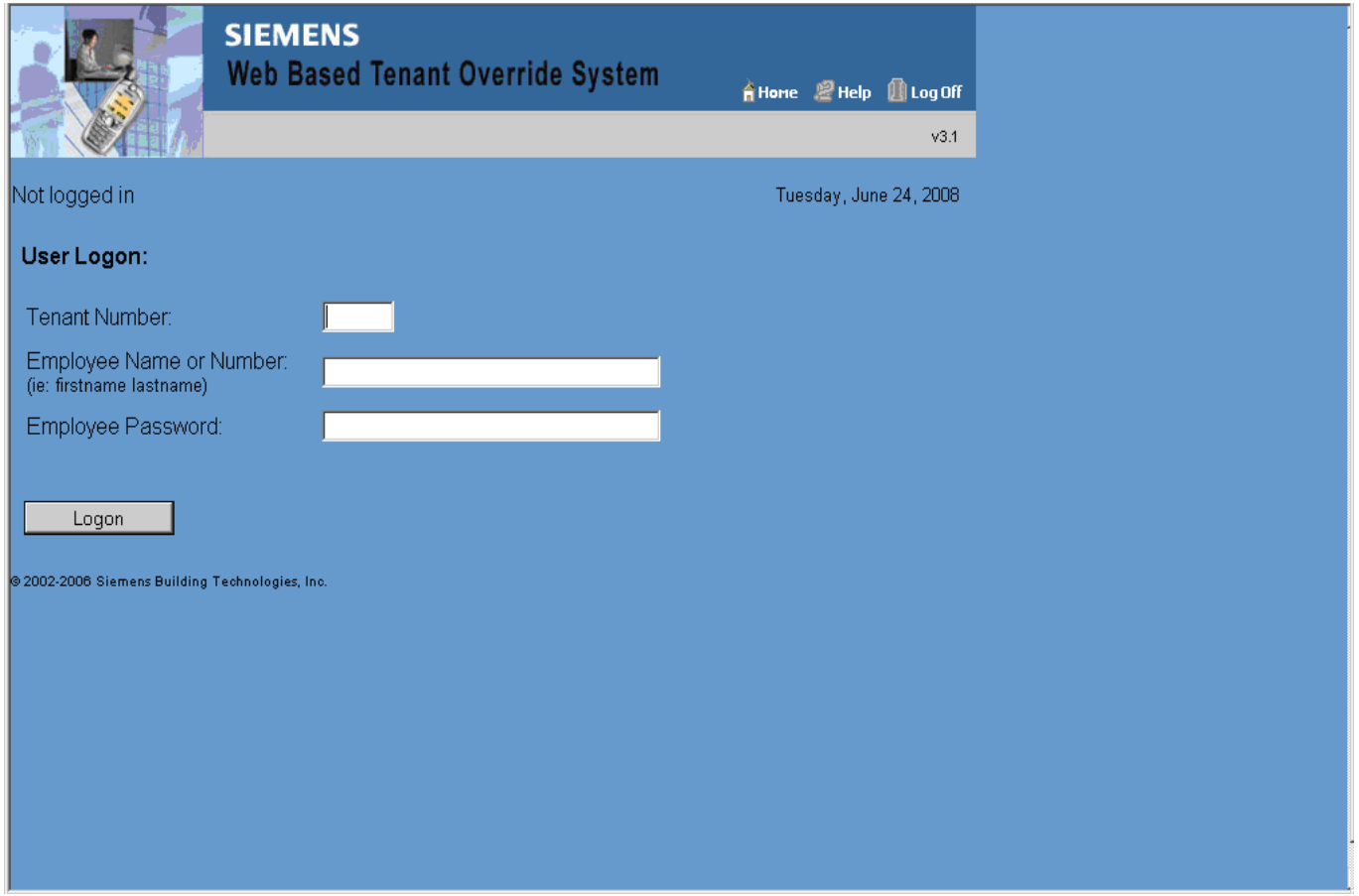
Siemens Web Tenant Override System



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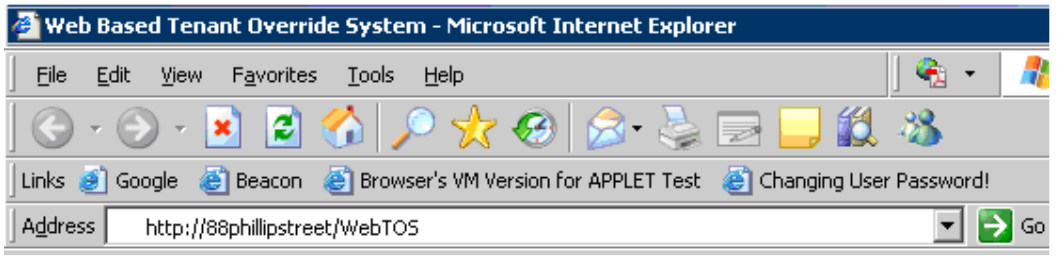
Website and Log On

