



RMS Configuration Website

Administrator Guide

This Admin guide will show you how to manage users in the Chorus Identity Management system.

With Admin access, you will have the ability to Add/Delete or Modify users.

Website To Log in:

<https://activate.chorus.co.nz/>

RSP Dashboard:

RSP Dashboard is your central Identity management Screen.

The screenshot shows the RSP Dashboard interface. At the top, there is a navigation bar with the title "RSP Dashboard". Below this, there are two main sections: "Actions" and "Reports". The "Actions" section includes icons for "New User", "Update User", "Delete User", "Bulk New Users", "Request Access", "Enable Account", and "Disable Account". The "Reports" section includes icons for "My RSP Users" and "My Users Expiring". Below the navigation bar, there is a search and filter section. It includes a "Company" search field, a "Created From" date range selector, a "Last Login From" date range selector, and a "Search" button. To the right, there are fields for "Name", "Created To" (set to 8/21/2019 5:11 PM), and "Last Login To" (set to 8/21/2019 5:11 PM). At the bottom, it displays "No Users".

From here you can:

- Search through your existing users by entering your Company name
- Create new users
- Update existing users
- Delete users
- Bulk create users
- Request access to applications for yourself or others
- Enable accounts
- Disable accounts

The Search function will show you your existing users.



RSP Dashboard

[New User](#)
[Update User](#)
[Delete User](#)
[Bulk New Users](#)
[Request Access](#)
[Enable Account](#)
[Disable Account](#)
[Log RSP Users](#)
[My Users](#)
[Billing](#)

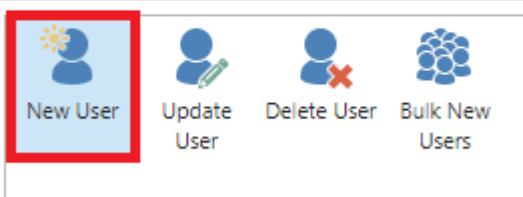
Company:
 Name:
 Created From:
 Created To:
 Last Login From:
 Last Login To:

Name	Login	Status	Company	Last Login	Created
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	06/06/2019 12:53 PM (Acure)	04/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	20/06/2019 06:19 PM (Acure)	17/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	10/06/2019 11:18 AM (Acure)	04/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	21/06/2019 04:31 PM (AD)	21/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	TelstraClear	19/06/2019 02:47 PM (Acure)	20/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	20/06/2019 10:14 AM (Acure)	11/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	13/06/2019 01:16 PM (Acure)	12/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	06/07/2019 03:24 PM (Acure)	07/07/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	TelstraClear	Never	11/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	TelstraClear	Never	17/07/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	07/06/2019 11:22 AM (Acure)	17/07/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	WexChange	21/06/2019 03:15 PM (AD)	17/07/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	Never	25/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	20/06/2019 05:00 PM (Acure)	11/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	20/06/2019 04:34 PM (Acure)	11/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	12/06/2019 07:58 AM (AD)	11/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	10/07/2019 12:12 PM (Acure)	12/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	19/06/2019 10:36 AM (Acure)	23/06/2019
John P... john.p...@vodafone.com	john.p...@vodafone.com	Enabled	Vodafone	20/06/2019 09:49 AM (AD)	26/06/2019

Create a New User

Select new User from the RSP Dashboard

RSP Dashboard



Enter User Details

New Retail Service Provider Details Cancel Next

User Type:

User Details

Company:

First Name:

Last Name:

Email:

Mobile:

Select Next, and then Submit



Confirm User Create
Please confirm the creation of the following user.

Enter a reason for this request. Please do not use this field to provide more information of the service(s) you are ordering.

Submit Cancel

Submit Details

Creating User **John James**

Roles

- Retail Service Provider


User Details

Company


First Name

Bulk User Creation


RSP Dashboard




New User



Update User



Delete User



Bulk New Users

Use the format below for your file, or download the template from the import box.

