

homebook[®] user manual



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1. General

1.1 About this manual

This manual is intended for all users of the web portal homebook®. The original document was created in German language with due diligence. Any liability of the manufacturer because of incorrect or missing information and linguistic deficiencies in the documentation is excluded. If you locate any errors or incompleteness, please inform us about it.

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1.2 Information about homebook®

homebook® is an additional offer of utp umwelttechnik pöhl GmbH and belongs to product series „Small Waste Water Treatment Plants“.

It is a website divided into different areas, so-called „portals“.

Each portal contains various information and functions. Depending on requirements, portals can be adjusted to the demands.

homebook® is realized as a web-based application. Users are independent in use of devices and locations. No software installation is required, only a web browser is needed. After logging in to www.homebook.de, users can choose between the now unlocked portals.

1.3 Needs and purposes

Small waste water treatment plants always have to be ready for use, in a proper condition and regularly maintained by an expert.

Plants should give notification to an expert in cases of malfunction. Problems should be solved quickly to avoid secondary damage.

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Aims of homebook®:

- Increase of waste water treatment plants reliability
- Ease of information exchange between responsible persons
- Simple document management
- Easy administration of several plants at the same time
- Improvement of water protection

1.4 Data security

It is very important for us to protect your personal data!

Please note:

- homebook® server is located in a data center with highest standards in terms of data security, access control, system reliability and backup management
- Login data is created automatically and will only be sent to certified email addresses
- Password strength is ensured for login data
- For connection with our website we are using a 256-bit SSL-certificate to encrypt data transfer.

For further questions and comments please feel free to contact us!

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2. Login data

2.1 How do I gain access to homebook®?

If you have purchased a plant from utp, you can request a login to the web portal homebook®.

If you are owner of a plant with a module for remote monitoring (telemetry) you will get your login information automatically.

Every user has a different homebook®-role. If you are the owner of plants you can see all of your purchased plants.

Maintenance companies and environmental authorities can also gain access to all plants they are responsible for via homebook®. Each plant will not become visible without plant owners permission.

2.2 Login

Without login information you can just access the public area of the website.

You will get login data (user name and password) from us via email.

The password is created automatically by the server. It is recommended to change the password after first login.

You can find the login-area at the top of the page:

Username: Password: [Login](#) [Forgot Password?](#)

Enter your username and password in the designated fields.

Confirm login by clicking the button „**Login**“.

After login you can see the following:

Logged in as: **utp service GmbH** [Logout](#) [Change Password](#)

In this example the user „utp service GmbH“ is logged in.

It is now possible to logout or to change your password.

The menu bar now shows all available portals. They will appear to the right of the public menu item „homebook“.

This view is different depending on purchased contract and conditions.

homebook	Master Data Portal	Telemetry Portal	Maintenance Portal	Online Archive
----------	--------------------	------------------	--------------------	----------------

2.3 Forgot password?

If you forgot your password you can request a new one by using the button „**Forgot password?**“.

You will be redirected to a page where you must insert your homebook-username. Click button „**Send**“ to pass your request through to utp.

FORGOT PASSWORD?

Did you forget your password? No problem!

Please insert your homebook-username in the designated field and click button "Send".
Your will receive a new password for your account. We will send it via email to the known email address of this user.

homebook-username *

Send

* In the majority of cases username is 7 characters long, starting with a letter, for example K123456

The new password will be sent to the users email address.

If you forgot your homebook-username:

Please send an email to info@utp-umwelttechnik.de. We need your name, address and the serial number of your small waste water treatment plant („KF-Number“). After checking the data you will receive new login via email.

2.4 Logout

After a successful login the user logged in is shown at the top of the page:

Logged in as: **utp service GmbH** **Logout** **Change Password**

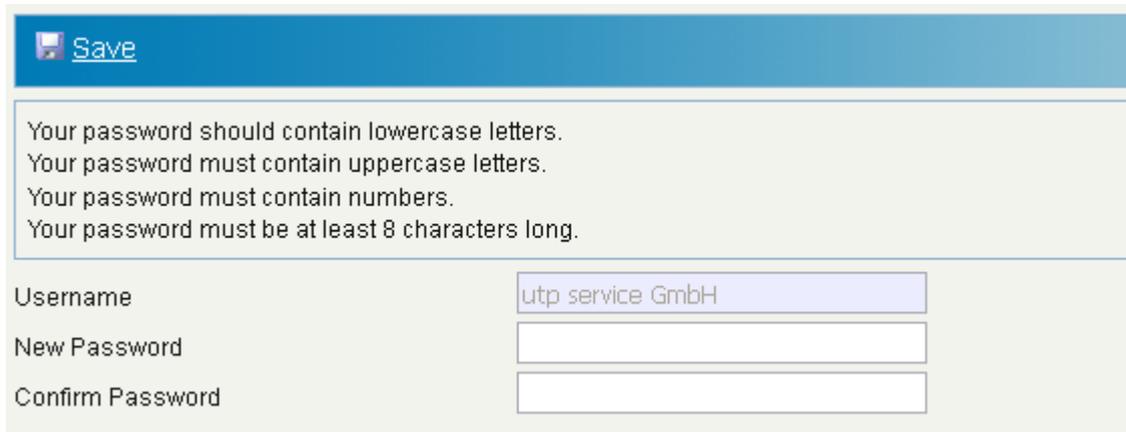
Finish your homebook-session by clicking the button „**Logout**“.

