# SITE ONLINE USER MANUAL


SITE SYSTEMS SOFTWARE LLC

# Table of Contents

# Preface/Overview/Purpose:

This section contains a general description of what **Site Online** is, what it does, and what it can be used for.

Site Online is a web based application that allows the user to remotely monitor real-time data and information pertaining to on-site system hardware. It provides you with a customized live view of assets/meters and a way to manage your field resources. Site Online does polling, data retrieval, presentation/display of relevant data, and control of remote devices. Accessed data is presented to the user in useful easy to read formats – Site Online will provide the user with reliable access to data values from the remote sites, then turn that data into meaningful and useable information; This allows site managers to know exactly what is going on at the site without having to make costly visits. Site managers can then implement control of the site remotely and make vital operational decisions based on the real-time analyzed data, and respond to rapid changes in field conditions.

Site online will allow the user to view historical and current data for site hardware, as well as alert the user of specific events via the alarm system. The alarm system allows you to monitor asset and meter alarms, with the ability to enter and configure the alarm and threshold settings for when to alert users/customers of events. With Site Online you can also interface with and control remote devices, as well as set desired data polling intervals, or demand to pull data at any time.

Key Features of Site Online:

- Secure delivery of critical remote field monitoring data
- Real time observation of field data and equipment conditions
- Interpretation, tracking, organization and reporting of data
- 24 hour monitoring
- Cloud based (data is stored and archived in cloud space for at least one year)

## 1) How it Works:

The application communicates with remote terminal equipment, regardless of the manufacturer, retrieves data and returns that data in useful information which the user can efficiently utilize to evaluate and make any necessary operational decisions. The system uses a multi-protocol polling engine which communicates with the remote equipment. Customers of the website are charged by the number of meters/assets. The remote site retrieves data via satellite communications or other communications methods such as radio, landline, or even cellular.

Site Online features a secure web login, and it can be accessed by anyone with an internet connection. The users can run the web application on remote computing devices that meet the minimum hardware/software requirements. Site managers are a primary user of Site Online because it allows them to easily analyze data and make crucial operational decisions. Field personnel are also one of the most frequent users of Site Online, as they check in each morning to see which sites might need attention, before heading out into the field. It therefore minimizes the number of field personnel needed to manage remote operations.

The customizable web interface of Site Online is very intuitive and efficient. It's a truly open interface that can interact with any device or data model. Site Online can capture any data generated by any digital measurement device, and any data generated by SCADA systems (parallel reporting).

Combining all site data within a single storage unit:

- SCADA – Data acquisition
- Alarming and Threshold Management
- Trending and Reporting
- Histogram (PI)
- Document Storage
- Imaging
- Geo-Location and Tracking
- Live Video and Segment Storage

**User applications:**

- Production Operations
- Maintenance groups
- Measurement and crude oil/gas quality teams
- Pipeline operations and Maintenance
- Technical and Engineering teams
- Special projects teams
- Production accounting groups
- Regional and head office

**Task Applications:**

- Oil and gas well monitoring and daily recording
- Alarm situations and conditions
- Process system and Facilities Monitoring and Control
- Pipeline gathering and Transmission systems
- Midstream extraction systems monitoring and controls
- Tank level and tank farm monitoring
- Reservoir, injection water, steam water and water treatment monitoring and control

# End User Guide:

This user manual will provide an overview of the Site Online web application via the demonstration version of the website. The following sections will demonstrate the functionality of Site Online via a detailed walkthrough on how to navigate and use the website.

## 1) Accessing the Site Online web application – Login Page

To access the demonstration version of Site Online, open Internet Explorer and type the following URL: http://demo.siteonlinelive.com/Login.aspx
The Login page can be seen in *Figure 1* below.


***Figure 1: Login Page***

Enter "demo" into the Username field, and "demo" into the Password field, then click the Login button to log into Site Online. Once you login you will be taken to the Main Home Page View (*Figure 2*).

## 2) Main Home Page View

The main home page is the section of *Figure 2* that is not blurred. The top left corner of the page under the text "Welcome" will display the name of the currently logged in user. In this case the name displayed will be "Demo User". The overall navigation hierarchy of the Site Online web application is structured by company name, with a sub list of the individual assets or meters of that company under the respective company name.

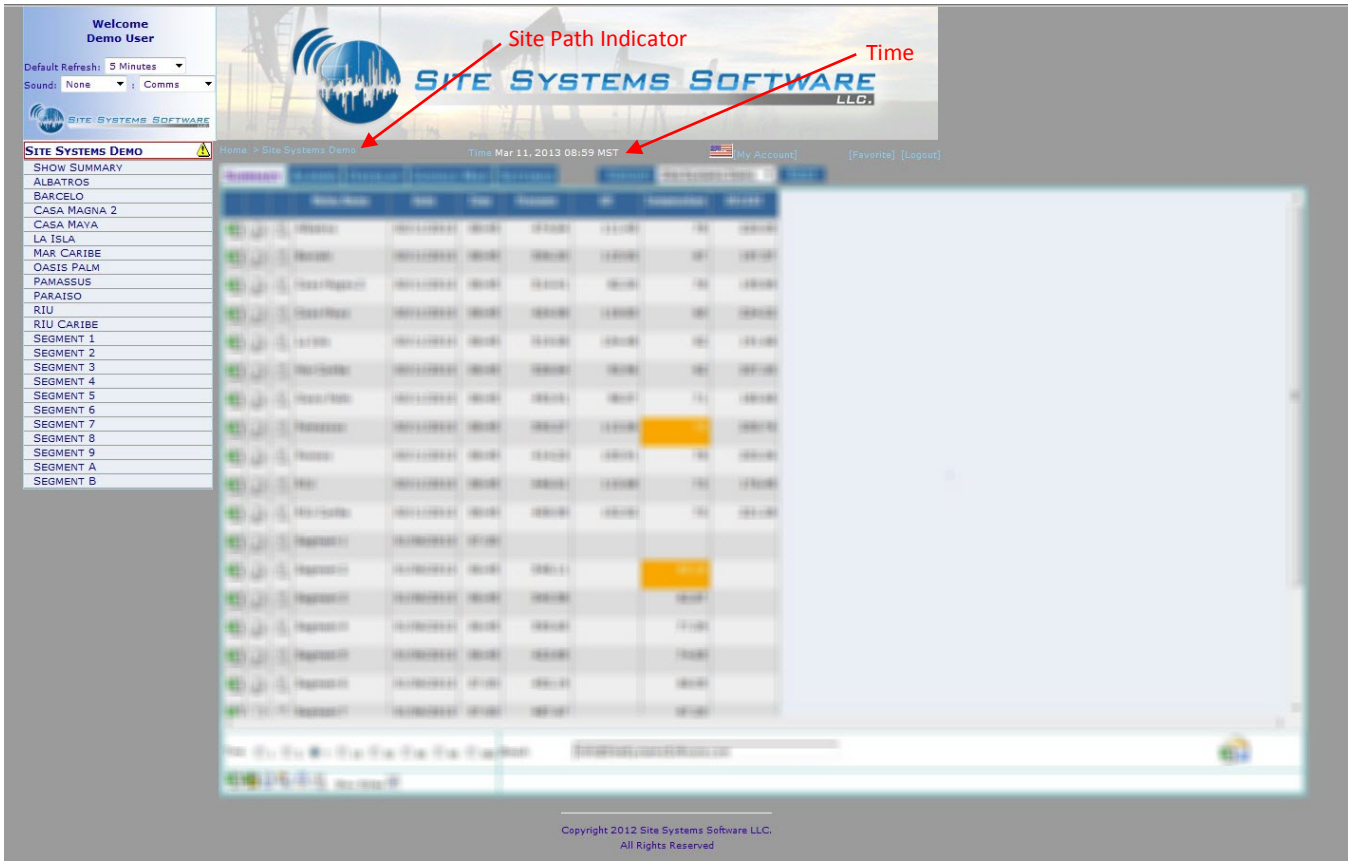



***Figure 2: Site Online Home Page View***

### a) Default Refresh Window:

The Default Refresh pull-down window in the top left corner allows you to set the frequency with which the entire page refreshes/polls data. Click the pull down arrow on the window to select the refresh interval. You can also select "never".

### b) Sound Window:

The sound window (also in the top left corner) allows you to set an audible warning for any alarm events that happen on the system. The left pull down window sets the alarm noise. This can be set to "None" if you don't want any audible alarm warnings. The right pull down window allows you to turn audible alarm indicators off (No Comms), or on (Comms) for communications based alarm events.

### c) Site Path Indicator:

The site path indicator (see *Figure 2*) is a navigation path that shows what page you are currently viewing. For example, if you are on the Company View then the path will show "Home > CompanyName". If you are on the Meter View for a meter under the company, then the path will show "Home > CompanyName > MeterName". You can click any of the terms in the site path to jump to that specific page view.

### d) Time:

This is the time and date of the cloud server. It is shown at the top center of the page (see *Figure 2*).

### e) My Account:

Clicking the **My Account** link on the main home page (near the top right of the page, see *Figure 2*) opens another browser tab with the account options for the current user. The My Account window is pictured below in *Figure 3*.

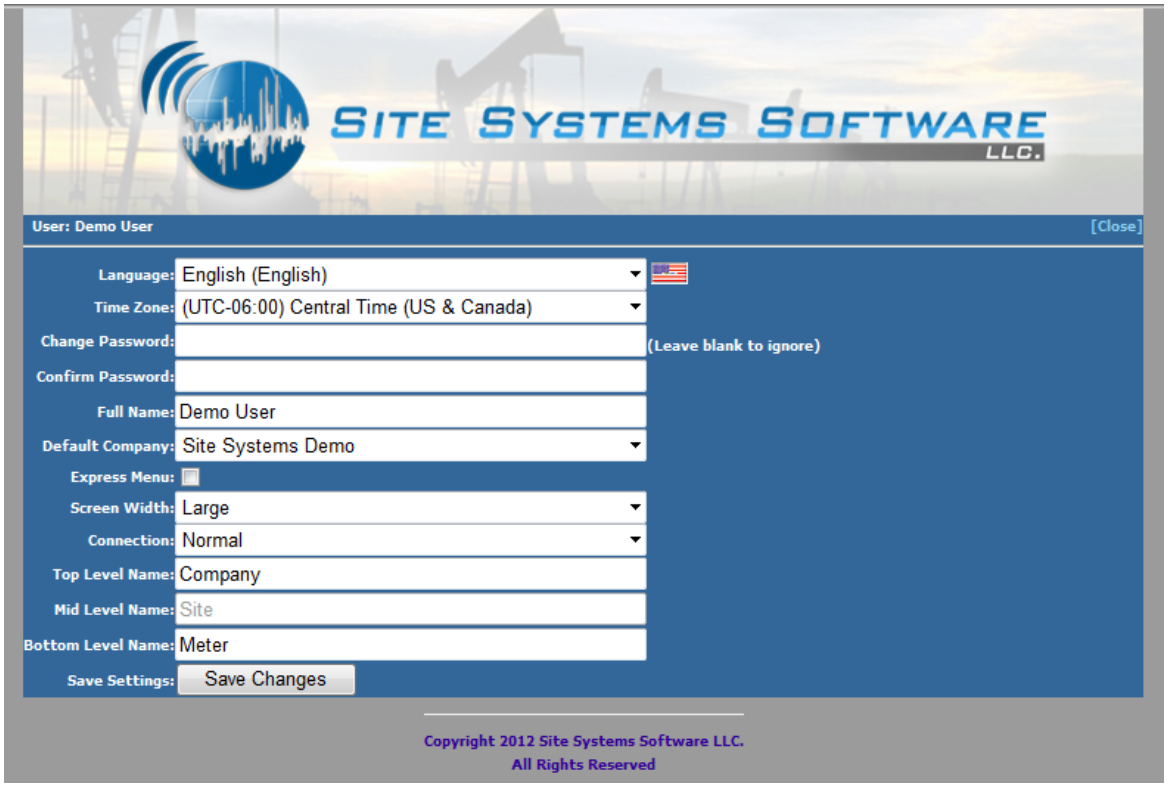



***Figure 3: My Account window***

This window allows you to change the account options for the current user; such as language, the time zone, your login password, your username, the default company that is displayed when you log in, the size of the page for the company/meter views, the internet connection speed, etc.

### f) Favorite:

Clicking the **Favorite** link near the top right corner of the main home page will add the webpage to your favorites menu in your internet browser.

### g) Logout:

Clicking the **Logout** link at the top right corner of the main page will end your session and log you out of the Site Online web application.

### h) Left Hand Navigation Menu

On the left hand side of the main home page is the **Left Hand Navigation Menu** (see *Figure 4* below). This column lists the name of each company associated with the Site Online account; in this case the only company name is "Site Systems Demo".


***Figure 4: Left Hand Navigation Menu***

The navigation menu is how you navigate to each company and its meters that you wish to access. Clicking the company name will open a drop down sub list of all the "Meters/Assets" associated with that company. When a company is selected the background of the company name will change from blue, to a white background with a thin red border to indicate its selection. Any meters under the selected company will have a light blue background. When another company name is selected, the drop down list of meters for the previously selected company will close, and a new list of meters pertaining to the newly selected company will appear. As shown in the *Figure 4* example, selecting the company "Arena" opens up a sub-list of all the meters associated with "Arena". (On the Site Online demo website "Site Systems Demo" is the only listed company).

Occasionally there might be a symbol to the right of a company name or meter name. A yellow triangle with an exclamation mark in the center indicates that the item has an active alarm. An orange lightning bolt indicates that there is a communications alarm/error for that Item.

Selecting a company from the navigation menu will open the **Company View** for that specific company (see *Figure 5*). Selecting a meter under the company name will change to the **Meter View** (see *Figure 18*). The sub list of meters for each company all have a "SHOW SUMMARY" meter; clicking this will navigate to the same **Company View** page as clicking the company name will.

## 3) User account restrictions overview

There are various levels of account access for users, as well as privilege options that can be set for each user of the Site Online account. These restrictions and the associated administrative settings privileges are explained in detail in the separate **Administrator Guide**.

## 4) Company View

The **Company View** is what displays the information of the company that is selected from the Left Hand Navigation Menu. The company view makes up the center section of the web application, it is the non-blurred section of *Figure 5*. When you login to Site Online, the webpage will default to the company view.

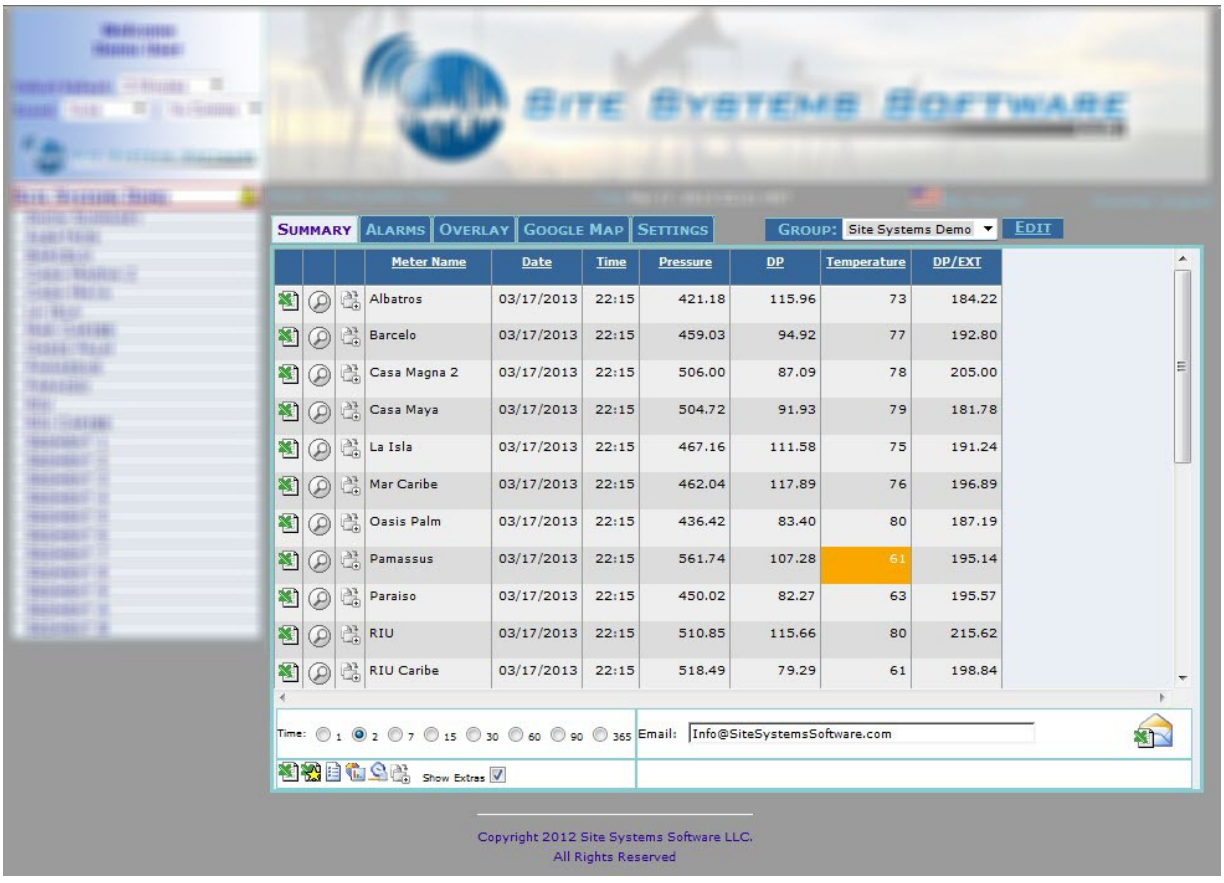



***Figure 5: Site Online Company View (showing Summary tab)***

There are five tabs at the top of the company view: **Summary**, **Alarms**, **Overlay**, **Google Map**, and **Settings**. By default, the **Summary** tab is selected when you navigate to the company view.

### a) Company SUMMARY Tab:

The Summary Tab is the default tab of the Company View when a company is selected from the navigation menu on the left of the home page. This tab displays a chart that gives an overall look into each meter/asset of the company that is currently selected; each meter is listed in the chart along with their recent data. The chart displays the same assets/meters that are listed in the Left Hand Navigation Menu under the selected company's name. By default, the meters of the company are listed alphabetically by name under the "Meter Name" column of the chart. The next two columns "Date" and "Time", list the date and time that the meter was last polled, respectively. The remaining columns of the chart display some of the meter data from the most recent polling of the meter. The data field columns that are displayed in the chart can be chosen by the user in the **SETTINGS** tab of the Company View. In this case they are "Pressure", "DP", "Temperature" and "DP/EXT". If you click the heading of any column name in the chart, it will sort the chart by the values of that column.

As can be seen in *Figure 5*, the first four (or sometimes three) columns on the left side of the chart contain only icons. They are:  These icons all have specific functions.

