

SETRA CEMS™ Software User Manual

Revision	Author	Date	Notes
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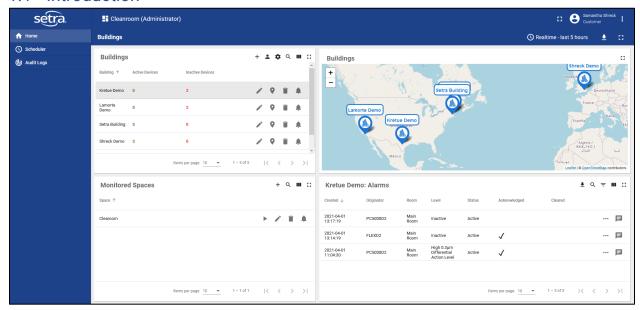
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1 Product Overview

1.1 Introduction



The Setra CEMS is a cloud-based, real-time environmental monitoring, alarming, reporting, and data collection system for critical spaces and cleanroom environments. The system consists of a data aggregator device called SetraEDGE. This collects data from various sensors and publishes the data to Setra CEMS for further visualization, analysis, and reporting.

The core of Setra CEMS is the database managed on AWS servers. The database handles the incoming data published by SetraEDGE and passes it through the rule engine to process the data for further actions such as alarm events and historical archives. For the end-user, AWS hosts a web server that can be accessed through commonly used web browsers. Through a web browser, users can log in securely to access real-time data, configure alarm thresholds and notification protocols, and export any data timestamped and archived for minimally 2 rolling years. Additionally, all data can be securely exported on a scheduled or as needed basis to permanent archives to support long term record retention period requirements.

Setra CEMS ensures data history is backed up, recognizes alarm conditions, and can automatically send alarm notifications to individuals wherever your facility is located. This flexible and scalable system allows many configuration options. You can set up the system with multiple users of different levels of responsibility, manage multiple alarm notification methods, display data for a wide range of parameters and accommodate customer reporting requirements. You can see one location to thousands at the click of a button because of the intuitive and simple interface.

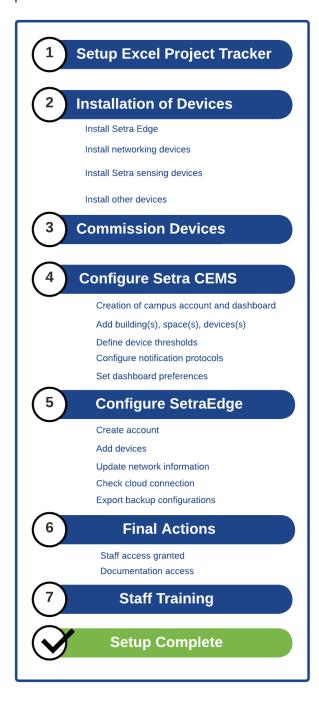
1.2 Additional Features

Depending on the options selected when CEMS was purchased, some features described in this User Manual may not be accessible to every dashboard. If you would like to upgrade the feature access, please contact our sales team.

2 Setup and Activation

Each Setra CEMS monitoring system is unique. Use the sample roadmap as a guide to help identify your specific facility requirements. This will help ensure an efficient and successful activation and configuration of the Setra CEMS components.

2.1 Sample Roadmap



3 Terminology

The table below provides a list of common terminology to describe different aspects of the CEMS platform:

Terminology	Definition
Customer Administrator	Administrative user that is held accountable for
	addition/deletion of campuses, campus
	administrators/users and overall monitoring
Campus	Facility being monitored
Campus Accounts	All account types or user groups (administrator or user)
Campus Administrator	User with administrative privileges
Campus User	User with viewing only or restricted privileges
Levels	Main menus when navigating through the portal such as
	Building, Space, Tile View, Device View and Device Details
Tiles/Tables	Contained panels on the different page levels that hold a set
	of information such as Building Tile, Alarms Table, Device
	Tile, etc.
Entity Types	Building, Spaces, Devices
Entity	Single row identifying a specific item from an entity type
	(buildings, spaces, devices)
Icon	Clickable representation of an action
Monitored Spaces	A floor in a building
Validated System	Facility that needs to execute an IQOQ for validators and
	certification
Alarm Delay	Used to minimize nuisance alarms and requires the
	measured parameter to be beyond the Alarm threshold for
	the time defined by the Alarm Delay. If the user wishes to
	have no delay, a value of zero seconds can be used.
Poll Rate	The ability to group data by time intervals within reporting

4 Icon Definitions

4.1 General

Icon	Name
	Smart Building Dashboard
F 3	Expand to Fullscreen
[]	
	Destits Ostricus
	Profile Settings
•	
_	Time a
	Time
(\(\)	

	Refresh
G	

4.2 Menu Bar

Icon	Name	Definition
A	Home	Main dashboard features with building, monitored spaces and device details
i	General	Information about CEMS software version and release
•	Users	All accounts pertaining to the dashboard
()	Report Scheduler	Ability to create automated reporting
Ó	Notification Scheduler	Ability to schedule entity notifications on/off Ability to schedule new device thresholds for certain periods of time
@	Audit Logs	Timestamped actions of all users against system
•	Calibration Tracking Tool	The ability to track calibration of devices
Ø	Report Validator	Validate reports taken off system from tampering
?	Help	Information about technical support
7	White Labeling	Ability to add company customization to dashboard

4.3 Overall Tile

Icon	Name	Definition	Location
	Search	Find information	Buildings Tile
Q			Monitored Spaces Tile
			Devices Tile
			Report Scheduler
			Audit Logs

	Columns to Display	Ability to only view	Buildings Tile
		information that is	Monitored Spaces Tile
		pertinent	Alarms Table
			Devices Tile
	Expand to Fullscreen	Enter Fullscreen to help	Buildings Tile
- 23		visualize all data	Map Tile
			Monitored Spaces Tile
			Alarms Table
			Devices Tile
			Floorplan Tile
			Device Parameters
			Graph
			Stacked Trend Graph
	Edit Time Window	Adjust time window to	Device Parameter Graph
U		view specific range of data	
	Export	Generate data from the	Alarms Table
#		CLOUD database into a	Devices Entity
_		viewable document for	Device Parameters
		local storage	Graph
			Stacked Trend Graph
			Audit Logs
			Calibration Tracking
			Tool

4.4 Entity

Icon	Name	Definition	Location
	Edit	Change information of an entity	Building Entity Floor Entity Device Entity
î	Delete	Remove an entity	Building Entity Floor Entity Device Entity
Ů.	Alarm Notification Recipients	Register for alarms/alert notifications	Building Entity Floor Entity
9	Edit Location	Adjust location of an entity	Building Entity Floor Entity Device Entity
•	Navigate to Details	Proceeds to the next window	Floor Entity Device Entity

4.5 Unique

Icon Name Definition Location

<u>-</u>	Alarm Filter	The ability to filter different alarm statuses to visualize different stages of notifications	Alarms Table
\$	Alarms Level Configuration	The ability to set escalation protocol time intervals	Building Tile
\$	Threshold Configuration	The ability to set low and high warnings and alarms specific to devices and their parameters	Device Entity
	Sessions	The ability to perform electronic signatures for a subset of data	Device Entity
***	Details	More information on entity	Alarm Entity
E	Comments	View all comments made by any user with timestamps	Alarm Entity Audit Log Entity
~	Parameter Details	Enlarge parameter graph for more details	Device Parameter Graph
	Clone Device	The ability to copy device if similar information is present	Device Entity
≡	List View	Information viewed in list format	Report Scheduler
Ē	Calendar View	Information viewed in calendar format	Report Scheduler
\$	Calibration Tracking Notification Configuration	The ability to set calibration notification cadence	Calibration Tracking Tool
	Halo Dot	The visualization of a device on a floor plan	Monitored Space View

Ø	Pop-Ups (Show)	The ability to hide or show notification pop-ups	Alarm Entity
	Compare Devices	The ability to compare devices	Buildings Tile Building Entity Devices Tile
\$	Reasons Pre-Configuration	The ability to preconfigure reasons for notifications	Alarms Table Audit Logs
/	Edit	The ability to resize tiles/tables on dashboard (unique to each user)	Every dashboard menu (lower right corner)
	Unacknowledged	The unacknowledged status of a notification	Alarm Entity
	Acknowledged	The acknowledged status of a notification	Alarm Entity

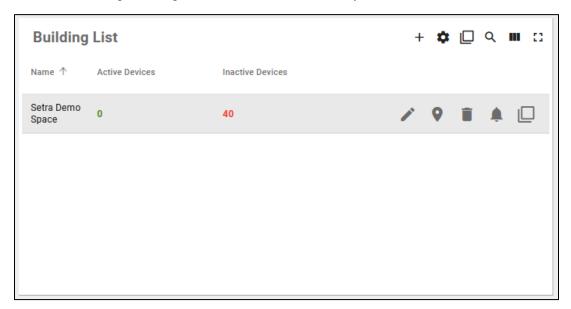
5 Home

5.1 Building Level

The Building Level is a snapshot of any building's mapped location, floors and alarms tied to this campus.

