Help

Help Software Tutorial

Creating an RH2 Stocking Order

nortec

humidity.com

Help Tutorials provide step-by-step examples of complete load sizing projects and browser projects with the various humidifier and distributor technologies.

In this tutorial, you will learn how to create an RH2 Stocking Order.
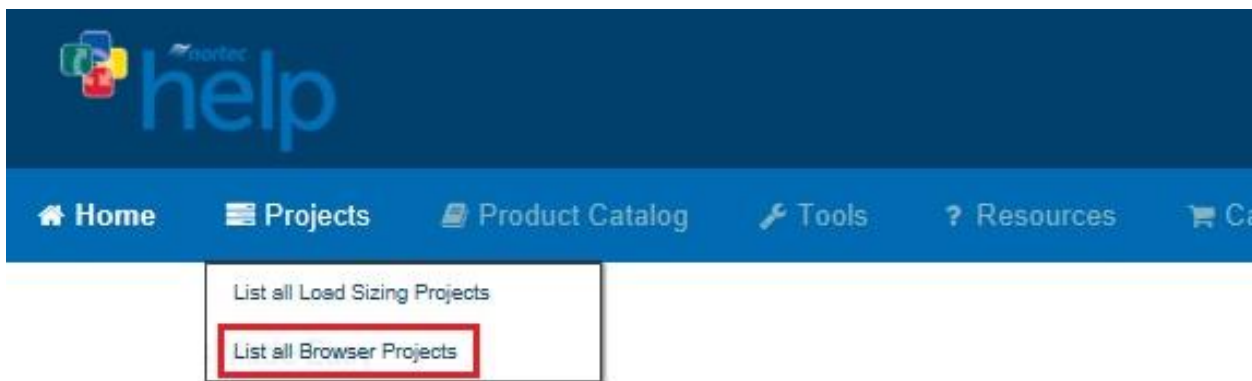
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Log In and Projects List

To begin, start by logging into your Help account. Once completed, hover your mouse over the **Projects** tab and then select **List all Browser Projects** as shown in **Error! Reference source not found..** The Projects list is where all of your projects are stored. Projects are stored in the cloud and are available from whichever device you choose to access Help with.

There are two types of Projects:

Load Sizing Projects: Allows you to calculate humidification loads and select product step by step through a wizard style approach. Selections can be supplemented by adding product from the Product Browser Catalog.
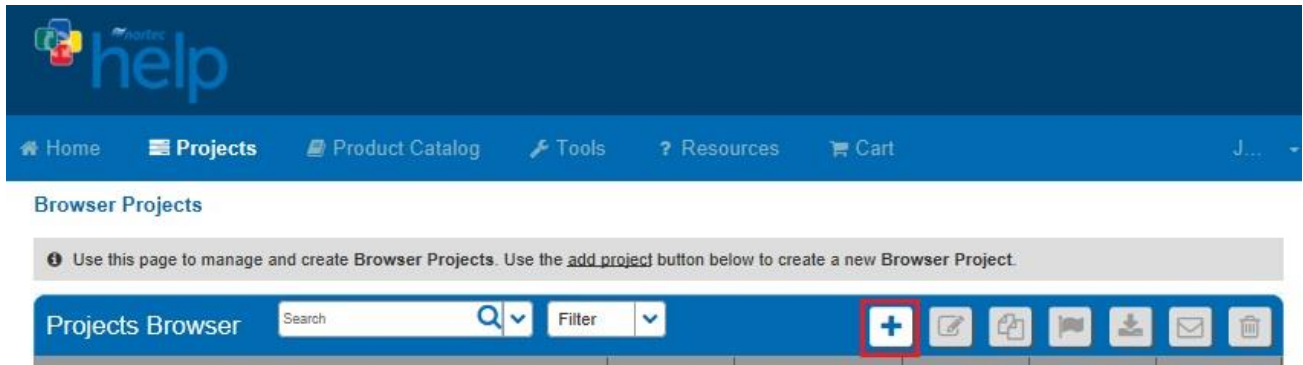
Browser Projects: Allows you to create your own Bill of Material with product from the Product Browser Catalog.
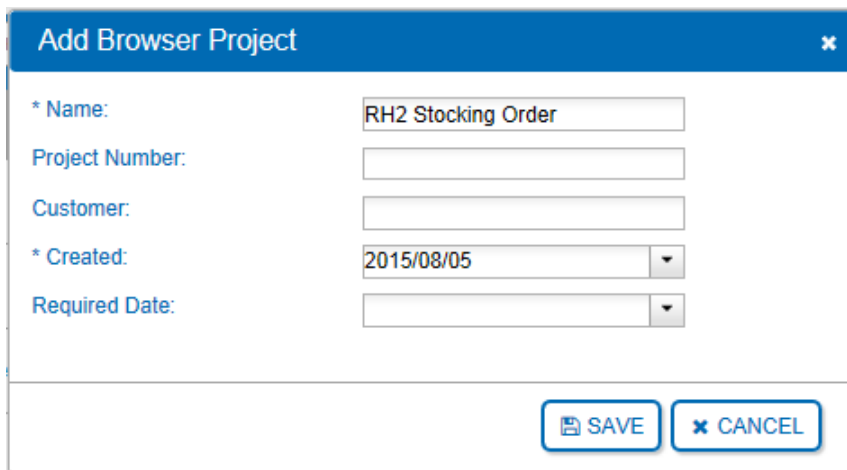

Figure 1: Projects List

Create a New Project

To create a new project, select the **Add** icon shown in Figure 2: Create a New Project to add a browser project.

