

**Manage your field lighting:**

**by phone**



**online**



**smart phone**



**live help 24/7**



**with reports**



**securely**

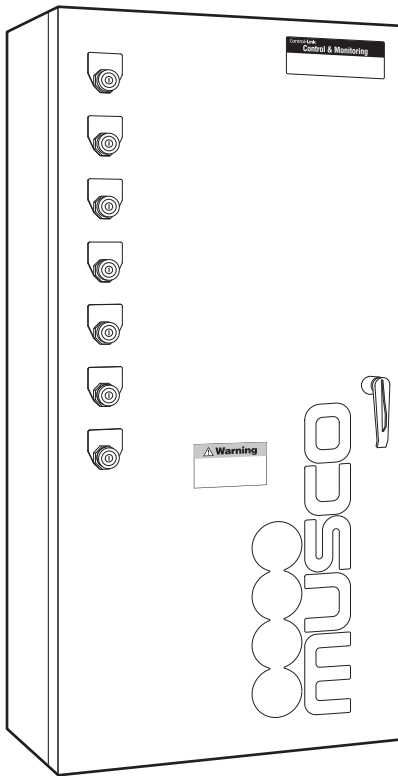


User Guide: **Control-Link Central™ Service Center and Website**



**We Make It Happen.®**

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## **Welcome to Control-Link Central Service Center**

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### **Overview**

Control-Link® control and monitoring system is the reliable, cost-effective system that helps control, monitor, and manage your new recreational facility lighting. In addition, it can control your existing lighting systems and other electrically-operated equipment. Whether for new lighting systems or to upgrade existing lights, the system includes our Control-Link Central service center team, the on-site equipment, and an industry-leading warranty.

### **The Control-Link Central Service Center Team**

Our exclusive service center team is staffed 24/7 to assist with your scheduling and reporting needs. The Control-Link Central service center provides three options for management and control of your facilities:

- Directly control your fields via an easy-to-use website: [www.control-link.com](http://www.control-link.com).
- Enter, edit, and update your schedules from your web-enabled smart phone.
- Contact a team of trained operators to enter your schedules and request last minute changes.
  - E-mail: [schedule@musco.com](mailto:schedule@musco.com)
  - Phone: +1-877-347-3319
  - Fax: +1-800-853-8847



### **Control and Monitoring Hardware**

The control and monitoring hardware in your facility performs these functions:

- Saves and executes switching schedules
- Tracks usage hours
- Monitors electrical operation of Musco's lighting
- Detects lamp outages\*
- Monitors keyswitch position

### **Communication with Control-Link Central Service Center**

The Control-Link control system maintains constant communication with Musco's Control-Link Central service center through cellular data radio or satellite uplink. This allows continuous updating of schedules and monitoring of lighting circuits. Schedules are stored and executed locally. Power to the control and monitoring hardware in your facility must remain on at all times for the system to operate.

### **The Control-Link Central Service Center Website**

The website ([www.control-link.com](http://www.control-link.com)) is your portal to access all the scheduling and facility management controls provided by Musco's Control-Link control system. It allows you to perform these tasks conveniently from any internet-connected computer or web-enabled smart phone:

- Create, edit, or delete schedules.
- View facility management reports.\*\*
- Add, delete, and maintain system users and their security settings.\*\*

\* The Control-Link system is available for retrofit in a configuration that includes lighting control and scheduling only; without detection of lamp outages.

\*\* Only scheduling features are available on the mobile (smart-phone) website.

## User Guide

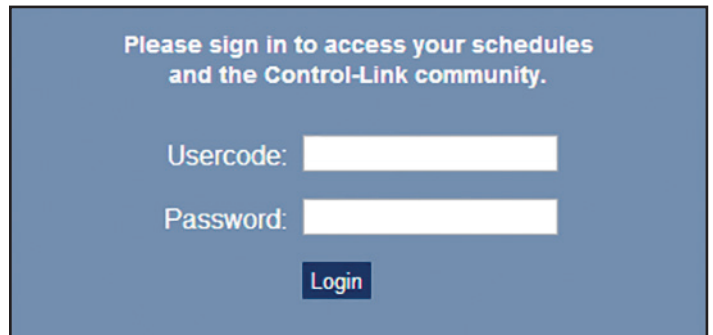
### Overview

Here you will find instructions to get you started using the Control-Link Central service center website. This guide is organized around tasks you can perform using the website. Remember the service center team is available 24/7 by telephone at +1 877-347-3319 to help you set or modify your schedules, or answer any questions you may have about the system.

### Logging In

- 1 Use your browser or mobile device to open [www.control-link.com](http://www.control-link.com).
- 2 Enter your USERCODE and PASSWORD, then click login. If you forgot your USERCODE or PASSWORD, please call the team at +1 877-347-3319.

Note: For your protection, the website will sign you off after 15 minutes of idle time.



Please sign in to access your schedules and the Control-Link community.

Usercode:

Password:

### Home

From the home screen, you can access these areas using the navigation menu:

- Home
- MySchedules
- Reports
- Admin
- Help

You can click on the three picture links to access additional information on:

- Warranty, Parts, and Service
- Meet Our Staff
- Control-Link for mobile devices

### Online Tutorial

Clicking the help menu gives access to setup information under the SETTINGS tab and training information under the TRAINING tab.

In the training section a 30 minute website tutorial video shows you how to schedule, manage, and monitor your lighted facilities. To start the tutorial, click the TRAINING icon. You can start and stop the video at your leisure.



