Appendix 4

INTRODUCTION

The Mega Office concept was developed to allow users to manage several small offices, or individual devices from many offices more efficiently. It provides data mapping from a user-selected collection of existing source offices and devices to a single office. With the ability to map desired monitoring devices from multiple offices to a central Mega Office location, users can more quickly access and evaluate the specific device data they need. They can also benefit from the advantages of quicker and more efficient alarm distribution for the devices selected for the Mega Office.

This appendix section presents step-by-step instructions for creating a Mega Office and selecting source offices and devices for mapping to the Mega Office. Unlike the data entry requirements for a normal PressureMAP office, which requires extensive data preparation, sheath or tube mileage calculations, and Location Code assignment, setting up the Mega Office is much simpler. It is a matter of defining the target Mega Office in the Office Information Screen and using the spreadsheet editor to select desired source offices and devices for inclusion in the office. In order to eliminate device numbering similarities, automatically-generated or user-selected device prefixes are also provided.

Please note that the Mega Office is similar, in some respects, to the transfer office capability in PressureMAP (see Section 9 of this manual). A key difference between the two pertains to the way in which device data is structured for the offices. While it is possible to set up multiple target offices using either technique, the transfer file editor creates one transfer file for all target offices. This file can eventually become very large and difficult to manage, as new source offices and devices are added to the file. Conversely, each individual Mega Office created is defined in a unique file, which makes it much easier to customize and optimize device access to target offices. Also, as mentioned above, alarm distribution works much more efficiently for a Mega Office.

Most of PressureMAP's extensive functionality pertains to the Mega Office. For example, Dispatch Priorities, Alarming, Device Histories and System Quality Indexing are provided. Functions that cannot be performed on a Mega Office include realtime readings, CPAMS programming and CPAMS Diagnostics. Essentially, the same functions that can be performed on a transfer office can be performed on a Mega Office.

DATA ENTRY PROCEDURES

The Mega Office data entry procedures begin from the System Options Menu. Once the computer system is booted up and PressureMAP has been started, the System Options Menu will be presented (Screen A4-1). The System Options Menu consists of a heading, a list of system options, and the program `Choice?` prompt.

```
System Options                                      MAP Series XX.XX.XX
09/02/2010   13:05                            System Studies Incorporated
------------------------------------------------------------------------------

 System Options
 -------------
   1. Select MAP Program
   2. Select MAP Data Entry
   3. System Administration
   4. Language Selection
   Q. Quit

 Choice?
```

SCREEN A4-1: MAP SYSTEM OPTIONS MENU

Procedure:
1. From the System Options Menu `Choice?` prompt, select Item *2*, *Select MAP Data Entry*, followed by *<Return>*.

   After the data entry option has been selected, the screen will display the MAP Data Entry Menu, as shown in SCREEN A4-2.

```
MAP Data Entry                                      MAP Series XX.XX.XX
03/02/2010  13:05                             System Studies Incorporated
------------------------------------------------------------------------------

 MAP Data Entry
 -------------
   1. PressureMAP Data Entry
   2. ReportMAP Data Entry
   3. CableMAP Data Entry
   4. AlarmMAP Data Entry
   5. DryerMAP Data Entry
   6. Special Data Entry
   7. USAM Data Entry
   Q. Quit

 Choice?
```

SCREEN A4 2: MAP DATA ENTRY MENU

2. From the MAP Data Entry Menu `Choice?` prompt, select *1*, *PressureMAP Data Entry*, and *<Return>*

Office Data Entry

Once PressureMAP Data Entry has been selected, the program will display the PressureMAP Data Entry Screen, and you are ready to begin the actual data entry process for the Mega Office. All of PressureMAP's editor functions begin and end at the PressureMAP Data Entry Screen (SCREEN A4-3). The first and second lines of this screen list the PressureMAP Data Entry Menu, after which is a status line that displays a message prompt.

```
Data Entry: A[dd a new office], I[nfo about an office], S[pecific device info],
        D[elete an office], R[ecover from hardware failure], M[ore], Q[uit]

Choose an option:
--------------------------------------------------------------------------------

            Offices
            -------

                1.   PARKWAY          10.  DUARTE
                2.   BRIDGE           11.  FORSTER
                3.   SWELLWATER       12.  SUNNYMEADE
                4.   VICTORIA         13.  CREST1
                5.   CHESTER          14.  GARLAND
                6.   RIDGEWAY         15.  PALMER
                7.   ANDERSON         16.  REDLAND
                8.   GARDNER          17.  HIGHGROVE
                9.   REED             18.  LAKEVIEW



--------------------------------------------------------------------------------
                                                    PressureMAP XX.XX.XX
```

SCREEN A4-3: DATA ENTRY SCREEN

3. From the PressureMAP Data Entry Menu `Choose an option` prompt, enter the letter *A* to add a new office. Follow the selection with *<Return>*.

