

ABB MEASUREMENT & ANALYTICS | OPERATING INSTRUCTION

# **ABB Ability** Verification for measurement devices



The best possible check of measurement accuracy, without removal from the process

## Measurement made easy

Help meet regulatory requirements and reduce maintenance costs with verification testing

# Introduction

ABB Ability<sup>™</sup> verification for measurement devices is an extensible application that connects with field devices over their applicable protocols to provide in situ verification. Throughout this document, the software will be referred to as SRV500.

SRV500 provides PASS / FAIL results together with relevant diagnostic information to a series of tests chosen by the user and run on a field device and issues a test certificate as proof of verification.

This Operating instruction provides installation and use instructions for the SRV500 software.

#### **Key features**

- · In-situ device verification
- Off-the-field verification setup
- Generation of verification certificate
- · Retrieval of past verification results for a device
- · Access to restricted user features
- Supports HART, IR and NFC device protocols.

# For more information

Product and service web pages for SRV500 can be found at <u>www.abb.com/measurement-verification</u> or by scanning these codes:



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# **1** System requirements

- A laptop or PC running 32- or 64-bit versions of Windows 7, 8, 8.1 or 10
- Minimum 2 GB of RAM
- 50 MB free storage space
- A USB port to connect the device

# 2 Getting started

SRV500 is installed via a packaged installer on a Laptop or PC. Once the application is installed, an icon is created on the desktop and in the start menu. The application is launched by clicking on the ABB SRV500 icon.

# 3 Initial setup

Note. This section is applicable only to administrators who are setting up the application on a user's PC for the first time.

Each user is provided with a username and password by the system administrator. If the application is being installed for the first time, use the username and password provided by ABB to login.

After logging into the application, the user can change the default password to one of their own choosing in the 'User Settings' page – see Section 8.1.3, page 13.

# 3.1 Adding users

After installation, additional users can be added to the application by navigating to the User Admin section in the Administration card on the Dashboard – see Section 8.1.1, page 12.

# 3.2 Adding a Verification Definition File (VDF)

A VDF file must be imported to perform SRV500 verification tests or any other function – see Section 7.2.1, page 10.

# 4 Dashboard

The Dashboard is the launching point for all workflows in SRV500. The Dashboard has several 'cards' that are enabled or disabled based on the privileges granted to the user by the application administrator. Specific workflows can be initiated by clicking on a card, or an item within a card.

Note. A user's access to the options in the Dashboard is based on the roles assigned to the user by the administrator.



Figure 4.1. SRV500 dashboard

The following workflows can be initiated from the Dashboard:

#### Verify Device

• perform a verification sequence on a field device.

### **View Past Test Results**

• view results of past verification tests for field devices.

### Utilities

- **Preconfigure** create a pre-configured verification sequence before initiating a run in the field.
- Manage VDF import a Verification Definition File (VDF) for a field device.
- **Fingerprint** generate an application fingerprint to compare tests against.
- **Application Settings** transfer test and associated records from one database to another.

#### Administration

- User Admin add a user and assign roles (user management, license management, VDF management, verification). Update or delete users and reset their passwords.
- Licenses view and upgrade available verification licenses.

# 5 Verify device

#### Note.

- To initiate device verification, a valid Verification Definition File (VDF) must be present in SRV500.
- To import a VDF see Section 7.2.1, page 10.
- It is possible to import more than one VDF for the same device. In Sections 5.1.1 to 5.1.4, if the **Connect** button is clicked and the device the user is connecting to has more than one VDF present in SRV500, the following screen is displayed:

Please select the VDF:	ABB ProcessMaster/Hyp	
	FEX300/FEX500 VDF Ve	rsion 1
	Submit	Cancel
	Submit	Cancel

Select the required VDF from the drop-down list and click **Submit**.

## 5.1 Connecting to a device

Note. Ensure the device is connected to the laptop or PC over its applicable protocol before performing a verification test.

#### 5.1.1 Connecting through HART protocol

1. Click (a) on either the Dashboard or the menu bar. The **Connect to a Device** screen is displayed:

Connect to Device					
Protocol :	HART		Retry Count	3	
COM Port :	Select Port	• 0	Timeout (ms)	3000	•
Device Address :	0	•	Master	Primary	•
Preambles :	5	•			
				Connect	

- 2. Select HART from the Protocol parameter drop-down list.
- 3. Select the required parameters from the drop-down menus as described in Table 5.1.

