



ANCHOR INTERNAL  
**Process Manual**

RMX PORTAL · 1.0

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26



Asset management,  
*made easy.*



The reliable performance  
and visibility you need —  
**For better service.**

## Monitoring Tools for Air-Supported Structures

ProCura IoT is a connected monitoring solution that combines hardware, software, and real-time visibility tools to help Anchor customers monitor the systems supporting their structures. Through alerts and operational insights, users can respond more quickly to issues and better understand system performance.

*Backed by decades of craftsmanship and innovation, Anchor structures paired with ProCura IoT solutions provide greater visibility, faster response capabilities, and improved day-to-day system awareness.*

### Accurate System Visibility Made Simple

1

#### Connect Monitoring Devices

Install ProCura IoT monitoring hardware to supported systems and assets.

2

#### Receive Real-Time Visibility

System data is securely transmitted to the ProCura portal for live monitoring and operational insight.

3

#### Monitor & Respond

Access alerts, performance trends, and system visibility tools to identify issues early and support uninterrupted operation.



For questions or technical support, please contact an Anchor team member or reach out directly to the ProCura IoT team:



(502) 805-2578



info@procuraiot.com

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## Processing Customer Orders

To ensure new blower orders are properly submitted and tracked in ProCura, follow the appropriate steps based on whether the equipment is sourced from **External Supplier** (*not from Anchor Inventory*) or an **Anchor Inventory**.

### New Blower Order from

### External Supplier

(*not from Anchor Inventory*)

- 1 Complete the New Order Form
- 2 Submit New Order Form and PO to ProCura
- 3 Blower will ship to Anchor for re-shipment to the customer or included with package

### New Blower Order from

### Anchor Inventory

- 1 Submit New Order Form w/serial numbers of units being shipped
- 2 ProCura will confirm reassignment of the asset

# Set Up

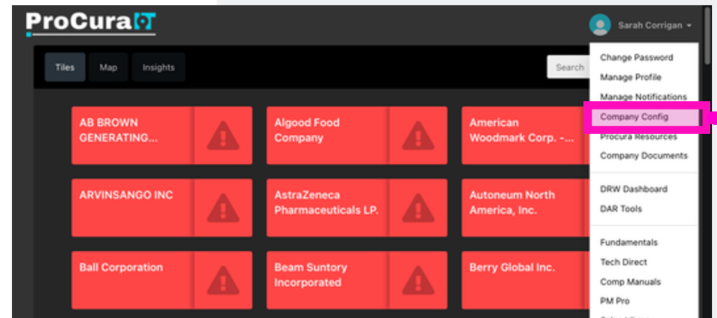
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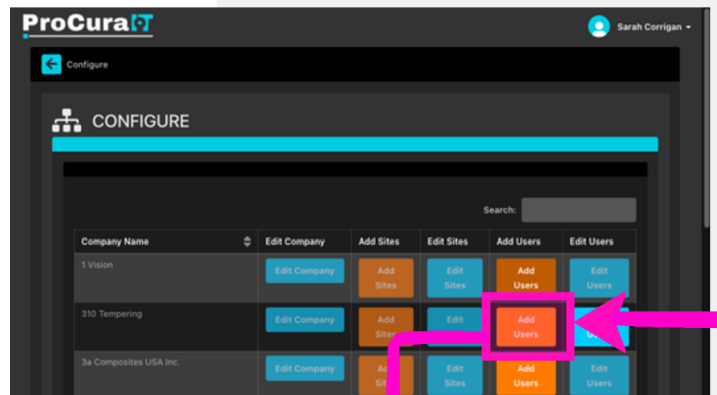
# How to Set Up New Users

Create and configure new user accounts in the ProCura portal to ensure correct access to sites and system information.

