Collabor8
eqhub

HOW TO REGISTER TEK-SPC

(TEK-no – SPC-no, TEK–C/SPC-C, DOCUMENTS, SPAREPARTS LIST)
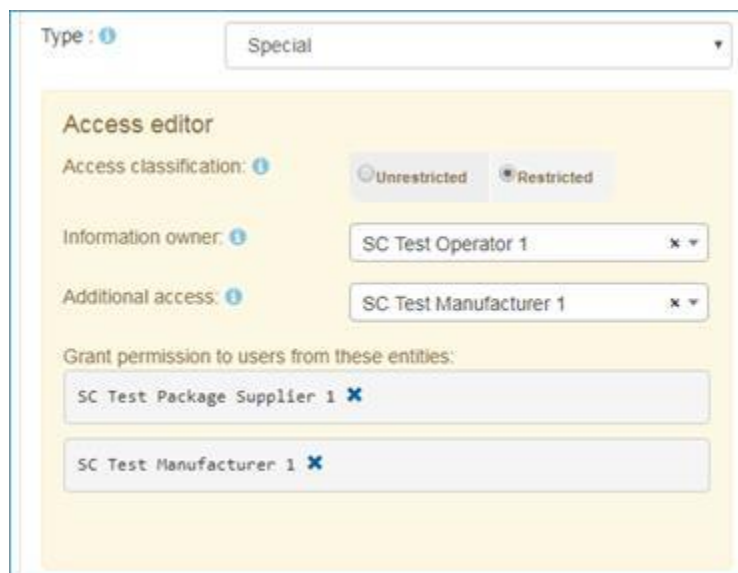
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Add new TEKno™

If the specific part number is not found, the user can create a new TEKno™.

1. Click the **Create new TEKno™** button, located in the bottom right corner on the TEKno™ search page.

2. On the New TEKno™ page, start by selecting the equipment type:

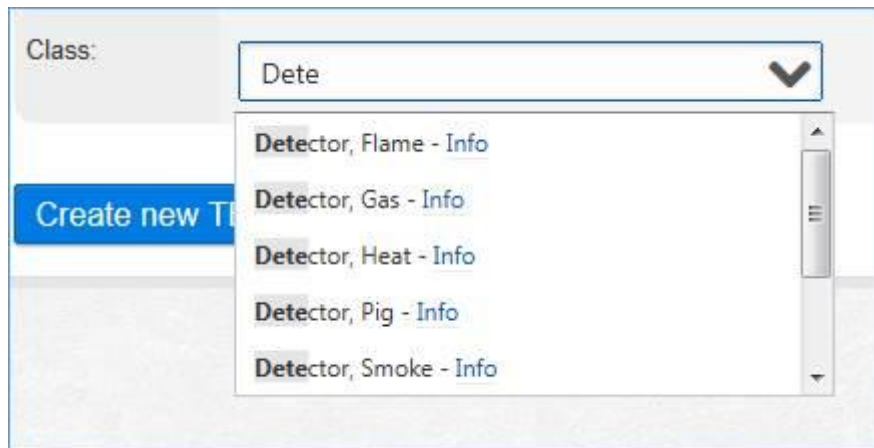   **Standard** – will create a unique TEKno reference

   Special – will create a unique SPCno™ reference. Definition and use of Special will be dependent on hub specific rules. For Specials, access classification must be defined, "Unrestricted" is the default value. The use of "Restricted" access will be defined by hub specific rules. In general, the Information Owner is typically the asset owner and Additional access can be used to specify multiple other companies. Only users associated to the specified companies for Information Owner or Additional access will be able to access this particular SPCnoTM. Note that any restricted documents linked to this Special will have their own restricted access definition as well.

3. Continue by filling in Manufacturer and Part no. If the part number has a model family, please also fill in the Model field.

4. Select class by using the dropdown box, or start typing parts of the class to get a list of suggested classes.

5. Upload an image by using the upload control on the right-hand side of the form.
Use the **Browse** button to select a file, and then use the **Upload file** button to upload the file to EqHub.

Check carefully that manufacturer and part number is correct before a new TEKno™ is created. Once a new TEKno™ is created the part number and manufacturer cannot be changed!

Model, description, and equipment class will still be possible to edit.

Click the **Create new TEKno™** button in lower left corner to save the new TEKno™. The TEKno™ is created and the **Edit TEKno™** page will open.