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



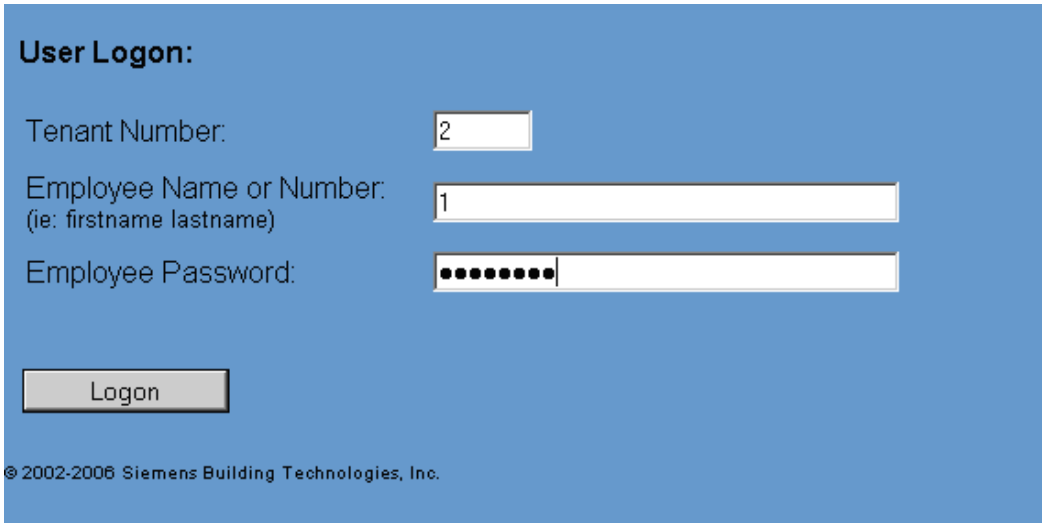
At the User Logon screen fill in the following:

Tenant Number:

Employee Name or Number:

Employee Password:

Click on the Logon button



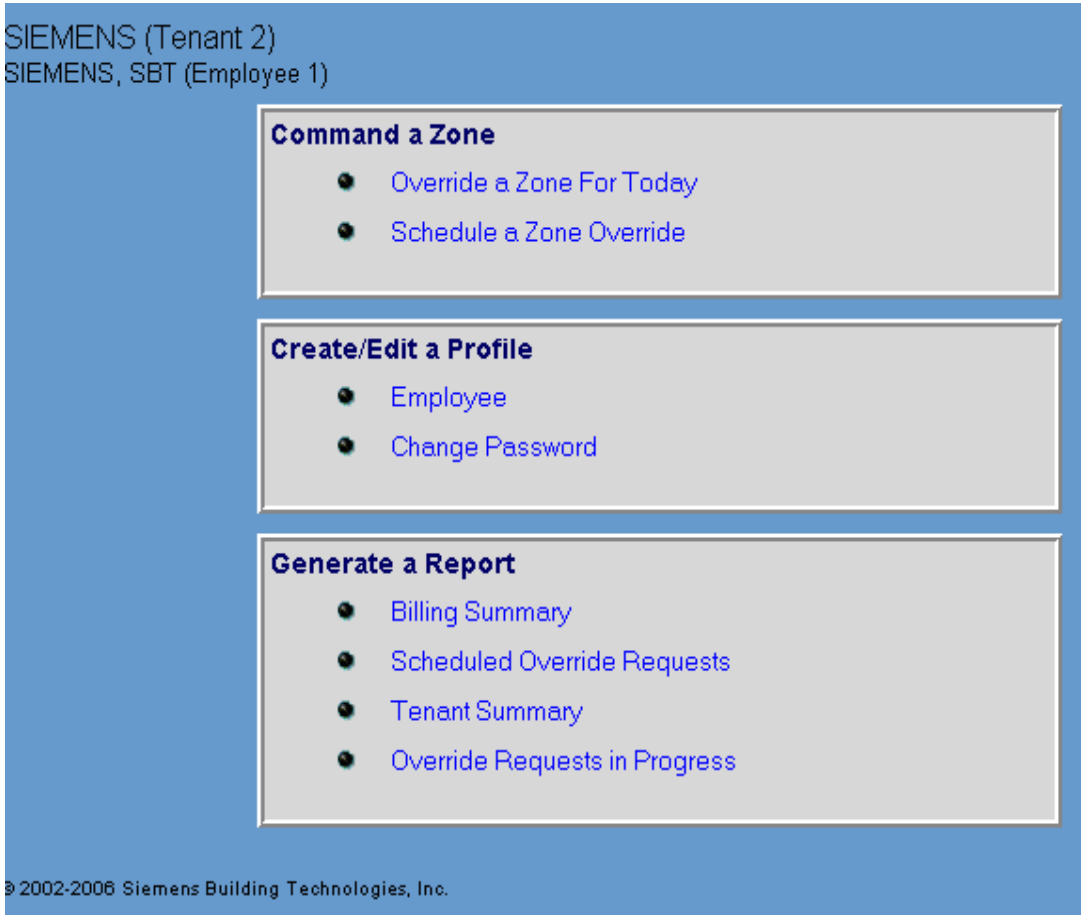
Main Menu

Main Menu options:

Command a Zone:
- Schedule air-conditioning right now or for later on today
- Create a daily, weekly or recurring schedule for future

Employee Profiles:
- Add or modify an Employee who can access the system
- Change your own password

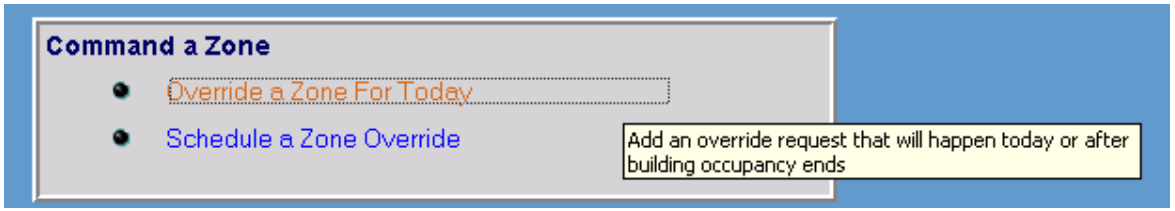
Generate Reports:
- Billing Summary report
- Report on Scheduled Override Requests
- Tenant Summary report
- Report on current requests in progress