    When the Add a New Office command is selected, the program will respond with:

         `Name of office to add:`

4. Type a name for the Mega Office followed by *<Return>*. This entry produces the Office Information Screen shown below, and the cursor is positioned in the `Monitor type` data field.

```
Info about <OFFICE NAME>:  Keypad Field Control, <Esc> finish screen,
        <Return> next field, <Backsp> delete char, <Ctrl B> previous field

Enter Office Information
--------------------------------------------------------------------------------

File date:    02/22/10  (053)             Last edited:       02/22/10

Office name: <Your Office Designation>    Monitor type:
Phone number:
Office mode:  ENABLED
Baudrate:    1200                             User Defined Devices: OFF
Password 1:                                   Trunk/Toll Tolerance: 80
ohms
                                          MAP alert baudrate:   2400
MAP alert #:                              Alert sensitivity:    3
Modem Site:


Remarks:

Aerial std:    2.0        Buried std:    3.0         Undgnd std: 5.0
Delivery std:  7.5        Flow std:      1.25
--------------------------------------------------------------------------------
```

SCREEN A4-4: OFFICE INFORMATION SCREEN

5. Type *MEGA* in the `Monitor type` field, or use the *Shift* and *>* or *<* keys to toggle through the office type possibilities until MEGA appears. Press *<Return>*. Once the Mega Office type has been selected, many of the Office Information Screen data fields that are not pertinent to a Mega Office disappear (as shown below), and the cursor is positioned in the `Office mode` data field.

```
Info about <OFFICE NAME>:  Keypad Field Control, <Esc> finish screen,
       <Return> next field, <Backsp> delete char, <Ctrl B> previous field

Enter Office Information
-------------------------------------------------------------------------------

File date:    02/22/10  (053)                Last edited:      02/22/10

Office name: <YOUR OFFICE NAME>                       Monitor type:   MEGA

Office mode:  ENABLED




Remarks:

Aerial std:     2.0           Buried std:    3.0         Undgnd std: 5.0
Delivery std:   7.5           Flow std:      1.25
-------------------------------------------------------------------------------
```

SCREEN A4-5: OFFICE INFORMATION SCREEN

6. The default value in this field is *Enabled.* A warning prompt displays at the top of the screen indicating that all calling and alarming for the office stops if you select or enter **D**isabled. Either accept the default value (by entering *<Return>)* or type *Disabled* and *<Return>* if you wish to disable the Mega Office until all of the source offices and devices have been added.

7. The next advances to the `Remarks` data field. If desired, enter a comment of up to 70 characters and press *<Return>*. An entry in this field will be saved with the office data until it is removed or edited.

    The cursor then moves to the first of several fields used to record the cable pressurization standards for the office. Press *<Return>* to accept the default values or make individual changes to these fields as desired. When you have completed this portion of the Office Information Screen and pressed *<Return>* after the *Flow std* field, the following prompt displays:

    ```
    Correct? Y[es], N[o], T[hrow away changes]
    ```

8. Make any desired changes, if necessary, by first selecting N[o] and then advancing to desired data field(s) using the <Return> key. When all entries are correct, and the prompt shown above redisplays, press Y and <Return> to save the Mega Office information. As the program saves your office information the following prompt displays at the top of the Office Information Screen:

    ```
    Converting device data . . . . .
    ```

This prompt is followed by the Mega Office Editor shown in Screen A4-6.

```
Mega Office Editor: [Add Device 'A'], [Disable Device 'D'], [Rename Device 'R']
                    [View Device 'V'], [Delete Device 'Ctrl D'], [Quit 'Q']


------------------------------------------------------------------------------
          Source                    Source                  Source
Device    Office                    Device #                Access #
------------------------------------------------------------------------------




------------------------------------------------------------------------------
```

SCREEN A4-6: MEGA OFFICE EDITOR

Specific Device Data Entry

The Mega Office Editor is used to select source offices and devices to place in the Mega Office. As you can see in Screen A4-6 above, there are six editing options available: Add Device, Disable Device, Rename Device, View Device, Delete Device and Quit. These controls simplify the process of creating and maintaining the Mega Office database.

