

# Methodik™ User Guide

Methodik™ AcuityBrands

1 Start 2 Sequence of Operations 3 Review Common Solutions

Customize Your Sequence of Operations to Produce Common Solutions

	Occupancy Sensor				Time Clock			Wall Switch				Daylight Sensor			OTHER			
	Vacancy Mode	Occupancy Mode	Sensor Timeout Period (Minutes)	Dual Technology	Scheduled On M	Scheduled Off M	Schedule Override Switch	Manual (On/OFF)	Manual Dimming	Key Switch	Scene Control	Graphical Touchscreen	Switching (On/OFF)	Dimming	Target Light Level (FCY)	Exterior Location	Plug Load Controls	Notes
Private Office	x	<input checked="" type="checkbox"/>	<input type="checkbox"/> 10 min	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Open Office	x	<input type="checkbox"/>	<input checked="" type="checkbox"/> 10 min	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		1
Conference Room	x	<input checked="" type="checkbox"/>	<input type="checkbox"/> 10 min	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Multipurpose Room	x	<input checked="" type="checkbox"/>	<input type="checkbox"/> 10 min	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Lobby	x	<input type="checkbox"/>	<input checked="" type="checkbox"/> 10 min	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1
Corridor	x	<input type="checkbox"/>	<input checked="" type="checkbox"/> 10 min	<input type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Stairwell	x	<input type="checkbox"/>	<input checked="" type="checkbox"/> 10 min	<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2
Private Restroom		<input type="checkbox"/>	<input type="checkbox"/> 10 min	<input type="checkbox"/>														

BACK EXPORT TABLE CONTINUE

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# Design Guideline/Building Type

- To begin a job, first select a **Design Guideline** from the dropdown provided (Figure 2).
- The Design Guideline will provide the default sequence of operations table (Figure3). If the exact required code is not available, select the most similar code.

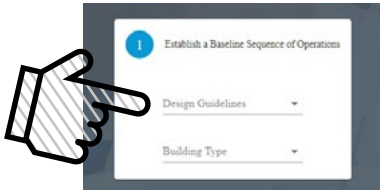


Figure 2

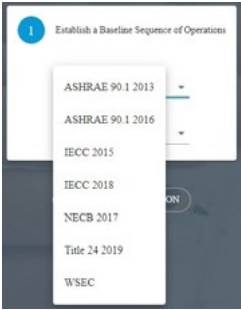


Figure3

- Next, select the **Building Type** for your project (Figure 4).
- The building type will provide the default room names for the sequence of operations table (Figure 5).
- Fixture recommendations will only be provided for default room names, so if a project has multiple space types (such as an office with a parking garage in scope), this tool may need to be run multiple times.

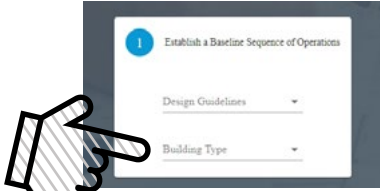


Figure 4

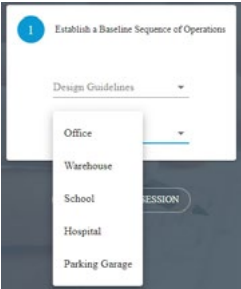


Figure 5

- Once these selections have been made, click **CONTINUE** (Figure 6) to advance to the Sequence of Operations Table.

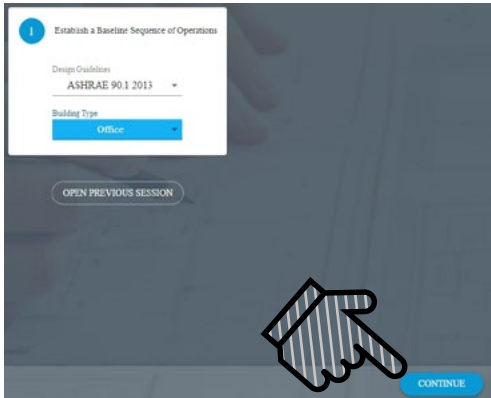


Figure 6

# Default Table/Room Types

- Based on the previous screen's selections, a sample Sequence of Operations (SOO) table will be presented.
  - This table will automatically include the room types that commonly occur in the selected building type.
  - The columns of the tables will describe a lighting controls sequence which will meet the specified design guidelines/code type requirements.
  - The table is fully editable. Many adjustments can be made to suit the needs or desired lighting control sequence for each specific project.

