

Alarm Manager Help Sheet

Equipment

1. Introduction

The Equipment feature of Alarm Manager will allow you to do as follows:

- Record a list of Equipment installed for any Customer
- Print a Specification or an “As Fitted Document” as required under Intruder Alarm Standards

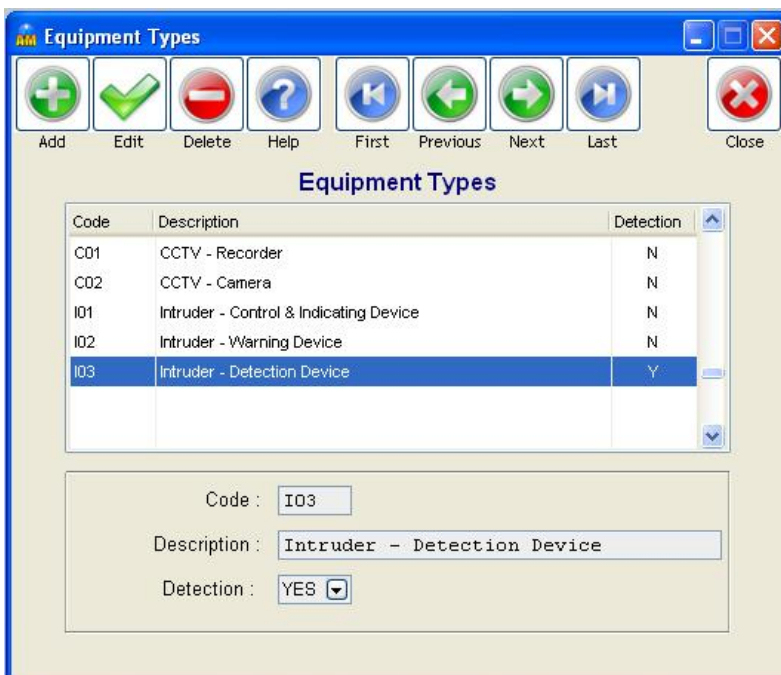
2. Data Maintenance

Before you use the Equipment features of the system, you must setup certain data items to suit your business.

There are four relevant options in the Data Maintenance menu, as follows:

Equipment Types

This option allows you to define the various Equipment Types to be used.



The following Equipment Types are present by default and should be retained:

- C01 CCTV – Recorder
- C02 CCTV – Camera
- I01 Intruder – Control & Indicating Device
- I02 Intruder – Warning Device
- I03 Intruder – Detection Device

In the case of the “Intruder” Equipment Types, these represent the three Equipment Types as defined under Intruder Alarm Standards which are required to be described in a Specification or As Fitted Document.

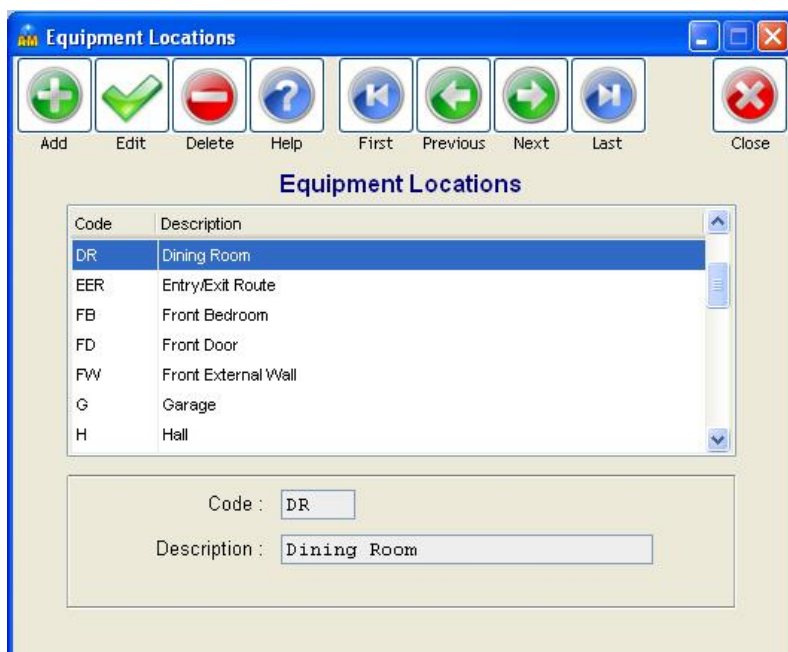
In the case of the “CCTV” Equipment Types, these represent the two main elements of a CCTV System which you would expect to be described in a Specification or As Fitted Document.

