

Ockular

Installation and Configuration Guide



Document History

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1 Introduction

The Ockular package is a powerful and sophisticated system providing graphical representation of your sites on a PC. Ockular® gives building managers complete monitoring and control over fire detection providing a comprehensive fire risk and incident management system. This guide provides information on installing and using the Ockular system.

The software installation guide is based on an MS Windows 7, 32-bit installation, but Windows 8 and 10, 32-bit and 64-bit installations are also supported.

Note: Ockular installation requires administration rights.

Note: **Windows XP and Vista must not be used and are not supported.**

1.1 Guides in this series

Document	Description
<i>Ockular Installation and Configuration Guide</i> (This guide)	This guide contains details on installing and using Ockular hardware and software. This guide also shows how to configure and customise the Ockular system to reflect individual site, area or location plans.
<i>Ockular User Guide</i>	This guide contains details about the day-to-day user operation of the Ockular system.
Online and embedded Help	Help will be available as PDF documents launched through the software Help button.

1.2 Associated Manuals

- Taktis Installation and Operation Manuals
- Syncro Installation and Operation Manuals
- Syncro AS Installation and Operation Manuals
- 3rd-party manuals provided with ancillary equipment, components and sensors

1.3 Intended Audience for this guide

This guide is intended to be read in full by those with responsibility for installing, administering, maintaining or providing technical support for the Ockular system.

1.4 How this guide should be used

This guide should be fully read and understood before beginning the Ockular installation. Thereafter it can be used as a reference document as and when required.

This guide should be used in conjunction with any 3rd-party documentation provided with ancillary equipment and components.

1.5 How this guide is organised

This guide is presented as dedicated chapters, sections and appendices, all of which are listed in a hyperlinked contents list in the preliminary pages. Sections and pages can also be accessed by using the pdf navigation tools, or you can use [Ctrl + F] to find specific words or terms.

1.6 Conventions used in this guide

All guides in this series will use the same documentation conventions, as outlined below:

<i>Italic</i>	Documentation references are in italic text
Bold	Important information is in bold text
[Ctrl-S]	Keyboard key combinations and screen buttons are in square brackets
<Name>	Variable or user-defined names are in angle brackets
<code>Monospace</code>	Command line entries or paths are in highlighted monospace font
TLA	Uncommon three letter acronyms (TLA) will be preceded by their full name on first occurrence
Click	The term 'click' replaces the terms 'press' and 'touch' when referring to keyboard, mouse and touchscreen data-entry methods.

1.7 In the Box

Your Ockular installation package should contain the following:

- The Media Gateway card (Taktis) or S572 card assembly (Syncro) as specified at time of order.
- USB flash drive containing Ockular software and product manuals.
- USB license dongle.
- Paper quick start guide.

Note: The USB dongle is encrypted and contains a licence for one machine only, it must remain installed for the Ockular 2D GUI to continue running.

1.8 Languages

Ockular help and user documentation are available in the following languages:

- English

1.9 Glossaries

Glossaries of abbreviations, acronyms, shortcuts and icons are featured in the closing sections of this guide.

2 Hardware Installation

For Ockular software to function the appropriate card must be installed within the Fire Alarm Control Panel. There are two card versions (specified at time of order):

- S794 Media Gateway card – Specified for Kentec Electronics Taktis Fire Alarm Control Panel.
- S572 Interface card – Specified for Kentec Electronics Syncro or Syncro AS Fire Alarm Control Panels.

Note: Supplied with the S572 is a serial to USB interface converter.

2.1 Installing the Media Gateway Card (Taktis)

- Power down the Fire Alarm Control Panel.
- Open the Fire Alarm Control Panel enclosure door and the fascia panel within.
- Expose the Fire Alarm Control Panel back board by removing the cover panel. The cover panel is held in place with a single pan head screw at the base of the cover.
- Locate slot 'F' on the back board and insert the Media Gateway card.
- Make ethernet connections as necessary. The diagram below illustrates connections directly from a PC or over a LAN (Local Area Network).

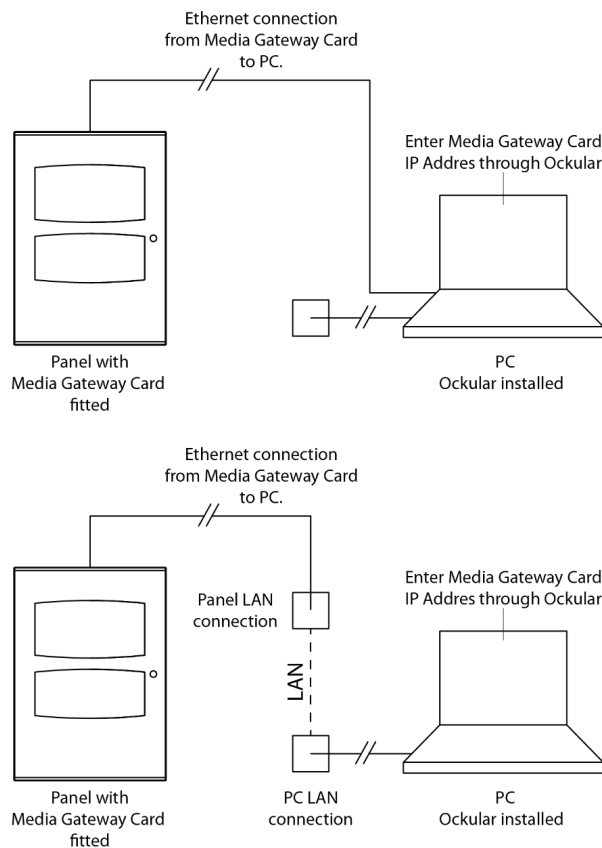


Fig. 1 Taktis Ethernet Connections

- Reattach the cover panel.
- Power up the panel.
- Close the fascia and enclosure door.

Note: Adding the Media Gateway card to the panel will result in a "Media Gateway unexpected" fault.

Installing the S572 (Syncro)

- Power down the Fire Alarm Control Panel.
- Open the Fire Alarm Control Panel Door.
- Fit the S572 in the available space between main board and power supply.
- Make the S572 connections using the diagram below for reference.
- Power up the panel and close the enclosure door.

Note: Refer to Fig. 4 for connection diagram.

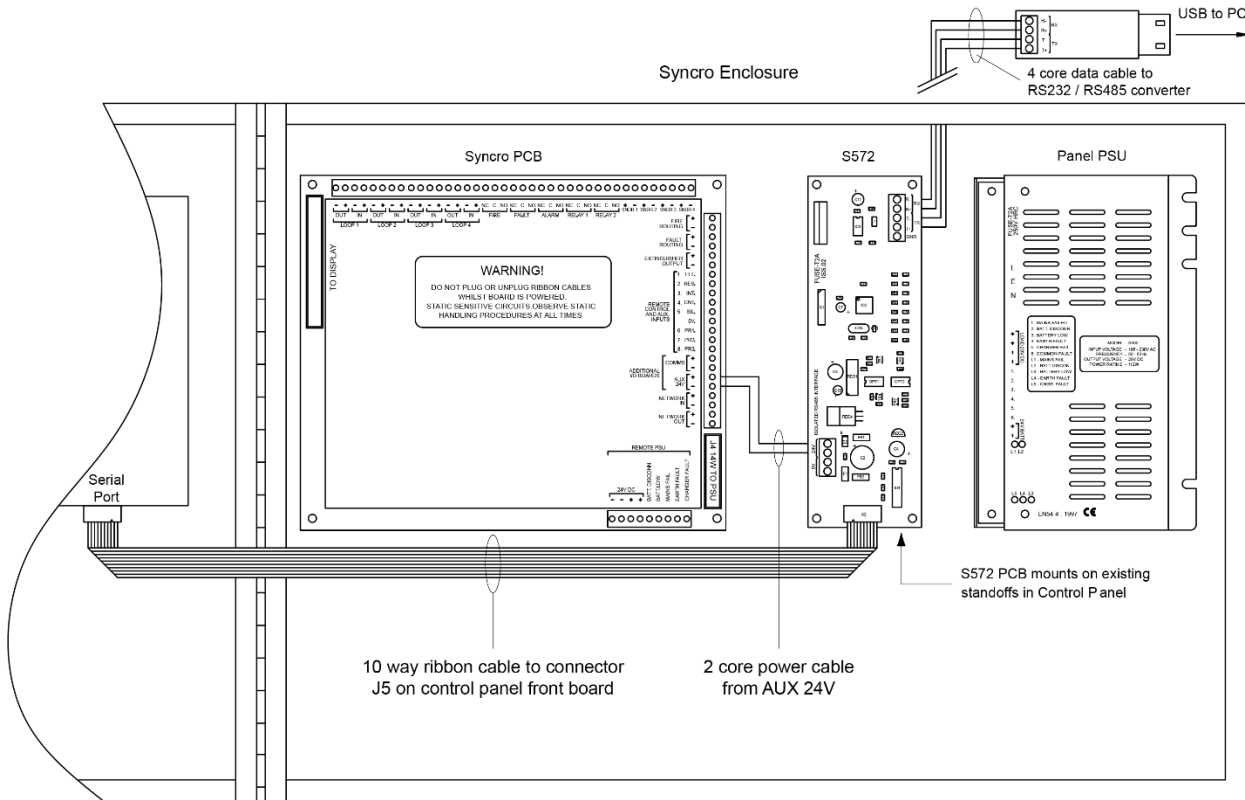


Fig. 2 S572 connection diagram (Syncro)

2.2 Installing the S572 (Syncro AS)

- Power down the Fire Alarm Control Panel.
- Open the Fire Alarm Control Panel Door.
- Make the S572 connections using the diagram below for reference.
- Power up the panel and close the enclosure door.

Note: Refer to Fig. 4 for connection diagram.

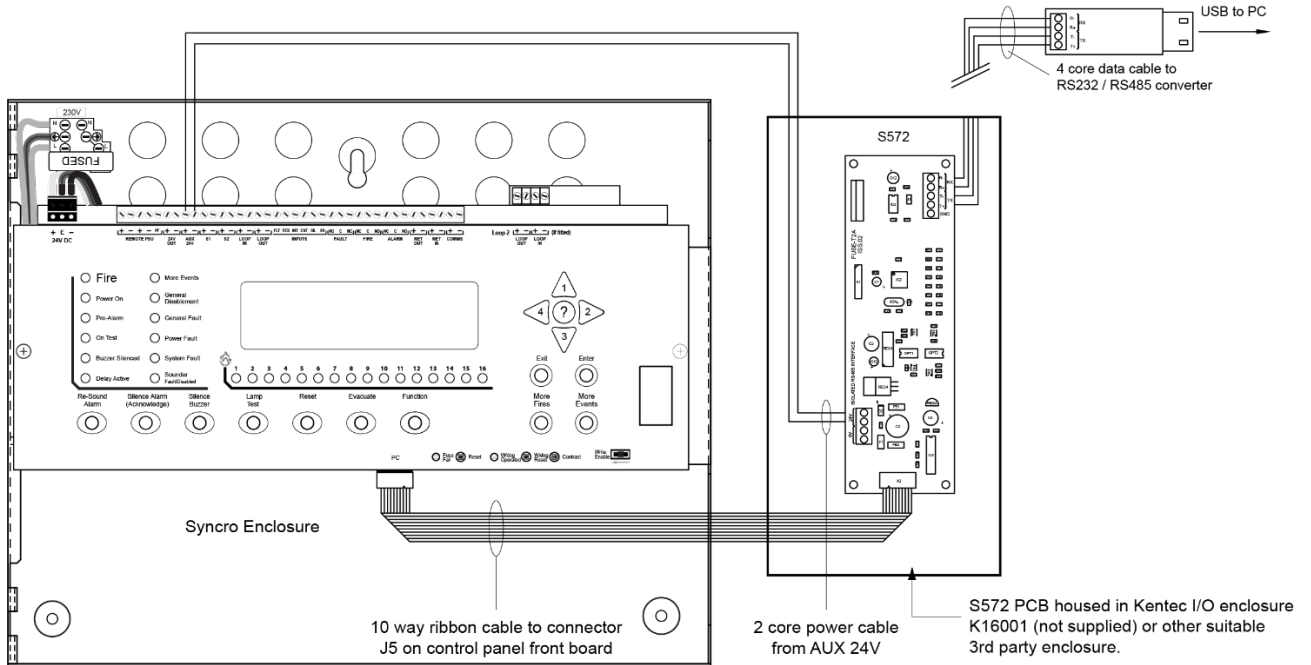


Fig. 3 S572 connection diagram (Syncro AS)

Note: For Syncro/Syncro AS, any panel printer must be disconnected/removed to allow inclusion of S572 board.

Syncro/Syncro AS

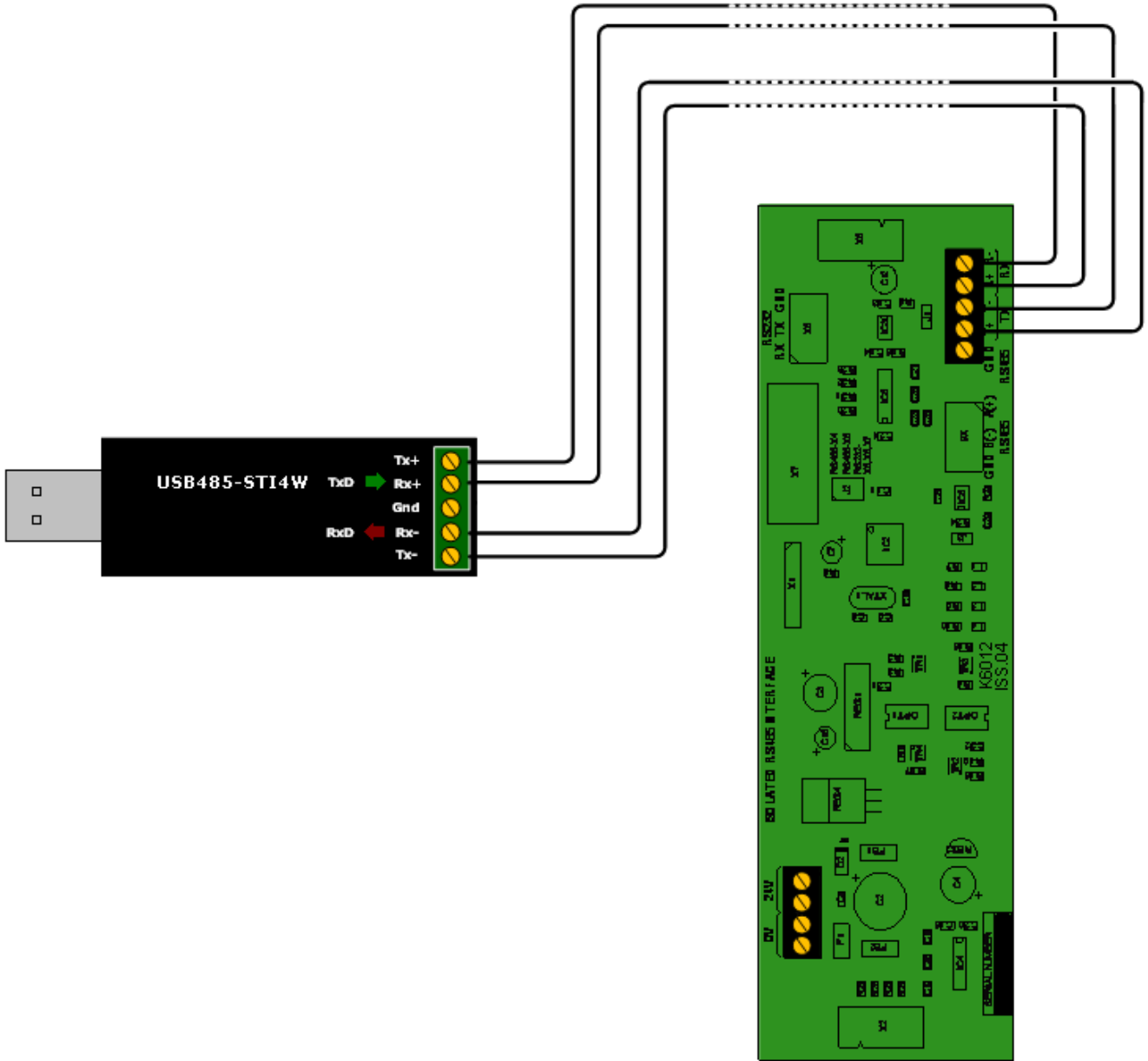


Fig. 4 USB485-STI4W Connection Diagram

3 Software Installation

Installing the Ockular application also installs Openfire® instant messaging and PostgreSQL® database software as dependencies.

Note: Ockular is supplied as the application and its dependencies only. Customers must supply their own data to make it work after installation. This data can be from a previously created project, or it can be created by using the Ockular design feature after installation.

Note: The install wizard is restricted to repairing or removing Ockular if legacy artefacts are found during the install. You should remove the artefacts if you want to do a clean install instead of a repair.

Ockular software is available on:

- USB flash drive.

The latest Ockular user guides can be downloaded from:

- Kentec Electronics Ltd. website.

The software will install in `C:\Program Files\Kentec` (Windows 32 bit), or `C:\Program Files (x86)\Kentec` (Windows 64 bit).

3.1 Recommended System Requirements

- Intel® Core™ i5 64 bit CPU
- 0.5 Gb HDD space
- 16 Gb RAM
- Spare USB 2.0 port
- Ethernet connection
- Windows 7 Pro 64 bit, Windows 10 Pro 64 bit

3.2 How to install the software

Note: You will need IT Administrator rights to continue with the installation.

Note: You should refer to *Repairing Ockular* Section if you experience any difficulties during installation.

1. You are advised to create a System Restore Point and back up your data before proceeding.
2. Export your current Ockular configurations before carrying out an upgrade, repair, or reinstallation. (See sections 18/19 for more information).
3. Insert the installation flash drive.

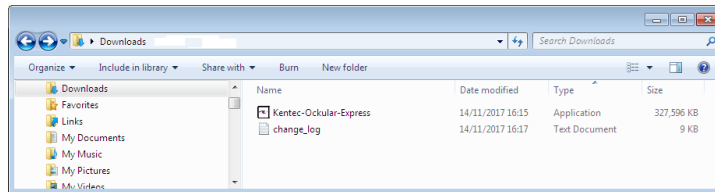


Fig. 5 Ockular saved location window

4. Click (or double click) the application to launch the installer, then accept the UAC warning and the License Agreement.
5. Choose or create a Start Menu folder (optional) and click [Next]:

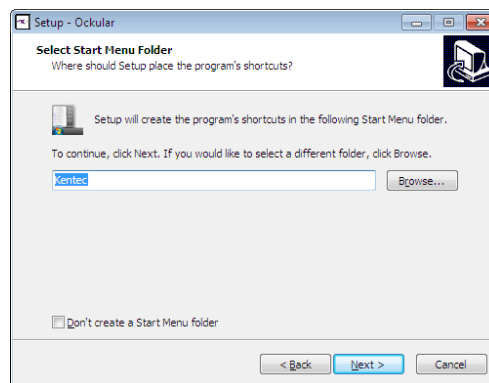


Fig. 6 Select Start Menu folder dialog

6. Remove the dongle (if fitted – see Fig.11), and then click [Install]:

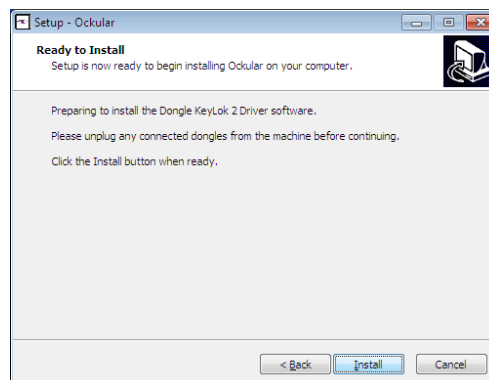


Fig. 7 Security warning dialog

7. Wait for the software to install, and then perform the (license) Dongle Self-Test:

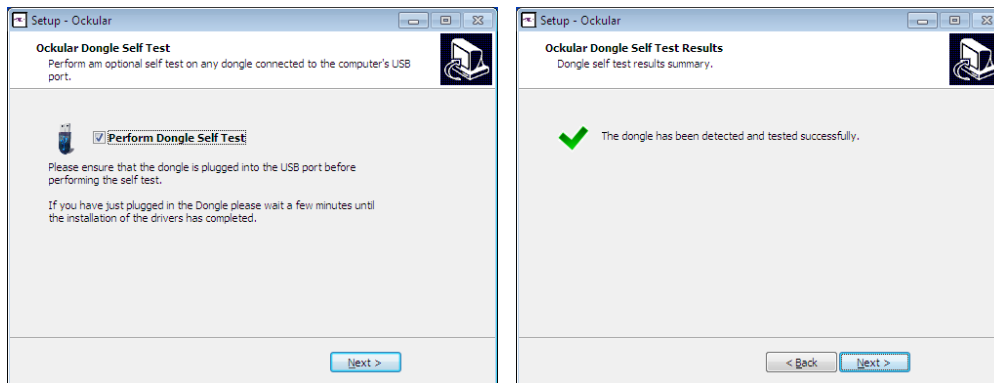


Fig. 8 Dongle test dialog

8. Click [Finish] to restart the PC and initialise the software and databases:

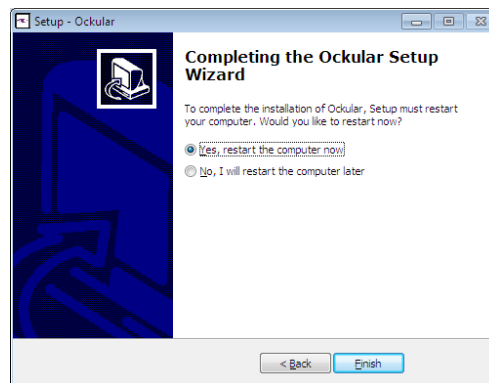


Fig. 9 Installation completion dialog

9. Click the Ockular desktop launch icon to start the application:



Fig. 10 Ockular desktop launch icon

10. Consult with your IT staff if you now want to setup Ockular to automatically start whenever the PC or Server is rebooted.

- Note:** The Ockular Supervisor Service, Openfire and PostgreSQL are set to start and run in the background when the workstation is booted up. Do not disable these automatic starts as the Ockular 2D GUI must be able to connect with them when it is manually started.
- Note:** Automatic restarts should be considered where IT systems are not using Uninterruptible Power Supplies (UPS) and are left unattended for any periods of time.
- Note:** Ockular is designed to run permanently on and cannot record or respond to any events if it is not running.

4 Ockular Access

The valid licence USB license dongle must remain in place for the duration of the Ockular session. Its removal will prevent fresh logins and will disable Ockular after a period of time.



Fig. 11 USB license dongle

4.1 To Log in to Ockular

Ockular and its dependencies will run in the background, but you need to log in with an appropriate user account and password if you want to interact with the software or acknowledge alerts, silence buzzers etc.

1. Start Ockular if it is not already running.
2. Enter your User name and Password in the Log In dialog box.
3. Click [Login].

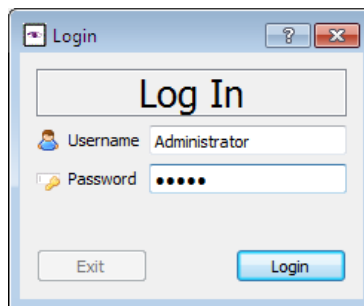


Fig. 12 Log In Dialog

4.2 Default User Accounts

Ockular is supplied with some default user accounts and passwords, which should have been changed following the software installation. If not, they should be changed as soon as possible. Refer to *section 4.7* for more details.

The default accounts and passwords are case sensitive and are:

Administrator	admin
Maintainer	maintainer
Manager	manager
Operator	operator

Note: Three incorrect tries will lock you out for 60 seconds.

Note: It is advisable to have at least two Administrator accounts, as lower levels cannot change passwords or account details for higher levels.

Note: All login attempts (successful or failed) are time-stamped and recorded on the Event Log.

4.3 User Groups

There are four default User Groups plus optional custom user groups, and each group can be assigned with custom User Group tokens that are used to confer or deny access to specific Ockular components. This table is a guide to the audience analysis for Ockular, but Administrators can create customized user accounts or access levels to match their own requirements.

Key: ✓ = Yes, ✗ = No

Task \ Access Level	3	3	2	1	0
	SysAd	Maint.	Manager	Operator	Other
Log In	✓	✓	✓	✓	✓
Fire maintenance functions	✓	✓	✓	✓	-
Access operational procedures	✓	✓	✓	✓	-
View Active Events	✓	✓	✓	✓	-
View Active Fires	✓	✓	✓	✓	-
View Cause and Effect Strategy	✓	-	-	-	-
Poll Device Analogue values	✓	✓	✓	-	-
Manual refresh device status	✓	-	-	-	-
Disable/Enable Devices	✓	✓	✓	✓	-
Disable/Enable Zones	✓	✓	✓	✓	-
Acknowledge Events	✓	✓	✓	✓	-
Acknowledge Fire Events	✓	✓	✓	✓	-
Manual Evacuation	✓	-	-	-	-
Reset Fire Devices	✓	✓	✓	✓	-
Silence Alarms	✓	✓	✓	✓	-
Silence Buzzer	✓	✓	✓	✓	-
System Alarm Acknowledgement	✓	✓	✓	✓	-
System Alarm Un-acknowledgement	✓	✓	✓	✓	-
Local alarm (PC) volume control	✓	✓	-	-	-
Clear Hard Faults	✓	-	-	-	-
Disable/Enable Alarm Reporting	✓	-	-	-	-
Clear Alarms	✓	-	✓	-	-
Find Mode	✓	-	-	-	-
Select Mode	✓	✓	✓	✓	-
Fire System Topology View	✓	-	-	-	-
Export tables	✓	✓	✓	✓	-
Generate Reports	✓	✓	✓	-	-
View Historical Events	✓	✓	✓	✓	-

Task \ Access Level	3	3	2	1	0
	SysAd	Maint.	Manager	Operator	Other
View Maintenance Log	✓	✓	✓	-	-
Fire Mode in 2D GUI	✓	✓	✓	✓	-
Fire configuration	✓	✓	-	-	-
Fire simulation mode	✓	✓	✓	✓	-
View System Information page	✓	✓	✓	✓	-
View Fire Management GUI	✓	✓	✓	✓	-
Operate/Restore Outputs	✓	✓	-	-	-
Save Column Widths	✓	✓	✓	✓	-
Change Own Password	✓	-	-	-	-
Account Management (Edit/Create/Delete users)	✓	✓	-	-	-
Database management and editing	✓	-	-	-	-
Workstation Configuration	✓	✓	-	-	-
Use 2D Editor mode	✓	✓	-	-	-
Exit Ockular	✓	✓	-	-	-

Table 1. Intended User Matrix

4.4 To Log out or Exit from Ockular

Only a logged in user with Administrator level access can close (exit) Ockular in a safe fashion. Using any other method (e.g. Ctrl-Alt-Del) could result in software corruption or loss of data.

1. To log out, click [File] > [Log Off] > [Yes]
2. To Exit, click [File] > [Exit] > [Yes]

4.5 To change user passwords

1. Log in to Ockular with an appropriate account level.
2. Click the [Account Management] from the left panel, select a user name (or [Add] a new one), then select [Change Password].
3. Enter the required details in the dialog, and then click [OK].
4. Note the new details for each user account and advise them to change their passwords at first login.

Tip: Use a mixture of upper and lowercase alpha-numeric and special characters and make the password at least 8 characters long. Use a password or phrase that is easy to remember but hard to guess.

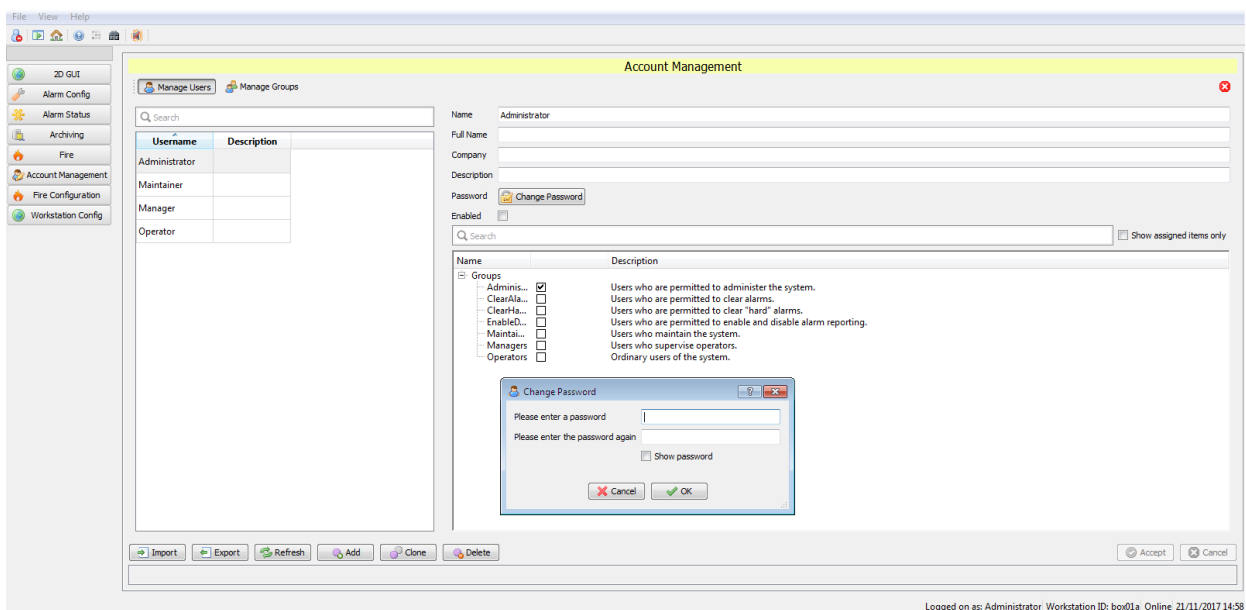


Fig. 13 Password change dialog

Note: System Administrators should decide if they want to use individual user accounts, or role-based user accounts with shared passwords, or a mixture of the two. Individual accounts are more secure than shared accounts and can be used to control or block access by individuals, whereas a shared operator account might be useful where Ockular runs 24-7 and where control room staff circulate.

Note: Log-ins do not automatically time-out, and all users must manually log-off at the end of their session. All login / log out / exit events are time stamped in the Events log, but not logging off could allow another user to perform unauthorised actions that will be logged in your name.

5 Set-Up Connection to a Fire Panel

This section describes how to setup connection between the system PC and the fire alarm control panel.

