

香港宽频數據中心 设施管理服务 HKBN Data Centre Facility Management Services

Manage e-Access Records Quick Guide

管理 e-Access 记录 快速指南



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1. Login ManagedBiz Portal | 登录网上客户管理平台

1.1 Visit <u>http://hkbnes.net/en/accountservices</u> | 访问 <u>http://hkbnes.net/en/accountservices</u>

Ć		Account Login	S.	Payment Methods	
- 6	М уА	ccount	Ŕ	By Mail	~
	🛞 Broa	dband Network		In Person	~
	Clou	d Solutions		By Autopay/ Credit Card	~
Voice Communication Other Services		e Communication	PPS	Payment By Phone Service (PPS)	~
		er Services 🗸 🗸	₫	Through 7-Eleven/ Circle K Convenience Store/ VanGO Conveience Store/ CR Vanguard	~
			e ,	Through Internet Banking	~
				Through HSBC/ Hang Seng Bank Automatic Teller Machines (ATM)	~
Acco				Through ATM with JET PAYMENT Service	~
			<u>ا</u>	Cheque Deposit Machine	~
Account Usernan	: Type : ne :	eCS/ManagedBiz eCS Username. Remember Username	Logi Forç	in Guideline got Account No. / Username	
Dacewo	rd ·	_ ·	Eor	not Daceword	
Account	: Туре :	eCS/ManagedBiz	Logi	in Guideline	
Usernan	ne :	eCS Username. Remember Username	Forg	got Account No. / Username	
Passwoi	rd :	Password	Forg	jot Password	
		Login			



2. View e-Access Records | 查看 e-Access 名单记录

2.1 Click Manage Your Access List under Data Centre | 在 Data Centre 功能列, 点击 Manage Your Access List



- 2.2 You submitted Access list will be shown in table format. Please note only "Active" access record will be shown here. To view the expired access record, please refer to Part 6 of this guide | 已登记的名单将以表列颢示,请注意此表只 会显示仍然生效的名单纪录,如欲查看已逾期失效的名单纪录,请参考本指南第6 部份。
- 2.3 To view the details, you can click into the specify record. 如欲查看名单纪录的详 情,请点击有关纪录。

View eAccess Record

Customer Number:

Company		Dont	Desition	Acces	s Period	DI-N-	A - 41 - 14
	Name	Dept	Posicion	From	То	-Rack NO	Acuon
ABC	CS			2014-07-03 00:00	2014-07-31 23:59	(All racks)	Delete
ABC Company	Chan Tai Man			2014-07-03 00:00	2014-07-10 23:59	(All racks)	Delete
ABC Company	Chan Tai Man	40	17	2014-06-09 00:00	2015-06-09 23:59	(All racks)	Delete



* HKID (First 4 digits) * Passport * Staff ID	 A123 (E.g. A123) (E.g. A123) 	
* Company		
* Name	Chan Tai Man	
Department		
Position		
Telephone		
Fax		
Email Address		
* Line/ Rack no	All racks	
Reason		
* Access Period From	2014-07-03 00 • : 00 •	
* Access Period To	2014-07-10 23 🔻 : 59 🔻	
Submit >		

2.4 To Delete or Edit the record, please refer to Part 3 & Part 5 | 如欲删除或更改名 单纪录,请参考本指南第3部份及第5部份的指示。

3. Delete e-Access Records | 刪除 e-Access 名单记录

3.1 Click Delete to clear the relevant record | 点击 Delete 以删除相关记录

View eAcc Customer Nu	mber:						
C		D	Destitute	Acces	Access Period		
Company	Name	Dept	Position	From	То	-Rack No	Action
ABC	cs			2014-07-03 00:00	2014-07-31 23:59	(All racks)	Delete



- 3.2 An alert message will be prompted as below. Press **OK** to proceed the one-time verification code sending |点击 **Delete** 后将出现以下提示信息,单击 **OK** 以继续 一次性验证码的传送。
 - For security purpose, a one-time verification code will be sent by the system to the customer's registered e-mail or mobile number within few minutes whenever there is any update made in the ManagedBiz eAccess. Customer must enter the relevant verification code to complete the update. If customer cannot receive the verification code within few minutes, please call our Customer Services Hotline at **128 180**. |因安全理由,客户每次於