The screenshot shows the Control-Link Central website interface. At the top left is the Musco Lighting logo. To its right is the Control-Link logo and the phone number (877) 347-3319. Further right is the weather information: Clear, 82.6 deg F. Below the logos is a navigation menu with links for Home, My Schedules, Reports, Admin, Help, and Logout. The main content area features a large image of a baseball field at night with stadium lights. Below this image is a testimonial quote from Fred Gray, Tucson Parks and Recreation Director, praising Musco's finance program. Underneath the testimonial are three picture links: 'Warranty, Replacement Parts, and Service', 'Meet Our Staff', and 'Control-Link for mobile devices'. At the bottom of the page, there is contact information for Control-Link Central, including a 24/7 support line, phone number, email, and fax number. A footer note states that the site was developed as a tool for managing lighted facilities and offers support for scheduling and reporting needs.

## User Guide

### Scheduling

The Control-Link® control system executes schedules to activate lights and other equipment. Each schedule has a start and an end time. Schedules ending after midnight end the following day.

Sunset and sunrise are available start and end times that adjust daily based on local sunrise and sunset times. Switching occurs before sunset and is offset by a user defined time (typically ½ hour). This allows the lights to completely warm up before the sun actually sets. The Control-Link Central service center can change the offset time for you. Click the SUN ICON on the My Schedules page to see sunset and sunrise times, with offset, in a calendar view.

You can assign each schedule to a defined user group (see *User Groups*). You can select one USER GROUP from the choice list when creating a schedule. You can also enter a short note for reference in the NOTE field.

Schedules have a start date (LIGHTS ON) and an end date (LIGHTS OFF) and can repeat daily, or weekly on one or more days each week. You may also select NO END DATE for schedules that run continuously. You must enter schedules at least ½ hour before the start time when using the Control-Link Central service center website. Schedules can be executed immediately when you call.

### The My Schedules View

**1** Click MY SCHEDULES icon on home page, or click MY SCHEDULES on menu bar to bring up my schedules page.

*The default view is WEEKLY (shown). You may also chose MONTHLY or DAILY views.*

**2** Select FACILITY and FIELD you want to view in grid. You may view all facilities and all fields. They will appear grouped in the grid. You may also select a USER GROUP if you wish to view schedules only for specific group.

**3** The MY SCHEDULES view will automatically show current week/day/month. To view different time period, use LEFT and RIGHT arrow buttons or enter specific day using CALENDAR button.

**4** Once you have chosen appropriate facilities, fields, user groups, and time period to view, you may perform these functions:

- Create a new schedule
- Turn zones immediately on
- Turn zones immediately off
- View, change, or delete a schedule
- Print the schedule grid

Facility Name/Field	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Sat 31
	ON/OFF	ON/OFF	ON/OFF	ON/OFF	ON/OFF	ON/OFF	ON/OFF
<b>City Park</b>							
Inline Skate Area	6:26p/ 10:00p	6:24p/ 10:00p	6:22p/ 10:00p				
Restrooms							
Roller Hockey							
<b>Pine River Park</b>							
Field 1					7:05p/ 10:00p		
Field 2					7:05p/ 10:00p		
Field 3							
Field 4							
Security Lights							
Tennis Courts							
<b>Scottsbluff Recreation Facility</b>							
Baseball							
Football							
Football Stadium							
Parking Area North							
Parking Area South							
Practice Field							
Security Walkway Lights							
Soccer							

## User Guide

### Creating a New Schedule

**1** Click NEW SCHEDULE button or click in grid and select NEW SCHEDULE from popup menu. The New Schedule screen appears.

**2** Enter desired LIGHTS ON and LIGHTS OFF schedule time.

*Remember if you chose SUNSET, lights will switch on a set time (the offset time) before sunset. Contact Control-Link Central service center if you desire to change offset.*

**3** Choose whether your schedule applies to a SINGLE DAY or repeats over MULTIPLE DAYS.

If you select MULTIPLE DAYS, then select DAILY or WEEKLY to indicate whether your schedule repeats every day, or on one or more days each week. Select all days that apply. Selecting DAILY automatically selects all days of week.

**4** Enter START DATE and END DATE for your schedule in text field following MM/DD/YYYY format, or use calendar button. If you schedule LIGHTS OFF after midnight, the schedule ends the following day. Remember to change the END DATE or you will see an error when you save schedule.

**5** Enter SCHEDULE NOTES if desired.

**6** Select FACILITY and then select ALL FIELDS or ONE OR MORE FIELDS. Check all fields at facility that apply to your schedule.

**7** Select a USER GROUP for each field if you wish to assign usage to specific group. You may click [NEW] to add a group or [ALL] to apply that group to all selected fields. Groups allow you to track usage in Control-Link reporting features.

**8** Click SAVE when finished. Click RETURN to abort without saving your changes and return to My Schedules screen.

**9** After clicking SAVE, confirmation screen displays. Click RETURN to return to My Schedules screen.

The screenshot shows the 'New Schedule' form in the Control-Link interface. At the top, the Musco Lighting logo and 'Control-Link' are visible, along with the current date and time (Sunrise 6:13am, Sunset 7:32pm). The form includes the following sections:

- Schedule Times:** 'Lights on:' dropdown set to 'Sunset' and 'Lights off:' dropdown set to '10:00pm'. A sun icon is present.
- Schedule Recurrence:** Radio buttons for 'Add a new schedule for a single day.' and 'Add a new schedule that recurs over multiple days.' (selected).
- Schedule Recurrence (Days):** Checkboxes for 'Daily' (selected), 'Weekly', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'.
- Schedule Dates:** 'Start Date:' and 'End Date:' fields both set to '08/29/2013' with calendar icons.
- Schedule Notes:** A text input field.
- Facility:** A dropdown menu set to 'City Park'.
- Fields and User Groups:** Radio buttons for 'Add a new schedule for ALL Fields.' (selected) and 'Add a new schedule for one or more Fields.' Below are three rows of checkboxes for 'Inline Skate Area', 'Restrooms', and 'Roller Hockey', each with a 'User Group:' dropdown set to 'Webtest Scheduler' and '[New] [All]' links.
- Buttons:** 'Save' and 'Return' buttons at the bottom left.