5.1.1 Buildings Tile

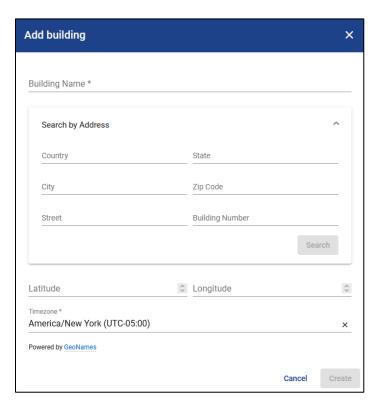
This is a list of existing buildings associated with this campus.



5.1.1.1 Create or Delete Building

To create a new building click the plus icon above the building list and enter the following information:

- Building Name
- Location by Address or Latitude/Longitude
- Time zone



To delete a building click the trach icon in line with the building name. **This is permanent and not recoverable.**

5.1.1.2 Edit Building

To edit a building click the pencil icon in line with the building name. The following fields can be adjusted:

- Building Name
- Location by Address or Latitude/Longitude
- Time zone

5.1.1.3 Edit Building Location

To move the location of the building through the map feature using two ways: click the pencil to edit the building which will bring up an edit building pop-up or click the location tag to edit the building location using drag and drop from the map.



5.1.2 Monitored Spaces Tile

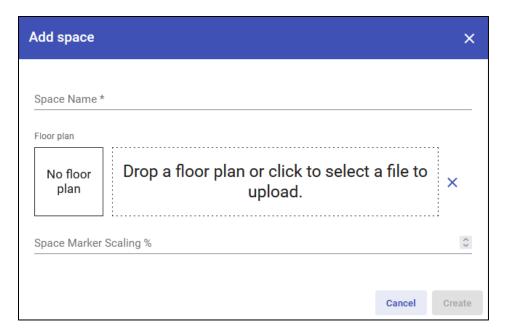
A list of the monitored spaces that contain the devices in a building.



5.1.2.1 Create or Delete Monitored Space

To create a new monitored space, click the plus icon above the monitored spaces list and enter the following information:

- Space Name
- Floor plan (image files only)
- Space Marker Scaling %



The ability to delete any monitored space is done by clicking the trash icon in line with the space name. **This is permanent and not recoverable.**

5.1.2.2 Edit Monitored Space

To edit a monitored space, click the pencil icon in line with the monitored space name. The following fields can be adjusted:

- Space Name
- Floor Plan
- Space Marker Scaling %

5.1.2.3 Space Marker Scaling %

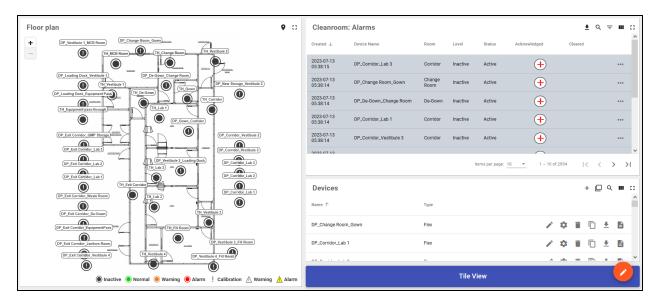
This feature is the ability to resize halo dots on the floor plan view at the monitored space level.

5.2 Monitored Space Level

The Monitored Space Level is a snapshot of a selected floor's devices, alarms, and floor plan.

5.2.1 Floor Plan View

View the selected monitored space in Floor plan view which includes the device tile and alarm title for that specific space.



5.2.1.1 Floor Plan

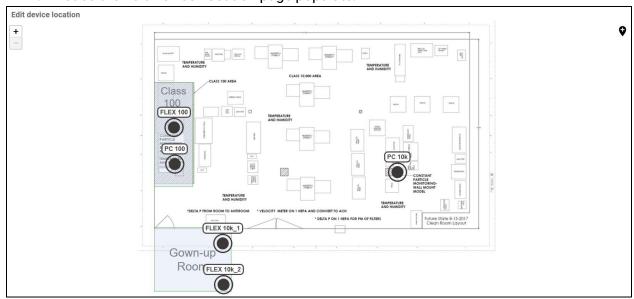
Dynamic image of space with visual representation of devices.



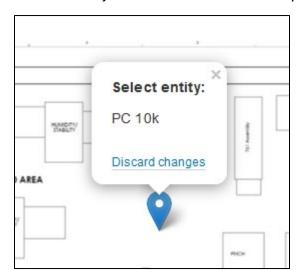
5.2.1.1.1 Edit Device Location

1. Click the location mark icon on the top right of the floor plan.

2. Notice the Edit Device Location page populate.



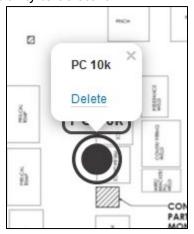
- 3. To add a device to the floor plan, drag and drop the device location marker on the right of the page with the plus sign inside it.
 - a. Once placed in the correct spot, notice a list to select the entity associated with that location. This will only show devices available not placed on floor plan yet.



- b. The marker will turn into a halo dot with the device name on top
- c. If entity is not selected from list, notice the marker will turn blue



d. If you would like to delete a device, click on existing halo dot and a pop-up will generate with the ability to delete it



e. Once satisfied with placements, the device placements will autosave and you can navigate back to Floor Level using the Navigation menu on top

5.2.1.2 Legend

1. Notice the legend on the floor plan to help define the color representation of halo dots



2. When hovering over the legend, a tooltip will give further explanation of color representation meaning

Inactive: The device has not been communicating data for a user defined period of

Normal: Device parameter(s) are within user defined thresholds.

Warning: Device parameter(s) have exceeded the user defined warning limits. Often serves as a precautionary threshold.

Alarm: Device parameter(s) have exceeded the user defined warnings. Consider the most severe alarm.

Calibration: Indicates device calibration is approaching expiration or expired.

Warning: Indicates the specific device parameter that is in warning status.

Alarm: Indicates the specific device parameter that is in alarm status.

5.2.1.3 Devices Table

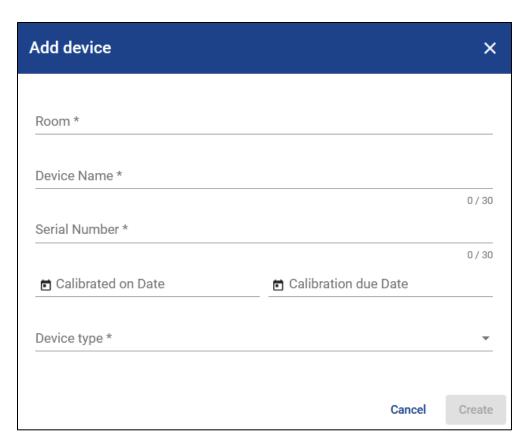
A list of the devices in a monitored space.



5.2.1.3.1 Create or Delete Device

To create a new device, click the plus icon above the device list and enter the following information:

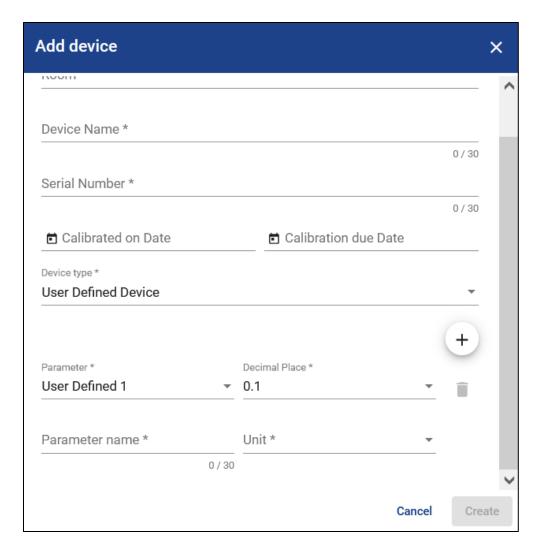
- Room Name
- Device Name
- Serial Number (unique for each device)
- Calibrated on Date
- Calibration due Date
- Device Type



Once device type is selected, you will be able to fill in parameter details which follow:

- Parameter Type (User Defined or Pre-configured depending on device)
- Parameter Name (User defined or pre-defined depending on device type selected)
- Decimal Place
- Unit

You can only add up to 25 parameters per device.



