DV3103 – Alarm Latching

Scope	Outline the difference between latching and non-latching alarms, and demonstrate where this setting is located on an existing asset.
Purpose	Latching alarms should be used when your organization would like to have all Asset alarms noted and corrective action taken.
Applicable User Groups	All Users (Administrator, Group Administrator, General User)
	Note: General Users will not have access to set an alarm to latching, and Group Admins will only be able to see and set an alarm to latching on an Asset assigned to a group to which they are assigned as well.
Requirements	To set an alarm to latching, users must be logged in with System Admin or Group Admin credentials.

Overview

An alarm state on a system Asset can be either latching or non-latching. This option is set per Asset per Alarm Type (see related documents for more information on Alarm Types). The primary difference between latching and non-latching comes into play when closing an alarm. If latching is enabled, a user must acknowledge and inhibit or close an alarm manually by taking corrective action before it is cleared in the system. If latching is not enabled, then user intervention is not necessary if an Asset readings return within normal range.

Alarm State Explanation

The alarm thresholds are set based on the monitoring needs of that sensor and input. When an input's reading exceeds (goes above or below) the acceptable thresholds set for that input, the system will trigger an alarm for that Asset. When an Asset is in an alarm state, it will show red in the ViewPoint system.

Latching vs. Non-Latching

To understand the difference between Latching and Non-latching alarms, assume the following scenario:
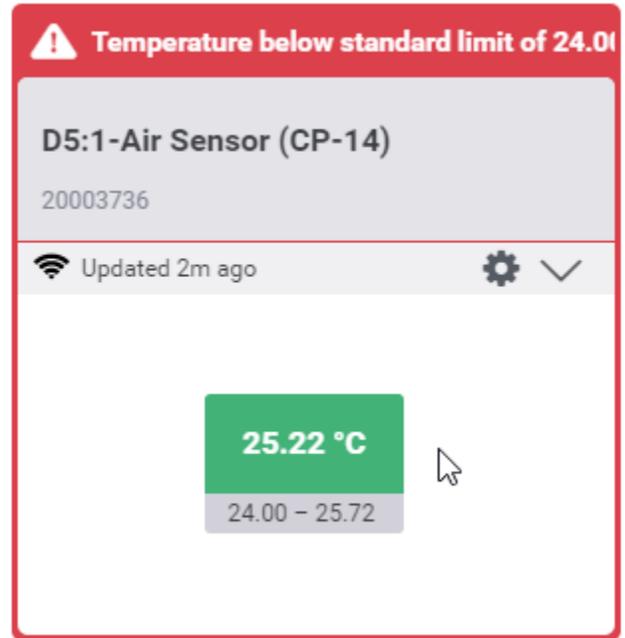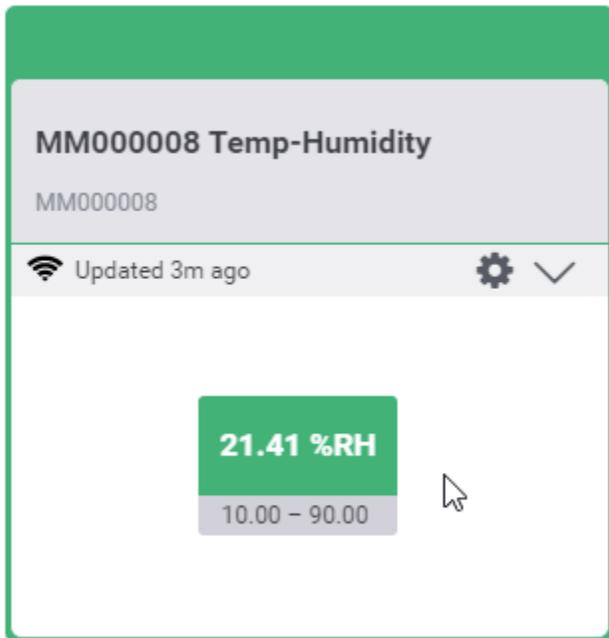1. An input's out of range readings cause the Asset to go into an alarm state
2. No action is taken by a user to either inhibit or clear the alarm state on that input
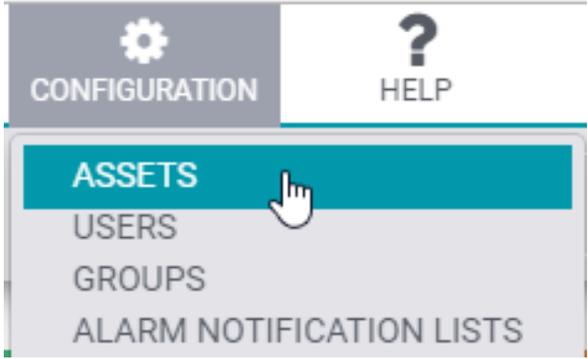3. After some amount of time the readings then come back within the acceptable range

