DV3303 – Alarm Notification List Setup

Scope	Demonstrate how to set up Alarm Notification Lists
Applicable User Groups	Administrator, Group Administrator
Requirements	User must be logged into the ViewPoint system with Admin or Group Admin privileges. To create Alarm Notification Lists from all users requires Admin privileges.
	Note: Group Admins will only be able to create Notification Lists from users in the groups for which they are Admins
Purpose	Creating Alarm Notification Lists can be used to create Escalation Sequences during schedule setup. See related documents for more information on schedule setup.

Process

Step 1	From the ViewPoint home page, navigate to the **Configuration** menu and select **Alarm Notification Lists**	
Results: This will bring up the Alarm Notification List Configuration screen.		
Step 2	To create a new Alarm Notification List, click the New button under Alarm Notification Lists left sidebar.	
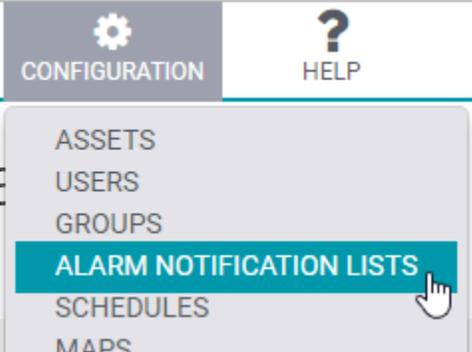
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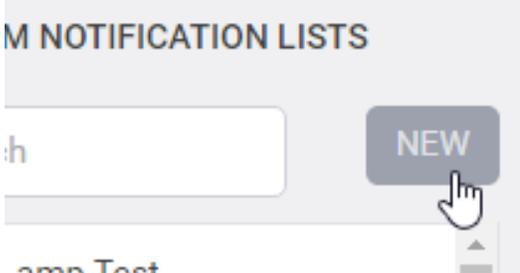
Results: This brings up the option to make changes to a blank list.		
Step 3	Click the green "Click to make changes" button	
Results: You will be prompted to enter your user name and password.		
Step 4	Enter your username and password	
Results: This will authenticate the process, and add your credentials to the change log to show who added the user and when.		
Step 5	Click Authenticate	
Results: You can now name the new notification list, and add a description of the list.		
Step 6	Type a List Name and a short description (optional).	
Results: The Alarm Notification List name is how the lists are organized. The name can be alpha-numeric. The name should be descriptive to make it easier to distinguish as more notification lists are created.		
Step 7	Click Save	
Results: A notification will show that the list was created and saved. Now Users can be assigned to the Notification List.		
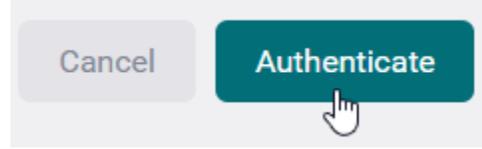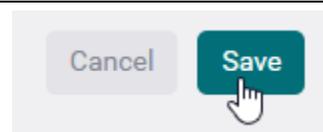
Step 8	Select Users to add to the group from the list of available users by clicking on the user name line. To select multiple Users at once, either SHIFT + Click over several Users that appear together or use the Select All button.	**NON MEMBERS** Search SELECT ALL Chien, Roy - Text Number ChienL, Roy - Primary Email Cover, Derek - Primary Email
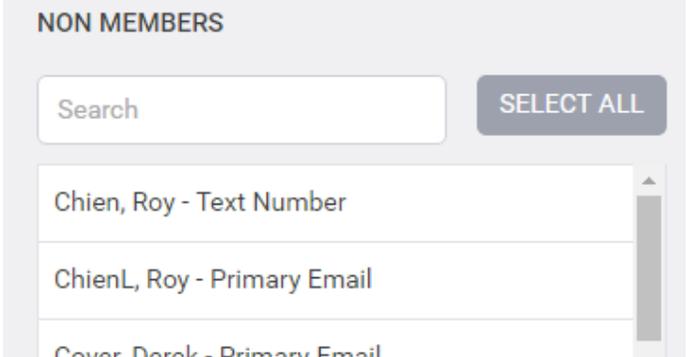
Results: Once one or more Assets are highlighted they can be moved to the right side into the Members area.

Note: When setting up a user, there are several contact options available including Primary and secondary email, and Text message phone number (see related documents for more information on these options). Each contact method which is set up on a given user's account will show after their name as separate line items (e.g. User Name – Primary Email, and User Name – Phone Number are different lines and can be added separately but refer to the same user).

Step 9	Click the Right Arrow button to assign the selected Users and associated contact method as Members	> <

Results: Once the Users appear in the Member side then they are assigned to the Alarm Notification List. Repeat the process of assigning Users as Members until all the Users and relevant contact methods are in the Member area.

Step 10	Click the Click to lock button to finish editing and save the list.	🔓 Click to lock ✓ Au

Results: The list is now saved and closed to editing.

Notes and Comments

None

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.
DV3103	Alarm Latching	Outline the difference between latching and non-latching alarms, and show where this setting is located on an existing asset.
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.
DV3106	Local Audible & Visual Alarm on VPx Sensor	1. Establishing VPx sensor Local Audible & Visual Alarm settings 2. Mute the alarm at the sensor (this does not affect the system alarm handling)
DV3107	Alarm Handling: Closing an Alarm	Resolving an Alarm and Filing a Corrective Action for an Asset which is in an Alarm state.
DV3108	VPx Sensor Min/Max Reset	Reset the Min/Max readings on the VPx sensor.
DV3110	User & Equipment Groups	Setting up new user groups and assigning users and assets to the newly created group.

DV3302	Set Up - User Account	Demonstrate how to set up a new user account.