The ability to delete any monitored space is done by clicking the trash icon in line with the space name. **This is permanent and not recoverable.**

5.2.1.3.2 Edit Device

To edit a device, click the pencil icon in line with the device name. The following fields can be adjusted:

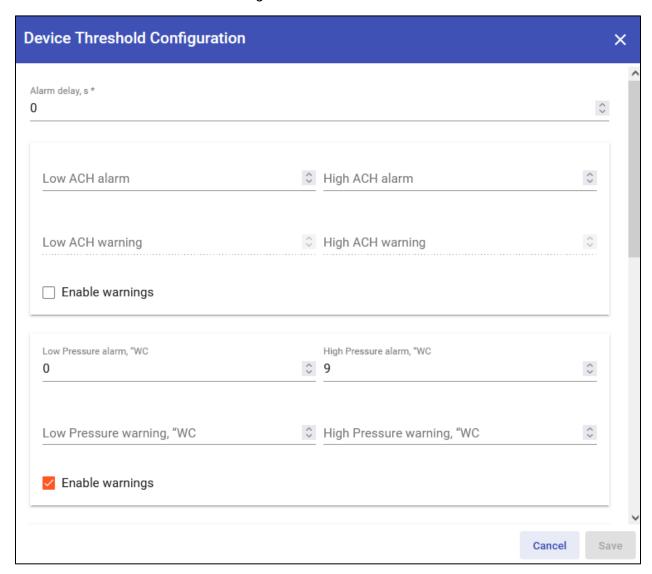
- Room Name
- Device Name
- Serial Number
- Calibrated on Date
- Calibration due Date
- Device Type
- Parameter Details

5.2.1.3.3 Device Thresholds Configuration

The ability to setup device threshold levels for each parameter by clicking cog icon in line with the device name:

- Alarm delay This is in seconds
- Alarm Low and High
- Warning Low and High

You will need to enable use of warnings if desired for site.

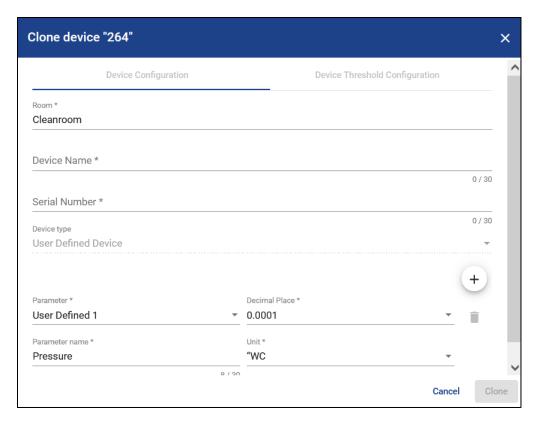


5.2.1.3.4 Clone Device

The ability to clone an existing device by clicking the shadowed box icon in line of device name.

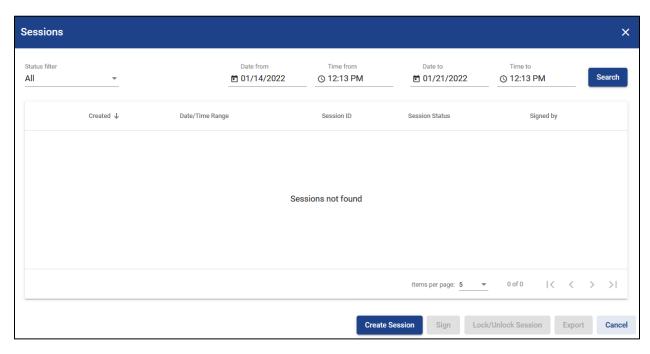
The information below is cloned:

- Room
- Device Type
- Parameter Details
- Device Threshold Configurations

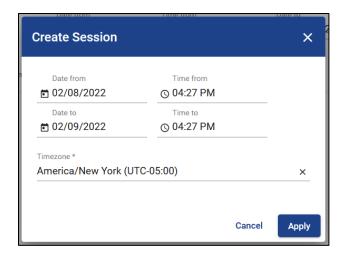


5.2.1.3.5 Sessions

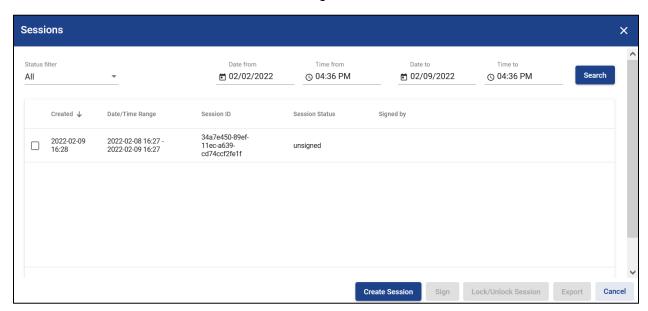
The ability to generate electronic signatures with timestamps for a subset of data by clicking the document icon in line with a device name.



To add a session, click create session. A dialog will pop-up prompt for a specific range of time and time zone to verify and approve a subset of data.

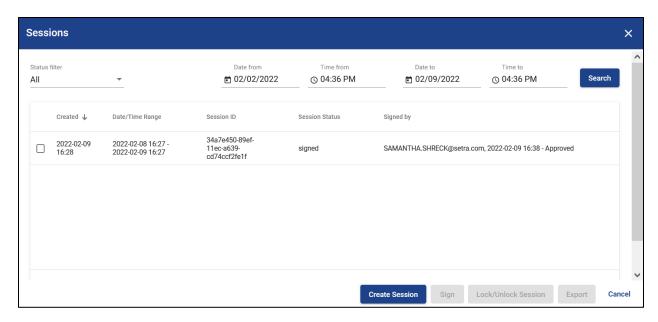


Once a session is created for a certain time range, a session ID is created.



During verification of this information for the signature, you will be prompted to give a reason for the signature. The list below are the preset reasons for the signature:

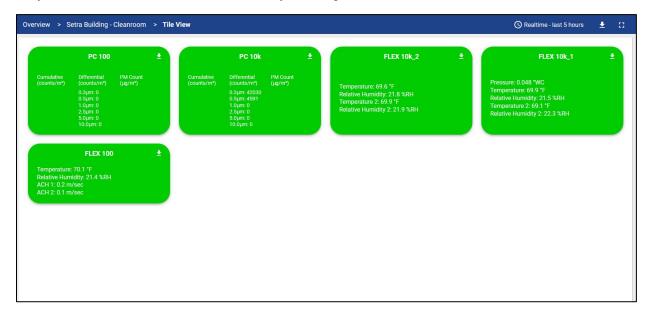
- Authored
- Approved
- Reviewed
- Authorized
- Customize reason



The session can be signed, locked/unlocked as well as exported. The session can be exported as telemetry data into either PDF or DOCX with the option to include alarm data and/or audit logs.

5.2.2 Tile View

View the selected monitored space in Tile view which shows all devices and parameters in an easy to see overview. This can be done by clicking the tile view button below the device list.



5.3 Device Level

From a monitored space level, you can click on a device from the floor plan or a device from the devices list to navigate to the device specific graphs.

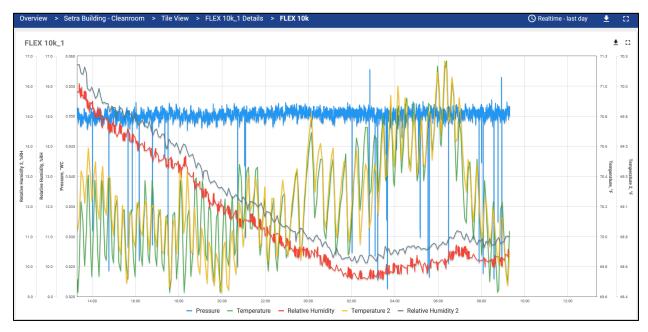
5.3.1 Device Parameters Graph

Individual parameter graphs for a selected device are shown below which can be enlarged or exported.



5.3.2 Device Stacked Trend Graph

From the individual device parameters graphs, you can click the button labeled Stacked Trend Graph to navigate to it. There you can enlarge or export the data.



The ability to click on any parameter listed below the graph to disable viewing it compared to other parameters. Parameters that have the same units will show on a common y axis.

5.3.3 Edit Graphs



All graph types can be edited using the time window function for the viewed data in real time or historically.

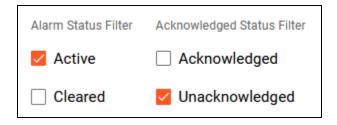
Another feature is clicking and dragging on any graph to show a specific period and see that subset of data.

