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Administrator's Guide for the

# ***ADRES-Pro***

Secure Internet Web Access for Administration of  
Users, Buildings and Units for the

***ADRES*** *Automated Demand Response  
and Energy Savings Solution*

Version 6.1.20



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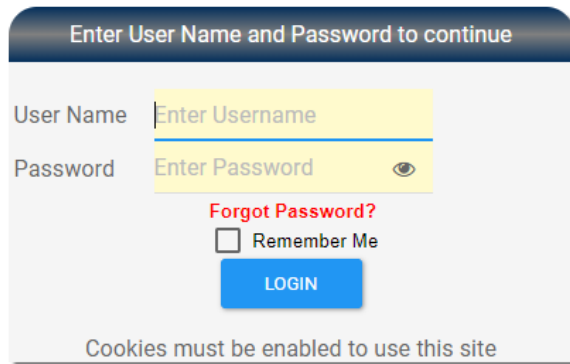
Fax: (858) 274-1362

The ADRESpro portal to the ADRES controllers can be reached at the secure web site URL:  
<http://www.adrespro.com/dashboard>

When navigating the web site, it is recommended to user Google Chrome browser for full Map functionality.

The Administrator's User Guide only covers the Manage Menu in the web interface to setup End Customers, Contractors, Sub Contractors, Buildings, Units, etc. for a Project. Please refer to the ADRESpro User's Guide for normal operation of the ADRESpro web site by Users of the system.

When you have arrived at the [adrespro.com/dashboard](http://www.adrespro.com/dashboard) the following Login web page is presented.



The screenshot shows a login form with a dark blue header that reads "Enter User Name and Password to continue". Below the header are two input fields: "User Name" with the placeholder text "Enter Username" and "Password" with the placeholder text "Enter Password" and a toggle eye icon. Below the password field is a red link that says "Forgot Password?". Underneath that is a checkbox labeled "Remember Me". A blue "LOGIN" button is positioned below the checkbox. At the bottom of the form, there is a small text note: "Cookies must be enabled to use this site".

The User must provide the Administrator's User Name and their password to gain administrator's access to the site.

If the Password is forgotten, following the Forgot Password link.

## Map Page (Default Home Page)

With a successful Administrator login credential, the User will be presented with the default Map page and the Manage menu will appear in the top tool bar.

NOTE: The Manage menu selection is the only area covered in this manual.

The screenshot shows the ADRESpro web interface. The browser address bar displays 'https://adrespro.com/dashboard/MapPage'. The page features a top navigation bar with the 'Winn Energy Controls, Inc.' logo on the left and a 'Log out' link on the right. The main content area is divided into several sections:

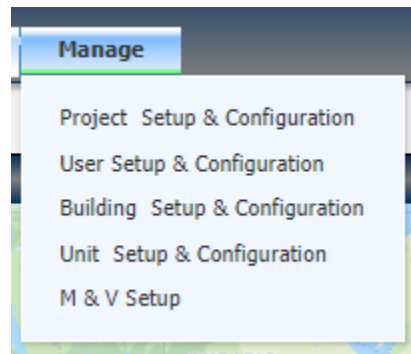
- 1 Map Panel:** A large map of the United States with a red location marker.
- 2 Map:** A callout pointing to the map area.
- 3 User Name:** A callout pointing to the 'Welcome, ADRES WEC (PROJECT ADMIN)' text in the top right.
- 4 Navigation Panel:** A callout pointing to the top navigation bar containing 'Map', 'Reports', 'Trends', and 'Manage'.
- 4 Alarm Panel:** A callout pointing to the 'Alarms/Service' table at the bottom.
- 6 Administrator Only Manage Menu:** A callout pointing to the 'Manage' option in the top navigation bar.
- Log Out Here:** A callout pointing to the 'Log out' link in the top right.

The 'Buildings & Units' sidebar on the left lists various units under different addresses, including HVAC, Generator, and Lighting units.

Start Time	Priority	Building	Unit	Alarm Description	Status	Acknowledged By	End Time	Alarm Duration
	2	ADRES QSR 10.193.13.157	HVAC #1 tag	Loss Of ECH Comms	True			
	2	ADRES QSR 10.193.13.157	HVAC #1 tag	Loss Of ECH Comms	True			
	1	ADRES 10.193.13.157	Generator #1	Low Battery Voltage	True			
	2	ADRES QSR 10.193.13.157	HVAC #1 tag	Air Damper Switch	True			
	2	ADRES QSR 10.193.13.157	HVAC #1 tag	Emergency Stop	True			
	2	ADRES 10.193.13.157	Generator #1	Loss Of ECH Comms	True			

- 6** The Manage Menu option is only available if a User with Administrator Privileges has logged on the ADRESpro web site.

## Manage Menu Options



The Manage menu has five selections. The selections provide the Administrator the ability to perform the following:

**Project Setup and Configuration** - The Winn Energy Controls Enterprise Administrator will setup a Project Administrator. The Project Setup and Configuration menu selection is only made available to the Project Administrator (s). The functions and roles of the Project Administrator include:

- The Project Administrator is typically a Developer, Energy Service Company (ESCO), or National Service Contractor.
- If the end client to Winn Energy is an End Customer, and the End Customer has more than one subsidiary (second End Customer), the Project Administrator will also be the End Customer Administrator.
- If the end client to Winn Energy is a single End Customer, the Project will typically be setup with an End Customer Administrator only and not require a "Project Administrator".

Note: Elimination of the Project Administrator for a single End Customer only simplifies the interface and does not eliminate functionality or control.

- The Project Administrator is over all other Users within the Project and can add, edit, delete or configure the following User Classifications:
  - End Customer Administrator
  - Contractor Administrator
  - User
- Add one or many End Customers.
- Add and uniquely define for each End Customer geographical regions for which to setup and assign individual Users, Buildings and Units.

