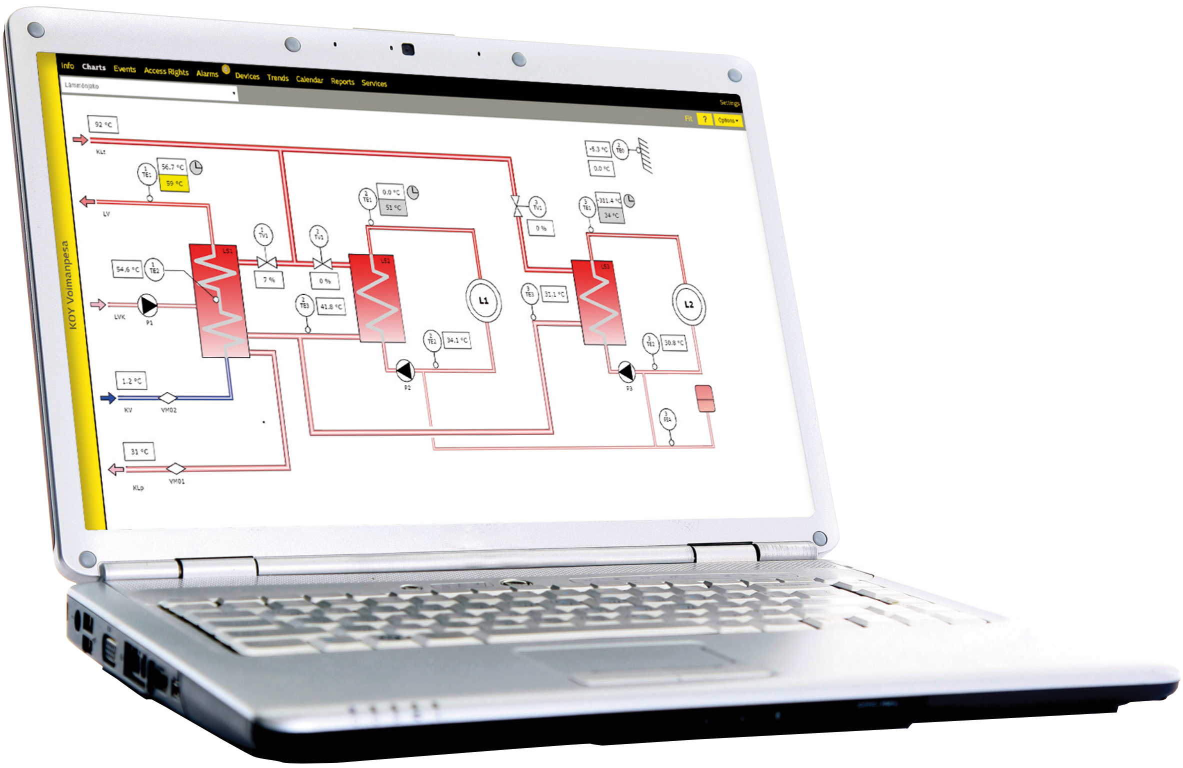
# OUMAN OUNET

## *Automation control and management service*



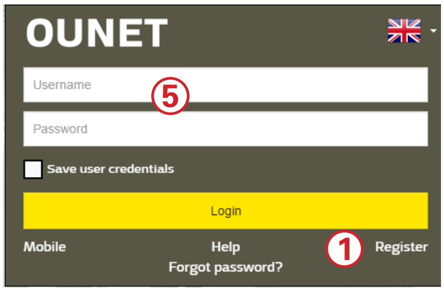
**Ounet is an online service for the centralised remote control of building services. It is designed to allow remote operation of Ouman's automation equipment through a browser on both PCs and mobile devices.**

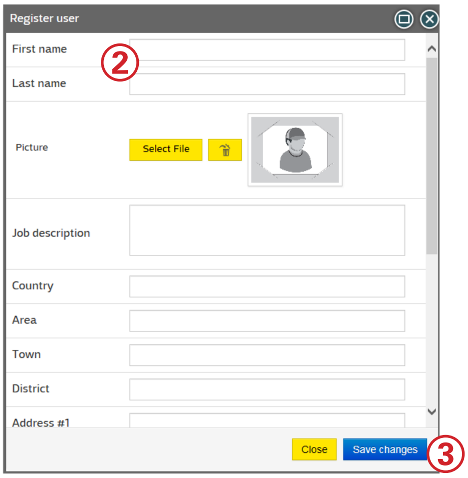
With the help of Ounet, you can easily monitor and control automation equipment installed at your property without visiting it on site – effortlessly and in real time!

**www.ouman.fi**

## CONTENT

# 1. REGISTERING FOR OUNET



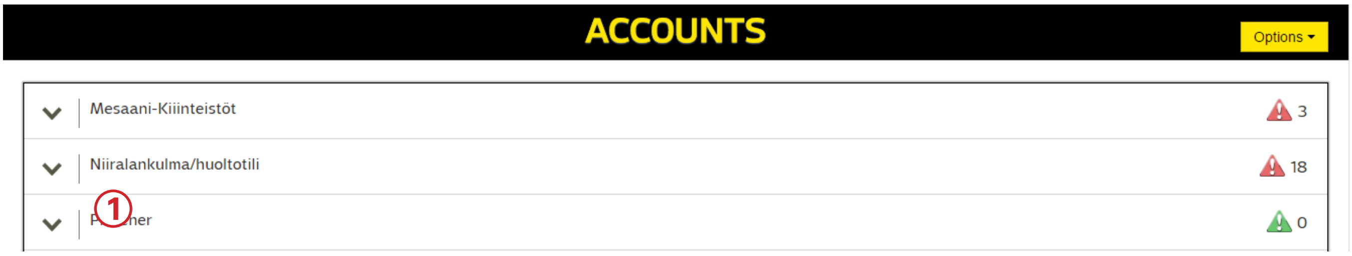

**Before using Ounet you will have to register as a new user, you can register as follows:**

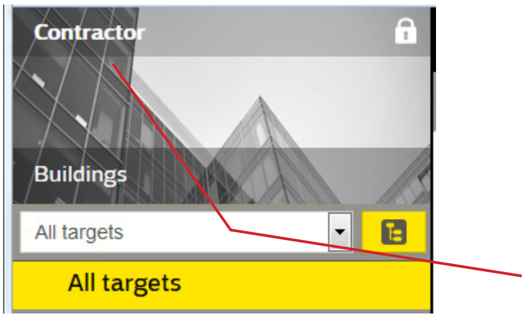
1. Go to the web page www.ounet.fi. On the start page, you can select the language you want to use in Ounet. Select **"Register".**
2. Fill in the registration form with your data. The phone number should be preceded by the country code (+358...). Enter an applicable e-mail address because your password will be sent to your mail address. Your e-mail address will be your username. Finally select:"I accept the Terms and Conditions".
3. Finally, select **"Save changes".** If any compulsory field has been left unfilled, the field is displayed in a red frame . Fill in any missing fields and select **"Save changes"** again.
4. The program will respond that your registration has been successful! The password has been sent to the e-mail address you have entered. The email text contains your password.
5. Go to www. ounet.fi, enter your e-mail address and the received password and select **"Login"**. If desired, you may select the store password option. In this case, your username and password will be stored in the browser's memory ready for your next log in. The memory can be cleared, if desired, by emptying the browser's cache. If you have forgotten your password, it can be resent to your email using the "Forgot password?" option on the start page.

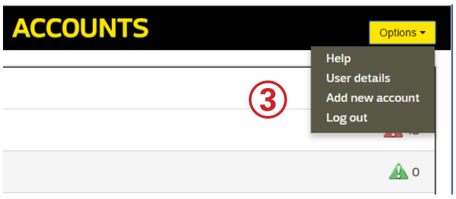
# 2 ACCOUNT VIEW

**Ounet contains accounts, accounts include targets (real estate properties) and targets have users. Registered users may be given access rights at different levels for different accounts and different targets.**

Sample display of the account view

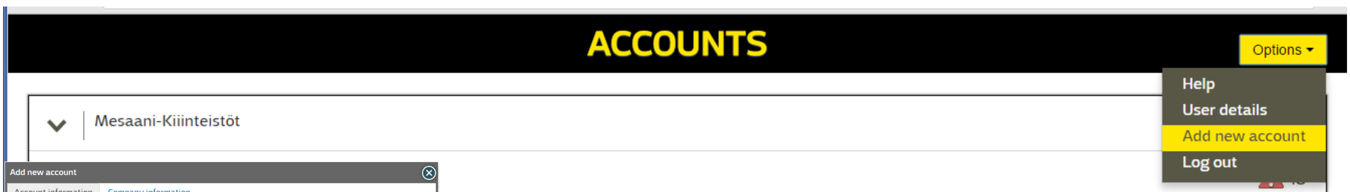


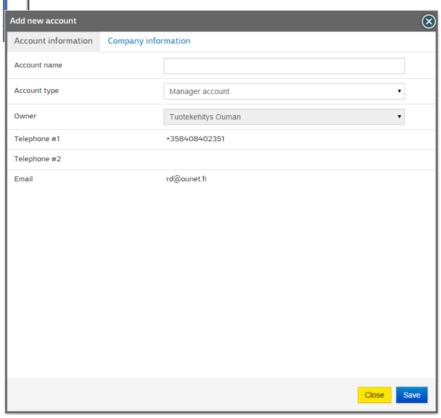




1. After having signed in to Ounet, an account view appears on screen, if you have got more than one account. The account view displays all accounts for which you have access rights. The account view includes both account names and the number of alarms on the account. A green triangle tells you that there are no alarms. A red triangle shows the presence of alarms. A yellow triangle says that no alarms have been acknowledged, but the alarm has been cleared as its cause has been removed.
2. If you have only one account, you can access the account screen by clicking the name of the Account.
3. You can edit your data in the account view. Select **Options → Edit**. In the same place you can also create new Ounet accounts for yourself. NB! Before you can use the account, you need to buy or to activate the necessary services. In order to activate the services you need to have Ounet agreement with Ouman. Contact Ouman Sales, if you want to make an agreement for Ounet use.
4. After having signed in to the account, the main data for the account will be displayed on screen. From this view, you can change to account managment (see Chapter 2.3. Switching from one account to another p. 7).

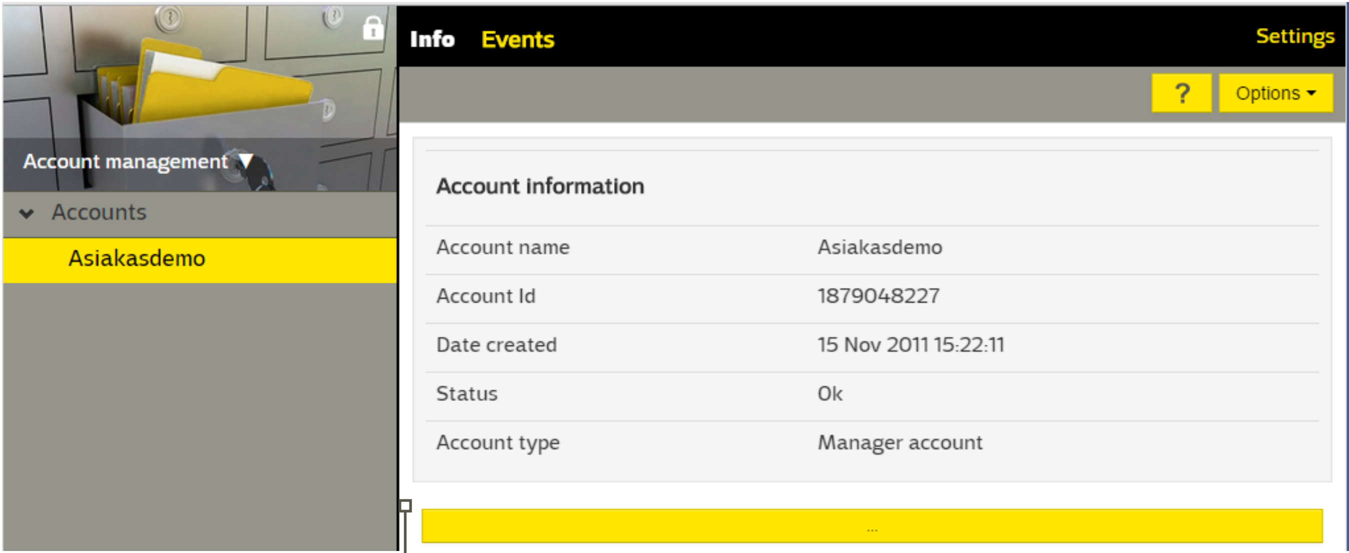
## 2.1 CREATING A NEW ACCOUNT




1. Select first "Options" and then **"Add new account".**
2. Give the account a name that best describes its content. Add information about the owner and the company. Save data.
3. Ounet displays the account that you have created. You will see if there are active alarms for the account. A green triangle tells you that there are no alarms. A red triangle shows the presence of alarms.
4. The account should be activated by buying the necessary services (see p. 52). The agreement which allows to use Ounet will be done with Ouman. Please contact Ouman Sales.

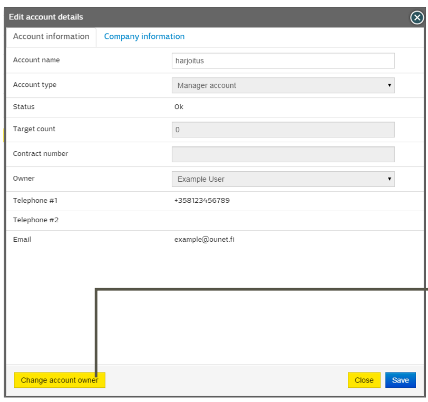
## 2.2 ACCOUNT INFORMATION




1. You can open the account view by selecting "Info" below the account name.
2. If you have several accounts, select the account data for the account you wish to check.
3. The following data is displayed in the "Account information" view:
   - account ID
   - when the account was created
   - state of account
   - account type
   - By clicking the yellow horizontal bar you'll get more information on the account
   - account owner
   - owner's contact information (name, telephone number, e-mail)
   - company information (name, address, telephone number, fax, e-mail, ID, branch of business and number of employees)
4. You can edit data by clicking the "**Options → Edit**" button.

### 2.2.1 Changing the account owner

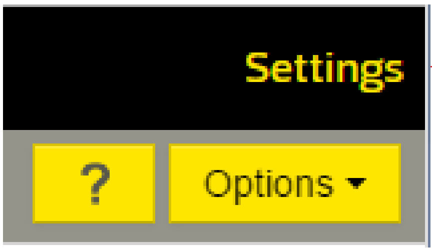
**The account owner is principally the person that has created the account. The account owner has the maximum access rights for the account functions. However, it is possible to change the account owner via the account management options.**




The account owner can be changed with the **"Options → Edit** "button in the **"Info"** view of the account management page. The user in question should be added to the account before he/she can become an account owner.

## 2.3 MOVING FROM ONE ACCOUNT TO ANOTHER

**If you have several Ounet accounts, you can move from one account to another without closing Ounet. Moving from one account to another occurs as follows:**



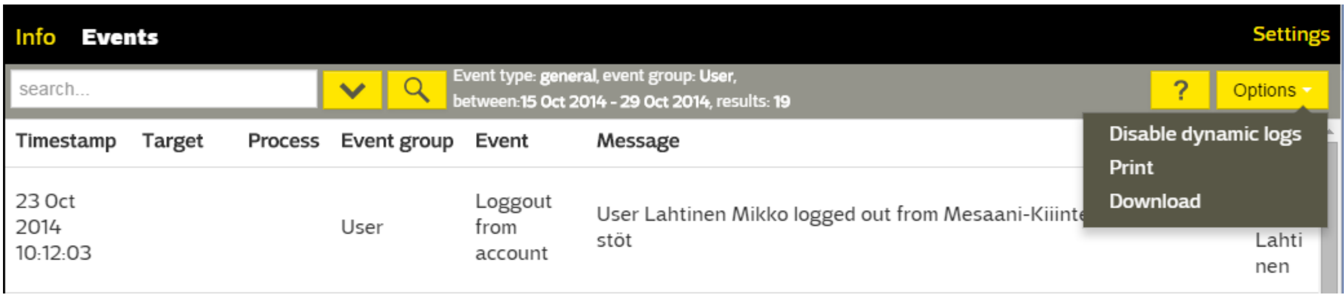

Select "**Settings**".

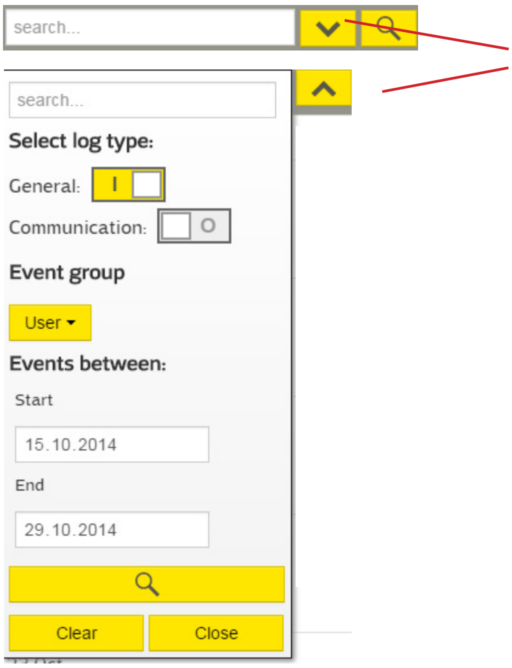
Select "**Change account**".

Select account.

## 2.4 ACCOUNT EVENTS

**Account events are found on the "Events" tab. You are able to follow events and "filter" the view according to the data column you select. By means of the "Options" button you can print out or download the event log.**

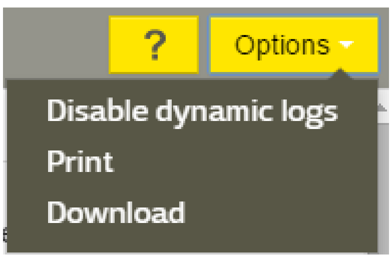



1. You can "filter" the event log.
2. In the event log, the following data is displayed, arranged by columns.

- **Time stamp: Shows the time stamp of the event.**
- **Target: Shows the target of the event.**
- **Process: Shows the event process if it is related to the process level added to the target.**
- **Event group can include users or functionalities. With this selection it is possible to select if there are user event in event log or system events**
- **Event: Event heading**
- **Message: Detailed description of the event**
- **Value: Shows the value if it is related to the event, e.g. change in set value.**
- **User: Shows the user responsible for the event.**

3. You can select if the dynamic log is enabled or disabled
4. You can print the event log .
5. You can download the event log

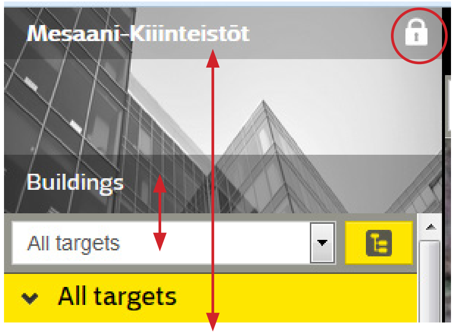


# 3. BUILDINGS/ TARGETS

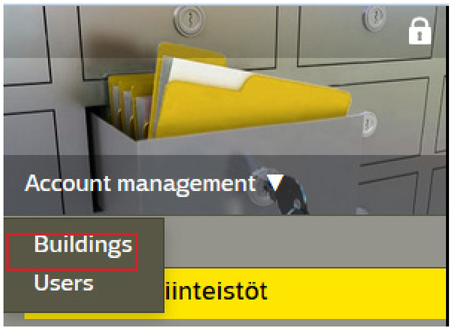
**If the navigation tree is locked, all main functionalities are shown on the screen.**

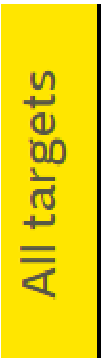
**The main functionalities include targets, users and account management. By moving your mouse up and down you can alternatively view targets and then users.**

**By clicking the "Targets" icon, you can go to target management.**




**By clicking the Account name, you can access the account management. If you are on the account management view, click on "Account management" → You can change the view.**



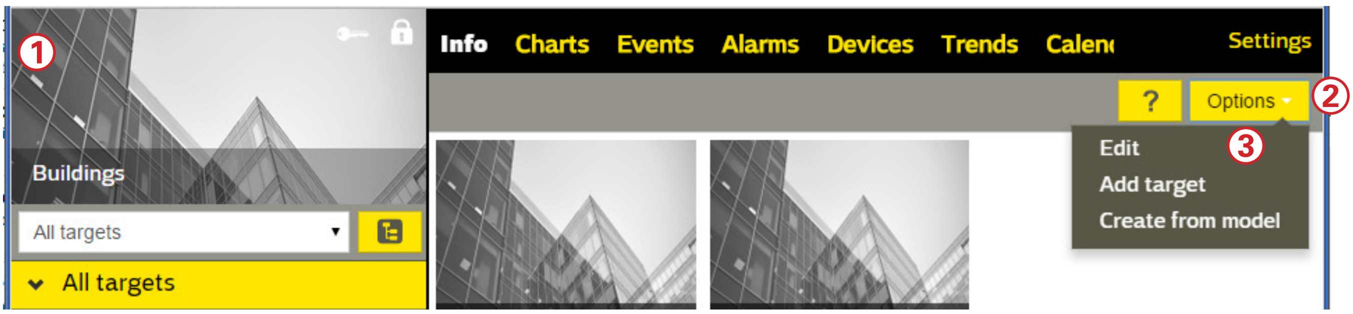




If the navigation tree is not locked, the selected main system, target or user is shown sideways on the left side of the screen. By clicking the text field, you can change the main system, users and targets.

