1.0 Contents

2.0 Reference .......................................................................................................................... 6
3.0 Introduction ........................................................................................................................ 6
4.0 Launching ViewPoint Software .......................................................................................... 6
5.0 ViewPoint Homepage Navigation ....................................................................................... 7
  5.1 Asset Groups .................................................................................................................... 8
  5.2 Alarm Filter ..................................................................................................................... 9
  5.3 Inhibited Filter ............................................................................................................... 10
  5.4 Tile View ....................................................................................................................... 10
  5.5 List View ....................................................................................................................... 11
  5.6 Map View ...................................................................................................................... 11
  5.7 Network Device View .................................................................................................... 12
6.0 Equipment Status .............................................................................................................. 13
7.0 Alarms ............................................................................................................................... 14
  7.1 Inhibit Alarm .................................................................................................................. 14
  7.2 Alarm Resolution .......................................................................................................... 15
8.0 Home .................................................................................................................................. 16
9.0 Configuration ....................................................................................................................... 17
  9.1 Assets ............................................................................................................................. 17
    9.1.1 Adding New Equipment ............................................................................................ 23
  9.2 Users ............................................................................................................................... 28
  9.3 Groups ............................................................................................................................ 30
  9.4 Alarm Notification Lists ................................................................................................. 32
  9.5 Schedules ....................................................................................................................... 34
  9.6 Maps ............................................................................................................................... 36
  9.7 System ............................................................................................................................ 38
9.8 Measurement Types ........................................................................................................... 41
9.9 Alarm Lamps .................................................................................................................... 42
9.10 Holidays .......................................................................................................................... 43
9.11 Calibration ...................................................................................................................... 45
9.12 Network Devices ............................................................................................................ 48
10.0 Reports ............................................................................................................................ 49
  10.1 Corrective Action History .............................................................................................. 50
  10.2 Reading History .............................................................................................................. 52
  10.3 Current Readings ............................................................................................................ 53
  10.4 Summary Report .............................................................................................................. 56
  10.5 Audit Log ....................................................................................................................... 57
  10.6 Auto Report ..................................................................................................................... 58
  10.7 System Configuration .................................................................................................... 60
  10.8 Calibration ..................................................................................................................... 61
11.0 Help .................................................................................................................................. 62

