

MANAGER GUIDE

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NOX

After-hours HVAC scheduling made easy.



Welcome to 7NOX!



Thanks for choosing 7NOX as your after-hours HVAC booking solution! Your tenants can now easily schedule and manage their own after-hours HVAC requests from their desktop or mobile device.

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

In this **Manager 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](#)).

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.

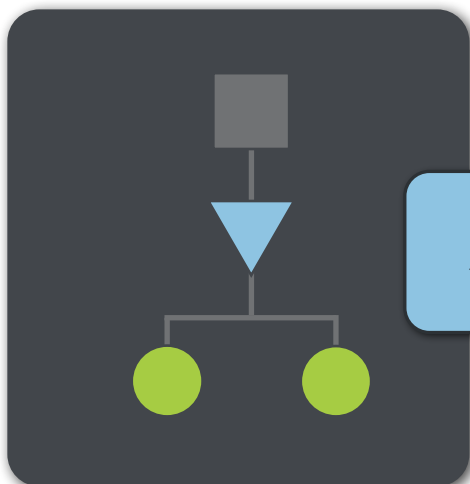


Look for this button

VIDEO>

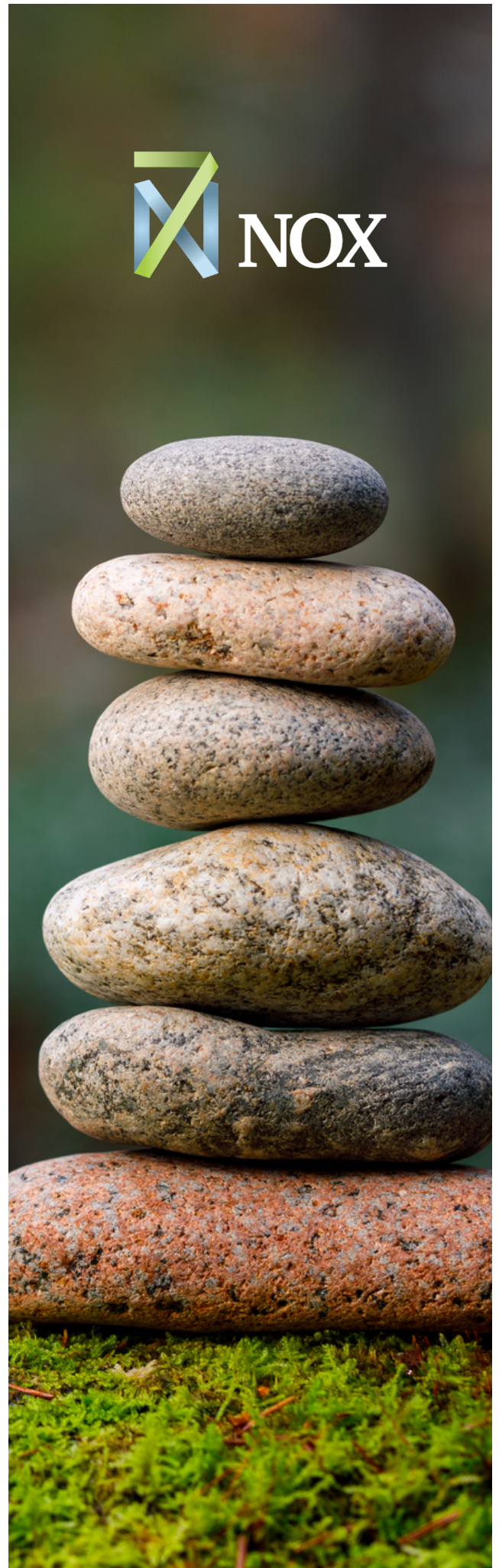
TROUBLESHOOTING

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. 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. Not a reader? No problem! Check out our [Manager Video Tutorials](#). Find links to specific videos on topics throughout this Guide.

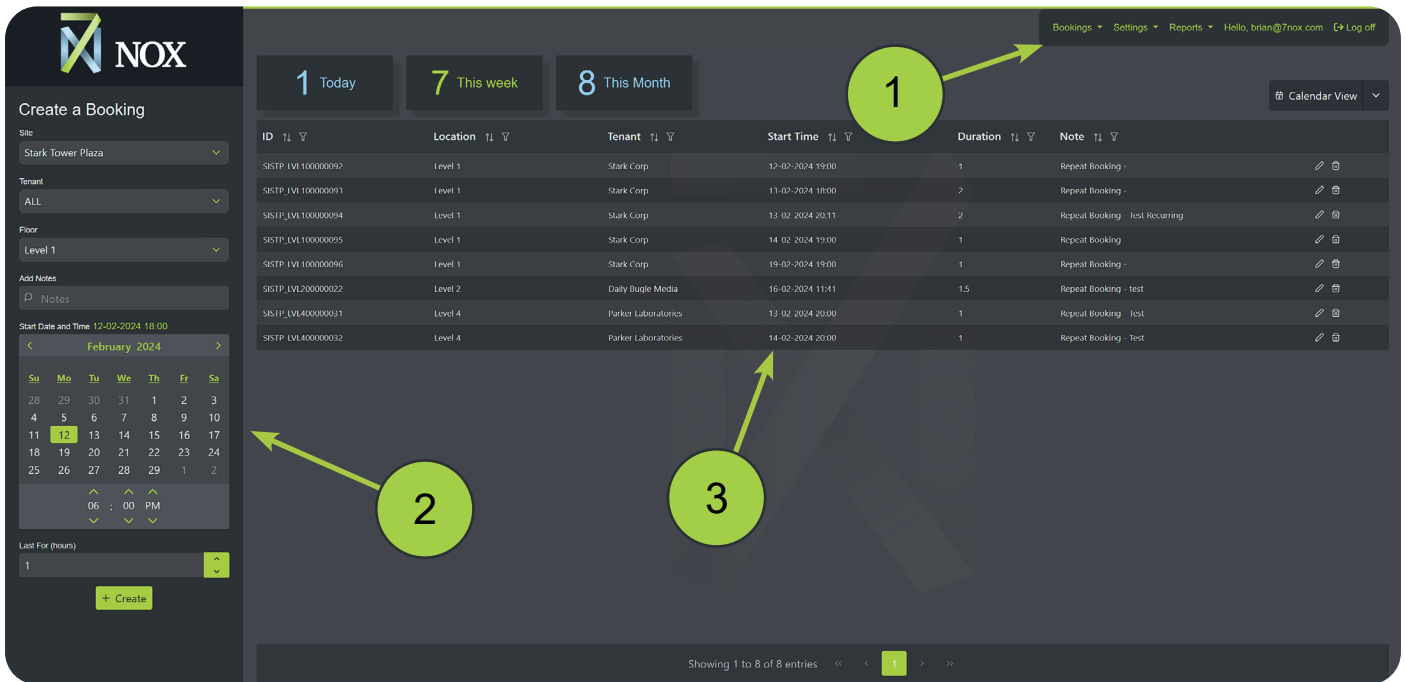
User Training

[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.

