

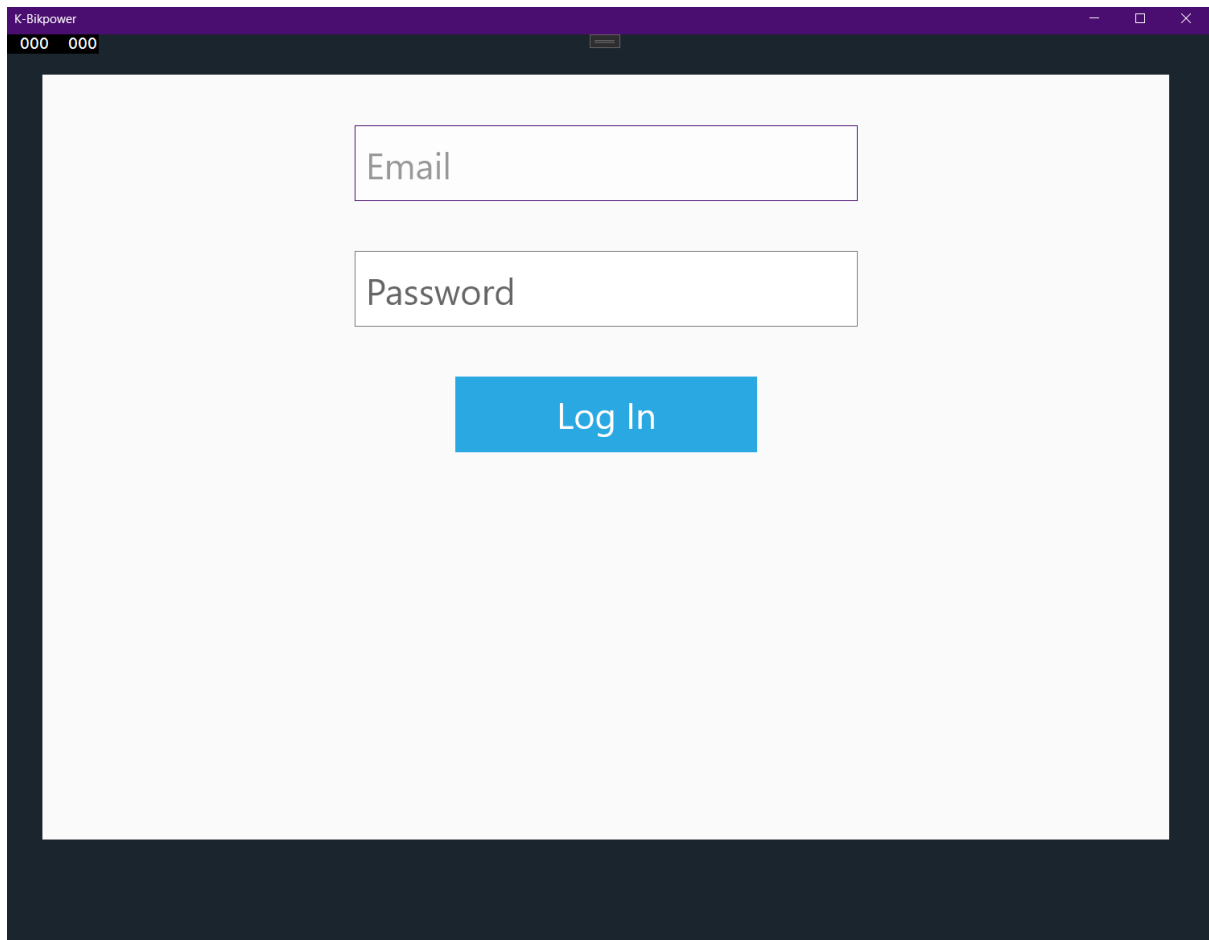
# Warp Tech K-Bikpower Asset management

## User Guide

### Contents

Login.	2
Navigating the App	2
Assets	3
Previewing Assets	4
Filtering Assets.	4
Adding Assets.	5
Editing Assets.	7
Substations	7
Adding Substations.	8
Scan Qr Codes	9
Saving Qr Codes	9
Windows	9
IOS and Android	9
Users	10
Adding A new user	10
Editing A user	Error! Bookmark not defined.
Deleting A user	11
Changing Your Account	12
<b>Documents</b>	12
<b>Commission Forms</b>	14
Adding a new form	14

