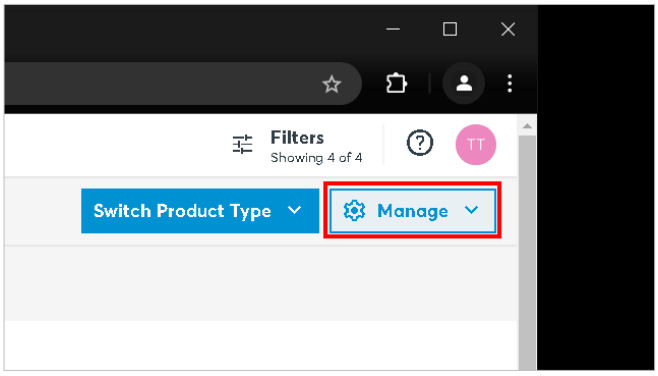
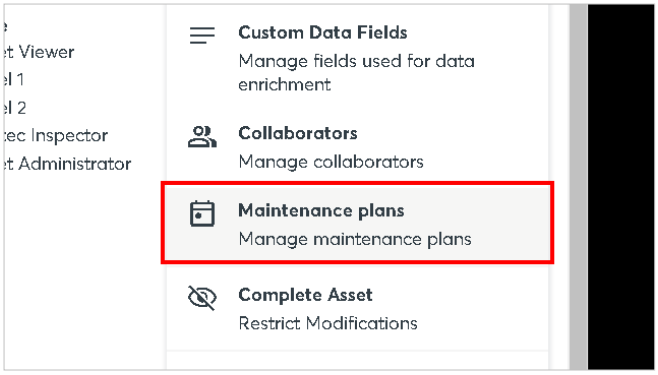
1. Roxtec Transit Build & Operate

1.1. Add maintenance task

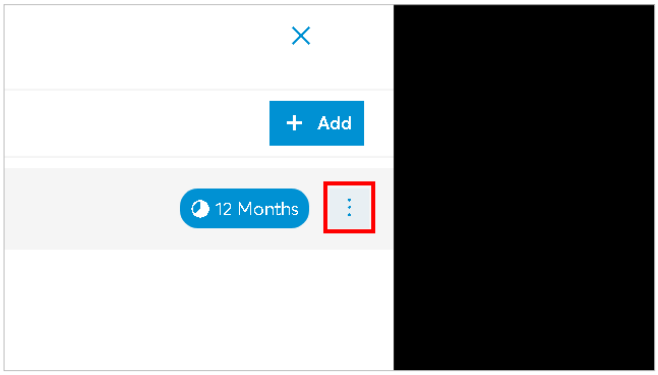
Click on the button **Manage**



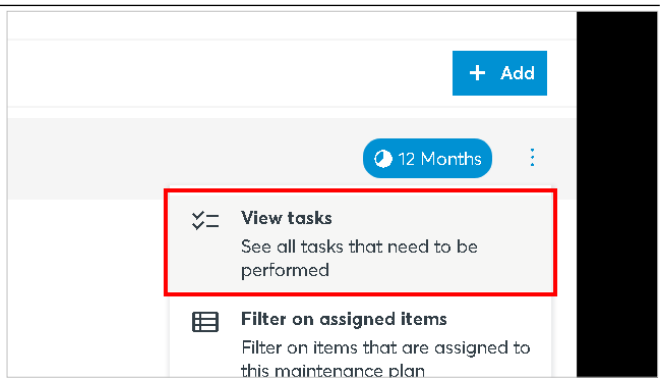
Click on **Maintenance plans**



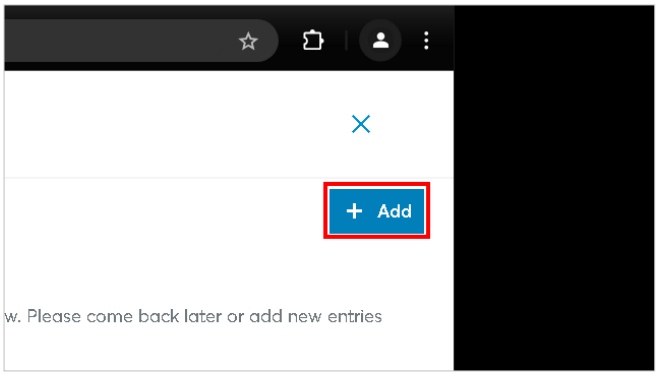
Click on the **three dots** next to the maintenance plan



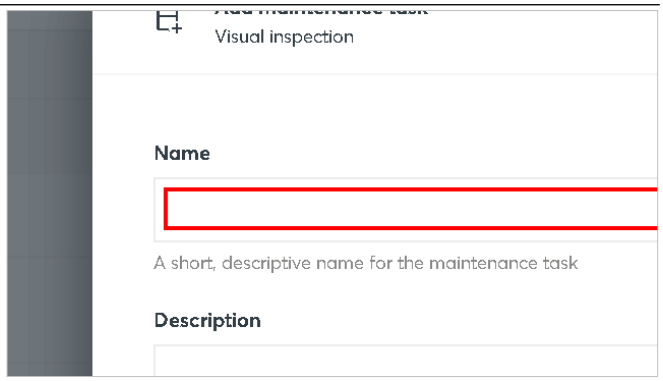
Click on **View tasks**



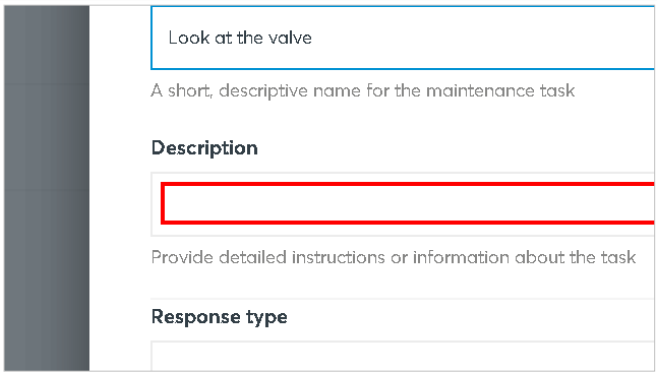
Click on the button **Add**



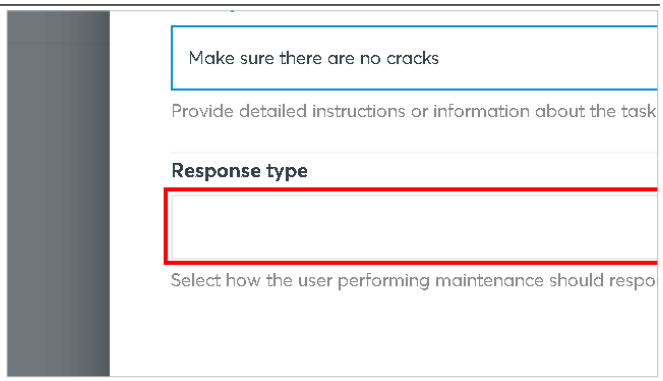
Select a **Name** for the task



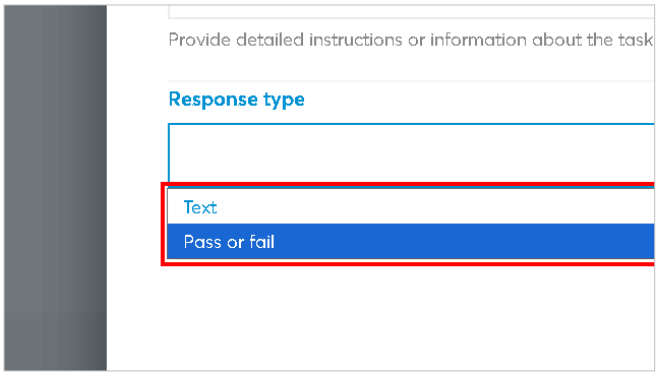
Describe the task under **Description**



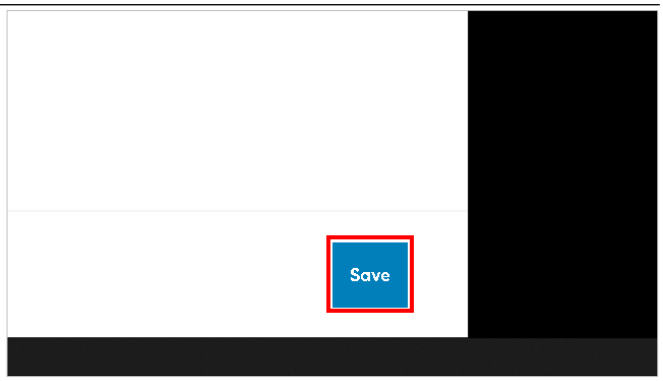
Click on the combo box **Response type**



Select if the task should be pass / fail or free text upon completion

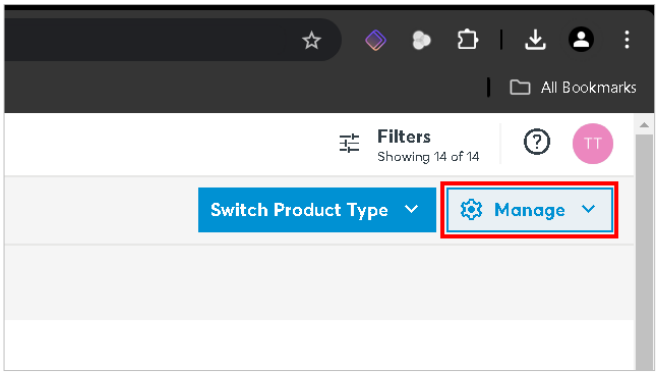


Click on the button **Save** to finalize your task

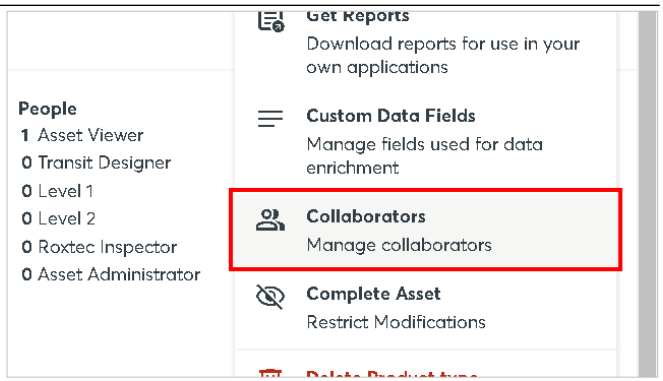


1.2. Add collaborators

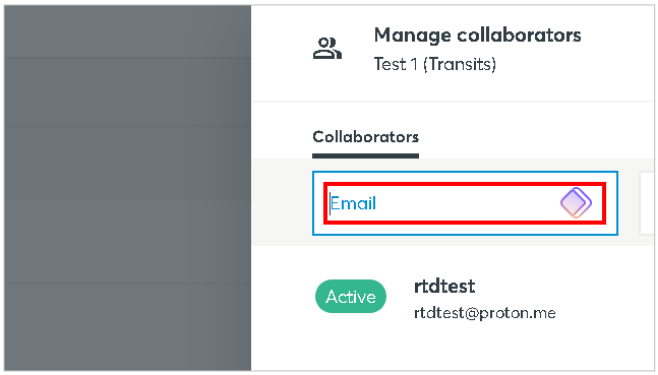
Click on the button **Manage**



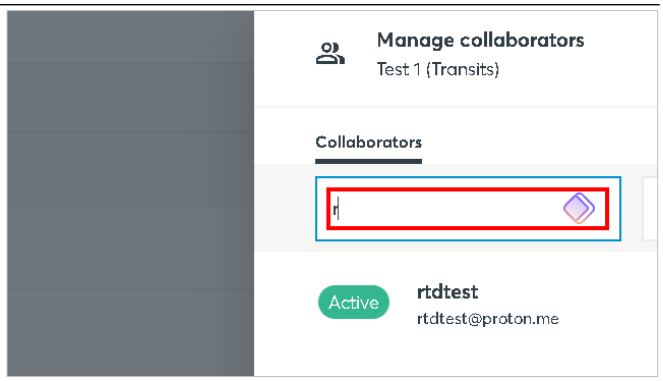
Click on **Collaborators**



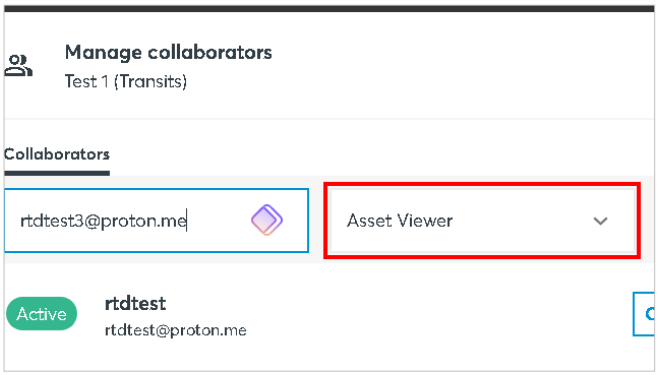
Click on the input field **Email**

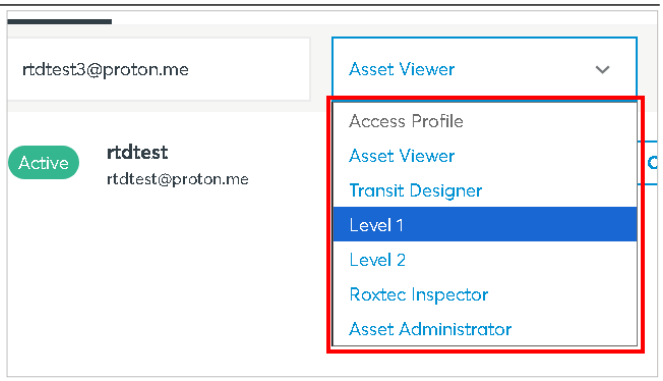


Enter the **email** of the user you want to add

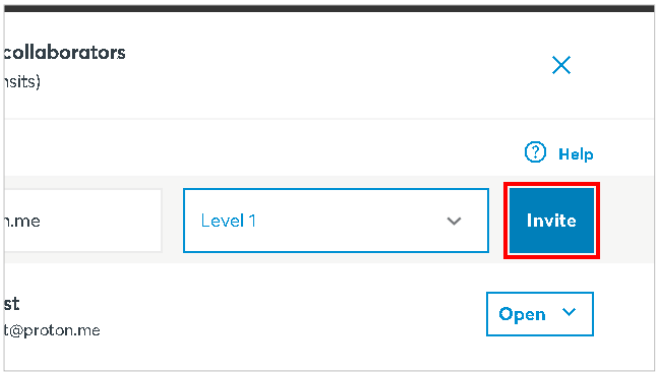


Select the **Access Profile** they should have

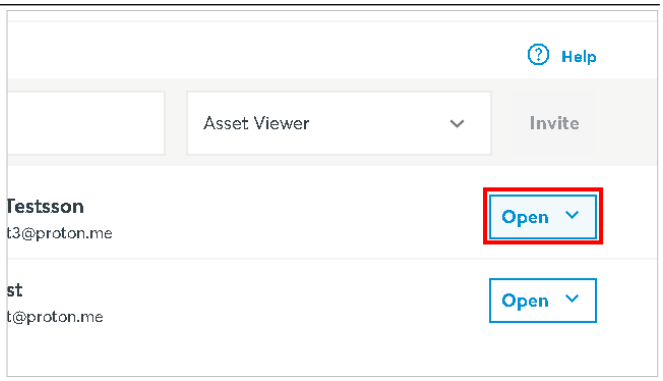




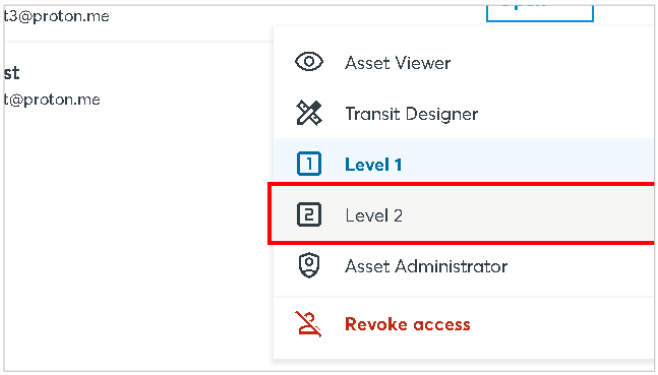
Click on the button **Invite**

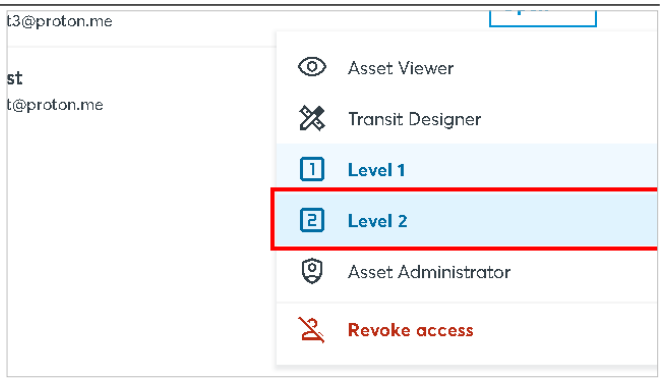


Click on the button **Open** if you wish to change the access of a user

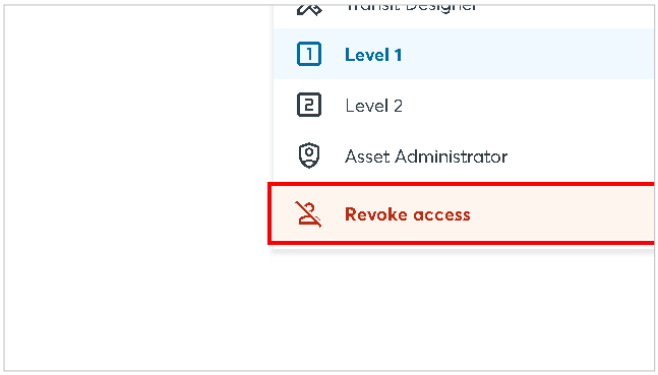


Click on the access profiles you want to add. Clicking on an already selected profile removes it.



