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About this guide

This guide describes how to use Station to monitor and control your Experion LX system.

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Related documentation

The *Overview Guide* provides a comprehensive introduction to Experion, including basic concepts and terminology.
Understanding the basics

Every Experion system is configured differently to meet a particular set of requirements. This means that some of the information in this guide may not be applicable to you, or may operate in a slightly different way. Consequently, you should ask your supervisor or an experienced colleague before you perform any procedure described in this guide.

The following topics describe how to start Station and the basic concepts related to using Station.

Introducing Experion and Station

Experion LX is a sophisticated management and control system that:

- Displays system data in a manner that you can easily understand
- Allows you to control your system by sending appropriate commands
- Automatically performs scheduled tasks
- Notifies you of system activities, including alarms and system events
- Produces comprehensive reports

The following figure shows a typical Experion system. Experion runs on the server—the main computer—which collects and processes data, administers system activities and performs automated tasks.

The controllers, system interfaces and point servers are the 'hands and eyes' of your system, controlling and collecting data from your plant equipment.

Controllers collect information from the field and continually send this information to the server where it is stored. In most cases, the controllers are located near the devices they control, and are connected to the server via a LAN (Local Area Network) or other communication link.

A system interface or point server collects information from the field and sends this information to the server upon request. In general, the server does not store point values from a system interface/point server unless you are collecting history.
Introducing Station

A Station is, in effect, a set of 'control panels' through which you and your colleagues monitor and control your system. (Station is a separate Experion program that runs on standard computers, as well as on the server.)

Station presents information as a series of displays—each display is a 'control panel' that shows a particular set or type of information, and has an appropriate set of controls, such as 'buttons' and 'scroll bars'.

There are two basic types of display:

- **System.** These are supplied with Experion and show information in a standardized manner. For the most part, system displays consist of lists and 'electronic forms' containing system configuration details.

- **Custom.** These have been created specifically for your system, and make it much easier to interpret and control system activity, often making use of sophisticated graphics, including animations.
For example, a security-related display might show the layout of a particular floor, whereas a building control-related display might include a schematic diagram of an air handling unit of an air-conditioning system.

In addition to displays, Station can display Web pages and files, such as Microsoft Word documents, which typically contain operating procedures.

A typical system display

![Image of system display]

A typical custom display

![Image of custom display]
What type of Station do you use?

There are several different types of Station, these are:

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<tr>
<th>Station type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flex Station</td>
<td>Station connected to an Experion server.</td>
</tr>
<tr>
<td>Console Station</td>
<td>Station connected to an Experion server as well as connected directly to devices such as Process Controllers. If the Experion server is not operational, Console Station can still view and control the part of your plant to which you are directly connected.</td>
</tr>
</tbody>
</table>

In addition to a single instance of Station appearing in a single monitor, *multiple static Station* allows you to have up to four instances of Station running simultaneously. With this configuration, you can position an instance of Station in a separate monitor.

**What functions are available when the Experion server is unavailable**

If the Experion server becomes unavailable, an alarm is raised on the Console Station to indicate that the Console Station is operating in ‘Experion server unavailable’ mode.

The following table shows which common functions are available when the Experion server is unavailable.
<table>
<thead>
<tr>
<th>Function</th>
<th>Experion server unavailable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log on to Console Station</td>
<td>Yes</td>
</tr>
<tr>
<td>Change your password using Console Station</td>
<td>Yes, if you are using a Windows-based user account that is configured in Experion. No, if you are using a traditional operator account.</td>
</tr>
<tr>
<td>View and control points</td>
<td>Yes, for points from direct data sources, such as Process Controllers. No, for points from scan-based controllers.</td>
</tr>
<tr>
<td>View custom displays</td>
<td>Yes, however only data from direct data sources is available.</td>
</tr>
<tr>
<td>View and acknowledge alarms on the Alarm Summary</td>
<td>Yes, for alarms from direct data sources.</td>
</tr>
<tr>
<td>Add comments to an alarm</td>
<td>No</td>
</tr>
<tr>
<td>Print the Alarm Summary as a report</td>
<td>No</td>
</tr>
<tr>
<td>View the status of items in the System Components tree in the System Status display</td>
<td>Yes, for equipment that is directly connected to the Console Station, such as Process Controllers. The status of other items is shown as unknown.</td>
</tr>
<tr>
<td>View and acknowledge system alarms on the System Status display</td>
<td>Yes, for equipment that is directly connected to the Console Station, such as Process Controllers. Other alarms are shown as questionable.</td>
</tr>
<tr>
<td>View faceplates in the Status pane on the System Status display</td>
<td>Yes, for equipment that is directly connected to the Console Station, such as Process Controllers.</td>
</tr>
<tr>
<td>View and respond to events</td>
<td>No</td>
</tr>
<tr>
<td>Add comments to an event</td>
<td>No</td>
</tr>
<tr>
<td>Create operator recorded events</td>
<td>No</td>
</tr>
<tr>
<td>Print the Event Summary as a report</td>
<td>No</td>
</tr>
<tr>
<td>Event archiving</td>
<td>No</td>
</tr>
<tr>
<td>View and respond to messages</td>
<td>Yes, for messages from direct data sources.</td>
</tr>
<tr>
<td>Load recipes</td>
<td>No</td>
</tr>
<tr>
<td>Reports</td>
<td>No</td>
</tr>
<tr>
<td>View trends</td>
<td>Yes, but limited to real-time trending of points from direct data sources. (Historical data is not available.)</td>
</tr>
</tbody>
</table>
Function | Experion server unavailable
---|---
View Groups | Yes, groups with points from direct data sources.

**About Consoles**

Console Stations and Console Extension Stations might be grouped together to form Consoles. It is usual for all the Stations within a Console to have a common scope of responsibility.

**About Scope of Responsibility**

An operator's, or Station's, scope of responsibility defines what parts of the plant equipment the operator has access to for issuing control actions or viewing and acknowledging alarms. Depending on how your system has been configured the scope of responsibility of your Station can be changed by changing the assigned Asset Profile or changing the Console membership.

**Starting Station**

**To start Station and log on**

1. Start Station with whichever of the following options appear in your computer’s Start menu
   a. **Server > Station** (Experion server)
   b. **Client Software > Station** (Flex Station)
   c. **Console Station > Station** (Console Station)

   Station establishes contact with the Experion server and displays the startup display specified in the default setup file.

2. Your system may be set up so that you can select a particular setup file, which controls the way Station operates.
3. Log on to Station in accordance with the security option used on your system.

**Logging on to Station**

In general, if you have been given a user name and password, you need to log on to Station. (Your site may be set up so that your Windows and Station user name and password are the same and logging on to Station is automatic.)
To log on when a prompt appears

1. In the Station Operator Logon dialog box type your user name and your password.

   Attention:

   Your password, but not your user name, is case-sensitive.

   Asterisks (*) appear as you type each character of your password.

2. Click OK.

Logging on as an override using Signon Manager

Using Signon Manager, you can temporarily log on as an override user. You can then issue commands that require your security level. When you end the override, control automatically reverts to the current user.

To log on as an override

1. Do one of the following:

   • If the Signon Bar is visible, click Signon/Override.

   • If the Signon Bar is not visible, click the (Signon Manager) button on the Windows taskbar to make the Signon Manager visible and then click Signon.

   • Press CTRL+ALT+S.

   The Signon dialog box appears.

   Attention:

   If the card reader version of the Signon Manager button is displayed ( ), you may need to sign on with a smart card and enter authentication information as required. This may include a PIN as well as a password, depending on how your system has been configured.

2. Type your user name.

   Tip:
Signon Manager stores the names of the last five users/overrides in the list. If you are one of the last five users, you can select your name from the list.

3. Type your password.
4. If appropriate, select the domain. Otherwise, leave blank.
5. Click **Override**.

   The **Signon Bar** displays you as the override user.

**To end an override, either**

1. Do one of the following:
   - If the Signon Bar is visible, click **End Override**.
   - If the Signon Bar is not visible, right-click the **(Signon Manager)** button on the Windows taskbar and choose **End Override**.
   - If you are using a card reader that has been configured to use the **Sign off when card removed** option, you can remove the smart card from the reader.

   **Attention:**

   If you are not sure how the card reader has been set up for logging off, check the Signon Bar after you have removed the card. If you are logged on, choose one of the other methods for logging off.

**To logoff**

1. Do one of the following:
   - If the Signon Bar is visible, click **Signoff**.
   - If the Signon Bar is not visible, click the **(Signon Manager)** button on the Windows taskbar to make the Signon Manager visible and then click **Signoff**.
   - Press CTRL+ALT+S.

   The **Signon** dialog box appears.
Changing your password

To change your password

1. Type **chgpsw** in the Command Zone and press **ENTER**.
   The **Change Password** dialog box opens.
2. Type your old password and press the TAB key.
3. Type your new password and press the TAB key.
   Your password must be between 5 and 40 letters/numbers, without spaces.
   Your password is case-sensitive.
4. Re-type your new password and click **OK**. (The new password is only accepted if the new password entries are identical.)

Logging off

**Tip:**

Station might be customized to log off automatically if you have not used the keyboard for a specified time.

To log off

1. In the Command Zone type **bye** and press **ENTER**.

Changing the security level in Station

If you were not provided with a user name and password to log on to Station, you are automatically assigned **OPER** security level when you start Station. You can change to a higher security level providing you know the password for that level for that Station.

To change to a higher level

1. Type **psw** in the Command Zone and press **ENTER**.
   The **Station Logon** dialog box opens.
2. Type the password and click **OK**.
To change to the default level from a higher level

1. In the Command Zone type **bye** and press ENTER.

Understanding security levels

Your security level determines which tasks you are permitted to perform. Note, however, that even if you are allowed to perform a particular task you may be prevented from performing it in certain circumstances.

If you attempt to perform a task that requires a higher security level, the following message appears in the Message Zone:

Higher Security Level Required

Your security level appears at the right of the Status Bar. The levels are, from lowest to highest: **View Only, Ack Only, OPER, SUPV, ENGR** and **mng**.

Changing Station's setup file

Station automatically uses **default.stn** unless you select another setup file. Use this procedure if you want to use a setup file other than **default.stn**.

To select another Station setup file

1. Choose **StationConnect**.
   
   The **Connect** dialog box opens.

2. Select the appropriate configuration file from the **Recent Connections** tab or the **Other Connections** tab.
   
   The Recent Connections tab contains a list of setup files (.stn) most recently used. The Other Connections tab lists all your setup files. If your setup file is not listed, click the **Browse** button to navigate the required setup file.

3. Click **Connect**.

Changing the Asset Profile of a Station or a Console

Depending on a system’s configuration it may be possible to change the scope of responsibility (SOR) of a Flex Station or a Console Station by assigning a different asset profile. This functionality can be used to enable an operator to, for example, temporarily change their Station’s SOR to assist another operator during a period of high alarm activity.
Prerequisites

- The security level that is required for an operator to be able to change the asset profile of their Station is configurable. Check with your system administrator.

- The security level that is required for a user to be able to change the asset profile of a remote Station is defined in Server Wide Settings > Security tab, Change any Station/Console’s Asset Profile combobox.

To change the asset profile of your Station

1. Click on the asset profile in the Station Status Bar.

   The Change Asset Profile dialog will be displayed with a list of all the asset profiles that this Station has been allowed to access.

2. Click on the name of the asset profile that you wish to assign to your Station.

   The asset profile assigned to your Station will change. This will possibly change the points to which you have access and whose alarms you will be able to view and acknowledge on the Alarm Summary.

   **Attention:**

   - If your Station is a Flex Station you will have changed the SOR of only your Station.

   - If your Station is a Console Station, or a connected Console Extension Station, which is not a member of a Console, or is in a Console but has not been configured to use Console settings, then you will have changed the SOR of only your Station.

   - If your Station is a Console Station which is a member of a Console and has been configured to use Console settings then you will have changed the SOR of all Console Stations that are members of the same Console.

   - In all cases operations being performed by an operator at the affected Stations may be impacted.

To change the asset profile of a remote Station or Console

1. View one of the following Summary displays depending on the type of item for which you wish to change the asset profile assignment:
2. Click on the Flex Station, Console Station, or Console for which you wish to change the asset profile.

   The following display will be called up:
   - Flex Station > General tab
   - Console Station > Detail tab
   - Console > Detail tab

3. Click the Assignment tab

4. In the Asset Profile list choose the required asset profile.

   The selected asset profile will be highlighted and a warning will be displayed indicating that the SOR of the target Station or Console is about to be changed.

5. If you agree with this selection click Change otherwise click Cancel to delete the dialog.

   The asset profile assigned to the remote Station, or to all the Console Stations in the remote Console, will change. This will possibly change the points to which the affected Stations have access, and the alarms which will be able to be viewed and acknowledged on their respective Alarm Summaries.

**Changing the Console membership of a Station**

Depending on a system’s configuration it may be possible to change the scope of responsibility (SOR) of a Console Station by assigning it as a member of a different Console. This functionality can be used to enable an operator to, for example, temporarily change their Console Station’s SOR to assist another operator during a period of high alarm activity.

**Prerequisites**

- The security level that is required for an operator to be able to change the Console membership of their Console Station is configurable. Check with your system administrator.

- If a Console Station has been configured to be a member of only one Console then clicking on the Console in the Console Station Status Bar will call up the Console Status display.

- The security level that is required for a user to be able to change the Console
membership of a remote Console Station is defined in **Server Wide Settings > Security tab, Change any Station’s Console** combobox.

**To change the Console membership of your Station**

1. Click on the Console in the Console Station Status Bar.

   The **Change Console** dialog will be displayed with a list of all the Consoles of which this Console Station has been allowed to be a member.

2. Click on the name of the Console of which you wish your Console Station to become a member.

   The selected Console will be highlighted and, if your Console Station is integrated with TPS, a warning will be displayed indicating that you should also change the TPS Area Number to which your Console Station is assigned. The required TPS Area Number is defined on the Console Configuration properties for the selected Console.

3. If you agree with this selection then click **Change** otherwise click **Cancel** to delete the dialog.

   The Console of which your Console Station is a member will change accordingly.

---

**Attention:**

This change in Console membership will change the SOR of your Console Station and any connected Console Extension Stations and may impact any operations currently being performed by an operator at any of the affected Stations.

If your Console Station is integrated with TPS, you should now use the *TPS Native Window* to change the TPS Area Number to which your Console Station is assigned. The required TPS Area Number is defined on the Console Configuration properties for the selected Console.

---

**To change the Console membership of a remote Console Station**

1. View the Console Station Configuration Summary.

2. Click on the Console Station for which you wish to change Console membership.

   The Console Station > **Detail** display will be called up.

3. In the **Console** list choose the Console of which you wish the selected Console Station to become a member.

   The selected Console will be highlighted and a warning will be displayed indicating
that the SOR of the target Console Station is about to be changed.

In addition, if your Console Station is integrated with TPS, a warning will be displayed indicating that you should also change the TPS Area Number to which the target Console Station is assigned. The required TPS Area Number is defined on the Console Configuration properties for the selected Console.

4. If you agree with this selection click Change otherwise click Cancel to delete the dialog.

The Console membership of the selected Console Station will change accordingly.

__________________________________________

Attention:

This change in Console membership will change the SOR of the selected Console Station and any connected Console Extension Stations and may impact any operations currently being performed by an operator at any of the affected Stations.

If the remote Console Station is integrated with TPS, you should now use the TPS Native Window to change the TPS Area Number to which it is assigned. The required TPS Area Number is defined on the Console Configuration properties for the selected Console.

__________________________________________

About Station's layout

This section describes the single-window Station layout.

The current display occupies most of the Station window. The other parts, above and below the display, provide you with the tools and controls you use to monitor and control your system.

Station's layout
## Part Description

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu bar</td>
<td>You select commands from Station's menu bar in the same way as in other applications. For example, to call up the Event Summary, choose View &gt; Events &gt; Event Summary.</td>
</tr>
<tr>
<td>Toolbar</td>
<td>Clicking a button on the toolbar provides speedy access to frequently required commands.</td>
</tr>
<tr>
<td>Command zone</td>
<td>You type commands in the command zone.</td>
</tr>
<tr>
<td>Message zone</td>
<td>Station displays explanatory messages in the message zone. For example, if you try to call up anon-existent display, something like The display file or tag name xxxx was not found appears in the message zone. Messages and prompts that relate to a specific element on the display may be shown in callouts on the Station display instead of in the message zone. For more information, see &quot;About callouts&quot;.</td>
</tr>
<tr>
<td>Location pane</td>
<td>The location pane is used for locating and filtering information. For example, if you are viewing the Alarm Summary, it shows a hierarchical list of all the assets to which you have access and the aggregate alarms for each asset. If you are viewing the System Status display, the location pane can also serve as a navigation menu providing quick access to tasks related to system status tasks.</td>
</tr>
</tbody>
</table>
### About multi-window Station layout

If you are using multi-window Station, the layout depends on how it has been configured for your site. For example, if you have a quad-monitor computer in an Icon Series Console, the layout might be configured such that:

- Monitor 1 contains a Command window, containing the command zone, message, toolbar and menu bar, a Status window containing the Status Bar
- Monitor 2 contains the Alarm Summary
- Monitor 3 contains trend displays that you call up
- Monitor 4 contains custom displays

Regardless of how your multi-window Station layout has been configured, the operational aspects are similar to a single-window Station. For example, the Status Bar shows the same information, the Command Zone, menu bar, and toolbar operate in the same manner. Where displays appear in the multi-window Station depends on how your site has been configured.

**The Station Status Bar**

The Status Bar provides an overview of your system’s status.

---

**Attention:**

The colors shown in the status bar of your system may be different to those described in this topic. For more information, see “Customizing alarm colors” in the *Station Configuration Guide*.

---

The following table describes each box in the Status Bar, starting from the left.

**Status Bar for Flex Station**

<table>
<thead>
<tr>
<th>Honeywell</th>
<th>Date</th>
<th>Time</th>
<th>Alarm</th>
<th>System</th>
<th>as01hscvib</th>
<th>Mill No.</th>
<th>Str02</th>
<th>Mngr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>19-Nov-16</td>
<td>18:11:17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Status Bar for Console Station**

<table>
<thead>
<tr>
<th>Honeywell</th>
<th>Date</th>
<th>Time</th>
<th>Alarm</th>
<th>System</th>
<th>as01hscvib</th>
<th>Mill No.</th>
<th>console</th>
<th>CStr01-1</th>
<th>Mngr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23-Nov-15</td>
<td>19:30:32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Status Bar for Console Station**

<table>
<thead>
<tr>
<th>Honeywell</th>
<th>Date</th>
<th>Time</th>
<th>Alarm</th>
<th>System</th>
<th>as01hscvib</th>
<th>Mill No.</th>
<th>console</th>
<th>CStr01-1</th>
<th>Mngr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23-Nov-15</td>
<td>10:15:38</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Status Bar for an ES-T**

<table>
<thead>
<tr>
<th>Honeywell</th>
<th>Date</th>
<th>Time</th>
<th>Alarm</th>
<th>System</th>
<th>servera</th>
<th>console</th>
<th>CStr01-1</th>
<th>Mngr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18-Jan-11</td>
<td>15:18:03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and time</td>
<td>The current date and time, as set on the server.</td>
</tr>
<tr>
<td>S</td>
<td>For TPS nodes (ES-T), the TPS system status. See the <em>Integrated Experion server TPS Nodes (ES-T, ESVT, ACE-T) User’s Guide</em> for more information.</td>
</tr>
<tr>
<td>C</td>
<td>For TPS nodes (ES-T), the TPS console status. See the <em>Integrated Experion server TPS Nodes (ES-T, ESVT, ACE-T) User’s Guide</em> for more information.</td>
</tr>
<tr>
<td>Box</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| **Alarm** | Indicates whether there are any alarms, as well as their status:  
- *Blank*. There are no alarms.  
- *Flashing red*. There is at least one unacknowledged alarm.  
- *Red (not flashing)*. There is at least one alarm, but they have all been acknowledged.  
Click the box to call up the Alarm Summary, which lists each alarm. |
| **System** | Indicates whether there are any system alarms, as well as their status, for example, failed communication links between the Experion server and other devices (such as channels, controllers, and so on):  
- *Blank*. There are no system alarms.  
- *Flashing cyan*. There is at least one unacknowledged system alarm.  
- *Cyan (not flashing)*. There is at least one system alarm, but they have all been acknowledged.  
Click the box to call up the System Status display, which lists each system alarm. |
| **Message** | Indicates whether there are any messages, as well as their status:  
- *Blank*. No messages.  
- *Flashing green*. There is at least one unacknowledged message.  
- *Green (not flashing)*. There is at least one message, but they have all been acknowledged.  
Click the box to call up the Message Summary, which lists each message. |
| **Experion server ID** | The computer name of the Experion server to which the Flex Station or Console Station is connected. (In some systems, you can connect to more than one Experion server.)  
On a Console Station:  
- A red LED appears if the Experion server is unavailable.  
- A yellow LED appears when the Console Station is synchronizing with the Experion server. |
| **Asset profile** | The name of the asset profile to which this Station is currently assigned. |
### Box Description

- **Click the box to change to another asset profile**

### Station number

- **The number of the Station you are logged on to. (Most systems have more than one Station.)**

  This is visible on Flex Stations, Console Station. For Flex Station, the number is in the format **Stnn**, for example **Stn03**. For Console Station, the number is in the format **CStnn-n**, for example **CStn04-1** for Console Station.

### Security level

- **Your security level.**

### Station toolbar

The Station toolbar buttons provide speedy access to frequently required displays and commands. For example, to call up the System Menu, click the **System Menu** button.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="System Menu" /></td>
<td><strong>System Menu.</strong> Calls up the System Menu, a specialized display that provides quick access to the other major displays.</td>
</tr>
<tr>
<td><img src="image" alt="Alarm Summary" /></td>
<td><strong>Alarm Summary.</strong> Calls up the Alarm Summary, which provides a one-line description of every alarm.</td>
</tr>
<tr>
<td><img src="image" alt="Acknowledge/Silence" /></td>
<td><strong>Acknowledge/Silence.</strong> Acknowledges the most recent, or selected, alarm, alert, or message.</td>
</tr>
<tr>
<td><img src="image" alt="Associated Display" /></td>
<td><strong>Associated Display.</strong> Calls up the display associated with the object that is in alarm, or the selected object.</td>
</tr>
</tbody>
</table>
| ![Callup Display](image) | **Callup Display.** Calls up the specified display. To call up a display:  
  1. Click the button.  
  2. Type the display's name/number and press ENTER. |
<p>| <img src="image" alt="Page Down" /> | <strong>Page Down.</strong> Calls up the next display in the current chain. |
| <img src="image" alt="Page Up" /> | <strong>Page Up.</strong> Calls up the previous display in the current chain. |
| <img src="image" alt="Navigate Back" /> | <strong>Navigate Back.</strong> |
| <img src="image" alt="Navigate Forward" /> | <strong>Navigate Forward.</strong> Enables you to move backward and forward between displays you have previously called. Click the arrow to the right of the Navigate Back and Navigate Forward buttons to view a list of displays you have previously called. |</p>
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>⏯️</td>
<td>If you are using tabbed displays and you use the navigation buttons to call up an earlier display, the display is always opened in the tab where it was previously called up — which may not be the currently selected tab.</td>
</tr>
<tr>
<td>₹️</td>
<td>Reload Page. Reloads the current display.</td>
</tr>
<tr>
<td>📊</td>
<td>Trend. If the point associated with the selected object or alarm has a trend, clicking the button calls up the trend display for the point. If no trend is associated with what is currently selected, you type the number of the trend you want to call up in the Command Zone and press ENTER.</td>
</tr>
<tr>
<td>🔄️</td>
<td>Group. If the point associated with the selected object or alarm is part of a group, clicking the button calls up the group display that includes the point. If no group is associated with what is currently selected, you type the number of the group you want to call up in the Command Zone and press ENTER.</td>
</tr>
<tr>
<td>🔺</td>
<td>Raise. Raises a parameter value. Lower. Lowers a parameter value.</td>
</tr>
<tr>
<td>🔻</td>
<td>Enter. Accepts the newly entered value. Cancel. Cancels the newly entered value, and returns it to its original value.</td>
</tr>
<tr>
<td>🛑</td>
<td>Enable/Disable. Enables/disables for the associated point. Points are typically disabled when performing maintenance tasks to prevent misleading alarms being generated.</td>
</tr>
</tbody>
</table>
| 🔍     | Detail/Search. Performs either of two tasks, depending on the context:  
  - If an alarm or object is selected on the current display, clicking the button calls up the associated Point Detail display.  
  - If nothing is selected on the current display, clicking the button calls up the Search display, which you then use to search for system items such as points, operators and so on. |
| 🔫     | Zoom. Changes the magnification of displays. |

**Command**

Commands are typed in the text box. The Command Zone also retains a history of previously selected displays. You can return to a display by choosing from the list.

**About the Signon Manager Signon Bar**
Signon Manager's Signon Bar is similar to the Windows taskbar, and provides details about the user who is currently logged on. It also shows whether a second user has logged on as an override user.

The Signon Bar may or may not always be visible, depending on whether or not it has been configured to be hidden to one side of the screen until you move the cursor over that part of the screen or until you sign on or off.

<table>
<thead>
<tr>
<th>Number</th>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Icon</td>
<td>The Signon Manager icon.</td>
</tr>
<tr>
<td>2</td>
<td>Override Timer</td>
<td>This box is only visible if there is an override signon and an override timer has been configured. It shows the time remaining before the override user is automatically logged off.</td>
</tr>
<tr>
<td>3</td>
<td>Override: User name</td>
<td>This box is only visible when there is an override.</td>
</tr>
</tbody>
</table>
| 4      | Idle Timer          | This box is only visible if a user is signed on and an inactivity timer has been configured. It shows the time remaining before the user will be automatically logged off.  
Note that the idle timer is reset on every keyboard, mouse, and screen operation. |
<p>| 5      | Signon: User name   | This box is only shown if a user is signed on. It shows who is logged on.  |
| 6      | Default: User name  | Displays the Windows account under which the computer is running.           |
| 7      | Signon/Override     | Opens the Signon dialog box when clicked.                                  |
|        |                     | If no-one is logged on, the button's label is Signon.                       |
|        |                     | If someone is already logged on, the label is Signon/Override, indicating that another user can log on as an override user. |
|        |                     | Note that this button is disabled if a card reader is present and has been configured to use the Disable interactive signon while user identification device is active option. |
| 8      | Signoff             | Logs off the user when clicked.                                             |</p>
<table>
<thead>
<tr>
<th>Number</th>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>If an override user is logged on, clicking this button logs off the override user.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This button is only enabled when a user is signed on.</td>
</tr>
<tr>
<td>9</td>
<td>End Override</td>
<td>Logs off the override user.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This button is only enabled when an override user is logged on.</td>
</tr>
</tbody>
</table>

**Entering commands in the Command Zone**

When you become familiar with Station, you may find it quicker to enter some commands in the Command Zone rather than choosing them from menus, or navigating through several displays.

**To enter a command in the Command Zone**

1. Give focus to the Command Zone:
   - Press ESC
   - Press TAB until the focus moves to the Command Zone (This method does not work in the multi-window environment.)
   - If no data-entry box has focus, press an alphanumeric key
   - Press any of the function keys that require data entry
   - Click in the Command Zone.

2. Type the command and press ENTER.

---

**Tip:**

The Command Zone retains a history of the last 20 different commands that you have executed since you logged on. You can re-enter a command quickly by choosing it from the alphabetically arranged list, and then pressing ENTER.

---

**Example**

To call up a display called 'boilerslevel1.'
1. Give focus to the Command Zone.

2. Type `boilerslevel1` and press ENTER.

### About callouts

A callout is a message or prompt that is displayed in a balloon located on the Station display close to the field that the message is related to.

Callouts are enabled by default and can be disabled on the Server Wide Settings General Tab. If callouts are disabled then the messages and prompts will appear in the Message Zone instead. They will typically not appear in non-editable alphanumeric fields, nor on trend, table, or summary displays.

Callouts will usually be displayed when you change alphanumeric values. For example:

- When you start editing a set point (SP) on a display or faceplate, the current SP value is displayed in a callout beside the set point.

- When you change the SP of a point with control confirmation enabled, the callout prompts you to confirm the change in value.
  
  If the value that you entered exceeds the SP tolerance for that point, the callout prompts you to confirm that you want to exceed the SP tolerance.

The following figures show examples of the different types of callout. The first example shows how a callout will be placed on the Station display to make clear which part of the display the message is related to.

**Error-type callout**

![Error-type callout example](image)

**Prompt-type callout**

![Prompt-type callout example](image)

**Informational-type callout**

![Informational-type callout example](image)
Note that the color of callouts may vary, as they can be customized on a per Station basis.

About Station time-outs

Depending on the configuration settings at your site, the Station you are using may time out if you have not used either the keyboard or mouse for a predetermined period.

What happens when a Station times out depends on how that Station or your operator profile has been configured. So, for example:

- If you logged on to a Station using what is known as a traditional operator’s account (such as oper or superv), the Station will revert to the lowest security level (read-only) and may or may not change to a different display.

- If you logged on to a Station using your own individual operator account, the Station display may change to a new display or may display the Log in dialog box.

Zooming in and out

You can zoom in or out of the display to make the display area of the Station window larger or smaller.

To resize a display

1. Use the Zoom control on the toolbar to change the magnification of the display.

About alarms and other messages

Experion has a control system that generates appropriate messages, depending on how you are expected to respond at prescribed times or whenever there is a significant change in your system. The way in which you respond to a message depends on its type.

<table>
<thead>
<tr>
<th>For this message type</th>
<th>Go to</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Alarm</em>. An alarm is generated whenever an abnormal condition occurs.</td>
<td>Responding to alarms on page 104</td>
</tr>
<tr>
<td><em>Event</em>. An event is any significant change in the system, including any commands you issue.</td>
<td>Responding to events on page 162</td>
</tr>
<tr>
<td><em>Messages</em>. A message can be generated for many reasons. For example, when a point goes into alarm, you may receive an explanatory message in addition to the alarm message. In other cases you may be required to perform a function before a message can be acknowledged.</td>
<td>Responding to messages on page 177</td>
</tr>
<tr>
<td>For this message type</td>
<td>Go to</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>Information Only</strong> messages need only be acknowledged. They are then removed from the list of messages.</td>
<td><strong>Responding to messages</strong> on page 177</td>
</tr>
<tr>
<td><strong>Confirmation</strong> messages will flash until you confirm that they have been read.</td>
<td><strong>Responding to messages</strong> on page 177</td>
</tr>
<tr>
<td><strong>Single Signature</strong> messages require that you acknowledge the message with your logon password. You need the appropriate control or security level to respond to this type of message.</td>
<td><strong>About Electronic Signatures</strong> on page 101</td>
</tr>
<tr>
<td><strong>Double Signature</strong> messages. Some highly critical actions may require a dual signature acknowledgment. Two different individuals, each with the appropriate control or security level, must acknowledge the message.</td>
<td><strong>About Electronic Signatures</strong> on page 101</td>
</tr>
<tr>
<td><strong>Alert</strong>. An alert is generated to indicate an abnormal condition but the priority is not high enough for an alarm to be generated.</td>
<td><strong>Responding to alerts</strong> on page 189</td>
</tr>
</tbody>
</table>

**Attention:**

Explanatory messages also appear in the Message Zone when, for example, you are issuing a command. These messages are informative only, and are not caused by changes to your system.

**Using a trackball**

You use a trackball in a similar manner to a mouse—for example, rolling the ball forwards is equivalent to moving the mouse forwards. The functions of the two buttons are identical to those on a mouse.

**Using a touchscreen**

The following procedures describe how to use a touchscreen that is configured to operate in
'click on release' mode.

If you want to use a shortcut menu you need to enable the touchscreen so that you can perform the touchscreen equivalent of a right-click.

**To move the pointer**

1. Slide your finger across the screen. The pointer follows the tip of your finger.

**To select an object**

1. Place your finger over the target or object.

**To display an object's details**

1. Quickly tap the object twice.

**To enable a right-click**

1. Click the **Elo Touch System** icon in the Windows system tray.
2. Select **Right mouse button tool**.

   A mouse graphic appears with the right button 'clicked.' The next time you touch the screen, a right-click is performed. The touchscreen then returns to left-click mode.

**Using your keyboard**

You can perform all Station operations using your keyboard.

**Searching for system items**

You can search for system items—such as points, operators and Stations—using the **(Detail/Search)** toolbar button or using the Command Zone and function keys.

**To use the detail search display**

1. Click the **Detail search display** toolbar button to call up the detail search display.

   **Detail search display**

   ![Detail search display](image)

2. Type the item name (or the first part of it) in the text box labeled **Go to Detail for** and then click the **OK**.

   If your search finds only one item, its details are displayed.
If your search finds more than one item, they are listed in Search Results display. Click an item to see its details.

**To search from the Command Zone**

1. Click the Command Zone.
2. Type the item name (or the first part of it).
3. Press **F12**.

   If your search finds only one item, its details are displayed.

   If your search finds more than one item, they are listed in Search Results display. Click an item to see its details.

Note that the Enter key can be used instead of F12 (if the *Enable tag detail callup when display name not found* property on the Server Wide Settings display has been enabled for your system), but this will search for a matching display name first and only look for a point ID if no display name is found. The full point ID must be entered.

**Using Online Data Search**

Online Data Search enables you to search for tags with conditions on the parameter values residing in a controller and/or devices. This search can be started from the enterprise system level or from the server level. When Online Data Online Data Search is launched from Station, you can only execute queries. Note that Online Data Search can be launched from Server, Flex, and Console station nodes only when the Experion primary server is running. Any user logged into Station can execute both enterprise level queries and server level queries. Query execution does not interfere with normal operator actions.

**To start Online Data Search**

1. On the System Menu, click **Search**.

   The default search page appears.

2. Click the **Advanced Search** link.

   The Online Data Search display appears.

   ________________

   **Tip:**

   You can also call up the Online Data Search display by typing **sysadvancedsearch** in the Command Zone.
3. In the **Select server/system** box, select the server or the enterprise system on which you want to start the search.

   The Alias names and the node names are displayed in the list.

4. Click **Launch online data search tool**.

   The Online Data Search page appears.

   Note that all fields are read-only. You can only open an existing query and execute it.

**To execute a query from the Online Data Search page**

1. In the Online Data Search toolbar, click **Open**.

   The **Open query** dialog box appears and lists all the enterprise system level queries and sever level queries.

   You can click the drop-drop arrow in the **Open** list to view the recently used five queries.

2. Select the query and click **Open**.

   You can also open the recently used five queries by clicking the query file name.

3. Click **Search**.

   The right pane displays the search results.

**To execute a query from a custom display**

1. Call up the custom display. For more information, see "Calling up a display".

2. In the custom display, double-click **Search**.

   The Online Data Search page opens the selected query that was set in the **Custom Properties** tab.

---

**Attention:**

- If you have not set the **Query Name** property, you must manually open an existing query using the **Open** button in the toolbar.

- When you call a custom display name that has exceeded the maximum characters, the display name appears truncated with ... appended to the display name. When you hover the mouse on the display name, the tool tip displays the complete display name.
Using Station in an Icon Series Console

If your site uses the Icon Series Console there are two possible modes that Station can use. These modes are single-window and multi-window.

If your site uses single-window mode with Flex Stations, then you can be logged on to multiple Stations at the same time, displayed on separate monitors. If your site has a dual Icon Series Console, there are two monitors, therefore you can be logged on to two Stations at one time. If your site has a quad Icon Series Console, there are four monitors, therefore you can be logged on to four Stations at one time.

If your site uses multi-window mode, then you can be logged on to one Flex Station, Console Station, or Console Extension Station with multiple Station displays visible simultaneously. These displays can be placed in any of the monitors in the Icon Series Console.

Your Icon Series Console may have specialized components such as an Operator Entry Panel (OEP), touchscreen displays and thumbwheel.

Moving around the Icon Series Console

You use the one set of devices (keyboard, mouse and so on) to control the multiple Stations in your Icon Series Console.

You give a Station or Station window 'focus' by moving the position of the pointer from one Station to another using your mouse or trackball and clicking in the Station window. As you physically move the mouse or trackball, the pointer moves. When you reach the edges of the monitor, the pointer appears in the adjoining monitor.

When the required Station Window has focus, you use your devices in the normal manner to issue controls.

Using your thumbwheel input module

The thumbwheel input module contains two thumbwheels. You use the thumbwheels to raise or lower the value of a selected object.

<table>
<thead>
<tr>
<th>If your thumbwheel is</th>
<th>Use the</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installed on the left-hand side of the console</td>
<td>Left (outer) thumbwheel to raise or lower the value of the selected object by 10% (default setting).</td>
</tr>
<tr>
<td></td>
<td>Right (inner) thumbwheel to raise or lower the value of the selected object.</td>
</tr>
<tr>
<td>Installed on the right-hand side of the console</td>
<td>Right (outer) thumbwheel to raise or lower the value of the selected object by 10% (default setting).</td>
</tr>
<tr>
<td></td>
<td>Left (inner) thumbwheel to raise or lower the value of the selected object.</td>
</tr>
</tbody>
</table>
Using displays

Station's displays are, in effect, a set of control panels through which you monitor and control your system. The following topics describe how you call them up and use them.

Calling up a display

Typically the operator displays are listed on the View menu, however the custom displays for your site may be listed under a custom menu.

To call up a display

1. Click the View menu.
   A list of displays appears. (The list also includes commands).
2. Click the item you want to view, for example Alarms.

---

Tip:

If you know the name or number of a display, you can call it up from the Command Zone. For example, to call up the numbered display 145, type pag 145 and press ENTER. To call up a named display primary, type primary and press ENTER.

---

Using tabbed displays

If tabbed displays are enabled at your site, you can call up displays in individual tabs within a Station window. Each time you call up a display you can choose to open it in an existing tab or in a new tab.

About tabbed displays

If tabbed displays are enabled in your system, you can view more than one display at a time in separate tabs.

---

Attention:

Tabbed displays are not supported within eServer.

---

An example of tabbed displays in single window Station
Note the > button to the right of the last tab. It toggles between opening a display in a new tab or opening a display in an existing tab.

Clicking the > button once changes the button into the outline of a new tab with the text **Next Display**. When the button looks like this, the next unique display you call up appears in this new tab. New tabs are always added to the right of the last tab. Note: If the **Next Display** tab is visible but the next display you call up is already managed in a tab, the existing tab will become selected. The **Next Display** tab remains visible until you click it again (closing it) or until the next unique display is called up.

The tab header shows the name of the display contained in that tab. If the name of the display does not fit on the tab, it is truncated but you can see the full name of the display in a ToolTip if you hover over the tab header.

If there are any alarms on the display, the tab also includes an alarm icon indicating “the most important alarm” in the alarm group associated with that display.

---

**Attention:**

Only the following displays types will show an alarm icon in their tab:

- Custom HMIWeb display associated with an alarm group
- Detail displays
- Alarm Summary

---

When the maximum number of tabs is reached (and this number depends on the display resolution and other factors):

- The message zone displays a message advising that you cannot open any more tabs.
- The > button disappears.
- You need to close an existing tab before you can open a new tab.
Attention:

When tabbed displays are enabled, less screen real estate is available to the display called up in Station. This means that in systems where Station is configured for 100% zoom level, scroll bars will appear in the display. For this reason, “Zoom To Fit” is generally recommended to avoid the need for scrolling.

Navigating between tabbed displays

- To move between tabs, click on the tab with the display you want to view.

Opening and closing tabbed displays

To open a display in a new tab

- Before opening a new display, either:
  - Click the > button to show the outline of a new tab with the text “Next Display,” or
  - Right-click on any tab and choose Next Display in Tab.

To open a display in an existing tab

1. Make sure that the > button is visible.

   If the “Next Display” tab outline is visible, click it to change it to the > button.
2. Select the tab in which you want the display to appear.
3. Call up the new display as usual.

To close a tab

- Either:
  - Right-click on a tab and choose Close tab or Close other tabs, or
  - Hover the mouse over the right corner of a tab to show the “close” button (x) and click the button.

Note that:
- You can close a tab even if it is not the currently selected tab.
- You cannot close every tab in single window Station. One tab must always be open.

Navigating between tabbed displays

To navigate back and forward through display history

- To call up displays that were previously open, use the “navigate back” and “navigate forward” buttons in Station’s toolbar.

  These buttons work in the same way as they do in Station when tabbed displays are not enabled except that Station display history takes into account which tab previously contained the display. So, for example, going back (or forward) does not open the previous display in the tab that is currently open if the display was previously open in a different tab.

  As with non-tabbed displays, you can use the drop-down list buttons to the right of the navigation buttons to view the list of displays previously called up.

Tabbed displays: navigation scenario

The following scenario illustrates the behavior of the “navigate back” and “navigate forward” buttons in tabbed displays on single-window Station.

1. An operator calls up 3 displays in separate tabs in the following order: “Boiler”, “Turbine” and “Condenser.”
Because it was the last to be called up, “Condenser” is the currently selected tab.

The “navigate back” button is enabled (since history is shared between tabbed displays) and the drop-down list for display history shows the items “Turbine” and “Boiler.”

2. The operator selects “Turbine” from the drop-down history list.

- The “Turbine” tab is now selected, and the “Turbine” display is on view.
- The “navigate back” button is still enabled but the history list shows only one item, “Boiler.”
- The “navigate forward” button is now enabled and shows the item, “Condenser.”

3. The operator clicks the “close” button on the “Condenser” tab.

- The “Condenser” tab closes.
- The “Turbine” tab remains the currently selected tab.
- The “navigate back” and “navigate forward” buttons remain enabled.
- Only two tabs are open: “Boiler” and “Turbine.”

4. The operator clicks the “navigate forward” button to go to the “Condenser” display.

- The “Condenser” display is shown in the currently selected tab (which was previously showing the “Turbine” display).
- The “Turbine” display is closed and no longer available in a tab. (Remember that the default setting is for new displays to be called up in the currently selected tab.)
- The “navigate forward” button is disabled as there are now no items in the forward history list.
- The “navigate back” button is enabled and contains the items, “Turbine” and “Boiler.”
- Only two tabs are open: “Boiler” and “Condenser.”

5. The operator navigates to the Point Detail display for the **Boiler_Valve** point.

- The Point detail display appears in the currently selected tab.
- The “Condenser” display is closed and no longer available in a tab.
- The “navigate back” button is still enabled and the history list contains the items
“Turbine”, “Boiler” and “Condenser.”

- Only two tabs are open: “Boiler” and “Boiler_Valve point detail.”

6. The operator calls up the system trend for the **Boiler_Valve** point.

- The System trend display appears in the currently selected tab.
- The Point detail display for “Boiler_Valve” is no longer open or available in a tab.
- The “navigate back” button is still enabled and the history list contains the items “Turbine”, “Boiler”, “Condenser” and “Boiler_Valve point detail.”
- Only two tabs are open: “Boiler” and “System trend.”

7. The operator clicks the tab for “Boiler.”

- The “Boiler” tab is now selected and shows the “Boiler” display.
- The “navigate back” button is still enabled and the history list still only shows “Turbine”, “Boiler”, “Condenser” and “Boiler_Valve point detail.”
- There are still only two tabs open: “Boiler” and “System trend.”

8. The operator clicks the “navigate back” button.

- The “Boiler_Valve point detail” display appears in the currently selected tab (“Boiler”).
- The “Boiler” display is closed and no longer available in a tab.
- The “navigate back” button is still enabled and the history list contains the items “Turbine”, “Boiler” and “Condenser.”
- The “navigate forward” button is enabled and the history list shows only “System Trend.”
- Two tabs are open: “Boiler_Valve point detail” and “System Trend.”

**Using pan and zoom displays**

*Pan and zoom* displays allow you to author a single large display covering all, or a large portion, of your process in a single display. An example of a display that would benefit from this functionality is a map of a long pipeline with equipment at various locations.

You open a pan and zoom display the same way as you open any display. You will be able to recognize a pan and zoom display from the presence of the “thumbnail”. The *thumbnail* provides a representation of the entire display as well as an indication of the current “viewport”. The *viewport* indicates which portion of the overall display you are currently viewing.
**Pan and Zoom display, showing thumbnail and viewport indicator**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Thumbnail</strong>&lt;br&gt; Provides an overview of the entire display as well as an indication of the current viewport.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Viewport</strong>&lt;br&gt; Indicates which portion of the overall display you are currently viewing.</td>
</tr>
</tbody>
</table>

You can use the thumbnail to move the viewport, thus making it a navigational aid within the larger display. The thumbnail also indicates active alarms from the entire display, both inside and outside the current viewport, as shown in this figure.

When viewing a pan and zoom display you can *pan* to different parts of the overview display, and *zoom* in and out of the display.

**Panning a display**

Each Pan and Zoom display has a *thumbnail* that provides a representation of the entire display as well as an indication of the current “viewport”. The *viewport* indicates which portion of the overall display you are currently viewing.
Within Pan and Zoom displays, only data bound display elements within the current viewport are subscribed to data so as to reduce load on the system. When the viewport changes, display elements that are no longer in view are automatically unsubscribed, while those that come into view are automatically subscribed.

You can update the viewport in the main display by dragging the viewport indicator in the thumbnail, or by dragging the display itself. This is referred to as Panning. Panning enables you to move quickly to something that was previously not in view, or only partially in view.

**To pan within a pan and zoom display**

1. Click the mouse button on any blank space within the display.
   
   The cursor changes to a hand to indicate that the display can be moved.

2. While still holding down the primary mouse button, drag the display until you can see the desired location.
   
   The content shown in the thumbnail updates at the same time to match that shown
within the viewport.

3. Release the mouse button.

Tip:
If using a touch device, you can use a swipe gesture to move around within the display.

To pan a display using the thumbnail

1. Click the mouse button on the viewport within the thumbnail.
   The cursor changes to a hand to indicate that the viewport can be moved.

2. While still holding down the mouse button, drag the viewport to the desired location.
   The content shown in the thumbnail updates at the same time to match that shown within the viewport.

3. Release the mouse button to launch any data subscriptions.

Tip:
If using a touch device, you can use a swipe gesture to move around within the display.

Zooming a display

Pan and Zoom displays allow you to author a single large display covering all, or a large portion, of your process in a single display. An example of a display that would benefit from this functionality is a map of a long pipeline with equipment at various locations.

The action of magnifying or shrinking areas within a display is referred to as Zooming. You can zoom into a display at a range of 80% to 200%, and the viewport will change in size to indicate the scale of the current display contents in relation to the overall pan and zoom display.

To zoom within a pan and zoom display

1. Roll the mouse wheel provided to zoom within the current display. The zoom level increases as you roll the mouse wheel.
   The current view region is updated in the viewport.
2. Roll the mouse wheel upwards to increase the amount of zoom – you can do this until the zoom level has reached 200% of the original display size.

