



# Environmental Automation

A Member of the ARA Group

## **87 Wickham Tce After Hours FM Training Manual**

**Revision 1.0**

**2/12/2024**

**Environmental Automation**  
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**Project Number**  
87 Wickham Tce

**Created by**  
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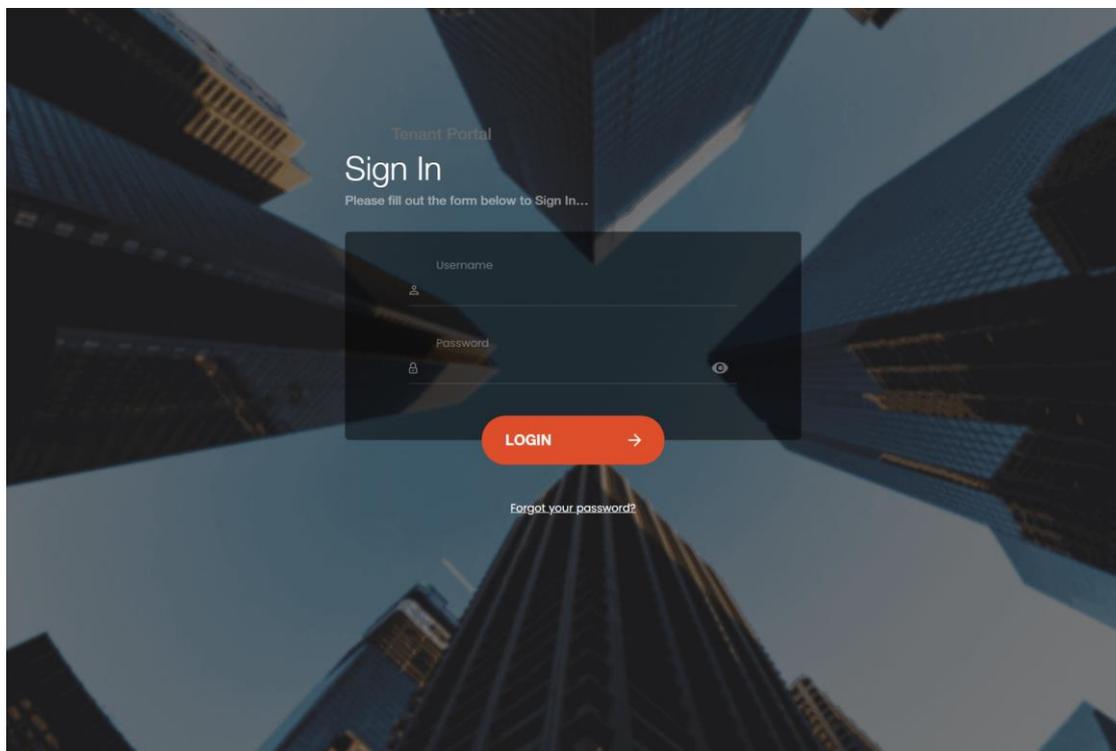
## 1.1 87 Wickham Tce Web Address

Type the below web address into the web browser

<http://eabmsqld21.dyndns.biz:8080/>

## 1.2 Log In Page

Type your user name and your assigned password into the log in page. Click sign in

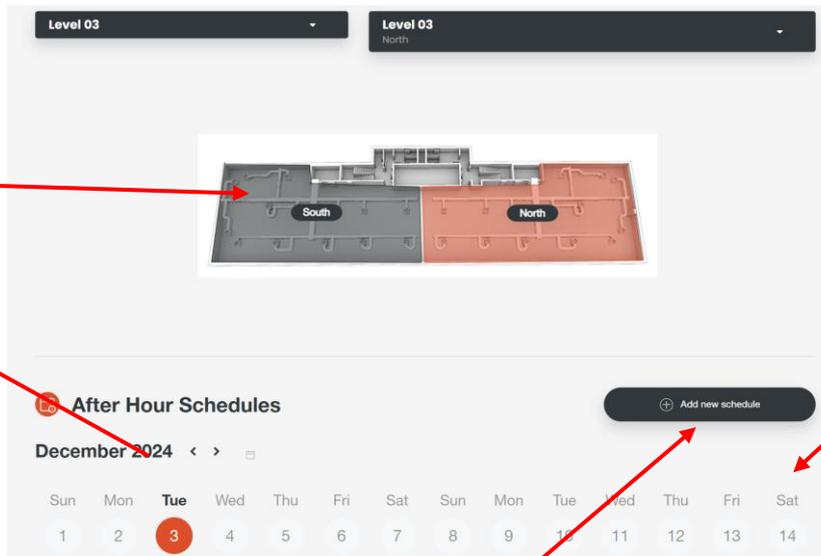


### 1.3 Request Display

The third step is to click on the Request tab located on the top navigation bar. Click on the date you would like to make a request for after hours airconditioning. Once you have nominated the date you would like click on the make a new request button. The foll