Figure 2: Create a New Project

A dialogue box, as shown below, will appear and request project information. Give the project a name such as "RH2 Stocking Order". You can also enter a Project Number, Customer Name, and Required Completion Date if you wish.

Figure 3: Add Browser Project

Select the **Save** button at the bottom-right when you have finished editing values.

Project Home Page

You will be redirected to the Project Home Page. The Project Home Page is the central page from which you can add products, export submittals, and request pricing.

To add products select the **Add Products** icon indicated in **Error! Not a valid bookmark self-reference.**.

Figure 4: Project Home Page

Product Catalog

You will be redirected to the **Product Catalog** home page. This page contains a listing of all of the various humidification products offered by Nortec. For this tutorial, you require a RH2 Residential Humidifier. Scroll down the page until you locate the **Residential** listing as shown in Figure 5: Residential Humidifiers.
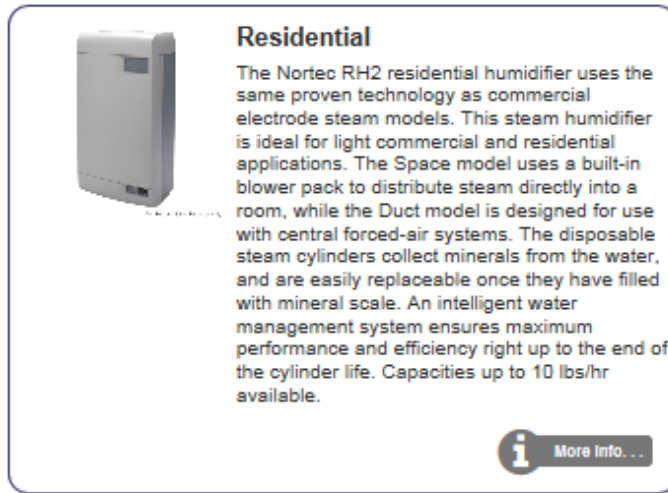

Residential

The Nortec RH2 residential humidifier uses the same proven technology as commercial electrode steam models. This steam humidifier is ideal for light commercial and residential applications. The Space model uses a built-in blower pack to distribute steam directly into a room, while the Duct model is designed for use with central forced-air systems. The disposable steam cylinders collect minerals from the water, and are easily replaceable once they have filled with mineral scale. An intelligent water management system ensures maximum performance and efficiency right up to the end of the cylinder life. Capacities up to 10 lbs/hr available.

Figure 5: Residential Humidifiers

Click anywhere within the listing to view the Residential product line. Clicking **More Info** will redirect you to the Nortec website. Within the Product Catalog, you can navigate using the navigation bar on the left or by using the Product Catalog Menu in the top navigation bar as shown in Figure 6: Product Catalog Navigation.
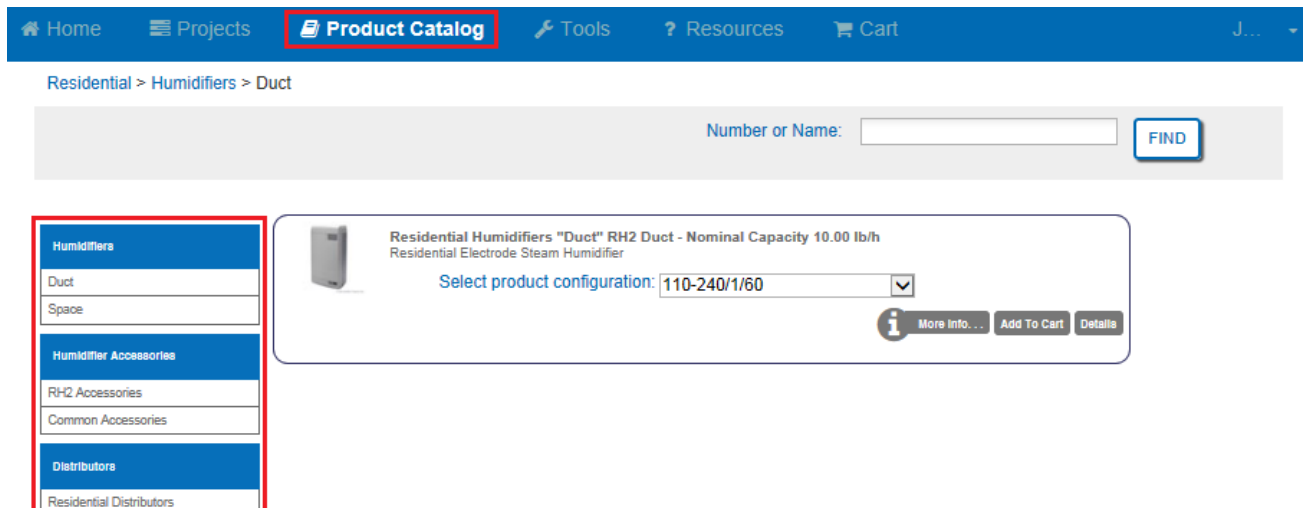

Figure 6: Product Catalog Navigation

The RH2 Duct model should appear on the current page. If not, select **Duct** from the left hand navigation bar under the Humidifiers Category.

