



January, 2014

## Introduction

The Epsom & Ewell Neighbourhood Watch Information System provides crime-related details and statistics for the local area. Although you can do this directly on-line, 24 hours a day, it is often more convenient to have the system e-mail you when new information becomes available.

By registering your e-mail address with the system, you can do just that! Information is sent to you in one of two ways, depending on the nature of that information – via a regular “Round-up” newsletter for standard notifications and as an “alert” for more urgent details.

## How to register with the information system

To register with the system, you merely need to enter your e-mail address and your preferences as to the information to receive. No personal details and no passwords are required. Instead, the system provides access to your settings at any time using “e-mail based security”. With e-mail based security, the system authenticates your user based purely on the e-mail address specified.

### Step 1. Click My NHW

Click the “My NHW” link at the top of any main page.



## Step 2. Enter your e-mail address

You will be asked to enter your e-mail address – this is the address you wish to register ...



The screenshot shows a web browser window with the URL [www.epsomandewellnhw.co.uk/MyNHW.aspx](http://www.epsomandewellnhw.co.uk/MyNHW.aspx). The page header features the Neighbourhood Watch logo, a map of the area, and the text "Epsom & Ewell Neighbourhood Watch Making our local area a safer, together." Below the header is a navigation menu with links: Home, Notices & Alerts, Statistics, My NHW, About NHW, Contact/Links, Administration, and Help.

The main content area is titled "My NHW" and contains the following text:

*Keeping updated, joining in and helping your community couldn't be easier! And it doesn't mean you have to give up a lot of time. The site can e-mail you when new notices become available - either immediately for urgent messages or through "Round-up", our regular newsletter. All you have to do is register your e-mail address below and we'll do the rest!*

**New or Existing E-mail Address**

We keep in touch with you via e-mail. If you're already registered and wish to change your settings, or you're new to Neighbourhood Watch & would like to register for automatic e-mails, or you're leaving the area and would like to remove your e-mail from our system, please enter your address below.

To access existing details, or to confirm your registrations, we'll send you a short e-mail giving you a link to click. This link lets the system confirm who you are - no user or password to remember, just your e-mail - it's that simple!

Please enter your registered or new e-mail address:

**Verify E-mail & Continue**

At the bottom of the page, there are two links with question mark icons: [Registering your e-mail address](#) and [Updating or removing your registered e-mail address](#).

Click "Verify E-mail & Continue".

## Step 3. Enter your preferences

As a new user, you will be asked to confirm your preferences. No personal data is requested or collected, only the preference information shown here ...

Please complete the details below in order to register this address ...

**Local NHW "Round-up" newsletter**

You will receive weekly "Round-up" bulletins by e-mail, when new crime or NHW related information is available.

**Urgent bulletins**

You will additionally receive e-mails when *urgent* information becomes available for the following region(s) of Epsom & Ewell.

To help bring you local information, our area is split into 6 regions. For urgent messages you will only be sent details if they relate to the region(s) selected here. Please tick all that apply. [See a map of our regions.](#)

- Central
- East
- North
- Northwest
- South
- West

**Would you like to include the most recently available crime statistics with your copy of "Round-up" ?**

If you would like to receive statistics, please select the region for which you would like to receive figures (or select all regions).

--- Do not include statistics---

**How would you like to receive this information ?**

You can receive e-mails in one of two ways - either a fully formatted message containing articles and graphics etc., or a text-based e-mail with links to the relevant articles on-line ...

- A fully-formatted e-mail containing the relevant articles
- A plain text e-mail containing links to each article

*That's all we need to know!*

**Register My Email**

From here you can set the following preferences.

- **Registering for Round-up.**

By registering with the system, you will automatically receive the NHW "Round-up" newsletter.

- **Receive urgent messages.**

Please indicate which region(s) within our area that you are particularly interested in – e.g. where you live. These selection(s) allows the system to only send urgent messages to you if they are relevant to you.

Please select all region(s) that apply (you can select none, one, many or all).

- **Receive statistics in Round-up**

Please indicate whether you wish to receive statistics within the Round-up newsletter when it's sent to you.

You can choose to ...

- Not show statistics
- Show recent statistics for a particular region (e.g. where you live)
- Show recent statistics for the entire Epsom and Ewell Area

- **E-mail format**

You can receive e-mails in one of two ways – as a fully formatted message containing articles and graphics etc. or in plain text containing links to the relevant articles on-line.

*It is recommended that you select the fully formatted option unless your e-mail client doesn't support it or you wish to reduce the amount of data transferred. Any of these settings can be changed later is required.*

When complete, click “Register My E-mail”.