Changing Your Password

[VIDEO>](#)

The 'Change Password' form contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a red eye icon to toggle visibility. At the bottom are 'Save' and 'Cancel' buttons.

1. Click on your username on the Main Menu.
2. Enter your current password and choose a new one.

NOTE: Passwords must contain one upper case, one number, and one special character.

Create a Booking

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

1. Set the desired site, tenant, and floor
2. (Optional) Add a note
3. Choose a date and time
4. Enter the number of hours
5. 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), and 'Floor' (Floor 1), each with a dropdown arrow. Below these is an 'Add Notes' section with a text input field containing 'Notes'. The 'Start Date and Time' section shows '02-12-2024 06:00 PM' and a calendar for February 2024 with the 12th highlighted. Below the calendar is a time picker showing '06 : 00 PM'. The 'Last For (hours)' section has a dropdown menu set to '1'. At the bottom is a green '+ Create' button and a green circle with the number '5'. Numbered callouts (1-5) in green circles point to the dropdown menus for Site, Tenant, and Floor (1); the Notes input field (2); the calendar (3); the hours dropdown (4); and the Create button (5).

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

06 : 00 PM

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. Set a start and end date
7. Hit the "Create" button

[VIDEO>](#)

The screenshot shows the 'Create a Repeat Booking' form in a mobile application. The form is dark-themed and includes the following fields and controls:

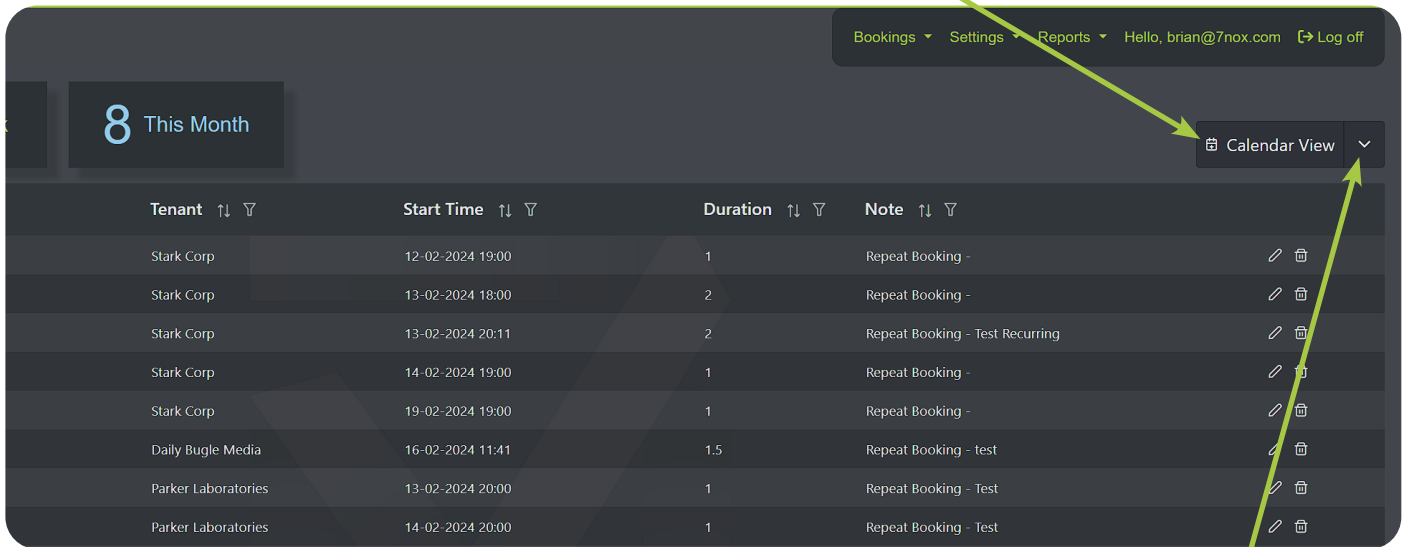
- Site:** A dropdown menu with 'BlueWave Solutions' selected. Callout 1 points to this field.
- Tenant:** A dropdown menu with 'ALL' selected. Callout 1 points to this field.
- Floor:** A dropdown menu with 'Floor 1' selected. Callout 1 points to this field.
- Add Notes:** A text input field with a speech bubble icon and the placeholder 'Notes'. Callout 2 points to this field.
- Day:** A row of checkboxes for days of the week: Mo (unchecked), Tue (checked), We (unchecked), Thu (checked), Fri (unchecked), Sat (unchecked), Su (unchecked). Callout 3 points to this section.
- Start Time:** A time picker showing '06:00 PM'. Callout 4 points to this field.
- Last For (hours):** A numeric input field with a dropdown arrow, showing '1.5'. Callout 5 points to this field.
- Start Active Period:** A date and time picker showing '02-29-2024 12:00 AM'. Callout 6 points to this field.
- End Active Period:** A date and time picker showing '02-29-2024 12:00 AM'. Callout 6 points to this field.
- + Create:** A green button at the bottom. Callout 7 points to this button.

A blue callout box on the right side of the screen contains a 't' icon and the following text:

Pro Tip: The Start and End dates for your repeat bookings are a handy feature for holidays or special events where repeat bookings are temporary.

Calendar View

The **Calendar View** feature is an intuitive and visual way for users 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.

