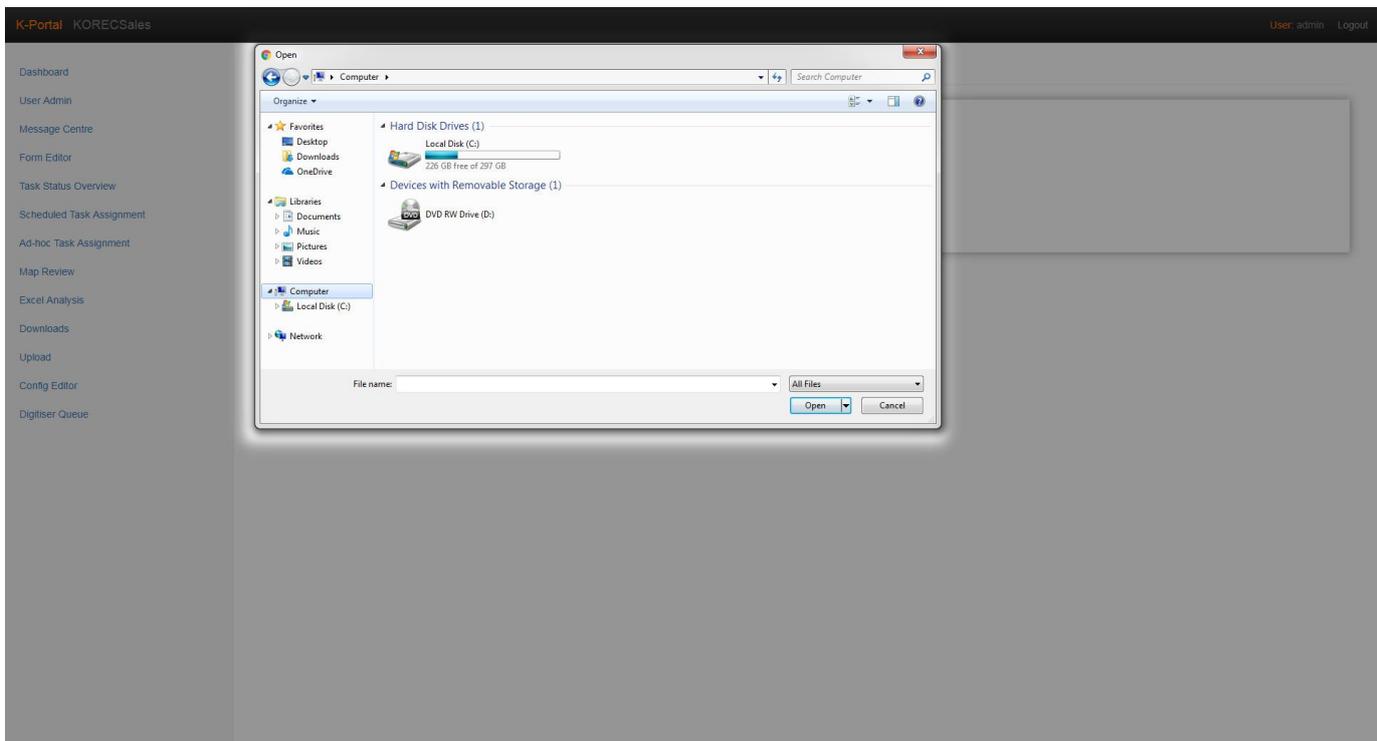
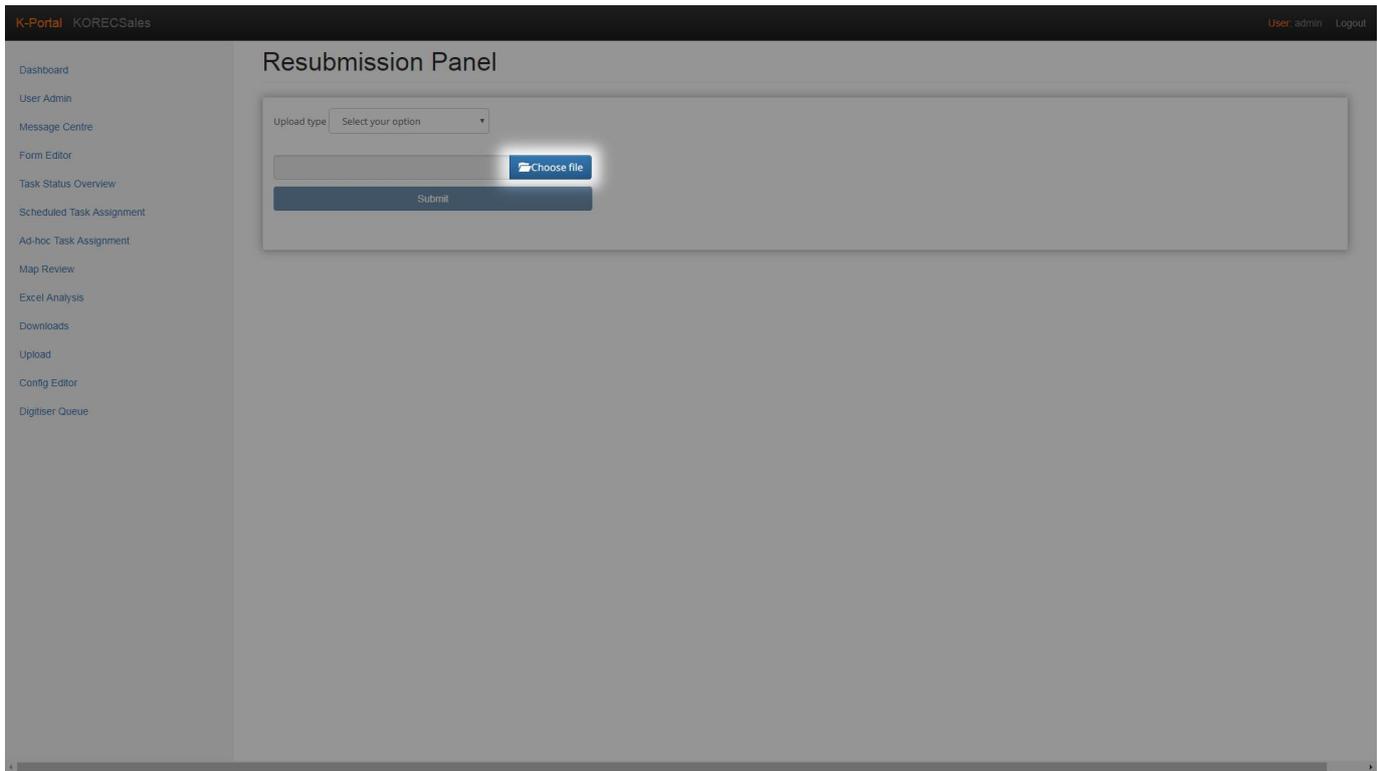
Click the **'Uploads'** button on the left panel to go to the **Resubmission Panel** page. Here you can upload any previously downloaded reports.



The type of file you wish to upload can be selected from the **'Upload Type'** drop-down list.



You can then select the relevant file to upload by clicking the **‘Choose File’** button and navigating to the file which you wish to upload using the file browser.



Then, when the file is selected, click the **‘Submit’** button.

- Dashboard
- User Admin
- Message Centre
- Form Editor
- Task Status Overview
- Scheduled Task Assignment
- Ad-hoc Task Assignment
- Map Review
- Excel Analysis
- Downloads
- Upload
- Config Editor
- Digitiser Queue

Resubmission Panel

Upload type: Report Templates (.docx, .xls)

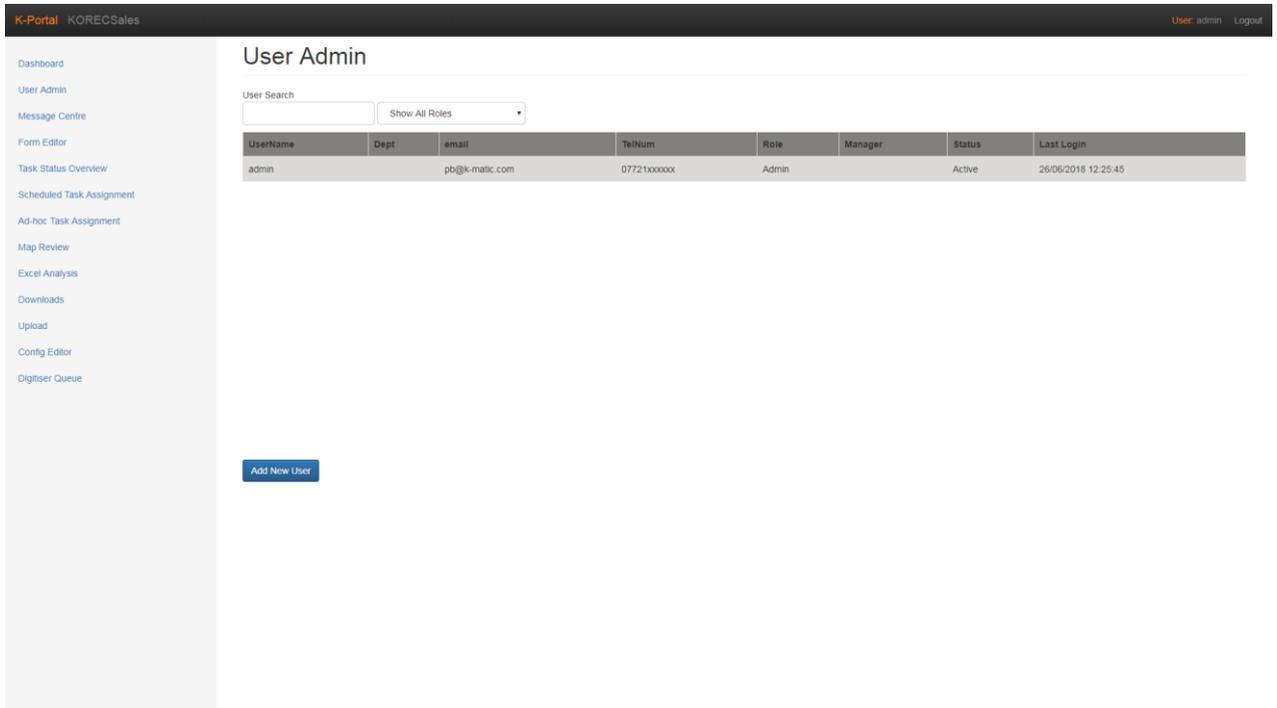
K-MATIC Documents Template.docx

Administrator Role Section

(This section is only applicable to any 'Admin' role user)

K-Portal – User Admin (Administrator Role only)

Click on the 'User Admin' button on the left-hand panel to bring up the User Admin page. This page displays a list of admins for your companies K-Portal, along with their details. If you want to search for an admin then type them into the 'User Search' search box.

