



Vive Vue 1.7

Software User Manual

P/N 040441 Rev. A



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Section 1

Getting Started



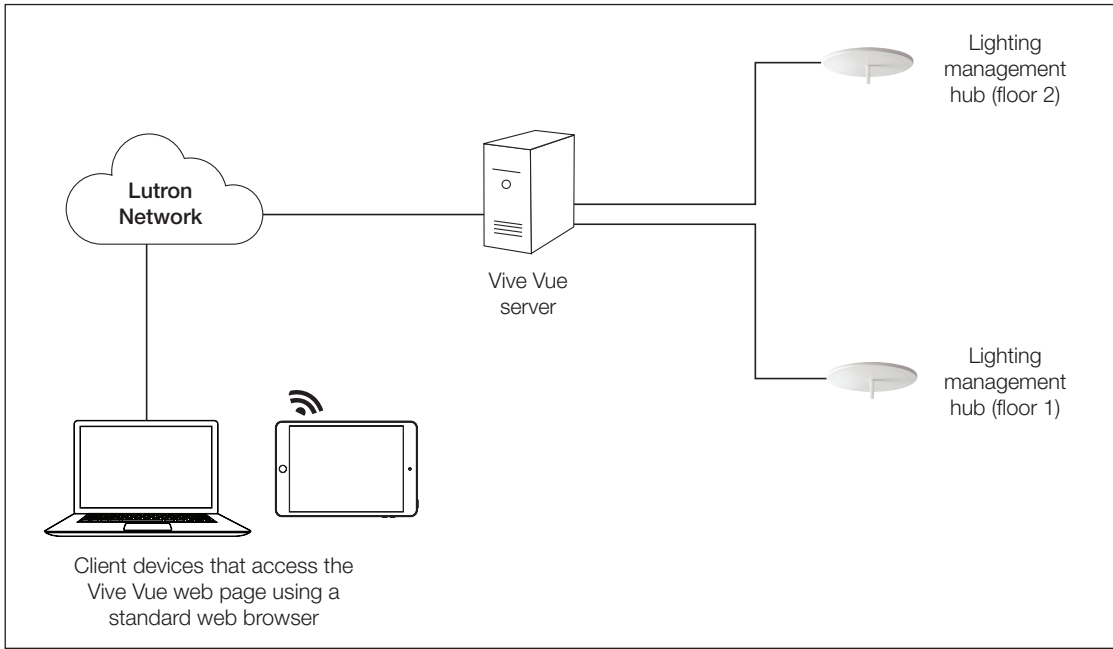
In This Section:

- [What is Vive Vue?](#)
- [Signing In to Vive Vue](#)
- [Navigating from the Home Page](#)

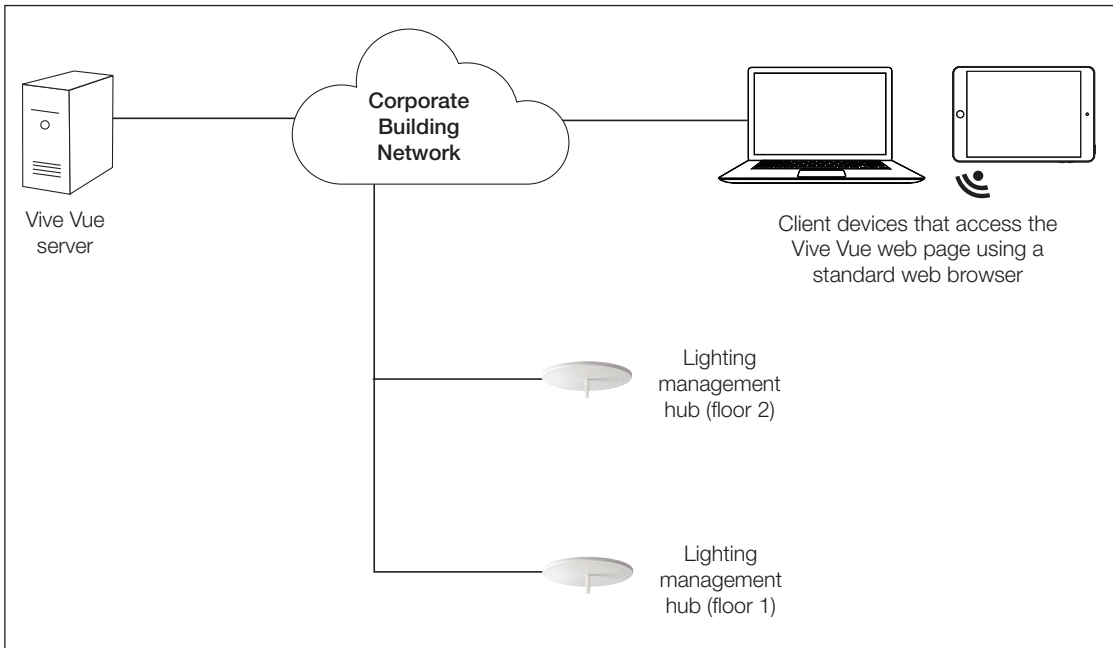
What is Vive Vue?

Vive Vue is a facility management solution that provides the ability to tie multiple Vive hubs together in one software interface. Vive Vue can scale from a single room to an entire campus.

Sample system using a dedicated lighting control network



Sample system integrating with the Corporate network



Continued on next page...

What Is Vive Vue? (continued)

Vive Vue enables you to:

- Monitor energy usage and savings in real time.
- Schedule events based on time of day or relative to sunrise or sunset for all the areas in the system.
- Activate and deactivate load shedding in real time for the whole system or individual areas.
- Monitor when and how often areas are occupied to determine if spaces are being utilized effectively.
- Export energy and occupancy information as historical reports.
- Control dimmable or switched lighting loads in areas throughout the system in real time.
- Access the Area Dashboard for an area in the Vive hub software to monitor and control additional information and settings.

Signing In to Vive Vue

Vive Vue is server-based software that is accessed via a web page hosted on the Lutron server.

1. Open a browser and go to the domain name for your Vive Vue server. (Google Chrome™ browser or Safari application recommended.)

You are prompted to sign in.



2. Enter your username and password.

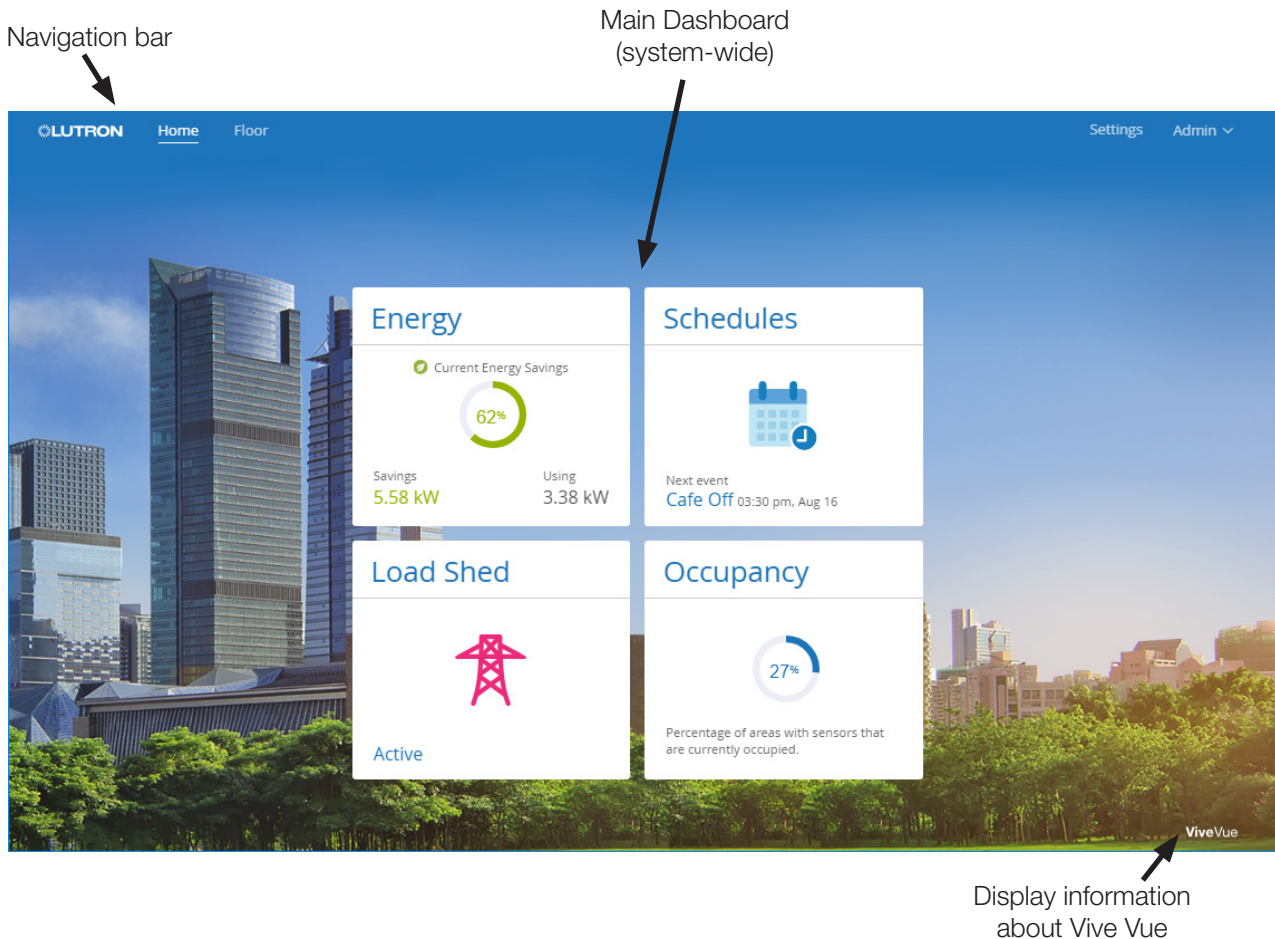
NOTE: Check the **Keep me signed in** checkbox if you want to sign in automatically after closing your browser window and returning to Vive Vue. You will not have to sign in again until you clear your browser cookies or restart your computer.

3. Click **Sign In**.

NOTE: The Role assigned to your username determines the pages, areas, and functionality you are able to access within Vive Vue. Depending on your user Role, you may not be able to access a page or area or perform a function explained in this user manual. Only users who are assigned an Admin Role have access to all pages, areas, and functionality. If you are not an Admin user and need to access additional areas, contact your administrator to have them added. For more information about user Roles, refer to "Managing Vive Vue Users" on page 44.

Navigating from the Home Page

The Home page will be displayed after you sign in to Vive Vue. You know you are on the Home page when the **Home** link is underlined in the navigation bar.



Main Dashboard

The Main Dashboard on the Home page contains four tiles that you can click to:

- [Monitor system-wide energy and savings information](#)
- [Maintain the system schedule](#)
- [Monitor and control load shedding](#)
- [Monitor system-wide occupancy percentages](#)

NOTE: The Main Dashboard is used for system-wide monitoring and control. To monitor and control a specific area only, refer to "Navigating to the Area Dashboard for an Area" on page 37.

Continued on next page...

Navigating from the Home Page (continued)

Navigation Bar

A navigation bar will be displayed at the top of the Home page and other Vive Vue pages.



Navigating from the Home Page to a Floorplan

The **Floor** link takes you to the first floorplan in the system. From there, you can navigate to any floor you want to monitor or control.

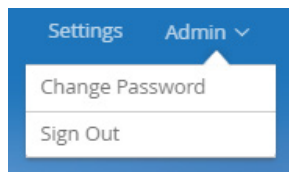
The **Home** link takes you back to the Home page.

Navigating to System Settings

The **Settings** link enables you to enter and maintain global settings for the system. Refer to "Configuring Settings" on page 40.

Changing Your Password or Signing Out

Your username will be displayed in the navigation bar while you are signed in to Vive Vue. Click your username to change your password or sign out.



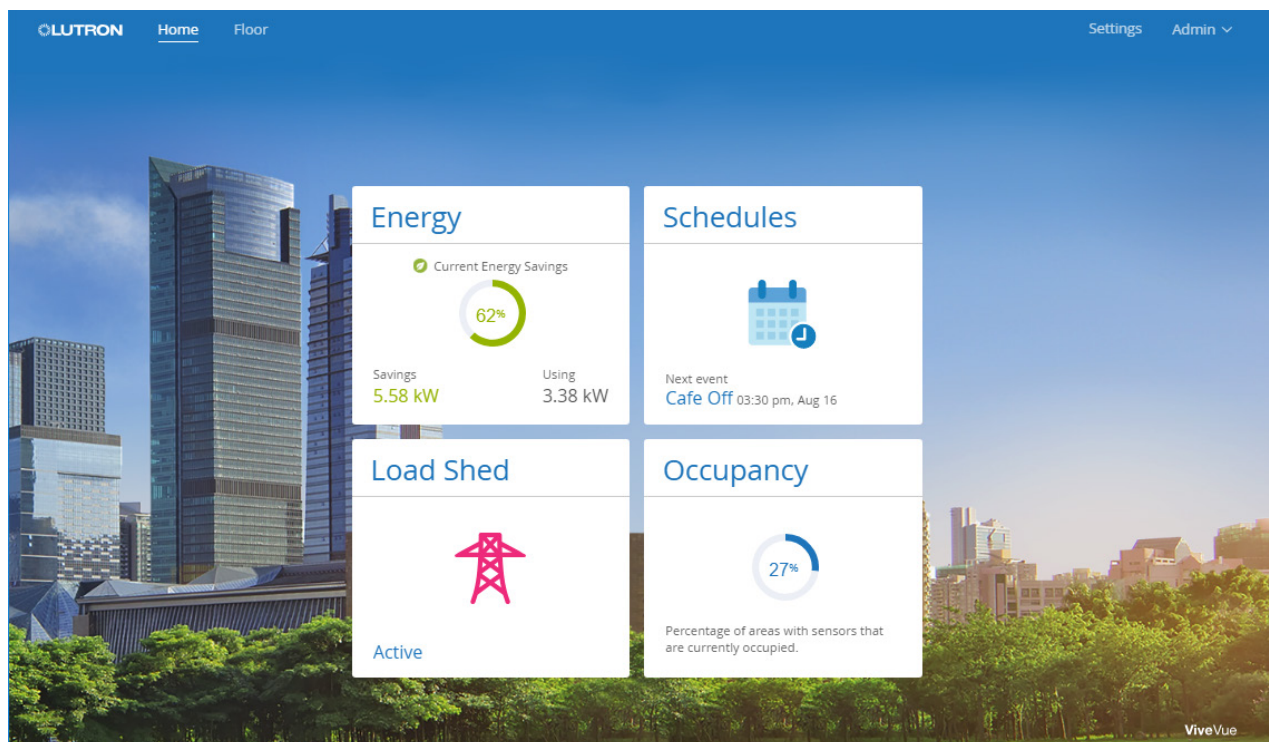
NOTE: The **Change Password** option does not display if you sign in to Vive Vue using an LDAP account.

About Vive Vue

Clicking Vive Vue in the bottom right corner of the Home page will display information about the software, including the version you are running and Technical Support contact information. Also included are Privacy Statement, Open Source, and End User License Agreement links.

Section 2

System Monitoring and Control



In This Section:

- [Monitoring System-Wide Energy Usage and Savings](#)
- [Maintaining the System Schedule](#)
- [Monitoring and Controlling Load Shed](#)
- [Monitoring System-Wide Occupancy](#)
- [Exporting Data as an Historical Report](#)

Monitoring System-Wide Energy Usage and Savings

Vive Vue tracks and logs energy usage and savings for all the areas in the system. System-wide energy data can be viewed in real time and also exported and saved as historical reports.

NOTE: To view energy savings for areas on a graphical floorplan, refer to page 34.

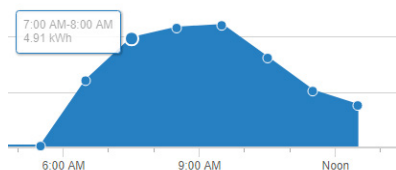
Viewing Real-Time Energy Usage and Power Consumption

- From the Home page, click the **Energy** tile in the Main Dashboard.

Today's real-time energy usage and power consumption data will be displayed for the entire system. The total energy consumed and the savings compared to having the lights turned to Full On is also shown below the graph.



- Use the or buttons to scroll through the data.



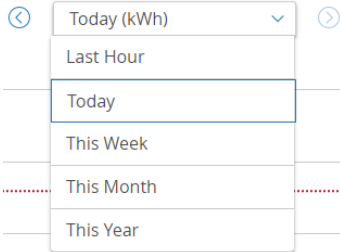
- Click or hover over a point on the graph to display additional details.

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Monitoring System-Wide Energy Usage and Savings (continued)

Viewing Real-Time Energy Usage and Power Consumption (continued)

- To view the data using a different time range, select the time range from the drop-down menu.

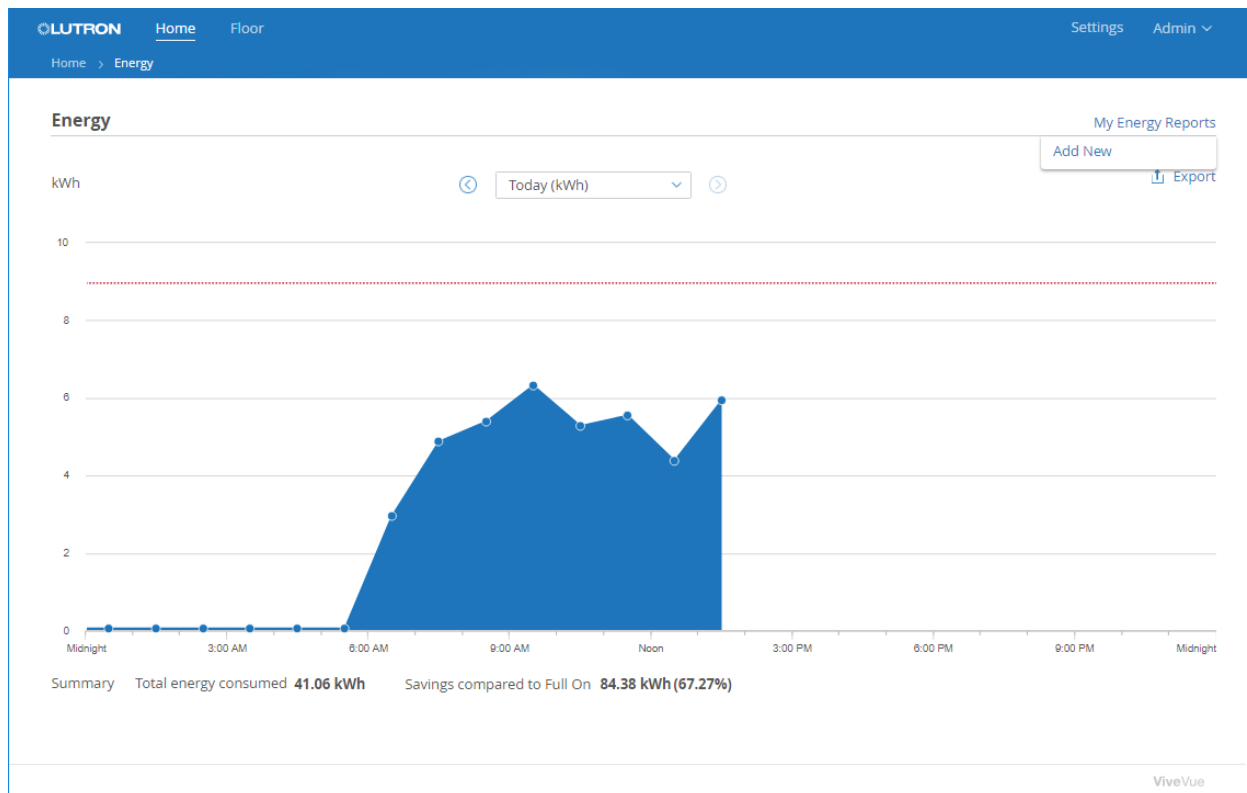


To save the currently displayed data, click the **Export** link. Refer to "Exporting Data as an Historical Report" on page 29.

Creating Custom Energy Report Templates

You can create report templates to customize how your energy data is displayed. Templates can be created to compare specific areas, measure different types of data, and cover custom time ranges. For example, you may want to compare the monthly energy usage between the floors in a building or the rooms on a floor.

- From the Energy page, select **Add New** from the **My Energy Reports** menu.