Figures

4-1 Local Server Address ........................................................................................................ 7
4-2 Launching ViewPoint ........................................................................................................ 7
5-1 ViewPoint Navigation ...................................................................................................... 7
5-2 ViewPoint Tool Bar .......................................................................................................... 8
5-3 ViewPoint Homepage ...................................................................................................... 8
5-4 Asset Group Selection ..................................................................................................... 9
5-5 ViewPoint Filter Options – Alarm Filter Selected ......................................................... 9
5-6 Alarm Filter ...................................................................................................................... 9
5-7 ViewPoint Filter Options – Inhibited Filter Selected ................................................... 10
5-8 Inhibited Filter ................................................................................................................ 10
5-9 Asset Views Section – Tile View Selected ................................................................... 10
5-10 Tile View ...................................................................................................................... 10
5-11 Asset Views Section – List View Selected .................................................................. 11
5-12 List View ...................................................................................................................... 11
5-13 Asset Views Section – Map View Selected ................................................................ 11
5-14 Map View ..................................................................................................................... 12
5-15 Asset Views Section – Network Device View Selected ............................................ 12
Table 6-1 Equipment Status Color Key .............................................................................. 13
7-1 Alarm Inhibit Screen - Asset in Alarm State
7-2 Alarm Inhibit Screen – Asset Not In Alarm State
7-3 Inhibit Alarm
7-4 Alarm Inhibit Screen - Asset in Alarm State
7-5 Alarm Resolution
8-1 System Navigation Menu
9-1 Configuration Menu
9-2 Configuration Menu – Assets Selected
9-3 Asset Configuration
9-4 Sensor Options – CheckPoint
9-5 Sensor Options – VP Connect
9-6 Sensor Options - VPx
9-7 Sensor Options – P6
9-8 Input Configuration
9-9 Add Asset Button
9-10 New Asset Configuration
9-11 Sensor Setup – CheckPoint
9-12 Sensor Setup – VPConnect
9-13 Sensor Setup – VPx
9-14 Sensor Setup – P6
9-15 New Input Configuration – CheckPoint, VPx, and P6
9-16 New Input Configuration - VPConnect
9-17 Configuration Menu – Users Selected
9-18 User Configuration Page
9-19 User Configuration – User Info Section
9-20 User Configuration – Contact Info Section
9-20 Configuration Menu – Groups Selected
9-21 Group Configuration Screen – Select and Edit
9-22 Group Configuration Screen – Member Selection
9-23 Group Configuration Screen – Asset Selection
9-24 Configuration Menu – Alarm Notification Lists Selected
9-25 Alarm Notification Lists – Select and Edit
9-26 Alarm Notification Lists
9-27 Alarm Notification Lists – Test Email Section
9-28 Configuration Menu – Schedules Selected
9-29 Schedule Configuration Screen
9-30 Edit Schedule Screen (1 of 2)
9-31 Edit Schedule Screen (2 of 2)
9-32 Configuration Menu – Maps Selected
9-34 Map Configuration Screen
9-35 Map Edit Screen – Asset List
9-36 Map Edit Screen – Asset Placement ........................................................................... 38
9-37 Configuration Menu – System Selected ................................................................. 38
9-38 System Configuration Screen – Display Section ...................................................... 39
9-39 System Configuration Screen – Security Section ..................................................... 39
9-40 System Configuration Screen – Communications Section .................................... 40
9-41 System Configuration Screen – Active Directory ................................................... 40
9-42 Configuration Menu – Measurement Types Selected ........................................ 41
9-43 Measurement Type Configuration Screen - Measurement Types List ............ 42
9-44 Edit mA Scale Type Screen .................................................................................. 42
9-45 Configuration Menu – Alarm Lamps Selected ..................................................... 43
9-46 Alarm Lamp Configuration Screen ....................................................................... 43
9-47 Alarm Lamp Setup .................................................................................................. 43
9-48 Configuration Menu – Holidays Selected ............................................................... 44
9-49 Holidays Screen ..................................................................................................... 44
9-50 New Schedule Screen – Holiday Alarm Notification Schedule ........................ 44
9-51 Configuration Menu – Calibrations Selected ....................................................... 45
9-52 Calibrate Inputs Screen ........................................................................................ 45
9-53 New Calibration Window ........................................................................................ 46
9-54 Calibration Base Units ........................................................................................... 46
9-55 Calibrate Input Window .......................................................................................... 47
9-56 Configuration Menu – Network Devices Selected ............................................... 48
9-57 Network Device Configuration Screen ............................................................... 48
9-58 Edit Network Device Screen ................................................................................ 48
10-1 System Navigation Menu – Reports Selected ..................................................... 49
10-2 Reports Menu ......................................................................................................... 49
10-3 Report Export Formats .......................................................................................... 49
10-4 Example - Reporting Period Options ................................................................... 49
10-5 Reporting Period Date Range .............................................................................. 50
10-6 Reports Menu – Corrective Action History Selected ........................................ 50
10-7 Corrective Action History Report (1 of 2) ............................................................ 51
10-8 Corrective Action History Report (2 of 2) ............................................................ 51
10-9 Report Menu – Readings History Selected ............................................................ 52
10-10 Reporting Period Options .................................................................................... 52
10-11 Reporting Period Date Range .............................................................................. 52
10-12 Reading History .................................................................................................... 53
10-13 Current Readings Selected ................................................................................... 53
10-14 Current Readings Report ..................................................................................... 54
10-15 Current Readings Create Report ......................................................................... 54
10-16 Current Readings Created Reports ..................................................................... 55
10-17 Approve Current Readings Report .................................................................... 55
10-18 Reports Menu – Summary Report Selected ....................................................... 56
2.0 Reference

DV1050 Detailed Design Specification for ViewPoint v1.2

3.0 Introduction

ViewPoint is a web-based environmental monitoring system. The system provides flexibility not available in standard Client / Server based systems, allowing access from any networked PC, Tablet or Smart Phone.

The ViewPoint environmental monitoring system provides users with the ability to configure, manage and monitor a facility’s equipment from a single, easy-to-use platform.

Throughout the following sections, this document will walk users through how to set up and use the ViewPoint environmental monitoring system software.

4.0 Launching ViewPoint Software

The ViewPoint Client software is 100% web based so after installing the software on the server, open a web browser and enter <server IP address>:8080 into the address bar, users can use the fully qualified domain name for the server instead of the server IP.
4-1 Local Server Address

Assuming a proper software installation, this will direct users to the ViewPoint sign in page. Enter username and password information and click the Log In button.

4-2 Launching ViewPoint

5.0 ViewPoint Homepage Navigation

After logging into the system, users will be able to navigate the software to monitor and view the status of the installed Assets on the ViewPoint software.

Navigation and options are at the top of the page. The navigation has two sections. On top, next to the ViewPoint logo, is the system navigation. For more information on the System Navigation Menu see sections 8.0 - 11.0.
Below the system navigation is the toolbar. The toolbar has four subsections: (from left to right) Filters (sections 5.1, 0, and 0), Asset View Size Adjustment (adjusts the size of Asset tiles), Sorting Options (sorts Asset tiles), and Asset Views (sections 5.4, 5.5, 5.6, and 5.7).

