

# Quick Start Guide

## How to Use the CheckPoint System

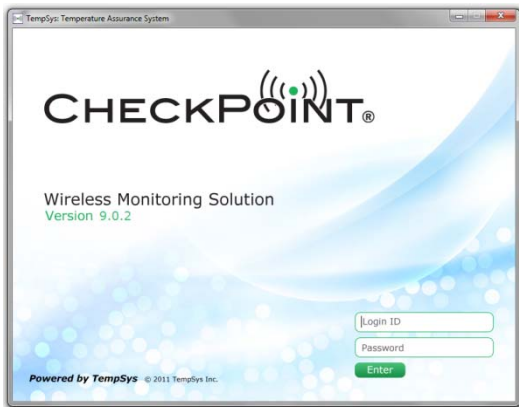
### (1) Launching CheckPoint and Logging In

Users can access CheckPoint with **Rich Client** software on a networked PC, or via a Web browser if **Thin Client** access is available.



(1.1) **Rich Client:** Double-click on the CheckPoint icon and launch the Application.

(1.2) Enter in a valid Login ID and Password:



### (2) CheckPoint Central Console (Figure 1)

Begin at the Central Console for an overview of equipment and system status. Key features include: (2.1) **Sensor Name**, (2.2) **Click on Column Heading** to Sort sensors by name, (2.3) **Red Zone** is a list of sensors in alert status, (2.4) **Yellow Zone** is a list of sensors that need require follow up after an alert, (2.5) **All Equipment** is a list of all sensors, (2.6) **Color Coded** sensors designate current status, (2.7) **Right Click Mouse** to create a graph (Graph It), enter Corrective Action documentation (Take Corrective Action), clear a False Alert, and Clear all No Sensor Contact alerts.

### (3) Create a Data Graph (Figure 2)

Point your mouse over the desired sensor name and **Right Click** to create a graph of measured data. Available features include: (3.1) **Select or change the Sensor** data to plot, (3.2) **Change Reference Date**

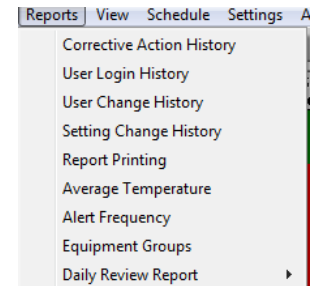
and **Time Period**, (3.3) **Click on Data Point** to display information, and (3.4) **Print a Graph, Take a Snapshot, or View Numeric Tabular Data.**

### (4) Responding to an Alarm and Taking Corrective Action

Figures 3 and 4 illustrate the documentation process in response to an alert: (a) Investigate the issue, (b) Take corrective action (**Right Click** Equipment Name in the **Red** and **Yellow** Zones and **Take Corrective Action or Process Further, respectively**), and (c) Document corrective action response.

### (5) System Reports

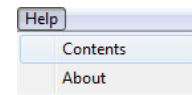
A comprehensive library of reports is available under the **Reports** Menu.



