Software Version 2.0

# Inform.NET

# **Operator's Manual**



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# Inform.NET System Overview

The Inform.NET solution is a self-managed software-based system that polls automated tank gauges (ATGs) using either modems or TCP/IP networking. Polls are schedulable, and ATGs are grouped for ease of management. The Inform.NET system collects and keeps the data from the monitored ATGs, and generates various reports from that information. The system administrator may group ATGs for polling management and reporting purposes. The Inform.NET system also supports the basic management of alarm conditions that may occur in the ATGs. Role-based access controls provide granular management of users and their privileges. The Inform.NET system also provides ATG remote management capabilities of Veeder-Root ATGs for qualified technicians.

The system is accessed using a web browser. The Inform.NET system minimizes the software expenses for third party components by leveraging Microsoft's SQL Server Standard Edition, Internet Information Server, SQL Server Reporting Services, the Task Scheduler, and the .NET framework.



# 1. USER LOG IN AND ACCESS

This particular manual will allow the Operator User to navigate and use the Inform.NET software with ease and have access to ATG information.

To begin, the Operator User must go to the following site:

http://[servername]/Inform.NET\_

Once the page loads, the user will be prompted for a username and password. The default installed username and password that shall be used is:

Username: Inform.NETOperator

Password: operator@123



Figure 1. User Log In



# 2. OVERVIEW

#### Main Tabs:

#### 1. Home Tab

The Home page is the default landing page of Inform.NET. The page consists of a table that displays ID, site name, tank icons and information, alarms, and tests. From this page, the user may navigate to other specific pages with more detailed information.

# 2. Monitoring Tab

After being prompted and selecting a specific group and site, the user will be taken to the default landing page for the Monitoring tab, which is the equivalent of the tanks page. Here, all available tanks along with detailed information will be listed.

#### a. Group

This dropdown allows the user to choose a specific group of sites to view.

#### b. Site

This dropdown allows the user to choose a specific site within the selected group for further narrowing purposes. Whatever site is selected, it will filter to all the sections below.

#### c. Tanks

Each tank has a checkbox provided beside it. The user may check whichever tank they wish to view specifically.

#### d. Polling Section

#### i. Event Log

This page provides a table format of data based on polling tasks that occur within a specific date range.

## ii.Priority Queue

This page provides a table format of data based on polling tasks in queue for a list of sites. The user has the option to cancel the task, as well as reprioritize the task.

#### iii. Deliveries

This page provides data for deliveries made for selected tanks for a specified date range.

# iv.Inventory

This page provides data for inventory for selected tanks for a specified date range.

#### v.BIR

This page provides data for BIR for selected tanks for a specified date range.

#### e. Equipment Section

#### i. Tanks

This page provides the same options as Part C from above.

#### f. Alarms Section



#### i. Active Alarms

This page provides data for a list of active alarms for a selected site.

# ii.Alarm History

This page provides a history of alarms for a selected alarm category and a specified date range.

# iii.Config Alarms

This page allows the user to view changes made to alarms and the dates of those changes. Edits cannot be made by the operator.

# g. Testing Section

## i. Tank History Report

This page provides a general overview of tank leak data for selected tanks of a specified date range.

#### ii.Tank Test Results

This page provides a more detailed look into leak test results for selected tanks of a specified date range.

#### iii.Sensors

This page provides data for selected sensor types of a specified date range such as location and status of the sensors.

#### iv.Line Test

This page provides line test results and data for selected leak detector types of a specified date range.

#### v.CSLD

This page provides CSLD results and data for a specified date range.

# vi.Line Status

This page provides line status data for a list of tanks that are automatically populated into the list.

#### 3. Configuration Management Tab

This page is only viewable by operator users. This particular page consists of information based on gauge configuration. The user has the option to retrieve the data from the gauge and control certain functionalities for gauge configuration.

#### a. Site

This dropdown allows the user to narrow down all data to a selected site.

#### b. Get Gauge Configuration

This command button will retrieve the most current data from the gauges.

### c. Home Section



#### i. Site Setup

This page provides various levels of data that the user may configure and update including Locales/Shifts, Lockout Mode, Date/Time, Print Options, Slot Assignment, Fuel Management, Tank Limit, Security, Inventory Record, and Alarm Configuration. After updating any of these levels, the user may retrieve the most current data from the gauge based on any of the changes made.

#### ii.Leak Test

This page provides the user with the option to change leak test schedule and configuration and apply them to the gauge.

#### iii.Reboot

This page provides the user with the option to reboot the entire device.

#### iv. Terminal Emulator

This page provides the user with the option to "talk" to the gauge and receive necessary information by creating and sending commands.

# v.Line Setup

This page provides the user with the option to change and/or update factors that affect the lines.

#### 4. Reports Tab

The user has the option to pull and retrieve reports based on various criteria. The user may specify the type of report and the data within the report depending on which criteria they decide to edit or use.

## 5. Polling Dashboard Tab

This page provides the user with an overview of what items are within the queue currently. The user may refresh the page whenever they need to in order to view the most updated list of items in the queue.



# 3. HOME

After entering the correct username and password, the user will be directed to the Inform.NET Home page. The main Home page will be one of six possible tabs to choose from, as shown below. The "Home" tab is formatted as a table that includes the ID numbers, the corresponding IP addresses, Tank information, Alarms, and a link called "Tests".

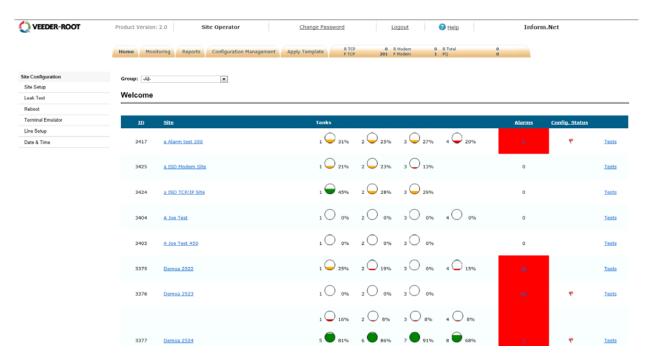


Figure 2. Home Page

#### 3.1 VIEW DATA BY GROUP

At the top of the Home page, there is a single drop down menu labeled "Group". This drop down allows the User to select and view all sites or just a specific monitoring group based on polling sets and schedules.