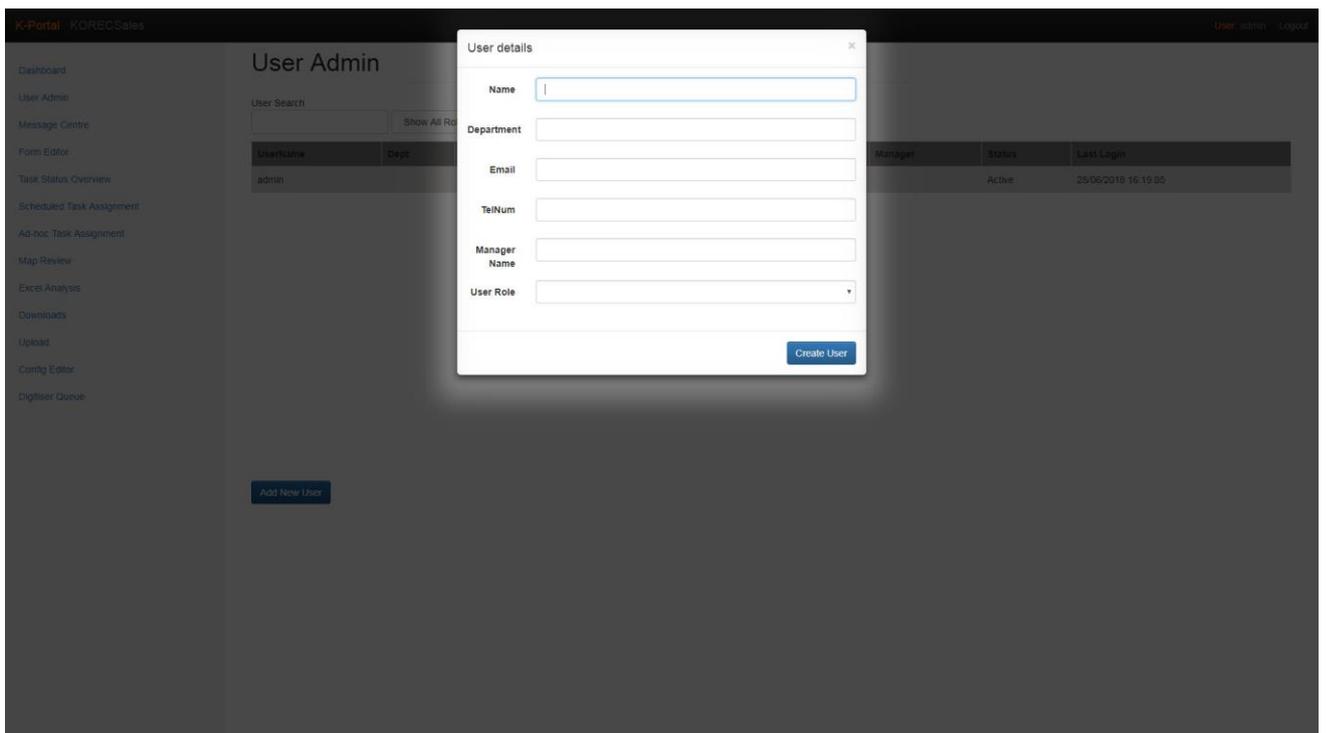


The screenshot shows the 'User Admin' page in the K-Portal interface. The page title is 'User Admin'. Below the title is a 'User Search' input field and a 'Show All Roles' dropdown menu. A table displays the following user information:

UserName	Dept	email	TelNum	Role	Manager	Status	Last Login
admin		pb@k-matic.com	07721xxxxxx	Admin		Active	26/06/2018 12:25:45

At the bottom of the page, there is a blue button labeled 'Add New User'.

Clicking on the 'Add New User' button will bring up the form box. Once you have finished filling in the admin form click 'add new user' to save the new admin.



The screenshot shows the 'User Admin' page with the 'User details' form box open. The form contains the following fields:

- Name:
- Department:
- Email:
- TelNum:
- Manager Name:
- User Role:

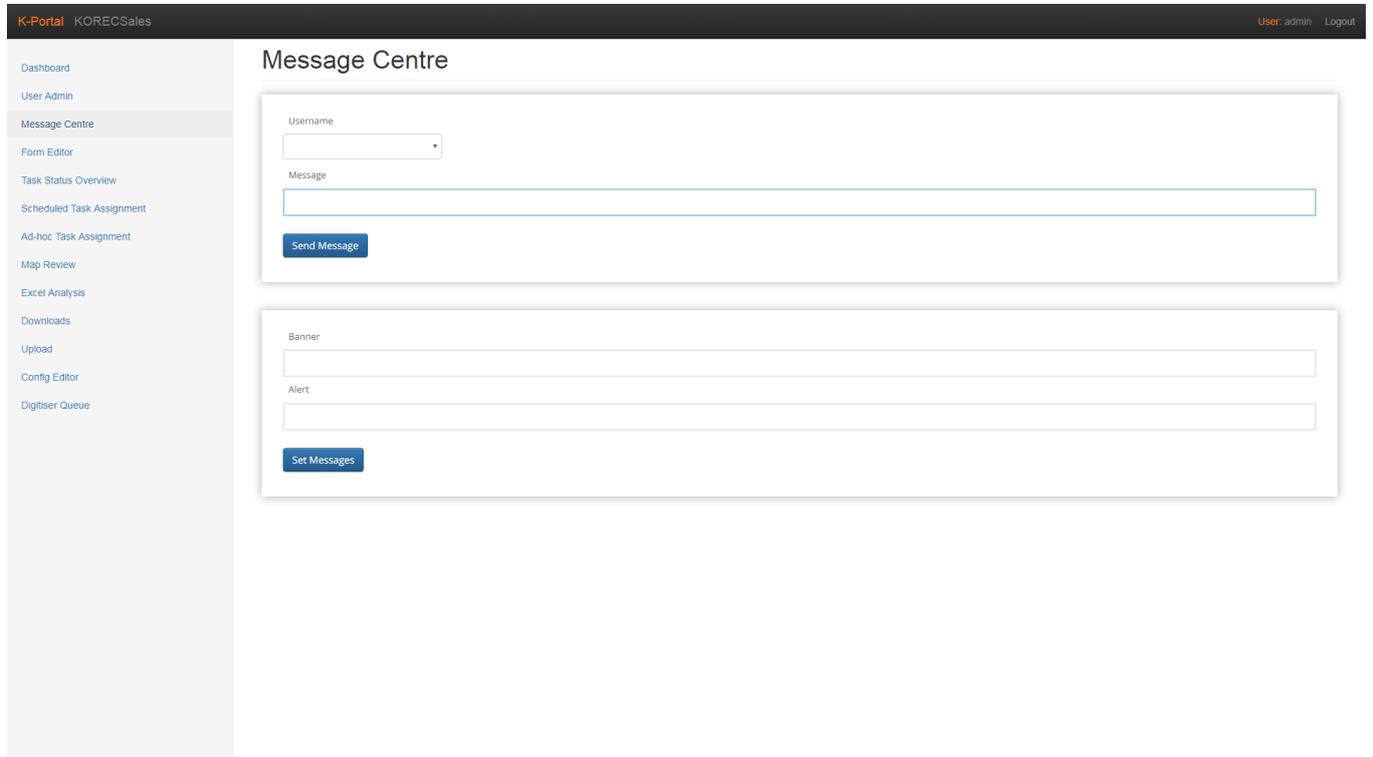
At the bottom right of the form box is a blue button labeled 'Create User'.

The **'User Role'** option controls the level of access that user will have to K-Portal. The various user role options are summarized below.

	Field	Field Users collecting data on units. No access to K-Portal.
	Office	Access to Dashboard, Message Centre Task Status Overview, Scheduled Task Assignment, Ad-hoc Task Assignment, Map Review, Excel Analysis, Downloads & Uploads.
Field Office Viewer Admin Field+Office RestrictedViewer Digitiser	Viewer	Access to Dashboard, Map Review, Excel Analysis, Downloads
	Admin	Admin Users can access all tabs.
	Field + Office	Field users collecting data in the field can access the Dashboard, Message Centre Task Status Overview, Scheduled Task Assignment, Ad-hoc Task Assignment, Map Review, Excel Analysis, Downloads & Uploads.
	Restricted Viewer	Access to Map Review & Downloads
	Digitiser	Digitiser User for MX7 imagery only. Access to the Map Review Tab only.