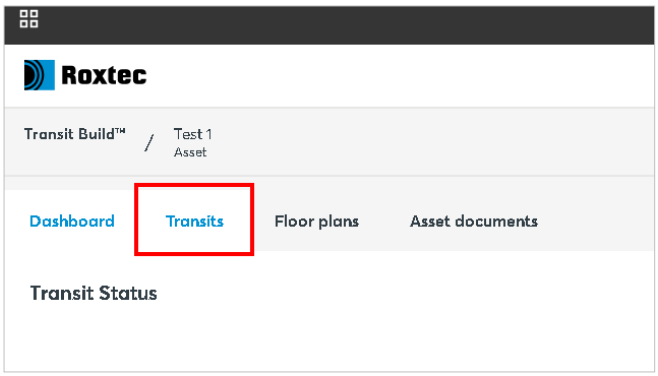


Click on **Revoke access** if you want to remove all their access

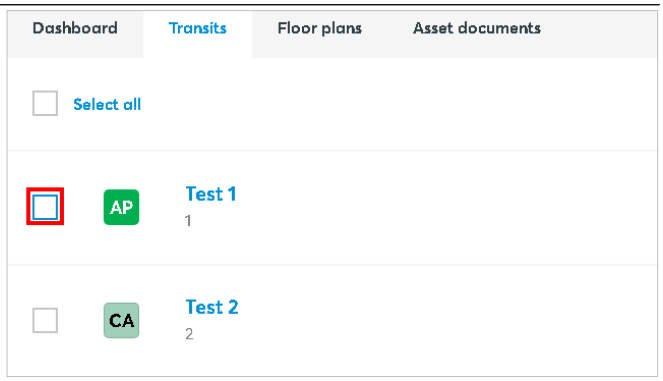


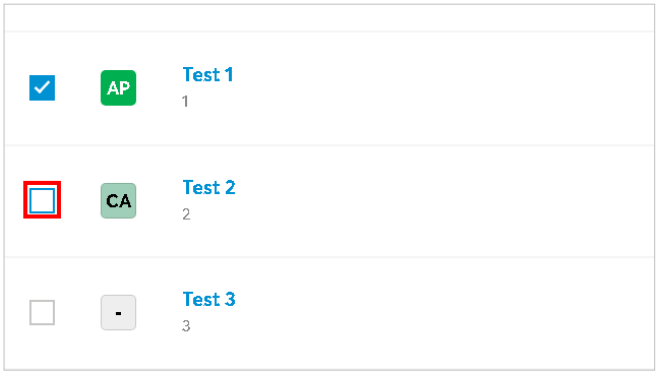
1.3. Download reports

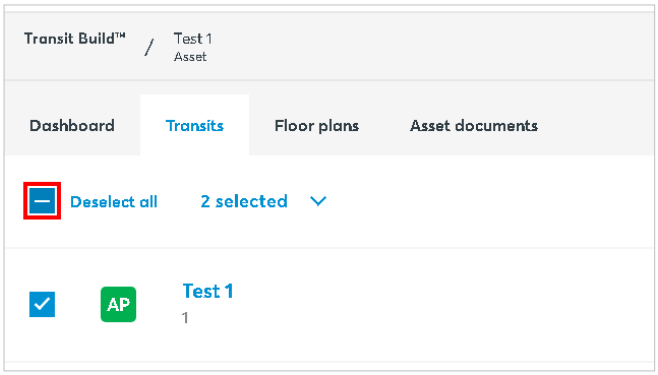
Click on the link **Transits**



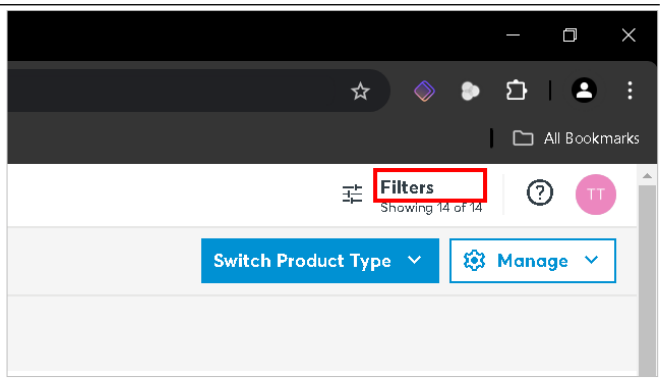
Select the transits / products you want to include in the report. If none are selected, the report will include all of them

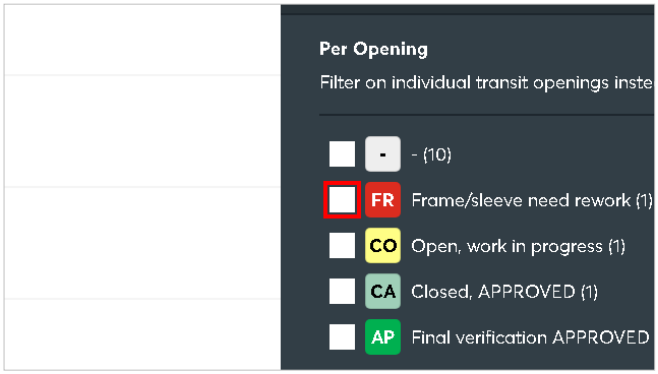


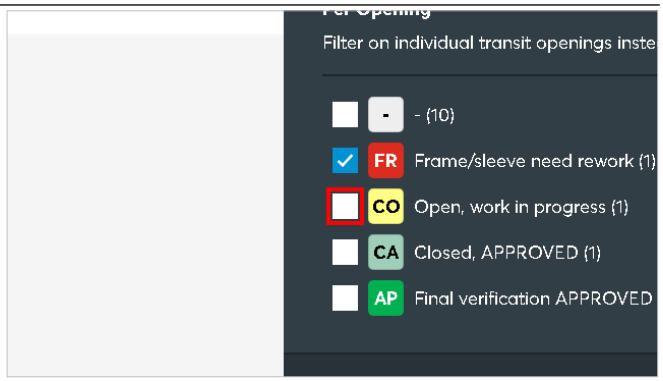


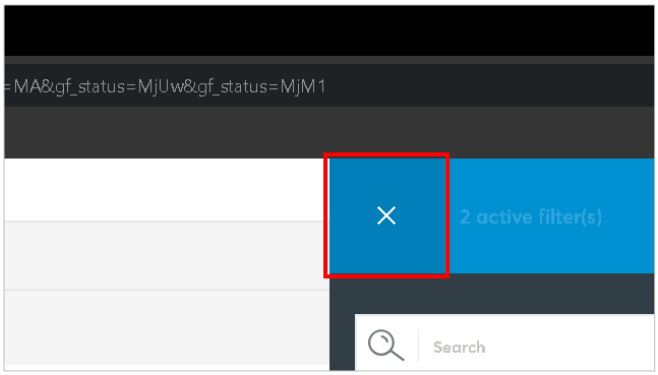


You can setup a **Filter** with a **Filter** active, only the filtered items will be included in the report

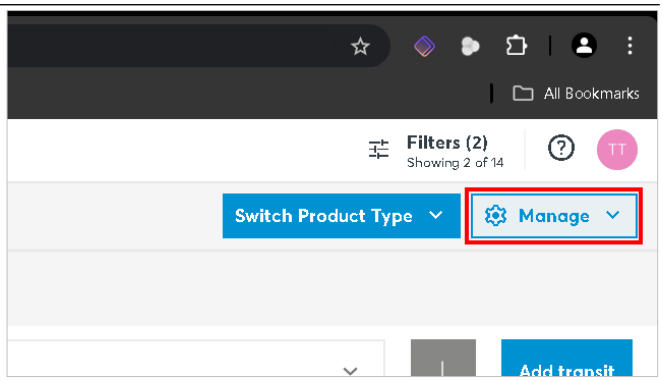




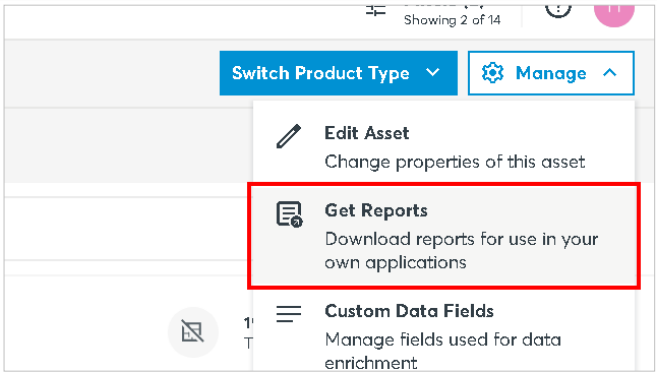




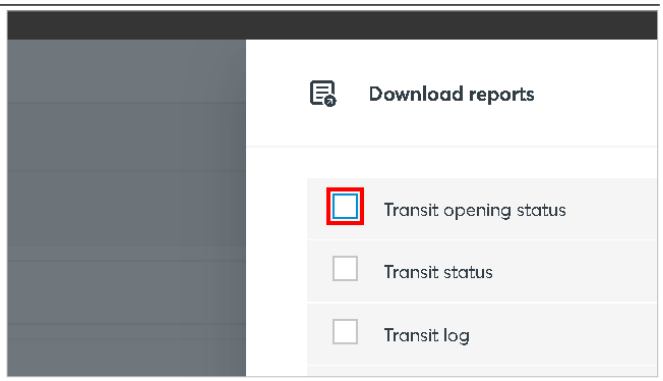
Click on the button **Manage**

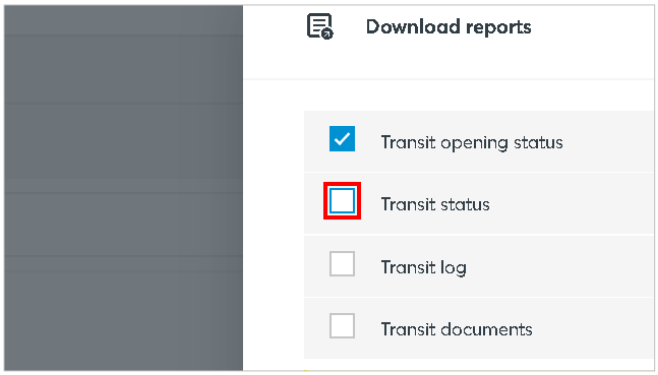


Click on **Get Reports**

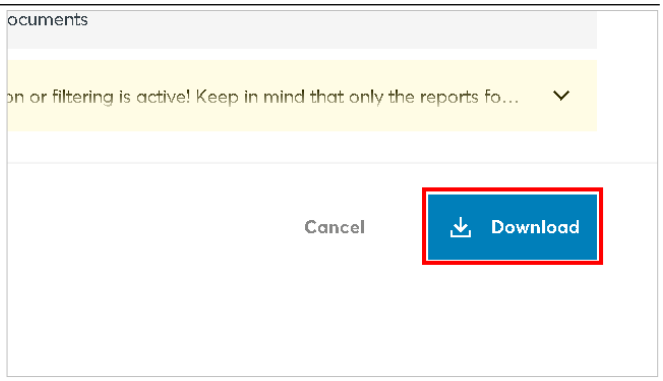


Select the **options** you want included in the report



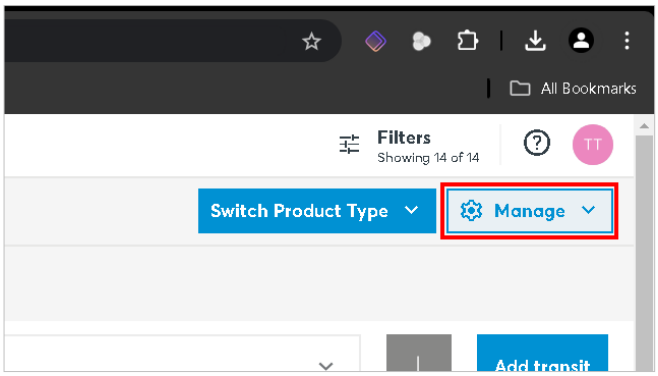


Click on the button **Download**

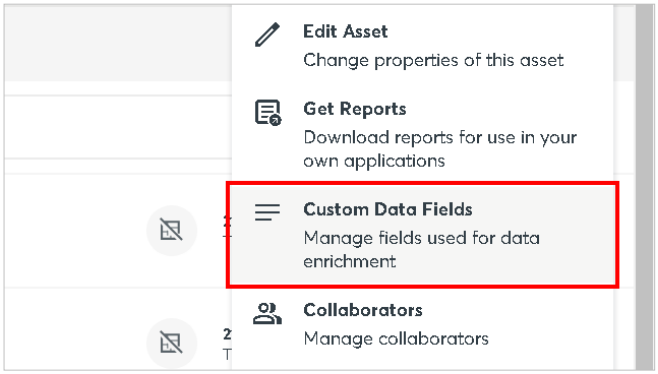


1.4. Custom data fields

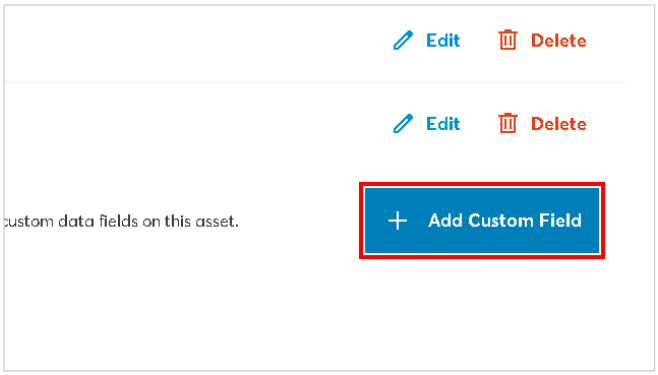
Click on the button **Manage**



Click on **Custom Data Fields**



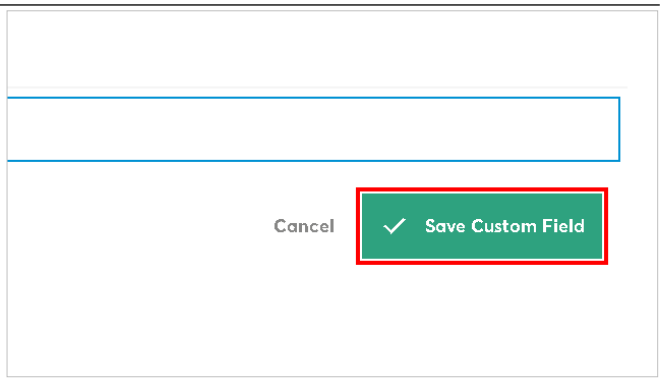
Click on the button **Add Custom Field** to add a new field



