

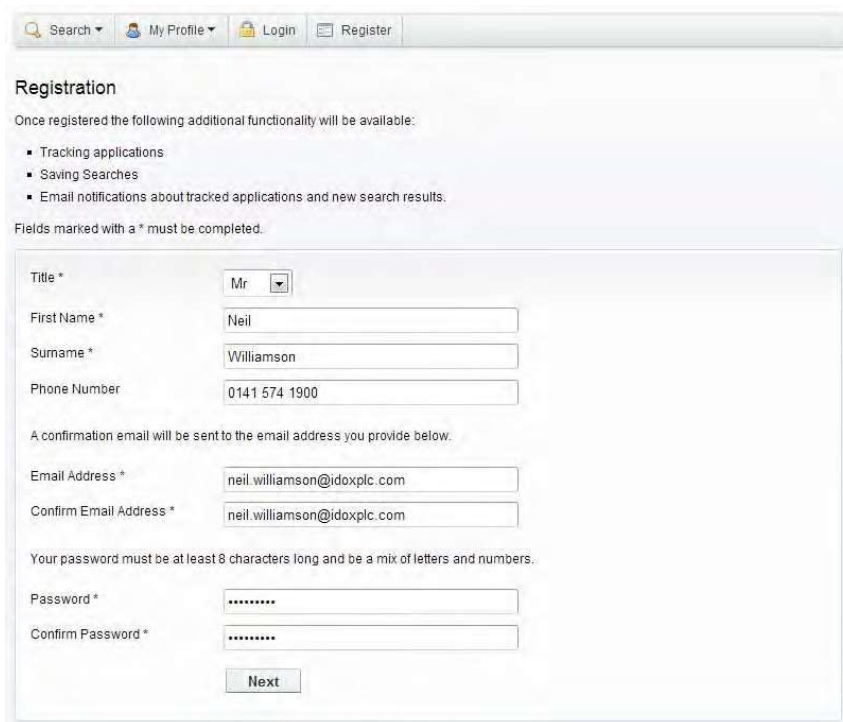
# User Details

Anyone can use the Idox Public Access site without the need to register but to take advantage of the advanced profile features you must first register a user account.

## Registration

Registering for an Idox Public Access user account only requires you to provide your name and relevant contact details.

- 1 To create a new user account click on **Register** in the menu bar.



The screenshot shows the 'Registration' page of the Idox Public Access site. At the top, there is a navigation bar with links for Search, My Profile, Login, and Register. Below this, the 'Registration' section explains that once registered, users will have access to tracking applications, saving searches, and email notifications. It also states that fields marked with an asterisk (\*) are mandatory. The form itself contains the following fields: Title (a dropdown menu with 'Mr' selected), First Name (text box with 'Neil'), Surname (text box with 'Williamson'), Phone Number (text box with '0141 574 1900'), Email Address (text box with 'neil.williamson@idoxplc.com'), Confirm Email Address (text box with 'neil.williamson@idoxplc.com'), Password (text box with masked characters), and Confirm Password (text box with masked characters). A 'Next' button is located at the bottom of the form.

- 2 Register your personal details by filling in the following fields:
  - **Title** - select the title you wish to be addressed by.
  - **First Name** - enter your first name.
  - **Surname** - enter your surname.
  - **Email Address** - enter your email address. Enter it again to confirm that it is correct.
  - **Password** - enter a password that will allow only you to access your account.  
**Note** Passwords must be eight characters or longer, must contain a mixture of letters and numbers and must not contain spaces. Enter the password again below to confirm that it is correct.
- 3 Click on Next.

- 4 Enter your postcode, then press Next.

Registration

Postcode \*

- 5 Select your address from the drop down list, then click on Next.

Registration

Please select your address:

- 6 If your address is not listed, select **My address is not in the list** and click on Next.

- 7 Enter your address details in the appropriate fields, then click on Next.

Registration

Address Line 1 \*

Address Line 2

Town/City \*

Postcode \*

- 8 Click to read the Terms and Conditions and Privacy Policy that apply to the use of the site. When you have done so, tick the check box to indicate that you agree to them.
- 9 Check that your personal and login details are correct. To register them, click on the Next button.
- 10 An email will be sent to the address you entered. This provides final confirmation that you want to create an Idox Public Access account. When the email arrives, click on the link to be returned to the Idox Public Access site.

Subject: Registration Confirmation Request

Hello Neil Williamson,

To confirm your registration please click the following link:

<http://DEVCORE103/online-applications/registrationConfirm.do?action=createUser&key=83ff6b85ebe336d5d6e984be61146f8e>

If required you can also copy the link to the address field of your browser.

Please Logon with the username and password you originally selected.

## Log In

In order to use the full range of features offered by Idox Public Access you need to log in to the site using the username and password you provided when you registered your account.

- 1 Click on Login in the menu bar.
- 2 Enter your email address and password, then click on the Login button.

