



Turn to the Experts.™

i-Vu CCN Standard 4.2

Owner's Guide





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Accessing your system

Your system details

Network Name: To access the system, launch Internet Explorer and type in
http://_____.


- Your Login Name is _____.
- Your Password is _____.
- Your i-Vu CCN Standard's IP address is _____.

To change your password

- 1 Click the **Main Menu** button , select **System Options > My Settings** tab.
- 2 Click **Change password**.
- 3 Enter any combination of characters. Limit of 40 characters.
- 4 Click **Apply** or **OK**.

Add an additional operator

To keep track of your Operators, use the space provided in the back of your Owner's Manual.

- 1 Click the **Main Menu** button , select **System Options > Operators** tab.
- 2 Add additional operators with appropriate access roles.
- 3 Keep a record of your additions and changes.
- 4 Click **OK** or **Apply**.

Monitor and control equipment


You can monitor and control equipment from:

- The equipment's points shown under **Properties**
- *The equipment graphic* (page 8) (if the device has an equipment graphic)
- *The equipment's CCN tables* (page 2)

If a point's value is editable, changing the value sends the new value only to the device.


If the point has a **Force** checkbox, you can force the value to a new value that you specify. The new value is sent to the device. Forced values are indicated in the graphics by a dashed yellow line.

To view an equipment's CCN tables

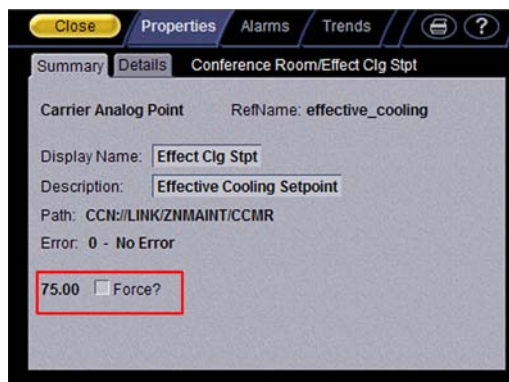
- 1 In the navigation tree, select the equipment.
- 2 Click  next to the equipment to expand it.
- 3 Select the table you want to view.

To force a CCN point value

You can force certain editable point values to a specified setting:

- In the equipment's tables - to see tables, click  next to the equipment
- From a graphic - hold down **Ctrl** key on your keyboard and, using your mouse, click on the point value on the graphic. A **Properties** dialog will be displayed.

Forced values are indicated by a dashed yellow line on graphics.



- 1 Select the **Force** checkbox.
- 2 Type the value you want to send to the device.








- 3 Click **OK** or **Apply**.

Manage setpoints

The Setpoint area, as shown on a standard equipment graphic, indicates the base setpoint values (Occupied High/Low, Unoccupied High/Low). i-Vu CCN Standard reads these values back periodically, typically within 10 seconds. The timing can vary based on bus traffic, the number of controllers in the database, and several other variables. Setpoints that are changed in the field via another user interface (Network Service Tool, ComfortVIEW, etc.) are displayed in i-Vu CCN Standard as soon as they are detected.

You can, at any time, change the setpoints from i-Vu CCN Standard graphics by using the slider or by entering numeric values directly. Updated setpoints are transmitted to the controller when you **Accept** the changes. Setpoints can also be changed via the setpoint tables that are discovered when a controller is scanned.

The various color bars are used to indicate adherence to or deviation from the setpoint. You can change the current default settings for setpoint deviation.

| Color | | Condition |
|---|-------------------|--|
|  | Green | Temperature is within the Occupied Low and High Setpoint |
|  | Grey | Temperature is within the Unoccupied Low and High Setpoint |
|  | Light Blue | Temperature is less than 2°F below the Occupied Low Setpoint |
|  | Dark Blue | Temperature is more than 2°F below the effective Low Setpoint but less than 4°F below the effective Low Setpoint |
|  | Yellow | Temperature is less than 2°F above the effective High Setpoint |
|  | Orange | Temperature is more than 2°F above the effective High Setpoint but less than 4°F above the effective High Setpoint |
|  | Red | Temperature is more than 4°F above or below the effective setpoints |



Setpoints

- **Programmed setpoints** are set and changed by operators.
- **Effective setpoints** reflect the impact of other system conditions on the programmed setpoints, such as setpoint adjustments, and hysteresis. Effective setpoints control the equipment.

To change programmed setpoints:

- 1 Navigate to a setpoint control in one of the following places:
 - The **Space Temperature Setpoints** section of the **Equipment** tab of a **Properties** page
 - A **Graphics** page
- 2 On a programmed setpoint bar, click and drag the segment or the gap between segments you want to change.
- 3 Type new values in the **Heating** and **Cooling** fields.
TIP You can click and drag a segment or a gap between segments to change setpoints.
- 4 Click **OK**.

i-Vu CCN Standard CCN schedules

There are two types of CCN schedules:

- 1 – 64 are local schedules that reside within the equipment
- 65 – 99 are network or global schedules, which are sent over a CCN network and received by controllers that contain network schedules

i-Vu CCN Standard supports both local and global schedules.

