TOSHIBA
Leading Innovation

Operating Instructions

Report Creation Software

English

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1 Overview

"Report Creation Software" is software that creates monthly reports based on the operation results of individual air conditioning units within the air conditioning control system. The software also includes electrical power distribution and charge calculation functions.
The electrical power distribution function distributes the amount of electricity used for each air conditioner, based on the power meter pulse-integrated value measured in the air conditioning control system.
The charge calculation function calculates the charge for each air conditioning unit based on the electric unit price and the amount of electricity distributed to each air conditioner.
Files can be saved in Excel®, CSV and PDF formats.

⚠CAUTION

- Using the accumulated power meter with pulse output, the system calculates the distribution of power accumulated by pulse conversion according to the load proportion estimated for each air-conditioner. The result is not calculated based on the Measurement Act and cannot be used officially.
- Even if the operation hour is the same, the amount of power consumed varies depending on operating conditions such as the location of the air-conditioner, the set temperature, and the outdoor temperature.
- The air-conditioner stays on for protection, even while stopped, and power is consumed. Therefore the system also calculates power consumed while the air-conditioner is not in use.
- The system calculates the distribution of power according to the load proportion estimated for each air-conditioner. Therefore the result may differ from the actual amount of power consumed.
- If a single power meter is installed in multiple air-conditioners, the total power is distributed. The result may differ when a power meter is installed in each air-conditioner.
- The system calculates the pulse output using the accumulated power meter with pulse output. The result may differ from the actual amount of power consumed depending on the precision of the power meter. In particular, when the amount of electricity consumed in operation is low (when stopped, etc.), the result may differ from the actual amount of power consumed.
- Please note that we bear no responsibility for any damage or problems that occur due to the system's distribution calculation, data loss, etc.
- The calculation result contains rounding errors.
- The system only supports the distribution calculation of power consumed by the air-conditioner. Please note the above when you use it.

2 Operating environment

The following is the ideal operating environment for this software:

Item	Necessary environment
Operating System	Windows 7, Windows 8, Windows 8.1, Windows 10
Office System	Office 2007, 2010, 2013, 2016

The runtime library below is installed before Report Creation Software is installed.

- Microsoft®.NET Framework 4.6
- Windows®, Excel® are trademarks or registered trademarks of Microsoft Corporation in the United States and other countries.
- Adobe, the Adobe Logo, Adobe Reader and Adobe Acrobat are trademarks or registered trademarks of Adobe Systems Incorporated in the United States and other countries.
- Install Shield is a trademark or registered trademark of Flexera Software Inc. in the United States and other countries.
- All company names and product names that appear in this manual are trademarks or registered trademarks of their respective holders.

In this manual such names are not indicated by ® or © marks.

3 Installation precautions

If a previous version of this software (Monthly Report Creation Software, Data Download Software) is already installed, uninstall it first, and then install Report Creation Software. If the previous version of the software is not uninstalled, Report Creation Software may not work properly.

4 Report Creation Software features

4-1. Checking previous reports

Previous reports (monthly reports / daily reports / summary sheets) can be checked on the main screen. Click the monthly calendar / daily calendar button, select Creation history of summary sheet, or click View report in the [Run] menu to display previous reports.

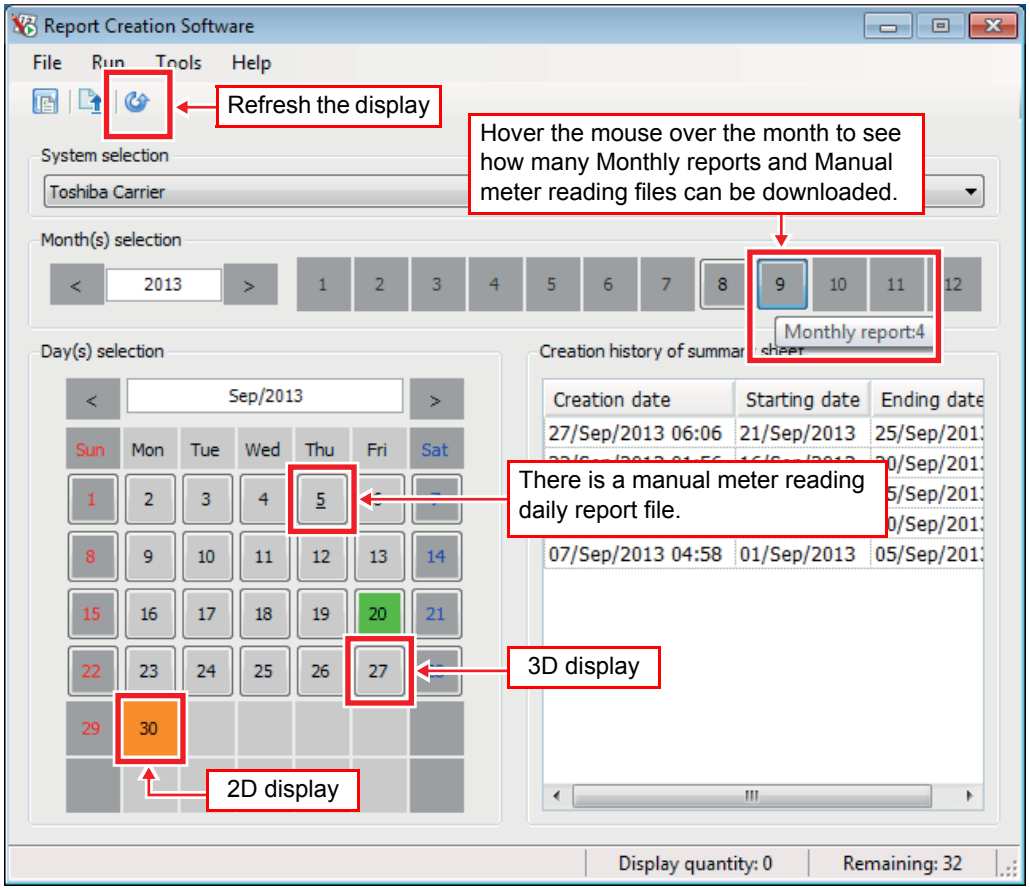


Fig.4-1 [Main screen]

The month / date buttons are displayed in 2D or 3D. The display format changes according to the availability of downloaded or previously created monthly report (including manual meter readings) or daily report files.

Table.4-1 [2D/3D display of month / date buttons]

Format	Display conditions	Button selection
2D	When there are no downloaded files or previous report files.	Not selectable
3D	When there are downloaded files or previous report files.	Selectable

The background colour of the date button changes according to the selected monthly report closing dates.

Table.4-2 [Date button colours]

	Not a monthly report closing date		Monthly report closing date	
	Monday to Friday	Saturday / Sunday	First selected monthly report closing date	Second selected monthly report closing date
Background colour	Grey	Dark grey	Green	Orange

Date buttons are underlined when there is a manual meter reading daily report file for that date.
(Only for – Type: Touch Screen Controller / Model: BMS-CT****)

4-2. Creating monthly and daily reports automatically

When “Automatic download” is selected during system registration, monthly and daily reports are automatically created at the set “Time of automatic download”.

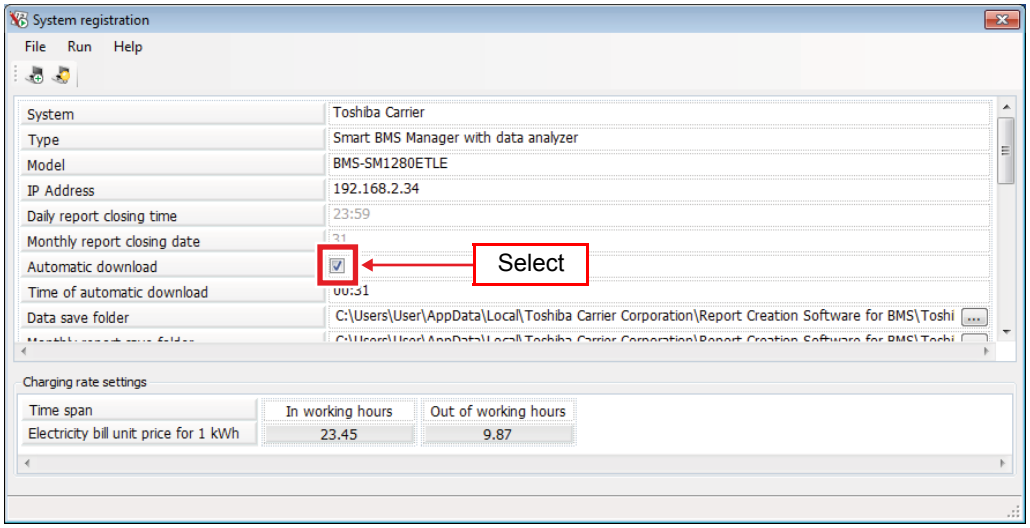


Fig.4-2 [The system registration screen]

The following formats are available: Excel (extension: xlsx), CSV (extension: csv) and PDF (extension: pdf*3). Created files are as follows:

Table.4-3 [Created files]

No.	File name	File name format	Example file name	Notes
1	First monthly report closing date meter reading file	M_YYYYMM.(extension)	For September 2013 - M_201309.(extension)	*1
2	Second monthly report closing date meter reading file	M_YYYYMM_A.(extension)	For September 2013 - M_201309_A.(extension)	*2
3	Manual meter reading file	M_YYYYMM_nn.(extension)	For September 2013 - M_201309_01.(extension)	*2
4	Daily report file	YYYYMMDD.(extension)	For September 1st, 2013 - 20130901.(extension)	
5	Summary sheet file	YYYYMMDD_aabb-YYYYMMDD_ccdd.(extension)	For September 1st to 2nd, 2013, 20130901_0000-20130902_0000.(extension)	*4

*1. When two meter readings are performed each month, the first meter reading is the “First monthly report closing date meter reading file”, and the second is the “Second monthly report closing date meter reading file”. When there is only one meter reading per month, only the “First monthly report closing date meter reading file” is created.
*2. “nn” represents the number of readings performed in the same month (the first reading is 01, the second reading is 02, etc.)
*3. “_L” is added to the PDF file name of the list, “_SS1” to summary sheet 1, and “_SS2” to summary sheet 2.
*4. “aa” and “bb” of the file name stand for the manual meter-reading No. (start/end) selected on the Selecting the term for summarizing start date screen. “cc” and “dd” stand for the manual meter-reading No. (start/end) selected on the Selecting the term for summarizing end date screen.
(Only for – Type: Touch Screen Controller / Model: BMS-CT****)

4-3. Creating summary sheets

A summary sheet for a specified period can be created using daily reports created on a target system.

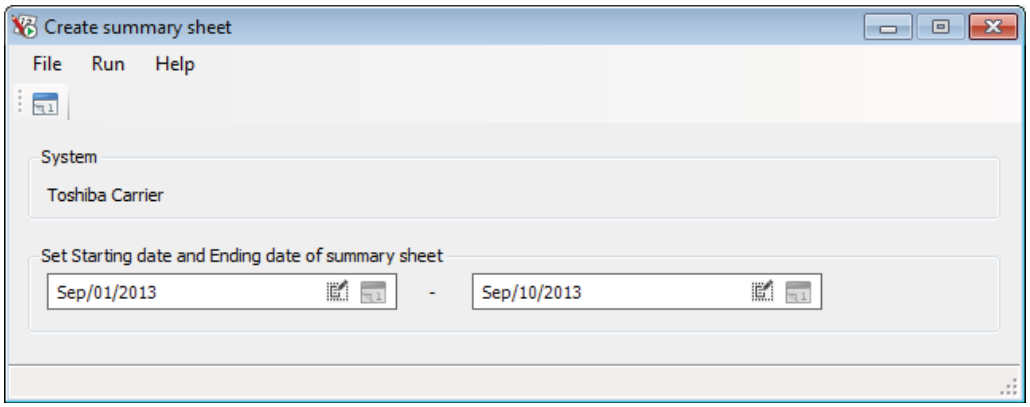


Fig.4-3 [The create summary sheet screen]

4-4. Displaying monthly reports, daily reports and summary sheets

Monthly reports, daily reports and summary sheets can be displayed. Multiple reports can be displayed, and they can be displayed side by side for comparison.

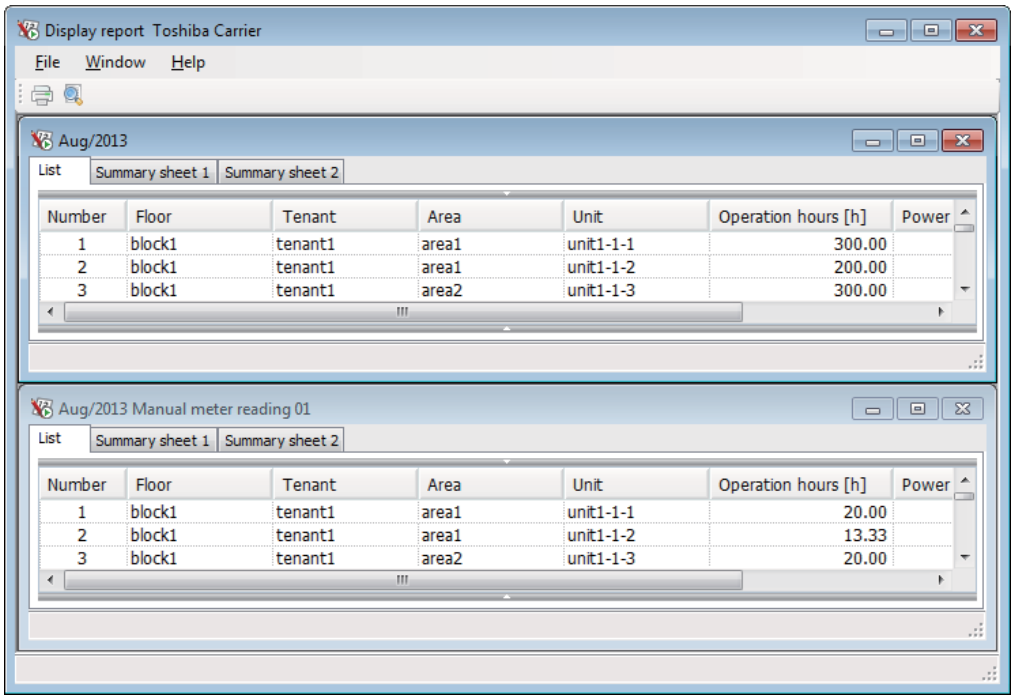


Fig.4-4 [The view report screen]

4-5. Setting report items and distribution for each system

The items included in reports and the power distribution function can be set for each system.

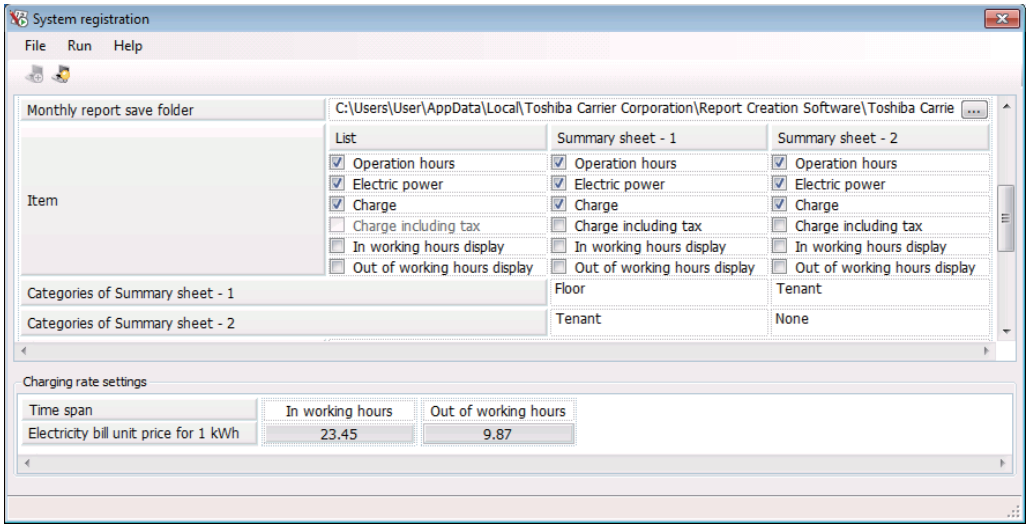


Fig.4-5 [The system registration screen]

4-6. Checking the software run history

To check the software run history, click the History menu item in the [Tools] menu on the main screen to display the history screen.

