

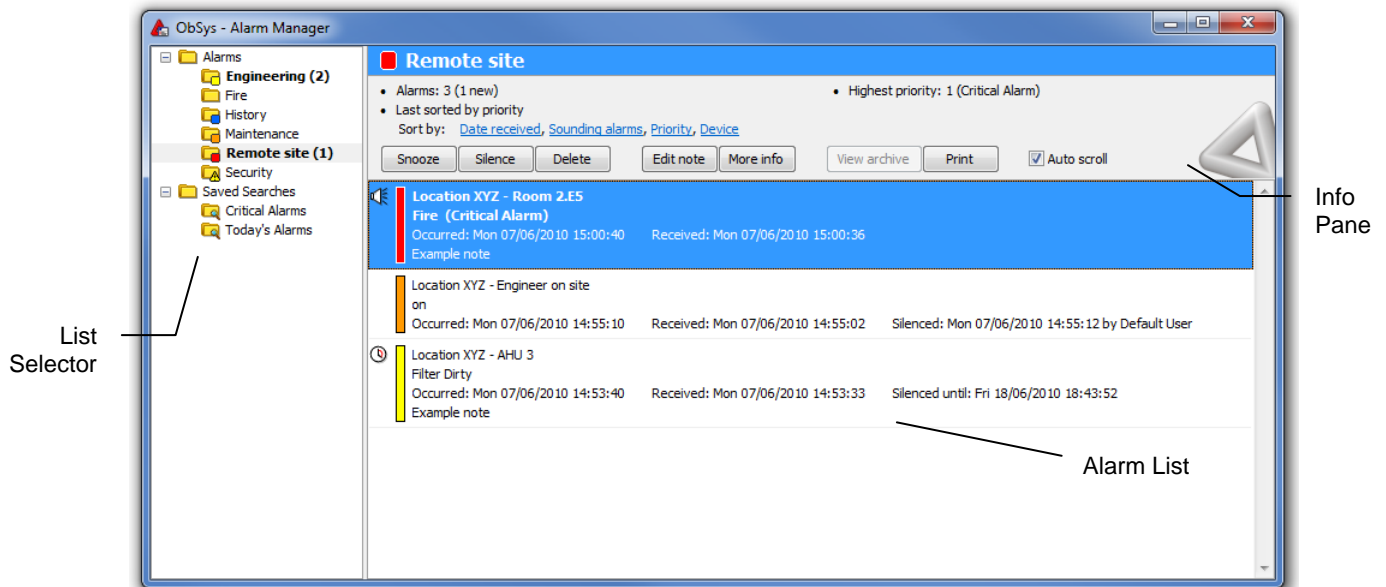
User Guide

Alarm Manager v20 Window

Introduction

The Alarm Manager window is used to display, action, and manage alarm events. Alarm Manager can be engineered to connect to several alarm lists, which are used to store the alarm events.

Using Alarm Manager you can sort the alarms in each list, filter alarms from multiple lists, view associated information for an alarm event from the ObSys alarm database, and snooze, silence, delete and print alarm events. Several Alarm Managers can manage the same alarm lists.



What is an Alarm?

Your site has been engineered to generate alarm events. These alarm events are used to notify you with information about particular equipment on the site. This information may range from a smoke sensor detecting a fire, a door opening, a temperature sensor detecting a high temperature, to a user logging on or off.

The range of alarm events generated depends on what equipment is installed on your site and how it has been engineered. An alarm event always contains the following information:

- Device name – a description of the point generating the alarm, e.g. 'Building 4 - Room 2E5';
- Condition – the state of the point generating the alarm, e.g. 'Fire';
- Priority – an indication of how important the alarm is;
- Detected – the date and time the alarm was detected by the system;
- Received – the date and time the alarm was received by Alarm Manager;
- Silenced – the date and time the alarm was silenced by a user and their name.

Alarm Manager Features

Alarm Manager allows you to manage these alarm events in several ways:

- View alarm events from several lists, stored either locally or remotely;
- Sort the alarms in each list (by date received, newest, priority, or point name);
- Automatically scroll the alarm list as new alarm events arrive;
- Annunciate alarm events by playing a sound file and launching ;
- Print alarms;
- View deleted alarms from the alarm archive (opens CSV file).

For each alarm event you can:

- View associated information or documents;
- Send a copy of the alarm event elsewhere.

Alarm Manager connects to two different types of alarm list, an alarm store and alarm history.

With an alarm store list, you can also:

- Snooze, silence, and delete the alarm;
- Add a short note or comment;

Alarm Manager Window

List Selector

The alarm lists available are displayed on the left hand side of the Alarm Manager window in the list selector. If only one alarm list has been configured then this list will not be shown.

