

# 9ENG8001 Siteman User Manual

Integrated Management System

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# 1 Introduction

Thank you for choosing Siteman application to manage your Gas Data Ltd GFM device. Siteman provides a variety of functionality to;

- Enable the transfer of sample point data between your GFM and a locally connected computer.
- Manage sample point data labels and device settings on your GFM and within Siteman.
- Export sample point data labels into other file formats for use in your operational systems.
- Print sample point data.

This manual provides step by step instructions for using the Siteman application. If you need help then call +44 (0) 2476 30 33 11, email <mailto:office@gasdata.co.uk> or use the contact form on our website <http://www.gasdata.co.uk/contact-us/>





## 2 Initial Setup

### 2.1 Installing Siteman

To install Siteman, right click on the Setup icon and then select “run as administrator”. You can then follow the steps of the installation wizard. If you do not have administrator rights for your PC or laptop, you can still run the Setup wizard, but you need to select a local user folder as the installation directory.

The application uses an SQL database giving it almost unlimited storage capacity for your sample point data.

### 2.2 Connecting your GFM

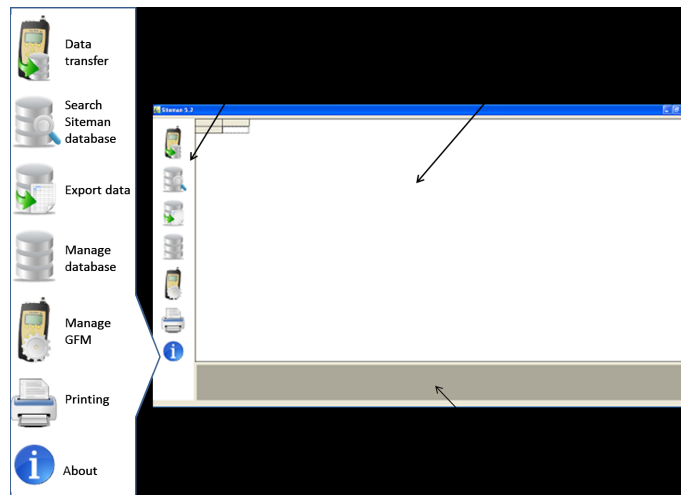
Insert the USB connector into the computer on which you have installed Siteman and the other end of the cable into the communications port of your GFM unit.

### 2.3 Running Siteman

Click the Windows “start” icon then either select the “Siteman” option from the start menu or click “All programs”, select the “Siteman” folder in the drop down list then click the “Siteman” link. You should always run Siteman as an administrator.

### 2.4 Siteman management screen

When the Siteman application is run the management screen will be displayed as shown in the illustration below.





## 2.5 Search Query display area

This is the main display area for Search Query results and user input fields

## 2.6 Siteman options

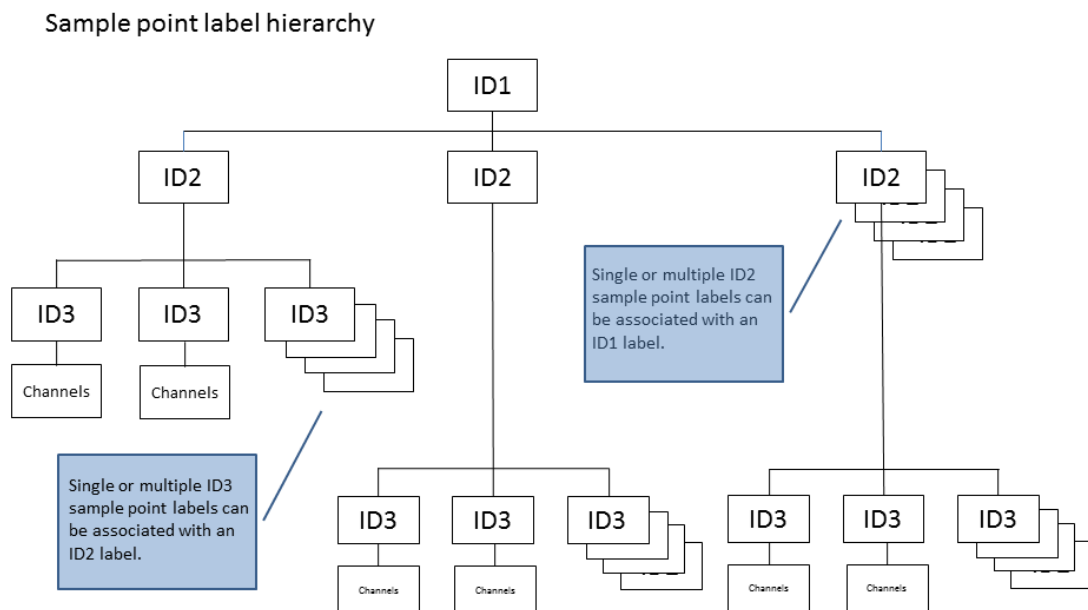
The options list displays the various functions available to users. Click on the icons to select the Siteman function.

