Warp Tech K-Bikpower Asset management

User Guide

Contents

Login.

Navigating the App

The App can be navigated by using the Sidebar Which can be accessed at the start of every major page and allows quick swapping between pages. The buttons on the Home Page allow users to access the same pages and provide a quicker way to access them.

Asset Manager

Home Page

Assets

Substations

QR Code Scanner

Documents

Welcome

View Assets

View Substations

Scan QR Code

View Documents

Users

My Account

Sign Out
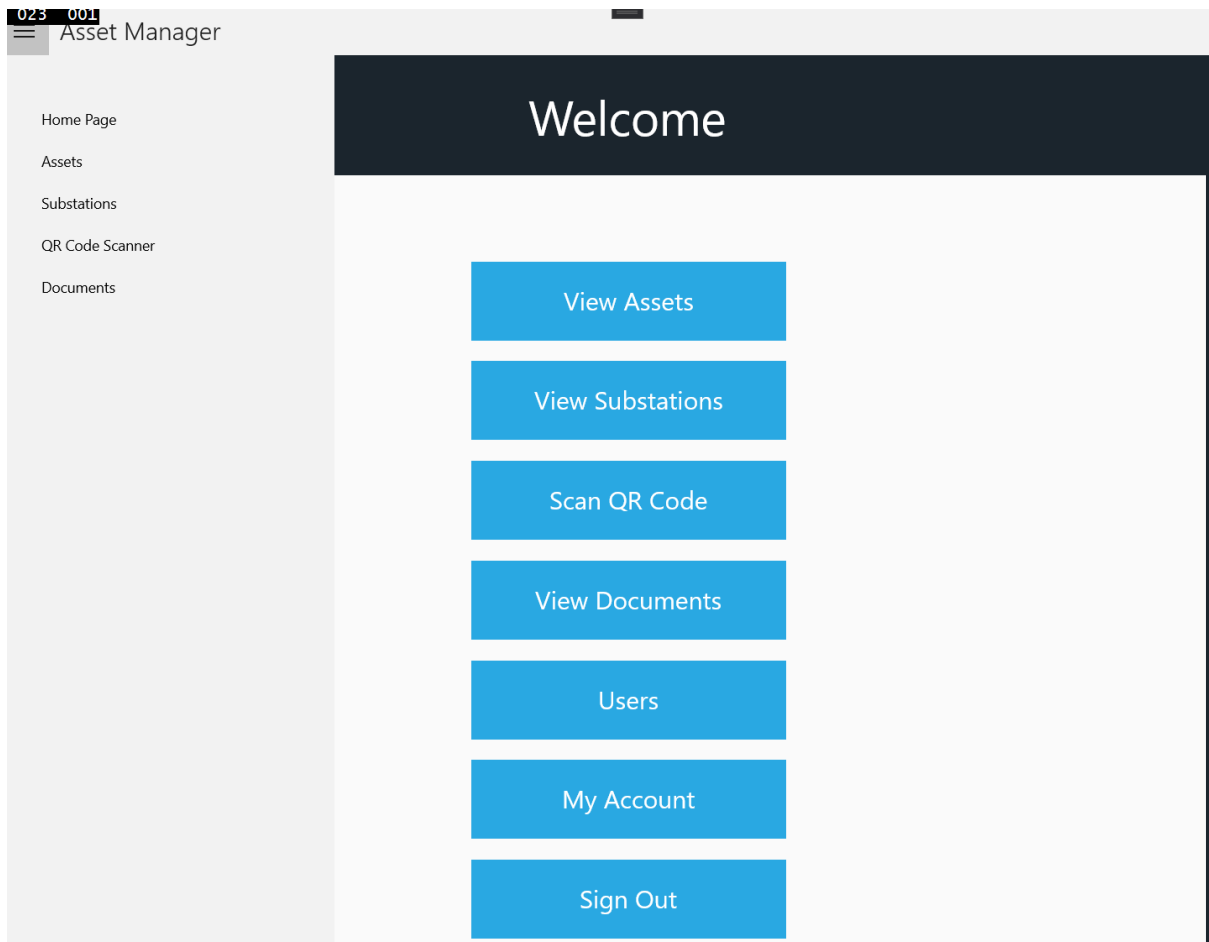
Assets

Assets Can be accessed by selecting the Assets button on the home page or by selecting the side bar button Assets. These can be seen below

