MANAGER 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 Admin 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

The **Manager Guide** includes special sections to help you easily learn the 7NOX system and quickly solve problems. Look for them throughout this Guide.

Tips and Tricks

Look for these special information boxes to gain knowledge and tips about using 7NOX.

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

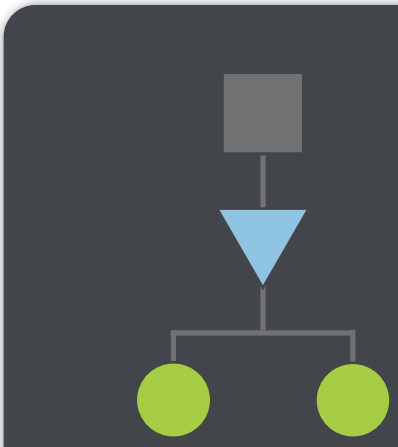
Pro Tips give you useful strategies for using 7NOX to get more functionality and performance.

How-to Videos

Throughout this Guide, you will find links to training videos within each section. These videos demonstrate how to perform specific tasks. Use them to support your learning.

Look for this button

VIDEO>



Trouble shooting

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

Contents



Quick Start Guide 5
7NOX Dashboard Overview 6
Logging into the Portal 7
Creating an Account 8
Changing Your Password 9
Calendar View 9
Multi-Factor Authentication 10
- Authenticator App 11
- Email 13

Create a Single Booking 14
Create a Repeat Booking 15
Calendar View 16
Site Manager 18
- Change Occupancy Times 19
- Change Site Costs 20
- Other Settings 21

Tenant Manager 22
- Occupancy Overrives 23
- Price Overrides 23

Login Manager 24
- Creating New User 25
- Assigning Users to Site 26
- Assigning Users Tenancies 27
- Disabling User Accounts 28

Zone Manager 29
- Floor Price Override 30
- Adding a Floor Plan 31
- Creating a Zone Group 32

Building Manager 38
Holiday Manager 40
Energy Manager 41
Reports 42
- Tenant Invoice 42
- Site Summary 43
- Floor Summary 43
- Custom Email Report 44

Histories 44
- Tenant Booking History 45
- Daily Usage Log 45

Adding Logos to Reports 46
Troubleshooting 47
Document Revisions 48



☐ System Requirements

Apple OS	iOS 11.2 or +
Android OS	Android 4.0.3 or +
Browser	Internet Explorer 11+, Firefox 59.0.2+, Chrome 67.0.3396.87+

☐ Login to 7NOX Portal

You should have received an email with your login credentials and a URL (e.g., us.7nox.com). If not, email us at **info@opsyssolutions.com**. Otherwise, navigate to the 7NOX portal URL and login. For security, we recommend you change your pre-assigned password after login.

☐ Calculate Your Hourly Rate

Have you figured your hourly rate for bookings yet? If not, get started with our **After-Hours Rate Calculator**. While every property and tenancy is different, the Calculator can be a helpful guide in identifying common charges that make up this important charge.

☐ Start Learning

Our **Training Page** contains a complete library of 7NOX guides and videos.

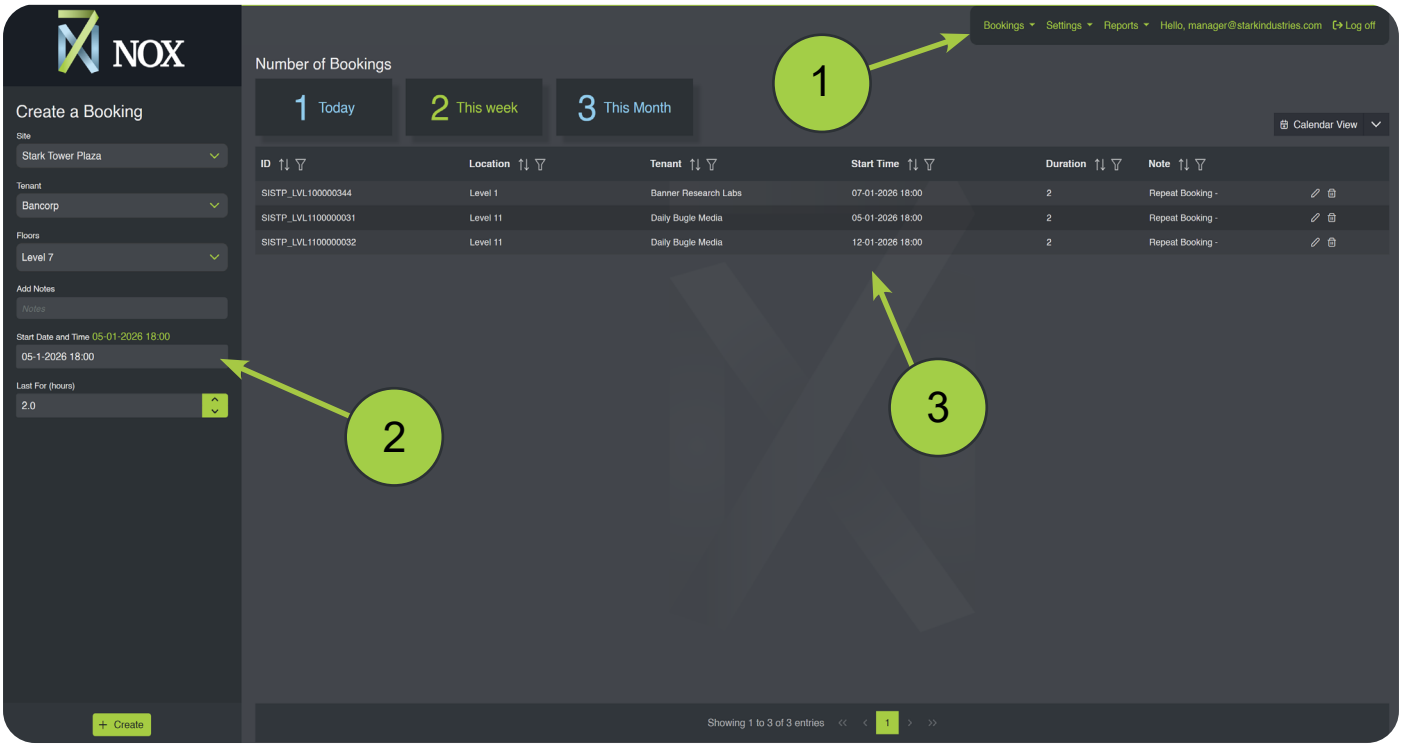
☐ User Training

Tenant Welcome Guide—Email to tenants for a quick intro to 7NOX.

7NOX User Guide—Comprehensive training guide for tenants.

7NOX Mobile App Guide—How to use the 7NOX app for iOS and Android.

7NOX Dashboard Overview



1 **Main Menu**—Contains menus for Bookings, Managers, & Reports.

2 **Create Area**—The left-hand side of the Dashboard is where you will create and edit bookings, logins, tenants, floors, holidays, reports, and histories.

3 **Display Area**—Searchable list of all bookings, logins, tenants, floors, holidays, reports, and histories.

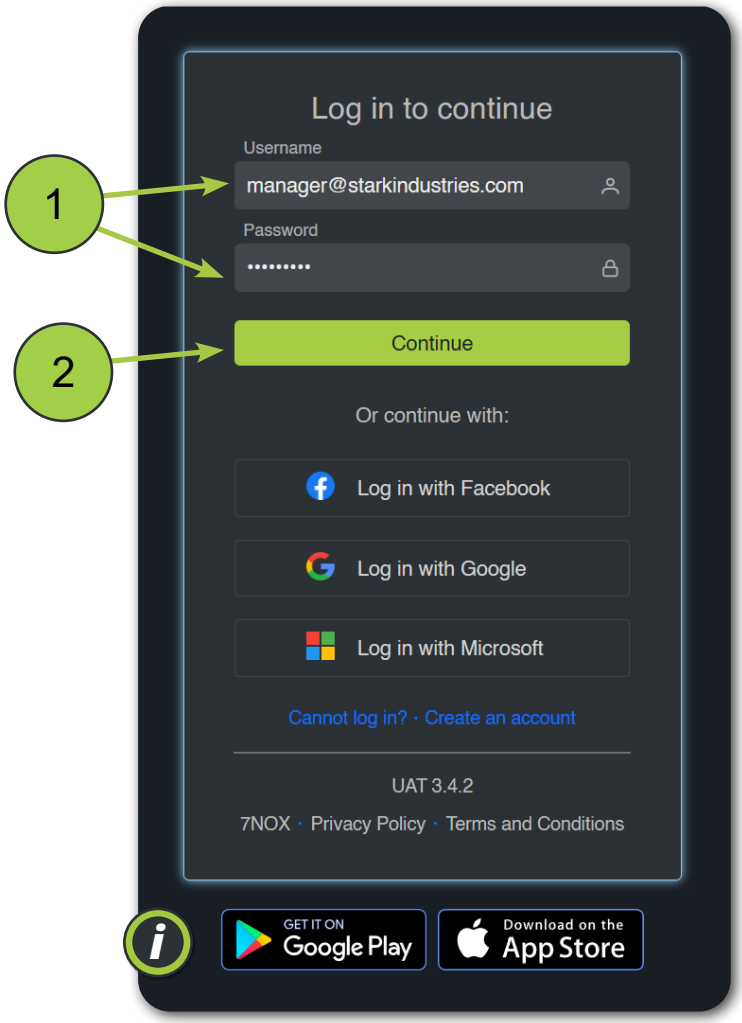
Logging into the Portal

Location: **Login Page of your URL**

Standard Login (Email Address)

If your admin has already created your 7NOX account, you will have received your login credentials via email. For standard login, navigate to the URL of your after-hours portal and...

1. Enter Username and Password
2. Choose Continue



Single Sign-On (SSO)

If you have already linked your Facebook, Google, or Microsoft account to your 7NOX account, you login using those services.



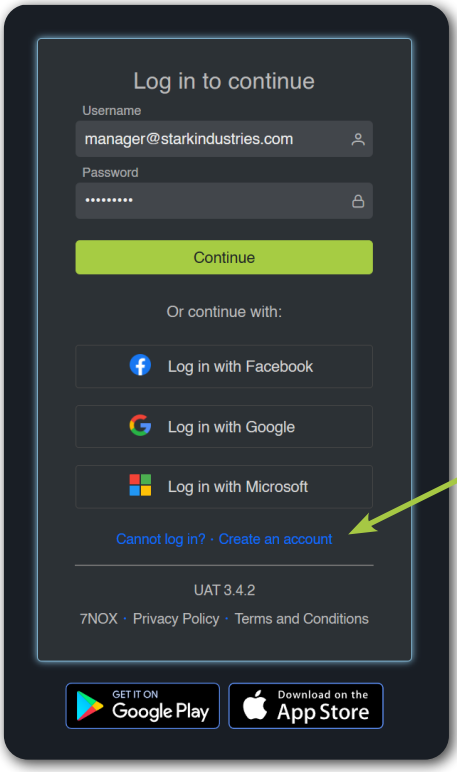
You can find links to the 7NOX Android and iOS mobile apps on the login page.

Creating an Account

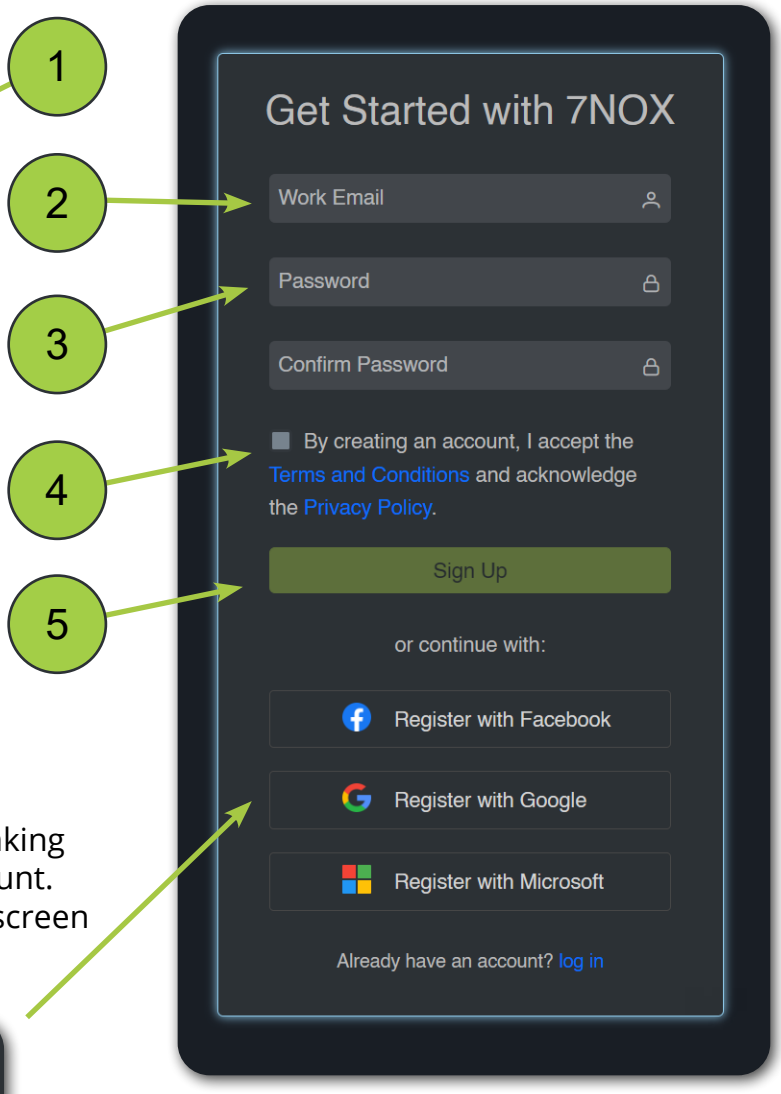
Location: **Login page**

Work Email Address

Your admin may require you setup a 7NOX accounts using your work/org email domain (e.g., @company.com). If this is the case, your admin will inform you. To create a work/org email account:



1. Navigate to the Create an account page
2. Enter your org email address
3. Enter your password & confirm
4. Tick the T&C's agreement
5. Hit the "Sign Up" button



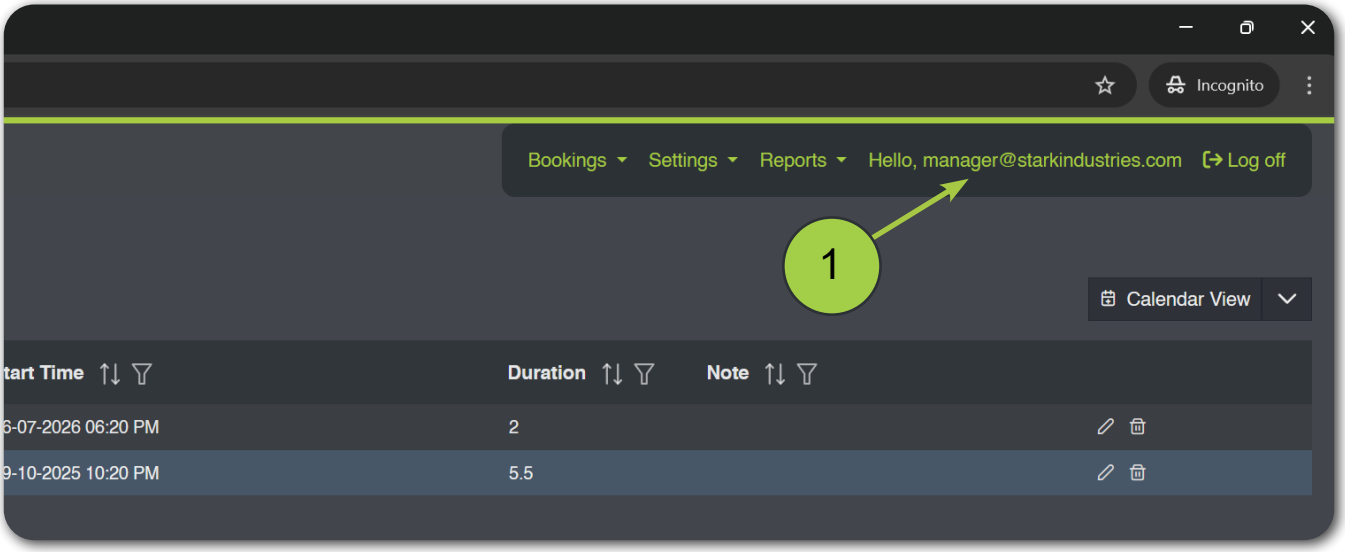
Single Sign-On (SSO)

You can also create a 7NOX account by linking your Facebook, Google, or Microsoft account. Simply choose one and follow the online screen instructions.



Changing Your Password

1. After logging into 7NOX, click on your username in the top right corner of the Main Menu. This will open up the Security page where you can change your password and/or manage multi-factor authentication (MFA).



2. Enter your current password and new password **(Must be 12 characters)**
3. Click “Save changes”.



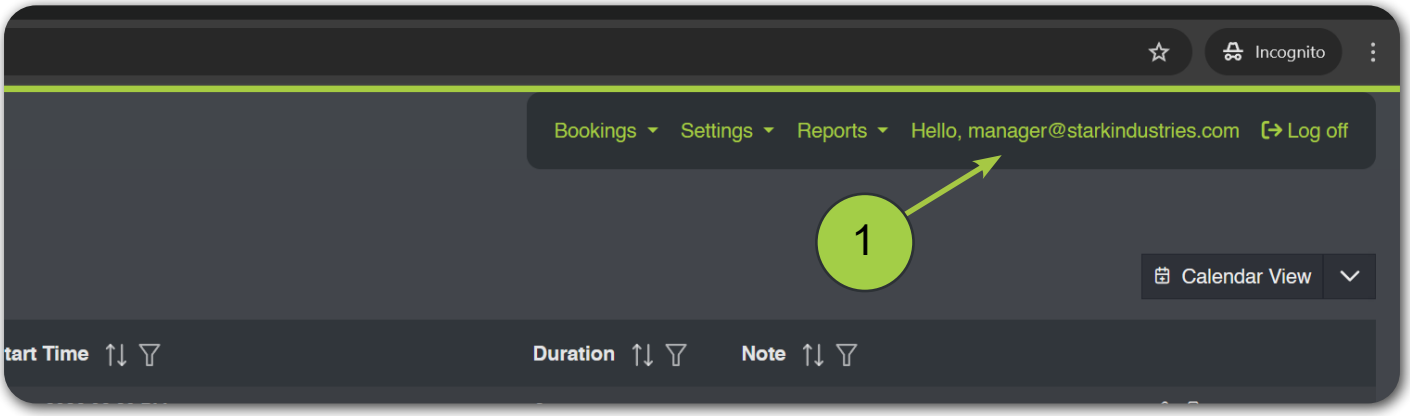
Multi-Factor Authentication (MFA)

!!!NOTE!!!: This section is about setting up MFA for your personal account. For enabling MFA for your site, see the Site Manager section.