5.4 Alarms Tile

Alarms tiles show all alarms in a selected building or a selected monitored space.



5.4.1 Alarm Filter



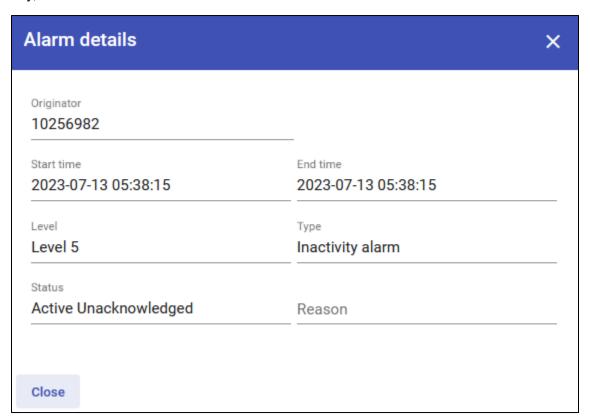
The ability to view select alarms states and acknowledge status on the alarm tiles by clicking the filter icon:

- Alarm Status: Active or Cleared
- Acknowledge Status: Acknowledged or Unacknowledged

By default, active and unacknowledged statuses are selected and can be updated. It will reset upon new session or navigating around the dashboard into different menus.

5.4.2 Details

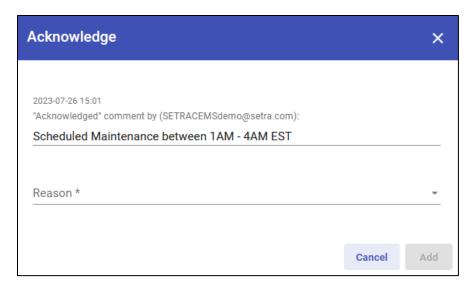
Clicking the three horizontal dots icon will bring up the alarm details. This gives you a better look into the data recorded and what triggered the notification such as created time, originator, severity, and more.



5.4.3 Acknowledged

A reason can be added by clicking the red plus icon in line with the alarm entity. This enables the user to enter text or select a preconfigured reason for notification. It also enables the user to acknowledge the notification by sharing the action taken in response or important information for auditing, compliance, and reporting.

The details of the reason will be recorded and included in the reports (reason, user's name, time, and date).



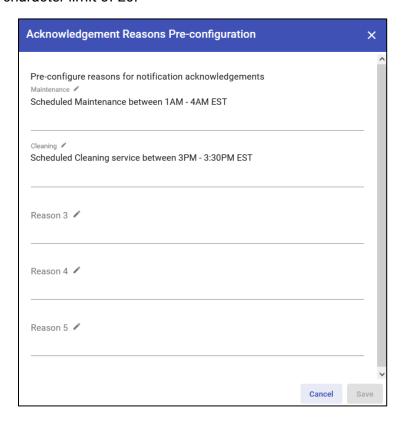
In addition, when a notification is acknowledged, the reason is also recorded for reporting and viewing. You have up to 3 reasons to add.

Once acknowledged, the Acknowledged column will change to a green check mark.

5.4.4 Reasons Pre-configuration

This feature gives the ability to preconfigure up to 5 different reasons for acknowledging notifications.

Each reason can be given a title. Each reason needs a description or details. All reasons need to have a minimum character limit of 20.

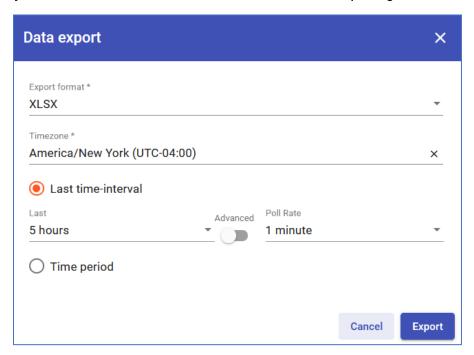


5.4.5 Show Pop Ups

Click the icon that is a square with an arrow inside. For notification pop-up feature, you can reshow pop-ups from the alarms table if temporarily hiding them.

5.5 Export

Anywhere in Setra CEMS you see the downward arrow icon, you can export that data in certain formats, in any defined time zone, custom time frame and rate of polling.



5.5.1 Type

Setra CEMS can export

- Telemetry Data
- Alarm
- Audit Logs
- Calibration Tracking Report

5.5.2 Formats

Reports can be generated into different formats for any type of data selected:

Format	Data Type	
XLSX/CSV	Telemetry Data (can include Audit Logs/Alarms Data)	
PDF/DOCX	Alarms	
	Audit Logs	

6 Notifications

6.1 Types

6.1.1 Alarm

Device parameter(s) have exceeded the user defined alarm threshold limits. This is the most severe alarm.

6.1.2 Warning

Device parameter(s) have exceeded the user defined warning threshold limits. This serves as a caution to prevent and act against changes in environmental conditions.

6.1.3 Calibration

This indicates calibration of a device is approaching expiration or has expired.

6.2 Protocols

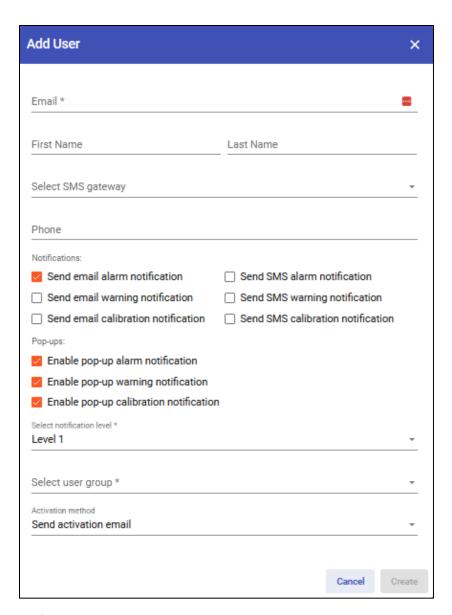
You may receive an alarm, warning, or calibration notification in a variety of ways, depending on how the campus users and administrators have configured their individual accounts:

- Email: Receive notifications if device threshold configurations are met or exceeded
- SMS: Receive notifications from a preset list of SMS gateways if device threshold configurations are met or exceeded
- Pop-Ups: Receive notifications on dashboard if device threshold configurations are met or exceeded

6.3 How to Receive Notifications/Pop-Ups

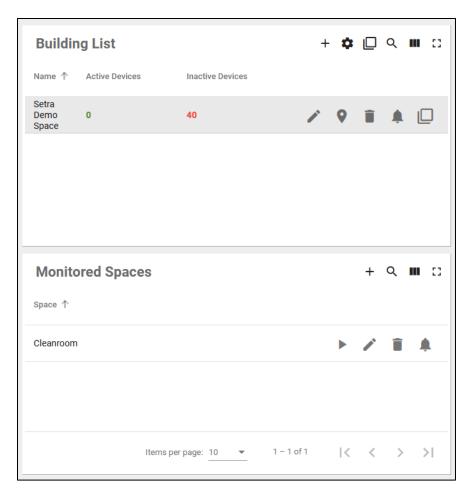
6.3.1 Sign Up

Under the Users Menu, with any new or existing accounts, you can sign up for different types of alarms as well as notification types (email, SMS, and/or pop-ups).



6.3.2 Alarm Notification Recipients

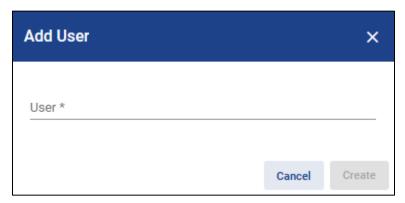
For any building entity or monitored space entity, there is a bell icon. This is the Alarm Notification Recipients tool.



With scalability and multiple site locations in mind, staff that work in certain buildings or specific spaces can register to that specific area. You will only receive alarms when registered for a building or space. If a user is registered to receive alarm notification for a building, that user will receive notifications for any alarms in all the Monitored Spaces associated with that building.



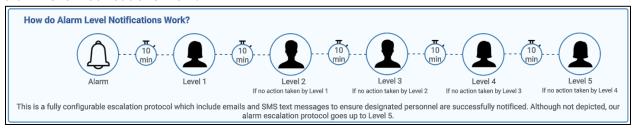
To add an account to that area, notice the plus icon. Once clicked, the below pop-up dialog will display that contains a drop-down menu of all campus accounts.



Keep in mind that if you register for a building, you will receive all notifications for that building which includes all monitored spaces within. However, if you register for a specific monitored space, you will only receive alarms for that space.