View Assets
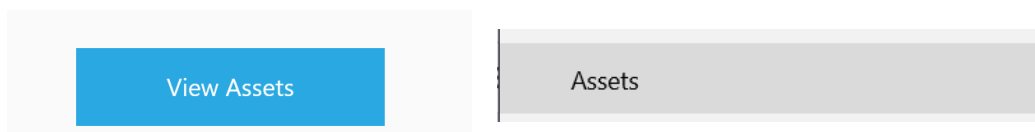
Assets

Previewing Assets

Assets can be previewed by selecting them in the assets list.

This will take the user to the Preview page. Which Contains all the information about the Asset.

Down the Bottom of the page there are 4 buttons that will allow the user to : Edit the asset (Refer to Editing an Asset), Delete the asset preview the qr code of the asset and save the qr code (For more information refer to saving a QR code).

Deleting the Asset will remove the Asset from being Seen in the App But will not remove it from the database, this is so that if an asset is deleted by accident it can be recovered.

Filtering Assets.

Assets Can be filtered by selecting the word filters this will then show server filters that will allow the user to filter for only assets they want to see.

Adding Assets.

Assets Can be Added By selecting The Add Assets button at the bottom of the Assets page.

This will Take the user to the page below

Substation Code

Select Substation

[⌄]

Plant Number

[ ]

Asset Equipment Number

[ ]

Equipment Status

[ ]

Serial Number

[ ]

Modifier Code

[ ]

Location Equipment Number

[ ]

Component Code

[ ]

Warranty Date

| 5 | October | 2020 |

No Warranty Date ☐

Year Manufactured

[ ]

Stock Code

[ ]

Purchase Order Number

[ ]

Rated Voltage

[ ]

Nominal Voltage

[ ]

Manufacturer Name

[ ]

Manufacturer Type

[ ]

Specification Title

[ ]

Specification Number

[ ]

Specification Item Number

[ ]

Equipment Class

[ ]

Equipment Class Description

[ ]

[Add Asset]

The User then can add an Asset by selecting the Add Asset Button once the required fields are complete.

The substation is selected by using a picker to select the substation from a list generated by assets entered in the substations page An Example of this can be seen below.(For more information got to Adding Substations)

123

ALB

Test

a

alb2

ssss

5

BEL

Asset Equipment Number

Editing Assets.

Upon Selecting the edit Assets on the preview page you will be taken to a page identical to the Add Assets page with everything filled out, the user can then remove the pre-filled information and replace it with the desired outcome. Once completed the user can select the Update Assets button.

Update Asset

Substations

Substations Can be accessed by selecting the Substations button on the home page or by selecting the side bar button Substations. These can be seen below.

Upon Selecting the Substations it will take you to the Substations Page

if the substation is select in the list it will redirect the user to the assets page and automatically filter for the Assets associated with that substation.
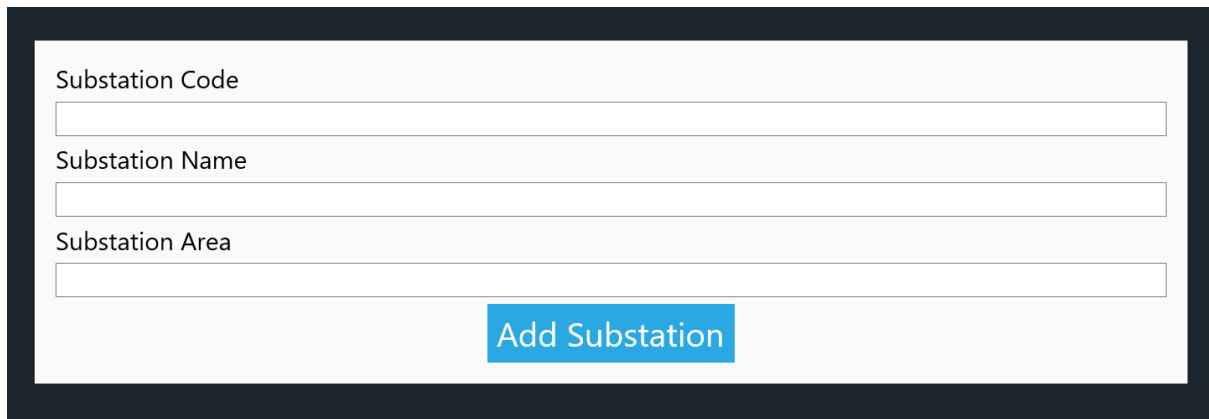

Adding Substations.

