Saint Paul Public Schools

Building Automation System Training
Accessing the System

https://10.1.4.10
Logging In

• Enter your username, click *Login*

• Enter your password, click *Login*

• Must click *Change User* to re-enter username
Building Home

• Click links on left for systems and summaries
• Click links on top for alarms, etc.
Summary Pages

- View summaries of different systems
- Click on equipment names to view system
Equipment Pages

- Click on values for history charts
- Right-click on values to set or override
History Charts

- Select time range
- Click and drag to pan
- Scroll to zoom
Setpoint Adjustment

• Right-click on heating or cooling occupied setpoints and click set
Schedules

- Click *Sched_Legend* to review choices
- Click a schedule button to view or edit
- Save when finished
Schedules

- Click schedule selector
- Choose which schedule to apply to the unit
Alarms

- Use checkbox and buttons to manage alarms
- Click hyperlink to view system in alarm