

MOBILE APP 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.

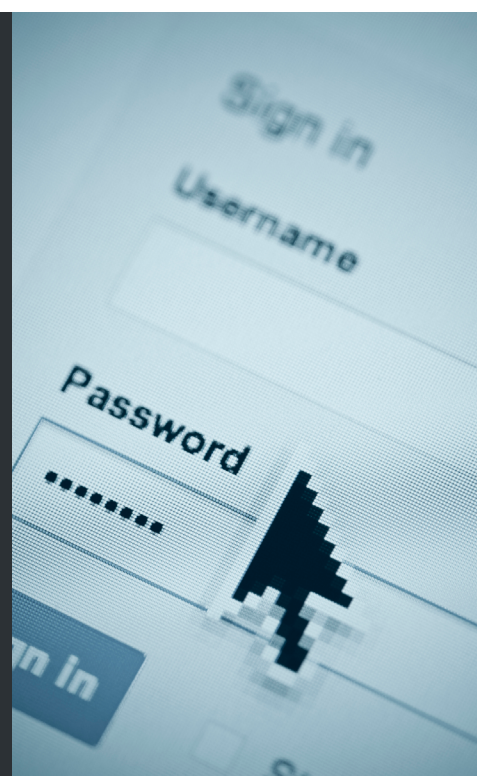
Changing Your Password

You can only change your password in the 7NOX browser portal, not the mobile app. To change your password:

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.

[VIDEO>](#)



How to Use This Guide

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

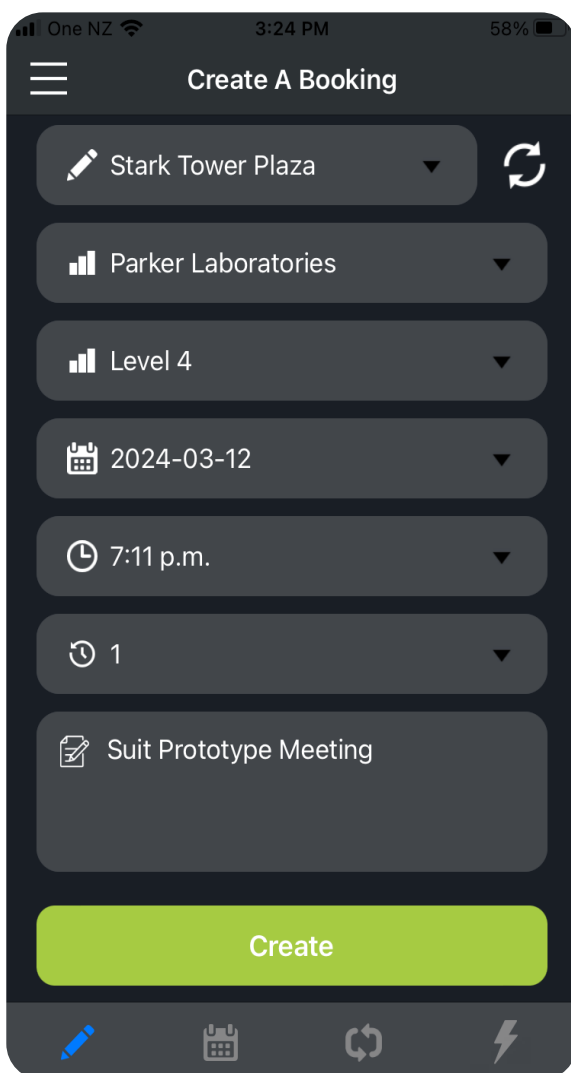
NOTE: For simplicity, the Guide will demonstrate the 7NOX app using only the Android version. The only difference between the iOS and Android user interfaces is the placement of the main menu, as seen below. All other functions, buttons, and icons for the 7NOX app are identical.



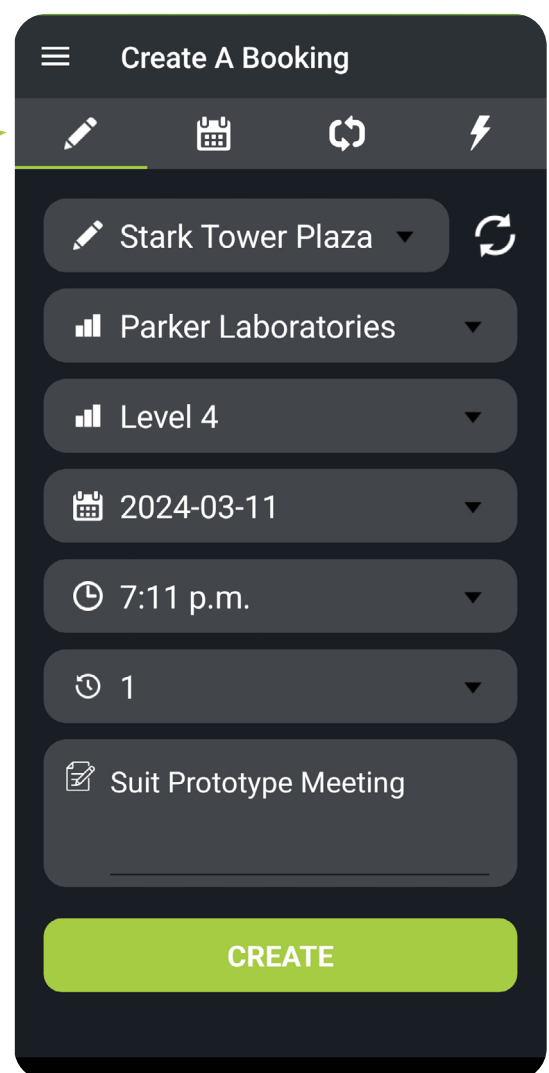
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Download on [Google Play Store](#)



Main Menu



Main Menu

The Mobile App 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.

