Getting Started With

DC2000

PUBLICATIONS DEPARTMENT
METRETEK, INCORPORATED
300 NORTH DRIVE
MELBOURNE, FL 32934

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Welcome to DC 2000

Welcome to Metretek's DC 2000 System. DC 2000 is Metretek's newest data collection, processing, and reporting system. This powerful suite of applications, operating in a Windows NT™-based environment, provides you with all the tools you need to collect, process and report on your valuable data.

This *Getting Started* booklet will:

- ✓ Show you how to start DC 2000, find applications and open applications
- ✓ Familiarize you with the DC 2000 interface
- ✓ Show you how to get help
- ✓ Help you get started in completing some basic system and reporting tasks

New to Windows 95/NT?

If this is your first exposure to Windows 95™ and NT™, we suggest that you consult your user documentation and familiarize yourself with these new interfaces. Becoming familiar with the interfaces will speed up your ability to navigate the system and accomplish basic tasks, such as disk copying and file viewing. There are also a number of third party books and informative web sites that can provide you with helpful information.

For Metretek PC6 users

If you've used Metretek's PC6 system, here's how DC 2000 references similar terminology:

AIS Number vs. Remote Unit ID

In PC6, you assign a unique AIS number to each Remote Unit. In DC 2000, you assign a unique Remote Unit ID, (RU ID), to each Remote Unit.

Merge Account vs. Account

In PC6, you use a Merge Account to reference a number of Remote Unit inputs. In DC 2000, you use an Account.

Group vs. List

In PC6, you use a Group to reference a number of Accounts. In DC 2000, you use a List.

Save Screens vs. Images

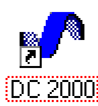
In PC6, you use Save Screens to save a report for later use and autoloading. In DC 2000 you save an Image.

Hardcopy and Gas Package Reports vs. Custom Report Application

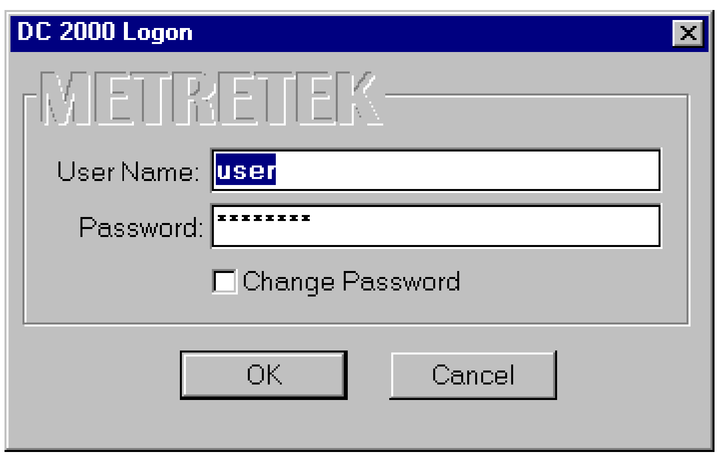
In PC6, you configure and run the Hardcopy or Gas Package reports. In DC 2000, you use the Custom Report application to create custom reports. DC 2000 also includes the Autoload process, allowing you to autoload reports

Starting DC 2000

1. Double-click the DC 2000 icon:



The **DC 2000 Logon** dialog box appears:

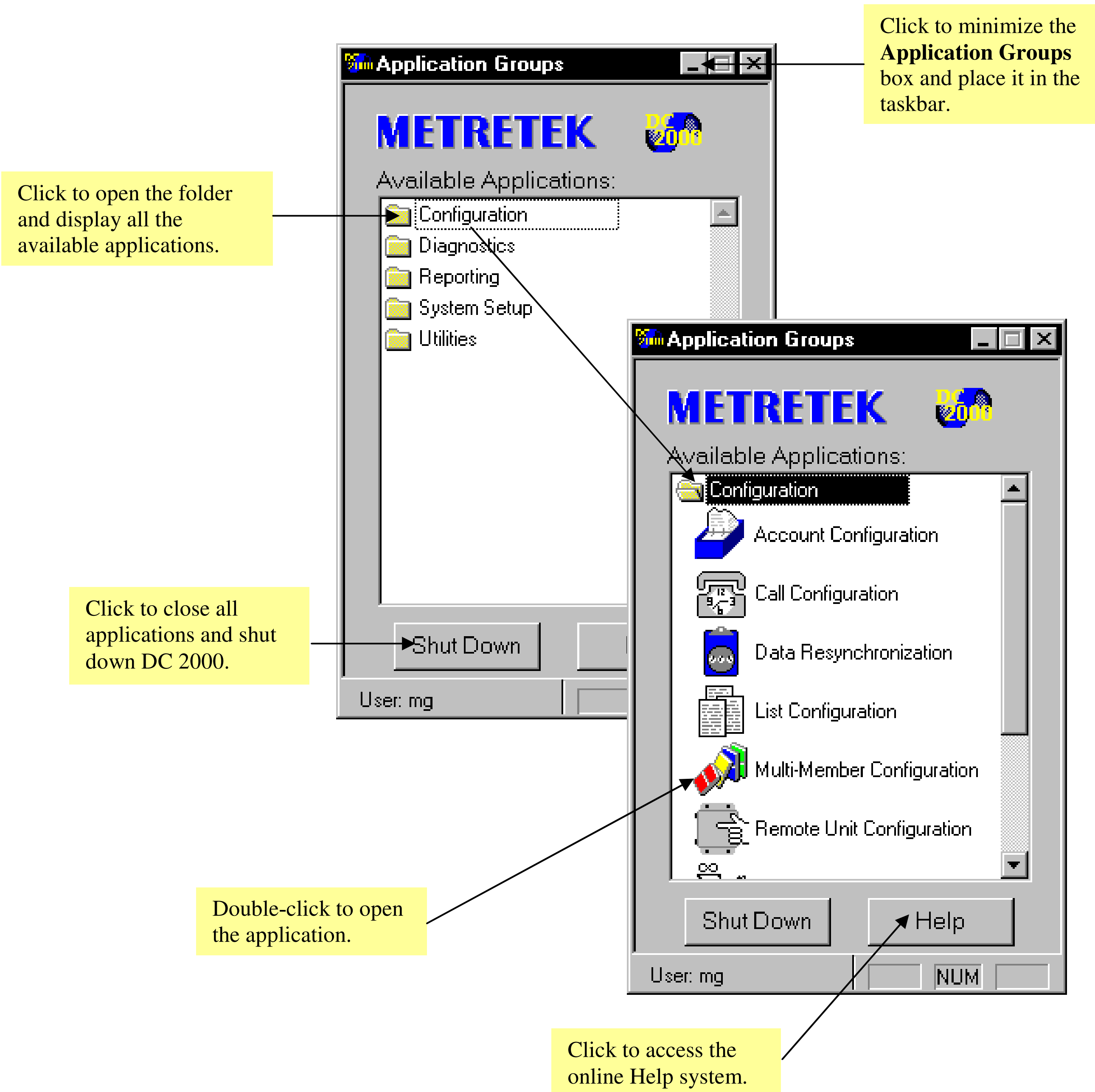


2. Enter your **User Name** and **Password**.
3. Click **OK**.

The **Application Groups** dialog box, (DC 2000 Launcher), appears. This is where you open applications.

