

DV3305 – Holiday Schedule Setup

Software Version ViewPoint v1.1.1

Scope Demonstrate how to set up a Holiday schedule.

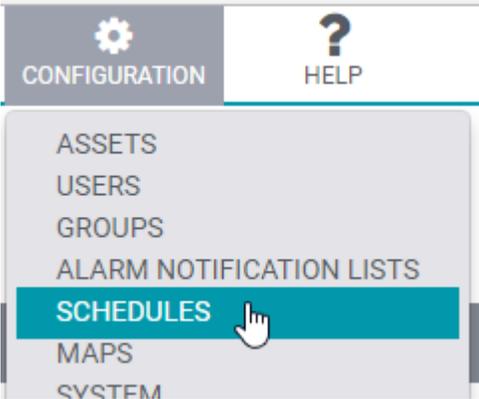
Applicable User Groups Administrator, Group Administrator

Requirements User must be logged into the ViewPoint system with System or Group Admin privileges. To create groups from all users and assets, you must be logged in with System Administrator privileges. There must already be a Holiday established in the system. Holidays can be customized for business needs.

Note: Group Admins will only be able to create new groups from users and assets assigned to groups for which they are admins.

Purpose Many organizations have different needs for alarm notification handling for holidays than normal work-week flow. Setting up holiday-specific schedules allows for the ability to have a schedule that can be run only when needed and not interrupt other schedules. Once the holiday passes, ViewPoint will return the normal schedule.

Process

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| Step 1 | From the ViewPoint home screen, navigate to the Configuration menu and select Schedules from the drop down. |  A screenshot of the ViewPoint user interface showing the Configuration menu. The menu is open, displaying several options: ASSETS, USERS, GROUPS, ALARM NOTIFICATION LISTS, SCHEDULES, MAPS, and SYSTEM. The 'SCHEDULES' option is highlighted in a teal color, and a mouse cursor is pointing at it. Above the menu, there are two tabs: 'CONFIGURATION' (with a gear icon) and 'HELP' (with a question mark icon). |
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Results: This will bring up the Schedule Configuration screen.

Step 2

To create a new schedule, click the
+ Add Schedule button

+ Add Schedule

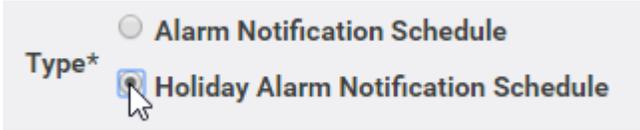


Results: This brings up the New Schedule entry screen.

Step 3

Select Holiday Alarm Notification
Schedule

Type* Alarm Notification Schedule
 Holiday Alarm Notification Schedule



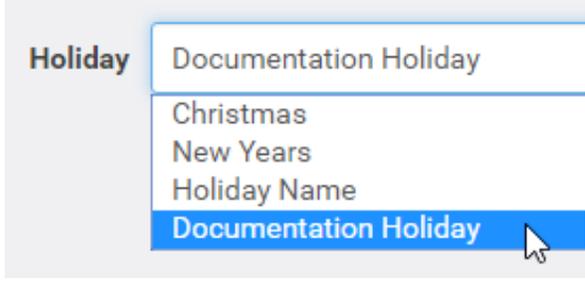
Results: This will bring up the Holiday selection menu. Each holiday schedule can be applied to only one holiday.

Step 4

Select a Holiday to apply the new
schedule.

Holiday

- Documentation Holiday
- Christmas
- New Years
- Holiday Name
- Documentation Holiday



Results: This will adjust the time picker, and allow Asset assignment.

Step 5

Enter your username and password

Username

I

Password



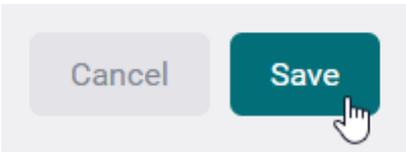
Results: This will authenticate the process, and add your credentials to the change log to show who added the user and when.

