# The DAN Website

# Set Up

# Instructions

# for

# Supervisory Management

# *INDEX*

## LOGIN

Once you have successfully logged onto your system on the DAN website, the index can be found across the top of the page, below the blue banner. To return to the 'main' index from a sub index place your cursor over the word 'main' and select 'Index'

**IMPORTANT NOTES**:

1. The supervisory function if required for both manual and automatically collected data must be set up for each independently.  The instructions for both are identical.
2. When **ANY** change is made to a page it is necessary to scroll to the bottom of the page and **submit** the change.  Once accepted by the DAN server you will be required to click **'OK'** to confirm the change.
3. SMS Messages will only be sent if the facility has been activated.
4. The maximum allowable number of characters that may be entered into any SMS message window is 98.

## SET UP PROCEDURE

The set up and activation of the Supervisory/Management facility requires entries to be made on two pages.  Firstly on the 'Properties' page followed by the 'Communications' page.

## PROPERTIES PAGE SET UP

The Properties page is found by passing your cursor over the 'System' item and clicking on the drop down 'Properties'. The following page will be displayed.



The sections to be set up on the 'Properties Page' in order to activate the supervisory system are detailed below:

## CORRECTIVE ACTION ALARMS

**TO BE NOTED:**          If the corrective actions facility is to be utilised against selected alarms this input provides for the time after which an alarm is registered by the system that the corrective action must be addressed.  Corrective actions may be entered on the alarm search page.

**WHEN NOT NOTED:**    When corrective actions are not addressed within the time limit set above, select email and/or SMS to be sent to the 'Regional Supervisor'

**MESSAGE:**              Free script the message to be sent

## DAILY DATA ENTRY

**BREAKFAST:**           Enter the time each day by when this data should be entered

**LUNCH:**                  Enter the time each day by when this data should be entered

**DINNER:**                Enter the time each day by when this data should be entered

**WHEN NOT NOTED:**    When the daily data entry procedure is activated and the data is not entered by the time prescribed, an email and/or SMS may be sent to the Regional Supervisor

**MESSAGE:**              Free script the message to be sent

## DAILY DATA CHECKING

**TO BE CHECKED BY:**   When daily checking of data is required to be carried out under the 'Data Search' – facility, this feature requires entry of the user ID of the person charged with undertaking the check along with the time by which the daily check is to be carried out.  Entry of this information activates the facility.

**WHEN NOT CHECKED:**    When the daily checking procedure is activated and the check is not carried out by the time prescribed, an email and/or SMS may be sent to the Regional Supervisor

**MESSAGE:**              Free script the message to be sent

**SUBMIT**               **Do not forget to submit changes**

# COMMUNICATION PAGE SET UP

The Communications page is found by passing your cursor over the 'System' item and clicking on the drop down 'Comm Details' The following page will be displayed.



Once the 'Properties Page' set up has been completed, there is only one entry to be made on the communications page.

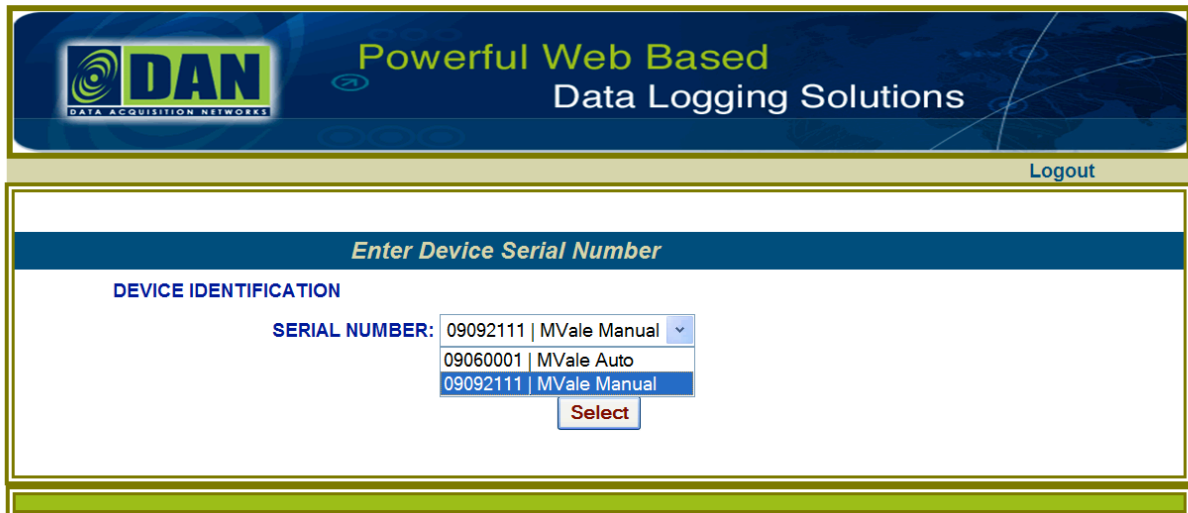**TELEPHONE AND EMAIL ADDRESS FOR REGIONAL SUPERVISOR**
Insert the mobile phone number (if SMS activated) and email address for regional supervisor to receive overseeing alarm messages

**SUBMIT**          **Do not forget to submit changes**

## Choose Manual and/or Auto in Turn

For systems that have both manual and automatic data collection capability, and you wish to have both supervised, select the alternative for set up. Once the first set up (Manual or Auto) is complete, select the alternative to finalise the set up. Both 'Properties' and Communication' pages are required to be set up for the alternative