ManagedBiz - eAccess 内作任何更新时,系统会於数分钟内将一个一次性的验证码发送到客户已登记的电子邮箱或手机号码。客户须输入有关一次性的验证码完成更新。如果客户不能收到验证码,请致电客户服务热线 128 180。

?	For security purpose, a one-time verification code will be sent by the system to the your registered e-mail or mobile number within few minutes wherever there is any update made in the ManagedBiz - eAccess. You must enter the relevant verification code to complete the update.
	If you cannot receive the verification code, please call Customer Services Hotline at 128 180.

It may takes several minutes, Continuous?



3.3 The one-time verification code will be stated on the email / SMS. | 一次性的验证码将显示在电子邮件/短信内。





< 訊息 +852	詳細資料
訊息 今日上午11:48	
HKBN: To continue and complete Data Centre access right update procedure via ManagedBiz - eAccess, please enter this one-time verification code: 7520- AKX valid period: <u>11:27 to</u> <u>11:57</u>)	

- 3.4 Enter the one-time verification code in the pop-up windows, and then click **Submit**. | 请输入一次性验证码, 然後单击 **Submit**。
 - If the pop-up window is not displayed, please go to **Appendix A** to allow **Pop-ups in your browser.** | 如果你不能看到弹出窗口,请參考附录 A 的指示在你的浏览器上允许弹出窗口的功能。
 - If you cannot enter the verification code within the valid period, you need to repeat step 3.1 to 3.4 to get and input a new one-time verification code. |如

你未能於验证码有放时间内输入验证码,你需要按照 3.1 至 3.4 的步骤重新获取及输入新的一次性验证码。

💾 ManagedBiz - Google Chrome	
Verification code:	
Submits	
Subint ?	

- 3.5 After entered the one-time verification code, click **Delete** again to clear the relevant record | 输入一次性验证码后,請再次单击 **Delete** 以删除相关记录
- 3.6 Press OK to confirm |单击 OK 提交

we you sure to delete ?		
		2
	202000	11.00003425360



3.7 A message "delete record successful." will be displayed upon record deleted | 记录删除後,系统将显示确认讯息"delete record successful."

O View eAccess Record

Customer Number:							
		B		Acces	s Period		
Company	Name	Dept	Position	From	То	-Rack No	
ABC	CS			2014-07-03 00:00	2014-07-31 23:59	(All racks)	
ABC Company	Chan Tai Man			2014-07-03 00:00	2014-07-10 23:59	(All racks)	
ABC Company	Chan Tai Man			2014-06-09 00:00	2015-06-09 23:59	(All racks)	

4. Add Record – Input New eAccess Record |添加 eAccess 名单记录

- 4.1 Click Manage Your Access List under Data Centre | 在 Data Centre 功能 列,点击 Manage Your Access List
- 4.2 Click ADD/Edit Record under Manage Your Access List | 在 Manage Your Access List 頁, 点击 ADD/Edit Record

View eAccess Record	Add/Edit Record	Expired eAccess Record
8 Add/Edit Record		

4.3 Input eAccess personal information | 请输入访问人员资料

- ID Card No. (First 4 Digits) or you may select to input Passport / Staff ID | 身份证号码(首 4 位数字) 你亦可以选择输入护照或职员号码
- Company Name | 公司名称
- Visitor Name | 访问人员名称
- Department | 部门
- Position | 职位
- Telephone No. | 电话号码
- Fax No. | 传真号码
- Email address | 电邮地址



* HKID (First 4 digits) * Passport	(E.g. A123)
* Company]
* Name Department	
Position	
Telephone Fax	
Email Address	

- Select the Line/Rack No. | 选择所需要工作的机柜
- Input Remarks |輸入備註
- Select the Start Date of visit| 选择到访开始日期
- Select the End Date of visit | 选择到访结束日期
 - · Each access record's validity period maximum is 1 year | 每个访问 记录的有效期最多为 1 年

* Line/ Rack no	All racks	*
Reason		
* Access Period From		00 • : 00 •
* Access Period To		23 🔻 : 59 🔻