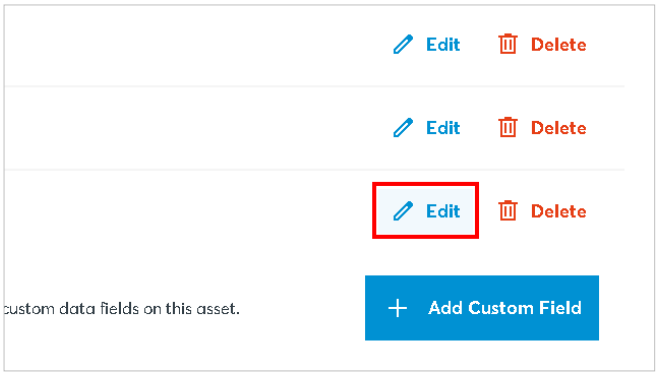
Click on the input field **Name**

Enter a **Name** for your custom data field

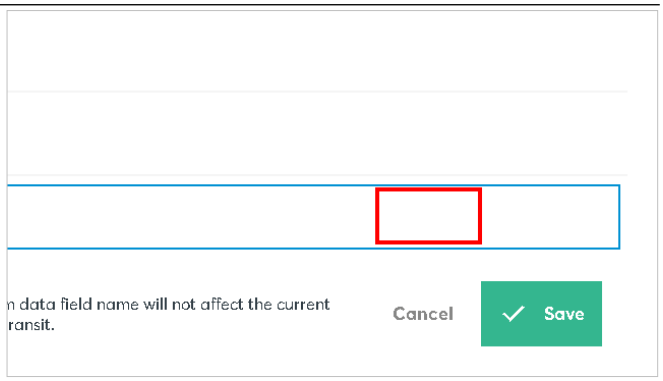
Click on the button **Save Custom Field**



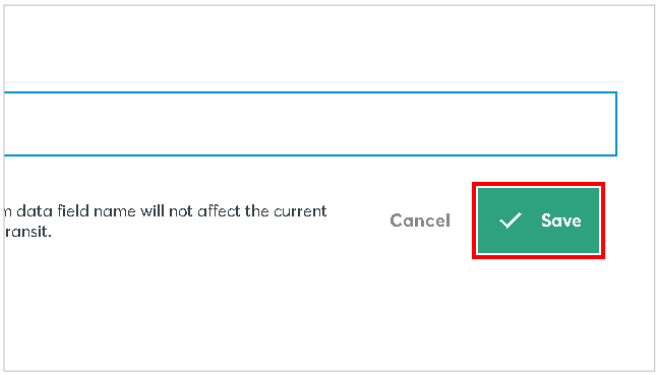
Click on the button **Edit** to change the name of a field



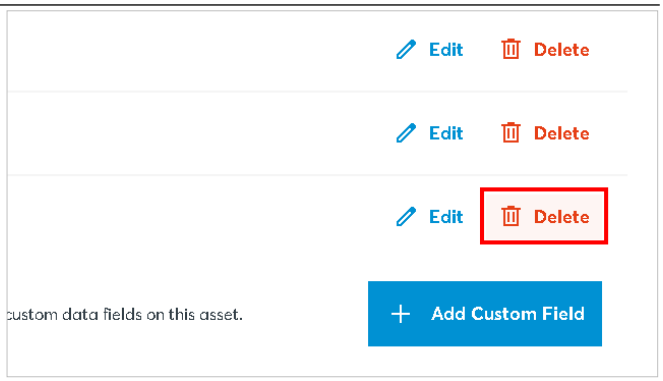
Enter a new **Name**



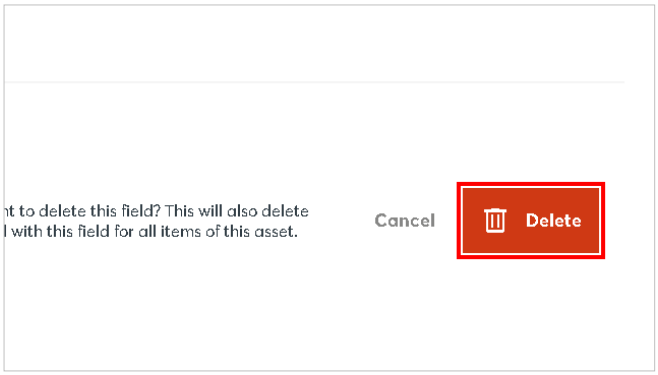
Click on the button **Save**



You can **Delete** a field entirely from the asset

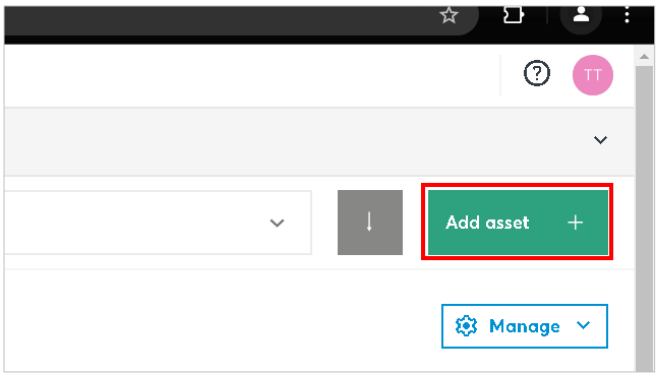


Make sure to read the warning and press **Delete** to confirm the deletion

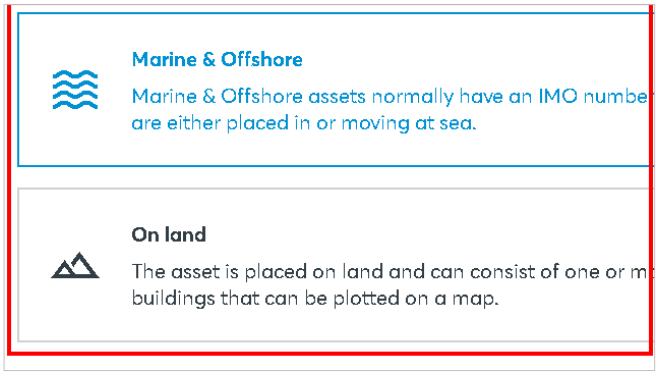


1.5. Add Asset

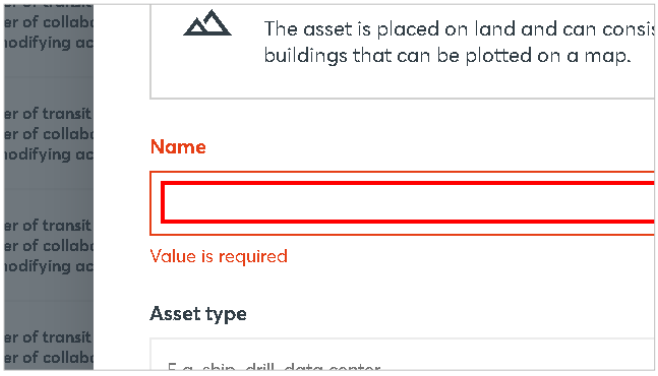
Click on the button **Add asset**



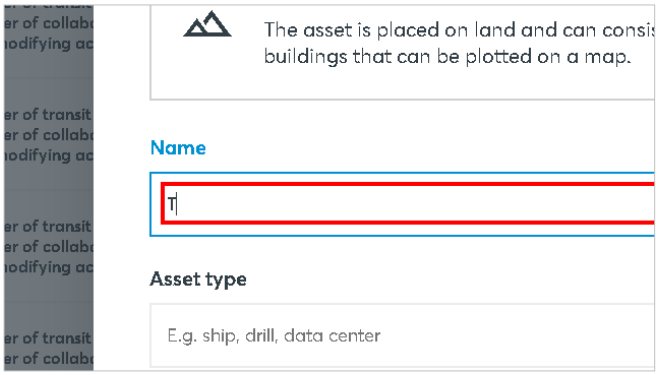
Select if the asset is **Marine & Offshore** or **On Land**



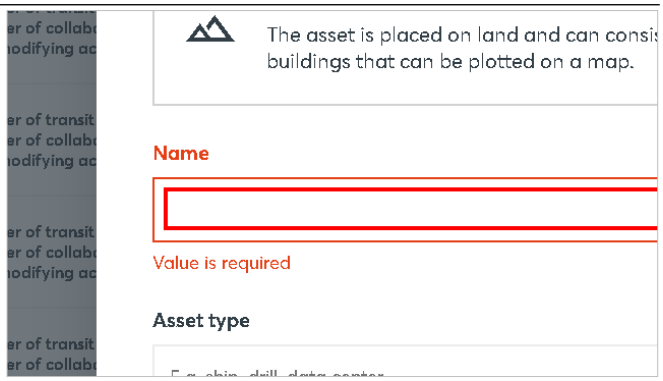
Click on the input field **Name**



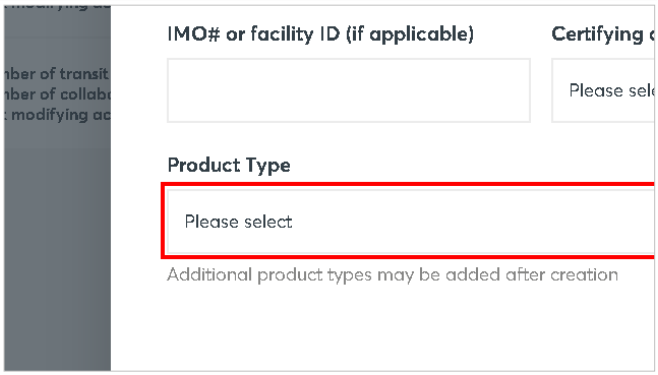
Select a **Name** for the asset



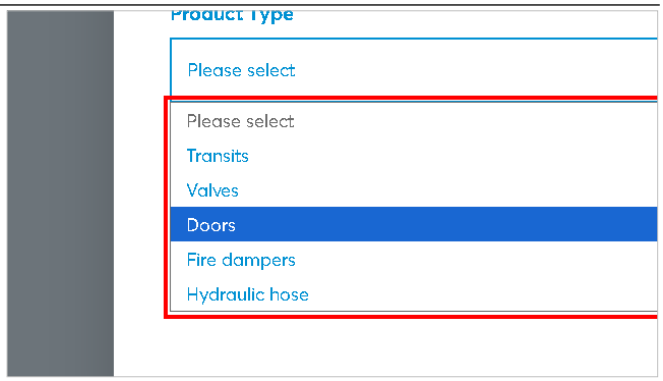
Fill out the **Optional** fields **Asset type**, **IMO** or **Facility ID**, **Certifying Authority**



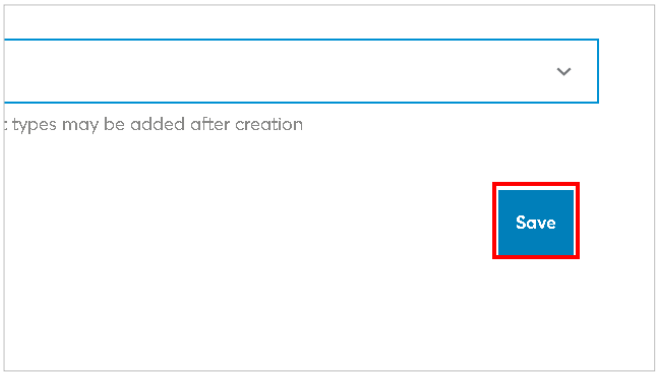
Click on the combo box **Product Type**



Select the **Product Type** you want to use for this asset. More can be added later.