Most CCN equipment is shipped with the default schedule of **64**. See exceptions below.

| Equipment | i-Vu CCN Standard's default schedule number |
|---|---|
| Comfort Controller/UC/Expansion Controllers | 0 |
| Any controllers using a custom equipment file (*.equip) created with ApplicationBuilder | 0 |
| Gen III VVT, 48/50EJ (Conquest), FSM, CSM | 1 |
| All PICs | 64 |

CAUTION! Confirm the actual schedule numbers that are in use in the controller, as they may have been changed from their programmed default settings.

In order to utilize i-Vu CCN Standard schedules, the i-Vu CCN Standard schedule number must match the CCN schedule number at the controller. This can be set in i-Vu CCN Standard by selecting the equipment in the navigation tree and clicking **Schedules > CCN** tab. It is also accessible at the area or site level.

NOTE To reduce start-up labor on a retrofit project, existing network schedules can be used by i-Vu CCN Standard. However, switching to local schedules allows for schedule retention after a power failure and local schedule maintenance tables.

If a controller uses a different schedule number, complete the following steps.

CAUTION! Failure to follow these steps may result in unexpected equipment operation.

- 1 On the navigation tree, select the controller.
- 2 Click the **Schedules** page, then **CCN** tab.
- 3 Adjust the following fields:
 - **Schedule number** - enter the CCN schedule number in use at the controller.
 - **Override time (optional)** - enter the number of minutes of the desired override and verify that the controller override time is greater than or equal to this number
 - **Override group (page 8)** - enter the number of the group, if you have established one

Create and modify an i-Vu schedule

You can define schedules that automatically keep occupants comfortable and equipment running efficiently.

In the navigation tree, you can apply a schedule to a single tree item or to a group.

- When you apply a schedule to a single equipment, the schedule affects equipment at and below the area or equipment where the schedule was added.
- When you apply a schedule to an area, the schedule affects all pieces of equipment in that area.
- When you apply a schedule to a schedule group, the schedule affects all pieces of equipment in the group.

To apply a schedule to single equipment or to all equipment in an area

Schedules in i-Vu CCN Standard are typically based on zone occupancy.

- 1 On the navigation tree, select the equipment you want to schedule.
NOTE To schedule all equipment in a specified area, select the area you want.
- 2 Click the **Schedules** page > **Configure** tab.
- 3 Click **Add**.
- 4 Select a **Priority**. (**Normal** is low priority; **Holiday** is medium; **Override** is high.)
- 5 Select a **Type**. See table below.
- 6 Type a schedule name in the **Description** field.
- 7 Enter desired values in the fields below **Description**.
- 8 Change the default time segment (shown as a colored bar) for the schedule by doing one of the following:
 - Click the segment, then type **Start** and **End** times in the fields above the segment.
 - Click and drag either end of the segment or the entire segment.

Optional: Click **Show Advanced** below the schedule bar to add one or more separate segments to the schedule.
- 9 Click **OK**.

| Type | Schedule runs |
|-------------------|---|
| Weekly | Every week on the specified days |
| Date | On a single, specified date |
| Date Range | Between two specified dates |
| Date List | On multiple, specified dates |
| Wildcard | According to a repeating pattern (For example, the second Tuesday of every month) |
| Continuous | Continuously between specified times on two separate dates |

| Type | Schedule runs |
|---------------------|--|
| Dated Weekly | Weekly between a start date and an end date (For example, the summer break in the school year) |

To apply a schedule to a group of equipment

You must create a group, then add members (equipment) to the group before you can apply a schedule.

- 1 On the navigation tree, select **Scheduling Groups**.
- 2 Click **Add**.
- 3 Type a name for the new schedule group in the **Name** field.
Optional: Change the default **Reference name**.
- 4 Click **OK**.
- 5 On the tree, click the plus sign (+) next to **Scheduling Groups**.
- 6 In the navigation pane, select the group you want to add items to.
- 7 Click the **Members** button at the top of the action pane.
- 8 On the selection tree at the right, select a piece of equipment.
- 9 Click **Add**.
TIP Use the **Raise** and **Lower** buttons to reorder items in the group list. Changing the order is for your viewing convenience and does not affect the system.
- 10 Click **OK**.
- 11 Click **Schedules**, then **Configure**.

To view schedules

- 1 Select a navigation tree item (site, area, or equipment).
- 2 Click **Schedules** page > **View** tab.
- 3 Optional: Click an **Effective** bar to view all the schedules that contribute to the resulting schedule.

NOTES

- When multiple schedules affect a single area or piece of equipment, i-Vu CCN Standard sorts the schedules by priority—the higher the priority, the closer the schedule is to the **Effective** bar. You set a schedule's priority when you add a schedule.
- You can also view schedules on the following detailed, printable schedule reports. These reports are accessible from the **Schedules** page > **Reports** tab or from the **Reports** button drop-down menu.

| This report... | allows you to... |
|-----------------------|---|
| Schedule Instances | Find every schedule with its location that is entered at and below a selected tree item. This report can help you discover newly added and conflicting schedules. |
| Effective Schedules | View all equipment that may be scheduled and the net result of all schedules in effect for a selected date and time. |

To create a group override CCN time schedule

When a group of controllers is assigned a matching **Override Group** number, an override from a single controller in the group can cause all of the controllers in the Override group to be overridden. The override duration is set in i-Vu CCN Standard, even though i-Vu CCN Standard supports push-button override.