The Application Groups Box (DC 2000 Launcher)

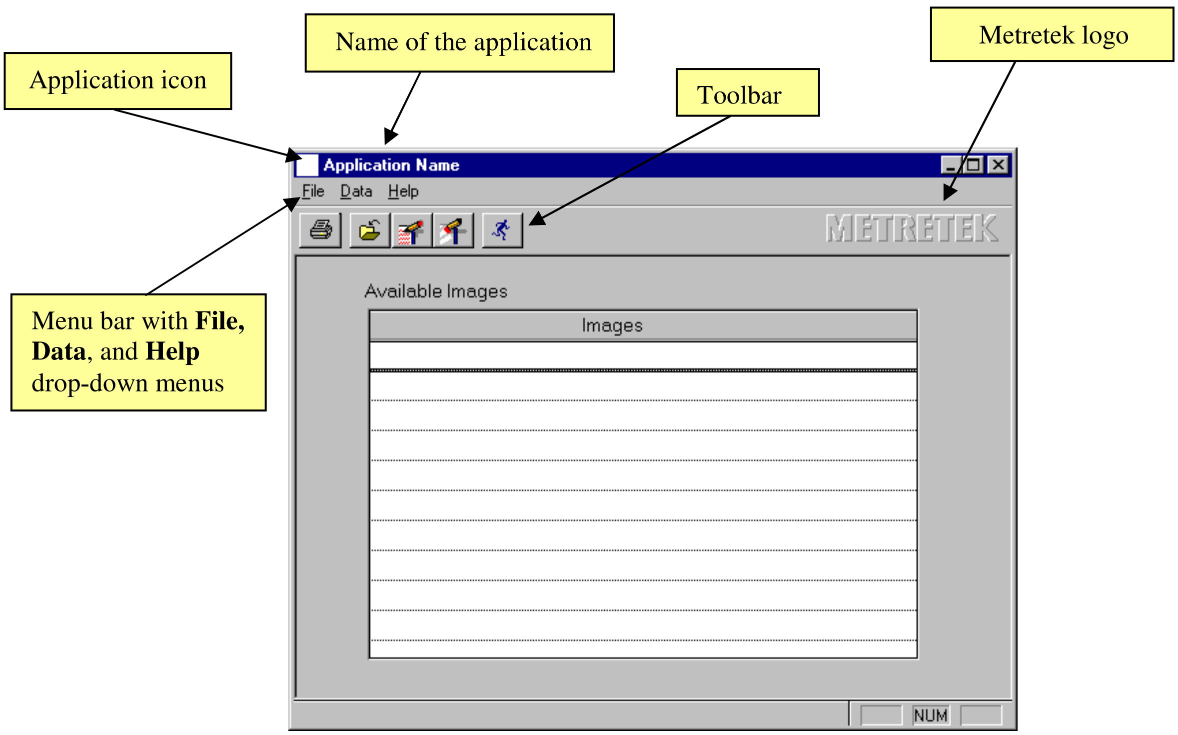
The **Applications Group** dialog box (*DC 2000 Launcher*) is your gateway to the system. All DC 2000 applications and main system processes are available here, identified with an associated icon and conveniently grouped in folders. The online help system is also available here, so you can investigate an application before you begin using it.



The Application Main Window

The main window appears when you first start an application. This is where you initiate basic tasks such as adding, editing, and removing report images, accounts, remote units and autoloads.

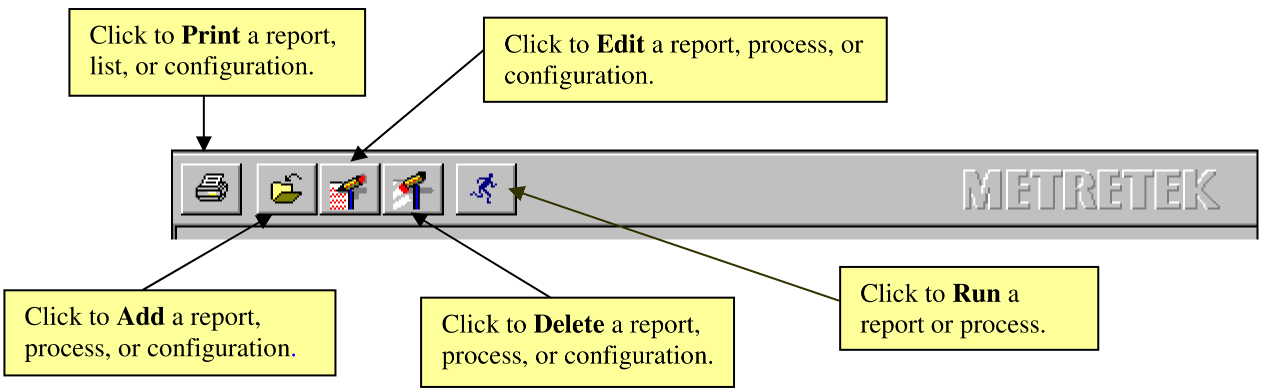
An application's main window always includes the following elements:



The Toolbar

A *toolbar* is a panel that contains a set of controls, (usually buttons), designed to provide quick access to specific commands or options. The *DC 2000 Toolbar* is displayed on the main window of each application, and consists of a palette of buttons that enable you to accomplish basic application functions. The complete set of five buttons is displayed in each application; however, if a particular function is not provided, the corresponding toolbar button appears dimmed and is unavailable.