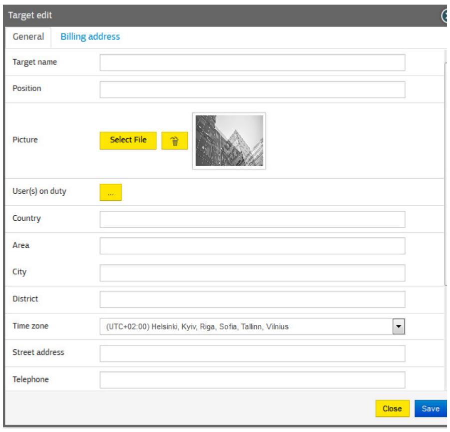
**Users of Ounet with adequate access rights for Ounet's accounts can create new targets/ for their accounts, remove old targets or transfer the ownership of the target to another user. A new target can be created on the "Info view" tab at the "All targets" level.**

## 3. 1 CREATING NEW TARGETS WITHOUT READY-MADE TEMPLATES

**All required data is added to a new target. Then the target can be saved. It is then possible to start adding other content to the target.**




1. Select the "**Info**" tab from "Management of Buildings" (targets).
2. Select "**Options**" .
3. Select "**Add target**" if no ready-made template is available. If you have previously created targets and saved a target as a model, you can create a target from the model. Another alternative is to choose "All targets" in navigation tree and select "Add new target" by using the mouse right button.




4. Fill in the main data, billing data and type data for the target and save it.

   **Target name:** e.g. AsOy Voimanpesä

   **Position:** Individual identifier for an target if there are several similar targets. E.g. A1. 7. Target position must be unique for each target. The same account can not have several targets at the same position.

   **Picture:** You can add a picture of the target. The picture is displayed in the "Info" view .

   **User(s) on duty:** Target's contact person is selected from the users of the target.

   **Fields depicting the geographical location of targets**

   **Time zone:** In Finland (UTC+2:00) Helsinki, ...)

   **Telephone:** insert a country code in front of the phone number. E.g. +3581234567890

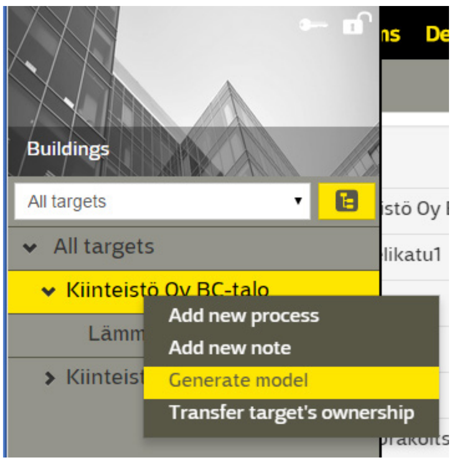
   **Target address data:** street address, post office, zip code

   **Billing address:** Fill in fields or select "**Copy account's billing address**"; then the program will copy data previously assigned to the account into the billing address fields.

   **The services are are added to account bill:** Determines how the purchased services are shown on the invoice.

5. If any compulsory field has been left unfilled a red asterisk appears after the compulsory field.

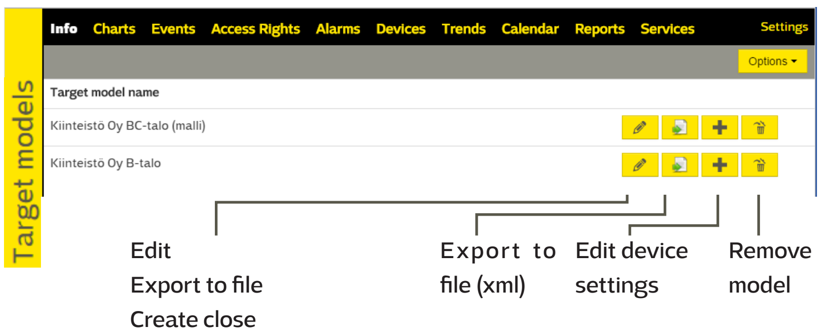
# 3. 2 CREATING A MODEL FROM AN EXISTING TARGET




It is possible to create a model of the existing target that can be used, for example, as a backup copy of the target in use.

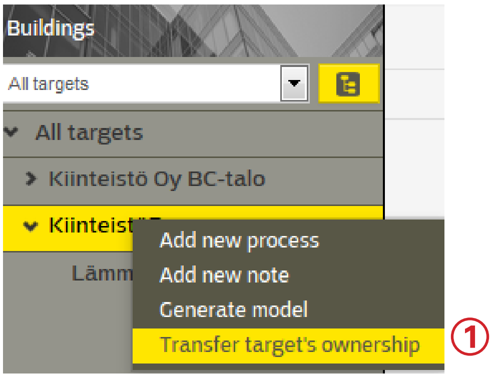
A model can be created by right clicking on the name of the target in the navigation tree. To create a model of the target and save it into the model library select **"Generate Model".**

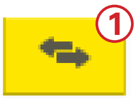
You can enter the template library by selecting **"Target models"** in the navigation tree. It is possible either add a new target, transfer target into file or remove target from **Options→ Edit** functionality.



# 3. 3 TRANSFERRING TARGET'S OWNERSHIP TO ANOTHER ACCOUNT

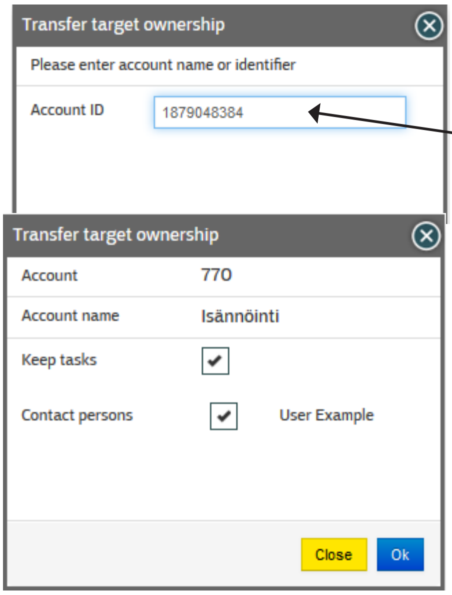
**If desired, the ownership of an target created in Ounet can be transferred to another account. The transfer of the ownership of the target means that the target will be transferred in its entirety to another account.**



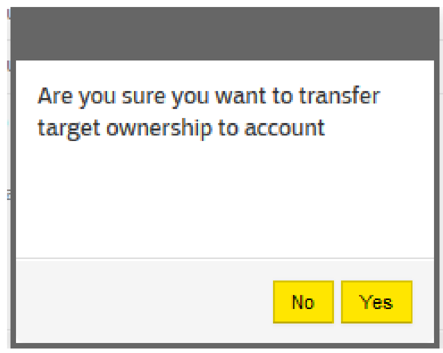

Transfer ownership icon

1. Select "**All targets**". The transfer of the target's ownership can be started by right clicking on the target name in the navigation tree and selecting "**Transfer target's ownership**" in the list.
   The alternative possibility is that you first select **Options → Edit** in the "Info" tab and then select the target to be transferred by clicking the "**Transfer ownership**" icon.
2. In order to transfer an target to another account, the **name of the other account or account ID** should be known.
   Account name and ID are shown under account management in the receiving account. You can open account management by clicking on the account name. Copy the ID number of the account. You can send the number, for example by e-mail, to the person transferring the target. In this way, you can avoid misspellings.
   Enter account ID and press OK.



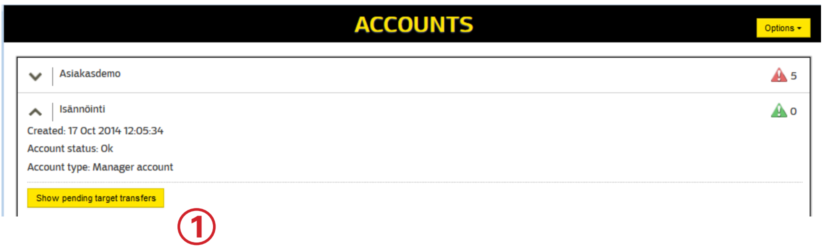


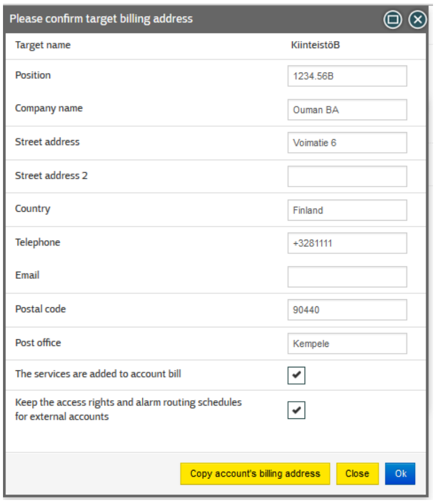
3. While transferring the account you should also select a contact person who will accept the target at another account. Only this person will be able to approve the transfer of the target.



## 3. 4 RECEIVING THE OWNERSHIP TO AN TARGET

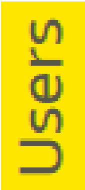
**The transferor of the target has started the transfer of the target. He/she has entered the ID address of the account to which the target should be transferred. Both parties should approve the transfer of the target. The transferor has already approved the transfer of the target. Here, the receiver of the target accepts the proprietary rights to the target.**



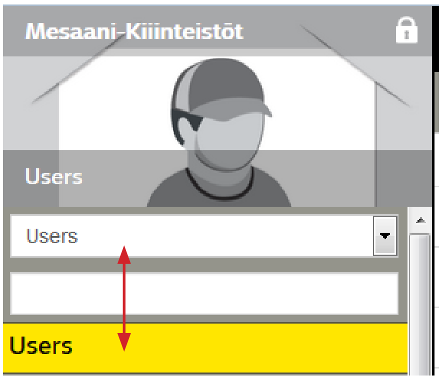

1. The target is displayed at the system level of the account to which the transfer is being made. Information is also sent about the transfer of the target by means of an internal message. Click the button **"Show pending target transfers".**
2. Select **"Accept"** to accept the incomplete transfer of the target, and press OK. Information about approval will be sent to the originating account of the transfer as an internal message.
3. Fill in the billing information for the target. You can copy the billing address of the account or fill in the billing information. Finally, select **OK.**
4. The target appears in the **"Buildings"** field of the navigation tree.
5. If there in the target are no purchased services, they should be bought by using Services-tab of the target. In order to activate the service to the targets, you have to have an agreement to use Ounet with Ouman. Contact Ouman Sales in case you want to make an agreement.
6. The system will send information about the completed transfer of the proprietary rights of the target as an internal message (see Messages tab).

# 4. USERS

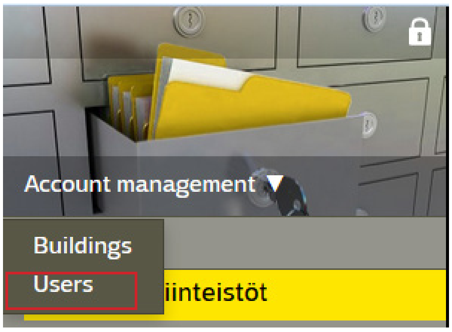



If the navigation tree is not locked, the selected main system, target or user is shown sideways on the left side of the screen. By clicking the text field, you can change the main system, users and targets..

**If the navigation tree is locked, all main functionalities are shown on the screen. By clicking the Users" icon, you can go to users management.**




**If you are on the account management view, click on "Account management" → You can change the view.**




**The main system "Users" contains all the functions needed for the maintenance and control of users.**
**If you are in "Targets" view, you can go from the "Targets/ Buildings" view to the "Users" view by hovering the mouse on top of the image area and selecting "Users".**

**Those users of Ounet who possess sufficient access rights for the Ounet account can create new users for the account and remove or modify existing users.**

New users can be created on the "Info" tab of the "Users" level. You can add a new user via the selection **"Options →Edit"** and **"Option → Add new user".**

The users can be removed via the same view. The user can be removed after the modification mode has first been activated using the "Options" button. You can remove users by pressing the "Recycle bin" icon.

Ounet contains accounts, accounts include targets (buildings) and targets have users. Users may be given access rights at different levels for different accounts and different targets. You are able to modify user data and add new users.

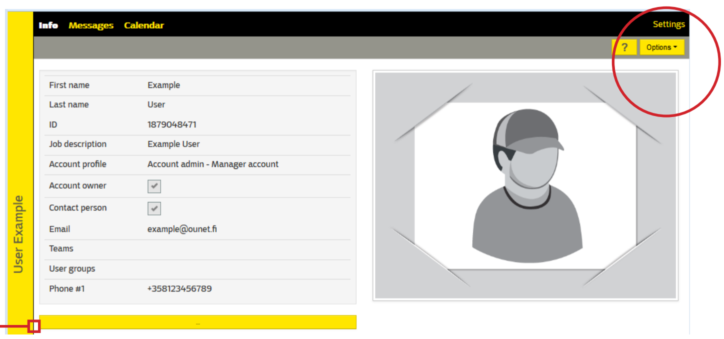
There are individual views for each user: data, access rights, messages, calendar and tasks.

## 4.1 USERS INFO

**Different users own access rights at different levels. If you have sufficient access rights**

- **You can view and modify your user data**
- **You can add new users to the account**
- **You can add existing Ounet users to the account**
- **You can determine for each target levels of access you are giving to a user**

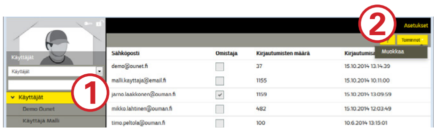
"Options" → edit

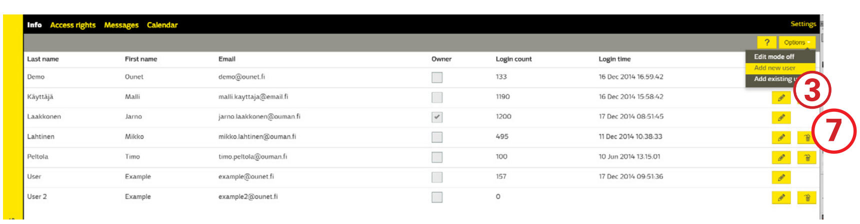


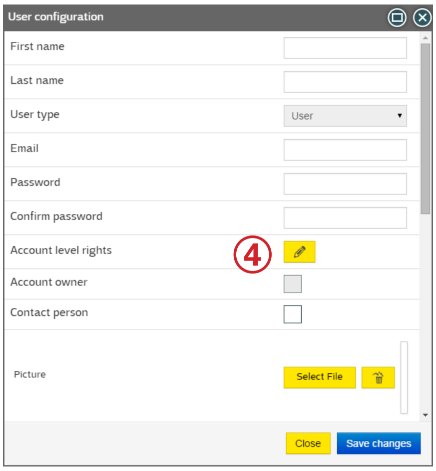

By clicking the yellow horizontal bar you'll get more information on the account

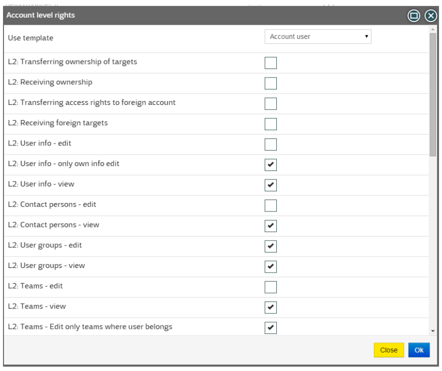
ID is a personal identifier. If a person is given access rights for a new account, the acces rights are recognised by means of the ID identifier or e-mail address.
Hint. Select "Copy" and add ID identifier to the e-mail message if it is necessary to give the ID identifier to the account holder. In this way you can avoid misspellings.

## 4.1 .1 Adding new users to an account




1. To add new user, select “All users”.
2. Click “Options” .
3. If the user is not signed up to Ounet (has no username), select “Add new user”.
4. You can choose which kind of access rights you want to give for user to account and to targets and processes. Access rights are personal and those can be separated for each user. There are 4 different kind of user levels.

T1 is system level access right that is not possible to change by normal user
T2 is account level right that defines which kind of access rights user have in account functionalities
T3 is target level access right that defines which kind of access rights user has to targets in the account
T4 is process level access right that defines which kind of access rights user has to processes in the target.

- **Custom:** You can choose which functionalities user has access to. If user has no rights at all to some view, user will not see that functionality at all. If user has only view-rights, user cannot use edit functionalities.
- Ouman offers some ready-made templates fir access rights. Even if rights are selected from template, it is possible to edit rights afterwards

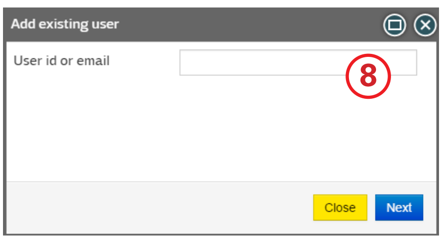
**Account level:**
- * Account admin
- Account maintenance
- Account user
- No access rights

**Target/process level:**
- * Target contractor
- Target maintenance+
- Target maintenance
- Target user
- Target viewer
- No access rights

If a new person signs up to Ounet, their e-mail address is used as a username. A password will be sent to the given e-mail address. If desired the user may change his/her e-mail address.

5. Finally select “**Save changes**”. If all compulsory fields have been filled in Ounet will display the message “User data successfully saved”. If any compulsory field has been left unfilled a red asterisk appears after the compulsory field.

## 4.1.2 Adding an existing Ounet user to account



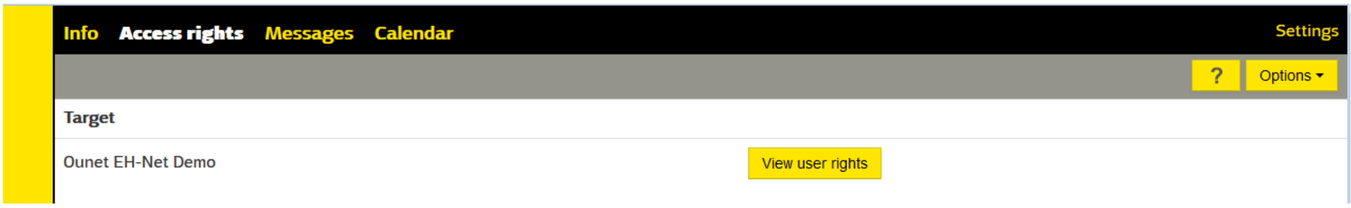

If you want to add users that have already signed up to Ounet, first select “**Users**” and then click “edit” (see paragraphs 1 and 2 in chapter 4.1.1).

7. Select “**Add existing user**”.
8. Enter the ID identifier received from the user, and select account and target

access rights at the level you are going to give the user. The program will send an e-mail message to the user in which he/she will be informed about receiving access rights for the account.

9. When the user signs in to Ounet, he/she can accept or cancel membership.

# 4.2 USER'S ACCESS RIGHTS

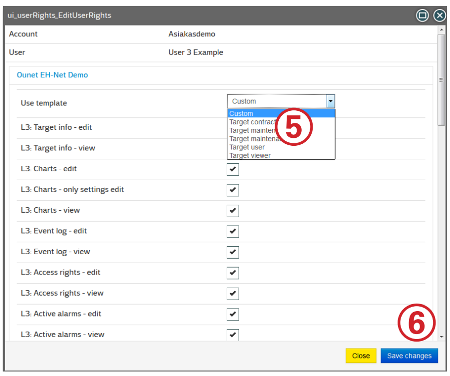



**Users may have access rights at different levels for different targets. In the Access rights view you will see which targets the user has access rights for and at what level. When you select "View user rights", you can view the level of access rights the person has to the target Select the user and look for which targets the user has access rights.**

**If you have got sufficient access rights, you can modify another users' access rights.**

## 4.2 1. Edit a user's access rights

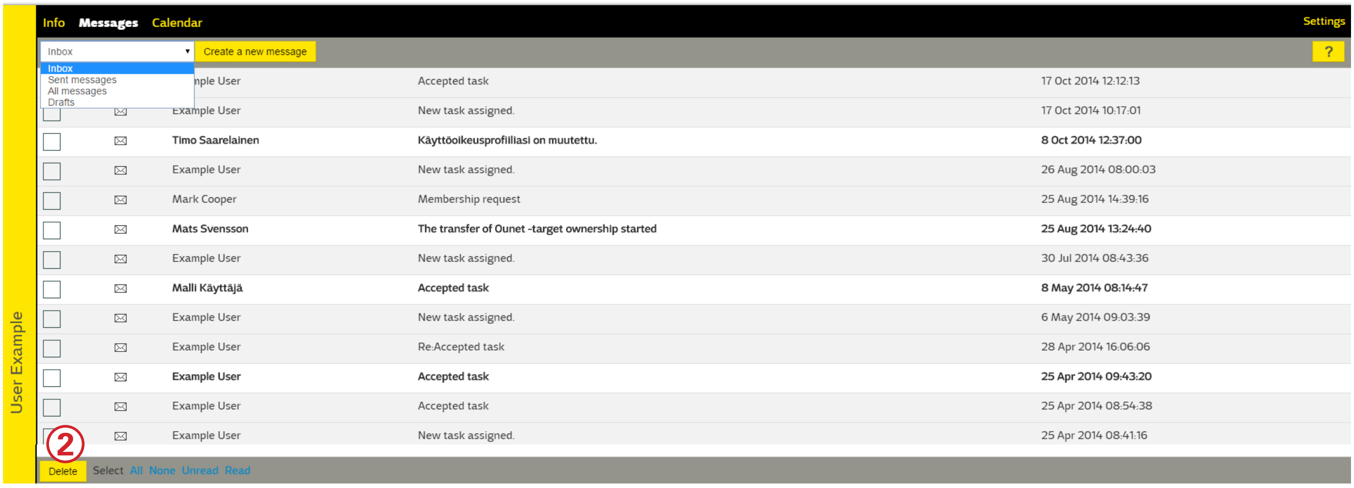

1. Select user
2. Select **"Options" → "Edit"**.
3.  Select the target of which user access rights you want to edit.
4. Select the template, you want to use.
   - **Custom**
   - **Account admin**
   - **Account maintenance**
   - **Account user**
   - **No access rights**
5. You can change the access rights separately in each row.
6. Finally, select "Save changes".