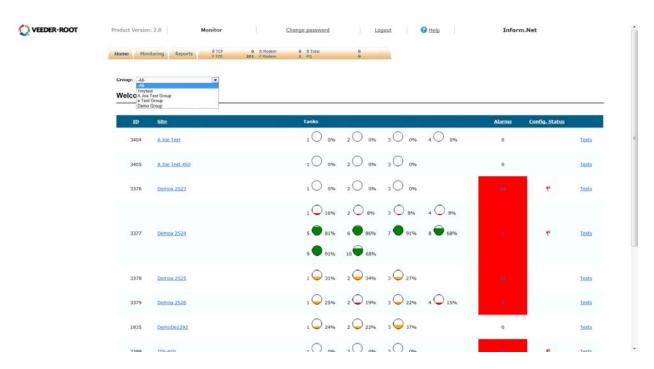


Figure 3. Group Selection Drop Down

## 3.2 DIRECT LINK TO TANK INFORMATION FROM HOME PAGE

The figure below shows what will display if the User navigates the cursor over any one of the tanks. A rectangular window will pop up showing specific information of that particular tank.

To view a specific site's tank listing and the corresponding details, simply click on any one of the tanks within the same row. This is a direct link to the "Monitoring" tab and the "Equipments" section where each tank will be listed along with extensive details for a chosen Site.

The user may also access the tank listing by clicking on a specific site name, which is a direct link to that site's tank listing.



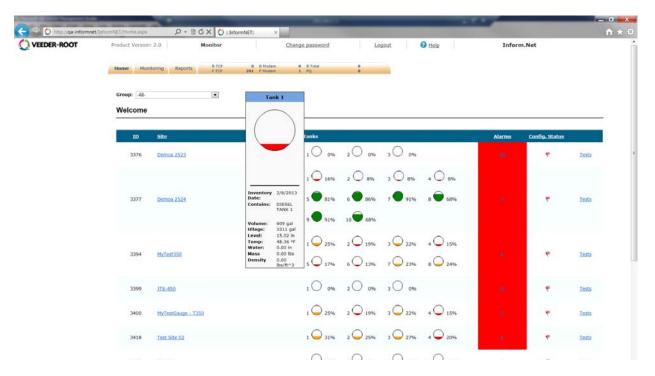


Figure 4. Tank Pop Up w/Data

### 3.3 DIRECT LINK TO ALARMS INFORMATION FROM HOME PAGE

The Home page displays the number of alarms within each Site. The Sites that do contain alarms are indicated by a red colored box.

To view extensive details of the alarm(s) at each Site, click on the number under the Alarms column. This is a direct link to the "Monitoring" tab and the "Alarms" section within that page for a chosen Site.

#### 3.4 DIRECT LINK TO TESTING INFORMATION FROM HOME PAGE

On the right hand side, there are direct links labeled as "Tests". To access testing data, simply click on this link and the User will be directed to the "Monitoring" tab and the "Testing" section within that page. The default landing page for the direct link is the Line Test page.

The User will be prompted to select a "Leak Detector Type" before any data is displayed.



# 4.0 MONITORING

The first thing the User will encounter in this page is a prompt for a specific:

- Group
- Site

In the "Home" tab, the data is already configured into specific groups so clicking on particular Tanks, Alarms, and Tests would direct the User to the "Monitoring" tab without being prompted.

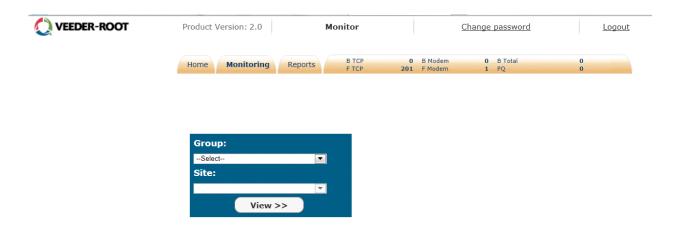


Figure 5. Monitoring Page

Once a Group and Site have been selected, the Monitoring page will display the "Equipments" section, which is the default landing page. This is also called the Site Summary.

Within each box, data for fuel type, Volume, Ullage, Level, Temperature, water level, Alarms, and Collection Date/Time are available for each tank.

This page is directly accessible by clicking on any tank within the same row from the Home page.



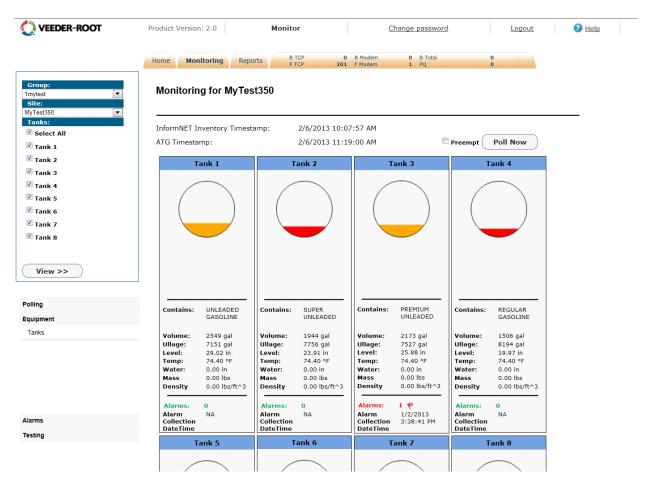


Figure 6. Site Summary

# 4.1 DISPLAY ONLY SPECIFIC TANKS

The User may narrow down the number of tanks they want the page to display or examine. To do this, the User must check the boxes of the tanks they want to display and then select the "View" button as shown below.



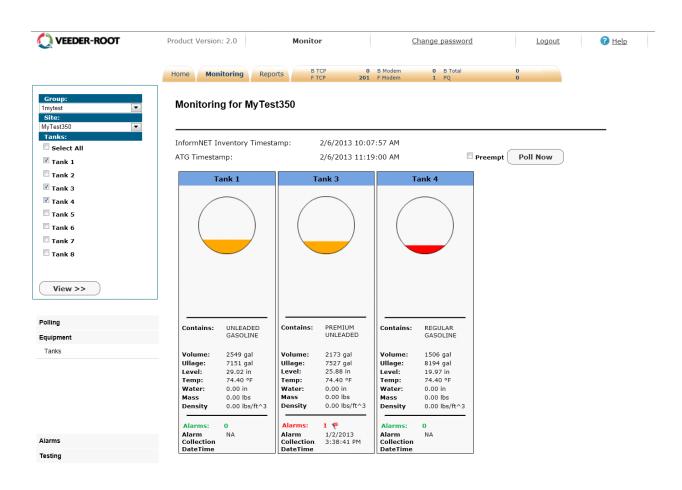


Figure 7. Display Specific Tanks Only

## 4.2 DISPLAY DETAILS OF A SINGLE TANK

To display a specific tank and its details, simply click on the desired tank and all the detailed information as well as the Inventory Polling History for that single tank will show.

