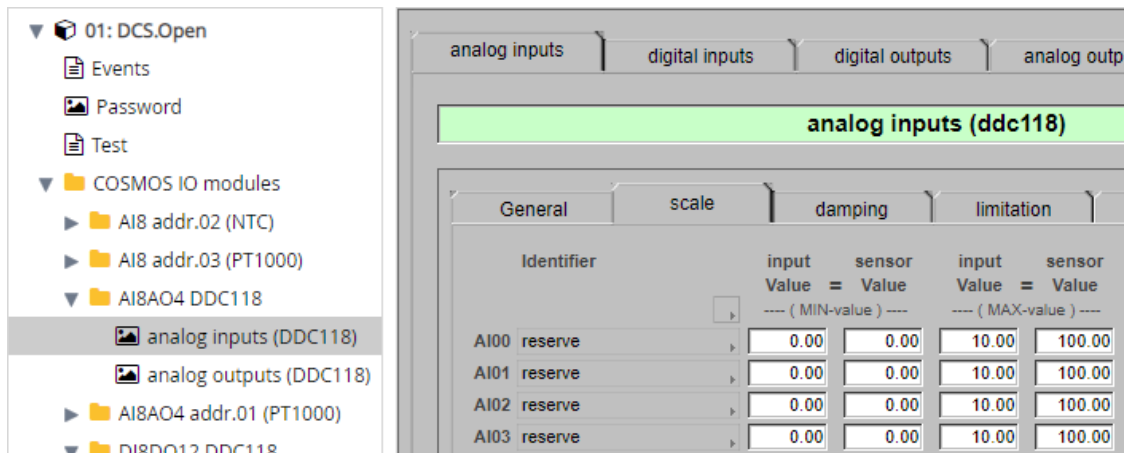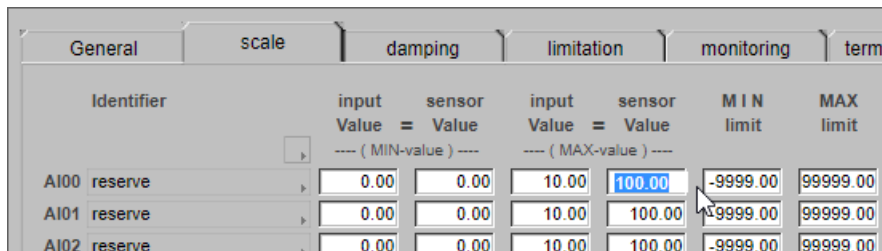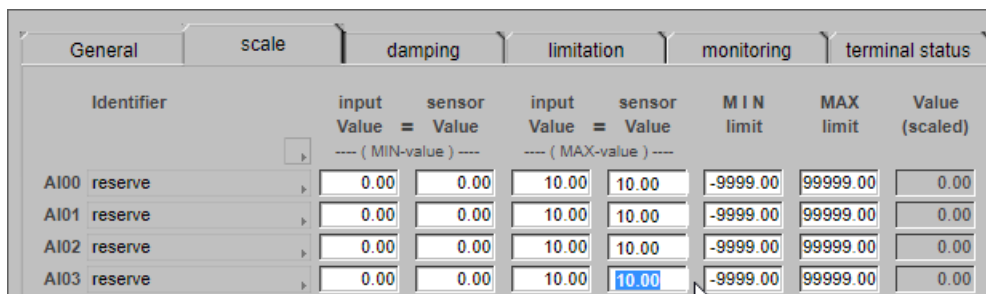# TT210804 – OPENview - Multiple Selections

1. In OPENview (and OPENweb), you can multiple select items and then change their properties together. For example, in analog input, you can easily change the scale for all AI to 100.
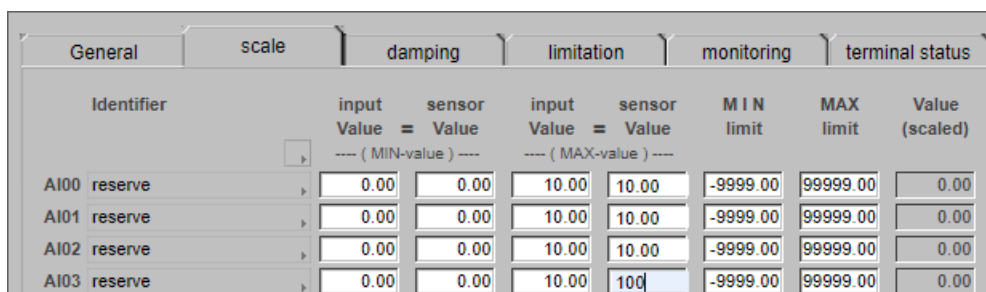

