



Leading The Way in Fueling Innovation Worldwide

# SiteSentinel<sup>®</sup> iSite<sup>™</sup>

## Operator's Guide

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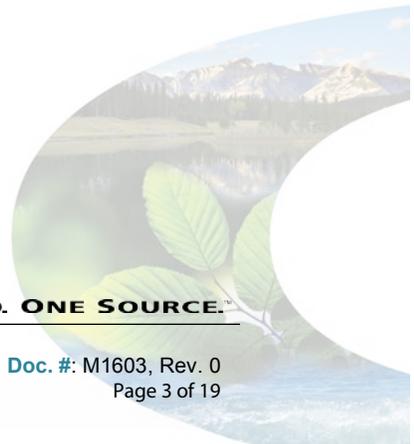
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# 1 Getting Started

The following information within this document will guide you through the most commonly used operations of the SiteSentinel® iSite™ console.

Upon logging into your SiteSentinel® iSite™ system, you will be greeted by the default **Home Page**, which may also be viewed by clicking the **Home** Button located on the bottom right of the screen. This will take you to a screen that is divided into four (4) quadrants called the **System Events & Information** screen where the current inventory, run rate and time until fuel runs out for each installed tank is displayed.

The yellow column with individual tabs located on the left side of the screen shows your **Home Menu** options. Here you will be able to check **Inventory**, **Delivery** status, **Alarms** and **Reports**, and reference the system's **Icon Glossary**.

The **Main Toolbar** is located across the bottom of your screen. Using these buttons you can **Logout**, open a **Help** window for the screen you are currently viewing, check **Active Alarms**, **Open Alarms** and **Spooler Status**, and access the system's configuration **Settings**.

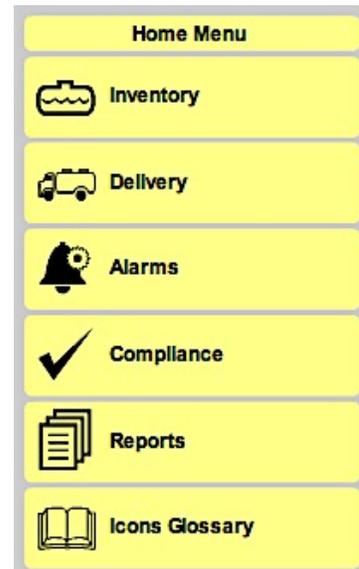


Figure 1-1 Home Menu



Figure 1-2 Main Toolbar

**ATTENTION:** In order to perform many of the basic operational functions described within this manual, the appropriate “System Attributes” must be assigned by a system administrator.

System Attributes								
	Requires H/W key	Settings	Reports	Acknowledgement	Alarm Remediation	Compliance	Remote Access	Inventory Delivery Detail
Administrator	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Technician	<input checked="" type="checkbox"/>							
Manager	<input type="checkbox"/>							
Senior Operator	<input type="checkbox"/>							
Default User	<input type="checkbox"/>							
Compliance Officer	<input type="checkbox"/>							

Scroll    Apply    Scroll  


Figure 1-3 System Attributes



## 2 Inventory

### 2.1 List

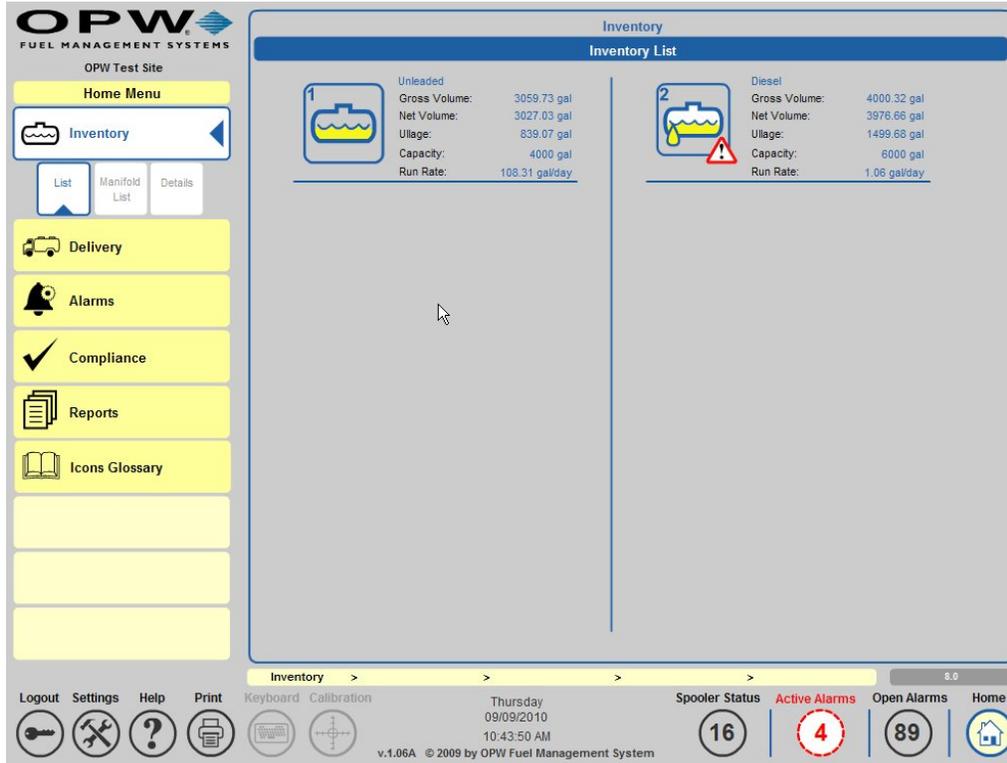


Figure 2-1 Inventory List

The **Inventory** screen will display the current inventory for all of the installed/configured tanks. While the **Manifold List** screen displays the chosen manifold group and all of the tanks associated to that group. The screen shows a combined value, as well as each individual tank's values for the group.