To add a substation the user must select the Add Substation at the bottom of the page. This will bring up the page below
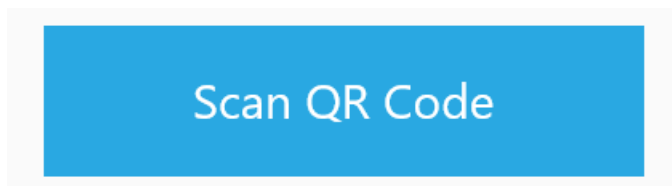
Once the user Fills out the required information and selects the Add Substation button, the substation will be added.

Scan Qr Codes

Upon selecting the button about the user will be taken Camera view. Once the user has pointed the camera in front of a QR CODE generated by the app it will redirect the user to the associated Asset.

Saving Qr Codes

To Save A Qr code the user must preview the asset they wish to make a Qr code for then select Save Qr Code. (Generate QR code is not required to save a qr code it just provides a preview for the user)
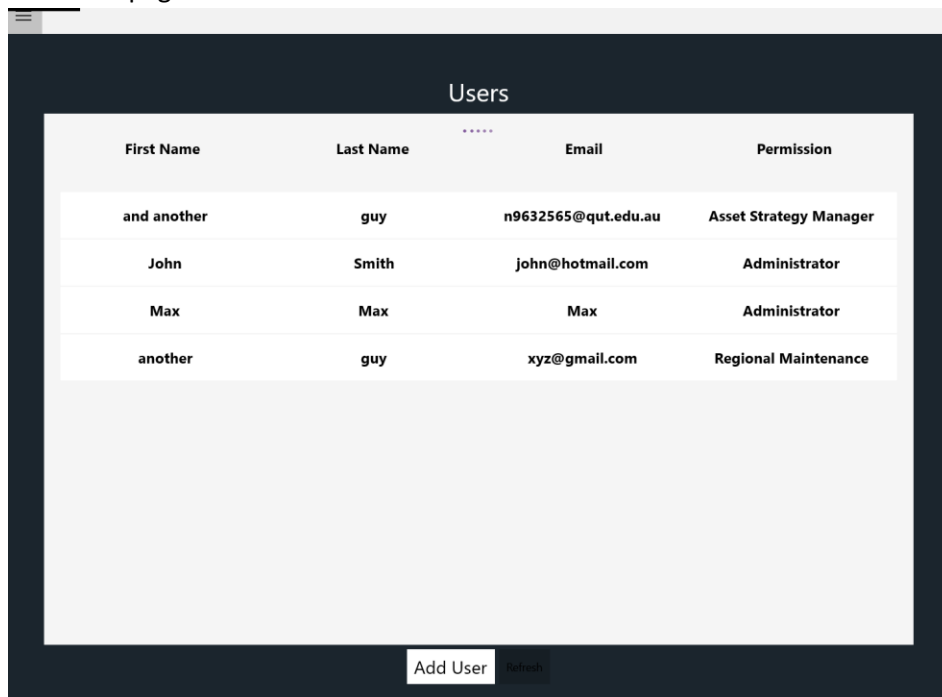

Windows

Windows will bring up the windows file manager the user can then select where they want the qr code to be saved and they can select save.

