

USER 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 User 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

This **User Guide** is intended for 7NOX **Users** and **Coordinators**. If you have been assigned a Coordinator role, you have access to the 7NOX Login Manager. Refer to this section in the Guide to learn how to create and edit new Users. Here is the 7NOX admin hierarchy:



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.

The User 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.

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

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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.

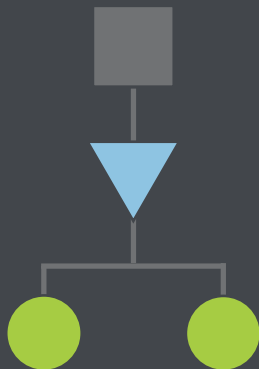


Look for this button

VIDEO>

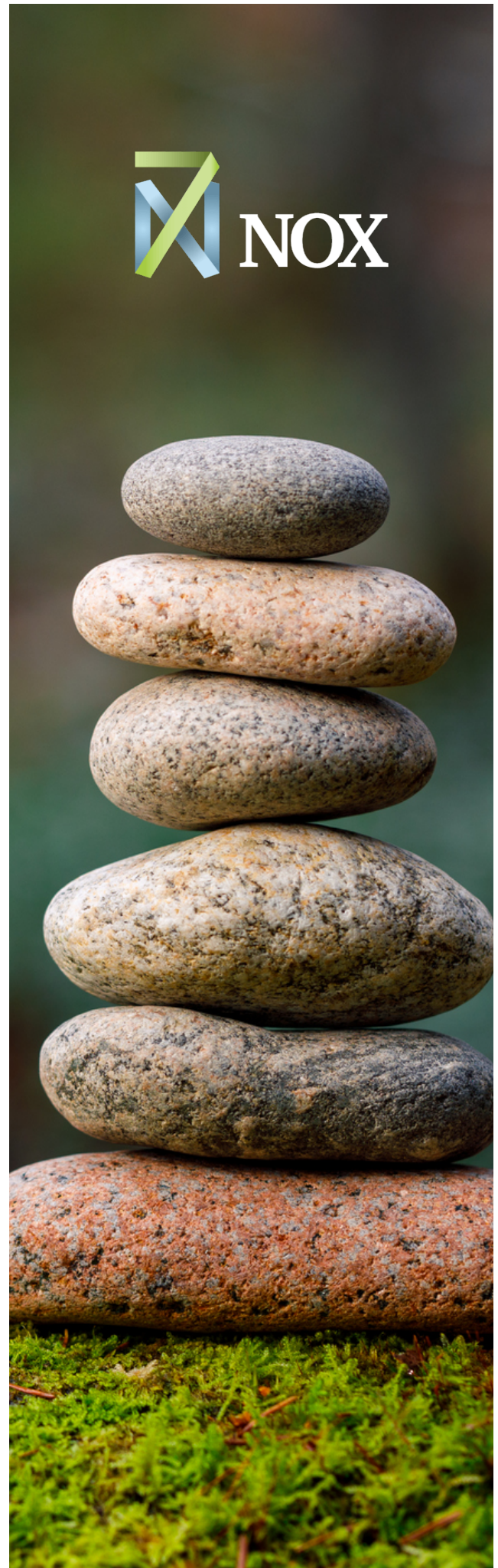
TROUBLE SHOOTING

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



Contents

Quick Start Guide	6
7NOX Dashboard Overview	7
Changing Your Password	7
Create a Booking	8
Create Repeat Booking	9
Calendar View	10
Create a Booking (Calendar)	11
Login Manager (Coordinator)	12
Create New Login	13
Assign Users to Site	14
Assign Users to Tenancies	15
Removing Users	16
Histories	17
Troubleshooting	19





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 your Manager or Coordinator. Otherwise, navigate to the 7NOX portal URL and login. For security, we recommend you change your pre-assigned password after login.

Start Learning

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

User Training

[User Welcome Guide](#)—Give to employees for a quick intro to 7NOX.

