

Reviewing Accounts On Test

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This article shows where to review and update accounts On Test within Manitou 2.x Web client.

Loading the On Test Inquiry in Manitou 2.x Web client:

There are two ways to get to the On Test Inquiry within Manitou 2.x Web client.

1. Press F6 on your keyboard.
2. Navigate to the On Test by clicking, or tapping, the menu hamburger, then Operations, then On Test.

The On Test Inquiry is also where you can add an On Test record for a customer outside of a loaded customer record.

To add an On Test from the Inquiry screen:



The screenshot displays the Manitou 2.x Web client interface. At the top, there is a 'Customer' section with a search bar and a filter icon. Below this, there are three buttons: 'EXPIRED' (grey), 'CURRENT' (red), and 'FUTURE' (green). The 'On Test' section is visible below a horizontal line, featuring a search bar and a table with columns: 'Customer ID', 'ID', 'Type', 'From', 'To', 'Remaining', and 'Details'.

1. Load a customer record by entering the customer ID or searching and loading the customer.
2. Validate your, or the authorized person's, password.
3. Click, or tap, ADD.
4. Enter a reason for the On Test.
5. Set the From and To date/time if different than the default setting.
6. Set any system components as required.
7. After setting all items correctly, click, or tap, DONE.

On Test Advanced

Reason
System Maintenance

Permanent Valid From: 05/12/2017 08:18 Valid To: 05/12/2017 09:18

System: 1

TX:

Area: 3

Zone:

Event Category:

Event Codes:

Areas

Area	Description
<input type="checkbox"/> 1	Main Building
<input type="checkbox"/> 2	Warehouse
<input checked="" type="checkbox"/> 3	Shed
<input type="checkbox"/> 4	Water Meter box
<input type="checkbox"/> 5	Perimeter fence

Rows: 10 1-5 of 5

CANCEL DONE

Additional notes:

- Manitou 2.x Web client automatically returns the account to full service when the test time expires.
- We strongly encourage the validation of the customer's, technician's, or dealer's password as opposed to the operator's password to ensure a proper audit trail of who authorized the On Test.
- Operators may only place accounts On Test to their maximum allowed time set on their User Group (within the Supervisor Workstation).
- When placing system components On Test, only one section may have a multi-selection. Such as Zones OR Event Categories.
- To remove an On Test record click the X icon on the far right of the On Test line in the inquiry grid and follow the prompts.