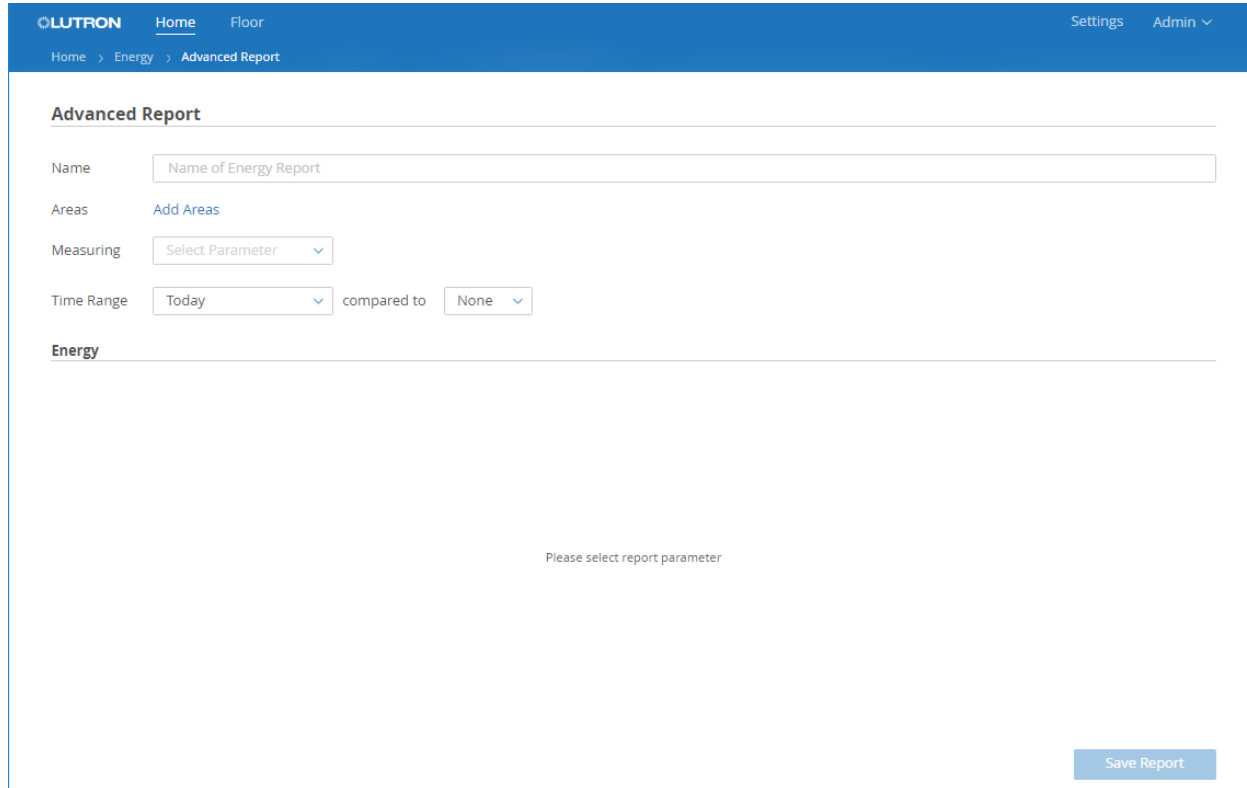


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Monitoring System-Wide Energy Usage and Savings (continued)

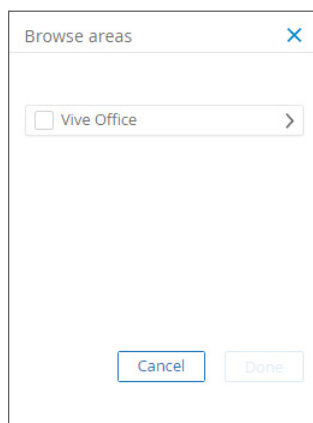
Creating Custom Energy Report Templates (continued)

The Advanced Report page will open.



2. Enter a name that describes the purpose of the report template (e.g., Monthly Energy Comparison).
3. Click the **Add Areas** link to select the areas to be included in the report.

You can select the whole system. You can also click > to browse and select whole floors and individual areas on a floor.



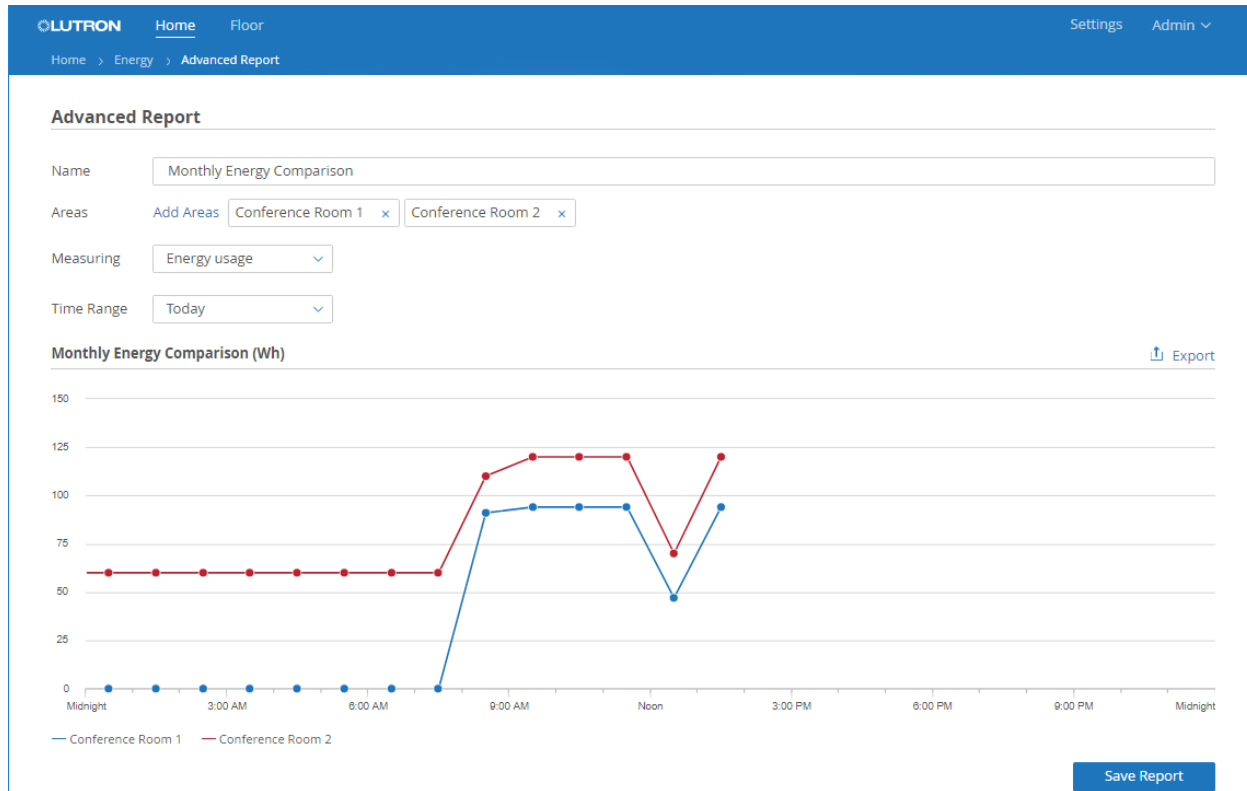
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Monitoring System-Wide Energy Usage and Savings (continued)

Creating Custom Energy Report Templates (continued)

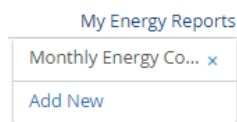
4. Check the appropriate checkboxes to select the desired areas.
5. When finished selecting areas, click **Done**.
6. From the **Measuring** menu, select the type of data (Energy usage or Power usage) to be measured.

Today's real-time energy data for the template will be displayed in the lower portion of the page.



7. To use a different time range, select the time range from the drop-down menu.
8. To save the report template so you can use it again, click **Save Report**.

The report template is added to the **My Energy Reports** menu on the Energy page.



Maintaining the System Schedule

Each Vive hub contains a built-in timeclock that can be used to schedule events based on time of day or astronomical time. With Vive Vue, the events for all the hubs in the system display in a single schedule. You can navigate through the schedule calendar, add new events, and edit events.

Once a hub is paired to a floor in Vive Vue, the hub's timeclock events must be maintained from the Schedule page.

NOTE: The time on a hub is set from the Vive hub application.

Viewing the Schedule

1. From the Home page, click the **Schedules** tile in the Main Dashboard.

All the scheduled events for the system display in the calendar. Today's date is highlighted.

The screenshot shows the 'Schedules' page in the ViveVue interface. At the top, there is a navigation bar with 'LUTRON', 'Home', 'Floor', 'Settings', and 'Admin'. Below this, a breadcrumb trail shows 'Home > Schedules'. The main content area is titled 'Schedule' and includes an 'Add Event' link. A date range selector shows '19-Aug-18 to 25-Aug-18'. The calendar grid has columns for 19 Sun, 20 Mon, 21 Tue, 22 Wed, 23 Thu, 24 Fri, and 25 Sat. The rows represent time slots from 08:00 AM to 01:00 PM. A 'Cafe On' event is scheduled for 11:00 AM on Monday through Friday. The 21st (Tuesday) is highlighted with a blue border.

Time	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat
08:00 AM							
09:00 AM							
10:00 AM							
11:00 AM		11:00 AM Cafe On	11:00 AM Cafe On	11:00 AM Cafe On	11:00 AM Cafe On	11:00 AM Cafe On	
12:00 PM							
01:00 PM							

2. Use the left or right arrow buttons to scroll through the calendar dates. Click and drag to scroll through the hours in the day, or hover over the calendar and scroll using the mouse scroll wheel or the gray scroll bar that will be displayed on the right side of the page.

Continued on next page...

Maintaining the System Schedule (continued)

Adding an Event to the Schedule

- From the Schedule page, click the **Add Event** link.

- Enter a name for the event that describes its programming (e.g., Cafe On).
- To specify the time when the event will occur:

- Select **Fixed Time** and enter the specific time (e.g., 11:00 AM)

Time Fixed Time Sunrise/Sunset

hr : min AM

-OR-

- Select **Sunrise / Sunset** and enter a time relative to sunrise or sunset (e.g., 5 minutes after sunrise)

Time Fixed Time Sunrise/Sunset

5 min after Sunrise

NOTE: Daylight Savings Time (DST) is enabled and automatically calculated based on the current calendar used in the United States. DST settings cannot be altered or turned off. When scheduling events relative to sunrise and sunset, it is important that your system location is set correctly. Refer to "Setting Your System Location" on page 62.


Continued on next page...

Maintaining the System Schedule (continued)



Adding an Event to the Schedule (continued)

4. To specify the days on which the event will occur:

- Select **Weekly** for a recurring event. Then select the days of the week and the start and stop dates. The event will recur each week on the days you select, beginning on the Starting date and ending on the Until date.


Days Weekly By Dates 

Sun Mon Tue Wed Thu Fri Sat

Starting  Until 

-OR-

- Select **By Dates** for a non-recurring event. Then select the specific dates in the calendar. The event will occur only on the dates you select.

Days Weekly By Dates  [Import Holidays/Exceptions from Another Event](#)

August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Behavior [Add Location](#)

5. If there are dates on which you do not want the event to run:

- Click the **Add Holidays / Exceptions** button and select the dates in the calendar.

-OR-

- Click the **Import Holidays / Exceptions from Another Event** link to use holidays or exceptions that have already been added for another event.

 [Import Holidays/Exceptions from Another Event](#)

NOTE: The **Add Holidays / Exceptions** button is available only for Weekly events.

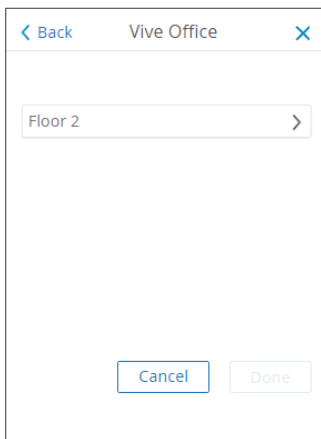
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Maintaining the System Schedule (continued)

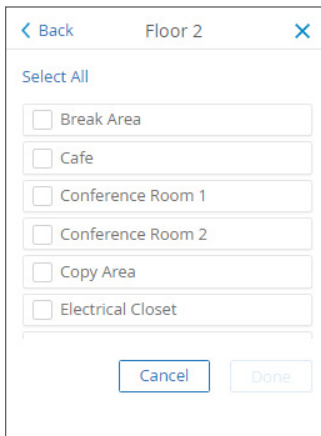
Adding an Event to the Schedule (continued)

6. Click the **Add Location** link to select the areas that will be affected by the event.

A list of the floors in the system will be displayed. Events are scheduled for specific areas only, so you need to browse to the areas you want to select.



7. Click > for a floor to browse its areas.



8. To select an area, check its checkbox. Or, click **Select All** to select all the areas on the floor.
9. Continue to browse and select areas, as needed.

Continued on next page...

Maintaining the System Schedule (continued)

Adding an Event to the Schedule (continued)

10. When finished selecting areas, click **Save**.

The areas are added to the event.

The screenshot shows the 'Add Event' configuration page in the Lutron ViveVue interface. The page has a blue header with 'LUTRON Home Floor' and 'Settings Admin' on the right. Below the header is a breadcrumb trail: 'Home > Schedules > Add Event'. The main content area is titled 'Add Event' and contains several sections:

- Event Name:** A text input field containing 'Cafe On'.
- Time:** Radio buttons for 'Fixed Time' (selected) and 'Sunrise/Sunset'. Below is a time picker showing '11 : 00 AM'.
- Days:** Radio buttons for 'Weekly' (selected) and 'By Dates'. Below are checkboxes for days of the week: Sun (unchecked), Mon (checked), Tue (checked), Wed (checked), Thu (checked), Fri (checked), Sat (unchecked). There are also 'Starting' and 'Until' fields with calendar icons, set to 'Now' and 'Forever' respectively.
- Holidays Exceptions:** A button 'Add Holidays/Exceptions' and a link 'Import Holidays/Exceptions from Another Event'.
- Behavior:** A table with columns 'Location', 'Actions', and 'Edit all actions'.

Behavior	Location	Actions	Edit all actions
	Cafe	Add Action	Edit

 Below the table is a link 'Add Location'.

At the bottom right of the form are 'Cancel' and 'Save' buttons. The footer of the page says 'ViveVue'.

11. For each area you added, click the **Add Action** link to program the actions that will occur.

The screenshot shows a dialog box titled 'Select action - Cafe'. It has a close button (X) in the top right corner. The dialog contains the following elements:

- Applies to:** A dropdown menu showing 'Dimmable Lights'.
- Dimmable Lights:** A slider control set to '0' and a checked checkbox labeled 'Unaffected'.

At the bottom of the dialog are 'Cancel' and 'Done' buttons.

Continued on next page...

Maintaining the System Schedule (continued)

Adding an Event to the Schedule (continued)

NOTE: The **Edit all actions** link can be used to program the same actions for all the areas you added. From the **Edit all actions** link, if you select an action for an area that does not contain the items for the action (for example, a disable occupancy action for an area without an occupancy sensor or a dimmed lights level for an area without dimmable loads), the action will not be added.

- From the **Applies to** menu, select each device type in the area that will be affected by the action. Then program the action for that device type.

The options that are available from the **Applies to** menu depend on the device types that are on the Vive hub. For example, if only dimmable lights are on the hub, then only the Dimmable Lights option will be available. Occupancy settings will be available only if lights / devices on the hub are being controlled by occupancy / vacancy sensors. The Occupancy settings option enables you to change the occupancy settings of an area based on the time of day.

The following table lists all the device types and their action setting options. The default setting for all device types is Unaffected, which means it will not be affected by the action.

Device Type	Action Setting Options
Dimmable Lights	Unaffected or specified lighting level To specify a lighting level, uncheck the Unaffected checkbox and then enter the lighting level.
Switched Lights	Unaffected, On, or Off
CCO (contact closure output) Modules	Unaffected, Open, or Closed
Receptacles	Unaffected, On, or Off
Occupancy settings	Unaffected, Enabled, or Disabled If you select Enabled, then: <ul style="list-style-type: none"> • Select the Behavior (Occupancy and Vacancy or Vacancy Only). • Enter the light levels when the area is occupied or unoccupied. • Select the Timeout (the number of minutes the system will wait before turning the lights out when the area is unoccupied).

- When finished programming the actions, click **Done**.

The actions are added to the area.

Continued on next page...

Maintaining the System Schedule (continued)

Adding an Event to the Schedule (continued)

The screenshot displays the 'Add Event' configuration interface in the Lutron ViveVue system. The page title is 'Add Event' and the breadcrumb trail is 'Home > Schedules > Add Event'. The interface includes the following sections:

- Event Name:** A text input field containing 'Cafe On'.
- Time:** Radio buttons for 'Fixed Time' (selected) and 'Sunrise/Sunset'. Below is a time picker showing '11 : 00 AM'.
- Days:** Radio buttons for 'Weekly' (selected) and 'By Dates'. Below are checkboxes for days of the week: Sun (unchecked), Mon (checked), Tue (checked), Wed (checked), Thu (checked), Fri (checked), Sat (unchecked). There are also 'Starting' (set to 'Now') and 'Until' (set to 'Forever') options with calendar icons.
- Holidays Exceptions:** A button 'Add Holidays/Exceptions' and a link 'Import Holidays/Exceptions from Another Event'.
- Behavior:** A table with columns 'Location', 'Actions', and 'Edit all actions'.

Location	Actions	Edit all actions
Cafe	Dimmable Lights : 90%	Edit
Add Location		

At the bottom right, there are 'Cancel' and 'Save' buttons. The ViveVue logo is in the bottom right corner of the page.

14. When finished adding the event, click **Save**.

The event is added to the schedule and will be displayed in the calendar. You can now test the event.

Continued on next page...

Maintaining the System Schedule (continued)

Testing and Editing Scheduled Events

After an event is added to the schedule, you can test it to see if it works as intended. You can edit an event any time changes are needed. Events can also be enabled or disabled, deleted, and copied.

1. Click the event in the calendar.
2. If the event is a recurring event, select whether to open the entire recurring series or only the particular occurrence you selected. If you edit the occurrence, it will be set apart as a separate event.

The Edit Event page will be displayed.

The screenshot shows the 'Edit Event' page in the Lutron ViveVue interface. The page is titled 'Edit Event' and has a breadcrumb trail: Home > Schedules > Edit Event. The event is currently 'Enabled'. The event name is 'Cafe Off'. The time is set to 'Fixed Time' at 03:30 PM. The days are set to 'Weekly' with checkboxes for Mon, Tue, Wed, Thu, and Fri. The event starts on 19-Jun-18 and continues 'Forever'. There are buttons for 'Delete', 'Copy', and 'Test'. The 'Holidays Exceptions' section has a button to 'Add Holidays/Exceptions' and a link to 'Import Holidays/Exceptions from Another Event'. The 'Behavior' section shows a table with columns for 'Location' and 'Actions'. The current location is 'Cafe' and the action is 'Dimmable Lights : 0%'. There is an 'Edit all actions' link and an 'Add Location' link. At the bottom, there are 'Cancel' and 'Save' buttons.

To enable or disable the event, switch it on or off.

To delete the event, click the **Delete** button. Then confirm the deletion.

To copy the event and use it as a basis for creating another event, click the **Copy** button. Enter a new name for the event (event names must be unique), modify the programming, and save it to the schedule.

To test the event, click the **Test** button. A message notifies you that testing the event will activate programmed actions immediately. To continue, click **Test event** and observe the actions that occur in the physical areas. If needed, continue editing and testing the event until it works the way it is intended.

Continued on next page...

Maintaining the System Schedule (continued)

Testing and Editing Scheduled Events (continued)

To edit the event:

1. Modify the event Name, Time, Days, and Holidays/Exceptions, as needed.

For a description of these fields and options, refer to "Adding an Event to the Schedule" on page 13.

2. To modify the Locations and Actions:

- Click the **Edit all actions** link to program the same actions for all the areas when the event occurs. Then select the action settings for each device type.

-OR-

- Click the **Edit** link to edit an individual location or action. Then select whether to edit the location, edit the assigned action(s), or delete the location and assigned action(s).

Behavior	Location	Actions	Edit all actions
	Cafe	Dimmable Lights : 0%	Edit
	Add Location		<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> Edit location Edit action Delete </div>

NOTE: From the **Edit all actions** link, if you select an action for an area that does not contain the items for the action (for example, a disable occupancy action for an area without an occupancy sensor or a dimmed lights level for an area without dimmable loads), the action will not be added.

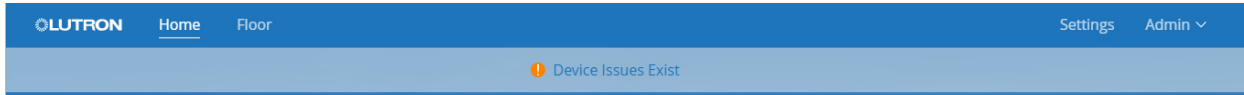
3. When finished, click **Save**.