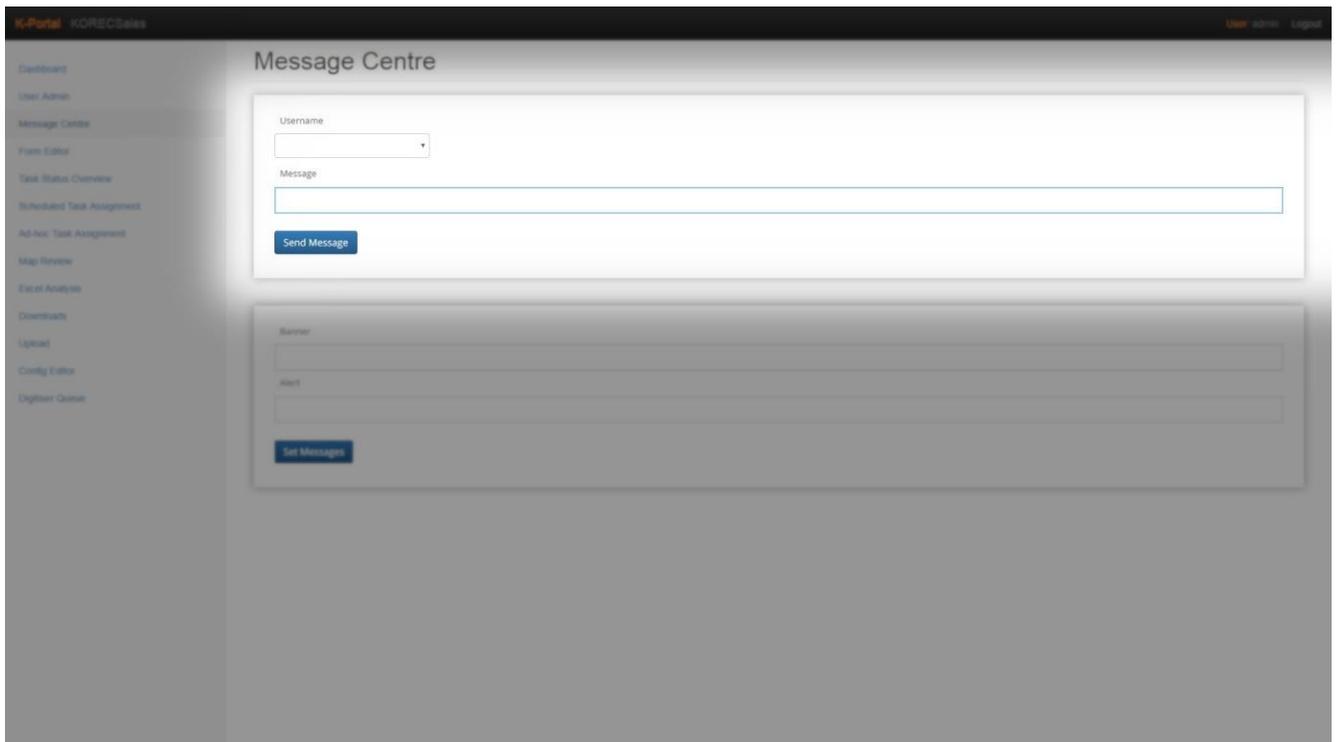
K-Portal – Message Centre

Clicking on the **'Message Centre'** button on the left-hand panel will load the **Message Centre** page. Here you can send specific users (such as field workers) a message to their K-Mobile app. You can also set a banner message to appear at the top of the web page.

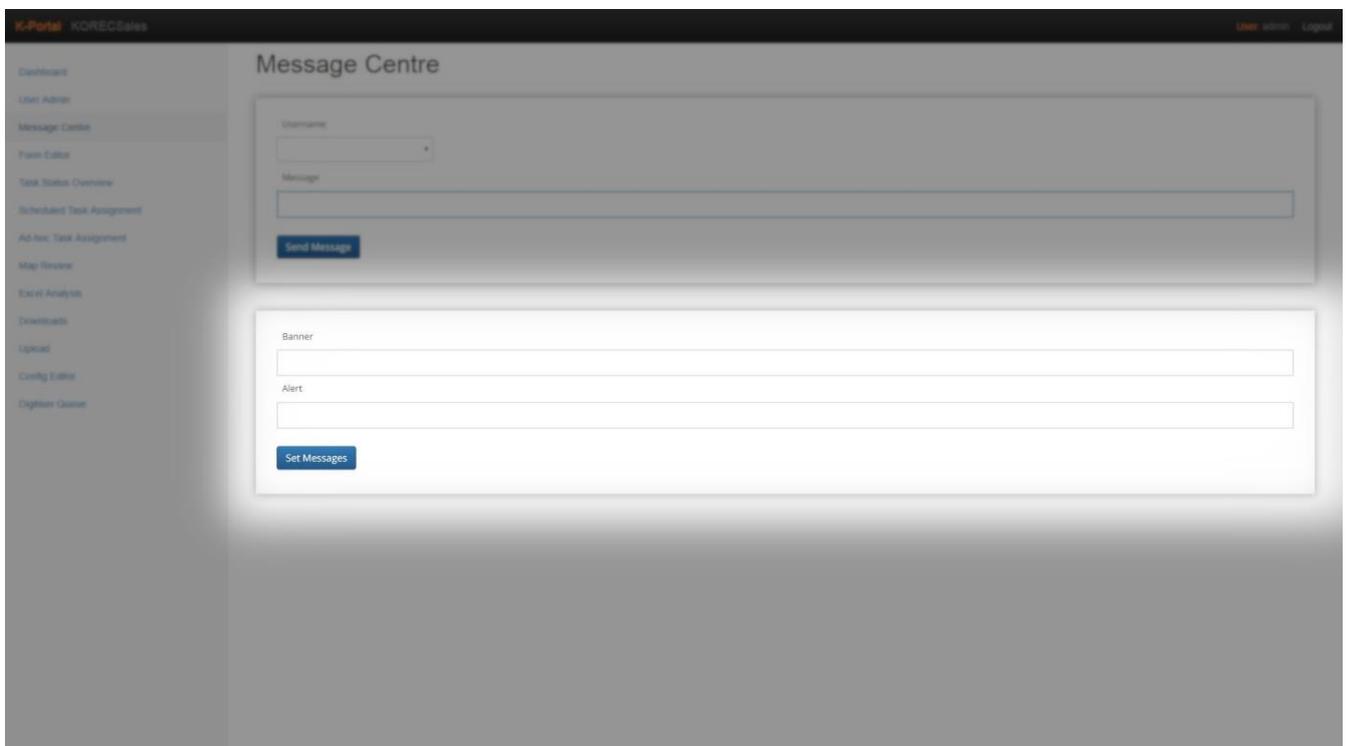


The screenshot shows the K-Portal interface with the 'Message Centre' page. The top navigation bar includes 'K-Portal KORECSales' on the left and 'User admin Logout' on the right. A left-hand sidebar menu lists various options: Dashboard, User Admin, Message Centre (highlighted), Form Editor, Task Status Overview, Scheduled Task Assignment, Ad-hoc Task Assignment, Map Review, Excel Analysis, Downloads, Upload, Config Editor, and Digitiser Queue. The main content area is titled 'Message Centre' and contains two forms. The first form has a 'Username' dropdown menu, a 'Message' text input field, and a 'Send Message' button. The second form has a 'Banner' text input field, an 'Alert' text input field, and a 'Set Messages' button.

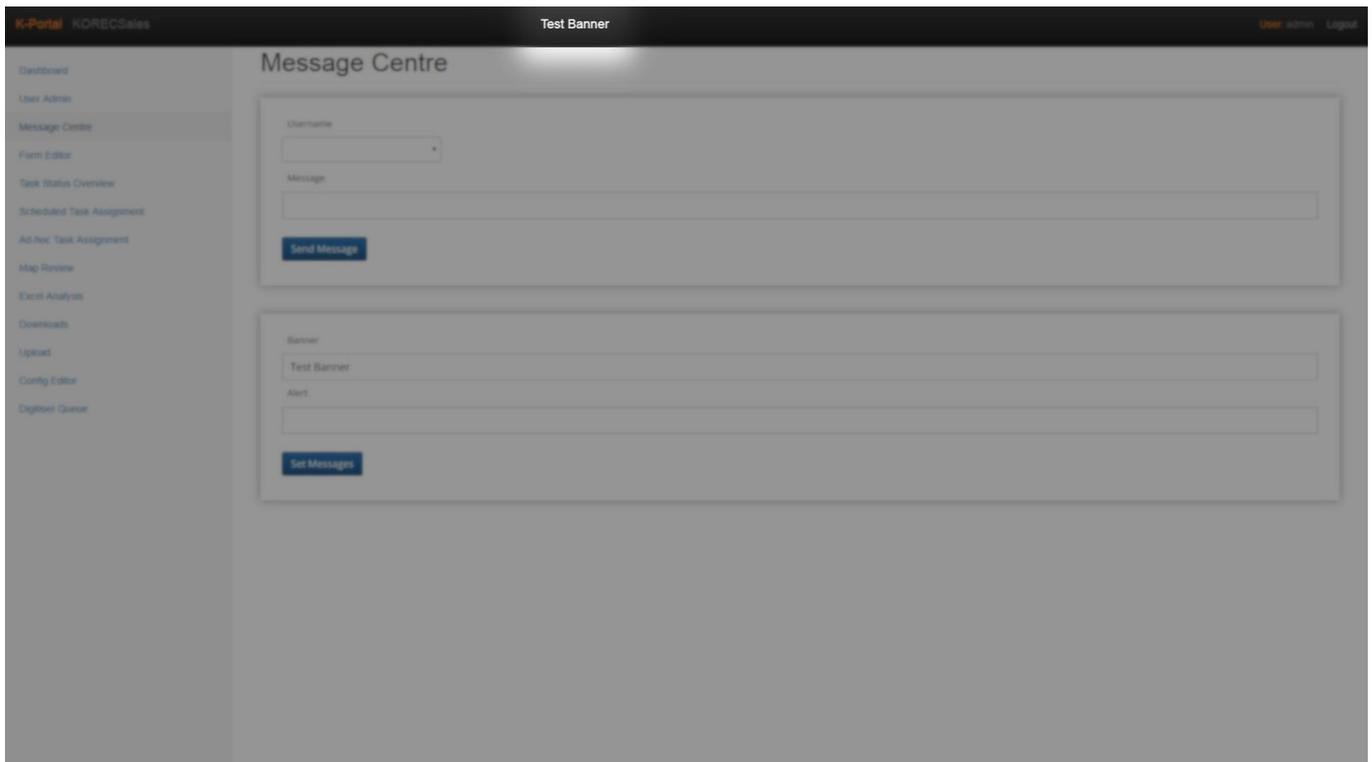
To send a message to a K-Portal user select the user from the **'Username'** drop-down box. Then, type the message you want to send in the **'Message'** text box. Click **'Send Message'** to send it.