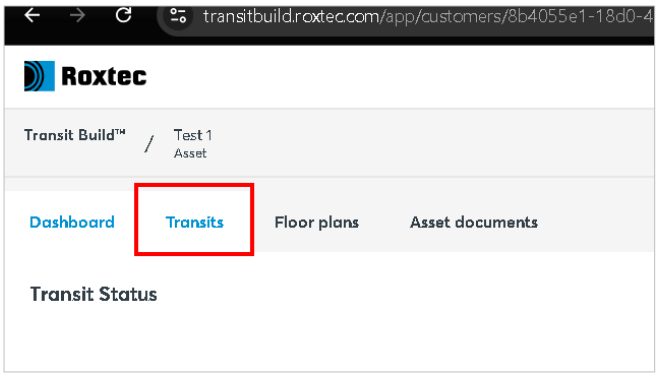


Click on the button **Save** to finalize your asset

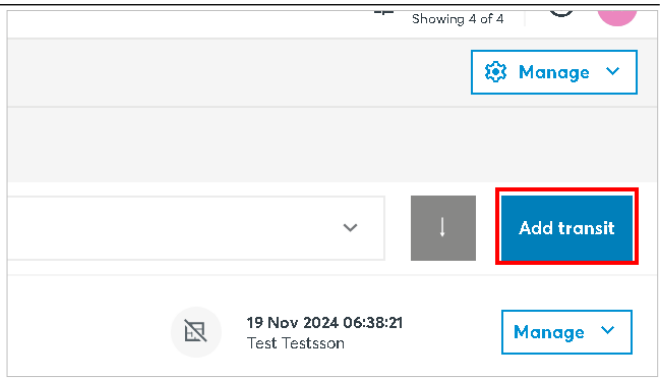


1.6. Add Transit

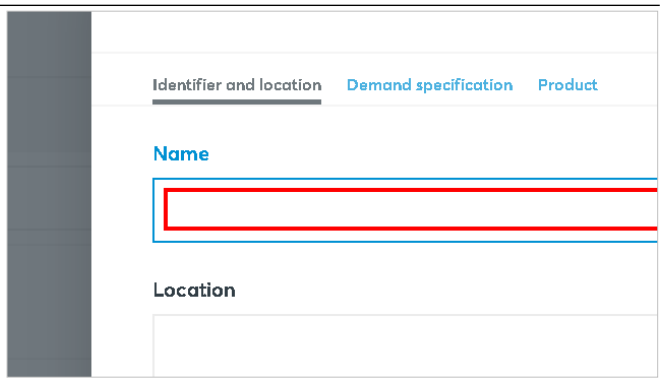
Click on the link **Transits**



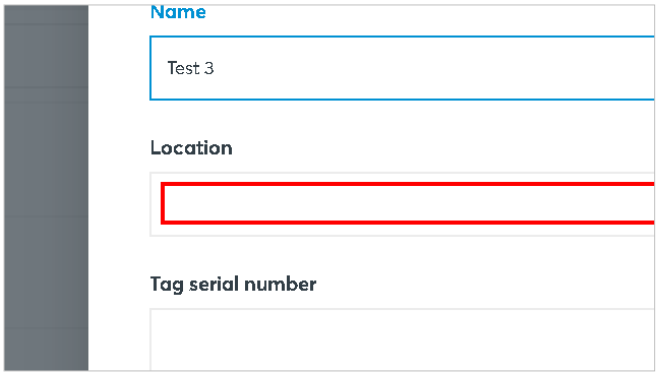
Click on the button **Add transit**



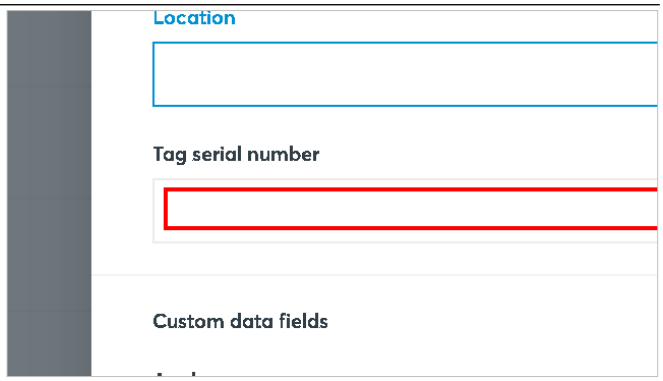
Select a **Name**



Enter **Location** information

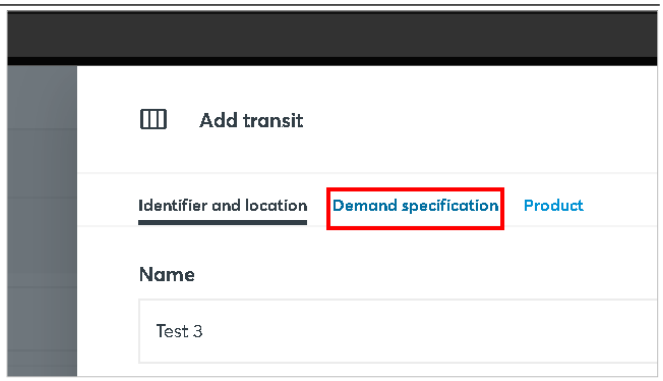


Enter the **Tag serial number**

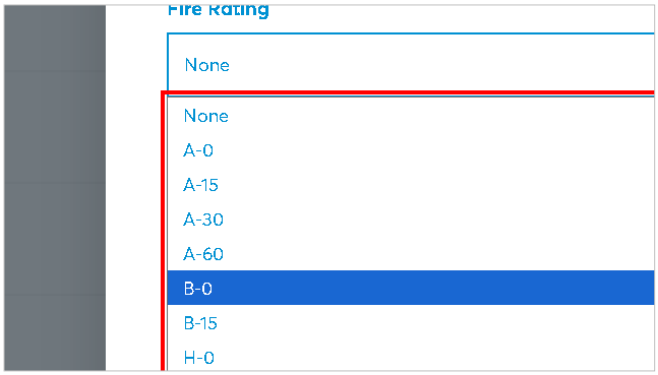


Enter any **custom data**

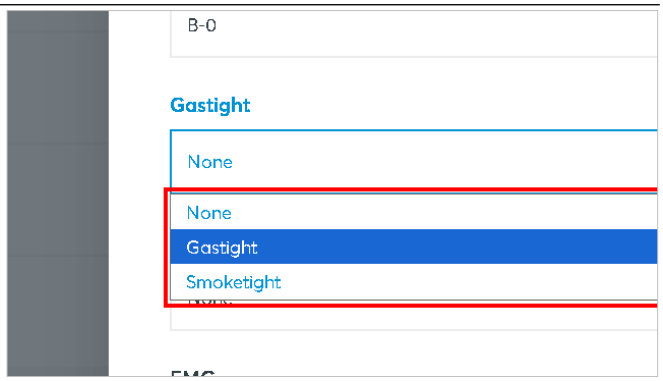
Click on the link **Demand specification**



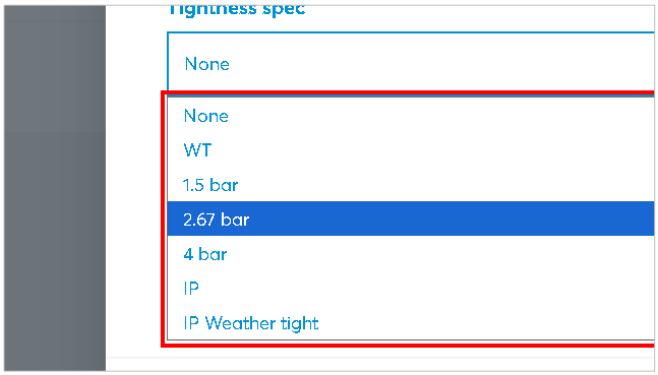
Select a **Fire Rating**



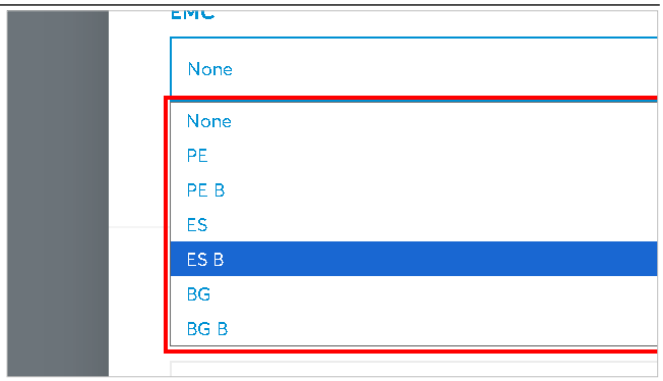
Select a **Gastight** rating



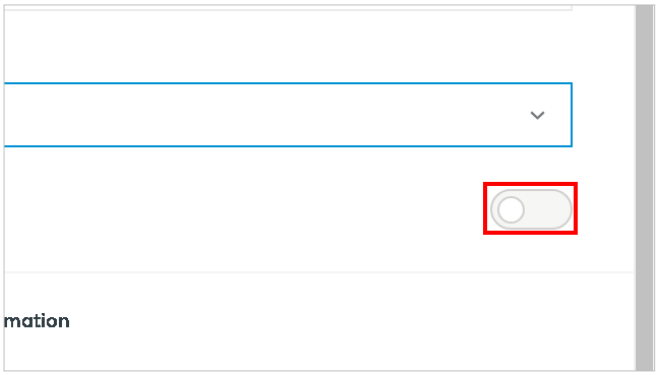
Select the **Tightness Spec**



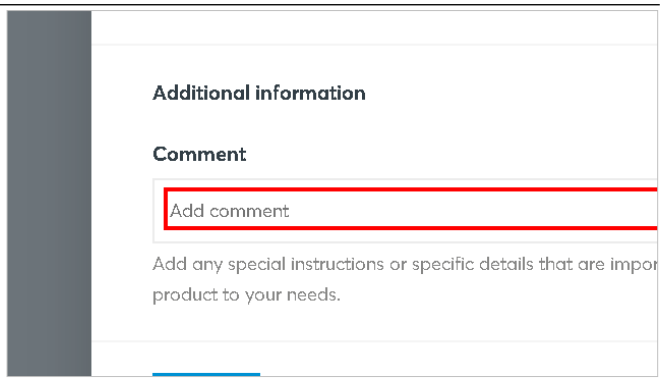
Select the **EMC** rating



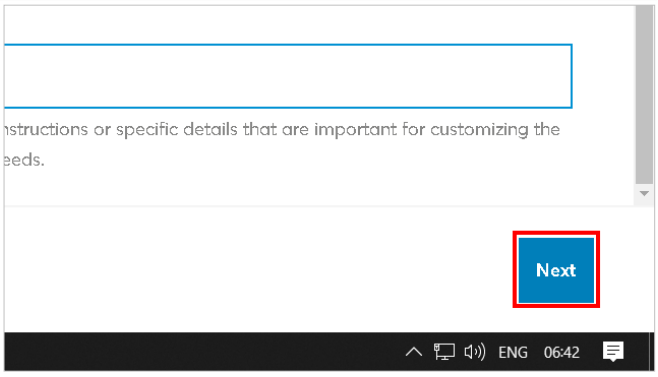
Click on the toggle button to change the **EX** rating



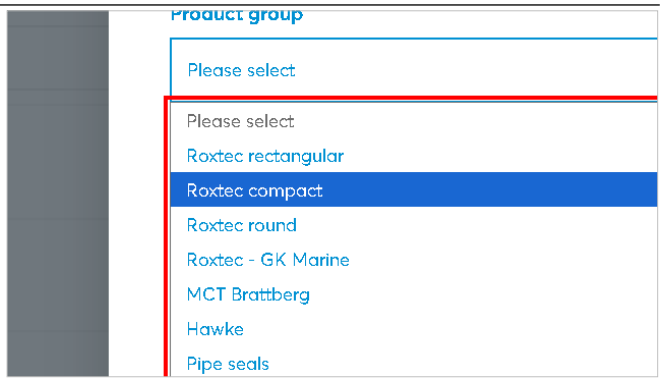
Add any **comments**



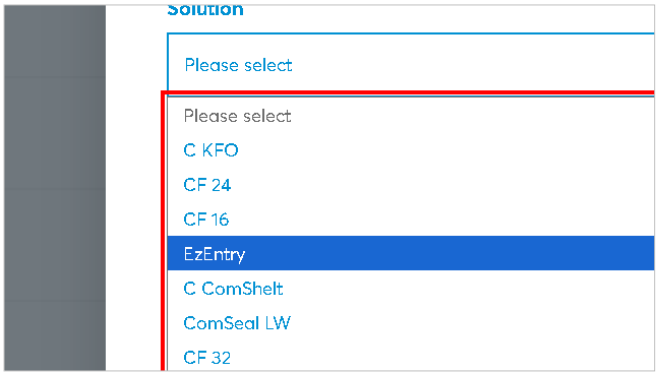
Click on the button **Next**



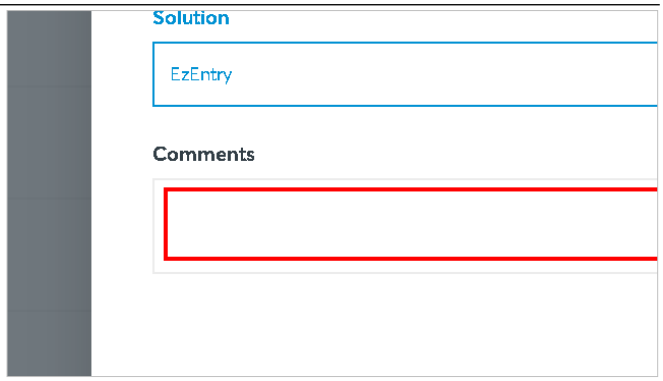
Select a **Product group**



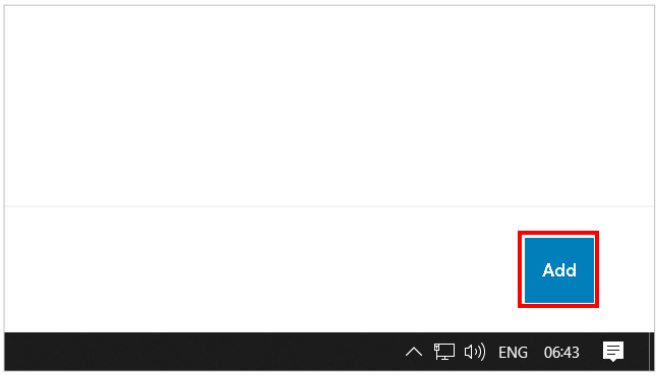
Select the **Solution**



Add any product **Comments**

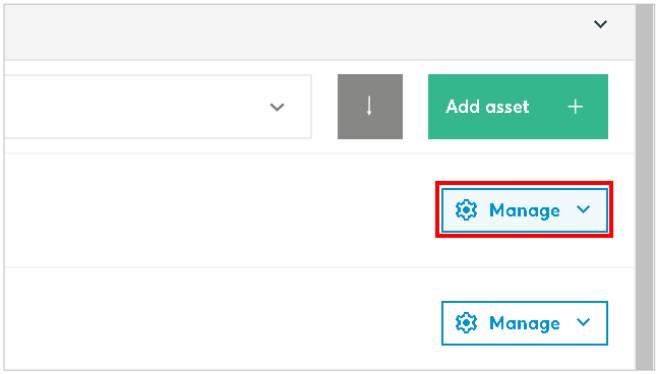


Click on the button **Add** to finalize and save your transit

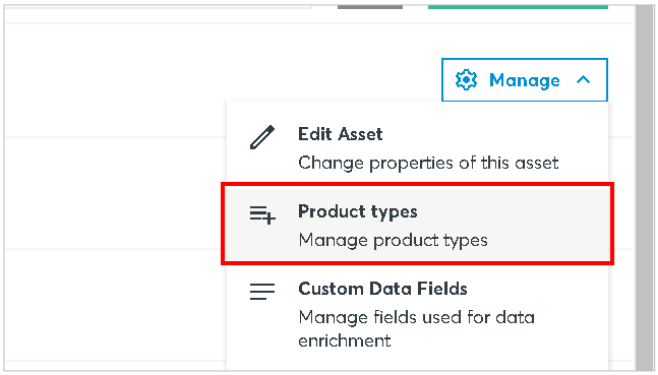


1.7. Add Product type

Click on the button **Manage**

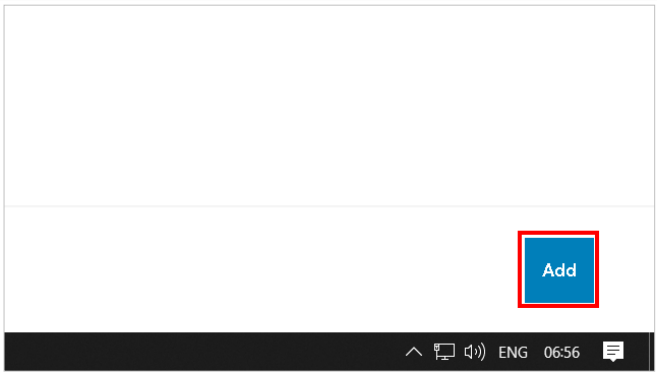


Click on **Product types**



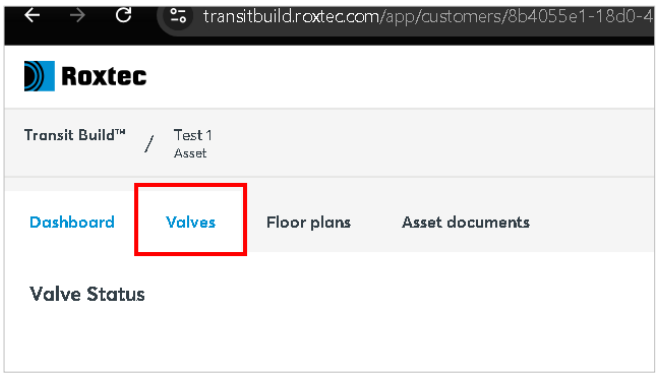
Select the **Product type**

Click on the button **Add**

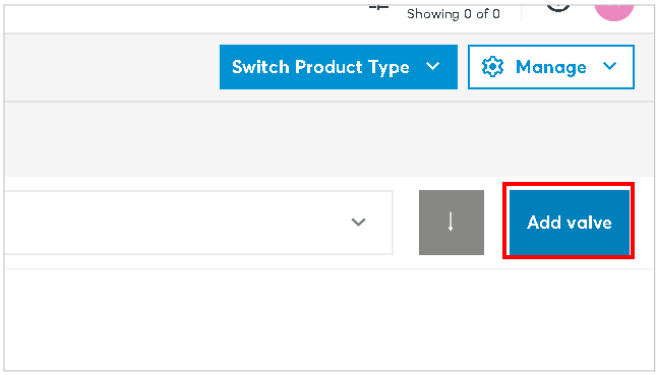


1.8. Add Product

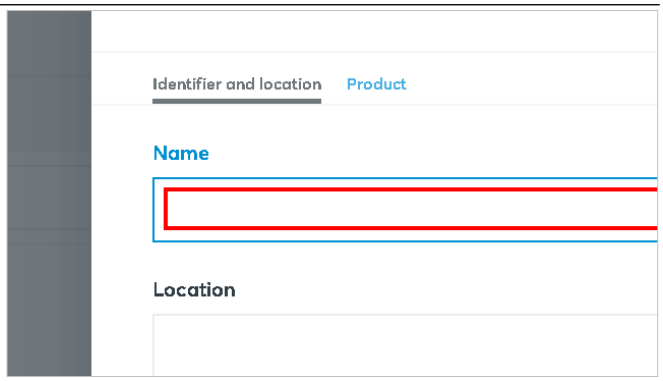
Click on the link **Product type** in this example **Valves** is the selected type