### (6) Contact CheckPoint Customer Support

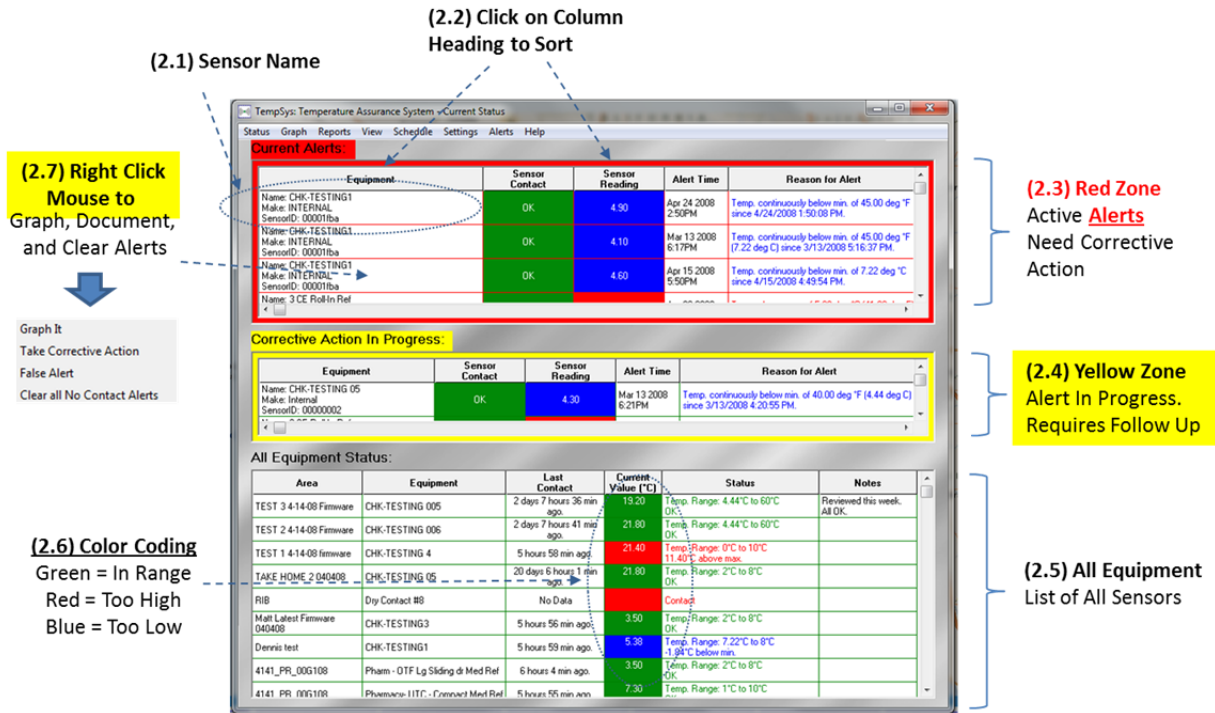
For additional help and support, contact CheckPoint Customer support by **sending an email** to [support@tempsys.net](mailto:support@tempsys.net) with (a) the name of your organization and an Issue Title in the Subject Line, (b) a description of the issue and any relevant information in the body of the message, and (c) point of contact information. For **EMERGENCIES ONLY**, contact us at (510) 526-7624.

An online User's Manual is available under the Help menu.

