

# Web Browser Access Training:

## 1. Web Browser Navigation

- a. Connecting to the system (logging on)
- b. Web Browser Toolbar vs N4 Toolbar
- c. Using 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. Performing Overrides
- e. Identifying 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 configure Holiday Events
- g. 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 the appearance of Charts
- c. How to use the Histories node
- d. Viewing multiple Histories
- e. Functions of the Audit History

## 5. Alarms

- a. Accessing the Current Alarms list
- b. How to acknowledge Alarms
- c. Identifying the status of Alarms
- d. How to add Notes to Alarms
- e. Accessing the Alarm History list

## 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