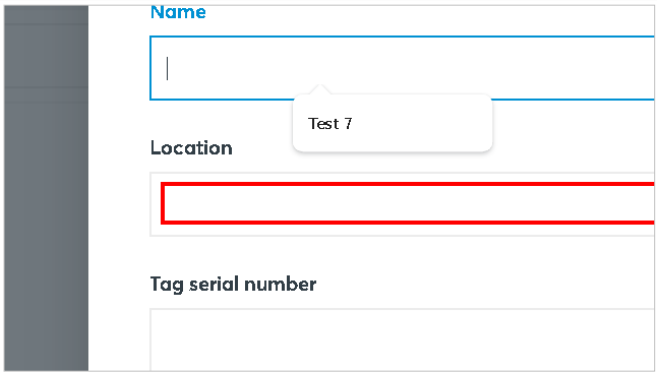
Click on the button **Add valve**



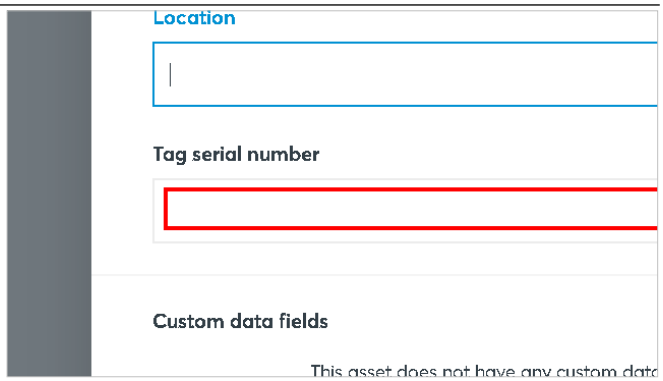
Select a name for the **Valve.** This is the only required field



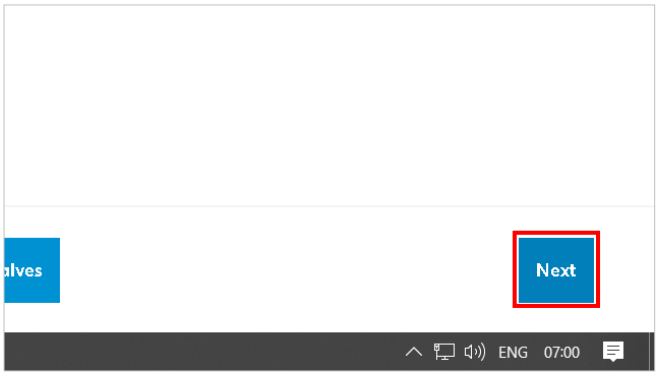
Enter any **Location** information



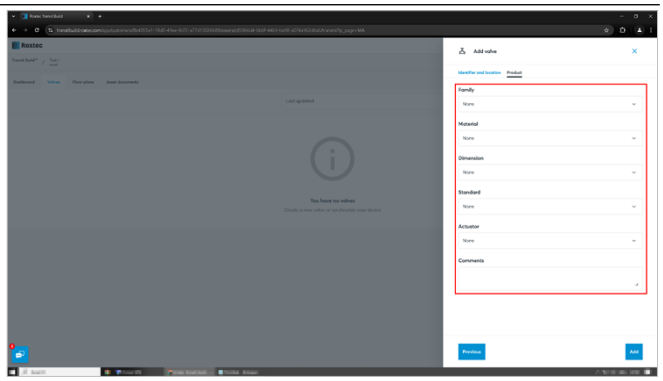
Enter the **Tag serial number**



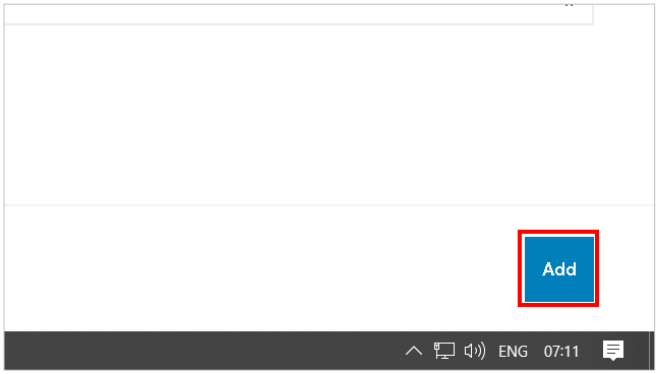
Click on the button **Next**



Enter any **Product** specific information

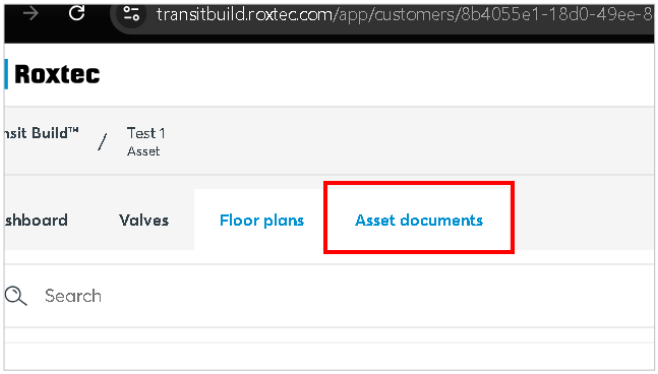


Click on the button **Add** to save and complete the Valv

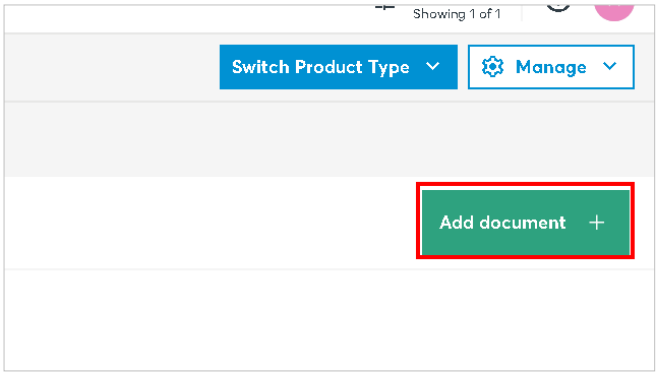


1.9. Add asset document

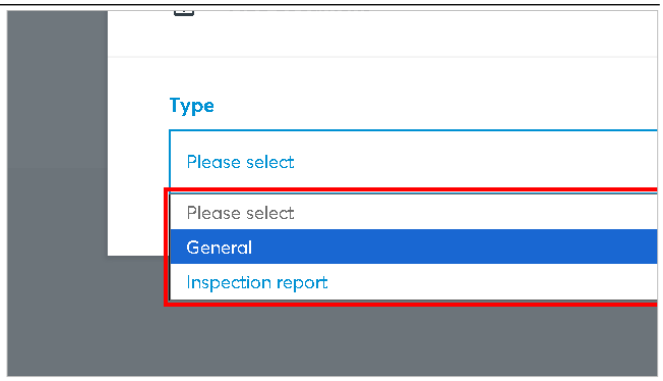
Click on the link **Asset documents**



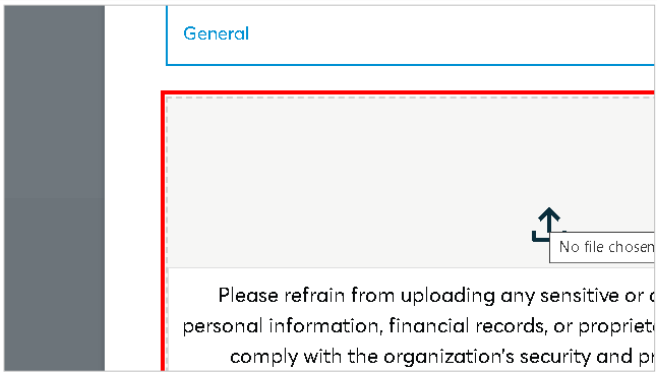
Click on the button **Add document**



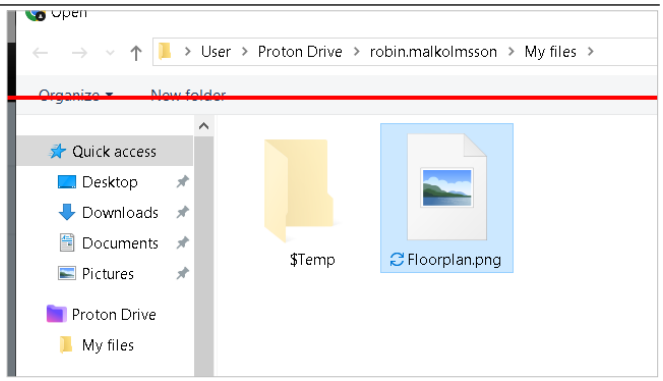
Select the **Type** of document you wish to upload



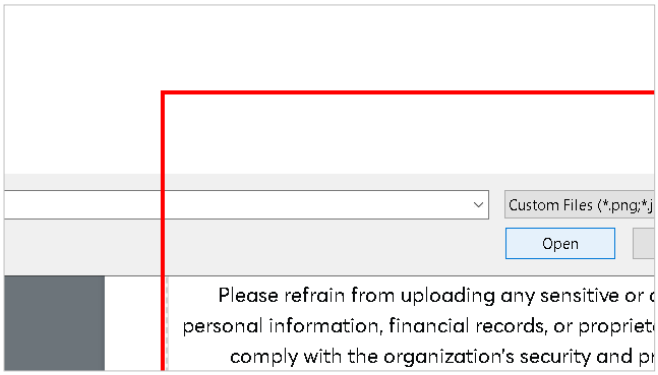
Drag and drop a file onto the file field or Click on the file field to browse your files for the document.



Select a file

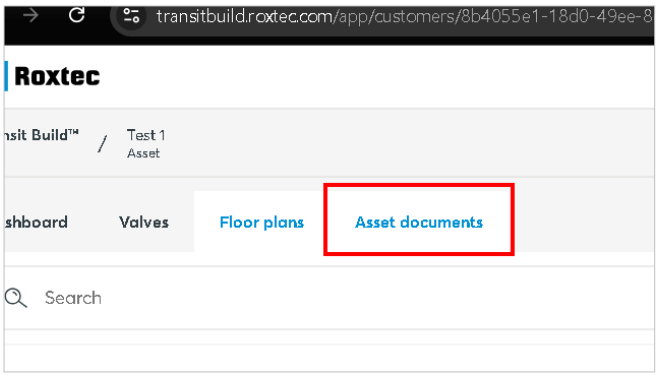


Click on open

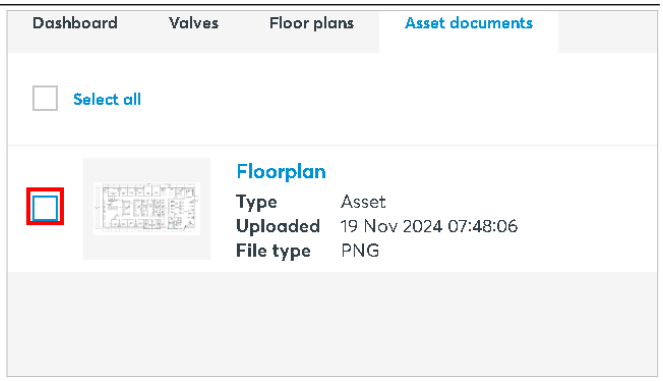


1.10.Remove asset document

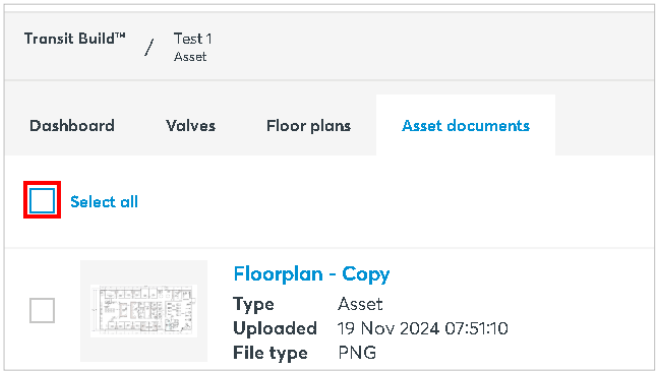
Click on the link **Asset documents**



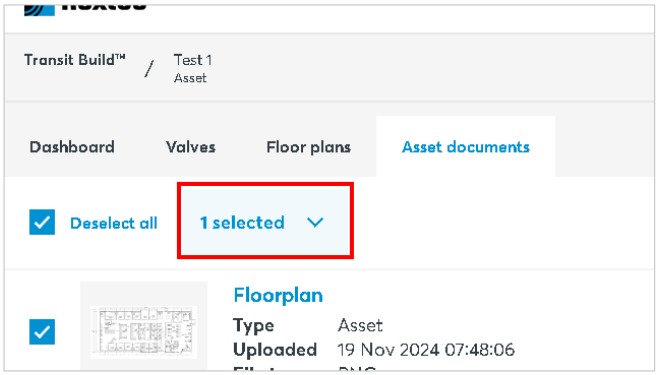
Click on the checkbox to select a document



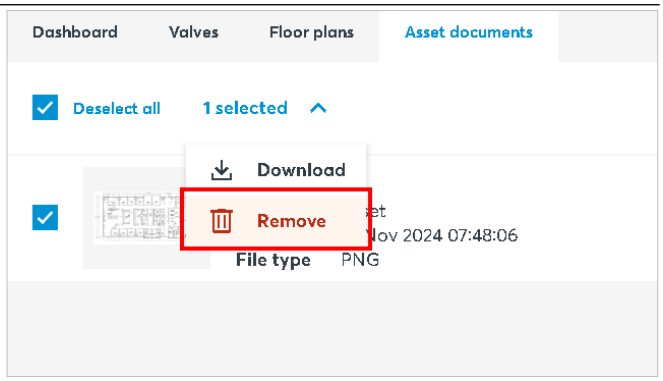
Click on the checkbox **Select all** to select all documents