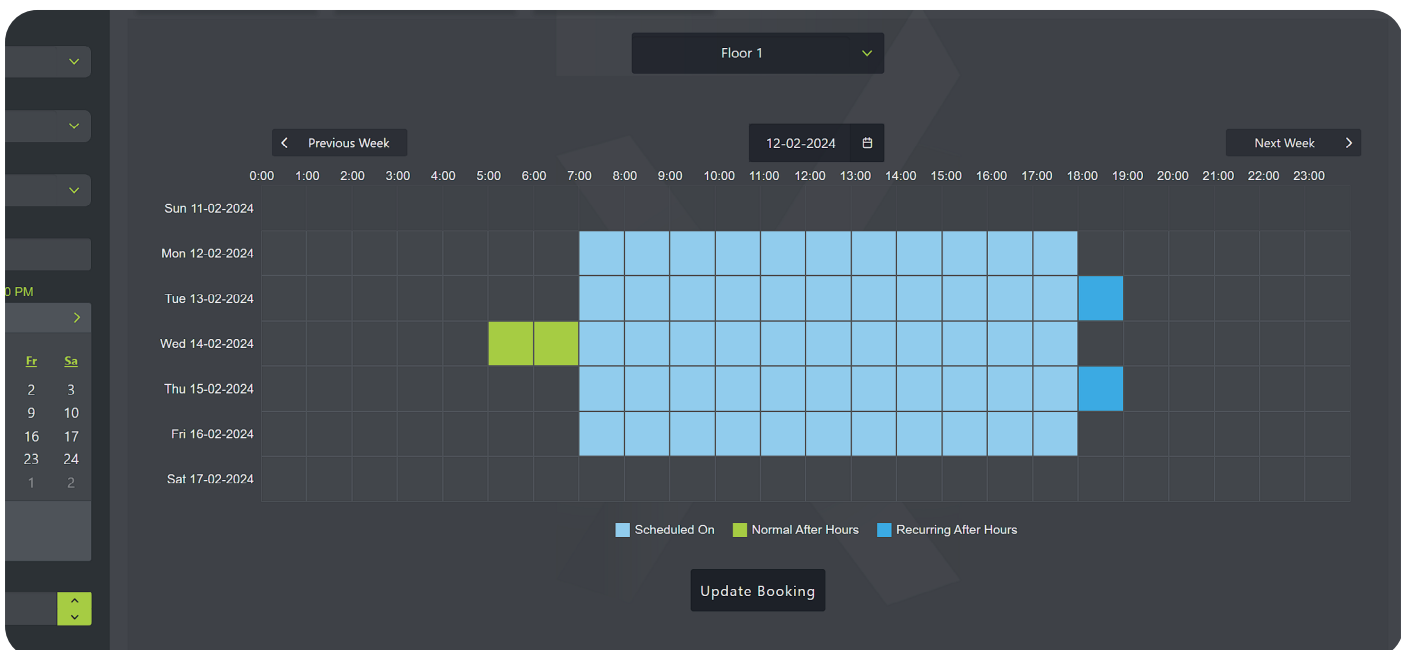


The **Calendar View** button also gives users access to your site's **Occupancy Times**, **Floor Plans**, and the **Event Log**.



The Calendar View has three different time 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.

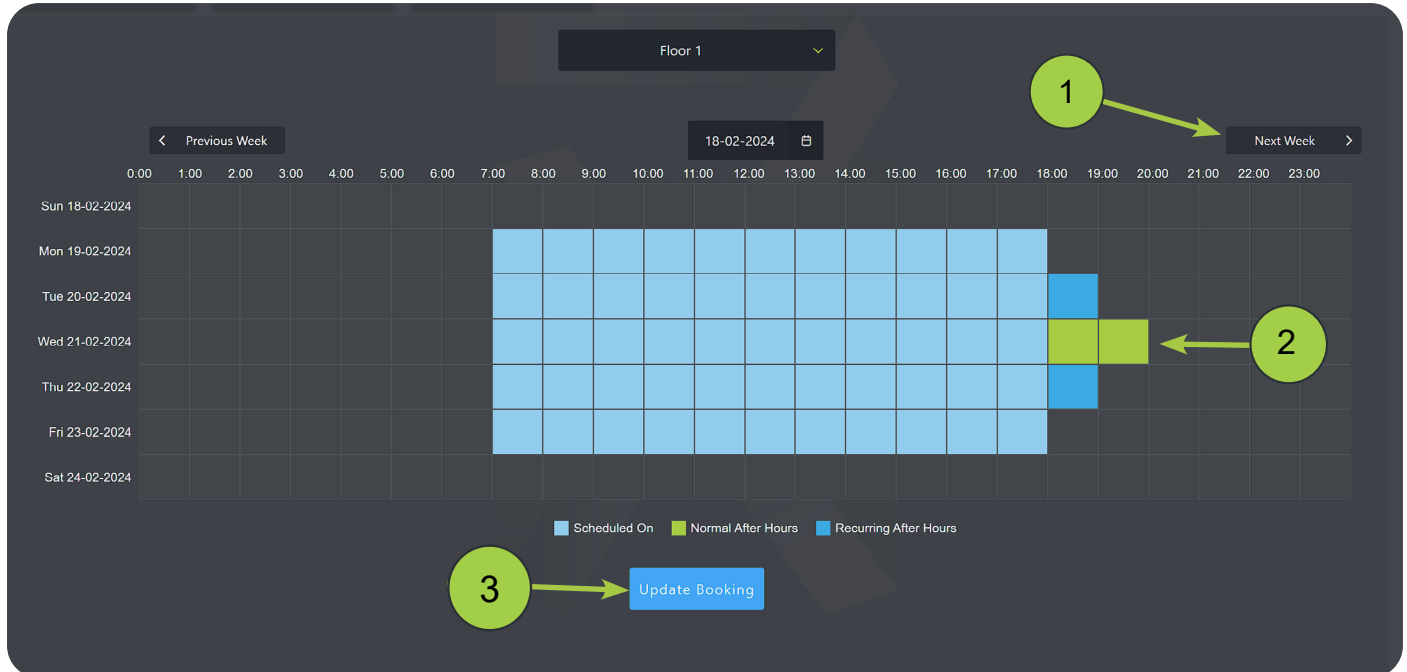


Create a Booking (Calendar View)

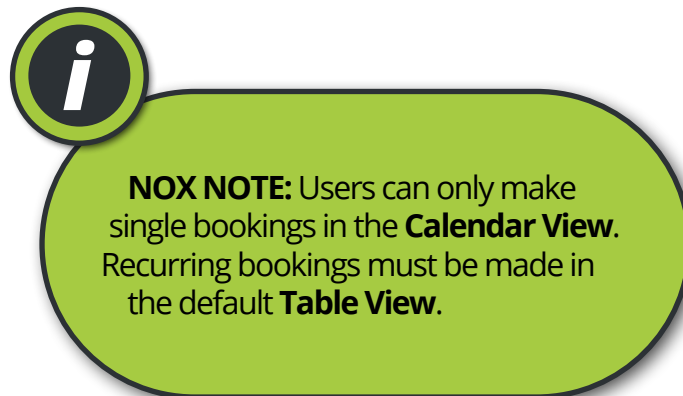
Location: **Calendar View Button**

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

[VIDEO>](#)



After creation, your booking will 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, and other settings.

Contact Information

SITE MANAGER

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. You can add multiple emails by separating them with a semicolon.

Edit Site

Site ID: SI

Site Name: Stark Tower Plaza

Contact Person: Tony Stark

Phone Number: (555) 123-4567

Alarm Email Enable
engineering@starkindustries.com

Email Report Destination: tony@starkindustries.com

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
<input type="checkbox"/> Sat	07:00	18:00
<input type="checkbox"/> Sun	07:00	18:00



NOX NOTE: You cannot modify your Site ID.

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.



