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1. INTRODUCTION

The purpose of this procedure is to document the operating procedures for yourgauge.com.

2. OPERATOR REQUIREMENTS


A PC connected to the internet and a web browser. Or any other internet connected device.

3. H, S & E REQUIREMENTS

The use of PC monitors should be restricted to 30 minutes at any one time

4. PROCEDURE

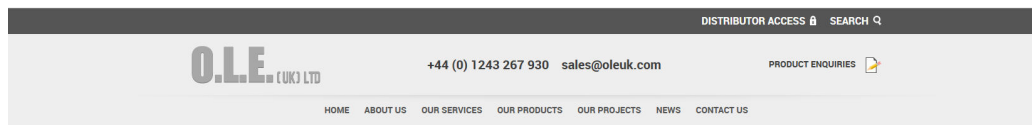
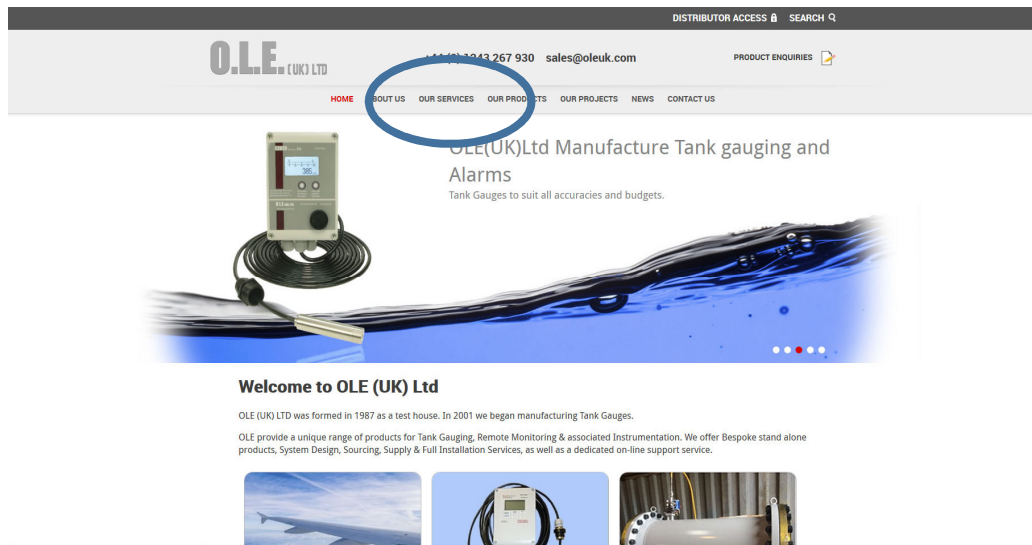
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Logging In

Open your web browser, and please go to www.oleuk.com

Select **“Our Services”** and then **“Monitoring”**



Monitoring

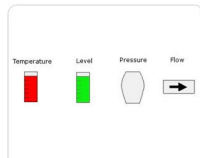
OLE have a number of Monitoring systems available.


Access to [T3100 t-mac website](#) remote monitoring please [Click Here](#)

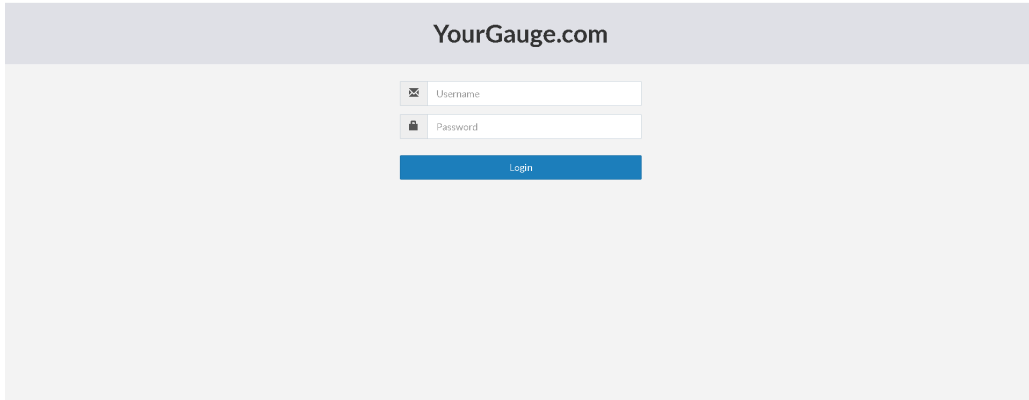
Access to www.yourgauge.com website please [Click Here](#)