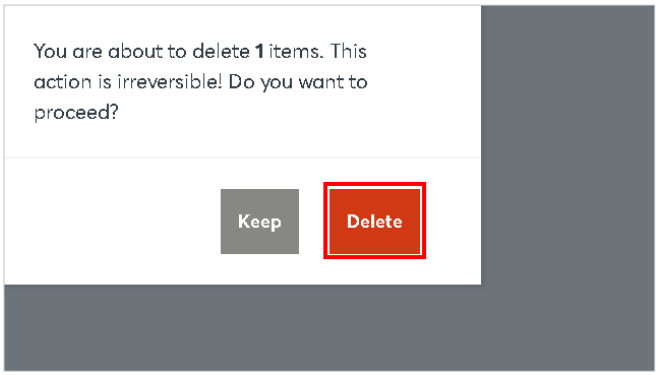
Click on the drop down menu



Click on **Remove**

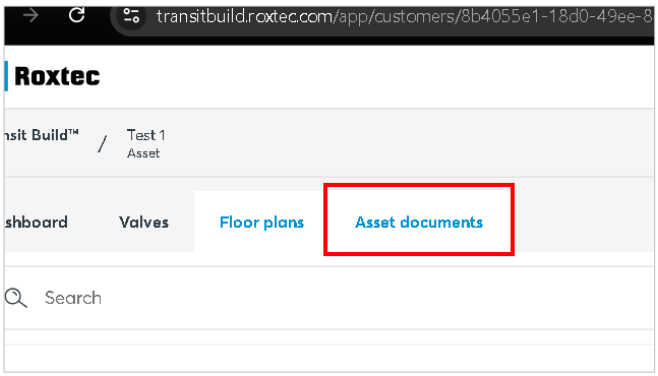


Click on the button **Delete** to finalize the deletion

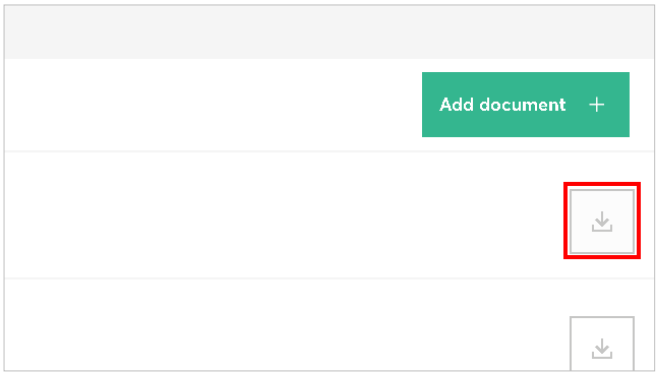


1.11.Download asset document

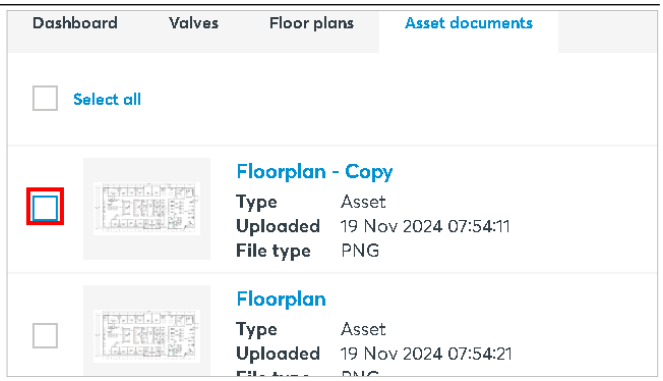
Click on the link **Asset documents**



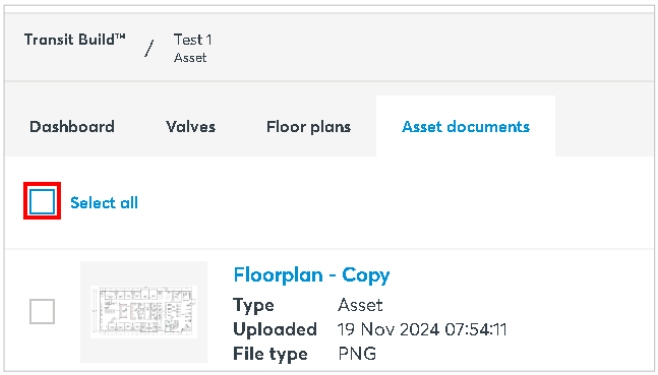
Click on the **download** button next to a document to download that specific document



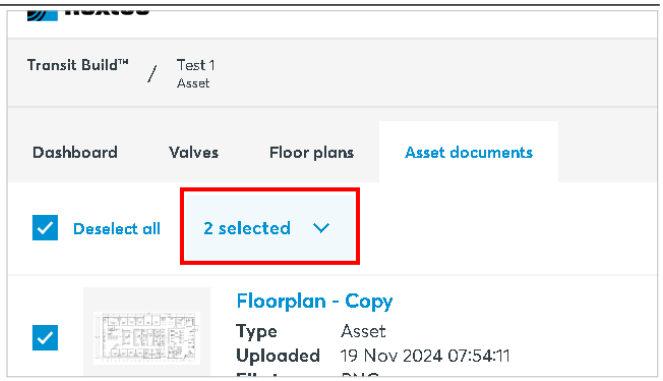
Click on the checkbox to select specific documents



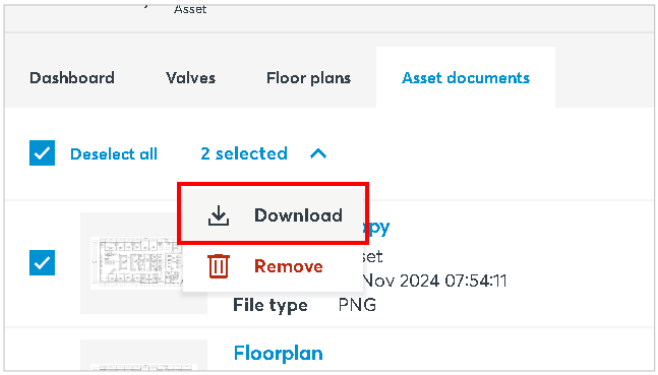
Click on the checkbox **Select all** to select all documents



Click on the drop down menu

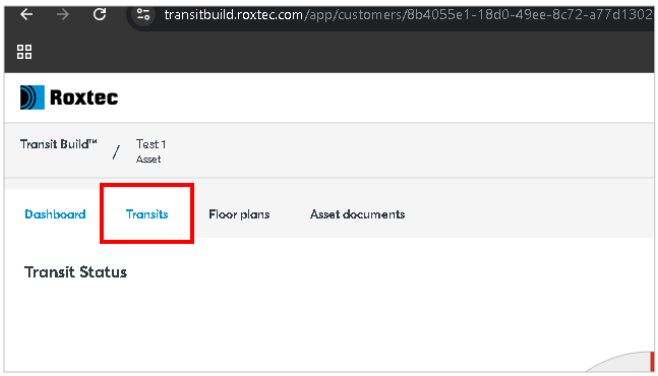


Click on **Download** if multiple files are selected they will be downloaded in a zip file.

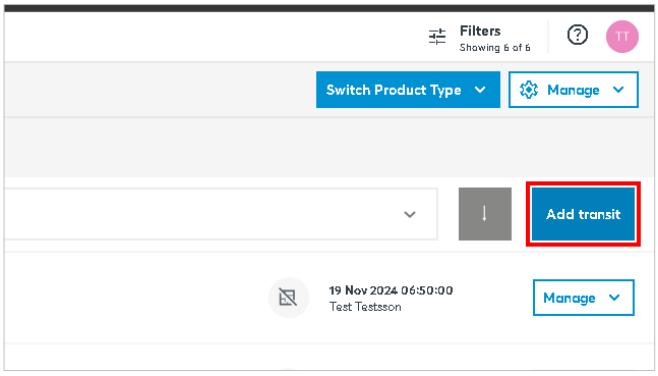


1.12.Add multiple transits

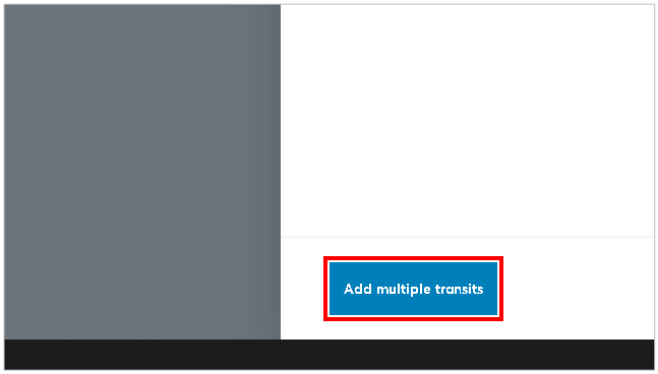
Click on the link **Transits**



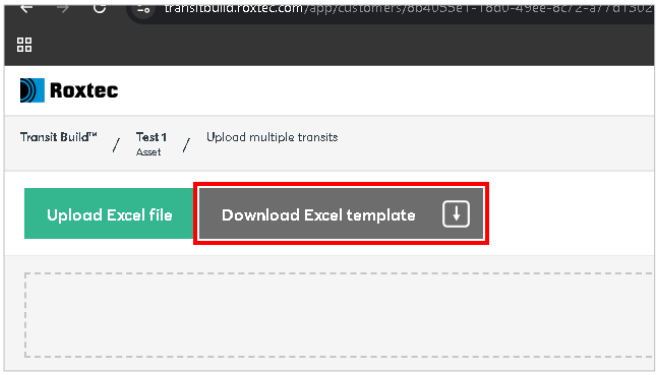
Click on the button **Add transit**



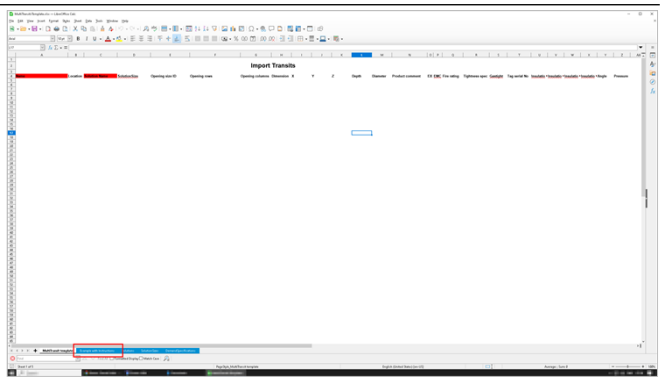
Click on the button **Add multiple transits**



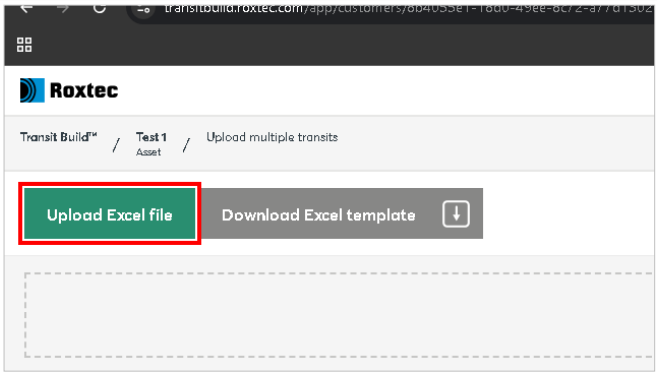
Click on the button **Download Excel template**



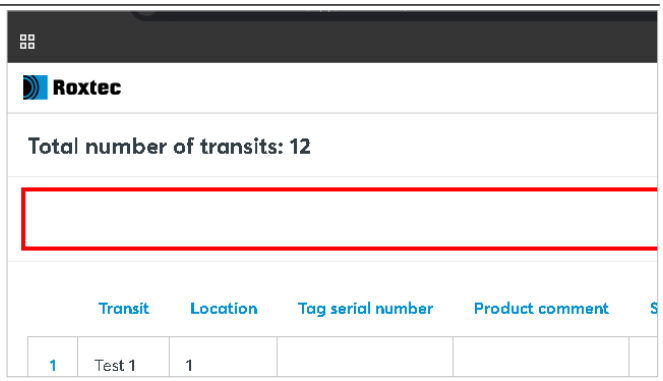
Fill out the excel sheet with the desired information. You can find details on how to do this on the **Example with instructions** sheet



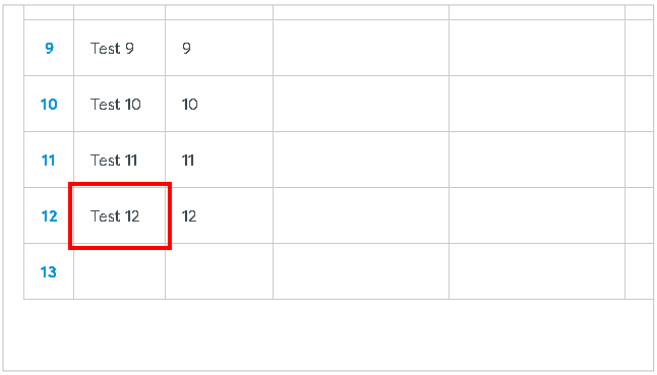
Click on the button **Upload Excel file** and upload the file



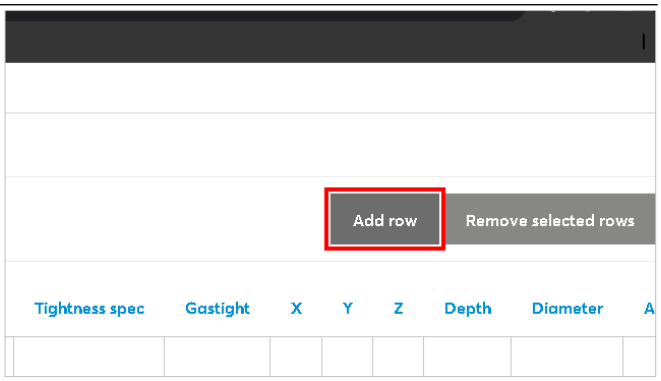
You will see a preview of the uploaded file, here you can edit any information as well.



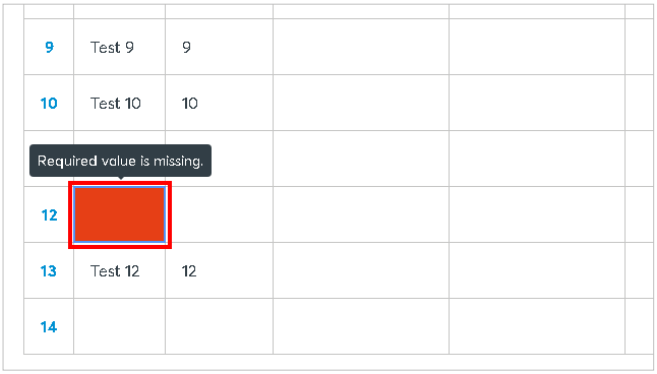
Click on a **field** to edit it



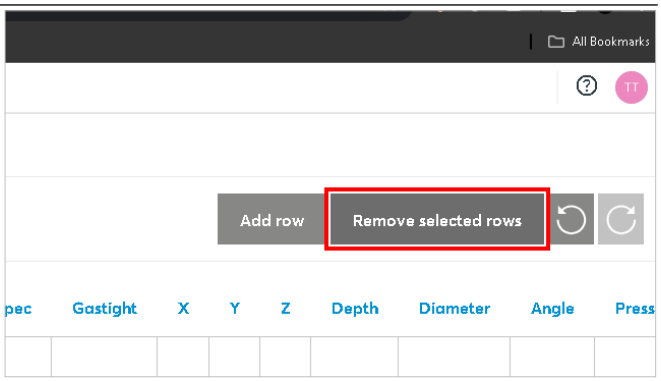
You can add a row by clicking **Add row**



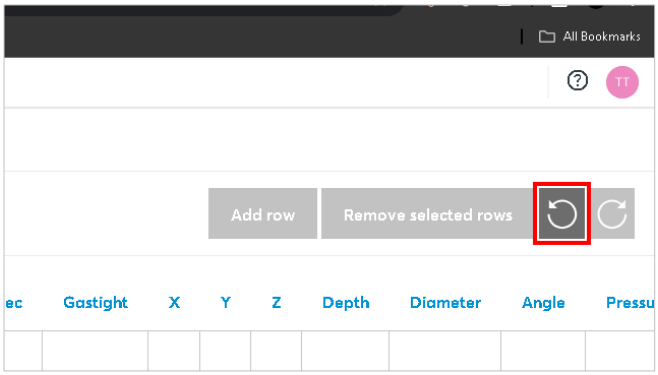
Any **required** or **invalid** values will be marked with **red**



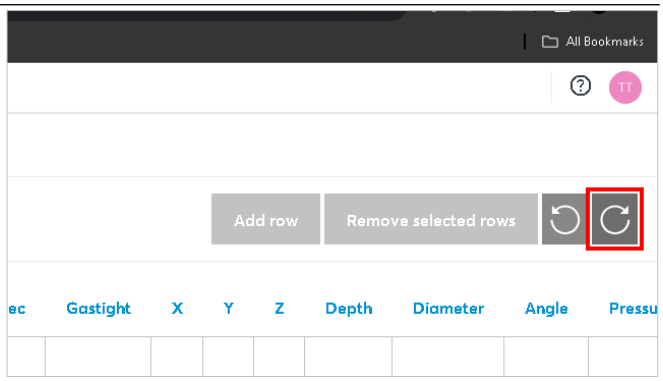
You can remove the selected row by clicking **Remove selected rows**



