

Lab Exercise – Documenting and Protecting Displays

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This module supports **TotalPlant** Solution (TPS) system network.

TPS is the evolution of TDC 3000^X.

Honeywell Inc.
Industrial Automation and Control
Automation College
2820 West Kelton Lane
Phoenix, AZ 85053-3028
1-800 852-3211

Lab Exercise 1

Documenting and Protecting Displays

Introduction

This short lab exercise will guide you through the features and functions discussed in the documentation and protection sections of this course.

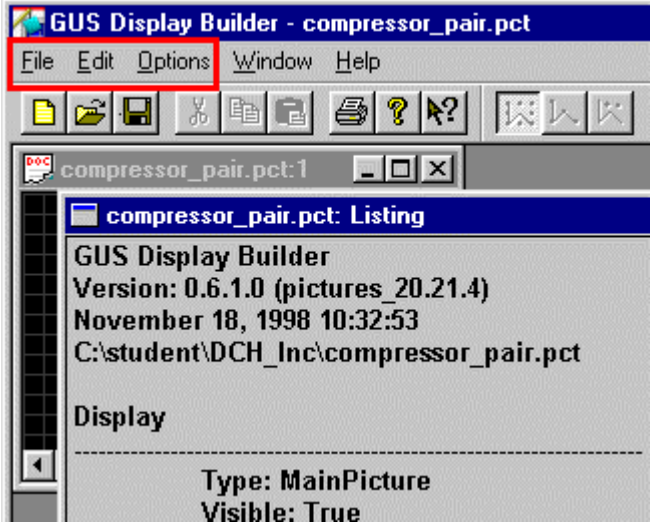
Objectives

Upon completing this lab exercise, you will know the basics of the documentation and protection features in the R200 Display Builder.

Lab Prerequisites

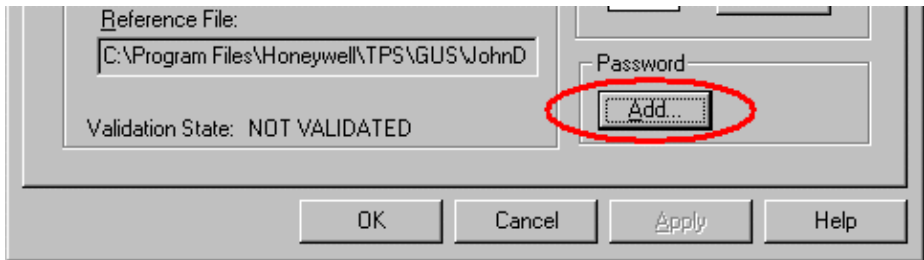
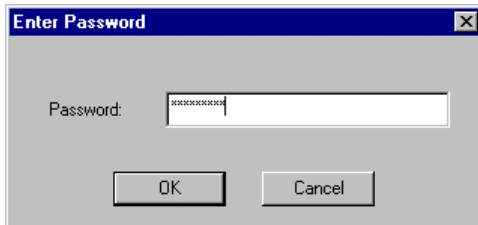
In order to complete the lab exercise, you will need GUS Display Builder at Release 200 or later.

Lab 1a Procedure—Documentation Features and Functions

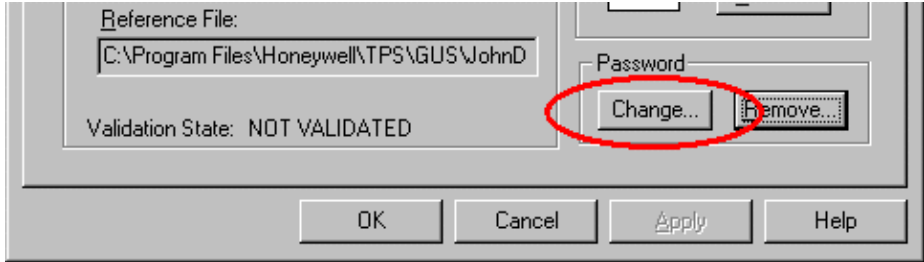

Step	Action
1.	Open one of your .PCT files that contains objects that have been scripted.
2.	<p>Hold down the ALT key while pressing the L key (Alt-L).</p> <p>RESULT: Display Builder's menu changes and a Listing Window is opened as shown in this example.</p> 
3.	From the Edit menu, select the Find command.
4.	<p>Type the word display in the Find box and click the Find Next button.</p> <p>RESULT: Notice the Listing Window highlights the first match. Also notice the find operation is not case-sensitive, by default.</p>
5.	<p>Click the Find Next button again to highlight the next match in the Listing Window.</p> <p>RESULT: The Listing Window highlights the second match.</p>
6.	<p>Observe you can set the search so it is case-sensitive.</p> <p>Observe that you can search either up or down in the window.</p> <p>Cancel the search with the Cancel button when finished.</p>
7.	<p>From the File menu, select the Save listing to a file command.</p> <p>RESULT: A Save dialog opens with a default filename of "display.txt."</p> <p>Save the file in your student folder.</p>
8.	Open the file with Notepad.
9.	<p>Select File>Page Setup while in Notepad and modify the header to read something like "ABC Company EXAMPLE.PCT" where "example.pct" is the name of your display. Set up the footer to display the page number.</p> <p>NOTE: To use the special "&" characters in Notepad's fields, click the question mark in the upper right corner of Notepad's Page Setup window, then click on the field you want to modify. By default, the header and footer will be centered.</p>
10.	<p>Compare your listing with the sample listing beginning on page 11 of this document.</p> <p>Identify the parts of your listing. If you have difficulty, see your Course Manager.</p>

