

OpenEnterprise Notes View Reference Guide (V2.83)

Contents

1	Notes View	1
2	Configuration	2
2.1	General Page	2
2.1.1	Current User	3
2.1.2	Silence	3
2.1.3	Allow Runtime Configuration	3
2.1.4	No Warning on Removal of Notes	3
2.1.5	Create New Note on Startup	3
2.1.6	Configure Default Recipient Dialog	3
2.1.6.1	To Field	4
2.1.6.2	Recipient Text Field	4
2.1.7	Create Menu	4
2.1.8	Use Sub Menu	4
2.2	Display Page	4
2.2.1	Current User Only	5
2.2.2	Current User and Objects	5
2.2.3	Custom	5
2.2.4	Background Colour	5
2.3	Database Page	5
2.3.1	Notes Database	6
2.3.2	Connection Status	6
2.3.3	Display Connection Status	6
2.4	Attributes Page	7
2.4.1	Available Attributes	7
2.4.2	Selected Attributes	7
2.4.3	Add Attribute Button	7
2.4.4	Add All Button	7
2.4.5	Remove Attribute Button	7
2.4.6	Remove All Button	7
2.5	Notification Page	7
2.5.1	Play Sound	8
2.5.2	Sound File	8
2.5.3	Output Message Box	8
2.5.4	Message	8
2.6	TimeZone Page	8
2.6.1	Adjust Time Zone	9
2.6.2	Time Zone	9
2.7	Aliases Page	9
2.7.1	Permanently Resolve Aliases	10
2.7.2	Alias	10
2.7.3	Resolved To	10
2.7.4	Default Value	10
2.8	Priorities Page	10
2.8.1	Use Priority Descriptions	10
2.8.2	Priority	11
2.8.3	Enable	11

2.8.4 Description..... 11

3 Runtime 12

3.1 Modify Note Dialog..... 12

3.2 Forward Note 13

3.3 View Note Dialog..... 13

3.4 Delete Note 14

3.5 Create Note - Details Page 14

3.5.1 From 15

3.5.2 To..... 15

3.5.3 Recipient Field..... 15

3.5.4 Select Recipient Dialog 16

3.5.5 Subject..... 16

3.5.6 Text..... 16

3.6 Create Note - Type Page 16

3.6.1 Standard Note 17

3.6.2 Expiring Note 17

3.6.2.1 Date Time Configuration Dialog..... 17

3.6.2.1.1 Actual Time..... 18

3.6.2.1.2 Time..... 18

3.6.2.1.3 Date 18

3.6.2.1.4 Relative Time..... 18

3.6.2.1.5 Set Relative Time Fields..... 18

3.6.3 Alarmed Note..... 19

3.6.3.1 Alarm Time Field..... 19

3.6.3.2 Date Time Configuration Dialog..... 19

3.6.3.2.1 Actual Time..... 19

3.6.3.2.2 Time..... 20

3.6.3.2.3 Date 20

3.6.3.2.4 Relative Time..... 20

3.6.3.2.5 Set Relative Time Fields..... 20

3.6.3.3 Additional Text Fields..... 20

3.6.3.4 Alarm Priority Field..... 20

3.6.3.5 Priority Selection Dialog..... 20

3.6.3.5.1.1 Priority Numbers Displayed..... 21

3.6.3.5.1.2 Priority Descriptions Displayed 21

3.7 Print All Notes 21

3.8 Print Selected Notes 21

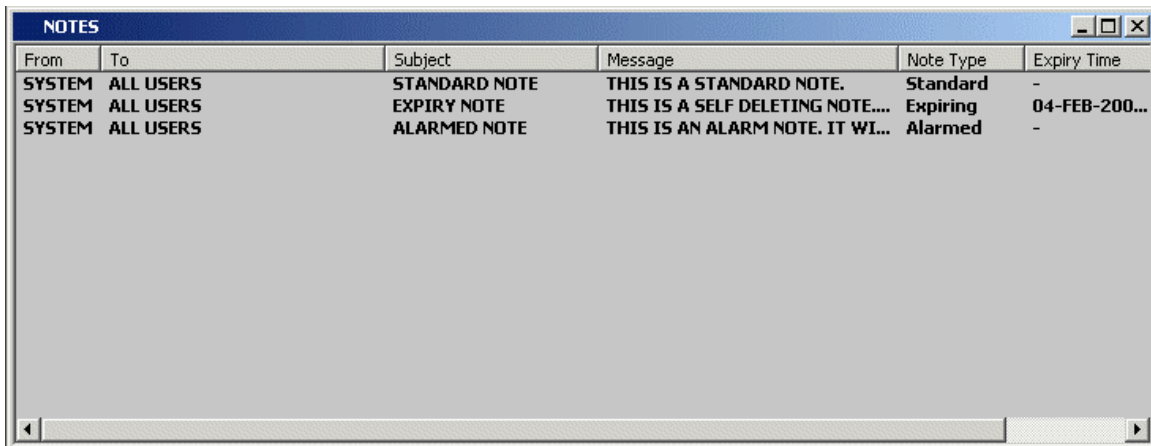
4 Index 22

1 Notes View

The OpenEnterprise Notes View component enables an OpenEnterprise user to send and view SCADA specific messages. There are three types of Note: Standard, Expiry and Alarmed. Notes may be sent to users, signals or other objects (such as RTUs).

Notes can be used to disseminate useful information. For instance, Notes sent directly to OpenEnterprise users can inform them of important events as they happen.

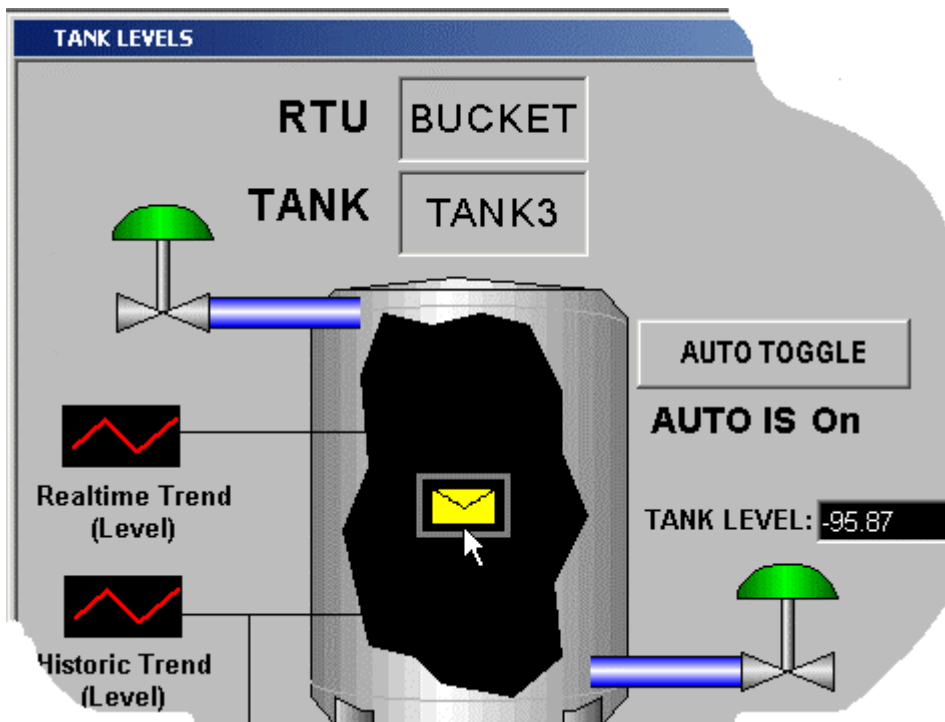
An example of the Note View component is shown below, containing an instance of each type of note. Each note in the example displays the sender, the intended recipient(s), the Subject, Message, Note type and Expiry time. Other Note attributes are also available for display.



