FACILITY MANAGEMENT TOOL

Installation & Operation Manual

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Section 1: Introduction

The *Facility Management Tool* is a software program that is compatible with all Potter PFC-6000 series and P-Plus fire panels. The Facility Management Tool displays *"real-time" events* that occur on one or more panels connected to the same network. This optional software is made available as a convenience to all Network or Security Administrators so they may more effectively manage their panels.

The *Facility Management Tool (also referred to as "FMT")* allows either a single user or multiple users to view all networked panels from a PC running the FMT software. The single user may be connected to a panel through a dedicated, supervised Facility Management Tool IP port. This enables the user to know immediately when a panel looses connectivity or goes into "*Trouble*." Please refer to *"User Codes Setup"* heading for details on configuring a single and/or multiple user(s).

The *FMT* offers great flexibility in how event information may be used to efficiently organize, manage and analyze panel performance. For example, event history for a specific panel may be exported into either a Word or Excel document to help pinpoint errors by date/time or event type. Event history may also be sorted by specific event types *(i.e., all "Troubles")* and then grouped by individual panel. Lastly, event logs may be printed and/or emailed to the Network Administrator or Authority Having Jurisdiction providing the documentation needed to comply with fire safety requirements or record keeping practices.

How to Use the Manual

The information provided in this manual is intended to assist you in understanding how to properly setup each panel, install the FMT software and productively use the functions and options available. Procedures and examples are presented in a format to help you quickly and efficiently use the FMT; and at the end of each section, you'll find a recap providing a condensed version of all procedures addressed in the section.

Section 2: Panel Setup

This section covers the required steps to set up each panel you wish to manage through the FMT software. These steps should be completed before installing and accessing FMT, otherwise, you will not be able to review event history or connect to any of the networked panels.

Here's a quick synopsis of the required steps:

1. Verify and document **panel's IP address or panel's serial/NetBIOS name**.

2. Verify and document the **Network LAN port # (***the default port # is "32000")*.

3. Create one or more **user codes** with **"Review History" access**, and choose a **"PC Connect" option** for each user code.

Panel Network Settings

The panel's *IP/URI name and PC Connect Port* # can be verified through the *FACP's software* by accessing the "*Panel Network Settings" window.* The panel's *NetBIOS or serial number* can be found on the fire panel's board. Please refer to the illustrations shown in this section to learn more about this process.

Figure 1. Example of the *"Panel Network Settings"* **Window**
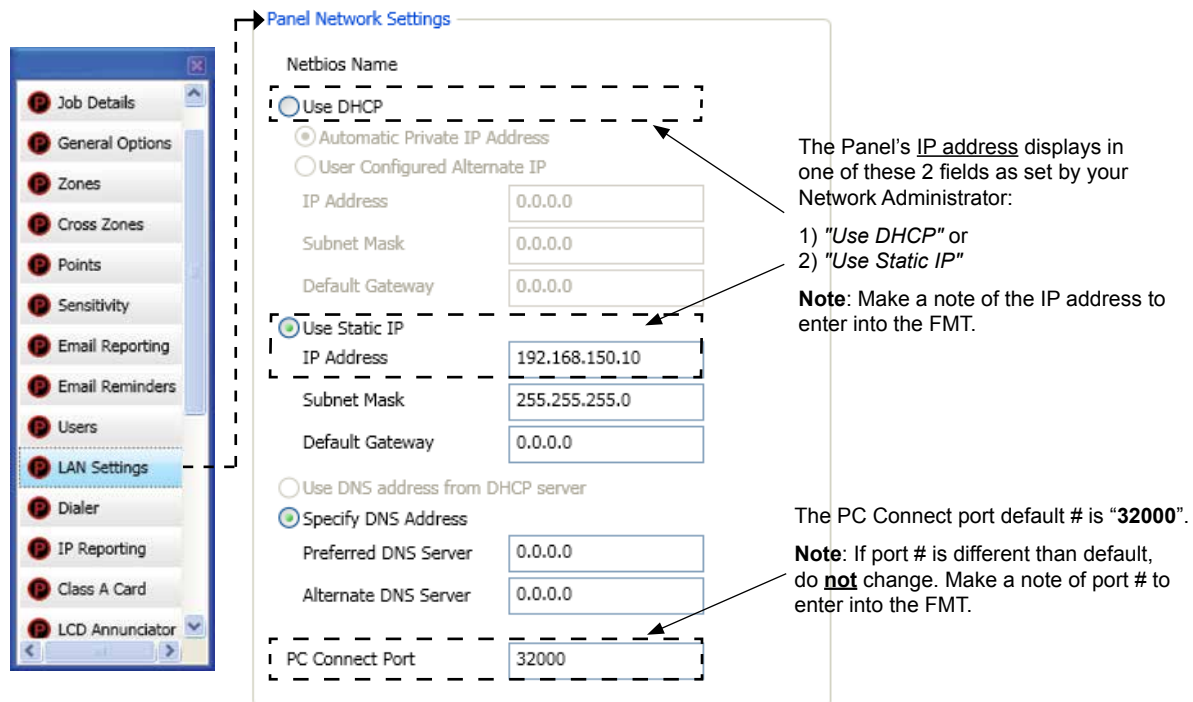
The FACP software automatically assigns the **"PC Connect Port" number** as **"32000"** for each panel. It's good practice, though, to verify the port number, otherwise, you won't be able to connect the panel within the Facility Management Tool if the port number doesn't match. **Never** change the port number in *"Network Settings"* unless instructed by your Network Administrator.

The panel's **NetBIOS name** (or *"serial number"*) may alternatively be used to setup the network settings in the FMT. The panel's name is structured as **"PFC6xxxxxxxx"** (*where "xxxxxx" represents the actual panel name, i.e., PFC607500000*). The NetBIOS/serial # is shown on the *"bar code" label* located on the fire panel board, as illustrated below:

Figure 2. Example of Locating a Panel's NetBIOS Serial Number
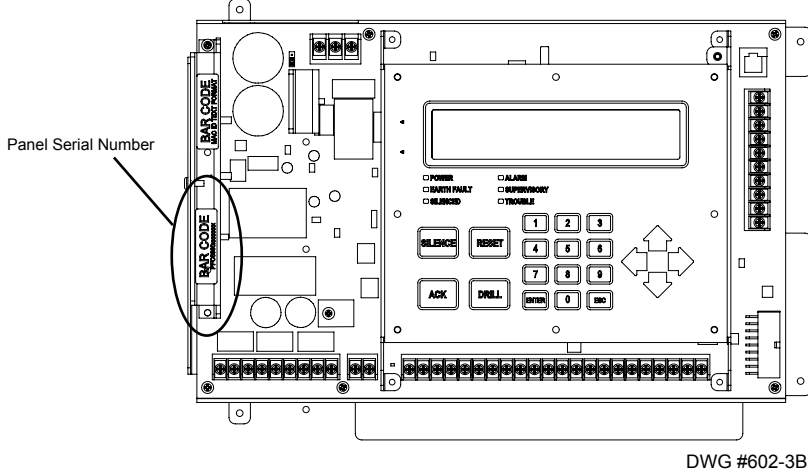
DWG #602-3B

## User Codes Setup

The next step in setting up the panel is to create one or more *User Codes* specific for use with the FMT. **User Codes** are created through the *FACP's software* by accessing the *"Users"* *menu option.* Each *User Code* must be given *"Review History" access*, **and** a method to *connect to each panel* from a PC. The process for creating user codes and examples of each PC connection option are described here.

To create user codes:

1. Click on the "**Users" menu option**. The *User's Code window* displays.

Figure 3. Examples of "Users" Menu Option and User Code Window

Notice that all fields **except** *"Review History" and a "PC Connect" option* are disabled.
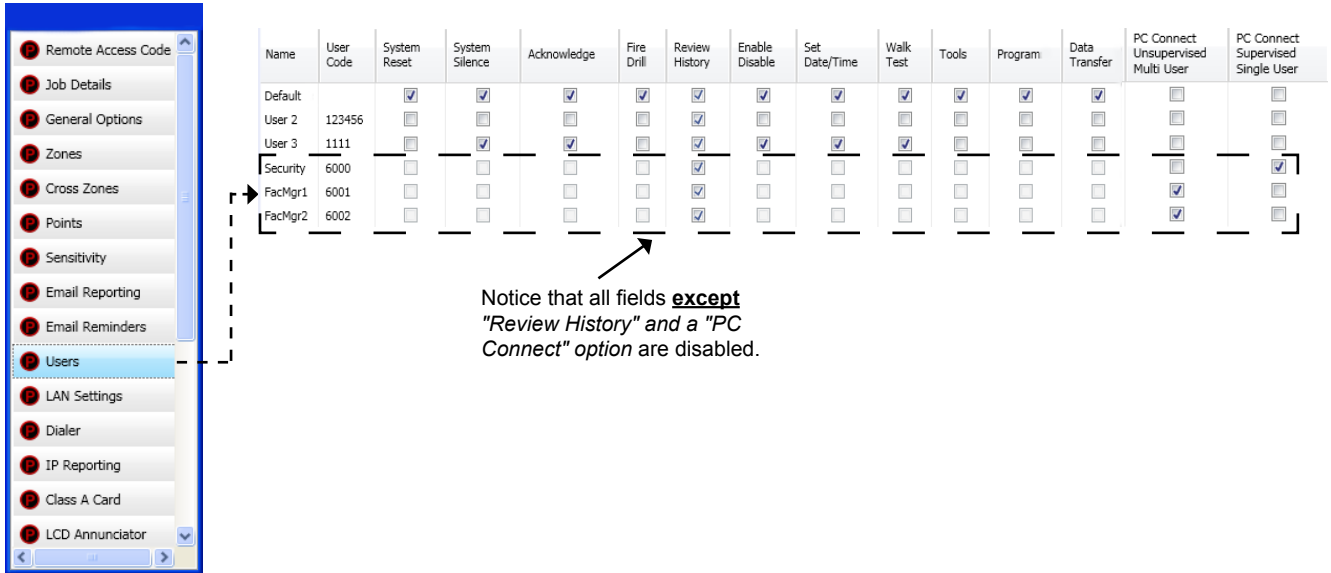
2. Double click in the *"Name" field* to enter a descriptive user name, *i.e., Security or FacMgr.*

3. Double click in the *"User Code" field* to enter a unique code.

4. Click in the *"Review History" field*.

    *   The user code allows *"read only"* access to panel functions.

