

**Meridian User Guide  
Explorer Client**

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## 1. Introduction

### 1.1 What's in this guide

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

### 1.2 Who should read this guide?

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

### 1.3 Typographic Convention

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

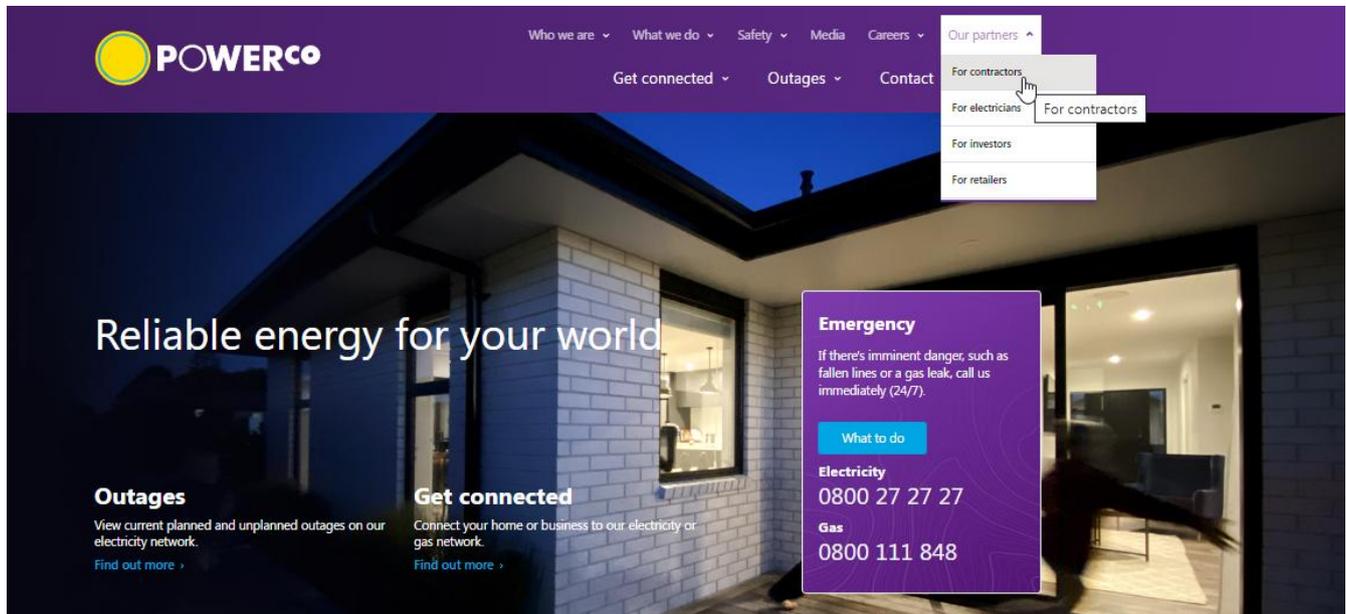
Table 1

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

## 1.4 Accessing application

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

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



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



## Working on our networks

The following web application links are for Powerco-approved contractors use only.

If you're already a Powerco-approved contractor and require access to our web applications, please fill in our web applications access form by clicking [here](#) and notify your Powerco Manager.

Once your form has been verified, you will receive an email giving you access.

**Contractors not working directly for Powerco will not be given access to any applications.**

### Web applications

[CIW Electricity](#)

[CIW Electricity Retailers](#)

[CWM and NOM Online](#) **2**

[CWMS](#)

[Gas Contractor Portal](#)

[Gas Pricing Website](#)

[GIS Portal](#)

[NAPA](#)

[Powerco's Learning Hub](#)

[Powerco Protection Systems Hub](#)

[Restore](#)

[Powerco Drawing Management \(EDMS\)](#) **3**

[Voyager](#)

By accessing the eCopy drawings and/or associated documents on, or from this website you agree to and acknowledge the following terms and conditions of use:

1. The drawings are made available for information only and solely for use in relation to project work currently being carried out by you or your company for Powerco
2. Powerco owns all rights in the drawings and they may not be copied, reproduced or distributed in any way or for any other purpose whatsoever.
3. While care has been taken to ensure that information contained within the drawings is accurate at the time of publication, changes in circumstances after the time of publication may impact on the current accuracy of this information. Powerco gives no warranty as to the accuracy of any information or advice contained in the drawings and gives no warranty that they are fit for your intended use.
4. If you require a master copy of any of these drawings for design modification please log a request as per the Powerco Electricity Engineering Drawing Standard 360S019.

EDMS runs on Edge (preferred browser), Chrome and Firefox.

