



CONNECT

Campuses, Sites and Areas



KEY2ACT™

Campuses, Sites and Areas

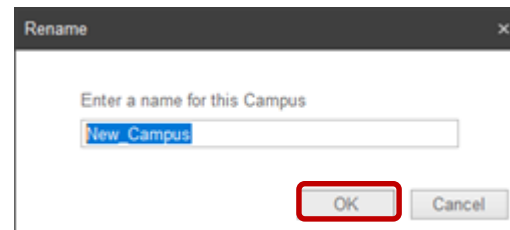
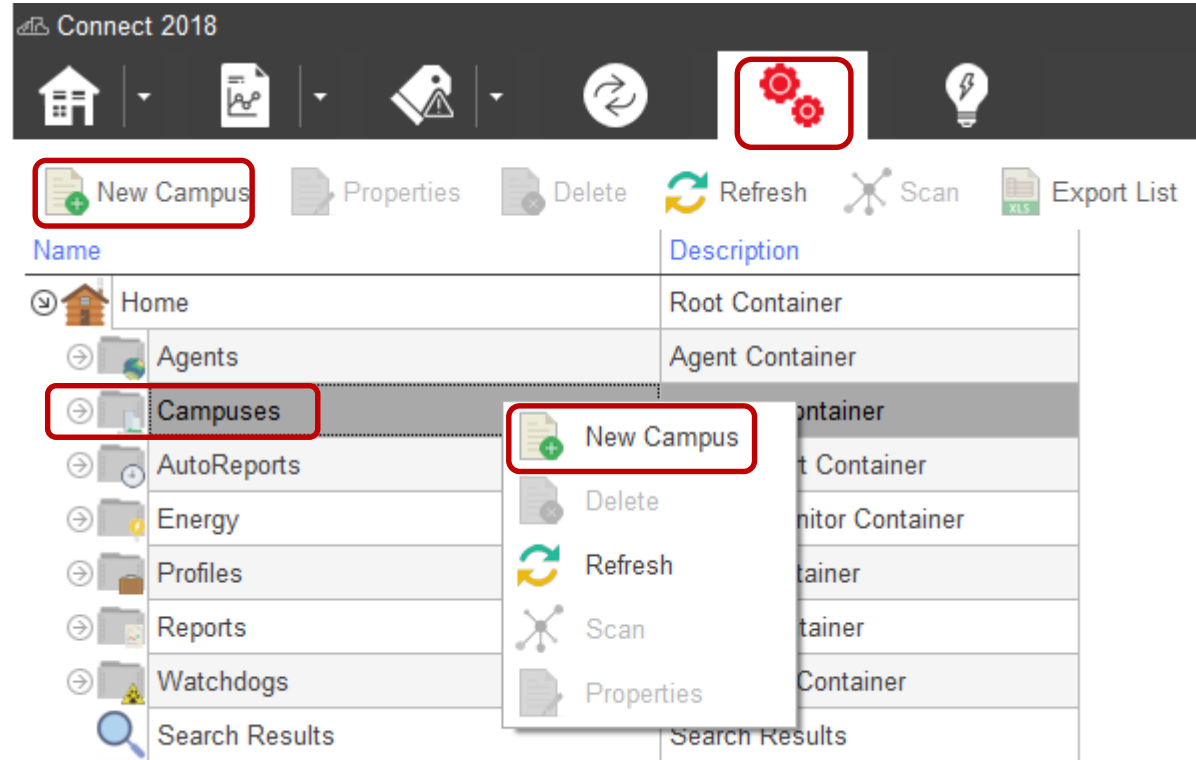
New in Connect2018.

Creating a campus

Choose the *Configuration Explorer* icon, and then choose **Campuses** on the tree on the left-hand pane.

You can either choose the *New Campus* icon or you can right-click on the **Campuses** folder and then choose *New Campus*.

Enter the name of the new Campus and then choose *OK*.



