

Module 13 - Documentation and Warranty

≡ Labelling

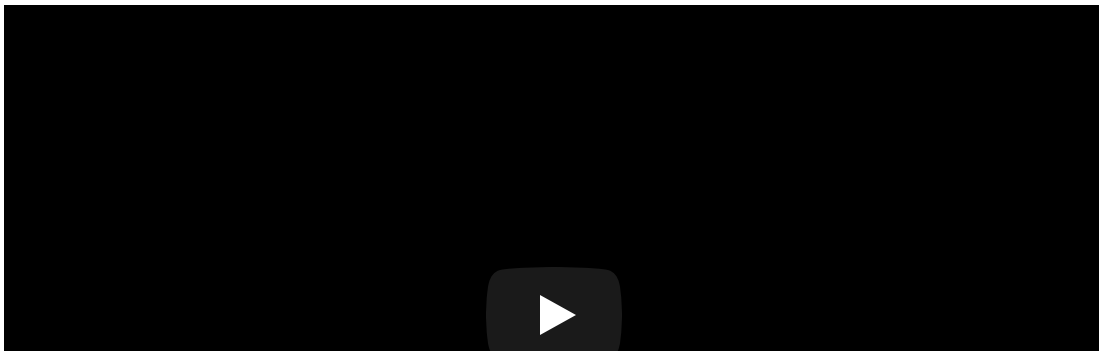
≡ O&M Manual

≡ Warranty Application

Labelling

Best Practice

- Each client will define the labelling scheme they require
 - a. The following is an example only
- Each port on Patch Panel will be labelled with the address of each outlet
 - a. This will be made up of: Floor, Zone, Outlet
 - 4/NW/20 – the zone can be described either as shown or by number
 - The Zone can also be identified by the SER number serving it.
- If Switch Links are involved these ports will be labelled by Switch number and port
- Labelling schemes should be easily understandable and provide information to make the ability to trace ports and outlets very quick.
- Watch the video below to see how Excel's laser engraved labels are produced.





CABINET LABELLING

CABLE LABELLING

- Cabinets should be labelled based upon both location and their function
 - Floor, SER and whether it holds Security, AV or Data
- The best and most common system uses laser engraved acrylic
- A nicely labelled cabinet and patch panel adds to the overall impression the end-client will get from the installation and spending that little bit more time and effort on it will always pay off