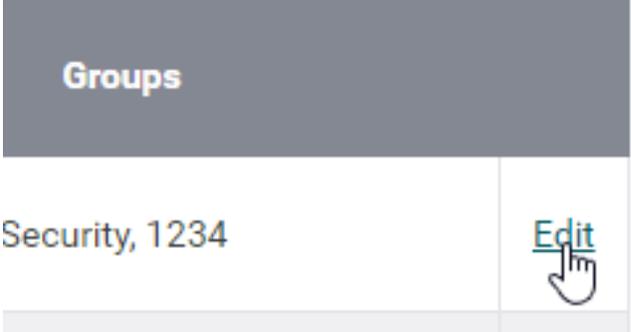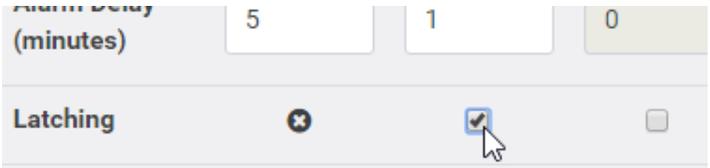| Non-Latching	Latching
The Asset and the input will appear normal (green) in the system, and no action is required of a user.	The input will appear normal (green) in the system, but the Asset will still appear in the alarm state (red) in the system. A user is required to acknowledge and either inhibit or close the alarm by taking corrective action. (See related documents on how to inhibit and clear alarms)

Process: Setting Latching on an Alarm

Step 1	From the ViewPoint Home Screen, navigate to the **CONFIGURATION** menu and select **ASSETS**	

Results: This will open the Asset Configuration screen.

Note: Latching preferences can be set when adding an Asset to the system, but this document will demonstrate editing an Asset already on the system.