To return to the main Tanks page, simply select the "Return" button located in the upper right hand corner of the page.





Figure 8. Display Details of Single Tank

#### 4.2.1 INVENTORY POLLING HISTORY

To view the inventory polling details of a specific time period, simply click on the desired date and time link and the information will update under Details.

#### 4.3 POLLING THE TANKS

To poll the tanks, the User will click on the "Poll Now" button located in the upper right hand corner of the page. This feature will gather current data from the gauge, which is comprised of Alarms, Inventory, and Deliveries.

The User may also narrow down the number of tanks to be polled. To do this, the User must check the boxes of the desired tanks, click "View", and then click the "Poll Now" button.

The User may check the "Preempt" box to place a higher priority task in the front of the queue.

#### 4.4 DISPLAY TANKS FROM A DIFFERENT GROUP/SITE

To display tank information of a different Group and a different Site, the User must use the drop down menus located in the upper left hand corner of the page and select a:



- Group
- Site

After selections are made, the User must select the tanks they want to display and then click on "View".

#### 4.5 ACCESS POLLING EVENT LOG

Under the "Polling" section, there is a link called "Event Log". By clicking this link, the User will be directed to the Event Log page in which prompts will appear. The User must select a specific:

- Site
- Event Code
- Date Range

The date range will be defaulted, but the User may change the date range accordingly if necessary.

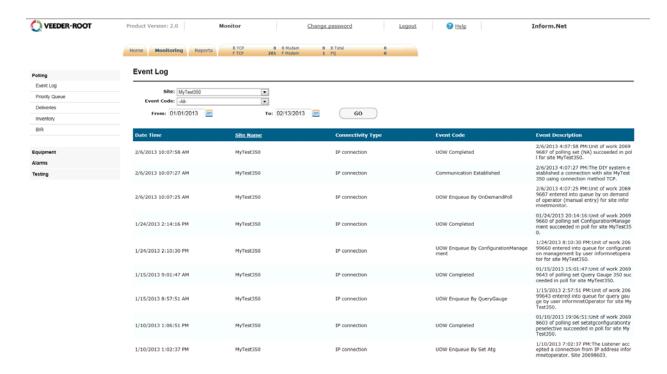


Figure 9. Polling Event Log

Once selections are made, a table containing data for Date Time, Event Code, and Event Description will display for examination.

Below is a table that displays a list of possible event codes and specific descriptions for each event code.



Event Code	Description
Communication Established	Successful communication and connection between the server and the gauge.
Communication Failed Modern Connected But No Response	Successful communication, but gauge did not respond to any commands.
Communication Failed Modern Errors	Miscellaneous errors due to unknown event (i.e. call dropped, static, etc.).
Communication Failed Modem Port In Use	Could not access modem because port in use at the time
Communication Failed No Answer	No pick up from gauge after 12 rings
Communication Failed No Dial Tone	Modem failed to connect with server
Communication Failed TCP Errors	Miscellaneous errors due to unknown event (i.e. loss of connection, garbage data, etc.).
Failed to Collect Gauge Configuration	Connection made and commands sent, but the data returned did not validate.
Gauge Update Failed Site Setup	Connection made and commands sent, but the setup information did not validate.
System Reset Failed	Reset command issue, but gauge did not respond.
UOW Cancelled	Individual polling task has been cancelled.
UOW Completed	Polling task successfully gathered data.
UOW Enqueue By Bulk Upload	List of sites have been inserted by bulk upload and have begun to process.
UOW Enqueue By On Demand Poll	The "Poll Now" event has been initialized.
UOW Enqueue By Query Gauge	Administrator has inserted site and initialized query of the site.
UOW Enqueue By Schedular	The polling set has been executed through a set schedule.
UOW Enqueue By Site Setup Operator	The operator configuration has been initialized.
UOW Expired	Polling task has exceeded its max age limit for a unit of work. In Global Settings, default is set at 10 days.
UOW Failed After Retries	Polling task has failed due to exceeding max service attempts (default at 3 attempts).
UOW Failed Command Not Accepted	Polling command not recognized by gauge.
UOW Failed Database Failure	Failed to write or update data into database.
UOW Failed Invalid Check Sum	Integrity of data cannot be validated.
UOW Failed Invalid Response	Invalid data from gauge (i.e. connecting at a different speed/rate)
UOW Preempted	Task with higher priority placed in front of polling task.
UOW Replaced	Identical polling task replaced and put at higher priority than original polling task.
UOW Reprioritized	Polling task set to a different priority level.
UOW Requested	Polling queue service requested task.

Figure 10. Polling Event Log List and Description



# 4.6 CHANGE POLLING PRIORITY QUEUE

Only the **Administrator User** has the ability to change polling queue priorities though the Operator User and other users may view the contents of the queue.

To view the polling queue priorities, the User must click on the "Priority Queue" link located under the "Polling" section. The User must then select a:

• Date range (defaulted)

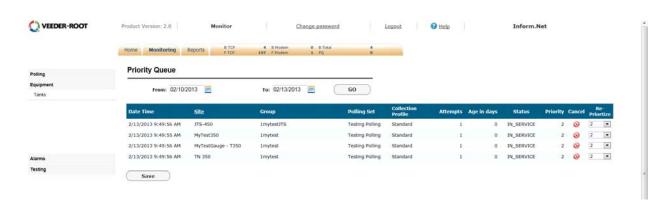


Figure 11. Priority Queue

#### 4.7 ACCESS POLLING DELIVERIES

To view the deliveries, the User must click on the "Deliveries" link located under the "Polling" section. The User will be prompted to select a:

- Tank (drop down menu)
- Date range (defaulted)