## 2.7 Debug display box

The Debug display box at the bottom of the screen lists Siteman activity such as data items being transferred and error messages. You can use it to check that specific Siteman transactions (e.g. database searches) have completed. If you need telephone-based technical support from Gas Data Ltd. we may ask you to look at the debug screen and report the messages you see back to us.

## 2.8 Sample point label hierarchy


The sample point labels are associated with each other in a “father-son” hierarchy from ID1 to ID3, matching the set-up of the GFM device. So an ID1 label can be associated with a single or multiple ID2 labels, and each ID2 label can be associated with a single or multiple ID3 labels.





This provides users with the flexibility to define data sets that correspond to their existing management systems or operational processes.

In practice this means that an ID1 label might correspond to a client, ID2 labels to a client site or sites, and ID3 labels to boreholes on the site.

 TIP: Users can customise the ID1, ID2 and ID3 labels to suit their operational requirements, using the Manage Database>Preference option.





## 3 Siteman Options

### 3.1 Data transfer

Select this option to transfer all data from the currently connected GFM instrument into the Siteman database. Ensure that the USB cable is securely connected to both the GFM and the computer, and that the GFM is switched on.

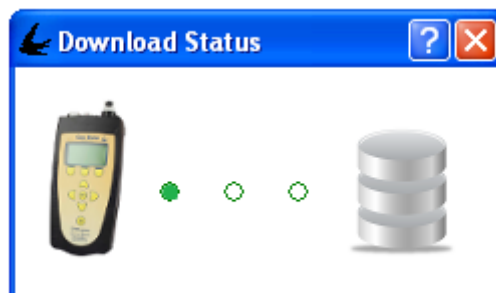


A new version of the database is automatically created and date and time stamped when this process is completed. Previous versions of the database can be accessed and restored using the Manage Database > Restore database option.

**i** TIP: Transfer of data from your GFM unit should be complete within 2-3 minutes. If the “Download is complete” message doesn't appear within that timescale, check the connection from your computer to the GFM and make sure that the GFM unit is switched on.

#### 3.1.1 Download status

The green lights in the in the download status box will illuminate from left to right to indicate the progress of your data download.



A “Download is complete” message will be displayed when all of the data has been copied from the GFM to your computer.







### 3.1.2 Error messages

A “Communication error” message will be displayed if there is a problem with the connection between the computer and the GFM device. Check the cable connection at both the computer and the GFM and ensure that the GFM is switched on.

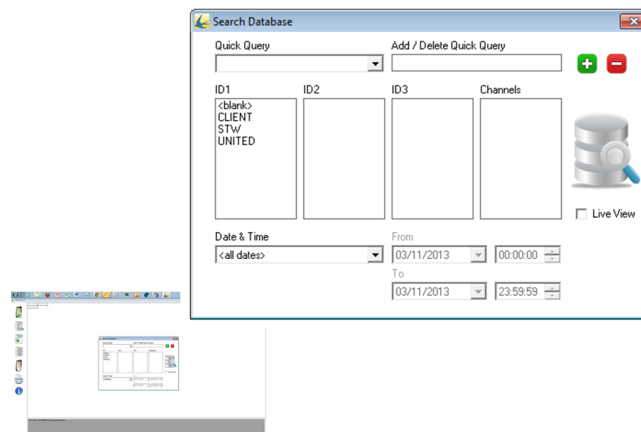




## 4 Search Database

### 4.1 Introduction

The “Search database” option allows users to search the Siteman database and display the search results on the screen.



Users can filter the search based on a number of criteria:

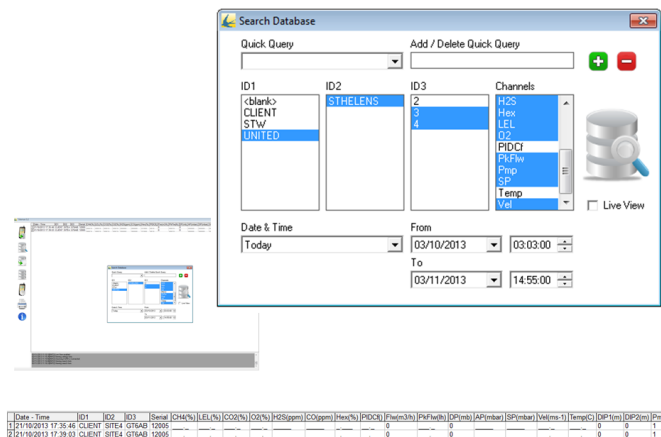
- Sample point label ID1, ID2 and ID3.
- Channel type.
- Date/time of measurement.

The “Quick Query” option allows users to save search queries. By default the search results do not update until either the database icon is selected or the user double clicks one of the search criterion. Alternatively users can select a “live view” by checking the tick box. This will update the search results in real-time but may result in slower system responses where the Siteman database contains a lot of records or if a complex search is requested.



## 4.2 Standard Database Search

To perform a standard database search, first select a sample point label from the ID1 column. If “Live View” tick box is unchecked, either double click the selected label or click the database icon. All data associated with the chosen ID1 sample point label will be displayed in the search query display area.