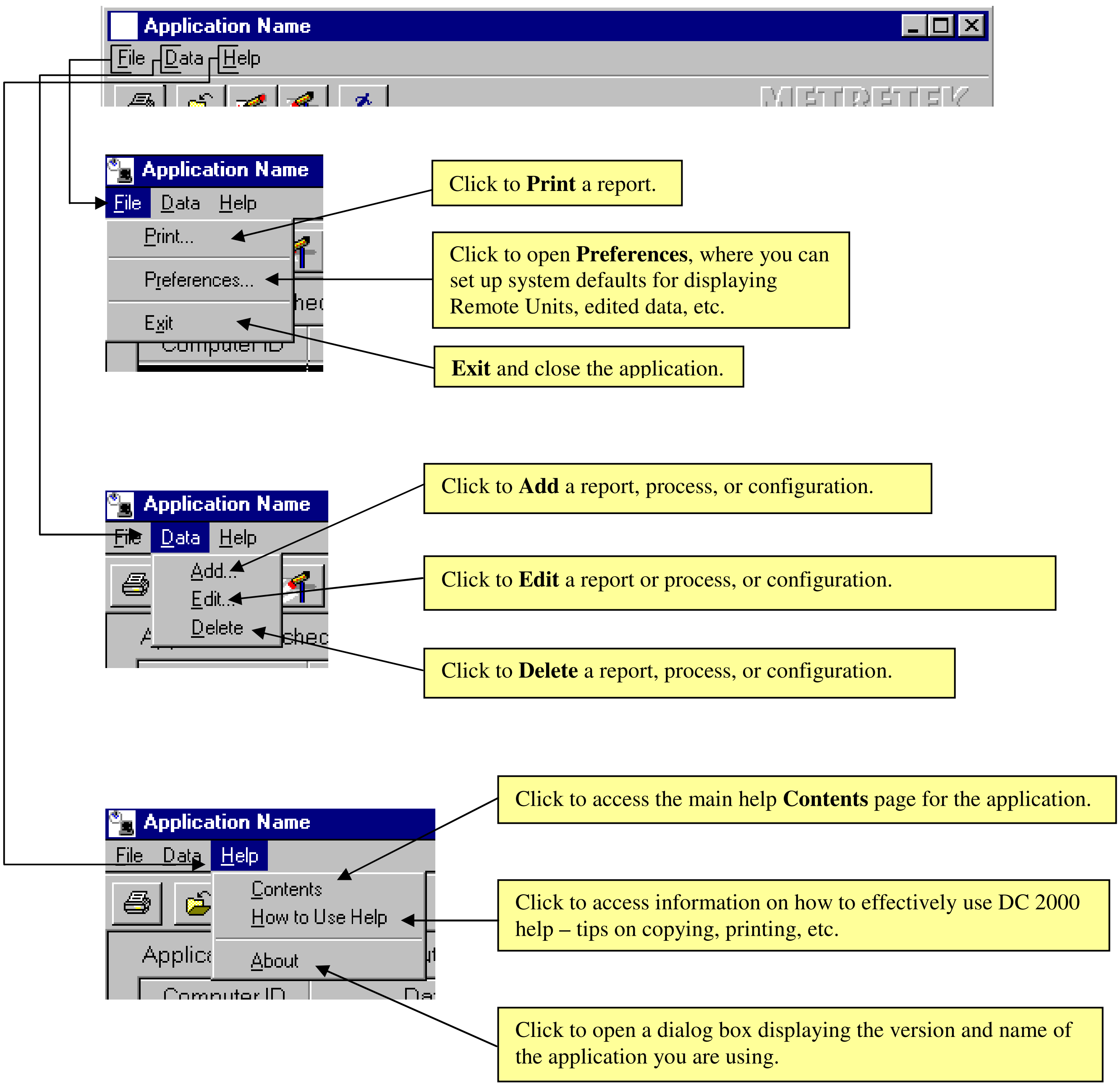
Each application toolbar includes the following buttons:



The Menu Bar

The *menu bar* is the area directly below the title bar and above the toolbar. This area displays menu titles that, when selected, open drop-down menus that provide you with access to some of the DC 2000 application and system options. Some of the drop-down menu choices are also found on the toolbar. Three drop-down menus – *File*, *Data* and *Help* – and their choices are found on the menu bar in each application; however, if the options for a particular drop-down menu are not provided in an application, the corresponding title appears dimmed and the menu is unavailable.

Each application menu bar includes the following:

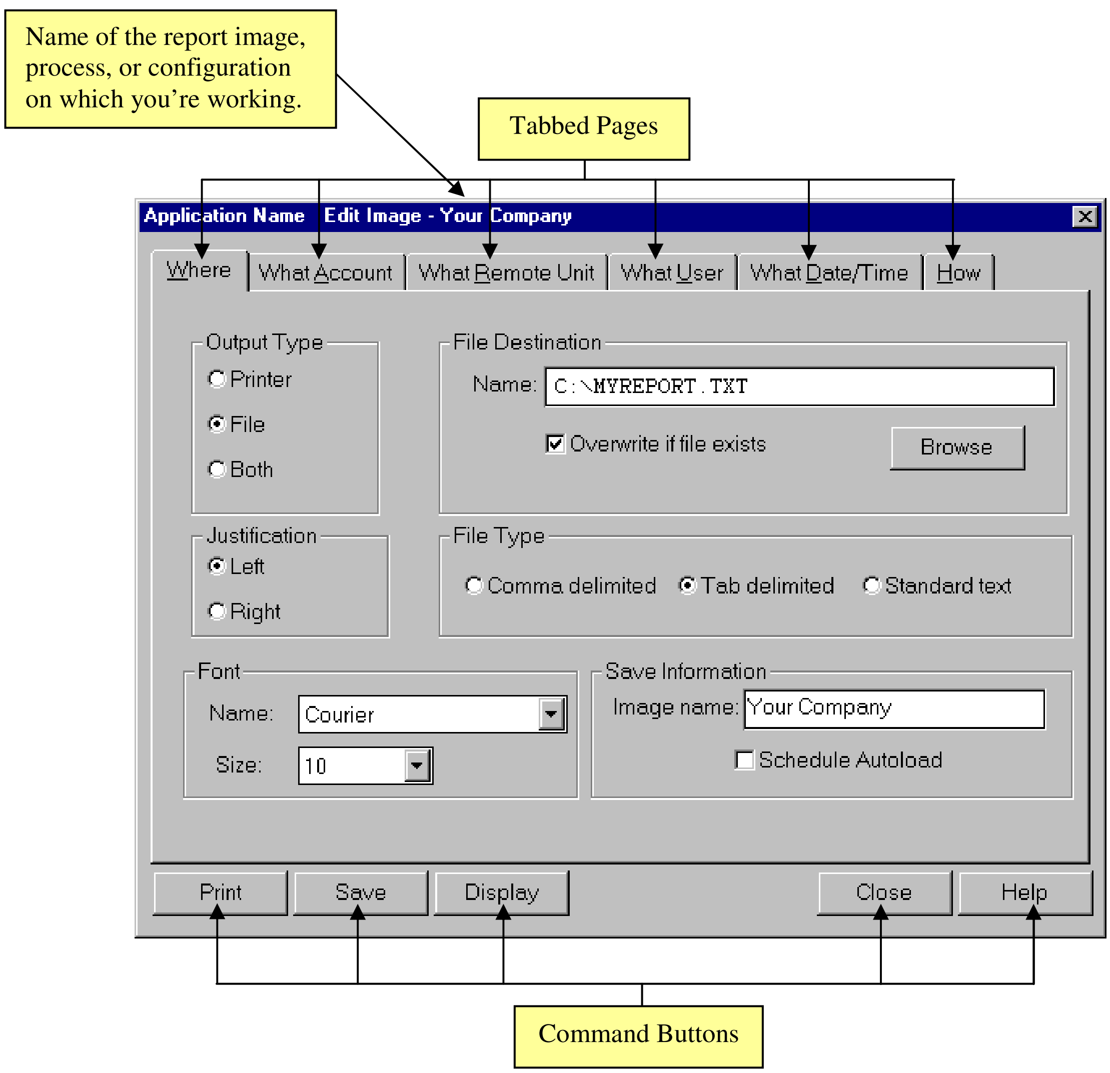


The Edit Dialog Box

The *Edit* dialog box is displayed when you choose to add or edit a report, process, or configuration. Each *Edit* dialog box provides all the tools you need to accomplish application-specific tasks.

Tabbed Pages

DC 2000 uses *tabbed pages* in many dialog boxes. Each *tabbed page* groups similar options, thereby simplifying your setup, editing, and configuration tasks. You will find that certain groups of applications offer similar *tabbed pages*. For example, all **Reporting** applications include the *Where tab* (see illustration below) that provide options allowing you to specify the format, destination, file name, and font for a report.



Command Buttons

A command button is a rectangular "push button" that carries out a command and is located in a dialog box. One or more of the following command buttons is found in each Edit dialog box:

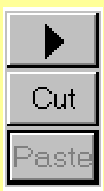
OK	Closes the dialog box and saves all changes you have made.
Close	Closes the current dialog box without saving any changes you have made.
Save	Saves any changes you have made without exiting the dialog box.
Cancel	Cancels any process you have initiated and closes the dialog box.
Print	Generates a report when you click the button.
Display	Allows you to view generated information without printing.
Help	Displays the main help page for the dialog box.
Build	Found in the *Daily Read Build* application - generates the selected daily read build.
Clear	Clears, (depending on the application), specified data or items from a list.
Change	Found in the *Multi-Member* application – applies an image configuration to an Account or a List.

Found in any application that can be *autoloaded.* Opens the *Autoload Scheduler* application where you set up the autoload.

Allows you to apply changes, such as adding a call window in the *Call Configuration* application, and then continue working in the active dialog box.

These buttons enable you to add or remove a process or function in an application. For example, in the *Remote Unit Configuration* application they allow you to add and remove remote unit inputs.

Found in the *Data Resynchronization* application – this button allows you to "preview" the resynchronized data before you save the changes to your database.



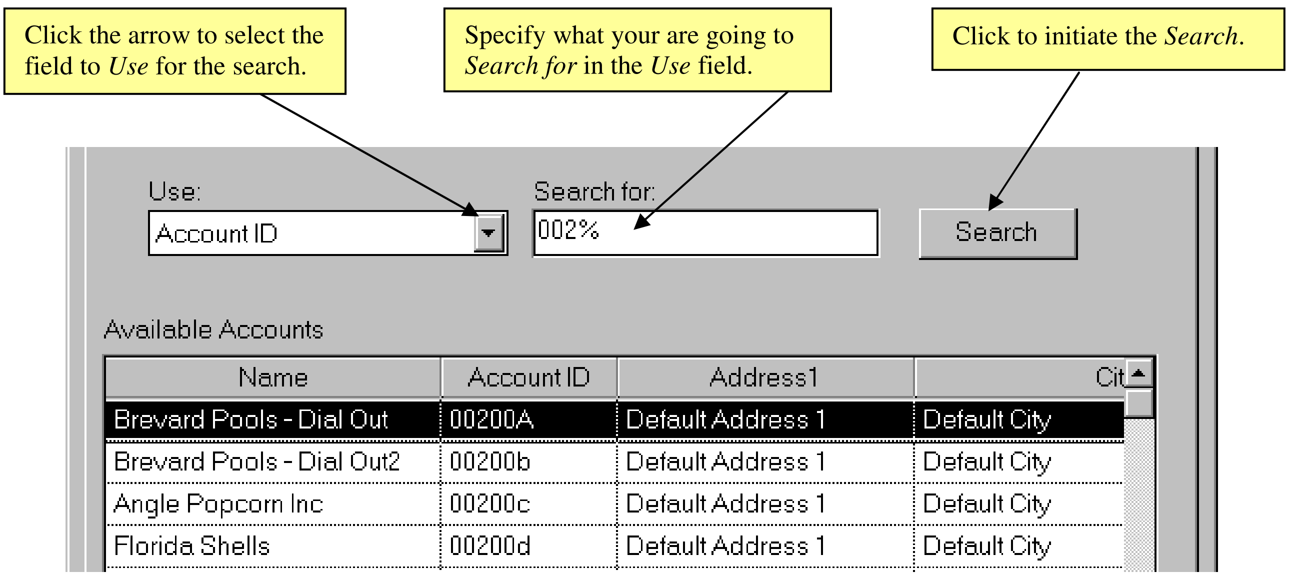
This trio of buttons (Move, Cut, and Paste) is found in the applications where two lists are displayed. The buttons enable you to reorder a list, by "cutting" and "pasting," and copy (Move) selections from one list to the other.

Found in the *Dial Out* application – this button initiates the "dial out" process. (initiate a call from an Account or a List).