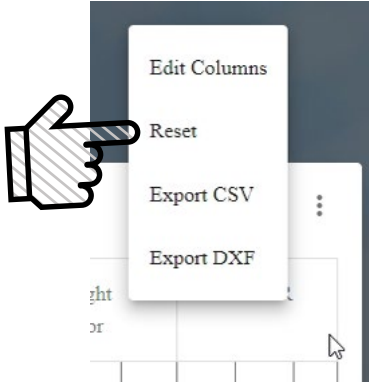


Figure 7

- To return to the default SOO and discard all changes, click **Reset** in the top right menu (Figure 7).

- Hover over any vertical column header for an additional description of the control (Figure 8).

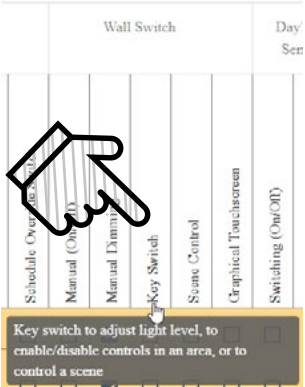


Figure 8

- Any row can be deleted from the table, including the rooms provided automatically (Figure 9).
  - Custom room names can be renamed, but default room names cannot be altered.

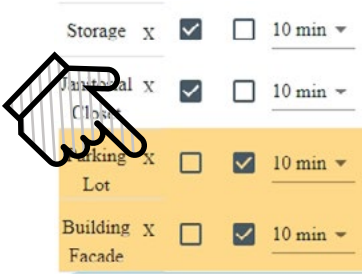


Figure 9

- If needed, add additional room types to the table using the **ADD ROOM TYPE** button (Figure 10).

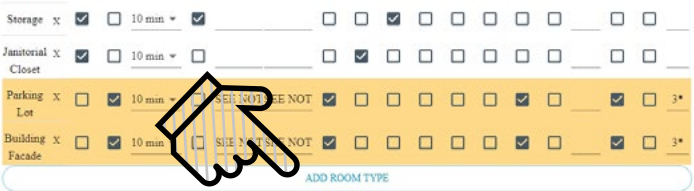


Figure 10

# Editing Column Options

- Expanding the three dots on the top right of the table (Figure 11) will bring up the option to **Edit Columns**.

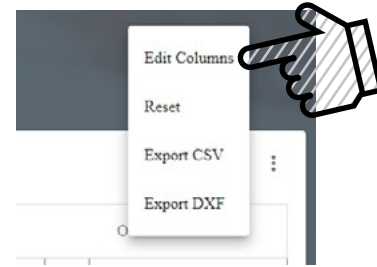


Figure 11

- From this window, the columns can be reordered within the column master headers (Occupancy Sensor, Time Clock, etc.) (Figure 12).

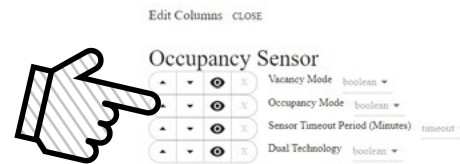


Figure 12

- Column visibility can be toggled (Figure 13).



Figure 13

- New custom columns can be added to the table, and their data input type can be set (Figure 14). Default column data input types cannot be adjusted.

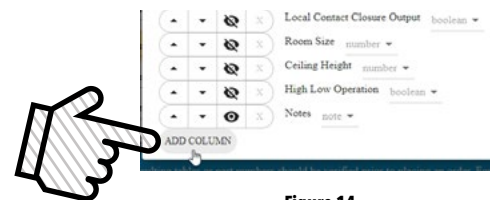


Figure 14

- Custom columns may be deleted (Figure 15).
  - Default columns cannot be deleted, but may be hidden by toggling visibility.

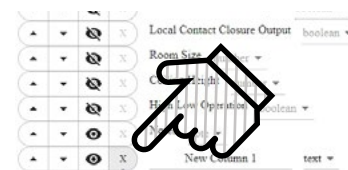


Figure 15

# Bulk Column Updates

- To make a change for a column apply to multiple rows at a time, an additional menu can be accessed by clicking on any column header.
  - This applies to all vertical column headers, with either text boxes or check box data (Figure 16).
  - This is useful in cases such as adjusting the default sensor timeout period from the default 10 minutes.