Drop-down menu	Description
Protocol	Select HART from the drop-down list: HART (Highway Addressable Remote Transducer) is a backward compatible enhancement to 4 to 20 mA instrumentation that enables two-way communications with smart, microprocessor-based field devices.
COM Port	Select the computer port number that the device is connected to. If a port has been added or removed, click 📀 next to this field to update the list.
Device Address	Select the device address from the drop-down list
Preambles	Select the default setting for the number of preambles for communication with HART bus devices. This value is used to establish the initial connection to a HART device. The number of preambles to use for communication with the device is read from the device itself and used for communication afterwards.
Retry Count	Select a value to specify how many times the HART master retransmits information in case of an error.
Timeout (ms)	Select the time to wait for the device to respond from the drop-down list. If a response is not received within the selected time, the device is either not connected correctly or is not responding.
Master	Select either Primary or Master. Primary specifies that the HART master operates as the primary master and Master specifies that the HART master operates as a secondary master on the bus.

Table 5.1. HART connection parameters

4. Click **Connect** (see Note on page 4). When the device is connected, the **Verification Tests** screen is displayed:

Detailed 🔹	Meter Information	
Select Preconfigured Tests •	Customer Site and Address	
Select / Unselect All		
Current Output	Meter Owner	
Joigital Output 1	Machine Name	24 
Jigital Output 2	Machine Name	
🗹 Digital Input Status	2	3
Meter Internal Checks	Medium	
Transmitter Calibration		
Coil Resistance	Comments	
Electrode Group		
Sensor Group		
Pipe Status		Start Test
<ul> <li>✓ Transmitter Group</li> <li>✓ Signal Quality</li> </ul>		

#### 5.1.2 Connecting through IR protocol

**IR** (infrared) data transmission is employed in short-range communication among computer peripherals and devices. CalMaster 3 communicates with the device through an IrDA adapter.

 Click (
 on either the Dashboard or the menu bar. The Connect to a Device screen is displayed:

Connect to Device	1				
Protocol :	HART		Retry Count :	3	•
COM Port :	Select Port	• 0	Timeout (ms) :	3000	•
Device Address :	0	•	Master :	Primary	•
Preambles :	5	•			
				Connect	

2. Select IR from the Protocol parameter drop-down list:



3. Select the computer port the communication modem is connected to from the **COM Port** drop-down list. The following screen is displayed with the **Communication Modem Status** showing as **In Session**.

Protocol : IR Communication Modem Status : In session COM Port : COM1 Connect Connect	Connect to Device			
		_	Communication Modem Status :	In session

Note. If the **Communication Modem Status** is **not** showing as **In Session**, the device is either not connected properly or is not responding.

4. Click **Connect** (see Note on page 4).

#### 5.1.3 Connecting through NFC protocol

**NFC** (Near Field Communication) is a set of short-range wireless technologies, typically requiring a distance of 4 cm or less to initiate a connection. NFC enables sharing of small payloads of data between an NFC tag and a device.

 Click (a) on either the Dashboard or the menu bar. The Connect to a Device screen is displayed:

Connect to Devi	ce				
Protocol	HART	•	Retry Count	3	•
COM Port	: Select Port	· 0	Timeout (ms)	3000	•
Device Address	: 0		Master	Primary	•
Preambles	: 5				
				Connect	

2. Select NFC from the Protocol parameter drop-down list:



3. Click **Connect** (see Note on page 4).

### 5.1.4 Connecting through Logic HART protocol

Logic HART (Logic Highway Addressable Remote Transducer) 1. Click () on either the Dashboard or the menu bar. The

Connect to a Device screen is displayed:



2. Select Logic HART from the Protocol parameter drop-down list:

Connect to Device				
Protocol	Logic HART		Retry Count :	3
COM Port	Select Port	• 0	Timeout (ms)	5000 -
Device Address	. 0	•	Master :	Primary •
Preambles	5	•	Baudrate (bps) :	19200 -
				Connect