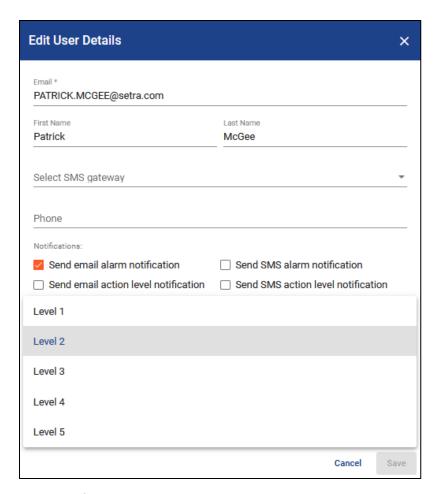
6.4 Escalation Protocol

The Alarm Escalation Protocol gives you the option to stagger alarm notifications to your staff depending on standard workflow procedures. It is like an army or a line of defense. Level 1 are the first responders - the first to act. Level 5 would be the highest level (e.g., chief surgeon) who isn't likely involved with that monitored space on a day to day. Below is an example of how alarm level notifications work.



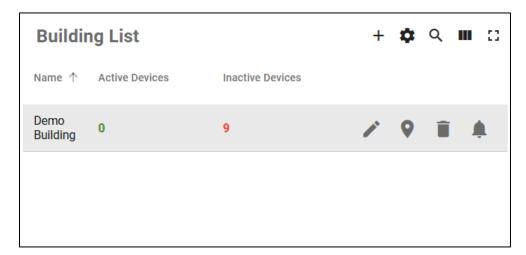
6.4.1 Setting up Notification Levels

Under the Users Menu, with any new or existing accounts, you can select which notification level you want to be. There are up to 5 levels to choose from. The default level is 1. The levels are designated for the entire dashboard.



6.4.2 Alarms Level Configuration

On the Building Tile, there is a cog icon. This is the Alarm Level Configuration tool.



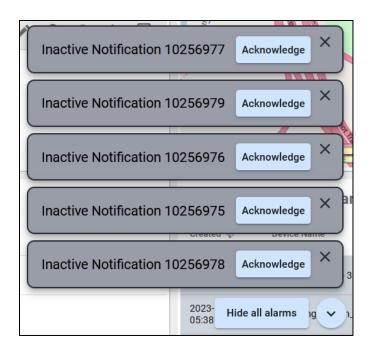
Once clicked, the below pop-up dialog will display. This is the time delay between the escalation levels.

By default, no interval times have been entered. **Until intervals are set up, this feature will not work.** If alarm delays are setup at the device thresholds and you would like to ensure notifications are sent right after alarm delays are met, make sure alarm level 1 is set to 0.



6.5 Pop Ups

As thresholds are exceeded or devices become inactive and you are within the dashboard, notification pop-ups are a great way to bring more attention to what is going on at your facility. From the pop-up, you are able to see all notification and acknowledge them.



6.5.1 Acknowledge

If the Acknowledge button is pressed, notification details will show. From this, you can acknowledge the notification. See section 5.4.3 to learn how to acknowledge notifications.



6.5.2 Hide All Alarms

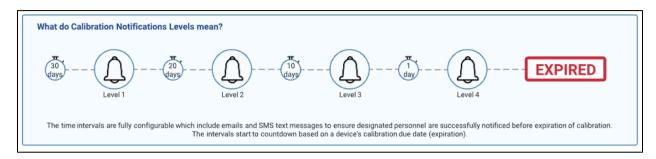
Click the Hide all alarms button. For notification pop-up feature, you can hide pop-ups temporarily. See section 5.4.5 to learn how to reshow the pop-ups if temporarily hidden.

6.5.3 Other Actions

- X icon: Hide individual alarm entity
- Downward Arrow Icon: Show more alarm entities

6.6 Calibration Tracking Tool

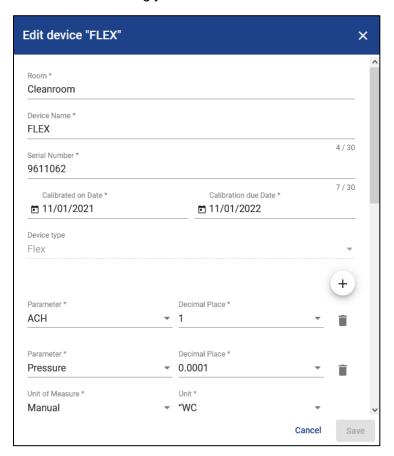
Calibration Tracking Tool gives you the option to stagger multiple notifications to your staff before calibration expiration of a device. Below is an example of how calibration notification levels work.



6.6.1 Calibration Tracking Notification Device Setup

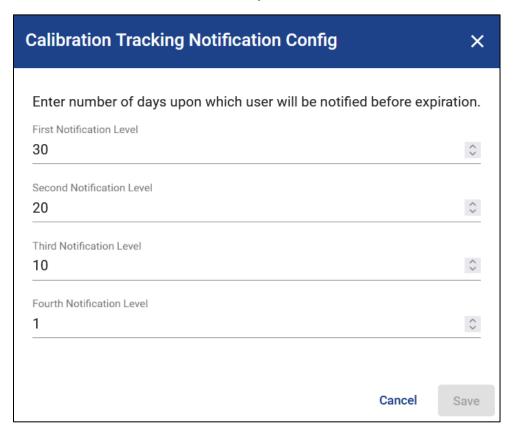
For each device on the device tile under a monitored space level, click the pencil icon for the individual entity which edits the device.

From there, you can add a calibration start date and calibration due date. Once entered, this information will feed into the calibration tracking to and if signed up for these types of notifications, will receive them accordingly.



6.6.2 Calibration Notification Level Configuration

Under Calibration tracking tool, there is a cog icon. Once clicked, the below pop-up dialog will display with the default values. You can enter in your own set intervals.



6.7 Alarm Flow Chart

The following is an example of how warnings and alarm events will perform based on the following device threshold configurations:

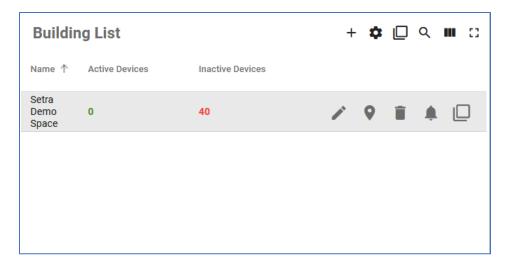
Example Device Threshold Configuration							
Alarm Delay (in seconds)		10					
Low Alarm	20	High Alarm	90				
Low Warning	30	High Warning	80				

^{*}All configured device thresholds will be immediately added to the graphical view for both stacked trend and device parameter graphs.

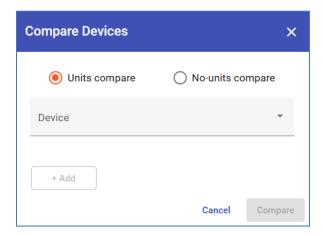


6.8 Compare Devices

This feature gives the ability to compare devices from different buildings or within a building or within a monitored space. The compare icon is located on the building tile, building entities and the device tile.

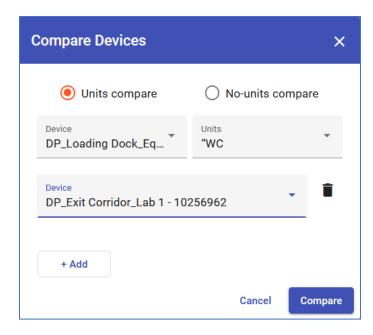


Once the icon is clicked, compare devices menu will show. The radio toggles are if the devices you want to compare have units associated or not within the system.



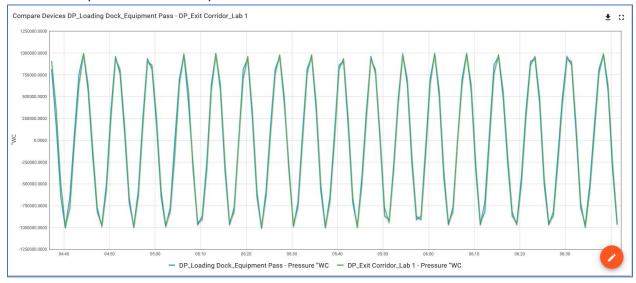
The dropdown menu shows all devices within all buildings, a specific building entity, or a specific monitored space. Once a device is selected, the dropdown for units will show. You can select multiple unit types for comparison.

After adding the initial device, you can continue adding other devices for comparison that have similar units associated with them.



When done generating a list of devices to compare, click Compare button.