Edit TEKno™

To be able to edit, the TEKno™ must first be activated in EqHub.

Please note that if a TEKno™ has status Approved, you can still edit the information. However, to make the new or updated information available for others, the TEKno™ needs to be verified and obtain Approved status to become the current revision.

Overview

Open TEKno™ details from the search result list.

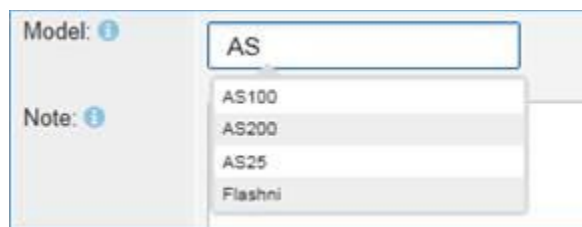Click the **Edit TEKno™** button in lower left corner to enable Edit Mode.

Note!

Important: Part number or manufacturer cannot be changed. If any of these are incorrect, a new TEKno must be created and the incorrect must be deactivated.

- Model. Type model name, if applicable. When you start typing a model name, the system will automatically provide you with a selection of available models based on the user input

- Description. Free text field.

- Class. Select equipment class from the dropdown menu, or start typing a class and the system will automatically provide you with a selection of available classes based on the user input.
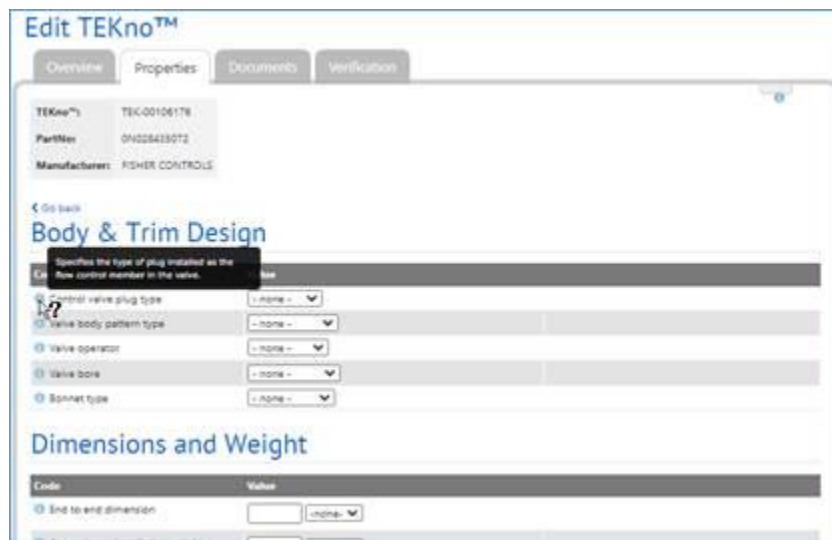
- Upload Image. Upload an image by using the upload control on the right-hand side of the form. Use the **Browse** button to select a file, and then use the **Upload file** button to upload the file to EqHub.

- Add to My TEKno™. Use this function to add TEKno™ to the users My TEKno™ list. (See My TEKno™ chapter for details.)

- Always remember to save changes, by using the **Save** button at the bottom of the page.

Properties

Navigate to the **Properties** tab to fill in properties for the current product / part number.

The selected class will determine available properties for the part number.

Properties guidelines are available by hovering the mouse pointer over the 🛈 icon.
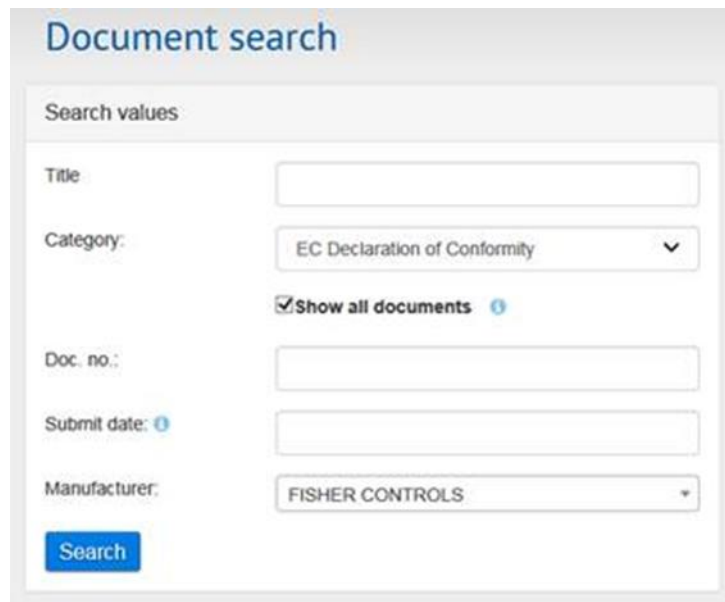

The following field types are available for entering properties:

- Drop down boxes with predefined values

- Ranges

- Free text boxes that will provide the user with a selection of available values when the user start typing % or * can be used as wildcard. Type *** to show entire list of available values.

