



# Siterra introduction

# Home Page

Performance

The KPI functionality has been moved to a new page under the Browse tab.

News and Notes

Add

Date	Description
No Records Found	

Summary

Customize

Quick Links

- To-Dos / Activity  
View your tasks and most recent activity.
- Notifications  
View your notifications.
- My Sites  
View sites where you have responsibilities.
- Advanced Search  
Locate information quickly with advanced search.
- Access Requests  
View user access requests.

Last Visited

Item	Date
OXFORD Number: 141308 Type: Site	19/07/2021
SUTTON COLDFIELD Number: 141504 Type: Site	12/07/2021
MERIDEN (S) Number: 553 Type: Site	12/07/2021
UAT Test Site Number: 320160 Type: Site	09/07/2021
MOORSIDE EDGE MF Number: 141160 Type: Site	09/07/2021

Arqiva UAT My Siterra

Search for Site Log Off

Adrian Giblin

Arqiva siterra Privacy Policy 19/07/2021

▶ Home Page

# Select Browse

The screenshot shows the Arqiva website interface. The navigation menu at the top includes 'My Siterra', 'Browse', 'Agreements', 'Directory', 'Libraries', 'Reports', 'Tools', and 'Admin'. The 'Browse' menu item is circled in red. Below the navigation bar, there are several sections: 'Performance' with a message about KPI functionality, 'News and Notes' with an 'Add' button, and a table with columns 'Date' and 'Description' showing 'No Records Found'. On the right side, there are 'Summary' and 'Quick Links' sections. The 'Quick Links' section includes 'To-Dos / Activity', 'Notifications', 'My Sites', 'Advanced Search', and 'Access Requests'. At the bottom right, there is a 'Last Visited' section with a table listing sites.

Item	Date
OXFORD Number: 141308 Type: Site	19/07/2021
SUTTON COLDFIELD Number: 141504 Type: Site	12/07/2021
MERIDEN (S) Number: 553 Type: Site	12/07/2021
UAT Test Site Number: 320160 Type: Site	09/07/2021
MOORSIDE EDGE MF Number: 141160 Type: Site	09/07/2021

- ▶ Select Browse
- ▶ And then Site from the drop down list

# Navigation Bar

The screenshot shows the Arqiva website interface. At the top, there is a navigation bar with the following items: My Siterra, Browse, Agreements, Directory, Libraries, Reports, Tools, Admin. A search bar is located on the right side of the navigation bar. Below the navigation bar, there is a sidebar menu on the left with a list of countries and regions: Arqiva, Asset Catalogue, CAD Hierarchy, France, Germany, Gibraltar, Hong Kong, Italy, MLA Unit, Netherlands, Poland, Portugal, Republic of Ireland, Romania, Singapore, Sweden, United Kingdom, United States, and xSiterra. The main content area displays a table titled 'Arqiva - Site' with columns: Name, Number, Status, State, Town, Street, Primary, and Search Ring. The table currently shows 'No Records Found'. A red circle highlights the 'Site' button in the navigation bar.

- ▶ Select **Site** from the grey navigation bar

# Filter Panel

The screenshot shows the Arqiva website interface. The top navigation bar includes 'My Siterra', 'Browse', 'Agreements', 'Directory', 'Libraries', 'Reports', 'Tools', and 'Admin'. A search bar and 'Log Off' link are on the right. The main content area is divided into several sections: 'Performance', 'News and Notes', 'Summary', 'Quick Links', and 'Last Visited'. The 'Filter' button in the top left is highlighted with a red circle. The 'Last Visited' section contains a table of site records.