### Removing the users access rights:

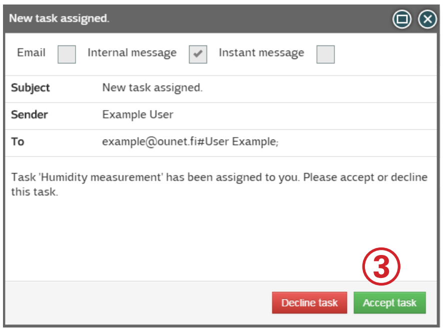
Select the target and remove all access rights selections from the user.

# 4.3 USER'S MESSAGES




**In the "Messages" view, you can send internal messages and/or e-mail messages to users.**
**Note! Ounet allows sending of e-mail messages, but cannot receive them.**

## 4.3.1 Processing messages

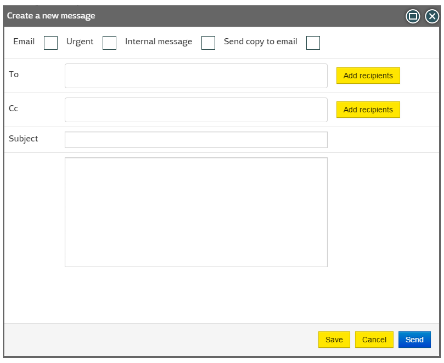



**You can filter out what will be displayed in the "Inbox" field. The options are inbox, sent messages, all messages or drafts.**

### Received messages:

1. Unread messages are shown in bold letters.
2. You can delete messages from the "Received" folder by first selecting the messages you want to delete (All, None, Unread or Read), and then by selecting "Delete".
3. Select a message: If the message concerns a task assigned to you, you can accept or reject the task. This will be communicated as an internal message to the person that has addressed the given task to you.

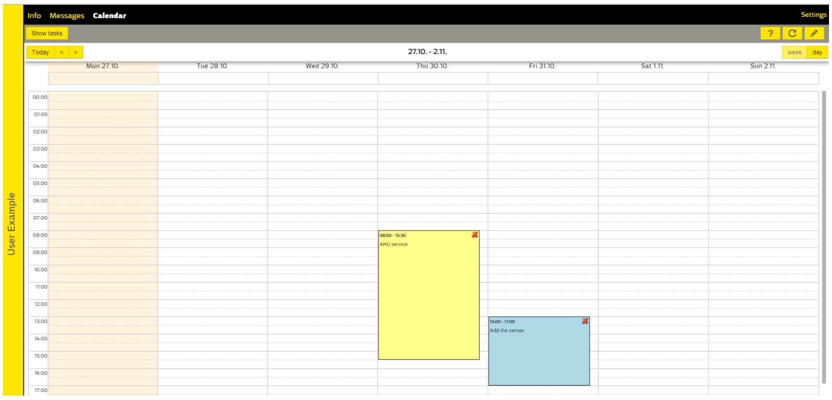
## 4.3.2. Create a new message




**You can send e-mail messages and/or internal messages to account users.**

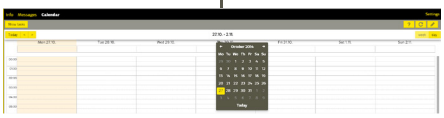
- Select whether the message will be sent as an e-mail message or as an internal message, and whether it will be classified urgent
- if you have selected an internal message, add recipients by ticking the square in front of the name
- if you have selected an e-mail message, enter an e-mail address in the empty field that has appeared
- after entering subject and message, select "**Send**"

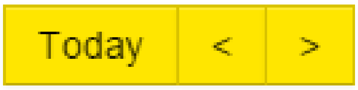
## 4.4 USER'S CALENDAR




**In the "Calendar" view you can view marked tasks and notes. Each user has a personal calendar. You can add tasks and notes to the calendar. The calendar shows which tasks have been assigned to you or which notes have been left for you.**

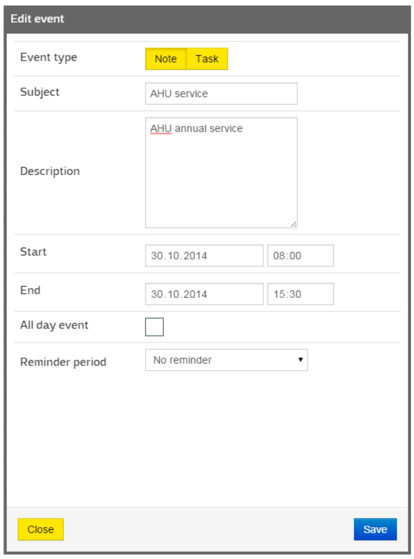
- In the calendar you can choose between day view or week view
- If user groups have been formed from users, a user group calendar
  - You can select the date to be shown from the calendar
  - You can display the calendar by clicking on the date field.
  - You can move from one view to another using arrow keys.






is additionally displayed in Ounet

### 4.4.1 Adding a new task or note

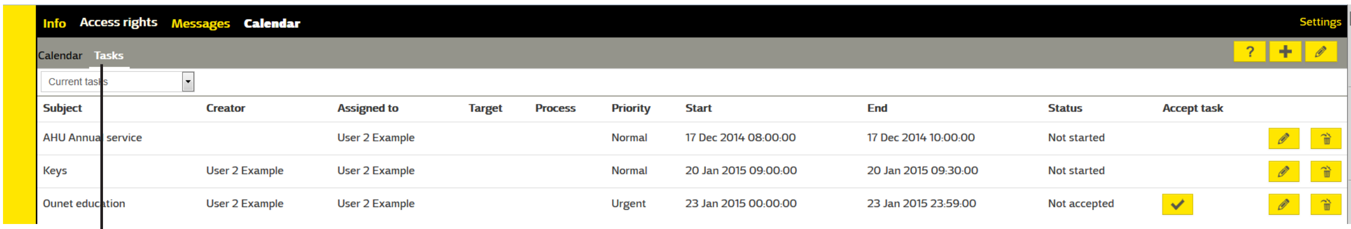



- Choose the user for whom you wish to add the task.
- Select with the mouse an area in the calendar. A **"Create new"** window appears with which you can add tasks or notes to the calendar.
- Enter a heading and, if desired, a description for the task or for the note. Select start and end times as well as an event type.
- When adding a task, you can determine the urgency of the task (normal/urgent) as well as choose a user to whom the task will be assigned.
- If you choose to receive notes about the task, they will come to your personal mailbox.

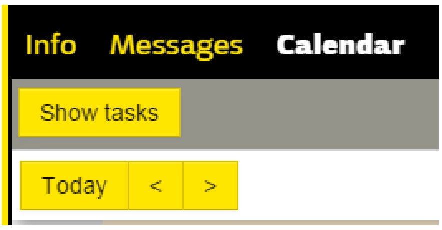
### 4.4 2. Editing or deleting a task or a note in the calendar view

- Right click on a task or a note to be edited and select **"Edit"** You can also accept the task targeted for you.
- Right click on a task or a note to be deleted and select **"Delete"** The other way to deleting a task or note is to click the "tick" in the top right corner of the task or note to be deleted. Ounet will ask you to acknowledge the deletion of the selected event. Reply **"Yes"**.

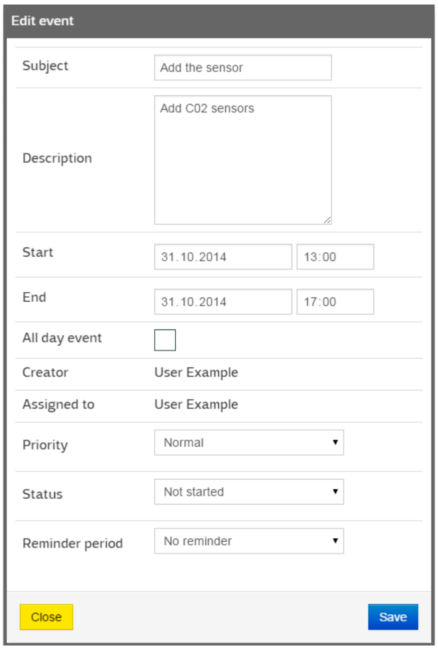
# 4.5 USER'S TASKS




In the "Tasks" tab, you are able to create new tasks, view existing tasks and accept tasks.




- Select what should be displayed: Current tasks, Completed tasks, Tasks assigned by me, Tasks assigned by selected user or All tasks
- Tasks can be arranged in alphabetical order based on different criteria:
  - In alphabetical order according to topic
  - Who has created the task
  - To whom the task is assigned
  - Target
  - Process
  - Priority: Urgent, Normal
  - Start and end time
  - Status: Not accepted, In progress, Not started

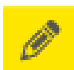



 Edit mode ON

 Edit mode OFF

When Edit mode is ON mode, you can:

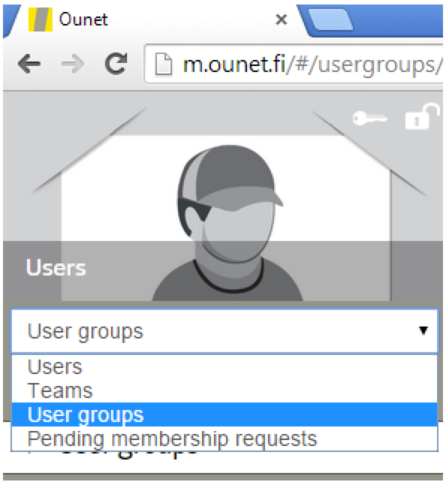
 add new tasks

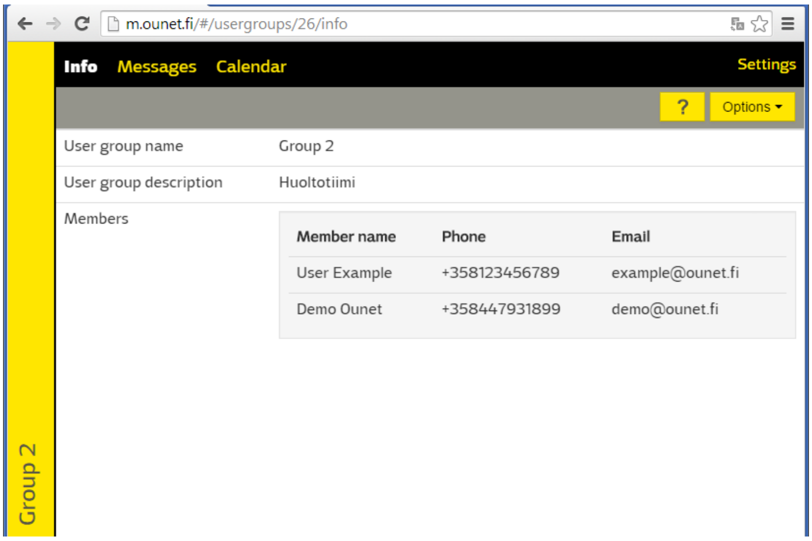
 edit the task

 accept the task

 delete the task

# 4.6 USER GROUPS

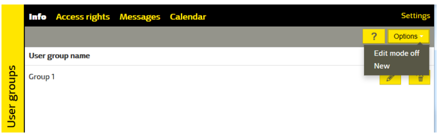



**User groups are personal. You can create user groups or delete users from the group.**

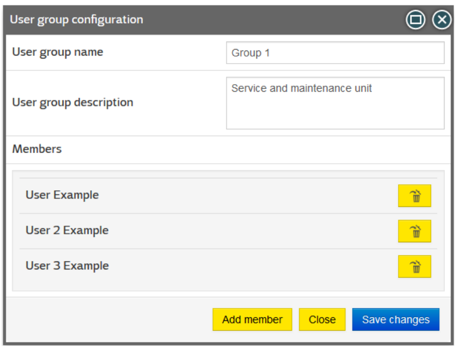
- You can send group-specific messages (see page 15).

**You can form groups from users as follows:**



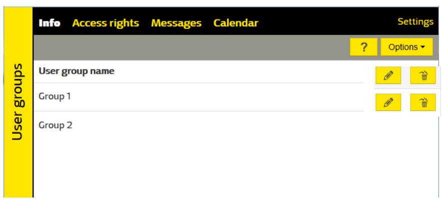

- Select ”**Users**” → ”**User groups**”
- Select ”Options” → ”New” on the “**Info**” tab
- Select “**New**”
- Add a name and description for the group and select “**Add member**”
- Tick the box in front of the person’s name and finally, select “**Save changes**”.

**You can add users to the user group or remove members from the group as follows:**



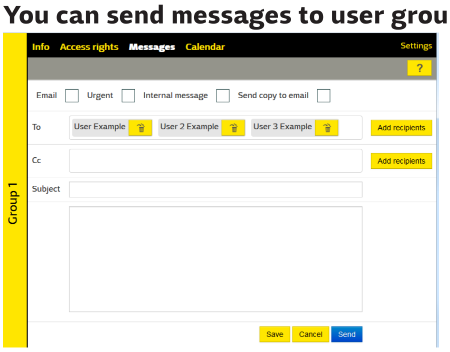

- Select ”**Users**” → ”**User groups**” → Select the group that you want to change
- Select ”Options” → ”Edit” on the “**Info**” tab
- Click the recycle bin after the name if you want to remove a member
- Select ”Pen” and edit the user group. You can also add members to the group.
- Finally select “**Save changes**”.

**You can edit or remove user groups**



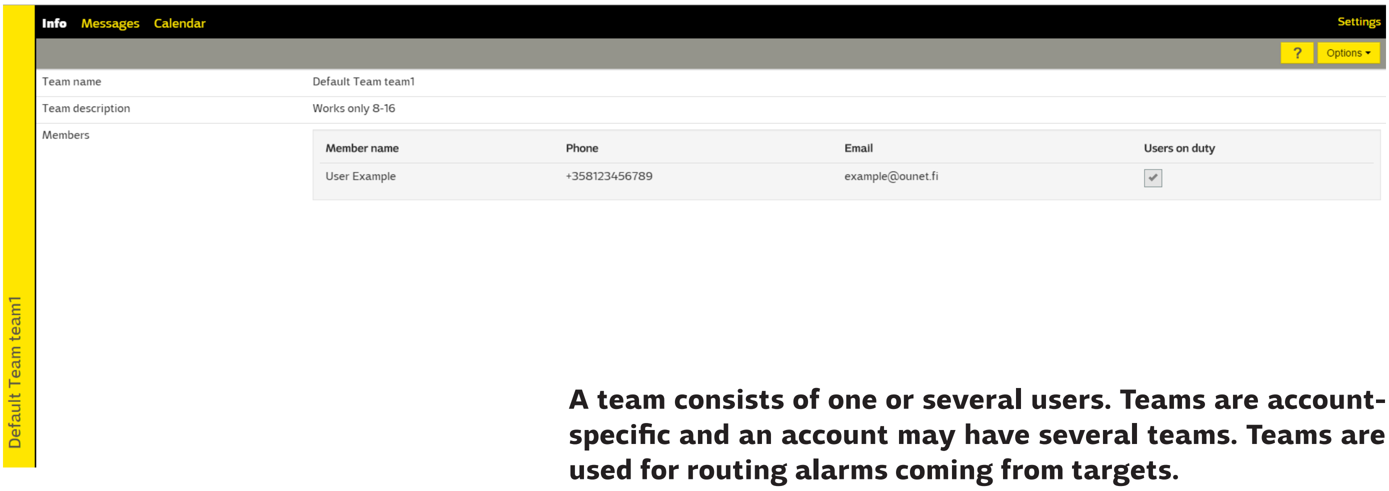

- Select ”**Users**”→ ”**User groups**”
- Click recycle bin next to group name if you want to delete the group
- Select “**Pen**” if you want to edit user group

**You can send messages to user groups**




- Select, if message is sent to e-mail or with internal message
- You can select if message is important or not
- You can add more receivers

# 4.7 TEAMS

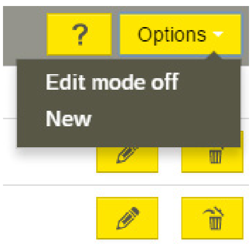



**A team consists of one or several users. Teams are account-specific and an account may have several teams. Teams are used for routing alarms coming from targets.**

**When a new target is created, all alarms are, as a default, 24/7 routed to the "Default" team. A "Default" team is automatically created at the creation of the account, and its member is the owner of the account (receives alarms 24/7 as text messages and e-mail messages). Each team has its own Info, Access rights, Messages and Calendar views.**

- In the **"Info"** view, the members of the team are shown as well as contact information and the duty officer for the shift. You can add or remove team members by clicking the **"Options" → "Edit".**
- In the "**Access rights**" view, you will see targets wher the team can be used in Alarm routing. You can add targets or remove targets by clicking the **"Options → Edit"** buttons.
- In the "**Messages**" view, you can send a message to team members and other account user.
- In the "**Calendar**" view, you can examine the on-duty program of the team. You can edit on-duty programs by clicking the **"Pen"** button (see 4.7.2).

## 4.7.1 Creating a new team

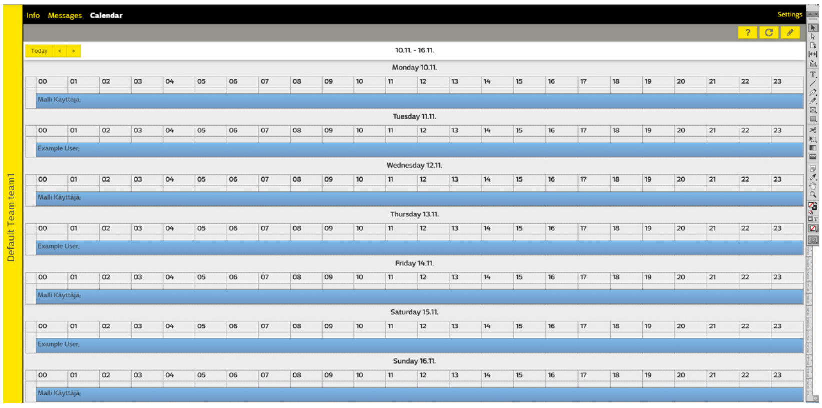



- Under management of users, select "**Teams**"
- In the "**Info**" view, click the **"Options" → "Edit"**
- Select **"New"**
- A name and a description should be assigned to the team
- To add a user, select **"Add member"**
- In the "**Access rights**" view, you can add access rights for several different targets of the account. Team can be used in alarm routing.
- To add an target, select **"Add target".** All targets available to the account are displayed on screen. To select a target, tick the square in front of the target.

## 4.7.2 Team calendar

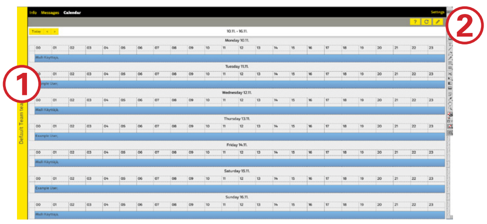
**Teams are used for routing alarms coming from targets. The routing of Ounet's alarm is divided into two parts: a routing program located at the target (alarms for the alarm team will be routed to the desired team) and the team's internal routing program (alarm will be routed to the correct persons within the team in the desired manner).**

### 4.7.2.1 Default team



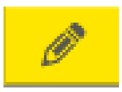
**The "Default" team is created automatically at the creation of the account. The member of the "Default" team is by default the owner of the account (receives alarms 24/7 as text messages and e-mail messages). When a new target is created, all alarms are, as a default, 24/7 routed to the "Default" team.**

### 4.7.2.2 Editing the continuing schedule of the team's calendar

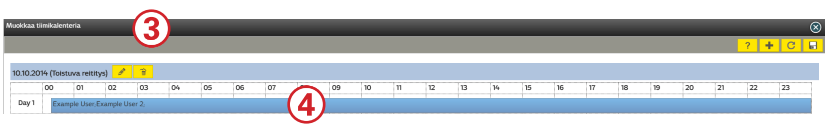



**After the team has been created, Ounet will create by default a calendar program where all members of the team are on duty 24/7. You can modify the main program of the calendar as follows:**

1. Select the team whose calendar you wish to modify.

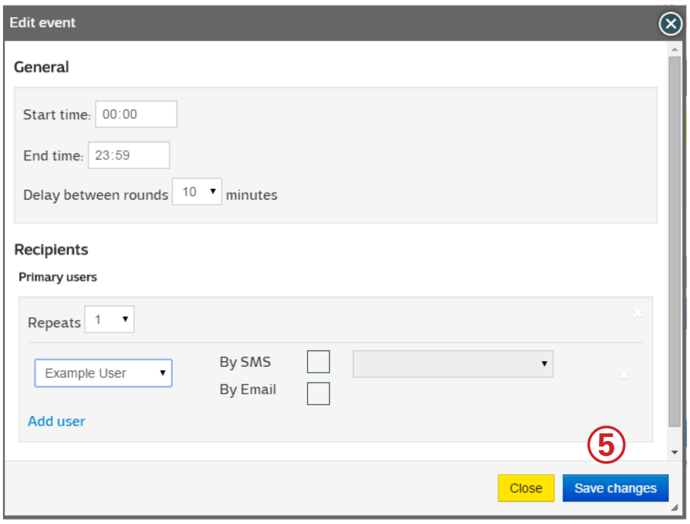


2. Click the button "edit".
3. The default seting in Ounet is that the whole team is always on duty (Day 1 is repeated every day). Modify the first day program by selecting "edit". Note that the first day is today. If you prepare a week calendar or a 7 day calendar, note that the first day is inevitably not always Monday.