- **Net Volume** - The temperature-corrected volume of the tank's capacity.
- **Gross Volume** - The non-temperature-corrected volume of the tank's capacity.
- **Ullage** - The amount of empty space in the tank.
- **Max. Capacity** - This is the absolute maximum capacity that the tank can hold.
- **Run Rate** - A calculation of how much fuel is removed from the tank on a daily basis.

These screens also display a picture of the tank with its current inventory level and are updated every time they are accessed. From these screens you can select an individual tank to see that particular tank's inventory details.

## 2.2 Details

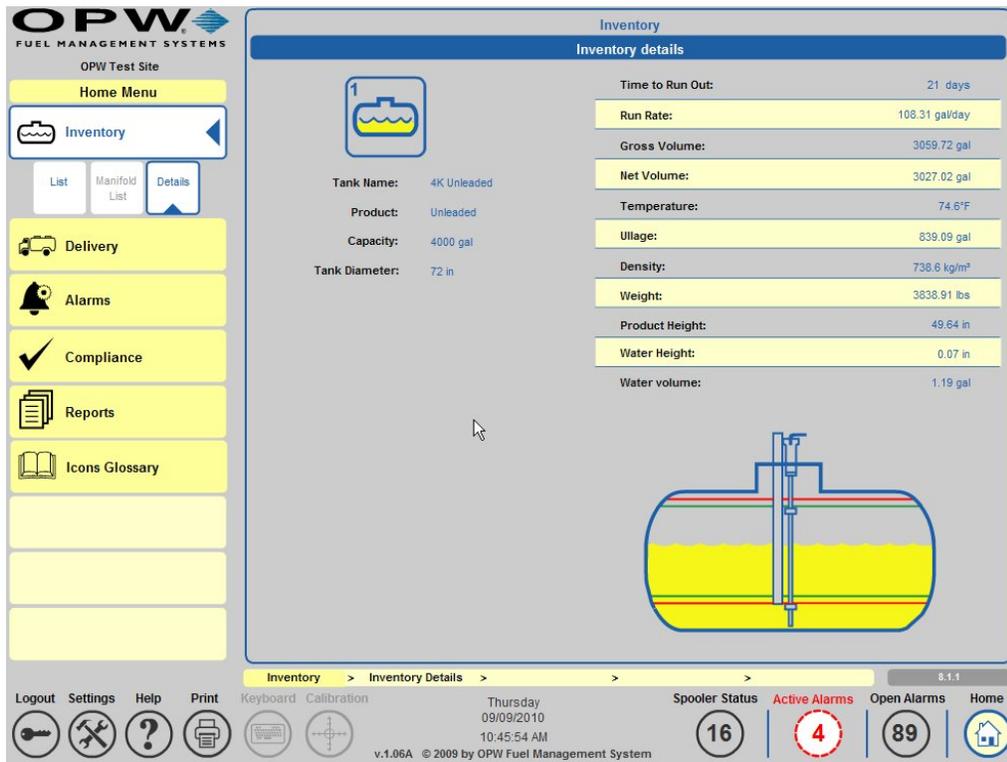


Figure 2-2 Inventory Details

The **Inventory Details** screen displays a selected tank's information.

- **Tank Name** - The name given to the tank by the user.
- **Product** - The product chosen for the tank.
- **Tank Capacity** - The maximum capacity of the tank.
- **Tank Diameter** - The diameter of the tank.
- **Time Until Fuel Runs Out** - The amount of time until the tank is empty based on the current run rate.
- **Run Rate** - The amount of fuel being taken out of the tank on a daily basis.
- **Gross Volume** - The current non-temperature-corrected capacity of the tank.
- **Net Volume** - The current temperature-corrected capacity of the tank.
- **Product Temperature** - The temperature of the product in the tank.
- **Tank Ullage** - The available space in the tank.
- **Density** - The density of the product in the tank.
- **Weight** - The weight of the product in the tank.
- **Product Height** - The current height of the product in the tank.
- **Water Height** - The current height of the water in the tank.
- **Water Volume** - The current volume of the water in the tank.

This screen also displays an image showing the current inventory of the tank and is updated every time it is accessed.