**User Setup and Configuration** - The User Setup and Configuration menu selection is only made available to an Administrator. All Users and Administrators can be added, edited or deleted from the User Setup and Configuration page. The following Administrators can be setup and configured to oversee the entire Project with their respective security and rights:

- The Project Administrator - Over All Administrator and Users.
- Contractor Administrator - Over all Contractors and Sub Contractors and their End Customers.
- End Customer Administrator - Over all their End Customer Users, Buildings and Units only.

Users that are typically setup and configured are defined as:

- Corporate Manager or End Customer User
- Regional Manager or End Customer User
- Building Manager or End Customer User
- Corporate Prime Contractor User
- Regional Prime Contractor User
- Building Prime Contractor User
- Regional Sub Contractor User
- Building Sub Contractor User

**Building Setup and Configuration** - The Building Setup and Configuration page is used to add, edit, delete or configure buildings under each End Customer's account.

**Unit Setup and Configuration** - The Unit Setup and Configuration page is used to add, edit, delete or configure individual ADRES Units to a Building that has been setup. A building must be setup before a Unit can be added.

## Project Setup and Configure page

The Winn Energy Controls Enterprise Administrator will setup a Project Administrator. The Project Setup and Configuration menu selection is only made available to the Project Administrator (s). The functions and roles of the Project Administrator include:

- The Project Administrator is typically a Developer, Energy Service Company (ESCO), or National Service Contractor.
- If the end client to Winn Energy is an End Customer, and the End Customer has more than one subsidiary (second End Customer), the Project Administrator will also be the End Customer Administrator.
- If the end client to Winn Energy is a single End Customer, the Project will typically be setup with an End Customer Administrator only and not require a “Project Administrator”.

Note: Elimination of the Project Administrator for a single End Customer only simplifies the interface and does not eliminate functionality or control.

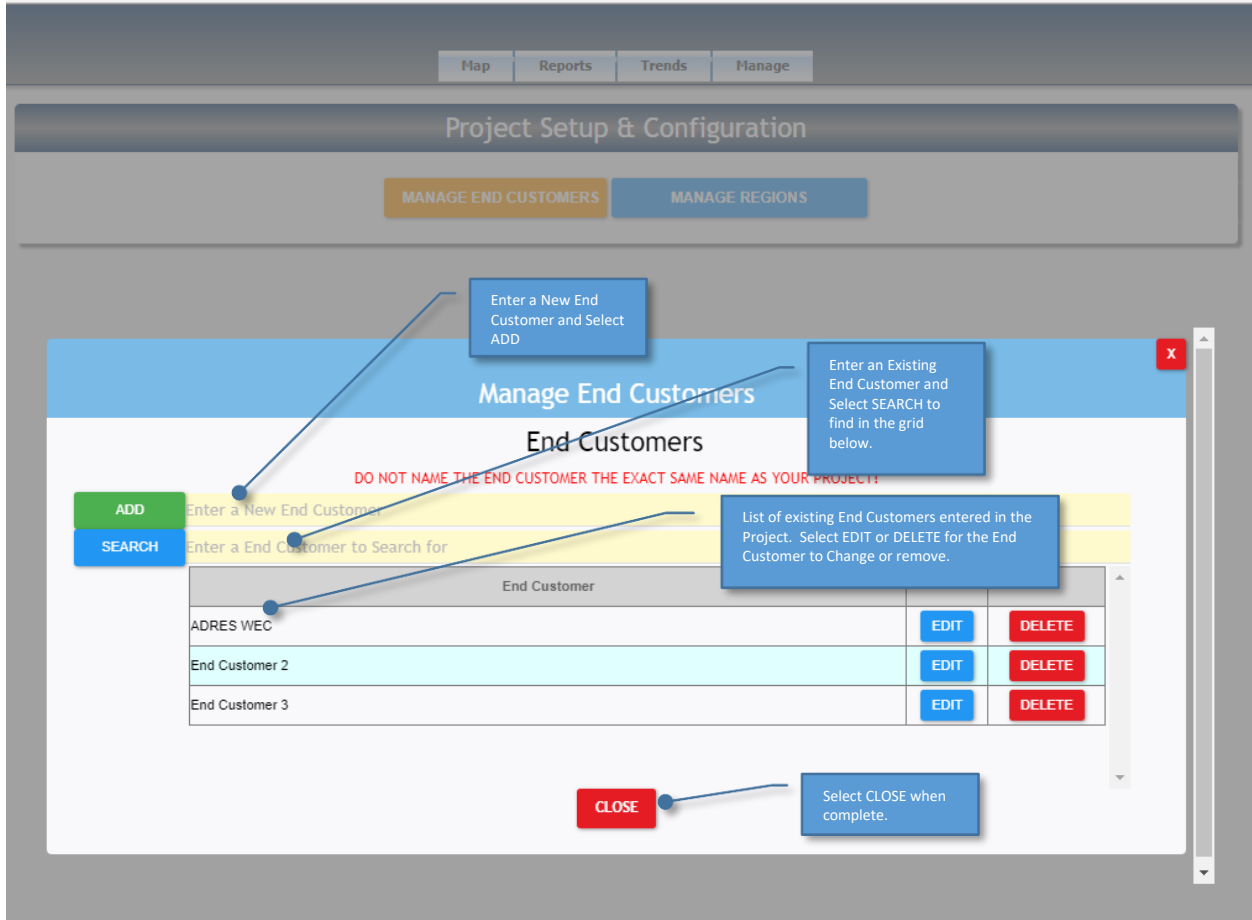
- The Project Administrator is over all other Users within the Project and can add, edit, delete or configure the following User Classifications:
  - End Customer Administrator
  - Contractor Administrator
  - User
- Add one or many End Customers.
- Add and uniquely define for each End Customer geographical regions for which to setup and assign individual Users, Buildings and Units.