## User Guide

### Changing an Existing Schedule

**1** Click schedule you wish to change on grid. Select CHANGE from popup menu.

Tue 27	Wed 28	Thu 29
ON/OFF	ON/OFF	ON/OFF
6:22p/ 10:00p		

Add New Schedule  
**Change 6:22p/10:00p**  
 Delete 6:22p/10:00p  
 Copy 6:22p/10:00p  
 Turn Lights ON Immediately  
 Turn Lights OFF Immediately  
 View 6:22p/10:00p  
 Close

**2** Choose whether you are editing all repeating schedules (UPDATE ALL...) or just selected schedule (UPDATE JUST...).

**Control-Link®**  
 Update Schedule Sunrise 5:35am    Sunset 6:49pm

---

**Facility:** City Park  
**Field:** Inline Skate Area  
**Times:** Lights on at Sunset  
 Lights off at 10:00pm  
**Dates:** This schedule will turn the lights on every day.  
 Starting 08/06/2013  
 Ending 08/27/2013

Update just 08/27/2013 daily schedule?  
 Update all of the schedules associated with this schedule?

**3** Make changes to schedule as desired. See *Creating a New Schedule* for details on this screen.

**Control-Link®**  
 Update Schedule Sunrise 5:35am    Sunset 6:49pm

---

**Schedule Times:** Lights on: Sunset                      Lights off: 10:00pm

**Schedule Dates:** Start: 08/27/2013                      End: 08/27/2013

**Schedule Notes:**

**Facility:** City Park

**Fields and User Groups:**  
 Inline Skate Area                      User Group: Webtest Scheduler [v] [New] [All]

**4** Click SAVE when finished. Click RETURN to abort without saving and return to My Schedules screen.

**5** After clicking SAVE, confirmation screen displays. Click RETURN to return to My Schedules screen.

## User Guide

### Deleting a Schedule


1

Click schedule you wish to delete in grid. Select DELETE from popup menu.

Tue 27	Wed 28	Thu 29
ON/OFF	ON/OFF	ON/OFF
6:22p/ 10:00p		
<div style="border: 1px solid black; padding: 5px;">                     Add New Schedule                      Change 6:22p/10:00p                      Delete 6:22p/10:00p                      Copy 6:22p/10:00p                      Turn Lights ON Immediately                      Turn Lights OFF Immediately                      View 6:22p/10:00p                      Close                 </div>		

2

Choose whether you are deleting all repeating schedules (DELETE ALL...) or just selected schedule (DELETE JUST...). Click GO after making your selection. Click RETURN to abort without saving and return to My Schedules screen.


Control-Link®

Delete Schedule Sunrise 5:36am   Sunset 6:48pm

**Facility:** City Park

**Field:** Inline Skate Area

**Times:** Lights on at Sunset  
Lights off at 10:00pm

**Dates:** This schedule will turn the lights on every day.  
Starting 08/30/2013  
Ending 08/30/2013

Delete just 08/30/2013 daily schedule?  
 Delete all of the schedules associated with this schedule?

Go
Return

3

Click DELETE ALL... to delete schedules for all fields, or click SELECT FIELDS... to choose specific fields. Click GO after making your selections. Click RETURN to abort without saving and return to My Schedules screen.


Control-Link®

Delete Schedule Sunrise 5:36am   Sunset 6:48pm

**Times:** Lights on at Sunset  
Lights off at 10:00pm

**Dates:** This schedule will turn the lights on 08/30/13

**Facility:** City Park

Delete ALL Fields schedules.  
 Select Fields to delete schedules.


**Fields:**

- Inline Skate Area
- Restrooms
- Roller Hockey

Go
Return

4

Finally you will be prompted to confirm your choices. Click YES to delete the schedule(s). Click NO or RETURN to abort without saving and return to the My Schedules screen.


Control-Link®

Delete Schedule Sunrise 5:36am   Sunset 6:48pm

**Facility:** City Park

**Field:** Inline Skate Area

You are deleting a Schedule.

Lights On at Fri 08/30/2013 6:18pm (Sunset)  
Lights Off at Fri 08/30/2013 10:00pm

Do you really want to delete this schedule?

Yes
No
Return



## User Guide

### Turn Lights ON Immediately

1

Click grid on field for which you wish to turn on lights. Select TURN LIGHTS ON IMMEDIATELY from popup menu.

Wed 28	Thu 29	Fri 30
ON/OFF	ON/OFF	ON/OFF

Add New Schedule  
**Turn Lights ON Immediately**  
 Turn Lights OFF Immediately  
 Close

2

Select whether you wish to TURN LIGHTS ON NOW FOR ALL FIELDS OR TURN LIGHTS ON NOW FOR ONE OR MORE FIELDS. Select fields for which you wish to turn on lights. Choose USER GROUP if necessary. Click [NEW] to create new user group, or click [ALL] to apply that group to all selected fields. Click SAVE to continue or click RETURN to abort without saving changes.