2. To select multiple items, click on the first item.

3. Hold down the "Ctrl" key, click on the other items you want to change at the same time.

4. After selecting all the items you want, release the "Ctrl" key, type in 100, and press "Enter".

5. All the items you selected will change to 100.

6. By holding down the "Ctrl" key, you can select any items on the display that you want to change at the same time, like below.

AI04 reserve	▸	0.00	0.00	10.00	30.00
AI05 reserve	▸	0.00	0.00	10.00	10.00
AI06 reserve	▸	0.00	0.00	10.00	30.00
AI07 reserve	▸	0.00	0.00	10.00	10.00

7. Another example is to change the clock timer (schedule) to turn on the AHU from 09:00 to 17:00 from Monday to Friday.

8. Hold down the "Ctrl" key, click on the "ON" time on Monday, Tuesday, to Friday.

9. Type "0900" and press "Enter", then they will all change to "09:00" together.

10. Do the same for "OFF" time. Type "1700" and press "Enter".

11. Now the schedule is changed from 09:00 to 17:00 from Monday to Friday.
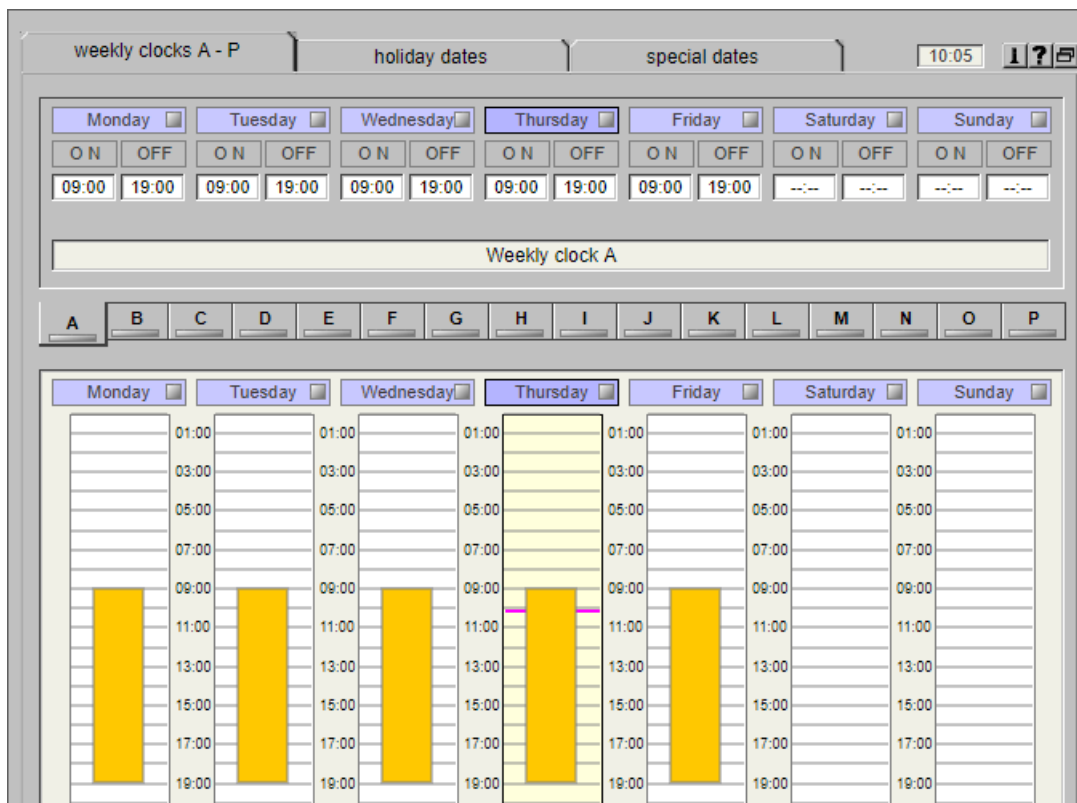
12. This works for all custom displays as well. In the example below, you can change all the VAV temperature setpoints at the same time.