3. Roll the mouse wheel downwards to zoom out of the display – you can do this until the zoom level has reached 80% of the original display size.

   If you are using a touch enabled device, you can also use pinch and spread gestures to zoom in and out of a pan and zoom display.

Using displays in multi-window mode

If your Station uses multi-window mode, you can view multiple Station displays at the one time. Depending on how your site has been configured, certain parts of your screen area might be reserved for a particular type of display. For example, if you have a quad monitor Icon Series Console, the top-right monitor might be reserved for trend displays. In this case, whenever you call up a trend display, it always appears in the top-right monitor.

In some cases, your Station might be configured with 'round-robin' behavior. For example, if your Station can have four displays visible at the same time, when you call up a fifth display, the oldest of the four displays is closed and the fifth display replaces the oldest display.

Regardless of how your site has been configured, you use the same methods of calling up displays as those used for single mode Station.

Multi-window Station and tabbed displays

If tabbed displays have been configured for one or more windows in multi-window Station, they work almost identically to the way in which they work in single-window Station. The main difference is that when you use the “navigate back” or “navigate forward” button, the display you call up might not be called up in the currently selected window (or even the currently selected tab). The display will be called up in the location dictated by the current SafeView workspace configuration.

Responding to an error message box

If you see a message box similar to the following example, make a record of the display you were using, the context in which the message box appeared, and forward the details to your supervisor. Click OK to close dialog box.
System displays

Station includes many system displays, which are categorized as follows:

<table>
<thead>
<tr>
<th>Display type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configuration</td>
<td>These displays are only used to set up your system. As an operator, you may need to look at them, but you will probably not be able to change them.</td>
</tr>
<tr>
<td>Detail</td>
<td>Provides detailed information about a particular point. This information includes current values, scanning, history and so on.</td>
</tr>
<tr>
<td>Faceplate</td>
<td>A specialized type of popup window that shows critical information about a point, and provides a convenient means of controlling the point. Many faceplates look like the front panels of the field devices they represent. If your system uses Electronic Flow Measurement (EFM), some faceplates will represent EFM meters, showing a description and the status of the meter. You can acknowledge alarms on the EFM meter.</td>
</tr>
<tr>
<td>Group</td>
<td>Displays various types of information about related points on a single display.</td>
</tr>
<tr>
<td>Status</td>
<td>Displays detailed status information about system equipment, such as controllers and printers.</td>
</tr>
<tr>
<td>Summary</td>
<td>Displays information, such as alarms and events, in list form. You can display more details about an item in the list by clicking it.</td>
</tr>
<tr>
<td>Trend</td>
<td>Graphically displays changes in values, over time, of one or more variables. Trends can be displayed in several ways, including lines and barcharts.</td>
</tr>
</tbody>
</table>

Calling up a web page or file

In addition to calling up displays, you may need to call up Web pages and other files, such as Microsoft Word documents. Such pages and files typically contain operating procedures.

Attention:

SafeBrowse is the Station feature that allows you to call up Web pages and files. It may have been configured so that you can only call up authorized Web pages and files.
To call up a file

1. Click the Command Zone.
2. Type `file://drive:\pathname\filename` and press ENTER, where `drive:\pathname\filename` is the name and location of the file.

   For example, `file://c:\procedures\proc7.htm`.

To call up a web page

1. Click the Command Zone.
2. Type `http://www.url.com` and press ENTER where `www.url.com` is the address of the web site.


To call up an FTP site

1. Click the Command Zone.

Printing Station information

At times you may want to print a 'snapshot' of a display, or whatever else is shown in Station. In the case of a display, the snapshot shows the display's values and status at the moment you issue the print command.

---

**Tip:**

Snapshots of summary displays can be printed at any security level.

---

When you print a display:

- The Status and Alarm lines are printed, but not the Message Zone.
- If you print a HMIWeb display, only the visible portion of the page is printed.
To print Station details

1. Do one of the following:
   - Choose **ActionPrint**.
     The print occurs immediately on the Windows default printer on the Station computer.
   - Or choose **ActionPrint…**
     The print dialogue box is displayed for the Windows printers on the Station computer.
     Select the printer appropriate for printing displays—not the system alarm/event printer.
     Check that the paper layout is set to 'landscape', so that the full display screen width is printed without any cropping.
   - Alternatively, you can choose **ActionPrint Preview** to view the snapshot before printing.

Understanding display objects

As you move around the displays, you will notice that they contain discrete items such as buttons, check boxes and indicators—these are called *display objects*. The following tables describe the main types of display object.

If you are calling up a display from a Web browser instead of Station (for example, via Premium eServer), you may be prompted to 'Click to activate and use this control' for certain kinds of objects. In this case, you can either left-click on the object with your mouse or you can tab to the object and then press the Spacebar or ENTER key.

<table>
<thead>
<tr>
<th>Display object</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Alphanumeric](image) | **Alphanumeric.** There are two types of alphanumeric:  
  - **Read-only,** which displays a numeric value (such as boiler temperature) or text (a message or status).  
  - **Data-entry,** which you can edit. For example, if the alphanumeric represents a point's SP (set point)—such as boiler temperature—changing its value will change the boiler's temperature.  
    Note that abnormal values are displayed differently. See *Abnormal alphanumeric value indication* on the next page. |
| ![Clear details](image) | **Button.** When you click a button, Experion performs a specified task, such as turning off a motor or calling up another display. |
### Display object Description

**Chart.** Charts display real-time or historical information in a graphical manner. Charts can simultaneously display several types of information, such as the temperature and pressure of a boiler. Charts can also display information in the most appropriate form, such as lines or bars.

If a chart is larger than its ‘window’, you can use the scroll bars to move around the chart. For example, if the chart is very long, moving the horizontal scroll bar to the left or right moves the chart to the left or right.

- **Check box.** When you click a check box, you select or clear an option. An ‘x’ in the check box indicates that the option is selected.

- **Indicator.** An indicator gives a visual indication of a value, relative to its minimum and maximum values.

- **List.** Contains a list of options. You display the list by clicking the down arrow, and then select the appropriate option by clicking it.

### Abnormal alphanumeric value indication

Depending upon the configuration of your Experion system, you may at times see an alphanumeric display object change the display color of the point value, or show other than a point value, such as dots or an ellipsis ('...'), question marks ('????????'), asterisks ('*******'), dashes ('-----'), or inverse video (for example, white-on-black instead of black-on-white). These indicate an abnormal condition, as explained in the following table:

---

**Attention:**

Should you happen to observe an abnormal condition, and you do not know why it is occurring, report it to your supervisor or an experienced colleague.

---

<table>
<thead>
<tr>
<th>Abnormal value</th>
<th>Color</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>(truncated with ellipsis ...)</td>
<td>Any</td>
<td>Display field too small for the value to display.</td>
</tr>
<tr>
<td>*******</td>
<td>Red</td>
<td>Display field configured incorrectly (for example, wrong display type).</td>
</tr>
<tr>
<td>******</td>
<td>Red</td>
<td>Display field configured incorrectly, source of data unavailable (for</td>
</tr>
<tr>
<td>Abnormal value</td>
<td>Color</td>
<td>Condition</td>
</tr>
<tr>
<td>----------------</td>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>???????</td>
<td>Red</td>
<td>Display field configured incorrectly (for example, not enough characters for data value).</td>
</tr>
<tr>
<td>??????? or (last known value)</td>
<td>Gray</td>
<td>Scanning of point currently disabled.</td>
</tr>
<tr>
<td>??????? or (last known value)</td>
<td>Inverse</td>
<td>Controller or channel currently disabled.</td>
</tr>
</tbody>
</table>

**Alarm state icons**

The following table describes the icons used to indicate the “most important” alarm on a point on custom displays, point detail displays, and elsewhere in Station. In determining which alarm is the most important, the system takes into account factors such as the alarm priority, alarm state, and whether or not the alarm has been acknowledged.

---

**Attention:**

The alarm colors described below are the default alarm colors. Your system may use custom alarm colors.

---

**Alarm state icons and their meanings**

<table>
<thead>
<tr>
<th>If the icon looks like this…</th>
<th>…and it</th>
<th>The alarm state is…</th>
<th>…its priority is</th>
<th>…and its acknowledge status is</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟢</td>
<td>Flashes</td>
<td>Active</td>
<td>Critical priority</td>
<td>Not acknowledged</td>
</tr>
<tr>
<td>⚫</td>
<td>Flashes</td>
<td>Active</td>
<td>Urgent priority</td>
<td>Not acknowledged</td>
</tr>
<tr>
<td>🟧</td>
<td>Flashes</td>
<td>Active</td>
<td>High priority</td>
<td>Not acknowledged</td>
</tr>
<tr>
<td>⚫</td>
<td>Flashes</td>
<td>Active</td>
<td>Low priority</td>
<td>Not acknowledged</td>
</tr>
<tr>
<td>🟢</td>
<td>Flashes</td>
<td>Inactive</td>
<td>Critical priority</td>
<td>Not acknowledged</td>
</tr>
<tr>
<td>⚫</td>
<td>Flashes</td>
<td>Inactive</td>
<td>Urgent priority</td>
<td>Not acknowledged</td>
</tr>
</tbody>
</table>
### Alarm state icons and their meanings (continued...)

<table>
<thead>
<tr>
<th>If the icon looks like this...</th>
<th>...and it</th>
<th>The alarm state is...</th>
<th>...its priority is</th>
<th>...and its acknowledge status is</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟡</td>
<td>Flashes</td>
<td>Inactive</td>
<td>High priority</td>
<td>Not acknowledged</td>
</tr>
<tr>
<td>🟡</td>
<td>Flashes</td>
<td>Inactive</td>
<td>Low priority</td>
<td>Not acknowledged</td>
</tr>
<tr>
<td>🟡</td>
<td>Does not flash</td>
<td>Active</td>
<td>Critical priority</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>🟡</td>
<td>Does not flash</td>
<td>Active</td>
<td>Urgent priority</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>🟡</td>
<td>Does not flash</td>
<td>Active</td>
<td>High priority</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>🟡</td>
<td>Does not flash</td>
<td>Active</td>
<td>Low priority</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>🟡</td>
<td>All alarms on the point have been disabled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟡</td>
<td>Alarms have been disabled for the point on this console only.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>The point is disabled.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*</td>
<td>The point is Journal Only.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟡</td>
<td>There are only shelved or suppressed alarms on the point.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>🟡</td>
<td>There are only suppressed alarms on the point.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Invisible)</td>
<td>The point is not in alarm.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Alerts appear on selected points. The following table describes how alert state icons change to reflect the alert state of the associated point.

### Alert state icons and their meanings

<table>
<thead>
<tr>
<th>If the icon looks like this...</th>
<th>...and it</th>
<th>The alert is...</th>
<th>...and its acknowledge status is</th>
</tr>
</thead>
<tbody>
<tr>
<td>🟡</td>
<td>Flashes</td>
<td>Active</td>
<td>Not acknowledged</td>
</tr>
<tr>
<td>🟡</td>
<td>Does not flash</td>
<td>Active</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>🟡</td>
<td>Flashes</td>
<td>Inactive</td>
<td>Not acknowledged</td>
</tr>
</tbody>
</table>
Alert state icons and their meanings (continued...)

<table>
<thead>
<tr>
<th>If the icon looks like this...</th>
<th>...and it</th>
<th>The alert is...</th>
<th>...and its acknowledge status is</th>
</tr>
</thead>
<tbody>
<tr>
<td>🕒</td>
<td>Flashes</td>
<td>Disabled</td>
<td>Not acknowledged</td>
</tr>
</tbody>
</table>

Navigating between displays of referenced points

When charts are opened from Station, the referenced points in charts appear as hyperlinks. You can click the hyperlink and navigate to the respective detail display of the referenced point.

When you click the hyperlink:
- If the system detail display has the Chart tab configured, the Chart tab of the detail display appears.
- If the system detail display does not have the Chart tab configured, the main page of the detail display appears for the referenced point.

If the point refers to a custom detail display, the custom display of the point appears.

For HART channels that are hyperlinked, if the channel is referenced through a CM, the chart of the CM appears with the HART channel block highlighted. However, if the channel is not referenced through a CM, the point detail display of the HART channel appears.
Using faceplates

Attention:

By default the ‘modify’ link on the faceplate and access to the editable faceplate page are disabled. If you want to enable Experion Mobile Access to let operators modify faceplate values, contact your Honeywell representative.

A point is a collection of information about your Experion system. A point can be used to represent a pump, a motor, a process controller, or a part thereof.

For more information on faceplates, see “Faceplates” in the Station Configuration Guide.

- The parameter values shown on the faceplate in Experion Mobile Access are the values current when you clicked the point name.
- Click Refresh to see the updated values.
- Values are automatically refreshed every 5 seconds. To stop this, click Stop Live Updates. To restart automatic refresh, click Start Live Updates.

Note that you will only see live updates if it has been configured as the default on the server and if JavaScript has been enabled on the browser.

- Click Modify if you want to change any parameter values and acknowledge an alarm. The Modify option will only appear if you have permission to modify parameters for that point.
- Click More to view details of the point including the asset location on the server, description and server name.
- Click the history icon (next to the parameter) to see the historical parameter values for the point. Note that history is available only if the point parameter has been assigned to history.

Faceplates

Point faceplates

A faceplate is a specialized type of popup window that shows critical information about a point, and provides a convenient means of controlling the point.

Some faceplates, such as the following example, look like the front panels of the field devices that they represent.
A typical faceplate

Meter faceplates

If your system uses *Electronic Flow Measurement* (EFM), some faceplates will represent EFM meters, showing a description and the status of the meter. You can acknowledge alarms on the EFM meter.

Sometimes, EFM meter faceplates might be hidden. See the section titled "EFM meter faceplates" for more information.

Basic operation

You call up a faceplate by clicking the associated object in a custom display—you can tell whether an object has a faceplate if the mouse pointer changes to a hand when you move the pointer over the object.

Depending on how your system has been set up, you may be able to move faceplates to another position by clicking and dragging them.

There is a limit to the number of faceplates and popup windows that Station will keep open at one time. For a single instance of Station appearing in a single monitor, if you have opened the maximum number of faceplates and you open another, Station will automatically close the oldest faceplate. For multi-window Station, SafeView controls this behavior based on the workspace configuration.

Keeping a faceplate visible

If the faceplate has a 🗝️ (Pushpin) button at the top, you can keep the faceplate visible by
clicking the button.

**ToolTips**

ToolTips are available to provide additional information about faceplate items such as alarm status, indicators, and parameter values. A ToolTip appears if you position the mouse pointer over the item.

*Typical ToolTips*

![Typical ToolTips](image)

**Shortcut keys and shortcut menus**

Shortcut keys and shortcut menus help speed up point control.
For example, pressing F10 (Lower) on a PC keyboard lowers the value of the selected parameter by a small amount. (For a description of the keyboard shortcuts available on your keyboard, see the relevant 'Keyboard shortcuts' topic.)

Shortcut menus give you speedy access to frequently required commands. You call up the shortcut menu up by right-clicking on an item of interest (such as the SP box) or anywhere on the faceplate.

A typical shortcut menu

![Image of a typical shortcut menu]

**Auto-selection**

If your system has been set up for auto-selection, it automatically selects the appropriate element for point control when you call up a supported faceplate and when the point's MODE is set to AUTO or MAN.

For example, if the point MODE is AUTO and the point's faceplate supports auto-selection, the system automatically selects the SP element. You can type, or ramp to, a new set point without having to first click the SP element.

To identify if auto-selection has been enabled for your system, see the System Wide Configuration display.

**Auto-selection behavior**

The default auto-selection behavior is:

- If the MODE is AUTO, SP is selected.
- If the MODE is MAN, OP is selected.
- Nothing is selected if the MODE is not AUTO or MAN.

The system auto selects when you change the MODE using the keyboard, menu/toolbar command, or you directly change the MODE element on the faceplate.

This behavior applies to most faceplates that have a MODE, SP, and OP element. Not all faceplates have these elements and this auto-selection behavior may not apply. In addition, some faceplates have elements that are considered more appropriate for auto-selection. The auto-selection behavior of these faceplates may be customized to the requirements of your site and operations.

**Selection independent commands**

You can always perform the following commands on the faceplate's current point, as long as the faceplate has focus:

<table>
<thead>
<tr>
<th>Command</th>
<th>OEP/IKB keyboard</th>
<th>PC keyboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select SP</td>
<td>SP key</td>
<td>Alt+11</td>
</tr>
<tr>
<td>Select OP</td>
<td>OUT key</td>
<td>Alt+12</td>
</tr>
<tr>
<td>Change mode to Manual</td>
<td>MAN key</td>
<td>Alt+F5</td>
</tr>
<tr>
<td>Change mode to Auto</td>
<td>AUTO key</td>
<td>Alt+F6</td>
</tr>
<tr>
<td>Change mode to Normal</td>
<td>NORM key</td>
<td>Alt+F7</td>
</tr>
<tr>
<td>Acknowledge alarm</td>
<td>ACK key</td>
<td>F4</td>
</tr>
<tr>
<td>Silence</td>
<td>SIL key</td>
<td></td>
</tr>
<tr>
<td>Point Detail</td>
<td>DETAIL key</td>
<td>F12</td>
</tr>
<tr>
<td>Group Display</td>
<td>GROUP key</td>
<td>F6</td>
</tr>
<tr>
<td>Trend Display</td>
<td>TREND key</td>
<td>F7</td>
</tr>
<tr>
<td>Associated Page</td>
<td>ASSOC DISP key</td>
<td>F2</td>
</tr>
<tr>
<td>Enable/Disable</td>
<td>LOAD key</td>
<td>F11</td>
</tr>
</tbody>
</table>

This behavior does not vary based on the auto-selection configuration.

**Selection dependent commands**

The following commands require an element in the faceplate to be selected:

<table>
<thead>
<tr>
<th>Command</th>
<th>OEP/IKB keyboard</th>
<th>PC keyboard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise</td>
<td>RAISE key</td>
<td>F9</td>
</tr>
</tbody>
</table>
For some faceplate types, if no element is selected in the faceplate and you issue one of these commands, a “Point not selected” message appears in the message zone.

This behavior does not vary based on the auto-selection configuration.

**Basic layout of a faceplate**

The following figure shows how a typical faceplate is divided into four major zones:

- **Description Zone.** Shows the point ID, description and status.
- **Indicator Zone.** Shows PV, set point and related information.
- **Alarm Zone.** Shows the most recent, highest priority, unacknowledged alarm.
- **Control Zone.** Contains the buttons and boxes you use to control the point.

**Indicator Zone of a faceplate**

The Indicator Zone shows field values and, if appropriate, control settings such as the set
point and high/low values. If the point has a target, you can see the target range in the alarm indicator bar in the indicator zone. For example, see the analog point example in this topic. The tooltip for the alarm indicator bar shows the values of the target and the name of the limit.

The way in which information is presented in the Indicator Zone varies greatly depending on the point type. However, because most points belong to the three basic point types—status, analog and accumulator—the differences between Indicator Zones for a particular point type are relatively small.

For example, the Indicator Zone for one status point may only include two LEDs because the point only supports two states (such as ‘off’ and ‘on’); whereas the Indicator Zone of another status point may include eight LEDs because the point supports eight states (to cater for states such as ‘failed’ or ‘offline’).

---

**Example Indicator Zone for Status point**

![Example Indicator Zone for Status point](image)

---

**Example Indicator Zone for Analog point**

![Example Indicator Zone for Analog point](image)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Target range exceedance</td>
</tr>
<tr>
<td>2</td>
<td>Aim</td>
</tr>
<tr>
<td>3</td>
<td>Target range</td>
</tr>
</tbody>
</table>
Example Indicator Zone for Accumulator point

<table>
<thead>
<tr>
<th>Zone</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Zone</td>
<td>The Alarm Zone shows the most recent, highest priority, unacknowledged alarm. You can view the alarm state in a tooltip if you position the mouse pointer over the alarm icon. The icons in the alarm zone are the same as those that appear in the Alarm Summary. You can acknowledge all alarms on the point by clicking the (Acknowledge/Silence Alarm) button on the right. For systems configured with IKB or OEP keyboards, you can acknowledge all alarms on a point by pressing the ACK key when the faceplate has the focus.</td>
</tr>
<tr>
<td>Control Zone</td>
<td>The Control Zone includes the buttons and boxes you use to control the point. The controls are appropriate to the specific point type. Typical controls include MODE, SP and OP elements.</td>
</tr>
</tbody>
</table>

Typical Alarm and Control Zones
**Typical faceplates for the major point types**

These are typical faceplates for each of the three major point types. The faceplates you will see depends on the types of equipment used in your system.

The following faceplates are typical examples; your faceplates may vary in appearance depending on the type and status of the points that you view.

---

**Example Process point faceplates**

<table>
<thead>
<tr>
<th>Status point</th>
<th>Analog point</th>
<th>Accumulator point</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Status point faceplate" /></td>
<td><img src="image2" alt="Analog point faceplate" /></td>
<td><img src="image3" alt="Accumulator point faceplate" /></td>
</tr>
</tbody>
</table>

---

Honeywell 2017
Example SCADA point faceplates

<table>
<thead>
<tr>
<th>Status point</th>
<th>Analog point</th>
<th>Accumulator point</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Status point faceplate" /></td>
<td><img src="image2.png" alt="Analog point faceplate" /></td>
<td><img src="image3.png" alt="Accumulator point faceplate" /></td>
</tr>
</tbody>
</table>

Faceplate symbols, display conventions, and buttons

This section describes the symbols, display conventions, and buttons that are commonly used on faceplates.

Meter faceplates

If your system uses *Electronic Flow Measurement* (EFM), some faceplates will represent EFM meters, showing a description and the status of the meter. You can acknowledge alarms on the EFM meter.

See the topics titled "Faceplate Indicator Zone symbols" and "EFM meter faceplates" for more information.
# Faceplate Indicator Zone symbols

## Point symbols

The following table only describes common Indicator Zone symbols on points. If you see a symbol that is not described here, ask your supervisor or an experienced colleague for help.

### Indicator Zone symbols for points

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>▲</td>
<td>The current set point.</td>
</tr>
<tr>
<td>▼</td>
<td>The preferred set point.</td>
</tr>
</tbody>
</table>
| ![Icons](icon.png) | These icons are paired together and appear on the OP indicator bar to show direct or reverse control.  
- When the solid symbol appears at the top of the OP indicator bar and the outline symbol appears at the bottom of the OP indicator bar, the point is under direct control.  
- When the position of the symbols are reversed, that is, the outline symbol appears at the top of the OP indicator bar and the solid symbol appears at the bottom of the OP indicator bar, the point is under reverse control. |
| ![Icons](icon.png) | Appears on the PV indicator bar and shows that the PV value is undefined. The PV quality is good, however, the value is NaN (not a number). |
| ![Icons](icon.png) | These LEDs are used in Power Function blocks to represent the state of permissive and protective interlocks of the device. |

Tip:

Position the mouse pointer over the OP indicator bar to display a ToolTip, which indicates if the point is under direct or reverse control.
## Indicator Zone symbols for points (continued...)

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Motor Gray" /></td>
<td>Gray = Motor is inactive.</td>
</tr>
<tr>
<td><img src="image" alt="Motor Green" /></td>
<td>Green = Motor stopped/closed after the stop command is issued and feedback is received.</td>
</tr>
<tr>
<td><img src="image" alt="Motor Red" /></td>
<td>Red = Motor running after the run command is issued and feedback is received.</td>
</tr>
<tr>
<td><img src="image" alt="Motor Yellow" /></td>
<td>Yellow = Motor is bad (CM/CEE Inactive). Received no feedbacks, or receiving both run and stop feedbacks.</td>
</tr>
<tr>
<td><img src="image" alt="Damper Gray" /></td>
<td>Gray = Damper is inactive.</td>
</tr>
<tr>
<td><img src="image" alt="Damper Green" /></td>
<td>Green = Damper is closed, after the close command is issued and feedback is received.</td>
</tr>
<tr>
<td><img src="image" alt="Damper Red" /></td>
<td>Red = Damper is open, after the open command is issued and feedback is received.</td>
</tr>
<tr>
<td><img src="image" alt="Damper Yellow" /></td>
<td>Yellow = Damper is bad (CM/CEE Inactive), receiving both open and closed feedbacks.</td>
</tr>
<tr>
<td><img src="image" alt="Valve Gray" /></td>
<td>Gray = Valve is inactive.</td>
</tr>
<tr>
<td><img src="image" alt="Valve Green" /></td>
<td>Green = Valve is closed, after the close command is issued and feedback is received.</td>
</tr>
<tr>
<td><img src="image" alt="Valve Red" /></td>
<td>Red = Valve is open, after the open command is issued and feedback is received.</td>
</tr>
<tr>
<td><img src="image" alt="Valve Yellow" /></td>
<td>Yellow = Valve is bad (CM/CEE Inactive), receiving both open and closed feedbacks.</td>
</tr>
</tbody>
</table>
Indicator Zone symbols for points (continued...)

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Symbol" /></td>
<td><img src="image2" alt="Description" /></td>
</tr>
</tbody>
</table>

**EFM Meter symbols**

The following table only describes common Indicator Zone symbols on Electronic Flow Measurement (EFM) meters for both collection (Interval, Daily, Alarms & Events, and Configuration) and export conditions.

**Indicator Zone symbols for EFM meters**

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Collection Description</th>
<th>Export Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="Not configured" /></td>
<td>Collection has not been configured for this meter.</td>
<td>Not applicable.</td>
</tr>
<tr>
<td><img src="image4" alt="OK" /></td>
<td>The last scheduled collection succeeded.</td>
<td>The last export attempt succeeded.</td>
</tr>
<tr>
<td><img src="image5" alt="Retrying" /></td>
<td>The last scheduled collection failed but the number of collection retries has not yet been reached.</td>
<td>The export is in progress.</td>
</tr>
<tr>
<td><img src="image6" alt="Failed" /></td>
<td>The last scheduled collection and all retries for it have failed.</td>
<td>The last export attempt failed.</td>
</tr>
</tbody>
</table>

**Faceplate Control Zone symbols**

The following table describes common Control Zone symbols. If you see a symbol that is not described here, ask your supervisor or an experienced colleague for help.

Note that you may not see many of these symbols because they may be specific to faceplates that are not used in your system.

---

**Attention:**

Some symbols, such as ![Symbol](image7), appear next to more than one parameter (PV, OP, etc.). In such cases, the symbol's meaning varies according to the parameter next to which it appears.
<table>
<thead>
<tr>
<th>Symbol</th>
<th>Appears next to</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>▼</td>
<td>OP</td>
<td>Someone has added a comment regarding the point. You can see the comment by pausing the mouse pointer over the parameter.</td>
</tr>
<tr>
<td>⚠️</td>
<td>OP</td>
<td>The point has a Red Tag set for maintenance and cannot be adjusted at this time.</td>
</tr>
<tr>
<td>⚠️</td>
<td>OP</td>
<td>An immediate, downstream block has a Red Tag set for maintenance. This has created a secondary Red Tag condition.</td>
</tr>
<tr>
<td>⭐️</td>
<td>SP</td>
<td>The point is in manual mode.</td>
</tr>
<tr>
<td>☐️</td>
<td>PV</td>
<td>The PV is obtained from the Hiway box. You cannot change its value</td>
</tr>
<tr>
<td>☐️</td>
<td>PV</td>
<td>The PV status is bad; that is, its value is outside the allowable range.</td>
</tr>
<tr>
<td>☐️</td>
<td>OP</td>
<td>The mode of the point is changing from its current mode to a CASCADE mode.</td>
</tr>
<tr>
<td>☐️</td>
<td>PV</td>
<td>The FFB box has failed.</td>
</tr>
<tr>
<td>☐️</td>
<td>PV</td>
<td>The PV is in high priority alarm.</td>
</tr>
<tr>
<td>☐️</td>
<td>PV</td>
<td>The FFB box is in an idle state (AMC only).</td>
</tr>
<tr>
<td>☐️</td>
<td>OP</td>
<td>The OP is no longer controlling the SP of the downstream controller; rather the reverse is occurring. This has occurred because the mode of the downstream controller has been changed from CASCADE to AUTO.</td>
</tr>
<tr>
<td>☐️</td>
<td>PV</td>
<td>The PV is in low priority alarm.</td>
</tr>
<tr>
<td>☐️</td>
<td>OP</td>
<td>An input flag to support an interface to a local HAND/OFF/AUTO switch on the field device. The LOCALMAN parameter provides feedback of the switch position.</td>
</tr>
<tr>
<td>☐️</td>
<td>MODE</td>
<td>The drive is in Local mode.</td>
</tr>
<tr>
<td>☐️</td>
<td>PV</td>
<td>The PV status is in Manual mode and can be changed.</td>
</tr>
<tr>
<td>Symbol</td>
<td>Appears next to</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td>OP</td>
<td>You can bypass the permissive and override interlocks for a DEVCTL block.</td>
<td></td>
</tr>
<tr>
<td>PV</td>
<td>The PV is in reset state.</td>
<td></td>
</tr>
<tr>
<td>MODE</td>
<td>The drive is in Remote mode.</td>
<td></td>
</tr>
<tr>
<td>PV</td>
<td>The PV is in Sub state.</td>
<td></td>
</tr>
<tr>
<td>MODE</td>
<td>The OP of the point has defaulted to a pre-configured value, as a safety response to a condition.</td>
<td></td>
</tr>
<tr>
<td>PV</td>
<td>The PV status is uncertain.</td>
<td></td>
</tr>
<tr>
<td>OP</td>
<td>Function block is in initialization manual.</td>
<td></td>
</tr>
<tr>
<td>OP</td>
<td>Safety Interlock - OP cannot be commanded to different state.</td>
<td></td>
</tr>
<tr>
<td>OP</td>
<td>Override Interlock - OP cannot be commanded to different state.</td>
<td></td>
</tr>
<tr>
<td>OP</td>
<td>Permissive Interlock - OP cannot be commanded to different state.</td>
<td></td>
</tr>
</tbody>
</table>

### Various

Black = no state/bad state.
Red = off/failure state.
Yellow = warning/intermediate state.
Green = on/OK state.

### Off-normal indication

When the Mode (MD) or the Mode attribute (MD Attr) parameter value for a point is 'off normal', the parameter label (MD or MD Attr) is displayed with a gray background.

For example:

<table>
<thead>
<tr>
<th>Normal</th>
<th>Off-Normal</th>
</tr>
</thead>
<tbody>
<tr>
<td>MD</td>
<td>MD</td>
</tr>
</tbody>
</table>
If these parameter values are 'off-normal' and you hover over the parameter label on the faceplate, a tooltip appears to indicate that the parameter is 'off normal.'

Mode is considered 'off-normal' when its value is not equal to the point's NMODE parameter value.

Mode attribute is considered 'off-normal' when its value is not equal to the point's NMODATTR parameter value.

Faceplate Control Zone display conventions

This topic describes the display conventions used in the Control Zone of a faceplate.

Inverse video

If the labels adjacent to the MODE or MODE ATTR boxes are shown in inverse video, it means that the parameter is abnormal.

If the value in the PV box is shown in inverse video, it means that the server cannot determine the value—perhaps because the server has lost contact with the field device.

If anything is shown in inverse video and you don't why it is occurring, report it to your supervisor or an experienced colleague.

Red question marks, dashes, or asterisks

If red question marks appear in the PV box, it means either:

- the server cannot determine the value—perhaps because the server has lost contact with the field device; or
- the value cannot be displayed—perhaps because the value contains more characters than the display field can accommodate.

Red dashes indicate that the server cannot find the parameter.

Red asterisks indicate that the display field has been configured incorrectly and requires attention.

If you see red question marks, dashes, or asterisks and you don't know why it is occurring, report it to your supervisor or an experienced colleague.

Crosshatch shading

Stale data quality is visualized on displays as a crosshatch shading effect. This visualization applies to standard HMIWeb alphanumeric, level indicator, and combo box objects.

The default color of the crosshatch is DarkGray (#A9A9A9). However, it is possible to define a different color in the hw-hatch-color attribute in the display’s cascading style sheet (CSS). See the topic titled "Predefined style attributes" in the HMIWeb Display Building Guide.
**Stale PV quality on an Accumulator point**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Crosshatch lines indicating a stale PV.</td>
</tr>
</tbody>
</table>

**Faceplate buttons**

The following table only describes common faceplate buttons. If you see a button that is not described here, ask your supervisor or an experienced colleague for help.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faceplate-related</td>
<td></td>
</tr>
<tr>
<td>![Pushpin]</td>
<td><strong>Pushpin.</strong> If pressed, the faceplate remains visible even if you call up other displays, or call up more faceplates.</td>
</tr>
<tr>
<td>![Close]</td>
<td><strong>Close.</strong> Closes the faceplate.</td>
</tr>
</tbody>
</table>

Point-related

| ![Acknowledge/Silence Alarm] | **Acknowledge/Silence Alarm.** Acknowledges/silences the alarm on the point. This button is functionally equivalent to the **Acknowledge/Silence Alarm** button on Station's             |

---

*Using faceplates*

---

**Honeywell 2017 76**
Using faceplates

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>toolbar.</td>
</tr>
</tbody>
</table>
About equipment

*Equipment* is a collective term representing real-world equipment, such as:

- Pumps
- Generators
- Wells
- Well Heads

Equipment is built in Quick Builder using templates. As part of the creation process, associated items such as controllers and points are built automatically, saving considerable configuration effort. After being downloaded, information about the Equipment at your site is displayed in Station displays enabling monitoring and controlling in the same way as Alarms, Events, and so on.

Like other items in Station, only Equipment for which you have scope of responsibility is visible to you. If the Operator security level on your Station changes to a lower security level (such as during Operator changeover), Equipment displays will return to a default view of the page showing assets for only the lower Operator security level.

New display layouts have been developed for Equipment, providing a rich collection of graphical and alphanumeric content.

Depending on how it has been configured at your site, the Equipment Summary is presented in either a tabular or card view. Equipment Detail displays can be viewed as tables, schematics, or trends, and contain options enabling you to switch between views as desired.
**Viewing equipment**

Information about Equipment at your site is displayed in Station displays, enabling monitoring and controlling in the same way as Alarms, Events, and so on.

The Equipment Summary and Detail displays are different to other Station summary and detail displays in that they are automatically generated when called. Different layout options can be used to present the data. This is configured when the template is built. If more than one layout has been configured for an Equipment Detail display, you can use icons in the display header to switch between them.

Images used in this guide to represent Equipment displays should therefore be viewed as examples only. The displays at your site may be quite different, depending on how they have been configured.

Here is an example of a possible layout for the Equipment Summary – the card view.

*Equipment summary layout – Card view*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Equipment Summary header provides filtering options, enabling equipment to be filtered by Assets and/or Equipment type, or group.</td>
</tr>
<tr>
<td>2</td>
<td>Equipment type header</td>
</tr>
</tbody>
</table>
The header for each group contains the name of the group and the number of equipment items within the group. When clicked, the header expands or collapses the section within.

**Equipment data**

For the card view, as shown, each card contains:

- Alarm indication (if required)
- Name of equipment
- Description
- Units of measurement (optional)
- Up to three key parameters, which can be presented numerically and/or graphically in a mini trend, as shown.

Here is an example of a possible layout for the Equipment Detail – the card view.

**Example of an Equipment Detail display**

![Equipment Detail display](image)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Equipment Detail header</strong>, containing:</td>
</tr>
<tr>
<td></td>
<td>- Navigation options, enabling you to move to other equipment items from the filtered list on the summary.</td>
</tr>
<tr>
<td></td>
<td>- View icon (table, trend, or schematic view) – click to move between data views.</td>
</tr>
</tbody>
</table>
Summary display elements (continued...)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>A list of links for other content related to this equipment, such as the Alarm Summary.</td>
</tr>
</tbody>
</table>
|      | **Equipment Detail banner**
|      | The equipment detail banner provides a snapshot of the status information for this equipment, including: |
|      |  - An equipment graphic or icon |
|      |  - Alarm counts for points associated with this equipment |
|      |  - The name of the equipment |
|      |  - A short description of the equipment |
|      |  - One or more key parameter values (up to a maximum of 4), including the parameter description. These can be indicated numerically, or graphically by mini trends or indicators showing a value and an SP (as shown in the above example) |
| 3    | **Equipment data**
|      | For the table view, as shown above, each expandable group contains parameters and values. Depending on how the equipment has been configured, values could be presented numerically or by an indicator showing a value and an SP. |

**Viewing the Equipment Summary**

The *Equipment Summary* contains tables of equipment, grouped by equipment type and according to any applied asset or equipment filters. Depending on how this display has been configured at your site, the equipment will be presented in either a Card view or a Table view, as shown below.
Viewing equipment

*Equipment summary layout – Card view*

### Summary display elements – Card view

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><em>Equipment Summary header</em> provides filtering options, enabling equipment to be filtered by Assets and/or Equipment type, or group.</td>
</tr>
</tbody>
</table>
| 2    | *Equipment type header*  
The header for each group contains the name of the group and the number of equipment items within the group. When clicked, the header expands or collapses the section within. The numbers after Equipment type headings (Tests, Fields) indicate the number of equipment listed in that section. |
| 3    | *Equipment data*  
For the card view, as shown, each card contains:  
- Alarm indication (if required)  
- Name of equipment  
- Description  
- Units of measurement (optional)  
- Up to three key parameters, which can be presented numerically and/or graphically in a mini trend, as shown |
Here is the second example of a possible layout for the Equipment Summary – the table view

**Equipment summary layout – Table view**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Equipment Summary header</strong> provides filtering options, enabling equipment to be filtered by Assets and/or Equipment type, or group.</td>
</tr>
</tbody>
</table>
| 2    | **Equipment type header**  

The header for each group contains the name of the group and the number of equipment items within the group. When clicked, the header expands or collapses the section within. The numbers after Equipment type headings (Tests, Fields, Wells) indicate the number of equipment listed in that section. |
| 3    | **Equipment data**  

For the table view, each table contains:  
- Alarm indication (if required)  
- Name of equipment (click on the name to go to the detail display for that equipment)  
- Columns containing values for each of the configured key parameters, which can be presented numerically and/or graphically using indicators, as shown  
- Display and navigation options enabling you to change the number of rows displayed |
Summary display elements – Table view (continued...)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>in the table, or to move between pages of the table</td>
</tr>
</tbody>
</table>

To view the Equipment Summary and update Equipment parameter values

1. From the menu bar, click View > Equipment.

   The Equipment Summary appears.

2. Click on a section heading, to expand the list of equipment of that type in either card or tabular format.

   The data shown for each Equipment is the key parameter values, as configured for your site. This can contain a mix of display elements including alphanumerics and indicators. An alarm icon will also appear to the left of the Equipment name if one of its associated points is in alarm.

3. Any parameters that can be edited show a border around the value when hovered over with the mouse. Click in the edit box for any parameter you want to update and replace the existing value with a new value.

   As soon as you position the cursor into an edit box to change a parameter value, the system automatically pauses any live sorting that is occurring for the group. The parameter values for the group will continue to update, only the reordering required to meet the sort criteria will pause.

   **Tip:**

   Click on an Equipment name to navigate to the Detail display for that Equipment, where more parameters for this Equipment are displayed and able to be modified.

Filtering the equipment summary

The default view of the Equipment Summary has no filters applied. You can use Asset and Equipment filters to limit the number of equipment shown on the summary display. These filters can be used individually or in combination.

To filter the Equipment Summary by asset name

1. From the Equipment Summary, click All Assets to display the Asset Pane. Mouse over each Asset name to see its short description.
2. Click an asset name to show only equipment for that asset.

The text in the header changes to show that this filter has been applied. In this example, the only equipment contained within the asset GWPOD003 is of the type **Wells**. For this reason, the **All Equipment** text has changed to **Wells**.
Equipment Summary with asset filter applied

To filter the Equipment Summary by equipment type

1. From the Equipment Summary, click All Equipment to display the Equipment filter options. Depending on your site configuration, there could be several levels of filter to choose from. In this image, you could select to filter the view to only wells with different characteristics, that are Underperforming or In Alarm, for example.

   Equipment menu

2. Click an equipment filter to show only equipment meeting that criteria. The text in the header changes to show that this filter has been applied.
Accessing Equipment Detail displays

Equipment detail displays contain a lot more information about the equipment, and enable interaction with more of the equipment parameters.

To call up an Equipment Detail display

1. From the menu bar, click View > Equipment.
   The Equipment Summary appears.
2. Click the name of the equipment you want to view, for example GWPODWELLM003.
   The Equipment Detail display for that equipment appears.

**Equipment Detail display**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | *Equipment Detail header*, containing:  
|      | • Navigation options, enabling you to move to other equipment items from the filtered list on the summary.  
|      | • View icon (table, trend, or schematic view) – click to move between data views.  
|      | • A list of links for other content related to this equipment, such as the Alarm Summary. |
Equipment Detail display elements – table view (continued...)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| **2** | *Equipment Detail banner*  
The equipment detail banner provides a snapshot of the status information for this equipment, including:  
- An equipment graphic or icon  
- Alarm counts for points associated with this equipment  
- The name of the equipment  
- A short description of the equipment  
- One or more key parameter values (up to a maximum of 4), including the parameter description. These can be indicated numerically, or graphically by mini trends or indicators showing a value and an SP (as shown in the above example) |
| **3** | *Equipment data*  
For the table view, as shown above, each expandable group contains parameters and values. Depending on how the equipment has been configured, values could be presented numerically or as a dual indicator, showing a value and an SP. |

Depending on how Equipment Detail displays have been configured for your site, the data can be presented in any of these different views:
- Table (as shown above)
- Schematic
- Trend

**To navigate between Equipment Detail displays**

1. From any Equipment Detail display, click one of the navigation icons in the display header.

   The options are:
   - Up arrow – return to Equipment Summary
   - Previous icon – move to the Detail display for the previously listed equipment (in the filtered list)
   - Next icon – move to the Detail display for the next list equipment (in the filtered list)
Tip:

If you navigated to this detail display from the Related Equipment List on the Equipment Summary, the **Next** and **Previous** options will navigate to detail displays for the equipment from that list.

- Equipment List icon – shows a list of the other equipment from the filtered list. You can navigate to detail displays for the equipment listed here by clicking on the equipment name in the list.

**To switch between Equipment Detail views**

1. From any Equipment Detail display, click one of the view icons in the display header.

   The options, ordered from left to right in the above image are:
   - Table
   - Schematic
   - Trend
   - Views list – displays a list of all views configured for this display, as well as links to related displays or information about this equipment.

   The Equipment Detail display changes to the view you have selected. If you selected a display from the Related Links list, the system navigates to the specified display for that equipment. This could include displays such as the Alarm Summary.

**Viewing related Equipment**

If related equipment has been defined and configured for this equipment type, it will be presented in one or more **Related Equipment** table(s) on the detail display for this equipment item.

**To view related Equipment**

1. From any Equipment Detail display, scroll to the Related Equipment table or tables.

   The template on which this equipment item was based defined the number and types of relationships supported by this equipment type. Typically there will be a table for each relationship type, for example, Wells to Wellhead.
2. Open the table to list the related equipment. The information provided can include:
   - Links enabling navigation to the detail displays for each related equipment item

   **Tip:**
   When viewing the detail display for a related equipment item, you can use the navigation options provided in the header to move to detail displays for related equipment that was listed before and after the current item in the Related Equipment table.

   - Alarm aggregation from the related equipment items to this equipment item.
   - Key parameter values for the equipment enabling you to monitor all the related equipment from the one display.
Monitoring and controlling equipment

Features have been added to make equipment easy to monitor and control, including the ability to sort (ascending or descending) by key parameters, filter the data by asset, equipment type, parameter values, and alarm state, and to pause and resume live updates. If you choose to sort the Equipment table by one of the key parameters, the values in the table continue to update and the system automatically reorders the table rows so as to meet the sort criteria. You can pause and resume automatic data sorting at any time, but it will automatically pause if you edit a parameter.

To edit values in the equipment table

1. From any Equipment Detail display, click the Tabular View icon in the header to display the data in a tabular view.

   Equipment Detail display, Table View

2. All parameters that can be edited show a border around the value when hovered over with the mouse. Click in the edit box for the parameter you want to update and replace the existing value with a new value.

   Tip:

   To lock the table while you are editing parameters, click Pause Live Update. This will prevent any parameters from being removed from the table due to automatic sorting.
3. Click **Enter** (or tab to the next field to be edited) to commit the change to the controller.
4. Click **Resume live update** at the bottom right of the display to resume sorting, if applicable.
Using points

This section describes points and various methods you can use to control points.

About points

A point is a collection of information about a particular part of your system. For example, a point representing a motor would include:

- An ID, also known as a tag name, which uniquely identifies the motor.
- A description.
- A full item name. The full item name indicates a point's location within the Asset Model, for example, /assets/Plant/Filtration/Tank/FlowMeter indicates that the point named Flowmeter is assigned to the asset named Tank which is itself assigned to the assets name Filtration and Plant which are interconnected in a hierarchy.
- The current state (off or on).
- The desired state. This is applicable if you are allowed to control the point. For example, if current state of the motor is 'On' you can change the real state of the motor to 'Off' using the display.

About point parameters

Each item of information about a point is called a parameter. The main parameters store:

- The current value or state of the point (sometimes referred to as Process Variable or PV).
- The desired value or state of the point (sometimes referred to as Set Point or SP).
- The output value of the point (sometimes referred to as OP).
- The control state of the point, that is, whether the point is being automatically controlled or manually controlled (sometimes referred to as Mode or MD).
- For EFM meters, the status of data collection and export.
  
  Because data is exported for use by third-party gas measurement systems, you cannot read the collected data.

Not all points will have all of these parameters.

About assets

Assets can represent entities such as fixed plant equipment, materials, and buildings. The Asset Model provides a hierarchical structure that resembles your organization.
The points in your system belong to assets. For example, you might have an asset that represents a furnace in your plant. All the points associated with the physical furnace (analog points measuring the temperature, status points controlling valves or pumps associated with the furnace) might belong to the asset that represents the furnace.

The part of the system for which you are responsible can be controlled by assigned assets to you or the Station you are using. In addition, where assets have been assigned to you, the tasks that you can perform can also be restricted. For example, you may have View access to an asset in your system. In this case, you can only view items associated with the asset, you cannot make any changes, such as acknowledging alarms or changing a point parameter.

**About Alarm Groups**

The points in your system can be grouped together in an Alarm Group. The points do not necessarily have to relate to one another as they do with assets. For example, you may have an Alarm Group that groups together all points controlling the pumps in your plant.

Alarm Groups provide an alternative view of the points and their alarms in the Alarm Summary.

Alarm Groups have a Detail display, which provides alarm accounts for the points within the Alarm Group.