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

7NOX Dashboard Overview

The screenshot shows the 7NOX dashboard interface. Callout 1 points to the top navigation bar containing 'Bookings', 'Settings', 'Reports', 'Hello, brian@7nox.com', and 'Log off'. Callout 2 points to the left-hand 'Create a Booking' sidebar, which includes fields for Site, Tenant, Floor, Add Notes, Start Date and Time, and a calendar for February 2024. Callout 3 points to the main table area displaying a list of bookings with columns for ID, Location, Tenant, Start Time, Duration, and Note.

ID	Location	Tenant	Start Time	Duration	Note
SISTP_LVL100000092	Level 1	Stark Corp	12-02-2024 19:00	1	Repeat Booking -
SISTP_LVL100000093	Level 1	Stark Corp	13-02-2024 18:00	2	Repeat Booking -
SISTP_LVL100000094	Level 1	Stark Corp	13-02-2024 20:11	2	Repeat Booking - test Recurring
SISTP_LVL100000095	Level 1	Stark Corp	14-02-2024 19:00	1	Repeat Booking -
SISTP_LVL100000096	Level 1	Stark Corp	19-02-2024 19:00	1	Repeat Booking -
SISTP_LVL200000022	Level 2	Daily Bugle Media	16-02-2024 11:41	1.5	Repeat Booking - test
SISIP_LVL400000021	Level 4	Parker Laboratories	13-02-2024 20:00	1	Repeat Booking - test
SISTP_LVL400000032	Level 4	Parker Laboratories	14-02-2024 20:00	1	Repeat Booking - test

- 1 Main Menu**—Contains Bookings, Login Manager, and History reports.
- 2 Create Area**—The left-hand side of the Dashboard is where you will create and edit single/repeat bookings, logins, and histories.
- 3 Display Area**—Searchable lists of all information for bookings, logins, 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, there 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. 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 selector showing '06 : 00 PM'. The 'Last For (hours)' section has a dropdown menu set to '1'. At the bottom, there is a '+ Create' button and a large green circle with the number '5'.

1

2

3

4

5

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:

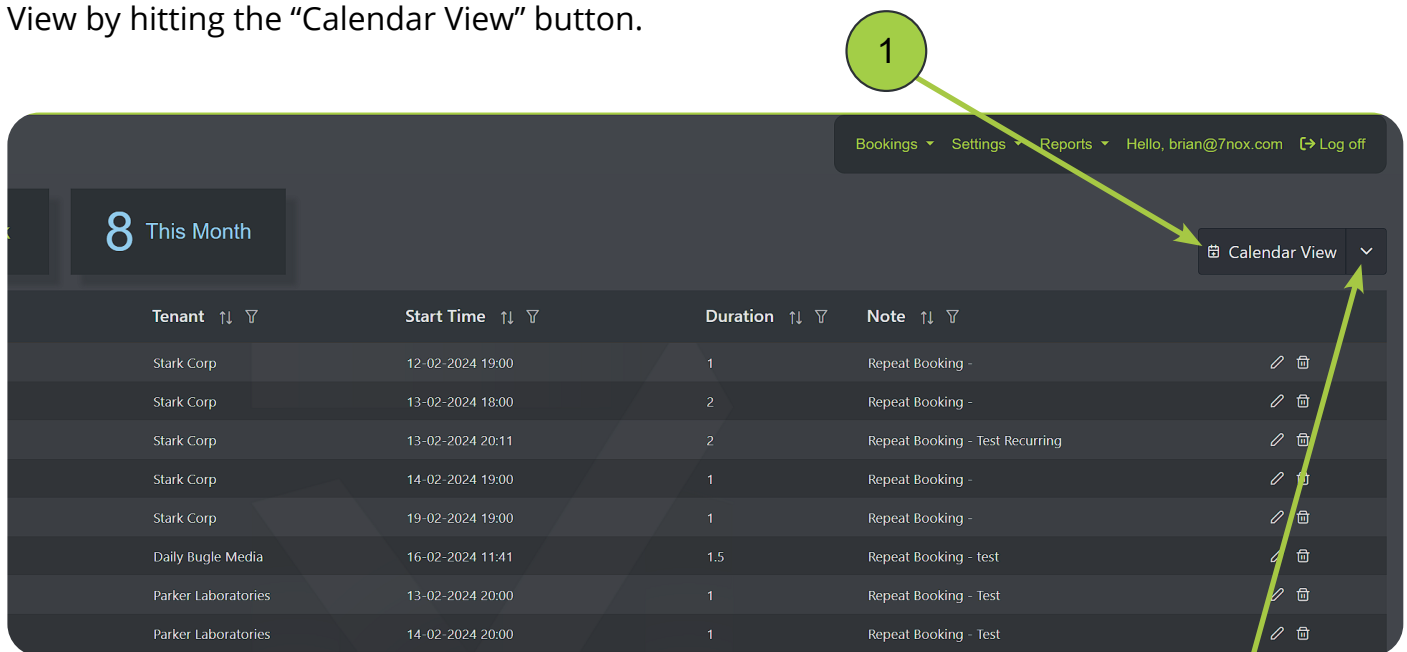
- Site:** A dropdown menu with 'BlueWave Solutions' selected. Callout 1 points to this field.
- Tenant:** A dropdown menu with 'ALL' selected. Callout 1 points to this field.
- Floor:** A dropdown menu with 'Floor 1' selected. Callout 1 points to this field.
- Add Notes:** A text input field with a speech 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 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.