#### i)  Excel Icon:

Clicking this icon prompts the user to save an excel file of the meter data for the specific meter in that row of the chart. The data in the excel chart is the historical data for the meter up to the number of days selected in the time section at the bottom of the summary tab chart. The set number of days to display affects all aspects of the meter data that is visible; it is recommended to set this for seven (7) days, as this will provide adequate troubleshooting data as well as provide for faster loading of the site. Hovering the pointer over the Excel icon will open a pop-up window over the chart (see *Figure 6*).

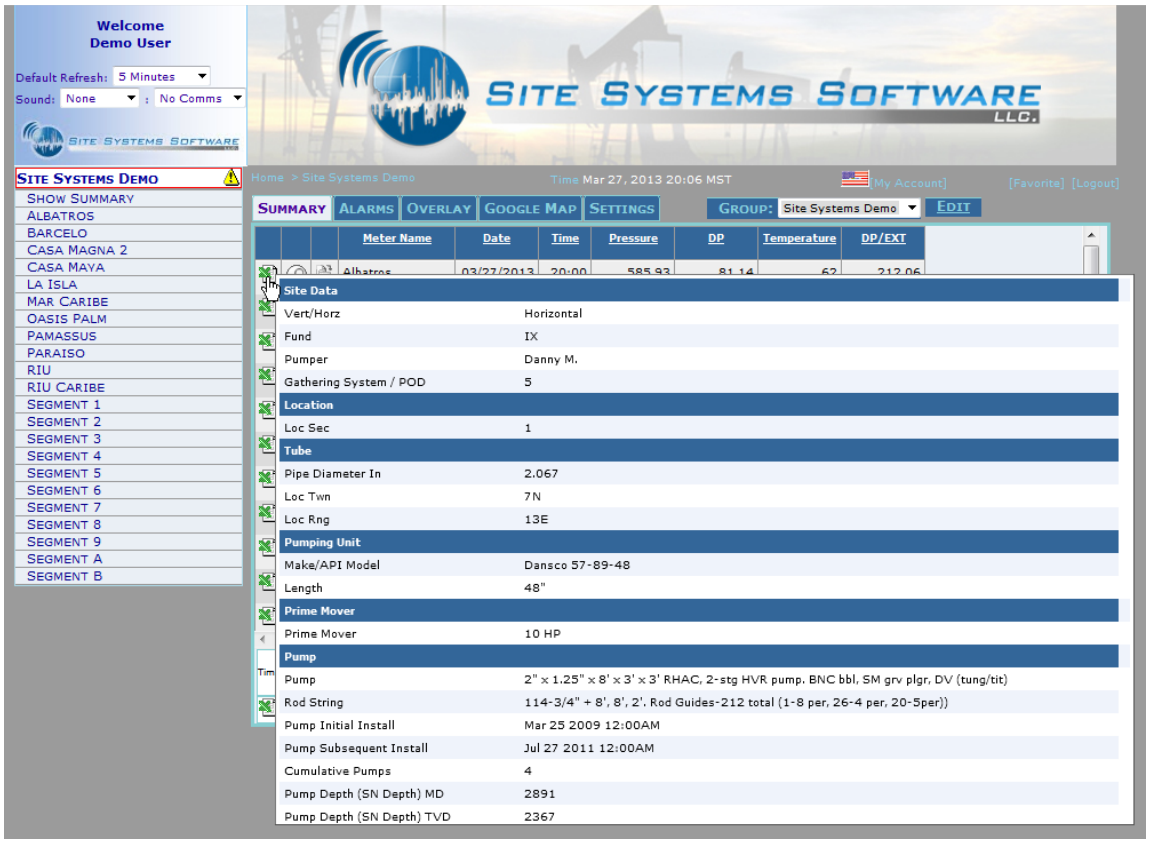



***Figure 6: Pop-Up window for the excel icon in the company summary tab***

The pop-up window will contain one of three things depending on availability: There will be a meter overlay which is an image(s) superimposed with graphical data representations; if the meter overlay is not available then the window will display a table containing site data information for the meter; if the site data is not available then the window will display the most recent polled data for the meter. In the *Figure 6* example the pop-up window contains the meter site data information. By hovering the mouse over the Excel icon you can see all this data in the pop-up box.

### ii)  Disk/Save Icon:

This icon is not always available; but when available, it gives the user the ability to download and save the archived data for the meter/asset, if there is archived data.

### iii)  Magnifying Glass Icon:

Hovering the pointer over this icon will open a pop-up window that allows you to view the latest poll values for the specific meter in that row of the chart (see *Figure 7*). Clicking the icon will navigate to the **Meter View** page for that specific meter.

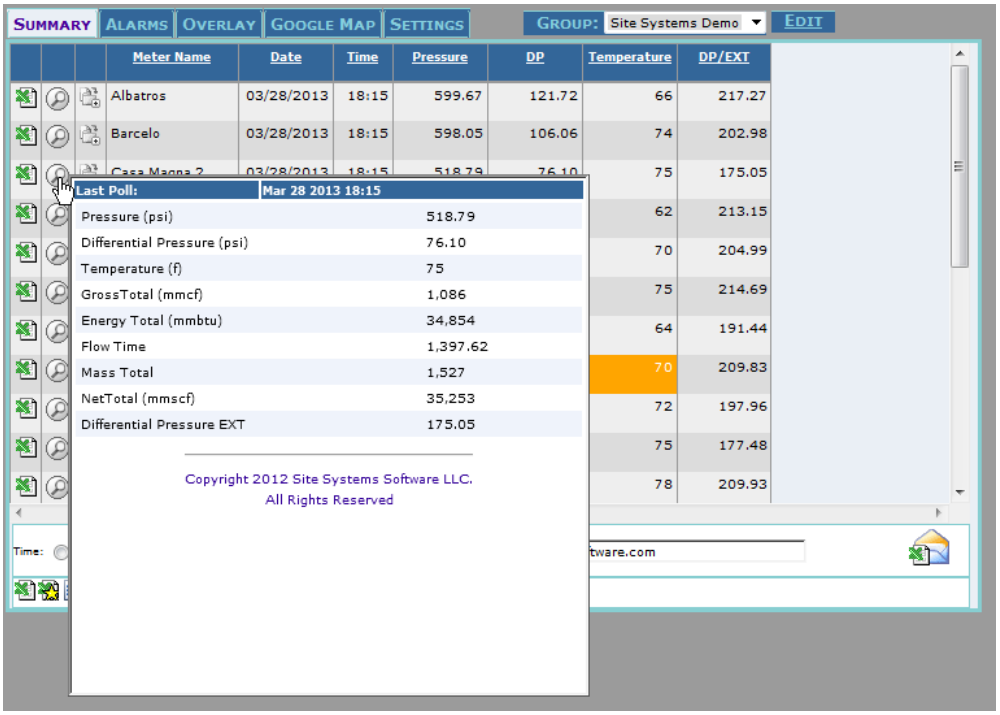



***Figure 7: Pop-Up Table of the latest polled data values for the meter***

### iv) Demand Poll/Initiate Poll Icon:

Hover the pointer over this icon to view the communications data for the specific meter in that row of the chart (see *Figure 8*). The meter ID is the ID given by the database. "Polling Type" indicates what meter type configuration is used in the setup. "Connection" is the name stored in the **ConnectString** field of the Meter View/Settings Tab/Meter Configuration Communications Tab. Clicking the demand poll icon will demand a polling of that specific meter.

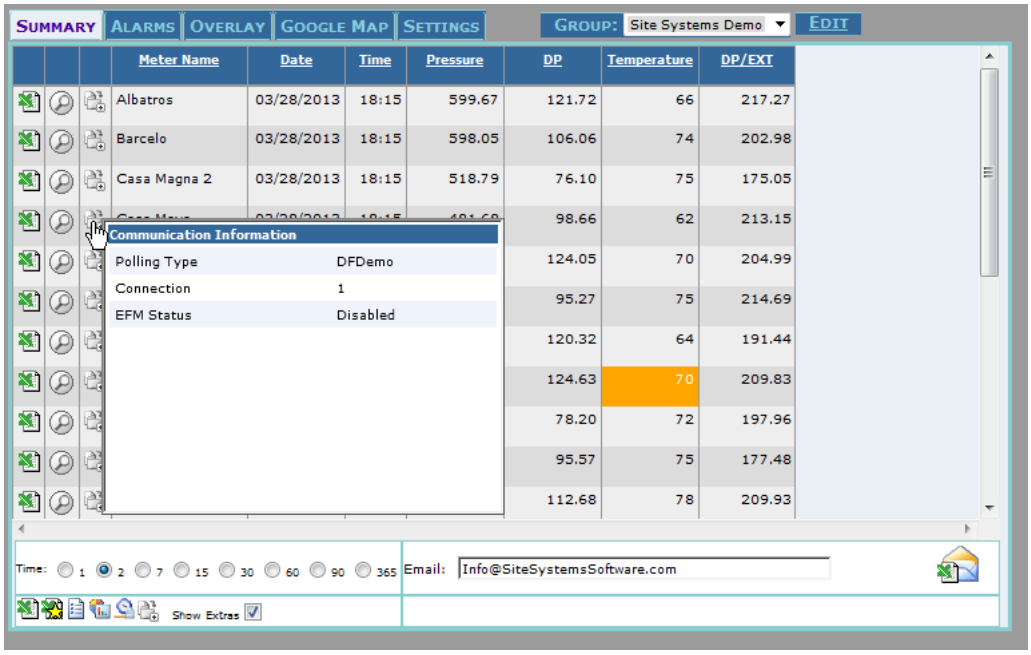



***Figure 8: Pop-Up Table of the Communication Information***

In some cases there will be Orange or Red highlighted cells in the Summary Tab chart. An example of this can be seen in the temperature column in *Figure 5*. If a cell is highlighted red it indicates that the particular item is in a second level alarm state (HighHigh or LowLow). If a cell is highlighted orange it indicates that the particular item is in a first level alarm state (High or Low).

Below the Summary Tab chart there are three rectangular areas with additional features. These items can be seen in *Figure 5* and they have the following functions:

**v) Time Setting:**
The time section allows you to select the number of days that you wish to view historical data for. This setting applies to everything within the Site Online application.

**vi) Email Window:**
The "Email" section allows you to email an excel file containing the historical readings for every meter under the current company. The amount of historical data corresponds to the number of days selected in the time section. To use the email function, enter an email address in the "Email:" field then click the excel envelope icon to the right of the email field.

**vii)**  **Excel Icon:**
Click this icon to download a summary of the historical data for all the meters under the current company. This will prompt you to open or save a file called "MeterData.csv" which contains the summary data. The amount of data corresponds to the number of days selected in the time section.

**viii)**  **Favorites Icon:**
This adds the historical data summary download link to the favorites (bookmarks) of your browser.

**ix)**  **Request Report:**
Clicking this icon will open the company report page in a new tab in your browser (see *Figure 34*). The report page allows you to view various types of data reports as well as export the report in many different file types, or print the report. Please View the **Report Page** section on page 36 of this manual for more details.

**x)**  **Build Chart/Graph:**
Clicking this icon will open the **Chart Builder Page** in a new tab in your browser (see *Figure 35*). For more information about the Chart Builder, refer to the **Chart Builder Page** section of this manual (Page 37).

**xi) Scheduler:**

Clicking this icon will open the scheduler page in a new window in your browser (see *Figure 9* below). The scheduler is how you configure when a data poll is submitted for each meter. The scheduler will allow you to create custom schedules for each company; there can be multiple schedules depending on your needs for monitoring specific meters. The left hand side of the schedule page lists each schedule for the company; the first column called "Schedule" is the name of the schedule, the column "Next Run" is the next time that polling schedule will run, the "Frequency" column is how often that schedule runs, and the "Last Run" column is the time that schedule was last run. Clicking the edit button for a schedule will open up the configuration for that schedule on the right side of the page.

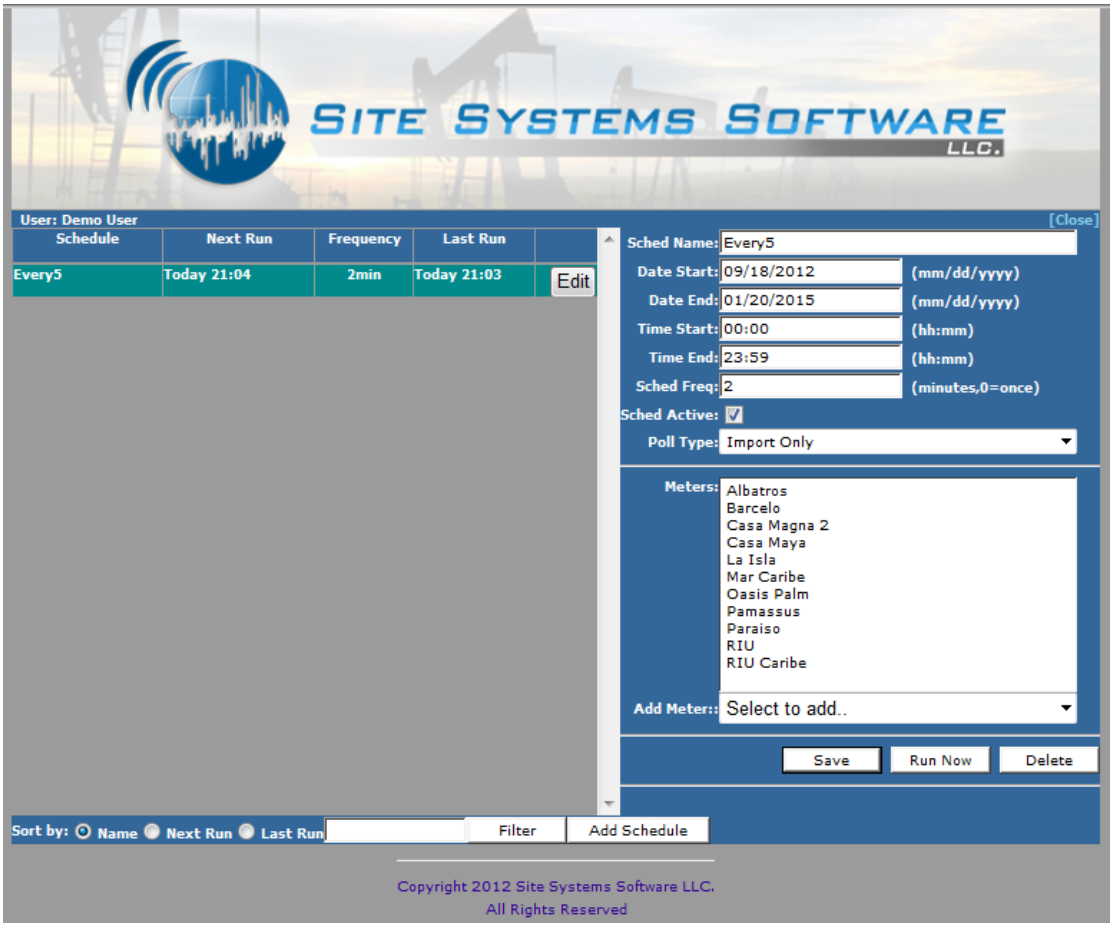



***Figure 9: Scheduler Page***

The configuration allows you to set the schedule name, the start date and end date for the schedule, and the time of day to start and end the schedule each day (24 hour time). Generally the schedule has a start time of midnight (00:00) and a stop time of 23:59, which provides for a full day of polling. The "Sched Freq:" field allows you to set how often the schedule polls data (in minutes). The "Sched Active:" checkbox allows you to turn the polling schedule on or off. The "Poll Type:" drop down list allows you to select how the system polls the data: Import Only means the system will import data that was already collected, Demand Poll means the system will poll the meter directly for the data, and Archive Poll has the system pull up historical data.

Additionally, you can set the Poll Type field to Minimum Poll. The "Meters:" field shows you what meters will be polled under that specific polling schedule; double clicking a meter in this field will remove it from the schedule. To add a meter, select it from the "Add Meters:" drop down list. To add a schedule you simply click the Add Schedule button at the bottom of the page. Make sure to click the save button after making any changes to a polling schedule.

**xii)**  **Demand Poll Icon:**

This icon demands a polling of all the meters in the currently selected company.

**xiii) Show Extras:**

The show extras checkbox turns additional features of the Company View Summary Tab chart on or off; such as the orange and red highlighted summary chart cells for when an alarm event occurs.

**b) Company SETTINGS Tab:**

This tab allows the user to customize settings for the Company View page (see *Figure 10* below). It will allow you to change the default company view tab that is displayed upon login. For example, a customer may prefer to see the **OVERLAY** tab as their initial opening page and then view the other tabs for more detail; as can be seen in *Figure 10*, this option is currently set to the "Summary" tab. You can also select which pages/tabs preload in the Company View by using the "Preload Pages:" section. The "Show Summary Columns:" section of the Settings page allows you to customize the column fields that you wish to display in the **SUMMARY** tab chart by simply checking the boxes for which meter parameters you wish to see. Click the Save Settings button at the bottom to save your changes.

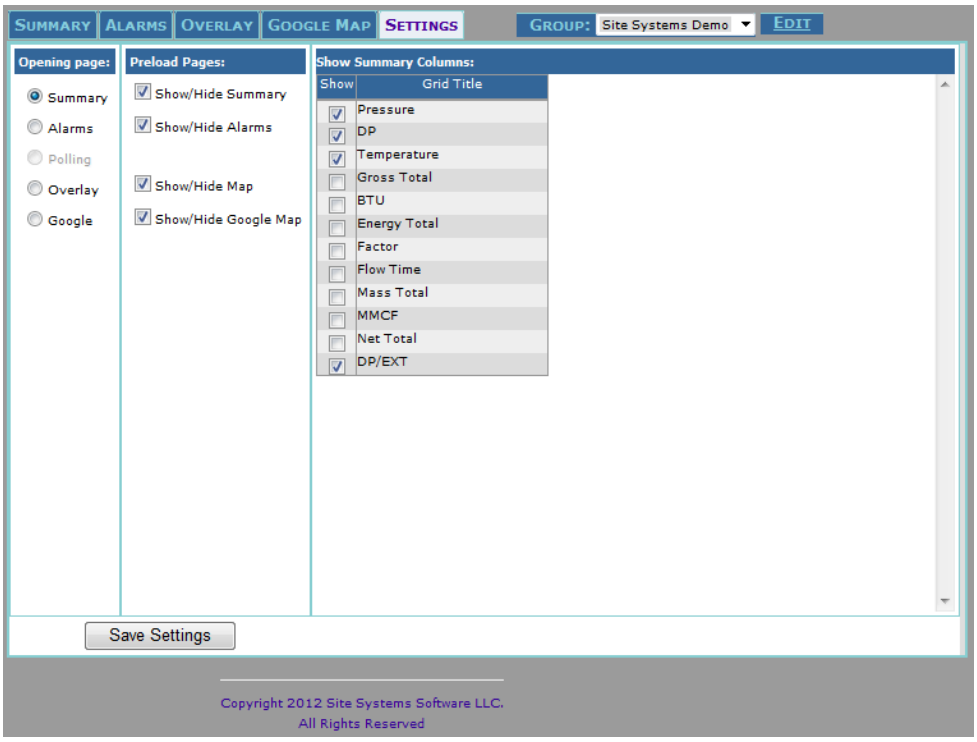



***Figure 10: Company View Settings Tab***

### c) Company ALARMS Tab:

When selected, the Alarms tab of the company view displays a chart of all alarms for all meters under the selected company (see *Figure 11* below). As mentioned previously, specific meter parameters that are in an alarm state will be highlighted red or orange in the **SUMMARY** tab chart. A meter value can be configured to have four alarm states: High, Low, HighHigh and LowLow. Also, any Poll Demand attempts at the meter or company level will record an alarm event. Also, Communications errors for any meters are recorded in the alarms chart. The first column of the chart has the heading name "Meter", and it lists the meter name that the alarm occurred for. The second column, named "Reported", lists the date and time the alarm event occurred for the meter. The third column, named "Message", gives a brief description of what caused the alarm event. The last column in the chart, named "Status", lists the alarm's status as either Open, Confirmed or Closed.