    *   When the *"Review History"* function is selected, all other panel functions are disabled. This prevents the user from accessing any other panel function from FMT when the panel's keypad is activated.

    Example: *The FMT user cannot silence or acknowledge alarms, disable the panel or change the date/time.*

5. Click in **one** of the ***"PC Connect" fields*** as described below:

Table 1: Facility Management PC Connect Options	
Option	**Description**
PC Connect "*Unsupervised*" Multi User	This option allows **up to four (4) PC users** (*PFC-6800, PFC-6500, P400, and P400R panels only*) or two (**2) PC users** (*all other panel models*) access concurrently to the *Facility Management Tool* using the **same** user code. • This user code **must** also be entered into FMT **exactly** as entered here. **Note**: If the user code is not an **exact match** in FMT, you will not be able to connect to panel. • The IP connection is "*unsupervised*" therefore users are **not notified** if a panel looses IP connection.
PC Connect "*Supervised*" Single User	This option provides access to only **one (1) PC user** to the *Facility Management Tool*. • The user code **must** be an **exact match** to one of the FMT's user codes; otherwise, you will not be able to connect to the panel. • The IP connection is "*supervised*" therefore the **single user is notified** when the panel looses IP connection. • The single user code is connected to a dedicated Ethernet IP connection provided by the FMT software.

6. Repeat steps, as necessary, to create additional FMT user codes.

Panel Setup Recap

- Verify and document each panel's **Network IP address or NetBIOS name**.

- Verify and document each panel's **Network LAN port number.**

- Create one or more **user name and codes** for each panel that give access to **"Review History"** and a **"PC Connect" option**.

1. **Verify "Network IP address."**

   - From the **FACP's Menu**, select **"LAN Settings."**

   - Make a note of **IP address** as shown in the **"DHCP"** or **"Static IP" field**.

   Note: You may alternatively use the panel's "*NetBIOS/serial #."* Refer to *" Panel Network Settings"* discussed earlier in this section.

2. **Verify "PC Connect Port number".**
   - From the **FACP's "LAN Settings" window** refer to the **"PC Connect Port" field.**

   - Make note of *Port #*.

3. **Create one or more "User Name(s) & Code(s)."**

   - From the **FACP's Menu,** select **"Users."**
   - Enter a **unique** user name and code.

Name	User Code	System Reset	System Silence	Acknowledge	Fire Drill	Review History	Enable Disable	Set Date/Time	Walk Test	Tools	Program	Data Transfer	PC Connect Unsupervised Multi User	PC Connect Supervised Single User
Default		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	☐	☐
User 2	123456	☐	☐	☐	☐	✓	☐	☐	☐	☐	☐	☐	☐	☐
User 3	1111	☐	✓	✓	☐	✓	✓	✓	✓	☐	☐	☐	☐	☐
Security	6000	☐	☐	☐	☐	✓	☐	☐	☐	☐	☐	☐	☐	✓
FacMgr1	6001	☐	☐	☐	☐	✓	☐	☐	☐	☐	☐	☐	✓	☐
FacMgr2	6002	☐	☐	☐	☐	✓	☐	☐	☐	☐	☐	☐	✓	☐

   - Make a note of each **user name** and **code**.
   - Select **"Review History"** and one of the "**PC connect"** options*.*

Section 3: Installing & Setting up Facility Management Tool

This section covers the process of installing and setting up FMT. The software can be easily and efficiently installed through Potter's website via a download link. Once the FMT application is installed, you must add and connect each panel you want to monitor and manage.

Installing & Accessing FMT Software

To __install__ the FMT software:

• Access Potter's website at ***www.pottersignal.com.***

• Move or hover mouse over the ***"Fire Alarm Systems" menu option***, then click "***Tools & Resources."***

• Click on the ***"Fire Panel Configuration Software" icon*** to select and download the ***"Facility Management Tool."***

• Follow prompts to download software to the default directory: **C:\Program Files\Potter\Potter Facility Management.**

> **TIP:** Create a ***"Facility Management" shortcut*** on your PC's Desktop to simplify accessing the program.
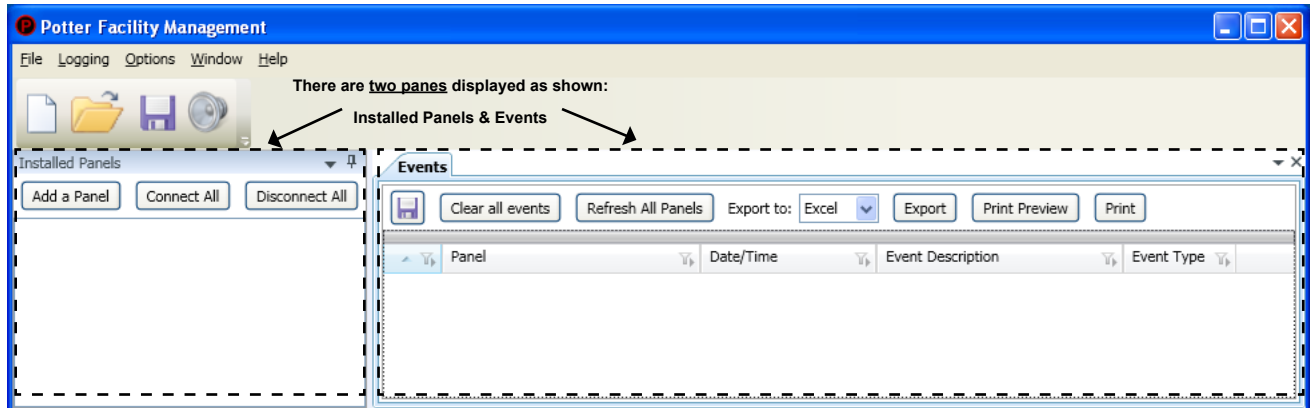
To __access__ the FMT application:

• Open the **C:\ProgramFiles\Potter\Potter Facility Management directory** (or double click the *"FMT" shortcut* if created).

• Double click on the ***"PFPFacility" application file***, as shown below:

The ***Facility Management Tool's window*** displays as follows:

Figure 4. Example of Facility Management Tool Main Window

• Close the **C:\ProgramFiles\Potter\Potter Facility Management directory window.**

Adding & Connecting Panels

Once the Facility Management Tool software has been installed, and the program opened, each panel must be added and connected in order to display any event information. At times, you may want to disconnect one or more panels temporarily from FMT. This process is also addressed in this section.

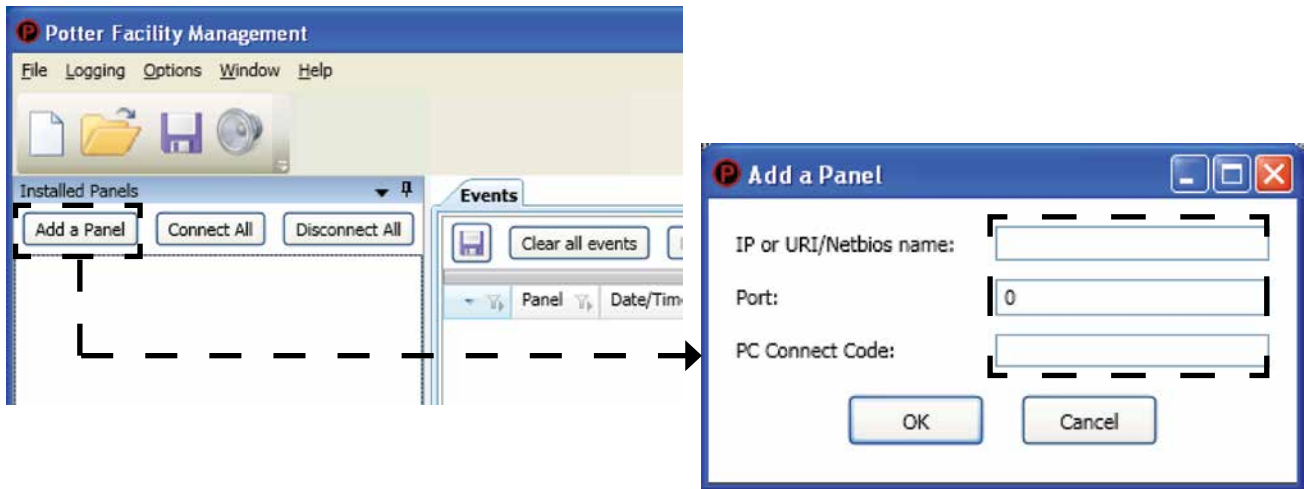> **TIP**: You'll need to know each panel's IP/NetBIOS name, Port #, and User Code(s) to complete these steps!

Adding Panels

Follow the steps shown below to add one or more panels connected to the same network.

To add a panel:

- From *"FMT–Installed Panels,"* click the *"Add a Panel"* **button.** The *"Add a Panel" dialog box* displays.

**Figure 5. Example of Adding a Panel & "Add a Panel" Dialog Box**

- Enter the **panel's "IP** or **URI/NetBIOS name**." *(Refer to either "Panel Network Settings" or "Panel Setup Recap" in Section 2 for instructions on locating this information.)*

  Note: If the IP / URI NetBIOS name is incorrect, you **will not** be able to connect! You will receive a *"Cannot Connect" error message* once you press **OK**.

- Enter the **panel's "Port Number**,**"** typically **32000**, for all panels.

  Note: If the Port # is incorrect, you **will not** be able to connect!

- Enter the **"PC Connect Code"** or **"User Code"** as referenced in the FACP software. *(Refer to either "User Codes Setup" or "Panel Setup Recap" in Section 2 for details on this step.*

  Notes:

  1. The PC Connect/User Code is encrypted which prevents others from seeing the actual code being entered.

  2. If the *"Connect Code"* is not an exact match to the *FACP's "User Code*," you **will not** be able to connect the panel!