**Controlling points**

You control your system by controlling points. For example, to turn off a motor, you would set the appropriate parameter of the associated point to 'Off.'

---

**Attention:**

The amount of control you have depends on several factors, including your security level, and the way in which a point has been configured. There are also several ways of controlling a point. Consequently, you should ask your supervisor or an experienced colleague before you attempt to control any point.

---

You can control a point in several ways—for example, through a faceplate or custom display. In some cases, when you try to control a point, you may be required to provide an electronic signature.

In many cases, you can also speed up point control by using your keyboard. For example, if you have a PC keyboard, you can raise the value of a selected analog point by pressing F9 (by default, this raises the value by 1%).

**Controlling a point from a point detail display**

As an example, you want to switch off a fan for maintenance purposes. The point that controls the fan you want to switch off is called `fan_unit2` and it has the following
parameters:
- PV, which shows the current value of the point.
- OP, which is the parameter you use to control the point.
- MD, which shows the control mode of the point.

You are currently viewing a display which graphically shows the fan.

**Solution**

1. Double-click an associated display object to call up the Point Detail display for **fan_unit2**.
2. If control mode (MD) of the point is set to **AUTO**, change it to **MAN**.
3. Change **OP** to **Off**.

If the fan has failed, you can disable the related point by clearing the **Scanning and Control Enabled** check box to prevent misleading error messages being generated.

**Controlling a point from a custom display**

As an example, you want to change the temperature of a boiler. The point that controls the boiler temperature is called **boiler1_temp**. The point has the following parameters:
- PV, which shows the current temperature
- SP, which you use to change the desired temperature

You are currently viewing a display which graphically shows the boiler as well as labeled alphanumeric display objects for the parameters.

**Solution**

1. Select the alphanumeric that shows the SP. (The object is editable if the value appears in 'inverse video' when you select it.)

   Information about the point, including its ID, appears in the Message Zone.

2. Change the value by either:
   - Typing the new value and pressing ENTER. Note that when you start to type the new value, a callout is displayed showing the old value. When you press ENTER, the callout prompts you to confirm the change in value.
   - Clicking toolbar buttons. Click ▲ (Raise) or ▼ (Lower). Each time you click the button the value increases/decreases by a small amount.
Controlling a point from a faceplate

As an example, you want to turn on the lights in the south west corner of level one in your building. The point that controls these lights is called Level1SWLights. The point has the following parameters:

- Value, which shows the current status of the point, that is whether the lights are on or off.
- Mode, which shows the control mode of the point.

You are currently viewing a display which graphically shows the lights.

Solution

1. Click an associated display object to call up the faceplate for Level1SWLights.
3. Change Value to On.

Controlling a point from a group display

You can control a point from a group display in the same way as you control it from a faceplate. (A group display is really just a collection of faceplates for related points.)

One difference however, is that the faceplate of the point you want to control may not be selected when you call up the group display. Therefore you may first have to select the appropriate faceplate before you can control the point.

Disabling or enabling a point or EFM meter

You typically need to disable a point or EFM meter if the associated device is being serviced or repaired—this prevents misleading alarms being generated. (When you disable a point or EFM meter, Experion stops gathering information about that point or EFM meter.)

Attention:

You can only disable SCADA points.

To disable a point

1. Select an editable display object associated with the point—for example, an alphabetic-numeric that shows the PV. (The object is editable if the value appears in 'inverse video' when you select it.)
Information about the point, including its ID, appears in the Message Zone.

2. Click (Enable/Disable).

The point's parameters turn gray to indicate that the point is disabled.

To enable a disabled point

1. Select an editable display object associated with the point—for example, an alpha-numeric that shows the PV. (The object is editable if the value appears in 'inverse video' when you select it.)

   Information about the point, including its ID, appears in the Message Zone.

2. Click (Enable/Disable).

To disable an EFM meter

1. Display the meter in the meter detail display.
2. Clear the Enable check box.

   When you disable a meter, any of its currently executing schedules are abandoned.

To enable a disabled EFM meter

1. Display the meter in the meter detail display.
2. Select the Enable check box.

   When you enable a disabled meter:
   - Data collection will begin at either the next scheduled interval or when a manual collection is requested.
   - Because of the potentially large load this may have on channels and controllers, there will be some throttling of EFM traffic. If a request for EFM data is delayed due to throttling, this will not be considered a failed request. Accordingly, this does not affect the retry count.

Adding a red tag or operator tag to a point

This topic is applicable to only certain points.

When maintaining equipment, you may need to temporarily bring a point out of service (add a red tag), or add a maintenance comment (operator tag) to a point:
- Add a red tag to the point—this locks the point's OP and MODE parameters so that they cannot be changed by operators.

- Add an operator tag to the point—a comment that warns operators that the associated equipment is being maintained. (Adding only an operator tag does not lock the point's OP and MODE parameters.)

When you add a red tag to a point, a symbol appears next to the OP box on the faceplate.

If an immediate, downstream block has a red tag set, a symbol appears next to the OP box on the faceplate to indicate this secondary red tag condition.

When you add an operator tag, a symbol appears next to the OP box on the faceplate, and the comment appears in a tooltip when the mouse pointer is over the symbol.

If you do both (that is, add a red tag and an operator tag), the red tag symbol takes precedence.

**Prerequisites**

The point must be assigned to your scope of responsibility (SOR).

The MODE of the point must be set to MANUAL.

To add a red tag, you must have ENGR security access.

**To add a red tag to a point**

1. Double-click the object on the display that is associated with the point to call up the point detail display for the point.
2. On the **Main** tab, select the **Red tag** check box.

**To add an operator tag to a point**

1. Double-click the object on the display that is associated with the point to call up the point detail display for the point.
2. On the **Main** tab, select the **Operator tag** check box.
3. If appropriate, type a comment in the **Operator tag description** box.

   The maximum number of characters you can type is 15.

   If you don't type the comment, the default comment, **Operator Tag**, will be used.

**Setting the Preferred SP for a point**

For some analog points, you can set a **Preferred SP**.
A Preferred SP is a visual aid on an analog point detail faceplate which shows as a hollow green triangle on the bar graph of the PV parameter in the faceplate Indicator Zone, and displays as a value in the faceplate SP ToolTips.

Tip:
The Current SP is always shown as a solid green triangle to the left side edge of the PV bar graph in the faceplate Indicator Zone.

A Preferred SP does not alter or affect the Current SP value or other properties of the point in any way.

Only one Preferred SP can be set for each analog point, and is provided to serve as a reminder of where the Current SP should preferentially be located.

For example, when planned maintenance of equipment is to occur, an operator or engineer can set the Preferred SP to the current (normally operating value of the) set point, to serve as a reminder for the purposes of resetting the Current SP at completion of the maintenance operation.

Attention:
The use of Preferred SP is determined by the Server-wide Station Settings > Faceplates Options.

To view the Preferred SP value (if set) of a point

1. Click the object on the display that is associated with the point to call up the faceplate.
2. Show the SP values in the ToolTip by hovering the mouse over one of the following:
   - The SP Indicator Zone (area to the immediate left side edge of the PV bar graph) in the faceplate Indicator Zone.
   - The SP box in the faceplate Control Zone.

The current SP value and Preferred SP value (if set) will show in the mouse ToolTip. If the Preferred SP has not been set, or has been cleared, a message is displayed in the ToolTip informing you that the Preferred SP can be set through the right-click popup menu.
Tip:
Move the mouse away from the SP indicators to close the ToolTip.

Attention:
You should only perform this procedure if and only if the intended Preferred SP value is to be the same as the current SP value. Alternatively, if the intended Preferred SP value is to be different to the current SP value, see “To set the Preferred SP to other than the current SP value” below.

To set the Preferred SP to the current SP value

1. Click the object on the display that is associated with the point to call up the faceplate.
2. Show the popup menu by right-clicking one of the following:
   - The SP Indicator Zone (area to the immediate left side edge of the PV bar graph) in the faceplate Indicator Zone.
   - The SP box in the faceplate Control Zone.
3. Choose Save as preferred SP.
   The Preferred SP value is set to the current SP value. The current SP is not affected.

Tip:
The current SP indicator (solid green arrow) will overlap and conceal the Preferred SP indicator (hollow green arrow) in the SP Indicator Zone (area to the immediate left side edge of the PV bar graph). In the faceplate Indicator Zone, the current SP value remains the same as the Preferred SP value for the point.

Attention:
Note that this procedure changes the current SP value. If you don't wish to change the current SP value, you should note the current SP value, so that you can restore it back to this value after setting the Preferred SP value in this procedure.
To set the Preferred SP to other than the current SP value

1. Click the object on the display that is associated with the point to call up the faceplate.

   If you don't wish to change the current SP value, make a note of its value, for restoration after this procedure.

2. Click in the SP box, type the Preferred SP value, and press ENTER.

3. Right-click the box and choose Save as preferred SP from the shortcut menu.

   The Preferred SP value and the current set point value are both changed to the new value.

   Tip:

   If you did not wish to change the current SP value, you should restore it to the value you noted previously (in step 1).

To clear the preferred set point

1. Click the object on the display that is associated with the point to call up the faceplate.

2. Right-click either the SP box (in the faceplate Control Zone) or the SP Indicator Zone (area to the immediate left side edge of the PV bar graph) in the faceplate Indicator Zone, and choose Clear preferred SP from the shortcut menu.

About Electronic Signatures

As a security measure, certain types of messages and control point changes may require confirmation with either one or two electronic signatures.

When an electronic signature is required, an Electronic Signature dialog box appears. You may, in some cases, need to select a reason for the response or action from a predefined list. Optionally, you may also add a comment in the dialog box. Note however, that once you click the Sign button, the reason and comment cannot be modified or deleted.

For some highly critical actions, two electronic signatures may be needed. In the case of a double signature requirement, the Electronic Signature dialog box displays two tabs — one for the Primary signature, and the other for the Secondary signature. The minimum control (or security level) and the asset assignment required by either signer is displayed on their respective tabs.
Electronic Signatures - dual signature requirement

The secondary signature must be different from the primary signature and must be made by an individual with the appropriate security level.

Controlling points requiring Electronic Signatures

Certain point control operations may require either single or double signatures before they can be made. In addition, general control confirmation should also be captured.

If a single signature is needed, you must have the appropriate control level to perform the task. A control level can be any number from 0 to 255. Only an operator who has a control level that is equal to or higher than the point's control level can control that point. When you attempt to make a change to a point, the minimum control or security level required is shown in the Electronic Signature dialog box. If a secondary signer is also required, the dialog box will contain two tabs, one for each of the signers. The required security level of the second signer is shown in the Secondary signature tab.

To sign with a single electronic signature

1. When the Electronic Signature dialog box appears, select a predefined reason from the Reasons list (if applicable).
2. Type your user name if required.
3. Type your password.
4. Select your domain, if required.
5. Type any additional information under Comments.
6. Click OK.

A confirmation is sent to the controller and the change takes place. An event is generated recording your name and other information about the action, such as date and time.

**To sign with a double electronic signature**

1. When the Electronic Signature dialog box appears, select a predefined reason from the Reasons list (if applicable) in the Primary signature tab.
2. Type your user name, if required.
3. Type your password.
4. Select your domain, if required.
5. Type any additional information under Comments.
6. Click Sign.

Your signature is locked in and cannot be changed.

7. Click the Secondary signature tab.

The secondary signer must have a different user name from the primary signer and must have a security level equal to or higher than level displayed in the Secondary signature tab.

8. The secondary signer types their user name, domain, and password.
9. Any additional information, if required, is added in Comments.
10. Click OK.

A confirmation is sent to the controller the change is made. Events are generated recording the names of the signers together with other details.
Responding to alarms

An alarm is generated whenever an abnormal condition occurs. Alarms are typically associated with points—for example, the value of an analog point representing a temperature sensor, may be above or below the acceptable range. These types of alarms are known as 'process' alarms because they are associated with the process you are monitoring and are displayed only on the Alarm Summary.

Alarms may also be generated when any important event occurs, such as a communications failure. These types of alarms are known as 'system' alarms because they are associated with components that form your system. These alarms are displayed on the System Status display.

Help is shown for system alarms and process alarms on the Alarm Help tab of the Alarm Details pane.

Reports can be produced that list different types of alarm information. For example, alarm time details, duration, and disabled alarms. For more information, see "Producing reports."

---

Tip:

- The Alarm box in the Status Bar flashes red if there are any unacknowledged alarms.
- The System box in the Status Bar flashes cyan if there are any unacknowledged system alarms.
- If configured for your system, you can display help information associated with each process alarm.

---

Calling up the Alarm Summary

Alarms are listed on the Alarm Summary, which provides a one-line description of each alarm.

An alarm is considered to be a repeat alarm if the source, condition, and parameter are the same. If a repeat alarm occurs, the repeat is not added as another entry in the summary. Instead, the alarm details of the original alarm are updated to show the details of the latest occurrence of the alarm. The number of occurrences of the alarm and the time of the original alarm are shown in the Details pane of the alarm.

The layout and content shown in the Alarm Summary can be customized. For more information, see “About customizing the summary displays” and “Filtering the Alarm Summary” in the Station Configuration Guide.
To call up the Alarm Summary

1. Click the (Alarm Summary) toolbar button. (Alternatively, choose View > Alarms from the menu.)

Alarm Summary

The bottom-left part of the display summarizes the status of alarms for which you are responsible. For example, if ‘2 of 8’ appears opposite Unacknowledged alarms, it means that two unacknowledged alarms are currently shown in the Alarm Summary, but six others are currently hidden.

Typical Summary of Alarm Status

In the case of Shelved alarms, the value will always be of the form ‘0 of xx’ unless you have selected the (shelved alarms) view. In the case of Suppressed alarms, the value will always be of the form ‘0 of xx’ unless you have selected the (suppressed alarms) view.

1. To display the Details pane, click (Show details pane) on the Alarm Summary toolbar.

2. To see a graphical view of your alarms grouped according to assets, click (Show alarm tracker) on the Alarm Summary toolbar.

This icon is only enabled if your system is licensed for Alarm Tracker.
**Alarm Summary columns**

The following table describes the default alarm line items, starting from the left.

---

**Tip:**

- The alarm colors described below are the default alarm colors. Your system may use custom alarm colors.
- When an alarm is disabled, the original icon shape is retained, but the symbol changes to a minus sign and its color changes to gray.

<table>
<thead>
<tr>
<th>Column</th>
<th>Active State</th>
<th>Meaning</th>
<th>Bad quality state</th>
<th>Disabled state</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm state</td>
<td>![Alarm icon]</td>
<td>Magenta and flashing: the alarm is critical priority, unacknowledged and the cause of the alarm still exists.</td>
<td>![Alarm icon]</td>
<td>![Alarm icon]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Magenta and not flashing: the alarm is critical priority, acknowledged and the cause of the alarm still exists.</td>
<td>![Alarm icon]</td>
<td>![Alarm icon]</td>
</tr>
<tr>
<td></td>
<td>![Alarm icon]</td>
<td>Inverse color and flashing: the alarm is critical priority, unacknowledged and the cause that generated the alarm no longer exists.</td>
<td>![Alarm icon]</td>
<td>![Alarm icon]</td>
</tr>
<tr>
<td></td>
<td>![Alarm icon]</td>
<td>Red and flashing: the alarm is urgent priority, unacknowledged and the cause of the alarm still exists.</td>
<td>![Alarm icon]</td>
<td>![Alarm icon]</td>
</tr>
<tr>
<td></td>
<td>![Alarm icon]</td>
<td>Red and not flashing: the alarm is urgent</td>
<td>![Alarm icon]</td>
<td>![Alarm icon]</td>
</tr>
<tr>
<td>Column</td>
<td>Active State</td>
<td>Meaning</td>
<td>Bad quality state</td>
<td>Disabled state</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>---------</td>
<td>-------------------</td>
<td>----------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>priority, acknowledged and the cause of the alarm still exists.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inverse color and flashing: the alarm is urgent priority, unacknowledged and the cause that generated the alarm no longer exists.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yellow and flashing: the alarm is high priority, unacknowledged and the cause of the alarm still exists. Yellow and not flashing: the alarm is high priority, acknowledged and the cause of the alarm still exists.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inverse color and flashing: the alarm is high priority, unacknowledged and the cause that generated the alarm no longer exists.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cyan and flashing: the alarm is low priority, unacknowledged and the cause of the alarm still exists. Cyan and not flashing: the alarm is low priority, acknowledged and the cause of the alarm still exists.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Column

<table>
<thead>
<tr>
<th>Active State</th>
<th>Meaning</th>
<th>Bad quality state</th>
<th>Disabled state</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt=" inverso color and flashing: the alarm is low priority, unacknowledged and the cause that generated the alarm no longer exists. " /></td>
<td>Inverse color and flashing: the alarm is low priority, unacknowledged and the cause that generated the alarm no longer exists.</td>
<td><img src="image" alt=" inverso color " /></td>
<td><img src="image" alt=" inverso color " /></td>
</tr>
<tr>
<td><img src="image" alt=" shelved active critical alarm. " /></td>
<td>Shelved active critical alarm. Inverse color indicates that the alarm has returned to normal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt=" shelved active urgent alarm. " /></td>
<td>Shelved active urgent alarm. Inverse color indicates that the alarm has returned to normal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt=" shelved active high alarm. " /></td>
<td>Shelved active high alarm. Inverse color indicates that the alarm has returned to normal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt=" shelved active low alarm. " /></td>
<td>Shelved active low alarm. Inverse color indicates that the alarm has returned to normal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt=" shelved active alert. " /></td>
<td>Shelved active alert. Inverse color indicates that the alarm has returned to normal.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt=" suppressed critical alarm. " /></td>
<td>Suppressed critical alarm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt=" suppressed urgent alarm. " /></td>
<td>Suppressed urgent alarm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt=" suppressed high alarm. " /></td>
<td>Suppressed high alarm.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt=" suppressed low alarm. " /></td>
<td>Suppressed low alarm.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Date & Time

The time and date when the alarm was received.

This alarm was previously suppressed but is now unsuppressed, and the date and time value shown here is *when the alarm was unsuppressed*, not when the alarm was first received.

To find out when the alarm was first received, hover over the date and time to display the ToolTip for this column entry, or look in the Details pane for this alarm.

The server cluster you are connected to is configured to treat unsuppressed alarms as new alarms. (This is a setting that is enabled on the Summary Displays tab of the
<table>
<thead>
<tr>
<th>Column</th>
<th>Active State</th>
<th>Meaning</th>
<th>Bad quality state</th>
<th>Disabled state</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>server wide settings for a server cluster.)</td>
<td>When this setting is not enabled, the date and time column for an unsuppressed alarm indicates when the alarm was first received by the server and no asterisk is shown for the date and time value.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>The tag name of the asset to which the point or device belongs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>The point or device that caused the alarm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the point ID is too long to be fully displayed in the alarm summary, it is truncated. To see the full name, place the mouse pointer over the partial point ID to display the full point ID.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>The equipment associated with the point that caused the alarm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Condition</td>
<td>The alarm condition.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>The priority of the alarm. The prefix letter indicates the general priority:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Critical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Urgent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If a number follows the letter, it represents the relative priority within the general priority. For example, Urgent alarms can vary from U15 (most urgent) to U00 (least urgent).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>A description of the alarm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the description is too long to be fully displayed in the alarm summary, it is truncated. To see the full description place the mouse pointer over the partial description to display the full description.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trip Value</td>
<td>The value that triggered the alarm.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Value</td>
<td>The current value. This value is continually updated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If the <a href="#">Format live value in Alarm Summary using PV Format</a> setting in the <a href="#">Summary Displays</a> tab of <a href="#">Server Wide Settings</a> is enabled, live values in the Alarm Summary will be shown in the format configured for point parameter values. For information, see “Configuring precision values for point parameters.” Alternatively, two decimal places will be shown.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units</td>
<td>The unit that the value represents, for example ml/s.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Identifying the failure point from the Alarm Summary

Overview

From Experion Release 430 onwards, the **Description** column of the SCM, RCM, or CR Fail Alarm displays the description of the failed step output, transition condition, or Phase instead of the description of the SCM, RCM, or CR. This helps you to directly identify the failed point without having to search through the SCM/RCM/CR. In addition, this information is captured in the Experion event journal which can be retrieved at a later point for reporting and diagnostic purposes.

Additional information about the Description column

The format of the text in the **Description** column varies depending upon where the SCM, RCM, or CR failed. The following table illustrates the format of the text in the **Description** column based on the failure point.

<table>
<thead>
<tr>
<th>Failed point</th>
<th>Text format in the Description column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step output</td>
<td>Step description, Output description</td>
</tr>
<tr>
<td>Transition condition</td>
<td>Transition description, Condition description</td>
</tr>
<tr>
<td>Phase block</td>
<td>Phase block description</td>
</tr>
</tbody>
</table>

For the Fail Alarm to display the description of the failure point, the description of the following blocks must be configured appropriately:

- Step and Output
- Transition and Condition
- Phase

The alarm description will be blank or incomplete if the block descriptions have not been configured appropriately.

The following figure displays a sample **Alarm Summary** and a portion of the configuration form of the **Main** tab and the **Out #1** tab of the Step block.
Limitations and constraints of the Description column

- To see alarm descriptions that are longer than 132 characters, hover your mouse pointer over the description.

- Step descriptions and output descriptions are not unique and you can have multiple instances of the same description on the same strategy. Therefore, you must be aware that there can be alarms with the same description that are related to different conditions.

- Even though an event is logged in the event journal when an alarm is generated during a failed step output, this event is not updated when the failed step output is skipped using the Force Request option. For example, consider a scenario where there are multiple outputs in a Step block and more than one outputs are in a failed state. In this scenario, the Description column displays the step output description of the first failure. However, if you skip this failed step output using the Force Request option, the Description column in the Alarm Summary displays the description of the currently failed point. However, an event is not logged in the event journal when the failed step
output is skipped. Only one event is logged for the first failed step output even though there are multiple failed step outputs that are skipped.

- If you are migrating from Experion Release 410 or earlier to Experion Release 430, the alarm description is displayed in the new format for alarms that are generated after the migration. However, for alarms that are reported prior to migration, the **Description** column still displays the SCM, RCM, or CR description.

### Identifying failures for multi-thread parallel execution

In a multi-thread parallel execution, when multiple threads fail at the same time, only the first failure from the right is reported in the Alarm Summary. The alarm description is updated with the next failure point description only after the first failure is resolved. In addition, an event is generated every time an alarm is reported.

In a multi-thread parallel execution, multiple threads execute in the order of highest thread number to lowest thread number. In the majority of cases, the thread order is represented by the pin order in the Sync block from right (the highest thread number) to left (the lowest thread number) in the Control Builder chart view. Occasionally, the thread number is not lined up with the pin order in the Sync block. For example, when a new thread is added by adding a new pin to the left instead of the right or moving a pin around. In such scenarios, the execution order is not always from the right most pin to the left.

### Changing what is shown in the Alarm Summary and the System Status display

---

**Attention:**

Depending on your security privileges, you may not be able to filter and sort the Alarm Summary or the System Status display. The options that are not available to you are disabled and are dimmed.

---

By default, the Alarm Summary and the System Status display show all alarms (**except shelved alarms** and suppressed alarms) with the newest alarm at the top. You can change this by applying filters and sorting the summary.

Filtering allows you to show alarms that match the filter criteria and hide alarms that do not match the filter criteria. For example, you can filter to show alarms:

- Of a particular priority only.
- For a particular asset only on the Alarm Summary.
- For a particular piece of equipment on the System Status display.

You can also filter by most columns in the summary.
Sorting allows you to set the order in which alarms appear. The sort order can be ascending or descending. For example, you can sort alarms by date and time, in ascending order. This means that alarms are listed in order of ascending date and time, that is, the oldest alarm is listed at the top of the summary.

You can apply more than one filter at a time and you can also filter and sort at the same time. When the Alarm Summary is filtered or sorted, the column by which you are filtering or sorting is highlighted.

**Using the Location pane on the Alarm Summary and the System Status display**

The Location pane on the Alarm Summary provides a tree view of assets to which you, or the Station you are using, have been assigned. The Location pane on the System Status display provides tree views of your network components and system components.

You can use the Location pane to filter the Alarm Summary and the System Status display to show alarms for:

- A particular asset
- An Alarm Group
- A particular piece of equipment

Using the Location pane, you can easily see the highest priority alarm(s) as well as the number of alarms for each item in the hierarchical trees (excluding suppressed alarms). If you are using a console and alarms have been disabled for an asset on the console, the asset will be marked in the Location Pane with a ![Warning Icon]. Note that selecting an item in the location pane will filter the alarms shown in the results pane but will not affect the dashboard being shown.

*Alarm Summary showing the Location Pane*
To show the Location pane

1. Choose one of the following:
   - Click the Show Location Pane icon.
   - Click the Location list and click the Push Pin to dock the Location pane.

To hide the Location pane

1. Choose one of the following:
   - Click the Hide Location Pane icon.
   - Click the Close icon in the Location Pane.

To filter using the Location pane

1. Show the location pane if it is hidden.
2. Expand the asset tree to locate the item by which you want to filter.
3. Click the required item(s).

Alarms are filtered to show any alarms for the selected item(s).

Tip:
Use SHIFT+click to select multiple items in a successive list. Use CTRL+click to select multiple items not in succession.

Using the Dashboard pane on the System Status display

The Dashboard pane on the System Status display provides a graphical view of the status of your system and network components in a way that allows relationships and criticality to be represented.

You can use the Dashboard pane to filter the System Status display to show alarms for:

- A particular piece of system equipment
- A particular network component
- A lower level dashboard (system alarm group)

Using the Dashboard pane, you can easily see the highest priority alarms and where they are occurring in the context of your plant. You can also see the status of equipment where available.

Attention:

The Dashboard pane on the System Status display is not filtered by the Location pane.

System Status display showing the Dashboard Pane
To show or hide the Dashboard pane

1. Click the Show Dashboard Pane icon.

To select a Dashboard

1. Click the Dashboard list.

   A list of dashboard options is shown in a drop-down list.

2. Click the dashboard that you want to use for the System Status display.

   The alarms listed in the System Status display change to show the alarms for points included on the chosen dashboard.

To filter the results pane using the Dashboard pane

1. Show the Dashboard pane if it is hidden.

2. Click the required item on the dashboard to filter the results pane by that item. The items shown on a dashboard can be a network component, system equipment, or system alarm groups.

   Alarms are filtered to show any alarms for the selected item.

Using column filtering and sorting on the Alarm Summary

On the Alarm Summary display, you can use the filters available for each column to change which alarms are included in the current view.
Each column also has sorting options that you can use to arrange the values displayed in that column in either ascending or descending order.

---

**Tip:**

When you change the current view by applying a column filter or clearing all filters, an asterisk is displayed beside the name of the view currently selected for the Alarm Summary to indicate that the current view has been modified.

---

**Prerequisites**

- You have called up the Alarm Summary.

**To filter the display of alarms on the Alarm Summary**

1. Click the column heading that you want to filter by. For example, to filter the Alarm Summary according to:
   - When the alarm occurred, click the **Date & Time** column
   - Whether the alarm has been acknowledged or not, click the alarm icon column (at the very left of the Alarm Summary)
   - Alarm priority, click the **Priority** column

   A drop-down list of filter options is displayed.

2. Click the filter that you want to apply.

   When you click a filter:
   - The column heading that you are filtering on changes color.
   - The words *(Filter applied)* appear at the top of the Alarm Summary to the left of **Clear All Filters**.
   - A tick is shown beside the filter option you have chosen.
   - The alarms included in the Alarm Summary change to show only those alarms that match the filter criteria.

---

**Tip:**
You can filter on multiple columns at the same time. For example, you can filter the Alarm Summary to show only urgent alarms that occurred today by choosing **Urgent** as the filter for the **Priority** column, and then choosing **Today** as the filter for the **Date & Time** column.

Note that you can apply multiple filters in some columns. For example, when filtering by priority, you can click the **Urgent** filter and then subsequently click the **High** filter to have both filters applied.

---

**Filtering the Alarm Summary**

---

**To remove column filtering**

1. To remove individual filters, click the appropriate column heading to show which filter is (or which filters are) currently applied in that column, and then click the filter you want to remove.

   Clicking a selected filter, removes the tick beside that filter option to show that the filter is no longer applied, and changes the Alarm Summary display accordingly.

2. To remove all current column filters, click **Clear all Filters**.

   Clearing all filters, removes any column filters applied to the Alarm Summary and removes the **(Filter applied)** indication at the top of the Alarm Summary beside **Clear All Filters**.
Tip:
If a custom filter has previously been applied, clicking Clear All Filters does not reset the summary back to the default view. Rather, all filters are cleared and the view name is shown with an asterisk indicating it that the view has been modified.

To sort the display of alarms

1. Click the column heading you want to sort by.
2. Select the sort order (Sort Ascending or Sort Descending).

   The display changes to arrange the values in that column in the selected order, and the arrow icon in the column heading indicates the sort order for that column.

Tip:
Note that the Priority column shows the priority in the format H, U, or L, and shows the sub-priority in the form of a number from 00 to 15 where 00 is the lowest and 15 the highest sub-priority.

Example scenario: Filtering
You want to filter the Alarm Summary so that you see unacknowledged alarms of urgent and high priority only.

Solution

1. Call up the Alarm Summary display.
2. Click the Priority column and select both Urgent and High.
3. Click the “alarm state icon” column and select Unacknowledged.

   The Alarm Summary changes to show only unacknowledged alarms of urgent or high priority.

Example scenario: Sorting
You want to sort the Alarm Summary so that alarms are sorted in ascending order by value.


**Solution**

1. Call up the Alarm Summary display.
2. Click the **Value** column to display the “filter and sort” list.
3. Select **Sort Ascending**.
   
   The Alarm Summary changes to list alarms in ascending order according to the value.

**Using views within the Alarm Summary**

You can change how information is displayed in the Alarm Summary by applying a different 'view'. A view contains the information about filtering and sorting, which alarm line items are shown, the order they are shown in and the space provided for each item.

There are several predefined views:

- (all alarms) shows all alarms
- (recently unshelved alarms) shows only those alarms that were recently unshelved
- (shelved alarms) shows only shelved alarms
- (suppressed alarms) shows only suppressed alarms
- (unacknowledged alarms) shows only unacknowledged alarms
- (urgent and high priority alarms) shows only alarms of urgent and high priority
- (urgent priority alarms) shows only alarms of urgent priority

There may be other views that have been configured for your system. Ask your supervisor or an experienced colleague about other views and the information they display in the Alarm Summary.

**To apply a view**

1. Click the **View** list.
   
   A list of view options is displayed in a drop-down list.

   *Alarm Summary view list*
2. Click the view that you want to use for the Alarm Summary.

The alarms listed in the Alarm Summary display change to show only those alarms that meet the criteria for the view you chose. For example, if you chose the (unacknowledged alarms) view, the Alarm Summary now only shows unacknowledged alarms.

---

**Tip:**

If you choose a view and subsequently apply a column filter (or clear all filters), an asterisk is displayed beside the name of the view to indicate that the currently selected view has been modified. An asterisk is also displayed beside the name of the view if you change the column configuration of the Alarm Summary (for example, when you add or remove columns).

If a custom filter has previously been applied, clicking **Clear All Filters** does not reset the summary back to the default view. Rather, all filters are cleared and the view name is shown with an asterisk indicating that the view has been modified.

---

**Using the details pane on the Alarm Summary**

The Details pane shows the details of the currently selected alarm, provides an area for you to add comments, and if configured for your system, displays help information about the selected alarm. If no alarm is selected, the details pane is empty.
If the selected alarm is for a point, the details pane also provides links to the point detail display, associated display and Suppression Status display.

**To show or hide the Details pane**

1. Click the Details pane icon.

The Alarm Details pane appears at the bottom of the Alarm Summary.

### Navigating the Alarm Summary

There are several ways to scroll the list of alarms on the Alarm Summary. You can:

- Use your mouse and click on the scroll bar
- Use your mouse wheel (if your mouse has one)
- Use the Up and Down arrow keys on your keyboard
- Press the PAGE UP and PAGE DOWN keys to scroll a page at a time
- Press the HOME key to go to the first alarm in the summary
- Press the END key to go to the last alarm in the summary

If you want to use your keyboard keys or mouse wheel to scroll the Alarm Summary, you may need to click your mouse in the summary grid to give it focus.
Pausing the Alarm Summary

You can pause the Alarm Summary to make it easier to read if alarms are occurring in rapid succession. When the Alarm Summary is paused, no new alarms are added to the summary. However, you can still acknowledge alarms, and you can filter and sort the summary. Alarms that are acknowledged and have returned to normal while the summary is paused are shown with a strikethrough.

If an alarm has been replaced in the alarm list by a more recent instance, the alarm time will be shown with a strikethrough only. The old time will be retained to keep the alarm's position in the alarm list from changing. The alarm icon and priority fields will update to reflect the new alarm. The live value column operates as normal.

To pause the Alarm Summary

1. On the Alarm Summary display click Pause.

Resetting the Alarm Summary

A Reset View button is available on the toolbar of the Alarm Summary display. When you click the Reset View button, the default summary view is loaded. For example, it will load the All alarms view. It will also reset all filters and column positions back to default settings.

To reset the Alarm Summary

1. On the Alarm Summary toolbar, click Reset View.
2. Acknowledge the Yes/No warning message displayed at the top of the summary display.

Opening and using an alarm tracker

Alarm trackers are available in a pane that you can open in the Alarm Summary.

Like the Location pane on the Alarm Summary, the Alarm Tracker pane offers a concise view of which assets require attention. Unlike the Location pane, however, the Alarm Tracker pane offers a graphical view of alarms plotted against time as well as location. By making it easier to identify alarm clusters (that is, collections of alarms occurring close to each other in time), an alarm tracker helps you to focus on potentially abnormal situations.

The Alarm Tracker pane opens in the top half of the Alarm Summary. It contains rows of alarm icons, scrolling from right to left as time progresses. As alarm icons scroll from right to left, they move rapidly at first through the real-time area and then more slowly through the historical area.

The time axis (at the bottom of the Alarm Tracker pane) is divided into two parts:
- The right part of the axis represents the *live or real time* area of the axis.

  The period covered in this area is fixed. It is determined by the configuration setting of this alarm tracker and can only be changed if you have engineering or manager privileges.

- The left part of the axis represents the *older or historical time* area.

  The period covered in this area can be adjusted by moving the slider bar at the bottom of the asset list to the left (or right) to increase (or decrease) the time period.

*An Alarm Tracker pane in the Alarm summary*

---

### Prerequisites

- Your site has a license for the Alarm Tracker option.

- You have called up the Alarm Summary display.
You have logged on as a member of one of the following Windows groups on the Experion server to which your Station is connected: Local Ack View Only Users, Local View Only Users, Local Operators, Local Engineers, Local Supervisors, or Product Administrators.

If you log on using a different account, an error message is displayed and the alarm tracker pane shows no alarms.

To open an alarm tracker

1. Click the “Show alarm tracker” button in the row of buttons at the top of the Alarm Summary, located to the right of Reset View. If your site is not licensed for Alarm Tracker, this button is not enabled.

The Alarm Tracker pane is displayed, showing rows of alarms grouped horizontally according to assets (or alarm groups) within your scope of responsibility. These groups of alarms are known as alarm tracks.

Depending on which alarm tracker has been assigned to you and how it has been configured, there may only be one alarm track in the Alarm Tracker pane.

__________________________

Attention:

Note that the alarm tracker will show no more than 1000 alarm icons. If there are more than 1,000 alarm icons to be displayed in the time period shown in the Alarm Tracker pane, the alarm tracker will be partially shaded to indicate that the maximum number of alarm icons that can be displayed has been reached. This shaded area will hide older alarms, leaving more recent alarms (no more than 1000 alarm icons) in the non-shaded area.

To clear the shaded area:

- Zoom in to display a shorter time period in the historical part of the Alarm Tracker pane.
- Alternatively, if enough alarms have returned to normal and have been acknowledged so that there are no more than 1,000 alarms in the current time period displayed in the Alarm Tracker pane, using Station’s Refresh button should clear the shaded area.

__________________________

To view information about a specific alarm

1. Hover over the alarm icon to display a ToolTip that shows:

- The tag name
- The item name (if an item name has been defined and is different to the tag
name)

- The alarm condition and alarm description.

2. To choose whether labels for alarm icons are visible or hidden, click the **Labels** box in the bottom right-hand area of the Alarm Tracker pane to toggle between showing and hiding the labels.

Depending on how alarm trackers have been configured at your site, alarm icons are labeled to show one of the following:

- The tag name only
- The item name only
- The tag name with alarm condition
- The item name with alarm condition

However, labels are not shown if there is insufficient space to include the label without overlapping alarm icons to its left.

Labels are also not shown if too many alarms occur at exactly the same time. In this case, only the label for the “topmost” alarm icon is shown. The “topmost” alarm icon is always the one representing “most important” alarm state. For more information, see the topic “How the most important alarm state is determined.”

**To identify alarm clusters and filter the alarm table for alarm clusters**

1. Click an alarm icon in an alarm track.

This selects the *alarm cluster* to which the alarm belongs. Alarm clusters are collections of alarms that occur close to each other in time within a single alarm track. Note that an alarm cluster may consist of only one alarm, if no other alarms are close in time to the selected alarm.

Selecting an alarm cluster in this way, filters the alarm table below the Alarm Tracker pane to show only alarms in the selected cluster.
An alarm tracker showing a selected alarm cluster and filtered alarm table

2. To undo the alarm cluster filter, click the alarm cluster to deselect it in the alarm track. The alarm table now shows an unfiltered view of all alarms.

**To respond to alarm clusters or individual alarms in an alarm track**

1. Right-click an alarm icon to select the alarm cluster to which it belongs.
2. To acknowledge the whole cluster, right-click the cluster and choose **Acknowledge Cluster** on the shortcut menu.

---

**Attention:**

---
You can only acknowledge an alarm cluster if you have the security privileges to acknowledge a page of alarms on the Alarm Summary.

The F4 key, the Acknowledge alarm choice on Station’s Action menu, the Acknowledge/Silence button on Station’s toolbar, and the ACK key on an IKB (or OEP) keyboard do not work to acknowledge an alarm cluster. The only way to acknowledge an alarm cluster is from the shortcut menu of a selected cluster.

3. To acknowledge (or shelve) an individual alarm in the alarm cluster, right-click the alarm in the alarm table (not the alarm track), and choose Acknowledge Alarm (or Shelve Alarm or Quick Shelve Alarm) on the shortcut menu.

To view information about alarms on a specific asset

1. Hover over the name of the track to display a ToolTip that shows:
   - The full name of the asset or alarm group.
   - Alarms in view: The number of alarms currently visible in that alarm track within the current time period of the alarm tracker.
   - Total alarms: The total number of alarms in the asset (or alarm group) that may or may not be currently shown in the Alarm Tracker pane.

A button in the column immediately to the right of the asset (or alarm group) name indicates that there is at least one alarm in that alarm track that is not visible in the current time frame.

   - Hover over the button to display a ToolTip that shows the number of alarms out of view and the most important alarm state of those alarms. For information about how alarm state importance is determined, see the topic, “How the most important alarm state is determined”.
   - Click the button to change the time frame of the Alarm Tracker pane to one that shows the alarms that were previously not visible.

Tip:

If the button is “grayed out”, this means that the alarms out of view are older than 12 hours (the maximum period of time that can be displayed in the Alarm Tracker pane). Although the ToolTip shows information about the most important alarm state of these alarms, you cannot click the button to show these older alarms because they occurred more than 12 hours ago.
To filter the alarm table to show only alarms on specific assets (or alarm groups)

1. Click the name of the asset (or alarm group) in the Alarm Tracker pane.
   
   This filters the alarm table to show only alarms in the selected asset (or alarm group).

2. To filter the alarm table to show alarms on multiple assets, hold down the **CTRL** key while clicking the asset names.

3. To undo the asset filter, click the asset name (or alarm group) again.
   
   The alarm table now shows an unfiltered view of all alarms.

To call up a Point Detail or Associated display

1. Click the alarm icon whose display you want to view.
   
   This selects the alarm cluster to which this alarm belongs and filters the alarm table below the Alarm Tracker pane to show only alarms in the selected cluster.

2. In the alarm table, right-click the alarm whose details you want to view and choose **Detail Display** or **Associated Display** on the shortcut menu.

   Tip:

   You can use the same procedure to call up the Suppression Status display.

To change the height of the Alarm Tracker pane and the alarm tracks

1. Click the line dividing the Alarm Tracker pane from the alarm table pane.
   
   The mouse pointer changes to indicate that the pane can now be re-sized horizontally and a thick, dark line appears between the two panes.

2. Drag the thick, dark line down (or up) to increase (or decrease) the height of the Alarm Tracker pane.
   
   The height of each alarm track is increased (or decreased) proportionately. Note that you cannot directly control the height of individual alarm tracks: the height of each track (relative to other tracks) is defined when the alarm tracker is configured.

   Attention:
If the Alarm Tracker pane is so small that the height of any one track is too narrow to display the full size of an alarm icon, all the alarm tracks merge into a single track called All Tracks which contains all the alarms that were previously in individual tracks.

**To view or change the alarm tracker configuration**

1. If you have signed on with engineering or manager privileges you can use the ... link (beside the alarm tracker name at the top of the pane) to call up the Alarm Tracker configuration display for this alarm tracker. You can then create or change the configuration of this alarm tracker (or others), if you have the necessary privileges. For more information, see “Assigning an alarm tracker to operators, Stations, Consoles and Console Stations”.

**How the most important alarm state is determined**

The "most important alarm state" on a display (or in an alarm group associated with a custom display) is determined according to the following order of precedence, which takes into account the alarm priority, alarm state, and whether or not the alarm has been acknowledged.

<table>
<thead>
<tr>
<th>Precedence</th>
<th>Alarm priority</th>
<th>Alarm state</th>
<th>Acknowledgement status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Critical</td>
<td>Active</td>
<td>Unacknowledged</td>
</tr>
<tr>
<td>2</td>
<td>Urgent</td>
<td>Active</td>
<td>Unacknowledged</td>
</tr>
<tr>
<td>3</td>
<td>High</td>
<td>Active</td>
<td>Unacknowledged</td>
</tr>
<tr>
<td>4</td>
<td>Low</td>
<td>Active</td>
<td>Unacknowledged</td>
</tr>
<tr>
<td>5</td>
<td>Critical</td>
<td>RTN</td>
<td>Unacknowledged</td>
</tr>
<tr>
<td>6</td>
<td>Urgent</td>
<td>RTN</td>
<td>Unacknowledged</td>
</tr>
<tr>
<td>7</td>
<td>High</td>
<td>RTN</td>
<td>Unacknowledged</td>
</tr>
<tr>
<td>8</td>
<td>Low</td>
<td>RTN</td>
<td>Unacknowledged</td>
</tr>
<tr>
<td>9</td>
<td>Critical</td>
<td>Active</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>10</td>
<td>Urgent</td>
<td>Active</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>11</td>
<td>High</td>
<td>Active</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>12</td>
<td>Low</td>
<td>Active</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>13</td>
<td>Disabled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Viewing help for an alarm

If your system is configured to display alarm help from an Alarm Configuration Manager (ACM) server, Experion displays alarm help information, such as:

- What actions to take to resolve the alarm
- Explanations of why the alarm was raised
- What impact the alarm may have on your system

You can access alarm help from the Alarm Summary, faceplates, and custom displays.

To view alarm help on the Alarm Summary

1. Access the Alarm Help from different points within the interface, as detailed below.

<table>
<thead>
<tr>
<th>From the…</th>
<th>… do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display</td>
<td>Right-click the alarm for which you want help. The shortcut menu appears. a. Click <strong>Alarm Help</strong>. Information about the alarm appears on the <strong>Alarm Help</strong> tab, such as the point name, trip value, and time to respond. b. Click <strong>More Details</strong> to navigate to the ACM Web page for the selected point.</td>
</tr>
<tr>
<td>Details Pane</td>
<td>a. Select the <strong>Alarm Help</strong> tab. Information about the alarm appears on the tab, such as the point name, trip value, and time to respond. b. Click <strong>More Details</strong> to navigate to the ACM Web page for the selected point.</td>
</tr>
</tbody>
</table>
To access alarm help from a faceplate or custom display

1. On a faceplate or custom display, right-click an element such as the point name, the alarm icon, or an alphanumeric.

   The shortcut menu appears.

2. Click **Alarm Help**.

   Information about the alarm appears in a popup, such as the trip value, priority, and potential impact.

3. Click **More Details** to navigate to the ACM Web page for the selected point.

Silencing and acknowledging alarms

In most systems, Station produces an “alarm tone” when a new alarm occurs. (Your system may be configured not to do this.)

There are several ways of silencing or acknowledging alarms:

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
</table>
| Silence the tone| Either:  
  - Click the & (Acknowledge/Silence) toolbar button  
  - Click the **Silence** button on the display  
  - Press the appropriate shortcut key         |
| Acknowledge     | Either:                                                                                     |
To | Do this
--- | ---
To acknowledge an alarm on the Alarm Summary  | - Select the alarm and click the **(Acknowledge/Silence)** toolbar button  
|  | - Right-click the alarm then select **Acknowledge**

| Acknowledge all alarms currently visible on the Alarm Summary | Click the **Acknowledge Page** button on the display.  
|  | Note that this button only acknowledges alarms that are currently visible in the alarm table of the Alarm Summary display. So, if there are any more unacknowledged alarms in the list not currently visible, you first have to display them by scrolling the Alarm Summary before clicking the **Acknowledge Page** button again.  
|  | Note also, specifically in relation to alarm trackers, that clicking **Acknowledge Page** does not acknowledge all the alarms visible in the Alarm Tracker pane. It only acknowledges those listed in the alarm table below the Alarm Tracker pane.  
|  | For systems with IKB or OEP keyboards, you can acknowledge all alarms by pressing the ACK key when no individual alarm is selected. Depending on the configuration of your system, you may be prompted to confirm your action.  
|  | **Attention:**  
|  | Page acknowledgement may take one to two minutes to complete in situations where the Alarm Summary consists mainly of alarms for points on SCADA devices with a particular configuration.  

| Acknowledge a cluster of alarms on an alarm tracker | If your site is licensed for Alarm Tracker, and you have opened the Alarm Tracker pane on the Alarm Summary, you can acknowledge an **alarm cluster** (that is, a group of alarms that are close to each other in time) in an alarm track.  
|  | To acknowledge an alarm cluster, right-click the cluster and choose **Acknowledge** on the cluster’s shortcut menu.  
|  | For more information, see “Opening and using alarm trackers”.  

| Acknowledge all alarms on a particular point | Call up the faceplate for the point and click the **(Alarm Acknowledge)** button on the faceplate.  
|  | For systems with IKB or OEP keyboards, you can acknowledge all alarms on a point by pressing the ACK key when the faceplate has the focus.  

| Shelve an alarm on the Alarm Summary | To shelve an alarm, right-click the alarm and choose either **Shelve Alarm** or **Quick Shelve**. Alternatively, you can use the Shelve and Quick Shelve buttons at the bottom of the Alarm Summary. Depending on how your system has been configured, quick shelving may not be enabled.  