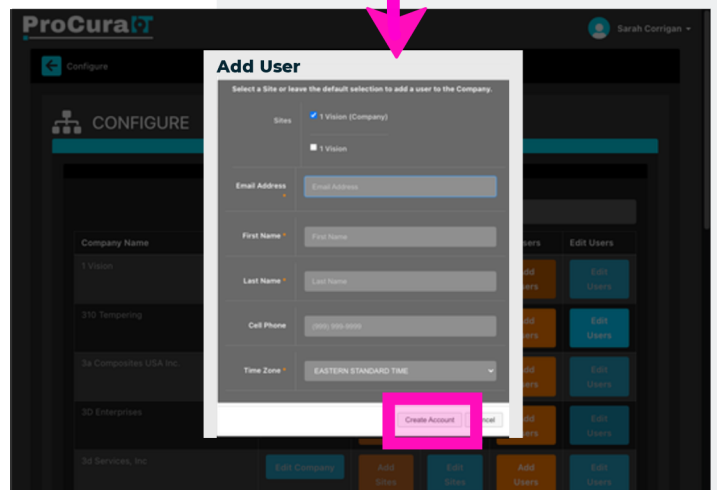
1 Select **Company Config** from the top-right name dropdown menu



2 Search and select the appropriate company



3 Select **Add User** and enter all required information



4 Select applicable sites (or select all sites using company checkbox at top)

5 Select **Create Account**

- New user will receive an email to set up their password + access portal

## NAVIGATION

Home > User Dropdown > Company Config > Add User

## How to Set Users to Admin

Assign Admin access to a user in the ProCura portal, enabling them to manage users, sites, and system settings.

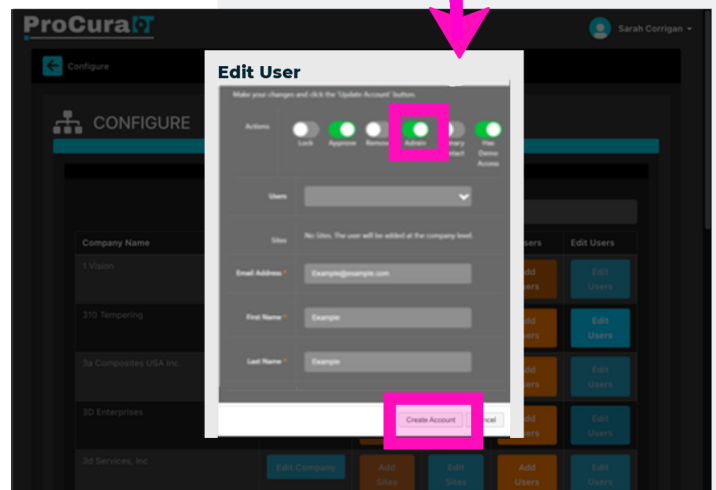
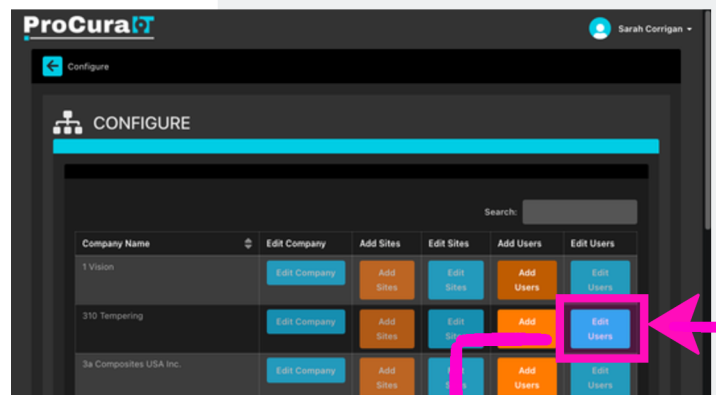
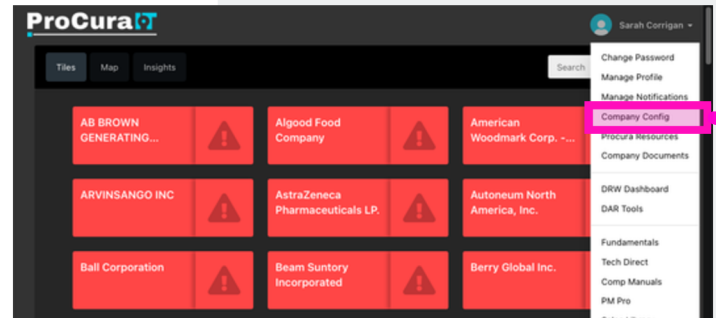
1 Select **Company Config** from the top-right name dropdown menu

