Helpful Hints

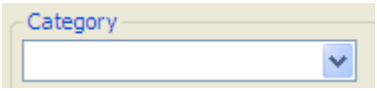
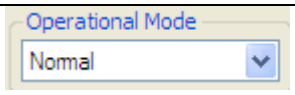
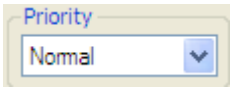
- You create Target Definitions to monitor plant historian tags and generate alerts when the tag value is outside a min and max range.
- Target Definitions describe what tag to monitor, how often, and when.
- Target Definitions can have the following statuses (displayed in the Status column): Approved, Pending, Rejected and Invalid Tag
- Hover over icons to view their meaning.
- The scheduling section of the screen has a logical layout based on the Schedule Type that you are trying to set up. Sections that do not apply are greyed out, leaving only the sections that you need to fill in for that Schedule Type.

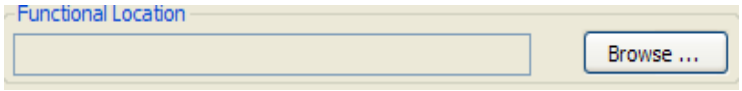
Procedure

1. On the navigation pane, click the Targets icon 

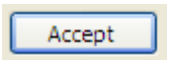
to navigate to the Targets screen.
2. Click New button 

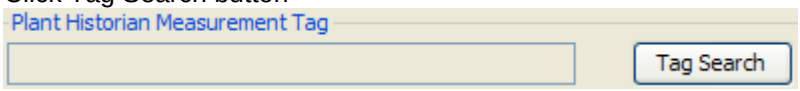
(located on the top left-hand side of your screen) to navigate to the Create Target Definition screen.
3. Complete the following fields:

Field	Sub-Steps/Description
Target Definition Name	Type a unique name for the Target Definition. For example, type 'Freeze warning.' *Note: All Target Definition names in the OLT must be unique.*
Category	Click drop-down arrow in the Category box  to select a category for the Target Alert. Click to choose desired Category. Alerts can later be filtered & grouped by these categories.
Operational Mode	Typically leave as Normal. 
Priority	Click drop-down arrow in the Priority box  to select a Priority setting for the Target Alert. Click to choose desired Priority. *Note: The Priority dictates the sequence in which Target Alerts appear on the Operator's Target Alert Screen.* *Priority can be set to: Normal; Elevated; High.*

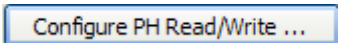
<table>
<tr><td>Functional Location(s)</td><td colspan="4">Click Browse_… button 

to add a Functional Location for the Target Alert.
Click to choose desired Functional Location.

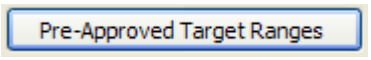
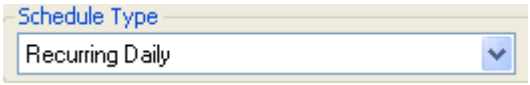
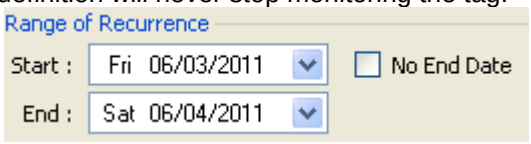
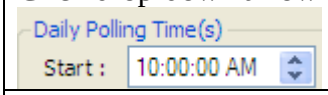
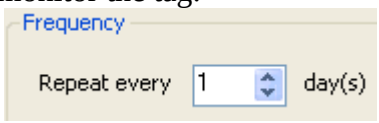
Click Accept button 