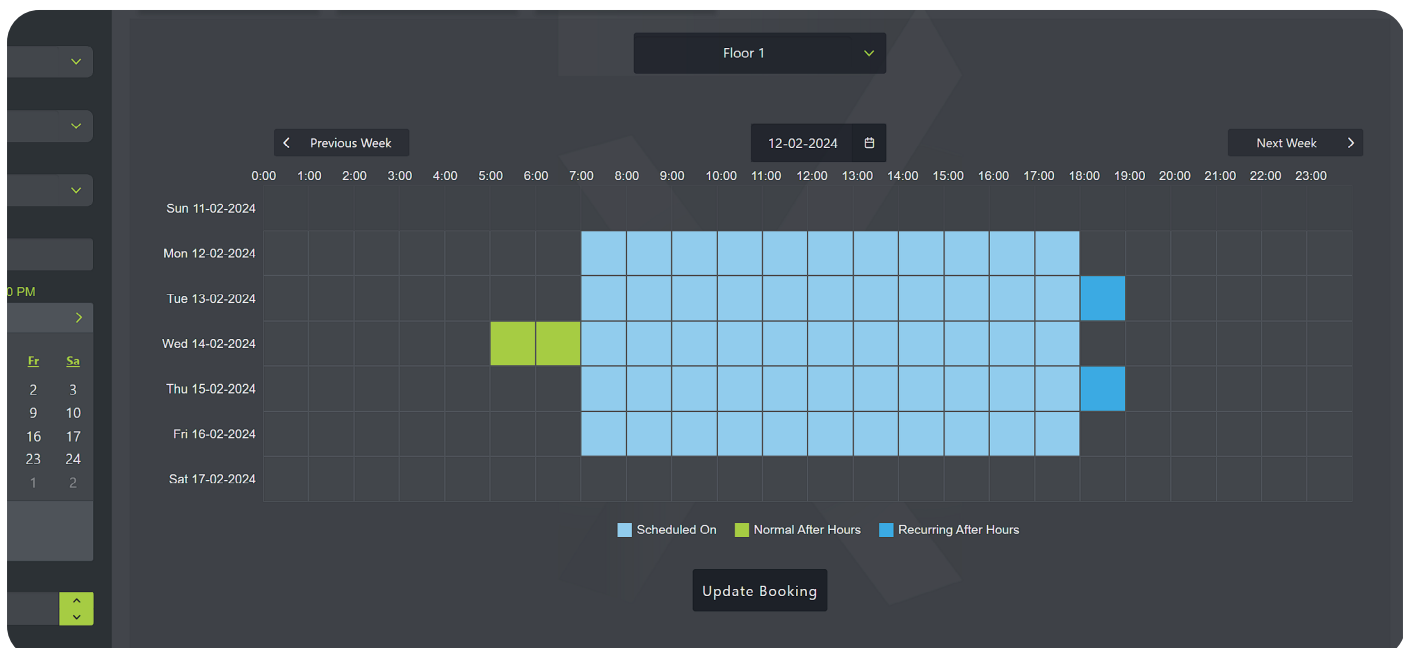


The **Calendar View** button also gives you access to your site's **Occupancy Times**, **Floor Plans**, and the **Event Log**.



The Calendar View 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.

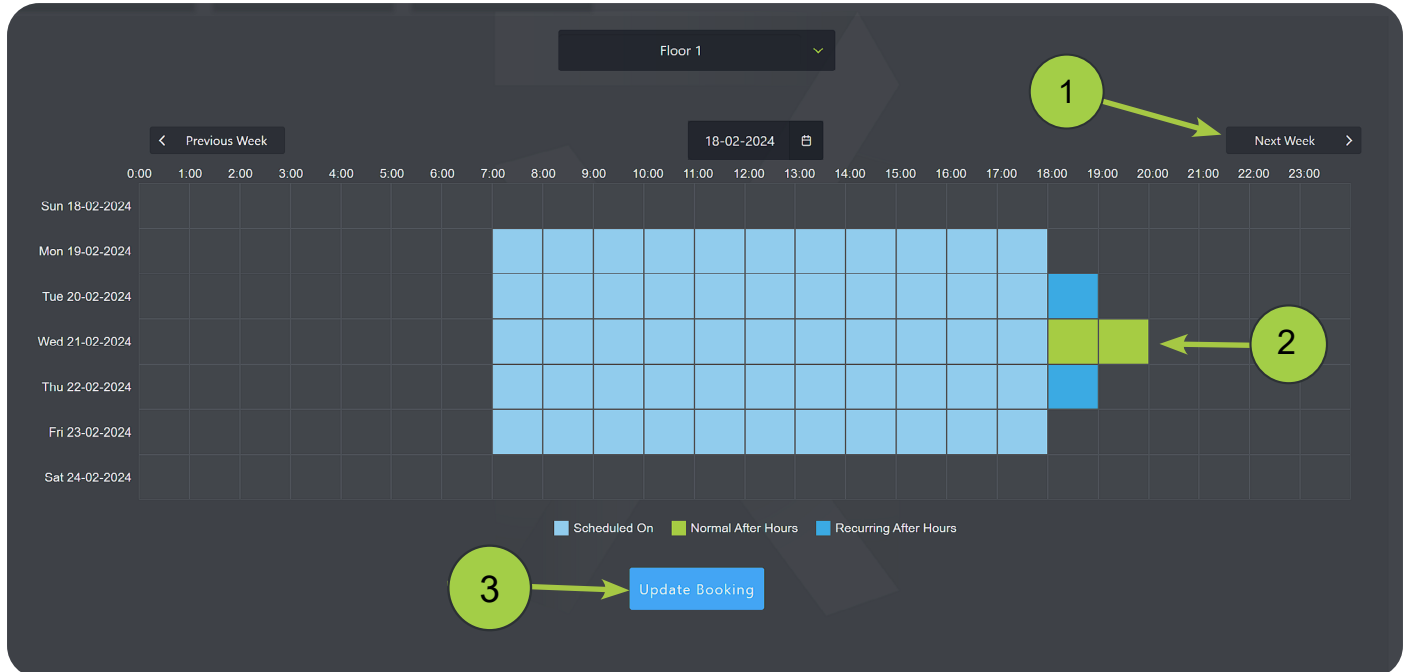


Create a Booking (Calendar View)

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.



NOX NOTE: Users can only make single bookings in the **Calendar View**. Recurring bookings must be made in the default **Table View**.

Login Manager (Coordinators Only)

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. As a Coordinator, you can *only* create new Users and other Coordinators.