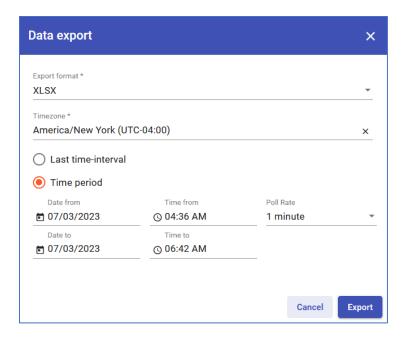
6.8.1 Compare Devices Graph



The graph for comparing devices will show common y-axes for similar unit types.

6.8.2 Compare Devices Export

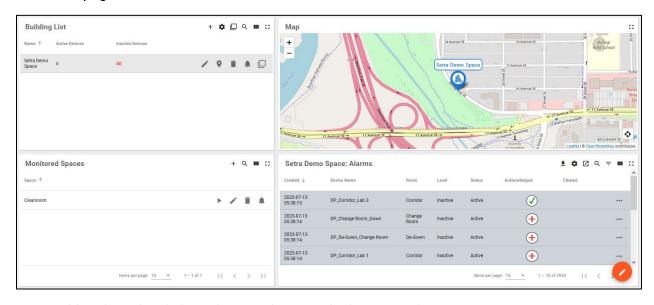
The ability to export compare devices into any reporting format. It will generate a zip file of all associated devices if creating XLSX/CSV.



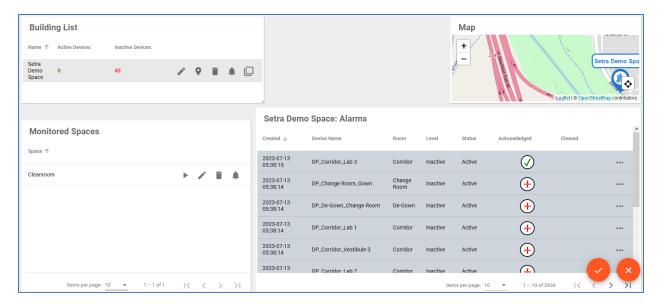
6.9 Edit Dashboard

Editing the dashboard is a feature that allows the user to customize the tiles. This is an individual account specific feature.

This feature only allows changes to tiles on that page. You cannot move tiles to other locations, menus, or pages on dashboard.



You enable editing by clicking the pencil icon in the bottom right corner.



You can then move around and resize the tiles for that page. Accept the changes by clicking the checkmark on the bottom right corner. If declining changes, click the x on the bottom right corner.

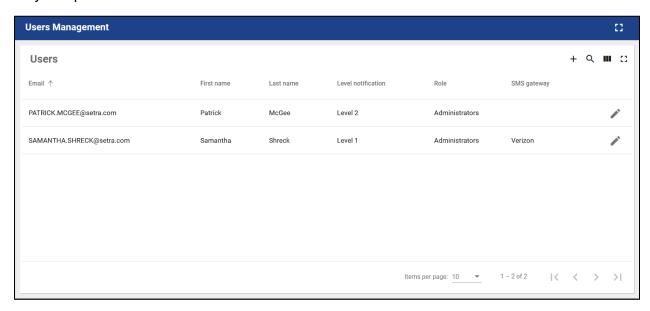
7 General

This menu includes:

- CEMS Version
- Last Updated
- Release Notes for Current Version
- Date IQOQ Performed (editable field for your input)

8 Users

Only campus administrators can add or edit users.

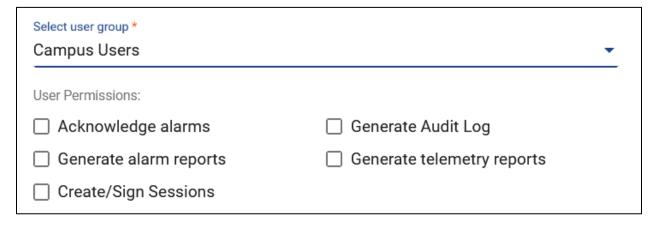


8.1 Roles and Permissions

The most basic permission level only allows for viewing the dashboard. High permission levels allow performance of different actions in the dashboard.

Role	Actions Allowed
Campus Administrator	View, create, edit, delete entities
	Add, edit, and give permissions to campus user roles
	Configure notification escalation protocols and device
	threshold configuration, acknowledge alarms
	Sign offs
	Generate reports for telemetry data, audit logs, alarm reports
Campus Users	View Only: Most basic role with only viewing permissions of
	the dashboard.
	Privileged: Depending on permissions authorized by a campus
	administrator, can perform the following:
	Acknowledge alarms, generate audit logs, generate alarm
	reports, and generate telemetry reports

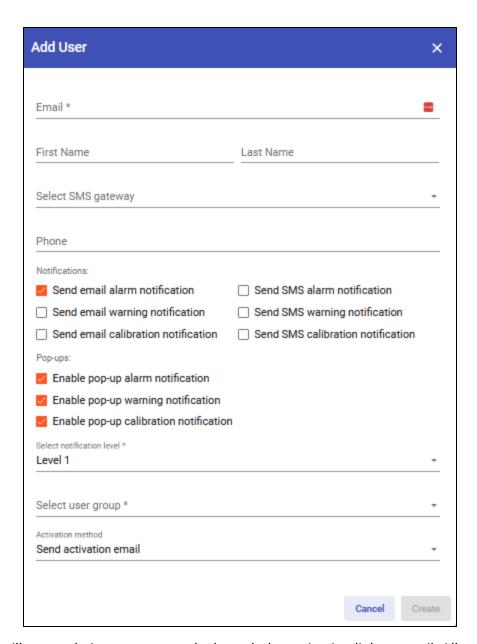
Below shows campus user privileges from the software that can be given.



8.2 Add User

To create a new user, click the plus icon above the user names list and enter the following information:

- Email (required and case sensitive)
- First and Last Name (optional)
- Phone Number and SMS Gateway (optional)
- Notifications
- Pop-ups
- Notification Level: 1 5 (required)
- User Group: Campus Administrator or Campus User (required)
- Activation Method: Display activation link or send activation email (required)



New users will set up their own passwords through the activation link or email. All accounts are registered with emails.

8.3 Edit User

To edit a user by clicking the pencil icon in line with the user's name. The following fields can be adjusted:

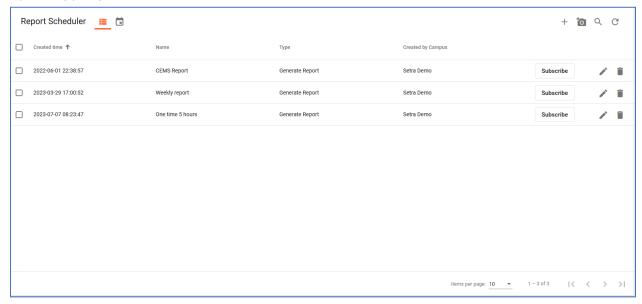
- Email (required)
- First and Last Name (optional)
- Phone Number and SMS Gateway (optional)
- Notifications
- Pop-ups
- Notification Level: 1 5 (required)

- User Group: Campus Administrator or Campus User (required)
- Activation Method: Display activation link (pop up link to finalize new account setup right there) or send activation email (email sent to new user to create finalize setup) (required)

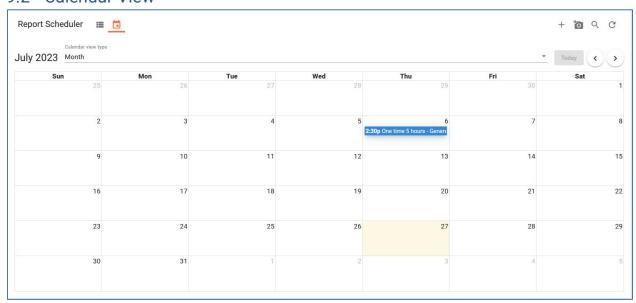
9 Report Scheduler

Two views are available in the report scheduler and can be selected by clicking either the List view or Calendar view icon. When a report is scheduled and configured, the report will be emailed to the user who created the scheduled report.