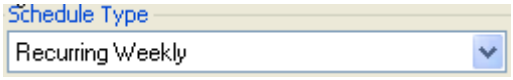
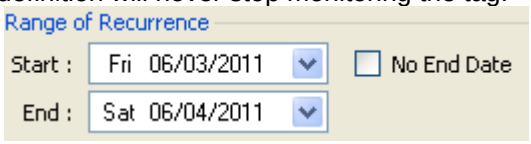
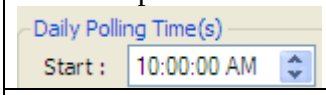
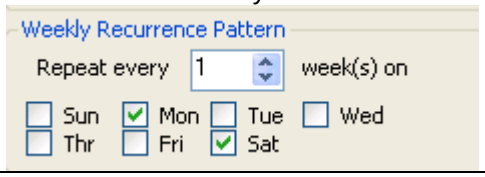
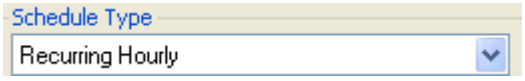
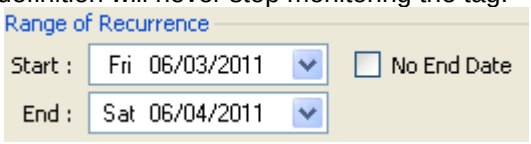
The Functional Location selected will help other users only see alerts relevant to the area of the plant they're interested in.</td></tr>
<tr><td>Plant Historian Measurement Tag</td><td colspan="4">Click Tag Search button
 

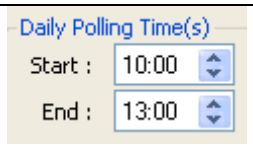
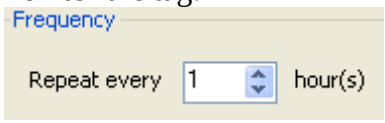
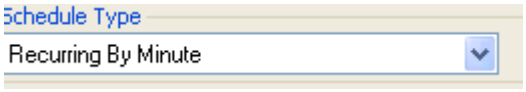
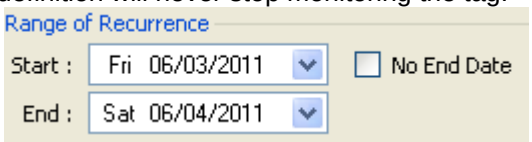
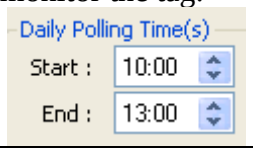
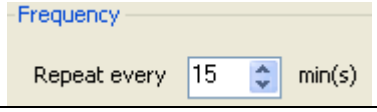
to look up tag number
For example, type '13FC1.HA.'</td></tr>
<tr><td>Target Dependencies</td><td colspan="4">Leave blank for now.</td></tr>
<tr><td rowspan="6">Threshold Values</td><td>NTE/SOL Max:</td><td>The never to exceed / safe operating limit maximum value (generates a "red" alert)</td><td>Confidence</td><td rowspan="5">A confidence value is used to compensate for tag value spikes, ie: values that drift in and out of range.

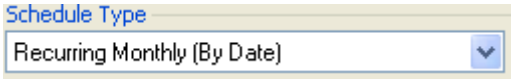
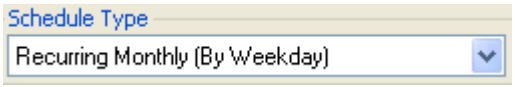
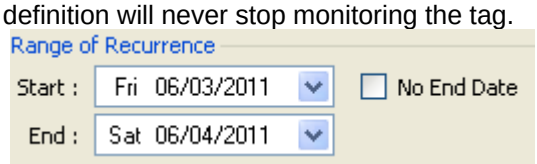
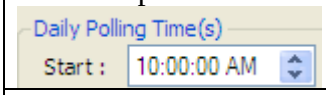
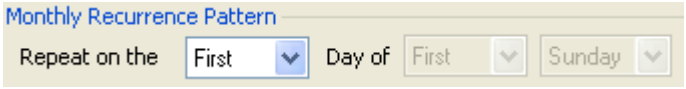
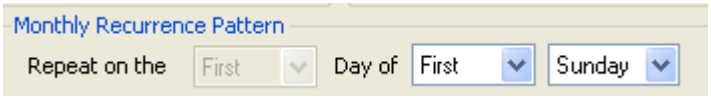
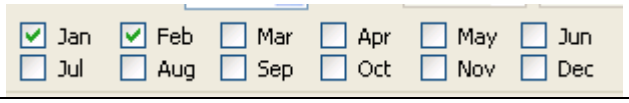
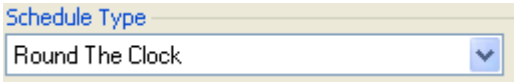
For example, if the confidence is set to 15, then an alert will only be generated if the tag breaches the configured threshold 15 times consecutively - based on the defined frequency.</td></tr>
<tr><td>Max:</td><td>The maximum allowed value (generates a "yellow" alert)</td><td>Confidence</td></tr>
<tr><td>Min:</td><td>The minimum allowed value (generates a "yellow" alert)</td><td>Confidence</td></tr>
<tr><td>NTE/SOL Min:</td><td>The never to exceed / safe operating limit minimum value (generates a "red" alert)</td><td>Confidence</td></tr>
<tr><td>GUV ($):</td><td>The Gap Unit Value</td><td>This is used to calculate the cost of a gap. The cost is calculated by multiplying the gap number by the gap unit value.</td><td></td></tr>
<tr><td>Target:</td><td colspan="3">Enter a number to indicate a specific value users should try to obtain. Enter Minimize or Maximize to indicate that users should try to keep the value as high or low as possible.</td></tr>
<tr><td>PH Read/Write</td><td colspan="4">Click Configure PH Read/Write button 