If no records are available for the selected date range then a “No records found” error message will be displayed. Click “OK” and select an alternative date range. Search results can be refined by selecting combinations of ID2 and ID3 sample point labels, channel types and date range.

### 4.2.1 Multiple Selections

Multiple selections can be made by holding down the Ctrl key on the computer keyboard and then using the mouse to click and select each required ID2 and ID3 sample point reference or channel type in turn. To select a range of sample point references or channel types then select the first data point in the range, hold down the Shift key on your computer keyboard and then click and select the last data point.

### 4.2.2 Channels

By default when a search query is defined all available channel types will be selected. To deselect individual channel types or ranges use the Ctrl and Shift key function as detailed above.

### 4.2.3 Dates and Times

<all dates> is the default date range for searches. Users can choose from a number of date and time range options or customise the data and time range as required. Pre-set date and time ranges are:

- Today (Today's date – 00:00:00 to 23:59:59)
- Last week (Monday to Sunday of the previous week - 00:00:00 to 23:59:59)
- Last month (1st to last date of the previous month - 00:00:00 to 23:59:59)




- Custom (Initial setting – last 31 days - 00:00:00 to 23:59:59).

Users can adjust the date and time ranges of any of the options using the drop down calendar and time list.

### 4.3 Quick Query


The “Quick Query” facility is available to allow users to save specific search queries, consisting of single or multiple sets of sample point data.

- Each quick query can be created and then retrieved from the drop down list for later use when required.
- Once the search results for the quick query have been displayed the search parameters can be changed in the same way as a standard search.
- Users can save the existing quick query with the new search parameters or save it as a new quick query.

 TIP: Quick Query is ideal when you need to repeatedly review a specific set of projects or a particular set of boreholes.

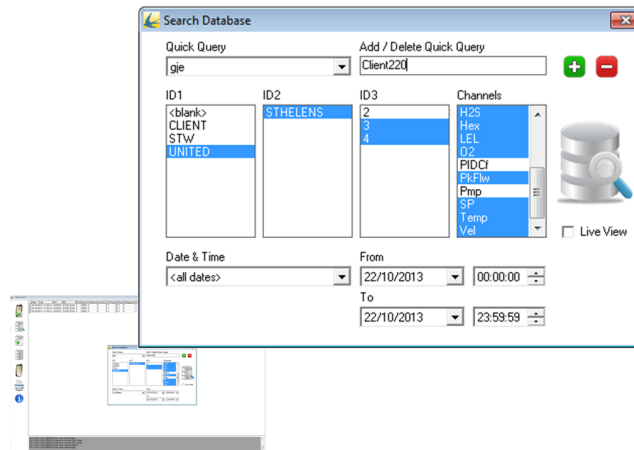
### 4.4 Add Quick Query

To add a new quick query, firstly select the chosen search criteria as described in section 3.2 above or select an existing quick query from the drop down list. Then enter a quick query name (up to 20 alphanumeric characters long) into the “Add /Amend/ Delete” Quick Query” field or change the existing name, and click the green cross icon. To display the search results click the database icon.

 TIP: Quick Query is ideal when you need to repeatedly review a specific set of projects or a particular set of boreholes.

The new quick query will now be included in the quick query dropdown list.





## 4.5 Amend a quick query

To amend an existing quick query, select the required quick query from the drop down list. Then amend the search criteria as described in section 3.2, and click the green cross icon to save the changes. To cancel the amendment simply select and click another quick query from the drop down list.

## 4.6 Delete quick query

To delete a quick query select the required quick query from the dropdown list and click the red delete icon. A confirmation box will be displayed and users should click yes to confirm deletion or no to cancel it.





## 5 Export



### 5.1 Introduction

The export option allows users to transfer data from the Siteman database into one file format - .csv (comma separated value). By default this option will export the current database search query selection into the chosen file format.

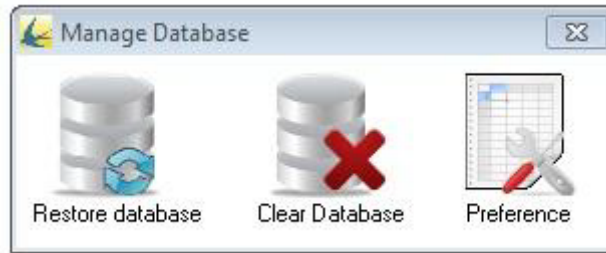
### 5.2 Exporting Data

When users click the Export option icon an Export dialogue box will be displayed. Users can select the file export location and define an export file name. A new file will automatically be created in the chosen file export location with the defined file name.





## 6 Manage Database



### 6.1 Restore Database

Click the Restore database icon to display a list of saved databases in a drop down list. Double-click the chosen file to open it for use in the Siteman application. A confirmation dialogue box will be displayed to show that the transaction has completed. Database files are stored by default in the c:>program files>Gas Data Ltd>Siteman>backup directory and have a .gas file type.

### 6.2 Clear Database

This option will clear the entire contents of the currently selected database. Users will be prompted with a confirmation dialogue box to confirm the transaction or cancel it.