To display a banner message to appear at the top of the K-Portal webpage enter a banner message in the banner textbox and click '**Set Messages**'.

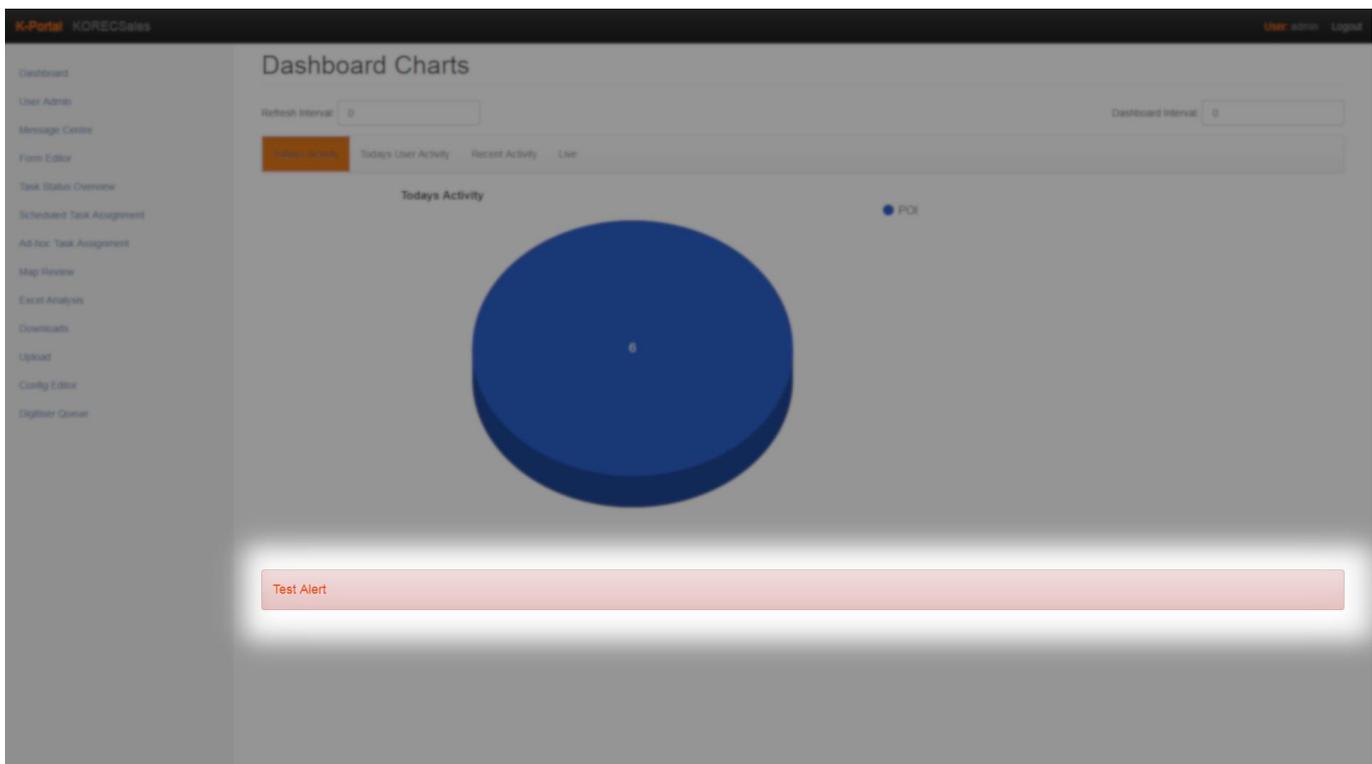


This will then be displayed at the top of the page once the page is refreshed.



To delete this banner message, go back into the **Message Centre** page, remove the banner text from the banner textbox, and then click **'Set Messages'**. The banner will be removed once the page is refreshed.

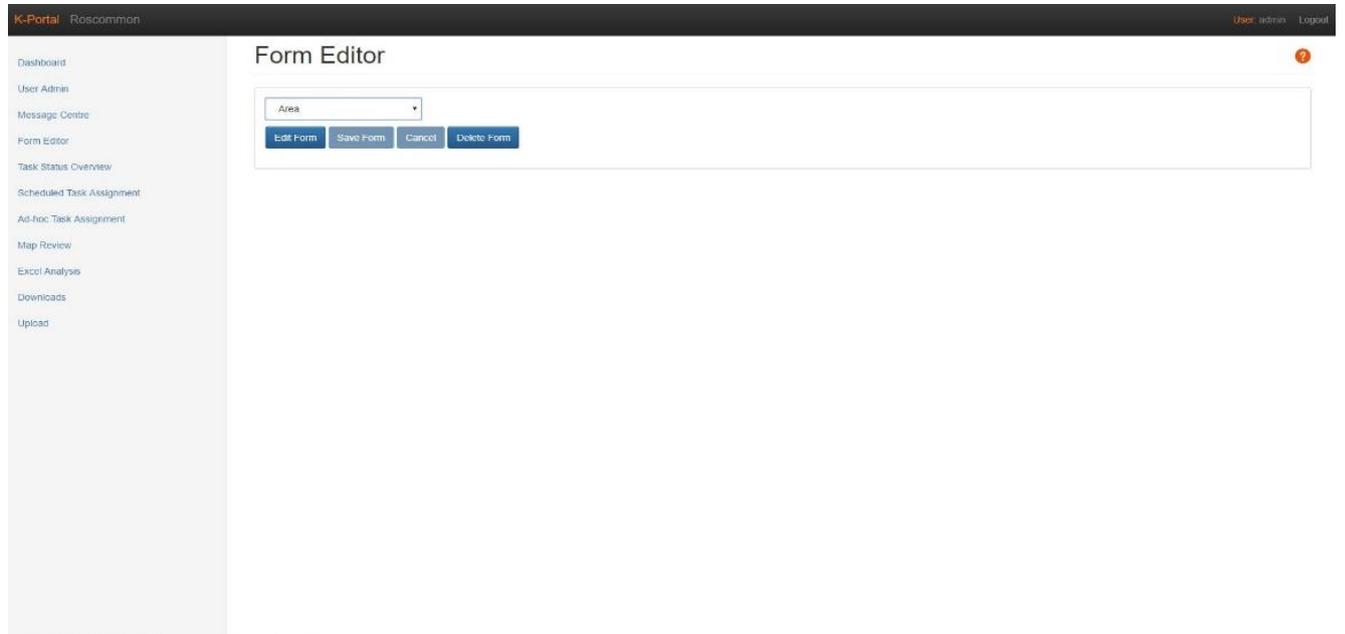
To set an alert type an alert message in the **'Alert'** textbox and click the **'Set Messages'** button. This alert message will be displayed at the bottom of the page in a **red box** once the page is refreshed.



To delete this alert message, go back into the **Message Centre** page, remove the alert text from the alert textbox, and then click '**Set Messages**'. The alert will be removed once the page is refreshed.

K-Portal – Form Editor

Click on the **'Form Editor'** button on the left-hand panel to go to the **Form Editor** page. Here you can create forms. This page allows you to edit the forms available to K-Mobile users or to create new forms to be available on the K-Mobile app.



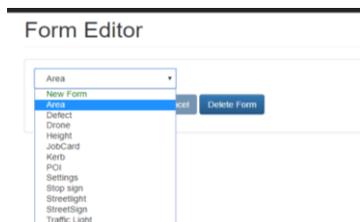
Question Mark

Use to access K-Portal user guides.