### 3 Delivery

#### 3.1 Status

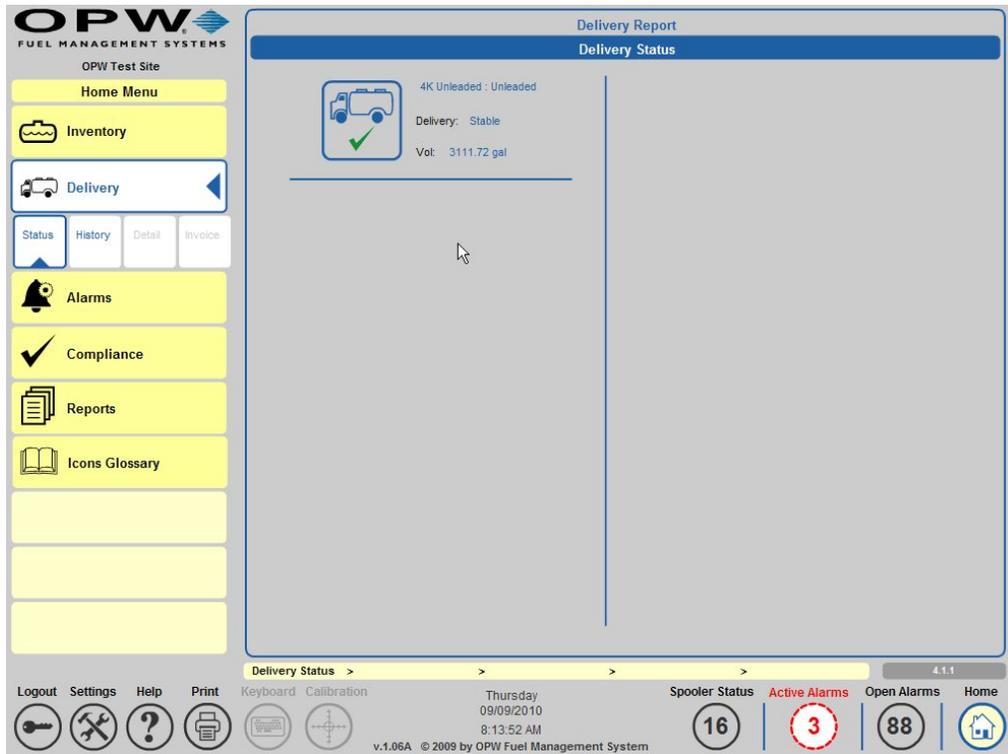


Figure 3-1 Delivery Status Report

The **Delivery Status** screen will display the latest delivery for each tank that has taken place or any deliveries that are currently in progress.

- **Tank Name & Product** - Displays Tank Name and Product in the tank.
- **Delivery Status** - Displays the current status of the delivery.
- **Volume Delivered** - Displays the amount of product delivered.

**Note:** The **Volume Delivered** value will only be displayed once a stable status is determined and displayed. This screen is updated every time it is accessed. From this screen users can also access a Delivery History screen, as well as the details for each tank. You can access the Tank Delivery History by clicking on the Delivery and then History buttons. To access the Delivery Details, click on Delivery for each tank.

### 3.2 History

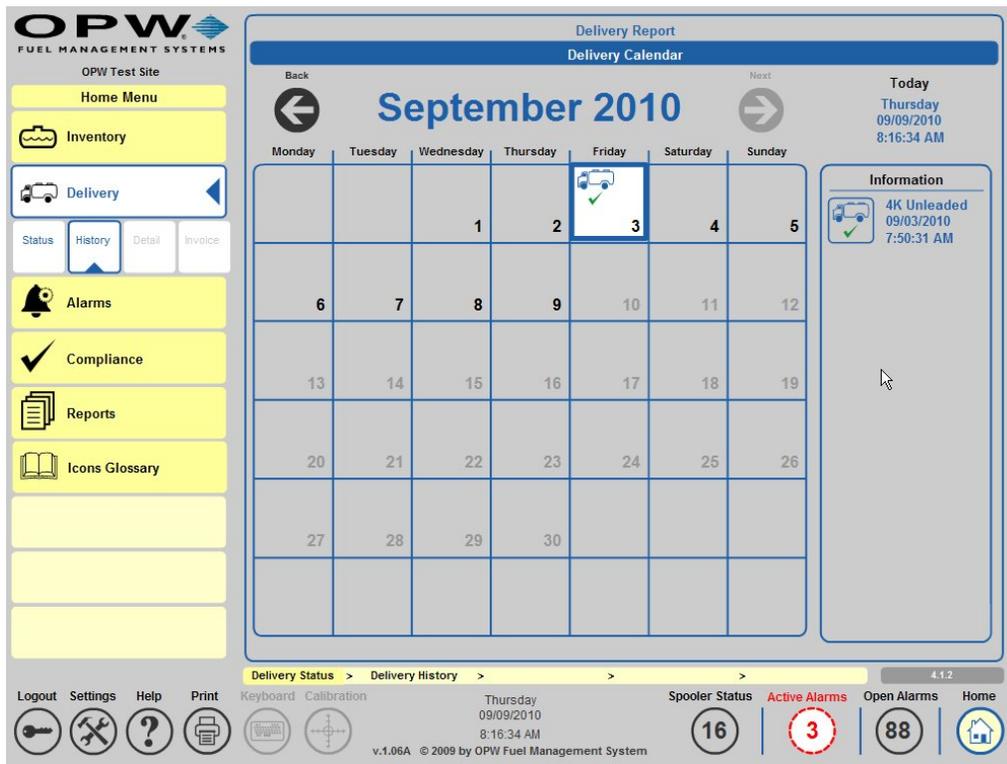
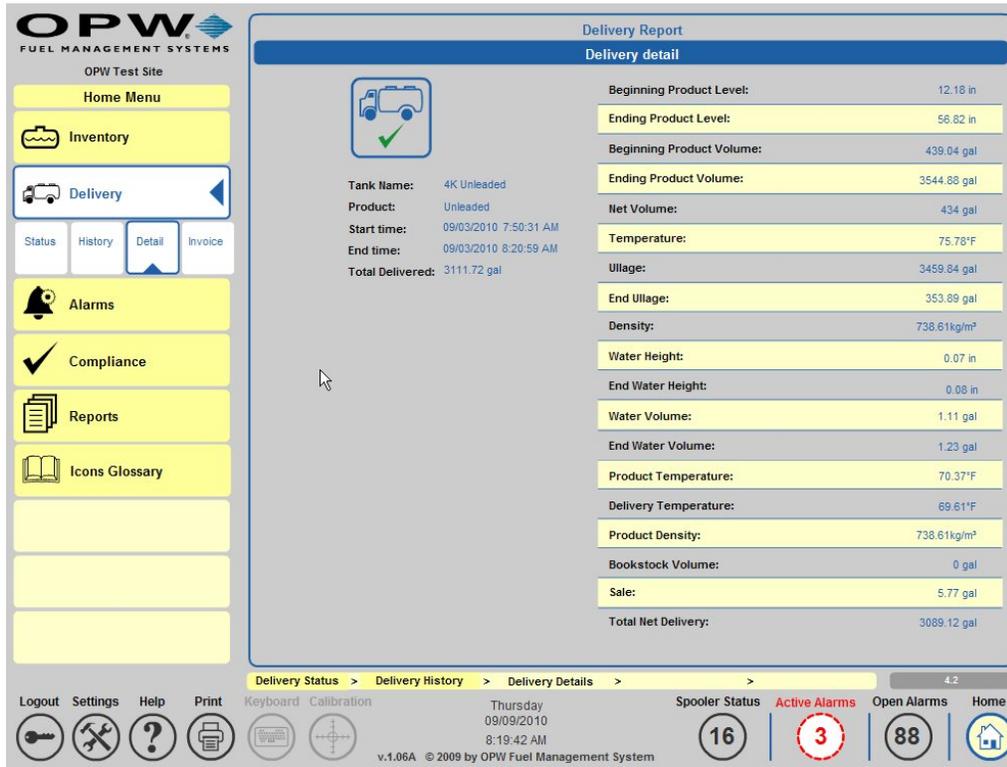


