

# MANAGER GUIDE

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# NOX

After-hours HVAC scheduling made easy



# Welcome to 7NOX!



Welcome to your new after-hours HVAC booking solution! You can now easily schedule and manage your own after-hours HVAC requests from your desktop or mobile device.

In this Admin Guide, you will find everything you need to quickly master the 7NOX desktop app. (**Note:** Guides for the 7NOX mobile app can be found on the website [Training Page](#)).

## Go Mobile!

With the 7NOX mobile app, you can schedule on-the-go!

Download on the [Apple Store](#) or on [Google Play](#).



## How to Use this Guide

The **Manager Guide** includes special sections to help you easily learn the 7NOX system and quickly solve problems. Look for them throughout this Guide.

### Tips and Tricks

Look for these special information boxes to gain knowledge and tips about using 7NOX.



**NOX NOTE:** These notes provide special information about features and functions of the 7NOX interface.



**Pro Tips** give you useful strategies for using 7NOX to get more functionality and performance.

### How-to Videos

Throughout this Guide, you will find links to training videos within each section. These videos demonstrate how to perform specific tasks. Use them to support your learning.

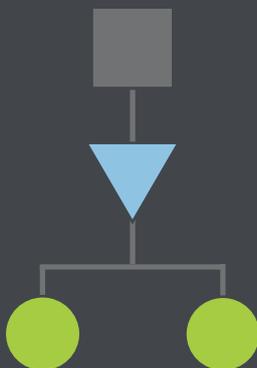


*Look for this button*

**VIDEO>**

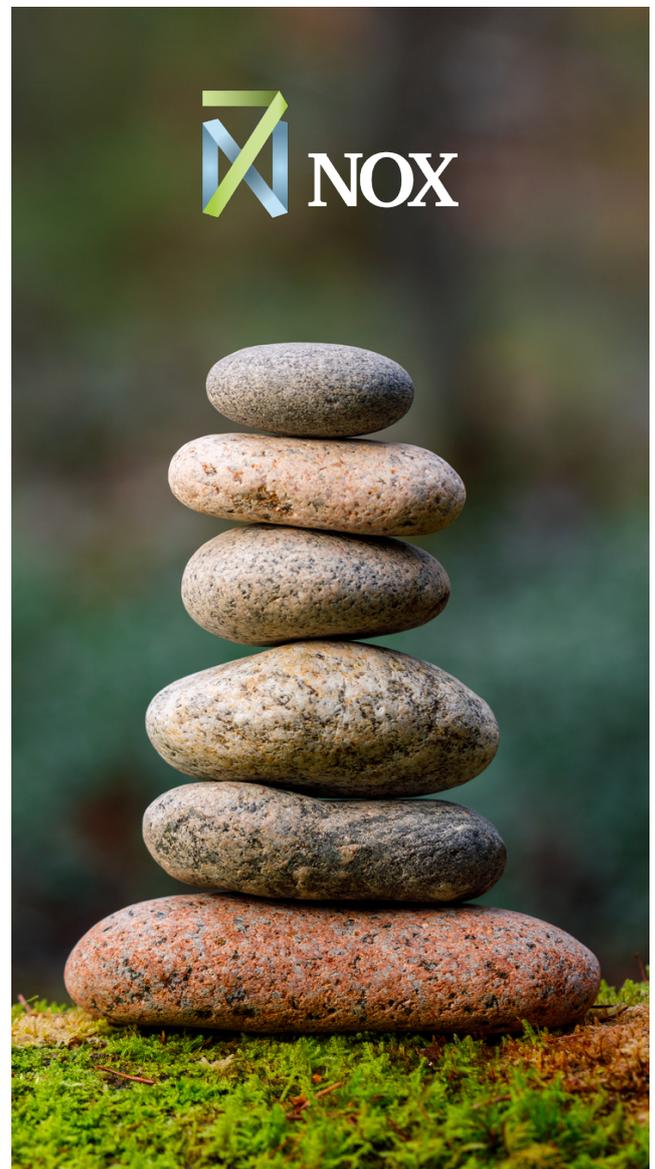
### Trouble shooting

Use the Troubleshooting Chart at the end of the Guide to solve common issues.



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## System Requirements

**Apple OS** iOS 11.2 or +

**Android OS** Android 4.0.3 or +

**Browser** Internet Explorer 11+, Firefox 59.0.2+, Chrome 67.0.3396.87+

## Login to 7NOX Portal

You should have received an email with your login credentials and a URL (e.g., us.7nox.com). If not, email us at [info@opsyssolutions.com](mailto:info@opsyssolutions.com). Otherwise, navigate to the 7NOX portal URL and login. For security, we recommend you change your pre-assigned password after login.

## Calculate Your Hourly Rate

Have you figured your hourly rate for bookings yet? If not, get started with our [After-Hours Rate Calculator](#). While every property and tenancy is different, the Calculator can be a helpful guide in identifying common charges that make up this important charge.

## Start Learning

Our [Training Page](#) contains a complete library of 7NOX guides and videos.

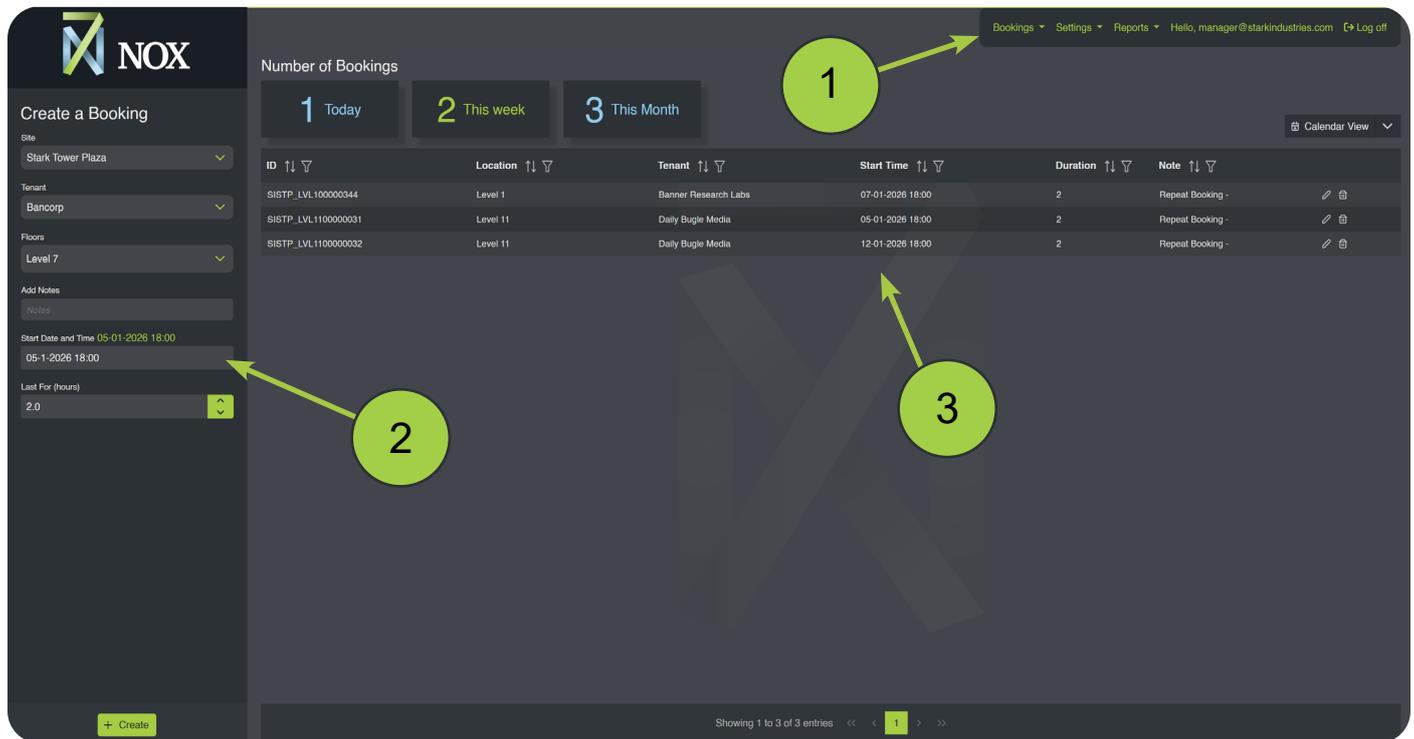
## User Training

[Tenant Welcome Guide](#)—Email to tenants for a quick intro to 7NOX.

[7NOX User Guide](#)—Comprehensive training guide for tenants.

[7NOX Mobile App Guide](#)—How to use the 7NOX app for iOS and Android.

# 7NOX Dashboard Overview



- 1 Main Menu**—Contains menus for Bookings, Managers, & Reports.
- 2 Create Area**—The left-hand side of the Dashboard is where you will create and edit bookings, logins, tenants, floors, holidays, reports, and histories.
- 3 Display Area**—Searchable list of all bookings, logins, tenants, floors, holidays, reports, and histories.

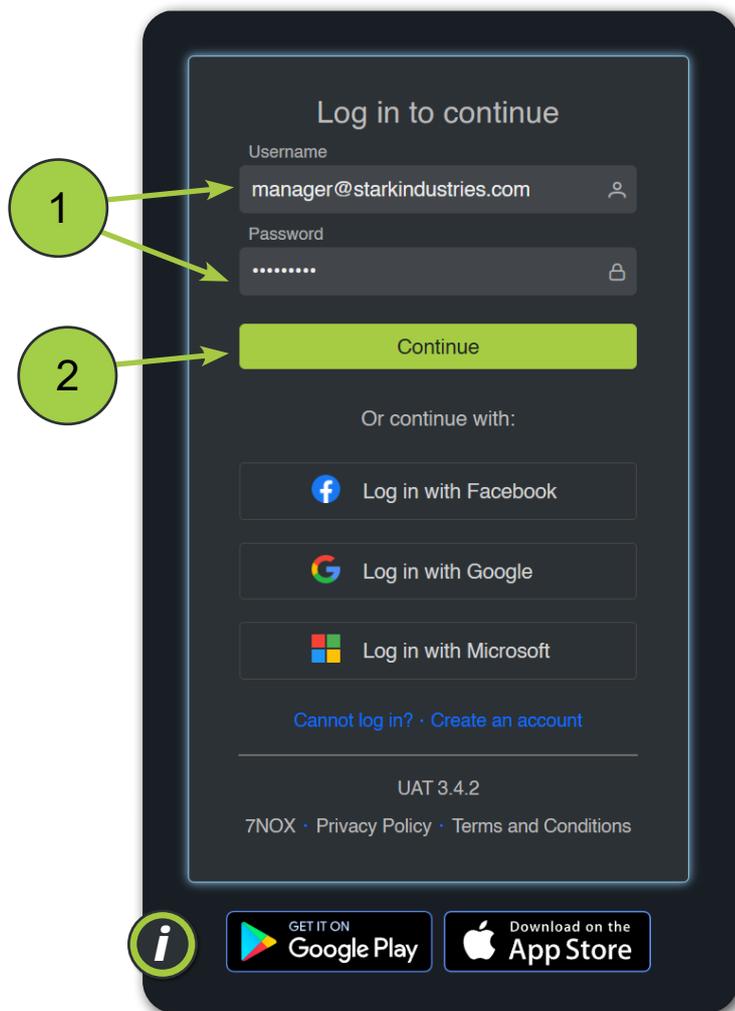
# Logging into the Portal

Location: **Login Page of your URL**

## Standard Login (Email Address)

If your admin has already created your 7NOX account, you will have received your login credentials via email. For standard login, navigate to the URL of your after-hours portal and...