## Forgotten password

- 1 If you forget your password, click on the **Forgotten password?** link.
- 2 Enter your email address and then enter a new password twice. Press the **Change Password** button.
- 3 A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.

## Log out

When you are finished using Idox Public Access, remember to log out by clicking on the Logout button in the menu bar.

## My Profile

Once your account has been created, you can access your My Profile area. This area allows you to configure your personal details as well as manage your searches and applications.

- **Profile Details** - your full personal details
- **Saved Searches** - a list of searches which you have saved
- **Notified Applications** - notifications that applications that you are tracking, or are the subject of saved searches, have been modified
- **Tracked Applications** - a list of applications that you have elected to track.

### Profile details

The Profile Details pages allow you to view and update your account details.

- 1 Select **Profile Details** from the My Profile drop down list in the menu bar.

My Profile » Profile Details

Profile Details	Saved Searches	Notified Applications	Tracked Applications								
<div>Change Password Update Personal Details Delete Profile</div> <table><tr><td>Name</td><td>Mr Neil Williamson</td></tr><tr><td>Email</td><td>neil.williamson@idoxgroup.com</td></tr><tr><td>Phone Number</td><td>0141 574 1900</td></tr><tr><td>Address</td><td>44 Thomas Street Neath West Glamorgan SA11 2RY</td></tr></table>				Name	Mr Neil Williamson	Email	neil.williamson@idoxgroup.com	Phone Number	0141 574 1900	Address	44 Thomas Street Neath West Glamorgan SA11 2RY
Name	Mr Neil Williamson										
Email	neil.williamson@idoxgroup.com										
Phone Number	0141 574 1900										
Address	44 Thomas Street Neath West Glamorgan SA11 2RY										

The Personal Details page allows you to view the details you registered with. You can change any of those details or update your password.

- 2 To update your password click on **Change Password**.
- 3 Enter your email address and then enter a new password twice.
- 4 Press the **Change Password button**. A confirmation email will be sent to your email address. When it arrives, click on the confirmation link. You will now be able to log in with your new password.
- 5 To change your details click on **Update Personal Details**. Alter your details as required, clicking on the Next button to page through the sections.
- 6 When you no longer wish to use Idox Public Access, click on **Delete Profile**.

## Saved searches

The primary activity on the Idox Public Access site is to perform searches for information. Searches that will be performed frequently can be saved so that they may be repeated easily as often as you like (see “Searching” on page 13).

Any changes to the status of applications previously found by your search criteria or any new applications which match the criteria of a saved search will trigger a notification. Notifications are listed in the Notified Applications page.

- 1 To view your saved searches, select **Saved Searches** from the My Profile drop down list.












My Profile » Saved Searches [Help with this page](#)

Profile Details

Saved Searches

Notified Applications

Tracked Applications

Run	Edit	Delete	Search Title ▾	Search Type ▾
			Map Planning Application 21-Nov-2013 10:29 AM	Application
			Map Planning Application 21-Nov-2013 10:30 AM	Application
			Map Planning Application 04-Dec-2013 3:17 PM	Application
			"shelone terrace" Planning Application 09-Dec-2013 4:16 PM	Application

- 2 You can sort the list by clicking on the appropriate column headings:
    - **Search Title** - sort the list alphabetically by search title
    - **Search Type** - sort the list alphabetically by search type.
  - 3 To perform a saved search now, click on the **Run** button for that search.
- Note** Circular map searches cannot be run from the Saved Searches page.
- 4 To modify the search criteria, click on the **Edit** button for that search. This returns you to the appropriate search form and allows you to change the details of the search.
  - 5 To remove a search from the list, click on the **Delete** button for that search.

## Tracked applications

After locating an application of interest by searching, you can choose to keep a watch on what happens to it by tracking it. Applications are displayed on the Tracked Applications page. When applications that you are tracking are modified (Received Date, Address, Description, or Status has changed) a notification will appear on the Notified Applications page and you will be sent a notification email.

- 1 To view these applications, select **Tracked Applications** from the My Profile drop down list.