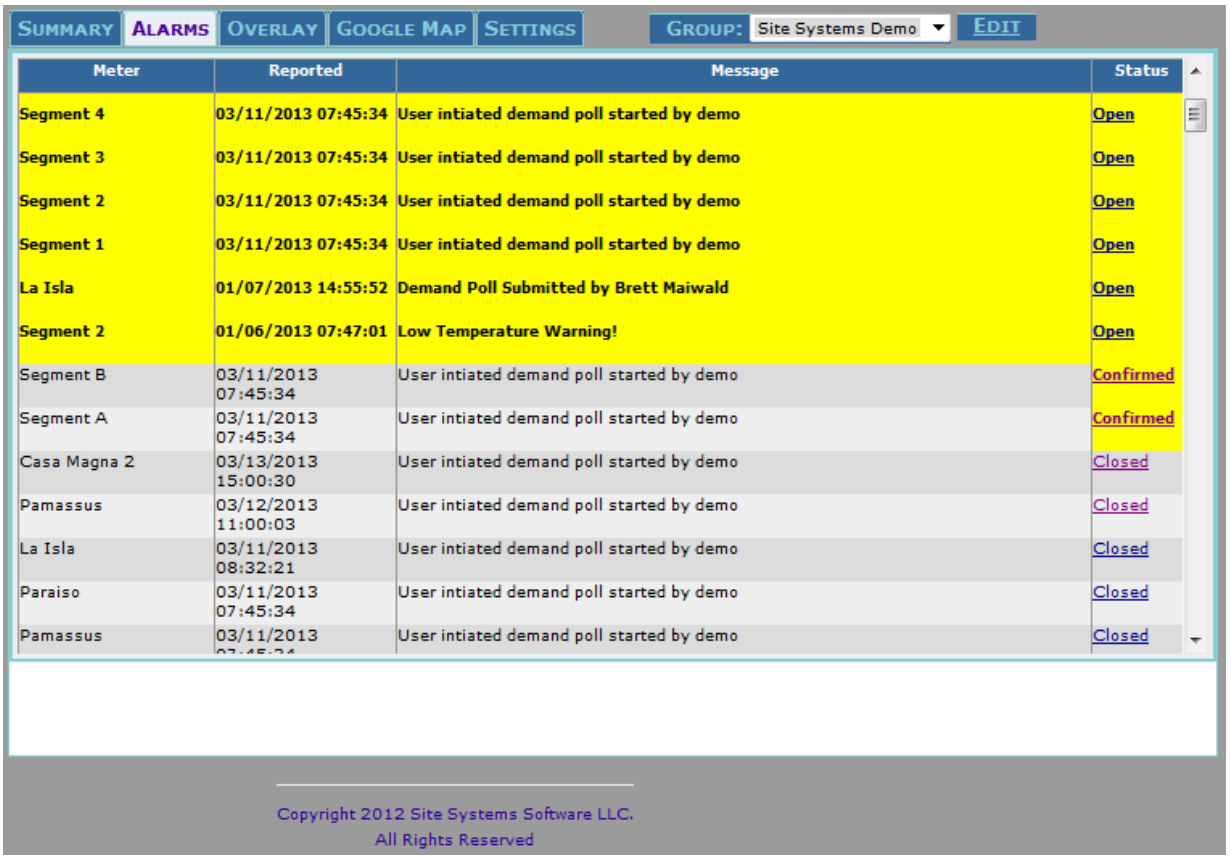


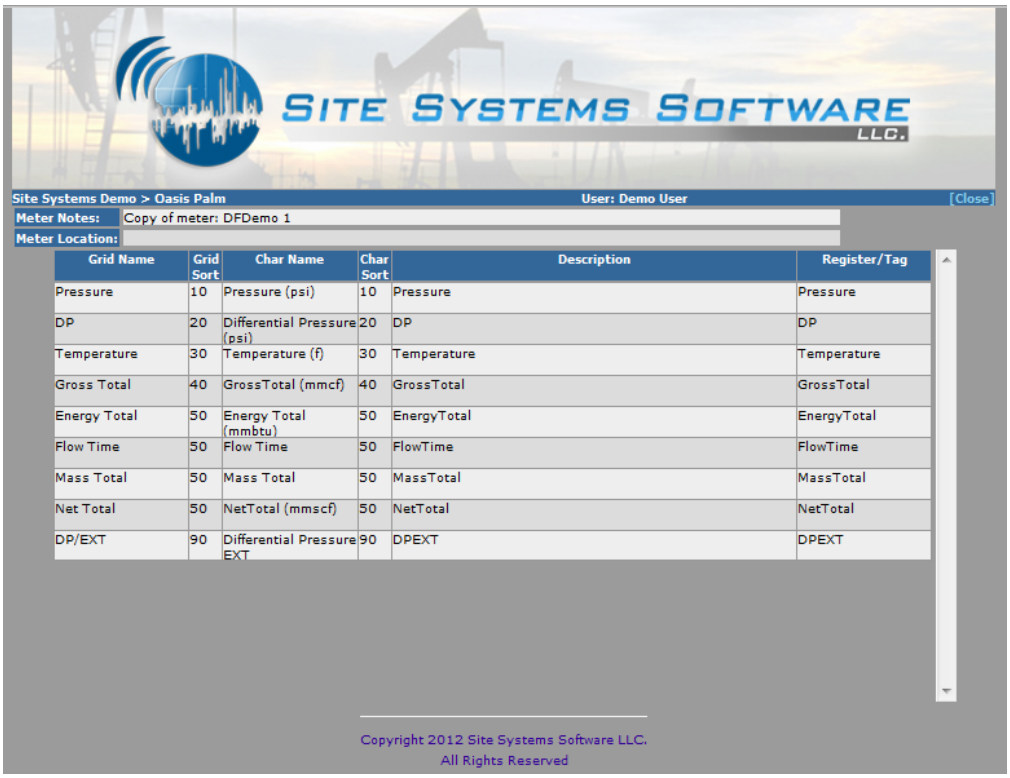

***Figure 11: Company View - Alarms Tab***

If an alarm event is still open, its row in the alarms chart will be highlighted yellow. In the "Status" column of the chart, you can click the Open, Confirmed or Closed status for each alarm event, which will open the alarm window for that alarm in a new browser tab (see *Figure 12* below).


***Figure 12: Alarm Window***

The status "Open" means that the alarm is currently unresolved. The status "Confirmed" indicates that a user confirmed the alarm event, but it is still unresolved/closed. If an alarm is confirmed then just the status cell in the chart will be highlighted yellow for that particular alarm. If the alarm status is "Closed" then the alarm is resolved and no longer active. An alarm can be closed via a few different methods; the first is if an administrator closes the alarm event. Another way in which an alarm will close is through the AutoClose method; this is where the meter reading that caused the alarm state, goes back to the next lowest alarm state (for example, HighHigh to High, or High to Normal). If this occurs, it will be reflected in the "Closed Note:" field of the Alarm Window for that alarm. When an alarm is auto closed it will actually create *another* alarm event in the alarms chart that notifies the user of the return to normalcy, or the next lowest alarm stage for that meter value (depending on if the value was in HighHigh or LowLow and was just reduced to High or Low, as opposed to going completely to normal). The new alarm state will be described via the new AutoClose alarm event in the "Message" column of the alarms chart. This auto close alarm event will also be closed by itself; the "Closed Note:" field of its alarm window will read "AutoClose – Status is normal".

The alarm window allows the user to view the specific details of the alarm event, as well as confirm the alarm. This window will also show the details for the alarm confirmation and closure if the alarm status has been closed or confirmed. In the alarm window you can click the Meter Information icon to open the Meter Information Window, which shows information pertaining to each data parameter of the meter (see *Figure 13* below).




| Grid Name | Grid Sort | Char Name | Char Sort | Description | Register/Tag |
|---|---|---|---|---|---|
| Pressure | 10 | Pressure (psi) | 10 | Pressure | Pressure |
| DP | 20 | Differential Pressure (psi) | 20 | DP | DP |
| Temperature | 30 | Temperature (f) | 30 | Temperature | Temperature |
| Gross Total | 40 | GrossTotal (mmcf) | 40 | GrossTotal | GrossTotal |
| Energy Total | 50 | Energy Total (mmbtu) | 50 | EnergyTotal | EnergyTotal |
| Flow Time | 50 | Flow Time | 50 | FlowTime | FlowTime |
| Mass Total | 50 | Mass Total | 50 | MassTotal | MassTotal |
| Net Total | 50 | NetTotal (mmscf) | 50 | NetTotal | NetTotal |
| DP/EXT | 90 | Differential Pressure EXT | 90 | DPEXT | DPEXT |

***Figure 13: Meter Information Window***

When troubleshooting an alarm event, it is recommended to go to the actual meter view for that specific meter and then review the alarms tab there.

**d) Company OVERLAY Tab:**

The Company View Overlay Tab provides the customer with the ability to display various types of images for a quick view of a graphical summary report pertaining to the meters of that company. Things such as an image of a specific site with various register points superimposed onto the image to show the state of a certain asset/meter, or a map view of that site that has graphical overlays with relevant site data, etc. In this demo version of Site Online, the overlay tab contains a map with representative images of each meter, and a relevant data parameter of the meter adjacent to its icon on the map (see *Figure 14* below). If you hover the mouse over a meter icon it will display a small pop-up box on the map containing the data for the last poll of that meter.

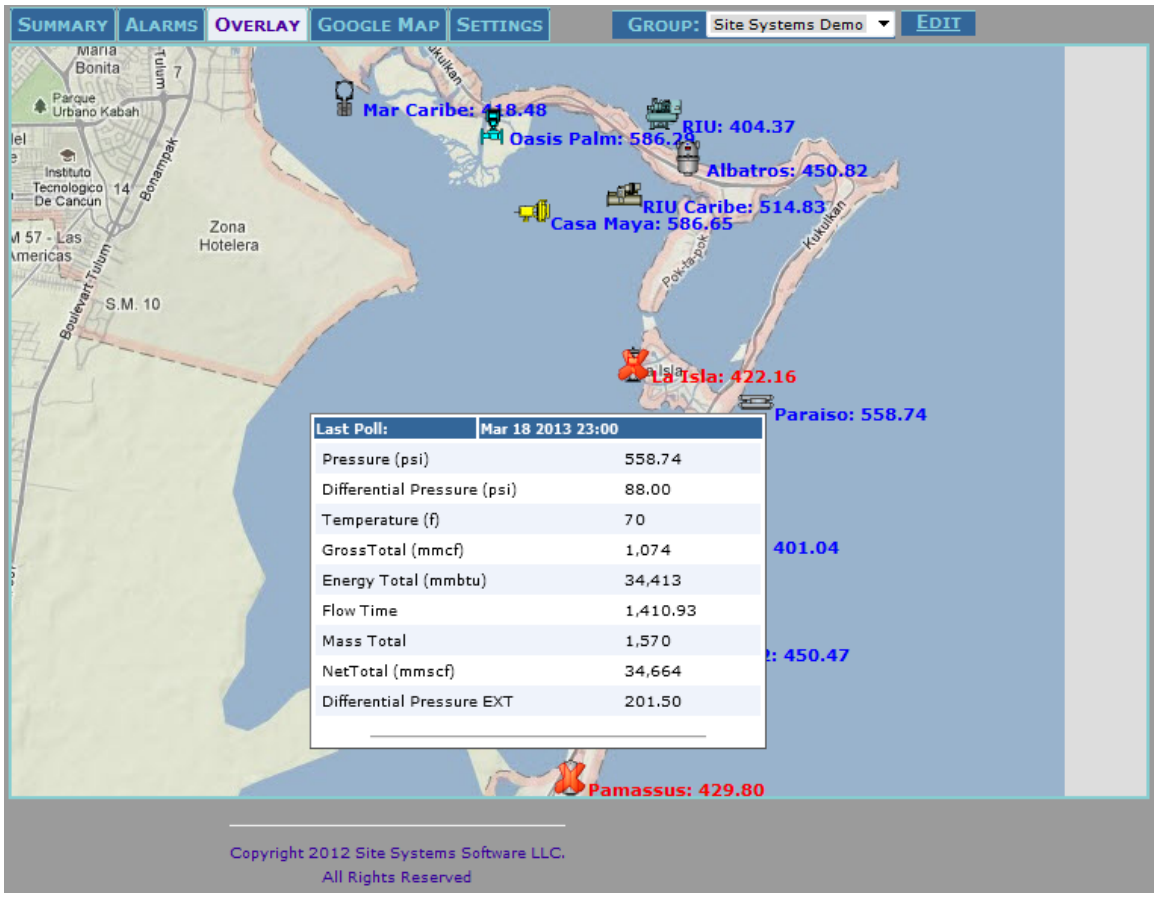



***Figure 14: Company View Overlay Tab example***

Clicking on a meter icon will display a small pop-up menu with clickable link options. Clicking “Goto Location” in the menu will bring you to the Meter View page for that specific meter. Clicking “Open Alarm” in the menu will navigate to the Alarm Window for that specific meter; if there are no alarms for that meter then the alarm window will indicate this and automatically close. Clicking “Auto Confirm” (if available) will automatically change the alarm status for that meter to “Confirmed”. When Auto Confirm is used, the Alarm Window for that meter will open and display a message stating that the alarm was updated and to please refresh the main screen to see the update. The “Confirmed Note:” field of the alarm window for that specific alarm will now read “Confirmed from Map”. Clicking “Demand Poll” in the menu will demand a polling of that specific meter.

### e) Company GOOGLE MAP Tab:

If there are GPS coordinates available for the meter then this tab will allow for a Google Maps view of the field of meters under the selected company (see *Figure 15* below). The top right corner of the map lets you choose map or satellite view. You zoom and scroll around the map exactly like you normally would using Google Maps. At the top left of the of the map is a pull-down menu that lets you select what data parameter you want to display under the meter icon on the map; selecting “Suppress” will display nothing under the meter icon. If the meter icon is green, it means everything is normal. If the meter icon is red, it means there is an outstanding alarm event for that meter. Clicking the “Show All” button next to the pull-down menu will show all meters on the map. If you hover the mouse over a

meter icon on the map, it will display a small pop-up box containing the data for the last poll of that meter.

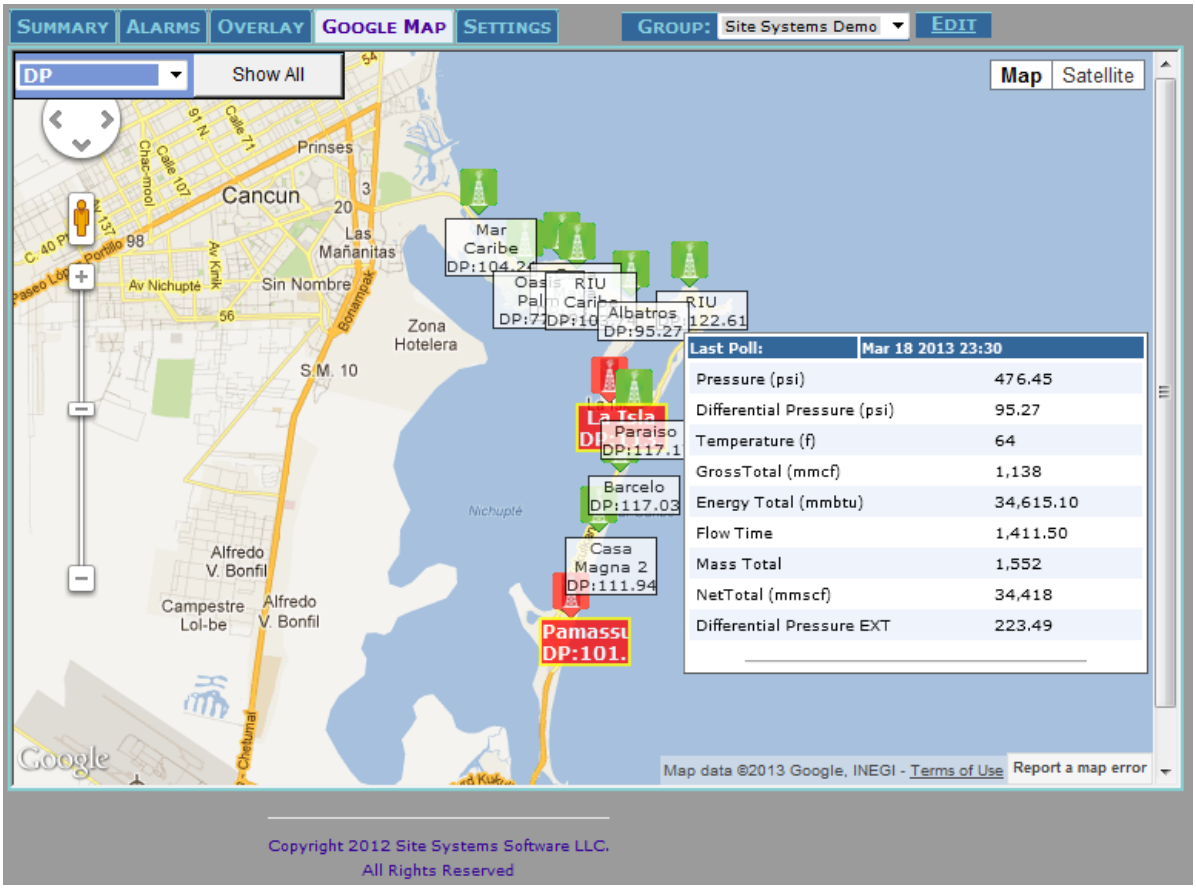



***Figure 15: Company View Google Map Tab example***

### f) GROUP Drop-Down Menu:

The group drop-down menu/group edit button is at the top left of the Company Page view. The group drop-down menu is available whenever you are in any tab of the Company View. If you are in the Meter View then select the company name from the Left Hand Navigation Menu to get back to the Company View. The purpose of the group function is to create a customized group of meters, regardless of which company they are listed under. Creating a new group is essentially bookmarking a group of meters that you select to be in that group. This function is useful if there are certain meters that you view frequently (this allows them to be quickly accessed by selecting the group), or if you want to group together all meters of a certain type from each company.