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To | Do this
---|---
When you shelve an alarm it is silenced, acknowledged, and removed from the normal view of the Alarm Summary. However, alarm messages will still be shown on the Message Summary.

Unshelve an alarm on the Alarm Summary | Select the (shelved alarms) view, select the alarm you want to unshelve and click the Unshelve Alarm button. The alarm disappears from the (shelved alarms) view and, if it is still active, returns to the normal alarm views.

**Shelving an alarm or alert**

*Shelving* an alarm or alert allows you to temporarily hide a distracting/nuisance alarm or alert. When you shelve an alarm or alert it is silenced, acknowledged, and removed from normal view. However, alarm messages are still shown on the Message Summary. Also, further instances of the same alarm or alert are combined with the existing shelved alarm or alert, which continues to remain shelved.

---

**Attention:**

Shelving relies on items having valid timestamps, so shelving alarms or alerts with an 'Unknown' timestamp is not supported.

---

A shelved alarm or alert is automatically unshelved at the end of the shelving period, which depends on a number of factors, such as the reason it was shelved. Alternatively, you can manually unshelve it before the shelving period has expired.

**To shelve an alarm or alert for the default time and reason**

1. Call up the Alarm Summary or Alert Summary.
2. Select the alarm or alert you want to shelve.
3. If the Shelve Alarm or Shelve Alert button is available, you can click this button to perform a quick shelve.

   The selected alarm or alert is shelved for the default time and reason that is configured on the shelving configuration page.

   If the Shelve Alarm or Shelve Alert button is not available, there may be several reasons, which can include quick shelving has been disabled, the default shelf time is greater than the remaining shift duration, or you don't have adequate permissions. If the Shelve Alarm or Shelve Alert button is not available, try using the procedure below.
To shelve an alarm or alert for a specified time and/or reason

1. Call up the Alarm Summary or Alert Summary.
2. Right-click on the alarm or alert you want to shelve, and choose the Shelve Alarm or Shelve Alert command.
   
The Shelve Alarm or Shelve Alert dialog box appears.
3. In the Reason for shelving list, select the reason for shelving the alarm or alert.
4. If you do not want to use the default shelving period, in the Shelving period list, select a shelving period.
5. If you want to automatically unshelve the alarm or alert if it returns to normal, select the Unshelve if the alarm returns to normal or the Unshelve if the alert returns to normal check box.
   a. Enter the number of seconds (maximum 65,535 seconds, or 18:12:15 hrs) in the Unshelve delay on return to normal box to specify the amount of time after which the alarm or alert will be unshelved, once it returns to normal.
      This helps to prevent nuisance alarms or alerts cluttering the display. See the topic titled "Considerations for configuring an alarm unshelving delay" for more information.
6. If appropriate for the alarm or alert, in the Comments box, type your detailed reason for shelving the alarm or alert.
7. Click OK.

To unshelve an alarm or alert

1. Call up the Alarm or Alert Summary.
2. Select the (shelved alarms)/(shelved alerts) view.
3. Select the alarm or alert you want to unshelve.
4. Click the Unshelve Alarm or the Unshelve Alert button.

Considerations for configuring an alarm unshelving delay

Overview

There may be times when distracting or nuisance alarms are cluttering your display and you choose to shelve an alarm for a specified period. If that alarm returns to normal at any time during the shelving period, the alarm is unshelved. New alarms for the same point would appear on the Alarm Summary. This is usual behavior for alarm shelving.
However, sometimes a point will trip an alarm and return to normal multiple times in a short period. In the above scenario, you would have to repeat the steps to shelve the alarm each time it appears, causing extra and unnecessary workload. In these circumstances, you can choose to require that the alarm must return to normal for a minimum amount of time before it is unshelved. This is known as configuring an alarm unshelving delay.

**Example 1: Alarm unshelving delay is disabled**

In this example, the **Unshelve if the alarm returns to normal** check box is selected, but the delay time is set to 0.

The figure shows the profile of a point in alarm. The operator shelves the alarm on the first instance, but almost immediately it returns to normal and is unshelved. Five seconds later, the point returns to alarm and reappears on the Alarm Summary. The operator would need to shelve the alarm again.

*Alarm unshelving delay is disabled*

![Diagram of alarm profile with unshelving delay disabled](image)

**Example 2: Alarm unshelving delay is set for 10 seconds**

In this example, the **Unshelve if the alarm returns to normal** check box has a value of 10 seconds. This means that the alarm must return to normal for 10 seconds before it will be unshelved.

The figure shows the same profile of a point in alarm as in **Example 1**. The operator shelves the alarm on the first instance of the alarm and defines an unshelving delay of 10 seconds.
The alarm returns to normal for five seconds, but is not unshelved because it did not meet the minimum delay of 10 seconds. When the alarm trips again, it does not appear in the Alarm Summary because it is still shelved.

Again the alarm returns to normal for 5 seconds, and again it remains unshelved.

Only after the alarm returns to normal for the third time does it meet the 10 second delay and is unshelved.

*Alarm unshelving delay is 10 seconds*

Considerations for shelving TPS alarms

Shelving relies on items having valid timestamps, so shelving alarms or alerts with an 'Unknown' timestamp is not supported.

For example, the timestamp of a shelved alarm becomes unknown when the EST is restarted. In this case, if the alarm is unshelved on the EST where the alarm now has unknown timestamp the alarm will remain shelved on the other EST's (and the Experion server).

Generally, alarms will have unknown timestamps if an alarm recovery on the LCN has occurred but the alarms were not in the Native Window alarm summary list prior to the recovery. Similarly, you may want to consider the following to avoid unknown timestamps:

1. **TPN Area Change** to an Area with no peer area in the TPN console will cause an alarm recovery for the TPN units defined in the peerless area, which will results in alarms with unknown timestamps. To avoid this scenario, always have at least two ESTs in the same TPN Area/Console.

2. **Changing from Console Disable to Console Enable** will cause an alarm recovery for
the console enabled unit, which will result in alarms with unknown timestamps.

3. Recovering 'Lost Events.' ‘Lost Events' constitutes an overload condition whereby the Universal Station is unable to handle a very large number of events over a relatively short period. There is a target on the Native Window alarm summary when lost events occur. Selecting the target causes either an alarm recovery on every unit in the Area or just the Units where alarms were lost, resulting in alarms with unknown timestamps.

4. Restarting an ESVT can also result in alarms having unknown timestamps on Flex Stations.

Annunciating shelved TPS alarms

If alarm shelving with TPN points is required, the annunciator must be connected to an ES-T and not a US/GUS node. If the annunciator is connected to a US/GUS node, the use of alarm shelving with TPN points is not supported.

Responding to alarms on tabbed displays

If tabbed displays are enabled in your system, the tab shows an alarm icon representing the alarm status. These are as follows:

- When an alarm group is associated with a display and it is in alarm, the tab icon represents the "most important alarm state" on that display. This helps you to monitor important alarms on displays even if they are not currently on view.

  An alarm icon on a tabbed display

- When a display is associated with display and it is not in alarm, a gray icon is shown.

  Icon showing that alarm group is associated, but not currently in alarm

- When a display is associated with an invalid alarm group, an invalid alarm group icon is shown.

  Icon showing that the display is associated with an invalid alarm group
- When a display is not associated with an alarm group, no icon is shown.

*No alarm group is associated with the display*

| Startup Page | System Status | Tower_B.htm |

**Attention:**

Only the following displays types will show an alarm icon:

- Custom HMIWeb display associated with an alarm group
- Detail displays
- Alarm Summary

The alarm icon is only an indicator. You cannot respond to an alarm from this icon. Instead you need to click on the display to bring it “on view” before you can acknowledge, shelve, or otherwise respond to the alarm.

For information about the precedence of alarm states and what makes one alarm “more important” than another, see the topic “How the most important alarm state is determined.”

**Viewing suppressed alarms**

If your site has implemented Experion Dynamic Alarm Suppression (DAS), some alarms may be automatically and temporarily removed from the default (that is, unfiltered) view of the Alarm Summary when certain alarm conditions are met.

The aim of DAS is to minimize the impact of alarm bursts or floods related to consequential alarms. For example, if a pump goes offline, alarm suppression may have been configured for your system to suppress ‘downstream’ alarms such as low flow alarms and other alarms related to that pump going offline.

Although DAS removes alarms from the default view of the Alarm Summary, information about which alarms are currently (or were previously) suppressed is available elsewhere in Station. The following topics tell you describe how you can find out if alarms are currently (or were) suppressed, and if so, why.

**How do I know if alarms are currently suppressed?**

There are several ways to find out if alarms are currently suppressed (that is, removed from the default, unfiltered view of the Alarm Summary).
To see whether alarms are currently suppressed

1. Call up the Alarm Summary.

The summary statistics at the bottom left of the display show the number of alarms that have been suppressed and how many of those alarms are in the current view. For example, if the Suppressed alarms count is shown as 0 of 2, this means that there are no suppressed alarms in the current view but 2 alarms are currently suppressed.

**Tip:**

If alarm groups have been configured for your system (alarm groups are configured via Configuration Studio), you can also see suppressed alarm counts on an alarm group detail display.

2. If you are currently viewing a faceplate, the ToolTip on the alarm icon indicates that alarms are currently suppressed.

**Tip:**
Alarm suppression is also indicated by a “suppressed” alarm state icon 📤 on faceplates (and elsewhere on Station, for example, on Point Detail displays and custom displays), if there are only suppressed alarms on that point.

How can I find out which alarms are suppressed and why?

There are several ways to find out which alarms have been suppressed (that is, removed from the default, unfiltered view of the Alarm Summary) and why.

To find out which alarms are suppressed and why they are suppressed

1. Go to the Alarm Summary and do one of the following:
   - Click the box at the top of the alarm icon column and from the list of column filters choose Suppressed.
     The Alarm Summary now shows only suppressed alarms.
   - From the View list choose (suppressed alarms).
     The Alarm Summary now includes a Suppression Groups column and shows only suppressed alarms.
Tip:

To include suppressed alarms in the Alarm Summary as well as alarms that are not currently suppressed, you can choose the Suppressed filter as well as the Not Hidden filter for the alarm icon column.

To restore the Alarm Summary to show all alarms (except for those that are suppressed or shelved), choose the (Default Alarm States) filter for the alarm icon column. Alternatively, if you have applied the (suppressed alarms) view, you can change back to showing all alarms by choosing the (all alarms) View.

2. If the Alarm Details pane is not already open, click the Details pane icon on the Alarm Summary toolbar.

The General tab of Alarm Details pane provides high-level information about the suppression status of the currently selected alarm (see the Flags and Suppressed entries).

3. Click the Suppression tab of the Alarm Details pane to see:
   - Which alarms this alarm is suppressed by.
   - Which alarms this alarm is currently suppressing.
4. To go to the Suppression Status display, either:

- Right-click an alarm in the Alarm Summary and choose Suppression Status from the context menu, or
- Click the Suppression Status link at the right of the Alarm Details pane.

**Checking the status of alarm suppression groups**

You can use the Suppression Status display on Station to view important information about suppression groups. For example, you can check whether a suppression group is currently suppressing or not suppressing alarms. You can also view the current configuration settings for a suppression group.

**Prerequisites**

- You have logged on as a member of one of the following Windows groups on the Experion server to which your Station is connected: Local Ack View Only Users, Local View Only Users, Local Operators, Local Engineers, Local Supervisors, or Product Administrators.

If you log on using a different account, an error message is displayed and the Suppression Status display shows no suppression group content.
To check the current status of alarm suppression groups

1. Call up the Suppression Status display using one of the following methods:
   - Right-click an alarm on the Alarm Summary and choosing **Suppression Status** from the shortcut menu.
   - Right-click any element that represents a point (for example, the PV or the alarm state icon for that point) on a faceplate, custom display, or point detail display and choose **Suppression Status** from the shortcut menu.
   - Click the **Suppression Status** link at the right of the Alarm Details pane.
   - On the main Station menu bar, choose **Configure Alarm & Event Management Alarms** to call up the Alarm Configuration displays, and then click the **Alarm Suppression** tab.

The **Suppression Status** display appears, listing all suppression groups loaded to this cluster.

---

**Tip:**

If the **State** of a suppression group is shown as **Disabled (disabled from Station)**, **Suppressing (enabled from Station)** or **Not suppressing (enabled from Station)**, this means there is currently an “override” on the enabled/disabled setting that was configured for this group at a system level: Overrides apply only to the server cluster that you are currently connected to; they are not applied system wide. For more information, see the topic “Enabling and disabling alarm suppression groups”.

---

**Suppression Status display**
2. If you navigated to this display via a specific alarm or alarm state icon (rather than via the Configure menu), the display is filtered to show only suppression groups that include the selected point. To see the information for other suppression groups, you can clear the current filter, by clicking the Clear All Filters button in the top right of the display.

**Tip:**

If a custom filter has previously been applied, clicking Clear All Filters does not reset the summary back to the default view. Rather, all filters are cleared and the view name is shown with an asterisk indicating it that the view has been modified.

3. Use the tabs at the bottom of the list of suppression groups to see:
   - Which (if any) alarms in the currently selected suppression group are currently active (Active Alarms tab).
The Active suppression triggers section shows which alarms have triggered the suppression.

The Suppressed alarms section shows which alarms are currently suppressed by this suppression group.

Which alarms in this group can activate the suppression, and which alarms are suppressed when this group is activated (Triggers and Targets tab).

The configuration settings for this suppression group (Properties tab). For an explanation of the property settings, see the Station Configuration Guide.

Properties tab

<table>
<thead>
<tr>
<th>Suppression group name</th>
<th>Burner Flames OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suppression group description</td>
<td>All burner flames are off</td>
</tr>
<tr>
<td>Suppression group version</td>
<td>1</td>
</tr>
<tr>
<td>Suppression group load user</td>
<td>AS01\SC416SVRB\honeywell</td>
</tr>
<tr>
<td>Suppression group enabled</td>
<td>Yes</td>
</tr>
<tr>
<td>First-up alarming enabled</td>
<td>No</td>
</tr>
<tr>
<td>Only activate if all triggers are active</td>
<td>Yes</td>
</tr>
<tr>
<td>Suppress all pre-existing alarms</td>
<td>Yes</td>
</tr>
<tr>
<td>Pre-activation suppression period</td>
<td>0</td>
</tr>
<tr>
<td>Deactivation delay</td>
<td>0</td>
</tr>
<tr>
<td>Deactivation delay when triggers alarms become questionable</td>
<td>0</td>
</tr>
<tr>
<td>Time until group deactivates</td>
<td>0</td>
</tr>
</tbody>
</table>

4. To filter the list for specific alarm suppression groups, click the Suppression Group column.

This displays a drop-down box in which you can enter filter values to display:

- Suppression groups that include specific points, or

- Specific suppression groups.

When filtering, you can use the same wildcard characters (* and ?) that you can use when filtering alarms on the Alarm Summary.

You can also use the Suppression Group drop-down box to sort group names in ascending or descending order.
Filtering by Suppression Group

5. To filter for groups according to their current state, click the **State** column heading.

   This displays a drop-down box in which you can choose whether to list groups that are currently:
   
   - Suppressing alarms
   - Not suppressing alarms
   - Disabled groups
   - Or a combination of these states

   You can also use the **State** drop-down box to sort the group state in ascending or descending order.

**Enabling and disabling alarm suppression groups**

Users with supervisor or higher privileges can use the Suppression Status display to override the current enabled/disabled setting of a suppression group.

For example, an alarm suppression group may be currently configured to hide a specific group of related alarms from the default, unfiltered view of the Alarm Summary. However, there may be circumstances where (for troubleshooting purposes or other reasons) you might want those alarms *not to be hidden*, and so you might want to temporarily disable that alarm suppression group.
Attention:

Before overriding the current enabled/disabled setting for an alarm suppression group, investigate the reasons why the group has been enabled or disabled, and consider the following:

- Enabling a disabled group may unintentionally suppress important alarms.
- Disabling an enabled group may cause an unintended and distracting alarm burst or alarm flood.

Prerequisites

- You have logged on as a member of one of the following Windows groups on the Experion server to which your Station is connected: Local Ack View Only Users, Local View Only Users, Local Operators, Local Engineers, Local Supervisors, or Product Administrators.

  If you log on using a different account, an error message is displayed and the Suppression Status display shows no suppression group content.

- You have logged on to Station using an account with supervisor, engineer, or manager privileges.

  If you log on using an account that has operator privileges, you can view configuration details but you cannot change the enabled/disabled setting of a suppression group.

- You have called up the Suppression Status display, as described in the topic “Checking the status of alarm suppression groups”.

Enabling and disabling alarm suppression groups

1. On the Suppression Status display, locate the group that you want to enable or disable.

   Tip:
   To find the group you are looking for, use the search and filtering methods described in the procedures for checking the status of suppression groups.

2. Click the group name.

   The current enabled/disabled setting of the group determines whether the button at the top right of the list of suppression groups is the Disable Group or Enable Group button.
3. Click the button to change the current setting.

Note that you can disable groups that are suppressing as well as groups that are not suppressing.

When you change the enabled/disabled setting in this way:

- The value in the **State** column changes to indicate the “override”:
  - If the group was previously disabled and you enabled it, the state is displayed as either **Suppressing (enabled from Station)** or **Not suppressing (enabled from Station)**.
  - If the group was previously enabled and you disabled it, the state is displayed as **Disabled (disabled from Station)**.

- This change (or “override”) applies only to the server cluster that you are currently connected to. It does not change the setting on server clusters elsewhere in the system.

Furthermore, when you “override” the enabled/disabled setting that was configured for the suppression group, the override is removed the next time that suppression group configuration data is loaded to the server you are currently connected to.

**Attention:**

If you want the **Enabled** setting retained indefinitely and applied system-wide, change the setting from Configuration Studio and load the change to your system’s servers.

- Alarms are now included or excluded from the default (unfiltered) view of the Alarm Summary, depending on:
- Whether the setting was changed from **Disabled** to **Enabled**.
- Whether the suppression group whose setting you changed is currently active or not.
  - An event records the “override” and the following information:
    - The operator name (or Station number).
    - The name of the group to which the override has been applied.
    - The new enabled/disabled setting of the group.

**Viewing historical information about alarm suppression**

Whenever an alarm is suppressed or unsuppressed, the Experion event system records information about the alarm or suppression group. For example, the event system records:

- The name of the suppression group the alarm belongs to.
- When the suppression group started (or stopped) suppressing alarms.
- Which alarms activated (or deactivated) the suppression group.
- Which alarms have been suppressed by the suppression group.
- Whether a group has been enabled or disabled, and if so, by whom and when.
- When a group was last loaded and by whom.

This historical information is useful for post-incident analysis or troubleshooting, especially for alarms in suppression groups that are no longer active and therefore no longer available in the **(suppressed alarms)** view of the Alarm Summary.

As with any other type of alarm-related event, you can access historical information about alarm suppression via the Event Summary display.

You can also run an Alarm and Event Report to view event information for specific points or assets that were involved in the alarm suppression events that you want to investigate.

**Viewing alarm suppression information via the Event Summary**

1. On Station, call up the Event Summary.
2. Use the column filter options for **Suppression Group** or **Flags** to locate event details related to alarm suppression.

   Because the default view of the Event Summary does not include these columns, you may need to use the **Column Organizer** to add them.
With **Suppression Group** you can filter for event details about suppression groups being activated or returning to their pre-activated state.

With **Flags** you can filter for the **Suppressed** flag, which is used whenever alarms are suppressed or unsuppressed.

3. To view more information about a suppression event:
   a. Open the Event Details pane if it is not already shown at the bottom of the Event Summary. (To open the Event Details pane, click the “details pane” icon in the top right of the Event Summary.)
   b. Click the event for which you want more details.

The Details pane shows information on the selected event.

**An example of an Event Details pane for a suppression event**

### Suppressing audible annunciations

You suppress audible annunciations on the Alarm Summary.
Attention:
For audible annunciation suppression to work:
1. Your system must be configured to suppress audible annunciations; and
2. Your security level must be at the appropriate level to suppress audible annunciations.

To suppress audible annunciations

1. On the Alarm Summary, click **Suppress audible annunciations.**

   ![Button](image)

   The button cycles through various states, depending on how your system is configured.

<table>
<thead>
<tr>
<th>If your system is configured to suppress audible annunciations of...</th>
<th>...this is what happens next</th>
</tr>
</thead>
</table>
| High and low alarms | • All alarms that are currently annunciated are silenced. This includes urgent alarms.  
• The button changes to ![Status Icon](image), which indicates that audible annunciations are suppressed for both high and low alarms.  
• Click the button a second time and the state changes to ![Status Icon](image), which indicates that audible annunciations are suppressed for low alarms only.  
• Click the button a third time and the state returns to ![Status Icon](image). That is, audible annunciation suppression is turned off. |
| Low alarms only | • All alarms that are currently annunciated are silenced. This includes urgent alarms.  
• The button changes to ![Status Icon](image), which indicates that audible annunciations are suppressed for low alarms only. |

You can tell that your system is configured to suppress high and low alarms when the button ToolTip is **Suppress high and low annunciation.**
If your system is configured to suppress audible annunciations of... | ...this is what happens next
---|---
- Click the button a second time and the state returns to [ Suppress low annunciation ]. That is, audible annunciation suppression is turned off.

You can tell that your system is configured to suppress only low alarms when the button ToolTip is **Suppress low annunciation**.

2. Ten seconds prior to the end of the suppression period, the button’s hidden icons begin to flash, indicating that audible annunciation of new alarms will begin shortly.
   - Click **Suppress audible annunciations** again to re-suppress audible annunciations.

   This action restarts the audible annunciation suppression period.

   When the suppression period ends, the audible annunciation of alarms that were suppressed during the suppression period will continue to remain suppressed. Re-annunciated alarms will also continue to remain suppressed. Only new alarms will sound.

**About suppressing audible annunciations**

**Overview**

Experion servers, Console Stations, and Flex Stations can be configured to suppress certain audible annunciations, such as low priority alarms. This can be useful in situations where multiple alarms related to the same event are triggered in quick succession, enabling operators to concentrate on fixing the issue at hand.

---

**Attention:**

The audible annunciation of future urgent alarms is not silenced by alarm suppression. However, all existing alarms are silenced when using the **Suppress audible annunciations** button.

---

**Configuration options**

The suppression of audible annunciations is an option that is enabled and configured by a system engineer security level or above. When enabled, Experion is configured with the following options:
- Minimum security level required to suppress audible annunciations. That is, OPER, SUPV, ENGR, and MNGR.

Users with a security level less than the minimum level required are unable suppress audible annunciations.

- Audible suppression duration, in seconds. The default period is 600 seconds (10 minutes) and the maximum period is 3,600 seconds (1 hour).

- Maximum suppressible priority. That is, Low or High.

### Maximum suppressible priorities

<table>
<thead>
<tr>
<th>Alarm priority</th>
<th>…includes these alarms and messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>Low priority process alarms</td>
</tr>
<tr>
<td></td>
<td>Low priority system alarms</td>
</tr>
<tr>
<td></td>
<td>Info messages</td>
</tr>
<tr>
<td></td>
<td>Confirmable messages</td>
</tr>
<tr>
<td>High</td>
<td>Low priority alarms and messages</td>
</tr>
<tr>
<td></td>
<td>High priority process alarms</td>
</tr>
<tr>
<td></td>
<td>High priority system alarms</td>
</tr>
</tbody>
</table>

Note that all existing alarms (including urgent alarms) are silenced when the **Suppress audible annunciations** button is clicked. However, audible annunciation of urgent alarms that occur after the initial silencing is not suppressed. Urgent alarms include urgent system alarms and urgent process alarms.

#### Suppression button behavior

The **Suppress audible annunciations** button that appears on the Alarm Summary comprises three icons: Urgent, High, and Low.

As you click the button, its behavior changes, based on the type of audible annunciation configured for your system. The button can have up to three states:

### Suppression button states

<table>
<thead>
<tr>
<th>When the button looks like this…</th>
<th>…you will hear audible annunciation of</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Urgent icon]</td>
<td>All alarms and messages.</td>
</tr>
<tr>
<td>![High icon]</td>
<td>High priority alarms and urgent priority alarms.</td>
</tr>
</tbody>
</table>
Suppression button states (continued...)

<table>
<thead>
<tr>
<th>When the button looks like this...</th>
<th>...you will hear audible annunciation of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Urgent priority alarms only.</td>
</tr>
</tbody>
</table>

If your system is configured to suppress both low and high priority alarms, each time you click the button, it will cycle through each of the three states.

If your system is configured to suppress only low priority alarms, each time you click the button, it will cycle between only the first two states.

If your security level does not permit you to suppress audible annunciations, the button is dimmed.

### Functionality

When the suppression of audible annunciations is enabled, and you have the appropriate security level, you can suppress Low and/or High priority alarms, depending on how your system is configured. Keep in mind the following considerations:

- When you press the **Suppress audible annunciations** button, all alarms that are currently annunciated are silenced. This includes any existing urgent alarms. However, any new urgent alarms that occur will be annunciated.

- Suppression of the audible annunciation will last for the duration predefined for your system.

- Ten seconds prior to the suppression period ending, the suppression buttons begin to flash to alert you that the suppression period is about to end.

- At any time during the suppression period, you can click the suppression buttons to restart the duration period.

- Each time audible annunciation is suppressed, a log entry is added to the Event Summary. Events record the start of a new audible suppression, and again when the current audible suppression period ends.

- When the suppression period ends, the audible annunciation of alarms that were suppressed during the suppression period will continue to remain suppressed. Re-annunciated alarms will also continue to remain suppressed. Only new alarms will sound.

- If at any time during the suppression period either Station closes and reopens, or an operator logs off and then logs in, audible annunciation suppression is not affected and will continue to run.
When the suppression of audible announcements is not enabled, the **Suppress audible announcements** button does not appear on the Alarm Summary.

**Disabling alarms for an asset in a console**

You can disable alarms by asset for a particular console, using the **Console** configuration display.

When you disable alarms within a console for an asset, the asset’s icon in the Location Pane will be overlaid with a ![exclamation mark].

---

**Attention:**

Be aware that when you disable alarms for an asset, you will also disable any alerts on the point.

---

**Prerequisites**

- For alarm disabling by console to work with TPS alarms, you must select **Automatically synchronize console asset enable state from Experion to TPS** on the **Configuration** tab of the System Interfaces TPS Connection display.

- You have the security level (or higher) required to enable or disable alarms for assets within a console. For more information, see “Configuring the minimum security level required to enable or disable alarms for assets within a console.”

**To disable alarms within a console for an asset**

1. On Station, choose **Configure System Hardware Consoles**.
   
   The **Consoles** configuration display appears.

2. Click the console where you want alarms disabled for the asset.
   
   The **Console** configuration display for the selected console appears.

3. Click the **Alarm enable** tab.

   When disabling alarms for assets, you will only see assets within your scope of responsibility. If you have **MNGR** security level, you can disable alarms for assets in another console. Note that alarms disabled within a console will still be visible to anyone with MNGR security level.

4. Clear the check box associated with the asset to disable its alarms within the console.
Adding comments to an alarm

If required, you can add comments to alarms in the Alarm Summary. For example, you might need to keep a record of your actions in response to an alarm.

If you are operating a Console Station, you can only add comments to an alarm when the Experion server is available.

To add a comment to an alarm

1. Select the alarm to which you want to add a comment.
2. If the Details Pane is not visible, click the Show Details Pane button.
3. Click the Comments tab.
   Any existing comments that are added to the alarm are displayed.
4. Type in your comment and click Save Comments.

Viewing an alarm video clip

If your Experion has the Honeywell Digital Video Manager installed as part of the system, you will be able to view any video clip that may be linked with an alarm or event.

A video icon in the first column of the Alarm Summary indicates that a video clip is linked to the alarm.

To view an alarm video clip

1. Double-click the video clip icon associated with the alarm listed in the summary.
   The video clip associated with the alarm will be displayed in a popup window.

Alarm list overflow

The alarm list (which contains alarms/alerts that are shown in the Alarm, System and Alert summaries) has a limit of 14999 alarms. When this limit is reached, an event is logged in the Event Summary.

When this limit of 14999 alarms has been reached, this is known as an Alarm list overflow state. This is considered an abnormal situation that may occur after a network failure when the system is flooded with alarms/alerts, or during the commissioning of the system.

While in this state, older, less important alarms/alerts are selectively removed to make way for new alarms/events as they are generated; these removed alerts are known as discarded events and are shown in the Event Summary as DISCARDED. Also, 'Overflow' appears in the appropriate Status Bar box to indicate that an alarm/alert has been removed to make way for the new alarm/alert.

The following figure shows what happens when an alarm is removed from the list.
In addition to the alarm overflow indicator, a **Recover Alarms** button will appear on the corresponding summary display. If an alarm overflow occurs on the Experion server, all associated Console Stations and Flex Stations will also display the OVERFLOW indication and the **Recover Alarms** button. If an alarm overflow occurs on a Console Station, only the Console Station will display the overflow indicators.

**TPS Alarm Summary overflow**

In addition to an Experion Alarm Summary overflow, the TPS Alarm Summary can also overflow.

When a TPS overflow occurs, a **LIST OVERFLW** message appears at the top of the TPS Alarm Summary. In addition, an alarm is generated by the TPS server that appears in the Experion System Status display.
TPS Alarm Summary in overflow

What happens when you click the Recover Alarms button?

Clicking the Recover Alarms button will cause a confirmation message to appear in the message zone of the Station screen. If the operation is confirmed, the Experion server attempts to recover any C300, SCADA, or DSA alarms it discarded during overflow.

Some notifications are not recoverable, such as ones that have returned to normal or most local system alarms.
**Attention:**

Notifications coming in as a result of the alarm recovery operation may cause the Alarm Summary to overflow again. Steps should be taken to reduce the number of active alarms prior to attempting recovery.

---

### Example scenarios

**Experion cluster**

- If an alarm overflow occurs on a cluster server, clicking the Recover Alarms button will cause alarm recovery on the server.
- If an alarm overflow occurs on a Console Station, clicking the Recover Alarms button will cause alarm recovery on the Console Station.
- If an alarm overflow occurs on both the cluster server and a Console Station, clicking the Recover Alarms button on the Console Station will cause alarm recovery on both the server and console.
Attention:

DSA and SCADA alarms can only be recovered if the Experion server is performing an alarm recovery.
Responding to events

An event is any significant change in the system, and includes alarms and operator actions.

Calling up the Event Summary

An event is any significant change in the system, and includes alarms and operator actions.

To call up the Event Summary

1. Choose View > Events > Event Summary to see the list of events. Depending on how your system is configured, the list of events includes live events from all servers publishing to the live event cache, or from the local server only.

   Tip:

   You can also call up the Event Summary by clicking Events on the System Menu.

Events are listed in chronological order, starting with the most recent event. The display is automatically updated, which means that each new event appears at the top of the list.

Event Summary
2. If you want stop new events from being added to the display—this makes it easier to read the events if events are occurring in rapid succession—change the Date & Time filters from All Recent Events - Live to Today (snapshot).

If the point ID or Description has been truncated, move your mouse pointer over the point ID or description to display the full point ID or description.

Depending on how your system has been configured, up to 32,000 local events (live or snapshot) can be returned. Default values for events returned are set to 10,000 for live events and 1,000 for each event snapshot. The number of events listed in the summary is displayed at the bottom of the Event Summary, unless there is more than the default number of events. If this is the case and you want to show more than the default number of events, you can change the maximum number of events returned on the summary on the Server Wide Settings, Summary Displays page. See Summary displays tab, server wide settings for more information.

**Event Summary columns**

The following table describes the default event line items, starting from the left.
**Tip:**
To add columns other than these to the current display, click the Show column organizer icon to display the full list of available columns, and then select those you would like included.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Time</td>
<td>The time and date at which the event was received.</td>
</tr>
<tr>
<td>Location</td>
<td>The tag name of the asset to which the point or device belongs.</td>
</tr>
<tr>
<td>Source</td>
<td>The point or device that caused the event.</td>
</tr>
<tr>
<td></td>
<td>If the point ID is too long to be fully displayed in the alarm summary, it is truncated. To see the full name place the mouse pointer over the partial point ID to display the full point ID.</td>
</tr>
<tr>
<td>Condition</td>
<td>The event condition.</td>
</tr>
<tr>
<td>Action</td>
<td>The action, either operator or system generated.</td>
</tr>
<tr>
<td></td>
<td>ACK. Alarm acknowledged.</td>
</tr>
<tr>
<td></td>
<td>ACK PNT. All alarms on a point acknowledged at the same time. That is, the user has selected an object on a schematic and pressed the Ack key. Each alarm that was acknowledged is journaled, as is the summary ACK.PNT event. For example, for a point with PVHI and PVHIHI alarms active, three events are journaled: ACK for PVHI, ACK for PVHIHI, and the ACK PNT summary.</td>
</tr>
<tr>
<td></td>
<td>DISCARD. Alarm discarded due to alarm list overflow.</td>
</tr>
<tr>
<td></td>
<td>OK. Alarm returned to normal.</td>
</tr>
<tr>
<td></td>
<td>SHELVE. Alarm shelved.</td>
</tr>
<tr>
<td></td>
<td>UNSHELVE. Alarm unshelved.</td>
</tr>
<tr>
<td></td>
<td>ACTIVE. Suppression group activated.</td>
</tr>
<tr>
<td></td>
<td>INACTIVE. Suppression group deactivated.</td>
</tr>
<tr>
<td></td>
<td>SUPP. Alarm has been suppressed.</td>
</tr>
<tr>
<td></td>
<td>UNSUPP. Alarm has been unsuppressed.</td>
</tr>
<tr>
<td></td>
<td>Blank. No action has occurred.</td>
</tr>
<tr>
<td></td>
<td>For a list of Safety Manager actions, refer to the “SOE log entries reference” topic in the Safety Manager Integration Guide.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Priority</td>
<td>The priority of the event. The prefix letter indicates the general priority:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Urgent</strong></td>
</tr>
<tr>
<td></td>
<td>- <strong>High</strong></td>
</tr>
<tr>
<td></td>
<td>- <strong>Low</strong></td>
</tr>
<tr>
<td></td>
<td>- <strong>Journal</strong></td>
</tr>
<tr>
<td></td>
<td>If a number follows the letter, it represents the relative priority within the general priority. For example, Urgent alarms can vary from <strong>U15</strong> (most urgent) to <strong>U00</strong> (least urgent).</td>
</tr>
<tr>
<td>Description</td>
<td>A description of the event. If the description is too long to be fully displayed in the event summary, it is truncated. To see the full description, place the mouse pointer over the partial description.</td>
</tr>
<tr>
<td>Value</td>
<td>The value of the event.</td>
</tr>
<tr>
<td>Units</td>
<td>The unit that the value represents, for example <strong>ml/s</strong>.</td>
</tr>
</tbody>
</table>

**Display call-up performance**

When configured to do so, Experion creates events that report on display call-up performance. Engineers can use this information to improve system performance. To understand the display call-up events that appear on the Event Summary, see "Understanding display call-up events on the Event Summary" in the *Station Configuration Guide*.

**About journaled events**

Journaled events are events associated with a journaled alarm or alert. A journaled event is indicated on the **Event Summary** display by a **J** in its Priority value.

Previously, journaled events from a remote server could only be viewed by running an Alarm and Event DSA Report or by logging onto the remote server and viewing its **Event Summary** display. With the introduction of DSA Events, however, this is no longer necessary and events from other servers, including journaled events, can be shown on the **Event Summary** display for any server that subscribes to the System Wide Live Events cache for that system.

The **System Wide Live Events Cache** is a temporary repository for the most recent events raised across the DSA system. The size of the cache is limited to 100k, and when full, the oldest events will be removed as new ones are added. Note that servers in the DSA system
must be configured to publish their events to the cache. For more information, see “Configuring DSA events” and “Configuring servers to subscribe to events, data and alarms” in the Station Configuration Guide.

Changing what is shown in the Event Summary

Attention:

Depending on your security privileges, you may not be able to filter and sort the Event Summary. The options that are not available to you are disabled and are dimmed.

By default, the Event Summary shows a 'live' summary of events from both the local and any connected remote servers. That is, current events in the live events cache, with the newest events at the top.

You can also choose to view events for a given time frame, or a snapshot of events, by applying that View filter. The events snapshot view is stored in the events database on the SQL server.

Depending on how your system has been configured, up to 32,000 local events (live or snapshot) can be returned. Default values for events returned are set to 10,000 for live events and 1,000 for each event snapshot. The number of events listed in the summary is displayed at the bottom of the Event Summary, unless there is more than the default number of events. If this is the case and you want to show more than the default number of events, you can change the maximum number of events returned on the summary on the Server Wide Settings, Summary Displays page.

See Summary displays tab, server wide settings for more information.

Using the Location pane on the Event Summary

The Location pane on the Event Summary provides a tree view of assets to which you, or the Station you are using, have been assigned. For example, you can use the Location pane to filter the Event Summary display to show events for:

- A particular asset
- Report requests
- Operator activity on or within a specific asset

Using the Location pane, you can navigate the hierarchical trees to see the associated event(s) for each asset.

Event Summary (Location pane)
To show the Location pane use either method

1. Choose one of the following:
   - Click the Show Location Pane icon.
   - Click the Location list and click the Push Pin to dock the Location pane.

To hide the Location pane use either method

1. Choose one of the following:
   - Click the Hide Location Pane icon.
   - Click the Close icon in the Location Pane.

To filter using the Location pane

1. Show the location pane if it is hidden.
2. Expand the asset tree to locate the item by which you want to filter.
3. Click the required item(s).

Events are filtered to show any events for the selected item(s).
Tip:
Use SHIFT+click to select multiple items in a successive list. Use CTRL+click to select multiple items not in succession.

Using column filtering on the Event Summary
Filtering the Event Summary allows you to show events that match the filter criteria and hide events that do not match the filter criteria. For example, you can filter the Event Summary to show events that occurred on a particular day, or you can filter the Event Summary to show events related to a particular asset only.

You can apply more than one filter at a time and you can also filter and sort at the same time. When the Event Summary is filtered or sorted, the column by which you are filtering or sorting is highlighted.

You can change the Event Summary to show all events for the current day and for each of the last seven days using the Date & Time filter. You can also do a custom time-based filter.

To filter the Event Summary

1. Call up the Event Summary display.
2. Click the column heading you want to filter by.
3. Select the filter you want to apply.

To remove column filtering

1. Click Clear all Filters.

Any column filters applied to the summary display are removed.

Tip:
If a custom filter has previously been applied, clicking Clear All Filters does not reset the summary back to the default view. Rather, all filters are cleared and the view name is shown with an asterisk indicating it that the view has been modified.
Example

You want to filter the Event Summary so that you see events that occurred yesterday.

- Call up the Event Summary display.
- Click the Date column and select **Yesterday**. The summary changes to show all events that occurred yesterday.

The Event Summary changes to show events that occurred yesterday only.

Using views within the Event Summary

You can change how information is displayed in the Event Summary by applying a different 'view'. A view contains the information about filtering and sorting, which event line items are shown, the order they are shown in and the space provided for each item.

Predefined views include:

- **(all recent events with live updates)**—(default view) shows events as they are occurring.
  
  For performance reasons there is limited filtering capabilities in the default view, and you cannot sort the default view.

- **(all today's events snapshot)**—shows all events that occurred today up until the view was applied.

There may be other views that have been configured for your system. Ask your supervisor or an experienced colleague about other views and what information they display in the Events Summary.

Sorting the Event Summary

Sorting allows you to set the order in which events appear in the summary. The sort order can be ascending or descending. For example, you can sort events by date and time, in ascending order. This means that events are listed in order of ascending date and time, that is, the oldest event is listed at the top of the summary.

To sort the Event Summary

1. Call up the Event Summary display.
2. Click the column heading you want to sort by.
   
   Note that you can only sort by **Date & Time**, **Source**, **Priority**, and **Public Name**.
3. Select the sort order.

---

**Tip:**

The Event Summary can be sorted by a secondary column if this has been enabled for your system. To perform a secondary sort, repeat the steps above to sort the Event Summary on a second column. A pale sort icon will be displayed over the primary sort column and a black icon will be displayed over the secondary sort column. Note that if a third sort is performed then the existing primary and secondary sorts will be removed and the new selection will become the primary sorted column.

---

**To remove sorting settings**

1. Click **Clear All Filters**.

---

**Tip:**

If a custom filter has previously been applied, clicking **Clear All Filters** does not reset the summary back to the default view. Rather, all filters are cleared and the view name is shown with an asterisk indicating it has been modified.

---

**Example scenario - sorting the Events Summary**

You want to sort the Events Summary so that events are listed in ascending order according to point ID (0-9, A-Z).

**Solution**

1. Call up the Event Summary display.
2. Click the Source column.
3. Select **Sort Ascending**.

The Event Summary changes to list events in ascending order according to the point ID.

**Resetting the Events Summary**

A **Reset View** button is available on the toolbar of the Events Summary display. When you click the Reset View button, the default summary display is loaded. For example, it will
load the All recent events with live updates view. It will also reset all filters and column positions back to default settings.

**To reset the Events Summary**

1. On the Events Summary toolbar click **Reset View**.
2. Acknowledge the Yes/No warning message displayed at the top of the summary display.

**Adding comments to an event**

If required, you can add comments to events in the Event Summary. For example, you may need to keep a record of your actions in response to an event.

By adding a comment to an existing event, an additional event is added to the summary. The description of the additional event displays the comment in the description column. Comments can also be included in an Alarm and Event report.

**To add a comment to an event**

1. Select the event to which you want to add a comment.
2. If the Details Pane is not visible, click the Show Details Pane button.
3. Click the Comments tab.
   
   Any existing comments that are added to the event are displayed.

```
Tip:
Once an event has been archived, no further comments can be added.
```

4. Type in your comment and click **Save Comments**.

**Viewing an event video clip**

If your Experion has the Honeywell Digital Video Manager installed as part of the system, you can view any video clip that may be linked with an alarm or event.

A video icon in the first column of the Event Summary indicates that a video clip is linked to the event.
To view the video clip

1. Do one of the following:
   - Double-click the video clip icon associated with the event in the summary list.
   - Select the event in the Event Summary that contains the video clip, then click the Associated Video link on the Event Summary display.
   - Right-click the event and select Associated Video from the menu.

The video clip associated with the event will be displayed in a popup window.

Adding an operator recorded event

If you notice an event (such as a safety issue) that is not recorded by the system, but that you want included in the Event Summary, Experion allows you to manually record that event into the system. Information, such as your user identification, date and time, and event category are automatically stored with the newly created event.

For ease in filtering, your comments are generated as a special type of operator-added event that can be selected as a sort criteria when events are displayed.

To manually add an event to the Event Summary

1. Do one of the following:
   - Click the Generate Event button on the toolbar, then type the comment into the message zone.
   - Click the Generate Event button on the Event Summary display, then type your comment into the message zone.

Using Event Archiving

Event Archiving periodically captures events from the event journal and places them into an event database, where they can be used for reporting and diagnostic purposes.

Depending on how your system is set up, events are automatically archived at specified intervals, or an alarm is generated to alert you of the need to archive.

Experion provides a playback facility, so that you can run reports on events that have been restored from archives.

As a security measure, you can use the Experion tampering alert feature to raise an alarm if any event record is changed or altered in any way after it is captured.
To call up the Event Archiving Operations display

1. Choose View Events Event Archiving.
2. You can now:
   a. Archive the events by clicking the Archive Now button.
   b. Check for tampering of event records.
   c. Restore archived events by clicking the Restore button.
   d. Remove restored archives by clicking the Remove button. The Remove button appears when you have restored archives.
   e. View the status of events collection and archiving.

Event collection and archive status

The Event Archiving Operations display shows the current event collection and archiving status, as described in the following table.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Archiving status</td>
<td>Shows the current status of events collection and archiving. For a description of each status see the table below.</td>
</tr>
<tr>
<td>Current event rate</td>
<td>Hourly average calculated on the previous 24 hours. Is updated every hour.</td>
</tr>
<tr>
<td>Last archived</td>
<td>The last date and time that an archive ran.</td>
</tr>
<tr>
<td>Next archive scheduled for</td>
<td>The date and time of the next schedule archive. Calculated using the last archive date and time and the configured schedule.</td>
</tr>
</tbody>
</table>

The following table describes each possible archive status.

<table>
<thead>
<tr>
<th>Archive status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>Event Archiving is working normally.</td>
</tr>
<tr>
<td>Overload</td>
<td>Events are occurring so frequently that Event Archiving is not able to capture them in a timely way. If you see this status, refer the problem to your supervisor.</td>
</tr>
<tr>
<td>Failed</td>
<td>Events collection has failed.</td>
</tr>
<tr>
<td>Full Disk</td>
<td>There is not enough disk space to continue events collection. Events collection is stopped until there is sufficient disk space available.</td>
</tr>
</tbody>
</table>

Archiving events

Use the following procedure if:
- Your system is not configured to automatically archive events
- You want to archive events before the next scheduled archive

You can archive events to FileSystem, which may be a folder on the server disk itself or on an available network file server.

When archiving events to a FileSystem use a UNC path rather than mapping a drive to your local computer. For example, use `\myserver\archive` instead of `f:\`.

**To archive events to FileSystem**

1. Click the **Archive Now** button.
2. Type **Y** (for 'yes') at the confirmation prompt.

**Restoring archived events**

Occasionally, you may need to restore archived events so that you can access them.

**Restoring archived events from tape**

You cannot restore archives from tape using a Station on a client computer. If you are restoring archives from tape you must use Station on the server computer.

When restoring archives from FileSystem, use a UNC path rather than mapping a drive to your local computer. For example, use `\myserver\archive` instead of `f:\`.

**To restore archived events from tape**

1. Click the **Restore** button.
2. Type **Y** (for 'yes') at the confirmation prompt. This starts Windows Backup.
3. In Backup window, click the **Restore and Manage Media** tab.
4. Expand the tree view of the tape drive device you are restoring from.
5. Select the check box that corresponds to the set you want to restore.

*Restoring events from tape*
6. Click the **Start Restore** button.
7. Confirm your selection.
8. When the restore is complete, click the **Close** button and exit from Backup.

**Restoring archived events from FileSystem**

You can restore archived events from FileSystem from a Station running on either the server computer or a client computer.

When restoring archives from FileSystem, use a UNC path rather than mapping a drive to your local computer. For example, use `\myserver\archive` instead of `f:\`.