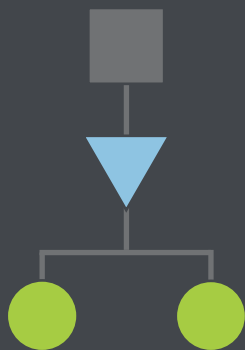


Look for this button

VIDEO>

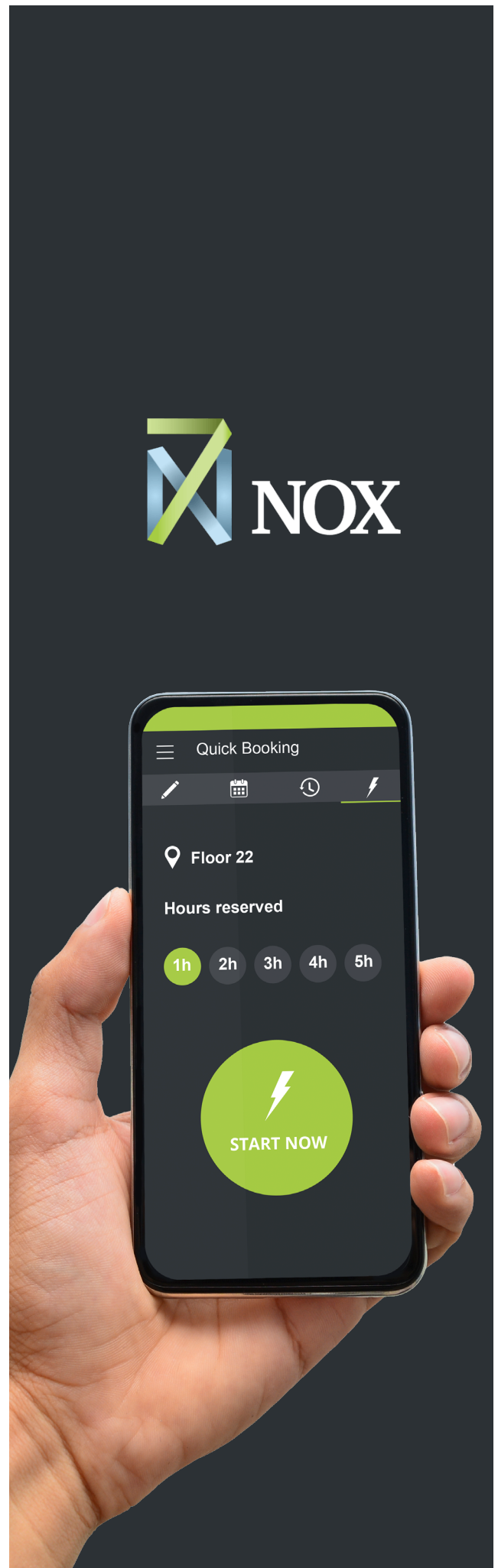
TROUBLESHOOTING

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



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Mobile OS Requirements

Apple OS iOS 11.2 or +

Android OS Android 4.0.3 or +

Download the 7NOX Mobile App

Use these links to access your devices app store.

Download on [Apple Store](#)

Download on [Google Play Store](#)

Login to 7NOX App

You should have received an email with your login credentials and a URL. If not, email your Manager or Coordinator. Otherwise, sign into the mobile app.

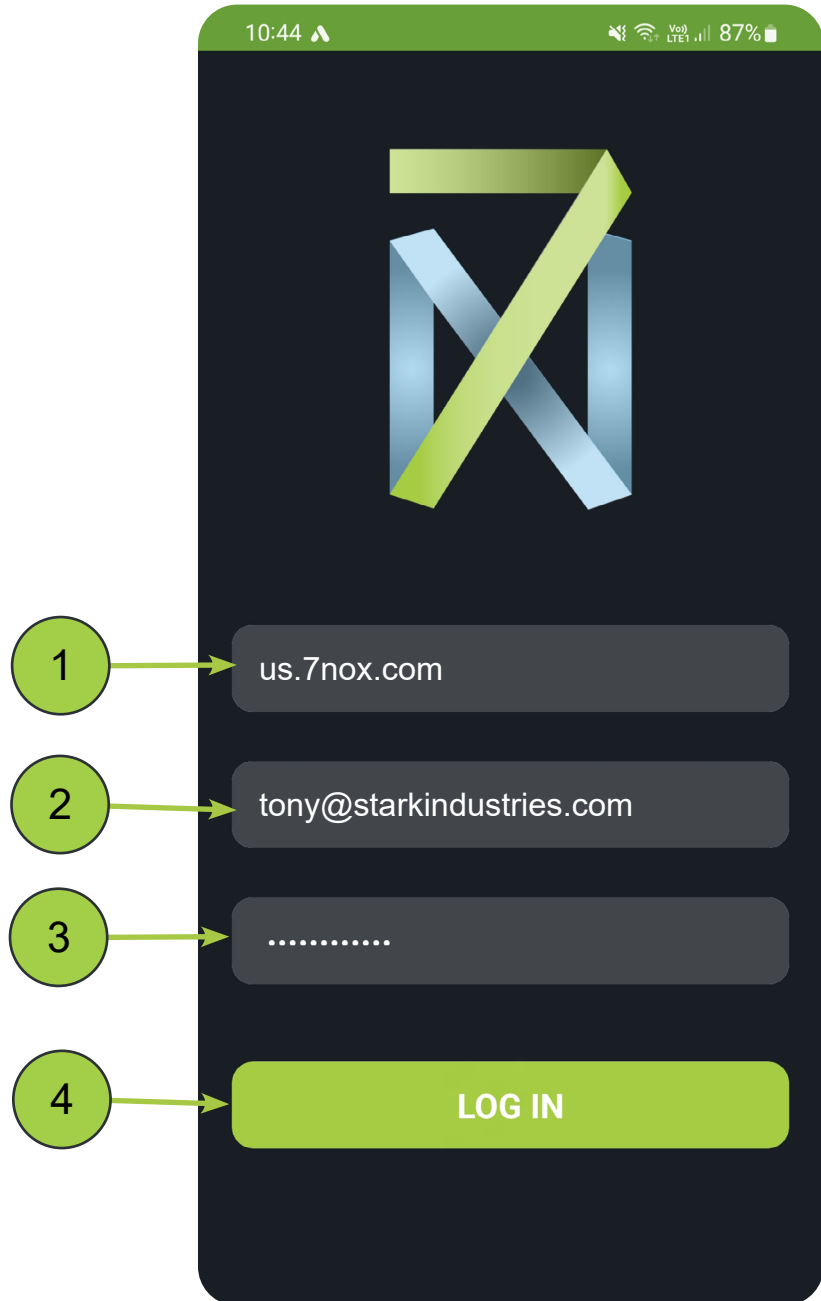
NOTE: When entering the URL, omit the "https://". (e.g., us.7nox.com)