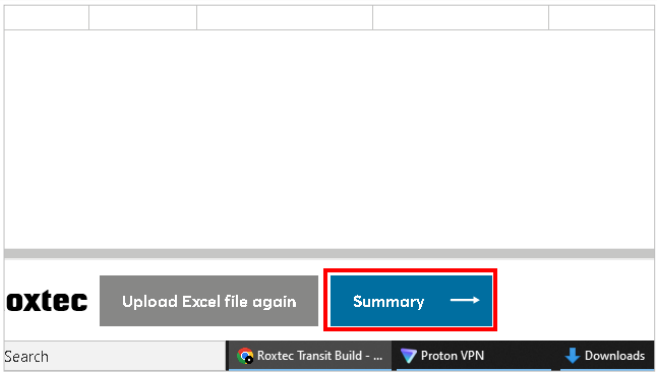
You can **undo** changes by clicking this button



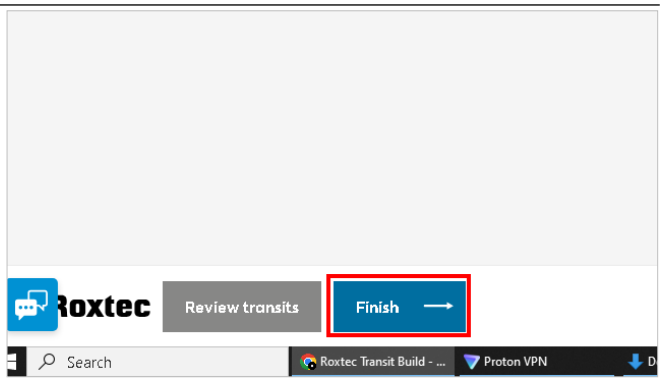
You can **redo** changes by clicking this button



Click on the button **Summary** when you want to continue

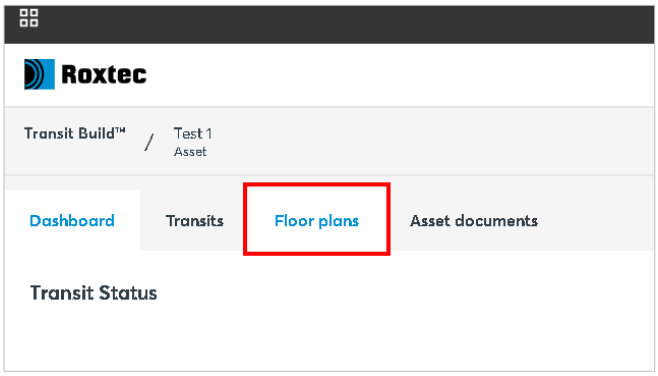


Check the summary and click **Finish** to finalize the upload

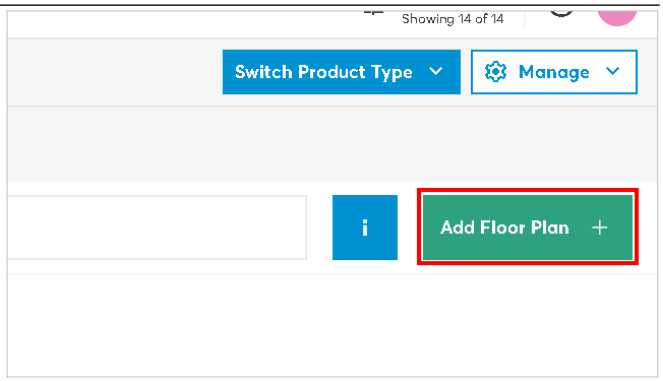


1.13.Add floor plan

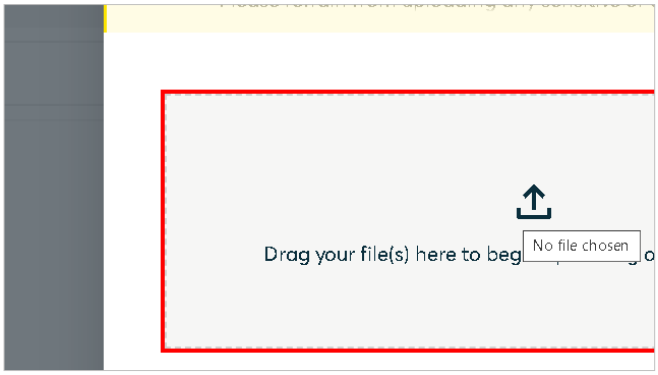
Click on the link **Floor plans**



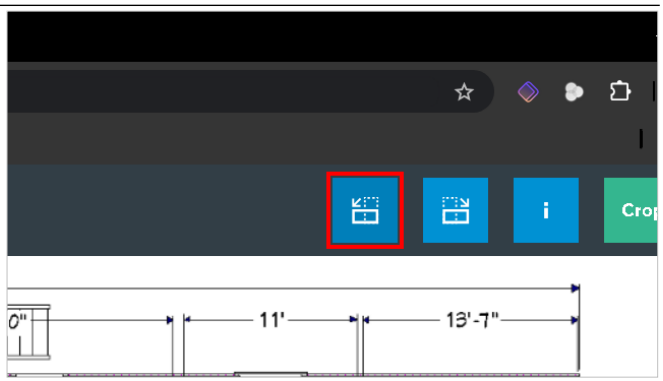
Click on the button **Add Floor Plan**

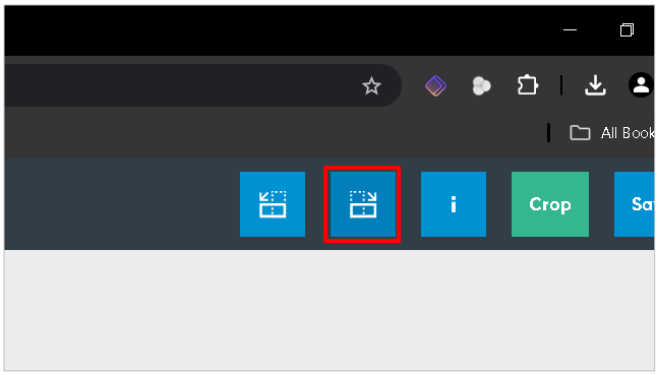


Drag a file onto the field or click it to browse your computer for a file

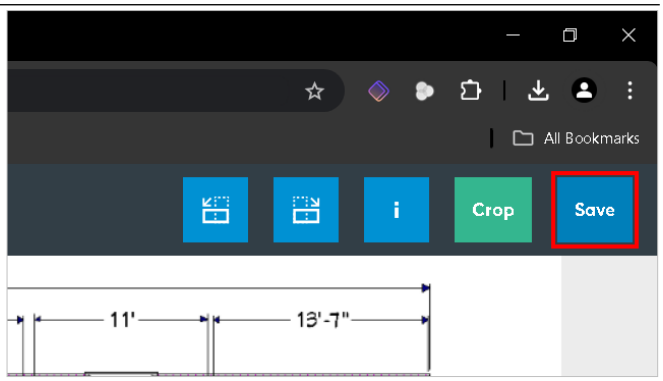


When you have uploaded the file you will have the option to change **rotation**

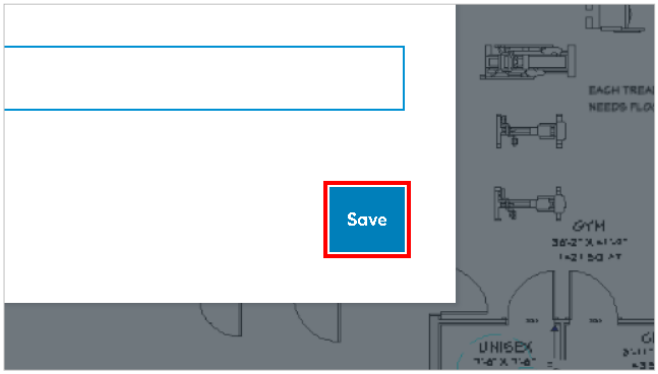




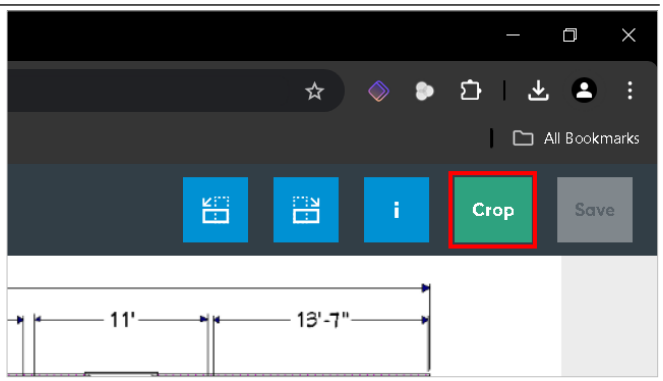
Click on the button **Save** to save the current display as a floor plan



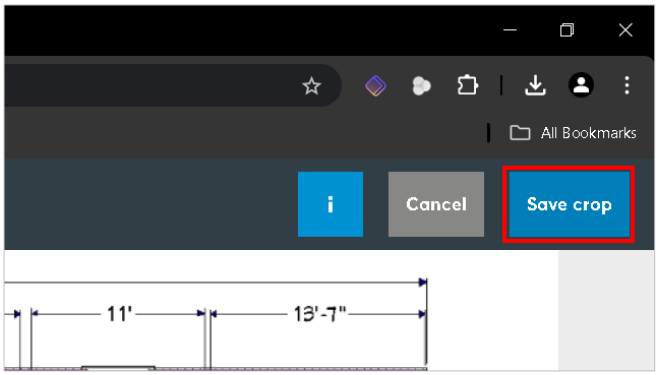
Select a name for the floor plan and click **Save**



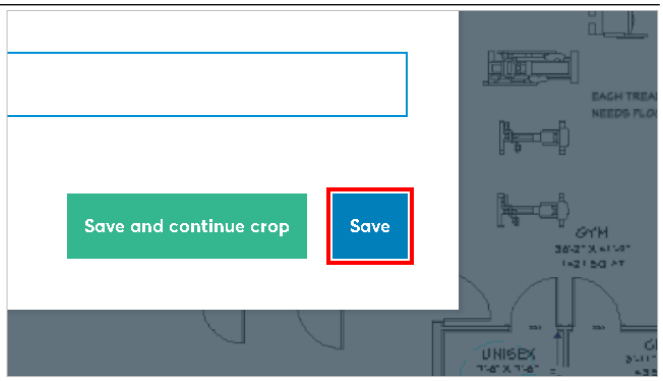
Click on the button **Crop** if you want to **Crop** a specific area of the uploaded image. You can crop multiple times on the same image.



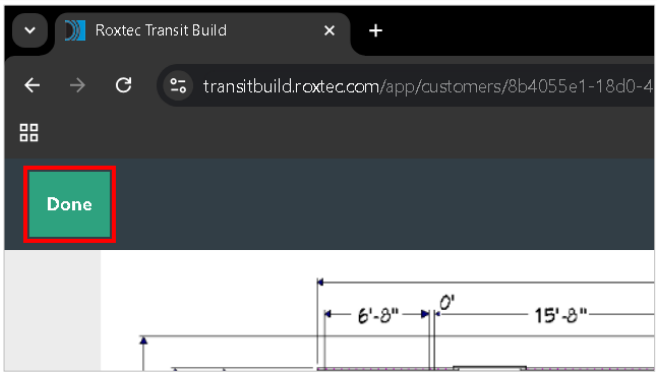
Click on the button **Save crop** to save the current crop area as an floor plan



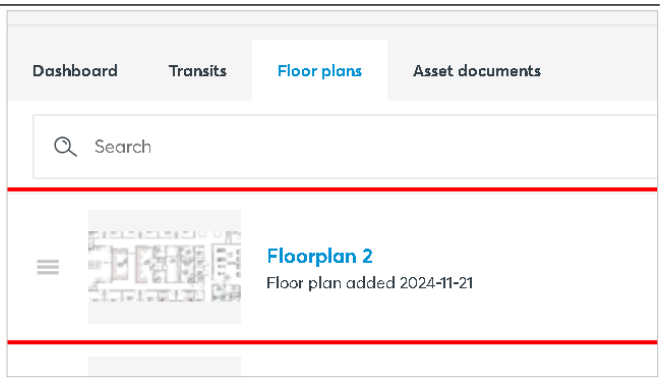
Select a name for the floor plan and click **Save**



Click on the button **Done** when you are finished

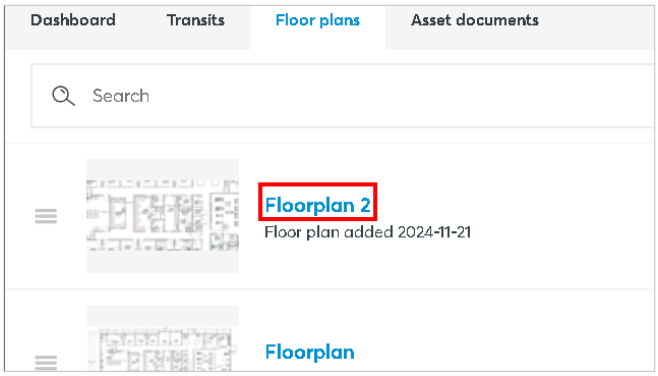


You should now see the floor plans listed

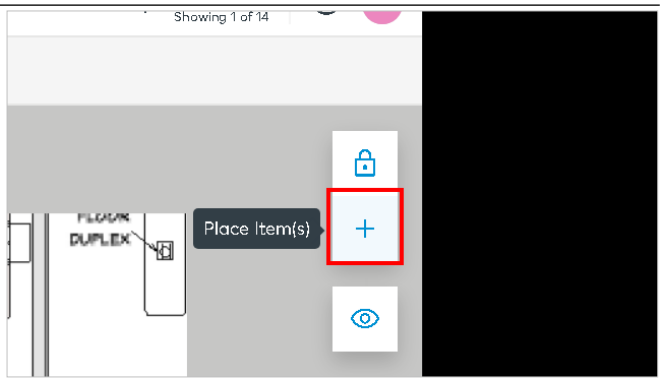


1.14.Place transit on floorplan

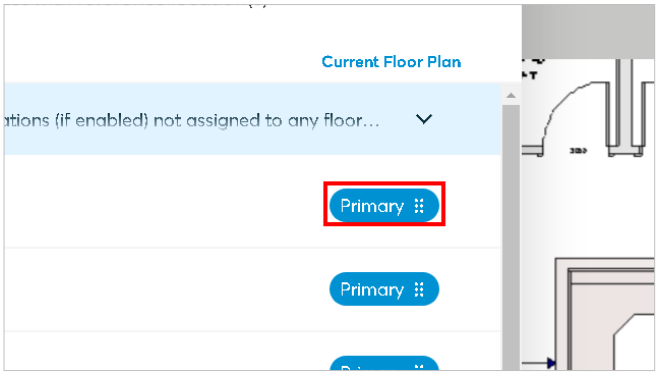
Select a **Floorplan**



Click on the **+** button to place items

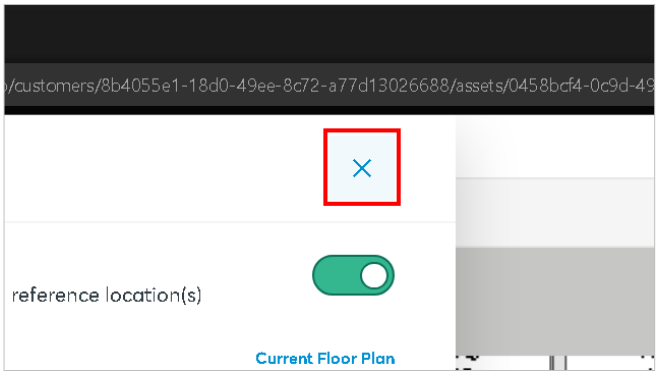


Click and hold the left mouse button on **Primary** then drag the transit onto the floor plan