**To restore archived events from FileSystem**

1. Click the **Restore** button.
2. Select the required `.dat` file.
3. Click **Open**.

**Checking event records for tampering**

Information about events is stored in your database in an encrypted format. As a security measure, Experion can detect if any changes have been attempted or made to this data that is not a part of the system's normal operation. Experion can be set up to automatically check all
events in the database before they are archived. Alternatively, if you have the appropriate security level, you can also use the **Check for Tampering** button on the Event Archiving Operations display to check the entire event database for tampering on an on-demand basis. In either case, if tampering is detected, an alarm is raised.

If you use the **Check for Tampering** button to verify that the system's electronic records are secure, you are prompted with a message alerting you that this could be a time-consuming process, depending on the size of your databases.
Responding to messages

This section describes what messages are and how to respond to them.

About messages

Messages are generated for many reasons. For example, when a point goes into alarm, you may receive an explanatory message in addition to the alarm. Other types of messages may also give you a set of procedures you are to perform, or list some actions you must take before the message can be acknowledged.

Depending on how your system is configured, messages are either:

- **Removed from the Message Summary**: when they are acknowledged (or in the case of messages that require confirmation, when they are acknowledged and confirmed), or
- **Retained in the Message Summary**: until they are manually cleared.

There are four types of messages:

- **Informational**: appear in the Message Summary with a flashing icon.
- **Confirmable**: appear in the Message Summary with a flashing icon.
- **Single signature**: appear in the summary with a flashing icon.
  
  To acknowledge and confirm this type of message, you must provide your *electronic signature*.

- **Double signature**: appear in the summary with a flashing icon.
  
  To acknowledge and confirm this type of message, you and another authorized person must provide your electronic signatures.

Calling up the Message Summary

Messages that have not been acknowledged (and, if appropriate, confirmed) are listed in the Message Summary.

The icon to the left of a message flashes if it has not been acknowledged.
Attention:
The Message box in the Status Bar flashes green if there are any unacknowledged messages.

To call up the Message Summary

1. Choose View Messages.

Message Summary columns
The following table describes the default message line items, starting from the left.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Icon</td>
<td>Meaning</td>
</tr>
<tr>
<td>Message state</td>
<td><img src="image" alt="Informational message" /></td>
</tr>
<tr>
<td></td>
<td>Informational message</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Confirmable message" /></td>
</tr>
<tr>
<td></td>
<td>Confirmable message</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Message requiring a single electronic signature" /></td>
</tr>
<tr>
<td></td>
<td>Message requiring a single electronic signature</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>![Symbol]</td>
<td>Message requiring two electronic signatures</td>
</tr>
<tr>
<td>Date &amp; Time</td>
<td>The time and date at which the message was received.</td>
</tr>
<tr>
<td>Location Tag</td>
<td>The tag name of the asset to which the point or device belongs.</td>
</tr>
<tr>
<td>Source</td>
<td>The point or device that caused the message.</td>
</tr>
<tr>
<td></td>
<td>If the point ID is too long to be fully displayed in the alarm summary, it is truncated. To see the full name, place the mouse pointer over the partial point ID to display the full point ID.</td>
</tr>
<tr>
<td>Message</td>
<td>The text of the message.</td>
</tr>
<tr>
<td>Category</td>
<td>The category of the message, such as ‘Info message’ or ‘Operator change.’</td>
</tr>
<tr>
<td>Changed Time</td>
<td>The time that a condition changed state in the field.</td>
</tr>
<tr>
<td>Condition</td>
<td>The message condition.</td>
</tr>
<tr>
<td>Item</td>
<td>The item name of the point where the message was generated.</td>
</tr>
<tr>
<td>Location</td>
<td>The full path name of the asset to which the point or device belongs.</td>
</tr>
<tr>
<td>Location Item</td>
<td>The item name of the asset to which the point or device belongs.</td>
</tr>
<tr>
<td>Quality</td>
<td>The message quality.</td>
</tr>
</tbody>
</table>

**Changing what is shown in the Message Summary**

**Attention:**

Depending on your security privileges, you may not be able to filter and sort the Message Summary. The options that are not available to you are disabled and are dimmed.

By default, the Message Summary shows all messages, with the newest message at the top. You can change the Message Summary by applying views, filters and sorting the summary.

**Using the Location pane on the Message Summary**

The Location pane provides a list of assets to which you have access. You can use the
Location pane to filter the Message Summary to show messages for a particular asset only.

**To show the Location pane use either method**

1. Click the Show Location Pane icon.
2. Click the Location list and click the Push Pin to dock the Location pane.

**To hide the Location pane use either method**

1. Click the Hide Location Pane icon.
2. Click the Close icon in the Location Pane.

**To filter using the Location pane**

1. Show the location pane if it is hidden.
2. Expand the asset tree to locate the item by which you want to filter.
3. Click the required item(s).

   Alarms are filtered to show any alarms for the selected item(s).

   _Tip:_

   Use SHIFT+click to select multiple items in a successive list. Use CTRL+click to select multiple items not in succession.

**Filtering and sorting the Message Summary**

Filtering the Message Summary allows you to show messages that match the filter criteria and hide messages that do not match the filter criteria. For example, you can filter the Message Summary to show messages of the type informational only.

Sorting allows you to set the order in which messages appear in the summary. The sort order can be ascending or descending. For example, you can sort messages by date and time, in ascending order. This means that messages are listed in order of ascending date and time, that is, the oldest message is listed at the top of the summary.

You can apply more than one filter at a time and you can also filter and sort at the same time. When the Message Summary is filtered, the column by which you are filtering is highlighted. When the Message Summary is sorted, the column by which you are sorting has an up arrow to indicate Sort Ascending and a down arrow to indicate Sort Descending.
An easy way to filter the summary is to perform a 'like currently selected' filter. For example, if you want to see all messages for a particular point. You can select the message for the particular point, click the Source column and select (like currently selected). The Message Summary is filtered to show all messages in the summary that match the source of the currently selected message.

**To filter the Message Summary**

1. Call up the Message Summary display.
2. Click the column heading you want to filter by.
3. Select the filter you want to apply.

**To sort the Message Summary**

1. Call up the Message Summary display.
2. Click the column heading you want to sort by.
3. Select the sort order.

**To remove sorting and column filters**

1. Click **Clear all Filters**.

Any sorting and/or column filters applied to the summary display are removed.

---

**Tip:**

If a custom filter has previously been applied, clicking **Clear All Filters** does not reset the summary back to the default view. Rather, all filters are cleared and the view name is shown with an asterisk indicating it that the view has been modified.

---

**Example scenario filtering the Message Summary**

You want to filter the Message Summary so that you see informational messages.

**Solution**

1. Call up the Message Summary display.
2. Click the Message State column and select **Informational**.

The Message Summary changes to list messages that are of the type informational.
Example scenario - sorting the Message Summary

You want to sort the Message Summary so that messages are sorted in ascending order by asset.

Solution

1. Call up the Message Summary display.
2. Click the Location column.
3. Select Sort Ascending.

The Message Summary changes to list messages in ascending order according to the asset.

Using views within the Message Summary

A view contains the information about filtering and sorting, which message line items are shown, the order they are shown in and the space provided for each item.

The following views are predefined:

- (all messages)—shows all messages
- (confirmable messages)—shows confirmable messages only
- (informational messages)—shows informational messages only

Your system may be set up with site-specific views. Ask your supervisor or an experienced colleague about other views and what information they display in the Message Summary.

To apply a view

1. Click the view list.
2. Select the view from the list.

Navigating the Message Summary

There are several ways to scroll the list of messages on the Message Summary. You can:

- Use your mouse and click on the scroll bar
- Use the mouse wheel (if your mouse has one)
- Use the UP ARROW and DOWN ARROW keys on your keyboard
- Press the PAGE UP and PAGE DOWN keys to scroll a page at a time
Press the HOME key to go to the first message in the summary
Press the END key to go to the last message in the summary

Tip:
If you want to use your keyboard keys or the mouse wheel to scroll the Message Summary, you need to click your mouse in the summary grid to give it focus.

Pausing the Message Summary
You can pause the Message Summary to make it easier to read if messages are occurring in rapid succession. When the Message Summary is paused no new messages are added to the summary, however you can still acknowledge messages and filter and sort the summary. Messages that are acknowledged while the summary is paused are shown with a strikethrough.

If a message has been replaced in the message list by a more recent instance, the message time will be shown with a strikethrough only. The old time will be retained to keep the message's position in the message list from changing. The message icon will update to reflect the new message.

To pause the Message Summary
1. On the Message Summary display click Pause.

Resetting the Message Summary
A 复工 Reset View button is available on the toolbar of the Message Summary display. When you click the Reset View button, the default summary display is loaded. For example, it will load the Show All Messages view. It will also reset all filters and column positions back to default settings.

To reset the Message Summary
1. On the Message Summary toolbar click Reset View.
2. Acknowledge the Yes/No warning message displayed at the top of the summary display.

Silencing, acknowledging, and confirming messages
There are several ways of silencing or acknowledging messages:
Responding to messages

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silence the tone</td>
<td>Either:</td>
</tr>
<tr>
<td></td>
<td>■ Click the (\text{(Acknowledge/Silence)}) toolbar button</td>
</tr>
<tr>
<td></td>
<td>■ Click the Silence button on the display</td>
</tr>
<tr>
<td></td>
<td>■ Press the appropriate shortcut key</td>
</tr>
<tr>
<td>Acknowledge or confirm a single message</td>
<td>Either:</td>
</tr>
<tr>
<td></td>
<td>■ Select the message and click the (\text{(Acknowledge/Silence)}) toolbar button.</td>
</tr>
<tr>
<td></td>
<td>■ Right-click the message then select Acknowledge.</td>
</tr>
<tr>
<td></td>
<td>■ Select the message and press the appropriate key—see Shortcut keys on a PC keyboard on page 309</td>
</tr>
<tr>
<td>Acknowledge all currently visible messages</td>
<td>Either:</td>
</tr>
<tr>
<td></td>
<td>■ Click the Acknowledge Page button on the display.</td>
</tr>
<tr>
<td></td>
<td>■ For systems with an IKB or OEP keyboard, press the ACK key.</td>
</tr>
<tr>
<td></td>
<td>Depending on the configuration of your system, you may be prompted to confirm your action.</td>
</tr>
</tbody>
</table>

The way in which you acknowledge (and, if necessary, confirm a message), depends on the type of message.

You can also click the Acknowledge Page button to acknowledge all messages in the display, except those that require electronic signatures.

<table>
<thead>
<tr>
<th>If this type of icon is to the left of the message</th>
<th>Go to</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="i" /></td>
<td>Acknowledging an informational message on the next page</td>
</tr>
<tr>
<td><img src="image" alt="c" /></td>
<td>Acknowledging a confirmable message on the next page</td>
</tr>
<tr>
<td><img src="image" alt="~" /></td>
<td>Acknowledging a message that requires a single electronic signature on the next page</td>
</tr>
<tr>
<td><img src="image" alt="~" /></td>
<td>Acknowledging a message that requires two electronic signatures on page 186</td>
</tr>
</tbody>
</table>
Acknowledging an informational message

An informational message is identified by a flashing \( \text{\textbullet} \) icon.

To acknowledge a message

1. Do one of the following:
   - Right-click the message and choose Acknowledge Message.
   - Select the message and click the \( \text{\textbullet} \) (Acknowledge/Silence) toolbar button

Depending on how your system is configured, the message:
   - Is removed from the Message Summary when it is acknowledged, or
   - Remains on the Message Summary until it is manually cleared. (To manually clear a message, right-click the message and choose Clear Message.)

Acknowledging a confirmable message

A confirmable message is identified by a flashing \( C \) icon.

To acknowledge a message

1. Right-click the message and choose Acknowledge Message.
   
   The \( C \) icon stops flashing.

2. Right-click the message again and choose Confirm Message.

Depending on how your system is configured, the message:
   - Is removed from the Message Summary when it is acknowledged and confirmed, or
   - Remains on the Message Summary until it is manually cleared. (To manually clear a message, right-click the message and choose Clear Message.)

Acknowledging a message that requires a single electronic signature

A message that requires a single electronic signature to be acknowledged is identified by a flashing \( \) icon.

An electronic signature is the legally binding equivalent of your handwritten signature, and consists of your user name and password (and perhaps the computer domain to which you belong).
To acknowledge a message

1. Right-click the message and choose **Acknowledge Message**.

   The 📝 icon stops flashing.

2. Right-click the message again and choose **Confirm Message**.

   The **Electronic Signature** dialog box opens.

3. If required, select a predefined reason from the **Reasons** list.
4. Type your user name if required.
5. Type your password if required.
6. Type your domain if required.
7. Type any additional information under **Comments**.
8. Click **OK**.

   Confirmation is sent to the controller, and an event is generated recording your name as the signer.

   Depending on how your system is configured, the message:

   - Is removed from the Message Summary when it is acknowledged, or
   - Remains on the Message Summary until it is manually cleared. (To manually clear a message, right-click the message and choose **Clear Message**.)

**Acknowledging a message that requires two electronic signatures**

A message that requires two electronic signatures to be acknowledged is identified by a flashing 📝 icon.

An electronic signature is the legally binding equivalent of your handwritten signature, and consists of your user name and password (and perhaps the computer domain to which you belong).

**Prerequisites**

- You need a colleague with the appropriate security level to act as the secondary signer.

**To acknowledge a message**

1. Right-click the message and choose **Acknowledge Message**.

   The
icon stops flashing.

2. Right-click the message again and choose **Confirm Message**.
   
The **Electronic Signature** dialog box opens.

3. Click the **Primary signature** tab and type your user name if required.
4. If required, select a predefined reason from the **Reasons** list.
5. Type your password if required.
6. Type your domain if required.
7. Type any additional information under **Comments**.
8. Click **Sign**.

   Your signature is locked in and cannot be changed.

9. Click the **Secondary signature** tab.

   _______________
   **Attention:**
   
The following steps must be performed by the second signer.

   _______________

10. Check that you have the security level required perform this task—the minimum security level is shown in the **Secondary signature** tab.
11. Type your user name and password (and domain if required).
12. If required, type any additional comments under **Comments**.
13. Click **OK**.

   Confirmation is sent to the controller, and an event is generated recording your names as the signers.

   Depending on how your system is configured, the message:
   - Is removed from the Message Summary when it is acknowledged, or
   - Remains on the Message Summary until it is manually cleared. (To manually clear a message, right-click the message and choose **Clear Message**.)

**Clearing messages**

If your system has been configured to require operators to manually clear messages, messages will remain in the Message Summary until they are cleared even if they have been acknowledged (or acknowledged and confirmed).
To clear individual messages

1. Right-click the message that you want to clear and choose **Clear Message**.

   The message is removed from the Message Summary.

To clear the page of messages

1. Click the **Clear Page** button in the lower-right corner of the Message Summary.

   All the messages are removed from the Message Summary.

---

**Tip:**

If you have an IKB, your system might be configured so that pressing the MSG CLEAR button on the IKB clears the page of messages when no individual message is selected on the Message Summary. When you clear the page in this way, you are asked to confirm that you want to clear the page of messages.

---

Adding comments to a message

If required, you can add comments to messages in the Message Summary. For example, you might need to add details about your response to a message.

To add a comment to a message

1. Select the message to which you want to add a comment.
2. If the Details Pane is not visible, click the **Show Details Pane** button.
3. Click the **Comments** tab.

   Any existing comments that have been added to a message are displayed.
4. Type in your comment and click **Save Comments**.
Responding to alerts

An alert is similar to an alarm. An alert notifies you of action you need to take to:

- Complete manual tasks within an overall procedure, for example, shutdown procedures. (These types of alerts are linked to Interactive Instructions.)
- Avoid problems if a condition is not fixed.

The priority of the condition is not high enough to be an alarm.

For example, the gas pressure in Pipe A has been rising steadily over the last couple of days, most probably due to a build-up of waste particles on the inner lining. This is leading to degradation in process performance. An alert is raised to indicate that pipe cleaning must take place in the next week.

---

**Tip:**

The Alert box in the Status Bar flashes white if there are any unacknowledged alerts.

---

**The Alert Summary**

Alerts are listed in the Alert Summary, which provides description of each alert.

**To call up the Alert Summary**

1. Choose **View Alerts**.
   
   Alternatively, click the **Alert** box in the status bar.
**The Alert Summary**

The following table describes the default alert line items, starting from the left.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Icon</td>
<td><strong>Meaning</strong></td>
</tr>
<tr>
<td>Alert state</td>
<td>Flashing: the alert is unacknowledged and the cause of the alert still exists.</td>
</tr>
<tr>
<td></td>
<td>Not flashing: the alert is acknowledged and the cause of the alert still exists.</td>
</tr>
<tr>
<td>Date &amp; Time</td>
<td>The time and date at which the alert was received.</td>
</tr>
<tr>
<td>Location Tag</td>
<td>The tag name of the asset to which the point or device belongs.</td>
</tr>
<tr>
<td>Source</td>
<td>The point or device that caused the alert.</td>
</tr>
<tr>
<td></td>
<td>If the point ID is too long to be fully displayed in the alarm summary, it is truncated. To see the full name, place the mouse pointer over the partial point ID to display the full point ID.</td>
</tr>
</tbody>
</table>
### Column Description

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition</td>
<td>The alert condition.</td>
</tr>
<tr>
<td>Classification</td>
<td>The classification to which an alert belongs. A classification is a user-defined name that can be used to logically group conditions that are related.</td>
</tr>
<tr>
<td>Author</td>
<td>The author of an alert source, the user who creates the alert source.</td>
</tr>
<tr>
<td>Accessibility</td>
<td>Public or Private.</td>
</tr>
<tr>
<td>Description</td>
<td>A description of the alert. If the description is too long to be fully displayed in the alert summary, it is truncated. To see the full description place the mouse pointer over the partial description to display the full description.</td>
</tr>
<tr>
<td>Trip Value</td>
<td>The value that triggered the alert.</td>
</tr>
<tr>
<td>Live Value</td>
<td>The current value. This value is continually updated.</td>
</tr>
<tr>
<td>Units</td>
<td>The unit that the value represents, for example ml/s.</td>
</tr>
</tbody>
</table>

### Changing what is shown in the Alert Summary

By default, the Alert Summary shows a view filtered to contain “My Private and Public Alerts”, with the newest alert at the top. You can change the Alert Summary by applying filters and sorting the summary.

Filtering the Alert Summary allows you to show alerts that match the filter criteria and hide alerts that do not match the filter criteria. For example, you can filter the Alert Summary to show alerts for a particular asset only. You can filter the Alert Summary by most columns in the summary.

Sorting allows you to set the order in which alerts appear in the summary. The sort order can be ascending or descending. For example, you can sort alerts by date and time, in ascending order. This means that alerts are listed in order of ascending date and time, that is, the oldest alert is listed at the top of the summary.

You can apply more than one filter at a time and you can also filter and sort at the same time. When the Alert Summary is filtered or sorted, the column by which you are filtering or sorting is highlighted.

### Using the Location pane on the Alert Summary

The Location pane on the Alert Summary provides a tree view of assets to which you, or the Station you are using, have been assigned. For example, you can use the Location pane to filter the Alert Summary to show alerts for:
Responding to alerts

- Specific controllers
- Maintenance reminders for particular assets
- Abnormal conditions within a specific system

Using the Location pane, you can navigate the hierarchical trees to see the associated alert(s) for each asset.

**To show the Location pane**

1. Choose one of the following:
   - Click the Show Location Pane icon.
   - Click the Location list and click the Push Pin to dock the Location pane.

**To hide the Location pane**

1. Choose one of the following:
   - Click the Hide Location Pane icon.
   - Click the Close icon in the Location Pane.

**To filter using the Location pane**

1. Show the location pane if it is hidden.
2. Expand the asset tree to locate the item by which you want to filter.
3. Click the required item(s).

Alarms are filtered to show any alarms for the selected item(s).

---

**Tip:**

Use SHIFT+click to select multiple items in a successive list. Use CTRL+click to select multiple items not in succession.
Using column filtering on the Alert Summary

To filter the Alert Summary

1. Call up the Alert Summary display.
2. Click the column heading you want to filter by.
3. Select the filter you want to apply.

Using views within the Alert Summary

You can change how information is displayed in the Alert Summary by applying a different 'view'. A view contains the information about filtering and sorting, which line items are shown, the order they are shown in and the space provided for each item.

There are several predefined views. These are:

- (all alerts)—shows all alerts
- (my private alerts)—shows alerts for which the current operator is the author
- (my private and public alerts)—shows alerts for which the current operator is the author, as well as any alerts marked as public

There may be other views that have been configured for your system. Ask your supervisor or an experienced colleague about other views and the information they display in the Alert Summary.

To apply a view

1. Click the view list.
2. Select the view from the list.

Resetting the Alert Summary

A \textbf{Reset View} button is available on the toolbar of the Alert Summary display. When you click the Reset View button, the default summary display is loaded. For example, it will load the All alerts view. It will also reset all filters and column positions back to default settings.

To reset the Alert Summary

1. On the Alert Summary toolbar click \textbf{Reset View}.
2. Acknowledge the Yes/No warning message displayed at the top of the summary display.
Silencing and acknowledging alerts

There are several ways of silencing or acknowledging alerts:

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silence the tone</td>
<td>Either:</td>
</tr>
<tr>
<td></td>
<td>- Click the  ( \text{Acknowledge/Silence} ) toolbar button</td>
</tr>
<tr>
<td></td>
<td>- Click the  \textbf{Silence} button on the display</td>
</tr>
<tr>
<td></td>
<td>- Press the appropriate shortcut key</td>
</tr>
<tr>
<td>Acknowledge or confirm a single alert</td>
<td>Either:</td>
</tr>
<tr>
<td></td>
<td>- Select the alert and click the  ( \text{Acknowledge/Silence} ) toolbar button</td>
</tr>
<tr>
<td></td>
<td>- Right-click the alert then select  \textbf{Acknowledge}</td>
</tr>
<tr>
<td></td>
<td>- Select the alert and press the appropriate key—see  \textit{Types of keyboards used by Experion} on page 308</td>
</tr>
<tr>
<td>Acknowledge all currently visible alerts</td>
<td>Click the  \textbf{Acknowledge Page} button on the display.</td>
</tr>
<tr>
<td>Shelve an alert on the Alert Summary</td>
<td>Click the  \textbf{Shelve Alert} button. The alert disappears from the current view, and is only visible if you select the  \textit{(shelved alerts)} view.</td>
</tr>
<tr>
<td>Unshelve an alert on the Alert Summary</td>
<td>Select the  \textit{(shelved alerts)} view, select the alert you want to unshelve and click the  \textbf{Unshelve Alert} button. The alert disappears from the  \textit{(shelved alerts)} view, and returns to the normal alert views.</td>
</tr>
</tbody>
</table>

Responding to an alert with Interactive Instructions

If the alert is associated with Interactive Instructions, you must complete some manual tasks in order for an overall procedure to complete. These tasks are detailed in the Interactive Instructions.

To respond to an alert with Interactive Instructions

1. Call up the Alert Summary.
2. Double-click the alert with Interactive Instructions.

   The Sequential Control Module detail display opens at the Table view tab with the current step highlighted.
3. Follow the instructions associated with the current step.
4. After you have completed the instructions confirm that you have completed the step.
5. Repeat for each step of the sequential control module.

**Alert Summary overflow**

The Alert Summary count is combined with the Alarm Summary count and has a maximum limit of 14999 alarm and alert notifications. If a notification is generated when the Alert Summary is full, one alarm or alert will be discarded (based on certain criteria) to accommodate the new notification. Generally, alerts are discarded before alarms and low priority alarms are discarded in deference to similar higher priority alarms.

When alarm (or alert) 15000 is generated, the alarm indicator on your Station status bar will change to OVERFLOW.

In addition to the alarm overflow indicator, a **Recover Alarms** button will appear on the corresponding summary display. If an alarm overflow occurs on a cluster server, all associated Console and Flex Stations will also display the OVERFLOW indication and the **Recover Alarms** button. If an alarm overflow occurs on a Console Station, only the Console Station will display the overflow indicators.
Exporting what is shown in a summary display

You can export what is currently shown in a summary display to a CSV file. The summary displays that support the export of their data to a CSV file are:

- Alarm Summary
- System Status
- Message Summary
- Alert Summary
- Event Summary
- SOE Summary
- Activity Summary
- Procedure Summary
- Batch Summary

Attention:

Export to CSV is available to anyone with OPER and above security level. For more information about Station security, see “Server wide settings” in the Station Configuration Guide

To export what is shown in a summary display

1. Call up the summary display that you want to export.
2. If appropriate, filter the display to show only the data you want to include in the CSV file.
3. Click (Export to CSV) to export the summary display as a CSV file.

A CSV file is created with a name that identifies the date it was created and the summary display that the data came from.

For CSV exports requested from flex stations, the CSV file is saved on the primary cluster server. For event summary and SOE summary CSV exports requested from console station and console extension stations, the CSV file is also saved on the primary cluster server. All other CSV exports from the console station and console extension station are saved on the server associated with the console. The file is located
Exporting what is shown in a summary display

in the <data folder>\Honeywell\Experion
PKS\Server\Data\Report\SummaryReports folder, where <data folder> is the
location where Experion is stored. For default installations, <data folder> is
C:\ProgramData.
Displaying detailed process information

This section describes how you can display detailed process information.

About Detail displays

Detail displays show information about a particular part of your process or specific points. There are several types of Detail displays:

- Point Detail displays
- SCM Detail displays
- Group displays
- Trend displays
- Meter Detail displays

About Point Detail displays

A Point Detail display shows the current value of each parameter for a particular point.

You can also use a Point Detail display to disable the point or change parameter values, providing you have the required security level.

Point Detail Displays have a standardized layout, as shown in the following figure.

The Faceplate is designed to look like a traditional panel instrument, and shows the main parameters for the point.

The other parameters are shown to the right of the Face Plate, and are grouped according to tab. For example, to see the alarm-related parameters, click the Alarms tab.
Calling up a Point Detail display

There are several ways of calling up a Point Detail display.

If your system uses DSA or point servers, information on some points you may need to access is stored on remote computers. As a result, the first time you call up the point's details you may need to type the full point ID. After this, using part of the point ID produces a matching point.

To call up a detail display for a point associated with a display object

1. Click the display object to select it.
2. Click the (Detail) toolbar button to call up the associated Point Detail display.

Alternatively, you can simply double-click the display object.

To call up a detail display for the point in the Alarm Line

1. Select the alarm associated with the point.
2. Click the (Detail) toolbar button.

To call up a detail display for a point whose ID (or the first part of it) you know

1. Type all or part of the point ID in the Command Zone, and then click the (Detail) toolbar button.
2. If you typed only part of the ID, a list of matching points (and other items) appears. Double-click the required point name.

To call up a detail display for a point whose full item name (or the first part of it) you know

1. Type all or part of the full item name in the Command Zone, and then click the (Detail) toolbar button.
2. If you typed only part of the full item name, a list of matching points (and other items) appears. Double-click the required point name.
**Displaying point history**

**To see changes to a point's PV (process value) over time**

1. Display the point's Detail display.
2. Click the **History** tab.
   This tab contains a set of History buttons.
3. Select the appropriate graphing options. For example, to see changes at minute intervals, select **1 minute** from the **Interval** list.

**Accumulator point**

An accumulator point is a standard point type with a fixed data structure that represents total values. For example, an accumulator point can represent the volume of water that has flowed into a tank or through a turbine.

If you have the appropriate security level, you can change the point's properties.

---

**Caution:**

Changing point properties in Station will not update the Quick Builder project. Honeywell recommends that, after updating the point in Station, you upload it into Quick Builder to synchronize the project.

---

**Faceplate**

Shows critical information about the point, and provides a convenient means of controlling the point. Many faceplates look like the front panels of the field devices they represent.

See the topic titled "Typical faceplates for the major point types" for more information.

**General tab**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Range</strong></td>
<td></td>
</tr>
<tr>
<td>Units</td>
<td>The name of the engineering units. For example, Gallons, Liters, °F, and °C.</td>
</tr>
<tr>
<td>100%</td>
<td>The value that represents 100% of the engineering units. The default is 100.00</td>
</tr>
<tr>
<td>Raw value</td>
<td>The value of the last scan of the PV.</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Meter factor | A meter factor is a multiplier that is used for calibration purposes. Every time the controller's counter value is scanned, the PV value is determined by the following formula: 

\[
PV_{\text{new}} = PV_{\text{old}} + (SF \times MF \times \text{Rawcounts})
\]

\[
PV_{\text{new}} = \text{The new PV.}
\]

\[
PV_{\text{old}} = \text{PV at the last scan.}
\]

\[
SF = \text{The scale factor.}
\]

\[
MF = \text{The meter factor.}
\]

\[
\text{Rawcounts} = \text{The change in the counter value since the last scan. If the new raw count is less than the old raw count, the counter is assumed to have rolled over.}
\] |
## Displays

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated display</td>
<td>Lists the display, if any, associated with this point.</td>
</tr>
</tbody>
</table>

## Algorithms

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV algorithm</td>
<td>Lists the PV algorithm number, if specified, attached to this point. Double-click the number to display algorithm details.</td>
</tr>
<tr>
<td>Action algorithm</td>
<td>Lists the action algorithm number, if specified, attached to this point. Double-click the number to display algorithm details.</td>
</tr>
</tbody>
</table>

## Scanning tab

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Addressing</strong></td>
<td></td>
</tr>
<tr>
<td>Parameter</td>
<td>PV.</td>
</tr>
<tr>
<td>Period</td>
<td>The interval (in seconds) between successive scans of the parameter. In Station, this value is read-only.</td>
</tr>
<tr>
<td>Dynamic Scanning</td>
<td>When selected, dynamic scanning is enabled for the parameter. In Station, this check box is read-only.</td>
</tr>
<tr>
<td>Controller</td>
<td>The controller to which this parameter is attached. Click the controller name to display the controller’s detail display.</td>
</tr>
<tr>
<td>Source Address</td>
<td>The source address of the parameter. In Station, this value is read-only.</td>
</tr>
<tr>
<td><strong>Timestamps</strong></td>
<td></td>
</tr>
<tr>
<td>PV Last Processed</td>
<td>The date and time that the PV was last processed.</td>
</tr>
<tr>
<td>PV Last Scanned</td>
<td>For OPC interfaces, the field timestamp for the value. For non-OPC interfaces, the server timestamp when data was last received for this parameter.</td>
</tr>
</tbody>
</table>
# Alarms tab

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PV limit alarms</strong></td>
<td>You can configure up to four alarms for each accumulator point to indicate when the PV goes beyond the limit you specify.</td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td>The types of PV limit alarms for accumulator points are:</td>
</tr>
<tr>
<td></td>
<td>- Rate</td>
</tr>
<tr>
<td></td>
<td>- Dev1(^1) Low</td>
</tr>
<tr>
<td></td>
<td>- Dev1(^1) High</td>
</tr>
<tr>
<td></td>
<td>- XMT(^2) Low (must be a negative value, for example, (-5).)</td>
</tr>
<tr>
<td></td>
<td>- XMT(^2) High</td>
</tr>
<tr>
<td></td>
<td>- PV Low</td>
</tr>
<tr>
<td></td>
<td>- PV High</td>
</tr>
<tr>
<td></td>
<td>- PV LoLow</td>
</tr>
<tr>
<td></td>
<td>- PV HiHigh</td>
</tr>
<tr>
<td><strong>Limit</strong></td>
<td>The value for each of the four PV limit alarms at which the alarm is raised.</td>
</tr>
<tr>
<td><strong>On Delay (sec)</strong></td>
<td>The delay time (in seconds) that must pass before an alarm is raised.</td>
</tr>
<tr>
<td><strong>Off Delay (sec)</strong></td>
<td>The delay time (in seconds) that must pass before an alarm returns to normal (RTN).</td>
</tr>
<tr>
<td><strong>Priority</strong></td>
<td>Lists the priority of the alarm.</td>
</tr>
<tr>
<td></td>
<td>Options, in order from the lowest priority, are:</td>
</tr>
<tr>
<td></td>
<td>- Journal</td>
</tr>
<tr>
<td></td>
<td>- Low</td>
</tr>
<tr>
<td></td>
<td>- High</td>
</tr>
<tr>
<td></td>
<td>- Urgent</td>
</tr>
</tbody>
</table>

\(^1\) Dev = Deviation

\(^2\) XMT = Transmitter

If critical alarm support has been enabled, urgent priority alarms with a sub priority of 15 will be shown as critical priority alarms on the Alarm Summary and other displays. For information about how to enable critical alarms, see “Customizing alarm colors” in the *Station Configuration Guide*. 
### History tab

The **History** tab displays changes to the point’s process value (PV) over time.

### Analog point

An analog point is a standard point type with a fixed data structure that represents continuous values. For example, an analog point can represent pressure in a boiler or temperature in a furnace.

If you have the appropriate security level, you can change the point's properties.

---

**Caution:**

Changing point properties in Station will not update the Quick Builder project. Honeywell recommends that, after updating the point in Station, you upload it into Quick Builder to synchronize the project.

---

### Faceplate

Shows critical information about the point, and provides a convenient means of controlling the point. Many faceplates look like the front panels of the field devices they represent.

See the topic titled "Typical faceplates for the major point types" for more information.

### General tab

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subpriority</td>
<td>The optional sub-priority level of the alarm, between 0 (lowest and default) and 15 (highest).</td>
</tr>
<tr>
<td><strong>Alarm message</strong></td>
<td></td>
</tr>
<tr>
<td>Alarm Message Index</td>
<td>The index number of the message associated with alarms for this point. For details about creating messages, see the <em>Station Configuration Guide</em>.</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Units</td>
<td>The name of the engineering units. For example, Gallons, Liters, °F, and °C.</td>
</tr>
<tr>
<td>100%</td>
<td>The value that represents 100% of the engineering units. The default is 100.00</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>0%</td>
<td>The value that represents 0% of the engineering units. The default is 0.00.</td>
</tr>
</tbody>
</table>

**Bias and scaling**

- **Enable additional PV bias and scaling**
  
  Used to calibrate engineering units, the bias value is added to the PV raw value after the data format is applied and before the PV algorithm is executed. When selected, performs the following calculation to determine the PV value:

  \[ PV = PV \text{ Field Value} \times Scale + Bias \]

**Services**

- **Scanning and control enabled**
  
  Enable and disables scanning and control of the point. You typically need to disable a point if the associated device is being serviced or repaired—this prevents misleading alarms being generated. In addition to using this check box, you can also click ☰ (Enable/Disable) on the toolbar, or press F11 (or LOAD on an OEP/IKB keyboard).

- **Alarms enabled**
  
  Enables and disables all alarms for the point. This check box overrides each of the **Enable Alarm** check boxes for each state, which are located on the **Alarms** tab.

- **Journal only option**
  
  When selected, handles all alarms for the point as journaled events. Note that **Alarms enabled** must be selected for this option to work.

- **Manual PV**
  
  When selected, the operator is permitted to change the PV.

- **Field value**
  
  The current value of the point in the field. Operators can use this to verify the value before disabling the **Manual PV** option.

**Displays**

- **Associated display**
  
  Lists the display, if any, associated with this point.

**Algorithms**

- **PV algorithm**
  
  Lists the PV algorithm number, if specified, attached to this point. Double-click the number to display algorithm details.

- **Action algorithm**
  
  Lists the action algorithm number, if specified, attached to this point. Double-click the number to display algorithm details.
## Scanning tab

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Addressing</strong></td>
<td></td>
</tr>
<tr>
<td>Parameter</td>
<td>SP, PV OP, MD, A1, A2, A3, and A4.</td>
</tr>
<tr>
<td>Period</td>
<td>The interval (in seconds) between successive scans of the parameter. In Station, this value is read-only.</td>
</tr>
<tr>
<td>Dynamic Scanning</td>
<td>When selected, dynamic scanning is enabled for the parameter. In Station, this check box is read-only.</td>
</tr>
<tr>
<td>Controller</td>
<td>The controller to which this parameter is attached. Click the controller name to display the controller’s detail display.</td>
</tr>
<tr>
<td>Source Address</td>
<td>The source address of the parameter. In Station, this value is read-only.</td>
</tr>
<tr>
<td>Source Address</td>
<td>The destination address for the parameter. Not applicable for PV. In Station, this value is read-only.</td>
</tr>
<tr>
<td><strong>Processing Options</strong></td>
<td></td>
</tr>
<tr>
<td>PV Clamp</td>
<td>When selected for this point, causes the PV of an analog point to be clamped at 0% if it is less than the PV clamp low limit. Similarly, the PV will be clamped at 100% if it is greater than the PV clamp high limit. The high and low limits for the PV clamp are defined on Point Processing tab on the Message &amp; Point Processing display. The values are entered as a percentage of the point range.</td>
</tr>
<tr>
<td>OP Reverse</td>
<td>Reverses source and destination parameter values.</td>
</tr>
<tr>
<td>MD Reverse</td>
<td>Reverses the mode parameter value for the MAN state.</td>
</tr>
<tr>
<td>Drift Deadband</td>
<td>Specifies the percentage change in a parameter's value that is significant enough to require processing. Specifying a drift deadband helps reduce system load. The default is 0.000%.</td>
</tr>
<tr>
<td>Control Inhibit</td>
<td>Prevents all controls on the point from occurring.</td>
</tr>
<tr>
<td><strong>Control Safeguards</strong></td>
<td></td>
</tr>
<tr>
<td>Control Confirmation</td>
<td>When this check box is selected and a control action is performed on the point, displays the prompt: Please confirm control request. The operator must press Y</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>to confirm the control action. If you configure the point to use electronic signatures, the server writes to the <strong>Dest Address</strong> only after the correct entry of the password(s). In Station, this value is read-only.</td>
<td></td>
</tr>
<tr>
<td>Control Level</td>
<td>Only applicable if you use operator-based security. The minimum control level (between 0 and 255) required to perform supervisory control on this point. The default is 0.</td>
</tr>
<tr>
<td>Normal Mode</td>
<td>The normal mode for this point, to which it is reset to after a command is issued. The modes are:</td>
</tr>
<tr>
<td></td>
<td>- AUTO (default). Automatic mode. The controller (or server) controls the output and operators cannot change the output value.</td>
</tr>
<tr>
<td></td>
<td>- MAN. Manual mode. The operator is permitted to change either the SP or OP.</td>
</tr>
<tr>
<td></td>
<td>- CASC. Cascade mode. Only applicable to S9000, TDC, and UDC controllers. Used when the SP comes from the output of another PID loop within the controller. When in CASC mode, operators cannot change either the SP or OP.</td>
</tr>
<tr>
<td></td>
<td>- COMP. Computer mode. Only applicable to a TDC controller. Used when the SP comes from a computer that is performing automatic control. When in COMP mode, operators can change either the SP or OP.</td>
</tr>
<tr>
<td>Mode Check Disabled</td>
<td>If selected, operators can parameter values regardless of point's mode. If cleared, the server checks the mode before allowing an operator to change a parameter value. (If the mode is set to AUTO, the operator is not allowed to change the OP value.)</td>
</tr>
<tr>
<td>Control Limits</td>
<td>The highest value that can be set for the associated parameter. The value is clamped at this value. For OP, the value is specified as a percentage of the PV output range. The default is 100%. For SP, the value is specified in engineering units (EU).</td>
</tr>
<tr>
<td>Upper Limit</td>
<td>The lowest value that can be set for the associated parameter. The value is clamped at this value. For OP, the value is specified as a percentage of the PV output range. The default is 0%.</td>
</tr>
</tbody>
</table>
### Item | Description
--- | ---
For **SP**, the value is specified in engineering units (EU).

### Timestamps

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV Last Processed</td>
<td>The date and time that the PV was last processed.</td>
</tr>
<tr>
<td>PV Last Scanned</td>
<td>For OPC interfaces, the field timestamp for the value.</td>
</tr>
<tr>
<td></td>
<td>For non-OPC interfaces, the server timestamp when data was last received for this parameter.</td>
</tr>
</tbody>
</table>

### Alarms tab

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV Limit Alarms</td>
<td>You can configure up to eight alarms (AL1–AL8) for each analog point to indicate when the PV goes beyond the limit you specify.</td>
</tr>
<tr>
<td>Parameter</td>
<td>AL1, AL2, AL3, AL4, AL5, AL6 AL7, and AL8.</td>
</tr>
<tr>
<td>Type</td>
<td>The types of PV limit alarms for analog points are:</td>
</tr>
<tr>
<td></td>
<td>- PV High</td>
</tr>
<tr>
<td></td>
<td>- PV HiHigh</td>
</tr>
<tr>
<td></td>
<td>- RateOfChange</td>
</tr>
<tr>
<td>Limit</td>
<td>The value for each of the eight PV limit alarms at which the alarm is raised.</td>
</tr>
<tr>
<td>On Delay (sec)</td>
<td>The delay time (in seconds) that must pass before an alarm is raised.</td>
</tr>
<tr>
<td>Off Delay (sec)</td>
<td>The delay time (in seconds) that must pass before an alarm returns to normal (RTN).</td>
</tr>
<tr>
<td>Priority</td>
<td>Lists the priority of the alarm.</td>
</tr>
<tr>
<td></td>
<td>Options, in order from the lowest priority, are:</td>
</tr>
<tr>
<td></td>
<td>- Journal</td>
</tr>
<tr>
<td></td>
<td>- Low</td>
</tr>
<tr>
<td></td>
<td>- High</td>
</tr>
<tr>
<td></td>
<td>- Urgent</td>
</tr>
<tr>
<td></td>
<td>If critical alarm support has been enabled, urgent priority alarms with a sub</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Priority of 15</td>
<td>The priority of 15 will be shown as critical priority alarms on the Alarm Summary and other displays. For information about how to enable critical alarms, see “Customizing alarm colors” in the Station Configuration Guide.</td>
</tr>
<tr>
<td>Subpriority</td>
<td>The optional sub-priority level of the alarm, between 0 (lowest and default) and 15 (highest).</td>
</tr>
<tr>
<td>Deadband</td>
<td>You can specify a percentage value that is used in determining what constitutes a good control. This is called control deadband. A control deadband works as follows. If the PV signal, read back after an SP control is issued, does not reach the following value within the period specified for the Control Timeout option, a PV Fail alarm is generated: New SP Value ± Deadband Percentage This check is performed every 10 seconds (from when the control is performed) until good control has been achieved or the control timeout period has elapsed (whichever happens first).</td>
</tr>
<tr>
<td>Unreasonable Value Alarm</td>
<td>The On Delay, Off Delay, Priority, and Subpriority values for the unreasonable value alarm. The high and low limits for unreasonable values are defined on Point Processing tab on the Message &amp; Point Processing display. The values are entered as a percentage of the point range.</td>
</tr>
<tr>
<td>Control Failure Alarms</td>
<td></td>
</tr>
<tr>
<td>PV Control Fail Alarm</td>
<td>The Priority and Subpriority values for the PV control fail alarm.</td>
</tr>
<tr>
<td>Control Timeout</td>
<td>The maximum time (in seconds) allowed, after a change in SP or OP, for the PV value to reach an acceptable value before a control fail alarm is raised. The default is None (no control timeout). The server checks the value every 10 seconds during the timeout period. You must specify a value other than Nil to enable the control fail alarm.</td>
</tr>
<tr>
<td>Control Deadband</td>
<td>The percentage deviation from the SP value that constitutes a good control. (The default value is 1.000%.) The value is calculated using the formula: (new SP value) +/- (control deadband percentage) If the PV value is not within the target range, a PV fail alarm is raised.</td>
</tr>
<tr>
<td>External Change Alarms</td>
<td></td>
</tr>
<tr>
<td>PV</td>
<td>When selected, an alarm is raised if the PV parameter changes without the change being initiated from the server.</td>
</tr>
<tr>
<td>Set point</td>
<td>When selected, an alarm is raised if the PV parameter changes without the change being initiated from the server.</td>
</tr>
</tbody>
</table>
### Item | Description
--- | ---
Output | When selected, an alarm is raised if the SP parameter changes without the change being initiated from the server.
Mode | When selected, an alarm is raised if the OP parameter changes without the change being initiated from the server.
A1 | When selected, an alarm is raised if the A1 parameter changes without the change being initiated from the server.
A2 | When selected, an alarm is raised if the A2 parameter changes without the change being initiated from the server.
A3 | When selected, an alarm is raised if the A3 parameter changes without the change being initiated from the server.
A4 | When selected, an alarm is raised if the A4 parameter changes without the change being initiated from the server.

### Alarm message

| Alarm Message Index | The index number of the message associated with alarms for this point. For details about creating messages, see the *Station Configuration Guide*. |

### History tab

The **History** tab displays changes to the point’s process value (PV) over time.

### Auxiliary tab

The **Auxiliary** tab is for monitoring and controlling the auxiliary (A1–A4) parameters. The display provides a trend of PV, SP, and OP (not the auxiliaries), making it useful for tuning control loop performance when auxiliary parameters are used to refer to tuning constants.

### Process point

A process point represents a control strategy in an Experion Process Controller. Process points are user-definable—ask your supervisor or an experienced colleague for an explanation of the display’s contents.

*A typical Detail Display for a process point*
Displaying detailed process information

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face Plate (left-hand side)</td>
<td>Designed to look like a physical panel, this shows the current values of the main parameters. The ‘gauge’ in the upper portion shows the PV (process value) and SP (set point).</td>
</tr>
<tr>
<td>Tabs</td>
<td>Related parameters are grouped under each tab. To see a particular set of parameters, click the appropriate Tab. If you want to display changes in PV over time, see 'Displaying point history'.</td>
</tr>
</tbody>
</table>

**Status point**

A status point is a standard point type with a fixed data structure that represents digital inputs or outputs. For example, a status point can represent the on and off states of a pump.

If you have the appropriate security level, you can change the point's properties.
Caution:

Changing point properties in Station will not update the Quick Builder project. Honeywell recommends that, after updating the point in Station, you upload it into Quick Builder to synchronize the project.

Faceplate

Shows critical information about the point, and provides a convenient means of controlling the point. Many faceplates look like the front panels of the field devices they represent.

See the topic titled "Typical faceplates for the major point types" for more information.