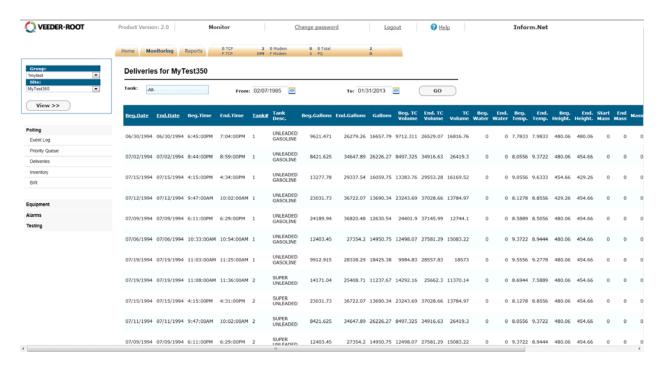


Figure 12. Polling Deliveries

#### 4.8 ACCESS POLLING INVENTORY

To view inventory, the User must click on the "Inventory" link located under the "Polling" section. The User will be prompted to select a:

- Tank (drop down menu)
- Date range (defaulted)

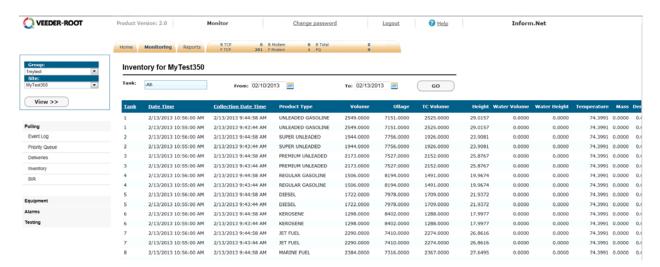


Figure 13. Polling Inventory



#### 4.9 ACCESS POLLING BIR

To view BIR data, the User must click on the "BIR" link located under the "Polling" section. The User must first select a:

Date range (defaulted)

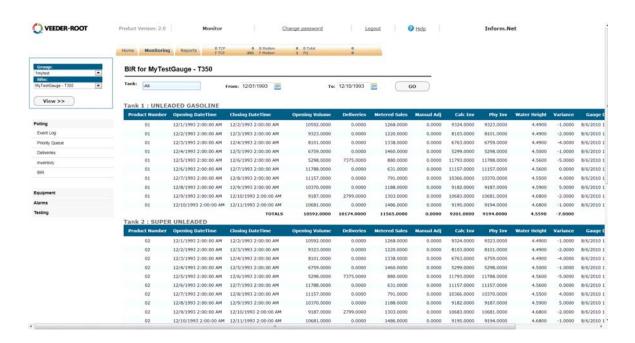


Figure 14. Polling BIR

# 4.10 DISPLAY DELIVERIES, INVENTORY & BIR FROM A DIFFERENT GROUP/SITE

To display Deliveries, Inventory, and/or BIR information of a different Group or a different Site, the User must use the drop down menus located in the upper left hand corner of the page and select a:

- Group
- Site

After selections are made, the User must click on "View". After selections are made, the User must click on "View". The User will be taken back to the default landing page (Equipment), so they will have to re-select the "Polling" tab to view one of these categories.

#### 4.11 ACCESS ACTIVE ALARMS

To view the active alarms for a site, the User must select the "Active Alarms" link located under the "Alarms" section.

After clicking on this link, a table containing data for Alarms Description, Type, Date Time, and Col-



lection Date Time will appear for examination. This page is directly accessible through the Alarms link provided in the Home page.

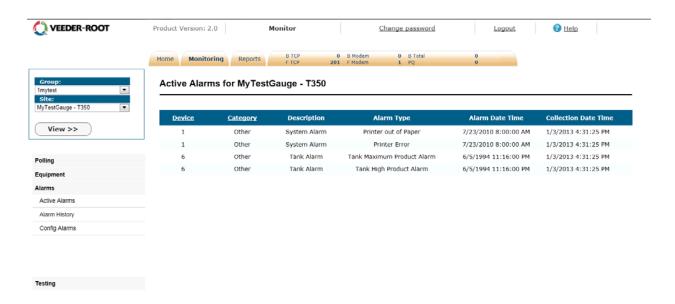


Figure 15. Active Alarms

### 4.12 ACCESS ALARM HISTORY

To view data for alarm history, the User must select the "Alarm History" link located under the "Alarms" section. The User will be prompted to select:

- Alarm Category (drop down menu)
- Date range (defaulted)

Data may be divided into multiple pages. If this is the case, there will be links at the bottom of the table to navigate from one page to the other.



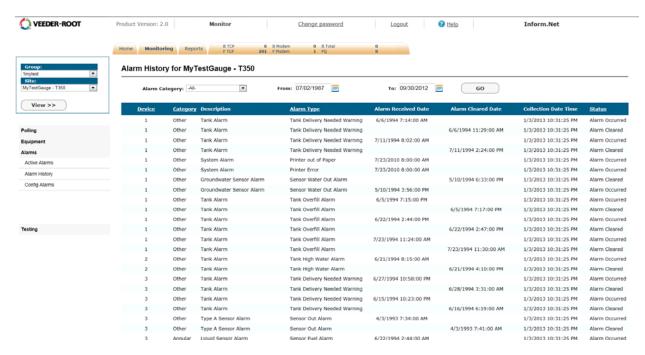


Figure 16. Alarm History

# 4.13 DISPLAY ACTIVE ALARMS & ALARM HISTORY FOR A DIFFERENT GROUP/ SITE

To display Active Alarms and Alarm History information of a different Group or a different Site, the User must use the drop down menus located in the upper left hand corner of the page and select a:

- Group
- Site

After selections are made, the User must click on "View". The User will be taken back to the default landing page (Equipment), so they will have to re-select the "Alarms" tab to view data concerning Alarms.

#### 4.14 ACCESS TANK HISTORY REPORT

To view the data for tank history, the User must select the "Tank History Report" link located under the "Testing" section. The User will be prompted to select a:

- Tank (drop down menu)
- Date range (defaulted)

Once selections are made, a table containing data for factors such as Leak Test Volume and Tank Leak Report Description will display for examination.