Once a group is created it will be listed under the group drop-down list. To select the group, simply click the group name in the list. As can be seen in *Figure 16*, the group "Favorite Meters" is selected, and the six meters that are currently part of that group are listed in the Summary Tab chart. When a group is selected it behaves exactly as if you selected a company name from the Left Hand Navigation Menu; in fact, the current company that is selected in the navigation menu will always be the last "Group" in the group drop-down menu.

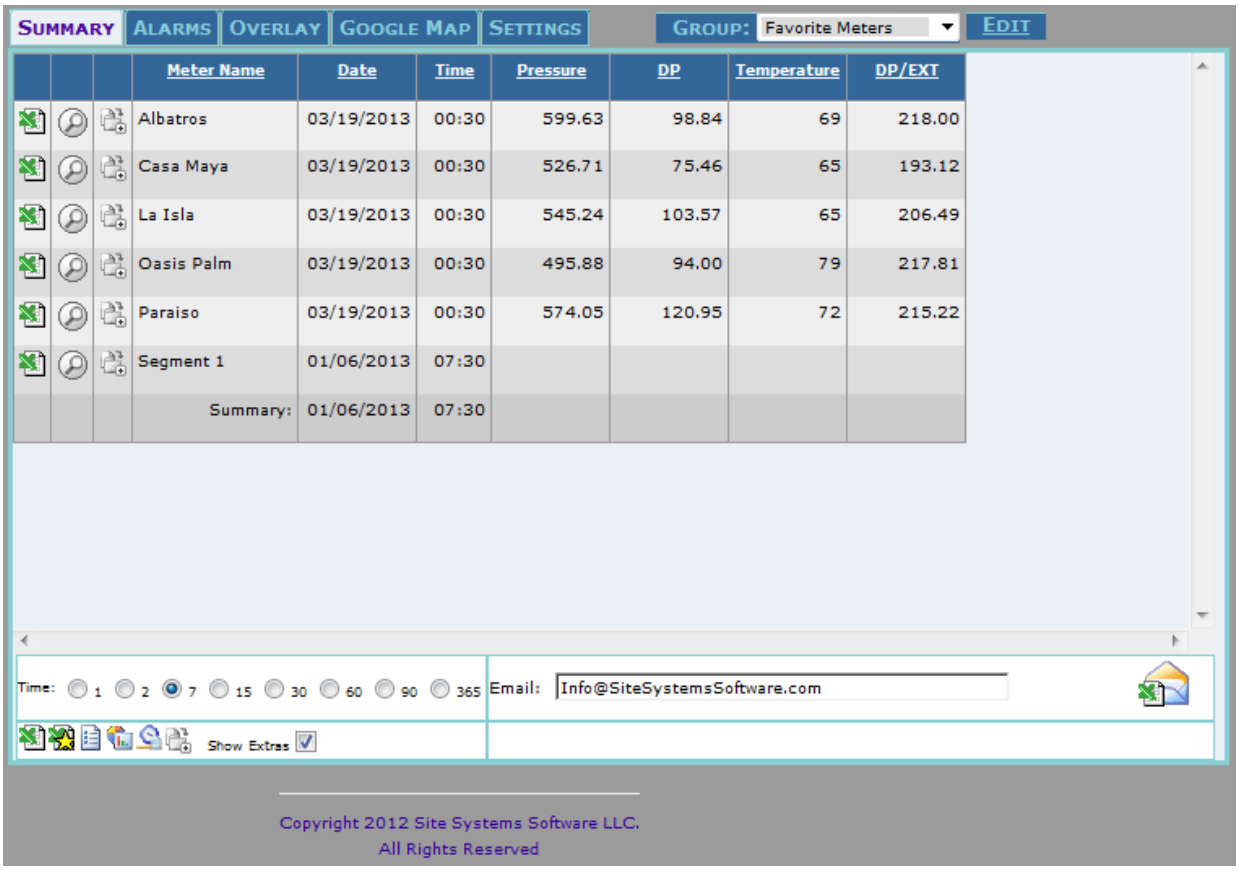



***Figure 16: Company View Summary Tab for the "Favorite Meters" Group***

To create or edit a group, click the EDIT button that is adjacent to the group drop-down list. This will open the group edit page in a new browser tab (see *Figure 17* below). The "Select Group:" window at the top center allows you to select the group name that you wish to edit or delete. Click the adjacent remove button to delete the group. The restrictions on this page allow you to only edit or delete the groups which you created. To create a group, enter the group name in the field at the bottom of the page, then click the CREATE NEW button. You can name the group whatever you want. Once the group is created you can add meters to the group by selecting their checkboxes from the left hand side of the edit window; click the company name to reveal all meters under the company. As you select meters they are added to the right side of the window, indicating they are now part of the group (see *Figure 17*). To save the group, click the SAVE CHANGES button at the bottom right of the page. You can remove meters from a group simply by unchecking the meter on the left hand side of the edit window.

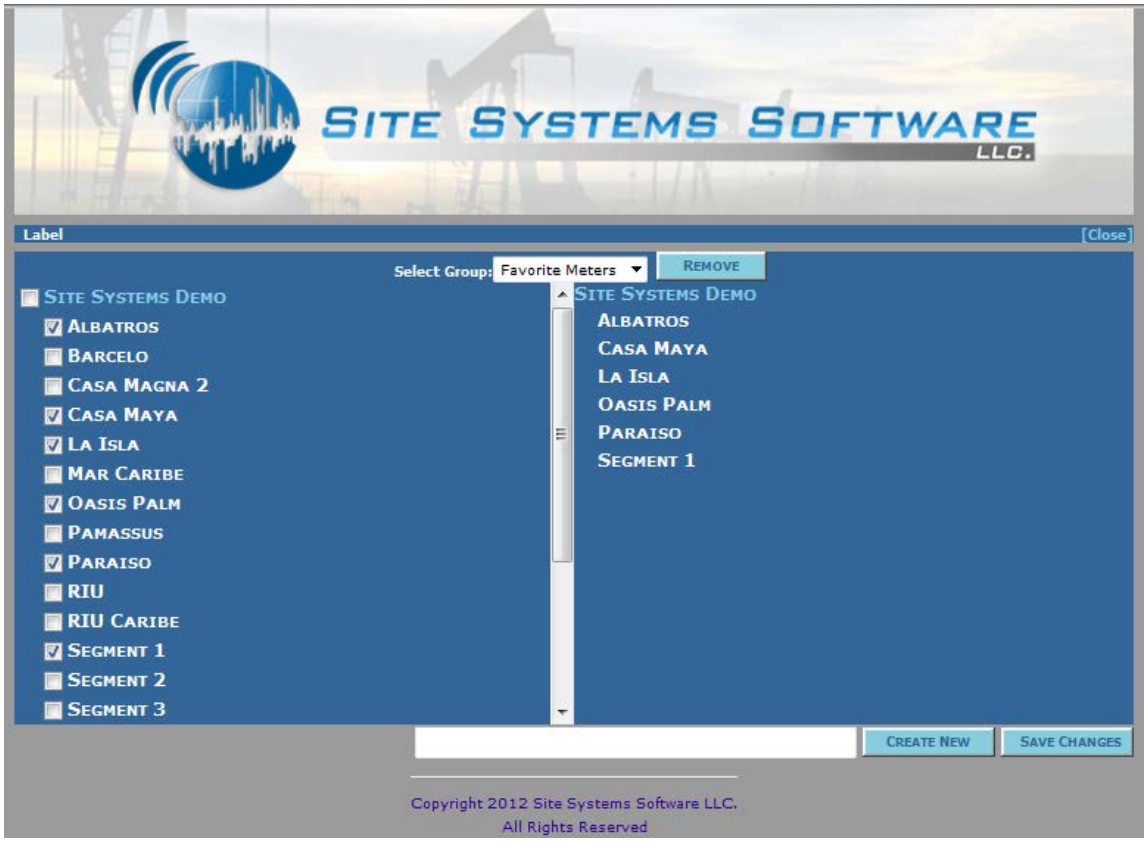



***Figure 17: The Group Edit Page***

There are two ways to navigate from the **Company View** to the **Meter View**: You can use the Left Hand Navigation Menu by clicking the name of the meter that you wish access, or you can access a specific meter in the Summary Tab chart of the Company View page by clicking on the magnifying glass icon for that meter.

## 5) Meter View

The **Meter View** page allows you to access many features and data for a specific meter that is selected. The Meter View page makes up the center section of the web application just like the Company View page does (the non-blurred section of *Figure 18*). There are six tabs at the top of the Meter View: **Latest Reading**, **History**, **Alarms**, **Documents**, **Settings**, and **Site Data**. By default, the Latest Reading tab is selected when you click a meter and navigate to the meter view page.

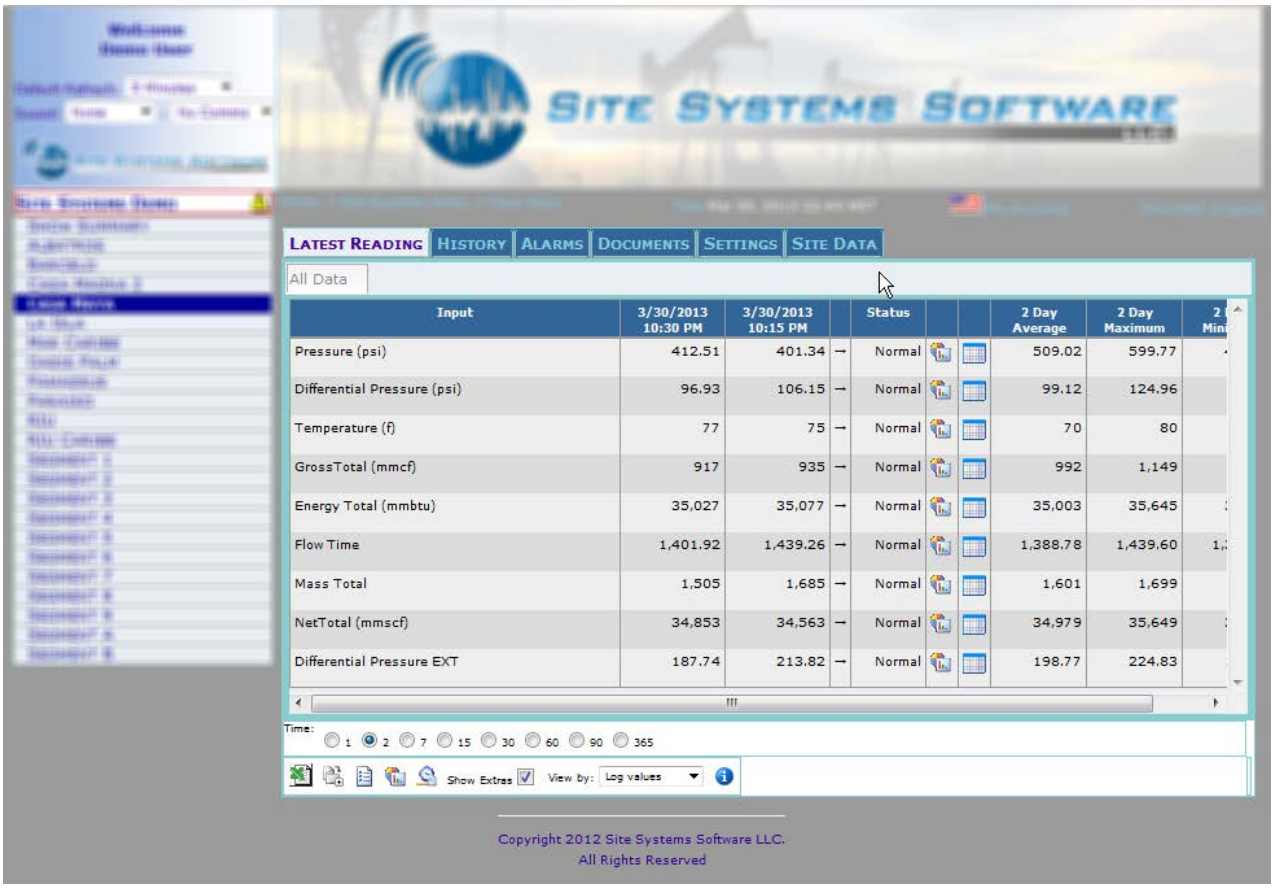



***Figure 18: Site Online Meter View***

### a) Meter LATEST READING Tab:

When selected, the Latest Reading tab displays a chart that shows the most recent data values received for each input parameter of the meter. The Latest Reading tab chart is the default tab for the Meter View when an individual meter is selected. The first column of the chart, named "Input", lists each data parameter for the meter. The second and third columns list the most recent, and second most recent data readings for each parameter; the headings of the 2nd and 3rd columns are the date and time for when the meter was polled. The column with the arrow indicates a trend up or down in the respective data value. The "Status" column indicates the current alarm status of each meter data parameter value; e.g. HighHigh, Normal, Low etc. The last three columns of the chart provide an average, maximum and minimum value, respectively, for each meter parameter over the number of days that is selected in the Time section at the bottom of the page. As can be seen in *Figure 18*, each row of the chart has graph  and grid  icon in the two columns after the Status column; these two icons have specific functions.

#### i)  Graph Icon:

Holding the mouse over this icon will show a pop-up window of an automatically created chart (see *Figure 19* below). The chart shows the readings of the meter parameter in that row graphed over the number of days selected in the Time section at the bottom of the page. The chart also shows the mean line and a shaded area indicating the range for the high and low average which is a factor of the standard deviation.

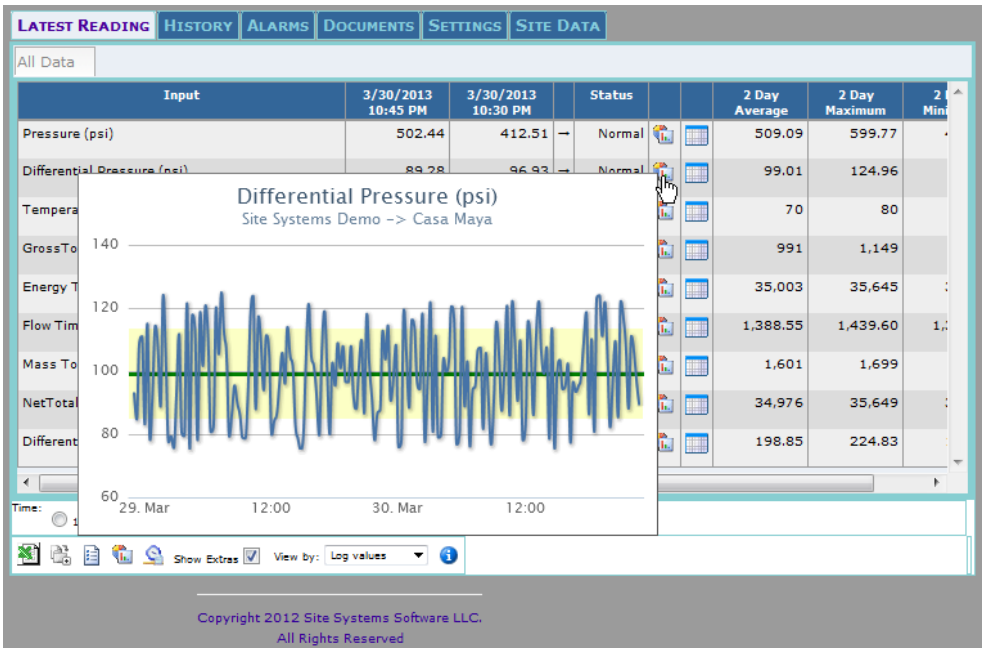



***Figure 19: Graph Icon Pop-Up window***

Clicking on the graph icon will open the **Chart Builder Page** (see *Figure 35*) in a new browser tab. Refer to the **Chart Builder Page** section on page 37 of this user manual for how to use the Chart Builder.

### ii)  Grid Icon:

Holding the mouse over this icon will show a pop-up window containing the last ten readings of the data values for that meter parameter, and the date and time the poll was made for each value (see *Figure 20* below).

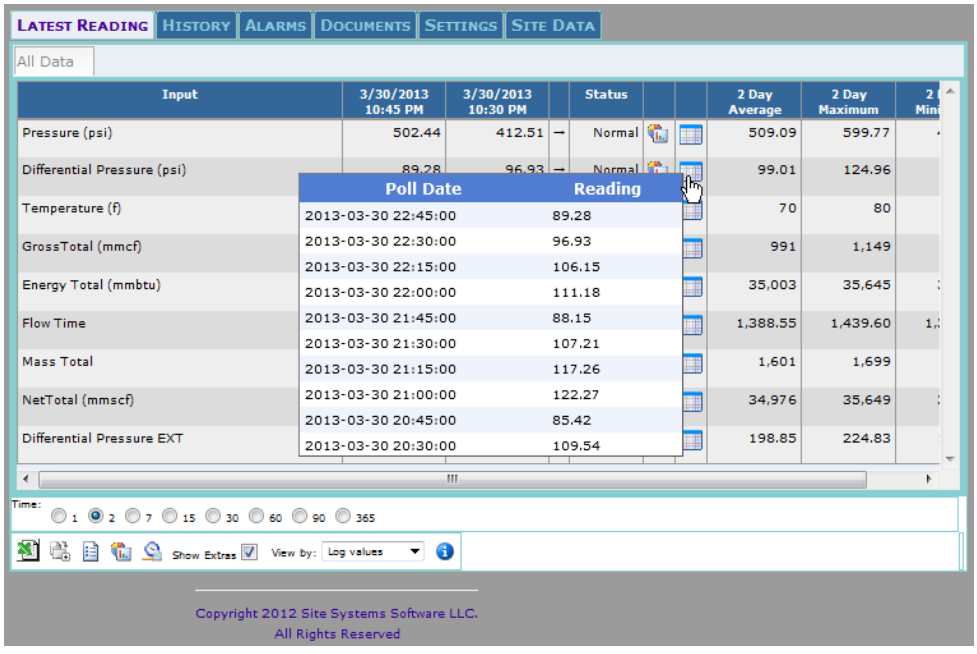



***Figure 20: Grid Icon Pop-Up Window***

Below the Latest Reading chart there are two rectangular areas with additional features. These items can be seen in *Figure 18*, and they have the following functions:

**iii) Time Setting:**
The time section allows you to select the number of days that you wish to view historical data for. This setting directly affects the last three columns of the Latest Reading chart. Changing this setting applies to both the Company View and the Meter View.