Start Learning

Our [Training Page](#) contains a complete library of 7NOX guides. Not a reader? No problem! Check out our [Video Tutorials](#). Find links to specific videos on topics throughout this Guide.

Logging into 7NOX

1. Enter the portal URL assigned to you. **NOTE: Omit the "https://"**
2. Enter your username.
3. Enter your account password.
4. Hit the **LOG IN** button

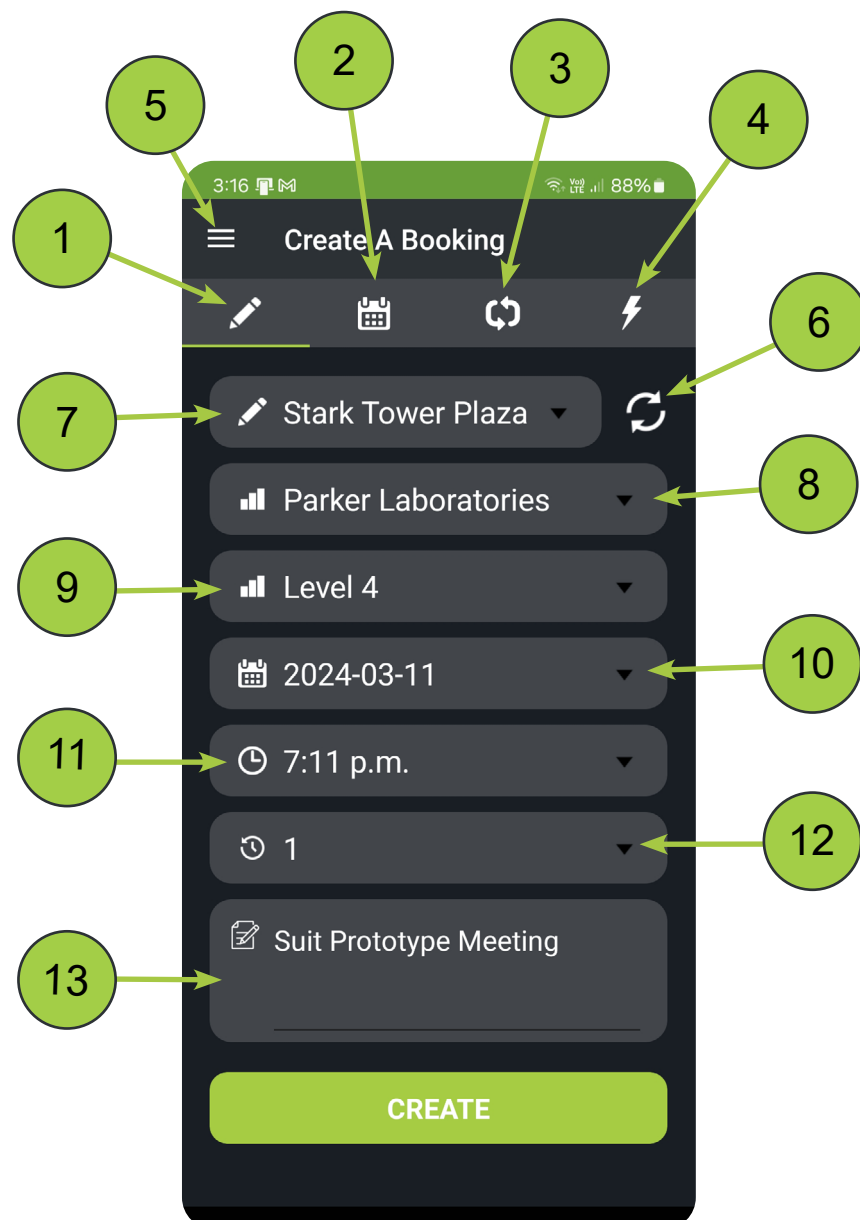


NOX NOTE: When entering your assigned URL for the portal, omit the "https://".

App User Interface

1. **Create a Booking Tab**—Create a single booking
2. **Upcoming Bookings Tab**—View and edit current bookings
3. **Repeat Bookings Tab**—Create a repeat booking
4. **Quick Booking Tab**—Create a booking that begins immediately
5. **Settings**—Sign out or adjust your Quick Booking Settings
6. **Refresh**—Update the app's data
7. **Site**—Your assigned sites
8. **Tenant**—Your assigned tenancies
9. **Floor**—Your assigned floors
10. **Calendar**—Set the date your booking begins
11. **Time**—Set the time your booking begins
12. **Duration**—Set how long your booking lasts
13. **Note**—Add a note

[VIDEO>](#)