Step 6

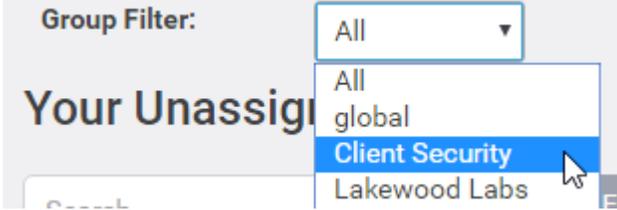
Click Save

Cancel

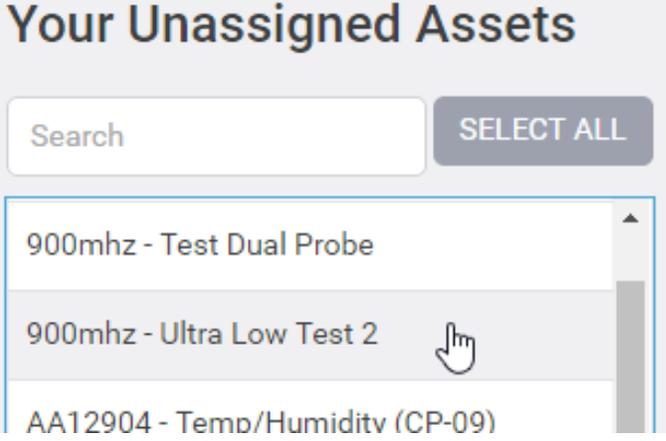
Save



Results: A notification is shown to confirm that the new schedule was created successfully. Assets can now be assigned to the new schedule.

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| <p>Step 7</p> | <p>It is possible to filter the Asset list by selecting a Group Filter.</p> |  |
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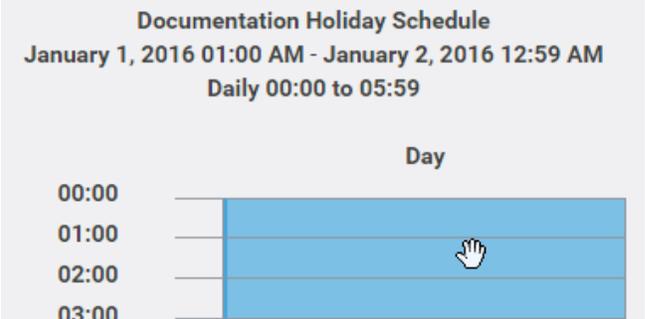
Results: This will display only Assets in the selected group.

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| <p>Step 8</p> | <p>Select Assets to assign to the schedule from the left Your Unassigned Assets section. To select more than one Assets at once, either SHIFT + Click over several Assets that appear together or use the SELECT ALL button.</p> |  |
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Results: Once one or more Assets are highlighted they can be moved to the right side into the Members area.

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| <p>Step 9</p> | <p>Click the Right Arrow button to assign the selected Assets as Members</p> |  |
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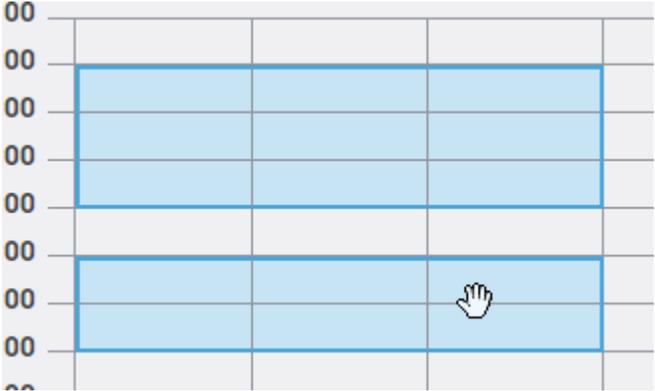
Results: Once the Assets appear in the right **Assets In Schedule** side then they are assigned to the schedule. Repeat the process of assigning **Assets In Schedule**. Now all Users and Assets have been assigned to the new schedule.