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.



NOX NOTE: Many issues involve Users losing access to their accounts. These issues are often easily remedied. Refer to the Troubleshooting Chart at the end of this Guide. **If you still can't resolve the problem, contact your Manager for assistance.**

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 (Coordinator or User).
5. Make sure "Access Status" is enabled.
6. Assign the User a Site and Tenancy (see pg 14 & 15).
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. Below the title 'Create a Login', there are several input fields and buttons. Callout 1 points to the 'Username' field containing 'tony@starkindustries.com'. Callout 2 points to the 'Password' field, which is masked with dots. Callout 3 points to the 'Send Email' button, which is blue and labeled 'Yes'. Callout 4 points to the 'Access Right' dropdown menu, which is currently set to 'User'. Callout 5 points to the 'Account Status' button, which is blue and labeled 'Enabled'. Callout 6 points to the 'Assigned Site' and 'Assigned Tenant' fields, both of which have a dark grey background and a white 'Assign' button. Callout 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.
- *Don't forget to hit the Create or Update button to save your changes to the User.



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

The screenshot shows the NOX Login Manager interface. On the left, there is a 'Create a Login' form with fields for Username (tony@starkindustries.com), Password, Force Password Change (No), Access Right (User), Assigned Site, and Assigned Tenant. A '+ Create' button is at the bottom. On the right, the 'Login Manager' table has columns for Username, Role, and Active. A modal dialog titled 'Site' is open, showing two columns: 'Available' and 'Selected'. The 'Available' column contains a search bar and a list item 'Stark Tower Plaza' with a green circle '1' pointing to it. The 'Selected' column also has a search bar and a list item 'Stark Tower Plaza' with a green circle '3' pointing to it. Between the columns are four arrow buttons: a single right arrow (green circle '2' pointing to it), a double right arrow, a single left arrow, and a double left arrow. A green circle '4' points to a 'Close' button at the bottom right of the dialog.

1. Select your 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. Hit the Close button.

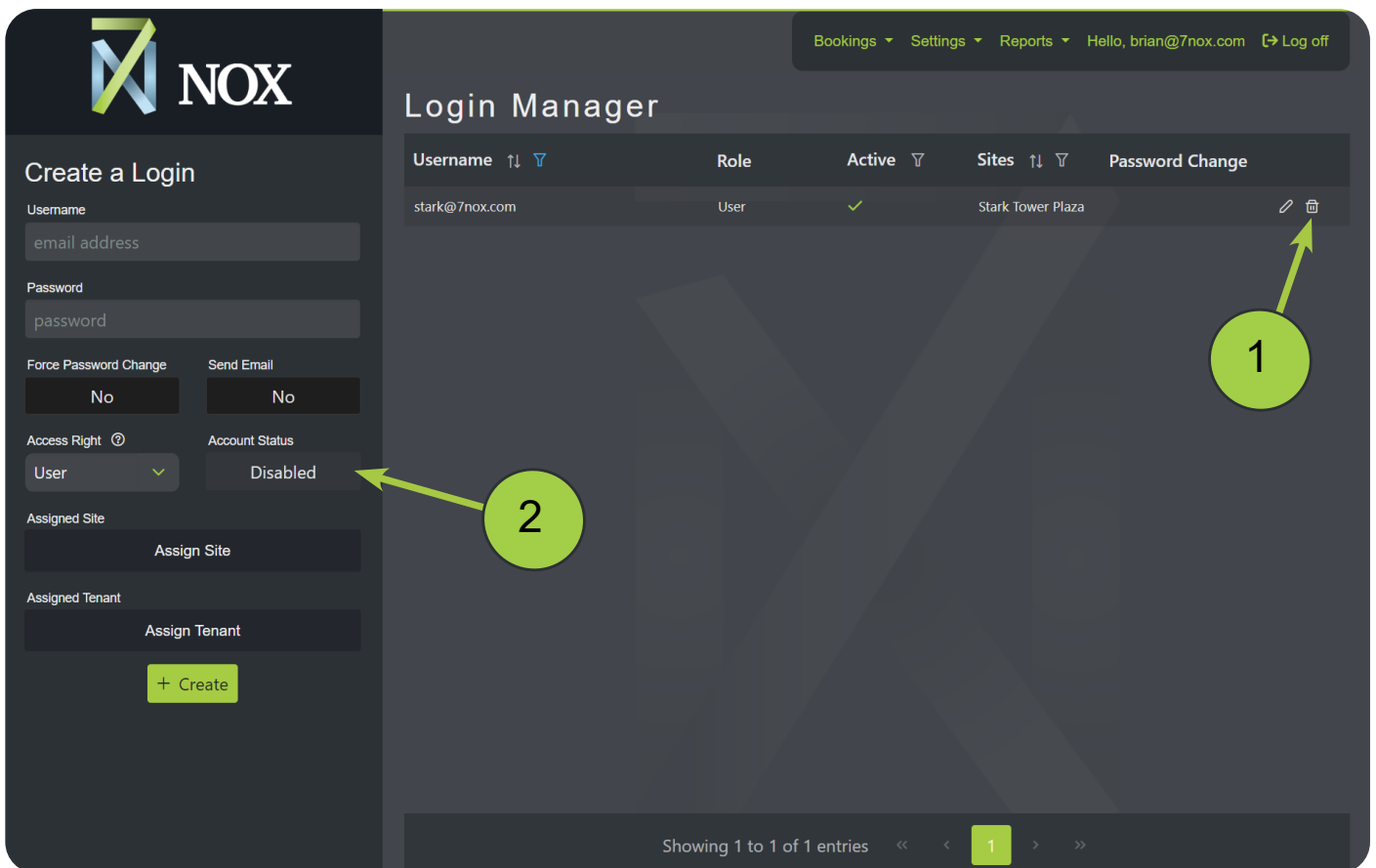
*Don't forget to hit the Create or Update button to save your changes to the User.