Table 2

	Name	Description
<b>1</b>	Web application access form	<ul style="list-style-type: none"> <li>Link to on-line form, complete if you require access to Meridian Explorer application</li> </ul>
<b>2</b>	CWM and NOM Online	<ul style="list-style-type: none"> <li>Access link to Contract Works Manual and Network Operations Manual Online</li> </ul>
<b>3</b>	Powerco Drawing Management (EDMS)	<ul style="list-style-type: none"> <li>Access link to Powerco Drawing Management system</li> </ul>

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

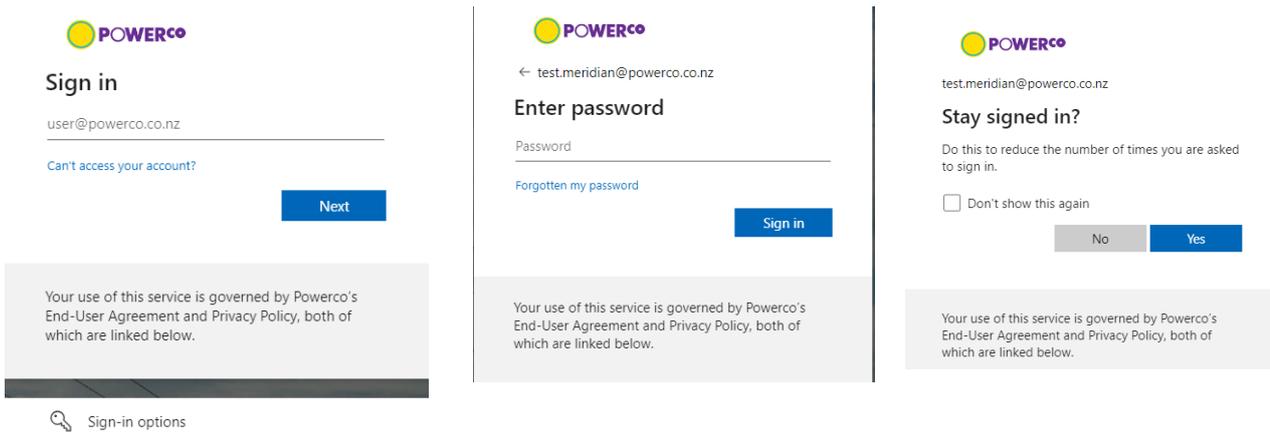
If it is the first time you are logging into the application, you may be prompted to select your account and enter your password. Once saved, you won't need to do this for another 14 days.

Ensure you access a Powerco application within 60 days of your last login. If you do not your access will be blocked as per Powerco Security Policy.

If this happens email [IS.Support@Powerco.co.nz](mailto:IS.Support@Powerco.co.nz) to unblock your account.

All accounts are reviewed every 12 months by the approving Powerco manager.

The Details you will need to enter are the **Powerco identifier email address** ([firstname.last@Powerco.co.nz](mailto:firstname.last@Powerco.co.nz)) and **Powerco Password**. The browser may remember your details, choose to log in as "another user" with Powerco email address.



 Sign-in options

If you only see a blank page, please minimise what is displayed as the dialog box maybe hidden behind. Then you will be asked for you user credentials,

## 1.5 Naming convention

The naming convention of files in the Meridian Explorer Client follow a hierarchy of information unique to the documents with-in the specific folder, i.e. unique ID. (filename).  
This hierarchy will depend on what type of documents you are looking at.

Refer to specific sections below for further information.

## 1.6 Document taxonomy

The structure that the documents are stored in has the following levels. This varies depending on the particular repository and document types.

- Level 1 – Geographical or Area of works
- Level 2 – Site type or Job type
- Level 3 – More detail

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

## 1.7 Technical support

If the function you are trying results in an error, screenshot the error and send to [IS.Support@Powerco.co.nz](mailto:IS.Support@Powerco.co.nz)