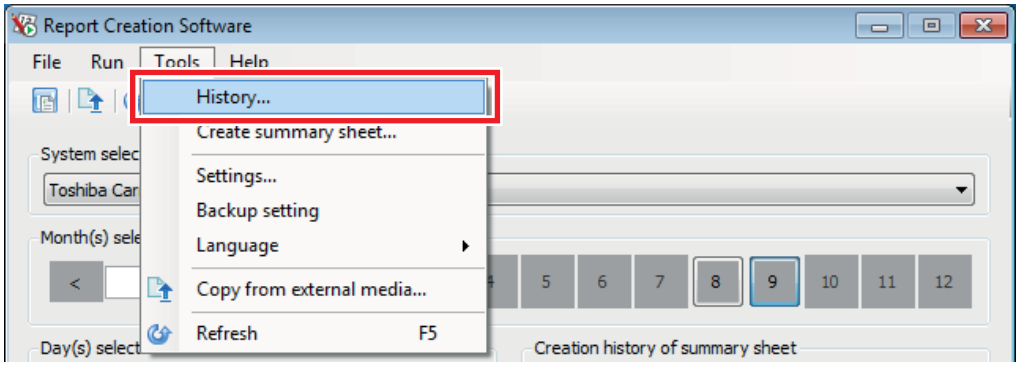


Fig.4-6 [Tools menu (History)]

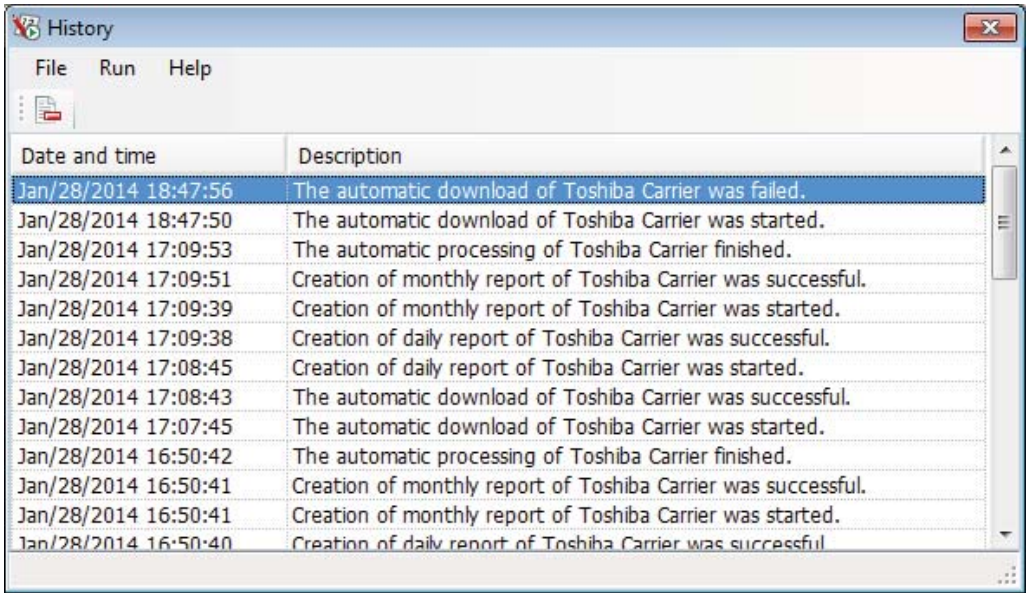


Fig.4-7 [The history screen]

4-7. Checking the version information

Click About... in the [Help] menu on any screen to display the current software version.

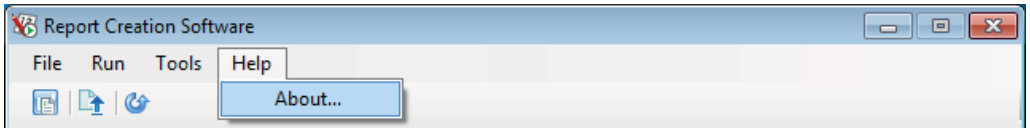


Fig.4-8 [Help menu (About...)]

Fig.4-9 [The version information screen]

4-8. Minimizing the window

Click the [Minimize] icon to minimize Report Creation Software.

Fig.4-10 [The minimize icon]

When the window is minimized, a Report Creation Software icon appears in the notification area.

Fig.4-11 [The notification area]

Double click the icon in the notification area, or right click the icon and select [Restore] to restore the window.

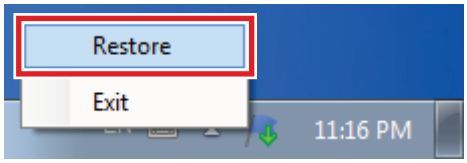


Fig.4-12 [Notification area (Restore)]

5 Using Report Creation Software

5-1. Starting up and exiting Report Creation Software

5-1-1. Starting up Report Creation Software

Report Creation Software can be started up via the desktop icon or the Windows menu.

1 Start up Report Creation Software

- **Using the desktop icon**
  Double click the desktop icon.

Fig.5-1 [The Report Creation Software icon]

- **Using the Windows menu**
  In the [Start] menu, select [All Programs] > [Toshiba] > [Report Creation Software] > [Report Creation Software].

2 The startup screen appears.

When Report Creation Software is started up, the startup screen appears.

Fig.5-2 [The startup screen]

3 Report Creation Software has started up

When the startup screen (Fig.5-2) disappears and the main screen (Fig.4-1) appears, the software has successfully started up. The functions can now be used.

5-1-2. Exiting Report Creation Software

Click the [Close] icon / [Exit] menu item to exit Report Creation Software.

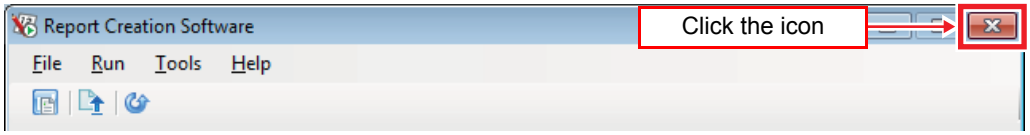


Fig.5-3 [Main screen (Close icon)]

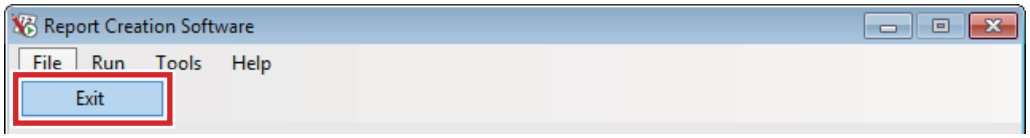


Fig.5-4 [File menu (Exit)]

If the window is minimized, right click the icon in the notification area and select [Exit].

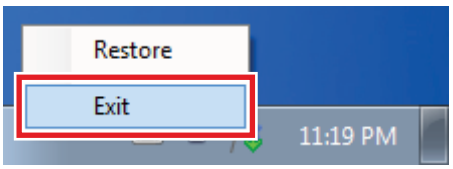


Fig.5-5 [Notification area (Exit)]

The exit confirmation dialog box may appear. Click [Yes] to exit or [No] to cancel.

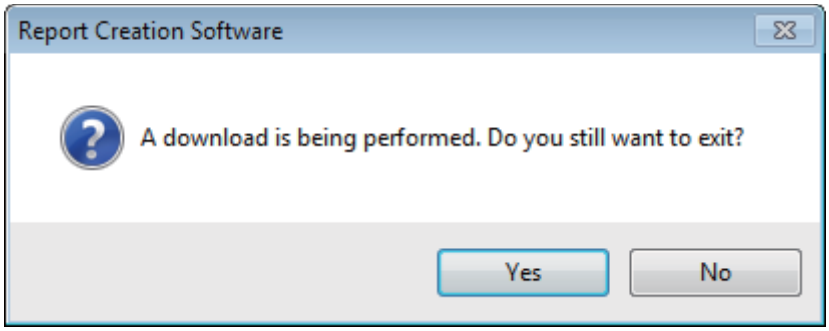


Fig.5-6 [Exit confirmation dialog box]

5-2. Registering target system information

When Report Creation Software is started up for the first time the target system is not registered. Follow the procedure below to register the target system.

1 Click the [Settings] menu item on the main screen to display the new registration screen.

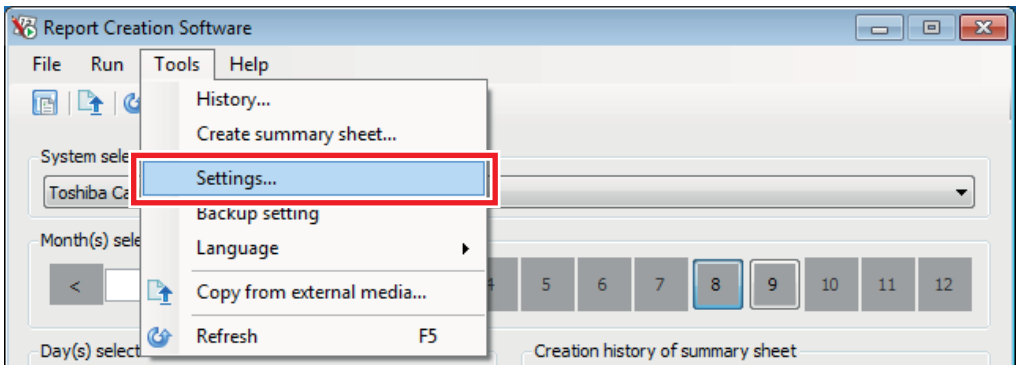


Fig.5-7 [Tools menu (Settings)]

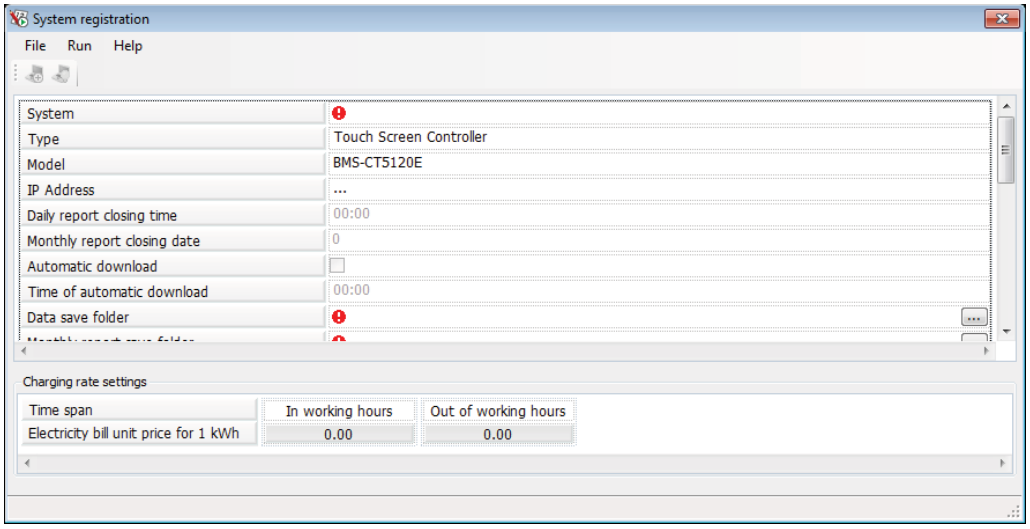


Fig.5-8 [The system registration screen]

2 **Three types of items can be registered: System items, report display items and electrical power distribution items.**

First, enter the system items.

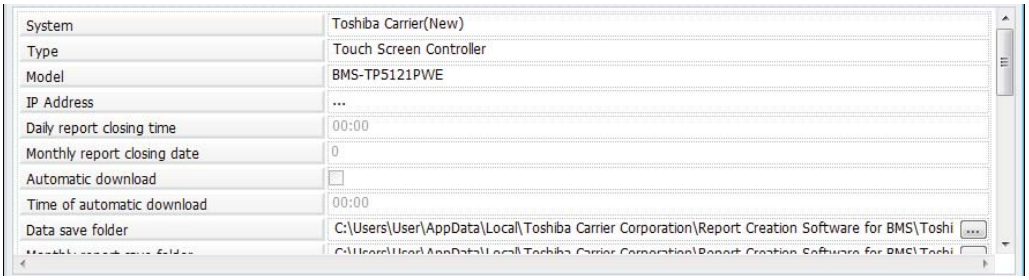


Fig.5-9 [System items]

The following table shows how to enter / select each item:

Table.5-1 [How to enter / select each system item]

No.	Item	Data type	Input / selection method
1	System	Entered by user	Character input
2	Type	Selected by user	Selected from list
3	Model	Selected by user	Selected from list
4	IP Address	Entered by user	Number input
5	Daily report closing time	Cannot be entered	
6	Monthly report closing date	Cannot be entered	
7	Automatic download	Selected by user	
8	Time of automatic download	Entered by user	Number input
9	Data save folder	Entered by user	Enter directly or use the [Browse] button
10	Monthly report save folder	Entered by user	Enter directly or use the [Browse] button

3 Next, set the report display items.

The settings can be made on the “List” tab, the “Summary sheet - 1” tab and the “Summary sheet - 2” tab.

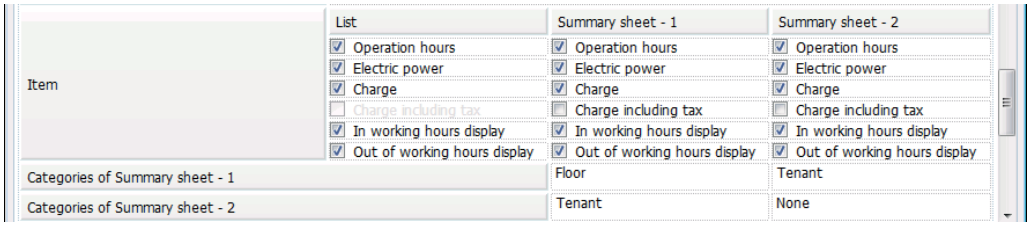


Fig.5-10 [Report display items]

The following items can be set:

Table.5-2 [Report items]

No.	Item	Description
1	Operation hours	Displays the total number of operation hours calculated by combining the operation hours of in working hours and out of working hours.
2	Electric power	Displays the total amount of electric power calculated by combining the electric power of in working hours and out of working hours.
3	Charge	Displays the total charge calculated by combining the charges of in working hours and out of working hours.
4	Charge including tax	Displays the total charge including tax calculated by combining the charges of in working hours and out of working hours.
5	In working hours display	Displays the in working hours items selected from the following list: Operation hours, Electric power, Charge, Charge including tax.
6	Out of working hours display	Displays the out of working hours items selected from the following list: Operation hours, Electric power, Charge, Charge including tax.
7	Categories of Summary sheet - 1	Select from “Floor”, “Tenant”, “Area” and “Refrigerant system”. “Refrigerant system” is only selectable when “Proportion within refrigerant system” is selected in the Distribution result.
8	Categories of Summary sheet - 2	Select from the items not selected for Categories of Summary sheet - 1, or select “None”.

4 Next, set the items for Monthly report, Daily report and electrical power distribution when creating a summary sheet.

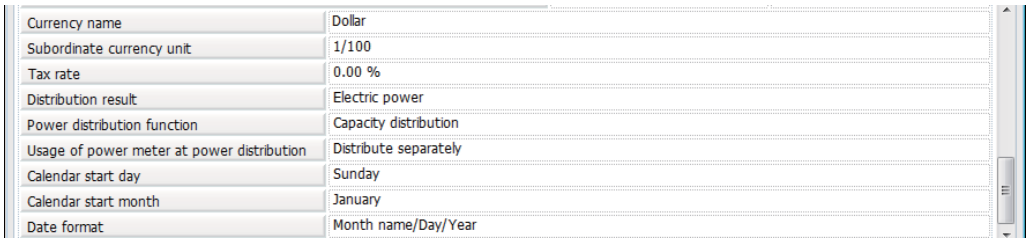


Fig.5-11 [Electrical power distribution items]

The following items can be set:

Table.5-3 [Electrical power distribution items]

No.	Item	Description
1	Currency name	Select the currency name to be used in charge results. For currency names and units of currency, refer to Table.5-4.
2	Subordinate currency unit	Select “None” or “1/100”.
3	Tax rate	Set the tax rate for consumption tax in the charge results.
4	Distribution result	Select “Electric power” or “Proportion within refrigerant system”. When “Proportion within refrigerant system” is selected, the Power distribution function and usage of power meter at power distribution cannot be set.
5	Power distribution function	Select “Capacity distribution”.
6	Usage of power meter at power distribution	Select “Distribute separately” or “Distribute total value”.
7	Calendar start day	Select “Sunday” or “Monday” as the start day for the daily report selection calendar.
8	Calendar start month	Select a month from “January” to “December” as the start month for the monthly report selection calendar.
9	Date format	Select “Year/Month/Day”, “Day/Month name/Year”, or “Month name/Day/Year” for the date format.

Table.5-4 [Currency names and units of currency used in reports]

Currency name	Unit of currency	Currency name	Unit of currency	Currency name	Unit of currency
Japanese yen	Yen	Dollar	Dollar	Euro	Euro
Pound	Pound	Chinese Yuan	RMB	Korean Won	Won

5 **Finally, click the unit price for each time span (In working hours and Out of working hours) to set the electricity bill unit price per kWh.**

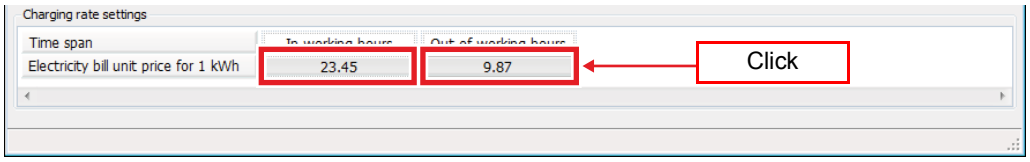


Fig.5-12 [Electrical power distribution items]

6 **The setting screen appears. Enter the unit price.**

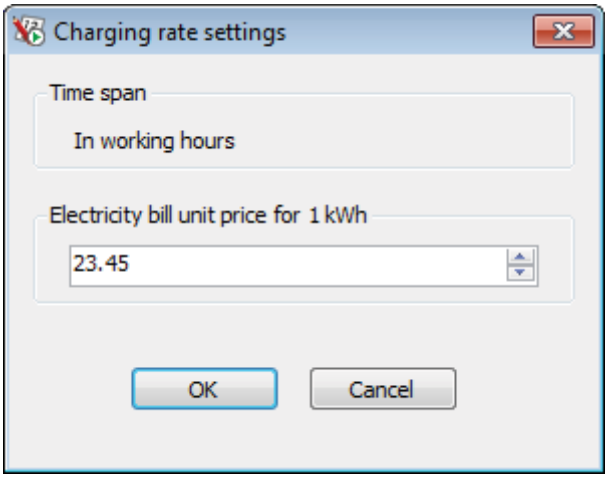


Fig.5-13 [Electrical power distribution items]

7 **When an "IP Address" is set, click the [Check the connection] button / [Check the connection] menu item to check the connection for the target system.**

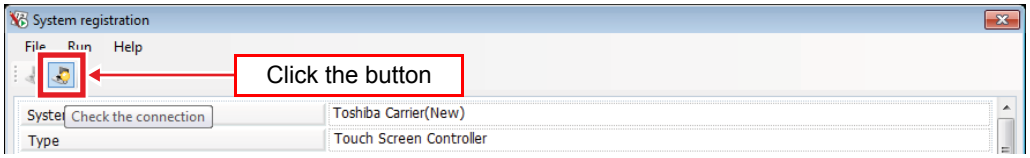


Fig.5-14 [System registration screen (Check the connection button)]

Fig.5-15 [Run menu (Check the connection)]

8 **If there are any errors in a registration item, an error icon appears in that item.**
Hover the mouse over the error icon to view the error message.

