

# SG PointCloud- User Manual

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Version 1.3

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# 1. Introduction

## 1.1. Purpose of the User Manual

The *SG PointCloud* User Guide is to act as a help guide for Users (General or Registered) to navigate through the *SG PointCloud* website. It gives an overview of where certain information or events can be found, as well as their detailed description and introduction. Registered Users can use this manual to understand how to raise and request for a service. All navigation pages are documented in a concise and unambiguous manner.

## 2. Website Layout

This section describes the layout of the website for all general viewers. Internet users can visit the *SG PointCloud* website by typing the website address <http://www.sgpointcloud.com>.

The first page a viewer will see is the **Home** page (refer Section 2.1) and each link is described in the following respective sections.

### 2.1 Home

On the **Home** page (refer Fig. 1), you can view a short description of *SG PointCloud* and Latest News updates. For the Registered User, they can click on to **Login**, top right-hand corner.

At the bottom of the page, the following information type can be found – **Privacy Policy**, **Terms of Use** and the *Helpdesk Hotline* number.



Figure 1 - Home page

## 2.2 About SG PointCloud

About SG PointCloud page describes about *SG PointCloud* and GPS Lands, refer Fig. 2.

These are to provide detailed information about *SG PointCloud* to a new user. Through this information page, users can have a good idea of the services that is provided by *SG PointCloud*.

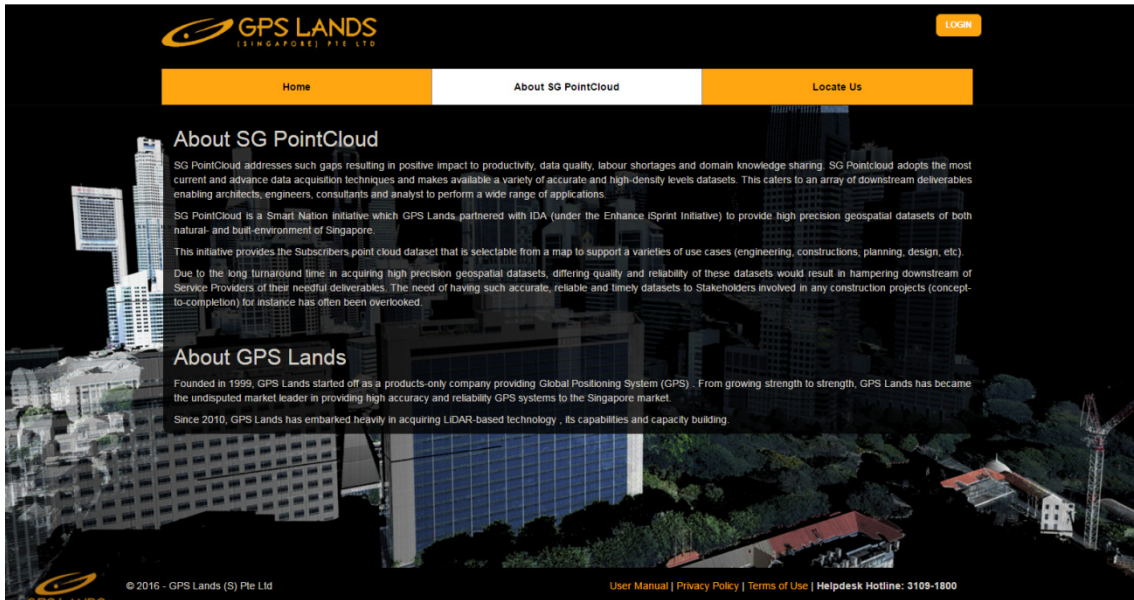


Figure 2 -About SG PointCloud page

## 2.3. Locate Us

Locate Us page provides the address and contact details of GPS Lands, refer Fig. 3.