The screenshot shows a window titled "NOTES" with a table containing three rows of note data. The columns are From, To, Subject, Message, Note Type, and Expiry Time.

From	To	Subject	Message	Note Type	Expiry Time
SYSTEM	ALL USERS	STANDARD NOTE	THIS IS A STANDARD NOTE.	Standard	-
SYSTEM	ALL USERS	EXPIRY NOTE	THIS IS A SELF DELETING NOTE....	Expiring	04-FEB-200...
SYSTEM	ALL USERS	ALARMED NOTE	THIS IS AN ALARM NOTE. IT WI...	Alarmed	-

Notes attached to objects (such as an RTU) can be accessed by users from automated displays which contain the object, updating them concerning the reasons for unusual operational behaviour (see the example below).



2 Configuration

To configure any View, the component must be placed into configure mode. This can be done in three ways from within the Desktop.

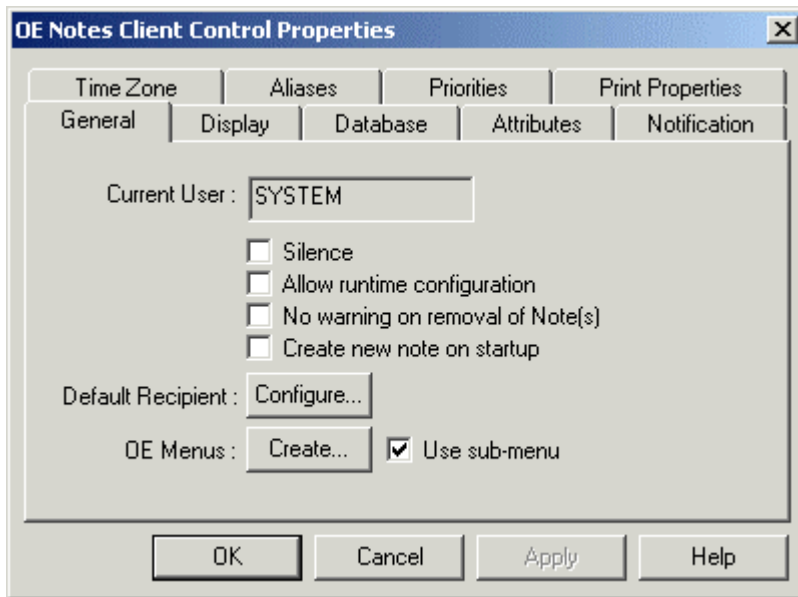
1. Select the Desktop>>Mode>>Configure option from the Desktop's menu bar. This places every window in the Desktop into configure mode.
2. With the View window in focus, select the File>>Mode>>Configure option from the OpenEnterprise Desktop's menu bar. This places the selected component only into configure mode.
3. With the View window in focus, press the **[Ctrl]** and **[M]** keys on the computer keyboard simultaneously. This will place the selected View into configure mode. Doing the same again will toggle it back into runtime mode.

Once the View component is in configure mode, the Property Pages (which is where configuration takes place) can be accessed by right clicking on the View and selecting the 'Properties' option, as shown in the example below:-



2.1 General Page

The General Page is the default Property Page. Navigate to the other property pages by clicking on it's tab.



2.1.1 Current User

This is a non-editable text field that shows the currently logged on user

2.1.2 Silence

If this check box is checked, then the Notes View will not play a sound, beep or output any message boxes when a new note arrives.

2.1.3 Allow Runtime Configuration

If this option is checked, then the 'Properties' option will be appended to the Notes Context menu (accessed by right clicking on the Note View).

This will give the user the ability to access the property pages while the Notes View is in Runtime.

2.1.4 No Warning on Removal of Notes

This options dictates whether the Notes View will display a cautionary message before the deletion of notes.

2.1.5 Create New Note on Startup

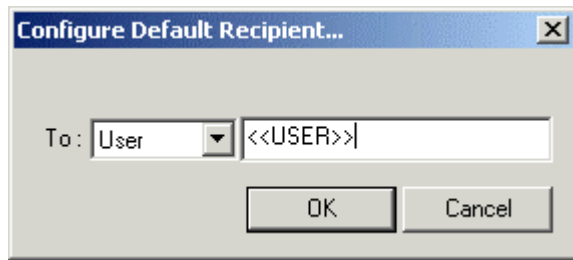
If this option is checked, then the Notes View will launch a Create Note dialog whenever it loads in this file. This option primarily works in conjunction with Alias support in the Notes View.

This feature enables a system to be configured where a user can select an object (from a list of SCADA Users in the SQL Viewer, for example) and use the Message Bus (an OpenEnterprise Menus feature) to invoke the Notes View.

The Notes View instance will then open a new note dialog and resolve the name of the recipient that was passed across as an alias.

2.1.6 Configure Default Recipient Dialog

Select this button, and the Configure Default Recipient Dialog will open up: -



2.1.6.1 To Field

This consists of a drop-down list and an editable text field. The drop-down list gives three options: -

- User
- Signal
- Object

In the example, User was selected.

2.1.6.2 Recipient Text Field

In the editable text field, an alias is typed (distinguished by the double chevrons at the beginning and end of the word).

This means the Notes View will replace the <<USER>> alias with a parameter passed to it via the OpenEnterprise Message bus.

The name of an actual user can also be entered, in which case this configured Notes View would automatically try to create notes only for that SCADA user each time it was opened.

2.1.7 Create Menu

This feature invokes the Menu Editor and allows the configuration of custom menu items. See Menu Editor Help for further information.

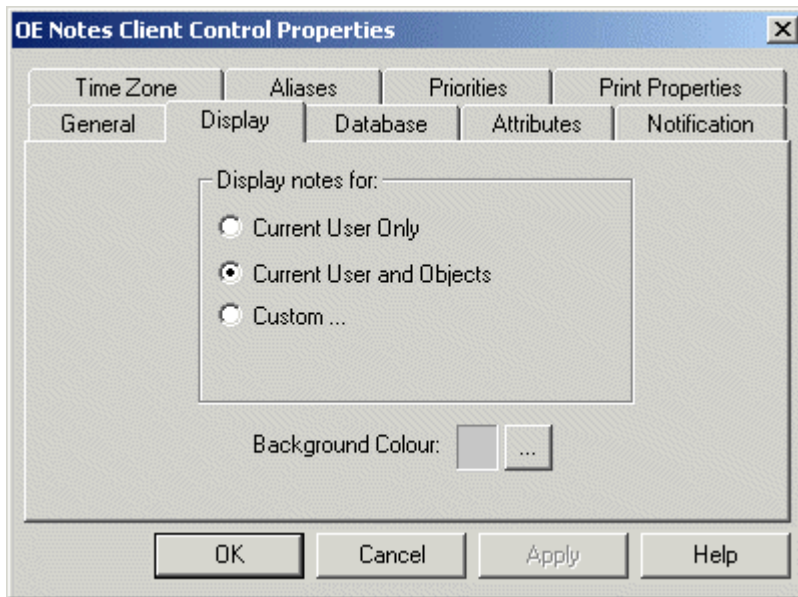
2.1.8 Use Sub Menu

If checked then the custom Menu items will appear under a sub-menu within the Notes context menu, called 'Custom'.

If unchecked the OpenEnterprise Menu commands will appear as part of the main context menu.

2.2 Display Page

The Display Page enables the user to configure the type of notes that will be displayed in the saved Notes file (with an extension of .NCD). Navigate to the other property pages by clicking on it's tab.