1. Enter Username and Password
2. Choose Continue



## Single Sign-On (SSO)

If you have already linked your Facebook, Google, or Microsoft account to your 7NOX account, you login using those services.



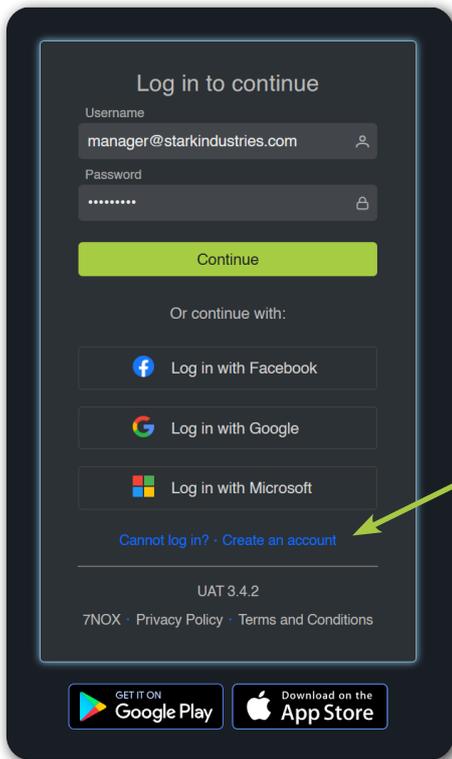
**i** You can find links to the 7NOX Android and iOS mobile apps on the login page.

# Creating an Account

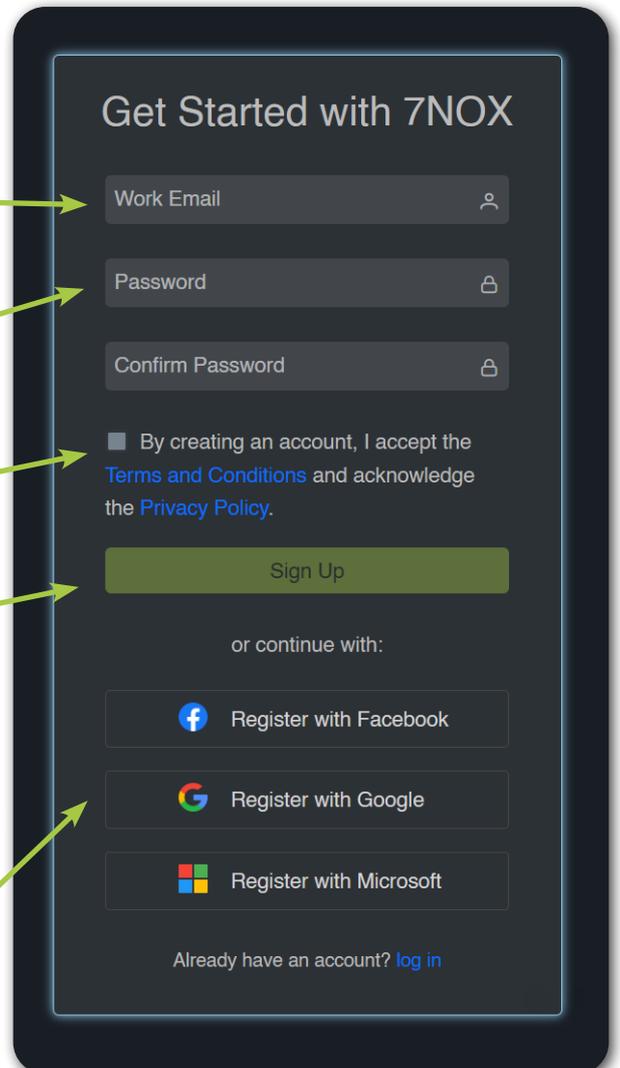
Location: **Login page**

## Work Email Address

Your admin may require you setup a 7NOX accounts using your work/org email domain (e.g., @company.com). If this is the case, your admin will inform you. To create a work/org email account:



1. Navigate to the Create an account page
2. Enter your org email address
3. Enter your password & confirm
4. Tick the T&C's agreement
5. Hit the "Sign Up" button



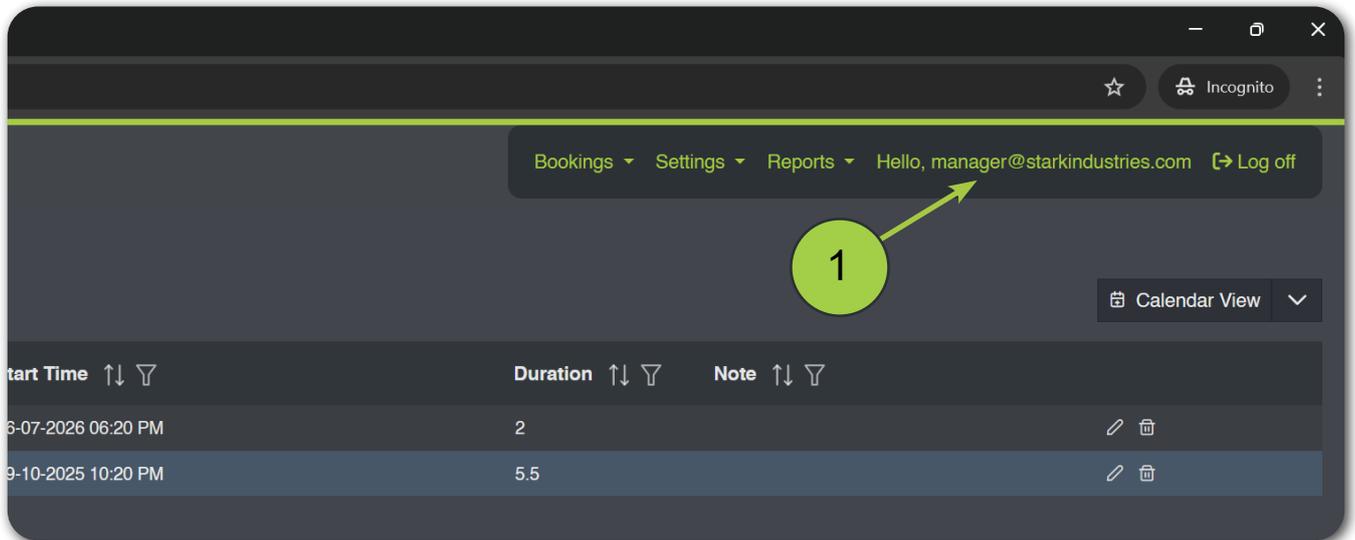
## Single Sign-On (SSO)

You can also create a 7NOX account by linking your Facebook, Google, or Microsoft account. Simply choose one and follow the online screen instructions.



# Changing Your Password

1. After logging into 7NOX, click on your username in the top right corner of the Main Menu. This will open up the Security page where you can change your password and/or manage multi-factor authentication (MFA).



2. Enter your current password and new password
3. Click "Save changes".



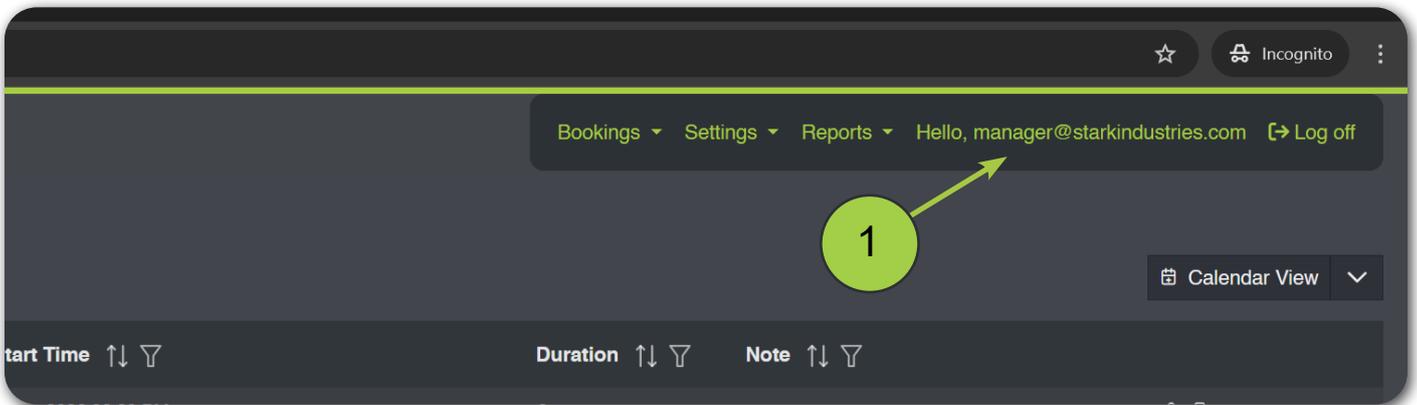
# Multi-Factor Authentication (MFA)

**!!!NOTE!!!: This section is about setting up MFA for your personal account. For enabling MFA for your site, see the Site Manager section.**

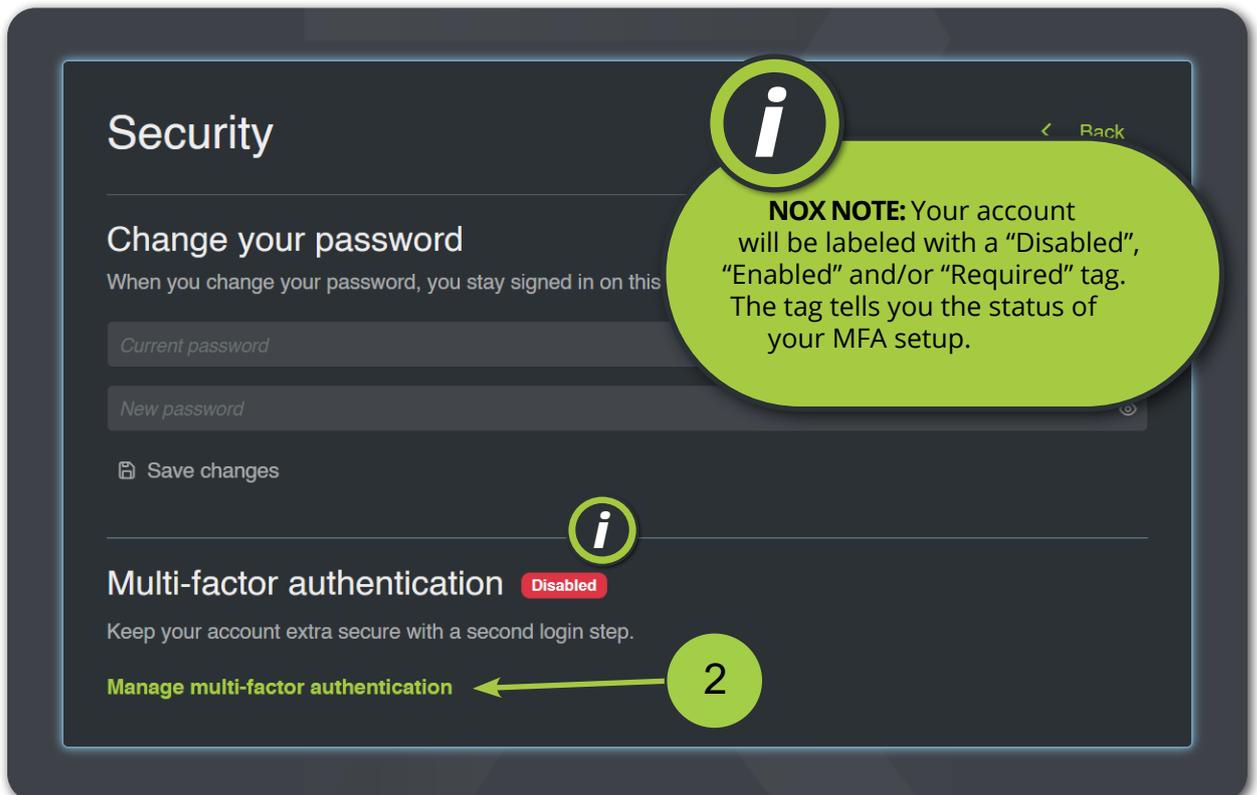
Setting up multi-factor authentication or (MFA) for your 7NOX account gives you better security by requiring an extra step to logging into the 7NOX portal. You may want to enable MFA for your account or your admin may require it.

