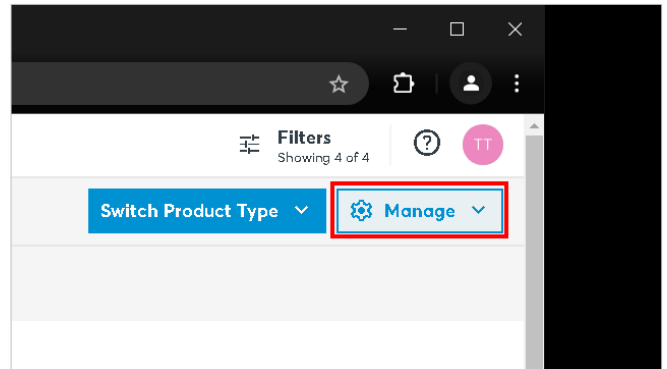


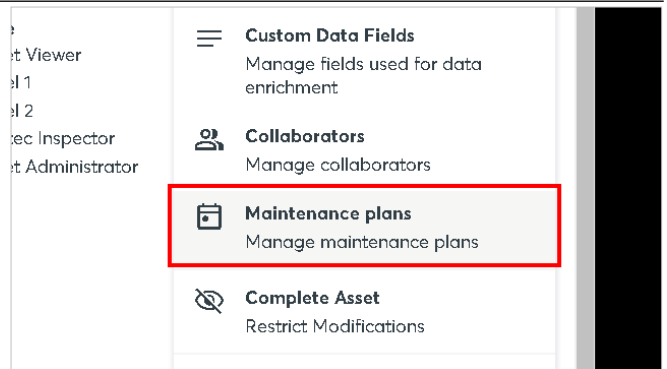
1. Roxtec Transit Build & Operate

1.1. Add maintenance task

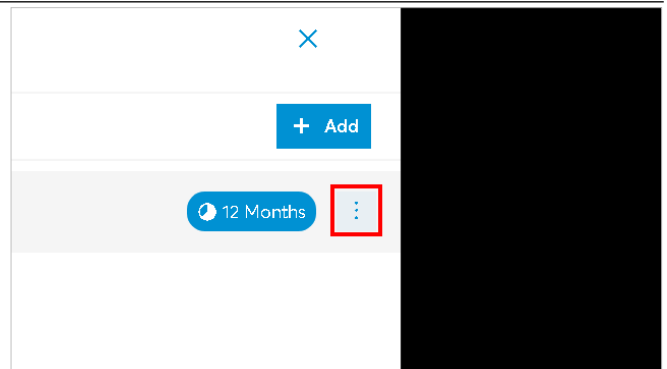
Click on the button **Manage**



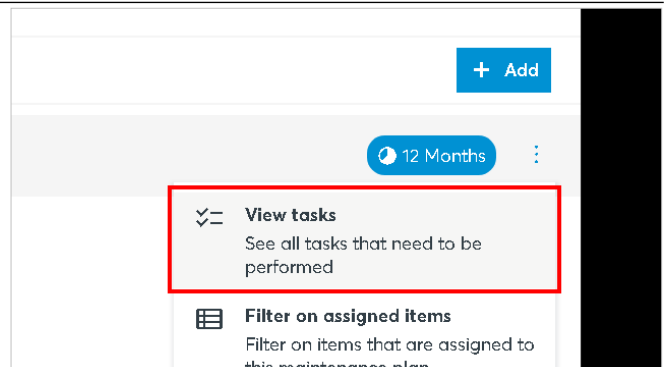
Click on **Maintenance plans**



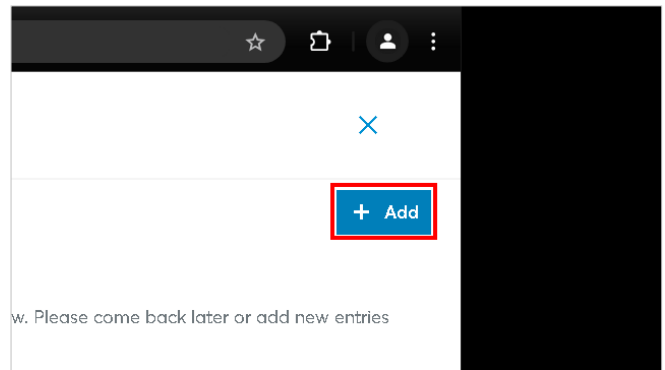
Click on the **three dots** next to the maintenance plan



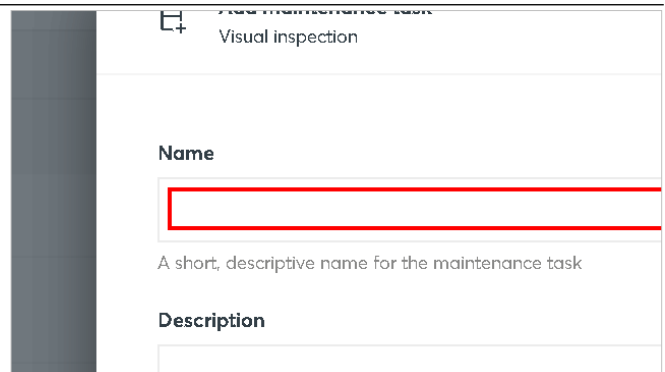
Click on **View tasks**



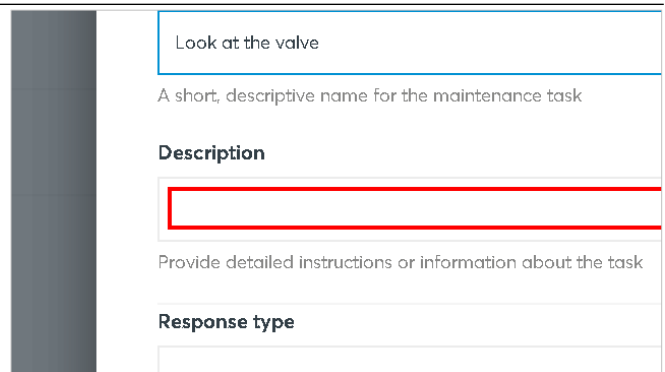
Click on the button **Add**



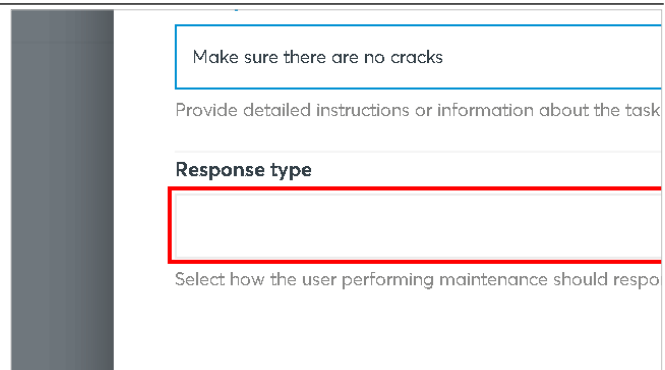
Select a **Name** for the task



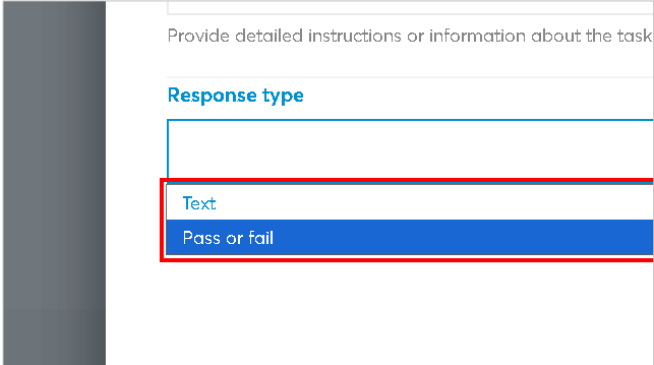
Describe the task under **Description**



Click on the combo box **Response type**



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



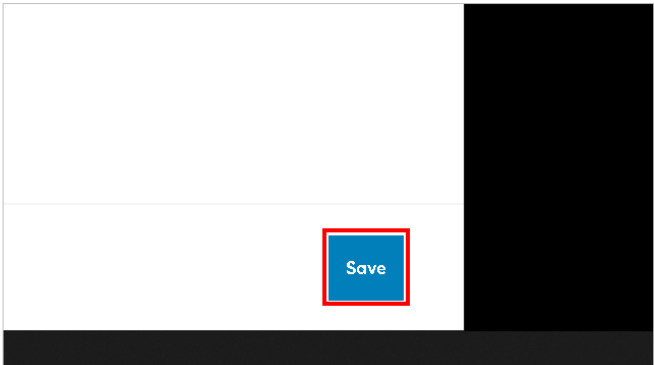
Provide detailed instructions or information about the task

Response type

Text

Pass or fail

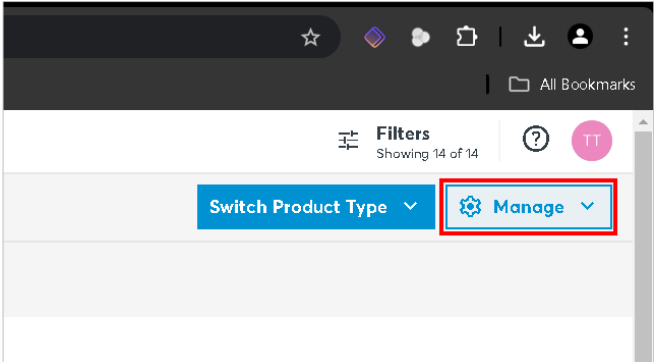
Click on the button **Save** to finalize your task



Save

1.2. Add collaborators

Click on the button **Manage**

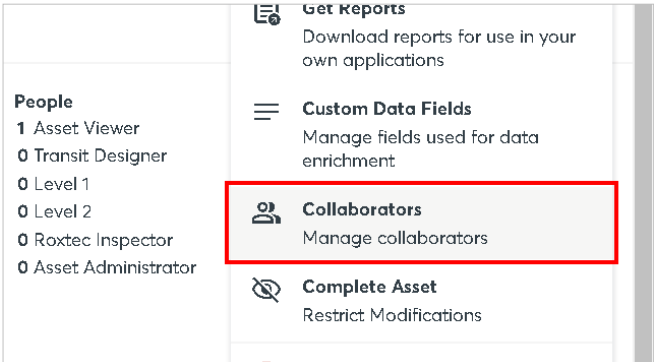


Filters Showing 14 of 14

Switch Product Type

Manage

Click on **Collaborators**



People

- 1 Asset Viewer
- 0 Transit Designer
- 0 Level 1
- 0 Level 2
- 0 Roxtec Inspector
- 0 Asset Administrator

Get reports
Download reports for use in your own applications

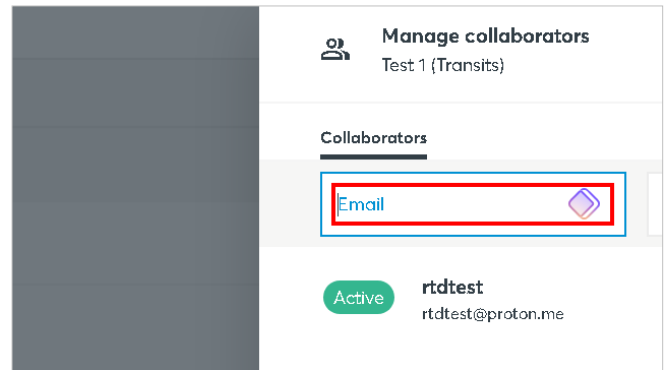
Custom Data Fields
Manage fields used for data enrichment

Collaborators
Manage collaborators

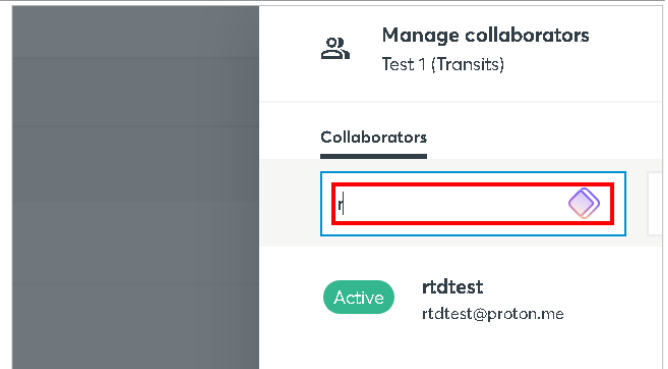
Complete Asset
Restrict Modifications

Delete Product Type

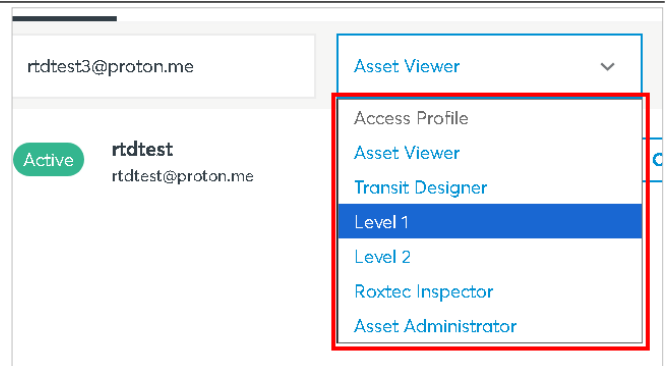
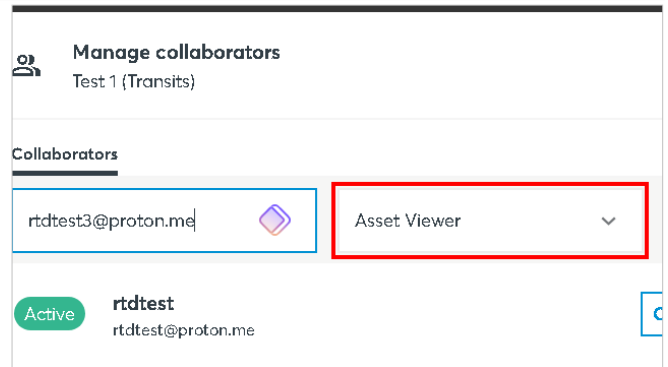
Click on the input field **Email**



