FME Zone Monitor

Software Users Guide



Powered By:



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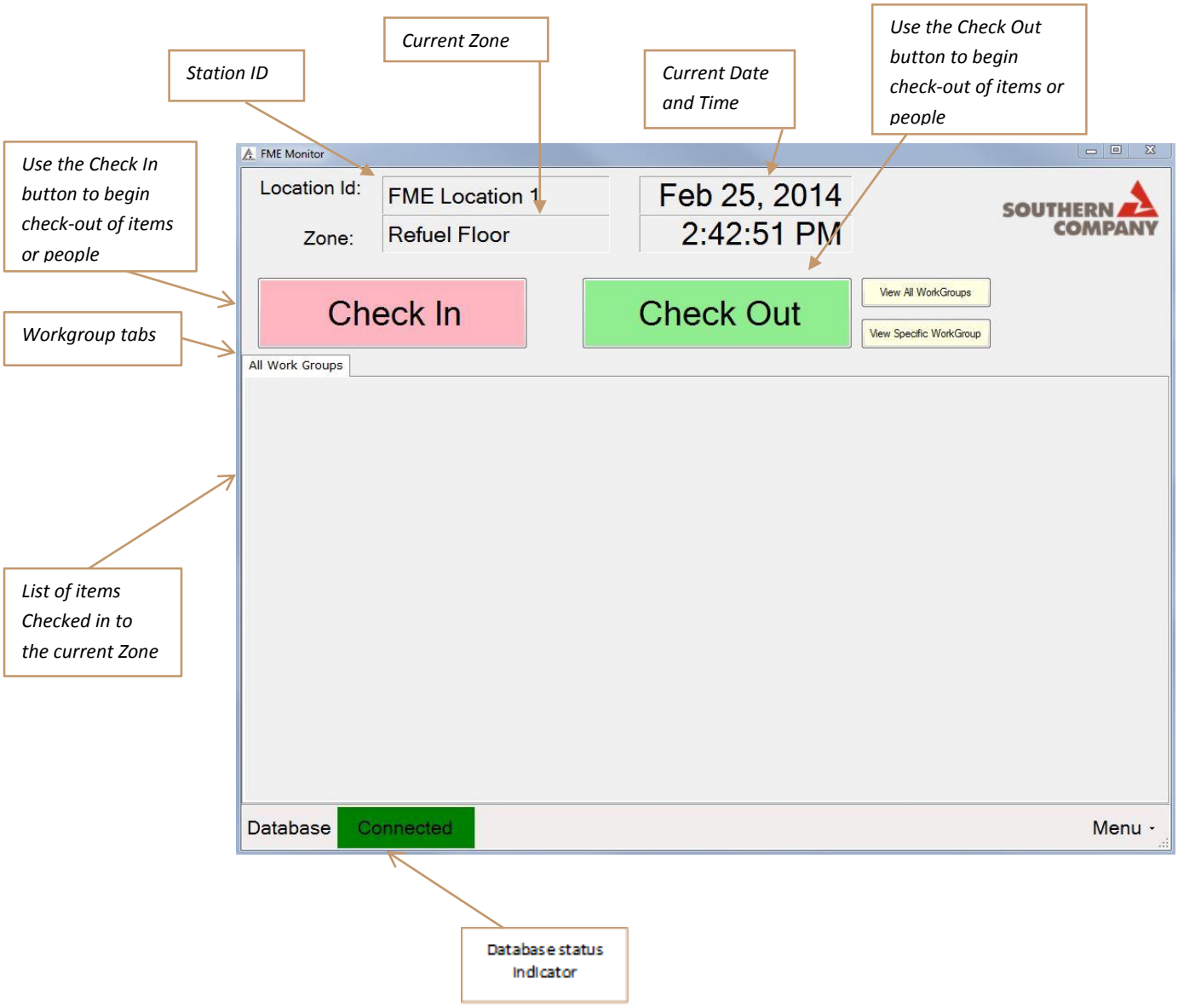
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Introduction

Northern Apex FME Monitor application tracks items and individual entering and leaving a FME Zone. An electronic record is created and stored in a database for each transaction. The FME Monitor also allows Photos and descriptions to be attached to each record. See below for a view of the main screen and a description of its major components.



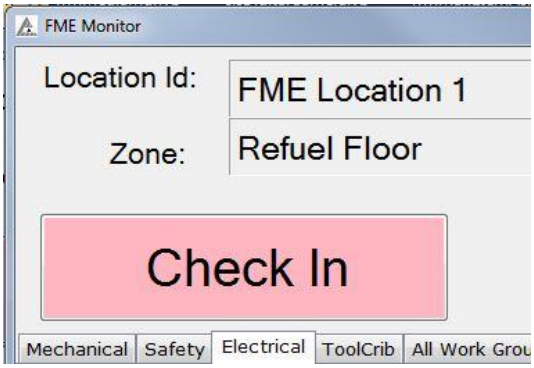
Starting the Application

The first thing that will appear when starting the application is the window to the right. It will ask the user to scan their employee badge. This can be done by using a barcode scanner to read the barcode on the badge, or by typing in the User Employee ID. When the 'OK' button is clicked, it will attempt look up the person's name from its internal database. If the User ID is found, it will return the first and last name of the person and record it as the FME Monitor (the name is displayed at the top of the Menu options). It will then show the main screen. If the name can't be found, you will be asked to re-enter the badge number. If the "Cancel" button is clicked, then the program will open to the next screen, but it will be in 'Read-Only' mode meaning that you can view items that have been checked into the current zone, but can't check in or check out any new items.



Checking Items into a Zone

Items that are checked in to an FME Zone will be associated with a person. However that same person doesn't have to bring the item back out, it's just a way to know who took something in. Pictures can be taken for a photographic record of something when it went in, and when it comes out. A Zone must be selected before the Check In or Check Out process can begin. To select or change a zone; Click on the Zone description box and a menu will appear, select the appropriate zone and click 'OK'. Work Groups can be set up to further identify who is taking items into a zone (The workgroups are configurable, from Menu > Actions > Edit Workgroups). The next step is to click on the "Check In" button from the main screen.





The next screen to show up will ask the user to scan the person's badge. This can be done by using a barcode scanner to read the barcode on the badge, or by typing in the User Employee ID. Click 'OK' to look up the person's name database. If the name can't be found, you will be asked to enter the first and last name of the person. When a valid user has been identified, the Check-In screen will appear.

The Check-In, Check-Out and Tag Initialization screens are all very similar, but the background color will be a queue to the user as to what mode the application is in. A light salmon color indicates checking in. A light green is for checking out, and a beige color indicates Tag Initialization.

Below is a listing of the fields in the Check-In Screen and what they are for.

- Item ID
  - If the tool does not already have a Tool ID, the user can create one, or, leave the field blank, and a Tool ID will automatically be generated.
- Description
  - The description field tells what the item is.
- Remarks.
  - Remarks that will help the FME Monitor know more about the checked in item
- Quantity
  - How many will be entering the zone. At check-out, if this field is greater than 1, the user will be asked how many are being checked out.
- Inspected
  - Check box to indicate whether or not the item was inspected
- Lanyard
  - Check box to indicate if the item has a lanyard
- Contaminated
  - Check box to indicate if the item is contaminated
- Calibration Date
  - The date the item was last calibrated / inspected.
- Calibration Expiration Date
  - The expiration date for the calibration or when the next inspection is due
- Serial Nbr
  - The item can be further identified by entering its serial number.
- Item Disposition
  - These are two radio button items that indicate if the item is supposed to come back out of the zone, or if it will stay in (Installed).