Available sorting options are as follows: (from left to right) Sort by Alarm State, Sort by Asset Name, Sort by Last Contact, Sort by Asset Tag, Sort by Temperature Reading, and Sort by Additional Readings.

5.1 Asset Groups

By clicking the Asset Group drop-down (figure 5-4 Asset Group Selection), users can select the specific Asset group they would like to display on the main screen. The Asset Group can then display in Tile, List, and Map views.
5.2 Alarm Filter

By clicking the “Alarms” filter from the filter options on the top left of the screen, ViewPoint will display all Assets in the group which are in currently in an “Alarm” state.
5.3 Inhibited Filter

By clicking the “Inhibited” filter from the filter options on the top left of the screen, ViewPoint will display all Assets in a specific group that are in an “Inhibited” state.

5.4 Tile View

Clicking the button in the Asset view section in the top right corner, ViewPoint will display Assets in a tile view.
5.5 List View

Clicking the button in the Asset view section in the top right corner, ViewPoint will display Assets in a list view.

![5-11 Asset Views Section – List View Selected](image)

5.6 Map View

Clicking the button in the Asset view section in the top right corner, ViewPoint will display Assets placed over an uploaded map image. *(This feature is available in ViewPoint Pro Only).* The Map View can be utilized to show the placement of Assets in their physical location. See section 9.6 for information on uploading and editing maps.

![5-13 Asset Views Section – Map View Selected](image)
Clicking the button in the Asset view section of the toolbar will bring up the Network Device View. This view lists all Network Devices configured in ViewPoint. Network devices include Access Points, VPConnect Panels, and Network Alert Lamps.
## 6.0 Equipment Status

<table>
<thead>
<tr>
<th>Tile View Image</th>
<th>Color</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="51: EKCAFE REACH IN FREQ 4" /></td>
<td>Green</td>
<td>Asset is in Normal state</td>
</tr>
<tr>
<td><img src="image" alt="52: VPSURG MED DRAWER REFRIG 5" /></td>
<td>Yellow</td>
<td>Asset in Inhibited state</td>
</tr>
<tr>
<td><img src="image" alt="AA17884 - Lunch Room (T/H)" /></td>
<td>Red</td>
<td>Asset is in an Alarm state</td>
</tr>
<tr>
<td><img src="image" alt="AA129068 - E15 Conf A Display Case (RT)" /></td>
<td>Orange</td>
<td>Hardware fault (No Sensor Contact, Wireless Signal Lost, or Low Battery Voltage state)</td>
</tr>
<tr>
<td><img src="image" alt="AA04872 - Conf Rm (Ref)" /></td>
<td>Grey</td>
<td>Asset is in Setup state (Asset is in the system, but no data has yet been received)</td>
</tr>
<tr>
<td><img src="image" alt="40: ALAB SEND FREQ 8" /></td>
<td>Green with yellow input</td>
<td>The Asset is in the Normal state, but input is reading outside the alarm threshold but has not surpassed the alarm delay.</td>
</tr>
</tbody>
</table>

Table 6-1 Equipment Status Color Key
7.0 Alarms

If an Asset is in an alarm state, it will be colored Red.

<table>
<thead>
<tr>
<th>Tile View</th>
<th>List View</th>
<th>Map View</th>
</tr>
</thead>
</table>

When an Asset is in an alarm state, it will proceed to follow the programmed Alarm notifications in the system. (See section 9.4 for more information on Alarm Notification Lists)

7.1 Inhibit Alarm

If currently receiving Alarm notifications or a user wants to inhibit alarms from being sent, click on the Asset, a new window will open for that Asset. Click on Alarm Resolution tab (if the Asset is in alarm state) or click the Inhibit Alarms tab if the Asset is not currently in an alarm state.

To inhibit an alarm for a set amount of time, select the first option which is “Inhibit Alarm and Mute Notifications.” The user will be asked to enter a reason for inhibiting the alarm as well as the desired amount of time to inhibit the alarm.
7.3 Inhibit Alarm

After inhibiting the Asset, it will turn yellow indicating the inhibited state.

The asset will stay in an inhibited state until the specified period is up, at which time it will revert to Normal State or Alarm State dependent on reading.

7.2 Alarm Resolution

To resolve and close out an alarm, the user must click on the Asset that is currently in an alarm state; a new window will open for the Asset, click on Alarm Resolution tab.