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Maintaining the System Schedule (continued)

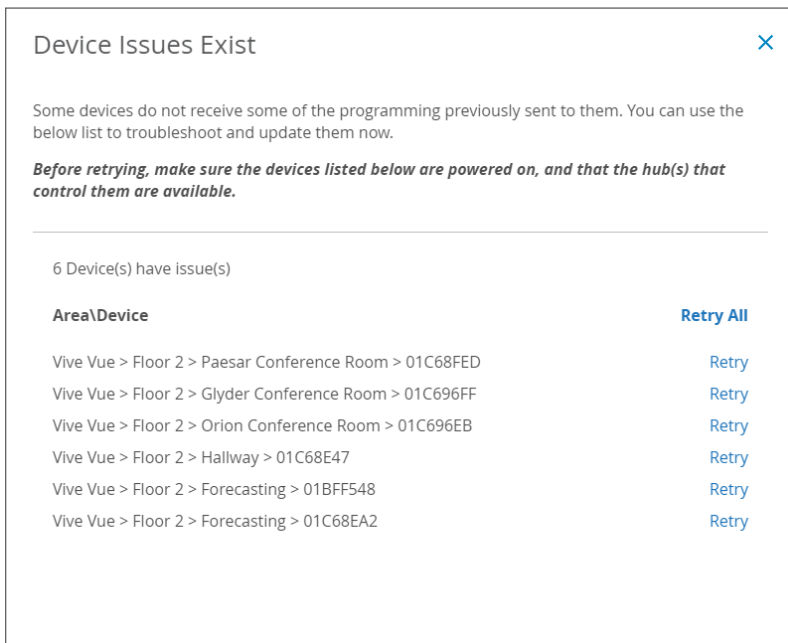
Resolving Device Issues

Once a hub is paired to a floor in Vive Vue, the hub's timeclock events must be maintained from the Schedule page. If an event is programmed on the hub using the Vive hub software, a **Device Issues Exist** message will be displayed in Vive Vue.



1. Click the **Device Issues Exist** message.

The devices with issues are listed.



2. Make sure the listed devices are powered on and that the hub(s) that control them are available.
3. To instruct the hub to execute an event again for a specific device, click the device's **Retry** link. Or, click the **Retry All** link to execute the events again for all the devices.

The device is removed from the list if the issue is resolved. Do a physical inspection of the device if the issue is not resolved.

Monitoring and Controlling Load Shed

Load shedding allows you to monitor lighting power usage for the system and apply a load shed reduction to selected areas, thereby reducing the system's peak power usage.

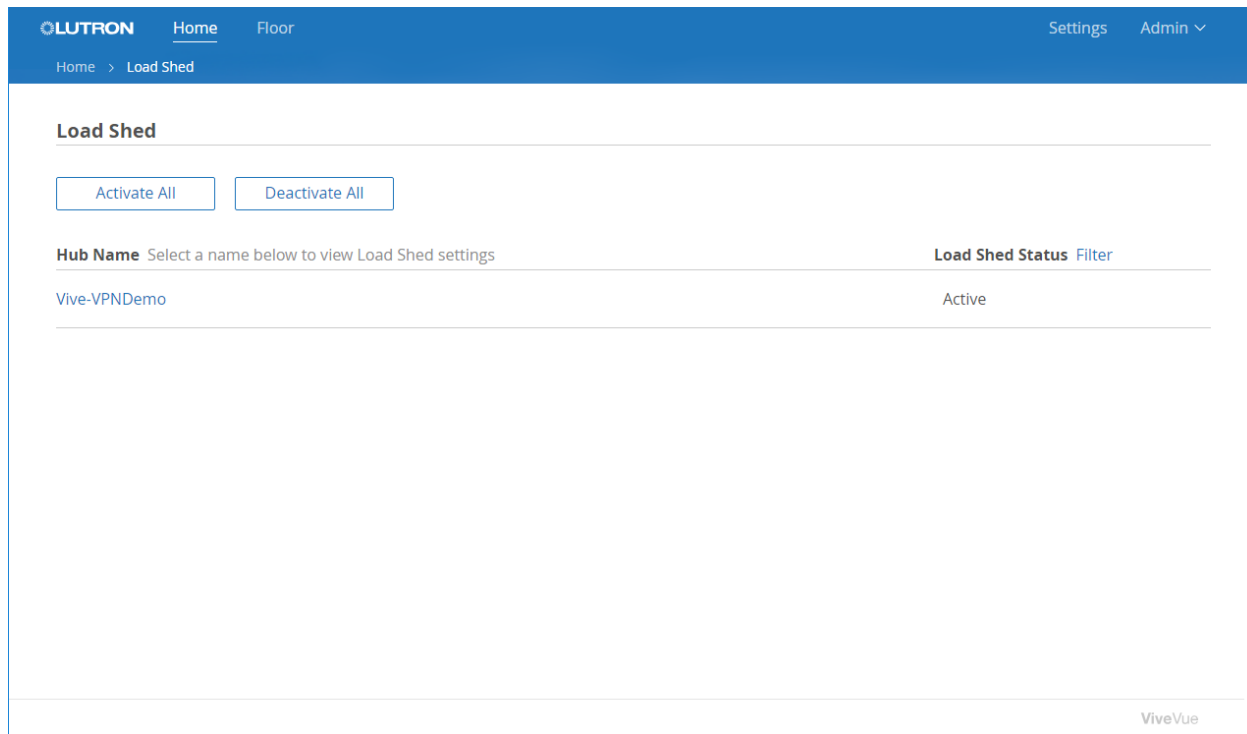
Load shedding can be activated and deactivated for the whole system or for individual hubs. Load shedding percentages can be configured for all the areas controlled by the hub or for individual areas at levels between 0% and 90%. This is the percentage of the lighting level by which you want to reduce the area (0% = no reduction; 90% = maximum reduction).

Activating and Deactivating System-Wide Load Shedding

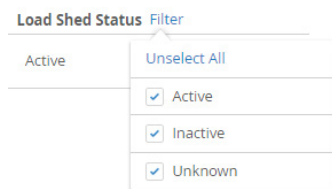
1. From the Home page, click the **Load Shed** tile in the Main Dashboard.

The hubs in the system are listed, along with their current load shed status (Active, Inactive, or Unknown).

NOTE: A hub with an Unknown status after one minute indicates a communication problem between the server and the hub. Contact your network IT department for troubleshooting assistance.



2. To filter the list of hubs, click the **Filter** link and select the status options you want to view.



Continued on next page...

Monitoring and Controlling Load Shed (continued)

Activating and Deactivating System-Wide Load Shedding (continued)

3. To activate load shedding for all the hubs in the system, click the **Activate All** button.

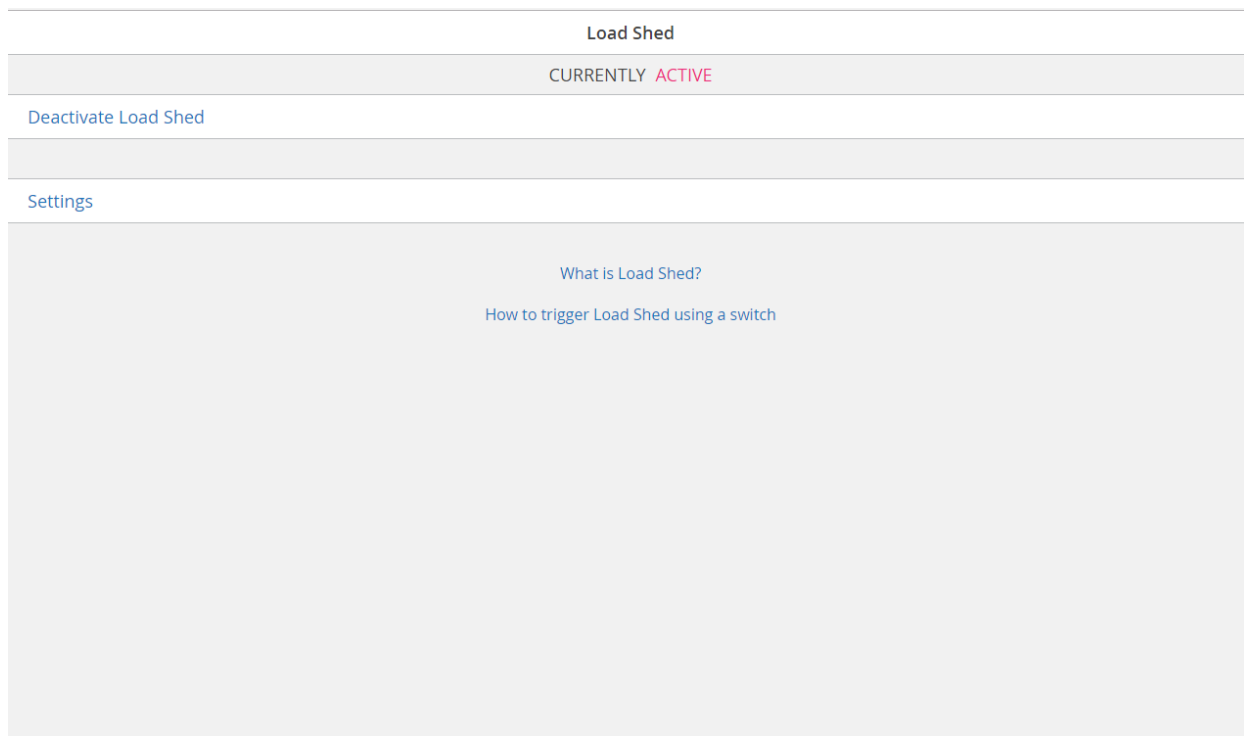
-OR-

To deactivate load shedding for all the hubs in the system, click the **Deactivate All** button.

Monitoring and Controlling Area Load Shedding

1. From the Load Shed page in Vive Vue, click the name of the Vive hub.

A separate browser window opens and you are directed to the Load Shed page in the Vive hub software.



2. From this page, you can:

- Activate/deactivate load shed for the selected hub
- Adjust the load shed percentages for all the areas controlled by the hub

-OR-

- Adjust the load shed percentages for individual areas controlled by the hub

For procedures, refer to the *Vive System Programming User Guide* and videos at www.lutron.com/vive

Monitoring System-Wide Occupancy

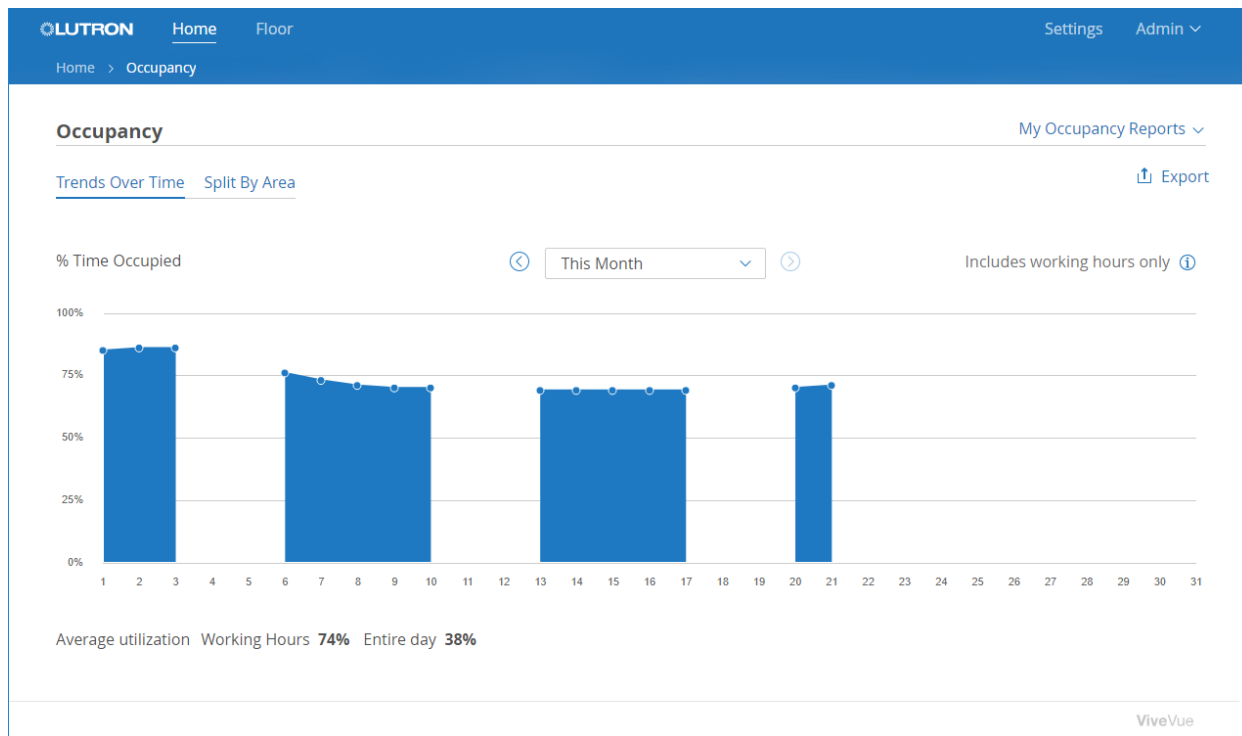
Vive Vue is able to record and analyze system-wide occupancy sensor data and provide reports that allow you to identify when and how often spaces are occupied. Monitoring occupancy is helpful in determining if areas are being utilized to their fullest.

NOTE: To view occupancy for areas on a graphical floorplan, refer to page 35.

Viewing Real-Time Occupancy Percentages

1. From the Home Page, click the **Occupancy** tile in the Main Dashboard.

The Trends Over Time report will display the real-time average daily occupied percentage for all the areas in the system during working hours. The default time range is This Month. The average daily occupied percentage during working hours and for the entire day is also shown below the graph.

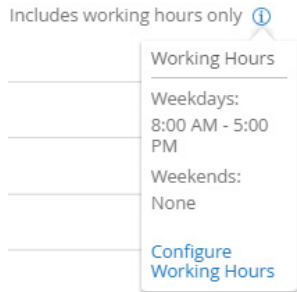


Continued on next page...

Monitoring System-Wide Occupancy (continued)

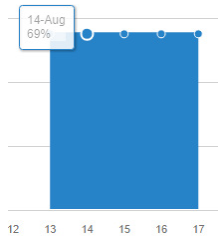
Viewing Real-Time Occupancy Percentages (continued)

- To view the working hours used to calculate the occupancy data, click the ⓘ icon.

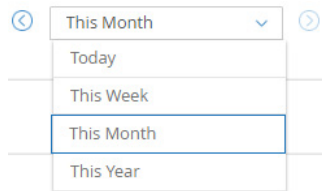


NOTE: To change the working hours, refer to "Configuring Working Hours" on page 43.

- Use the ⏪ or ⏩ buttons to scroll through the data.
- Click or hover over a point on the graph to display details.



- To view the data using a different time range, select the time range from the drop-down menu.



To save the currently displayed occupancy data, click the **Export** link. Refer to "Exporting Data as an Historical Report" on page 29.

To view the real-time occupancy percentages for each area:

- Click the **Split by Area** link.

The percentage of time each area was occupied during working hours will be displayed for the selected time range.

- To sort the area names alphabetically, click the ↕ icon.

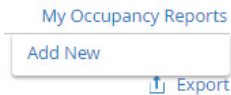
Continued on next page...

Monitoring System-Wide Occupancy (continued)

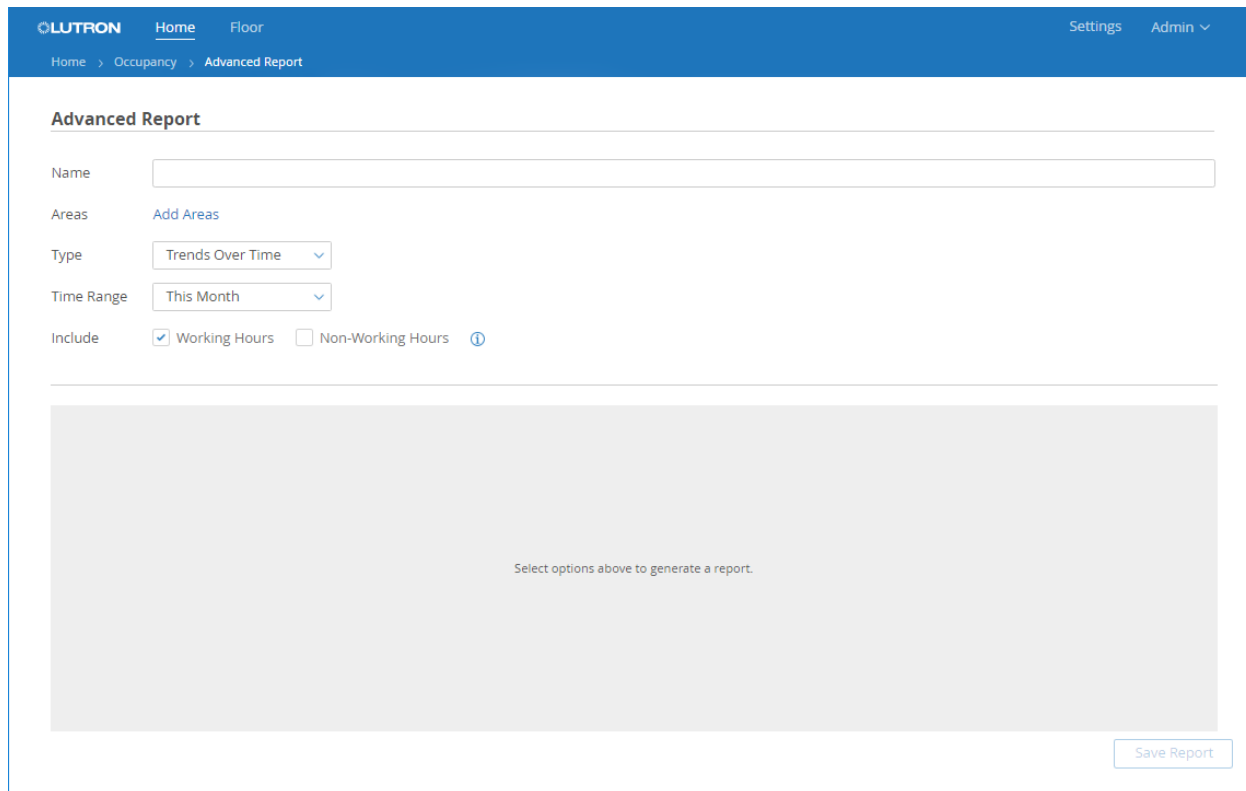
Creating Custom Occupancy Report Templates

You can create report templates to customize how your occupancy data is displayed. Templates can be created to compare multiple areas, cover custom time ranges, and include working hours, non-working hours, or both.

1. From the Occupancy page, select **Add New** from the **My Occupancy Reports** menu.



The Advanced Report page will be displayed.

A screenshot of the "Advanced Report" page in the LUTRON interface. The page has a blue header with "LUTRON" and navigation links "Home", "Floor", "Settings", and "Admin". Below the header is a breadcrumb trail: "Home > Occupancy > Advanced Report". The main content area is titled "Advanced Report" and contains several form fields: "Name" (text input), "Areas" (with a link "Add Areas"), "Type" (dropdown menu set to "Trends Over Time"), "Time Range" (dropdown menu set to "This Month"), and "Include" (checkboxes for "Working Hours" and "Non-Working Hours", with "Working Hours" selected). Below these fields is a large grey area with the text "Select options above to generate a report." and a "Save Report" button at the bottom right.

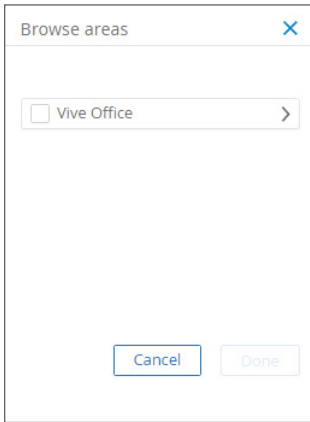
2. Enter a name that describes the purpose of the report template (e.g., Monthly Comparison).
3. Click the **Add Areas** link to select the areas to be included in the report.

You can select the whole system. You can also click **>** to browse and select whole floors and individual areas on a floor.

Continued on next page...