3

Select END time for your immediate schedule. Remember if lights are on past midnight, change END date to following day. Click SAVE to continue, or click RETURN to abort without saving and return to My Schedules screen.

4

Finally you will be prompted to confirm your choices. Click YES to confirm schedule. Click NO to go back and make changes. Click RETURN to abort without saving and return to My Schedules screen.

## User Guide

### Turn Lights OFF Immediately

1

Click grid on field for which you wish to turn off lights. Select **TURN LIGHTS OFF IMMEDIATELY** from popup menu.

Wed 28	Thu 29	Fri 30
ON/OFF	ON/OFF	ON/O
<div style="border: 1px solid black; padding: 5px;"> <p>Add New Schedule</p> <p>Turn Lights ON Immediately</p> <p>Turn Lights OFF Immediately</p> <p>Close</p> </div>		

2

Select whether you wish to **TURN LIGHTS OFF NOW FOR ALL FIELDS** OR **TURN LIGHTS OFF NOW FOR ONE OR MORE FIELDS**. Select fields for which you wish to turn off lights. Choose **USER GROUP** if necessary. Click **[NEW]** to create new user group, or click **[ALL]** to apply that group to all selected fields. Click **SAVE** to continue or click **RETURN** to abort without saving changes.

**MUSCO Lighting** Control-Link® Immediate Off Schedule Sunrise 5:36am Sunset 6:48pm

Turn Lights OFF Now

Schedule Notes:

Facility:

Turn Lights OFF Now for ALL Fields.  
 Turn Lights OFF Now for one or more Fields.

Fields and User Groups:

<input checked="" type="checkbox"/> Inline Skate Area	User Group: <input type="text" value="Webtest Scheduler"/> [New] [All]
<input type="checkbox"/> Restrooms	User Group: <input type="text" value="Webtest Scheduler"/> [New] [All]
<input type="checkbox"/> Roller Hockey	User Group: <input type="text" value="Webtest Scheduler"/> [New] [All]

3

Finally you will be prompted to confirm your choices. Click **YES** to confirm schedule. Click **NO** to go back and make changes. Click **RETURN** to abort without saving and return to My Schedules screen.

**MUSCO Lighting** Control-Link® Immediate Off Schedule Sunrise 5:36am Sunset 6:48pm

Facility: City Park  
Field: Inline Skate Area

You have selected 'Immediate Turn OFF'.  
The lights for Inline Skate Area will be turned OFF immediately.

Are you really sure you want to do this?

## User Guide

### Copying and Pasting a Schedule

1

To copy a schedule, simply click the schedule in grid, then select COPY from popup menu.

Tue 3	Wed 4	Thu 5
ON/OFF	ON/OFF	ON/OFF
6:11p/ 10:00p		
<ul style="list-style-type: none"> <li>Add New Schedule</li> <li>Change 6:11p/10:00p</li> <li>Delete 6:11p/10:00p</li> <li><b>Copy 6:11p/10:00p</b></li> <li>Turn Lights ON Immediately</li> <li>Turn Lights OFF Immediately</li> <li>View 6:11p/10:00p</li> <li>Close</li> </ul>		


2

Next click on grid where you want to add schedule, then select PASTE from popup menu.

Tue 3	Wed 4	Thu 5
ON/OFF	ON/OFF	ON/OFF
6:11p/ 10:00p		
<ul style="list-style-type: none"> <li>Add New Schedule</li> <li><b>Paste 6:11p/10:00p</b></li> <li>Turn Lights ON Immediately</li> <li>Turn Lights OFF Immediately</li> <li>Close</li> </ul>		

3

Select whether you wish to COPY JUST... current schedule or COPY ALL... repeating associated schedules to selected field. Click GO to continue or click RETURN to abort without saving changes.



**Control-Link®**

Copy Schedule Sunrise 5:36am   Sunset 6:48pm

**Facility:** City Park

**Field:** Inline Skate Area

**Times:** Lights on at Sunset  
Lights off at 10:00pm

**Dates:** This schedule will turn the lights on every Monday, Tuesday, Wednesday, Thursday  
Starting 09/03/2013  
Ending 09/03/2013

Copy just 09/03/2013 daily schedule to facility City Park?  
 Copy all of the schedules associated with this schedule to facility City Park?

## User Guide

### Copying and Pasting a Schedule (continued)

4

Edit copied schedule as necessary. See *Creating a New Schedule* for detailed instructions on this screen. Click **SAVE** to continue, or click **RETURN** to abort without saving and return to My Schedules screen.

The screenshot shows the 'New Schedule' form in the Control-Link interface. At the top left is the Musco Lighting logo. The page title is 'Control-Link®' and the sub-header is 'New Schedule'. On the top right, it displays 'Sunrise 5:36am' and 'Sunset 6:48pm'. The form includes the following sections:

- Schedule Times:** 'Lights on:' is set to 'Sunset' and 'Lights off:' is set to '10:00pm'. There is a sun icon to the right.
- Schedule Dates:** 'Start:' is '09/05/2013' and 'End:' is '09/05/2013', both with calendar icons.
- Schedule Notes:** An empty text input field.
- Facility:** A dropdown menu set to 'City Park'.
- Radio buttons:** 'Add a new schedule for one or more Fields.' is selected.
- Fields and User Groups:** A list of checkboxes for 'Inline Skate Area' (checked), 'Restrooms', and 'Roller Hockey'. To the right, there are three 'User Group:' dropdown menus, all set to 'Webtest Scheduler' with '[New] [All]' links.
- Buttons:** 'Save' and 'Return' buttons at the bottom left.

5

After clicking **SAVE**, confirmation screen displays. Click **RETURN** to return to My Schedules screen.