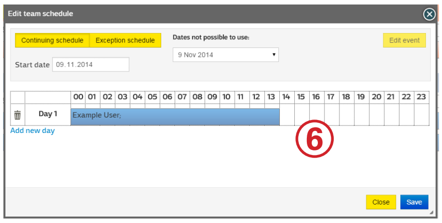



4. Double click the team on duty or click first duty bar and select then "Edit event". (you can also reduce the on duty bar with the mouse). The team event configuration window appears.

5. Enter event data:

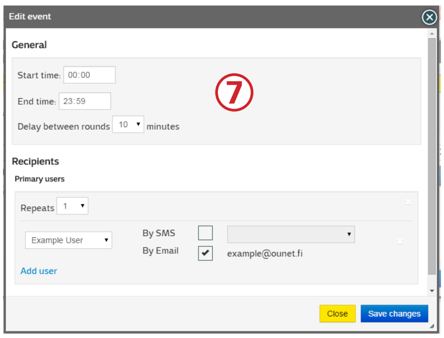



- Period when the person(s) are on duty: **Enter the start time (from) and end time (to)**
- **Primary users:** After the alarm has been activated, it will be sent to users determined here. Remove the selection in front of the SMS message or e-mail message, if the person will not be on duty for the above mentioned period.
- Click **"Add user"** if you want to add new members to the team.
- The **"Repeats"** selection determines how many times the alarm will be sent. If the repetition is set to 2 and the delay is 10 minutes, the alarm will be sent again to actual members 10 minutes after the first transmission if the alarm has not been acknowledged by that time.
- **Add roud → Alternative users:** If the alarm has been transmitted to primary users in accordance with the above determined settings, and if the alarm has not been acknowledged yet, it will be sent to assigned alternate users.
- To add alternate users, click "Add round". The alternate users are assigned the same transmission settings as for primary users.
- Finally select **"Save changes"**.

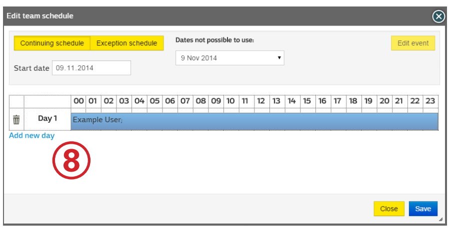



6. Adding another event for the same day

- When you draw with mouse a time line to the calender, a window opens where you can add an event or select a new event in the calendar in order to directly enter data for the event.



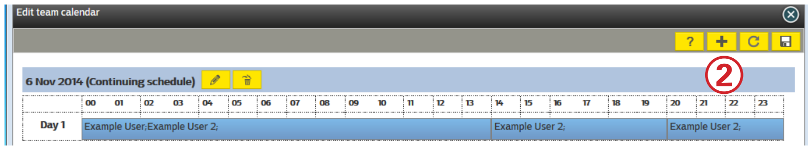

7. Set the start day and add users. Select a user and additionally select whether the data will be transmitted as a text message or as an e-mail message.

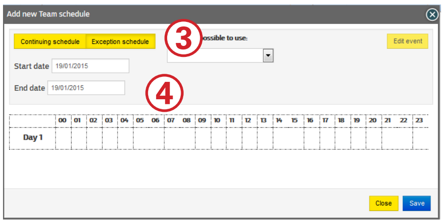


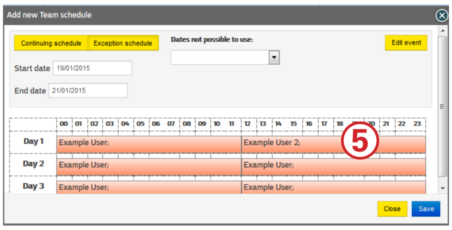

8. When the first day is ready, select "**Add day**" if you want to have a different on-duty program for different days of the week.
9. After continuing schedule is complete, click "**Save**".
10. If you want to do in advance of the second kind of "Continuing schedule", click "Add new Team schedule" icon  .
    Select "Continuing schedule" and set the start date. Make the routing program and save.

## 4.7.3.3 Exceptional event for the team (exceptional calendar)


The team has two types of on-duty programs: **basic schedule** and **exception event.** The basic schedule is a repetitive program that is followed until another basic schedule or exception event will be validated. By means of an exception event provisional modifications are done in the on-duty cycle for the desired time period (e.g. Christmas Eve, vacations etc.).



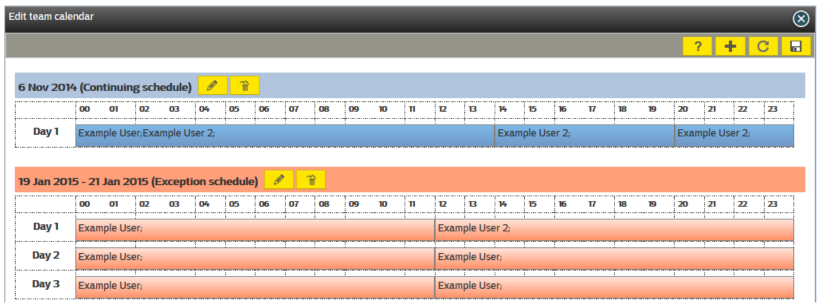




1. An on-duty program for the team is created in the **"Calendar"** view by clicking the button.
2. Add a new on-duty program by clicking ("Add new schedule").
3. Select **"Exception schedule".**
4. Enter **start and end day** for the exceptional event.
5. The calendar receives for each day of the exceptional event a time interval that can be programmed day by day.
6. If all days have the same on-duty program, make the first day ready and copy the prepared day program to other days. When the program is ready, click "**Save**".

   **Note! The calendar for the on-duty team cannot have a time interval where no on-duty person has been selected.** (in other words, for every day events should be set in the calendar for the time interval 00:00 – 23:59).

7. When the routing programmes are complete, leave the editi mode.

**Modify or delete calendar program**




- Select **"Users"** → **"Teams"**
- Select "**edit**" on the "Calendar" tab
- Select which program you would like to edit: Continuing schedule or Exception schedule
- If you want to remove the schedule completely click the recycle bin icon situated after the schedule name.
- If you want to delete the routing of a certain day, go to the edit mode. Click the recycle bin icon in front of the day you want to delete.
- Make desired modifications and select "**Save**".

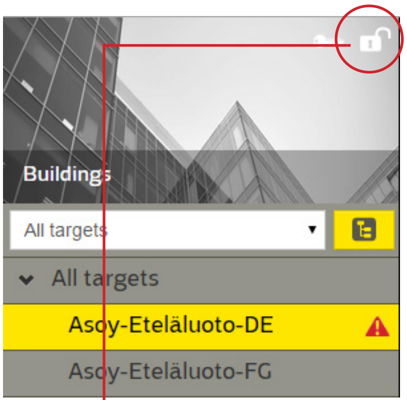
# 5. MANAGEMENT OF TARGETS (BUILDINGS)

**After having signed into Ounet and selected the account, you are able to check what targets (buildings) the account includes.**

**BUILDINGS (TARGETS):**

Ounet combines properties at different localities into the same view. In the **"Building"** view there are the following tabs:

1. First, select in the navigation tree the target/real estate you want to examine.
2. Select the tab you want to examine.





If you want to constantly display the above mentioned views, select "Lock navigation tree". The other option is to display the target on the left edge in text mode.

**Info**
- Data about the target
- Diary, tasks related to the target, notes and calendar
- Management of attachments

**Charts**
- A graphic view to which you can link dynamically updating process points.
- For the background picture, you can use a process chart, a ground plan, a drawn picture etc.
- You can display measurement data, set point values, controls, alarms etc.
- The same target can have several process charts.

**Events**
- Who did, did what and when
- Search process and classifying of search results
- Even log can be saved to PC or print.

**Access rights**
- Here you can see who has access rights for the selected target.
- You can add users and modify access rights if your rights are sufficient for making modifications.
- Access rights can be given for account user or foreign accounts.

**Alarms**
- Active alarms, alarm history
- Alarm groups, routing programs
- In addition, you can classify alarms, for example, by time stamp, type, mode etc.
- You can acknowledge alarms.

**Devices**
- Adding devices
- Devices position identifiers, modes and address data
- Communication; Modbus, connection mode and no response alarms.
- A separate tab for equipment points.

**Trends**
- You can add new trend groups or modify groups.
- You can examine trends or save trends in a csv-file.

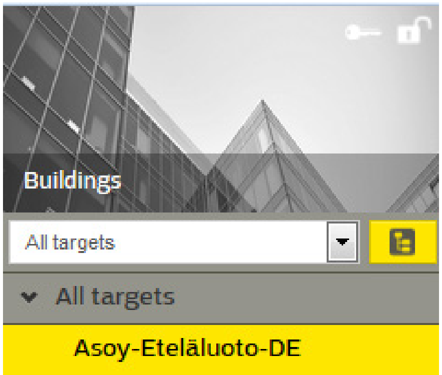
**Calendar**
- Tasks, diary and notes related to the target
- Day or week view in the calendar

**Services**
- Active services for the target
- Purchasing of services

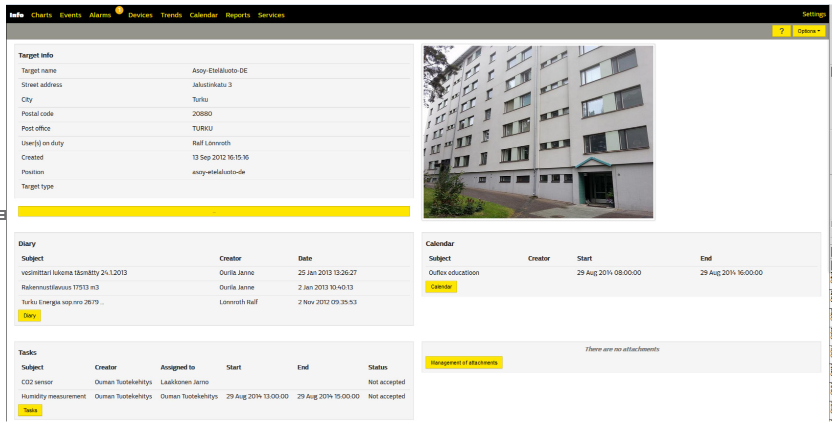
**Reports**
- You can create your own report or use a ready-made template
- Hourly, daily, weekly, monthly and annual reports

**Services**
- You can see, are the purchased services activated or deactivated
- Buying services

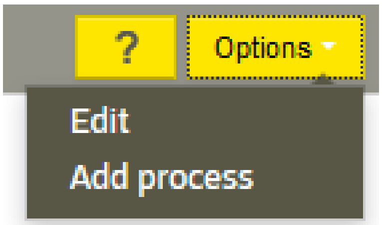
## 5.1 INFO VIEW



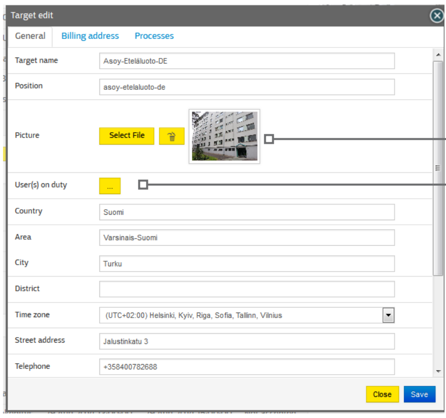

**Select the target and then the "Info" tab. From "Info" view you can see basic information of target and calendar-, task- and diary markings. When you click on "Diary" or "Tasks", you are transferred to the "Calendar" tab where you can edit existing entries. When you select "Edit attached files", you can either edit existing attached files or add new attachment files for the target.**



When you click on the yellow bar, the additional information about the target is shown / hidden in turns. Billing information is included in such information.

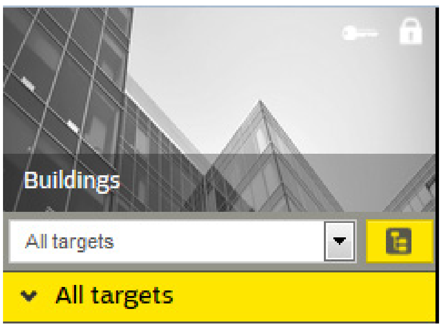



**You can edit the target information using the "Options → Edit" buttons. In the opened dialogue, you can edit the target information and add the picture of the target that will be shown in the "Info" view. You can also determine the billing information and view the processes related to the target. The process is added at "Options"→ "Add process".**



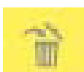

1. You can add a picture of the target by clicking on the picture and selecting a picture to be attached. The picture can be deleted by clicking the recycle bin icon.
2. The contact person of the target may also be a team. In this case, the data of the on-duty person on shift according to the on-duty program is always displayed on the taraget **"Info"** page.
3. If the billing address of the target is the same as the billing address of the account, select **"Copy account's billing address".** If you have new targets and you want all their services to be billed to you on the same invoice, select **"The services are added to account bill".**
4. If desired, you can add several processes (sub-levels) to the target. In the navigation tree, the processes are displayed as a new level below the target. If you want to create several processes for the same target, select **"Add process".** Save.

**Go to the level "All targets".**
**Select "Options" → "Edit"**





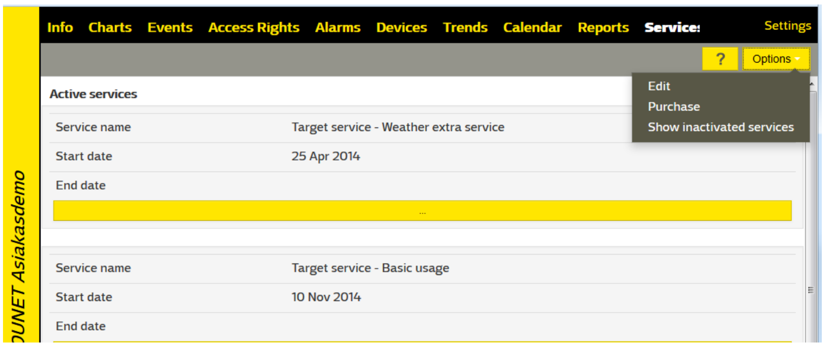
You can edit the target data


You can remove the target by clicking the recycle bin icon.


You can transfer ownership of target. (enter account ID or account name).

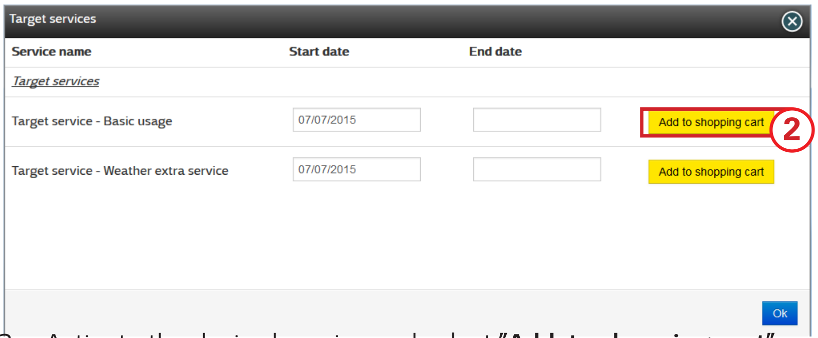

If you have several targets of the same type, you can create a model of the target. With the help of the created template, you can easily create a new target.

## 5.2 SERVICES

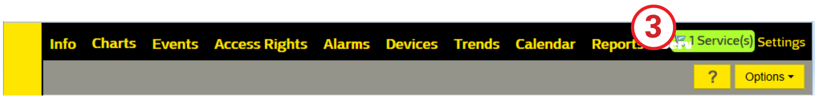


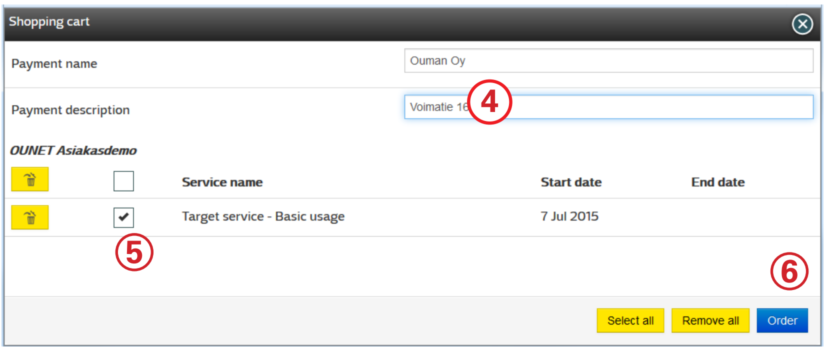

**Agree an account-specific contract with Ouman for purchasing services. In order to use the target, you have to activate services for the target. In the "Services" view you can see services available for your target. For the activated service, an invoice will be sent to the billing address determined for the target (see 5.1).**

1. Select "**Options**" → "**Purchase**".



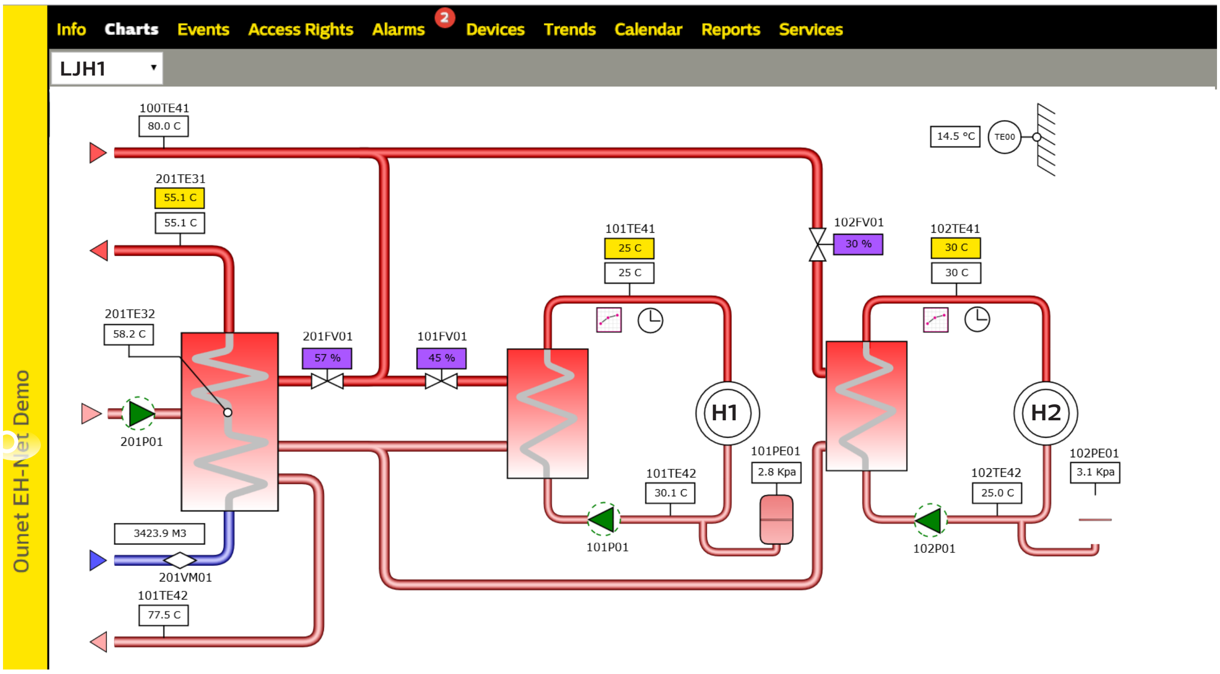

2. Activate the desired service and select "**Add to shopping cart**".
3. Select "**Services**".



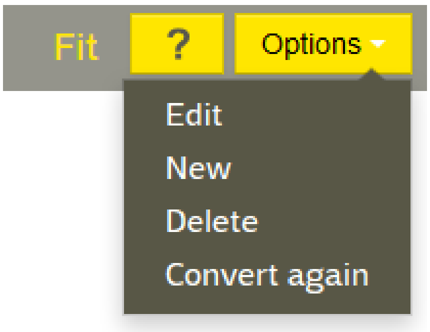

4. The name entered in the "**Payment name**" field of the payment is shown on the invoice.
5. Select for example "Target service – Basic usage"
6. To activate the service, click "**Order**".