- 4.4 Click Submit |单击 Submit
- 4.5 An alert message will be prompted as below. Press **OK** to proceed the one-time verification code sending |点击删除后将出现以下提示信息,单击 **OK** 以继续一次 性验证码的传送。
 - For security purpose, a one-time verification code will be sent by the system to the customer's registered e-mail or mobile number within few minutes whenever there is any update made in the ManagedBiz eAccess. Customer must enter the relevant verification code to complete the update. If customer cannot receive the verification code within few minutes, please call our Customer Services Hotline at **128 180**. |因安全理由,客户每次於



ManagedBiz - eAccess 内作任何更新时,系统会於数分钟内将一个一次性的验证码发送到客 户已登记的电子邮箱或手机号码。客户须输入有关一次性的验证码完成更新。如果客户不能收 到验证码,请致电客户服务热线 128 180。

?	For security purpose, a one-time verification code will be sent by the system to the your registered e-mail or mobile number within few minutes wherever there is any update made in the ManagedBiz - eAccess. You must enter the relevant verification code to complete the update.
	If you cannot receive the verification code, please call Customer Services Hotline at 128 180.
	It may takes several minutes, Continuous?
	OK Cancel

4.6 The one-time verification code will be stated on the email / SMS.

	Woen 2016/08/24 11:28 VM.
	HKBN ES Service Letter <essvcletter@hkbnes.net></essvcletter@hkbnes.net>
	HKBN ManagedBiz - eAccess - Data Centre Access Right Management Verification Code
To	
Dear Cust	omer,
Thank you	for using HKBN's Data Centre services.
We have r and compl	eceived your request to update Data Centre access right via ManagedBiz - eAccess, please use this one-time verification code 7520-AKX (v lid period: 11:27 to 11:57) to continue ete the update procedure.
Customer Hong Kon	Service Department g Broadband Network Limited
(This is an Chinese ve	automated system-generated e-mail. No authorised signature from HKBN is required. Please do not reply to this e-mail. In the event of any discrepancy between the English and rsion of this e-mail, the English version shall prevail.)
翅膀的客	自:
水油 - 串八	司德田主法驾驶委会委会上
多朗 貝公	可,進出省/6.見/実験(4家中心)版7分。
我們收到:	貫公司透過ManagedBiz - eAccess更新數據中心服務進入權限之申請,請使用這個一次性的驗證碼 7520-AKX(故時間: 11:27 至 11:57)以繼續及完成更新程序。
香港寬頻; 客戶服務;	網絡有限公司 部
(此乃自動	1余统登出的霍子郵件,母須備有香港寬頒之授權簽署。請勿回覆此電郵。倘本 電動的中、英文本之間有任何歧異,應以英文本為準。)



< 訊息 +852	詳細資料
訊息 今日上午11:48	
HKBN: To continue and complete Data Centre access right update procedure via ManagedBiz - eAccess, please enter this one-time verification code: 7520- AKX valid period: 11:27 to 11:57)	

- 4.7 Enter the one-time verification code in the pop-up windows, and then click **Submit**. | 请输入一次性验证码, 然後单击 **Submit**。
 - If the pop-up window is not displayed, please go to **Appendix A** to allow **Pop-ups in your browser**. |如果你不能看到弹出窗口,请参考附录 A 的指示 在你的浏览器上允许弹出窗口的功能。
 - If you cannot enter the verification code within the valid period, you need to repeat step 4.1 to 4.7 to get and input a new one-time verification code. |如

你未能於验证码有放时间内输入验证码,你需要按照 4.1 至 4.7 的步骤重新 获取及输入新的一次性验证码。

ManagedBiz - Google Chrome	
Verification code:	
Submit >	

- 4.8 After enter the one-time verification code, click **Submit** again | 輸入一次性验证码 後,請再次单击 **Submit**
- 4.9 Press OK to confirm |单击 OK 提交
- 4.10 A message "Submit record successful" will be displayed upon record added |添加记录後,系统将显示确认讯息"Submit record successful."