	A	B	C	D	E	F	G	H	I	J	K
1	Company	FirstName	LastName	ExternalEmail	Telephone	Mobile	Fax	Address	City	Postcode	
2											
3											
4											
5											

The company field needs to be populated with your company name.

Import your saved file, and then select Next:



Import New RSP Users file Cancel Next

File Select

[Click here to download a template import file.](#)

Select Submit

Confirm Bulk creation of RSP Users

Enter a reason for this request. Please do not use this field to provide more information of the service(s) you are ordering.

Submit Cancel

Submit Details

Confirm creation of 1 RSP users from file

Add Services/Applications

Select Request Access

Request Access **Enable Account** **Disable Account**



Select the Application – RMS Configuration Website

Services > RSP Applications

RSP Applications

Search

- Complex Fibre Portal
Price: N/A
- Complex Fibre Portal PPE
Price: N/A
- Product Reporting Portal
Price: N/A
- RMS Configuration Website**
Price: N/A

Select 'Request for Me' , 'Request for Others', or 'Multiple Users'

Services > RSP Applications > RMS Configuration Website

RMS Configuration Website

Request for Me Request for Others Update Access Multiple Users
Order

Details

Details for RMS Configuration Website

Process

Workflow Steps

- 1 Service Option Approval (To be decided)
- 2 Installation 15-30minutes

Complete



Enter the name you are adding the service to into the search field. You can request for a single user or multiple users.

Who are the Services for?

No Users Selected

Import from CSV...

Myself My Reports My Department My Location My Company More...

Common Searches

Search Search

Search and add one at a time or load a CSV file with the login names.

Select Roles to Add to user profile. Each user can have one role only:

Read Only : Allows user to only view the RGW configuration of NGA/Hyperfibre Service.

Read Write : Allows user to view and also modify the RGW configuration of NGA/Hyperfibre Service.

(* Administrator role can be added by Chorus Only)

RMS Configuration Website

Details for RMS Configuration Website
More Details...

Selected Options

None

Available Options

Please select one of the options below.

+ Read Only + Read Write



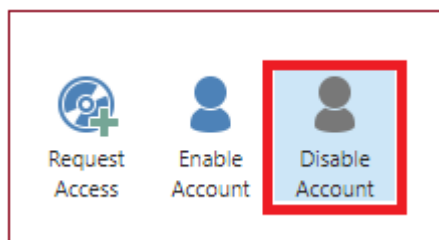
Select Add to Cart or Check Out

Select Next

Then Submit

Disable User

Select Disable Account:



Locate your user by entering their name into the search field.
Select Submit to disable the user.

Confirm Disable User

Please confirm disabling the following user.