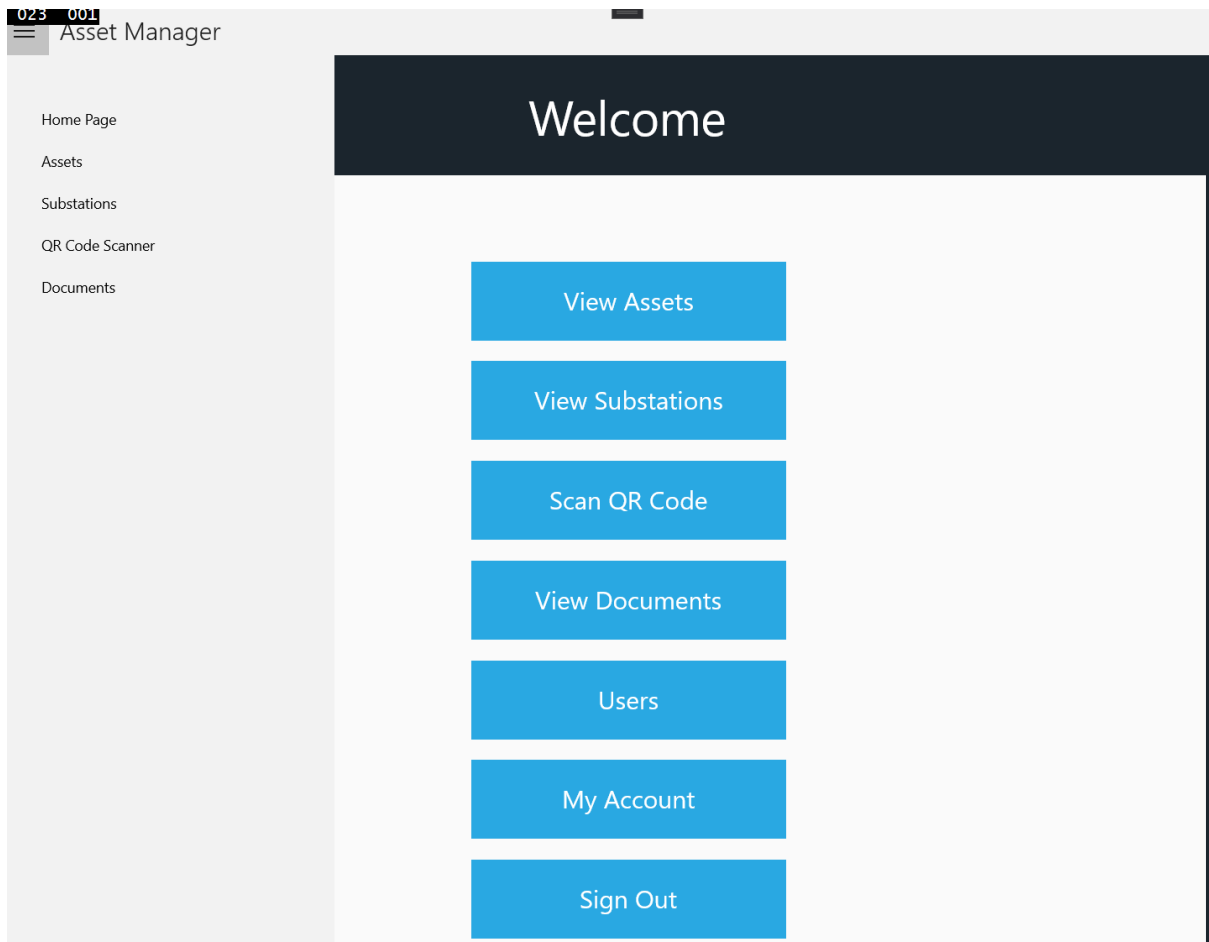
## Login.