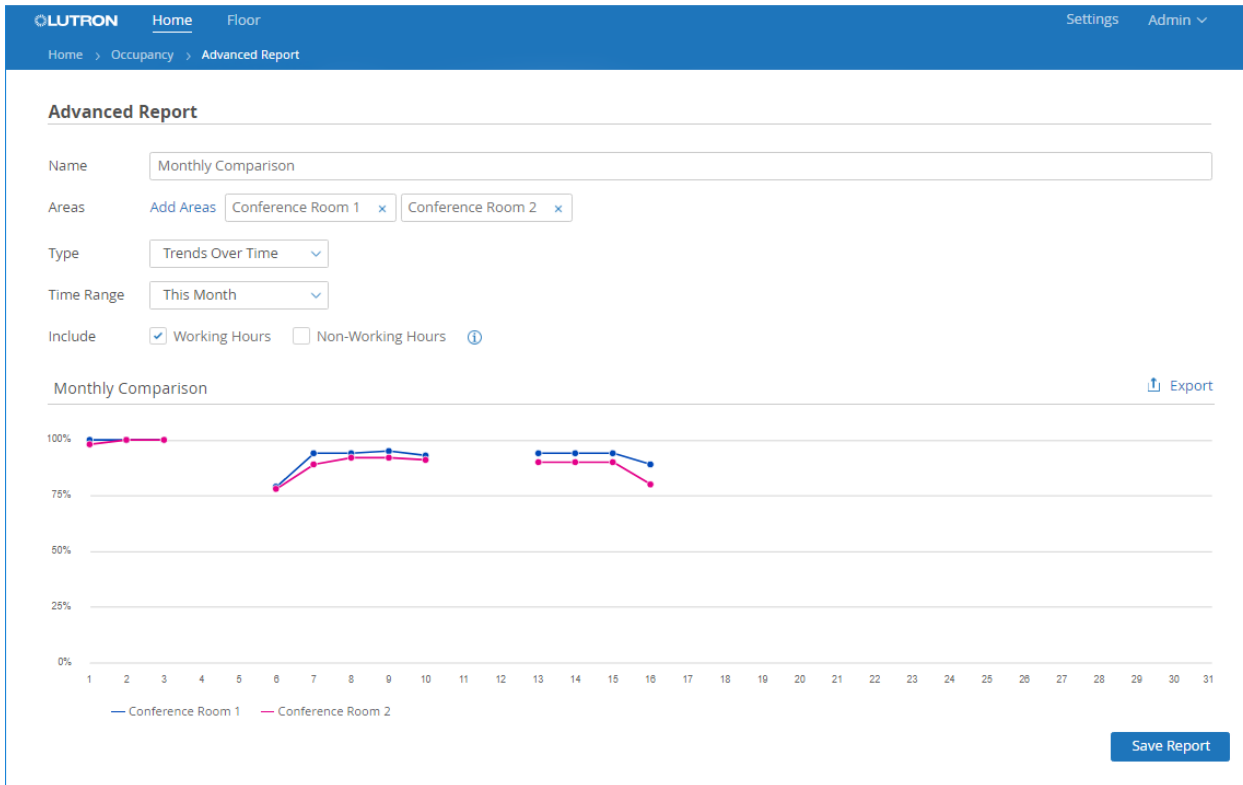
Monitoring System-Wide Occupancy (continued)

Creating Custom Occupancy Report Templates (continued)



4. Check the appropriate checkboxes to select the desired areas.
5. When finished selecting areas, click **Done**.

The areas are added and this month's real-time occupancy data for the custom report template will be displayed in the lower portion of the page. The Type field defaults to Trends Over Time.



Continued on next page...

Monitoring System-Wide Occupancy (continued)

Creating Custom Occupancy Report Templates (continued)

6. To change the report type, select **Split by Time**.
7. To view the data using a different time range, select the time range from the drop-down menu.
8. Select whether to include working hours, non-working hours, or both.
9. To save the report template so you can use it again, click **Save Report**.

The report template is added to the **My Occupancy Reports** menu on the Occupancy page.

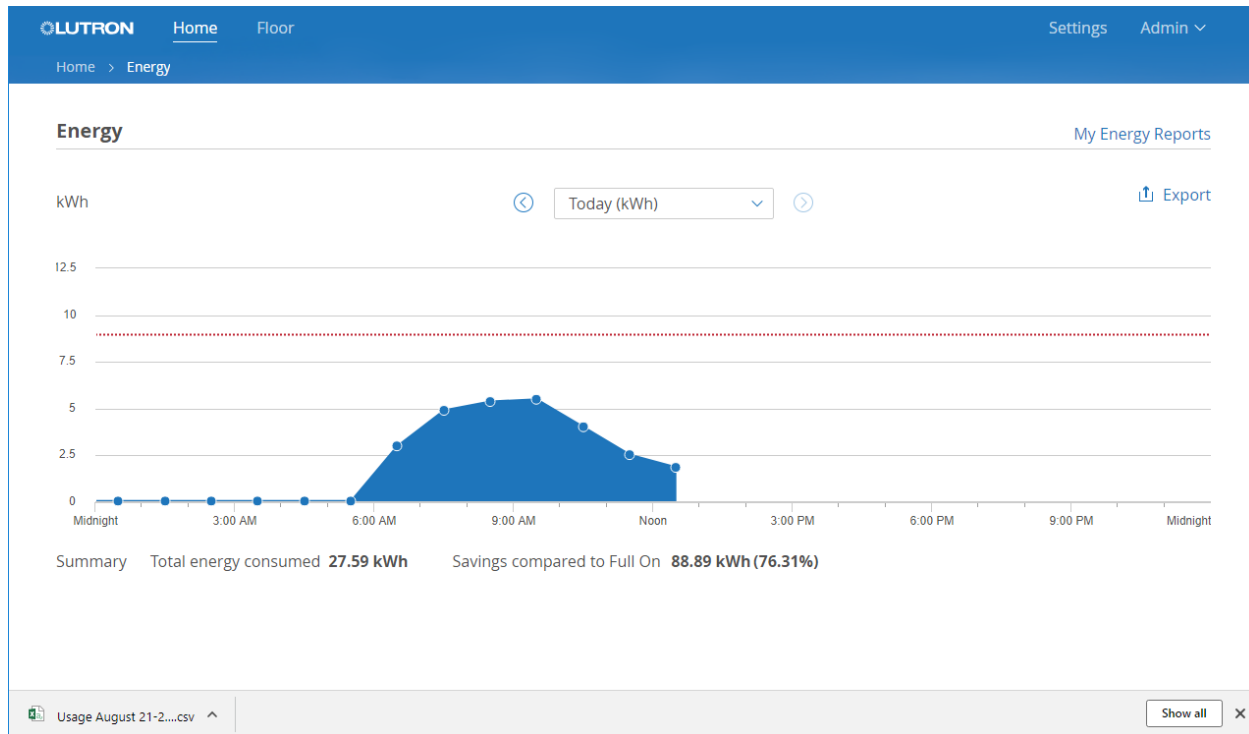


Exporting Data as an Historical Report

From the Energy and Occupancy pages in Vive Vue, you can export the currently displayed data and save it as an historical report. Saving reports enables you to gather historical information about your system.

1. Click the **Export** link.

The data is exported as a .csv file. The downloaded file will be displayed in the bottom left corner of the page, below the viewable data.



2. Click the file to open it.

Optionally, click  to display options for opening the file or displaying it in its folder location.

To view a list of downloaded reports:

1. Click the **Show all** button.

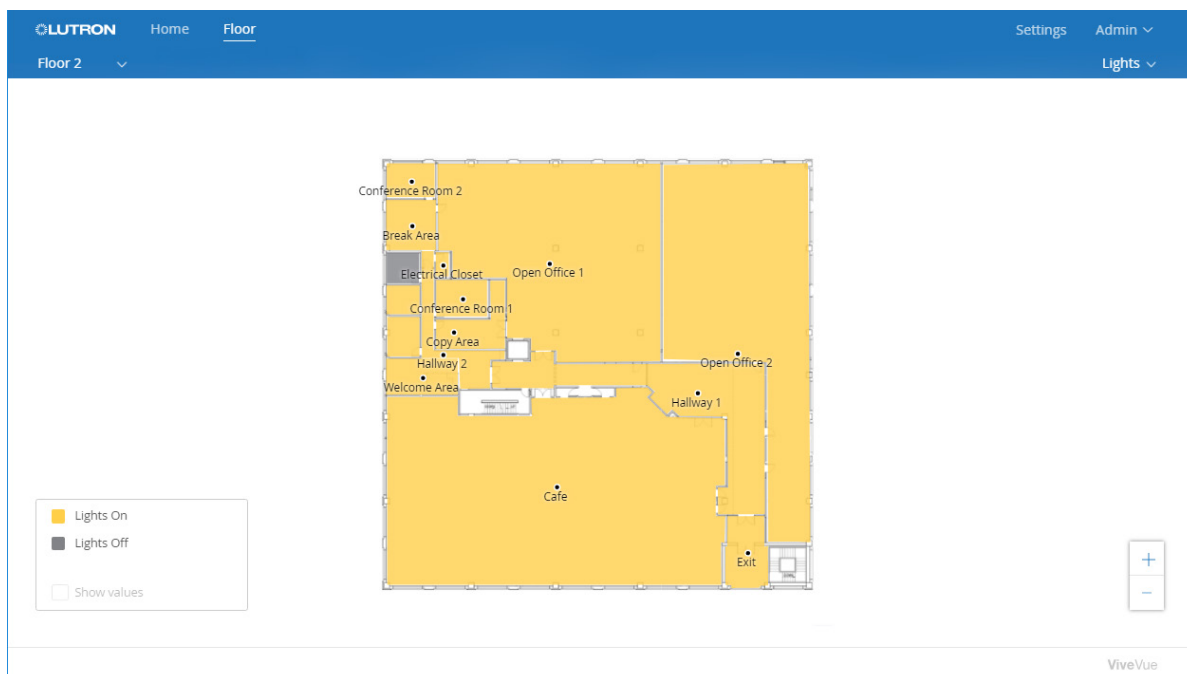
A separate browser window opens and you are directed to the Downloads page.

2. To filter the list of reports, enter search criteria (for example, all or part of the report name) in the **Search downloads** field.

The list is filtered as you type.

Section 3

Floor Monitoring and Control



In This Section:

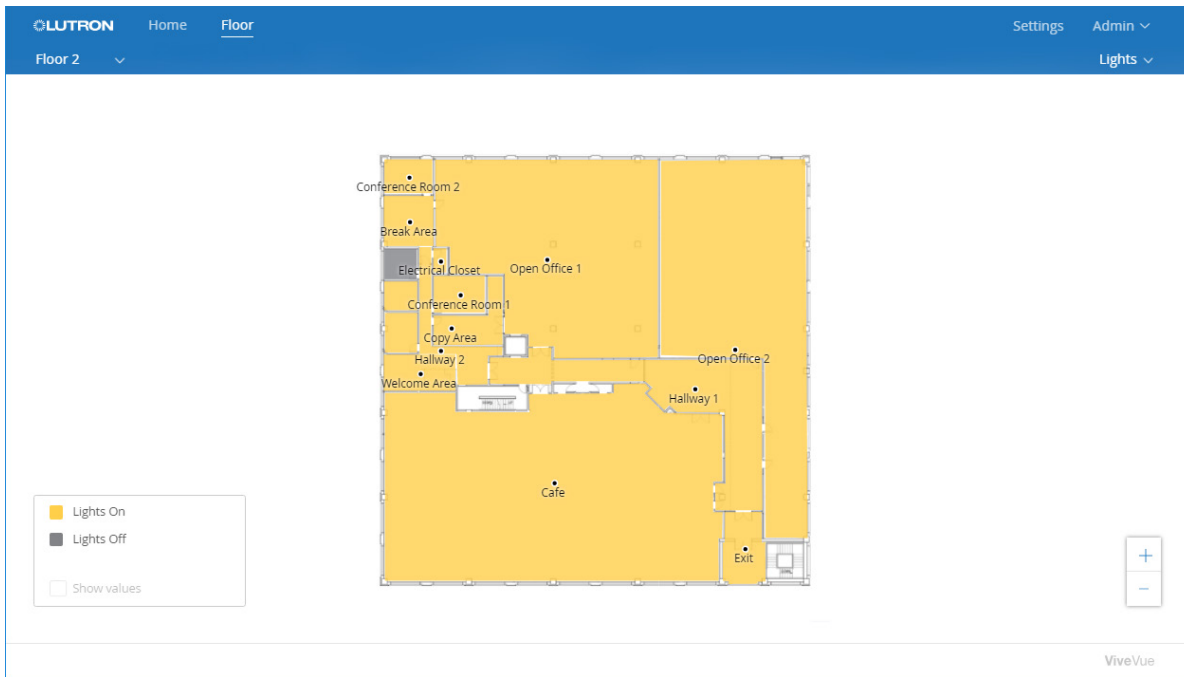
- [Navigating to a Floorplan](#)
- [Monitoring and Controlling Lights Using a Floorplan](#)
- [Monitoring Current Energy Savings Using a Floorplan](#)
- [Monitoring Occupancy Using a Floorplan](#)

Navigating to a Floorplan

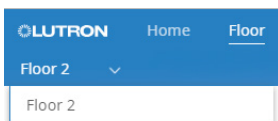
You can navigate to any floorplan in the system to view summary information for a floor. You can also monitor and control the lights in areas using a floorplan.

1. To navigate to a floorplan, click the **Floor** link in the navigation bar.

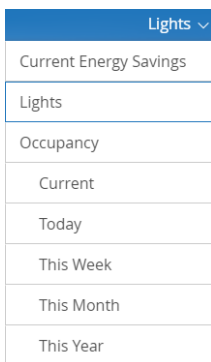
The first floorplan in the system will be displayed. The **Floor** link in the navigation bar is underlined to indicate you are viewing information at the floor level.



2. From the drop-down menu, select the floorplan you want to view.



To change what is displayed on the floorplan, select the type of information from the drop-down menu.



Continued on next page...

Navigating to a Floorplan (continued)

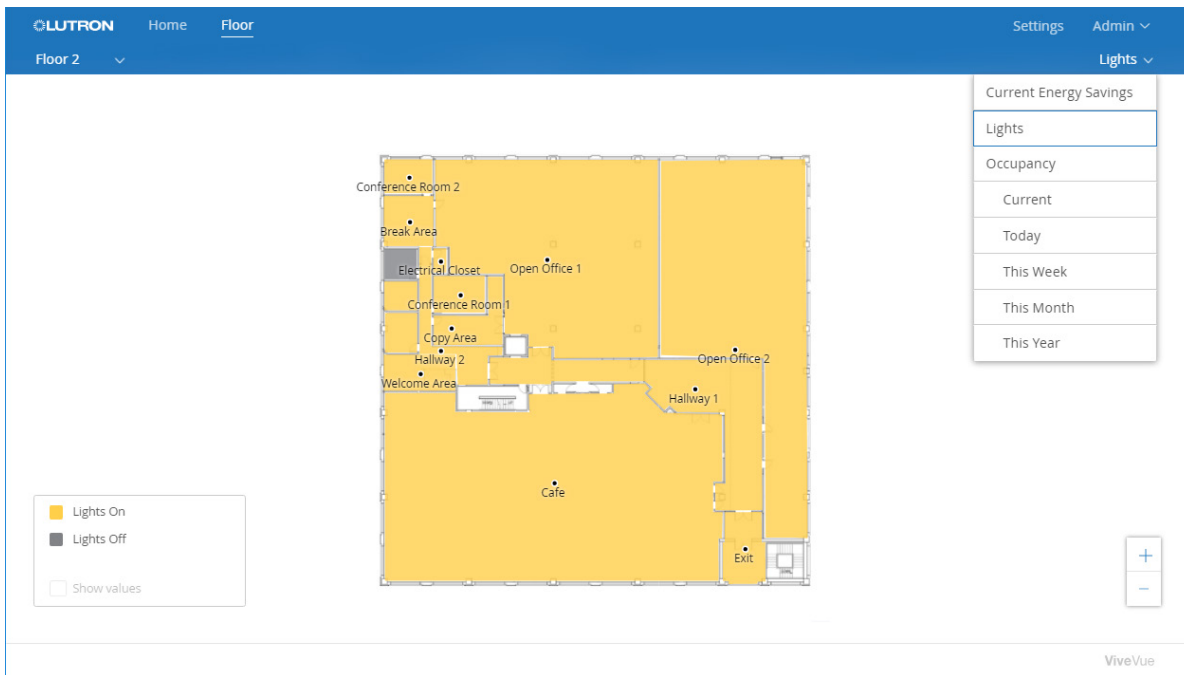
To **pan**, click and drag the floorplan.

To **zoom in and out**, use the **+** and **-** buttons.

NOTE: Most floorplans include the area names, but some names may not be visible until you zoom in.

Monitoring and Controlling Lights Using a Floorplan

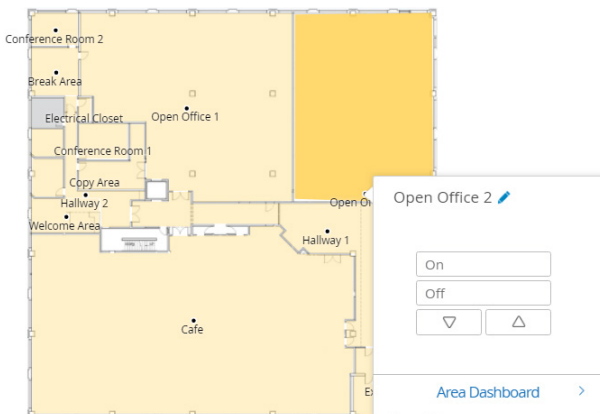
1. After navigating to the floorplan, select **Lights** from the drop-down menu.



Areas on the floor with at least one light turned on are shown in yellow. Areas with all lights turned off are shown in gray.


2. To adjust the lights in an area, click the area on the floorplan.

A virtual control will be displayed. The buttons on the control depend on the type of lights (switched or dimmable) that are on the hub.



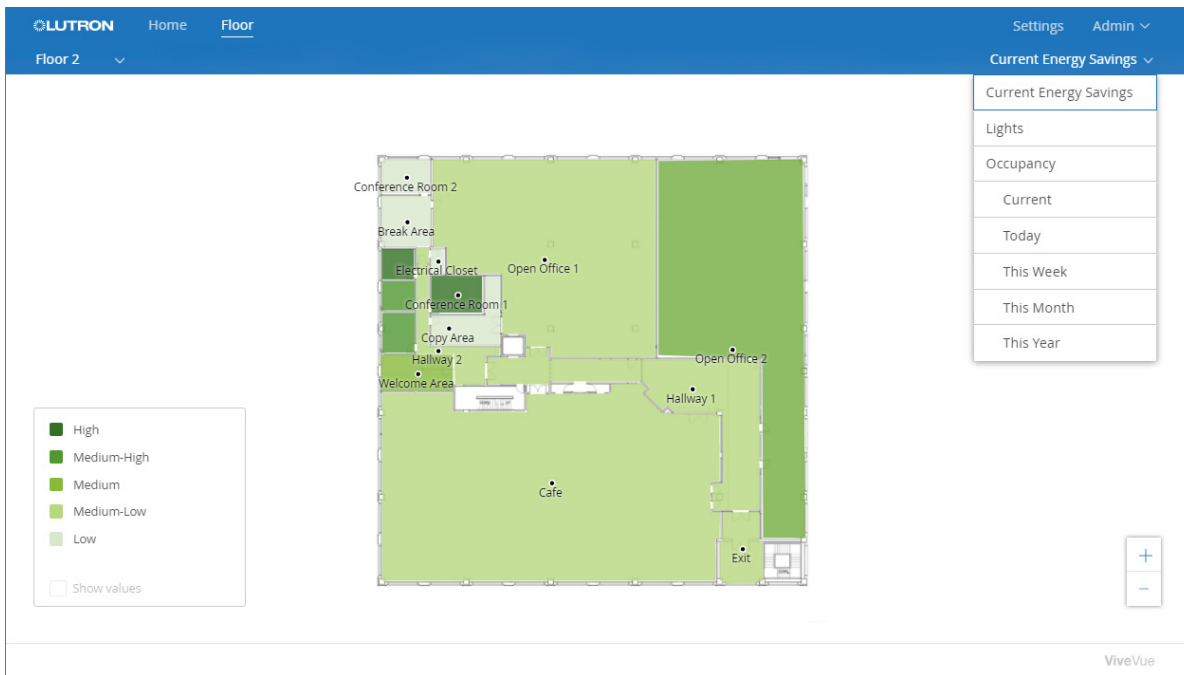
NOTE: To rename the area, click the  icon.

3. Click the **On** or **Off** button to turn all the lights in the area to Full On or Full Off.

For dimmable lights, click the  or  button to lower or raise the dimmable light level in the area.

Monitoring Current Energy Savings Using a Floorplan

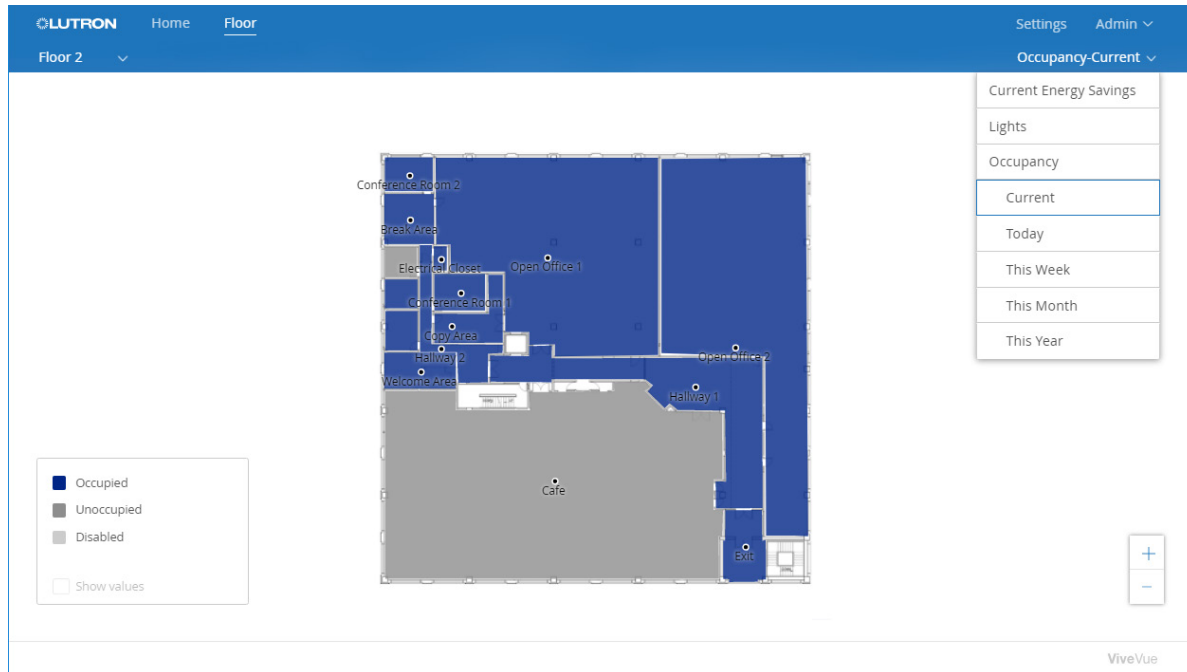
- After navigating to the floorplan, select **Current Energy Savings** from the drop-down menu.