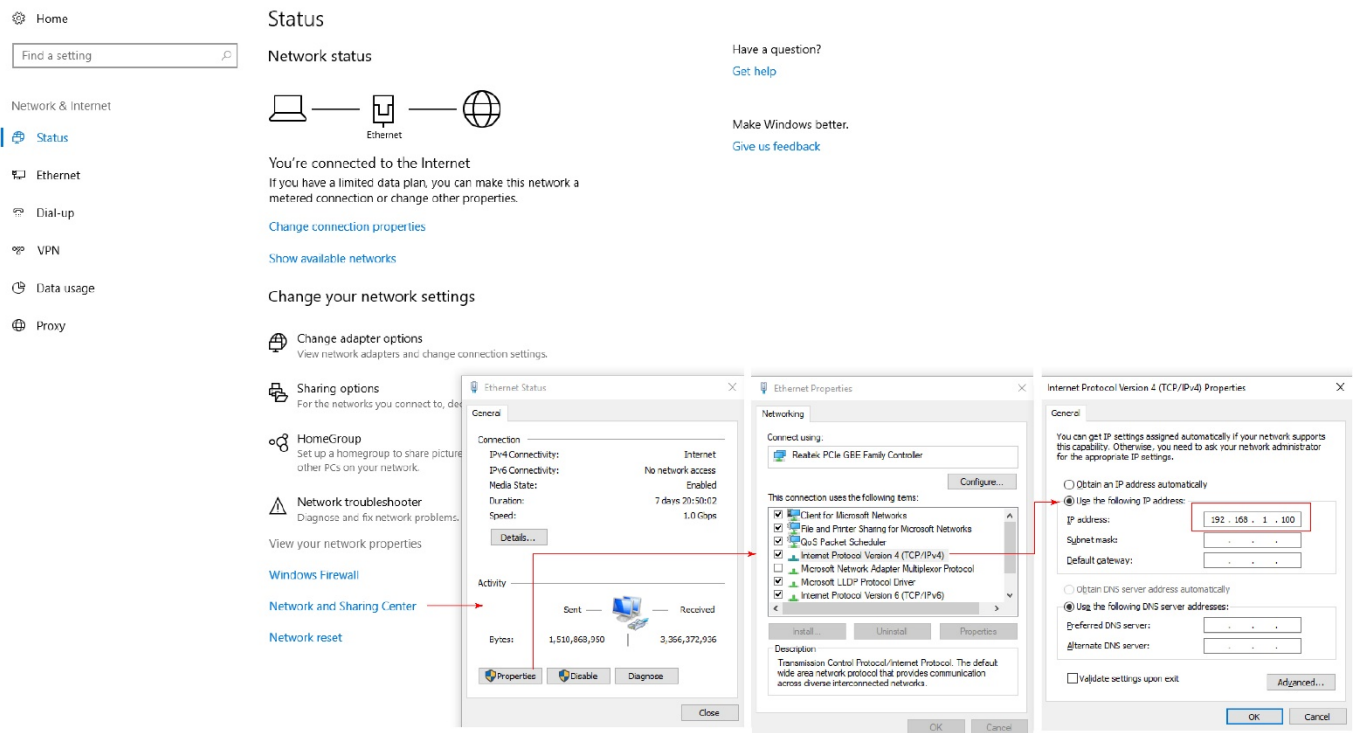
5.1 Connect to a Taktis panel

1. Login using Administrator level credentials.
2. Click on the Fire Configuration button on left hand panel (or from the main menu bar select view>Show Page>Fire Configuration).
3. On the Fire Configuration Page under the Panel Comms section, enter:
 - Panel Type: Taktis (EN)
 - IP Address: Panel address*

*Media Gateway Card IP address can be found by accessing the LAN (Local Area Network) settings on the Taktis panel: Engineer Options>Configuration>Edit Configuration>Panel Modules>Configure Media Gateway>LAN Settings.

4. From the Panel connectivity test, click Test to connectivity.

Note: The computer should be configured with a static IP address in the same range as the target panel IP address. Typically, to do this go to your computers Control Panel>Network and Sharing Centre. Select Ethernet>Properties. View the properties of the Internet Protocol version and use an IP address in the same range of that of the panels Media Gateway Card:



5.2 Connect to a Syncro/Syncro AS panel

1. Connect the USB lead from the Syncro/Syncro AS to your PC.
2. Click on the Fire Configuration button on left hand panel (or from the main menu bar select view>Show Page>Fire Configuration).
3. On the Fire Configuration Page under the Connect to panel section, enter:
 - Panel Type: Syncro or Syncro AS
 - Serial Port: Comms*

*Select Comms port associated with USB panel connection. You may need to view PC device manager settings to identify Comms port.

4. From the Panel connectivity test, click Test to connectivity.

6 User Interface Overview

This section provides an overview of the Ockular user interface. Familiarising yourself with the menus and terminology will help your understanding through the document.

Note: The interface is highly editable, and therefore the items shown in Fig. 14 may not all be apparent on your own project.

The user interface utilises a familiar, Windows style layout, as shown below:

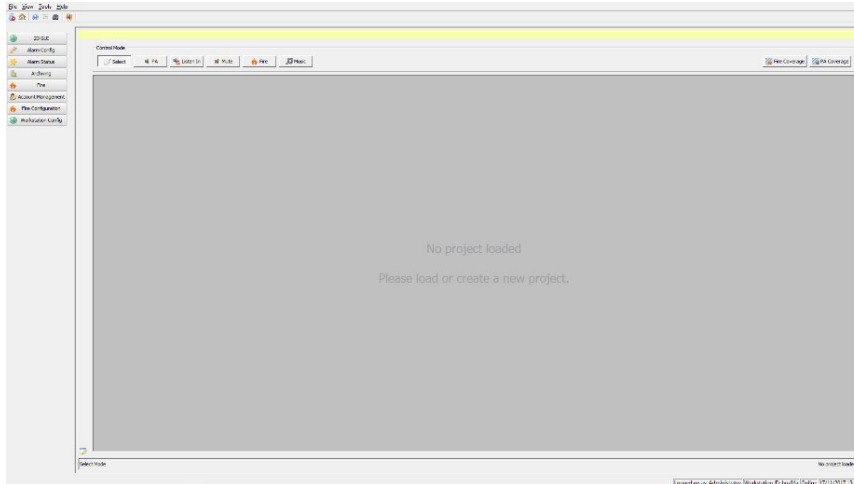


Fig. 14 The Basic Interface Screen

6.1 General Toolbar Menus

The general toolbar menu and shortcut icons follow normal Windows protocols, and gives access to the following menus:



Fig. 15 General Toolbar Menus and shortcut icons







Menus	Icons	Description
<ul style="list-style-type: none"> • <u>F</u>ile <ul style="list-style-type: none"> ○ Log Off ○ Change Password... ○ Exit • <u>V</u>iew <ul style="list-style-type: none"> ○ Show/Hide Main GUI [F5] ○ Show Home Position ○ Show 3D Controls (not available) ○ Show Page> <ul style="list-style-type: none"> ▪ <Reflects the configuration settings button bar.> ○ Show Overlay> (not available) ○ Save Settings [Ctrl+S] • <u>T</u>ools <ul style="list-style-type: none"> ○ Alerts Volume • <u>H</u>elp <ul style="list-style-type: none"> ○ User Manual ○ Quick Guide ○ Colour Key ○ About 	     	<p>Log Off</p> <p>Toggles between the current Configuration GUI and the Home Screen</p> <p>Show Home position</p> <p>Launch Help</p> <p>Colour Key</p> <p>Search</p>

Table 2. Key to General Toolbar Menus and Icons

6.2 System Configuration Menu

The System Configuration Menu is located on the upper left-hand side of the interface. Detailed information regarding configuration options can be found later in this document.

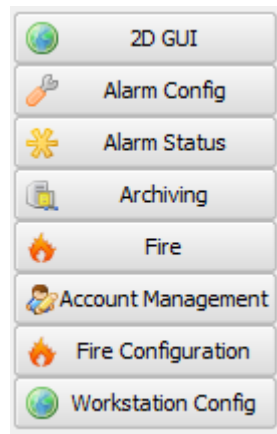


Fig. 16 System Configuration Menu

6.3 Control Mode

The control mode tool bar is located on the upper left-hand side of the interface. Detailed information regarding control options can be found later in this document.

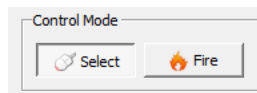


Fig. 17 Control Mode Menu

6.4 Editor Mode

The control mode toggle button is located on the lower left-hand side of the interface. Further information regarding Editor functions can be found later in this document.



Fig. 18 Editor Mode Toggle Button

7 New Project Prerequisites

Before creating a new project, it is important for inexperienced users to understand how the software organizes the operational part of the project, which is discussed in following sections.

7.1 Project Images

It is advisable to create and assemble all of the project images before starting a new project.

This might already have been done if Ockular has been installed on other machines and the project saved to a server, in which case you can open the Ockular Editor, click the [Open project] button, then find and load the correct project data.

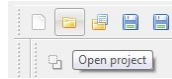


Fig. 19 Open Project Button

Images, symbols and icons are imported at 1:1 resolution and you then have to resize and position them before setting their properties.

Ockular supports most image types, but it is advisable to convert them all to *.png for durability, and to resize icons and symbols to about 9 x 9 mm for consistency, clarity and ease of use.

When you import background images you have to choose between scaling them to fit on screen or moving them around the screen using slider bars.

Note: When saving projects and resources you should save them to a backed-up server where they can be accessible from other workstations.

7.1.1 Image types

You should create and save:

- One image of the site or building for the Home page level
- Site and/or individual floor plans for the additional levels

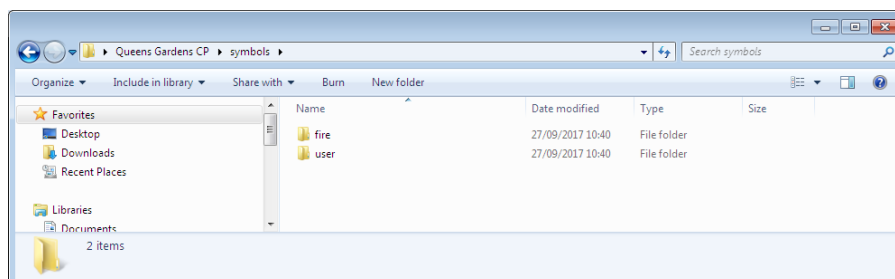
Supported image file types are BMP, GIF, JPEG, PNG & TIFF.

The Projects Levels section explains how to scale imported images but as a guide level images should be approximately 2000 pixels wide 1000 pixels wide (150 pixels/inch minimum resolution).

Note: When creating a new project, a selection of commonly used symbols are found within the symbols folder.

7.1.2 Saving your images and icons

In the following section you will see how using the New Project function creates and populates a basic project folder, but you can also manually create and populate a project folder.



At this stage you can optionally save your own symbol images into the user folder, from where you can later import them into your Ockular project, and you can optionally create a third folder called 'levels' where you can store your levels images in one place for later use.

You can create additional folders anywhere within the parent folder; e.g. you may want a separate 'levels' folder for your site and floor plans or you can just put them loosely at a higher level.

7.1.3 The x–y coordinate system

The Ockular 2D GUI uses the standard x-y screen grid where the point of origin is the top left corner, and the item coordinates are its centre point (See Fig. 11).

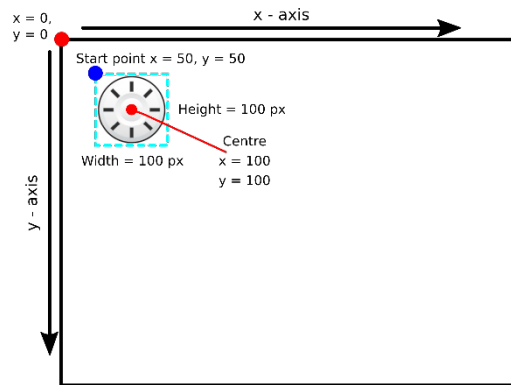


Fig. 20 Screen coordinate system

Object centre coordinates can be offset to avoid conflicts with adjacent items.

7.1.4 The Z-Index

The Ockular 2D GUI uses a 'virtual-layer' system for ordering items according to their priority. These virtual layers are achieved by Ockular automatically creating 'z-axis' depth bands (the Z-index) as items are being added in Editing mode.

In essence, the background image layer will always be the lowest layer, and higher priorities will always be displayed on top of lower priorities, as shown below:

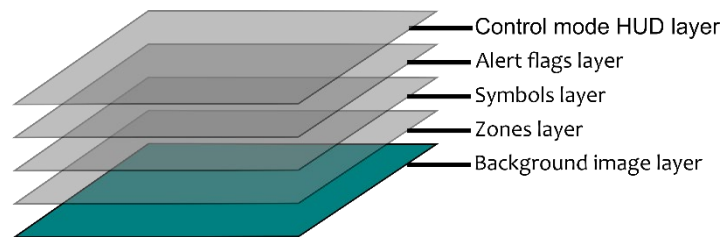


Fig. 21 Virtual Image Layers

Note: An item's Z-index can be manually altered in Editing mode, but this is not advisable as it could adversely affect other items and alert flag priorities.

Note: Layers should not be confused with levels; levels are equivalent to floors in a building, while individual *levels* can have all of the *layers* shown above.

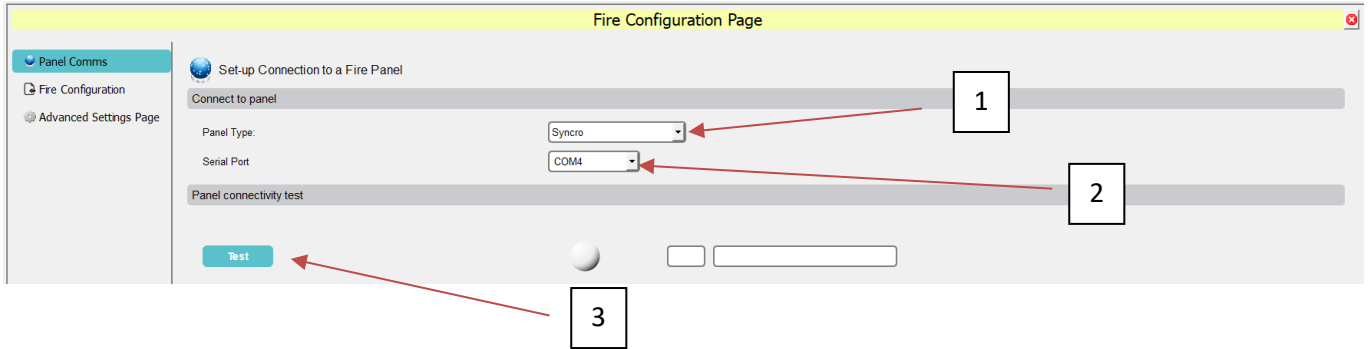
7.2 Panel Selection (Panel Comms)

Ockular works with a number of different fire alarm control panel types. The following steps explain the panel connection process.

1. From the Fire Configuration menu, select Fire Configuration and then Panel Comms. From the Panel Type list (1), select the panel type used on the fire alarm system.
2. Select from the drop-down (2) list what serial port on your PC / IP address with the fire alarm panel is connected to.

Note. If you don't know what comms port is assigned, go to your PC's Device Manager (which can be found in your computer's Control Panel) and identify the comms port from the list of devices.

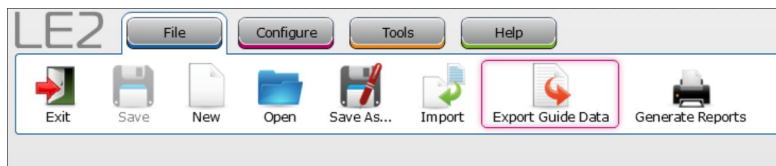
3. Click Test (3), to verify the connection.



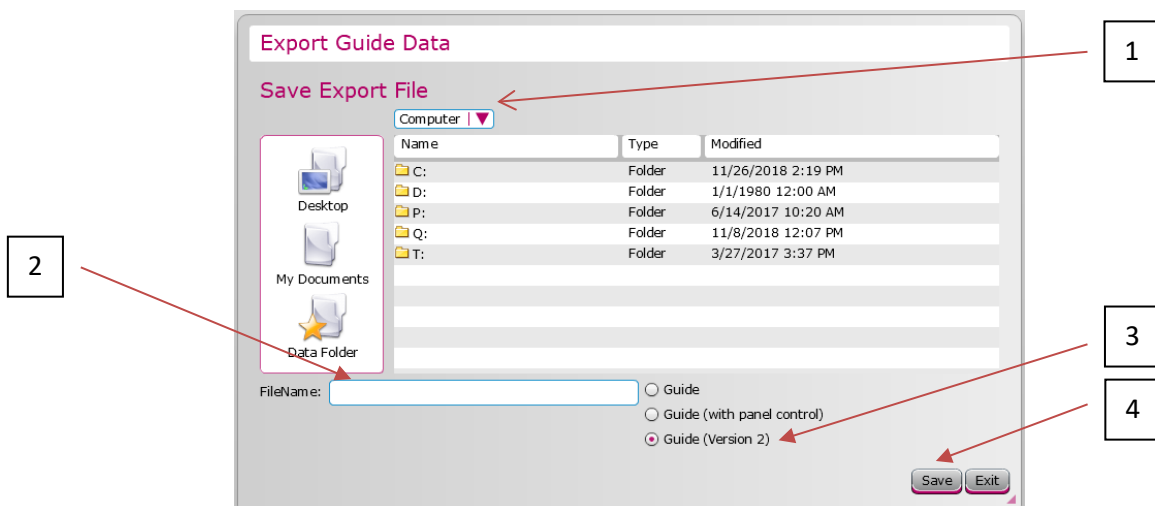
7.3 Importing Loop Explorer 2 Configuration Data

It is necessary to import the fire alarm system configuration data into Ockular. The following steps detail the process:

1. Log in to LE2 (Loop Explorer 2) where the fire alarm system data is held.
2. From the File tab, select Export Guide Data:



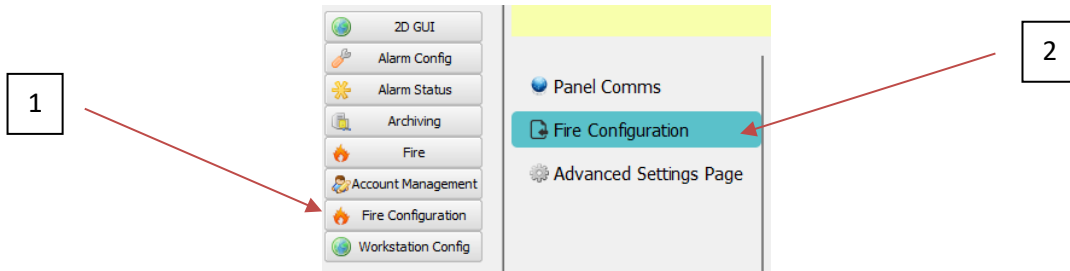
Browse to the location on your computer where you wish to save the file (1). You are required to name the export file by entering details in the File Name field (2) and ensure the Guide (Version 2) radio button is selected (3):



3. Save the file (4).

Note: for Taktis panels the .xml configuration file can be used instead.

- Return to Ockular and from the System Configuration Menu, select Fire Configuration button (1), then select the Fire Configuration option (2) from the list:



- Select Import...

Browse to the location where the LE2 configuration data file is saved (.xml) and click open. The data will be imported and will populate the Fire Configuration Page.

Note. If the file files fail to import it may be necessary to 'Restart' the service through Windows Task Manager. To perform this operation press [Ctrl+Alt+Delete] on the keyboard, select Task Manager, select the Services tab. From the list select/highlight the ASL iVENCS Supervisor Service line, right-click and select the Restart option. Return to Ockular software to check files have been successfully imported.

8 2D GUI Editor Mode

Ockular's editing mode can be used to design or edit site plans using a variety of shapes, texts, function buttons, and macros. The editing mode also allows creation or editing of item and plan level properties via panels and sub-menus (Some fields may have been pre-populated by the New Project wizard, but they can be edited if required).



Fig. 22 Editor Mode Toggle Button

All panels are visible and docked by default when Editor mode is first opened, but they can be dragged, floated, minimized or closed as required. Ockular remembers your choices until the next logoff or restart, or you can save your Editor settings (not the project settings) using **View>Save Settings**, [Ctrl-S], or [Alt-V, S].

Moving a panel from the dock allows the remaining panels (or background image) to take up the available space, while moving a panel into the dock may stack or tab the docked panels, depending on where you drag the panel into the dock space.

Generally speaking, the drawing tools will be familiar to anyone who has used low-level drawing applications.

8.1 Editor toolbars

The Editor has dedicated toolbars that can be dragged, floated, docked or closed as required. Some of the toolbars are context sensitive and may not always be on view, while others that should be on view may have been hidden by a previous user.

Note: Toolbars can be in landscape or portrait mode, depending on their current location.

8.1.1 Primary editing toolbar

The GUI Editor's primary editing toolbar contains standardised icons (with corresponding keyboard shortcuts) that can be used to apply various actions to selected items. Every icon has a hover tooltip for easy identification.

Explanations of the toolbar icons and shortcuts can be found in *Appendices*.



Fig. 23 Primary Editing Toolbar

Note: Icons are greyed out if the action cannot be applied to the current selection.

8.1.2 Toolbox toolbar

The Toolbox toolbar provides a number of standard drawing tools that are used to add items to the currently displayed level.

Each tool may provide additional editor functions that will be displayed in the Active Tools actions toolbar.

Each icon has a hover description, and the editor status bar (at the bottom of the screen) displays the active tool's name.



Fig. 24 Toolbox toolbar

8.1.3 Editor Tools toolbar

The context sensitive toolbar may be blank, or it may display additional controls for the selected tool, and two examples are shown in Fig. 25 below.

For example, selecting a regular polygon will allow you to control the:

- Stroke Style (none, solid, dashes, dots, etc.)
- Stroke Weight (1 – 100 px)
- Stroke Colour and density (RGB)

- Fill Style (solid, dense, horizontal stripes)
- Fill Colour and density (RGB)
- Number of Points (3 – 255)

...while selecting text and button tools may allow basic text formatting options, as in the lower example below.

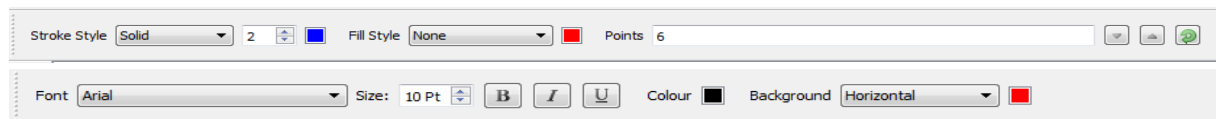


Fig. 25 Two Examples of Editor Tools Context

8.1.4 Active Tool actions toolbar

Selecting overlapping polygons will open an additional toolbar that will allow you to merge or transect the selected objects. Hover over the icon for a tool description and refer to *Section 9.3* for examples of how they work.



Fig. 26 Active Tool actions toolbar

8.2 Project Navigator Panel

The Project Navigator Panel has tabbed dialogs that provide quick access to the current project levels, symbols and subsystem object tree information.

Project Navigator has the following tabs with their sub menus:

- Levels tab
 - see your current plan level
 - select and view another level in the background
 - add or remove plan levels
 - edit a plan level's properties and image
- Symbols tab
 - drag and drop pre-defined symbols onto your selected level
 - edit your symbol libraries (import or delete symbols)
- Object Model tab
 - select a sub-system to view
 - view Object Model paths in expandable tree view
 - view the Equipment List by item Name and JPC Path
 - hide or show items
 - Highlight orphaned items
- Sidebar tab
 - view the plan levels that appear in the Sidebar
 - rearrange the order of levels
 - view unassigned plan levels
 - transfer levels between the unassigned and assigned lists

Note: The item moved to the top of the Sidebar tab's 'allocated' list automatically becomes the Ockular Home page, which will be indicated by the Home icon appearing on that level (circled below):

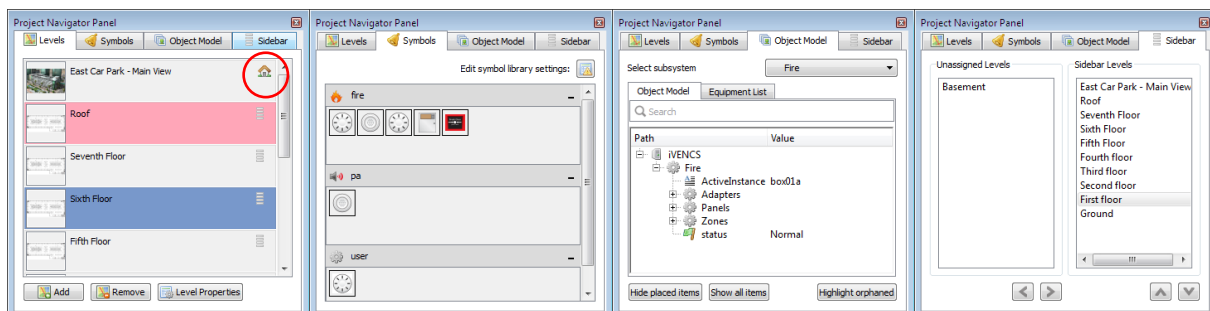


Fig. 27 Project Navigator Panel Tabs

- Level Properties previously selected but not saved are pink
- Level being viewed and selected for editing is blue.

In addition to the tabs, there are three buttons that allow you to Add or Remove levels and edit the Level's Properties.

8.3 Properties Panel Overview

The Properties Panel is a tabbed panel that allows creation or editing of a selected item's properties.

Note: To enable the Properties menu options, click the pointer icon and then click on the item to be edited. Failing to do this will result in unwanted items being added to the screen, which you can remove using Ctrl-z.

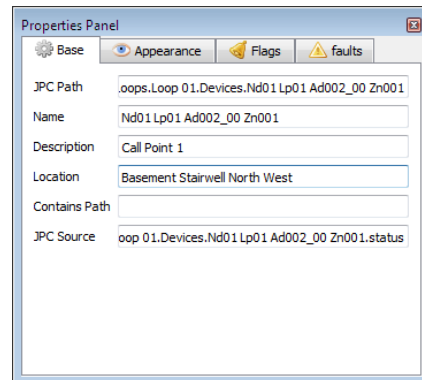


Fig. 28 Properties Panel

8.3.1 Properties Panel tabs

All screen items have properties that can be created or edited in the Properties Panel tabs. Some properties automatically change when you move or resize items manually.

Explanations of the different properties are shown in the tables below, but the properties are context sensitive and may not all be visible at the same time.

Note: Property changes are disabled when you select multiple items at the same time.

Base

Property	Description
JPC Path	The related subsystem equipment's JPC path.
Name	The unique name of the item or button.
Description	Optional short description text displayed in the item status information window.
Location	Optional location name e.g. 'Arrivals Hall'.
Contains Path	Optional comma separated list of additional subsystem JPC paths that drive the alert status flag.
JPC Sources	Optional comma separated list of source JPC Paths that drive the editable symbol image.

Table 3. Base Panel Properties tab

Appearance

Property	Description
Base Symbol	The base symbol image name. (Symbols only)
X	The object's normal centre point x-axis coordinate (without offset)
Y	The object's normal centre point y-axis coordinate (without offset)
Width	The width of the item in px
Height	The height of the item in px
Label	The object's label text (buttons and text only)
Secondary Label	The accessory label text (navigation and zone group buttons only)

Table 4. Properties Panel Appearance tab

Flag

Property	Description
Offset X	The horizontal offset from the object's centre point to the centre of the displayed alert flag, in px. Can be a positive or negative number, e.g. 50px or -50 px. For zones the polygon centre is offset.
Offset Y	The vertical offset from the object's centre point to the centre of the displayed alert flag, in px. Can be a positive or negative number, e.g. 50px or -50 px. For zones the polygon centre is offset.
Drop shadow	Alarm flag's drop shadow can be on or off.

Table 5. Properties Panel Flags tab

Fault

Property	Description
Transparent Faults	Specifies if the object is transparent to faults or not. Transparent objects still display faults, but they are also propagated to their parent entity.

Table 6. Properties Panel Faults tab

8.3.2 Properties Panel – Drag and Drop properties

The properties panel supports inclusive drag and drop from the object model tab (left image below).

...or you can selectively drag and drop in the specific object model JPC path data (right image below).

The following properties can be configured using either manual entry or drag and drop:

- JPC Path
- Name (JPCID)
- JPC Sources

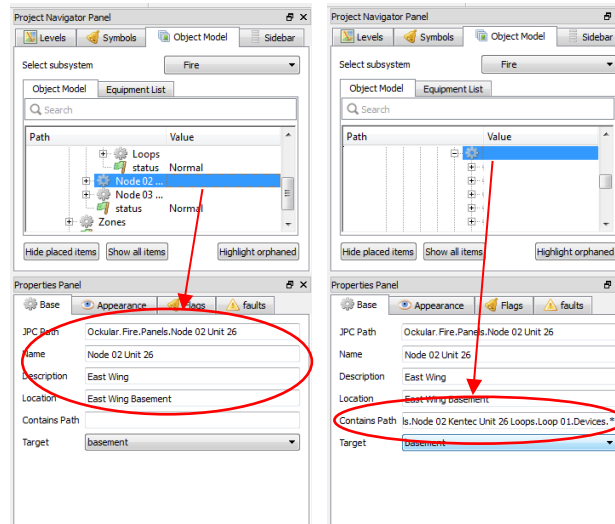


Fig. 29 Properties Panel – Drag and Drop Properties

8.4 Filter Items Panel overview

This panel allows you to show or hide the on-screen items, which can be useful when you have a lot of screen objects displayed, or when the objects you want to edit are affected by objects on different layers.

Items can be filtered by type or name, and you can use the torch icon to select or deselect all items in the list first.

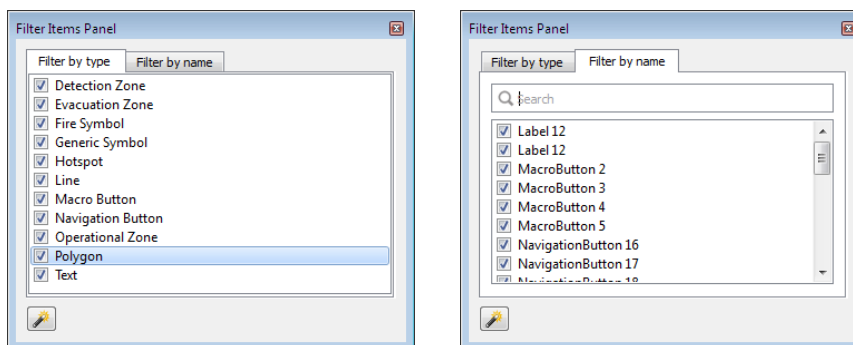


Fig. 30 Filter Items Panel Tabs

8.4.1 To filter items

1. Go to Project Navigator and select the level that you want to edit.
2. Select the Filter Items Panel.
3. Select the appropriate filter tab.
4. Use the check boxes to deselect or reselect individual items.

Note: The 'Filter by name' tab is context sensitive and will only show the items already included on that level.

To show or hide all items

5. Click the torch icon to toggle all items off or on.
6. Use the check boxes to reselect or deselect items.

9 Creating a New Project

1. Log in as Admin
2. Click Editor mode (1).
3. Click New Project (2) to start a new project, even if another project version is already open.

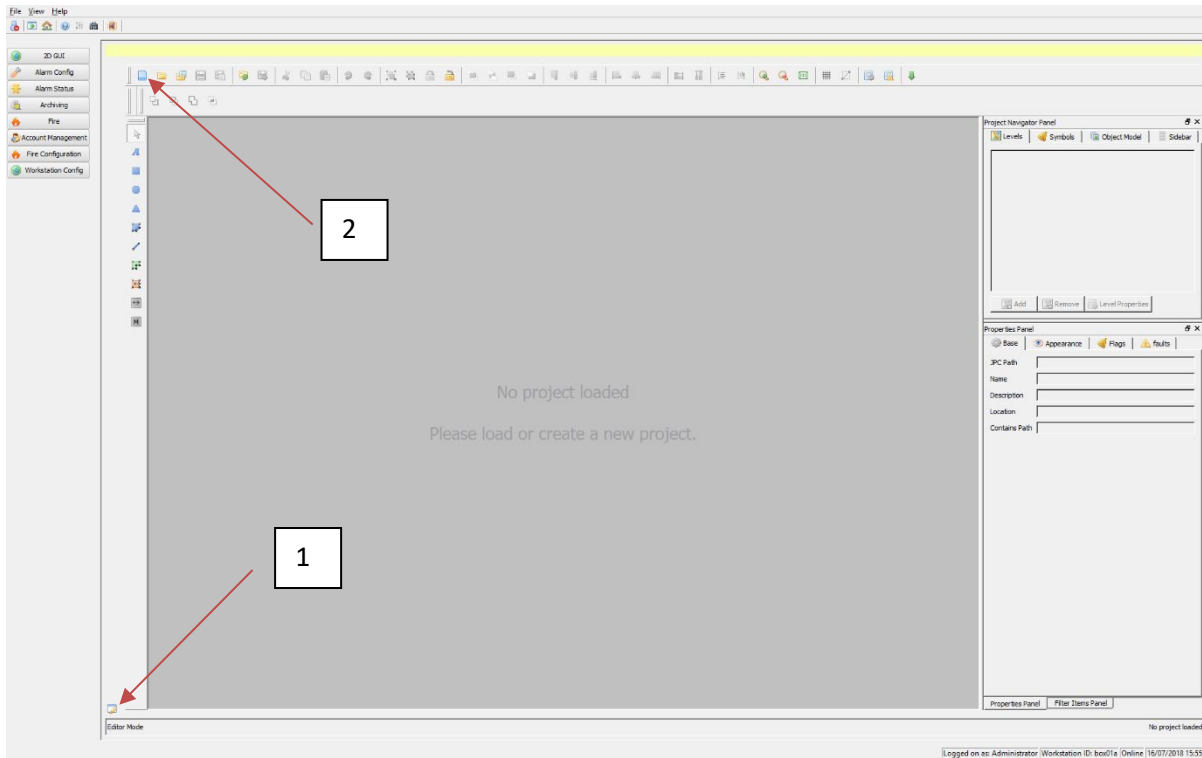


Fig. 31 Creating a New Project

- The New Project Window dialog opens:

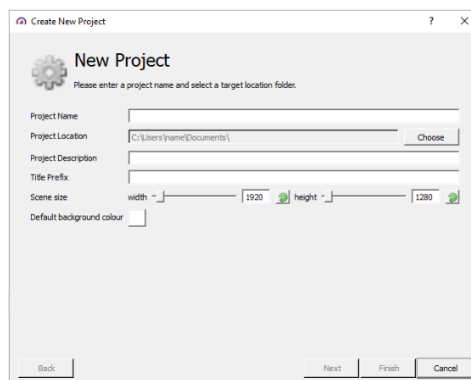


Fig. 32 Creating a New Project Dialogue

4. Here you enter:
 - Project Name (Required).
 - Project location - Click the [Choose] and browse to where the project is to be saved (Required - Default is location will be the C:\ drive).
 - Project Description (Optional).
 - Title Prefix (Optional).
 - Scene Size (Optional). Type in the scene width and height in pixels (default setting is your monitor resolution). Note that choosing the wrong size will cause the images to scale to the wrong size, which will create sliders for moving the scene, but may also hide some buttons and features off-screen.