5. Edit eAccess Record |编辑 eAccess 名单记录

- 5.1 Click Manage Your Access List under Data Centre | 在 Data Centre 功能 列,点击 Manage Your Access List
- 5.2 Click eAccess Record under Manage Your Access List | 在 Manage Your Access List 頁, 点击 eAccess Record

O View eAccess Record

Customer Number:

C	N	Dent	Destricts	Acces	s Period	Destal	
Company	Name	Dept	Position	From	То	-Rack No	Action
ABC	cs			2014-07-03 00:00	2014-07-31 23:59	(All racks)	Delete
ABC Company	Chan Tai Man	ſĿ.		2014-07-03 00:00	2014-07-10 23:59	(All racks)	Delete
ABC Company	Chan Tai Man	40		2014-06-09 00:00	2015-06-09 23:59	(All racks)	Delete

- 5.3 Modify the eAccess record and click Submit afterward | 完成修改后单击 Submit
- 5.4 An alert message will be prompted as below. Press **OK** to proceed the one-time verification code sending |点击 **Submit** 后将出现以下提示信息,单击 **OK** 以继续 一次性验证码的传送。
 - For security purpose, a one-time verification code will be sent by the system to the customer's registered e-mail or mobile number within few minutes whenever there is any update made in the ManagedBiz eAccess. Customer must enter the relevant verification code to complete the update. If customer cannot receive the verification code within few minutes, please call our Customer Services Hotline at 128 180. |因安全理由,客户每次於 ManagedBiz eAccess 内作任何更新时,系统会於数分钟内将一个一次性的验证码发送到客 户已登记的电子邮箱或手机号码。客户须输入有关一次性的验证码完成更新。如果客户不能 收到验证码,请致电客户服务热线 128 180。

?	For security purpose, a one-time verification code will be sent by the system to the your registered e-mail or mobile number within few minutes wherever there is any update made in the ManagedBiz - eAccess. You must enter the relevant verification code to complete the update. If you cannot receive the verification code, please call Customer Services Hotline at 128 180. It may takes several minutes, Continuous?
	OK Cancel

5.5 The one-time verification code will be stated on the email / SMS.



Woen 2016/08/24 11:28 VM.

HKBN ES Service Letter <essvcletter@hkbnes.net>

HKBN ManagedBiz - eAccess - Data Centre Access Right Management Verification Code

Dear Customer,

Thank you for using HKBN's Data Centre services.

We have received your request to update Data Centre access right via ManagedBiz - eAccess, please use this one-time verification code 7520-AKX (v lid period: 11:27 to 11:57) to continue and complete the update procedure.

Customer Service Department Hong Kong Broadband Network Limited

(This is an automated system-generated e-mail. No authorised signature from HKBN is required. Please do not reply to this e-mail. In the event of any discrepancy between the English and Chinese version of this e-mail, the English version shall prevail.)

親愛的客戶:

多謝 貴公司選用香港寬頻數據中心服務。

我們收到貴公司透過ManagedBiz - eAccess更新數據中心服務進入權限之申請,請使用這個一次性的驗證碼 7520-AKX (2 效時間: 11:27 至 11:57)以繼續及完成更新程序。

香港寬頻網絡有限公司 客戶服務部 謹啟

(此乃自動系統發出的電子郵件, 田須備有香港寬頻之授權簽署。請勿回覆此電郵。倘本 電郵的中、英文本之間有任何歧異,應以英文本為準。)



- 5.6 Enter the one-time verification code in the pop-up windows, and then click **Submit**. 请输入一次性验证码, 然後单击 **Submit**。
 - If the pop-up window is not displayed, please go to **Appendix A** to allow **Pop-ups in your browser**. | 请输入一次性验证码,然後单击 **Submit**。如果 你不能看到弹出窗口,请參考附录 A 的指示在你的浏览器上允许弹出窗口的 功能。
 - If you cannot enter the verification code within the valid period, you need to repeat step 5.1 to 5.6 to get and input a new one-time verification code. |如



你未能於验证码有放时间内输入验证码,你需要按照 5.1 至 5.6 的步骤重新 获取及输入新的一次性验证码。

venilication code		

- 5.7 After enter the one-time verification code, click **Submit** again | 輸入一次性验证码 後,請再次单击 **Submit**
- 5.8 A message "**Update record successful**" will be displayed upon record edited |编 辑记录後,系统将显示确认讯息"**Update record successful**."