Setting up multi-factor authentication or (MFA) for your 7NOX account gives you better security by requiring an extra step to logging into the 7NOX portal. You may want to enable MFA for your account or your admin may require it.

Enabling MFA (Desktop)

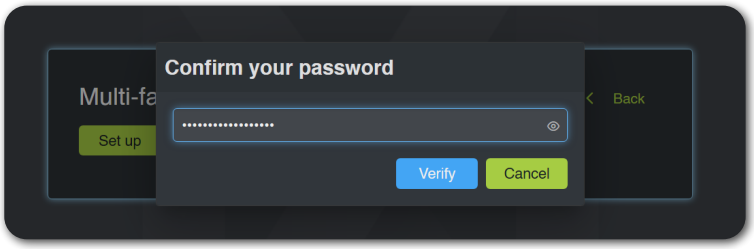
1. After logging into 7NOX, click on your username in the top right corner of the Main Menu. This will open up the Security page where you can manage multi-factor authentication.



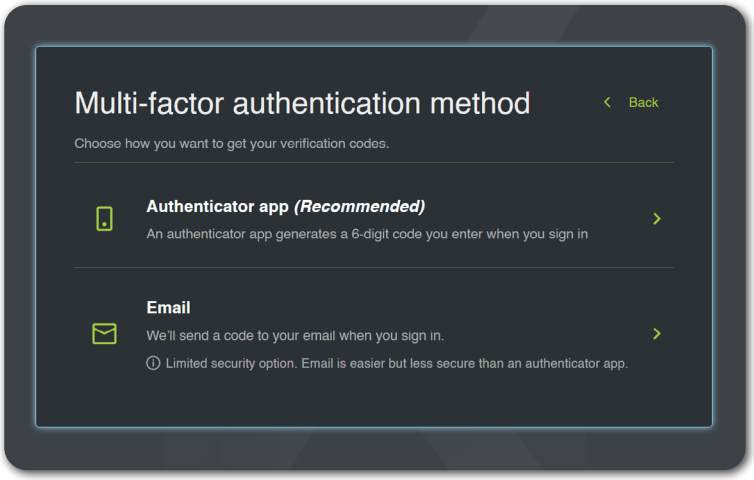
2. Click on the “Manage multi-factor authentication” link at the bottom



3. Confirm your password.

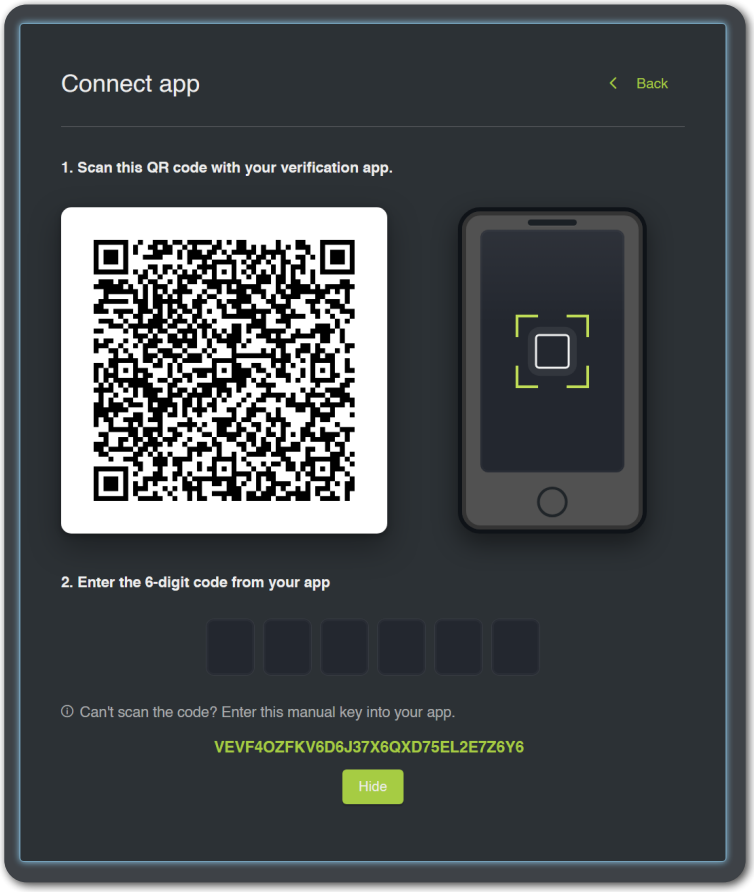


4. Choose authenticator app or email for your authentication method.

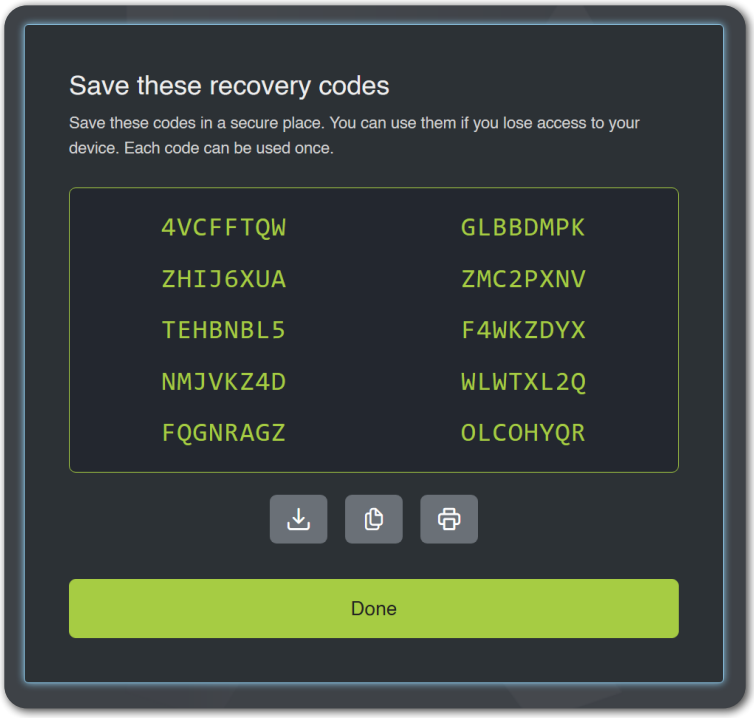


Enabling MFA (Authenticator App)

1. Scan the QR code and enter the 6-digit code OR enter the manual key into the app.

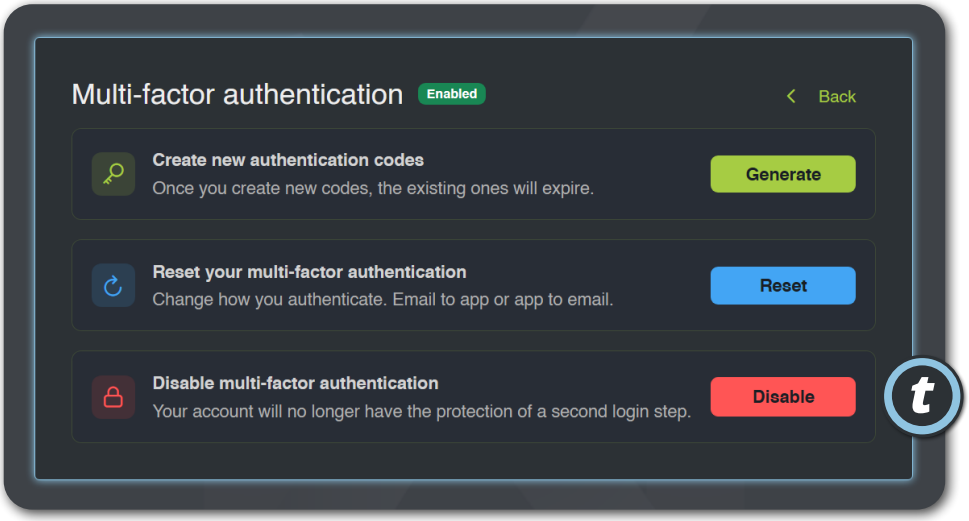


2. Save, print or copy the your recovery codes. Use them to log into to your account if you ever loose access to your device. You must save, print or copy them to proceed.



Once finished, you will land on your MFA Manager page, and your account status will say “Enabled”. In the MFA Manager, you can generate new authentication codes, reset your MFA to change your method, or disable MFA for your account if your admin allows.

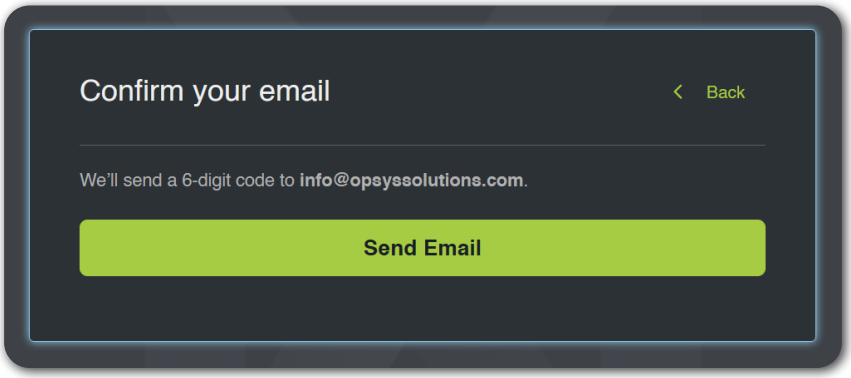
You can access the MFA Manager at any time by clicking the “Manage multi-factor authentication” link on the Security page.



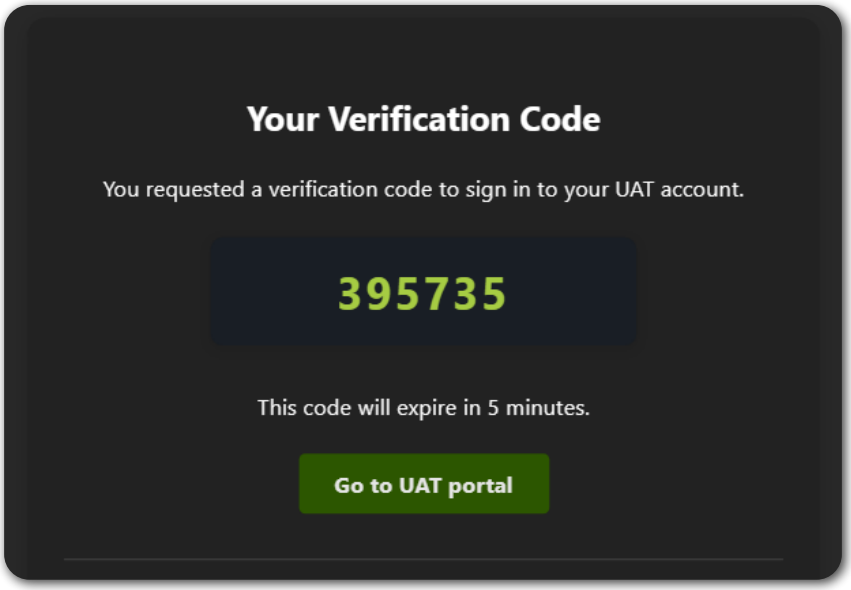
Pro Tip: If MFA is required for your tenancy, you will be unable to disable MFA for your account. If you ever get locked out of your account, request that your Admin reset your MFA, and set up again.

Enabling MFA (Email)

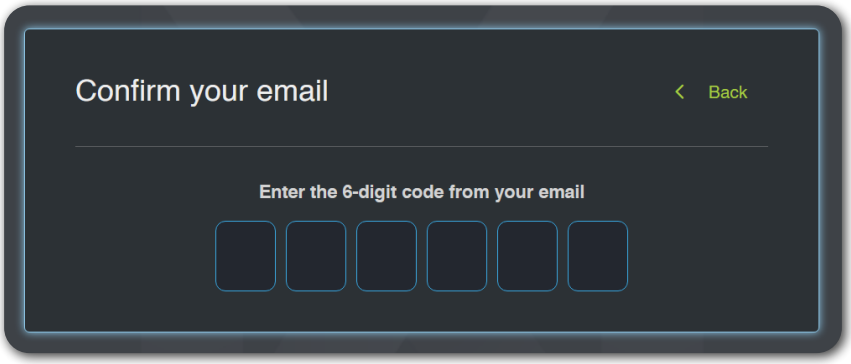
1. Choose Email as your preferred MFA method and confirm you email address.



2. You will receive a 6-digit, one-time verification code at that address.



3. Enter the code into the confirmation field.

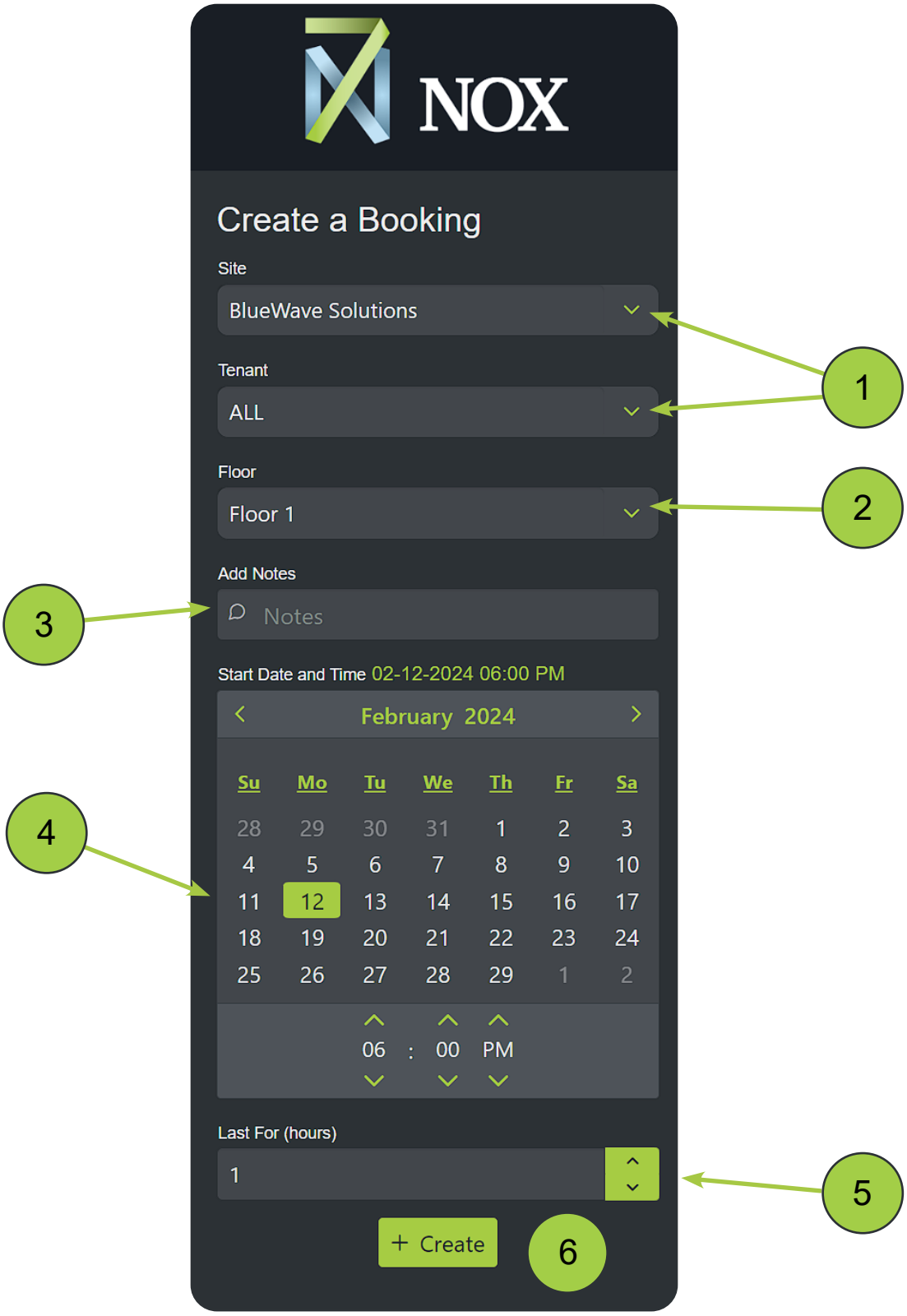


Create a Single Booking

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

1. Set the desired site and tenant
2. Select a floor or multiple floors
3. (Optional) Add a note
4. Choose a date and time
5. Enter the number of hours
6. Hit the “Create” button

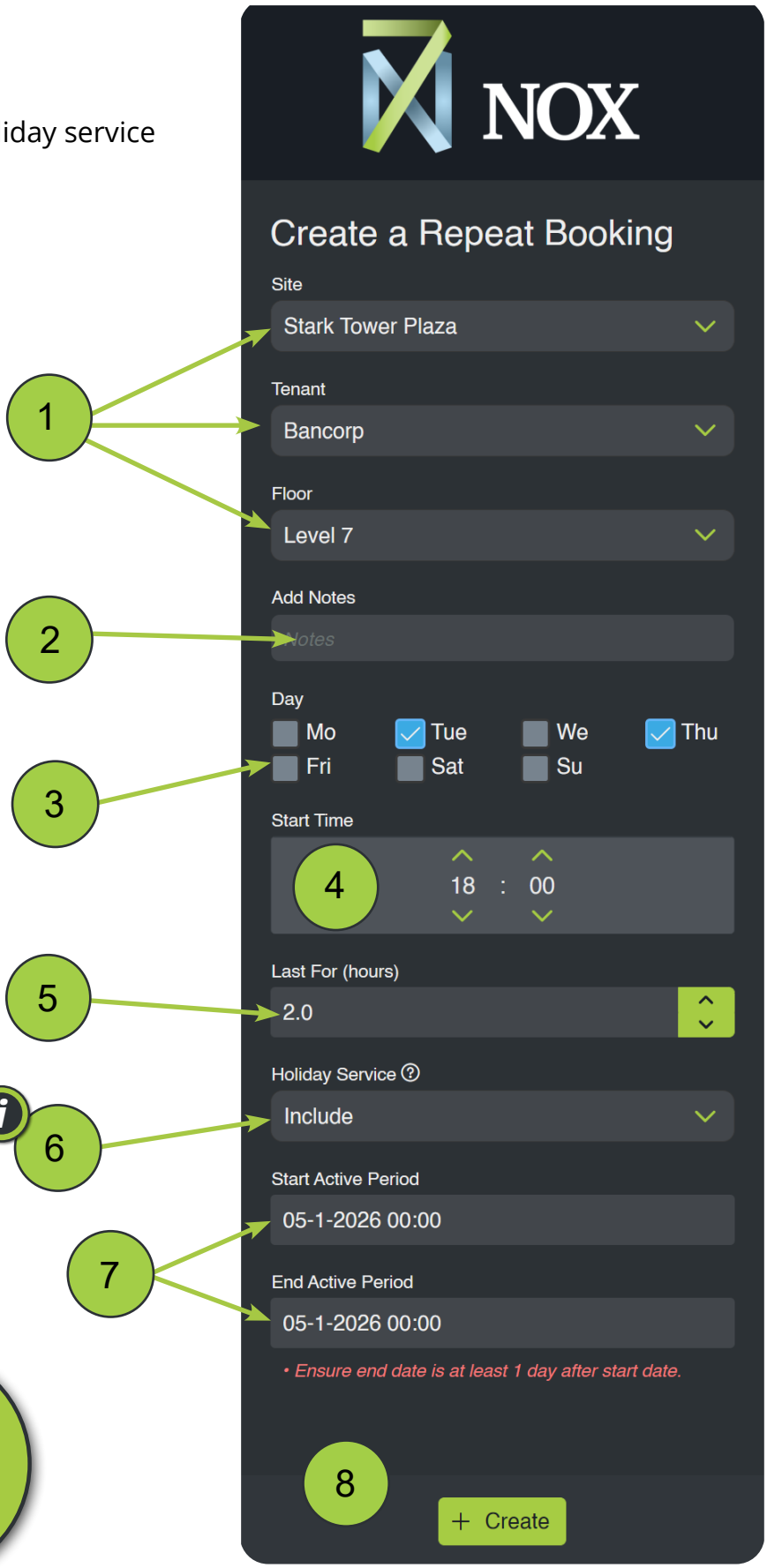
VIDEO>



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. Choose to include or skip holiday service
7. Set a start and end date
8. Hit the “Create” button