2 Search and select the appropriate company

3 Select **Edit Users**

4 Toggle the Admin button to green

5 Press **Update Account**



### NAVIGATION

Home > User Dropdown > Company Config > Edit User

# How to Change a Site Name

Use the steps below to update a site name in the ProCura portal, to ensure it accurately reflects the location or systems

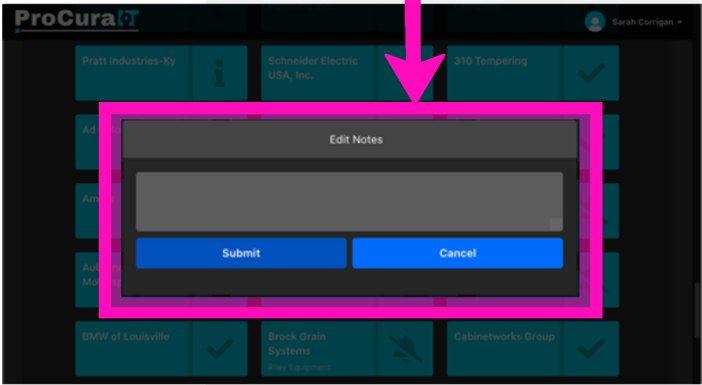
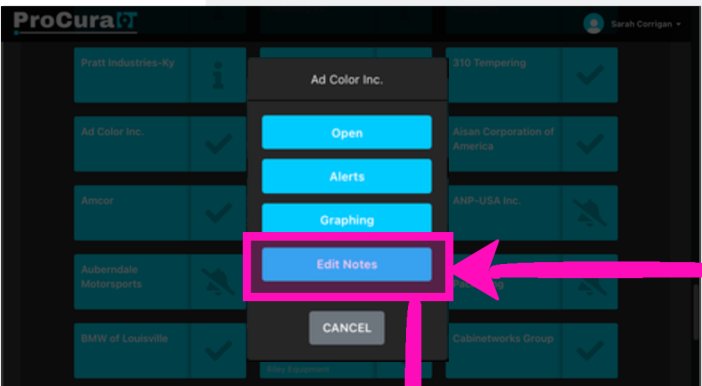
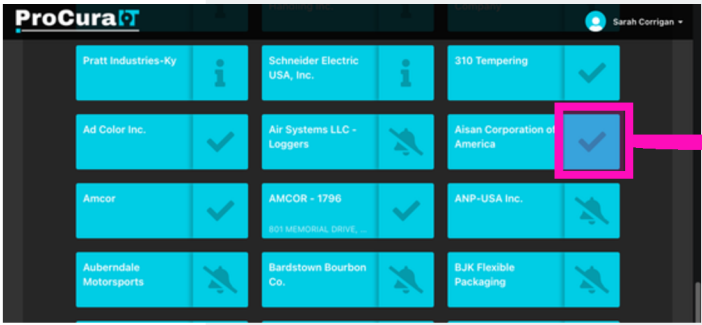
1 From the home Tiles page, click on the right side of the tile.

