



Maintenance User Guide  
IGSS Version 8.0

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## Chapter 1: Welcome to IGSS Maintenance

### 1.1 What is IGSS Maintenance ?

#### Purpose

The purposes of this program are:

- to ensure that regular maintenance is performed on the process components to avoid unnecessary downtime
- to ensure that the process components have an optimal lifetime through regular maintenance

#### Use

Two types of users utilize this program:

This type of user ...	will typically ...
<a href="#">System designer</a>	<ul style="list-style-type: none"> <li>▪ create maintenance jobs</li> <li>▪ provide maintenance instructions to the operator</li> <li>▪ attach alarm texts to the maintenance jobs</li> <li>▪ customize the maintenance list</li> <li>▪ control user access to protected functions in the <b>Maintenance</b> module.</li> </ul>
<a href="#">Operator</a>	<ul style="list-style-type: none"> <li>▪ acknowledge maintenance alarms (either in the maintenance list or the alarm list)</li> <li>▪ View maintenance instructions and perform the related maintenance on the process components</li> <li>▪ complete the maintenance alarm</li> <li>▪ write a maintenance note, if something unusual occurs while performing maintenance</li> </ul>

#### The maintenance database (Mntdb.mdb)

When you create or edit maintenance jobs, the related information is written into the maintenance database, Mntdb.mdb. This file is located in the **report folder** for the active configuration.

[Click here](#) for details.

## 1.2 Key features and benefits

### Introduction

This topic gives you an overview of the most important features in the **Maintenance** program. The features are divided into two groups representing the main user types: system designer and operator.

### System designer tasks

The system designer will typically use the following functions. For more detailed information, click the individual features:

This feature ...	allows the system designer to ...
Create and edit maintenance jobs	specify a maintenance interval for a specific process component, for example, a pump to ensure regular maintenance.
Provide operator instructions	attach maintenance instructions to the maintenance job. The instructions may be text, a file (video clip, Word document, etc.) or a Help file. The operator will use these instructions to perform the maintenance job.
Attach alarm texts	attach alarm texts to a maintenance job so that the maintenance alarm appears in the alarm list. Thus, the maintenance alarm will appear both in the maintenance list and the alarm list.
View the job status	view up-to-date information on each maintenance job, incl. the time for latest measurement, latest acknowledge time, latest completion time, etc. The operator can, of course, also view this information.
Create filters	create user-defined filters that the operator can apply during supervision. A filter is a condition or a set of conditions to be applied to the maintenance list. You may, for example, only want to show the active maintenance alarms for a specific area of the IGSS configuration.
Customize the list	define the column sequence in the maintenance list, which columns to be shown and their titles. Also, the sort order of the items in the maintenance list can be customized.
Control user access	control user access to protected functions in the program. This requires that the proper rights are defined in the <b>User Administration</b> program. The following functions can be protected: <ul style="list-style-type: none"> <li>▪ create and edit maintenance jobs</li> <li>▪ protect filters</li> <li>▪ acknowledge maintenance alarms</li> </ul>

### Operator tasks

The operator will typically use the following functions:

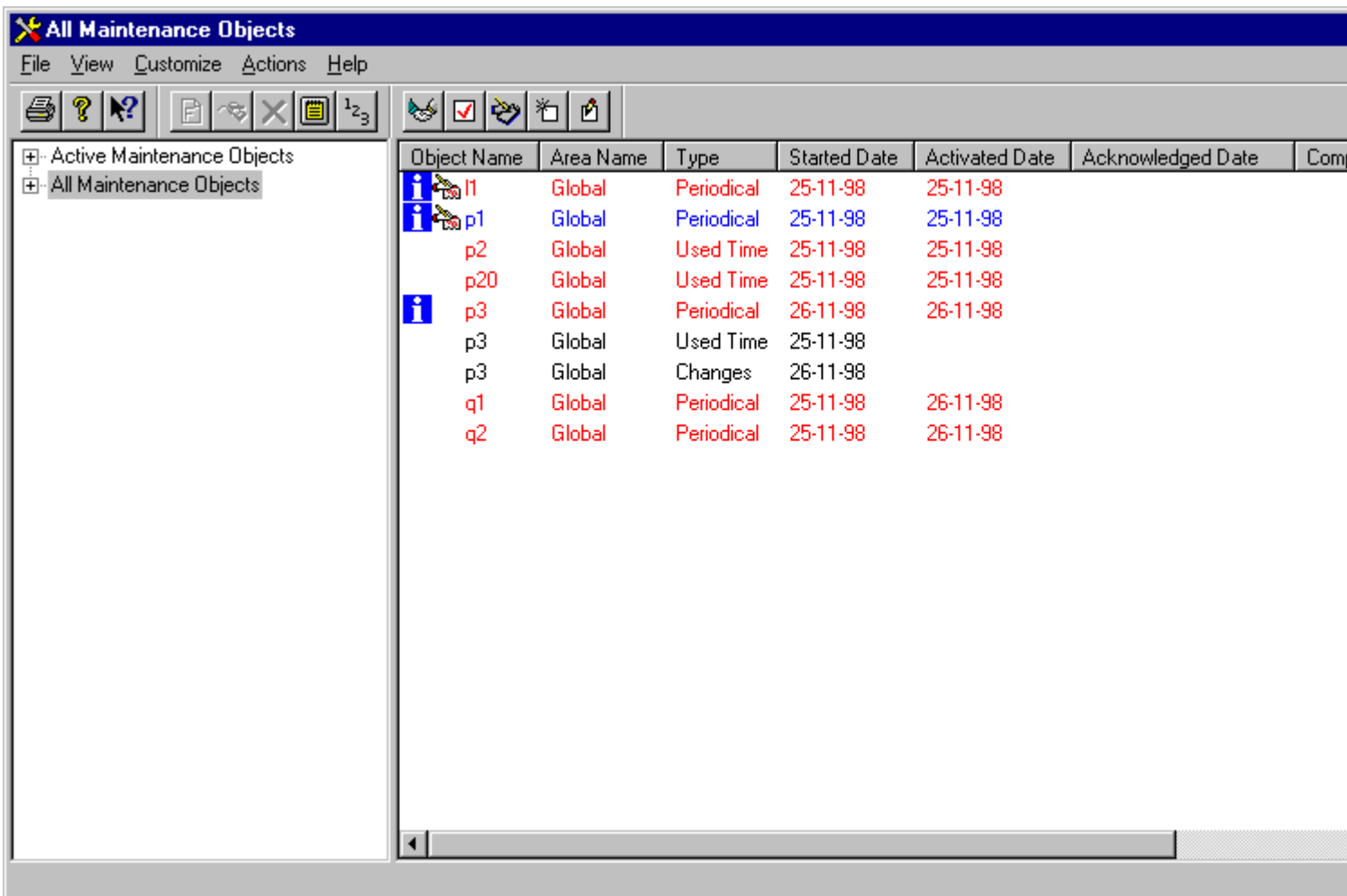
This feature ...	allows the operator to ...
Acknowledge maintenance alarms	acknowledge maintenance alarms either in the maintenance or alarm list