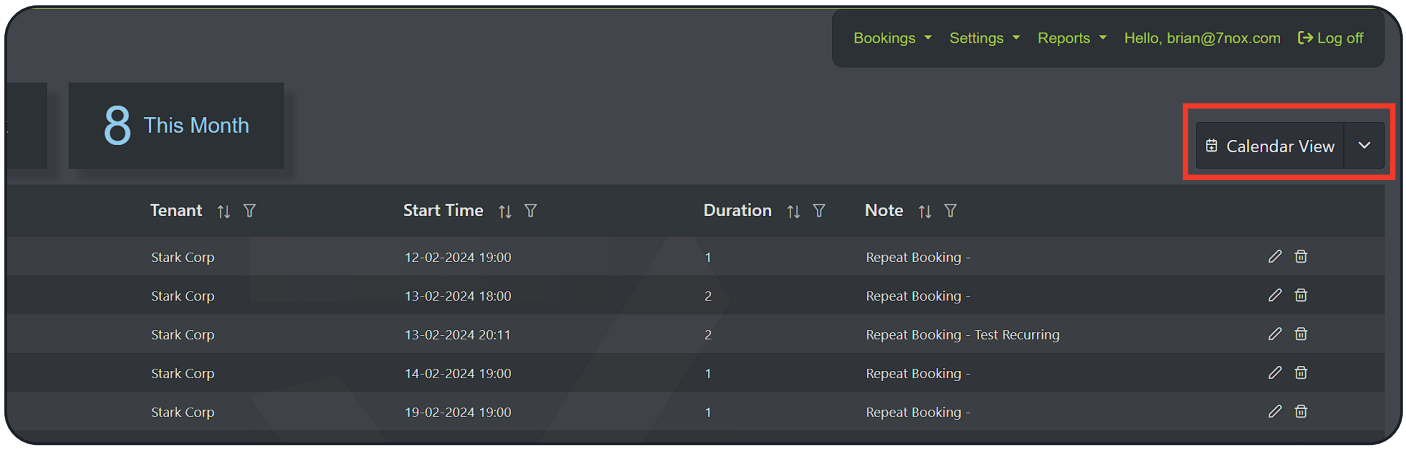


If you want your booking to continue to run during public holidays observed by your facility, select “Include” for Holiday Service. Otherwise, choose “Skip”.

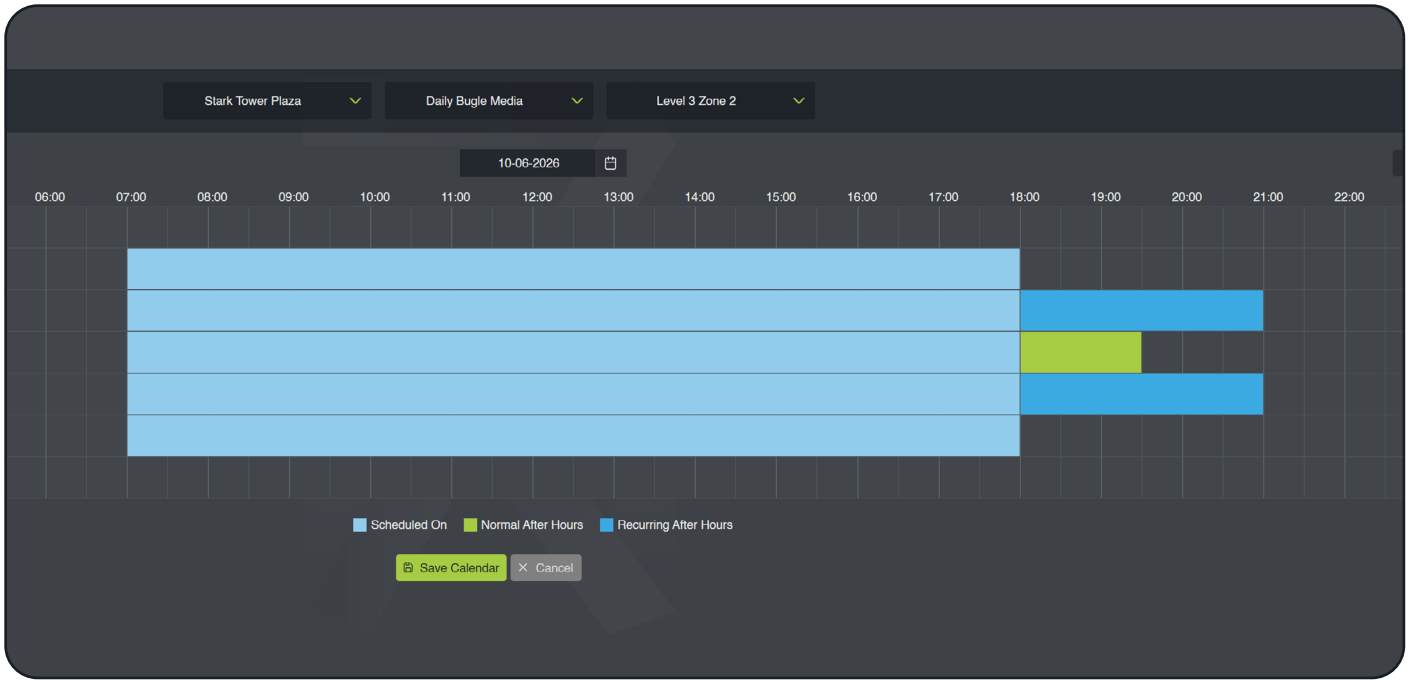
Calendar View

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**. Users can simply click and drag their desired booking lengths via the time/day grid.

You can switch to the Calendar View by hitting the “Calendar View” button underneath the main navigation menu.



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



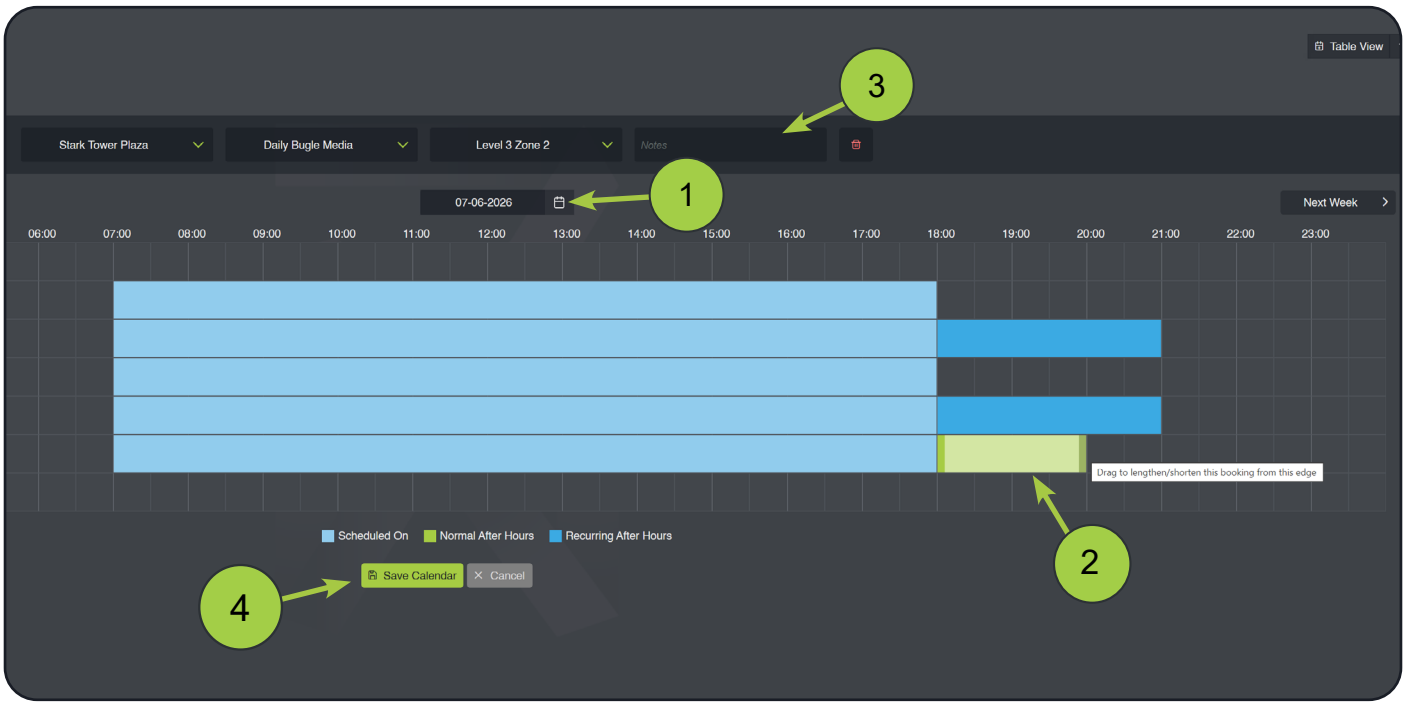
The Calendar View displays three different Booking types:

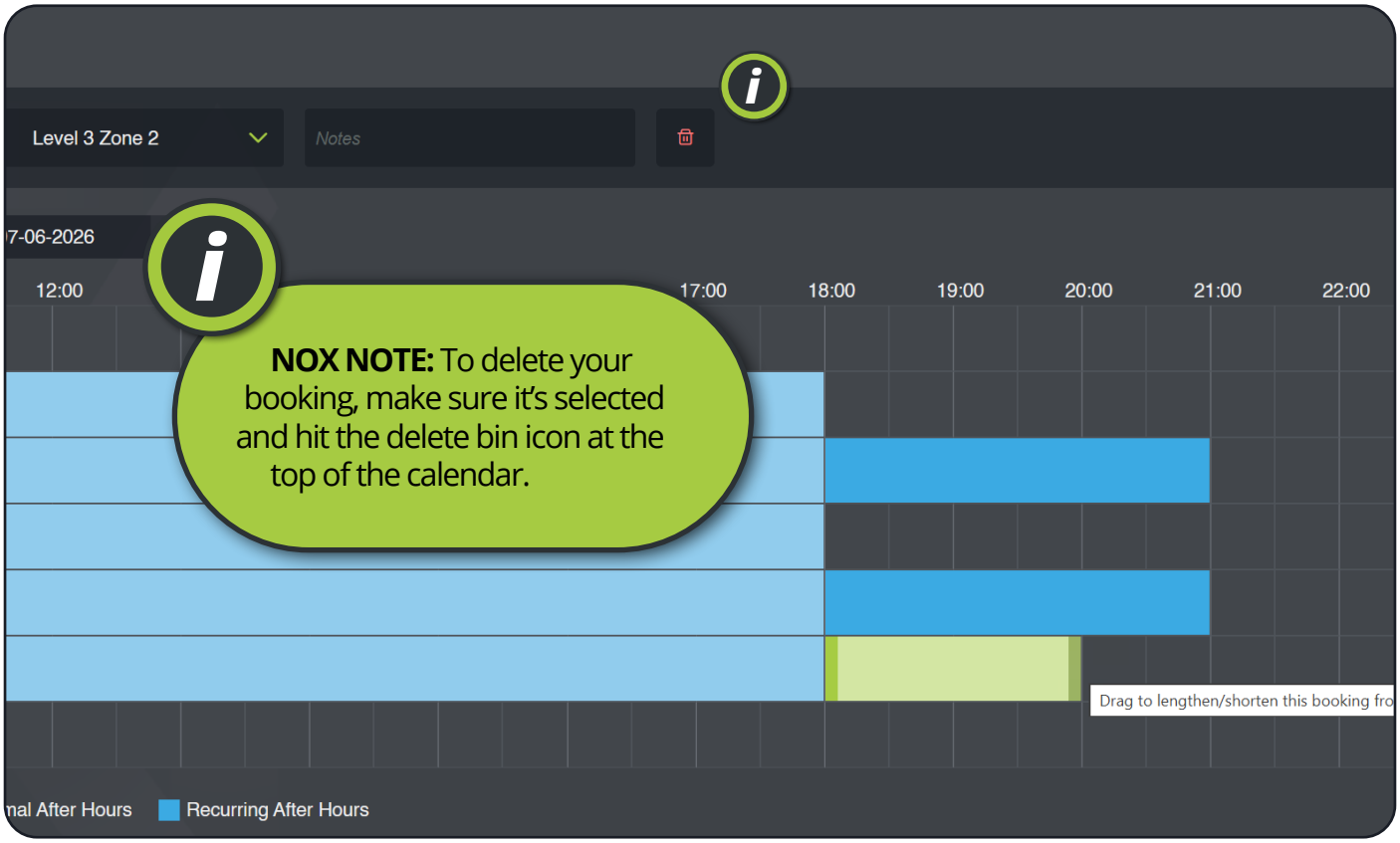
- **Scheduled On:** Site operating hours. Bookings *CAN’T* be made.
- **Normal After Hours:** Single booking times. Bookings *CAN* be made.
- **Recurring After Hours:** Recurring bookings. Single bookings *CAN’T* be made.

Create a Single Booking (Calendar View)

Location: **Calendar View Button**

1. Navigate to the desired week
2. Click within a square and drag to desired length
3. Add a note (optional)
4. Hit the “Save Calendar” button





Site Manager

Location: **Main Menu > Settings > Site Manager**

The Site Manager lets you manage your contact info, occupancy times, costs, etc.

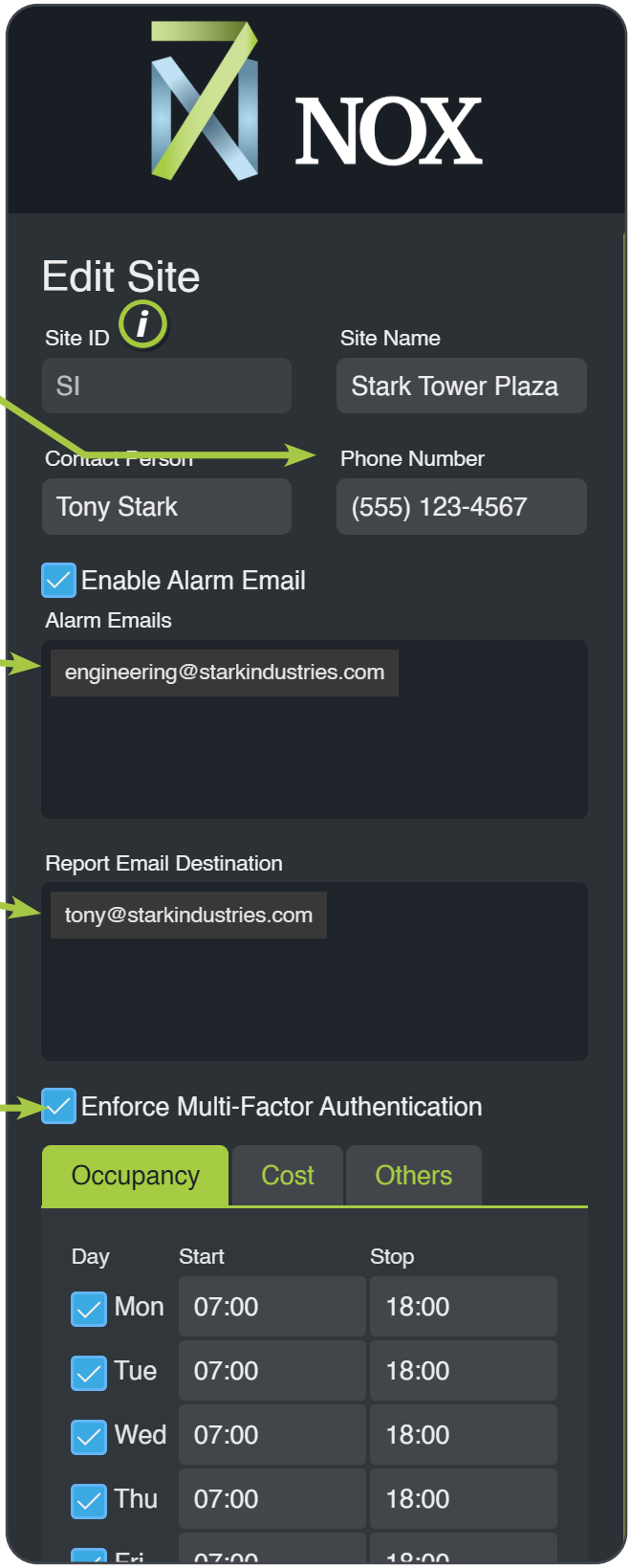
General Settings

It's important to keep your Site's phone number up-to-date.

Alarm Email Enable notifies someone, like an engineer, if the system goes offline.

Include any emails to receive automated monthly reports.

Tick this box to enforce MFA for your site. All users will be required to set up MFA when logging in.



NOX NOTE: You cannot modify your Site ID.

Change Occupancy Times

1. Click your Site in the Display Area
2. Hit the Edit button
3. Adjust the days, start and stop times
4. Hit the Update button.

