# **Siemens Web Tenant Override System**

SIEMENS Web Based Tenant Override System	🔒 Horre 🖉 Help 🎒 <u>Log Off</u>
	v3.1
Not logged in	Tuesday, June 24, 2008
User Logon:	
Tenant Number:	
Employee Name or Number: (ie: firstname lastname)	
Employee Password:	
Logon	
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## Website and Log On

To access the TOS website, open a web-based browser like Internet Explorer and enter the URL of the website:

http://121.223.226.200



At the User Logon screen fill in the following:

Tenant Number:

Employee Name or Number:

Employee Password:

Click on the Logon button

User Logon:	
Tenant Number:	2
Employee Name or Number: (ie: firstname lastname)	1
Employee Password:	••••••
Logon	
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## Main Menu



### Command a Zone – For Today

### **Override a Zone for Today:**

• Schedule air-conditioning right now or for later on today

Command a Zone			
<ul> <li>Dverride a</li> </ul>	Zone For Today	]	
<ul> <li>Schedule a</li> </ul>	a Zone O∨erride	Add an override building occupa	e request that will happen today or after ncy ends

#### Select the Zone number:

 Only the zones you have access to are shown

#### Select the Duration in hours:

• Choose how long you want the airconditioning to run after the usual shut down time.

Override a Zone F	or Today
Zone Number	1-TEST ZONE 1
Duration (hours)	1 💌
Note: If additional hour building/tenant occupa	s are entered during normal business hours, the requested time will be appended to the end of the ncy schedule for uninterrupted environmental services.
Override Now	Reset

### Command a Zone – For Today

#### **Override a Zone for Today:**

• Schedule air-conditioning right now or for later on today

Comma	nd a Zone		
	S		
•	Uverride a Zone For Today		
٠	Schedule a Zone Override	Add an override reque	st that will happen today or after
		building occupancy end	ls

#### Select the Zone number:

 Only the zones you have access to are shown

#### Select the Duration in hours:

• Choose how long you want the airconditioning to run after the usual shut down time.

### **Override Now**

Override a Zone For Today					
Zone Number	1-TEST ZONE 1 🔽				
Duration (hours)	1				
Note: If additional hour building/tenant occupa	s are entered during normal business hours, the requested time will be appended to the end of the ncy schedule for uninterrupted environmental services.				
Override Now	Reset				



### Schedule a Zone Override – For Future operation

### Schedule a Zone Override:

• Create a daily, weekly or recurring schedule for future

#### Command a Zone

- Override a Zone For Today
- Schedule a Zone Override

#### **Confirm Employee number**

### Select the Zone Number:

#### **Select the Frequency:**

• Choose how long you want the schedule to run for

### **Start Date**

### End Date

#### Number of Weeks

### **Select Override Information**

• Which Day, how long in hours

Schedule a Zo	ne Override						
Employee Numbe	r 1-SIE	MENS, SBT 💌					
Zone Number	1 - TES	ST ZONE 1 🔽					
Frequency	Once /	One Time	-				
Start Date (month day year)	For a sp Until a s Once / (	pecific number of pecified end dat	weeks e <mark>Start</mark>	<u>Date Calendar</u>			
End Date (month day year)	Continu	DUS , 2000	- End I	Date Calendar			
Number of Weeks	0						
Select Override Information							
Request Days	Sun 🗖	Mon 🗖	Tue 🔽	Wed 🗖	Thu 🗖	Fri 🗖	Sat 🗖
Start Time		00 - 00 -	17 • 50 •	00 - 00 -	00 - 00 -	00 - 00 -	00 🔽 00 🔽
Duration (hours)	1	1	1 💌	1 💌	1	1	1
Add Request	Reset						

Add, Modify, Delete a future override request

### Schedule a Zone Override – For Future operation

Add Request

Click here to continue

Request successfully added.
Click here to continue

**Displays a list of existing Schedules** 

#### Home

• Back to Main Menu

List of Scheduled Override Requests								
Employee Number	Zone Number	Frequency	Start Date	End Date	Start Time	Duration (hours)		
1	1	Once / One Time	25-Jun-2008	25-Jun-2008	22:00	1	Edit	Delete
Add	Schedule (	)verride Request	]					

### **Employee – Users of the system**

**Employee:** 

• Add, Modify, Delete an employee

Employee     Change Password Add, Modify, Delete an employee	Create/E	dit a Profile	
<ul> <li>Change Password</li> <li>Add, Modify, Delete an employee</li> </ul>	۰	Employee	
	٠	Change Password	Add, Modify, Delete an employee

Lists current Employees

**Edit or Delete Existing** 

Add Employee

List of Employees								
Employee Number	Last Name, First Name	Descriptor						
1	SIEMENS, SBT	-blank-	Edit Delete					
Add Employee								