- Numerical with UOM

- **Always remember to save changes by using the Save button at the bottom of the page.**

Documents

Navigate to the **Documents** tab to view and link in documents.

- All documents connected to the current TEKno™ will be shown in the Documents list.

- The selected class will determine which document categories that are required for the equipment.

- The 'Unused Document Categories' in the upper right corner lists document categories missing or not yet connected for the TEKno.

- Find existing documents to attach to the TEKno™ by using the search fields

- Search by filling in a single field or use a combination of fields provided in the search area.

To add documents to the current TEKno™, check the box on the right next to the document in the search result list, and click **Add selected to TEKno™.**

|	Title	Doc. no.	Rev. No.	Rev. date	Category	Status	Submit date	Details	View
☑	Product Bulletin - Fisher 846 Electro-Pneumatic Transducer, April 2020	D102127X012		01.04.2020	Data sheet	Active	25.10.2021	🖼️	📄
☐	Control valve hudraulic/pneumatic actuator		z	13.12.2001	Data sheet	Active	06.03.2003	🖼️	📄
☐	Instrument datasheet		Z	13.12.2001	Data sheet	Active	06.03.2003	🖼️	📄

Add selected to TEKno™

‹ Go back

For a full overview of all documents related functionality, please see next chapter (Submitting new documents)
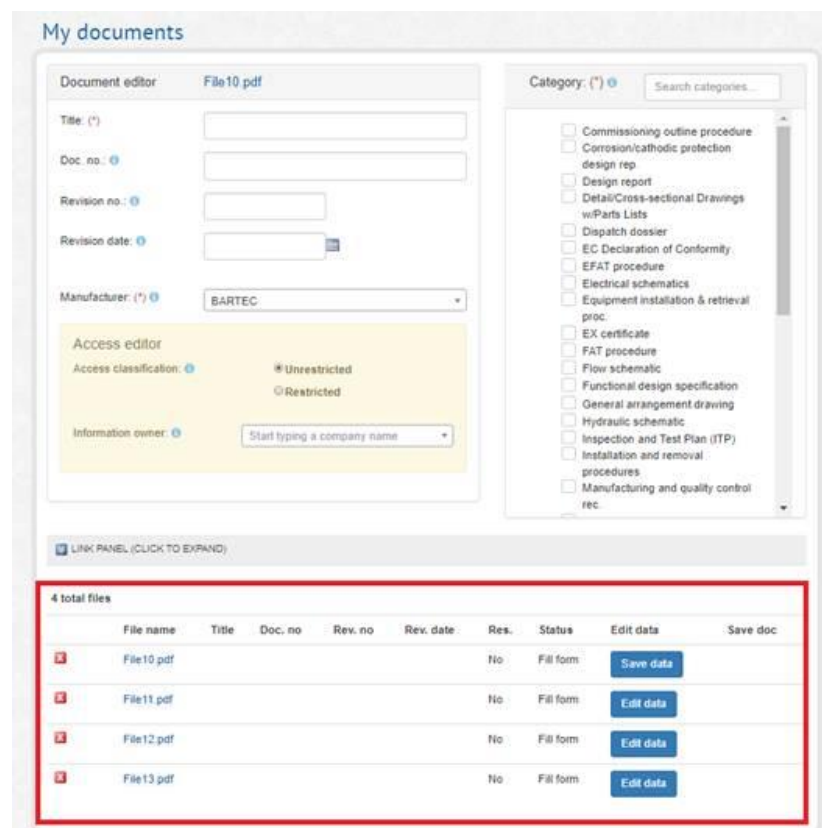
Submitting new documents

Use the "Upload new Documents" in "Edit TEKno" or navigate to **Documents** in main menu.