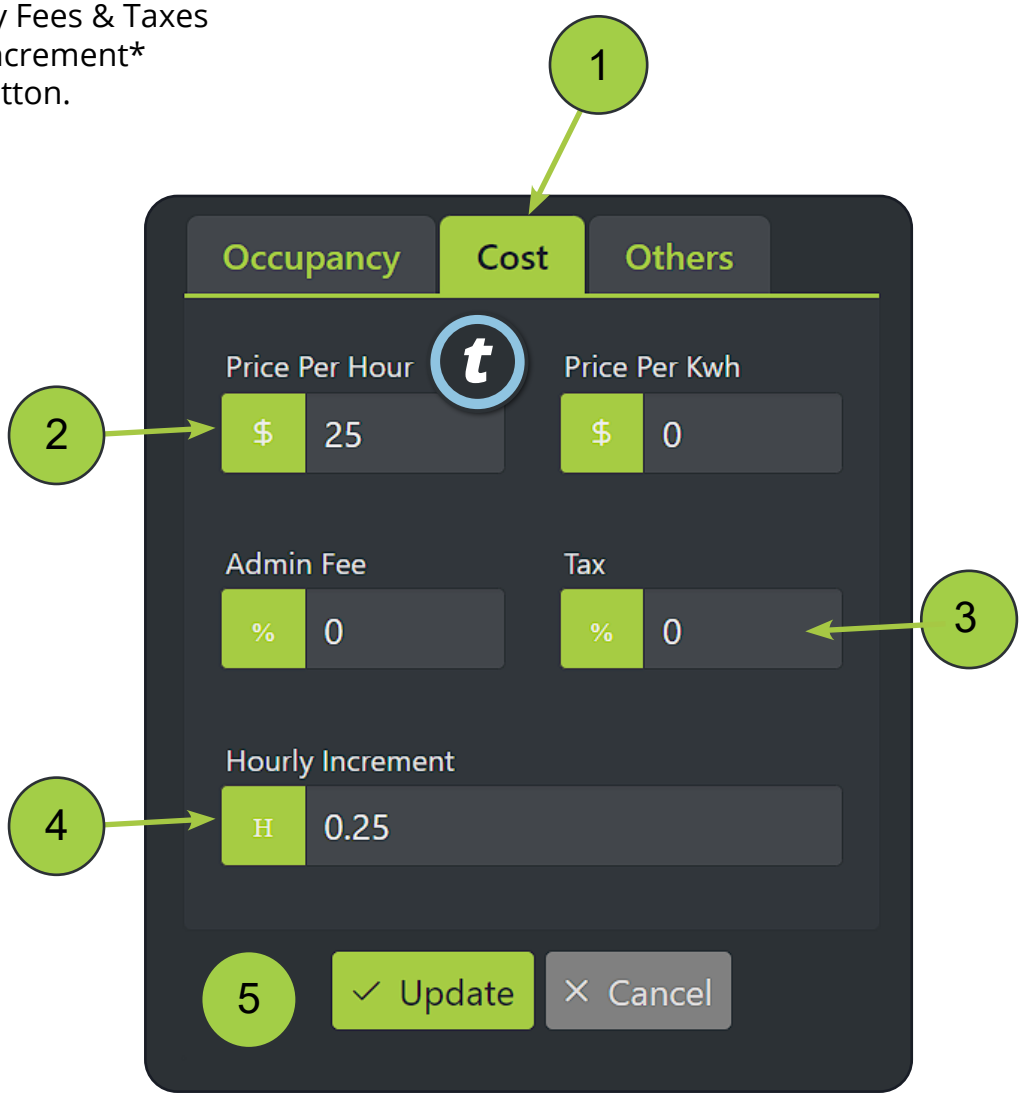
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Change Site Costs

The Cost tab in the Site Manager is where you can adjust your fixed rate, taxes, and fees.

1. Click the Cost tab
2. Adjust your Price Per Hour or kWh
3. (optional) Add any Fees & Taxes
4. Set your Hourly Increment*
5. Hit the Update button.

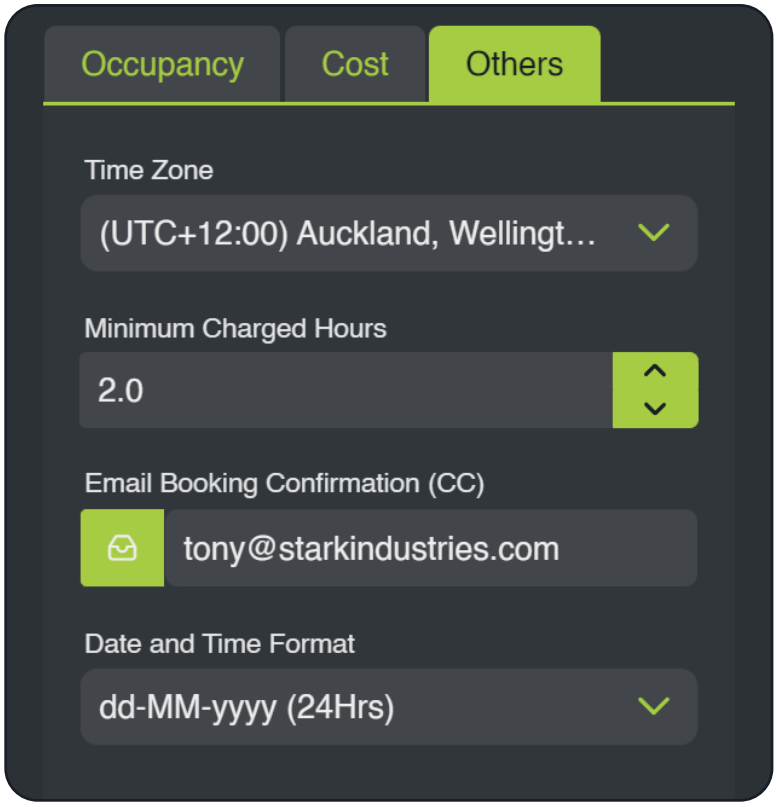


*Your Hourly Increment determines the time increments your Users can advance while making bookings. Setting a value of "1" will let Users make bookings in one hour increments, a value of "0.5" will result in thirty minute increments. The Site in the example above allows for 15 minute increments ("0.25").

Pro Tip: Use your min charged hours, price per hr and fees to recoop costs like accelerated depreciation of your HVAC equipment.

Other Settings

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



Time Zone

The time zone you want to use for your Site. If your Site contains multiple offices in different time zones, you'll need to keep this time in mind when setting up Holidays.

Minimum Charged Hours

The minimum amount of time you will charge per booking. The example Site below has a MCH of 1. Therefore, any User making a booking less than one hour will still be charged a minimum of 1 hour.

Email Booking Confirmation (CC)

The email entered will be cc'ed on any confirmation emails. Sites with high after-hours usage can generate many emails, so keep this in mind when cc'ing others.

Date & Time Fomat

Set your desired formats for dates. Choose between 12 and 24-Hour time.

Tenant Manager

Location: **Main Menu > Settings > Tenant Manager**

Tenants are the companies and organizations leasing space in your site (e.g., AAA Auto Insurance). In the Tenant Manager, you can create and manage tenants, apply occupancy and cost overrides, and set the tenant's time zone.

Create New Tenant

1. Enter tenant name.
2. Add tenant email.
3. Add tenant phone numbers.
4. (Optional) Add Occupancy and Cost overrides.
5. Hit the "Create" button.



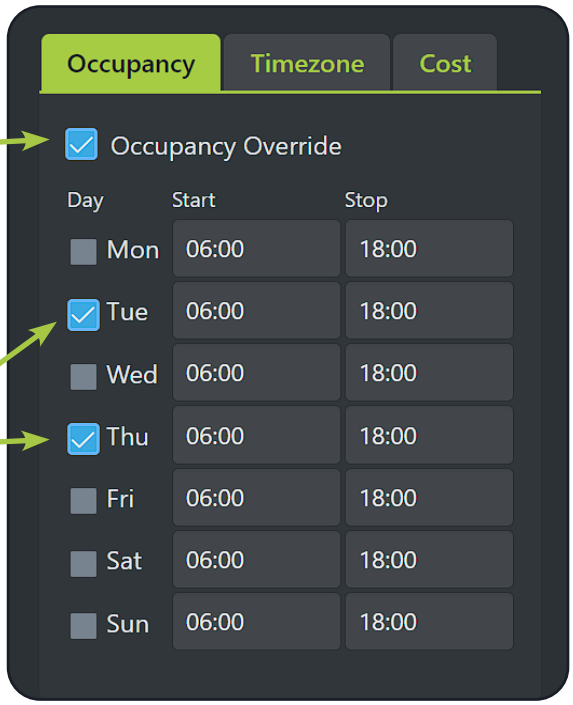
Occupancy Overrides

Occupancy Overrides give you more control by letting you customize after-hours times for specific Tenants.

By ticking the **Occupancy Override**, you are overriding your Site's business hours *only for the tenant*. This allows them to book after-hours HVAC for *any time or day*.

You may also override the **Occupancy Override** by ticking boxes next to the desired days and times. This essentially redefines the occupancy times for the tenant. Users can only book after-hours *outside these times and days*.

In this **example,** the tenant will **NOT** be able to schedule after-hours on Tuesdays and Thursday between 6:00 and 18:00.

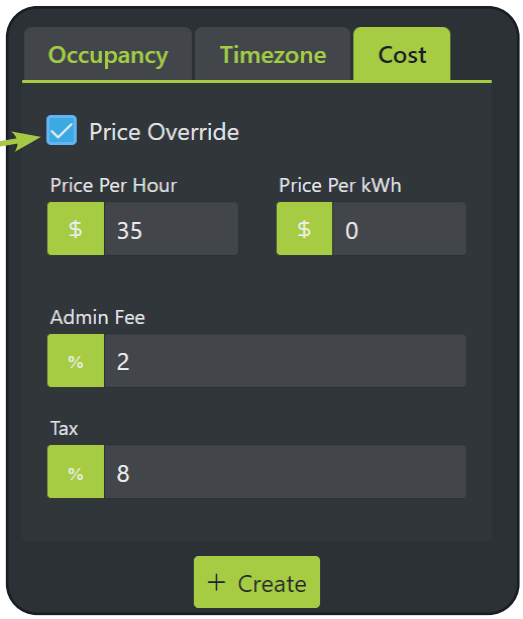


NOX NOTE: Changing the occupancy settings requires you to check and update any existing bookings to correct discrepancies.

Price Overrides

By ticking the **Price Override** box, you are overriding your Site's hourly rate *only for the tenant*. This lets you to customize charges based on Tenant need.

The override also lets you charge customized Admin Fees and Tax rates if needed. In this example, the Tenant is charged $35/hr instead of the Site charge of $25/hr.



Login Manager

Location: **Main Menu > Settings > Login Manager**

The Login Manager lets you can **create, edit or delete** new or existing users. You can manage passwords, and assign each User to a specific site or tenant. There are three different levels of User Accounts: **Manager**, **Coordinator**, and **User**.



Managers

Intended for FMs and owners. Managers are assigned to sites and can create, delete, or change everything within those sites. They can create Coordinators, Users, and other Manager logins.

Coordinators

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



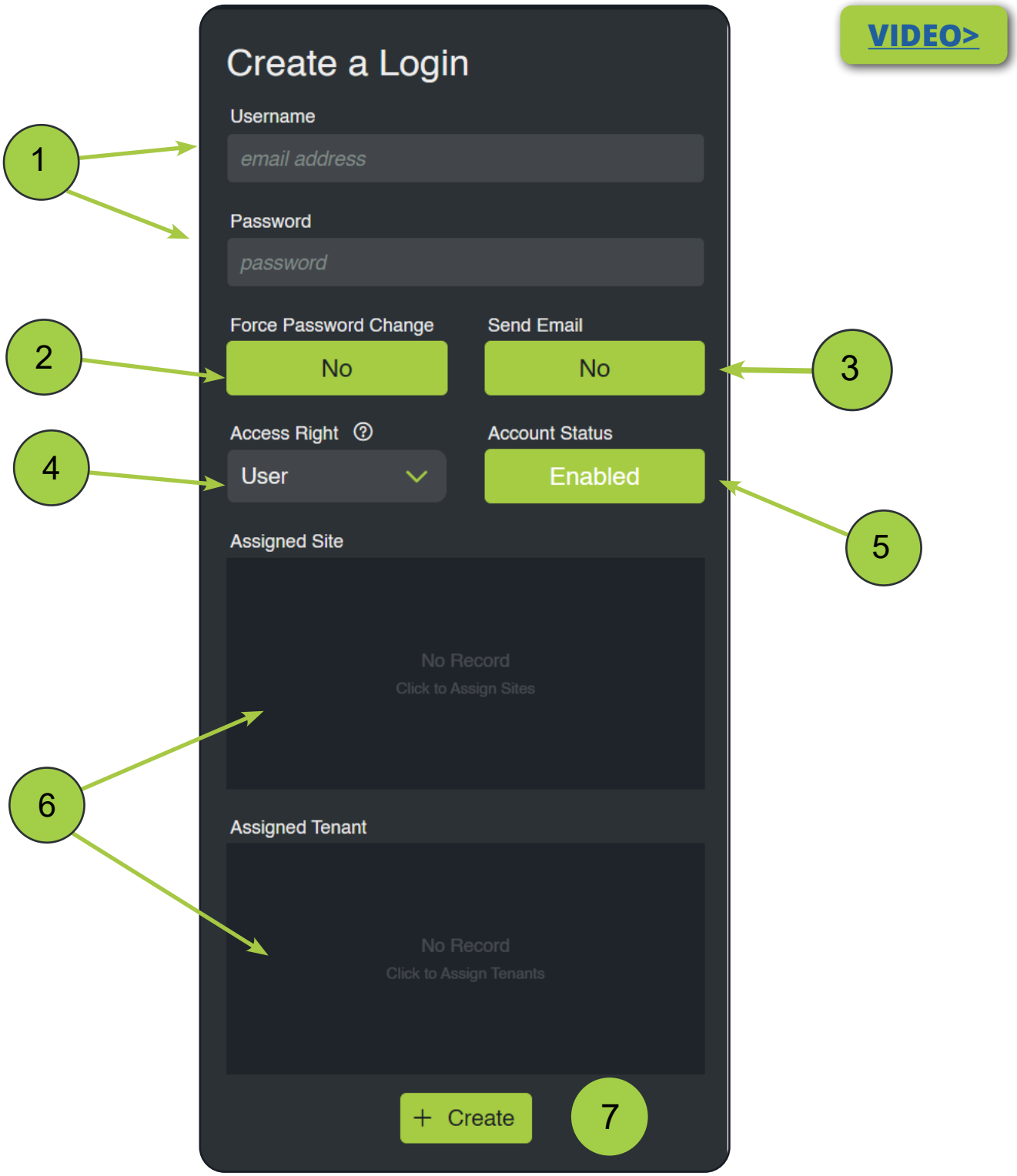


Users

Intended for Tenant employees. Users are assigned to specific sites and floors and can only create, delete, or edit bookings for them.

Creating a New User

1. Enter User email and password
2. (Optional) Force User to change their password.
3. (Optional) Activate “Send Email” to send Users their login credentials.
4. Assign the User’s access rights (i.e., Manager, Coordinator, User).
5. “Access Status” is enabled by default. You can disable it at anytime.
6. Assign the User a Site and Tenancy (**see pg 19 & 20**).
7. Hit the “Create” button.



Assigning Users to Sites

1. Select the Site you want to assign to the User.
2. Click the single arrow button.
3. The Site will move from the Available to Selected column.
4. Hit the Close button.
5. Hit the Create or Update button to save your changes to the User.



Assigning Users to Tenancies

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

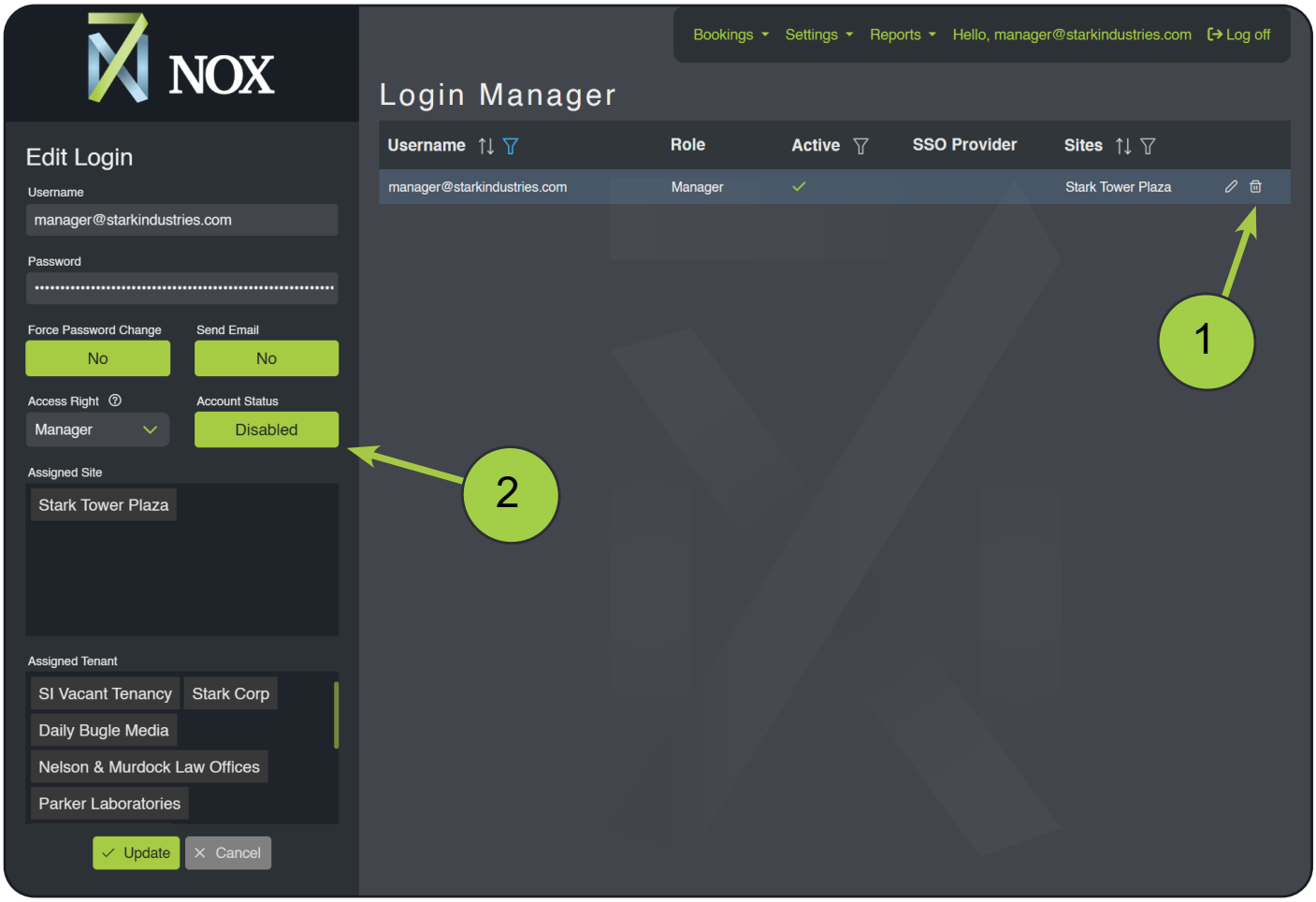


Disabling User Accounts

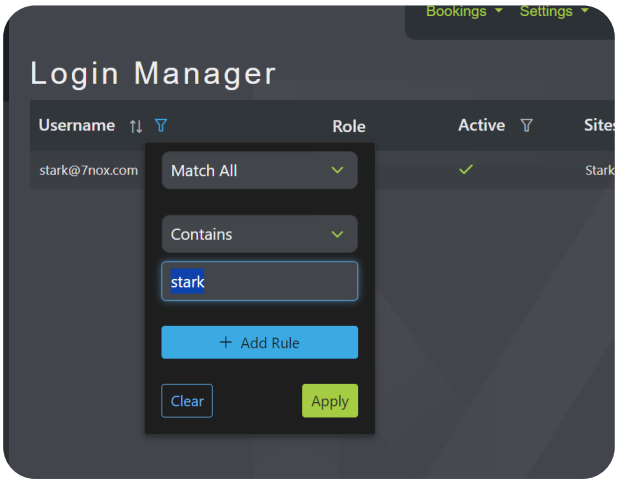
When you need to remove a users from the 7NOX platform, you can set their user account to disabled. Disabled users remain in the 7NOX system to ensure reporting accuracy. Therefore, 7NOX Users are never “deleted”. If you receive an error message saying “User already exists” when creating a Login account, 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 disable a user:

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



Pro Tip: Use search filters to quickly locate a login account by its username.