In order for a controller to initiate a remote override request:

- Set the actual duration of the override in i-Vu CCN Standard.
- Do not set the controller's local override hours to **0**.
- The controller's setting must be greater-than or equal-to the i-Vu CCN Standard override duration.

NOTES

- It is recommended that the local override value at the controller be set to its maximum possible setting.
- Equipment activation, when using PBOR's, is normally instantaneous, but varying delays are possible.
- Do not press the button a second time, as this could cause the override to be cancelled.

In order to have a specific controller initiate a group override, the override duration in its local database must not be zero.

- 1 On the navigation tree, select the equipment or area that you want to schedule for a group override.
- 2 Click the **Schedules** page, then **CCN** tab.
- 3 Enter the number of minutes in **Override Time**.
NOTE The override setting in the controller must not be set to **0**.
- 4 Assign a number to **Override group**.

Graphics pages

You can view and adjust your equipment from **Graphics** pages and change the setpoints for occupied and unoccupied hours.

NOTES

- Ctrl+click or right-click a value and select **Microblock Properties** from the drop-down menu to view and change properties in the popup.
- Alt-click or right-click a value and select **Global Modify** from the drop-down menu to view and change the property in other equipment.
- Forced values are indicated by a yellow dashed line
- If a graphic is larger than the action pane, right-click the graphic and select **Scale to Fit** to see the whole graphic. Right-click and select **Scale to 100%** to return the graphic to its original size.

When using **Scale to 100%**, hold down Ctrl while rolling the mouse wheel to zoom in and out on a graphic.

To edit a graphic from i-Vu CCN Standard in ViewBuilder

NOTE Only the **Installer** role has access to the following.

To edit a graphic from i-Vu CCN Standard in ViewBuilder:

- 1 Select the piece of equipment in i-Vu CCN Standard navigation tree.
- 2 Right click on the equipment name and select **Configure**.
- 3 Click **Edit** button under **Views**.
- 4 Click **Save** to desktop or other appropriate folder.
- 5 Open ViewBuilder.
- 6 Select **File > Open**. Browse to your saved graphic and click to open.
- 7 Edit as desired.
- 8 Save with a new name - the original system name is locked and cannot be used for an edited graphic.

NOTE Names are case sensitive and should not have spaces and/or special characters.

To upload your graphic to i-Vu CCN Standard

- 1 Login to i-Vu CCN Standard. You must have **Installer** role to upload graphics.
- 2 Select the area or equipment in the navigation tree.
- 3 Right-click and select **Configure**.
- 4 Click the **Add** button under **Views**.
- 5 Browse to your .view graphic file that you created in ViewBuilder.
- 6 Click **Continue**.

- 7 Click **Close** when message appears **File uploaded successfully**.
- 8 Click **Close** again. The graphic should appear on your i-Vu CCN Standard screen.

Alarms

A message is sent from an alarm source to i-Vu CCN Standard to notify you that certain conditions exist, such as a piece of equipment that has stopped running or a temperature that is too high. When i-Vu CCN Standard receives an alarm, it displays information about the alarm on the **Alarms** page. i-Vu CCN Standard can also perform *alarm actions* (page 11) to inform personnel of the condition. An alarm source can also send a return-to-normal message when the alarm condition returns to its normal state.

Alarm sources and the alarms they generate are assigned to categories, such as HVAC Critical or HVAC Maintenance, to help you work with related alarms.

In i-Vu CCN Standard, you:

- *View, acknowledge, and delete alarms received by i-Vu CCN Standard* (page 10)
- *Set up the alarm actions that i-Vu CCN Standard performs* (page 11)
- *Set up new alarm sources to generate alarms* (page 13)




NOTE Besides the alarms that you set up, i-Vu CCN Standard has built-in system and equipment alarms.

View, acknowledge, and delete alarms

You can view, acknowledge, and delete alarms received by i-Vu CCN Standard. Alarms are hierarchical and can be applied to an area, which then affects all equipment in that area.

To view all alarms, you must be at the system level in the navigation tree.

The color of the system-wide alarms button signifies one of the following conditions:

-  Red—Critical alarms need to be acknowledged.
-  Yellow—Non-critical alarms need to be acknowledged.
-  Grey—No alarms need to be acknowledged.

Click the system-wide alarms button to view all alarms in the system.

You must acknowledge alarms that have been set up to require acknowledgement. Right-click alarm message to print, acknowledge, or delete.

i-Vu CCN Standard closes an alarm when all of the following have occurred:


- You acknowledge the alarm (if required)
- i-Vu CCN Standard receives a return-to-normal (if required)
- i-Vu CCN Standard performs all alarm actions

To save alarm information before deleting, select **Alarms** > **Reports** tab > **Alarms** > click **Run** button.

To receive audible notification of alarms

You can set up i-Vu CCN Standard to play an audio file on your workstation when it receives a critical or non-critical alarm.