You can setup additional Equipment Types for other Types of System (e.g. Fire Alarms) if required.

Each System Type has a setting for “Detection” which can be set as “Yes” or “No”. You will notice that this is already set to “Yes” for the “Intruder – Detection Device” and “CCTV - Camera” Equipment Types. Setting “Detection” to “Yes” will cause Zone Numbers to be used for Equipment Items within the particular Type.

Equipment Locations

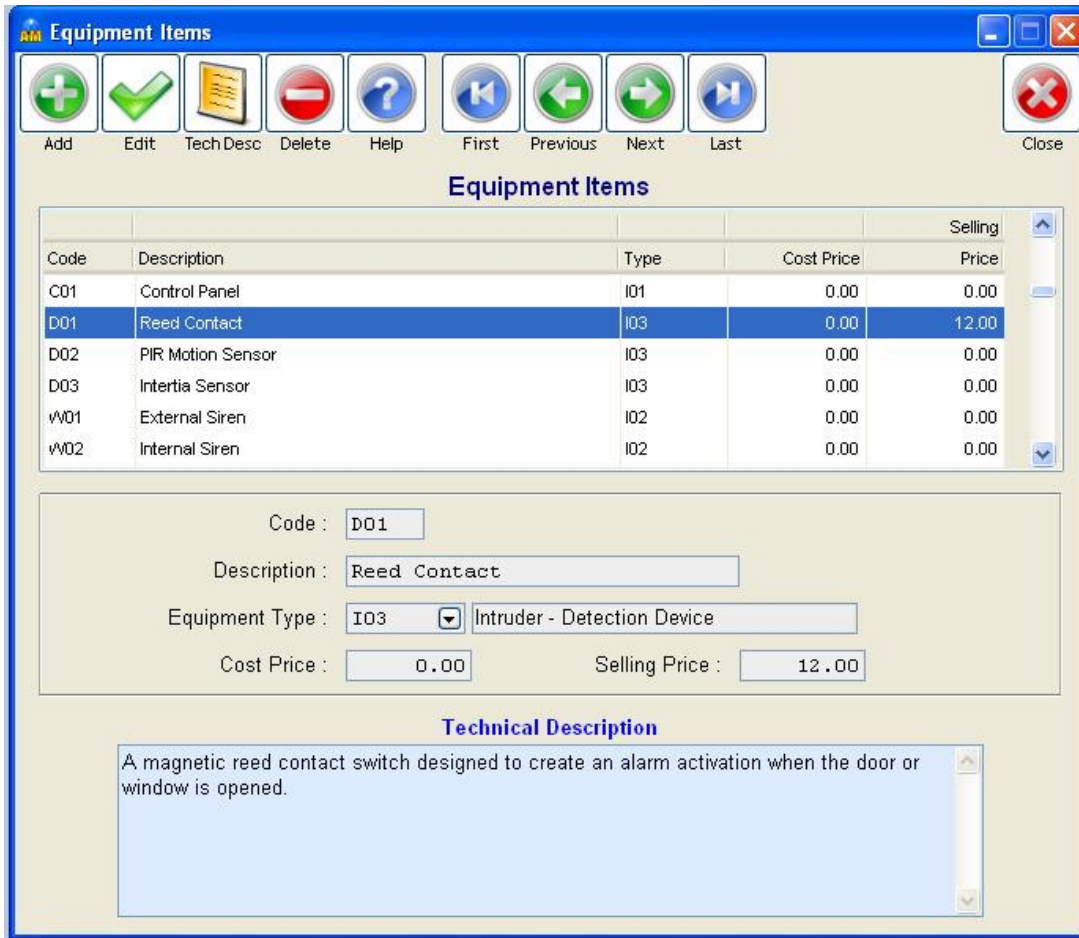
This option allows you to define the various Locations at which Equipment Items can be located. This will make it easier for you to select Equipment Locations when setting up an Equipment List for a customer.