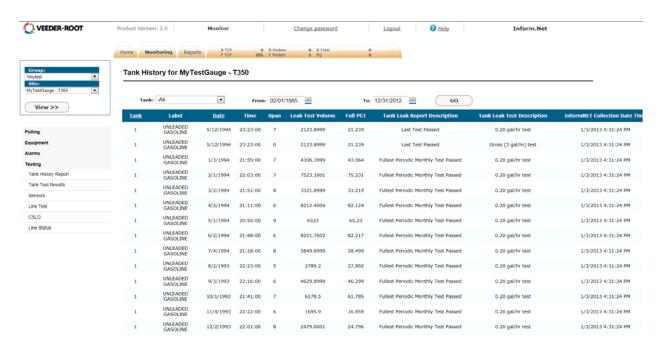


Figure 17. Tank History Report

# 4.15 ACCESS TANK TEST RESULTS

To view tank test results, the User must select the "Tank Test Results" link located under the "Testing" section. The User will be prompted to select a:

- Tank (drop down menu)
- Date range (defaulted)

Once selections are made, a table containing data for factors such as Tank Leak Test and Test Rate will display for examination.

Data may be divided into multiple pages. If this is the case, there will be links at the bottom of the table to navigate from one page to the other.



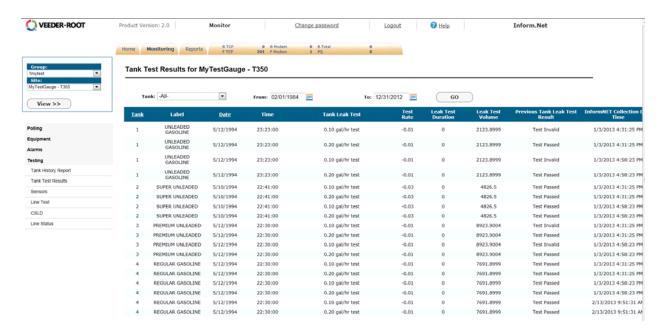


Figure 18. Tank Test Results

#### 4.16 ACCESS SENSORS

To view data for sensors, the User must select the "Sensors" link located under the "Testing" section. The User will be prompted to select a:

- Sensor Type (drop down menu)
- Date range (defaulted)

Once selections are made, a table containing data for factors such as Inform.NET Collection Time Date, Location, and Status will display for examination.



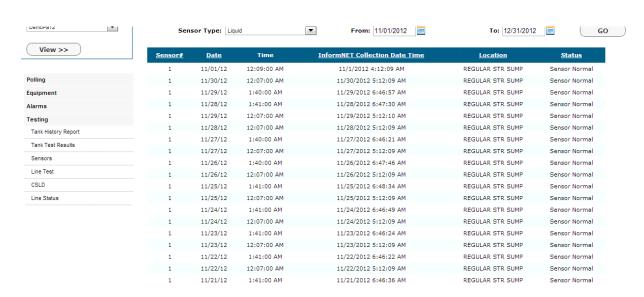


Figure 19. Sensors

#### 4.17 ACCESS LINE TEST

To view the Line Test data, the User must select the "Line Test" link located under the "Testing" section. The User will be prompted to select a:

- Leak Detector Type (drop down menu)
- Date range (defaulted).

Once selections are made, a table containing data for factors such as Inform.NET Collection Time Date, Threshold, and Compliance Excluded will display for examination.

This page is directly accessible through the "Tests" link provided in the Home page.



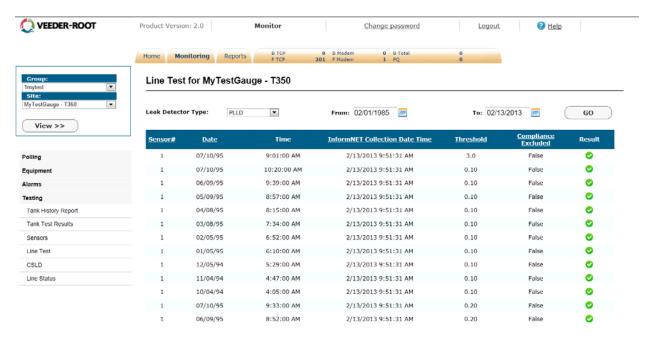


Figure 20. Line Test

# 4.18 ACCESS CSLD

To view data for CSLD, the User must select the "CSLD" link located under the "Testing" section. The User will be prompted to select a:

• Date range (defaulted)

Under the Results column, the User will see a green circle with a check or a red circle with an "X". The User may interpret these symbols as a Pass or Fail for each test, accordingly.



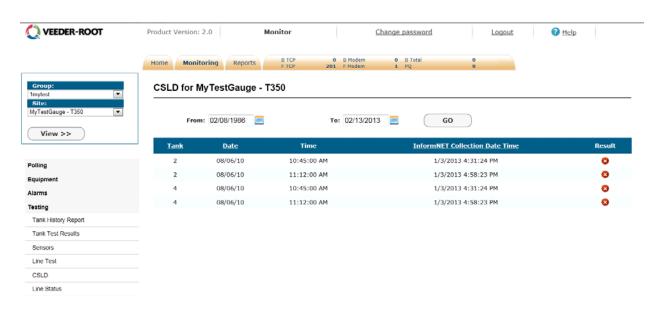


Figure 21. CSLD

# 4.19 ACCESS LINE STATUS

To view data for line status, the User must select the "Line Status" link located under the "Testing" section.

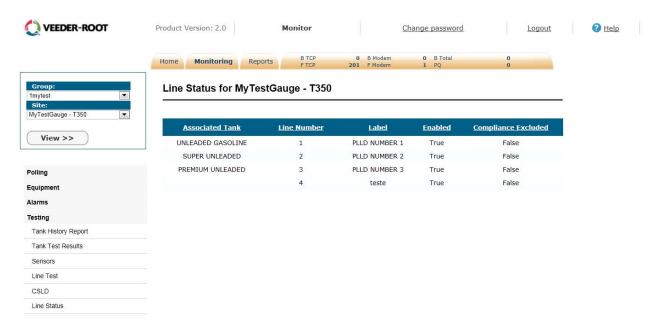


Figure 22. Line Status



# 4.20 DISPLAY TANK HISTORY REPORT, TANK TEST RESULTS, SENSORS, LINE TEST, CSLD AND LINE STATUS FOR A DIFFERENT GROUP/SITE

To display information of a different Group or a different Site, the User must use the drop down menus located in the upper left hand corner of the page to select a:

- Group
- Site

After selections are made, the User must click on "View". The User will be taken back to the default landing page (Equipment), so they will have to re-select the "Testing" tab to view one of these categories.