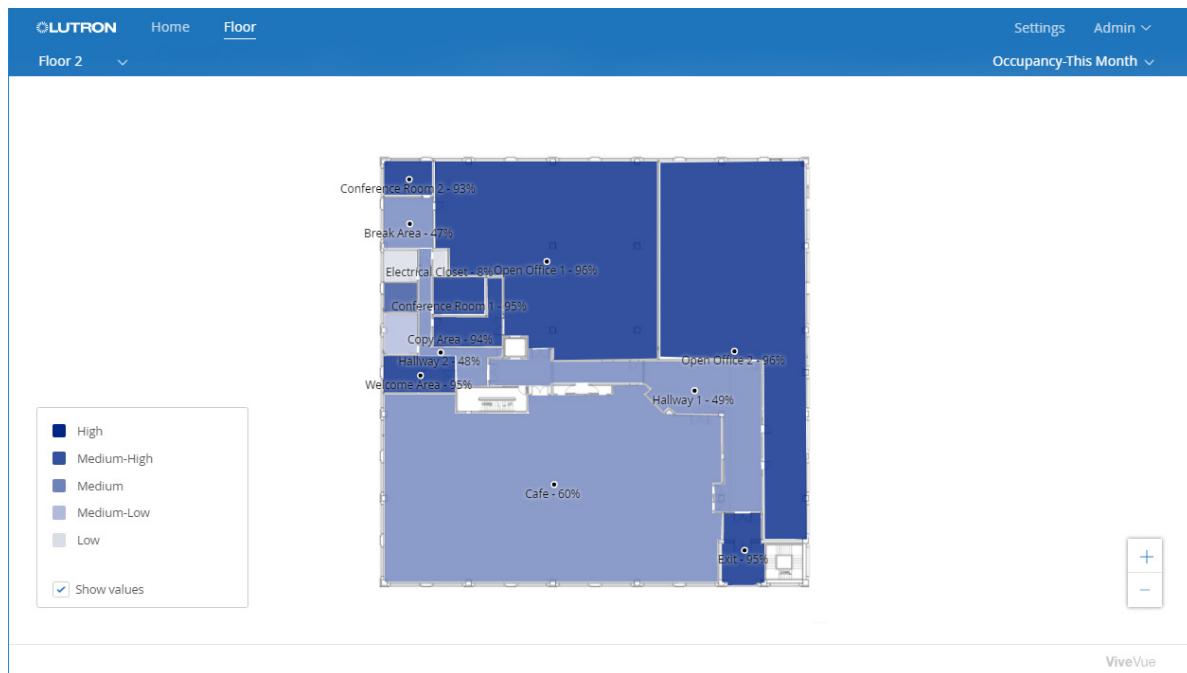
The areas on the floorplan are color coded to show their current energy savings (from High to Low).

Monitoring Occupancy Using a Floorplan

- After navigating to the floorplan, select the occupancy time range you want to view from the drop-down menu. If you select **Current**, the areas on the floorplan are color coded to show their current occupancy status.

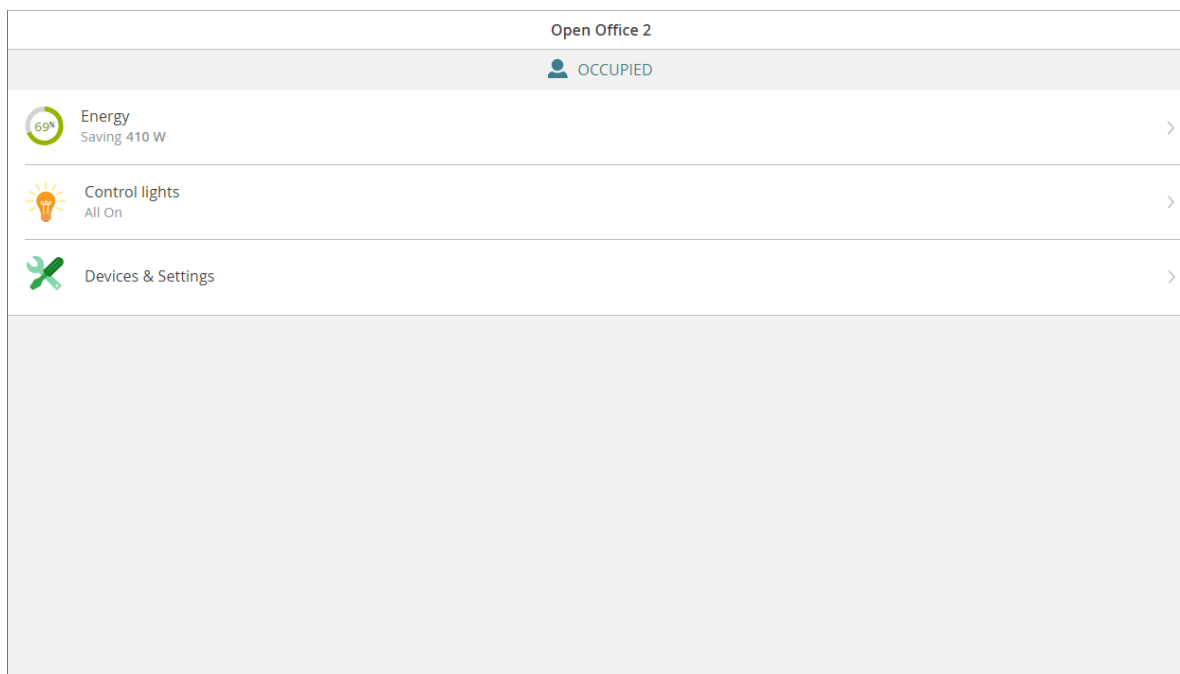


If you select another time range, the areas are color coded to show the occupancy levels during that time range. Checking the **Show values** checkbox will display the average time the areas were occupied.



Section 4

Area Monitoring and Control



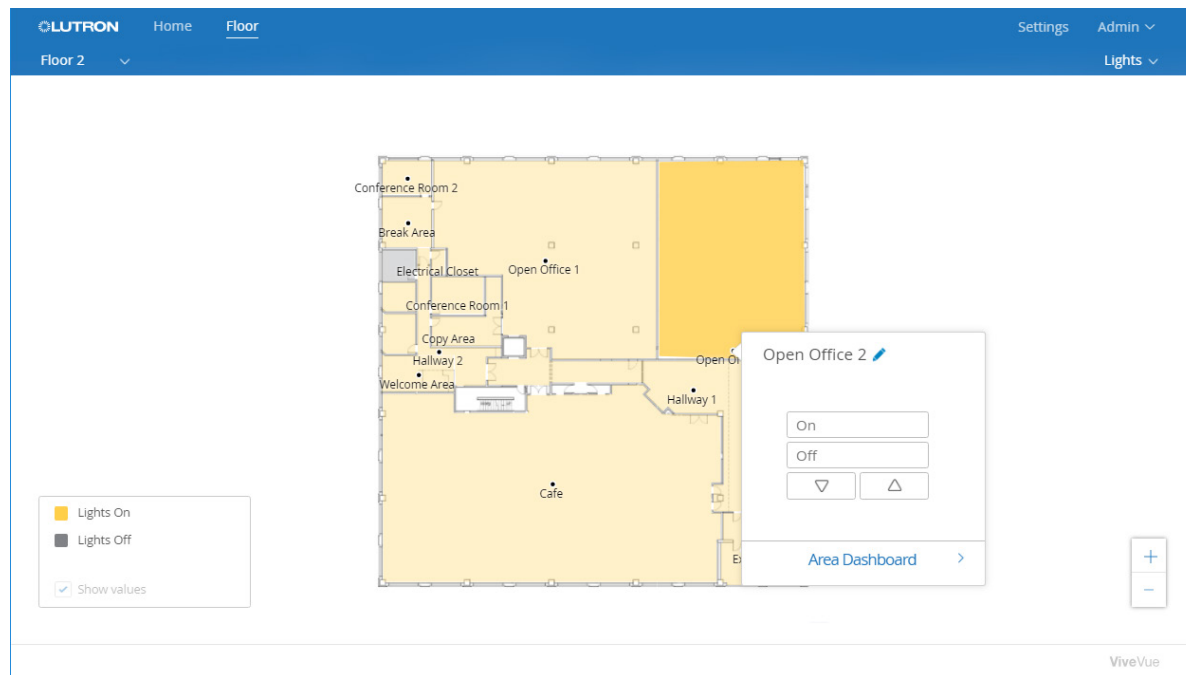
In This Section:

- [Navigating to the Area Dashboard for an Area](#)
- [Monitoring and Controlling Areas without Floorplans](#)

Navigating to the Area Dashboard for an Area

While the Main Dashboard is used for system-wide monitoring and control, the Area Dashboard can be used to monitor and control a specific area only.

1. Click the area on the floorplan.

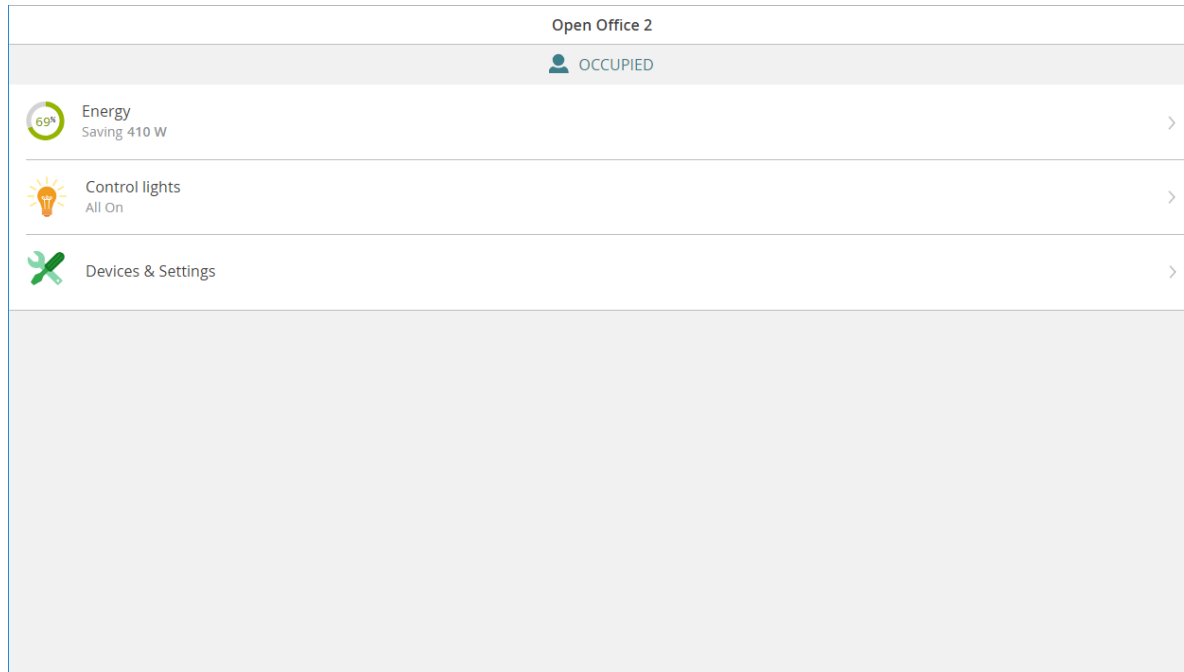


2. Click the **Area Dashboard** link in the virtual control.

A separate browser window opens and you are directed to the Area Dashboard for the selected area in the Vive hub software.

Continued on next page...

Navigating to the Area Dashboard for an Area (continued)



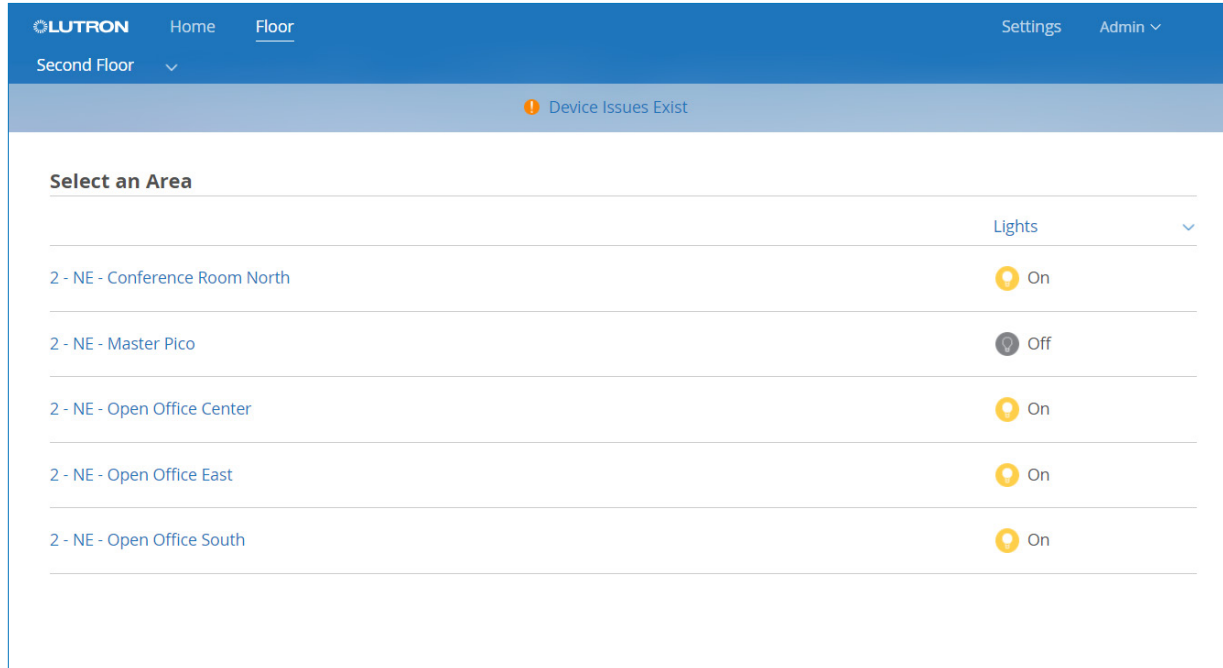
Depending on the fixtures and devices in the selected area, the Area Dashboard can be used to:

- View energy information for the area
- Control all the lights in the area using the virtual area control
- Control specific lights by simulating button presses on the programmed Pico wireless controls
- View and maintain device settings and add new devices
- View and maintain occupancy settings
- View and maintain tuning for dimmable lights
- View and maintain daylighting

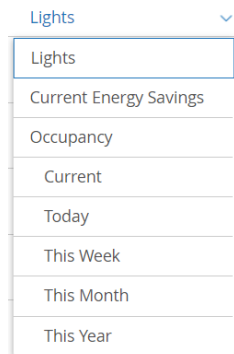
For procedures, refer to the *Vive System Programming User Guide* and videos at www.lutron.com/vive

Monitoring and Controlling Areas without Floorplans

If hubs are added to Vive Vue but not associated with graphical floorplans, clicking the **Floor** link will display a list of areas. You can monitor lights, current energy savings, and occupancy for each area, but additional monitoring and control is performed from the Area Dashboard.



To change what is displayed for the areas, select the type of information from the drop-down menu.



To go to the Area Dashboard for an area in the Vive hub software, click the area name link.

Section 5

Configuring Settings

The screenshot shows the Lutron Settings interface. The top navigation bar includes the Lutron logo, 'Home', 'Floor', 'Settings', and 'Admin'. The left sidebar lists settings categories: 'Email Server' (selected), 'Working Hours', 'User Management', 'Setup', and 'Merge Events'. The main content area is titled 'SMTP Mail Server Settings' and contains the following fields and options:

- Server name:
- Port:
- Sender email:
- Sender name:
- Mail server requires SSL encryption
- Mail server requires authentication

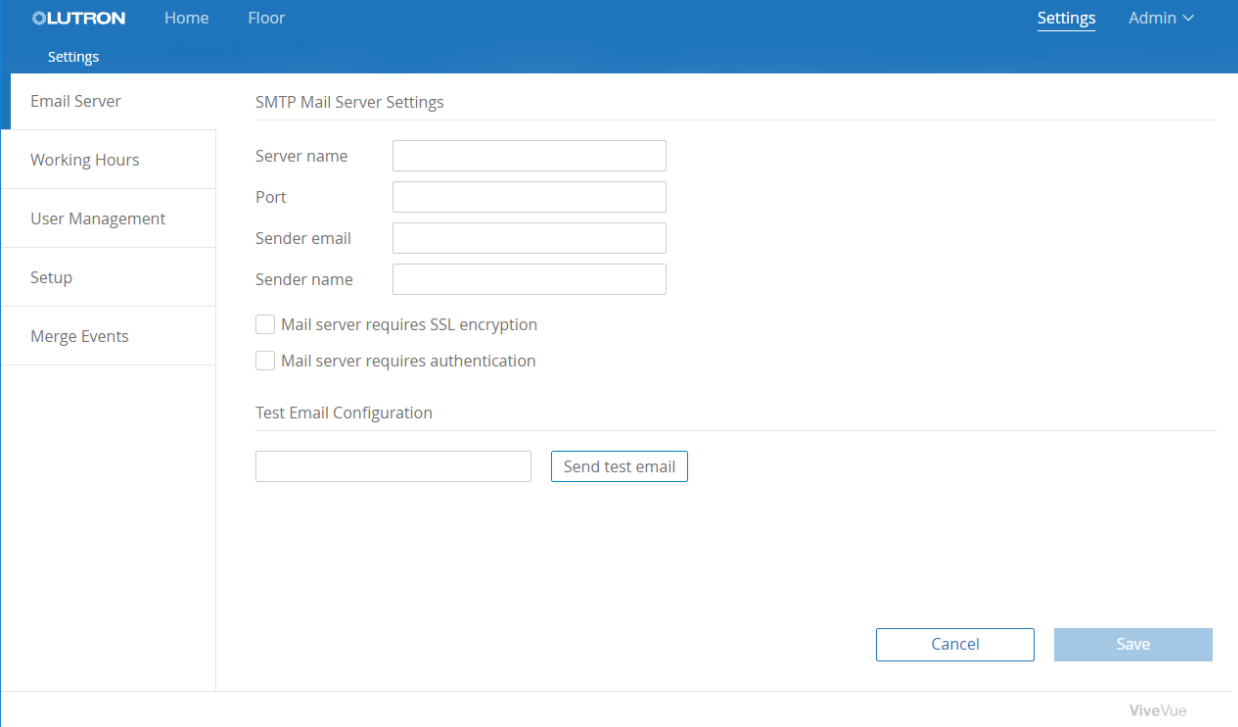
Below these is the 'Test Email Configuration' section with a text input field and a 'Send test email' button. At the bottom right are 'Cancel' and 'Save' buttons. The 'ViveVue' logo is in the bottom right corner.

In This Section:

- [Navigating to the Settings Page](#)
- [Configuring Email Server Settings](#)
- [Configuring Working Hours](#)
- [Managing Vive Vue Users](#)
- [Maintaining the System Setup](#)
- [Merging Events](#)

Navigating to the Settings Page

Clicking the **Settings** link in the navigation bar takes you to the Settings page.



The screenshot shows the Lutron ViveVue Settings page. The top navigation bar includes the Lutron logo, 'Home', 'Floor', 'Settings', and 'Admin'. The 'Settings' page has a sidebar with tabs for 'Email Server', 'Working Hours', 'User Management', 'Setup', and 'Merge Events'. The 'Email Server' tab is selected, displaying 'SMTP Mail Server Settings'. The settings include input fields for 'Server name', 'Port', 'Sender email', and 'Sender name'. There are two checkboxes: 'Mail server requires SSL encryption' and 'Mail server requires authentication'. Below these is a 'Test Email Configuration' section with an input field and a 'Send test email' button. At the bottom right are 'Cancel' and 'Save' buttons. The ViveVue logo is in the bottom right corner.