## Enabling MFA (Desktop)

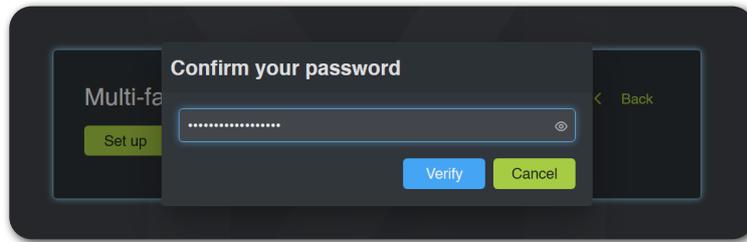
1. After logging into 7NOX, click on your username in the top right corner of the Main Menu. This will open up the Security page where you can manage multi-factor authentication.



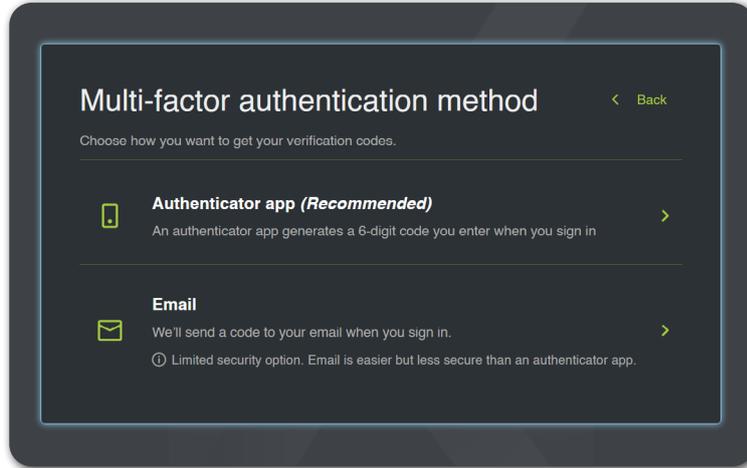
2. Click on the "Manage multi-factor authentication" link at the bottom



3. Confirm your password.

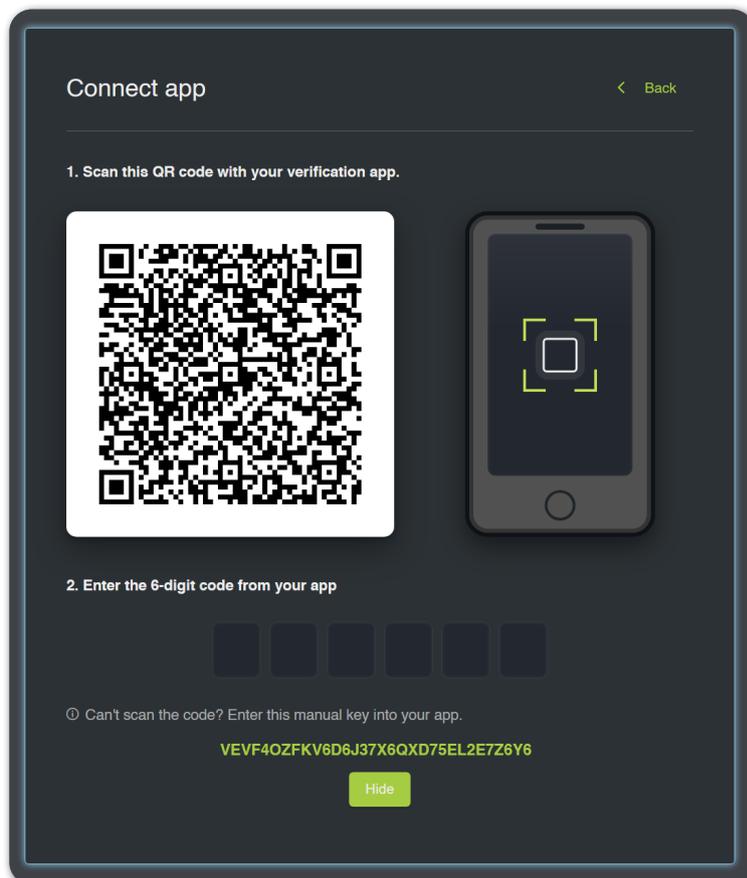


4. Choose authenticator app or email for your authentication method.

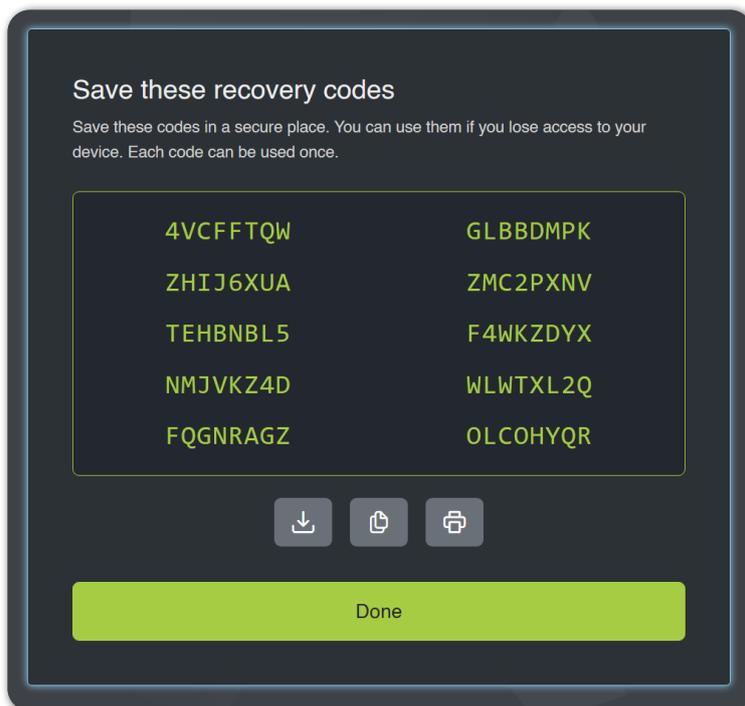


## Enabling MFA (Authenticator App)

1. Scan the QR code and enter the 6-digit code OR enter the manual key into the app.

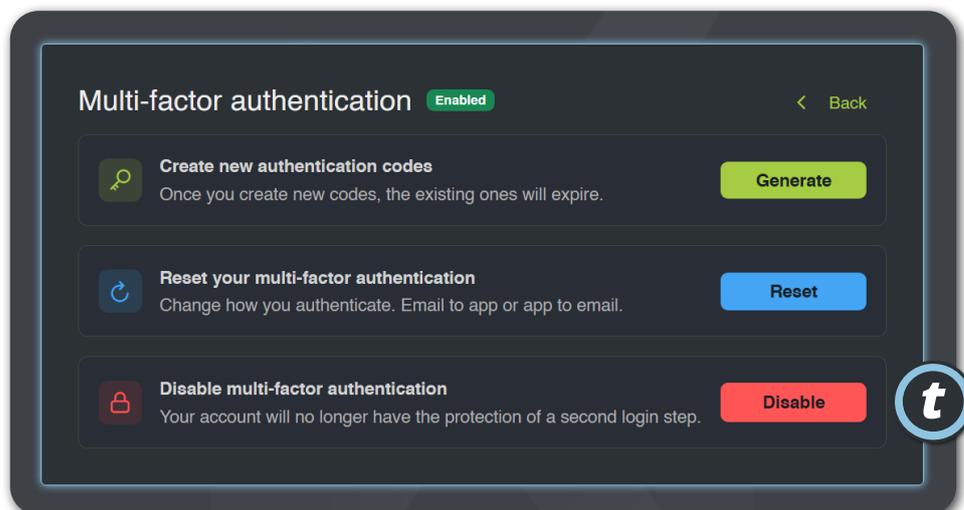


2. Save, print or copy the your recovery codes. Use them to log into to your account if you ever loose access to your device. You must save, print or copy them to proceed.



Once finished, you will land on your MFA Manager page, and your account status will say “Enabled”. In the MFA Manager, you can generate new authentication codes, reset your MFA to change your method, or disable MFA for your account if your admin allows.

You can access the MFA Manager at any time by clicking the “Manage multi-factor authentication” link on the Security page.

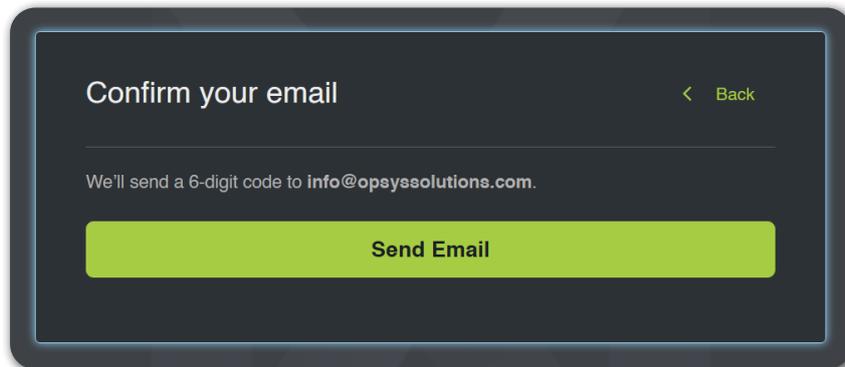


**t**

**Pro Tip:** If MFA is required for your tenancy, you will be unable to disable MFA for your account. If you ever get locked out of your account, request that your Admin reset your MFA, and set up again.