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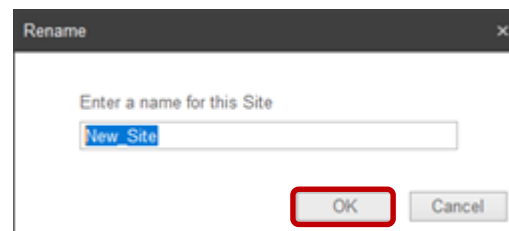
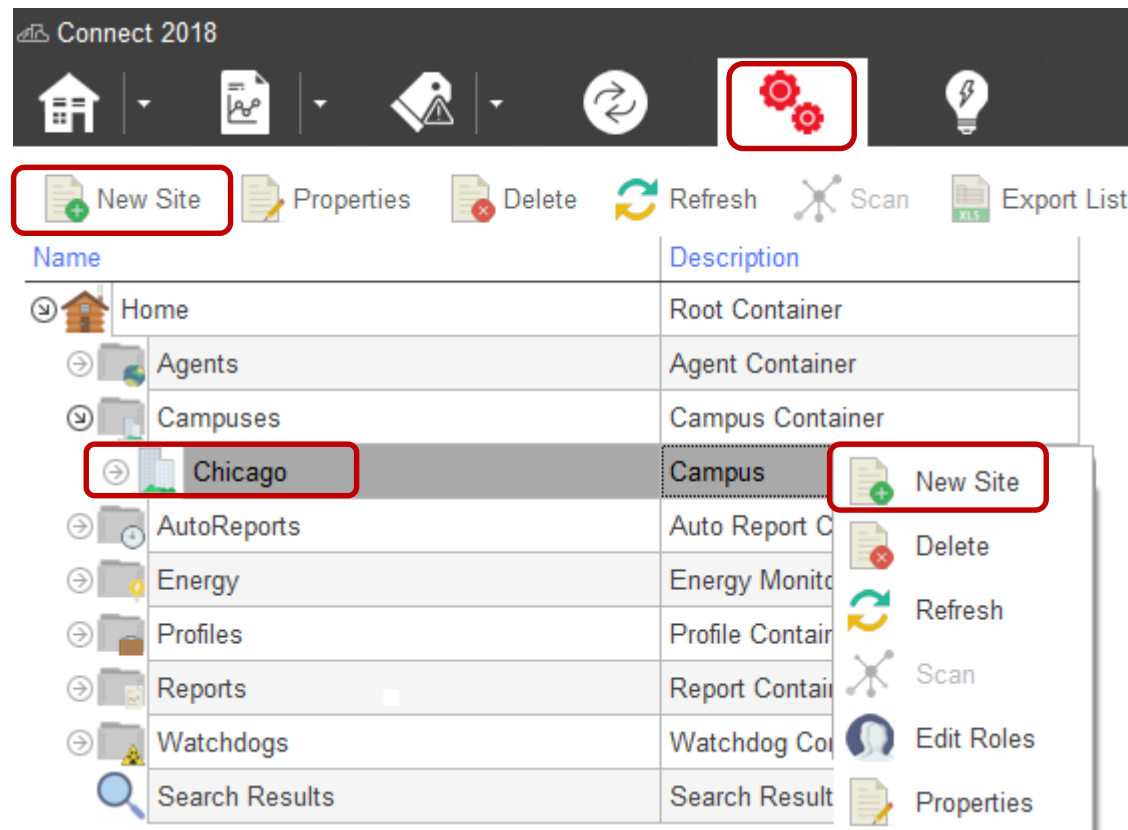
Creating a site

Go to Configuration Explorer and open Campuses on the tree on the left-hand pane and then select the Campus you wish to add a Site under.

You can either choose the *New Site* icon or you can right-click on the Sites folder and then choose *New Site*.

Enter the name of the new Site and then choose *OK*.

Note: A Site can also be created on-the-fly when assigning a Site to an Agent.



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Creating an area

Go to Configuration Explorer and open Campuses on the tree on the left-hand pane, then select the Campus and Site you wish to add an Area under.

You can either choose the *New Area* icon or you can right-click on a Site and then choose *New Area*.