2.5 Change password

You can only use this function when you are logged in.

Logged in as: **utp service GmbH** **Logout** **Change Password**

After clicking the button „**Change Password**“ you will be redirected to the page as follows:



Save

Your password should contain lowercase letters.
Your password must contain uppercase letters.
Your password must contain numbers.
Your password must be at least 8 characters long.

Username

New Password

Confirm Password

At first you can see criteria for a new password.
It has to contain at least one lowercase letter, one uppercase letter and a number.
The minimum length is set to 8 characters.

Choose „**Save**“ from the menu bar to activate your new password.

3. The portals

Depending on purchased conditions you are allowed to access the portals of homebook®.

You can find a brief listing of available portals on our homebook-website by choosing the link "Available portals" (among "homebook").

Just use our contact form on the website if there are further questions or comments.

3.1 Master data portal



Master data portal starts up with an overview of all plants assigned to the user logged in.

In case of being the owner of a wastewater treatment plant, you will just see this plant in the list.

Service companies will see all plants they are performing maintenance and repair.

Environmental authorities can get access to all plants they are responsible for.

Plant	Name	Address	Country	Post Code	City
<input checked="" type="radio"/> KF VORFÜHRBEHÄLTER	utp service GmbH	Weidenberger Straße 2-4	DE	95517	Seybothenreuth
<input type="radio"/> KF60853UTP	utp service GmbH	Weidenberger Straße 2-4	DE	95517	Seybothenreuth

MASTER DATA PORTAL



[List](#) [Details](#) [General map](#)

Plant	Name	Address	Country	Post Code	City
<input checked="" type="radio"/> AB-61	Harald Alber	Gresselgrund 13		96126	Maroldswesach

The input field „**Search**“ can be used to find a particular plant. It is helpful when you have many plants to manage.

When clicking on the „**?**“-Icon top right above the search field an actual version of this manual will open up.

Example:

Entering "KF11" lists up all plants starting with KF11.

Search string „Bayreuth“ will show all plants located in Bayreuth.

The search function is always working in parallel with your input, results were updated immediately.

To perform further actions from the menu bar you will have to select the desired plant. By default, the first plant is selected.

3.1.1 Details



When choosing „**Details**“ from the menu bar, further details from the selected plant are displayed.

You will find master data of the contacts which are assigned to the plant.

Following types of contacts can be integrated to homebook®:

- *Owner*

Owner of the small waste water treatment plant(s)

- *Local contact*

If the plant owner is not in attendance, for example a tenant-occupied house, another person can be assigned to the plant as local contact

- *Local administrator*

This type of contact can be used for organizations which have to manage several plants. A facility manager, for example, would be assigned as local administrator, too.

- *Service company*

The company responsible for maintenance and repair

- *Technician*

A technician from the service company assigned to particular plants

- *Environmental authorities*

The person who is responsible for the administrative monitoring of the plant

Master data of the contacts is displayed in detached tabs:

MASTER DATA PORTAL ?

Plant KP11000A utp Betriebskläranlage 2x12EW

List Details General map

Owner Local contact Local administrator Service company Environmental authority

Name	utp service GmbH
Name 2	
Address	Weidenberger Straße 2-4
Address 2	
Post Code	95517
City	Seybothenreuth
Phone No.	+49 9275 60566-330
Mobil Phone No.	
Fax No.	+49 9275 60566-66

Further details and technical specifications of the small waste water treatment plant can be found beneath the contacts.

Those details are separated into two categories:

Plant details

Call details

- *Plant details*

Further details, for example the address of the plants location

- *Call details*

This information is just available for plants **with telemetry module**

Plant details

Plant details	Call details
Address	<input type="text" value="Weidenberger Sr.2-4"/>
Address 2	<input type="text"/>
Post Code	<input type="text" value="95517"/>
City	<input type="text" value="Seybothenreuth"/>
Population	<input type="text" value="12"/>
Filtration level	<input type="text" value="N"/>
Type of tank	<input type="text" value="Beton"/>
Firmware-Version	<input type="text" value="03.27"/>
Contract type	<input type="button" value="Get Maintenance Information"/>
Telem. activated since	<input type="text" value="30.03.2011"/>
GPS Longitude	<input type="text" value="11.70350"/>
GPS Latitude	<input type="text" value="49.89915"/>
Memo	<input type="text" value="Control unit in garage"/>

Here you can see further details of the location, type of plant (Population, filtration level) and GPS coordinates.

If activated, additional information of maintenance contract and telemetry service is displayed.

The field **Memo** can be used by service companies or their technicians to add some general remarks.

Call details

Plant details	Call details
Phone No. Plant	004915222564515
Calling intervall (Min)	60
Repeat intervall (Min)	5
Max failed calls	10
Current failed calls	11
CSQ	20
Last call	01.12.2013 11:34
Next call	01.12.2013 11:39
Call activated	<input checked="" type="checkbox"/>

Call details offers information on telemetry. Actual telemetry condition and calling parameters can be checked here.