General tab

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Range</strong></td>
<td></td>
</tr>
<tr>
<td>Input states</td>
<td>The number of input states for this point. The range is between 2 and 8 states. In Station, this value is read-only.</td>
</tr>
<tr>
<td>Output states</td>
<td>The number of output states for this point. The range is between 2 and 4 states. In Station, this value is read-only.</td>
</tr>
<tr>
<td><strong>Services</strong></td>
<td></td>
</tr>
<tr>
<td>Scanning and control enabled</td>
<td>Enable and disables scanning and control of the point. You typically need to disable a point if the associated device is being serviced or repaired—this prevents misleading alarms being generated.</td>
</tr>
<tr>
<td></td>
<td>In addition to using this check box, you can also click (Enable/Disable) on the toolbar, or press F11 (or LOAD on an OEP/IKB keyboard).</td>
</tr>
<tr>
<td>Alarms enabled</td>
<td>Enables and disables all alarms for the point. This check box overrides each of the Enable Alarm check boxes for each state, which are located on the Alarms tab.</td>
</tr>
<tr>
<td>Journal only option</td>
<td>When selected, handles all alarms for the point as journaled events. Note that Alarms enabled must be selected for this option to work.</td>
</tr>
<tr>
<td>Manual PV</td>
<td>When selected, the operator is permitted to change the PV.</td>
</tr>
<tr>
<td>Field value</td>
<td>The current value of the point in the field. Operators can use this to verify the value before disabling the Manual PV option.</td>
</tr>
</tbody>
</table>
### Displays

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated display</td>
<td>Lists the display, if any, associated with this point.</td>
</tr>
</tbody>
</table>

### Algorithms

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV algorithm</td>
<td>Lists the PV algorithm number, if specified, attached to this point. Double-click the number to display algorithm details.</td>
</tr>
<tr>
<td>Action algorithm</td>
<td>Lists the action algorithm number, if specified, attached to this point. Double-click the number to display algorithm details.</td>
</tr>
</tbody>
</table>

### Scanning tab

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Addressing</strong></td>
<td></td>
</tr>
<tr>
<td>Parameter</td>
<td>PV, OP, or MD.</td>
</tr>
<tr>
<td>Period</td>
<td>The interval (in seconds) between successive scans of each parameter. In Station, this value is read-only.</td>
</tr>
<tr>
<td>Dynamic Scanning</td>
<td>When selected, dynamic scanning is enabled for the parameter. In Station, this check box is read-only.</td>
</tr>
<tr>
<td>Reverse</td>
<td>Whether the bit is reversed for each parameter.</td>
</tr>
<tr>
<td>Controller</td>
<td>The controller to which this parameter is attached. Click the controller name to display the controller’s detail display. For status points that use non-consecutive bit addresses, each parameter bit will link to its particular controller.</td>
</tr>
<tr>
<td>Source Address</td>
<td>The source address of each parameter. For the PV parameter, the address can contain up to three non-consecutive bit addresses. For the OP parameter, the address can contain up to two non-consecutive bit addresses. In Station, this value is read-only.</td>
</tr>
<tr>
<td>Destination Address</td>
<td>The destination address for the OP parameter. The address can contain two non-consecutive bit addresses. In Station, this value is read-only.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Processing Options</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pulse Width</td>
<td>The time (in seconds) the OP value is maintained at a non-zero value. The default value, Latched, latches the OP at the non-zero value. For example, if the value is set to 2 seconds and the operator sets the OP to a non-</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Control Safeguards</strong></td>
<td><em>Control Confirmation</em> When this check box is selected and a control action is performed on the point, displays the prompt: <strong>Please confirm control request</strong>. The operator must press <strong>Y</strong> to confirm the control action. If you configure the point to use electronic signatures, the server writes to the <strong>Dest Address</strong> only after the correct entry of the password(s). In Station, this value is read-only.</td>
</tr>
<tr>
<td><strong>Control Level</strong></td>
<td>Only applicable if you use operator-based security. The minimum control level (between 0 and 255) required to perform supervisory control on this point. The default is 0.</td>
</tr>
</tbody>
</table>
| **Normal Mode**             | The normal mode for this point, to which it is reset to after a command is issued. The modes are:  
  - **AUTO** (default). Automatic mode. The controller (or server) controls the output and operators cannot change the output value.  
  - **MAN**. Manual mode. The operator is permitted to change either the SP or OP.  
  - **CASC**. Cascade mode. Only applicable to S9000, TDC, and UDC controllers. Used when the SP comes from the output of another PID loop within the controller. When in CASC mode, operators cannot change either the SP or OP.  
  - **COMP**. Computer mode. Only applicable to a TDC controller. Used when the SP comes from a computer that is performing automatic control. When in COMP mode, operators can change either the SP or OP.                                                                                                                                                                                                                      |
| **Mode Check Disabled**     | If selected, operators can change parameter values regardless of the point's mode. If cleared, the server checks the mode before allowing an operator to change a parameter value. (If the mode is set to AUTO, the operator is not allowed to change the OP value.)                                                                                                                                                                                                                                                                                                                                                      |
| **Control Inhibit**         | Prevents all controls on the point from occurring.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| **Control States**          | *Target PV state* The output states of the point. For a point with 2 OP states, 0 and 1 are defined. For a point with 4 OP states, 0, 1, 2, and 3 are defined.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
### Timestamps

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV Last Processed</td>
<td>The time that the PV was last processed.</td>
</tr>
<tr>
<td>PV Last Scanned</td>
<td>For OPC interfaces, the field timestamp for the value.</td>
</tr>
<tr>
<td></td>
<td>For non-OPC interfaces, the server timestamp when data was last received for this parameter.</td>
</tr>
</tbody>
</table>

### Alarms tab

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State alarms</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Lists each state and its name.</td>
</tr>
<tr>
<td>Enable Alarm</td>
<td>Enable and disables alarms for each state.</td>
</tr>
<tr>
<td></td>
<td>To enable and disable alarms for the entire point, select the <strong>Alarms enabled</strong> check box on the <strong>General</strong> tab.</td>
</tr>
<tr>
<td>Priority</td>
<td>Lists the priority of the alarm.</td>
</tr>
<tr>
<td></td>
<td>Options, in order from the lowest priority, are:</td>
</tr>
<tr>
<td></td>
<td>- Journal</td>
</tr>
<tr>
<td></td>
<td>- Low</td>
</tr>
<tr>
<td></td>
<td>- High</td>
</tr>
<tr>
<td></td>
<td>- Urgent</td>
</tr>
<tr>
<td></td>
<td>If critical alarm support has been enabled, urgent priority alarms with a sub priority of 15 will be shown as critical priority alarms on the Alarm Summary and other displays. For information about how to enable critical alarms, see “Customizing alarm colors” in the <em>Station Configuration Guide</em>.</td>
</tr>
<tr>
<td>On Delay (sec)</td>
<td>The delay time (in seconds) that must pass before an alarm is raised.</td>
</tr>
<tr>
<td>Off Delay (sec)</td>
<td>The delay time (in seconds) that must pass before an alarm returns to normal (RTN).</td>
</tr>
<tr>
<td>Subpriority</td>
<td>The optional sub-priority level of the alarm, between 0 (lowest and default) and 15 (highest).</td>
</tr>
<tr>
<td>Re-Alarm</td>
<td>If selected, an alarm is raised whenever the PV changes to another alarm state.</td>
</tr>
</tbody>
</table>
**Item** | **Description**
---|---
between Alarm States | For example, if you make states 7 and 8 alarm states, an alarm is raised if the PV changes to state 0 and another alarm is raised if the state then changes to state 1.

**Control Fail Alarms**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV Control Fail Alarm</td>
<td>Raises an alarm priority, and optionally subpriority, if the value of the PV parameter is not correct. (After issuing a new control value, the server scans the point to check the point's control value is correct.)</td>
</tr>
</tbody>
</table>
| PV Control Timeout | The maximum time (in seconds) allowed, after a change in PV value to reach an acceptable value before a control fail alarm is raised. The default is Nil (no control timeout).  
The server checks the value every 10 seconds during the timeout period.  
You must specify a value other than None to enable the control fail alarm. |

**External Change Alarms**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PV</td>
<td>If selected, an alarm is raised if the PV parameter changes without the change being initiated from the server.</td>
</tr>
<tr>
<td>Output</td>
<td>If selected, an alarm is raised if the OP parameter changes without the change being initiated from the server.</td>
</tr>
<tr>
<td>Mode</td>
<td>If selected, an alarm is raised if the MD parameter changes without the change being initiated from the server.</td>
</tr>
</tbody>
</table>

**Alarm Acknowledgement**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controller Destination Address</td>
<td>An optional address that will be written to when any alarm on this point is acknowledged. If not configured, it will show only the controller number for the PV source address.</td>
</tr>
</tbody>
</table>
| Alarm Message Index | The index number of the message associated with alarms for this point.  
For details about creating messages, see the *Station Configuration Guide*. |

**History tab**

The **History** tab displays changes to the point’s process value (PV) over time.
Sequential control module detail displays

Sequential control can be designed to execute basic sequential process activities such as start up and shut down as well as complex batch operations. Sequential control interacts with one or more control modules. Control Modules can be configured to control a PID loop, discrete valves, accumulated flows, and so on.

Sequential control module (SCM) detail displays contain a faceplate on the left-hand side and a series of tabs that contain more detail about the SCM. From the SCM detail display, you can view the SCM as a chart or as a table.

Chart view

An SCM contains transition block and step block pairs. In general, when a certain transition condition is met, the step procedure is executed. The chart view gives you a graphical view of the transitions and steps in the SCM and the progress as it occurs.
As an SCM runs, the transitions and steps change color. The following table lists the colors and their meaning.

<table>
<thead>
<tr>
<th>Item</th>
<th>Color</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transition block</td>
<td>Gray</td>
<td>The transition block is waiting to run.</td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td>The transition block is running</td>
</tr>
<tr>
<td></td>
<td>Blue</td>
<td>The Transition is complete</td>
</tr>
<tr>
<td>Transition</td>
<td>Green</td>
<td>The condition is true.</td>
</tr>
<tr>
<td>conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Background</td>
<td>The condition has not been met.</td>
</tr>
<tr>
<td></td>
<td>Red</td>
<td>The condition is failed or in error.</td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td>Warning</td>
</tr>
<tr>
<td>Step block</td>
<td>Gray</td>
<td>The step block is waiting for the conditions in the preceding</td>
</tr>
<tr>
<td></td>
<td></td>
<td>transition block to become true for it to run.</td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td>The step block is running.</td>
</tr>
<tr>
<td></td>
<td>Blue</td>
<td>The step block has completed.</td>
</tr>
</tbody>
</table>
### Item | Color | State
--- | --- | ---
Step Output | Green | The step output is OK.
 | Yellow | Warning
 | Red | The step has failed or there is an error and the step cannot be complete.

**Attention:**
Station does not support printing from Chart View. To print a chart you will need to do so from within Control Builder.

### Table view
The Table view of an SCM contains a series of panes that provide more information about the SCM. The panes are:

<table>
<thead>
<tr>
<th>Pane</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary pane</td>
<td>Provides an overview of the SCM in a list or flow view.</td>
</tr>
<tr>
<td>Details pane</td>
<td>Provides more detail of the step that is highlighted in the Summary pane. Any interactive instructions are also provided in this pane.</td>
</tr>
<tr>
<td>Minitrend pane</td>
<td>Up to eight values can be trended on a Minitrend. If history collection is configured for the current value and history collection type is specified in step configuration, the Minitrend can retrieve old values. For all other current values, Minitrend starts to collect the values when the Minitrend is opened for a step in Table View.</td>
</tr>
<tr>
<td>Key parameters pane</td>
<td>Displays the Target value and Entry values. Operator can enter an Entry value.</td>
</tr>
<tr>
<td>Additional details pane</td>
<td>Provides details for the Step Output or Transition Condition that is selected in the Details pane.</td>
</tr>
</tbody>
</table>
Using Group Detail displays

A Group Detail display shows the main parameters for a set of up to eight related points. The information is presented using faceplates. A faceplate is a specialized type of popup window that shows critical information about the point to which the object is linked. In most cases, a faceplate is similar to the left-hand portion of the matching point detail display.

Each group is identified by a number, and generally has a descriptive title.

To call up a group detail display by choosing it from list of groups

1. Choose View>Group Summary to see the list of groups.
2. Select a group.

To call up a group detail display whose number you know

1. Click (Group).
2. In the Command Zone, type the group number and press ENTER.

Typical Group Detail display
3. If required, you can display the group's trend by choosing the option from the View As list.

Using trend displays

A trend display shows changes in point parameter values over time. Typical uses of trend displays are to show changes in room temperature or power consumption over the day.

Trends can display data in several ways, including:
- Line graphs (the default)
- Bar graphs
- Numerical list of historical data
- X-Y plot of the value of one point against another (that is, one point on the x-axis and the other on the y-axis)

Each trend is identified by a number, and generally has a descriptive title.

Attention:

Note that you cannot call up trend numbers 2901 to 3000, as these numbers are used for alarm trackers. If you try to call up a trend number in this range, Station displays an error message.
To call up a trend by choosing it from list of trends

1. Choose **View** > **Trends** to see the list of trends.
2. Select a trend.

To call up a trend whose number you know

1. Click **(Trend)**.
2. In the Command Zone, type the trend's number and press ENTER.

Typical trend

![Trend Display](image)

<table>
<thead>
<tr>
<th>Pen</th>
<th>Panel ID</th>
<th>Parameter</th>
<th>Description</th>
<th>Low Scale</th>
<th>High Scale</th>
<th>Current Value</th>
<th>Reference Value</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NC2_L101</td>
<td>PV</td>
<td>CC2_LOOP1_PID</td>
<td>100.00</td>
<td>200.00</td>
<td>144.04</td>
<td>PV13PEU</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>NC2_L101</td>
<td>PV</td>
<td>CC2_LOOP1_PID</td>
<td>0.00</td>
<td>100.00</td>
<td>35.82</td>
<td>PV13PEU</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NC2_L101</td>
<td>PV</td>
<td>CC2_LOOP1_PID</td>
<td>175.00</td>
<td>175.00</td>
<td>175.01</td>
<td>PV13PEU</td>
<td></td>
</tr>
</tbody>
</table>

**Trend buttons reference**

Having called up a trend, you use the various buttons on the trend display to modify it. The following table describes each button.

---

**Attention:**

This topic is not applicable to limit trends. For more information about limit trends, see “Limit trend controls.”
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![1] | Individual scales in EU  
Scaling used in the trend is separate for each point and is in engineering units.  
Click the arrow to change the scale. |
| ![%] | Individual scales in %  
Scaling used in the trend is separate for each point and is shown as a percent.  
Click the arrow to change the scale. |
| ![single] | Single scale for all plots  
The range displayed on the Y-axis is the same for all plots. |
| ![plot selector] | Plot selector  
Indicates the plot that is currently selected, or if no plot is currently selected, indicates the last plot you selected. If you are not using a single scale for all plots, the Y-axis displays the scale for the plot that is shown in the box. |
| ![display as bar graph] | Display as bar graph  
The selected point is displayed as a bar graph. Data for the remaining points is obscured by the bar graph.  
Click the arrow to change from a bar graph to a line graph. |
| ![display as line graph] | Display as line graph  
The plots are displayed as line graphs.  
Click the arrow to change from a line graph to a bar graph. |
| ![view trend only] | View trend only  
Indicates the current view is a trend without the event pane or the tabular history pane.  
Click the arrow to change the view to Trend with Events or Trend with Tabular History |
| ![view trend with tabular history] | View trend with tabular history  
Indicates the current view is the trend with the tabular history pane.  
Click the arrow to change the view to Trend Only or Trend with Events. |
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![View trend with events](image) | View trend with events  
Indicates the current view is the trend with the event pane.  
Click the arrow to change the view to Trend Only or Trend with Tabular History. |
| ![Show legend](image) | Show legend  
Shows or hides the legend for this trend. |
| ![Configure trend](image) | Configure trend  
Calls up the Trend Configuration display. |
| ![Save trend](image) | Save trend  
Saves any changes you have made to the trend. After you save, the changes are made available to any other operators viewing the trend. |
| ![Pause live updates](image) | Pause live updates  
Pauses the trend so that data is not updated. |
| ![Resume live updates](image) | Resume live updates  
Restores the trend so that it is updated with live data. |
| ![Remove reference line](image) | Remove reference line  
Removes the reference line. |
| ![Reset zoom level](image) | Reset zoom level  
Resets the zoom level. |
| ![Zoom in](image) | Zoom in  
Zooms in by 25% of the visible range. If a reference line is visible, the zooming is centered around the reference line. |
| ![Zoom out](image) | Zoom out  
Zooms out by 25% of the visible range. If a reference line is visible, the zooming is centered around the reference line. |
| ![Show time selector](image) | Show time selector  
Shows the time selector and provides options for the position of the time selector which is used to set a history offset. |
There are some trends that operate in a different manner to the default trend, these trends are the dual, triple, and X-Y trends. You can modify these types of trends by changing the:

- Period
- History offset
- Scale to use engineering units or percentage
- Points

**About limit trend displays**

Limit trend displays are similar to standard trend displays. However, they also include information about relevant limits that have been sourced by integrating Experion with Limit Repository.

When configuring a Limit trend, you can specify the required history interval to be viewed. (History intervals are the periods between snapshots and the periods over which averages are calculated. These periods are then used for collecting history).

The number of trends available in your system depends on the server database sizing.

*Limit trend display*
Like standard trends, limit trend data is shown as a line graph. The target range for a point is shown as a gray shaded area. If a point exceeds the target range, the part of the plot outside the limit is bold and the exceedance is shown as a shaded area of the same color.

---

**Tip:**

To avoid confusion, alarm colors should not be used as plot colors.

---

As with standard trends, you can click an area of the trend to add a reference line that shows values for the plots and limits at a specific point in time. If the legend is visible when you add a reference line, the legend will contain the reference values for each point in the trend. You can also mouse over the trend to obtain the reference values.

Selecting a plot will show limits that have been configured to **Plot on trend**. To see the values for all the types of limits configured for a point, click the plot for the point and select **Advanced limits**. For more information about how to do this, see “Limit trend controls.”

### Limit trend controls

Limit trends are designed so an operator can change the way information is displayed directly in the limit trend display. When viewing limit trends in Station, use the various controls on the display to change the trend. The following table describes the controls that are available on the default limit trend.

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual scales in EU</td>
<td>Scaling used in the trend is separate for each point and is in engineering units. Click the arrow to change the scale.</td>
</tr>
<tr>
<td>Individual scales in %</td>
<td>Scaling used in the trend is separate for each point and is shown as a percent. Click the arrow to change the scale.</td>
</tr>
<tr>
<td>Single scale for all plots</td>
<td>The range displayed on the Y-axis is the same for all plots. Click the maximum and minimum values in the y-axis to change the scale.</td>
</tr>
<tr>
<td>Auto Scale all</td>
<td>The range shown on the y-axis is determined automatically.</td>
</tr>
<tr>
<td>Auto Scale selected</td>
<td>The range shown on the y-axis for the selected plot is determined automatically.</td>
</tr>
<tr>
<td>Auto scale stacked</td>
<td>The range shown on the y-axis is determined automatically so that all plots are separated into horizontal strips and the data currently visible does not overlap.</td>
</tr>
<tr>
<td>Control</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Scale all to point range</td>
<td>The range shown on the y-axis is scaled to the maximum and minimum point values.</td>
</tr>
<tr>
<td>Scale selected to point range</td>
<td>The range shown on the y-axis for the selected plot is scaled to the maximum and minimum point values.</td>
</tr>
<tr>
<td>Period selection</td>
<td>The period of time for which you want to see data.</td>
</tr>
<tr>
<td>Interval selection</td>
<td>The time interval used to display values across the x-axis.</td>
</tr>
<tr>
<td>Revert to saved ranges</td>
<td>Resets the y-axis scales to the values that were last saved.</td>
</tr>
<tr>
<td><strong>Plot selector</strong></td>
<td>Indicates the plot that is currently selected. To cancel the selection of a plot, you can select another plot or select All plots.</td>
</tr>
<tr>
<td></td>
<td>If all plots are selected and you are not using single scale, no scale will be shown on the Y-axis.</td>
</tr>
<tr>
<td></td>
<td>This button is made available when you select a plot. Click this button to toggle between seeing all the limits defined for the point (Advanced limits) or the Default limits that were specified when integrating Experion with Limit Repository.</td>
</tr>
<tr>
<td></td>
<td>You can click this button to toggle between showing the legend at the bottom or left of the trend, or to hide the legend for this trend.</td>
</tr>
<tr>
<td>Configure trend</td>
<td>Calls up the Trend Configuration display.</td>
</tr>
<tr>
<td>Save trend</td>
<td>Saves configuration changes you have made to the trend. After you save, the changes are made available to any other operators viewing the trend.</td>
</tr>
<tr>
<td>Select data from a different date.</td>
<td>Click the current date to see this button.</td>
</tr>
<tr>
<td>Select data from a different time.</td>
<td>Click the current date to see this button.</td>
</tr>
<tr>
<td>Control</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| ![Pause Icon] | Pause live updates  
Pauses the trend so that data is not updated. |
| ![Resume Icon] | Resume live updates  
Restores the trend so that it is updated with live data. If the trend is zoomed, pressing the resume button will also reset the zoom. |
| ![Zoom Icon] | Reset zoom level  
Resets the zoom level. |
| ![Scroll Icon] | When viewing a limit trend on a touch screen, drag is used for panning and scrolling. For example, to drag the scroll box on the y-axis or to drag the time slider to a different time period. Note that dragging on a standard trend is used to select a zoom region. |
| ![Pinch Icon] | When viewing a limit trend on a touch screen, you can pinch in or out to zoom. Note that when you use a mouse scroll wheel, the limit trend will zoom in both x and y axes simultaneously around the cursor point. |
| ![Tap Icon] | When viewing a limit trend on a touch screen, you can tap and hold where you would normally use a mouse to right-click. For example, to call up a shortcut menu. |

**Changing the scale on a trend**

When viewing a standard trend, you can change the scale that is used for the trend. For example, you can switch from having a single scale for all plots to individual scales, in engineering units, for each plot. The figure below shows the scale options available in a list which you can access from the trend toolbar.

---

**Tip:**

For information about how to change the scale on a limit trend, see “Limit trend controls.”
**Scale options for a standard trend**

<table>
<thead>
<tr>
<th>Scale option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual scales in EU</td>
<td>You specify the maximum and minimum value that will be shown on the trend for each plot individually. Values that fall outside this scale are not visible in the trend. The scale is represented in engineering units.</td>
</tr>
<tr>
<td>Individual scales in %</td>
<td></td>
</tr>
<tr>
<td>Single scale for all plots</td>
<td></td>
</tr>
<tr>
<td>Auto scale current plot</td>
<td></td>
</tr>
<tr>
<td>Auto scale all plots</td>
<td></td>
</tr>
<tr>
<td>Scale to point ranges in EU</td>
<td></td>
</tr>
<tr>
<td>Scale to point ranges in %</td>
<td></td>
</tr>
<tr>
<td>Revert to saved ranges</td>
<td></td>
</tr>
</tbody>
</table>

**To specify an individual scale**

1. Call up the trend.
2. Click the arrow on the scale toolbar button at the top of the trend.
   
   The button shown depends on the type of scale currently in use for the trend.
3. Select the required individual scale.
4. In the **Low Scale** box on the legend, type the low scale value for each plot.
5. In the **High Scale** box on the legend, type the high scale value for each plot.

**To specify a single scale**

1. Call up the trend.
2. Click the arrow on the scale toolbar button at the top of the trend and select **Single scale for all plots**.
   
   The button shown depends on the type of scale currently in use for the trend.
3. On the y-axis, type the low and high scale value.

**Scale options**

The following table describes all the scale options available for a standard trend.
<table>
<thead>
<tr>
<th>Scale option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>scales in %</td>
<td>each plot individually. Values that fall outside this scale are not visible in the trend. The scale represents the point parameter range in percentage terms. A scale of 0% to 100% shows the full range of the point parameter and correlates to the minimum and maximum value for the point parameter. You may want to increase or decrease the scale, depending on the range of your point and the actual historical values of the point.</td>
</tr>
<tr>
<td>Single scale for all plots</td>
<td>One scale is used for all points in the trend. You specify the maximum and minimum value that will be shown on the trend. Values that fall outside this scale are not visible in the trend.</td>
</tr>
<tr>
<td>Auto scale current plot</td>
<td>Adjusts the selected plot so that it is centered vertically in the chart and scaled such that the plot uses most of the vertical chart space.</td>
</tr>
<tr>
<td>Auto scale all plots</td>
<td>Adjusts all plots that are currently visible so that they are centered vertically in the chart and scaled such that each plot uses most of the vertical chart space.</td>
</tr>
<tr>
<td>Scale to point ranges in EU</td>
<td>The scale is set so that it correlates with the maximum and minimum point parameter range of all points in the trend and is shown in engineering units.</td>
</tr>
<tr>
<td>Scale to point ranges in %</td>
<td>The scale is set so that it correlates with the maximum and minimum point parameter range of all points in the trend and is shown in percentage terms. The minimum point parameter value is always 0% and the maximum point parameter value is always 100%.</td>
</tr>
<tr>
<td>Revert to saved ranges</td>
<td>The scale options is restored to what was last saved for the trend. Any changes to the scale that were not saved are removed.</td>
</tr>
</tbody>
</table>

**Viewing events on a trend**

You can view events with your trend to help you analyze the relationship between alarms and events and changes in point values in your trend.

**Attention:**

This topic is not applicable to limit trends.
When viewing events, an Event Summary is added beneath the chart area of the trend and markers appear on the chart area of the trend to identify when events occurred.

The Event Summary on the trend display can be filtered in the same manner as the standard Event Summary.

It is important to note that the Event Summary shows events from the local server only. Distributing all events would need significant bandwidth as most events are recorded only on the server where the point is defined. The exceptions to this are the Acknowledgement events and Point Change events, which are recorded on both the server where they occurred and on the data owner.

**To view events with your trend**

1. Call up your trend display.
2. Click the **View trend with events** button.
3. **Filter the Event Summary as required.**

---

**Tip:**

If you find a correlation between an event and changes in values in the trend, you can add comments to the event.

---

**Changing the period on a trend**

To change the period, you specify the length of time, for example, 2 hours, and then specify which 2 hours you want to see.

---

**Tip:**

For information about how to change the period on a limit trend, see “Limit trend controls.”

---

You specify a period that either:

- Starts at a specific date and time by showing the time selector on the left.
- Ends at a specific date and time, by showing the time selector on the right.
- Starts and ends at a specific date and time by showing the time selector on the left and right.
- Is centered around a specific date and time by showing the time selector at the center.
To change the period on the trend you are viewing

1. In the **Period** box, select the period you want to see on your trend.
2. Click the Time selector [ ] and choose the required position of the selector.
3. In the **Date** box, type or select the required date.
4. In the **Time** box, type the required time and press ENTER.

Adding a reference line to a trend

By adding a reference line to your trend you can obtain values for a point at a specific point in time. If the Legend is visible, when you add a reference line, the legend contains the reference values for each point in the trend. You can also mouse over the plot when the reference line intersects the plot to obtain the reference value.

To add a reference line to a trend you are viewing

1. Click on the chart area of the trend.

   **Tip:**

   To move a reference line, drag the line to the required point. To remove the reference line on a standard trend, click the Remove reference line button.

Zooming in on a trend display

If you want to focus on a particular part of your trend, you can use the zoom function to zoom in on the area of interest.

To zoom in on a trend

1. Using the mouse, drag over the area of interest.
   
   As you drag, a rectangle shows the area you are selecting.

   **Tip:**

   Alternatively, on standard trends, you can click the Zoom in button to zoom in at increments of 25%.
To zoom out on a trend

1. Click Reset Zoom to return to the original zoom level.

Tip:

Alternatively, on standard trends, you can click the Zoom out button to zoom out at increments of 25%.

Highlighting a plot on a trend

You can highlight a plot to make it easier to see against other plots on a trend. Highlighting a plot on a standard trend makes the plot line bold.

Some functions work on a single plot, in which case you must highlight the particular plot to apply these functions; for example, to show a plot as a bar graph.

Attention:

To highlight or select a plot on a limit trend, click the plot. To cancel the selection of a plot on a limit trend, you can click on the plot, select another plot or select All plots.

To control the highlight of a plot on a standard trend

1. Do one of the following:
   - In the plot list above the chart area, select the box to the left of the trend name. (To remove the highlight, select the check box again.)
   - In the legend, select the Pen check box for the trend plot. (To remove the highlight, clear the check box.)

SCADA Controllers display

The SCADA Controllers display lists the channels and controllers configured for each server in your system, within your scope of responsibility.

Status counts at the top right of the display provide an overview of the status of controllers within your scope of responsibility.
Tip:

The status counts at the top of the **SCADA Controllers** display are not updated when filtering is applied – they continue to provide an overview of the status situation.

From the **SCADA Controllers** display you can view status information for channels and controllers, enable and disable controllers, and use filters to list controllers according to their status and/or location. You can also sort controllers by their name (default) or number.

The **SCADA Controllers** display contains a table with the following columns:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enable</strong></td>
<td>Check boxes provide users with the appropriate scope of responsibility and security level with the ability to enable or disable controllers. Controllers with dual links have two check boxes, and the ability to enable or disable one or both.</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>The name of the controller. By default, this column is used to sort the controller list. Click a controller name to navigate to the <strong>Controller Detail</strong> display for that controller.</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Icons and text to indicate the status of the controller. Controllers with dual links display icons for both links, and a text aggregate of the two values. For example, a combination one disabled link and one enabled link will have a text value of <strong>Marginal</strong>. Possible status values are <strong>OK, Marginal, Failed, Unknown</strong>. Should a remote server become disconnected or disabled, its channels and controllers will have a status value of <strong>Unknown</strong>. Should a Console Station become disconnected, the servers and channels in the filtering pane lose their status and the controller table is emptied.</td>
</tr>
<tr>
<td><strong>Description</strong></td>
<td>Any descriptive text about the controller.</td>
</tr>
<tr>
<td><strong>Number</strong></td>
<td>The number of the controller on its local server. This column can be used to sort the controller list.</td>
</tr>
<tr>
<td><strong>Server</strong></td>
<td>The name of the local server hosting this controller, and an icon to indicate its current status.</td>
</tr>
<tr>
<td><strong>Channel</strong></td>
<td>The name and status of the channel for this controller. Channels with dual links display status icons for both links. Click a channel name to navigate to the <strong>Channel Detail</strong> display for that channel.</td>
</tr>
</tbody>
</table>
Filtering the controller list

If you have a large list of controllers, you can use the filtering options provided to limit the list to controllers by server, channel, asset, or by status. Click on server, channel, or asset to display its controllers.

The **Filter Tree** indicates the status of every channel and server.

The **Filter by status** options enable you to filter the list of controllers by one or more status values. You can filter by one server, channel, or asset, but by multiple status values.

The numbers beside each status value indicates the number of controllers of that status for the selected server, channel, or asset. These numbers will update according to any filtering applied.
Using EFM meters

This section describes how to manage Electronic Flow Measurement (EFM) meters.

Attention:

EFM data collection and export will not take place when any of the following conditions is true:

- The EFM meter is disabled (out of service)
- The meter’s controller is disabled (out of service) or has failed
- The controller’s channel is disabled (out of service) or has failed

In addition, when collecting configuration log data, dynamic scanning must be enabled on the controller.

Displaying EFM meters

Calling up a Meter Detail display

To call up a Meter Detail display

1. Use any of the following methods to call up a Meter Detail display for an individual meter.
   - From the System Status display, double-click on the meter in the location pane.
   - In the Station command zone, type the partial meter name or number, then click Detail on the toolbar, or press F12.
Tip:

- Use the * wildcard character in your search string to match zero or more characters. For example, *F1546*

- If you know the exact meter name you can press ENTER instead of F12 (if this option has been enabled for your system), but this will first search for a matching display name and only then look for meter name if no display name is found. You must enter the full ID of the meter when you use the ENTER key method.

- From the Alarm Summary, double-click an alarm for the meter point.

- From the Alarm Summary, right-click on an alarm for the meter point and click Detail Display.

- From a custom display, double-click or press F12 on any point reference to the meter point.

About Meter Detail displays

The Meter Detail display is where you review the meter status and control data collection and export for an individual meter.

You can call up this display using any of the following methods:

- Double-clicking an alarm for the meter point.

- Right-clicking on an alarm for the meter point and selecting Detail Display.

- Double-clicking on the meter in the location pane on the System Status display.

- Entering the partial name or meter number in the Command Zone and then clicking Detail on the toolbar, or pressing F12.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>A description of the meter.</td>
</tr>
<tr>
<td>Enable</td>
<td>Enables and disables the meter.</td>
</tr>
<tr>
<td>Channel</td>
<td>A link to controller’s parent channel.</td>
</tr>
<tr>
<td>Controller</td>
<td>A link to the meter’s parent controller.</td>
</tr>
<tr>
<td>Associated asset</td>
<td>The name of the asset associated with the meter.</td>
</tr>
<tr>
<td></td>
<td>If there is no associated asset defined, this area is blank.</td>
</tr>
</tbody>
</table>
### Item Description

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server</td>
<td>The name of the server on which the meter resides.</td>
</tr>
<tr>
<td>Meter location</td>
<td>The location of where the meter is physically situated.</td>
</tr>
</tbody>
</table>

**Collection status**

This area displays collection status information for the available logs:

- Interval logs
- Daily logs
- Ultrasonic logs
- Alarm and Event logs
- Composition logs
- Gas Quality logs
- Configuration logs
- Configuration Record logs
- Liquid Batch logs
- Audit logs

and the status of data Export.

---

**Attention:**

Timestamps in this section are as observed from the locale of the computer on which Station is running. For example, if a collection occurred at 2:00 AM according to the server, and Station is running in a time zone one hour ahead, the timestamp will show the collection as having taken place at 3:00 AM.

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>For collection logs, states are:</td>
</tr>
<tr>
<td></td>
<td>- [ ] Not configured</td>
</tr>
<tr>
<td></td>
<td>- [✓] OK</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>![Retrying] Retrying</td>
</tr>
<tr>
<td></td>
<td>![Failed] Failed</td>
</tr>
<tr>
<td>For export, states are:</td>
<td>![OK] OK</td>
</tr>
<tr>
<td></td>
<td>![Retrying] Retrying</td>
</tr>
<tr>
<td></td>
<td>![Failed] Failed</td>
</tr>
<tr>
<td>Last successful</td>
<td>For collection logs, the date and time of the last successful data collection for the corresponding log type on the meter. If a collection type has never been collected, the last collection field will show <strong>Never</strong>.</td>
</tr>
<tr>
<td></td>
<td>For export, the date and time of the last successful full data export for all configured data export formats.</td>
</tr>
<tr>
<td>Next scheduled</td>
<td>Applicable to collection logs only.</td>
</tr>
<tr>
<td></td>
<td>The date and time of the next scheduled data collection for the corresponding log type on the meter. If a collection type is not scheduled for collection, the next collection field will show <strong>Not configured</strong>.</td>
</tr>
</tbody>
</table>

**Error statistics**

This area displays statistical information for the available logs:

- Interval logs
- Daily logs
- Ultrasonic logs
- Alarm and Event logs
- Composition logs
- Gas Quality logs
- Configuration logs
- Configuration Record logs
- Liquid Batch logs
- Audit logs

Statistics are reset in the following conditions:
- When the meter status changes from disable to enable
- Server failover
- Manually (see ‘Reset statistics’ in this table)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requests</td>
<td>The number of requests attempted, including retries, since the last reset of the statistics for the meter and corresponding log type.</td>
</tr>
<tr>
<td>Error</td>
<td>The number of errors on requests attempted, including retries, since the last reset of the statistics for the meter and corresponding log type.</td>
</tr>
<tr>
<td>% Error</td>
<td>The percentage of errors on requests attempted, including retries, since the last reset of the statistics for the meter and corresponding log type.</td>
</tr>
<tr>
<td>Reset statistics</td>
<td>Resets the diagnostic information (number of requests, number of errors, and percentage of errors) for all collection and export types. Use this when troubleshooting meter issues.</td>
</tr>
</tbody>
</table>

**Manual request**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request latest data from meter</td>
<td>Collects data from the meter outside of its regular collection schedule. It collects all data since the last successful collection. Use this task when commissioning the meter or when a previously failed meter comes back online. Requesting a manual collection does not affect upcoming collection schedules. For example, if a request for all data is made at 11:00 PM and the next full collection is scheduled for midnight, the scheduled collection will still take place at midnight.</td>
</tr>
<tr>
<td>Export</td>
<td>Exports all collected data from the meter that was not previously exported.</td>
</tr>
</tbody>
</table>

**Attention:**

When collecting data from a Spirit IT Flow-X meter, only records from the last 31 days are collected. Records older than 31 days are not collected.
### Latest Collected Data

Use this task when commissioning the meter to test that data export is working correctly, or when a successful data collection fails to export.

### Export All Collected Data Starting From

Exports all collected data from the meter from a specified date. You can choose any date from today until the last 31 days. After 31 days, data is automatically deleted (aged-out).

Use this task when data has been successfully exported but has since been lost and needs to be recovered.

Note that this task exports data from one meter. To perform the same task for all meters on one server, use the **Rerun data export** option on the **Electronic Flow Measurement** configuration display. See the topic titled "EFM configuration settings" in the *Station Configuration Guide* for more information.

### EFM Meter Faceplates

The following figure shows how a typical EFM meter faceplate is divided into four major zones.

**EFM Meter Faceplate**

![EFM Meter Faceplate Image]

1. **Zone 1**
2. **Zone 2**
3. **Zone 3**
4. **Zone 4**
## Item Description

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | Description Zone  
Shows the EFM meter ID, description, and meter location. |
| 2    | Indicator Zone  
Shows the status of each log being collected and the status of the export.  
For collection logs, states are:  
- ![Not configured](image) Not configured  
- ![OK](image) OK  
- ![Retrying](image) Retrying  
- ![Failed](image) Failed  
For export, states are:  
- ![OK](image) OK  
- ![Retrying](image) Retrying  
- ![Failed](image) Failed |
| 3    | Alarm Zone  
Shows the most recent, highest priority, unacknowledged alarm.  
Click ![Alarm Acknowledge](image) to acknowledge the alarm. |
| 4    | Control Zone  
Enables and disables the EFM meter. |

### Resetting statistics on the Meter Detail display

This task resets the diagnostic information (number of requests, number of errors, and percentage of errors) for all collection and export types. Use this when troubleshooting meter issues.
To reset statistics on the Meter Detail display

1. Call up the meter in the Meter Detail display.
2. Click Reset statistics.

All counters are reset to zero. The Last reset at field updates with the current date and time.

Requesting a manual collection of data from an EFM meter

This task requests the system to collect data from the meter outside of its regular collection schedule. It collects all data since the last successful collection. Use this task when commissioning the meter or when a previously failed meter comes back online.

Requesting a manual collection does not affect upcoming collection schedules. For example, if a request for all data is made at 11:00 PM and the next full collection is scheduled for midnight, the scheduled collection will still take place at midnight.

Prerequisites

The meter must be enabled. Otherwise, this option is disabled.

To request a manual collection of data from an EFM meter

1. Call up the meter in the Meter Detail display.
2. Click Request latest data from meter.

The system requests a full collection of all data since the last successful collection.

Requesting a manual export of data from an EFM meter

Choose one of the following export tasks:

<table>
<thead>
<tr>
<th>Export task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latest collected data</td>
<td>This task requests the system to export all collected data from the meter that was not previously exported. Use this task when commissioning the meter to test that data export is working correctly, or when a successful data collection fails to export.</td>
</tr>
<tr>
<td>All collected data from a specified date</td>
<td>This task requests the system to export all collected data from the meter from a specified date. You can choose any date from today until the last 31 days. After 31 days, data is automatically deleted (aged-out). Use this task when data has been successfully exported but has since been lost and</td>
</tr>
<tr>
<td>Export task</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>date</td>
<td>needs to be recovered. Note that this task exports data from one meter. To perform the same task for all meters on one server, use the <strong>Rerun data export</strong> option on the <strong>Electronic Flow Measurement</strong> configuration display. See the topic titled &quot;EFM configuration settings&quot; in the <em>Station Configuration Guide</em> for more information.</td>
</tr>
</tbody>
</table>

**To export the latest collected data**

1. Call up the meter in the Meter Detail display.
2. Click **Export latest collected data**.
   
The system exports all collected data that was not previously exported.

**To export all collected data from a specified date**

1. Call up the meter in the Meter Detail display.
2. Click to display the date picker.
3. Select the date from which you want to export data (up to the last 31 days).
4. Click **Export**.
   
The system exports all data starting from the specified date.
   
Check the event logs for any errors.
About activities, batches, and procedures

This section explains the difference between activities, batches, and procedures. Depending on your site and your Experion configuration, you may experience all or only one of these terms in Station.

Batches

The term batch refers to the material made in a single execution of a batch process. Batch is also used as an abstract of the words the production of a batch.

If you only run batches at your site, your interface will probably be customized to only use the S88 batch terminology. You will not see the terms activity or ProcOp in your interface. Your summary display will be the Batch Summary display.

Procedures

A procedure is a specification of steps, actions, or activities with a defined beginning and end that is intended to accomplish a specific objective or task not necessarily resulting in the production of a product. Transitions and paths between the phases control the execution flow.

If you only run procedures at your site, your interface will probably be customized to use only the industry accepted procedure terminology. You will not see the term activity in your interface. Your summary display will be the Procedure Summary display.

Activities

An activity is a generic term used by the Experion system which can apply to a batch or a procedure, and is used when both are configured in the same system.

If you run both batches and procedures at your site, your interface will be customized to use generic terminology covering both types. You will see a mix of all three terms, and your summary display will be the Activity Summary display. Features have been integrated into the interface to differentiate between the types where possible, such as filtering and sorting options on the Activity Summary.

The remainder of this section provides more detail about understanding and interacting with these displays.

Activity commands

There are two types of commands available to the Operator for use with batches or procedures: activity commands and batch commands.

Activity commands are available via a set of command buttons underneath the grid on the summary display as well as through the contextual menu invoked when you right-click on an item in the relevant summary display. The commands are:
About activities, batches, and procedures

- Start
- Hold
- Stop
- Remove
- Abort

Command options on the Activity Summary display

Batch commands are used to control the underlying Activity Entity (the RCM or SCM) when an activity is executing. The batch commands are accessed by clicking on an activity (which is in the Exec state) in the Activity Summary display, and then expanding the list next to the Command menu option. The available commands are:

- Start
- Reset
- Abort
- Hold
- Restart
- Stop

Activity stages and states

Activity stages are a set of states that apply to all batches and procedures:

- Init – initializing
- PreExecution
- Executing
About activities, batches, and procedures

- PostExecution
- Failed

After the Operator has started a batch or procedure and it moves into an *Executing* stage, it will pass through a series of *states* including one or more of the following:

- 0 – Loading
- 1 – Loaded
- 2 – Inactive
- 3 – Validated
- 4 – Running
- 5 – Complete
- 6 – Checking
- 7 – Idle
- 8 – Interrupting
- 9 – Interrupted
- 10 – Restarting
- 11 – Restarted
- 12 – Holding
- 13 – Held
- 14 – Stopping
- 15 – Stopped
- 16 – Aborting
- 17 – Aborted
- 18 – CommErr
- 19 – <Blank>
- 20 – Starting
- 21 – Started
Following is a diagram showing the operational status of batches and procedures including stages, states, and commands.

Batch and procedure stages, states, and commands

Batch commands

While a batch, or procedure is in one of the states, a set of batch commands are available to provide interaction with the activity entity (RCM or SCM) associated with this batch, or procedure. These batch commands are not context sensitive; a message will be displayed in the message zone if an invalid command is issued. The available batch commands are:

- Inactive
- Start
- Reset
- Interrupt
About activities, batches, and procedures

- Restart
- Hold
- Stop
- Abort
- Resume
- Active
- Cancel
Creating a batch or procedure

This section provides information on how to create a batch or a procedure.

Batch or procedure creation and SOR

As is the case for other areas within Experion, your scope of responsibility (SOR) will determine the displays that you can see and access within the Activities sub-system. The summary display conforms to all existing Operator security mechanisms including Asset Permissions, Operator Security Level, and Operator Control level.

If you have asset permissions of either “View Only” or “Ack Only”, you will be able to view existing batches, and procedures but will not be able to create new ones or otherwise interact with existing ones. To create a batch or procedure you need full control SOR access to the recipe or procedure on which the batch or procedure is being created.

So in summary, to be able to create a batch, or procedure you need:

- Full access SOR permission to the recipe or procedure on which you intend to base your batch or procedure.
- Higher operator security access than “View Only” or “Ack Only”
- The appropriate asset permissions to the point against which the recipe or procedure (RCM, SCM, or Class Based Recipe) has been created.

Lastly, when viewing the relevant summary display, the items that you will see are also filtered according to your SOR. To be able to view a particular batch or procedure you must have a minimum of “View Without Alarms” access to the point against which the SCM, RCM, or Class Based Recipe (CBR) was used to create that entity.

Caution:

Note that if you are using a CBR and you select a unit, the SOR automatically changes to that of the unit.

The impact of SOR changes while creating or editing a batch or procedure

Changes in SOR can occur as a result of time outs, Station security level changes, or access time periods. If your SOR changes while you are working in the activities sub-system, the list of batches or procedures displayed in the summary will change accordingly. Depending on the task you are performing when your SOR changes, one or more of the following situations may occur:
- If the change in SOR means that a selected batch or procedure is no longer available, it will be removed from the summary grid and no items in the grid will be selected. As a result, the associated navigation links and parameter fields will all be hidden and the activity command buttons will be disabled.
- Updates to data in the details pane, such as recipe lists, will not occur.
- Any uncommitted data in the details pane will be lost.

**Calling up the activity, batch, or procedure summary**

Depending on your Experion configuration, you will see an activity, batch, or procedure version of the summary display. Regardless, all of the summaries have the same interactive elements as shown here.

**Summary display showing interactive elements**

![Summary display elements](image)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | **Activity command buttons**  
Can be used to command a batch or procedure. Available commands are *Start, Hold, Stop, Remove, Abort.* |
| 2    | **Contextual menu options**  
Can also be used to command a batch or procedure. Accessed by right-clicking on an activity, batch, or procedure. Contains the same commands as provided by the Activity command buttons. |
### Summary display elements (continued...)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Tabs** | Provide more information about the activity, batch, or procedural operation as well as enabling control of the activity parameters. Tabs provided are:  
- **General** – provides basic information about the selected batch or procedure such as Batch ID; Create, Start, and End times; current mode, stage, and state values; and status.  
- **Header Parameters** – enables editing of items such as batch size and scaling factor.  
- **Formula Parameters** – enables editing of the individual formula input values  
- **Report Parameters** – enables editing of data to be included in batch reports  
- **Units** – enables editing of parameters for batches or procedures based on class based recipes. (Note that the **Unit tab** is only visible when a class based recipe has been used to create a batch or procedure). |
| **Navigation links** | Enables navigation to the displays related to this batch, or procedure. You can use these links to view information about the activity. Navigate first to the activity’s **Detail Display**, then select the **Resources** tab. |
| **Command lists** | Provide the ability to:  
- Issue standard RCM/SCM commands to the selected batch, or procedure  
- View and control the mode setting of the selected batch, or procedure  
- View and control the mode attribute of the selected batch, or procedure |

There are two ways to call up the **Activity, Batch, or Procedure Summary** display:  
- From the Operator menu  
- From the Station menu

**Accessing a summary display from the Operator menu**

1. From the (missing or bad snippet) Operator menu, select one of the following options:  

   **Operator menu options for Activities, Batches, Procedures**
a. Activities, which will display the generic version of the display showing a combination of batches and procedures

b. Batches, which will display the batch version of the display showing only batches and using S88 batch terminology

c. Procedures, which will display the procedure version of the display showing only procedures and using procedure-based terminology

**Tip:**
If you have chosen the Activities option from the Operator’s menu and your summary display is showing a mix of batches and procedures, you can use the Type column to filter to show only batches or procedures as shown below.