2 From pop up, select **Edit Notes**

3 Update the note with the correct site name

4 Select **Submit**

- The updated name will appear in the lower section of the tile



NAVIGATION

Home > Right Click on Tile > Edit Notes

# Portal

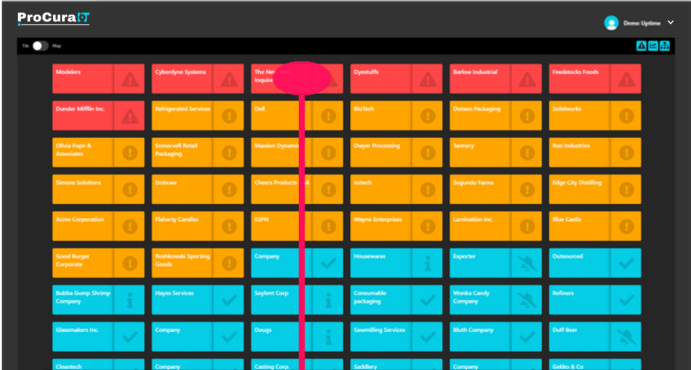


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# Portal Navigation

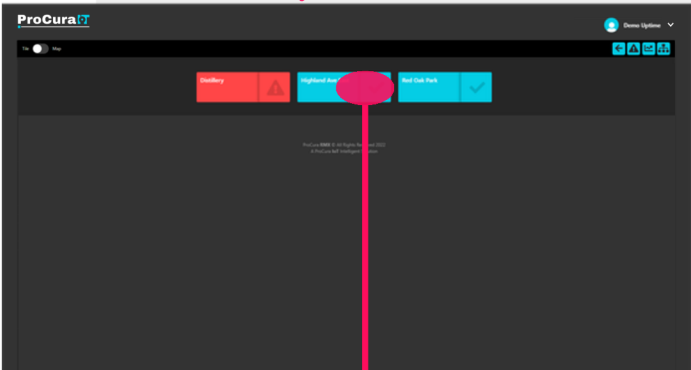
## COMPANIES

From the **Main Portal**, view all monitored companies, prioritized by equipment health — from assets requiring attention (red) to normal operation (blue).



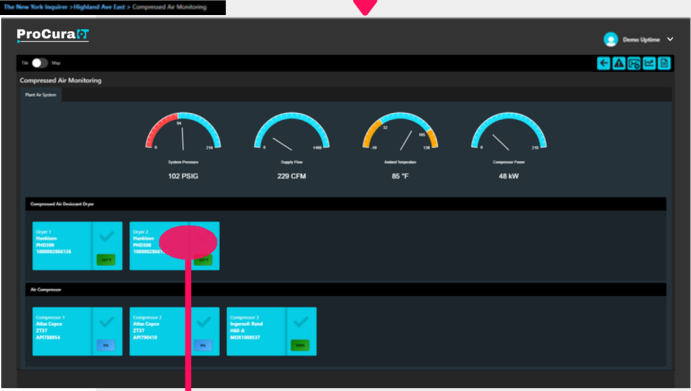
## SITES

When you click into a company tile, you'll see a view of all **monitored sites** within that company.



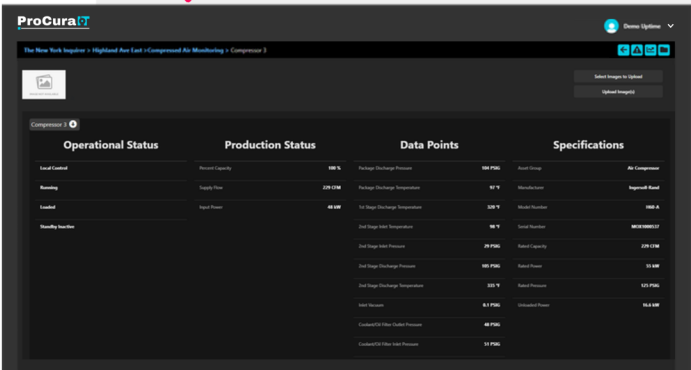
## SYSTEMS

When you click into a monitored site, you'll see the **systems** located at that site along with performance.



