

Web Browser Access Training:

1. Web Browser Navigation

- a. Connecting to the system (logging on)
- b. Web Browser Toolbar vs AX Toolbar
- c. Graphic page hyperlinks
- d. Logging off

2. Setpoints

- a. How to find changeable setpoints
- b. How to change setpoints (Boolean and Numeric)
- c. Setpoint command menu options
- d. Overrides
- e. Point Status

3. Schedules

- a. Functions of the Schedule icon
- b. The difference between the Schedule types, priorities of each
- c. Adding to/modifying the Weekly schedule
- d. Setting up/deleting Special Events
- e. Importance of naming your Special Events
- f. How to use the Holiday Schedule
- g. Use of the Properties tab and Summary tab
- h. Access and use of the Calendar Schedule

4. Histories (Logs)

- a. How to find and view Histories from the graphic pages
- b. How to modify appearance of chart
- c. How to view a History in a text format
- d. How to use the Histories node
- e. Viewing multiple Histories
- f. Functions of the Audit History

5. Alarms

- a. How to view the Alarms list
- b. How to acknowledge alarms
- c. Status of alarms
- d. How to add Notes to alarms
- e. Viewing Alarm History

6. Station Users

- a. How to add individual Station Users
- b. User configurations

7. Miscellaneous

- a. Simple troubleshooting techniques
- b. Exporting History and Alarm data
- c. Taking the proper channels for your types of problems
- d. General questions