- Click **OK**. The added panel displays in the *"Installed Panels" window pane.*

**Figure 6. Example of "Add a Panel" Window & Panel Shown as Installed**
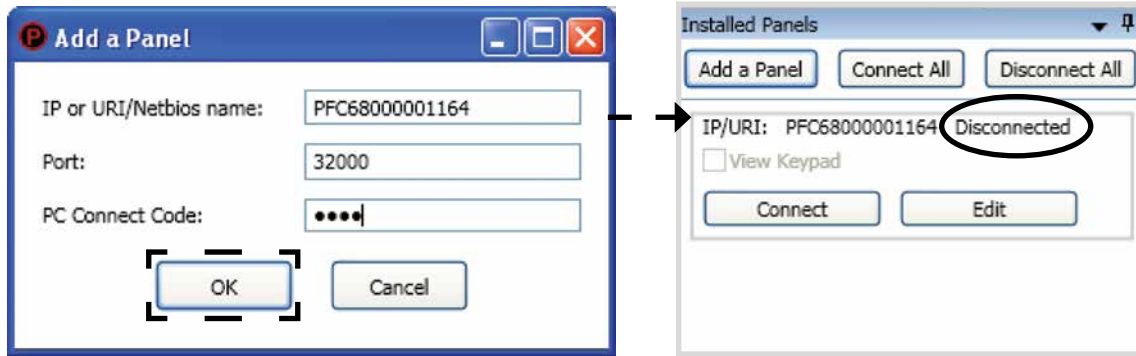
Notes:

1. The panel's status currently shows as "***Disconnected***," which is correct status.

2. If an ***incorrect user code*** is entered or is not correctly setup in the FACP panel, an error message displays.

Figure 7. Example of "Login Failed" Error Message
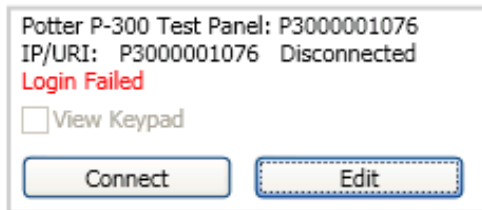
3. If an ***incorrect panel IP/URI address name*** is entered, an error message **will not** display until you attempt to *"Connect"* to the panel (*refer to "Connecting Panels" for more information*.)

4. If an ***incorrect port #*** is entered, an error message displays.

Figure 8. Example of Error Message Caused By Incorrect Port #
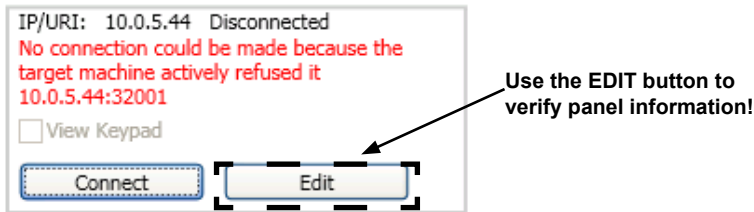
5. If any error message displays, use the ***EDIT button*** to change or verify the information. Make any necessary changes or it may be necessary to access the ***FACP software "LAN Settings – Panel Network Settings" or "Users" menu,*** then proceed to next step.

- Repeat steps to continue adding other panels or proceed to ***"Connecting"*** the panel(s).
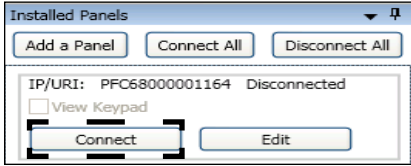
Connecting Panels

Once one or more panels have been successfully added, "***Connect***" each one individually or all at the same time using either the **"Connect"** or **"Connect All" buttons**.
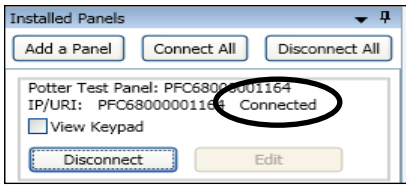
To connect to a <u>single</u> panel:

- Click the "***Connect***" ***button*** located in the **"Installed Panels"** window pane beneath the applicable panel.

Figure 9. Example of Panel Added & Ready to Connect

- The panel's status changes to "***Connected***" if connection is successful.
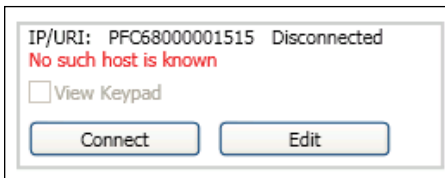
Figure 10. Example of "Connected" Panel

Notes:

1. If the panel **does not** successfully connect, an applicable error message displays.

2. If the error message **"No such host"** displays**,** the IP/URI name <u>may</u> be incorrect or the Ethernet IP connection <u>may not</u> be available. Check the Ethernet IP connection.
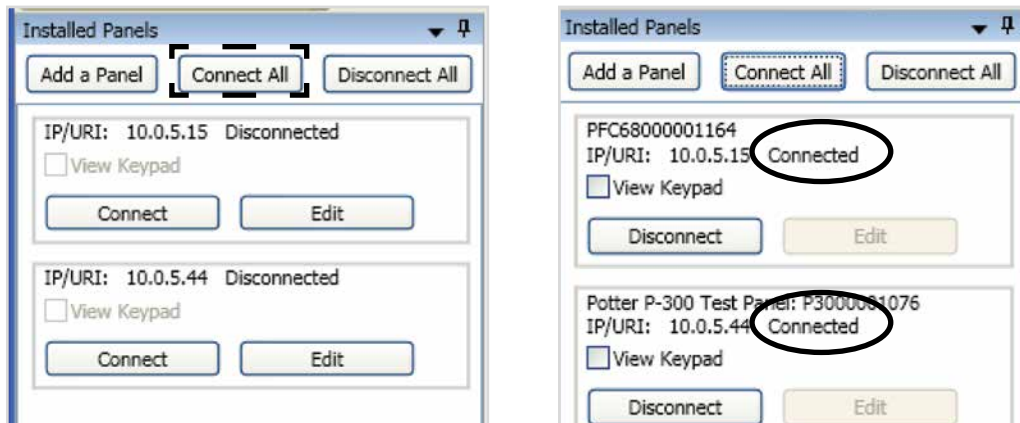
Figure 11. Example of "No such host is known" Error Message

To connect <u>all</u> panels:

- Click the "***Connect All***" ***button*** located at the top of the ***"Installed Panels"*** window pane.

Figure 12. Example of Connecting All Panels & Panels' Status Shown Connected

- All panels' statuses change to "***Connected***" if successful.

    Note: If a panel does not connect, refer to "***Error messages"*** shown earlier in this section to review possible causes for errors. Click on the applicable panel's ***"Edit" button*** to review and modify incorrect information, if necessary.
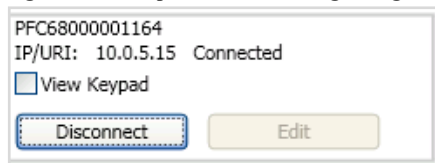
Disconnecting Panels

You have the option to disconnect <u>**one**</u> or <u>**all**</u> networked panels when needed. One example for disconnecting a panel would be to perform routine maintenance or to conduct a smoke test on SLC devices.

> **Note**: If panels are connected when you choose to exit FMT (***File – Exit menu option***), a prompt displays querying if you want to disconnect all panels. It's recommended that you choose "***YES***" to disconnect all panels.

To disconnect <u>one</u> panel:

- Click the "***Disconnect" button*** <u>beneath</u> the <u>applicable</u> panel name.

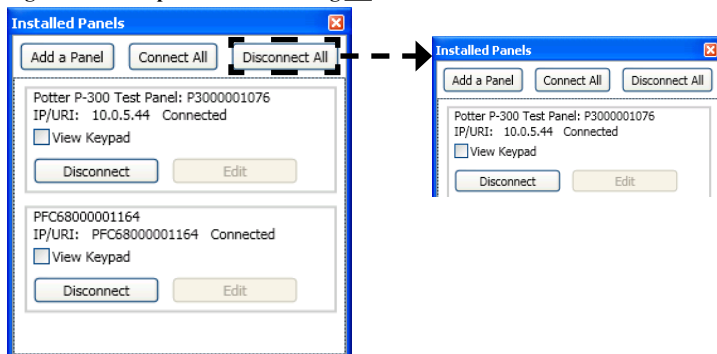Figure 13. Example of Disconnecting a <u>Single</u> Panel

- Panel's status shows as ***"Disconnected."***

To disconnect <u>ALL</u> panels:

- Click the "***Disconnect All" button*** shown at the top of the *"Installed Panels" window pane.*

Figure 14. Example of Disconnecting <u>All</u> Panels & Confirmation to "Disconnect All" Dialog Box

- Click ***"Yes***" to continue disconnect or ***"No."***
- All panels are disconnected.

Software Installation & Setup Recap
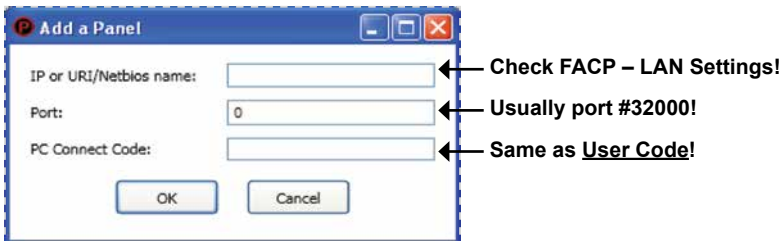
- Install FMT.

- Add <u>each</u> panel you want to view & manage through FMT**.**

- FACP & FMT Software User Codes must be <u>exact match</u>!

- Connect one or more panels.

- Edit panel setup or delete panel.

- Disconnect one or more panels.

1. **Installing & Accessing FMT Software.**
   - Go to Potter's website - ***www.pottersignal.com***
   - Choose ***"Fire Alarm Systems"*** menu option, and ***"Tools & Resources"***
   - Click ***"Fire Panel Configuration Software,"*** then ***"Facility Management Tool"***
   - Follow prompts to download software into default directory – ***C:\Program Files\Potter Facility Management***
   - Open the ***C:\Program Files\Potter Facility Management directory***
   - Double click on ***PFPFacility file icon to access program***

2. **Adding Panels.**
   - Click ***"Add a Panel" button*** (*located in "Installed Panels" window pane*)
   - Enter ***IP of URI/Netbios name, Port #, and PC Connect Code***

Add a Panel	
IP or URI/Netbios name:	← **Check FACP – LAN Settings!**
Port: `0`	← **Usually port #32000!**
PC Connect Code:	← **Same as <u>User Code</u>!**
OK Cancel	

   - Click ***OK button***.

3. **Connecting Panels.**
   - To connect <u>**one panel**</u>, click the ***"Connect" button*** located beneath the applicable panel.
   - To connect <u>**all panels**</u> simultaneously, click the ***"Connect All" button*** located at the top of the *"Installed Panels"* window pane.