## 5.3 CHARTS




**In the "Charts" view, you can see charts created for the target. Charts can contain different graphic components, measurement data, set point values, heating curves, point lists, links etc. With the help of charts you can easily and effectively manage the process of the target by means of visual aids.**

**The "Charts" view includes the chart editor which allows you to add and modify charts.**



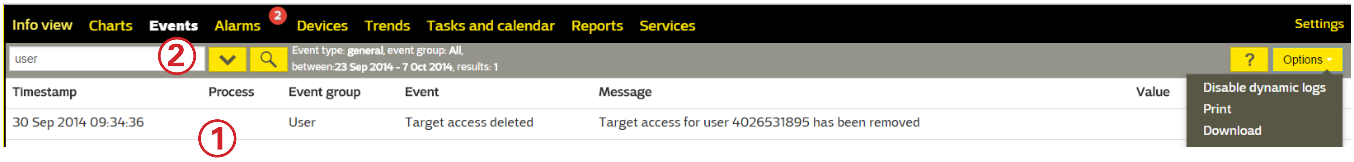

- Note! if you edit the chart on html-side, Ounet cannot show those edited charts on Silverlight, Ounet will show the old o Silverlight chart.

**Options:**

- **Fit:** Match the chart to the view
- **Edit:** You can edit the chart with the existing chart editor.
- **New:** You can create completely new chart, create a new pointlist, make the chart from mode or load the chart from file.
- **Convert again:** When you open a Silverlight-Ounet chart for the first time on HTML-side, Ounet will convert the charts automatically to HTML-format. If you then later edit the Silverlight-Ounet chart, you can do the conversion again by selection **"Convert again"**. NB! If you edit the chart on html-side, the changes will be updated only in html-chart, not in Silverlight side. If you after this make again the change into chart, you will lose the changes made in html-side.

- **Chart functions:**
    - **Measurement data:** You can monitor equipment's data in real time
    - **Set point values:** You can edit set point values
    - **Buttons:** You can edit values using buttons
    - **Heating curve:** You can modify the adjustment curve of the equipment using a visual curve
    - **Point list:** You can display values in the list mode
    - **Live trend:** You can monitor the change of equipment's values as a real time trend

## 5.4 EVENTS



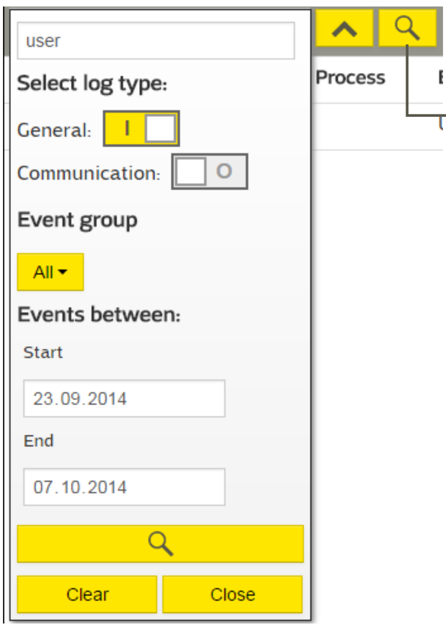

**In the "Events" view, you can see the event log of the target. In the event log, all changes made by the user in the configuration, changes to set point values, communication events as well as other important events related to the target and its processes are shown.**

**If necessary, you can either show events of all targets together in the event log or only the events of a single target. If necessary, you can manually add new events or add a comment to an existing event.**

**Options:**

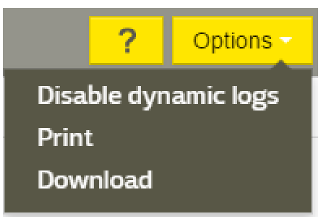
**1. Data shown in the event log**

- The displayed log may either be an event log where general events are shown, or a communication log where events related to communications are shown.
- **Time stamp:** Shows the time stamp of the event.
- **Process:** Shows the event process if it is related to the process level added to the target.
- **Event group:** A User or a System. In this way, events created by users are separated from the system level events.
- **Event:** Event heading
- **Message:** Detailed description of the event
- **Value:** Shows the value if it is related to the event, e.g. change in set value.
- **User:** Shows the user who has performed an operation required by the event.




**2. Search function**

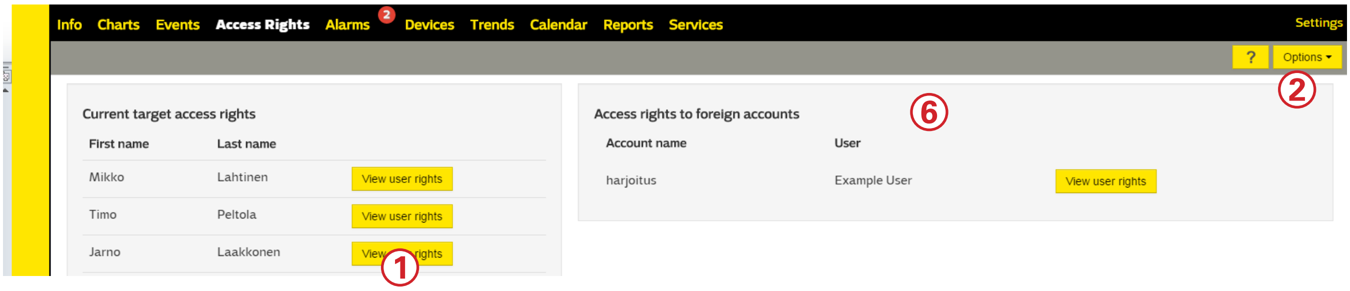
- **Search field:** You can enter text in the field. Then, by pressing the search button, you can retrieve events that include all words entered in the search field.
- **Search restricted according to the event group:** You can select whether all events, events created by users or events created by the system are shown.
- **Search restricted according to the time point:** using the selection Start/End you can determine for what period events are shown.




From behind the "Options" button, you can choose whether the display is updated automatically or not.

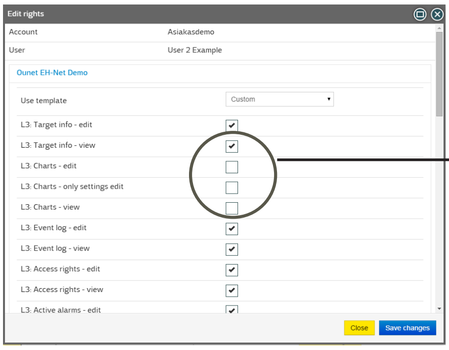
From behind the "Options" button, you can also print out the event log or download the file in CSV format. CSV file opens as a table for instance in Excel or Open Office.

# 5.5 ACCESS RIGHTS



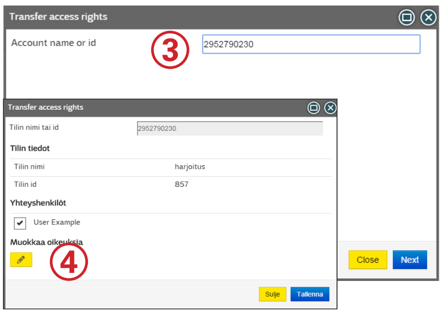

**In the “Access rights” view, you can see who has access rights for the selected target. If your own rights are sufficient you can, if desired, give access rights for the target to the users of your account, and also transfer the access rights to another account.**

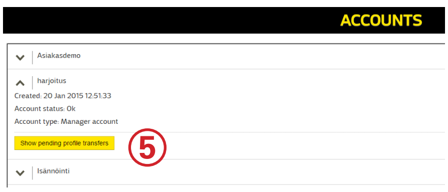
## 5.5.1 Viewing and editing the access rights




1. If you want to view the access rights, select **“View user rights”**.
2. If your own rights are sufficient you can edit users rights. Select first **”Options → Edit”** and then person whose rights you want to edit . 
3. If desired, you can allow access to the target, but prevent access to a certain process.
4. Click **“Save changes”**.

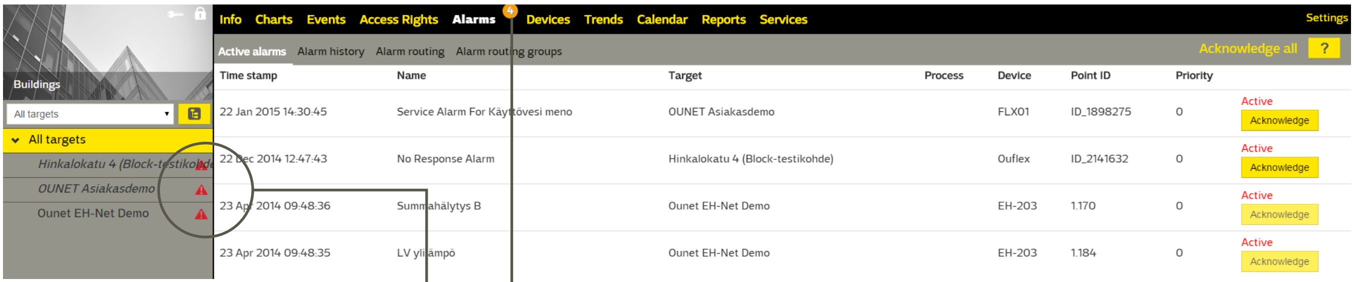
## 5.5.2 Giving access rights for the target to another account




1. Select **”Options → Edit”.**
2. Select **“Transfer targets access profile”.** You will need the ID of the account for which you want to give access rights. You can find the ID identifier in the info view of the account information.
3. Enter the received account name or ID identifier to which you want to transfer access rights. Press ”Next”.
4. Data of the account for which you are giving access rights is displayed on screen. You can determine which rights you are giving for the account. Select at the end ”Save”.
5. The transfer of target access rights has started. The transfer of the target access rights is displayed as open until the moment when the owner of the account for which you are about to transfer access rights will accept the transfer of access rights. When he is in Accounsts view, he selects **”Show pending profile transfers” → ”Accept”**
6. In the **“Access right”** view, in the window **“Access rights to foreign accounts”** you can see that for this target the access rights have also been given to another account.

# 5.6 ALARMS



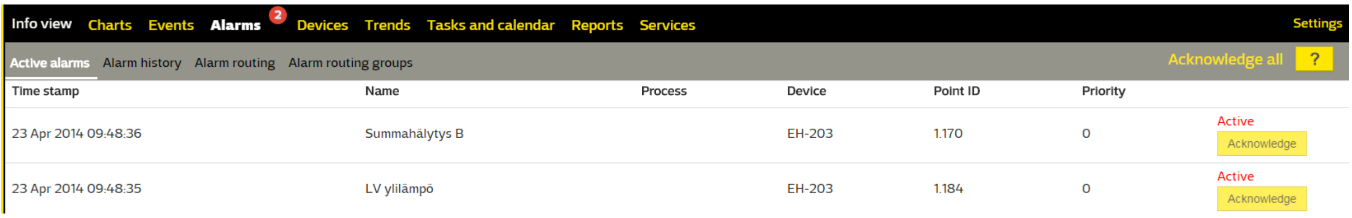

In the alarm mode a flashing alarm icon appears after the name of target irrespective of the view that is currently displayed. In the Alarms view you can read how many active alarms the displayed target has.

On the “Alarms” tab, all functions related to alarms of the target are displayed. In active alarms, the current status of the target is shown. In the alarm history, old alarm events of the target are displayed.

Functions related to the routing of alarms can also be performed on the “Alarm” view. Routing groups can be determined for alarms in the “Alarm routing groups” view. A separate routing can be made for each routing group. Routing is performed in the “Routing of alarms” view.

“Alarm routing” is a calendar-type function where recipients of messages are determined for each alarm group for the desired time period. Messages can be sent to users either by e-mail or as text messages.

# 5.6.1 Active alarms




**In the "Active alarms" tab, you can view the current alarm status of the target. The view displays alarms that are in some status other than normal mode. Such modes are "Active not-acknowledged", "Active acknowledged" and "Normal not-acknowledged". After acknowledging the alarm, the alarm status changes to "acknowledged" which means that if the alarm is deactivated in the device it will also disappear from the "Active alarms" view when normal status has been reached.**

**Displayed data:**

- **Target:** Shows in which target the alarming device is located.
- **Time stamp:** Displays the time stamp of the alarm.
- **Name**: Name of the alarm.
- **Process:** Process of the event if the alarm is related to the process level added to the target.
- **Device:** Name of the device that is related to the alarm.
- **Point ID:** Position of the alarm.
- **Priority:** Shows the priority of the alarm.
- **Status:** Normal/Active. Shows the present mode of the alarm
- **Priority**: Shows the urgency to which the alarm is classified.
- **Acknowledge:** Using the acknowledge button, the alarm can be acknowledged.
- **Acknowledge selected**: You can select several alarms by holding the shift key down and selecting them and then clicking the "Acknowledge all selected" button.
- **Acknowledge all:** Acknowledges all alarms in the list.

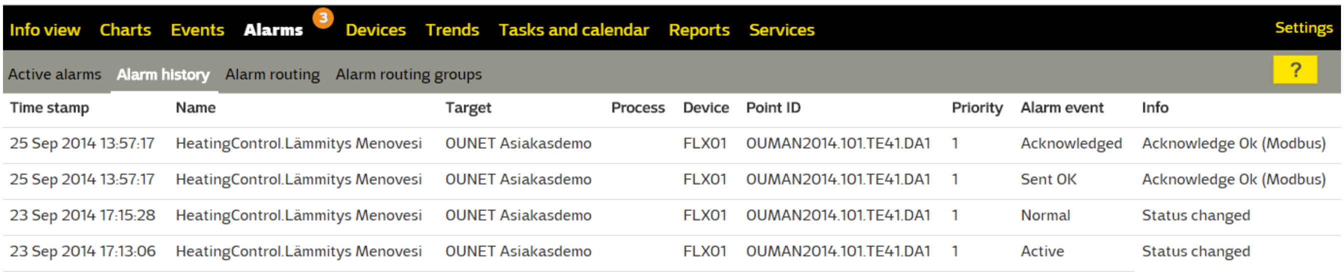
**Acknowledging active alarm:**

1. A single alarm can be acknowledged using the "**Acknowledge**" button on the row in question.
2. The alarm can also be acknowledged with **SMS** by sending the alarm message received in the telephone back to Ounet.

   If the alarm is acknowledged in Ounet, the system also acknowledges it automatically in the device.

   If the alarm has been acknowledged, but its cause has not been removed, the alarm is displayed on the tab for active alarms among the acknowledged alarms.

## 5.6.2 Alarm history




| Time stamp | Name | Target | Process | Device | Point ID | Priority | Alarm event | Info |
|---|---|---|---|---|---|---|---|---|
| 25 Sep 2014 13:57:17 | HeatingControl.Lämmitys Menovesi | OUNET Asiakasdemo | | FLX01 | OUMAN2014.101.TE41.DA1 | 1 | Acknowledged | Acknowledge Ok (Modbus) |
| 25 Sep 2014 13:57:17 | HeatingControl.Lämmitys Menovesi | OUNET Asiakasdemo | | FLX01 | OUMAN2014.101.TE41.DA1 | 1 | Sent OK | Acknowledge Ok (Modbus) |
| 23 Sep 2014 17:15:28 | HeatingControl.Lämmitys Menovesi | OUNET Asiakasdemo | | FLX01 | OUMAN2014.101.TE41.DA1 | 1 | Normal | Status changed |
| 23 Sep 2014 17:13:06 | HeatingControl.Lämmitys Menovesi | OUNET Asiakasdemo | | FLX01 | OUMAN2014.101.TE41.DA1 | 1 | Active | Status changed |

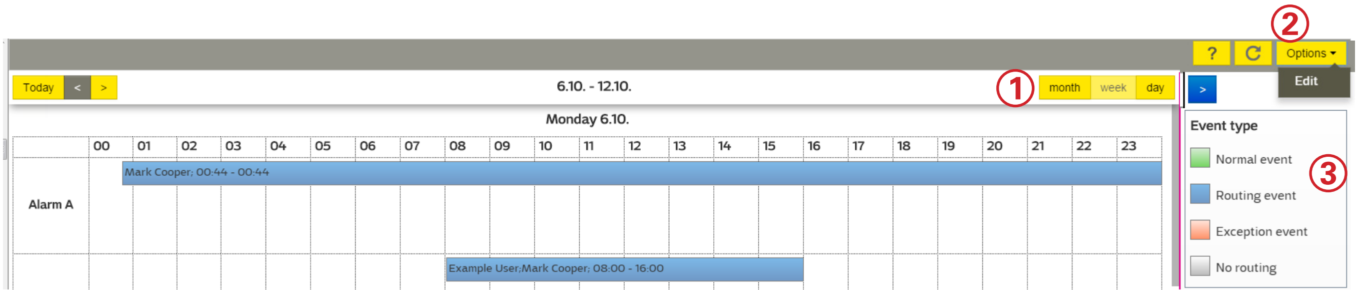
### Displayed data:

- **Time stamp:** Displays the time stamp of the alarm
- **Target:** Shows in which target the alarming device is located
- **Process**: Process of the event if the alarm is related to the process level added to the target
- **Device:** Name of the device that is related to the alarm
- **Point ID:** Position of the alarm.
- **Priority:** Priority of the alarm
- **Alarm event:** Normal/Active/Routed. Shows the present mode of the alarm
- **Info:** Indicates who has acknowledged the alarm or to whom the alarm has been routed or that the mode of the alarm has changed.

### Restricted search


You can perform restricted searches by clicking the magnifying glass. If you want to restrict the search function according to time click arrow and enter start and end time.

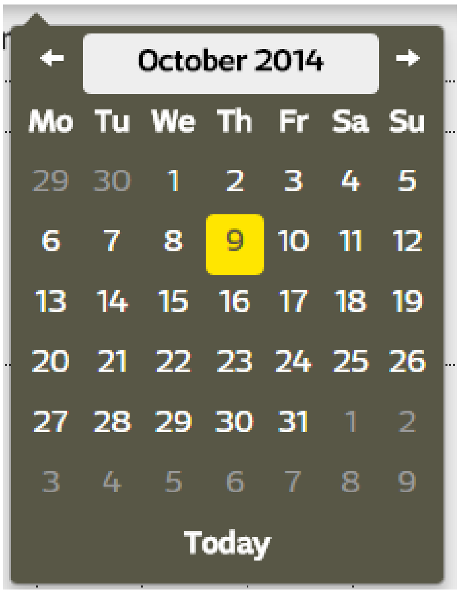
## 5.6.3 Alarm routing



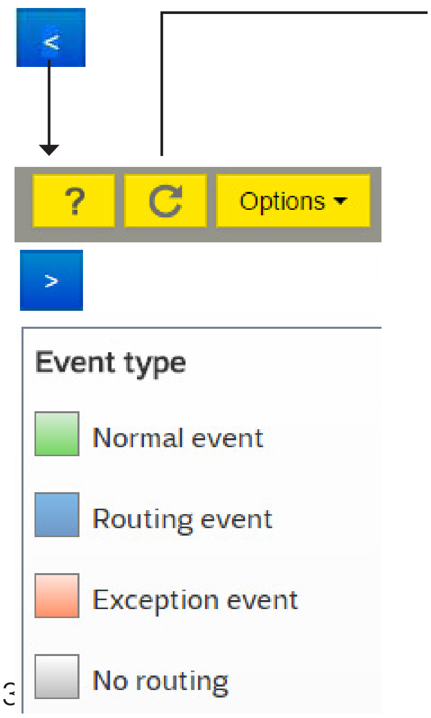

**In the "Alarm routing calendar" tab, all routing groups foreseen for the target and routings of alarms determined for them are displayed. Alarm routings are allocated to the users of the target or for teams (for further information about teams, see 3.5).**

**Displayed data:**

**1. As a general view, you can select either a daily, weekly, monthly or a time interval view**


- **Daily view:** In this view any alarms that have been routed on the selected day will be displayed. (time interval 00:00 - 00:00 next day). The day can be selected from the buttons at the upper part of the screen. Another way to select the day is click the date and then select the day from the calendar.
- **Weekly view:** Overall, the view is the same as in the daily view, but in the weekly view, the daily routings for the selected week are displayed under one another.
- **Monthly view:** In the monthly view, the routing of alarms in different alarm groups are displayed under each other. For each particular day you can see to whom alarms are routed on that day. You can view exact times by clicking the name. The routing time is then displayed in the „Event date" field at the right margin of the screen.
- **Time interval view:** A special view where the display, starting from the selected time, shows to whom the alarms will be routed during the following 7 days.




**2. Update**


**You can display the specifications of event types.**


**You can hide the specifications of event types.**

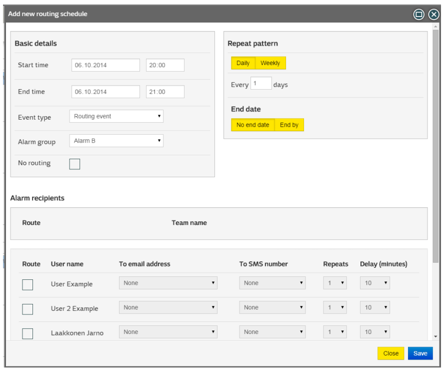
**3. Event types:** The colour of the bar shows the type of the routing event in question.

- **Normal event:** Event that occurs only once and will not repeat.
- **Routing event:** You can select on which day the routing will be repeated, for example, each day, each workday, a certain time interval or certain days of the week
- **Exception event:** An event that writes over other single events in the corresponding time interval as well as repeating events.
- **No routing:** All routings will be disabled.