Click on level and the require side of the floor box of the tenants for the site

Click here to select the day for the request



Click here to put in a request

A screenshot of the 'New Request' form. It contains fields for 'Tenant' (Welcon Technologies), 'User', 'Level' (Level 03), 'Zone' (None), 'Start time' (19:38), 'Duration' (0 h 0 m), 'End time' (19:38), 'Recurring Patterns' (One Time), and 'Purpose of Request' (Some description). A red 'REQUEST' button is at the bottom. A red arrow points from the text annotation to this button.

Click here to submit the request

The new entry will show up for the request as shown below:

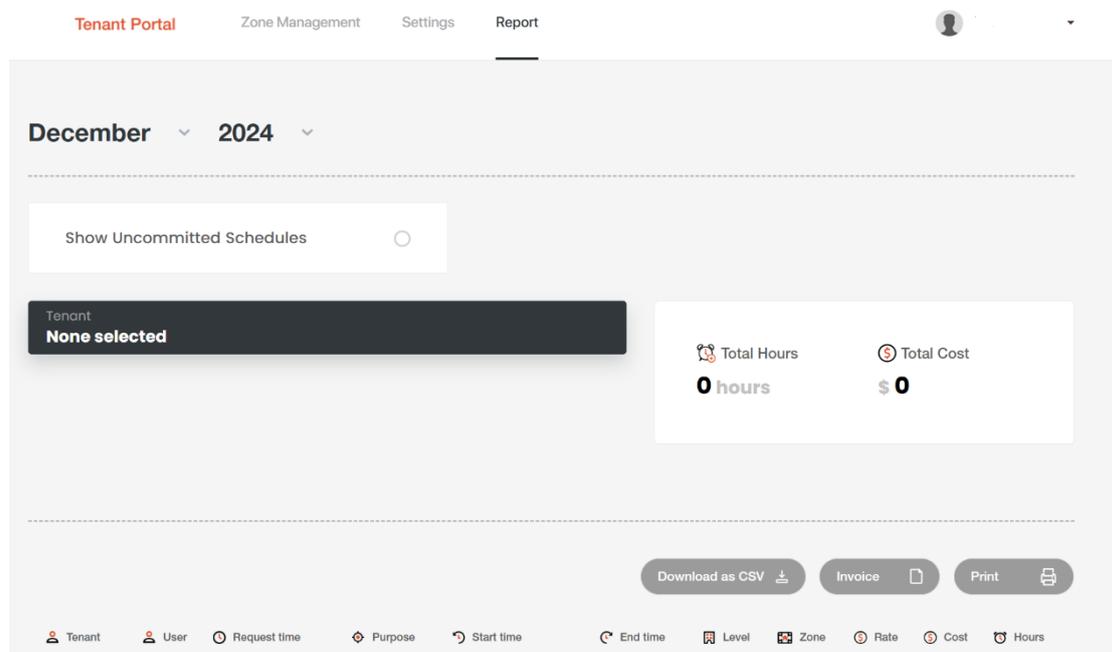
The screenshot displays the 'After Hour Schedules' interface. At the top left, there is a calendar icon and the title 'After Hour Schedules'. To the right is a button labeled '+ Add new schedule'. Below the title, the month 'December 2024' is shown with navigation arrows. A calendar grid follows, with days of the week (Sun-Sat) and dates (1-14). The date '3' (Tuesday) is highlighted with a red circle. Below the calendar, there are two tabs: 'One Day' (selected) and 'Recurring'. A details panel for the selected date shows the following information:

Level/Zone		
Level 03 / North		
Requestor		
Start time	End time	Duration
19:57	21:57	2:00

At the bottom of the details panel, there is a 'Delete' button with a trash icon.

## 1.5 Printing an Invoice

Click on the Reports



Select Month, Year and Tenant. If there has been any bookings, the bookings will be displayed here for you to generate an Invoice. You can then save and export the PDF for you to email to your tenant.

## 1.6 Log Off

Click on the top right handside of the navigation bar. Click on the log off button.