Tip: Make background size the same as the image being inserted.

- Default background colour (Optional). Click the square button to select from a range of basic colours or input RGB (Red, Green, Blue) values to specify a colour. Clicking [Add to custom colours] allows a specified colour to be added to the swatch panel for future use.
5. Click [Next] open the Initial | Level Images dialogue box allowing you add the site plans and a home page. This can be a single level or a multi-level project. The Home Level could be a photograph or a floor plan depending on your own preferences.

Note: It is recommended at this stage that just the home image and building level images are added.

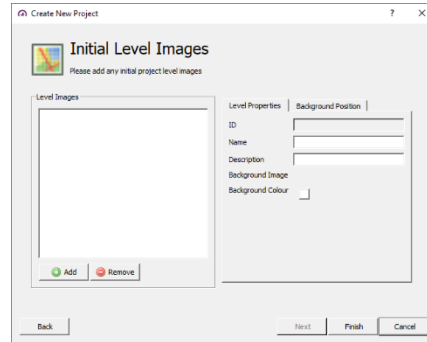


Fig. 33 Initial Level Images Dialogue

6. To add a level image, click [Add].
7. Browse to the location and insert the desired image by either double clicking your selection or clicking [Open] in the window.
8. In the Level Properties tab you can enter:
 - Name – Name level image (Optional).
 - Description – Give the level name a description (Optional).
 - Background Colour – Set a background colour (Optional). Methods are as described previously.
9. Use the Background Position tab to position your image in the scene:

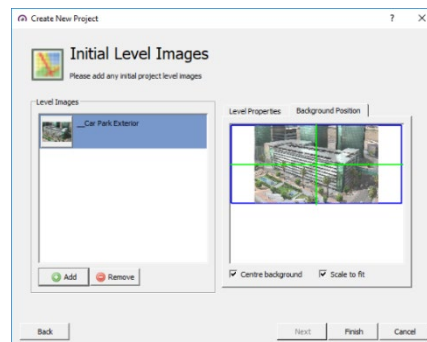


Fig. 34 Position Image

- Check [Scale to fit] to uniform scale the image to the scene (Optional).
- Check [Centre background] to centre the image to the scene (Optional).
- Click and drag in the preview pane to manually adjust the image position within the scene. Note [Centre background] and [Scale to fit] unchecked.

Note: Further info on image positioning can be found in the following section.

10. Add more levels as required. Levels can be removed at this stage by clicking on the level (so it is highlighted) then clicking remove.
11. Click [Finish] when done

9.1 Project Levels

The term 'Levels' can be attributed to floor levels in a building, rooms, areas, zones, and can be configured to lead to other targets with the aid of hotspots, macros etc.

Levels can be assigned, unassigned, promoted, demoted or assigned as the Home page by editing the Project Navigator Panel's Sidebar levels.

By default, the 2D GUI provides a Sidebar to navigate to assigned levels within the current 'project', but you can also add additional, customised navigation buttons that do a similar thing while displaying more detail about the target.

Note: In Editing mode the sidebar is hidden and control buttons are deactivated as they are editable themselves, so you must use the Project Navigator Panel to select the level you want to work on.

Further information regarding the level Sidebar can be found later in this section.

9.1.1 To add a Level image

1. Go to the Project Navigator Panel, select the [Levels] tab, and click [Add] to open the Add dialog:

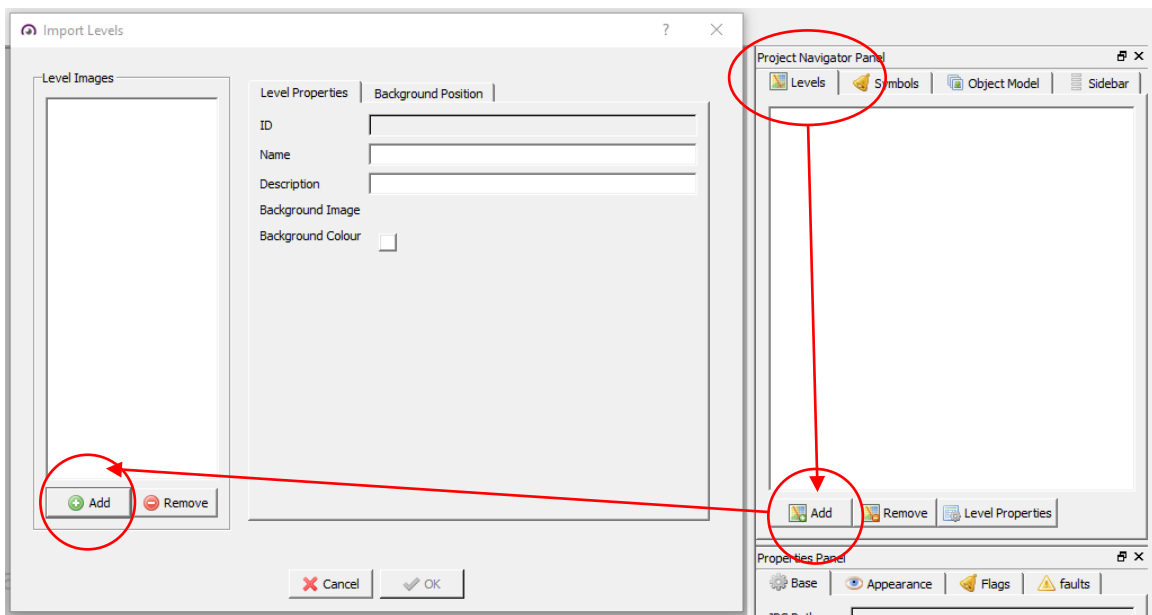


Fig. 35 The Add Levels Dialog

2. Click [Add] again.
3. Navigate to the folder holding your site images

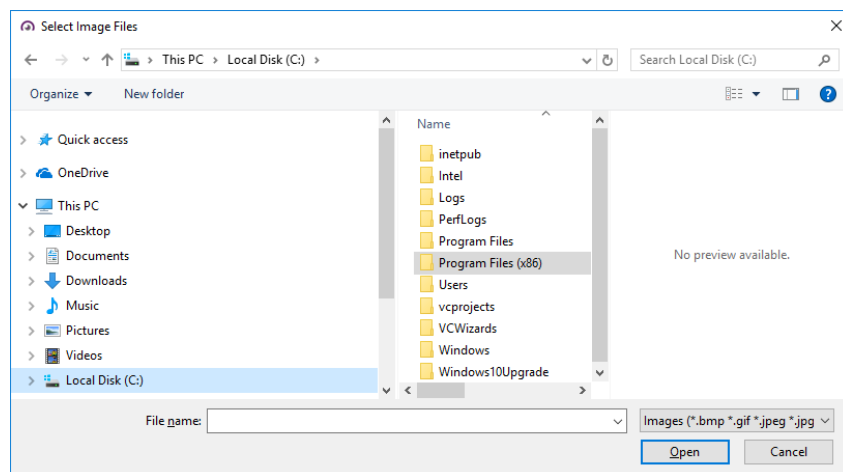


Fig. 36 Images folder

- When you click your chosen file it automatically imports, and you have the choices of having it centred or offset, and/or full-scale or scaled to fit.

Tip: Double clicking a single file imports it without waiting for confirmation. You can also batch import by using [Shift+click] to select, or [Ctrl-click] to select, followed by [Open]. You can then edit your preferences for each level if required.

Tip: You may want to leave space at one side of the image if you intend to add Navigation Buttons later on, or you can change the image layout in Level properties at any time.

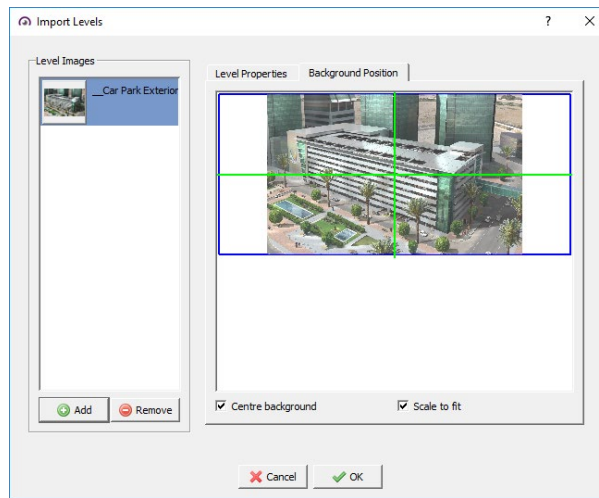


Fig. 37 Imported Level image dialog

- You can open the Level properties tab and give the image a descriptive name and description and choose a background colour if desired.

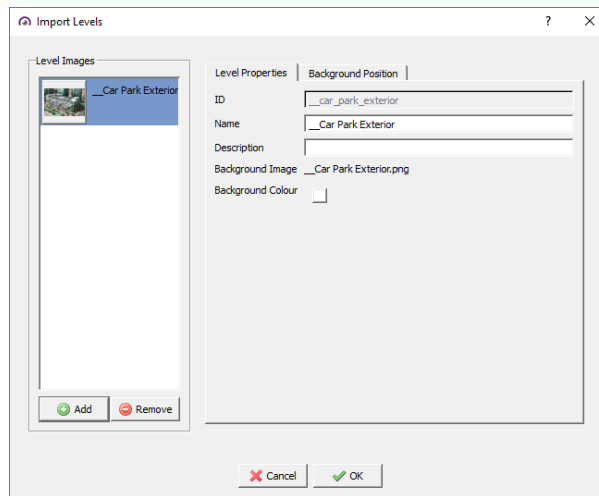


Fig. 38 Level Properties dialog

- Now add any remaining levels as described above.
- Click OK when finished.
- Click the [Save] or [Save Version] Icon regularly to save your changes.

9.1.2 Organising Levels (Sidebar)

The levels are displayed in alpha-numerical order when imported. Using the Sidebar feature it is possible to arrange levels in a preferred fashion, for instance promoting floor levels for logical building/project navigation.

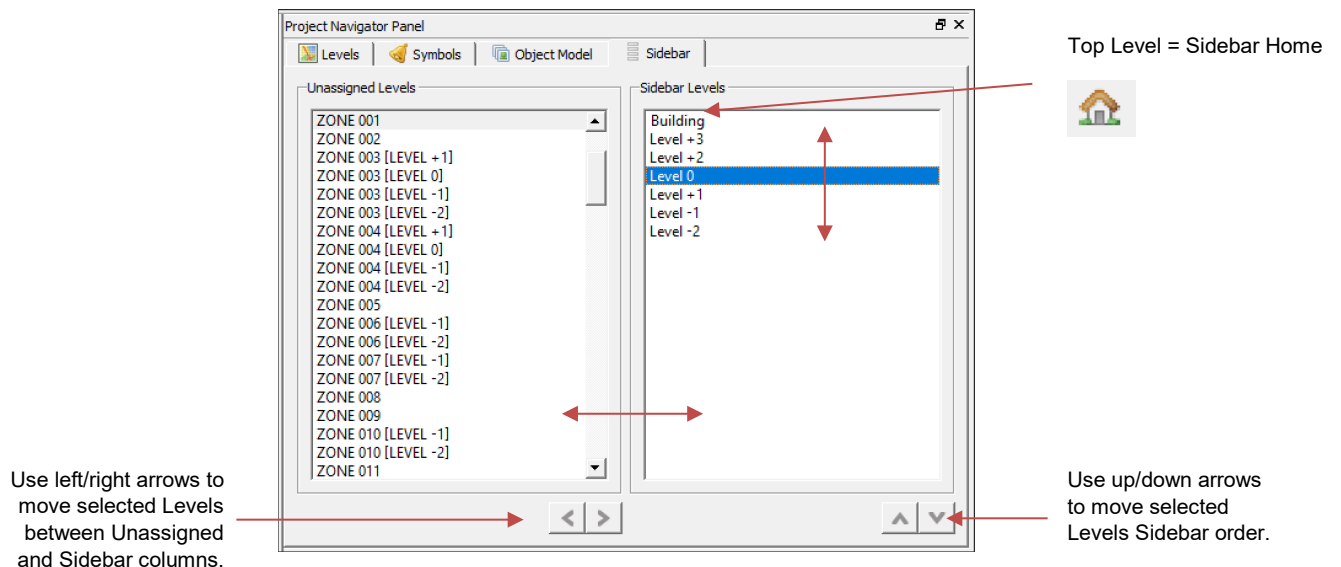


Fig. 39 Example Sidebar

In Editor Mode, viewing the Project Navigator Panel, Sidebar tab, you are presented with two columns – Unassigned Levels and Sidebar Levels. The left/right, up/down arrows allow the user to manipulate the levels accordingly.

The example shown below depicts a typical project whereby Levels intended for the Sidebar have been allocated. Selecting an Unassigned Level and clicking the right arrow enables this, moving the level to the Sidebar column.

Levels moved to the Sidebar can be arranged as necessary by selecting the level and using the up/down arrows. The level moved to the top becomes the home level and, in the Sidebar, will be depicted with the ‘house’ symbol.



Note: Maximize or move your panel if you can't see the arrows at the bottom.

Remember to [Save] or [Save Version] to save your changes, and then log off > log on if you want to rearrange the Project Navigator Panel Levels order to match the side-bar order.

Tip: Select the Levels tab and, if you see pink levels, it means that the current level edits haven't been saved.

9.1.3 Edit level properties

The process for editing the properties of existing levels is the same as described above but is started by going to the Project Navigator Panel, clicking the chosen Level, then clicking [Level Properties].

Clicking the [Choose] button will allow you to replace the current image.

9.1.4 Remove level

To remove a level:

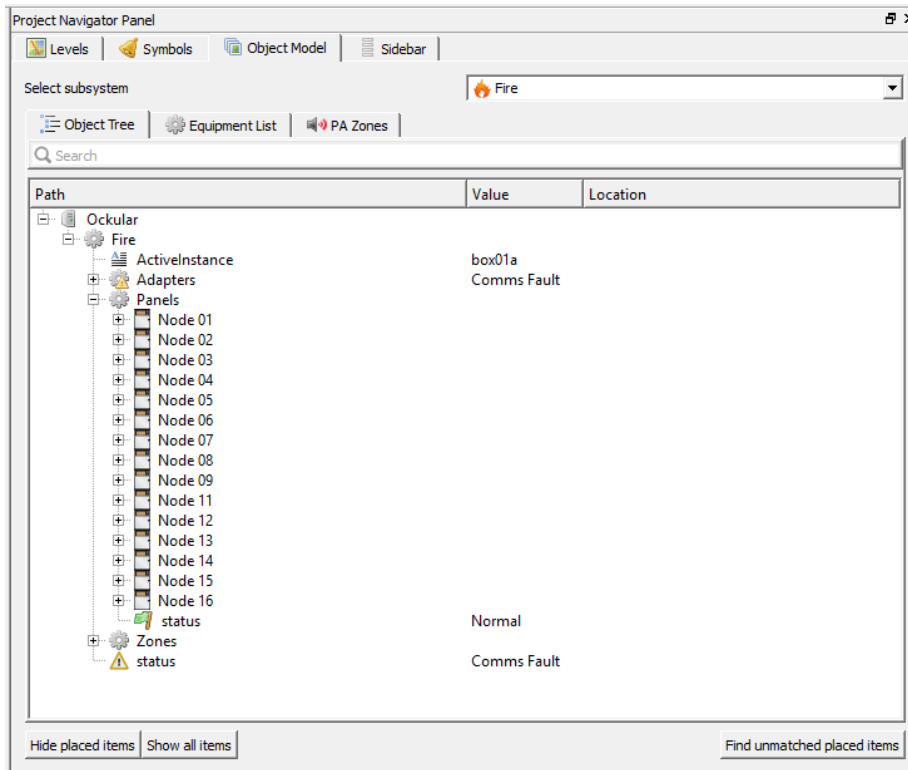
In the Project Navigator Panel Levels tab, select an image and click [Remove].

9.2 Fire Alarm Entities

Having imported Loop Explorer 2 configuration data (explained in the Project Prerequisites section), fire alarm entities can be assigned to the project levels.

From the Project Navigator Panel, select the Object Model tab.

The example below shows a typical configuration:



Sub-menus provide the following information:

- Object Tree – Displays the fire alarm system based on the configuration in a ‘tree’ format.
 - Clicking on each ‘+’ expands on each entity, ultimately displaying individual properties. Clicking on ‘-’ thereafter collapses the expansion.
- Equipment List – Displays the fire alarm system based on the configuration in a list format.
 - Clicking on ‘Name’ sorts entities by name, in alphanumerical order.
 - Clicking on ‘Location’ sorts entities by location, in alphanumerical order.
- PA Zone – Displays any public address entities forming part of the fire alarm system.

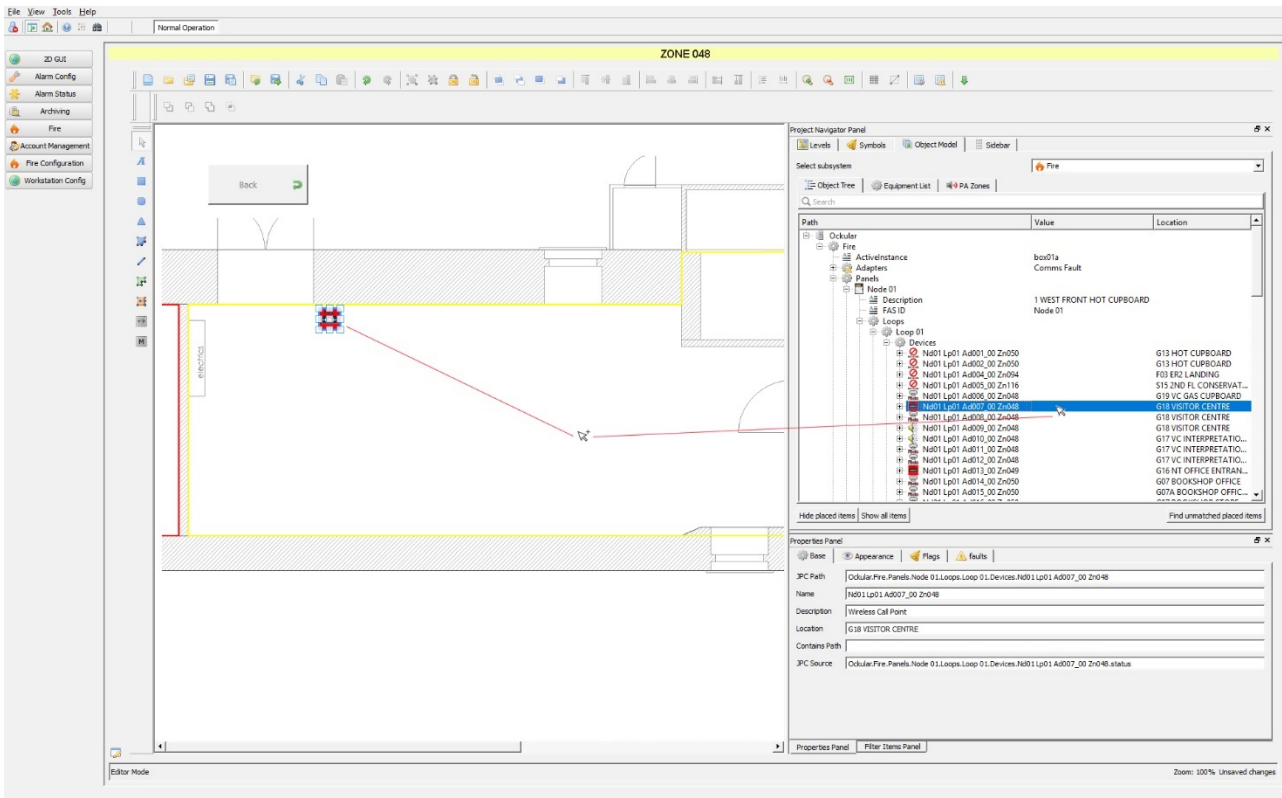
Through each subsystem it is possible to search for entities using key words.

9.2.1 Assigning Entities to Locations

Important.

To assign entities to their exact location in the building it is advised the 'as built' drawings, produced by the fire systems company, detailing the fire system, are to hand. These drawings will provide an invaluable means to identify and ensure entities are placed in the correct locations.

From the Object Model subsystem, fire alarm entities, using the mouse can be 'dragged and dropped' to their corresponding Level locations. The example below displays the 'drag and drop' process:



Here we see how the call point has been placed in its corresponding location on the Level. Note how detailed information about the device is displayed in the properties panel.

Tip. The same process can be followed through Equipment List and PA Zones tabs.

9.3 Symbols

Ockular uses symbols images held in a library under the Project Navigator Panel - Symbols tab.

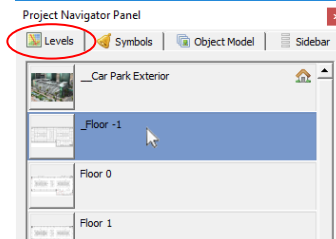
Symbols represent a selection of commonly used fire alarm panels, detectors and associated devices. Symbols can be dragged and dropped on levels to replicate the fire alarm system.

Symbols representing fire alarm panels, detectors and devices associated with the fire system project will be automatically imported with your project configuration, allowing them to be dragged and dropped into the relevant place.

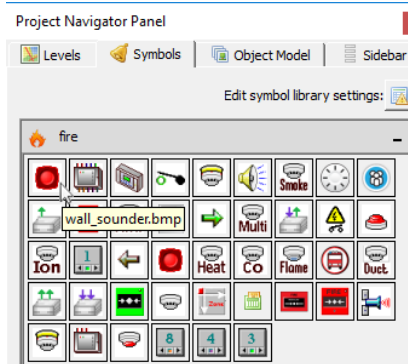
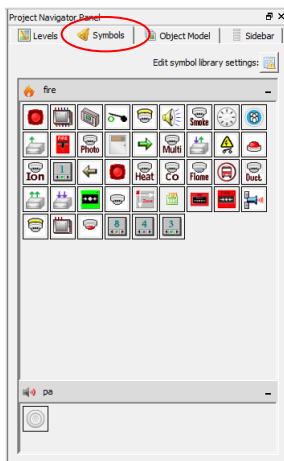
Other library symbols can be imported within Ockular. Away from Ockular, Symbols can be created and imported, provided they meet the criteria outlined later in this section.

9.3.1 To add symbol images to a Level

1. From the Project Navigation Panel [Levels] tab, select the level where symbols are to be added.



2. From the Project Navigator Panel click the [Symbols] tab.



Tip. Pausing on a symbol with the pointer will show the symbol description.

3. Click and drag the symbol you would like to add to your level. You can then move them, resize them, and set their properties.

9.3.2 Symbol Properties

Through the Properties Panel, symbols can be configured by the user.

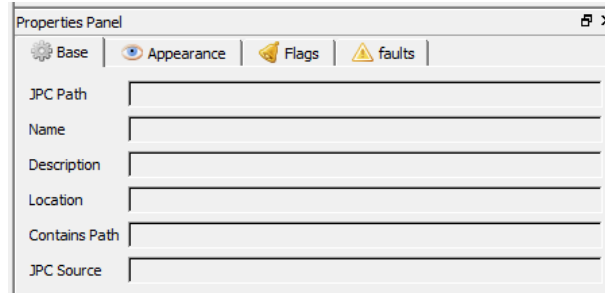


Fig. 40 Symbols – Properties Panel

Project Navigator has the following tabs with their sub menus:

- Base
 - JPC Path: Provides intrinsic details in relation to the selected symbol.
 - Description: Optional. Add a description to the selected symbol as required.
 - Location: Optional. Add a location details to the selected symbol as required.
 - Contains Path: Used to group items.
 - JPC Source: Provides intrinsic source details in relation to the selected symbol.
- Appearance

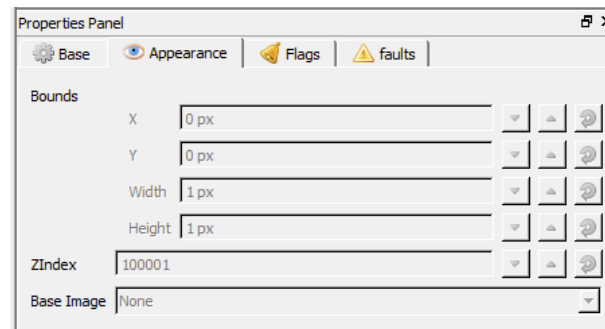


Fig. 41 Symbols – Properties Panel – Appearance

- Bounds - X/Y/Width/Height: Measured in pixels, adjusting values, 'X' axis (left and right) and 'Y' axis (up and down) allows the user to change position of the selected symbol.
- Z-Index – Measured in pixels, adjusting the values, the Y axis changes the 'height' of the symbol. Added symbols are allocated Z-Index numbers in the order they are added, so it is possible to stack some symbols on top of other symbols depending on their Z-Index. E.g. a Sounder with index 100005 could sit on top of BGU 100004 but would be below BGU 100007. This might have potential where the user adds and defines a hotspot or macro button, and afterwards adds and drags a symbol on top of it for ease of identification.

Z-Index numbers can be manually edited, but this is not recommended as you can't know what numbers are already in use or what may be allocated in the future. It is also unwise to change the number of '0's in a Z-Index, as they control the z-layer alert priority bands. e.g. a zone would be 100X whereas a symbol would be 10000X.

You cannot change the Z-Index of the base layer image, as it is always the lowest fixed level.

- Base Image – Using the base image function it is possible to change the selected symbol image type. With the level symbol selected, left click on the Base Image field to display the symbols library list. Select the desired symbol to change.

Note Up/down arrow buttons change selected symbol position in one-pixel increments. The round arrow button returns the value to the default setting.



- Flag

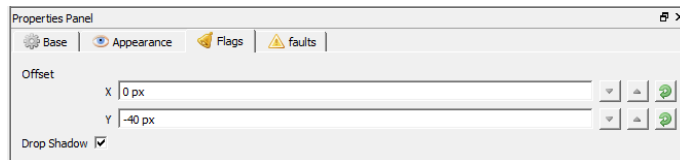


Fig. 42 Symbols – Properties Panel – Flags

- Offset – Option changes flag position associated with the symbol the in X/Y axis. Checking the Drop Shadow box

- Faults

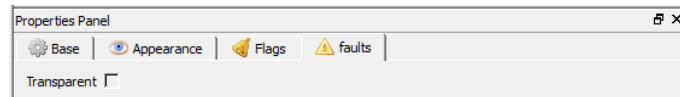


Fig. 43 Symbols Properties Panel – Faults

- Check the transparent box to toggle on/off the associated device inputs. Generally used for testing and cause and effect purposes.

9.4 Hotspots

Hotspots are selected screen areas that, when clicked, jump you to their designated target view.

Hotspots can be bordered or invisible, but the mouse cursor changes to a clickable hand cursor when hovering over them.

Hotspots can be created or edited in the Editor mode.

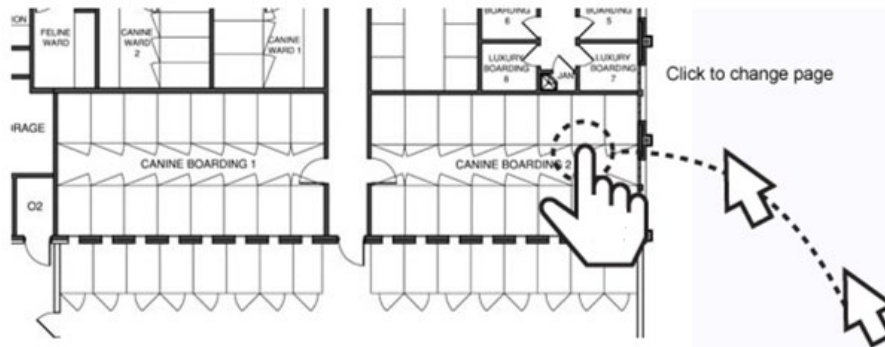


Fig. 44 Sample Hotspot selection

9.4.1 Creating a Hotspot

1. Go to the Home view and centralize the area you want to include in your Hotspot.
2. Click the Hotspot icon (circled below), and then click your start point.
3. Draw your hotspot outline, clicking at each corner, and joining the first and last points. The completed hotspot will become filled. (The outline and fill can be edited for style and colour if required.)
4. You can still use the sliders if your next point is off-screen, as the plot line follows the cursor until the next corner is clicked.
5. Press [Esc] to cancel an incomplete shape, or [Select] > select > [Del] to remove completed shapes.

Note: The shape fill does not appear on-screen in Control mode, and the outline can be selected to 'on' or 'none' using [Stroke Style].

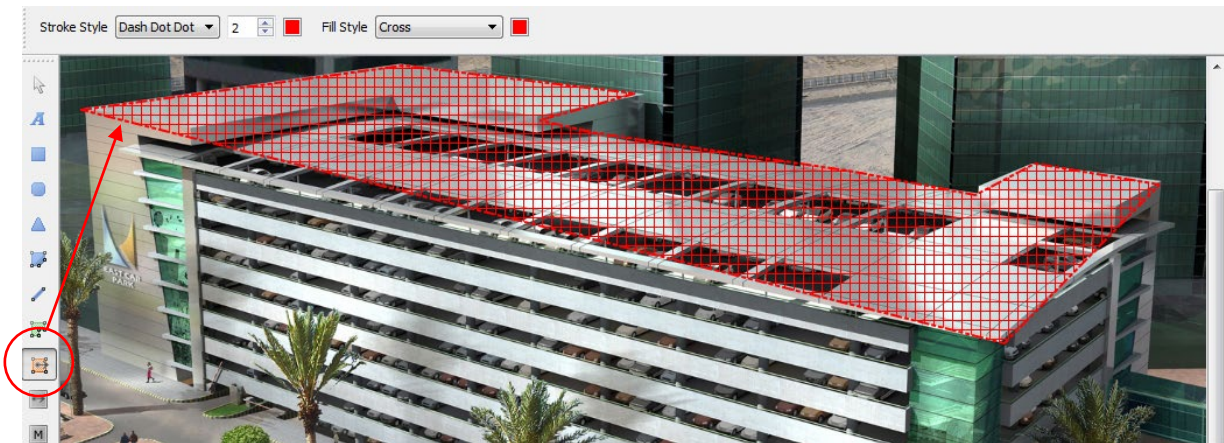


Fig. 45 Completed Hotspot

6. When you are happy with your hotspot area, click the [Select] icon, and then click the hotspot shape to select it.
7. Select the Properties Panel [Base] tab and change the [Target] drop-down menu to your chosen level.
8. Click the Save or Save Version icon.
9. Repeat for other hotspots.
10. Go to Control mode and test that the Hotspots work as expected.