The Project Administrator is setup by the Winn Energy Enterprise Administrator and upon login and selection of the Project Setup and Configure page the following will be presented:

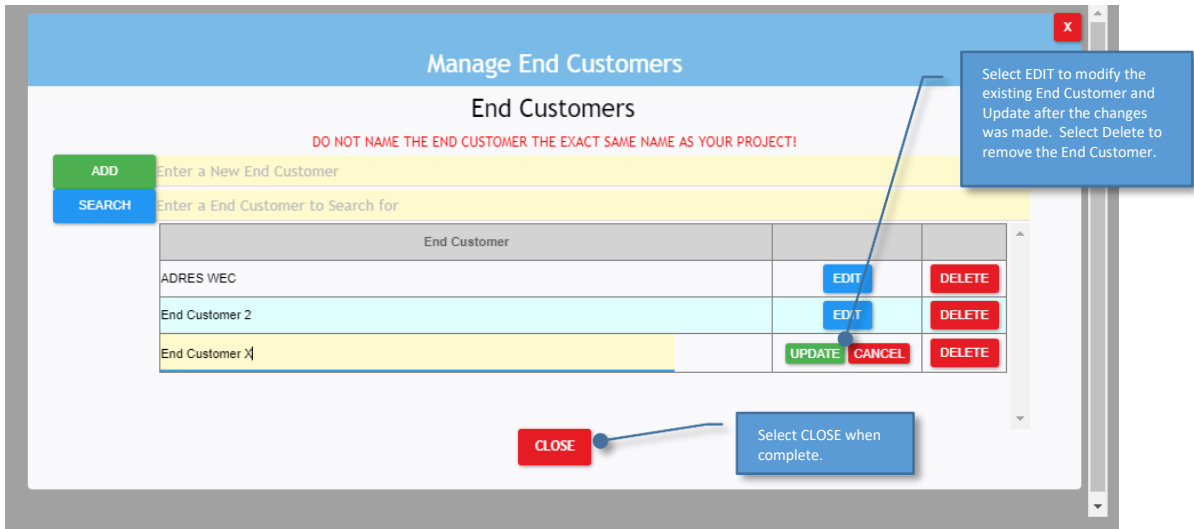


To add, edit, delete End Customers from the Project select the yellow Manage End Customer button.

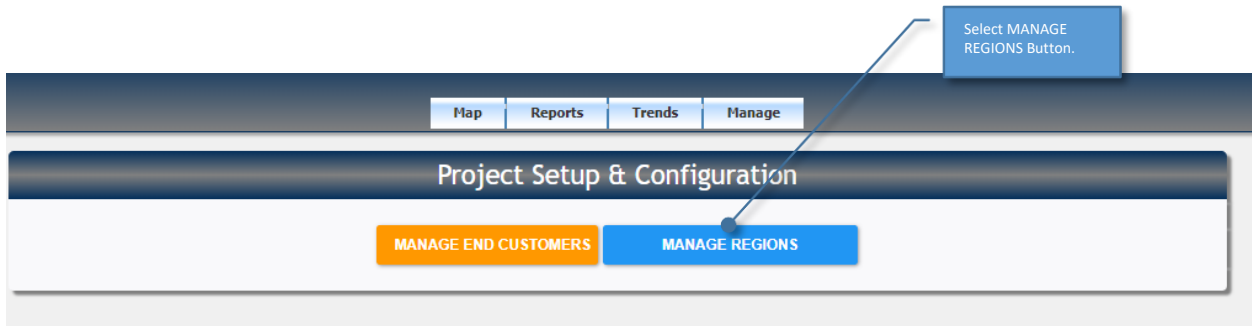
The following Manage End Customer pop up entry page will be presented.



To edit or delete existing End Customers from the Project select the Edit button in the same line as the End Customer being modified as shown below.