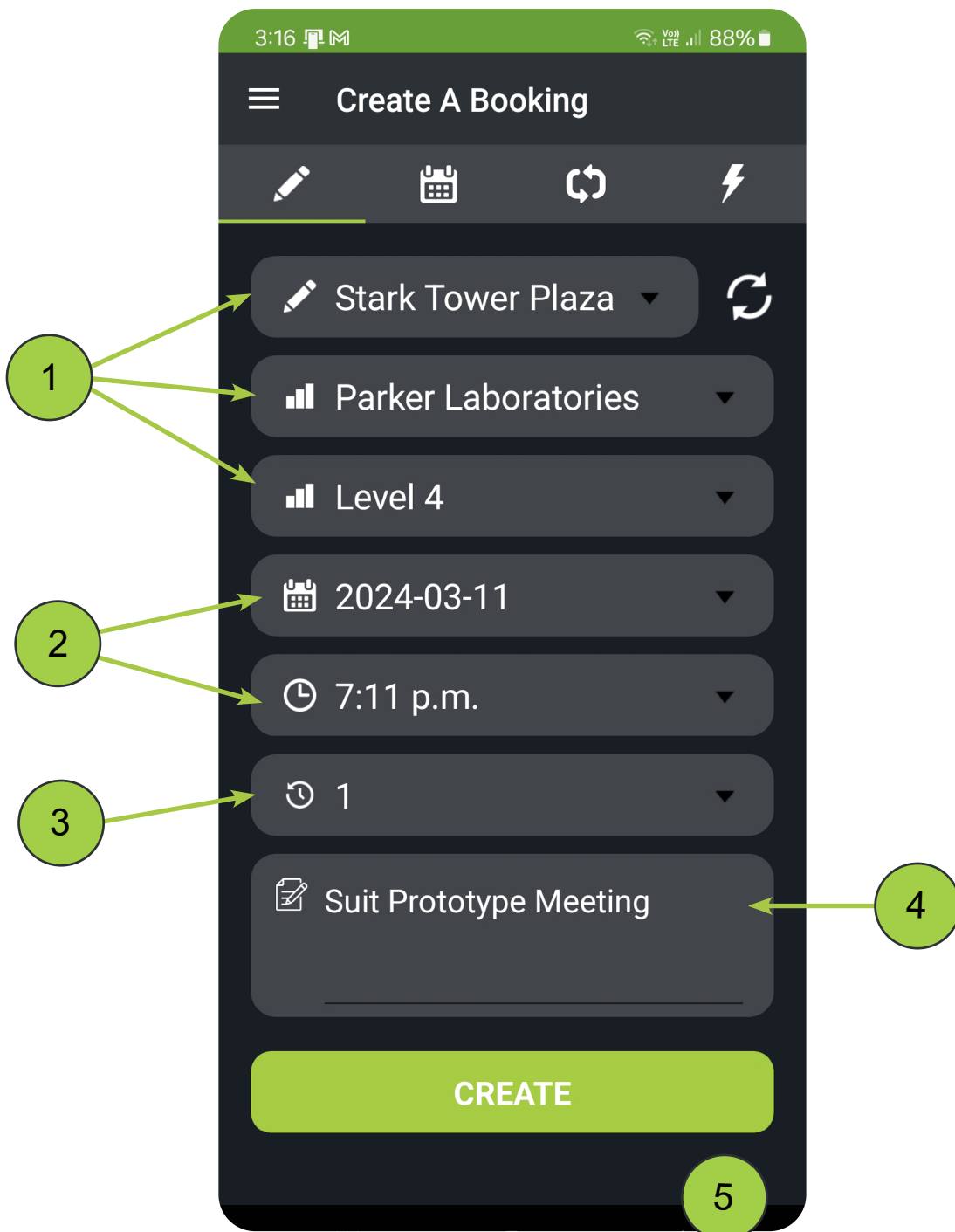


Create a Booking

Location: **Create a Booking Tab**

1. Set the desired Site, Tenant, and Floor
2. Choose a date and time
3. Enter the booking duration
4. (Optional) Add a note
5. Hit the Create button

[VIDEO>](#)