Figure 3-2 Delivery Calendar

The **Delivery History** screen displays a calendar view and will display a delivery truck icon on any day a delivery occurred. By scrolling through the months, users can view any day that a delivery occurred to match to delivery records. By clicking on a particular delivery day, information will be displayed for all deliveries that occurred on that day in the information panel on the right-hand side of the screen. Once the deliveries are displayed on the right-side information panel, you can click on each delivery to see the details for that delivery.

### 3.3 Detail



Delivery Report	
Delivery detail	
Tank Name:	4K Unleaded
Product:	Unleaded
Start time:	09/03/2010 7:50:31 AM
End time:	09/03/2010 8:20:59 AM
Total Delivered:	3111.72 gal
Beginning Product Level:	12.18 in
Ending Product Level:	56.82 in
Beginning Product Volume:	439.04 gal
Ending Product Volume:	3544.88 gal
Net Volume:	434 gal
Temperature:	75.78°F
Ullage:	3459.84 gal
End Ullage:	353.89 gal
Density:	738.61kg/m <sup>3</sup>
Water Height:	0.07 in
End Water Height:	0.08 in
Water Volume:	1.11 gal
End Water Volume:	1.23 gal
Product Temperature:	70.37°F
Delivery Temperature:	69.61°F
Product Density:	738.61kg/m <sup>3</sup>
Bookstock Volume:	0 gal
Sale:	5.77 gal
Total Net Delivery:	3089.12 gal

Figure 3-3 Delivery Details

The **Delivery Details** screen displays all of the information for the selected delivery.

- **Tank Name** - The name assigned to the tank by the user.
- **Product** - The product in the tank.
- **Start Time** - The start time of the delivery.
- **End Time** - The end time of the delivery.
- **Total Delivered** - The total amount of product delivered.
- **Beginning Product Level** - The height of the product before delivery.
- **Ending Product Level** - The height of the product after the delivery.
- **Beginning Volume** - The gross volume of the product before the delivery.
- **Ending Product Volume** - The gross volume of the product after the delivery.
- **Net Volume** - The beginning temperature-corrected volume of the tank.
- **Product Temperature** - The temperature of the product in the tank.
- **Tank Ullage** - The available space in the tank before the delivery.
- **Ending Tank Ullage** - The available space in the tank after the delivery.
- **Density** - The density of the product in the tank.
- **Water Height** - The height of the water in the tank before the delivery.
- **Ending Water Height** - The height of water in the tank after the delivery.
- **Water Volume** - The volume of water in the tank before the delivery.
- **Ending Water Volume** - The volume of water in the tank after the delivery.
- **Current Product Temperature** - The current product temperature.
- **Delivery Temperature** - The temperature of the product being delivered.
- **Product Density** - The density of the product being delivered.
- **Bookstock Volume** - The amount of fuel being delivered according to the Delivery Ticket.
- **Total Net Delivery** - Temperature corrected value of the total delivery amount.

### 3.4 Invoice Data



**Delivery Report**  
**Bookstock Delivery Data**

Tank Name: 4K Unleaded  
Product: Unleaded  
Start time: 09/03/2010 7:50:31 AM  
End time: 09/03/2010 8:20:59 AM  
Total Delivered: 3111.72 gal

Bookstock Volume:  gal  
Bookstock Temperature:  °F  
Bookstock Density:   
Density Temperature:  °F

Apply 

Delivery Status > Delivery History > Bookstock Delivery > 4.3

Logout Settings Help Print Keyboard Calibration Thursday 09/09/2010 8:21:26 AM Spooler Status 16 Active Alarms 3 Open Alarms 88 Home

v.1.06A © 2008 by OPW Fuel Management System

Figure 3-4 Bookstock Delivery Data

The **Invoice Screen** gives you the ability to enter delivery information from the Delivery Ticket into the system. The user will enter:

- **Bookstock Volume** - The volume delivered according to the Delivery Ticket.
- **Temperature** - The temperature of the delivered fuel according to the Delivery Ticket.
- **Bookstock Density** - The density of the delivered fuel according to the Delivery Ticket.
- **Density (Reference) Temperature** - The Reference Temperature for the fuel delivered.

This information will be shown on a Delivery Report for the tank and will calculate the Temperature Corrected value of the delivery.