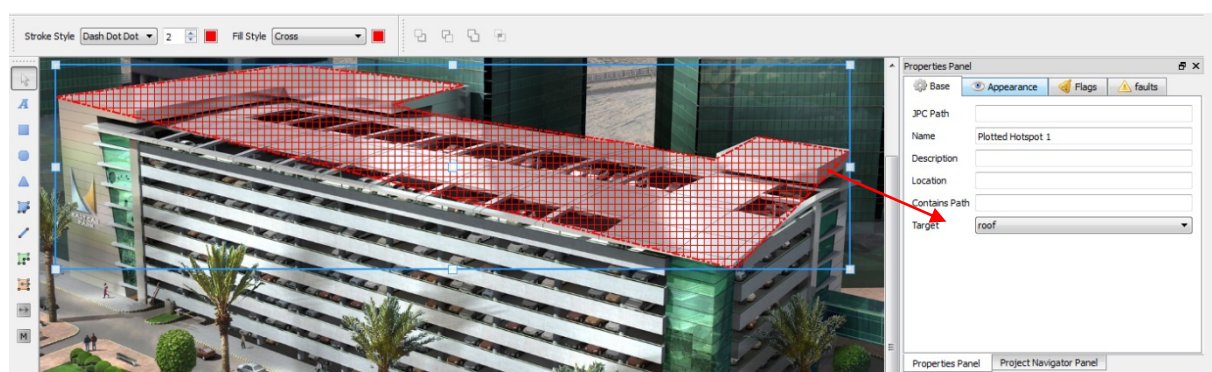


Fig. 46 Completed Hotspot





9.5 Shapes and Lines

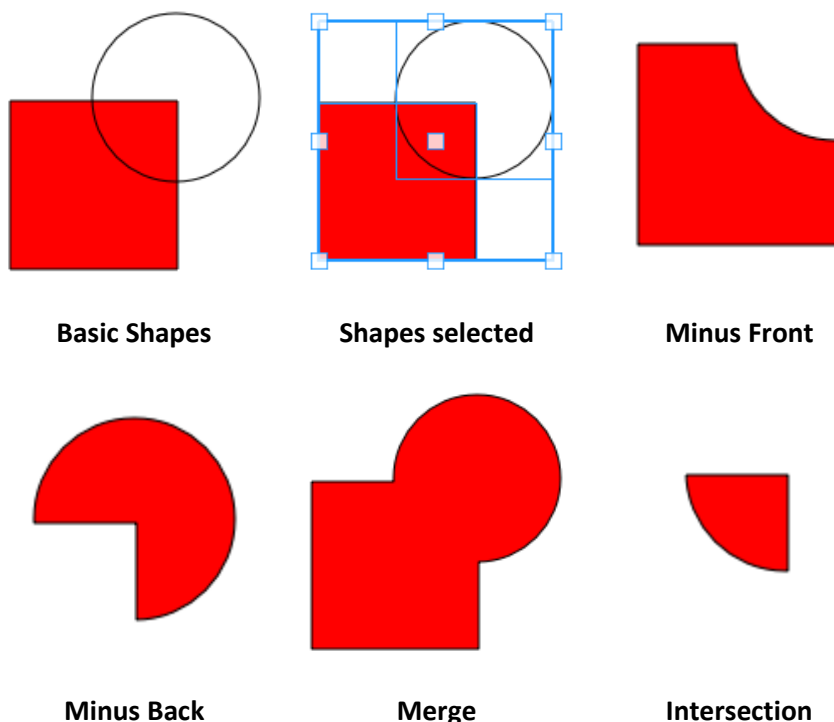
You can add rectangles, ellipses, regular and irregular polygons, and lines to the current level, and you can control various attributes (colour, fill, borders) depending on the shape. You can also change two shapes into one compound shape by using the grouping and transforming tools.

1. To add a shape, click the appropriate shape icon, and then set the stroke, fill and points you want to use.
2. Click where you want the shape to appear on screen. Click again to add more of the same shape.
3. Click the [Select] icon, and then click your chosen shape. Ctrl-click to select multiple shapes.
4. You can use the handles to move or resize selected shapes
5. You can use the drawing tools to align or resize groups of shapes.
6. You can also change the outline and fill of all the selected boxes.
7. You can use icons or right-click to move shapes in front or behind other shapes, but Buttons must always be at the top or they won't work.

Note: Remember to click the Save or Save Version icon regularly to record and update your changes, and again when you have finished adding all your text boxes.

9.5.1 To merge or cut two shapes

1. Add two shapes as shown above.
2. Stack the shapes and move them until you can visualize the desired shape outline.
3. Ctrl-click to select both shapes.
4. You can now hover over the icons to see the options of:
 -  Minus the Back shape
 -  Minus the Front shape
 -  Merge both shapes
 -  Leave only the Intersection of both shapes.
5. Click your choice of action. If you don't like what happened, [Ctrl-Z] or click the undo icon, and then try again.
6. When you are satisfied with the transformation, you can group the transformed shape with another shape and repeat as necessary.



9.5.2 To add Zones to a level or to split levels

Zones are irregular polygons drawn to surround specific areas or levels, and they can be colour coordinated and allocated to one of three types:

- Detection Zones
- Evacuation Zones
- Operational Zones

Zones can overlap, can be duplicated on split levels, and can be filtered by type as the need arises.

1. To start, it is a good idea to click the grid icon, which overlays the image with faint 10x10 grids to help make the irregular polygon lines straight if required.
2. Select the level on which you want the zone.
3. Click the zone icon, and then click the Zone type drop-down menu and select a zone type.
4. Click and release a start point and drag your first line. When you are happy with its position, click again to set the corner point.
5. Drag the second line and click to create the next corner point. A shaded triangle will appear between the two sides.
6. Repeat for the third and fourth (and more) sides, making sure that your final point joins your initial point. This is confirmed when the shading turns solid.

Tip: Holding down the <shift> key between clicking points will cause lines to be created in 45° increments.

7. Press [Escape] if you want to discard the shaded zone and start again, but a solid zone must be selected and deleted as if it is an object.
8. When you have completed your zone(s), click the [Select] icon and then select your chosen zone.
9. Separate the Project Navigator Panel (PNP) from the Properties Panel for ease of access.
10. Select the Properties Panel [Base] tab
11. Select the PNP [Object Model] tab, then the Subsystem [Fire], and then the [Equipment List] tab.
12. Select the Zone you want to allocate (e.g. DetZone001), and then drag it onto the Properties Panel, where it will auto-fill the relevant fields.
13. Click the Save or Save Version icon before proceeding to the next zone.

Note: Two or more zones given the same Object Model details will be treated as the same zone for alert purposes.

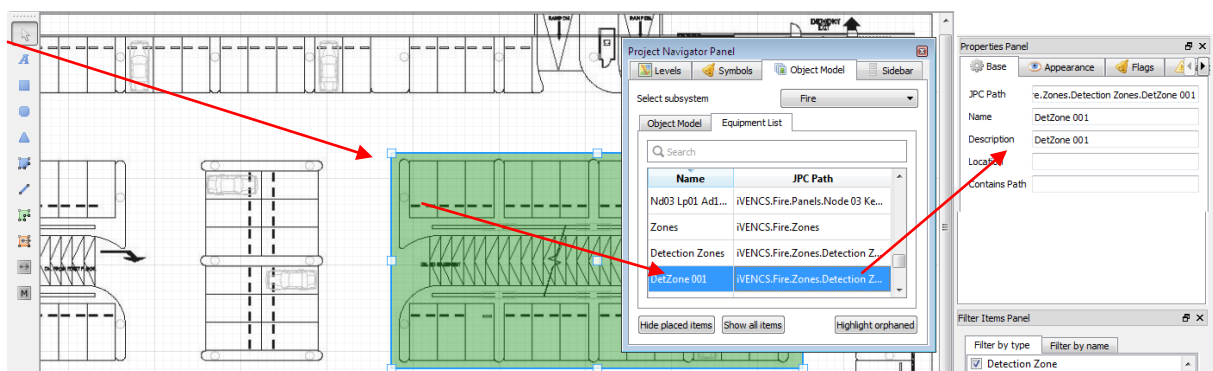


Fig. 47 Copying a zone's details to the Properties Panel

9.6 Text

Text can be added, edited and moved around like any other object on screen. Text has the same fonts and Bold, Italic, Underline attributes as Microsoft Office, and can have various borders, backgrounds and colours.

1. To start adding text, click the Text icon, and then set the font attributes and the background you want to use.



2. Click where you want the text to appear on screen and start typing.
3. Use normal text editing techniques to change the appearance or spelling of your text.
4. When finished typing, click the [Select] icon, and then click and drag your text box to its final location.
5. You can use the drawing tools to align or resize groups of text boxes.
6. You can use the handles to resize the text box, but this does not affect the text, which stays in the top-left corner of the box. You can also change the background of all the selected boxes.
7. You can use the Properties Panel's Appearance tab's Text box to edit the text directly, but you will need at least one starting letter in the text box, and you must follow it with Enter to commit the changes.
8. You can use the text box handles to resize the box to fit the new text if required.

Note: Remember to click the Save or Save Version icon regularly to record and update your changes, and again when you have finished adding all your text boxes.

Tip: Although you can't change text alignment within its text box, you can put text boxes on top of other shapes and then use the drawing alignment tools to centre the text box within the shape. You can also match, or contrast, the text box fill and the shape fill, and you can control the appearance of borders.

9.7 Flags

Both Zones and Symbols can display an alert flag generated by one or more external sources. The displayed flag is always the highest priority alert if several input sources send alerts.

Alert flags are allocated a higher Z-index than symbols and zones so they always appear on top of the display. Alert flags can also be given a positional offset from their nominal position (centre point) so that conflicts between adjacent symbols can be easily resolved.

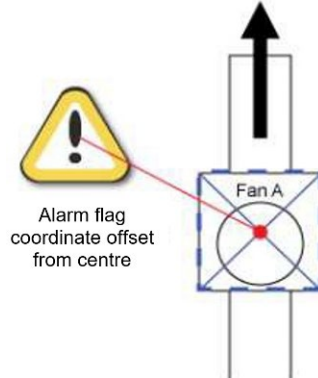


Fig. 48 Symbol Flag Offset

Alert flags pulse on priority-state transitions, the duration of which is configurable.

A project's flags, properties and settings can be customised in the 2D Editor - Edit Project Setting screen.

The default alert flags are:











	Unknown		Information
	Warning		Reduced Service
	Alarm		Priority Alarm
	Critical 3 Alarm (Pre-Fire)		Critical 2 Alarm (Fire)
	Critical 1 Alarm		Auxiliary Alarm 2 (Implicit Disablement)

Table 7. Default Alert Flags

9.8 Navigation Buttons

Navigation buttons can be created to change the current viewing 'level' to their designated target level. The navigation buttons can be assigned the following properties:

- Main button text (mandatory)
- Description text (optional)
- Target page (mandatory)
- Font Name (mandatory)
- Font base size (mandatory)
- Icon (optional)
- Accessory icon (optional)

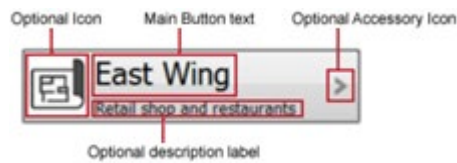


Fig. 49 User-created Navigation buttons

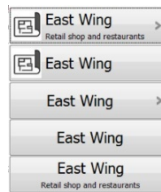
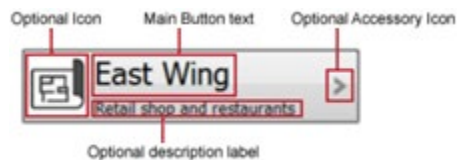


Fig. 50 Navigation button variations

9.8.1 To add optional Navigation Buttons

This section shows you how to add customized navigation buttons that can give four types of information instead of just one.

Note: You have the choice of having the buttons anywhere on top of the image or dragging the image off-centre to allow space for manually tiling the buttons.



9.8.2 To create a button

1. Use Project Navigator to go to your Home page.
2. Click the button creation icon, and then click in your chosen location to place the button:



3. Click to place more buttons if required or click [Ctrl-z] to undo any mistakes.
4. Click the Select arrow icon, and then click a button to select it:



5. Use the centre handle to drag the button to a new location or use the outside handles to resize the button. You can also use the drawing tools to align or resize groups of buttons to the size and position of the first button.

6. Now you must enter the button properties to change its appearance and target destination.
 7. To do this, first select the correct button, then open the [Properties Panel] > [Base] tab and enter, as a minimum, the target level from the drop-down list.
 8. Enter an optional Description (which appears as the sub-description on the button).
 9. Click [Enter] to update the button.
 10. Next, open the [Appearance] tab, and enter the button's main description as Text.
 11. Click [Enter] to update the button.
 12. You will see that the button now has text, so you can now change the font attributes, and add icons if required.
- Note:** Once an icon has been used, it cannot be reused without first selecting a different icon and then selecting the wanted icon again.
- Note:** Button names (Name) are allocated in the order you create them; you can change them manually, but this is not usually necessary.
13. You do not need to change the drop-shadow or flag offset for navigation buttons, so keep the defaults.
 14. You do not need to change the Fault tab transparency setting for navigation buttons.
 15. You can use the drawing tools to add outlines with various coloured fills if you want to make the buttons stand out against their background.
 16. You can use icons or right-click to move shapes in front or behind other shapes, but Buttons must always be at the top or they won't work.
- Note:** Remember to click the Save or Save Version icon regularly to record and update your changes, and again when you have finished adding all your navigation buttons.

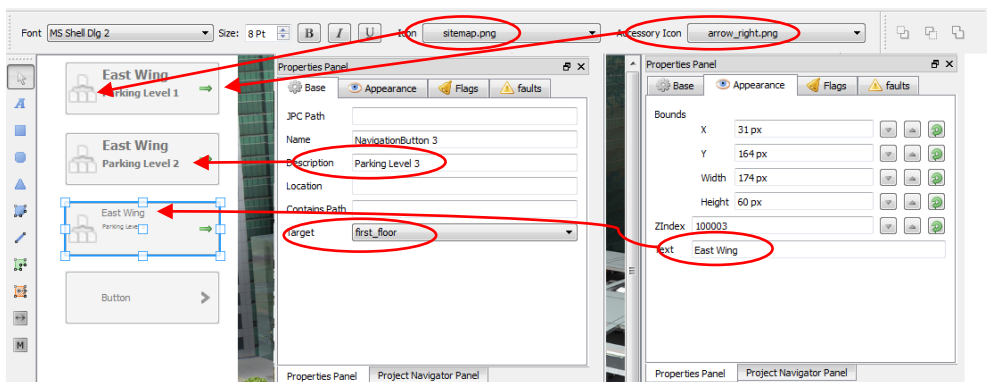


Fig. 51 Navigation button properties

17. To complete, toggle to Control mode and test that the Navigation buttons work as expected.

9.8.3 To add Macro buttons to a level

Adding Macro buttons is the same procedure as adding Navigation buttons, the only difference is that you allocate a [Function] rather than a [Target], and there are no icons or sub-titles.

The following Macro functions are currently available:

Show Schematic	Fire: Open Contact	Fire: Start Find Mode
Fire: Create maintenance log	Fire: Reset Panel	Fire: Start Poll
Fire: Close Contact	Fire: Silence Buzzer	Fire: Simulate Fire
Fire: Enable Device	Fire: Silence Panel	Fire: Stop Find Mode
Fire: Disable Device	Fire: Show In Status Tree	Fire: Stop Poll
Fire: Disable Zone	Fire: Show In Maintenance Page	Fire: Stop Zone Test
Fire: Enable Zone	Fire: Show Operational Procedures	Workstation: Suppress Audible Alerts
Fire: Evacuate Zone	Fire: Start Zone Test	CCTV / PIS: (TBC)

TEST

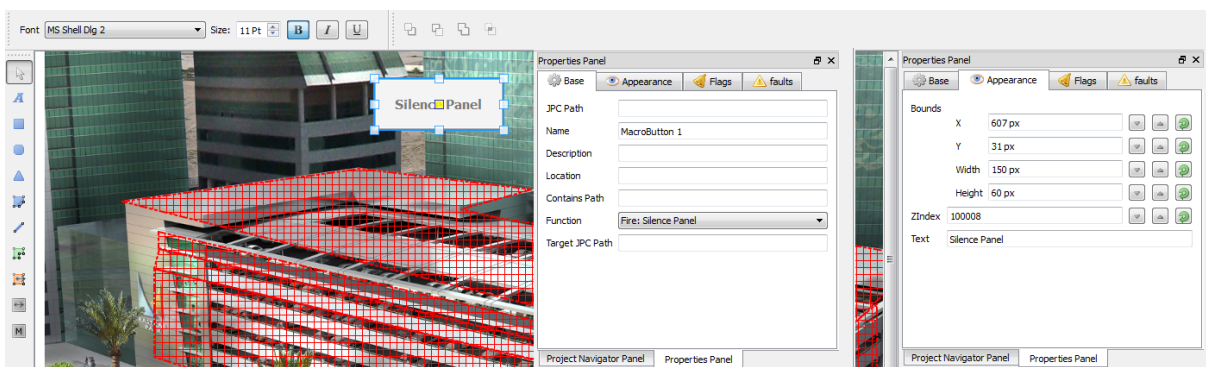


Fig. 52 Macro Button Properties

10 Saving a Project

As you edit a project you should be saving it regularly, but you can also save project versions (see next section) or you can save the entire project to consolidate all of the incremental changes.

18. To save the entire project (with the same project name), click the [Save project] button:

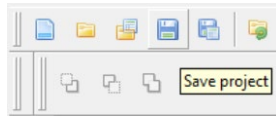


Fig. 53 Save Project Button

19. Enter details (Option):

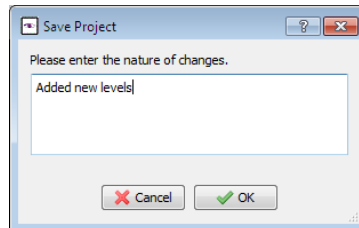
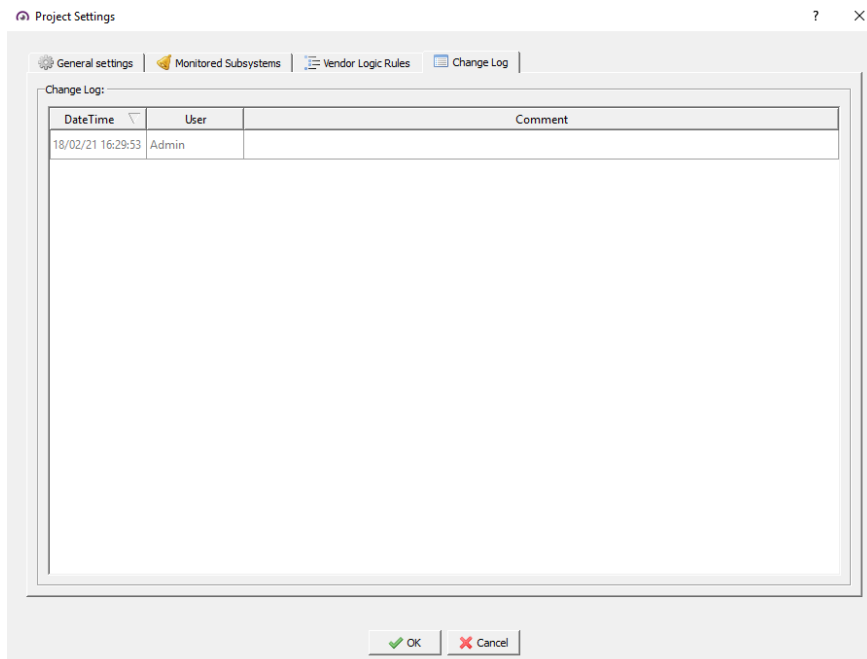
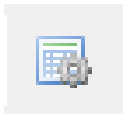


Fig. 54 Save Project Enter Details

20. Click [Ok].

Note: The change record can be viewed using edit project settings:

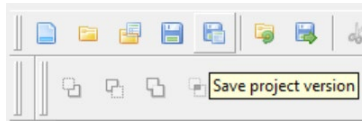


Note: There is a difference between saving a project and saving Oculars' configuration. i.e. you cannot use Oculars' View menu or keyboard shortcuts to save a project or project version.

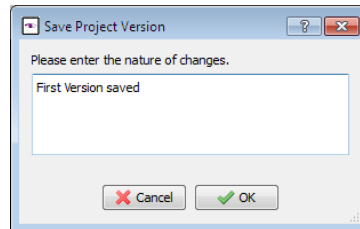
11 Saving a Project Version

Saving time-stamped versions allows you to reopen and save an earlier version if things go wrong, and it is always wise to save the current project as a project version before making any changes to it.

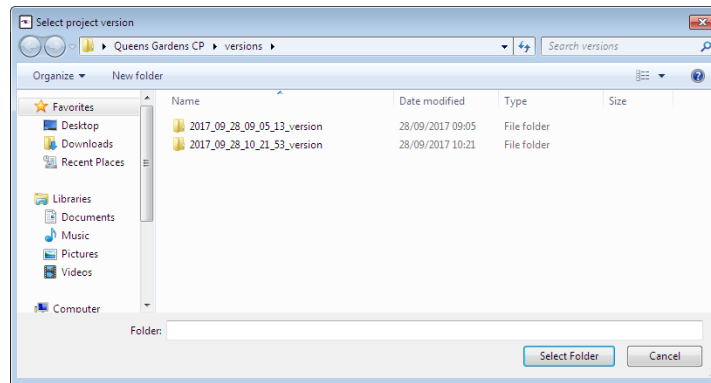
21. To save a version, click the [Save project version] icon:



22. Input details of the changes (option):



23. Click [Ok], and your project version is time-stamped and saved to the project folder under 'versions':



Tip: To view your saves, you can click the [Restore project version] button  to shortcut to the versions folder.

12 Exporting a Project

You may want to export a project to a new location, e.g. to a server, FTP site or to cloud storage, for others to use.

To export a project:

1. Load the project or version you want to export
2. Click the [Export project] button:

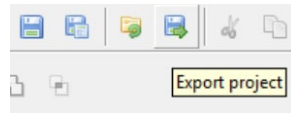


Fig. 55 Export Project Button

3. Select a destination different from your current project directory, and then click [Select Folder]:

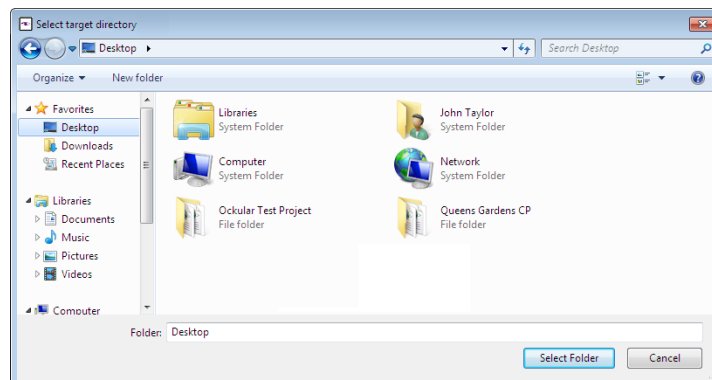


Fig. 56 Export Target Directory Dialogue

4. Your project has been saved (with the same file name) to the destination folder.
5. If you try to save to the same directory you will get this error message:

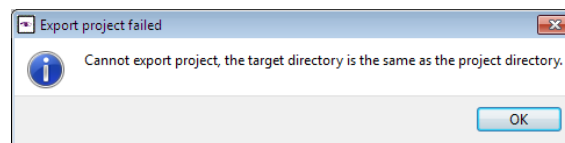


Fig. 57 Export Project Failed

Tip: Use Ockular to open the exported project if you want to test its integrity.

13 System Configuration

The left-hand side of the screen contains a user-sensitive System configuration menu that only shows the buttons granted by your log-on permissions.

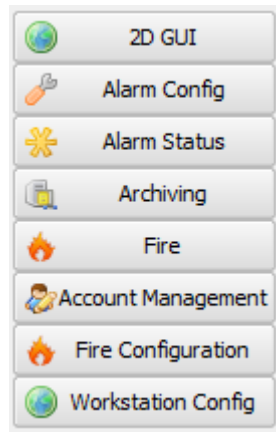


Fig. 58 System Configuration Menus for a full-access user

13.1 2D GUI Control Mode toolbar

Control Mode has two buttons that toggle between the two modes shown below:

	Puts the 2D GUI into Select Mode. Allows navigation of the GUI via menus, buttons, hotspots and macros.
	Puts the 2D GUI into Fire Coverage Mode and allows the user to filter the results by: <ul style="list-style-type: none"> • Detection Zones • Evacuation Zones • Operational Zones • Manual Evacuation

13.2 Sidebar

This editable / hide-able menu is found on the left of the 2D GUI Main View screen, but the Home button and Level select buttons are hidden if a project only has one level.

	This dialog shows the current page or screen.
	Home Button This button returns the user immediately to the pre-set Home view.
	Level select buttons. These user designated buttons allow quick access to the chosen level on the floor plan. Levels need not be confined to physical levels; a large floor plan may also be created to show a number of virtual or split levels.
	Edit Button Sited at the bottom of the screen, this icon toggles the UI between [Select] mode and [Editor] mode.

13.3 2D GUI

The [2D GUI] button's only function is to take you back to the Home screen.

13.4 Alarm Config

The [Alarm Config] button opens the Alarm configuration table, from where you can filter the displayed results, can create new alarms, copy existing alarms, or delete alarms:

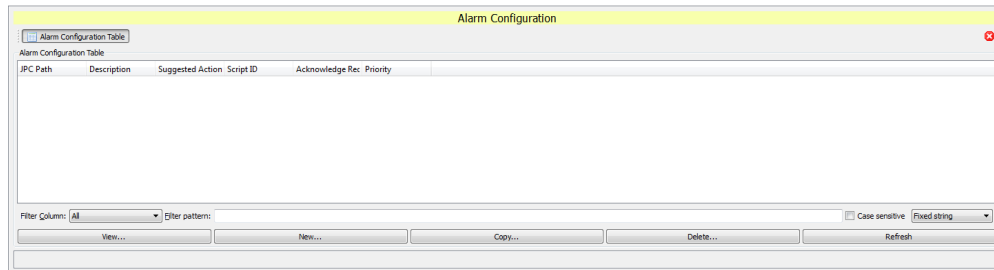


Fig. 59 Alarm Configuration Page

13.5 Alarm Status

Clicking the [Alarm Status] button gives you access to:

- Alarm List
- Alarm Event History
- System Event Log
- Additional Alarm Information
- Suppressed Alarms Table

13.5.1 Alarm List

The [Alarm Status] button opens a tabbed System Alarm Status page where you can filter the displayed results using the buttons, drop-down menus and column headers.

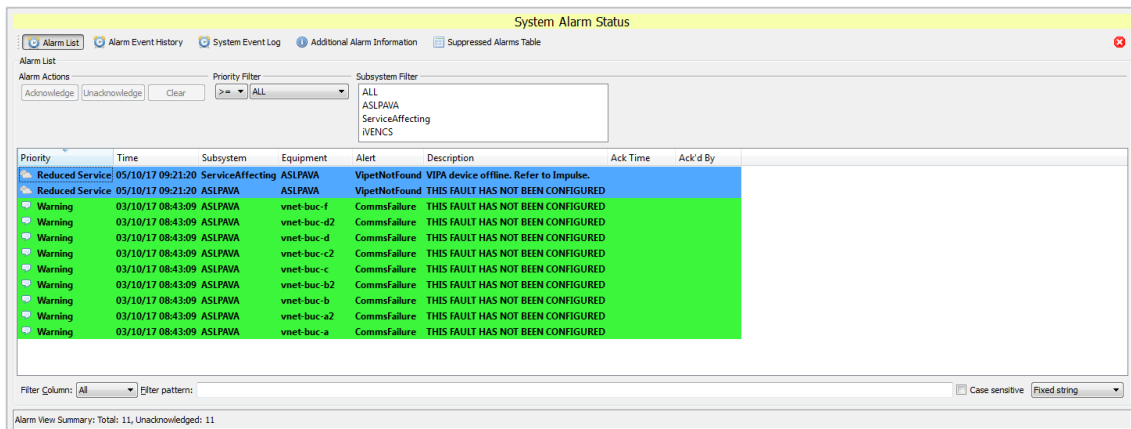


Fig. 60 Alarm Status Page

13.5.2 Alarm Event History

The [Alarm Status] > [Alarm Event History] button opens a page where you can organize and filter the Alarm Event History using column sorting, drop-down menus and various filters.

The screenshot displays the 'Alarm Event History' section of the 'System Alarm Status' application. It features a table with the following data:

Time	Alarm Id	Event	By	Subsystem	Equipment	Alert
03/10/17 08:43:09	9	CREATE	SYSTEM	ASLPWA	vnet-buc-f	CommsFailure
03/10/17 08:43:09	8	CREATE	SYSTEM	ASLPWA	vnet-buc-d2	CommsFailure
03/10/17 08:43:09	7	CREATE	SYSTEM	ASLPWA	vnet-buc-d	CommsFailure
03/10/17 08:43:09	6	CREATE	SYSTEM	ASLPWA	vnet-buc-c2	CommsFailure
03/10/17 08:43:09	5	CREATE	SYSTEM	ASLPWA	vnet-buc-c	CommsFailure
03/10/17 08:43:09	4	CREATE	SYSTEM	ASLPWA	vnet-buc-b2	CommsFailure
03/10/17 08:43:09	3	CREATE	SYSTEM	ASLPWA	vnet-buc-b	CommsFailure
03/10/17 08:43:09	2	CREATE	SYSTEM	ASLPWA	vnet-buc-a2	CommsFailure
03/10/17 08:43:09	1	CREATE	SYSTEM	ASLPWA	vnet-buc-a	CommsFailure

Below the table, there are filter options for 'Filter Column' (set to 'All') and 'Filter pattern'. The 'Alarm List' section includes 'Alarm Actions' (Acknowledge, Unacknowledge, Clear) and 'Priority Filter' (set to '>= ALL'). The 'Subsystem Filter' dropdown is open, showing options: ALL, ASLPWA, ServiceAffecting, and iVENCs.

At the bottom, a summary states: 'Alarm View Summary: Total: 11, Unacknowledged: 11'. The user is logged in as 'Admin' at '05/10/2017 14:37'.

Fig. 61 Alarm Event History Page

13.5.3 System Event Log

The [Alarm Status] > [System Event Log] button opens a page where you can organize and filter the System Event Log using column sorting, drop-down menus and various filters.

The screenshot displays the 'System Event Log' section of the 'System Alarm Status' application. It features a table with the following data:

Id	Time	Type	Text	Data
9	03/10/17 14:08:27	information	Login	Successful login for Admin
8	03/10/17 14:08:19	serious	No XML found for en-ui-configuration.xml	
7	03/10/17 09:35:42	information	Login	Successful login for Admin
6	03/10/17 09:35:35	information	Logout	Successful logout for Admin
5	03/10/17 08:43:09	EVENT	Commit Alarm to Database	No target set for Commit Alarm to Database
4	02/10/17 16:17:55	information	Login	Successful login for Admin
3	02/10/17 16:17:49	serious	No XML found for en-ui-configuration.xml	
2	02/10/17 16:16:18	information	Login	Successful login for Admin
1	02/10/17 16:16:11	serious	No XML found for en-ui-configuration.xml	

Below the table, there are filter options for 'Filter Column' (set to 'All') and 'Filter pattern'. The 'Alarm List' section includes 'Alarm Actions' (Acknowledge, Unacknowledge, Clear) and 'Priority Filter' (set to '>= ALL'). The 'Subsystem Filter' dropdown is open, showing options: ALL, ASLPWA, ServiceAffecting, and iVENCs.

