

STANDARD OPERATING PROCEDURE DOCUMENT

Title	Logging onto the UPS Web Management System		Doc. No.	IT120
Scope	IT Department			
Purpose	To ensure the IT department can log onto the UPS web management system to configure the UPS.			
GUIDELINES	<p><u>UPS</u></p> <p>The UPS provides support to the server and computer infrastructure within the call centre in the event of loss of power to the Wavertree call centre. The web access system provides access to monitor the status of the UPS and configure the SMTP settings to allow automatic alerts to be sent out in the event of failure to the UPS.</p>			
PROCEDURE			RESPONSIBILITY	
1	To logon to the UPS system enter the following IP address in the Web browser. http://192.168.110.15		IT Department	
2	Once the page displays you will then be required to enter a username and password. For the username and password please refer to the IT shared drive for the user credentials.		IT Department	
3	Once you have entered the password click the login button		IT Department	
4	After clicking the login button a new window will then display. You will have access to check the server Status , view the Event Log , configure the Network, UPS and Services Installed and change the Logon credentials for the UPS.		IT Department	

5	It is recommend not to make any changes to the UPS without consulting the supporting company. For standard changes including Network, Date and Time and SMTP settings follow the procedures below.	IT Department
6	If you require to change the SMTP details to send out email alerts hover over the Config button and then Scroll down to Services , when a further window opens click the Email button.	IT Department
7.	When the new window displays you can enter SMTP details of the SendGrid server to pass on the auto alerts. When configuring the UPS email you will enter a sender address and an email address of the person who will be receiving the emails. Using the box below you can select the type of emails you want the user to receive. Please not the UPS cannot send emails to distribution groups.	IT Department
8.	To alter the Network details, hover over the Config button until the new menu displays and then click on the Network button. You will then have access to alter the hostname and Network configuration. Currently the UPS is configured to the static I.P address 192.168.110.15	IT Department
9.	To alter the Time and Date of the UPS hover over the Config button until the new menu displays and then click on the Date and Time button. You will then have the option to enter the new time and date. Further configuration can be made to sync the UPS time and date settings with the domain server.	IT Department
10.	If there are any failings on the UPS or the main power drops you can view the occurrence of events by viewing the Event Log maintained on the UPS.	IT Department
11.	If you require any further support please contact TSE Ltd or Ingram Installations.	IT Department



Urgent Care 24

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Title	SOP IT120 Logging onto the UPS Web Management System	Doc. No.	IT120
Version	V1		

Approving Managers/Committee	
Date Ratified	
Department of Originator	Information Management and Technology
Responsible Executive Director	Director of Finance
Responsible Manager/Support	Head of IT
Date Issued	11/11/2015
Review Date	November 2016 or when there is a change in the process.
Target Audience	All Staff

Version	Date	Control Reason	Accountable Person for this Version

Reference documents	Electronic Locations	Locations for Hard Copies
	Urgent Care 24 Intranet / SOPs / * Clinical Operations Admin section Please delete as appropriate *	Standard Operating Procedures File in the Call Centre.

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