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

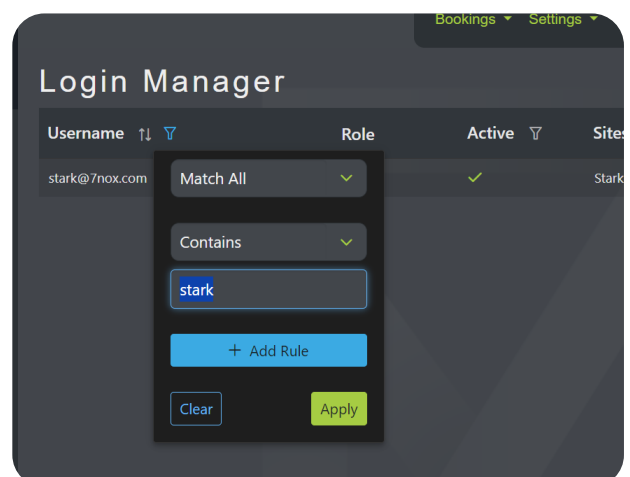
NOTE: Disabled users remain in the 7NOX system to ensure reporting accuracy. Therefore, 7NOX Users are never “deleted”. If you receive an error message saying “User already exists” when creating a Login account, that means the User account status is set to “Disabled”. To renable the account, simply find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



Generating Histories

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

Histories are simplified usage reports that show tenants, locations, start times, and booking durations. You can only run histories for your tenancy.

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

[VIDEO>](#)

The screenshot shows the 'Create a Report' 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), 'Tenant' (dropdown menu with 'Parker Laboratories' selected), 'Start Date' (text input with '01-8-2023'), and 'End Date' (text input with '3-04-2024'). At the bottom right is a green 'Submit' button. Four green circular callouts 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 inputs, and callout 4 points to the Submit button.

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.