At the bottom, a summary states: 'Alarm View Summary: Total: 11, Unacknowledged: 11'. The user is logged in as 'Admin' at '05/10/2017 14:41'.

Fig. 62 System Event Log Page

13.5.4 Additional Alarm Information

The [Alarm Status] > [Additional Alarm Information] button opens a page where you can organize and filter the Additional Alarm Information (if any) using column sorting, drop-down menus and various filters.

The screenshot shows the 'System Alarm Status' window with the 'Additional Alarm Information' tab selected. The main content area is a table of alarm events. Below the table are filter controls for 'Alarm Actions', 'Priority Filter', and 'Subsystem Filter'. At the bottom, there is a summary and a login status indicator.

Priority	Time	Subsystem	Equipment	Alert	Description	Ack Time	Ack'd By
Reduced Service	05/10/17 09:21:20	ServiceAffecting	ASLPWA	VipetNotFound	VIPA device offline. Refer to Impulse.		
Reduced Service	05/10/17 09:21:20	ASLPWA	ASLPWA	VipetNotFound	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-f	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-d2	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-d	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-c2	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-c	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-b2	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-b	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		

Filter Column: All | Filter pattern: Case sensitive Fixed string

Alarm View Summary: Total: 11, Unacknowledged: 11

Logged on as: Admin | Workstation ID: box01a | Online | 05/10/2017 14:47

Fig. 63 Additional Alarm Information Page

13.5.5 Suppressed Alarms Table

The [Alarm Status] > [Suppressed Alarms Table] button opens a page where you can organize and filter the Suppressed Alarms Table information (if any) using column sorting, drop-down menus and various filters.

The screenshot shows the 'System Alarm Status' window with the 'Suppressed Alarms Table' tab selected. The table contains the following data:

JPC Path	Description	User Name	Reason	Priority	Expiry Time	Manually Suppressed

Below the table, the 'Alarm List' section includes 'Alarm Actions' (Acknowledge, Unacknowledge, Clear), 'Priority Filter' (set to Information), and 'Subsystem Filter' (set to ALL). A detailed table of suppressed alarms is also visible:

Priority	Time	Subsystem	Equipment	Alert	Description	Ack Time	Ack'd By
Reduced Service	05/10/17 09:21:20	ServiceAffecting	ASLPWA	VipetNotFound	VIPA device offline. Refer to Impulse.		
Reduced Service	05/10/17 09:21:20	ASLPWA	ASLPWA	VipetNotFound	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-f	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-d2	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-d	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-c2	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-c	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-b2	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		
Warning	03/10/17 08:43:09	ASLPWA	vnet-buc-b	CommsFailure	THIS FAULT HAS NOT BEEN CONFIGURED		

At the bottom, the 'Filter Column' is set to 'All' and the 'Filter pattern' is empty. The 'Alarm View Summary' shows 'Total: 11, Unacknowledged: 11'. The status bar indicates 'Logged on as: Admin Workstation ID: box01a Online 05/10/2017 15:07'.

Fig. 64 Suppressed Alarms Table Page

13.6 Archiving

Clicking the [Archiving] button opens a page where you can view, create, copy or delete a Database Archiver Configuration, as shown in the figure below.

Note: If you enter a frequency of >24 hours, Okular will convert it to days and hours.

The screenshot shows the 'Database Archiver Configuration' window. It contains a table with the following data:

Name	Frequency	Youngest Record	Source Table	Time Column	Archive To	Delete Archived
Test1	2d12h0m0s	3d0h0m0s			/var/lib/EMCS/data/archive_scs/	archive, delete and vacuum

Three dialog boxes are overlaid on the main window:

- Inspector for Database Archiver Configuration Table.id=3:** Shows fields for Name (Test1), Frequency (2 d:12h:0 m:0 s), Youngest Record (3 d:0 h:0 m:0 s), Source Table Name, Time Column Name, Archive To (/var/lib/EMCS/data/archive_scs/), and Delete Archived (archive, delete and vacuum). Buttons: OK, Apply, Delete, Cancel.
- Database Archiver Configuration Table Creator:** Shows fields for Name, Frequency (0 d:60h:00m:00s), Youngest Record (0 d:72h:00m:00s), Source Table Name, Time Column Name, Archive To (/var/lib/EMCS/data/archive_scs/), and Delete Archived (archive and delete). A 'Keep dialog open' checkbox is present. Button: Create, Cancel.
- Database Archiver Configuration Table Creator:** Shows fields for Name (Test1), Frequency (0 d:60h:00m:00s), Youngest Record (0 d:72h:00m:00s), Source Table Name, Time Column Name, Archive To (/var/lib/EMCS/data/archive_scs/), and Delete Archived (delete and vacuum). A 'Keep dialog open' checkbox is present. Button: Create, Cancel.

Red arrows point to the 'OK' button in the first dialog, the 'Create' button in the second dialog, and the 'Create' button in the third dialog.

Fig. 65 Database Archive Configuration Page

Tip: You can open, move and resize multiple dialogs, as shown in the figure above.

13.7 Fire

Clicking the [Fire] button gives you access to:

- Fire System
- Maintenance
- Event History
- FAS Topology
- Alarm List
- Status Tree

Note: The page defaults to the Alarm list on opening, and attempts to resync every 10 seconds.

13.7.1 Fire System

Selecting the [Fire System] button opens this page, from where you can select, acknowledge or print further report styles. You can also see a visual representation of the selected zone, with options to move or resize, and the ability to move up, down, left or right to see different evacuation zones.

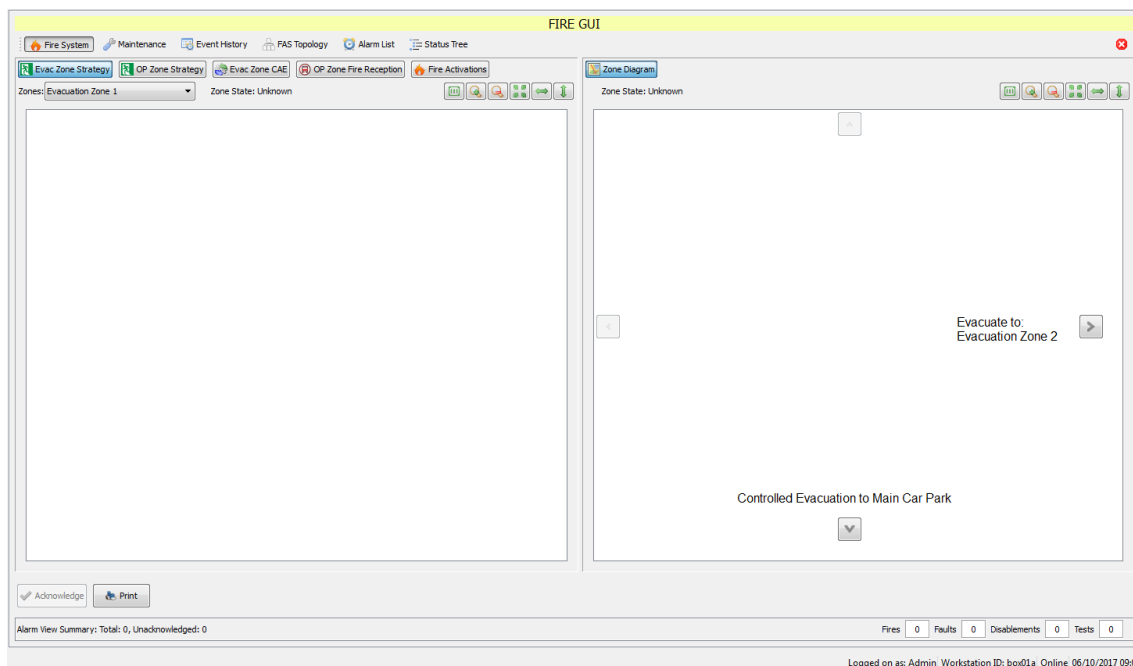


Fig. 66 Fire System

13.7.2 Maintenance

Clicking the [Maintenance] button opens the following page:

Note: Nodes and devices shown in this figure are by example.

The screenshot displays the FIRE GUI Maintenance Home Page. The main window is titled 'FIRE GUI' and contains several tabs: 'Fire System', 'Maintenance', 'Event History', 'FAS Topology', 'Alarm List', and 'Status Tree'. The 'Maintenance' tab is active, showing a 'Select Equipment' section with a table of nodes and a detailed 'Select Equipment' table below it. The 'Select Equipment' table has columns for FAS ID, Name, Type, Description, Parent Item, Panel, Loop, and Enablement Stat. The 'Information' panel on the right displays details for the selected device, including Name, Value, Location, Description, and various status fields.

FAS ID	Name	Type	Description	Parent Item	Panel	Loop	Enablement Stat
Node 01	11 HOT CUPBOARD	Fire Panel	1 WEST FRONT HOT CUPBOARD				
Node 11	11 GRAB AND GO	Fire Panel	11 GRAB AND GO				
Node 12	12 ASP CUPBOARD	Fire Panel	12 ASPRATOR CUPBOARD				
Node 13	13 S BARRACKS	Fire Panel	13 SOUTH BARRACKS				
Node 14	14 LAUNDRY COTT	Fire Panel	14 LAUNDRY COTTAGE				
Node 15	15 NORTH WING	Fire Panel	15 NORTH WING				
Node 16	16 SOUTH WING	Fire Panel	16 SOUTH WING				
Node 02	2 WEST FRONT 2F	Fire Panel	2 WEST FRONT 2F				
Node 03	3 GREEN CT FLAT	Fire Panel	3 GREEN CT FLAT				

Name	Value
@Location	G13 HOT CUPB...
Description	Wired - Wires...
Detection Zone	Detection Zone ...
Enablement Sta...	Enabled
Evacuation Zone	Evacuation Zon...
FAS ID	Nd01 Lp01 Ad0...
Loop	1
Name	Device Nd01 Lp...
Operational Zone	Operational Zo...
Product	132.157
status	Normal
Sub Type	Common
Type	Wireless Hub

Fig. 67 Maintenance Home Page

Selecting from the list of nodes populates the equipment list beneath. Upon selecting a device, the following options are available:

- Enable selected device
- Disable selected device
- Start polling selected device
- Stop polling selected device
- Operate selected equipment
- Restore selected equipment

Tip: Use click, [Shift+click] or [Ctrl-click] to select your panel first and then your equipment, or use the filter tools to find specific items in a long list.

Selecting at least one item from the Equipment list enables the [Enable]/[Disable] buttons, which gives you the choice to disable / enable your selections, or to manually create a Maintenance Log entry.

Upon initiating any of the above options, you will be prompted to enter a descriptive reason as to why the action has been undertaken. At least one character must be entered to proceed.

13.7.2.1 Create a Maintenance Log Entry

There are several ways to create Maintenance log entries, but this is the quickest.

6. Click [Fire] > [Maintenance] > [Maintenance Log] > [New] to open the Log Creator dialog.
7. The Creator dialog defaults to local system time and date, but this can be changed by using the control buttons or by dragging the clock hands.
8. Add or edit your log entry.
9. Choose whether or not to keep the dialog open for additional entries (circled below).
10. Click [Create]:

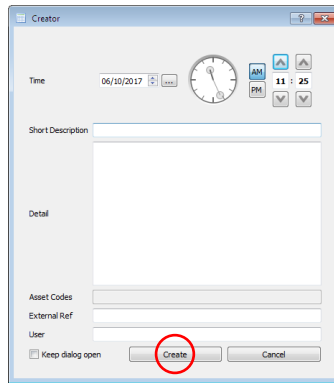


Fig. 68 Log Entry Creator Dialog

Tip: Currently you can't add Asset Codes when you create an entry, but you can edit them afterwards.

13.7.2.2 View, Edit or Delete a Maintenance Log Entry

There are several ways to manage Maintenance log entries, but this is the quickest.

11. Click [Fire] > [Maintenance] > [Maintenance Log], and then double-click the log entry you want to view, edit or delete. This opens the Log Inspector dialog, which you can use to make and apply your changes:

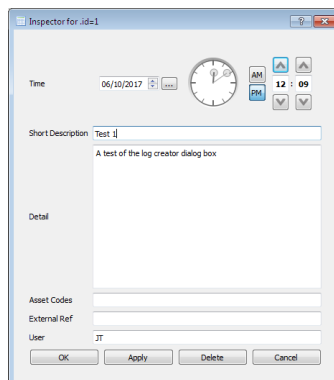


Fig. 69 Log Entry Edit or Delete Dialog

13.7.2.3 Create a Maintenance Log Report

There are several ways to create Maintenance log entries, but this is the quickest.

12. Click [Fire] > [Maintenance] > [Maintenance Log] >[Report] to open the Print Preview dialog.
13. Edit the report settings.
14. Use the icons to change the layout if required.
15. Click [Generate Report] when ready:

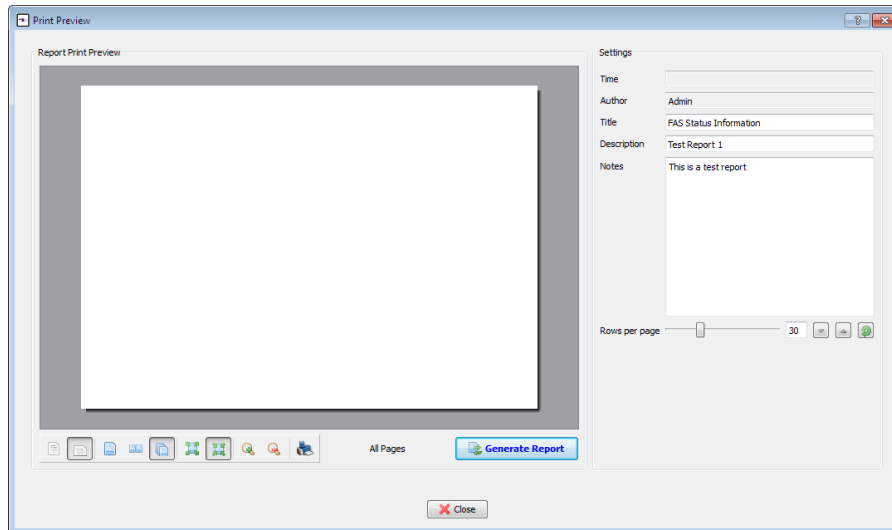


Fig. 70 Report Print Preview Dialog

13.7.2.4 Export a Maintenance Log File

Exported log files are saved as .csv file types to enable opening in your default program (e.g. MS Excel or Libre Calc).

16. Click [Fire] > [Maintenance] > [Maintenance Log] >[Export] to open the file manager dialog.
17. Choose a file name and location.
18. Click [Save].

13.7.2.5 Active Events

Click [Fire] > [Active Events] to open the tables of Active Events. From this page you can filter by specific event types, by Quick Filter, or by Advanced Filter (Boolean Search).

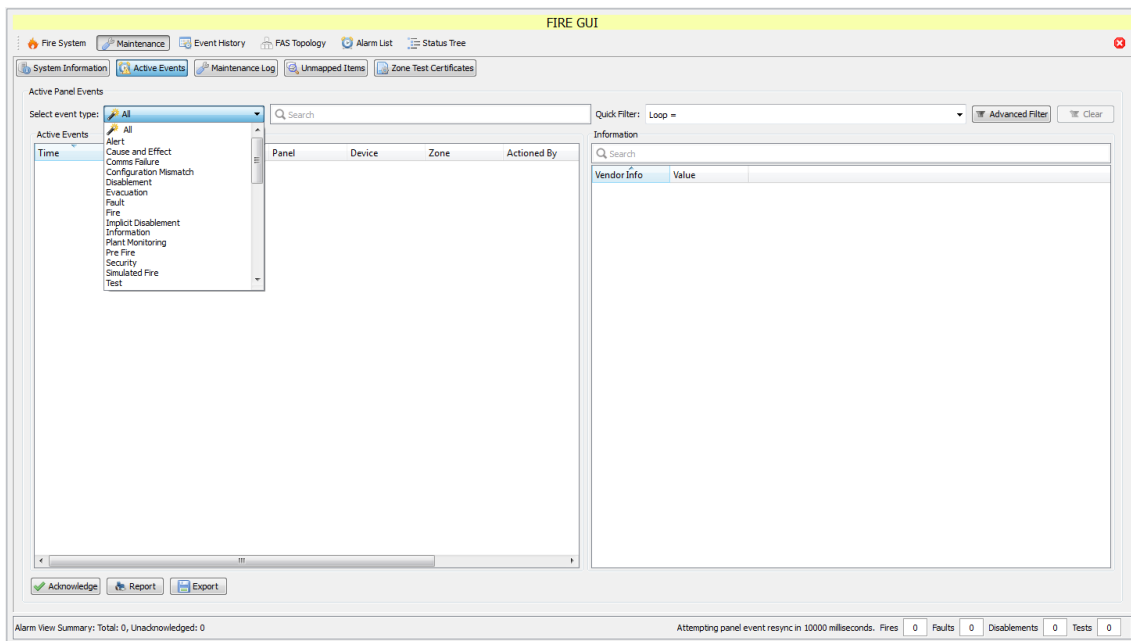


Fig. 71 Active Events Page

13.7.2.6 Maintenance Log

There are several ways to create Maintenance log entries, but this is the quickest.

19. Click [Fire] > [Maintenance] > [Maintenance Log] > [New] to open the Log Creator dialog.
20. The Creator dialog defaults to local system time and date, but this can be changed by using the control buttons or by dragging the clock hands.
21. Add or edit your log entry.
22. Choose whether or not to keep the dialog open for additional entries (circled below).
23. Click [Create]:

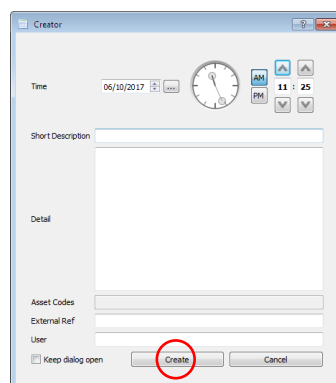


Fig. 72 Log Entry Creator Dialog

Tip: Currently you can't add Asset Codes when you create an entry, but you can edit them afterwards.

13.7.2.7 View, Edit or Delete a Maintenance Log Entry

There are several ways to manage Maintenance log entries, but this is the quickest.

24. Click [Fire] > [Maintenance] > [Maintenance Log], and then double-click the log entry you want to view, edit or delete. This opens the Log Inspector dialog, which you can use to make and apply your changes:

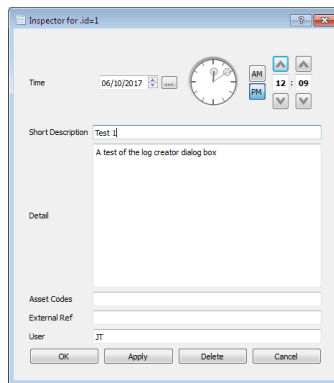


Fig. 73 Log Entry Edit or Delete Dialog

13.7.2.8 Create a Maintenance Log Report

There are several ways to create Maintenance log entries, but this is the quickest.

25. Click [Fire] > [Maintenance] > [Maintenance Log] > [Report] to open the Print Preview dialog.
26. Edit the report settings.
27. Use the icons to change the layout if required.
28. Click [Generate Report] when ready:

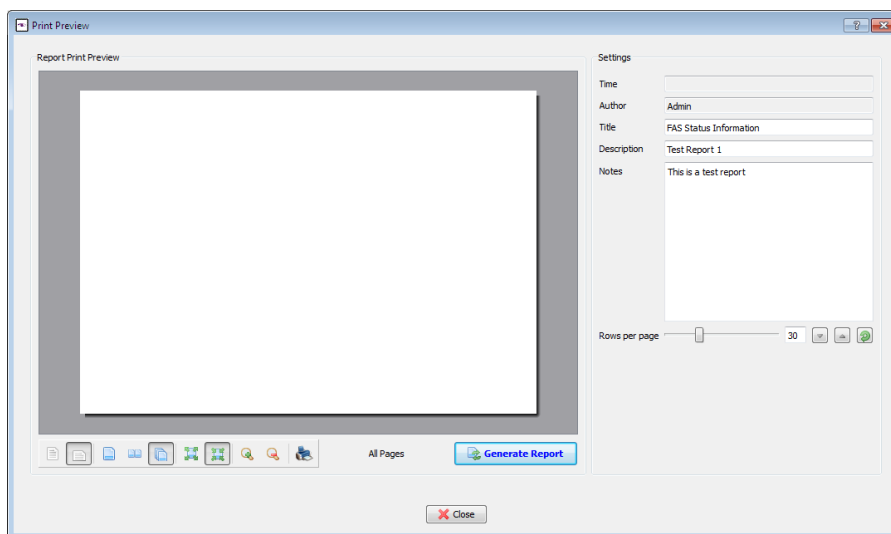


Fig. 74 Report Print Preview Dialog

13.7.2.9 Export a Maintenance Log File

Exported log files are saved as .csv file types to enable opening in your default program (e.g. MS Excel or Libre Calc).

29. Click [Fire] > [Maintenance] > [Maintenance Log] > [Export] to open the file manager dialog.
30. Choose a file name and location.
31. Click [Save].

13.7.3 Event History

The Event History page shows all historic events with additional information (if available). The history can also be used to create reports, or it can be exported as a .csv file.

The Event History can be very long and detailed, so authorized users can view and/or rearrange it by:

- quick filter (e.g. Loop).
- clicking column headings.
- changing time/date periods.
- choosing event type and sub-type.
- using an [Advanced Filter] tool (i.e. drop-down menus for Columns + Operands + Data).

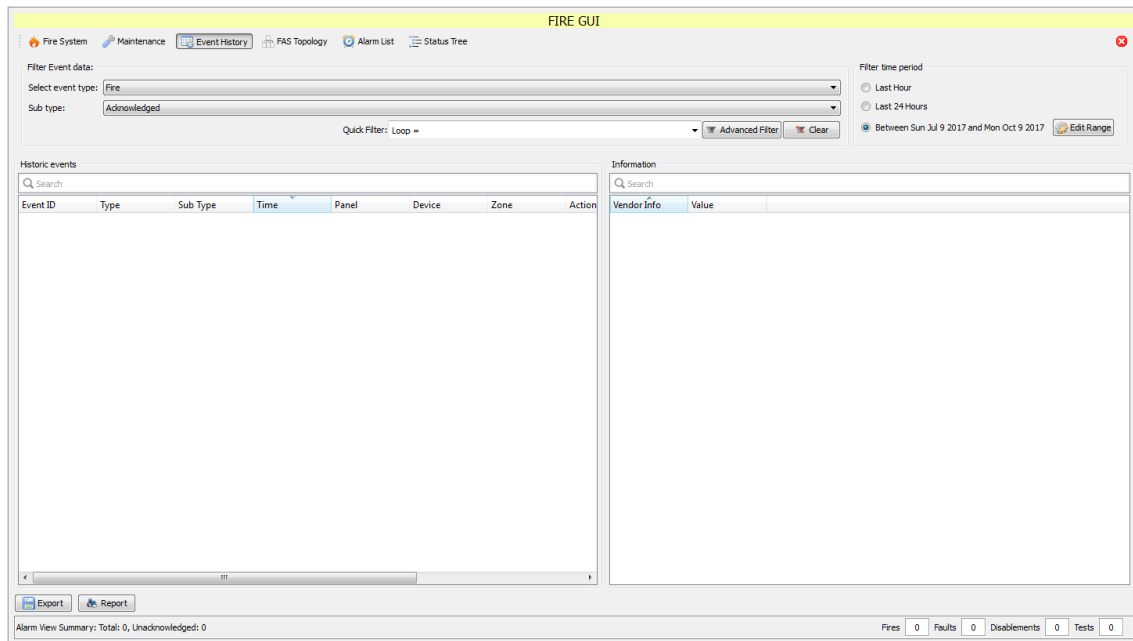


Fig. 75 Event History Page

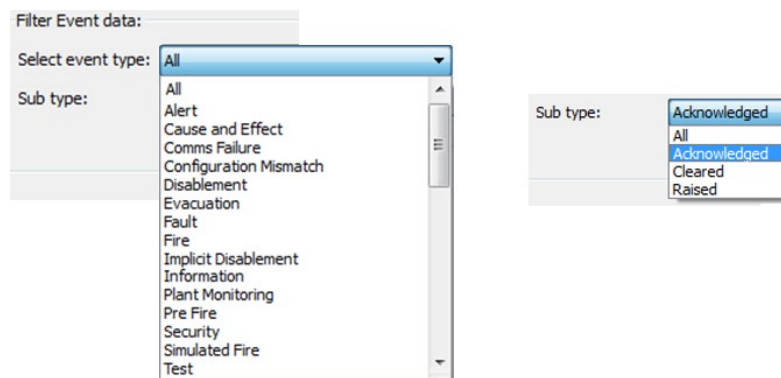


Fig. 76 Event History – search categories

13.7.3.1 Advanced Filter Options

In addition to the Column options shown below, users can apply the following operands and matching search parameters, where <n> equals a number and <x> is a string:

- = equal to <n>
- != not equal to <n>
- > greater than <n>
- >= greater than or equal to <n>
- < less than <n>
- <= less than or equal to <n>
- Like...<x>

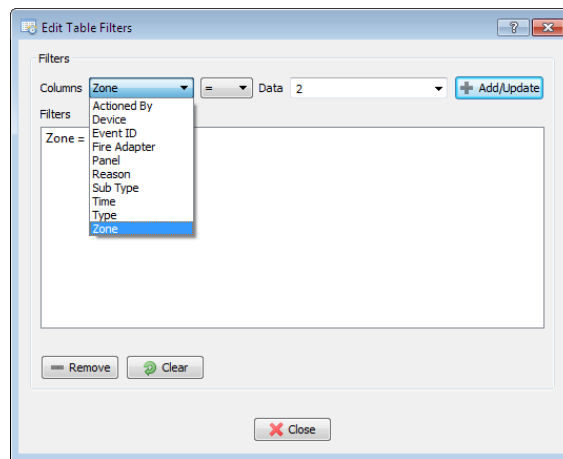


Fig. 77 Advanced Filter Options Dialog

ADVANCED SEARCHES AND FILTERS

Ockular reports allow both simple and advanced searches to narrow down a specific data type or series.

Advanced filtering can use column headings with the following Boolean expressions plus free-text Data:

- = equal to
- != not equal to
- > greater than
- >= greater than or equal to
- < less than
- <= less than or equal to
- Like...

You can only currently create one filter term, so sometimes you may need to think about what to exclude rather than what to include...

Example: [Zone = 2] would show only events that are listed for Zone 2, whereas [Zone != 2] would show all events *except* those in Zone 2.



13.7.4 Fire Alarm System (FAS) Topology

The FAS Topology page lists all connected devices and shows their current Status and Operational Status.

The classes can be expanded or condensed by clicking the [+] or [-] icons.

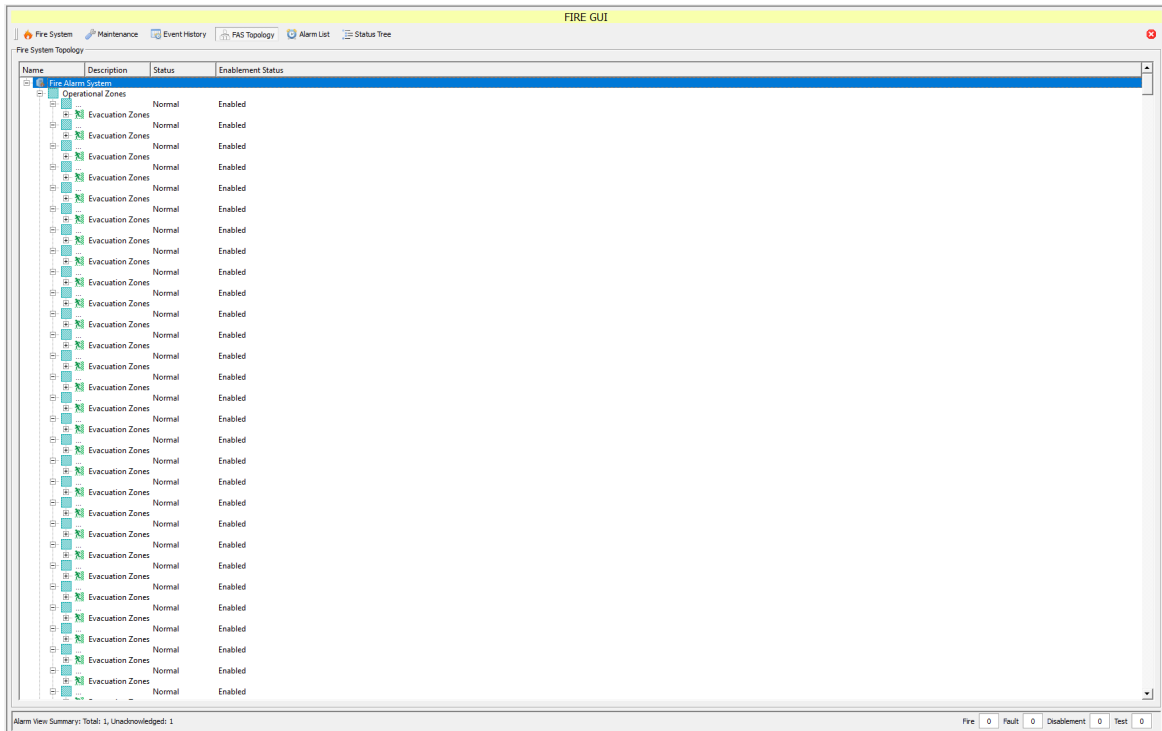


Fig. 78 FAS Topology Page

13.7.5 Alarm List

The [Alarm List] button opens a list of all the alarm events, with an itemized summary of alarm types at the bottom of the screen (circled).

The list can be re-ordered alphanumerically by clicking the appropriate column header.

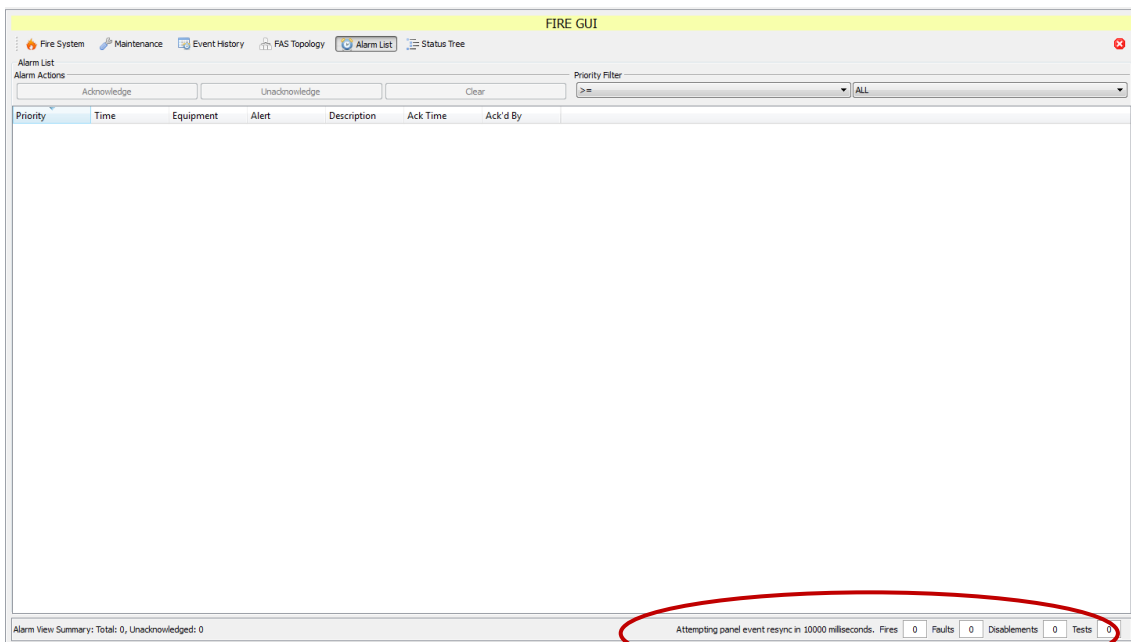


Fig. 80 Alarm List Page

13.7.6 Status Tree

The [Status Tree] button opens an expandable tree layout of your Fire Alarm Control network and attached devices. You can use it to drill-down to see the current status and alert types of any listed item.