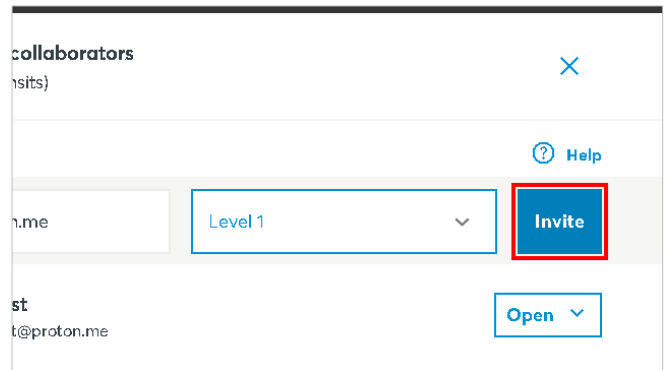
Enter the **email** of the user you want to add



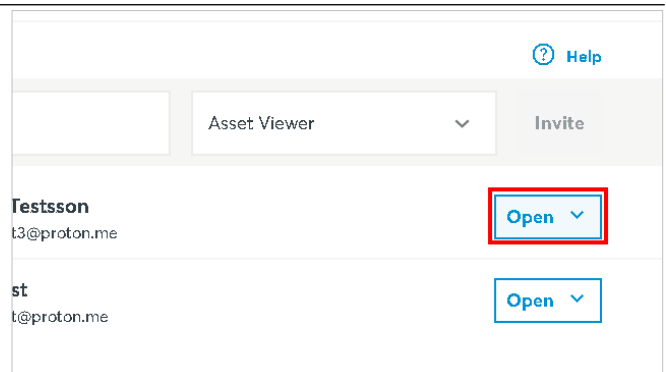
Select the **Access Profile** they should have



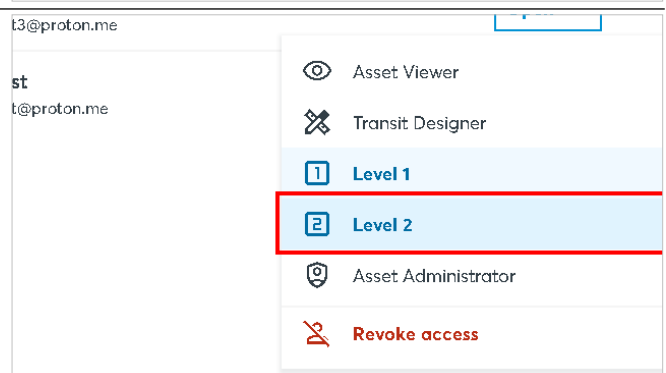
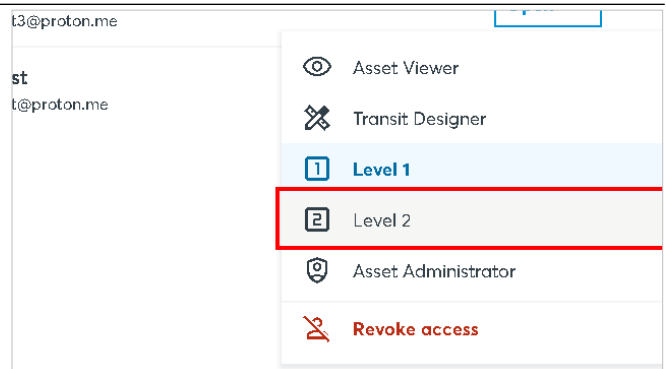
Click on the button **Invite**



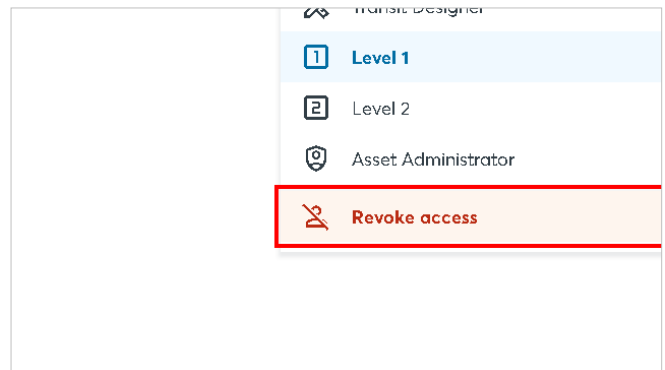
Click on the button **Open** if you wish to change the access of a user



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

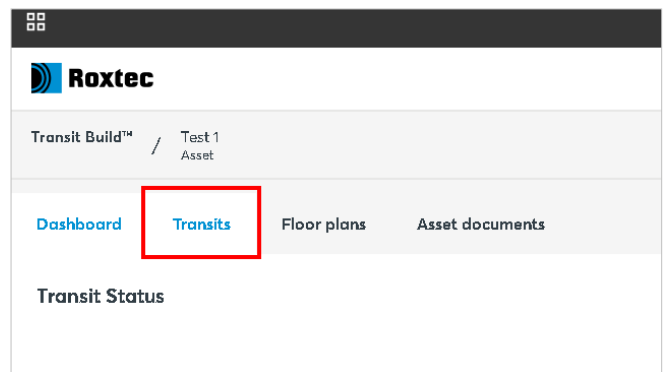


Click on **Revoke access** if you want to remove all their access

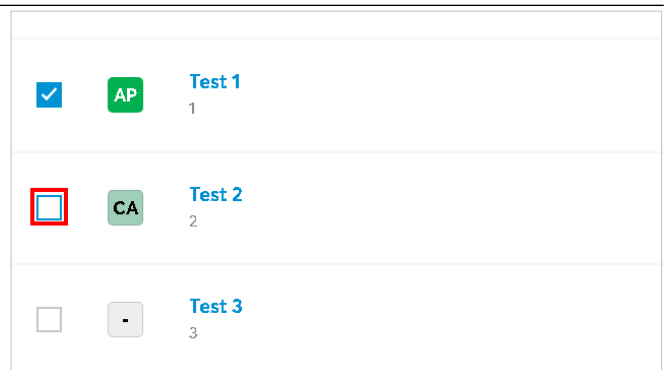
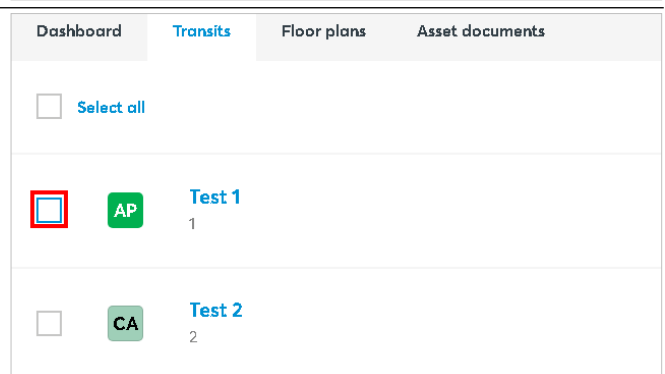


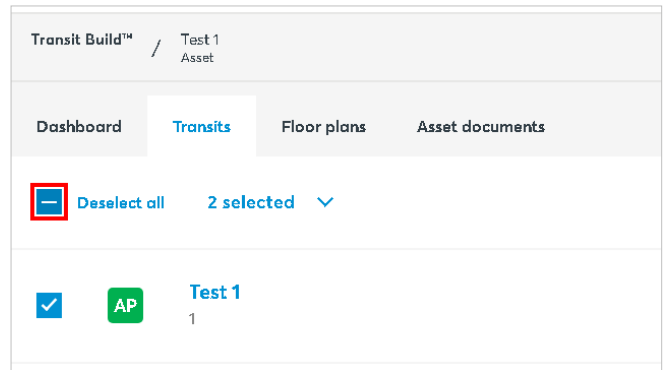
1.3. Download reports

Click on the link **Transits**

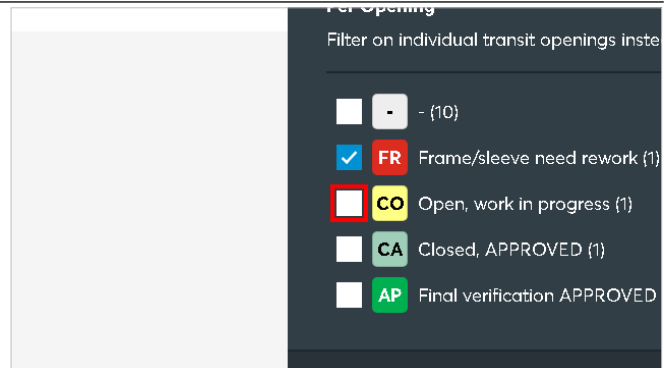
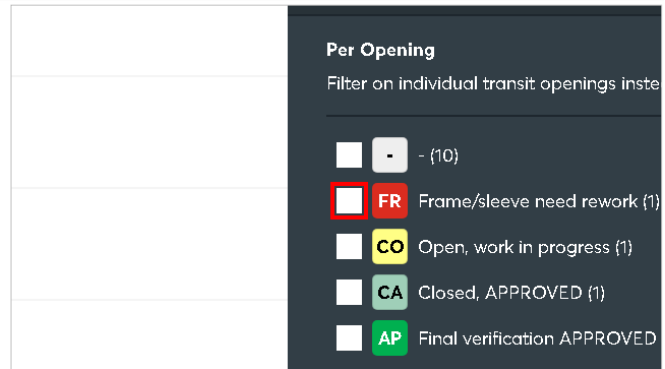
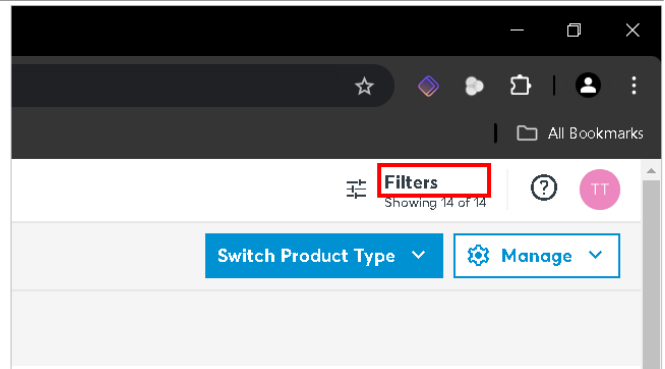


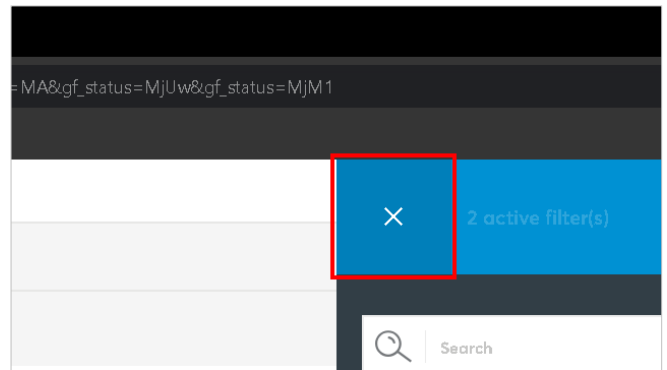
Select the transits / products you want to include in the report. If none are selected, the report will include all of them



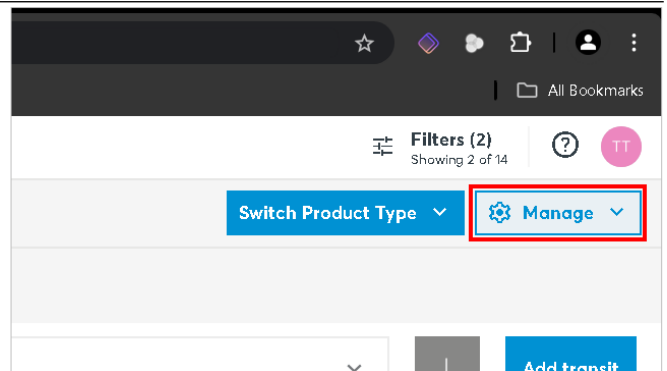


You can setup a **Filter** with a **Filter** active, only the filtered items will be included in the report