**iv)  Excel Icon:**
This icon has the same functionality as it does in the Company View page, except clicking this icon will download a summary of the historical data for only the meter you are currently under. This will prompt you to open or save a file called "MeterData.csv" which contains the summary data. The amount of data corresponds to the number of days selected in the time section.

**v)  Demand Poll Icon:**
This icon demands a polling of just the meter that is currently selected.

**vi)  Request Report:**
The functionality of this icon is identical to the Request Report Icon in the Company View. Clicking this icon will open the Company Report Page in a new tab in your browser (see *Figure 34*). The report page allows you to view various types of data reports as well as export the report in many different file types, or print the report. By default the "Alarms – Analogs Set" report is selected in the "Select Report:" pull-down list. For more information on this feature, please View the **Report Page** section on page 36 of this manual.

**vii)  Build Chart/Graph:**
The functionality of this icon is also the same as the Build Chart/Graph Icon in the Company View. It is also the same as clicking the **Graph Icon** in the Latest Reading chart. Clicking on the graph icon will open the **Chart Builder Page** (see *Figure 35*) in a new browser tab. For more information about how to use the Chart Builder, refer to the **Chart Builder Page** section of this user manual (Page 37).

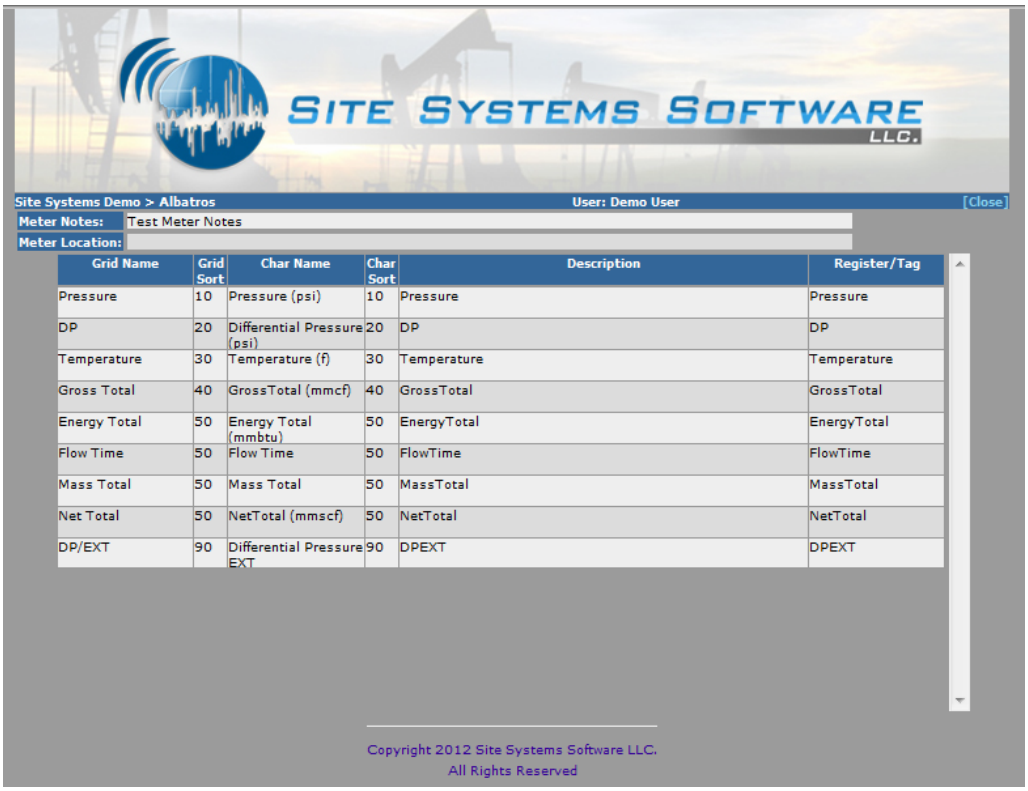
**viii)  Scheduler:**
The functionality of this icon is the same as the Scheduler Icon in the Company View. Clicking this icon will open the scheduler page in a new window in your browser (see *Figure 9*). For more information on this feature, please view the **Company View > Company SUMMARY Tab > Scheduler** section of this user manual.

**ix) Show Extras:**

The show extras checkbox turns additional features of the Meter View Latest Reading tab chart on or off; in this case unchecking the Show Extras box will limit the Latest Reading chart to the "Input" column, the most recent data reading column, and the Graph Icon and Grid Icon columns. The "View by:" drop-down list allows you to select Log values, Hourly Values, or Daily Values for the data values in the chart.

**x) Meter Information Icon:**

Clicking this icon opens the Meter Information Window in a new browser tab (see *Figure 21* below). This window shows information pertaining to each data parameter of the meter.




| Grid Name | Grid Sort | Char Name | Char Sort | Description | Register/Tag |
|---|---|---|---|---|---|
| Pressure | 10 | Pressure (psi) | 10 | Pressure | Pressure |
| DP | 20 | Differential Pressure (psi) | 20 | DP | DP |
| Temperature | 30 | Temperature (f) | 30 | Temperature | Temperature |
| Gross Total | 40 | GrossTotal (mmcf) | 40 | GrossTotal | GrossTotal |
| Energy Total | 50 | Energy Total (mmbtu) | 50 | EnergyTotal | EnergyTotal |
| Flow Time | 50 | Flow Time | 50 | FlowTime | FlowTime |
| Mass Total | 50 | Mass Total | 50 | MassTotal | MassTotal |
| Net Total | 50 | NetTotal (mmscf) | 50 | NetTotal | NetTotal |
| DP/EXT | 90 | Differential Pressure EXT | 90 | DPEXT | DPEXT |

***Figure 21: Meter Information Window***

### b) Meter HISTORY Tab:

This tab provides an additional view of the polled meter data (see *Figure 22* below).

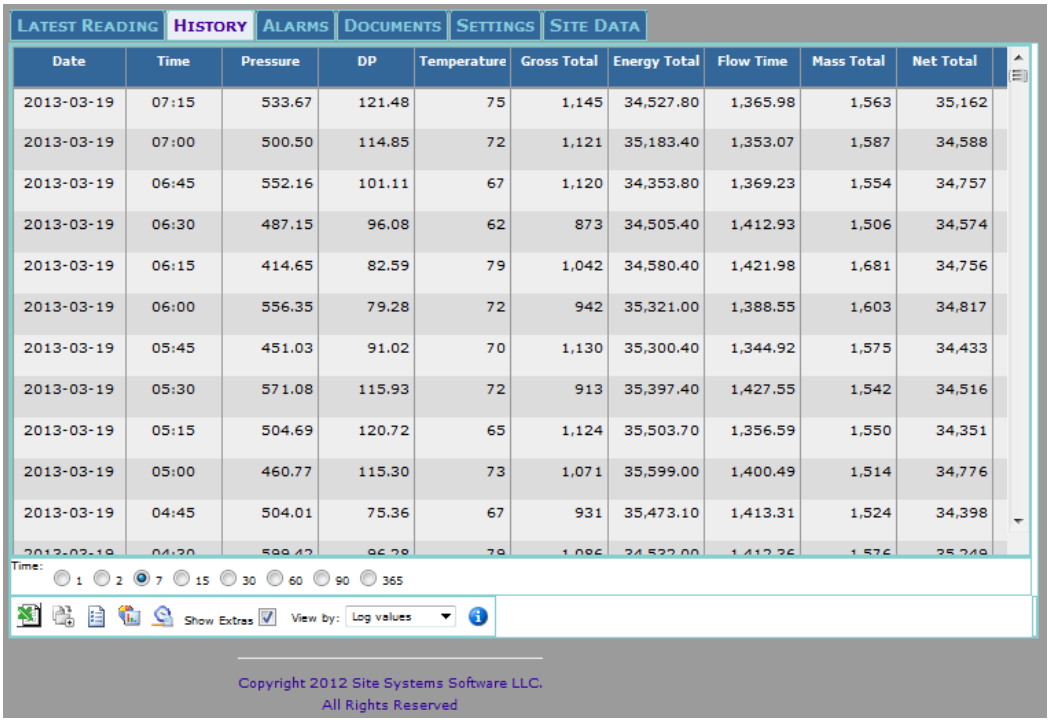



***Figure 22: Meter View History Tab***

It shows the historical data for each meter parameter over the number of days selected in the Time section at the bottom of the page. The first two columns of the History chart are the date and time, respectively, for each polling of the meter. The remaining columns are the values for each data parameter of the meter at the polling date and time.

### c) Meter ALARMS Tab:

The Meter View alarms tab (see *Figure 23*) has the same functionality as the Company View alarms tab, except in this case only the alarm records for the selected meter are shown in the chart; hence the reason there is no "Meter" column. In addition to actual alarms, demand poll attempts and communication failures are also listed as alarm events in the chart. For more information pertaining to the functionality of the Alarms Tab, please refer to the **Company View > Company ALARMS Tab** section of this user manual.

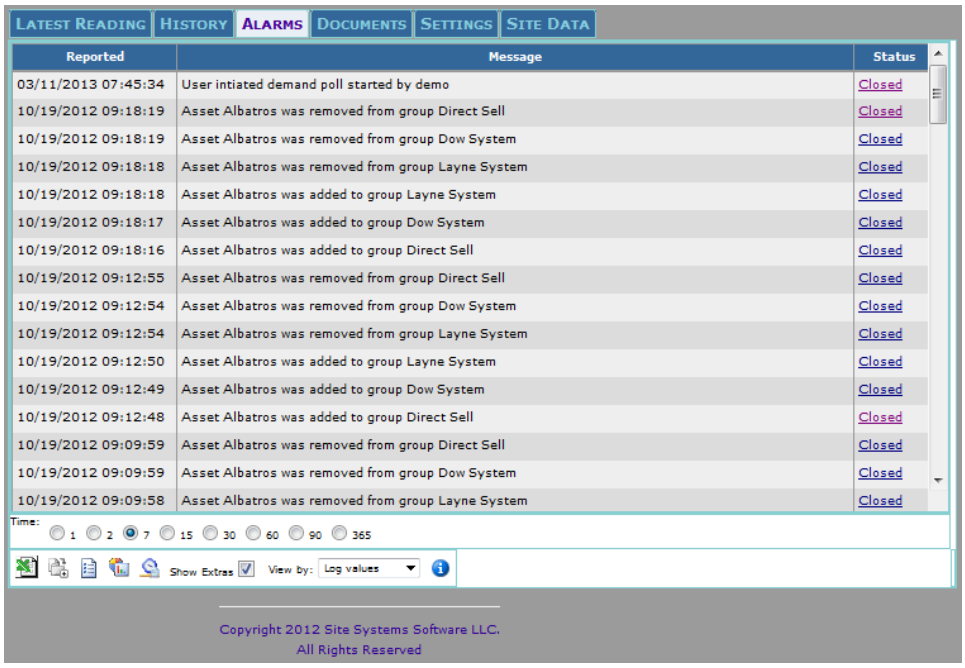



***Figure 23: Meter View Alarms Tab***

### d) Meter DOCUMENTS Tab:

The purpose of the documents tab (see *Figure 24* below) is to upload documents, reports, images, and other relevant files that you wish to have associated with the specific meter. To upload a file click the Browse button at the top of the documents tab, which allows you to select the file that you wish to upload from your hard drive; when you select the file, the file path will appear in the "Select File To Upload:" window. The "Library:" pull-down list gives you five folder options to upload the file to in the documents tab; select one of these "folders". Clicking the Upload File button will upload the file to the folder you selected. You can browse the uploaded files in the Documents tab window. Clicking a file name will open it.

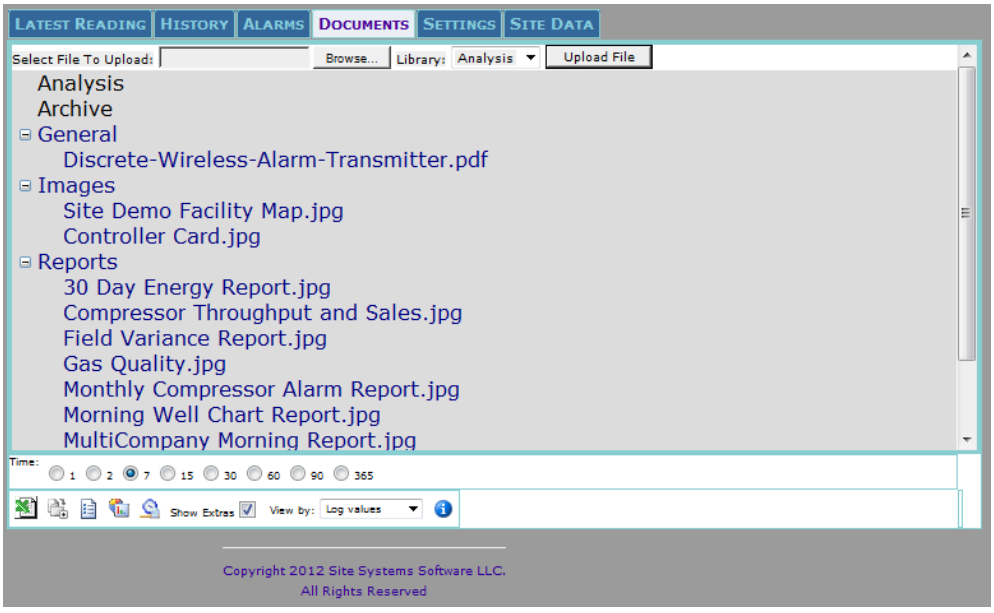



***Figure 24: Meter View Documents Tab***

### e) Meter SETTINGS Tab:

The Settings tab (see *Figure 25* below) allows you to customize settings for the Meter View page, as well as access specific configuration options for the meter. You can change the default Meter View tab that is displayed upon selecting a meter name; this is done via the "Select opening page:" box. As can be seen in *Figure 25*, this option is set to the "Latest Reading" tab. You can also select which pages preload in the Meter View by using the "Preload Pages:" section. Click the Save Settings button at the bottom to save your changes.

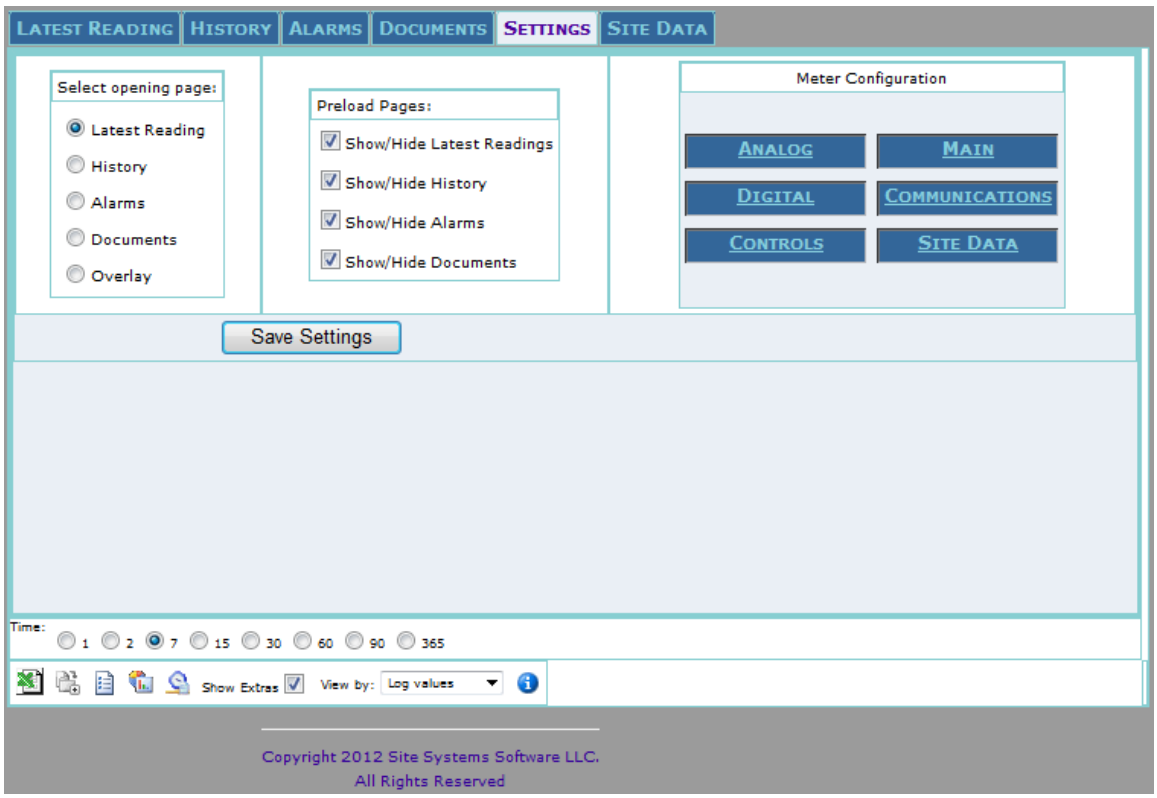



***Figure 25: Meter View Settings Tab***

The "Meter Configuration" box allows you to access the specific configurations for the meter, including the Meter Identification (**MAIN**); the register points (**ANALOG/DIGITAL**); the **COMMUNICATIONS** tab where the connect string, IP address, and polling server identifier are located; the **CONTROLS** tab; and the **SITE DATA** tab.

#### i) Meter Configuration MAIN Tab:

Clicking this tab will open the "Main" meter configuration page in a new browser tab. This page allows you to edit various settings for the currently selected meter. For more information about the features of this tab, please refer to the separate **Administrator Guide.**

**ii) Meter Configuration ANALOG Tab:**

Clicking this tab will open the "Analog" meter configuration page in a new browser tab (see *Figure 26* below). The Analog tab contains all of the analog data registers that are set up for a specific meter. This tab only applies to analog meters. An analog signal is like a volume control, there is a full range of values between zero and full scale. These are typically interpreted as integer values (counts) by the PLC, with various ranges of accuracy depending on the device and the number of bits available to store the data. Pressure, temperature and weight are often analog signals. Analog signals can use voltage or current, but do not have discrete ranges for "On" or "Off". Instead they work in a defined range of values that are reliable for a particular device. Typically a 4 - 20mA or 0 - 10V signal would be converted into an integer value of 0 - 32767.

When you open the Analog tab there will be a chart on the left side of the page that lists each of the data parameters for the meter: these are the individual registers. There are three named columns in the left hand chart: "ImportFld", "Grid Name", and "Char Name". The Grid Name is the short name of the data register as it will appear in the column headers of some of the Company View and Meter View charts. The Char Name is the long name or full name of the data register. Clicking the Edit button in any of the data register rows will open the various settings fields for that register on the right hand side of the page; in addition, the row in the chart of the data register that was selected will be highlighted turquoise to indicate that is the register you are currently editing. Registers with an alarm point set up on them will have the yellow triangle exclamation icon next to the text in their "Char Name" column on the left hand chart.