To resolve, and not just inhibit (see section 7.1) the alarm, select File Corrective Action and Close Alarm, this will open options to manually enter cause of alarm and corrective action taken or select from pre-populated options.
7.5 Alarm Resolution

After the user has manually entered cause and action taken or selected from pre-populated options, enter username and password (just username for non-21 CFR part 11) and then click Close Alarm.

8.0 Home

8.1 System Navigation Menu

The “HOME” icon, when clicked, allows users to navigate back to the main dashboard from any location in the software.
9.0 Configuration

To access all the configuration options, select the Configuration button from the Navigation toolbar. They are organized loosely (from top to bottom) in the suggested order of setup as many later sections rely on the setup done in sections above them in the menu.

Note: All configuration options are accessible by a system admin. A group admin can access all options except for the System options (section 9.7) and Measurement Types (section 9.8) for the Assets in that admin’s group.

9.1 Assets
The Asset Configuration page provides a list-style summary of all Assets in the ViewPoint system. They can be sorted by Active, Disabled, Decommissioned, and All (Total).

To change the configuration of an Asset on the system, click “Edit” on the line of that Asset. After clicking “Edit” on an individual Asset, a new window will open where users can edit the information for the selected Asset.

**Note:** Asset configuration is dependent on the “Sensor Type” and will have different options based upon user selection.

Asset Configuration options are as follows:

**Status** – Set status to Active or Disabled

**Asset Name** – Custom Asset name to identify the Asset in the dashboard

**Type** – Select from pre-populated Asset types (Walk-In, Reach-In, Incubator, Water Bath, Sterilization Monitoring, Cook-Chill, Electrical Monitoring, Process Monitoring, Vaccine Storage, Room Ambient, Clean Room, Warehouse, LN2 Storage, Refrigerator, Freezer, Oven, Shipping Container, Transport Monitoring, Test and Validation, Air Monitoring, Other)

**Notes** – Text box for additional information about the Asset

**Location** – Description of the Asset’s physical location

**Tag** – Unique identifier that links the Asset to the monitored equipment
Sensor Configuration options are as follows:

**CheckPoint:**

**Sensor Type** - CheckPoint

**Sensor ID** – Start typing the sensor ID into the textbox and auto-discovery will find the corresponding sensor.

Note: All sensors which have not been added to the ViewPoint software will have an open lock next to the sensor ID.

**Probe Unplugged Delay** – Set this to delay the amount of time before receiving a Probe Unplugged alarm

**No Signal Delay** - Set this to delay the amount of time before receiving a No Signal alarm

![Sensor Configuration Options](image)

**VP Connect**

**Sensor Type** – VP Connect

**Sensor ID** – Start typing the sensor ID into the textbox and auto-discovery will find the corresponding VP Connect and populate the configured inputs.

Note: All sensors which have not been added to the ViewPoint software will have an open lock next to the sensor ID.
VPx

**Sensor Type** - VPx

**Sensor ID** – Start typing the sensor ID into the textbox and auto-discovery will find the corresponding sensor.

*Note:* All sensors which have not been added to the ViewPoint software will have an open lock next to the sensor ID.

**Probe Unplugged Delay** – Set this to delay the amount of time before receiving a Probe Unplugged alarm

**No Signal Delay** - Set this to delay the amount of time before receiving a No Signal alarm

**Logging Interval** – Set the interval at which the sensor will regularly collect data

**Alarm Logging Interval** – Set the interval at which the sensor should report when in an alarm state

**Local Alarms** – Set how the alarm at the sensor should act. Local alarm options: Enabled (both audible and LED visible), Audible disabled (LED still visible), and Audible and LED disabled (local alarm off).
P6

**Sensor Type:** P6

**Sensor ID:** Type the “RSN” number located on the underside of the P6 sensor (disregard preceeding 0s). Must type entire P6 sensor ID, auto discovery will not automatically populate sensor IDs for P6 sensors.

**Probe Unplugged Delay:** Set this to delay the amount of time before receiving a Probe Unplugged alarm

**No Signal Delay:** Set this to delay the amount of time before receiving a No Signal alarm

**Logging Interval:** Set the interval at which the sensor will regularly collect data

**Alarm Logging Interval:** Set the interval at which the sensor should report when in an alarm state
Assets are not allowed to be permanently deleted from the system to stay in compliance with 21 CFR Part 11 rules and regulations. Instead, users should “decommission” an Asset*. Decommissioning an Asset does not permanently delete the Asset record from the database; however, it does mark the Asset database record as “decommissioned” and archives the record permanently. Before decommissioning an Asset, its status must first be set to “disabled.”

*IMPORTANT: The action of decommissioning and Asset cannot be undone.