3.1.2 General map



The list of plants can also be opened in a map. Every blue pin offers some short information about the plant. You can switch directly to plants details from the info box displayed.

MASTER DATA PORTAL [?]

List **General map**

3.1.3 Master data changes

In plant details beneath the contact tabs you can choose the button „Send changes“.

The following input form opens up:

Master data changes

Here you can send us your master data changes.

Of course we will send you a confirmation of changes via email!
Just click the check box in the form and enter your email address.

Name *

Serial number(KF-number) *

What has changed in master data? *

Confirmation via email

Email-address

Use this form to tell us if there are any changes in your master data.
If requested we will confirm your changes via email.

3.2 Telemetry portal

This portal is just available for plants with telemetry module and an active remote monitoring.



At first an overview of all assigned plants opens up. You can see all plants with faults at first sight. Those are marked with a red cross. You can also find the search function similar to master data portal.

TELEMETRY PORTAL ?

List
Details
Call history
Operating data
Location
General map

		Plant	Name	Country	Address	Post Code	City
<input checked="" type="radio"/>	X	TESTKOFFER 1 WH	utp service GmbH	DE	Weidenberger Straße 2-4	95517	Seybothenreuth
<input type="radio"/>		KF VORFÜHRBEHÄLTER	utp service GmbH	DE	Weidenberger Straße 2-4	95517	Seybothenreuth
<input type="radio"/>		KF60853UTP	utp service GmbH	DE	Weidenberger Straße 2-4	95517	Seybothenreuth
<input type="radio"/>		KP110004A	utp service GmbH	DE	Weidenberger Straße 2-4	95517	Seybothenreuth
<input type="radio"/>		KP110004B	utp service GmbH	DE	Weidenberger Straße 2-4	95517	Seybothenreuth

3.2.1 Details



The item „**Details**“ offers further information of the small waste water treatment plant. You can find information about when telemetry service was started, GPS coordinates of plants location, calling parameters and much more.

This view is equivalent to **Details** of master data portal (from page 9).

3.2.2 Call history



With the call history you are able to check the performed calls from the server to the plants control unit.
The result of each call is also shown in the list.

By default plants are called once a day. This is similar to a daily check of the plant condition by the responsible person.
Call intervals can be changed due to individual requirements.

If a call fails, telemetry server starts a new attempt automatically. After reaching the maximum number of failed calls an error message „**Calling failed and deactivated!**“ is generated. This message is sent via SMS and / or email to persons in charge.

When error cause removal is done, calling to plant can be reactivated by service company or plant manufacturer (utp).

Please note: Until calling is not reactivated, no further calls will be performed!

TELEMETRY PORTAL ?			
Plant KF 120942			
List Details Call history Operating data Location General map Call			
Call Timestamp	Connection Time	No of Trans. Records	Result
01.12.13 15:24	38	1	Data transfered
30.11.13 15:24	0	0	No data
29.11.13 15:24	0	0	No data
29.11.13 12:23	18	0	Not Available
28.11.13 12:23	0	0	No data
27.11.13 12:21	0	0	No data

The column **Call Timestamp** shows the time when the call to the plant was performed.

Duration of the call (in seconds) is listed in column **Connection Time**.
If there are no events in the plants memory this column shows the value „0“.

The **Number of transferred records (No of Trans. Records)** shows the number of entries collected from the plants memory. This value has a causal relation to the **Result**.

Possible values in column **“Result”**:

- *No data*
Since last call no new events occurred at the plant.
The column „No of Trans. Records“ shows the value “0”.
- *Data transferred*
Entries from the plants memory were collected.
In column „No of Trans. Records“ you can see the number of transferred events.
Also refer to: **„3.2.3 Operating data“**
- *Transmission interrupted*
While transferring data from plants control unit, an error occurred, for example a connection interruption.
- *Not available*
The plant wasn’t reachable at the time of the servers call.
Some time later the server automatically retries to get a connection.

3.2.3 Operating data



When choosing **„Operating data“** from the menu bar all plant events are listed. This list gives an overview of alerts and information messages transferred from plants control unit.

In the upper range of the prompt, operation data records can be pre-selected. The search criteria will be stored for the whole homebook-session (until Logout) but can be changed at any time.

TELEMETRY PORTAL ?

Plant KF120942

List Details Call history **Operating data** Location General map Call

Date filter (DD.MM.YYYY)

Show assig. Mess.

Event type

Event

Event State

Possible search criteria

- *Date filter (DD.MM.YYYY)*

Enter a starting-date and or an end-date to limit the period of events

Input format is: Day.Month.Year (DD.MM.YYYY)

You can pick the date from a calendar which opens up when clicking into either starting-date or end-date box.

- *Show assigned messages (Show assign. Mess.)*

Events from the same type transferred with the same call were summarized to one "Main event" to ease the editing afterwards.

If all single events should be listed, click the check box next to „Show assign. Mess.“

- *Event type*

There are two event categories:

- *Alarm*

These are events, which have to be treated!