This includes 420-WWW, C2020-A-WWW and T6100-WWW-MIT

For Legacy T6100 Products prior to www.yourgauge.com please [Click Here](#)



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Enter your given username and password or you can use the login details below:

Username: test

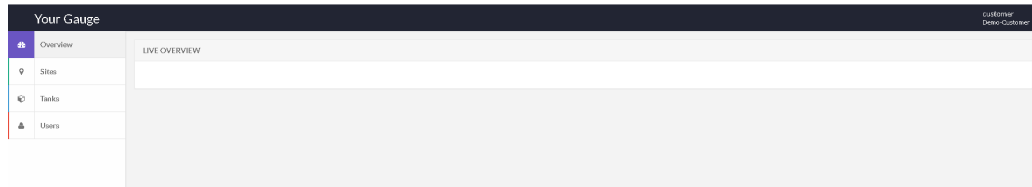
Password: test **This will enable you to look at a demonstration unit**

Then you will need to click  .

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Adding a site

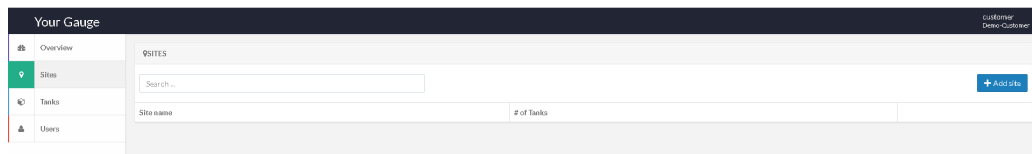
When you first login you may not have any sites or tanks assigned, it will look similar to the below:




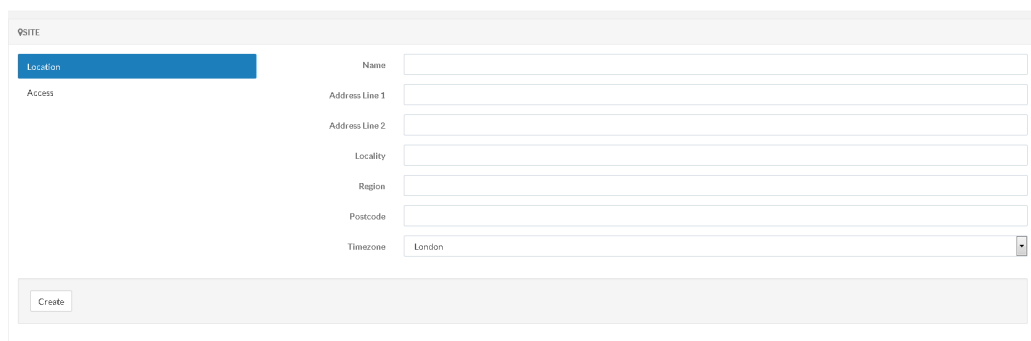
Firstly you will need to create a site, a site is a container for specific tanks, and you can add users to access specific sites for example: You have 2 sites site 1 and site 2. Joe needs to only have access to site 1 but bill needs to have access to site 2 and you can have access to sites 1&2.


To create a site click the  Sites Button on the left hand navigation bar.


You will then see the below.



Click the  Button on the right hand side you will then see the below.

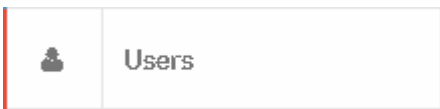


Fill in the details for the site you are adding, Under the  Access Button is where you can add a user for that site.

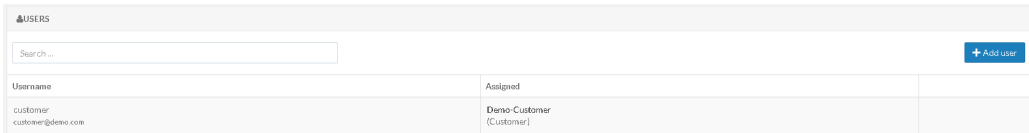
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Once finished click .