Command a Zone – For Today

Override a Zone for Today:

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



Select the Zone number:

- Only the zones you have access to are shown

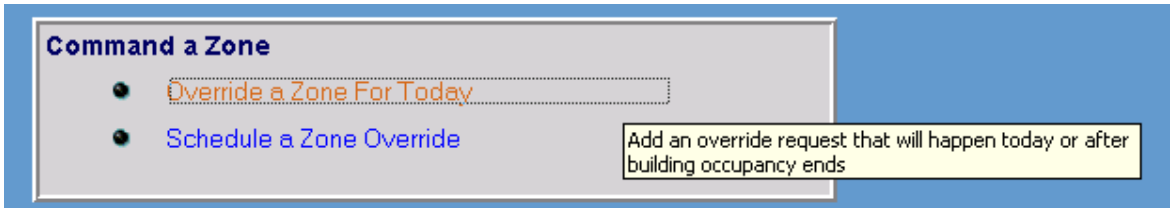
Select the Duration in hours:

- Choose how long you want the air-conditioning to run after the usual shut down time.

Command a Zone – For Today

Override a Zone for Today:

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



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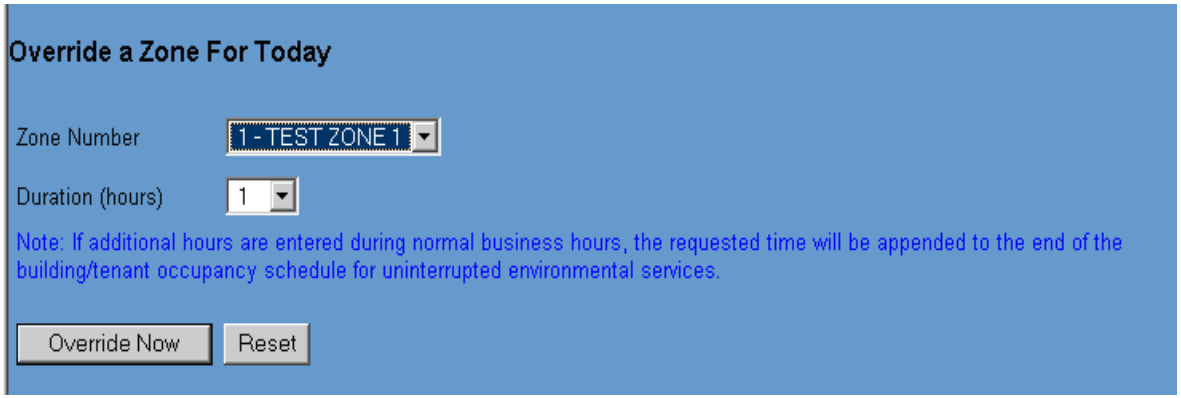
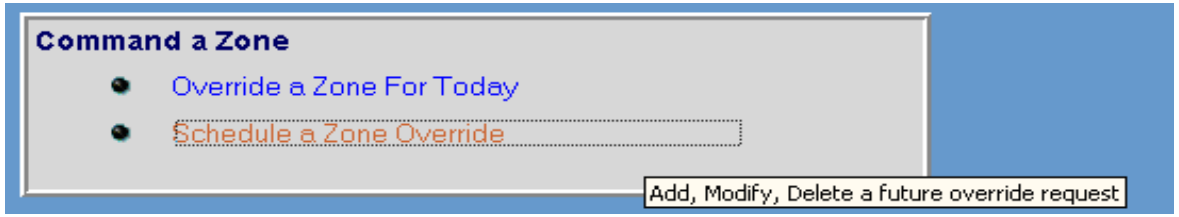


Override Now

Schedule a Zone Override – For Future operation

Schedule a Zone Override:

- Create a daily, weekly or recurring schedule for future



Confirm Employee number

Select the Zone Number:

Select the Frequency:

- Choose how long you want the schedule to run for

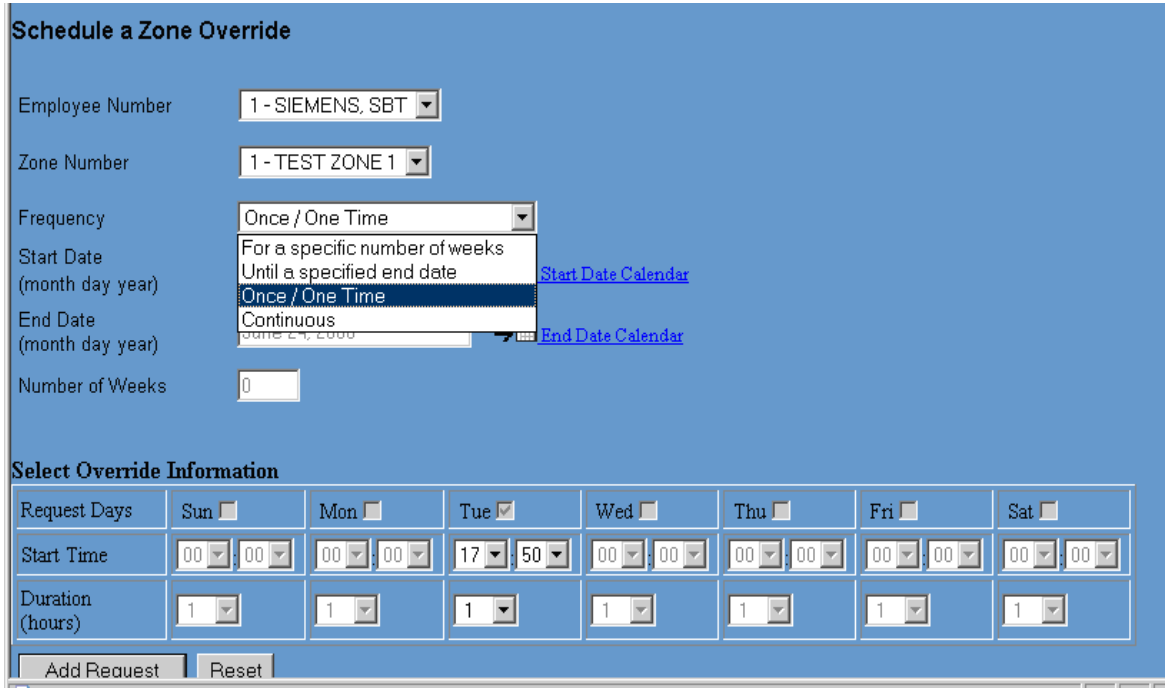
Start Date

End Date

Number of Weeks

Select Override Information

- Which Day, how long in hours

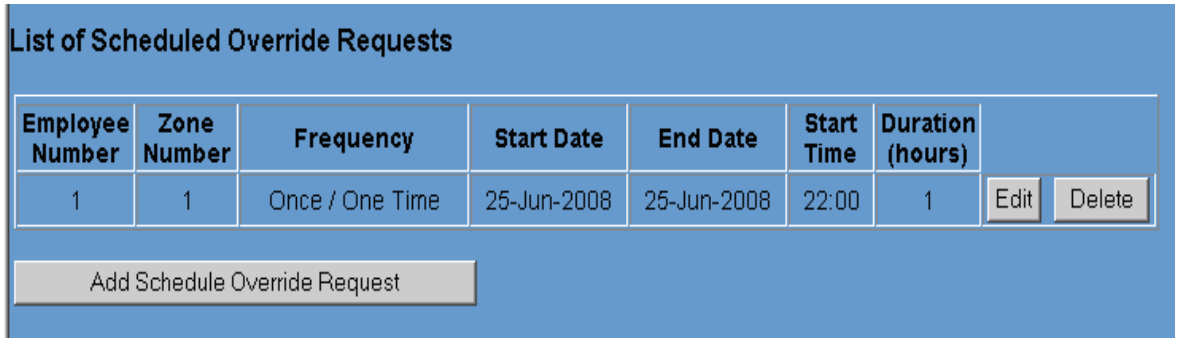


Schedule a Zone Override – For Future operation

Add Request

Click here to continue

Displays a list of existing Schedules



Home

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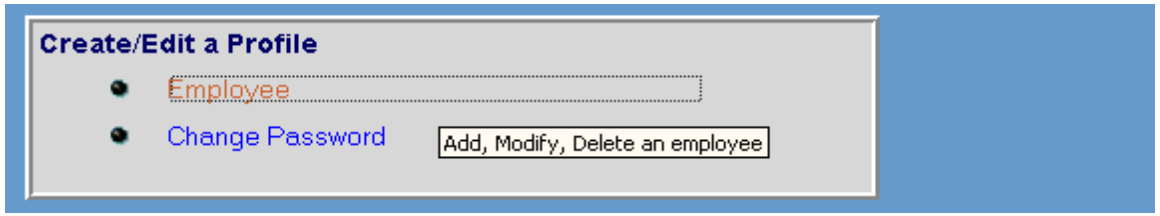
Employee – Users of the system

Employee:

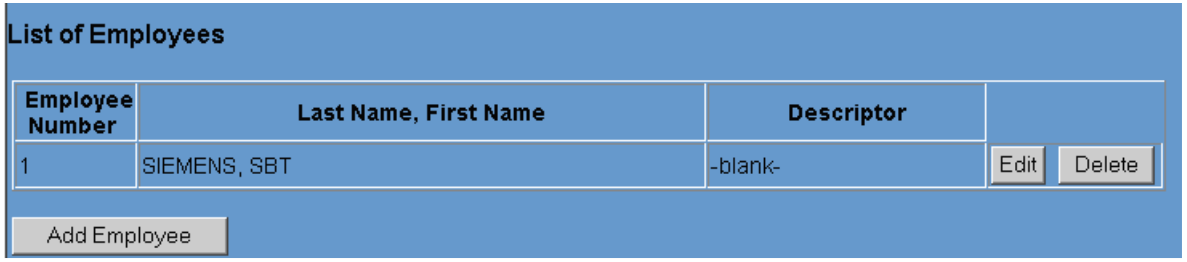
- Add, Modify, Delete an employee



Lists current Employees

Edit or Delete Existing

Add Employee



Employee – Users of the system

Add New Employee:

Employee Number:
- Unique number

Employee Descriptor

Last Name

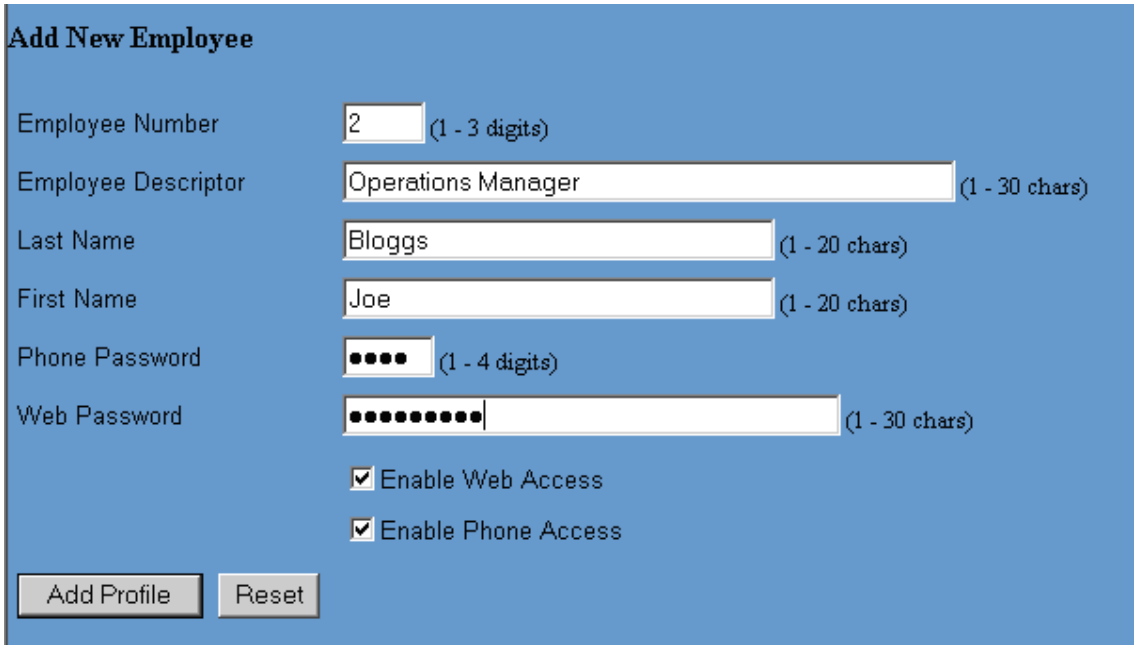
First Name

Phone Password – Not needed

Web Password

Enable Web Access

Add Profile

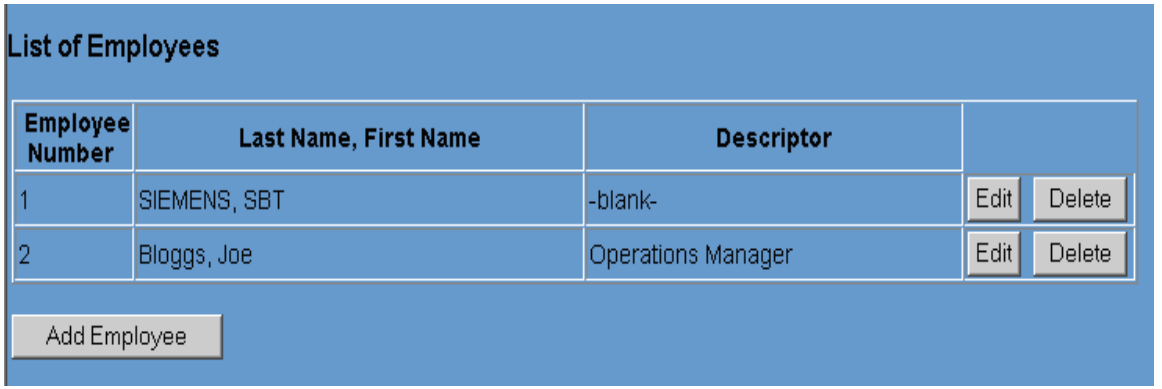


Employee – Users of the system

Employee successfully added

Click here to continue

List of Employees



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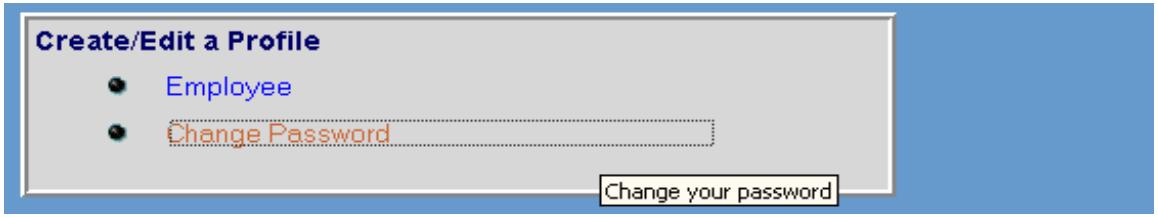
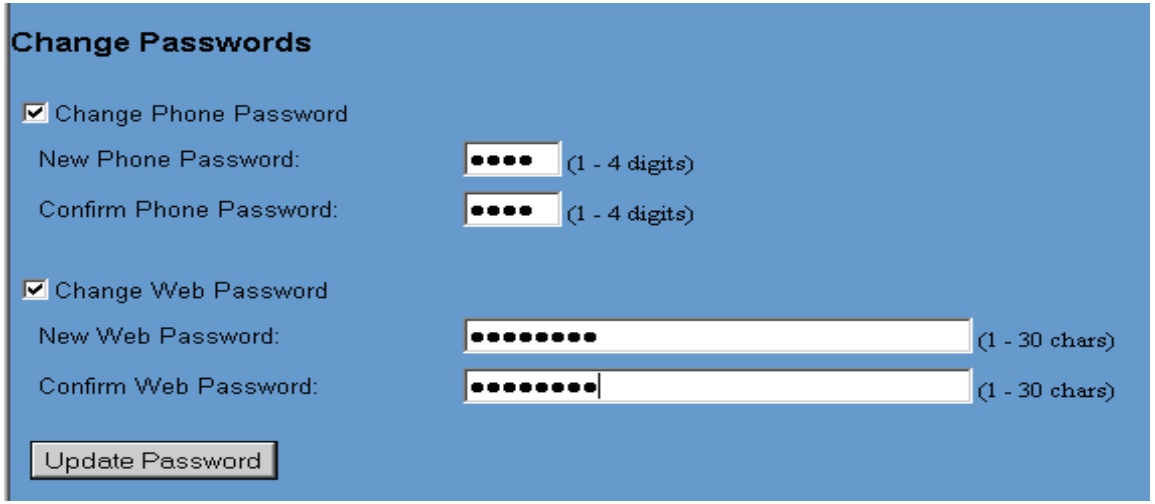
Employee – Change Passwords