# 5.0 Configuration Management

This page is specifically designed for the Operator User. Only the Operator User may access this page after logging in and is primarily concerned with Site and gauge configuration.

The figure below is the default landing page for the "Configuration Management" tab.

To retrieve gauge data, simply choose the appropriate group that contains a site you wish to examine, then select the site by using the drop down menus on the left hand panel.

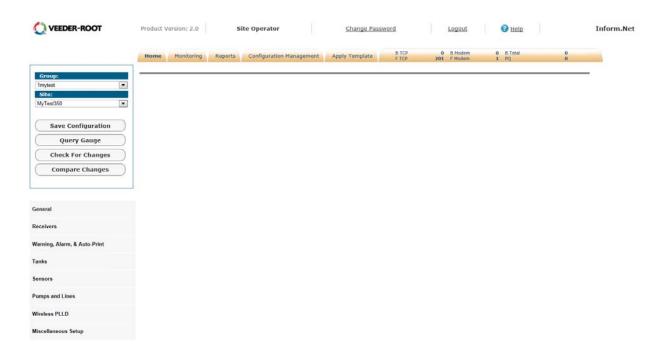


Figure 23. Configuration Management

### 5.1 SAVE CONFIGURATION

The button is used to save the configuration of the selected site. It will update all database values that were changed and persist them as the recorded values that should be for the site.

#### 5.2 QUERY GAUGE

The Query Gauge button will align data that is persisted in the database with what settings and configuration is set in the gauge. It will query the gauge and pull any configuration or setup data from the ATG.



#### 5.3 CHECK FOR CHANGES

The function of this button is to do a comparison with what is persisted as the database value with what is in the gauge. It will go and query the gauge and do the analysis of what was recorded previously in the system with what is currently setup in the gauge. It does not update the database, but rather generates "configuration alarms" or list of discrepancies between saved and actual values of the gauge.

# 5.4 COMPARE CHANGES

When the button is selected, the user will be asked, "Are you sure you want to SAVE the active gauge and COMPARE CHANGES?" If the user selects OK, all values that may have been adjusted for the site will be saved and updated in the database and then a comparison between those values and what is setup in the gauge will be performed.



Figure 24. Compare Changes

A new tab or window will then be open with a list of all items in yellow highlighting the differences.

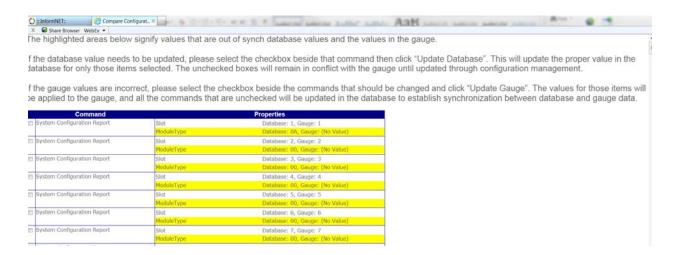


Figure 25. Compare Changes - Conflicts



The user can select any of these values by clicking on the checkbox beside the command. Once all of the items are selected, the user may either update the values in the database or in the gauge in order to align values in both places.

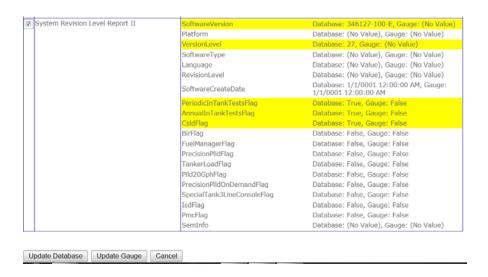


Figure 26. Compare Changes Update

The user will then be prompted to confirm that the changes selected will be applied.

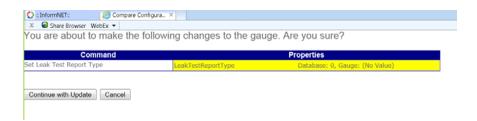


Figure 27. Update Confirmation

# 5.5 DATE / TIME

This tab allows the User to configure the date and time that is associated with the Site and the gauge. In addition, this tab contains data for Temperature and BIR Temperature Compensation.

To view this page, the User must select the "Date/Time tab" located within the "Site Setup" link.

#### 5.5.1 EDIT DATE/TIME

Under the Date/Time section, the User may select a particular date using the corresponding link



(Calendar). Data cannot be input manually.

The User may use the drop down menus to select the Date Format and the Time

Under the Daylight Saving Date and Time [DST] section, the User may enable the "Auto Daylight Savings" option. Checking this box will open up the option to specify a Start and End DST.

To edit Temperature and BIR Temp Compensation, simply enter a value in the data field and use the provided drop down menu accordingly.

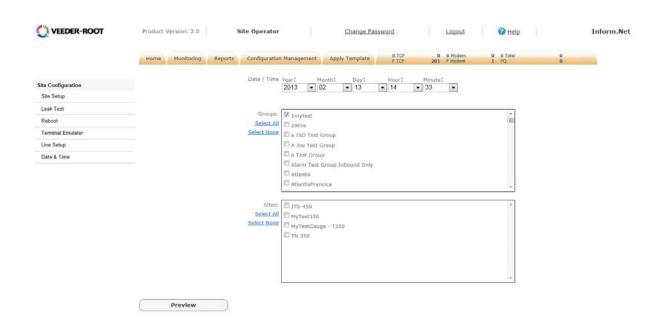


Figure 28. Date/Time

# 5.6 ACCESS TANK LIMIT

This tab allows the User to limit tank factors such as Max Volume, Overfill, Low Product, Leak, Sudden Loss, Water Warning, and Delivery for each available tank.

To view this page, the User must select the "Tank Limit" tab located within "Site Setup" link.

## 5.6.1 EDIT TANK LIMIT

To edit, simply select a specific tank using the drop down menu. The selection will pull up data for that particular tank. The User may modify the data within the data fields as applicable.

If the User wishes to enable the "Stick Height", simply check the corresponding box under the Stick Height section.





Figure 29. Tank Limit

#### 5.7 GAUGE CONFIGURATIONS

In the left-hand menu, each category of configurable items can be selected. Items under the category can be selected and those items altered within a form-based display.

#### 5.8 LEAK TEST

This page primarily focuses on the leak tests for each tank within a chosen Site.

This page is accessible by selecting the "Leak Test" link within the menu located on the left hand side.

To pull up data, the User must use the drop down menu located in the upper left hand corner and select a:

• Site

Once a selection is made, the User must hit the "Get Gauge Configuration" button.