### 6.3 Preferences

The Preferences option allows users to change several aspects of data display. For all of the options click the X cross symbol in the top right corner of the Preferences data entry form to complete the update. Users will be prompted with a confirmation dialogue box to confirm the transaction or cancel it.

#### 6.3.1 Unit Conversion

Users can change the measurement units for the following data fields:

- Absolute Pressure
- Temperature
- Diff Pressure
- Flow
- Static Pressure
- Power

Siteman will automatically convert the data into the chosen measurement unit for display in the Search Query Results.





### 6.3.2 Custom ID Label

Users can customise sample point data labels that correspond to their existing management systems or operational processes. Use the mouse to click the ID1, ID2 and ID3 data fields in turn and enter a relevant label. In practice this means that an ID1 label might correspond to a client, ID2 labels to a client site or sites, and ID3 labels to boreholes on the site.

### 6.3.3 Concatenation Character

Users can choose default concatenation character used in the .AGS database export dialogue form.







## 7 Manage GFM

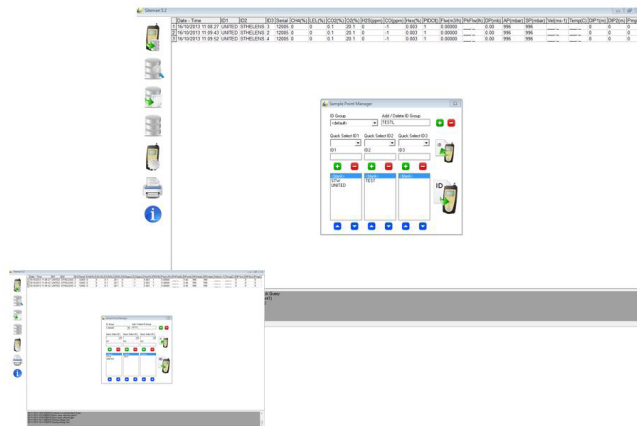


### 7.1 Create IDs Option

This option allows the user to create sample point labels (ID1, ID2 and ID3 and then transfer them from Siteman into a connected GFM UNIT also allows the transfer of sample point labels from a GFM into Siteman.

The Create ID (sample point manager) form allows users to define and directly transfer single or multiple sample point labels as required.

**i** TIP: The sample point labels are associated with each other in parent-child hierarchy from ID1 to ID3.



To make the management of large sample point configurations and/or multiple GFM fleets easier additional functionality has been added to store both individual sample labels (Quick Select ID1 to ID3) and groups of sample point labels (ID Groups). By default each time a new sample point ID label is created then the label is automatically added to the appropriate Quick Select drop down list. The exact format of labels and their hierarchical association is the responsibility of the user. Gas Data suggests that it should match the sample point setup used in any existing management systems or processes.

### 7.1.1 One-Off Sample Point ID Label Creation

This option can be used for simple sample point label configurations or where there is no requirement to re-use a configuration. Users have the choice of selecting and clicking sample point labels from the Quick Select ID drop lists to populate the input fields or typing new labels into the sample point entry field. After either operation users must click the green cross icon to add the label into the sample point management list. The order of labels in the sample point management list can be changed by selecting a label using the mouse and then clicking on the up and down arrows at the bottom of the form to move the label to the required position in the list. To remove a label from the sample point management list use the mouse to select the required label and then click the red dash icon.

### 7.1.2 Exporting ID from Siteman to a file

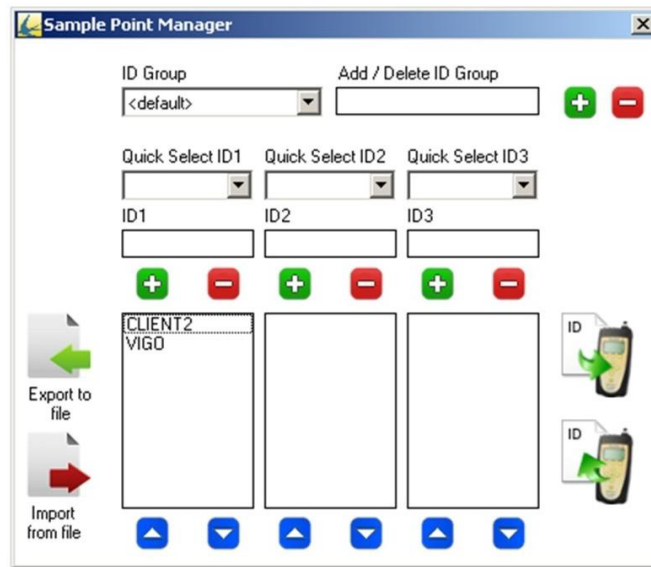


Start by pressing the “Manage GFM” icon.