There are quite a few Equipment Locations present by default and you may add your own if required.

Equipment Items

Equipment Items are the actual Items of Equipment which can be installed in a Security System.



Code	Description	Type	Cost Price	Selling Price
C01	Control Panel	I01	0.00	0.00
D01	Reed Contact	I03	0.00	12.00
D02	PIR Motion Sensor	I03	0.00	0.00
D03	Inertia Sensor	I03	0.00	0.00
W01	External Siren	I02	0.00	0.00
W02	Internal Siren	I02	0.00	0.00

Code :

Description :

Equipment Type :

Cost Price : Selling Price :

Technical Description

A magnetic reed contact switch designed to create an alarm activation when the door or window is opened.

You must setup each Equipment Item which you regularly use in the various systems which you install (i.e. Intruder Alarm Systems, CCTV Systems, etc.)

The following can be defined for each Equipment Item:

Code You can assign your own Code to each Item or use manufacturer's codes.

Description A Description of the Item which will print on a Specification or As Fitted Document.

Type Each Item must be assigned an Equipment Type. Select from Drop Down list of Equipment Types.

Cost Price Not currently used, may be used for future functionality.

Selling Price Not currently used but will soon be used to allow generation of Quotations

Technical Description Technical Description of the Equipment Item which will print on a Specification or As Fitted Document in a separate schedule.

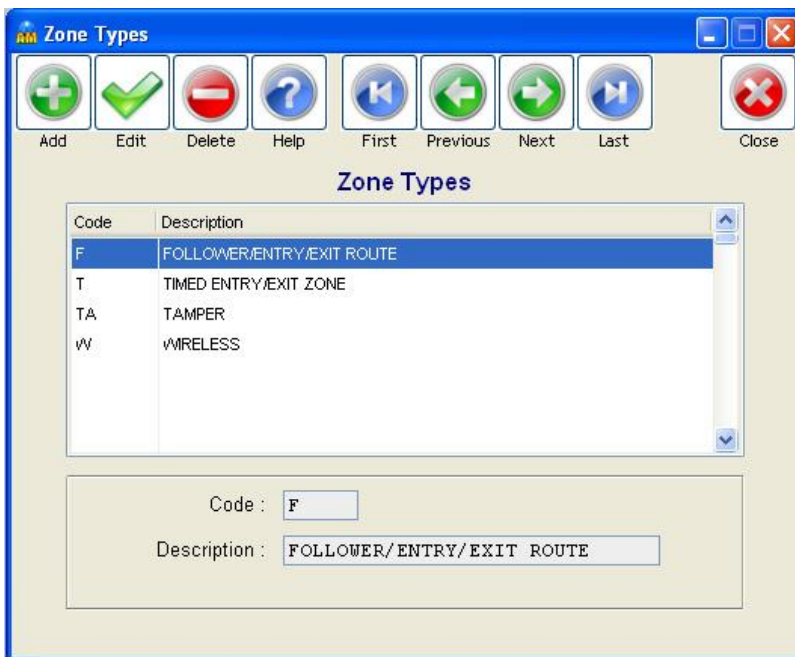
To setup or edit the Technical Description for the selected Equipment Item, click on the “Tech Desc” button.



This will open a screen allowing you to enter or edit the Technical Description for the Equipment Item. You can also Copy text from another source (e.g. website or document) and Paste into this screen. To Paste text which you have copied from elsewhere, click below any existing text and click on the “Paste” button.