- *Info*

These events are just for general information (**no errors**).

No intervention is required!

- *Event*

Operating data can be filtered for a certain event, for example „Pressure too low!“

- *Event State*

Select operating data by the state of event. Also refer to following description with example.

Beyond search criteria a list of operating data is displayed.

Alarms are marked with a red cross. Events without this sign are information messages.

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Operating data list

<input type="radio"/> Details <input type="radio"/> New <input type="radio"/> Delete <input type="radio"/> Forward								
		Message received	Event	Event State	Event occurred	Closed	Closed by	assigned Mess.
<input type="radio"/>		01.10.13 14:41	1st day of month		01.10.13 00:00			0
<input type="radio"/>		24.09.13 14:40	Device Start/Stop	Reversed	24.09.13 12:32			0
<input type="radio"/>		24.09.13 14:40	Device Start/Stop	Occurred	24.09.13 12:30			0
<input type="radio"/>	<input checked="" type="radio"/>	24.09.13 13:40	Power failure!	Occurred	24.09.13 11:31	24.09.13	utp service GmbH	2
<input type="radio"/>		01.09.13 13:33	1st day of month		01.09.13 00:00			0

The column **„Message received“** shows the time when events were transferred from plants control unit to homebook-server.

This is not the same time when the event really occurred on-site.

Example: „Power failure!“ occurs on 24.09.2013 at 12:31 pm on-site.

Plant is called once a day. The call is performed on 24.09.2013 at 14:40 pm.

→ Column „Message received“ shows: „24.09.13 14:40“

„Event“ is the type of alarm or information-message

Example: An electricity failure creates the event „Power failure!“.

Monthly operating hours were transferred with the event „1st day of month“

„Event State“

- *Occurred*

An alarm, for example „Pressure too low!“ occurred and was recognized by control unit.

- *Reversed*

The alarm is reversed at the plant. This can happen automatically, too.

Example: An electricity failure creates the event „Power failure!“. When the failure is noticed, control unit creates an event „Power failure!“ with event-state „Occurred“.

If current supply is fine again, an event „Power failure!“ with state „Reversed“ is created.

- *Acknowledged*

Alarm was acknowledged by pressing OK-Button on the panel of the control unit.

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<input type="radio"/> Details <input type="radio"/> New <input type="radio"/> Delete <input type="radio"/> Forward							
	Message received	Event	Event State	Event occurred	Closed	Closed by	assigned Mess.
<input type="radio"/>	01.10.13 14:41	1st day of month		01.10.13 00:00			0
<input type="radio"/>	24.09.13 14:40	Device Start/Stop	Reversed	24.09.13 12:32			0
<input type="radio"/>	24.09.13 14:40	Device Start/Stop	Occurred	24.09.13 12:30			0
<input checked="" type="radio"/>	24.09.13 13:40	Power failure!	Occurred	24.09.13 11:31	24.09.13	utp service GmbH	2
<input type="radio"/>	01.09.13 13:33	1st day of month		01.09.13 00:00			0

„**Event occurred**“ is the system time of the control unit. This corresponds with the time when the event really occurred on-site.

Please note: This value can be faulty, if system time was set back to factory settings. This happens after a very long power failure when the battery is dead.

The columns „**Closed**“ and „**Closed by**“ give information about the state of processing. This is normally done by the service company or their technicians. If an alarm is closed in homebook®, the corresponding date and user will be displayed in those columns.

Referring to the graphic on top:
 „Power failure!“ was closed on 24.09.2013 by user „utp service GmbH“.

In column „**assigned Mess.**“ you can see how many messages are assigned to this particular event. Thus many events with the same cause of error can be summarized to one record. You will not have to close every single event and always enter the same problem solution.

3.2.4 Editing alarms

Transferred records from plants control unit can be of type „Alarm“ or „Info“. (see also 3.2.3 **Operating data**).

Only alarms must be edited in homebook®. A plant will not show up without errors (marked with a red cross) until all alarms are edited and closed. Alarms and solution measures are written to a log book for the purpose of documentation. This log book is automatically created and updated regularly for plants with telemetry module and stored into the Online Archive.

Only persons responsible for troubleshooting are allowed to edit alarms. In other cases the responding menu bar will not appear. Those persons will receive an error notification via SMS and / or email.

In most cases this will be the service company with its technicians.

To edit an alarm, choose one of the events of operating data list and click on item „Details“.

TELEMETRY PORTAL ?
Plant KF120777

[List](#)
[Details](#)
[Call history](#)
[Operating data](#)
[Location](#)
[General map](#)
[Call](#)

Date filter (DD.MM.YYYY) bis
 Show assig. Mess.
 Event type
 Event
 Event State

[Details](#)
[New](#)
[Delete](#)
[Forward](#)

	Message received	Event	Event State	Event occurred	Closed	Closed by	assigned Mess.
<input type="radio"/>	01.10.13 14:41	1st day of month		01.10.13 00:00			0
<input type="radio"/>	24.09.13 14:40	Device Start/Stop	Reversed	24.09.13 12:32			0
<input type="radio"/>	24.09.13 14:40	Device Start/Stop	Occurred	24.09.13 12:30			0
<input checked="" type="radio"/>	24.09.13 13:40	Power failure!	Occurred	24.09.13 11:31	24.09.13	utp service GmbH	2

	Counter N	Counter E	Counter F	Filling	Ventilation	Sec.	Clear water	Alert Light	Dosage	UV	Compressor	Floating Contact	Act. Prog.
<input checked="" type="radio"/>	670	657	48	125	3059	5	143	27	0	0	3333	1299	1

List New Delete Forward Save

Event

Consecutive No.