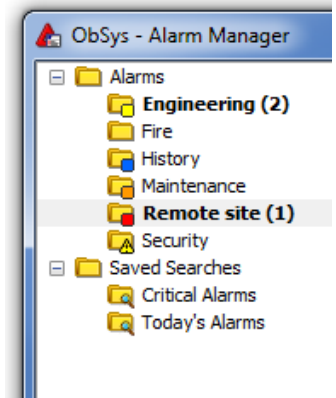
The alarm lists available are shown along with saved searches.

Each alarm list item includes its name and a status icon:

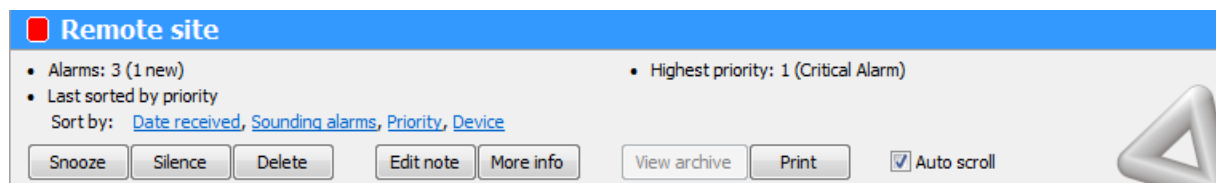
- The status icon colour indicates the highest priority alarm in the list – red (priority 1), orange (priority 2), yellow (priority 3), or blue (lower priority);
- The status icon can also indicate a problem with the list (yellow triangle), and a disconnect list (red cross);
- If the item has bold text, then number in brackets indicates the number of new (sounding) alarms.

Click on the list item to display the alarms in the list.

Saved searches are also listed. Selecting a saved search will perform the search and display the results.



Info Pane



Located at the top of the window, the info pane displays information about the currently selected alarm list. This information includes the total number of alarms, new alarms (i.e. sounding), the highest priority and any warnings.


The info pane has buttons to sort the alarm list and perform an action on the selected alarms.

The current alarm list can be sorted by date received, sounding alarms, priority and device name. How the list was last sorted is also displayed.

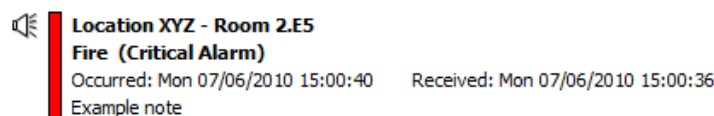
Action buttons are available to snooze (silence the alarm temporarily), silence, delete, add a note, and view more information on the selected alarms. Buttons are also available to print alarms and view the archive is available. The buttons available will change depending on the type of alarm list displayed and the alarms selected.

If you would like the alarm list to automatically scroll when a new alarm arrives, select the Auto Scroll button.

Alarm List

Each alarm is displayed in the alarm list window on up to four lines. When a new alarm arrives it is displayed in bold text with a sounder icon, , on the left to indicate the alarm is sounding.