The documents can be uploaded using the "Choose file" button or the drag and drop functionality.
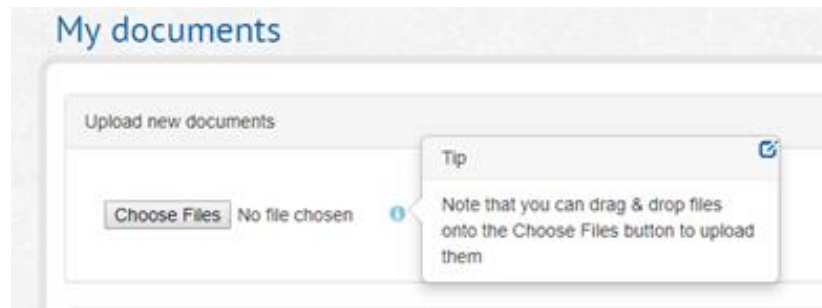
When several files are uploaded, they are placed in a grid and the user can select each on to edit the information.
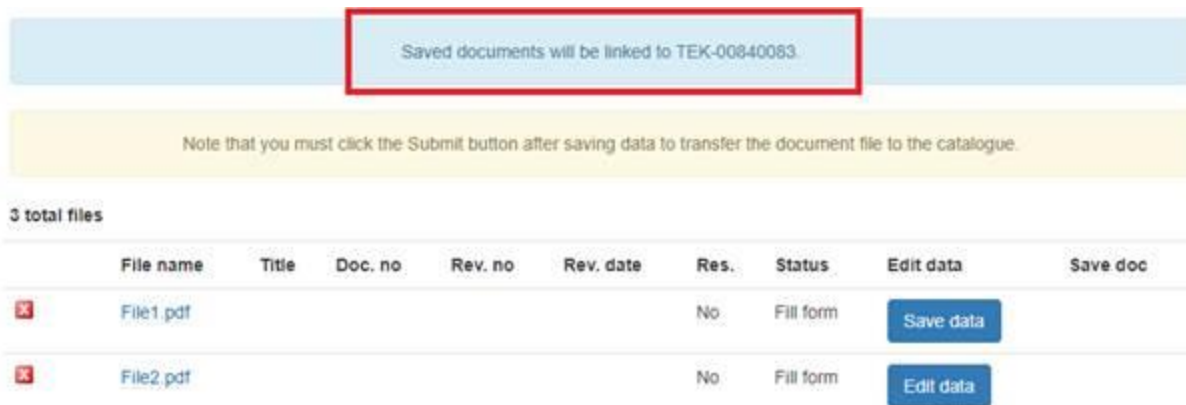
Enter all document data and select document category. Documents can meet more than one document category. A filter can be used to find the correct category(s).

Please leave Access Classification as "Unrestricted" (default value) for TEKno™ documents.

Click **Save Data** to save the entered information.

Click the **Save Data** button to save changes and use the Back button to return to the **Documents** overview.

A message will appear that the document has been linked to a TEKno.
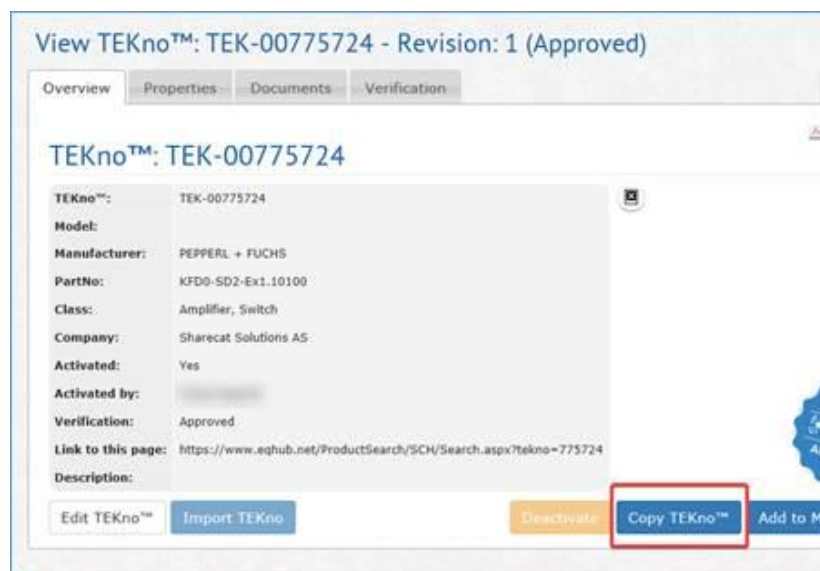
Copy TEKno™

When creating more than one TEKno™ that are almost identical, the Copy TEKno™ function can be used. There are several options for copying TEKno™.