IOS and Android

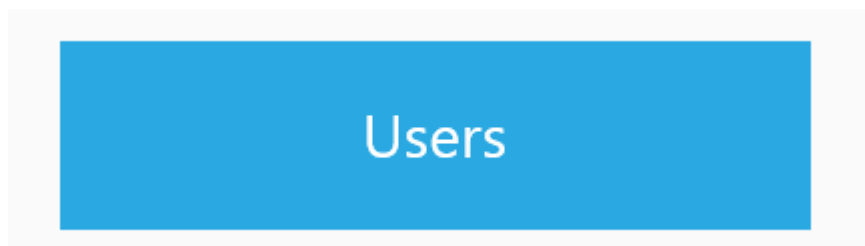Ios and android will automatically save the Qr code into the Users photo gallery.
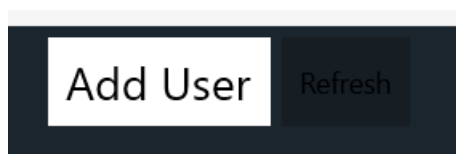
Users

The users page seen below

can only be accessed through the users button on the home page as seen below.

The button is only visible to Admin users and if it is seen by a non-admin user it will display an access denied pop up.

Adding A new user

The user can add a user by selecting the Add user button on the user page.

This will take them to the page below.

Once all the Details the User have been imputed and the Authorisation level has been selected the user can be added by selecting the Add user Button.

Editing A user

A user can be added by selecting the users name in the list.

John	Smith	john@hotmail.com	Administrator

it will take the current user to the user page that you selected from(See below) there the user must select the Edit Account button.


After the button is selected it will take the user to a page identically to add user. There they can replace the relevant information and then select the Update user button. The user is then edited.

Deleting A user

To delete a user the current user must select the user they wish to delete from the user list. this will take them to the preview page from there they can select the Delete user button. This will delete the user from the app but will keep the user on the database.

Changing Your Account

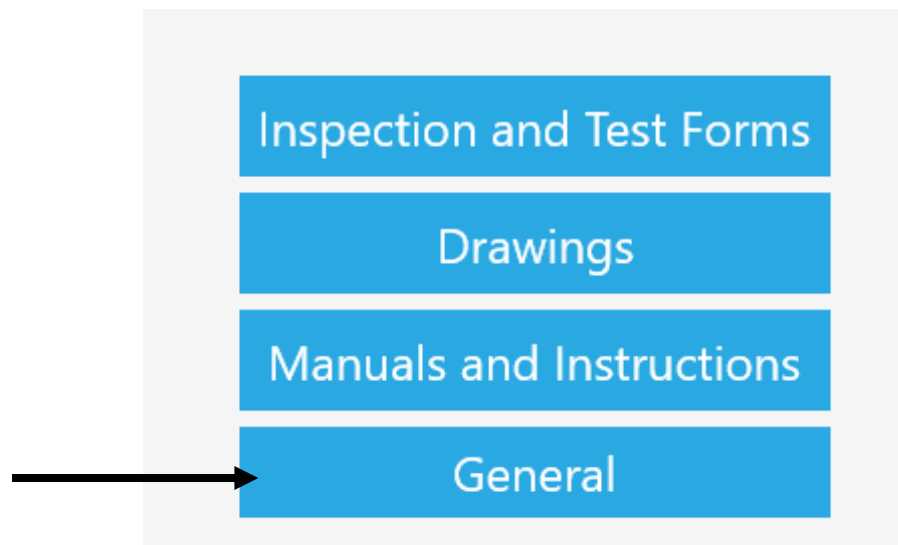For a user to edit their own account they must select My Account
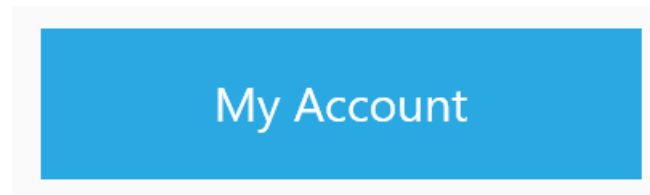
This will take them to a preview of their own account (see below) fro there they can delete their account or change their password

If the user selects the Edit Account to change their password then they must enter their old password and then can enter your new password.

Documents

The documents page contains a set of buttons which are to be linked to web forms for various manuals and other forms or to drawings associated with assets or substations. The general button contains a link for inbuilt commission and decommission forms.

Commission Forms

Adding a new form

To add a new form select the "Add Form" button at the bottom of the screen.

The first step for completing a new commission form is associating assets to the form. This is done by clicking the "manage assets" button.

Here you can see all the assets that have currently been associated with this form. In this case, nothing has yet been assigned so one will have to be added. Select "Add by Table" to move to a table view of all the assets.