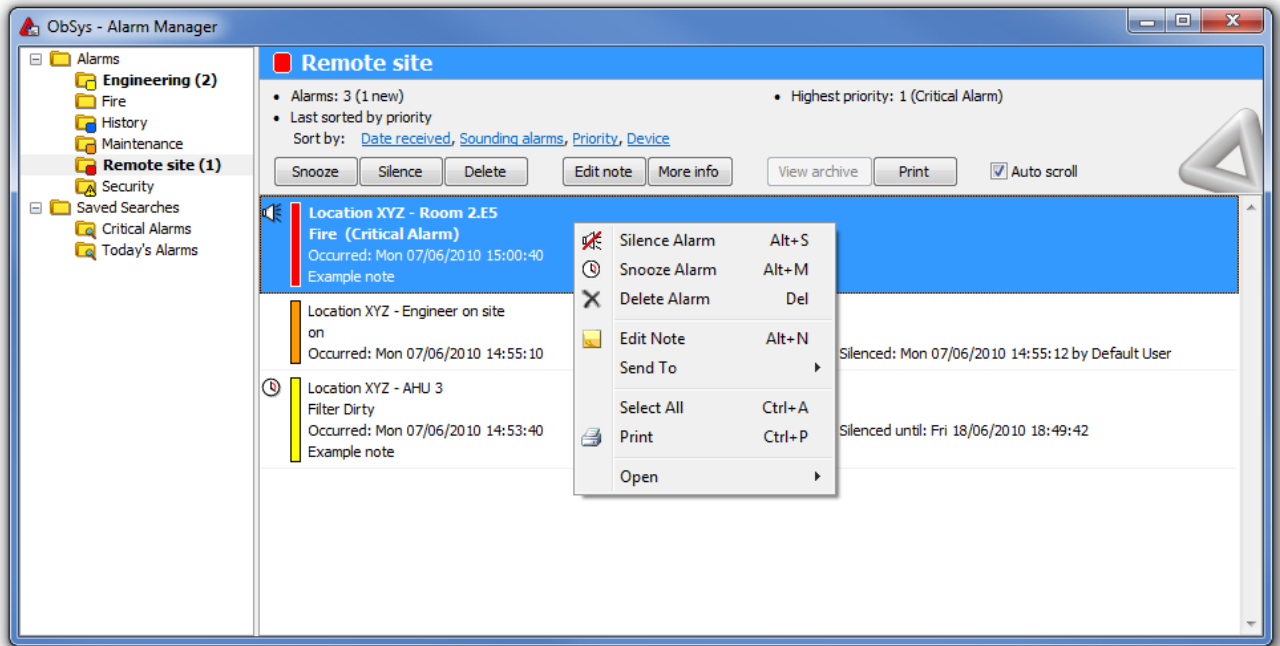
The priority is indicated by a colour bar. The highest priority alarms use red, followed by orange, yellow and other alarms use blue. If a label has been configured to describe the priority, this is also included on the second line.



The four lines of the alarm event give the following information:

1. Device and point name;
2. Alarm condition and, optionally, a description of the priority;
3. Date and time the alarm occurred, was received by Alarm Manager and silenced (if applicable) and who by;
4. Optional note.

Using Alarm Manager



Selecting an Alarm

Select the alarm list or saved search to view from the list selector. The alarm events are then displayed in the alarm list area.

Select an alarm by clicking on it or using the keyboard arrow keys. Multiple alarms can be selected by holding the Ctrl key while clicking on several alarms.

Perform an action on the selected alarms by using the buttons in the info pane or by right-clicking on a selected alarm.

Sorting the Alarm List

To sort the alarm list, click on one of the sort by jump buttons in the info pane. The list is only sorted when one of these buttons is selected. New alarms are appended to the end of the list.

Alarms can be sorted using the following methods:

- Date received – alarms are sorted in the order they were received by Alarm Manager, newest alarms are placed at the end of the list;
- Sounding alarms – sounding (new) alarms are placed at the top of the list;
- Priority – alarms are sorted by their priority number with the highest priority alarms placed at the top of the list;
- Device – alarms are sorted in alphabetical order by their device and point name.

Enabling Auto Scroll

Tick the 'Auto scroll' check box in the info pane to enable or disable auto scrolling. When enabled, auto scroll will automatically scroll the alarm list to display new alarms as they arrive.

Printing Alarms

Press the 'Print' button to print alarm events. All or selected alarms from the displayed alarm list may be printed.

Snoozing an Alarm

Snoozing an alarm silences the alarm for a period of time – selectable between five minutes and one day. When this period of time has elapsed, alarm annunciation is resumed and the alarm is marked as a new again.

To snooze the selected alarms, click on the 'Snooze' button. Next, select the period of time to silence the alarm for.

Snoozed alarms are indicated in the alarm list with the timer icon: 

If security is enabled, and no user is currently logged on, then the ObSys sign-in window appears instead.

Silencing an Alarm

Silencing an alarm indicates it has been acknowledged by a user. Once silenced, the alarm is no longer new and alarm annunciation is silenced.

To silence the selected alarms, click on the 'Silence' button. Alternatively double-click on an alarm in the list.

If security is enabled, and no user is currently logged on, then the ObSys sign-in window appears instead.