## 4 Alarms

### 4.1 Calendar View

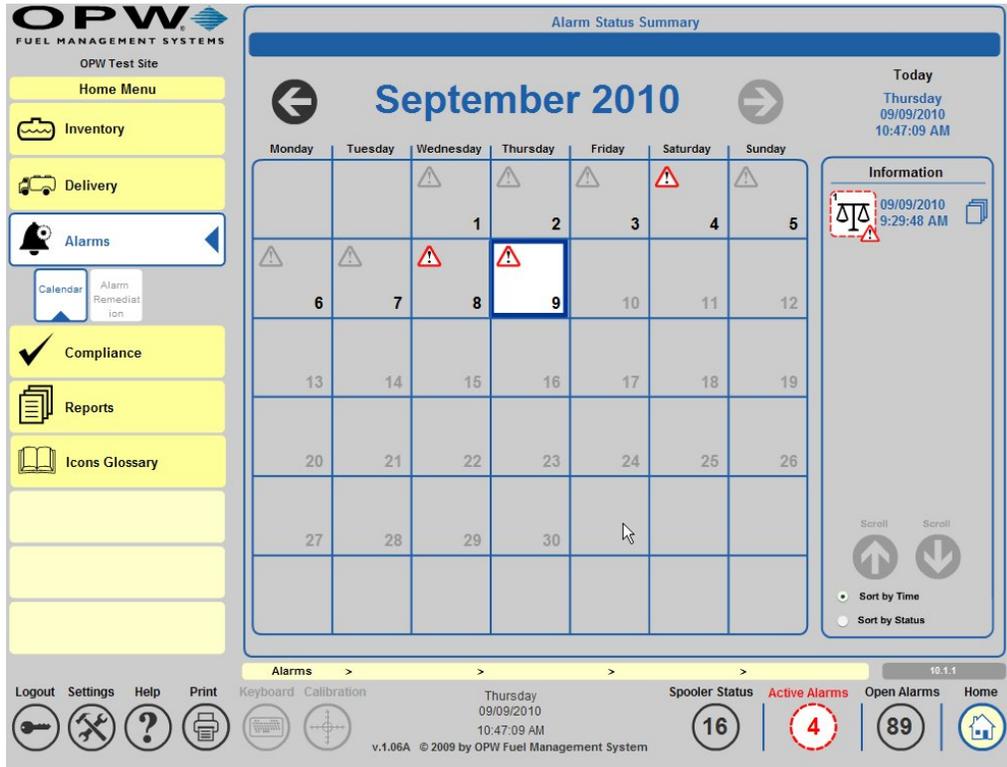


Figure 4-1 Alarms Screen

The **Alarms Screen** displays a calendar view of the alarms that have occurred or are occurring in the system. By scrolling through the months, you can view alarms that are active or that have been cleared in the system. On any day that an alarm is active a red triangle will display; on the days where all of the alarms have been cleared a gray triangle will display. To view the alarms that occurred on a particular day, select the day and they will be displayed on the right side in the information panel. By selecting an individual alarm that alarm will be acknowledged. Once the alarm is acknowledged, the icon for that alarm will change from a dotted red line to a blue line around the alarm picture. After acknowledging the alarm, the details including the remediation of the alarm will be displayed. Once the alarm ends, the icon will become grayed out.

## 4.2 Alarm Remediation



Figure 4-2 Alarm Remediation Screen

The **Alarm Remediation** screen displays the alarm icon along with a description of the alarm type. The screen also displays the start, end, acknowledged time and remediation time of the alarm, if applicable. This screen will also display a list of the alarms that have occurred multiple times on a particular tank. If you select one of the individual alarms in this screen the remediation details for that particular alarm will be displayed. If there are no remediation notes for that particular time you can enter the notes at this point. The remediation details would include any notes that the technician documented for that alarm, the date/time that the notes were documented and the identification of the individual that fixed the alarm condition.

## 4.3 Clearing Alarms

An alarm is information stored in the database about an event that happened inside the system. There are various kinds of alarms, such as those reported by a probe (high/low product or water level), by a sensor, by a leak detection system, etc.

Each alarm should be acknowledged that appears on the **Alarm** screen. The count of unacknowledged alarms has an impact on the **Open Alarms** value, which is displayed in a circle located at the bottom right-hand corner of the screen.

The **Clear Alarms** option allows the user to acknowledge all alarms and add information to those alarms.

Leak alarms are not acknowledged by this option.

1. Go to **Settings**
2. Go to **Utilities**
3. Choose **Clear Alarms**
4. Enter text to attach to each alarm
5. Press **“Apply”**