## 5.6.3.1 Adding or modifying the routing program of alarms

**You can modify the existing routing program or create new routing programs. To create a new routing program, double-click the calendar. To modify the existing routing program, double-click the routing program you wish to modify.**

1. You can edit the routing programs of alarms by pressing the **"Options" → "Edit"** button in the top right corner of the active area. In the window that appears you can see routing programs for the selected alarms.
2. To start a new routing program, click the calender and then click + or double-click the calendar.
3. Enter routing settings in the "Add new routing schedule" window




- **Start time and end time**: Start time and end time specify the length of one period. The length can not be longer than the recurrence period, if you have selected a recurrence event.
- **Event type:**
  - Normal event (= Single event)
  - Exception event writes over the existing normal routing program. It concerns the exceptional calendar.
  - In Routing event, you can select the repetition time for the routing event. You can select daily or weekly repitition or on selected days of the week (e.g. repeating the event every second day will be created with selection 2). In addition, you can select the time interval when the repetition takes place.
- **Alarm group:** The Alarm group is selected to which the routing is related.
- **No routing**: With this selection, the routing can be set in "No routing" mode. This selection is usually used when it is necessary to deactivate routing for a moment.
- **Alarm recipients:**The recipient may be either a user or a team. If **Team** has been selected as a recipient, the routing of alarms is determined according to the team calendar. The team calendar can be assigned to the team in the management of users (see p. 20). If **User** has been selected as a recipient, the routings are assigned according to the settings determinedhere.

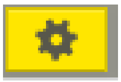
  - Route: the routing to the user is performed if the selection has been made
  - User name: The user to whom the alarm can be routed
  - To email address: If selected, the routing is performed to the selected address
  - To SMS number (text message number): If selected, the routing is performed to the selected telephone number as a text message
  - Repeats: Determine how many times the alarm will be routed to the user if the alarm is not acknowledged. E.g. selection 2 will ensure that the first routing, if the alarm is not acknowledged within the selected time, will be sent again to the same user.
  - Delay: If the set time has expired, the alarm will be routed again to the user if the alarm has not been acknowledged and if the repetition time has been set to 2 or a higher value.

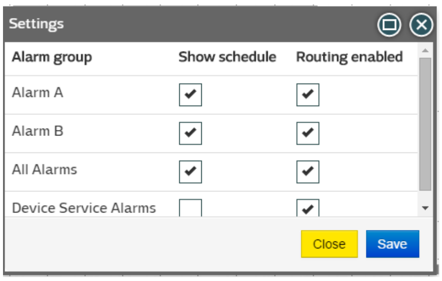
4. To save the routing time program, select **Save**.

## 5.6.3.2 Quick operations in the routing view

- Existing routings can be quickly modified by right clicking on a routing.
- **Edit:** Opens the routing for modification
- **Delete:** Deletes the routing.
- **Change event type:** This selection allows changing the type of the existing routing. E.g. a single event can be changed to a routing event.
- **Copy:** A copy can be made of the existing routing.
- **Paste:** The copied routing can be added to a new time period.

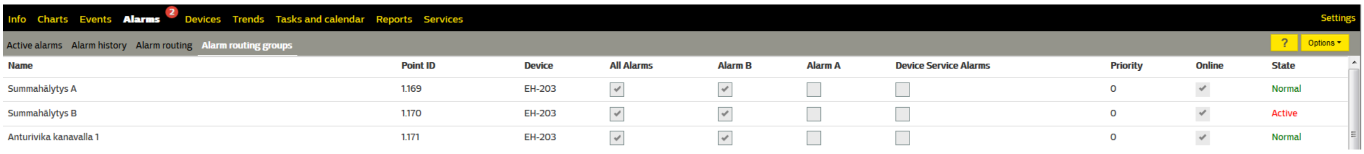
**Settings**






With the “Settings” button, you can deactivate routing without the need to modify the routing program. When the routing has been deactivated, the time interval of the alarm group in question turns grey.

# 5.6.4 Alarm routing groups

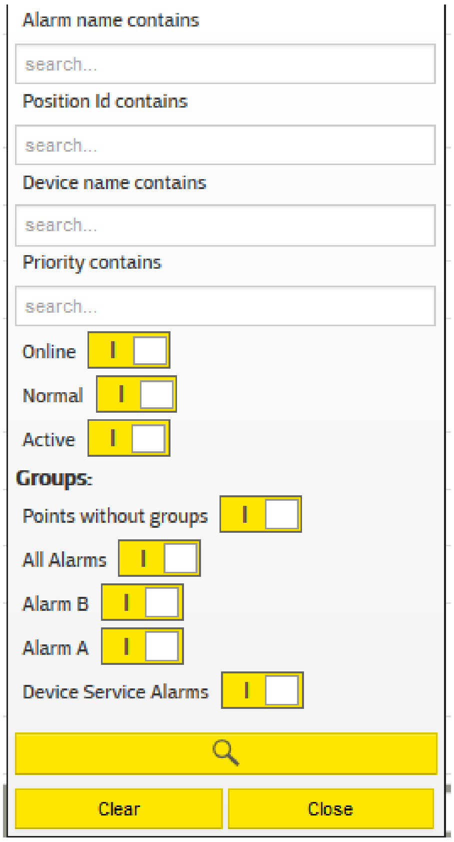



**In the "Alarm routing groups" view, you can view the group that contains all alarms for the target and other alarm groups to which alarms have been added.**

### Info to be displayed in the "Alarm routing groups" view

- **Name:** Name of the alarm.
- **Point ID:** Position of the alarm
- **Device:** Device to which the alarm is related
- **Alarm groups:** All alarm groups are displayed by columns that have been added to the target. You can check to which group an individual alarm belongs
- **Priority:** Priority of the alarm. Number 1 is classified as the most urgent class
- **Online:** Shows that the alarm is related to the online mode of the device
- **State:** Normal/Active. Shows the present mode of the alarm
- **Search field:** You can enter text in the field. Then, by clicking the search button, you can retrieve from the alarms all those alarms that include words entered in the search field

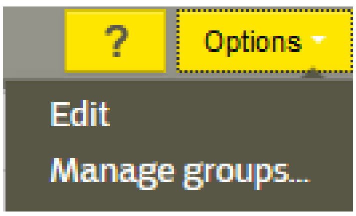
### Search





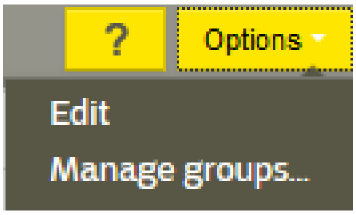
- **Detailed search**

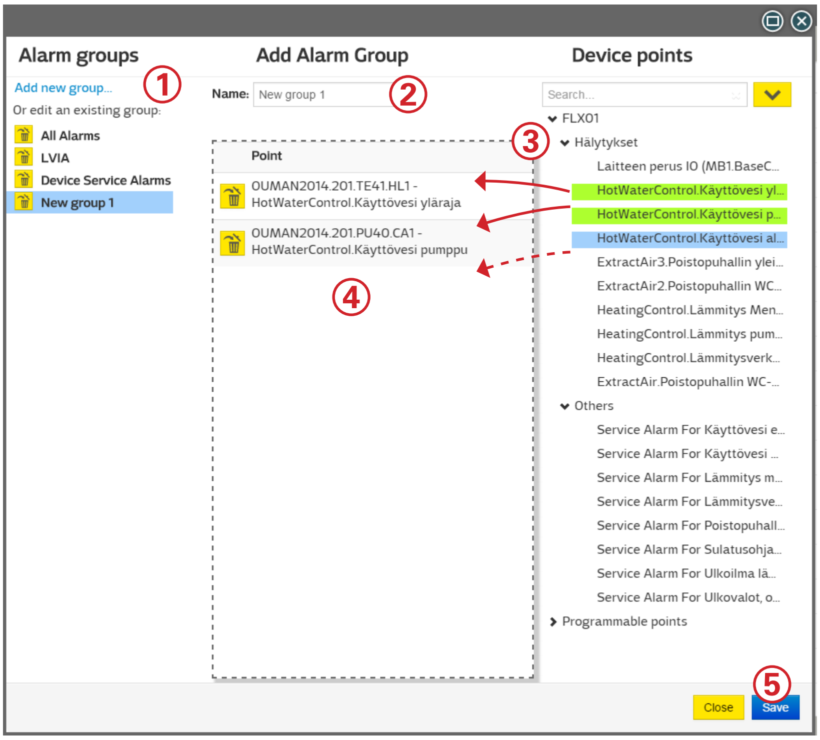
- Search by the name of the alarm
- Search by the point identifier of the alarm
- Search by the name of the device
- Search by selected group(s)
- Search by priority
- Search by the online mode of the device related to the alarm
- Search by the mode of the alarm: Normal/Active.
- Alarms can be searched that have not been added to any alarm group




- **Modify / Deactivate modification mode:** You can activate and deactivate the modification mode. If the modification mode is activated, it is possible to select in the view those groups to which the alarm belongs.
- **Modify groups:** You can assign new groups, delete groups and add new alarms to groups

## 5.6.4.1 Edit alarm groups




**Create a new alarm group:**

1. Select "**Options**" → **Manage groups**" , and then select "**Add new group**".
2. Enter a name for alarm group.
3. You can add points to the group from the point list. Select from the point list, which alarms you want to add to the group. Clicking on the arrow you can see, what alarms belong to which group.
4. The alarms, which you already have transferred to the point field are shown by green background. The alarms, which you have selected to be transferred are shown by blue background.
5. Finally select "**Save**".

**Edit alarm groups:**

You can edit the existing groups by selecting . Select "Add new group". Voit muokata olemassa olevia ryhmiä valitsemalla **Options → Edit** or **Options → Manage groups.**

**1. Edit an alarm group: Options → Manage gropus**

- If you want to delete the whole alarm group, click the trash can in front of the alarm group name.

- If you want to delete a single alarm from the alarm group, click the trash can in front of the alarm name in the "Group"-field.

- You can add more alarms to the group by dragging the alarm to the point field (see point 4).

**2. Edit an alarm group: Options → Edit.**

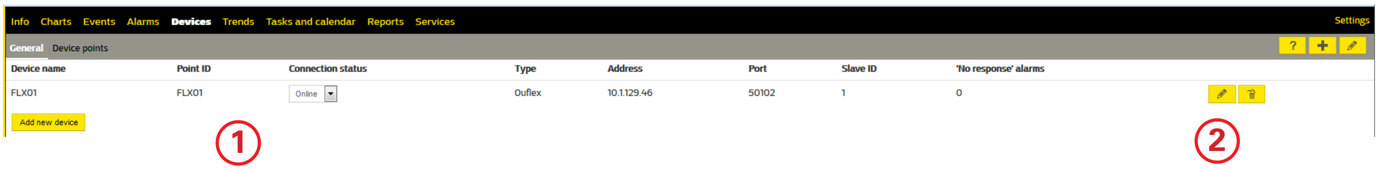
- All alarms are listed below in the display. The columns indicate to which alarm group the single alarm belongs to.

- Add or delete the alarm from the alarm group by clicking the box.

**Options→ Edit**

| All Alarms | LVIA | Device Service Alarms |
|---|---|---|
| ☑ | ☐ | ☐ |
| ☑ | ☐ | ☐ |
| ☑ | ☐ | ☐ |

## 5.7 DEVICES

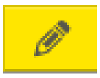



**In the "Devices" view, the main data of the devices and their points are given.**
**In the "Devices" view, new device can be added and existing device modified.**

### 1. General view:

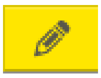
- **Name of the device:** A name describing the device
- **Point identifier:** Individual point identifier of the device, e.g. OUF1
- **Connection mode:** Shows whether the device is in Offline or Online mode. If device is in Offline mode, Ounet does not communicate with device.
- **Type:** Device type, e.g. Ouflex
- **Telephone number:** Telephone number of the modem
- **Address:** Connection address of the device. E.g. Access IP which is seen in the settings of the Ouflex device.
- **Port:** Modbus port of the equipment, e.g. 502 if there is internal Access in Ouflex. The port depends on the device to be used.
- **Bus address:** Bus address of the device. E.g. 1 if the device is Ouflex.
- **Audibility alarms:** Number of audibility alarms between Ounet and the device.

### Functions



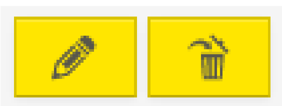
- **Edit:** Switches the modification mode on

- New device: Adds new device if edit mode is switched on



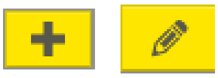
- **Edit device data:** If edit mode is switched on, device data can be modified


- **Online / Offline** mode can also be modified on the "Communication" tab

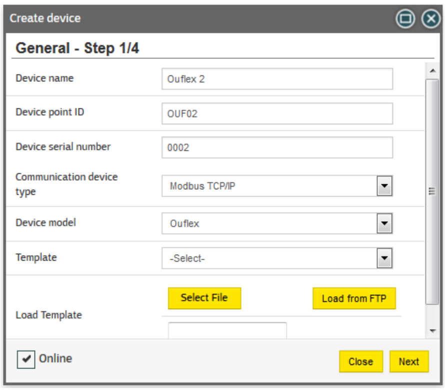



- You can **modify device data** by pressing edit button of the device
- You can **delete the device** by pressing the delete button / recycle bin of the equipment

## 5.7.1 Adding new device

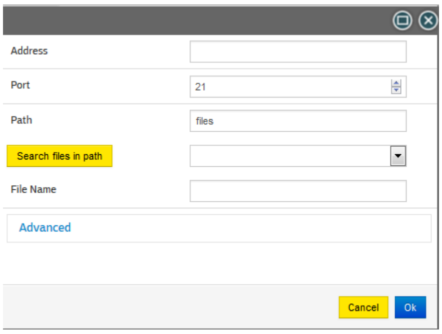


**You can add new device by clicking on the "Device" tab "Edit" . You can add new device by selecting "plus-symbol" or "Addnew device". Adding occurs step by step.**




**"General" tab**

- **Device name:** A name describing the device
- **Device point ID:** Device ID must be unique on each device in the same target. If device ID is the same on several devices, it is possible that the point links go wrong in the chart!
- **Device serial number:** Serial number of the device
- **Communication device type:** You can select between Modbus TCP/IP or Service. Determines the method of communication with the device.
- **Device model:** This selection should be correct in order for the communication to the device to function properly.
- **Template:** To load the points of the device, the Ounet template (XML) should be added with this selection.
- **Select template:** The template is loaded from the file that has been created, for example, with Ouflex Tool
- **Load from FTP:** A Template is loaded from the device using an FTP connection. To create the connection, the FTP function should be switched on in the device.
- **Online:** Select, is the device Online or Offline.

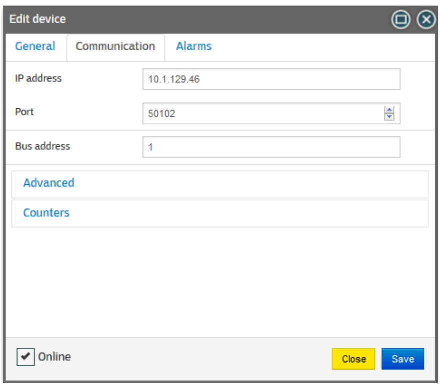



### Programmable and system points

It is possible to add both programmable and system points to Ounet by selecting as the device type Programmable point -device or System point -device. The programmable points to this kind of device can be added in device point view. See chapter 5.7.3

### FTP settings

- **Can be used only in the Ouflex device**
- **To load the template file of the device from the device, the FTP settings should be determined.**
- **Address:** Connection address of the device, e.g. Access IP which is seen in the settings of the Ouflex device
- **Port:** FTP port of the device. E.g. 21, if Ouflex has internal Access. The port depends on the device to be used.
- **Path:** template files are saved in Ouflex in the folder /Files
- **Search files in path:** Using this button, an FTP connection is created to the device. After the connection is created all template files present in the device are listed.
- **File name:** The selected template file
- **Advanced:** Enter the user name and password




- **Update Points**: This option should be selected if you want to update the already existing template file and to preserve, for example, links to charts and to the data collected for the points.
- **Remove Points:** While upgrading the template file, this option determines whether such points are deleted that are not found in the new template file. The use of this function is recommended to ensure that old points are not left in use
- **Update Point Register:** If point identifier is not found in the new template file, the points are updated according to Modbus register data

**Communication tab**

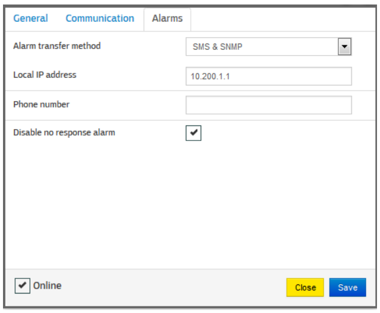
- **IP address:** Connection address of the device, e.g. Access IP which is seen in the settings of the Ouflex device
- **Port:** Modbus port of the device, e.g. 502, if Ouflex has internal Access. The port depends on the device to be used.
- **Bus address:** Bus address of the device. E.g. 1 if device is Ouflex.

**Advanced**

- Device ERR timeout (s)
- Receceive timeout (ms)
- Request timespan (ms)
- No Response timeout (s)
- Connection timeout (s)
- Synchronize device time automatically
- No request merge
- Modbus TCP/IP slave device IP address
- Modbus TCP/IP slave device port

**Counters:**

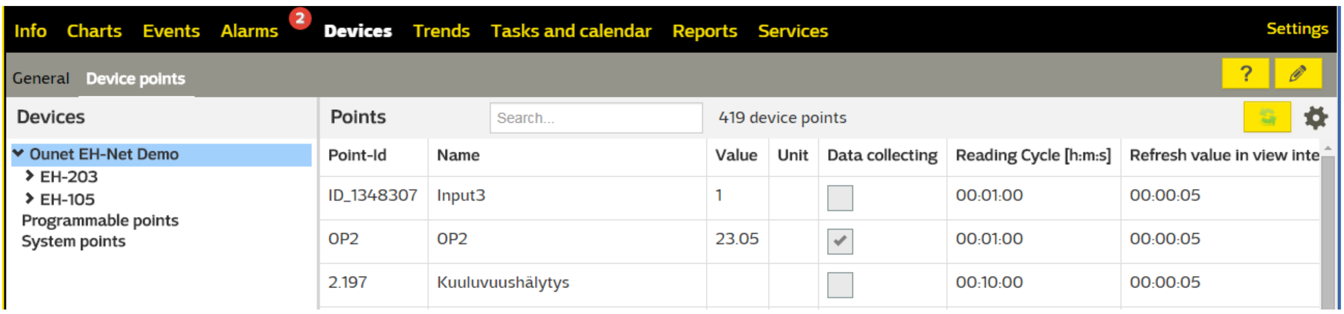
- You can read the following data from the counter: Number of sent, received and erroneous messages as well as number of connection errors
- You can reset counters



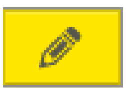

**Alarms tab**

- **Alarm transfer method:** Determine how alarms are received in the device. Options are SNMP and/or text messages (SMS)
- **Local IP address:** If the alarms should be transmitted to Ounet by SNMP, the IP in Ounet must be defined to Access IP, if the internal Access is in use in Ouflex and the Ouflex version is 2.3 or newer. The same applies if Oulink version is 2.0 or newer. If an external Access or an older device version is in use, the device local IP must be set to IP number.
- **Phone number:** If alarms should be received by SMS messages and there is a modem in the device, the telephone number of the modem should be determined.
- **Disable no reponse alarm:** If desired, you can deactivate the use of audibility alarms by deleting this option.

## 5.7.2 Device points

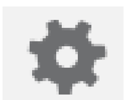



**In the "Points" view, detailed information on the points of the target are presented. In this view you can modify the point parameters as well as adding or deleting points.**



"Edit" button

"Refresh" button



"Settings" button

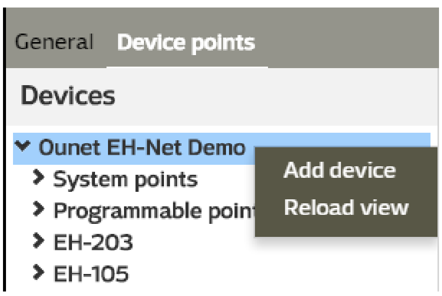
**"Points" view:**

**Functions**

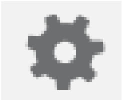
- **Edit:** To modify point data, set the view in the modification mode
- **Refresh:** Activate the monitoring of point values for the points displayed in the view. It should be noted that the fewer points the view includes, the faster the values can be updated.
- **Settings:** You can determine what information is displayed about the points in the view.

**Device tree:**

- Shows devices of the target as well as point groups included in the device
- Shows program points and system points
- By right clicking the target in the "Devices" tree structure, you can add a device to the target
- By right clicking the device you can add a point or a group, attach or delete a point, set the device to the off mode or edit device settings
- You can also add program points or system points to similar types of devices.