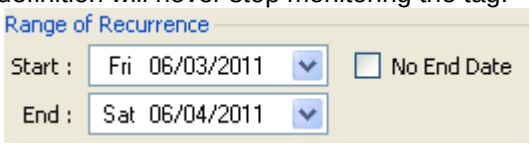
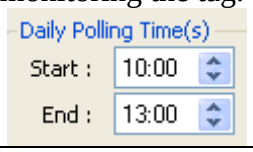
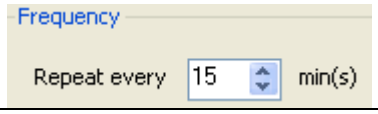
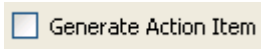
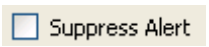
to configure read</td></tr>
</table>

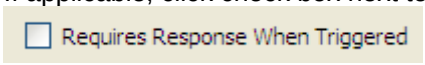
	or write tags for the Target Definition. If you set up a write tag, OLT will write a value back to plant historian. You can monitor the values from plant historian. *Note: You can configure the direction (Read, Write or None) to a tag for the Max Threshold, Min Threshold, Gap Unit Value or Target Threshold.*
Pre-Approved Target Ranges	This requires tags to be pre-set with target range values in PHD or OSI PI. Click Pre-Approved Target Ranges button  to configure a threshold range within which Engineering Support can edit the Target Definition without requiring approval from a Supervisor.
Description	Type a sentence or two describing details of the Alert. This may include information about potential causes, mitigation/correction steps, and consequences if no action is taken.
Document Links	Allows users to link to supporting information from Livelink, network shares, websites, etc. Example: Online procedures to address the cause of the Target Alert
Scheduling (General)	Determines the frequency with which the chosen tag value will be sampled against the Target Definition's Threshold Values. Data will be retrieved at a particular point in time for comparison (e.g. raw data) and will not average or calculate maximum/minimum values over the specified scheduling period unless the underlying sample tag is configured to do so.
Scheduling – Daily	A daily schedule uses a frequency based on days. Example 1: Every day at 09:30. Example 2: Every fourth day at 16:00.
	Click drop-down arrow in the Schedule Type box and select Recurring Daily. 
	Click drop-down arrow in Start box to select date to start monitoring the tag. Click drop-down arrow in End box to select date to stop monitoring the tag. Or, click check box next to No End Date to set no end date. No end date means that the target definition will never stop monitoring the tag.  Click drop-down arrow in Start box to set when to read the tag value. 
	Click the drop-down arrow in the Frequency box to set how often (in days) to monitor the tag. 

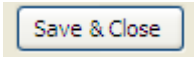
Scheduling – Weekly	A weekly schedule uses a frequency based on weeks. Example 1: Every week on Monday and Tuesday at 09:30. Example 2: Every fourth week on Friday at 16:00.
	Click drop-down arrow in the Schedule Type box and select Recurring Weekly. 
	Click drop-down arrow in Start box to select date to start monitoring the tag. Click drop-down arrow in End box to select date to stop monitoring the tag. Or, click check box next to No End Date to set no end date. No end date means that the target definition will never stop monitoring the tag.  Click drop-down arrow in Start box to set when to read the tag value. 
	Click the drop-down arrow in the Repeat box to set the frequency. Click on the week days to select on what days to monitor the tag. 
Scheduling – Hourly	An hourly schedule uses a frequency based on hours. Example 1: Every hour between 10:00 and 13:00 every day. Example 2: Every four hours between 8:00 and 10:00 every day.
	Click drop-down arrow in the Schedule Type box and select Recurring Hourly. 
	Click drop-down arrow in Start box to select date to start monitoring the tag. Click drop-down arrow in End box to select date to stop monitoring the tag. Or, click check box next to No End Date to set no end date. No end date means that the target definition will never stop monitoring the tag.  Click drop-down arrow in Start and End boxes to set between what hours to monitor the tag each day.