You can change the Grid Name and Char Name for the selected data register via the first two fields on the right; both of these fields must be populated. The sort value can be changed for each data register if a customer prefers to have them appear in a certain order. The "Description:" field usually contains the analog numeric point.

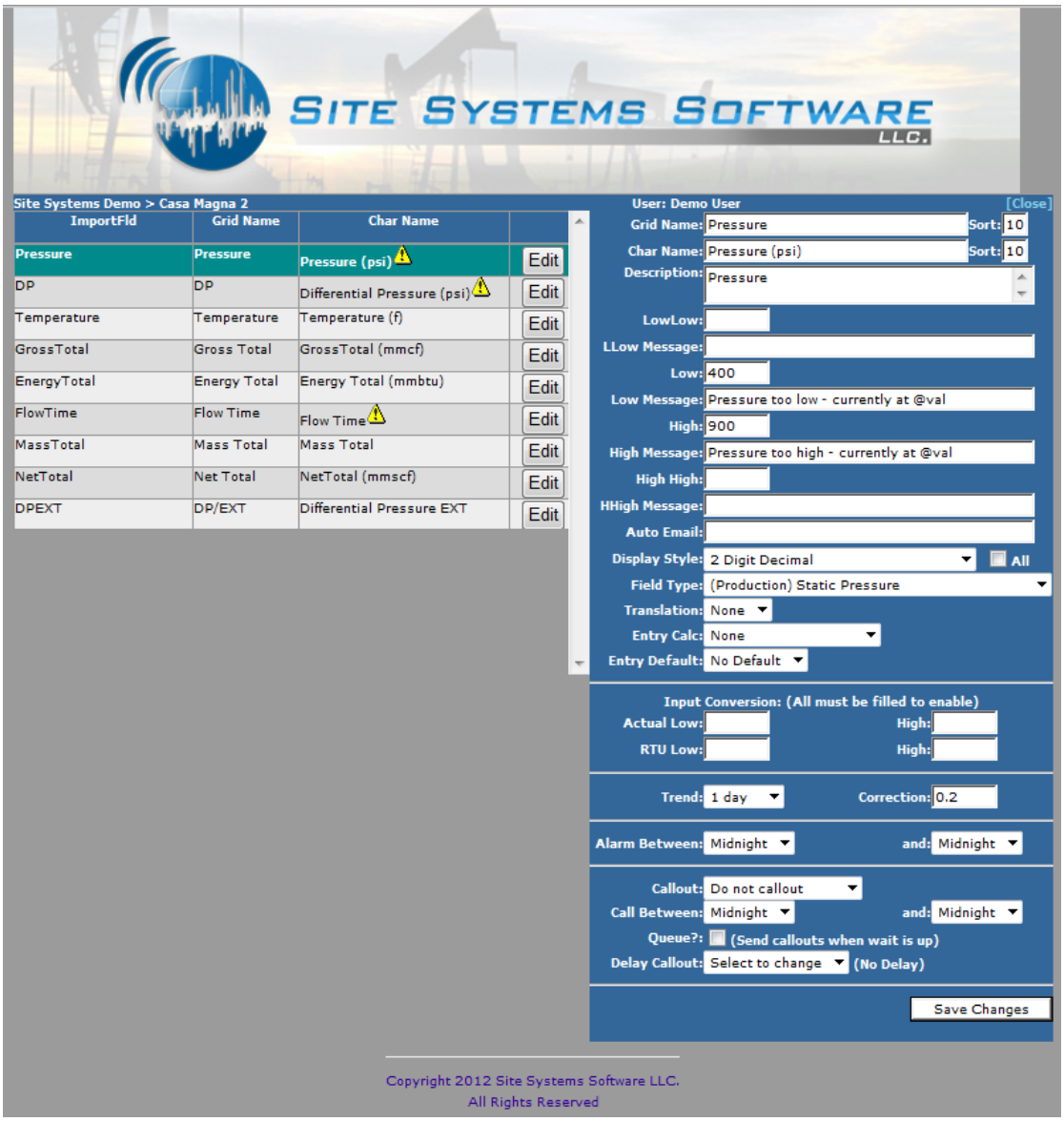



***Figure 26: Meter Configuration Analog Tab***

As mentioned previously, Site Online can alert the user of specific events via an alarm system that allows the user to enter maximum or minimum threshold values for meter/asset data parameters. The alarm point can have four threshold settings: LowLow, Low, High, and HighHigh. Customers can request any of these to be used, but generally the Low and High values are the most commonly used for alarming. For each threshold value, you can set a customized alarm message. As can be seen in *Figure 26* the alarm settings for the selected "Pressure" data register are such that an alarm is requested if the Pressure reading for the Casa Magna 2 meter drops to 400psi or less, or raises to 900psi or more. In this example, if the pressure reading hits the Low threshold, the alarm message will read "Pressure too low – currently at #", and if it hits the High threshold, the alarm message will read "Pressure too high – currently at #"; # indicates the actual value of the pressure at the time of the alarm. Whenever a register value of the meter falls within its designated alarm range it will notify the user of the alarm via the email address that is entered in the "Auto Email:" field. The alarm message is also included in the alarm notification email. This alarm point email notification for the specific data register is in

addition to any alarm email notifications set up in the “Email List:” field of the Meter Configuration Main Tab. The “Display Style:” field allows you to adjust the number style for the value that is shown for that meter parameter, the “Field Type:” sets what type of value the number is (this associates with a report).

The Input Conversion section allows you to convert (relate) the raw value reading of the meter to a meaningful number; for example, a meter that measures temperature might have an output of 1volt to 12volts for the temperature measurement. This voltage would need to be converted to an actual temperature: The “Actual Low” and “Actual High” is where you enter the raw output of the meter respectively (1 volt low, 12 volts high), the “RTU Low” and “RTU High” is where you enter the corresponding temperature for the low and high raw data outputs of the meter respectively (for example, 1 volt could equal -40 degrees, and for 12 volts could be equivalent to 140 degrees). The “Trend” and “Correction” fields allow you to set the duration for the trending analysis arrow that is in the chart of the Meter View Latest Reading Tab. The “Alarm Between:” field allows you to choose the period of the day in which you wish to allow alarm notifications. The “Callout:” field can be set to Do not Callout, Operator Callout, or Automated Callout. The Operator callout sends the alarm event to the Operator Callout Page (see page 41 of this user manual for more details about how to use the Operator Callout system). The Automated Callout option is for an automated alarm warning system. In this section you can also set what time frame to be called between for alarm notifications; for example, some users may choose not to be called at night. Checking the “Queue:” box will send alarm notifications to the GNOC for callout once the call between time range that user wishes to receive calls is reached. You can also set a Callout delay. Click the Save Changes button at the bottom right of the page to save any changes that you make to the data register fields.

**iii) Meter Configuration DIGITAL Tab:**

Clicking this tab will open the “Digital” meter configuration page in a new browser tab (see *Figure 27* below). The Digital tab contains all of the digital data registers that are set up for a specific meter. This tab only applies to digital meters. Digital refers to signals that behave as switches, meaning simply an “On” or “Off” signal (1 or 0, True or False, respectively). Pushbuttons, limit switches, and photo-eyes are examples of devices providing a discrete signal. Discrete signals are judged using either voltage or current, where a specific range is denominated as “On”, and another as “Off”.

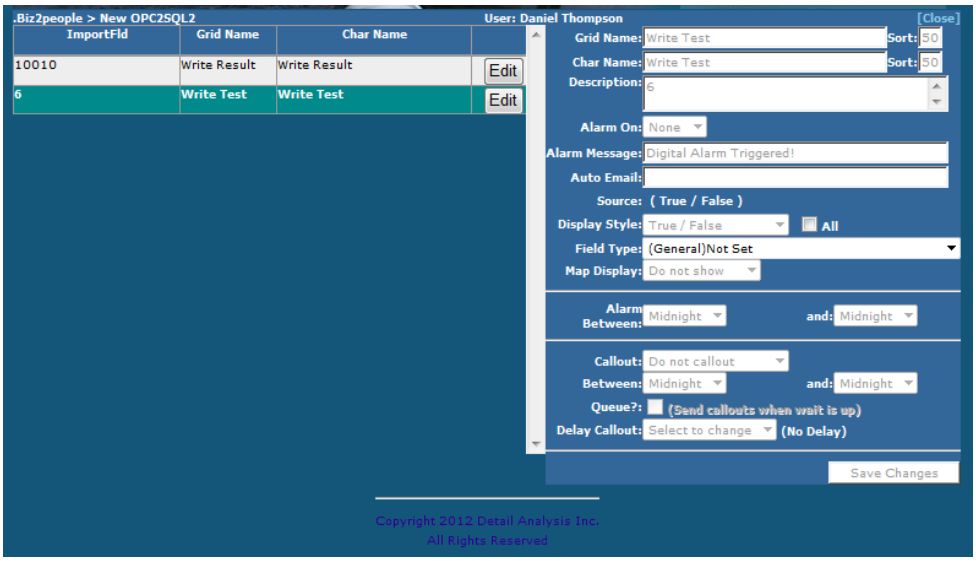



***Figure 27: Meter Configuration Digital Tab***

The digital tab is mostly identical to the analog function except where you only have alarm settings for the data register of typically Alarm/Normal or others indicating essentially true or false for an alarm event. The "Alarm On:" field allows you to choose whether the meter will alarm on either a True or False reading. The "Display Style:" drop-down list allows you to choose from many binary display options for the True or False reading of the meter; for example, Off/On, On/Off, Closed/Open, Inactive/Active, Flow/NoFlow, etc. The "Field Type:" drop-down list lets you choose what type of value this meter register is associated with (this is to associate with a report). The other functions of the Digital tab are the same as in the Analog tab. When you are done making changes in any of the fields, click the Save Changes button at bottom right of the page.

### iv) Meter Configuration COMMUNICATIONS Tab:

Clicking this tab will open the "Communications" meter configuration page in a new browser tab. The settings in this tab are the vital link between the database and the polling engine. For more information about how to use this tab, please refer to the separate **Administrator Guide.**

### v) Meter Configuration CONTROLS Tab:

Clicking this tab will open the "Controls" meter configuration page in a new browser tab (see *Figure 28* below). The Controls tab contains configuration fields that are used to send data out to a meter or asset that is on site.

Controls are simply an analog output device, they respond to a range of output values from the controller. Common analog output signals include motor speed, valve position, choke position, and air pressure. Controls are also used to write values into devices that are in the field in order to improve measurement accuracy. Such as Orifice plate size or Gas Analysis information. The Controls tab allows for configuration of a control; for example, an orifice plate, where at times the user will need to adjust the diameter. The customer can send the actual control command to the meter through the Meter View page after it is all configured in the Controls tab.

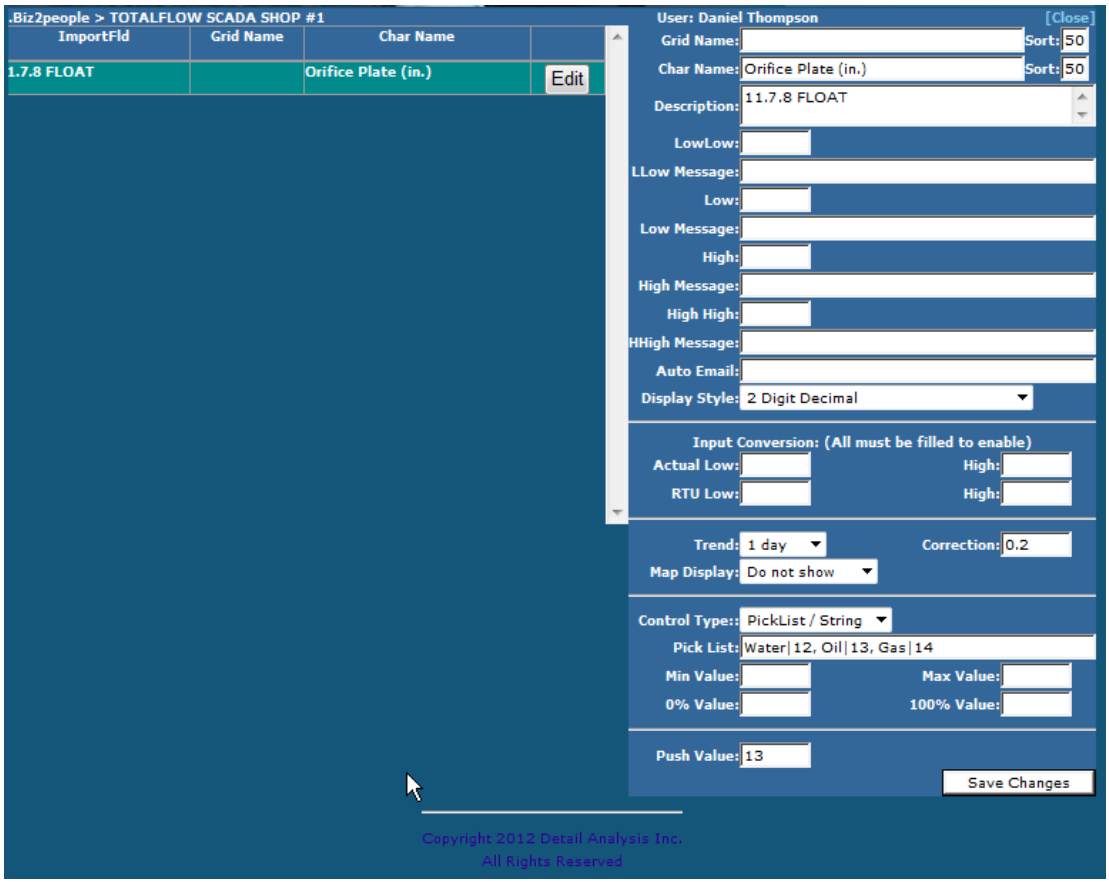



***Figure 28: Meter Configuration Controls Tab***

When you open the Controls tab there will be a chart on the left hand side of the page that lists all of the Controls data registers that are set up for the specific meter. This tab only applies to meters with controllable parameters. The chart on the left side of the page is setup the same as in the Analog and Digital meter configuration tabs, and clicking the edit button for a controls register will open up the configuration fields for that control on the right side of the page. The first three sections of the controls configuration are identical to the Meter Configuration-Analog tab setup fields. The "Control Type:" drop-down list allows you to select the type of control input for the device; as can be seen in *Figure 28* this is set to PickList/String. The Control Type has to match what is set up in the meter itself. PickList/String allows you to enter specific setting names and their corresponding values in the "Pick List:" field. The format for entering the Pick List control values is "Name|Control Value". In the *Figure 28* example for the register "Orifice Plate", there are three control options with their own value set for this meter: Water (12), Oil (13) and Gas (14). Each entry in the Pick List must be separated by a comma. The "Push Value:" field is where you can enter a value to push to the meter on every polling of the meter, even on a demand poll; this could be used to reset the timer, or for other functions. After you complete the controls configuration, be sure to click the Save Changes button at the bottom of the page. To send the actual command to control the device you need to navigate to the Meter View Latest Reading tab. In the Latest Reading tab chart there will be a Control Icon  in place of the normal Graph Icon for the meter data parameter that you configured in the Controls Tab (see Orifice Plate in *Figure 29*).

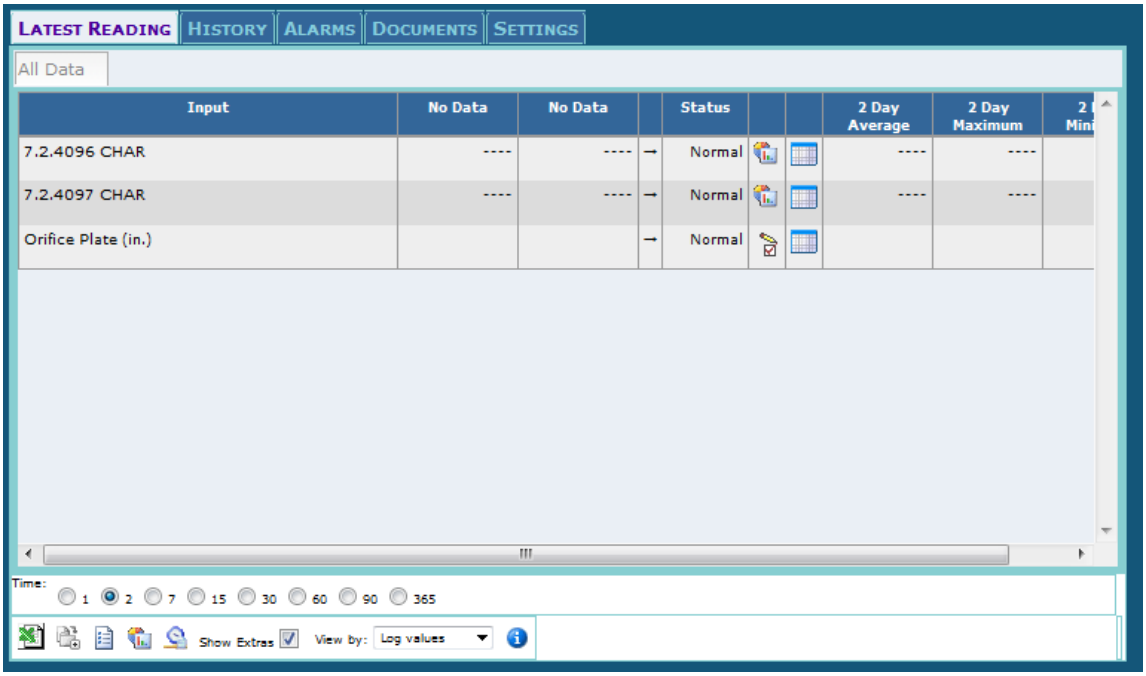



***Figure 29: Control Command Example Orifice Plate***

Clicking on the Control Icon will open the Control Command Page (see *figure 30* below) in a new browser tab. This page allows you to send the control command to the meter. The character name and current value for the meter register are shown in the top left window. The "Preset:" field drop-down list lets you select the name of one of the control settings that you created in the "Pick List" field of the Control tab configuration page. In this example "Water" is selected and the "Send Value:" field displays the control value for the "Water" setting (in this case 12) that will be sent to the meter. The "Send Output:" allows you to select whether to send the value to the meter on the next poll or immediately. The Notes field is required and it is for explaining why you choose to send a control to the meter. Click the Save Changes button at the bottom right when you are finished.