**Type filter column**

**Accessing a summary display from the Station menu**

1. From the (missing or bad snippet) View menu, select one of the following options:

   **Station menu options for Activity, Batch, and Procedure Summaries**

   a. Activity Summary, which will display the generic version of the display showing a combination of batches and procedures

   b. Batch Summary, which will display the batch version of the display showing only batches and using S88 batch terminology

   c. Procedure Summary, which will display the procedure version of the display showing only procedures and using procedure—related terminology

   **Tip:**
   If you have chosen the Activities option from the Station menu and your summary display is showing a mix of batches and procedures, you can use the Type column to filter to show only batches or procedures.
### Summary display columns

The **Activity, Batch, or Procedure Summary** displays have a set of customizable columns providing information about each batch, or procedure. The columns and their order can be changed as for any other Summary display. The default columns are listed here. All of the columns except **Description** and **Status** can be used to sort or filter the display.

#### Activity Summary display default columns

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch ID</td>
<td>The ID specified when the batch or procedural operation was created. (optional value for Procedures)</td>
</tr>
<tr>
<td>Recipe (Batch Summary only)</td>
<td>The recipe on which the batch was based.</td>
</tr>
<tr>
<td>Procedure (Procedure Summary only)</td>
<td>The procedure on which the procedural operation was based.</td>
</tr>
<tr>
<td>Activity Entity (Activity Summary only)</td>
<td>The recipe or procedure on which the activity was based.</td>
</tr>
<tr>
<td>Public Name</td>
<td>The name that has been defined for the batch or procedural operation in control builder.</td>
</tr>
<tr>
<td>Asset</td>
<td>The asset that the batch or procedural operation is associated with.</td>
</tr>
<tr>
<td>Unit</td>
<td>The unit that the batch or procedural operation is associated with.</td>
</tr>
<tr>
<td>Type (Activity Summary only)</td>
<td>Will be either <em>Batch</em> or <em>Procedure</em>.</td>
</tr>
<tr>
<td>Description</td>
<td>Descriptive text about the batch/recipe or procedural operation.</td>
</tr>
<tr>
<td>Stage</td>
<td>The current point of the batch or procedural operation in the lifecycle. Valid values are <em>Pre-Exec, Exec, or Post Exec</em>.</td>
</tr>
<tr>
<td>State</td>
<td>The sub-state of the batch or procedural operation within the Exec stage, for example, <em>Running</em>.</td>
</tr>
<tr>
<td>Status</td>
<td>The health of the batch or procedural operation within the Exec stage, for example, <em>OK</em>.</td>
</tr>
<tr>
<td>Status Description</td>
<td>Descriptive text about the current status of the batch or procedural operation within the Exec stage.</td>
</tr>
<tr>
<td>Create Time</td>
<td>Date and time the batch or procedural operation was created.</td>
</tr>
<tr>
<td>Start Time</td>
<td>Date and time the batch or procedural operation started.</td>
</tr>
<tr>
<td>End Time</td>
<td>Date and time the batch or procedural operation completed.</td>
</tr>
</tbody>
</table>
There are two more columns that you can choose to display in addition to or instead of the default columns. These extra columns are listed here.

**Activity Summary display extra columns**

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode</td>
<td>The mode value for the batch or procedural operation.</td>
</tr>
<tr>
<td>Mode Attribute</td>
<td>The mode attribute value for the batch or procedural operation.</td>
</tr>
</tbody>
</table>

**Creating a batch or procedure from a summary display**

1. From the Activity Summary display, click **New** to invoke a list from where you can choose to create either a batch or a procedure.

**New batch or procedure option**

<table>
<thead>
<tr>
<th>New Batch</th>
<th>New Procedure</th>
</tr>
</thead>
</table>

**Tip:**

From Batch or Procedure Summary displays, clicking **New** automatically invokes a different theme within the Details Pane using either batch or procedure-related terminology.

The details pane will change from displaying the usual General tab to a pane containing fields where you can create a batch or a procedure. The title of this new pane will be one of the following, depending on what you have selected:

- Create Batch
- Create Procedure

2. Enter a Batch ID for the new batch or procedure and select the recipe or procedure on which you would like to base this activity.

Selecting an asset in the Location pane filters the recipes or procedures to those
associated with that asset. You can filter the list further by typing characters into either the **Recipe** or the **Public Name** box.

---

**Tip:**

Batch ID is mandatory for a batch but optional for a procedure.

---

*Create batch window*

3. Click **Create**. The batch or procedure is created using the default parameters and it appears in the summary list in a *PreExecute* state. For more information about activity states, see ../../Concepts/Activity_stages_and_states.htm

The *Create* pane remains in place for you to create additional batches or procedures as required.

### Creating a batch or procedure from a custom display

You can build custom displays that can create batches or procedures for correctly configured assets. Assets supporting batch or procedure creation will have a **Create Activity** button beside them.

---

**Tip:**

If you want the Create Activity dialog box to always be visible, click the ![Push Pin]—otherwise, it will close when you call up another display.

---

### To create a batch or procedure from a custom display

1. From the custom display, click **Create Activity** to display the **Create Activity** dialog box.

---

**Tip:**

Depending on how this button has been configured in HMIWeb Display Builder at your site, it may or may not have Create Activity as its label. This label is used here only to explain the concept.
Create Batch dialog box on custom display

2. Enter a Batch ID for the new batch or procedure and select the recipe on which you would like to base this batch or procedural operation.

Depending on how the Create Activity button has been configured in HMIWeb Display Builder, the asset may have already been assigned. In this instance, the Location Pane will not be displayed as it is superfluous. If the button has not already had the asset configured, selecting it in the Location pane filters the recipes or procedures to those associated with that asset.

You can filter the recipe list further by typing characters into either the Recipe or the Public Name box.

Tip:
Batch ID is mandatory for a batch but optional for a procedural operation.

Create Batch dialog box showing filtering on recipe name

3. Select one or both of the available options:
   a. Automatically Start Activity will move the batch or procedure into an Executing state as soon as it has been created
   b. Edit Activity Parameters will launch the Activity Data dialog box as soon as the batch or procedure has been created.

4. Click Create. The batch or procedure is created using the default parameters.
Editing a batch or procedure

This section provides information on how to edit a batch or a procedure using Experion Batch Manager.

Editing batch or procedure parameters from a summary display

The details pane provides tabs for viewing and editing the batch or procedure parameters. If this is an action that Operators are not qualified to perform at your site, the access level may have been set to something higher than Oper, or the Access Lock may have been applied.

Depending on the configuration of the batch or procedure, the following tabs could be shown:

- General, containing data for all of the possible columns on the Summary grid, including those not displayed by default. Some values, such as End Time might not have values, depending on when you access the General tab.
- Header Parameters, enabling editing of data such as the default batch size, current batch size, and scaling factor
- Formula Parameters, enabling editing of the different formula input values
- Report Parameters, enabling editing of the data to be included in batch reports
- Units, enabling editing of parameters for batches using class based recipes (the Units tab is only shown when a class base recipe has been used to create the batch or procedure)

To edit the batch or procedure parameters from a summary display

1. Select a batch, or procedure from the Summary grid.
2. Review the Master Recipe Value (the default value) and the Control Recipe Value (the current value) for each parameter and type the new value in the New Value box.

   When you enter a value in a New Value box, an asterisk appears in the tab to indicate that you have data still needing to be committed to the controller.
Asterisk indicating that the Header Parameters tab contains unsaved data

Mouse over the New Value box to see a tool tip containing the acceptable minimum and maximum values for each parameter. If you enter a value outside the acceptable limits, an error will be returned.

Tip:

Note that entry fields are only available for parameters that can be changed; some parameters are non-adjustable. By default, the tabs open with the non-adjustable parameters hidden. If you want to see the non-adjustable parameters, select the Show non-adjustable parameters check box at the bottom of the window.

3. Continue to provide new parameter values as required, including on other tabs.

Tip:

Click Clear at any time to remove any values entered into the New Value boxes.

The Report Parameter tab contains data you would probably only use after the batch or procedure has completed.

4. Click Apply to send your parameter changes to the control module and then you can manually start the batch or procedure using the Activity command buttons.

Note that when you click Apply the set of parameter changes are written to the controller in a single operation, rather than a single parameter being updated. This means that more than one error could be returned if there are any issues with new values.
**Editing batch or procedure parameters from a custom display**

The *Activity Data* dialog box provides tabs for editing the batch or procedure parameters. There are four parameter types:

- Header parameters
- Formula parameters
- Report parameters
- Units (only visible when a class based recipe has been used to create a batch or procedure)

The *Activity Data* dialog box is invoked on a custom display when you click **Create and Edit** on the *Create Activity* dialog box.

---

**Tip:**

If you want the *Activity Data* dialog box to always be visible on a custom display, click the **(Push Pin)**–otherwise, it will close when you call up another display.

---

**To edit the batch or procedure parameters from a custom display**

1. From the *Activity Data* dialog box, select the tab corresponding to the type of parameter you want to change.

2. Review the Master Value (the default value) and the Control Value (the current value) for each parameter and type the new value in the **New Value** box.

   When you enter a value in a **New Value** box, an asterisk appears in the tab to indicate that you have data still needing to be committed to the controller.
Mouse over the **New Value** box to see a tool tip containing the acceptable minimum and maximum values for each parameter.

**Tip:**

Note that entry fields are only available for parameters that can be changed; some parameters are non-adjustable. By default, the dialog box opens with the non-adjustable parameters hidden. If you want to see the non-adjustable parameters, select the **Show non-adjustable parameters** check box at the bottom of the dialog box.

3. Continue to provide new parameter values as required, including on other tabs.
4. Click one of the buttons provided:
   a. Clicking **Start** will send the values to the controller and automatically start the batch or procedure.
   b. Clicking **Apply** will send the values to the controller and then you can manually start the batch or procedure using the Activity commands.

Note that when you click **Apply** the set of parameter changes are written to the controller in a single operation, rather than a single parameter being updated. This
means that more than one error could be returned if there are any issues with new values.

c. Clicking **Clear all** will remove all values you have entered in the **New Value** boxes, returning everything to its last saved state.

### Responding to control value errors

Errors can occur while viewing or editing batches and procedures for several reasons including:

- A parameter value not able to be read or written
- A new parameter being out of the acceptable range or tolerance
- The Operator not having sufficient SOR to modify parameters

When you click **Apply**, the set of parameter changes are written to the controller in a single operation rather than single parameters bring updated individually, meaning that several errors could possibly occur at once.

When an error has occurred, an icon is displayed on the Parameter tab containing the errors as shown below. Values that are not in error are stored successfully.

#### Error icon indicating error on Formula Parameters tab

<table>
<thead>
<tr>
<th>Description</th>
<th>Master Recipe Value</th>
<th>Control Recipe Value</th>
<th>Units</th>
<th>New Value</th>
<th>Errors (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additive 1 Volume</td>
<td>50</td>
<td>50</td>
<td>litres</td>
<td>1</td>
<td>Value is out of range</td>
</tr>
<tr>
<td>Pre Mix Timer</td>
<td>60</td>
<td>60</td>
<td>sec</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ester Volume</td>
<td>30</td>
<td>30</td>
<td>mililitres</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monomer Mass</td>
<td>40</td>
<td>40</td>
<td>kg</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### To respond to a control value error

1. From the details pane (or **Activity Data** dialog box in a custom display), select the tab containing the error icon. The number of errors within this tab is indicated in parentheses after the **Errors** column heading, and a description of each error is in the **Error** column beside its parameter.

2. Update the parameter values in error. After you have typed a new value into the **Control Value** box and moved to the next parameter in error, the number of errors in parentheses will decrease and the error description text for the updated parameter will be removed. When all errors have been addressed there will no longer be an indicator of
errors being present.

You can either **Apply** the changes individually or correct all the errors and submit all the changes together.

3. When you have finished correcting errors, click **Apply** to send the updated values to the controller.

**Electronic signing of parameter values**

If the RCM or SCM used to create the batch or procedure had Electronic Signature enabled, the **Electronic Signature** dialog box will display when you try to apply parameter values.

*Electronic Signature dialog showing current and new parameter values*
To electronically sign the parameter changes

1. Check the dialog box to make sure that the proposed changes are correct. To show your acceptance of each value you need to select the check box for each parameter.

2. Enter your details to “sign” to accept the changes — you only need to perform this step once for all of the parameters being applied rather than for each individual parameter.

3. Click OK to electronically sign the values. An event will be raised for the transaction, and individual events will be raised for each parameter that has been updated.
Operating a batch or procedure

This section explains how to move a batch or procedure from the Pre-Exec state through to the Post-Exec state.

Executing batches or procedures

From any of the Experion Batch Manager summary displays you can interact with batches or procedures using any of these methods.

Summary display showing interactive command elements

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | Activity command buttons  
Commands supported are: Start, Hold, Stop, Abort, Remove. |
| 2    | Contextual menu options  
Accessed by right-clicking on a batch or procedure. |
| 3    | Command lists  
Provide the ability to:  
- Issue standard RCM/SCM commands to the selected batch, or procedure  
- View and control the mode setting of the selected batch or procedure |
Summary display command elements (continued...)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>View and control the mode attribute of the selected batch or procedure</td>
</tr>
</tbody>
</table>

**Starting a batch or procedure**

After you have created a batch or procedure, you can *Start* it from any of the following places:

- A summary display
- The activity table on a custom display
- The *Activity Detail* display

**Tip:**

If you clicked *Apply and Start* on the *Activity Data* dialog box, the batch or procedure will start automatically and you do not need to perform the manual start described in this section.

**To start a batch or procedure**

1. From either the summary display or the activity table on a custom display, select a batch or procedure in a *Pre-Exec* state that you would like to start.
2. Click the *(Start)* at the bottom left of the summary grid. If you do not have a set of activity command buttons you can access the activity commands by right-clicking on the batch or procedure in the Activity table.

The batch or procedure moves into the *Exec* state.

**Holding a batch or procedure**

After you have started a batch or procedure, you can *Hold* it from either a summary display or from the activity table on a custom display.

**To hold a batch or procedure**

1. From either the summary display or the activity table in a custom display, select the batch or procedure to be held.
2. Click the (Hold) at the bottom left of the summary grid. If you do not have a set of activity command buttons you can access the activity commands by right-clicking on the batch or procedure in the Activity table.

The batch or procedure moves into a Held state.

**Restarting a batch or procedure**

After you have held a batch or procedure you can Restart it from either the summary display or from an activity table on a custom display.

**To restart a batch or procedure**

1. From either the summary display or the activity table in a custom display, select a batch or procedure in the Held state that you would like to restart.
2. Click the (Start) at the bottom left of the summary grid. If you do not have a set of activity command buttons you can access the activity commands by right-clicking on the batch or procedure in the Activity table.

The batch or procedure moves back into the Exec: Running state.

**Stopping a batch or procedure**

When a batch or procedure is executing you can Stop it from either the summary display or from an activity table on a custom display.

**To stop a batch or procedure**

1. From either the summary display or the activity table on a custom display, select a batch or procedure in a Exec state that you would like to stop.
2. Click the (Stop) at the bottom left of the summary grid. If you do not have a set of activity command buttons you can access the activity commands by right-clicking on the batch or procedure in the Activity table.

The batch or procedure moves into the Stopped state. It will then progress to a Post-exec state and can be removed.

**Removing a completed batch or procedure**

When a batch or procedure is in a PreExecute, PostExecute, or Failed state, you can remove it from the summary display or from the activity table on a custom display.
To remove a completed batch or procedure

1. From either the summary display or the activity table in a custom display, select a batch or procedure in the Post Exec state that you would like to remove.
2. Click the (Remove) at the bottom left of the summary grid. If you do not have a set of activity command buttons you can access the activity commands by right-clicking on the batch or procedure in the Activity table.

   The batch or procedure is removed from the summary.

   If you would like to review the report parameters for a completed batch or procedure, you can check through the captured event data or use the Procedure Analyst product.

Aborting a batch or procedure

You can Abort a running batch or procedure from either the summary display or from an activity table on a custom display.

To abort a batch or procedure

1. From either the summary display or the activity table on a custom display, select the batch or procedure to be aborted.
2. Click the (Abort) at the bottom left of the summary grid. If you do not have a set of activity command buttons you can access the activity commands by right-clicking on the batch or procedure in the Activity table.

   The batch or procedure moves into the Aborted state.

Executing an activity, batch, or procedure from a custom display

A set of controls has been created and added to HMIWeb Display Builder to enable control of batches or procedures from custom displays. Most of these controls can be used for any sequence application and so are called procedure and sequence controls.

This section details these controls and provides explanations of the indicators included on the controls.

Command button control

You can use the command button control to send a command to a procedure. If control confirmation has been configured, the Control Confirmation dialog box will be displayed to capture confirmation before the command is sent to the procedure.

The following image displays an abort command button control.
Command button control

The background and foreground colors of the control label can be configured to be specific colors, so the command button controls in your system may look different to the one shown here.

Command drop-down control

The command drop-down control provides a selection of commands that can be given to a procedure. If you hover your mouse over the command drop-down, a tool tip will display the procedure being commanded by this control.

The following image displays an example of a command drop-down control.

Command panel control

The command panel control groups related basic or list-type command controls to make it easier to interact with a procedure.

The following image displays a command panel control for a confirmable instruction. The Operator icon (_operator_icon) indicates that Operator interaction is required (this icon can be configured to blink). The check box provides a way for the Operator to confirm the instruction is complete and that the procedure can continue.

Command panel control

The background and foreground colors of the control labels can be configured to be specific colors, so the command panel controls in your system may look different to the one shown here.
Confirmation panel control

The confirmation panel control groups related basic controls to make it easier to interact with a confirmable instruction. For example, a confirmation panel control might contain a confirmable step and some associated instructions or notes important to the procedure.

The following image displays an example of a confirmation panel control containing a confirmable instruction with a check box to indicate completion of the instruction.

The control also contains an Information control that has instructions and notes configured, but in the example shown here only the instructions are active.

Information control

The information control contains details or warnings, steps, instructions, or notes that are important to this procedure. An icon in the top left of the control and the control heading text indicate the type of information contained in the control.

The following image displays an example of an information control with a type of Warning.
Information panel control

The information panel control provides a way to present all extra information required for a step or instruction. The icon in the top left of the control and the control heading indicate the type of information contained within the control.

An Information panel can have multiple icons present, which indicates that the step bound to the control has multiple properties configured.

The following image displays an example of an information panel for a step that has warnings, notes, and instructions configured. As it is shown here, the control is in a Warning state, as indicated by the highlighted warning icon.

Instruction control

The instruction control contains confirmable instructions, as well as the state and status of the instruction. This control can be configured so that the icon to the left of instruction text blinks to draw attention to the need for Operator interaction. An icon to the right of the instruction text (if configured) indicates the status of the instruction.

The following image displays an example of an instruction control that has been confirmed by the Operator (as indicated by the selected check box).

Instruction list control

The instruction list control groups related instructions for a procedure or step. Where there are many instructions included in this control, the scroll buttons are provided in the header of the control to enable scrolling through the list of instructions.

The following image displays a list of instructions, one of which is complete (Manually open valves), two which are active and awaiting Operator confirmation (Confirm Tank 220 is empty and Confirm Tank 221 is empty); and one which is in Pre-exec (Select cleaner).
Instruction list control

Mode attribute button control

The mode attribute button control provides a way for the Operator to set the mode attribute for a procedure.

---

**Caution:**

This control does not indicate the current mode attribute of the procedure — rather it simply provides a way to set the desired mode attribute. The mode attribute drop-down control, however, displays the current mode attribute value and also provides the option to set the desired value.

---

The following image displays an example of a mode attribute button control enabling selection of the *Operator* mode attribute.

**Mode attribute button control**

The background and foreground colors of the control label can be configured to be specific colors, so the mode attribute button controls in your system may look different to the one shown here.

**Mode attribute drop-down control**

The mode attribute drop-down control provide a way for the Operator to view the current mode attribute value and set the desired value. The value as shown in the drop-down control is the current mode attribute value for the procedure.

The following image displays an example of a mode attribute drop-down control for an activity, batch, or procedure currently in *Operator* mode. Clicking the drop-down arrow provides a list of available mode attribute options.

**Mode attribute drop-down control**
The background and foreground colors of the control label can be configured to be specific colors, so the mode attribute drop-down controls in your system may look different to the one shown here.

**Mode button control**

The mode button control provides a way for the Operator to set the desired mode for a procedure.

---

**Caution:**

The mode control does not indicate the current mode value of the procedure; it enables the selection of the desired mode value for the procedure. The mode drop-down control, however, provides both the current value and a way to set the desired mode value.

---

The following image displays an example of a mode button control enabling selection of the *Manual* mode.

**Mode button control**

![Mode button control](image)

The background and foreground colors of the control label can be configured to be specific colors, so the mode button controls in your system may look different to the one shown here.

**Mode drop-down control**

The mode drop-down control shows the current mode value for a procedure and also enables selection of the desired mode value.

The following image displays an example of a mode drop-down control for an activity, batch, or procedure currently in *Auto* mode. Clicking the drop-down arrow provides a list of available mode options.

**Mode drop-down control**

![Mode drop-down control](image)

The background and foreground colors of the control label can be configured to be specific colors, so the mode drop-down controls in your system may look different to the one shown here.

**Phase control**

The phase control provides feedback on the state and execution status of a phase block.
The following image displays a phase called *Remix*, which is running at the S88 *phase* level as indicated by the Procedural Level Icon to the right of the phase name.

*Phase control*

The background color of the name/description text is white when the phase is active. When the background is light gray, the phase is idle, completed or otherwise held, stopped, or aborted.

*Procedure and sequence control icons*

Icons are used with procedure and sequence controls to indicate the state and execution status of the associated SCM, RCM, or UCM. The same icons are also used within the Activity/Batch/Procedure summary displays to indicate the activity, batch, or procedural operation state.

Depending on the position of the icon within the control, it conveys different meanings. The following image shows the structure of a procedure and sequence control, and what is indicated by the icons in each of the control areas.

*Toolkit control elements*

The header is optional and can be hidden or shown according to the way the control has been configured (ShowHeader property). It contains control type — *Procedure, Step, Phase, Instruction, Transition, or Unit.*
Procedure and sequence control elements (continued...)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td><strong>State icon</strong>&lt;br&gt;The state icon indicates the <em>state</em> of the control and its associated RCM, SCM or UCM. For details of the possible states, see the State Icon table that follows.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Name or description</strong>&lt;br&gt;This property allows the display designer to select whether the name (<em>Public Name</em>) or the description of the procedure element is to be shown (ShowDescription property).</td>
</tr>
<tr>
<td>4</td>
<td><strong>Status icon</strong>&lt;br&gt;The status icon indicates the <em>execution status</em> of the control. For details of the possible status values, see the Status Icon table that follows.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Procedural level icon</strong>&lt;br&gt;The Procedure Level icon indicates the S88 procedural level of a phase or unit. For details of the possible procedure levels, see the Procedural Level Icon table that follows.</td>
</tr>
</tbody>
</table>

**State icons**

The following table describes how procedure and sequence control state icons change to reflect the state of the control, and its associated element (RCM, SCM, or UCM).

**Procedure and sequence control state icons and their meanings**

<table>
<thead>
<tr>
<th>If the icon looks like this...</th>
<th>The control state is...</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Running icon" /></td>
<td>Running</td>
</tr>
<tr>
<td><img src="image" alt="Interrupting icon" /></td>
<td>Interrupting</td>
</tr>
<tr>
<td><img src="image" alt="Holding icon" /></td>
<td>Holding</td>
</tr>
<tr>
<td><img src="image" alt="Stopping icon" /></td>
<td>Stopping</td>
</tr>
<tr>
<td><img src="image" alt="Aborting icon" /></td>
<td>Aborting</td>
</tr>
<tr>
<td><img src="image" alt="Interrupted icon" /></td>
<td>Interrupted</td>
</tr>
</tbody>
</table>
### Procedure and sequence control state icons and their meanings (continued...)

<table>
<thead>
<tr>
<th>If the icon looks like this...</th>
<th>The control state is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>🖤</td>
<td>Held</td>
</tr>
<tr>
<td>🕹</td>
<td>Stopped</td>
</tr>
<tr>
<td>🚹</td>
<td>Aborted</td>
</tr>
<tr>
<td>✔</td>
<td>Complete</td>
</tr>
<tr>
<td>✅</td>
<td>Partially complete</td>
</tr>
<tr>
<td>🎤</td>
<td>Not configured, or unable to retrieve data from the data source.</td>
</tr>
<tr>
<td>❌</td>
<td>Completed but one or more following Transitions are still active.</td>
</tr>
<tr>
<td>⏳</td>
<td>Awaiting Operator confirmation. This icon can be configured to blink if desired.</td>
</tr>
</tbody>
</table>

### Execution status icons

The following table describes how procedure and sequence control status icons change to reflect the execution status of the associated SCM, RCM, or UCM.

<table>
<thead>
<tr>
<th>Execution status icons and their meanings</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the icon looks like this...</td>
</tr>
<tr>
<td>🤖</td>
</tr>
<tr>
<td>🎊</td>
</tr>
<tr>
<td>🚧</td>
</tr>
<tr>
<td>🳍</td>
</tr>
</tbody>
</table>
Execution status icons and their meanings (continued...)

<table>
<thead>
<tr>
<th>If the icon looks like this...</th>
<th>The control is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>In a <em>Fail</em> execution status. The execution has failed.</td>
</tr>
<tr>
<td>🚨</td>
<td>Experiencing a special phase warning condition such as a child element being acquired, or another problem with an acquired child element.</td>
</tr>
</tbody>
</table>

**Procedural level icons**

The following table describes the icons used to indicate the different S88 procedural levels within phases/steps, or units.

<table>
<thead>
<tr>
<th>Procedural level icons and their meanings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the icon looks like this...</strong></td>
</tr>
<tr>
<td>🔄</td>
</tr>
<tr>
<td>🔄</td>
</tr>
<tr>
<td>🔄</td>
</tr>
<tr>
<td>🔄</td>
</tr>
<tr>
<td>🔄</td>
</tr>
</tbody>
</table>

**Invalid state visualizations**

All of the Procedure and Sequence controls can experience an *Invalid state*. There are two separate visualizations used to communicate these states.

<table>
<thead>
<tr>
<th>Invalid state visualizations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the control looks like this...</strong></td>
</tr>
<tr>
<td><img src="image" alt="Procedure Icon" /> <img src="image" alt="Tank Cleanup" /></td>
</tr>
<tr>
<td><img src="image" alt="Instruction Icon" /> <img src="image" alt="???" /></td>
</tr>
</tbody>
</table>
Procedure control

The procedure control provides feedback on the state and execution status of a procedure, SCM, RCM, or Activity.

The following image displays an example of procedure called *Resin* that is in the *Exec* (Running) state and awaiting confirmation of an instruction.

Procedure control

![Procedure control example](image)

The background color of the name/description text is white when the procedure is active or requiring Operator interaction. When the background is light gray, the procedure is idle, completed or otherwise held, stopped, or aborted.

Procedure list control

The procedure list control contains a group of related procedure controls. If there are a lot of procedures in the list, scroll buttons are provided to enable scrolling through the procedures. The names displayed in the procedure list control are the public names of the procedures.

The following image displays a list of four procedures, two of which are running (Resin, TankCleanup); one which has completed (Blend 102); and one which is stopped (RCM257). The *Resin* procedure is also awaiting Operator confirmation of an instruction.

Procedure list control

![Procedure list control example](image)

Procedure panel control

The procedure panel control is a combination of a procedural operations control and a command panel control. It forms a kind of “mini-faceplate” for a procedural operation or phase. When bound to a phase, it provides access to the phase child element.

The following image displays the command controls for a procedural operation named *Resin*, which is currently running.
Procedure panel control

The background and foreground colors of the control label can be configured to be specific colors, so the procedural operation panel controls in your system may look different to the one shown here.

Step and phase list control

The step and phase list controls contain a set of either step controls, phase controls, or a mixture of both. When there are a lot of controls included in the list, scroll buttons are provided to enable the Operator to scroll through the controls.

If the control has been created to contain only steps or phases rather than a mix of both, the title will change to reflect the control type and be either Steps or Phases.

The following image displays a list of steps and phases.

- The step called OpenValves and the Premix phase are complete.
- The step called DrainTanks and phase called Wash are running. The DrainTanks step has a warning status and may require Operator attention. The Wash phase is experiencing a special phase warning.
- Two steps (CloseTanks) and (FillTanks) are in a Pre-exec state.

Step control

The step control provides feedback on the state and execution status of a step.

The following image displays a step called Drain Tanks, which is running.
**Step control**

The background color of the name/description text is white when the step is active or requiring Operator interaction. When the background is light gray, the step is idle or completed.

**Transition control**

The transition control provides feedback as to what is happening with a procedure when it is waiting for conditions to be met in a transition in the procedure.

The following image shows an example of an active transition called *Waiting for tanks to be drained*.

**Transition control**

The background color of the name/description text is white when the transition is active or requiring Operator interaction. When the background is light gray, the transition is idle, completed, or otherwise inactive.

**Transition list control**

The transition list control contains a set of transition controls. If there is a lot of transition controls contained in the list, scroll buttons are provided enabling the Operator to scroll through the controls. This control contain transitions for a procedure – you can include all the transitions for that procedure or just the active transitions.

The following image displays a list of transitions, two of which are complete (*Opening valves*) and (*Draining tanks*); one which is active (*Closing valves*); and one which is in a Pre-exec state (*Filling tanks*).
Unit control

The unit control provides information about a UCM. Through its details pop-up and tool tips, it provides information about which procedure is currently associated with its unit.

The following image shows an example of a unit control for a unit called Mixer 104, which is active but currently has no procedures running.

Unit control

The following image shows an example of a unit control for a unit called Mixer 104, with no header, but which is active with a procedure (S88 level procedure) running.

Unit control with a procedure running

The background color of the name/description text is white when the unit is active or requiring Operator interaction. When the background is light gray, the unit is idle, completed or otherwise held, stopped, or aborted.

Unit list control

The unit list control contains a list of Units (UCMs). If there is a lot of units in the list, scroll buttons are provided to enable the Operator to scroll through the units.

The following image a list of unit controls. Two are active with procedures running. The first, (Mixer 104) has an S88 procedure level of Unit procedure, while the second (Blender 02) has an S88 procedure level of Phase.

The other two units are currently inactive.

Unit list control

The background color of the control can be configured to be specific colors, so the unit list controls in your system may look different to the one shown here.
Executing a batch or procedure from an activity detail display

From the Activity Detail display for a given batch or procedure you can perform the following actions:

- Monitor batch or procedure progress
- Change the batch or procedure parameters
- Adjust formula parameters
- Review report parameters
- Command batches or procedures
- Interact with a confirmable instruction

Activity Detail display
To monitor batch or procedure progress from an activity detail display

1. From the Activity Detail display, you can monitor the following:
   - Status
   - Phases
   - Execution state
   - Command, mode, and mode attribute current value and options
   - Parameter values

2. Use the options provided to change values for the batch or procedure as required. The other tabs in this display provide additional information about the batch or procedure and its associated SCM, RCM or UCM.

To change batch or procedure parameters from an activity detail display

1. From the Activity Detail display, review the batch or procedure parameters and determine which ones need to be modified.
2. Type the new parameter values in the field provided and press Enter to submit the change to the controller.

To adjust formula parameters from an activity detail display

1. From the Activity Detail display, click the Formula tab to display the formula parameters for this batch or procedure.
2. Type new values for the parameters as required and press Enter to submit the changes to the controller.

To review report parameters from an activity detail display

1. From the Activity Detail display, click the Reports tab to display the report parameters for this batch or procedure.
2. Type new values for the parameters as required and press Enter to submit the changes to the controller.

To command a batch or procedure from an activity detail display

1. From the Activity Detail display, review the current values for each of the command options in the faceplate to the left of the display.
2. Click the drop-down arrow for each command to view the valid command options for this batch or procedure.

3. Select an option from the CMD, MD, or MD ATTR control to send that command to the controller for this batch or procedure.

To interact with a confirmable instruction from an activity detail display

1. From the Activity Detail display, click the Table View tab to display any confirmable instructions for this batch or procedure.

2. Select the respective check box to confirm a construction has been completed.

Accessing child elements

A child recipe, or element, is one of the recipes in two consecutive layers in layered recipes. The child is the recipe at the lower level, and is controlled by the <parent> recipe above it. The parent/child concept in a layered recipe is completely different from the parent/child relationship in the user defined template function.

To access a child element

1. Select a batch or procedure from the summary display.

2. Click on Detail Display to display the Activity Detail display for the selected item.

   Activity Detail display

   a. Click the Active Phases tab to display the child elements for this batch or procedure.

   b. Select a child element to command it using the faceplate controls.

Responding to child element errors

Errors encountered by child elements are displayed against the parent in the Activity, Batch, or Procedure Summary display.

To respond to child element errors

1. From the Summary display, select the batch or procedure that has an error indicated in either the Status or Status Description columns.

2. Click F12 to access the Activity Detail display.
3. Click the Active Phases tab to display a list of child elements. Click on any of the child element names to display the associated Activity Detail display. From here you can command the child element as required to address the errors.

Managing orphaned activities

Orphaned activities are child elements that do not have a parent element. This is an unexpected condition and would usually indicate that an error had occurred during configuration of the batch or procedural operation. It is important to deal with orphaned activities however, as they consume resources in the Server and the Controller and could potentially prevent another batch or procedural operation from proceeding.

You will be alerted to the existence of orphaned activities by a system alarm raised on the server system point. The alarm will return to normal when there are no more orphan activities in the system.

To manage an orphaned activity

1. From the Alarm Summary, double click the alarm indicating the existence of the orphan activity to display the Orphan Activity Summary display, which lists all orphan activities in the system.
2. Select an orphan activity from the list and click F12 to navigate to the Activity Detail display for that activity.

   From here, you have access to all the usual activity options so you can command the batch or procedure as you would any other activity.
Reviewing a completed batch or procedure

This section provides information about the tasks to review completed batch or procedure operations.

Collecting, entering, and reviewing report parameters

Report parameters may need to be collected from a display or from a physical asset so you can enter them in the Report Parameters tab. You may be required to manually collect the parameters yourself, or the data may be collected for you by a Field Operator.

Entering report parameters

1. From the summary display, select the batch or procedure for which you want to enter report parameters.
2. In the details pane, click the Report Parameters tab.
3. Enter the data values that you have collected in the New Value boxes. Only the parameters able to be adjusted will have entry fields. Mouse over the boxes to see tool tips containing limit information (if it has been configured). If you enter a value outside a configured limit an error is returned.

Report Parameters tab showing limit values for a parameter

4. Click Apply to send the values to the controller. You can then manually start the batch or procedural operation using the command buttons provided.

Reviewing report parameters

1. From the summary display, select the completed batch or procedure for which you want to review report parameters.
2. In the details pane, click the Report Parameters tab.
3. The Control Recipe Value for each parameter reflects the parameters used for the completed batch or procedure.

Removing a completed batch or procedure

When a batch or procedure is in a PreExecute, PostExecute, or Failed state, you can remove it from the summary display or from the activity table on a custom display.
To remove a completed batch or procedure

1. From either the summary display or the activity table in a custom display, select a batch or procedure in the Post Exec state that you would like to remove.

2. Click the (Remove) at the bottom left of the summary grid. If you do not have a set of activity command buttons you can access the activity commands by right-clicking on the batch or procedure in the Activity table.

   The batch or procedure is removed from the summary.

   If you would like to review the report parameters for a completed batch or procedure, you can check through the captured event data or use the Procedure Analyst product.

Reviewing batch and procedure events

Batch and procedure events are generated when a batch or procedure starts or changes state. The events are generated by the controller rather than the Activities sub-system itself.

You can use the Events Summary display to monitor and review batch and procedure events. You could also use the Procedure Analyst product for more detailed analysis.

To review batch and procedure events

1. From the Activity Summary display, navigate to the Event Summary display.

   Events Summary display

2. Use the filters provided to narrow down the events displayed to the batch or procedure you want to review. The filters you can use are:
   - Public name
   - Execution ID
   - Batch ID

   Caution:

   When using the Batch ID to filter the events, consider that sometimes events are raised without the Batch ID data included. This may mean that there are events missing from your filtered list.
Loading recipes

You need to ask your supervisor or an experienced colleague whether you have the Recipe Manager option.

The Recipe Manager allows you to load predetermined values into appropriate point parameters. (A recipe consists of a set of predetermined values and their associated point parameters.)

Prerequisites

- To load a recipe you need to know the unique two-digit number for each unit. Ask your supervisor or plant engineer for the required unit numbers.

To load a recipe

1. Choose ActionLoad Recipe to see the list of recipes.

   The Recipe Summary

   ![Recipe Summary Table]

2. Click the recipe you want to load. The recipe's details appear.
3. If you want to change the recipe before loading it, customize it now.
4. Type the unit (set of equipment) into which you want to load the recipe in the Unit box.
5. Click the **Load** button.

The **Recipe Last Loaded, With Scale** and **To Unit** boxes are updated when the recipe is loaded.

**Customizing a recipe**

In some cases you may need to customize a recipe before loading it. For example, if the recipe controls the production of fertilizer, you may need to scale down the recipe so that it makes the correct amount of fertilizer. Alternatively, you may need to override some of the recipe's master values for the particular task you are about to perform.

**To scale a recipe**

1. Click the **Scale** box and type the scale percentage.
   
   100% uses the master values, whereas 50% halves them. Note that scaling only affects the parameters for which **Scaled** is set to **Yes**.

**To override one or more master values**

1. Select the appropriate **Working** box and type the appropriate value. (This value must be between the minimum and maximum values.)
   
   Repeat this for any other working values you want to change.
What is the System Status display?

The System Status display is similar to the Alarm Summary, however the System Status display shows system alarms for system and network components only.

You can use the System Status display to:

- Check the status of components to verify that they have been configured correctly and are operating correctly.
- Respond to system alarms such as:
  - Communications failures
  - Station failures
  - Operator logon failures
  - Printer failures.
- Monitor the status of the system to prevent problems occurring.
- Diagnose problems in the system.
- Review firmware versions for C300 controllers.

Calling up the System Status display

There are several ways to call up the System Status display:

- Using the Station menu
- Using the Station Status Bar, usually in response to a system alarm

To call up the System Status display using the Station menu

1. In Station choose View System Status Display.

To call up the System Status display using the Status bar

1. In Station, click the System box in the Status bar.
   If there is a system alarm, the System box is flashing.

Components of the System Status display

There are several parts that make up the System Status display. The following figure shows
the parts of the System Status display.

**System status display components**

You can show or hide all of the panes, except for the Results pane. The Results pane is always visible. The Details pane and the Dashboard pane cannot be viewed at the same time. That is, you can open one or the other, but not both at the same time.

---

**Tip:**

If you are viewing dashboards, you can allocate more space to the dashboards by closing the location pane. Enable layout persistence to preserve this arrangement.

---

**System Status display Dashboard pane reference**

The displays shown in the Dashboard pane are known as dashboards. Dashboards can be configured to provide graphical information about the status of your system and network components in a way that allows relationships and criticality to be represented. You can view a dashboard by selecting from the list of dashboards at the top of the Dashboard pane. If you have a DSA system and file replication has been configured, dashboards can be accessed on all Servers and Console Station nodes.
Click an item on the dashboard to see the details of associated alarms. If another dashboard is linked to the item, you can double-click to call up the linked dashboard. Alternatively, double-clicking will call up the point detail display of the corresponding point. You can also right-click to select the point detail display or associated display.

**Dashboard pane**

The Location pane on the System Status displays has two hierarchical trees; one shows the network components that have been added to the tree, the other shows all of the Experion related components such as servers, Stations, channels and controllers.

You can expand and collapse the trees as required to navigate to the component to check its status or to view alarms associated with the component. If you double-click a component, the status detail display for that component is opened.

The Location pane can give you the following status information:

- The number of alarms for each type of component
- The alarm state of the most important alarm for each type of component
- The status of each component

Note: The System Status tree shows the item’s name, not the point ID (tag name).
What is the System Status display?

**Location pane**

The Status pane is similar to a faceplate and provides graphical information about the status of the item you have selected in the Location pane so that you do not have to navigate away from the System Status display and lose view of other system alarms. The status pane shows a subset of the information that is contained in the detail display for the item you have selected in the Location pane. The exact information shown in the Status pane is different for each type of component; the type of information available in the status pane can be:

- Alarm state of any alarms raised on the component (as well as an alarm acknowledge button)
- The current state of the component
- Connection status

The Status pane is empty if you do not have an item selected in the Location pane.
What is the System Status display?

Status pane, showing typical status information

System Status display Results pane reference

The Results pane shows any alarms for the component that you have selected in the Location pane. It is similar to the Alarm Summary. You can acknowledge alarms from the Results pane in the same way you acknowledge alarms in the Alarm Summary.

The Results pane

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Location Tag</th>
<th>Source</th>
<th>Cond.</th>
<th>Priority</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/20/2007 9:57:43</td>
<td>Gryph 505</td>
<td>Gryph 505</td>
<td>COM.. U 00</td>
<td>CONTROLER 18</td>
<td></td>
</tr>
</tbody>
</table>

System Status display Details pane reference

The Details pane shows more details of the alarm you have selected in the summary. If no alarm is selected the Details pane is empty.
What is the System Status display?

**The Details pane**

![System status icons reference](image)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
</table>
| ![Failed](image) | Failed  
Something has gone wrong with the component and it has stopped working. Further investigation is required to find out why the component has failed. |
| ![Marginal](image) | Marginal  
The component is partially functional. Further investigation is required to find out what is going wrong with the component to prevent a complete failure. |
| ![OK](image) | OK  
The component is functioning correctly. |
| ![Disabled](image) | Disabled  
The component is either not configured, not yet enabled, or has been switched off. |
| ![Unknown](image) | Unknown  
The status of the component cannot be determined. |
| ![None](image) | None  
The component does not support reporting its status. |
Communicating with your colleagues

Station provides Message Pad for communicating with your colleagues.

The Message Pad is like a bulletin board in that it can be read by anyone who has access to Station. As the name implies, the primary purpose of the notes are to tell colleagues on the next shift about any important events.

To read the Message Pad

1. Choose View Message Pad. (Alternatively, click Message Pad on the System Menu.)

To clear all existing notes and add your own notes

1. Choose View Message Pad.
2. Click the Clear button.
3. Click in the note area. (Alternatively, press the TAB key until the note area is highlighted.)
4. Start typing your note.
5. When you have finished, click the Save button.
To add to the existing note

1. Choose View Message Pad.
2. Click below the existing note.
   
   You may need to press ENTER to start a new line.
3. Start typing your note.
4. When you have finished, click the Save button.
Producing reports

Reports summarize historical information in many useful ways. For example, one report may consist of graphs of system-critical values over the past week, whereas another report may list equipment that is due for service.

All reports need to be requested, either manually or automatically. Requesting a report generates a new version, using the latest data. For example, if you have a report called 'Weekly Status Report', you would need to request it each week so that it contains the current week's data.

Depending on how a report is configured, it is printed, or saved to computer file so that it can be viewed on screen or used by another program. If the report is designed to be viewed on screen, you need to call it up after generating it.

For alarm, events and message summaries, you can use the Print As Report feature to produce a printed report containing all, or a range of, the summary information within the display.

If you simply want a printout as a 'snapshot' of what is currently shown in Station, you do not need to print a report, you can print the display.

---

Tip:

To request a report, users must be logged on as a member of one of the following Windows groups on the Experion server or Console Station to which their Station is connected:

- Local Ack View Only Users
- Local View Only Users
- Local Operators
- Local Engineers
- Local Supervisors
- Product Administrators

---

Requesting a report

When you request a report, Experion creates a new version using the latest data. For example, if you have a report called 'Weekly Status Report', you would need to request it on a weekly basis to ensure that the data is always up-to-date.
To request a report

1. Choose ActionRequest Report to see the list of reports. (Alternatively, click Reports on the System Menu.)
2. Click the report you want to request.
3. If you want to change the report's existing settings, click the Configure button to see the configuration details.
4. Change these as appropriate.
5. Click the Request button to request the report.

A 'Request in progress' message appears in the Message Zone. The document is sent to the specified output device, either a printer or your screen.

---

Tip:

Experion uses Microsoft SQL Server Reporting Services (SSRS) to generate reports.

Occasionally you may experience a delay in report generation for the following reports due to the application domains in the SSRS recycling after the default period of 12 hours:

- Alarm and Event DSA
- Fieldbus Diagnostics
- Asset Alarm Count
- Disabled Console Assets
- OPC DA Server Usage
- Performance Statistics

These scheduled recycling operations are aimed at promoting overall process health and to reduce the probability of a server wide issue from occurring.

---

Requesting a report from the Command Zone

If you know the number or name of a report, you can request it from the Command Zone. (Note that when you request a report this way, the report uses its default or last configured settings.)
For example, to request report '123'

1. Click the Command Zone.
2. Type `rpt 123` and press ENTER.

Viewing a report

The latest generated version of any report can be viewed on your screen at any time—just like any other display.

Attention:

If you want to update the report's contents, you must request it again—see the topic, “Requesting a reports”.

For example, to call up report '123'

1. Click the Command Zone.
2. Type `pr 123` and press ENTER.

Standard report types

The following table lists standard report types supplied with Experion. Your system will only have report types that are applicable to your system's needs and your licensed options.