9.1 List View



9.2 Calendar View

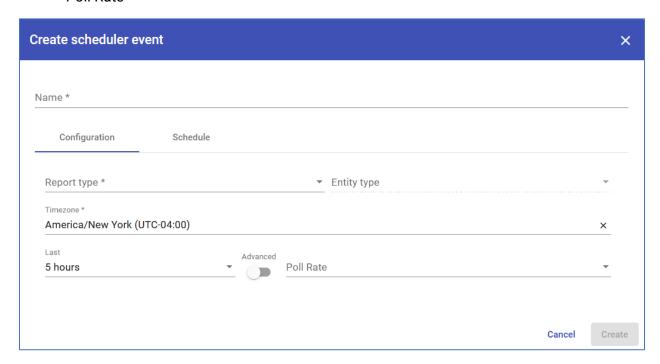


9.3 Create or delete scheduled report

9.3.1 Configuration

Information required to add:

- Report Name
- Report Type: Telemetry Data, Alarms, Audit Logs
- Entity Type: Building, Floor, Device
- Export Format: ZIP (PDF/DOCX) or XLSX/CSV/DOCX/PDF
- Asset: Building, Floor, or Device entities
- Time zone
- Last: Select a pre-defined time frame or customer time frame using advanced toggle switch
- Poll Rate



Depending on the entity type, the report format can be restricted. Follow table below for more information.

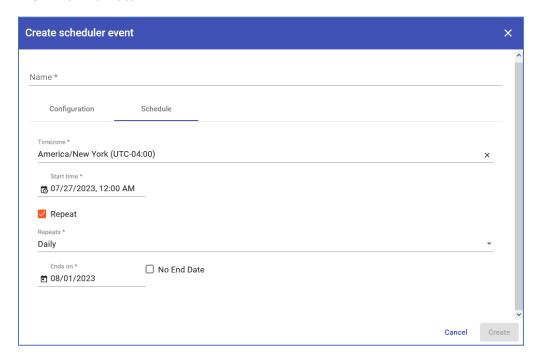
Entity Type	Report Type	Ability to Include	Report Format
Building,	Alarms		XLSX, CSV
Space,	Telemetry	Alarms Data, Audit Logs	PDF,DOCX, XLSX, CSV
Device			*ZIP format only
			building/space
	Audit Log		XLSX, CSV

9.3.2 Schedule

Information required to add:

- Time zone
- Start Time

- Repeat (optional)
 - o Repeats: Daily, Weekly, Monthly, Yearly, Custom Timer-based
 - Ends on
 - No End Date



Any new scheduled report will take into effect the following day.

9.4 Edit scheduled report

Any edits to scheduled reports will be initiated and shown in the next report run.

9.5 Edit Logo

This feature allows you to add personalized branding to the reports in the software. This feature affects all reports generated from the system (within scheduler or not).



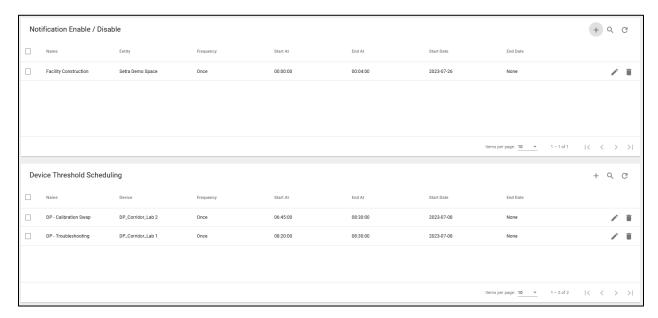
9.6 Subscribe

This feature allows users to subscribe and receive other user's reports. It also gives the ability to add outside organization emails. Click the Subscribe button. Once menu pops up, users can be selected from the dropdown and emails can be entered if not in system.



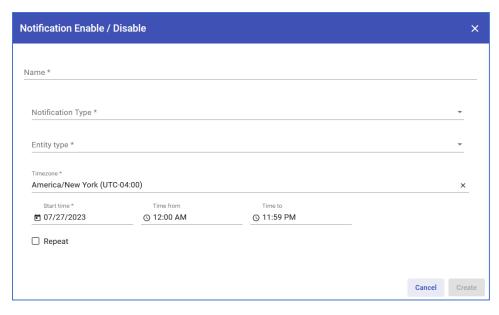
10 Notification Scheduler

This feature allows users to schedule notifications for different entity types. This is designed to allow for turning off or changing thresholds over customized time periods. This allows for scheduled maintenance/cleaning services, construction or disruptions into the facility to be calculated into notifications.



10.1 Notification Enable/Disable

This allows the user to schedule entity notifications on and off.



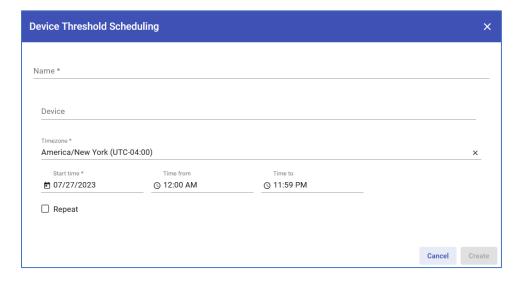
Information required to add:

- Name: Name of notification scheduler
- Notification Type: Alarms or warnings
- Entity Type: Building, Monitored Space, Device
- Time zone
- Start time: The first date this schedule starts
- Time from/to: The time range of executing the scheduler
- Repeat

Once entity type is selected, the asset dropdown will show and you will need to select which asset.

10.2 Device Threshold Scheduling

This allows the user to schedule new device thresholds over customized periods of time.



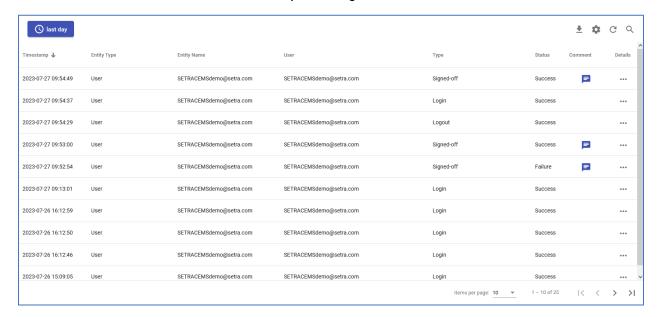
Information required to add:

- Name: Name of notification scheduler
- Device
- Time zone
- Start time: The first date this schedule starts
- Time from/to: The time range of executing the scheduler
- Repeat

Once the device is selected, the threshold table will show and the new threshold limits will need to be populated.

11 Audit Logs

Under Audit logs, you can see all actions of users in the system such as logins and log outs, reports generated, alarm acknowledgement, and the creation, modification, or deletion of entities. You can also edit the reasons for pre-configuration. See section 5.4.4 for more details.



11.1 Edit Time Window

The ability to adjust time window to view specific range of data within the audit logs by clicking the button with a clock above the audit log list.

11.2 Details

This gives a better look into the data recorded from the user who acted against the system such as client IP address, website browser and more.

11.3 Comments

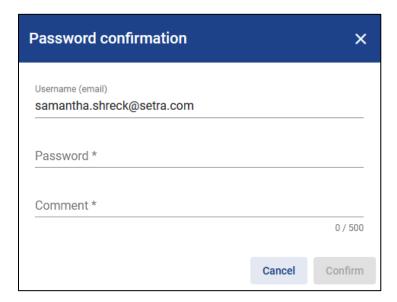
Any actionable input taken in the system requires a commend and is then recorded and available to be viewed in the audit logs.



Additional comments can be added on the audit logs, calibration tracking tool or alarms tables where a message icon is.

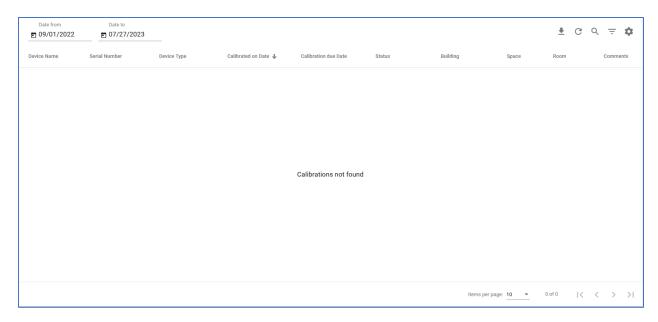
11.4 Sign Offs

Any actionable event or input in the system requires a sign off. This is an approval step that requires that campus administer/user password and a comment. It is then saved, recorded, and timestamped to be viewable in the audit logs.



12 Calibration Tracking Tool

Under the Calibration Tracking Tool menu, you can add devices to track their calibration cycles using calibrated on dates and calibration due dates.



12.1 View options

- Calibration Status: Active, Expired, Warning
- Filter By: Calibrated on Date, Calibrated due Date
- Date From
- Date To

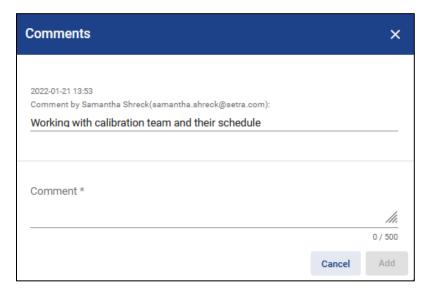
It's important to select Filter by either Calibration due Date or Calibrated on Date to generate the list of devices within the time frame selected.

