Web Instructions for *Web Smart Air™*
After-hours Service

User Name: _____

Web Password: _____

WSA URL: _____

You will not be billed for services provided during lease hours.

Logging In

Using the Microsoft Internet Explorer web browser, navigate to the URL listed on the 'WSA URL' line above. Login with your tenant administrator supplied credentials.

After a successful login, you will be on a web page showing all of your current and pending override service requests. Items on this page cannot be modified, they can only be deleted.

Creating a New Override

1. **Scheduling a Time**

    Click on the 'Edit' button on left side of the Menu Bar. A drop-down menu will appear.

    Choose 'Create New Override'.

    Select the User, Zone and Group for the override request.

    Configure your start time, date, and override duration using the drop-down boxes by clicking on the arrows and highlighting your selection.

    Optionally add a Note that will appear on the invoice.

    Click the 'Next' button when you are finished.

    A summary screen will appear and you must click the 'Submit Override Request' button to complete the request.

<div align="center">**OR**</div>

2. **Start Immediately**

    Click on the 'Edit' button on left side of the Menu Bar. A drop-down menu will appear.

    Choose 'Create New Override'.

    Select the User, Zone and Group for the override request.

    Configure the override Duration using the drop-down boxes by clicking on the arrows and highlighting your selection. The Start Date and Start Time are ignored.

Optionally add a Note that will appear on the invoice.

Click the 'Start Immediately' button when finished.

A summary screen will appear and you must click the 'Submit Override Request' button to complete the request.

Deleting an Override

Click on the 'Edit' button on left side of the Menu Bar. A drop-down menu will appear.

Choose 'View & Delete Active/Pending Overrides'.

Highlight the row for the job of interest, and click on the delete column.

Confirm your decision in the dialog box that appears, and you are done. Note: The job will appear on your page until you refresh the browser. It may take up to a minute before the job is deleted.

Additional information for Tenant Administrators

Tenant Administrators (TA) can manage users for their organization. The TA can create, modify and delete users. The TA can assign zones, passwords and additional TA's for their respective organization. These functions can also be performed by the System Administrator (SA.)

TA's can also create and delete jobs for their organizations' users, but **only using the full web browser app.**

Notes on Passwords

If strong passwords are required, passwords must contain:
- 8 - 15 characters
- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number 0 - 9
- At least 1 special character from this list: ! @ # $ % ^ & *

Recurring Overrides

Only TA's can create 'Recurring Overrides', for themselves or their users.

Create an override as described above. As a TA there are additional boxes provided for creating a recurring override. The 'Start Time' and duration of a newly entered override will be repeated automatically according to the pattern defined by the check boxes. The override will be generated just before midnight, prior to the day of interest. It will repeat automatically until the day specified in the calendar.

The 'Run on Holidays' check box allows the TA to skip overrides on holidays that match the pattern. For example, if overrides are being generated for each Thursday and the building 'Billed Holiday Report' has 'Thursday July 4th' listed as a holiday, the TA can choose to 'Run on Holidays' if he so desires. The default is no 'Run on Holidays'.

Billed Holidays

The 'Billed Holiday' report is available to all users under the 'Reports' menu option.