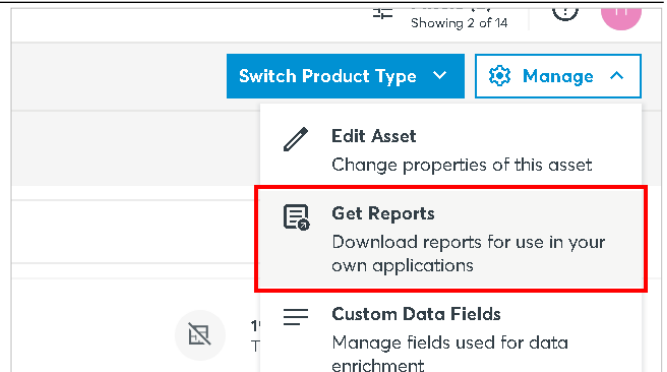




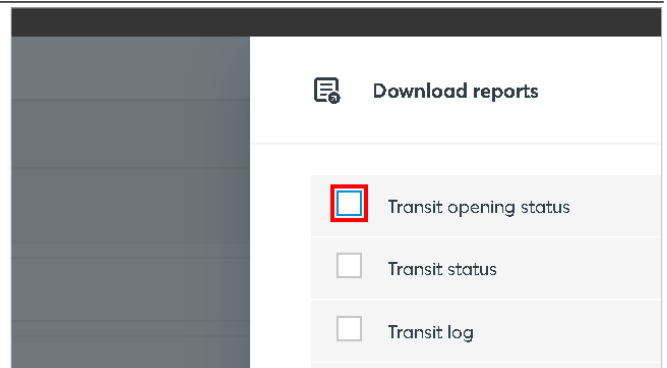
Click on the button **Manage**

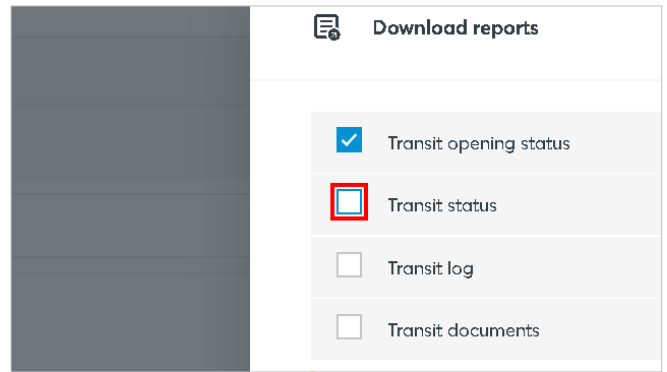


Click on **Get Reports**

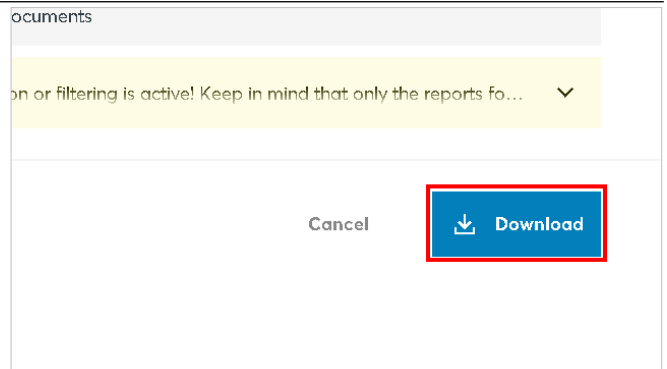


Select the **options** you want included in the report



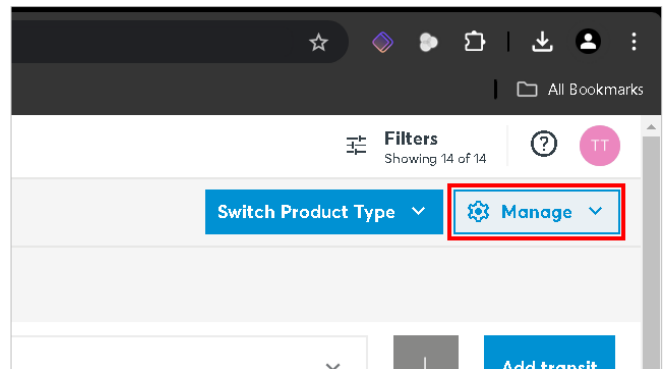


Click on the button **Download**

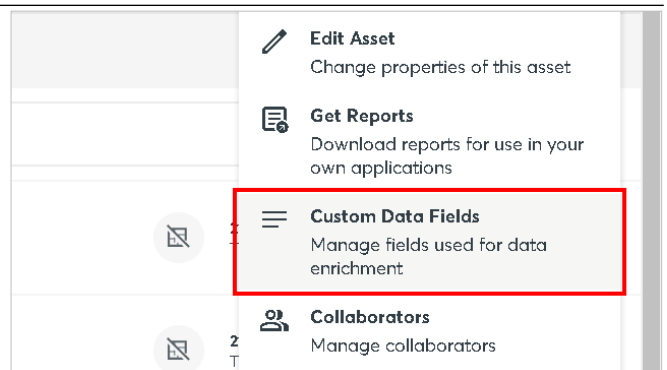


1.4. Custom data fields

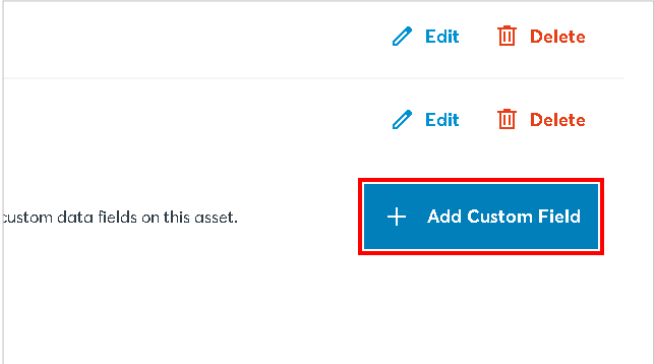
Click on the button **Manage**



Click on **Custom Data Fields**



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



custom data fields on this asset.

[+ Add Custom Field](#)

Click on the input field **Name**



Angle

Pressure

Name

Cancel

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



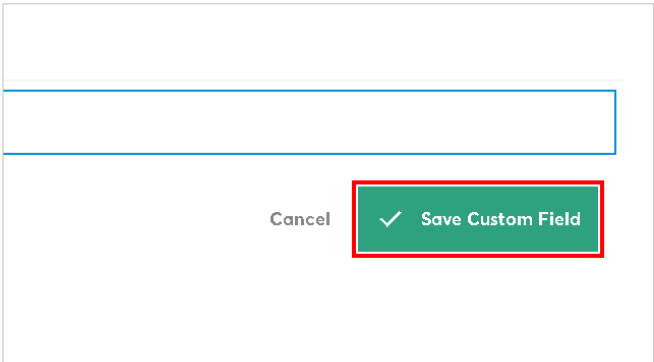
Angle

Pressure

T

Cancel

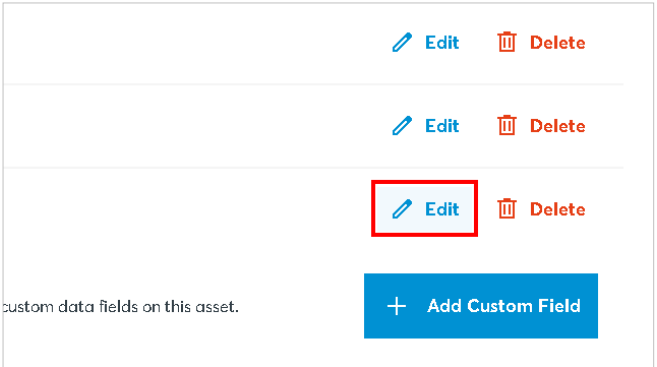
Click on the button **Save Custom Field**



Cancel

✓ Save Custom Field

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

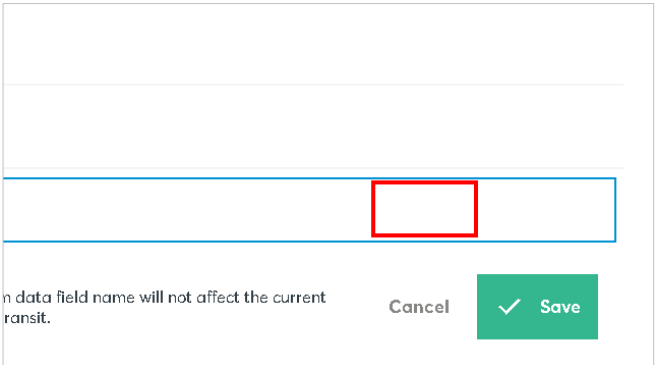


custom data fields on this asset.

Each field has an **Edit** button (pencil icon) and a **Delete** button (trash icon). The **Edit** button for the third field is highlighted with a red box.

+ Add Custom Field

Enter a new **Name**

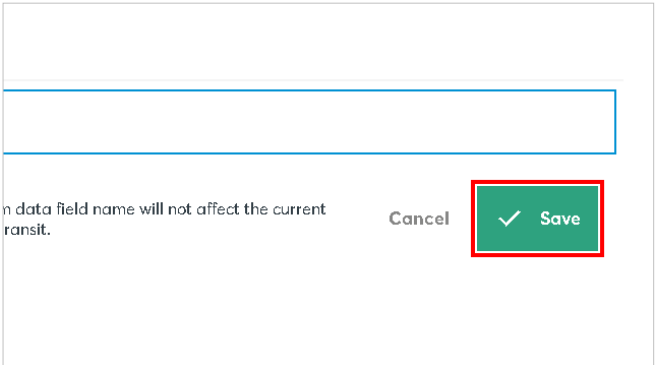


When data field name will not affect the current transit.

Cancel **Save**

The **Save** button is highlighted with a red box.

Click on the button **Save**

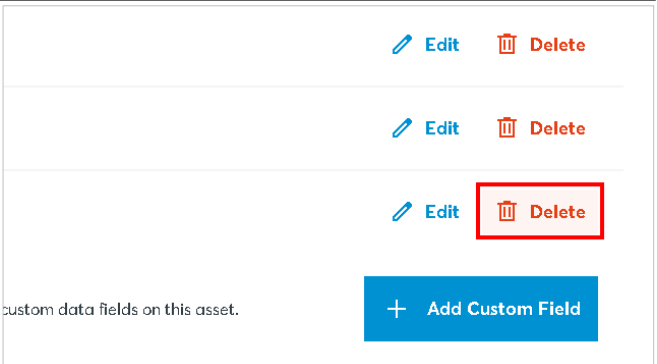


When data field name will not affect the current transit.

Cancel **Save**

The **Save** button is highlighted with a red box.

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

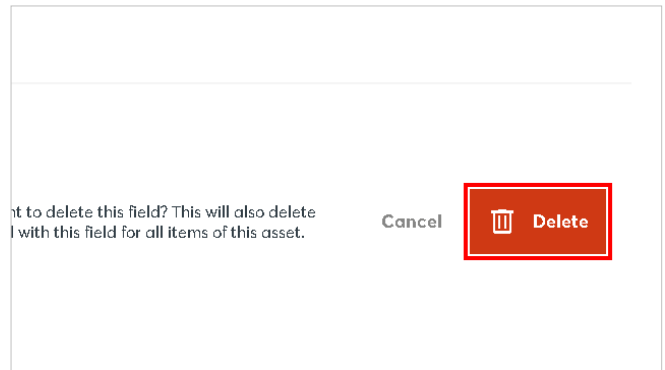


custom data fields on this asset.

Each field has an **Edit** button (pencil icon) and a **Delete** button (trash icon). The **Delete** button for the third field is highlighted with a red box.

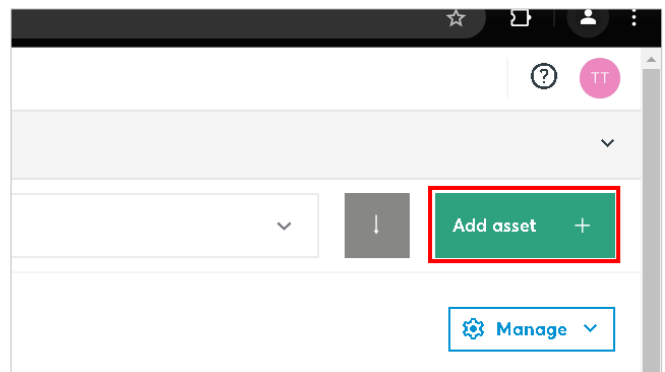
+ Add Custom Field

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



1.5. Add Asset

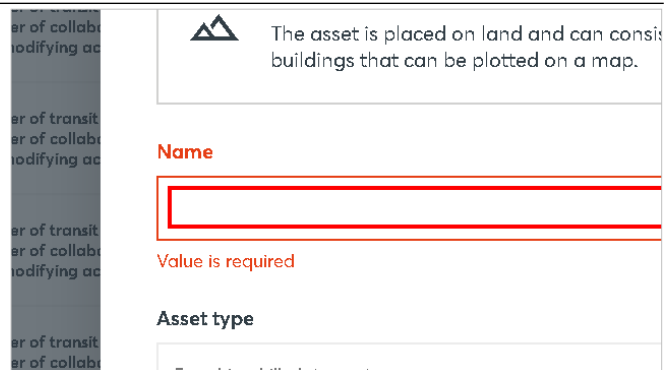
Click on the button **Add asset**



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



Click on the input field **Name**



Select a **Name** for the asset


er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor

er of collabor

 The asset is placed on land and can consist of buildings that can be plotted on a map.

Name

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

er of collabor
modifying ac


er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor

er of collabor

 The asset is placed on land and can consist of buildings that can be plotted on a map.