Metretek Search Engine

DC 2000 includes a utility that makes searching for a particular Remote Unit, Account, or List much faster and easier - the Metretek Search Engine. This powerful utility enables you to sort and search lists of *Available Remote Units*, *Available Lists* and *Available Accounts* by any predefined field you choose. The three Search Engine controls are located directly above each list.

In the example below, the user is searching list of *Available Accounts* for all Accounts with an Account ID beginning with 002 - such as 00200A, 002001, 002002, etc. Here's how the search was set up:



As you can see in the example, the list of Available Accounts is reordered and displayed as specified by the specified search criteria.

> **NOTE:** You can initiate a sort by simply selecting a new *Use* field by which to reorder the list.

How to Get Help

As you become acquainted with DC 2000, you will probably want more information on the applications and accomplishing tasks. There are three ways for you to get this information:

1. Context-Sensitive Help
2. Online Help
3. Metretek Technical Support Help

Context-sensitive and online help are always available from your workstation, and Metretek Technical Support Help is available by telephone or email.

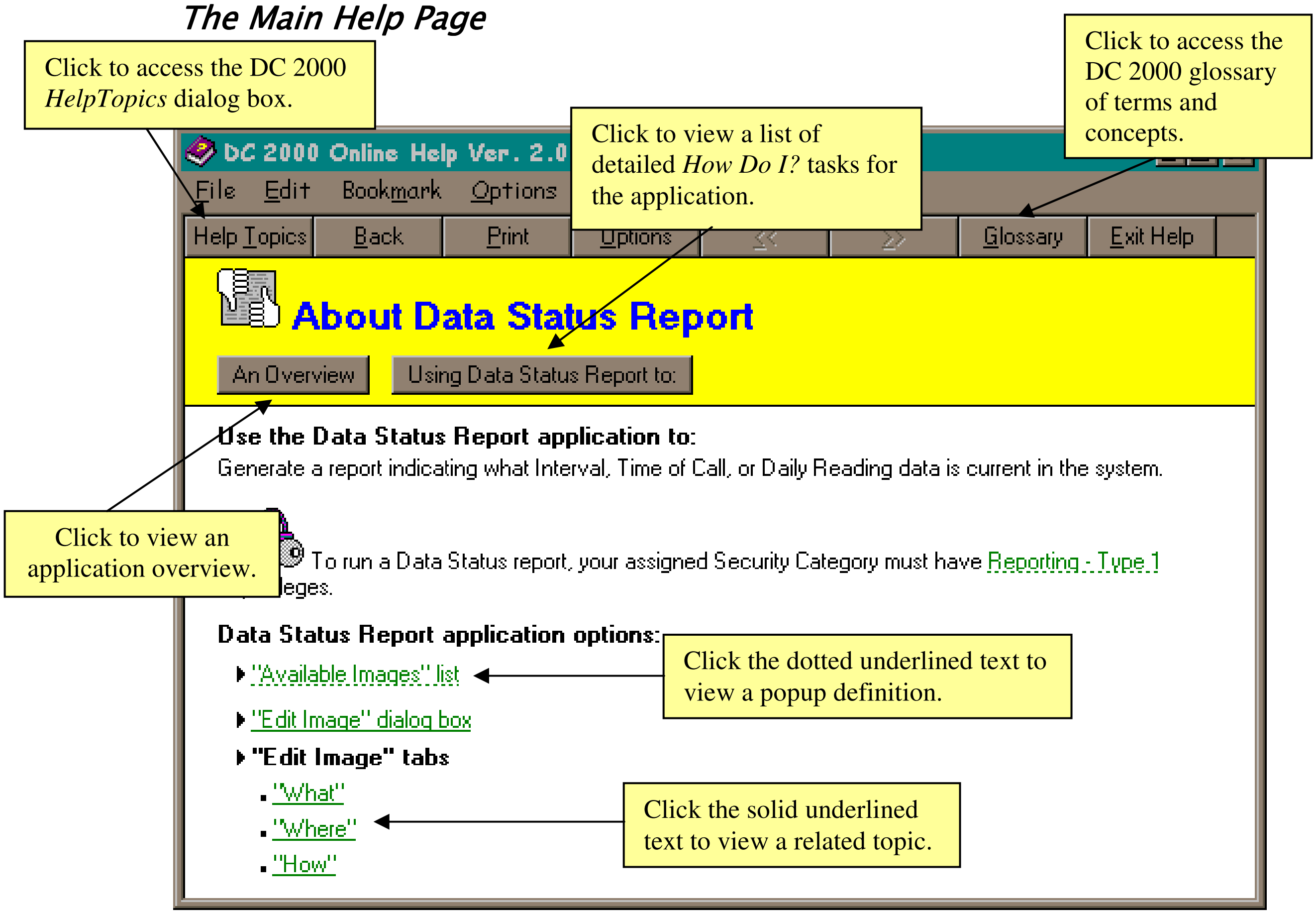
Online Help

The *Main Help* page for the application and dialog box you are using is available:

✓ From the Help drop-down menu located on the *Menu Bar* of each DC 2000 application's *Main Window* (see **The Menu Bar**, page).