Alternately, an Asset which has been “disabled,” can be re-enabled by setting its status to “Active.”
**Measurement Type** – What is being measured i.e. Temperature, Humidity, etc. For user configurable (see section 9.8)

**Device Code** – Pre-populated list of sensor models

**Alarm Limits** – Set the Asset alarm limits

- Pre-Alarm – Optional notification parameter that will generate an alarm when the Asset is reaching the pre-alarm limits. Pre-alarm limits are generally outside the boundaries of the Standard limits. The Pre-Alarm can be used to provide notifications before an Asset reaches an alarm state by providing a notification that an Asset may be nearing an alarm threshold.

- Standard – Standard notification parameters

- Emergency – Tighter notification parameters intended to alarm when Asset has reached emergency limits

- Alarm Min – Minimum alarm threshold

- Alarm Max – Maximum alarm threshold

- Alarm Delay – Wait-time for Alarm when Asset readings fall outside the min or max parameters

- Latching – When enabled, user action is required to resolve alarm

**Alarm Limits in Use** – Select to utilize the alarm limits listed above the selection box.

### 9.1.1 Adding New Equipment

When adding new Equipment to the ViewPoint system, first navigate to Configuration → Assets and then click the Add Asset button that is in the top right corner.

After clicking the Add Asset button, a new page will open: First, add the initial Asset information.
In ViewPoint it is possible to connect four types of sensors, all with their own options. Sensor types are: CheckPoint, VPConnect, VPx, and P6 sensors.

To install a CheckPoint sensor type, select “CheckPoint” from the Sensor Type dropdown in the Sensor section of the New Asset screen. The user can then enter the Sensor ID and set the delay times for both the Probe Unplugged and No Signal alarms.

**Note:** When typing the sensor ID, all sensors communicating with the system will be auto-discovered. Any sensor which have not been added to the ViewPoint software will have an open lock next to the sensor ID (auto-discovery is not applicable for CheckPoint G3 sensors).

To install a VPConnect sensor type, select “VPConnect” from the Sensor Type dropdown in the Sensor section of the New Asset screen. Type Sensor ID into the appropriate text field.
Note: When typing the sensor ID, all sensors communicating with the system will be auto-discovered. Any sensor which have not been added to the ViewPoint software will have an open lock next to the sensor ID.

![Sensor Setup – VPConnect](image)

To install a VPx sensor type, select VPx from the Sensor Type dropdown. Type in the Sensor ID.

Note: When typing the sensor ID, all sensors communicating with the system will be auto-discovered. Any sensor which have not been added to the ViewPoint software will have an open lock next to the sensor ID.

Like a CheckPoint sensor, there will be the option to add alarm delays for the Probe Unplugged and the No Signal Alarm. There are also the addition options to add the Logging Interval (normal state interval), the Alarm Logging Interval (the frequency the sensor logs readings when in alarm), and how the Local Alarms should be handled.

Note: Local Alarms can either be “Enabled” (both audible and LED visible), Audible disabled (LED still visible), Audible and LED disabled (local alarm disabled).
To install a P6 sensor type, select P6 from the Sensor Type dropdown. Type in the Sensor ID.

Like a VPx sensor, there will be the option to add alarm delays for the Probe Unplugged and the No Signal Alarm. There are also the addition options to add the Logging Interval (normal state interval), the Alarm Logging Interval (the frequency the sensor logs readings when in alarm), and how the Local Alarms should be handled.
After adding the initial information for the Asset, users will now need to add an input so the Asset starts to take readings. Click the “Add New Input” button, and enter the input’s information to add it to the system.

![New Input Configuration – CheckPoint, VPx, and P6](image)

- **Serial Number**: Probe S/N that links the Input to the Asset
- **Measurement Type**: Select from pre-populated list of measurement options (i.e., Temperature, Humidity, CO₂, etc.)
- **Alarm Limits**: High, Low, and Delay time for Pre-Alarm, Standard Alarm, and Emergency Alarm limits

9-15 New Input Configuration – CheckPoint, VPx, and P6
9-16 New Input Configuration - VPConnect

Note: The “Choose Probe Type” option will populate with the card and input options that the associate VPConnect panel was programmed with.

Alarm limits set the thresholds at which Pre-Alarms, Standard Alarms, and Emergency alarms are initiated.

**Pre-Alarm:** A limit set to send a notification before an Asset going into an alarm state due to standard limit alarms. Set the Pre-Alarm inside the standard limits to notifying users when an input is reaching standard limits.

**Standard:** Standard high, low limits for input alarm notifications.

**Emergency:** A limit set to send a notification that an Asset is outside standard alarm limits. Set outside standard limits so that users receive notifications that an Asset reading surpasses standard limits. This state will also bypass all notification suppression.

