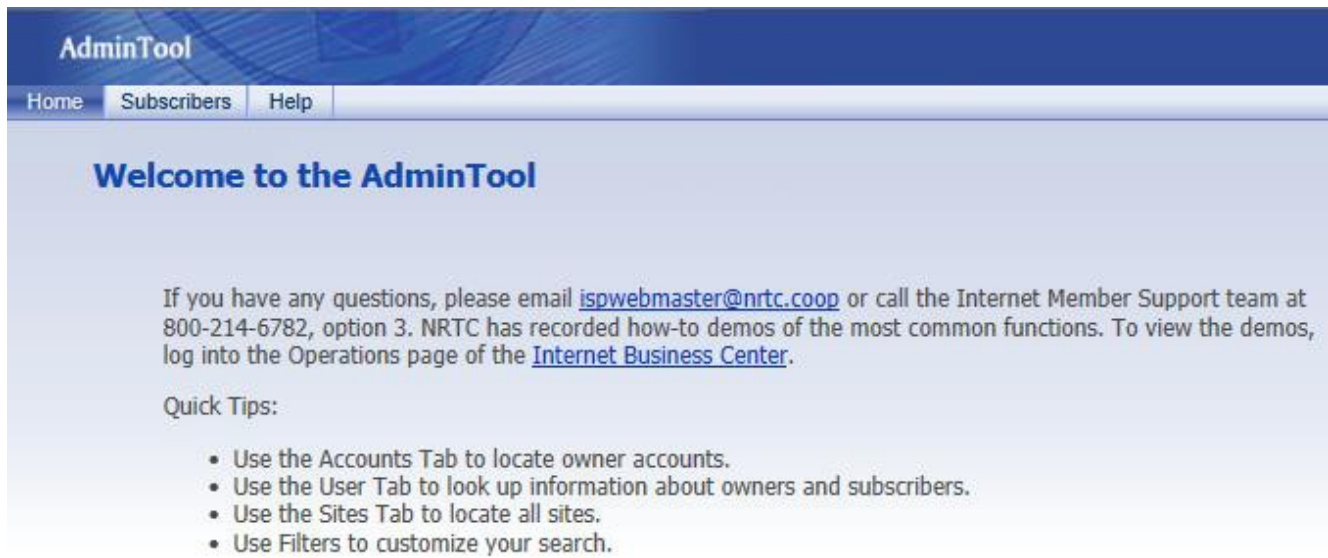


Using the NRTC Admin Tool Job Aid



Summary

This Job Aid covers:

[Domain Names and the Admin Tool AdminTool Navigation](#)

[AdminTool Search Filters Viewing Subscriber Accounts](#)

This Job Aid supports the NRTC Technician audience.

Domain Names and the Admin Tool

All necessary information to complete an install is located in the AdminTool. The AdminTool provides subscriber information, point and peak coordinates for the Viasat Internet installation, and information to set up the Subscriber's email.

Each NRTC member has a domain name that they use to provide the ViaSat services. This domain name is used for

- Accessing the AdminTool used by that NRTC member
- Creating Email user accounts for that NRTC member
- Providing web-based email for that NRTC member
- Accessing the Subscriber Portal

For example, a member with the domain wbmembert.com

- The AdminTool URL is **https://admin.nrtc.net/us/login.do**
- Webmail is available at **https://webmail-3104.everyone.net/#/login**
- Subscriber Portal URL is **http://wbmember.ruralportal.net**

AdminTool Navigation

After successfully logging in to the AdminTool, the Technician has access to resources and information. The three main tabs available to the Technician are Home, Subscriber and Help.

- **Home** – information and announcements
- **Subscribers** – work order and subscriber information
- **Help** – assistance with the Admintool

AdminTool Search Filters

The Technician may view individual work orders, or all of the work orders assigned to them. To view individual work orders, use the **Quick Search** field with one of the designated criteria. To view multiple work orders, use one of the **Preset Filters**

- **Pending Accounts** – shows all of the open work orders assigned to the Technician
- **Turned Up Accounts** – shows all of the completed, fully provisioned accounts done by the Technician

Viewing Subscriber Accounts

AdminTool

Home Subscribers Help

Quick search in: account number - user name - first name - last name - street - city - zip - phone

Go

Sites

New Filter [save filter](#) - delete filter - [import filter](#) - export filter - [clear filter](#) Preset Filters

Preset Filters
Pending Accounts
Turned Up Accounts

Domain	Member ID	Member	Account	Name	Package
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Total 0 records in 0 pages.

Perform Quick Search or use Filters

Tip! To export the search results, click the mechanical wheel in the upper left corner of the search filter section. The export goes to an Excel spreadsheet.

After a Technician locates the desired Subscriber Account, click the **User Name** field in the search results list.

AdminTool

Home Subscribers Help

Quick search in: account number - user name - first name - last name - street - city - zip - phone

Go

Sites

New Filter [save filter](#) - delete filter - [import filter](#) - export filter - [clear filter](#) Preset Filters

Domain	Member ID	Member	Account	Owner	User Name
trueband.net	000215	National Rural Telecommunications Cooperative	ExedeTest3	Demo, NRTC	nrtcdemo3

Total 1 records in 1 pages.

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