2.2.1 Current User Only

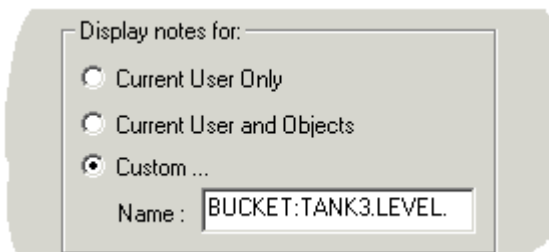
Selection of this option will display only sent or received Notes for the currently logged in user of the Workstation. No signal or object notes will be displayed.

2.2.2 Current User and Objects

If this option is selected, the user will be able to see their own sent and received Notes plus any object Notes having an access area within the user's operational domain.

2.2.3 Custom

Selection will open a further field into which the user should type the name of any single object within the scope of their defined access areas.



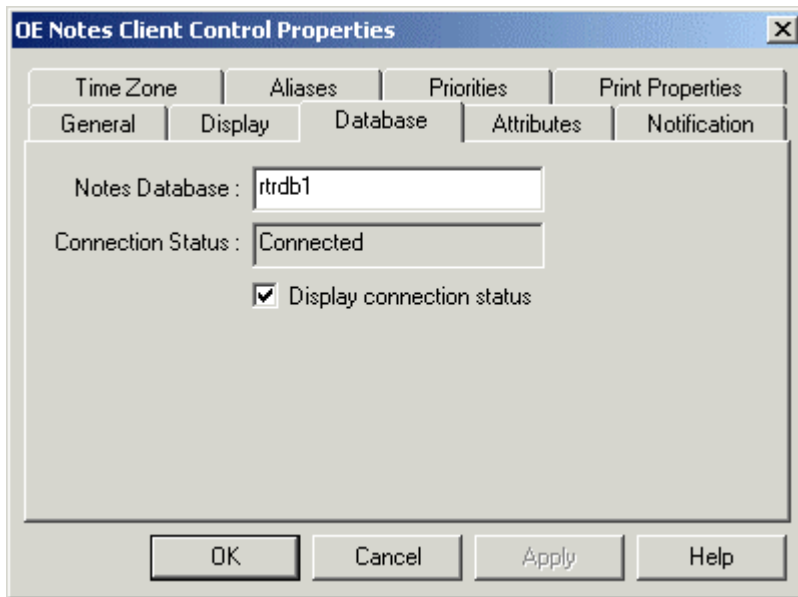
The Notes View will only display notes for the specified signal/object. Wildcards cannot be used.

2.2.4 Background Colour

Selection of the browse button to the right of the Colour Square will open a colour selection dialog. The user may then select an alternate colour for the background of the Notes View.

2.3 Database Page

The Database Page enables the user to specify the name of the Database that the Notes View should connect to. Navigate to the other property pages by clicking on it's tab.



2.3.1 Notes Database

The user should type the name of the Database from which the Notes View instance will search for Notes to display.

The usual Database naming conventions apply: -

Local Server - Workstation Installation

In this case, the Database and the Notes View will be running on the same machine, and therefore no IP address is needed. The Database is addressed by its TCP service name or the defined TCP port number. By default this is rtrdb1 or 11001. These values are set in the services file found in the `C:\%WinDir%\System32\Drivers\Etc` directory.

Remote Standalone Installation

The Database is referred to by the remote Server's DNS name, or IP address, followed by a colon, followed by the service name or number of the OpenEnterprise Database running on the Server - i.e. oeserv1:rtrdb1. The Server's DNS name may be given an alias by using the Hosts file found in the `C:\%WinDir%\System32\Drivers\Etc` directory.

Remote Redundant Servers

A Notes View connecting to redundant Servers must have the IP address of both Servers, as well as the service name of the Database. Each Server/service combination is separated by a comma - i.e. oeserv1:rtrdb1,oeserv2:rtrdb1.

Database Page

2.3.2 Connection Status

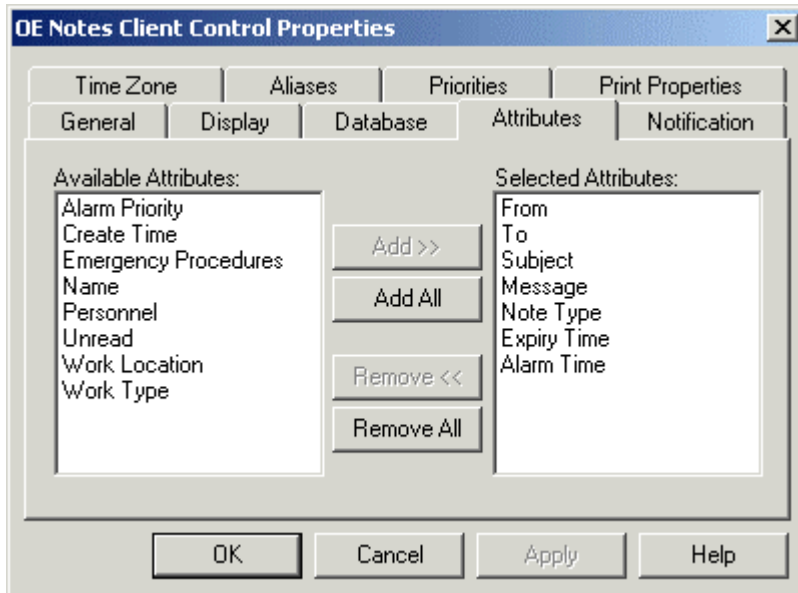
This non-editable field displays the connection status of the Notes View and the specified Database. If a database is not connected, the user cannot add new notes.

2.3.3 Display Connection Status

If checked Notes View will place its database name and connection status on the OpenEnterprise Desktop status bar when it has the focus.

2.4 Attributes Page

The Attributes Page enables the user to configure the attributes that will appear in the Notes View window. Navigate to the other property pages by clicking on it's tab.



2.4.1 Available Attributes

This is a list of all the available attributes for inclusion within the Notes View window.

2.4.2 Selected Attributes

This is the list of attributes that have been selected for inclusion in the Notes View window.

2.4.3 Add Attribute Button

Selection of this button will place any selected attributes into the Selected Attributes list. The button is only enabled once a selection has been made from the Available Attributes list.

2.4.4 Add All Button

This button will move every attribute from the Available Attributes list to the Selected Attributes list.

2.4.5 Remove Attribute Button

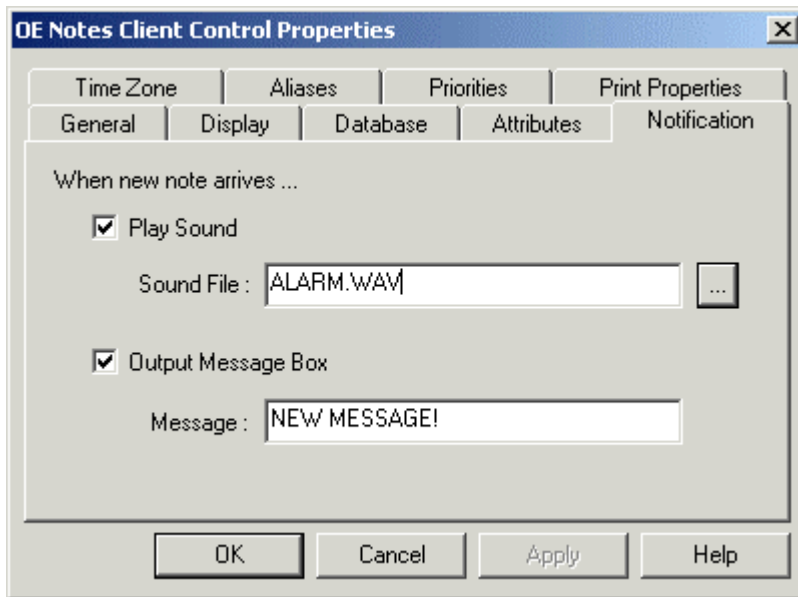
When selected, any attributes highlighted within the Selected Attributes list will be removed and replaced back in the Available Attributes list.