## Enabling MFA (Email)

1. Choose Email as your preferred MFA method and confirm you email address.



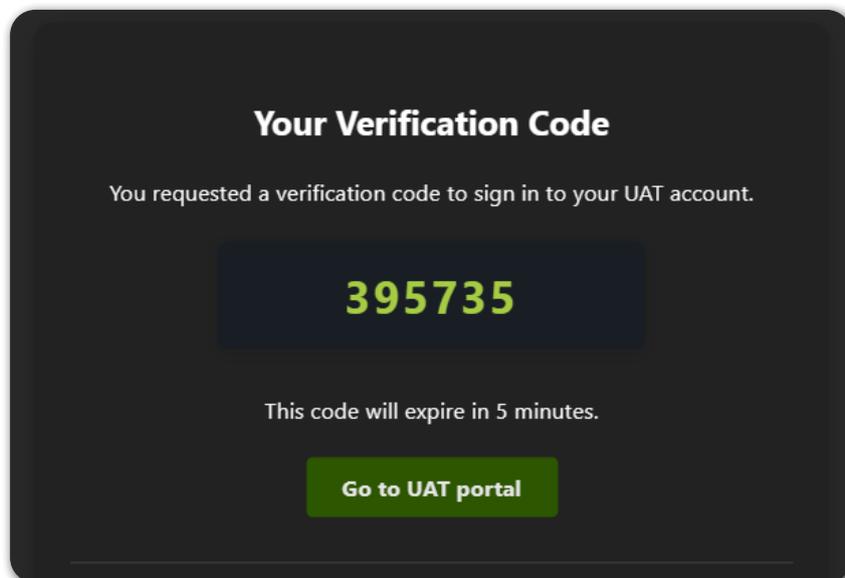
Confirm your email [< Back](#)

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We'll send a 6-digit code to info@opsyssolutions.com.

[Send Email](#)

2. You will receive a 6-digit, one-time verification code at that address.



**Your Verification Code**

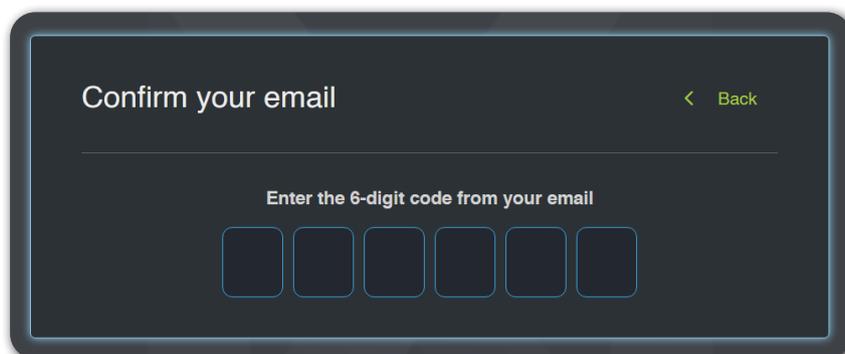
You requested a verification code to sign in to your UAT account.

**395735**

This code will expire in 5 minutes.

[Go to UAT portal](#)

3. Enter the code into the confirmation field.



Confirm your email [< Back](#)

---

Enter the 6-digit code from your email

# Create a Single Booking

Location: **Main Menu > Bookings > Single Booking**

1. Set the desired site and tenant
2. Select a floor or multiple floors
3. (Optional) Add a note
4. Choose a date and time
5. Enter the number of hours
6. Hit the "Create" button

[VIDEO>](#)

The screenshot shows the 'Create a Booking' screen in the NOX mobile app. The interface is dark-themed with white and green text. At the top is the NOX logo. Below it, the title 'Create a Booking' is displayed. The form consists of several sections: 'Site' (BlueWave Solutions), 'Tenant' (ALL), 'Floor' (Floor 1), 'Add Notes' (Notes), 'Start Date and Time' (02-12-2024 06:00 PM), and 'Last For (hours)' (1). A calendar view for February 2024 is shown, with the 12th highlighted. A '+ Create' button is at the bottom. Numbered callouts (1-6) point to specific elements: 1 points to the Site and Tenant dropdowns, 2 points to the Floor dropdown, 3 points to the Notes input field, 4 points to the calendar, 5 points to the Last For (hours) dropdown, and 6 points to the '+ Create' button.

Site: BlueWave Solutions

Tenant: ALL

Floor: Floor 1

Add Notes: Notes

Start Date and Time: 02-12-2024 06:00 PM

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	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	1	2

Last For (hours): 1

+ Create

# Create Repeat Booking

Location: **Main Menu > Bookings > Repeat Booking**

1. Set the desired site, tenant, and floor
2. (Optional) Add a note
3. Choose day(s)
4. Set start time
5. Enter duration (hrs)
6. Choose to include or skip holiday service
7. Set a start and end date
8. Hit the "Create" button

The screenshot shows the 'Create a Repeat Booking' form in the NOX mobile app. The form is dark-themed with white text. At the top is the NOX logo. The form fields are as follows:

- Site:** Stark Tower Plaza (dropdown menu)
- Tenant:** Bancorp (dropdown menu)
- Floor:** Level 7 (dropdown menu)
- Add Notes:** Notes (text input field)
- Day:** Selection of days of the week: Mo (unchecked), Tue (checked), We (unchecked), Thu (checked), Fri (unchecked), Sat (unchecked), Su (unchecked).
- Start Time:** 18 : 00 (time picker)
- Last For (hours):** 2.0 (dropdown menu)
- Holiday Service:** Include (dropdown menu)
- Start Active Period:** 05-1-2026 00:00 (date and time picker)
- End Active Period:** 05-1-2026 00:00 (date and time picker)

At the bottom of the form is a green '+ Create' button. A red note at the bottom of the form reads: '\* Ensure end date is at least 1 day after start date.'

Numbered callouts (1-8) are placed to the left of the form, with green arrows pointing to the corresponding fields:

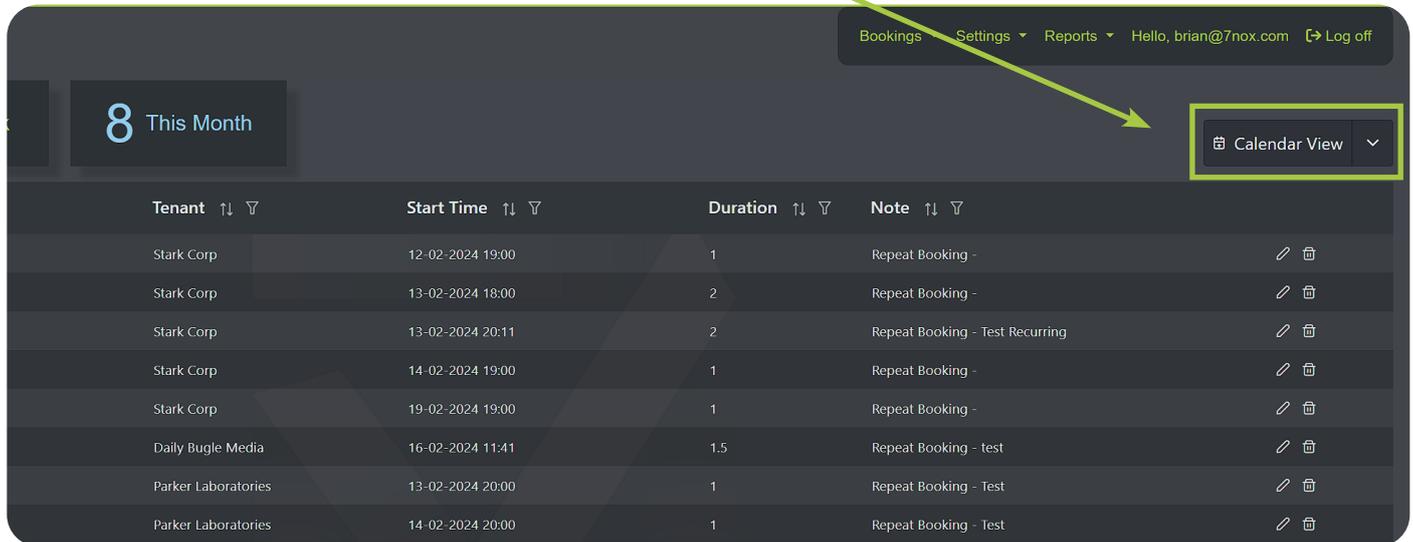
- 1: Points to Site, Tenant, and Floor.
- 2: Points to Add Notes.
- 3: Points to Day.
- 4: Points to Start Time.
- 5: Points to Last For (hours).
- 6: Points to Holiday Service.
- 7: Points to Start Active Period and End Active Period.
- 8: Points to the '+ Create' button.



If you want your booking to continue to run during public holidays observed by your facility, select "Include" for Holiday Service. Otherwise, choose "Skip".

# Calendar View

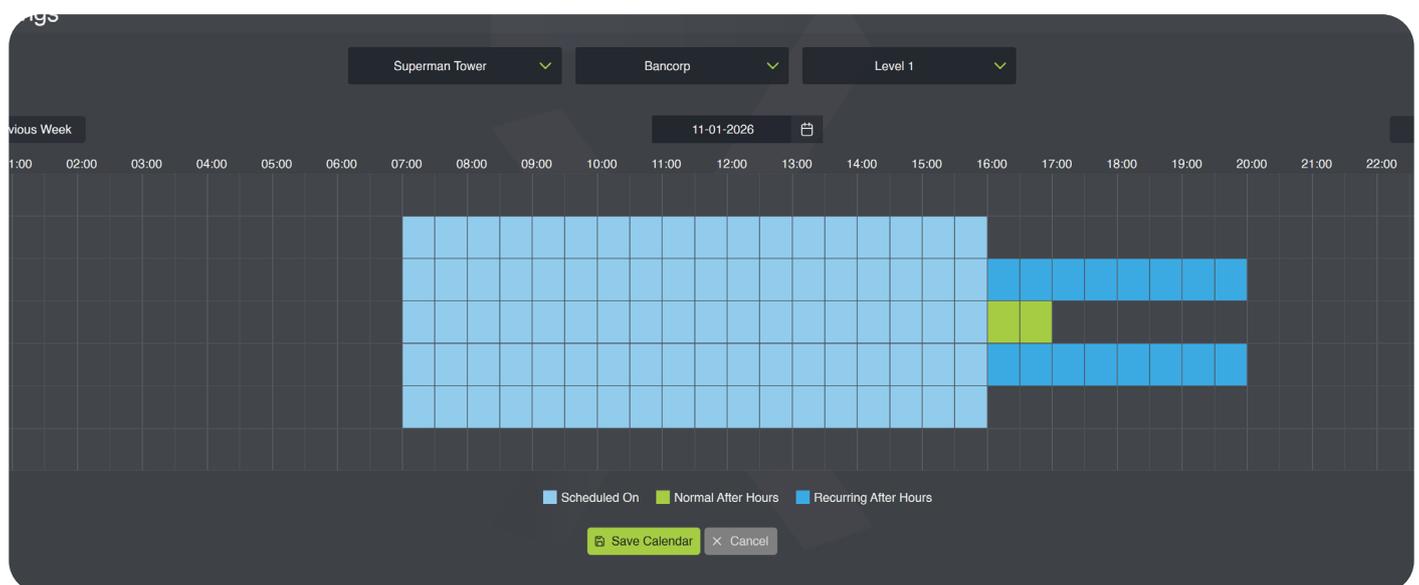
The **Calendar View** feature is an intuitive and visual way to quickly make single bookings. The default view for the **Display Area** is the **Table View**. You can switch to the Calendar View by hitting the “Calendar View” button.



The **Calendar View** button also gives you access to your site's **Occupancy Times**, **Floor Plans**, and the **Event Log**.

