

Ubiquity 4.0 Help Resource

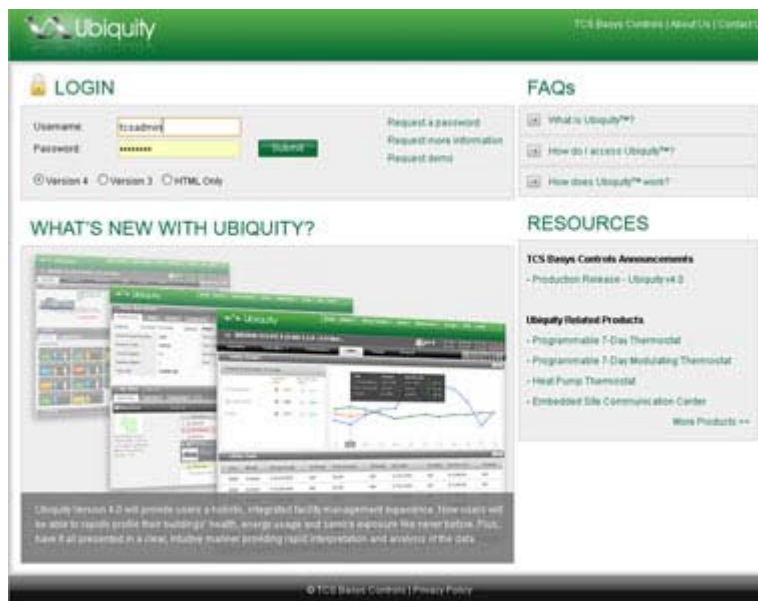
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Welcome to Ubiquity™ 4.0, the current iteration of our Internet based building management solution for multi-site organizations. If you are familiar with previous versions of Ubiquity™, you will notice many enhancements in version 4.0 specifically on the Enterprise Home page and the Site Home page. If you have never seen Ubiquity™ before, we hope you will find it intuitive to navigate, information packed, and useful in your day-to-day management of your sites' HVAC, lighting, and refrigeration systems, as well as a powerful tool to monitor and reduce your energy usage enterprise-wide.

If you have questions or need assistance, you have the following options:

1. This web based help resource.
2. Support files (PDFs) posted to Ubiquity™ on the Manual Download link on the Help tab.
3. Call TCS Basys Controls toll free 800-288-9383 or direct 608-836-9034.



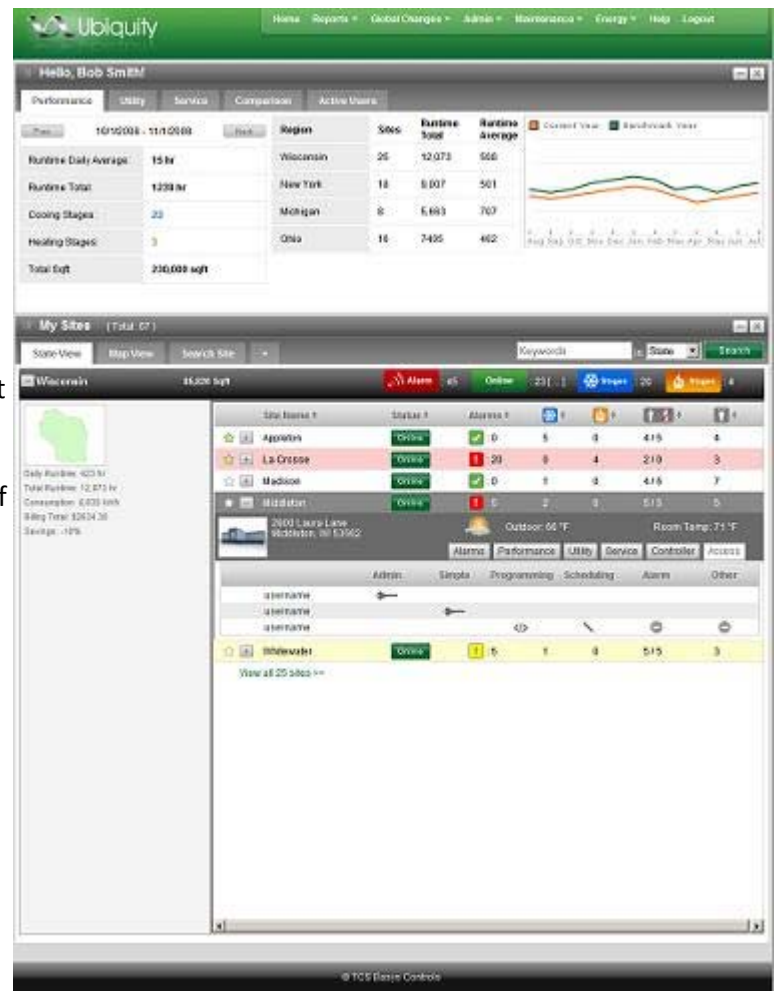
Ubiquity™ Defined

u•biq•ui•ty (noun): the state of being, or seeming to be, everywhere at once

Ubiquity™ is a powerful building management system that allows facility managers to be “everywhere at once” via the Internet. Facility management is especially challenging to banks, retailers, restaurants and other businesses that must manage hundreds – or thousands – of remotely located buildings. Imagine how much easier it would be to manage facility assets and energy costs if those many remote buildings could be managed and controlled as if they were in a single location. That level of control and access is possible – and affordable – with Ubiquity™ Enterprise Management from TCS Basys Controls®.

Ubiquity™ represents the next level in facility management, monitoring and control by bringing together many enterprise functions into a single unified interface:

- Energy management / demand limiting
- Building network control and monitoring
- Remote access to site data 24 hours a day
- Facility maintenance management (CMMS)
- Documentation of savings



Ubiquity™ creates a synergy between energy management, environmental control, maintenance functions, document and asset management by utilizing a centrally hosted web server and browser-based interface. This central server maintains a constant connection with each site via the Internet. All functions are performed within the browser-based interface, including programming, scheduling, monitoring and trending of controller data. All data for each site is stored on the centrally hosted server, with redundant functionality and data storage built-in to the onsite network gateway device.

Standard Interface

The Standard Interface provides remote access to all features within Ubiquity™ -- monitoring, alarming, scheduling, programming, and reporting -- and is intended for use by installing contractor(s), local building managers, and national facility managers. The interface is designed to navigate intuitively, present all information concisely, and have a clean, easy-to-read appearance. Drop-down menus, tabs, and expand/shrink buttons provide consistent navigational tools and quick access to all features while keeping every page well organized. In addition, the two most commonly used pages within Ubiquity™ have been completely overhauled for version 4.0. The Enterprise Home page displays both summary data for all sites and detailed data for each site to which you have access. The Site Home page (shown at right) displays summary data for that site, as well as, complete details for all controls installed at that site. Both of these pages also include new summary tables, new controller icons, and a new modular "drag and drop" layout. See the Enterprise Home Page and Site Home Page sections of this help resource for more information.



HTML Only Interface

By selecting this option when logging in, one uses the standard interface to access Ubiquity™ with all pages optimized to minimize bandwidth. This option is best suited for users utilizing a dial-in connection / mobile phone / PDA. "HTML only" refers to accessing versions of Ubiquity™ pages which DO NOT contain Java, Javascript, or Flash. All functions/pages may not be available with this login at this time. Additional functions/pages will be modified to have "HTML Only" versions in the future. Check the Recent Updates page on the News menu for details. Also, this type of login is intended for **MONITORING ONLY**-- no live data is pushed to these pages, one must manually refresh the page to see updated information.

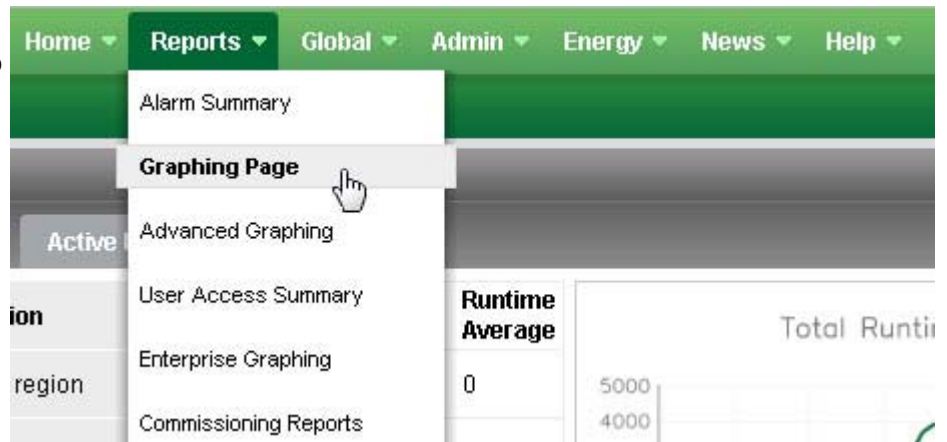
Simple Interface

The Ubiquity™ Simple Interface (shown at the right) is a single page, intuitive view of the site intended for use by onsite, non-technical users. This interface includes multi-state icons to visually indicate what is happening with each controller at a given site and expandable tables to show more detailed information. This interface has minimal navigation and only allows the user to see specific monitoring information, to view Custom Reports, and to shift setpoints within the predefined parameters set for each controller. Finally, the Simple Interface can display information from 10 or more sites all within the same browser window.