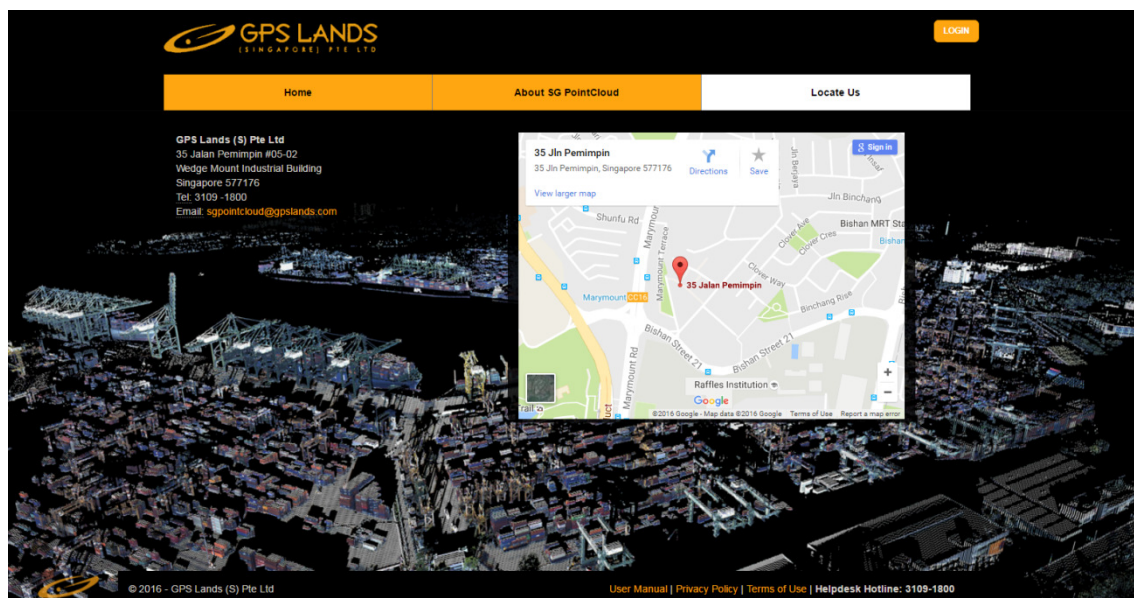


Figure 3 –Locate Us page

### 3. LoginSteps for Registered User

#### 3.1 Login

Registered User can login into *SG PointCloud* member pages by click on to **Login**, top right-hand corner.

Registered User will be redirected to the following screen (refer Fig. 4):

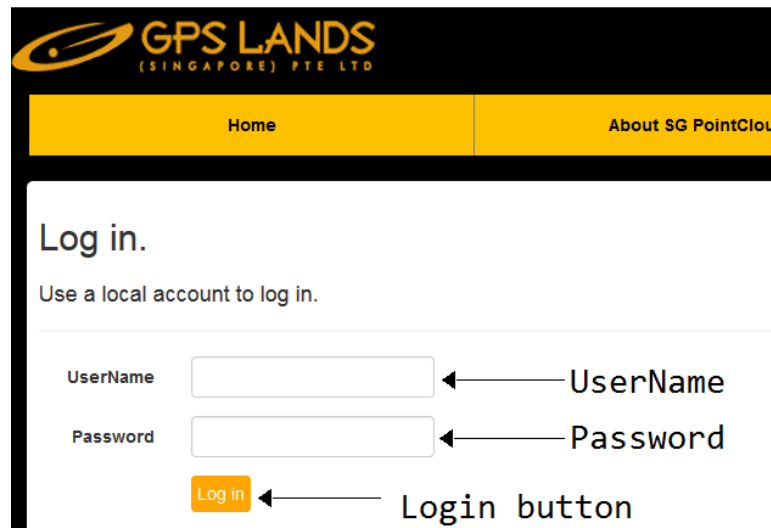


Figure 4 –Login page

#### 3.2 To Login

Please refer to following steps to **Login**:

- Enter *Username* and *Password* with valid credential and active subscription.
- Click **Login** button.
- Upon successful authentication, users will be redirected to the **Homepage**.
- Else, if System is unable to verify valid credential members will be redirected to the Login page and an error with description will be shown.

#### 3.3 Dashboard

On the **Dashboard** default page, it displays the following - List of current and previous orders, Link to Starting New Order and Exporting List to CSV.





##### 3.3.1 DASHBOARD (DEFAULT PAGE)

The **Dashboard** default page displays information such as Purchase Date, Total Area selected and Status of order made in past and current, refer Fig. 5.

The page also has a link to Start New Order, Exporting List to CSV and Order Details.