## 5 Compliance

### 5.1 Calendar View

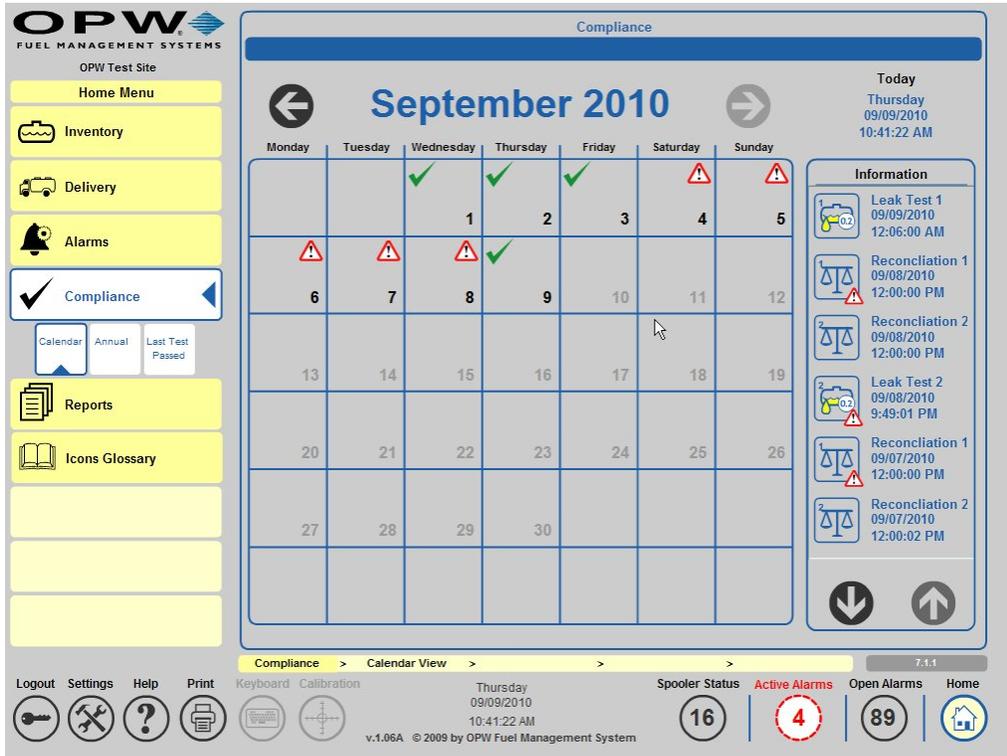


Figure 5-1 Compliance Calendar

The **Compliance Calendar** screen will display the system's sensor alarms, leak test results (pass and fail), line leak test results (pass and fail) and reconciliation results (pass and fail). This screen shows the complete history and by pressing on an individual event you can view the details for that event.

## 5.2 Annual View

The screenshot displays the 'Annual View' of the OPW Fuel Management System's compliance data. The interface is organized into a sidebar on the left and a main data grid. The sidebar includes navigation options like 'Home Menu', 'Inventory', 'Delivery', 'Alarms', 'Compliance', 'Reports', and 'Icons Glossary'. The main grid shows compliance results for May, June, July, August, and September 2010. Each month is represented by a column with two rows of data. The top row of each month shows a fuel pump icon and a green checkmark, indicating a passed test. The bottom row shows a scale icon and a red 'X', indicating a failed test. The status bar at the bottom provides summary information: 16 Spooler Status, 4 Active Alarms, and 89 Open Alarms. The date and time are also displayed as Thursday, 09/09/2010, 10:41:26 AM.

Figure 5-2 Compliance Annual View

The **Compliance Annual View** screen will display the full calendar year results for leak tests, reconciliation and sensor compliance alarms by month. By pressing on a particular month, you can print out the details for that month. The details would include all passed and failed tests for the month selected. If the site did not pass the leak tests for the month, a red "X" will display next to the test type. If the site did pass the leak tests for the month, a green "checkmark" will display next to the test type.

### 5.3 Last Test Passed

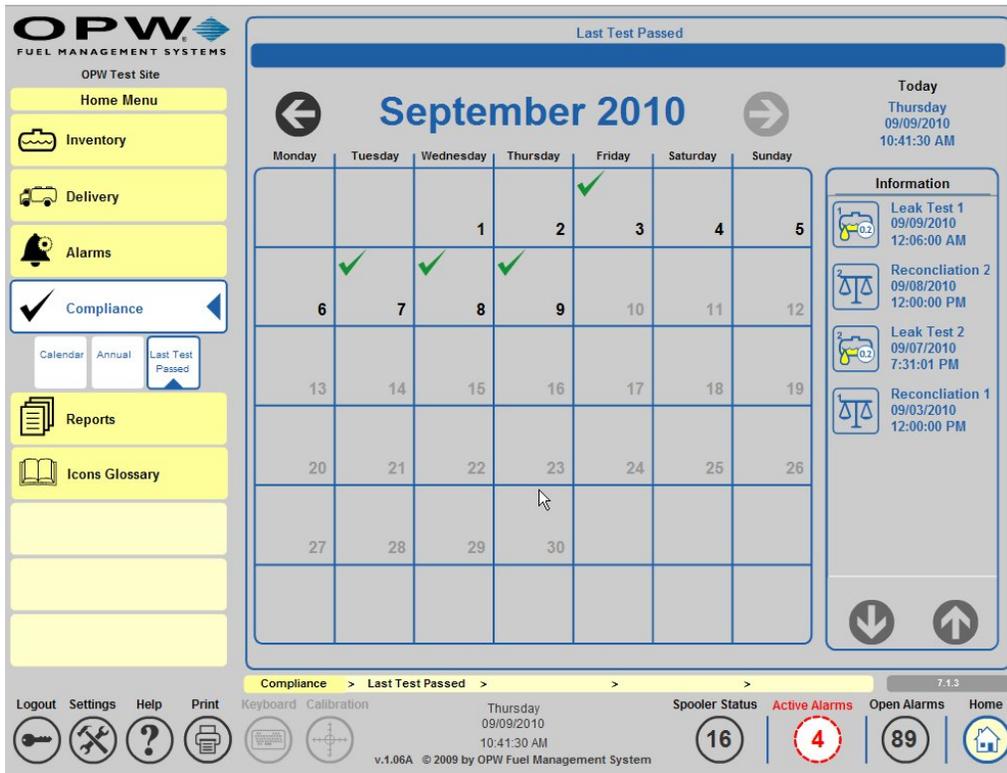


Figure 5-3 Last Test Passed Calendar View

The **Last Test Passed** screen is similar to the calendar view of the compliance section. However, this screen will only display the passed tests of each test type. By pressing on an individual day, you can view all passed tests for the selected date.

## 6 Reports

### 6.1 Scheduler

The **Scheduler** allows you to select the report's output as Printed, Electronic (i.e., Email or fax) or as an Action that does not require a printer, Email or fax information, but rather stores inventories to memory, or schedules a site to open and close at a certain time.