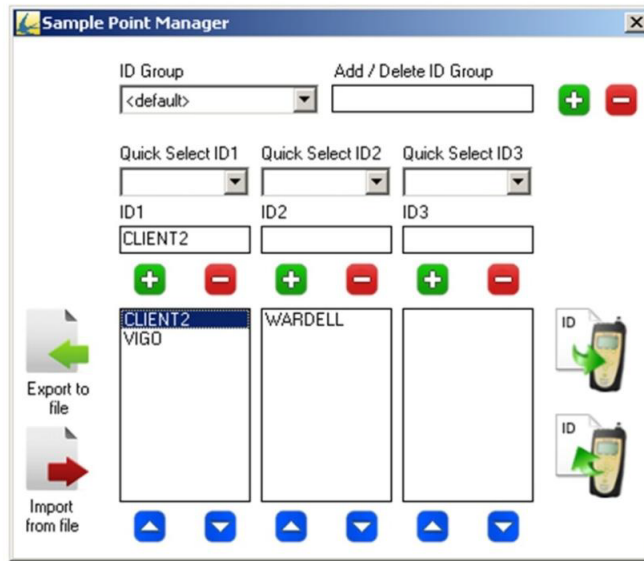


Click on the “Create ID” icon, this will take you to the Sample Point Manager screen.



Once at this screen you can export the IDs to a file. To do this click on the ID you would like to be exported to a file.



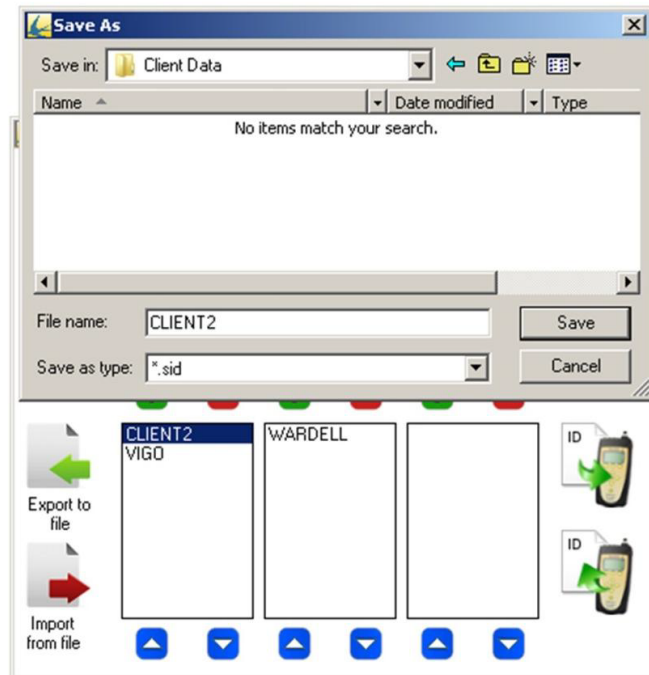


The selected ID will then become highlighted in blue.

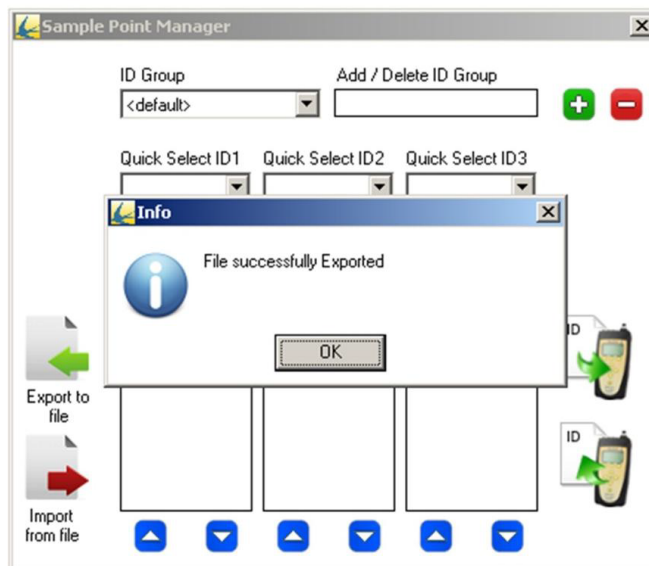


Press the “Export to File” icon.





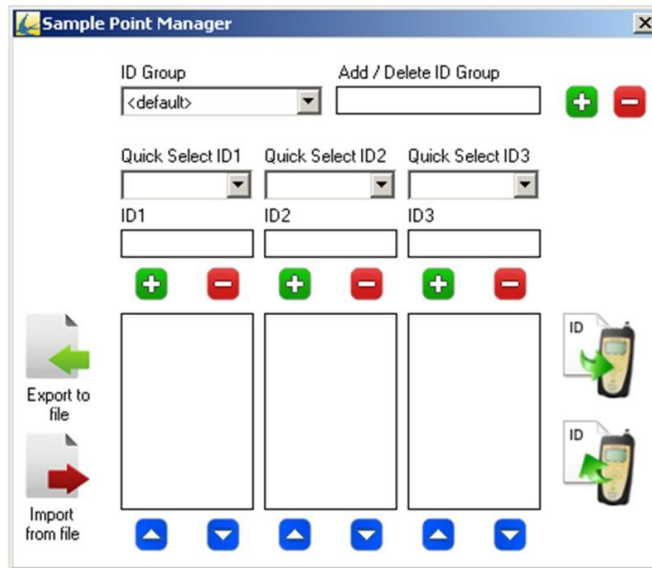
The “Save As” menu will then appear. Locate the place you would like to save the file, giving it an appropriate file name.