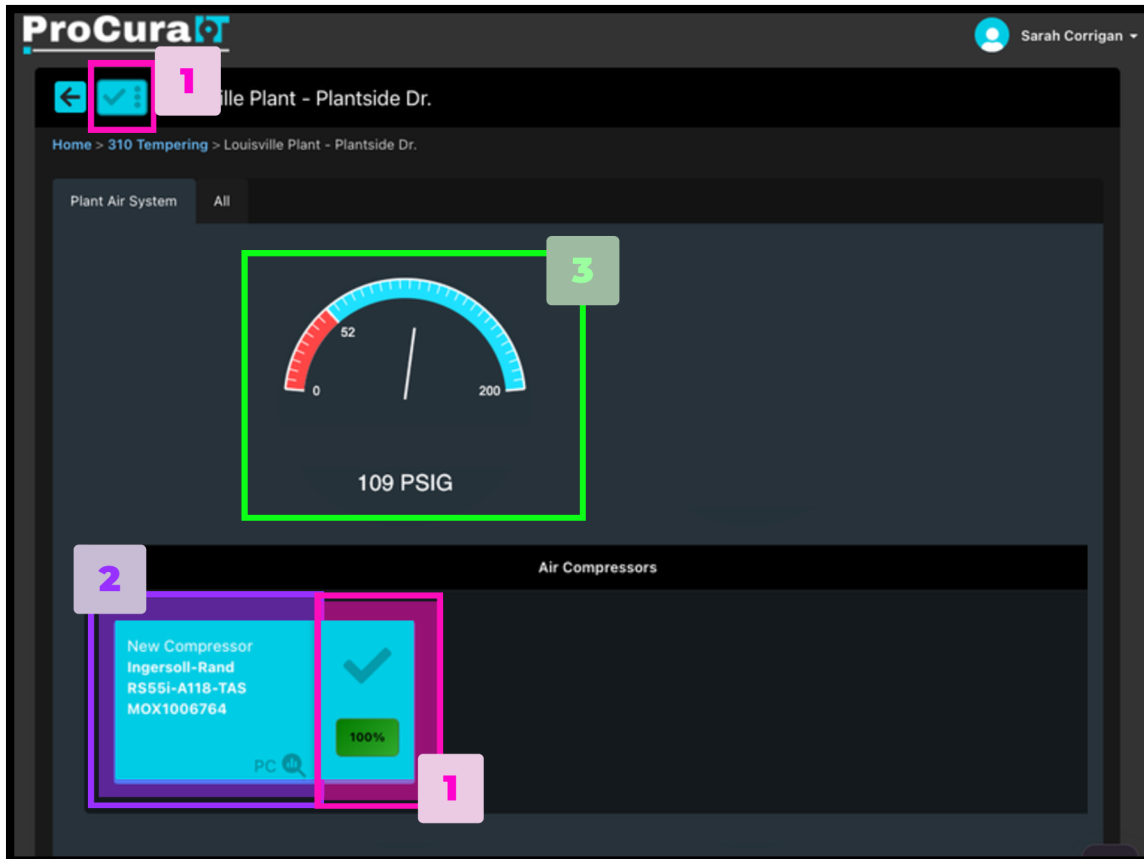
## ASSETS

For individual equipment health, the **Asset page** provides operational status and data for each asset.



## Monitoring Overview:

When you click into a site, you'll see all customer sites (if multiple) and equipment being monitored. Select a tile to **view additional details for each system or asset.**