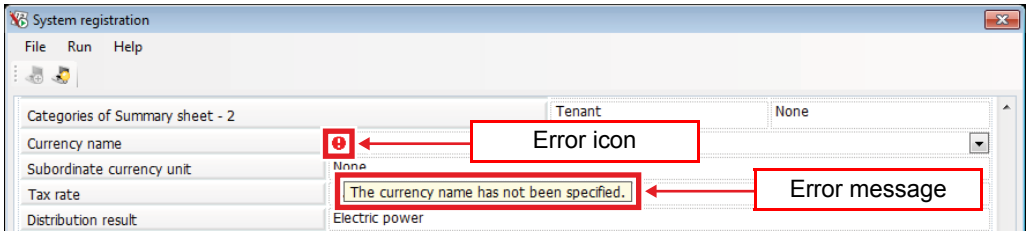


Fig.5-16 [Error icon (when no currency name is set)]

9 **When all of the items are entered properly, you can click the [Register] button / [Register] menu item.**
Click the [Register] button / [Register] menu item to register the system information.

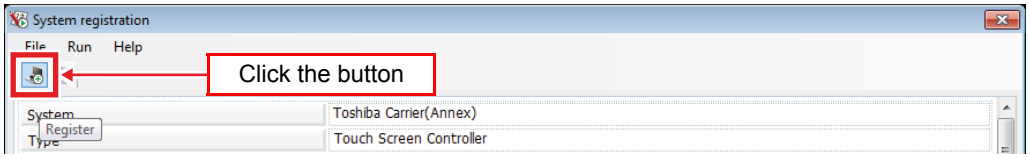


Fig.5-17 [System registration screen (Register button)]

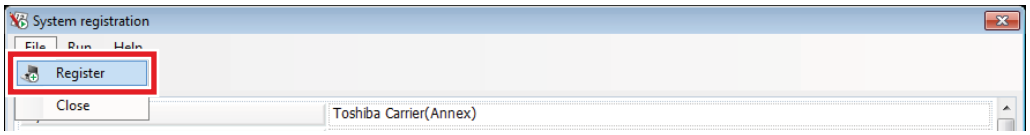


Fig.5-18 [File menu (Register)]

10 **Click the [Close] icon / [Close] menu item to close the system registration screen.**

Fig.5-19 [System registration screen (Close icon)]

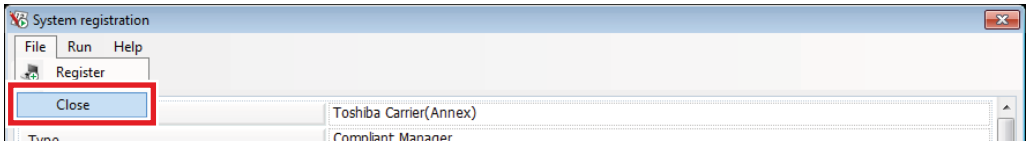


Fig.5-20 [File menu (Close)]

11 **If the system information is still being entered, a confirmation message appears.**
If the [Yes] button is clicked, the entered information is discarded and the system registration screen closes.

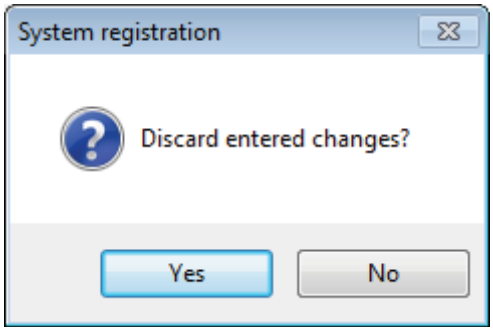


Fig.5-21 [Confirmation message]

5-3. Adding a target system

Follow the procedure below to add a new target system.

1 Click the [Settings] menu item on the main screen to display a list of registered systems.

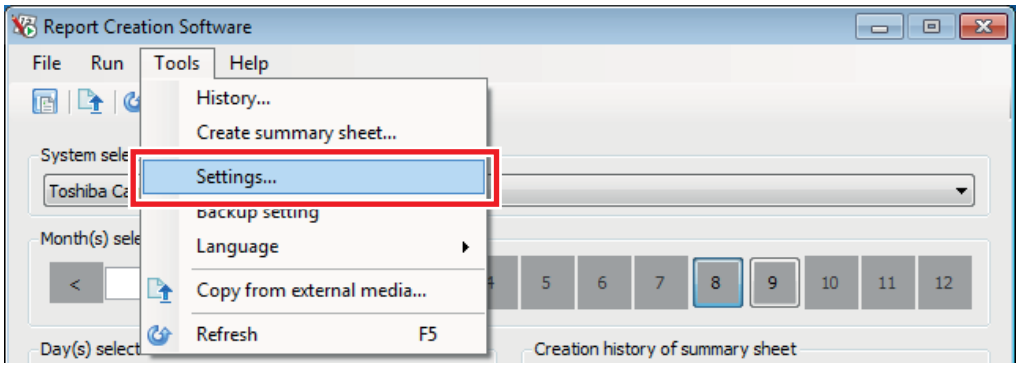


Fig.5-22 [Tools menu (Settings)]

2 Click the [New] button / [New] menu item in the registered systems list screen to display the new registration screen.

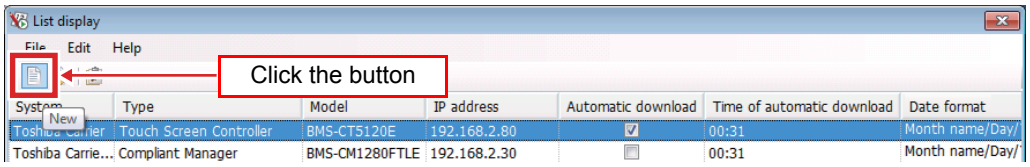


Fig.5-23 [List display screen (New button)]

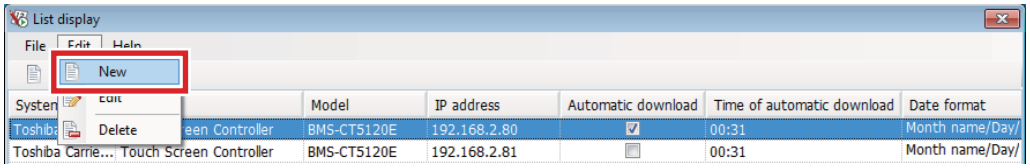


Fig.5-24 [Edit menu (New)]

Refer to “5-2.Registering target system information” to add the target system.

5-4. Editing a target system

Follow the procedure below on the registered systems list screen to edit the target system.

1 Select the target system to edit.

Fig.5-25 [The List display screen]

2 After selecting, click the [Edit] button / [Edit] menu item to display the edit screen.

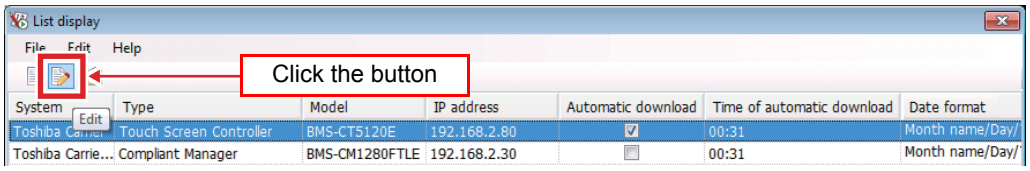


Fig.5-26 [List display screen (Edit button)]

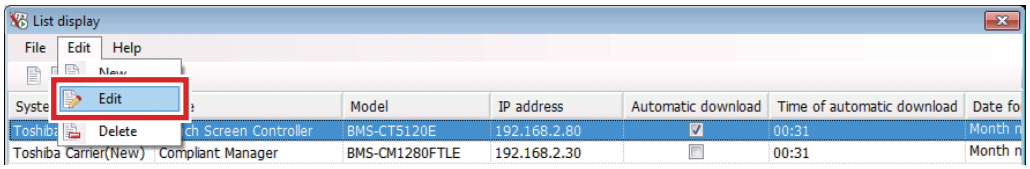


Fig.5-27 [Edit menu (Edit)]

Refer to “5-2.Registering target system information” to edit the target system.
When Details is selected, the system whose details are being displayed will be edited.

5-5. Deleting a target system

Follow the procedure below on the registered systems list screen to delete a target system.

1 Select the target system to delete.

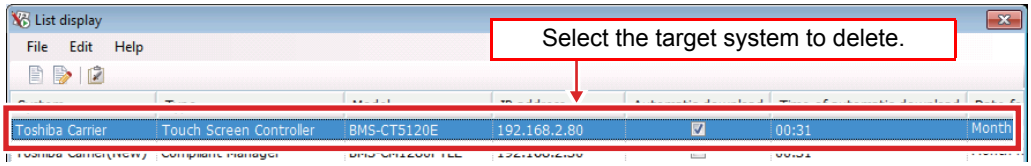


Fig.5-28 [The List display screen]

2 After selecting the system, click the [Delete] menu item.

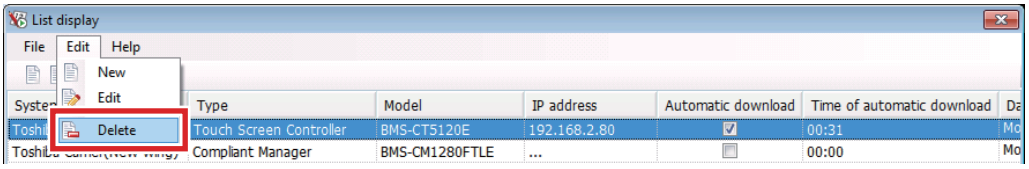


Fig.5-29 [Edit menu (Delete)]

3 A delete confirmation message is displayed before deleting.

To delete, click the [Yes] button. The selected system will be deleted. To cancel, click the [No] button. When Details is selected, the system whose details are being displayed will be deleted.

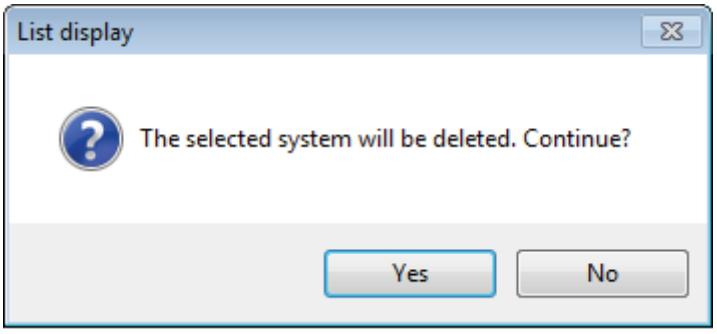


Fig.5-30 [Delete confirmation message]

5-6. Changing the display format of the registered systems list

There are two display formats for the registered systems list.

- List display: Registered systems are displayed in a list.
- Details: Detailed information about the registered systems is displayed.

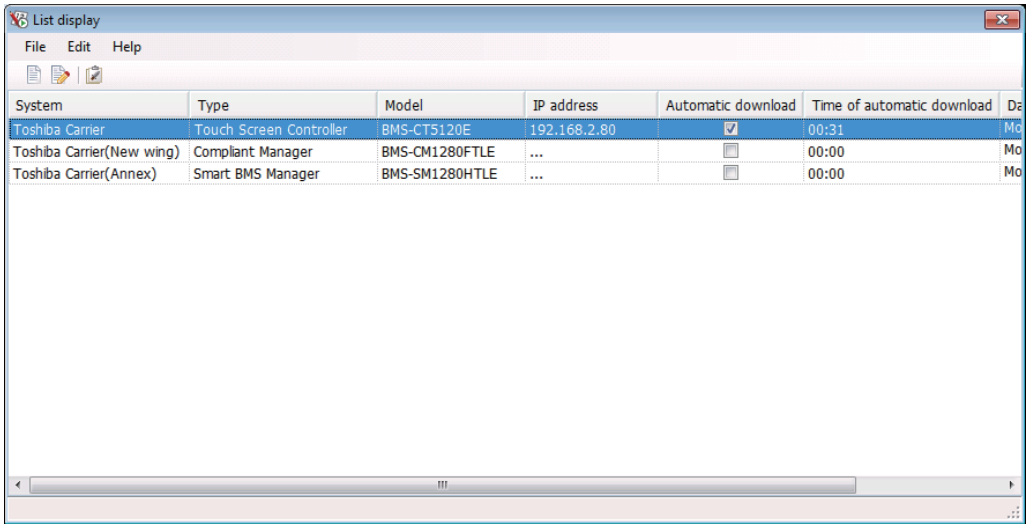


Fig.5-31 [The List display screen]

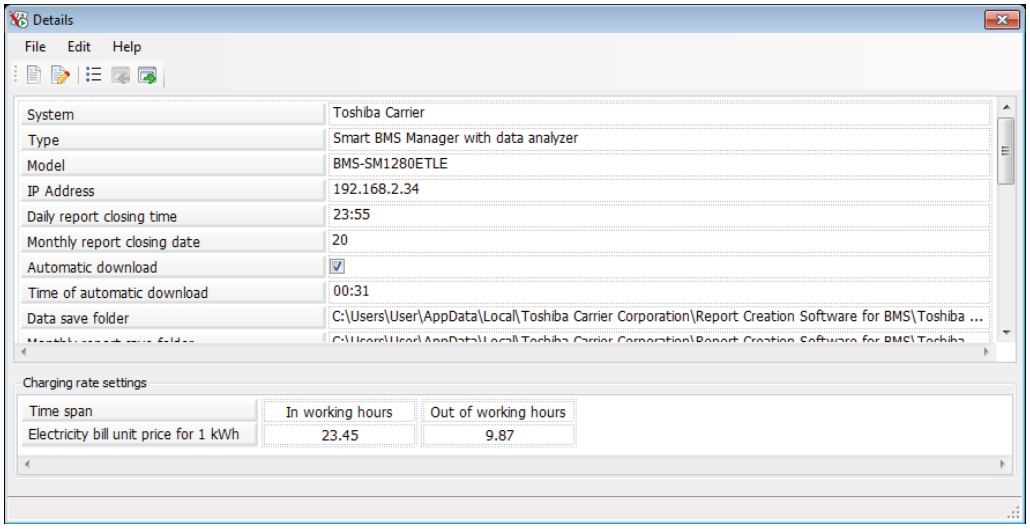


Fig.5-32 [The Details screen]

Click the [List display] button / [Details] button to change the display format.

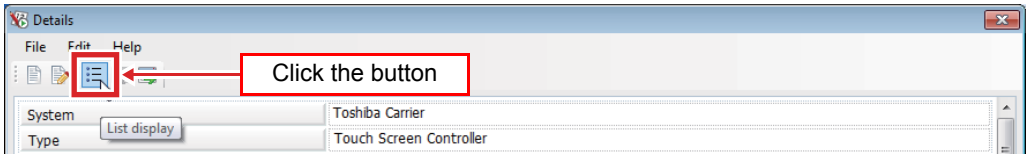


Fig.5-33 [Details screen (List display button)]

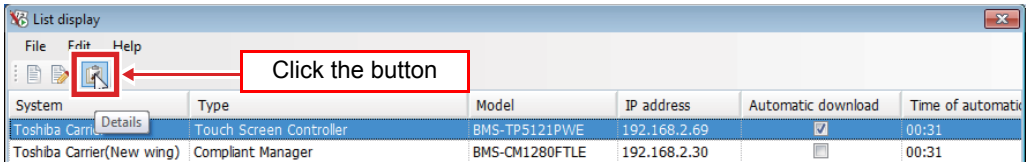


Fig.5-34 [List display screen (Details button)]

When several systems are registered, click the [Previous] button / [Next] button to change the system that is being displayed.

Fig.5-35 [Details screen (Previous button)]

Fig.5-36 [Details screen (Next button)]

5-7. Creating monthly / daily reports

In the following circumstances, monthly / daily reports may not be created automatically.

- When registering a target system.
- When automatic download is not set.
- When the PC is not turned on at the time of automatic download.

Follow the procedure below to create a monthly / daily report that was not created automatically.

1 Select the system to create the monthly / daily report for on the main screen.

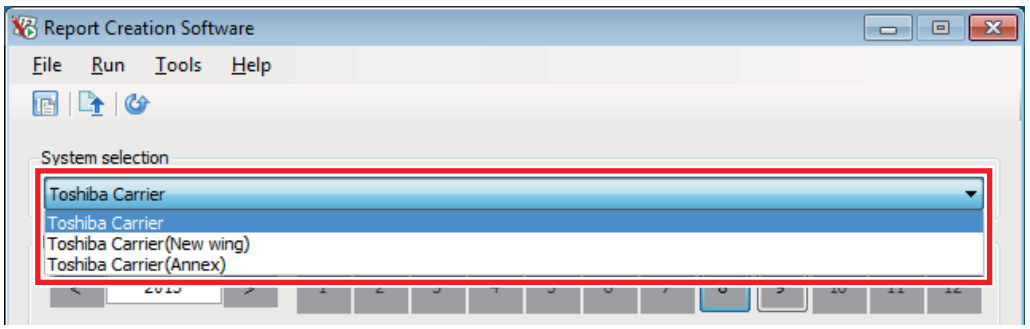


Fig.5-37 [Main screen (System selection)]

2 Click the [Download & create monthly / daily report] menu item on the main screen.

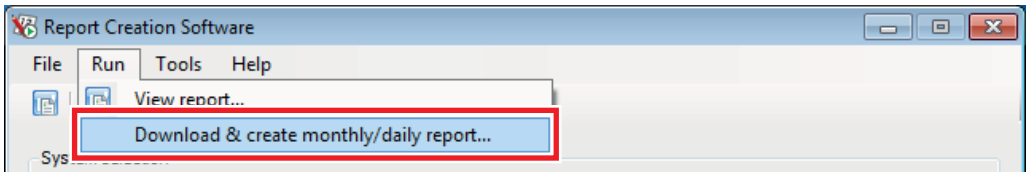


Fig.5-38 [Run menu (Download & create monthly / daily report)]

3 A run confirmation message appears before the automatic process runs.

To download all necessary files, click the "□ New download" checkbox and then click the [Yes] button to start the download.