View maintenance instructions	view the maintenance instructions provided by the system designer. This may be a textual description, a video clip, a Help topic, etc.
Complete maintenance alarms	complete maintenance alarms, once the related maintenance job is performed. On completion, a new maintenance interval is begun.
Apply filters	use filters to limit the number of maintenance alarms shown in the list. The filters are normally defined by the system designer.

### 1.3 The User Interface

#### The maintenance list

The figure below shows an example of the maintenance list. Click on any part of the figure to get further information.



#### Menus

The following menus are available in Maintenance. To get a detailed description of each menu item, click one of the menus below.

[File menu](#)

[View menu](#)

[Customize menu](#)

[Actions menu](#)

[Help menu](#)

[Right-click menu \(Actions\)](#)

## **Toolbars**

Maintenance has three toolbars where you can access the most frequently used commands and functions.

To get a detailed description of each toolbar, click one of the toolbars below.

[Standard toolbar](#)

[Customize toolbar](#)

[Actions Toolbar](#)

## **Tips**

- To move a toolbar, click on a blank portion of the toolbar (where there isn't a button), hold down the mouse button and drag it to its new position.
- If you drag it to the toolbar area, it will "dock" in the standard toolbar position. If you drag it into the list area, it will become a dialogue that you can close by clicking the **x** in the upper right corner.

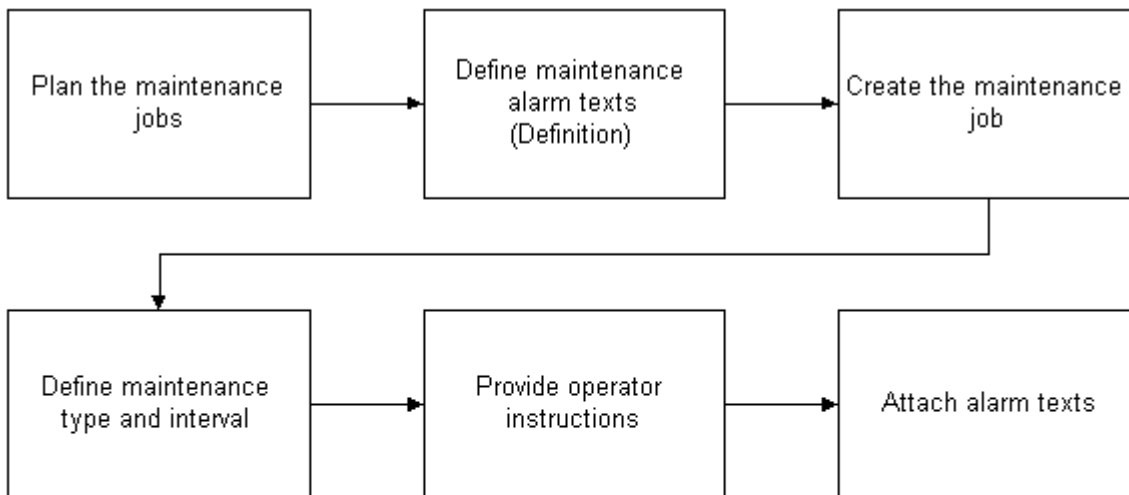
## Chapter 2: The Workflow in Maintenance

### 2.1 Overview: the complete workflow

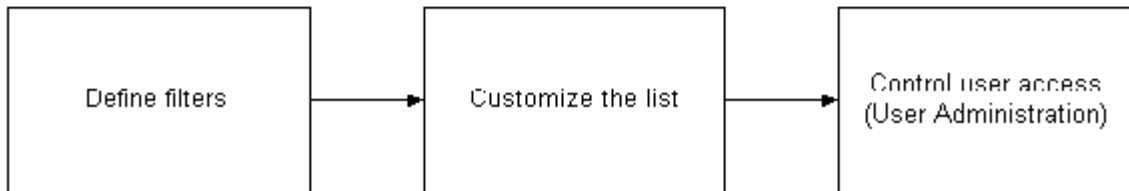
The flowcharts below show the complete life cycle of a maintenance job.