An item can be added to the Check In list two ways by Item ID or manually.

By Item ID:

If the item has previously been identified to the FME system, then the Item ID and click on ‘Look Up Item by ID”. If found; the details will be populated in the Item Detail section. Then click ‘Save Item’ to add it to the check in list.

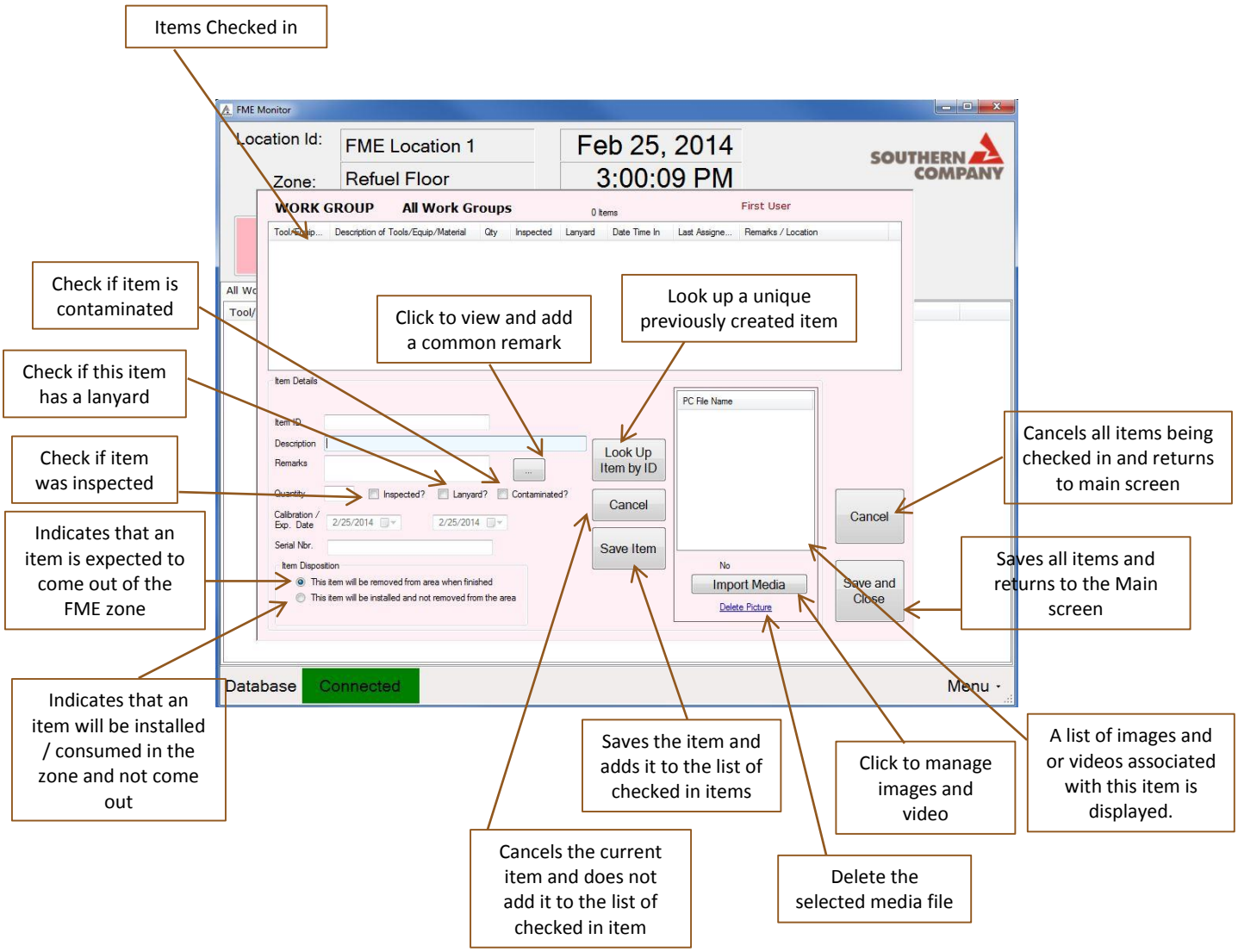
Manual Entry

Enter a description for the tool, and any other information that is applicable. If an Item ID is not entered, one will be created. When finished, click on the 'Save Item' button to save and add to the list at the top of the screen. Always remember to click the 'Save Item' button, or that item will not be checked in. After clicking the 'Save Item' button (or the 'Cancel' button) the item details will be cleared and the screen is ready to accept the next item for Check In. Continue this process until all items entering the zone have been recorded and are listed in the Check In window.

At any time during the check-in process, an image or video can be associated with an item that has been saved. First, an item must be selected from the list at the top of the screen. Details will be shown in the detail boxes below. Use a compatible camera that has been defined in the Settings area; take pictures or video of the item. Attach the camera to the PC and click on the Import Media button. Select the media from the camera to import into the FME Monitor application. Multiple image files can be associated to an item. (For more information see the Managing Media Section.) When an item in the list has pictures with it, there will be a camera icon to the left of item details.

When finished with all the items that are to be checked in, click on the 'Save and Close' button to save all items and go back to the main screen.

The items that were checked into the zone will now be displayed under the work group tab (if applicable) for the zone and also in the All Work Groups tab.


Items Checked in
Check if item is contaminated
Check if this item has a lanyard
Check if item was inspected
Indicates that an item is expected to come out of the FME zone
Indicates that an item will be installed / consumed in the zone and not come out
Click to view and add a common remark
Look up a unique previously created item
Cancels all items being checked in and returns to main screen
Saves all items and returns to the Main screen
Saves the item and adds it to the list of checked in items
Cancels the current item and does not add it to the list of checked in item
Delete the selected media file
Click to manage images and video
A list of images and or videos associated with this item is displayed.
FME Monitor
Location Id:
FME Location 1
Zone:
Refuel Floor
Feb 25, 2014
3:00:09 PM
SOUTHERN COMPANY
WORK GROUP
All Work Groups
First User
Item Details
Item ID
Description
Remarks
Quantity
Inspected?
Lanyard?
Contaminated?
Calibration / Exp. Date
Serial Nbr.
Item Disposition
This item will be removed from area when finished
This item will be installed and not removed from the area
Look Up Item by ID
Cancel
Save Item
PC File Name
Import Media
Delete Picture
Cancel
Save and Close
Database
Connected
Menu

Checking Items Out of a Zone

To check items out of the FME zone, Click on the "Check Out Tools" button on the main screen. This will display the Check-Out screen. The 'Check-In', 'Check-Out' and 'Initialize Tag' screens are very similar to each other but are color coded so the user can easily identify the current function.





The next screen to appear will ask the user to scan the person's badge. This can be done by using a barcode scanner to read the barcode on the badge, or by typing in the User Employee ID. Click 'OK' to look up the person's name database. If the name can't be found, you will be asked to enter the first and last name of the person. When a valid user has been identified, the Check-In screen will appear.