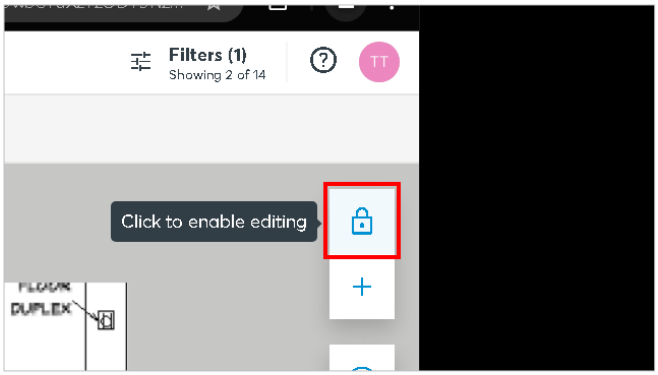


The transit will be placed when you release the left mouse button

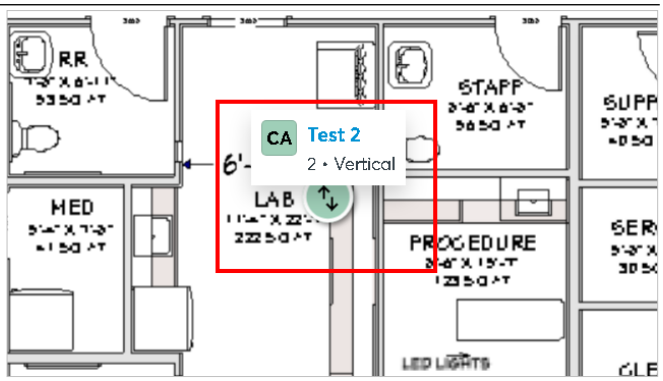
Click on the button **close** when you have finished placing transits



Click on the **lock** button to enable editing of transit locations

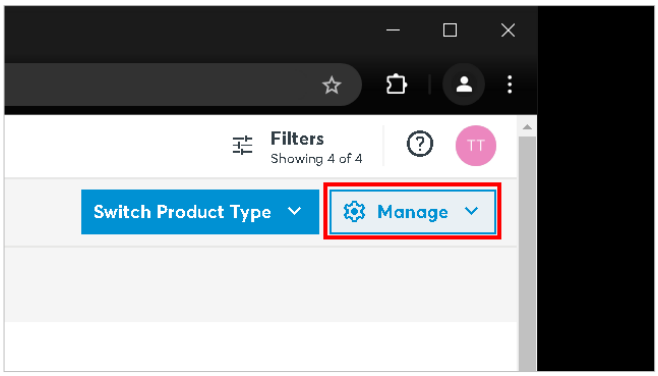


You can now move any transit on the floor plan by clicking on it and dragging it

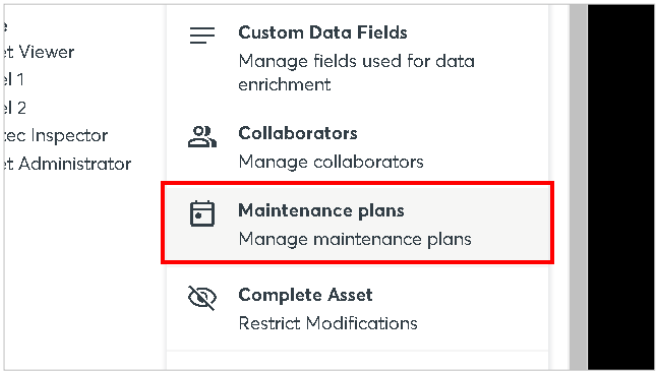


1.15.Create maintenance plan

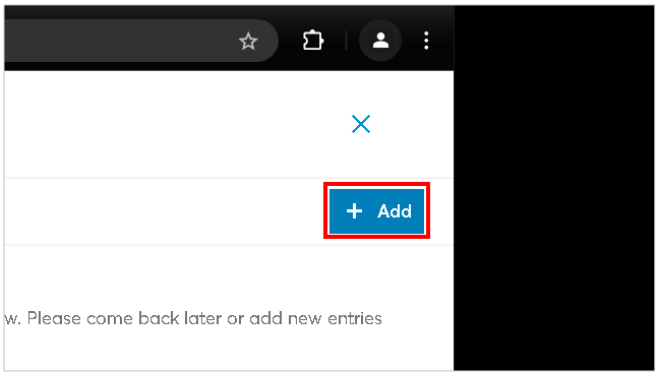
Click on the **Manage** button



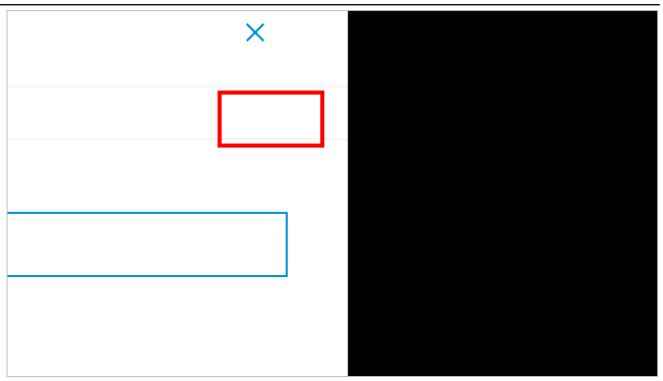
Click on **Maintenance plans**



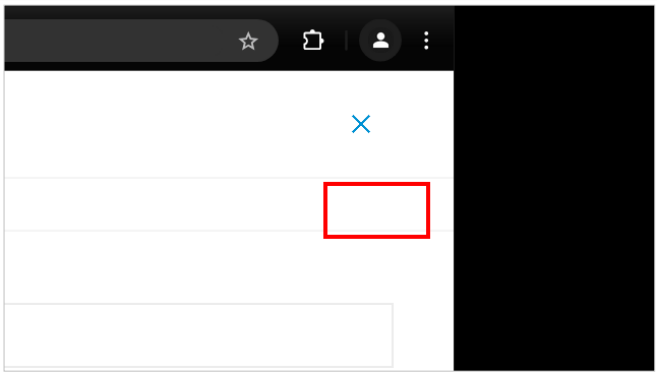
Click on the button **Add**

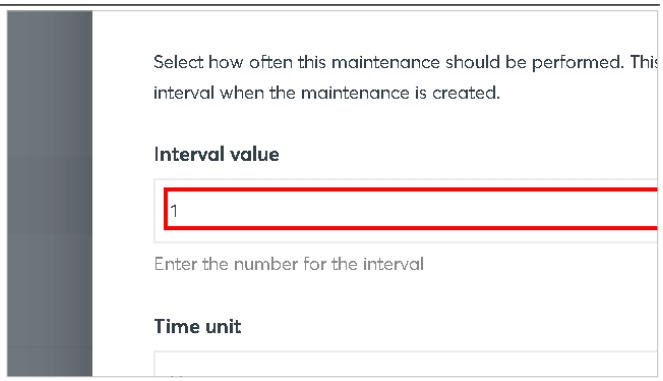


Enter a name for the maintenance plan

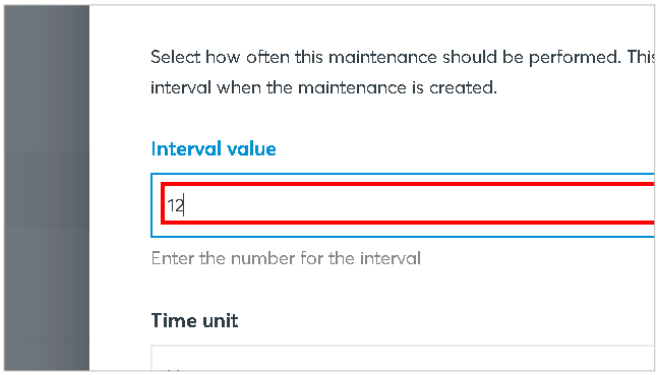


Enter a **description** of the plan

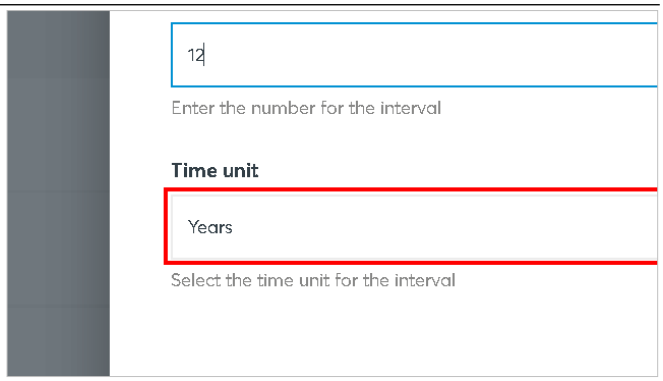




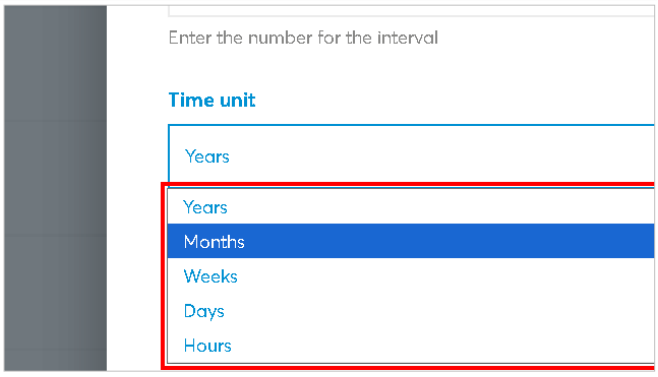
Enter at which **interval** the maintenance should occur



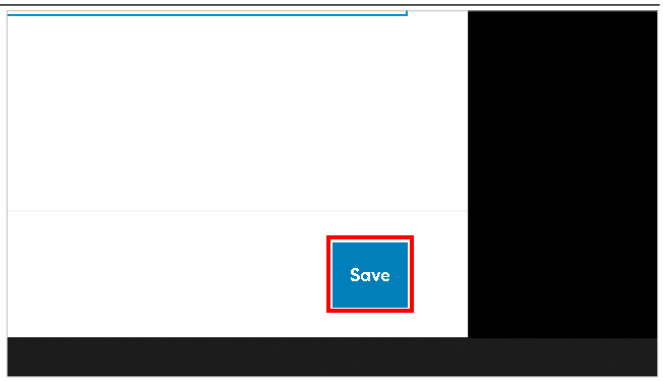
Click on the combo box **Time unit**



Select the **time unit** to use for the interval



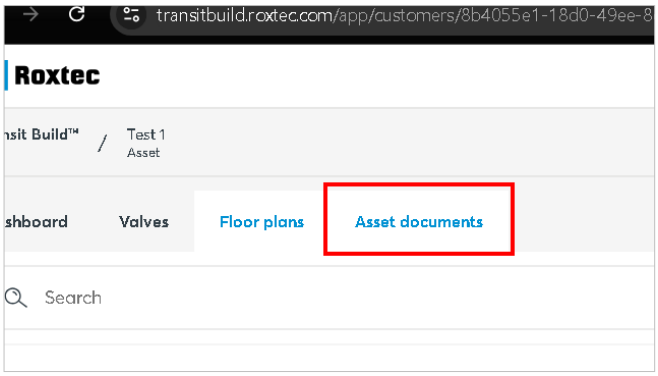
Click on the button **Save** to finalize your maintenance plan



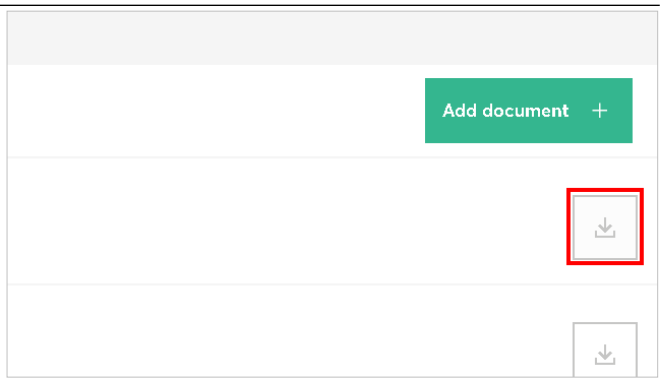
2. Section

2.1. Download asset document

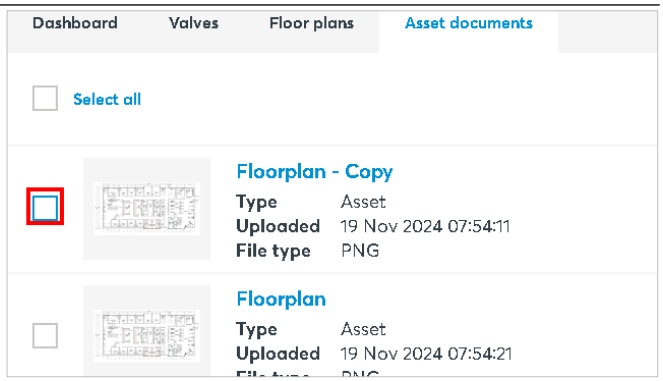
Click on the link **Asset documents**



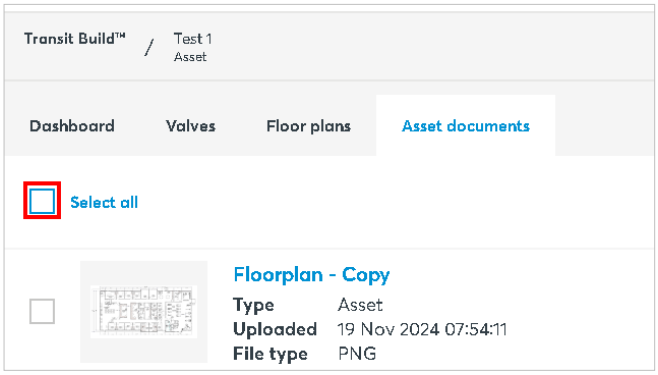
Click on the **download** button next to a document to download that specific document



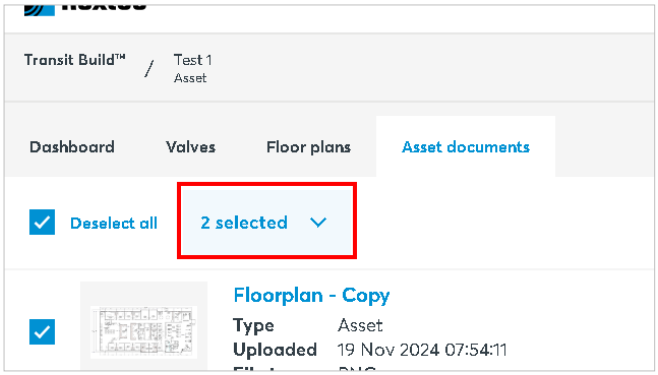
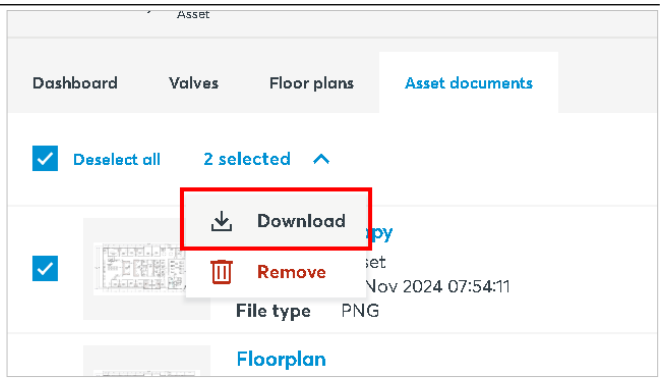
Click on the checkbox to select specific documents



Click on the checkbox **Select all** to select all documents



Click on the drop down menu



Click on **Download** if multiple files are selected they will be downloaded in a zip file.