Item	Date
HOLME MOSS Number: 140846 Type: Site	19/07/2021
OXFORD Number: 141308 Type: Site	19/07/2021
SUTTON COLDFIELD Number: 141504 Type: Site	12/07/2021
MERIDEN (S) Number: 553 Type: Site	12/07/2021
UAT Test Site Number: 320160 Type: Site	09/07/2021

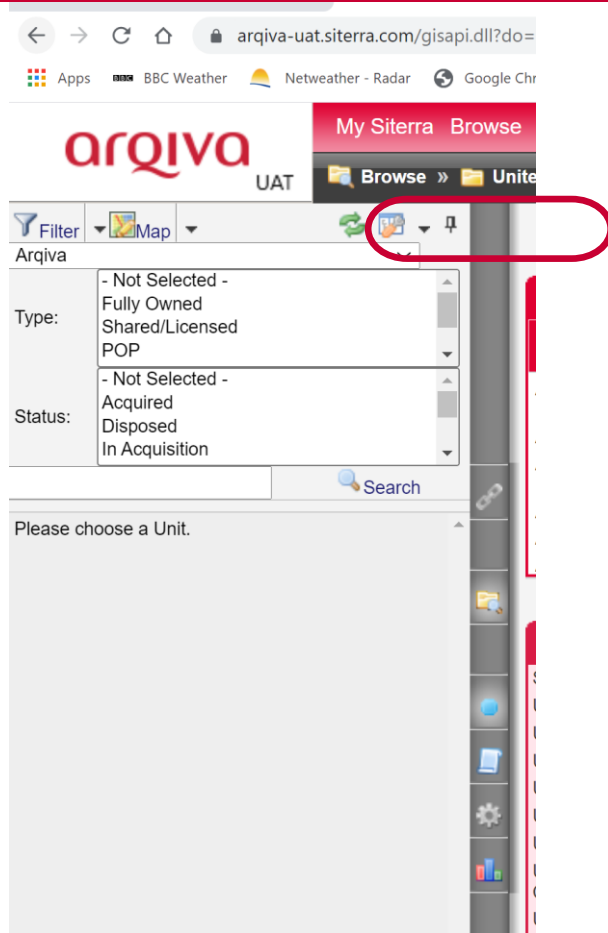
▶ This should bring up the Filter panel.

# Filter Site Selection

The screenshot shows the Arqiva website interface. The browser tabs include 'the hub - Home', 'Arqiva - My Siterra', and 'Arqiva - OXFORD (141308)'. The URL is 'arqiva-uat.siterra.com/gisapi.dll?do=output&pageid=1032000&classid=1000000&objectid:'. The page title is 'My Siterra' and the navigation menu includes 'Browse', 'Agreements', 'Directory', 'Libraries', and 'Reports'. The main content area is titled 'Performance' and contains a message: 'The KPI functionality has been moved to a new page'. Below this is a 'News and Notes' section with an 'Add' button and a 'Date' dropdown. The 'No Records Found' message is displayed at the bottom of the main content area. On the left side, there is a 'Filter' panel with a 'Map' button. The 'Arqiva' filter panel is open, showing 'Type' and 'Status' dropdown menus. The 'Status' dropdown is currently open, showing options: '- Not Selected -', 'Acquired', 'Disposed', and 'In Acquisition'. A red circle highlights the 'Search' button at the bottom of the filter panel. Below the filter panel, there is a text prompt: 'Please choose a Unit.'