If a specific work group has been selected all the tools previously checked in will be displayed. If the user that is checking out had checked in any of the tools displayed they will be highlighted with a yellow back ground.

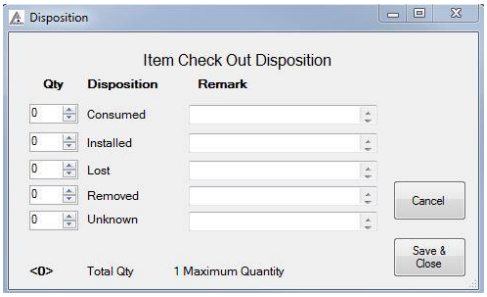
Place a check mark in the box of each item that is being taken out of the zone. In addition to the check mark the back ground of the item will turn green to indicate that it is a candidate for check out.

When an item is marked for Check Out and the quantity entered during the check in process for an item is more than 1, then when checking out the following pop-up box will be displayed. Enter the number of items that are coming out of the zone.



If the quantity being checked out is less than the quantity checked in, the remaining items must be reconciled. If the Quantity being checked out and the reconciled quantities do not equal the quantity checked in. The remaining items will remain "Checked In" to the zone. It is important that a record of items left in the zone are accounted for and noted when closing an outage.

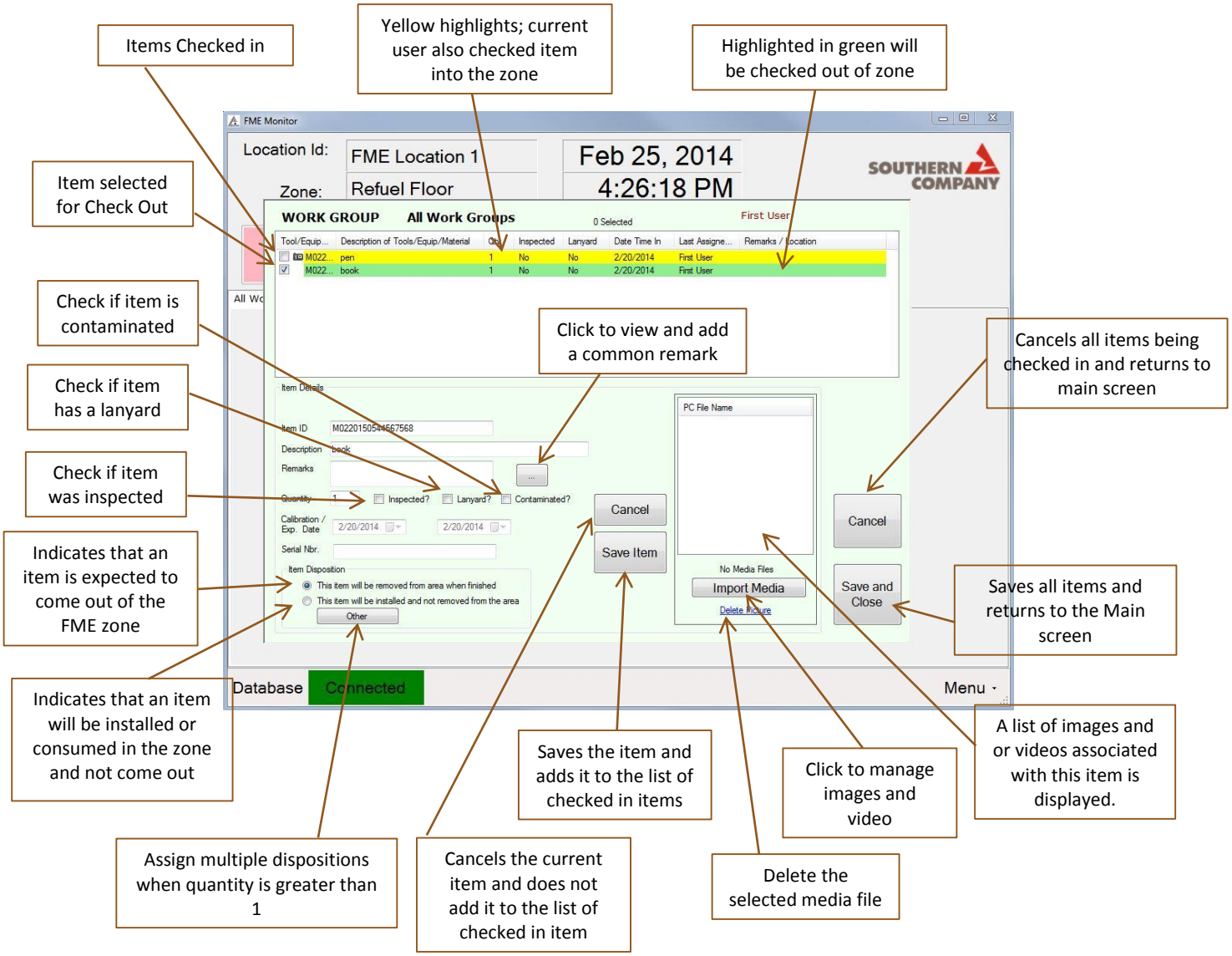
To reconcile the remaining items select the item in the Check Out item list. This will populate the item detail section and allow editing of the item. Note the quantity displayed is the count of the item remaining in the zone. If the items remaining in the zone have been installed or consumed, simply click on the option 'This item will be installed and not removed from the area'. Then click <Save Item>.



- *Qty* — *The quantity for this disposition category.*
- *Remark* — *Additional comments.*
- *Cancel* — *Close the screen and abandon changes.*
- *Save & Close* — *Close the screen and save changes.*