CABINET LABELLING

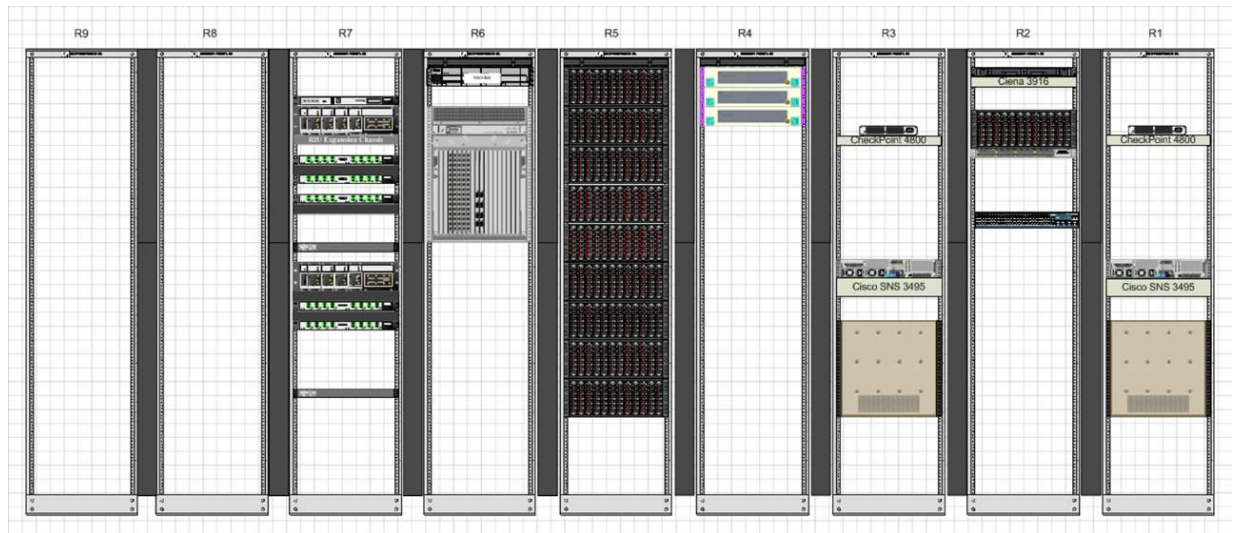
CABLE LABELLING

- Many contracts and tenders stipulate that handwritten labels are not acceptable
- They also ban pen marks on cables.
 - It is a common practice when pulling cables to write the number on the sheath, however this should be cut off when terminating
- Laser Printed sheets of wrap-around labels are also available from Excel.
 - These should replicate the Patch Panel Address for traceability and applied at both ends of the cable.
 - The tender will state how far these should be from each end of the cable, typically it is usually around 50mm.
 - Given the cost it is good practice to print two sets. One set for use during the installation phase and second and final set that are applied at the end of the project.

One reason for producing 2 sets of wrap-around labels is very simple, handwriting on a 7mm round cable is not the easiest thing to do and sometimes deciphering another person's handwriting is not always straightforward.



O&M Manual

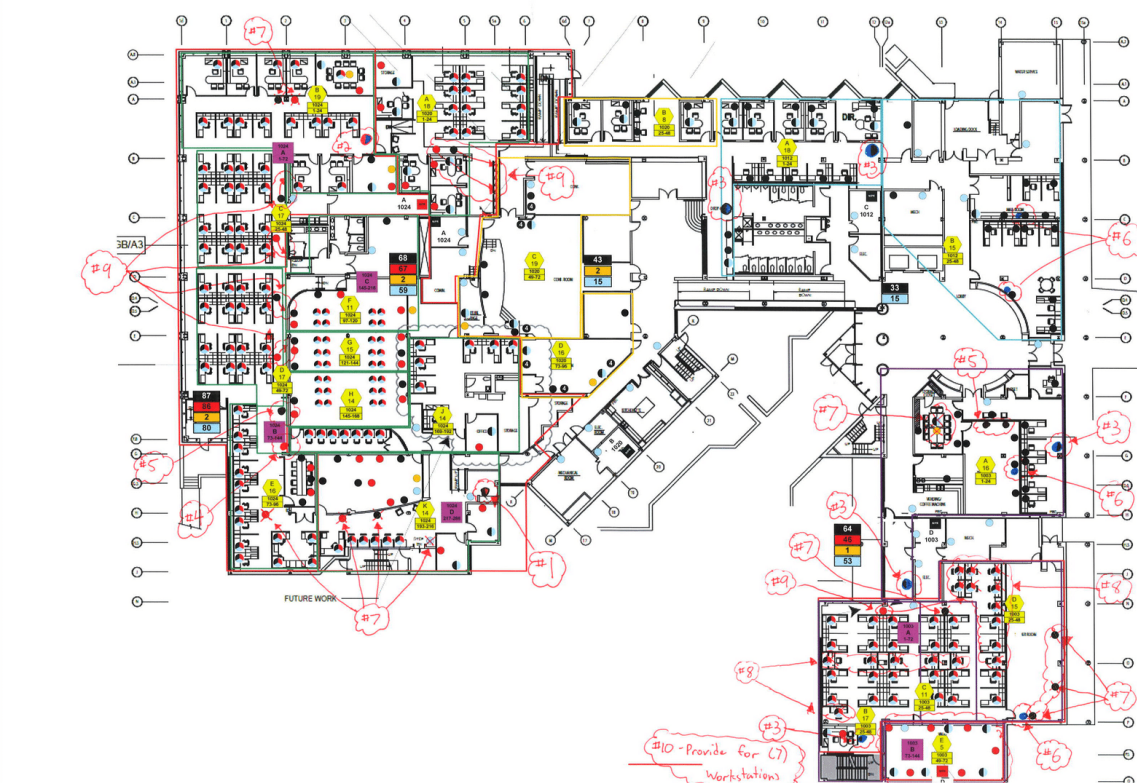


Rack/Cabinet Elevation drawings

- All new install projects require handover documentation. This includes the full details of the system to allow the client to learn and operate the system along with a copy of your own 12 month warranty.
- This gives details of where equipment is housed, where the patching fields are located etc.