Menus

The menus are designed to provide access to all areas/functions within Ubiquity™. By positioning your cursor over the top of each menu item, the menu will expand to show all the links within that menu. Some menus are visible/available on every page within Ubiquity™ others only appear on certain pages.



Modules

Each area/page within Ubiquity™ is made up of various components or sections called modules. These modules can be moved around, collapsed, or hidden/turned off using the controls/actions described below. Using this modular concept, Ubiquity™ can be tailored to your wants/needs.



Customize -- In the upper right hand portion of the top tab bar, you will find a "Customize" button or a link. Clicking this button or link reveals a pop-up layer that allows you to hide or unhide various modules and tabs AND save any changes you made on that page (drag-n-drop sorting, starred sites, etc.).



Drag/Drop -- By positioning your cursor over the title bar of any module and left clicking/holding, you can drag/drop the module to the desired position. A dotted outline will show where the module will be placed upon release of the mouse button.



Minimize Module -- Clicking this button will shrink a module up so that only the title bar is shown.



Expand Module -- Clicking this button will expand a module down so that only all information is shown.



Close -- Clicking this button will close or hide a module.

Tabs -- Within each module are various tabs (performance, utility, service, etc.) which appear similar to the top level menus BUT can instead be clicked to reveal additional information, tables, graphs, and other links.



Expand/Collapse Item -- Clicking the "+" button will expand an item and reveal additional information, tables, graphs, and other links. Clicking the "-" button will collapse an item back to its original state.

(move your mouse around the image below to see descriptions of the navigational tools -- complete descriptions are located after the image)



The Enterprise Home page is designed to provide a quick, top-level view of everything happening at all sites. From this single page, one can view both consolidated enterprise-wide data and individual site details. Data is presented in graphical and tabular formats accentuated with eye-catching icons or vivid colors to highlight important information. If desired, one can go directly to a particular site by clicking the individual site's status icon.

Navigational Tools:

1. **Top Level Menus** -- The top level menus are designed to provide access to all areas/functions within Ubiquity™. By positioning your cursor over the top of each menu item, the menu will expand to show all the links within that menu. These menus are visible/available on every page within Ubiquity™.
2. **Modules** -- area/page within Ubiquity™ is made up of various components or sections called modules. These modules can be moved around, collapsed, or hidden/turned off using the controls/actions described in the general navigation section of this help resource. Using this modular concept, Ubiquity™ can be tailored to your wants/needs.

3. Tabs -- Tabs appear similar to the top level menus BUT reside within a particular module AND can be clicked to reveal additional information, tables, graphs, and other links.
4. Customize -- In the right hand side of the tab bar, you will find a "Customize" link. Clicking this link reveals a pop-up layer that will allow you to hide or unhide various modules and tabs AND save any changes you made on that page (drag-n-drop sorting, starred sites, etc.).
5. Drag/Drop -- By positioning your cursor over a tab in any module and left clicking/holding, you can drag/drop the tab to the desired position. A dotted outline will show where the tab will be placed upon release of the mouse button.
6. Prev/Next Buttons -- In some modules and tabs there will be a previous and next buttons to allow you to select a different time period for the data being shown within that module or tab.
7. Search Tools -- Located in the upper right hand corner of the My Sites module, the search tool allow you to perform a search by entering the relevant keywords, selecting where you want to search using the drop-down menu, and clicking the search button. Search results appear on the Search tab.
8. Collapse/Expand Group -- Clicking the "-" button will collapse a group and hide all of its information, tables, graphs, and other links. Clicking the "+" button will expand a group back to its normal state .
9. Site Status Indicator/Button -- The site status indicator both shows the sites' current status (online, offline, or extended offline) on its face and can be used to directly access that site by clicking on it.
10. Expand/Collapse Site Info -- Clicking the "+" button will expand the table to show a specific site's information and the site level tabs (explained below) . Clicking the "-" button will collapse a site back to its original state.
11. Site Level Tabs -- Various site level tabs are listed within a site's expanded information. These tabs can then be used to view additional site specific information like alarms, performance and utility data, and user access information.

The Enterprise Home page is made up of two modules -- the Enterprise Summary and the My Sites modules.

Enterprise Summary Module

This module presents consolidated data from all sites presented in a dashboard type view. Information is displayed in tables and graphs to provide a quick, intuitive view of relevant information. Depending on what components are installed at your site AND on what services you have subscribed to, some tabs listed below may not appear in your view.

Performance -- The performance tab displays information related to equipment runtimes and efficiencies across all sites within your enterprise.



Utility -- The utility tab displays information related to electrical usage that has been provided by you or your utility and uploaded to Ubiquity™.



Service -- The service tab displays information related to site issues and actions taken to resolve those issues. These actions could have been performed remotely by your staff or TCS technical support, or by onsite personnel under the direction of TCS technical support.

NOTE: The service tab is not yet available. It will be made available in a future release.



Comparison -- The comparison tab displays information showing the comparison between sites to which you have access to all sites within your region and/or enterprise.



Active Users -- The active users tab shows a list of users who are currently logged into Ubiquity™ and which site (s) they are accessing.

Performance	Utility	Service	Comparison	Active Users
User Name #	Login Time #	Current Location (Site) #	Loading graph...	
Bob Smith	12:34 PM 2/9/2009	Testing Site #22		
Bob Smith	12:34 PM 2/9/2009	Testing Site #22		
Bob Smith	12:34 PM 2/9/2009	Testing Site #22		
Bob Smith	12:34 PM 2/9/2009	Testing Site #22		

My Sites Module

This module presents both summary data by site group as well as detailed data from each site. Information is displayed in tables and graphs to provide a quick, intuitive view of relevant information. Depending on what components are installed at your site AND on what services you have subscribed to, some tabs listed below may not appear in your view.

State View -- The state view tab displays a list of all sites within your enterprise to which you have access, organized into groups by state. Click the "+" next to the state name to expand the table and show all the sites located within that state. For each site listed you can click the status indicator to go directly to that Site Home page. Or, you can click the "+" next to the site name to expand the table further and see additional details and site specific tabs. Those tabs can then be used to view additional site specific information like alarms, performance and utility data, and user access information. Finally, by default the site table only shows a few sites BUT clicking the "View all XX sites" link will expand the table to show all sites within that state.

Site Name #	Status #	Alarms #
Appleton	Online	0	5	0	4 / 5	4
La Crosse	Offline	20	0	4	2 / 0	3
Madison	Online	0	1	0	4 / 6	7
Middleton	Online	5	2	0	5 / 5	5
Whitewater	Online	5	1	0	5 / 5	3

Search Site/Search Tools -- The search site tab displays the results from a search performed using the search tools in the upper right hand corner of the My Sites module. To perform a search, enter the relevant keywords, select where you want to search using the drop-down menu, and click the search button. Search results can be saved using the "+ Save this search" link at the top of the tab. Also, saved search can be accessed by clicking on the name within the "Saved Searches" section.

Site Name #	Status #	Alarms #
Site Name	Online	0	100	100	100 / 100	100
Site Name	Offline	100	100	100	100 / 100	100
Site Name	Online	0	100	100	100 / 100	100
Site Name	Online	0	100	100	100 / 100	100
Site Name	Online	0	100	100	100 / 100	100

+ (Custom View) -- The custom view tab shows a listing of sites to which you have access organized in whatever manner you want. This view has been provided to allow you complete flexibility in organizing your sites.

Creating a Group or Custom View

In the My Sites module on the Enterprise Home page, you have several default groupings or views -- State, Region, and Search. In some cases, you may prefer to create a custom group/view.

1. Click the + tab in the My Sites module.
2. Highlight "Tab Name" and enter in the desired name for your custom view tab.
3. In the comments field, enter any relevant details or a description for this view .
4. If custom groups had been setup for this enterprise in Ubiquity v3.0, simply click the "Copy Ubiquity 3 Groups" button to bring those into your Ubiquity v4.0 interface.
5. Click the "+ Add New Group" link to add as many custom groups as desired. For each custom group, click on the + to expand the group. Once expanded, you can name the group, add comments/description, and assign any currently unassigned sites to this group. Repeat this process for the remaining custom groups.
6. If a group is no longer needed, simply click the Remove button to delete that group.
7. Click the "Share this view with others" checkbox if you would like to make this custom view and its custom groups available to other other users.
8. Once all the desired custom groups have been created, click the Save button at the bottom of the page to save your view/groups and return to the Enterprise Home page.

Organizing and Rearranging Information on the Enterprise Home Page

Information found on the Enterprise Home page can be organized or rearranged in many ways to tailor this view to your needs.