**1** Management Menu

**2** Asset Level Access

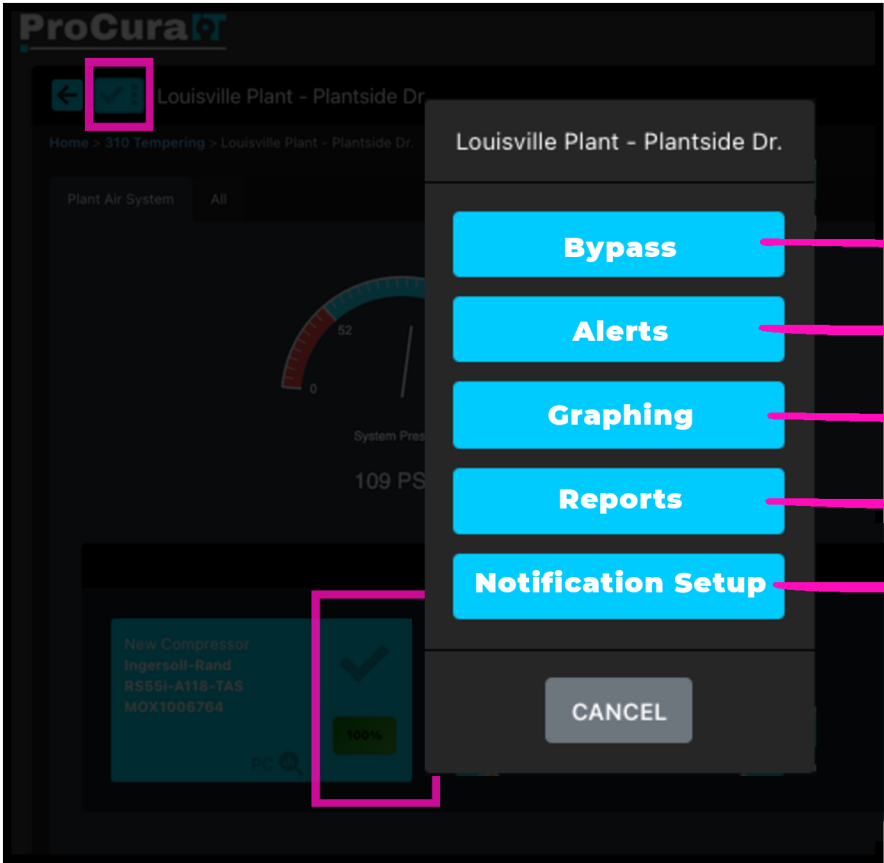
**3** Roof Pressure Gauge / Quick Graphing Access

### NAVIGATION

Companies > Systems

# Monitoring Systems

Click the management menus to access key system functions, including **alerts, data trending, and notification settings** for monitored equipment.



## System Tools:

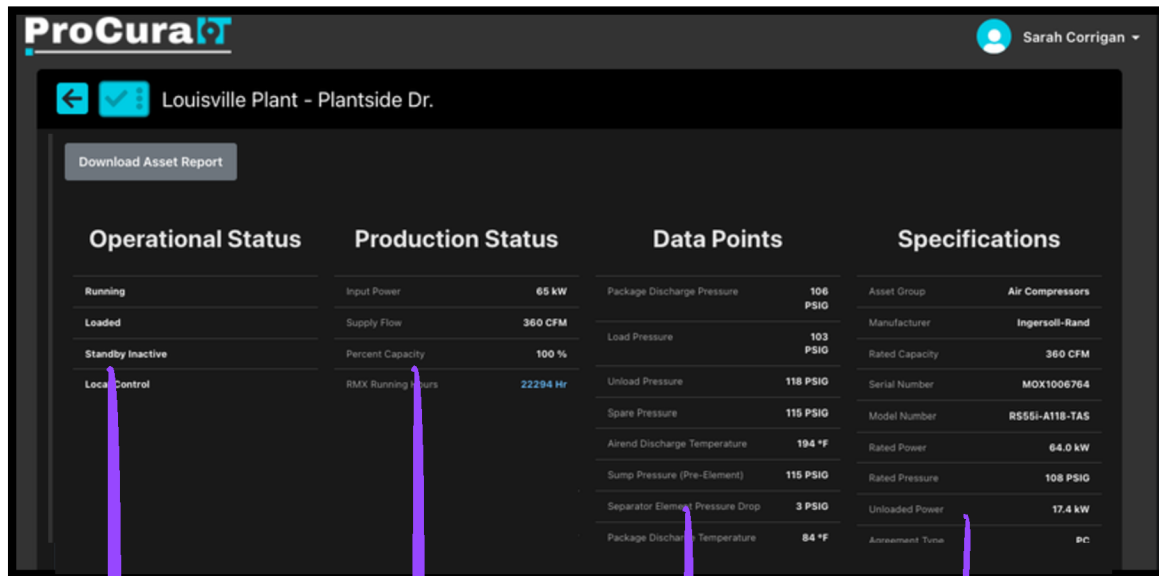
- Bypass** - Used to silence alert when resolution is in place
- Alerts** - View active alerts and alert history
- Graphing** - Trend and export data
- Reports** - Customize dynamic reports for any data point
- Notification Setup** - Configure user notifications