4. **Correcting Panel Errors.**
   - If a panel cannot connect, use the ***Edit button*** located beneath the applicable panel to verify the following: *IP or URI/Netbios name; Port #; and PC Connect Code (or User Code)*.
   - If a panel cannot connect for a **single supervised user,** verify that the *Ethernet IP connection* is secure.
   - If a panel cannot connect, refer to the ***"Panel Setup Recap" section*** for instructions on checking *Network IP address, port # and user codes setup*.

     TIP: If a panel still cannot connect after all information has been verified in the ***Edit dialog box,*** you may ***Delete*** the panel, and then repeat the steps to add and connect the panel again.

5. **Disconnecting Panels.**
   - To disconnect <u>**one panel**</u>, click the ***"Disconnect" button*** located beneath the applicable panel.
   - To disconnect <u>**all panels**</u> simultaneously, click the ***"Disconnect All" button*** located at the top of the *"Installed Panels"* window pane, and click "***Yes***" to confirm disconnection.
   - If panels are connected when you to choose to ***Exit*** the program, choose "***Yes***" to disconnect when prompted to ***"Disconnect All?"*** displays.

     NOTE: When exiting FMT, if panels are still connected, click ***"Yes"*** to disconnect.

Section 4: Operating in Facility Management

This section covers all functionality and options available within the FMT program. You'll learn how to change the format or layout of event information, as well as limit the amount of data you view or output to a log from the **"Events" window pane.** Events may also be viewed "*live*" as they display on a panel's keypad by using the "***View Keypad" option***.

Note: All information is *"read only"*, which prevents any changes being made to the connected panels' operations or programming.

Some of the topics addressed in this section are:

- Overview of Events Window Pane
- Field / Column Headings
- Adjusting Window Panes
- Sorting, Filtering & Grouping Events
- Resetting Window Layout
- Displaying Panels' Keypads
- Creating & Printing Logs
- Exporting Events to Excel & Word Documents
- Clearing & Refreshing Events
- Adding Notes to Logs
- Logging On/Off Buttons
- Exiting FMT

Events & Installed Panels Window Panes

Once panels have been installed and added to FMT, the ***"Events" window pane*** displays a ***"Master" Events log.*** The ***Events log*** lists all event history that have occurred on the connected panels. Event history remains in the "*Events*" *log* until you choose to ***"Clear All Events"*** or selectively delete specific events. Refer to the example shown below:


Notes:

1. The ***"Active Files"*** icon, located in the upper right corner of the pane, allows you to quickly go to any of the listed currently opened logs.

2. The "***Close***" icon allows you to close any opened log, <u>except</u> the "***Events***" log.

3. For information on deleting selective events or using the ***"Clear all events"*** and ***"Refresh All Panel's" buttons,*** please refer to these topics located later in this section**.**

The *"Installed Panels" window pane* may be moved, resized or temporarily hidden, if needed, to provide more space for the *Events pane*. It is automatically "*docked*" or locked in position.

To change the "Installed Panels" window position use one of the following two methods:

1. Click the *"Window Position"* ⏷ *icon,* located in the upper right corner of the pane, then click on one of the options, as shown here:

"Dockable" is the default window position.

Click a different option to change position.
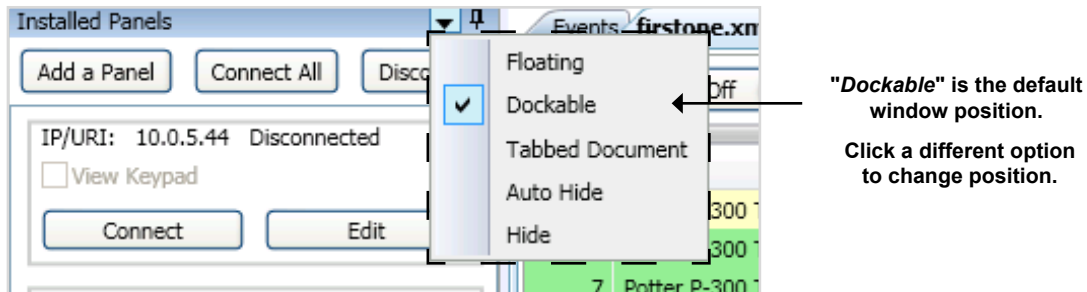
- *Dockable* is the default "*locked*" window position.

- *Floating* will let you move the pane anywhere on the screen. If you want to change position again, right click from the *"Installed Panels" window* title bar and select a different option.

- *Tabbed Document* will display the pane in a tabbed format.

- *Auto Hide* temporarily hides the pane; hover the mouse over the *"Installed Panels" tab* (located on the far left) to redisplay the pane. Move the mouse away from pane window to hide.

  TIP: You may also click the *"Auto Hide"* 📌 *icon,* located next to the *"Window Position" icon.* Notice that the icon changes to "⊟"; click ⊟ to unhide and dock window.

- *Hide* completely closes the pane. Use the *"Window - Restore Window Layout" menu option* to redisplay the "*hidden*" window pane.

2. Move the mouse to right border of pane until cursor shape changes to "◀┼▶" (*double-headed arrow*), then drag to increase/ decrease width of pane.

Event Fields (Columns)

The FMT software organizes and displays events in *date/time order* by *fields* or *columns* (refer to the *"Events" window pane* example shown below). This format provides a quick snapshot of all events to help you monitor one or more networked panels. Events are **color coded** based on their **event type or classification**. For example, "*Trouble*" events display in "*yellow*", "*Restore*" in "*green*", and "*Alarms*" in "*red*."

Figure 15. Example of Events Window Pane Fields
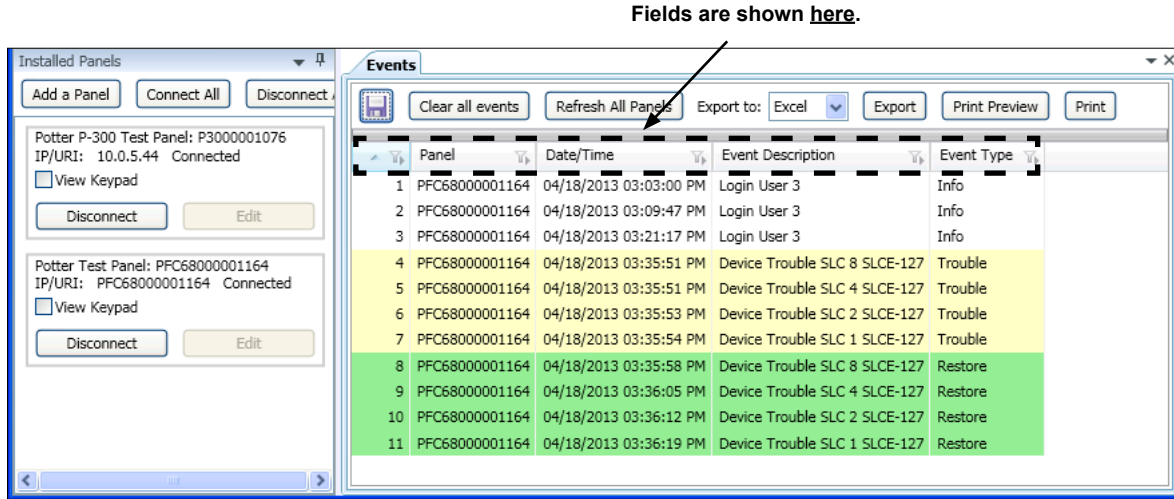
Please refer to the table below for field descriptions and an explanation of event types:

Table 2: FMT Event Fields	
Fields	**Description**
Event #	Displays in first field; the number is assigned automatically based on the date/time of event.
Panel's Name	Displays panel's descriptive name as configured through the **"FACP menu - General Options."**
Date/Time	Displays the date/time stamp the event occurred.
Event Description	Displays more detail about event, such as the device's SLC number, user name, etc.
Event Type	Displays the type of event (or classification) as follows: • **Trouble** – These events correlate to FACP Trouble conditions; display highlighted in "*yellow*." • **Supervisory** – These events correlate to FACP Supervisory conditions; display highlighted in "*yellow*." • **Alarm** – These events correlate to FACP Alarms; display highlighted in "*red*." • **Restore** – These events display when FACP loses Ethernet connection and also after connection is restored.; display highlighted in "*green*." • **Info** – This event category represents a variety of panel status information. It includes any condition or activity that does not affect panel's operation or performance. These events are not highlighted in a color.

Notes:
1. Field widths may be adjusted, if necessary, to display more text in a field. To do this, move the mouse between field headings until the shape changes to a "◄►", (*double-headed arrow*), then drag to increase or decrease field width.

2. Field order may be changed by dragging and dropping a field heading before or after another field where wanted. Event history automatically displays in new field order.

Reviewing Event Data: Sorting, Filtering & Grouping

The **Sort, Filter and Group functions** allow you to reorganize or limit event information that is displayed. These functions can be used independently or in combination depending upon the amount of information you want to analyze or monitor. After using one of or more of these functions, you may choose to save the results to an Excel/Word document, output it to a printer, or save it to a new log. Each of these processes are addressed in this section.

> **Note**: Use the **"Window–Reset Window Layout" menu option** to redisplay the event information to its original layout.

Please refer to the table below for a summary of the *Sort, Filter and Group functions*.

Table 3: Methods to Organize Event Data	
Option	**Description**
Sorting	**Reorders** all event data **alphabetically** or **numerically** based on a selected field, *i.e., Panel, Date/Time or Event Type*, in ascending/descending order. *Example:* If you want to list events alphabetically in ascending (A-Z) order by Panel name, you would click once on the "Panel" field name. Click again to change to descending (Z-A) order.
Filtering	**Limits** the **amount of data displayed** based on selection criteria, *i.e., display only "Trouble" events or those events that occurred on a specific date.* Data that <u>doesn't match</u> the selection criteria <u>does not</u> display. *Examples:* 1. If you want to view only **"Trouble" events** that occurred on **all** panels, you would click the **"Event Type" filter** ▽ **icon**, and then select "<u>Trouble</u>" from the list of options. 2. If you want to list only events that occurred on a **specific date or time**, click on the **"Date/Time" filter** ▽ **icon**, and then select the <u>specific date/time</u> from the list of options.
Grouping	**Limits** and **changes layout** or **order of field**s. Displays only the fields and associated data selected by the user; all other data is *temporarily* "*hidden*." > **Note**: When you drop fields into the *"Group by Area" region*, be aware that the **order of the fields** (*i.e., "Panel" followed by "Event Type" vs. "Event Type" followed by "Panel"*) determines the way information is grouped. *Examples:* 1. In this scenario, you may want to view **all events** grouped by **each Panel** name. To do this, drag and drop the *"Panel" field* into the *"Group by Area" region*. Notice that the information is grouped beneath each applicable panel represented by the **"expand"** ⊞ **icon** (displayed to the far left of each grouped panel). 2. If you want to view **all events** based on **event type** that occurred on **each Panel**, drag both the *"Panel" and "Event Type" fields* into the *"Group by Area."* The difference between this scenario and the first one is that <u>each specific type</u> of event (*Troubles, Restores, Info., etc.*) are grouped on separate lines by their respective panel.