Search for TEKno™'s to copy in TEKno™ Management search:
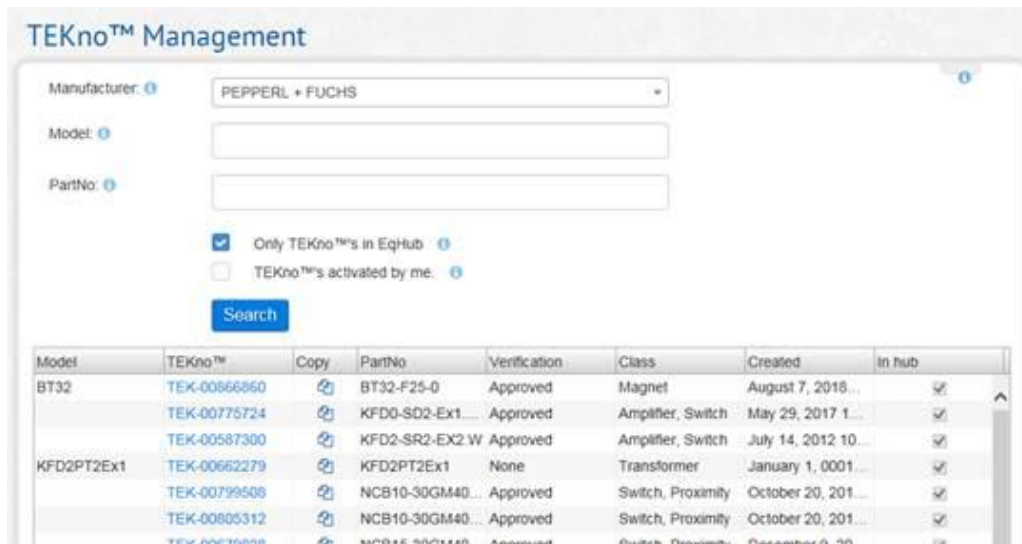
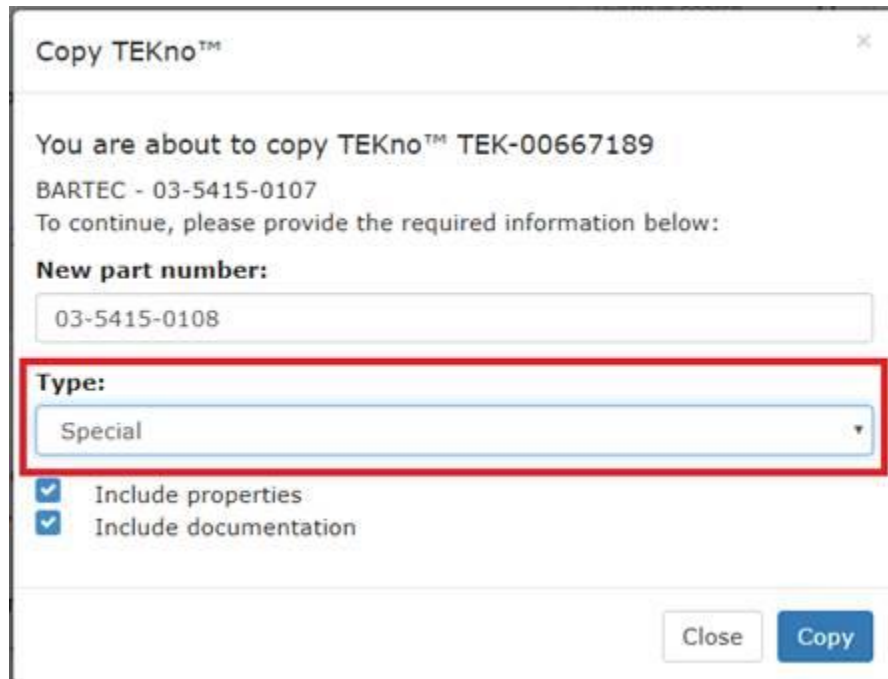In the Copy column in the search result, click the copy icon to start the copy process.

The copy function is also available from the detailed TEKno view:

Click the **Copy TEKno** button to start the copy process.