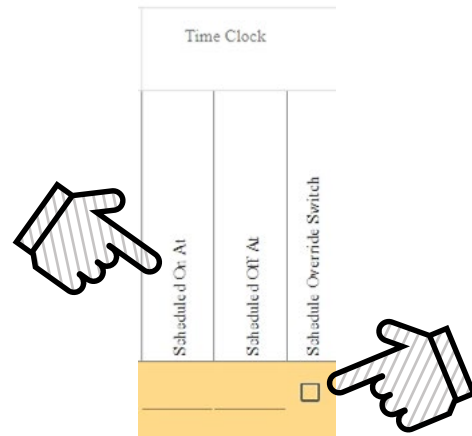


Figure 16

- For the text box data columns, there is a field to enter data, and there is a choice to either update every row's value for that column or to update only rows with existing data, which will leave blank rows blank (Figure 17).

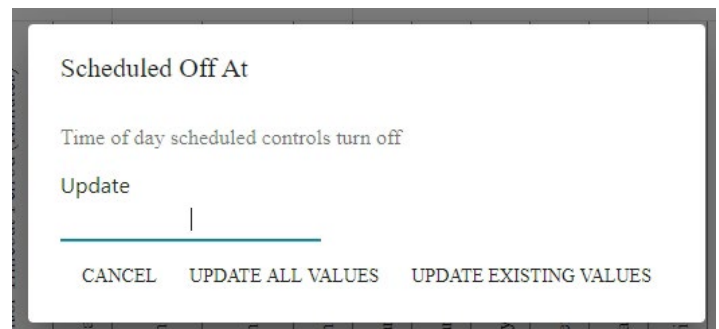


Figure 17

- For check box data columns, there is a choice to either check all or uncheck all rows (Figure 18).

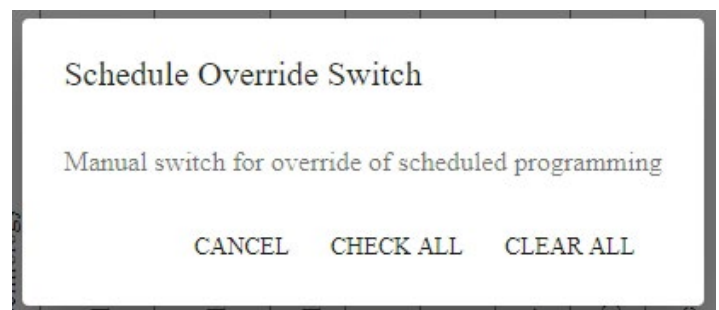


Figure 18

- In order to describe complex sequence of operations, this tool allows for open text fields to supplement the column data.
- If there is a short note to add for a specific row, it can be added as the freeform text in the Notes column (Figure 19).
- Using numbers in conjunction with the space below the table (Figure 20) is recommended in lieu of longer notes in the Notes column. The width of the Notes column will not expand infinitely when exported to DXF format.



Figure 19

Lobby	x	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10 min	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30	<input type="checkbox"/>	<input type="checkbox"/>	1
Corridor	x	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10 min	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Stairwell	x	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10 min	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	2
Private Restroom	x	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 min	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Public Restroom	x	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10 min	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Storage	x	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 min	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Janitorial Closet	x	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10 min	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Parking Lot	x	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10 min	<input type="checkbox"/>	SEE NOTE	SEE NOTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3*
Handicap	x	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10 min	<input type="checkbox"/>	SEE NOTE	SEE NOTE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3*

Notes

- Lights shall automatically turn on at 50% and turn off when the space is vacant.
- Lights shall automatically turn on at 100%, dim to 30% when unoccupied, and turn off after 5 minutes of additional vacancy.
- Lights shall turn on at dusk and turn off at close of business. In the morning, lights shall turn on at time of expected occupancy and turn off at dawn.

\*Lighting shall be additionally controlled by a device that automatically turns off (or disables) artificial lighting when sufficient daylight is available.

