

My.neterra.net Access control Handbook

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1. Registering a new user

In order new user to be registered Customers of Neterra may contact their account manager or request access directly via the portal: home page \rightarrow request account profile (Request an account) and fill in the required information:



2. User management

Two types of accounts are available for the Customers of Neterra on my.neterra.net.

- Access to monitoring modules which provides monitoring of the parameters of used services;
- Access to monitoring modules which provides monitoring of the parameters of used services and access control of the visitors in the data centers of Neterra. These are the representatives of the Customer who have rights to change the visitors with temporary or permanent access.

Users who are being granted with Access Control rights may see all the rest users associated to the company of the Customer. This may be performed by visiting Access Control \rightarrow Accounts.

From the user list the rights of the rest users may be managed. There are two options in



their rights – to receive or not access to Access Control module.

my:\Neterra>	Users									
	Show 10 v entries									
Dashboard	Username 🚛	Full Name	Email	Permissions						
Access Control +	Dummy_user	Dummy User1								
Visitors	Dummy_user2	Dummy User2		∎0 ∎0						
Visits	Username	Full Name	Email	Permissions						
Accounts	Showing 1 to 2 of 2 entries									
Logout	User can allow access by outsiders to Neterra's objects User can access only main dashboard									

3. Reviewing and adding visitors

The portal allows Customer to add visitors with temporary or permanent access for each of Neterra's data centers where they have collocated equipment. This functionality is available only to users who are granted access to edit the list of visitors with temporary or permanent access.

3.1. Reviewing visitors access rights to the equipment of Customer collocated in the data centers of Neterra.

my:\Neterra>	Access Control: Visitors										
	Show 10 v entries	Show 10 V entries Search:									
	First name	Last name 🛛 🕸	Allowed objects		11	Options					
Access Control 🔺	Test	Visitor1	Sofia Data Center	from 15-05-2019 00:00:00	to 22-05-2019 23:59:59	Show Edit Delete H	History				
Visitors	Test	16-14-2	A-E- D-t- At-	from .	4-		Noton:				
	Test Visitor2		Sofia Data Center from to			Show Edit Delete F	HISTORY				
	First name	Last name	Allowed objects			Options					
	Showing 1 to 2 of 2 entries						Previous 1 Next				

From Access Control menu click Option Visitors. This category contains a list with all visitors granted access rights to the equipment of Customer collocated in the data centers of Neterra. 4 options are available for each visitor:

Show – detailed information about the visitor;

Edit – option for editing this visitor;

Delete – discards all visitor rights but stores information related to all previous editions for this visitor;

History – shows each change of the visitor and when or by which user it has been made.

my:\Neterra>	Access Control: Visitor, history changes for Test Visitor2 Back									
Dashboard		Search: dumm								
Change password	Edited at	Changes It	Event 11	User						
Access Control + Visitors	03-05-2019 15:00:23	First name: Tecroe → Test Last name: Посетител2 → Visitor2	updated	Dummy_user						
Visits Accounts Logout	24-04-2019 17:59:00	First name: - → Tecroia Last name: - → Toconvren2 Document ID: - → XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	created	Dummy_user						
BGIEN	24-04-2019 17:59:00	Access for object. Solia Data Center Start date:→ - End date:→ - Object:→ Sofia Data Center	created	Dummy_user						
	Edited at Changes Event		Event	User						
	Showing 1 to 3 of 3 entries (filtered from 5 total entries)			Previous	1 Next					



3.2. Adding a new visitor

From Access Control Menu \rightarrow Visitors and click "Create visitor"

my:\Neterra>	Access Control: Editing visitor										
	First name	Test									
	Last name	Visitor1									
Access Control +	Document ID	X000000000X									
Visitors	Personal number										
	Subcontractor	Sobcontractor2									
	Allowed objects	C Object name	Start date	End da	te						
		D SDC Duran									
		□ SDC Russe									
		Sofia Data Center	15-05-2019	22-05	2019						
BG EN				0	Ma	y	~ :	2019	,	0	
		Edit Cancel		Мо	Tu 1	Ne	Th	Fr	Sa	Su	
						1	2	3	4	5	
				6	7	8	9	10	11	12	
				13	14	15	16	17	18	19	
				20	21	22	30	31	23	20	
				2.1			-0	-			

All required user data should be filled in:

- First Name and Last Name must be exactly as written in the ID of the user;
- Document ID or Personal Number one of these two fields is mandatory. For Bulgarian citizens Personal number or Document ID, for other citizens - Document ID number;
- Subcontractor this field is optional in case Customer provides access to
 outsourced company and for easing the administrative process, the name of the
 subcontractor company may be filled in;
- Allowed objects a list with all the data centers of Neterra, where Customer has collocated equipment. Select the location that the visitor can access with Start date and End date. In the event where the fields for Start and End of access are not filled in, visitor is considered with permanent access.
- After filling in all of the required fields Create button should be pressed and the new visitor is already available in the user list.

4. Reviewing visits

From Access Control \rightarrow Visits a detailed report for all completed visits by the representatives of Customer in the data centers of Neterra. Report may be sorted by columns or to be filtered by the Search field. Export to csv allows Customer to save the report.

my:\Neterra>	Access Control Object visits									
	Show to entries						Search		Equit to cav	
Charles pressived	Object	IT First name	11 Last name	II Scanned data	Accompanied by	17 Entered at		Left at		
Arcess Control -	Solia Data Center	Test	Visitor2		+ 1980 - 1	25-04-2019-09	57.21	25-04-2019 09:58:08		
Watters	Object	First name	Last name	Scanned data	Accompanied by	Entered at		Left at		
Vises	Showing 1 to 1 of 1 entrie	15						Provinas	1 Nost	
Accounts										
Logoul										