- 1 Click **Main Menu** , then select **System Options > My Settings**.
- 2 Under **Preferences**, select **Non-critical alarms** or **Critical alarms** to be notified of them.

When an alarm triggers the audio file to play, you can temporarily silence the sound by clicking the menu button  and selecting **Silence**. The alarm is silenced for a period of about five minutes or until another alarm that triggers a sound is received.

Set up alarm actions

Alarm Action - An action that i-Vu CCN Standard performs to notify personnel of an alarm or to record information about the alarm. You can assign alarm actions to an alarm source, a category of alarm sources, alarm sources from a certain location, or a combination of these criteria.

To assign alarm actions to alarm sources:

Although you can assign an alarm action to an individual alarm source, you typically assign an action to multiple alarm sources at the area or equipment level. The alarm action applies to all instances of the alarm sources at the selected location and below. Click an action's **Edit** button to make any changes.

To assign an alarm action to alarm sources:

- 1 On the navigation tree, select the area or equipment, containing the alarm sources.
- 2 Click **Alarms**, then select the **Actions** tab.
- 3 Follow the 3 steps on the screen.

NOTE Use Ctrl+click, Shift+click, or both to select multiple items.
- 4 Click **Add**.
- 5 Set up the alarm action by editing the fields on the alarm action page. See the appropriate alarm action below for field descriptions.
- 6 Click **OK**.

Alarm Popup and Alarm Notification Client


The **Alarm Popup** alarm action pops up a message on any networked computer that is running the i-Vu CCN Standard Alarm Notification Client application.

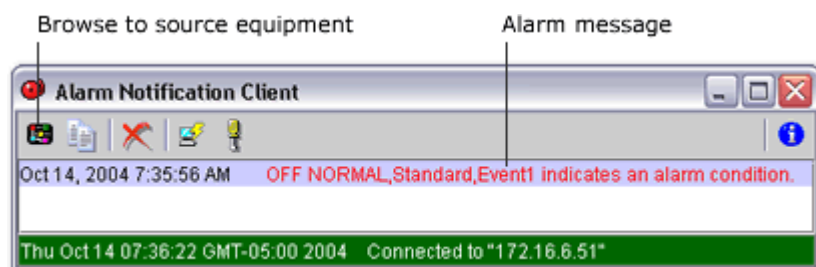
| Field | Notes |
|---|--|
| To Operator To Group | Select individual operators or operator groups who should receive alarm notification. |
| Generate alarm if delivery fails | Select this checkbox to send a System Info alarm to i-Vu CCN Standard Server if the popup recipient is not currently running the Alarm Popup application. |
| Message text | Use punctuation, spaces, or returns after the entries to format the text. To add live data to the text, select field codes from the Append Field Code list. |
| Append Field Code | Add field codes to the message text if desired. |






Using the i-Vu CCN Standard Alarm Notification Client application:

The i-Vu CCN Standard Alarm Notification Client application must be running on each client computer that should receive popup notifications. Keep the application minimized to the right side of the Windows task bar. The window will pop up with a message whenever an alarm occurs.

NOTE To use the i-Vu CCN Standard Alarm Notification Client application across a firewall, you must open UDP port 47806.

Select an alarm message, then click  to open a browser window displaying the piece of equipment that generated the alarm.




| Button | Notes |
|---|--|
|  | Opens a browser window that displays the piece of equipment that generated the alarm. |
|  | Copies the selected alarm information to the clipboard. |
|  | Removes the alarm information from the alarm popup list. Removing items from this list has no effect on the alarms list in i-Vu CCN Standard. |
|  | View information about the server connection. |
|  | Define: <ul style="list-style-type: none"> • What server to connect to • Which kind of page you want to open in i-Vu CCN Standard • Whether or not the equipment opens in a new browser window • Which notification sounds you want to use |

To install the i-Vu CCN Standard Alarm Notification Client application:

Follow the steps below on each client computer that should receive alarm popups.

PREREQUISITE You must enable Alarm Popup support in **System Options > General** tab.

- 1 Install software from your **Tools CD**.
- 2 Click **Alarm Popup Application**.
- 3 Click **Run**, then follow the on-screen instructions to install the i-Vu CCN Standard Alarm Notification Client application. To locate your applicable IP address, look in **System Options > General** or the **Management Tool**.
- 4 After you click **Done**, the application starts automatically.
- 5 In the **Settings** dialog box, enter appropriate values in each field on the **Server Connection**, **Browse To**, **Internet Explorer**, and **Notification Sounds** tabs.

NOTE You can also click  to open this box. See the topic above for a description of the settings.

- 6 Click **OK**.
- 7 Minimize the i-Vu CCN Standard Alarm Notification Client window.

Set up an alarm source in i-Vu CCN Standard

In i-Vu CCN Standard you can:



- Edit an alarm source's settings or set up a new alarm source to generate alarms
- Select **Properties** page > **Alarm Sources** tab to set up all alarms associated with a particular piece of equipment

To set up, edit, or disable alarm sources

To set up, edit, or disable a single alarm source:

- 1 On the navigation tree, select the alarm source.
- 2 Click **Alarms**, then select the **Enable/Disable** tab.
- 3 Make changes to the fields as needed. See table below.
- 4 Click **View Selected Sources**, then click the selected alarm source on the Web Page Dialog.
- 5 Make changes to the fields as needed. The fields can vary for different types of alarm sources.
- 6 Click **OK** or **Apply**.
- 7 Click **Close**.