1. Tabs can be clicked on and then dragged/dropped to reorder them as desired. **NOTE: The tab that is first (located in the far left position) will initially be displayed when the Enterprise Home page is accessed.**
2. Groups within the My Sites module can also be dragged/dropped .
3. Individual sites within each group in the My Sites module may be sorted by clicking on a column header. Clicking a column header once, sorts all site information in the tables alphabetically (a to z) or numerically (0 to highest) based on that column's contents. Clicking a column header a second time, sorts all site information in the tables reverse-alphabetically (z to a) or numerically (highest to 0) based on that column's contents. **NOTE: Default sorting is based on whether a site is starred first, then alphabetically (a to z) by site name.**
4. Clicking on Customize (in the upper right corner of the Overview module) opens a window containing several checkboxes. By checking or unchecking these boxes, you can hide or reveal the various tabs within the Overview and My Sites modules on the Enterprise Home. Clicking Save will save all changes so that the interface will appear this way each time it is accessed. Clicking Cancel will cause the change to NOT be saved and the interface will appear as it had BEFORE the changes upon refreshing the screen or the next time the Enterprise Home page is accessed.
5. Clicking Reset Default takes all settings back to factory defaults -- all tabs being viewed in their original order/locations and states/regions/custom views being sorted alphabetically.

Searching for Sites

In the My Sites module on the Enterprise Home page, you have the ability to search for specific sites which match the given search criteria. You can search all fields within the site information or restrict the search to only the Site Name, State, or Postal Code. Additionally, you can search using the terms "lighting" or "energy" to find sites having those type of controls/monitors installed.

1. Click in the search field located in the upper right corner of the My Sites module.
2. Enter the desired search criteria - an address, a street name, a state, a zip code, a site id#, energy, or lighting.
3. Click the drop-down to restrict where the matching values is to be found (site name, state, postal code) or leave at "ALL" to search all fields within the site information.
4. Click Search to initiate the search and go to the Search View tab to see you results.
5. If desired, click the "+ Save this Search" link to preserve this search for future reference.
6. If a search was previously saved, you can go directly to those results by first clicking on the Search View tab in the My Sites module and then on the desired saved search. To delete a previously saved search, click the X next to the search name.

Sorting Site Specific Information

Site specific information within the My Sites module can be sorted in a number of ways.

1. Individual sites within each group in the My Sites module may be sorted by clicking on a column header. Clicking a column header once, sorts all site information in the tables alphabetically (a to z) or numerically (0 to highest) based on that column's contents. Clicking a column header a second time, sorts all site information in the tables reverse-alphabetically (z to a) or numerically (highest to 0) based on that column's contents. **NOTE: Default sorting is based on whether a site is starred first, then alphabetically (a to z) by site name.**

Viewing Site Specific Information

A variety of site specific information is available in the My Sites module on the Enterprise Home page.

1. The State/Region/Group bar contains a summary of the information for all sites within that state/region/group including sites online, number of alarms, number of cooling stages on, and number of heating stages on.
2. By clicking the star located just to the left of each Site Name, you can tag certain sites which you would like to keep a closer eye on. All starred sites appear at the top of the list within each state/region/group. To clear the star simply click it a second time.
3. In the Collapsed View (initial view or by clicking the "-" button next to the site name), each site bar contains standard details for that specific site including online status, number of alarms, number of cooling stages on, number of heating stages on, occupancy, number of lighting stages on, and average room temperature..
4. In the Expanded View (clicking the "+" button next to the site name), you can view location details, outdoor air temp, any custom site level monitoring points that have been created, and the site specific tabs.
5. By clicking on the Site Specific Tabs - Alarms, Performance, Utility, Access - the table is expanded to show those details for that particular site.

Viewing Alarms

Alarms can be viewed directly from the Enterprise Home page or by using the Alarm Summary Report.

View Alarms on the Enterprise Home Page

1. On the Enterprise Home page, click the Alarms column heading in the My Sites module twice to sort the site from those having the most alarms to those having the least.
2. Click the "+" button to expand a particular site.
3. Click on the Alarms tab within that site's section to expand the table and view all active alarms for that site.

View Alarms Using the Alarm Summary Report

1. Use the Top Level Menus to get to the Alarm Summary Report by first putting your mouse over Reports.
2. Next, in the menu that opens, move your mouse down to Alarm Summary and left-click.
3. On the Alarm Summary page, select the desired site from the drop-down menu. Then click the checkboxes of the controls, monitoring points, and system wide alarms for which you want to view alarm histories. Finally, select the date range over which you want to run the report and click the View Alarms button. The resulting table shows any and all alarms that have occurred for the selected controllers during the desired time period. Click on the alarm name to expand the table and view the details for each instance of that alarm.

Archiving Alarms

Alarms must be archived on the Controller Details tab on the Site Home page.

1. From the Enterprise Home page, click the Alarms column heading in the My Sites module twice to sort the site from those having the most alarms to those having the least.
2. Click the Online Status button to go directly to the desired site.
3. Put your mouse over the Controllers tab and click on the desired controller type (HVAC, Lighting, Refrigeration).
4. Click the Alarm tab within a particular controller's section to expand the table and view all active alarms for that controller.
5. Click the checkboxes next to the alarms you want to archive and click the Archive Selected button. Or, click the Archive All button to archive all active alarms for that controller.

(move your mouse around the image below to see descriptions of the navigational tools -- complete descriptions are located after the image)



The Site Home page is designed to provide all the details of one particular site. Information is presented in graphical and tabular formats accentuated with eye-catching icons or vivid colors to highlight important information. If desired, one can go directly to more detailed information by clicking on any site level menu, tab, or controller icon.

Navigational Tools:

1. **Top Level Menus** -- The top level menus are designed to provide access to all areas/functions within Ubiquity™. By positioning your cursor over the top of each menu item, the menu will expand to show all the links within that menu. These menus are visible/available on every page within Ubiquity™.
2. **Title Bar** -- The ever present title bar shows the name of the site being viewed and displays the outdoor weather feed.
3. **Site Level Tabs** -- The site level tabs are designed to provide access to site specific areas/functions within Ubiquity™. By positioning your cursor over the top of each site level tab, a menu will expand to show all the links within that site level tab. These tabs and menus are ONLY visible/available on each Site Home page.

4. Modules -- Each area/page within Ubiquity™ is made up of various components or sections called modules. These modules can be moved around, collapsed, or hidden/turned off using the controls/actions described in the general navigation section of this help resource. Using this modular concept, Ubiquity™ can be tailored to your wants/needs.
5. Tabs -- Tabs appear similar to the top level menus BUT reside within a particular module AND can be clicked to reveal additional information, tables, graphs, and other links.
6. Customize -- In the right hand portion of the tab bar, you will find a "Customize" button. Clicking this button reveals a pop-up layer that allows you to hide or unhide various modules and tabs AND save any changes you made on that page (drag-n-drop sorting, etc.).
7. Navigation Icons -- In the upper right corner of the window are 5 small icons which allow you to access different areas of Ubiquity™ (including graphing, scheduling, user admin, alarms, and subsystems). By placing the cursor over an icon, a tooltip appears which shows the name of the component which will be accessed once that icon is clicked.
8. Drag/Drop -- By positioning your cursor over the title bar of any module and left clicking/holding, you can drag/drop the module to the desired position. A dotted outline will show where the module will be placed upon release of the mouse button.
9. Prev/Next Buttons -- In some modules and tabs there will be a previous and next buttons to allow you to select a different time period for the data being shown within that module or tab.
10. Expand/Collapse -- Clicking the "+" button will expand an item and reveal additional information, tables, graphs, and other links. Clicking the "-" button will collapse an item back to its original state.
11. Close -- Clicking this button will close or hide a module.
12. Controller Icons -- Each controller installed at your site is represented by a icon. This icon provides a quick look at the most common monitored values for that particular controller. For more information, simply place your cursor on the icon and a mouseover window appears showing additional parameters. Additionally, you can click on the icon to be redirected to the controllers tab to view all the details for that controller/monitor.
13. Detail Tabs -- Clicking on any of these tabs expands the table to reveal additional information for that particular controller including monitoring points, alarms, schedule, and summary information (see image below).
14. Text Links -- Clicking on these types of links will take you to the another feature/function within Ubiquity™ (see image below).

The Site Home page is made up of six site level tabs (Overview, Controllers, Performance, Utility, Energy, and Services) which are then broken up into several modules specific to each tab.

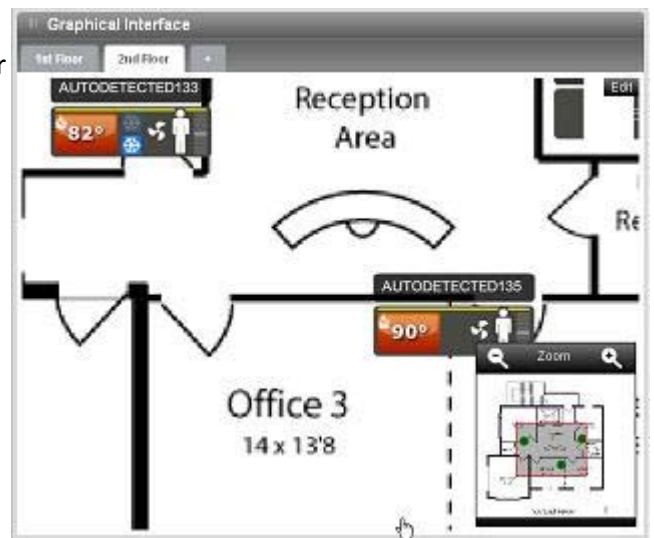
Overview Tab

This site level tab contains modules which summarize all the site's data providing an "at-a-glance" view of the site. As on other pages, the modules on this tab may be moved around and/or hidden to tailor the information shown to a user's particular needs. Depending on what components are installed at your site AND on what services you have subscribed to, some modules listed below may not appear in your view.