ADDING DEVICES

When adding a device to a Mega Office, you first select the source office, as described below, and then selects one, several or all of the devices in the source office to map to the target Mega Office. The information below explains how to select offices and devices for the Mega Office.

Procedure:

1. To add an office and devices to the Mega Office, press *A* and *<Return>* at the Mega Office Editor screen. This entry produces a list of the source offices for your PressureMAP system, an example of which is shown in SCREEN A4-7 below.

```
--------------------------------------------------------------------------------
Keystrokes: [Select <Return>] [Abort <Esc>] [Down 'J'] [Up 'K'] [Help 'H']
            [Search Forward 'F'] [Search Back 'B'] [Search Next 'N']

Select Source Office
--------------------------------------------------------------------------------
  1. PARKWAY              289H LSS       IP=10.3.0.34:3001
  2. BRIDGE               289H LSS       IP=10.3.0.42:3001
  3. SWELLWATER           CHATLOS L3     T8925161              DIGI_A
  4. VICTORIA             289H LSS       NONE                  DIGI_A
  5. CHESTER              DAD            T9W2748925            DIGI_A
  6. RIDGEWAY             DAD            T9W2749351            DIGI_A
  7. ANDERSON             289H LSS       IP=10.3.0.43:3001
  8. GARDNER              289H LSS       IP=10.3.0.48:3001
  9. REED                 289H LSS       IP=10.3.0.66:3001
 10. DUARTE               289H LSS       IP=10.3.0.68:3001
 11. FORSTER              289H LSS       IP=10.3.0.62:3001
 12. SUNNYMEADE           SSI UM260      IP=10.1.0.116:10001
 13. CREST1               289H LSS       IP=10.1.0.123:3001
 14. GARLAND              289H LSS       IP=10.1.0.113:3001
 15. PALMER               SSI UM260      T8765114              DIGI_A
 16. REDLAND              SPARTON 5300   T97130590             SW-114
 17. HIGHGROVE            DAD            T9W2748925            SW-114
 18. LAKEVIEW             289H LSS       NONE                  DIGI_A
--- More Below ------------------------------------------------------------------
```

SCREEN A4-7: SOURCE OFFICE SELECTION

2. Using the Browser Key format scrollbar and up and down arrow keys or the Browser Key controls listed at the top of the Source Office Selection screen, highlight a desired office and press *<Return>.* PressureMAP then automatically creates a four character prefix that will be included as part of the Device number for all devices selected from the office. The prefix eliminates duplicate numbering of Mega Office devices from multiple source offices.

```
Mega Office Editor: [Add Device 'A'], [Disable Device 'D'], [Rename Device 'R']
                    [View Device 'V'], [Delete Device 'Ctrl D'], [Quit 'Q']

Prefix is: 'DUAR'.  Press Enter to accept, or enter a new prefix:
--------------------------------------------------------------------------------
            Source                  Source                  Source
Device      Office                  Device #                Access #
--------------------------------------------------------------------------------




--------------------------------------------------------------------------------
```

SCREEN A4-8: MEGA OFFICE EDITOR–DEVICE PREFIX SELECTION

Notice that the assigned prefix, which is an automatic designation that represents the first four characters of the source office, is located on the command line near the top of the screen.