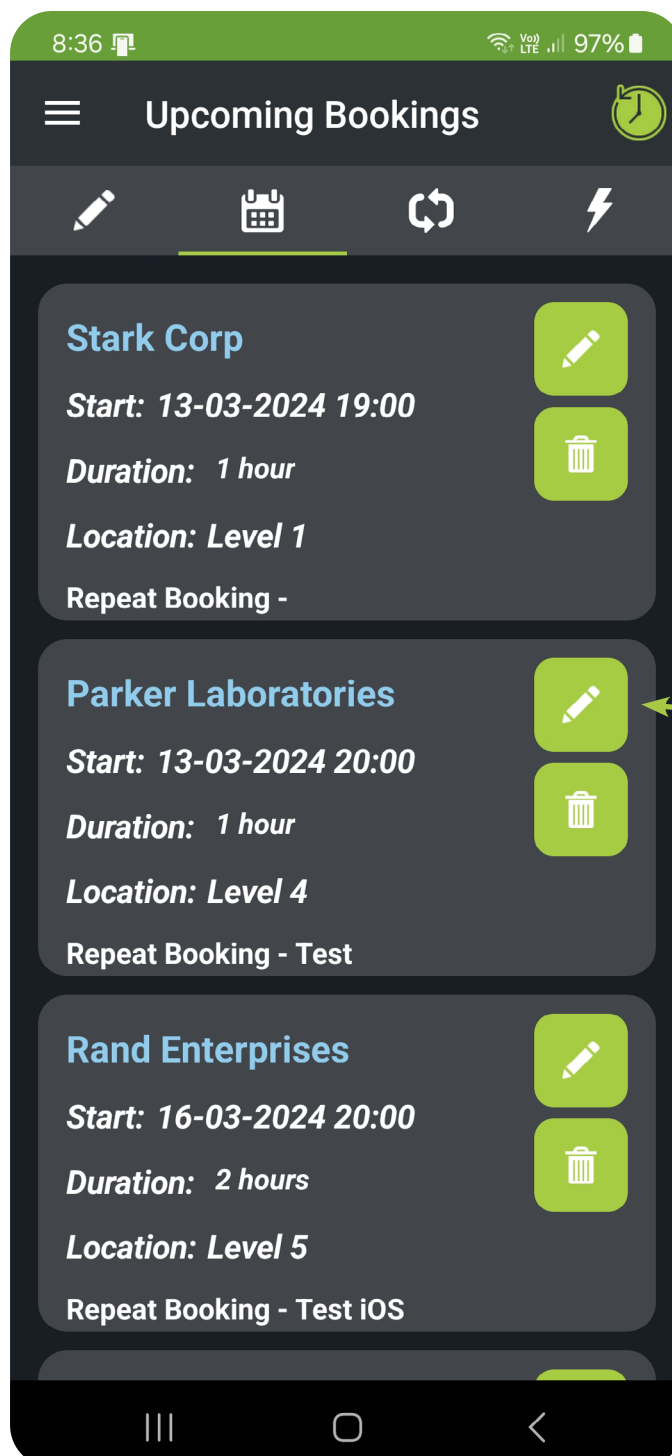
Edit a Booking

Location: **Upcoming Bookings Tab**

1. Locate your booking in the list
2. Press the pencil icon
3. Make your edits
4. Press the Save button



NOX NOTE: Press the trashcan icon to delete a booking



View Past Bookings

Location: **Upcoming Bookings Tab**

1. Press the clock icon to access the History Booking page
2. Use the navigation arrows to move month-to-month
3. Hit the back button to return to Upcoming Bookings

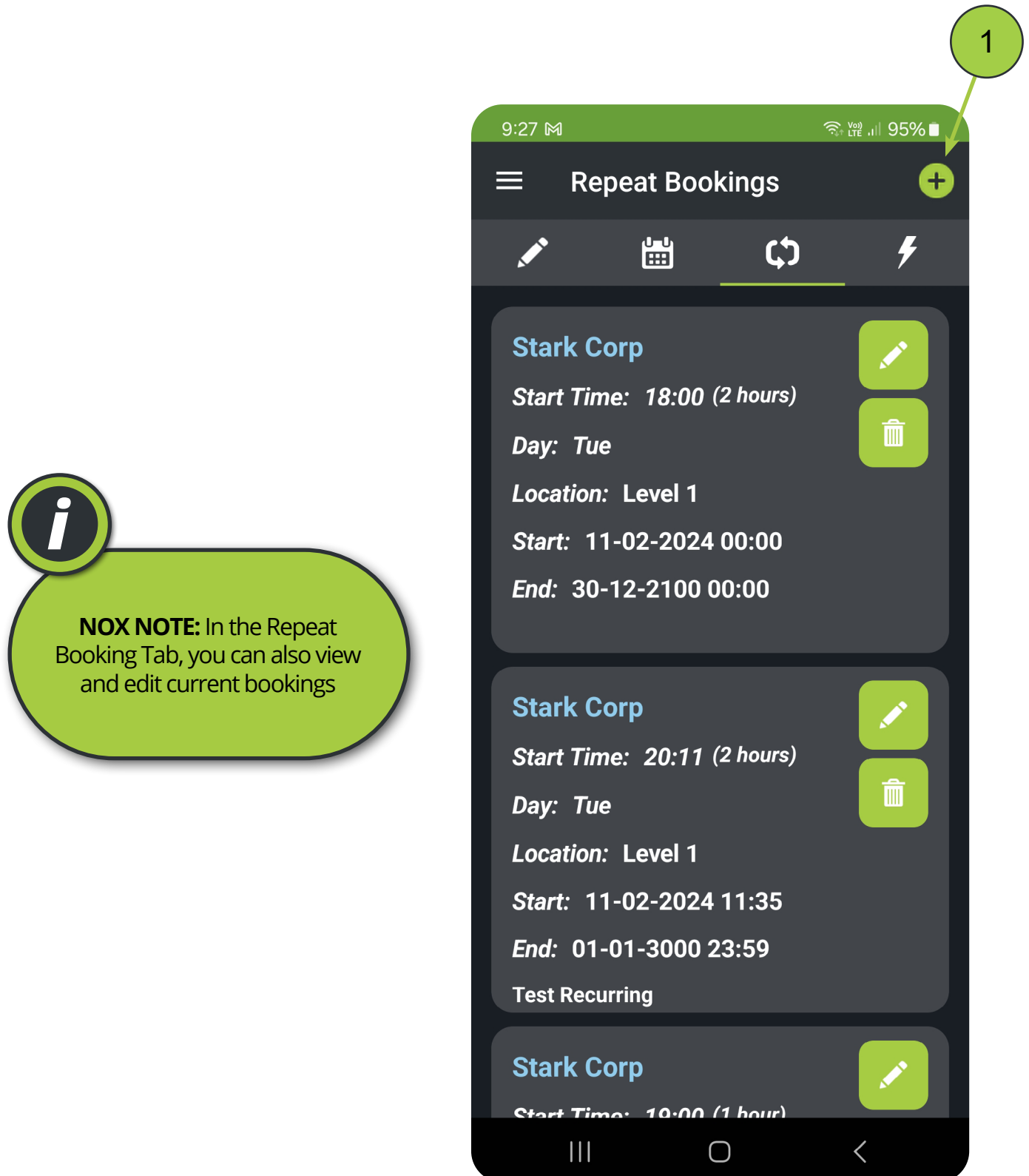


Create a Repeat Booking

Location: **Repeat Bookings Tab**

In the Repeat Bookings tab, you can create new repeat bookings and also view and edit current ones.