The Calendar View displays three different Booking types:

- Scheduled On:** Site operating hours. Bookings CAN'T be made.
- Normal After Hours:** Single booking times. Bookings CAN be made.
- Recurring After Hours:** Recurring bookings. Single bookings CAN'T be made.



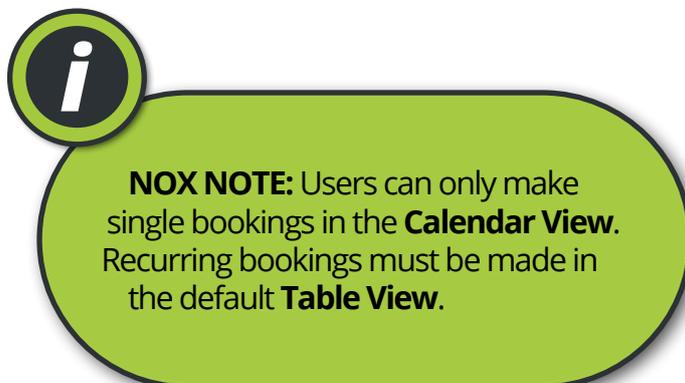
## Create a Single Booking (Calendar View)

Location: **Calendar View Button**

1. Navigate to the desired week
2. Click available squares for day(s) and time(s)
3. Hit the "Update Booking" button
4. Choose "Yes" in the popup window to save changes



After creation, your booking will also be visible in the default **Table View**, where you can add notes, edit times, etc.



# Site Manager

Location: **Main Menu > Settings > Site Manager**

The Site Manager lets you manage your contact info, occupancy times, costs, etc.

## General Settings

It's important to keep your Site's phone number up-to-date.

Alarm Email Enable notifies someone, like an engineer, if the system goes offline.

Include any emails to receive automated monthly reports.

Tick this box to enforce MFA for your site. All users will be required to set up MFA when logging in.



**NOX NOTE:** You cannot modify your Site ID.

**Edit Site**

Site ID *i* Site Name  
SI Stark Tower Plaza

Contact Person Phone Number  
Tony Stark (555) 123-4567

Enable Alarm Email  
Alarm Emails  
engineering@starkindustries.com

Report Email Destination  
tony@starkindustries.com

Enforce Multi-Factor Authentication

Occupancy Cost Others

Day	Start	Stop
<input checked="" type="checkbox"/> Mon	07:00	18:00
<input checked="" type="checkbox"/> Tue	07:00	18:00
<input checked="" type="checkbox"/> Wed	07:00	18:00
<input checked="" type="checkbox"/> Thu	07:00	18:00
<input checked="" type="checkbox"/> Fri	07:00	18:00

# Change Occupancy Times

1. Click your Site in the Display Area
2. Hit the Edit button
3. Adjust the days, start and stop times
4. Hit the Update button.



The screenshot shows the NOX Site Manager interface. On the left is the 'Site Details' form, and on the right is the 'Site Manager' table. A table at the bottom shows occupancy settings for various days. A modal window is open for editing these settings.

**Site Manager Table:**

ID	Site	Contact Person	Phone	Status
SI	Stark Tower Plaza	Tony Stark	(555) 123-4567	<span style="color: red;">●</span>

**Site Details Form:**

Site ID: SI  
Site Name: Stark Tower Plaza  
Contact Person: Tony Stark  
Phone Number: (555) 123-4567  
Alarm Email Enable:   
Email Report Destination: tony@starkindustries.com

**Occupancy Table (Main):**

Day	Start	Stop
<input checked="" type="checkbox"/> Mon	07:00	18:00
<input checked="" type="checkbox"/> Tue	07:00	18:00
<input checked="" type="checkbox"/> Wed	07:00	18:00
<input checked="" type="checkbox"/> Thu	07:00	18:00
<input checked="" type="checkbox"/> Fri	07:00	18:00
<input type="checkbox"/> Sat	07:00	18:00
<input type="checkbox"/> Sun	07:00	18:00

**Occupancy Modal (Callout 3):**

Day	Start	Stop
<input checked="" type="checkbox"/> Mon	07:00	18:00
<input checked="" type="checkbox"/> Tue	07:00	18:00
<input checked="" type="checkbox"/> Wed	07:00	18:00
<input checked="" type="checkbox"/> Thu	07:00	18:00
<input checked="" type="checkbox"/> Fri	11:00	18:00
<input type="checkbox"/> Sat	07:00	18:00
<input type="checkbox"/> Sun	07:00	18:00

**Buttons:**

- Callout 1: Arrow pointing to the 'Stark Tower Plaza' row in the Site Manager table.
- Callout 2: Arrow pointing to the 'Edit' button in the Site Details form.
- Callout 3: Arrow pointing to the 'Stop' time field for Tuesday in the modal.
- Callout 4: Arrow pointing to the 'Update' button in the modal.

## Change Site Costs

The Cost tab in the Site Manager is where you can adjust your fixed rate, taxes, and fees.

1. Click the Cost tab
2. Adjust your Price Per Hour or kWh
3. (optional) Add any Fees & Taxes
4. Set your Hourly Increment\*
5. Hit the Update button.

The screenshot shows the 'Cost' tab selected in the Site Manager. The interface includes three tabs: 'Occupancy', 'Cost', and 'Others'. The 'Cost' tab is active and contains the following fields:

- Price Per Hour:** A dropdown menu with '\$' selected and the value '25'. A blue circle with a white 't' is positioned above this field.
- Price Per Kwh:** A dropdown menu with '\$' selected and the value '0'.
- Admin Fee:** A dropdown menu with '%' selected and the value '0'.
- Tax:** A dropdown menu with '%' selected and the value '0'.
- Hourly Increment:** A dropdown menu with 'H' selected and the value '0.25'.

At the bottom of the form are two buttons: a green 'Update' button with a checkmark and a grey 'Cancel' button with an 'X'. A blue circle with a white 't' is also located above the 'Update' button.

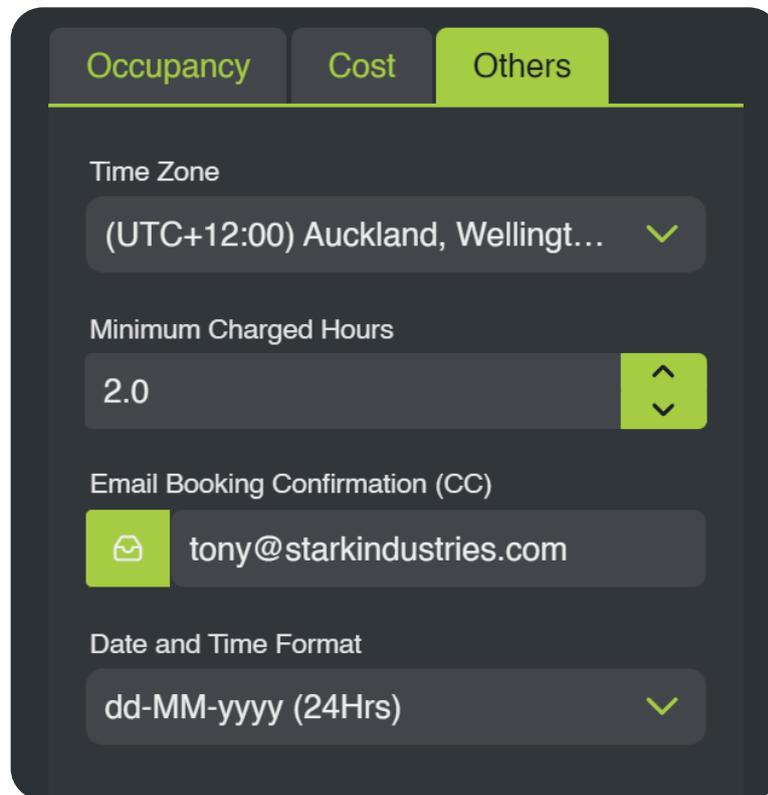
Numbered callouts (1-5) point to the following elements:

- 1: The 'Cost' tab.
- 2: The Price Per Hour dropdown.
- 3: The Tax dropdown.
- 4: The Hourly Increment dropdown.
- 5: The 'Update' button.

\*Your Hourly Increment determines the time increments your Users can advance while making bookings. Setting a value of "1" will let Users make bookings in one hour increments, a value of "0.5" will result in thirty minute increments. The Site in the example above allows for 15 minute increments ("0.25").

**Pro Tip:** Use your min charged hours, price per hr and fees to recoup costs like accelerated depreciation of your HVAC equipment.

The Others tab in the Site Manager is where you can set your time zone, minimum charged hours, email confirmations and date/time formats. Here are the definitions of the settings in the Others tab.



The screenshot shows the 'Others' settings tab in a dark-themed interface. At the top, there are three tabs: 'Occupancy', 'Cost', and 'Others', with 'Others' being the active tab. Below the tabs, there are four settings sections:

- Time Zone:** A dropdown menu showing '(UTC+12:00) Auckland, Wellingt...' with a green checkmark icon.
- Minimum Charged Hours:** A numeric input field showing '2.0' with green up and down arrow icons.
- Email Booking Confirmation (CC):** An email input field with an envelope icon and the text 'tony@starkindustries.com'.
- Date and Time Format:** A dropdown menu showing 'dd-MM-yyyy (24Hrs)' with a green checkmark icon.



### Time Zone

The time zone you want to use for your Site. If your Site contains multiple offices in different time zones, you'll need to keep this time in mind when setting up Holidays.



### Minimum Charged Hours

The minimum amount of time you will charge per booking. The example Site below has a MCH of 1. Therefore, any User making a booking less than one hour will still be charged a minimum of 1 hour.



### Email Booking Confirmation (CC)

The email entered will be cc'ed on any confirmation emails. Sites with high after-hours usage can generate many emails, so keep this in mind when cc'ing others.



### Date & Time Format

Set your desired formats for dates. Choose between 12 and 24-Hour time.

# Tenant Manager

Location: **Main Menu > Settings > Tenant Manager**

Tenants are the companies and organizations leasing space in your site (e.g., AAA Auto Insurance). In the Tenant Manager, you can create and manage tenants, apply occupancy and cost overrides, and set the tenant's time zone.

## Create New Tenant

1. Enter tenant name.
2. Add tenant email.
3. Add tenant phone numbers.
4. (Optional) Add Occupancy and Cost overrides.
5. Hit the "Create" button.

The screenshot shows the 'Create a Tenant' form in the NOX system. The form is dark-themed with white text. At the top left is the NOX logo. The form fields are: 'Tenant Name' (text input), 'Status' (dropdown menu set to 'Active'), 'Email' (text input), 'Phone 1' (text input), and 'Phone 2' (text input). Below these are three tabs: 'Occupancy', 'Registration', and 'Cost'. Under the 'Occupancy' tab, there is a checkbox for 'Occupancy Override'. At the bottom right is a '+ Create' button. A green information callout bubble with an 'i' icon is positioned to the right of the form, containing the text: 'To retain billing histories, tenants are never removed from 7NOX. If you want to remove a tenant from a site, set their status to **inactive**.' Five numbered green circles (1-5) are placed around the form with arrows pointing to specific elements: 1 points to the Tenant Name field, 2 points to the Email field, 3 points to the Phone 2 field, 4 points to the Occupancy Override checkbox, and 5 points to the '+ Create' button.