Plant

Event timestamp

State

Event no.

Event State

Intervention required

Delegated technician

Manual message

Fault Clearance

Solution date

State

Solution type

Solving note

Closed by

Charge

Assign fault

	Consecutive No.	Event timestamp	Event	Event State
<input checked="" type="checkbox"/>	502497	24.09.2013 13:40	Power failure!	Acknowledged
<input checked="" type="checkbox"/>	502498	24.09.2013 13:40	Power failure!	Reversed

Troubleshooting data is entered beyond **„Fault Clearance“**.
 In the example „Power failure!“ was fixed on 24.09.2013 by re-establishing power supply.
 You can enter additional information in field „Solving note“.

Beneath **„Assign fault“** you will find a list of all other non-closed alarms for this plant.
 Those alarms can be assigned to the current alarm. It makes editing easier, when you
 have several alarms with the same error cause.

Finish this process by clicking on **„Save“**.

3.2.5 Export of operational data records



If you need records of plant's operational data for further editing or reporting, you can export those records in an excel-file. Choose „**Export**“ from the menu bar to execute this function.

All available records of operational data overview will be exported in an excel-file. Set filters, for example data range will be ignored.

	Message received	Event	Event state	Event occurred	Closed	Closed by	No. of assigned messages
<input type="radio"/>	01.03.15 05:39	1st day of month		01.03.15 00:00			0
<input type="radio"/>	20.02.15 13:24	Maintenance	Occurred	20.02.15 13:24			0
<input type="radio"/>	07.02.15 02:35	Device start/stop	Reversed	06.02.15 11:25			0
<input type="radio"/>	07.02.15 02:35	Device start/stop	Occurred	06.02.15 11:23			0
<input type="radio"/>	07.02.15 02:35	Program restart	Occurred	06.02.15 11:22			0
<input type="radio"/>	07.02.15 02:35	Device start/stop	Reversed	06.02.15 11:22			0
<input type="radio"/>	07.02.15 02:35	Device start/stop	Occurred	06.02.15 11:20			0
<input type="radio"/>	07.02.15 02:35	Device start/stop	Reversed	06.02.15 11:20			0

You can download the file by clicking on a link coming up. It is possible that the file opens automatically. This depends on version and settings of your internet browser.

TELEMETRY PORTAL ?