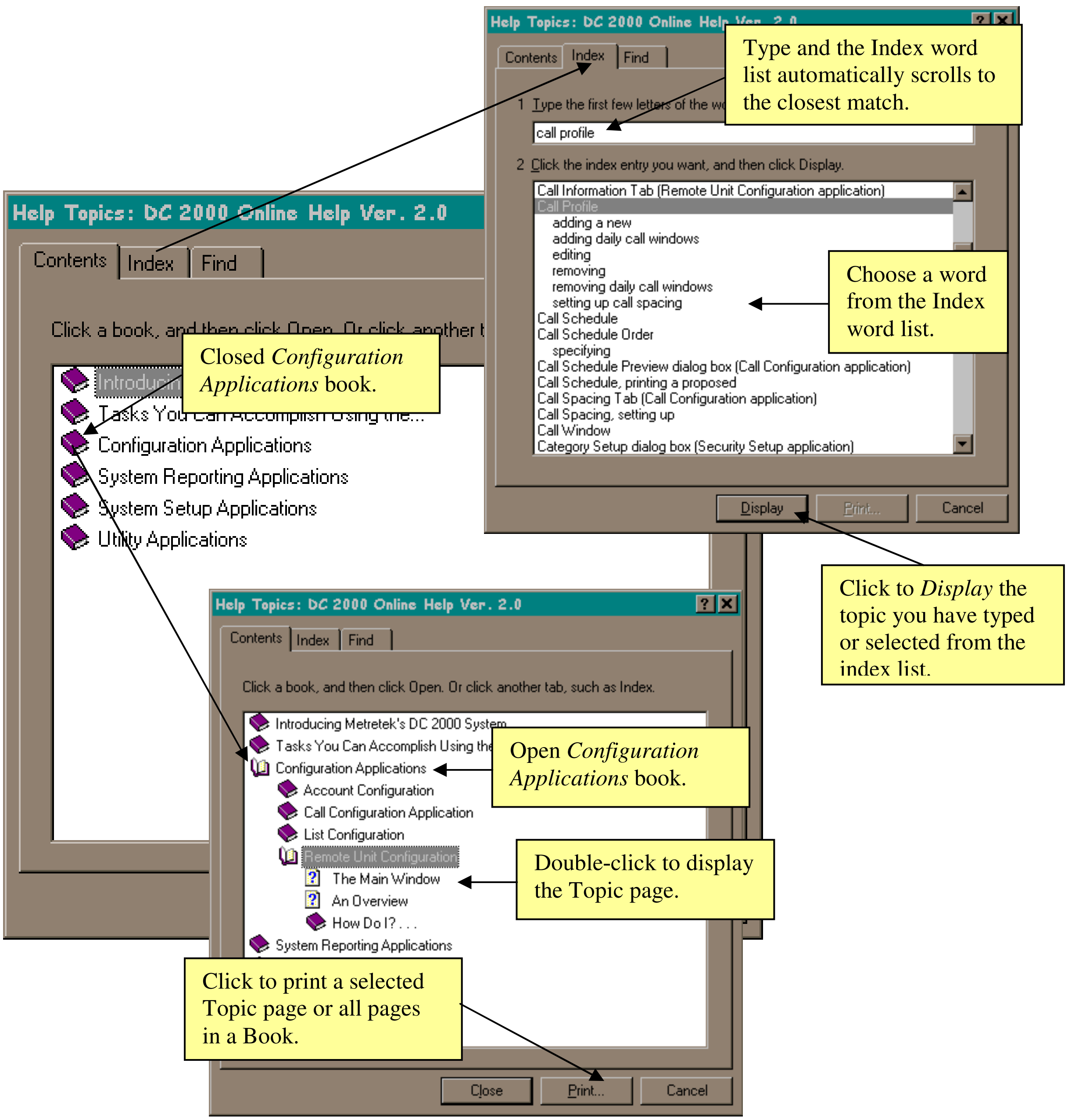
✓ By clicking the Help button on the application's *Edit* dialog box (see **The Edit Dialog Box**).

The Main Help Page



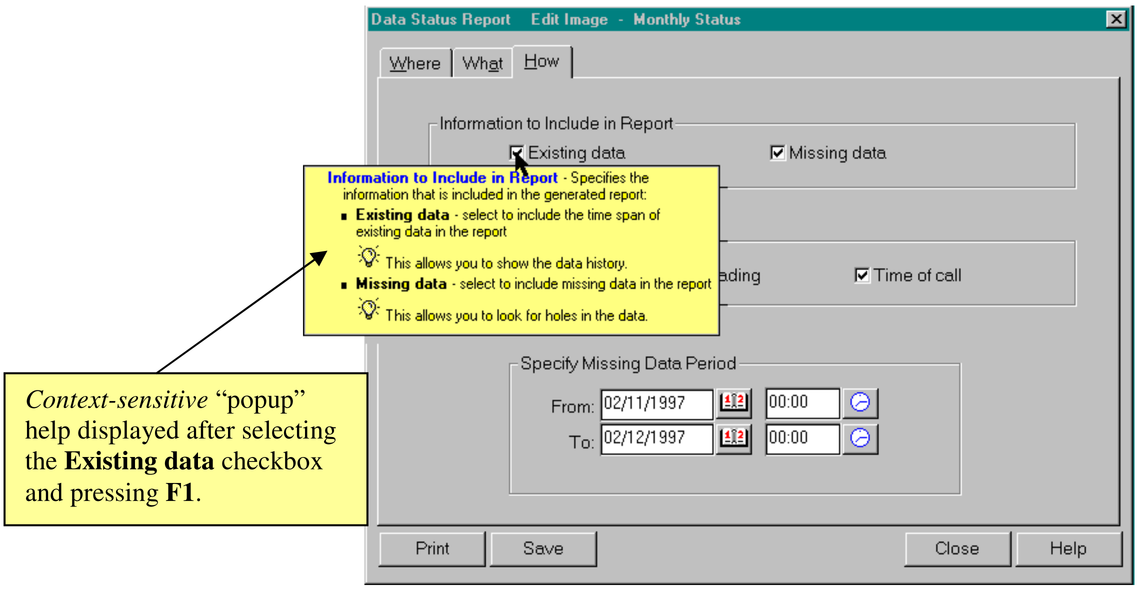
The DC 2000 Help Topics Dialog Box

Access the DC 2000 *Help Topics* dialog box by clicking the **Help Contents** button on the application's main help page. The *Help Topics* dialog box allows you to access information on all the applications and provides an easy way to view and print any of the extensive library of *How Do I?* tasks. This handy printing feature enables you to create your own personalized manual!



DC 2000 Context-Sensitive Help

Context-sensitive help is a form of assistance that displays on-screen information about the current command or operation you are attempting. This is very useful when learning to use DC 2000 applications and the many features, since the information is immediately available by pressing the **F1** key. DC 2000 includes context-sensitive help for all dialog options, including check boxes, buttons, tabs, and drop-down lists.



Context-sensitive "popup" help displayed after selecting the **Existing data** checkbox and pressing **F1**.

Metretek Technical Support

There are two ways for you to get help through Metretek Technical Support. The one you choose should depend on the severity of your problem:

- If you have a critical problem that requires immediate attention, call Metretek and ask for your Technical Support representative.
- If you have a less serious problem, suggestion for a feature (we save suggestions in a "Customer Wish List" file for consideration in future releases), or wish to report some idiosyncrasy in an application you can visit our web site and send us an email. To do so follow these steps:

1. Type http://www.metretek.com in your browser *Address* box and press **Enter**.
2. Click **Support** in the title bar.
3. Enter your *Username* and *Password*. If you are not a registered user, click **registration form** and enter the required information. Click **DC 2000**.
4. A pre-addressed email form appears. Compose your message and click the send (letter) button.