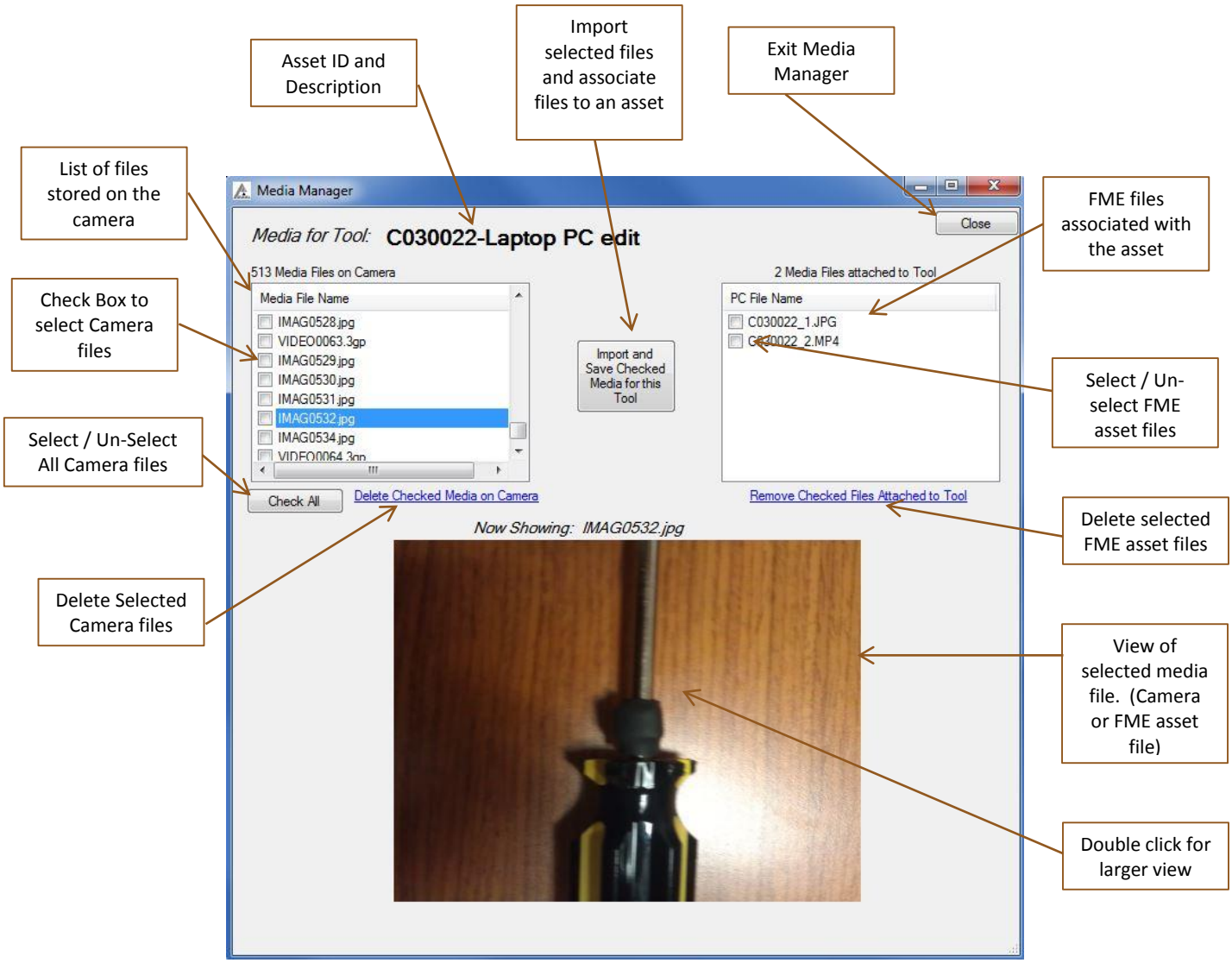
The Total Qty field should match the maximum quantity when finished entering the data.

Once this screen is completed and closed the Check Out window is shown Click <Save Item> in the Item Details section and continue checking out other items or Click <Save and Close> to complete the Check Out of the items.



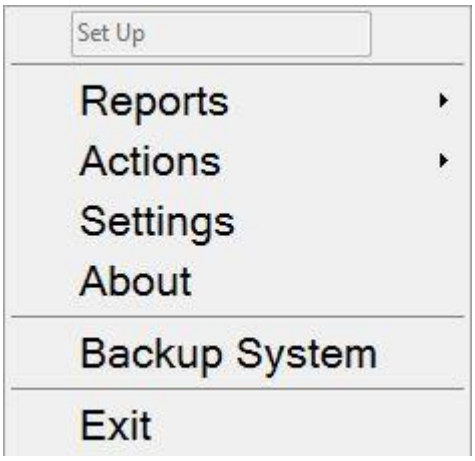
Media Manager

This screen is used to manage images and videos files located on a compatible portable device (Camera, Phone or other device) and associate those files with an item in the FME Monitor software application. The images or video can be taken while the camera is disconnected from the FME software and then associated with an item. This allows the FME Monitor the freedom to take the camera to the item and position the camera to easily capture images that will create visual documentation of the condition of an item entering and exiting a zone. Once the camera is connected to the FME software the images, while still on the camera can be viewed on the PC display. The images can be viewed in Full Screen mode with the only limitations being the size of the PC monitor and the resolution of the camera and display.



Menu Items

The menu can be accessed by clicking on the up arrow in the bottom right-hand side of the main screen. This will show several menu choices. Each one is described below.



Reports Menu Item

A menu of available Reports is displayed. See the Reports topic.

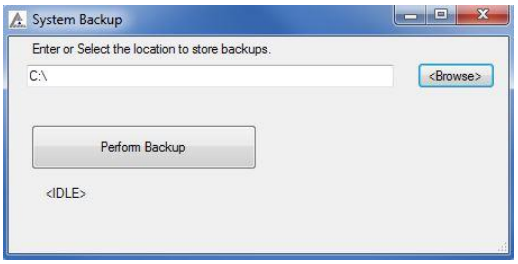
Exit Menu Item

Clicking the 'Exit' Menu item will close the application.

About

Temporarily displays a system information screen include the current application version number.

Backup System



A backup of the application database is performed.

Enter the name of the folder / subfolders where the backup is to be saved.

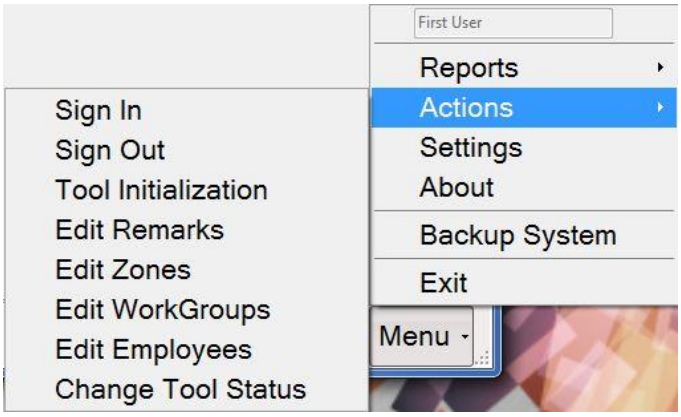
Click <Perform Backup> to begin the backup. This process could take several minutes to complete depending on the size of the database. No other processing can take place while the system is being backed up.

Settings Menu Item

Clicking the 'Settings' menu item will display the Setup screens and allow the user to configure various parameters of the application. See the Settings topic for more information regarding the application configuration.

Action Menu Items

Clicking the Actions Menu item will display several other options which are explained below.