Zone Types

This option allows you to define Zone Types which can be assigned to Detection Devices when setting up an Equipment List for a customer.



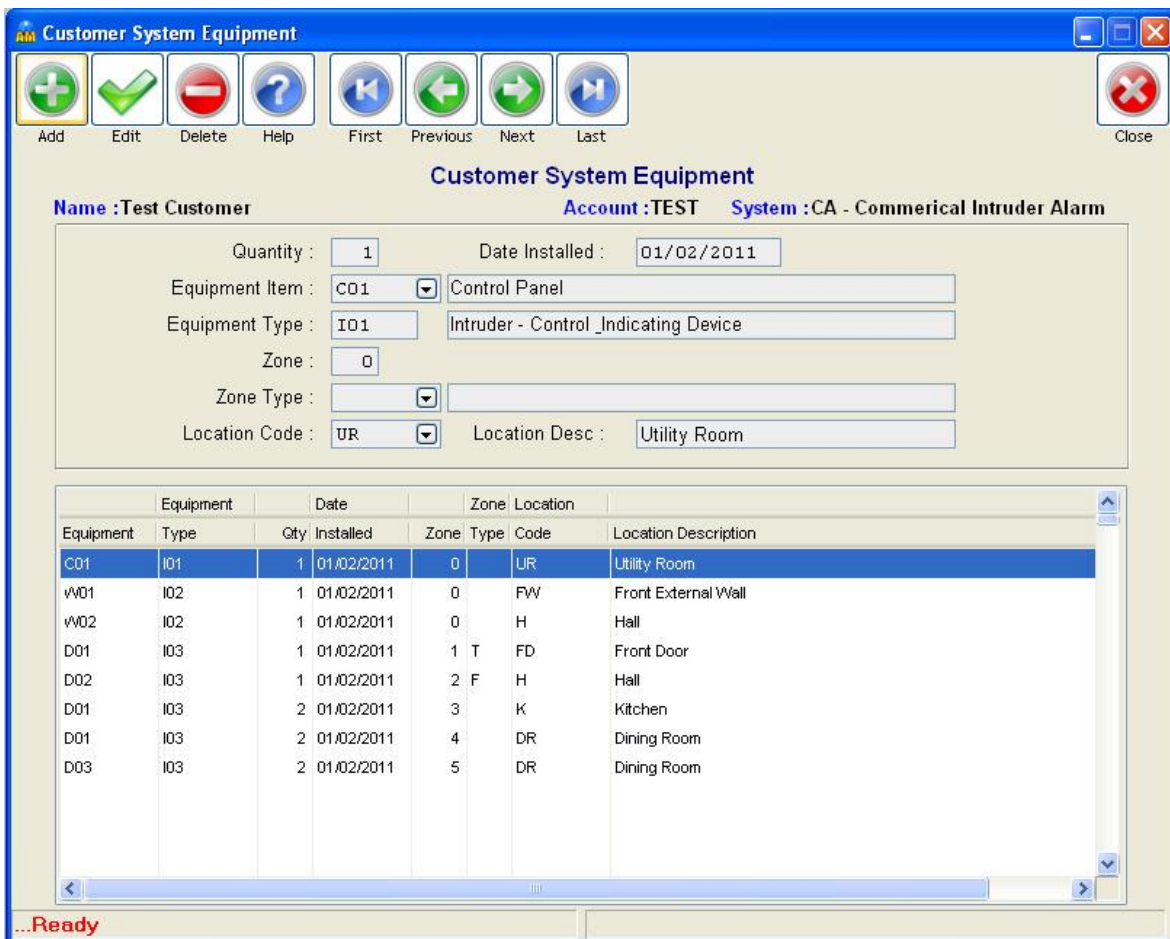
3. Setting up Equipment List for Customer/System

In the Customer screen, once you have opened the required Customer, click on the Systems button.



A list of any Systems installed for the particular customer will be displayed.

Selecting a System and clicking on the "Equipment" button will allow you to enter, view or edit the list of Equipment setup for the particular System.