In the dialog box, the part number shown will default be the part no you are copying from.

Please enter the **new part number**. Remember the part number must be **unique**. It is also possible to sect the type of the TEKno:

Copy TEKno™   ×

You are about to copy TEKno™ TEK-00667189

BARTEC - 03-5415-0107
To continue, please provide the required information below:

New part number:

03-5415-0108

Type:

Special   ▾

☑ Include properties
☑ Include documentation

Close   **Copy**

Check **"Include Properties"** and / or **"Include Documents"** as applicable.

Click the **Copy** button to save the new TEKno™.

When the copy process has finished, the newly created TEKno™ will be opened in detailed view.

Please also note that the Copy function is available from **My TEKno™** (see chapter 3.)
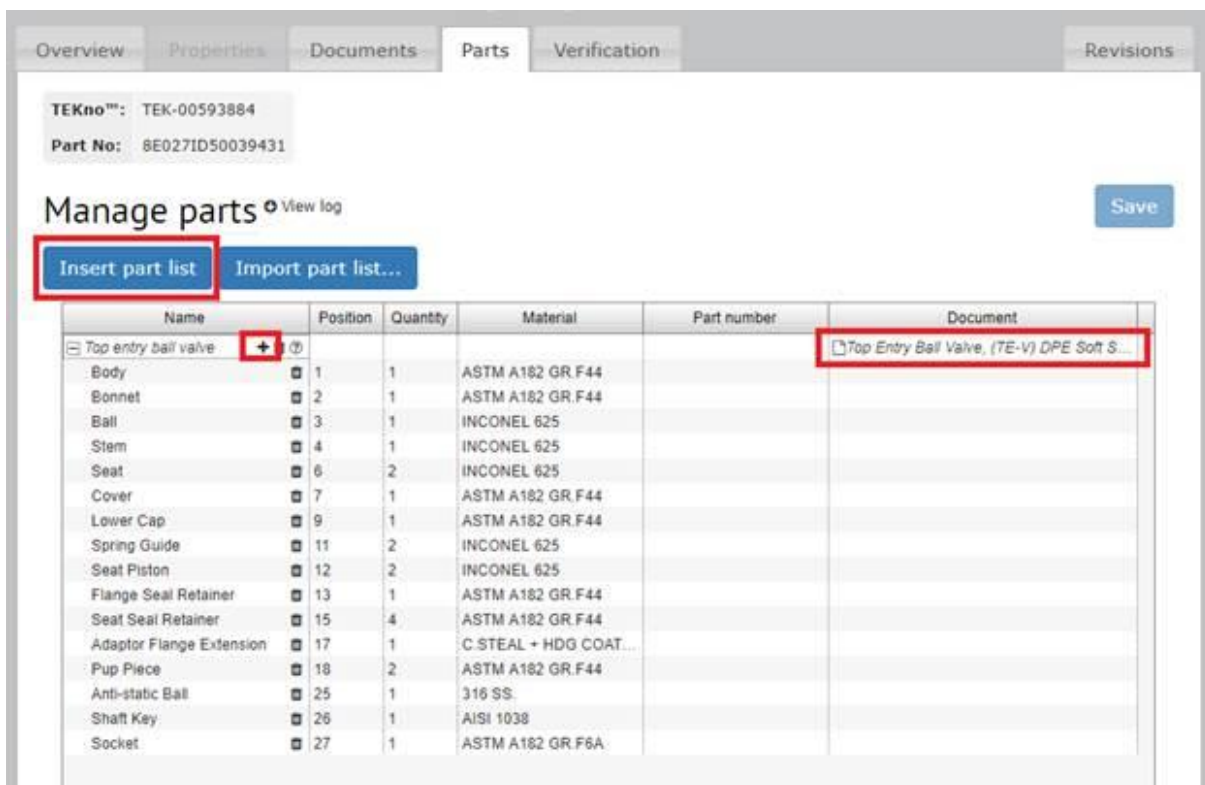
Parts

Add new part list and parts

A user with write permission to the TEK number can add and maintain parts data in the Parts tab.

Add part list

To add parts start by clicking Insert part list to create a part list. User can give the part list a name in the Name column. A document can be linked to the part list by adding it from the dropdown menu in the Document column. Documents can only be linked to part lists, not individual parts. The document dropdown menu will contain documents that are linked to the TEKno itself.