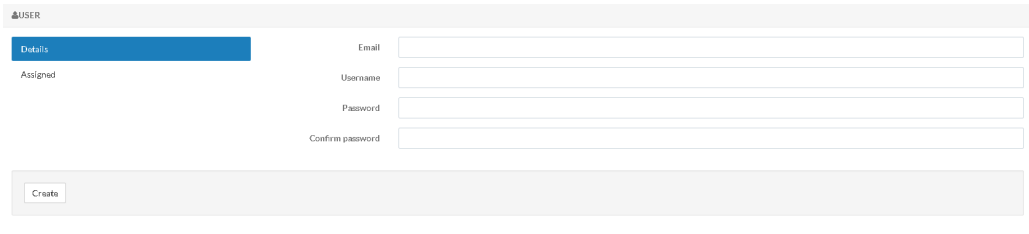
Adding a user


To start adding / managing users click the  tab on the left hand navigation bar.

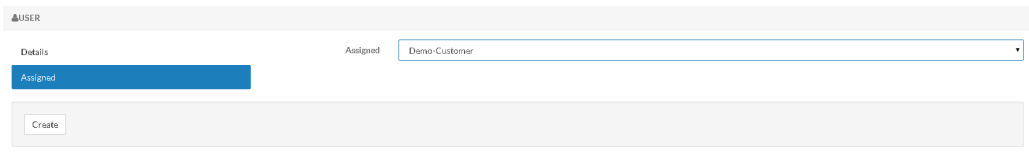
You will then see the list of users.




To add a user click the  button on the top right hand side, you will see the below:



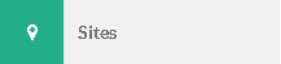
Fill out the relevant information, if you would like to restrict access for this user to a particular site click the  button on the left hand side.

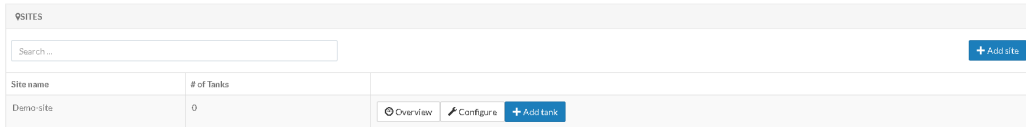


Then click  to finish adding the user.

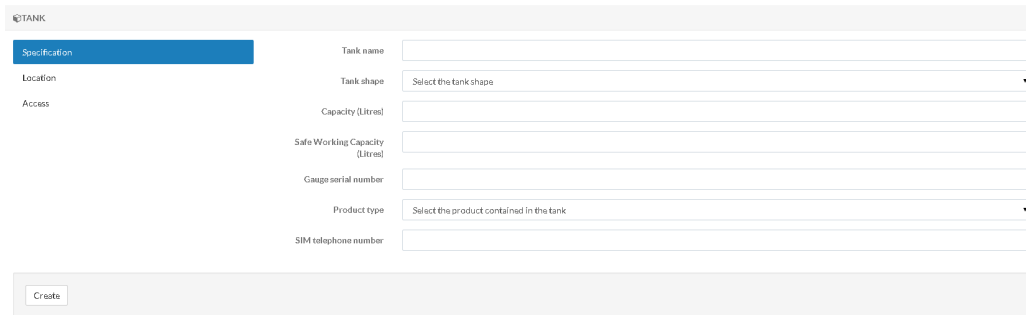
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Adding a tank

To add a tank navigate to the particular site that you want to add the tank. You can do this by clicking the  button.

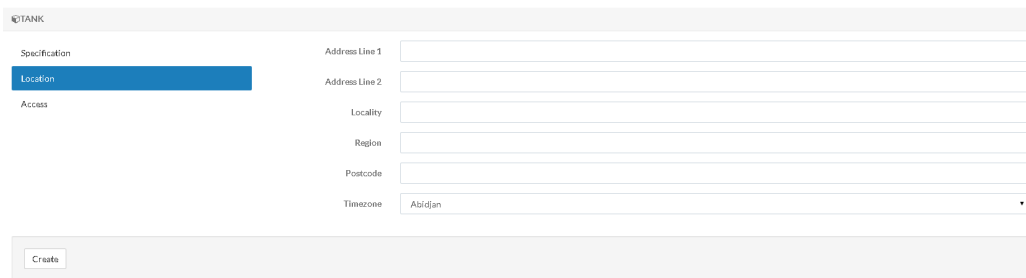


To add a tank to that site click the  button and you will see the below:

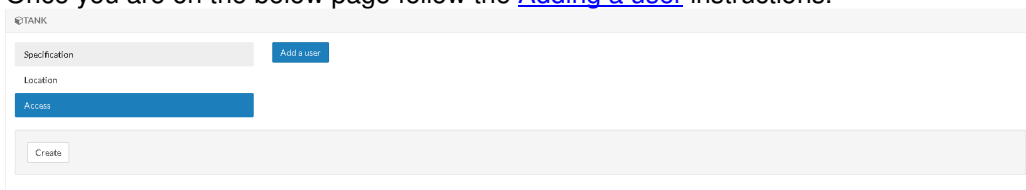



Note if you will have to call OLE on +44 01243 267 930 to activate the gauge


You can set the location of the tank under the **Location** tab.
Note this is for reference only



You can also restrict user access to this tank under the **Access** tab. Once you are on the below page follow the [Adding a user](#) instructions.

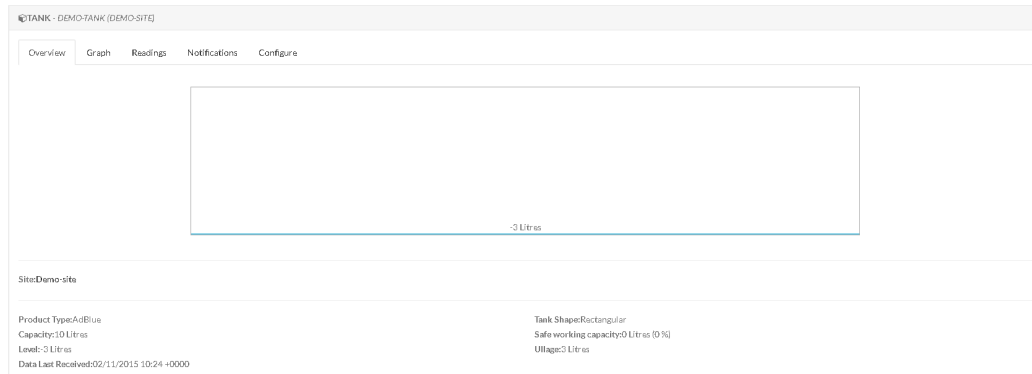


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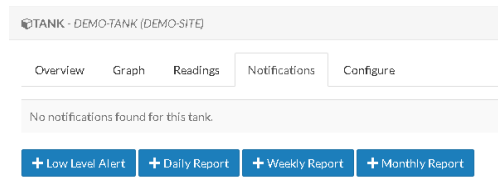
Once finished click  to add the tank.

Email Notifications

To set-up email notifications navigate to the tank you wish to set the email notifications on. You should see this screen below:



Then on the top navigation bar click  and you will see the screen below:



As you can see you can have Low level alerts (at a percentage of the tank), daily report, Weekly report and a monthly report.

***Note daily reporting doesn't work for the T6100 gauge as this is an exception based gauge) The T6100 will only report in once it has passed through a 80% 60% 40% and 20% of the tank within 1 hour.**

Click on what type of report you would like, in this example low level alerts are set.

Click on .


Add notification

Email address:

State:

Threshold (percentage of tank capacity): %

Time delay between notifications:

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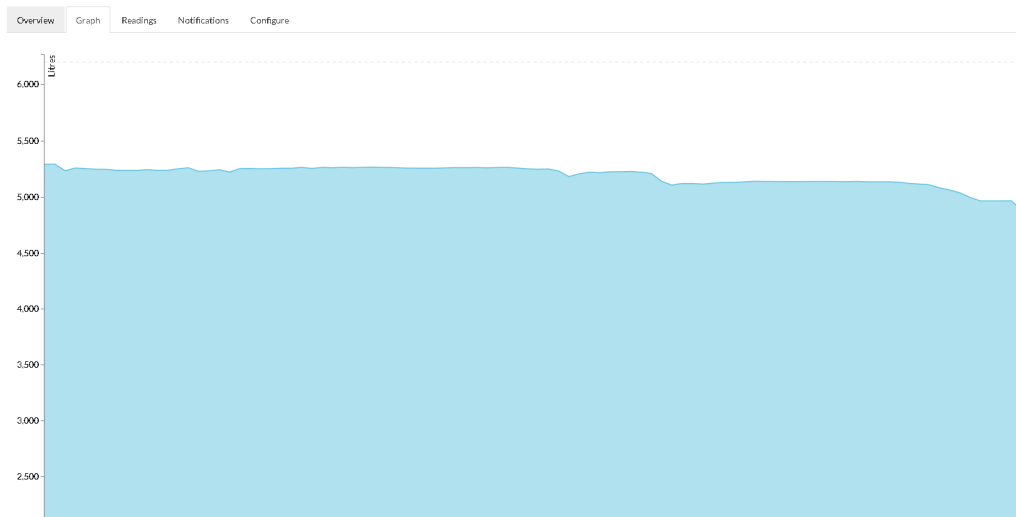
Fill out the information, the low level notification will be sent when the tank reaches 50% of total capacity.