12.2 Export calibration report

All information given in calibration tracking tool can be exported only into XLSX or CSV format.

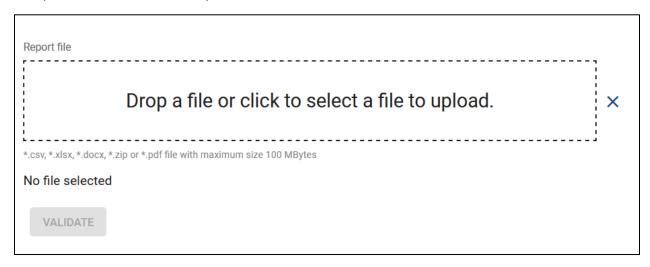
12.3 Comments

Any comments made in the calibration tracking tool for each entity will be recorded and viewable in the software or through exported reports. You have up to 3 comments to make.

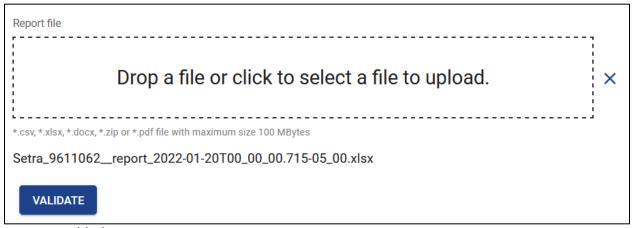


13 Report Validator

CEMS provides the ability to validate all generated reports from the CEMS platform. Validation of reports uses md5sum comparison.



- 1. Drop a file or click box to select a file to upload
 - a. If clicked, a file upload window will pop up
 - b. Select appropriate file for validation
- 2. Once added to software, see the name of the report as well as the validate button



enabled.

- 3. Click validate
 - a. If report wasn't corrupted or changed, a pop-up dialog will show validation was successful.

File checksum intact. Validation Successful. Close

b. If the report was tampered with, a pop-up dialog will show validation failed.

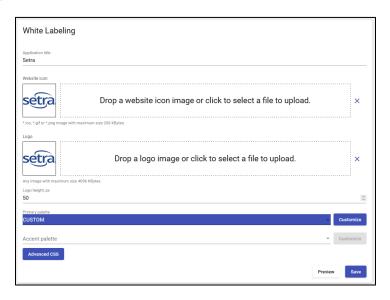
File checksum changed. Validation failed. Close

14 Help

Information provided to contact software provider if experiencing issues.

15 White Labeling

This feature gives the ability to further customize your dashboard with your company's branding and color scheme.



16 Login

- 1. Navigate to cems.setra-cloud.com
- 2. Notice login page that is asking for an email and a password
- 3. If password is forgotten, click forgotten password
- 4. A Request Password Reset page will be displayed
 - a. Enter email and select Request Password Reset
 - b. An email will be sent with instructions on next steps

17 Logout

- 1. Notice on the top right corner of the page and click the 3 vertical dot icon
- 2. Select Logout and notice the page changes to the CEMS Login page

18 Profile

- 1. Notice on the top right corner of the page and click the 3 vertical dot icon
- 2. Select Profile and notice the page change to Profile
- 3. This page provides information about the last login performed on the current account
- 4. This page gives the user the ability to edit the text areas listed below:
 - a. Email
 - b. First Name
 - c. Last Name
 - d. Language
 - e. Password

- 5. If Change Password is clicked, notice Change Password pop up
- 6. Follow the directions and either Cancel or Change Password when finished
- 7. If updates were made to the profile, click Save

19 Sample Reports

19.1 Example Report Pull

This example report shows how to pull a telemetry report from a specific device on the monitored space level.

- 1. On building overview, select a building.
- 2. Once a building is selected, select a monitored space. This will bring you to the monitored space level.
- 3. Navigate to the devices tile.
- 4. In the same line as the device, notice a downward arrow icon. Click it to export telemetry data and notice the data export pop-up.
- 5. From there, select your desired format, time zone, poll rate and time frame.
- 6. Once done, click export and notice the report download to your computer.

19.2 XLSX/CSV

	Setra - Demo Building - S	etra - Demo Space -	FLEX									
	Generated on 2021-11-23											
	Generated by Samantha		SHRFCK@se	tra.com)								_
				. aicom,								_
	Data Date/Time Start 2021-11-22T00:00:00.003-05:00 Data Date/Time End 2021-11-23T00:00:00.003-05:00											_
	Data Date/ Time Life 202	1-11-23100.00.00.00.00	-03.00									
												-
Timestamp	Building	Space	Room	Carial No.	Davies No	Davis To	Alama Ca	Calibana	Calibanda	9611062 Temperature	0611063	19611062
: imestamp 2021-11-22T23:57:43.120-05:00		Setra - Demo Spac				Flex			N/A	67.24403381347656	%F	normal
2021-11-22123:57:45:120-05:00 2021-11-22T23:57:39:120-05:00		Setra - Demo Spac				Flex	normal		N/A	67.24403381347656	°F	normal
2021-11-22123:57:39:120-05:00 2021-11-22T23:57:31:119-05:00		Setra - Demo Spac				Flex			N/A	67.24403381347656	°F	normal
							normal				°F	
2021-11-22T23:57:11.116-05:00		Setra - Demo Spac				Flex	normal		N/A	67.3340072631836	°F	normal
2021-11-22T23:55:55.109-05:00		Setra - Demo Spac				Flex	normal		N/A	67.3340072631836		normal
2021-11-22T23:55:01.103-05:00		Setra - Demo Spac				Flex	normal		N/A	67.3340072631836	°F	normal
2021-11-22T23:54:21.099-05:00		Setra - Demo Spac				Flex	normal		N/A	67.3340072631836	°F	normal
2021-11-22T23:54:07.098-05:00		Setra - Demo Spac				Flex	normal		N/A	67.3340072631836	°F	normal
2021-11-22T23:52:35.089-05:00		Setra - Demo Spac				Flex	normal		N/A	67.3340072631836	°F	normal
2021-11-22T23:52:31.088-05:00		Setra - Demo Spac				Flex	normal		N/A	67.3340072631836	°F	normal
2021-11-22T23:51:41.084-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal		N/A	67.35202026367188	°F	normal
2021-11-22T23:51:09.082-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:50:37.080-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:49:59.077-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:49:23.074-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:48:57.072-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:48:21.070-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:48:11.069-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:47:57.068-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:47:41.067-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.35202026367188	°F	normal
2021-11-22T23:47:15.064-05:00		Setra - Demo Spac				Flex	normal		N/A	67.31599426269531	°F	normal
2021-11-22T23:43:57.043-05:00		Setra - Demo Spac				Flex	normal		N/A	67.31599426269531	°F	normal
2021-11-22T23:43:41.042-05:00		Setra - Demo Spac				Flex	normal		N/A	67.31599426269531	°F	normal
2021-11-22T23:43:03.038-05:00		Setra - Demo Spac				Flex	normal		N/A	67.31599426269531	°F	normal
2021-11-22T23:42:33.035-05:00		Setra - Demo Spac				Flex	normal	14/11	N/A	67.31599426269531	°F	normal
2021-11-22T23:42:07.032-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:42:07:032-05:00 2021-11-22T23:41:51.031-05:00		Setra - Demo Spac				Flex			N/A	67.38800048828125	°F	normal
2021-11-22T23:41:31:031-05:00 2021-11-22T23:41:25.029-05:00		Setra - Demo Spac				Flex	normal			67.38800048828125	°F	
2021-11-22123:41:25.029-05:00 2021-11-22T23:41:01.027-05:00		Setra - Demo Spac					normal		N/A N/A		°F	normal
						Flex	normal	1.4		67.38800048828125	%F	normal
2021-11-22T23:39:57.023-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125		normal
2021-11-22T23:39:43.022-05:00		Setra - Demo Spac				Flex	normal	1.4	N/A	67.38800048828125	°F	normal
2021-11-22T23:39:15.019-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:38:49.018-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:38:41.017-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:38:29.016-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:38:07.014-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:37:49.013-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:37:33.012-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:37:27.011-05:00		Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:37:21.010-05:00	Setra - Demo Building	Setra - Demo Spac				Flex	normal		N/A	67.38800048828125	°F	normal
2021-11-22T23:36:29.005-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.38800048828125	°F	normal
2021-11-22T23:36:05.002-05:00	Setra - Demo Building	Setra - Demo Spac	Cleanroom	9611062	FLEX	Flex	normal	N/A	N/A	67.38800048828125	°F	normal

19.3 PDF/DOCX