Press the “Save” button when happy with the file name and location. An information popup will appear to inform you that the file export was successful.



### 7.1.3 Importing data from file to Siteman

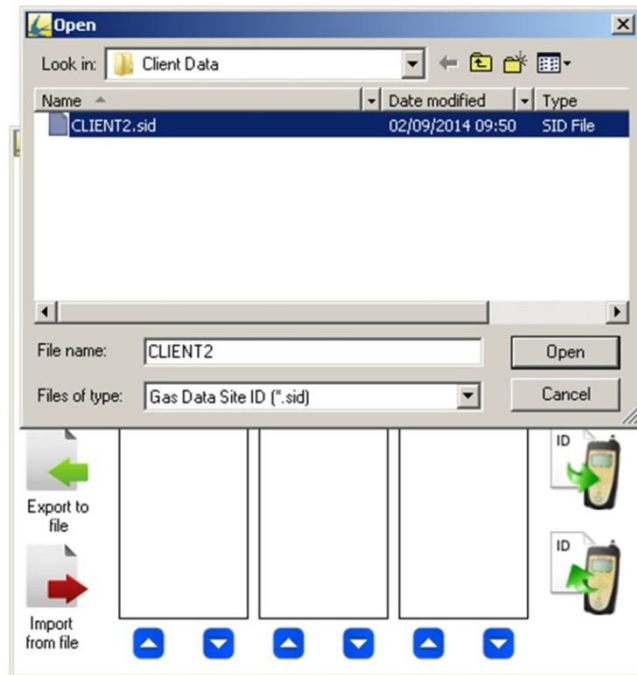


Access the Sample Point Manager screen as shown in section 6.1.2.

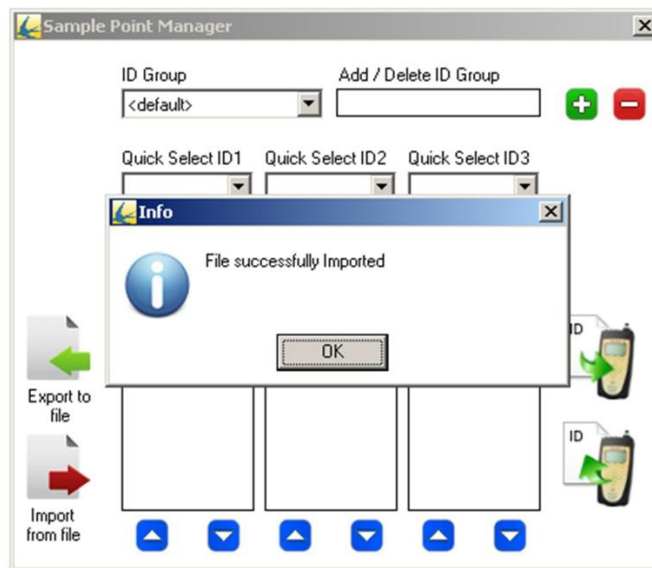


Press the “Import from File” icon.



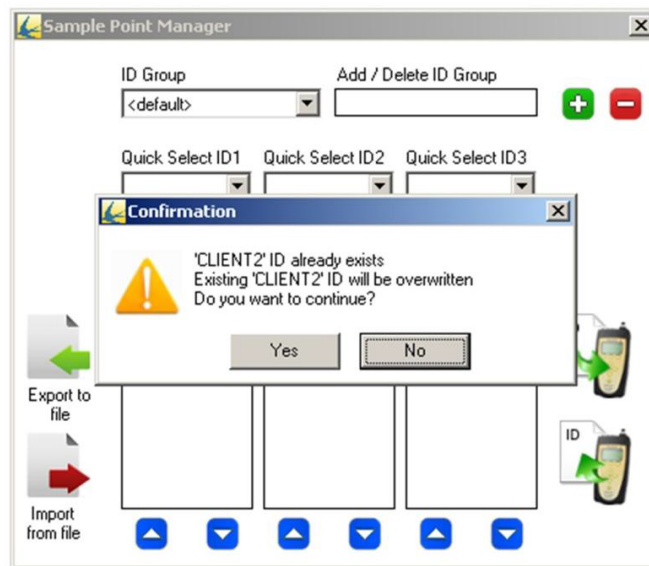


An “Open” popup will appear allowing you to browse and select the ID file that you want imported into siteman. Then press “Open”.