**Latching:** Requires user action for alarm resolution.

After adding input(s), save settings and if the Asset can make a connection to an Access Point, it will start transmitting data to the ViewPoint server.

### 9.2 Users

The User Configuration page allows System and Group Administrators to Add, Delete, and Configure user accounts as well as manage individual user privileges and access.
To add a user, click the “Add User” button. To edit a user, click the “Edit” link on the same line as the User account.
In addition to email notifications, ViewPoint 1.1 allows the use of Twilio call notifications as well. Twilio notifications options are: Phone notifications, pager notifications, and MMS text notifications (Only if Twilio services have been purchased).

**Note:** There is no need to give a provider in order to use MMS text notifications like with SMS text (only applicable with Twilio).

Groups are collections of Assets. Admins can add a user to or remove a user from a group at any time. Adding a user to an Asset group allows that user to have visibility of the Assets assigned to that Group.
9-21 Group Configuration Screen – Select and Edit

Move Users from the “Non Members” list to the “Members” list by Highlighting and clicking the arrow. Vice versa to remove members.

9-22 Group Configuration Screen – Member Selection
Move Assets from “Non Members” to “Members” by highlighting the asset and then clicking the arrow to move. The same in reverse to remove an asset.

9-23 Group Configuration Screen – Asset Selection

9.4 Alarm Notification Lists

Alarm Notification Lists allows for the configuration of current notification list as well as adding new lists that can be used together with “Schedules” to send out alarm notifications to specified users. Alarm Notification lists are also used to add “Alarm Lamps” to the notification path. For more information on Schedules (see section 10.5), for more information on Alarm Lamps (see section 11.9)
To test an Alarm Notification Group, fill out the Subject and Email Body fields in the Test Email section (or leave as default), then click the “Send Test Email” button.
Schedules are used to setup the Escalations for Asset groups utilizing the Alarm Notification Lists. These are used to handle alarm notifications based on specific schedules, such as Holidays (see section 9.10). The Schedule Configuration screen shows all currently set up Schedules in list format. Users can also add a new Schedule, print the list of current Schedules, or edit a previously set up Schedule from this screen. To edit a Schedule, click the “Edit” link on the line of the desired Schedule.
Schedule Configuration

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Asset Event</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>After Hours</td>
<td>Alarm</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Normal Business Hours</td>
<td>Alarm</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**9-29 Schedule Configuration Screen**

- Edit existing Schedules
- Add New Schedule or Print list of current schedules

**9-30 Edit Schedule Screen (1 of 2)**

- Select assets to add to schedule
- Add or remove assets from schedule
- Assets that are part of schedule

**9-31 Edit Schedule Screen (2 of 2)**

- Click and drag to select schedule
- Add or remove Notification List to schedule escalation
- Escalation interval – pause before notifications are sent to next list
- Repeat Escalation Sequence – if checked yes, the escalation sequence will repeat when complete
**Note:** An Asset in alarm and not on a Notification List will only show an onscreen visual notification for that Asset.

### 9.6 Maps

The Map Configuration screen will show in list format all current maps in use on the system. From the Map Configuration screen, users can create/add new maps to be used in the Map View (see section 5.6) on the dashboard as well as Edit, and add/remove Assets from a current map.
9-35 Map Edit Screen – Asset List
9.7 System

The System Configuration screen allows for Display, Security and Communication configuration. The display section is for company information displayed on reports: Company Name, Company Address, Logo, 4-digit Asset ID, and the system Default timezone.
The Security section of the System Configuration screen allows admins to set security parameters. Parameters including compliance, which allows 21 CFR Part 11 Compliance to be turned on and off and Access, where parameters; Maximum Login Attempts and what happens when the maximum attempts are exceeded, Password Experataion Period, inactivity period and the System Pin that can be used for Twilio VOIP interactive call notificaitons.

The Communications section allows for Email and Voice notifications to be enabled and or configured. The Security and System Notification List(s) allow for email notifications to be sent to specific groups for too many login attempts, network devices that have lost contact as well as outbound phone notifications encountering errors. The Email section is to configure SMTP settings for email notifications and Voice allows for the Twilio call notifications to be enabled. The last section in Communications is Active Directory, where the ViewPoint system can be configured to utilize Active Directory authentication, so users can use the same username and password to login to ViewPoint as they do for Windows. To configure Active Directory, the Domain name must be entered as well as the name of the
security group in which the users reside. After initial setup where the users in the security group will be moved into the ViewPoint system by clicking the Generate Users button, subsequent changes can be made by importing users that have been added to the security group (there will be no impact to the existing users in the security group).