## Dashboard

Start New Order | Export to CSV

Purchase Date	Order Number	Company/Organization	UserName	Total Area	Status	Option
03 Oct 2016	201610002	GPS Lands (S) Pte Ltd	Test	2.1 HA	DELIVERED	 
03 Oct 2016	201610001	GPS Lands (S) Pte Ltd	Test	11.9 HA	DELIVERED	 

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1 ← **Pagination**

**Order Details** →  



**Print Details** →  

Figure 5 –Dashboard page

### 3.3.2 START NEW ORDER

Start **New Order** page (refer to Fig. 6) allows the Registered User to request for data based on selected polygon drawn in the map. The standard format used are SVY21 projection coordinates. by using the advance search function, it is possible to select the area of interests by postal code level, road name or building name.

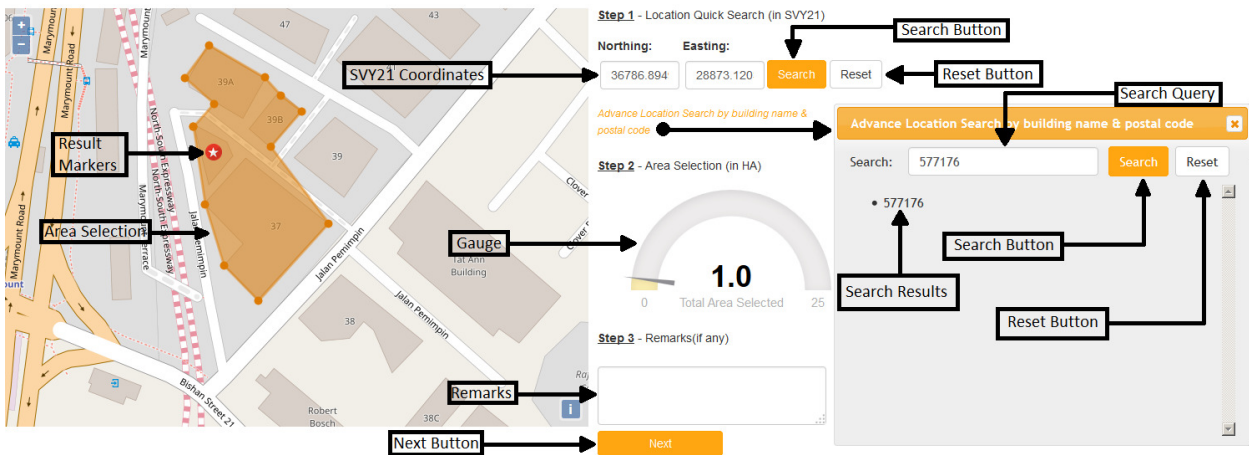


Figure 6 –New Order Page

#### 3.3.2.1 To Start a New Order:

- At the top right of *SG PointCloud website*, click **Login**.
- Enter a valid credential with active Subscription (*Login Id&Password*).For more information refer to the steps stated in Section 3.2 – To Login.
- Click the **Dashboard** link.
- Then start **New Order**.
- Locate the centre of area that you want to select by entering Northing & Easting in SVY21 format and click **Search**. Alternatively click the link **Advance Location Search by building name & postal code** (refer Fig 6) by entering building name or postal code and click **Search**
- To Adjust the Zooming in/out levels,user can either use mouse scroll up/down or simply by clicking +/- controls in the map.
- To draw coordinates, user may click on map with minimum 3 nodes to complete a polygon. (Polygon that are connected with 3 valid nodes will automatically fill with Orange colour as per picture shown)

- h) To Delete a Node, user is to hover the mouse on specific node and click once the point indicator turn blue (This functions only works for more than 3 nodes presents in the polygon).
- i) Gauge max limit indicator shows monthly data cap define in your subscription. (Otherwise by default max data cap gauge will be shown as 25HA).
- j) The Gauge is to show the total area of selection.
- k) User may add **Remarks** (optional) for any additional information or special instructions.
- l) Click **Next** to proceed.
- m) User will be redirected to **Order Confirmation** page (refer Fig 7), and is to review the selected details. If any changes are needed, user may click **Back**.