3.　Press *<Return>* to accept the prefix, or enter a one to four character prefix of your choosing, followed by *<Return>*. If you prefer, it is also possible to exclude the prefix altogether by entering a blank at the screen prompt. SCREEN A4-9 shows a Dial-a-Ducer office, called Duarte, with an automatically-assigned prefix of "DUAR."

```
Keystrokes: [Select <Return>] [Quit <Esc>] [Down 'J'] [Up 'K']
            [Search Forward 'F'] [Search Back 'B'] [Group Lines 'G']
            [Mark Line 'M'] [Mark All 'A'] [Help 'H']
Select Source Devices
------------------------------------------------------------------------
Device        Access #       Type Pipe  Address                    Prefix
-----------   -----------    ---- ----  --------------------------- ------
D8925-1       D8925-1        DF                                     DUAR
D8925-2       D8925-2        DP                                     DUAR
D8925-3       D8925-3        FT                                     DUAR
D8925-A       D8925-A        $A                                     DUAR




------------------------------------------------------------------------
```
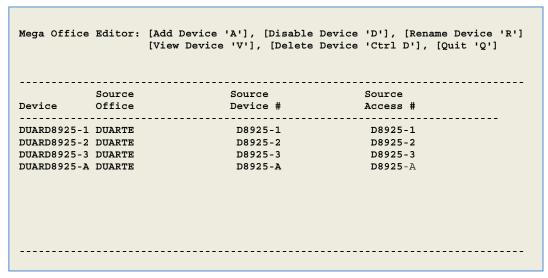
SCREEN A4-9: DEVICE SELECTION SCREEN

4.　Using the browser keyboard controls listed at the top of the screen, select the desired individual devices (or all of them) and press *<Return>*. PressureMAP then displays a device listing for the source Mega Office, as shown below. Notice that the first column of this screen displays the Device Number including the prefix. Careful consideration of this important device designation will help to eliminate duplicate device numbers from being selected for the Mega Office.

```
Mega Office Editor: [Add Device 'A'], [Disable Device 'D'], [Rename Device 'R']
                    [View Device 'V'], [Delete Device 'Ctrl D'], [Quit 'Q']


          ------------------------------------------------------------------
          Source                Source                Source
Device    Office                Device #              Access #
          ------------------------------------------------------------------
DUARD8925-1 DUARTE                D8925-1               D8925-1
DUARD8925-2 DUARTE                D8925-2               D8925-2
DUARD8925-3 DUARTE                D8925-3               D8925-3
DUARD8925-A DUARTE                D8925-A               D8925-A




          ------------------------------------------------------------------
```

SCREEN A4-10: DEVICE SELECTION SCREEN

5. Add additional offices and devices to the Mega Office by following steps 1 through 4 above. As more devices are added to the office, the listing will begin to resemble the one in Screen A4-11 below. Devices will be listed by prefix in alphabetical order.

```
Mega Office Editor: [Add Device 'A'], [Disable Device 'D'], [Rename Device 'R']
                    [View Device 'V'], [Delete Device 'Ctrl D'], [Quit 'Q']


--------------------------------------------------------------------------------
            Source                 Source                 Source
Device      Office                 Device #               Access #
--------------------------------------------------------------------------------
DUARD8925-1 DUARTE                 D8925-1                D8925-1
DUARD8925-2 DUARTE                 D8925-2                D8925-2
DUARD8925-3 DUARTE                 D8925-3                D8925-3
DUARD8925-A DUARTE                 D8925-A                D8925-A
PALM001-01  PALMER                 001-01                 001-01
PALM001-02  PALMER                 001-02                 001-02
PALM001-03  PALMER                 001-03                 001-03
PALM001-04  PALMER                 001-04                 001-04
PALM002-01  PALMER                 002-01                 002-01
PALM002-02  PALMER                 002-02                 002-02
PALM002-03  PALMER                 002-03                 002-03
PALM002-04  PALMER                 002-04                 002-04
PALM002-10  PALMER                 002-10                 002-10
PALM002-16  PALMER                 002-16                 002-11
--------------------------------------------------------------------------------
```

SCREEN A4-11: DEVICE SELECTION SCREEN (MULTIPLE OFFICES)

6. When you have finished adding offices and devices to the Mega Office, press *Q* and *<Return>*. The following screen prompt displays:

```
        Correct? Y[es], N[o], T[hrow away changes]
```

7. Confirm that the devices selected for the Mega office are correct and, if so, answer Yes to the prompt by Y and *<Return>.* If the selection is incorrect, pressing *N* and *<Return>* places you back in the Device Selection Screen where you can enter your corrections. Entering *T* and *<Return>* reproduces the Meta Office Editor Screen (Screen A4-6).

DISABLING DEVICES

If you would like to disable one or more devices in the Mega Office, you can do so easily using the disable device command. Please note that this command works like a toggle, placing the selected device in parentheses to indicate that it has been disabled, and removing the parentheses to return the device to the default enabled status. Only one device at a time can be disabled, but since the process is a such a simple one (as described below), multiple devices or all of them can be disabled very quickly and easily.