Sign In

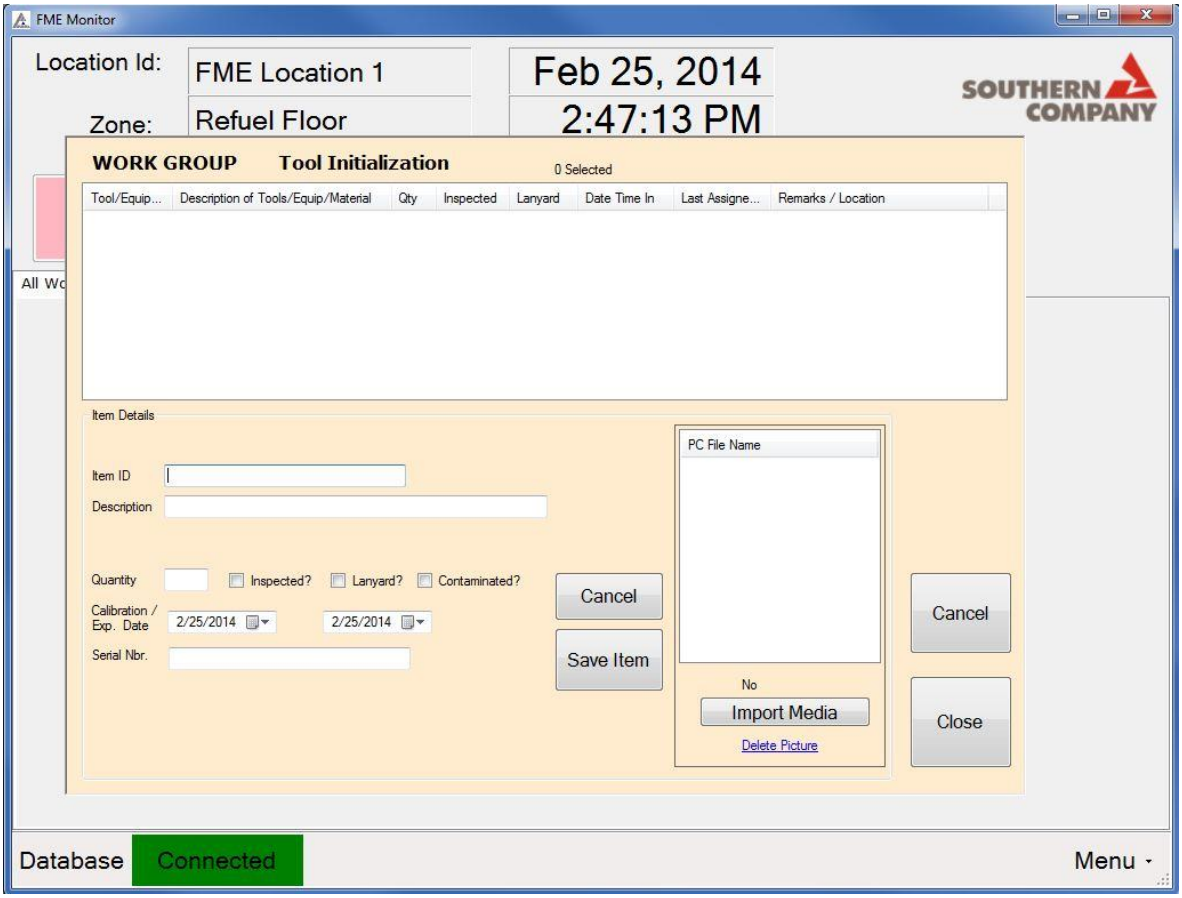
This is used to scan a new FME Zone Monitor's badge. This means that items checked in or checked out will be associated with the signed-in FME Monitor(s).

Sign Out

This is used to 'sign out' an FME Monitor who is already signed in as an FME Monitor. Any items scanned in after an FME Monitor signs out will not be associated with the FME Monitor

Item Initialization

Item Initialization is the act of registering an item in the FME system. When the menu item is clicked for Tool Initialization, the Tool Initialization screen is displayed (which is similar to the check-in and check-out, but with a different background color). The tool initialization screen is used for setting up many items at once, usually before they will be used. Tool initialization can also take place in a 'real-time' manner when checking items into a zone.

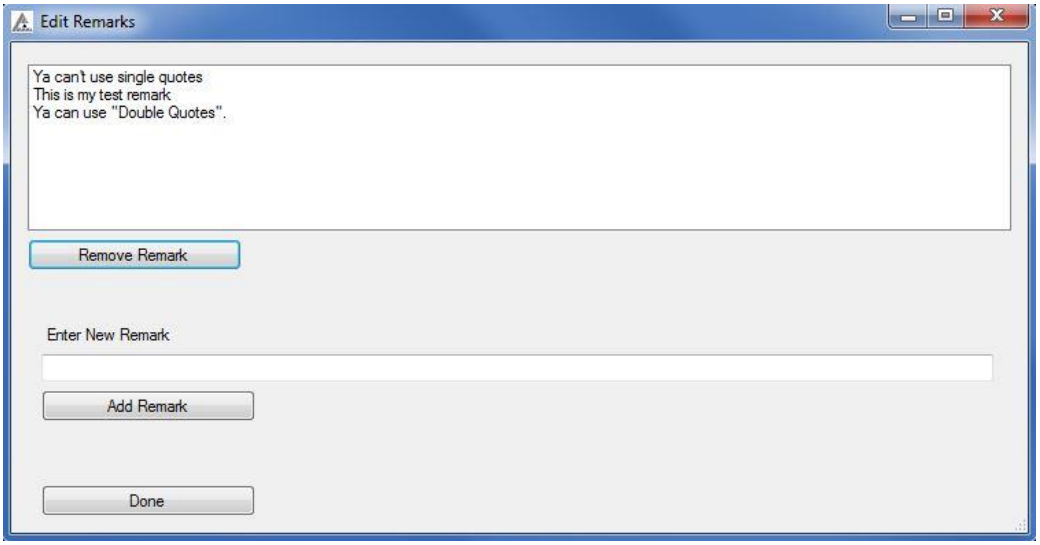


To create a new tool association:

- *Enter a description. This is a required field*
- *Enter an Item ID. If you do not want to enter an ID for the item, one will be created for you.*
- *Click on the 'Save Item' button. This will clear the fields and put the item in list at the top of the screen. If you would like to associates a picture or video with the item, attached the camera to the PC, then click on <Import Media>. Follow instructions in the Media Manager section.*

Edit Remarks

The 'Edit Remarks' menu option is used to create 'canned remarks'. These are remarks that may be used often and will save typing them in over and over. To edit remarks, click on the 'Edit Remarks' menu item.



The Edit remarks screen has three buttons.

The 'Remove Remark' button will remove the selected remark from the top section where saved remarks are displayed.

The 'Add Remark' button will add the new remark to the saved remarks and display it in the top section.

The 'Done' button closes the screen.

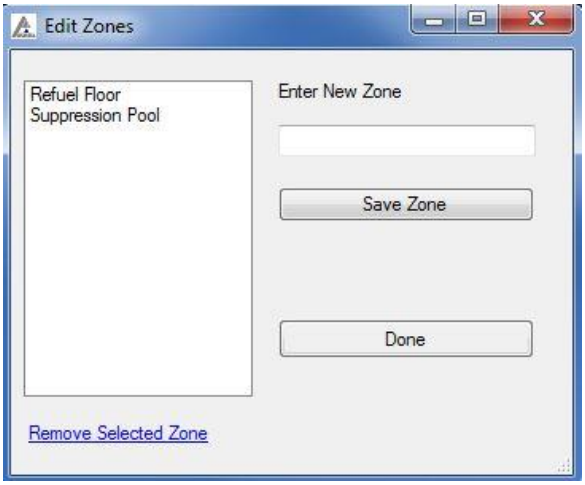
Edit Zones

To add or remove FME Zones, click on the Menu button, then the 'Actions' Menu Item, then the 'Edit Zone' item.