### Order Confirmation

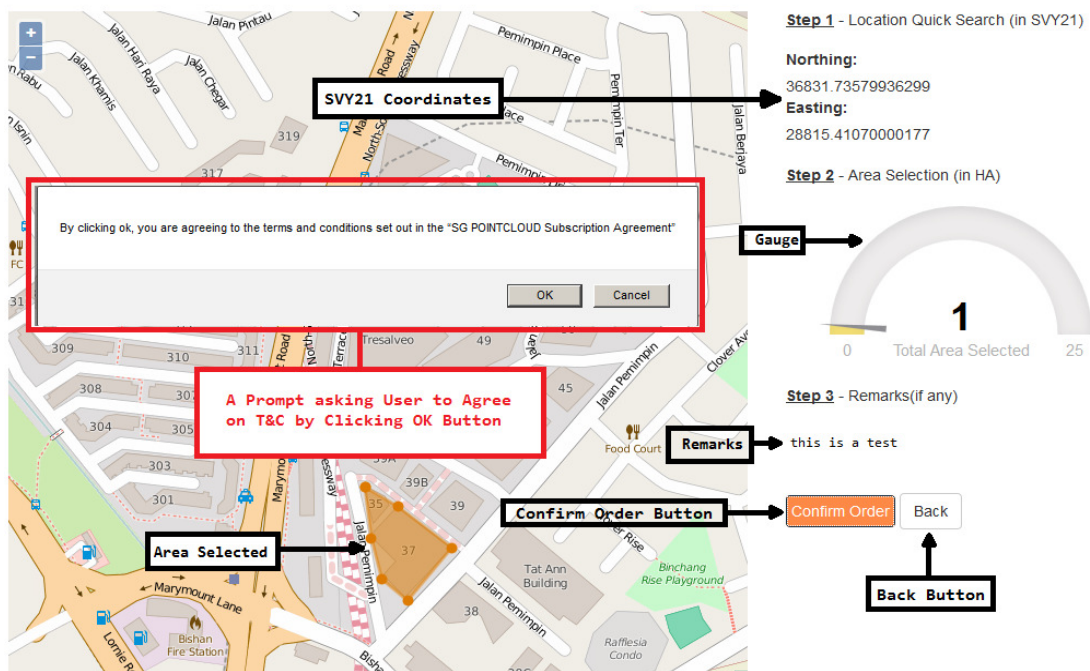


Figure 7 –Order Confirmation page

- n) To confirm action and submit order, user is to click on **Confirm Order**, then click **OK** once the alert message pop-up.
- o) A notification will be sent to the Web Administrator for their review and if any changes, users will be notified through email and status can be tracked on column "Status". User will be able to add comment or respond to an updates by the Web Administrator.

### 3.3.3 ORDER DETAILS

**Order Detail** page (refer Fig 8) are used to track the progress, add additional instructions or information if needed and allow user to view the detail of each ordered submitted. Registered User may request to cancel the additional instructions or information by request through this page as well.