The image shows a login interface within a window titled "K-Bikpower". The window has a dark purple header bar with standard window controls (minimize, maximize, close) on the right. Below the header, there is a dark grey sidebar on the left and a main content area with a light grey background. In the center of the main area, there are two white input fields: the top one is labeled "Email" and the bottom one is labeled "Password". Below these fields is a blue button with the text "Log In" in white. The overall design is clean and modern.

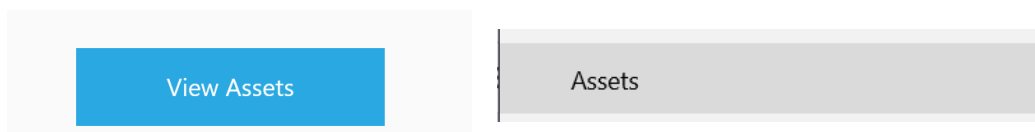
## Navigating the App

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.



## 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



## Previewing Assets

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

Substation Code	Plant Number	Serial Number	Manufacturer	Equipment Class
ALB	ALB501.0 CT	00/10199030	WTW WIRGES GERMANY	CURRENT TRANSFORMER
ALB	a1	a4	a13	a19
BEL				
5	1	1	1	1
123	45	5	5	5

Add Asset

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).

---

Edit Asset	Delete Asset
Generate QR Code	Save 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.

● ● ● ● ●

## Filters

Substation Code

▼

X

Equipment Class

▼

X

Manufacturer

▼

X

Apply Filters

Clear Filters

### Adding Assets.

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

009 003
Assets

Assets				
Filters				
Substation Code	Plant Number	Serial Number	Manufacturer	Equipment Class
ALB	ALB501.0 CT	00/10199030	WTW WIRGES GERMANY	CURRENT TRANSFORMER
ALB	a1	a4	a13	a19
BEL				
5	1	1	1	1
123	45	5	5	5

Add Asset

Refresh

This will Take the user to the page below

Substation Code		
Select Substation		
<input type="text"/>		
Plant Number		
<input type="text"/>		
Asset Equipment Number		
<input type="text"/>		
Equipment Status		
<input type="text"/>		
Serial Number		
<input type="text"/>		
Modifier Code		
<input type="text"/>		
Location Equipment Number		
<input type="text"/>		
Component Code		
<input type="text"/>		
Warranty Date		
<input type="text" value="5"/>	<input type="text" value="October"/>	<input type="text" value="2020"/>
No Warranty Date <input type="checkbox"/>		

Year Manufactured		
<input type="text"/>		
Stock Code		
<input type="text"/>		
Purchase Order Number		
<input type="text"/>		
Rated Voltage		
<input type="text"/>		
Nominal Voltage		
<input type="text"/>		
Manufacturer Name		
<input type="text"/>		
Manufacturer Type		
<input type="text"/>		
Specification Title		
<input type="text"/>		
Specification Number		
<input type="text"/>		
Specification Item Number		
<input type="text"/>		
Equipment Class		
<input type="text"/>		
Equipment Class Description		
<input type="text"/>		
<input type="button" value="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.

View Substations

Substations

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

Substations		
Code	Name	Area
123	Substations McSubstation	Substation Rd, Sub Town
ALB	ALBANY	South Country
Test		
a		
alb2		
ssss		
5	aaaaaaa	aaaaaaaaaaaaaaaaaaaaaaaa
BEL	BELMONT	Metro
Add Substation		

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.