2.4.6 Remove All Button

Selection of this button will remove all attributes from the Selected Attributes list and replace them back in the Available Attributes list.

2.5 Notification Page

The Notification Page enables the user to configure notification of messages. When the user receives a new note a message box and/or a sound can be played. Navigate to the other property pages by clicking on it's tab.



2.5.1 Play Sound

If this box is checked, then the Sound File field and browse button will become enabled.

2.5.2 Sound File

The user should either type in the full pathname of the sound file to be used (it must be a *.wav file), or use the browse button to select a .wav file on the local computer.

If the Notes View cannot find the file, or there is no sound card installed in the Workstation computer it will provide a system beep when a new note arrives addressed to the currently logged in user.

2.5.3 Output Message Box

When this box is checked the Message field becomes enabled.

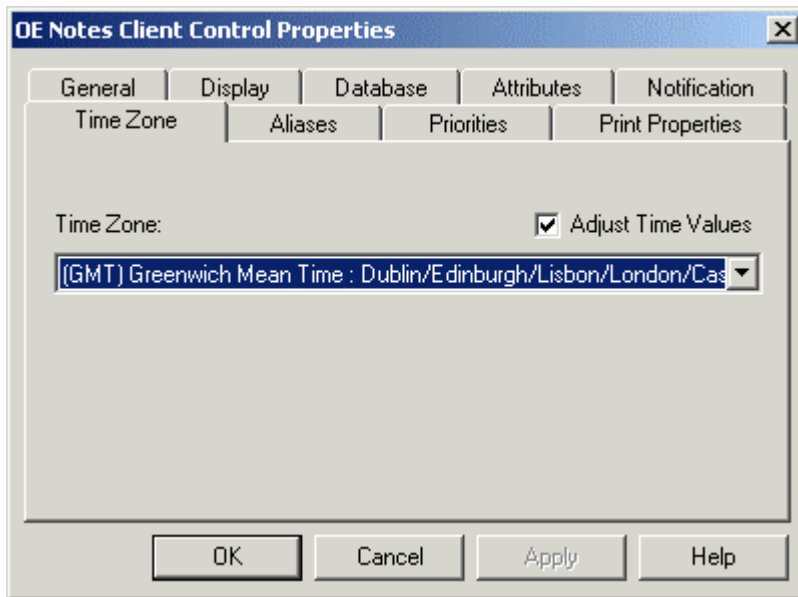
2.5.4 Message

The user can type in a message that will pop up on the computer screen when an Notes message is received for the logged in user.

Note: The notification is only handled when the Note received is to the currently logged on user. There will not be notification when an object/signal Note arrives.

2.6 TimeZone Page

The TimeZone Page enables the user to change the time zone of the saved Notes View file. All times will be shown in the time of the selected Time Zone. Navigate to the other property pages by clicking on it's tab.



2.6.1 Adjust Time Zone

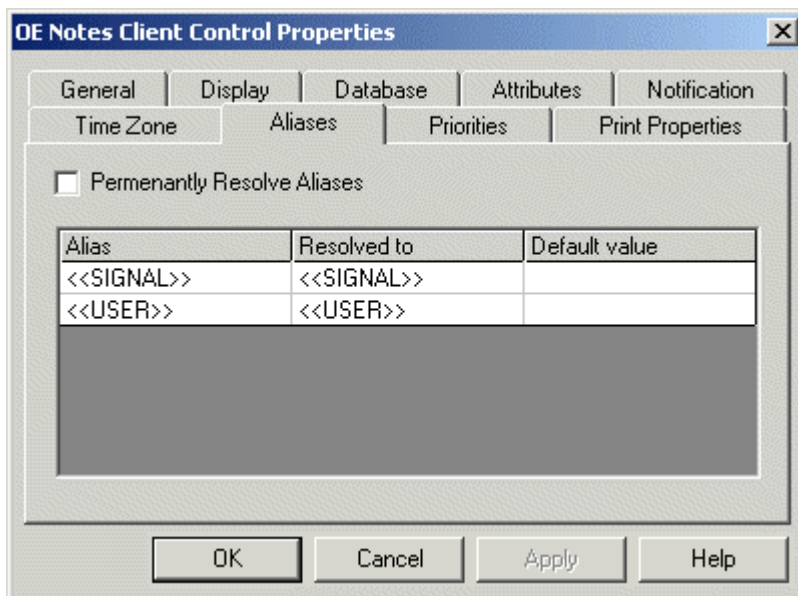
When this is checked the 'Time Zone' drop down list becomes enabled, and the user can select a new time zone for the Notes View.

2.6.2 Time Zone

This is a drop down list of all time zones. The default time zone for all Views is the physical time zone for which the Workstation is configured.

2.7 Aliases Page

The Aliases Page summarizes all of the aliases that are currently being used in the Notes View, and what they are currently resolved to. It allows the user to set a default value for each alias. Any edit box on the Property Pages of the Notes View supports Aliases (text strings enclosed in '<<' and '>>'). Navigate to the other property pages by clicking on it's tab.



2.7.1 Permanently Resolve Aliases

If checked, this will cause all the configuration options that contain aliases and are currently resolved to a value to be saved in a resolved state when the file is next saved.

2.7.2 Alias

This is the alias as it is specified on any of the edit fields within the Notes Property Pages.

2.7.3 Resolved To

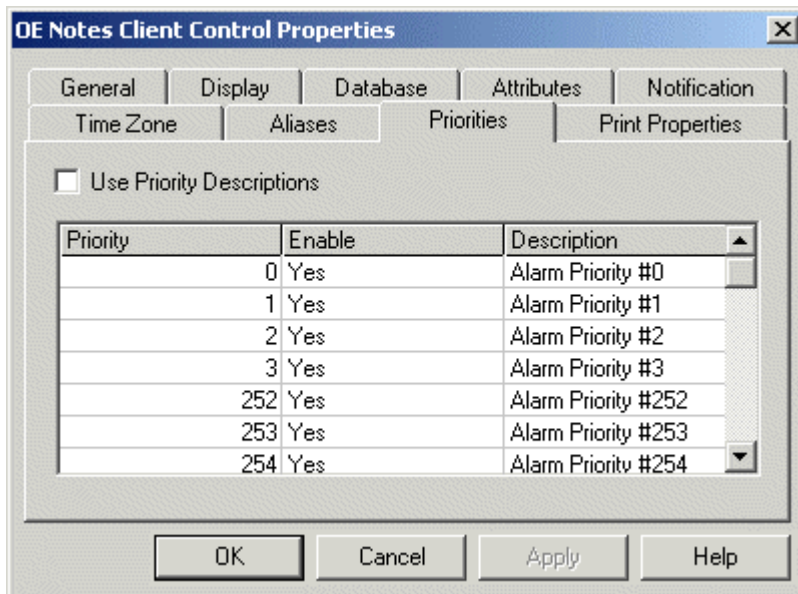
This is the current value that the alias is resolved to, if any.

2.7.4 Default Value

A default value can be specified here. The default value will be overridden by any parameters matching the alias names sent in via the OpenEnterprise Message Bus (i.e from an Menu command on another View).