Sorting

Sorting events allows you to quickly reorder **all** events by **any** field. For example, you may want to display events alphabetically by *"Event Description" or "Event Type."*

To sort events:

- Point to the ***field heading*** you wish to sort by, and then click.

<div style="text-align:right">Click in <u>any field heading</u>
to sort events by that field.</div>

Figure 16. Example of Sorting by "Event Type" Field

The *"up" arrow* indicates field is sorted in ascending order.

Notes:
1. All events are reordered alphabetically by that field.
2. The *"up/down arrow"* shown in the field heading reflects the sort order, *i.e., ascending (up) / descending (down)*.

- Click again on the same field heading to reverse alphabetical order, if needed.

Figure 17. Example of Sorting "Event Type" Field in Ascending/Descending Order

The *"down" arrow* shows descending sort order.

Notes:
1. At any time, click the ***Window – Reset Window Layout menu option*** to return event information to its original order!
2. Refer to the headings ***"Creating a New Log" and "Saving to Excel/Word Document"*** located later in manual to permanently save the sort results.

Filtering

The *"Filter" option* (*represented by a " ▽ " symbol in field headings*) allows you to narrow or limit the amount of data that displays based on **any** field. For example, you may want to display only *"Trouble" or "Info" events*. If filtered by *"Trouble" event types*, then **all other** type of events are temporarily hidden. This option is particularly useful if you're monitoring a large volume of events.

To filter events:

- Click the *"Filter" icon* in the applicable *field heading* to filter events.

  Figure 18. Example of Filtering Events by "Panel" Name

- From the *"Filter" dialog box,* use one of the two methods to select or indicate what text you want to filter by:

  – Click in the *"Select All"* text box to deselect <u>all</u> listed, then click in *text selection box(es)* to select specific text, or

 – Enter <u>specific</u> filter text in the *"Text Filters" field*.

- If you deselect **"Select All,"** the "**check mark**" is removed; then select <u>one</u> or **more** text options, as needed.

Figure 19. Examples of Filtering Events by "Selecting" a Text Option

Click <u>here</u> to remove or add "*checkmark*."

Click <u>one</u> or <u>more</u> text options you wish to filter by.
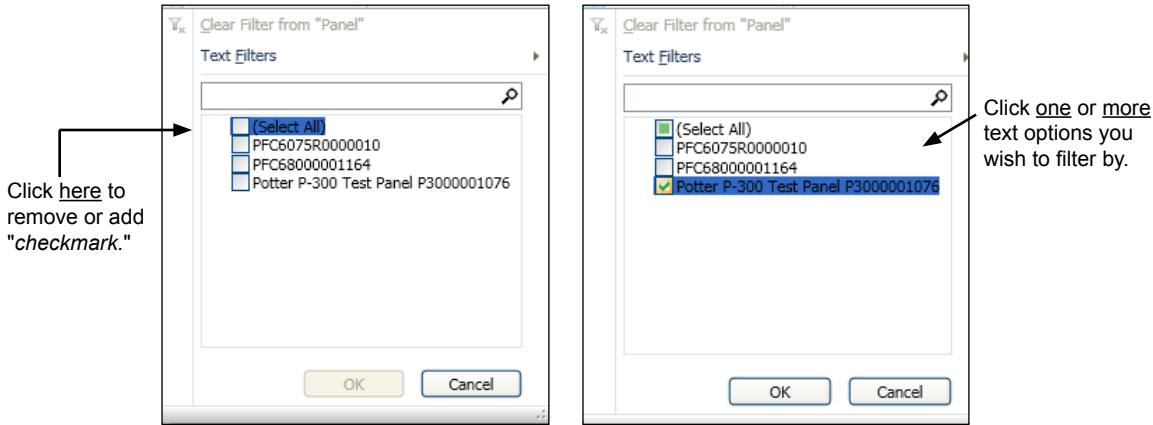
- If you use the "**Text Filters" field** to filter events, type in the first few characters of the text until it's selected in the list, as shown below.

Figure 20. Example of Filtering Events Using "Text Filter" Field

Enter text <u>here</u> to filter by text entered.
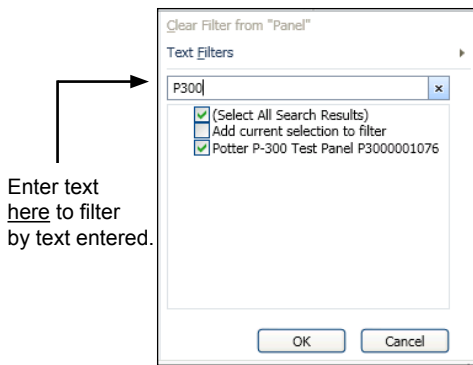
- Click **OK** to display events based on filter text or selected text.

Figure 21. Example of Filtering Events by "Panel" Name (*filtered by P-300 only in this example***)**

	Panel	Date/Time	Event Description	Event Type
1	Potter P-300 Test Panel	02/01/2013 09:09:21 AM	Login User 3	Info
2	Potter P-300 Test Panel	02/01/2013 09:09:32 AM	Login User 3	Info
6	Potter P-300 Test Panel	03/26/2013 03:30:56 PM	Panel connection lost	Trouble
7	Potter P-300 Test Panel	03/26/2013 03:31:02 PM	Panel connection restored.	Restore
8	Potter P-300 Test Panel	02/01/2013 09:17:55 AM	Ethernet Lost	Restore
9	Potter P-300 Test Panel	03/26/2013 03:38:31 PM	Panel connection lost	Trouble

Notes:

1. Click the **Window – Reset Window Layout menu option** to return event information to its original order!
2. Refer to the headings **"Creating a New Log" and "Saving to Excel/Word Document"** located later in this section to permanently save the filter results.

Grouping

Grouping information is another method to change the way information is presented. The **"Group by Area" option** allows you to temporarily *"hide" field* information so you can focus specifically on the most important data. This option is particularly useful when managing many panels across a network.

> **Note**: When you group event information, keep in mind that the *"hidden"* information isn't deleted or removed. It's simply hidden until you ungroup it or choose the *"Window–Reset Window Layout" menu option.*

To group data:

- Point or hover mouse over "***group bar***" and click when cursor shape changes to a *"pointing hand*." The *"Group by Area"* region displays, as shown below.

Figure 22. Example of "Group by Area" Bar Location & Shown Open
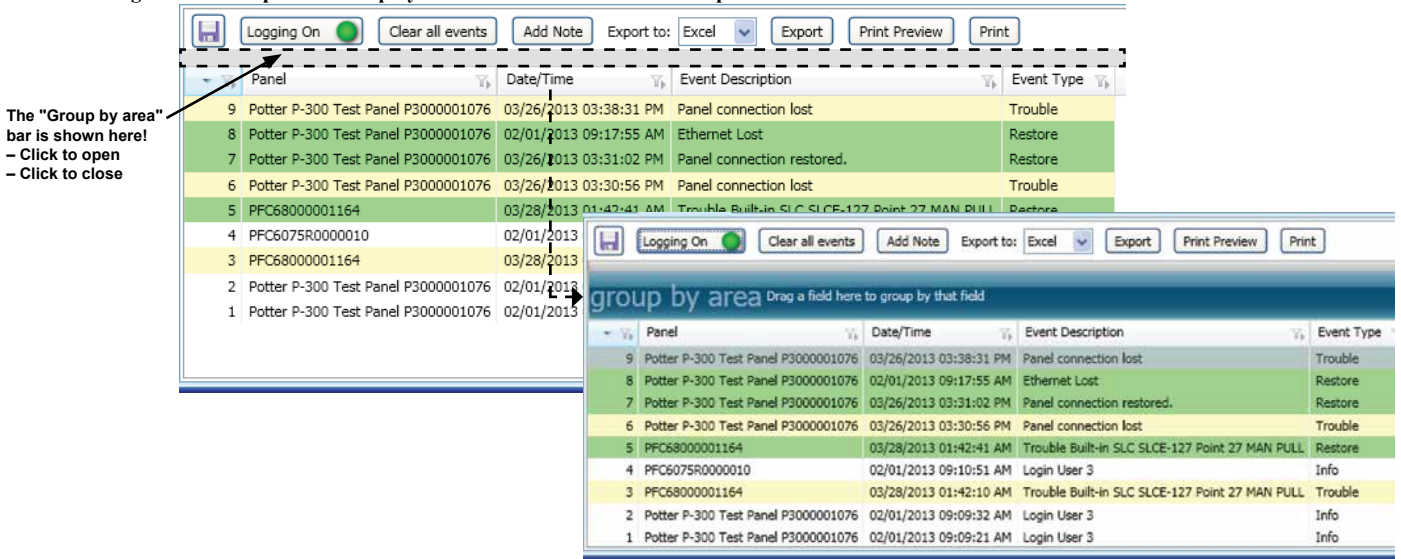
> **Note:** Click on ***"group by area" bar*** at any time to close region.

- Drag and drop a field heading (*i.e., Panel, Date/Time, etc.*) into the ***"group by area"*** *region.* All information displays grouped based on the selected field.