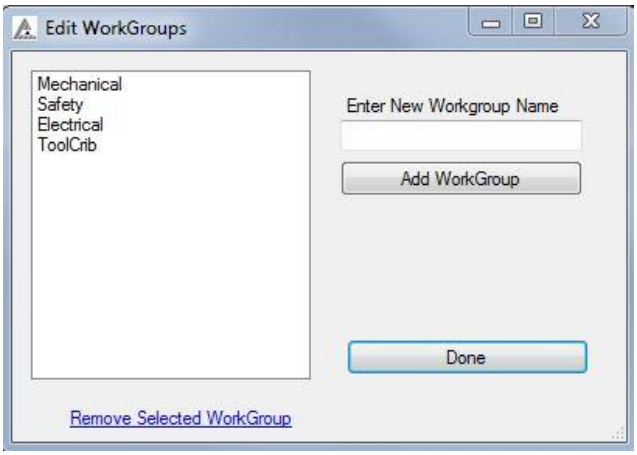
Use the 'Save Zone' button to save a new zone.

To remove a zone, click on a zone in the list box; then click on the 'Remove Selected Zone' link.

Click the 'Done' button when finished to return to the main screen.



Edit Work Groups



To add or remove Work Groups, click on the Menu button, then the 'Actions' Menu Item, then the 'Edit Work Group item

Type the name of the work group in the 'Enter New Workgroup Name' field.

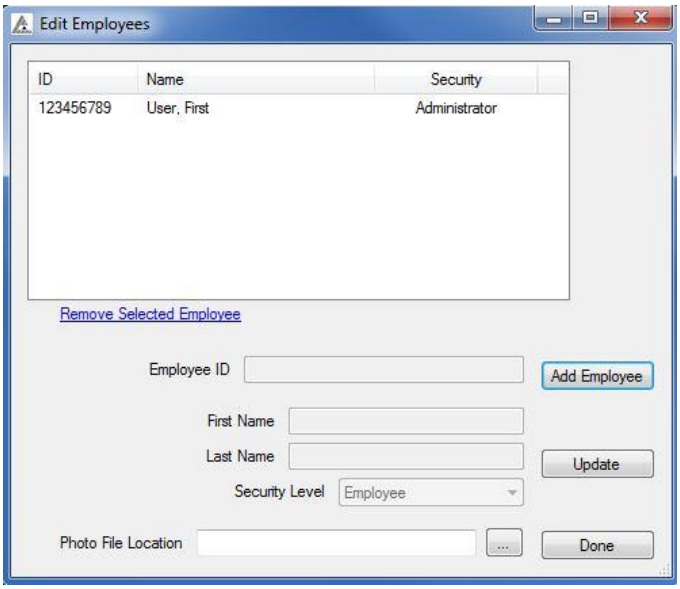
Click <Add WorkGroup> to save the new Work Group

To Delete a Work Group: Select a work group from the list. Click <Remove Selected WorkGroup>.

Click "<Done>" to close the Edit WorkGroups screen.

Edit Employees

The Edit Employees screen allows an administrator to add or change employees that will use the application. The employees already setup in the application are displayed in a list box located at the top of the screen.

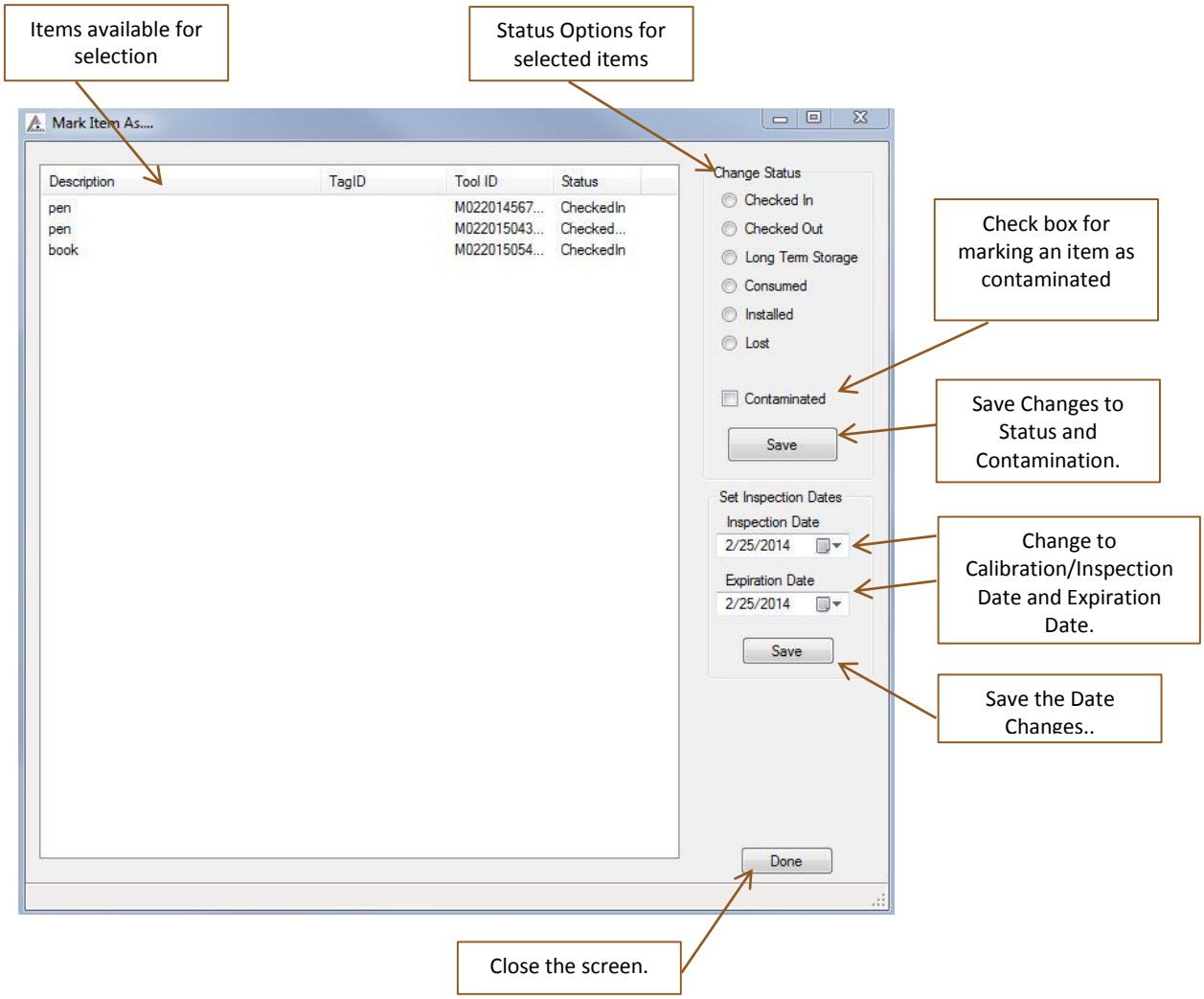


To enter a new employee:

- *To enter a new employee: Click <Add Employee>*
- *To edit an existing employee: Select the employee from the list and the employees information will populate.*
- *Position the cursor in the Employee ID field and enter or scan a bar code.*
- *Enter the First and Last Name in the name fields.*
- *Select the security option from the Security Level drop down list.*
  - *Employee allows individuals to check item in or out of zones.*
  - *FME Monitor allows individual to start the application and Sign In with the authority to perform the process of checking in / out other employees.*
  - *Administrator allows access to all screens within the application.*
- *To associate a photo with an employee; click on the file dialog box.* 
  - *Browse to the desired photo and click OK.*
- *Once the desired changes to an employee are complete click <Update> to save the changes.*
- *To delete an employee; select the employee from the list and Click <Remove Selected Employee>. WARNING: Be careful not to remove all the administrator employees, as this will lock you out of the system.*
- *Click <Done> to close the screen and return to the Main Screen.*

Change Tool Status

The Change Tool Status allows for editing an items current status and modification of the Inspection / Calibration dates.