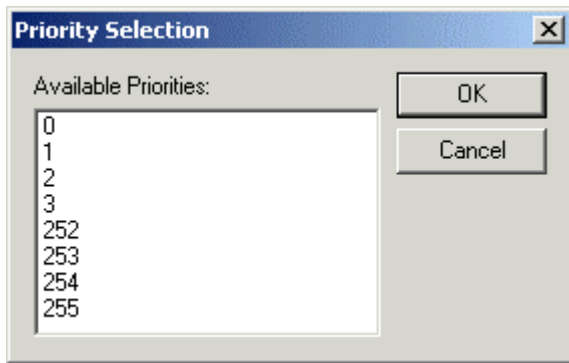
2.8 Priorities Page

The Priorities Page allows the user to disable any priorities that they do not wish to be present in the Priority Selection dialog window when adding a new Alarmed Note. It also allows the user to change any alarm priority description as it is shown in the Priority Selection window from the Notes View. Navigate to the other property pages by clicking on it's tab.

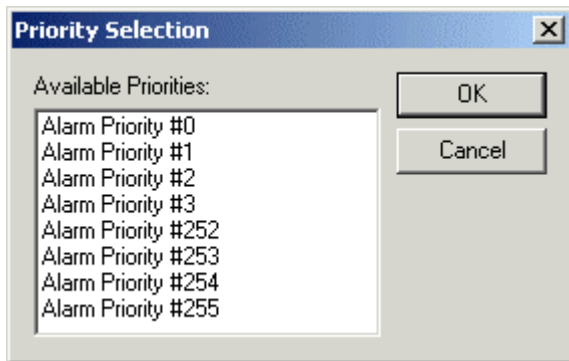


2.8.1 Use Priority Descriptions

By default, the Notes View will detail a list of the priority numbers when selecting a priority for an Alarmed Note as shown below.



To configure the Notes View to show the user instead a list of the priority descriptions, check the 'Use Priority Descriptions' Check Box. This will cause the alarm priority descriptions to be displayed in the Priority Selection box.



If the description attribute of an alarm priority is blank, the priority number will be used.

2.8.2 Priority

This is the alarm priority.

2.8.3 Enable

If a priority is disabled, it will not appear as a priority when configuring an Alarmed Note. To disable a priority, click on the 'Enabled' column on the relevant row and select 'No' from the combo box.

2.8.4 Description

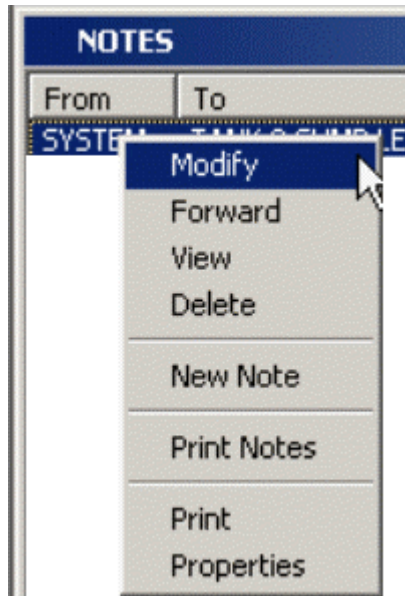
This field allows the user to change the priority description that is used by the 'Priority Selection' dialog when configuring an Alarmed Note. By selecting the description cell on the grid, user defined priority descriptions can be configured.

The descriptions created on this page do not update the descriptions in the Database. However, they are stored in the .ncd file when the Notes View is saved. They then act as a local override of the priority description text found in the database.

If the user has overridden a priority description but wishes to revert back to the database value for the description, then the description text needs to be set blank and the **[OK]** button selected. On return to the property page, the description will have reverted back to the database value.

3 Runtime

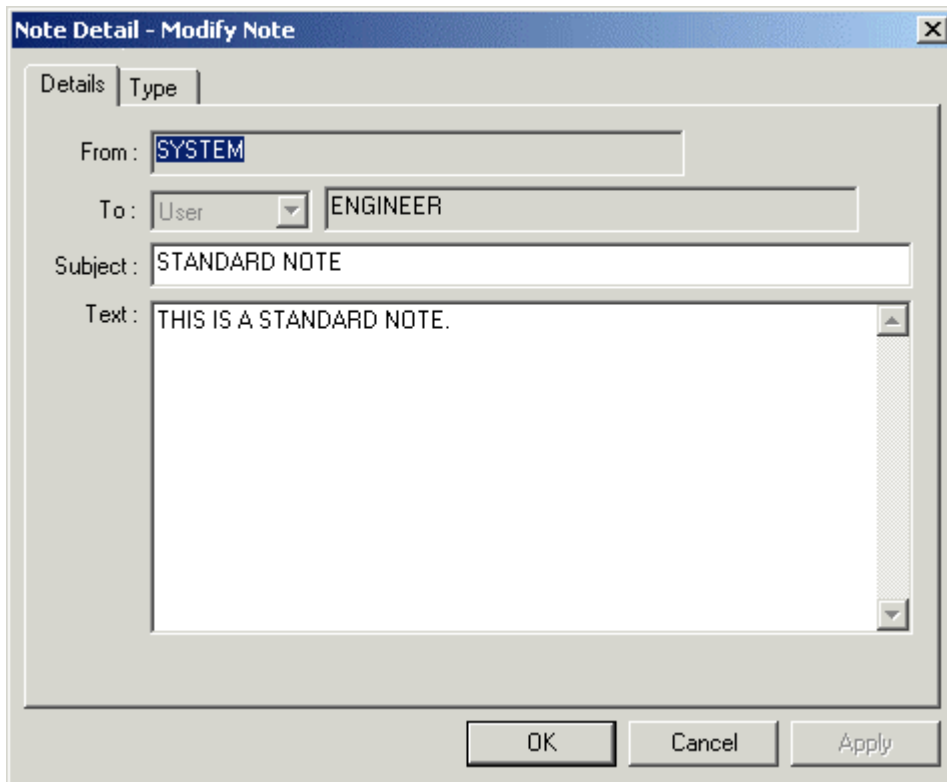
When a saved Notes View file is loaded into a window within the Desktop in runtime mode, it has a context menu which enables the user to create, modify, view, forward, delete and print the displayed notes.



3.1 Modify Note Dialog



The Note Details dialog is presented with the Subject and Text fields editable for modification. See the Create Note Dialog Details Page and the Type Page topics for information on the Details and Type tabs.

