

# WIN-911 Contacts Utility 2020

The WIN-911 Contacts Utility can be launched from an HMI display to provide a quick way for operators to make changes to the order of notifications and Connection details without granting access to WIN-911 Workspace.

## Install

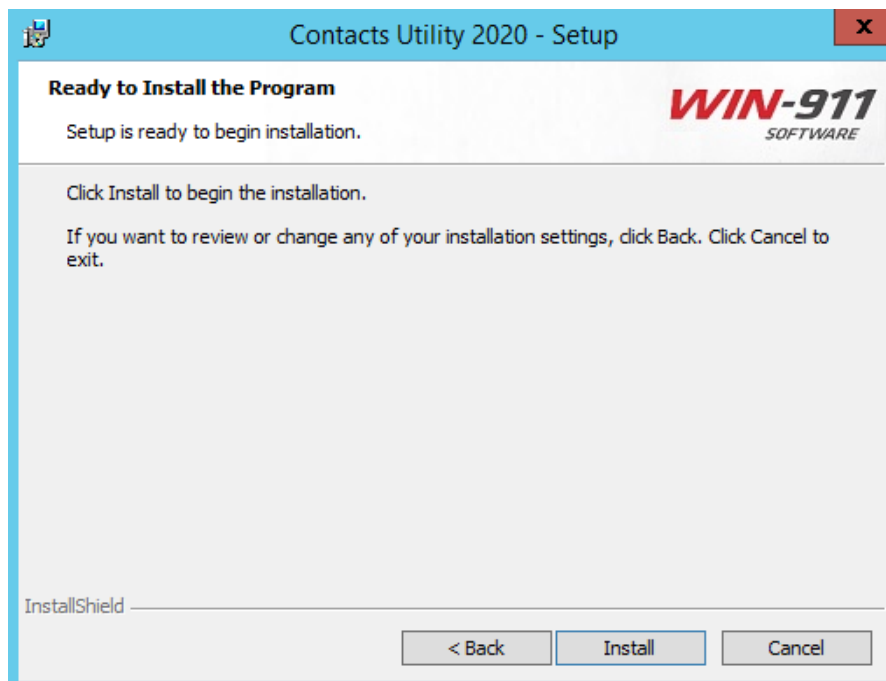
Navigate to the *Support* folder of your install media and double-click the *Contacts\_Utility* file. This will bring up the *Contacts Utility 2020 – Setup*.



Click *Next >* to continue.



Review the Software License Agreement and click the "I accept ..." radio button then *Next >* to continue the installation.



Click *Install* to proceed with the installation.



Click *Finish* to complete the installation process.

The utility can now be accessed through your start menu.

## Introduction

The *WIN-911 Contacts Utility 2020* is a tool that can be invoked independently of the *WIN-911 Workspace* and allow users to make live edits to callout lists. The utility facilitates the modification of *Basic Tactics* and associated *Connections*. The user can add, remove, and rearrange the *Connections* in a callout list, change *Schedules*, and add/remove *Roles*.

The HMI administrator can create scripts within the HMI environment to launch the *Contacts Utility*. You can find examples for each HMI at [WIN911.com](http://WIN911.com).

The *Contacts Utility* can be found here: "C:\Program Files (x86)\WIN-911 Software\Contacts Utility\ContactsUtility.exe"

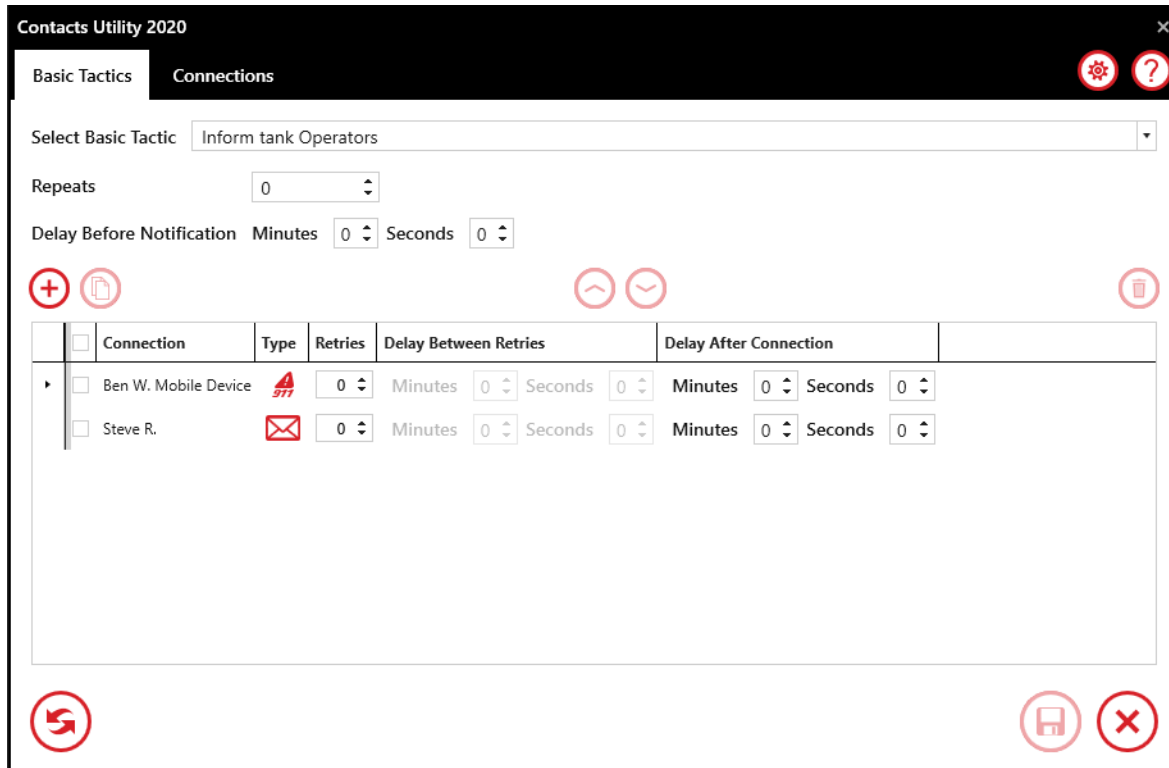
The following is a generic example of a script to launch the *Contacts Utility*:

```
StartApp "C:\Program Files (x86)\WIN-911 Software\Contacts Utility\ContactsUtility.exe";
```

## First Time Configuration

The first launch you will see an error unless WIN-911 is installed locally. To configure the utility to reference a remote WIN-911 installation, click the gear icon in the upper right and provide the WIN-911 host name or IP address.