The system designer creates and maintains the job and the operator handles the maintenance alarms.

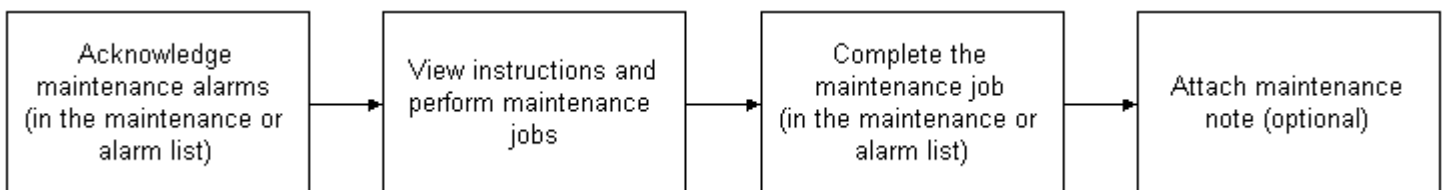
#### System designer tasks



#### Optional tasks

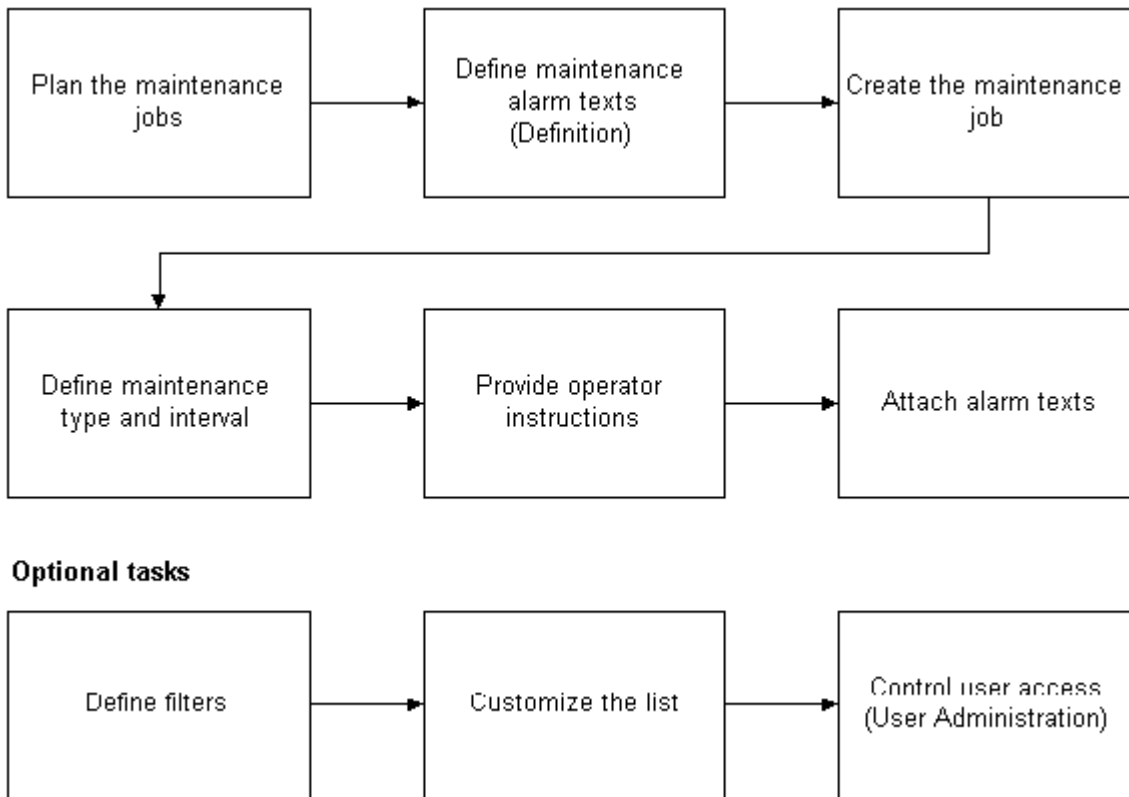


#### Operator tasks



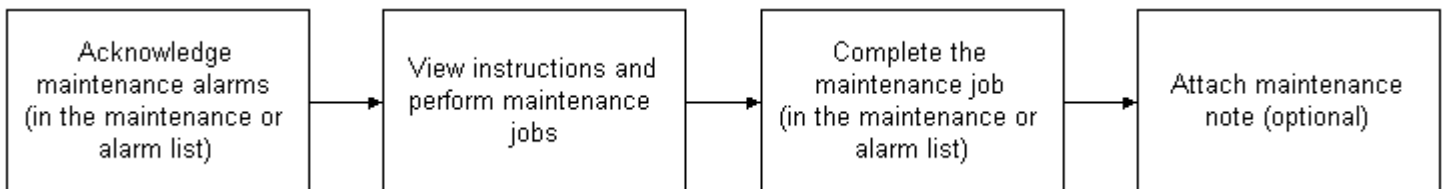
### 2.2 Workflow for the system designer

The flowchart below shows the system designer tasks in Maintenance. Note that the last three steps are optional.



