

# Manual Toggles

Manual Toggle is a type of Centrix alarm used to report status of assets that are not monitored by RCM.

Technicians can evaluate the status of assets using existing measures (e.g. panel indicator), and use a **Manual Toggle** alarm to confirm the state as OK or FAULT.

This alarm type was developed in conjunction with the [Health Dashboards](#) feature, to allow status of non-RCM assets to be displayed on the dashboard.

## Create a manual toggle

On the main menu, select **Alarms**, then **Alarm Management**.

Using the create alarm selector in the lower left of the panel, select **Manual Toggle**.

Enter the general alarm parameters on the left hand side.

If this toggle is to be used for the purpose of a [Health Dashboards](#) indicator only, then you can leave the **E-mails** and **Labels** fields blank, or de-select the **Subscribed?** checkbox. This will stop e-mail alerts being sent for this alarm.

Enter a timeout value (in hours). This will determine the expiry of the confirmed value, and is used to ensure that values are re-confirmed to a desired interval.

## Updating the state of a manual toggle



On the main menu, select **Alarms**, then **Manual Toggles**.


This page will show all the **Manual Toggles** that are available in the group(s) your user account is attached to.

The screenshot shows the 'Manual Toggles' page. On the left is a search sidebar with a search bar and filters for 'Search By' (Name, Site), 'Show' (Expired Only, Fault, OK), 'Labels' (None Selected), and 'Severity' (Information, Warning, Average, High, Critical). The main area displays a list of three manual faults, sorted by expiry. Each entry includes a status icon (red stop, green check, green check), the name 'Manual Fault B', 'Manual Fault A', and 'Manual Fault C', and the location 'Test Site'. Expiry times are shown as 'EXPIRES: 3 MINUTES AGO', 'EXPIRES: IN 10 HOURS', and 'EXPIRES: IN A DAY'.

The listing will be sorted by **expiry** by default, showing the toggle that will expire soonest at the top.


Toggles will be shown will one of the following 3 indication icons;

	Toggle state has been confirmed <b>OK</b>
	Toggle state has been confirmed as <b>FAULT</b>

 Toggle has **EXPIRED**.

## Confirming state of a single toggle

Select the toggle you want to (re-)confirm the state for.

 MANUAL TOGGLE EXPIRES: IN 12 HOURS

### Manual Fault A

📍 Test Site

SEVERITY: **WARNING**  
LAST CONFIRMED: 24/JUL/2017 09:45:56.309 +0000  
LAST ALARM RAISE: 24/JUL/2017 09:45:56.309 +0000  
LAST UNSUPPRESSED RAISE: 24/JUL/2017 09:45:56.309 +0000  
LAST ACTIVATING RAISE: 21/JUL/2017 13:12:03.909 +0000

⚠️ Confirm FAULT ✓ Confirm OK

Click **Confirm FAULT** to confirm the state as **FAULT**


Click **Confirm OK** to confirm the state as **OK**.

## Confirming state of multiple toggles

Click the **Select Multiple** button at the top of the listing.


Click on the toggles you want to confirm **the same** state for. A tick will appear in the circle for the toggle.

Cancel Select Expiry ▼

 MANUAL TOGGLE EXPIRES: 9 MINUTES AGO


### Manual Fault B

📍 Test Site

 MANUAL TOGGLE EXPIRES: IN 12 HOURS

### Manual Fault A

📍 Test Site

 MANUAL TOGGLE EXPIRES: IN A DAY

### Manual Fault C

📍 Test Site

Confirm FAULT for 2 Alarms Confirm OK for 2 Alarms

Click **Confirm FAULT for  $n$  Alarms** to confirm the state of all selected alarms as **FAULT**.

Click **Confirm OK for  $n$  Alarms** to confirm the state of all selected alarms as **OK**.