New Form

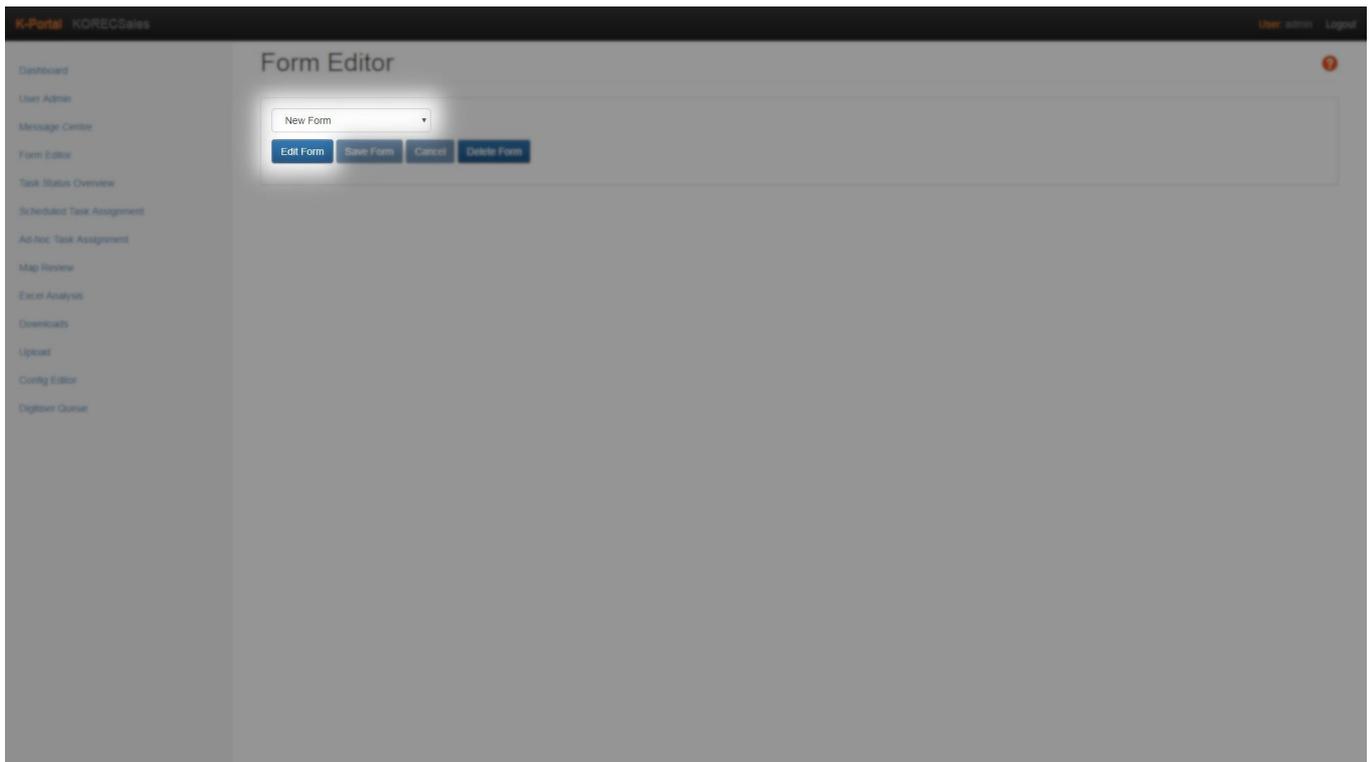
Use to create new form by clicking **'Edit Form'**.



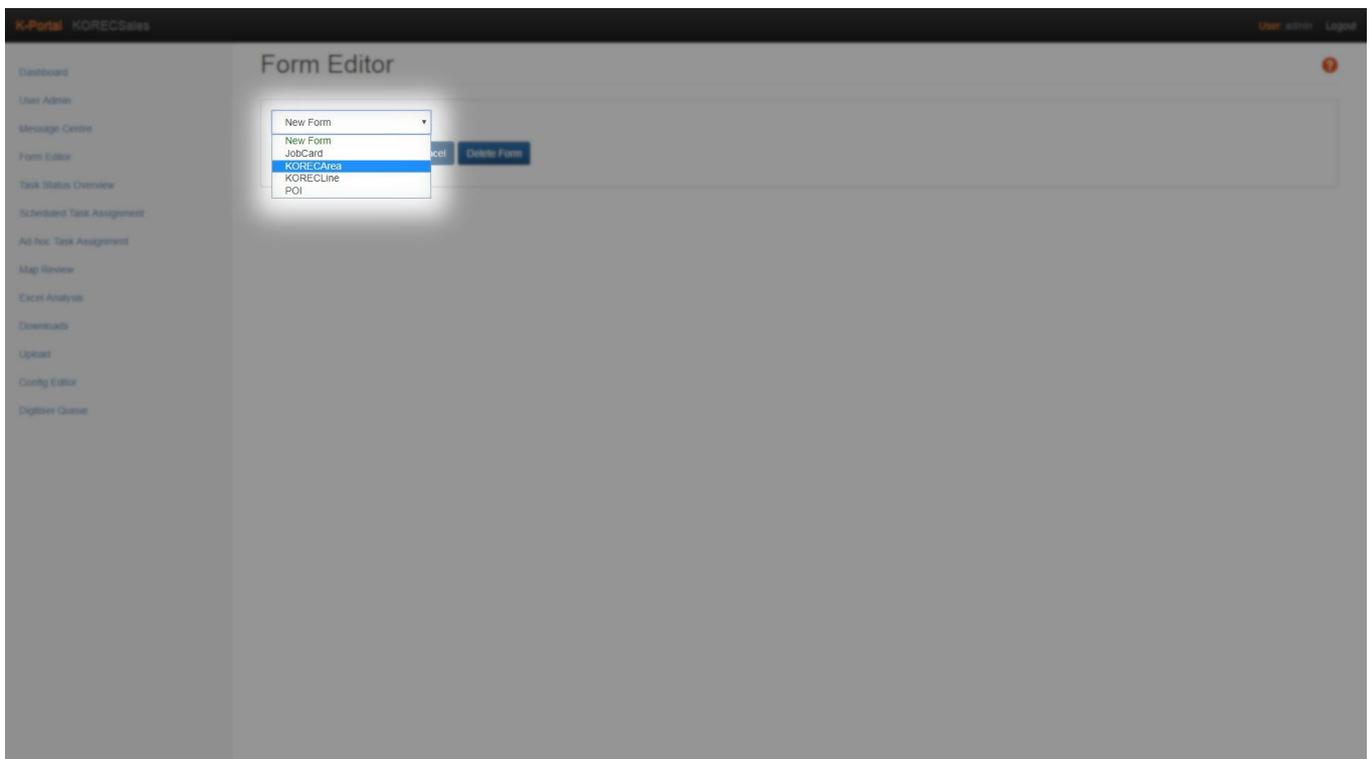
Dropdown

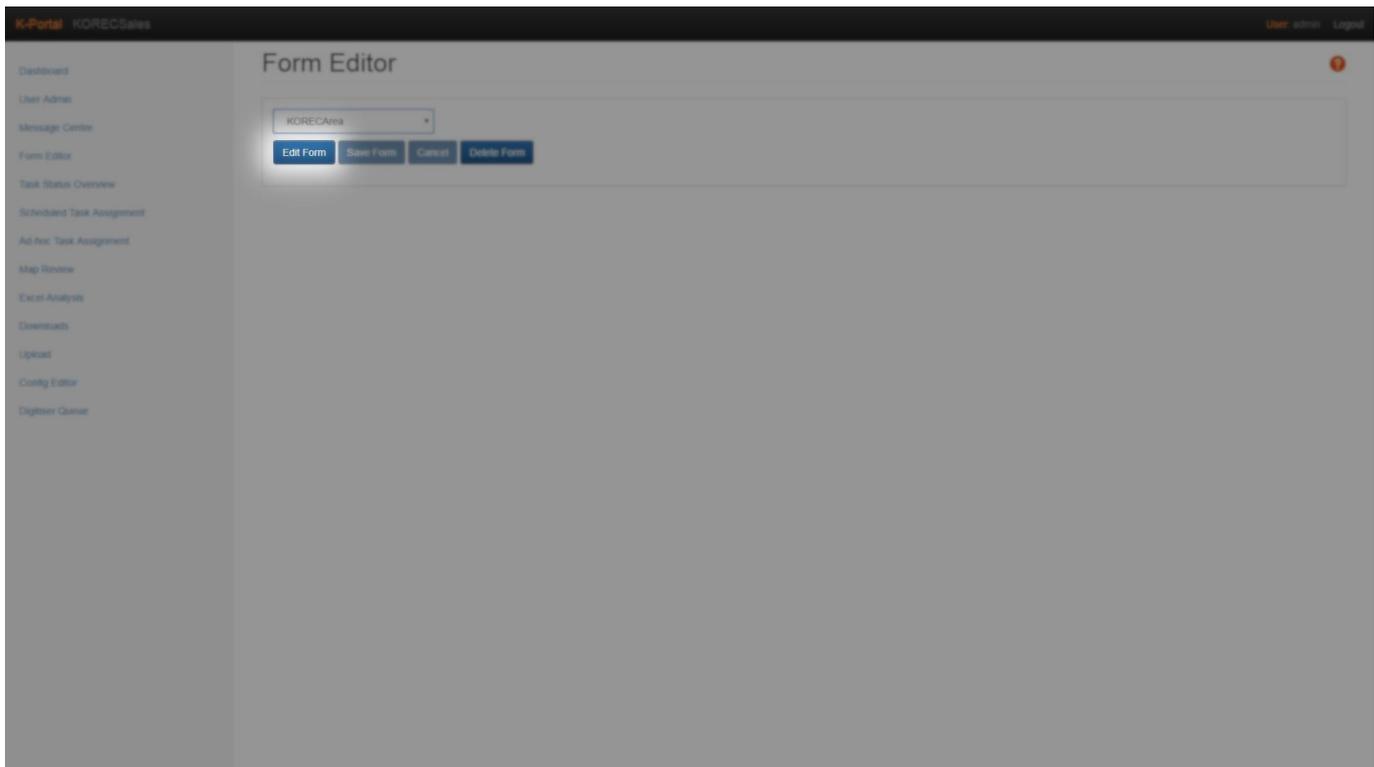
Use the drop down to edit an existing form by clicking **'Edit Form'**.