Site Info Module -- The site info module contains the site's location, a custom image (if desired), total number of alarms, and a summary of the equipment which is running at the current time.



Graphical Interface Module -- The graphical interface module allows you to build a "point-and-click" style interface for your site. In your custom created layouts, you can choose to divide your site into as many different pages as you wish (i.e., by floor, by wing, by quadrant, by room, etc.). The goal is to provide all Users (facility managers, service technicians, and occupants alike) with a logical, image-based representation of the site which allows for quick viewing of important controller level information.



HVAC Module -- The HVAC module contains an icon for each thermostat and HVAC controller/monitor. Each icon displays summary information right on its face (i.e. for thermostats you would see local temp, heating/cooling status, fan status, occupied status, override status, setpoint adjust and alarms). For more information, simply place your cursor on the icon and a mouseover window appears showing additional parameters. Additionally, you can click on the icon to be redirected to the controllers tab to view all the details for that controller/monitor.



Lighting Module -- The lighting module contains an icon for each AVAILABLE lighting channel. The icon shows the status (on/off) of that channel and provides a means to manually override that status. Unused channels can be hidden on the controller programming page.



Refrigeration Module -- The refrigeration module contains an icon for each temperature being monitored and/or a controller icon similar to those found in the HVAC module.



Utility Module -- The utility module shows consolidated utility data for that particular site which has been uploaded to Ubiquity™. Data is displayed in both graphical and tabular formats over an adjustable/changeable time period.

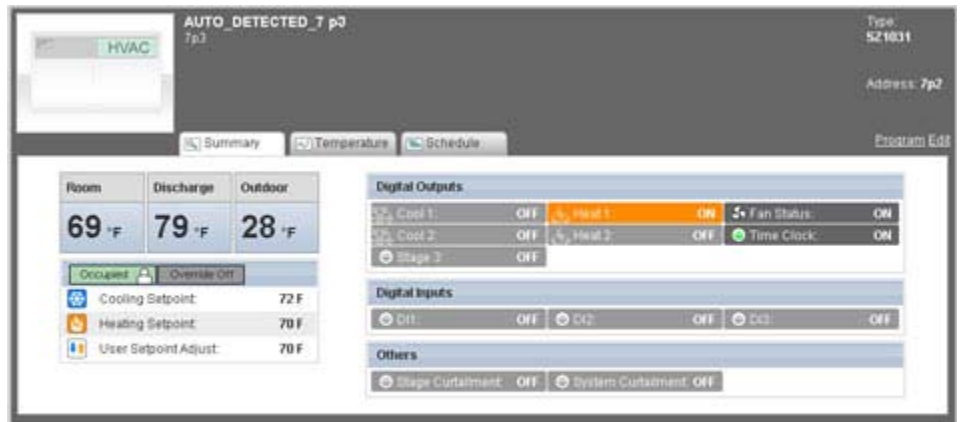


Energy Module -- The energy module shows consolidated electrical demand and consumption as measured by an onsite energy meter. Data is presented in tabular form only BUT additional information and graphically presented data is available on the energy tab.



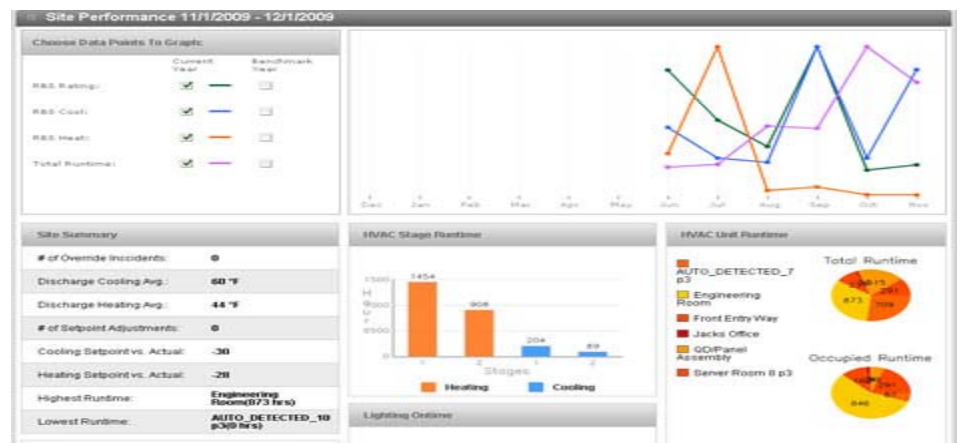
Controllers Tab

The controllers tab contains a section for each type of controller installed at that site -- HVAC, lighting, refrigeration, energy, etc. These sections are divided up so each controller has an area showing all its details -- monitoring points, alarms, schedule, and summary information. Common navigational tools such as tabs, mouseovers, and buttons/link are used to provide a clear, intuitive view of all relevant information.



Performance Tab

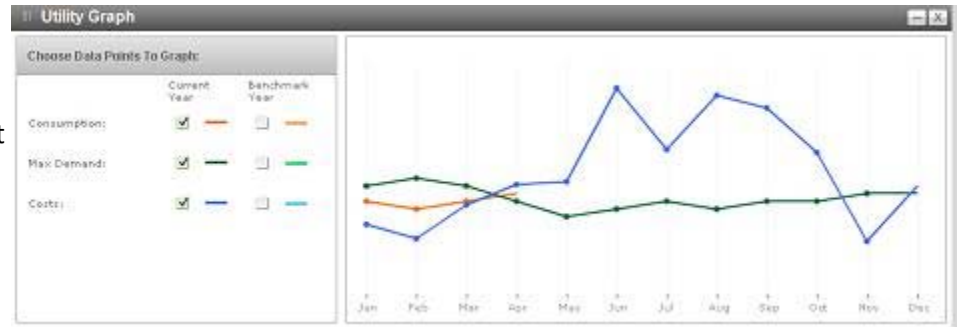
The performance tab displays information related to equipment runtimes, programming deviations, and efficiencies for your controls at this particular site.



Utility Tab

The utility tab displays information related to electrical usage for this site that has been provided by you or your utility and uploaded to Ubiquity™.

Utility Graph Module -- The utility graph module presents the uploaded data in a line graph format and allows for quick visual evaluation.

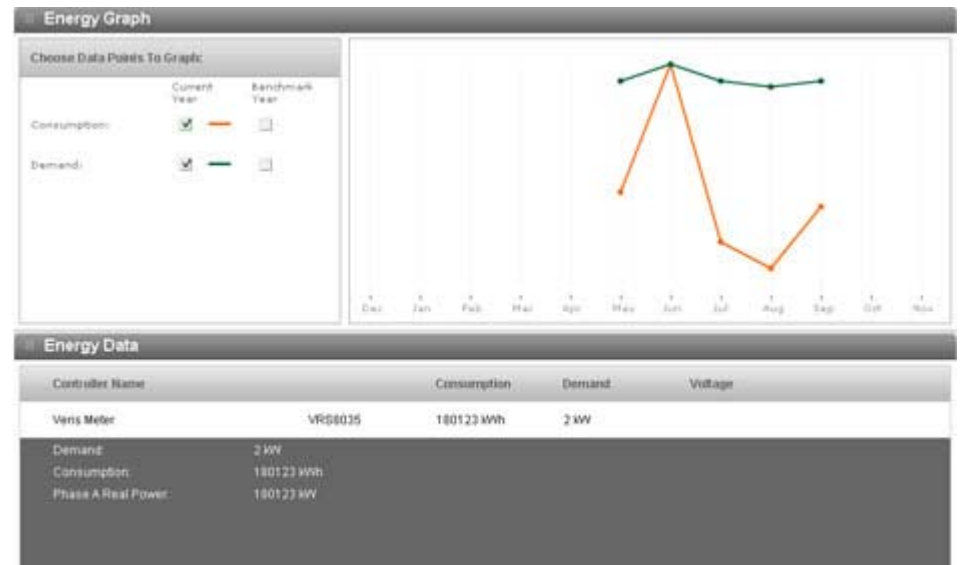


Utility Data Module -- The utility data module presents the raw uploaded data in a table so you can view the exact details as provided.

Year	Month	Energy Usage	%Change	Peak Demand	%Change	Avg kWh	%Change	Electric Cost	%Change
2009	October	6,678 kWh	N/A	N/A	N/A	N/A	N/A	\$648	N/A
2009	September	10,281 kWh	N/A	N/A	N/A	N/A	N/A	\$1,468	N/A
2009	August	12,640 kWh	N/A	N/A	N/A	N/A	N/A	\$2,157	N/A
2009	July	12,083 kWh	N/A	N/A	N/A	N/A	N/A	\$2,039	N/A
2009	June	9,895 kWh	N/A	N/A	N/A	N/A	N/A	\$1,582	N/A
2009	May	9,345 kWh	N/A	N/A	N/A	N/A	N/A	\$1,501	N/A

Energy Tab

The energy tab shows electrical demand and consumption for the site as measured by an onsite energy meter. Data is presented in both tabular and graphical formats.



Services Tab

The service tab displays information related to site issues and actions taken to resolve those issues. These actions could have been performed remotely by your staff or TCS technical support, or by onsite personnel under the direction of TCS technical support. **NOTE: The services tab is not yet available. It will be made available in a future release.**

24/7 Support Services Module --

The 24/7 support services module will only appear IF you have enabled that service. It shows issues reported to and actions taken by TCS Basys Controls support personnel.