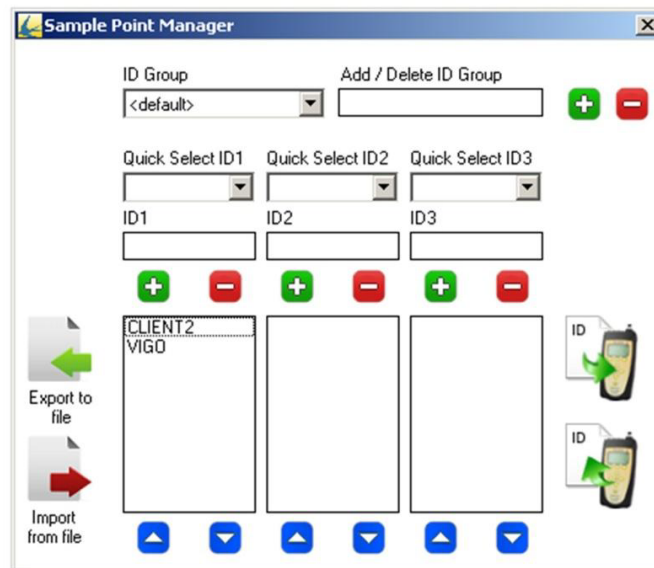
Once the file has been imported to Siteman an “Info” popup will appear indicating the file was successfully imported. The IDs will then appear in the Sample Point Manager.





Should the ID data already exist in the Sample Point Manager then a “Confirmation” popup will appear to warn you of information being overwritten and lost. Press Yes to continue to import the data or No to stop.

#### 7.1.4 ID transfer from database to GFM



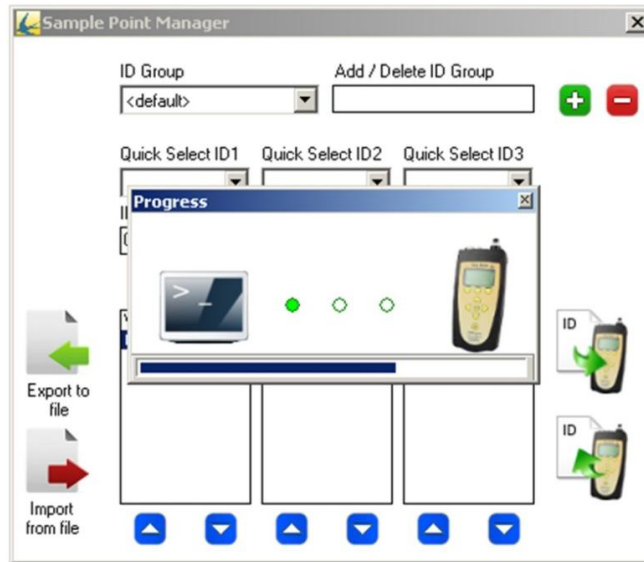
Access the sample point manager screen as shown in section 6.1.2.





Select the IDs you wish to transfer by clicking on them, this will highlight them in blue. Then click the “ID Transfer from Database to GFM” icon.

**i** TIP: If an ID is not highlighted then pressing the “ID Transfer from Database to GFM” icon will not do anything.

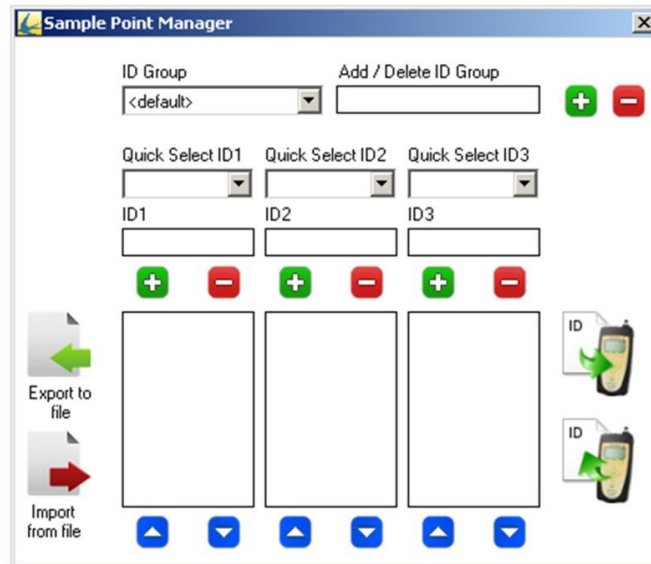


A “Progress” pop up will appear. This gives the user an indication of the amount of data transferred by the progress bar along the bottom. Once all the data has been transferred the popup will disappear.





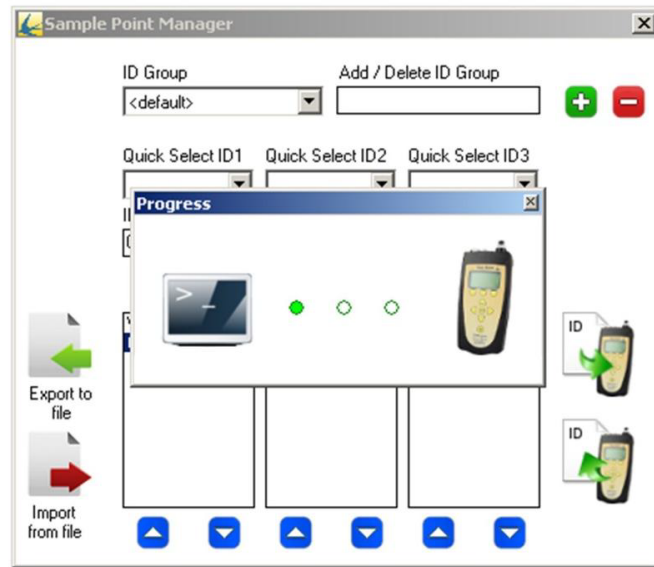
### 7.1.5 ID transfer from GFM to database