## 1.8 Definitions

Technical terms used in this guide,

Table 3

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

## 2. Home page and Landing page - Application

### 2.1 Home page

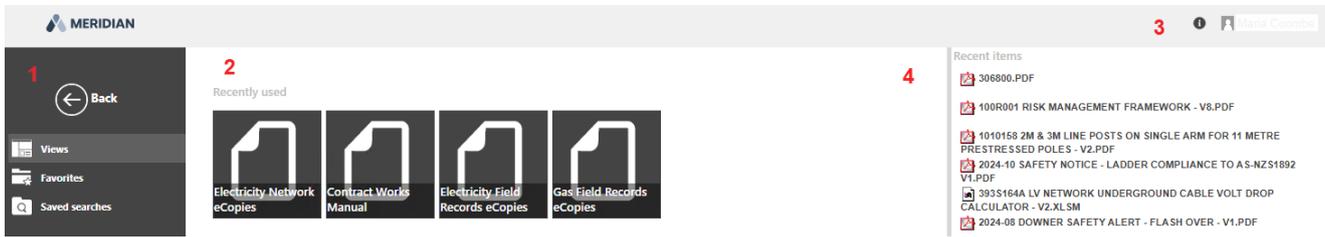


Table 4

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

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



Table 5

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

### 2.2 Landing page

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

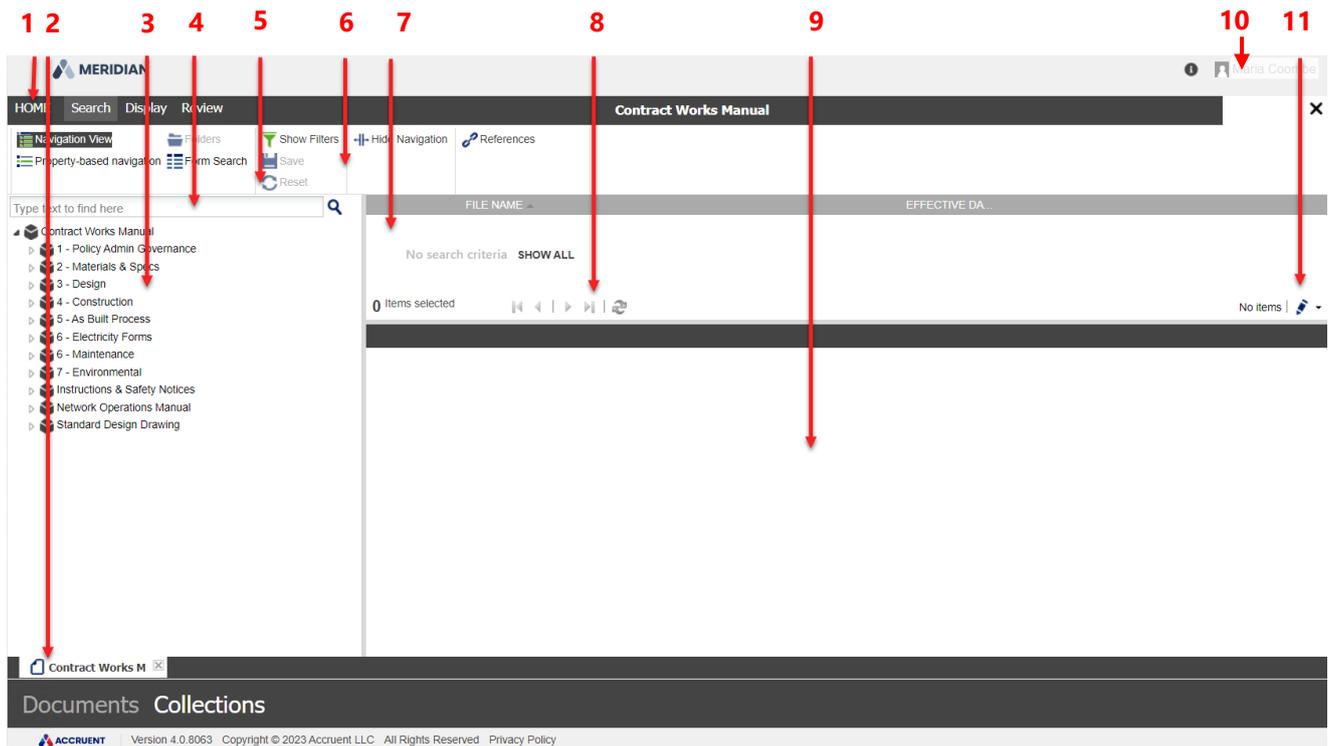


Table 6

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

## 2.3 Searching for a document

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

Table 7

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

## 2.4 Saving a search

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

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

## 3. Navigation

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

### 3.1 Browsing

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

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

### 3.2 Different types of documents and their meta-data

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

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

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

Table 8

Field	Description
Title	<ul style="list-style-type: none"> <li>• When searching with navigation view, you are manually searching through the hierarchy of the file structure which shows the document title with-in the file name.</li> </ul>
Document No.	<ul style="list-style-type: none"> <li>• When searching with quick search, you use the document unique ID or title. The document number is found in the file name.</li> </ul>
Drawing No.	<ul style="list-style-type: none"> <li>• Applicable to standard drawings only, visible in the property page of a drawing.</li> </ul>
Drawing code	<ul style="list-style-type: none"> <li>• Applicable to standard drawings only, visible in the file name of a standard drawing.</li> </ul>

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

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

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

Table 9

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

- The different types of documents held in Gas Field Records eCopies view are,
- Field Books
- Job Cards
- Pipe Test Records
- Reticulation
- Service cards