### Employee – Users of the system

### Add New Employee:

### **Employee Number:**

• Unique number

### **Employee Descriptor**

Last Name

**First Name** 

Phone Password – Not needed

Web Password

**Enable Web Access** 

Add Profile

Add New Employee		
Employee Number	2 (1 - 3 digits)	
Employee Descriptor	Operations Manager	(1 - 30 chars)
Last Name	Bloggs	(1 - 20 chars)
First Name	Joe	(1 - 20 chars)
Phone Password	•••• (1 - 4 digits)	
Web Password	••••••	(1 - 30 chars)
	Enable Web Access	
	Enable Phone Access	
Add Profile Reset		

### **Employee – Users of the system**

Employee successfully added

Click here to continue

List of Employees

### Home

• Back to Main Menu

	Joycea		
Employee Number	Last Name, First Name	Descriptor	
1	SIEMENS, SBT	-blank-	Edit Delete
2	Bloggs, Joe	Operations Manager	Edit Delete
Add Emp	loyee		

### **Employee – Change Passwords**

### **Change Password:**

Change your own password





### **Reports – Billing Summary**

### **Billing Summary:**

• Bill for a set period



**Reports – Billing Summary** 

Starting Month	Billing Summary Report	
Starting Date	Starting Month June,2008	
Detail or No Detail	Starting Date 1 🗾	
	◯ Generate Daily Zone Detail	
	😇 Sort By Time 🗢 Sort By Zone	
	🗖 Generate employee call detail	
	C Generate Zone Subtotals Only	
Run Report	Run report	
	24-Jun-2008         Billing Summary Report         05:56 P           From June 1, 2008 - June 30, 2008	Ħ
	Tenant Number: 2 Description: SIEMENS	
	Day Billed Time Cost	
	Total 0 00 \$ 0.00	
<ul><li>Home</li><li>Back to Main Menu</li></ul>	Tenant 2 total \$ 0.00	
	End of Report	

### **Reports – Scheduled Override Requests**

### **Scheduled Override Requests:**

• See what requests are scheduled in the system for future

#### Generate a Report

- Billing Summary
- Scheduled Override Requests
- Tenant Summary
- Override Requests in Progress

### **Reports – Scheduled Override Requests**

Scheduled Override Requests:				
Frequency	Scheduled Override Requests Report			
	Frequency	• A11		
Employee		O Specific	Once / One Time	
	Employee	💿 A11		
		O Specific	1 - SIEMENS, SBT 🔽	
Run Report	Run report			
	24_1		Incidet Topant Overnide System	05.50

### Home

• Back to Main Menu

24-Jun-2008	Insight Tenant Override System Override Requests Report	05:59 PH
End of Report		

### **Reports – Tenant Summary**

### **Tenant Summary:**

• See Tenant and Employee details

#### Generate a Report

- Billing Summary
- Scheduled Override Requests
- Tenant Summary
- Override Requests in Progres Tenant Summary Report

Reports – Tenant Summary					
Tenant Summary:	Tenant Summary Report				
Building / Tenant	<ul> <li>Building/Tenant Occupancy Schedule Information</li> <li>Employee Information</li> </ul>				
Employee Information	Run report				
	24-Jun-2008	Insight Ten Tenant	aant Override Syste : Summary Report	1	06:00 PM
Run Report	Building Occ Schedule Schedule Monday Start Time 1 07:30 Stop Time 1 18:30 Tenant Number: 2	Description: 126 Tuesday Wednesday 07:30 07:30 18:30 18:30 Description: SIEN	PHILLIP STREET Thursday Friday Sa 07:30 07:30 18:30 18:30 MENS	turday Sunday	
	Schedule 1 is using the Schedule 2 is using the	e Building Occupancy e Building Occupancy	Schedule Schedule		
	Schedule 3 is using the	Building Occupancy	Schedule		
<ul><li>Home</li><li>Back to Main Menu</li></ul>	Name (Last, First): 9 Phone Access Enabled Web Access Enabled Tenant Reports Enabled Web Administrator Employee Edits Enable Billing Reports Enable End of Report	DESCLIPTION. OTEN DIEMENS, SBT	ANTIONS MEMBOLIK		

### **Reports – Override Requests in Progress**

### **Override Requests in Progress:**

• See what requests are in the system



	24-Jun-2008	Insight Tenant Override System Override Requests in Progress Report	06:01 PM
Home	No active entries found		
<ul> <li>Back to Main Menu</li> </ul>	End of Report		

### Log Off when Finished

Home SIEMENS Web Based Tenant Override System Help 🔒 Номе 🖉 Help 🗕 Log Off Log Off SIEMENS Web Based Tenant Override System 🔒 Home 🖉 Help 🕼 Log Off v3.1 Not logged in Tuesday, June 24, 2008 User Logon: Tenant Number: Employee Name or Number: (ie: firstname lastname) **Close Browser** Employee Password: Logon © 2002-2006 Siemens Building Technologies, Inc.