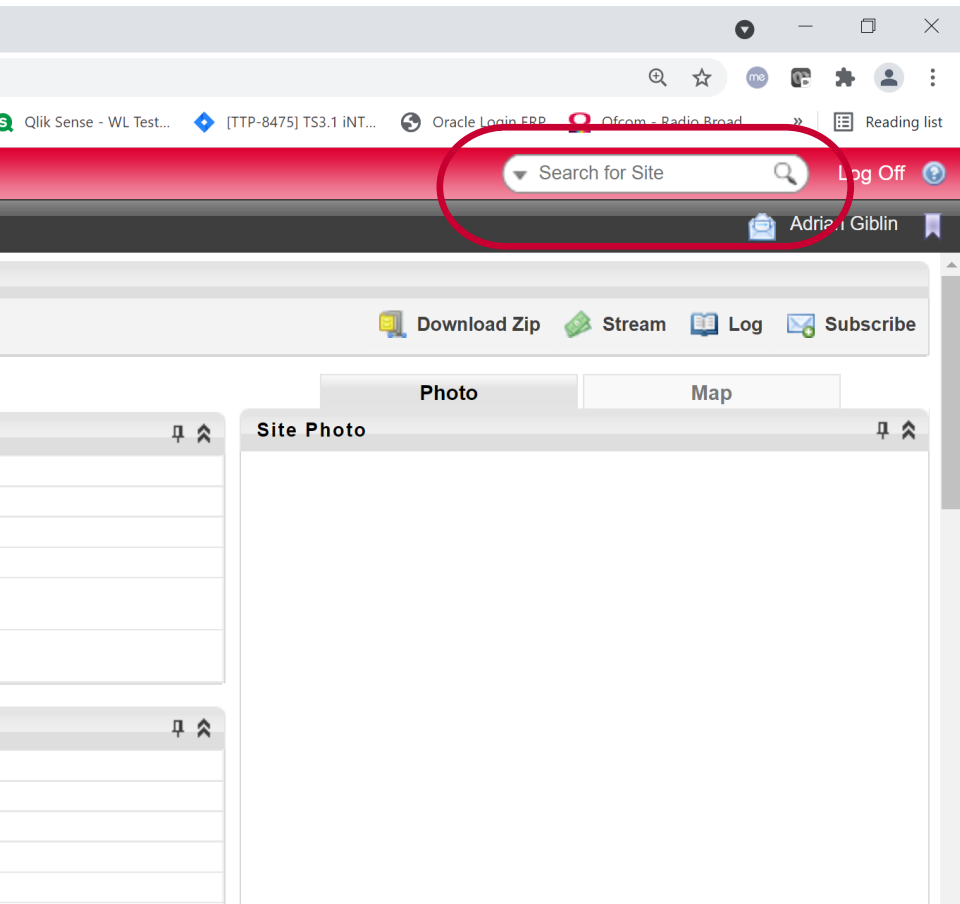
- ▶ Add the name of a site of interest and select Search.

# Pin the Filter Panel



- ▶ Select the “Pin” so that it is pointing down to fix the Filter panel to be always visible.
- ▶ You may need to select “My Siterra” and hover over the grey navigation bar to get the pin to display.

# Search for Site / Jump to Site



- ▶ You can also Search for Site or Jump to Site in the top right search field.
- ▶ Note this will include **all** entries that include the search text in the site record – including street and town names.



# Site Details

The screenshot displays the Arqiva website interface for site management. The browser address bar shows the URL: [arqiva-uat.siterra.com/gisapi.dll?do=output&pageid=1032000&classid=1000000&objectid=1](https://arqiva-uat.siterra.com/gisapi.dll?do=output&pageid=1032000&classid=1000000&objectid=1). The page title is "BLACK HILL SC (9305)".

**Navigation and Search:** The top navigation bar includes "My Siterra", "Browse", "Agreements", "Directory", "Libraries", "Reports", "Tools", and "Admin". A search bar is present with the text "Search for Site" and a "Log Off" button.

**Left Sidebar:** Contains a "Filter" section with "Map" and "Arqiva" options. Below it are dropdown menus for "Type" (Not Selected, Fully Owned, Shared/Licensed, POP) and "Status" (Not Selected, Acquired, Disposed, In Acquisition). A "Search" button and a "Please choose a Unit." prompt are also visible.

**Main Content Area:**

- Sites:** A list of sites is shown, with "BLACK HILL SC (9305)" selected. The list includes: A BRAIDWOOD SCRAP MERCHANTS, ABERDOUR, ALFORD OLD MILITARY ROAD, ANSTRUTHER NEW TE, ARDEN UAX, and ARDROSSAN MONTFODE.
- Additional Data Forms:** A list of forms to update, including Site Dashboard, Update Access, Update Accountable Persons, Update Alternate Site Names, Update Community, Update Environment, Update External Document Links, Update Notices, Licences & Consents, Update Planning Details, Update Rates, Update Safety, and Update Site Details.
- Projects:** A list of projects, including 235787 Migrated Cellnex - A2G057, A2G057, LTV Decomm, and STR0178.
- Site Details:** A form showing site information: Site Name: BLACK HILL SC, Site Number: 9305, Type: Fully Owned, Status: Acquired, Latitude: 55° 51' 40.485" N 55.86124375, Longitude: 3° 52' 21.936" W -3.87275994.
- Address Line 1:** Address Line 1: Black Hill, Address Line 2: Town: Salsburgh, County: North Lanarkshire, Postcode: ML7 4NZ, Country/State: United Kingdom.
- Photo:** A section for uploading a site photo. It states "No photos are currently uploaded." and "Please upload a photo and mark it primary to display it here."
- Dashboard:** A summary of site metrics: Structure: 4, Estates: (empty), Planning: (empty), Security: (empty), Community: (empty).
- External Documents:** A section for external documents, with a link to "External Site Documents Link: https://keep-arqiva.msappproxy.net/DocBrowser/SiteDocuments.aspx?siteid=9305".