9-40 System Configuration Screen – Communications Section

9-41 System Configuration Screen – Active Directory
9.8 Measurement Types

Measurement Types allows for the configuration of:

- A Type Name
- Unit of Measure
- Input current Low and High values
- Scaled output Low and High values

The user will need to select a specific measurement type after programming an Asset as 4-20 mA sensor. By selecting the measurement type, the corresponding values will be scaled as defined by that measurement type.
By clicking “Edit” next to a specific Measurement Type or the “Add mA Scale Type” button at the top of the screen, the Edit mA Scale Type window will open. The Edit mA Scale Type screen is where users can edit an existing type or add a new type by filling in the proper fields.

9.9 Alarm Lamps
9-45 Configuration Menu – Alarm Lamps Selected

The Alarm Lamp Configuration screen allows for the configuration of the software for the network device that will trigger Alarm Lamps. From the Alarm Lamp Configuration screen, users can add new alert lamps as well as edit lamps currently set up on the system.

9-46 Alarm Lamp Configuration Screen

When adding a new Alarm Lamp, provide description such as the room number, location, or other identification and IP address of network device.

9-47 Alarm Lamp Setup

9.10 Holidays
Enter Holidays into the system from the Holiday screen. Holidays should be established to give special notification instructions for those days. Once a holiday is added, a holiday schedule can be created. When a holiday schedule is in effect, the escalations for the holiday will take precedence.

To create a holiday schedule, Navigate to Configuration → Schedules → Add Schedule

By selecting “Holiday Alarm Notification Schedule,” a new “Holiday” dropdown will allow users to select the specific holiday. (Schedules section 9.5)
9.11 Calibration

The Calibrate Input screen displays all inputs currently on the system. From this screen, users can print the input list, search for a specific input, and calibrate any/all inputs on the system.

To calibrate an input, click “New Calibration” on the line of the desired input. After selecting “New Calibration,” a new calibration window will open for the specific input selected.
**Note:** To automatically fill in the Meter ID/SN and Probe ID/SN for several probes, fill that information in on the Calibrate Inputs screen before clicking “New Calibration.”

A new Calibration window will come up and allow users to enter the calibration information for the selected input. If the user entered the Meter ID/SN and the Probe ID/SN on the previous screen, they would populate in the calibration window automatically. After entering the calibration information, enter admin user credentials and click the “Apply Calibration” button or if the probe has an accompanying certificate click the “Apply and Upload Certificate” button: both are located at the bottom right of the calibration window.

**Note:** Calibrations can only be done in default units, if a calibration is attempted that is not in base units, the following warning will be displayed:

> This Input is not set for default units. Calibrations will not function correctly unless in default units. Please change your unit preference and try again.
ViewPoint supports both single point and multipoint calibrations. For single point calibration, ViewPoint creates an offset only. Two-point calibration results in a linear equation, and three points (or more) calibrations result in a linear regression method to calculate slope and intercept from the available pairs.

**Note:** Multipoint calibration reference values must differ by 20 otherwise ViewPoint reverts to a simple offset calculation.
9.12 Network Devices

9-56 Configuration Menu – Network Devices Selected

The Network Device Configuration Menu provides a list of the current Access Points, repeaters, alert lamps, and VP Connect panels on the system. This configuration menu provides the ability to add new or edit existing Access Points.

9-57 Network Device Configuration Screen

Access Point Name

IPv4 Address – 32-bit (4-byte) address

Device ID – Located on the physical Access Point

Alarm Delay – used for system notification (section 12.7)

Notes – Can be used for location or any other notable information

9-58 Edit Network Device Screen
10.0 Reports

A list of the available Reports is accessible by clicking the Reports icon.

These reports allow the user to monitor the system status or provide a more granular view of individual pieces of equipment. Export any report in either PDF or Excel format.

Note: If no groups are loading in the reporting area, then make sure that the user is assigned to a group (see Section 9.3).

Warning: Exported data for use by another application is not likely to be 21 CFR part 11 compliant once the other application has used the data, and ViewPoint can no longer maintain data integrity of such work output.

Most reports allow display by Asset Group, Individual Asset. It is possible to adjust the time range; options include: 6 hours, 12 hours, 1 day, 2 days, 1 week or 1 month by clicking the corresponding button:

6h  12h  1d  2d  1w  1m
Manually entering a custom date range is also possible in the “From” and “To” section.

![Date Range Example]

**10-5 Reporting Period Date Range**

The above filters are not available on the “Current Readings,” or “System Configuration” reports.

### 10.1 Corrective Action History

The Corrective Action History Report shows all the comments, alarm notifications and corrective actions taken which coincide with specific alarms.

**Note:** If no groups are loading in the reporting area, then make sure that the user is assigned to a group (see Section 9.3).