3. Select the required parameters from the drop-down menus as described in Table 5.2.

Drop-down menu	Description
COM Port	Select the computer port number that the communication modem is connected to. If a port has been added or removed, click 📀 next to this field to update the list.
Device Address	Select the device address from the drop-down list.
Preambles	Select the default setting for the number of preambles for communication with HART bus devices. This value is used to establish the initial connection to a HART device. The number of preambles to use for communication with the device is read from the device itself and used for communication afterwards.
Retry Count	Select a value to specify how many times the HART master retransmits information in case of an error.
Timeout (ms)	Select the time to wait for the device to respond from the drop-down list. If a response is not received within the selected time, the device is either not connected correctly or is not responding.
Master	Select either Primary or Master. Primary specifies that the HART master operates as the primary master and Master specifies that the HART master operates as a secondary master on the bus.
Baudrate (bps)	Select the required baudrate.

 Click Connect (see Note on page 4).
 If the device does not connect, an error message is displayed:

#### Error message

#### Possible cause



#### Loose connection. Incorrect COM Port selected. Incorrect device address selected.

### 5.2 Logs

Every user interaction with SRV500 is recorded and the results are displayed in the **Logs**. Each entry carries the date and time at which the action took place together with details of the action.

The **Logs** section is displayed or hidden by clicking on the Logs title:

	Device Type Sensor SAP/ERP No.	: WaterMaster : ?	Manufacturer Tag Name	: ABB : TAG_NAME	Device Revision	:0	🔅 User Setting 📑 Logout
Verification Tests Licensed software testing  Select Preconfigured Tests  Select / Unselect All  Correct Output	Meter Information Customer Site and Address						
Cutrent Output  Alac Dutput  Alac Dutput  Coll Group  Electrode Group  El	Meter Owner Machine Name Medium Comments	E		Ξ			
		St	art Test				
Logs 10/08/2017 10:08:58 Admin : Device connected	Sensor SAP/ERP No. ?.					Admin Click here to save the logs	

### To save the logs, click 💾. A Save As dialog box is displayed:

The Save As						×
O ♥ → Logs			- 47	Search Logs		P
Organize - New folder					300 <b>•</b>	0
🔆 Favorites	Date modified	Туре	Size			
Coal Dock (C) Coal Dock (C) Coal Dock (C) Coal Dock (C) Coal Coal Coal Coal Coal Coal Coal Coal	No items n	natch your search.				
Pictures Pictures Subversion Videos Videos Computer Local Disk (C:)						
File name: DeviceLogs 27-Jan-201712-16-09.t	bit					•
Save as type: Text File (*.txt)						•
Hide Folders				Save	Cancel	

Select a location in which to save the file and click **Save**.

Table 5.2. Logic HART connection parameters

# 5.3 Running a verification

When a device is connected, the **Verification Tests** screen is displayed showing a list of verification tests that can be performed on the connected device:

Detailed •	Meter Information	
Select Preconfigured Tests •	Customer Site and Address	
Select / Unselect All	4	
	Meter Owner	
<ul> <li>Current Output</li> <li>Digital Output 1</li> </ul>		
Digital Output 2	Machine Name	
✓ Digital Input Status	Participan de la companya de la comp	
Meter Internal Checks	Medium	
Transmitter Calibration		
Coil Resistance	Comments	
🗹 Electrode Group		
🗹 Sensor Group		
Pipe Status		Start Test
		Start feat
<ul> <li>✓ Pipe Status</li> <li>✓ Transmitter Group</li> <li>✓ Signal Quality</li> </ul>		

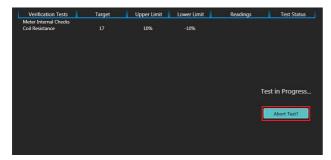
By default, all test parameters are selected. Click the

**Select / Unselect All** check box to clear all test parameters if required.

 Select the verification test(s) to perform or select a pre-configured test from the Select Preconfigured Tests drop-down list.

Note. Pre-configured tests must be created before they can be selected – see Section 7.1, page 9.

- 2. Enter device information details in the spaces provided.
- 3. Click Start Test. The following screen is displayed:



Click **Abort Test** to stop the test if required. A confirmation dialog is displayed:



Click **Yes** to abort the test.