Site Manager

Bookings ▾ Settings ▾ Reports ▾ Hello, brian@7nox.com ↗ Log off

Site Details

Site ID: SI Site Name: Stark Tower Plaza

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

Alarm Email Enable
tony@starkindustries.com

Email Report Destination
tony@starkindustries.com

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
<input type="checkbox"/> Sat	07:00	18:00
<input type="checkbox"/> Sun	07:00	18:00

Site Manager Table:

ID	Site	Contact Person	Phone	Status
SI	Stark Tower Plaza	Tony Stark	(555) 123-4567	● <input type="button" value="Edit"/> <input type="button" value="Add"/> <input type="button" value="Delete"/>

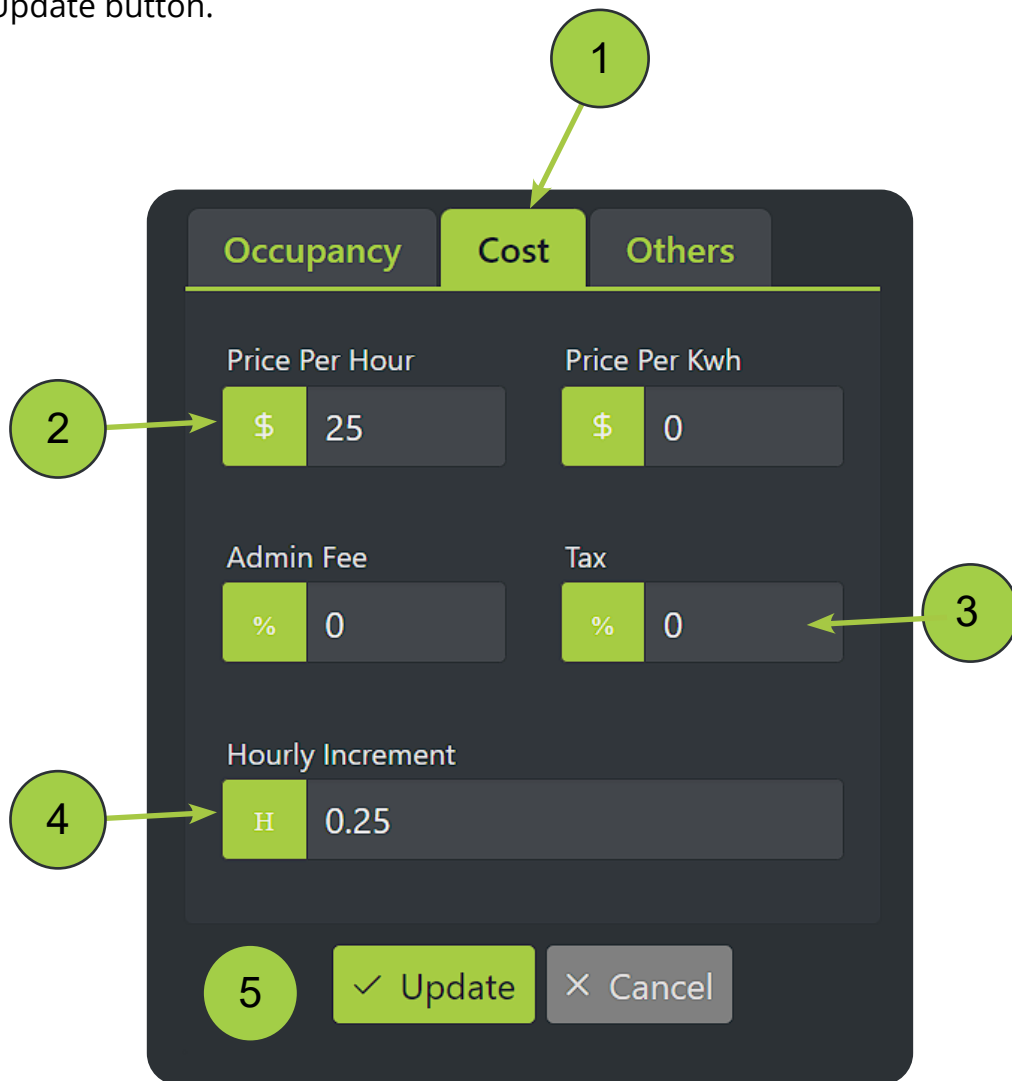
Occupancy Modal:

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	11:00	18:00
<input type="checkbox"/> Sat	07:00	18:00
<input type="checkbox"/> Sun	07:00	18:00

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 (see below)*
5. Hit 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").

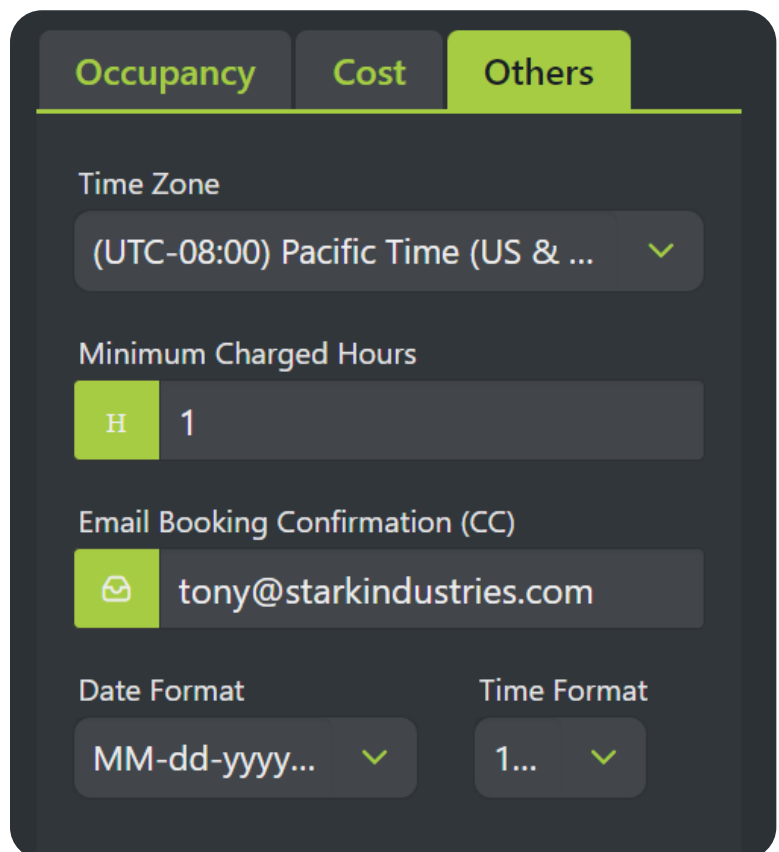
The Others tab in the Site Manager is where you can set your time zone, minimum charged hours, email confirmations and date/time formats. Here are the definitions of the settings in the Others tab.

Time Zone—The time zone you want to use for your Site. If your Site contains multiple offices, 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—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 Fomats—Set your desired formats for dates. Choose between 12 and 24-Hour time.