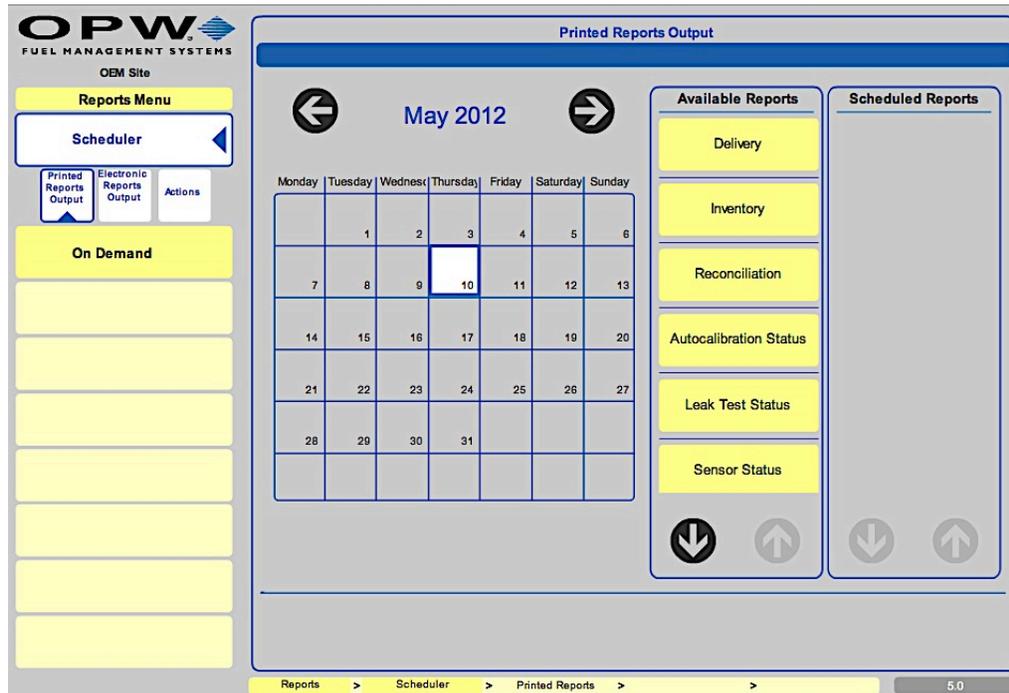


Figure 6-1 Printed Reports Output

For **Printed** or **Electronic** reports, select the report type you wish to run (Inventory, Delivery, Reconciliation, Autocalibration Leak Test Status, Sensor Status or Active Alarm Count).

Next, depending on the available report type that you have selected, please select the following:

1. Choose **Tank, Sensor (Sensor Status Report only)**, or for **Active Alarm Counts** please proceed to step 2.
2. Choose Recurrence Pattern:
  - a. **Once**: Will run the report one (1) time
  - b. **Daily**: Will run the report daily
  - c. **Weekly**: Will run the report weekly on a selected day or every "X" number of weeks
  - d. **Monthly**: Will run the report monthly or every "X" number of months
  - e. **Yearly**: Will run the report yearly or every "X" number of years
3. The every "X" days/weeks/months/years selection will be used in conjunction with the above selection to choose the pattern for which the report should be run.
4. Choose the **Report Time**: Time for the report to be run based on the above selections
5. Choose the method to **Receive this Report Via**:
  - a. For **Printed Reports**:
    - i. Choose the **Printer** to print report to
  - b. For **Electronic Reports**:
    - i. Choose **E-mail** or **Fax**
    - ii. Press **Details**
    - iii. Choose recipient for the report
  - c. Press "**Apply**" to save the report settings

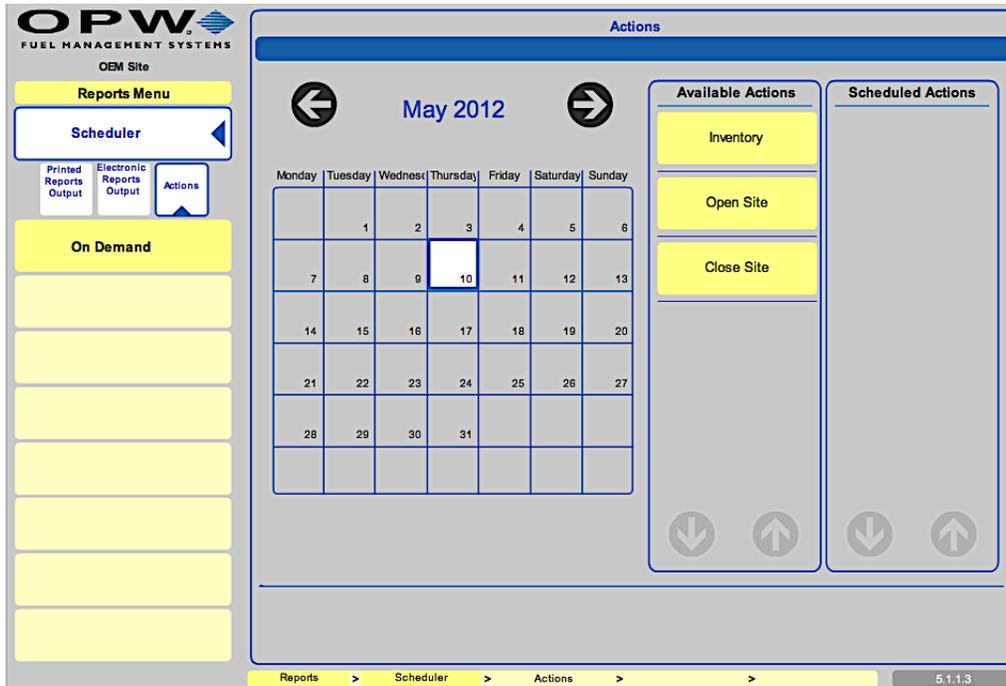
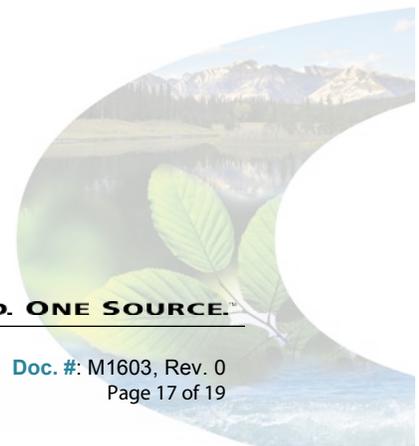