The tabs on the Settings page are used to enter and maintain the following global settings for Vive Vue:

- [Email Server](#) – Enter your email server settings so the system can email a user to create a password or to reset a password if the user forgets their password. (The user's email address must be entered in the user's account.) Password management does not apply to LDAP users.
- [Working Hours](#) – Set the working hours in the building where the system is located. It is important to enter working hours accurately since they are used when calculating occupancy percentages and energy usage and savings.
- [User Management](#) – Add users and assign permission levels. User Management settings are also used to manage user passwords, edit user accounts, and remove user accounts.
- [Setup](#) – Pair hubs with floors and create area hotspots on floorplans.
- [Merge Events](#) – Merge events from different hub timeclocks.

Configuring Email Server Settings

1. From the Settings page, select the **Email Server** tab.

The screenshot shows the Lutron ViveVue Settings interface. The top navigation bar includes the Lutron logo, 'Home', 'Floor', 'Settings', and 'Admin'. The left sidebar contains a menu with 'Email Server' selected, along with 'Working Hours', 'User Management', 'Setup', and 'Merge Events'. The main content area is titled 'SMTP Mail Server Settings' and contains the following fields and options:

- Server name:
- Port:
- Sender email:
- Sender name:
- Mail server requires SSL encryption
- Mail server requires authentication
- Test Email Configuration:

At the bottom right of the form are 'Cancel' and 'Save' buttons. The ViveVue logo is visible in the bottom right corner of the page.

2. Enter the Server name, Port number, Sender email address, and Sender name.
3. If your email server requires SSL encryption, check the checkbox.
4. If your email server requires authentication, check the checkbox. Then enter the Username and Password.
5. In the Test Email Configuration field, enter your email address and send a test email to yourself to verify communication with the server.
6. When finished, click **Save**.

Configuring Working Hours

1. From the Settings page, select the **Working Hours** tab.

Day	Working Hours	From	To
Sunday	None		
Monday	Select hours	08:00 AM	05:00 PM
Tuesday	Select hours	08:00 AM	05:00 PM
Wednesday	Select hours	08:00 AM	05:00 PM
Thursday	Select hours	08:00 AM	05:00 PM
Friday	Select hours	08:00 AM	05:00 PM
Saturday	None		

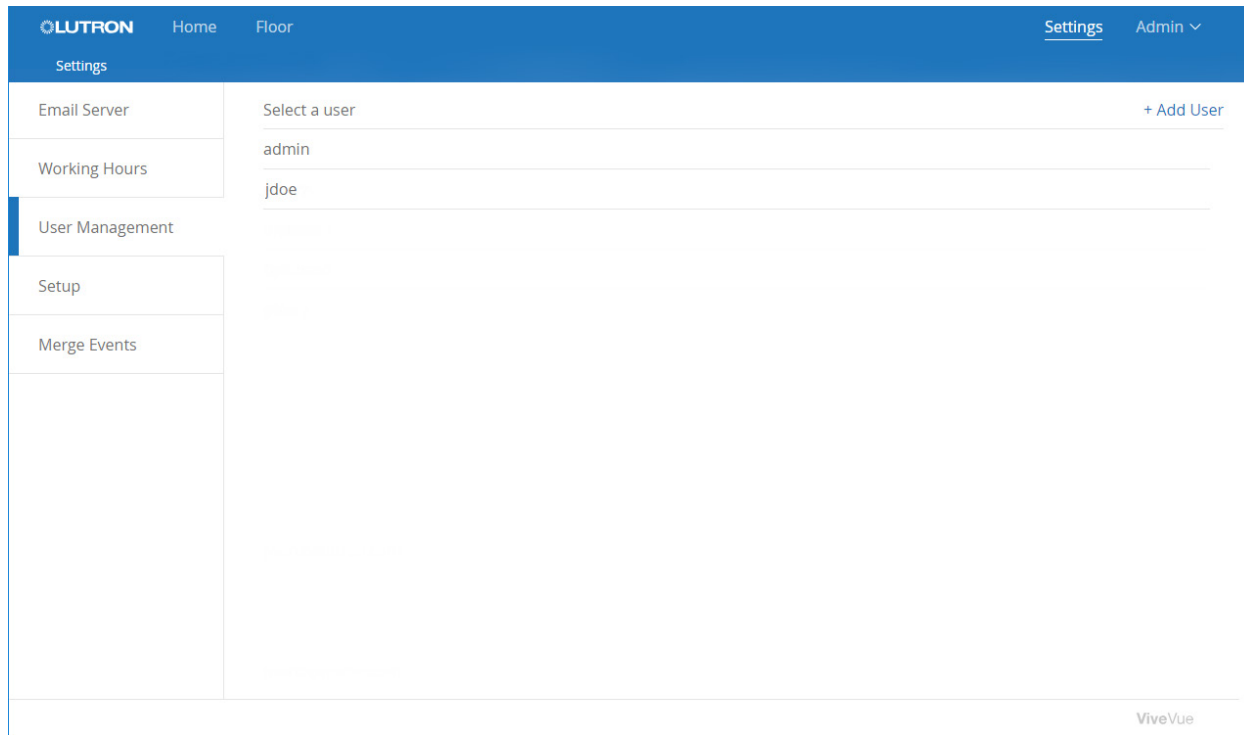
2. From the drop-down menu for each day, select:
 - **All day** for round-the-clock working hours
 - **Select hours** to choose a time range, and then select the from and to times

-OR-

 - **None** for no working hours
3. When finished, click **Save**.

Managing Vive Vue Users

From the Settings page, selecting the **User Management** tab will display a list of all the Vive Vue users in your system.



From this tab, you can:

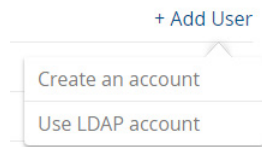
- [Add a user by creating a Vive Vue account](#)
- [Add a user with an LDAP account](#)
- [Edit a user account](#)
- [Change a user's password](#)
- [Remove a user account](#)

Continued on next page...

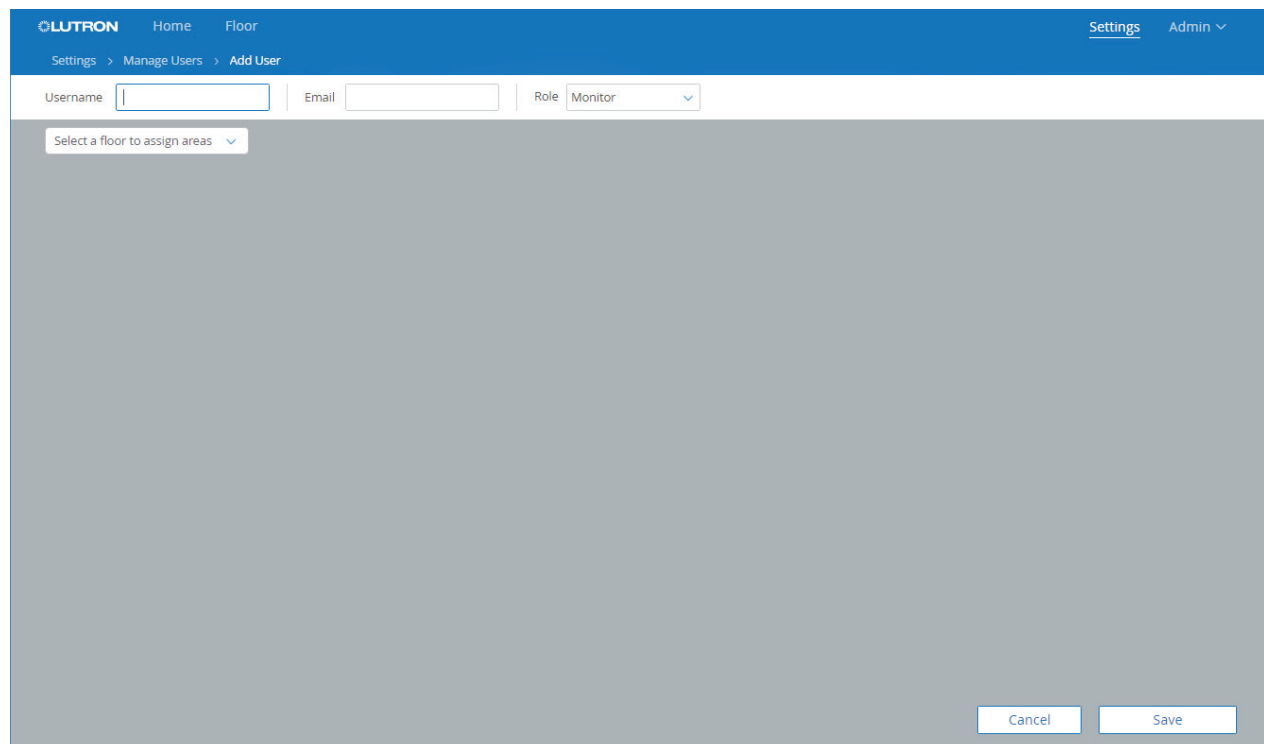
Managing Vive Vue Users (continued)

Adding a User by Creating a Vive Vue Account

1. From the User Management tab on the Settings page, click **Add User**.



2. Select **Create an account**.

A screenshot of the Lutron Vive Vue web interface for adding a user. The page has a blue header with the Lutron logo and navigation links for 'Home', 'Floor', 'Settings', and 'Admin'. Below the header, there is a breadcrumb trail: 'Settings > Manage Users > Add User'. The main form area is white and contains several input fields: 'Username' (a text box), 'Email' (a text box), and 'Role' (a dropdown menu currently set to 'Monitor'). Below these fields is a dropdown menu labeled 'Select a floor to assign areas'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save'.

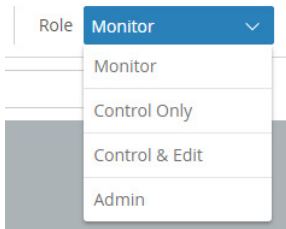
3. Enter the Username the user will enter to sign in to Vive Vue.
4. Enter the user's Email address.

Continued on next page...

Managing Vive Vue Users (continued)

Adding a User by Creating a Vive Vue Account (continued)

5. Select the user's Role within Vive Vue.



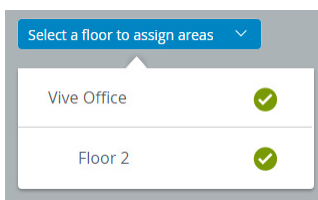
The Role you select sets the user's permissions:

- **Monitor** can view the current status of the system and run reports.
- **Control Only** has the privileges of the Monitor role and can also control the system.
- **Control & Edit** has the privileges of the Control Only role and can also make changes to system programming.
- **Admin** has the privileges of the Control & Edit role and is also the only role that can create and edit user accounts and assign permissions by area.

NOTE: If the email server is not configured, Password and Confirm password fields display when adding a user with a Vive Vue account. Enter a Password for the user. Then enter it again to confirm you typed it correctly. If the password you enter fails the system's strength requirements, a message will be displayed advising how to enter the password correctly.

6. From the assignment drop-down menu, select the areas that this user will be able to access.

A check mark will display for a floor with at least one area that the user has permission to access.



NOTE: An Admin user has access to all areas.

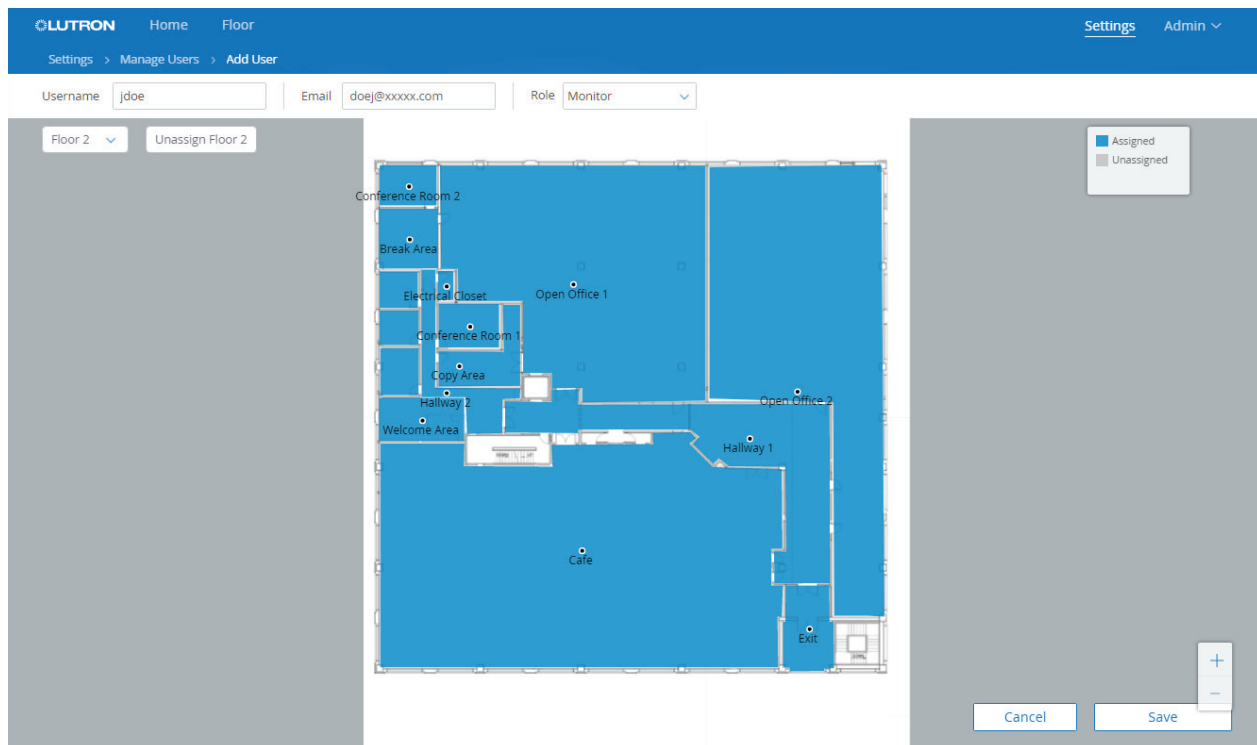
If you assign the whole system, the user will be able to access all the areas in the system.

If you select a floor, its floorplan displays. By default, all the areas are shown in blue and assigned to the user.

Continued on next page...

Managing Vive Vue Users (continued)

Adding a User by Creating a Vive Vue Account (continued)



7. To unassign an area, click the area in the floorplan. To unassign the whole floor, click the **Unassign** button. Unassigned areas turn gray.
8. When finished, click **Save**.

Continued on next page...

Managing Vive Vue Users (continued)

Adding a User with an LDAP Account

If the user has an intranet account, you can add the user from the domain server.

1. From the User Management tab on the Settings page, click **Add User** and select **Use LDAP account**.

The screenshot shows the 'Add User' form in the Lutron ViveVue interface. The form is titled 'Settings > Manage Users > Add User'. It features a blue header with the Lutron logo and navigation links for 'Home', 'Floor', 'Settings', and 'Admin'. Below the header, there are input fields for 'Domain' (containing 'DOMAIN NAME'), 'Username', 'Email', and 'Role' (set to 'Monitor'). A dropdown menu labeled 'Select a floor to assign areas' is positioned below the input fields. At the bottom right of the form, there are 'Cancel' and 'Save' buttons. The ViveVue logo is visible in the bottom right corner of the page.

2. Enter the Domain, Username, Email, and Role.
3. Assign the areas that the user will be able to access.

Follow the area assignment steps described in "Adding a User by Creating a Vive Vue Account" on page 45.

4. When finished, click **Save**.

Continued on next page...

Managing Vive Vue Users (continued)

Editing a User Account

1. From the User Management tab on the Settings page, click the appropriate username.
2. Select **Edit user info** and modify the user's account, as needed.
3. Click **Save**.

Changing a User's Password

1. From the User Management tab on the Settings page, click the appropriate username.
2. Select **Change Password**.
3. Enter and then reenter the new password.
4. Click **Save**.

NOTE: A **Change Password** option will display only if the email server is not configured and the user signs in with a Vive Vue account.

Removing a User Account

1. From the User Management tab on the Settings page, click the appropriate username.
2. Select **Remove user**.
3. When prompted, click **Remove** to confirm the removal. Otherwise, click outside the prompt to not remove the user.

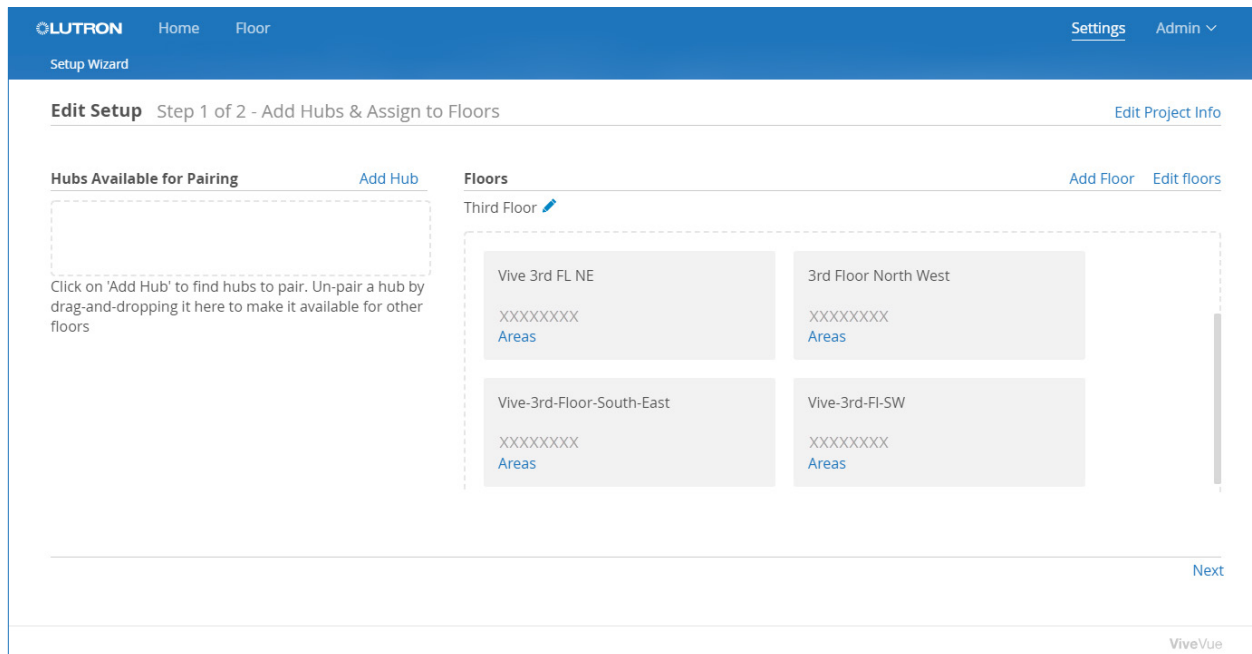
Maintaining the System Setup

Vive hubs are added to the system and paired to floors when Vive Vue is installed. If changes are needed, the Setup tab can be used to add hubs and pair them to new or existing floors. Floorplans and the system location can also be edited.

Adding Hubs to Vive Vue

1. From the Settings page, select the **Setup Wizard** tab.

The Edit Setup (Step 1 of 2) page prompts you to add Vive hubs and pair them to floors in Vive Vue. The names of existing floors in the system and the hubs paired to them are shown on the right.



NOTE: To unpair a hub, drag it from the floor (on the right) to Hubs Available for Pairing (on the left).

2. To add hubs, click the **Add Hub** link.

If the network is configured for auto-discovery, unpaired hubs that have been found are listed under Discovered Hubs.

Continued on next page...

Maintaining the System Setup (continued)

Adding Hubs to Vive Vue (continued)

3. If a hub is not automatically discovered, enter its IP address and click the **Find Hub** button to find it.

Add Hubs Step 1 of 2 - Select Hubs

Select the hubs to add to this system. Hubs on the network will automatically display below if the network is configured for auto-discovery. If hubs are missing, you can find them by typing their IP addresses one at a time

Enter IP Address

###.###.###.### Find Hub

Where to find a Hub's IP Address

Discovered Hubs 1 Refresh Add to system

Vive-2nd-Floor-NE

Serial Number: xxxxxxxx IP Address: xx.xx.xx.xx

Cancel Next

4. Make sure the option is checked for each discovered hub to be added to the system.
5. Click **Next**.

The Authenticate Hubs page will be displayed.

Add Hubs Step 2 of 2 - Authenticate Hubs

Enter the Wi-Fi password of the hubs to authenticate them. If the hubs have different passwords, enter them in one at a time until all hubs have been authenticated.