Figure 20

# Exporting or Saving Table

- Once finished making changes to the table, there are a variety of methods to save or share the results.
- To save the progress on the current table (either to return to later or to share with others), use the **Save Session** option in the top left menu (Figure 21).
  - This will create a .json configuration file to reload when needed. See [Open a Previously Saved Session](#).

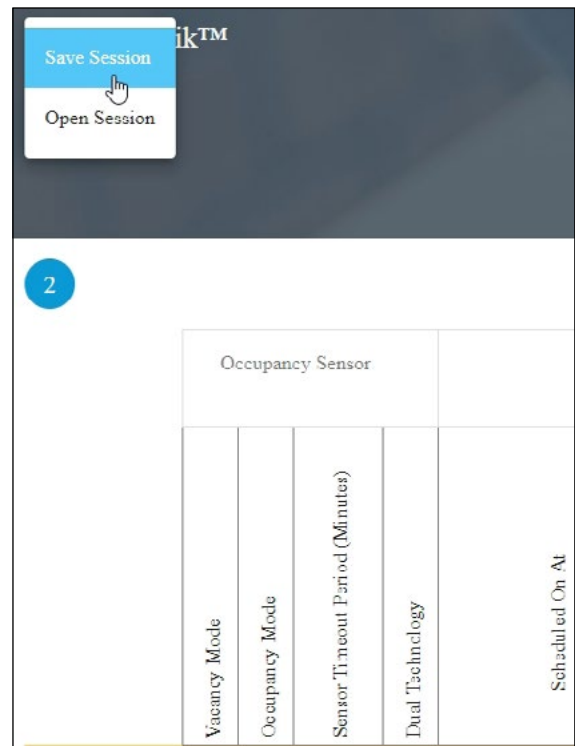


Figure 21

- To save the table in a general format, choose **Export as CSV** from the expanded menu on the right or via the Export Table button below the table (Figure 22).
- To save the table in a drawing editor format, choose **Export DXF** from the expanded menu on the right (Figure 22).

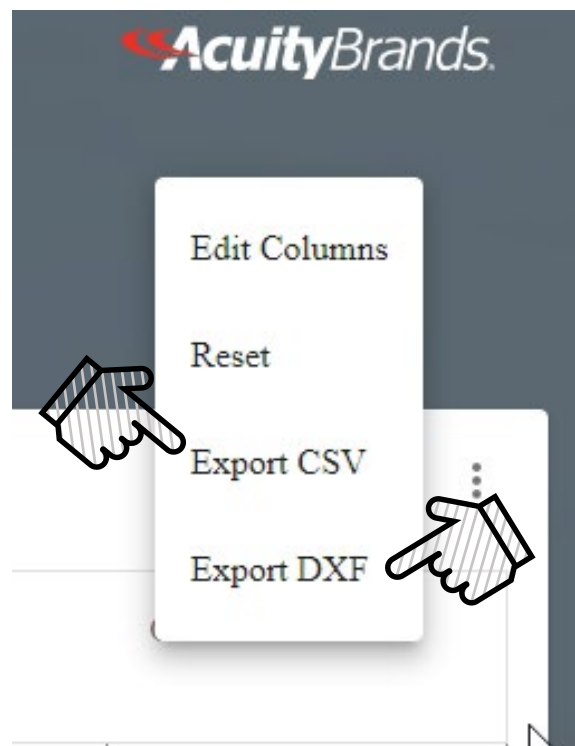


Figure 22



# Parts Recommendations

- Once the sequence of operations table has been finalized, click the **CONTINUE** at the bottom of the screen to advance to the parts recommendation page (Figure 23).

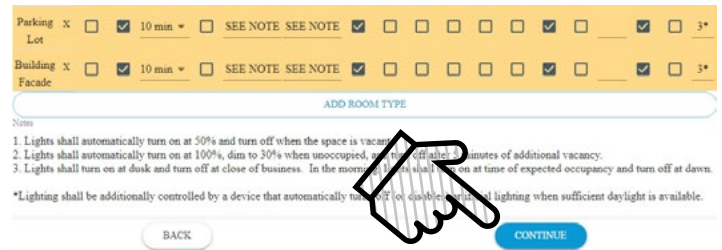


Figure 23

- On this page, select a **Product Line** to view a complete wired or wireless solution meeting the specified sequence of operations based on the table created previously (Figure 24).