Enter the name of the new Area and then choose *OK*.

Note: An Area may be created only after a Site has been created and assigned to an agent.

The screenshot shows the Connect 2018 Configuration Explorer interface. The top toolbar contains icons for Home, Properties, Delete, Refresh, Scan, and Export List. The 'New Area' icon (a document with a green plus sign) is highlighted with a red box. Below the toolbar is a table with columns 'Name' and 'Description'. The table lists various containers and sites, including Home, Agents, Campuses, Chicago, Aml, New_Orleans, Missouri, AutoReports, Energy, Profiles, and Reports. The 'Aml' site is selected, and a context menu is open over it. The 'New Area' option in the context menu is also highlighted with a red box. Below the main interface is a 'Rename' dialog box with the text 'Enter a name for this Area' and a text input field containing 'New Area'. The 'OK' button in the dialog box is highlighted with a red box.

Name	Description
Home	Root Container
Agents	Agent Container
Campuses	Campus Container
Chicago	Campus
Aml	
New_Orleans	
Missouri	
AutoReports	
Energy	Container
Profiles	Container
Reports	

Rename dialog box:
Enter a name for this Area
New Area
OK Cancel

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Assigning an agent to a Site

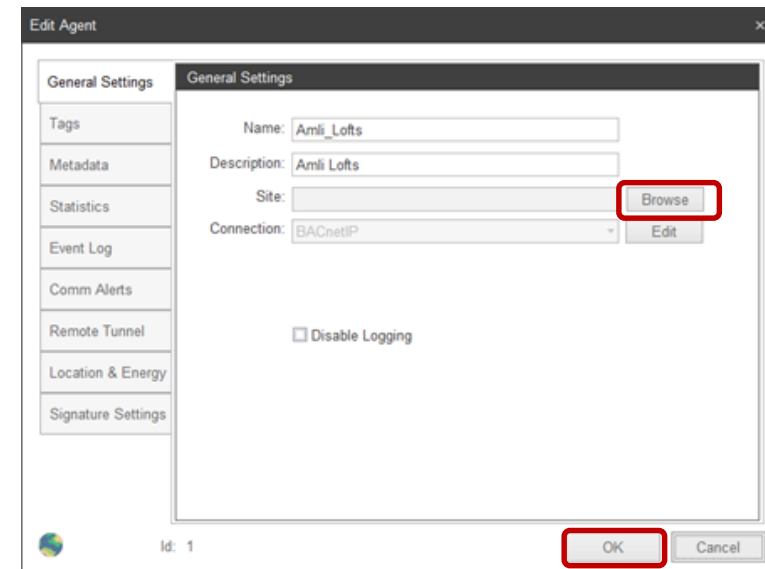
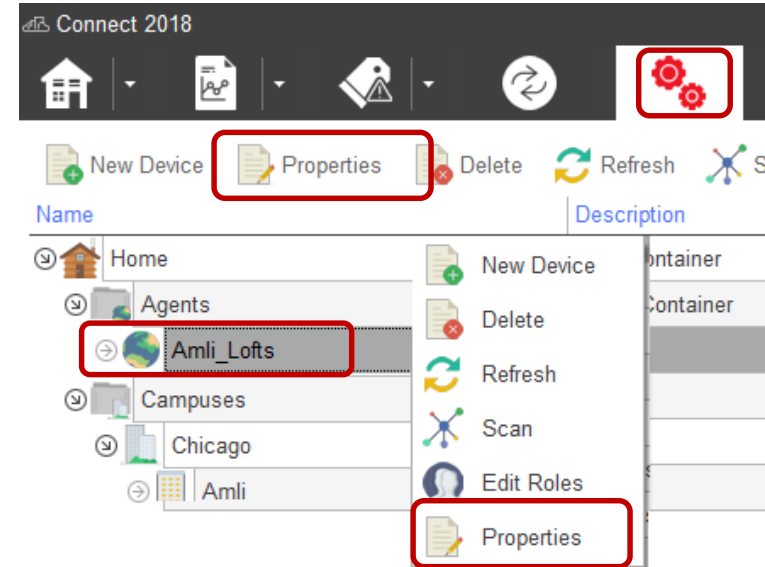
Go to Configuration Explorer and select the agent you wish to add to a Site.