TIP To set up all the alarms for a piece of equipment at once, select **Properties** page > **Alarm Sources** tab.

| Field | Notes |
|--|--|
| Potential alarm source | Select the checkbox to enable the alarm source to generate alarms. Clear the checkbox to disable the alarm source. |
| Alarm | <p>Select to have the alarm source generate an alarm when the specified conditions occur.</p> <ul style="list-style-type: none"> For a binary input, enter the conditions for generating an alarm. For an analog input, type the low and high limits that, when exceeded, will generate an alarm. <p>Deadband The amount inside the normal range by which an alarm condition must return before a return-to-normal notification is generated.</p> <p>NOTE If the Status checkbox is selected, the alarm condition currently exists.</p> |
| Return to Normal | Select to have the alarm source generate a return-to-normal when the alarm condition returns to a normal state. |
| Fault | <p>Select to have an alarm generated if the alarm source is not configured correctly.</p> <p>NOTE If the Status checkbox is selected, the alarm source is currently misconfigured.</p> |
| Alarm requires acknowledgement | Select to have i-Vu CCN Standard require that an operator acknowledge the alarm. |
| Return requires acknowledgement | Select to have i-Vu CCN Standard require that an operator acknowledge the return-to-normal. |
| Classified as Critical | <p>This property determines the color of the system-wide alarm button when the alarm comes in.</p> <p> = Critical  = Non-critical</p> |
| Event State | <p>The current state of the alarm source can be:</p> <ul style="list-style-type: none"> Normal—value is normal Off normal—the value is not normal (binary only) Fault—the alarm source microblock may be misconfigured High Limit—the value exceeds the normal range (analog only) Low Limit—the value is below the normal range (analog only) |
| Notification Class | Do not change this field. |

To set up, edit, or disable multiple alarm sources simultaneously:

- 1 On the navigation tree, select the area or equipment containing the alarm sources you want to change.
- 2 Click **Alarms**, then select the **Enable/Disable** tab.
- 3 In step **1**, select the categories that contain the alarm sources.

NOTE In step **1** and step **2**, CTRL+click to select multiple items or select the **Select All** checkbox.

- 4** In step **2**, select the alarm sources.
- 5** Make appropriate changes in step **3**.
- 6** Click **OK**.

NOTE Click **View Selected Sources** to view or change settings for each alarm.

To view all instances of an alarm source

To find all instances of an alarm source at and below a selected area:

- 1** On the navigation tree, select an area.
- 2** Click **Alarms** and select the **Actions, Enable/Disable**, or **Category** tab.
- 3** Select an alarm source from the list in step **2**.
- 4** Click **View Selected Sources**.

NOTE You may be able to change settings that relate to the tab you selected.

Trends

i-Vu CCN Standard can read and store equipment status values over time and then display this information in a graph to help you monitor the equipment's operation.

Trends are automatically enabled for points that appear on equipment graphics (if the graphic was generated from the i-Vu CCN Standard Library). Samples are automatically collected every 20 minutes.

Trend data can be collected for any input or output point in i-Vu CCN Standard and are accumulated for up to 7 days. Trends can be generated for individual points or multiple points on one graph. Set number of days to keep trends in **System Options > General** tab.

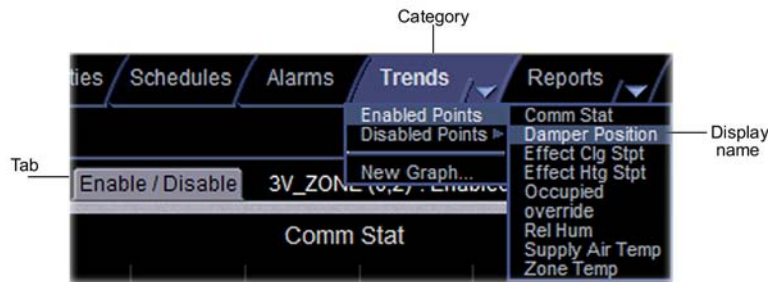
When the storage capacity of your system is running low from too much historical trend data, you will receive an error message. To create more storage space, go to the **Management Tool** and click **Compress System**.

To collect trend data for a point

Before you can look at a trend graph for a point, you must enable trending for that point and then tell i-Vu CCN Standard how you want the equipment to collect the point's data.

- 1** On the navigation tree, select the equipment that has the point you want to trend.

- Click the **Trends** button drop-down arrow, select **Enabled** or **Disabled Points**, then select the point.



- Click the **Enable/Disable** tab, then verify that **Enable Trend Log** is checked.
- Enter information in the appropriate fields. See table below.
- Click **OK**.