Once the page loads, tabs will appear at the top of the page in which the User may choose to edit "All Tanks" or just a single tank.



To navigate to a specific tank, simply click on the corresponding tab. Within each tab, the User will have the option to edit the Duration, Leak Rate, and the Leak Test Method.

The data within the "All Tanks" tab will default to every tank unless the User manually changes the data within each tank.

#### 5.8.1 EDIT TANK LEAK TEST DATA

To edit the data within the tank tabs, the User must navigate into the appropriate tank tab. Within the selected tab, the User should select a Leak Test Method. Once selected, the options for Duration and Leak Rate will open up for editing.

Once the data has been modified, the User must hit the "Apply Changes to Gauge" button to successfully store the new data.

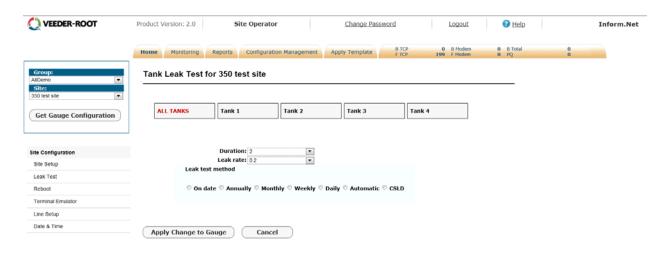


Figure 30. Tank Leak Test

#### 5.9 REBOOT

This page contains a single button called Reboot. Selecting this button will perform a remote reboot of the gauge for a given Site.

To view this page, the User must select the "Reboot" link within the menu located on the left hand side.

WARNING: This may disrupt pumping at the location!





Figure 31. Reboot

#### 5.10 TERMINAL EMULATOR

This functionality allows the User to connect to a select Site and enter into a "Chat with Gauge" session. This is a non-preemptable connection which provides a UI so the Operator may send any command to the gauge and receive text response from the gauge inside the terminal window.

To access this page, the User must select the "Terminal Emulator" link within the menu located on the left hand side.

Once the page loads, simply use the drop down menu located in the upper left hand corner and select a:

Site

Once a Site is selected, the User must hit the "Connect" button to gain access.

If the User wishes to log the session responses, they should check the corresponding box labeled "Log Session".

A data entry field called "Response" is available to display the responses received during the chat session. To clear the display, simply select the "Clear Screen" button.

#### 5.10.1 ADD/EDIT/SEND COMMANDS

Following the Response data field, there is a section for Commands. A drop down menu with a list of existing commands is available within this section.

The User many add a command by filling out the data fields provided under the Add/Edit Commands section. The User must hit the "Save" button in order to successfully store the new command.



To edit an existing command, simply use the drop down menu to select a command and then hit the "Edit Command" button. The data will transfer down into the Add/Edit Command section. The User may modify the data as necessary. Once the data is modified, the User must hit the "Save" button in order to successfully store the new data.

To send a particular command, simply use the drop down menu to select a command. Once selected, simply hit the "Send" button.

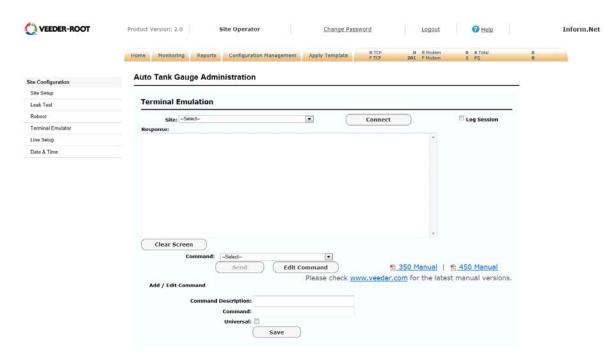


Figure 32. Terminal Emulation



#### 6.0 TEMPLATES

An operator user will also have the ability to select a "Template" tab at the top of the screen. This section is exclusively available to only "Operator" users. This section will allow users to not only specify and create a template of gauge values, but push those settings across multiple gauges simultaneously.

The Template tab itself is where the user will go to "Apply" the template to a site or sites, but to create or update a template, users will do this by selecting "Template" under the group section under the Configuration Management tab. The "Template" selection will ALWAYS be the first option available.



Figure 33. Template Menu

Upon selecting "Template" under the group section, the user will have an Option to "Create Template" or select an existing template that appears in the "Site" drop down menu.

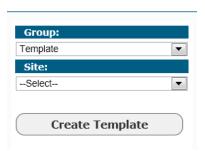


Figure 34. Create Template

After selecting "Create Template", the user will be prompted to name the template, to select ATG Manufacturer (currently only Veeder Root gauges are supported), and to select an ATG Model.



Users may also copy settings from an existing template by choosing "Copy from Template" and selecting the appropriate template from the drop down list.



Figure 35. Template Type

After a template is created, it will be available in the drop down menu under "Sites". The template now acts just like a regular gauge configuration. Users may adjust and setup any item available. For example, in the Tanks menu under Limits, users may setup a High Water Level Limit that they may want to standardize across all of their locations.



Figure 36. Template Layout

The user should then save the template by clicking on the "Save Configuration" button.

The next step is to "apply" this template to a gauge or gauges. This is done under the "Apply Template" tab. Users will need to select the desired template from the drop down menu at the top of the screen. Then the user will need to select a group or groups. All sites that are a members of the selected group that match the Template's ATG model type will then appear. Users may then choose a site or sites to push the template's settings.

Since a template can be comprised of several settings, the user will need to select which setting they want to apply. This allows all or partial settings from the template to be applied.



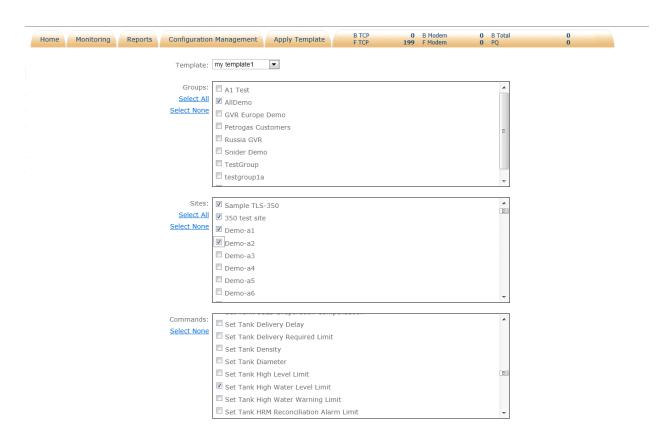


Figure 37. Applying Template

After completing the selection process, the user will select the "Preview" button at the bottom of the page. This will open a confirmation screen detailing all of the changes that are about to be applied to the selected gauges. In the image below, please notice that it reflects the "Before" and "After" values that will be applied. Once items are confirmed, users may either update the database or apply changes to the database and gauge.