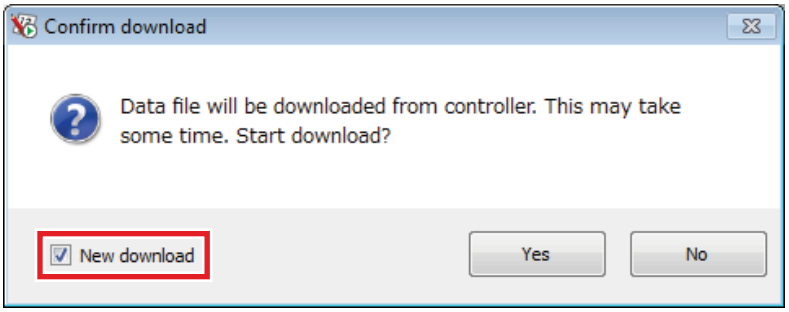


Fig.5-39 [Run confirmation message]

4 **A “Running...” screen is displayed while the automatic process is running.**
Wait until the process is complete.

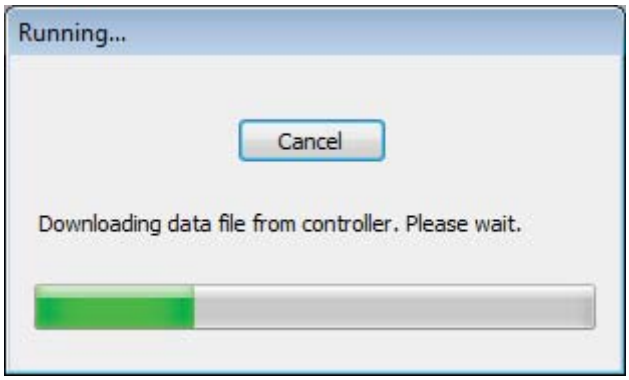


Fig.5-40 [Running... screen]

5 **If the report was created successfully, a completion message appears.**

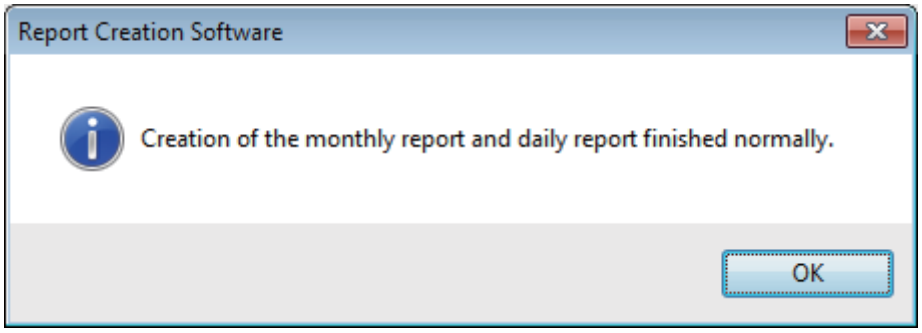


Fig.5-41 [Normal completion message]

6 **If the report was not created successfully an error message appears.**

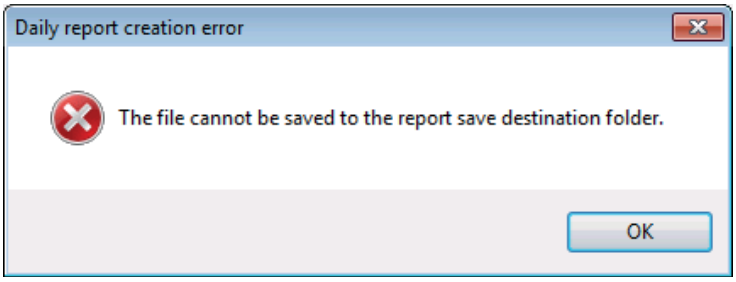


Fig.5-42 [Error message (when the file could not be saved)]

5-8. Recreating monthly / daily reports

Follow the procedure below to recreate monthly / daily reports.

1 Select the system to create the monthly / daily report for on the main screen.

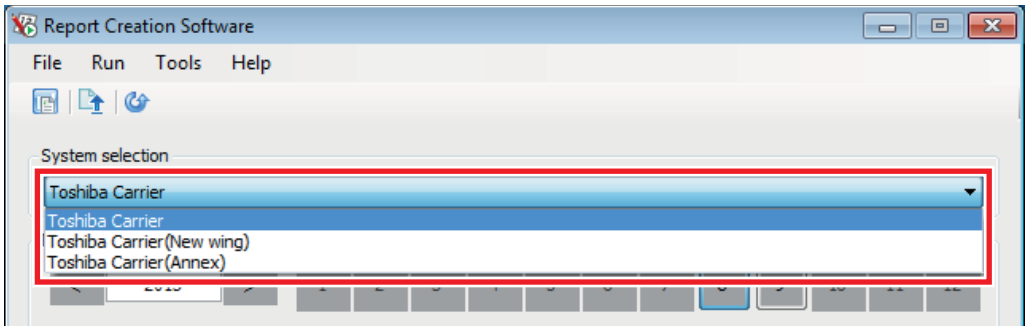


Fig.5-43 [Main screen (System selection)]

2 Select the month / date to create the report for on the main screen.

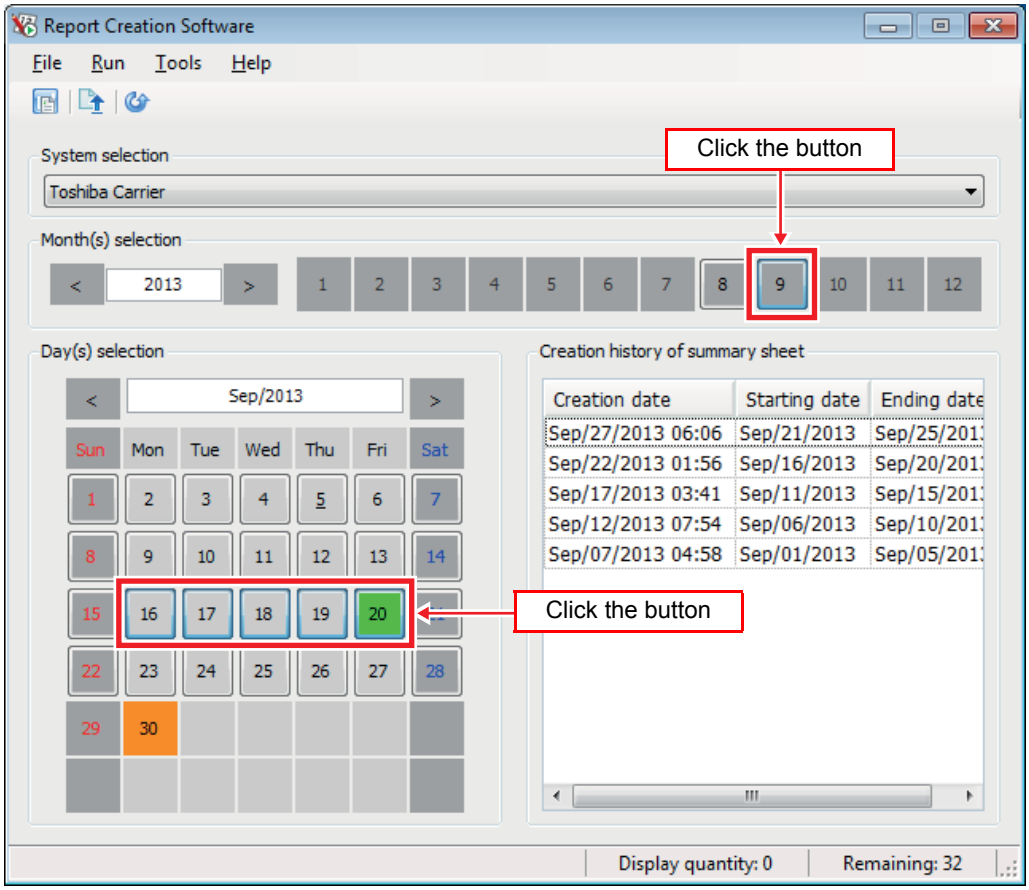


Fig.5-44 [Main screen]

3 **Click the [Download & create monthly / daily report] menu item on the main screen.**

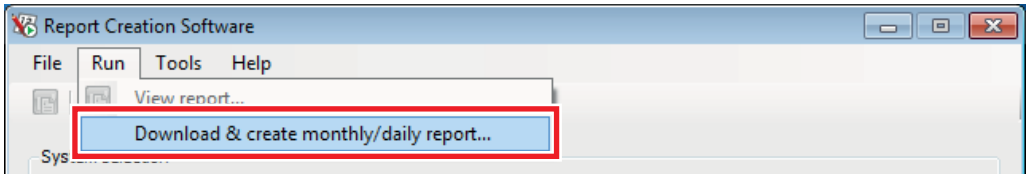


Fig.5-45 [Run menu (Download & create monthly / daily report)]

4 **A run confirmation message appears before the automatic process runs.**
To download all necessary files, click the "□ New download" checkbox and then click the [Yes] button to start the download.

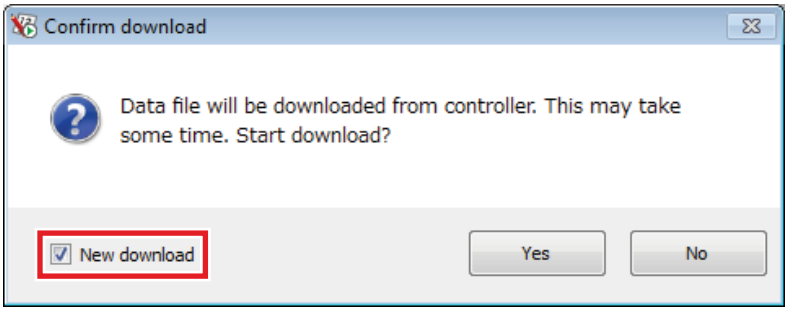


Fig.5-46 [Run confirmation message]

5 **A "Running..." screen is displayed while the automatic process is running. Wait until the process is complete.**

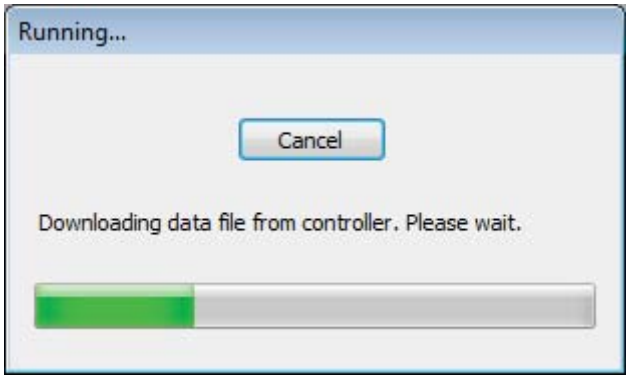


Fig.5-47 [Running... screen]

6 **If the report was created successfully, the monthly / daily report is displayed.**

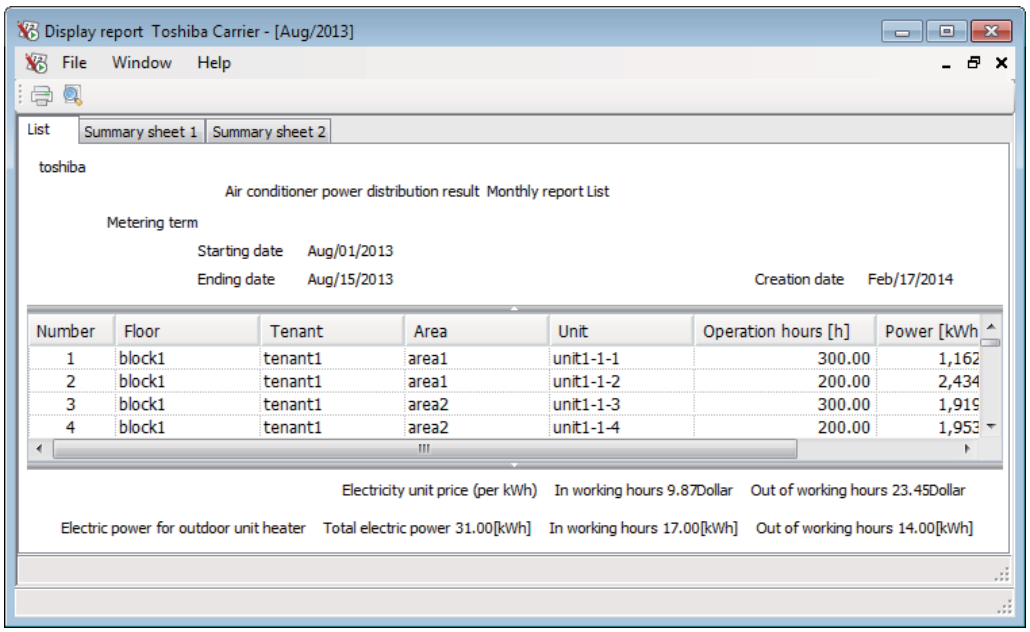


Fig.5-48 [The view report screen]

5-9. Creating summary sheets

Follow the procedure below to create a summary sheet.

1 Select the system and click the [Create summary sheet] menu item.

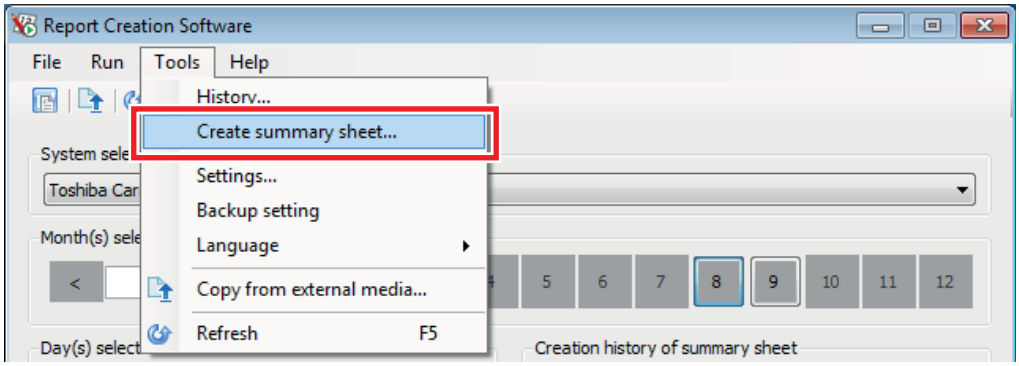


Fig.5-49 [Tools menu (Create summary sheet)]

2 Click the calendar icons to select the starting date and ending date for the summary sheet.

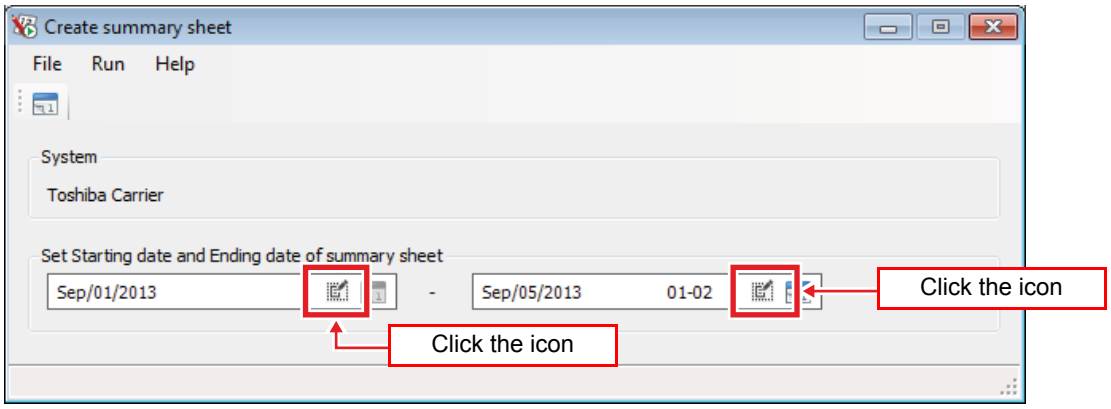


Fig.5-50 [The create summary sheet screen]

3 Select the starting date and ending date from the calendar.

As on the main screen, date buttons are underlined when there is a manual meter reading daily report file.
(Only for – Type: Touch Screen Controller / Model: BMS-CT****)
Use the [<] [>] buttons to change the year and month, or enter a year and month.

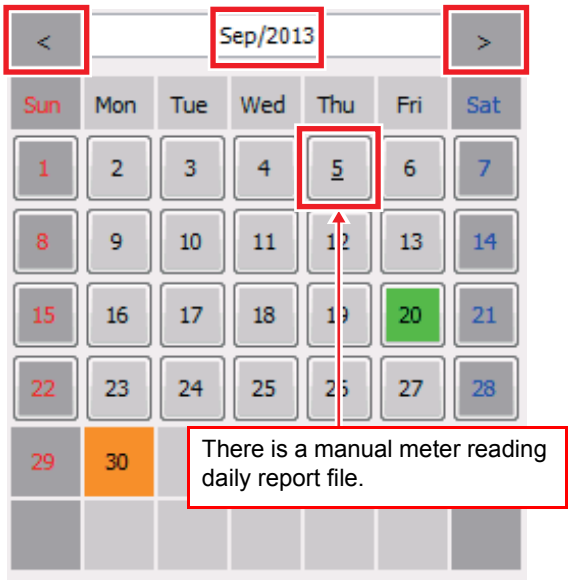


Fig.5-51 [Calendar screen]

4 If a date with a manual meter reading daily report file has been selected on the calendar screen (Fig.5-51), select the manual meter reading No.

Click the [Meter reading No.] icon to select the manual meter reading No.