Click on the REPORTS icon from the main toolbar and select the “Corrective Action History” report.
Select the Equipment Group to view group history

Select a specific asset to view

Enter specific date range

Click to Generate PDF or Excel report

Corrective Action History Report (1 of 2)

To get more detail on an alarm, click on the alarm in the report.

Corrective Action History Report (2 of 2)
10.2 Reading History

This report will display the readings taken by individual transmitters within the selected group. This report allows for display by Asset Group, Individual Asset. It is possible to adjust the time range; options include: 6 hours, 12 hours, one day, two days, one week or 1 month by clicking the corresponding button:

![Reporting Period Options](image)

Manually entering a custom date range is also possible in the “From” and “To” section.

![Reporting Period Date Range](image)
10-12 Reading History

Readings highlighted in Orange are outside of the Assets programmed alarm limits.

10.3 Current Readings

This report provides the most current readings for assets in a specified group as well as the Min, Max alarm limits and Diff (between current reading and Min or Max alarm limits) together with the Type (input type e.g. temperature, humidity...) an OK (whether the current reading is within the alarm limits and a comments field that will be unlocked if the OK box is unchecked.)
The Current Readings report also has the ability for a reviewable/approvable report to be generated. (The created report(s) can only be viewed and or approve by Admin or Group Admin that have access to the specified equipment group).

**Creating Reviewable/Approvable Current Readings Report:**

To create a reviewable/approvable Current Readings Report, first a report needs to be generated for the specific equipment group, in the bottom right corner left-click the Create Report button (after entering username and password).
The created report will be saved so it may be reviewed and approved by an Admin or Group Admin.

### 10-16 Current Readings Created Reports

**Review saved Current Readings report:**

Select Current Readings report, there will be a View All button in the top right of the screen (only if Admin or Group Admin). After clicking the View All button, a list of the saved Current Readings reports will be displayed. Select the report to be approved (if not in the list, the time may need to be adjusted to locate specific report). Click the View link on the far right of the report, this will pull up the saved version of the reports which can now be reviewed and approved.

![Current Readings Report](image)

**Approve Report**

### 10-17 Approve Current Readings Report
10.4 Summary Report

This report provides High, Low, Average, and MKT (Mean Kinetic Temperature) calculation for Assets during the timeframe specified. The summary report also provides the calculations for the “Total Summary” and “Summary by Date” if the range is more than one day. Again, generate the report for either specific Groups, Assets, or Date Ranges.
10.5 Audit Log

This report contains audit log data for all events from the ViewPoint system that can be filtered by event parameters, date and time, and by the user.

The Audit Log report, upon entering, is always defaulted to “Auto Refresh” on (or checked). In this mode, the page constantly refreshes at a 1-minute interval, showing the newest audit log entries, based on the selected filter parameters. If no filter is applied, then the system will display all log entries for all Assets. The first page always shows the newest 50 log entries.
10.6 Auto Report

Auto Report allows for reports to be created and delivered as an email attachment on a programmed schedule. Upon entering a list of created Auto Reports will be listed, in order to create a new report, left-click the New Auto Report button in the top right.

After clicking the New Auto Report button, select the report (Corrective Action History, Reading History, Current Readings, Summary Report, and Calibrations), information about the scheduling of the Auto Report will display.
After setting up the Auto Report with the necessary information, left-click the Save button (after entering username and password). This will save the Auto Report and it will be sent out based upon the programmed schedule.
10.7 System Configuration

The system configuration report provides a detailed description of the system configuration:

1. Asset Name
2. Asset ID Number
3. Proper Calibration Expiry Date
4. Access Point
5. Calibration Offset
6. Device ID Number
7. Probe S/N
8. Probe Type (3-caracter text string)
9. Installed on date
10. Device Status (Enabled, Disabled, and Decommissioned)
11. Alarm Configuration Settings
12. User Account Details and Contact Information
13. Notification and Scheduling details
14. Alarm Lamp Configuration
10.8 Calibration

The Calibrations report displays calibration data for inputs based on the pre-defined time frames:

10-27 Reports Menu – Calibrations Selected

For a custom date range, the user can specify the desired range by manually entering it:

10-28 Calibration Report – Reporting Time Periods

There is also the option to select the most recent calibrations by pressing the “All Most Recent” button. This button will display the most recent calibrations for each Asset as applicable.

10-29 Calibration Report – Custom Date Range Selection

To generate the Calibrations report, select the specified range by using the options stated above and then press the “Create PDF Report.”
10-30 Calibration Report

11.0 Help

The help window will provide current information about ViewPoint installation.

Version 1.2.0
Build 20171122