Name

Click on the combo box **Product Type**

er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor

er of collabor

IMO# or facility ID (if applicable)

Certifying Authority

Please select

Product Type

Please select

Additional product types may be added after creation

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

er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor
modifying ac

er of transit
er of collabor

er of collabor

Product type

Please select

Please select

Transits

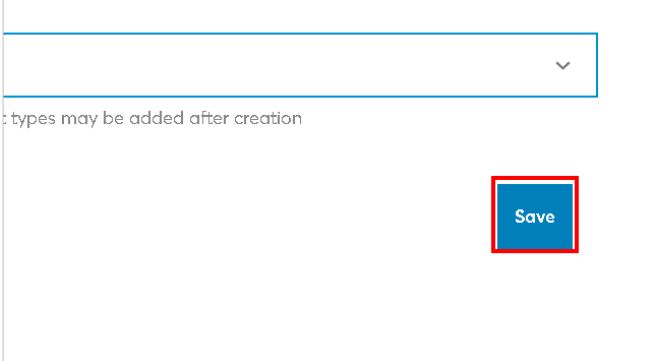
Valves

Doors

Fire dampers

Hydraulic hose

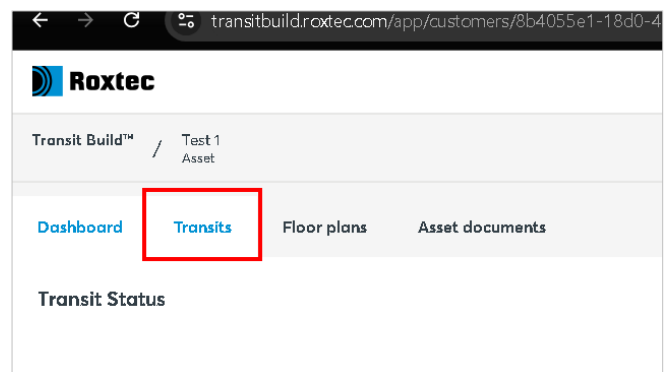
Click on the button **Save** to finalize your asset



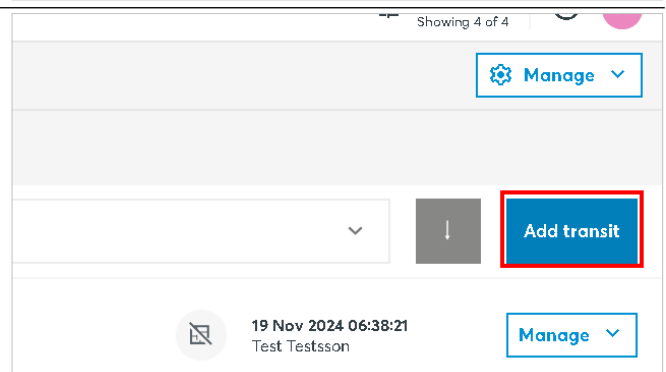
A screenshot of a web form. At the top, there is a dropdown menu with a downward arrow. Below it, the text "types may be added after creation" is visible. In the bottom right corner, there is a blue button with the text "Save" inside, which is highlighted with a red rectangular border.

1.6. Add Transit

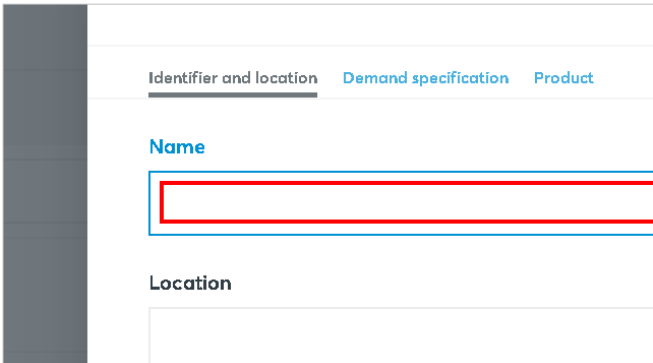
Click on the link **Transits**



Click on the button **Add transit**



Select a **Name**



A screenshot of a form with three tabs: "Identifier and location", "Demand specification", and "Product". The "Identifier and location" tab is selected. Under the "Name" label, there is a text input field highlighted with a red rectangular border. Below it, there is a "Location" label and an empty text input field.

Enter **Location** information

Name

Location

Tag serial number

Enter the **Tag serial number**

Location

Tag serial number

Custom data fields

Enter any **custom data**

Custom data fields

Angle

Pressure

Click on the link **Demand specification**

Add transit

Identifier and location **Demand specification** **Product**

Name

Select a **Fire Rating**

Fire Rating

None
None
A-0
A-15
A-30
A-60
B-0
B-15
H-0

Select a **Gastight** rating

B-0

Gastight

None
None
Gastight
Smoketight

Select the **Tightness Spec**

Tightness spec

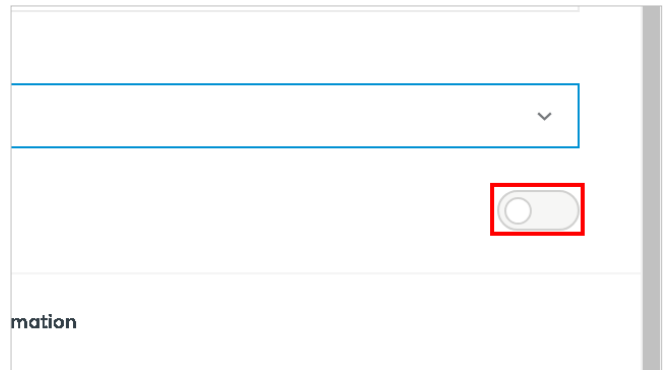
None
None
WT
1.5 bar
2.67 bar
4 bar
IP
IP Weather tight

Select the **EMC** rating

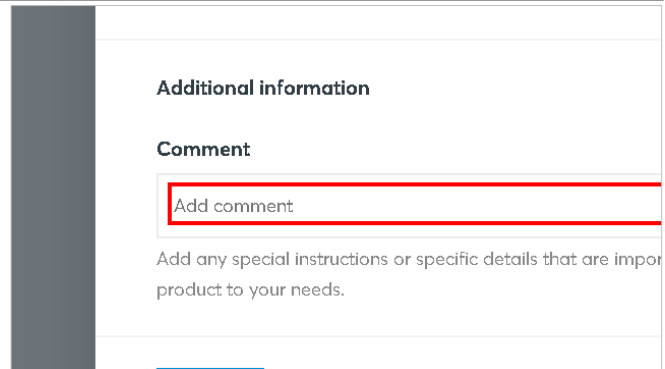
EMC

None
None
PE
PE B
ES
ES B
BG
BG B

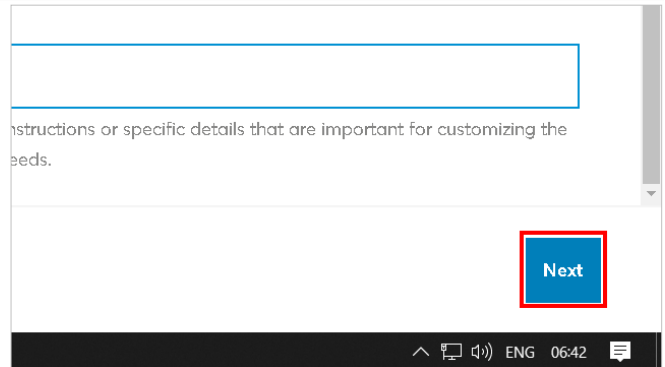
Click on the toggle button to change the **EX** rating



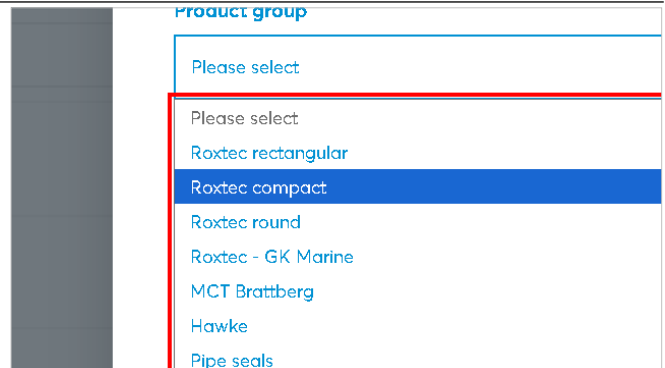
Add any **comments**



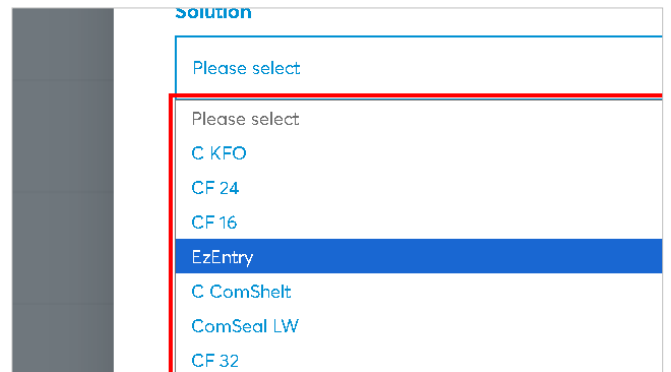
Click on the button **Next**



Select a **Product group**

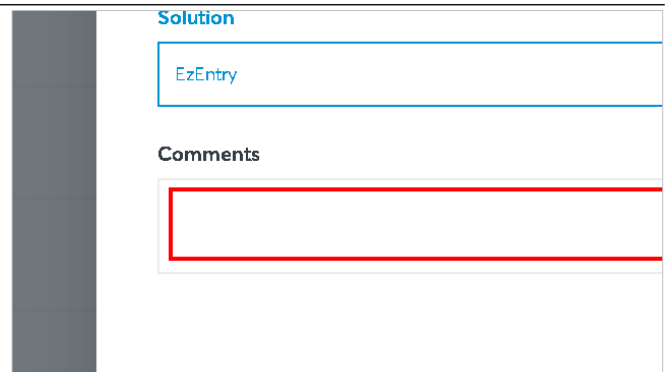


Select the **Solution**



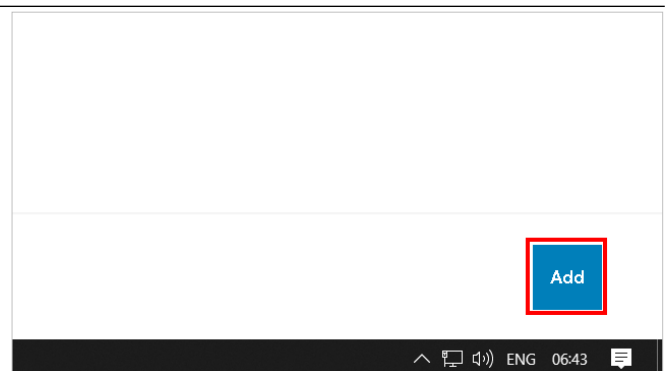
A screenshot of a software interface showing a dropdown menu titled "Solution". The menu is open, displaying a list of options: "Please select", "C KFO", "CF 24", "CF 16", "EzEntry", "C ComShelt", "ComSeal LW", and "CF 32". The "EzEntry" option is highlighted with a blue background. A red rectangular box is drawn around the entire dropdown menu area.

Add any product **Comments**



A screenshot of the software interface showing the "Solution" dropdown menu now closed and displaying "EzEntry". Below it is a text input field labeled "Comments", which is currently empty. A red rectangular box is drawn around the "Comments" input field.

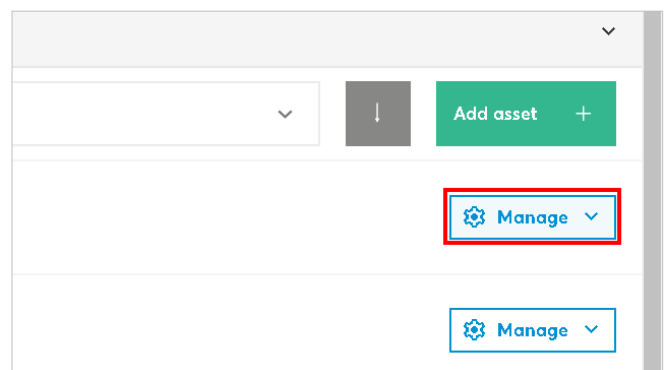
Click on the button **Add** to finalize and save your transit



A screenshot of the software interface showing a large empty area. In the bottom right corner, there is a blue button labeled "Add". A red rectangular box is drawn around the "Add" button. At the bottom of the screen, there is a system tray with icons for volume, network, and language, and the text "ENG 06:43".

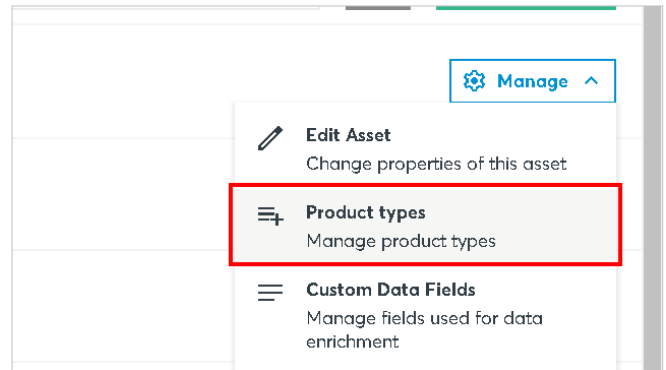
1.7. Add Product type

Click on the button **Manage**

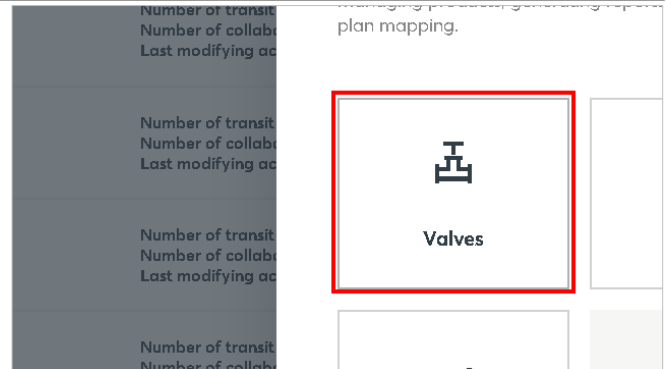


A screenshot of a software interface showing a list of items. At the top right, there is a green button labeled "Add asset" with a plus sign. Below it, there are two buttons labeled "Manage" with a gear icon and a dropdown arrow. The top "Manage" button is highlighted with a red rectangular box.

