



## HVAC TABulator© Real-time Air Balance Analysis & Reporting Tool

### Demonstration Tour Guide

- Step 1: Double click on the HVAC Tabulator icon on your desktop or click on Start->Programs->EcoLogic Systems->Launch HVAC TABulator to start the program. Click on the **Demo** button.
- Step 2: **Personalize your copy** of the software by entering your name, company name, and address. This will appear on the headings of the report. It is NOT sent to us. Click on the **Set User Info** button on the top of the screen. Enter information in the fields. Use the **Tab key** to move between fields. When finished click on the **BACK** button on the left side near the top of the screen.
- Step 3: **Outlets are the heart of the software.** All calculations are based on accumulating data for a single or group of related outlets. However, before you jump right to Outlets, it is essential to define the project number and set it as the default. You may also wish to create rooms and fans before you start with outlets. You can always return to rooms and fans later if you want to get started immediately with outlets. We have already created an example project for you. Click on the **Project Summary** link on the left side of the screen. Scroll down the screen using the elevator bar on the right side of the screen to review the type of data you can enter for the project. You can review/edit **Contact information** for other members of the project team, **air flow summaries** from the data you've entered will be displayed, **project remarks** can be added by hand or using the quick-click standard comments. Scroll back to the top of the screen and click either the **BACK** button or the **Main Menu** button.
- Step 4: The program can operate in Express or Analysis mode. Look in the lower right corner of the screen and confirm that the system is in **Express** mode. You can change between modes by clicking on the Mode to toggle between **Express** and **Analysis**.
- Step 5: Click on the **Fans** hyperlink from the main menu. You'll see a list of fans. For each fan, a tag has been defined as well as a service. **Click on the row showing SF-1** to see the details for that fan. You'll be taken to the fan detail screen. You can scroll through this screen using the elevator bar on the right side of the screen if you want to add/review details for the fan.
- Step 6: Click on the "?" button in the **Test 1** column to the right of the Total Fan CFM – Traverse label. You'll see the rectangular duct traverse velocity readings recorded here along with the fan design CFM goal. This sheet will calculate the average duct velocity and total duct CFM based on any number of velocity readings you enter. The pitot tube measurement locations are also suggested based on the duct

dimensions you provide. You can also provide a static pressure measurement at the duct centerline, along with the total CF<sub><</sub> goal, and the program will estimate the static pressure goal you need to accomplish that air flow.

- Step 7: Click on the **Fan Details** button near the system tag field. Click on the **Outlets** button at the top of the screen to jump to the outlets that have already been entered for this fan.
- Step 8: You are now on the list of outlets (or inlets) for a specific fan. Each row represents the design and measurement data for a single outlet. You can record up to three tests for any single outlet on the project. Use the horizontal scroll bar at the bottom of the screen to review all the columns available to you. Use the TAB key to move between fields once you've clicked into a row. Use the mouse to move to the next available row. You can activate the enter key on the numeric keypad to jump to the next row by clicking on the **Activate 10-key Enter key** link from the top of the screen on the right hand side. You can enter data in this format, or you can click on the **DETAIL** button on the left side of any row to view all the details for a single outlet on the screen. On the outlet list, the **?** buttons will take you to details for the associated field, the **+** button near the fan ID will add a new fan on-the-fly, The **"..."** button after fields will drop-down a list of possible valid choices for that field. Review the fan, box room and building summaries at the bottom portion of the screen.
- Step 9: Click on the **Reports** button from the top of the screen. Select **Outlets**. Click on **Skip** (unless you've added some outlets, in which case, click on Check). Use the book icon on the upper left side of the screen to flip between different pages of the report. Look at the outlets for SF-1. See how the outlets are grouped by terminal unit and sorted by outlet number. The fan subtotal can be viewed at the bottom of page 2. Project footnotes appear at the bottom of the first page. You can use this report as a Pro forma submittal sheet, or a completed balance report once the test results have been entered. Click on the **Continue** button on the left side.
- Step 10: Click on the **Reports** hyperlink from the main menu. Click on **Room** to request a room report. Click on **Skip** (unless you've added some outlets, in which case, click on Check). Click on Details to preview the room detail report. This report is generated from the SAME set of data as was entered for the outlet report without the need for any duplicate data entry into a different format. Use the book icon on the upper left side of the screen to flip between different pages of the report. Room summaries, as well as a list of all outlets/inlets for each room is presented sorted by floor and room number. You can use this report as a Pro forma submittal sheet, or a completed balance report once the test results have been entered. Click on the **Continue** button on the left side.

There are many other features available in the program as well as a more advanced "Analysis" mode that will allow you to compare measured values to design and report

on the difference or tolerance ranges. Use the Help buttons on each screen to further advance your understanding of the system.