The screenshot shows the 'Others' settings tab in the Site Manager interface. It includes the following settings:

- Time Zone:** (UTC-08:00) Pacific Time (US & ...)
- Minimum Charged Hours:** 1
- Email Booking Confirmation (CC):** tony@starkindustries.com
- Date Format:** MM-dd-yyyy...
- Time Format:** 1...



Pro Tip: Use your fixed rate, taxes, and fees to re-coop costs like accelerated depreciation of your HVAC equipment.

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 management tenants, apply occupancy and cost overrides, and set the tenant's time zone.

Create New Tenant

TENANT MANAGER

1. Enter tenant contact info.
2. (Optional) Add Occupancy and Cost overrides.
3. Hit the "Create" button.

[VIDEO>](#)

NOX

Create a Tenant

Tenant Name
Tenant Name

Email
Email

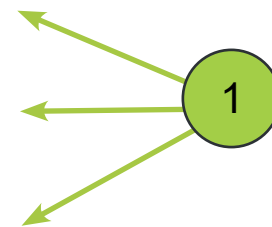
Phone 1
Phone

Phone 2
Mobile

Occupancy | Timezone | Cost

Occupancy Override

+ Create



NOX NOTE: Click the pencil or trashcan icons to edit or delete a tenant.



Occupancy Overrides

TENANT MANAGER

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 your **Occupancy Override** by ticking boxes next to the desired days and setting times for each. This will make *only those specific times and days* available for booking.

In this **example**, the tenant will only 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

Cost Overrides

TENANT MANAGER

Field	Value
Price Per Hour	\$ 35
Price Per kWh	\$ 0
Admin Fee	% 2
Tax	% 8

By ticking the **Cost Override**, 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.

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. Managers can create Coordinators, Users, and other Managers logins.

Coordinators

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

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. Make sure "Access Status" is enabled.
6. Assign the User a Site and Tenancy (see pg 19 & 20).
7. Hit the "Create" button.



The screenshot shows the 'Create a Login' form in the NOX system. The form is dark-themed with white text. At the top is the NOX logo. The form fields and buttons are as follows:

- 1:** Points to the 'Username' input field containing 'tony@starkindustries.com'.
- 2:** Points to the 'Password' input field, which is currently masked with dots.
- 3:** Points to the 'Send Email' button, which is blue and labeled 'Yes'.
- 4:** Points to the 'Access Right' dropdown menu, which is currently set to 'User' with a checkmark.
- 5:** Points to the 'Account Status' button, which is blue and labeled 'Enabled'.
- 6:** Points to the 'Assigned Site' and 'Assigned Tenant' sections, each with a dark button labeled 'Assign Site' and 'Assign Tenant' respectively.
- 8:** Points to the '+ Create' button at the bottom of the form.

1. Select the Site you want to assign to the User.
2. Click the single arrow button.
3. The Site will move from Available to Selected.
4. Hit the Close button.



Pro Tip: Selecting the double arrow button will assign ALL Sites at once, saving you time.

The screenshot displays the NOX Login Manager interface. On the left, the 'Create a Login' form is visible, showing the username 'tony@starkindustries.com' and a password field. The main area shows a table with columns for Username, Role, and Active. A modal dialog titled 'Site' is open, allowing users to assign sites to the login. The dialog is divided into two sections: 'Available' and 'Selected'. In the 'Available' section, a list of sites is shown, with 'Stark Tower Plaza' highlighted. A green circle '1' is placed over this site, and a green arrow '2' points from it to a single right-pointing arrow button. In the 'Selected' section, 'Stark Tower Plaza' is now listed, with a green circle '3' above it. A green arrow '4' points from the bottom right of the dialog to a 'Close' button.

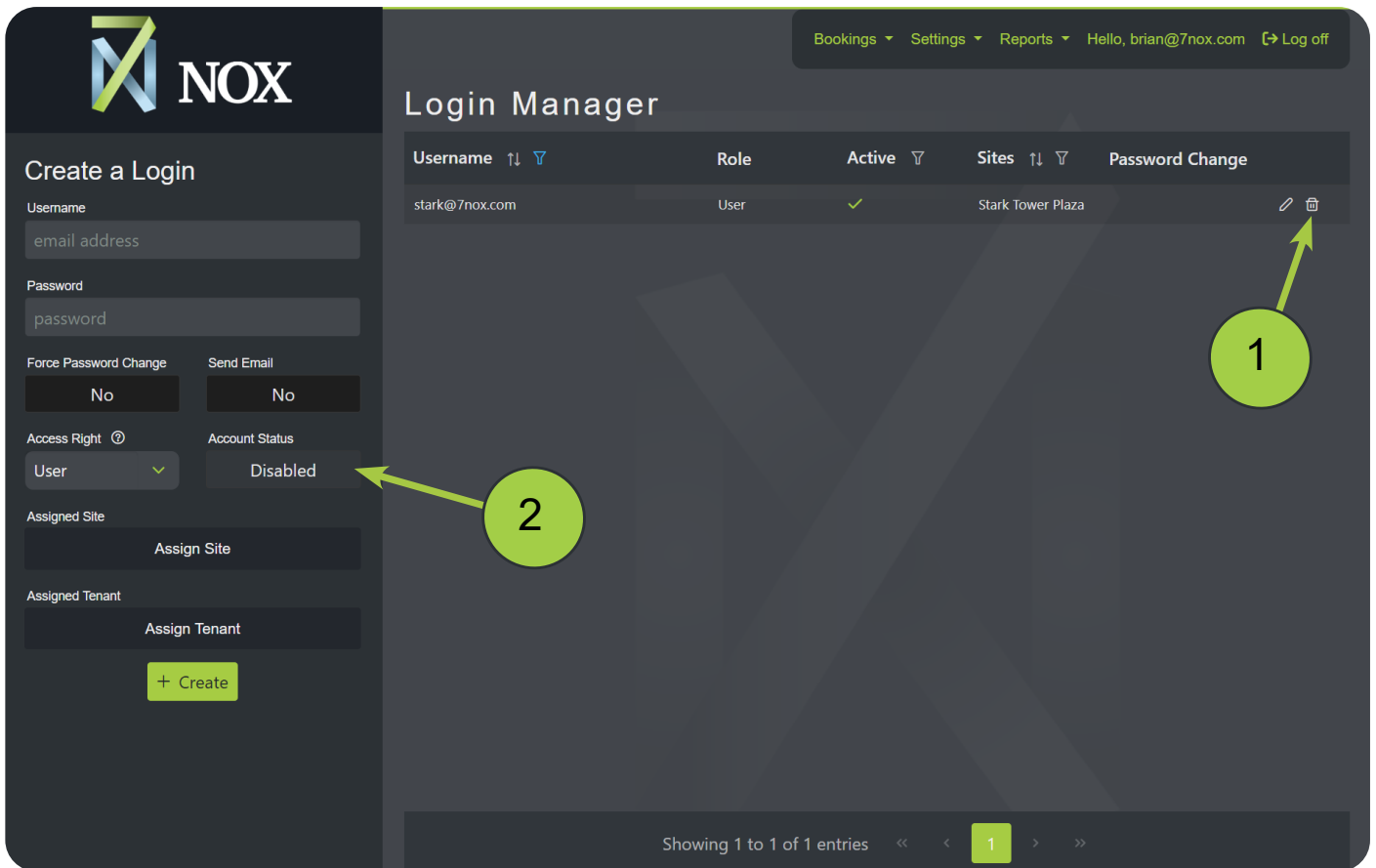
1. Select the appropriate Site from the dropdown.
2. Select the Tenant(s) you want to assign to the User.
3. Click the right-facing single (or double) arrow button.
4. The Tenant will move from Available to Selected
5. Close the popup.