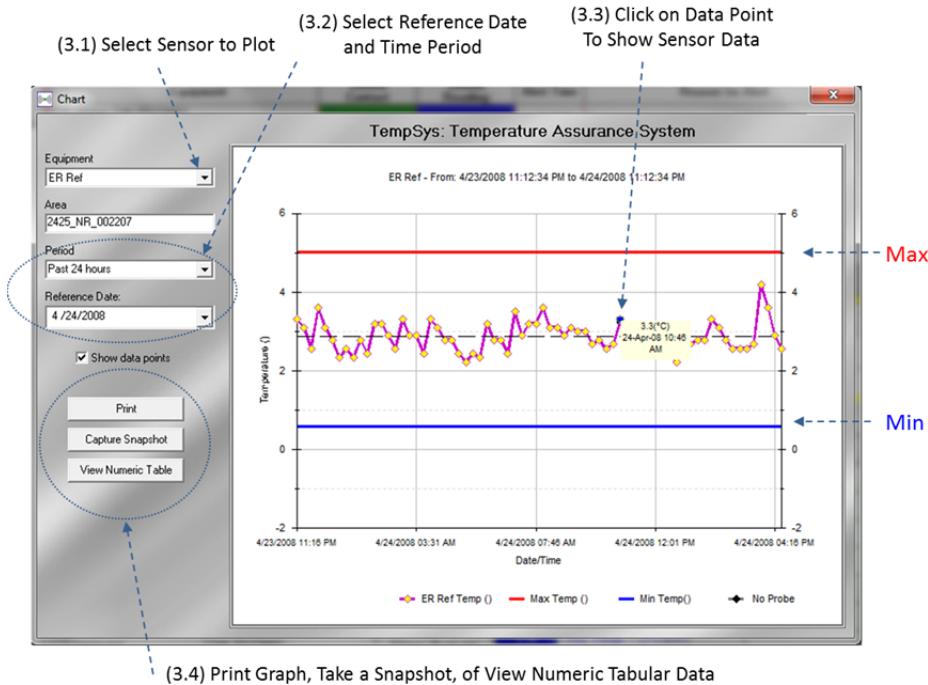


Refer to the **User Manual & Training Guide** for detailed system information and instructions.

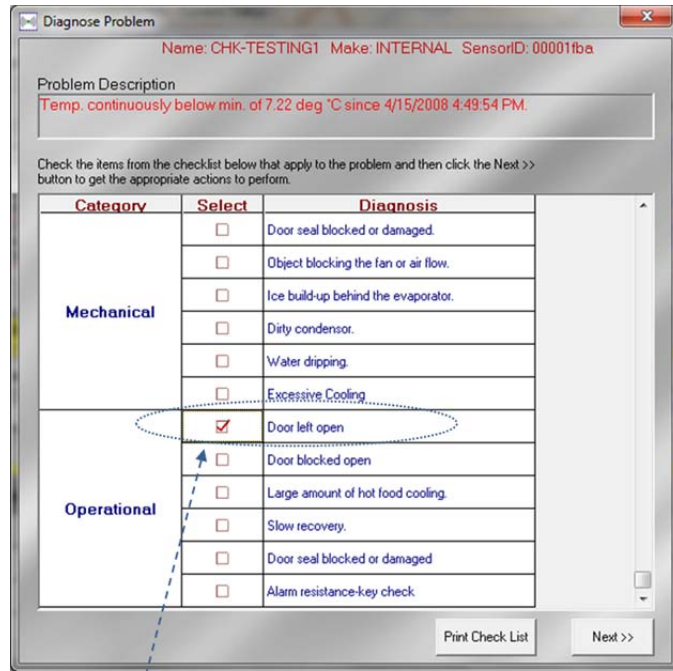
Additional online resources are available at  
<http://www.tempsys.net>  
<http://checkpoint.kayako.com>



**Figure 1 - CheckPoint Central Console**



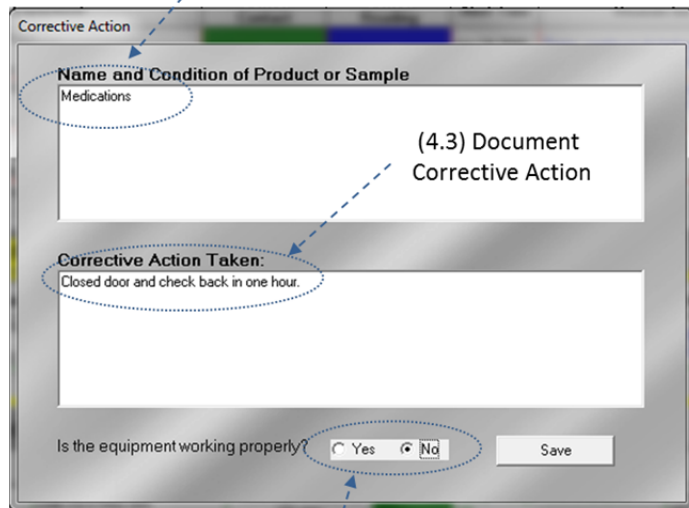
**Figure 2 - Graph of Measured Data**



(4.1) Check Applicable Diagnosis Box

**Figure 3 - Select and Check Diagnosis Box**

(4.2) Enter product or sample information



(4.4) "Yes" Fully Dismisses Alert  
 "No" Moves Alert to "Yellow Zone" for Follow Up

**Figure 4 - Complete Documentation & Create Data Record**