Figure 23. Example of Events Grouped by "Panel"
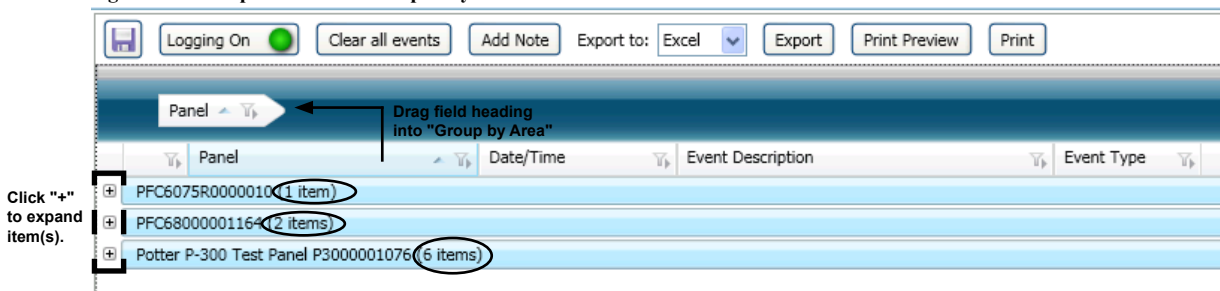
- In this example, **all events** are grouped **by panel**. There is one (1) event shown for the PFC-6075R panel, two (2) for PFC-6800, and six (6) events for the P-300 panel.
- Click the **"+" expand icon** to display the event item(s).
- Click **"-" collapse icon** to hide item(s).

3. If needed, save the results to a new log file, export to an Excel or Word document or click the *"Print" button*.

    Note: These topics are discussed later in this section. Please refer to the topics *"Creating a New Log," "Exporting to Excel/Word" and "Printing"* for details on these procedures.

4. If you wish to group events further, i.e., by specific *"event type"* within each panel, drag additional field headings into *"Group by area,"* as shown in the example below.

Figure 24. Example of Events Grouped by 2 Fields: "Panel" & "Event Type"
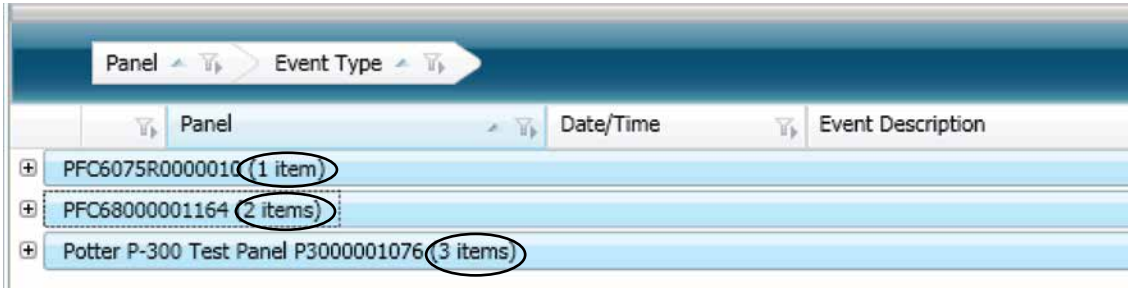
- In this example, the events are now grouped **by event type** within **each panel.** The P-300 panel now shows *"3 items" (previously 6 items)* because the events are now grouped by *event type (Info, Restore, Trouble)* within each panel. Previously, the events were only grouped by panel name.

- If you drop a field heading in the wrong position in the *"Group by area"*, reorder it by dragging and dropping in front of or behind another field.

- If you want to remove a field heading from the *"Group by area,"* drag it out of the area as illustrated below:

Figure 26. Example of Removing a Field Heading Out of "Group by Area"
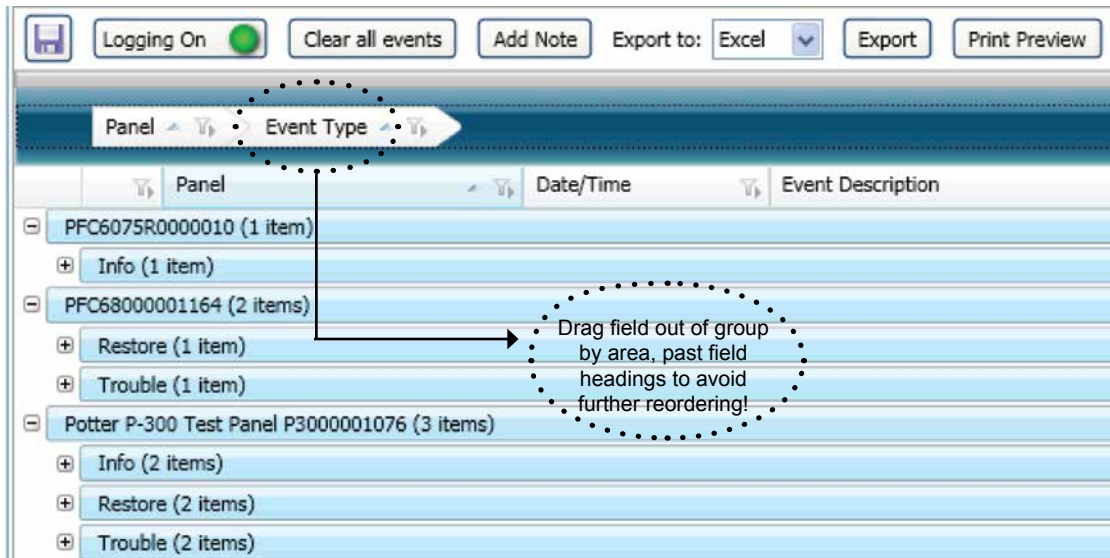
Notes:

1. Click the "*Window – Reset Window Layout" menu option* to return event information to its original order!

2. Refer to *"Creating a New Log" or "Saving to Excel/Word Document"* discussed later in this section to permanently save the grouped results.

Viewing Events Using the Keypad Option

The *"View Keypad" option* allows you to see a panel's real-time events as they display on the FACP's Keypad. The panel's event history may also be viewed on the keypad by choosing the *"View History" menu option*. Each time an event displays on the FACP, it simultaneously displays on the FMT keypad as long as the panel is connected.

The *Keypad option* also shows the LED status lights as they display on the panel's keypad, *i.e., Power, Alarm, rouble, etc.*, and whenever an event occurs, an audio beep emits. The audio may be disabled by clicking on the *"Toggle Keypad Audio" icon*.

Figure 27. Example of Displayed Panel Keypad & FACP's Main Menu
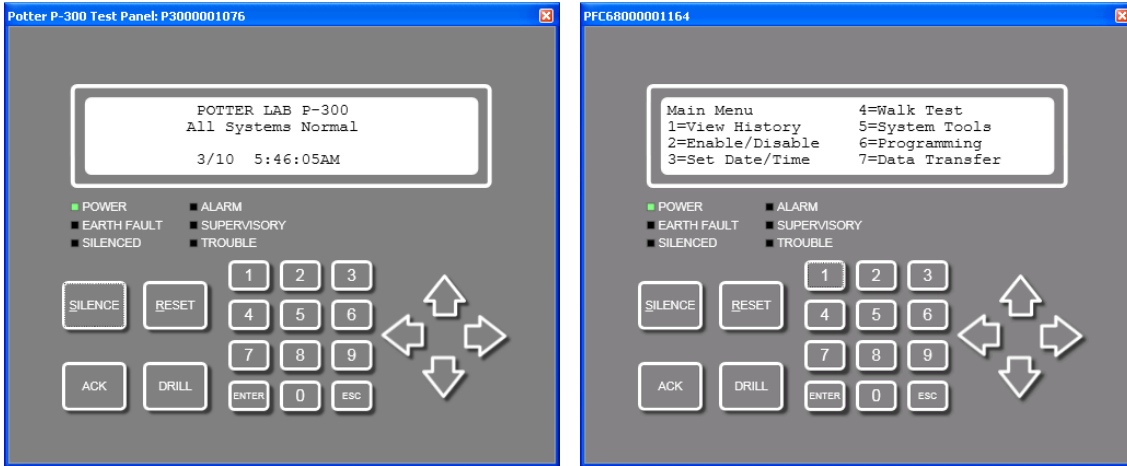
To view a panel's keypad and display event history:

- Click on the *"View Keypad" selection box* located beneath the applicable connected panel, as shown.

Figure 28. Example of "View Keypad" Selection Box
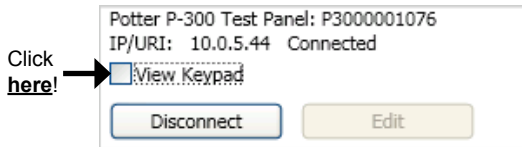
- Click the *"ENTER" button* on the keypad to display the *FACP's Main Menu*.

Figure 29. Examples of FACP Keypad & Main Menu-View History Option
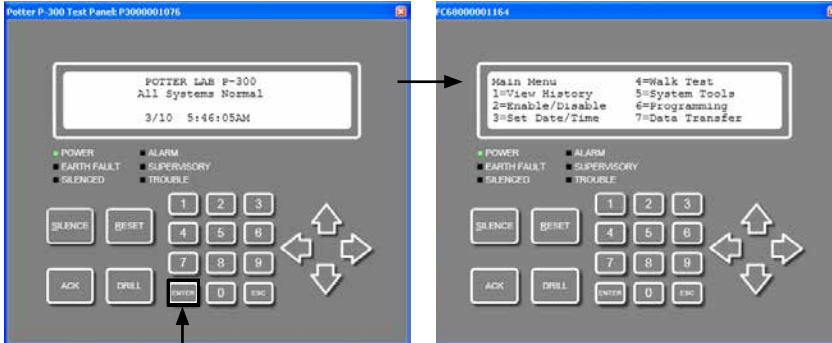
- Click **"1"** on the numerical keypad to select menu option "*1=View History*."

Notes:

1. If the **"Access Not Allowed" error message** displays, this may indicate that the *FMT User Code* does not allow *"Review History"* access. Verify that the *User Code* has the *"Review History" option* selected *(open FACP's software –"Users" to do this)*.

2. If you want to close a panel's keypad, click the **"Close" button** in the upper right corner of the keypad, or click in the **"View Keypad" selection box** to remove the check mark.

- Click either the **"down arrow" or "ENTER" key** on the keypad to scroll through events.