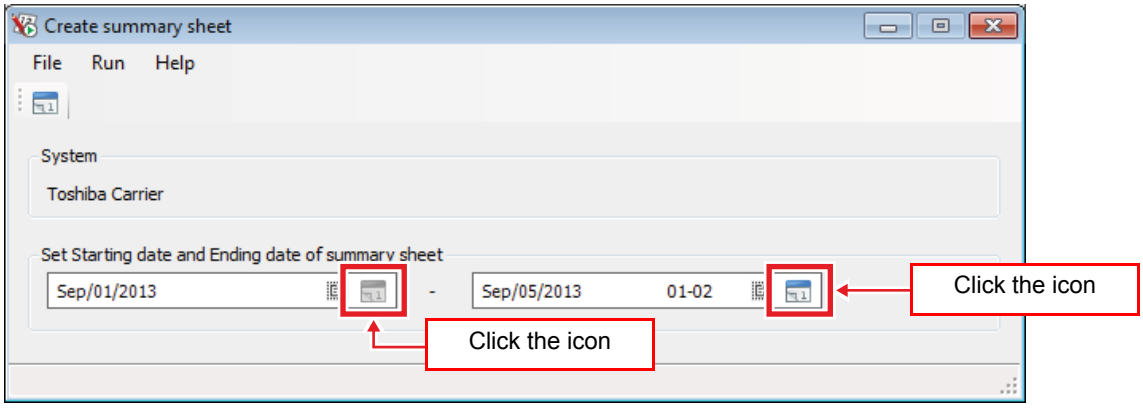


Fig.5-51_1 [The create summary sheet screen]

5 **Select the manual meter reading No. from the list and click the [OK] button to set the manual meter reading No. on the Create summary sheet screen.**

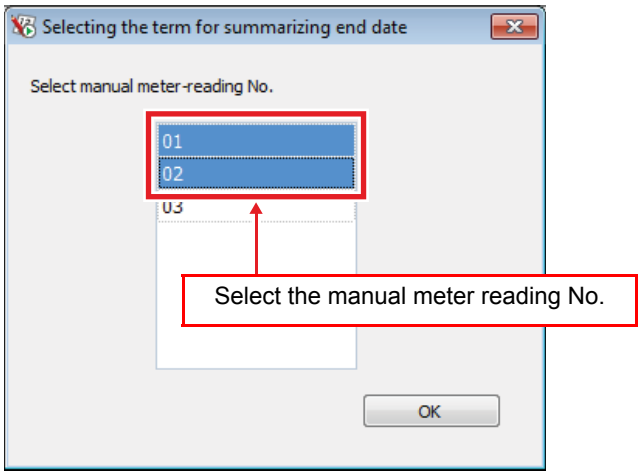


Fig.5-51_2 [The selecting the term for summarizing end date screen]

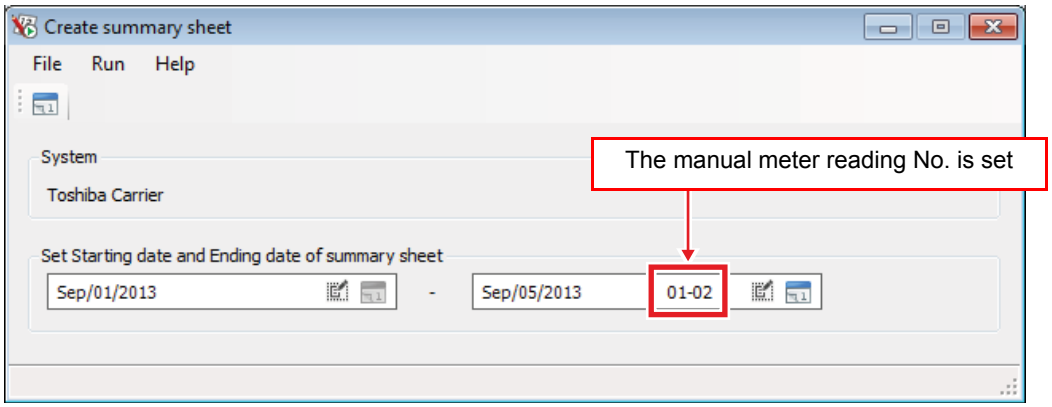


Fig.5-51_3 [The create summary sheet screen]

6 **Click the [Create] button / [Create] menu item to create the summary sheet.**

Fig.5-52 [Create summary sheet screen (Create button)]

Fig.5-53 [Run menu (Create)]

7 **When the summary sheet is created, it is displayed on the view report screen.**

5-10. Displaying monthly reports / daily reports / summary sheets

To display previously created reports (monthly reports / daily reports / summary sheets), select the report to display. Next, click the [View report] button / [View report] menu item to display the view report screen.

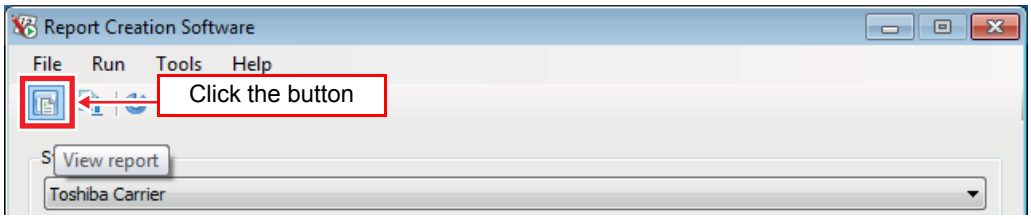


Fig.5-54 [Main screen (View report button)]

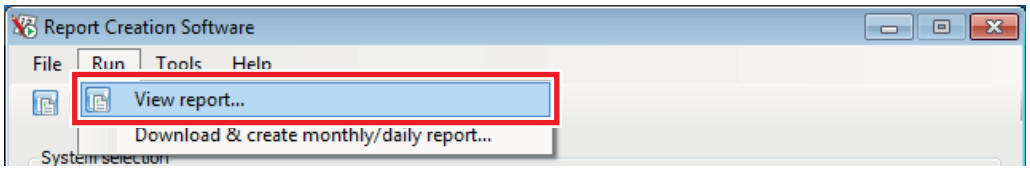


Fig.5-55 [Run menu (View report)]

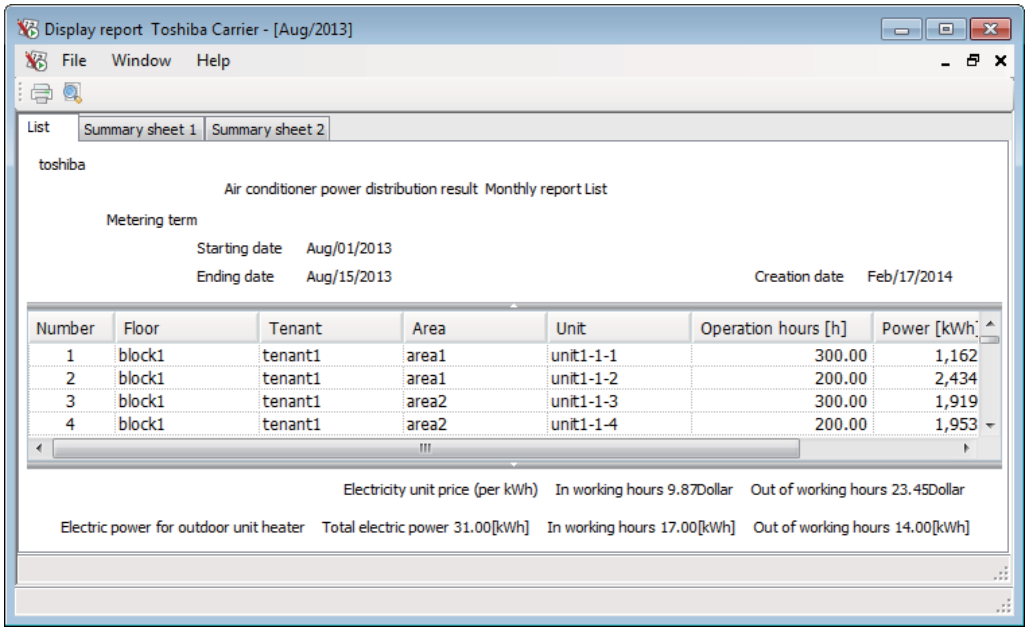


Fig.5-56 [The view report screen]

The displayed report has three tabs: “List”, “Summary sheet 1” and “Summary sheet 2”. For information about setting the items and summary sheet categories, refer to step ***3*** in “5-2.Registering target system information”.
The number of reports displayed and the number of remaining reports that can be displayed is indicated on the main screen status bar.

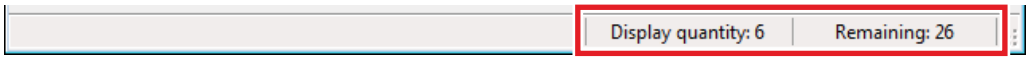


Fig.5-57 [Main screen status bar]

If the number of selected reports exceeds the upper limit (32 reports) an error message appears.

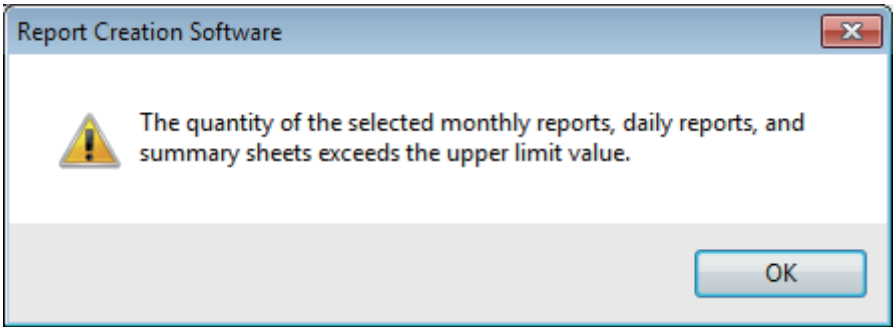


Fig.5-58 [Error message]

5-10-1. Displaying monthly reports

Follow the procedure below to display monthly reports.

1 **Select the system.**

2 **Select the target year. Use the [<] [>] buttons to change the year, or enter a year.**

3 **Select the target month. (Several months can be selected at once)**

4 **Click the [View report] button / [View report] menu item.**

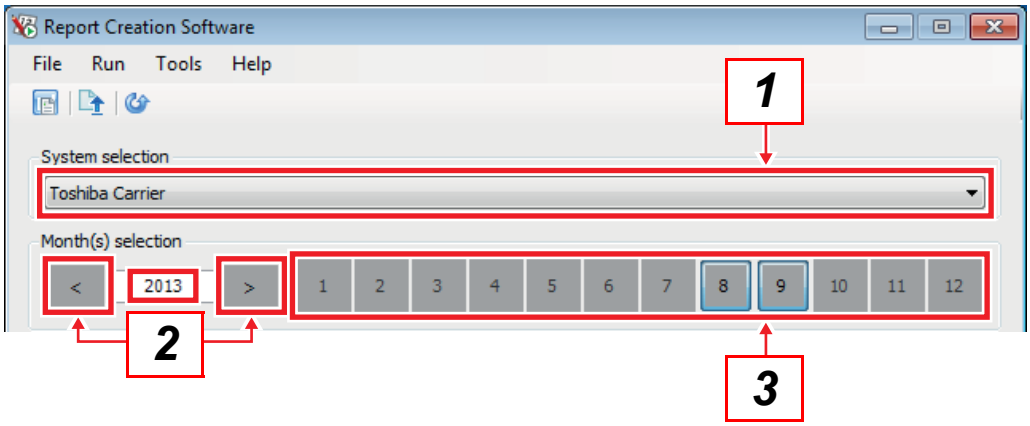


Fig.5-59 [Main screen]

5-10-2. Displaying daily reports

Follow the procedure below to display daily reports.

1 **Select the system.**

2 **Select the target year and month. Use the [<] [>] buttons to change the year and month, or enter a year and month.**

3 **Select the target date. (Several dates can be selected at once)**

4 **Click the [View report] button / [View report] menu item.**

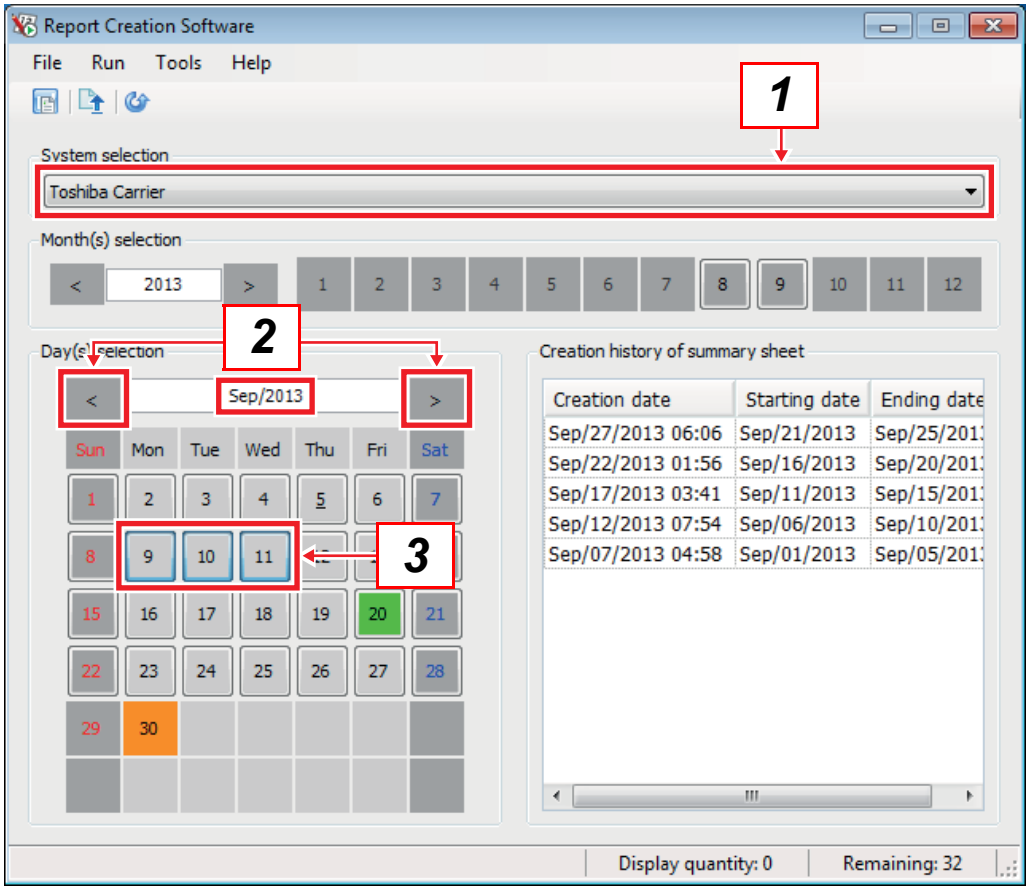


Fig.5-60 [Main screen]

5-10-3. Displaying summary sheets

Follow the procedure below to display summary sheets.

1 **Select the system.**

2 **Select the summary sheet from the creation history of summary sheet list. (Several summary sheets can be selected at once)**

3 **Click the [View report] button / [View report] menu item.**

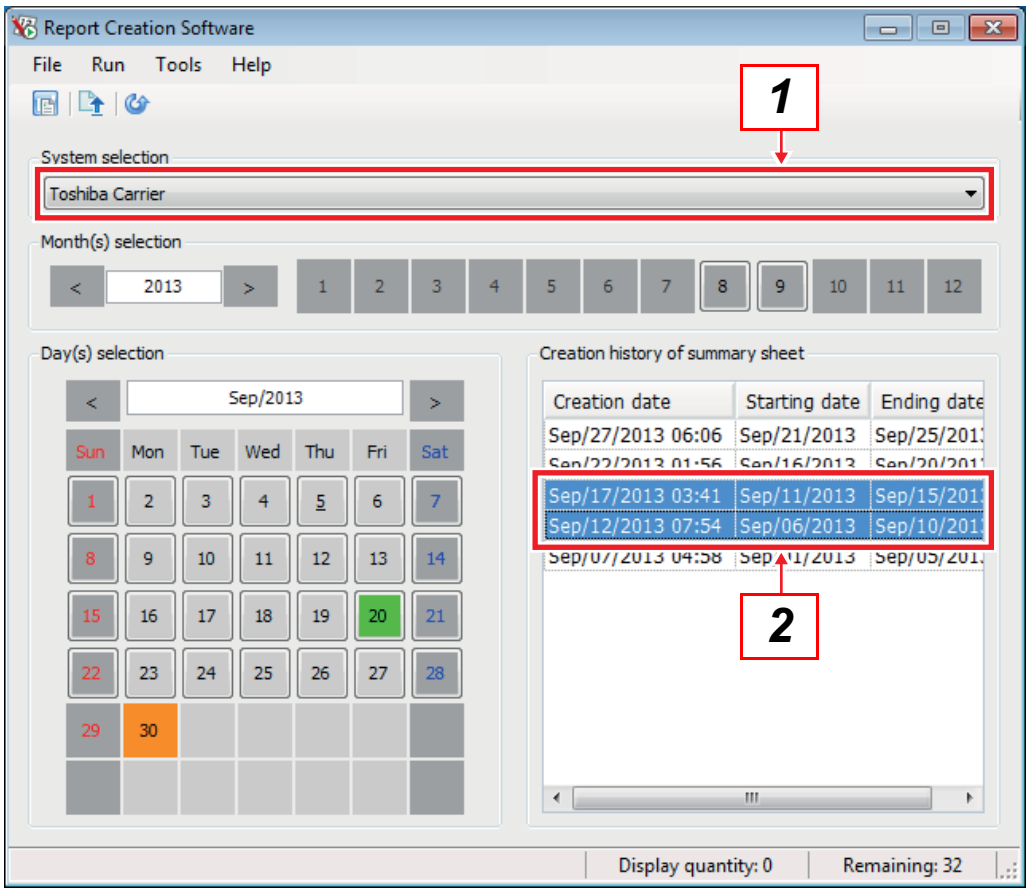


Fig.5-61 [Main screen]

5-10-4. Hiding the header and footer

Click the lines between the header and footer and the main text to hide the header and footer.