Zone Manager

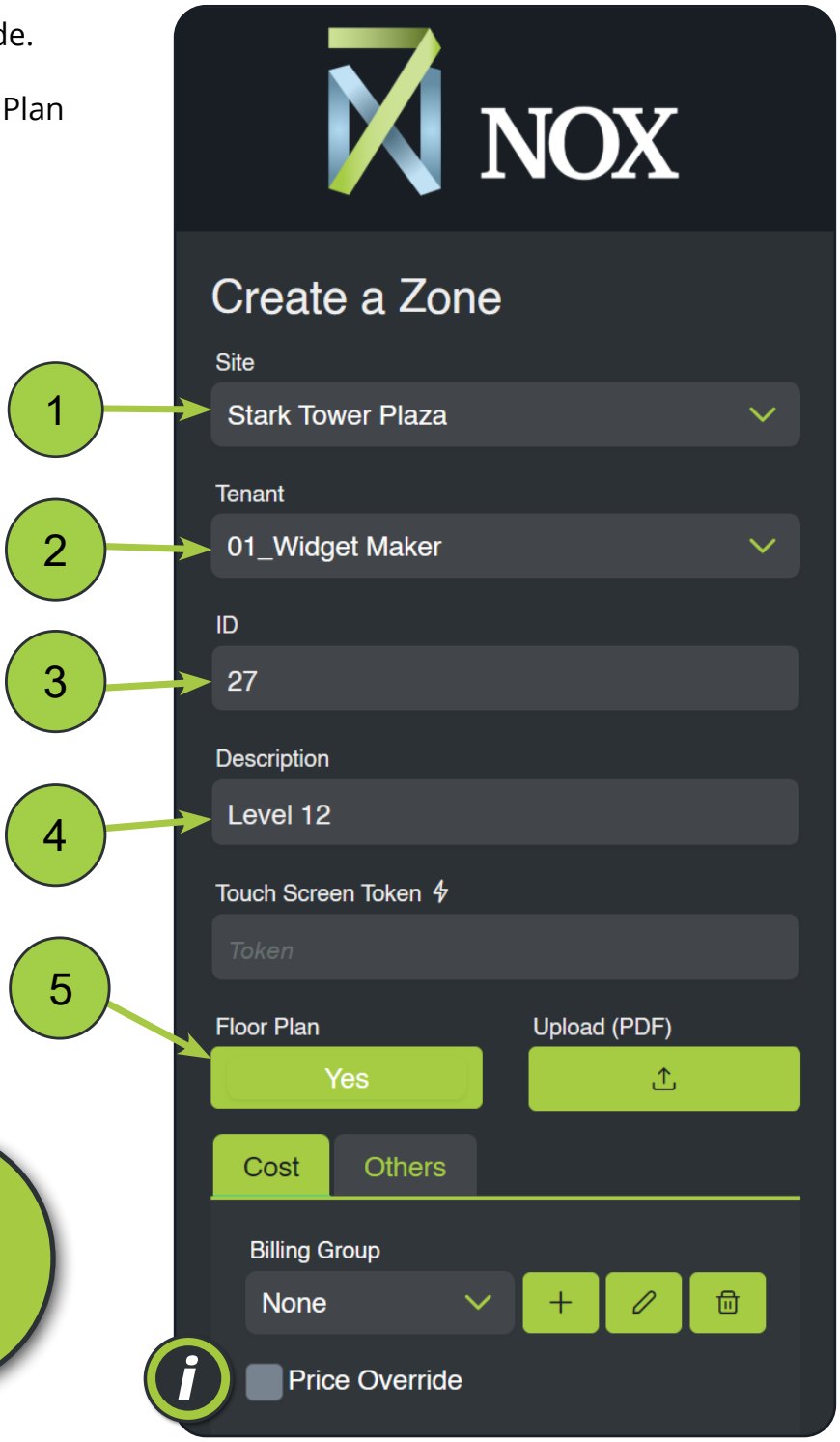
Location: **Main Menu > Settings > Zone Manager**

Zones are the designated areas your Tenants lease on your site. Use the Zone Manager to create new levels, zones, add price overrides, and upload floor plans.

Creating a New Zone

VIDEO>

1. Choose the site
2. Add a Tenant
3. Create a unique Level Code.
4. Add a Zone Description
5. (Optional) Upload a Floor Plan
6. Hit the Create button.

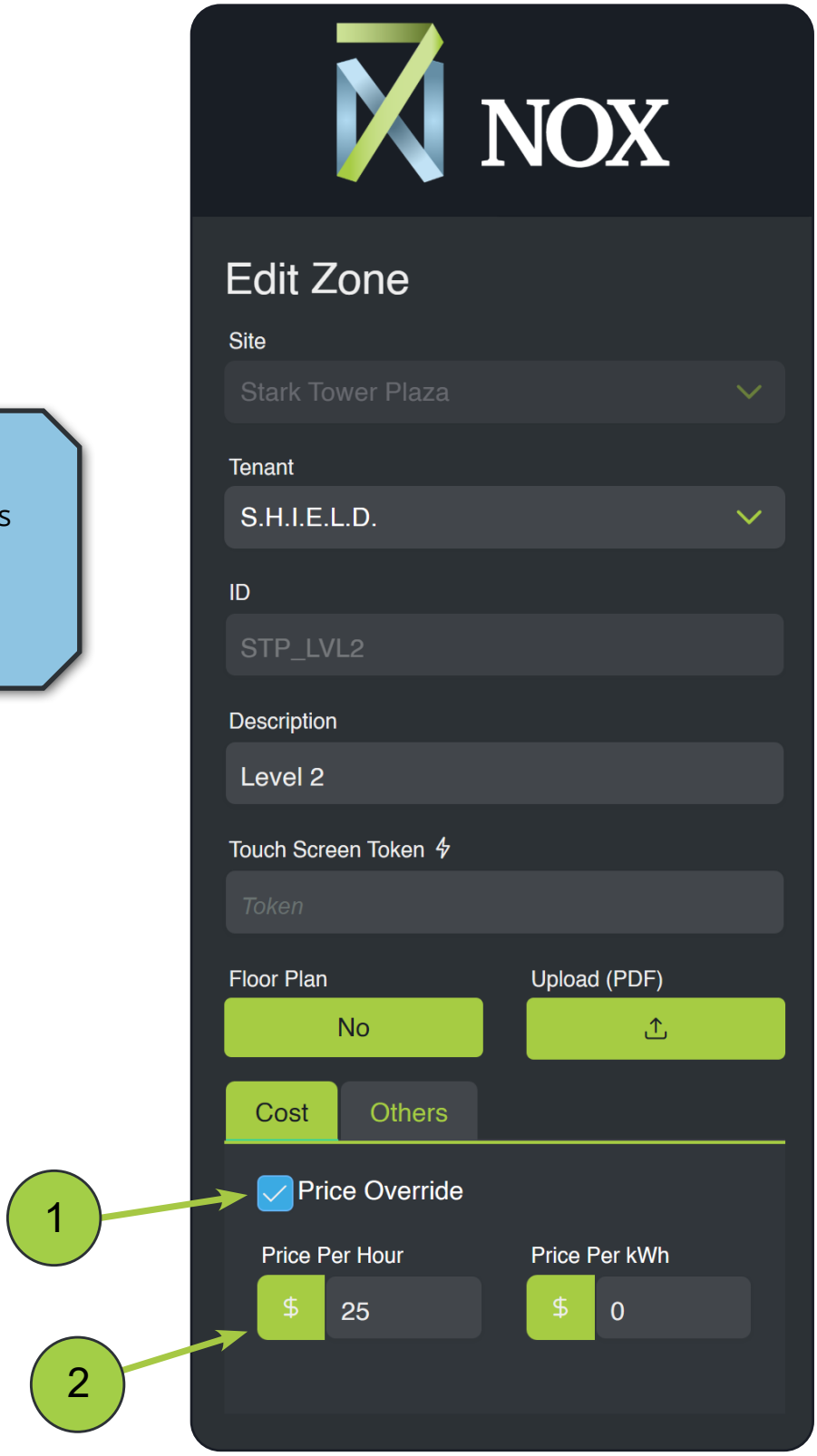


NOX NOTE: The **Price Override** option lets you set a specific hourly rate for a Zone.

Adding a Zone Price Override

1. Tick the Price Override box
2. Enter a Price Per Hour or Price Per kWh
3. Hit the Create button.

Pro Tip: Using a **Price Override** can help you charge special rates for an entire Floor. For example, a data center that requires 24/7 HVAC service.



Adding a Floor Plan

Adding a Floor Plan provides tenants a handy map of zones when making their bookings.

1. Click the Upload PDF button (pop-up will appear)
2. Upload a PDF file
3. Hit the Create/Update button



Pro Tip: Use the Floor Plan button to control tenant visibility. Visibility is set to "Yes" by default. Setting it to "No" will hide the Floor Plan from from the tenant.

Creating a Zone Group

If you have multiple zones assigned to the same tenant, you can combine them to form a **Zone Group**. A group is only assignable to the same tenancy. However, you can create multiple groups. There are two group types:

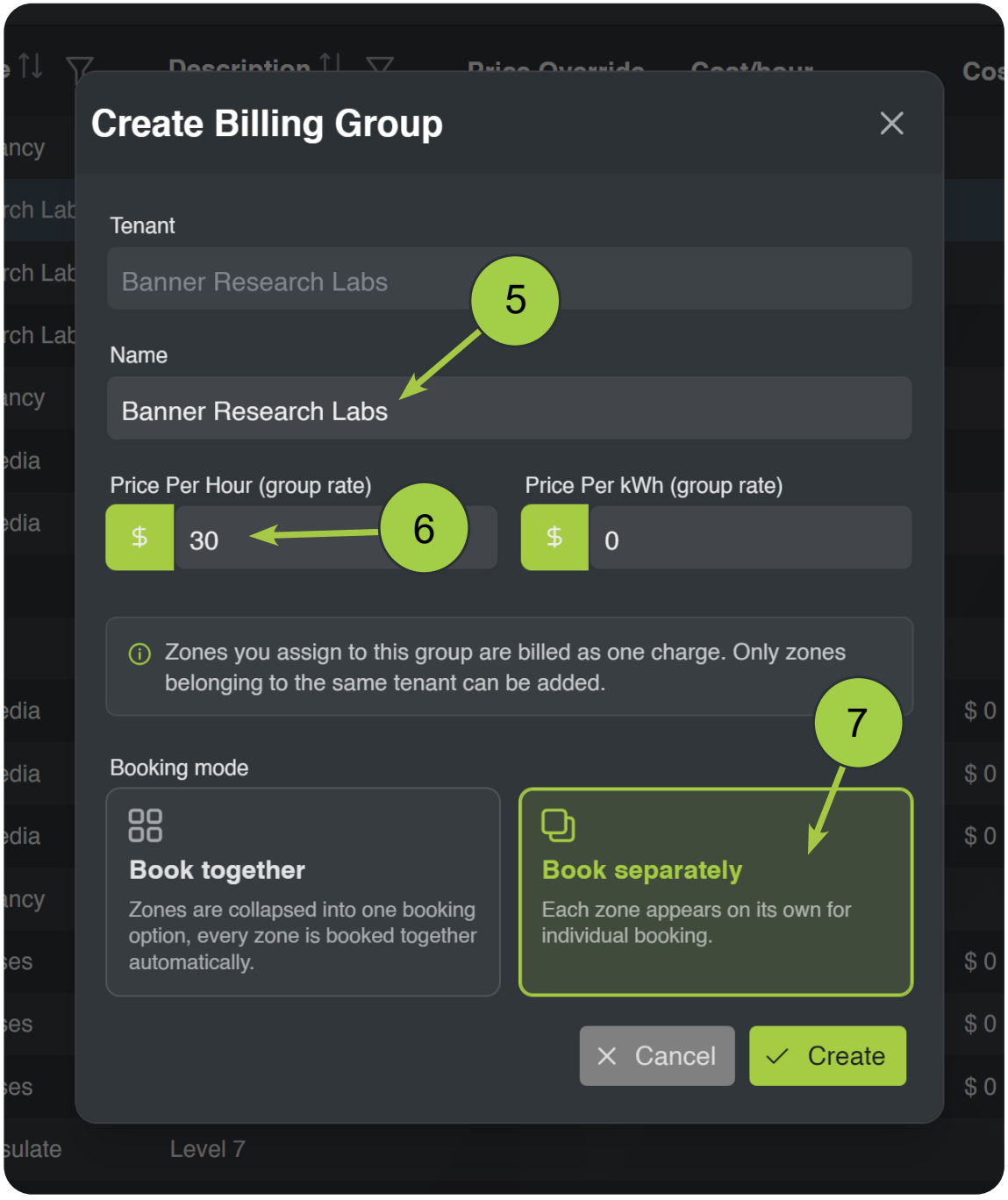
- **Booked separately**—Each zone is grouped but individually bookable.
- **Booked together**—Zones are grouped, displayed and billed as a single booking.

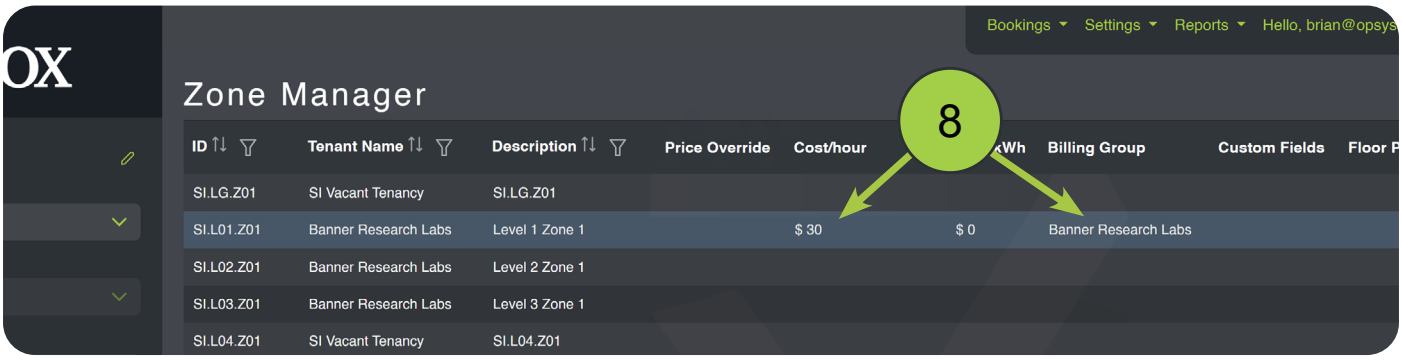
Creating a Group Booked Separately

1. Select the zone you want to group and hit the Edit button
2. Confirm the zone is assigned to the correct tenancy.
3. Adjust the zone's description **(Optional)**
4. Select the plus button to open the Create Billing Group window

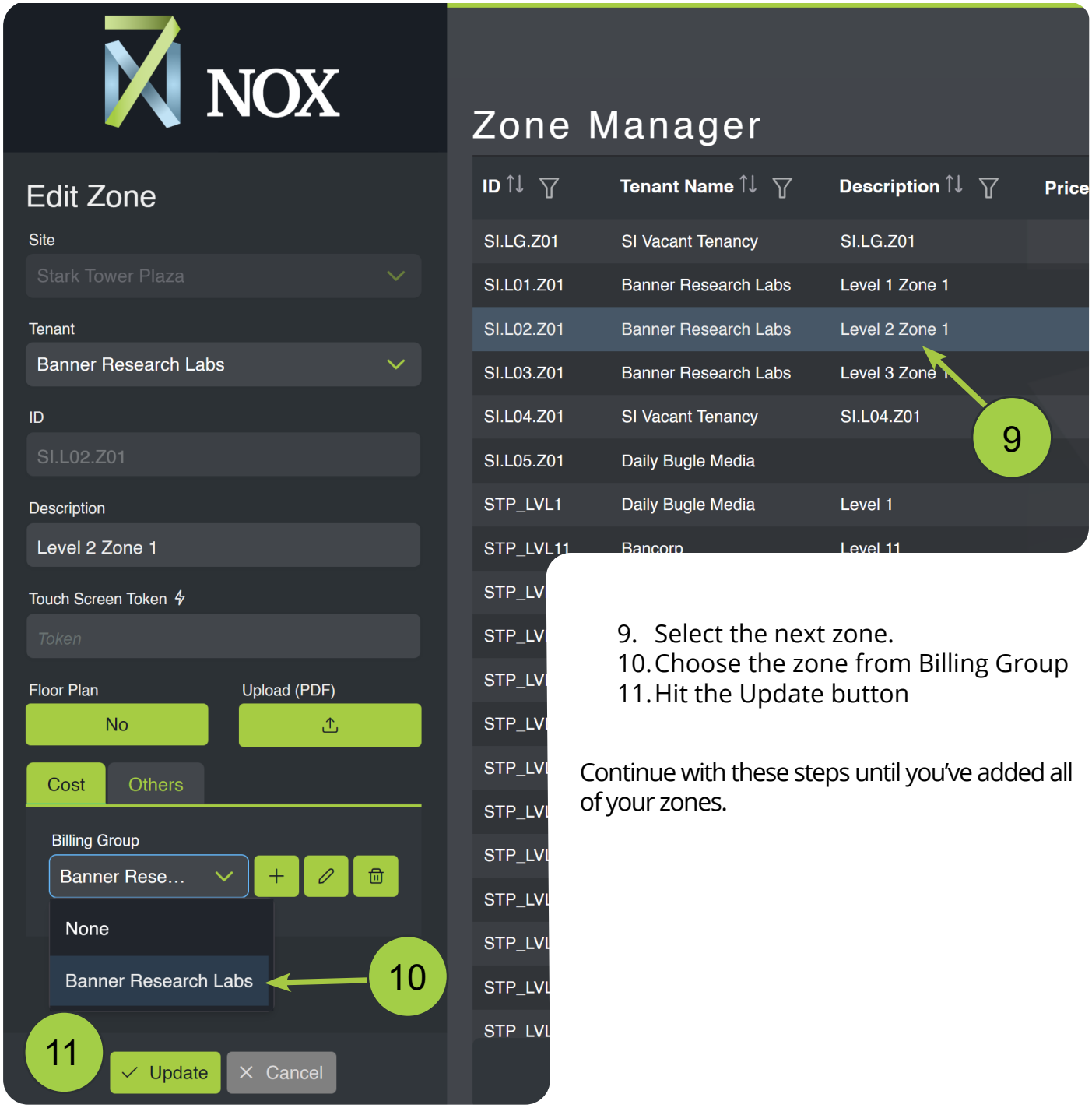


5. Provide a Group Name
6. Input a Price Per Hour or Price Per kWh for the Group
7. Set group to Book Separately & hit the Create button.