The screenshot shows the confirmation screen in the Control-Link interface. At the top left is the Musco Lighting logo. The page title is 'Control-Link®' and the sub-header is 'New Schedule'. On the top right, it displays 'Sunrise 5:36am' and 'Sunset 6:48pm'. The screen contains the following information:

- Message:** 'The following schedules were successfully added.'
- Times:** 'Lights on at Sunset' and 'Lights off at 10:00pm'.
- Dates:** 'Starting Thu 09/05/2013' and 'Ending Thu 09/05/2013'.
- Schedule Notes:** An empty text input field.
- Facility:** 'City Park'.
- Fields and User Groups:** 'Inline Skate Area' and 'User Group: Webtest Scheduler'.
- Button:** 'Return' button at the bottom left.

## User Guide

### Reporting

The Control-Link Central service center website includes a flexible reporting tool that can generate reports on usage, scheduler security, and schedule history. You can customize each report for your needs.

Usage reports summarize lighting usage. You can report usage for all facilities, fields, and users on one report, or filter on specific ones. You can summarize monthly, weekly, daily, or on a given date range. You can also change the sorting/grouping and totalling options to get exactly the information you need.

Scheduler Security reports help you organize the schedule users you have associated with your facilities. For information about adding, deleting, and maintaining schedulers, see *Scheduler Security*.

Schedule History reports give details on how the system is being used, such as who changed what schedule when and what was there before the change. These reports are useful for troubleshooting and schedule detail tracking. You can customize reports by owner, facility, field, and date range.

### Usage Reports

- 1** Click reports icon on home screen or select REPORTS on menu bar. The Usage report screen appears; Usage is the default report type.
- 2** Choose MONTHLY REPORT, WEEKLY REPORT, DAILY REPORT, OR SELECT DATES TO REPORT.
- 3** Enter desired report date or date range in REPORT DATE(S) field or use calendar button.
- 4** Select desired OWNER, FACILITY, FIELD, and USER GROUP using list boxes.
- 5** Indicate desired sorting order using SORT REPORT BY fields.
- 6** Click VIEW REPORT to view or click EXPORT TO FILE to save a \*.csv (comma separated values) file that opens using most spreadsheet programs.

Musco Control-Link Usage Report (Auto Only)			
By Facility, Scheduler Usage Type of Light Usage September, 2013			
Owner: Community Parks & Recreation Muscatine, IA			
<b>Summary</b>			
Facility	Scheduler	Total Auto Hours Usage	Total Hours Saved from Early Offs
City Park	Webtest Scheduler	7.41	0:00
<b>Total Auto Hours Usage for City Park</b>		<b>7.41</b>	<b>0:00</b>
Pine River Park	Webtest Scheduler	23:20	0:00
<b>Total Auto Hours Usage for Pine River Park</b>		<b>23:20</b>	<b>0:00</b>
<b>Total Auto Hours Usage for Community Parks &amp; Recreation</b>		<b>31:01</b>	<b>0:00</b>
<b>Detail For Facility: City Park</b>			
Scheduler: Webtest Scheduler			
Field	Start	End	User Group
Inline Skate Area	Tue 09/03/2013 6:11p	Tue 09/03/2013 10:00p	Webtest Scheduler
	Thu 09/05/2013 6:08p	Thu 09/05/2013 10:00p	Webtest Scheduler
Webtest Scheduler Total Auto Hours Usage = 7.41			
Webtest Scheduler Total Hours Saved from Early Offs = 0:00			
City Park Total Auto Hours Usage = 7.41			
City Park Total Hours Saved from Early Offs = 0:00			
<b>Detail For Facility: Pine River Park</b>			
Scheduler: Webtest Scheduler			
Field	Start	End	User Group
Field 1	Tue 09/17/2013 7:05p	Tue 09/17/2013 10:00p	JV Girls Soccer
	Thu 09/19/2013 7:05p	Thu 09/19/2013 10:00p	JV Girls Soccer
	Tue 09/24/2013 7:05p	Tue 09/24/2013 10:00p	JV Girls Soccer
Field 2	Tue 09/17/2013 7:05p	Tue 09/17/2013 10:00p	Webtest Scheduler
	Thu 09/19/2013 7:05p	Thu 09/19/2013 10:00p	Webtest Scheduler
	Tue 09/24/2013 7:05p	Tue 09/24/2013 10:00p	Webtest Scheduler
Webtest Scheduler Total Auto Hours Usage = 23:20			
Webtest Scheduler Total Hours Saved from Early Offs = 0:00			
Pine River Park Total Auto Hours Usage = 23:20			
Pine River Park Total Hours Saved from Early Offs = 0:00			

## User Guide

### Scheduler Security Reports

- 1** To generate a Scheduler Security report, click SCHEDULER SECURITY on menu bar.
- 2** Choose desired SCHEDULER, FACILITY, and FIELD from list boxes. You may make a single selection in each or choose ALL.
- 3** Choose REPORT TYPE. This report can be grouped to show all schedulers for each field, or show all fields for each scheduler.
- 4** Check the box marked INCLUDE SCHEDULER DETAILS to see each scheduler's account information when viewing BY SCHEDULER report.
- 5** When you are finished making your selections, click VIEW REPORT.