Double click any item to expand or condense it, or use the [+] or [-] icons to expand or condense whole classes of items.

Note: The values are controlled by the item type; some will return three values while others will return seven.

The screenshot shows the FIRE GUI interface with the Status Tree view active. The tree is organized as follows:

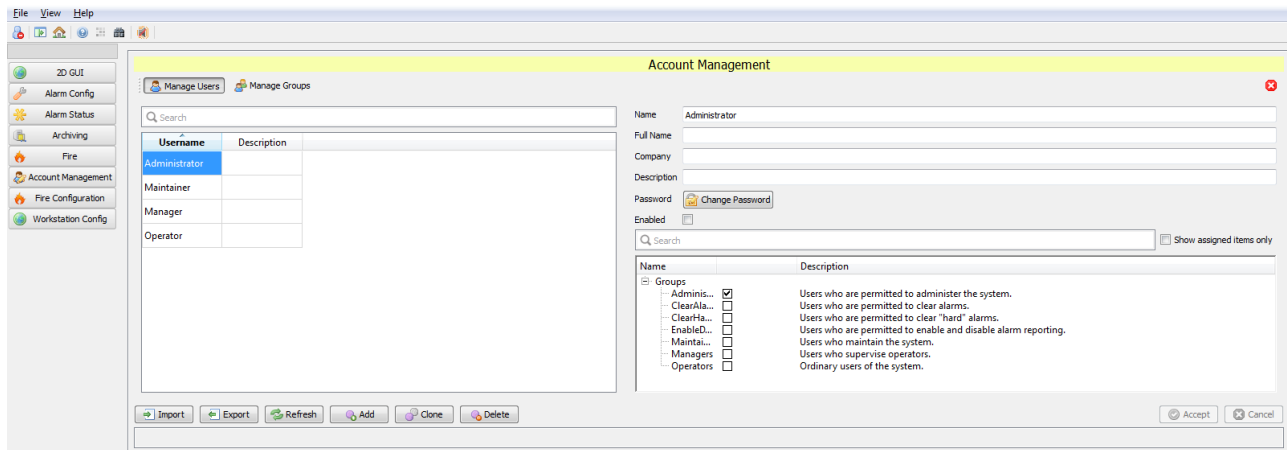
- Fire System
 - Maintenance
 - Event History
 - FAS Topology
 - Alarm List
 - Status Tree (Active)
- Fire
 - status: Normal (08:25:48)
 - ActiveInstance: box01a (08:25:48)
 - Adapters
 - status: Normal (08:25:48)
 - Adapter 1
 - alerts: (08:25:48)
 - Comms Fault: Normal (08:25:48)
 - Panels
 - status: Normal (08:25:48)
 - Node 01 Unit 25: Normal (08:25:48)
 - status: Normal (08:25:48)
 - Loops
 - status: Normal (08:25:48)
 - Loop 01: Normal (08:25:48)
 - status: Normal (08:25:48)
 - Devices: (08:25:48)
 - Loop 02: Normal (08:25:48)
 - Node 02 Unit 26: Normal (08:25:48)
 - Node 03 Kentec Unit 27: Normal (08:25:48)
 - Zones
 - status: Normal (08:25:48)
 - Detection Zones
 - status: Normal (08:25:48)
 - DetZone 001: Normal (08:25:48)
 - DetZone 002: Normal (08:25:48)
 - DetZone 003: Normal (08:25:48)
 - DetZone 004: Normal (08:25:48)
 - DetZone 005: Normal (08:25:48)
 - DetZone 007: Normal (08:25:48)
 - DetZone 008: Normal (08:25:48)
 - DetZone 009: Normal (08:25:48)
 - Evacuation Zones: Normal (08:25:48)
 - Operational Zones: Normal (08:25:48)

Fig. 81 Status Tree Page

13.8 Account Management

Clicking the [Account Management] button allows you to manage all your user accounts, permissions and passwords.

Frames and columns are resizable to enable easier reading of long descriptions.



Individual User profiles can be managed. Under Manager User the following options are available:

- Import
 - Import a previously exported User profile (.xml format).
- Export
 - Export a User profile.
- Refresh
 - Refreshes the User prelist.
- Add
 - Create a new User.
- Clone
 - Allows the administrator to 'clone' a User profile.
- Delete
 - Delete a User.

Note: This feature can be useful where a shorter character length Username is desired.

Group User profiles can be managed. Under Manager Groups the following options are available:

- Import
 - Import a previously exported User Group (.xml format).
- Export
 - Export a User Group.
- Refresh
 - Refreshes the User Group list.
- Add
 - Create a new User Group.
- Clone
 - Allows the administrator to 'clone' a User Group.
- Delete
 - Delete a User.

13.9 Fire Configuration

The [Fire Configuration] page allows you to configure or change Network settings, or to import device data and Loop Explorer configurations (if used).

13.9.1 The Panel Comms Page

This page controls the Panel Type (Syncro, Syncro AS or Taktis etc.), Panel Communication (IP or Serial port), and it allows you to test the connection at any time.

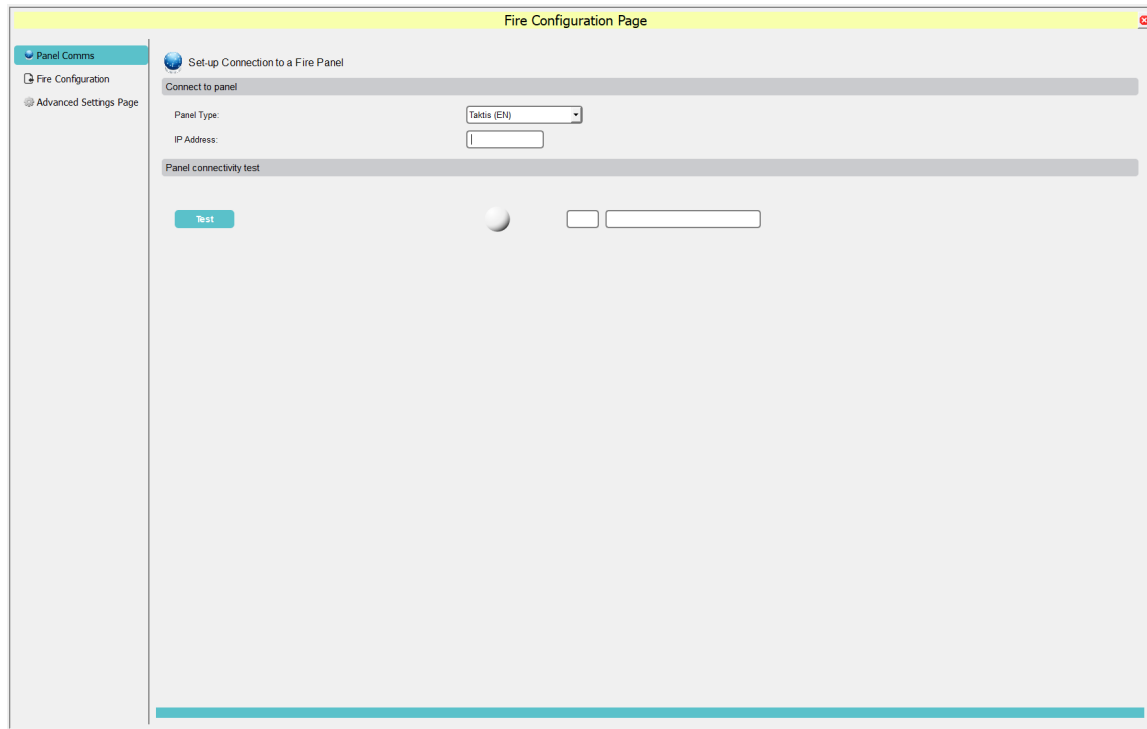


Fig. 82 Panel Comms Page

13.9.2 Fire Configuration Page

The [Fire Configuration] page allows you to import and view the fire alarm system configuration.

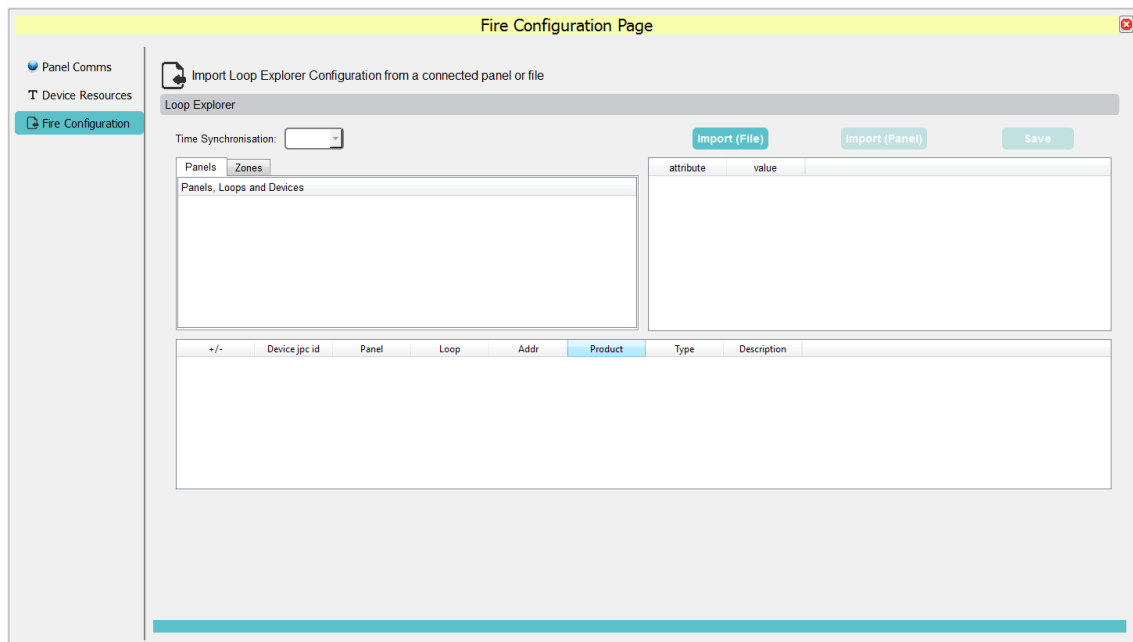


Fig. 83 Fire Configuration Page

13.9.3 Advanced setting

This is an engineering function and should not be adjusted unless advised by the manufacturer.

13.10 Workstation Configuration

The [Workstation Config] button allows authorised users to access many configuration options, as shown in the left-hand menu below. These menu options are discussed in the following sections.

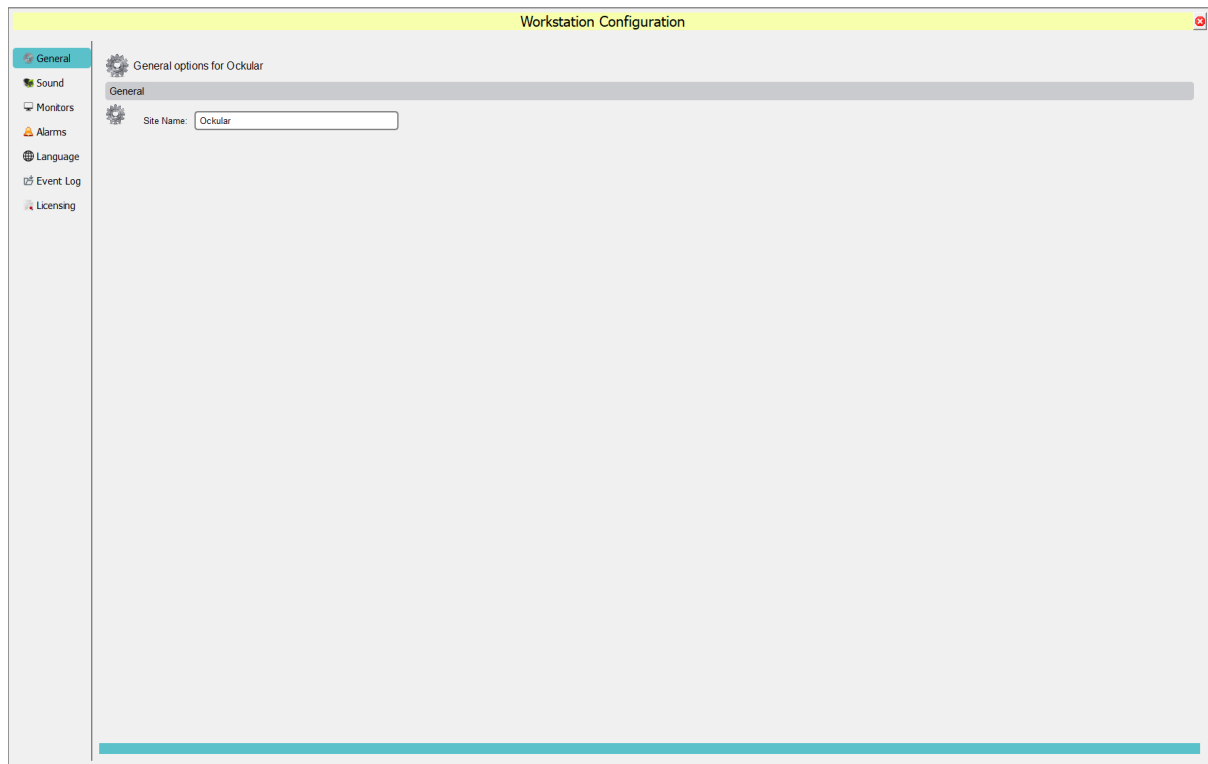


Fig. 84 Global Configuration Change Page



CAUTION

Workstation configuration changes can have serious consequences that could affect your Ockular system's functionality or security.

To allow configuration recovery, you should export your current configuration or the entire project before making any configuration changes.



CAUTION

Due to the potentially adverse consequences of experimenting with live systems, you should enable the **Demonstration** mode for training or project creation scenarios.

Always import or reload your **Operational** configuration or project when finished.



CAUTION

Workstation configuration changes can be made in **Control Mode** or **Editing Mode**, so **Operational** configuration changes should be restricted to **specifically authorised persons** only.

Note: Configurations and projects **are not** the same thing. A typical configuration file export is about 12 Kb, while an exported project folder holds many files.

Tip: Training and development projects can be exported, and then imported if they require further work.

Tip: Although it is not recommended, Configuration files can be directly edited at source using an appropriate text-only editing tool, following which they can be imported to update the current project.

13.10.1 General Configuration

Allows the user to add site name to the project.

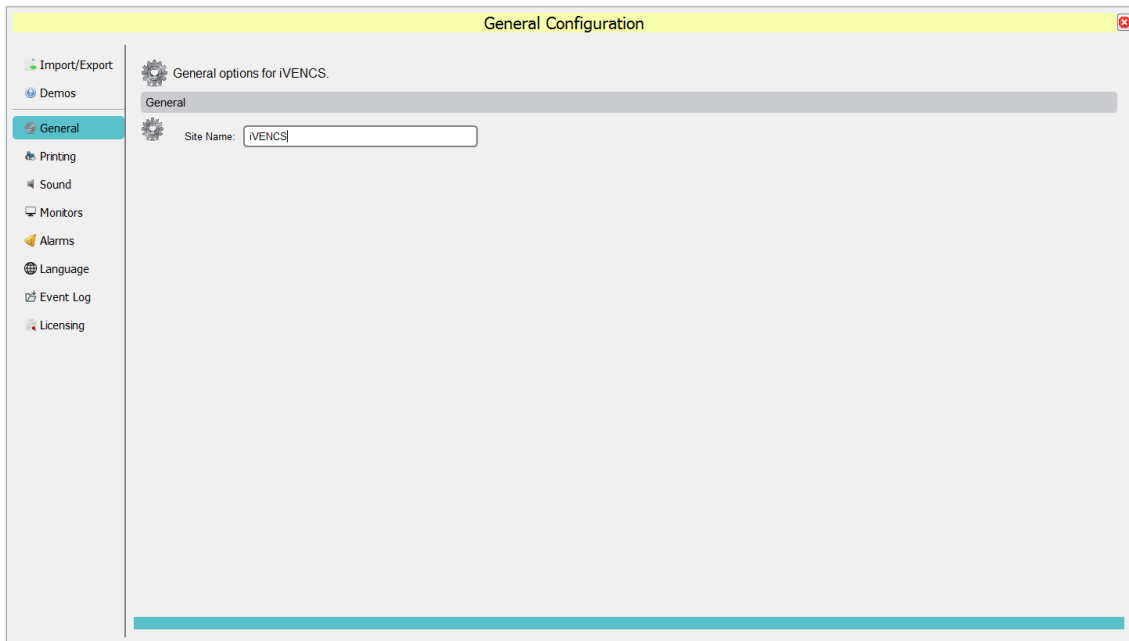


Fig. 85 General Configuration Page

13.10.2 Printing

Use this page to change or confirm the Ockular default print settings.

The Default Printer drop-down menu shows the printers already added to your workstation.

Note: Choose [Direct to Printer] if you may need to print screen grabs of site plans for emergency responders, or [Copy to Clipboard] if you want to include screen grabs in documentation.

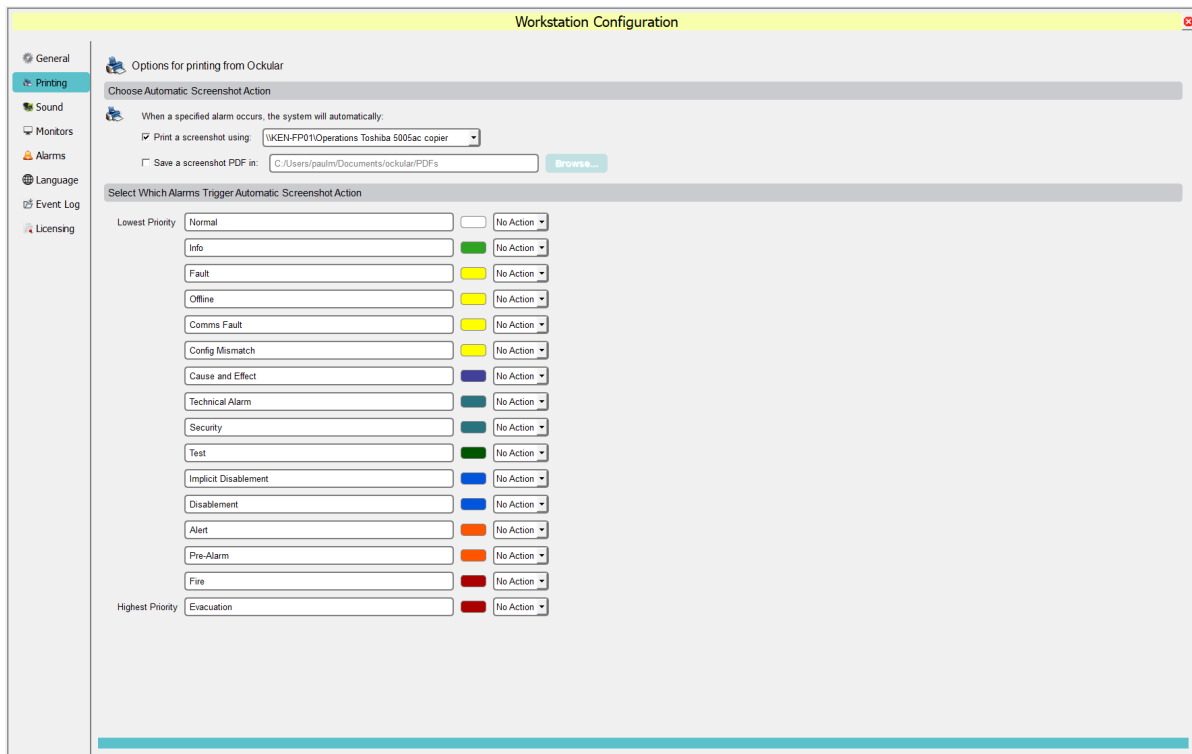


Fig. 86 Print Configuration Page

13.10.3 Sound

For audible warnings, select the output device from the drop-down list. Click 'Test' to verify the output.

13.10.4 Monitors

Use this page to change or confirm the Ockular monitor settings.

Select [Split Screen] and move the slider to control how much of the available monitor screen width is owned by Ockular.

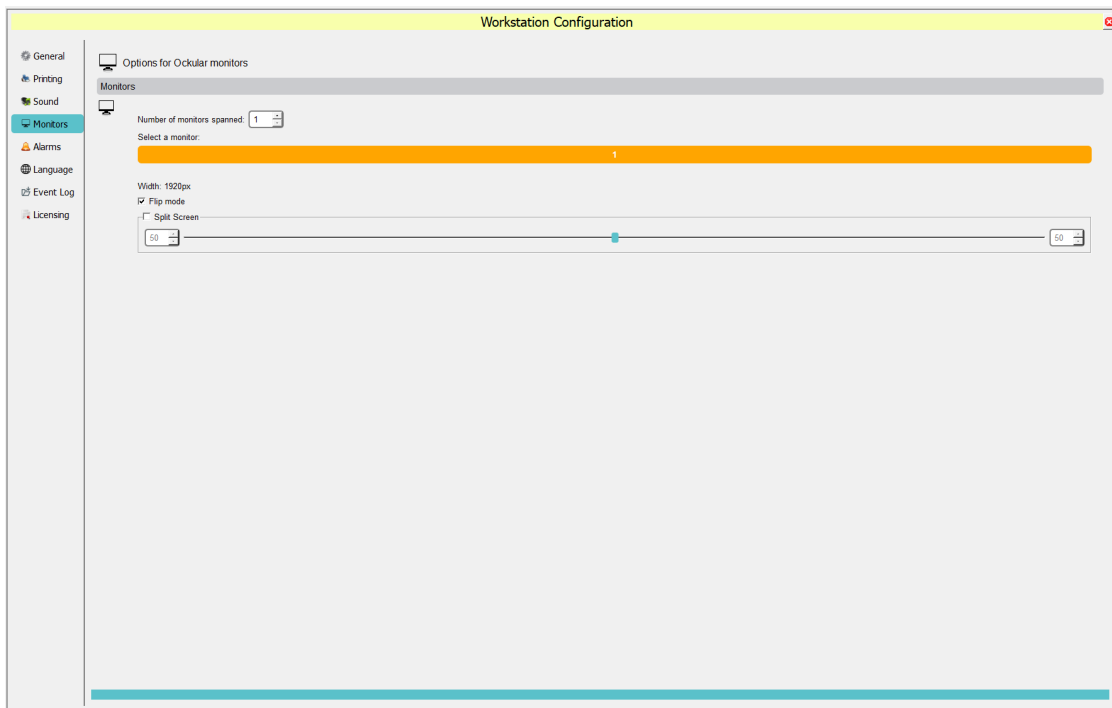


Fig. 87 Monitors Configuration Page

13.10.5 Alarms

Use this page to change or confirm the Ockular Alarm configurations.

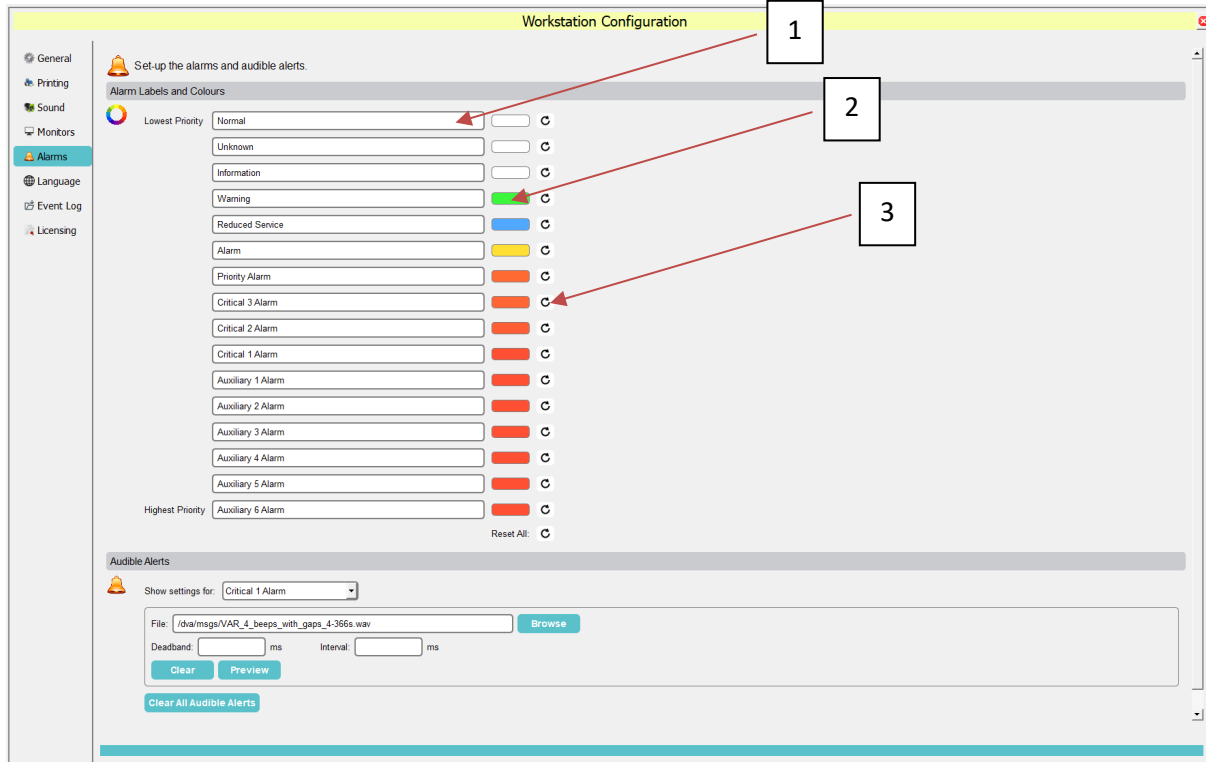


Fig. 88 Alarms Configuration Page

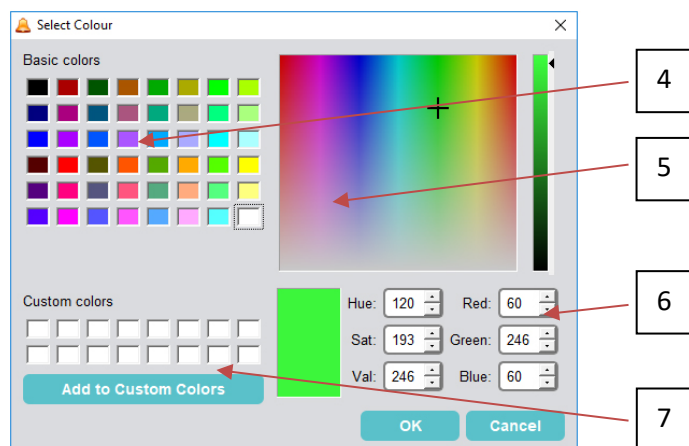
13.10.5.1 Alarm Labels and Colours

Alarms are organised in order of priority and Alarm labels and colours can be edited by name and colour.

Click on the name to rename an alarm label (1).

Tip: If a mistake is made [Ctrl+z] reverts previous.

Clicking on a colour swatch (2) opens the Select Colour picker window:



The Alarm Colour can be changed by using the palette of Basic Colours (4), by selecting from the colour picker (5) or entering specific numerical values (6). Any generated colours can be added to the Custom colours palette by clicking the Add to Custom colour button (7).

13.10.5.2 Audible Alerts

Audible alerts can be assigned to alarm events. If this feature is required, locate the desired audio file on your PC by clicking the 'Browse' button. Audio files in .wav format are supported. The Deadband (sound off) and Interval (sound on) periods can be set in milliseconds (ms) by entering values in the relevant boxes. Audible Alerts can be previewed by clicking the preview button.

13.10.6 Language

Use this page to import and assign language packs relevant to your country or base of operations. Language files must be the *.qm file type. See *Appendix A Glossary* for more information.

Note: Ockular will be supplied with a default language for the region or country of first use, and additional languages can be purchased on request. Please speak to your local distributor or sales person for more information.

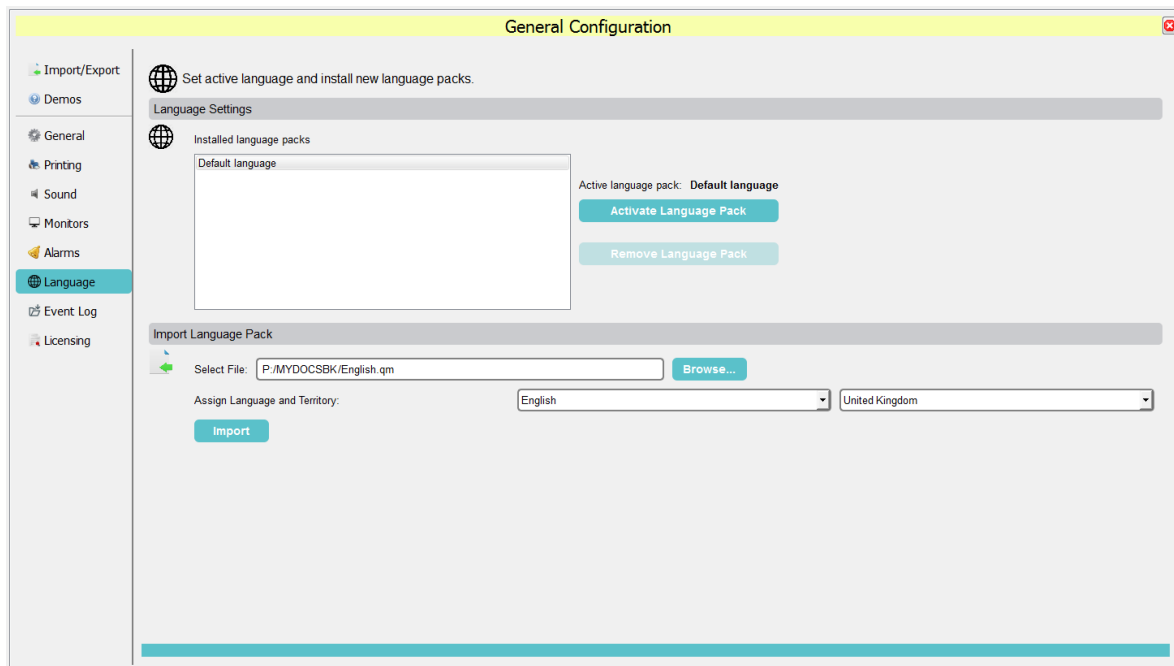


Fig. 89 Languages Configuration Page

13.10.6.1 To import a language pack

32. First go to [Workstation Config] > [Language] and check if the required language is already installed / activated.
33. If not installed, save the language pack file (*.qm) into a [Languages] folder in <your chosen directory>.
34. Go to [Workstation Config] > [Language] and click [Browse].
35. Find and select the language pack file you want to import, and then click [Open].
36. Make sure that the correct file appears in the Select File: box (*Fig 59*).
37. Use the drop-down boxes to find and assign your chosen language and region.
38. Click [Import], and then check that the new language pack is shown under [Installed language packs].

13.10.6.2 To activate a language pack

39. First go to [Workstation Config] > [Language] and check if the required language is already installed.
40. Click the chosen language to select it.
41. Click [Activate Language Pack].

13.10.6.3 To remove a language pack

This might be required if you want to replace an installed language pack with an updated one.

Note: You cannot uninstall the default language.

42. First go to [Workstation Config] > [Language] and check if the required language is installed.
43. Click the chosen language to select it.
44. Click [Remove Language Pack].

13.10.7 Event Log

The Event Log page can be used to configure and schedule the archiving of events. By default, Archive events are saved on the host PC typically: *C:/Users/username/documents/ockular_archive/alarmeventlog*. If necessary, the archive location can be changed by clicking on the [Change...] button and specifying another location.