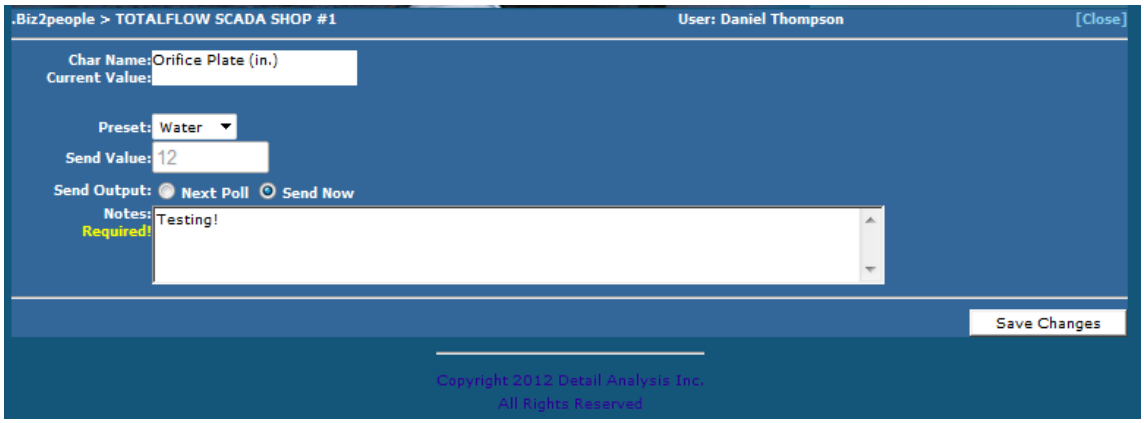



***Figure 30: Control Command Page for Pick List type controls***

In the "Control Type" field of the Controls configuration tab you can also select an integer type format for the control values. In this case you must enter numbers for the "Min Value" and

"Max Value" fields. The min and max control values come from the actual meter after configuring the device. These are the actual minimum and maximum control values that the user can send to the meter in the Control Command Page. The "0% Value" and "100% Value" fields are for entering a corresponding control setting percentage for a specific value. For example, the Min Value could be 10, the Max Value could be 28, and a 0% setting could be set to correspond to a value of 12, and a 100% setting could be set to correspond to a value of 26. *Figure 31* below shows the Control Command Page for an Integer control type.

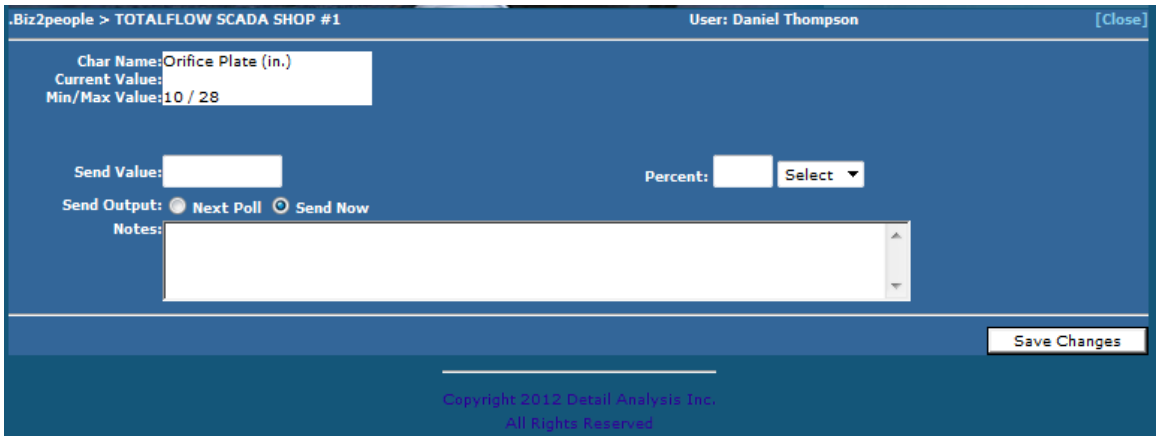



***Figure 31: Control Command Page for Integer type controls***

The top left window in *Figure 31* shows the character name, the current value, and the min and max control value setting for the meter register. The "Send Value:" field allows you to manually type the control value that you wish to send to the meter; alternatively, you can select the percentage setting from the "Percent:" drop-down list which will automatically enter the corresponding control value in the "Send Value:" field. Remember to enter your reason for the control input change in the "Notes" field, then you can click the Save Changes button to send the control to the meter.

**vi) Meter Configuration SITE DATA Tab:**

Clicking this tab will open the "Site Data" meter configuration page in a new browser tab (see *Figure 32* below). The Site Data tab contains detailed static site data for that meter. On this page you can add or edit any information about the meter, the site, and other hardware associated with the meter. To do this simply click one of the item info rows on the left side of the page and it will highlight orange and display the editable fields for that item on the right side of the page. You can change/enter information in any these fields, and choose the type of data field the particular item is, for example, Country Location, Pipeline Product Type, Power Voltage, etc. Make sure the click the Save button at the bottom after making changes.

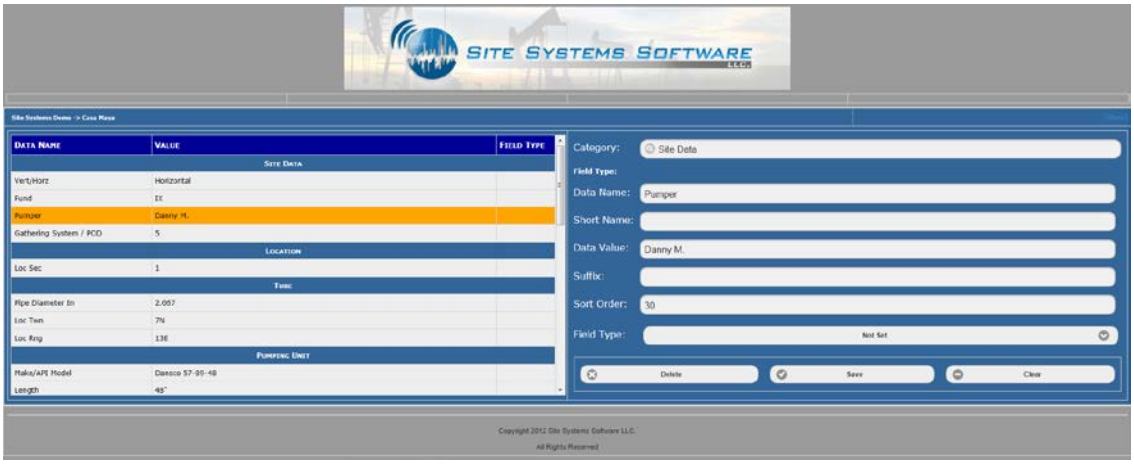



*Figure 32: Meter Configuration Site Data Tab*

### f) Meter SITE DATA Tab:

The Site Data tab (see *Figure 33* below) displays the detailed static information about the site where the meter is located, and the meter itself. The Site Data tab only exists if site data is available for the meter. The information displayed in this tab is the same info that you add via the **Meter Configuration SITE DATA Tab** under the Meter View Settings page.

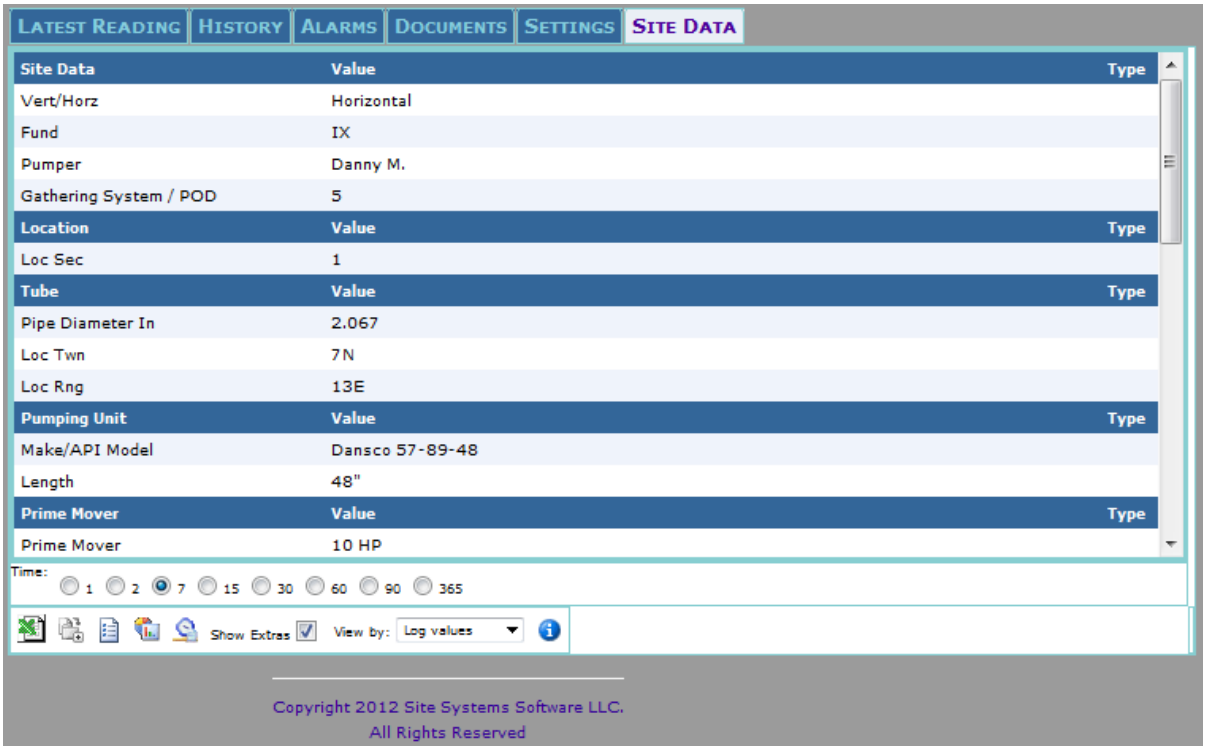
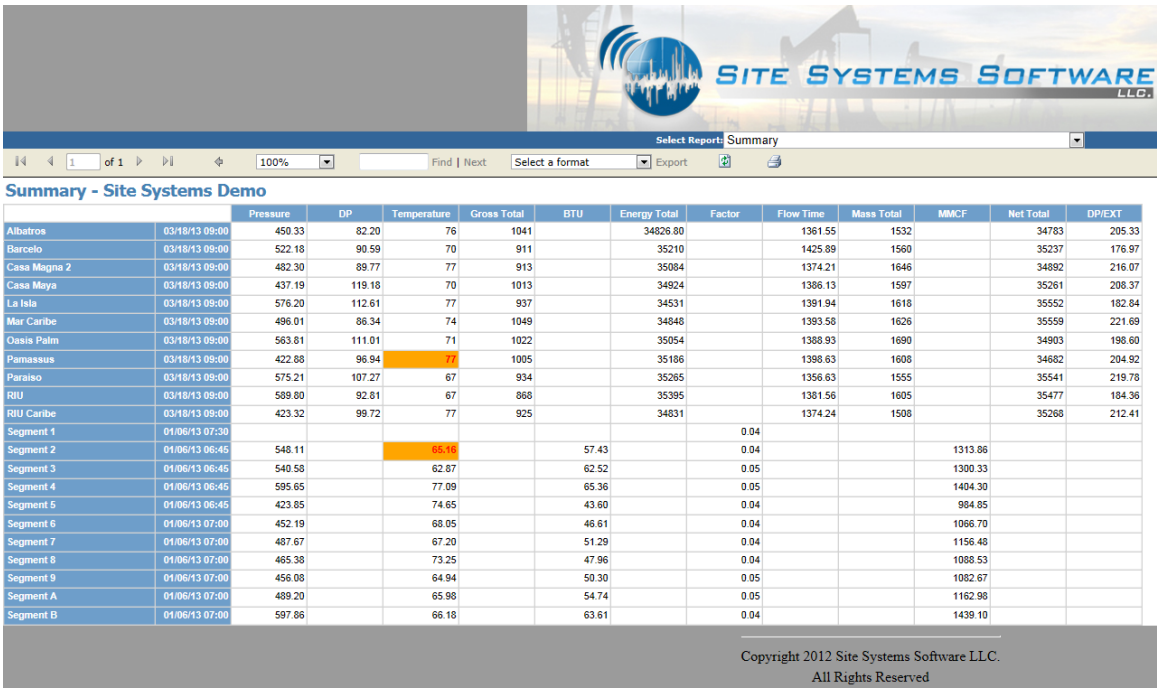



*Figure 33: Meter View Site Data Tab*

# 6) Report Page

**Request Report:** Clicking this icon will open the company report page in a new tab in your browser (see *Figure 34* below). The report page allows you to view various types of data reports as well as export the report in many different file types, or print the report.




| | | Pressure | DP | Temperature | Gross Total | BTU | Energy Total | Factor | Flow Time | Mass Total | MMCF | Net Total | DP/EXT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Albatros | 03/18/13 09:00 | 450.33 | 82.20 | 76 | 1041 | | 34826.80 | | 1361.55 | 1532 | | 34783 | 205.33 |
| Barcelo | 03/18/13 09:00 | 522.18 | 90.59 | 70 | 911 | | 35210 | | 1425.89 | 1560 | | 35237 | 176.97 |
| Casa Magna 2 | 03/18/13 09:00 | 482.30 | 89.77 | 77 | 913 | | 35084 | | 1374.21 | 1646 | | 34892 | 216.07 |
| Casa Maya | 03/18/13 09:00 | 437.19 | 119.18 | 70 | 1013 | | 34924 | | 1386.13 | 1597 | | 35261 | 208.37 |
| La Isla | 03/18/13 09:00 | 576.20 | 112.61 | 77 | 937 | | 34531 | | 1391.94 | 1618 | | 35552 | 182.84 |
| Mar Caribe | 03/18/13 09:00 | 496.01 | 86.34 | 74 | 1049 | | 34848 | | 1393.58 | 1626 | | 35559 | 221.69 |
| Oasis Palm | 03/18/13 09:00 | 563.81 | 111.01 | 71 | 1022 | | 35054 | | 1388.93 | 1690 | | 34903 | 198.60 |
| Pamassus | 03/18/13 09:00 | 422.88 | 96.94 | 77 | 1005 | | 35186 | | 1398.63 | 1608 | | 34682 | 204.92 |
| Paraiso | 03/18/13 09:00 | 575.21 | 107.27 | 67 | 934 | | 35265 | | 1356.63 | 1555 | | 35541 | 219.78 |
| RIU | 03/18/13 09:00 | 589.80 | 92.81 | 67 | 868 | | 35395 | | 1381.56 | 1605 | | 35477 | 184.36 |
| RIU Caribe | 03/18/13 09:00 | 423.32 | 99.72 | 77 | 925 | | 34831 | | 1374.24 | 1508 | | 35268 | 212.41 |
| Segment 1 | 01/06/13 07:30 | | | | | | | 0.04 | | | | | |
| Segment 2 | 01/06/13 06:45 | 548.11 | | 65.16 | | 57.43 | | 0.04 | | | 1313.86 | | |
| Segment 3 | 01/06/13 06:45 | 540.58 | | 62.87 | | 62.52 | | 0.05 | | | 1300.33 | | |
| Segment 4 | 01/06/13 06:45 | 595.65 | | 77.09 | | 65.36 | | 0.05 | | | 1404.30 | | |
| Segment 5 | 01/06/13 06:45 | 423.85 | | 74.65 | | 43.60 | | 0.04 | | | 984.85 | | |
| Segment 6 | 01/06/13 07:00 | 452.19 | | 68.05 | | 46.61 | | 0.04 | | | 1066.70 | | |
| Segment 7 | 01/06/13 07:00 | 487.67 | | 67.20 | | 51.29 | | 0.04 | | | 1156.48 | | |
| Segment 8 | 01/06/13 07:00 | 465.38 | | 73.25 | | 47.96 | | 0.04 | | | 1088.53 | | |
| Segment 9 | 01/06/13 07:00 | 456.08 | | 64.94 | | 50.30 | | 0.05 | | | 1082.67 | | |
| Segment A | 01/06/13 07:00 | 489.20 | | 65.98 | | 54.74 | | 0.05 | | | 1162.98 | | |
| Segment B | 01/06/13 07:00 | 597.86 | | 66.18 | | 63.61 | | 0.04 | | | 1439.10 | | |

***Figure 34: Summary Report of the Company Report Page***

At the top of the report page there is a pull-down window called “Select Report:” which lets you choose what report type you want to view. By default the “Summary” report is selected (as can be seen in *Figure 34*). Immediately above the report is the navigation bar for the report page. The **page skip** on the left side of the navigation bar allows you to navigate to a specific page number of the report if it is multiple pages in length; you can click for the next or previous page, jump to the first or last page, or enter the page number you wish to jump to. The **back arrow** on the report navigation bar is a left facing arrow that allows you to jump back to the parent report. The view size window of the navigation bar allows you to select the **zoom level** percentage for the report. The **search bar** allows you to search the entire report for a specific search term. The **export** pull down window allows you to export the report in the selected file type that you choose from the list. The **refresh** button refreshes the report page, and the **printer** button allows you to print the report.

Some reports in the “Select Report:” pull down list have additional information fields where you can enter or select other parameters for the generated report. If a report has other parameters that can be entered, then there will be a **report parameter toolbar** that will appear immediately above the navigation bar. The parameter toolbar allows you to enter/edit any additional fields that might be required for the report. Examples of some of the fields on the parameter toolbar are: selecting the company or meter names that you want reports for; selecting a date range for the report; or entering a chart title for the report. Once you enter the necessary

parameters, you can click the “View Report” button on the right side of the report parameter toolbar to generate the report.

## 7) Chart Builder Page

 **Build Chart/Graph:** Clicking this icon will open the **Chart Builder Page** in a new tab in your browser (see *Figure 35* below).