The screenshot shows a software window titled "Customer System Equipment". At the top, there is a toolbar with icons for Add, Edit, Delete, Help, First, Previous, Next, Last, and Close. Below the toolbar, the window displays the following information:

Customer System Equipment
Name : Test Customer Account : TEST System : CA - Commerical Intruder Alarm

Quantity : 1 Date Installed : 01/02/2011
Equipment Item : C01 Control Panel
Equipment Type : I01 Intruder - Control_Indicating Device
Zone : 0
Zone Type :
Location Code : UR Location Desc : Utility Room

Below this information is a table listing the equipment installed:

Equipment	Type	Qty	Date Installed	Zone	Type	Code	Location Description
C01	I01	1	01/02/2011	0		UR	Utility Room
w01	I02	1	01/02/2011	0		FW	Front External Wall
w02	I02	1	01/02/2011	0		H	Hall
D01	I03	1	01/02/2011	1	T	FD	Front Door
D02	I03	1	01/02/2011	2	F	H	Hall
D01	I03	2	01/02/2011	3		K	Kitchen
D01	I03	2	01/02/2011	4		DR	Dining Room
D03	I03	2	01/02/2011	5		DR	Dining Room

The status bar at the bottom of the window shows "...Ready".

For each item of equipment, you can enter the following:

Quantity

Date Installed This is optional.

Equipment Item Equipment Items relate to the individual components for the System e.g. "PIR Motion Sensor" or "CCTV Camera", these must first be setup in Data Maintenance – Equipment Items. You should setup the items to identify the make/model etc.

Equipment Type Once you select an Equipment Item, the corresponding Equipment Type will be automatically displayed. Each Equipment Item is assigned an Equipment Type when it is setup in Data Maintenance. Equipment Types are related to the section headings on the Specification i.e. "Control & Indicating Equipment", "Warning Devices" & "Detection Devices". The software comes with the above headings already setup plus some headings for CCTV Systems. You may add your own headings for other types of System.

Zone For Equipment items that are of Type = "Detection Device", you may enter the Zone number and this will print on the Specification.

Zone Type For Equipment items that are of Type = "Detection Device", you may enter the Zone Type and this will print on the Specification (this is optional).

Location Code For Equipment items that are of Type = "Detection Device", you may enter the Location and this will print on the Specification. When you select the Location Code, the Location Description is displayed and you may overwrite this, e.g. select "H" and the Description "Hall" is displayed, but if you wish you may change the word "Hall" to "Hallway at front of building"

The list of Equipment Items will be automatically sorted by Equipment Type and any "Detection Devices" will be sorted by Zone number.

4. Printing Equipment Specification (As Fitted Document)

In the Customer screen, once you have opened the required Customer, click on the Systems button.