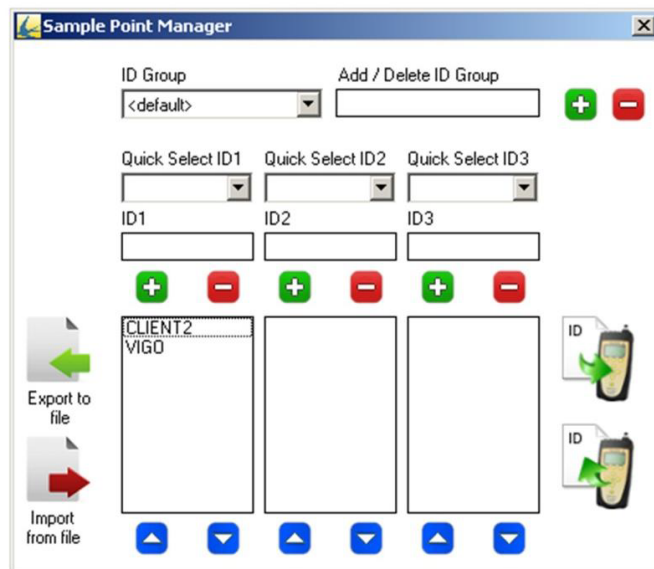
Access the Sample Point Manager screen as shown in section 6.1.2.



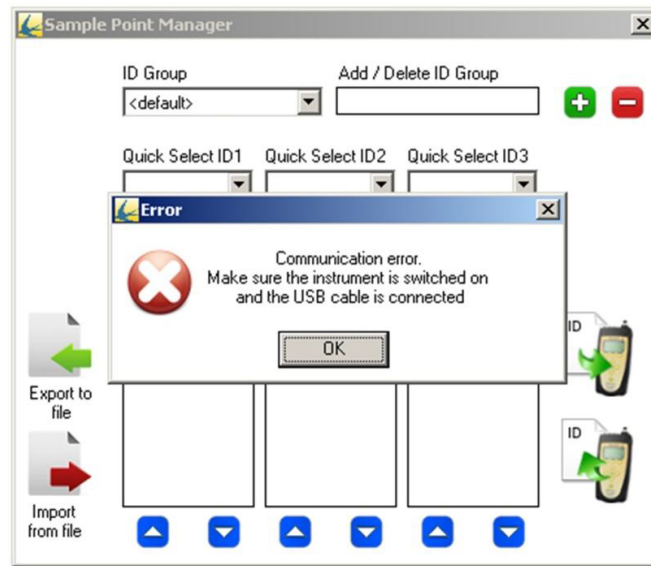
Press the “ID Transfer from GFM to Database” icon.



To show the progress of the data transfer taking place a “Progress” popup window will appear. The green lights moving from left right will indicate the data transfer.



Once the transfer is complete the progress popup will disappear leaving the IDs in the Sample Point Manager.



Before pressing the “ID Transfer from the GFM to the Database” make sure the instrument is switched on and the USB is connected to both the instrument and computer. If the ID transfer cannot take place for any reason then an error message will show. Check the instrument is turned on and connected correctly before pressing the icon again.

## 7.2 ID Groups

The ID group function allows users to define and save sample point label configurations. The ID Groups can be recalled for transfer to multiple GFMs.

### 7.2.1 Creating a new ID group

Enter the new ID Group name in the Add/ Amend/ Delete ID Group field and then click the green cross icon. To add sample point labels to the new ID group select and click the name in the ID Group drop down list. The name will appear in the Add/ Delete/ Amend ID Group field and users can now add labels as described in the Manage Database chapter.

### 7.2.2 Amending ID Groups

Select and click on an ID Group name in the ID Group drop down list. The name will appear in the Add/ Delete/ Amend ID Group field and users can now add or remove labels as described in the Manage Database chapter.

### 7.2.3 Deleting ID Groups

Select and click on an ID Group name in the ID Group drop down list. The name will appear in the Add/ Delete/ Amend ID Group field. Click on the red dash icon to delete the ID Group name and the associated labels. A confirmation box will be displayed and users should click yes to confirm deletion or no to cancel it.



## 7.2.4 Delete All IDs

This option deletes the current sample point labels (ID1, ID2, and ID3) on the GFM unit. This option is useful when GFMs are being used to monitor a variety of client or project sites for instance.

## 7.3 Set Clock

This option allows the user to set the time on the GFM to match that of the attached computer. This is useful if, for instance, the batteries in the GFM have been replaced because it is a faster method than changing the time on the GFM keyboard.





## 8 Printing



Click on the print option to print the results of the current Search Database query. A print preview is displayed in the Search Query list. Click the green arrow icon to view multiple preview pages (if available). Use the + and – icons in the left side column to zoom in or out of the print preview screen. Select the Print Set Up button to access the printer settings for the attached printer. The Printer button will automatically send one copy of the current Search Database Query to the default attached printer. The curved arrow key returns the user to the main Siteman screen.