24/7 Support Services

Total Incidents: 3 ✔ 1 ! 2

Time	Subject	Location	Issue Code	Calls	Status
03/18/2009 11:06 am	Main Hoods EFMAU not on	Ryans 2324	Lights Not Working	3	✔
03/18/2009 11:06 am	T-Stats in Un-occupied mode	Ryans 2335	Hot/Cold Call	3	✔

Call Log

Time	Notes
03/18/2009 11:06 am	GM called with concern that he was in an Un-occupied mode thus having to heat in state. Temps were in the low 60's.
03/18/2009 8:34 am	Problem identified, personnel assigned.
03/23/2009 1:06 pm	Problem solved, client notified.

Client Feedback

Rate This Service: ★★★★★

Remarks:

03/18/2009 11:06 am T-Stats in Un-occupied mode Ryans 2335 Hot/Cold Call 3 Needs Attention

Graph to show the number of incidents and the call volume

User Performed Services Module --

The user performed services module shows actions performed using Ubiquity™ by your staff or TCS technical support.

User Performed Services

Time	User	Location	Action	Details
03/18/2009 11:06am	Bob Smith	Ryans 2335	Controller Programming Modified	Details
03/18/2009 11:06am	Bob Smith	Ryans 2335	Controller Programming Modified	Details
03/18/2009 11:06am	Bob Smith	Ryans 2335	Network Parameters Modified	Details >>
03/18/2009 11:06am	Bob Smith	Ryans 2335	Network Parameters Modified	Details >>

Outdoor Air Sharing Master

Previous value: 0.002
Current value: 2

Graph to show summary trend

Create the Graphical Interface (Build Mode)

Accessing the site using the Graphical Interface requires that you first build a layout (or several layouts depending on your site). This is done using the setup wizard to upload images/backgrounds and place controllers in appropriate locations on those images/backgrounds. When finished and saved, the User accesses the site using the Graphic Interface.

1. Click the "+" button to add a layout for the site.
2. Name the layout by double-clicking on the word "undefined" and entering the desired name.
3. Click the Next button to go to the Map Upload screen.
4. Click the Browse button and select the desired background image from you computer's drive.
5. Click the Next button to go to the Arrange Controllers screen.
6. Drag/drop controller icons from the icon bin on the right side of the Graphical Interface window to the desired location on the background image. Moving your mouse over each icon will show that controller's name. The arrows at the top and bottom of the icon bin allow you to scroll through the available controllers.
7. Click the Next button to go to the Preview screen.
8. Click the Next button to allow you to save the layout and go to the View/Use mode.
9. Repeat this process to add additional layouts as required for this site.

Use the Graphical Interface (View/Use Mode)

Now that you have built a layout (or several layouts depending on your site), the site can now be accessed through the Graphical Interface module. This is a view-only mode, no changes can be made from here.

1. When loading the Site Home page, the Graphical interface will load showing the first layout (left hand most tab) at 100% zoom. This allows for easier navigation of the whole layout and shows a single monitoring point for each controller placed on this layout.
2. Within a specific layout, you can use your mouse to click on the image and drag it around to see controllers located outside of the visible area. If you have a wheel mouse, you can use the wheel to zoom in and out. When zoomed in to 150% or higher, the controller icon changes to that controller's standard icon and shows more details than a single point.
3. Alternately, you can use the Navigational Tool Box in the lower right hand corner of the Graphical Interface module to navigate each layout and view the various controller icons placed therein. You can use the Zoom tools to zoom in (+) and zoom out (-). The gray shaded rectangle with the red outline shows the visible portion of the layout. This box can be dragged by left-clicking and holding then moving your mouse around to view different portions of the layout. The slider at the bottom of the Navigational Tool Box controls the contrast of the background image and can be used to make the background image fade as needed for better viewing.
4. Click on the tabs in the top of the Graphical Interface to view additional layouts.
5. Click the Edit button in the upper right corner of any layout to revert back to Build Mode for that layout. **NOTE: You may need to use the PREV and NEXT buttons to go to a specific setup screen.**

Viewing Alarms

Alarms can be viewed directly from the Site Home page or by using the Alarm Summary Report.

View Alarms on the Site Home Page

1. Put your mouse over the Controllers tab and click on the desired controller type (HVAC, Lighting, Refrigeration).
2. Click the Alarm Tab within a particular controller's section to expand the table and view all active alarms for that controller.

View Alarms Using the Alarm Summary Report

1. Use the Top Level Menus to get to the Alarm Summary Report by first putting your mouse over Reports.
2. Next, in the menu that opens, move your mouse down to Alarm Summary and left-click.
3. On the Alarm Summary page, select the desired site from the drop-down menu. Then click the checkboxes of the controls, monitoring points, and system wide alarms for which you want to view alarm histories. Finally, select the date range over which you want to run the report and click the View Alarms button. The resulting table shows any and all alarms that have occurred for the selected controllers during the desired time period. Click on the alarm name to expand the table and view the details for each instance of that alarm.

Archiving Alarms

Alarms must be archived on the Controller Details tab on the Site Home page.

1. On the Site Home page, put your mouse over the Controllers tab and click on the desired controller type (HVAC, Lighting, Refrigeration).
2. Click the Alarm tab within a particular controller's section to expand the table and view all active alarms for that controller.
3. Click the checkboxes next to the alarms you want to archive and click the Archive Selected button. Or, click the Archive All button to archive all active alarms for that controller.

Viewing Controller Information and Monitoring Points

Controller information and monitoring points can be viewed either within the Overview tab or the Controllers tab on the Site Home page.

View Controller Information and Monitoring Points on the Site Home Overview Tab

1. On the Site Home page, scroll down (if needed) so that the controller icons are visible on the screen.
2. Move your mouse over the controller icon and a layer will appear (mouseover) that gives more information about the controller and its current monitoring points.

View Controller Information and Monitoring Points on the Site Home Controller Detail Tabs

1. On the Site Home page, clicking on a controller icon will take you to the appropriate controller details tab with that particular controller's summary tab expanded. **NOTE: The summary tab shows all the monitoring data.**
2. Another option is to place your mouse over the Controllers tab, click on the desired controller type from the drop-down menu that appears, scroll down to find the desired controller, and click the Summary tab to view all the controller information and monitoring points.

Viewing Controller Details

The controller details include name, location, address, type, schedule and outdoor air temp sharing status. This screen allows you to both view and edit this information.

1. On the Site Home page, click the desired controller icon to go to that controller's details tab.
2. Another option is to place your mouse over the Controllers tab, click on the desired controller type from the drop-down menu that appears, scroll down to find the desired controller.
3. Click the "Edit" link (located just below the controller's address on the right side of each controller's section).
4. A Controller Admin window will appear. In the Controller Admin window, you have the ability to view and edit various controller parameters -- typically you will edit the name, location, schedule being used, and whether this controller is using the broadcasted outdoor air temp.

Viewing Schedules

Schedules can be viewed in several different locations and in a few different ways ranging from a graphical view to a more detailed table view.

View Schedules on the Site Home Controller Detail Tabs

1. On the Site Home page, scroll down (if needed) so that the controller icons are visible on the screen.
2. Click on the desired controller's icon to go to that controller's details tab with that its summary tab expanded.
3. Click on the Schedule tab to view that controller's currently assigned schedule(s).

View Schedules on the Controller Programming Page

1. On the Site Home page, click on a controller icon to go to the controller details tab with that particular controller's summary tab expanded.
2. Click the "program" link (located just below the controller's address on the right side of each controller's section).
3. The Controller Programming page for that controller will open and you will see the schedule that is currently assigned and a drop-down menu where a different schedule can be selected. **NOTE: If you select a different schedule OR change any programming values, you must click the Submit button at the bottom of the page for your changes to take effect.**

View Schedules on the Scheduling Page

1. On the Site Home page, click the Scheduling icon, located in the upper right corner of the Site Home page.
2. The Site Scheduling page shows all existing schedules. Simply select the desired schedule from the drop-down and all the details for that schedule will be displayed.

Editing Schedules

Schedules can only be edited on the Site Scheduling page and currently require Java be installed on your computer.

1. On the Site Home page, click the Scheduling icon (located in the upper right corner of the Site Home page).
2. The Site Scheduling page allows you to edit or delete existing and to create new schedules as required.
3. To edit an existing schedule, simply select it from the drop-down menu, update the occupied schedule(s) as desired, adjust any holidays as needed, and click the Submit button.
4. To create a new schedule, click the New Schedule button and edit the "schedule name" field. Edit the occupied schedule(s) as desired, adjust any holidays as needed, and click the Submit button.
5. To delete a schedule, select the schedule from the drop-down menu. If the schedule is not being used, the Delete button will be available at the bottom of the page. If the schedule is being used by one or more controllers, those controllers will need to be assigned a different schedule. Once the "used" count is zero, the Delete button should appear at the bottom of the page and that schedule could be deleted.

Viewing Temperature Graphs - Quick, 24 Hour View

A quick view, 24 hour graphs of the local room temperature is included for each controller on the Site Home Controller Detail tabs.