Here you will need to select an asset to associate with the form. Note, if you select an asset that has already been decommissioned or commissioned, you will receive an error.

Selecting an appropriate asset will reveal a preview page.

After confirming this is the desired asset, select "Add Asset To Form" to associate.

This will return you to the asset manager where you will be able to see the selected asset and have the opportunity to repeat the process to add more assets if desired. If there are no more assets to add, go back to the form and fill in the remainder of the details.

After all the details are filled in, select "Submit". The form will now appear in the commission forms list with the date, status, submitting user and other basic information for preview.

Deleting, editing, approving and rejecting forms

To perform any action on a form, it must first be selected from the list view of all forms.

Once the form has been selected, the first option present will be to view associated assets by clicking the blue strip at the top. Selecting this will show all associated assets with the form and provide the opportunity to preview the asset's information.

Status

Commissioned

Added By

John Smith

Substation Code

ALB

Plant Number

a1

Asset Equipment Number

a2

Equipment Status

a3

Serial Number

Location Name/Substation/Project No.

3

Commissioned Plant From:

Project

Work Order No.

3

Edit	Approve
Reject	Delete Form
Exit	

Scrolling to the bottom of the page will reveal a set of options. The "Delete Form" button will delete the form. The "Edit" button will enter editing mode for the form.

Error

You do not have permission to approve this form
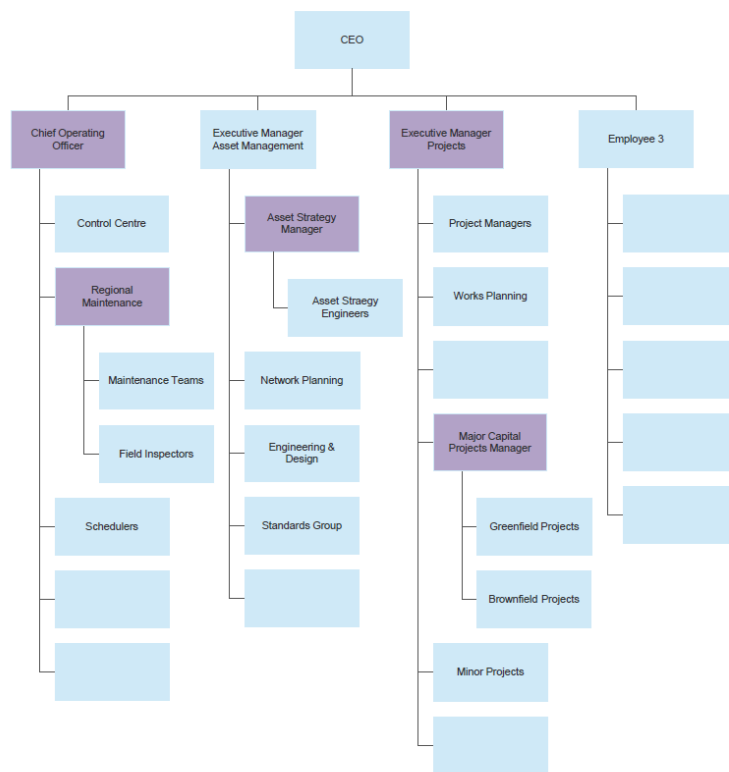
Close

Edit	Approve
Reject	Delete Form
Exit	

If an unauthorised user attempts to edit, delete, approve or reject the form, they will receive an error.

Parties with authority to make changes to forms are marked as purple in the above organisational chart.

Once the form has been edited as required, selecting the "Update Form" will save the changes.

The "Reject button" will mark the form as rejected by an authorised user. The "Approve" button will mark the form as approved by an authorised user. For either button, a confirmation request will appear, providing a chance to cancel rejection or approval.

| October 05, 2020 | Yes | Project | maxa maxa | Approved |

If approved or rejected the new state of the form will appear in the list view.

Decommission Forms

Adding a new form

To add a new form select the "Add Form" button at the bottom of the screen.

The first step for completing a new decommission form is associating assets to the form. This is done by clicking the "manage assets" button.

Here you can see all the assets that have currently been associated with this form. In this case, nothing has yet been assigned so one will have to be added. Select "Add by Table" to move to a table view of all the assets.