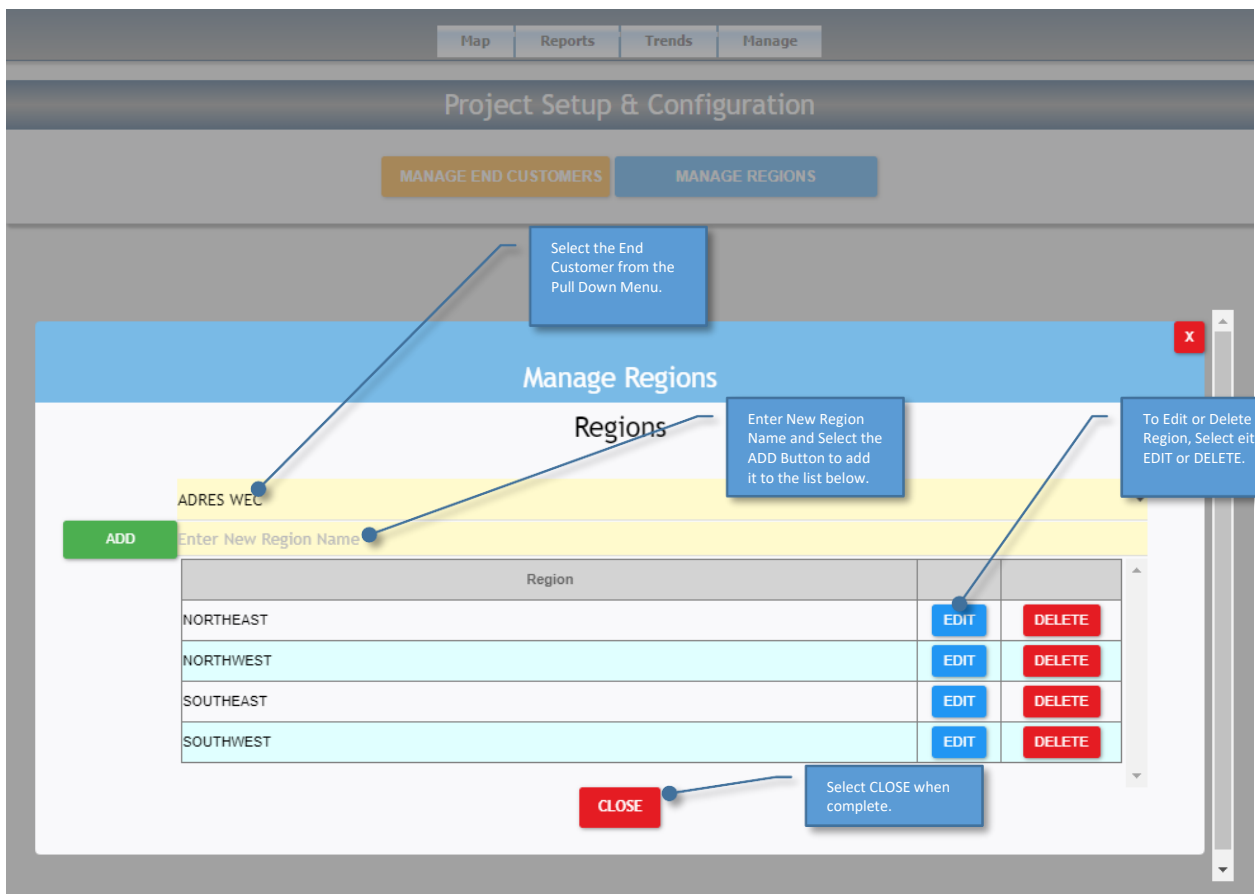


To define Regions specific for each End Customer select the blue Manage Regions button in the same line as the End Customer being modified as shown below.



Regions can be uniquely defined to meet any End Customer convention. Regions are defined for each End Customer and can be the same or different in name or number.

After selection of the Manage Regions button, the pop up menu is provided. First select the End Customer from the pull down list to add, edit, delete regions for the selected End Customer as shown below.





## User Setup and Configure page

The User Setup and Configuration menu selection is only made available to an Administrator. The functions and roles of the each Administrator classification is:

- The Project Administrator is over all other Administrators and all Users in the Project. The Project Administrator's functions and roles within the User Setup and Configure page include:
  - Add, edit, configure or delete one or more Contractor Administrators
  - Add, edit, configure or delete one or more End Customer Administrators
  - Add, edit, configure or delete one or more Users
  - Add, edit, configure or delete one or more Buildings
  - Add, edit, configure or delete one or more Units
  
- Contractor Administrator User Type - The Project Administrator will add a Contractor Administrator (s) if there is a Contractor managing the system on behalf of one or more End Customers. The Contractor will also have a Project Administrator login assigned to allow the Contractor to add End Customers and Building and Units. There can be more than one Contractor Administrator setup. The Contractor Administrator (s) can view other Contractor Administrator (s) but cannot view the End Customer Administrator (s) or End Customer User (s). Contractor Administrators cannot setup new End Customers or define End Customer Regions.
  - Add, edit, configure or delete one or more Users (Contractor or Sub Contractor Users only).
  
- End Customer Administrator User Type - An End Customer Administrator can add one or more additional End Customer Administrators. The End Customer Administrator can also add one or more additional Users the work for the same company as the End Customer Administrator. The End Customer Administrator cannot add buildings or units or contractors.
  - Add, edit, configure or delete one or more End Customer Administrators and Users as the End Customer Administrator (s) only for the same company as the End Customer Administrator.
  
- User Types - A User setup is typically is defined as:
  - Corporate Manager or End Customer User
  - Regional Manager or End Customer User
  - End Customer Building User
  - Corporate Prime Contractor User
  - Regional Prime Contractor User
  - Building Prime Contractor User
  - Regional Sub Contractor User
  - Building Sub Contractor User

The User Setup and Configure after selection will be presented with the following page:

**User Setup & Configuration**

Enter Name, Region or Company

1. PATRICK - PATRICK DEMO (CONTRACTOR ADMIN) ABC ELECTRIC PROJECT: ADRES SD  
 2. QWERTY - TEMP SADF (USER) ABC ELECTRIC PROJECT: ADRES SD  
 3. ROBERT3 - ROBERT WINN (CONTRACTOR ADMIN) PROJECT: ADRES SD  
 4. STORESD - TOM R. SMITH (USER) PROJECT: ADRES SD EC: ADRES WEC

Contractor Admin  
 End Cust Admin  
 User

Active  De-Activated

Turn On or Off Active or De-Activated Users to view or filter in the List

Set User Privileges:  
 1. Contractor Admin  
 2. End Customer Admin  
 3. User

Set User Status:  
 1. Active  
 2. De Activated

Project is Automatically Set

Set Company Type  
 1. Contractor  
 2. Sub Contractor  
 3. End Customer

Select Company by Name  
 End Customer  
 Contractor  
 Sub Contractor

Enter First Name  BUSINESS TITLE:   
 Enter Middle Name  USER PRIVILEGE:   
 Enter Last Name  STATUS:   
 Enter Phone #  USERNAME:   
 Enter Cell #  PASSWORD:   
 Enter Email Address  PROJECTS:   
 Enter Address  COMPANY TYPE:   
 Enter City  END CUSTOMERS:   
 STATE: SELECT  CONTRACTOR/SUB:   
 COMPANIES:   
 Enter Postal Code

RECEIVE SMS ALERTS:     
 RECEIVED EMAIL ALERTS:

All Warnings and Alarms  Alarms Only

Select Warning and Alarms  
 Set Check Boxes to receive text and or email or both on either warnings or warning and alarms.