**Step 4. Verify your e-mail address**

The system verifies your address by sending you an e-mail. This will contain a “confirmation key” which you use to confirm you have accessed the e-mail – and therefore it's your address.

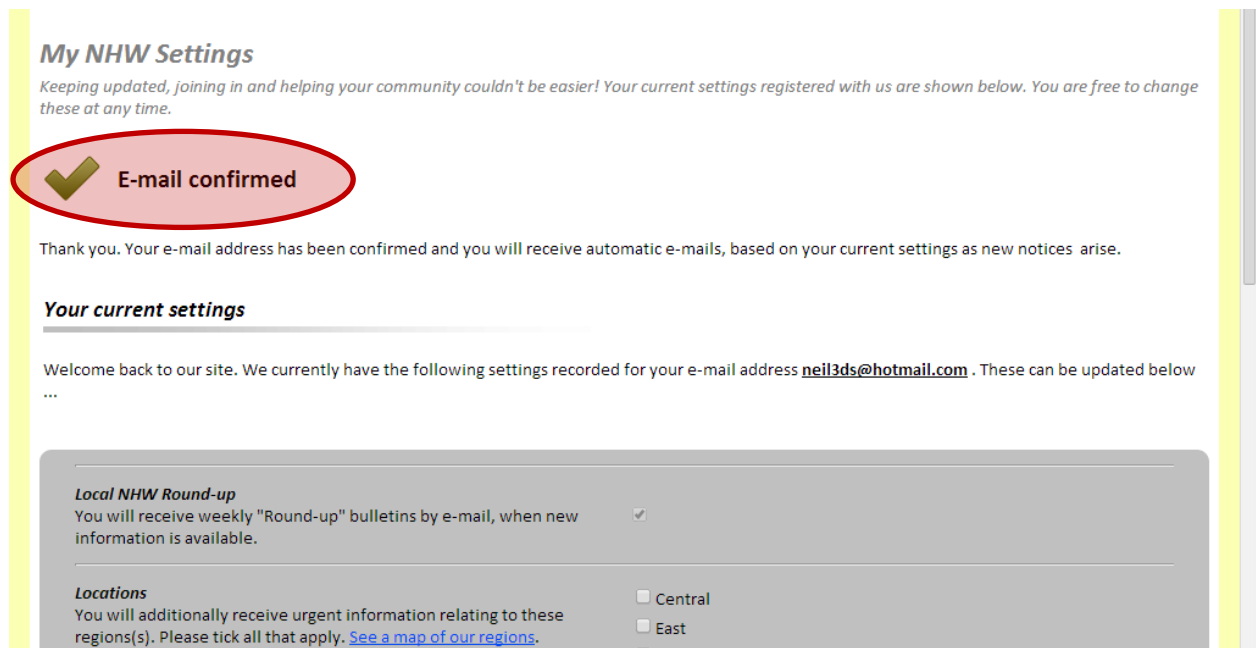
*You must acknowledge this e-mail within 24 hours otherwise your registration will automatically be deleted.*

The e-mail will be entitled "Please confirm your NHW e-mail address" and will contain a link that looks something like this ...


<http://www.EpsomAndEwellNHW.co.uk/MyNHWSettings.aspx?Register=RWXBDEYZMIOOJAABTTYMYOKAWWZLH&Email=<Your e-mail address>>

*If you do not receive an e-mail, check your SPAM filters and verify you've entered the correct e-mail address.*

To acknowledge the e-mail and confirm your registration, click the link or copy/paste it into your browser which will re-access the site and display a confirmation message ...



**My NHW Settings**  
*Keeping updated, joining in and helping your community couldn't be easier! Your current settings registered with us are shown below. You are free to change these at any time.*

 **E-mail confirmed**

Thank you. Your e-mail address has been confirmed and you will receive automatic e-mails, based on your current settings as new notices arise.

**Your current settings**

Welcome back to our site. We currently have the following settings recorded for your e-mail address [neil3ds@hotmail.com](mailto:neil3ds@hotmail.com). These can be updated below ...

**Local NHW Round-up**  
You will receive weekly "Round-up" bulletins by e-mail, when new information is available.

**Locations**  
You will additionally receive urgent information relating to these regions(s). Please tick all that apply. [See a map of our regions.](#)

Central  
 East

### Step 5. That's it!

Now that your address is registered you will automatically receive regular copies of "Round-up" – typically weekly or fortnightly as and when information becomes available. You will also receive urgent messages based on your entered settings, again, as and when they are sent.

## Need help ?

No problem! Simply click the “Contact” link at the top of the main pages, and then click the “Ask Benny” link at the top of the page.

This message will then be directed to the appropriate person for resolution.



The *Epsom & Ewell NHW “Information System”* as well as the  
*Librero document management solution* used by it are  
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