A very simple version can be created using an MS Excel Spreadsheet.



As Built Drawings

- These should ideally be fully edited CAD drawing rather than the hand marked drawing above
- This should include details, of the outlets, consolidation points and GOP boxes

i These drawings are vital for both trouble shooting and planning for MACs (Moves, Adds and Changes).

Site	Building	OLT Rack	OLT Chassis	PON Card	PON Port	VAM Shelf	VAM Module	VAM Port	Backbone Shelf	Riser Cable	Backbone Port
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	MDF Rack 6	ManBay001	4	16	1	8	2	2	2	1
Las Vegas	Mandalay Bay	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Passive Optical LAN (POL) Schedule

Patching Schedules

- Typically produced using Excel Spreadsheets
- There are also dedicated software packages for handling the information
- It is important that this information is very accurate

Cable ID	Summary	Test Limit	Length	Headroom	Date / Time
LTV5-N6-CH417 N11(RC)	PASS	ISO11801 PL2 Class Ea	87.5 m	4.6 dB (NEXT)	23-01-2018 12:38 PM
LTV5-N5-302C(RC)	PASS	ISO11801 PL2 Class Ea	45.0 m	5.3 dB (NEXT)	23-01-2018 12:38 PM
LTV5-N6-CH427 N06(RC)	PASS	ISO11801 PL2 Class Ea	15.0 m	4.9 dB (NEXT)	23-01-2018 12:38 PM

Shows ISO11801 PL2 Class Ea. It may seem pedantic as the test limits are the same but most contracts in Europe call for EN50173 testing so check the fine print.

Test Results

- Ideally these should be both a printed summary along with an electronic version
- Programmes such as Fluke Linkware are free downloads, therefore the full results should be forwarded along with a copy of the software

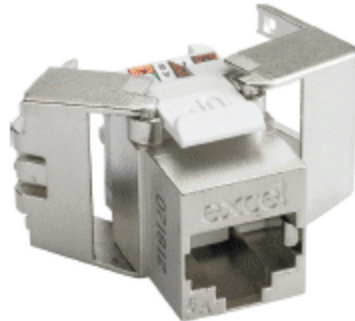


Excel requests EN50173 testing for warranty purposes.

Excel Category 6A FTP Low Profile Keystone Jack - Toolless

Item Code: 100-181

excel
without compromise.



- ✕ High quality die cast housing
- ✕ Low profile design - just 28mm overall depth
- ✕ 360° Shielding protects against alien crosstalk
- ✕ Toolless termination design
- ✕ Supports 10 Gigabit Ethernet application
- ✕ 3rd Party ISO11801 2nd Edition verification

Product Overview

Excel Category 6A Low Profile Screened Keystone Jack, is a reduced size toolless termination RJ45 socket. The reduced size allows for multiple cable entry directions to be accommodated when this jack is mounted in a standard depth back box. This permits many mounting options including flush shutters at the outlet as well as more common angled shutter used with keystone jacks.

The socket itself is housed in a high quality zinc die cast housing, which opens at the rear in a butterfly manner to reveal the IDC termination points.

Product Specifications

Feature	Values
Model	Jack
Type of connector	RJ45 B(8)
Shielded	Yes
Category	6A (IEC)
Suitable for round cable	Yes
Suitable for solid core	Yes
Colour	Silver
AWG range	22...26

Page 1/3 This data sheet was generated at 12:05pm 10th July 2021 and is subject to change at any time.

Bill of Materials and Specification Sheets

- Compile a Bill of Materials for all the products used on the project, including part numbers and supplier
- Also include all specification sheets for the main products
- All this information should be used by the end-user when planning any future MACs for the install

Warranty Application

Warranty

- The final element of the O&M Manual is the warranty certificate
- The Excel Warranty application is all done online, which allows for:
 - Fast turnaround of the warranty
 - A review process before submittal
 - Request for amendments
 - Easy access to the certificate
 - Print as a .pdf
 - Available online for the lifetime of the warranty
- Excel will provide a warranty in line with the test results
 - So if you want a warranty based upon EN50173 you must test to that standard, so check what is requested in the tender and contract



Some installers provide a link to the .pdf so the customer can download it themselves.