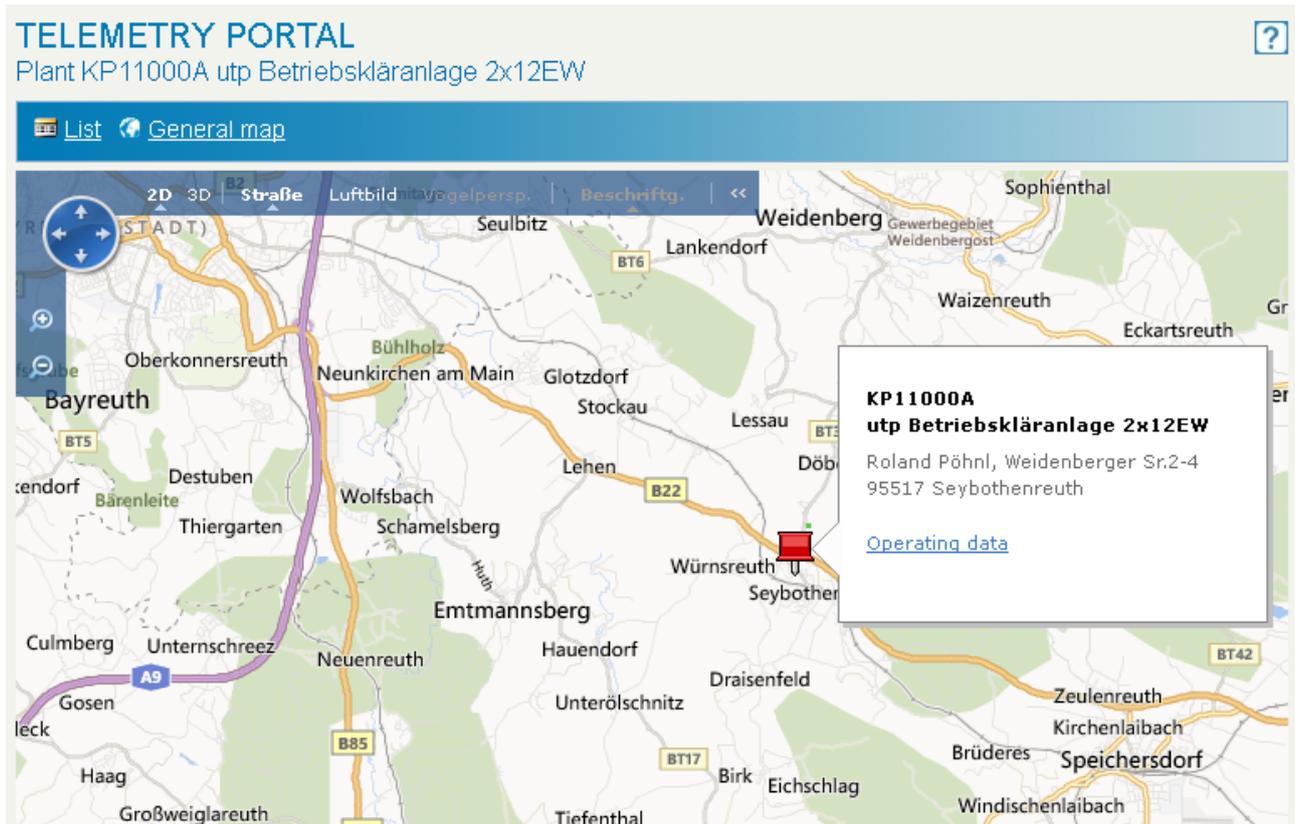
[KF120942_10-03-2015.XLS](#)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Operational data											
2	KF120942, PreiBinger, Seybothenreuth 8EW											
3												
4	Message received	Event	Event state	Event occurred	N	E	F	Filling	Ventilation	Secondary	Clear water	Compressor
5	01.03.15 05:39	1st day of month		01.03.15 00:00	1408	1647	3	254	8850	17	293	9415
6	20.02.15 13:24	Maintenance	Occurred	20.02.15 13:24	1395	1618	3	252	8723	17	291	9283
7	07.02.15 02:35	Device start/stop	Reversed	06.02.15 11:25	1382	1589	3	249	8596	17	288	9150
8	07.02.15 02:35	Device start/stop	Occurred	06.02.15 11:23	1382	1589	3	249	8596	17	288	9150
9	07.02.15 02:35	Program restart	Occurred	06.02.15 11:22	1382	1589	3	249	8595	17	288	9150
10	07.02.15 02:35	Program restart	Reversed	06.02.15 11:22	1382	1589	3	249	8595	17	288	9150
11	07.02.15 02:35	Device start/stop	Occurred	06.02.15 11:20	1382	1589	3	249	8595	17	288	9150
12	07.02.15 02:35	Device start/stop	Reversed	06.02.15 11:20	1382	1589	3	249	8595	17	288	9150
13	07.02.15 02:35	Device start/stop	Occurred	06.02.15 11:12	1382	1589	3	249	8595	17	288	9150

3.2.6 Location



„**Location**“ will display plants in a map. Location is determined on the basis of GPS coordinates (Longitude and latitude). If no GPS coordinates are given, location is determined on the basis of the address.



If the plant is working correctly, location is marked with a green pin otherwise with a red pin.

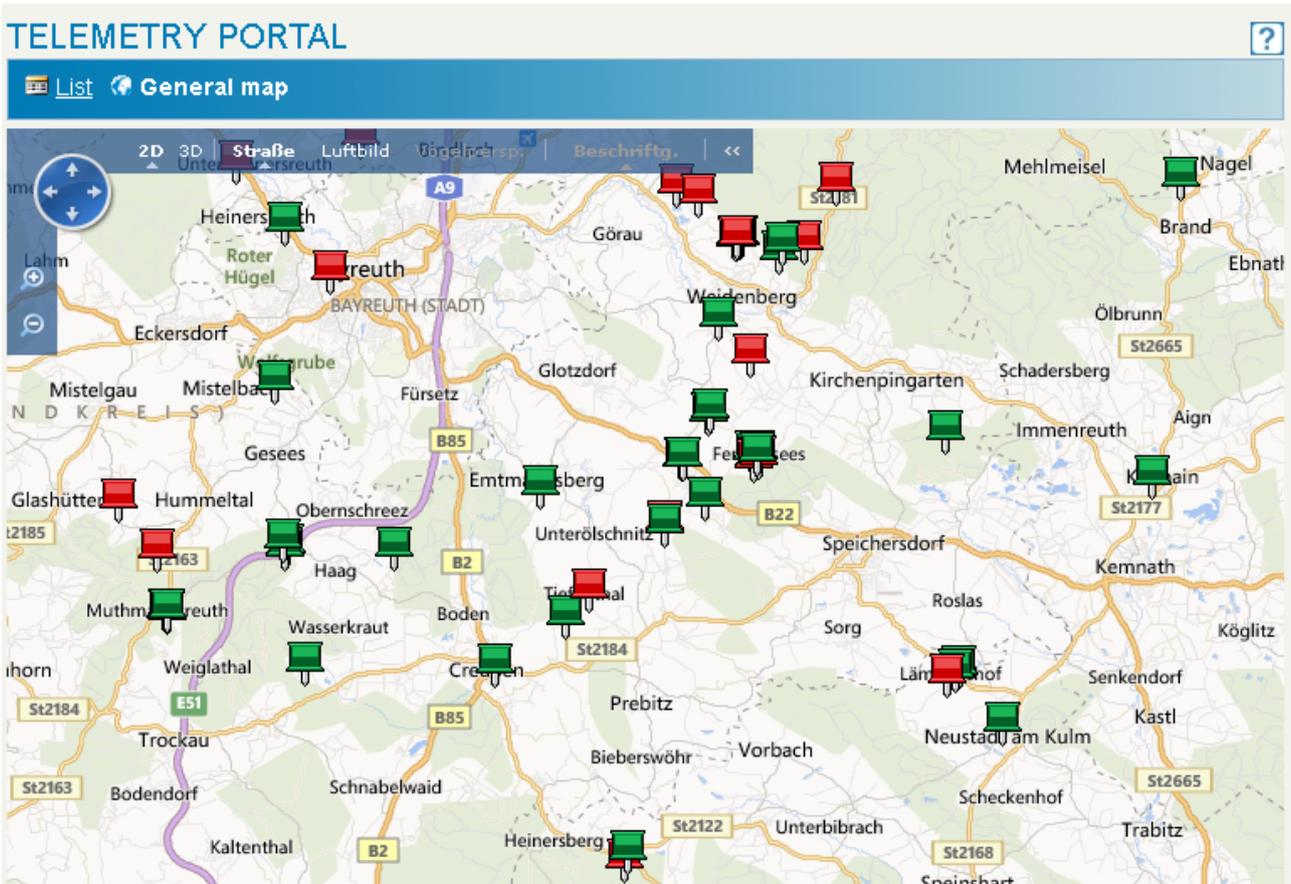
Name and location of plant are displayed in an info box. It is possible to switch directly to the operating data list.