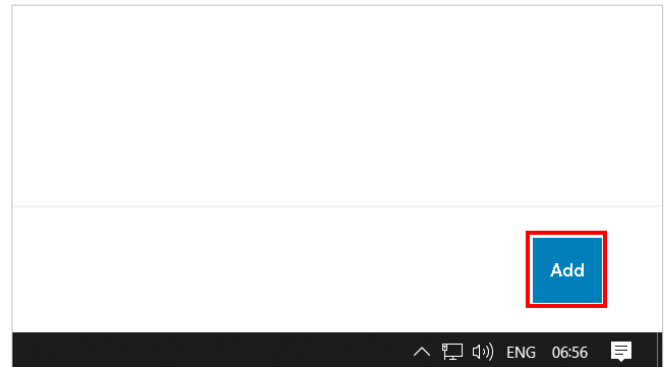
Click on **Product types**



Select the **Product type**

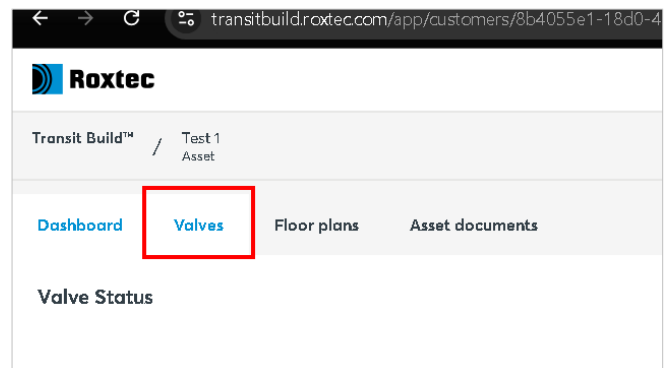


Click on the button **Add**



1.8. Add Product

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



Click on the button **Add valve**

Showing 0 of 0

Switch Product Type

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

Identifier and location

Name

Location

Enter any **Location** information

Name

Location

Test 7

Tag serial number

Enter the **Tag serial number**

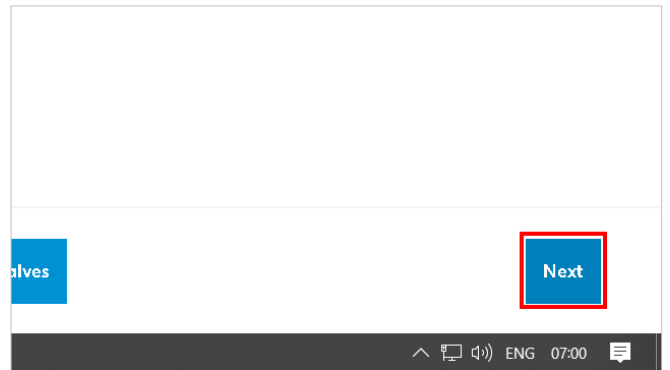
Location

Tag serial number

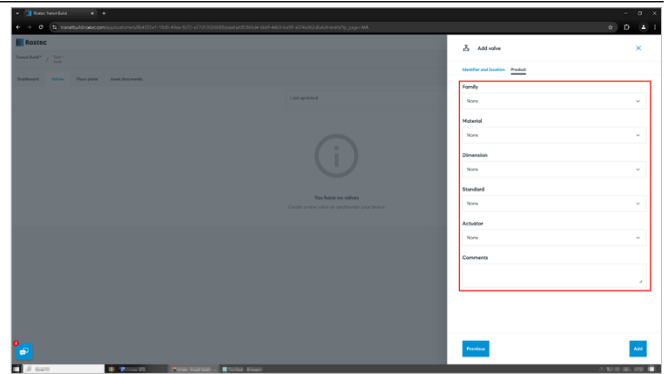
Custom data fields

This asset does not have any custom data

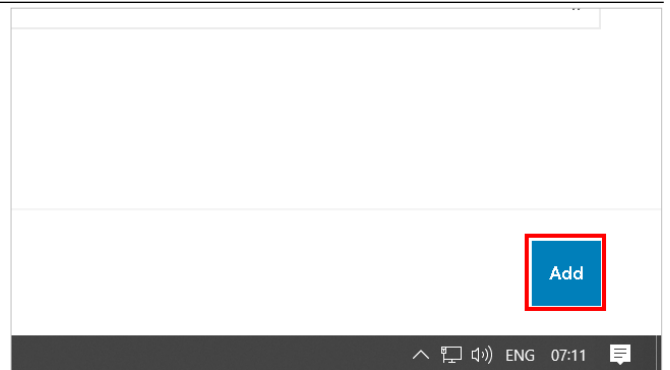
Click on the button **Next**



Enter any **Product** specific information

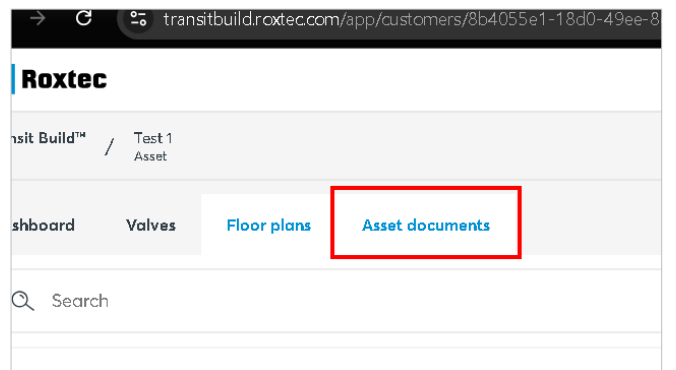


Click on the button **Add** to save and complete the Valv

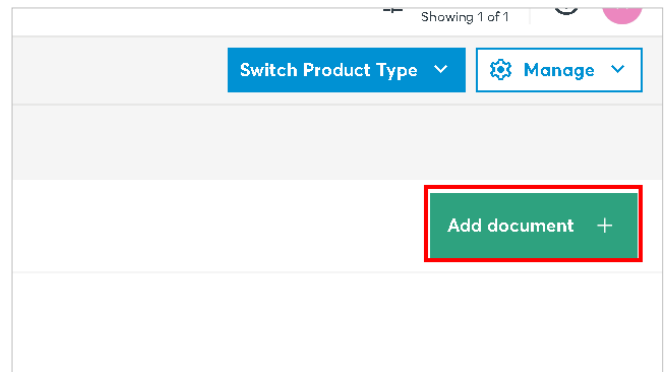


1.9. Add asset document

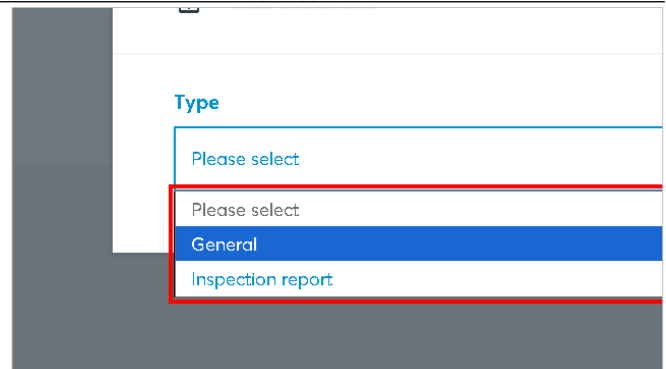
Click on the link **Asset documents**



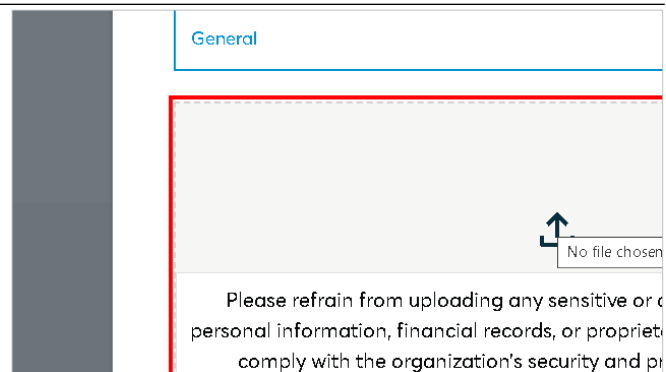
Click on the button **Add document**



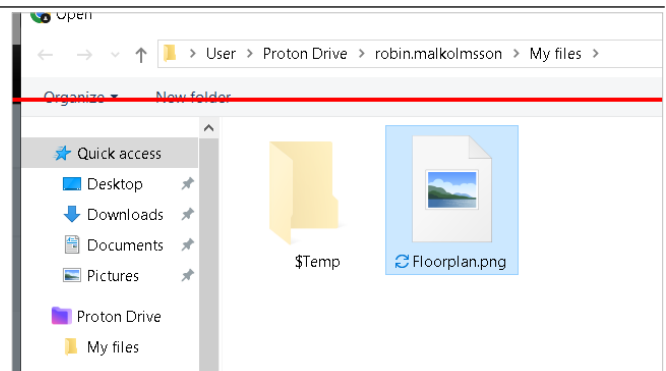
Select the **Type** of document you wish to upload



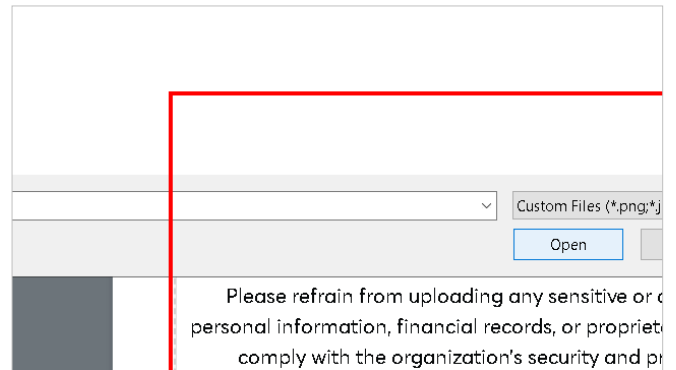
Drag and drop a file onto the file field or Click on the file field to browse your files for the document.



Select a file

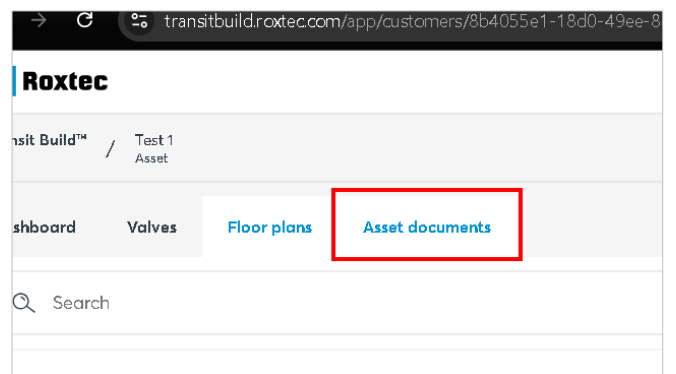


Click on open

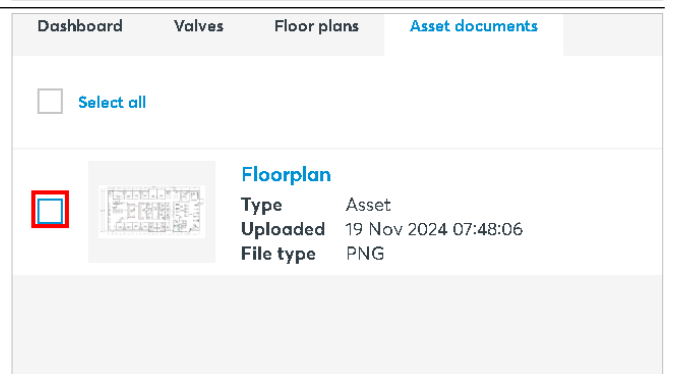


1.10.Remove asset document

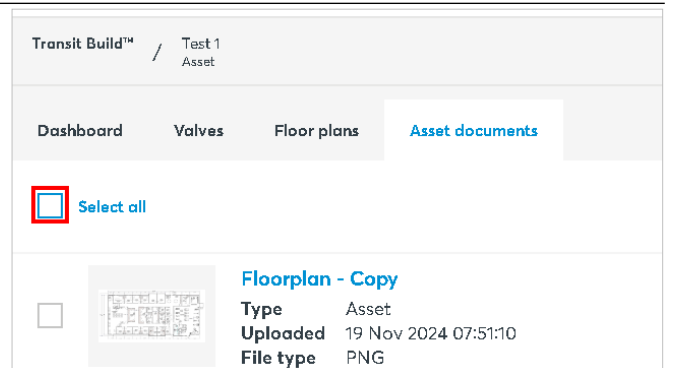
Click on the link **Asset documents**



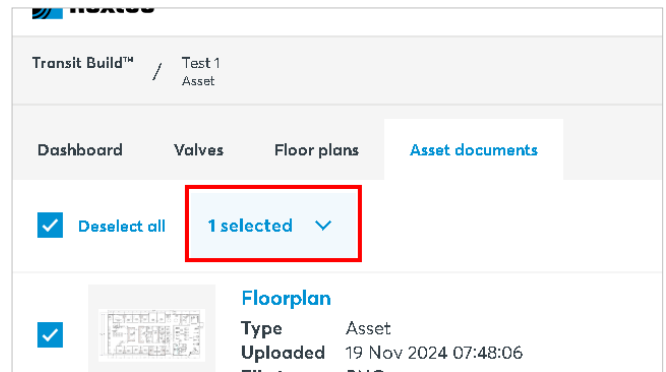
Click on the checkbox to select a document



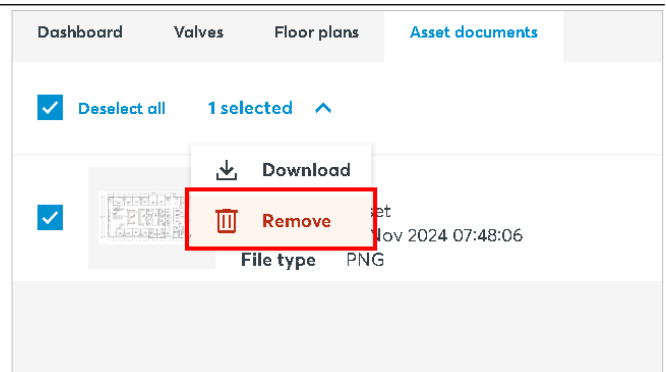
Click on the checkbox **Select all** to select all documents