To create a new form, select **'New Form'** from the drop-down menu and click the **'Edit Form'** button. This will load the forms settings and attributes.

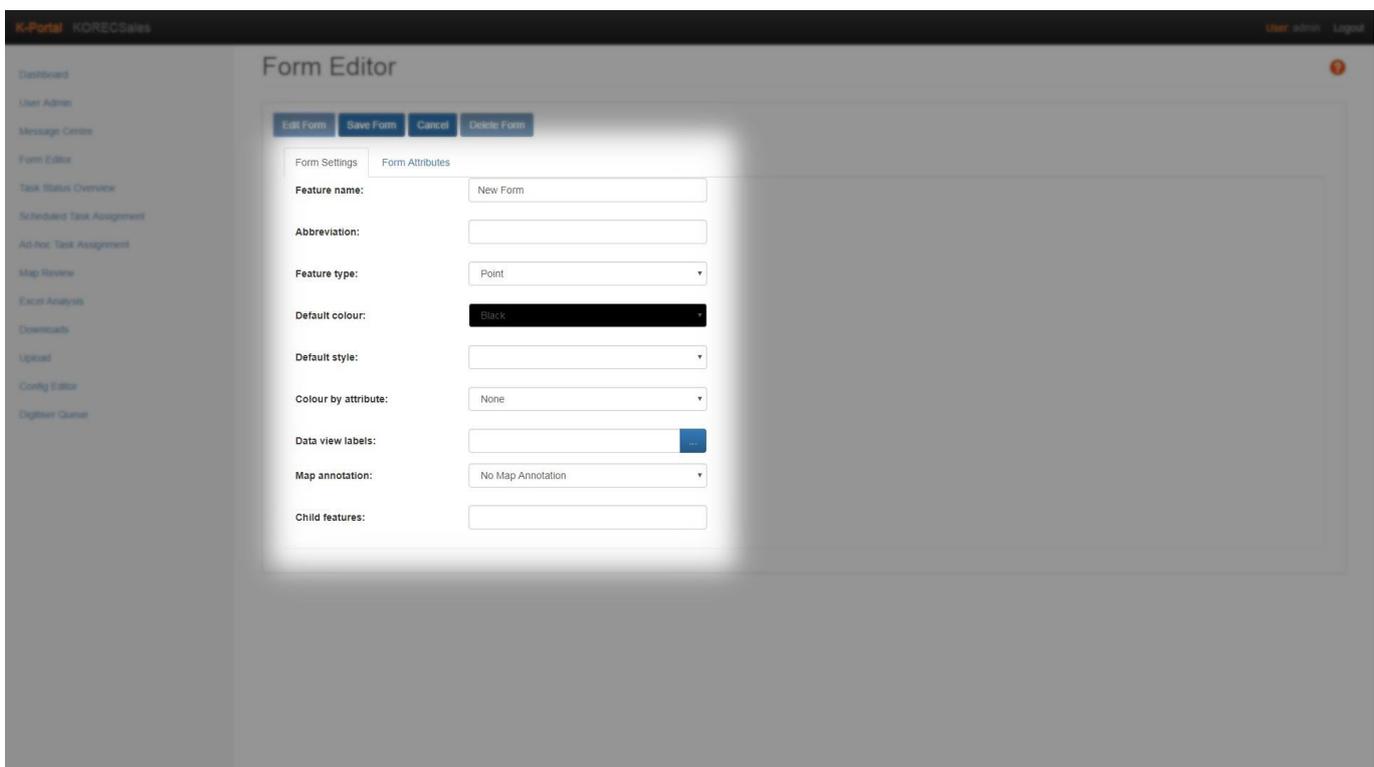


To edit a form, select the form you wish to edit from the drop-down list and then click the '**Edit Form**' button.





Under the **'Form Settings'** tab you can edit the various values, such as the forms name and its abbreviation.



Form Editor

Feature Name

Fill in to name the form.

Feature Type

Use the dropdown to select Point, Linear, Area or None.

Default Colour

Use the drop down to select colour.

Default Style

Use the drop down to select style.

Please note Form Attributes will need to be created before completing Colour by Attribute, Data view labels and Map Annotation. If not required leave these fields set to none.

Colour by Attribute

Set to none.

Data view Labels

Use as label that will display in data view of K-mobile on device.

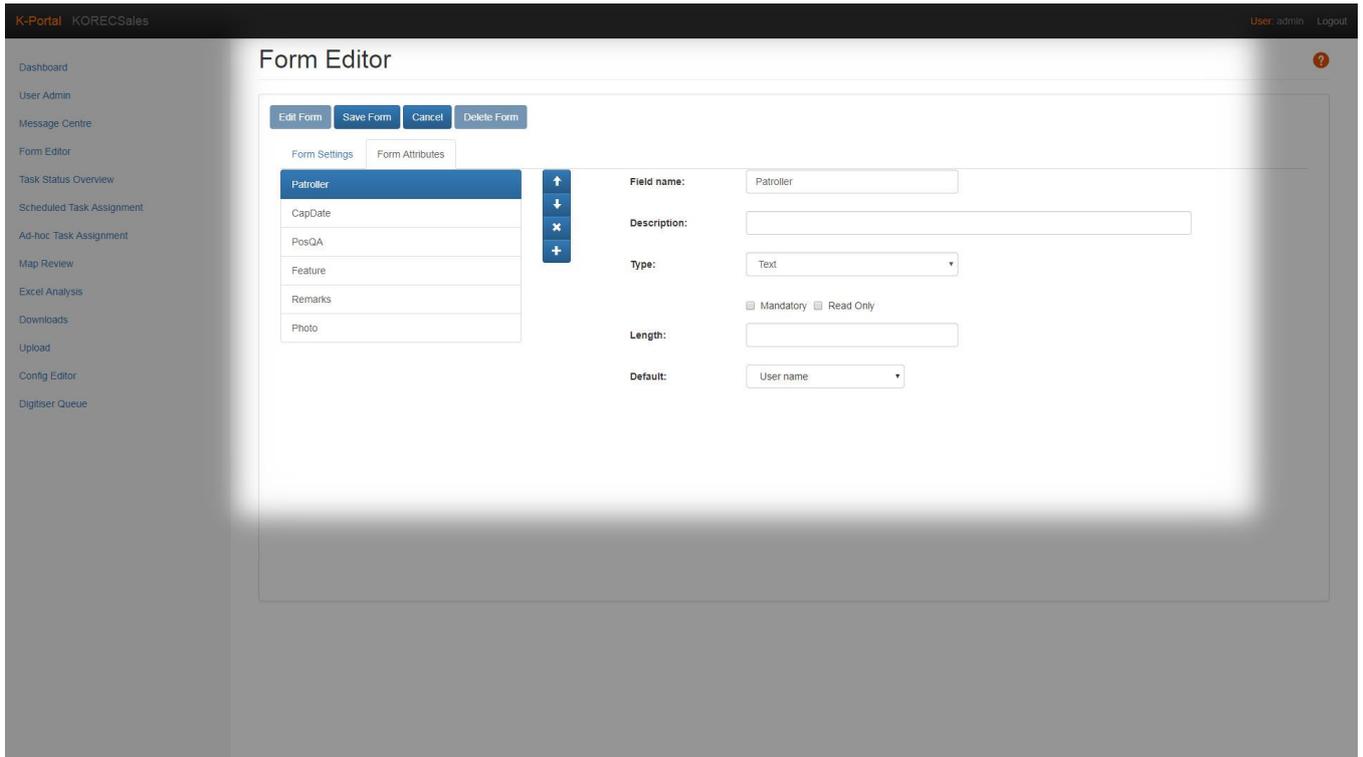
Map Annotation

Use to display labels that will display on Map Review.

Child Features

Use to link sub form to current main form.

Clicking on the **'Form Attributes'** tab will allow you to add **'Fields'** to the form. These fields are requirements to be filled out in the form when the newly created form is loaded as a form template on the K-Mobile app.



Field Name

The title of the field. Do not use any punctuation marks.

Description

a description of the attribute. Do not use any punctuation marks.

Field Type

Use the dropdown list to select field type. Text = Character field.

Numeric = Number only.

List = Selection List.

Date/Time = A date or time.

Photo = Image option will load.

Sketch = Sketch can be drawn.

Mandatory Read Only

Length:

Default:

Type:

Mandatory Read Only

Length:

Default:

Decimals:

Minimum:

Maximum:

- Length
- Area
- Easting
- Northing
- Elevation
- Laser Height
- Laser Width
- Calculate f1 * f2
- Accuracy
- No. of Satellites
- Hdop
- Repeat Last
- No Default

Type:

Mandatory Read Only

Length:

Default:

Decimals:

Minimum:

Maximum:

- Length
- Area
- Easting
- Northing
- Elevation
- Laser Height
- Laser Width
- Calculate f1 * f2
- Accuracy
- No. of Satellites
- Hdop
- Repeat Last
- No Default

Type:

Mandatory Read Only

Default:

Nested:

Allow multiple selections

List entries:

- Option 1
- Option 2
- <Other>

Mandatory Read Only

Tick 'Mandatory' so current field must be entered for the form. Tick read only to display information.

Length

Set to control the amount of characters entered.

Default

Select default by clicking the blue button, and choosing which default property you wish the field to have. The field will automatically fill to the defaults controlled by the field type.