Enter Wi-Fi Password of Hubs Authenticate

Hubs 1 Status 1 Not Yet Authenticated

Vive-2nd-Floor-NE

Serial Number: xxxxxxxx IP Address: xx.xx.xx.xx

Not Yet Authenticated

Back Next

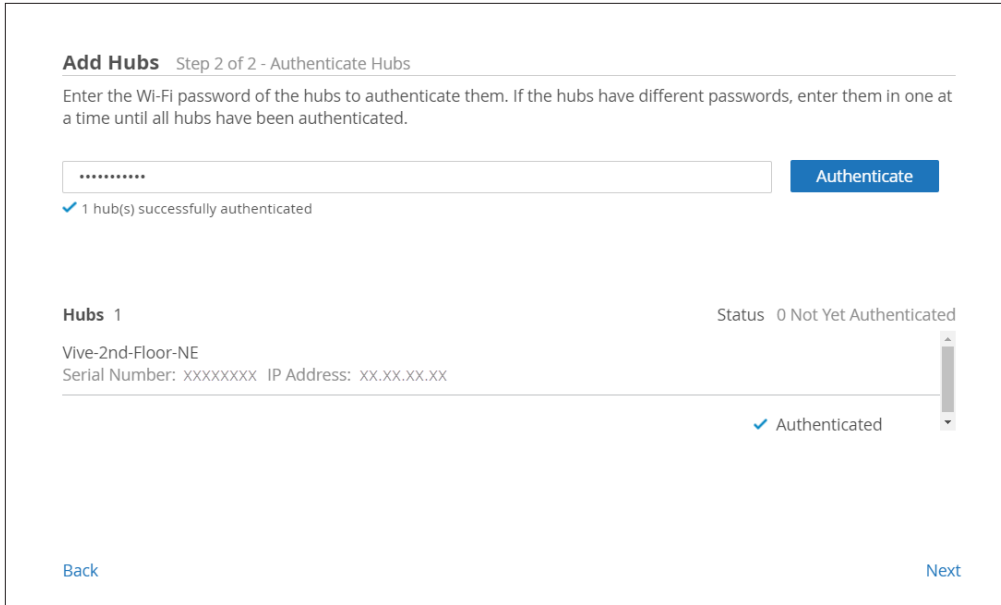
Continued on next page...

Maintaining the System Setup (continued)

Adding Hubs to Vive Vue (continued)

6. Enter the Wi-Fi password for the hubs. Then click the **Authenticate** button.

If the hubs have different passwords, enter them one at a time until all hubs have been authenticated.



7. Click **Next**.

You are returned to the Edit Setup (Step 1 of 2) page and each authenticated hub is now available for pairing to a floor in the system. Depending on where the hubs are located, follow the procedure described in:

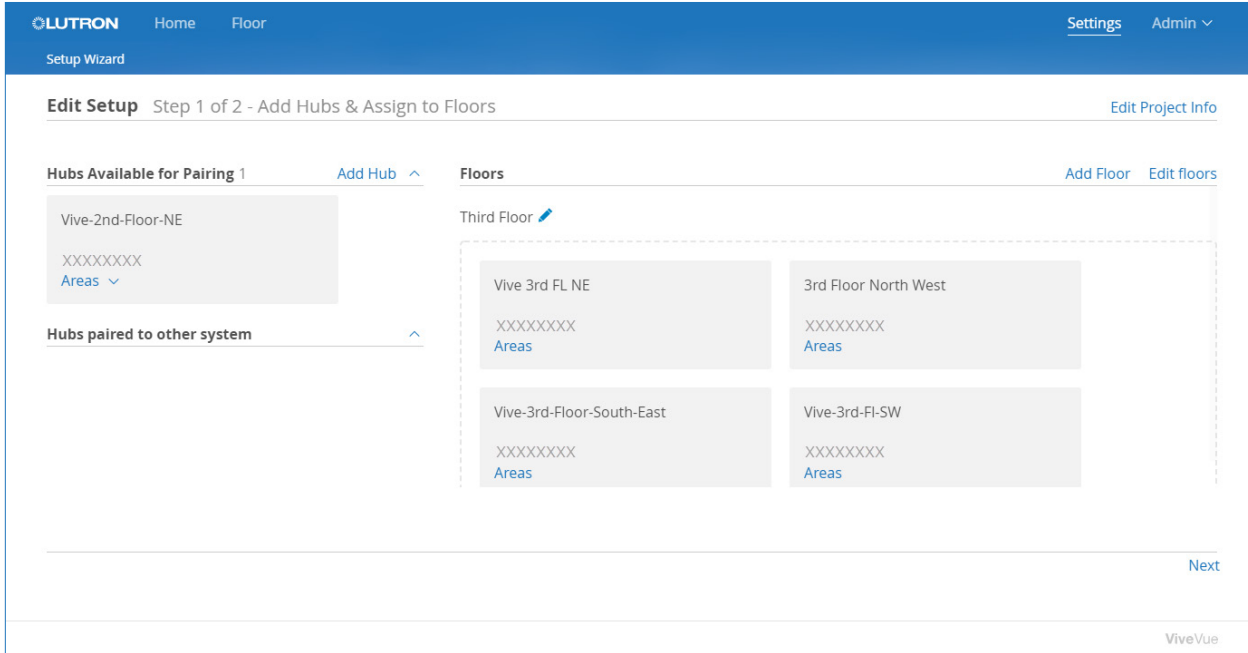
- "Pairing Hubs to New Floors in Vive Vue" on page 53.
- OR-
- "Pairing Hubs to Existing Floors in Vive Vue" on page 59.

Continued on next page...

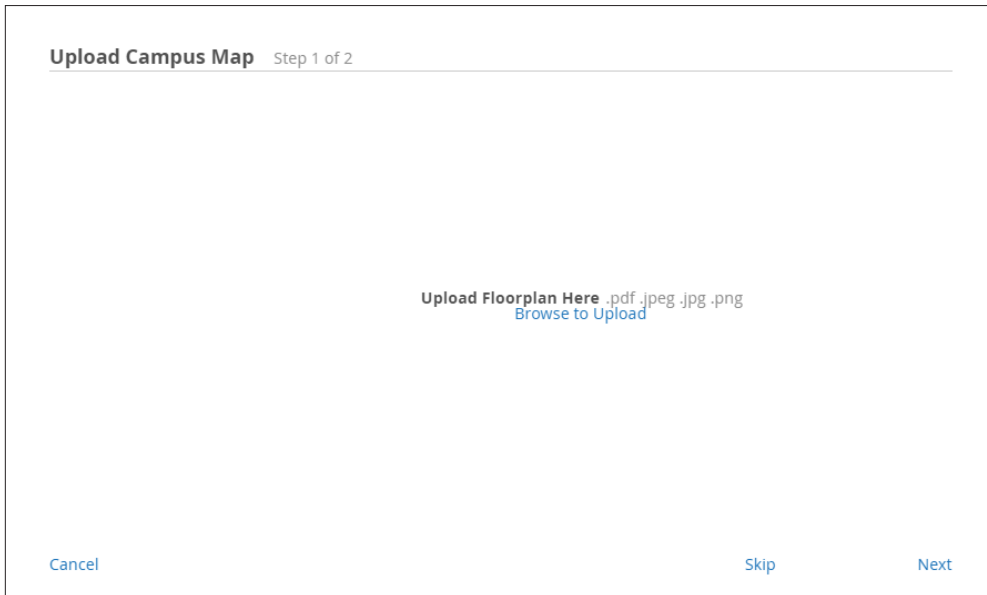
Maintaining the System Setup (continued)

Pairing Hubs to New Floors in Vive Vue

1. From the Edit Setup (Step 1 of 2) page, click the **Add Floor** link.



You are prompted to upload the electronic floorplans for the new floors where the hubs are located. These floorplans will be used as background images for the graphical floorplans that display in Vive Vue.



Continued on next page...

Maintaining the System Setup (continued)

Pairing Hubs to New Floors in Vive Vue (continued)

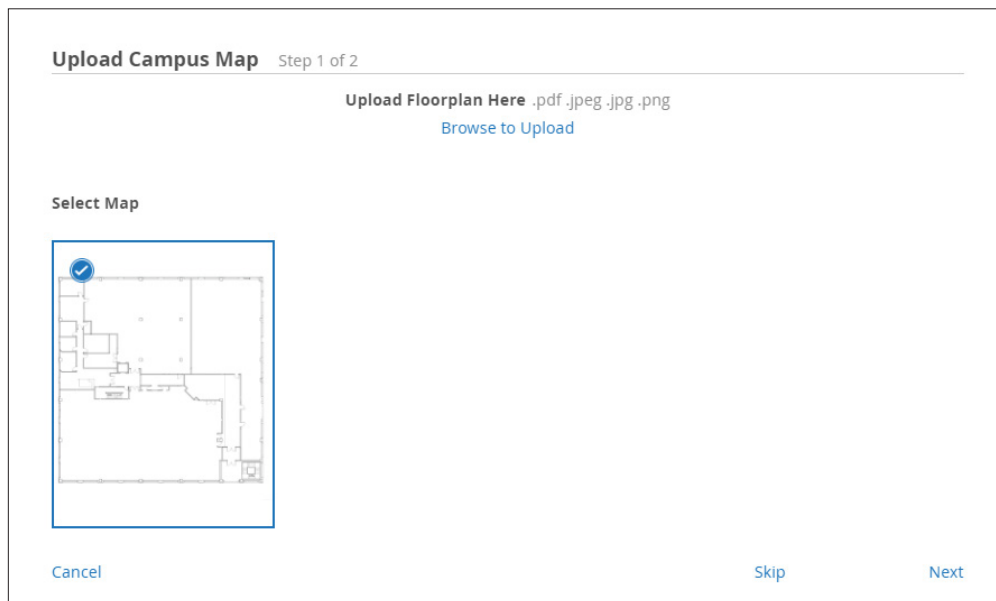
NOTE: You can click the **Skip** link to skip uploading floorplans. However, if hubs are added to Vive Vue but not associated with graphical floorplans, clicking the **Floor** link will display a list of areas and the only area control will be from the Area Dashboard. Refer to "Monitoring and Controlling Areas without Floorplans" on page 39.

2. Click the **Browse to Upload** link.
3. Browse and select the electronic floorplan file for each floor you are adding to the system.

For example, if you are pairing two hubs that are located on the same new floor, select the floorplan file for that floor. If the hubs are located on two different new floors, select the floorplan file for each of the floors. Each floor in Vive Vue has one graphical floorplan that shows the areas controlled by the hub(s) on that floor.

The files you select are uploaded and thumbnail images of the pages display.

4. Select each page that contains a floorplan image to be used as a background in Vive Vue.



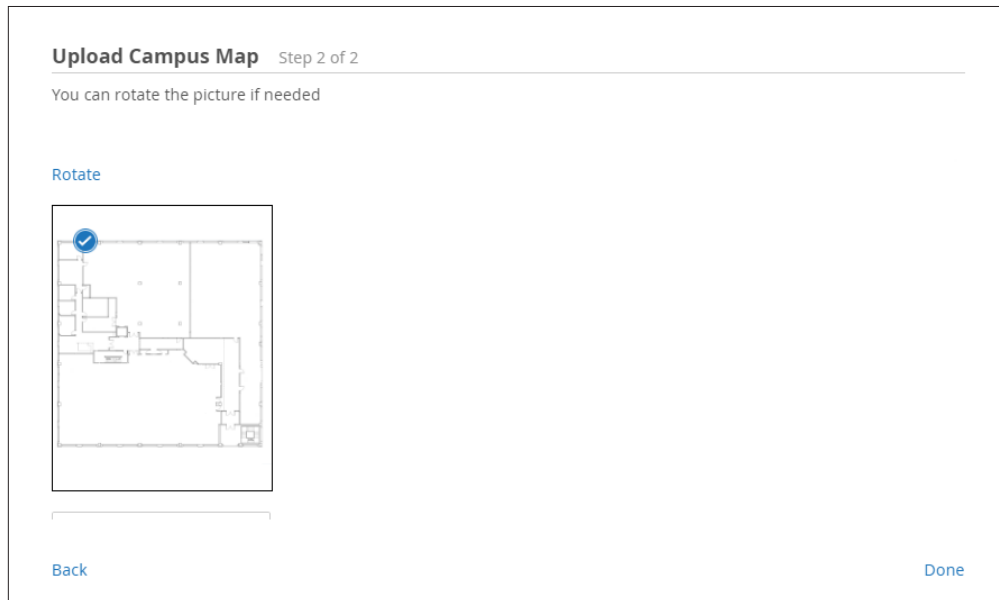
5. Click **Next**.

Continued on next page...

Maintaining the System Setup (continued)

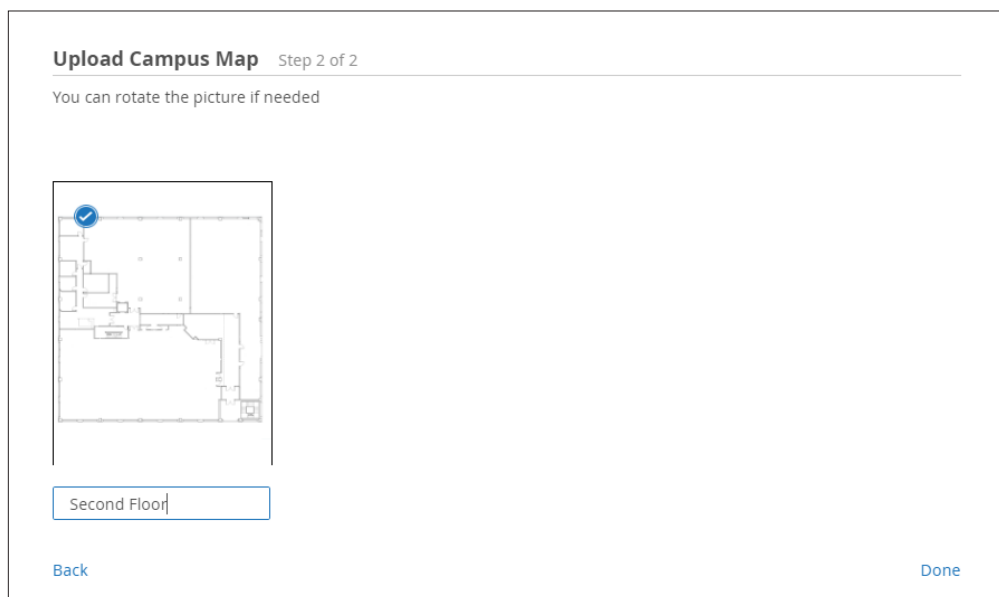
Pairing Hubs to New Floors in Vive Vue (continued)

- If needed, click the **Rotate** link for each image and rotate the floorplan to the correct orientation.



- Scroll down and enter the name of the physical floor associated with each image.

The name you enter will display as the floor name in Vive Vue.



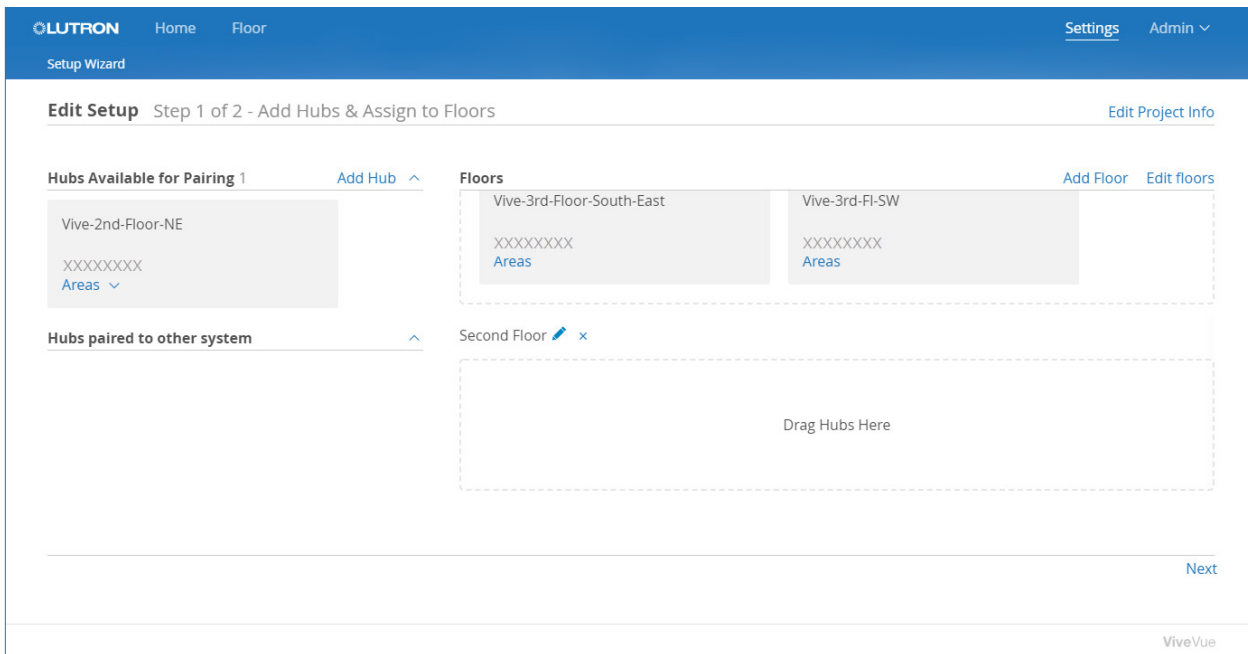
Continued on next page...

Maintaining the System Setup (continued)

Pairing Hubs to New Floors in Vive Vue (continued)

- 8. Click **Done**.

You are returned to the Edit Setup (Step 1 of 2) page, and a new floor has been added to the system for each floorplan image you uploaded and named.



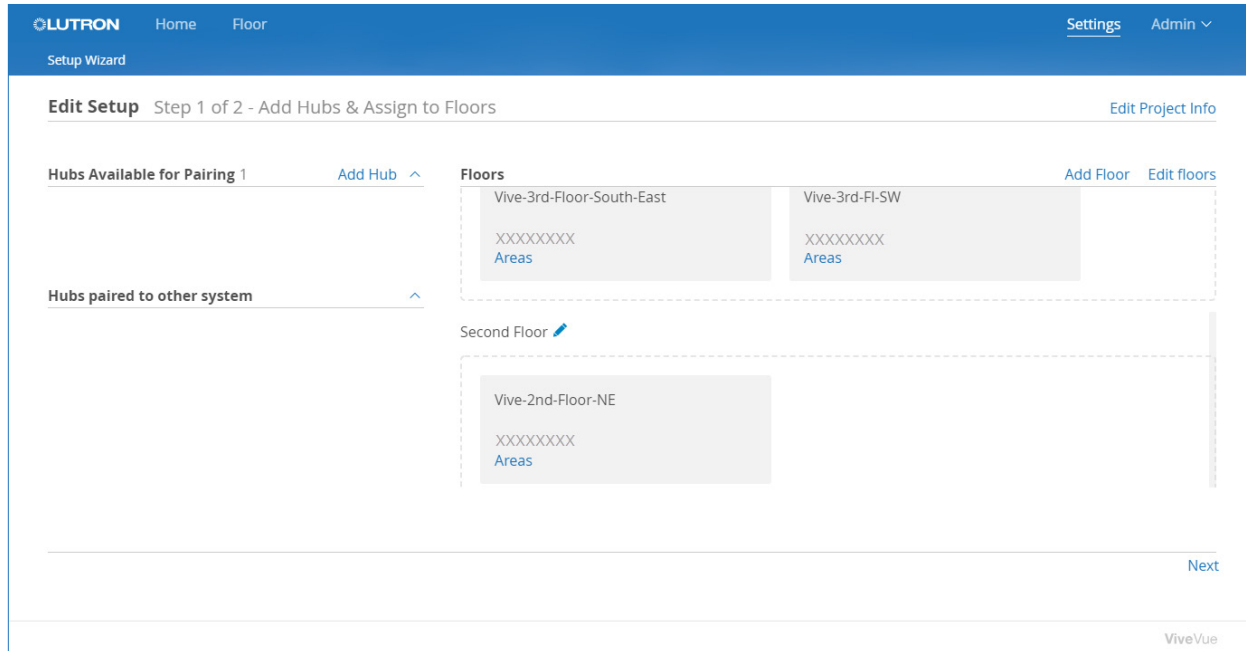
NOTE: To rename a floor, click its  icon.

Continued on next page...

Maintaining the System Setup (continued)

Pairing Hubs to New Floors in Vive Vue (continued)

- Click and drag each hub to be paired to the new floor where it is located.



- Click **Next**.

The floorplan will be displayed for the first new floor you added, and you can draw hotspots over each of the areas on the background image. These hotspots will become selectable areas on the floorplan in Vive Vue.

- For a *regularly-shaped area*, select the Rectangle tool. Then click and drag over the area.