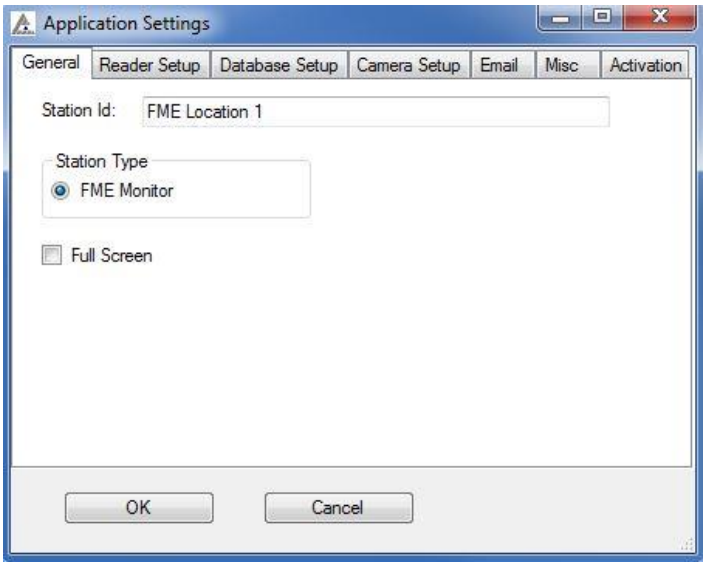


Application Settings

The settings screens allow the user to change parameters of how the program works, or how it connects to resources. To get into the settings, click on the up arrow in the bottom right-hand corner of the main screen and select Settings. After changes have been made on 1 or more of the tabs; click <OK> to save the changes and close the screen or <Cancel> to abandon the changes and return to the main screen.

General

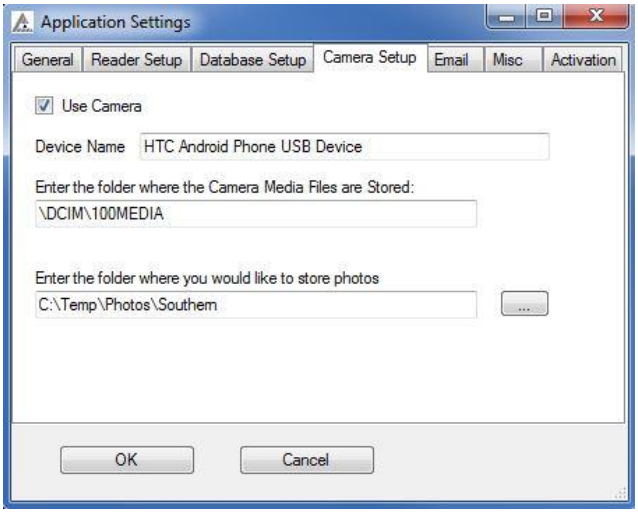
The General Settings Tab allows you to enter various setup parameters for the application. Below are the descriptions of each:



- Location ID:
  - Used to identify the station that is checking in and checking out items.
- Application Type
  - Used to indicate if this is an FME zone or tool crib application. The tool crib application is not an available option at this time.
- Full Screen Check Box
  - If this box is checked, the application will use the all screen available and not show any other windows. If it is not checked, the application window can be resized.

Camera Setup

This screen should be completed if visual media will be used in conjunction with the FME Check-in / Check-out process. Any camera can be used with the FME Zone software as long as when attached to the PC; the PC views the device as a disk drive by assigning the camera a letter when viewed in Windows Explorer.

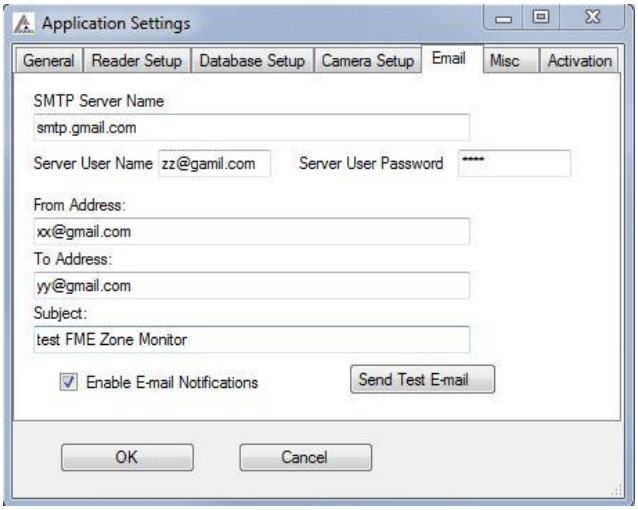


- *Device Name – This is the name that identifies the Camera to the PC. This can be found by viewing the properties of the camera from the Hardware or Device manager screen found in the Control Panel screen of the PC. Northern Apex can assist with the determination of the Device Name.*
- *Camera Media Files – This identifies the folder where the camera will store its media files.*
- *PC folder where Media files will be stored. – Enter the folder on the PC where the pictures and videos will be stored.*

Email Setup

The Southern FME application is a stand-alone application that is not on a network, therefore email is not available.

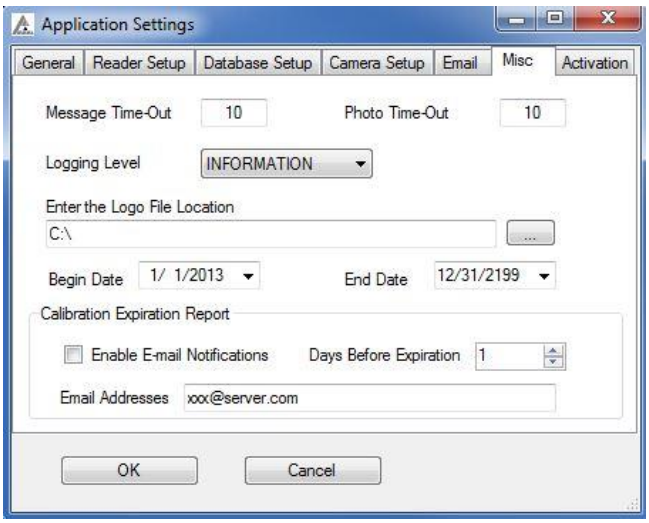
The Email tab of the Application Settings screen allow for the configuration of optional email notifications when events occur within the check in and check out processes. Events such as an attempt to check in an asset with an expired calibration / inspection date will cause an email to be sent to selected individuals.