Filters (active)

Substation Code

123

X

Equipment Class

X

Manufacturer

X

Apply Filters

Clear Filters

Substation Code

Plant Number

Serial Number

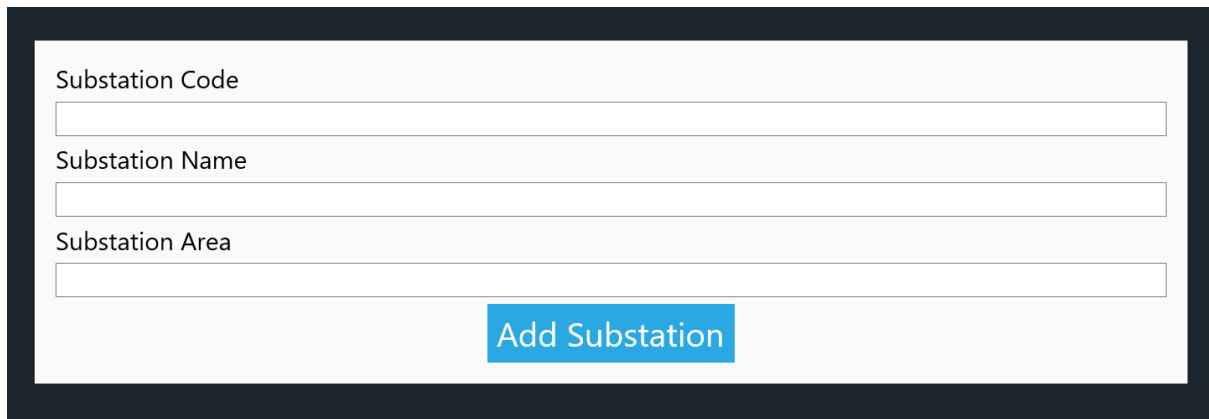
Manufacturer

Equipment Class

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





Substation Code

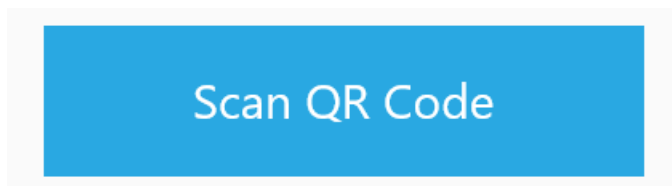
Substation Name

Substation Area

Add Substation

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

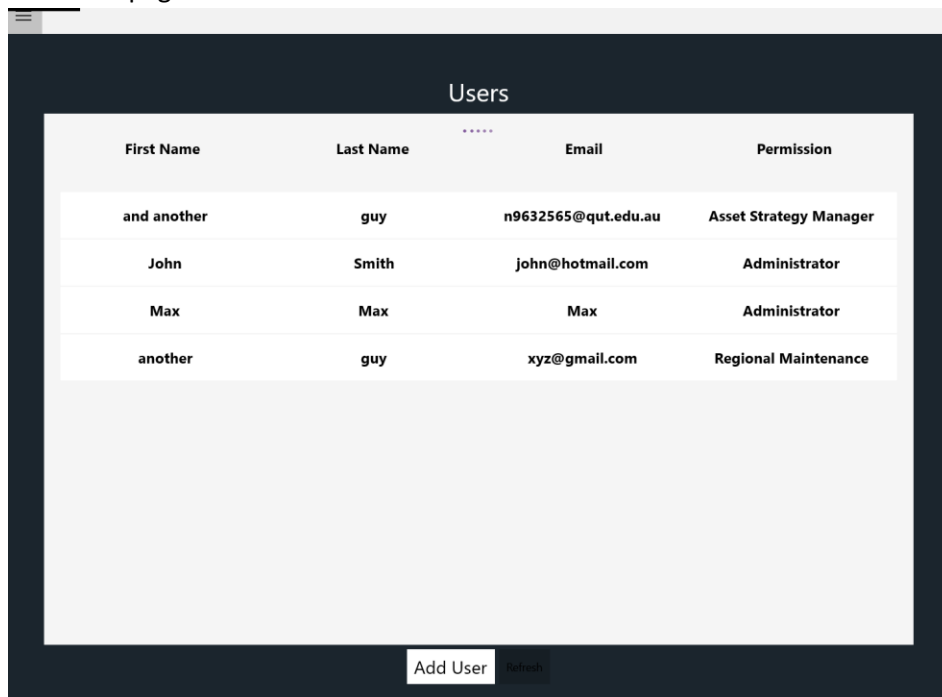
Windows will bring up the windows file manager the user can then select where they want the qr code to be saved and they can select save.