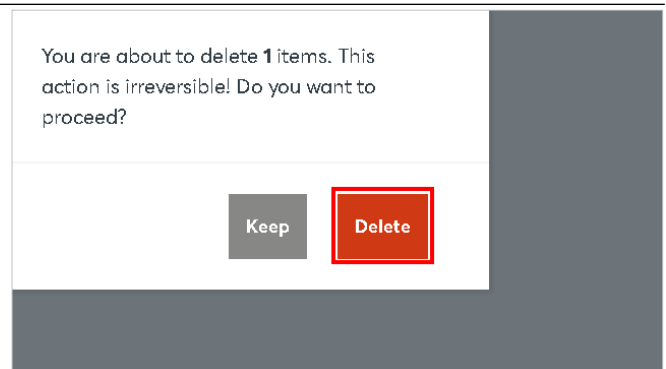
Click on the drop down menu



Click on **Remove**

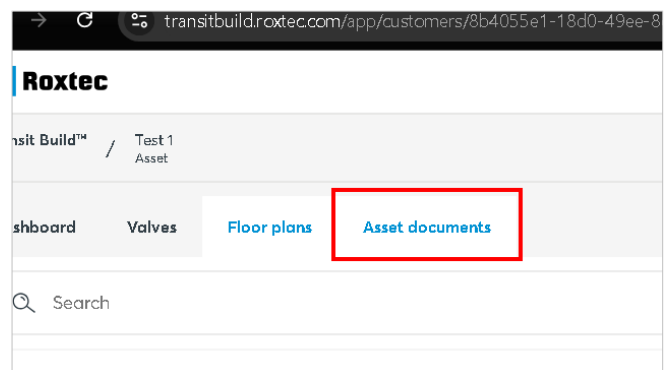


Click on the button **Delete** to finalize the deletion

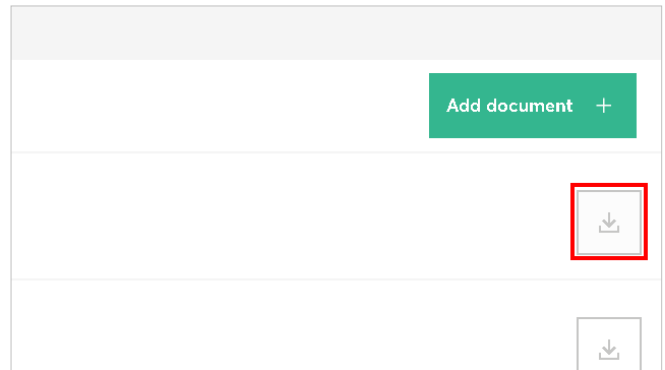


1.11.Download asset document

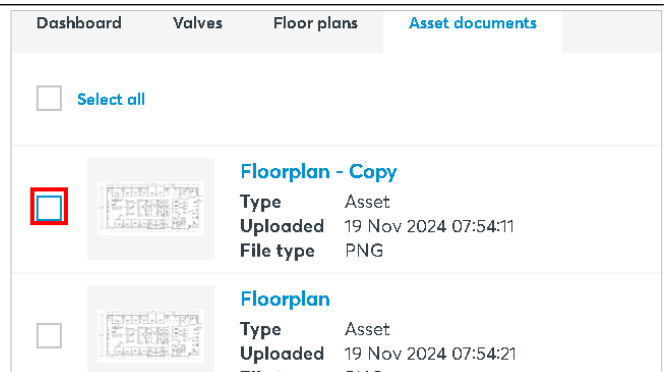
Click on the link **Asset documents**



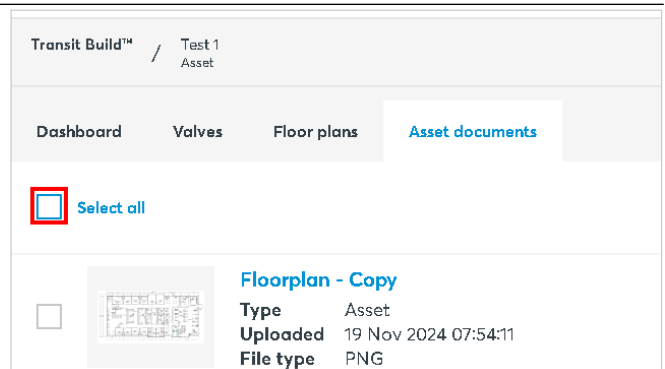
Click on the **download** button next to a document to download that specific document



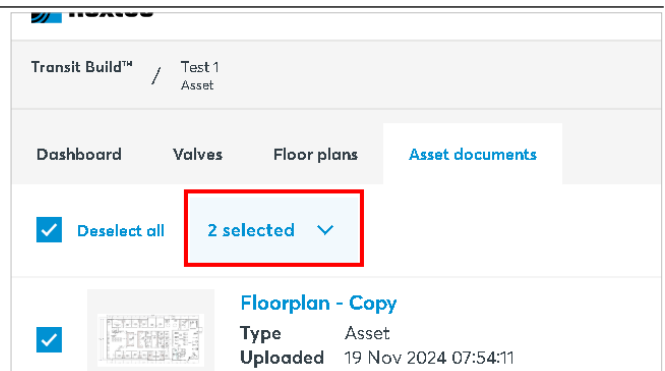
Click on the checkbox to select specific documents



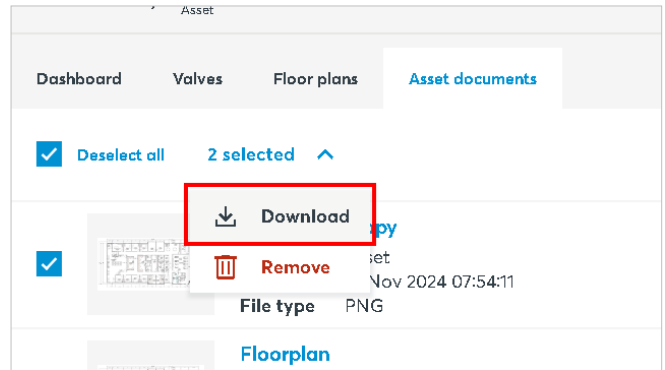
Click on the checkbox **Select all** to select all documents



Click on the drop down menu

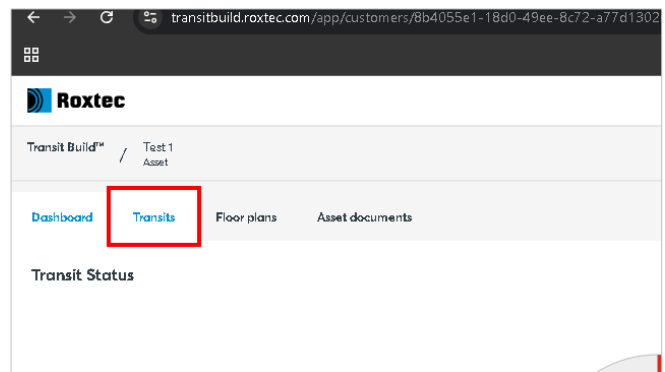


Click on **Download** if multiple files are selected they will be downloaded in a zip file.

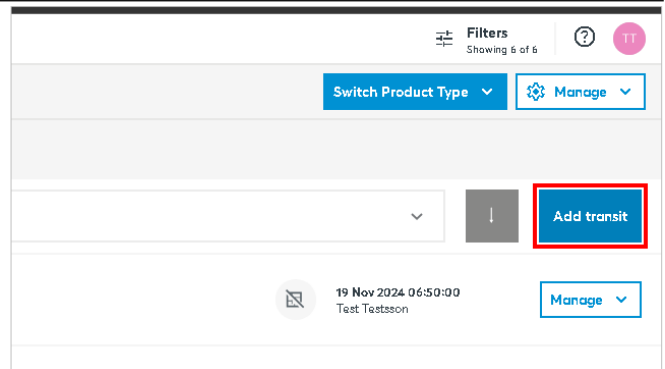


1.12.Add multiple transits

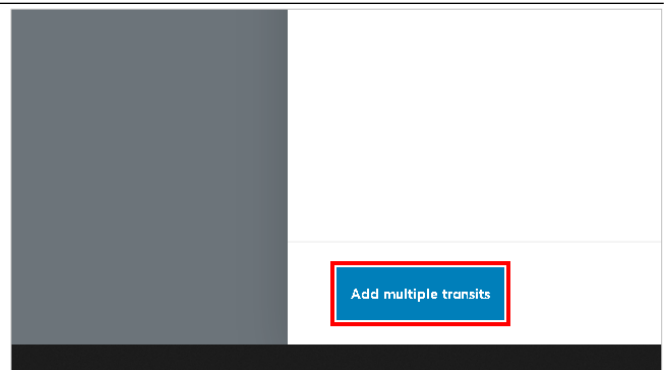
Click on the link **Transits**



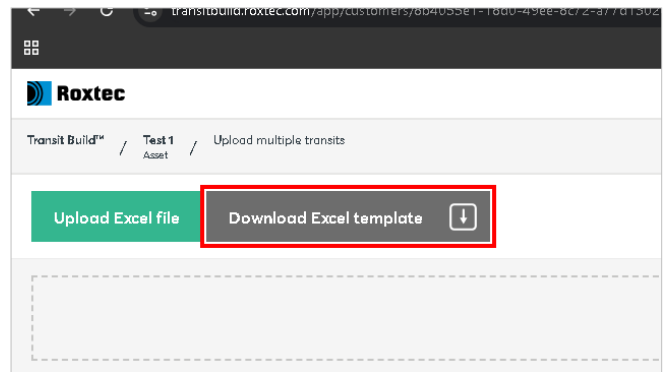
Click on the button **Add transit**



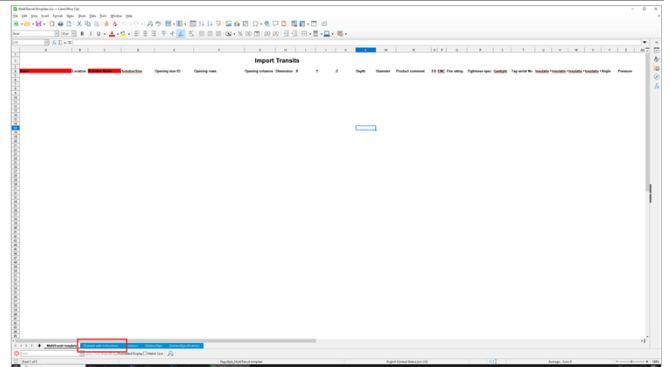
Click on the button **Add multiple transits**



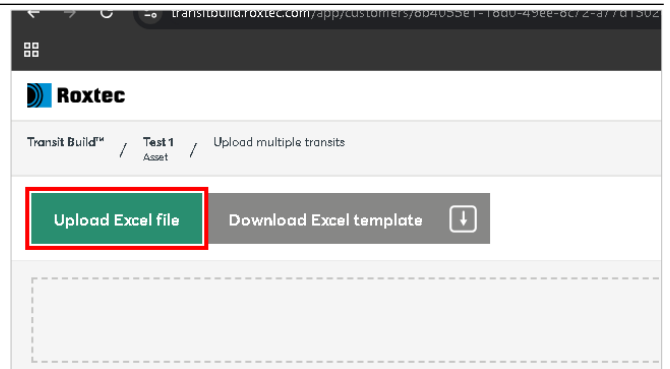
Click on the button **Download Excel template**



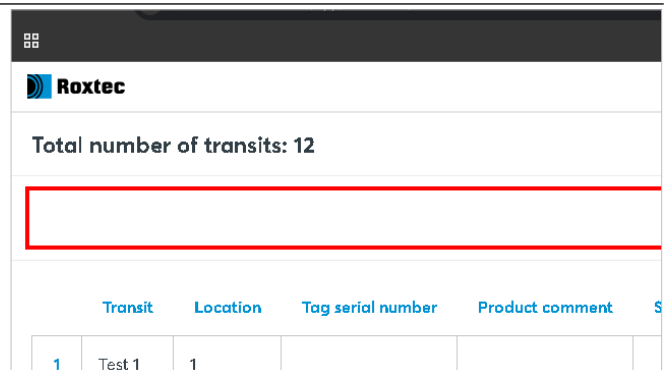
Fill out the excel sheet with the desired information. You can find details on how to do this on the **Example with instructions** sheet



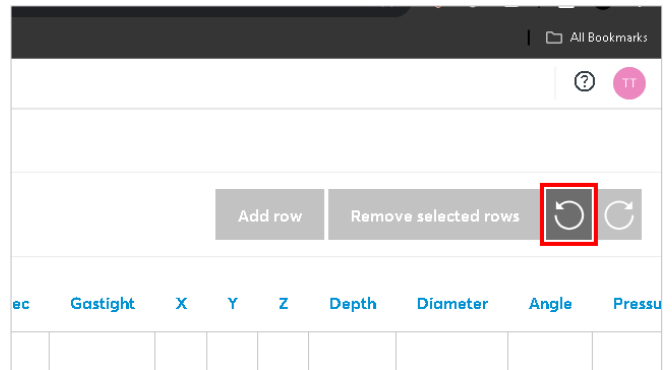
Click on the button **Upload Excel file** and upload the file



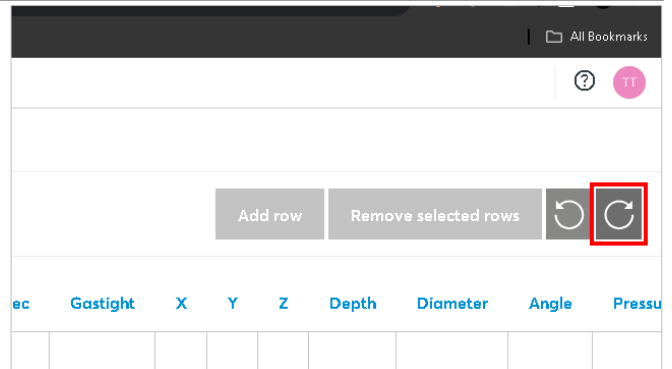
You will see a preview of the uploaded file, here you can edit any information as well.