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

Table 10

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

3.2.3 The different types of documents held in Electricity Network eCopies view are,

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

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

Table 11

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

### 3.3 Searching (with-in a view)

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

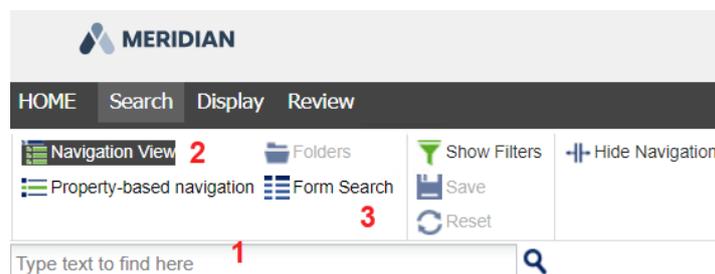


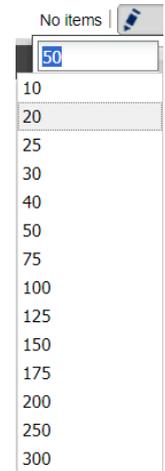
Table 12

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

## 3.4 Results Pane List from searching (all types)

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

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



## 3.5 Navigate the results list

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

The results navigations arrows will step you through the search results. *Refer Table 6*

## 3.6 Saving a search

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

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

## 3.7 Deleting a saved search



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

## 3.8 Display properties (all types)

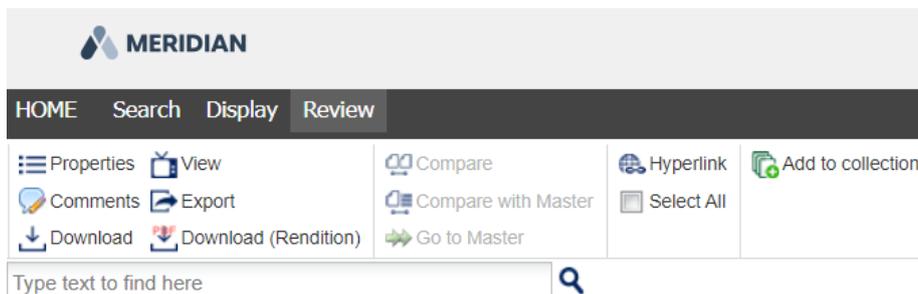


Select a document to make icons available.

Table 13

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

## 3.9 Review properties (all types)



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

Table 14

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

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

If you require further steps on the application tabs, request this via email to [IS.Support@Poweco.co.nz](mailto:IS.Support@Poweco.co.nz)

## 3.10 Print a document

To print a document, download the file to your local machine first.

## 4. Documents

Documents in this application are predominantly renditions (PDFs) for viewing on-line or downloading. Documents with formulas in Contracts Works Manuals are available in native file format for downloading. The icon  will be displayed.

**Note:** documents available in native file format do not have renditions (PDFs) available to view, download these documents to view.

### 4.1 Viewing (on-line)

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



Select this icon to view on-line

### 4.2 Searching Key word (with-in document)

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

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

### 4.3 Downloading Rendition

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

For more detailed steps, refer 5.1 QRG – Downloading (Rendition)

### 4.4 Downloading Native

Download native files from the 'Review' tab,  Download this will download a single document which you can open and save or go to file manager and copy the document to a preferred location.

For more detailed steps, refer 5.2 QRG – Downloading (Native file)

### 4.5 Downloading Multiple files

To download multiple files, refer 5.3 QRG – Downloading multiple files

## 5. User Journey's

The following Quick Reference Guides (QRGs) provide the user with clear visual and minimum written instructions necessary to carry out the task.

<b>5.1</b>	<b>Downloading (Rendition)</b>	<b><u><a href="#">page 19</a></u></b>
<b>5.2</b>	<b>Downloading (Native file)</b>	<b><u><a href="#">page 20</a></u></b>
<b>5.3</b>	<b>Downloading multiple</b>	<b><u><a href="#">page 21</a></u></b>
<b>5.4</b>	<b>Export document meta-data</b>	<b><u><a href="#">page 22</a></u></b>
<b>5.5</b>	<b>Creating a collection</b>	<b><u><a href="#">page 23</a></u></b>
<b>5.6</b>	<b>Searching standard drawing code CWM</b>	<b><u><a href="#">page 25</a></u></b>

## 5.1 - Downloading (Rendition)

### Introduction

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

### Pre-requisites

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

### Steps

<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li>Select single document icon for downloading</li> <li>If you select the title you will stay on the same screen and not preview the document</li> </ul>	
<p><b>Step 2</b></p> <ul style="list-style-type: none"> <li>On <b>Review</b> tab</li> <li>Select <b>Download (Rendition)</b></li> </ul>	
<p><b>Step 3</b></p> <ul style="list-style-type: none"> <li>Select <b>no</b> to download to file manager <b>Downloads</b> folder</li> </ul>	
<p><b>Step 4</b></p> <ul style="list-style-type: none"> <li>You will see the <b>Downloads</b> dialog prompt</li> <li><b>Open file</b> and save to your file manager</li> </ul>	<p><b>Downloading (Rendition) completed</b></p>
<p><b>END</b></p>	

### Note:

Steps to download multiple documents refer 5.3 'QRG - Downloading multiple'.