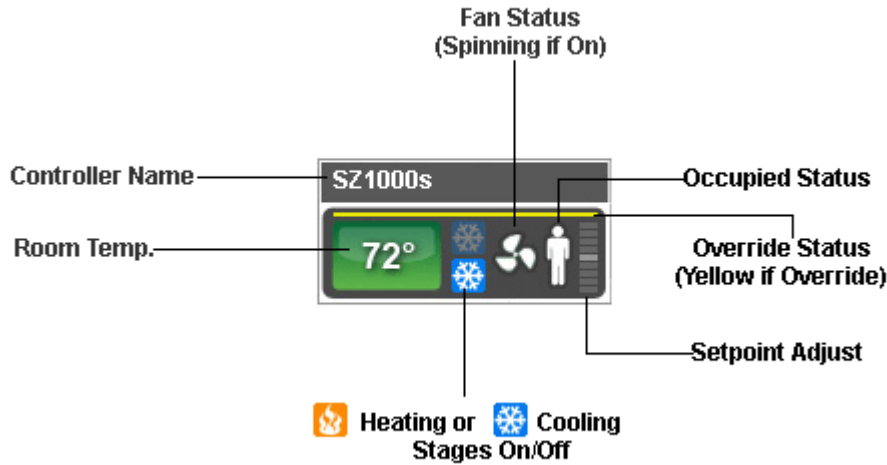
1. On the Site Home page, scroll down (if needed) so that the controller icons are visible on the screen.
2. Click on the desired controller's icon to go to that controller's details tab with that its summary tab expanded.
3. Click on the Temperature tab to view a graph of that controller's room temperature over the last 24 hours.

Viewing Temperature Graphs - User Specified View

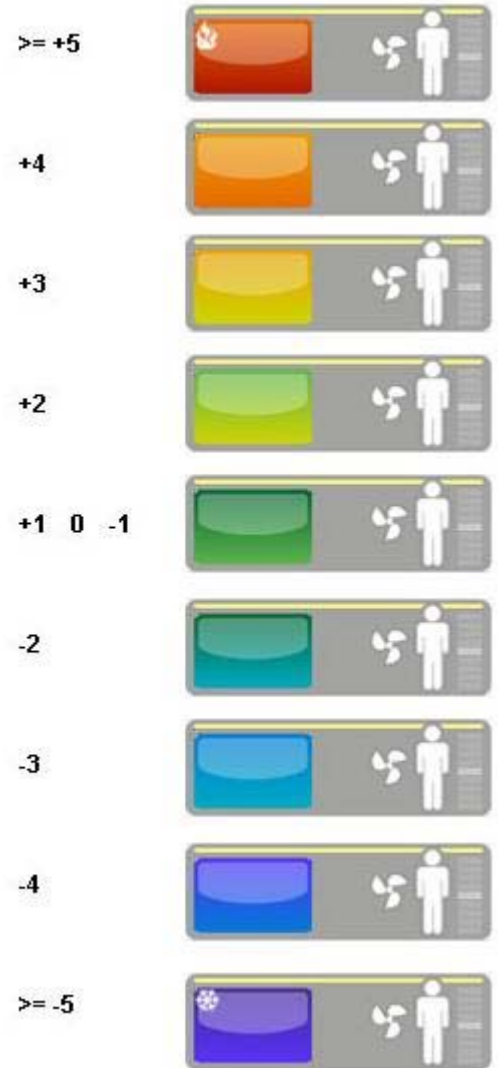
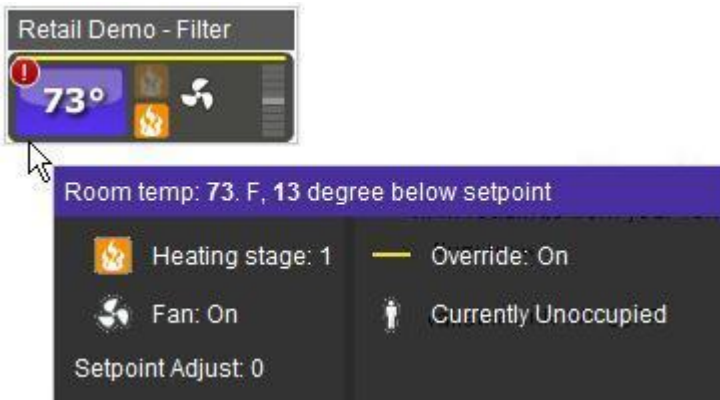
You can create trend graphs for any monitored temperature on any controller for whatever timeframe you desire using the Graphing page.

1. On the Site Home page, click the Graphing icon (located in the upper right corner of the Site Home page).
2. The Graphing page allows you to select which controllers to graph, which trended points to graph, several graphing preferences and the desired date range for the graph.
3. Once all the selections have been made, you can click the Generate Graph button to view the graph on screen. Once the graph is displayed, you can click on it to zoom in. Or, you can adjust the date range and click the Generate Graph button again. **NOTE: Do not use the BACK button in your browser to go to a broader date range, rather change the date range and re-generate the graph. Strange values may occur if you use your browser's BACK button.**
4. Another option is to download the data and view it as a spreadsheet. Be sure to select an interval OTHER THAN "On Change" from the drop-down menu. Then click the Download Data button and follow the onscreen prompts.

Thermostat Icon Explanation



Thermostat Icon Mouseover and Color Legend



Thermostat Summary Tab Examples

Retail Demo - Filter Status
machine room

Type: SZ1009
Address: 3
[Program Edit](#)

Summary Alarm Temperature Schedule

Room	Discharge	Outdoor
67 °F	67 °F	49 °F

Occupied Override Off

	Cooling Setpoint:	88 F
	Heating Setpoint:	86 F
	User Setpoint Adjust:	86 F

Digital Outputs

Cool 1:	OFF	Heat 1:	ON	Fan Status:	ON
---------	-----	---------	----	-------------	----

Digital Inputs

DI2:	OFF	Filter Service:	OFF
------	-----	-----------------	-----


Others

Stage Curtailment:	OFF	System Curtailment:	OFF
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Lighting Control Icon Explanation



Lighting Control Summary Tab Examples

 **time clock 113**
room 113


Type: SL1001A
Address: 113

Summary Program

Digital Outputs			
<input checked="" type="radio"/> Channel 1:	ON	<input type="radio"/> Override 1:	OFF
<input checked="" type="radio"/> Channel 2:	ON	<input type="radio"/> Override 2:	OFF
<input checked="" type="radio"/> Time Clock 1:	ON	<input checked="" type="radio"/> Time Clock 2:	ON
<input checked="" type="radio"/> Relay 1:	ON	<input checked="" type="radio"/> Relay 2:	ON

Digital Inputs	
<input type="radio"/> DI1:	OFF
<input type="radio"/> DI2:	OFF

Others	
<input type="radio"/> Stage Curtailment:	OFF



AUTO_DETECTED_105
105

Type: SL2105
Address: 105

Summary
Program

Digital Outputs

<input checked="" type="checkbox"/> Channel 1:	ON	<input checked="" type="checkbox"/> Channel 2:	ON	<input checked="" type="checkbox"/> Channel 3:	ON
<input checked="" type="checkbox"/> Channel 4:	ON	<input checked="" type="checkbox"/> Channel 5:	ON	<input type="checkbox"/> Override 1:	OFF
<input type="checkbox"/> Override 2:	OFF	<input type="checkbox"/> Override 3:	OFF	<input type="checkbox"/> Override 4:	OFF
<input type="checkbox"/> Override 5:	OFF	<input type="checkbox"/> Relay 1:	OFF	<input type="checkbox"/> Relay 2:	OFF
<input type="checkbox"/> Relay 3:	OFF	<input type="checkbox"/> Relay 4:	OFF	<input type="checkbox"/> Relay 5:	OFF
<input checked="" type="checkbox"/> Time Clock 1:	ON	<input checked="" type="checkbox"/> Time Clock 2:	ON	<input checked="" type="checkbox"/> Time Clock 3:	ON
<input checked="" type="checkbox"/> Time Clock 4:	ON	<input checked="" type="checkbox"/> Time Clock 5:	ON		

Digital Inputs

<input type="checkbox"/> DI1:	OFF	<input type="checkbox"/> DI2:	OFF	<input type="checkbox"/> DI3:	OFF
<input type="checkbox"/> DI4:	OFF	<input type="checkbox"/> DI5:	OFF		

Analog Inputs

<input checked="" type="checkbox"/> AI1:	0	<input checked="" type="checkbox"/> AI2:	0	<input checked="" type="checkbox"/> AI1 Threshold 1:	0
<input checked="" type="checkbox"/> AI1 Threshold 2:	0	<input checked="" type="checkbox"/> AI1 Threshold 3:	0	<input checked="" type="checkbox"/> AI1 Threshold 4:	0
<input checked="" type="checkbox"/> AI1 Threshold 5:	0	<input checked="" type="checkbox"/> AI2 Threshold 1:	0	<input checked="" type="checkbox"/> AI2 Threshold 2:	0
<input checked="" type="checkbox"/> AI2 Threshold 3:	0	<input checked="" type="checkbox"/> AI2 Threshold 4:	0	<input checked="" type="checkbox"/> AI2 Threshold 5:	0