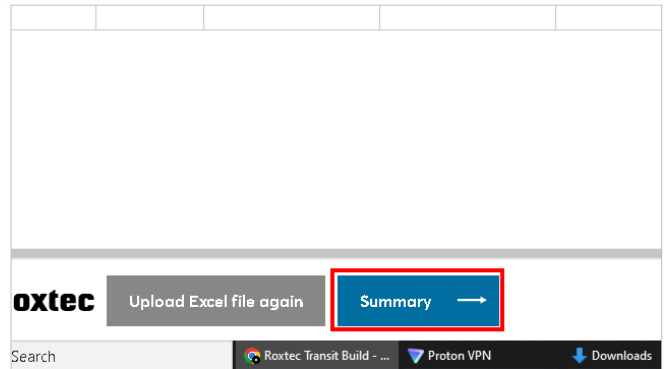
You can **undo** changes by clicking this button



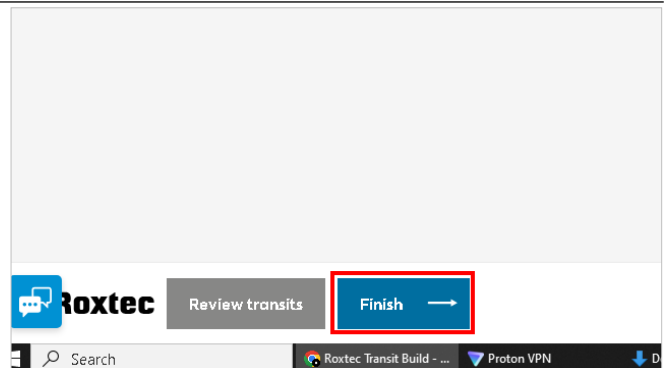
You can **redo** changes by clicking this button



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

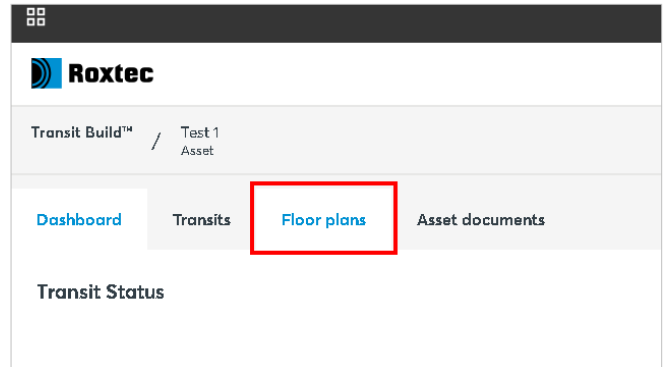


Check the summary and click **Finish** to finalize the upload

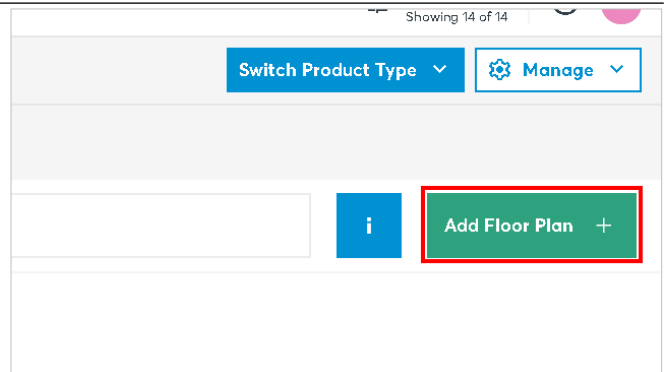


1.13.Add floor plan

Click on the link **Floor plans**



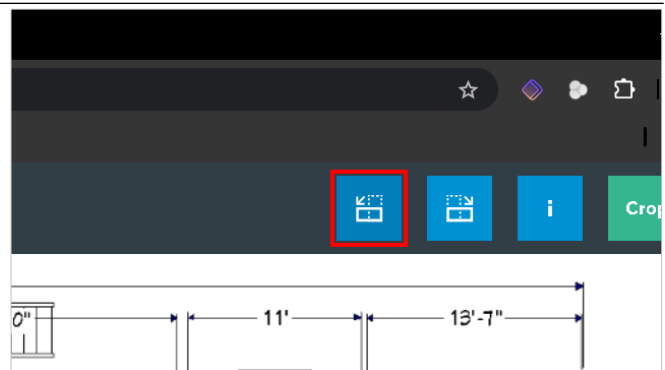
Click on the button **Add Floor Plan**

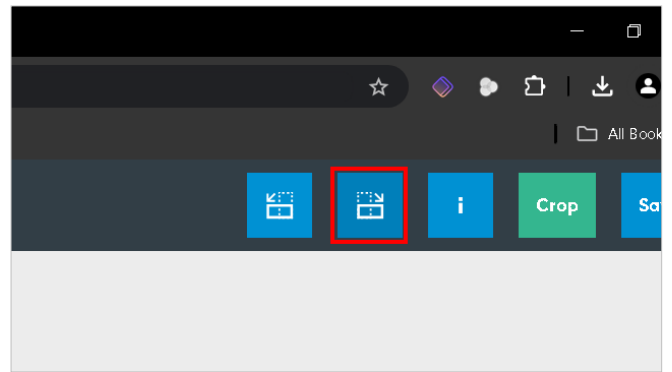


Drag a file onto the field or click it to browse your computer for a file

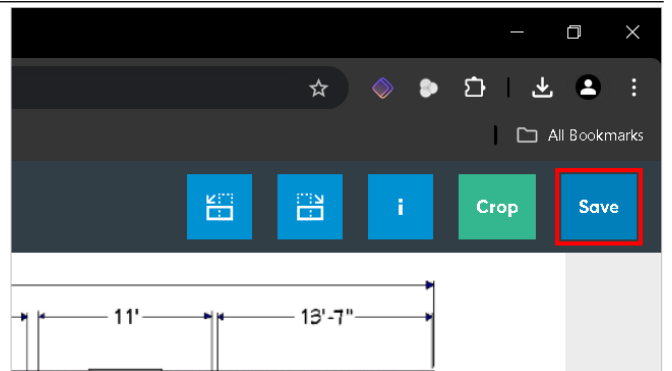


When you have uploaded the file you will have the option to change **rotation**

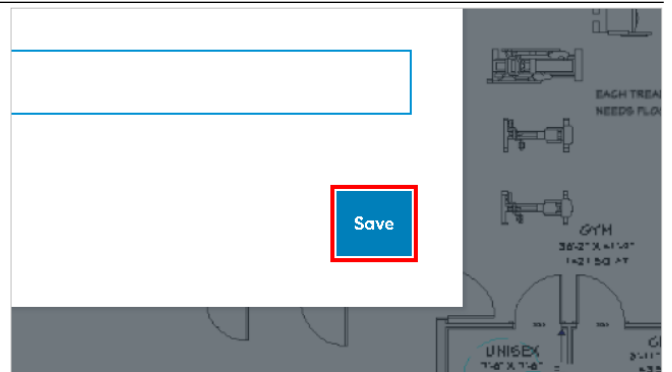




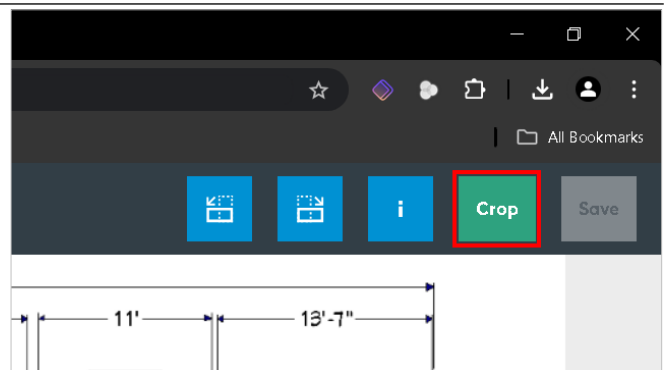
Click on the button **Save** to save the current display as a floor plan



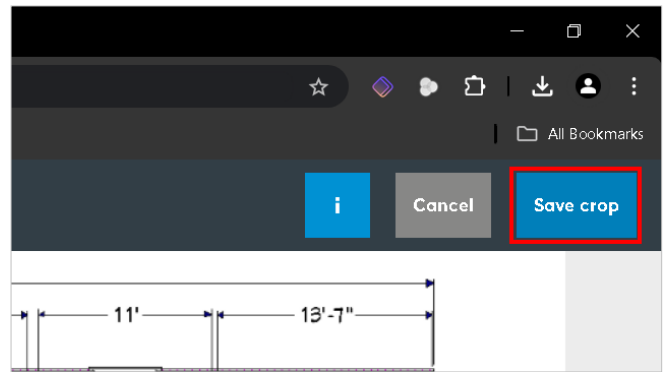
Select a name for the floor plan and click **Save**



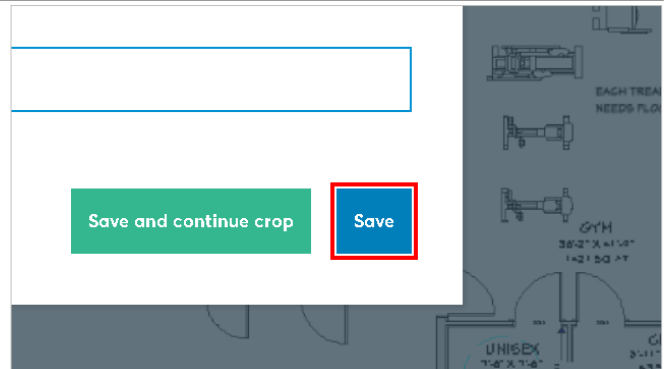
Click on the button **Crop** if you want to **Crop** a specific area of the uploaded image. You can crop multiple times on the same image.



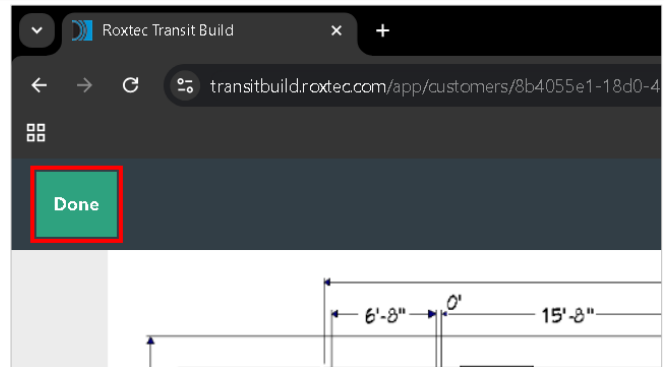
Click on the button **Save crop** to save the current crop area as a floor plan



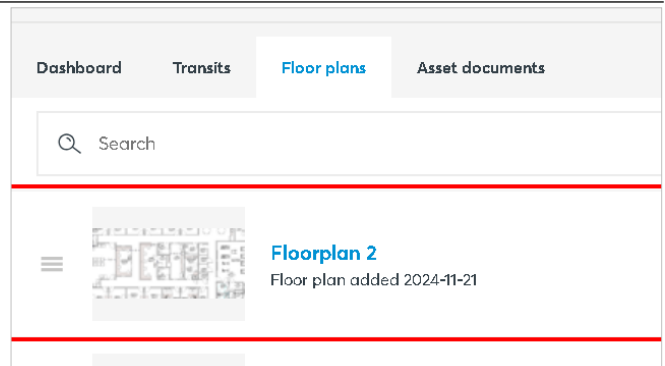
Select a name for the floor plan and click **Save**