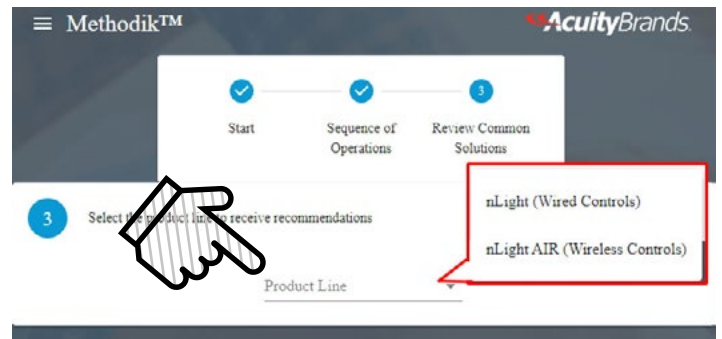


Figure 24

- If the sequence of operations table needs to be altered, press **BACK** to return to the table still in progress (Figure 25).



Figure 25

- Control and fixture recommendations will be created for each space type. **Best**, **Better**, and **Good** columns separate varying levels of fixture and control integration, which are further defined by the information icon at the top of each column (Figure 26).



Figure 26

- Pressing **SHOW PRINT PREVIEW** (Figure 27) will format the page in a printer friendly format.
  - Printing this page to .pdf will include all images and spec sheet links present when reviewing in a browser.



Figure 27

# Warnings/Errors

- There are some automated checks that are run to verify the table created is understandable and does not conflict with itself.
  - Note that the audits/warnings/errors will NOT check that code compliance is met after user input, as described in the 'Edited Table' warning.
  - Any row with a warning or error will be highlighted in the corresponding color, and the messages at the bottom of the screen will list all rows associated.



Figure 28

- A **Warning** is displayed in yellow, and indicates either an assumption the tool is making in reading the table, or an additional note based on the choices selected for that row (Figure 28).
  - Warnings will not prevent the tool from advancing to the next screen or exporting.

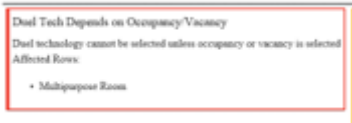


Figure 29

- An **Error** is displayed in red, and indicates a non-functioning, or conflicting option. The SOO table is not considered usable if there is an error present (Figure 29).
  - If a table has an error, the tool will not be able to **CONTINUE** to the next screen, and will not be able to export the table as a DXF or CSV file (Figure 30).

	Occupancy Sensor				Time Clock				Wall Switch				Daylight Sensor		Other			
	Vacancy Mode	Occupancy Mode	Scene Transition Period (Minutes)	Dual Technology	Scheduled On/Off	Scheduled Off/On	Schedule On/Off/On/Off	Manual On/Off	Manual On/Off	Key Switch	Scene Control	Occupied Transitions	Vacancy On/Off	Dimming	Target Light Level (FC)	Entrance Location	Plug Load Controls	Notes
Private Office	x	<input checked="" type="checkbox"/>	10 min -	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				Manual dim limit 80%
Open Office	x	<input checked="" type="checkbox"/>	10 min -	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				Manual dim limit 80%
Conference Room	x	<input checked="" type="checkbox"/>	10 min -	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				
Multipurpose Room	x	<input type="checkbox"/>	10 min -	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				2
Corridor	x	<input checked="" type="checkbox"/>	10 min -	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				1
Lobby	x	<input checked="" type="checkbox"/>	10 min -	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				1
Private Restroom	x	<input checked="" type="checkbox"/>	10 min -	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				
Public Restroom	x	<input checked="" type="checkbox"/>	10 min -	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				
Storage	x	<input checked="" type="checkbox"/>	10 min -	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				
Janitor Closet	x	<input checked="" type="checkbox"/>	10 min -	<input type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				
Parking Lot	x	<input checked="" type="checkbox"/>	10 min -	<input type="checkbox"/>	DUNK	DAWN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				
Building Facade	x	<input checked="" type="checkbox"/>	10 min -	<input type="checkbox"/>	DUNK	DAWN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30				

ADD ROOM TYPE

Notes:  
 All lighting controls are to be installed and tested prior to customer walkthrough November 12th.  
 1. Occupancy sensor deactivated after 9:00PM  
 2. Scene 1: All lights 100%, Scene 2: All lights 10%, Scene 3: Entrance lights to 50%, Scene 4: whiteboard lights off