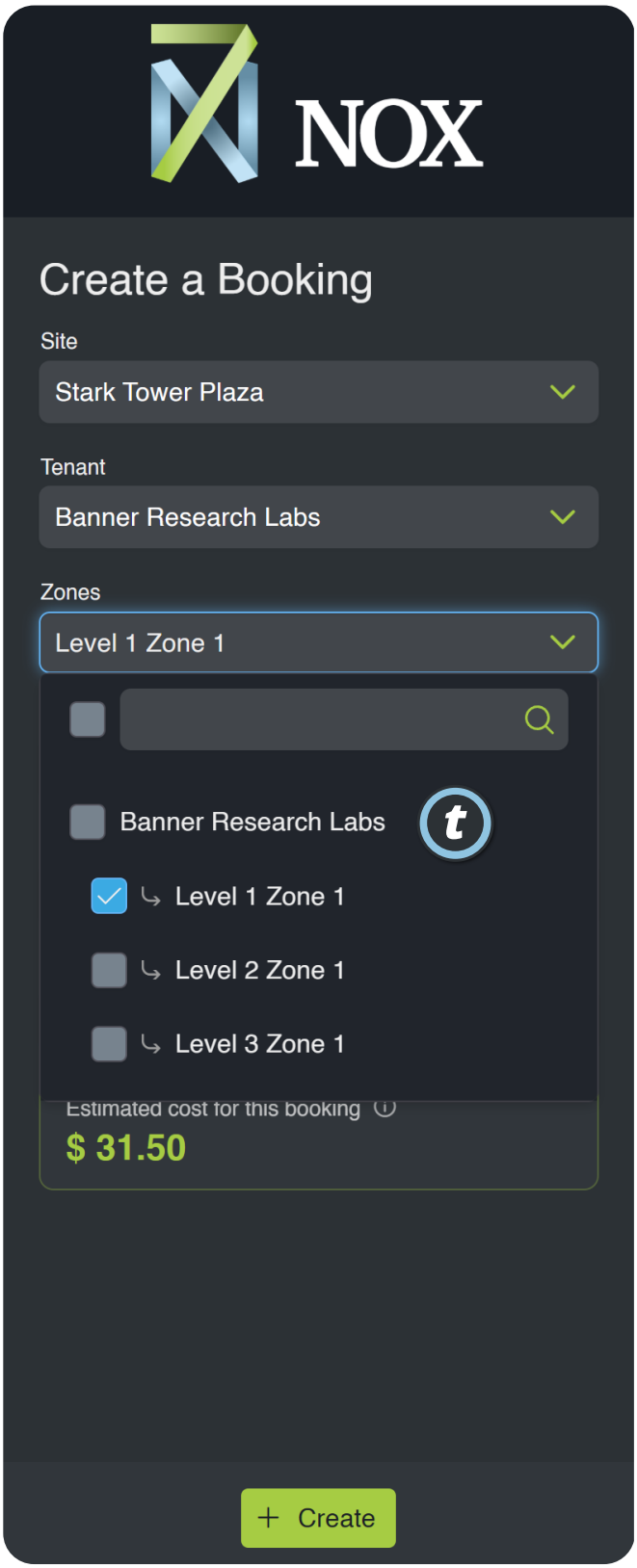


8. Hit the Update button. Your new Billing Group name and Cost/hr will appear in the list view for that zone.



9. Select the next zone.
10. Choose the zone from Billing Group
11. Hit the Update button

Continue with these steps until you've added all of your zones.



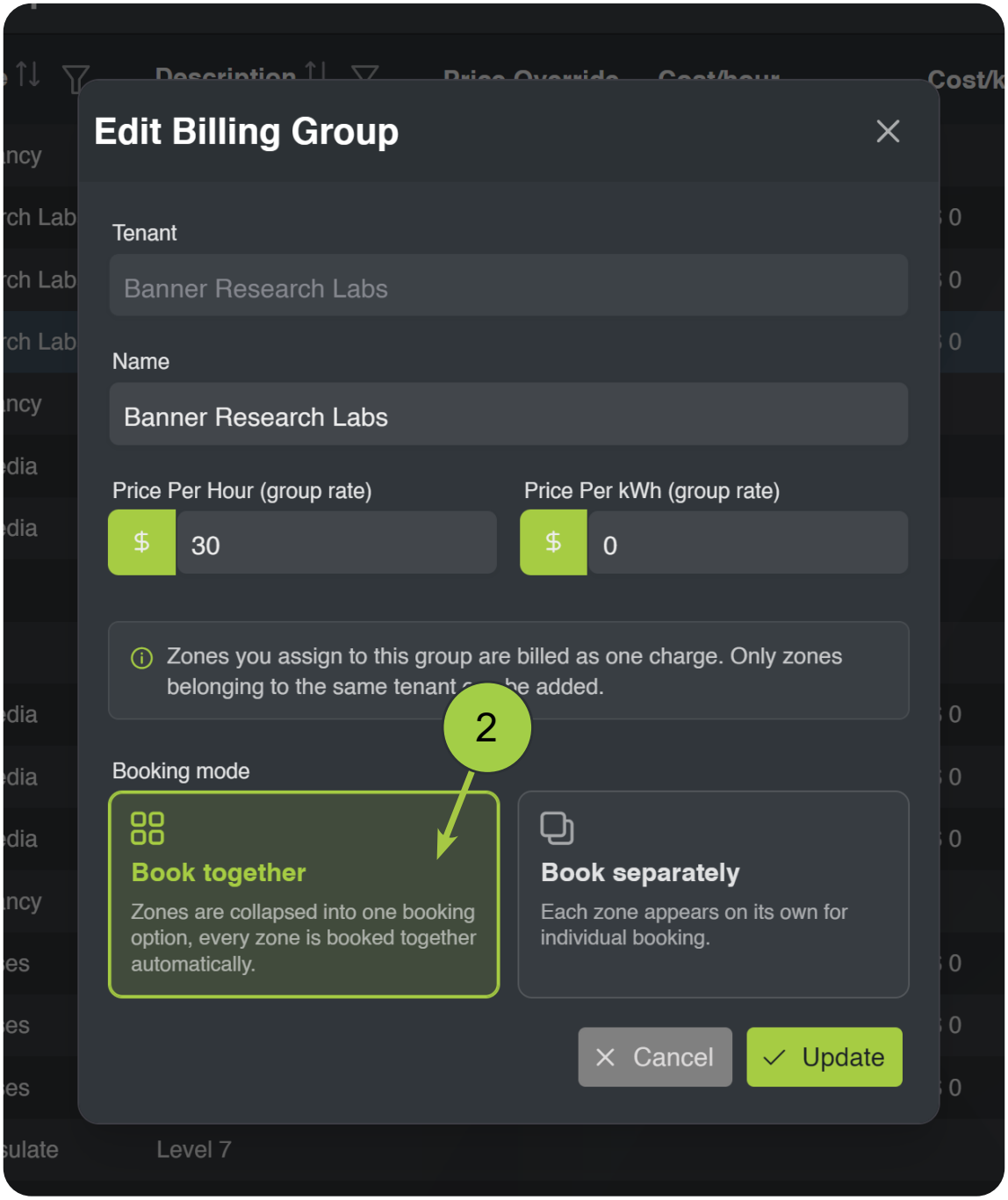
When making a booking, users will now see the group with individually selectable zones.

The entire group can now be booked **OR** individual zones.

Pro Tip: The Group Name should be different from the Zone description(s) in the Zone Manager, as this will help distinguish your zones from the group. This is important for clarity when booking and billing.

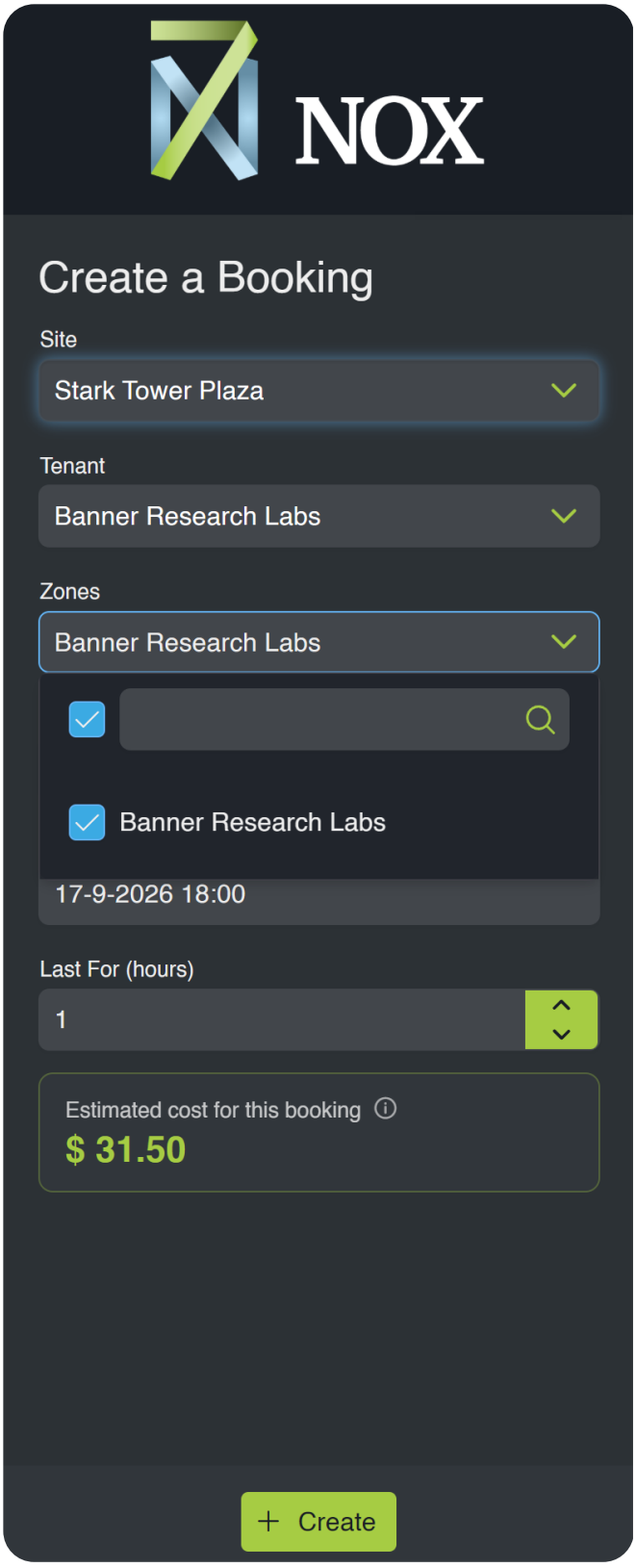
Creating a Group Booked Together

1. Follow the 6 steps above for Creating a Group Booked Separately
2. At the Create a Billing Group window, choose Book together and hit the Create button.



Continue with these steps until you've added all of your zones to the group.

When making a booking, users will now see the group selectable as one zone. The booking will contain all zones and be charged as one zone.



Building Manager

Location: **Main Menu > Settings > Building Manager**

The Building Manager allows managers to easily manage their tenant assignments. It's a flexible and easy-to-use stack diagram that works for a single building property or multi-tower campus.

By default, 7NOX Managers have limited access to the Building Manager's features. This is to ensure the site's floor/zone organisation is maintained only by your Systems Admin.

What you **CAN DO** in the Building Manager:

- Assign tenants to zones
- Create a new tenant
- Change a zone's status (e.g., Vacant)
- Edit a level discription

VIDEO>

What you **CAN'T DO** in the Building Manager:

- Create a new building diagram, level, zone or tower
- Grant another user access to the Building Manager
- Use the Building Manager import wizard

Assigning a Tenant

1. Select your level and click the pencil edit icon. This will open the Assign Tenant window.



2. Assign a tenant to the zone by searching for and/or selecting from the list.

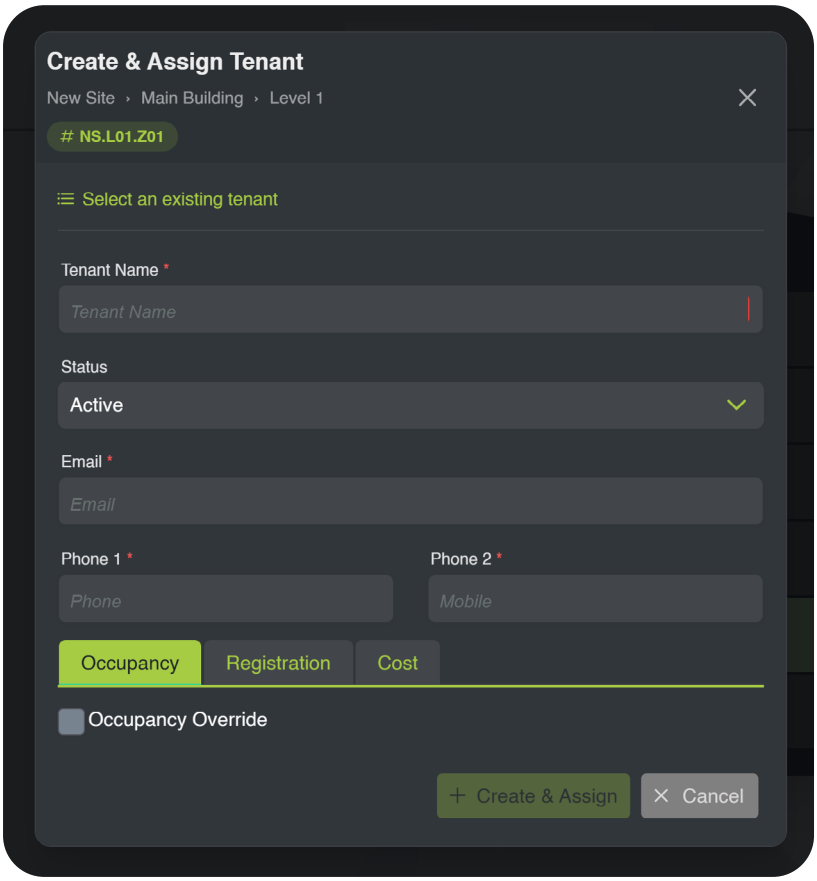
3. Hit the Assign button.



NOX NOTE: Use the Assign Tenant popup to also set the status of zone to Occupied, Vacant or Plant.

Creating a Tenant

4. If you cannot locate your tenant or if your tenants haven't been created yet, select "Create a New Tenant" under the description field and use the widget to create and assign one.



Pro Tip: You can change the zone description in the Building Manager. Those changes will be reflected in the Zone Manager.

Holiday Manager

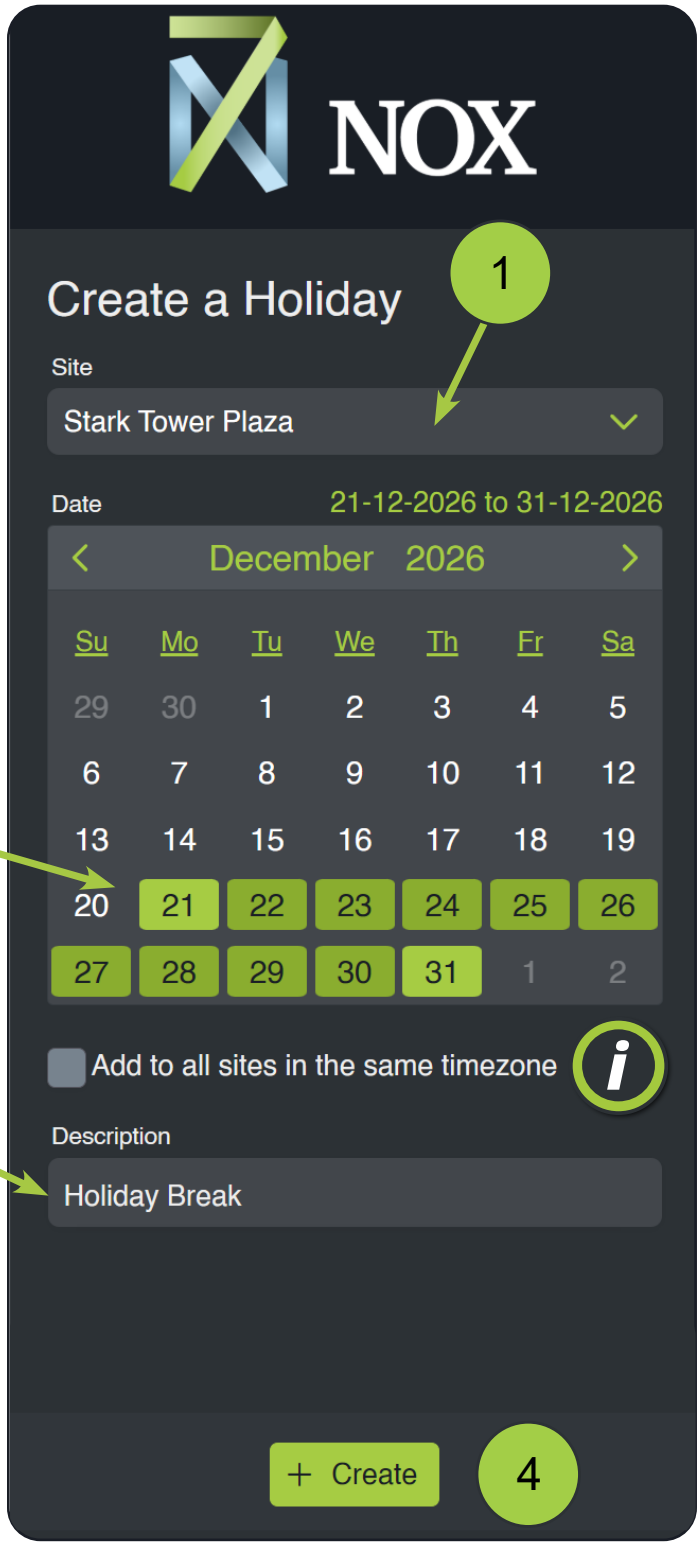
VIDEO>

Location: **Main Menu > Settings > Holiday Manager**

The Holiday Manager is where you can add public holidays (e.g., Labor Day) that run during your normal business hours/days. Tenants will be able to make bookings on those days.

Create New Holiday

1. Choose the site
2. Select your day(s)
3. Add a description
4. Hit the Create button.



NOX NOTE: Instead of creating a holiday for every site within the same time zone, simple check “Apply holiday to same time zone”.