<table>
<thead>
<tr>
<th>Report type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm and Event</td>
<td>Lists the alarms or events that occurred within the specified time period. This report enables you to analyze alarms and events that occurred during a specified time span on specific points.</td>
</tr>
<tr>
<td>Alarm and Event DSA</td>
<td>Lists alarm and event details from servers within a DSA. This report enables you to analyze alarms, alerts, and events that occurred during a specified time span on local and remote points on multiple servers.</td>
</tr>
<tr>
<td>Alarm Duration</td>
<td>Lists how long the specified points were in an alarm condition over a given time period.</td>
</tr>
<tr>
<td>Asset Alarm Count Report</td>
<td>Lists the number of alarms on particular assets and the priority of those alarms. This report can be configured to generate alarm counts for assets within the SOR of either the user who is currently logged on or (if you are logged on at MNGR level) another specified user.</td>
</tr>
<tr>
<td>Batch</td>
<td>Batch reports are used to collect history for a set of points and events for an asset for the duration of a production run.</td>
</tr>
<tr>
<td>Report type</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>A batch report</td>
<td>Can collect:</td>
</tr>
<tr>
<td></td>
<td>- One type of history sample (such as 5-second samples or 1-hour averages) for up to 50 points</td>
</tr>
<tr>
<td></td>
<td>- Events for one asset</td>
</tr>
<tr>
<td>Cross-Reference</td>
<td>Lists where the specified points are used within your system. The report lists the following types of references for the nominated points:</td>
</tr>
<tr>
<td></td>
<td>- custom displays</td>
</tr>
<tr>
<td></td>
<td>- trend displays</td>
</tr>
<tr>
<td></td>
<td>- algorithms</td>
</tr>
<tr>
<td></td>
<td>- reports</td>
</tr>
<tr>
<td></td>
<td>- operating groups</td>
</tr>
<tr>
<td></td>
<td>- history gates</td>
</tr>
<tr>
<td></td>
<td>- source address for another point</td>
</tr>
<tr>
<td></td>
<td>- application program point lists</td>
</tr>
<tr>
<td>Disabled Console Assets</td>
<td>Lists the assets that have had their alarms disabled. The report lists the console name, asset name, and whether alarms for the asset have been disabled on the specified console or across the cluster.</td>
</tr>
<tr>
<td>Free Format</td>
<td>Enables you to request customized reports that have been designed using the Free Format Report Writer option.</td>
</tr>
<tr>
<td>Integrated Microsoft Excel</td>
<td>Enables you to request customized reports that have been designed using Microsoft Excel.</td>
</tr>
<tr>
<td>ODBC Data Exchange</td>
<td>Enables you to request customized reports using the ODBC Data Exchange option.</td>
</tr>
<tr>
<td>OPC DA Server Usage</td>
<td>Provides a centralized view of OPC items being collected by OPC clients.</td>
</tr>
<tr>
<td>Performance Statistics</td>
<td>Provides information about data consumers and providers on the primary Experion server</td>
</tr>
<tr>
<td>Point Attribute</td>
<td>Lists all points with specified attributes, such as 'off scan' or 'alarm inhibited', or those points with the specified state.</td>
</tr>
<tr>
<td>Sequence of</td>
<td>Lists changes in point parameter values of time. When this capability is used, the</td>
</tr>
<tr>
<td>Report type</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Events</td>
<td>server stores the high resolution event information in the server's 'sequence of events' file. This report is based on data extracted from this file. This report is only available for points associated with specific controllers.</td>
</tr>
</tbody>
</table>

**Printing a report of what is shown in a summary display**

You can print a report that contains the same information as currently shown in the Alarm, Alert, Events, or Message Summary display.

In addition to the data shown in the summary display, the report includes:

- The date and time it was requested.
- The operator ID or Station that requested the report. (The operator ID if you use operator-based security; or Station number if you use Station-based security.)
- The filter and sort criteria.
- The name of the server where the data originates.

Note that the icons are replaced with codes, which are described at the bottom of each page.

---

**Attention:**

Print and Print Preview icons are enabled and disabled based on security settings configured for Station under Server wide settings. For more information about Station security, see Server wide settings in the *Station Configuration Guide*.

---

**To print a report of what is shown in a summary display**

1. Call up the summary display that you want to report on.
2. If appropriate, filter the display to show only the data you want to include in the report.
3. If you want to check what the report will look like, click (Print Preview) to see a screen version of the report.
   
   A message warns you if the report is more than 10 pages long. You can then, if necessary, redefine your filter criteria to reduce the size of the report.

4. Click (Print as Report) to print the summary display as a report.
5. When the Print dialog box appears, set your printing options such as page orientation, printer selection, and so on.
Tip:

You can also export the report to a standard file format that can be read by other applications.
Reference topics

This section includes reference topics, such as a description of keyboard shortcuts and the syntax of commands you can enter in the Command Zone.

Menu summary

Notes

- Your system may contain one or more customized menus that are unique to your system. Ask your supervisor or an experienced colleague for a description of the commands in these menus.

- This topic does not describe configuration-related menus, such as the Configure menu, that are only used by engineering staff.

Station menu

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect…</td>
<td>Opens a specific Station setup file. See Changing Station's setup file on page 23.</td>
</tr>
<tr>
<td>Logon…</td>
<td>Allows you to type the password for a higher security level.</td>
</tr>
<tr>
<td>Connection Properties…</td>
<td>Allows you to view and change Station's settings.</td>
</tr>
<tr>
<td>Exit</td>
<td>Exits (closes down) Station.</td>
</tr>
</tbody>
</table>

Edit menu

These are editing commands that are of use when using the Message Pad—see Communicating with your colleagues on page 296.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut</td>
<td>Removes the selected text and inserts it into the clipboard.</td>
</tr>
<tr>
<td>Copy</td>
<td>Inserts a copy of the selected text into the clipboard.</td>
</tr>
<tr>
<td>Paste</td>
<td>Inserts the clipboard's contents into the Message Pad.</td>
</tr>
</tbody>
</table>
## View menu

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detail</td>
<td>Calls up the detail display for the selected point.</td>
</tr>
<tr>
<td>Associated Page</td>
<td>Calls up the selected object's associated page.</td>
</tr>
<tr>
<td>Reload Page</td>
<td>Reloads the current page.</td>
</tr>
<tr>
<td>Alarms</td>
<td>Calls up the Alarm Summary. See <em>Responding to alarms</em> on page 104.</td>
</tr>
<tr>
<td>Messages</td>
<td>Calls up the Message Summary. See <em>Responding to messages</em> on page 177.</td>
</tr>
<tr>
<td>Alerts</td>
<td>Calls up the Alert Summary. See <em>Responding to alerts</em> on page 189.</td>
</tr>
<tr>
<td>Displays</td>
<td>Calls up the list of numbered custom displays (named custom displays are not included).</td>
</tr>
<tr>
<td>Batches</td>
<td>Calls up the Batches Summary. See <em>Executing batches or procedures</em> on page 265.</td>
</tr>
<tr>
<td>Procedures</td>
<td>Calls up the Procedures Summary. See <em>Executing batches or procedures</em> on page 265.</td>
</tr>
<tr>
<td>Activities</td>
<td>Calls up the Activities Summary. See <em>Executing batches or procedures</em> on page 265.</td>
</tr>
<tr>
<td>Events</td>
<td>In this menu, you can choose to call up one of the following:</td>
</tr>
<tr>
<td></td>
<td>- Event Summary (See <em>Responding to events</em> on page 162)</td>
</tr>
<tr>
<td></td>
<td>- SOE Summary</td>
</tr>
<tr>
<td></td>
<td>- Event Archiving (See <em>Using Event Archiving</em> on page 172)</td>
</tr>
<tr>
<td>Groups</td>
<td>Calls up the list of group displays. See <em>Using Group Detail displays</em> on page 220.</td>
</tr>
<tr>
<td>Message Pad</td>
<td>Calls up the Message Pad. See <em>Communicating with your colleagues</em> on page 296.</td>
</tr>
<tr>
<td>Reports</td>
<td>Calls up the list of reports available on your system. See <em>Producing reports</em> on page 298.</td>
</tr>
<tr>
<td>System Status Display</td>
<td>Calls up the list System Status display. See <em>What is the System Status display?</em> on page 290.</td>
</tr>
<tr>
<td>System Status</td>
<td>Calls up the selected system status display.</td>
</tr>
<tr>
<td>Trends</td>
<td>Calls up the list of trend displays. See <em>Using trend displays</em> on page 221.</td>
</tr>
<tr>
<td>Show Full Page</td>
<td>Resizes the Station window so that the entire display is visible in the window without scroll bars.</td>
</tr>
</tbody>
</table>
## Control menu

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raise</td>
<td>These commands are used together to raise or lower the SP (set point) or OP (output) of the point associated with the selected object. See <em>Controlling points</em> on page 94.</td>
</tr>
<tr>
<td>Lower</td>
<td></td>
</tr>
<tr>
<td>Select Set point</td>
<td></td>
</tr>
<tr>
<td>Select Output</td>
<td></td>
</tr>
<tr>
<td>Control to Manual</td>
<td>Sets the selected object to manual control mode.</td>
</tr>
<tr>
<td>Control to Automatic</td>
<td>Sets the selected object to automatic control mode.</td>
</tr>
<tr>
<td>Control to Normal</td>
<td>Sets the selected object to normal control mode.</td>
</tr>
<tr>
<td>Enable/Disable</td>
<td>Toggles the state of the selected object.</td>
</tr>
</tbody>
</table>

## Action menu

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge</td>
<td>Acknowledges an alarm.</td>
</tr>
<tr>
<td>Silence</td>
<td>Silences an alarm.</td>
</tr>
<tr>
<td>Request Report</td>
<td>Generates the requested report. See <em>Requesting a report</em> on page 298.</td>
</tr>
<tr>
<td>Load Recipe</td>
<td>Loads the specified recipe. See <em>Loading recipes</em> on page 288.</td>
</tr>
<tr>
<td>Print</td>
<td>Prints the current display to the Windows default printer on the Station computer.</td>
</tr>
<tr>
<td>Page Setup…</td>
<td>Displays the <strong>Page Setup</strong> dialog box where you can specify such things as page size and orientation for the printing of the current display.</td>
</tr>
<tr>
<td>Print…</td>
<td>Displays the <strong>Print</strong> dialog box where you can specify print options for the Windows printer/s on the Station computer.</td>
</tr>
<tr>
<td>Print Preview…</td>
<td>Displays a preview what you want to print.</td>
</tr>
</tbody>
</table>
Help menu

These commands provide access to this guide and other Experion documentation.

<table>
<thead>
<tr>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Help for this display</td>
<td>Calls up context-sensitive help for the current display.</td>
</tr>
<tr>
<td>Operators Guide</td>
<td>Calls up this guide.</td>
</tr>
<tr>
<td>Station Help</td>
<td>Calls up the help for Station.</td>
</tr>
<tr>
<td>VB Scripting Help</td>
<td>Calls up the help for VBScript, which you use if you write server scripts.</td>
</tr>
<tr>
<td>About Station</td>
<td>Displays details about Station, such as its revision number.</td>
</tr>
</tbody>
</table>

Command reference

After you have become familiar with your system, you can quickly issue frequently required commands by typing them in the Command Zone.

Attention:

Commands are case-insensitive. For example, you can type bye, BYE, or Bye to log off.

<table>
<thead>
<tr>
<th>Type the command</th>
<th>Then press</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>displayname</td>
<td>Enter</td>
<td>Calls up the display whose name is <code>displayname</code>.</td>
</tr>
<tr>
<td>pointID</td>
<td>F12</td>
<td>Calls up the point detail display for the point whose point ID is <code>pointID</code>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you only type the first part of the point ID, a list of matching points appears. You then click the appropriate point to display its details.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note that the Enter key can be used instead of F12 (if the <code>Enable tag detail callup when display name not found</code> property on the Server Wide Settings display has been enabled for your system), but this will search for a matching display name first and only look for a point ID if no display name is found. The full point ID must be entered.</td>
</tr>
<tr>
<td>bye</td>
<td>Enter</td>
<td>If you use operator-based security, this command logs you off Station.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If you use Station-based security, this command returns Station.</td>
</tr>
<tr>
<td>Type the command</td>
<td>Then press</td>
<td>Description</td>
</tr>
<tr>
<td>------------------</td>
<td>------------</td>
<td>-------------</td>
</tr>
<tr>
<td>callup n</td>
<td>Enter</td>
<td>Calls up display n, (which can be either a number or a name) while retaining the current file, record and field numbers.</td>
</tr>
<tr>
<td>chgpsw</td>
<td>Enter</td>
<td>Changes your password. (Only applicable if you use operator-based security.)</td>
</tr>
<tr>
<td>display n</td>
<td>Enter</td>
<td>Displays the description for error n.</td>
</tr>
<tr>
<td>fill n</td>
<td>Enter</td>
<td>Changes the current file number to n.</td>
</tr>
<tr>
<td>fld n</td>
<td>Enter</td>
<td>Changes the current field number to n.</td>
</tr>
<tr>
<td>grp n</td>
<td>Enter</td>
<td>Calls up group display n.</td>
</tr>
<tr>
<td>his n</td>
<td>Enter</td>
<td>Displays the historical values for group n.</td>
</tr>
<tr>
<td>pag n</td>
<td>Enter</td>
<td>Calls up display n (which can be either a number or a name). For example, to call up display 310, you would type: pag 310.</td>
</tr>
<tr>
<td>pf file</td>
<td>Enter</td>
<td>Displays the contents of file.</td>
</tr>
<tr>
<td>pr n</td>
<td>Enter</td>
<td>Views the numbered (n) or named (name) report, without updating the report's contents. Use the rpt command if you want to update the contents.</td>
</tr>
<tr>
<td>pr name</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>print file</td>
<td>Enter</td>
<td>Prints the contents of file.</td>
</tr>
<tr>
<td>psw</td>
<td>Enter</td>
<td>Changes to another security level if you are using Station-based security.</td>
</tr>
<tr>
<td>rec n</td>
<td>Enter</td>
<td>Changes the current record number to n. (Not applicable to operators.)</td>
</tr>
<tr>
<td>rpt n</td>
<td>Enter</td>
<td>Generates a numbered (n) or named (name) report.</td>
</tr>
<tr>
<td>rpt name</td>
<td>Enter</td>
<td></td>
</tr>
<tr>
<td>tnd n</td>
<td>Enter</td>
<td>Calls up trend display n.</td>
</tr>
</tbody>
</table>

**Types of keyboards used by Experion**

Each type of keyboard commonly used by Experion has a specific set of keyboard shortcuts and/or dedicated keys. The common keyboard types used by Experion are shown in the following figure.
### Keyboard types

<table>
<thead>
<tr>
<th>Keyboard type</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC keyboard</td>
<td>![PC Keyboard Image]</td>
</tr>
<tr>
<td>Integrated keyboard (IKB)</td>
<td>![IKB Image]</td>
</tr>
<tr>
<td>Operator Entry Panel (OEP)</td>
<td>![OEP Image]</td>
</tr>
</tbody>
</table>

### Shortcut keys on a PC keyboard

#### Calling up system displays

<table>
<thead>
<tr>
<th>To call up the</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Summary.</td>
<td>F3</td>
</tr>
<tr>
<td>Search display for points and other system items.</td>
<td>F12</td>
</tr>
<tr>
<td>System Menu.</td>
<td>F1</td>
</tr>
<tr>
<td>Point detail display for the selected object. If there is no associated point detail display, pressing the key calls up the point search display.</td>
<td>F12</td>
</tr>
<tr>
<td>Group display for the selected object. If there is no associated group, you type the number of the group you want to call up in the Command Zone and press ENTER.</td>
<td>F6</td>
</tr>
<tr>
<td>Trend for the selected object. If there is no associated Trend, you type the number of the trend you want to call up in the Command Zone and press ENTER.</td>
<td>F7</td>
</tr>
<tr>
<td>Signon Manager signon dialog box.</td>
<td>CTRL+ALT+S</td>
</tr>
</tbody>
</table>
Calling up other displays

<table>
<thead>
<tr>
<th>To call up</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>A display based on its name or number.</td>
<td>F5</td>
</tr>
<tr>
<td>The next display in the current 'chain' of related displays or the next set of records in a list of records which spans more than one page.</td>
<td>PAGE UP</td>
</tr>
<tr>
<td>The previous display in the current 'chain' of related displays or the previous set of records in a list of records which spans more than one page.</td>
<td>PAGE DOWN</td>
</tr>
<tr>
<td>The previous display.</td>
<td>F8</td>
</tr>
<tr>
<td>The display associated with the selected object.</td>
<td>F2</td>
</tr>
</tbody>
</table>

Changing focus

The term ‘focus’ used here means selecting a display object so that it will receive keyboard input. For example, if you wanted to move the focus to the next box so that you could change its value, you would use the Tab key.

<table>
<thead>
<tr>
<th>To</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the focus to the next selectable object or editable box.</td>
<td>TAB</td>
</tr>
<tr>
<td>Move the focus to the previous selectable object or editable box.</td>
<td>SHIFT+TAB</td>
</tr>
<tr>
<td>Move the focus to any selectable object or editable box in the display, or to move the cursor within an editable selection.</td>
<td>Arrow keys</td>
</tr>
<tr>
<td>De-select the object and cancel any uncommitted change.</td>
<td>ESC</td>
</tr>
</tbody>
</table>

Note that the movement of focus around the screen depends on which Station display or Windows application is being shown, and its settings.

Controlling points, issuing commands and entering data

<table>
<thead>
<tr>
<th>To</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge/silence an alarm.</td>
<td>F4</td>
</tr>
<tr>
<td>Copy the selected item to the clipboard.</td>
<td>CTRL+C</td>
</tr>
<tr>
<td>Cut the selected item to the clipboard.</td>
<td>CTRL+X</td>
</tr>
<tr>
<td>Lower the value of the selected object by 1% (default setting).</td>
<td>F10</td>
</tr>
<tr>
<td>Lower the value of the selected object by 10% (default setting).</td>
<td>ALT+F10</td>
</tr>
</tbody>
</table>
To | Press
---|---
Paste the contents of the clipboard into the selected item. | CTRL+V
Raise the value of the selected object by 1% (default setting). | F9
Raise the value of the selected object by 10% (default setting). | ALT+F9
Select the object that has focus. | BACKSPACE
Select the OP of the selected object. | ALT+F12 ¹
Select the SP of the selected object. | ALT+F11¹
Set the MD of the selected point to automatic. | ALT+F6¹
Set the MD of the selected point to manual. | ALT+F5¹
Set the MD of the selected point to normal. | ALT+F7¹

Dedicated keys on an Operator Entry Panel (OEP)

Calling up system displays

<table>
<thead>
<tr>
<th>To call up the</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Summary display</td>
<td>ALM SUMM or UNIT ALM SUMM</td>
</tr>
<tr>
<td>System Status display</td>
<td>SYST STATS</td>
</tr>
<tr>
<td>Message Summary display</td>
<td>MSG SUMM</td>
</tr>
<tr>
<td>Console Status detail display²</td>
<td>CONS STATS</td>
</tr>
<tr>
<td>System Menu display</td>
<td>SYST MENU</td>
</tr>
<tr>
<td>Point detail display for the selected object. If there is no associated point detail display, pressing the key calls up the point search display.</td>
<td>DETAIL</td>
</tr>
</tbody>
</table>

¹ Applicable only to points with these types of parameters.

² The CONS STATS key calls up the Console Status detail display if you are logged on to a Console Station that is a member of a console. If the Station you are logged on to is not a member of a console, then the display called up is the status display for that Station. If the Station you are logged on to is a Flex Station, the display called up is the Flex Station Status Summary display.
To call up the

<table>
<thead>
<tr>
<th>To call up the</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Trend display for the selected objected. If there is no associated Group Trend display, pressing the key invokes the Group Trend command and requires a Group Trend number to be entered.</td>
<td>UNIT TREN TREN D</td>
</tr>
<tr>
<td>Group display for the selected object. If there is no associated Group display, pressing the key invokes the Group command and requires a Group number to be entered.</td>
<td>GROUP</td>
</tr>
<tr>
<td>Trend for the selected object. If there is no associated Trend, pressing the key invokes the Trend command and requires a Trend number to be entered.</td>
<td>TREND</td>
</tr>
<tr>
<td>Group history for the selected point with the default interval. If there is no associated Group History, pressing the key invokes the Group History command and requires a Group History number to be entered.</td>
<td>HOUR AVG</td>
</tr>
</tbody>
</table>

Calling up other displays

<table>
<thead>
<tr>
<th>To call up</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>A display based on its name or number</td>
<td>SCHEM</td>
</tr>
<tr>
<td>The next display upwards</td>
<td>PAGE BACK</td>
</tr>
<tr>
<td>The next display downwards</td>
<td>PAGE FWD</td>
</tr>
<tr>
<td>Navigate forward and backward between displays that you have previously called up.</td>
<td>PRIOR DISP or DISP BACK</td>
</tr>
<tr>
<td>DISP FWD does not work if you are using multi-window Station.</td>
<td>DISP FWD</td>
</tr>
<tr>
<td>The display associated with the selected object</td>
<td>ASSOC DISP</td>
</tr>
<tr>
<td>Copy the current display to the first associated Station</td>
<td>DISP SET</td>
</tr>
<tr>
<td>Print the current display</td>
<td>PRINT DISP</td>
</tr>
<tr>
<td>Display-specific help (If display-specific help is not configured, calls up Station Help.)</td>
<td>HELP</td>
</tr>
</tbody>
</table>

Changing focus

The term 'focus' used here means selecting a display object so that it will receive keyboard input. For example, if you wanted to move the focus to the next box so that you could change its value, you would use the Tab arrow keys.

<table>
<thead>
<tr>
<th>To change focus to</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the focus to any selectable object or editable box in the display</td>
<td>TAB arrow keys</td>
</tr>
</tbody>
</table>
**To change focus to** | **Press**
---|---
De-selects the object and cancels any uncommitted change. | CLR ENTR

Note that the TAB arrow keys function as tab keys on a qwerty keyboard, and are not the same as arrow keys on a qwerty keyboard.

**Controlling points, issuing commands and entering data**

<table>
<thead>
<tr>
<th><strong>To:</strong></th>
<th><strong>Press</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge an alarm or message. You can acknowledge alarms on the Alarm Summary or on a faceplate that has focus. Depending on how your system is configured, you can use this key to acknowledge a whole page of alarms or messages if no individual line is selected. You may be prompted to confirm your action. (Note that in the case of a confirmable message, you cannot confirm it by pressing ACK twice. You must first press ACK and then MSG CONFM.)</td>
<td>ACK</td>
</tr>
<tr>
<td>Silence all audible alarms</td>
<td>SIL</td>
</tr>
<tr>
<td>Confirm a confirmable message</td>
<td>MSG CONFM</td>
</tr>
<tr>
<td>Clear the selected message on the Message Summary. Depending on how your system is configured, this button can also be used to clear the whole page of messages if no individual message is selected on the Message Summary.</td>
<td>MSG CLEAR</td>
</tr>
<tr>
<td>Enable/disable the state of the selected point (the point toggles state each time you press the key)</td>
<td>LOAD</td>
</tr>
<tr>
<td>Lower the value of the selected object by 1% (default setting)(^1)</td>
<td>LOWER</td>
</tr>
<tr>
<td>Lower the value of the selected object by 10% (default setting) (\text{Lower the value of the selected object by 1% (default setting) above})</td>
<td>FAST LOWER</td>
</tr>
<tr>
<td>Raise the value of the selected object by 1% (default setting) (\text{Lower the value of the selected object by 1% (default setting) above})</td>
<td>RAISE</td>
</tr>
<tr>
<td>Raise the value of the selected object by 10% (default setting) (\text{Lower the value of the selected object by 1% (default setting) above})</td>
<td>FAST RAISE</td>
</tr>
</tbody>
</table>

---

1 If you press the raise or lower keys faster than the server can respond to, repeated key presses are ignored.
To: | Press
---|---
Select the object that has focus | SELECT or BACKSPACE
Select the OP of the selected object | OUT
Select the SP of the selected object | SP
Set the mode of the selected point to automatic | AUTO
Set the mode of the selected point to manual | MAN
Set the mode of the selected point to normal | NORM

Change the update rate for the display elements that are set to Allow fast update in the current display (or faceplate) from Normal to Fast, or from Fast to Normal. (The LED is illuminated when the update rate is set to Fast.)

Note that in a SafeView multi-window environment, fast update applies to all displays.

In multi-window displays, you can also set fast update by clicking on the arrow button provided on the title bar. When the fast update rate is set in multi-window displays, the arrow on the title bar will animate.

Clear an incorrect operator entry | CLR ENTR

**Unsupported keys**

By default, the following keys are not used by Experion, so if you press any of these keys, a 'Pushbutton not implemented' message appears. (Check with your supervisor or an experienced colleague in case they have been assigned special functions at your site.)

- ALM ANNC
- BATCH
- CANCL PRINT
- GO TO
- PRINT TREND
- RECRD
- UNIT ASGN
Dedicated keys on an Integrated Keyboard (IKB)

Calling up system displays

<table>
<thead>
<tr>
<th>To call up the</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Summary display</td>
<td>ALM SUMM or F3 or UNIT ALM SUMM</td>
</tr>
<tr>
<td>System Status display</td>
<td>SYST STATS</td>
</tr>
<tr>
<td>Message Summary display</td>
<td>MSG SUMM</td>
</tr>
<tr>
<td>System Menu display</td>
<td>F1</td>
</tr>
<tr>
<td>Console Status Summary display</td>
<td>CONS STATS</td>
</tr>
<tr>
<td>System Menu display</td>
<td>SYST MENU</td>
</tr>
<tr>
<td>Point detail display for the selected object. If there is no associated point detail display, calls up the point search display.</td>
<td>DETAIL or F12</td>
</tr>
<tr>
<td>The Group Trend for the selected object. If there is no associated Group Trend display, pressing the key invokes the Group Trend command and requires a Group Trend number to be entered.</td>
<td>UNIT TREND</td>
</tr>
<tr>
<td>The Group display for the selected object. If there is no associated Group display, pressing the key invokes the Group command and requires a Group number to be entered.</td>
<td>GROUP or F6</td>
</tr>
<tr>
<td>The Group History with the default interval for the selected object. If there is no associated Group History, pressing the key invokes the Group History command and requires a Group History number to be entered.</td>
<td>HOUR AVG</td>
</tr>
<tr>
<td>The Trend for the selected object. If there is no associated Trend, pressing the key invokes the Trend command and requires a Trend number to be entered.</td>
<td>TREND or F7</td>
</tr>
</tbody>
</table>

Calling up other displays

<table>
<thead>
<tr>
<th>To call up</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>A display based on its name or number</td>
<td>SCHEM or F5</td>
</tr>
</tbody>
</table>

1The CONS STATS key calls up the Console Status Summary display if you are logged on to a Console Station that is a member of a console. If the Station you are logged on to is not a member of a console, then the display called up is the status display for that Station. If the Station you are logged on to is a Flex Station, the display called up is the Flex Station Status Summary display.
### To call up

<table>
<thead>
<tr>
<th></th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>The next display upwards</td>
<td>PAGE BACK or PgUp</td>
</tr>
<tr>
<td>The next display downwards</td>
<td>PAGE FWD or PgDown</td>
</tr>
<tr>
<td>Navigate forward and backward between displays that you have previously called up.</td>
<td>DISP BACK, or PRIOR DISP, or F8</td>
</tr>
<tr>
<td>DISP FWD does not work if you use multi-window Station.</td>
<td>DISP FWD</td>
</tr>
<tr>
<td>The display associated with the selected object</td>
<td>ASSOC DISP or F2</td>
</tr>
<tr>
<td>Print the current display</td>
<td>PRINT DISP</td>
</tr>
<tr>
<td>Site-specific help (If site-specific help does not exists, calls up Station Help.)</td>
<td>HELP</td>
</tr>
</tbody>
</table>

### Changing focus

The term 'focus' used here means selecting a display object so that it will receive keyboard input. For example, if you wanted to move the focus to the next box so that you could change its value, you would use the Tab key.

<table>
<thead>
<tr>
<th>To</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Move the focus to the next selectable object or editable box</td>
<td>TAB</td>
</tr>
<tr>
<td>Move the focus to the previous selectable object or editable box</td>
<td>SHIFT+TAB</td>
</tr>
<tr>
<td>Move the focus to the next window in a multi-window Station</td>
<td>ALT+TAB</td>
</tr>
<tr>
<td>Move the focus to any selectable object or editable box in the display, or to move the cursor within an editable selection</td>
<td>Arrow keys</td>
</tr>
<tr>
<td>De-select the object and cancel any uncommitted change.</td>
<td>ESC</td>
</tr>
</tbody>
</table>

Note that the movement of focus around the screen is dependent upon which Station display or Windows application is being shown, and its settings.

### Controlling points, issuing commands and entering data

<table>
<thead>
<tr>
<th>To</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acknowledge an alarm or message.</td>
<td>ACK or F4</td>
</tr>
<tr>
<td>You can acknowledge alarms on the Alarm Summary or on a faceplate that has focus.</td>
<td></td>
</tr>
<tr>
<td>Depending on how your system is configured, you can use this key to</td>
<td></td>
</tr>
<tr>
<td>To</td>
<td>Press</td>
</tr>
<tr>
<td>-------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>acknowledge a whole page of alarms or messages if no individual line is selected. You may be prompted to confirm your action. (Note that in the case of a confirmable message, you cannot confirm it by pressing ACK twice. You must first press ACK and then MSG CONFM.)</td>
<td></td>
</tr>
<tr>
<td>Silence all audible alarms</td>
<td>SIL</td>
</tr>
<tr>
<td>Change the security level temporarily, so that you can control a point or issue a command at the specified level</td>
<td>Insert the key into the keyswitch and turn it to the appropriate level</td>
</tr>
<tr>
<td>Confirm a confirmable message</td>
<td>MSG CONFM</td>
</tr>
<tr>
<td>Clears the selected message on the Message Summary. Depending on how your system is configured, this button can also be used to clear the whole page of messages if no individual message is selected on the Message Summary.</td>
<td>MSG CLEAR</td>
</tr>
<tr>
<td>Enable/disable the state of the selected point (The point toggles state each time you press the key.)</td>
<td>LOAD or F11</td>
</tr>
<tr>
<td>Lower the value of the selected object by 1% (default setting)(^1)</td>
<td>LOWER or F10</td>
</tr>
<tr>
<td>Lower the value of the selected object by 10% (default setting) (\text{Lower the value of the selected object by 1% (default setting) above})</td>
<td>FAST LOWER ARROW or ALT+F10</td>
</tr>
<tr>
<td>Raise the value of the selected object by 1% (default setting) (\text{Lower the value of the selected object by 1% (default setting) above})</td>
<td>RAISE or F9</td>
</tr>
<tr>
<td>Raise the value of the selected object by 10% (default setting) (\text{Lower the value of the selected object by 1% (default setting) above})</td>
<td>FAST RAISE or ALT+F9</td>
</tr>
<tr>
<td>Select the object that has focus</td>
<td>SELECT or BACKSPACE</td>
</tr>
<tr>
<td>Select the OP of the selected object</td>
<td>OUT or ALT+F12</td>
</tr>
<tr>
<td>Select the SP of the selected object</td>
<td>SP or ALT+F11</td>
</tr>
<tr>
<td>Set the mode of the selected point to automatic</td>
<td>AUTO or ALT+F6</td>
</tr>
<tr>
<td>Set the mode of the selected point to manual</td>
<td>MAN or ALT+F5</td>
</tr>
</tbody>
</table>

\(^1\) If you press the raise or lower keys faster than the server can respond to, repeated key presses are ignored.
To | Press
--- | ---
Set the mode of the selected point to normal | NORM or ALT+F7
Change the update rate for the display elements that are set to **Allow fast update** in the current display (or faceplate) from Normal to Fast, or from Fast to Normal. (The LED is illuminated when the update rate is set to Fast.) | FAST
Note that in a SafeView multi-window environment, fast update applies to all displays.
Copy the selected item to the clipboard | CTRL+C
Cut the selected item to the clipboard | CTRL+X
Paste the contents of the clipboard into the selected item | CTRL+V

**Unsupported keys**

By default, the following keys are not used by Experion. (Check with your supervisor or an experienced colleague in case they have been assigned special functions at your site.) If you press any of these keys, a 'Pushbutton not implemented' message appears.

- ALM ANNC
- AM STATS
- CANCL PRINT
- COMM NETWK STATS
- GOTO
- ORG SUMM
- PRINT TREND
- PROC NETWK STATS
- RECRD
- UNIT ASGN

Note that earlier versions of this keyboard have keys that are marked with red labels. These labels are not applicable to any Experion function.

**Changing someone's operator-based security password**

You might need to change a user's password if the user has forgotten the old one. When
changing the password, remember that it:

- Consists of a minimum of 5 and maximum of 40 letters/numbers, without spaces
- Is case-sensitive

**Prerequisites**

- You must have MNGR security level to be able to change someone's password.
- If you are using a Console Station, and your system uses separate user names and passwords for Windows and Station, you can only change passwords when the Experion server is available.

**To change the password**

1. Choose **Configure>Operators** to see the list of users.
2. Click the user whose password you want to change. The user's details appear. (You can also change these details if required.)
3. Click **Change Password**.

   The **Change Password** dialog box appears.

4. Type the new password and press the TAB key.
5. Re-type the new password and click **OK**. (The new password is only accepted if the two entries are identical.)

**Faceplates with specialized behavior**

The following faceplates have specialized behavior.

---

**Attention:**  
The auto-selection behavior described in this table only occurs if auto-selection has been enabled for your system. To identify if auto-selection has been enabled for your system, see the server wide settings display.

<table>
<thead>
<tr>
<th>Faceplate file name</th>
<th>Faceplate type</th>
<th>Description</th>
<th>MOD E?</th>
<th>OP / S P?</th>
<th>Auto selec t?</th>
<th>Auto select element</th>
<th>Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>sysdtlacc_fp.hda</td>
<td>SCADA Point</td>
<td>Accumulator Point</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto</td>
</tr>
<tr>
<td>Faceplate file name</td>
<td>Faceplate type</td>
<td>Description</td>
<td>MOD E?</td>
<td>OP / S P?</td>
<td>Auto select?</td>
<td>Auto select element</td>
<td>Behavior</td>
</tr>
<tr>
<td>---------------------</td>
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<td>--------------</td>
<td>---------------------</td>
<td>----------</td>
</tr>
<tr>
<td>sysdtlash_fp.hda</td>
<td>Enterprise Model Faceplate</td>
<td>Asset Point</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdtlclh_fp.hda</td>
<td>Enterprise Model Faceplate</td>
<td>Alarm Group Point</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdtlsta_fp.hda</td>
<td>SCADA Point Faceplate</td>
<td>Status Point</td>
<td>Yes</td>
<td>OP</td>
<td>Yes</td>
<td>Based on Mode</td>
<td>The OP parameter is only auto selected when the faceplate is called up and the mode is MAN or when the mode changes to MAN.</td>
</tr>
<tr>
<td>sysdtlaga38detaila_fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 3 Orifice Meter, AGA 8 Detail Setup Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdtlaga38grossa_fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 3 Orifice Meter, AGA 8 Gross Setup Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>Faceplate file name</td>
<td>Faceplate type</td>
<td>Description</td>
<td>MODE?</td>
<td>OP / SP?</td>
<td>Auto select?</td>
<td>Auto select element</td>
<td>Behavior</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------</td>
<td>-------------------------------------------------------</td>
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<td>--------------</td>
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<td>----------------------------</td>
</tr>
<tr>
<td>sysdttlaga78detaila_.fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 7 Turbine Meter, AGA 8 Detail Setup Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdttlaga78grossa_.fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 7 Turbine Meter, AGA 8 Gross Setup Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdttlaga98detaila_.fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 9 Ultrasonic Meter, AGA 8 Detail Setup Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdttlaga98grossa_.fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 9 Ultrasonic Meter, AGA 8 Gross Setup Data</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdttlannpanela_.fp.hda</td>
<td>Process Point Faceplate</td>
<td>Alarm Panel Block</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdttldigacqa_</td>
<td>Process Digital</td>
<td>Digital</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>Faceplate file name</td>
<td>Faceplate type</td>
<td>Description</td>
<td>MOD E?</td>
<td>OP / S P?</td>
<td>Auto select?</td>
<td>Auto select element</td>
<td>Behavior</td>
</tr>
<tr>
<td>--------------------------</td>
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<td>-----------</td>
<td>--------------</td>
<td>---------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>fp.hda</td>
<td>Point Faceplate</td>
<td>Acquisition Block</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>auto selected.</td>
</tr>
<tr>
<td>sysdtlfirstouta_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Firstout Block</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdtlgrpca_prbka_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Group Capability Block</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdtlhtmotora_fp.hda</td>
<td>Process Point Faceplate</td>
<td>HT Motor Block</td>
<td>No</td>
<td>OP</td>
<td>Yes</td>
<td>OP</td>
<td>The OP parameter is selected only when the faceplate is called up.</td>
</tr>
<tr>
<td>sysdtlibva_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Main IBV Block</td>
<td>No</td>
<td>OP</td>
<td>Yes</td>
<td>OP</td>
<td>The OP parameter is selected only when the faceplate is called up.</td>
</tr>
<tr>
<td>sysdtllltmotora_fp.hda</td>
<td>Process Point Faceplate</td>
<td>LT Motor Block</td>
<td>No</td>
<td>OP</td>
<td>Yes</td>
<td>OP</td>
<td>The OP parameter is selected only when the faceplate is called up.</td>
</tr>
<tr>
<td>sysdtlsolenoida_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Solenoid Block</td>
<td>No</td>
<td>OP</td>
<td>Yes</td>
<td>OP</td>
<td>The OP parameter is selected only when the faceplate is called up.</td>
</tr>
<tr>
<td>sysdtlvalvedampera_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Valve / Damper Block</td>
<td>No</td>
<td>OP</td>
<td>Yes</td>
<td>OP</td>
<td>The OP parameter is selected only when the faceplate is called up.</td>
</tr>
<tr>
<td>Faceplate file name</td>
<td>Faceplate type</td>
<td>Description</td>
<td>MOD E?</td>
<td>OP / SP?</td>
<td>Auto select?</td>
<td>Auto select element</td>
<td>Behavior</td>
</tr>
<tr>
<td>---------------------</td>
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<td>----------</td>
</tr>
<tr>
<td>sysdtlvalvedampera_inch_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Valve / Damper Block</td>
<td>No</td>
<td>OP</td>
<td>Yes</td>
<td>OP</td>
<td>selected only when the faceplate is called up.</td>
</tr>
<tr>
<td>sysdtlceda_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Generic Control Module</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdtldaeca_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Data Acquisition Block</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>SysDtlDataacqafp.hda</td>
<td>Process Point Faceplate</td>
<td>Data Acquisition Block</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>SysDtlDevctl1a_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Device Control Block</td>
<td>No</td>
<td>OP</td>
<td>Yes</td>
<td>OP</td>
<td>The OP parameter is selected only when the faceplate is called up.</td>
</tr>
<tr>
<td>sysdtldevt1a_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Device Control Block</td>
<td>No</td>
<td>OP</td>
<td>Yes</td>
<td>OP</td>
<td>The OP parameter is selected only when the faceplate is called up.</td>
</tr>
<tr>
<td>sysdtlflaga_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Flag Block</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>New faceplate in R310:</td>
</tr>
<tr>
<td>Faceplate file name</td>
<td>Faceplate type</td>
<td>Description</td>
<td>MOD E?</td>
<td>OP / S P?</td>
<td>Auto select?</td>
<td>Auto select element</td>
<td>Behavior</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------</td>
<td>------------------------</td>
<td>--------</td>
<td>-----------</td>
<td>--------------</td>
<td>---------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>sysdtltrampa_fp.hda</td>
<td>Process Point Faceplate</td>
<td>RAMPSONA K Block</td>
<td>Yes</td>
<td>OP</td>
<td>Yes</td>
<td>Based on Mode</td>
<td>Nothing is auto selected.</td>
</tr>
<tr>
<td>sysdtlrcma_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Recipe Control Module</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>COMMON D</td>
<td>The OP parameter is only selected if MODE is MAN. OP also selected if operator changes MODE to MAN.</td>
</tr>
<tr>
<td>sysdtlscma_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Sequential Control Module</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>COMMON D</td>
<td>The COMMON D parameter is selected when faceplate is called up.</td>
</tr>
<tr>
<td>sysdtlswa_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Switch Block</td>
<td>Yes</td>
<td>OP</td>
<td>Yes</td>
<td>Based on Mode</td>
<td>The OP parameter is only selected if MODE is MAN. OP also selected if operator changes MODE to MAN.</td>
</tr>
<tr>
<td>Faceplate file name</td>
<td>Faceplate type</td>
<td>Description</td>
<td>MOD E?</td>
<td>OP / S P?</td>
<td>Auto select?</td>
<td>Auto select element</td>
<td>Behavior</td>
</tr>
<tr>
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<tr>
<td>sysdltima_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Timer Block</td>
<td>No</td>
<td>SP</td>
<td>Yes</td>
<td>COMMAND</td>
<td>The COMMAND parameter is selected when faceplate is called up. The COMMAND parameter does NOT retain focus.</td>
</tr>
<tr>
<td>SysDtlTimera_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Timer Block</td>
<td>No</td>
<td>SP</td>
<td>Yes</td>
<td>COMMAND</td>
<td>The COMMAND parameter is selected when faceplate is called up.</td>
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<tr>
<td>sysdltota_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Totalizer Block</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>COMMAND</td>
<td>The COMMAND parameter is selected when faceplate is called up. The COMMAND parameter does NOT retain focus.</td>
</tr>
<tr>
<td>SysDtlTotalizera_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Totalizer Block</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>COMMAND</td>
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<tr>
<td>sysdtlUCMA_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Unit Control Module</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>COMMAND</td>
<td>The COMMAND parameter is selected when faceplate is called up.</td>
</tr>
<tr>
<td>Faceplate file name</td>
<td>Faceplate type</td>
<td>Description</td>
<td>MOD?</td>
<td>OP? / SP?</td>
<td>Auto select?</td>
<td>Auto select element</td>
<td>Behavior</td>
</tr>
<tr>
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<tr>
<td>sysdtlehgaca_fp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Analog Composite Block/ Point</td>
<td>Yes</td>
<td>OP, SP</td>
<td>Yes</td>
<td>Based on Mode</td>
<td>D parameter is selected when faceplate is called up.</td>
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<tr>
<td>sysdtlehgai_fp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Analog Input Block/ Point</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No auto selection.</td>
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<tr>
<td>sysdtleghaoa_fp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Analog Output Block/ Point</td>
<td>Yes</td>
<td>OP</td>
<td>Yes</td>
<td>Based on Mode</td>
<td>OP auto selects if the mode is MAN when the faceplate is called up and when the operator changes the faceplate's mode to MAN.</td>
</tr>
<tr>
<td>sysdtlehgcca_fp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Control Counter Block/ Point</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No auto selection.</td>
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<td>sysdtlehgcoa_fp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Counter Block/ Point</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No auto selection.</td>
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<tr>
<td>Faceplate file name</td>
<td>Faceplate type</td>
<td>Description</td>
<td>MOD E?</td>
<td>OP / SP?</td>
<td>Auto select?</td>
<td>Auto select element</td>
<td>Behavior</td>
</tr>
<tr>
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<tr>
<td>sysdtlehgdc_01sfp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Digital Composite Block/ Point</td>
<td>Yes</td>
<td>OP</td>
<td>Yes</td>
<td>Based on Mode</td>
<td>OP auto selects if the mode is MAN when the faceplate is called up and when the operator changes the faceplate's mode to MAN.</td>
</tr>
<tr>
<td>sysdtlehgddia_01sfp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Dual Digital Input Block/ Point</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No auto selection.</td>
</tr>
<tr>
<td>sysdtlehgddoa_01sfp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Dual Digital Output Block/ Point</td>
<td>Yes</td>
<td>OP</td>
<td>Yes</td>
<td>Based on Mode</td>
<td>OP auto selects if the mode is MAN when the faceplate is called up and when the operator changes the faceplate's mode to MAN.</td>
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<tr>
<td>sysdtlehgdia_01sfp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Digital Input Block/ Point</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
<td>No auto selection.</td>
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<tr>
<td>sysdtlehgoa_01sfp.hda</td>
<td>Process Point Faceplate</td>
<td>EHG Digital Output Block/ Point</td>
<td>Yes</td>
<td>OP</td>
<td>Yes</td>
<td>Based on Mode</td>
<td>OP auto selects if the mode is MAN when the faceplate is called up and when the operator changes the faceplate's mode to MAN.</td>
</tr>
</tbody>
</table>

Reference topics

Honeywell 2017
Faceplates where auto-selection is not available

Auto-selection is not suitable for the following faceplates. Therefore, these faceplates do not support auto-selection.

<table>
<thead>
<tr>
<th>Faceplate file name</th>
<th>Faceplate type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>sysdtlacc_fp.hda</td>
<td>SCADA Point Faceplate</td>
<td>Accumulator Point</td>
</tr>
<tr>
<td>sysdtlash_fp.hda</td>
<td>Enterprise Model Faceplate</td>
<td>Asset Point</td>
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<tr>
<td>sysdtlclh_fp.hda</td>
<td>Enterprise Model Faceplate</td>
<td>Alarm Group Point</td>
</tr>
<tr>
<td>sysdtlaga38detaila_fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 3 Orifice Meter, AGA 8 Detail Setup Data</td>
</tr>
<tr>
<td>sysdtlaga38grossa_fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 3 Orifc Meter, AGA 8 Gross Setup Data</td>
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<tr>
<td>sysdtlaga78detaila_fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 7 Turbine Meter, AGA 8 Detail Setup Data</td>
</tr>
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<td>sysdtlaga78grossa_fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 7 Turbine Meter, AGA 8 Gross Setup Data</td>
</tr>
<tr>
<td>sysdtlaga98detaila_fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 9 Ultrasonic Meter, AGA 8 Detail Setup Data</td>
</tr>
<tr>
<td>sysdtlaga98grossa_fp.hda</td>
<td>Process Point Faceplate</td>
<td>American Gas Association (AGA) - AGA 9 Ultrasonic Meter, AGA 8 Gross Setup Data</td>
</tr>
<tr>
<td>sysdtllannpanela_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Alarm Panel Block</td>
</tr>
<tr>
<td>sysdtldigacqa_</td>
<td>Process Point Faceplate</td>
<td>Digital Acquisition Block</td>
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</table>

the operator changes the faceplate's mode to MAN.
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<th>Faceplate type</th>
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</thead>
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<tr>
<td>fp.hda</td>
<td>Faceplate</td>
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</tr>
<tr>
<td>sysdtlfirstouta_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Firstout Block</td>
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<tr>
<td>sysdtlgrpca_prbka_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Group Capability Block</td>
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<tr>
<td>sysdtldaca_fp.hda</td>
<td>Process Point Faceplate</td>
<td>Data Acquisition Block</td>
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<tr>
<td>SysDtlDataacqa_fp.hda</td>
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<td>Data Acquisition Block</td>
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  or
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