

# Ubiquity Interface

Ubiquity™ utilizes a straight forward, Web standard interface to allow users the ability to swiftly learn and use its many programming, scheduling, and reporting features.



## SECTION 1: TABLE OF CONTENTS

Navigation	1:4
Search	1:5
Sorting	1:6
Help	1:6
Nomenclature	1:7
Sections	1:8
Firmware Upgrades	1:9

# 1



*To enter the Ubiquity system, go to [www.ubiquitysystems.net](http://www.ubiquitysystems.net) and use the password and user named provided to you by your administrator.*

To gain access to any Ubiquity™ site, whether stand-alone or centrally-hosted, you must have a unique username and password. These usernames/passwords are created by your system administrator and are typically emailed to you upon creation.

If you have lost your password, you can contact your system administrator or your TCS Basys Controls® sales rep to have it reset.

If you do not have a password, you can use the link below to request one and a TCS Basys Controls® sales rep will contact you.

The screenshot shows the Ubiquity Systems website interface. At the top, there is a navigation bar with links: Home | About TCS Basys Controls | Contact Us | PRODUCTS | UBIQUITY | CALENDAR | NEWS. The main header features the TCS Basys Controls logo and the Ubiquity logo with the tagline 'A TCS Basys Controls Solution' and the website URL 'ubiquitysystems.net'. Below the header, the page is divided into three columns:

- Left Column:** Titled 'Welcome to Ubiquity Systems'. Below this is a section 'What is Ubiquity™?' with a paragraph describing the system as a premier, Internet-based building management solution for retailers, restaurants, office buildings, financial institutions, and convenience stores. It mentions features like monitors, thermostats, controls, and communication gateways. At the bottom of this column are links for 'What is Ubiquity™?' and 'How Ubiquity™ Works'.
- Middle Column:** Titled 'How do I access Ubiquity™?'. It explains that to gain access to any Ubiquity™ site, a unique username and password are required, which are typically emailed upon creation. It provides instructions on how to reset a password by contacting the system administrator or TCS Basys Controls sales rep. At the bottom of this column are links for 'Request a Password' and 'Request More Info'.
- Right Column:** Contains a 'LOGIN' section. It has input fields for 'User Name' (with 'tcsadmin' entered) and 'Password' (with asterisks). Below the fields is a checkbox for 'HTML Only' with a note: 'Pages are optimized to minimize bandwidth and are best suited for users utilizing a dial-in connection / mobile phone / PDA. All functions may not be available with this login. This login intended for monitoring only.' A 'Submit' button is located below the checkbox. At the bottom of this column is a note: 'This site is optimized for Internet Explorer 6.0 or later. Click here to download the latest version for free.'

# Navigation

Navigation through the site is achieved in a number of ways. The most convenient approach for navigating the site is through the top-level buttons.

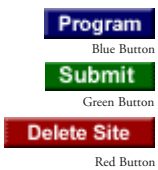


## Top-Level Navigation

When passing the mouse/cursor over any of the buttons, a sub-menu will appear underneath. Navigate to the appropriate sub-link and click. As an alternative, you can click a button to go to a page showing all of the sub-links. This top-level navigation is shown in this manual as follows.

- Go to Reports ⇒ Graphing Page

In addition to using the top level navigation, there is navigation integrated into each page. Ubiquity uses several standards for actions:



**Buttons** - Buttons come in various colors, and perform many functions. Whenever there is a Red button it designates that information is being removed from Ubiquity once it is clicked.

**Text Links** - These are used in a number of ways. A user can click a link to navigate to another page, to expand or contract a drop-down table, or to sort table columns, for example.

**Form Elements** - There are drop-downs, checkboxes, radio buttons, and text boxes for filling in or choosing appropriate information for action.

## Search

Ubiquity has a very powerful search engine that allows you to make focused searches with quality results. The search function in Ubiquity is standard throughout the site, and is composed of two elements:

The image shows a search interface with three main components: a text input field on the left, a dropdown menu in the middle with the word 'Region' and a downward arrow, and a green rectangular button with the word 'Search' in white text on the right.

**Text Box** - This is where you enter in the specific data you are searching for.

**Drop-Down** - In the drop-down you select from a list of the columns from the table beneath it (i.e. city, state, site name, etc.). This way your search only returns results from the column that you are specifying.

Clicking the search button initiates the search. And the results are displayed on the same page.

*Tip:*

If you are not sure on a spelling or only know part of a word, you can type in a partial letter combination (i.e. "cago" would return "Chicago" or anything else with "cago" in it).

*Tip:*

To return all the possible results for the table, leave the text box empty and click the search button again.

## Sorting

Sometimes the data in a table will not be ordered in the way you prefer. To sort the tables, click on the text in the column header by which you wish to sort. The first click will sort the information in "descending" order. A second click will sort it in "ascending" order.


Groups	Number of Sites	Number of Alarms					
<b>Unassigned Sites</b> ▼	2	0					
Site Name	Status	Alarms	Address	City	state	postal	
Testing 1	Offline	0	a	a	a		
No Monitoring Data ....Site is offline or Marquees Disabled							
<a href="#">Enter Site</a> <a href="#">Graphical Interface</a> <a href="#">Alarm Details</a> <a href="#">Building Information</a> <a href="#">User Access</a>							

*Tip:*

Look at the arrow in the header. It shows which way the information is being sorted. Down arrow indicates descending, and up arrow indicates ascending.