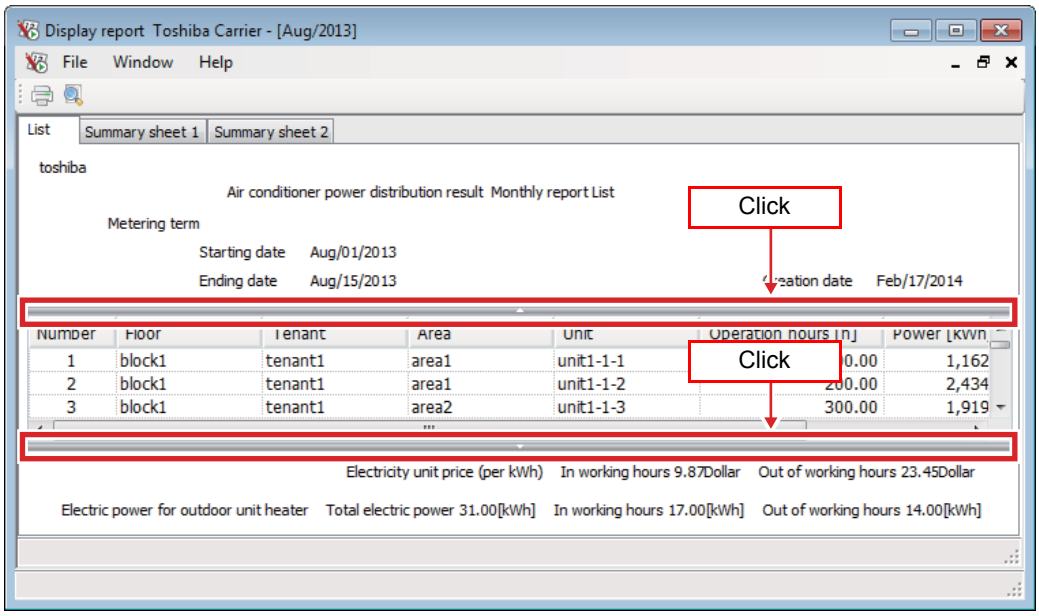
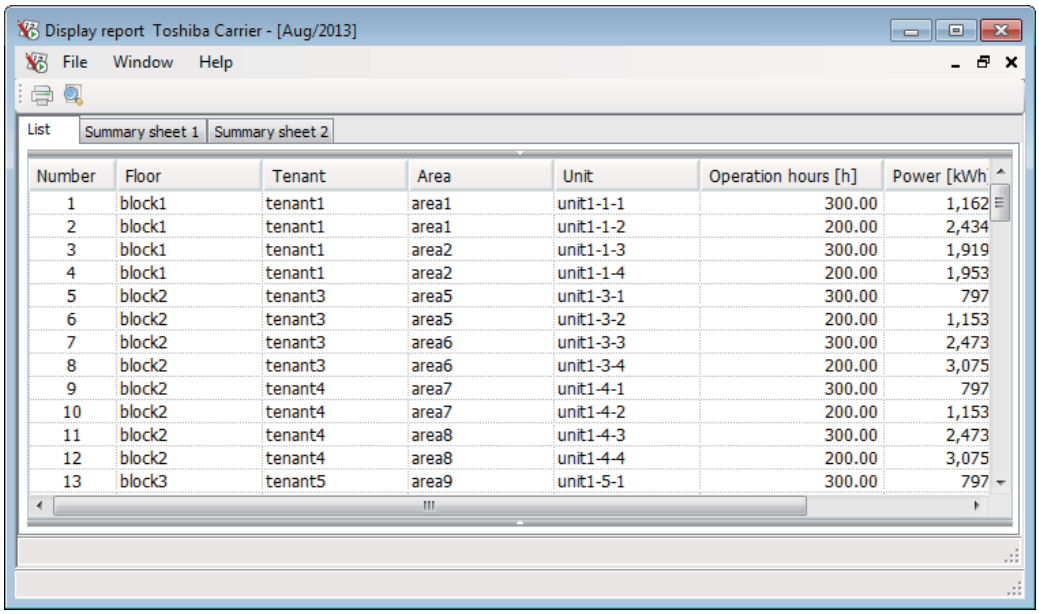


Fig.5-62 [View report screen (with the header and footer displayed)]



Number	Floor	Tenant	Area	Unit	Operation hours [h]	Power [kWh
1	block1	tenant1	area1	unit1-1-1	300.00	1,162
2	block1	tenant1	area1	unit1-1-2	200.00	2,434
3	block1	tenant1	area2	unit1-1-3	300.00	1,919
4	block1	tenant1	area2	unit1-1-4	200.00	1,953
5	block2	tenant3	area5	unit1-3-1	300.00	797
6	block2	tenant3	area5	unit1-3-2	200.00	1,153
7	block2	tenant3	area6	unit1-3-3	300.00	2,473
8	block2	tenant3	area6	unit1-3-4	200.00	3,075
9	block2	tenant4	area7	unit1-4-1	300.00	797
10	block2	tenant4	area7	unit1-4-2	200.00	1,153
11	block2	tenant4	area8	unit1-4-3	300.00	2,473
12	block2	tenant4	area8	unit1-4-4	200.00	3,075
13	block3	tenant5	area9	unit1-5-1	300.00	797

Fig.5-63 [View report screen (with the header and footer hidden)]

5-10-5. Printing the displayed report

Click the [Print] button / [Print] menu item to print the displayed report.

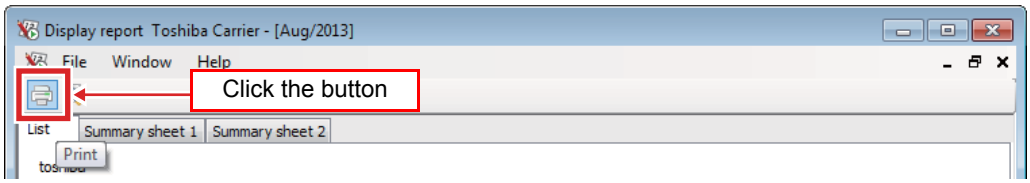


Fig.5-64 [View report screen (Print button)]

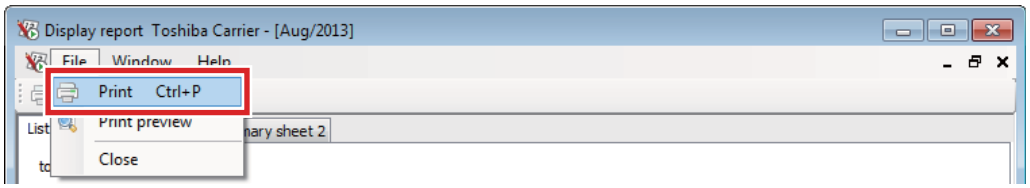


Fig.5-65 [File menu (Print)]

5-10-6. Viewing a print preview of the displayed report

Click the [Print preview] button / [Print preview] menu item to display a print preview of the displayed report.

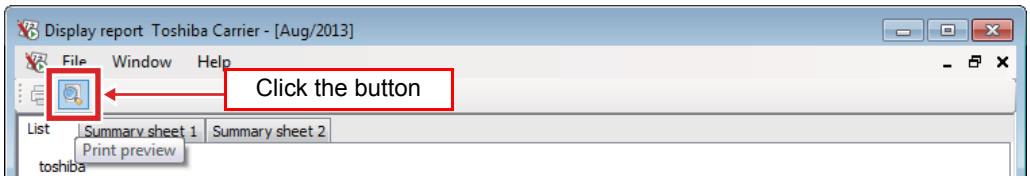


Fig.5-66 [View report screen (Print preview button)]

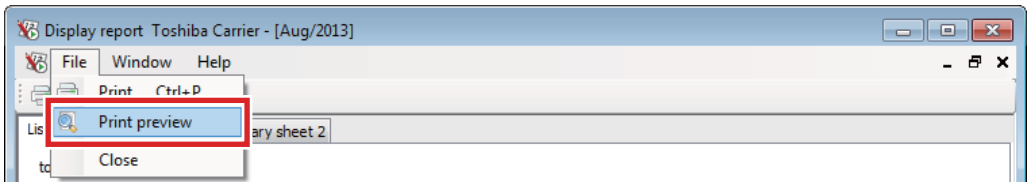


Fig.5-67 [File menu (Print preview)]

5-10-7. Displaying multiple report windows

Use the [Window] menu to display multiple report windows.

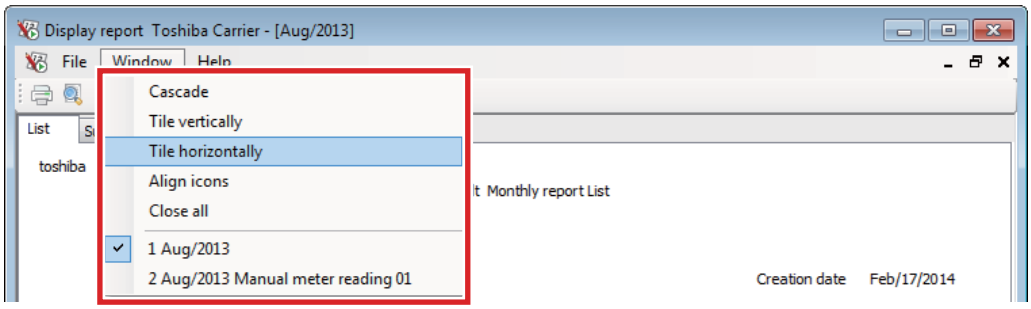


Fig.5-68 [View report screen (Window menu)]

Displaying several report windows at once allows you to compare the reports easily.

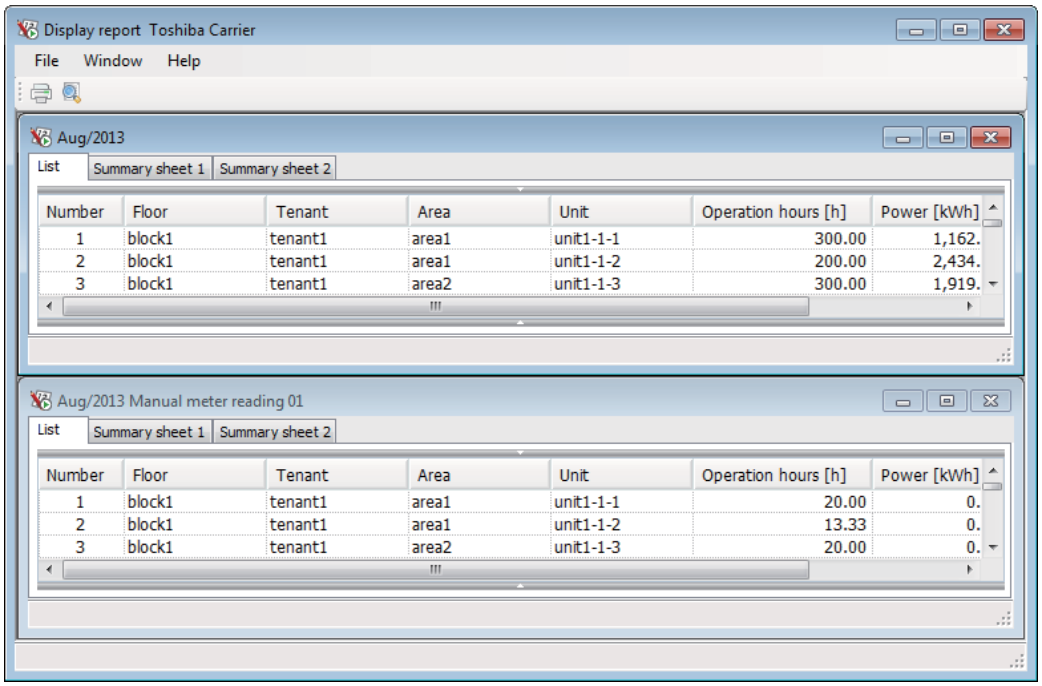


Fig.5-69 [View report screen (when tiled vertically)]

5-11. Changing the software display language

Select the display language from the [Language] sub-menu to change the software display language.

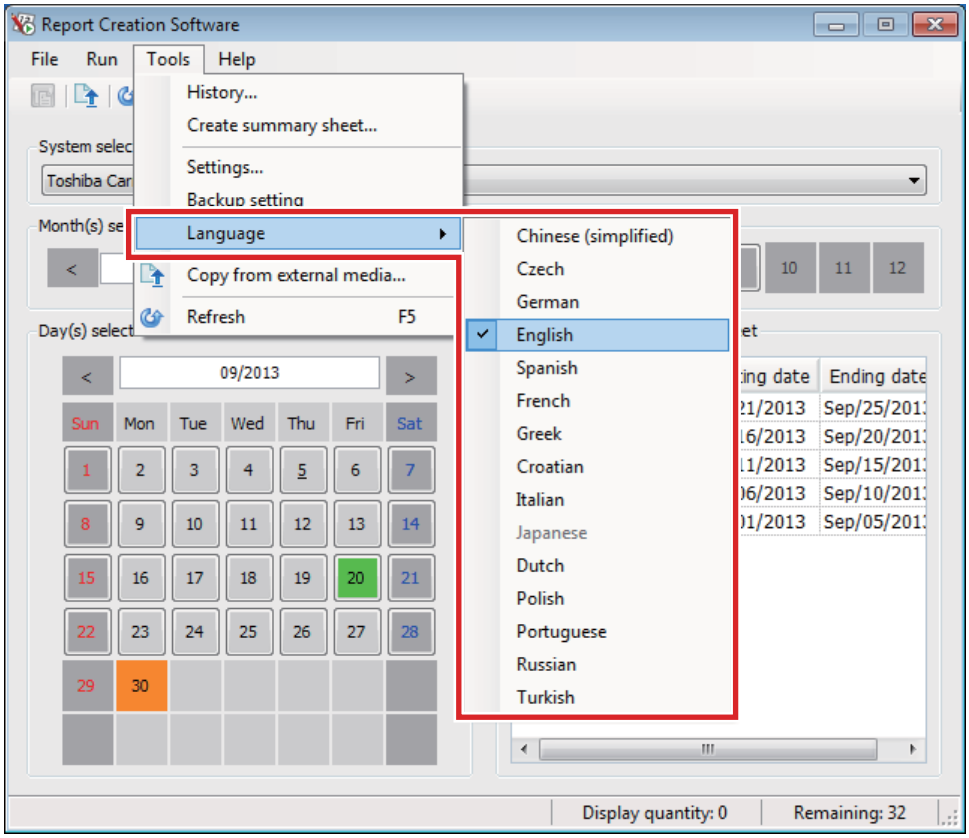


Fig.5-70 [Tools menu (Language sub-menu)]

The following languages can be selected.

Table.5-5 [Language list]

Chinese (simplified)	Czech	German	English	Spanish
French	Greek	Croatian	Italian	Dutch
Polish	Portuguese	Russian	Turkish	

When you select the display language the message below is displayed. Restart the software and confirm the display language.

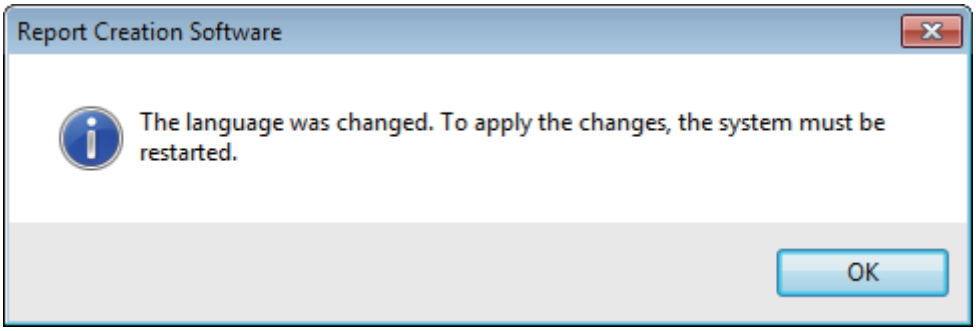


Fig.5-71 [Message displayed when changing language]

5-12. Deleting the software run history

Click the [Tools] menu item on the main screen and then History to display the History screen. Select the history to delete, and click the [Delete] button / [Delete selected history] menu item. If you click the [Delete all] menu item, all history will be deleted.

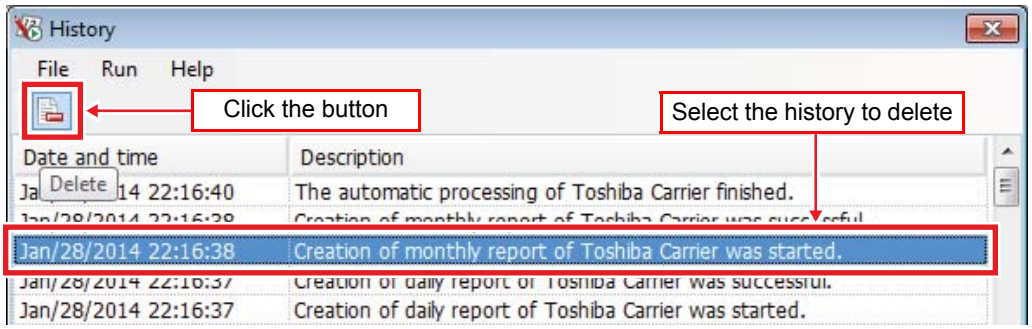


Fig.5-72 [History screen (Delete button)]

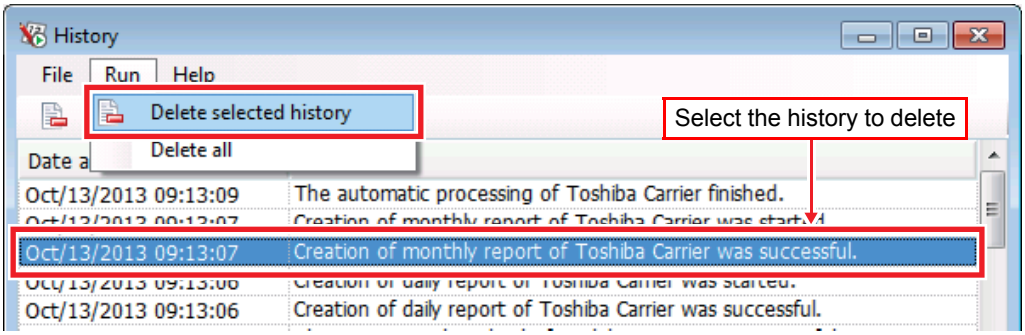


Fig.5-73 [Run menu (Delete selected history)]

A delete confirmation message is displayed before deleting. To delete, click the [Yes] button. The selected history will be deleted. To cancel, click the [No] button.