NAVIGATION

Companies > Systems > System Tools Menu

## Asset Data & Tools

When you click into an asset to access key asset data, you'll be provided **asset tools, reports, operational and production statuses, and specifications.**



### Operational Status:

- Displays current operating status of equipment

### Production Status

- Shows equipment usage, including duty cycle

### Data Points

- Displays all available performance data

### Specifications

- Lists equipment details, including MFG, model, and serial number

## NAVIGATION

Companies > Systems > Assets

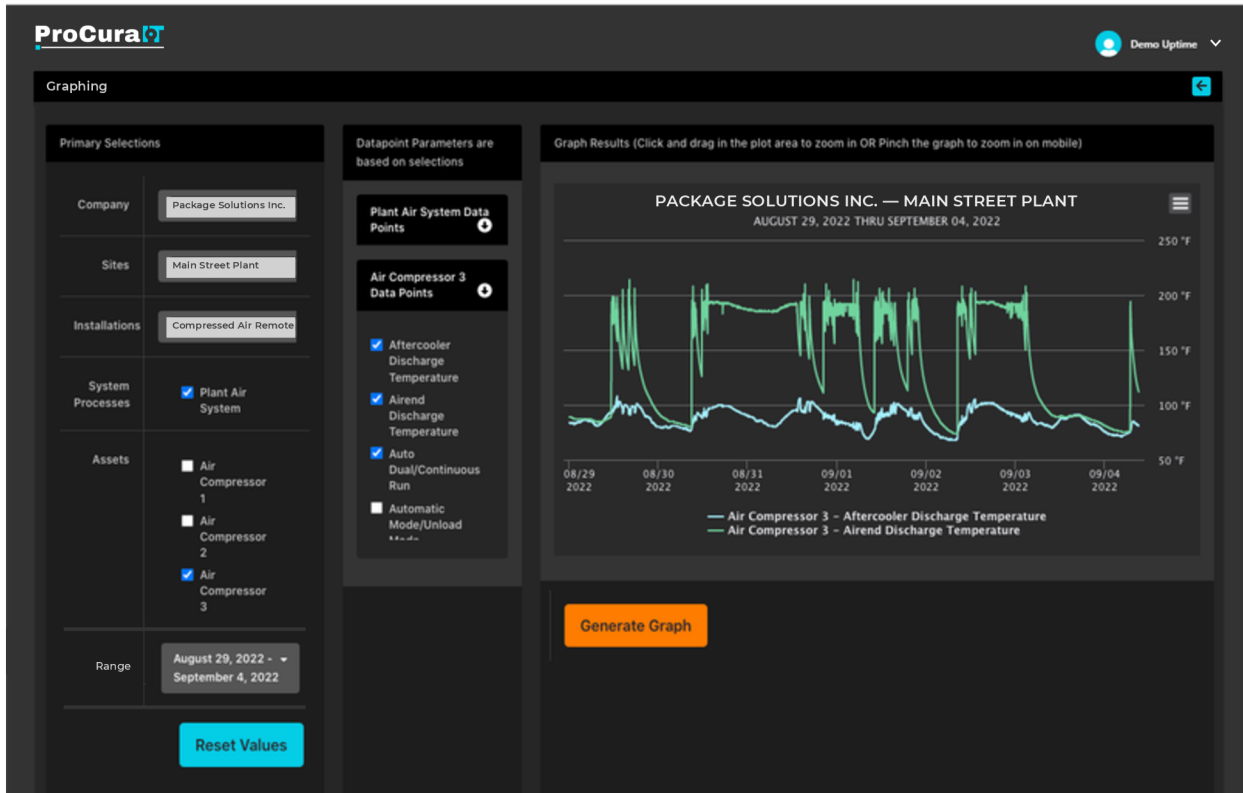
# Utilities

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## Analyze Any Data Point

For **companies, sites, and assets**, the data utility allows you to graph and analyze historical and current data to understand performance and identify potential issues early.