## IOS and Android

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

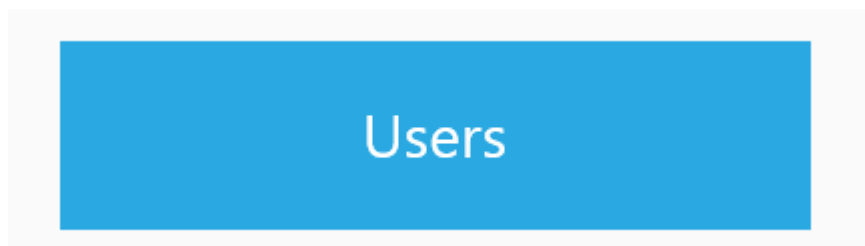
## Users

The users page seen below

A screenshot of a web application's 'Users' page. The page has a dark blue header with the title 'Users' in white. Below the header is a table with four columns: 'First Name', 'Last Name', 'Email', and 'Permission'. The table contains four rows of user data. At the bottom of the page, there are two buttons: 'Add User' (white with black text) and 'Refresh' (dark blue with white text).

First Name	Last Name	Email	Permission
and another	guy	n9632565@qut.edu.au	Asset Strategy Manager
John	Smith	john@hotmail.com	Administrator
Max	Max	Max	Administrator
another	guy	xyz@gmail.com	Regional Maintenance

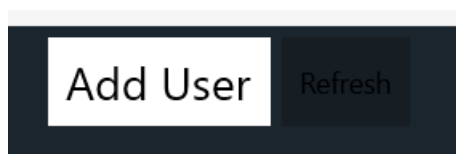
can only be accessed through the users button on the home page as seen below.



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.

**Users**

Firstname:

Lastname:

Email:

Temporary Password

Authorisation  
 Asset Strategy Engineer

[Add User](#)

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.

<b>John</b>	<b>Smith</b>	<b>john@hotmail.com</b>	<b>Administrator</b>
-------------	--------------	-------------------------	----------------------

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.

**Users**

**Firstname:** John

**Lastname:** Smith

**Email:** john@hotmail.com

**Authorisation** Administrator

[Edit Account](#) [Delete User](#)

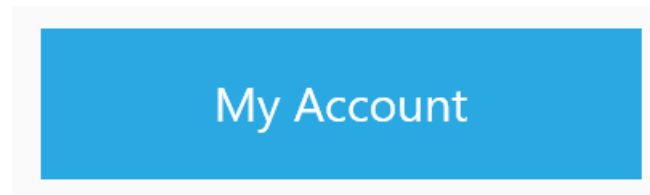
After the button is selected it will take the user to a page identically to add user. There they can replace the relevant information and then select the Update user button. The user is then edited.

### 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



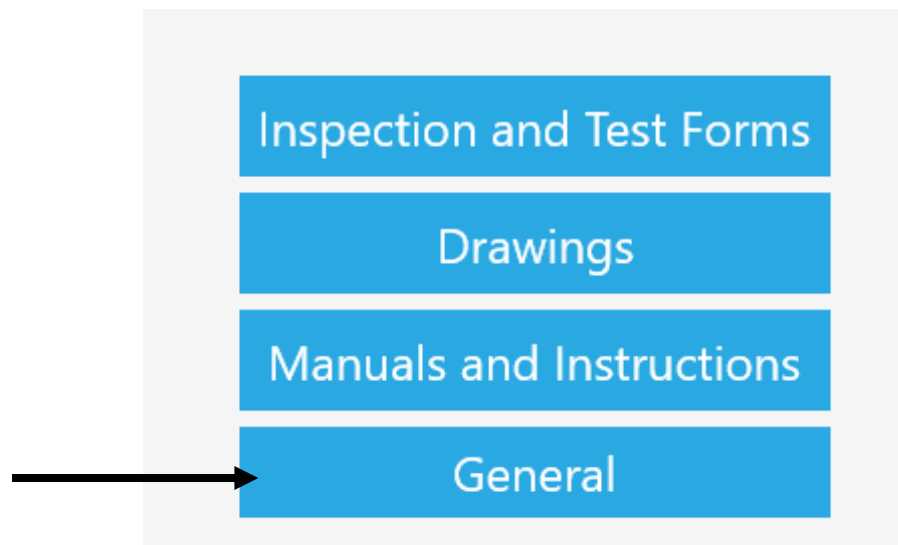
This will take them to a preview of their own account (see below) from there they can delete their account or change their password