After selections are made. Remember to save the selections.

**ADD NEW USER**

Select the purple Add New User button to bring up the pop-up menu below to create and enter a new User. The pop up entry form will appear as shown below:

**User Setup & Configuration**

Enter Name, Region or Company

SEARCH

Map Reports Trends Manage

Enter the Users information in the field provided. To allow the User to receive warning and alarms, the email and cell number will be used to send the Alarms.

FIRST NAME: Tom

MIDDLE NAME: R.

LAST NAME: Smith

OFFICE#: 555 555 1213

CELL #: 555 555 1214

EMAIL: tom@smith.com

ADDRESS: 1234 Shoreline Drive

CITY: Temecula

STATE: California

POSTALCODE: 92189

BUSINESS TITLE: Store Manager

USER PRIVILEGE: User

STATUS: Active

USERNAME: storesd

PASSWORD: abceenrgy

PROJECTS: ADRES SD

COMPANY TYPE: END CUSTOMER

END CUSTOMER: ADRES WEC

CONTRACTOR/SUB: COMPANIES

RECEIVE SMS ALERTS:  Alls Warnings and Alarms  Alarms Only

RECEIVE EMAIL ALERTS:

ADD & FINISH ADD

CLOSE

This User has been identified as an End Customer and the Name of the End Customer is ADRES WEC.

This User has been setup to receive all warning and alarms via both SMS (text message) and email.

After the User is setup, select the ADD if an additional user is to be added or ADD & FINISH to save and exit the User Setup.

The User includes the following information for each individual User:

- Name, First / Middle / Last
- Office phone
- Mobile phone
- Email address
- Mailing address
- Title
- User Priviledge (Contractor Administrator, End Customer Administrator or User)
- Status Active or De Activated
- ADRESpro User Name
- ADRESpro Password
- Company Type (End Customer, Contractor or Sub Contractor)
- Selection of Warning and Alarms to Receive.

**ASSIGN USER ACCESS**

If you are logged in as either the Project Administrator, Contractor Administrator or End Customer Administrator, you will be presented with the ASSIGN USER ACCESS yellow button.

Select the yellow Assign User Access button to bring up the pop-up menu to select one or more regions, buildings, units the User will have access to monitor, control, schedule, trend, etc.

Note: If you are logged in as an End Customer Administrator, you will only be allowed access to the Buildings and Units of the End Customer.

Note: The User can be setup first and saved and all initial Buildings and Units should be setup and configured prior to Assigning User Access.

The pop up entry form will appear as shown below:

The screenshot displays a hierarchical tree view for assigning user access. The tree structure is as follows:

- ADRES WEC
  - NORTHEAST
    - 1234
      - hvac test - roof
  - SOUTHEAST
    - ADRES 10.193.13.157
      - Generator #1 - Warehouse
      - HVAC #1 tag - Rooftop Front
      - HVAC #2 tag - Rooftop Back
      - Lighting #1 - First Floor Lights
    - ADRES 99.99.99.999
      - Kohler 250kW - Emergency Backup
      - Lighting #1 - Warehouse
      - Lighting #2 - Second Floor
      - Lighting #3 - Back office
    - ADRES QSR 10.193.13.157
      - HVAC #1 tag - Front Unit
      - HVAC #2 - Back Unit
      - Lighting #1 - Lighting Second Floor
      - Number 5 tag - Number 5 Unit
      - Tag showing in Unit Monitor Page - Lighting Main

Callout boxes provide additional information:

- A blue callout box points to the selected 'ADRES 10.193.13.157' entry with the text: "This User has been setup to have access to two Buildings ADRES 10.193.13.157 and ADRES QSR and all units with the Buildings."
- Another blue callout box points to the 'SAVE' button with the text: "After selections are made. Remember to save the selections."

At the bottom of the form, there are two buttons: a blue 'SAVE' button and a red 'CLOSE' button.

LOGIN AS THIS USER

If you are logged in as the Project Administrator, you will be presented with the LOGIN AS THIS USER green button. You can select any of the User's setup and shown in the list use the LOGIN AS THIS USER button to quickly and automatically test the User's credentials and access to buildings and units that have been configured for the User.

Note: This button will not appear if you are not a Project Administrator.

ADD NEW CONTRACTOR/SUB

If you are logged in under either a Project Administrator or Contractor Administrator, you will be presented with the blue ADD NEW CONTRACTOR / SUB button. Select the ADD NEW CONTRACTOR / SUB button to bring up the pop-up menu to add, edit, or delete one or more Contractors and or Sub Contractors.

Note: This button will not appear if you are not a Project Administrator or Contractor Administrator.

The pop up entry form will appear as shown below:

**Manage Contractors and Sub Contractors**

ADD: Enter a New Contractor or Sub-Contractor

SEARCH: Enter a Contractor or Sub-Contractor to Search for

Company Name	Type	EDIT	DELETE
ABC ELECTRIC	CONTRACTOR	EDIT	DELETE
Smokey Electric	SUB-CONTRACTOR	UPDATE CANCEL	DELETE

NOTE: The Contractors and Sub Contractors defined in the list will be available when a User defined as a Contractor or Sub Contractor. The actual Contractor or Sub Contractor name will be available to select to tie the User to the Company by name.

After additions, edits or deletions are made, select either close or the red X in top right to exit page.

CLOSE

## Building Setup and Configuration Page

The Building Setup and Configuration page is used to add, edit, delete or configure buildings under each End Customer's account.

NOTE: To access the Building and Unit setup pages, you must be logged in as either the Project Administrator or the End Customer Administrator for which the Building and Unit belongs to.