To retain billing histories, tenants are never removed from 7NOX. If you want to remove a tenant from a site, set their status to **inactive**.

1

2

3

4

5

[VIDEO>](#)

## Occupancy Overrides

Occupancy Overrides give you more control by letting you customize after-hours times for specific Tenants.

By ticking the **Occupancy Override**, you are overriding your Site's business hours *only for the tenant*. This allows them to book after-hours HVAC for *any time or day*.

You may also override the **Occupancy Override** by ticking boxes next to the desired days and times. This essentially redefines the occupancy times for the tenant. Users can only book after-hours *outside these times and days*.

In this **example**, the tenant will **NOT** be able to schedule after-hours on Tuesdays and Thursday between 6:00 and 18:00.

Day	Start	Stop
<input type="checkbox"/> Mon	06:00	18:00
<input checked="" type="checkbox"/> Tue	06:00	18:00
<input type="checkbox"/> Wed	06:00	18:00
<input checked="" type="checkbox"/> Thu	06:00	18:00
<input type="checkbox"/> Fri	06:00	18:00
<input type="checkbox"/> Sat	06:00	18:00
<input type="checkbox"/> Sun	06:00	18:00

**NOX NOTE:** Changing the occupancy settings requires you to check and update any existing bookings to correct discrepancies.

## Price Overrides

By ticking the **Price Override** box, you are overriding your Site's hourly rate *only for the tenant*. This lets you to customize charges based on Tenant need.

The override also lets you charge customized Admin Fees and Tax rates if needed. In this example, the Tenant is charged \$35/hr instead of the Site charge of \$25/hr.

Price Per Hour	Price Per kWh
\$ 35	\$ 0

Admin Fee  
% 2

Tax  
% 8

+ Create

# Login Manager

Location: **Main Menu > Settings > Login Manager**

The Login Manager lets you can **create, edit or delete** new or existing users. You can manage passwords, and assign each User to a specific site or tenant. There are three different levels of User Accounts: **Manager, Coordinator, and User.**



## Managers

Intended for FMs and owners. Managers are assigned to sites and can create, delete, or change everything within those sites. They can create Coordinators, Users, and other Manager logins.

## Coordinators

Intended for Tenant office managers or similar roles. Coordinators are assigned to specific tenancies and can only create, delete, or change all bookings and Users within those tenancies.



## Users

Intended for Tenant employees. Users are assigned to specific sites and floors and can only create, delete, or edit bookings for them.

1. Enter User email and password
2. (Optional) Force User to change their password.
3. (Optional) Activate "Send Email" to send Users their login credentials.
4. Assign the User's access rights (i.e., Manager, Coordinator, User).
5. "Access Status" is enabled by default. You can disable it at anytime.
6. Assign the User a Site and Tenancy (see pg 19 & 20).
7. Hit the "Create" button.

The screenshot shows a dark-themed mobile application interface for creating a login. The form is titled "Create a Login" and includes several input fields and toggle buttons. A "VIDEO" button is located in the top right corner. Numbered callouts (1-7) are placed around the form to highlight specific elements:

- 1:** Points to the "Username" input field, which contains the placeholder text "email address".
- 2:** Points to the "Force Password Change" toggle button, which is currently set to "No".
- 3:** Points to the "Send Email" toggle button, which is currently set to "No".
- 4:** Points to the "Access Right" dropdown menu, which is currently set to "User".
- 5:** Points to the "Account Status" toggle button, which is currently set to "Enabled".
- 6:** Points to the "Assigned Site" section, which displays "No Record" and "Click to Assign Sites".
- 7:** Points to the "+ Create" button at the bottom of the form.

# Assigning Users to Sites

1. Select the Site you want to assign to the User.
2. Click the single arrow button.
3. The Site will move from the Available to Selected column.
4. Hit the Close button.
5. Hit the Create or Update button to save your changes to the User.



# Assigning Users to Tenancies

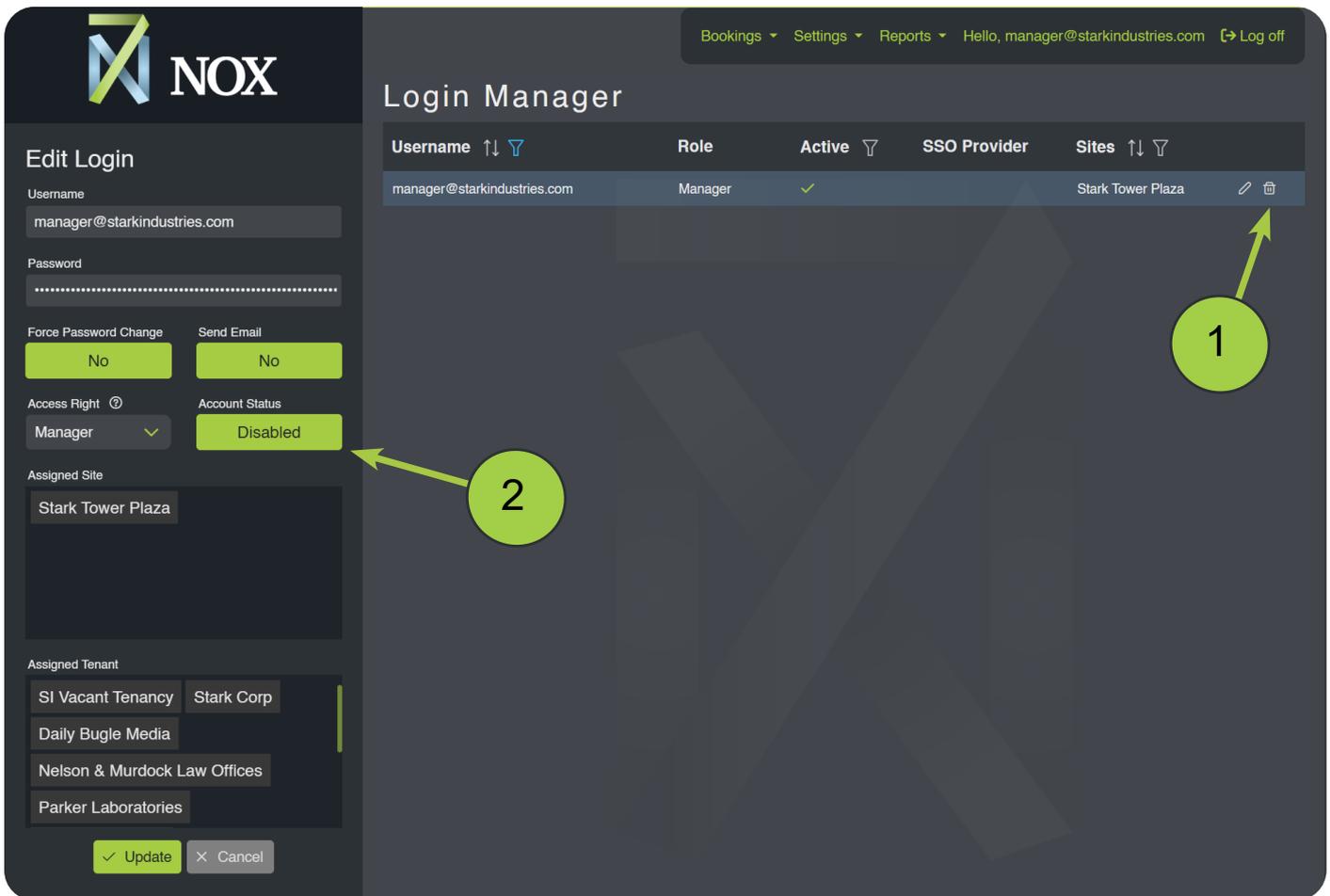
1. Select the desired Site from the dropdown.
2. Select the Tenant(s) you want to assign to the User.
3. Click the right-facing single (or double) arrow button.
4. The Tenant will move from Available to Selected
5. Close the popup.

**NOX NOTE:** To unassign Users, use the left-facing arrows to move from Selected to Available.

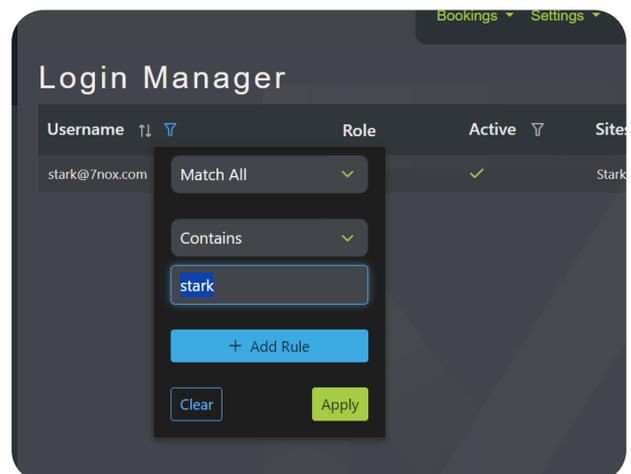
When you need to remove a users from the 7NOX platform, you can set their user account to disabled. Disabled users remain in the 7NOX system to ensure reporting accuracy. Therefore, 7NOX Users are never “deleted”. If you receive an error message saying “User already exists” when creating a Login account, that means the User account status is set to “Disabled”. To renable the account, simply find the User and set the account status back to “Enabled”.

There are two ways to disable a user:

1. Click the trashcan icon next to the User
2. Set the User’s account status to Disabled.



**Pro Tip:** Use search filters to quickly locate a login account by its username.



# Floor Manager

Location: **Main Menu > Settings > Floor Manager**

Floors are the designated floors, areas, and zones Tenants lease in your site. Use the Floor Manager to create new floors, add price overrides, and upload floor plans.

## Creating a New Floor

[VIDEO>](#)

1. Choose the site
2. Add a Tenant
3. Create a unique Floor Code.
4. Add a Floor Description
5. (Optional) Upload a Floor Plan
6. Hit the Create button.

The screenshot shows the 'Create a Floor' form in the NOX application. The form is titled 'Create a Floor' and includes the following fields and options:

- Site:** A dropdown menu with 'BlueWave Solutions' selected. Callout 1 points to this field.
- Tenant:** A dropdown menu with '01\_Widget Maker' selected. Callout 2 points to this field.
- Code:** A text input field containing '27'. Callout 3 points to this field.
- Description:** A text input field containing 'Level 12'. Callout 4 points to this field.
- Floor Plan:** A toggle switch currently set to 'No'. Callout 5 points to this toggle.
- Upload (PDF):** A button with an upload icon.
- Cost:** A section header for the cost-related options.
- Price Override:** A checkbox that is currently unchecked. Callout 6 points to the '+ Create' button at the bottom right of the form.



**NOX NOTE:** The **Price Override** option lets you set a specific hourly rate for a Floor.

## Adding a Floor Price Override

1. Tick the Price Override box
2. Enter a Price Per Hour or Price Per kWh
3. Hit the Create button.



**Pro Tip:** Using a **Price Override** can help you charge special rates for an entire Floor. For example, a data center that requires 24/7 HVAC service.

**NOX**

### Create a Floor

Site  
BlueWave Solutions

Tenant  
01\_Widget Maker

Code  
27

Description  
Level 12

Floor Plan  
No

Upload (PDF)  
[Upload Icon]

**Cost**

Price Override

Price Per Hour  
\$ 25

Price Per Kwh  
\$ 0

3 + Create

Adding a Floor Plan provides tenants a handy map of zones when making their bookings.