Others

<input checked="" type="checkbox"/> Energy Control 1:	1	<input checked="" type="checkbox"/> Energy Control 2:	1	<input checked="" type="checkbox"/> Voltage:	3
<input type="checkbox"/> Stage Curtailment:	OFF				



Lighting Control
Server Room

Type: SL2108
Address: 0

Summary
Program

Digital Outputs

<input type="checkbox"/> Channel 1:	OFF	<input checked="" type="checkbox"/> Channel 2:	ON	<input checked="" type="checkbox"/> Channel 3:	ON
<input checked="" type="checkbox"/> Channel 4:	ON	<input checked="" type="checkbox"/> Channel 5:	ON	<input checked="" type="checkbox"/> Channel 6:	ON
<input type="checkbox"/> Channel 7:	OFF	<input checked="" type="checkbox"/> Channel 8:	ON	<input type="checkbox"/> Override 1:	OFF
<input type="checkbox"/> Override 2:	OFF	<input type="checkbox"/> Override 3:	OFF	<input type="checkbox"/> Override 4:	OFF
<input type="checkbox"/> Override 5:	OFF	<input type="checkbox"/> Override 6:	OFF	<input type="checkbox"/> Override 7:	OFF
<input type="checkbox"/> Override 8:	OFF	<input type="checkbox"/> Relay 1:	OFF	<input checked="" type="checkbox"/> Relay 2:	ON
<input checked="" type="checkbox"/> Relay 3:	ON	<input checked="" type="checkbox"/> Relay 4:	ON	<input checked="" type="checkbox"/> Relay 5:	ON
<input checked="" type="checkbox"/> Relay 6:	ON	<input type="checkbox"/> Relay 7:	OFF	<input checked="" type="checkbox"/> Relay 8:	ON
<input checked="" type="checkbox"/> Time Clock 1:	ON	<input checked="" type="checkbox"/> Time Clock 2:	ON	<input checked="" type="checkbox"/> Time Clock 3:	ON
<input checked="" type="checkbox"/> Time Clock 4:	ON	<input checked="" type="checkbox"/> Time Clock 5:	ON	<input checked="" type="checkbox"/> Time Clock 6:	ON
<input checked="" type="checkbox"/> Time Clock 7:	ON	<input checked="" type="checkbox"/> Time Clock 8:	ON		

Digital Inputs

<input type="checkbox"/> DI1:	OFF	<input type="checkbox"/> DI2:	OFF	<input type="checkbox"/> DI3:	OFF
<input type="checkbox"/> DI4:	OFF	<input type="checkbox"/> DI5:	OFF	<input type="checkbox"/> DI6:	OFF
<input type="checkbox"/> DI7:	OFF	<input type="checkbox"/> DI8:	OFF		

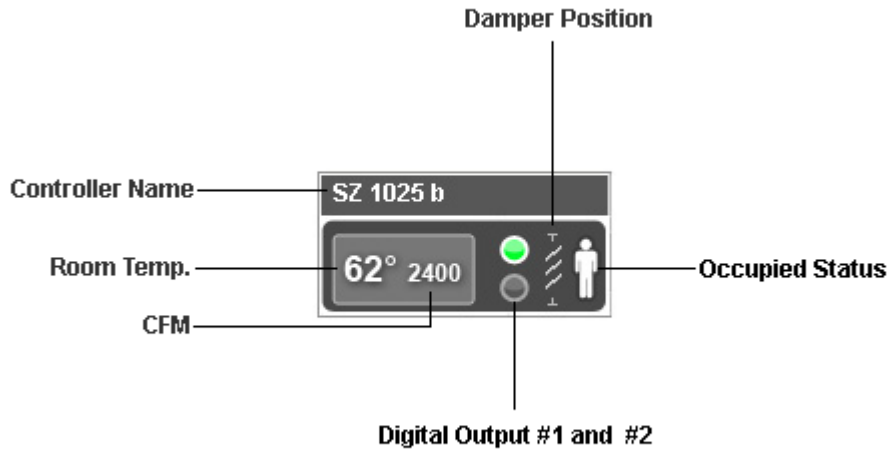
Analog Inputs

<input checked="" type="checkbox"/> AI1:	250	<input checked="" type="checkbox"/> AI2:	0
--	-----	--	---

Others

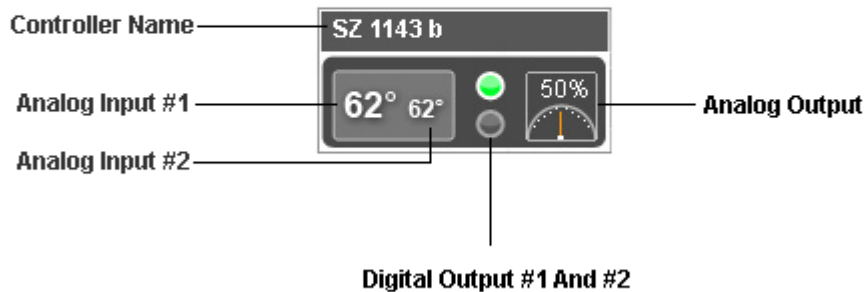
<input checked="" type="checkbox"/> Voltage:	0	<input type="checkbox"/> Stage Curtailment:	OFF
--	---	---	-----

HVAC Controls/Monitors Icon Explanations and Summary Tab Examples



The screenshot displays a software interface for 'VAV Demo - Zone Control Left'. At the top left, there is an 'HVAC' status indicator. The main display shows a room temperature of '76°' and '2157'. Below this are tabs for 'Summary', 'Temperature', and 'Schedule'. On the right side, there is a 'Program Edit' link. The main content area is divided into several sections:

- Digital Outputs:** Stage 1: ON, Stage 2: ON
- Digital Inputs:** DI1: OFF, DI2: OFF
- Analog Outputs:** AO1: 20, AO2: 4
- Other:**
 - Supply Air Temp: 74 °F
 - Pressure: 0
 - Morning Warm Up: 0
 - CFM: 2157
 - Zone Setpoint: 62



O.A. FAN CONTROLLER
3RD FLOOR NORTH MECH RM

Type: SZ1143B
Address: 101

Program Edit

Summary Schedule

Occupied

Digital Outputs

Stage 1:	ON	Stage 2:	ON
----------	----	----------	----

Digital Inputs

DI1:	OFF	DI2:	ON
------	-----	------	----

Analog Outputs

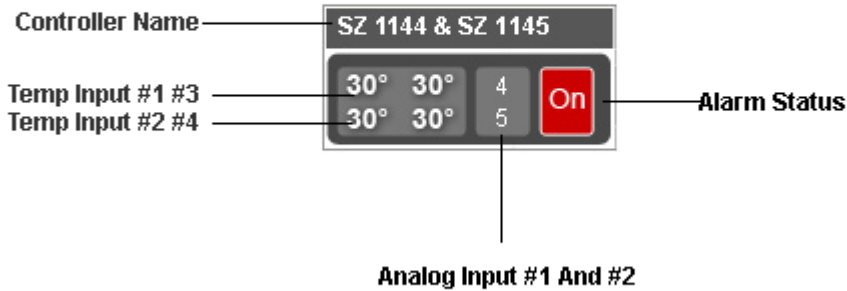
AO1:	4
------	---

Analog Inputs

AI1:	2	AI2:	0
------	---	------	---

Others

Stage Curtailment:	OFF	Current Setpoint:	1
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DATA ROOM MONITOR
DATA ROOM 338

Type: SZ1145
Address: 179

Program Edit

Summary Schedule

Overrides Off

Digital Outputs

Alarm Relay:	0	Alarm Status:	0
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Digital Inputs

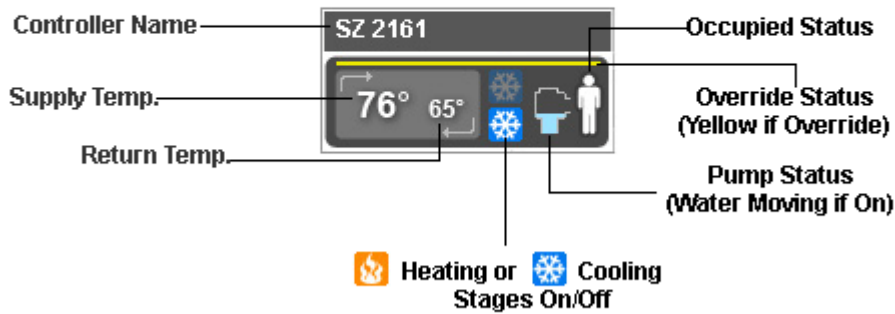
DI1:	OFF	DI2:	OFF
------	-----	------	-----