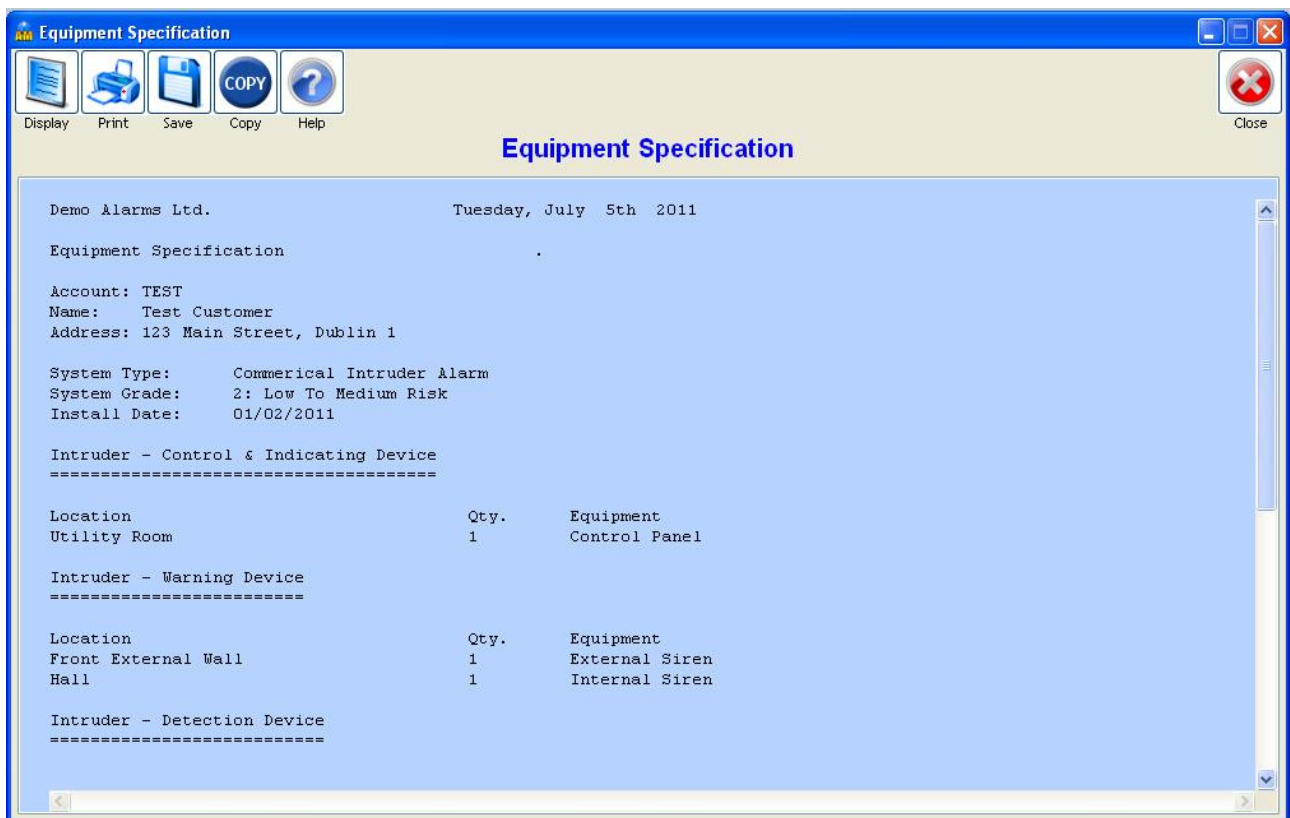


A list of any Systems installed for the particular customer will be displayed.

Selecting a System and clicking on the "Equip. Spec." button will print an Equipment List using the Items as setup in the "Equipment" screen as described above. The format is as defined by Intruder Alarm standards and also referred to as an "As Fitted Document".



You will be asked if want to "Also Print Equipment Technical Descriptions"? Selecting "Yes" to this question will print a separate section listing the Technical Description of each Equipment Item listed in the Specification. The Technical Description for any particular item will only printed once; regardless of how many times the Item is referenced in the Specification.

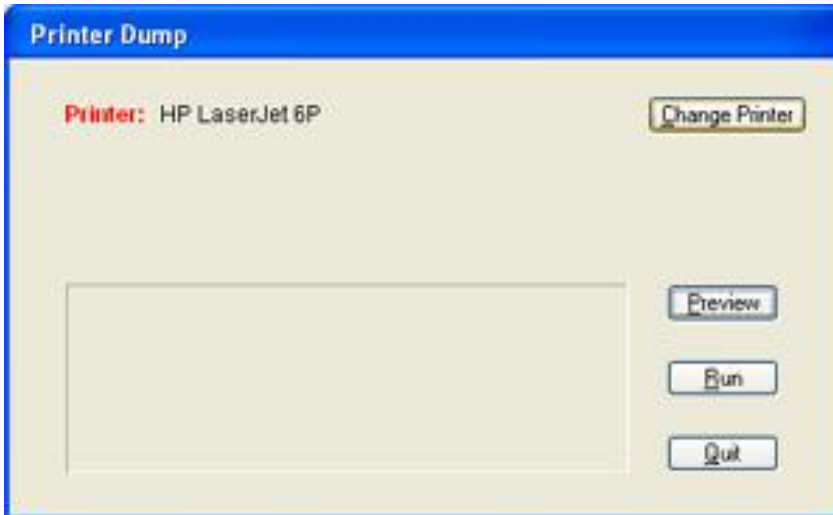


Once the Specification is displayed on the screen you may select any of the following options:

Print

Prints the report to your default printer.