Archive items are retained thereafter, for the period specified, selected from the 'Archive items older than' option.

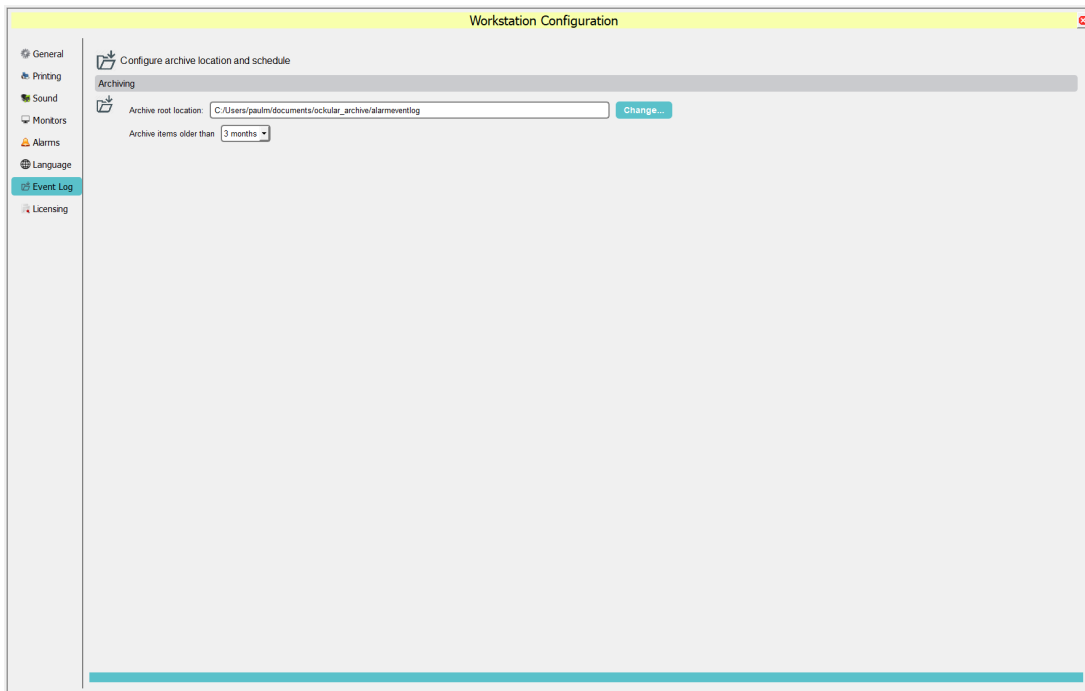


Fig. 90 Event Log configuration page

13.10.8 Licensing

This page is not specifically a configuration tool, but can be used to check your Dongle's licence details.

Note: You cannot log start Ockular without a valid dongle licence.

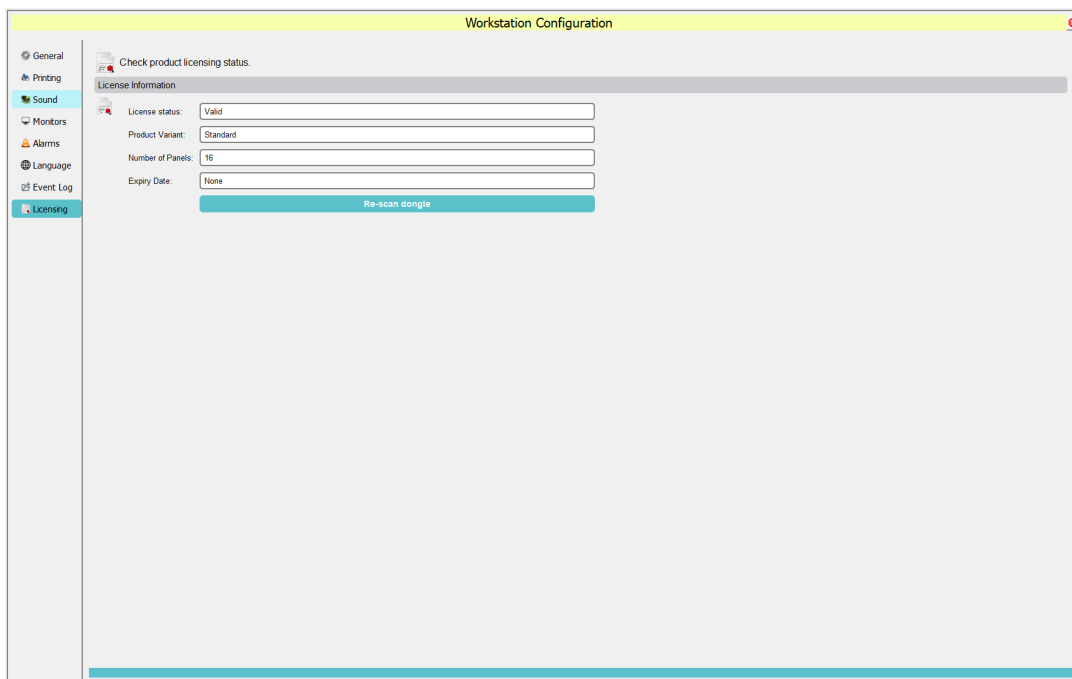


Fig. 91 Licence checking page

14 2D GUI Project Settings

New Ockular projects always start with default settings, which can be edited, or reset to defaults, at any time.

1. To edit project settings, click the [Edit Project Settings] button:



Fig. 92 Edit Project Settings Button

2. ...which opens this dialog:

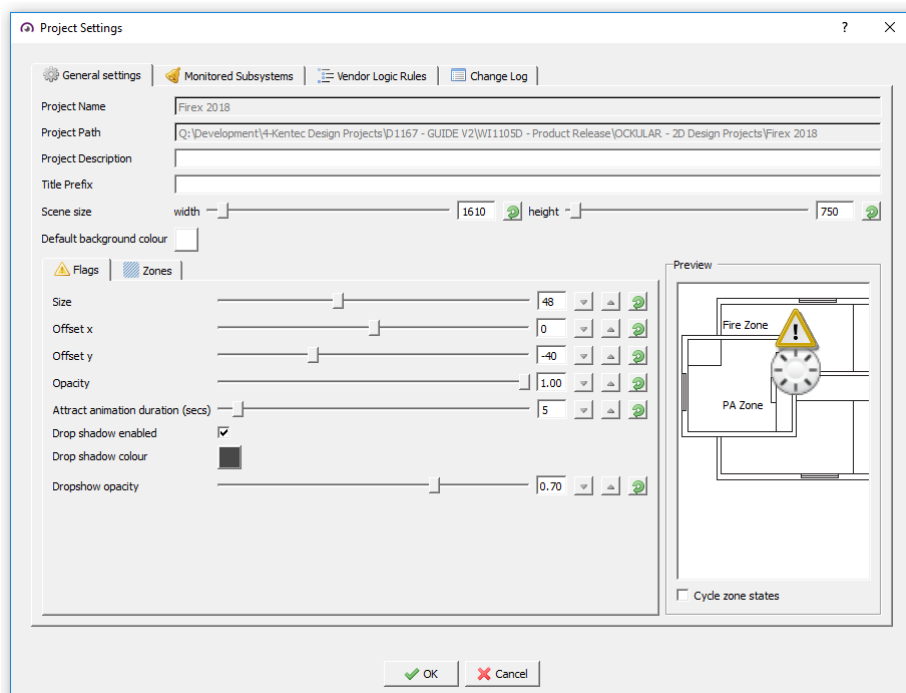


Fig. 93 Project Setting Dialog

3. On the General settings [Flags] tab you will see that:
 - you have the option to reset or cancel any changes you make.
 - the project name and path are auto-filled
 - the Project Description and Title Prefix are for free text entry
 - all measurements are in pixels (px)
 - 'flags' refer to alert icons and their placement on the background graphics
 - 'flag offset' refers to the centre coordinate of the flag, which can be offset if concurrent flags are very close to each other.
 - 'Cycle zone states' refers to allowing the preview image to cycle through the colour states set in the [Fire Zone] tab.

4. If you change to the General settings [Fire Zones] tab you will see:

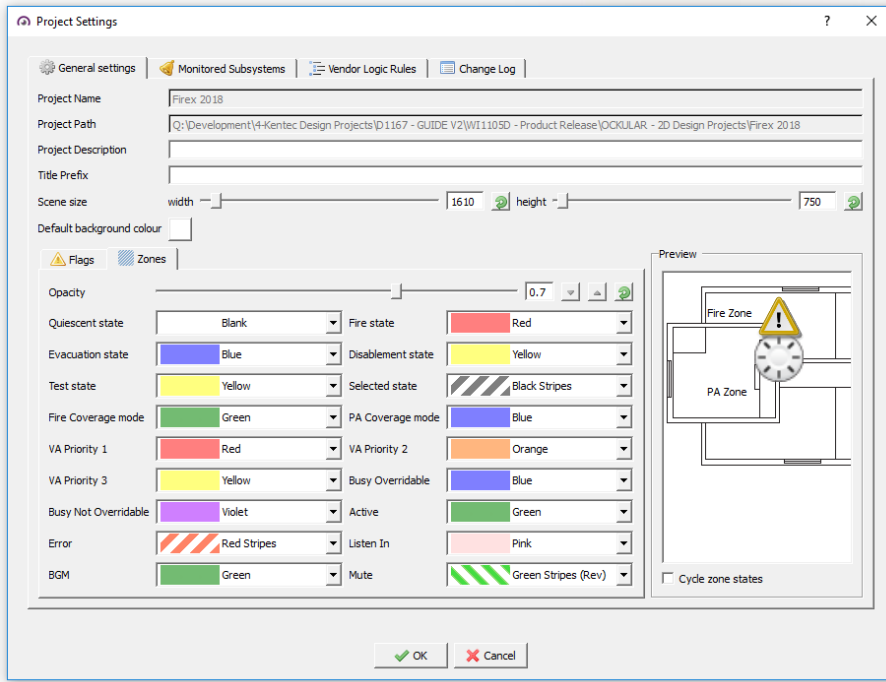


Fig. 94 Fire Zones tab

- A list of the alert states, each showing their default colour overlay, which can be visualised on the preview window. Each state has a drop-down box showing the alternative colours or cross-hatching styles you can use; e.g. visually impaired persons might benefit from using cross-hatch instead of colour overlays.
 - A slider that allows you to control the opacity, with a reset option
5. The [Monitored Subsystems] tab only lists the monitored sub-systems in your network, and these can be deselected if required.
6. The [Vendor Logic Rules] tab allows you to [Add] or [Duplicate] customised flags using JCOF/Openfire processing rules. More information can be found on <https://www.igniterealtime.org/projects/openfire/>.

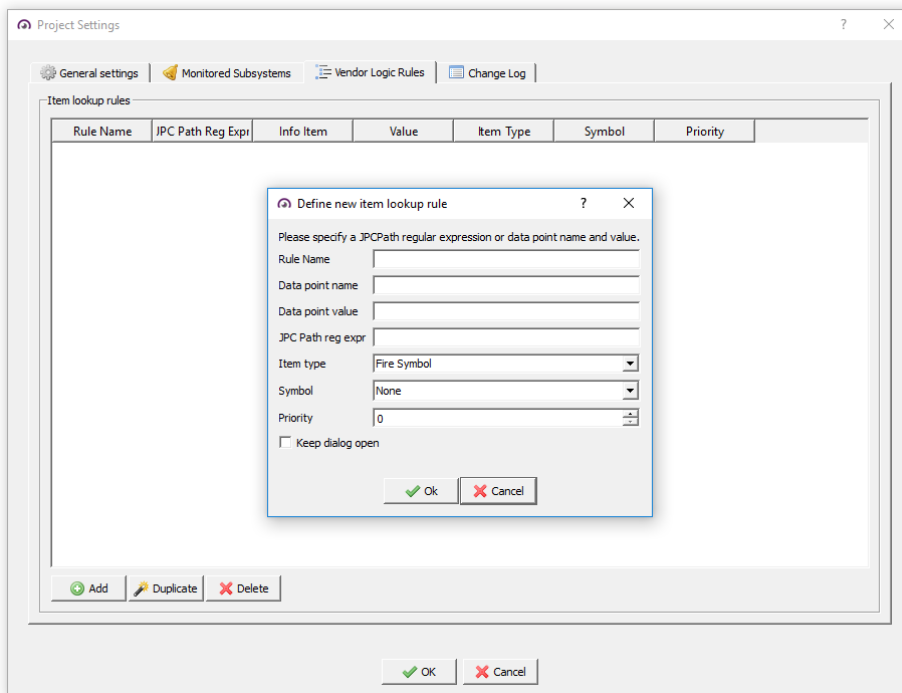
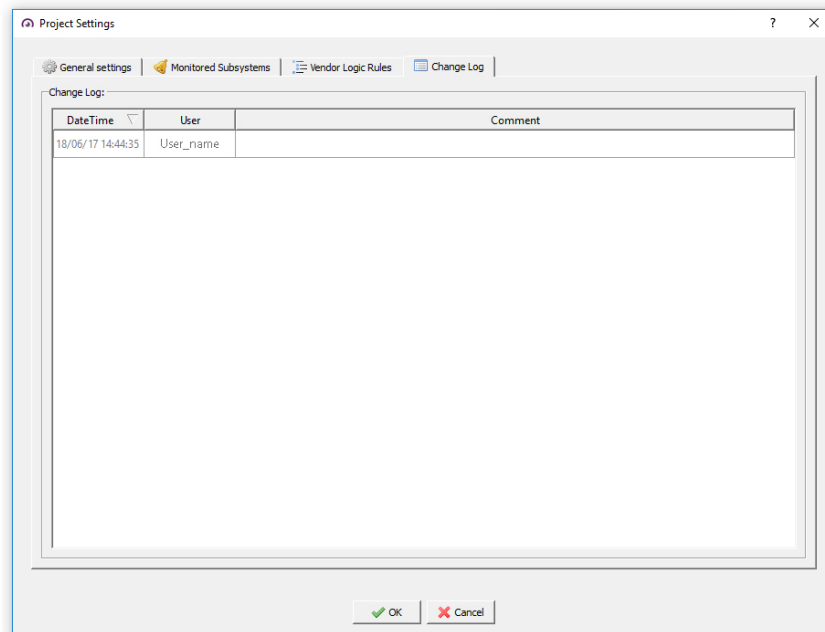


Fig. 95 Vendor Logic Rules tab

7. Click [Ok] to add your new Rule, or [Cancel] to discard your changes.
8. Click [OK] (which closes the Project Settings dialog) and then Save or [Ctrl-S] your changes.
9. The [Change Log] tab records saved changes.

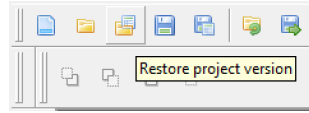


15 Restoring a Project Version

Ockular boots up using the last saved configuration. If the screen canvas is blank, or if there is an error or omission, you can either try restoring a project version (if one was created) or load an existing, saved project.

15.1 To restore a project version:

10. Enter [Editor] mode
11. Click [Restore project version]:



12. Highlight your saved project and click [Select Folder]:

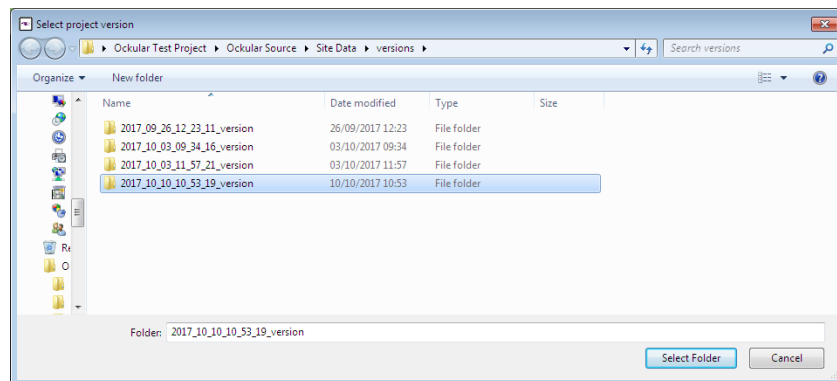


Fig. 96 Select Project Version

Note: Do not click the folder itself as it will open and appear to be empty.

13. Click [Yes] to replace the current version:

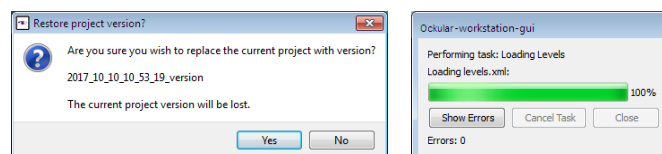


Fig. 97 Confirm Restore Project Version

14. This should load a working copy of your project but, if not, you should either load a different version or create and save a new project.

Note: Restored versions should be thoroughly reviewed before you save them again.

16 Repairing Ockular

You can fully repair Ockular and all its dependencies, or you can incrementally repair it by choosing *not* to repair Openfire or PostgreSQL.

An unsuccessful *Ockular-only* repair can be repeated with Openfire and/or PostgreSQL selected, but if this second attempt fails you should do a complete uninstall/reinstall procedure. See *Uninstalling Ockular Section* for further information.

Note: Repairing Ockular causes the wizard to uninstall and then reinstall the selected components, so you should ensure that your Ockular configurations and projects have been recently backed up or exported prior to carrying out the repair.

16.1 To repair Ockular using the Installation Repair tool

1. Exit from Ockular and remove the Dongle.
2. Start the Ockular install program that you used for the original install.
3. Authorise UAC to change your computer settings (if asked).
4. Select Repair and then click [Next]:

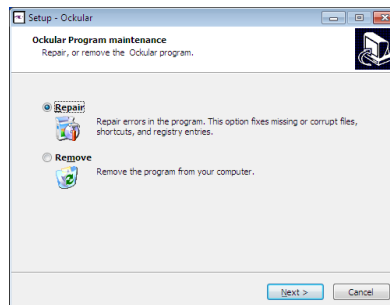


Fig. 98 Repair Ockular

5. Select the dependencies you want to include in the repair, and then click [Next]:

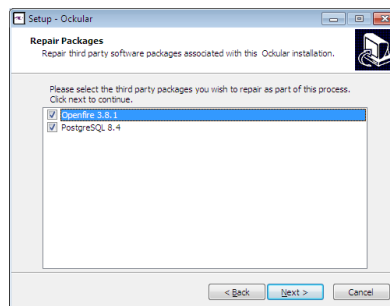


Fig. 99 Repair Packages

6. Check the details are correct, and then click [Repair]:

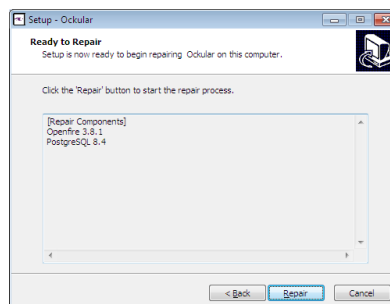


Fig. 100 Confirm Repair

7. Wait until the uninstall is completed, check that the Dongle is removed, then click [Install]:

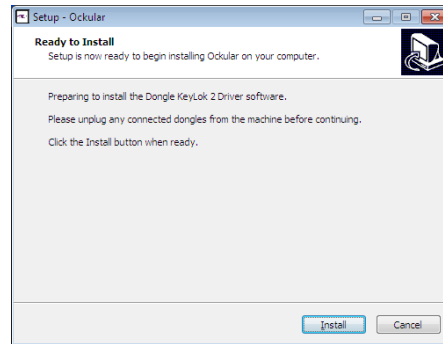


Fig. 101 Ready to Install

8. Select one of the options below, and then click [Finish]:

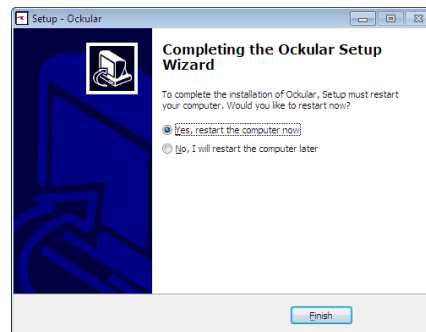


Fig. 102 Finish Repair Wizard

Note: The repair procedure doesn't check the Dongle during the repair. However, an out of date or faulty dongle will stop you logging in to Ockular. Consult your distributor or Kentec Technical Support if you require further help (Details on back page.).

17 Uninstalling Ockular

You should use the Ockular Installation software removal tool to uninstall Ockular and its dependencies, although other methods will also work.

You should not uninstall Openfire or PostgreSQL if they are used by other programs, or if you intend to reinstall Ockular with the same configuration settings.

Note: Print or save all reports, and save or export the current project prior to uninstalling any software.

17.1 To uninstall using the Installation software

1. Exit from Ockular.
2. Start the Ockular install program that you used for the original install.
3. Authorise UAC to change your computer settings.
4. Select Remove and then click [Next]:

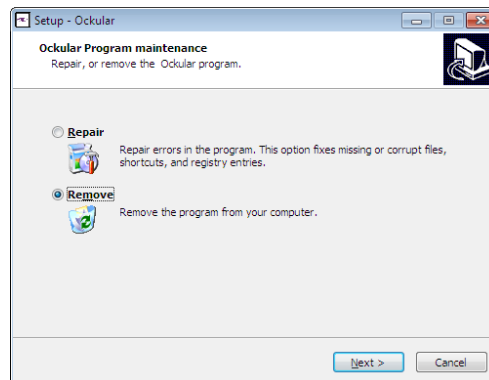


Fig. 103 Remove Ockular

5. Select if you want to remove all configuration and program data, then click [Next]:

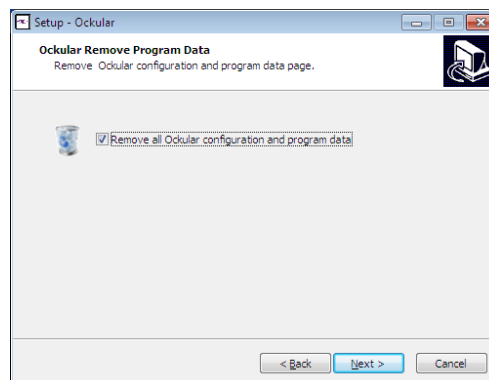


Fig. 104 Remove all Config and Programme Data Option

6. Select if you want to remove Openfire and PostgreSQL, then click [Next]:

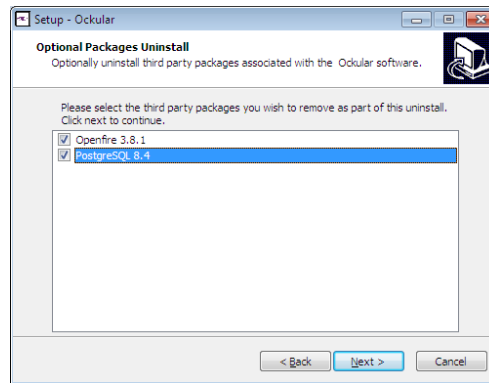


Fig. 105 Remove Openfire and PostgreSQL Option

7. When ready, click [Uninstall]:

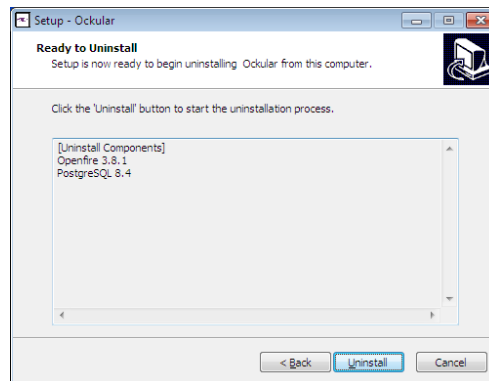


Fig. 106 Confirm Uninstall

8. Reboot your PC or server to finish the uninstall.

17.2 To uninstall using the Windows software removal tool

You should not uninstall Openfire or PostgreSQL if they are used by other programs, or if you intend to reinstall Ockular with the same configuration settings.

1. Go to `Control Panel>Windows Programs and Features`.
2. Click Ockular.
3. Click [Remove]>[Next].
4. Select whether or not to remove all Ockular configuration and program data.
5. Click [Next].
6. Select whether or not to uninstall Openfire and PostgreSQL (includes dependencies).
7. Click [Next].
8. Reboot the PC or server to finish the uninstall.
9. Go to `Control Panel>Windows Programs and Features` and check that the following software has been removed:
 - ASL Patched OGRE.
 - ASL Qt Express.
 - Keylok Driver (Windows 7) (option).
 - Ockular.
 - Openfire.
 - PostgreSQL.
 - Windows Driver Package - KEYLOK (Windows 10) (option).

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20 Abbreviations

Abb.	Description
2D	Two Dimensional on the x-y axes
3D	Three Dimensional on the x-y-z axes
ACID	Access Control and Intruder Detection
ANS	Ambient Noise Sensor
BGM	Background Music
BGU	Break Glass Unit (fire alarm)
BMS	Building Management System
CAE	Cause and Effect
CIS	Customer Information Sensor
CSV	Comma Separated Values; the .csv file type allows files to be imported into columns and rows in spreadsheets and databases
DDU	Data Display Unit
DIP	Dynamic IP address (see SIP)
EOL	End Of Line (e.g. alarms, CCTV, detectors, sounders, speakers)
EOLR	End Of Line Resistor
EOLD	End of Line Diode
FACS	Fire Alarm Control System
FAS	Fire Alarm System
GUI	Graphical User Interface
GUID	Globally Unique Identifier used to identify equipment on a network
I/O	Input / Output
IP	Internet Provider (networking)
LAN	Local Area Network
LLPA	Long Line Public Address
NAC	Notification Appliance Circuits
Ockular	Kentec's control system platform and SDK
OS	Operating system (e.g. MS Windows, Android, Apple Mac, Linux, Unix etc.)
PA	Public Address
PIDS	Passenger Information Display System
PiP	Picture in Picture
PIS	Passenger Information System
px	Pixel (Picture Element – from Pics. Element.)
PTT	Press to Transmit
qm	.qm is a Qt Compiled Translation Source File
RV	Rendezvous point (Emergency vehicles)

Abb.	Description
SCADA	Supervisory Control and Data Acquisition system
SIP ¹	Static IP address (see DIP)
SIP ²	Session Initiation Protocol (SIP) is a communications protocol for signalling and controlling multimedia communication sessions in applications of Internet telephony for voice and video calls, in private IP telephone systems, as well as in instant messaging over Internet Protocol (IP) networks.
SMS	Station and building Management System / Site Management System
SOP	Site (or Standard) Operating Procedures
TCP/IP	Transmission Control Protocol/Internet Protocol
TTS	Text to Speech
UAC	User Account Control (Microsoft)
UI	User Interface
UPS	Uninterruptible Power Supply
USB	Universal Serial Bus
UX	User Experience
VA	Vital Area ⁽¹⁾ ; Vulnerable Area ⁽²⁾ ; Visual Alarm/Alert ⁽³⁾ ; Voice Alarm ⁽⁴⁾
VDU	Visual Display Unit; computer screen
x – y axis	x - y refers to screen pixel coordinates based on the available screen resolution (e.g. 1920 x 1080). X = the horizontal screen axis drawn left-to-right, and Y = the vertical screen axis drawn top-to-bottom. A VDU's nominal point of origin (x = 0, y = 0) is positioned at the top left of the screen, so a screen item's nominal point of origin might be stipulated (in code) as [x = x+100; y = y + 100].
z axis	z refers to a virtual axis running tangentially to the x-y axes; x-y-z coordinates can be used to create 3D objects that can pan, tilt, and rotate in virtual 3-dimensional space.
z-index z-order	Incident priorities are allocated to default layers arranged, in descending order, on the z-axis. In other words, the highest current priority (e.g. Fire) cannot be obscured by items of lower priority.

21 Ockular Keyboard Shortcuts

These are the most useful keyboard shortcuts, but other Windows key combinations may also work.

Some of these key combinations are restricted to Editor mode.

All Modes	
Alt-F	Opens the File menu
Alt-F, X	Opens the Exit dialog
Alt-[F4]	Closes the active window
Alt-H	Opens the Help menu
Alt-H, A	Opens the 'About Ockular' pop-out
Alt-H, Q	Opens The Quick Guide in Foxit Reader
Alt-H, U	Opens The User Manual in Foxit Reader
Alt-V	Opens the View menu
Alt-V, S	Save Settings
Alt-Tab	Tab through workspaces (useful when Ockular is in front of other windows)
[Del]	Delete selected items
[Esc]	Closes the currently open dialog
[F3]	Opens the Search window
[F5]	Show/Hide Main GUI
Windows + L	Lock your screen (saves you from logging out or closing Ockular)
Windows + M	Minimize all windows (useful if you want an empty desktop, especially in Windows 10)
Editor mode	
Ctrl-A	Select All
Ctrl-A, Del	Delete All Selected items
Ctrl-C	Copy the selected item
Ctrl-G	Group the selected items
Ctrl-Shift, G	Ungroup the selected items
Ctrl-L	Lock the selected items
Ctrl-Shift, L	Unlock all items
Ctrl-V	Paste the last copied item
Ctrl-S	Save Settings
Ctrl-X	Cut the selected item
Ctrl-Y	Redo the last Undo
Ctrl-Z	Undo the last change
Ctrl-Left Click	Add to a selection
Ctrl-Page Up	Send to front
Ctrl-Page Down	Send to back
Page Up	Send forwards
Page Down	Send backwards
Alt-Up arrow	Align top
Alt-V	Align vertical centres
Alt-C	Align horizontal centres
Alt-Down arrow	Align bottom
Alt-Left arrow	Align left
Alt-Right arrow	Align right
Alt-Shift + Up arrow	Distribute vertically
Alt-Shift + Left arrow	Distribute horizontally

Appendix A. Editor Drawing Tools Glossary

These tools are specific to Editor mode. They are context sensitive and may be greyed out when unavailable.













To use the drawing tools, select your level or zone, click the chosen shape, click the chosen location to insert the shape and then, while still holding the left mouse button, drag the shape to the required size and then release.

Use the Select tool to select, move, edit or delete a previously added item or group. All tools use the same editing procedures as described under the Rectangle tool below.

Use keyboard shortcuts (*Appendix B*) or undo/redo icons (*Appendix C*) to correct mistakes.

There are unlimited undo/redo actions.























































Note: Moving or aligning items is relative to their respective x-y values, and does not change their z-order.

Icon	Title	Description
	Editor Mode	This button toggles Editor Mode on and off. It can be found at the bottom left of the screen.
	Select	Enables point and click to select items or groups, or click and drag to move or resize an item or group (including text).
	Text	Opens the Text toolbar and enables point and click text insertion. Text can be edited for Font, Font size, Bold, Italic or Underline, RGB Colour, and Background type. Inserted text can be edited when not locked.
	Rectangle	Adds rectangle shapes to the image. Left click, drag and drop to define the outline. Use Select, followed by click or double-click to edit the size or shape, then use the outline and fill toolbar to edit the appearance. NB: Not using Select adds similar items when left clicking. (Ctrl-z to undo.)
	Ellipse	Adds ellipses and circles that can be edited, overlapped, or cut to make other shapes or callouts. Select the tool, choose the stroke and fill style, then click, drag and rotate the shape, and release to fix.
	Regular Polygon	Adds regular polygons that can be rotated and edited. Select the tool, choose the stroke and fill styles, and the number of points, and then click, drag and rotate the shape, and release to fix.
	Freehand Polygons	Adds freehand polygons by clicking to define freehand points and lines. The fill style adds shading between connected points, and shapes can be overlaid to show 2D-relief styles.
	Line	Adds straight lines at any angle. Lines can be edited for colour, weight and axis.
	Zone	Allows you to freehand draw Detection Zones, Evacuation Zones and Operational Zones, which become shaded as you draw. Select the tool, select the zone type, then click-drag-click lines around your chosen areas. Different zones can overlap.
	Hotspot	Allows you to freehand draw hotspots, which become shaded as you draw. Select the tool, select the stroke and fill styles and colours, then click-drag-click lines around your chosen areas. Different hotspots can overlap.
	Navigation Buttons	This tool adds pre-defined navigation buttons (with optional icons) at your chosen locations. Select the tool, select your font style and size, select the optional icon and accessory icon, then click to place your button.
	Macro Buttons	This tool adds pre-defined macro buttons at your chosen locations. Select the tool, select your font style and size, then click to place your button.