Procedure:

1. Access the Mega Office Editor (SCREEN A4-11 above). If you are logging into PressureMAP from the System Options or MAP Programs Menus, following the steps described at the beginning of this section to get to the Data Entry Screen (SCREEN A4-3). If you are already working in the system, go to MAP Data Entry and select PressureMAP Data Entry. Follow the prompts to access the Mega Office Editor screen.

2. Notice that the cursor is positioned in front of the first device in the office list. Use the down arrow key to advance to the desired device.

3. Press D to disable the device. Notice that parentheses are added to the device, indicating the disabled status.

4. Continue using the down/up arrows to select additional devices to disable, if desired.

5. If you need to enable a device, simply position the cursor in front of the device and press **D** again. Notice that the parentheses are removed.

6. When you have finished enabling or disabling devices, press **Q** and **<Return>**. PressureMAP then displays the following prompt:

        Correct? Y[es], N[o], T[hrow away changes]

7. To save your entry or entries, press **Y** and **<Return>**. At this point the PressureMAP Data Entry Screen displays where you can choose to perform other data entry functions or back out through to various program menus and log out, if desired.

RENAMING DEVICES

Another Mega Office Editor function allows you to rename individual devices in the Mega Office file. This simple process makes it possible for you to further customize and modify the device structure of the office. Devices are renamed as described in the steps below.

Procedure:

1. Access the Data Entry Screen by following the instructions described in the preceding subsection. From the Data Entry Screen (Screen A4-11), select **S** followed by **<Return>**. The following prompt displays:

        Specific Device Info for which office?

2. Type the number of the desired Mega Office and press **<Return>**. The program displays the Mega Office Editor with the cursor positioned at the beginning of line 1 in front of the first device listed.

3. Use the down arrow key to select the device you wish to rename. Press **R** and a prompt similar to the one below displays on the screen's status line:

        Device is: 'PALM001-01'. Rename device:

4. Type the new name of the device on the status line followed by **<Return>**. Please note that device names cannot exceed 11 characters in length.

5. Advance to any of other devices on the Device Selection Screen and rename them, if desired. When you have finished, press **Q** to quit; the following prompt displays:

        Correct? Y[es], N[o], T[hrow away changes]

6. If the devices that you have renamed are correct, enter **Y** and **<Return>**. A *N[o]* response places the cursor back in the device listing section of the screen; entering *T[hrow away*

changes] returns you to the Data Entry Screen where you can perform other data entry functions or select *Quit*.

VIEWING DEVICES

The View Devices option enables you to access Specific Device Information for any of the enabled devices in the Mega Office from the Mega Office Editor screen. With this capability you can check device type, pipe, address, monitored sheath information, etc. You can also view and evaluate device readings.

Procedure:

1. Access the PressureMAP Data Entry Screen (shown below) from the MAP Data Entry Menu.

```
Data Entry: A[dd a new office], I[nfo about an office], S[pecific device info],
        D[elete an office], R[ecover from hardware failure], M[ore], Q[uit]

Choose an option:
-----------------------------------------------------------------------------
            Offices
            -------

            1.   PARKWAY              12.   SUNNYMEADE
            2.   BRIDGE               13.   CREST1
            3.   SWELLWATER           14.   GARLAND
            4.   VICORIA              15.   PALMER
            5.   CHESTER              16.   REDLAND
            6.   RIDGEWAY             17.   HIGHGROVE
            7.   ANDERSON             18.   LAKEVIEW
            8.   GARDNER              19.   CAMBY
            9.   REED                 20.   MEGA1
           10.   DUARTE               21.   MEGA2
           11.   FORSTER


-----------------------------------------------------------------------------
                                                    PressureMAP XX.XX.XX
```

SCREEN A4-12: DATA ENTRY SCREEN

2. Select Specific Device Info by pressing **S** and **<Return>**. PressureMAP then displays the following prompt:

    Specific Device Info for which office?

3. Type the number designation of the desired Mega Office (either 20 or 21 in the example above) followed by **<Return>**. PressureMAP then displays the Mega Office spreadsheet editor for the selected office. (Refer to SCREENS A4-10 and A4-11.)

