WebStation Training Agenda

1. Accessing the WebStation
   a. Logging on
   b. Logging off

2. WebStation Navigation
   a. Menu Bar – Changing Views, updating Password
   b. Views – The System Tree Pane, and the Events and Alarms Pane
   c. Workspace Pane – Using the Menu and Graphic Pages

3. Modifying Values
   a. Changing Setpoints
   b. Overriding Values
   c. Releasing Overridden Values

4. Scheduling
   a. Access and use of the Calendar Schedule – Holiday Scheduling
   b. Adding to/modifying the Weekly schedule
   c. Setting Exception Events
   d. Importance of naming your Exception Events

5. Trends
   a. How to find and view Trends
   b. How to modify appearance of TrendCharts
   c. How to view TrendLists (text format)
   d. How to use the Trend Builder function (Viewing multiple Trends)

6. Events
   a. Methods for accessing Events

7. Alarms and Events
   a. Accessing Alarms from the Equipment Pages
   b. Accessing Alarms from the Alarms Pane - Alarms list
   c. How to Acknowledge Alarms

8. Station Users
   a. The location of Station User Accounts
   c. Audit Trailing

9. Miscellaneous
   a. Taking the proper channels for specific types of issues
   b. Simple troubleshooting techniques
   c. General questions