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3.2.7 General map



Contrary to „3.2.5 Location“, „**General map**“ doesn't show one selected plant but all plants assigned to the user logged in.



Direct switching into operating data list is possible in the same way as “3.2.6 Location”.

3.2.8 Call plant (manual call)



Regular calling to plants control unit is done automatically by homebook-server according to set interval (Calling interval).

In addition, it is possible to call plants control unit manually.

This function of the telemetry portal is just available for service companies and their technicians.

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Manual call is intended for getting actual condition of the plant. You will also need manual call function to re-activate automatic calls after receiving the error message „Calling failed and deactivated! ” (see also 3.2.2 **Call history**)

This function is accessible from menu bar in call history or operating data overview.

TELEMETRY PORTAL ?
Plant KF120942

[List](#)
[Details](#)
[Call history](#)
[Operating data](#)
[Location](#)
[General map](#)
Call

	Call Timestamp	Connection Time	No of Trans. Records	Result
<input checked="" type="radio"/>	10.12.13 18:26	0	0	No data
<input type="radio"/>	09.12.13 18:26	0	0	No data

Call history menu bar: Function „Call“

After clicking the item “Call” you can see a note as follows:

TELEMETRY PORTAL ?
Plant KF120942

[List](#)
[Details](#)
[Call history](#)
[Operating data](#)
[Location](#)
[General map](#)
[Call](#)

The system call was initiated, the data are available in a few minutes

The user who has done the call will receive a notification via email when call is finished. This notification contains a preview on transferred records (operating data).

The whole process from starting the call to plants control unit until data is completely transferred and updated on homebook website will last about 5 to 10 minutes.

In the main, it depends on the number of transferred records.

3.2.9 Initialisation (Start-up telemetry)



The function „**Initialise**“ is only available for service companies and their technicians, similar to 3.2.8 **Call plant (manual call)**.

It is used for putting telemetry function into operation.

Please note: This function can only be performed **once!**

This function is located in operating data overview (shortened form: “Init.”):



Processing has to be confirmed by clicking „**Initialisation**“.

You will also see plants location address. If necessary it can be changed here.

✖ Back
➤ Initialisation

CAUTION!

Please carefully check the following entries!
This action can only be done once!

Initializing performs following actions:

- All records in call history and operating data bevor date of initialisation will be deleted
- Calls to plant are enabled
- The plant location and the date of activation for telemetry will be set

Init Date	<input type="text" value="02.10.2013"/>
Name	<input type="text" value="utp service GmbH"/>
Address	<input type="text" value="Weidenberger Str. 2-4"/>
Address 2	<input type="text"/>
Post Code	<input type="text" value="95517"/>
City	<input type="text" value="Seybothenreuth"/>
Country	<input type="text" value="DE"/>

To perform initialization, select 'Initialize' from the toolbar!

Following actions will be performed while initialisation:

- All records in calling history and operating data before date of initialisation will be deleted. This is to clean up plant records from older events created by test-calls.
- Automatic calling of plant will be activated
- Location address and telemetry start-up-date is set

3.3 Online Archive

The Online Archive is a collection of documents belonging to small waste water treatment plants.

Every contact who is assigned to a particular plant is allowed to upload documents and make them accessible to the other contacts.



Access privileges are always set by the uploading user!

This portal is starting up with a list of all plants assigned to the user logged in. Search function to get fast access on a particular plant is also integrated.