Change Password:

- Change your own password



Change Passwords



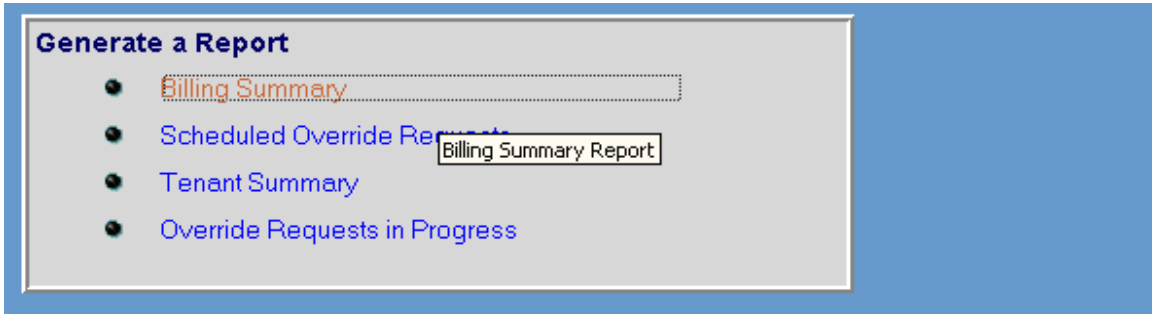
Update Password

Click here to continue

Reports – Billing Summary

Billing Summary:

- Bill for a set period



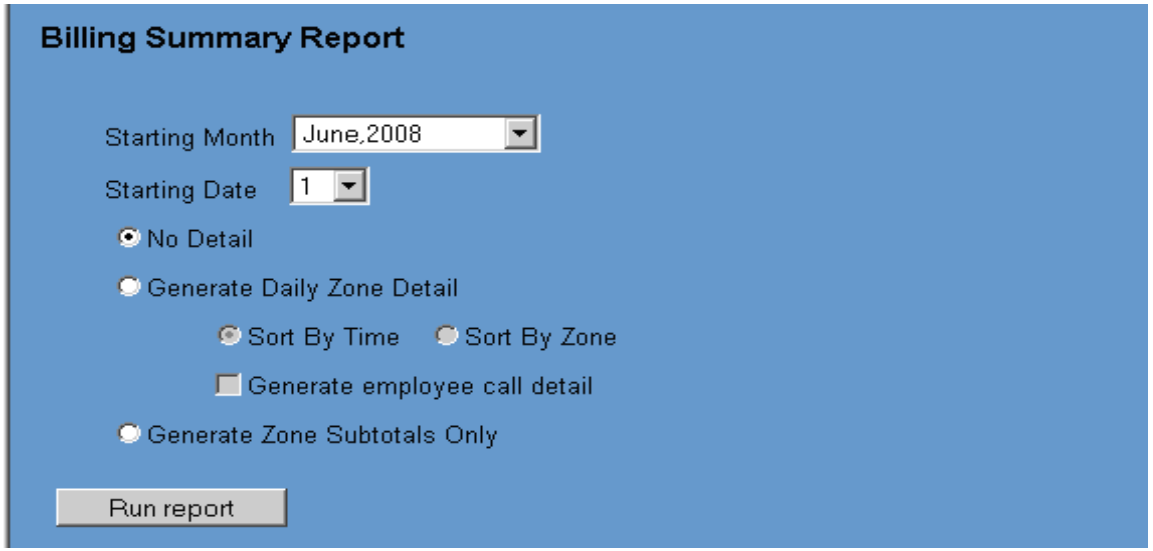
Reports – Billing Summary

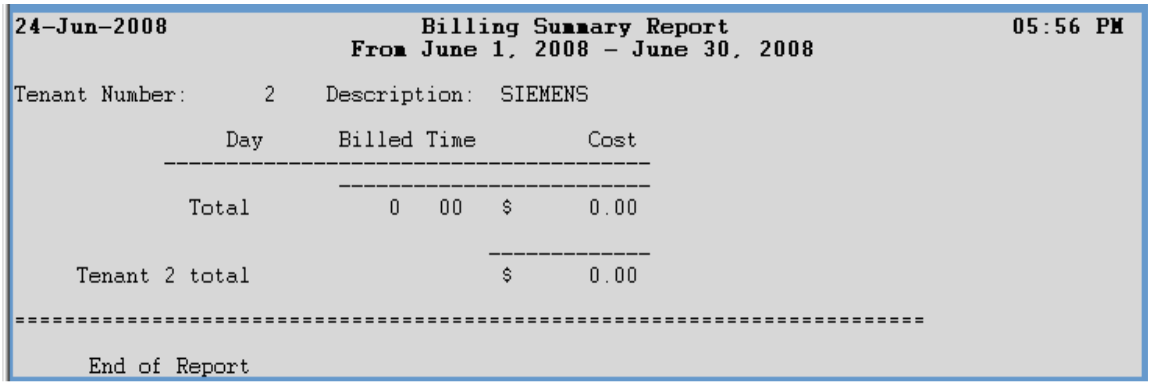
Starting Month

Starting Date

Detail or No Detail

Run Report





```
24-Jun-2008                    Billing Summary Report                    05:56 PM
                          From June 1, 2008 - June 30, 2008

Tenant Number:      2    Description:  SIEMENS

                Day      Billed Time         Cost
            ---------------------------------------
                         -------------------------
             Total           0   00   $      0.00

                                     -------------
    Tenant 2 total                   $      0.00
=======================================================================

     End of Report
```