A Printer selection screen will open with the following options:



Change Printer - if you wish to print to a printer other than your default printer.

Preview – view the print layout of the report.

Run – to print the report.

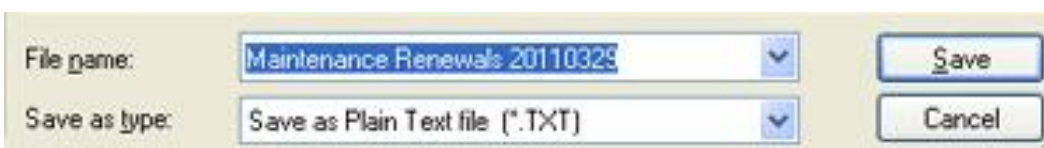
Quit – to close the printer selection box after you have printed the report or to cancel if you decide not to print the report.

Save

Allows you to Save the report to a file which you can then open in another application, e.g. Word or Excel.

You can save a report to one of the following file types:

- TXT Plain Text File
- CSV Comma Delimited File – each column separated with a comma
- DIF Tab Delimited File – each column separated with a tab



TXT files are designed for opening in Word Processing applications e.g. Word
CSV and DIF files are specifically for opening in Spreadsheet applications e.g. Excel

By default all report files are saved to the **C:\MSL\AMReports** folder, unless you choose a different folder.

The system will automatically assign a name to the file e.g. "Maintenance Renewals 20190620.CSV". The first part of the name will relate to the name of the report, the second part identifies the date on which it was created where YYYY is the year, MM the month and DD the date. This means that you can immediately determine when a particular report file was created and it also means that a particular file will only be replaced if you re-save it on the same day.

Copy

Copies the entire report to the Windows Clipboard. You can then Paste it into any other application e.g. Word, Excel, Email application, etc. Tip: It is easier to transfer the report to Excel by Copying and Pasting it than Saving it to a file.

When you select the Copy option, you will be advised of the recommended Font and Point Size. Please take note of this and once you have pasted the report contents into the required application you must select the entire report text and set the Font and Point Size to those recommended in order for columns to be correctly lined up. The Font Used will always be Courier New which is a proportional font ensuring that all columns are correctly aligned.



Tip – when pasting the report into another application (e.g. Outlook, Word, Excel, etc.) if you do not know where to find the Paste option – you can usually right-click and select Paste from the menu or on the keyboard press Ctrl-V which is the Windows shortcut key for Paste.

5. Sample Printed Specification

Demo Alarms Ltd.

Tuesday, July 5th 2011

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Equipment Specification

Account: TEST
Name: Test Customer
Address: 123 Main Street, Dublin 1

System Type: Commerical Intruder Alarm
System Grade: 2: Low To Medium Risk
Install Date: 01/02/2011

Intruder - Control & Indicating Device

Location	Qty.	Equipment
Utility Room	1	Control Panel

Intruder - Warning Device

Location	Qty.	Equipment
Front External Wall	1	External Siren
Hall	1	Internal Siren

Intruder - Detection Device

Item No.	Zone No.	Location	Qty.	Equipment
1	1	Front Door	1	Reed Contact
2	3	Kitchen	2	Reed Contact
3	4	Dining Room	2	Reed Contact
4	2	Hall	1	PIR Motion Sensor
5	5	Dining Room	2	Intertia Sensor

Technical Descriptions of Equipment Used. Page: 2 of 2

Reed Contact

A magnetic reed contact switch designed to create an alarm activation when the door or window is opened.