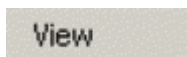


3.2 Forward Note

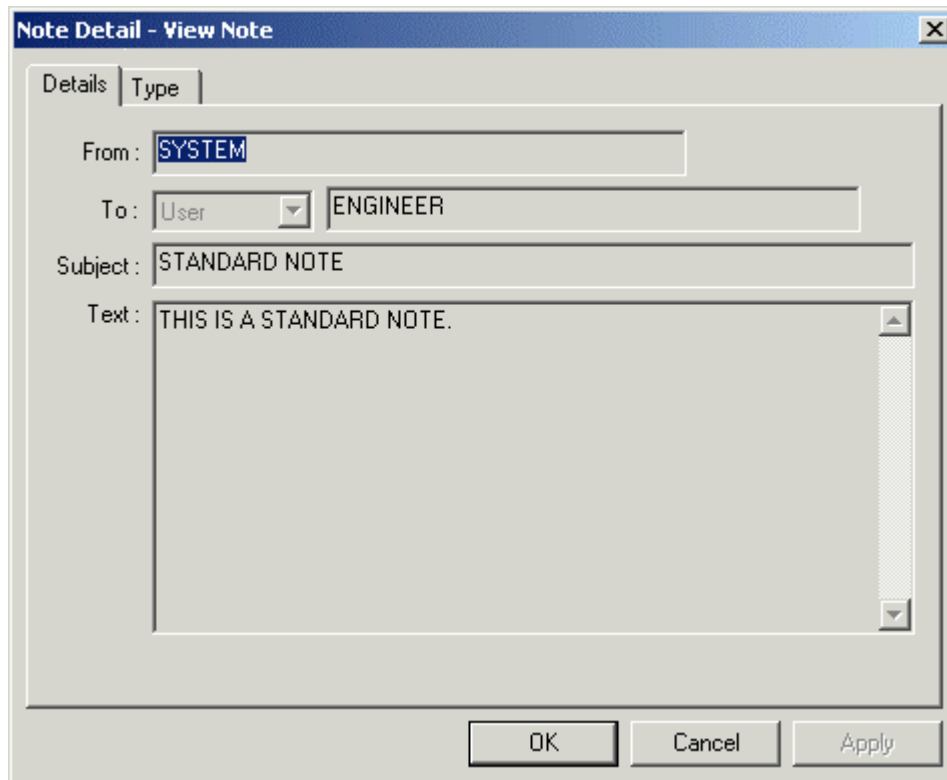


A note can also be forwarded to one or more other recipients. The Note Details dialog is displayed, enabling the user to change text and select a forwarding recipient.

3.3 View Note Dialog



The Note Detail dialog is presented for viewing. The fields are disabled, so no editing can take place.

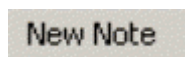


3.4 Delete Note

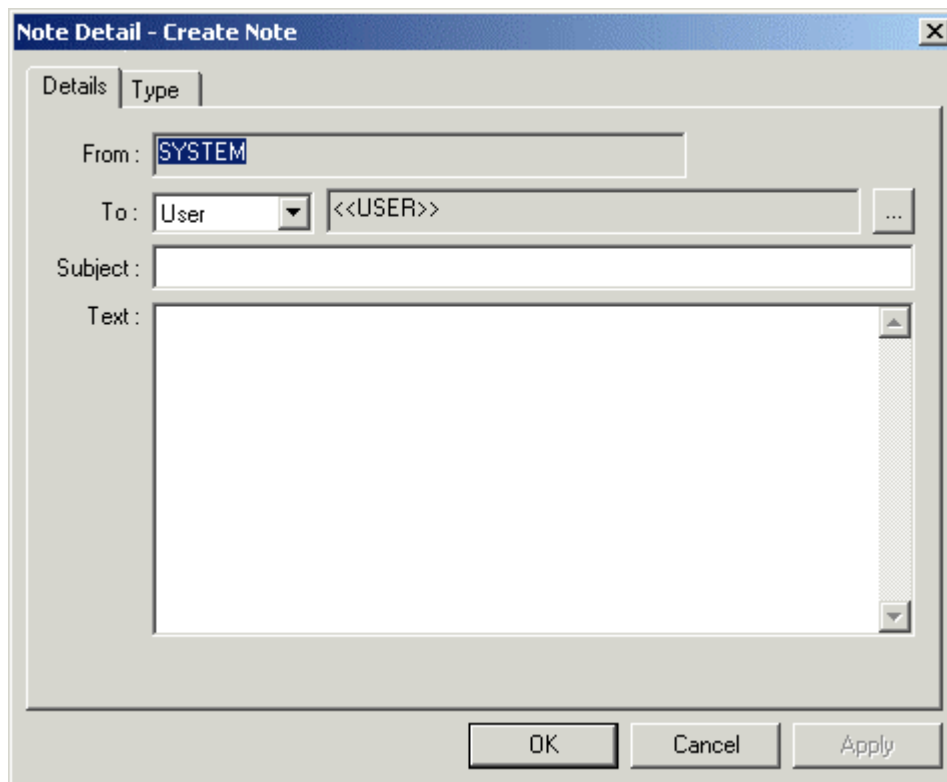


Select one or more notes from the notes list and remove them by selecting this option from the context menu.

3.5 Create Note - Details Page



When the 'New Note' option is selected, the Note Detail page appears. This allows the user to create a new note.

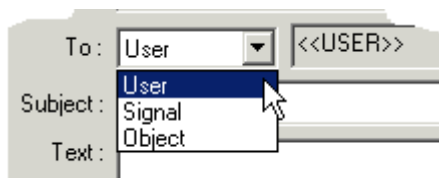


3.5.1 From

This non-editable field displays the currently logged in user.

3.5.2 To

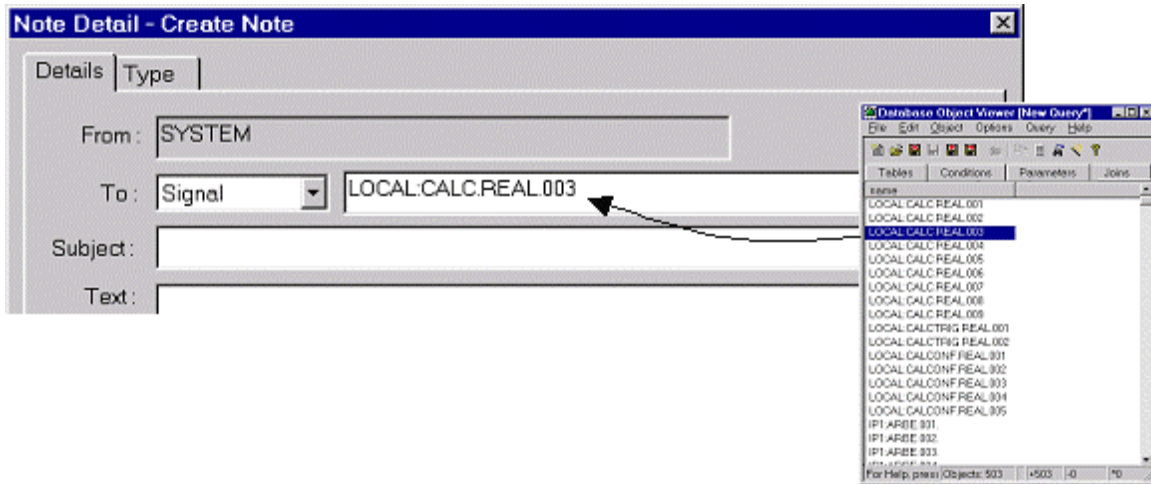
To set the recipient of a note, the user must first select the type of recipient from the list, shown below.



3.5.3 Recipient Field

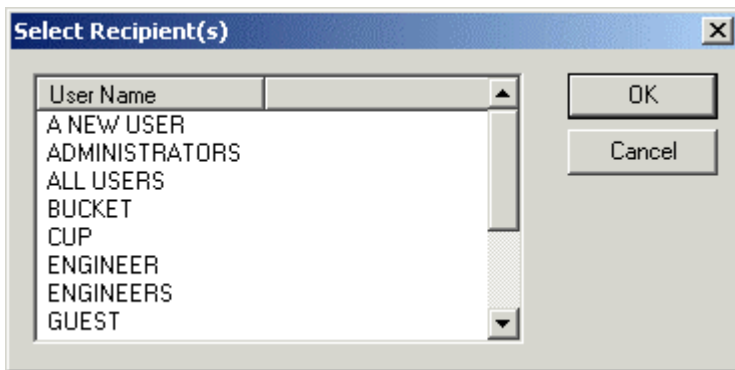
The Recipient field is non-editable if User has been chosen as the recipient, since the Select Recipients dialog is presented for the user to select a recipient.