Project or End Customer Administrator functions and roles within the Building Setup and Configure page include:

- Add one or more Buildings and the associated building information will include:
  - Building Name
  - Building Number
  - Building Address
  - Building Main Phone Number
  - Building Main Fax Number
  - Building Main Email Address
  - Building Alternate Phone Number
  - Building Alternate Fax Number
  - Building Alternate Email Address
  
- The GPS coordinates can be obtained using the Get GEO Coordinate
  
- The Time Zone the building is in should be selected. This will keep the correct local time for all building alarms, schedules, etc.

Once a Building has been setup, ADRES Units can be added to the Building.

NOTE: After the Building is setup, go to the Units Setup and Configure page or use the Edit Unit link within the Building Setup and Configure page to add Units with each building.

The following Building Setup and Configuration page will be presented:

**Building Setup & Configuration**

**END CUSTOMERS**

Enter Company Name or Building Name

- ADRES WEC
- END CUSTOMER 2
- END CUSTOMER X

**REGIONS**

- NORTHEAST
- NORTHWEST
- SOUTHEAST
- SOUTHWEST

**BUILDINGS**

Enter Company Name or Building Name

- ADRES 10.193.13.157
- ADRES 99.99.99.999
- ADRES QSR 10.193.13.157

BUILDING NAME:	ADRES QSR 10.193.13.157	BUILDING NUMBER:	12253
BUILDING ADDRESS:	3242 W Central PHOENIX Arizona	BUILDING MAIN INFO:	(312) 292-0406 Enter Main Fax# Enter Main Email
GPS COORDINATES:	33.57835 -112.0733638	BUILDING ALT. INFO:	Enter Alternate Phone# Enter Alternate Fax# Enter Alternate Email
BUILDING TIME ZONE:	TIME ZONE	OTHER:	Enter Other Info

Enter an End Customer by name to search the below list of End Customer and select SEARCH.

Highlight the End Customer to add, edit or delete a Building. The selected End Customer will display existing Regions for the End Customer.

Highlight the Region to add, edit or delete a Building. The selected Region will display existing Buildings for the End Customer with the Region.

Highlight the Building to edit or delete that Building. The existing Building configuration will be presented in the form below.

The selected Building information will be displayed and can be directly edited, saved or deleted.

After edits are made, select SAVE. If the building is to be removed, select the DELETE option.



If you are logged in under either a Project Administrator, you will be presented with the purple ADD NEW BUILDING button. Select the ADD NEW BUILDING button to bring up the pop-up menu to add, edit, or delete one or more Buildings.

Note: This button will not appear if you are not a Project Administrator.

The pop up entry form will appear as shown below:

NOTE: Sample building entries have been made for demonstration purposes only.

**Add New Building for ADRES WEC**

**BUILDING NAME:** Santa Jose #21

**BUILDING ADDRESS:** 200 Santa Clara Street  
SAn Jose  
California  
95113

**BLDG GPS COORDINATES:** 37.3377081  
-121.8859228

**BLDG TIME ZONE:** PACIFIC

**BUILDING NUMBER:** 21

**BUILDING MAIN INFO:** 408 555 1212  
408 555 1213  
store21main@email.com

**BUILDING ALT. INFO:** 408 555 2222  
408 555 2223  
store21alt@email.com

**OTHER:** New in 2012

**Buttons:** ADD & FINISH, ADD, ADD UNITS, CLOSE

**Callout Boxes:**

- Enter the new Building information as shown in the example.
- After the Building address has been entered, you can press the GET GEO POSITION to automatically find the GPS coordinates for the building. The coordinates are used to place the Building on the Map.
- If the End Customer uses a Building Number, Enter the number here.
- Enter the primary contact information for the Building here.
- Enter the alternative contact information for the Building here.
- Enter any data or notes specific to the Building here.
- Select the Building Time Zone here.
- After entering all Building information, you can select ADD if additional Buildings are going to be entered. Select ADD & FINISH if no additional building are to be entered at this time. Select Add Units if Units are to be added at this time.





If you are logged as the Project Administrator, you can view the Units setup and configured for the Building selected. Select the VIEW NEW UNITS button to bring up a pop-up of the Units current setup for the building.

The pop up table will appear as shown below:

**Unit of Selected Building**

SELECT

ID	Unit Type	Unit Designator	Area Served	IP Address
1	HVAC RTU	HVAC #1 tag	Front Unit	
2	HVAC RTU	HVAC #2	Back Unit	
3	Lighting	Tag showing in Unit Monitor Page	Lighting Main	
4	Lighting	Number 5 tag	Number 5 Unit	
5	Lighting	Lighting #1	Lighting Second Floor	

CLOSE

If the Building has a significant number of Units, you can filter shown by type using the Select Pull Down menu.

To exit the form, select either CLOSE or the red X in the top right corner of the form.

NOTE: The above table is for reference only and it not used to setup or add Units.



If you are logged in under either a Project Administrator, you will be presented with the green EDIT UNITS button. Select the EDIT UNITS button to go directly to the Unit Setup and Configuration page as described in the next section. where all Units for the Building are displayed.

Note: This button will not appear it you are not a Project Administrator.

The pop up entry form will appear as shown below:

## Unit Setup and Configuration Page

The Unit Setup and Configuration page is used to add, edit, delete or configure individual ADRES Units to a Building that has been setup. A building must be setup before a Unit can be added.