You can either choose the *Properties* from the tool bar or you can right-click on an agent and then choose *Properties*.

Click on *Browse*.

Navigate to and select the Site that you wish to assign to this agent.

Click *OK*.



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Assigning an device to an Area

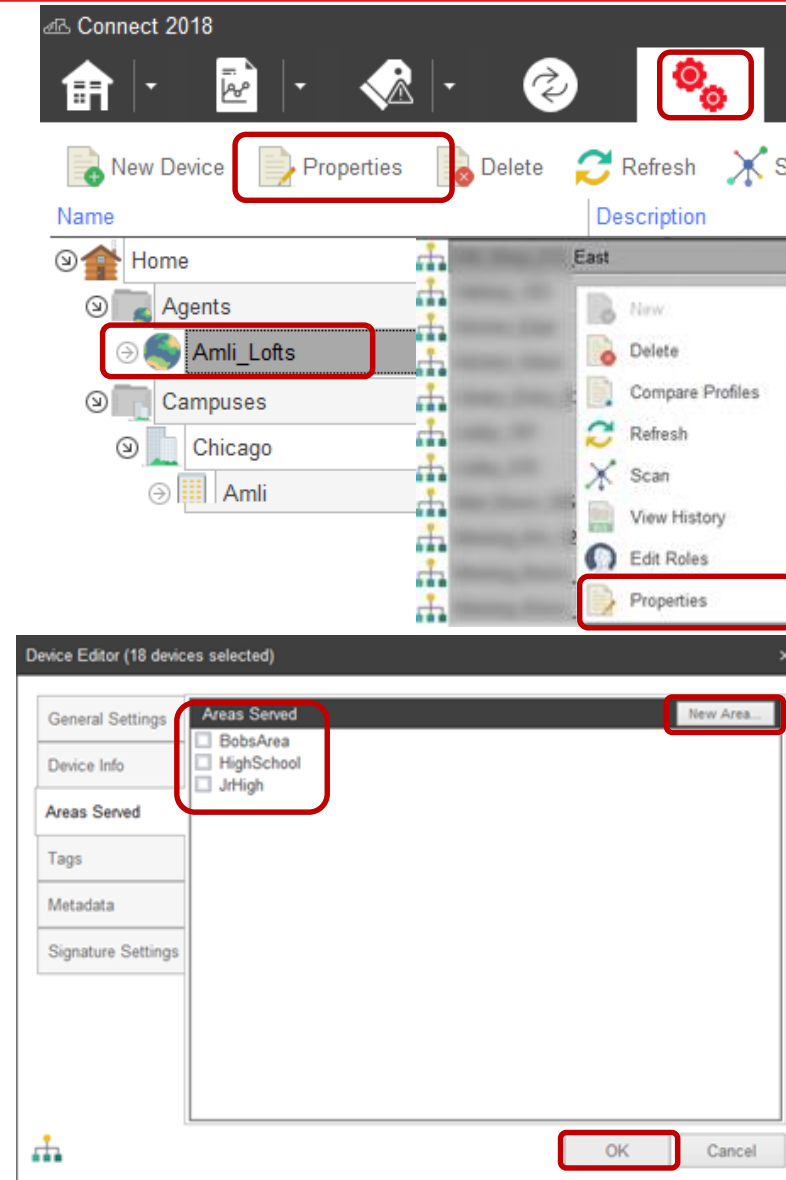
Go to Configuration Explorer and select the agent containing the devices you wish to add an Area.

Then select a group or a single device you wish to add to an Area.

You can either choose the *Properties* from the tool bar or you can right-click on an agent and then choose *Properties*.

Select the Areas Served tab and select the Area desired. Note that you may add a new area from this window also.

Click *OK*.





THANK YOU