If, however, Signal or Object has been chosen as the recipient of the note, the field becomes editable. In this case, a signal or object can be dragged and dropped from the Database Object View into this field, as shown below. Wildcards cannot be used.



3.5.4 Select Recipient Dialog

This dialog enables the user to select a single or multiple users from the list as recipients of the new note.



3.5.5 Subject

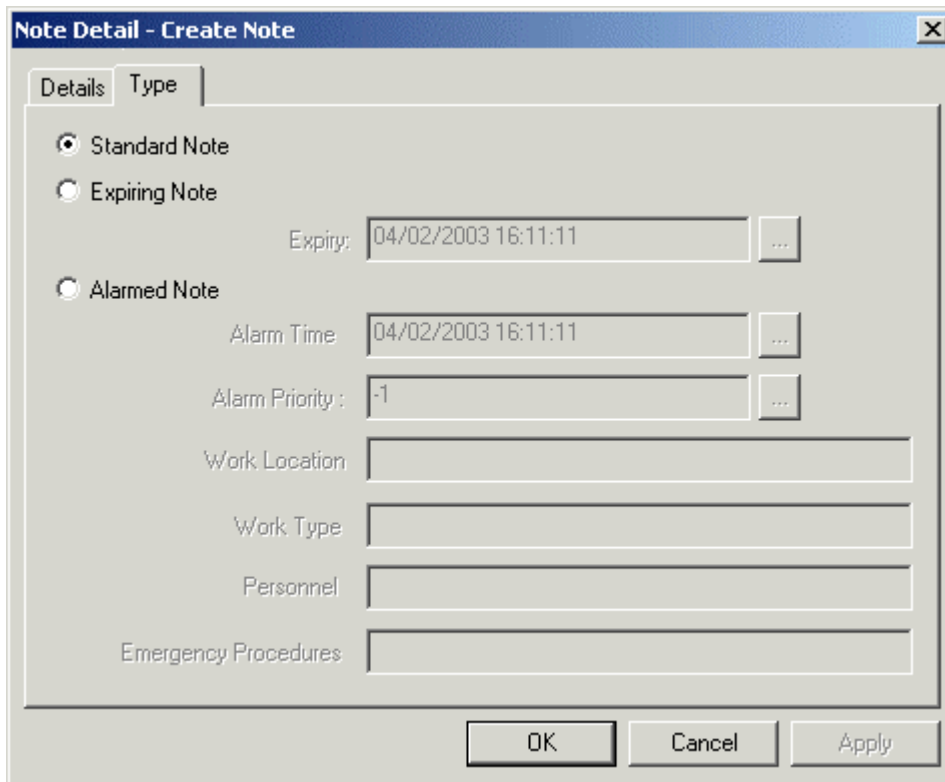
The user must enter a subject before the note can be sent.

3.5.6 Text

The message text should be typed in here.

3.6 Create Note - Type Page

The Type page allows the user to select and configure a note type other than the default 'Standard Note'. Navigate to the 'Type' dialog by clicking on it's tab.



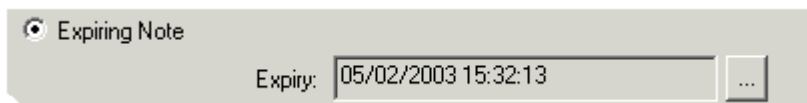
3.6.1 Standard Note

This is the default selection. A Standard Note requires no further configuration than to have a recipient and a subject or message.

3.6.2 Expiring Note

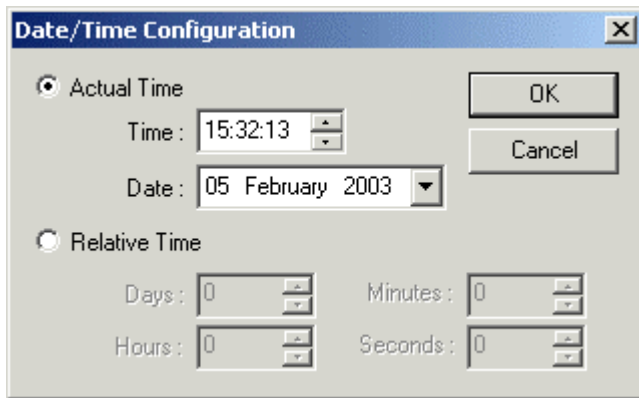
An Expiring Note is a Note that is automatically deleted at a time configured by its creator.

Selection of the browse button to the right of the *Expiry:* field will display the Date/Time Configuration dialog, which enables the time of the Note's deletion to be configured.



3.6.2.1 Date Time Configuration Dialog

This dialog enables the user to configure the time at which an Expiring Note will be deleted, or the time when a Notes alarm will be generated for an Alarmed Note.



3.6.2.1.1 Actual Time

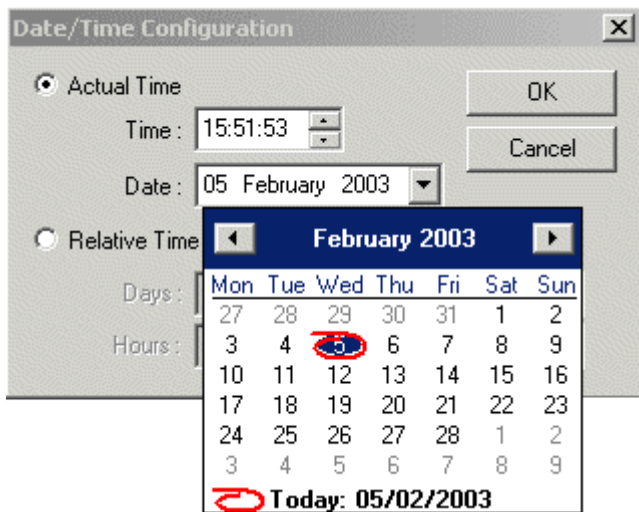
If checked, the Time and Date fields are enabled ready for the user to select an exact time and date for either the deletion of an Expiry Note, or the generation of a Note alarm for an Alarmed Note.

3.6.2.1.2 Time

With the mouse highlight the hours, minutes or seconds and use the spin controls to change the value.

3.6.2.1.3 Date

When this field is selected a calendar is displayed for selection of a new date.



3.6.2.1.4 Relative Time

When this button is selected, the Day, Hours, Minutes and Seconds fields become enabled. Expiry Notes will expire at the configured time relative to the creation of the Note, and Note alarms will be generated at a time relative to the creation of an Alarmed Note.

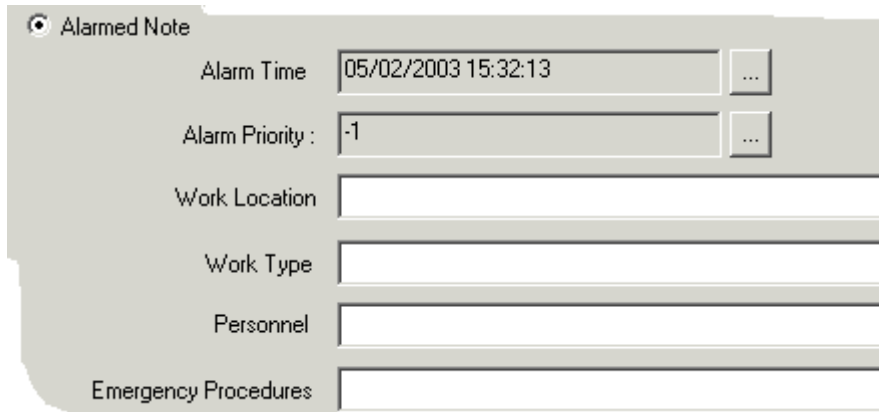
3.6.2.1.5 Set Relative Time Fields

These buttons enable the user to configure a time relative to the creation of the note when either the note will become expired (deleted), or when a Note alarm will be generated (in the case of an Alarmed Note).