Default: Text

User Name
QA Data
Repeat Last

Default: Numeric

Length
Area
Easting, Northing
Elevation
Laser Height & Width
Calculate f1 * f2
Accuracy
No. of Satellite
Hdop
Repeat last

Default: List

Enter list entries to allow selection from a list. Put one option per line. Use **<Other>** to trigger the keypad to enter a text not on list.

Photo

Photo field.

Sketch

Sketch field.



Re-order Field Up

Re-orders the selected field further up in the list of fields.



Re-order Field Down

Re-orders the selected field down in the list of fields.



Delete Field

Deletes the selected field from the list of fields.

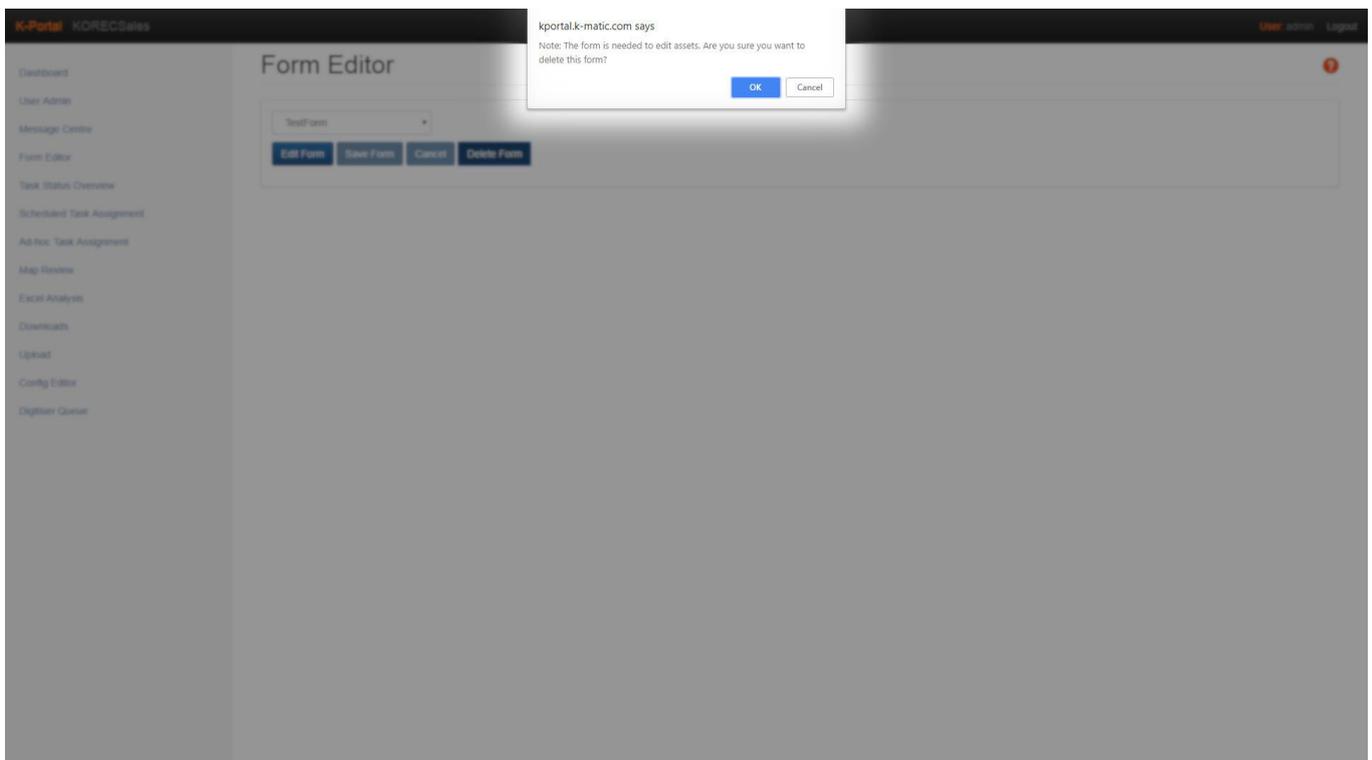


Add Field

Adds a new field to the list of fields, this newly added fields values can then be changed using the appropriate textboxes to the right.

To save your changes to a present form, or to save the newly made form, click the **'Save Form'** button. Reloading the page will display the changes when you navigate back to the **Form Editor** page.

To delete a form, firstly select the form you wish to delete from the drop-down list, and then click the **'Delete'** button. A message box should appear asking for confirmation to delete the form.

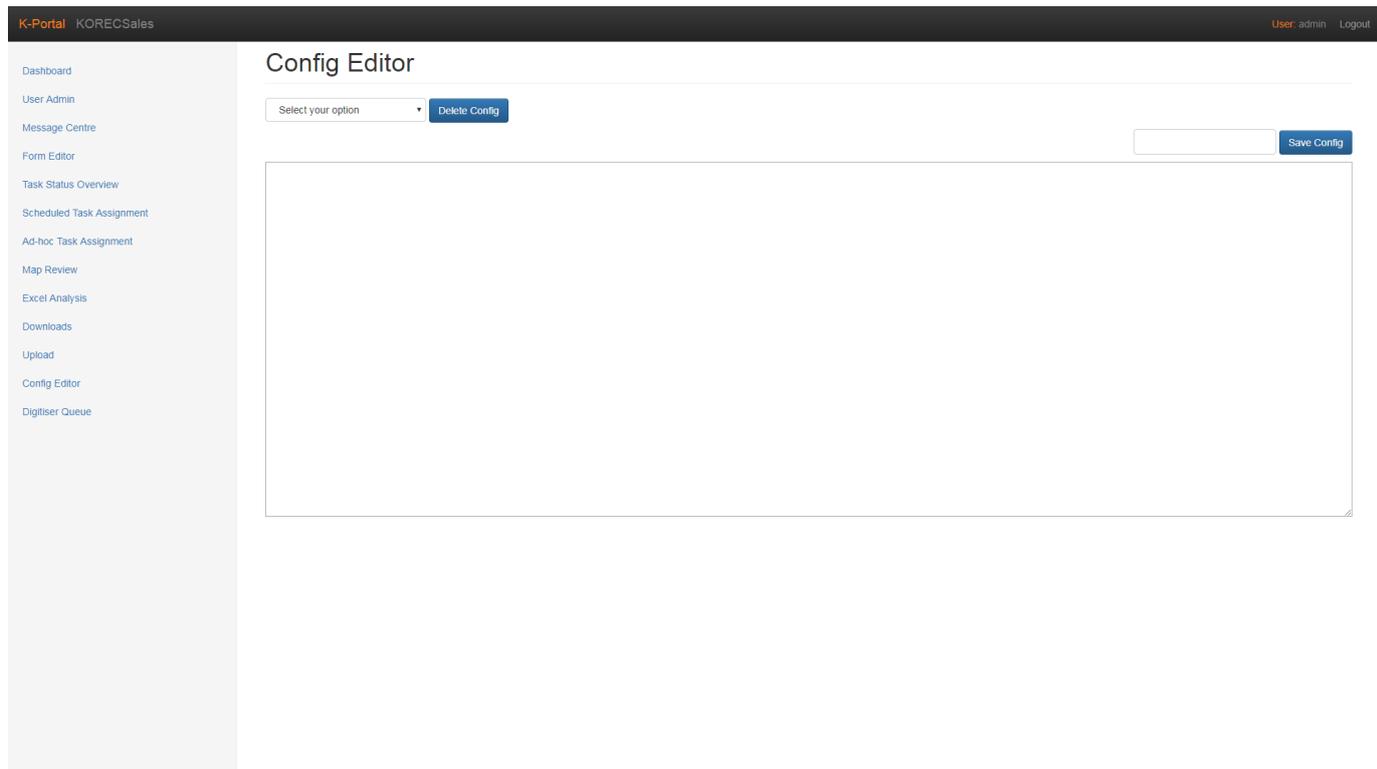


Master Administrator Section

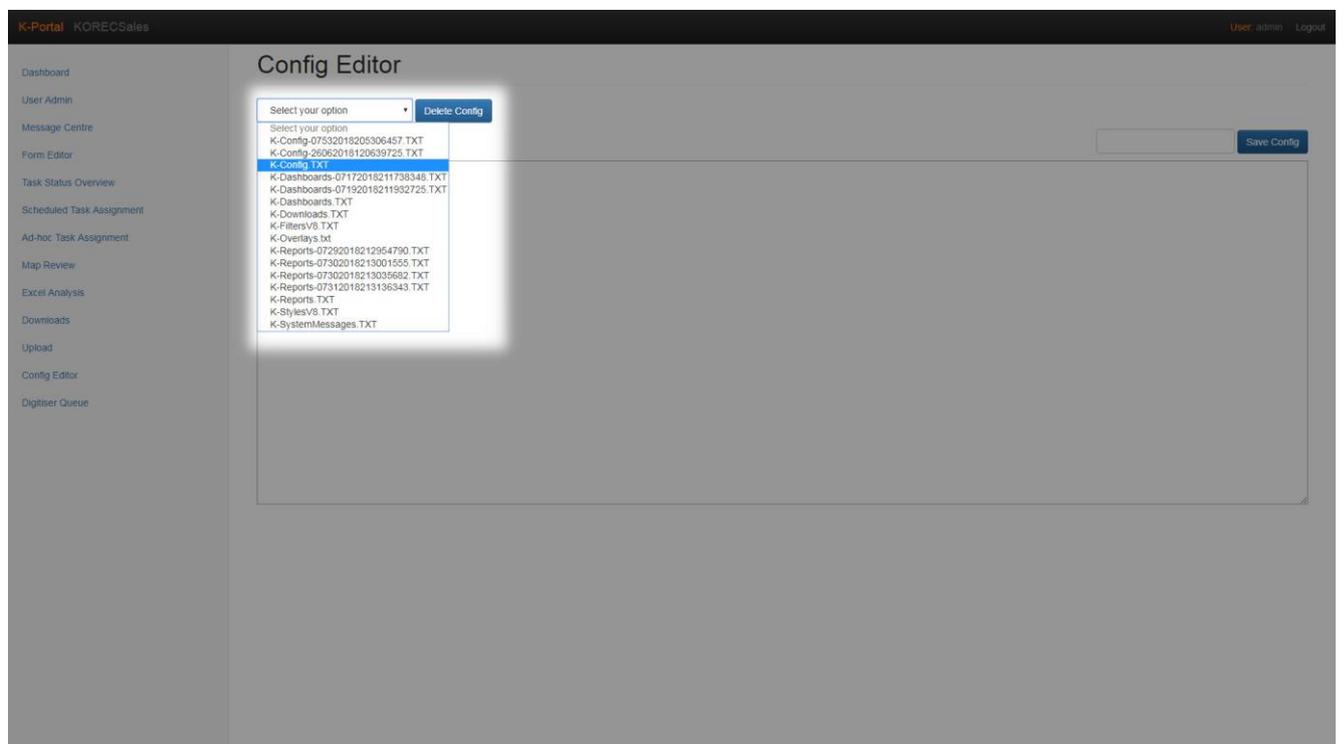
(This section is only applicable to the single 'Admin' user)