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

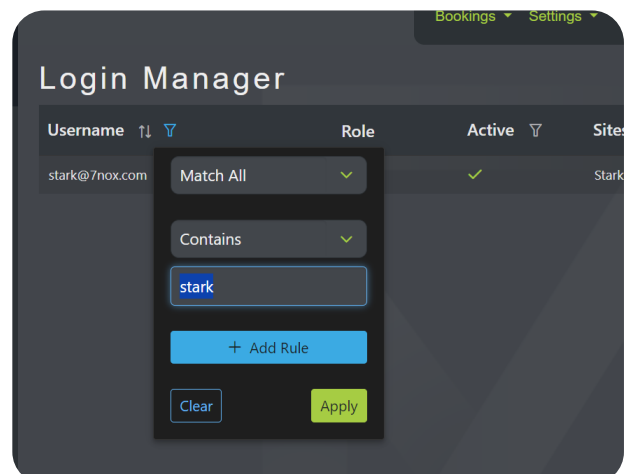
NOTE: Disabled users remain in the 7NOX system to ensure reporting accuracy. Therefore, 7NOX Users are never “deleted”. If you receive an error message saying “User already exists” when creating a Login account, that means the User account status is set to “Disabled”. To renable the account, simply find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

There are two ways to remove a User:

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



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.

Create New Floor

FLOOR MANAGER

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. (Optional) Add a Price Override
7. Hit the Create button.



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

[VIDEO>](#)

The screenshot shows the 'Create a Floor' form in the NOX application. The form is dark-themed with white text. At the top is the NOX logo. The form fields are: 'Site' (dropdown menu with 'BlueWave Solutions' selected, callout 1), 'Tenant' (dropdown menu with '01_Widget Maker' selected, callout 2), 'Code' (text input with '27', callout 3), 'Description' (text input with 'Level 12', callout 4), 'Floor Plan' (toggle switch set to 'No', callout 5), and 'Upload (PDF)' (button with an upload icon). Below these is a 'Cost' section with a 'Price Override' checkbox (callout 6). At the bottom right is a '+ Create' button (callout 7).

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)

Cost

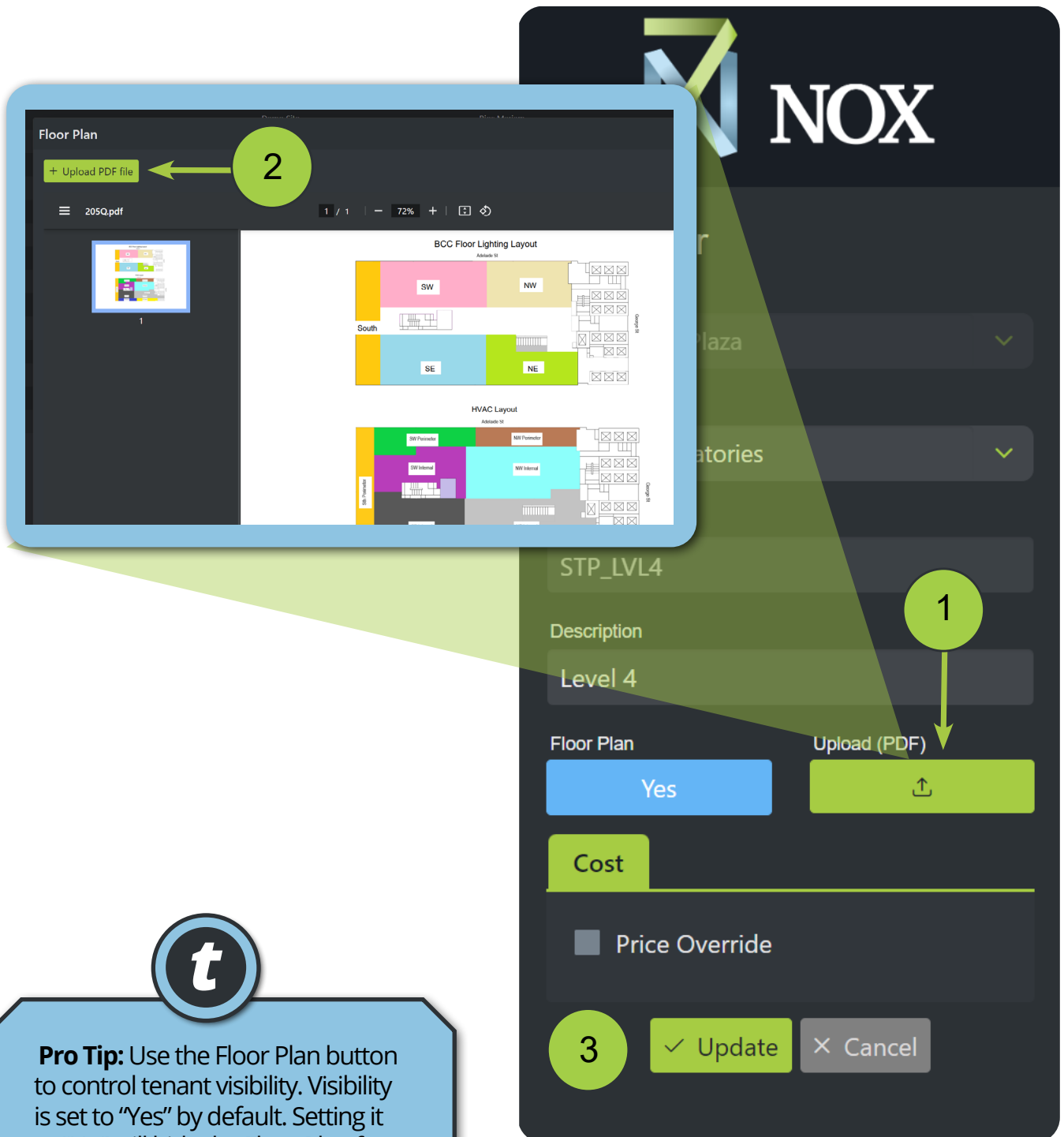
Price Override

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



t

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

HOLIDAY MANAGER

1. Choose the site
2. Select your Date
3. (optional) Tick the "Apply holiday" box
4. Add a description
5. Hit the Create button.