5.2 - Downloading (Native file)

Introduction

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

Pre-requisites

The user will have access and have found the document required to download. Only selected vaults have native files.

Steps

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

Note:

The steps to download multiple documents refer 5.3 'QRG - Downloading multiple'.

## 5.3 - Downloading multiple files

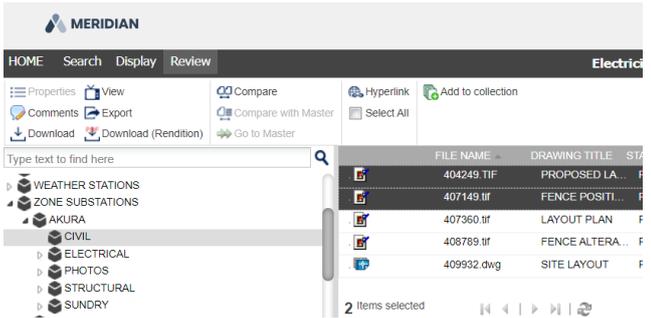
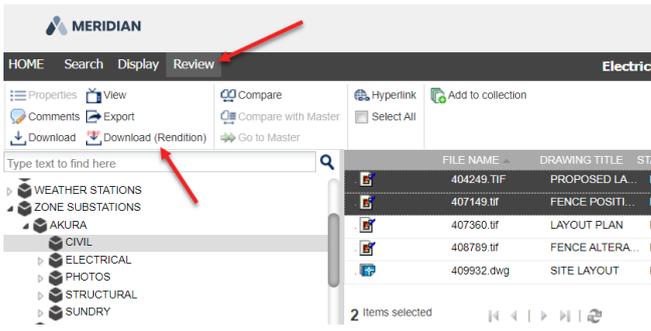
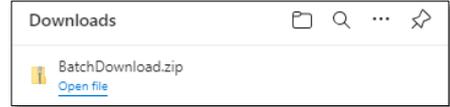
### Introduction

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

### Pre-requisites

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

### Steps

<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li>Select multiple documents by <b>file name</b></li> </ul> <p>If you select the  icon you will be taken to a preview screen for selected document</p>	
<p><b>Step 2</b></p> <ul style="list-style-type: none"> <li>Select <b>Review</b> tab</li> <li>Select <b>Download (Rendition)</b></li> </ul>	
<p><b>Step 3</b></p> <ul style="list-style-type: none"> <li>Select <b>yes</b> to download all files to local work space</li> <li>Select <b>no</b> to download to file manager <b>Downloads</b> folder</li> </ul>	
<p><b>Step 4</b></p> <ul style="list-style-type: none"> <li>You will see the <b>Downloads</b> dialog prompt</li> <li>Select <b>open file</b> this will take and save to your file manager</li> </ul>	 <p><b>Downloading multiple files completed</b></p>
<p><b>END</b></p>	

5.4 - Export document meta-data

Introduction

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

Pre-requisites

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

Steps

<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li>Select multiple documents by <b>file name</b> or Select all files in <b>Results pane</b></li> <li>On <b>Review</b> tab select <b>Export</b></li> </ul>	<p>Or tick all, to deselect pick again</p> <p style="text-align: right;"><b>Export</b></p>																								
<p><b>Step 2</b></p> <ul style="list-style-type: none"> <li>The <b>Export</b> dialog box will appear</li> </ul> <p>No additional information is required select <b>Export</b></p>																									
<p><b>Step 3</b></p> <ul style="list-style-type: none"> <li>The <b>Background tasks</b> dialog box will appear</li> </ul>																									
<p><b>Step 4</b></p> <ul style="list-style-type: none"> <li>The <b>Downloads</b> dialog box will appear</li> <li>Select <b>open file</b> to open the excel file</li> </ul>																									
<p><b>Step 5</b></p> <ul style="list-style-type: none"> <li>Sample of Excel file export from <b>Electricity Network eCopies</b></li> </ul>	<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> </tr> <tr> <th>1</th> <th>File Name</th> <th>Drawing Title</th> <th>State</th> <th>Title Line 1</th> <th>Title Line 2</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>404249.TIF</td> <td>PROPOSED LANDSCAPING</td> <td>Released</td> <td>ZONE SUBSTATIONS</td> <td>AKURA</td> </tr> <tr> <td>3</td> <td>407149.tif</td> <td>FENCE POSITIONS FOR TRANSFORMER REMOVAL</td> <td>Released</td> <td>ZONE SUBSTATIONS</td> <td>AKURA</td> </tr> </tbody> </table> <p><b>Export document meta-data completed</b></p>		A	B	C	D	E	1	File Name	Drawing Title	State	Title Line 1	Title Line 2	2	404249.TIF	PROPOSED LANDSCAPING	Released	ZONE SUBSTATIONS	AKURA	3	407149.tif	FENCE POSITIONS FOR TRANSFORMER REMOVAL	Released	ZONE SUBSTATIONS	AKURA
	A	B	C	D	E																				
1	File Name	Drawing Title	State	Title Line 1	Title Line 2																				
2	404249.TIF	PROPOSED LANDSCAPING	Released	ZONE SUBSTATIONS	AKURA																				
3	407149.tif	FENCE POSITIONS FOR TRANSFORMER REMOVAL	Released	ZONE SUBSTATIONS	AKURA																				
<p><b>END</b></p>																									