TIP You can set up all trends for a piece of equipment at once on the **Trend Sources** tab of the equipment's **Properties** page.

| Field | Notes |
|--|---|
| Sample every _:._ (hh:mm) | <p>This method records (samples) the point's value at the time interval you define in this field.</p> <p>NOTE Be sure to set trend intervals to one minute or greater.</p> |
| Sample on COV (change of value) | <p>This method records the point's value only when the value changes by at least the amount you enter in the COV Increment field.</p> <p>NOTE Use this method for a binary point or for an analog point that has infrequent changes in value.</p> |
| Keep trends for _ days | <p>Enter a number between 1 and 62 in this field to override the default number of days that trends for this point are stored. (see System Options > General tab)</p> <p>Set the Keep trends for _ days field to 0 to use the trend storage default settings:</p> <ul style="list-style-type: none"> 62 days of override trends stored to accommodate Tenant Billing 7 days of all other system trends stored <p>These defaults can be changed to any number between 1 and 62 in System Options > General tab.</p> <p>NOTE Saving more than 62 days will affect system performance and could result in alarm messages instructing you to compress trend storage via the Management Tool. You can also create more space by using the next option Delete trend samples.</p> |
| Delete trend samples | <p>Click button to delete all historical trend samples for this point.</p> |

| Field | Notes |
|-----------------------------|--|
| BACnet Configuration | The Object Name is a unique alphanumeric string that defines the BACnet object. Although the Object Name field can be edited, it is not recommended. The Notification Class is set to 1 to receive alarms generated by Carrier controllers. |

NOTE Run a *Trend Usage report* (page 19) to view trend data.

Graphing data for multiple points

You can graph multiple trend points simultaneously to help monitor and troubleshoot your system.



A comparison trend graph can display up to four graphs on the page. Each graph can display up to 4 similar points - 4 binary points or 4 analog points.

NOTE Before you create a comparison trend graph, verify trending for the individual points you want to include in the graph. See *To collect trend data for a point* (page 15).

To create a comparison trend graph

You can select up to 16 trends to view, then save them for graphing again later.

- 1 In the navigation tree, select the area or equipment where you want to view the graph.
- 2 Click the **Trends** button drop-down arrow, then select **New Graph**.

- 3 Select up to 16 trends from the selection tree. Use Ctrl+click, Shift+click, or both to select multiple items.
- 4 Click **View**.
- 5 Optional: Click **Save** to name and save the trend graph configuration so the graph will be accessible from the **Trends** button.

To edit a comparison trend graph

To add another graph to a trend graph page

- 1 Select the navigation tree item where the trend was created.
- 2 Click the **Trends** drop-down arrow, then select the trend graph.
- 3 On the **Configure** tab, click the **Add** button below the **Graphs** list.
- 4 Type a Y-axis label.
- 5 Add up to 4 points. (See below.)
- 6 Click **OK**.


To add a point to a trend graph

- 1 Select the navigation tree item where the trend was created.
- 2 Click the **Trends** drop-down arrow, then select the trend graph.
- 3 On the **Configure** tab, select a graph in the **Graphs** list.
- 4 Click the **Add** button below the **Points** list.
- 5 Select a point from the navigation tree to define the **Data source**.
NOTE Each graph can display up to 4 similar type points (all binary or all analog).
- 6 Click **OK**.

To delete a graph from a comparison trend graph page

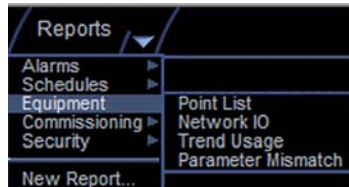
- 1 Select the navigation tree item where the trend was created.
- 2 Click the **Trends** drop-down arrow, then select the trend graph.
- 3 On the **Configure** tab, select the graph you want to delete in the **Graphs** list.
- 4 Click the **Delete** button below the **Graphs** list.
- 5 Click **OK**.

To delete a comparison trend graph

- 1 On the navigation tree, select the equipment.
- 2 Click the **Trends** button drop-down arrow, then select the custom graph.
- 3 Click **Main Menu** , then select **Delete**.

Reports

Use i-Vu CCN Standard reports to gather and view information to monitor and troubleshoot your system.



The list of available reports changes depending on your navigation tree location.

Using reports

| This report... | allows you to... |
|---------------------|---|
| Alarms | |
| Alarms | View, sort, and filter the information on the Alarms View tab. |
| Alarm Sources | Create a summary of potential alarm sources as configured on the <i>Alarm Enable/Disable</i> (page 13) tab. |
| Alarm Actions | Create a summary of the information configured on the <i>Alarms Actions</i> (page 11) tab. |
| Schedules | |
| Schedule Instances | Find every schedule with its location that is entered at and below a selected tree item. This report can help you discover newly added and conflicting schedules. |
| Effective Schedules | View all equipment that may be scheduled and the net result of all schedules in effect for a selected date and time. |
| Equipment | |
| Point List | View the details of all points. Verify that all points have been checked out during commissioning. Also, create custom lists for other contractors. For example, create a list of BACnet IDs or Web services links. |
| Network IO | Verify the programming and status of all network points—especially useful for commissioning control modules used for third-party integration. |
| Trend Usage | Creates a summary of the information configured on the <i>Trends Enable/Disable</i> (page 15) tab. |
| Parameter Mismatch | Discover where your system has parameter mismatches that need to be resolved. |

| This report... | allows you to... |
|-----------------------|--|
| Commissioning | |
| Equipment Checkout | View the information on the Equipment Checkout tab of the Properties button during commissioning. Also, find equipment that has not been fully commissioned. |
| Security | |
| Audit Log | Create chronological lists of operators, property changes they have made, and the reasons for those changes. |
| New Reports | |
| Equipment Summary | An Equipment Summary report can provide the following information for equipment at or below the location where the report is created. |