## 2.3 Workflow for the operator

The flowchart below shows the operator tasks in Maintenance. Note that the last step is optional.



## Chapter 3: System Designer Tasks

### 3.1 Overview


#### Creating maintenance jobs

##### What is a maintenance job ?

The system designer creates the maintenance job. The job definition contains a maintenance interval for a specific process component, for example, a pump. The job also contains maintenance instructions for the operator.

When the specified maintenance interval expires, the operator will get an alarm to make sure that the requested maintenance is performed in due time. The operator will then acknowledge the alarm, perform the actual maintenance job and then complete the alarm. Once completed, a new maintenance interval is started.

##### How to create a maintenance job

You define a maintenance job by clicking the  icon and then selecting the appropriate process component (IGSS object) in the **Select Object** dialogue. You can then select the maintenance type(s) you want to apply to the object. Dependent on the object type selected, the check boxes for some maintenance types may be grayed out.

Pressing **OK** from this dialogue brings you to the **Maintenance Job Definition** dialogue.

If you utilize user administration, the current user must have the **Can use system commands** right to create maintenance jobs.

##### The Maintenance Job Definition dialogue

This dialogue has one tab for each maintenance task defined for the current object. Note that you can have more than one job of each type (periodical, used time, changes or counter) applied to one object.

For further details about the individual tab, click its name below.

[Periodical tab](#)

[Counter tab](#)

[Used Time tab](#)

[Changes tab](#)

#### Providing operator instructions

##### Purpose

To make sure that a maintenance job is performed correctly and consistently by the plant operators, you must supply precise and adequate step-by-step instructions.

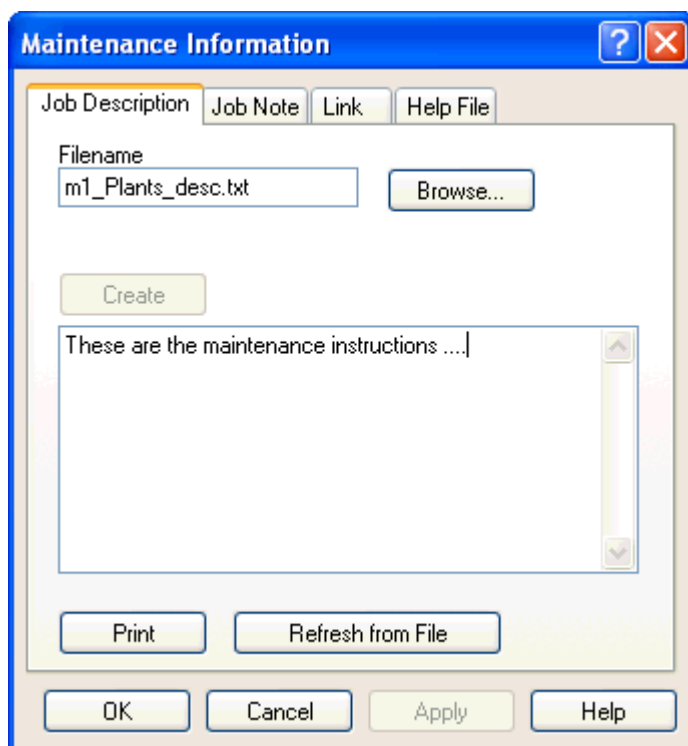
### How to present instructions

There are three ways to present maintenance instructions as follows:

- Write a detailed maintenance instruction yourself (**Job Description** tab)
- Attach a file that describes or shows the maintenance instructions. This could be an electronic manual from the component manufacturer, a video file showing the instructions, etc. (**Link** tab)
- Attach a Help topic that describes the maintenance instructions (**Help File** tab)

### The Maintenance Information dialogue

The figure below shows the **Maintenance Information** dialogue. Click on any of the four tabs for further information.



### Attaching alarm texts

#### Purpose

There are several good reasons why you must attach an alarm text to a maintenance job:

- the alarm will be visible in the alarm list and directly on the process diagrams
- the operator can handle maintenance alarms either from the maintenance list or the alarm list
- the color used in the maintenance list and alarm list will reflect the colours defined for the alarm text (alarm and acknowledge colours)

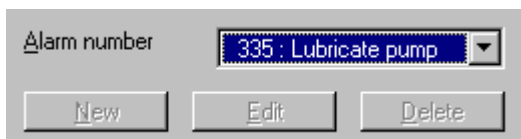
### STEP 1: Create the alarm text in Definition

Before you start creating maintenance jobs, it is recommended to create the new maintenance-related alarm texts first. This is done in Definition by selecting **Edit** → **Alarm Details** and then clicking **New**.

- It is not possible to create or edit alarm texts from Maintenance.

### STEP 2: Attach the alarm text in Maintenance

Once an alarm text is defined in Definition, you can attach it to a maintenance job simply by selecting it in the **Alarm Text** drop-down list in the **Maintenance Job Definition** dialogue.



### How the operator handles alarms


When the specified maintenance interval expires, an alarm will occur in the maintenance list and in the alarm list. The operator then acknowledges the alarm and performs the maintenance job as described in the operator instructions. When the maintenance is done, he will complete the alarm in the maintenance list.