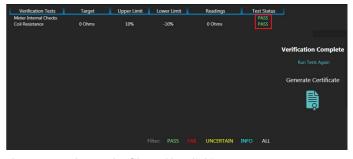
**Note.** For some tests, a pop-up may be displayed requesting further information:



Enter the value required and click Submit.

### 5.4 Evaluating the results

After the successful completion of a test, a test results screen is displayed showing the results of each of the chosen test parameters in the **Test Status** column:



The test results can be filtered by clicking PASS, FAIL, UNCERTAIN, INFO or ALL at the bottom of the screen. To run the test again, click **Run Tests Again**.

### 5.5 Generating a test certificate

To generate a test certificate:

1. Click 🗒. A pop-up is displayed:



- Select the format in which to generate the report: Legacy New
  - 3. Click **Submit**. The test result is displayed in a new window and can be saved in PDF format.

# 6 View past test results

This option enables past test results to be viewed and graphs and verification certificates for past tests generated. Past test results can also be deleted.

## 6.1 Retrieving past test results

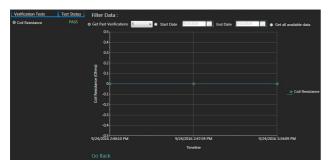
 Click a on either the Dashboard or the menu bar. The Past Test Results For Device screen is displayed:

BB ProcessMaster/HygienicMaster	Device Type	SAP/ERP No.	Start Date End Da	(e)	
EX300/FEX500 VDF Version 1 - ?	Select device type	Select SAP/ERP No.	Select a date      Select a	iate 🗰 Search Clear	
/28/2017 11:12:13 (28/2017 10:54:23 (27/2017 19:15:20 (27/2017 19:13:22 (27/2017 19:10:54 (27/2017 19:09:41) (27/2017 19:09:753	Verification Tests     Current Output 1     Current Output 1     Current Output 1     Current Output 1     Meter Internal Checks	Target 4 mA 12 mA 20 mA Overall	Readings 4.000 mA 12.000 mA 20.000 mA uctivity exceeds limit (S061)	Test Status PASS PASS PASS PASS FAIL	Graph
(27/2017 19:06:46 (27/2017 18:57:53 (27/2017 16:35:67 (27/2017 16:32:57 (27/2017 16:32:57 (27/2017 16:27:36	Tx Calibration 1m/s Tx Calibration 10m/s Tx Calibration CMR Transmitter Calibration	0 m/s 0 m/s 0 Overall	2.084490 m/s 20.840580 m/s -0.008740	FAIL FAIL PASS FAIL	
/27/2017 16:19:36 /27/2017 16:17:31 /27/2017 13:28:09	•				

2. A list of dates / times is displayed. Select a date / time to view a report of the tests performed on that date / time. A test result is displayed for each of the verification tests in the **Test Status** column.

To filter the results, select:

- a. Device Type from the Device Type drop-down list.
- b. Sensor Type from the SAP/ERP No. drop-down list.
- c. a date from the Start Date and End Date fields.
- d. Click Search.
- 3. A graphical representation of the results is available for some of the verification tests. Click in the **Graph** column next to a test to display the graph for that test:



To filter the results, select either the **Get Past Verifications** or the **Start Date** radio buttons.

If **Get Past Verifications** is selected, the results are filtered by selecting the numbers from the drop-down list.

If **Start Date** is selected, select a start date and an end date to filter the results between the two dates.

If **Get all available date** is selected, all the test results are displayed.

4. Click **Go Back** to return to the previous screen.

### 6.2 Generating certificates for past tests

 Click a on either the Dashboard or the menu bar. The Past Test Results For Device screen is displayed:



- 2. Select the date / time of the test for which to generate a verification certificate.
- 3. Click Verification Certificate. A pop-up is displayed:



- Select the format in which to generate the report: Legacy New
  - 5. Click **Submit**. The test result is displayed in a new window and can be saved in PDF format.