Users	
<b>Firstname:</b>	John
<b>Lastname:</b>	Smith
<b>Email:</b>	john@hotmail.com
<b>Authorisation</b>	Administrator
	<div><div>Edit Account</div><div>Delete User</div></div>

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

Commission Forms				
Filters				
Date	New Installation?	Moved From	Submitted By	Status
October 02, 2020	Yes	Project	Jacqui P	Submitted
October 02, 2020	Yes	Spares	John Smith	Rejected
October 02, 2020	Yes	Spares	John Smith	Submitted
October 02, 2020	Yes	Spares	John Smith	Submitted
October 02, 2020	Yes	Spares	John Smith	Submitted
October 02, 2020	No	Spares	John Smith	Approved
October 02, 2020	Yes	Spares	John Smith	Submitted
October 02, 2020	Yes	Workshop	Jacqui P	Submitted
October 02, 2020	Yes	Workshop	John Smith	Submitted
October 01, 2020	Yes	Spares	John Smith	Approved
October 01, 2020	No	Spares	John Smith	Rejected

Add FormCancel

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

### Commission Form

5/10/2020

[Manage Assets \(0\)](#)

Date Commissioned:

5October2020

New Installation?

Yes ☐

No ☐

Replacement Item?

Yes ☐

No ☐

Region Name:

Location Name/Substation/Project No.

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

Asset Equipment Number	Substation	Scan	Remove	Add by Table	View Asset Details	Done	Manufacturer	Equipment Class
------------------------	------------	------	--------	--------------	--------------------	------	--------------	-----------------

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.

Assets				
Filters				
Substation Code	Plant number	Asset eq no	Manufacturer Name	Equipment Class Description
ALB	ALB501.0 CT	000009282714	WTW WIRGES GERMANY	CURRENT TRANSFORMER
ALB	a1	a2	a13	a19
9999				
BEL		d1		
S	1	1	1	1
123	45	5	5	5

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.

Assets				
Filters				
Substation Code	Plant number	Asset eq no	Manufacturer Name	Equipment Class Description
ALB	ALB501.0 CT	000009282714	WTW WIRGES GERMANY	CURRENT TRANSFORMER
ALB	a1	a2	a13	a19
9999				
BEL				
S	1		1	1
123	45	5	5	5

Selecting an appropriate asset will reveal a preview page.

Preview

Add Asset To Form

**Status**

**Added By**

**Substation Code**

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

Asset Equipment Number		Substation	Manufacturer	Equipment Class
5		123	5	5

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.

**Region Name:**

**Location Name/Substation/Project No.**

**Commissioned Plant From:**  

☐ Project

☐ Spares

☒ Workshop

**Work Order No.**

Submit

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.

October 05, 2020	Yes	Workshop	maxa maxa	Submitted
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Deleting, editing, approving and rejecting forms



Commission Forms				
Date	New Installation?	Filters		Status
		Moved From	Submitted By	
October 02, 2020	Yes	Project	Jacqui P	Submitted
October 02, 2020	Yes	Spares	John Smith	Rejected
October 02, 2020	Yes	Spares	John Smith	Submitted
October 02, 2020	Yes	Spares	John Smith	Submitted
October 02, 2020	Yes	Spares	John Smith	Submitted
October 02, 2020	No	Spares	John Smith	Approved
October 02, 2020	Yes	Spares	John Smith	Submitted
October 02, 2020	Yes	Workshop	Jacqui P	Submitted
October 02, 2020	Yes	Workshop	John Smith	Submitted
October 01, 2020	Yes	Spares	John Smith	Approved
October 01, 2020	Yes	Spares	John Smith	Approved

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

Commission Forms

View Assets (1)

Submitted By

Jacqui P

Submitted On

insert date

Date Commissioned:

2/10/2020

New Installation?