Then click .

Graphs

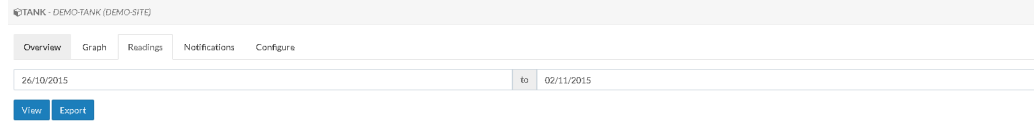
To View a graph of the usage, navigate to the tank you would like to view and then click in the top navigation bar.

Below is an example graph



Readings

To view readings navigate to the tank you would like to view, then click **Readings** on the top navigation bar. You will see the below.



Enter the dates that you wish to see the readings from and to.

If you click the **View** button you will get a list of readings (as seen below)

If you click the **View** button you will get a list of readings (as seen below)

Reason	Level	Ullage	Date
• Standard call out	1313.24 L	4686.76 L	26/10/2015 00:08 +0000
• Standard call out	1314.40 L	4685.60 L	26/10/2015 00:38 +0000
• Standard call out	1310.91 L	4689.09 L	26/10/2015 01:08 +0000
• Standard call out	1320.21 L	4679.79 L	26/10/2015 01:38 +0000
• Standard call out	1317.89 L	4682.11 L	26/10/2015 02:08 +0000
• Standard call out	1327.19 L	4672.81 L	26/10/2015 02:38 +0000
• Standard call out	1309.75 L	4690.25 L	26/10/2015 03:08 +0000
• Standard call out	1321.76 L	4678.24 L	26/10/2015 03:38 +0000
• Standard call out	1299.68 L	4700.33 L	26/10/2015 04:08 +0000
• Standard call out	1297.74 L	4702.26 L	26/10/2015 04:38 +0000

If you click the **Export** button, the readings will be exported to a .CSV (comma separated values) file that then can be opened in Microsoft excel or similar.

	A	B	C	D
1	Reason	Level	Ullage	Date
2	Standard call out	1313.2375	4686.7625	Mon, 26 Oct 2015 00:08:31 +0000
3	Standard call out	1314.4	4685.6	Mon, 26 Oct 2015 00:38:31 +0000
4	Standard call out	1310.9125	4689.0875	Mon, 26 Oct 2015 01:08:30 +0000
5	Standard call out	1320.2125	4679.7875	Mon, 26 Oct 2015 01:38:30 +0000
6	Standard call out	1317.8875	4682.1125	Mon, 26 Oct 2015 02:08:31 +0000
7	Standard call out	1327.1875	4672.8125	Mon, 26 Oct 2015 02:38:30 +0000
8	Standard call out	1309.75	4690.25	Mon, 26 Oct 2015 03:08:31 +0000
9	Standard call out	1321.7625	4678.2375	Mon, 26 Oct 2015 03:38:31 +0000
10	Standard call out	1299.675	4700.325	Mon, 26 Oct 2015 04:08:31 +0000
11	Standard call out	1297.7375	4702.2625	Mon, 26 Oct 2015 04:38:31 +0000
12	Standard call out	1324.8625	4675.1375	Mon, 26 Oct 2015 05:08:31 +0000
13	Standard call out	1308.975	4691.025	Mon, 26 Oct 2015 05:38:32 +0000
14	Standard call out	1335.325	4664.675	Mon, 26 Oct 2015 06:08:31 +0000
15	Standard call out	1286.5	4713.5	Mon, 26 Oct 2015 06:38:31 +0000
16	Standard call out	1284.175	4715.825	Mon, 26 Oct 2015 07:08:31 +0000

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Call OLE on +44 01243 267 930 for help.