### 6.3 Deleting past test results

 Click an on either the Dashboard or the menu bar. The Past Test Results For Device screen is displayed:

ABB ProcessMaster/HyglenicMaster	Device Type	SAP/ERP No.	Start Date En	d Date		
FEX300/FEX500 VDF Version 1 - ?	Select device type	Select SAP/ERP No.	<ul> <li>Select a date (11)</li> </ul>	ect a date 🔟	Search C	lear
1/28/2017 11:12:13 1/28/2017 10:54:23	Verification Tests	Target	Readings	Te	est Status	Graph
1/27/2017 19:17:50 1/27/2017 19:18:32 1/27/2017 19:08:41 1/27/2017 19:08:41 1/27/2017 19:08:46 1/27/2017 19:08:46 1/27/2017 19:08:45 1/27/2017 16:35:57 1/27/2017 16:32:57 1/27/2017 16:27:36	Current Output 1 Current Output 1 Current Output 1 Current Output 1 Meter Internal Checks Tx Calibration 1m/s Tx Calibration 10m/s Tx Calibration 10m/s Tx Calibration CMR Transmitter Calibration	4 mA 12 mA 20 mA Overall 0 m/s 0 m/s 0 Overall	4.000 mA 12.000 mA 20.000 mA aductivity exceeds limit (S061 2.084490 m/s 20.840580 m/s -0.008740		PASS PASS PASS FAIL FAIL FAIL PASS FAIL	
1/27/2017 16:19:36 1/27/2017 16:17:31 1/27/2017 13:28:09						
	Verification Certificate	Delete Re	sult Sync Data	with myABB	doud	

- 2. Select a Device from the drop-down list.
- 3. Select the date / time of the test result to delete.
- 4. Click Delete Result. A confirmation dialog is displayed:



5. Click **Yes** to delete the selected test result.

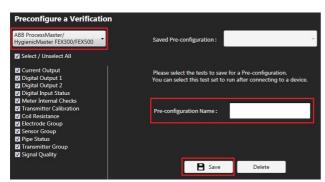
# 7 Utilities

## 7.1 Pre-configuring verification tests

Verification test sequences for a device can be pre-configured to enable them to be run quickly in the field.

#### 7.1.1 Storing a verification sequence

 Click (=) on either the Dashboard or the menu bar. The Pre-Configure a Verification screen is displayed:



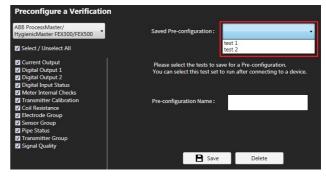
- 2. Select a device from the drop-down list.
- 3. By default, all the verification tests are selected. Click the **Select/Unselect All** check box to clear all selected tests.
- 4. Select the test(s) to include in the pre-configured test suite.
- Enter a pre-configuration test name in the Pre-Configuration Name field and click Save. A confirmation dialog is displayed:

created successfully
ОК

6. Click **OK**.

#### 7.1.2 Editing a verification sequence

 Click (a) on either the Dashboard or the menu bar. The Pre-Configure a Verification screen is displayed:



- 2. Select a previously saved pre-configured test from the **Saved Pre-Configuration** drop-down list.
- Select / deselect test parameters from the respective check boxes as required and click Save. A confirmation dialog is displayed:

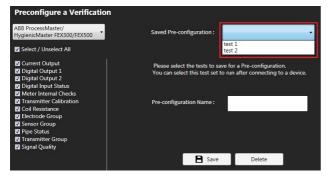


 Click Yes to overwrite the existing pre-configuration or No to discard the changes. A confirmation dialog is displayed:



#### 7.1.3 Deleting a verification sequence

 Click (=) on either the Dashboard or the menu bar. The Pre-Configure a Verification screen is displayed:



- 2. Select a previously saved pre-configured test from the **Saved Pre-Configuration** drop-down list.
- 3. Click **Delete**. A confirmation dialog is displayed:



4. Click **Yes** to delete the selected pre-configuration. A confirmation dialog is displayed:



5. Click OK.

### 7.2 Manage VDF

A Verification Definition File (VDF) contains all the information about a device. SRV500 is provided with most of the available device types pre-configured but additional VDFs received from ABB can be imported. All VDF files can be modified as required.