## Viewing the job status

### Purpose

Once you have created a maintenance job, you may want to view its status from time to time. You will then get details about the latest alarm time, latest acknowledgement time, etc.

### Accessible to both system designer and operator

The job status information can be viewed by both user types. This is done by selecting the maintenance job and then clicking the  icon. At the bottom of the **Maintenance Information** dialogue, the status details are available.

Click on the figure below for further information.

Status	
Started	98/10/07 11:02:15
Measured	98/10/13 13:41:07
Activated	98/10/07 11:07:05
Acknowledged	98/10/07 11:07:05
Completed	98/10/07 11:08:24
Accumulated	0


## Creating filters

### Purpose

By defining filters you can obtain the following advantages:

- allow the operator to select what he wants to view in the maintenance list by clicking the name of the filter  
(for example, all maintenance alarms in a specific area of the configuration.)
- limit the maintenance list to show only those maintenance jobs that fulfil certain conditions (for example, all maintenance alarms acknowledged yesterday).

### How to define filters

You define a new filter by selecting one of the two sections in the tree view (**Active Maintenance Objects** or **All Maintenance Objects**). Then you click the  icon to open the **Defining Filters for Maintenance List** dialogue.

Give the filter a descriptive name and add the conditions you want the filter to apply to the list.


### Protecting filters

You can protect a filter from unauthorised use by checking the **Protect** box. When enabled, the rights of the current user will be checked and he can only edit the filter, if he has the **Can administer** right in his profile (user group).

To enable the protection, you must define the relevant user groups, rights and users in the **User Administration** application program. Open the User Administration Help file for further information.

### The Defining Filters for Maintenance List dialogue

The figure below shows the above dialogue.

- For an explanation of the individual items in the dialogue, click the  in the upper right hand corner of the dialogue, then click the item you want information about.

**Defining Filters for Maintenance List** [?] [X]

Filter name:

Filter Conditions:

- Area Name begins with Global

Not

Edit Condition:

And  Or

Property	Condition	Value
Area Name	begins with	Global

Protect

## Customizing the list


### Purpose

You may want to customize the maintenance list for the following reasons:

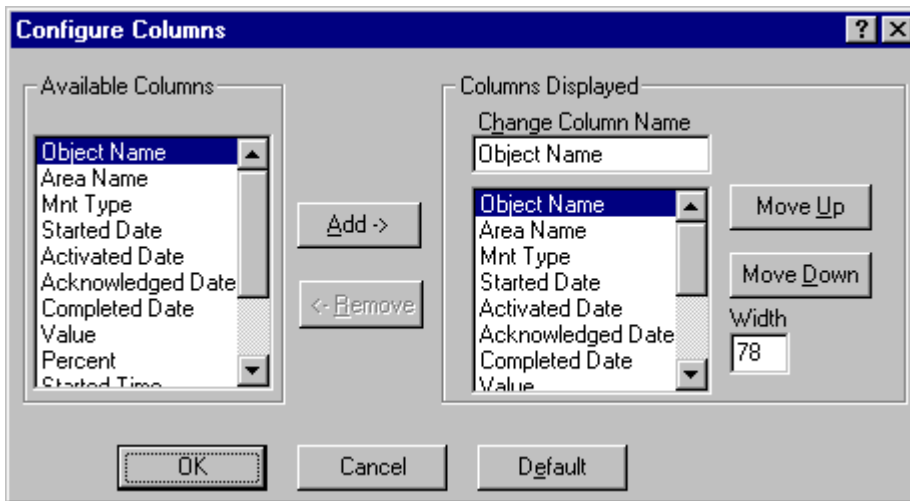
- You want to change the column sequence to show the columns that are most important for you first
- You want to change the sort order to show the most important maintenance alarms first

Maintenance includes two functions for these purposes as described below.

### Changing the column sequence, column names, etc.

To customize the list, click the  icon to open the **Configure Columns** dialogue shown below. In this dialogue, you decide exactly which columns to show, their order and even their names.

For an explanation of the individual items in the dialogue, click the **?** in the upper right hand corner of the dialogue, then click the item you want information about.

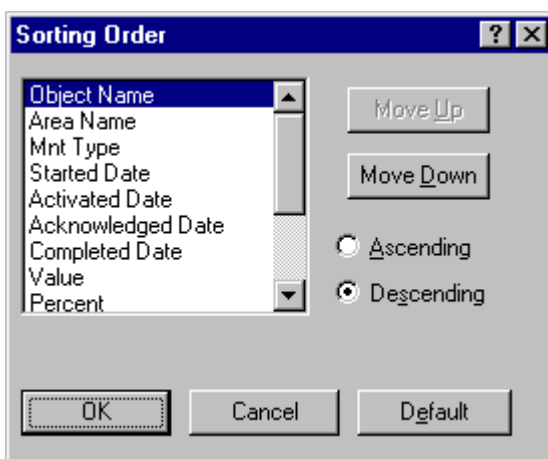


### Changing the sort order

To further refine your maintenance list, you can change the sort order and sort keys.

To set the sort order, click the  icon to open the **Sorting Order** dialogue. Here you define the order in which columns should be sorted and the sort order (**Ascending** or **Descending**).

**Tip:** You can sort the **Percent** column in **Descending** order to show the maintenance jobs which are in alarm (100 %) or close to entering the alarm state first in the list.



### Controlling user access

#### Purpose

You can protect certain functions in Maintenance from unauthorised use.