"Update" button



"Settings" button

**On the "Device points" tab, points of the device are presented in a table form. The "Settings" button allows you to select what data is displayed about the point. It is possible to select from the following data:**

- **Point ID**: Individual point identifier of the point
- **Name:** Name of the point
- **Type:** Type of the point (e.g. analog output, digital input, manual run point)
- **Category**: Classification of the point (e.g. set point value, alarm, time program)
- **Value:** Value of the point. You can activate the updating of the value with the "Update" button in the top menu
- **Unit:** Unit of the point value
- **Active Device ID**: Individual identifier of the device in the system.
- **Scaling:** Scaling of the value
- **Decimals:** Selects whether decimals are displayed. If decimals are displayed, you can set
- to how many decimal places the value is displayed
- **Minimum and maximum values:** You can determine the minimum and maximum values of the setting
- **Low/High notificaation limit/ Limits of low and high alarm limits:** You can set limits for the set point values when alarm is given to the user
- **Class:** Classification of the alarm point
- **Severity:** Stability of the alarm point
- **Enumeration**/Listing: Displays modes determined for the point in the text mode. E.g. 0=off;1=on
- **OnLine:** Shows whether the equipment connected to the point is in online mode
- **Read Access level**: Reading right level of the point
- **Write Access level**: Writing right level of the point
- **Address index:** Modbus register of the point
- **Data collecting:** You can select whether historical data is collected about the point
- **Reading cycle:** You can determine in what cycle is the data collected (h:m:s)
- **Data collecting start time:** You can set at what time data collection is started if the starting should be delayed
- **Data collecting end time:** You can set at what time data collection is ended
- **Data collecting synch time:** You can determine when the data collection time will be synchronised with Ounet's clock. E.g. 00:00 means that synchronisation is performed at 00:00 every day.
- **Tolerance:** The point value will not be saved in the collected historical data if the change is below the tolerance. For example, if tolerance is 0.2, then if the temperature changes by 0.1 degrees, the change will not be saved, i.e. the value remains the same in the trend (HTML).
- **Refresh value in view interval:** You can set with which cycle data will be read live in charts and in other places where data is read live
- **Automatic refresh:** You can select whether data will be continuously read without collecting historical data
- **Automatic refresh interval:** You can set with which cycle data will be continuously read

- **Automatic refresh start time:** You can set in the calendar at what time data reading will start if the starting should be delayed (date and time)
- **Automatic refresh end time:** You can set in the calendar at what time data reading will end
- **Automatic refresh sync time:** You can determine when the data collection time will be synchronised with Ounet's clock. E.g. if you want the synchronisation to occur each day at 00:00
- **Write to device:** You can select whether the data will be written constantly
- **Write to device Interval:** You can set with which cycle data will be continuously written
- **Date Created:** The date the point was created
- **Date Updated:** Gives the date when the point was updated
- **Read error:** Shows if the point is in the ERR mode.

**Edit of points:**

- To enable the edition of point data, you have to activate the edit mode. To activate edit mode either double-click the table.
- You can edit the point data either directly in the table view by double-clicking the point data or by opening the modification dialogue from the menu that appears when right clicking with the mouse.

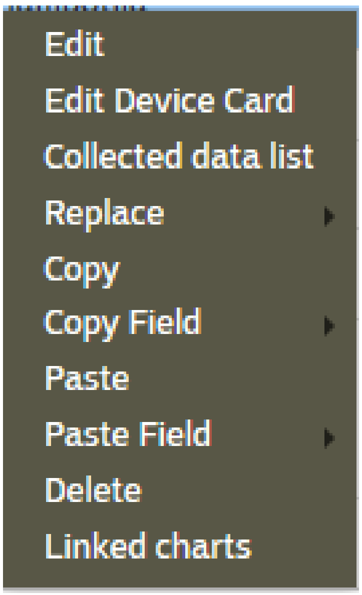
**Search:**

- Points can be retrieved with the help of the search function.

**Arrangement of the table according to the selected column data:**

- By clicking the column subject of the table, Ounet arranges the column of the table in alphabetical order (filtering).

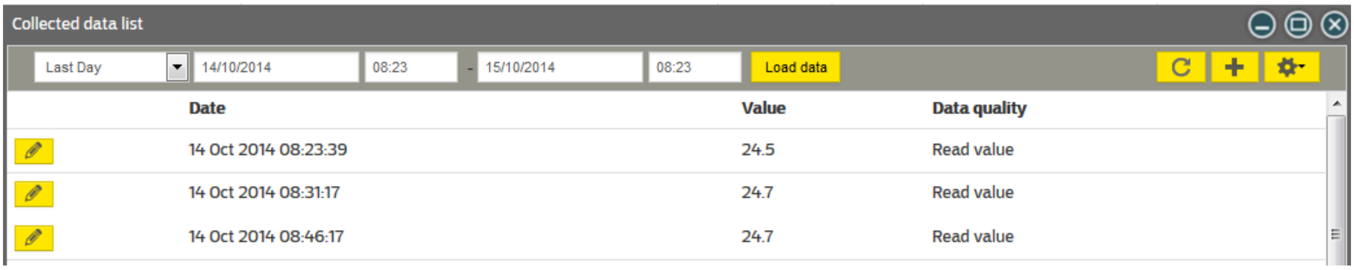
**Mouse right click menu:**




**If right click the mouse on the point, a menu appears**

- **Edit:** Opens the modification dialogue of the point
- **Edit device card:** For each point, a device card can be attached (for further information about the device card, see p. 35).
- **Collected data list:** Displays historical data in the list mode (detailed information about historical data on next page).
- **Replace:** With this function, you can replace point identifiers and names of points. With this function, it is handy to replace several point identifiers or names at the same time by selecting many points at a time with CTRL+left mouse button or SHIFT+left mouse button
- **Replace/Add to the front/Add to the end**
- **Copy:** Copies the whole point
- **Copy field:** Copies the required field from the point's information
- **Paste:** Pastes the whole point.
- **Paste field:** Pastes the required field from the point's information.
- **Add:** Adds the whole point
- **Delete:** Deletes the point
- **Open linked chart:** Displays charts to which the point is linked

# 5.7.2.1 Historical data collected about the device point

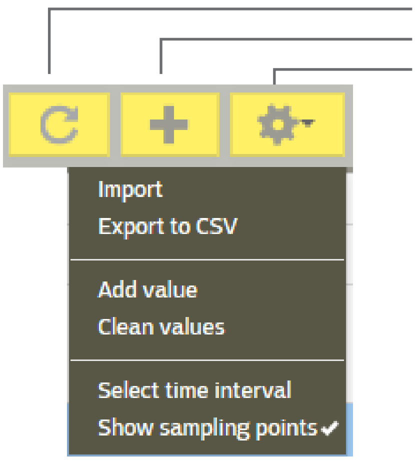



**In the "Collected historical data" view, the historical data collected from the point is displayed in list form. The data is the same as displayed in the history trend. The point includes data only when data collection is activated for the point. You can read the following data in the table:**

- **Date:** Shows the time when the point value was saved
- **Value:** The value saved for the point
- **Data quality:** Quality of the saved value

  - **Read value:** The value read from the device is OK
  - **Sampling value**: The value read from the device is OK, but the value has not changed compared to the previous value
  - **User added value:** The value has been modified by the user

**Functions**




**Refresh:** Upgrades historical data to the latest day's data
**Add value:** Value can be added manually to historical data
**Settings:**

- **Import file/ Export to CSV:** You can either retrieve a file or transfer data for the measurement point to a csv-file. You can determine the period from which data will be transferred to the csv-file.
- **Add value:** Value can be added manually to historical data
- **Clean values:** You can delete values for the selected period
- **Select time interval:** Displayed period can be selected
- **Show sampling points:** This selections determines whether all sampling points or only value changes are displayed



**Selected time:** Displayed interval can be selected

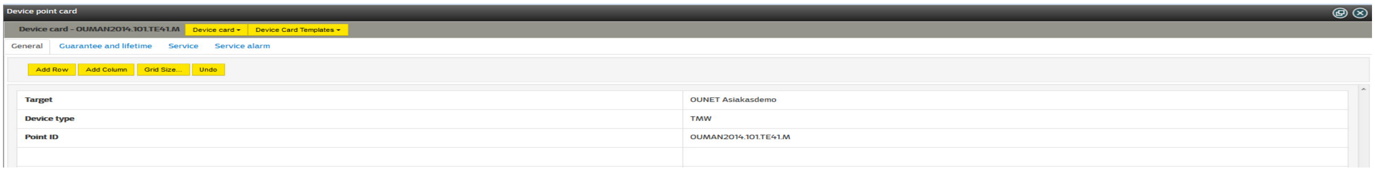
**Load data:** The data displayed for the selected period is loaded

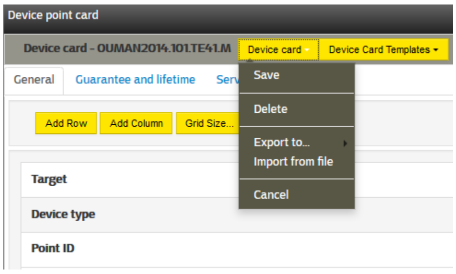
**Edit value:** Each value can be modified manually if the value has, for example, been incorrect due to a sensor fault

**Right click menu, delete:** Delete selected values from historical data (for the selection of several values press CTRL + left button of the mouse or SHIFT + left button of the mouse)

## 5.7.2.2 Device point device card

**A device card can be added to each device point. You can add/modify a device card by right clicking the device point and selecting "Modify device card". A device card appears if it is available. If there is no device card, you can create a device card.**

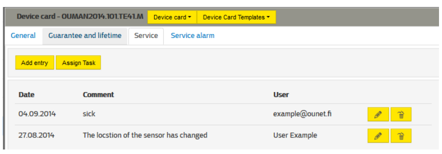



<u>**Create device card**</u>

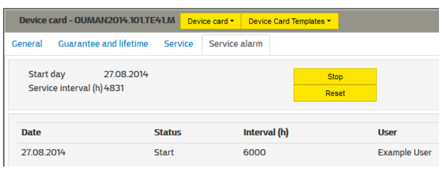
**Right click the device point to which you want to add a device card, and select "Edit Device Card". You can create a device card from scratch or use a card saved in the system or on file.**

- **Empty:** You can add rows and columns as well as determine the size of the grid. You can freely create a device card of your own. After having created the device card, save it. The "Save" button can be found below the "Device card" button. You can also export the device card to account templates, a template file or pdf-file. If you export the device card to the account templates, a new device card can be created from the template.
- **Account templates:** If you have export a device card to the account templates, the saved templates are displayed by template groups. To select a template, click its name.
- **System templates:** Here you can find ready-made device cards for water, external, surface, freezing protection and channel sensors as well as for some 2-way valves, room units and sensors. If there is a device card that almost suits your needs, select it and modify it according to your requirements.
- **File:** If you have saved the device card in the template file, you can recall the device file from the template file (*.dcardt = DeviceCard-TemplateFile)

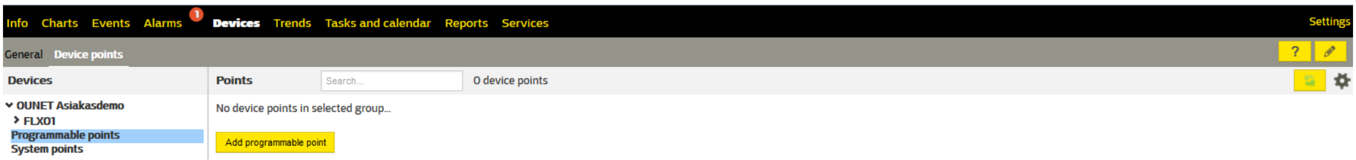



<u>**Device card tabs**</u>

- **General:** Device card of the device point that you can modify. If desired, you can add rows or columns and text as well as modify the grid size.
- **Guarantee and lifetime:** You can enter in the system when the device was bought and length of the warranty period. In addition, you can enter into the system information about the installation time of the device and its expected service life.
- **Service:** After the device card has been saved, you can add your own notes (Add entry). Set date, add a comment and select the present user as a user. In this case, notes will display your own information. Finally, select "**Save entry**". The note is displayed on the "**Diary**" tab of the target. The "Diary" tab has a direct link to the device card. You can also address the task to some user of the target. The task is displayed on the „**Tasks**" tab of the correspon-ding person.
- **Service alarm:** You can set a period of a number of hours after which the system will give a service alarm. The measurement of time will start immediately after you have selected "**Start**". If the measurement of time is in use you can, if desired, reset the time counter or stop the time counting.



## 5.7.3 Programmable points

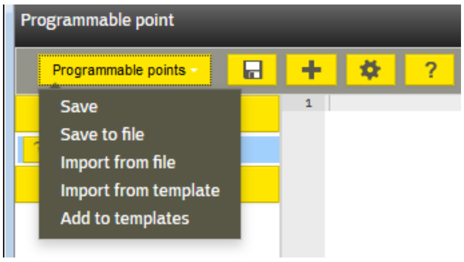



**In the "Programmable points" view, you can program Ounet's internal program points with the help of which you can, for example, perform billing deliveries between several points. After having added a program point, a special instruction can be found in Ounet about program points under the "Help" selection.**

**Main functions:**

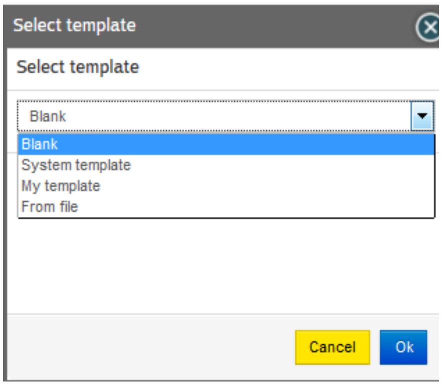
- **Input/Entry name:** Name of the variable used in programming. å-, ä- or ö-letters cannot be used in variable names.
- **Data type:**
  - Double is a floating point number type variable
  - Boolean is a 1-bit variable that has two values (true and untrue)
  - String is a text-type variable
- **Input/Entry type:**
  - Variable is a type that can be used as a symbolic data storage or memory location
  - Output is a type that acts as an output value of the programmed point
  - Input is a type that acts as an input value of the programmed point
  - Alarm is a type that acts as an alarm-type output value of the programmed point
  - Constant is a type for which a constant value can be set
  - Operational alarm is a type that acts as an alarm-type output value for the programmed point (creates its own alarm type, operating-technical alarms)
  - Static variable is a type that can be used as a symbolic data storage or memory location. To be used, for example, in counters.
  - Second output is a type that acts as an output value for the programmed point so that the value will be written to a linked point
- **Value:** "Value" is a field where a constant value of the constant variable type input can be entered
- **Linked point:**
  - The device points are linked to inputs and outputs, and the linked point will indicate the name and position of the linked device point.
  - If a device point is linked to a input-type variable, the value of the linked point will be used as an input value for the said variable
  - If a device point is linked to an output-type variable, the output value of the programmed point will always be written to the linked device point when the output value of the programmed point is changed. The linking can be made also to the variable of the type "Second output".

- **Empty:** Deletes the linked device point from the variable
- **Point code:** Code range where the code of the programmed point is written. If the code is faulty, the fault will be searched under the code area
- **Comment:** A comment field where text can be freely entered.




By clicking the upper part of the page in the **"Programmable points" field**, the following selections can be made:

- **Save**
- **Save to file:** The programmed point can be saved in the file. If desired, you can save the linking data from points.
- **Import from file:** The programmed point can be saved in the file.
- **Import from template:** The programmed point can be saved in the ftemplate.
- **Add to templates:** Adds the programmed point to the library of a particular account.




<u>Select "Add programmable point" and then select template:</u>

<u>Blank:</u> A new point can be created from scratch

<u>System template:</u> System templates include programmed points that are supplied to the client by Ouman. You can link points to the system points, or you can add them to your own account. The code included in these points cannot, however, be changed, and it is not possible to save it into your own library.

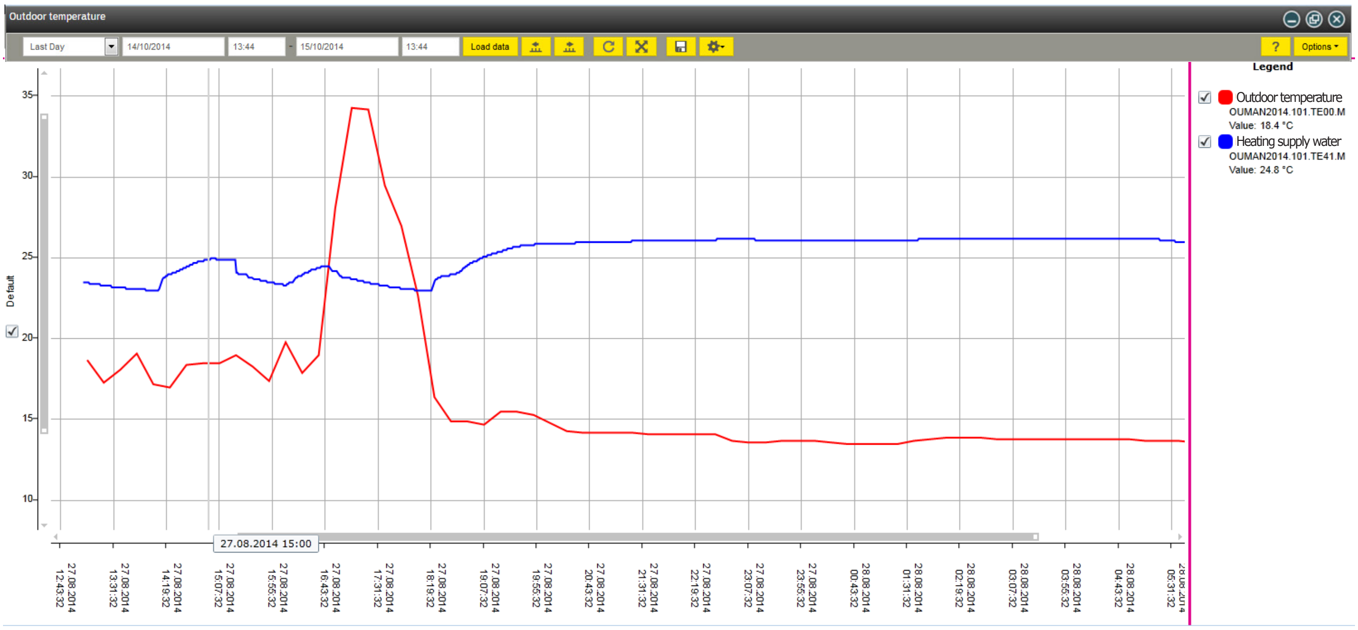
<u>My template</u> contains programmed points that have been added to the user's library. Through your own library, it is easy to use the same programmed point several times.

<u>From file:</u> You can load the point from file.

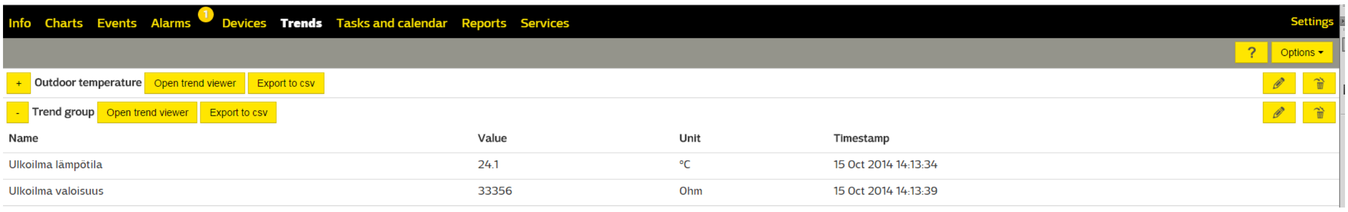
## 5.8 TRENDS

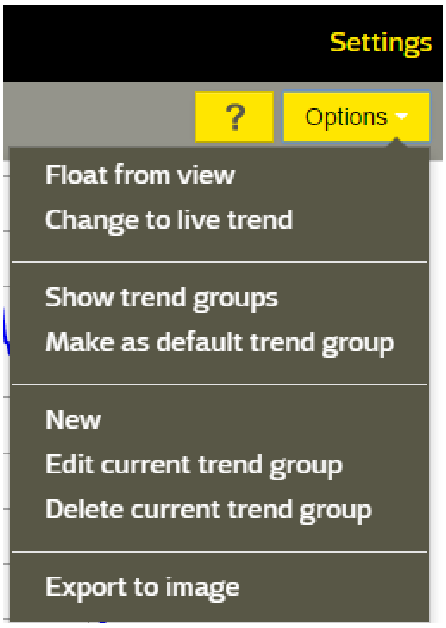
**In the "Trend groups" view, the trend view or the trend group view of the trend group selected as a default trend group opens. In the "Trend group" view, new trend groups can be created as well as content of existing groups modified.**

### ① Trend view




### ② Trend group view

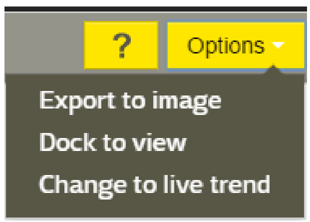



**Trend group view:** If no trend group has been assigned as the default group, the trend group view will open to show points belonging to all groups. From this view, you can save the data of the collected trend group into a CSV file. You can set a time interval during which collected data will be saved to file. You can select by point the points in the trend group for which you wish to save the data to file. The CSV file can be viewed, for example, in Excel.