3.6.3 Alarmed Note

An Alarmed Note is a note that triggers an alarm at a time and with a priority configured by its creator. The alarm time and alarm priority configuration are done with the aid of the Date Time Configuration Dialog and Priority Selection Dialog, which are accessed by clicking on the browse buttons to the right of the *Alarm Time* and *Alarm Priority* fields.

When this option is selected the Alarm Time, Alarm Priority, Work Location, Work Type, Personnel and Emergency Procedures fields become enabled. Click the **hotspots** on the image for help on the features of the dialog.



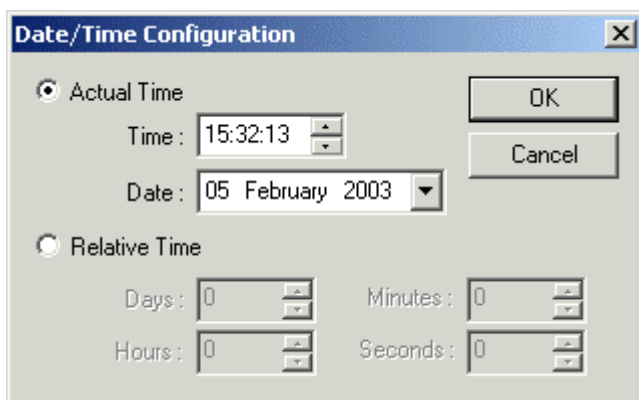
3.6.3.1 Alarm Time Field

The Alarm Time Field is not directly editable. It has to be configured by clicking on the browse button to the right, which invokes the Date Time Configuration Dialog.

The time displayed when the Type Page is first selected is the time when the dialog was opened.

3.6.3.2 Date Time Configuration Dialog

This dialog enables the user to configure the time at which an Expiring Note will be deleted, or the time when a Notes alarm will be generated for an Alarmed Note.



3.6.3.2.1 Actual Time

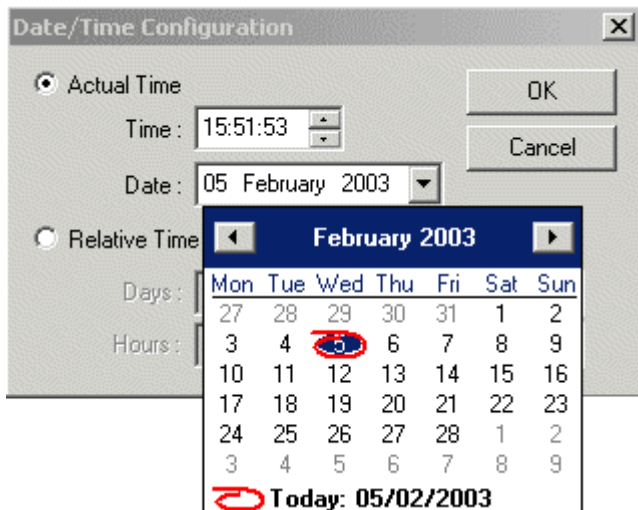
If checked, the Time and Date fields are enabled ready for the user to select an exact time and date for either the deletion of an Expiry Note, or the generation of a Note alarm for an Alarmed Note.

3.6.3.2.2 Time

With the mouse highlight the hours, minutes or seconds and use the spin controls to change the value.

3.6.3.2.3 Date

When this field is selected a calendar is displayed for selection of a new date.



3.6.3.2.4 Relative Time

When this button is selected, the Day, Hours, Minutes and Seconds fields become enabled. Expiry Notes will expire at the configured time relative to the creation of the Note, and Note alarms will be generated at a time relative to the creation of an Alarmed Note.

3.6.3.2.5 Set Relative Time Fields

These buttons enable the user to configure a time relative to the creation of the note when either the note will become expired (deleted), or when a Note alarm will be generated (in the case of an Alarmed Note).

3.6.3.3 Additional Text Fields

These fields become enabled for an Alarmed Note. They are free text fields that can be used to store extra information along with the Note.

3.6.3.4 Alarm Priority Field

The Alarm Priority field is not directly editable. A value of minus one (-1) indicates that no alarm priority for the Alarmed Note has been configured. An Alarmed Note must have a priority configured. This is done through the Priority Selection Dialog, which is invoked by clicking on the browse button to the right of this field.

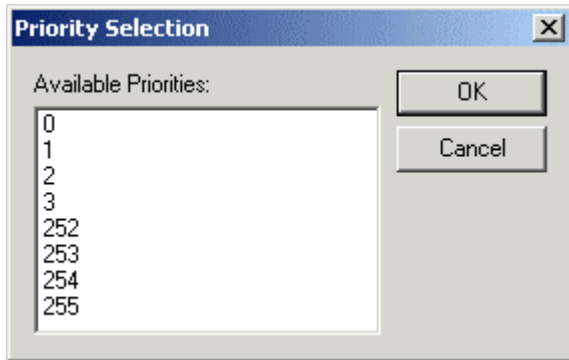
If the [OK] or [Apply] button is selected before a priority has been configured a message will appear informing the user to configured an alarm priority. The dialog will remain in focus.

3.6.3.5 Priority Selection Dialog

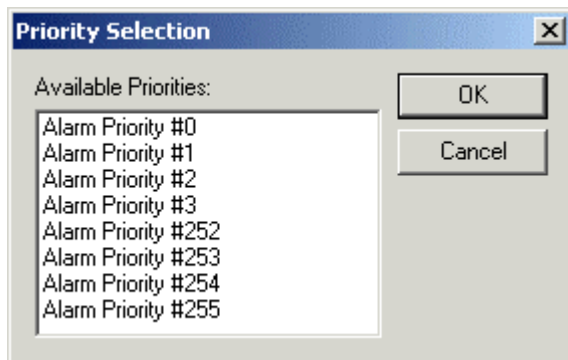
This browse button opens the Priority Selection Dialog. The user must select an alarm priority value, or the Alarmed Note will not be added to the Database.

Notes View has two ways of handling alarm priorities. Depending on how the Notes View is configured on the Priorities Page the priority field will either be a number or a text description of the priority.

3.6.3.5.1.1 Priority Numbers Displayed



3.6.3.5.1.2 Priority Descriptions Displayed



3.7 Print All Notes

Print Notes

If this option is chosen, all notes will be printed in Memo style, each note on a different page.

3.8 Print Selected Notes

Print

If this option is chosen, only the selected notes will be printed. OpenEnterprise will use the printer settings from the Print Properties Page, using foreground and background colors, headers and footers.

4 Index

A

Actual Time 20, 21
Add All Button 10
Add Attribute Button 9
Alarmed Note 20
Alias..... 12
Attributes Page..... 9

C

Create Menu 7
Create Note Dialog Details Page 16
Custom..... 7

D

Database Page 8
Default Value..... 12
Delete Note 16

F

Field..... 6

M

Modify Note Dialog..... 14

N

Notes..... 6
Notes Overview..... 4

O

Output Message Box..... 10

P

Print All Notes23
Print Selected Notes23
Priorities Page..... 12
Priority..... 13

R

Recipient Text Field6
Remove All Button 10
Runtime Context Menu 14

S

Set Relative Time Fields.....20, 22
Silence6
Sound File..... 10
Subject..... 18

T

Time20, 21
Time Zone..... 11
TimeZone Page 11

U

Use Priority Descriptions 13

V

View Note Dialog 15

W

Warning on Removal6

Reference Guide

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