The screenshot shows the Musco Control-Link website interface. At the top, there is a navigation bar with 'Home', 'My Schedules', 'Reports', 'Admin', 'Help', and 'Logout'. Below this is a sub-menu with 'SCHEDULER SECURITY', 'USAGE', and 'SCHEDULE HISTORY'. The 'SCHEDULER SECURITY' section is active, displaying a form with the following fields:

- Report For Owner: All Owners (dropdown)
- Report For Scheduler: All Schedulers (dropdown)
- Report For Facility: All Facilities (dropdown)
- Report For Field: All Fields (dropdown)
- Report Type: By Facility/Field (dropdown)
- Include Scheduler Details
- View Report** button

**Musco Control-Link Scheduler Security Report**  
By Facility,Field

Community Parks & Recreation Muscatine,IA,USA

Facility: City Park		
Field: Inline Skate Area	Scheduler	Status
	Joe Franks	Active
		<a href="#">Scheduling Options</a> <a href="#">Maintain Owner Profile</a> <a href="#">Maintain Facility Profile</a> <a href="#">Maintain User Group Profile</a> <a href="#">Maintain Scheduler and Contact Profile</a> <a href="#">All Scheduling options on the Web Site</a>
	Nadine Twist	Active
		<a href="#">Maintain Owner Profile</a> <a href="#">Maintain Facility Profile</a> <a href="#">Maintain User Group Profile</a> <a href="#">Maintain Scheduler and Contact Profile</a> <a href="#">All Scheduling options on the Web Site</a>
	Sam Stokes	Active
		<a href="#">Maintain Owner Profile</a> <a href="#">Maintain Facility Profile</a> <a href="#">Maintain User Group Profile</a> <a href="#">Maintain Scheduler and Contact Profile</a> <a href="#">All Scheduling options on the Web Site</a>
	Bill Bradley	Active
		<a href="#">Maintain Owner Profile</a> <a href="#">Maintain Facility Profile</a> <a href="#">Maintain User Group Profile</a> <a href="#">Maintain Scheduler and Contact Profile</a> <a href="#">Immediate On/Off on Web Site</a> <a href="#">All Scheduling options on the Web Site</a>
	Jennifer Wilcox	Active
		<a href="#">Maintain Owner Profile</a> <a href="#">Maintain Facility Profile</a> <a href="#">Maintain User Group Profile</a> <a href="#">Maintain Scheduler and Contact Profile</a> <a href="#">Immediate On/Off on Web Site</a> <a href="#">All Scheduling options on the Web Site</a>
	Joel Smoot	Active
		<a href="#">Maintain Owner Profile</a> <a href="#">Maintain Facility Profile</a> <a href="#">Maintain User Group Profile</a> <a href="#">Maintain Scheduler and Contact Profile</a> <a href="#">Immediate On/Off on Web Site</a>

## User Guide

### Schedule History Reports

- 1** To generate a Schedule History report, click SCHEDULE HISTORY on menu bar.
- 2** Choose desired OWNER, FACILITY, and FIELD from list boxes. You may make a single selection in each or choose ALL.
- 3** Enter START DATE and END DATE for the report.
- 4** When you are finished making your selections, click VIEW REPORT.

The screenshot shows the Control-Link website interface. At the top, there is a navigation bar with 'Home', 'My Schedules', 'Reports', 'Admin', 'Help', and 'Logout'. Below this, there are three tabs: 'SCHEDULER SECURITY', 'USAGE', and 'SCHEDULE HISTORY', with 'SCHEDULE HISTORY' being the active tab. The main content area contains the following form:

Report For Owner:

Report For Facility:

Report For Field:

Report Date(s): Start Date:   End Date:

Musco Control-Link Schedule History Report  
Sat 08/03/2013 - Tue 09/03/2013

Owner: Community Parks & Recreation Muscatine, IA

Schedule Changes:						
Date Chgd	Time Chgd	Facility	Field	Action	Maint Scheduler	Application
08/05/2013	21:03:13	City Park	Inline Skate Area	Add	Joe Franks	Web
<b>Data before change:</b>				<b>Data after change:</b>		
				Lights On 08/05/2013 9:30:00pm		
				Lights Off 08/05/2013 10:00:00pm		
				Schedule Desc:		
				Schedule Type: BASIC		
				Scheduler: Webtest Scheduler		
				End User: Webtest Scheduler		
				Multiday Schedule: No		
				Schedule Usage: Light Usage		
				Light Usage: Yes		
08/05/2013	21:03:13	City Park	Restrooms	Add	Nadine Twist	Web
<b>Data before change:</b>				<b>Data after change:</b>		
				Lights On 08/05/2013 9:30:00pm		
				Lights Off 08/05/2013 10:00:00pm		
				Schedule Desc:		
				Schedule Type: BASIC		
				Scheduler: Webtest Scheduler		
				End User: Webtest Scheduler		
				Multiday Schedule: No		
				Schedule Usage: Light Usage		
				Light Usage: Yes		

## User Guide

### Scheduler Security (Admin Options)

Scheduler Security (Admin) is for site administrators to maintain facility profiles, schedulers, and user groups. Schedulers are users who have permission to turn on and/or turn off the lights. Facility profiles contain important information about fields and facilities. User groups are field users such as leagues or teams that the Control-Link Central system tracks.

Facility profiles contain facility address, emergency contact information, owner name, security group, fields, and curfews. Administrators can update contact information for each facility and curfews for each field. Other information such as facility address, and fields must be maintained by Control-Link Central service center staff.

Schedulers in the system can have various levels of permissions to affect lighting schedules. The most basic level is PHONE CHANGES ONLY, meaning that they can call in to the Control-Link Central service center to request lights be turned on or off earlier or later when needed. Other security profiles include PHONE SCHEDULER (add, change, and delete schedules by phone), WEB AND PHONE SCHEDULER (add, change, and delete schedules by web and by phone), and PROFILE ADMINISTRATOR (add, change, and delete schedules, schedulers, user groups, and maintain contact profiles).