- ▶ When you have selected a site you will have the site location details presented.
- ▶ If you scroll down, more details are available specific to the site – such as Directions to Site and Accountable Persons

# Site Details – Pin Areas of Interest

My Siterra Browse Agreements Directory Libraries Reports Tools Admin Search for Site Log Off

Browse » United Kingdom » Scotland » BLACK HILL SC (9305) Adrian Giblin

ADD Site Photo Library

Maintenance Team: Black Hill Area

**Accountable Persons** [Pin Icon]

<b>Asset Surveyor:</b> Ronald Craig	<b>Regional Facilities Manager:</b>
<b>Estate Surveyor:</b>	<b>Structural Engineer:</b> Adam Needs
<b>Planning Manager:</b> Richard Palmer	<b>Community Relations Manager:</b>
<b>Site Maintenance Operative:</b> Thomas McGuire	<b>Lawyer / Solicitor:</b> Jill Paul

**Access** [Pin Icon]

<b>Directions to Site:</b> From Glasgow take the A8/ M8 to Edinburgh, leave Motorway at J6 (Newhouse) and take 3rd exist off r/about. At next r/about take 1st exit on to the B7066 and follow until Salsburgh, take the left turn signposted Black Hill (Duntilland Road), follow for approx 1.5miles and the entrance to the site is on the right hand side.          COMBI CODE TO STRUCTURE 47764 is 9305	<b>Access Hours:</b> --Not Selected--	<b>2 Person Access Required?</b> --Not Selected--
<b>Pre Access Authorisation:</b> --Not Selected--	<b>Social / Landlord Issues:</b> --Not Selected--	<b>Access Type:</b> 2WD
<b>Gate Access:</b> --Not Selected--	<b>Building Access:</b> --Not Selected--	<b>Access Comments:</b> The Electric gate keypad access number is 9305# (24/02/20)

- ▶ For areas that you may use regularly you should select the pin in the top right hand corner of the area so that it is there each time you use Siterra.

# Siterra Principles – Site Types

- ▶ Key building blocks in Siterra are Sites
  - Siterra Site Type**

- 1) Fully Owned

- Arqiva is free to do what it wants to with the site – subject to legislation.

- Freehold and Long Leasehold and Leasehold sites

- 2) Shared/Licensed

- Site and infrastructure belong to another party.

- We have rights to add limited amounts of equipment on this site.

- Includes MSSA sites as an example.

- 3) Point of Presence. POP

- Arqiva doesn't hold the property interest.

- We have a presence that we need to record, but not a substantive legal interest from an Estates point of view.

# Siterra Principles – Geographic Sets

- ▶ Sites have a number of sets:

## 1.2 Geographical Sets

Within the sites used by Arqiva they have been split up by the country in which they are. As follows:

### 1.2.1 United Kingdom, further sub-grouped into:

- England
- Northern Ireland
- Scotland
- Wales
- Channel Islands
- Isle of Man

# Siterra Principles – Asset Hierarchy 1

- ▶ Key building blocks in Siterra are Assets

## 2 Asset Hierarchy

The data structure within Siterra relies on a **Parent** and **Child** relationship at multiple levels

The following levels have been established and all assets have to fit into this hierarchy:

In the following example all sites are linked to a country. All Structures are linked to a parent site.