**Dual Tech Depends on Occupancy/Vacancy**  
 Dual technology cannot be selected unless occupancy or vacancy is selected.  
 Affected Rows:  
 • Multipurpose Room

**Vacancy or Occupancy**  
 Both Vacancy and Occupancy are set. Parts will be generated assuming 'vacancy'.  
 Affected Rows:  
 • Lobby

**Schedules Via Time Clock**  
 Time clock capability will require a networked system and corresponding system controller (e.g. vLght ICL VPSL controller).  
 Affected Rows:  
 • Parking Lot  
 • Building Facade

**Daylight Control Assumption**  
 Daylight controls were provided in areas where daylight is most commonly found. Daylight controls may be necessary for other areas. Please verify.  
 Affected Rows:  
 • Private Office  
 • Open Office  
 • Conference Room  
 • Lobby

**Edited Table**  
 Refer to your Local Authority Having Jurisdiction or your local Acuity user for questions concerning code compliance through sequence of operations.

Figure 30

# Open a Previously Saved Session

- Previously saved sequence of operations can be continued through the **OPEN PREVIOUS SESSION** option (Figure 31).
- The previous session will be saved as a .json filetype, produced from the tool.
- Use this restoring of previous sessions to share template Sequence of Operations in addition to the pre-defined Code Guideline/Building Type combinations.

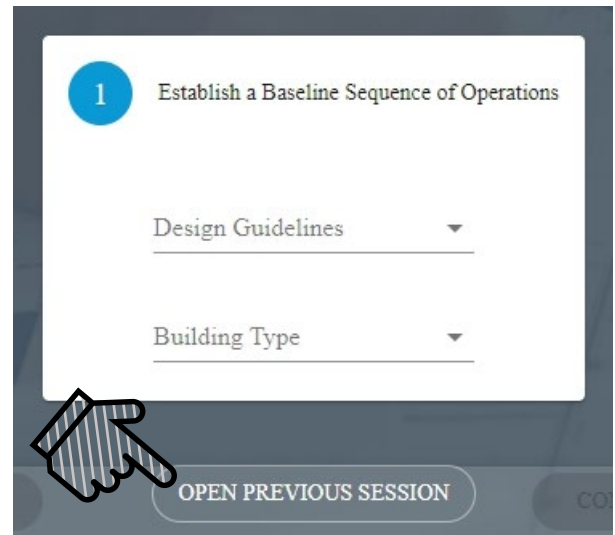


Figure 31

- The option to **Open Session** is also available from the screen accessed through the hamburger menu in the top left (Figure 32).

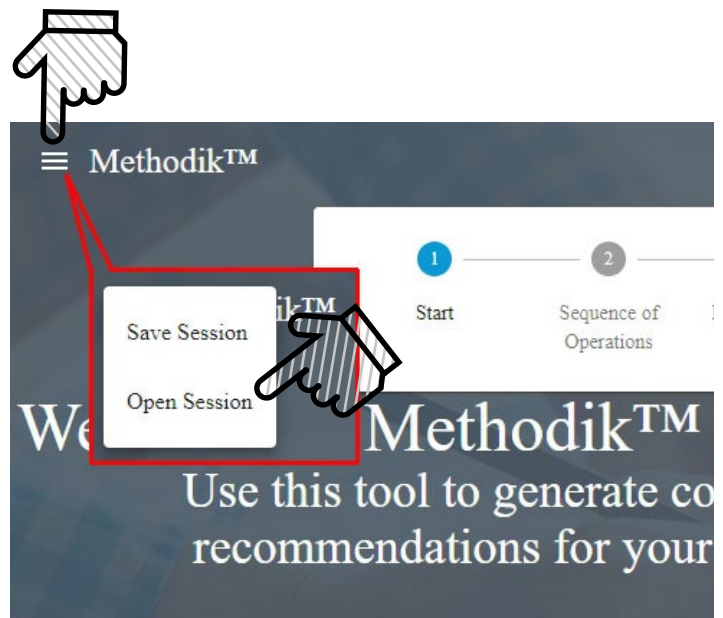


Figure 32