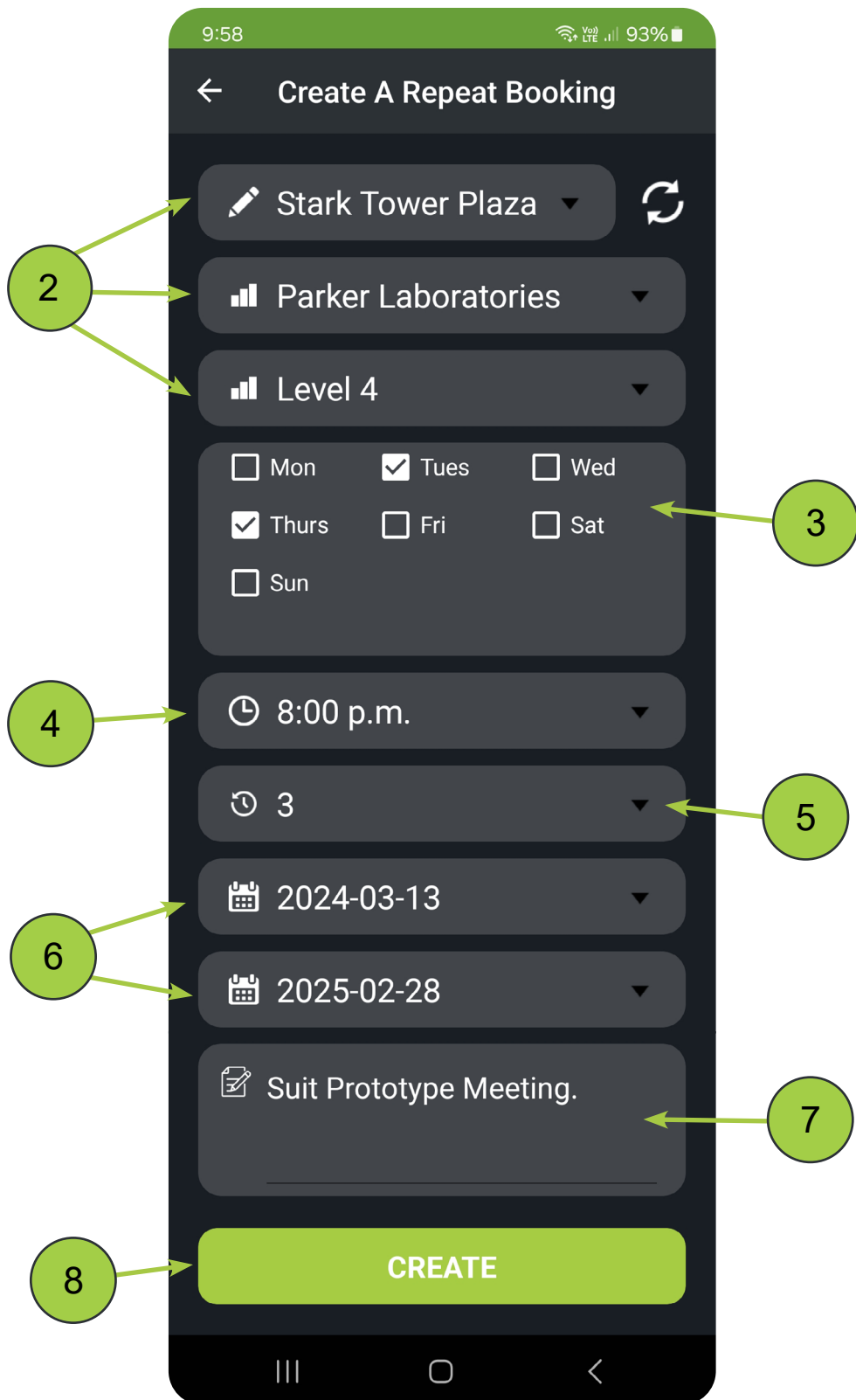
1. Hit the plus icon in the Repeat Booking Tab





2. Choose your Site, Tenant, and Floor
3. Choose day(s)
4. Set start time
5. Enter duration (hrs)
6. Set a Start and End Date
7. (Optional) Add a note
8. Hit the "Create" button

Pro Tip: If your repeat booking is meant to be permanent, set its End Date a year or more in advance.



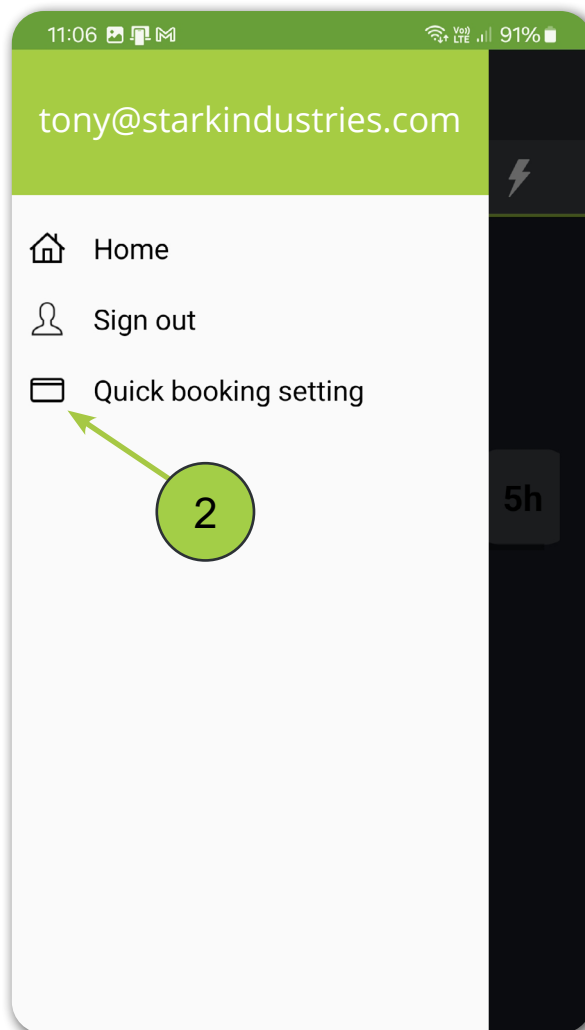
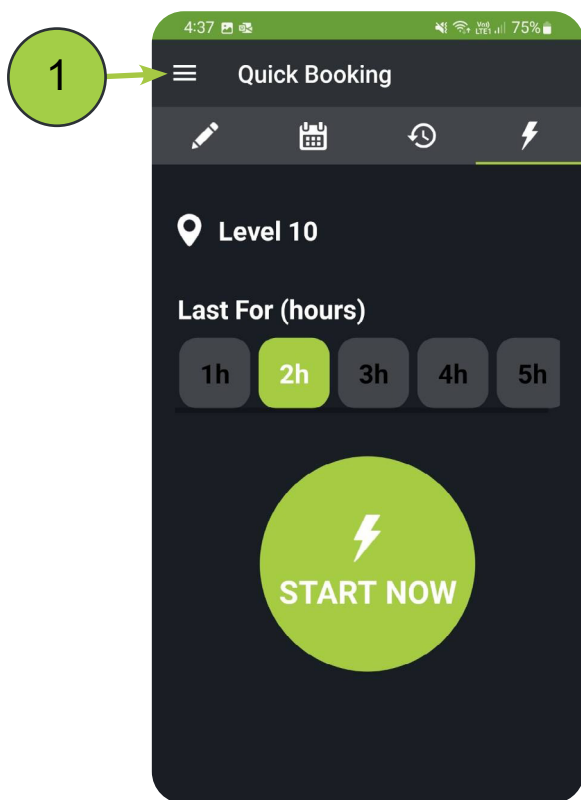
Quick Bookings