Figure 30. Examples of FACP Event History Screens
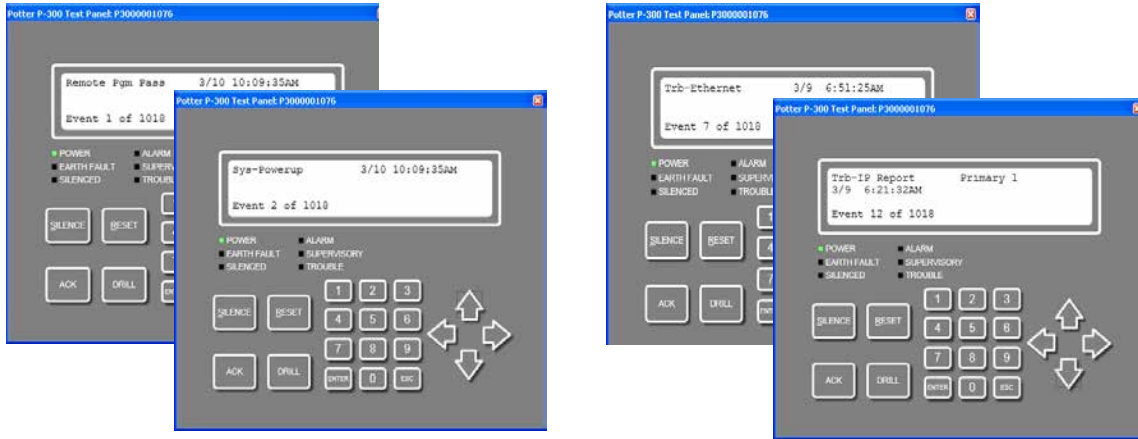
- Click the "**ESC" key** to return to the FACP Main Menu.

To disable the keypad audio:

- Click **"Toggle Keypad Audio" icon** .

- When audio is *off*, the icon changes to .

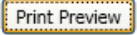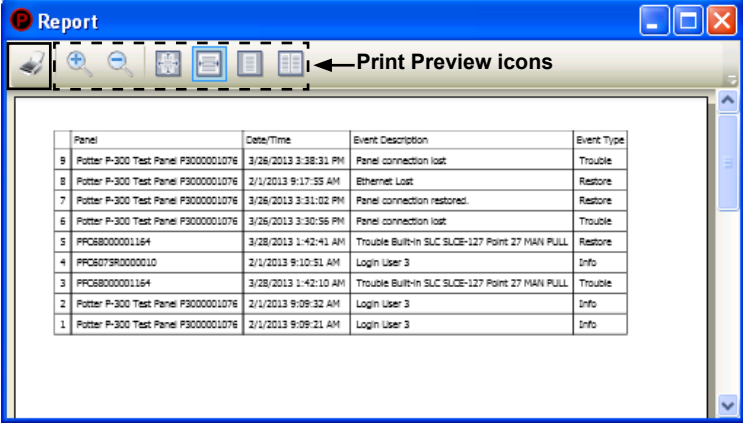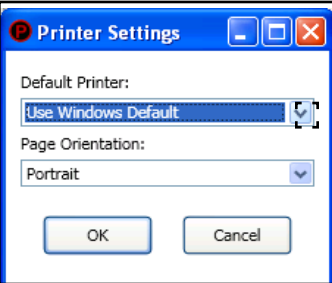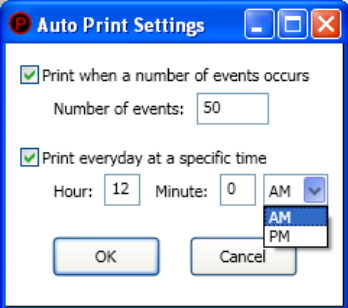- Click the **"Toggle Keypad Audio" icon** again to enable audio.

Operating Recap – Part 1: Events Window Overview / Sorting, Filtering & Grouping Events

- Events ("Master") Log

- Installed Panels Window position

- Field (Column) Headings

- Sorting, Filtering & Grouping events

- Resetting Window Layout

- View Keypad Option & Audio On/Off

1. **The "Events" log is a master list of all panels' events, and <u>cannot</u> be deleted.**

2. **The "Installed Panels" window pane may be moved or hidden to provide more space for the "Events" window pane.**

    - Click the ***Window Position icon*** ( ) to change pane position (*floating, dockable, tabbed document, auto hide or hide*).

    - Drag the " ◄┃► " (*double-headed arrow*) from the right edge of pane's border to increase or decrease width of pane.

3. **Event <u>fields</u> separate event information by event #, panel name, date/time, event description and event type.**

    - Field <u>width</u> can be changed. Drag the "◄►" from field border to increase/decrease width.

    - Field <u>order</u> may be changed. Drag and drop field name to different position.

4. **Events may be sorted, grouped or filtered by any field to limit and/or change the order events are listed.**

    - To <u>sort</u>, click on a *field heading* to reorder all events alphabetically or numerically by that field.

    - To <u>group</u>, click on *"Group bar"*, then drag one or more field headings into *"Group by bar"* area.

    - To <u>filter</u>, click on the *filter* ▽ *icon* in a field heading, then check/uncheck filter text or type in text you want to filter by.

5. **The "*Window – Reset Window Layout" menu option* allows you to redisplay the events to their <u>original</u> format.**

6. **The "*View Keypad" option* displays "*real-time*" event history as it displays on the panel's control panel.**

    - <u>**LEDs**</u> reflect current panel status (*i.e., Power, Trouble, etc*.)

    - <u>**Beeps**</u> when an event occurs; <u>**audio**</u> may be disabled. = *Audio On* = *Audio Off*

    - <u>**Event history**</u> may be viewed by selecting *"1=View History"* from the keypad.

    - <u>**Remember**</u> that the keypad menu options and event history are <u>**read-only**</u>! No changes can be made.

Printing Event Logs

There are a couple methods available to print event logs, which are summarized in the table below. Additionally, you may optionally set up to automatically print events logs at a specific time each day or when a set number of events occur.

| Table 4: Printing Options	
Option	**Description**
"Print" button `Print`	Click the `Print` **button** to output event logs to the <u>default printer</u>. See ***"Printer Settings"*** below for information on selecting the default printer.
"Print Preview" button `Print Preview`	The ***Report Preview window*** allows you to review the log <u>prior</u> to printing, as shown here. • Use the **Print Preview icons**, if necessary, to magnify the event information or to choose a different page layout option, *i.e., page width, whole page, two page layout, etc.* • Click the **Print icon** to output event log to printer.
Printer Settings	The ***"Options-Printer Settings" menu option*** displays the <u>default printer</u> and <u>page orientation</u>. • The <u>default printer</u> is automatically set to your PC's ***"Windows Default" printer***. • The default printer may be changed by clicking on the ***"Default Printer's" drop-down arrow*** to display all other networked printers. • The page orientation defaults to ***"Portrait" layout*** *(8-1/2" x 11")*; choose ***"Landscape,"*** to rotate event log to print (*11" x 8-1/2"*).
Auto Print Settings	The ***"Auto Print Settings" menu option*** allows you to set up two (2) options to automatically print event reports, if wanted, as shown in the example below. • The ***"Print when a number of events occurs" option*** allows you to automatically print a report based on the number of events you specify. • The ***"Print everyday at a specific time" option*** allows you to automatically print a report based on the time you specify.

Exporting Events to Excel / Word

At any time you can export all or limited event information to an Excel or Word document. This is useful for providing documentation if requested by the Fire Marshall or Authority Having Jurisdiction (AHJ) or for other historical record keeping purposes. Another benefit to exporting events, is that the information can be reformatted and manipulated even more in the export application.

To export events to a(n) Excel/Word document:

• Click the **"Export to" dropdown box**, to select *Word* as the export application (*Excel is the default*), if wanted.

Figure 31. Example of Selecting Export Format Option

Click here to change export application.
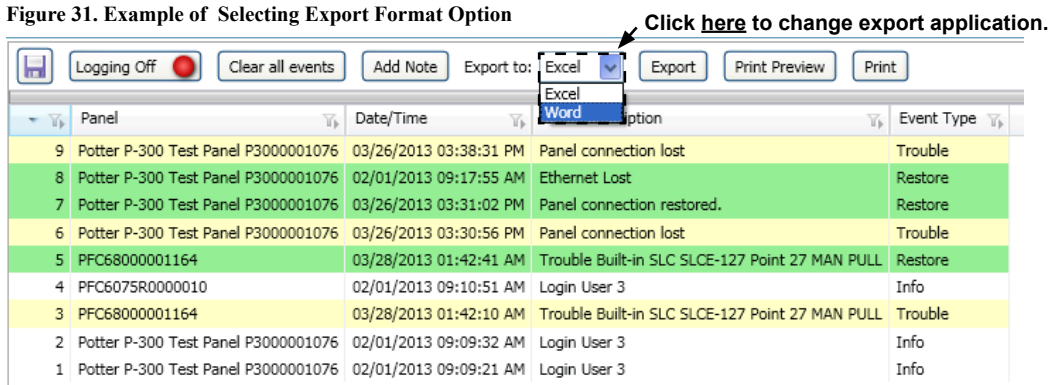
• Click the **Export** *button*.

Note: A message immediately displays indicating that records are being processed; once completed, a new Excel worksheet or Word document opens, as shown in the examples below.

Figure 32. Examples of Events Exported to an Excel Worksheet and a Word Document
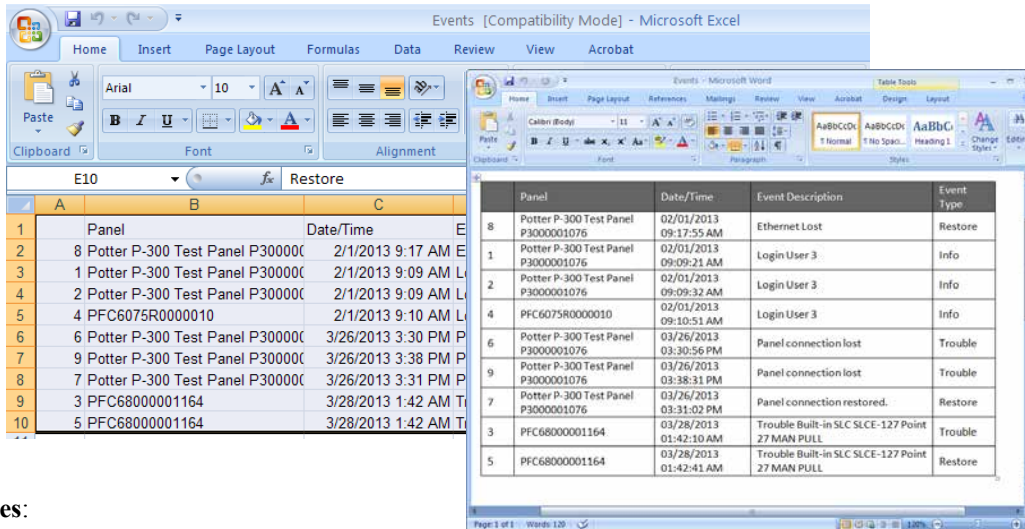
Notes:

1. Field headings are included in the exported data, which allows events to be further manipulated, *i.e., sorted, filtere*d.