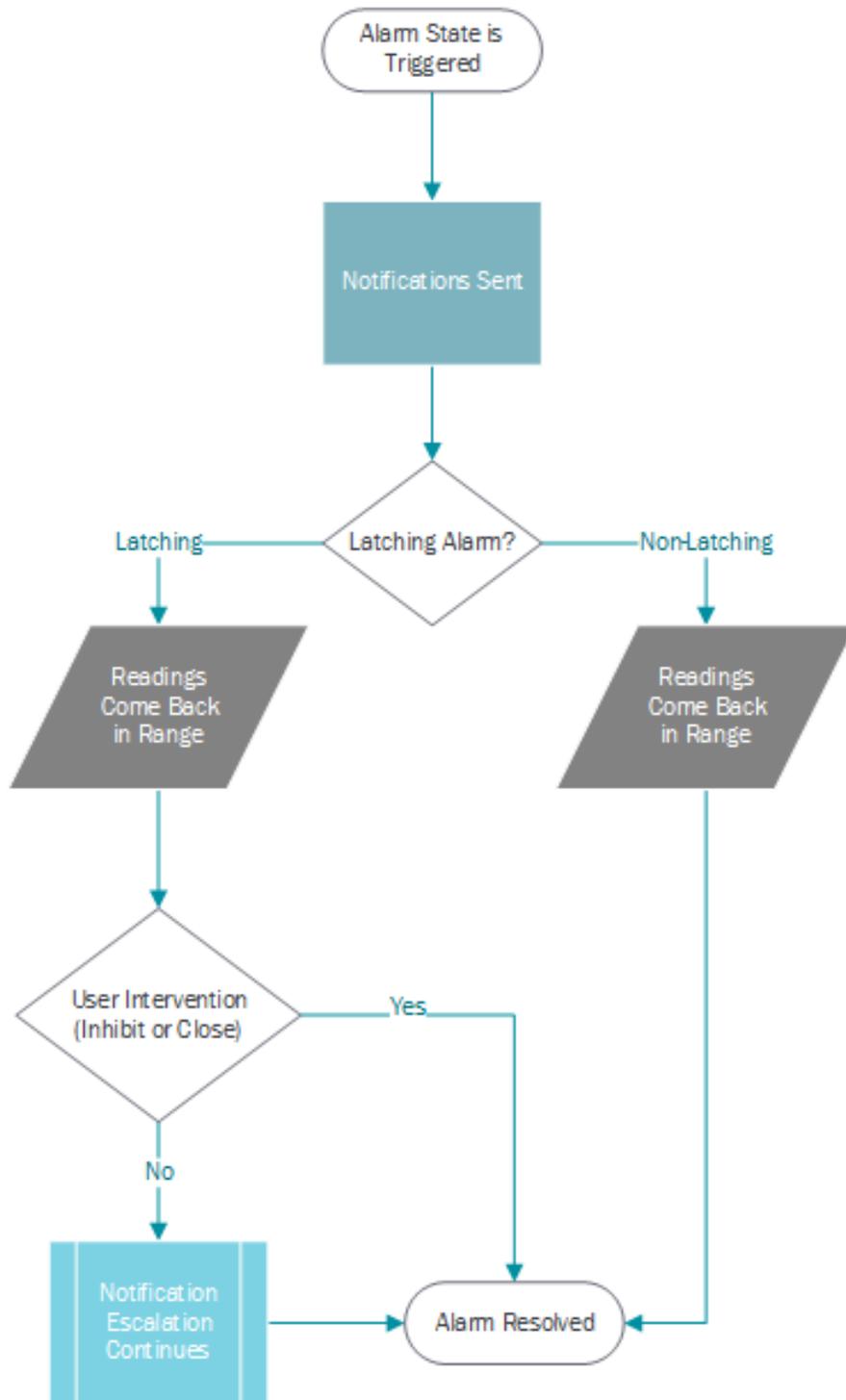|		
Step 2	Locate the VPx sensor you want to edit in the list of Assets and click Edit in the rightmost column of the of the Asset list. **Note:** Make sure you are selecting the Edit link on the line of the Asset you would like to edit.	

Results: This will bring up the Asset settings screen.

Step 3	Navigate to the Inputs section at the bottom of the page. The latching settings are located under the different Alarm Limits. **Note:** If you have multiple inputs on an Asset, make sure that you are editing the latching settings for the correct input.	

Results: The Standard and Emergency alarm limits can be set to Latching by ticking the box under that alarm. As is shown above with the "X" the Pre-Alarm cannot be set as latching. If your organization has 21 CFR Part 11 activated (this is activated by default), then you will have to enter your credentials to authenticate the change.

Step 4	Enter your username and password.	Username Password

Results: This will authenticate the process, and add your credentials to the change log to show who added the user and when.

Step 5	Click Save button to save changes.	Cancel Save

Results: Latching options have now been updated. The next alarm state triggered by the input will be handled according to the new latching settings.

Latching vs. Non-Latching Alarms Flow Chart

Related Documents

Document No.	Title	Scope
DV3101	Alarm Criteria: Thresholds and Alarm Delay	Define alarm criteria for an Asset input and demonstrate where to edit alarm criteria settings for an input.
DV3102	Alarm Types: Pre-Alarm, Standard, Emergency	Define alarm types for an Asset input and demonstrate where to edit alarm types based on desired alarm criteria.
DV3105	Alarm Handling: Inhibiting an Alarm	Disabling system notifications for an Asset by temporarily Inhibiting an Alarm for an Asset which is in an Alarm state.
DV3107	Alarm Handling: Closing an Alarm	Resolving an Alarm and Filing a Corrective Action for an Asset which is in an Alarm state.