To run a report

- 1 Select an item on the navigation tree.
NOTE A report shows data for the selected tree item and all its children.
- 2 Click the **Reports** button drop-down arrow, then select a report.
- 3 On the **Options** tab, define the layout and content of the report.
NOTES
 - Changing the size and orientation of the printed page also changes the report layout on the **View** tab.
 - To create a CSV (Comma Separated Values) file after you run the report, select **Support CSV text format**. See *To create a PDF, Excel spreadsheet, or CSV file* (page 20).
 - i-Vu CCN Standard saves report options for the current operator. When that operator logs in again, i-Vu CCN Standard uses the same options.
- 4 Click **Run**.
- 5 Click **PDF** if you want to print the report.

To create a PDF or Excel spreadsheet

PREREQUISITE FOR CSV TEXT You must enable CSV text before you run the report. Click the **Reports** tab and choose a report from the drop-down menu. Click the **Options** tab > **Support CSV text format**.

Run a report

- 1 Select **Reports** page > **View** tab.
- 2 Click **Run** button.

- 3 Choose **PDF**, **Excel**, or **CSV Text**.

For Excel or CSV Text, click **Open** to view the file or **Save** to save it.

Custom reports

You can create custom reports to collect and display specific information. For example, you can create environmental and power consumption reports for a building.

Equipment Summary

An **Equipment Summary** report can provide the following information for equipment at or below the location where the report is created.

- Color
- Active alarm
- Locked values
- Current value of selected points
- Effective schedule

To create an **Equipment Summary** report:

- 1 On the navigation tree, select the location where you want to view the report.
- 2 Click the **Reports** button drop-down arrow, then select **New Report**.
- 3 Select **Equipment Summary**.
- 4 Type a name for the report.
- 5 Click **Create**.
- 6 On the **Design** tab, define the layout and the **Maximum number of rows**.
- 7 To create a CSV (Comma Separated Values) file after you run the report, select **Support CSV text format**. See *To create a PDF, Excel spreadsheet, or CSV file* (page 20).
- 8 Select or clear the **Optional Sections** checkboxes as needed.
- 9 Select **Available Points** that you want to include in the report. (Use Ctrl+click, Shift+click, or both to select multiple points.)
- 10 Click **Add**.
- 11 Click **OK**.
- 12 Click **Run**.

NOTE To run this report later, go to the location where the report was created. Click the **Reports** button drop-down arrow, select the report, then click **Run**.

To view a custom report

- 1 Select the item in the navigation tree where the report was created.
- 2 Click the **Reports** button drop-down arrow, then select the report you want to view.
- 3 Click **Run**.

To create a PDF or Excel spreadsheet


PREREQUISITE FOR CSV TEXT You must enable CSV text before you run the report. Click the **Reports** tab and choose a report from the drop-down menu. Click the **Options** tab > **Support CSV text format**.

Run a report

- 1 Select **Reports** page > **View** tab.
- 2 Click **Run** button.
- 3 Choose **PDF**, **Excel**, or **CSV Text**.

For Excel or CSV Text, click **Open** to view the file or **Save** to save it.


To edit or delete a custom report

- 1 Select the item in the navigation tree where the report was created.
- 2 Click the **Reports** button drop-down arrow, then select the report you want to edit or delete.
- 3 Do one of the following:
 - Edit the report, then click **OK**.
 - Click **Main Menu** , then select **Delete**.

System Management

Although i-Vu CCN Standard is a reliable front-end, it is prudent to perform periodic backups of the i-Vu CCN Standard database to ensure a quick recovery in case of failure. It is also wise to take advantage of periodic library upgrades to ensure that your controllers have the latest version of software. The section below will describe how to backup and restore the i-Vu CCN Standard database and how to install the library updates.

Backup data from Management Tool

- 1 Disable your pop-up blocker software.
- 2 Access the **Management Tool** by clicking the **Main Menu** button , then selecting **System Options > General tab > Management Tool** or via your browser by typing your system name followed by **:8080**. For ex.: `http://ivu:8080/`.


NOTE The backup does not save static IP information. If you are using static IP addressing, take a screen capture of the **Management Tool** page or write down the existing IP information.
- 3 Click **PC Backup** under **Manage Server Data** to save the entire database zipped into one file to your PC

or
- 4 Insert your USB device into one of the USB ports on your i-Vu CCN Standard and click **USB Backup** under **Manage Server Data** to save the entire database zipped into one file onto the USB.
- 5 Click **OK** to proceed when you are presented with the following message, “The system will be stopped and restarted. Do you wish to proceed?” **System backup in progress** page will appear.
- 6 When the backup is completed, a bar will appear at the top of the page with an Internet Explorer security warning. Click the bar and select **Download File**.