The message is sent to Metretek Technical Support, the problem/suggestion is assessed, and you receive a prompt reply.

Accomplishing Tasks

To get you started, we've included instructions on how to complete some basic tasks. These tasks are taken from the DC 2000 online help system to help you become familiar with the way the help is written. You can view these tasks online by:

- Clicking the *Using* (name of the application) *to*…and double-clicking a task in the list
- Double-clicking the *Tasks You Can Accomplish Using the…* book on the main *Help Topics* dialog box, then selecting and double-clicking the name of the application book for which the task is written, and finally selecting and double-clicking the page (task) you want to view.

> NOTE: you can also print a task without viewing it by selecting the page (task) and clicking the **Print** button located at the bottom of the *Help*

How Do I Add a Remote Unit?

1. Open the Remote Unit Configuration application.
2. In the Available Remote Units list, select the Remote Unit from which you wish to copy information.
3. Do one of the following:
   - Click the **Add** icon.
   - Select **Add** from the **Data** menu.

   The *Add Remote Unit* dialog box appears.
4. In the *New Remote Unit ID* box, enter the new Remote Unit ID.
5. Select the *Copy Remote Unit ID* check box.

   The remaining fields are filled with the information from the selected Remote Unit.
6. Click **OK**.

> NOTE: You can also add a Remote Unit, (without using an existing one for the default information), and specify new product type, battery type, and call profile information. However, unless you are adding a new Remote Unit type, you will usually add a new Remote Unit similar to an existing

How Do I Schedule Remote Units to Call into the System?

NOTE: Before you can schedule Remote Units to call into the system, they must be assigned to a Call Profile. This is usually done when you add a Remote Unit to the system, using the Remote Unit Configuration

1. Open the Call Configuration application.
2. In the Call Profile ID box, click the arrows and select the Call Profile you want to schedule.
3. Do one of the following:
   - Click the **Edit** icon.
   - Select **Edit** on the **Data** menu.

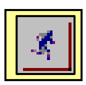
   The *Edit Call Profile* dialog box appears.
4. Click the *Call Spacing* tab and set up the call spacing and define the call period.
5. Click the *Daily Call Window* tab to setup and remove daily call windows.
6. When you have finished editing the selected call profile, click **OK**.
7. The Call Configuration main window appears.
8. Click the **Run** button.

   The *Call Schedule Preview* dialog box appears.
9. Click **OK**.

How Do I Synchronize DC 2000 with a Remote Unit?

Before You Start!

Get the latest Time of Call reading from the Remote Unit you are resynchronizing.

1. Open the Data Resynchronization application.
2. In the *Available Remote Units* list, select the Remote Unit you want to resynchronize.
3. The Inputs for the selected Remote Unit are displayed in the *Selected Remote Unit Inputs* list
4. In the *Selected Remote Unit Inputs* list, select the inputs you want to resynchronize.
5. In the **Start Date** and **End Date** boxes, specify the period over which to view the Time of Call readings for the selected inputs.
6. Click  (**Run** button).

   The *Time of Call Adjustment for* dialog box appears.
7. Click the *Time of Call* tab and examine the displayed list of readings. After you have determined the period over which to resynchronize and the starting point, do the following:
   - Under **Adjust Direction**, specify the direction, from the starting point reading, to resynchronize the readings.
   - The **Adjust FORWARD from:** label is displayed as **Adjust BACKWARD from:** if you select adjust “Backward.”
   - In the *Time of Call Readings* list, select the reading to use as the starting point for the resynchronization process, and click the **Set** button located next to the **Adjust FORWARD or BACKWARD from:** box. The selected reading is now displayed in the box.
   - In the *Time of Call Readings* list, select the reading to use as the ending point for the resynchronization process, and click the **Set** button located next to the **Adjust through** box. The selected reading is now displayed in the box.
8. In the *Time of Call Readings* list, double-click the reading you selected as the starting point. (Be sure to double-click the "Input Reading" column).

   The *Reading Change* dialog box appears.

9. In the **New Reading** box, enter the new Time of Call reading.

   - The *Time of Call Adjustment* dialog box appears.
   - The adjusted reading is displayed in the list with a "R" in the associated "Status" column.
   - The **Preview** button is enabled.

10. Click **Preview**.

    The *Time of Call Readings* list is reordered and:

    - All resynchronized readings are adjusted to reflect the new readings (the DELTA between each pair of columns is calculated and added to the next column)
    - All resynchronized readings are displayed in the color you have specified in *Preferences* (), and the status is set to "A."

      > DC 2000 system preferences are available in each application from the **File** menu. The **Color of edited data option** is found on the

    - The date and time for all resynchronized readings are displayed in blue text.

11. If you want to adjust the Intervals:

    Click the Interval tab and select **Adjust Intervals**.

12. Click **OK**

    - The Time of Call readings are resynchronized
    - The Intervals are adjusted (if you chose to adjust), and
    - The database is updated accordingly.

How Do I Set Up My PC6-Type Reports?

To set up PC-6 type reports, you will complete two main tasks: (1) Choosing and setting up a Layout and (2) Choosing and setting up an Image. DC 2000 includes layouts that are configured for the following PC6-type reports:

1.3	Daily Meter Reading	1.9	Daily Meter Readings/Billing
1.4	Time-Tagged Interval	1.10	Detailed Daily Readings
1.6	Meter Readings/Billing	GP.1	AIS Calendar
1.7	Detailed Meter Reading	GP.2	Tabular Usage
1.8	Total Consumption	GP.5	TTI Lotus Interface

PART I: Choose and set up the Layout:

1. Open the Custom Report application.
2. Select the **Layouts** option
3. In the **Available Layouts** list, select the layout for the report you want to copy, and click the **Add** icon.

   The *Add Layout* dialog box appears.
4. In the **New layout** name box, enter a name for the layout.
5. Select the **Copy from Layout** check box and click **OK**.

   The *Edit Layout* dialog box appears.
6. Now you'll set up the layout. Options are provided on three tab dialog boxes:

   - **Configuration tab** – The options on this tab enable you to specify the column information, the report format and the report data label.
   - **Columns tab** – The options on this tab enable you to configure the report columns. You can specify the type of data to calculate and display in the columns, set up custom column titles, and display special symbols and database fields in columns.
   - **Header/Footer tab** – The options on this tab enable you to configure a custom report header and footer to display on each page of the report.