Step	Action
11.	Return to your listing in the Display Builder and experiment by removing the Properties from the Options menu. Then select Edit>Refresh before looking at the Listing to observe the changes you have made. RESULT: Properties are removed from the listing, making it easier to view the script.

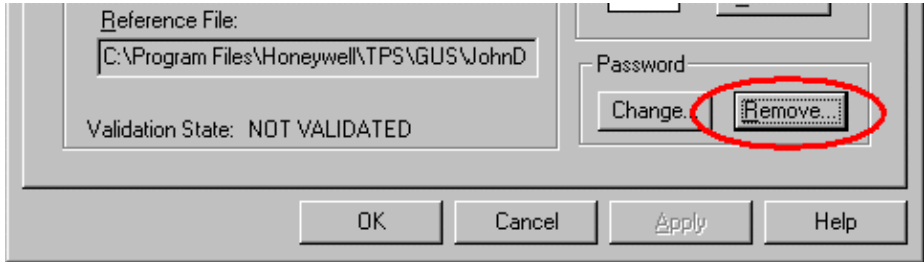
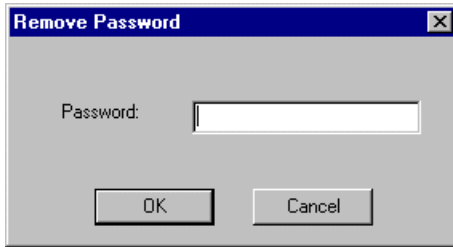
Lab 1b Procedure—Adding and Using a Password

Step	Action
1.	With an existing .PCT file open, click the Right Mouse button somewhere in the middle of the Display Window (click the background, not an object). Select Properties . RESULT: A Display Object Properties dialog box for the Display Window opens. Leave the box open and go on to the next step.
2.	Click the Add button in the Password area (lower right corner of the dialog box).  <p>RESULT: The Add Password dialog box opens.</p>
3.	Enter your password in the New Password text area, then enter it again in the Confirm New Password area. . TIPS: Your password can be constructed of any sequence of characters and the maximum length of characters you can enter is 255. The password is case-sensitive, that is, a capital letter is considered different from a small letter, so be sure you remember what case you used. Generally, you should choose a password that is eight or more characters. You should not use a password that can be readily associated with you such as your spouse's or pet's name. YOU MUST REMEMBER YOUR PASSWORD! THERE IS NO WAY TO RECONSTRUCT THE PASSWORD OR REMOVE THE PASSWORD PROTECTION WITHOUT DELETING THE FILE.
4.	Click OK to save your password, then Click OK on the Display Object Properties dialog box to close it. Now, be sure to Save the .PCT file and close the display. NOTE: The file is not password protected until you save the file.
5.	Now, from the File menu, Open it again. RESULT: Display Builder asks for the password you assigned to that file. 
6.	Type your password, then click OK to gain access to your file.

Lab 1c Procedure—Changing a Password

Step	Action
1.	<p>With an existing .PCT file open, click the Right Mouse button somewhere in the middle of the Display Window (click the background, not an object). Select Properties. RESULT: A Display Object Properties dialog box for the Display Window opens.</p>
2.	<p>Click the Change button in the Password area (lower right corner of the dialog box).</p>  <p>RESULT: The Change Password dialog box opens.</p>
3.	<p>Enter your Old Password, then your New Password twice, then click OK to save your new password.</p>  <p>RESULT: Your password has been changed.</p> <p>TIP: It's very easy to forget a password that has been changed in haste! Be sure you, your superior and, perhaps a trusted co-worker, know the NEW password.</p>
4.	<p>Click OK on the Display Object Properties dialog box to close it. Now, be sure to Save the .PCT file. REMINDER: The file is not password protected until you save the file.</p>

Lab 1d Procedure—Deleting (Removing) a Password

Step	Action
1.	<p>With your password-protected .PCT file open, click the Right Mouse button somewhere in the middle of the Display Window (click the background, not an object).</p> <p>Select Properties.</p> <p>RESULT: A Display Object Properties dialog box for the Display Window opens. Leave the box open and go on to the next step.</p>
2.	<p>Click the Remove button in the Password area (lower right corner of the dialog box).</p>  <p>RESULT: The Remove Password dialog box opens.</p>
3.	<p>Enter your password in the Remove Password text area. .</p> 
4.	<p>Click OK to remove your password, then Click OK on the Display Object Properties dialog box to close it. Now, be sure to Save the .PCT file.</p> <p>The password protection is not removed until you save the file.</p>

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