## Help

Ubiquity has three levels of Help to clarify functions.


**My Sites**

[Help](#)

Below is a summary of all the sites and groups currently assigned to you. Click one of the linked sites below to find out more.


New Easy Instructions are available for the Enhanced Monitoring and new Graphical Interface. They are available on the [Manual Page](#)

**Presentation Options**

Groups	Number of Sites	Number of Alarms				
<b>Unassigned Sites</b> ▼	2					
<b>testgroups</b> ▼	1					
Site Name	Status	Alarms	Address	City	state	postal
Image Unit	Offline	43	s	s		
No Monitoring Data ....Site is offline or Marquees Disabled						
<a href="#">Enter Site</a> <a href="#">Graphical Interface</a> <a href="#">Alarm Details</a> <a href="#">Building Information</a> <a href="#">User Access</a>						

Site Table Close  
 This data table allows you to sort information by clicking or double-clicking on any of the trended points, sites, groups or categories, thus manipulating the information to suit your needs.

[Privacy Policy](#)



Page Help

Contextual Help

Functional Help

**Contextual Help** - On each page, under each section title, we have inserted a short description defining the function of the page.

**Page Help** - At the top of every page is a “Help” link. Clicking on the link opens a pop-up window describing the function of the page.

**Functional Help** - In certain areas, we have placed a Question Mark icon next to specific functions on the page. Clicking on these icons brings up a menu describing the function and providing suggestions and examples. When you want to close the menu, pass your cursor over the close link at the top right of the menu. Anytime you're having difficulty, make sure to look for these icons - they may answer your question!

Each of these Help levels is designed to complement the others and provide enough detail to give you an adequate explanation. If you still have questions be sure to refer back to this manual for more detailed information.

## Nomenclature

Specific words or combination of words are used throughout the site to define functions and navigations.

**Submit**

**"Submit"** - When you click on this button the information you have entered onto the page is saved and sent to the Ubiquity Database.

**Cancel**

**"Cancel"** - Clears the new information you have entered and returns you to the previous page.

**Edit Vendor**

**"Edit"** - Clicking this button takes you to a page containing previously entered information. From here you can modify any of the information shown on the page. When finished, click the "Submit" button to save the changes.

**Add Incentive**

**"Add"** - Takes you to a page for adding a new function, device, or point to the Ubiquity network. Information entered on this page is saved when "Submit" is clicked.

**Remove Checked**

**"Remove"** - Deletes information in the Ubiquity database directly related to the named function. **IMPORTANT** - Information categorized underneath that function will not be removed, but will become unassigned. For example, removing a group that has multiple sites assigned to it shifts those sites to the "Unassigned Sites" group.

**OK**

**"OK"** - Typically used in pop-up windows, it confirms an action, but does not save it. This is seen when some sub-information within a larger page is needed. The data is not actually saved until "Submit" is clicked on the main page.

## Sections

Ubiquity is broken down into ten sections:

[My Sites](#) [Reports](#) [Global Changes](#) [Admin](#) [Maintenance](#) [Energy](#) [News](#) [Manual Operations](#) [Sign Out](#)

**My Sites** - A section for programming your network, monitoring your controls, and managing alarms.

**Reports** - A section for generating different types of reports and graphs including User Access, Data Trend, and Alarm reports.

**Maintenance** - A section for creating Asset lists and then creating and assigning preventive maintenance schedules to them. You also have the ability to issue reactive maintenance work orders and create reports and invoices.

**Global Changes** - A quick link section for changing schedules, programming, or alarms across multiple sites simultaneously.

**Admin** - A section for setting up users and their access, configuring regions and default system settings, as well as managing the site's look and feel.

**Energy** - A section for setting up policies and creating reports pertaining to curtailment and demand limiting procedures.

**Operations** - A section for documenting savings through the usage of ubiquity. This section also includes the "Contact List" section.

**Manual** - A section for downloading the latest Manual.

**News** - A section for viewing information on the latest developments in Ubiquity; server upgrades, new features, and other *TCS Basys Controls*® products. This section also includes a tool that allows the administrator to broadcast announcements to other users within their enterprise.

**Sign Out** - Clicking on this button signs you out of Ubiquity.

## Firmware Upgrades

The QD2040, QD2020i and QD2020ie can have their firmware upgraded remotely through the Ubiquity server. This allows all models to stay up-to-date with the latest *TCS Basys Controls*® hardware developments. This ability also allows for new features to be introduced on your network, patches to make the devices run better, and upgrades to ensure compatibility with other hardware.

*TCS Basys Controls*® will post firmware upgrade announcements on the "News" page. In the event of a major upgrade *TCS Basys Controls*® will distribute an email to the administrator. Simply click the announcement to acknowledge that you wish to implement the upgrade and indicate your preferred day and time. *TCS Basys Controls*® will handle the rest. Upgrades to the firmware typically take about an hour. During that time you will not be able to monitor or make changes to your network.