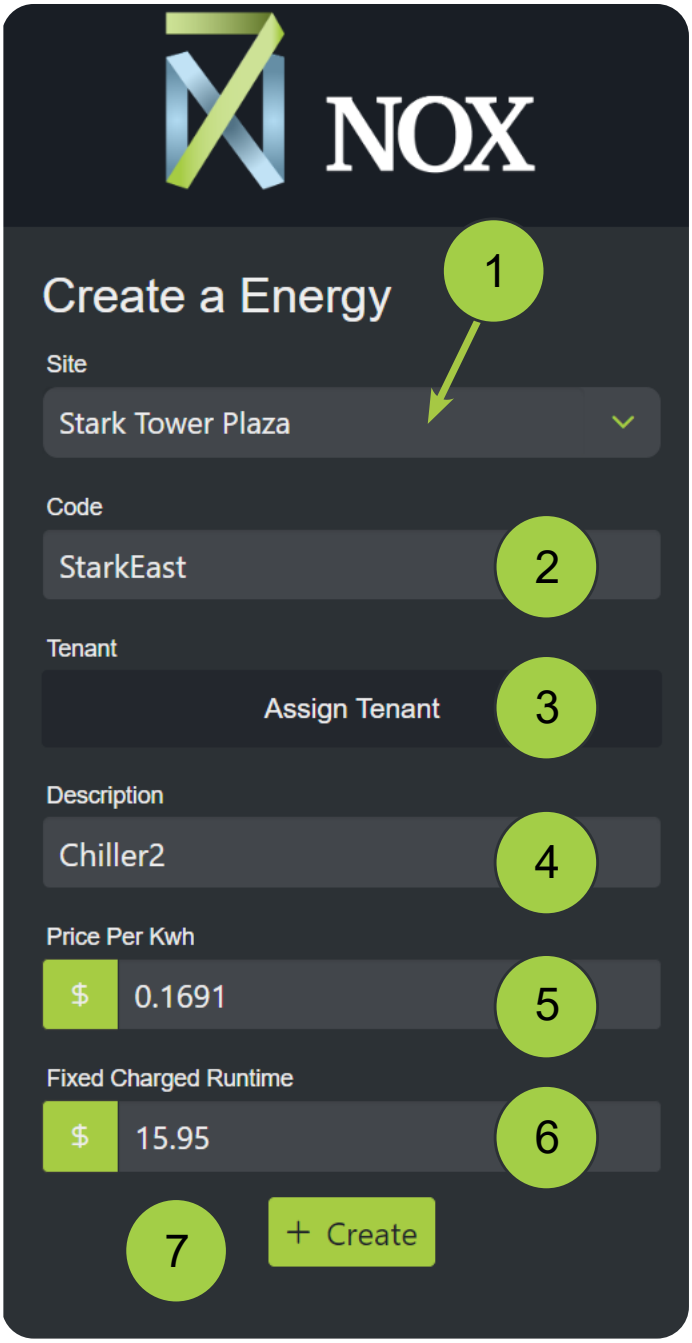
Energy Manager

Location: **Main Menu > Settings > Energy Manager**

If you're charging tenants a **Price per kWh instead** of a **Price Per Hour**, you can manage your energy points and rates in the Energy Manager.

Create New Energy Point

1. Choose the site
2. Create a Code or Point Name
3. Assign the Tenant
4. Add a description
5. Add a Price per kWh
6. Add a Fixed Charged Runtime
7. Hit the Create button.



Each Energy Point is assigned to a specific zone, level or piece of building equipment (ex. chiller) in your property.

The 7NOX system reads the exact energy consumed, then uses your Price per kWh and any fixed charges to calculate the total after-hours charges for your tenants.

VIDEO>

Reporting

You can use reports to do lots of things, such as locating the dates and times of individual bookings, understanding the total after-hours usage for your site, or creating an ad hoc tenant invoice for a custom date range.

Reports are also customizable. You can add your own company logo, so tenants can be reassured they're getting utility invoicing from you. Managers can run after-hours usage reports at any time. 7NOX offers several types: **Reports** and **Histories**

VIDEO>

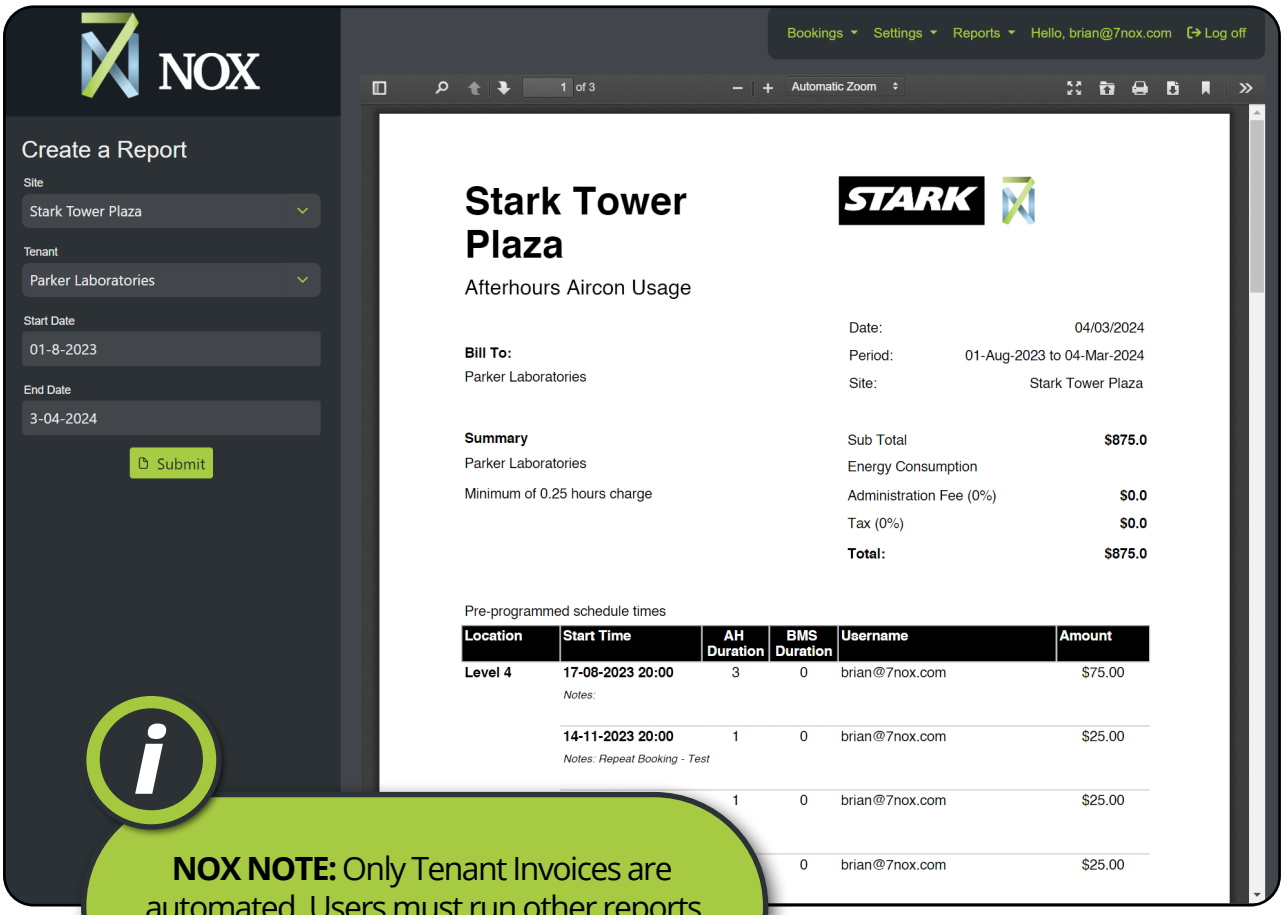
Reports

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

Reports are polished, shareable summaries that roll up your data into clear totals and overviews for a selected time period (e.g., statements, summaries, and invoices).

Tenant Invoice (Automated)

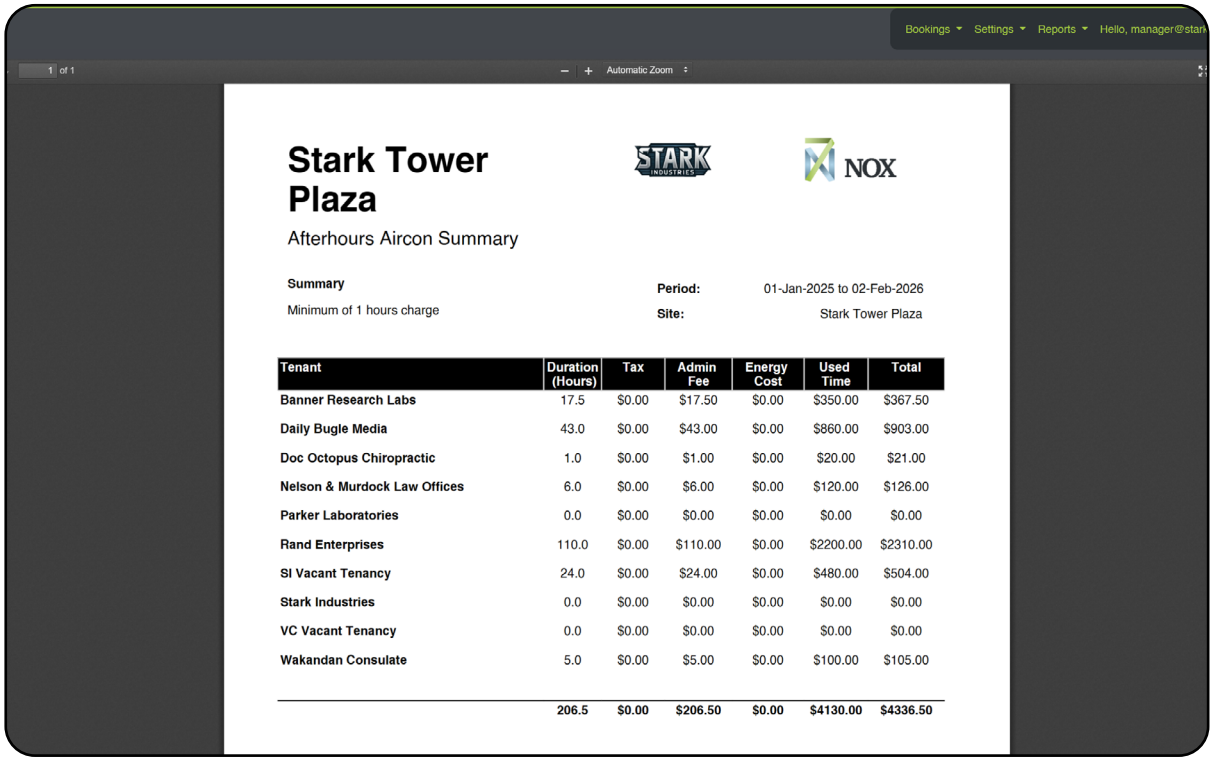
Tenant Invoices are automated, monthly reports for each tenant, sent to FMs for approval.



NOX NOTE: Only Tenant Invoices are automated. Users must run other reports and histories manually.

Site Summary

Site Summaries are high-level, automated monthly report summarizing total after-hours usage for all tenants at a site.



Bookings Settings Reports Hello, manager@stark

1 of 1 Automatic Zoom

Stark Tower Plaza

Afterhours Aircon Summary

Summary

Minimum of 1 hours charge

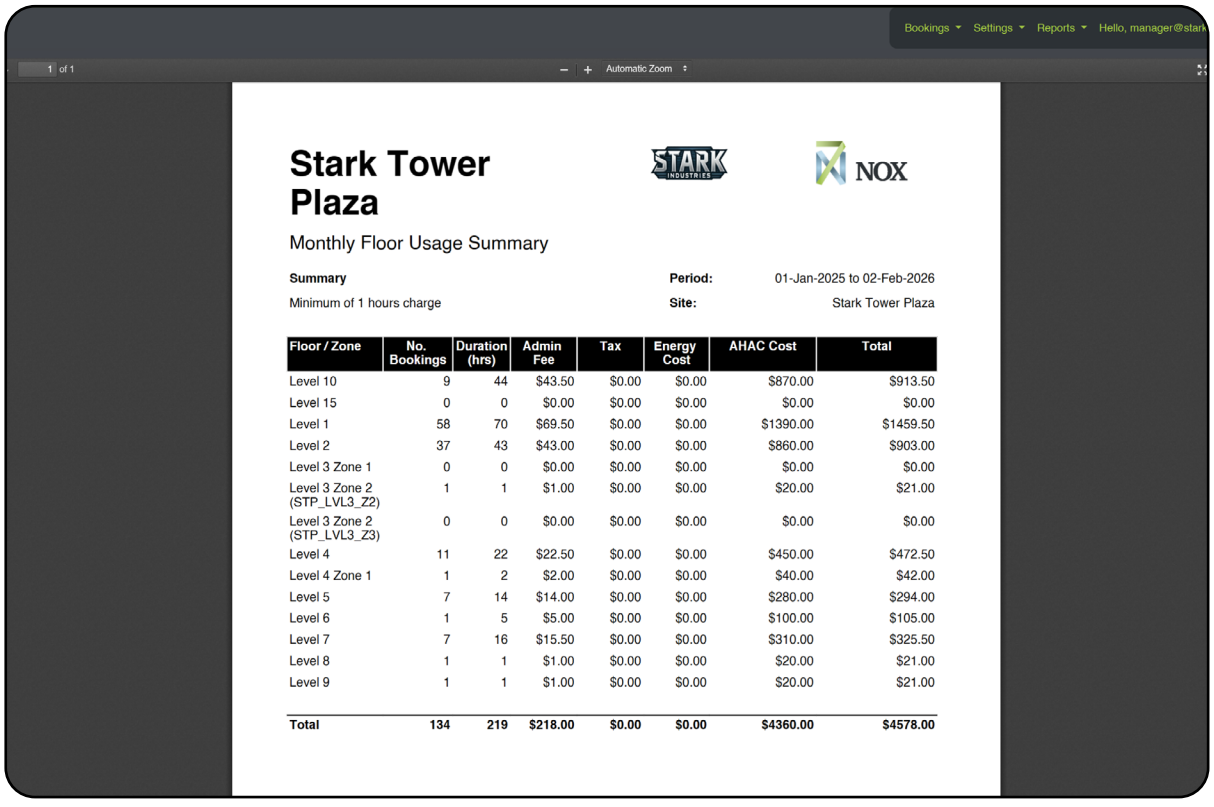
Period: 01-Jan-2025 to 02-Feb-2026

Site: Stark Tower Plaza

Tenant	Duration (Hours)	Tax	Admin Fee	Energy Cost	Used Time	Total
Banner Research Labs	17.5	$0.00	$17.50	$0.00	$350.00	$367.50
Daily Bugle Media	43.0	$0.00	$43.00	$0.00	$860.00	$903.00
Doc Octopus Chiropractic	1.0	$0.00	$1.00	$0.00	$20.00	$21.00
Nelson & Murdock Law Offices	6.0	$0.00	$6.00	$0.00	$120.00	$126.00
Parker Laboratories	0.0	$0.00	$0.00	$0.00	$0.00	$0.00
Rand Enterprises	110.0	$0.00	$110.00	$0.00	$2200.00	$2310.00
SI Vacant Tenancy	24.0	$0.00	$24.00	$0.00	$480.00	$504.00
Stark Industries	0.0	$0.00	$0.00	$0.00	$0.00	$0.00
VC Vacant Tenancy	0.0	$0.00	$0.00	$0.00	$0.00	$0.00
Wakandan Consulate	5.0	$0.00	$5.00	$0.00	$100.00	$105.00
	206.5	**$0.00**	**$206.50**	**$0.00**	**$4130.00**	**$4336.50**

Floor Summary

Floor Summaies are on-demand reports combining Tenant and Summary data, sent to custom recipients.



Bookings Settings Reports Hello, manager@stark

1 of 1 Automatic Zoom

Stark Tower Plaza

Monthly Floor Usage Summary

Summary

Minimum of 1 hours charge

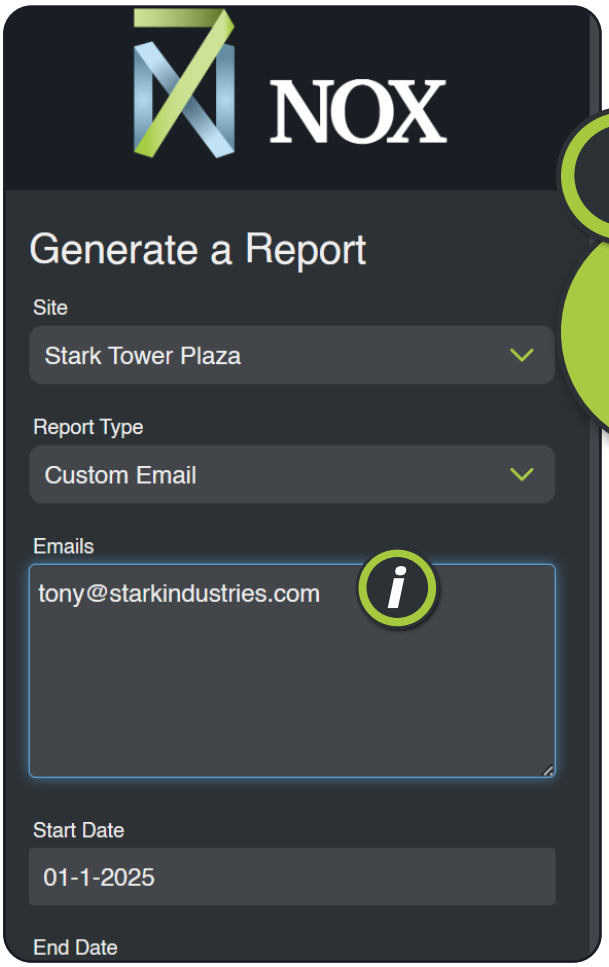
Period: 01-Jan-2025 to 02-Feb-2026

Site: Stark Tower Plaza

Floor / Zone	No. Bookings	Duration (hrs)	Admin Fee	Tax	Energy Cost	AHAC Cost	Total
Level 10	9	44	$43.50	$0.00	$0.00	$870.00	$913.50
Level 15	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
Level 1	58	70	$69.50	$0.00	$0.00	$1390.00	$1459.50
Level 2	37	43	$43.00	$0.00	$0.00	$860.00	$903.00
Level 3 Zone 1	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
Level 3 Zone 2 (STP_LVL3_Z2)	1	1	$1.00	$0.00	$0.00	$20.00	$21.00
Level 3 Zone 2 (STP_LVL3_Z3)	0	0	$0.00	$0.00	$0.00	$0.00	$0.00
Level 4	11	22	$22.50	$0.00	$0.00	$450.00	$472.50
Level 4 Zone 1	1	2	$2.00	$0.00	$0.00	$40.00	$42.00
Level 5	7	14	$14.00	$0.00	$0.00	$280.00	$294.00
Level 6	1	5	$5.00	$0.00	$0.00	$100.00	$105.00
Level 7	7	16	$15.50	$0.00	$0.00	$310.00	$325.50
Level 8	1	1	$1.00	$0.00	$0.00	$20.00	$21.00
Level 9	1	1	$1.00	$0.00	$0.00	$20.00	$21.00
Total	**134**	**219**	**$218.00**	**$0.00**	**$0.00**	**$4360.00**	**$4578.00**

Custom Email Reports

Custom Emails are a combination of tenant reports and site summaries. You can generate these reports at any time and email to anyone you wish.