[VIDEO>](#)

i

NOX NOTE: Sometimes a "site" can span different time zones. Ticking the "Apply holiday" box applies the Holiday to all tenants regardless.

The screenshot shows the 'Create a Holiday' form in the NOX application. The form is dark-themed with white and green text. At the top, the NOX logo is visible. The form fields are: 'Site' (Stark Tower Plaza), 'Date' (02-09-2024), a calendar for September 2024 (with the 2nd highlighted), a checkbox for 'Apply holiday to the same timezone' (checked), a 'Description' field (Labor Day), and a '+ Create' button. Numbered callouts 1-5 point to these elements respectively.

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

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

ENERGY MANAGER

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.

[VIDEO>](#)

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 right is a '+ Create' button (callout 7).

Creating Reports

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

You receive automated invoices for all Users of a site each month. However, you can run usage reports at anytime. **Booking Reports** show the total after-hours usage and charges for a Tenant over a custom date range.

1. Select the site
2. Chose a tenant
3. Set a Start and End Date
4. Hit the Submit button.



The screenshot shows the NOX 'Create a Report' form. At the top is the NOX logo. The form title is 'Create a Report'. Below the title are four input fields: 'Site' (Stark Tower Plaza), 'Tenant' (Parker Laboratories), 'Start Date' (01-9-2023), and 'End Date' (04-3-2024). At the bottom right is a 'Submit' button. Numbered callouts (1-4) in green circles point to the Site dropdown, the Tenant dropdown, the Start and End Date fields, and the Submit button respectively.

Reports list each booking, taxes, fees, and total costs for the selected date range. You can export a Report as a PDF.

NOX

Bookings Settings Reports Hello, brian@7nox.com Log off

1 of 3 Automatic Zoom

Create a Report

Site: Stark Tower Plaza

Tenant: Parker Laboratories

Start Date: 01-8-2023

End Date: 3-04-2024

Submit

Stark Tower Plaza

Afterhours Aircon Usage

STARK

Bill To: Parker Laboratories

Date: 04/03/2024

Period: 01-Aug-2023 to 04-Mar-2024

Site: Stark Tower Plaza

Summary

Parker Laboratories

Minimum of 0.25 hours charge

Sub Total: \$875.00

Energy Consumption

Administration Fee (0%) **\$0.0**

Tax (0%) **\$0.0**

Total: \$875.00

Pre-programmed schedule times

Location	Start Time	AH Duration	BMS Duration	Username	Amount
Level 4	17-08-2023 20:00	3	0	brian@7nox.com	\$75.00
<i>Notes: Repeat Booking - Test</i>					
	14-11-2023 20:00	1	0	brian@7nox.com	\$25.00
<i>Notes: Repeat Booking - Test</i>					
	15-11-2023 20:00	1	0	brian@7nox.com	\$25.00
<i>Notes: Repeat Booking - Test</i>					
	21-11-2023 20:00	1	0	brian@7nox.com	\$25.00
<i>Notes: Repeat Booking - Test</i>					



NOX NOTE: You can add your company's logo to your Reports in the Site Manager. Click the photo icon and upload your logo in a PNG file.



[VIDEO>](#)

Generating Histories

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

Histories are simplified usage reports that show tenants, locations, start times, and booking durations. You can run histories for a single User or an entire Site.

1. Select the site
2. Chose a Tenant (or "All" for site)
3. Set a Start and End Date
4. Hit the Submit button.

[VIDEO>](#)

The screenshot shows the 'Create a Report' form in the NOX system. The form is titled 'Create a Report' and has the NOX logo at the top. It contains four main sections: 'Site', 'Tenant', 'Start Date', and 'End Date'. Each section has a dropdown menu. The 'Site' dropdown is set to 'Stark Tower Plaza', the 'Tenant' dropdown is set to 'Parker Laboratories', the 'Start Date' is '01-8-2023', and the 'End Date' is '3-04-2024'. At the bottom right, there is a 'Submit' button. Four green callout boxes with numbers 1, 2, 3, and 4 are overlaid on the form. Callout 1 points to the Site dropdown, callout 2 points to the Tenant dropdown, callout 3 points to the Start and End Date fields, and callout 4 points to the Submit button.

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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.

After generating your History report, further refine the results using column filters. Export the filtered list as a CSV file.

The screenshot shows the NOX interface with a 'History' report. On the left, a 'Create a Report' sidebar is visible with the following settings:

- Site: Stark Tower Plaza
- Tenant: Parker Laboratories
- Start Date: 01-8-2023
- End Date: 3-04-2024

The main table displays a list of bookings with columns: ID, Location, Tenant, Start Time, Duration, and Note. An 'Export To CSV' button is located in the top right corner.

ID	Location	Tenant	Start Time	Duration	Note
SISTP_LVL400000004	Level 4	Parker Laboratories	17-08-2023 20:00	3	
SISTP_LVL400000005	Level 4	Parker Laboratories	14-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000006	Level 4	Parker Laboratories	15-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000007	Level 4	Parker Laboratories	21-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000008	Level 4	Parker Laboratories	22-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000009	Level 4	Parker Laboratories	28-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000010	Level 4	Parker Laboratories	29-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000011	Level 4	Parker Laboratories	05-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000012	Level 4	Parker Laboratories	06-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000013	Level 4	Parker Laboratories	12-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000014	Level 4	Parker Laboratories	13-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000015	Level 4	Parker Laboratories	19-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000016	Level 4	Parker Laboratories	20-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000017	Level 4	Parker Laboratories	26-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000018	Level 4	Parker Laboratories	27-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000019	Level 4	Parker Laboratories	02-01-2024 20:00	1	Repeat Booking - Test
SISTP_LVL400000020	Level 4	Parker Laboratories	03-01-2024 20:00	1	Repeat Booking - Test

This screenshot shows the 'History' report with a column filter applied to the 'Location' column. The filter dropdown is open, showing the following options:

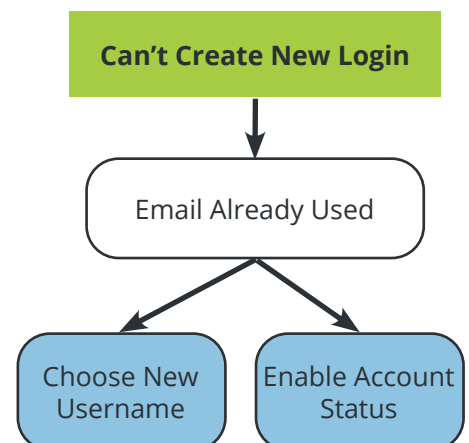
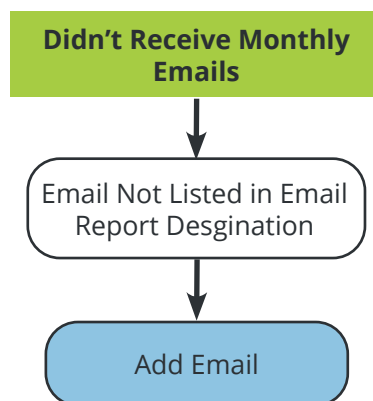
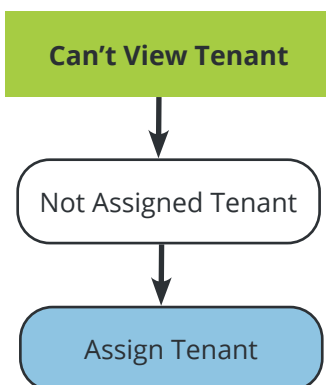
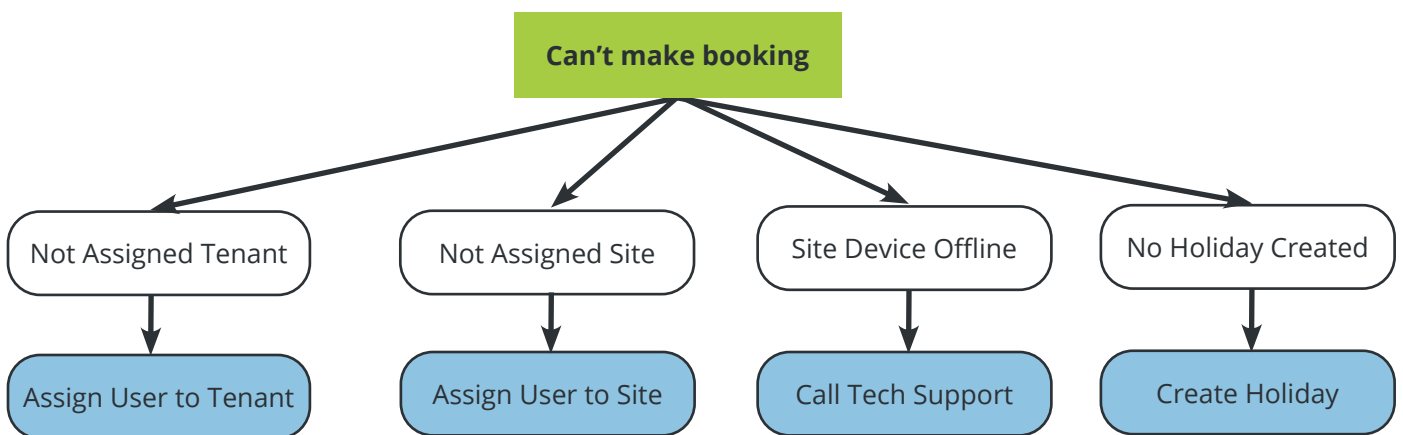
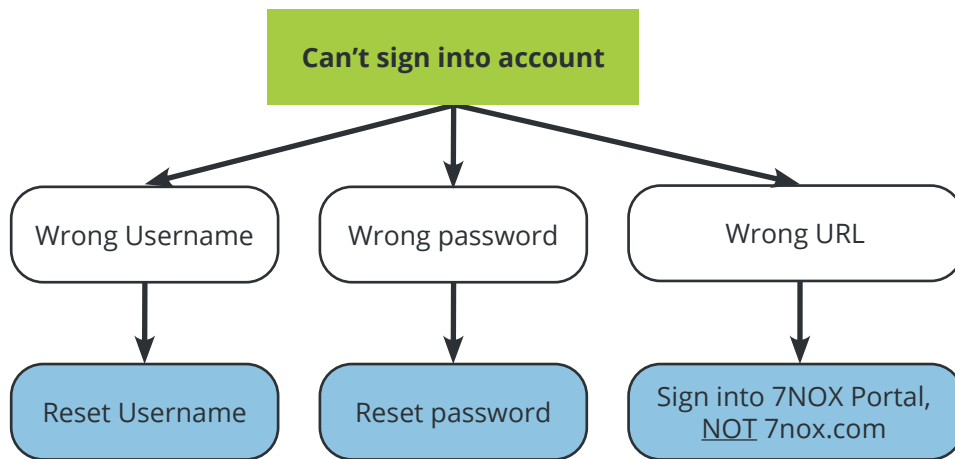
- Match All
- Contains
- Level 4
- + Add Rule
- Clear
- Apply

The table below shows the filtered results, where only bookings for 'Level 4' are displayed.

ID	Location	Tenant	Start Time	Duration	Note
SISTP_LVL400000005	Level 4	Parker Laboratories	14-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000006	Level 4	Parker Laboratories	15-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000007	Level 4	Parker Laboratories	21-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000008	Level 4	Parker Laboratories	22-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000009	Level 4	Parker Laboratories	28-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000010	Level 4	Parker Laboratories	29-11-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000011	Level 4	Parker Laboratories	05-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000012	Level 4	Parker Laboratories	06-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000013	Level 4	Parker Laboratories	12-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000014	Level 4	Parker Laboratories	13-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000015	Level 4	Parker Laboratories	19-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000016	Level 4	Parker Laboratories	20-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000017	Level 4	Parker Laboratories	26-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000018	Level 4	Parker Laboratories	27-12-2023 20:00	1	Repeat Booking - Test
SISTP_LVL400000019	Level 4	Parker Laboratories	02-01-2024 20:00	1	Repeat Booking - Test
SISTP_LVL400000020	Level 4	Parker Laboratories	03-01-2024 20:00	1	Repeat Booking - Test
SISTP_LVL400000021	Level 4	Parker Laboratories	09-01-2024 20:00	1	Repeat Booking - Test
SISTP_LVL400000022	Level 4	Parker Laboratories	10-01-2024 20:00	1	Repeat Booking - Test

A 'Pro Tip' callout box is present, stating: **Pro Tip:** Use column filters to locate all bookings for a specific floor.

Troubleshooting Chart (Desktop)



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	By	Comments
1	19/01/2018	OpSys Solution Ltd	Release
1.1	13/10/2021	OpSys Solution Ltd	2.5 Updates
1.2	27/02/2022	OpSys Solution Ltd	Interface Updates
1.3	10/05/2023	OpSys Solutions Ltd	3.0 Interface Updates
2.0	11/03/2024	OpSys Solutions Ltd	v3.0.20 Updates



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