#### 7.2.1 Importing a VDF

 Click Ø on either the Dashboard or the menu bar. The Import Verification Definition File screen is displayed:

A Verification Definition F device types. If you have	ile contains all the information received a Verification Definitio	about a device. The application n File from ABB, you can import	comes pre-configured with mo it here.	st of the available
Import Verification De	finition File			
VDF Name	VDF Version	Device Name	Device Type	Manufacturer N Edit

2. Click **Import Verification Definition File**. An **Open** dialog box is displayed:

Organize 🔻 New fol					100 V	1
🚖 Favorites	Name	Date modified	Туре	Size		
E Desktop	ProcessMaster VDF	11/4/2016 2:03 PM	File folder			
Downloads	MagIF VDF	10/27/2016 1:16 PM	Compressed (zipp	139 KB		
Secent Places	ProcessMaster VDF	10/27/2016 1:16 PM	Compressed (zipp	349 KB		
	WaterMaster VDF	10/27/2016 1:16 PM	Compressed (zipp	53 KB		
🗃 Libraries						
Documents						
J Music						
E Pictures						
Subversion						
🚼 Videos						
Computer						
🗣 Network						

3. Select the required VDF and click **Open**. A confirmation dialog is displayed:

CalMaster3	×
VDF su	ccessfully imported.
	ОК

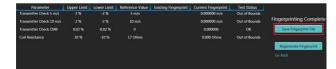
# 7.3 Fingerprint

A fingerprint file contains ideal values that a verification is compared against based on the allowed tolerances. Each device has a fingerprint in its memory and during the first test, the fingerprint file is generated from the device's memory. However, if the fingerprint does not exist, it can be requested from ABB and imported.

1. Click () on either the Dashboard or the menu bar. The **Fingerprint File** screen is displayed:



2. Click Generate FingerPrint File. The following screen is displayed:



3. When fingerprinting is complete, click **Save FingerPrint File**. A confirmation dialog is displayed:

CalMaster3	
<b>()</b>	ingerprint saved successfully.
	ОК

- 4. Click OK.
- 5. Click **Re-Generate FingerPrint** to generate another fingerprint file.
- 6. Click **Go back** to return to the dashboard.

# 8 Administration

CalMaster administration includes the following functions:

- User administration
- License management
- VDF management
- Fingerprints

# 8.1 User administration

Users can be added, amended, deleted and assigned roles. User passwords can also be reset.

Each user is provided with a username and password by the system administrator. If the application is being installed for the first time, use the username and password provided by ABB to login. After logging into the application, users can change their default passwords in the **User Administration** screen.

#### 8.1.1 Adding a new user

Roles that can be assigned to a new user are:

- User management
- License management
- VDF management
- Verification

1

**Note.** A user's access to SRV500 functionality is based on the roles assigned to the user by the administrator.

1. Click (1) on either the Dashboard or the menu bar. The User Administration screen is displayed:



2. Click **Add Users**. An editable **Username** field is displayed to enable users to be entered and user roles selected:

User Administration			
	Username	:	
	Name	:	
	Password	:	
	Re-enter password	:	
	Role	: ♥ User Management ♥ License Management ♥ VDF Management ♥ Verification	
Add Users			
		Submit	Back

- 3. Enter a user name in the **User name** field.
- 4. Enter the name of the user in the Name field.
- 5. Enter a password in the **Password** field.

Note. Passwords must contain between 8 and 12 characters and at least one capital letter, one small letter, one number and one special character ( !, @, #, +, \*, %, &, /, =, ? )..

- 6. Enter the same password in the **Re-enter password** field.
- 7. Select roles from the **Role** field and click **Submit**. A confirmation dialog is displayed.