- 1 Access **Graphing** from the **Management Menu** for a company, site, or asset
- 2 Select the company, site, or assets you want to analyze data for
- 3 Set the date range
- 4 Select the data points to graph and select **Generate Graph**

*Graph allows you to zoom in/out on time, toggle data points on/off, and export data (via top-right menu)*

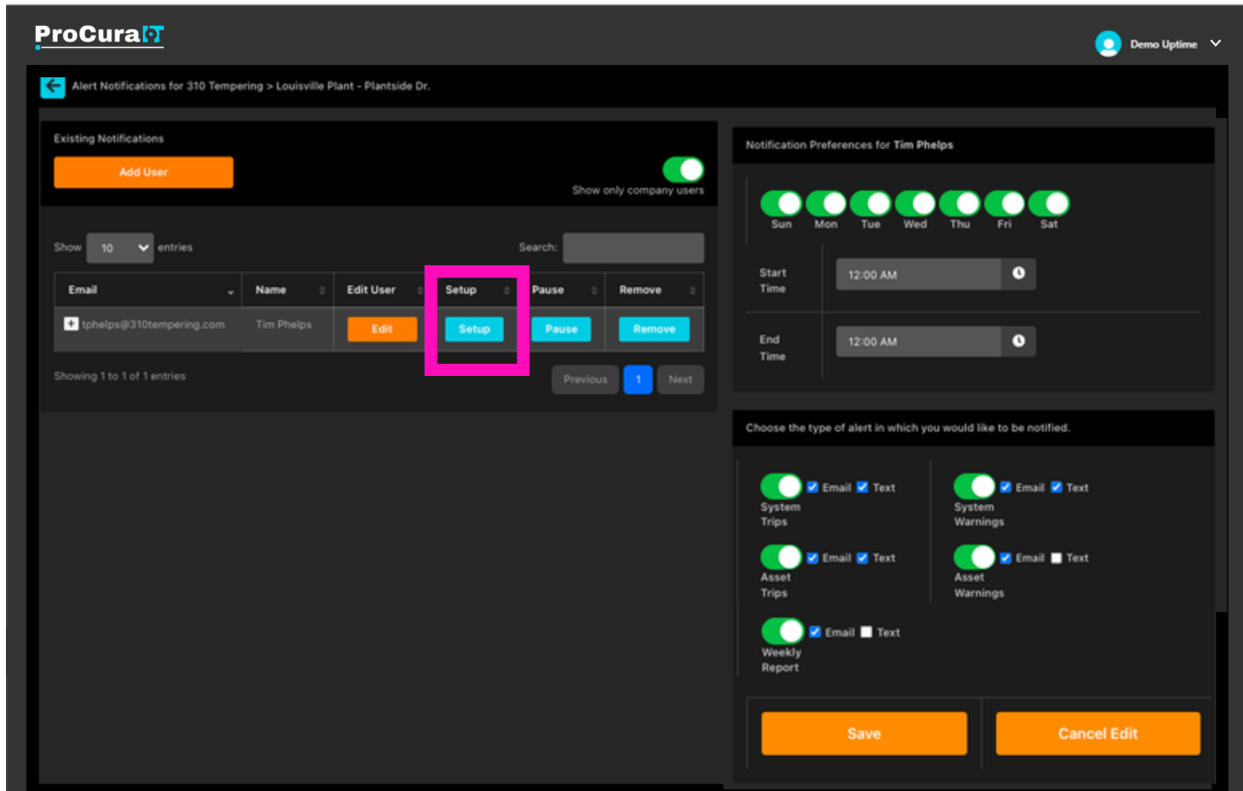
### NAVIGATION

Management Menu > Graphing



## Setup User Alerts

For users, configure notification settings to **receive alerts based on system activity**—helping ensure timely awareness of performance changes and potential issues.



- 1 Select **Setup** next to the user’s name
- 2 Select the time of day and day(s) of the week to receive notifications
- 3 Select notification types and delivery methods
- 4 Select **Save**

### NAVIGATION

Management Menu > Notification Setup






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 [info@procuraiot.com](mailto:info@procuraiot.com)