Analog Outputs

RTD1:	71	RTD2:	120	RTD3:	120
RTD4:	120				

Analog Inputs

AI1:	0	AI2:	0
------	---	------	---



Cooling Tower Main Pump Room

Type: SZ2161

Address: 1

Program Edit

Summary Alarm Schedule

Outdoor: 81 °F

Digital Outputs

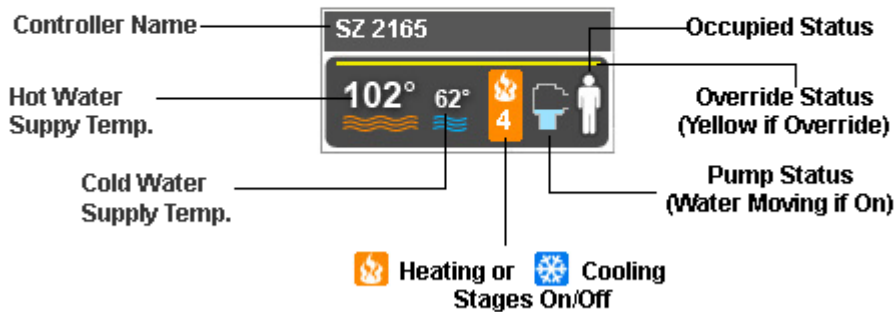
Cool1 Open Loop Pump 1	Cool2 Open Loop Pump 2	Cool3 Tower Fan 1	ON
Cool4 Tower Fan 2	ON		

Digital Inputs

DI1 Open Loop Pump 1	DI2 Open Loop Pump 2	DI3 Tower Fan 1 Status:
DI4 Tower Fan 2 Status:		

Analog Outputs

AO1 Open Loop Pump 15	AO2 Tower Fan Speed: 7	Closed Loop Supply: 85 °
Closed Loop Return: 88 °	Open Loop Supply: 80 °F	Open Loop Return: 89 °F



Boiler Controller
Pool AHU Room

Type: SZ2165
Address: 2

Summary Schedule Program Edit

153° 0°

Occupied

Digital Outputs

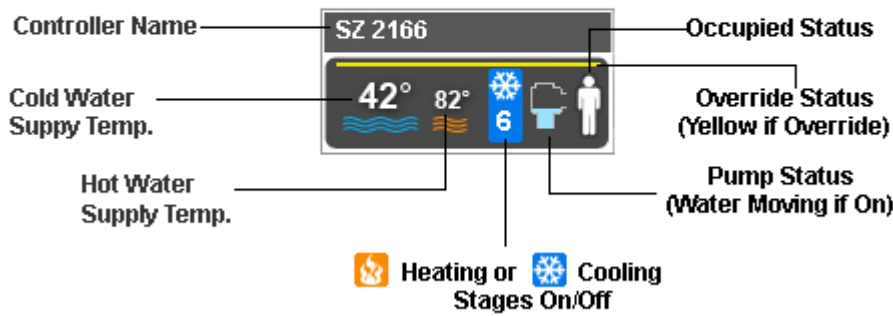
Boiler 1:	ON	Boiler Pump 1:	ON	Boiler 2:	OFF
Pump Override:	0				

Digital Inputs

Boiler #1 Alarm:	ON	Boiler #2 Alarm:	OFF
------------------	----	------------------	-----

Analog Outputs

Boiler Supply:	153 °F	Boiler Return:	146 °F	Mixed Supply:	86 °F
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Chiller Controller
Closet

Type: SZ2166
Address: 0

Summary Schedule Program Edit

55° 0°

Occupied

Digital Outputs

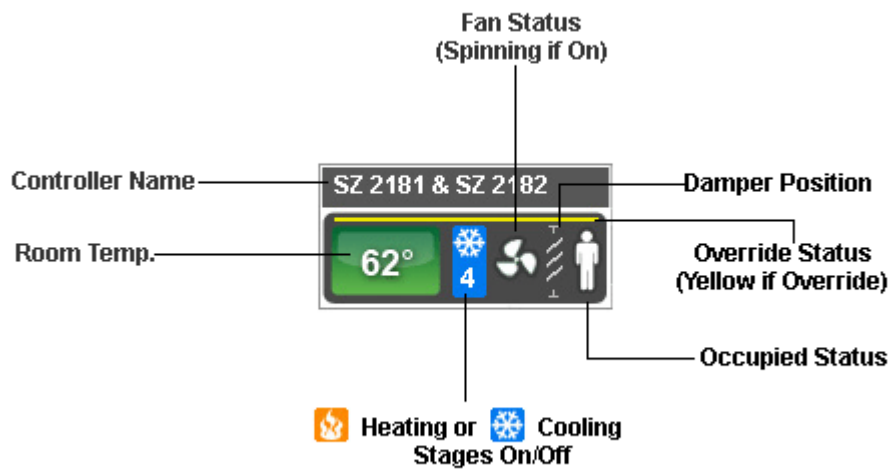
Chiller 1:	ON	Chiller 2:	ON	Alarm Relay:	0
------------	----	------------	----	--------------	---

Digital Inputs

DI5:	ON
------	----

Analog Outputs

Chiller Supply:	55 °F	Chiller Return:	100 °F
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HVAC

AHU 1 CONTROLLER
1ST FLOOR MECH RM

Type: SZ2182

Address: 1

[Program Edit](#)

Summary

Schedule

Outdoor: **49 °F**

Occupied Override Off

Cooling Setpoint: 54 F

Heating Setpoint: 0 F

User Setpoint Adjust: 54 F

Digital Outputs

Cool 1:	ON	Heat 1:	OFF	Fan Status:	ON
Cool 2:	ON	Heat 2:	OFF	Time Clock:	OFF
Stage 3:	OFF	Stage 4:	OFF		

Digital Inputs

DI1:	ON	DI2:	OFF	DI3:	OFF
------	----	------	-----	------	-----

Analog Outputs

AO1:	20	AO2:	4	AO3:	20
FAN SPEED:	17	Discharge Cold:	51 °F		

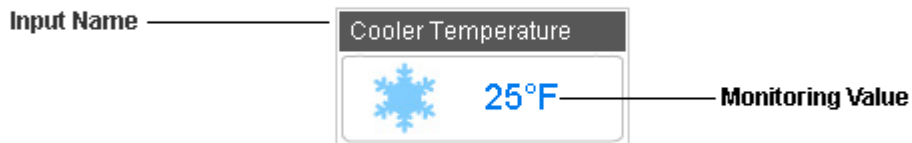
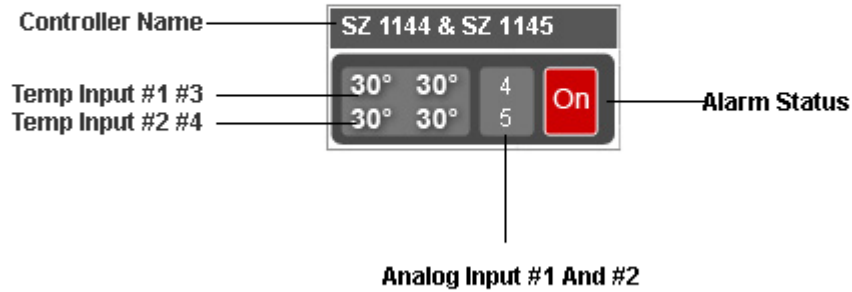
Analog Inputs

AI1:	0	AI2:	0	AI3:	0
STATIC PRESSURE:	2				

Others


Stage Curtailment:	OFF	System Curtailment:	OFF	Remaining Override:	0
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Refrigeration Controls/Monitors Icon Explanations



Refrigeration Controls/Monitors Summary Tab Examples

The screenshot shows a software interface for "ELC Refrigerators/Freezers". The title bar includes "Type: SZ1144" and "Address: 10". Below the title, there is a "Summary" tab. A button labeled "Override Off" is visible. The "Digital Outputs" section shows "Alarm Relay" with a value of 0 and "Alarm Status" with a value of 0. The "Analog Outputs" section shows "Freezer # 1" with a value of 1, "Walk-in Cooler" with a value of 42, and "Freezer # 2" with a value of 11.



Main Controller
West Wall


Type: S22141
Address: 0

Summary
Alarm

Digital Outputs		
<input checked="" type="checkbox"/> Cooler Comp.	0	<input checked="" type="checkbox"/> Cooler Defrost
<input checked="" type="checkbox"/> Freezer1 Defrost	0	<input checked="" type="checkbox"/> Freezer1 Comp.
<input checked="" type="checkbox"/> Freezer1 Comp.	0	

Digital Inputs		
<input type="checkbox"/> Refrigerator Door	OFF	<input type="checkbox"/> Freezer Door
<input type="checkbox"/> Entry Door	OFF	<input type="checkbox"/> Cooler Comp Pwr
<input type="checkbox"/> Overhead Door	OFF	<input type="checkbox"/> Freezer Comp Pwr
<input type="checkbox"/> Freezer Comp Pwr	OFF	

Analog Outputs	
<input checked="" type="checkbox"/> Cooler Temperature: 35 °	<input checked="" type="checkbox"/> Freezer Temperature: -6 °



Temperature Monitor
2nd Floor East Electrical Room

Type: S22144
Address: 2

Summary
Alarm

Digital Inputs		
<input type="checkbox"/> North Chiller Alarm	OFF	<input type="checkbox"/> South Chiller Alarm
<input type="checkbox"/> South Chiller Alarm	OFF	<input type="checkbox"/> Generator Under Load

Analog Outputs		
<input checked="" type="checkbox"/> 1st Floor West: 76 °F	<input checked="" type="checkbox"/> 1st Floor East: 78 °F	<input checked="" type="checkbox"/> 2nd Floor West: 76 °F
<input checked="" type="checkbox"/> 2nd Floor East: 75 °F	<input checked="" type="checkbox"/> Outdoor Air: 40 °F	<input checked="" type="checkbox"/> Chilled Water: 48 °F