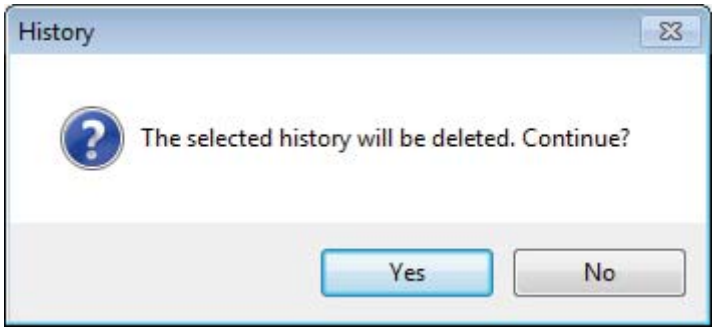


Fig.5-74 [Delete confirmation message]

5-13. Copying files from external media

Follow the procedure below to copy files from external media.
[Note] If the external media is a Compact Flash card, use a USB card reader.
Only for – Type: Touch Screen Controller / Model: BMS-TP, BMS-CT

1 After selecting the Touch Screen Controller system, click the [Copy from external media] button/ [Copy from external media] menu item.

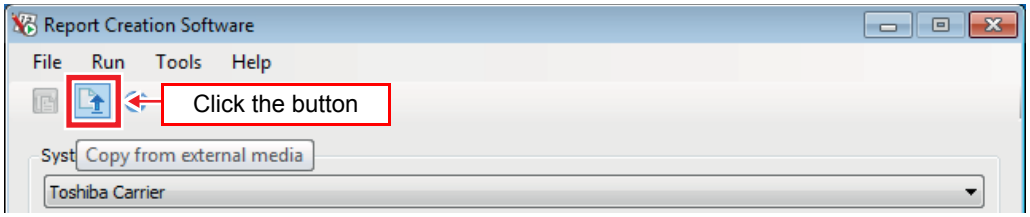


Fig.5-75 [Main screen (Copy from external media button)]

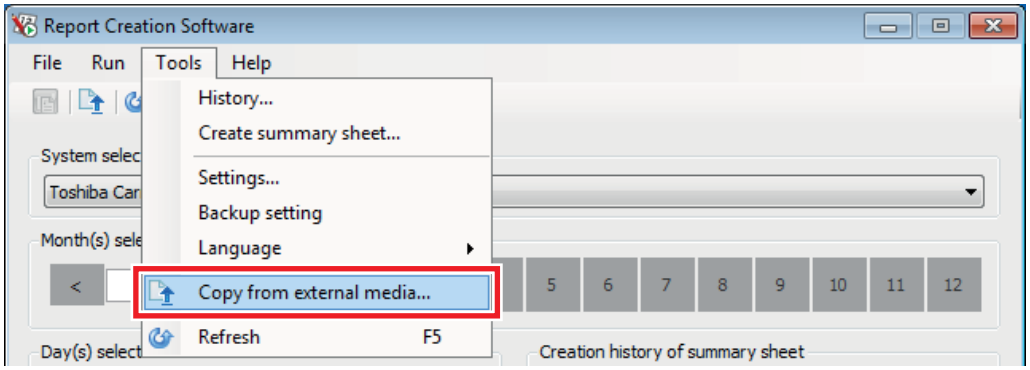


Fig.5-76 [Tools menu (Copy from external media)]

2 A copy source selection window is displayed. A list of folders containing folders named DEF on the removable disk connected to the PC is displayed.

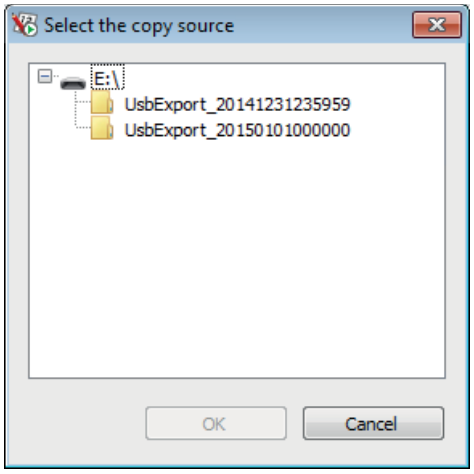


Fig.5-77 [Select the copy source]

3 **Select the folder that contains the file that you wish to copy, and click the [OK] button. The file will be copied when the [OK] button is clicked.**

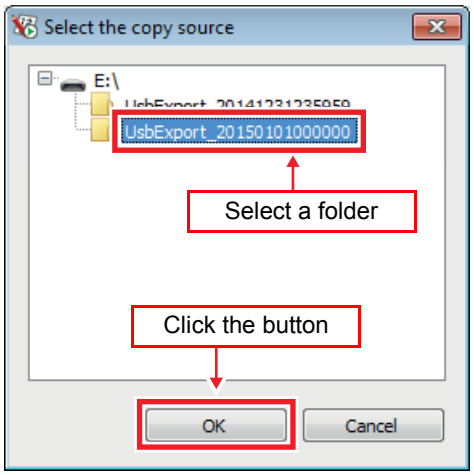


Fig.5-78 [Select the copy source]

4 **When the file has been copied, the main screen will update based on the copied file.**

6 The automatic download function

This function is carried out when “Automatic download” is set. Refer to “5-2.Registering target system information” to set the automatic download function.
Automatic download is only performed when the PC the software is installed on is running. As the PC may not be running at the automatic download time, if more than one day has passed since the last automatic download, the notification area icon turns red.

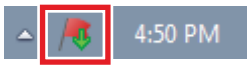


Fig.6-1 [The notification area]

7 The backup function

This function backs up the main data or power distribution data of the air-conditioner.

7-1. Registering target system information

When Report Creation Software is started up for the first time the target system is not registered. Follow the procedure below to register the target system.

1 Click the [Backup setting] menu item on the main screen to display the new registration screen.

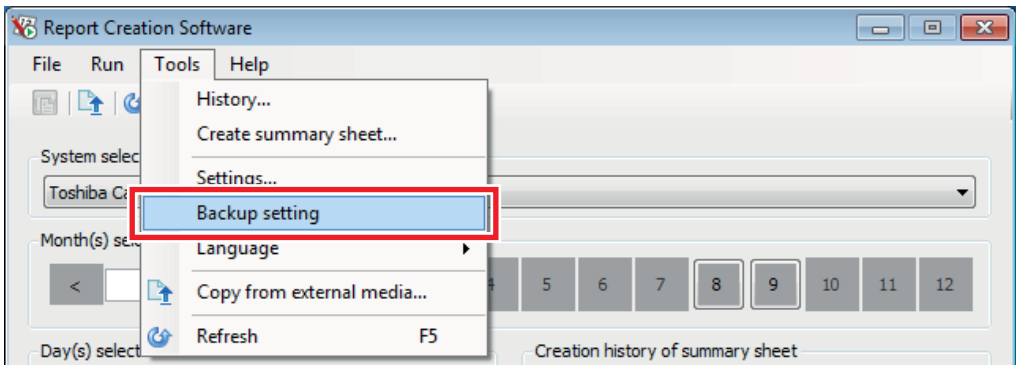


Fig.7-1 [Tools menu (Backup setting)]

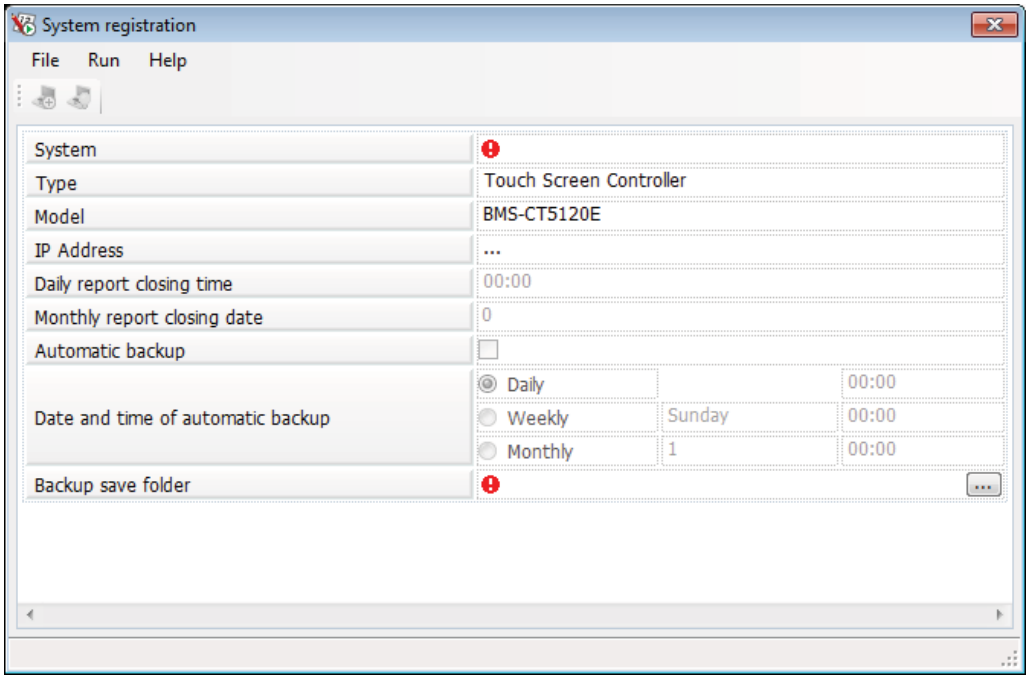


Fig.7-2 [The system registration screen]

2 Enter the items (No.1 to 4) of the system to be backed up.

The following table shows how to enter / select each item:

Table.7-1 [Input / selection method for the items]

No.	Item		Data type	Input / selection method
1	System		Entered by user	–
2	Type		Selected by user	Selected from list
3	Model		Selected by user	Selected from list
4	IP Address		Entered by user	Number input
5	Daily report closing time		Cannot be entered	
6	Monthly report closing date		Cannot be entered	
7	Automatic backup		Selected by user	
8	Date and time for automatic backup	Interval	Selected by user	Select “Daily”, “Weekly” or “Monthly”
		Daily	Entered by user	Enter the backup time
		Weekly	Selected and entered by user	Select the backup day of the week and enter the backup time
		Monthly	Selected and entered by user	Select the backup day and enter the backup time
9	Backup folder		Entered by user	Enter directly or use the [Browse] button

3 Click the [Check the connection] button / [Check the connection] menu item to check the connection for the target system.

If the connection is established successfully, the monthly report closing date and time are set.

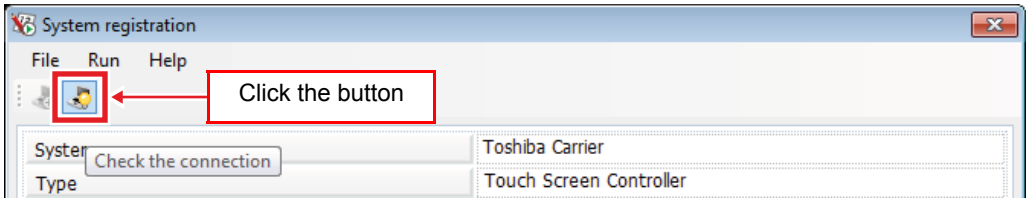


Fig.7-3 [System registration screen (Check the connection button)]

Fig.7-4 [Run menu (Check the connection)]

4 To perform automatic backup, select the items.

Select “Daily”, “Weekly” or “Monthly” for the automatic backup interval.

- “Daily”: Enter the backup time.
- “Weekly”: Select the backup day of the week from the combo box and enter the backup time.
- “Monthly”: Select the backup day from the combo box and enter the backup time.

Automatic backup is only performed when the PC that the software is installed on is running.

5 **If there are any errors in a registration item, an error icon appears in that item.**
Hover the mouse over the error icon to view the error message.

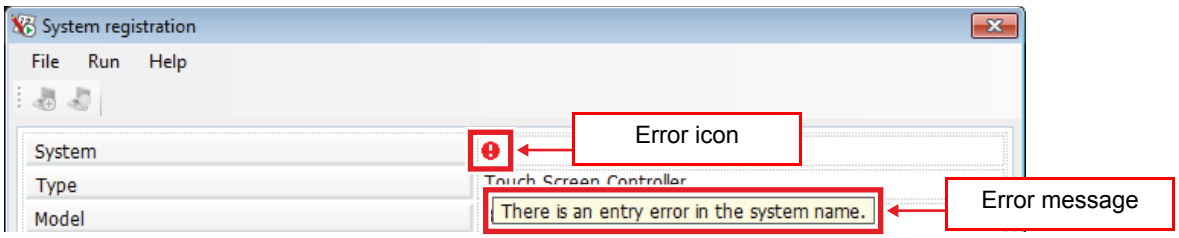


Fig.7-5 [Error icon (when no system is set)]

6 **When all of the items are entered properly, you can click the [Register] button / [Register] menu item.**
Click the [Register] button / [Register] menu item to register the system information.

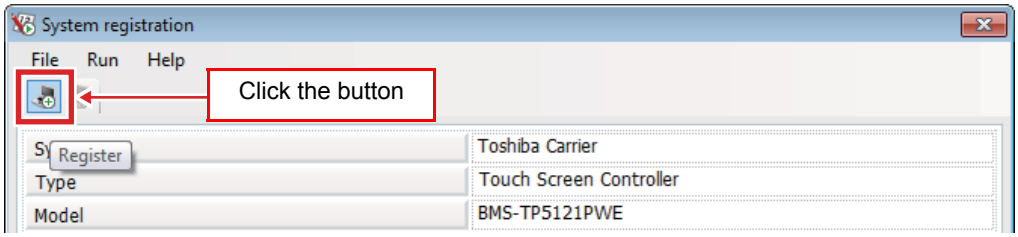


Fig.7-6 [System registration screen (Register button)]

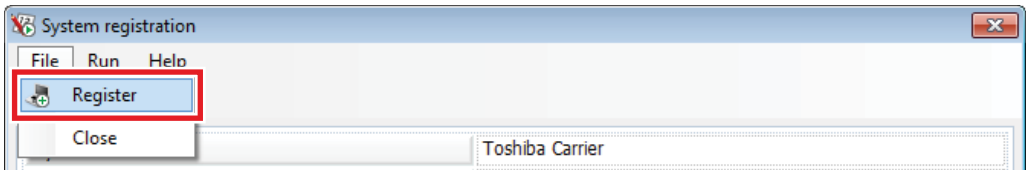


Fig.7-7 [File menu (Register)]

7 **Click the [Close] icon / [Close] menu item to close the system registration screen.**

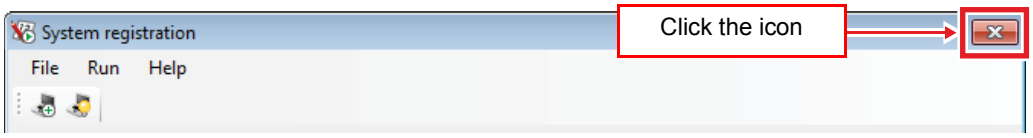


Fig.7-8 [System registration screen (Close icon)]

Fig.7-9 [File menu (Close)]

8 **If the system information is still being entered, a confirmation message appears.**
If the [Yes] button is clicked, the entered information is discarded and the system registration screen closes.

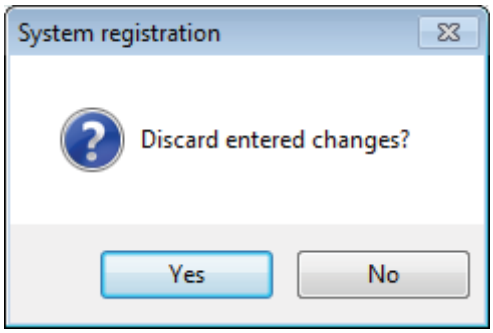


Fig.7-10 [Confirmation message]

7-2. Adding a target system

Follow the procedure below to add a new target system.

1 Click the [Backup setting] menu item on the main screen to display a list of registered systems.

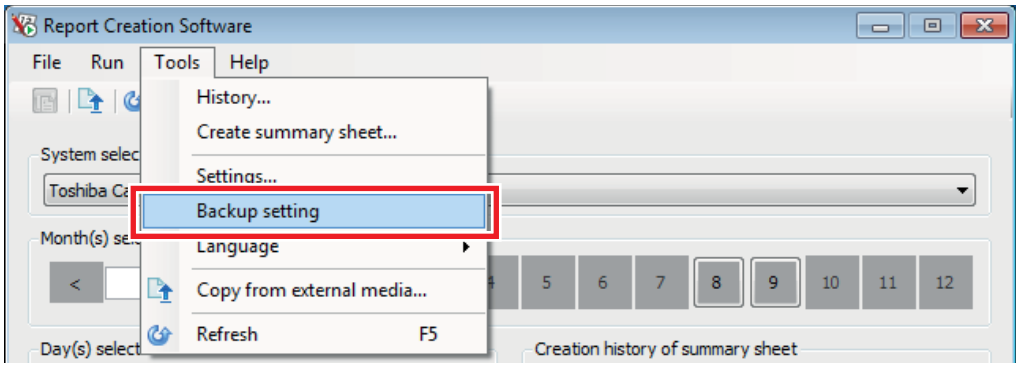


Fig.7-11 [Tools menu (Backup setting)]

2 Click the [New] button / [New] menu item in the registered systems list screen to display the new registration screen.

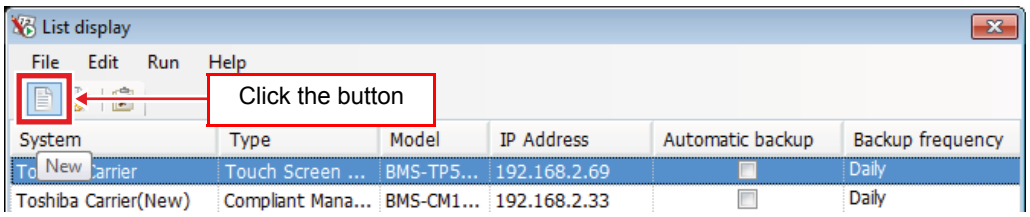


Fig.7-12 [List display screen (New button)]

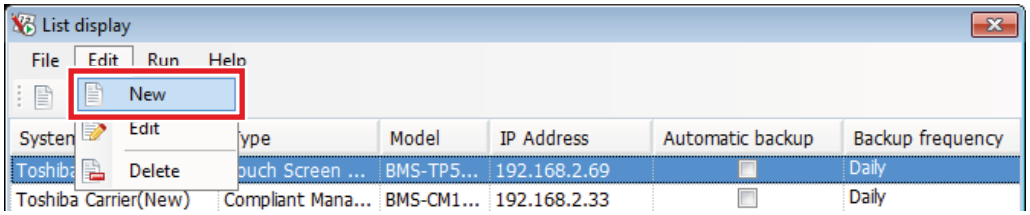


Fig.7-13 [Edit menu (New)]

Refer to “7-1.Registering target system information” to add the target system.