Appendix B. Editor mode menu glossary

These icons are specific to Editor mode. They are context sensitive and are greyed-out when unavailable.

Note: Moving or aligning items is relative to their respective x-y values, and does not change their z-order.

#	Icon	Description	#	Icon	Description
1		New Project	28		Size Selected Items to the Height of the First Item
2		Open Saved Project	29		Distribute Selected Items Vertically
3		Restore Project Version	30		Distribute Selected Items Horizontally
4		Save Project	31		Zoom In
5		Save Project Version (time-stamped)	32		Zoom Out
6		Reload Project	33		Reset Zoom (1:1)
7		Export Project	34		Toggle Grid Display
8		Cut Selected Items	35		Toggle Guides Display
9		Copy Selected Items	36		Edit Project Settings
10		Paste Selected Items	37		Edit Symbol Library Settings
11		Undo	38		Toggle Alarm Flag Placeholder Visibility
12		Redo	39		Minus Back
13		Group Selected Items	40		Minus Front
14		Ungroup Selected Items	41		Merge
15		Lock Selected Items	42		Intersection
16		Unlock All Locked Items	43		Select and Edit Items
17		Move Selected Items to the Front	44		Add Text Items
18		Move Selected Items to the Back	45		Add Rectangle Items
19		Move Selected Items Forward	46		Add Ellipse Items
20		Move Selected Items Backward	47		Add Regular Polygon Items
21		Align Selected Items Top	48		Add Polygon Items
22		Align Selected Items Middle	49		Add Line Items
23		Align Selected Items Bottom	50		Add Zones Items
24		Align Selected Items Left	51		Add Hotspot Items
25		Align Selected Items Centre	52		Create Navigation Buttons
26		Align Selected Items Right	53		Create Macro Buttons
27		Size Selected Items to the Width of the First Item	54		Toggle Editor Modes

Appendix C. Default icon glossary

This appendix lists alert symbols and icons that can be saved and used in customised 2D GUI projects. (Also see *Appendix E, Example user icons.*)

Users can also create or download their own icons, and this is explained in *Sec. 4.5. Symbols Library.*

















Icon	Description	Icon	Description
	Priority Alarm		Auxiliary Alarm 1 (Simulated Fire)
	Critical Alarm 1		Auxiliary Alarm 2 (Implicit Disablement)
	Critical Alarm 2 (Fire)		Auxiliary Alarm 3
	Critical Alarm 3 (Pre-Fire)		Auxiliary Alarm 4
	Alarm		Auxiliary Alarm 5
	Warning		Auxiliary Alarm 6
	Reduced Service		Hide this page
	Unknown occurrence		Information

Table 8. Default Alert Icons

Appendix D. Example user icons. This table contains some common UK icon examples that can be copied for use with Ockular, if required. (Also see *Appendix D, Default Alert Icon Glossary.*)

Users can also create or download their own icons, and this is explained in *Sec. 4.5. Symbols Library.*

Icon	Description	Icon	Description
	Taktis Panel		Syncro AS Panel
	Break Glass Unit		Sounder
	Building Isolator		Fire Department Connection
	Fire Hazard Div. 1 (Mass Explosion risk)		Fire Hazard Div. 3 (Sporadic Explosion risk)
	Fire Hazard Div. 3 (Mass Fire risk)		Fire Hazard Div. 4 (Safety class explosives)
	Emergency Exit		Fire Exit
	Direction Arrow		Assembly Point
	Escape Route		Rendezvous Point for Emergency Vehicles
	Access Control		Wheelchair access
	CCTV		Eye wash station
	No mobile phones		No PA / PIS
	Access forbidden		No Smoking
	Warning Red		Warning Yellow
	Warning Black		Warning Electricity Red
	Warning Electricity Yellow		Warning Electricity Black



































Icon	Description	Icon	Description
	Non-Ionizing Radiation		Non-Ionizing Radiation
	Non-Ionizing Radiation		Ionizing Radiation
	Laser hazard		UV hazard
	Bio-hazard Yellow		Bio-hazard Black
	Electrostatic hazard		Explosion hazard
	Asbestos hazard		Call Point
	Electrician		Mechanic
	Panel Normal		Panel_05 Alarm
	Panel_01 Unknown error		Panel_06 Priority Alarm
	Panel_02 Information		Panel_07 Critical Alarm
	Panel_03 Warning		Panel_08 Critical Alarm 1
	Panel_04 Reduced Service		Panel_09 Critical Alarm 2
	Sensor Normal		Sensor_05 Alarm
	Sensor_01 Unknown error		Sensor_06 Priority Alarm
	Sensor_02 Information		Sensor_07 Critical Alarm
	Sensor_03 Warning		Sensor_08 Critical Alarm 1
	Sensor_04 Reduced Service		Sensor_09 Critical Alarm 2

Table 9. Examples of Common User Icon

Appendix E. Manage Groups Glossary

Default User Group permissions follow the rules below, although users can add additional customised groups if required.

Individual users can belong to multiple groups.

Default Group Name	Description
Administrators	Users who administer the Ockular system and its components
Maintainers	Users who maintain the Ockular system and its components
Managers	Users who supervise Operators, but with additional powers
Operators	Ordinary users of the system, dealing with the day-to-day operation and alerts
ClearAlarmsGroup	Users who can clear alarms
ClearHardAlarmsGroup	Users who can clear 'hard' alarms
EnableDisableAlertsGroup	Users who can enable and disable alarm reporting
<Add Group Name>	User defined additional groups

Table 10. Default Group Names

A.1. Manage Tokens Menu

The Tokens listed below have check-boxes that allow *authorised* users to assign or remove permissions from individual system group names (see above) as and when they are installed on your Ockular system. They can also be filtered to show the assigned items only.

Ticking the top-level box for each token selects every component, ticking and then unticking it deselects everything, and expanding the group allows you to select or deselect individual components in that group.

Note: Unavailable tokens are denoted by 'TBD' at the top level (in software), and their listed components are currently unavailable (although selectable).

Note: Ockular is supplied with many items ticked by default, even if that Token / GUI isn't yet available. These ticks are suggestions only, and are intended to be used as a starting point for further editing.

Token	Components	Description
2D GUI	TBD	Adds/Removes full access to the 2D GUI functions
	2D GUI Editor	Allows the user to launch the 2D Editor
	2D GUI Project Settings	Allows the user to change the project settings
	2D GUI Symbol Library	Allows access to the symbol library
	Edit 2D GUI System Symbols	Allows the user to change the system symbol library
3D Editor	TBD	Adds/Removes full access to the 3D Editor functions
	3D Editor	Allows the user to launch the 3D Editor
	3D Editor Access Level	Sets the access level to the 3D Editor
	3D Editor Access Level 1	Grants Access Level 1 to the 3D Editor, if this is not explicitly set via the '3D Editor Access Level'
	Open Alternate Model	Allows the user to load a previously saved model version, replacing the current model
	Recalculate CCTV/PA Coverage	Allows the user to trigger a recalculation of the coverage areas, which can take some time
	Recalculate Fire Zone Map	Allows the user to trigger a recalculation of the Fire zone map, which can take some time
	Reload 3D Model	Allows the user to reload the 3D Model without exiting the application. Note that some settings are not fully applied without an exit and restart
	Save 3D Model	Allows the user to save their changes to the 3D Model
	Save 3D Model (Incremental Version)	Allows the user to save a snapshot version of the 3D model that can be reloaded later on.
ACS	TBD	Adds/Removes full access to the ACS functions
	Access Control GUI	Allows the user access to the basic Access Control System Functions. Several functions require additional permissions.

Token	Components	Description
Administration		Adds/Removes full access to the Administration functions
	Alarm Configuration GUI	Allows the user access to the alarm configuration tables, where the behaviour of individual alarms or groups of alarms can be tailored to match site requirements
	Group point permissions	Allows Group point permissions to be managed
	Per-user permissions	Allows permissions to be set on a per-user basis, in addition to being granted to groups (of which users are members)
	Account Management GUI	Allows users access to the Account Management GUI
	Database Management Editing	Allows the user to modify the database management schedules
	Database Management GUI	Allows the user access to the database management schedules, where the routine (scheduled) archival and clean up of system databases is controlled
	User Permissions GUI	Allows the user to access the User Permissions GUI
BMS	TBD	Adds/Removes full access to the BMS functions
	Building Management GUI	Allows the user access to the basic Building Management System GUI
CCTV	TBD	Adds/Removes full access to the CCTV functions
	CCTV GUI	Allows the user access to the basic CCTV functions. Several functions require additional permissions.
	Full Camera Access	Allows the user to view all CCTV cameras
	Full Monitor Access	Allows the user to control all CCTV displays associated with their current workstation
	CCTV Coverage Mode	Allows the user access to CCTV coverage mode (showing all covered areas in the 3D GUI)
	Create Shared Sequence	Allows the user to create new shared CCTV Sequences (editing existing shared sequences is a separate permission)
	Cancel all CCTV Alarm Events	Allows the user to delete the current alarm event from a CCTV alarm monitor
	Delete Any Sequence	Allows the user to delete any CCTV sequence, including shared sequences and personal sequences created by other users
	Delete Monitor Layout	Allows the user to delete saved monitor setups
	Cancel Primary CCTV Alarm Event	Allows the user to all alarm events from a CCTV alarm monitor
	Delete Shared Sequences	Allows the user to delete shared CCTV sequences
	Edit Sequence	Allows the user access to the CCTV Sequence Editor. Where sequences can be stored after editing is controlled by separate permissions
	Load Monitor Layout	Allows the user to load a previously saved CCTV monitor setup
	Full Sequence Editing	Allows the user to save changes to any CCTV sequence
	User Sequence Editing	Allows the user to save changes to their own personal CCTV sequences
	Shared Sequence Editing	Allows the user to save changes to shared CCTV sequences
	Modify Monitor Layout	Allows the user to save the current CCTV monitor setup for later recall, overwriting an existing named setup
	CCTV PA Integration	Allows the user to trigger PA announcements to the zone covered by a given CCTV camera view
	Play Sequences	Allows the user to recall and play back a previously saved CCTV sequence (either personal or shared)
	Save Monitor Layout	Allows the user to save the current CCTV monitor setup for later recall
	Full screen / Split screen	Allows the user to change a CCTV Monitor between full screen or quad screen modes
Tracker Mode	Allows the user access to CCTV tracker mode (double click on the map to show relevant cameras)	
	TBD	Adds/Removes full access to the Fire functions

Token	Components	Description
Fire	Fire Maintenance Functions	Allows the user to access the Maintenance pages within the Fire GUI
	Operational Procedures	Allows the user to view the stored Operational Procedure documents within the Fire GUI
	View Imported Diagrams	Allows the user to view the imported evacuation policy diagrams (as pdf's)
	View Active Events	Allows the user to view all active events on the Fire System
	View Active Fires	Allows the user to view the list of active fire events on the Fire System
	View All Fire Management Info	Allows the user to access all fire management information pages, the list of active fire events and all strategy and policy pages
	Auto-population of 3D GUI	Allows the user to access the 'auto-population' feature, where device location information can be imported into the 3D Model
	Cause and Effect Strategy GUI	Allows the user to view the installed Cause and Effect strategies
	Output Control	Allows the user to set the state of contacts (or digital outputs) in the Fire System if these have been configured
	Poll Analogue Value	Allows the user to poll an analogue value from a device
	Manual Refresh	Allows the user to trigger a discrete read from a device
	Enable and Disable Equipment	Allows the user to enable and disable fire devices within the Fire System. This is distinct from disabling them only within the Ockular GUI
	Enable and Disable Zones	Allows the user to enable and disable entire zones within the Fire System, if the system supports this operation
	Evacuation Strategy GUI	Allows the user to view the installed Zonal Evacuation strategies
	Export Tables	Allows the user to export the data from tables in the Fire GUI to a file
	Fire System Topology View	Allows the user to view a graphical tree of the Fire System devices in their logical hierarchy
	Find Mode	Allows the user to place a device into Find Mode and remove it from that mode if this is supported by the underlying system
	Generate Reports	Allows the user to generate reports from tables in the GUI, where this is supported
	Historical Events	Allows the user to view historical events on the Fire System
	Maintenance Log	Allows the user to view the maintenance logs of the Fire System
	Zone Certificates	Allows the user to view the stored certificates (documents) for zone testing on the Fire System
	Fire Mode	Allows the user access to Fire Mode in the 2D / 3D GUI
	Acknowledge Events	Allows the user to acknowledge general events
	Manual Evacuation	Allows the user to manually evacuate zones from the GUI
	Acknowledge Fire Events	Allows the user to acknowledge fire events on the Fire System itself from the GUI
	Operational Zone Strategies	Allows the user to view the stored Operational Zone Strategy documents within the Fire GUI
	Print Procedures	Allows the user to send stored documents to the printer from the onscreen document viewer
	Reception Points	Allows the user to view the stored reception points in the Fire GUI
	Reset Fire Devices	Allows the user to reset equipment on the Fire System (usually the panels) from the GUI
	Fire System Schematics	Allows the user to view the configured schematic pages in the Fire GUI
Silence Fire Device	Allows the user to silence the alarms on a device (usually a panel) in the Fire System from the GUI	
Silenced Buzzer	Allows the user to silence the buzzer on a device (usually a panel) in the Fire System from the GUI	

Token	Components	Description
	Simulate Fire	Allows the user to trigger simulated fires, if this function is supported by the Fire Alarm System
	System Information Page	Allows the user to access system information in the Fire GUI
	Test Fire Zone	Allows the user to access the Test Zone function
	Fire GUI	Allows the user access to the basic Fire Management GUI. Many functions require additional permissions
General	TBD	Adds/Removes full access to the General functions
	Alarm acknowledgement	Allows the user to acknowledge alarms
	Clear Hard Faults	Allows the user to attempt to clear faults that have been defined as 'Hard Faults', which are faults that require a higher privilege level to clear as a clearance attempt may have particular side effects that must be understood
	Disable Alarm Reporting	Allows the user to disable alarm/fault reporting from items of equipment. This might be used during maintenance procedures or in response to spurious (nuisance) faults
	Enable Alarm Reporting	Allows the user to re-enable alarm/fault reporting from items of equipment. (See <i>Disable Alarm Reporting</i>)
	Clear Alarms	Allows the user to attempt to clear alarms
	Clear Alarm Caches	Allows the user to clear the cache of alarm data, which must be done to enable the 'Unsuppress Alarm' option
	General Table Write Access	Allows the user to edit database tables that do not have a specific access permission
	Delete Subsystem Filter	Allows the user to delete custom subsystem filters from the main alarm list GUI
	Exit GUI	Allows the user to exit from the Ockular GUI
	Operator Alarms Only	If set to >99, the user will not see low-level fault reports
	Pause Alarm History Updates	Allows the user to pause automatic updates of the Alarm History View
	Save Column Widths	Allows the user to save the current table column widths in the GUI via the save settings menu option
	Save Subsystem Filter	Allows the user to save a selected filter set of subsystems in the main alarm list GUI for later recall
	Select Mode	Allows the user to access Select Mode in the 2D/3D GUI
	Local Alert Volume Control	Allows the user to access the local volume control for audible alerts generated by the GUI
	Suppress Alarm	Allows the user to suppress an alarm from the main alarm list
	Export tables to CSV	Allows the user to export the text of standard tables in the GUI to .csv files that can then be opened as a spreadsheet
	Alarm unacknowledgement	Allows the user to 'unacknowledge' alarms
	Unsuppress Alarm	Allows the user to 'unsuppress' an alarm from the main alarm list
Change Password	Allows the user to change their own password through the GUI	
IP Networking	TBD	Adds/Removes full access to the IP Network functions
	Network Monitoring GUI	Allows basic access to IP Network monitoring functions
Message Board	TBD	Adds/Removes full access to the Message Board functions
	Message Board Full Access	Grants the user all permissions within the message board GUI. (Has the same effect as ticking all the individual permissions in this section.)
	Delete Messages	Allows the user to delete posted messages
	Edit Messages	Allows the user to edit posted messages
	Post Messages	Allows the user to post new messages on the message board
	Message Board GUI	Allows the user to access the built-in Message Board GUI, where users can leave messages for each other (e.g. at shift hand-over)
	View Messages	Allows users to read messages
	TBD	Adds/Removes full access to the PA/VA functions

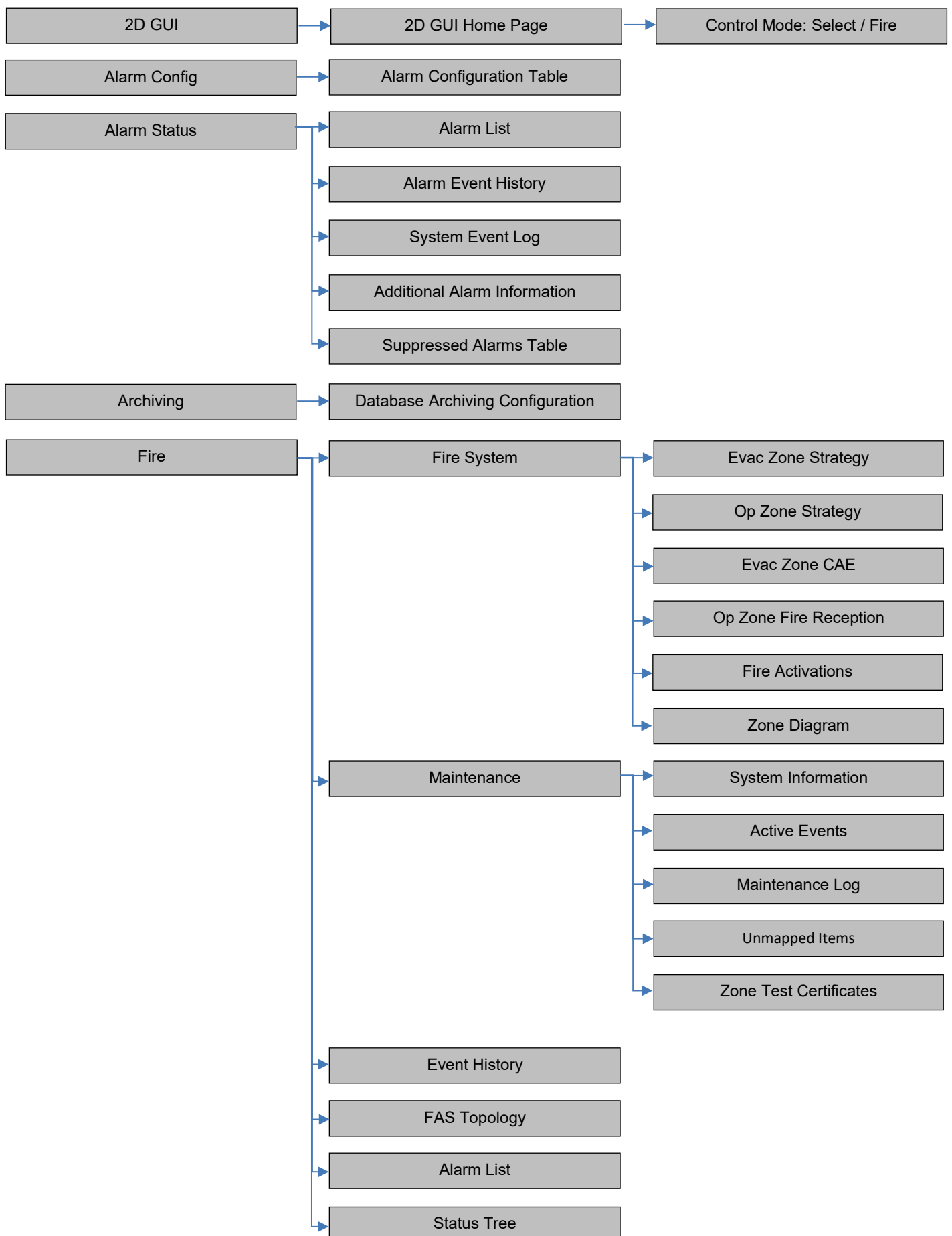
Token	Components	Description
PA/VA	Advanced PA schedule settings	Allows the user to access all of the advanced settings on a PA/VA schedule
	Edit PA Schedules	Allows the user to edit the details of PA/VA schedules
	Enable / Disable PA schedules	Allows the user to enable and disable (but not edit) PA/VA schedules
	View PA Schedule details	Allows the user to view the details of PA/VA schedules
	Modify Messages	Allows the user to modify existing audio or display messages
	Listen In Mode	Allows the user to access Listen In Mode in the 2D/3D GUI
	BGM Access	Allows the user to control background music (on/off) in the main GUI
	PA Coverage Access	Allows the user to view PA coverage in the main GUI
	Emergency Message Button	Allows the user to access the Emergency Message button in the 2D/3D GUI
	PA Access	Allows the user to access PA Mode. If the user also has access to PIDS mode, then the unified PIS mode is used
	PA Mute Access	Allows the user to control PA Mute on/off in the main GUI
	Play Message Button	Allows the user to access the Play Message button in the 2D/3D GUI
	PA/VA GUI	Allows access to basic PA/VA functions. Advanced functions require additional permissions.
	Zone Group Select Button	Allows the user to access the zone group select buttons in the 2D/3D GUI
	PIDS Access	Allows the user to access PIDS mode. If the user also has access to PA mode, then the unified PIS mode is used
	2D PA/VA Map support (Legacy)	Allows the user to access the legacy 2D PA map
	Message Builder	Allows the user to access the PA/VA Message Builder
	Message Builder Audio Messages	Allows the user to build audio messages in the Message Builder
	Message Builder Display Messages	Allows the user to build messages for information display units in the Message Builder
	Ad Hoc Message Trigger	Allows the user to trigger messages (audio or display) from the GUI. Without this permission only live announcements or scheduled messages can be played
	Soft Push-To-Talk (Emergency)	Allows the user to make emergency live PA announcements from the GUI
	Audio Message Support	Allows the user to select and trigger audio messages
	Zone Overrides Table	Allows the user to access the Zone Overrides Table
	Background Music Source Select	Allows the user to access the BGM source column in Zone Overrides
	Display Brightness Override	Allows the user to access the Display Brightness column in Zone Overrides
	Routine Messages Control (legacy)	Allows the user to access the Routine Messages Suppression column in Zone Overrides
	Night Volume Override	Allows the user to access the Night Volume Override column in Zone Overrides
	Display Message Support	Allows the user to select and trigger display messages (e.g. on visual information displays)
	PA/VA GUI Pin Management	Allows the user to change the security PIN on the PA/VA GUI, if it has been enabled in system configuration
	Soft Push-To-Talk	Allows the user to make live PA announcements from the GUI
Quick Messages	Allows the user to access the 'Quick Message' feature, where messages can be triggered from a single dedicated button	
Message Management	Allows the user access to PA/VA Message Management to record, rename and delete messages	
Message Scheduling	Allows the user access to the PA/VA Scheduler GUI	

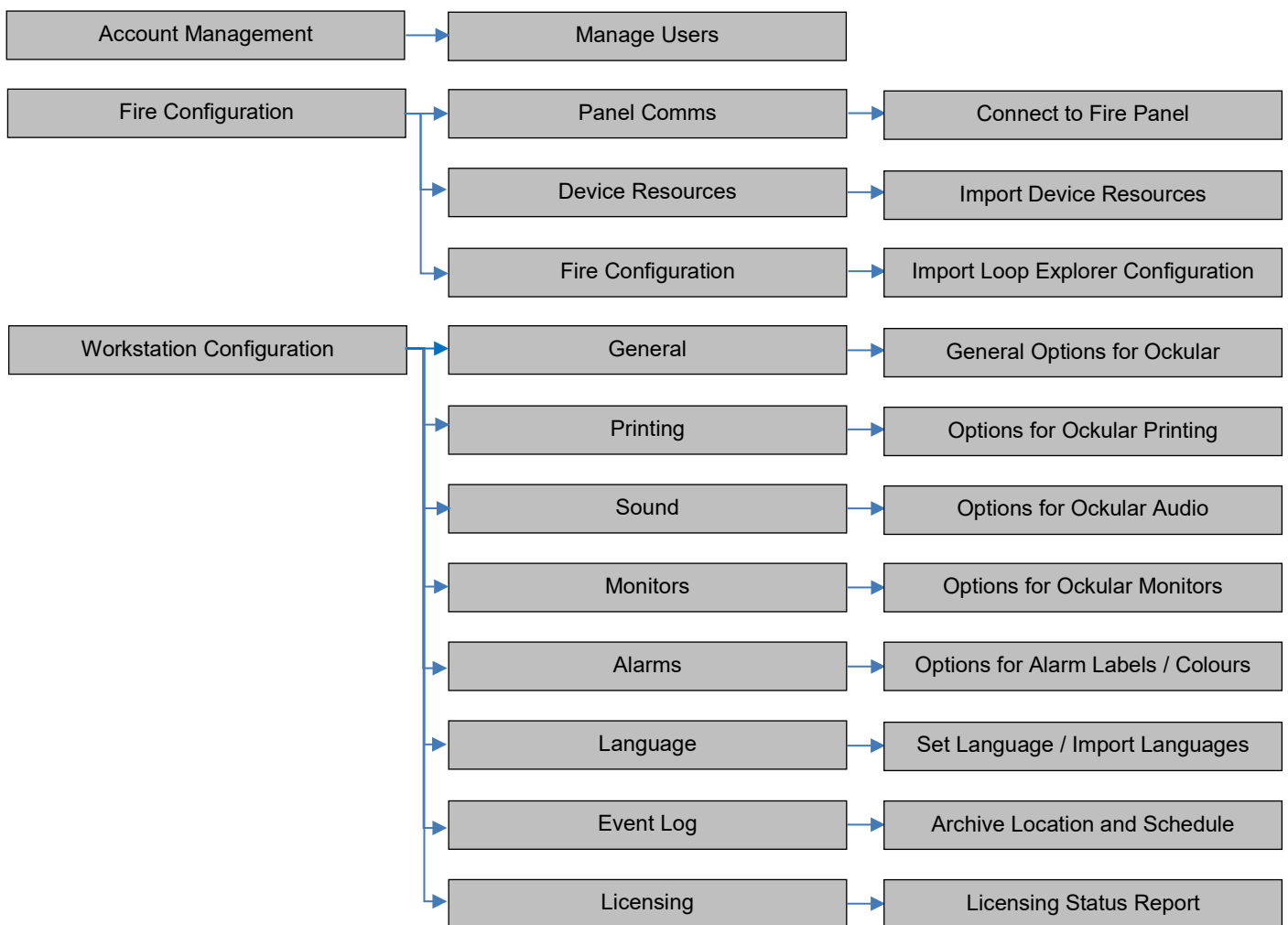
Token	Components	Description
	Maximum Scheduled PA Message Priority	Allows the user to prioritize scheduled PA messages (100 = maximum priority)
	TTS Messages	Allows the user to create and save Text-to-Speech (TTS) messages
PHP	TBD	Adds/Removes full access to the PHP functions
	Help Point GUI	Allows access to basic Help Point Functions
	Answer Help Point Calls	Allows the user to answer incoming help point calls
	Help Point Call Log	Allows the user to view the help point call log
	Help Point Outgoing Call Page	Allows the user to view the help point outgoing call page (the 'address book' of help points)
	Hang up Help Point Call	Allows the user to hang up an incoming help point call, once answered
	Place Help Point Call on Hold	Allows the user to put a help call on hold
	Make Outgoing Help Point Call	Allows the user to make an outgoing call to a help point
	Mute Help Point Call	Allows the user to mute/unmute a help point call
	Take Help Point Call off Hold	Allows the user to resume a help point call that has been placed on hold
	Show All Help Point Address Book Info	Allows the user to see all data columns in the help point Address Book
	Show All Help Point Call Log Info	Allows the user to see all data columns in the help point call log
	Transfer Help Point Calls	Allows the user to transfer a help point call to the external line
PIS	TBD	Adds/Removes full access to the PIS functions
	Assign DDU Profile	Allows the user to assign a display profile to a Data Display Unit
	DDU Test Mode	Allows the user to put the DDU into test mode
Schematics	TBD	
	Schematics Page Selection	Allows the user to view the drop-down list of schematics in the Schematics GUI
Special	TBD	Adds/Removes full access to the Special functions
	Full Control	Allows access to all features and GUIs
	Message Builder Diagnostic Panel	Allows the user to see the diagnostic panel in the PA/VA Message Builder GUI
	Message Management Information	Allows the user to see the diagnostic panel in the PA/VA Message Management GUI
Telephony	TBD	Adds/Removes full access to the Telephony functions
	Telephony GUI	Allows the user access to the basic telephony functions. Advanced functions require additional permissions
	Add Telephony Contact	Allows the user to add new contacts to the Telephony Address Book
	Delete Telephony Contact	Allows the user to delete contacts from the Telephony Address Book
	Edit Telephony Contact	Allows the user to edit contacts in the Telephony Address Book
	Make Telephone Calls	Allows the user access to the Make Calls page in the Telephony GUI, and thus make calls from the SIP phone associated with their workstation.
	Address Book Extended View	Allows the user to see all data columns in the Address Book
	Enable Speed Dialler	Allows the user to access the configurable 'Speed Dial' buttons in the Telephony GUI
Voice Recorder	TBD	Adds/Removes full access to the Voice Recorder functions
	Delete Voice Recordings	Allows the user to delete recordings made by the Voice Recorder System
	Play Voice Recordings	Allows the user to play recordings made by the Voice Recorder System
	Save Voice Recordings	Allows the user to save recordings made by the Voice Recorder System to an external or networked drive

Token	Components	Description
	Voice Recording System GUI	Allows the user access to the Voice Recording System functions
Ockular	TBD	
	Ockular 2D GUI	Allows the user access to the Ockular-self-monitoring GUI

Table 11. Token Component Permissions

Appendix F. Ockular System Configuration Menus



Ockular System Configuration Menus Continued

Appendix G. Frequently asked questions

FAQ	Question	Answer	Remedy
1	Why won't Ockular start?	No dongle, or dongle out of date.	Fit a current dongle before launching Ockular
2	Why won't Ockular start, or won't run?	Ockular is not compatible with your OS	Install Ockular on a Windows 7 system or contact Kentec Support.
3	Why does my screen appear wrong?	New installation	Either load a project or create and save a new one.
4	Why does my screen appear wrong?	Changes were made and saved by the last user.	Load a previously saved version and then save it.
5	Why does my screen appear wrong?	Changes were made and not saved by you.	Make your changes again, and save them.
6	Why can't I find the panel I want?	Panels docked in the same space will be stacked up	Select your panel on the tab at the bottom of the dock area. You can work on it in-situ, or you can drag and float it elsewhere.
7	Why can't I find the menu item I want?	Long menu bars may get shortened if there is insufficient space.	Click the » at the end of the menu to show additional items.
8	Why does my active dialog disappear and will not come back?	You clicked outside the dialog, and brought the full-screen GUI to the front.	[Alt-Tab] to cycle through the open windows until you find the one you were using.
9	Why did Ockular close unexpectedly?	You may have closed the Bootstrap CMD window by mistake, and you will have lost any unsaved changes.	Restart Ockular and begin afresh. Save regularly during edits. Save versions if making a lot of changes.
10	I accidentally deleted the wrong symbols from the Symbol Library; how do I get them back?	Unfortunately you can't undo this directly.	Import fresh symbols and their ancillaries from your PC or Server or... Restart Ockular without saving the current changes or... Load an earlier saved version.
11	I imported previously deleted symbols, so why am I now showing duplicates?	The Symbols library wasn't refreshed between Delete and Import	Close the Symbols Library between dissimilar tasks.
12	My Ockular 'hangs' during symbol loading and nothing works. What can I do?	Make a note of the error message, and then close Ockular by closing the CMD window.	Manually delete the offending image file from the directory folder and retry loading the Ockular project. You may have several corrupt image files to delete in sequence.

End of Document.