#### Functions you can protect

You can protect the following functions:

The protection only works, if you have defined the relevant user groups, rights and users in the User Administration program.

To use this function ...	you must have this right (defined in User Administration) ...
Define and edit maintenance jobs	<b>Can define</b> (typically system designer)
Protect filters	<b>Can use system commands</b> (typically system designer)
Protect maintenance filters	<b>Can use system commands</b> (typically system designer)
Can acknowledge alarms	<b>Can ack alarms</b> (typically operators)
Can acknowledge maintenance alarms	<b>Can ack alarms</b> (typically operators)

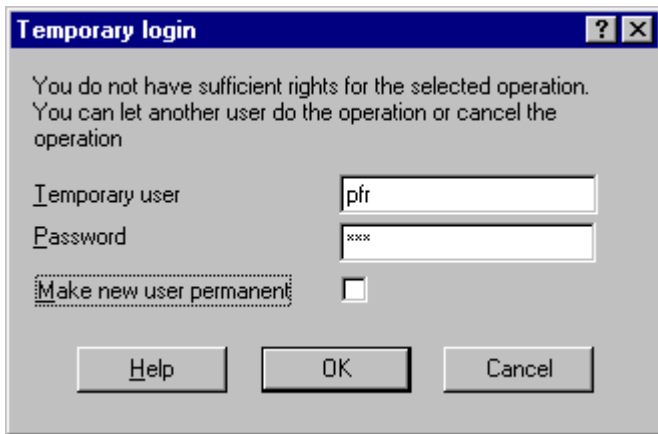
### How to protect the functions

To protect the functions, you must open the User Administration program and define the relevant user groups and user rights and add the users to the groups. As an example, you could have the following groups:

This user group ...	has the following rights ...
Admin	<b>Can define, Can administer, Can use system commands</b>
Designer	<b>Can define, Can administer, Can use system commands</b>
Operator	<b>Can ack alarms</b>

### How it works

Once everything is set up properly, the rights of the user who is currently logged in will be checked. If a user tries to perform an operation that he is not entitled to do, the **Temporary Login** dialogue appears allowing another user with the necessary right to log in. The figure below shows this dialogue.



## 3.2 How To...

### Create and Edit Maintenance Jobs


#### Create a new maintenance job


**Tip:** If user administration is enabled, you must have the **Can define** right to create a maintenance job. If you do not have this right, the **Temporary Login** dialogue appears.


1. Select **Actions** → **New Object** or click .


**Result:** The **Select** Objects dialogue appears.

2. In the **Types** group, select the relevant object type.
3. In the **Area** box, select the area in which the process component ([IGSS object](#)) resides.
4. If necessary, use the **Template** drop-down list to select the template that the requested object is based on. This will limit the **Name** list to objects that are based on that template.
5. In the **Name** drop-down list, select the name of the process component for which you want to create a maintenance job.
6. In the **Maintenance type** group, check the maintenance type(s) you want to use. Click the type below for further information.

 Periodical (analog, digital or counter objects)

 Counter (analog or counter objects)


 Used Time (digital objects)

 Changes (digital objects)

7. Click **OK**. The **Maintenance Job Definition** dialogue appears.
8. Click the maintenance type you want to use.

### Edit maintenance jobs


If user administration is enabled, you must have the **Can define** right to edit maintenance jobs. If you do not have this right, the **Temporary Login** dialogue will appear.

1. Select the maintenance job you want to edit in the maintenance list.
2. Click .
3. Change the properties, as required.
4. Click **OK**.


To delete a maintenance job, check the **Remove** box on the tab representing the maintenance type you have defined.

### Delete maintenance jobs

If user administration is enabled, you must have the **Can define** right to delete maintenance jobs. If you do not have this right, the **Temporary Login** dialogue will appear.

1. Select the maintenance job you want to delete in the maintenance list.
2. Select **Actions** → **Edit Object**. Click .
3. Check the **Remove** box on the tab representing the maintenance type you want to delete.
4. Click **OK**.


### View the job status

1. Select the maintenance job for which you want to view detailed status information.
2. Select **Actions** → **Edit Object** or click .
3. Click the tab representing the relevant maintenance type.

**Result:** The status information is available at the bottom of dialog box.

## Create and Edit Filters

### Create a new filter


1. Select the section in which you want to create a filter (**Active Maintenance Objects** or **All Maintenance Objects**).
2. Select **Customize** → **New Filter** or click .

3. In the **Filter name** box, type a descriptive name for the filter.
4. In the **Edit Condition** group, select the first condition you want to use and click **Add**. For example, area name begins with "G".
5. Repeat step 4 for all the conditions you want to use. For each condition, you can specify whether it is an **And** or **Or** condition.
6. If necessary, check **Protect** to protect the filter from unauthorized use.


To create, edit or apply a protected filter, you must have the **Can administer** right defined in the **User Administration** program.

7. Click **OK**.

## Tips

- You can negate all filter conditions by checking the **Not** box. For example, to show all maintenance jobs that do not belong to the **Global** area, create a filter where area name is exactly **Global** and then negate the expression.
- To edit a filter, select its name and click .

## Edit a filter

1. Select the name of the filter you want to edit in the tree view.
2. Select **Customize** → **Edit Filter** or click .
3. Do one of the following:
  - To create a new condition, define it in the **Edit Condition** group and click **Add**.
  - To change a condition, select that condition in the list, then edit the properties in the **Edit Condition** group and click **Change** to apply the changes.
3. When you are satisfied with the filter, click **OK**.