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Reports – Scheduled Override Requests

Scheduled Override Requests:

- See what requests are scheduled in the system for future

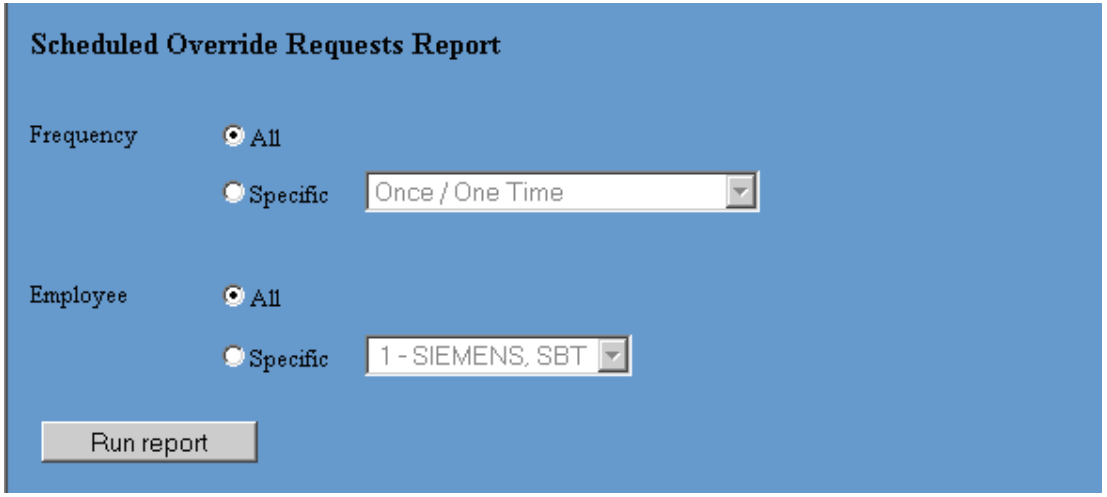
Reports – Scheduled Override Requests

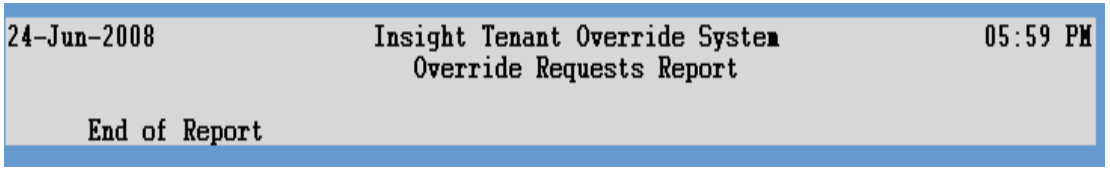
Scheduled Override Requests:

Frequency

Employee

Run Report





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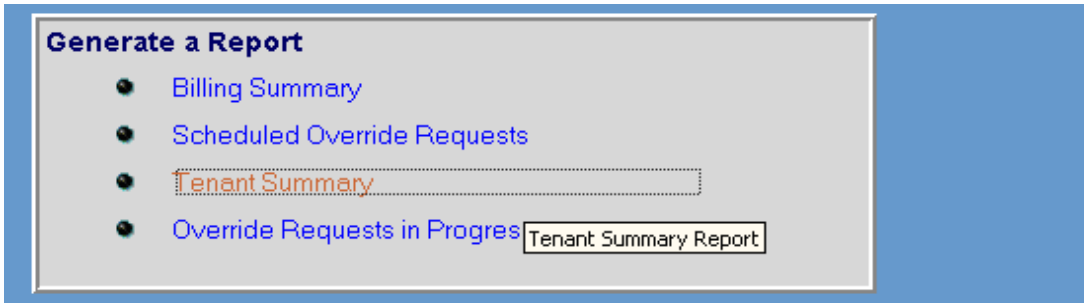
Reports – Tenant Summary

Tenant Summary:

- See Tenant and Employee details

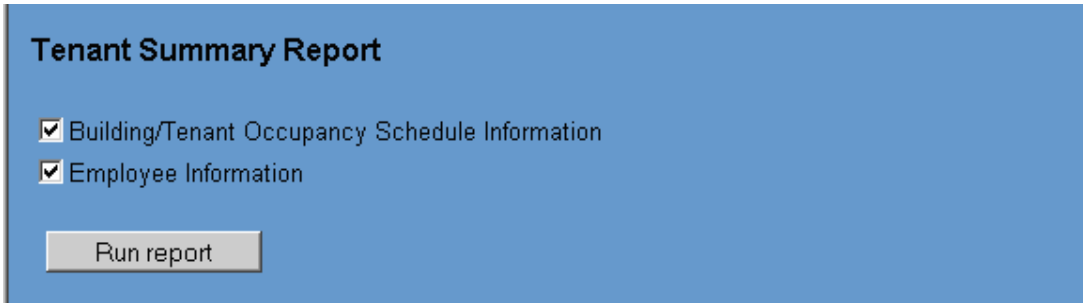


Reports – Tenant Summary

Tenant Summary:

Building / Tenant

Employee Information



Run Report

```
24-Jun-2008                  Insight Tenant Override System                  06:00 PM
                                  Tenant Summary Report

Building Occ Schedule    Description:  126 PHILLIP STREET

Schedule       Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday
 Start Time 1   07:30    07:30      07:30     07:30   07:30
 Stop  Time 1   18:30    18:30      18:30     18:30   18:30

Tenant Number:      2    Description:  SIEMENS

Schedule 1 is using the Building Occupancy Schedule

Schedule 2 is using the Building Occupancy Schedule

Schedule 3 is using the Building Occupancy Schedule

Employee Number:     1   Description:  OPERATIONS MANAGER
 Name (Last, First):  SIEMENS, SBT
 Phone Access Enabled
 Web Access Enabled
 Tenant Reports Enabled
 Web Administrator
  Employee Edits Enabled
  Billing Reports Enabled

      End of Report
```

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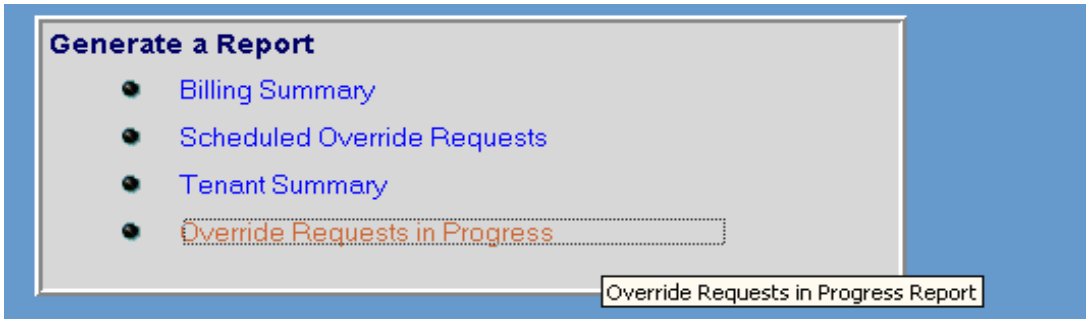
Reports – Override Requests in Progress

Override Requests in Progress:

- See what requests are in the system



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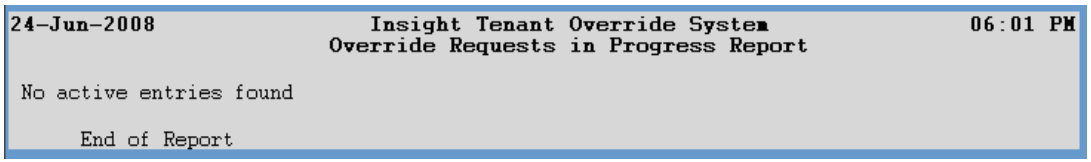
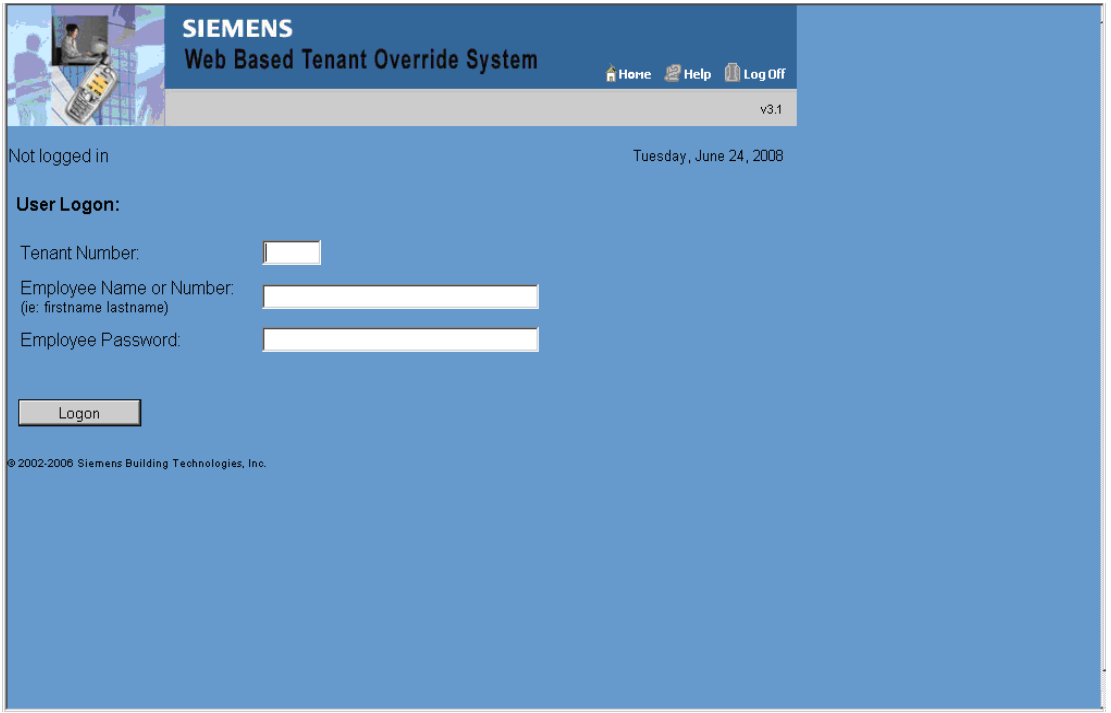


Log Off when Finished

Home

Help

Log Off

Close Browser