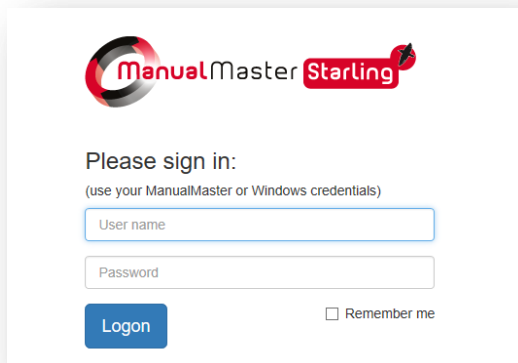


Introduction to Manual Master Web

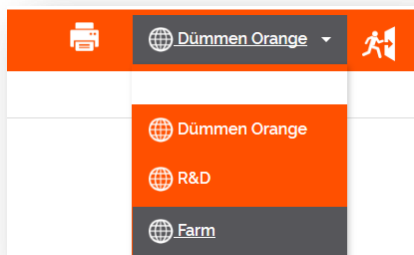
To access Manual Master web:

1. Ensure you are logged in either by **VPN*** or you work from **My.DummenOrange** (remote desktop connection)
2. Navigate to this link in your browser:
<http://manualmaster.dummenorange.com/MMWeb/>
3. The following page is opened:



The image shows the ManualMaster Starling login interface. At the top is the logo with 'ManualMaster' in black and 'Starling' in a red box. Below the logo, it says 'Please sign in:' followed by '(use your ManualMaster or Windows credentials)'. There are two input fields: 'User name' and 'Password'. Below the 'User name' field is a blue 'Login' button. To the right of the 'Login' button is a checkbox labeled 'Remember me'.

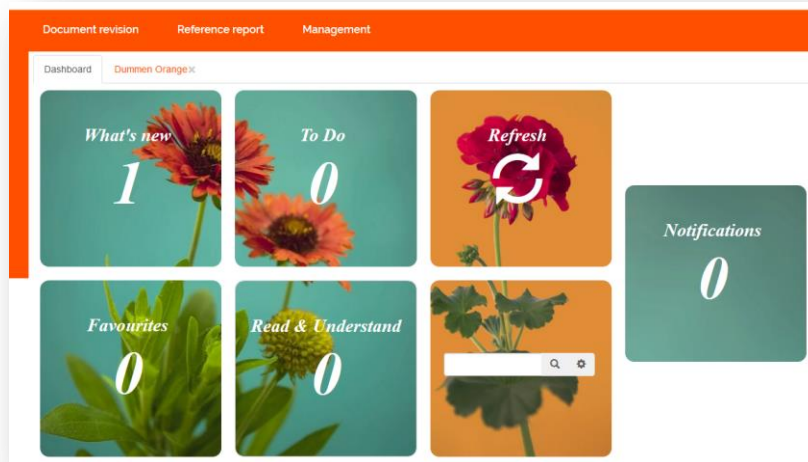
1. For users that work from **My.DummenOrange**
 - a) Use your CELOC/Windows login name (*not Email*)
 - b) Use your CELOC/Windows password
 2. For users that received their credentials directly from the MM administrator – please use the login information in the introduction email. If the above login page doesn't open in the browser, contact the MM administrator.
4. Go to domain button (top right bar) and select from the list.



The list of domains which you see depends on the type of access granted to you.

**it is possible that your location is directly connected through VPN and you don't need a separate desktop application*

Once logged in, you will see a Start page, and a Dashboard page with different tiles on it. There are a few standard tiles – *What's new*, *To Do*, *Read & Understood*, *Notifications*, *Favorites*, *Search*, and *Refresh*.

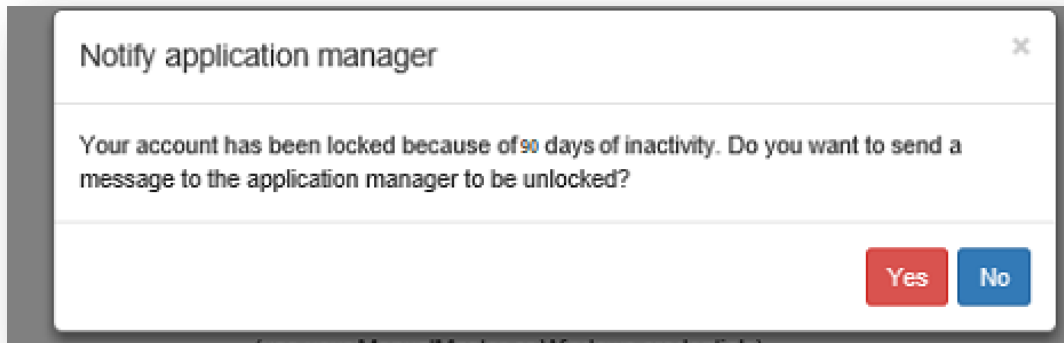


Default tiles

Name	Function
What's New	Shows all the documents that have been added and you have access to, and might be relevant to you.
To Do	Actions which are required from your side (e.g. to Verify, or Authorize document – depends on job and responsibilities).
Read & Understood	Documents which your manager/supervisor wants you to read and confirm that you understand, or indicate that you do not understand the contents therein.
Notifications	Indicates the current document status – e.g. document has been verified, has been rejected, etc. in the document cycle.
Favorites	All the documents which you have added as your favorites, for quick and easy access.
Search	Allows you to search by terms and tags, and to filter the results.
Refresh	The numbers and information on the tiles doesn't refresh automatically once you have opened (read, clicked on) a document. You need this button to show you the most up-to date content.

Troubleshooting

If you don't log in your MM account for 90 days, it will be automatically locked.



Should that happen, click **Yes** so the administrator will receive a message to unlock your account.

If you don't have any access to documents you will see this:

Welcome, there are no documents assigned to you. Please contact your application manager for more information.

Select a Supervisor	Damas Gulyatongoka
Subject	Damas Gulyatongoka Marian Langebaan Milva Mihaylova
Content	Petra van der Goes

[Send message](#)

The system will send an automatic email so please select *Milva Mihaylova* (MM admin) or one of the other *superusers* from the list. Then write your full name in the **Comment** section and click on **Send message**.

If you have any questions or you experience issues with the system, please contact the Dümnen Orange Knowledge Management Assistant.

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