5.5 - Creating a collection

Introduction

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

Pre-requisites

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

Steps

<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li>• Select multiple documents by <b>file name</b></li> <li>• On <b>Review</b> tab select <b>Add to collection</b></li> </ul>	
<p><b>Step 2</b></p> <ul style="list-style-type: none"> <li>• The <b>ADD TO COLLECTION</b> dialog box will appear</li> <li>• Select <b>Create New</b> and type a name for the collection in the <b>New collection</b> box</li> <li>• Select if collection is <b>Private Or Shared</b> pick <b>OK</b></li> <li>• You will then only see the option <b>Export</b> to pick</li> </ul> <p><b>Note;</b> You can now <b>Export</b> your collection of information or add more files to your collection, to export refer <i>QRG - Export document meta-data</i></p>	

<p><b>Step 3</b></p> <ul style="list-style-type: none"> <li>To view collection, select <b>collections</b> at the bottom left-hand corner of Meridian Explorer</li> <li>To add more documents to the collection, repeat from <b>Step 1</b></li> </ul>	
<p><b>Step 4</b></p> <ul style="list-style-type: none"> <li>To remove collection, view collection and select specific collection pick <b>Delete</b></li> </ul>	<p><b>Creating a collection completed</b></p>
<p><b>END</b></p>	

## 5.6 - Searching standard drawing code CWM

### Introduction

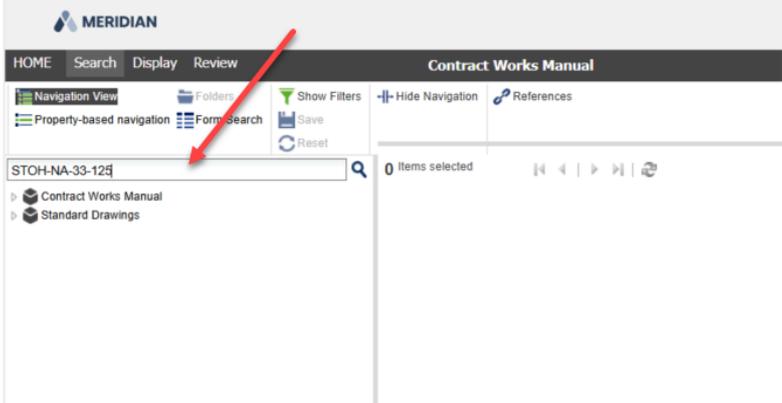
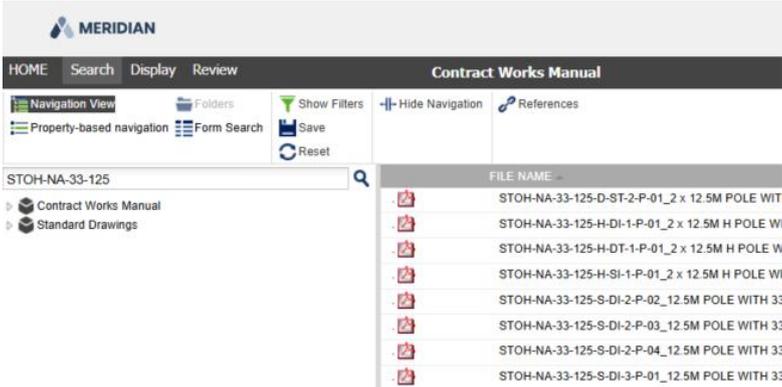
The 'Searching for standard drawing code CWM' Quick Reference Guide is designed to provide a viewer specific information about searching for a standard drawing code with clear visual and minimum written instructions necessary to carry out the task.

The standard drawing code. The search for the code could include a part portion or the whole code.

### Pre-requisites

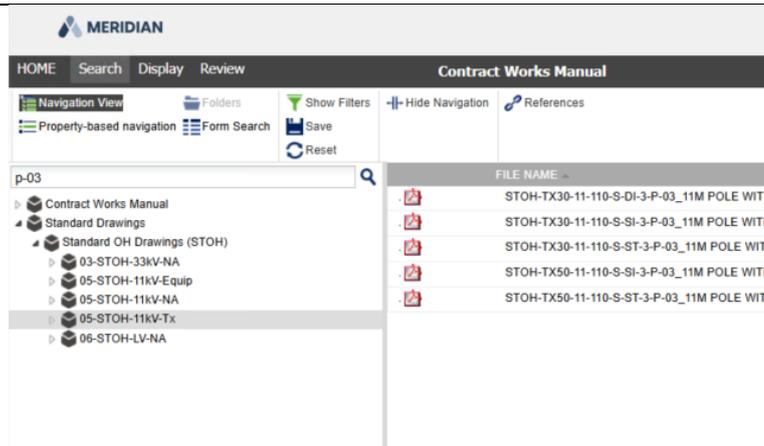
The user will have access to CWM vault, and a basic understanding of the building blocks which make up the code.