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

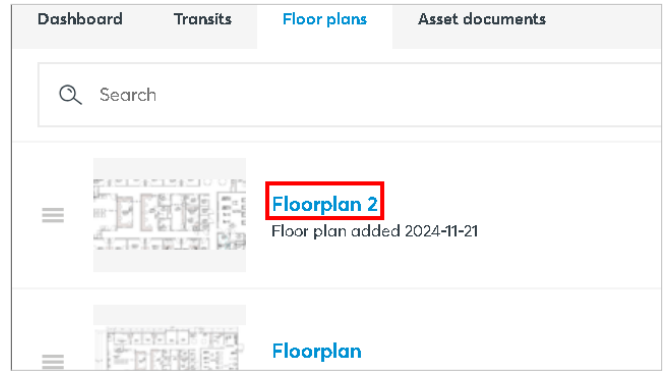


You should now see the floor plans listed

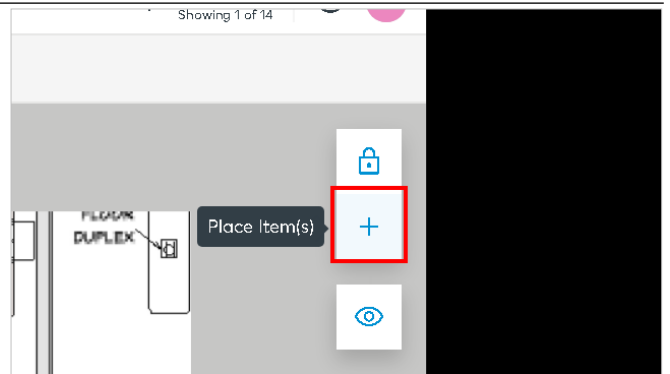


1.14. Place transit on floorplan

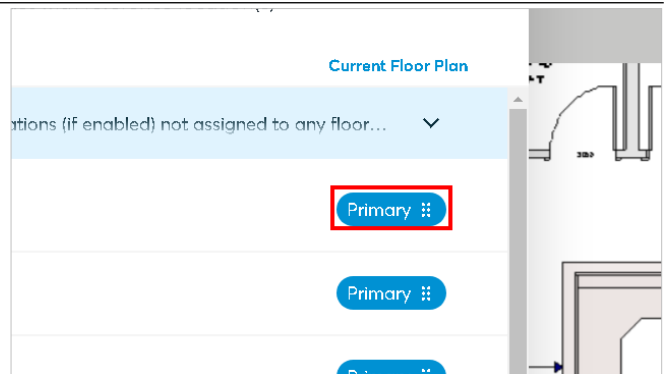
Select a Floorplan



Click on the + button to place items

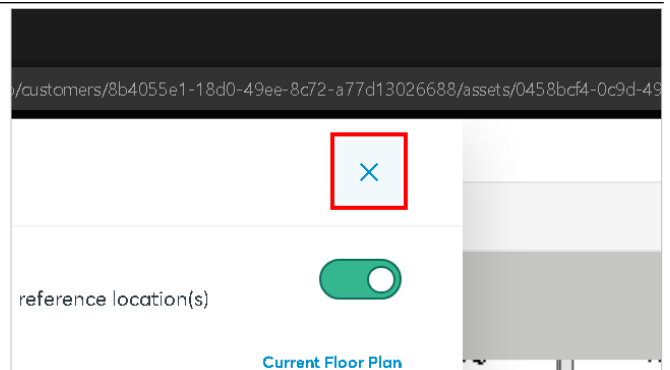


Click and hold the left mouse button on **Primary** then drag the transit onto the floor plan

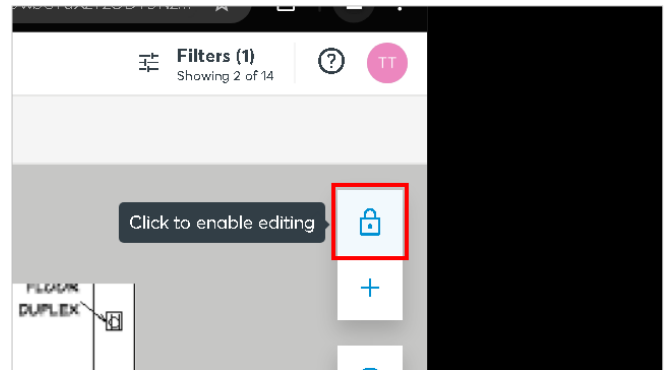


The transit will be placed when you release the left mouse button

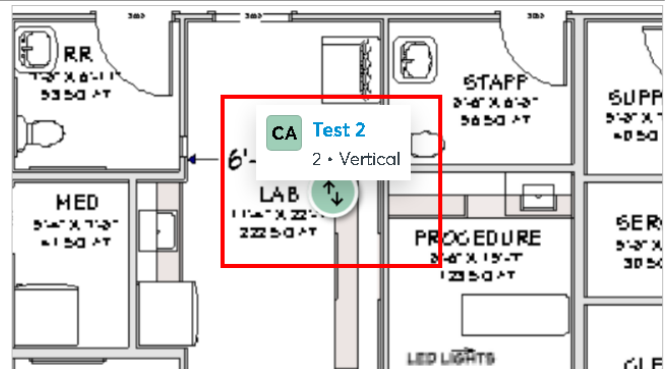
Click on the button **close** when you have finished placing transits



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

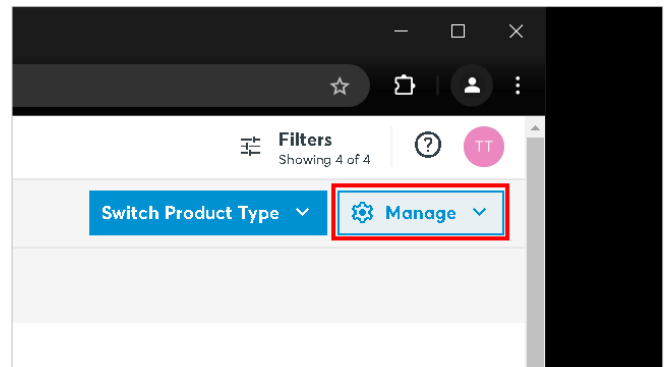


You can now move any transit on the floor plan by clicking on it and dragging it

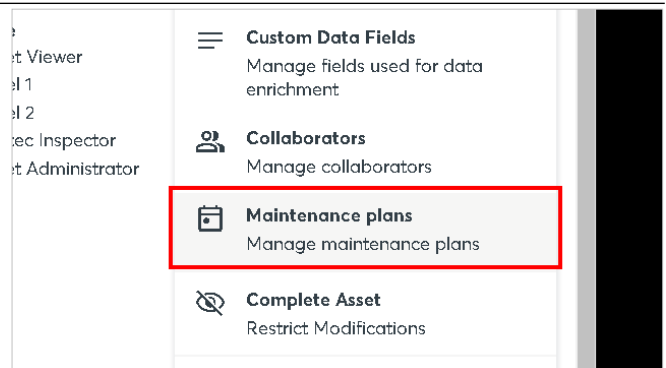


1.15. Create maintenance plan

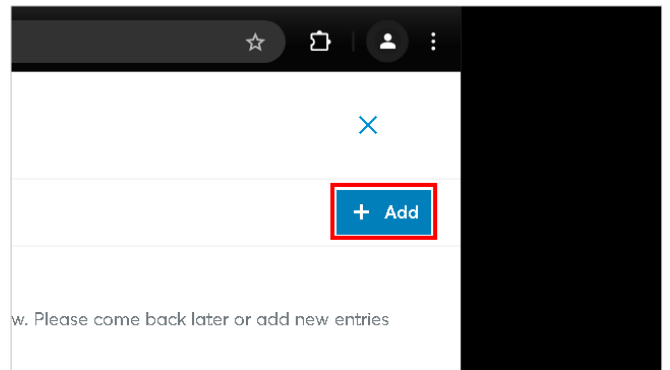
Click on the **Manage** button



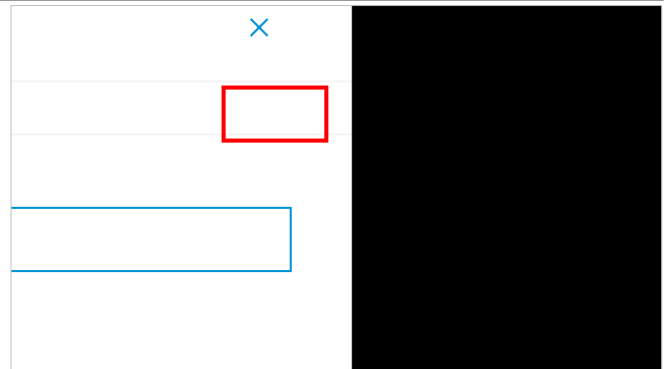
Click on **Maintenance plans**



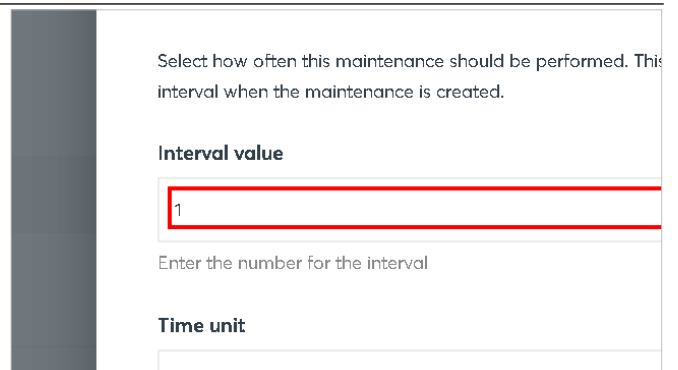
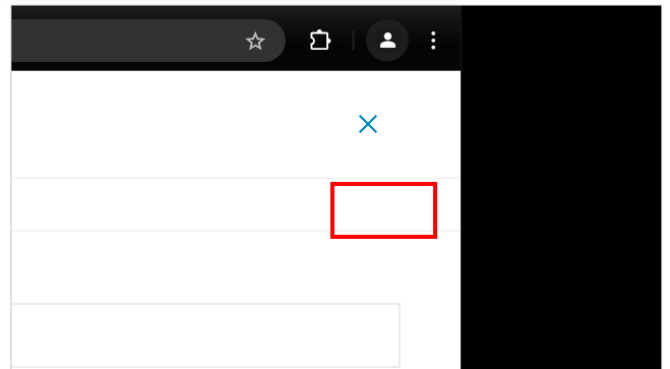
Click on the button **Add**



Enter a name for the maintenance plan



Enter a **description** of the plan



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

Select how often this maintenance should be performed. This interval when the maintenance is created.

Interval value

Enter the number for the interval

Time unit

Click on the combo box **Time unit**

Enter the number for the interval

Time unit

Select the time unit for the interval

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

Enter the number for the interval

Time unit

- Years
- Years
- Months
- Weeks
- Days
- Hours

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

Enter the number for the interval

Time unit

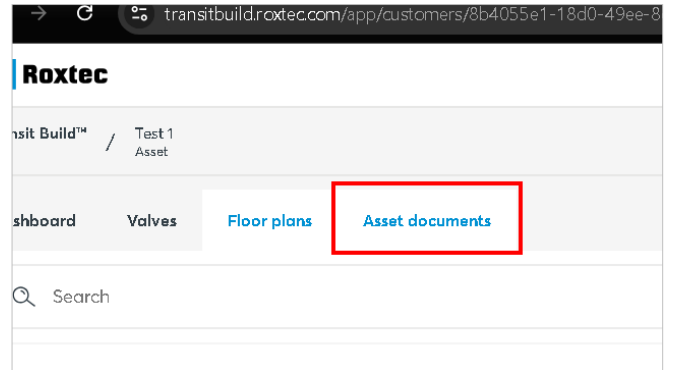
- Years
- Years
- Months
- Weeks
- Days
- Hours

Save

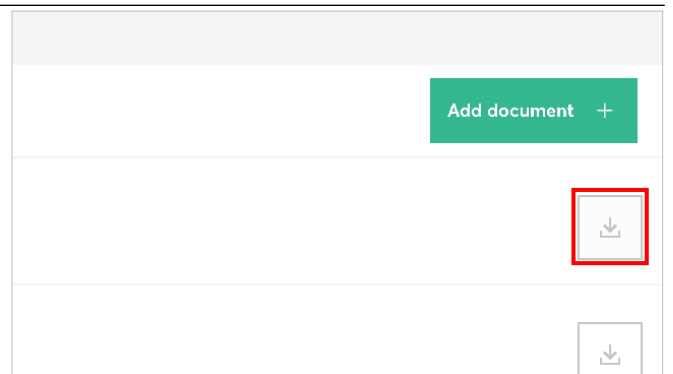
2. Section

2.1. Download asset document

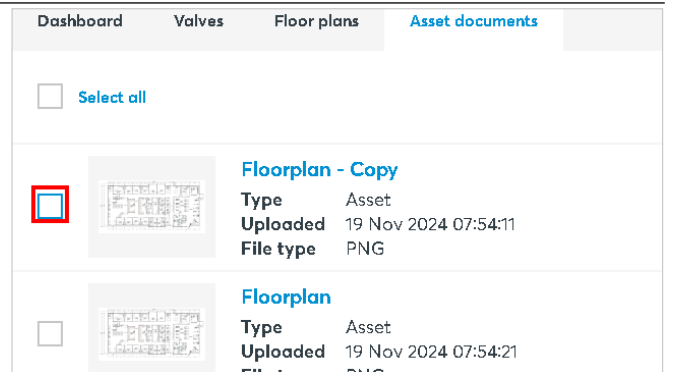
Click on the link **Asset documents**



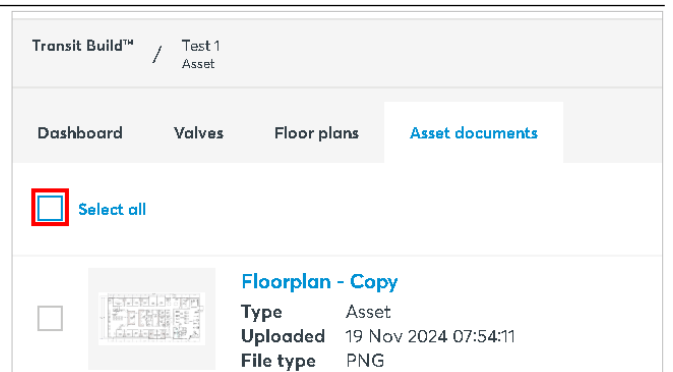
Click on the **download** button next to a document to download that specific document



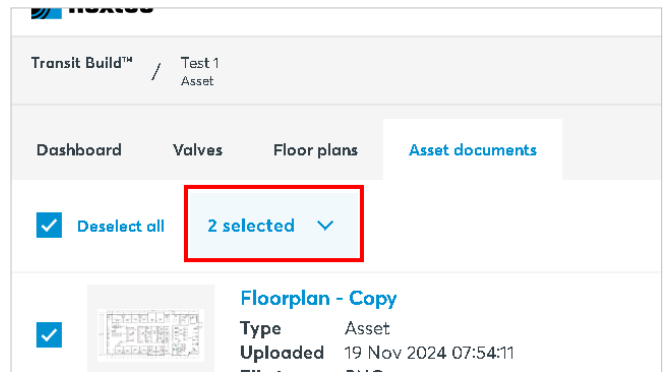
Click on the checkbox to select specific documents



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.