K-Portal – Config Editor

Click the ‘Config Editor’ button on the left panel to go to the Config Editor page.



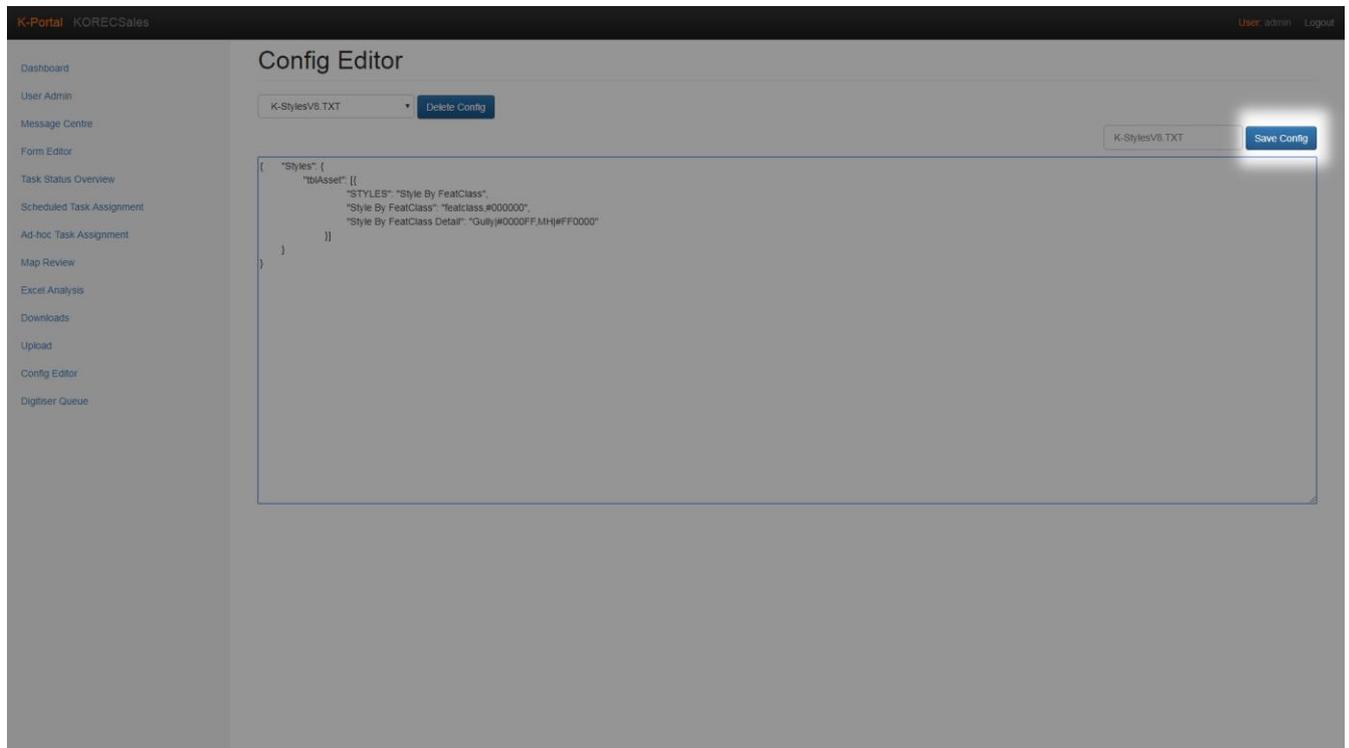
Here you can select a config file to edit by choosing it in the ‘Select your option’ drop-down list.



NOTE: The files with a large sequence of numbers in the file name are back up files.

When the relevant config file is selected it will load into the textbox where you can edit the relevant config data.

Then click the **'Save Config'** button to save your changes.



K-Portal – Digitiser Queue

Click on the ‘Digitiser Queue’ button on the left panel to go to the Queue page.

Company	FeatClass	JobName	Json	File	Status	Created
---------	-----------	---------	------	------	--------	---------

Company	FeatClass	JobName	Json	File	Status	Created
KORECSALES	POI	MyFirstJob	Show/Hide	26062018170605901-7092a8.dac	Processed	26/Jun/2018 17:06:05
KORECSALES	POI	MyFirstJob	Show/Hide	26062018130105416-a4aed0.dac	Processed	26/Jun/2018 13:01:05
KORECSALES	POI	MyFirstJob	Show/Hide	26062018125941889-79a5a.dac	Processed	26/Jun/2018 12:59:41
KORECSALES	KORECLine	MyFirstJob	Show/Hide	26062018125434538-891ff8.dac	Processed	26/Jun/2018 12:54:34
KORECSALES	POI	MyFirstJob	Show/Hide	26062018125213380-161c5e.dac	Processed	26/Jun/2018 12:52:13

Here you can view the queue of files being uploaded to the K-Portal server.

The processed section contains the sign points which have successfully been digitised and are available to view on the map in the ‘Map Review’ page.

Company	FeatClass	JobName	Json	File	Status	Created
KORECSALES	POI	MyFirstJob	Show/Hide	26062018170605901-7092a8.dac	Processed	26/Jun/2018 17:06:05
KORECSALES	POI	MyFirstJob	Show/Hide	26062018130105416-a4aed0.dac	Processed	26/Jun/2018 13:01:05
KORECSALES	POI	MyFirstJob	Show/Hide	26062018125941889-79a5a.dac	Processed	26/Jun/2018 12:59:41
KORECSALES	KORECLine	MyFirstJob	Show/Hide	26062018125434538-891ff8.dac	Processed	26/Jun/2018 12:54:34
KORECSALES	POI	MyFirstJob	Show/Hide	26062018125213380-161c5e.dac	Processed	26/Jun/2018 12:52:13

Company	Contains the name of your company which you used to log into K-Portal.
FeatClass	The type of sign point which was recorded.
JobName	The job name that the sign point was taken under on the K-Mobile app.
JSON	The sign points raw JSON, which can be displayed and hidden by clicking the 'Show/Hide' button.
File	The filename of the sign point.
Status	The status of digitising the sign point, ie whether it is in the queue, failed, or has been processed.
Created	The date and time the sign point was created.

The page will also display which sign points are in the queue to be digitised in the top table section.

Queue

Count: Interval:

Company	FeatClass	JobName	Json	File	Status	Created
Processed						
Company	FeatClass	JobName	Json	File	Status	Created
KORECSALES	POI	MyFirstJob	Show/Hide	26062018170605901-7092a8.dac	Processed	26/Jun/2018 17:06:05
KORECSALES	POI	MyFirstJob	Show/Hide	26062018130105416-a4aed0.dac	Processed	26/Jun/2018 13:01:05
KORECSALES	POI	MyFirstJob	Show/Hide	26062018125941889-79a5a.dac	Processed	26/Jun/2018 12:59:41
KORECSALES	KORECLine	MyFirstJob	Show/Hide	26062018125434538-891f8.dac	Processed	26/Jun/2018 12:54:34
KORECSALES	POI	MyFirstJob	Show/Hide	26062018125213380-161c5e.dac	Processed	26/Jun/2018 12:52:13
Failed						

The page will also display which sign points failed to upload in the bottom section.

Queue

Count: Interval:

Company	FeatClass	JobName	Json	File	Status	Created
Processed						
Company	FeatClass	JobName	Json	File	Status	Created
KORECSALES	POI	MyFirstJob	Show/Hide	26062018170605901-7092a8.dac	Processed	26/Jun/2018 17:06:05
KORECSALES	POI	MyFirstJob	Show/Hide	26062018130105416-a4aed0.dac	Processed	26/Jun/2018 13:01:05
KORECSALES	POI	MyFirstJob	Show/Hide	26062018125941889-79a5a.dac	Processed	26/Jun/2018 12:59:41
KORECSALES	KORECLine	MyFirstJob	Show/Hide	26062018125434538-891f8.dac	Processed	26/Jun/2018 12:54:34
KORECSALES	POI	MyFirstJob	Show/Hide	26062018125213380-161c5e.dac	Processed	26/Jun/2018 12:52:13
Failed						