2. If you wish to export more events to the <u>same application,</u> first save and/or close the worksheet or document; otherwise the export function will not work.

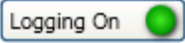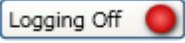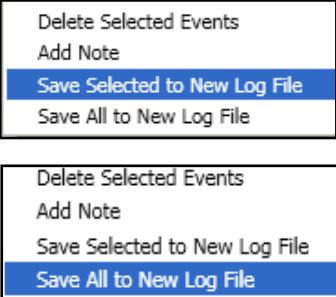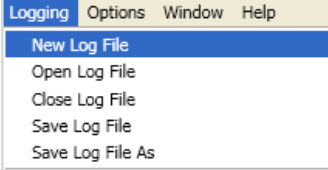• Save the file(s), if needed, and close each application before exporting again.

Saving Events to Logs

Events may be saved to a new user-created log whenever needed. For example, you may want to save all events that occur day by day in a separate log or you may want to examine specific event types that occurred on a particular day or within a time frame. In the first example, you might create daily logs named *"2013-06-24", "2013-06-25", etc.*, and in the second, a log named *"Troubles on 3.30.13."* Each new log is represented by a labeled "*tab*" that displays along the top of the *Events window pane*.

There's no limit to the number of logs that may be open at the same time, and each can be quickly located by clicking the "***Active Files*** (▼) icon,** located in the upper-right corner of the *Events window pane.*

   Note: Only user-created logs need to be saved. The *"Events" master log* is <u>automatically</u> saved by FMT!

The table below summarizes the different methods you may use to create and save logs.

Table 5: Methods to Save Events to Logs	
Option	**Description**
"New Log" icon 	Allows you to create a new blank log when you want to capture events that occurred during a particular time, such as when testing devices. **Notes:** • The *"Logging On" button* must be "**on**" to allow events to be output to the new log, as shown here: • Once the events have been captured, click the *"Logging On" button* to prevent other events from being added to the new log. The button changes to "**off**" as shown here:
Events Shortcut menu options 	The *Events shortcut menu* is accessed by right-clicking the mouse anywhere in the *Events window pane.* From the *shortcut menu*, choose <u>one</u> of the "save" choices: • *Save <u>Selected</u> to New Log File* • *Save <u>All</u> to New Log File* **Note***:* When saving <u>selected</u> events only, be sure to right-click when the mouse is <u>pointing to one of the selected events</u>. Otherwise, not all selected events will be saved.
"Logging" menu options 	The *"Logging" menu* provides the following options: • *New Log File* is the same as the *New Log icon*. • *Open Log File* opens a previously saved log, and is the same as the *Open Log File icon*. • *Close Log File* closes a currently opened log. • *Save Log File* is the same as saving all or selective events using the *Shortcut menu option*. • *Save Log File As* allows you to save a log with a new file name. **Note***:* A list of logs that have been recently saved and/or opened are listed at the bottom of the *"Logging" menu*. This is useful when wanting to locate saved logs quickly.

Adding Notes to User-Created Logs

Notes may be added to any user-created log to provide additional documentation or clarification. There is no limit to the number of notes that may be added to a log, and you may print, sort or output them to an Excel file like any other event information. When a *"Note"* is added, the next available *event #* is assigned and is given an *"Info" event type*, as shown in the example below.
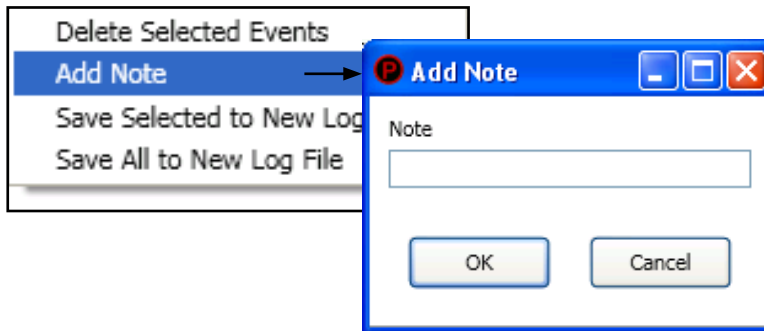
Figure 33. Example of Adding a Note
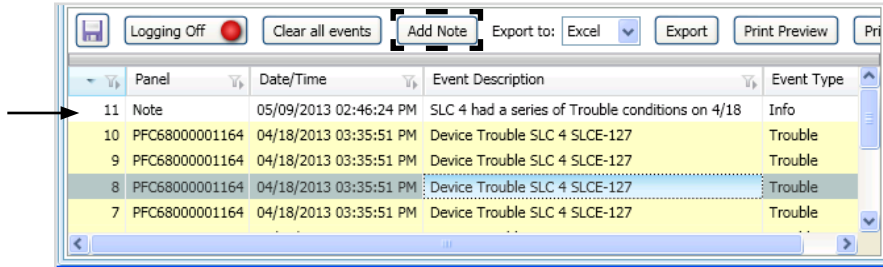
To add notes to a log:

• Click **Add Note** **button**, or right-click to select *"Add Note"* from the shortcut menu, as shown below.

Figure 34. Example of "Add Note" Window

• Enter note text into *"Add Note" window*. The text box will expand up to 254 characters for extensive notes.

• Press *OK button* to complete.

Deleting Events

Events may be deleted individually or by groups by accessing the shortcut menu's ***"Delete Selected Events" option***, as shown below:

Figure 35. Example of "Delete Selected Events" Option

Delete Selected Events
Add Note
Save Selected to New Log File
Save All to New Log File
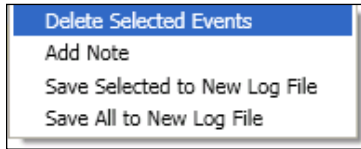
Clear All Events

The ⬚ Clear all events ⬚ ***button*** allows you to delete all events currently listed in any log.

Refresh All Panels

The ⬚ Refresh All Panels ⬚ ***button*** is available only in the *"Events" master log.* Use this feature if you want to update the list of events to reflect any <u>current</u> off-normal conditions.

Deleting Saved Logs

If you want to delete any user log files, access the *Windows–My Documents folder*, located at: *C:\Documents and Settings\ xxxxxxxx\My Documents (*where "*xxxxxxxx*" represents your network user name). Then, from the *"My Documents" folder*, delete one or more files like any other user-created file.

> **Note**: All logs are saved to the *"My Documents" window folder* by default. To change the default log file location, select *"Options - Preferences,"* as shown in the figure below.
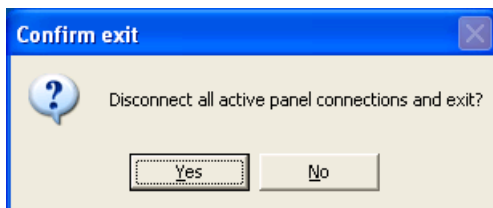
Figure 36. Example of "Options–Preferences" Menu Option
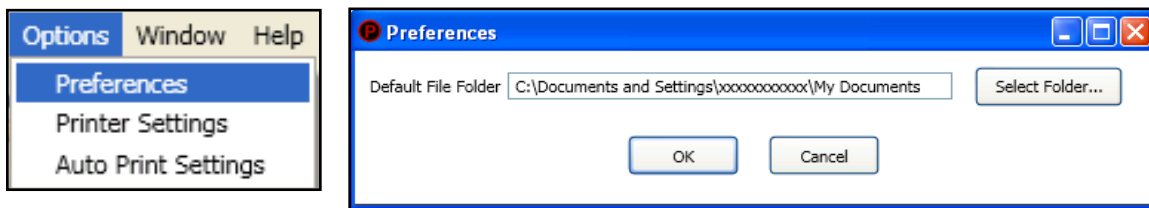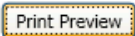
Exiting FMT

Use the ***"File–Exit" menu option*** to exit the FMT program properly. If panels are connected when exiting, the *"Disconnect All" dialog box* prompt displays, as shown here. Choose ***"Yes"*** to disconnect.
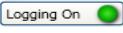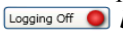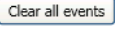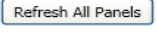
Figure 37. Example of "Disconnect all active panel connections" When Exiting FMT

Operating Recap – Part 2: Saving & Printing Event Logs

- Print Preview & Printing

- Setting Printer Preferences

- Exporting to Excel / Word documents

- Creating New Logs

- Adding Notes to Logs

- Deleting All or Selective Events

- Saving & Exiting

1. Use the **[Print]** *button* or from the **[Print Preview]** *window*, **click the** *icon* **to print a log or list of events.**

2. **Use the** *"Options–Printer Settings" menu option* **to change <u>printer default</u> or <u>page orientation</u> (***portrait vs. landscape***).**

3. **Use the** *"Auto Print Settings" menu option* **to automatically print an event log when a <u>specified number</u> of events have displayed or at a <u>specific time</u> each day.**

4. **Export events to either an Excel or Word document.**

   - Click on the [Excel ▾] *drop down arrow* to choose Excel / Word.

   - Click the [Export] *button* to save all currently displayed events into the selected application document.

   - Save and/or close the document **<u>prior</u>** to attempting to export events to the same application.

5. **Events may be saved to a user-created log.**

   - Click the *icon* to create a blank new log.

     Note: Verify that the [Logging On ●] *button* is displayed to <u>allow</u> events to be updated to new log. To <u>prevent</u> new events being updated to log, verify that the [Logging Off ●] *button* is displayed.

   - Use the *"Save <u>Selected</u> to New Log File" or "Save <u>All</u> to New Log File" options* (from the shortcut menu) to create a new log.

   - Use the *"Logging" menu options* to create a new log, open or close a log, or save a log file.

6. **Click the [Add Note]** *button* **to add a new note to a user-created log.**

7. **<u>All</u> events may be <u>cleared</u> from any log by clicking the [Clear all events] button.**

8. **<u>Selective</u> events may be <u>deleted</u> from any log by selecting** *"Delete Selected Events"* **from the shortcut menu.**

9. **Use the [Refresh All Panels]** *button* **to add any current off-normal events to the "Events" (Master) log.**

10. **Use the** *"File – Exit" menu option* **to exit FMT and close all connected panels.**