Adding a Note

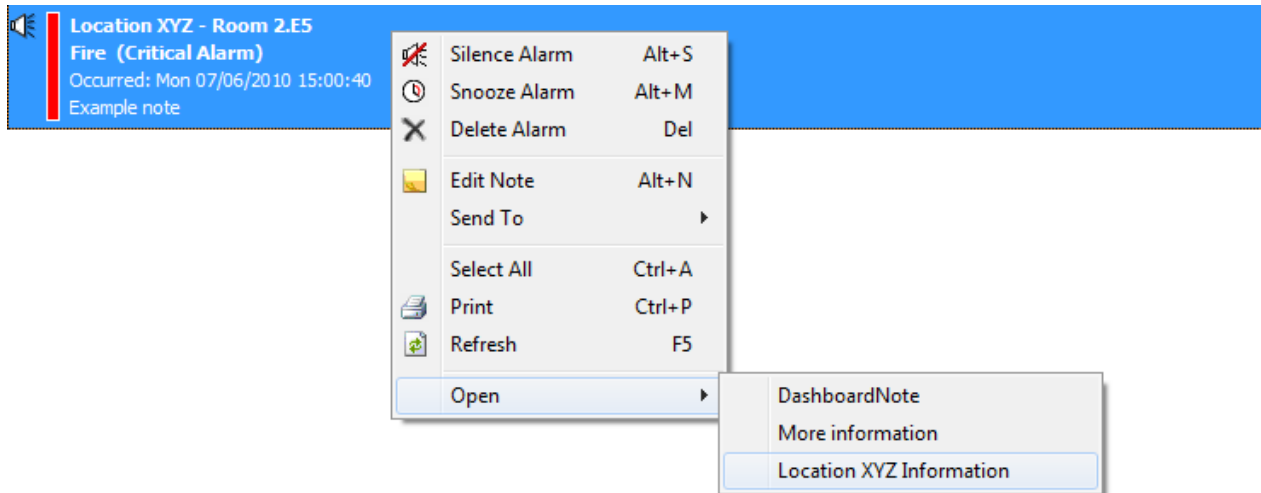
A brief comment or note may be added to an alarm event.

To add a note to the selected alarms, click on the 'Edit note' button. Next, enter a brief comment (with a maximum length of 80 characters).

Opening Associated Documents

The ObSys alarm database can be configured by associating files with a particular device or point. These files could be links to documentation, ObView pages, images, web page links, etc.

When a single alarm is selected in Alarm Manager, it searches the alarm database for these associated files. Any files found are then displayed in the Open menu (available by right-clicking on an alarm).



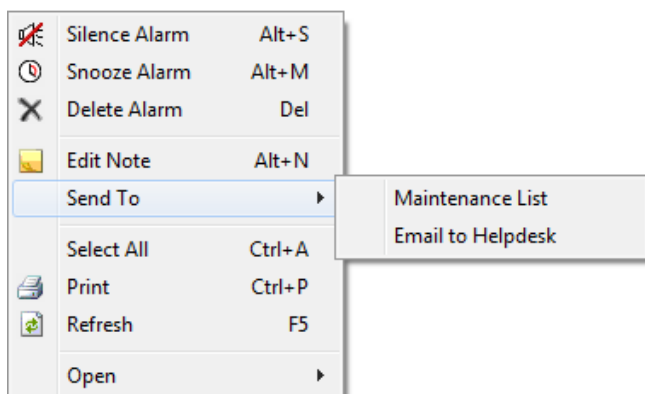
If a default action file has been associated with the alarm point then the 'More info' button will be enabled (note that the text for this button can be changed by the engineer).

If an auto trigger action has been associated with the alarm point this file will be opened automatically when Alarm Manager receives the matching alarm.

Send To

Alarm Manager can be configured with destinations to send a copy of an alarm event to. For example, to another alarm list, e-mail recipient, SMS user, etc.

To send the selected alarms to another destination, right-click on the selected alarms and select the 'Send To' menu.



Deleting an Alarm

Deleting an alarm removes it from the alarm list. If the alarm store is configured to archive alarms, then the alarm will be exported to a CSV file.

To delete the selected alarms, click on the 'Delete' button.

If the alarm list is a history type, then the 'Delete all' button is available to delete all alarms in the history.

If security is enabled, and no user is currently logged on, then the ObSys sign-in window appears instead.

View Archive

If archiving is enabled for the alarm list, then the 'View archive' button is enabled.

Click the 'View archive' button to open the archive file. Your computer will require an application capable of viewing a comma separated value (CSV) file, such as Microsoft Excel.

Using the Keyboard

Use the following keyboard shortcuts for moving around the selected alarm list.

<i>Press</i>	<i>To</i>
UP or DOWN ARROW	Move the highlight up/down
SHIFT + UP or DOWN ARROW	Select the highlighted alarm
ALT + M	Snooze/Mute selected alarm(s)
ALT + S	Silence selected alarm(s)
ALT + N	Add note to the selected alarm(s)
CTRL + P	Print
DEL	Delete the selected alarm(s)
HOME	Move to the top of list and select first alarm
END	Move to the end of list and select last alarm
PAGE UP or DOWN	Move selection a page up/down
CTRL + A	Select all alarms in list
TAB	Switch between list selector and alarm list
F5	Refresh saved search results
F1	Display this help