<b>Parent</b>	<b>Asset</b>	<b>Child</b>
Country	Site	Structure

# Siterra Principles – Asset Hierarchy 2

► Key building blocks in Siterra are Assets

Any parent asset may have multiple child assets, for example:

Parent	Asset	Child
Country	Site	Structure
	Site	Building
	Site	Ground Asset
	Site	Utilities

The relevant multiple layers are used to allow grouping of assets:

Parent	Asset	Child
Country	Site	Structure
Site	Structure	Antenna System
Structure	Antenna System	Antenna

# Siterra Principles – Asset Hierarchy 3

- ▶ Key building blocks in Siterra are Assets

Assets are grouped in several areas, for example:

Parent	Asset	Child
Structure	Antenna System	Antenna
	Antenna System	Feeder
	Antenna System	Antenna Splitter

Or:

Parent	Asset	Child
Site	Building	Generator
	Building	Rooftop
	Building	Intruder Alarm?

# Siterra Principles – Cellnex Site Use

- ▶ Key building blocks in Siterra are Assets

## 5 Arqiva - Cellnex Relationships

With the separation of Cellnex from Arqiva, “**Separation**”, a number of commercial relationships have been agreed between the companies.

These relationships are known by the relevant agreement titles.

Agreement	Basis of Agreement
Portfolio Management Agreement, PMA	Arqiva allows Cellnex to use sites that Arqiva owns or has a landlord relationship for.
Master Site Share Agreement, MSSA	Cellnex allows Arqiva to use sites that Cellnex owns or has the landlord relationship for.



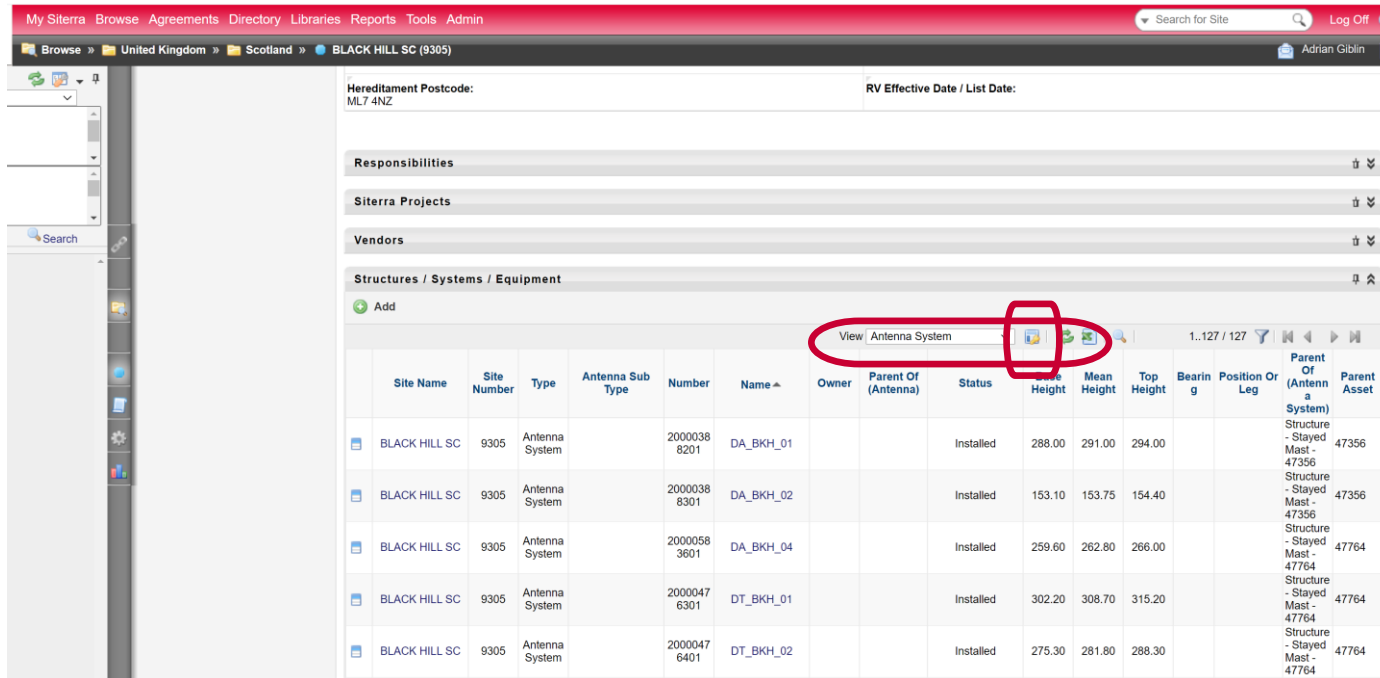
# Site Details – Structures / Systems / Equipment 1