1. Click the Upload PDF button (pop-up will appear)
2. Upload a PDF file
3. Hit the Create/Update button

The screenshot shows the 'Edit Floor' interface in the NOX system. The main form includes the following fields and controls:

- Site:** Stark Tower Plaza
- Tenant:** Parker Laboratories
- Code:** STP\_LVL4
- Description:** Level 4
- Floor Plan:** A toggle set to 'Yes' and an 'Upload (PDF)' button.
- Cost:** A section with a 'Price Override' checkbox.
- Buttons:** 'Update' and 'Cancel' buttons at the bottom.

A callout window titled 'Floor Plan' is shown, displaying a PDF viewer for '205Q.pdf'. It features a thumbnail on the left and a main view on the right showing 'BCC Floor Lighting Layout' and 'HVAC Layout' with various colored zones labeled SW, NW, SE, NE, and South. A green circle with the number '2' points to the '+ Upload PDF file' button in the callout.

A green circle with the number '1' points to the 'Upload (PDF)' button in the main form.

A green circle with the number '3' points to the 'Update' button in the main form.

A 'Pro Tip' callout box contains the following text:

**Pro Tip:** Use the Floor Plan button to control tenant visibility. Visibility is set to "Yes" by default. Setting it to "No" will hide the Floor Plan from from the tenant.

# Holiday Manager

Location: **Main Menu > Settings > Holiday Manager**

The Holiday Manager is where you can add public holidays (e.g., Labor Day) that run during your normal business hours/days. Tenants will be able to make bookings on those days.

## Create New Holiday

1. Choose the site
2. Select your Date
3. Add a description
4. Hit the Create button.

[VIDEO>](#)



**NOX NOTE:** Instead of creating a holiday for every site within the same time zone, simple check "Apply holiday to same time zone".

**NOX**

### Create a Holiday

Site: Stark Tower Plaza

Date: 02-09-2024

September 2024

Su	Mo	Tu	We	Th	Fr	Sa
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	1	2	3	4	5

Apply holiday to the same timezone

Description: Labor Day

+ Create

# Energy Manager

Location: **Main Menu > Settings > Energy Manager**

If you're charging tenants a **Price per kWh instead** of a **Price Per Hour**, you can manage your energy points and rates in the Energy Manager.

## Create New Energy Point

1. Choose the site
2. Create a Code or Point Name
3. Assign the Tenant
4. Add a description
5. Add a Price per kWh
6. Add a Fixed Charged Runtime
7. Hit the Create button.

Each Energy Point is assigned to a specific zone, level or piece of building equipment (ex. chiller) in your property.

The 7NOX system reads the exact energy consumed, then uses your Price per kWh and any fixed charges to calculate the total after-hours charges for your tenants.



The screenshot shows the 'Create a Energy' form in the NOX system. The form is dark-themed with white text. At the top left is the NOX logo. The form fields are: 'Site' (dropdown menu with 'Stark Tower Plaza' selected, callout 1), 'Code' (text input with 'StarkEast', callout 2), 'Tenant' (button labeled 'Assign Tenant', callout 3), 'Description' (text input with 'Chiller2', callout 4), 'Price Per Kwh' (text input with '\$ 0.1691', callout 5), and 'Fixed Charged Runtime' (text input with '\$ 15.95', callout 6). At the bottom left is a circular callout with the number '7' (callout 7), and at the bottom right is a green button labeled '+ Create'.

# Reporting

You can use reports to do lots of things, such as locating the dates and times of individual bookings, understanding the total after-hours usage for your site, or creating an ad hoc tenant invoice for a custom date range.

Reports are also customizable. You can add your own company logo, so tenants can be reassured they're getting utility invoicing from you. Managers can run after-hours usage reports at any time. 7NOX offers several types: **Reports** and **Histories**



## Reports

Location: **Main Menu > Reports > Reports**

Reports are polished, shareable summaries that roll up your data into clear totals and overviews for a selected time period (e.g., statements, summaries, and invoices).

### Tenant Invoice (Automated)

Tenant Invoices are automated, monthly reports for each tenant, sent to FMs for approval.

The screenshot displays the NOX reporting interface. On the left is a sidebar with a 'Create a Report' form. The main content area shows a report for 'Stark Tower Plaza' titled 'Afterhours Aircon Usage'. It includes a summary table, a table of pre-programmed schedule times, and a summary of charges.

**NOX NOTE:** Only Tenant Invoices are automated. Users must run other reports and histories manually.

## Site Summary

Site Summaries are high-level, automated monthly report summarizing total after-hours usage for all tenants at a site.

**Stark Tower Plaza**  
Afterhours Aircon Summary

**Summary**  
Minimum of 1 hours charge

**Period:** 01-Jan-2025 to 02-Feb-2026  
**Site:** Stark Tower Plaza

Tenant	Duration (Hours)	Tax	Admin Fee	Energy Cost	Used Time	Total
Banner Research Labs	17.5	\$0.00	\$17.50	\$0.00	\$350.00	\$367.50
Daily Bugle Media	43.0	\$0.00	\$43.00	\$0.00	\$860.00	\$903.00
Doc Octopus Chiropractic	1.0	\$0.00	\$1.00	\$0.00	\$20.00	\$21.00
Nelson & Murdock Law Offices	6.0	\$0.00	\$6.00	\$0.00	\$120.00	\$126.00
Parker Laboratories	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rand Enterprises	110.0	\$0.00	\$110.00	\$0.00	\$2200.00	\$2310.00
SI Vacant Tenancy	24.0	\$0.00	\$24.00	\$0.00	\$480.00	\$504.00
Stark Industries	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
VC Vacant Tenancy	0.0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Wakandan Consulate	5.0	\$0.00	\$5.00	\$0.00	\$100.00	\$105.00
<b>Total</b>	<b>206.5</b>	<b>\$0.00</b>	<b>\$206.50</b>	<b>\$0.00</b>	<b>\$4130.00</b>	<b>\$4336.50</b>

## Floor Summary

Floor Summaries are on-demand reports combining Tenant and Summary data, sent to custom recipients.

**Stark Tower Plaza**  
Monthly Floor Usage Summary

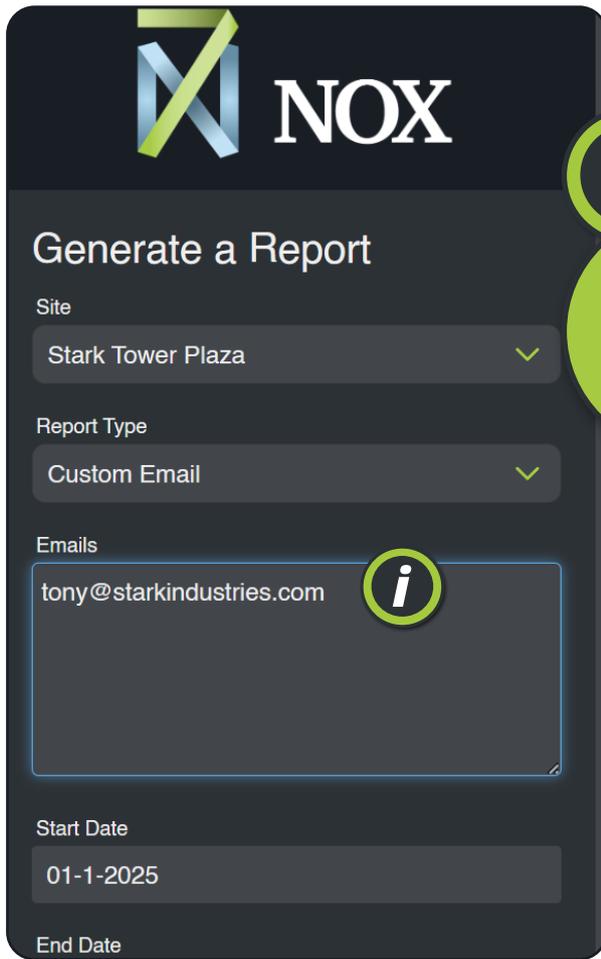
**Summary**  
Minimum of 1 hours charge

**Period:** 01-Jan-2025 to 02-Feb-2026  
**Site:** Stark Tower Plaza

Floor / Zone	No. Bookings	Duration (hrs)	Admin Fee	Tax	Energy Cost	AHAC Cost	Total
Level 10	9	44	\$43.50	\$0.00	\$0.00	\$870.00	\$913.50
Level 15	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Level 1	58	70	\$69.50	\$0.00	\$0.00	\$1390.00	\$1459.50
Level 2	37	43	\$43.00	\$0.00	\$0.00	\$860.00	\$903.00
Level 3 Zone 1	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Level 3 Zone 2 (STP_LVL3_Z2)	1	1	\$1.00	\$0.00	\$0.00	\$20.00	\$21.00
Level 3 Zone 2 (STP_LVL3_Z3)	0	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Level 4	11	22	\$22.50	\$0.00	\$0.00	\$450.00	\$472.50
Level 4 Zone 1	1	2	\$2.00	\$0.00	\$0.00	\$40.00	\$42.00
Level 5	7	14	\$14.00	\$0.00	\$0.00	\$280.00	\$294.00
Level 6	1	5	\$5.00	\$0.00	\$0.00	\$100.00	\$105.00
Level 7	7	16	\$15.50	\$0.00	\$0.00	\$310.00	\$325.50
Level 8	1	1	\$1.00	\$0.00	\$0.00	\$20.00	\$21.00
Level 9	1	1	\$1.00	\$0.00	\$0.00	\$20.00	\$21.00
<b>Total</b>	<b>134</b>	<b>219</b>	<b>\$218.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4360.00</b>	<b>\$4578.00</b>

## Custom Email Reports

Custom Emails are a combination of tenant reports and site summaries. You can generate these reports at any time and email to anyone you wish.



**NOX**

### Generate a Report

Site  
Stark Tower Plaza

Report Type  
Custom Email

Emails  
tony@starkindustries.com

Start Date  
01-1-2025

End Date

**i**

**NOX NOTE:** Add email addresses to the Emails fields for any recipients of Custom Email Reports.

## Histories

Location: **Main Menu > Reports > Histories**

Histories are intended for higher level views of after-hours usage. You can manually run a history at any time, either for a tenant or an entire site.

Histories list booking IDs, location, tenant, start time, duration and any notes. You can use column filters to further narrow your search results. You can download histories in CSV or Excel file formats.

**t**

**Pro Tip:** Generating Histories can be a handy source for energy rating programs like NABERS that require overtime hours be recorded separately from normal business hours.