If the filter is protected, you must have the **Can administer** right to edit it. User rights are defined in the **User Administration** program.


## Delete a filter

1. Select the name of the filter you want to delete in the tree view.
2. Select **Customize** → **Delete Filter** or click .

## Customize the List

### Customize the list format

If you want to change the column sequence, column names, etc., use the following procedure:


1. Select Customize → Mnt List Format or click .
2. To change the column sequence, select the name of the column you want to move, then click **Move Up** or **Move Down** until it sits in the desired position.
3. To hide a column, select its name and click **Remove**.
4. To change a column name, select its name and type the new name in the **Change Column Name** box.

### Tips

- To return to the default column sequence and names, click **Default**.
- To change the column width, type the desired number of characters in the **Width** box.

### Set the sort order

If you want to change the default sort order, use the following procedure:

1. Select **Customize** → **Set Sort Order** or click .
2. Select the column you want to be the primary sort key and move it to the top of the list using the **Move Up** button.
3. Select its sort order, **Ascending** or **Descending**.
4. Repeat steps 2 and 3 for the secondary, tertiary, etc. sort keys.

### Tips

- To return to the system default, click **Default**.
- You may want to sort the **Percent** column in **Descending** order to show the maintenance jobs which are in alarm (100 %) or close to entering the alarm state first.
- You can override the sort order defined here by clicking the column headers in the maintenance list.

## Control User Access

### Define user rights

If you want to protect certain functions in the **Maintenance** program, you must define the relevant user groups and user rights in the **User Administration** program. Refer to the [Help file for this module](#) for further information.

## Chapter 4: Operator Tasks

### 4.1 Handle Maintenance Alarms


#### Acknowledge maintenance alarms


1. Select the maintenance alarm(s) you want to acknowledge in the maintenance list.
2. Select **Actions** → **Acknowledge** or click 

#### Tips

- If the icon is not visible, select **View** → **Actions Toolbar**.
- You can also right-click in the list and select **Acknowledge**.
- You can also acknowledge maintenance alarms in the alarm list, provided that the system designer has attached an alarm text to the maintenance job.

#### View maintenance instructions


You can easily see whether a maintenance alarm has instructions attached. In that case, the maintenance job line will show the  icon.

1. Select the maintenance alarm for which you want to view instructions.
2. Select **Actions** → **Note** or click the  in the toolbar.
3. Click the **Job Description**, **Link** or **Help File** tab dependent on which type of instructions the system designer has attached.
4. If you selected **Link** in step 2, click **View File** to view the instructions.
5. If you selected **Help File** in step 2, click **View Help** to view the instructions.
6. When you have viewed the instructions, click **OK**.

#### Tips

- If the icon is not visible, select **View** → **Actions Toolbar**.
- You may want to print the instructions to have them at hand when you perform the physical maintenance on the process component.

#### Complete maintenance alarms

1. Select the acknowledged maintenance alarm(s) you want to complete.
2. Select **Actions** → **Complete** or click 

**Result:** The selected maintenance alarm(s) will become **blue** to indicate that they are completed. Once completed, a new maintenance interval is initiated.





If the icon is not visible, select **View** → **Actions Toolbar**.

## Attach maintenance notes

If something unusual occurs in connection with a maintenance job or if you deviate from the instructions, it is recommended to write a note as follows.

1. Select the maintenance alarm to which you want to attach a note.


If the  icon is not shown in the job line in the list, then the system designer must create the file that will contain the operator notes.

2. Select **Actions** → **Note** or click .
3. Write the maintenance note.

### Tips

- It is recommended to include your initials and the current date before the note itself. This will make it much easier to track notes for a maintenance job.
- If the icon is not visible, select **View** → **Actions Toolbar**.


## Print the maintenance list

1. Select **File** → **Print** or click . The **Print** dialogue appears.
2. In the **Mnt List Info** group, decide what you want to print as follows:
  - Select **All** to print all items currently displayed in the list. Note that only the current section (**Active Maintenance Objects** or **All Maintenance Objects**) will be printed.
  - Select **Selection** to print only the items you have selected.
  - Check **Note included** to print operator notes.
3. In the **Format** group, select the print quality, number of copies, etc. Use **Cut to paper width** to cut each line at the right page margin.
4. Click **OK**.

### Tips

- To change the paper margins, select **File** → **Page Setup**.
- If you want to print to another printer, click **Setup** in the **Print** dialogue and select the appropriate printer in the drop-down list. In this dialogue, you can also change the paper size and orientation (**Portrait** or **Landscape**).

## View the job status

1. Select the maintenance job for which you want to view detailed status information.
2. Select **Actions** → **Edit Object** or click .
3. Click the tab representing the relevant maintenance type.

**Result:** The status information is available at the bottom of dialog box.

## 4.2 Apply Filters

### Apply a filter

Some filters may be protected. In that case, you must have the **Can use system commands** right in order to use them.

1. In the tree view, click the + sign beside the section (**Active Maintenance Objects** or **All Maintenance Objects**) that holds the filter you want to use.
2. Click the name of the filter.