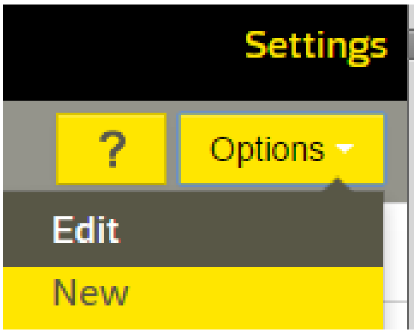
To open the desired trend group,
select **"Open trend viewer"**

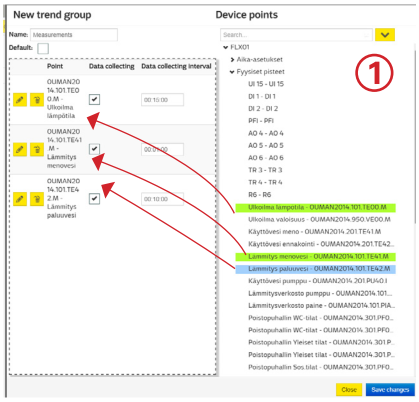
To fix the view, select **"Options" → "Dock to view".**

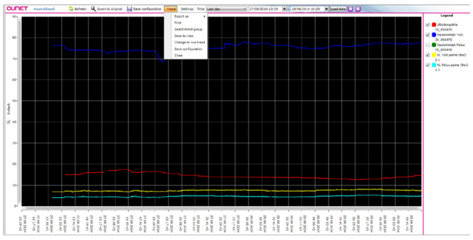



If any of the trend groups is assigned as a default view, the trend group view can be opened using the **"Options" → "Show trend groups".**

## 5.8.1 Functions in the trend group view



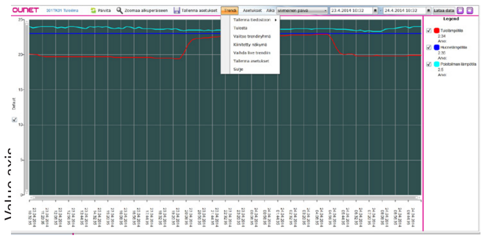



1. **Edit:** Select **"Options" → "Edit" → Select which trend group you want to edit** (click the pen icon)
   - Define whether the trend group is a default or not. If it is, then the points of this trend group is shown in the screen when you select "Trends" view.
   - Define trend points you want to show and you can also determine a sampling interval for the points.
   - You can set an individual sampling interval and the moment of data collection for each point.
   - Finally select **"Save changes".**

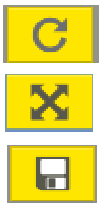
2. **Add new trend groups:**
   - Select **"Options" → "New"** if you want to create a new group
   - Give a name to the trend group
   - Define whether the trend group is a default group.
   - Select points you want to add to the trend group. You can add a point to the trend group by dragging it with mouse to the trend group
   - You can define a data collecting interval for the point.
   - Finally select **"Save changes".**

## 5.8.2. Presentation and modification of trend view




Time axis

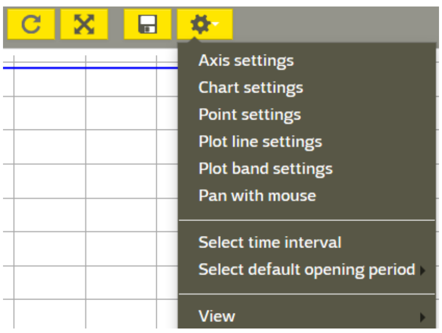
In the trend view can be displayed historical data. In the figure, the y axis is a value axis and the x axis is a time axis.



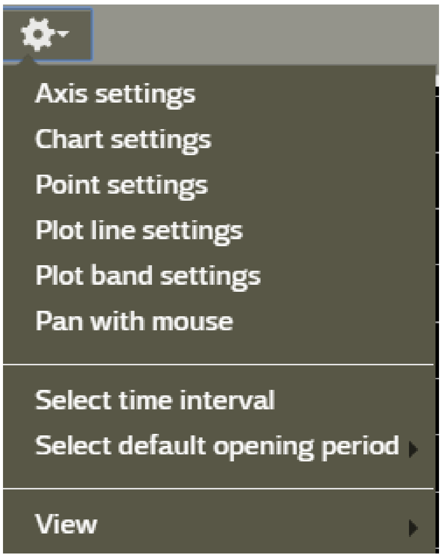
**Refresh:** If you select "Refresh", Ounet will update the displayed values

**Zoom to original:** Recalls default values to screen

**Save configuration:** Saves modifications made in the trend view



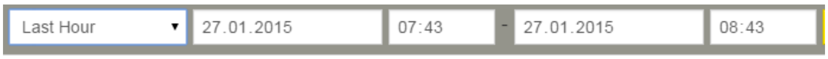

- **Settings:**
  - Axis settings: New axes can be created and settings for existing axes can be changed. You can specify points on your own y axis, and set an individual scaling for the point.
  - Chart settings: Colour of the background and of the grid lines. Colours and fonts of point specification and text.
  - Point settings: You can determine individually for each point the colour, line thickness etc.
  - Plot line and plot band settings : You can determine the place and colour of plot line/band and enter a name to the plot line/ plot band. Point marks settings: You can select whether sampling points are displayed or not. If you have selected "Display points", only points where the reading value has changed are displayed.
  - Pan with mouse/ Zoom with mouse: First select "**Zoom with mouse",** select the area you wish to examine and then select **"Pan with mouse"**. Now you can move the marked surface. You can easily return to the original situation with the **"Zoom to original"** button.



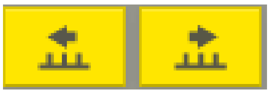

- Select time interval: Select the appropriate time interval
- Select default opening period: Defines which time interval is displayed when the next user to login to the account enters the trend view.

-View:

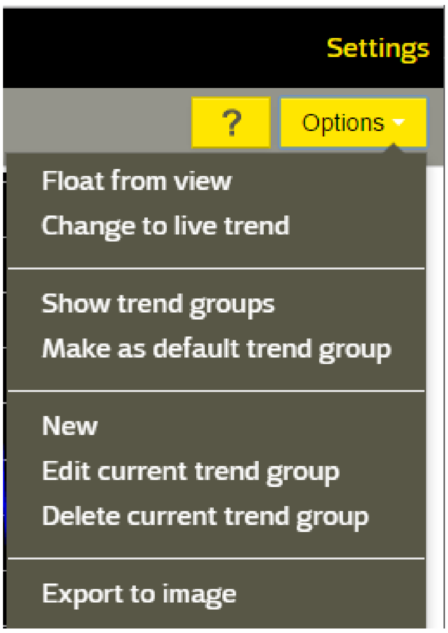
  - Display grid: You can select whether to display horizontal and vertical grid lines on the chart.
  - Show vertical line: (Displays a visualized vertical line in the place of the cursor when the mouse cursor is moved to the trend view.) Measured values are shown under the name of measurement points on the right.
  - Show legend: Displays the time point of samples on the chart




- **Time:** You can select whether the last hour, last day, last week, last month or some other time interval set by you will be displayed
- **Select time point for a displayed trend:** You can set date and time for the time interval when the trend will be shown.
- **Load data:** Values of the selected time point are loaded
- **"Time transfer" buttons:** Transfers the time point by the selected amount of time forwards or backwards



**Options**

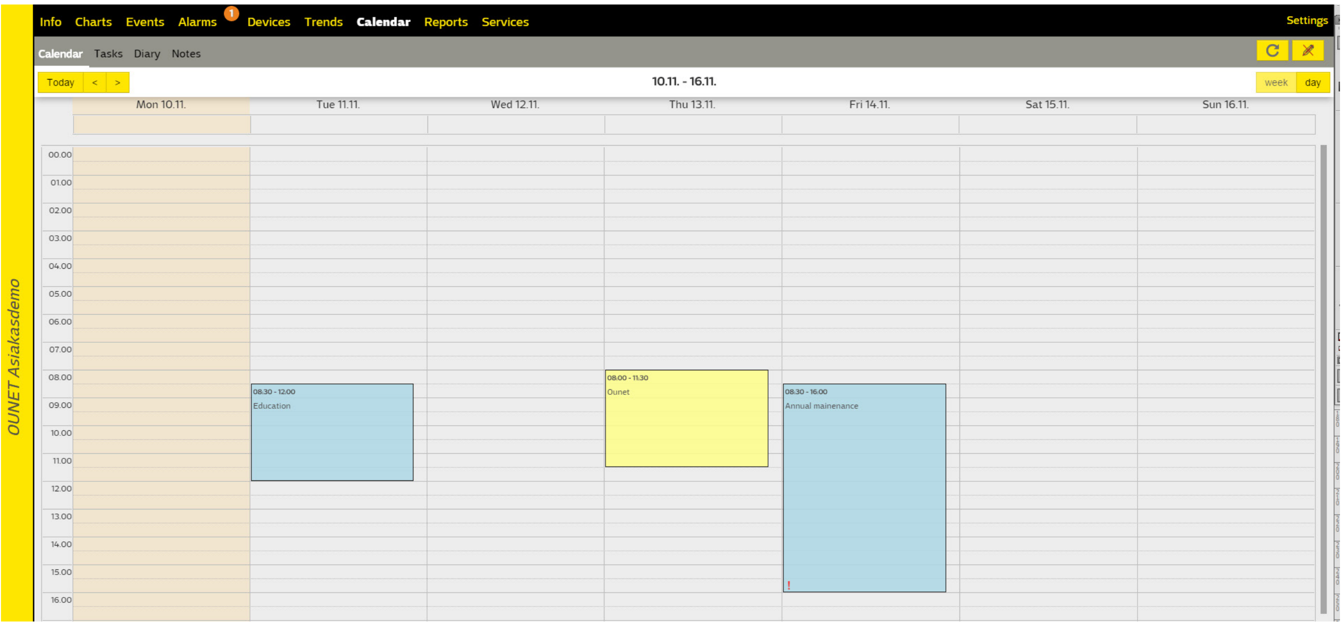


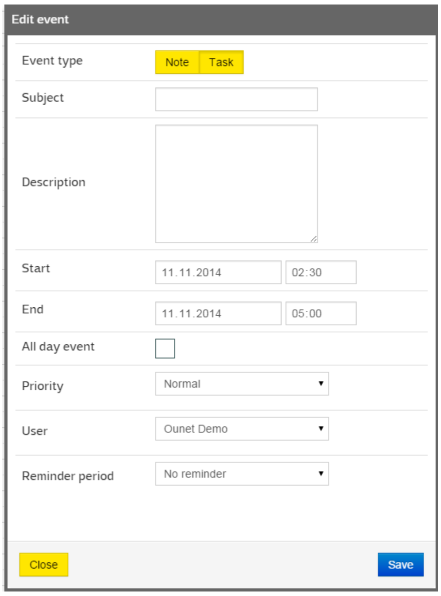

- **Float from view:** The floating view opens the trend in a separate window. You can fix the detached view back to the fixed view by selecting under the **"Trend" → "Dock to view"**
- **Change to live trend / Change to history trend:** Live trend displays real time trends. You can return to history trend by selecting "Change to history trend"
- **Show trend groups:** You can change from one trend group view to another
- **Make as default trend group**: Makes a default trend from the trend group. The default trend opens by default when the user enters the trend view.
- **New**: Create a new trend group
- **Edit current trend group**: You can edit the selected trend group
- **Delete current trend group:** Delete the trend group displayed in the view
- **Export to image :** The image is a png format (see downloads)

## 5.9 CALENDARS

**In the “Calendar” view, you can view or add tasks and calendar notes to the target. You can address tasks directly to some user of the target. Each target has its own target-specific calendar.**

### 5.9.1 Calendar view




- In the calendar, you can choose between day view and week view
- The calendar shows which tasks have been assigned to the target or which notes are attached to the target.
- You can add new tasks or notes for users of the target

 You are in the viewing mode. Click the icon, if you want to edit calendar. Move your mouse over the calendar entry to see the details of the task / note.

 You are in edit mode. You can add or delete tasks and notes.

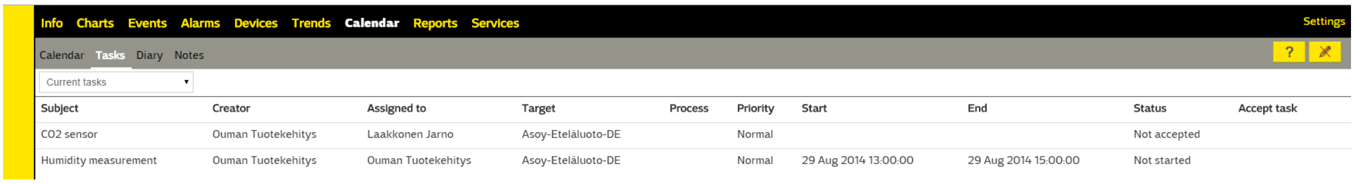
**Add the task or note to the calendar**

- Select an area in the calendar. Then a “Edit event” window appears with which you can add tasks or notes to the calendar.
- Enter a heading and, if desired, a description for the task or for the note. Select start and end times as well as event type.
- When adding a task, you can determine the urgency of the task (normal/urgent).
- If you choose to receive notes about the task they will come to your personal mailbox.

**Delete the task or note from the calendar**

- Click ”x” in the right corner of the box, if you want to delete the task or note

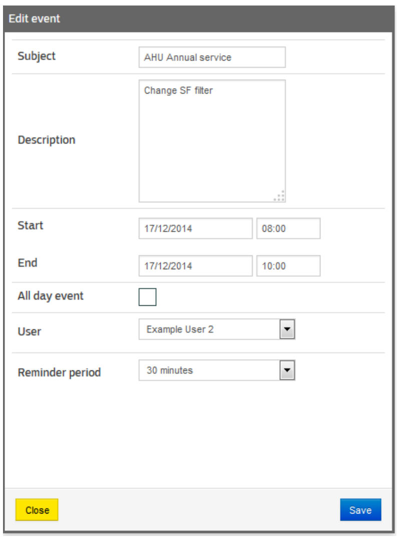
## 5.9.2 "Tasks" view




**In the "Tasks" view, you can view tasks for the target or add tasks to the target. You can assign tasks directly to some user of the target, to a team or user group. You can apply filters to the displayed tasks.**

- **Select what should be displayed:** Current tasks, Completed tasks, Assigned by me or All tasks
- Tasks can be arranged in alphabetical order based on different criteria:
  - according to the subject
  - Who has created the task
  - To whom the task is assigned
  - Target
  - Process (Sublevel)
  - Priority: Urgent, Not urgent
  - Start or end time
  - Status: Not started, In progress, Waiting, Completed
  - Reminder cycle: No reminders, 0, 5, 10, 15 or 30 minutes before the planned task, or 1-12 hours, 1-4 days or 1-2 weeks before the planned task

- If the task is given for you and you have not been approved the task, arrow icon is displayed at the end of the row. You can accept to task by clicking the arrow.




**Adding, editing or deleting the task.**

**Select if you want to add, edit or delete tasks**

**Select to Edit existing task**

**Select to remove existing task**

**Select to Add a new task**

- Then a "Edit event" window appears with which you can add tasks to the calendar.

- Enter a heading and, if desired, a description for the task.

- Select start and end times as well as event type.

- Select from "User" to whom the task is given

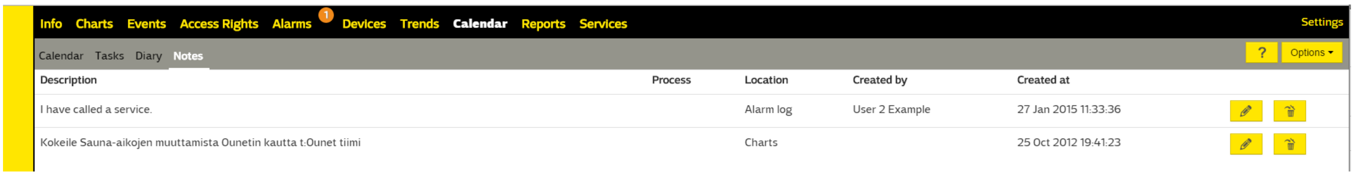
- If you choose to receive notes about the task they will come to your personal mailbox.

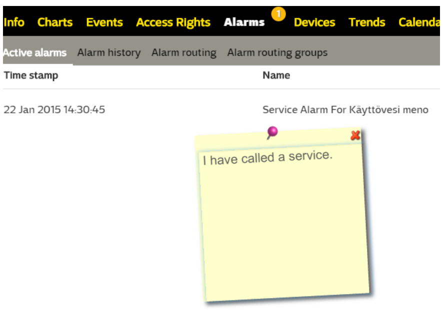
## 5.9.3 Diary


**You can keep an target-specific diary. A new diary entry can be made using the “Tool” button. You can also edit the existing diary entry or delete diary entry.**

**New diary entry**
Select  ”Options” → ”Edit”
Select ”Options” → ”New”
Give a topic and description for the entry.

## 5.9.4  Notes

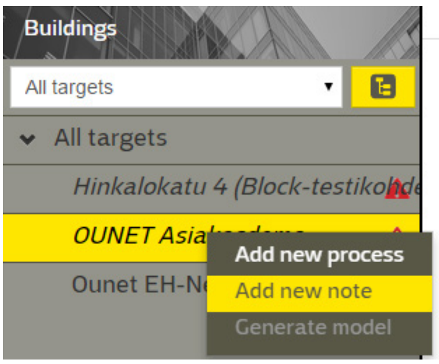



**You can check which notes have been assigned to the target. Notes can be situated anywhere on the view. You can see in this view all the  notes which exist in this target.**

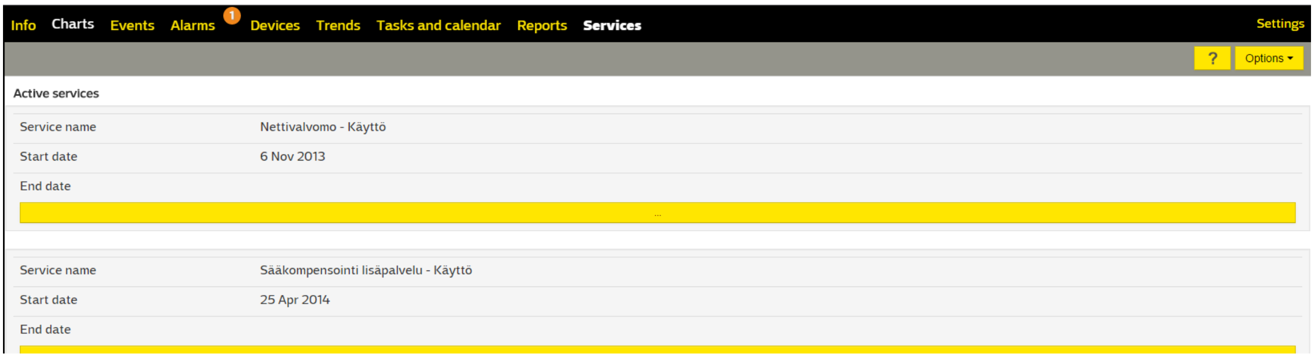
**You can arrange notes according to description, process, location, the person who has given (created) the task and the moment of giving (creation).**

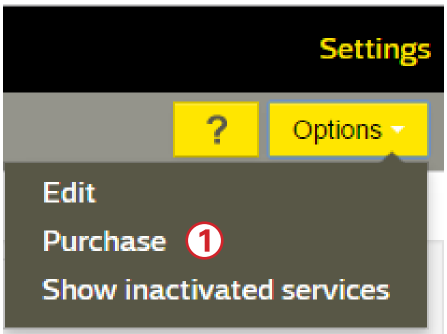
**You can modify the note or remove it in this view.**
Select **”Options” → ”Edit”.**




**Add a new note:**
Select the view where you want to add a note.
Click the right mouse button on the name of the item.
Select **”Add new note.”**
Write a note and drag by the mouse the note to the desired location. The notes can also be seen in the Calendars view, the Notes tab.

# 5.10 SERVICES



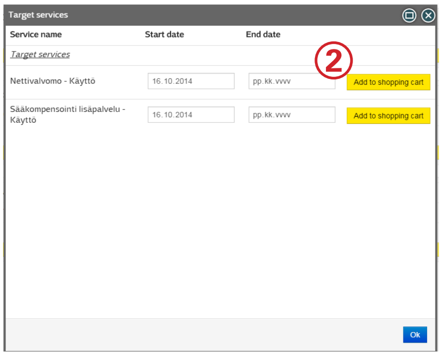




**A service contract will be agreed for each account. After the service contract has been agreed you can purchase target-specific services. In the "Services" view, you can view services purchased for the target. Both present services and old services that are not valid any more are displayed in the view.**

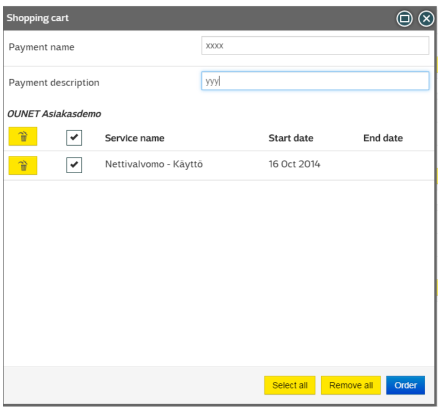
**Functions:**

- **Edit:** Switches the edit mode on.
- **Purchase:** You can purchase additional services for the target.
- **Show inactivated services:** Show also old services.
- **Hide inactivated services:** Don't show old services.

## 5.10.1 Purchasing of services








1. Click the **"Options →Purchase"** button.
2. Add the service to be purchased to the shopping cart. If desired, you can also purchase the service for a fixed period. In this case, the start and end day will be entered. If you want to purchase a provisionally valid service (standing order), do not enter an end day. Select **"OK"**.
3. A green field "Shopping cart of services" appears in the top margin of the page. Click the **"Service(s)"** field.
4. Fill in the "Payment name" and "Payment description" fields, and select the services to be purchased
5. Finally, select **"Order".** NB! In order to activate the services to the targets, you have to have an Ounet agreement with Ouman. Please contact Ouman Sales, if you want to make an Ounet agreement.

# INDEX



Ounet_ENG_V1.1.0_20160504

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