### Steps

<p><b>Step 1</b></p> <ul style="list-style-type: none"> <li>• Open the Contract Works Manuals portal</li> <li>• On the <b>Search</b> tab, <b>Quick Search</b> field type the standard drawing code you're searching for. The search is not case sensitive but will match letters, hyphens and spaces</li> <li>• Select the search magnifying glass  or enter on keyboard to execute the search</li> </ul>	 <p>The more complete the code is, the more filtered your search results will be</p> <p><b>Note:</b> the text search is not case sensitive and can be just a portion of the code i.e. na-33-125. You can also search the drawing number in the quick search field.</p>									
<p><b>Step 2</b></p> <p>You can keep adding to the code to refine you're search</p>	 <table border="1"> <thead> <tr> <th>FILE NAME</th> </tr> </thead> <tbody> <tr> <td>STOH-NA-33-125-D-ST-2-P-01_2 x 12.5M POLE WIT</td> </tr> <tr> <td>STOH-NA-33-125-H-DI-1-P-01_2 x 12.5M H POLE WI</td> </tr> <tr> <td>STOH-NA-33-125-H-DT-1-P-01_2 x 12.5M H POLE W</td> </tr> <tr> <td>STOH-NA-33-125-H-SI-1-P-01_2 x 12.5M H POLE WI</td> </tr> <tr> <td>STOH-NA-33-125-S-DI-2-P-02_12.5M POLE WITH 33</td> </tr> <tr> <td>STOH-NA-33-125-S-DI-2-P-03_12.5M POLE WITH 33</td> </tr> <tr> <td>STOH-NA-33-125-S-DI-2-P-04_12.5M POLE WITH 33</td> </tr> <tr> <td>STOH-NA-33-125-S-DI-3-P-01_12.5M POLE WITH 33</td> </tr> </tbody> </table>	FILE NAME	STOH-NA-33-125-D-ST-2-P-01_2 x 12.5M POLE WIT	STOH-NA-33-125-H-DI-1-P-01_2 x 12.5M H POLE WI	STOH-NA-33-125-H-DT-1-P-01_2 x 12.5M H POLE W	STOH-NA-33-125-H-SI-1-P-01_2 x 12.5M H POLE WI	STOH-NA-33-125-S-DI-2-P-02_12.5M POLE WITH 33	STOH-NA-33-125-S-DI-2-P-03_12.5M POLE WITH 33	STOH-NA-33-125-S-DI-2-P-04_12.5M POLE WITH 33	STOH-NA-33-125-S-DI-3-P-01_12.5M POLE WITH 33
FILE NAME										
STOH-NA-33-125-D-ST-2-P-01_2 x 12.5M POLE WIT										
STOH-NA-33-125-H-DI-1-P-01_2 x 12.5M H POLE WI										
STOH-NA-33-125-H-DT-1-P-01_2 x 12.5M H POLE W										
STOH-NA-33-125-H-SI-1-P-01_2 x 12.5M H POLE WI										
STOH-NA-33-125-S-DI-2-P-02_12.5M POLE WITH 33										
STOH-NA-33-125-S-DI-2-P-03_12.5M POLE WITH 33										
STOH-NA-33-125-S-DI-2-P-04_12.5M POLE WITH 33										
STOH-NA-33-125-S-DI-3-P-01_12.5M POLE WITH 33										
<p><b>Step 3</b></p> <p>If you navigate to a specific folder and search with-in that folder</p> <ul style="list-style-type: none"> <li>• First select <b>Reset</b>  to clear any filters.</li> </ul>										

- Navigate to the folder level you want to search with-in
- In **Quick Search** field type a portion of the code, i.e. *p-03*

Remember to reset between searches to clear filters



The screenshot shows the Meridian Explorer interface. At the top, there's a navigation bar with 'HOME', 'Search', 'Display', and 'Review'. Below that, a 'Contract Works Manual' header is visible. The main area is divided into a left-hand navigation pane and a right-hand file list. The search field at the top left contains 'p-03'. The left pane shows a tree view with 'Standard OH Drawings (STOH)' expanded, listing sub-folders like '03-STOH-33KV-NA', '05-STOH-11KV-Equip', '05-STOH-11KV-NA', '05-STOH-11KV-Tx', and '06-STOH-LV-NA'. The right pane shows a list of files with names starting with 'STOH-TX30-11-110-S-DI-3-P-03\_11M POLE WITH' and 'STOH-TX50-11-110-S-ST-3-P-03\_11M POLE WITH'.