- All test results must be saved and downloaded:

- Copy for customer
- Copy for warranty
- Must be submitted in Tester's native format e.g. Testers native formats for Fluke are .FLW file type and Ideal are .RES file type
 - *When uploading the Ideal test results they will compressed into a zipped folder).*
- Keep a copy for your own records



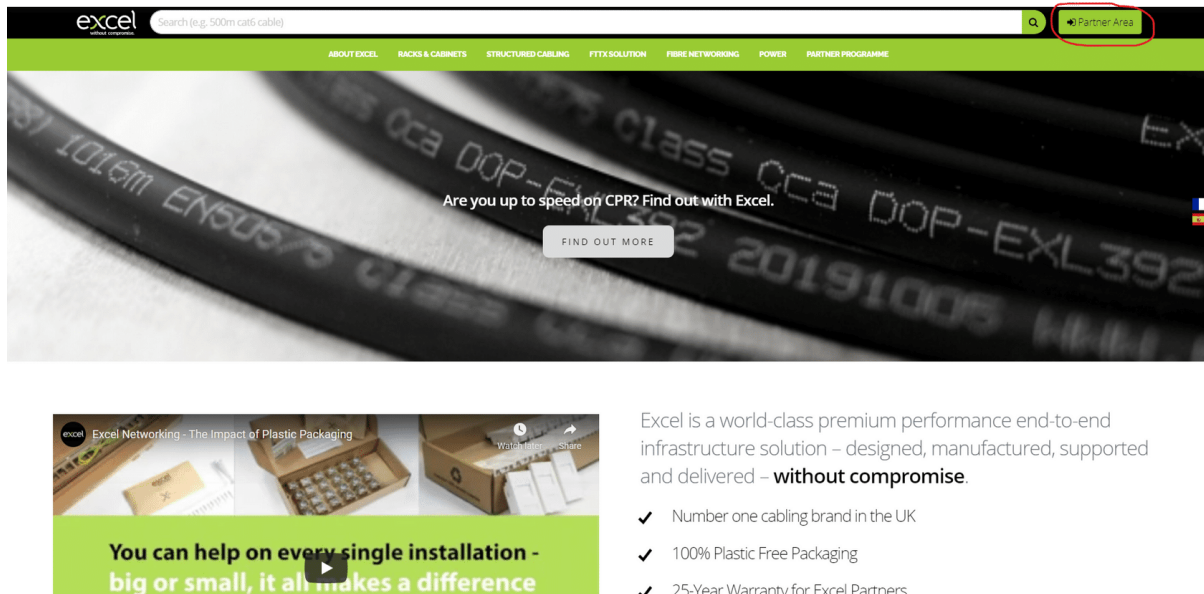
Keeping a copy of the results and drawings can be very useful if there are any issues in the future that you may need to investigate, such as where the end-user may have damaged a component etc. This used to be a common issue with education establishments and students exploring what they shouldn't.

Warranty Application

Click the arrows to navigate through and view the complete Excel warranty application process.

Step 1

Login to the Excel Partner Area



You will need a Login to the Partner Area via the Excel website. Each ECP is issued with a login once they become accredited.

Step 2

Dashboard



Click the icon to visit your dashboard, then select "Create Warranty Application".

Step 3

Acknowledge T&Cs





[Add content](#) / [Create Warranties](#)

Create Warranties

- I have read and agreed to the Excel System Warranty Terms and Conditions brochure field is required.
- Tests were carried out with an approved tester field is required.
- The tester used was calibrated within 12 months of the test date. field is required.
- Full graph data is included in the test results field is required.
- The test results relate to this project only, and contain no duplicated plot graph data. field is required.
- The application is within 60 days of the final test result date field is required.