Here you will need to select an asset to associate with the form. Note, if you select an asset that has already been decommissioned or commissioned, you will receive an error.

Selecting an appropriate asset will reveal a preview page.

After confirming this is the desired asset, select "Add Asset To Form" to associate.

Scan	Remove	Add by Table	View Asset Details	Done

Asset Equipment Number	Substation	Manufacturer	Equipment Class
000009282714	ALB	WTW WIRGES GERMANY	CURRENT TRANSFORMER

This will return you to the asset manager where you will be able to see the selected asset and have the opportunity to repeat the process to add more assets if desired. If there are no more assets to add, go back to the form and fill in the remainder of the details.

Location Name/Substation/Project No.

1111

De-Commissioned Plant To:

○ Project
○ Spares
○ Workshop
● Scrap

Work Order No.

1111

Submit

After all the details are filled in, select "Submit". The form will now appear in the decommission forms list with the date, status, submitting user and other basic information for preview.

October 05, 2020	11111	Scrap	maxa maxa	Submitted

Deleting, editing, approving and rejecting forms

To perform any action on a form, it must first be selected from the list view of all forms.

Once the form has been selected, the first option present will be to view associated assets by clicking the blue strip at the top. Selecting this will show all associated assets with the form and provide the opportunity to preview the asset's information.

Preview

Status

Commissioned

Added By

John Smith

Substation Code

ALB

Plant Number

a1

Asset Equipment Number

a2

Equipment Status

a3

Serial Number

Location Name/Substation/Project No.

4

De-Commissioned Plant To:

Scrap

Work Order No.

5

Edit	Approve
Reject	Delete Form
Exit	

Scrolling to the bottom of the page will reveal a set of options. The "Delete Form" button will delete the form. The "Edit" button will enter editing mode for the form.

Error

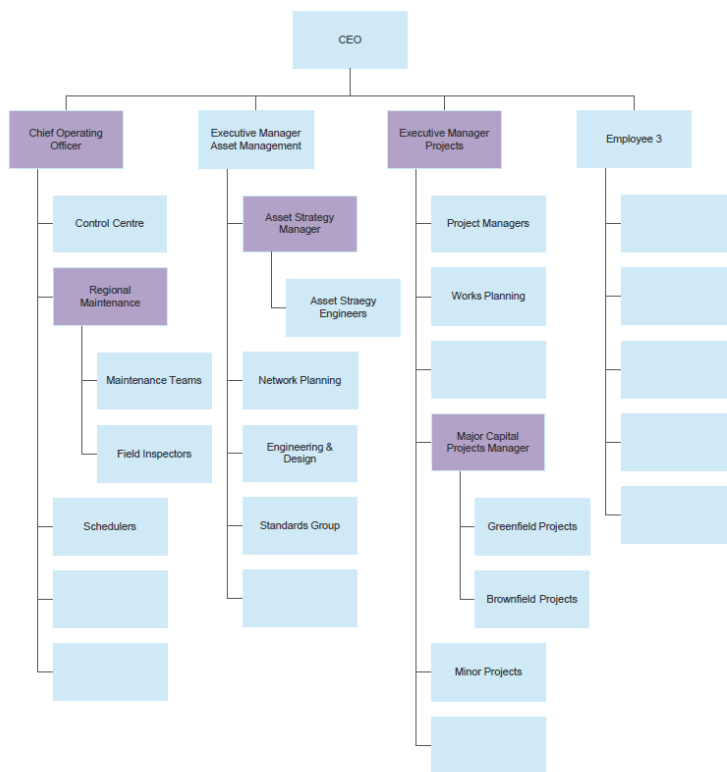You do not have permission to approve this form

Close

Edit	Approve
Reject	Delete Form
Exit	

If an unauthorised user attempts to edit, delete, approve or reject the form, they will receive an error.

Parties with authority to make changes to forms are marked as purple in the above organisational chart.

Once the form has been edited as required, selecting the "Update Form" will save the changes.

The "Reject button" will mark the form as rejected by an authorised user. The "Approve" button will mark the form as approved by an authorised user. For either button, a confirmation request will appear, providing a chance to cancel rejection or approval.

If approved or rejected the new state of the form will appear in the list view.