**NABERS**

## Tenant Booking History

Tenant Booking Histories are a time-ordered list of a tenant's bookings for the selected period, showing when spaces/equipment were scheduled and used. You can run a history for an individual tenant or all tenants

Location	Username	Tenant	Start Time	Duration	Note
Level 1	manager@starkindustries.com	01_Widget Maker	Mon 13-10-2025 08:00 PM	3	Test
Level 2	manager@starkindustries.com	01_Widget Maker	Tue 14-10-2025 08:00 PM	2	Test
Level 1	brian@opsyssolutions.com	01_Widget Maker	Fri 17-10-2025 06:00 PM	2	
Level 1	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Mon 27-10-2025 06:00 PM	1	
Level 1	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Tue 11-11-2025 06:00 PM	3	
Level 3	manager@starkindustries.com	01_Widget Maker	Wed 17-12-2025 06:00 PM	3.5	Calendar View
Level 1	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Fri 19-12-2025 06:00 PM	9	
Level 2	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Sun 11-01-2026 06:00 PM	6	Calendar View
Level 2	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Mon 12-01-2026 12:00 AM	5	Calendar View
TEST	brian@7nox.com	01_Widget Maker	Tue 13-01-2026 06:00 PM (Pen Test Holiday)	2	Repeat Booking -
TEST	brian@7nox.com	01_Widget Maker	Tue 13-01-2026 08:00 PM (Pen Test Holiday)	3	Calendar View

## Daily Usage Log

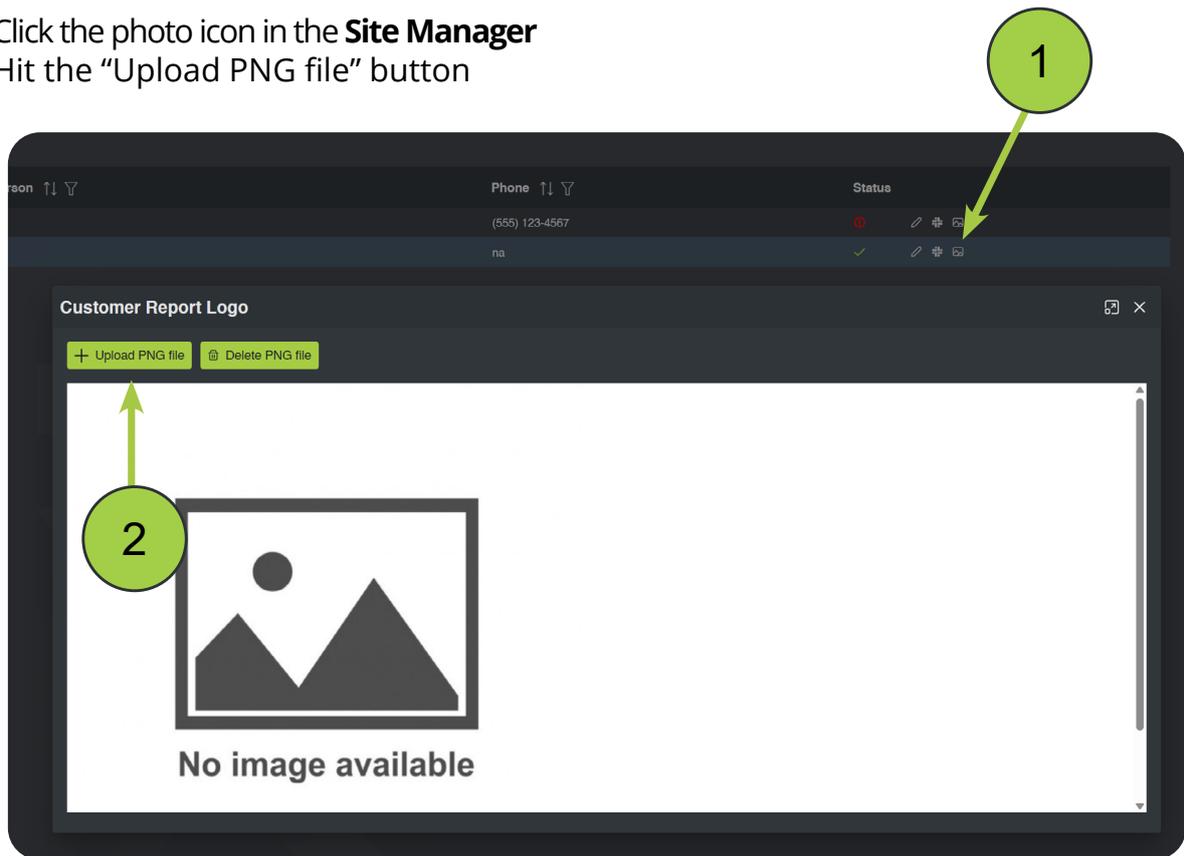
Tenant Booking Histories (Logs) are a time-ordered list of a tenant's bookings for the selected period, showing when spaces/equipment were scheduled and used. You can run a history for an individual tenant or all tenants

Date	TEST	DESC	test7	Level 1	Level 2	Level 3	Total Hours per Floor
12-10-2025							
13-10-2025				3			3
14-10-2025					2		2
15-10-2025							
16-10-2025							
17-10-2025				2			2
18-10-2025							
19-10-2025							
20-10-2025							
21-10-2025							
22-10-2025							
23-10-2025							
24-10-2025							
25-10-2025							
26-10-2025							
27-10-2025				1			
28-10-2025							

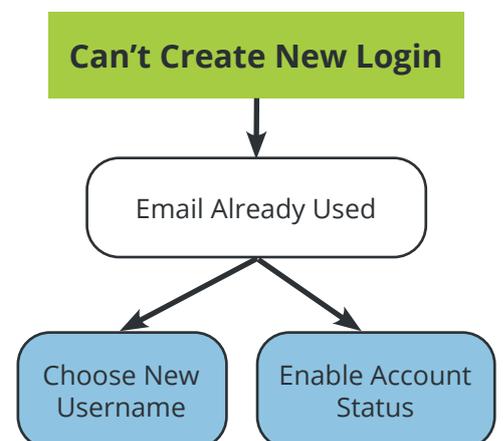
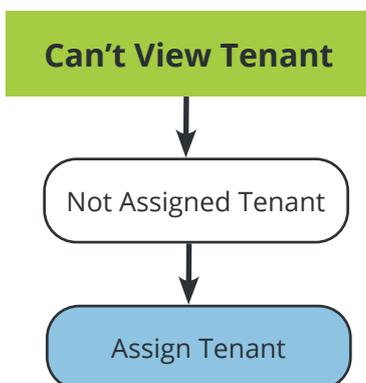
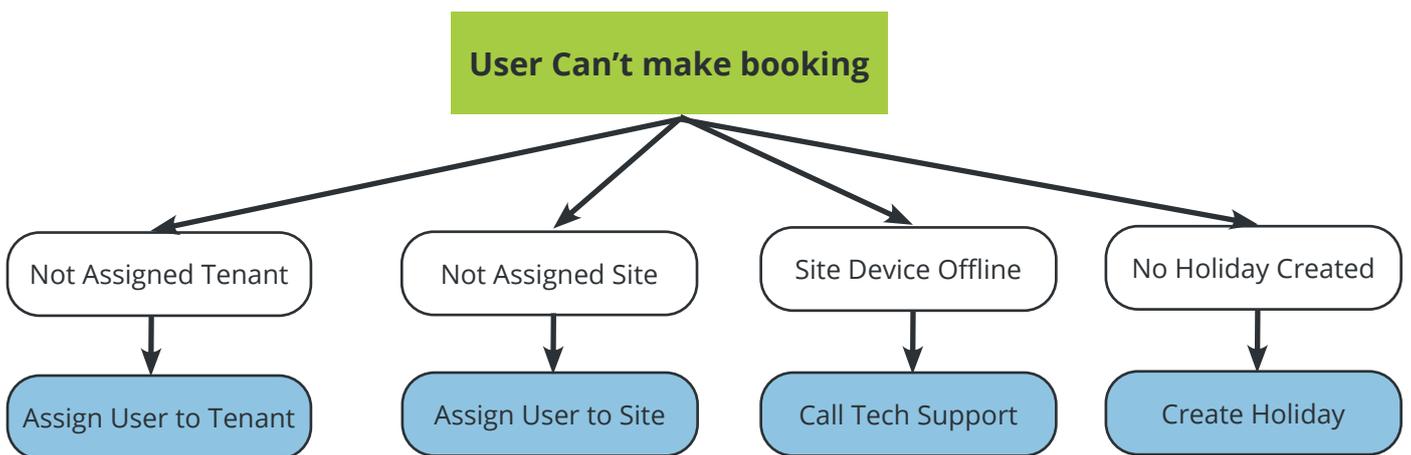
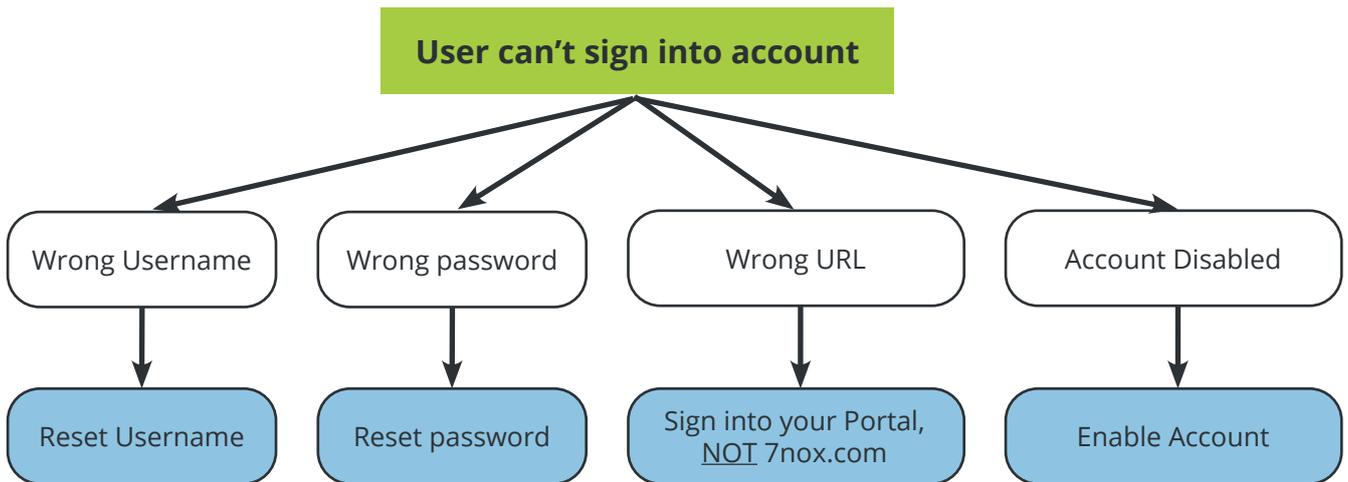
**NOX NOTE:** Export any History type as a CSV or Excel format.

## Adding Your Logo to Reports

1. Click the photo icon in the **Site Manager**
2. Hit the "Upload PNG file" button



# Troubleshooting Chart



# Document Revisions

This document is version controlled via the use of revision numbers. The revision numbers will be incremented each time the document is changed. A minor revision will be indicated by a change to the number to the right of the point, such as from 1.1 to 1.2. Normally the document will only be formally re-distributed when the major version changes, indicated by a change in the number to the left of the point, such as from 1.2 to 2.0.

Revision	Date	Comments
1	19/01/2018	Release
1.1	13/10/2021	2.5 Updates
1.2	27/02/2022	Interface Updates
1.3	10/05/2023	3.0 Interface Updates
2.0	11/03/2024	v3.0.20 Updates
2.1	27/11/2024	v3.2.1
2.2	14/01/2026	v3.5.0
2.3	02/02/2026	v3.5.1



7NOX is a product of OpSys Solutions Ltd, a New Zealand-based hardware and software developer. Visit our [website](#). We're located at 17 Nixon Street, Grey Lynn, Auckland 1021