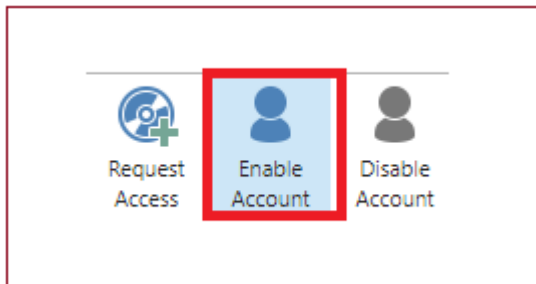
Submit Cancel

Submit Details

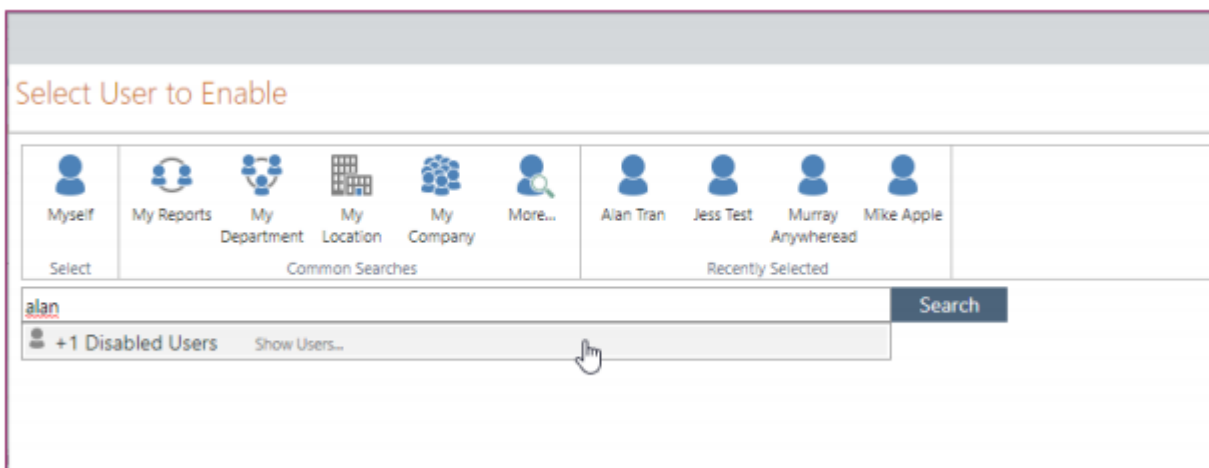
Disabling user Alan Tran

Enable/Unlock User

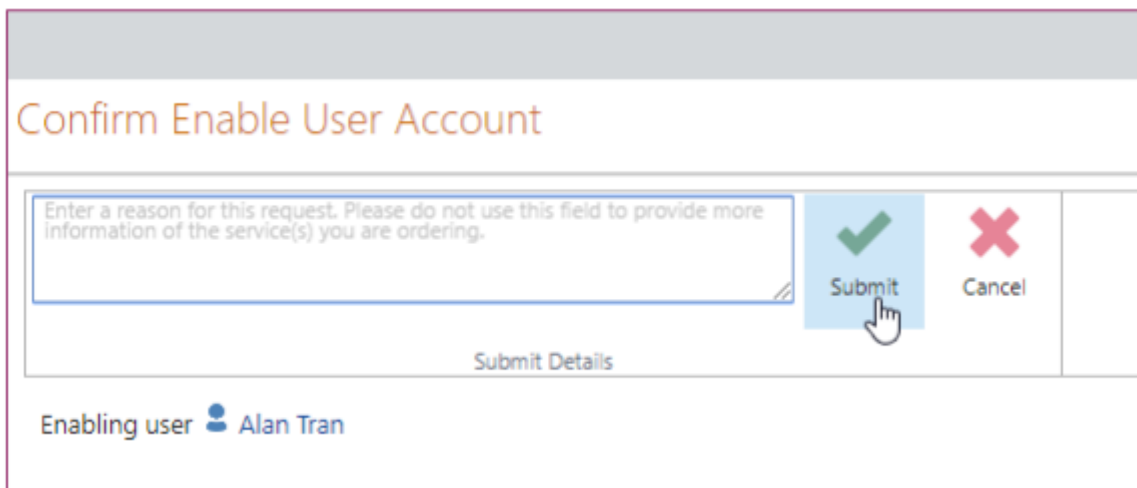
Select Enable Account:



Enter the users name in the Search field. Ensure you select the disabled user.



Confirm Enable by selecting Submit





Frequently Asked Questions

1. Question : How long does the user have to activate the newly created account?
Answer: **90 Days**
 2. Question : Can the Admin reset password?
Answer : **No, password is self – service. Users must register for self-service password reset.**
 3. Question : How does the user resets passwords?
Answer : **This is done by the users via the login screen. The SMS or email sent for this is valid for 15 minutes.**
 4. Question : Who do I contact as an RSP if I have any access issues?
Answer : **Email implementation@chorus.co.nz**
 5. Question : How long does a user stay active?
Answer : **90 Days.**
- Please note the format for username (existing users) is :
[ExistingChorusPortalUsername@chorus.co.nz](#)
- New username format is : [FirstNameLastName@chorus.co.nz](#)