Site: Demo-a1				
Command		Data Points		
Set Tank High Water Level Limit	TankNumber	1		
	HighWater	After: 3, Before: 2.5		
Set Tank High Water Level Limit	TankNumber	2		
	HighWater	After: 3, Before: 2.5		
Set Tank High Water Level Limit	TankNumber	3		
	HighWater	After: 3, Before: 3.6		
Set Tank High Water Level Limit	TankNumber	4		
	HighWater	After: 3, Before:		

Command		Data Points		
Set Tank High Water Level Limit	TankNumber	1		
	HighWater	After: 3, Before: 2.5		
Set Tank High Water Level Limit	TankNumber	2		
	HighWater	After: 3, Before: 2.5		
Set Tank High Water Level Limit	TankNumber	3		
	HighWater	After: 3, Before: 2.5		
Set Tank High Water Level Limit	TankNumber	4		
	HighWater	After: 3, Before:		
Apply to Database And Gau Cancel				

Figure 38. Template Confirmation



### 7.0 REPORTS

Every user has the ability to perform on demand reports. Under the "Reports" tab, users may select from a series of pre-made reports or they may click the link "Create New Report" to create a custom report.

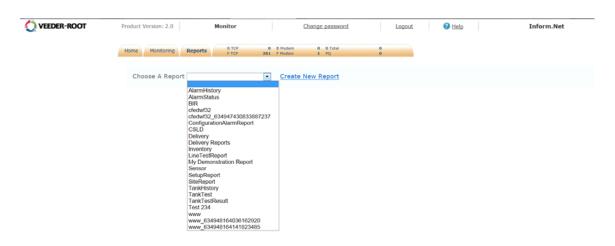


Figure 39. Reports Page

Once a report is selected, users can select date range, group, site or sites as well as other parameters based on the report selected.

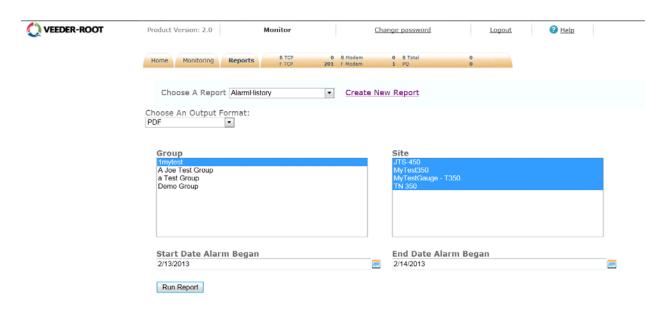


Figure 40. Report Filters



When creating a custom report, the report wizard will guide you through every step. The first step is to select the type of data you wish to be reported. Next define which columns the report should contain. Select which fields you wish to set search criteria against, then choose the method of sorting. All that is left is to name the report and then save.

The report will be visible as a pre-made report on the main Report tab.



Figure 41. Custom Reports



## 8.0 POLLING DASHBOARD

This page displays data for Resource Information, Busy Resources Information, and Polling Queue Information. Selecting the last tab will allow the User to access the Polling Dashboard as well as the listed information.

The User may hit the "Refresh" button to update the dashboard for the most current information.



Figure 42. Polling Dashboard Page



## 9.0 CHANGE PASSWORD

To change the password, the User must click on the "Change Password" link located at the upper right hand corner of the page.

This link can be accessed no matter what tab or page the User is in.

The User must hit the "Save" button in order to successfully store the new password.

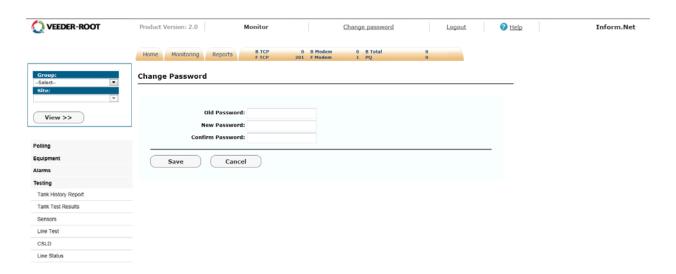


Figure 43. Change Password Page



# 10.0 GENERAL USAGE OF WIDGETS AND DATA ENTRY

Type	Function	Icon
Calendar	This feature is a link that will generate a pop up window that displays	
	a calendar with a monthly view when clicked on. The user may nav-	
	igate between months and select a specific date by using the pro-	
	vided dropdown menus at the top. User must click on a specific date	
	in order for the date to populate automatically.	
Sorter	This feature is a link in which specific headers are highlighted in blue	
	and underlined. Clicking on this link will allow the user to organize	Test
	the corresponding list in alphabetical, numerical, and/or reverse	1651
	order.	
Dropdown w/	This feature allows the user to choose more than one item in a drop-	
checkboxes	down menu. There are checkboxes available next to each item	
	within the dropdown, and the user simply has to check the box of	
	each desired item.	
Sliding Bar	This feature provides an automatic numerical value depending on	
	where the slider is located. The user may click on the slider and	
	drag it back and forth to input the desired numerical value. The cor-	
	responding text box will automatically populate once a value is	
	selected.	
Tank Icons	This feature is a link that allows the user to view a generalized sum-	
(Home page)	mary of a tank and/or navigate to the specified tanks page. If the	_
	user moves the cursor over a specific tank, a pop up window that dis-	$\bigcirc$
	plays tank details will generate automatically. If the user wishes to	
0. 0. 1	view the tanks page, they simply have to click on desired tank icon.	
Green Circle	This feature is an icon that will appear in the testing pages under the	
with Check	column titled "Results". This icon represents the particular test has	
Ded Circle	passed.	
Red Circle	This feature is an icon that will appear in the testing pages under the	×
with 'X'	column titled "Results". This icon represents the particular test has	
	failed.	

Figure 44. General Usage of Widgets and Data Entry