Every schedule can be assigned to any user group in the system. User groups can accumulate schedule hours that you can track using the reporting features. You can use this information for billing or other purposes.

### Facility Profile

- 1 To edit facility profile, click ADMIN on menu bar, then click FACILITY PROFILE, then click UPDATE button.
- 2 You may update EMERGENCY CONTACT and EMERGENCY PHONE for facility. You can also change BEGIN CURFEW and END CURFEW for each field, or set CURFEW BY DAY, or NO CURFEW.
- 3 When you are finished editing, click SAVE to save your changes or click CANCEL to about without saving.

The screenshot displays the 'Facility Profile' page in the Control-Link system. At the top, there is a navigation bar with 'Home', 'My Schedules', 'Reports', 'Admin', 'Help', and 'Logout'. Below this, a secondary menu highlights 'FACILITY PROFILE', 'USER GROUP PROFILE', and 'SCHEDULERS & CONTACTS'. The main content area is titled 'Facility Profile' and includes 'Save' and 'Cancel' buttons. A note states: '\* Indicates that if One of the two fields is entered both must be.' The form fields are as follows: Facility / Park Name: City Park; Address 1: Main Ave South; Address 2: (empty); Emergency Contact: Charles Bentley; Emergency Phone: (555)555-1212; Owner Name: Community Parks & Recreation; Field: Inline Skate Area; City: Muscatine; State: IA; Postal Code: 06492; Country: USA; Security Group: WebTest. For the 'Inline Skate Area' field, the 'Daily Curfew' radio button is selected, with a start time of 10:00pm and an end time of 4:00pm. Below this, there are two more field sections: 'Restrooms' and 'Roller Hockey'. Both have 'Daily Curfew' radio buttons selected, but their start and end times are set to '-- Select Time --'. The Musco Lighting logo and 'Control-Link' branding are visible at the top of the page.



## User Guide

### User Group Profile

- 1 To add or edit a user group click ADMIN on menu bar, then click USER GROUP PROFILE.
- 2 Next select a USER GROUP and click UPDATE or click ADD to create new user group.
- 3 Enter or edit the USER GROUP NAME.
- 4 To de-activate an existing user group, click INACTIVE.
- 5 Click ALL FACILITIES or SELECT ONE OR MORE. Check all facilities with which the user group is associated.
- 6 Click SAVE to save your changes or click CANCEL to abort without saving.

The screenshot shows the 'User Group Profile' form in the Control-Link application. The form is titled 'User Group Profile' and includes a 'Save' and 'Cancel' button. It features a dropdown menu for 'User Groups' with options: Adult Co-Ed, Adult Mens League, Athletic Football, and Athletics. Below this is a 'Selected User Group Information' section with a 'User Group Name' field, 'User Group Status' (Active/Inactive), and 'User Group Facilities' (All Facilities/Select One or More). The 'Select One or More' option is selected, and three facilities are listed: City Park, Pine River Park, and Scottsbluff Recreation Facility. There are 'Save' and 'Cancel' buttons at the bottom.

### Schedulers and Contacts

- 1 To add or edit schedulers or contacts click ADMIN on menu bar, then click SCHEDULES & CONTACTS.
- 2 Next select a SCHEDULER or CONTACT and click UPDATE or click ADD to create a new one.
- 3 Enter NAME, ADDRESS, USERCODE and PASSWORD for new scheduler/contact or edit details for existing one.

The screenshot shows the 'Scheduler and Contact Profile' form in the Control-Link application. The form is titled 'Scheduler and Contact Profile' and includes 'Save' and 'Cancel' buttons. It features a dropdown menu for 'Schedulers and Contacts' with options: Joe Franks, Sam Stokes, and Bill Bradley. Below this are several input fields: 'Name' (Nadine Twist), 'Address 1' (123 Mockingbird Lane), 'Address 2', 'City' (Muscatine), 'State' (IA), 'Postal Code' (52761), and 'Country' (USA). There are also 'Usercode' (NTWIST) and 'Password' (IMNPQ4%T) fields. The password field has a note: '6 - 15 Characters with at least 1 letter and 1 number (Note: Passwords are Not Case Sensitive)'. There are 'Save' and 'Cancel' buttons at the bottom.

## User Guide

### Schedulers and Contacts (continued)

**4** Enter EMAIL ADDRESS, SELECT TYPE, check box if email is PRIMARY, then click ADD EMAIL ADDR.

**5** Enter at least one telephone number, SELECT TYPE, COUNTRY, and click ADD PHONE NBR.

**6** Select SECURITY QUESTION and enter SECURITY ANSWER.

**7** If deactivating user, click INACTIVE.

**8** Select DEFAULT END USER to set default user group for that scheduler.

**9** Select appropriate ROLE. Check all that apply.

**11** Select SECURITY LEVEL (schedulers only). Some boxes are checked by default. Check any unselected boxes that apply. Uncheck any boxes that do not apply.

**12** SELECT ALL OR SELECT ONE OR MORE facilities and fields to associate with scheduler/contact.

**13** Click SAVE to save scheduler/contact information. Click CANCEL to abort without saving.

This screenshot shows the 'Add Email Addr' and 'Add Phone Nbr' sections of the user profile form. The 'Add Email Addr' section includes a dropdown for 'Work', a text input for the email address 'n.twist@domain.com', a 'Primary' checkbox, and a 'Delete' button. Below this is an 'Add Email Addr' button. The 'Add Phone Nbr' section is titled '\* At least one phone number is required, multiple contact numbers can be added'. It contains three rows of input fields for 'Day Time', 'Country' (set to USA), and a phone number, each with a 'Primary' checkbox and a 'Delete' button. An 'Add Phone Nbr' button is located below the rows. At the bottom, there is a 'Security Question' dropdown menu and a 'Security Answer' text input field.