7-3. Editing a target system

Follow the procedure below on the registered systems list screen to edit the target system.

1 Select the target system to edit.

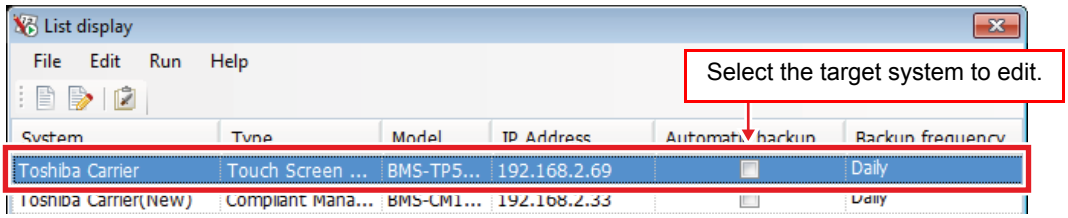


Fig.7-14 [The List display screen]

2 After selecting, click the [Edit] button / [Edit] menu item to display the edit screen.

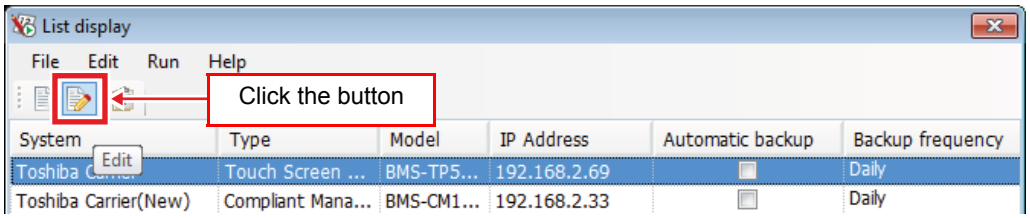


Fig.7-15 [List display screen (Edit button)]

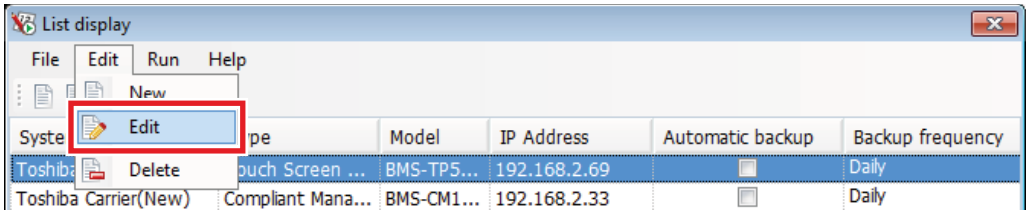


Fig.7-16 [Edit menu (Edit)]

Refer to “7-1.Registering target system information” to edit the target system.
When Details is selected, the system whose details are being displayed will be edited.

7-4. Deleting a target system

Follow the procedure below on the registered systems list screen to delete a target system.

1 Select the target system to delete.

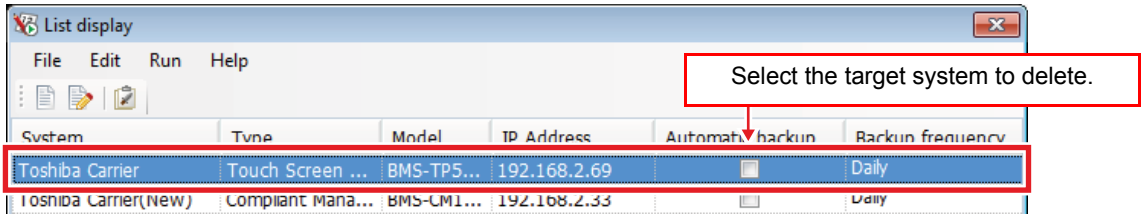


Fig.7-17 [The List display screen]

2 After selecting the system, click the [Delete] menu item.

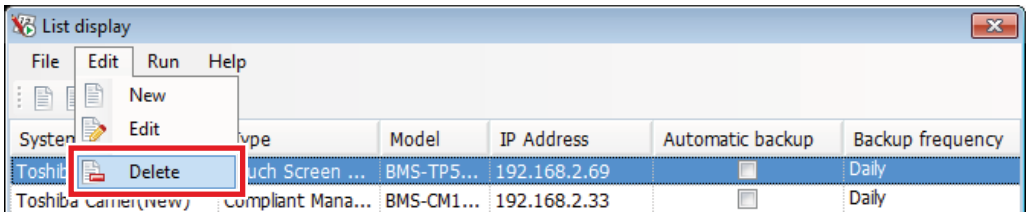


Fig.7-18 [Edit menu (Delete)]

3 A delete confirmation message is displayed before deleting.

To delete, click the [Yes] button. The selected system will be deleted.
To cancel, click the [No] button.
When Details is selected, the system whose details are being displayed will be deleted.

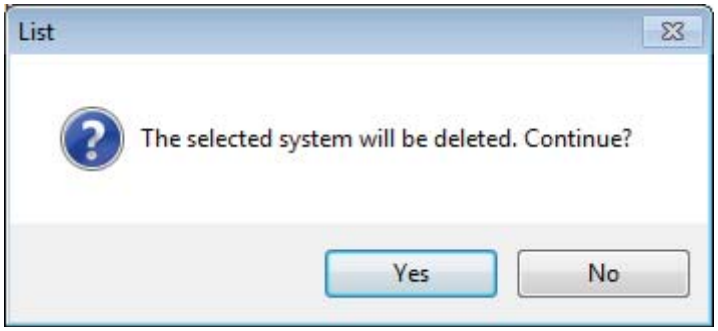


Fig.7-19 [Delete confirmation message]

7-5. Changing the display format of the registered systems list

There are two display formats for the registered systems list.

- List display: Registered systems are displayed in a list.
- Details: Detailed information about the registered systems is displayed.

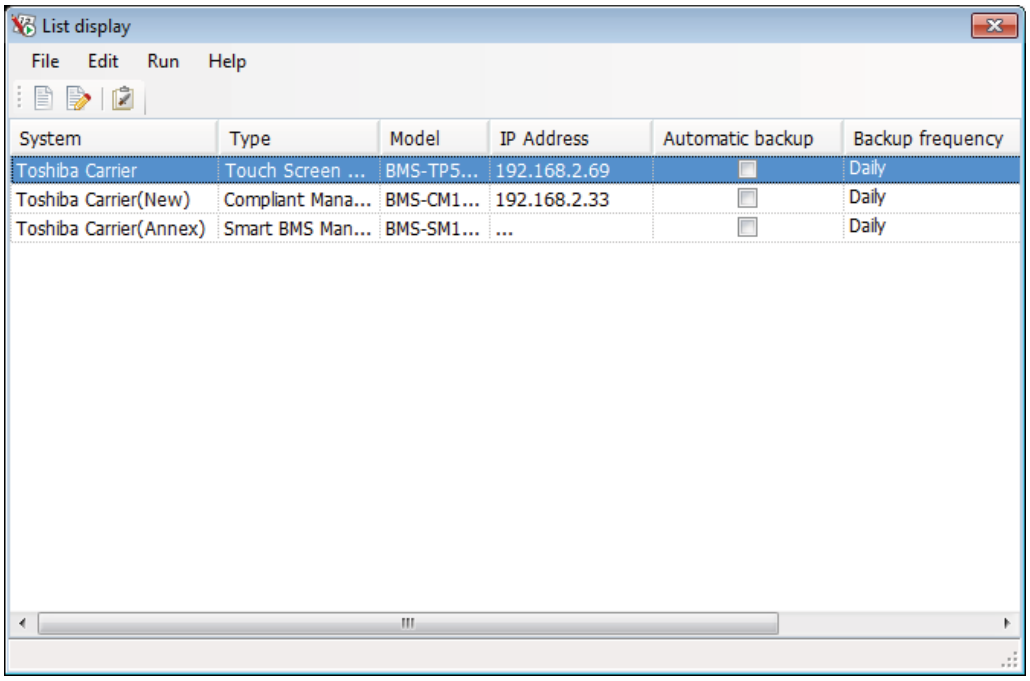


Fig.7-20 [The List display screen]

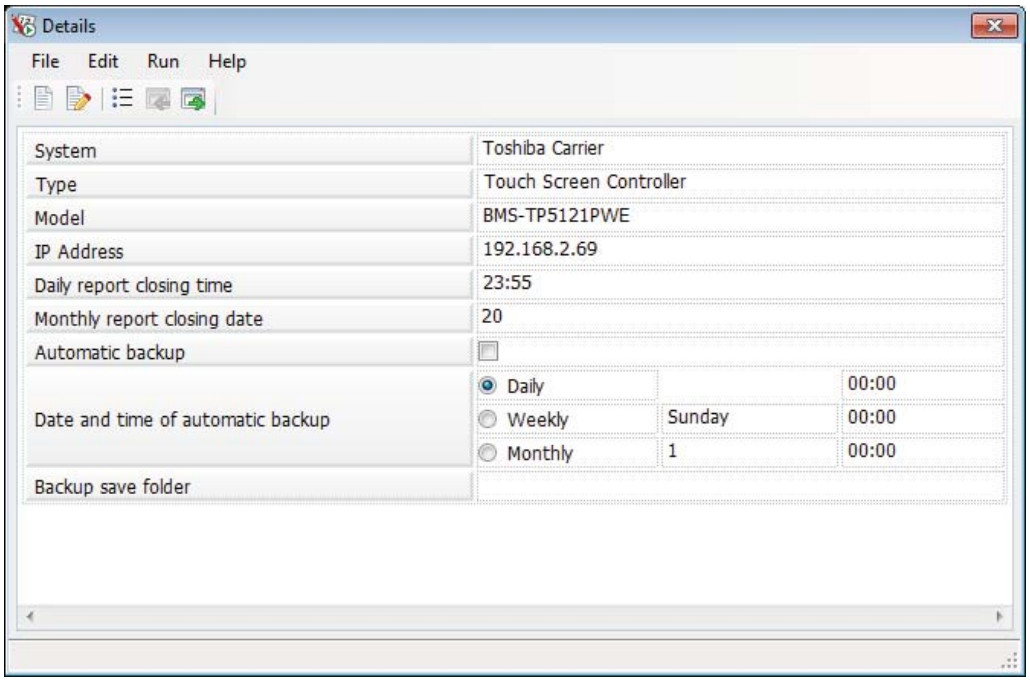


Fig.7-21 [The Details screen]

Click the [List display] button / [Details] button to change the display format.

Fig.7-22 [Details screen (List display button)]

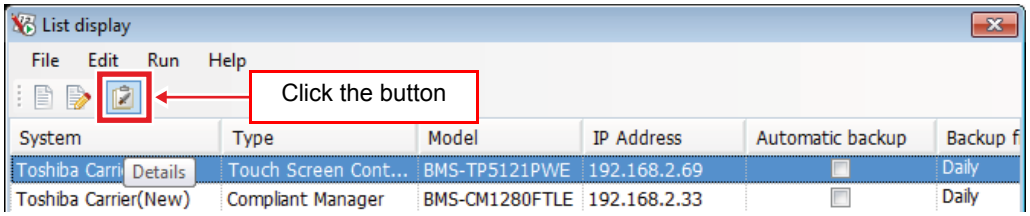


Fig.7-23 [List display screen (Details button)]

When several systems are registered, click the [Previous] button / [Next] button to change the system that is being displayed.

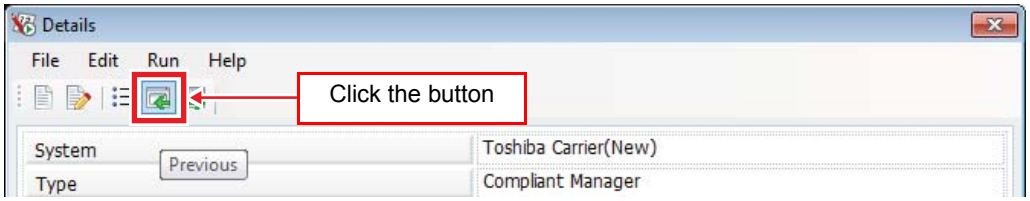


Fig.7-24 [Details screen (Previous button)]

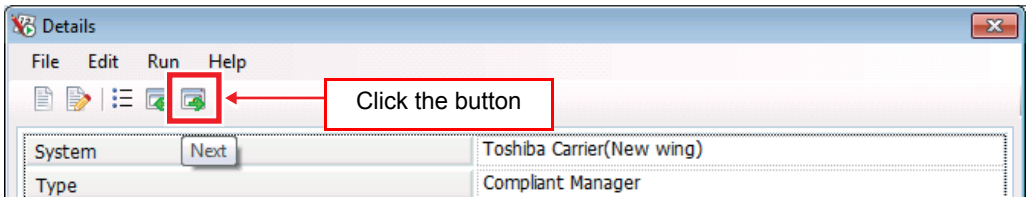


Fig.7-25 [Details screen (Next button)]

7-6. Performing manual backup

Select a target system and then click the [Backup] menu item to perform manual backup.

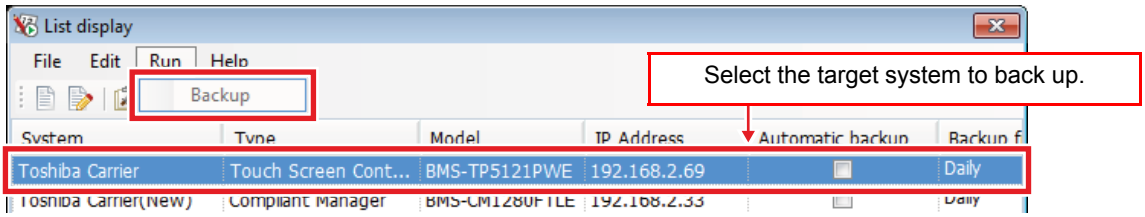


Fig.7-26 [The List display screen (Backup)]

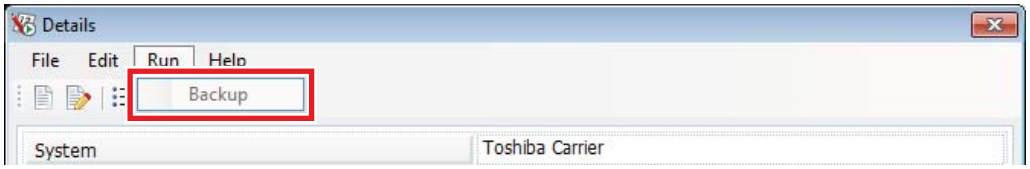


Fig.7-27 [The Details screen (Backup)]

8 Cautions

8-1. “** exception **” and “** no name **” on the monthly report screen

If the controller setting has been changed due to one of the following reasons, “** exception **” or “** no name **” may be displayed on the result display in the monthly report.

(1) The air conditioner was removed or moved, or the indoor unit group was changed.
(2) The tenant was changed.

In the case of (1), “** exception **” is entered for the air conditioner whose setting has not been changed yet.
For the air conditioner with “** exception **” entered, only the operation hours will be entered.
In the case of (2), “** no name **” is entered in the tenant name or area name for the previous tenant.
For the air conditioner with “** no name **” entered, the operating results will be entered.

Fig.8-1 shows an example with the following changes:
(1) One indoor unit in “TENANT-B” was removed.
(2) The tenant of the units “unit1-1-1” and “unit1-1-2” was changed from “TENANT-A” to “TENANT-C”.

	A	B	C	D	E	F	G	H	
1	toshiba								
2			Air conditioner power distribution result Monthly report List						
3		Metering term							
4		Starting date	Aug/01/2013						
5		Ending date	Aug/31/2013						
6									
7									
8		Classification							
9	Number	Floor	Tenant	Area	RC group/Unit name	Operation hours [h]	Power [kWh]	Charge [Dollar]	Charge inclu
10	1	FLOOR-1	TENANT-A	** no name **	unit1-1-1	200.0	774.72	14394.93	
11	2	FLOOR-1	TENANT-A	** no name **	unit1-1-2	133.3	1622.70	28647.64	
12	3	FLOOR-1	TENANT-A	area2	unit1-1-3	200.0	1279.45	23781.55	
13	4	** exception **	TENANT-B	** exception **	** exception **	133.3	** exception *	** exception **	** exceptior
14	5	FLOOR-1	TENANT-B	area3	unit1-2-2	133.3	1309.01	21808.16	
15	6	FLOOR-1	TENANT-B	area3	unit1-2-3	200.0	1545.07	32734.77	
16	7	FLOOR-1	TENANT-C	area1	unit1-1-1	133.3	858.37	14300.43	
17	8	FLOOR-1	TENANT-C	area1	unit1-1-2	200.0	1287.55	27278.96	
18									
19					Total	1333.3	8676.9	162946.4	
20									
21									

List | Summary sheet 1 | Summary sheet 2

Fig.8-1 [List sheet]

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