NOX NOTE: Add email adresses to the Emails fields for any recipients of Custom Email Reports.

Histories

Location: **Main Menu > Reports > Histories**

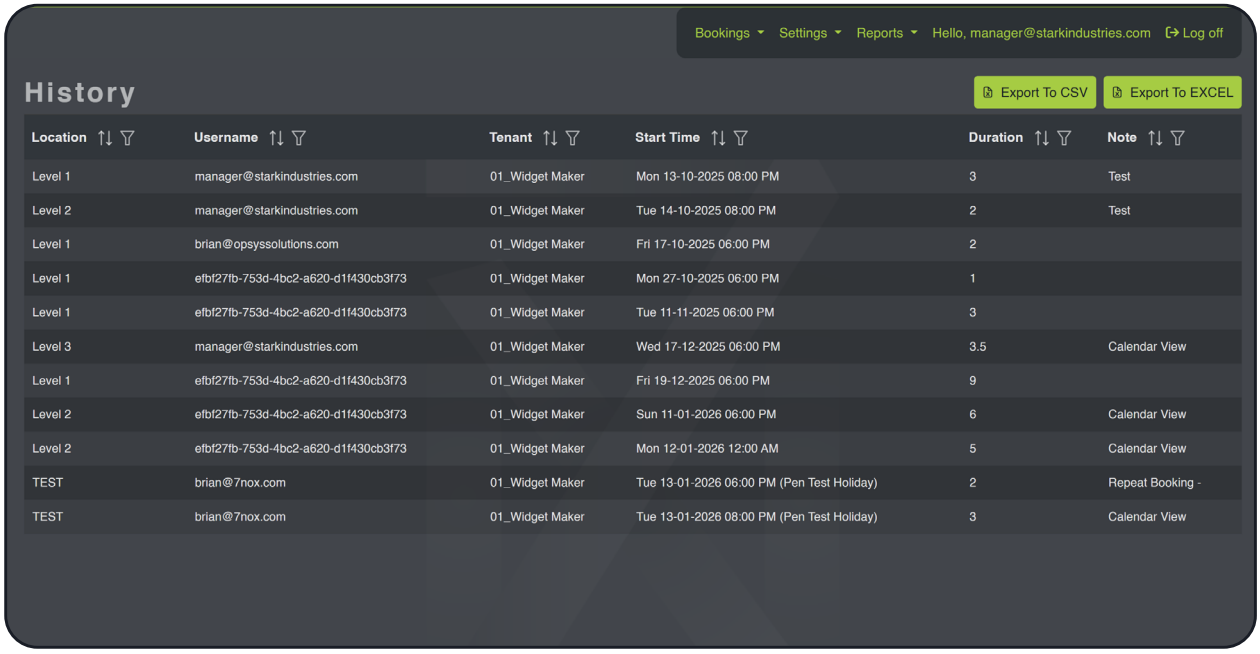
Histories are intended for higher level views of after-hours usage. You can manually run a history at any time, either for a tenant or an entire site.

Histories list booking IDs, location, tenant, start time, duration and any notes. You can use column filters to further narrow your search results. You can download histories in CSV or Excel file formats.

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.

Tenant Booking History

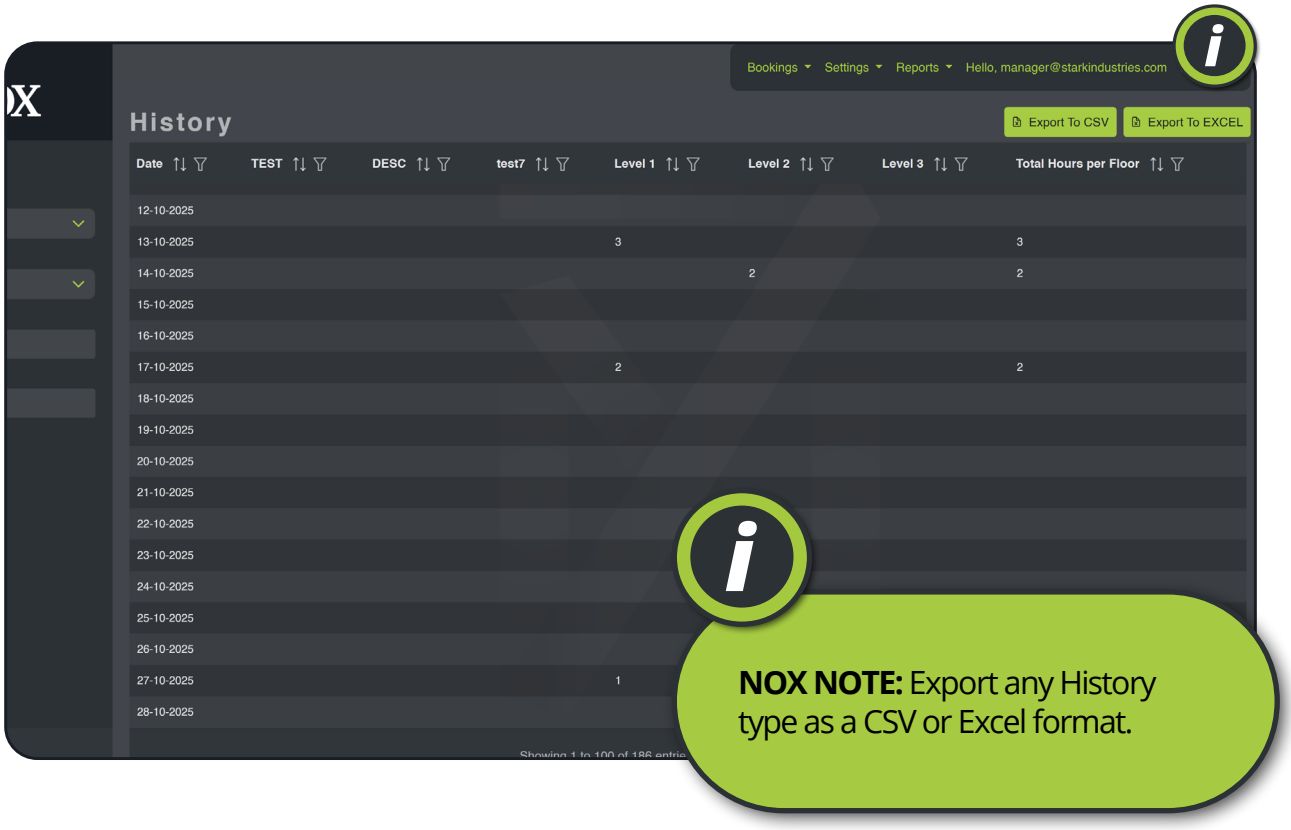
Tenant Booking Histories are a time-ordered list of a tenant's bookings for the selected period, showing when spaces/equipment were scheduled and used. You can run a history for an individual tenant or all tenants



Location	Username	Tenant	Start Time	Duration	Note
Level 1	manager@starkindustries.com	01_Widget Maker	Mon 13-10-2025 08:00 PM	3	Test
Level 2	manager@starkindustries.com	01_Widget Maker	Tue 14-10-2025 08:00 PM	2	Test
Level 1	brian@opsyssolutions.com	01_Widget Maker	Fri 17-10-2025 06:00 PM	2	
Level 1	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Mon 27-10-2025 06:00 PM	1	
Level 1	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Tue 11-11-2025 06:00 PM	3	
Level 3	manager@starkindustries.com	01_Widget Maker	Wed 17-12-2025 06:00 PM	3.5	Calendar View
Level 1	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Fri 19-12-2025 06:00 PM	9	
Level 2	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Sun 11-01-2026 06:00 PM	6	Calendar View
Level 2	efbf27fb-753d-4bc2-a620-d1f430cb3f73	01_Widget Maker	Mon 12-01-2026 12:00 AM	5	Calendar View
TEST	brian@7nox.com	01_Widget Maker	Tue 13-01-2026 06:00 PM (Pen Test Holiday)	2	Repeat Booking -
TEST	brian@7nox.com	01_Widget Maker	Tue 13-01-2026 08:00 PM (Pen Test Holiday)	3	Calendar View

Daily Usage Log

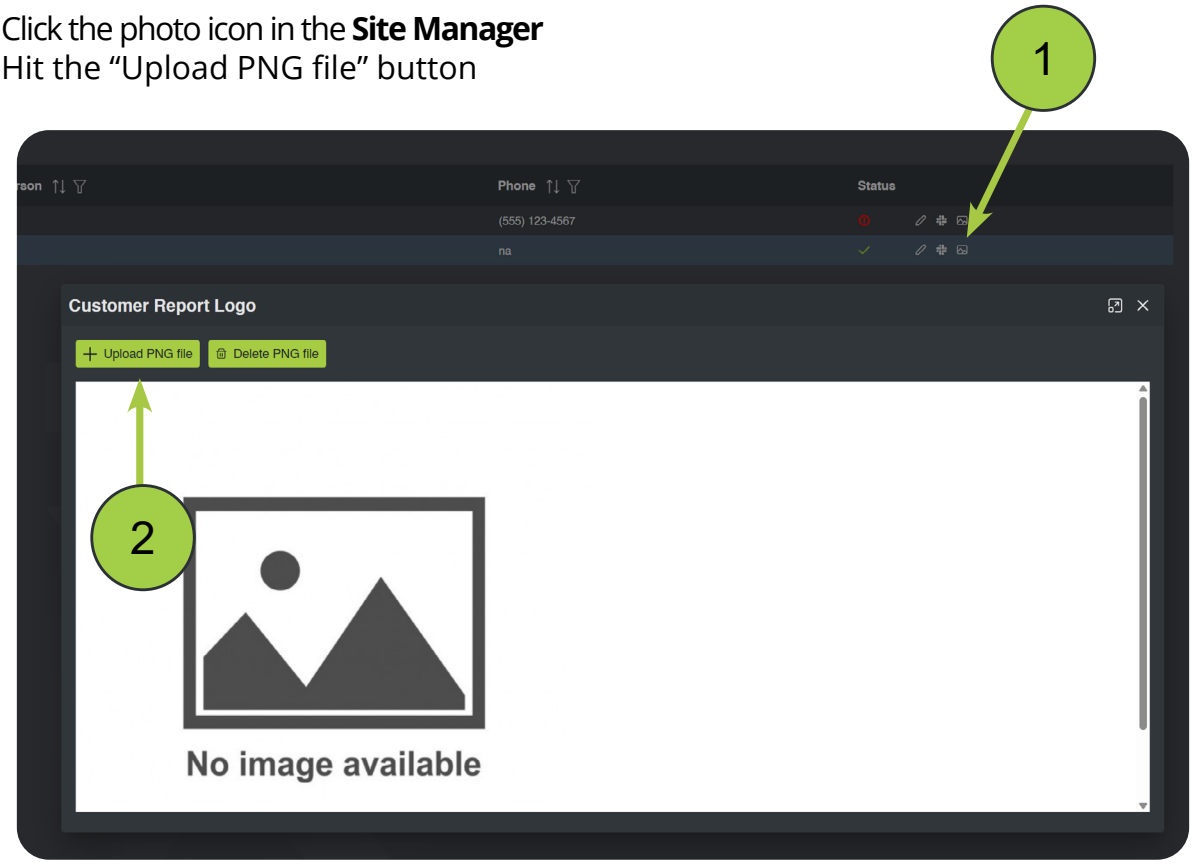
Tenant Booking Histories (Logs) are a time-ordered list of a tenant's bookings for the selected period, showing when spaces/equipment were scheduled and used. You can run a history for an individual tenant or all tenants



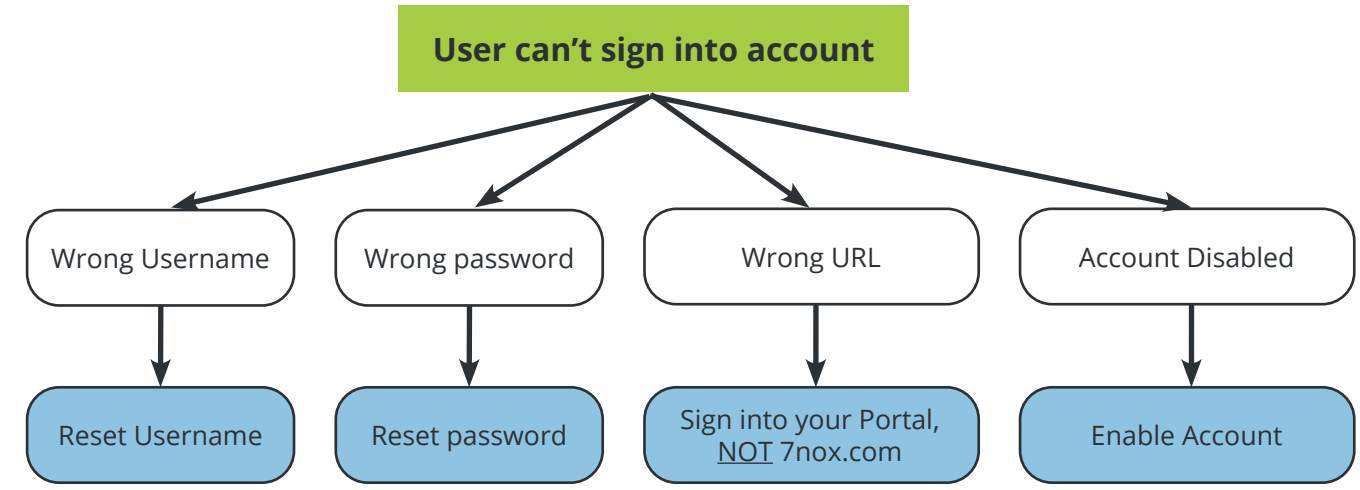
Date	TEST	DESC	test7	Level 1	Level 2	Level 3	Total Hours per Floor
12-10-2025							
13-10-2025				3			3
14-10-2025					2		2
15-10-2025							
16-10-2025							
17-10-2025				2			2
18-10-2025							
19-10-2025							
20-10-2025							
21-10-2025							
22-10-2025							
23-10-2025							
24-10-2025							
25-10-2025							
26-10-2025							
27-10-2025				1			
28-10-2025							

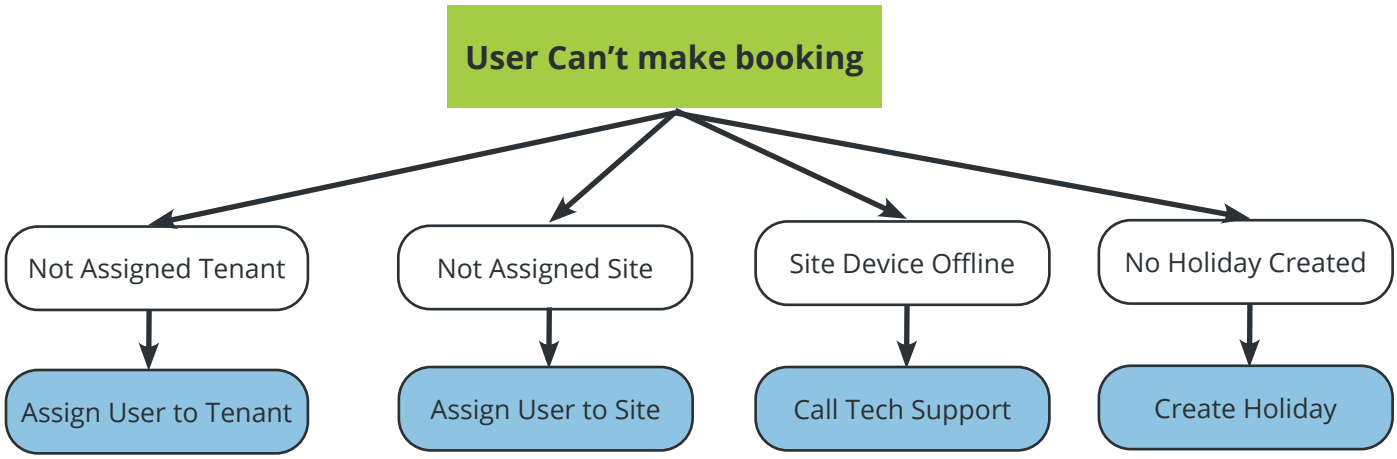
Adding Your Logo to Reports

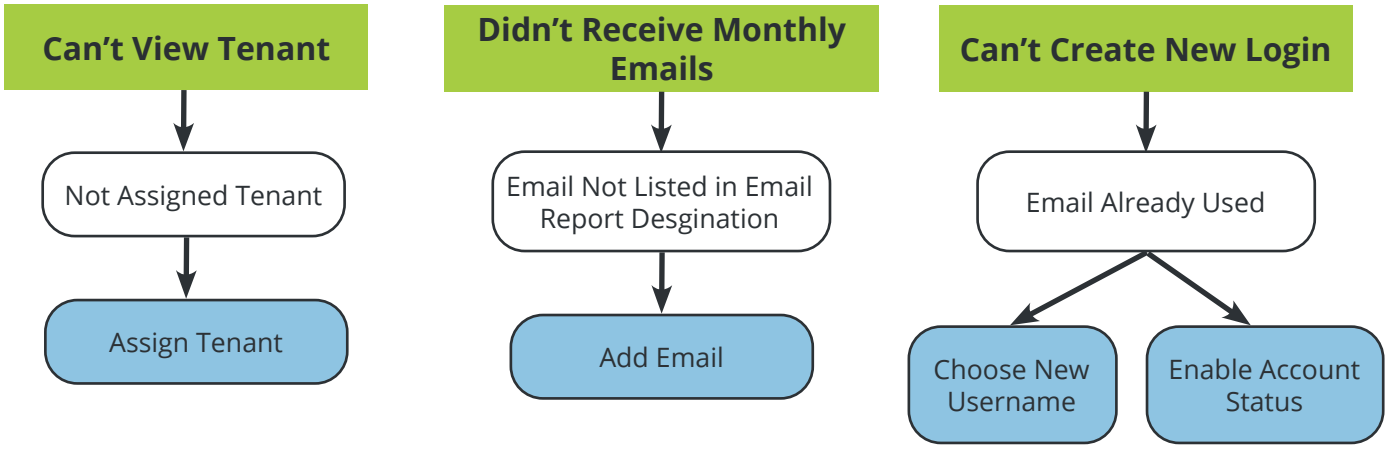
1. Click the photo icon in the **Site Manager**
2. Hit the “Upload PNG file” button



Troubleshooting Chart







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	Comments
1	19/01/2018	Release
1.1	13/10/2021	2.5 Updates
1.2	27/02/2022	Interface Updates
1.3	10/05/2023	3.0 Interface Updates
2.0	11/03/2024	v3.0.20 Updates
2.1	27/11/2024	v3.2.1
2.2	14/01/2026	v3.5.0
2.3	02/02/2026	v3.5.1
2.4	08/06/2026	v3.6.0 Calendar View UI
2.5	17/09/2026	v4.0.5 Building Manager, Group Bookings



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