Yes

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.

View Assets (1)		
Manufacturer	Serial Number	Equipment Class
a13	a1	a19

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.

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

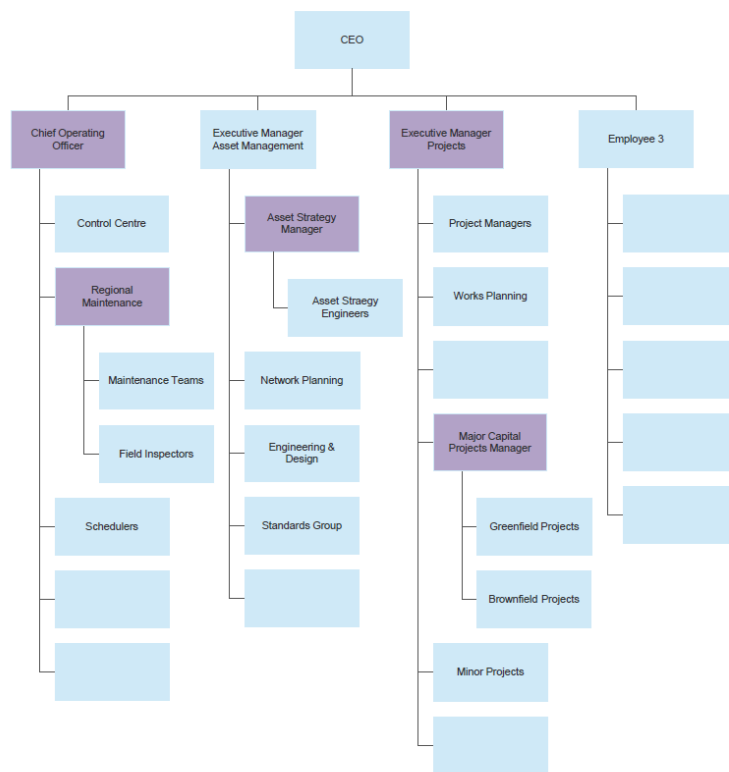
Approve

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.

Region Name:

Location Name/Substation/Project No.

Commissioned Plant From:  
☒ Project  
☐ Spares  
☐ Workshop

Work Order No.

[Update Form](#)

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

Commission Forms

Location Name/Substation/Project No.

1

Commissioned Plant From:

Project

Work Order No.

258

Confirm Approval

Approve this form?

Yes

No

Edit

Approve

Reject

Delete Form

Exit

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

## Adding a new form

Decommission Forms				
Filters				
Date	Details	Moved To	Submitted By	Status
October 03, 2020	4	Scrap	John Smith	Submitted
October 02, 2020	44	Scrap	second admin	Submitted
October 01, 2020	pls work	Spares	John Smith	Approved
October 01, 2020	testing int check		John Smith	Approved
October 01, 2020		Workshop	John Smith	Submitted

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

Decommission Form

5/10/2020

Manage Assets (3)

Date De-Commissioned:

5

October

2020

De-Commissioned Details:

Region Name:

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

Asset Equipment Number	Substation	Manufacturer	Equipment Class

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.

Assets				
Filters				
Substation Code	Plant number	Asset eq no	Manufacturer Name	Equipment Class Description
ALB	ALB501.0 CT	000009282714	WTW WIRGES GERMANY	CURRENT TRANSFORMER
ALB	a1	a2	a13	a19
SSSS				
BEL		d1		
S	1	1	1	1
123	45	5	5	5
Add Asset				

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.