This screenshot shows the 'Scheduler Status' and 'Default End User' sections of the user profile form. The 'Scheduler Status' section has radio buttons for 'Active' (selected) and 'Inactive'. The 'Default End User' section has a dropdown menu for selecting an end user. Below this are two radio buttons: 'Can Schedule All User Groups' (selected) and 'Can Schedule Just the Default User Group'. The 'What Roles Does this Person Play?' section has a checked checkbox for 'Scheduler [Required for Scheduling Access]' and several unchecked checkboxes for other roles: 'Primary Daytime Contact', 'Secondary Daytime Contact', 'Emergency After Hours Contact', 'Warranty Contact', and 'Billing Contact for Service Fees'. At the bottom, there is a 'Job Role' dropdown menu.

This screenshot shows the 'Select (1) Security Level for this Person:' section of the user profile form. It contains four radio buttons for selecting a security level: '1. Web and Phone Scheduler' (selected), '2. Phone Call Scheduler', '3. Phone Call - Changes Only', and '4. Profile Administrator'. Each radio button has a list of associated options with checkboxes. For '1. Web and Phone Scheduler', options include 'Add, Change, Delete All Schedules', 'Change Start Time', 'Early Off & Extend Off Time', 'Schedule Past Curfew', and 'Web/Smartphone Immediate ON/OFF'. For '2. Phone Call Scheduler', options include 'Add, Change, Delete All Schedules', 'Change Start Time', 'Early Off & Extend Off Time', and 'Schedule Past Curfew'. For '3. Phone Call - Changes Only', options include 'Early Off', 'Extend Off Time', 'Delete Schedule - Rainout', and 'Change Start Time'. For '4. Profile Administrator', options include 'Maintain Owner Profile', 'Maintain Facility Profiles', 'Maintain User Group Profiles', 'Maintain Scheduler and Contact Profiles', 'Ability for all Scheduling Options via Phone, Web, or Fax', and 'Web/Smartphone Immediate ON/OFF'.

This screenshot shows the 'Select Facilities & Fields for this Person:' section of the user profile form. It has two radio buttons: 'Select all' and 'Select One or More' (selected). Below are three columns of facilities and fields with checkboxes: 'City Park' (Inline Skate Area, Restrooms, Roller Hockey), 'Pine River Park' (Field 1, Field 2, Field 3, Field 4, Security Lights, Tennis Courts), and 'Scottsbluff Recreation Facility' (Baseball, Football, Football Stadium, Parking Area North, Parking Area South, Practice Field, Security/Walkway Lights, Soccer). At the bottom, there are 'Save' and 'Cancel' buttons.

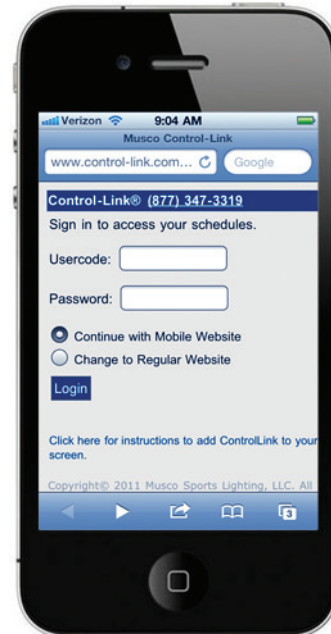
## User Guide

### Smart Phone

Your Control-Link® control system schedulers, with the appropriate permissions, can access the website from a web-enabled smart phone. The website is optimized for mobile devices such as Blackberry®, Android®, Windows® Phone, and iPhone®/iPad®.

The website detects you are using a mobile browser and serves you some abbreviated screens designed to deliver the main functionality of viewing and updating schedules quickly. The appearance of these mobile web screens may vary from device to device.

The method of interaction is similar but also may vary slightly due to the platform your device runs. The primary difference is that you interact by touch rather than pointing and clicking. Instead of clicking, you touch buttons and links to activate them. You touch and hold areas of the schedule grid to activate the popup menus.



### Mobile Site Functionality

The mobile website offers on-the-go access to schedules for your fields and facilities. In order to bring you the best mobile experience, Musco has chosen to develop only the scheduling functions on the mobile website. To maintain site owners, contacts, groups, and schedulers, or to view other related content please use the full website. You can use the full website on your mobile device by selecting the radio button CHANGE TO REGULAR WEBSITE when logging in. The small screen size on some devices may affect your user experience.

### Scheduling On-the-Go

The mobile website serves the schedule screen exclusively. It differs from the full website in that it displays only one day and one field at a time.

- 1 To change the facility or field displayed, use the drop-down menus.
- 2 To change the starting time of the schedule view, select from the drop-down menu VIEW TIME. Use the day/week picker (<SMTWTFS>) to change the day displayed.
- 3 Touch the schedule grid and hold to bring up a popup menu. From the popup menu you can CHANGE, DELETE, or VIEW the schedule you touched, or you can ADD NEW SCHEDULE, TURN LIGHTS OFF NOW, OR TURN LIGHTS ON NOW for the field displayed.
- 4 Make your selection and follow the prompts on the screen. Schedule screens on the mobile website operate the same as on the full website, only the presentation and arrangement is optimized for mobile devices.





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