- *SMTP Server Name*
  - *Enter the domain name of the email server. Assistance may be required from the network or email administrators to ensure the correct server name and to allow the Cyber Security Application to access the server.*
- *Server User Name*
  - *If needed enter the email address of a valid user on the email server*
- *Server User Password*
  - *If needed enter the password for the user identified in the Sever User Name field.*
- *From Address:*
  - *This is the email address that will appear on emails sent from the Cyber Security application.*
- *To Address:*
  - *Enter the email address of recipients of Cyber Security emails. Multiple email addresses can be entered by separating each address by a semi-colon.*
- *Subject:*
  - *Enter the subject to appear on emails sent from Cyber Security.*
- *Enable E-mail Notifications*
  - *Place a check mark in the Enable E-mail Notifications by clicking on the check box. This will cause emails to be sent.*
- *Send Test E-mail*
  - *Sends a test email based on the criteria enter. Check with the recipients to determine if the email was sent successfully.*

Miscellaneous Setup

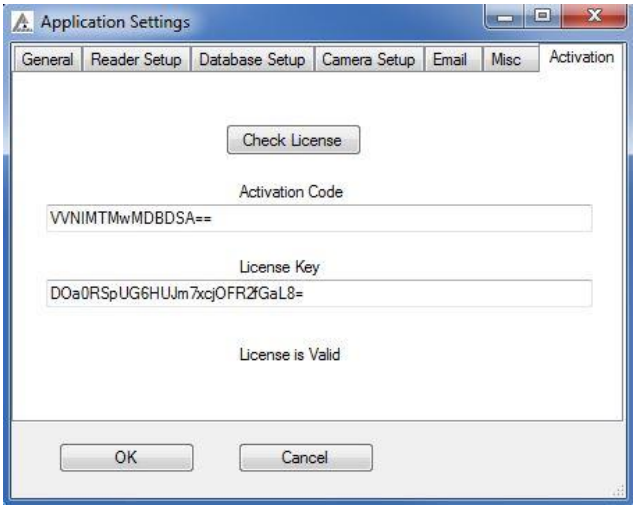
The Misc Setup tab allows the user to enter miscellaneous parameters for the application.



- *Message Time-Out*
  - *Sets the amount of time (in seconds) that information messages will be displayed on the screen*
- *Photo Time-Out*
  - *Sets the amount of time (in seconds) that a photo is displayed on the screen.*
- *Logging Level*
  - *Set the amount of data collected in the log file. This setting should be adjusted based on the advice of the Northern Apex Software Engineer*
- *Enter the Logo File Location*
  - *Currently not used in the Southern FME Zone application.*
- *Begin Date*
  - *Enter the date to start looking at records. This can be used when you only want to see records for a specific outage or time period. Anything entered prior to the 'Begin Date' won't be shown on any screens.*
- *End Date*
  - *Enter the date to stop looking at records. This can be used when you only want to see records for a specific outage or time period. Anything entered after the 'End Date' won't be shown on any screens.*
- *Calibration Expiration Report – Email Address*
  - *The Email address of the individual that will receive the report of assets checked into a zone where the calibration / inspection will soon expire.*
- *Calibration Expiration Report – Days Before Expiration*
  - *Enter the number of days before the asset's expiration date to include the asset on the report.*

Activation

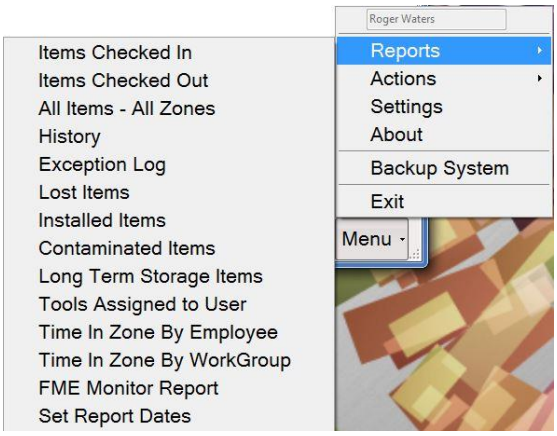
It should not be necessary to make any changes on this tab. When installing the application on a new PC, most of the features will be un-available until a valid License Key has been entered. The License key can be obtained by contacting you Alphasource representative. The Activation Code is needed to generate a License Key which is only valid for the PC on which the application is being installed.



- The Check License button will determine if the License Key entered is valid.

Reports

There are many reports that can be generated from the FME Zone application. Following is a brief description of each report.



Items Checked In

Create a report of all assets that have been checked in to the current zone.

Items Checked Out

Create a report of all assets that have been checked out of the current zone.

All Items – All Zones

Create a report of all assets sorted by zone and work group.

History

Report all Activity Log entries from the current zone sorted chronologically. Policy violation log entries are not included in this report.

Exception Log

Report all Policy Violation Activity Log entries sorted by most recent first.

Lost Items

Create a report of all assets that has a Status of “Lost”.

Installed Items

Report all assets “Installed” or “Consumed” in the current zone.

Contaminated Items

Create a report of Activity Log records where the asset was identified as being “Contaminated”. The report is sorted by zone then time.

Long Term Storage Items

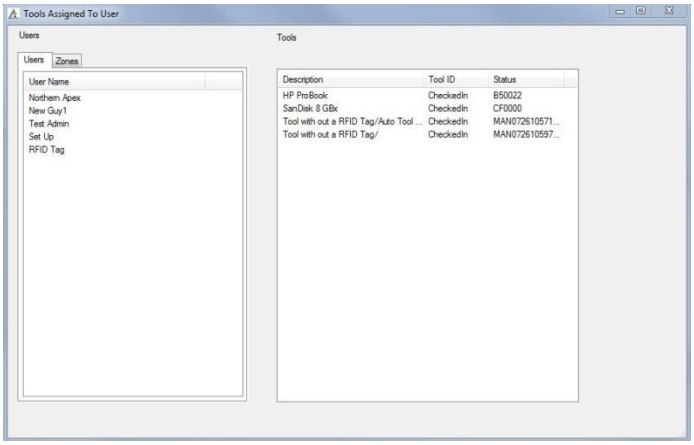
Create a report of all assets that has a Status of “Long Term Storage”.

Tools Assigned To User

Displays the interactive screen that will display the assets each employee has checked into the zone.

Click on an employee to view the assets assigned to that individual.

To view assets check into a zone: Click on the Zone tab, then select a zone to view the assets in that zone.



Using the mouse pointer to hover over an asset will display additional information about that asset.

Time In Zone By Employee

Create a report detailing the length of time each employee has spent in the zone

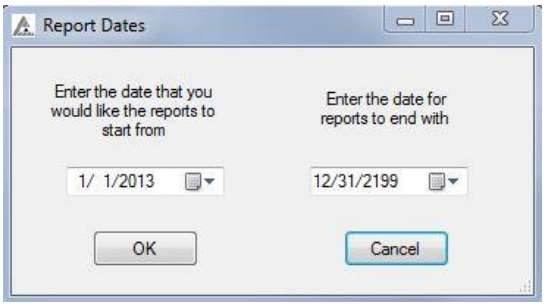
Time In Zone By Work Group

Create a report detailing the length of time all the employees assigned to each work group has spent in the zone

FME Monitor Report

This is a report that lists the Sign-In and Sign-Out actions by the FME Monitors. An entry is generated only when the FME system is started and the FME Monitor’s ID is initially requested, the Sign In or Sign Out option is seleced from the Menu -> Actions menu.

Set Report Dates



Allow the user to modify the contents of the report based on the dates entered in this screen. The start date must be before the end date. Click <OK> to exit and save changes. Click <Cancel> to exit and abandon changes.