Assets				
Filters				
Substation Code	Plant number	Asset eq no	Manufacturer Name	Equipment Class Description
ALB	ALB501.0 CT	000009282714	WTW WIRGES GERMANY	CURRENT TRANSFORMER
ALB	a1	a2	a13	a19
SSSS				
BEL				
S	1		1	1
123	45	5	5	5

Asset already decommissioned

Try commissioning the asset first

Close

Selecting an appropriate asset will reveal a preview page.

Preview	
Add Asset To Form	
Status	Commissioned
Added By	John Smith
Substation Code	ALB
Plant Number	ALB501.0 CT
Asset Equipment Number	000009282714

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

Asset Equipment Number 00000002714	<a href="#">Scan</a> <a href="#">Remove</a> <a href="#">Add by Table</a> <a href="#">View Asset Details</a> <a href="#">Done</a>
Substation ALS	Manufacturer WTR WIRGIS GERMANY
Equipment Class 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
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## Deleting, editing, approving and rejecting forms

Decommission Forms				
Date	Details	Filters		
		Moved To	Submitted By	Status
October 03, 2020	4	Scrap	John Smith	Submitted
October 02, 2020	44	Scrap	second admin	Submitted
October 01, 2020	pls work	Spares	John Smith	Approved
October 01, 2020	testing list check		John Smith	Approved
October 01, 2020		Workshop	John Smith	Submitted

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

Decommission Forms	
View Assets (1)	
Submitted By	John Smith
Submitted On	insert date
Date Decommissioned:	3/10/2020

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.

View Assets (1)		
Manufacturer	Serial Number	Equipment Class
AT3	94	AT9



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

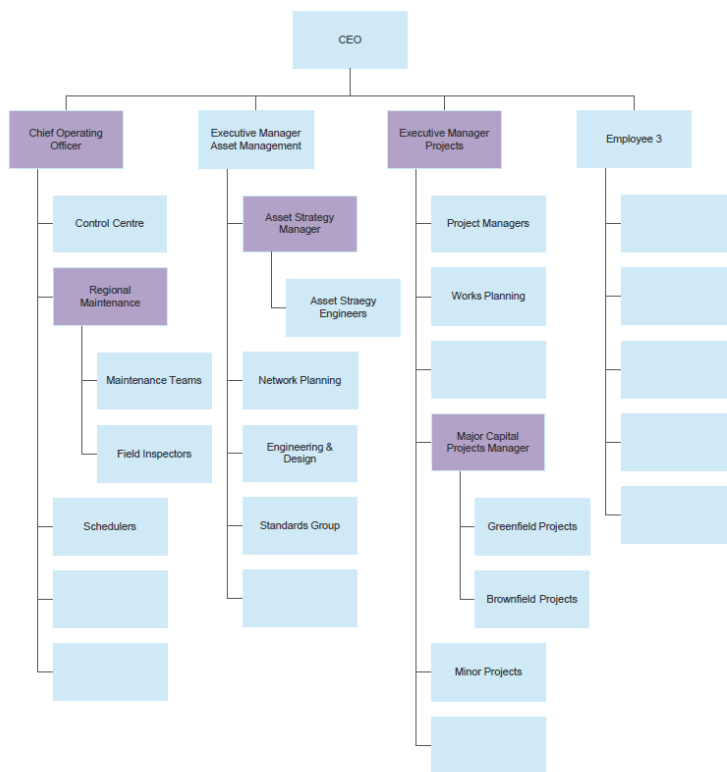
Approve

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.

Location Name/Substation/Project No.

4

De-Commissioned Plant To:

☐ Project

☐ Spares

☐ Workshop

☒ Scrap

Work Order No.

4

Update Form

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

Decommission Forms

Location Name/Substation/Project No.

4

De-Commissioned Plant To:

Scrap

Work Order No.

5

Confirm Approval

Approve this form?

Yes

No

Edit

Approve

Reject

Delete Form

Exit

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 03, 2020	4	Scrap	John Smith	Approved
------------------	---	-------	------------	----------

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