View eAccess Record	Add/Edit Record
O Add/Edit Record	
Update record successful	
* HKID (First 4 digits)	•

- 6. Check the expired eAccess record. | 查看已逾期失效的 eAccess 名单
 - 6.1 Click Manage Your Access List under Data Centre | 在 Data Centre 功能列, 点击 Manage Your Access List
 - 6.2 Click Expired eAccess Record under Manage Your Access List | 在 Manage Your Access List 頁, 点击 Expired eAccess Record



View eAccess Record	Add/Edit Record	Expired eAccess Record

Expired eAccess Record

Customer Number:

C		Dept Position Access Peri	Period	Dack No.		
Company	Name	Dept	Position	From	То	ROCK NO
CS	CS	CS	CS	2016-04-05 00:00	2016-05-12 23:59	(All racks)
ABC Company	ABC			2015-06-03 00:00	2015-06-03 23:59	KC03
Test	Test123			2014-10-03 00:00	2014-11-01 23:59	(All racks)



Appendix A - Steps to check/enable popup function for browser | 附录 A - 检查/启

用浏览器弹出窗口的功能

Microsoft Internet Explorer:

- 1. Click **Tools** and then **Internet Option** | 点击工具, 然后 **Internet 选项**
- 2. Select Privacy tab and Click Settings | 选择隐私选项, 然后单击设置



3. Enter hkbnes.net in text box and click Add | 在文字框中输入 hkbnes.net, 然后单击添加



4. Press Close then **OK** to apply | 按关闭, 然后单击确定



Google Chrome:

1. Press on and click Settings |按 ,然后单击设置

itml	© ☆
New tab	Ctrl+T
New window	Ctrl+N
New incognito wine	dow Ctrl+Shift+N
Bookmarks	
Recent Tabs	
Edit	Cut Copy Paste
Zoom	- 100% + []]
Save page as	Ctrl+S
Find	Ctrl+F
Print	Ctrl+P
Tools	
History	Ctrl+H
Downloads	Ctrl+3
Signed in as guope	ei621@gmail.com
Settings	
About Google Chro	ome
Help	
Exit	Ctrl+Shift+Q

2. Scroll Down the page and click "Show Advanced Setting" | 向下滚动页面,并点击"显示高级设置"





3. Click Content Setting under Privacy |点击隐私选项下面的内容设置



4. Click Manage exception under Pop-ups. | 点击弹出窗口选项下面的例外 管理。



5. Add an entry for <u>hkbnes.net</u> and then set to **Allow**. | 增加 <u>hkbnes.net</u>, 然后设置为**允许**。

Hostname pattern	Behavior		
hkbnes.net	Allow		

6. Click Done to apply. | 点击完成



Mozilla Firefox:

- 1. Click Option Firefox 🔻 + 🔜 新世界雷訊 New Tab 🔆 Bookmarks ۲ . New Private Window History Þ Downloads Ad 😡 Intranet 🧯 NWT Edit P & C ۲ Find... Add-ons Options Save Page As... Help . Email Link... Menu Bar Print... ۲ ✓ Navigation Toolbar ✓ Bookmarks Toolbar Web Developer ۲ Add-on Bar Ctrl+/ Full Screen Toolbar Layout... Set Up Sync... 返而日本ル 🔀 Exit
- 2. Click Content and then Exception List in Pop-ups

otions							×
General 1	Tabs	反 Content	Applications	Privacy	Security	Sync 3	Advanced
☑ <u>B</u> lock po	p-up wi	ndows				<u>E</u> xc	eptions
Fonts & Colo <u>D</u> efault font:	rs Time	s New Rom	ian	•	<u>S</u> ize: 16	• <u>A</u> d	vanced

3. Enter hkbnes.net in text box and click Allow.

Allowed Sites - Pop-ups	_ 🗆 X
You can specify which websites are allowed the exact address of the site you want to all Address of website:	I to open pop-up windows. Type ow and then click Allow.
www.newworldtel.com	
•	Allow

4. Click Close and OK to apply. | 按关闭, 然后单击确定

End of document |完