**Result:** The maintenance list will now show all maintenance objects that fulfil the filter conditions.

## Chapter 5: Reference and Lookup

### 5.1 Conventions in this Manual

The following typographical conventions are used:

Convention	Description	Example
User interface element	When referring to labels and names in the user interface.	The <b>Data Management</b> tab.
User input	When the user has to type specific data in IGSS.	Type the following description: <b>Incoming flow in Tank 2</b>
Module name	When referring to a module in IGSS	Open the <b>Definition</b> module.
Note	A note emphasizes or supplements important points of the main text. A note provides information that may apply only in special cases.	By default, the timestamp is in universal time format, <b>UTC</b> <sup>1</sup> . This can be changed in the Driver Log Filters dialog box.
Tip	A tip suggests alternative methods that may not be obvious in the user interface. A tip also helps the user in working more effectively with IGSS. A tip is not essential to the basic understanding of the text.	Alternative to this simple find function, you can also filter on text in the messages in Driver Log Filters dialog box.
Warning	A warning is an important note that is essential for the completion of a task. In some cases, disregarding a warning may result in undesirable functionality or loss of data.	If you disregard the System alarm, you may risk loss of data in the <b>LOG</b> and <b>BCL</b> files.




### 5.2 Getting Help in IGSS

IGSS comes with a comprehensive help system designed to help both system designers and operators to get started with IGSS as quickly as possible.

#### Documentation overview

<sup>1</sup>Universal Time Coordinated (formerly Greenwich Mean Time), used as the basis for calculating time in most parts of the world. IGSS uses this time format internally in the database. You can switch between UTC and local time by enabling or disabling the "UTC" field in various dialog boxes in the system.

The IGSS documentation includes the following items:

Documentation item	Description
Getting Started	An introduction to IGSS and its most fundamental terms and features. Getting Started is intended to get you up and running as fast as possible. The manual provides a system and architecture overview followed by a number of real-life use cases you can go through before building your first real IGSS project. The manual is available in Adobe Acrobat format (.pdf).
Module help	For each module there is a help file with the same name as the module itself, for example, Igss.chm for the Master module, Igss.exe. The help file is invoked by clicking the  in the upper right corner of the module. The Table of Contents will then allow you to browse through the topics.
Dialog box help 	For each dialog box there is a help topic with the following standard information: <ul style="list-style-type: none"> <li>• Overview</li> <li>• Preconditions</li> <li>• Where do I find it?</li> <li>• Field help</li> </ul> Dialog box help is invoked by clicking the help button  in the upper right hand corner of the dialog box.
Thematic help	IGSS also provides thematic help. When there is a special theme that requires special attention from the user, a dedicated help file is provided. Examples include "Driver-Specific Help" and "Database Administration Help".

### Where are the help files located?

The IGSS help files are located in the appropriate language folder under the [IGSS InstallPath]. The help files are available in English at release time.

The paths to the help files are:

Language	Path
English	[IGSS InstallPath]\ENG
Danish	[IGSS InstallPath]\DAN
German	[IGSS InstallPath]\DEU

### Translated help files

Selected help files have been translated into Danish and German. If you require help files in your language, please contact 7T.

### Help updates

The IGSS help files are continuously updated and improved. Check regularly with the **IGSS Update** module in the IGSS Start menu.

## 5.3 Version Information (IGSS Help System)

© 7-Technologies A/S, IGSS Version 8.0

The IGSS help files are based on software build number 9212 (initial release)

### English help files

To update the help files, you must activate the **IGSS Update** module in the IGSS Start menu. There must be a connection from the PC to the Internet. Every time **IGSS Update** is run, IGSS help files as well as IGSS system files will automatically be updated on the PC from the 7-Technologies web server.

You select the languages you want to update in the **Tools** menu of the **IGSS Update** module.

If you are not able to update the IGSS system directly via the Internet, the alternative is to download the updates from the 7-Technologies website as zip files. These can then be transferred onto a CD or USB memory stick, which is then the medium used to update on site.

After running **IGSS Update**, the build numbers in various IGSS modules may change to a higher number. This signifies that the module in question has been updated with newer files. Build numbers consist of four digits, where the first digit represents the year and the last three represent the day number in the year in question. The build number can be seen in the **About** dialog box which can be activated from the **Help** menu.

An example:

**Build number = 9212**

**9 = the year 2009**

**210 = The 210<sup>th</sup> day of the year**

## Chapter 6: Glossary

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### A

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#### **Application button**

The Application button, nicknamed "doughnut", is located in the upper left corner of the module's window. Click the button to access the application menu. The menu contains items that were typically found in the File menu in previous versions of IGSS. In most modules, an "Options" item allows the user to define global module settings. The Application button is a new term introduced with the .NET platform and used in, for example, the Microsoft Office 2007 package.

### H

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#### **HDM**

HDM is the abbreviation for Hour-Day-Month.

### Q

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#### **Quick Access Bar**

You can customize the Quick Access Bar to include the functions you use most frequently. Simply drag the relevant function from the ribbon to the Quick Access Bar.

### R

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#### **Ribbon**

The Ribbon is a new term/element in the Microsoft universe. The Ribbon replaces the well-known toolbars in applications. The Ribbon provides quick access to the most commonly used functions in the application. The Ribbon is divided into logical groups (the tabs) and each tab is divided into sections (the blocks in the tab). The Ribbon is context-sensitive which means that only relevant functions are accessible dependent on the current user action.

### S

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#### **SCADA**

Supervisory Control & Data Acquisition

### U

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#### **UTC**

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