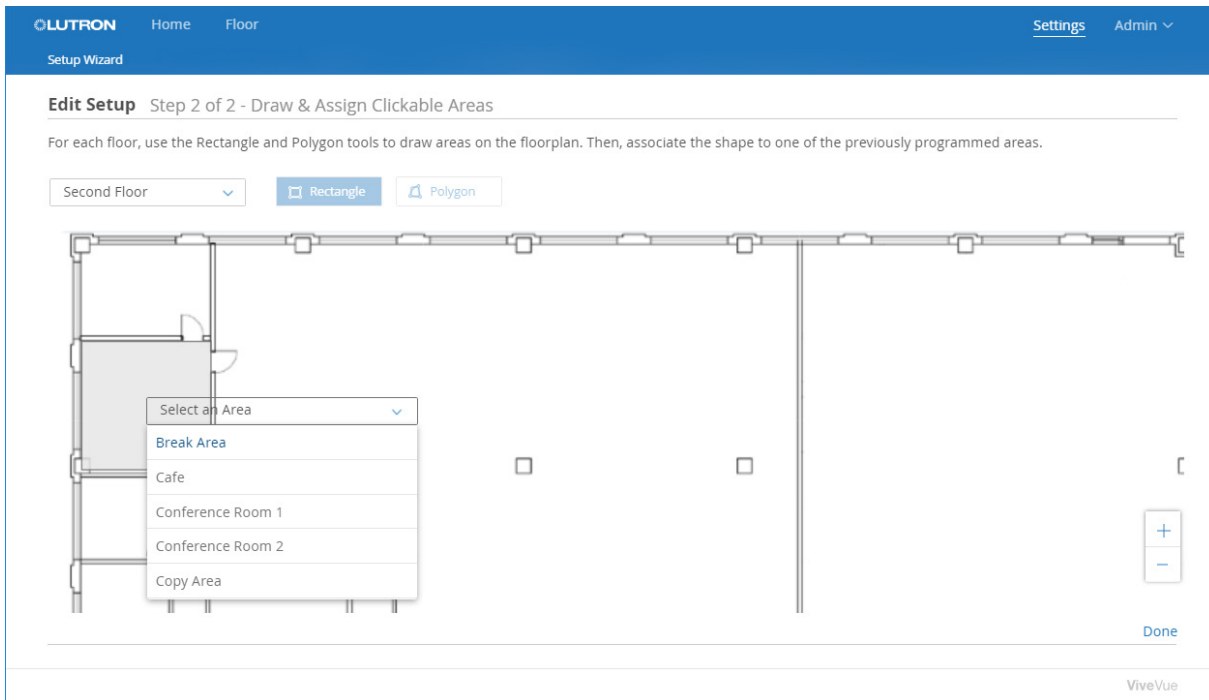
For an *irregularly-shaped area*, select the Polygon tool. Click in the first corner of the area, and then click in the second corner. Continue clicking in each corner until you arrive at the starting corner. Then, double-click in that corner to close the loop.

The hotspot is highlighted in gray, and a list of assignable areas will be displayed.

Continued on next page...

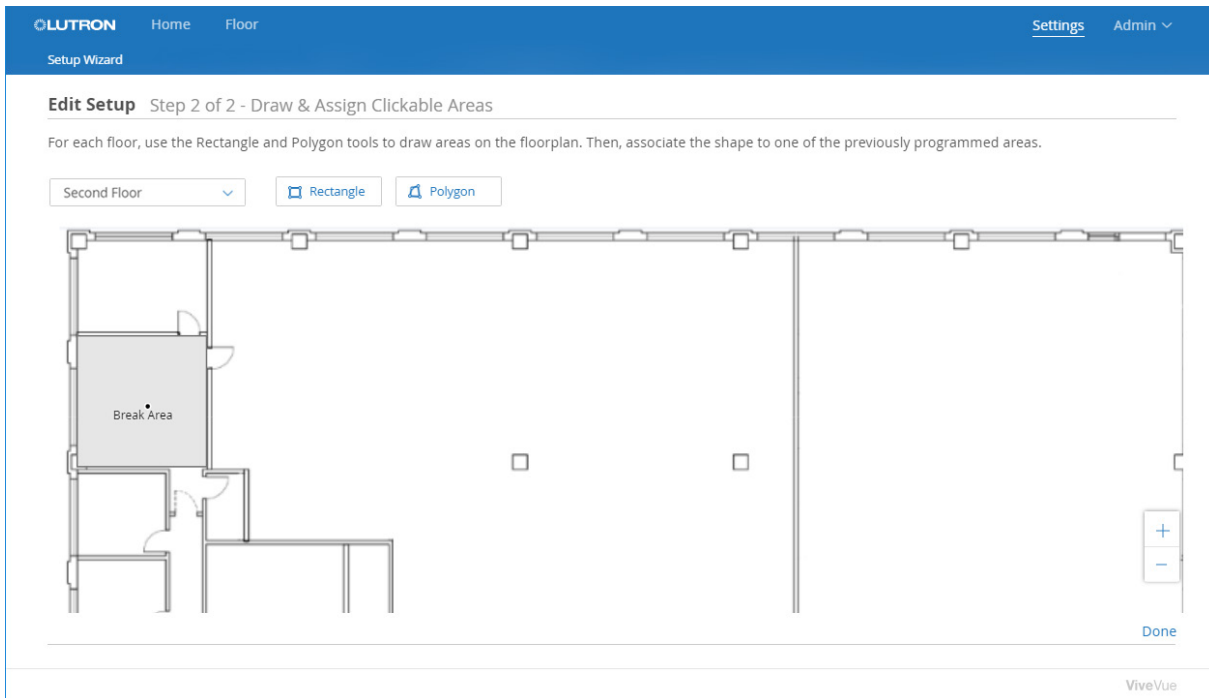
Maintaining the System Setup (continued)

Pairing Hubs to New Floors in Vive Vue (continued)



12. Select the area to be assigned to the hotspot.

The area name is added to the floorplan.



Continued on next page...

Maintaining the System Setup (continued)

Pairing Hubs to New Floors in Vive Vue (continued)

- Continue to draw and assign area hotspots on the floorplan, as needed.

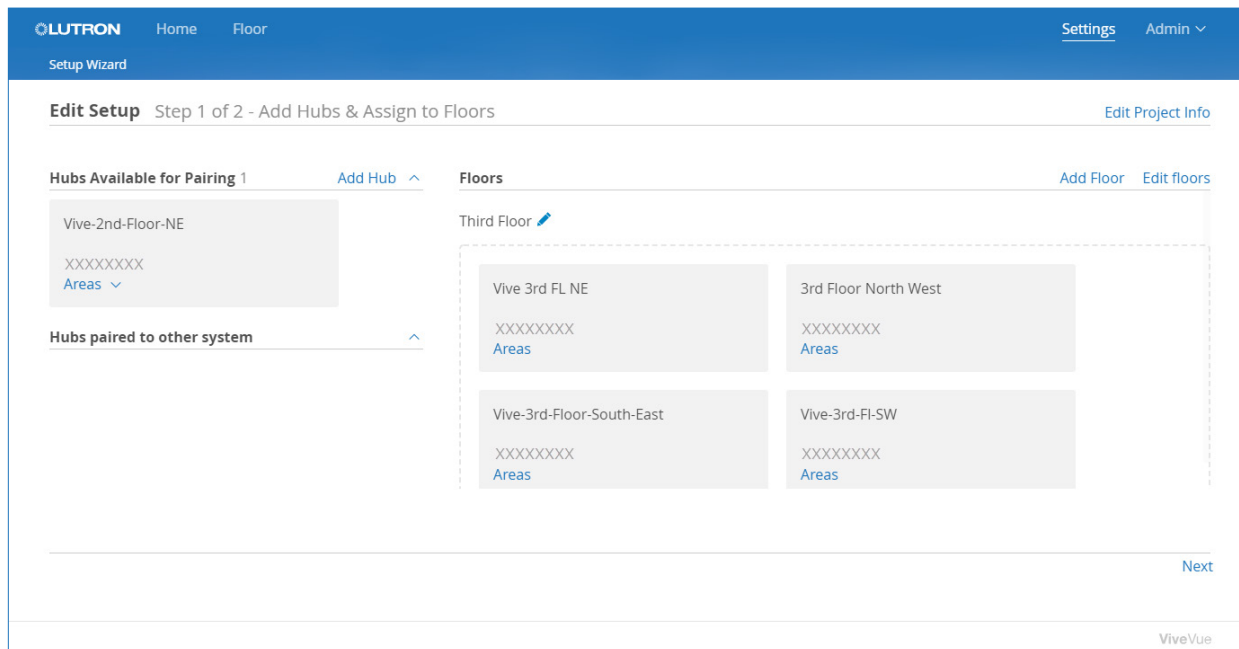
When all the area hotspots for the currently selected floorplan have been completed, the Rectangle and Polygon tools no longer display.

NOTE: To change the area assigned to a hotspot, unselect the drawing tools. Click the hotspot and choose **Reassign** from the drop-down menu. Then select the area to be assigned.

- From the floor drop-down menu, select each of the other floors you added. Then draw and assign area hotspots on those floorplans.
- When finished drawing and assigning area hotspots, click **Done**.

Pairing Hubs to Existing Floors in Vive Vue

- From the Edit Setup (Step 1 of 2) page, click and drag each hub to be paired (on the left) to the existing floor (on the right) where it is located.



- Click **Next**.

The Edit Setup (Step 2 of 2) page will display the floorplan for the first existing floor to which you are pairing hubs.

Continued on next page...

Maintaining the System Setup (continued)

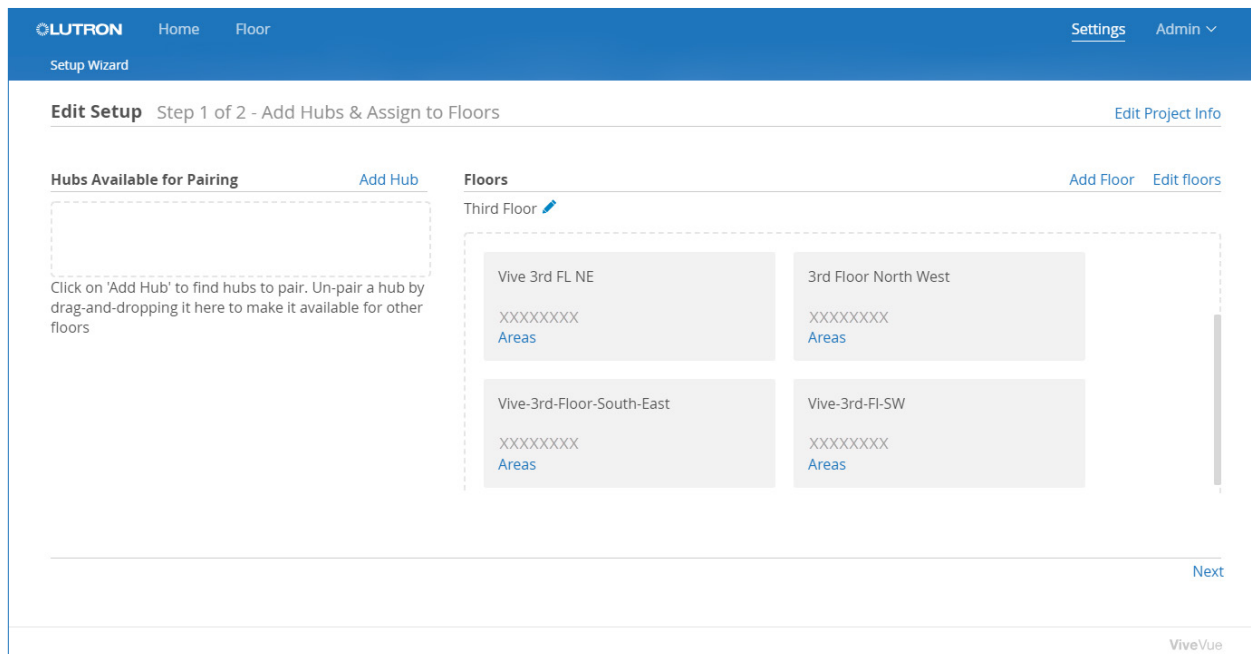
Pairing Hubs to Existing Floors in Vive Vue (continued)

3. Draw hotspots over the background image and assign an area to each hotspot on this floor's hub.
Follow the area hotspot procedures described in "Pairing Hubs to New Floors in Vive Vue" on page 53.
4. From the floor drop-down list, select each of the other existing floors to which you are pairing hubs. Then draw and assign area hotspots on those floorplans.
5. When finished drawing and assigning area hotspots, click **Done**.

Editing Floors and Floorplans

1. From the Settings page, select the **Setup** tab.

The Edit Setup (Step 1 of 2) page will be displayed.



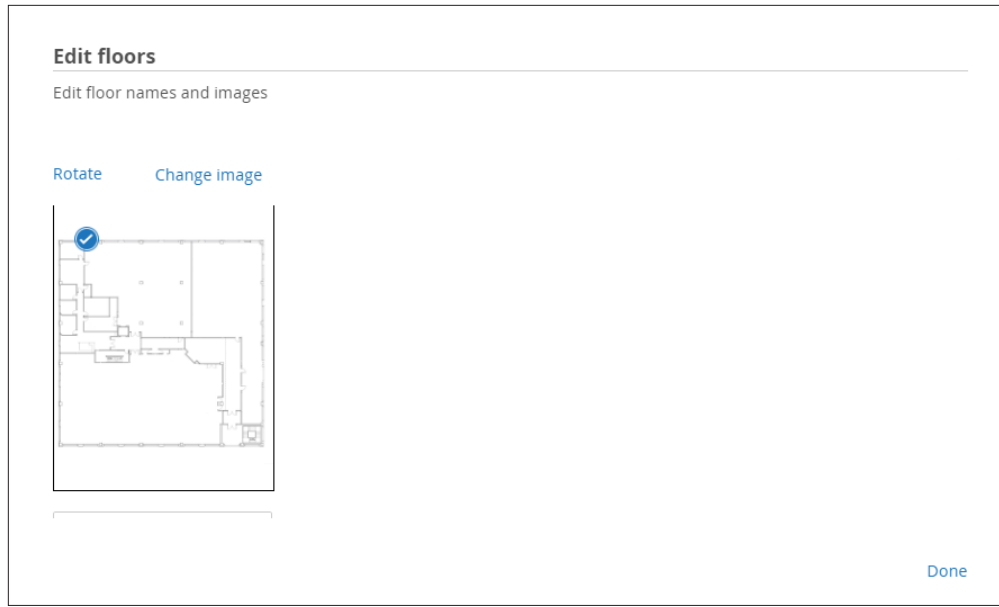
Continued on next page...

Maintaining the System Setup (continued)

Editing Floors and Floorplans (continued)

2. Click the **Edit floors** link.

The floorplan images display for each of the floors in the system.



To rotate a floorplan image, click its **Rotate** link.

To rename the floor associated with a floorplan image, scroll down and change the name in the editable field.

To replace a floorplan image:

1. Click its **Change image** link.
2. Browse and select the electronic floorplan file to be used.

The file is uploaded and thumbnail images of the pages display in the bottom portion of the window.

3. Select the page that contains the image to be used as the new background for the floorplan. Click **Next**.
4. If needed, rotate the image. Click **Done**.

You are returned to the Edit Setup (Step 1 of 2) page.

5. Click **Next**.
6. Scroll down and rename the floor associated with the floorplan image, if needed. Click **Next**.
7. Draw hotspots over the new background image and assign areas to the hotspots. When finished, click **Done**.

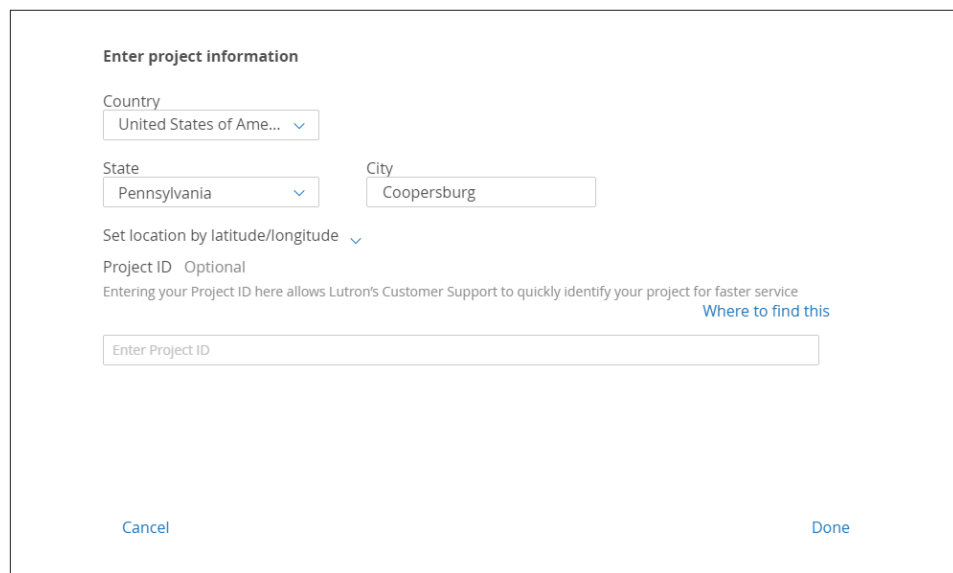
Continued on next page...

Maintaining the System Setup (continued)

Setting Your System Location

When scheduling events relative to sunrise and sunset, it is important that your system location is entered correctly in Vive Vue.

1. Click the **Settings** link in the navigation bar.
2. Select the **Setup** tab.
3. Click the **Edit Project Information** link on the Edit Setup (Step 1 of 2) page.



The screenshot shows a form titled "Enter project information" with the following fields and options:

- Country:** A dropdown menu with "United States of Ame..." selected.
- State:** A dropdown menu with "Pennsylvania" selected.
- City:** A text input field containing "Coopersburg".
- Set location by latitude/longitude:** A dropdown menu with a downward arrow.
- Project ID:** Labeled as "Optional". Below it, a note states: "Entering your Project ID here allows Lutron's Customer Support to quickly identify your project for faster service". A blue link "Where to find this" is provided.
- Input field:** A text input field with the placeholder text "Enter Project ID".
- Buttons:** "Cancel" and "Done" buttons are located at the bottom of the form.

4. Edit the Country, State and City, as needed.

-OR-

Select **Set location by latitude/longitude** and edit the coordinates.

5. Optionally, enter your Project ID.
6. Click **Done**.

Merging Events

The Merge Events tab is used to merge hub timeclock events that might be have programmed for the same purpose. For example, if your system has multiple hubs and each hub has an event to sweep lights on at 6am, you can create one event for the hubs in Vive Vue.

NOTE: Once a hub is paired to a floor in Vive Vue, all its timeclock events must be maintained from the Schedule page in Vive Vue.

1. From the Settings page, select the **Merge Events** tab.

The system suggests possible events to merge.

The screenshot shows the 'Merge Events' interface in the ViveVue application. The top navigation bar includes 'LUTRON', 'Home', 'Floor', 'Settings', and 'Admin'. The left sidebar lists 'Settings' with sub-items: 'Email Server', 'Working Hours', 'User Management', 'Setup', and 'Merge Events'. The main content area is titled 'Merge Events' and contains a descriptive paragraph: 'Similar events (e.g. Morning Sweep On) might have been added to multiple hubs. Review each group of similar events below and merge the events so that they appear as a single entry on the Schedules calendar. If the events have different holidays/exceptions, please note that the merged event will have all holidays/exceptions unless you edit the dates.'

Below the text is a table of events to be merged:

6:30 AM		Occurrence: Mon Tue Wed Thu Fri		Merge 2 Events
Event Name	Start Date	End Date	Exception Dates	
All On	Oct 16, 2018		22-Nov,24-Dec,25-Dec,...	
<input checked="" type="checkbox"/> All On	Oct 16, 2018		22-Nov	Vive-017d2d0a-West
<input checked="" type="checkbox"/> All On	Oct 16, 2018		24-Dec,25-Dec,26-Dec,27-...	Vive-017d3637-East

A 'Save' button is located at the bottom right of the main content area.

2. Keep the checkboxes checked for each of the events to be merged. Uncheck an event if it is not to be merged.
3. To make changes that will be applied to the merged event:
 - Click the Event Name icon to edit the name.
 - Click the icons to select a different Start Date or End Date.
 - Click the Exception Dates icon to remove dates.

Continued on next page...

Merging Events (continued)

- When ready to merge the events, click the merge button.

The events are merged using the settings you selected.

The screenshot shows the Lutron ViveVue Settings interface. The top navigation bar includes 'LUTRON', 'Home', 'Floor', 'Settings', and 'Admin'. A left sidebar contains menu items: 'Settings', 'Email Server', 'Working Hours', 'User Management', 'Setup', and 'Merge Events'. The main content area is titled 'Merge Events' and contains the following text: 'Similar events (e.g. Morning Sweep On) might have been added to multiple hubs. Review each group of similar events below and merge the events so that they appear as a single entry on the Schedules calendar. If the events have different holidays/exceptions, please note that the merged event will have all holidays/exceptions unless you edit the dates.' Below this text is a table with one row of event data:

6:30 AM	Occurrence: Mon Tue Wed Thu Fri	Merged 2 Events	
Event Name	Start Date	End Date	Exception Dates
All On	Oct 16, 2018		22-Nov,24-Dec,25-Dec,...

A 'Save' button is located at the bottom right of the main content area. The ViveVue logo is in the bottom right corner of the page.

- When finished merging events, click **Save**.

Visit www.lutron.com/vive for a wide range of tutorials, videos, FAQs, and forums.

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