The screenshot shows a web application interface for site management. At the top, there is a navigation bar with links: My Siterra, Browse, Agreements, Directory, Libraries, Reports, Tools, Admin. A search bar on the right contains 'Search for Site' and a 'Log Off' button. Below the navigation bar, the breadcrumb trail reads: 'Browse » United Kingdom » Scotland » BLACK HILL SC (9305)'. The user's name 'Adrian Giblin' is visible in the top right corner. The main content area displays a list of site details categories, each with a pin icon on the right side. The categories are: Safety, Asbestos Detected, Environment, Community, Planning Details, Notices, Licences & Consents (NLC), Alternate Site References, Rates Information, Responsibilities, Siterra Projects, Vendors, Structures / Systems / Equipment, and Agreements. The 'Structures / Systems / Equipment' category and its pin icon are highlighted with red ovals.

- ▶ For asset details you select the Structures / Systems / Equipment area.
- ▶ Pin this if you will use it regularly.

# Site Details – Structures / Systems / Equipment 2

- ▶ Select the view you are interested in.
- ▶ Default common views are being developed for all users.
- ▶ You can set up personal views as needed.
- ▶ If the edit box is greyed-out, select the View pulldown and select New and save that first.



The screenshot shows the 'Structures / Systems / Equipment' section of the Arqiva site management interface. The table displays the following data:

Site Name	Site Number	Type	Antenna Sub Type	Number	Name	Owner	Parent Of (Antenna)	Status	Base Height	Mean Height	Top Height	Bearing	Position Or Leg	Parent Of (Antenna System)	Parent Asset
BLACK HILL SC	9305	Antenna System		20000388201	DA_BKH_01			Installed	288.00	291.00	294.00			Structure - Stayed Mast - 47356	47356
BLACK HILL SC	9305	Antenna System		20000388301	DA_BKH_02			Installed	153.10	153.75	154.40			Structure - Stayed Mast - 47356	47356
BLACK HILL SC	9305	Antenna System		20000583601	DA_BKH_04			Installed	259.60	262.80	266.00			Structure - Stayed Mast - 47764	47764
BLACK HILL SC	9305	Antenna System		20000476301	DT_BKH_01			Installed	302.20	308.70	315.20			Structure - Stayed Mast - 47764	47764
BLACK HILL SC	9305	Antenna System		20000476401	DT_BKH_02			Installed	275.30	281.80	288.30			Structure - Stayed Mast - 47764	47764

# Site Details – Structures / Systems / Equipment 3

Custom Grid Views - Google Chrome  
arqiva-uat.siterra.com/gisapi.dll?Do=Output&PageID=5030600&ClassID=5000000&ObjectID=112...

arqiva UAT Help

**View Details**

Save Save and Close Delete Cancel

\* View Name: Antenna System

Description: SMS Site Assets Grid Default View

Default:

Usage Level: Portfolio

# of Rows in Page: 250

**Columns**

Available Columns	Selected Columns
Antennas	Parent of (Antenna)
Access to Rooftop	Status
Access Track	Base
Ownership	Height
Access Track	Mean Height
Start Point Lat	Top Height
Access Track	Bearing
Start Point Lon	Position or Leg
Accommodation Category	Parent of (Antenna System)
Accommodation Description	Parent
Accommodation Maintenance	

- ▶ By editing the Grid View you can customise it if you need specific information.