If you are logged as the Project Administrator, the Unit Setup and Configuration page will be presented. Select the Unit Setup and Configure page selection from the Manage menu to bring up the Unit page as shown below:

**Unit Setup & Configuration**

**END CUSTOMERS**

Enter Company Name or Building Name

- ADRES WEC
- END CUSTOMER 2
- END CUSTOMER X

**REGIONS**

- NORTHEAST
- NORTHWEST
- SOUTHEAST
- SOUTHWEST

**BUILDINGS**

Enter Company Name or Building Name

- ADRES 10.193.13.157
- ADRES 99.99.99.999
- ADRES QSR 10.193.13.157
- SANTA JOSE #21

**UNITS OF ABOVE SELECTED BUILDING**

- ADRES QSR 10.193.13.157 - UNIT: HVAC RTU #1 HVAC #1 TAG FRONT UNIT
- ADRES QSR 10.193.13.157 - UNIT: HVAC RTU #2 HVAC #2 BACK UNIT
- ADRES QSR 10.193.13.157 - UNIT: LIGHTING #1 LIGHTING #1 LIGHTING SECOND FLOOR
- ADRES QSR 10.193.13.157 - UNIT: LIGHTING #3 TAG SHOWING IN UNIT MONITOR PAGE LIGH
- ADRES QSR 10.193.13.157 - UNIT: LIGHTING #5 NUMBER 5 TAG NUMBER 5 UNIT

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**General Information** | **Generator Specific** | **HVAC Specific**

ADRES CONTROL UNIT TYPE: **1. HVAC RTU**

ADRES UNIT IP ADDRESS:

ADRES UNIT ID NUMBER: **1**

MANUFACTURER: **MANUFACTURER**

MAKE: **MAKE**

MODEL: **MODEL**

CONTROL MODEL: **CONTROL MODEL**

SERIAL NUMBER:

CUSTOMER REFERENCE NUMBER:

UNIT TYPE DESCRIPTION: **HVAC #1 tag**

SERVICE AREA IN BUILDING: **Front Unit**

UNIT NOTES:

**Callout Boxes:**

- Enter an End Customer by name to search the below list of End Customer and select SEARCH.
- Highlight the End Customer to add, edit or delete a Building. The selected End Customer will display existing Regions for the End Customer.
- Highlight the Region to select the Building. The selected Region will display existing Buildings for the End Customer.
- Highlight the Building to Add, Edit or Delete Units from that Building.
- Highlight the existing Unit to Edit or Delete from the Building.
- The Selected Unit information will be displayed and can be directly edited and Saved or Deleted.
- After editing the selected Unit information directly, you can select SAVE. Select DELETE if you want to permanently remove the Unit from the Building.



Select the Add New Unit to open up a pop up menu to add the new Unit as shown below:

**Add New Unit**

**General Information** | Generator Specific | HVAC Specific

ADRES CONTROL UNIT TYPE: **UNIT TYPE** (Select the type of ADRES Controller Unit to add to the Building from the pull down list of available Units.)

ADRES UNIT IP ADDRESS: **UNIT NUMBER** (Enter the IP Address of the Unit if it has a modem installed. If it does not have a modem, select the IP Address from a Unit with a Modem. Should be 10.19X.XXX.XXX)

ADRES UNIT ID NUMBER: **MANUFACTURER** (Select the Manufacturer, Make, Model, Serial Number and Control Model if applicable for the system or equipment being controlled by the ADRES Controller)

MANUFACTURER: **MAKE**

MAKE: **MODEL**

MODEL: **CONTROL MODEL** (Enter a Customer Reference Number if desired. This may be the HVAC Unit designation on the roof or Electrical Panel number for say a Lighting Controller.)

SERIAL NUMBER: **CUSTOMER REFERENCE NUMBER** (Enter Customer Reference Number)

CONTROL MODEL: **UNIT TYPE DESCRIPTION :** (Enter Unit Type Description)

CUSTOMER REFERENCE NUMBER: **SERVICE AREA IN BUILDING:** (Enter Service Area)

UNIT TYPE DESCRIPTION : **UNIT NOTES:** (Enter Unit Notes)

SERVICE AREA IN BUILDING: (Enter a Service Area Description to reference where in the Building the Unit controls. The description is used in the Unit to note what equipment it is controlling in the Building.)

UNIT NOTES:

**ADD & FINISH** (After entering all Unit information, you can select ADD if additional units are going to be entered. Select ADD & FINISH if no additional units are to be entered at this time. Select RESET to clear the Unit fields in the form.)

**ADD**

**RESET**

**CLOSE**

For each ADRES Controller that is installed in the Building, setup and configure each unit as follows:

- Select the Unit Type (ADRES Control Module i.e. Generator, HVAC, Lighting, Boiler, Chiller, etc.)
- Enter the IP Address for the Unit. The IP Address is found on a name tag on the modem installed in the ADRES Controller.
- Enter the Unit ID number 1 – xx. Each Unit must have a unique ID starting from 1 – XX.

NOTE: Typically, adjust the Unit ID in sequence and attempt to group the Units according to Unit Type.

- Enter the Controlled Equipment Make, Model, Serial Number from the Equipment Name Plate. This information is typically taken directly off the Equipment name plate data tag that the ADRES controller is installed on.
- Enter Customer Reference Number. This is typically a number assigned by the End Customer and used for referencing the equipment on or in the Building.
- Enter the Unit Type Description such as Generator #1 or HVAC #2 or Lighting #3, etc.
- Enter the Unit Service Area such as Generator Backup, Front Office, etc.

After completing the Unit General Information, additional specific information can be added to the Unit Specific Tab.

After completing all Unit information, select the Add and Finish, or Add. Confirm the Unit was added successfully before continuing. All errors will be reported in the bottom left of the page.

Note, after new Building and Units have been added, each User will need to have their assignment access rights adjusted to ensure the correct Users are allowed access to the Buildings and or Units they are responsible for.



Select the VIEW NEW UNITS button to bring up a pop-up of the Units current setup for the building. This is the same navigation link found in the Building Setup and Configuration page.