I certify that:

☐ I have read and agreed to the Excel System Warranty Terms and Conditions brochure *

[Click here to read the Excel System Warranty Terms and Conditions brochure](#)

☐ Tests were carried out with an approved tester *

[Click here for more information](#)

☐ The tester used was calibrated within 12 months of the test date. *

Calibrated By *

☐ Third Party

☒ Manufacturer

☐ Full graph data is included in the test results *

☐ The test results relate to this project only, and contain no duplicated plot graph data. *

☐ The application is within 60 days of the final test result date *

Tel: +44 (0)121 326 7557
Email: sales@excel-networking.com
Website: www.excel-networking.com

Here, acknowledge the terms and conditions.

It is important to not only agree to but read, understand and meet the requirements of the T&Cs. This page highlights what you are signing up to and may impact the validity of the warranty in the future.

Step 4

Account Details

The screenshot shows a web application interface for 'excel'. At the top left is a hamburger menu icon and the 'excel' logo. At the top right are three small colored squares (blue, green, red) and a magnifying glass icon. Below the logo, the breadcrumb 'Add content / Create Warranties' is visible. The main heading is 'Create Warranties'. Underneath is a section titled 'Project Information' containing several text input fields: 'Project/Phase Name *', 'End User Contact Name *', 'End User Contact Email *', 'Project Address Line 1 *', 'Project Address Line 2', 'Project City/Town *', 'Project County/Region', and 'Project Postcode *'. Below these is a section titled 'Project Dates *' which contains two date pickers: 'Start Date' (showing 31/08/2016) and 'End Date' (showing 31/08/2016). The form is styled with a light green header bar and a light grey footer bar.

You will then be asked to check your account details.

Then enter the end-user client details. This information is securely yours and is not used for any purpose other than to issue the warranty.

Step 5

Project Details

The screenshot shows a web application interface for 'Excel Network'. At the top, there is a navigation bar with the 'excel' logo and a search icon. Below the navigation bar, the page title 'Create Warranties' is displayed. A breadcrumb trail indicates the user is in 'Add content / Create Warranties'. The main section is titled 'Other information' and contains a text input field with the placeholder text 'Is there anything else we should know?'. Below this field is a 'Submit by *' dropdown menu with 'Post' selected. A blue button labeled 'Print Delivery Label' is positioned below the dropdown. At the bottom of the form, there are 'Back' and 'Save' buttons. The footer of the page is black and contains contact information: Tel: +44 (0)121 326 7557, Email: sales@excel-networking.com, Website: www.excel-networking.com, and social media icons for Facebook, Twitter, YouTube, and LinkedIn. The address 'Excel House, Junction Six Industrial Park, Electric Avenue, Birmingham, B6 7J' is also listed.

- You will then be asked to input the technical information for the project
 - Class/Category, quantity of outlets, number of fibre links etc.
- This information must match what is on the test results
 - Excel cannot provide a warranty for more links/outlets than are in the Test Results
- Test Results, can be either uploaded, sent via dropbox or mailed in on a CD. The mail in option is popular if you have large files and slow internet connection. There is an option to print a label that contains not only the correct address but also the reference number of the application.
 - There is a button at the bottom of other information screen for the label.

Summary



Ant-31/08/2016 - 2:32pm

View

Edit

Submitted by warranty on Wed 31st Aug 16 02:32:50 pm

Terms and Conditions:
I have read and agreed to the Excel System Warranty Terms and Conditions brochure
Language English

Approved tester:
Tests were carried out with an approved tester

Calibration:
The tester used was calibrated within 12 months of the test date.

Calibrated By:
Manufacturer

Full graph data is included in the test results:
Full graph data is included in the test results

The test results relate to this project only, and contain no duplicated plot graph data.:
The test results relate to this project only, and contain no duplicated plot graph data.

The application is within 60 days of the final test result date:
The application is within 60 days of the final test result date

Account Company Name:
Test inc

Integrator ID:
0123456789

Account Address 1:
25

Account Address 2:
Predas Grove

- Finally you will see a summary page showing all the relevant information of your application
- Check and edit the information if required
- If everything is correct press **submit**. You will then receive an email acknowledging your application
- If all the information is acceptable you should receive your warranty within a few days
- If you receive a rejection email do not worry, it is probably because there is some missing information