## Order Detail

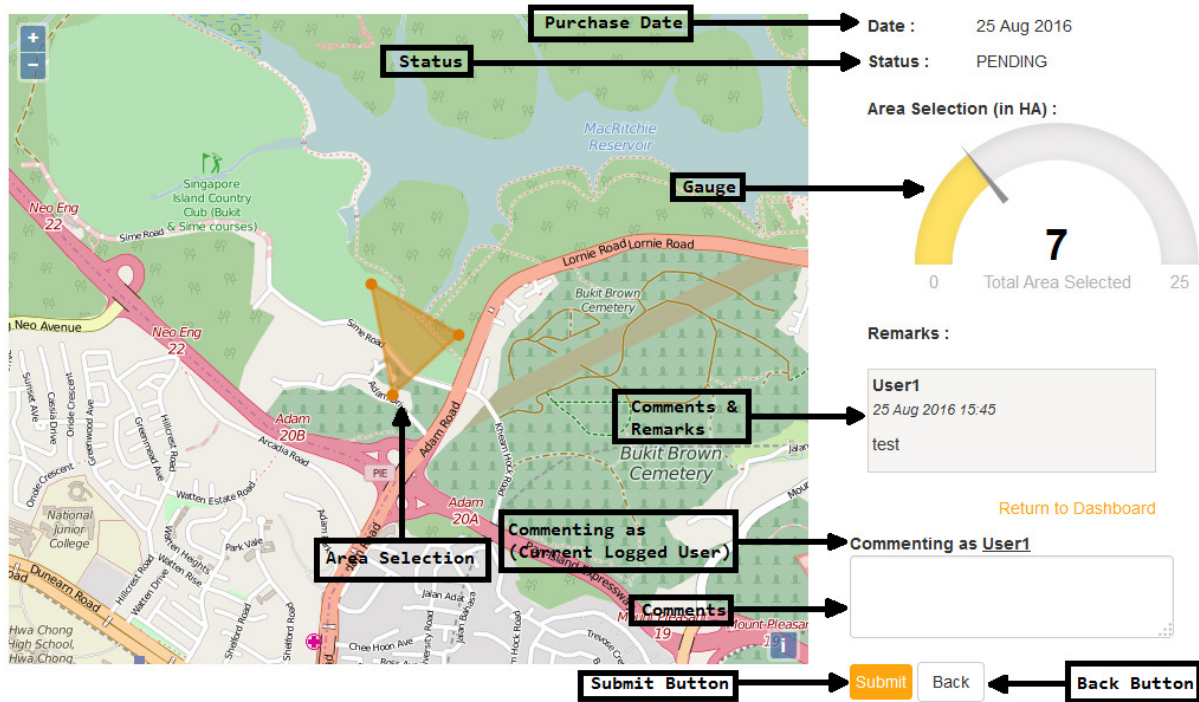




Figure 8 –Order Detail page

### 3.3.3.1 To View the Order Detail:

- At the top right of *SG PointCloud* website, click **Login**.
- Enter a valid credential with active Subscription (*Login Id&Password*).For more information refer to the steps stated in Section 3.2 – To Login.
- Click the **Dashboard** link.
- In the Dashboard Option column click on Information Icon .
- This should redirect user to the **Order Detail** page.
- To Add Comments, user is to fill in the **Comments** fields and click **Submit**.
- The comments only available while the Status of the comments are still PENDING, PROCESSING and UPDATED.

### 3.3.3.2 To Print Order:

- At the top right of *SG PointCloud* website, click **Login**.
- Enter a valid credential with active Subscription (*Login Id&Password*).For more information refer to the steps stated in Section 3.2 – To Login.
- Click the **Dashboard** link.
- In the Dashboard Option column click on Information Icon .
- This should redirect user to the **Order Print** page. (refer Fig 9)
- Click print at the bottom.

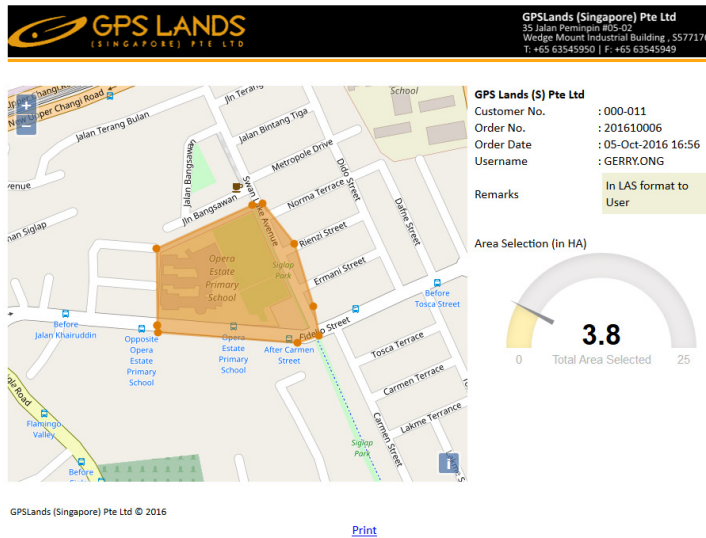


Figure 9 – Print page

### 3.3.4 DATA USAGE

**Data Usage** page (refer Fig 10) displays Registered User usage breaks down by months and per subscriptions.

#### Data Usage

**Export to CSV** → Export to CSV

Month	Company/Organization	UserName	Contract	Price	Limit	Total Usage	Chargeable
Jul 2016	GPS Lands (Singapore)	Test02	SGPC Pay-Per-Addition (25HA)	150	25	11.14	0

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**1** ← **Pagination**

Figure 10 –Data Usage page

#### 3.3.4.1 To view the Data Usage Page:

- At the top right of *SG PointCloud* website, click **Login**.
- Enter a valid credential with active Subscription (*Login Id&Password*).For more information refer to the steps stated in Section 3.2 – To Login.
- Click the **Data Usage** link.