	
	Click the drop-down arrow in the Frequency box to set how often (in hours) to monitor the tag. 
Scheduling – Minute	A minute schedule uses a frequency based on minutes. Example 1: Every 15 minutes between 10:00 and 13:00 every day. Example 2: Every 45 minutes between 8:00 and 10:00 every day.
	Click drop-down arrow in the Schedule Type box and select Recurring Hourly. 
	Click drop-down arrow in Start box to select date to start monitoring the tag. Click drop-down arrow in End box to select date to stop monitoring the tag. Or, click check box next to No End Date to set no end date. No end date means that the target definition will never stop monitoring the tag.  Click drop-down arrow in Start and End boxes to set between what hours to monitor the tag. 
	Click the drop-down arrow in the Frequency box to set how often (in minutes) to monitor the tag. It is recommended that you use a frequency of 15 minutes or more. 
Scheduling – Monthly	A monthly schedule uses a frequency based on months. Example 1: First day of the month for January and February at 10:00. Example 2: First Sunday of January and February at 10:00.

	Click drop-down arrow in the Schedule Type box and select Recurring Monthly (By Date) or Recurring Monthly (By Weekday).  
	Click drop-down arrow in Start box to select date to start monitoring the tag. Click drop-down arrow in End box to select date to stop monitoring the tag. Or, click check box next to No End Date to set no end date. No end date means that the target definition will never stop monitoring the tag.  Click drop-down arrow in Start box to set when to read the tag value. 
	Click the drop-down arrow in the Monthly Recurrence Pattern box to select the frequency.   Click on the months to select on what months to monitor the tag. 
Scheduling – Round The Clock	A round the clock schedule uses a frequency based on minutes throughout the entire day. Example 1: Every 15 minutes between June 3 at 10:00 and June 4 at 13:00.
	Click drop-down arrow in the Schedule Type box and select Round The Clock. 

	Click drop-down arrow in Start box to select date to start monitoring the tag. Click drop-down arrow in End box to select date to stop monitoring the tag. Or, click check box next to No End Date to set no end date. No end date means that the target definition will never stop monitoring the tag.  Click drop-down arrow in Start and End boxes to set the time to start and end monitoring the tag. 
	Click the drop-down arrow in the Frequency box to set how often (in minutes) to monitor the tag. It is recommended that you use a frequency of 15 minutes or more. 
Requires Approval	If applicable, remove the check in the box next to Requires Approval  to ensure the Target Definition will begin monitoring a tag. *Note: While other users can often create Target Definitions they are generally only approved by Supervisors (or designates) managing the associated area.*
Temporarily Inactive	Click check box next to Temporarily Inactive  to deselect the checkbox. *Note: The Temporarily Inactive function allows you to temporarily stop monitoring a tag.*
Generate Action Item	Click the check box next to Generate Action Item  to generate an action item from the Target Definition. This will open a new window to create an Action Item Definition. *Note: The Create Action Item Definition window will only be opened when the Target Definition is approved.*
Suppress Alert	Click the check box next to Suppress Alert  if you don't want an alert to be shown to users when the Target Definition is triggered.
	Note: If Suppress Alert is checked the option Requires Response When Triggered is unavailable. *If there are any write tags configured for the Target Definition, they will still be written to even though a Target Alert will not be generated.*

	A record of the excursion will still be accessible through the Target Alerts Excel Report.
Requires Response When Triggered	If applicable, click check box next to Requires Response When Triggered  if the Target Alert requires a response when it triggers. *Note: Alerts that don't "Require a Response" will automatically be acknowledged/resolved when the sample value returns to a non-alert state.*

4. Click Save and Close button  to save your work and close the Create Target Definition screen.