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| <p>Step 10</p> | <p>Select the schedule timing by clicking and dragging the cursor over the timeframe desired.</p> <p>Note: Start at the earliest time of day of the scheduling block.</p> |  |
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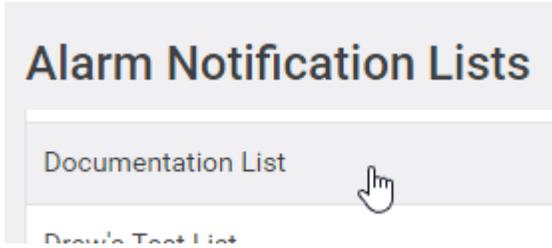
Results: The highlighted section will turn blue and the schedule time will be updated accordingly.

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| <p>Step 11</p> | <p>Adjust the date and time range after it is selected by hovering the mouse over the edge of the selected range until the pointer changes to the double arrow then click and drag to change the range.</p> |  |
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Results: New areas are now selected and the updated timeframe will apply to the schedule.

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| <p>Step 12</p> | <p>Once the correct times have been selected, add Alarm Notification Lists to the Escalation Sequence for each scheduled time block. Click the schedule range to add an Escalation Sequence.</p> <p>Note: Different Escalation Sequences can be selected for each time block on the schedule.</p> <p>Example: Each of the time blocks on the right can have different escalation sequences with different notification lists.</p> |  |
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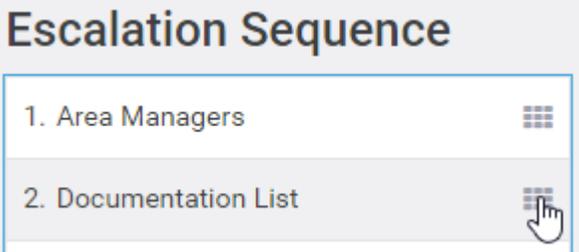
Results: A list of available Alarm Notification Lists will populate. They can be selected and applied to the Escalation Sequence for the chosen period.

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| <p>Step 13</p> | <p>Click to select one Alarm Notification Lists to add to the Escalation Sequence.</p> <p>Note: To select multiple Alarm Notifications Lists at once, Shift + Click several that appear together.</p> |  |
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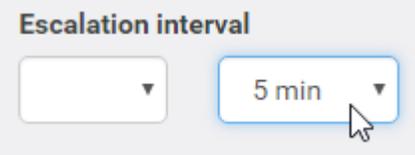
Results: The Alarm Notification List can now be added to the Escalation Sequence.

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| <p>Step 14</p> | <p>Click the right arrow in to move the selected Alarm Notification List(s) to the Escalation Sequence</p> |  |
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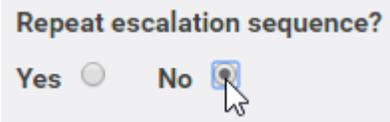
Results: The Alarm Notification List is now in part of the Escalation Sequence.

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| <p>Step 15</p> | <p>If you have multiple Notification Lists added to the Escalation Sequence, they can be sorted by Clicking and dragging the grid icon.</p> |  |
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Results: The lists are in the order that notifications will be sent until user intervention of either inhibiting or closing the alarm for which notifications are being sent.

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| <p>Step 16</p> | <p>Set the Escalation Interval in hours and minutes from the dropdown menus.</p> |  |
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Results: This sets the amount of time between contacting one notification list before moving on to the next.

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| <p>Step 17</p> | <p>Select to repeat the Escalation Sequence by selecting Yes or No to Repeat.</p> |  |
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Results: When the sequence is set to repeat and no user intervention has been taken, then notifications will begin to be sent to the first list again, after the Escalation Interval.

Note: Repeat steps 11-16 for all schedule periods.

Step 18

Click the Save button to Save the schedule.



Results: The Schedule is now saved, and all future notifications will be sent according to the Schedule settings.

Notes and Comments

Holidays must be set up before a holiday schedule. A holiday is defined as one 24hr period.

Related Documents

| Document No. | Title | Scope |
|---------------------|-----------------------------------|---|
| DV3110 | User & Equipment Groups | Setting up new user groups and assigning users and assets to the newly created group. |
| DV3303 | Alarm Notification List Setup | Demonstrate how to set up Alarm Notification Lists |
| DV3304 | Alarm Notification Schedule Setup | Demonstrate how to set up schedules for sending notifications based on day and time. |