8. Click **OK**.

#### 8.1.2 Editing user names / roles

1. Click (1) on either the Dashboard or the menu bar. The User Administration screen is displayed:

User Administration				
mukesh Basawaraj	User Name :	mukesh		
Casawaraj	Name :	mukesh		
	Role :	✓ User Management     ✓ Licence Management     ✓ VDF Management     ✓ VDF Management     ✓ Verification		
			é	
Add Users		Update User Data	Reset Password	Delete User

- 2. Click on the name of the user to update.
- 3. Edit the user's name in the Name field.
- 4. Edit the roles assigned to the user by selecting or deselecting as required in the **Role** check box field.
- 5. Click **Update User Data** to save the changes. A confirmation dialog is displayed:



6. Click **OK**.

#### 8.1.3 Changing user passwords

1. Click (1) on either the Dashboard or the menu bar. The User Administration screen is displayed:

User Administration				
mukesh	Username :	mukesh		
Baswaraj parag	Name:	mukesh		
	Role:	<ul> <li>✓ Admin</li> <li>✓ IO Adapter Assembly Engineer</li> <li>✓ Plant Maintenance Engineer</li> <li>✓ AB8 Service Engineer</li> </ul>		
Add Users		Update User Data	Reset Password	Delete User

- Click on the name of the user whose password is to be changed.
- Click Change Password. The change password dialog is displayed:

mukesh	Username	: mukesh
	New Password	:
	Confirm passwo	d :
Add Users		Change Password Back

- 4. Enter a new password in the New Password field.
  - Note. Passwords must contain between 8 and 12 characters and at least one capital letter, one small letter, one number and one special character ( !, @, #, +, \*, %, &, /, =, ? )..
- 5. Enter the same password in the **Confirm Password** field and click **Change Password**. A confirmation dialog is displayed:



#### 8.1.4 Deleting a user

1. Click (1) on either the Dashboard or the menu bar. The User Administration screen is displayed:



- 2. Click on the name of the user to delete.
- 3. Click Delete User. A confirmation dialog is displayed:



4. A password entry dialog is displayed:



5. Enter your password, and click **Submit**. A confirmation dialog is displayed:



6. Click **OK**.

#### 8.2 Licence management

Available verification licenses can be viewed, license requests generated and new licenses imported.

 Click 

 on either the Dashboard or the menu bar. The License Management screen is displayed:



- 2. Licenses that are available for use can be viewed under License Availability.
- To upgrade the license count, click Generate License Request. A C2V file is generated and a Save As dialog box displayed:

Organize 🔻 New	folde	r		III -
<ul> <li>★ Favorites</li> <li>■ Desktop</li> <li>֎ Downloads</li> <li>֎ Recent Places</li> <li>Clibraries</li> <li>■ Libraries</li> <li>■ Documents</li> </ul>	Â	Documents library Includes: 2 locations	Arran	ge by: Folder 🔻
		Name	Date modified	Туре
	В	vtlicencemain_38.c2v	7/28/2016 3:21 PM	C2V File
Music Pictures Subversion Videos	•	٩ [11	,	
File name: Save as type:				

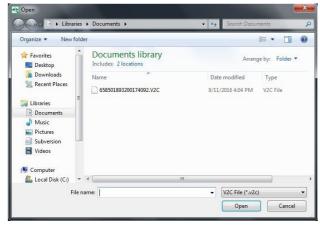
4. Select a location in which to save the file and click **Save**. A confirmation dialog is displayed:



5. Copy the C2V file from the saved location and send it to ABB via email for license generation.

Note. The generated license file is returned by ABB via email as a V2C file. Save the V2C file to a convenient location.

6. Click **Import License File** on the **License Management** screen. An **Open** dialog box is displayed:



7. Select the V2C license file and click **Open**. A confirmation dialog is displayed:



8. Click **OK**.

### 8.3 User settings

Note. The User Settings icon on the dashboard is visible only to the user assigned the administrator role.

The user assigned the administrator role is able to:

- Change the administrator's password
- Update ServIS user information

#### 8.3.1 Changing the administrator password

 Click User Settings on the Dashboard. The User Information screen is displayed:

	Change Password
: Admin	Current Password :
: Admin	New Password :
: User Management License Management VDF Management Verification	Confirm Password :
	Change Password
	: Admin : User Management License Management VDF Management

- 2. Enter the current administrator password in the **Current Password** field.
- 3. Enter a new password in the New Password field.
  - Note. Passwords must contain between 8 and 12 characters and at least one capital letter, one small letter, one number and one special character ( !, @, #, +, \*, %, &, /, =, ? )..
- 4. Enter the same password in the **Confirm Password** field and click **Change Password**. A confirmation dialog is displayed:

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