Figure 6-2 Reports Scheduler Available Actions

For **Action** reports, select the Action you wish to perform that does not require a printer, Email or fax information. To schedule Inventory reports to be saved to memory, choose the **Tank** from which you would like to gather inventory data. To schedule the opening or closing of a site, proceed with the following setup as indicated:

1. Choose Tank (for Inventory selections only)
2. Choose Recurrence Pattern
  - a. **Once**: Will run the report one (1) time
  - b. **Daily**: Will run the report daily
  - c. **Weekly**: Will run the report weekly on a selected day or every "X" number of weeks
  - d. **Monthly**: Will run the report monthly or every "X" number of months
  - e. **Yearly**: Will run the report yearly or every "X" number of years
3. The every "X" days/weeks/months/years selection will be used in conjunction with the above selection to choose the pattern for which the report should be run
4. Choose **Report Time**: Choose time for the **Action** to be run based on the above selections
5. Press "**Apply**" to save **Action** settings



## 6.2 On Demand

From the **On-Demand Reports** screen, you can choose any Available Report to run.

- For **Inventory** or **Delivery** reports, you will need to select the **Report Basis**. This allows you to run a report by selected product or by an individual tank.

Next, choose the **Date Range** that will specify the **Start Date** and **End Date** for the reported data.

Select the **“Print”** button to print to the system’s default printer.

- For **Leak Test Status** reports, you will need to select the **Report Basis**. This allows you to run **All Tests**, which will include all test types in the report, Static, Auto-Static, SLD or LLD testing results.

Next, choose the **Date Range** that will specify the **Start Date** and **End Date** for the reported data, or you can reprint the **Last Report** instead.

Select the **“Print”** button to print to the system’s default printer.

- For **Reconciliation** reports, you will need to select the **Report Basis**. This allows you to run a report based on **Daily** reported information, reconciliation information sorted by **Shifts**, **Hourly** reconciliation information or reconciliation **History** for a selected period. You can also select to reprint the **Last Report**.

Next, choose the **Date Range** that will specify the **Start Date** and **End Date** for the reported data.

Selected the **Print** button to print to the system’s default printer.

- For **Autocalibration Status** reports, you will need to select the tank to run the report against. You can also choose to reprint the **Last Report** for the Autocalibration Status.

Next, choose the **Date Range** that will specify the **Start Date** and **End Date** for the reported data.

Select the **“Print”** button to print to the system’s default.

- For **Sensor Status** reports, choose the **Date Range** that will specify the **Start Date** and **End Date** for the reported data.

Select the **“Print”** button to print to the system’s default printer.

- For **Current Sensor Status** reports, simply select the **“Print”** button to print to the system’s default printer.

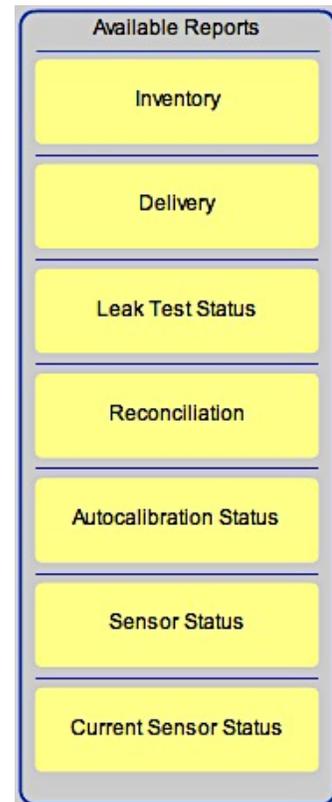


Figure 6-3 Available Reports

## 6.3 Report Spooler Status



Once you select the **“Print”** button, the report will print to the system’s default printer and a number, indicating the inventory of stored reports, will display in the bottom on the screen. This is the **Spooler Status** button. Select this button to view the current status of the Report Spooler.

## 7 Icon Glossary

Icon ID	Description
#1	Manifolded Tanks: High-High Product Alarm
#2	Manifolded Tanks: High-High Product Alarm acknowledged
#3	Manifolded Tanks: High Product Alarm
#4	Manifolded Tanks: High Product Alarm acknowledged
#5	Manifolded Tanks: Low Product Alarm
#6	Manifolded Tanks: Low Product Alarm acknowledged
#7	Manifolded Tanks: Low-Low Product Alarm
#8	Manifolded Tanks: Low-Low Product Alarm acknowledged
#9	High Water Alarm
#10	High Water Alarm acknowledged

The screenshot also shows a sidebar menu with options: Home Menu, Inventory, Delivery, Alarms, Compliance, Reports, and Icons Glossary (selected). The status bar at the bottom displays: Logout, Settings, Help, Print, Keyboard, Calibration, Thursday 09/09/2010 8:12:07 AM, Spooler Status (16), Active Alarms (3), Open Alarms (88), and Home. Version information: v.1.06A © 2009 by OPW Fuel Management System.

Figure 7-1 Icon Glossary

The **Icon Glossary Screen** allows you to view a complete listing of all of the icons used in the SiteSentinel iSite console. This screen gives a picture of the icon as well as a description of what the icon represents. It also shows all of the alarm conditions and each state that the icon can be seen in, such as Active Alarm, Open Alarm, Closed Alarm, Normal Condition and Unavailable.