4. Use the down arrow key to select the individual device that you are interested in viewing.

5. With the cursor positioned in front of the device, press **V** to view Specific Device Information. A screen similar to the one below will display.

```
   Keystrokes: [Quit <Esc>] [Down 'J'] [Up 'K'] [Help 'H'] [Print 'P']
               [Search Forward 'F'] [Search Back 'B'] [Search Next 'N']



   --------------------------------------------------------------------------


   Specific Device Information for MYOFF                PressureMAP XX.XX.XX
   12/21/2010  13:54          *Schedule Off*           System Studies Incorporated
   --------------------------------------------------------------------------

   Device #:  001-01                          Type: $P
   Address:   MAIN ST.                        Loc:     Pipe:       STD:   6.0
   TD Type:   RP                                                   Chng:  1.5
   Sheath(s):

   Cable:            Prim Pair:          Sec Pair:          Sort Key:
   Plat #:           Stickmap:
   Phone:
   Latitude:               Longitude:

   Office 1 Loc:           Distance 1 (kft):      Field 1 Loc:
   Office 2 Loc:           Distance 2 (kft):      Field 2 Loc:
   --- More Below -----------------------------------------------------------
```

SCREEN A4-13: SPECIFIC DEVICE INFORMATION

6. If all of the information does not display on the screen, as in the example above, press the J key to scroll downward. Located at the bottom of the screen are the readings for the device.

7. To exit the Specific Device Information Screen press the *<Esc>* key, and the program will return to the Device Selection Screen (SCREEN A4-10) where you can select other options or log off by exiting the various menus.

DELETING DEVICES

During the process of mapping devices from source PressureMAP offices to a Mega Office, it may be necessary to remove or delete a device(s) that was added in error. This simple process, described in the steps below, can be performed as necessary during the initial data entry process or anytime a device needs to be removed from the listing.

Procedure:

1. To delete a device from the Mega Office, you will need to access the Device Selection Screen (see SCREEN A4-10). If you are not already working with the Mega Office Editor, you will need to go to the MAP Data Entry Menu (SCREEN A4-2) either by stepping through the various menus or via a direct login (*pdata*) to the PressureMAP editor.

2. At the MAP Data Entry Menu select option 1, PressureMAP Data Entry, by pressing *1* and *<Return>*. A screen similar to SCREEN A4-12 above displays, showing the offices in your PressureMAP system, including Mega Offices.

3. Press *S* and *<Return>* at the Data Entry Screen to access Specific Device Information for any of the offices listed. PressureMAP then displays the following prompt:

        Specific Device Info for which office?

4. Type the number of the PressureMAP Mega Office that contains the device(s) you wish to delete. Follow your selection by pressing **<Return>**. PressureMAP then displays the Mega Office Editor (as shown in Screen A4-10), listing the mapped devices from the various source offices.

5. Use the down and up arrow keys to select the device you would like to delete. Press **<Ctrl> D**, and you will see that the device disappears from the listing. Please note that if you omit the *<Ctrl>* key and just press *D*, PressureMAP disables the device (refer to the explanation of this editing function on page A4-8). Repeat the process to remove any additional devices from the Mega Office. Please note that there are no controls provided for selecting multiple devices for deletion at one time.

6. When you are finished removing devices, press **Q**, for Quit. The following message appears above the office listing:

   ```
   Correct? Y[es], N[o], T[hrow away changes]
   ```

7. If the deletions you have made are correct, enter **Y** and **<Return>**. A *N[o]* response places the cursor back in the device listing section of the screen; entering *T[hrow away changes]* returns you to the Data Entry Screen where you can perform other data entry functions or select *Quit*.

QUIT MEGA OFFICE EDITOR

When you have finished adding source offices and devices to the Mega Office, you will need to exit the Data Entry Editor to access other parts of the PressureMAP program or log off.

Procedure:
1. To return to the PressureMAP Data Entry Menu from the Mega Office Editor, pressure the letter **Q** for quit. Depending upon what editing function you are performing at the time, the program will either prompt you to save or throw away your changes. Otherwise, pressing the *Q* key (without a *<Return>*) places you directly at the PressureMAP Data Entry Menu.

2. Select one of the editing functions, or press **Q** and **<Return>**

   This command effectively quits the PressureMAP portion of the data entry editor and returns you to the MAP Data Entry Menu.

3. Continue to back out of the program by pressing **Q** and **<Return>**, or select another program option.

The process of exiting the program is self-explanatory. It is important, however, that you exit the PressureMAP editor properly before leaving the terminal. Never leave the computer before you have logged out of the system.