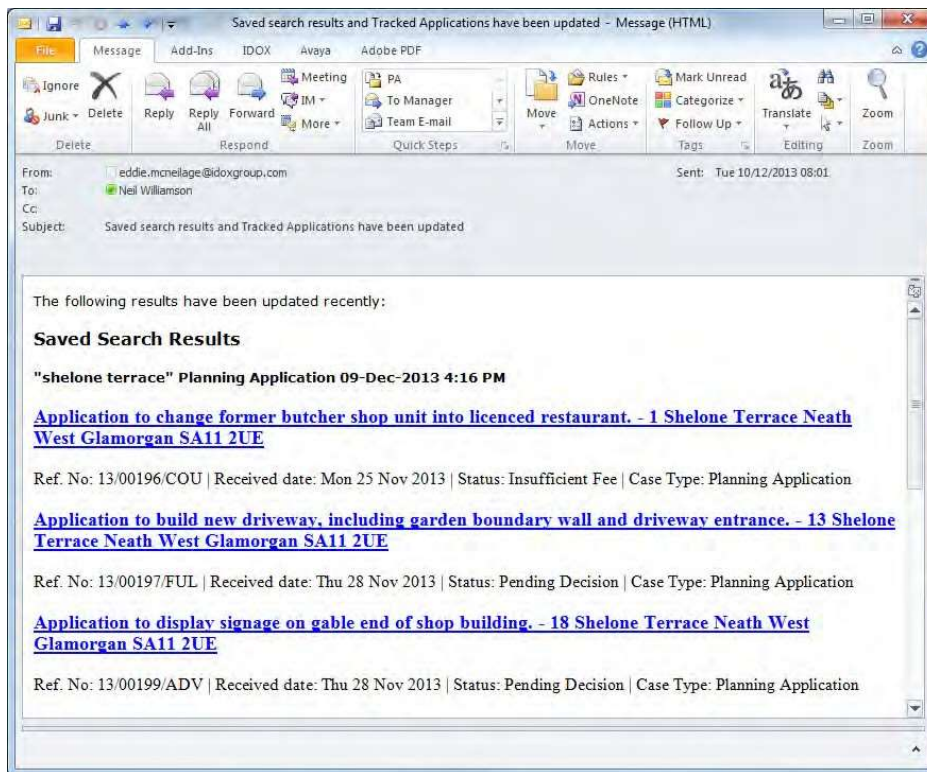
My Profile » Tracked Applications [Help with this page](#)

Profile Details		Saved Searches		Notified Applications		Tracked Applications	
View	Stop Tracking	Reference	Address	Type	Status		
		13/00144/FUL	7A Bethel Street Neath West Glamorgan SA11 2HQ	Application	Registered		
		13/00197/FUL	13 Shelone Terrace Neath West Glamorgan SA11 2UE	Application	Awaiting decision		
		13/00196/COU	1 Shelone Terrace Neath West Glamorgan SA11 2UE	Application	Awaiting decision		
		13/00202/ADV	9 Shelone Terrace Neath West Glamorgan SA11 2UE	Application	Awaiting decision		

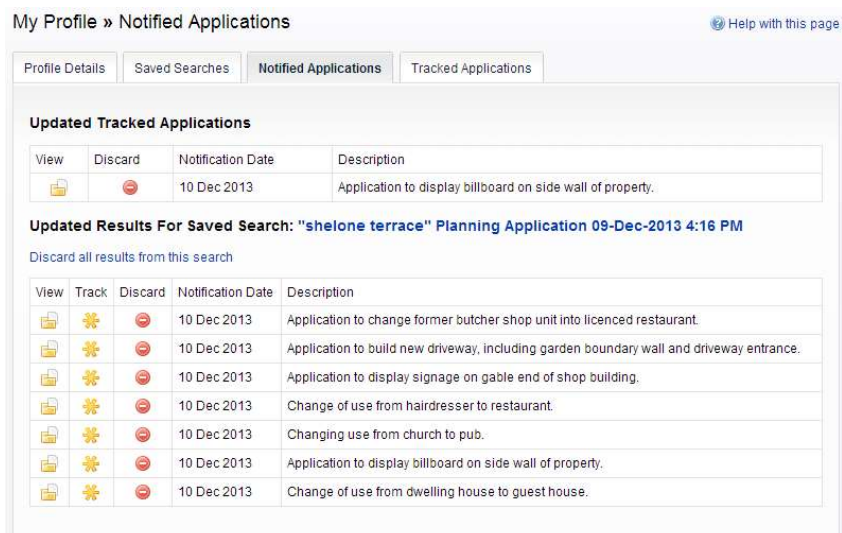
- 2 You can sort the list by clicking on the appropriate column headings:
  - **Reference** - sort the list alphanumerically by reference
  - **Address** - sort the list alphanumerically by the address that is the subject of the application
  - **Type** - sort the list alphabetically by the application type
  - **Status** - sort the list alphabetically by the status of the application.
- 3 To view a tracked application, click on the View button for that application.
- 4 To remove an application from the tracked applications list, click on the **Stop Tracking** button for that application.

## Notified applications

When applications that are the subject of a saved search or are in your Tracked Applications list are modified, a list of those applications will appear in the Notified Applications page. You will also be sent a notification email.



- 1 To view your notifications, select **Notified Applications** from the My Profile drop down list.



- 2 The tracked applications that have been modified are listed at the top of the screen. These are followed by the modified applications that are subject to your saved searches.
- 3 To view an application, click on the **View** button for that application.

- 4 To remove an application from the notifications list, click on the **Discard** button for that application. To delete all of the notified results for a particular search, click on **Discard All Results From This Search**.
- 5 Additionally, you can select saved search applications from the notifications list and track these. Click on the **Track** icon for the applications of interest. These will now be added to your Tracked Applications page.