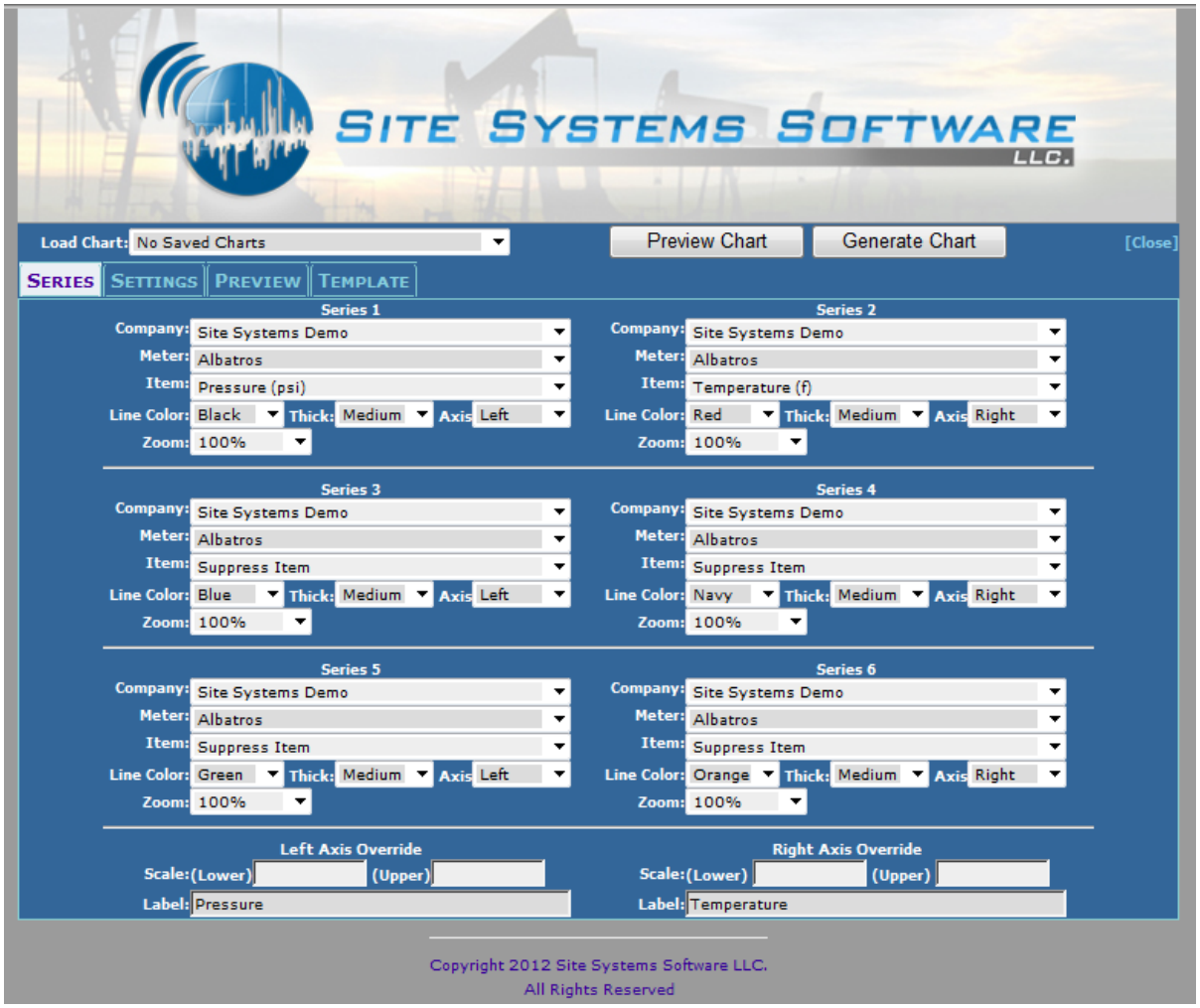



***Figure 35: Chart Builder Page, Series Tab***

The chart builder page allows you to create customized charts from the meter data. You can insert up to six data series in one chart. You can save, print or download charts that you create. The chart builder page has four tabs at the top left, they are **SERIES**, **SETTINGS**, **PREVIEW**, and **TEMPLATE**. The functions under each tab are detailed below:

### a) SERIES Tab:

The series section allows you to configure each data series that you want to display in the chart (see *Figure 35*). Each data series that you add is always graphed on the Y-axis of the chart versus the respective Time on the X-axis; for example, if you select pressure for the "Item" field in Series 1, the chart will graph the pressure (y-axis) over time (x-axis). You can display up to six data parameters in the chart. For each series (1 through 6) you first select the company name from the "Company:" window, then you select which meter you want the data from via the "Meter:" window. The "Item:" window allows you to select which data parameter of the meter that you wish to graph, e.g. Pressure, Mass Flow, Temperature, Energy Total (selecting Suppress Item will prevent the chart from including that data series). You can also select the line color and the line thickness. The "Axis" window allows you to select which side of the chart you want the Y-axis scale for the data series (left or right).

At the bottom of the series section there is a "Left Axis Override" and "Right Axis Override"; these two sections allow you to change the numerical scale and name of the Y-axis for the left and right side of the chart.

### b) SETTINGS Tab:

The settings tab (see *Figure 36* below) allows you to change other properties of the chart. You can add a title to the top of the chart, change the label for the X-axis, change what the line looks like, and set the date range for the X-axis.

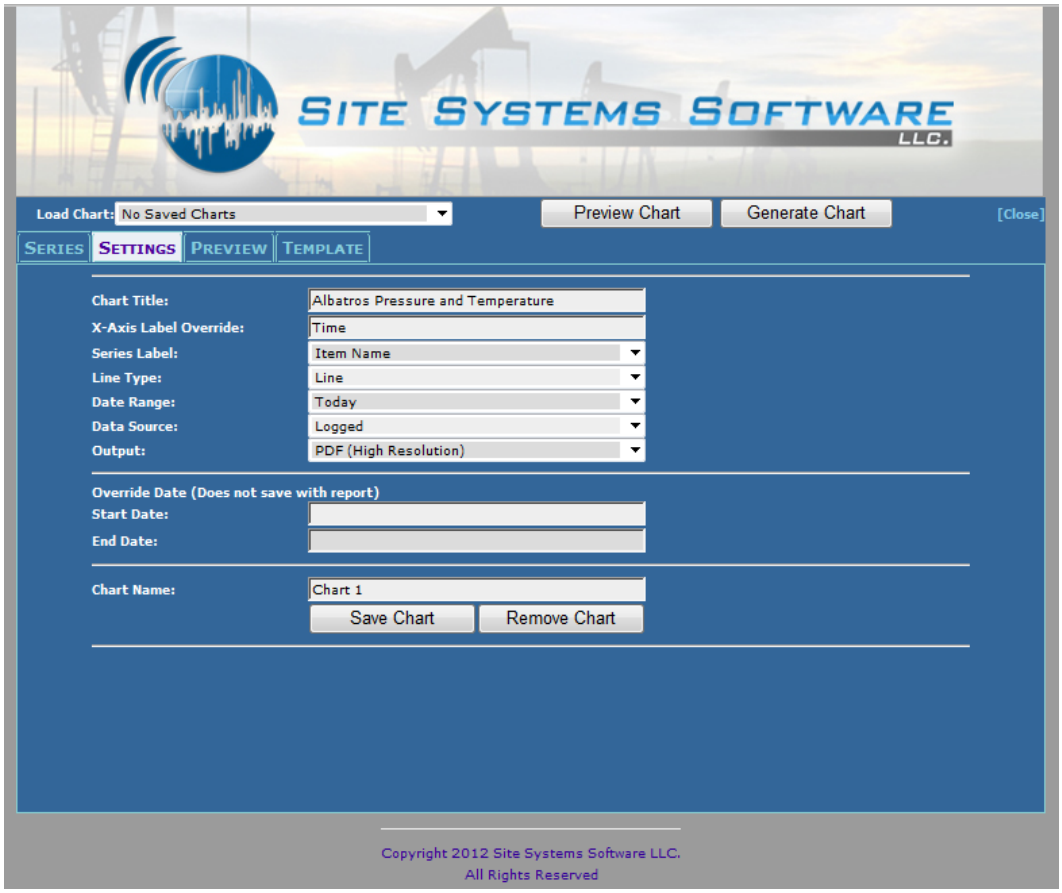



***Figure 36: SETTINGS Tab of the Chart Builder***

The “Series Label:” window allows you to change where the name comes from for each data series in the chart; for example, you can set the name of a data series to the data parameter of the meter (Item Name), or you can set the name of the series to the name of the company that the data comes from (Company Name), etc. The “Data Source:” gives you choices for where the meter parameter data comes from, such as the first poll after 6am on each day. The “Output:” window allows you to pick what file type you would like to save the chart as when you click the “Generate Chart” button at the top right of the page (The Preview option goes to the chart builder **PREVIEW** Tab when you click the Generate Chart button). The Override Date section allows you to enter a custom date range for the X-axis. You can also save the chart to the Site Online web application by using the “Chart Name:” field then clicking the Save Chart button. To open a saved chart, use the “Load Chart:” window in the top left corner of the chart builder page.

### c) PREVIEW Tab:

The preview tab gives the user a visual preview of the chart (see *Figure 37* below).

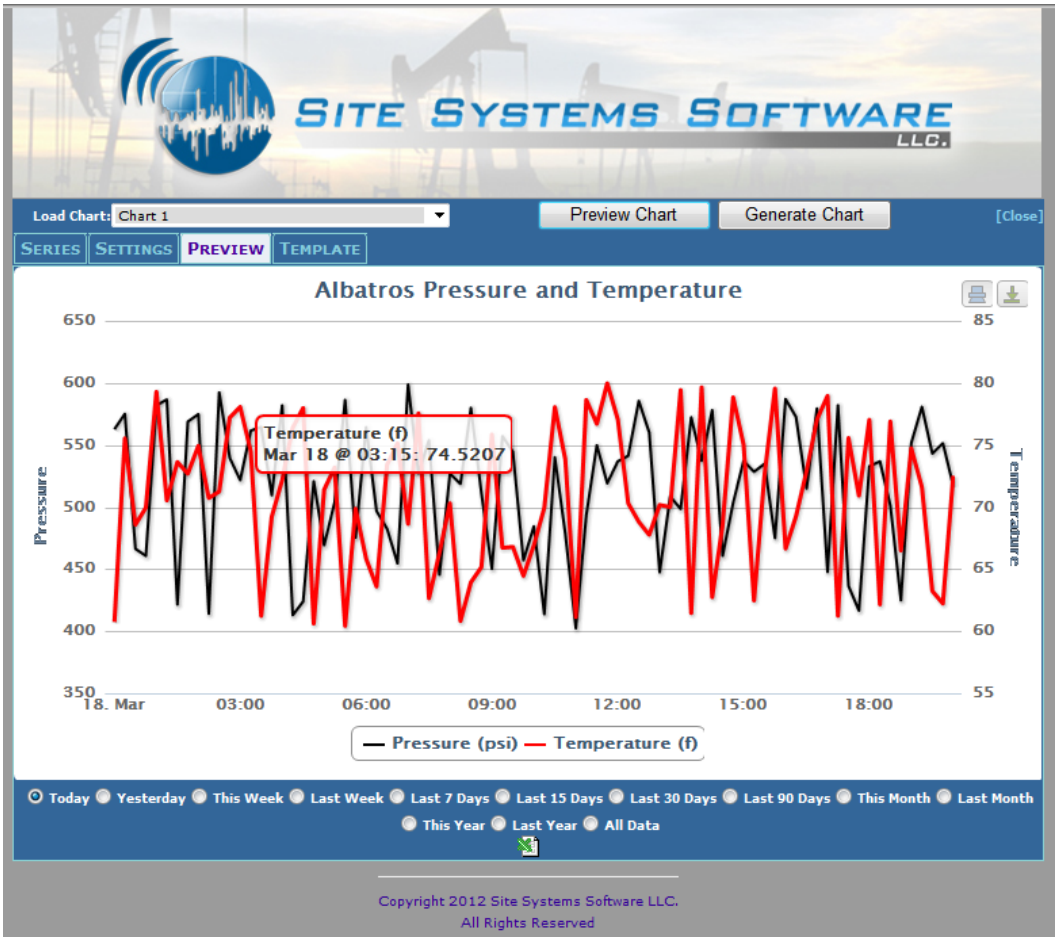



***Figure 37: Chart Builder PREVIEW Tab***

The two buttons at the top right of the page allow you to print the chart  , or download the preview of the chart as a raster or vector image  . Below the chart preview you can quickly select the number of days you want to graph the data series for, by selecting one of the time frame options. The excel button at the very bottom of the window allows you to save an excel file of the chart data.

**d) TEMPLATE Tab:**

The template tab allows you to adjust what type of data value is used for each data series in the chart (see *Figure 38* below).

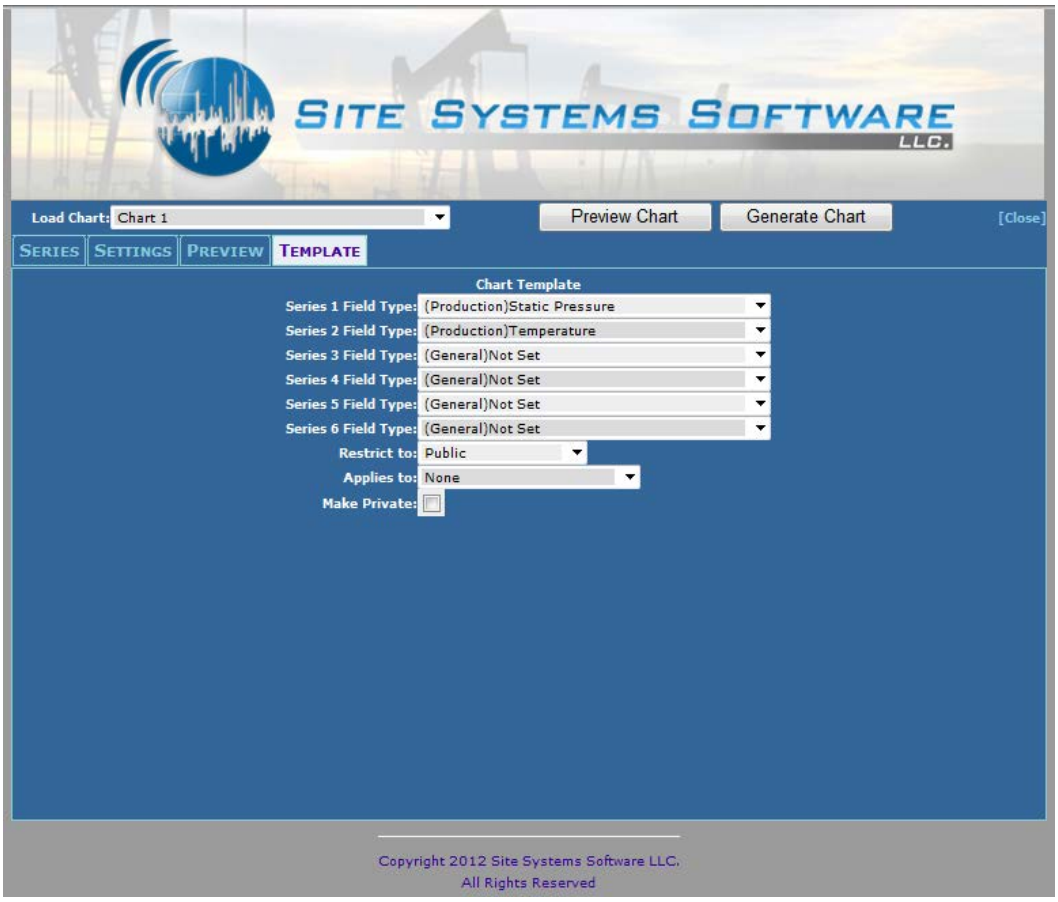



***Figure 38: Chart Builder TEMPLATE Tab***

If the data series is not used the “Series # Field Type:” window will be set to “(General) Not Set”. In the Template Tab you can also change the restrictions on the chart.

Above the tabs on the chart builder page is the “Load Chart:” window, which allows you to open any charts that you saved to Site Online. At the top right of chart building page are the Preview Chart and Generate Chart buttons. The Preview Chart button opens the **PREVIEW** tab, and the Generate Chart button downloads the chart in the file format that you select for the “Output:” field in the **SETTINGS** tab.

## 8) Operator Callout Page

The Operator Callout page (see *Figure 39* below) is accessed via the Main Home page view (assuming the user has the appropriate access). You can open the operator page by clicking the "[O]" link, which is immediately adjacent to the "My Account" link in the upper right of the Home Page.


***Figure 39: Operator Callout Page***

The Operator page is a real-time system that shows you all events within the Site Online application as they occur. When an alarm event opens there will be a new "ticket entry" that pops up in this page. The entry will show you the Company, Meter and Meter data parameter (Item) where the alarm occurred, along with the alarm message. The "[Operator Procedures]" link in the top right of this page can be set up to link to internal company procedures for usage of the Operator Callout Page. Clicking the "[Meter Screen]" link navigates you to back to the Company View Page showing the list of meters in the Summary chart. When someone clicks the Confirm button, the event lines out for everyone else in the Operator Page (see *Figure 40* below).


***Figure 40: Lined-Out Event in the Operator Callout Page***

When someone confirms an event the "Status" and "HeldBy" columns will change.

### a) Operator Confirmation Window:

When you confirm an event, it will open up the Operator Alarm Confirmation Window (see *Figure 41* below). The alarm window gives you details of the alarm and its status, as well as the status off the alarm notification email. The Meter Notes, Company Contacts and Location fields all correspond to the fields of the same name in the Meter Configuration Main Tab.

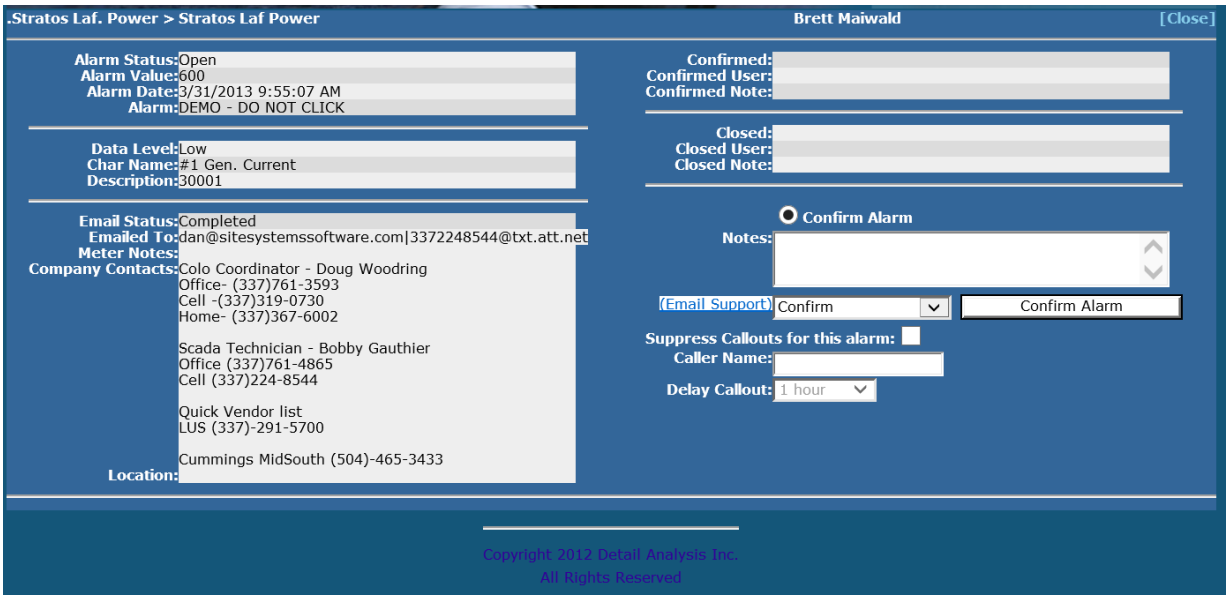



***Figure 41: Alarm Confirmation Window***

This page also allows you to confirm the alarm and enter notes for the confirmed alarm. The “(Email Support)” drop-down window allows you to choose the action item that was taken for the alarm confirmation; you can also choose to suppress callouts or delay the callout in this window.

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