Location: **Quick Bookings Tab**

Quick Bookings are a handy way for Users to save time when scheduling after hours requests on-the-fly. Instead of having to input the site, tenant and floor data each time a request is made, users can create presets for these items. Once a user starts a Quick Booking, these presets are automatically applied, and the booking begins immediately.

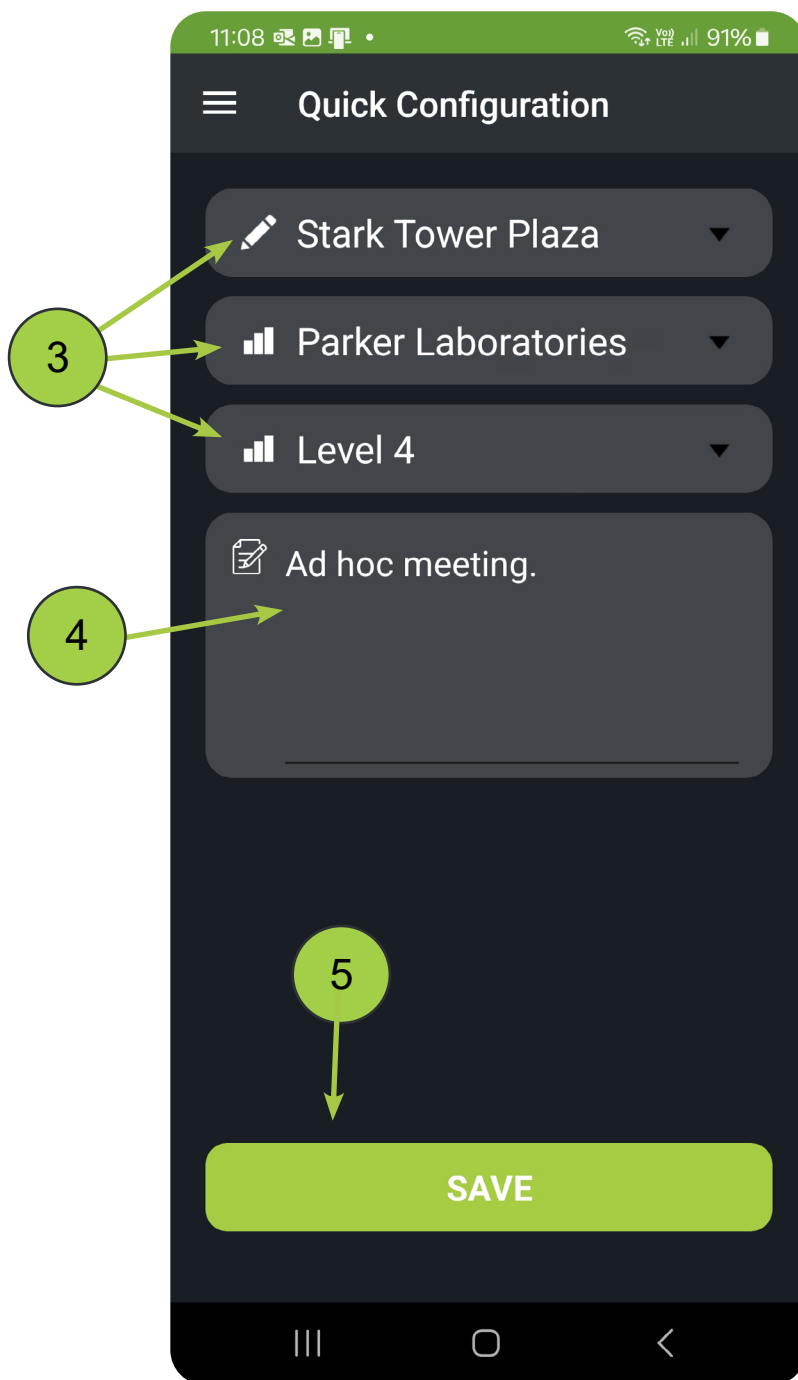
Configure Quick Booking Settings

1. Select the Settings Menu
2. Choose Quick Booking setting



NOX NOTE: Your settings will be applied to any future Quick Booking. You can change them at any time.