IMPORTANT NOTE! Make a note of the username and password that you used to login to i-Vu CCN Standard. The backup can only be restored using the exact same login!
- 7 After about 30 seconds, a **File Download** dialog box will appear. Save this file to a convenient location on your computer.

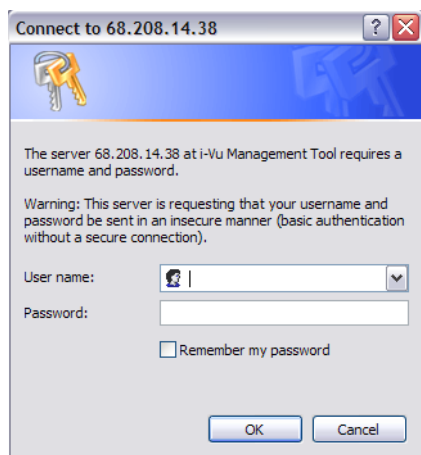
CAUTION! Do not alter the name of this file.

Restore data from backup

- 1 Access the **Management Tool** by clicking the **Main Menu** button , then selecting **System Options > General tab > Management Tool** or via your browser by typing your system name followed by **:8080**. For ex.: `http://ivu:8080/`.
- 2 Click **PC Restore** button under **Manage Server Data** in the **Management Tool**.

CAUTION! Having a popup blocker running could interfere with this process.

- 3 Locate and select your previously saved backup file.
- 4 Click **Upload file**. Wait for upload to finish.
- 5 Click **Perform Restore**. Progress is displayed and message will appear when restore is complete.
- 6 During the restore process, a popup window will appear requiring you to login. Enter the **User name** and **Password** of an operator who has **Installer** or **Administrator** role.
- 7 Click **OK**.



- 8 Exit from the **Management Tool** when restore process is complete.


Restore system from CD

CAUTION Placing the **Restore CD** in the i-Vu CCN Standard disk drive will reformat your system and restore it to factory defaults. Any Library updates will be lost and will need to be reapplied.

- 1 Insert the **Restore CD** into the i-Vu CCN Standard CD drive.
- 2 Shut down the i-Vu CCN Standard by holding down the **On/Off** button for several seconds. Wait for the blue lights to stop before restarting.
- 3 Press the **On/Off** button again to restart the device.
- 4 The CD will eject when reformatting is complete.
NOTE Do not power off the box during reformatting
- 5 Wait another minute or two before accessing the new system via Internet Explorer.

Restore factory defaults

This button deletes your existing data and restores your system to factory defaults. This restore process is quicker than using the **Restore CD**.

- 1 Access the **Management Tool** by clicking the **Main Menu** button , then selecting **System Options > General tab > Management Tool** or via your browser by typing your system name followed by :8080.
For ex.: `http://ivu:8080`.
- 2 Deletes all server data and resets the device to the original factory default values.
- 3 **NOTE** Executing this option will not delete configuration data under the **Addressing** and **i-Vu Port Configuration** sections of the Management Tool.
- 4 Begin setting up your system.

FAQ - Frequently Asked Questions

“How do I set up the CCN Time Broadcaster?”

i-Vu CCN Standard defaults as the CCN Time Broadcaster. You must set the clock in i-Vu CCN Standard in **Main Menu > System Options > General** tab.

“Where do I find out the details of the capabilities of the different roles available for Login?”

Refer to System Options > Operators tab for details.

“I noticed that the back/forward buttons in the browser don’t work.”

You must use the navigation inside the i-Vu CCN Standard interface.

“Can I use Firefox?”

At this time, i-Vu CCN Standard only supports the use of the Internet Explorer v6 and later web browser.

“Can I Ctrl-select Alarms to acknowledge them?”

No, you can either select a single alarm or all alarms.

“I’ve noticed that my settings for a Comfort Controller or UC disappeared.”

The default graphic for a Comfort Controller and UC is a tabular display of points that have been enabled in i-Vu CCN Standard. Once a custom graphic is assigned to this controller, it is not possible to revert to the default view without deleting and rescanning the controller. This will cause you to lose all currently mapped points.

“How do I change the time in a controller?”

You must use Comfort View or Network Service Tool or do a Network Time Synch in **Main Menu > System Options > General** tab.

“I’ve noticed the Navigation buttons sometimes do not work. What is wrong?”

This will occur when you start editing a page or changing a value in i-Vu CCN Standard. This will require you to Accept or Cancel the action which appears at the top of the open window. Navigation is disabled until you Accept or Cancel the change.

Appendix: Operator Record

Name _____
Login Name _____
Assigned Role _____
Password _____

Name _____
Login Name _____
Assigned Role _____
Password _____

Name _____
Login Name _____
Assigned Role _____
Password _____

Name _____
Login Name _____
Assigned Role _____
Password _____

Name _____
Login Name _____
Assigned Role _____
Password _____

Name _____
Login Name _____
Assigned Role _____
Password _____