     The default header and footer, set up in Preferences, are displayed when you add a new layout. When you are copying an existing layout, the header and footer for the layout being copied are displayed.
7. When you have finished setting up the layout, click **OK**.

The Custom Report main window appears.

PART II: Set up the Image:

1. Select the **Images** option
2. In the *Available Images* list, select an image that is setup similar to the one you want to use, and click the **Add** icon.

   The *Add Image* dialog box appears.
3. In the New image name box, enter a name for the image (you may want to use the same name as the layout you created in Part I).
4. In the **Use Layout** box, click the arrow and select the layout you set up in Part I.
5. Select the **Copy from image** check box and click **OK**.

   The *Edit Image* dialog box appears.
6. Now you'll set up the image. Options are provided on three tab dialog boxes:
   - **Where tab** – The options on this tab enable you to specify: where the report is sent, the report format (file type and font), and the application to use when automatically opening a generated report.
   - **What tab** – The options on this tab enable you to choose the Account or List on which to report.
   - **When tab** – The options on this tab enable you specify the report period.
7. Click **Save**.

   The report image is saved.

   The specified report period is not saved with the image. If you are going to Autoload the report, you will set up the report period in the Autoload Scheduler application.
8. Do one of the following:
   - Click **Autoload** to set up your report for an Autoload
   - Click **Print** to immediately run the report.
   - Click **Close** to exit the Edit Image dialog box.

How Do I View Daily Read, Interval, and Time of Call Data?

1. Open the Data Viewer application.
2. In the *Available Accounts* list, select the Account for which to view data.
3. In the *Account Members* list, select the Account member for which to view data.
4. If you want to view data for all the Account Members, click **Select All**.
5. Click the **Clock** and **Calendar** buttons and specify starting point for the period over which to retrieve data for viewing (the end date and time is the present date).
6. In the *Data Type* list, click the arrow and select the data type you want to view:
   - **Interval**
   - **Time of Call**
   - **Daily Reading**
7. Click the **Run** button.

   A dialog box for the selected Account Member and data type appears.

   If you chose to view data for ALL the Account Members, (by clicking **Select All**), a dialog box for each Account Member appears.

   > **NOTE:** To view another data type, select the Account Member(s) you want to view, select the data type, and then click **Run**. You can

8. Close the *Data Viewer* application in any of the following ways:
   - Selecting **Exit** on the *File* menu.
   - Pressing Alt + F4. (You can use this for any open dialog box)
   - Clicking the **X** in the upper right corner of the dialog box.

How Do I Set Up and Schedule an Autoload?

> **NOTE:** This example explains how to set up a previously configured report to Autoload daily. For example, most users Autoload a *daily consumption* report after all Remote Units have called into the system. It is important to remember that the report configuration does not happen in the Autoload Scheduler application – reports must be configured in their associated applications. The Autoload

1. Open the Autoload Scheduler application.
2. Choose the application you want to Autoload daily by selecting, (in the *Applications Scheduled to Autoload* list), the application and the associated report you have previously set up.
3. Do one of the following:
   - Click the **Edit** Icon.
   - Select **Edit** from the *Data* menu.
   - Double-click the selected Autoload.

   The *Setup Autoload* dialog box appears.
4. Under **When**, in the *Frequency* box, click the arrow and select **Daily**.
5. Under **When**, in the *Next scheduled run date and time* boxes, click the calendar and time buttons and specify the next time you want the Autoload to run.
6. Under **How**, in the *Report period* box, click the arrow and select **Daily**.
7. Under **How**, in the *Start* date and time boxes, click the calendar and time buttons and specify the beginning of the report period.
8. Under **How**, in the *Stop* date and time boxes, click the calendar and time buttons and specify the end of the report period. Generally, the start date/time and stop date/time are specified as 24 hours apart.
9. Click **OK**.

   The Autoload report runs once a day and displays data for the previous 24 hours at its next scheduled run time.

How Do I Add a New User to the System?

1. Open the User Setup application.
2. Do one of the following:
    - Click the **Add** icon.
    - Select **Add** from the *Data* menu.

    The *Add User* dialog box appears.
3. In the *User Name* box, enter the new user's name.
4. In the *Password* box, enter a password for the new user.
5. Click the Calendar icon and use the controls to specify a password expiration date.
6. In the *Available Security Categories* list, select a security category for the new user.
7. Click **OK**.

How Do I Build Daily Readings?

1. Open the Daily Read Build application.
2. In the *Available Images* list, select the previously configured report image you want to use to build the daily readings. (You can also add a new Daily Read Build report image - then configure and run it as described in steps 4 – 8.)
3. Do one of the following:

   - Click the **Edit** Icon.
   - Select **Edit** from the *Data* menu.
   - Double-click the selected report image.

   The *Edit Image* dialog box appears.
4. Click the **What** tab.
5. In the *Available Accounts* list, select the Account for which to build the daily readings.
6. Click the **Build for** tab.
   - Under **Tag Data Status as**, select how you want to label the rebuilt data.
   - If you want to wipe out the previous data readings, select the *Overwrite existing readings* check box.
   - If you want to suspend the daily read build process when the time of call reading is out of sync, select the *Stop it time of call reading is out of synchronization* check box.
7. In the *Rebuild start date* box, click the Calendar icon and specify the start date, (the end date is the present date), for the period over which to build daily reads.

   NOTE: The daily readings are actually calculated from the present date back to the Rebuild start date.
8. Click **Save**, and then click **Build**.

How Do I Determine Which Remote Units Are Calling Late?

1. Open the Overdue Call Report application.
2. In the *Available Images* list, select the previously saved report image you want to use for the report.
3. Do one of the following:
   - Click the **Edit** Icon.
   - Select **Edit** from the *Data* menu.
   - Double-click the selected Image.

   The *Edit Image* dialog box appears.
4. Click the **How** tab.
5. Under **Overdue Based On**, select the **Last Call Time** option.
6. In the **Reference** date and time boxes, click the calendar and clock icons and enter the date and time at which Remote Units are considered "overdue."
7. Click **Print**.
   - If you have selected **File** on the **Where** tab, the Overdue Call Report status dialog box appears and your report is generated as you have specified under File Destination and File Type (on the Where tab).
   - If you have selected **Printer** or **Both** on the **Where** tab, the *Print* dialog box appears and you must go to Step 8.
8. Click **OK**.

   The report is either:
   - Sent to the printer

     -OR-
   - Sent to the specified printer and printed to the specified file.