Add parts

After adding a part list user can add individual parts to the list by clicking the + icon on the part list. Then add any data in the columns listed in the grid. Entering data for columns is optional and data is entered as free text.

Add parts by copy paste from Excel

Parts data can also be copy pasted from Excel. Just copy a set of data without headers:

Click on the part list row in the Parts grid and then paste the data into the grid. Data will be populated directly into the columns in the Parts grid so data need to be arranged in the same order in Excel before copying.
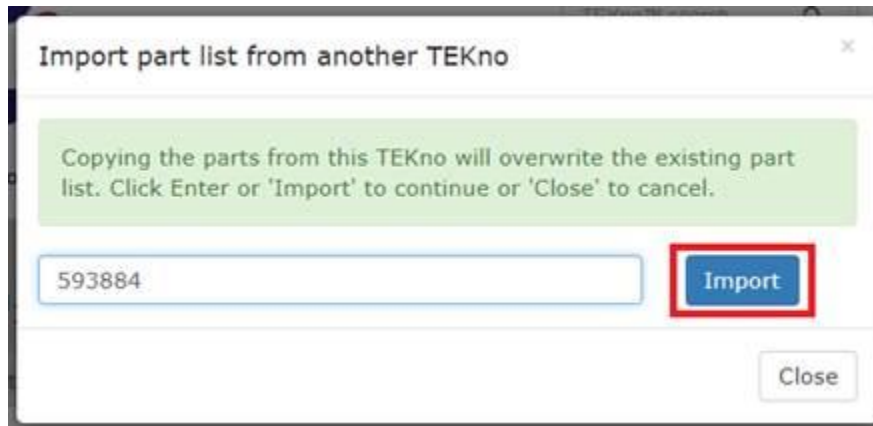

Add parts by importing from another TEKno

User can also import the part lists and parts from another TEKno by clicking on Import part list.

Enter the TEKno in the box and click Import to import the parts. Note that this will overwrite all parts data on the TEKno you are importing to.

Copying parts data from the Parts grid

User can click CTRL-C to copy selected rows of parts data and then paste it into e.g. Excel.

Create Composite TEKno (TEK-C) or SPCno (SPC-C)

Users with Write access will be able to create Composite TEKno™. A Composite TEKno™ is a combination of two or more TEKno™ numbers and will be appear with TEK-C numbers.

- Select **My TEKno™** in main menu.

- Select two or more TEKno™, by selecting the checkbox in the left-hand column. Then click **Create new TEK-C™**.

- Click and drag the TEKno™ boxes to change the order of TEK's in the TEK-C no and then click **Save Changes**.

- Confirm by clicking **OK** and a confirmation will appear at the bottom.

Click the the TEK-C™ number to display in View, hover the pointer over the TEK-C™ number to see the list of TEKno™s:
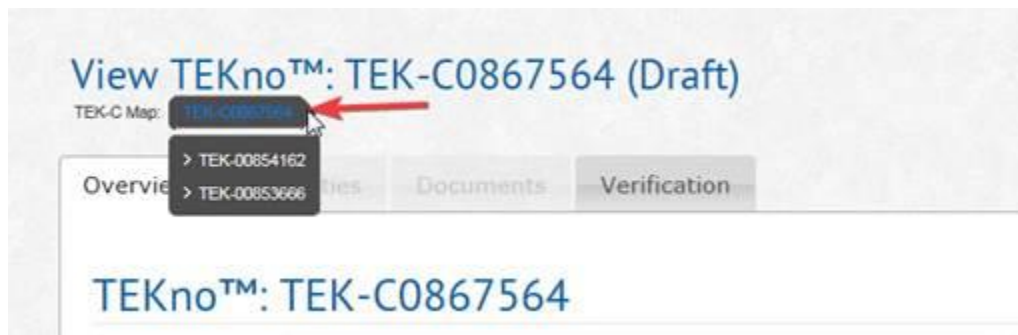
Click the TEKno™ beneath the TEK-C™ to see the details:
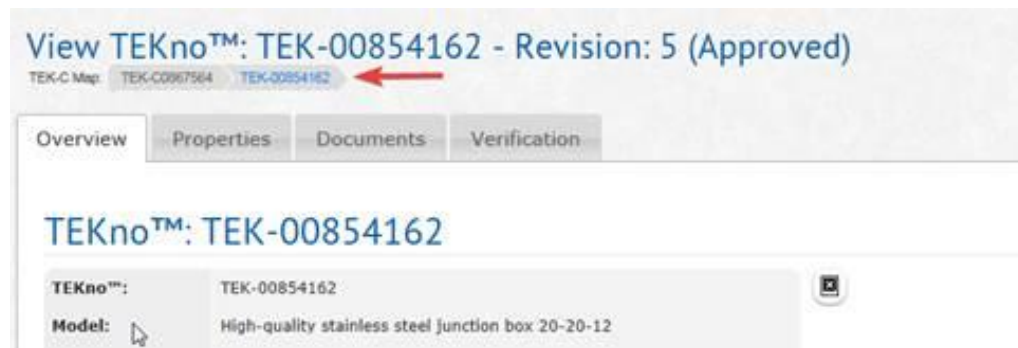
If the combination of the TEKno already exist in a different TEK-C the following error message will be displayed:

An error occured while trying to create the composite TEKno™. The error was: The combination of these components already exists on 875101

TEKno™ verification

To send a TEKno™ to verification, navigate to the **Verification** tab:

- Select **Verification Context** from the dropdown list, i.e. for which operator are the TEKno™ information submitted.
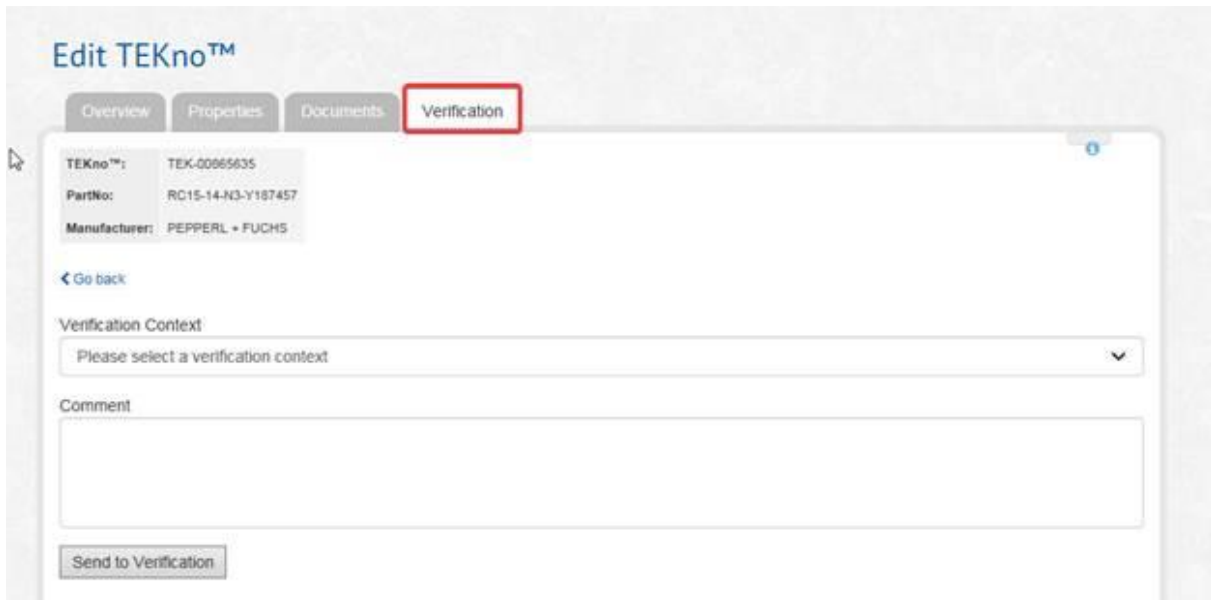
- Enter comment, if any and then click **Send to Verification**.

The status for the TEKno™ is changed to **Requested** and will be processed by the EqHub Verification team.

EqHub Verification team will check:

- Verification Context

- Part number and model

- Property values

- TEKno™ documentation

- That the part number can be found in standard documentation attached to TEKno™

- That documents attached cover all the document requirements

- That all relevant properties are filled in with values as found in documentation

Please note that any information regarding deviations, e.g. a property that is not applicable or missing documentation should be entered as comment before sending for verification.

All activity regarding verification is logged in the system, and can be viewed in the Verification History section at the bottom of the page. Click the **Details** button to see the complete text in the Comment field.

If the TEKnoTM is not approved by the EqHub team, the reason for the rejection will appear in the Verification History section. (See chapter 7. Verification List).