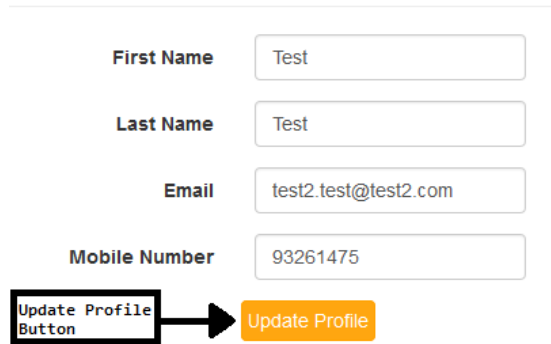
#### 3.3.4.2 Columns Descriptions:

- “Month” column represents to which Month this usage represents.
- “Monthly Limit” represents the subscription data cap per month.
- “Selected Area” represents the total usage per month and finally
- Remainder Limit represents the excess data that can be calculated based on excess of Selected Area(This represents additional chargeable on top of base amount that is set per subscriptions)

## 4. Account Settings

**Account Settings** page (refer Fig. 11) allow user to Update Profile detail and Change Password detail.

### 4.1 Update Profile



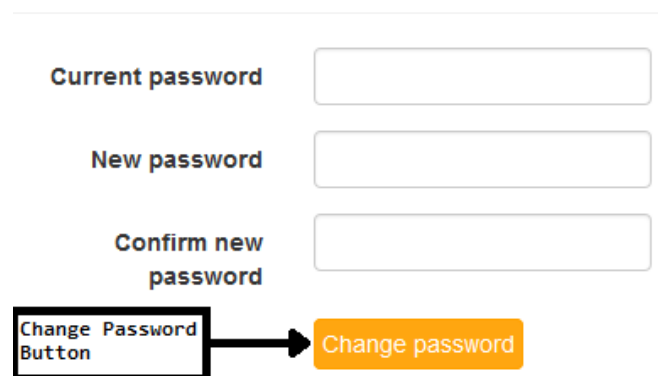
The screenshot shows a form with four input fields: "First Name" (Test), "Last Name" (Test), "Email" (test2.test@test2.com), and "Mobile Number" (93261475). Below the fields is a yellow "Update Profile" button. A black box labeled "Update Profile Button" has an arrow pointing to the yellow button.

Figure 11 –Account Settings page

#### 4.1.1 TO UPDATE PROFILE:

- At the top right of *SG PointCloud* website, click **Login**.
- Enter a valid credential with active Subscription (*Login Id&Password*).For more information refer to the steps stated in Section 3.2 – To Login.
- Click the **Account Settings** link and then *Update Profile*.
- Fill in the following fields: “First Name”, “Last Name”, “Email” and “Mobile Number”.
- Click **Update Profile** button to update the Profile Information.

## 5. Change Password



The screenshot shows a form with three input fields: "Current password", "New password", and "Confirm new password". Below the fields is a yellow "Change password" button. A black box labeled "Change Password Button" has an arrow pointing to the yellow button.

Figure 12 –Change Password page

#### 5.1 TO CHANGE PASSWORD:

- At the top right of *SG PointCloud website*, click **Login**.
- Enter a valid credential with active Subscription (*Login Id&Password*).For more information refer to the steps stated in Section 3.2 – To Login.
- Click the **Account Settings** link and then *Change Password*.

- d) Enter the Current Password.
- e) Enter the New Password & Confirm New Password (Password must be match).

#### 5.1.1 Guidelines for the Password combination:

- Passwords must have at least one non letter or digit character. (Special Character)
- Passwords must have at least one lowercase.
- Passwords must have at least one uppercase.
- Passwords must contain at least one numeric value.
- Passwords must be at least 6 characters long.