ONLINE ARCHIVE ?

utp

List Files

Plant	Name	Address	Country	Post Code	City
<input checked="" type="radio"/> KF VORFÜHRBEHÄLTER	utp service GmbH	Weidenberger Straße 2-4	DE	95517	Seybothenreuth
<input type="radio"/> KF60853UTP	utp service GmbH	Weidenberger Straße 2-4	DE	95517	Seybothenreuth
<input type="radio"/> KP110004A	utp service GmbH	Weidenberger Straße 2-4	DE	95517	Seybothenreuth
<input type="radio"/> KP110004B	utp service GmbH	Weidenberger Straße 2-4	DE	95517	Seybothenreuth

To get an overview of stored documents for a particular plant, select plant from the list and click on item **„Files“**.

The following list of documents is divided into two sections:

- Plant documents
- System files

3.1 Plant documents

Here you can find documents uploaded by one of the plants contact persons. This could be the plant-owner, service company in charge with its technicians or the responsible environmental authority.

ONLINE ARCHIVE ?

Plant KP110004A

List
Files
Open
Upload
Edit
Delete

	Description	Filename	Used Space (KB)	Upload Date	Upload by
<input type="radio"/>	Documentation klaerbox	klaerbox.pdf	1.079,43	11.12.2013	utp service GmbH

You have used 466,46 kb of 10.000,00 kb

The person who uploaded the file is shown in column **„Uploaded by“**. This user is the document-owner, not to be confused with the plant-owner.

Further information on listed documents:

A description of uploaded file (**„Description“**), the file name (**„Filename“**), size of uploaded file (**„Used Space (KB)“**) and uploading date (**„Upload Date“**).

Underneath this list of documents you will find a note on actual used and free online space. This is different due to purchased contract and terms.

Following message will appear if available online space is exceeded:

✖ You have used 1.079,43 kb of 0,00 kb

3.2 System files

In this section you can find documents provided by utp as manufacturer.

System files are for example:

- Notes of authorization
- Operating manuals
- Assembly guides
- Technical data sheets

System files

Open	
Description	Filename
<input type="radio"/> Alarm and information summary	2012-05_Alarm_and_Info-summary_klaercontrol.pdf
<input type="radio"/> Quick user guide - Installation and operation	Quick_user_guide_installation_and_operation_20130605.pdf

Homebook-users only have permission to read those documents. It is not possible to change or delete those files.

3.3 Open file

Pick up a document from the list and choose item „Open“.

List Files Open Upload Edit Delete				
Description	Filename	Used Space (KB)	Upload Date	Upload by
<input type="radio"/> Documentation klaerbox	klaerbox.pdf	1.079,43	11.12.2013	utp service GmbH

Pay attention to the status bar of your browser!

Due to security settings of your internet browser, it is possible that the file doesn't open up directly.

3.4 Upload file

To upload a file to Online Archive, choose **„Upload“** from the menu bar. Please attend if there is enough space left!

					
Description	Filename	Used Space (KB)	Upload Date	Upload by	
<input type="radio"/>	Documentation klaerbox	klaerbox.pdf	1.079,43	11.12.2013	utp service GmbH

ONLINE ARCHIVE ?

Overview Files Upload Save

File Upload

Files*

Description

Description

Permission

Owner

Service company

Technician

Environmental authority

Choose the file for upload by clicking on button **„Browse“**.

In the text box **„Description“** you can insert a document description. This can be used to search for this document later.

You can set access privileges for the document in section **„Permission“**. The checkbox for the user logged in is pre-allocated. In this example, the plant-owner is uploading a document. It is now possible to choose whether the service company, their technicians or environmental authorities should be allowed to access this document, too.

When input is complete, select item **„Save“** from the menu bar to add the file to the Online Archive.

3.5 Change permissions

If you want to change access privileges for a particular document, select this document from the list and choose item **„Edit“** from the menu bar.

Those changes can only be done by the document-owner!

				
Description	Filename	Used Space (KB)	Upload Date	Upload by
Documentation klaerbox	klaerbox.pdf	1.079,43	11.12.2013	utp service GmbH

Now you can decide which contacts will be allowed to open this document (similar to 3.4 **Upload file**).

After setting permissions, select item **„Save“**.

ONLINE ARCHIVE



File Upload

Files

Description: Documentation klaerbox

Filename: klaerbox.pdf

Filesize: 1079.43

Upload Date: 11.12.2013

Permission

Owner:

Service company:

Technician:

Environmental authority:

If a user doesn't have access privileges for a certain document, it won't appear in the list of documents.

3.6 Delete file

Only the document-owner is allowed to delete its file(s)!

Choose the file from the list and confirm action by clicking item „Delete“.



The screenshot shows a toolbar with the following items: List, Files, Open, Upload, Edit, and Delete. The 'Delete' button is highlighted with a red rectangle. Below the toolbar is a table with the following data:

	Description	Filename	Used Space (KB)	Upload Date	Upload by
<input checked="" type="radio"/>	Documentation klaerbox	klaerbox.pdf	1.079,43	11.12.2013	utp service GmbH