The pop up table will appear as shown below:

**Unit of Selected Building**

SELECT

ID	Unit Type	Unit Designator	Area Served	IP Address
1	HVAC RTU	HVAC #1 tag	Front Unit	
2	HVAC RTU	HVAC #2	Back Unit	
3	Lighting	Tag showing in Unit Monitor Page	Lighting Main	
4	Lighting	Number 5 tag	Number 5 Unit	
5	Lighting	Lighting #1	Lighting Second Floor	

**CLOSE**

If the Building has a significant number of Units, you can filter shown by type using the Select Pull Down menu.

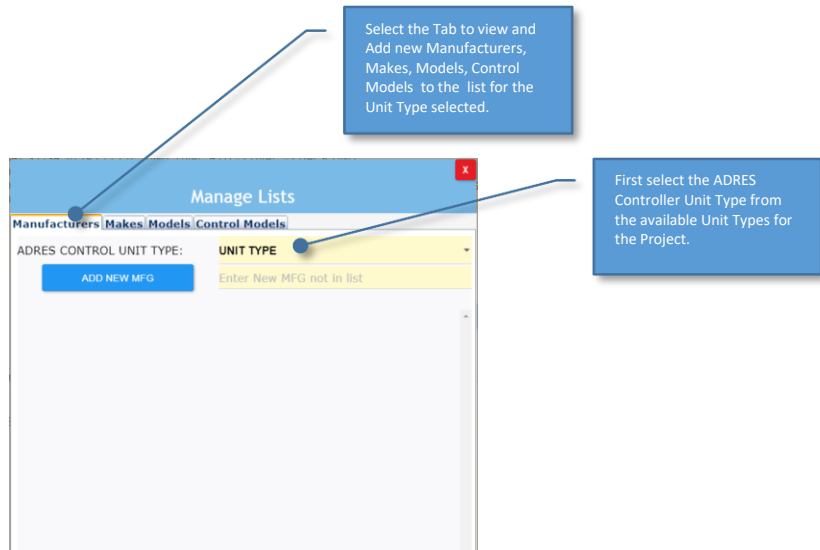
To exit the form, select either CLOSE or the red X in the top right corner of the form.

NOTE: The above table is for reference only and it not used to setup or add Units.

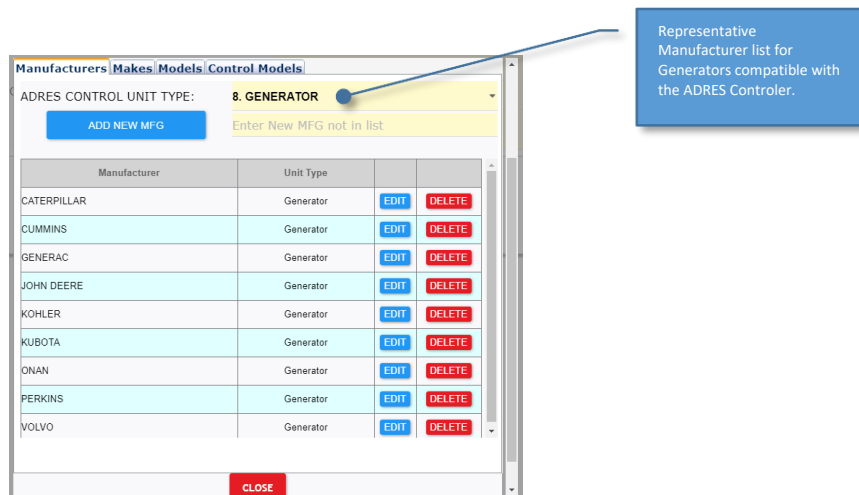
**MANAGE LISTS**

Select the blue MANAGE LISTS button to bring up a pop-up menu to add Manufacturers, Makes, Models, etc. of various equipment and systems being controlled by the ADRES Controller. This Manage Lists function is provided to enable the User to Add new Manufacturers, Makes, Models, etc. for various Unit types as the need arises. The List will expand as new entries are made. This streamlines the data entry to reference current equipment without having to enter repeatedly.

The pop up table will appear as shown below:



If the Generator Unit Type was selected the page below would be displayed. Each Generator Manufacturer will be selectable from the Generator Manufacturer in the Unit Setup form.



Every Unit requires the General Information page to be completed.

The Generator Specific page provides non-required data entry to allow tracking of Spare Parts by Part Number and Quantity for the Specific Generator. This information is used in the Service and Maintenance tracking and reporting of the ADRESpro system.

General Information	Generator Specific	HVAC Specific
AIR FILTER PART NUMBER:	<input type="text" value="Enter Air Filter Part Number"/>	QUANTITY: <input type="text" value="QUANTITY"/>
FUEL FILTER PART NUMBER:	<input type="text" value="Fuel Filter Part Number"/>	QUANTITY: <input type="text" value="QUANTITY"/>
OIL FILTER PART NUMBER:	<input type="text" value="Oil Filter Part Number"/>	QUANTITY: <input type="text" value="QUANTITY"/>
ENGINE OIL PART NUMBER:	<input type="text" value="Enter Engine Oil Part Number"/>	QUANTITY: <input type="text" value="QUANTITY"/>
BATTERY PART NUMBER:	<input type="text" value="Enter Battery Part Number"/>	QUANTITY: <input type="text" value="QUANTITY"/>
OTHER:	<input type="text" value="Enter Other"/>	
OTHER:	<input type="text" value="Enter Other"/>	
OTHER:	<input type="text" value="Enter Other"/>	
OTHER:	<input type="text" value="Enter Other"/>	

NOTE: Refer to the ADRESpro Users Guide for detailed information on how to use the web site for Monitoring, Control, Scheduling, Configuring, Trending and Reporting.