**Searching standard drawing code CWM completed**

**END**

## 6. User Preferences

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

### 6.1 Configure Personal Preferences

At the top right corner of any page, click your name. Your personal profile pages appear. **GENERAL** user preference and **OPTIONS** (no selectable items). Select **x** to close page.



#### General user preference.

Table 15

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

The screenshot shows the Meridian Explorer interface. At the top right, the user's name 'Maria Coombe' is displayed with a dropdown arrow. A red arrow points to this dropdown. Below the main navigation bar, the 'GENERAL' user preference settings are visible. The settings are listed as follows:

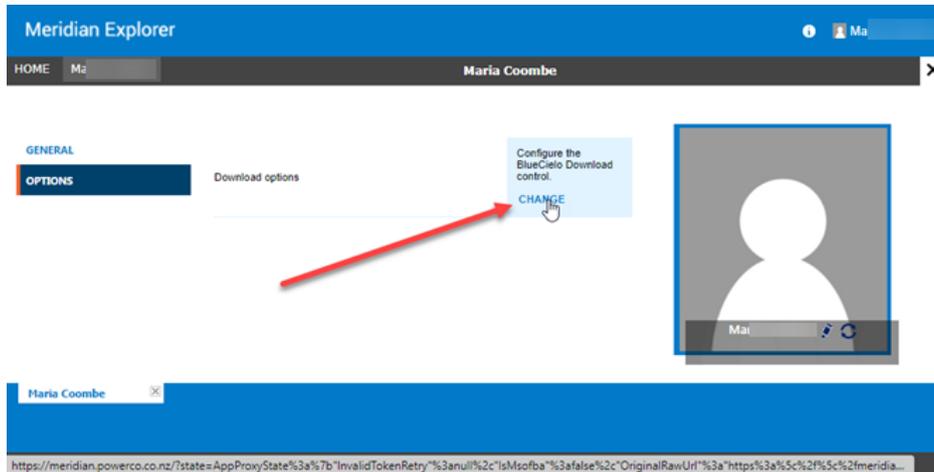
Setting Name	Value	Action
Language	English	CHANGE
Local user settings	Reset local settings	RESET
Workspace	prap2rds02 on https://powerwebtest.powerco.co.nz/BCSiteCache	

To the right of the settings is a user profile card for 'Maria Coombe' with a profile picture placeholder and a settings icon.

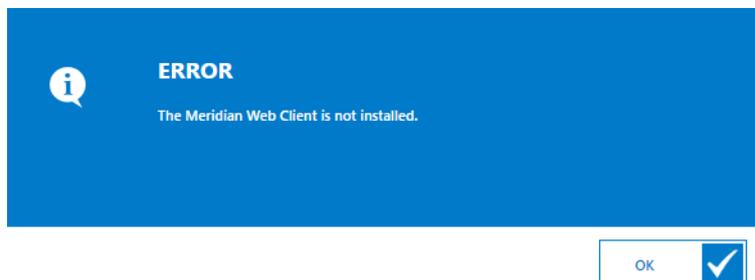
## Options user preference.

Table 16

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



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

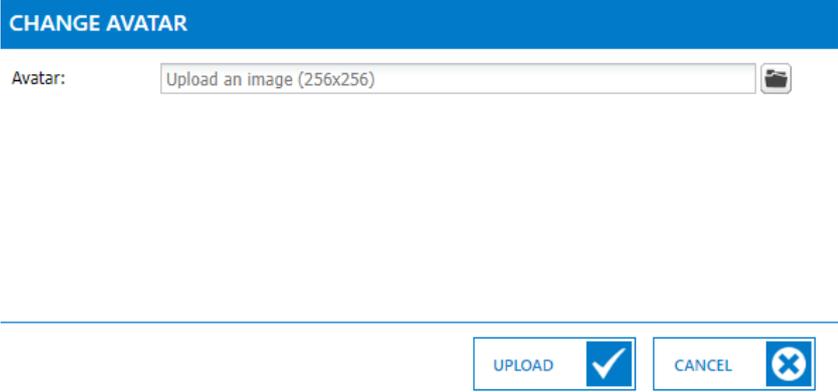


If you have downloaded Meridian Explorer Client, you will be able to change the download path.

## 6.2 Change Avatar

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

### Steps

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

## 7. Document review history

Version number	Reviewed by.	Review date	Reason
10	M. Coombe	25/07/2022	Update format, taxonomy Added Quick Reference Guides (QRG)
11	M. Coombe	23/08/2022	Minor change as required to change document from Corporate to Public Data classification
12	M. Coombe	05/08/2024	Updated to align with application upgrade
13	M. Coombe	04/07/2025	Update to include C25 standard drawing information