## Basic Tactics



Basic Tactics are simple callout lists which deliver alarm notifications to the Connections listed within them. When a Basic Tactic is started, the list of Connections is processed in the order they appear. Notifications are sent only to Connections which are on duty at the time the notification attempt is made. Also, notifications are processed synchronously, that is, WIN-911 waits for each notification attempt to be completed before it continues to its next action. In the event of a failure to send a notification to a Connection, additional attempts may be configured. Delays may be placed between attempts to notify a Connection and between different Connections.

## Editing the Basic Tactic

### Select Basic Tactic

Use the pulldown list to select the Basic Tactic you want to modify.

### Repeats


Use the up/down arrows to enter the desired number of times you would like the tactic to be repeated each time it is invoked.


## Delay Before Notification

Use the Minutes and Seconds spinners to specify the amount of time you would like the Basic Tactic to wait before it begins notification tasking.

## Editing the Callout List

The callout list is conducted synchronously from top to bottom. A Connection can be entered any number of times.

Use the Add  button to add a connection to the callout list.

Use the Delete  button to remove a connection from the callout list.

Use the Up  and Down  buttons to rearrange the callout order.

## Connection

The name of the Connection to be notified.

## Type

This icon indicates the type of the Connection to be notified

## Retries

The number of additional attempts that should be made to notify the Connection, should failures occur.

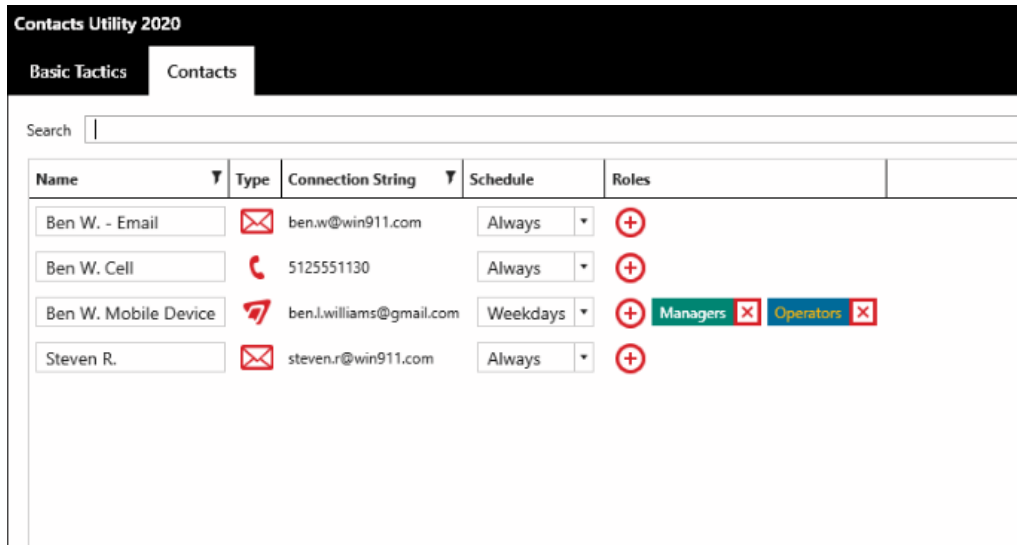
## Delay Between Retries











The amount of time to wait between attempts to notify the Connection.

## Delay After Connection

The amount of time to wait after the Connection has been notified before moving on to the next entry in the list.

# Connections



Name	Type	Connection String	Schedule	Roles
Ben W. - Email		ben.w@win911.com	Always	
Ben W. Cell		5125551130	Always	
Ben W. Mobile Device		ben.l.williams@gmail.com	Weekdays	 Managers  Operators 
Steven R.		steven.r@win911.com	Always	

Connections specify a destination for alarm notification. Connections are associated with a Schedule which determines their availability. They may also be assigned one or more Roles for organization or use with Role based notification of WIN-911 Advanced.

## Name

Each Connection must have a unique name (within its type) that identifies and distinguishes it from the others.

## Type

This icon indicates the type of the Connection to be notified. This field is not editable.

## Connection String

View the 'notifier specific' string that defines the individual that will receive the notification. This string will follow the established conventions mandated by the communication medium. For example, and email address or a phone number. This field cannot be edited.

## Schedule

Select the schedule that WIN-911 will honor when sending alarm and report messages. A Connection can have only one assigned schedule.

## Roles

Select Roles

Search

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Roles	Description	▼
▶ <input type="checkbox"/>	Managers	Managers of all levels	
<input type="checkbox"/>	Operators	Field Operators	
<input type="checkbox"/>	Role 1	sadfasdfasdfa	
<input type="checkbox"/>	Role 2		
<input type="checkbox"/>	Role 3		
<input type="checkbox"/>	Role 4		
<input type="checkbox"/>	Role 5		

Roles represent a label for organizing connections based on availability, location, or responsibility. Roles can be used in an advanced notification tactic to notify all Connections with something in common.