3. Select a Site, Tenant, and Floor
4. Add a note if applicable
5. Click the Save button



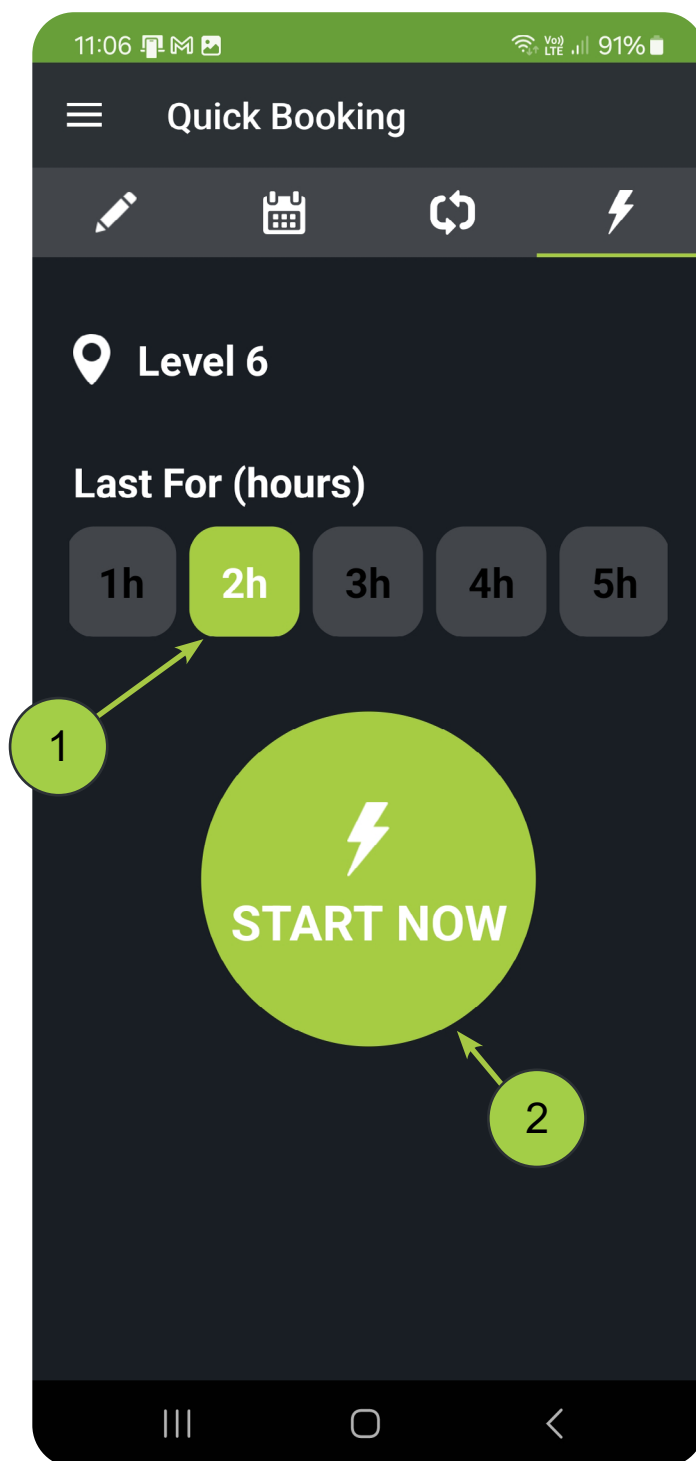
Pro Tip: Add a note to your Quick Booking configuration to highlight specific meeting types.

Create a Quick Booking

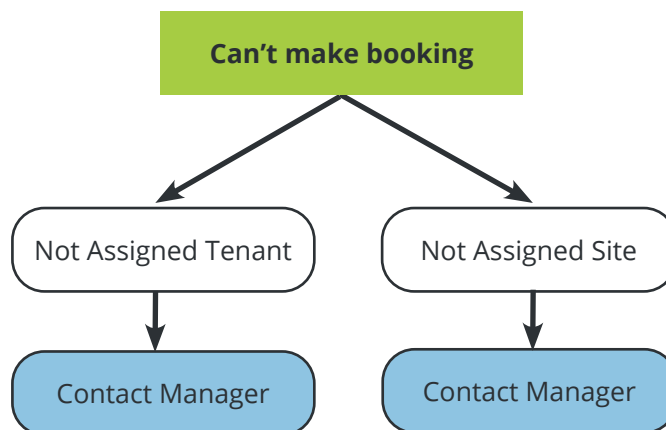
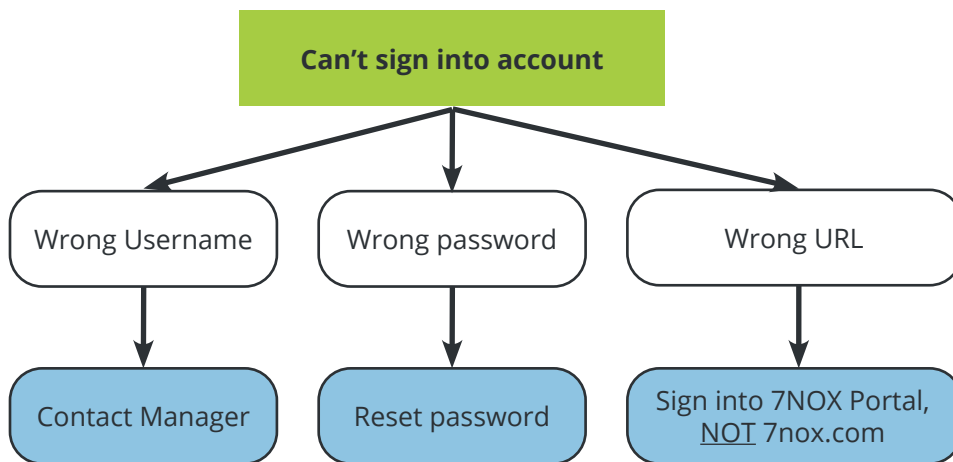
1. Select the duration of your booking (1 to 5 hrs)
2. Hit the Start Now button

[VIDEO>](#)

NOTE: You can't cancel a booking once you've initiated it. Be sure of your booking duration before you start.



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



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