History

Export To CSV

Create a Report

Site
Stark Tower Plaza ▾

Tenant
Parker Laboratories ▾

Start Date
01-8-2023

End Date
3-04-2024

Submit

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

History

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

Match All ▾

Contains ▾

Level 4

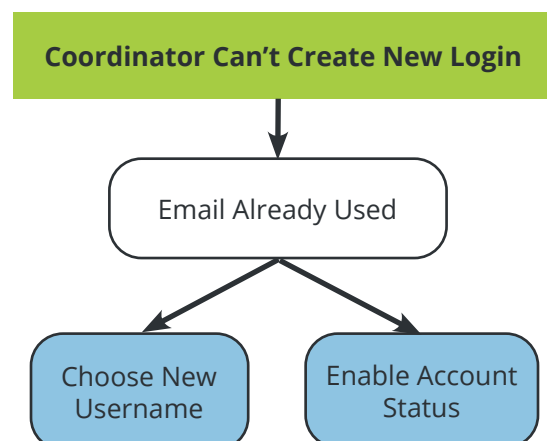
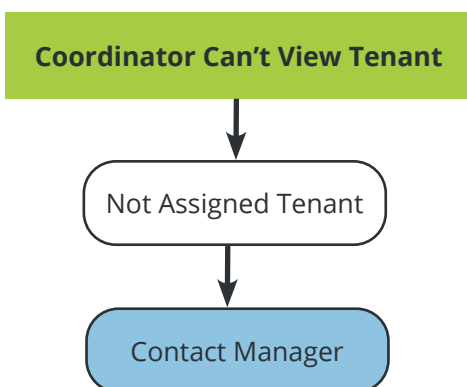
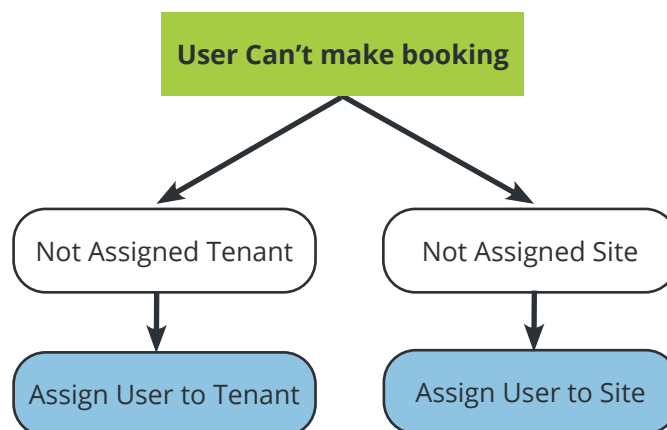
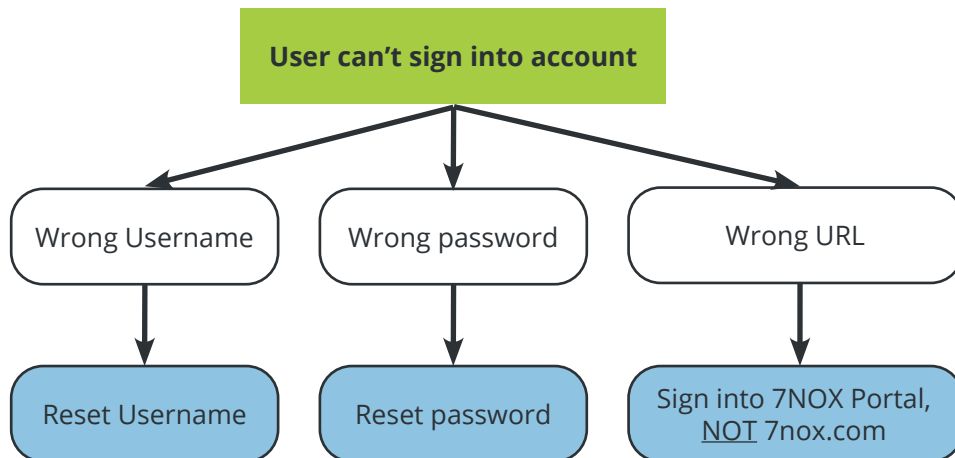
+ Add Rule

Clear Apply



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



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