Some products have multiple voltage or configuration options which can be adjusted from the drop menu. In this case, the RH2 has a single configuration option: **110-240/1/60.**

Selecting **More Info** here will also redirect you to the product page on the Nortec website. Selecting **Details** will open a new page in Help as seen below in Figure 7: Product Information. Here you will have access to additional product information as well as other specifications and diagrams by selecting the various tabs.

Figure 7: Product Information

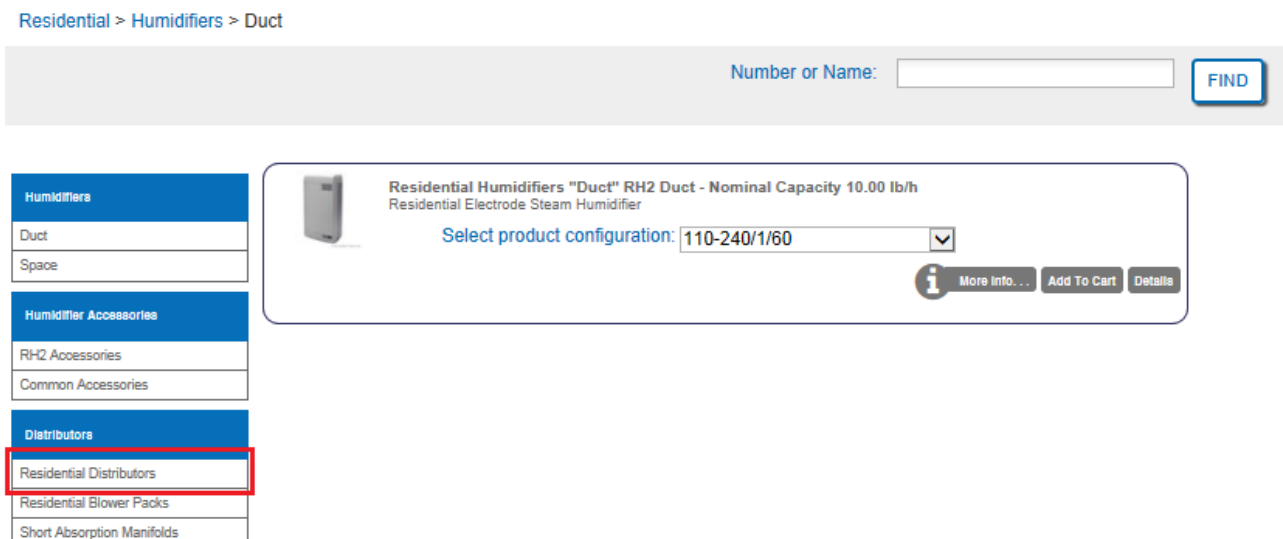|	
	Information Icon: Redirects to the Nortec product's webpage.
	3D Models: Redirects to Nortec's AutoDesk Seek site, where Revit models, manuals and dwg files can be downloaded.
	Product Document Exporter:Exports a packacing containing this information. Useful for generating product cut sheets and PDFs of relevant info.

Products can also be added to projects through the Shopping Cart. The Shopping Cart is a temporary location where products you select are stored prior to being added to a project. Products in the Shopping Cart can be added to any project at any time.

Adding Product to the Cart

Now you will add the RH2 duct heater to your project. Select the **Add to Cart** button. A dialogue box will appear asking you to specify a quantity. Type in a quantity of *25* and select **Add to Shopping Cart.** You will now be asked whether to **Go To Shopping Cart** or **Continue Shopping**. Select **Continue Shopping.**

Next, 25 *RSD-10 Distributors* will be added to the order to match the humidifiers. On the left navigation bar select **Residential Distributors** as shown in Figure 8: Residential Distributors.

Figure 8: Residential Distributors

In this area locate *Duct Distrib. Kit, RSD 10 for RH2 Duct*. Click the **Add to Cart** button directly in the product listing. You will be prompted to specify a quantity, type in *25* and click **Add to Shopping Cart.** At the next prompt select **Continue Shopping** to continue looking through the Product Catalog.

Finally, controls will be added to the order. Select **On/Off** from the left navigation bar in the Controls category. Locate the *2520273 On/Off Digital Duct Humidistat Package* and select **Add to Cart.** Specify a quantity of *25* and click **Add to Shopping Cart.** At the prompt select **Go to Shopping Cart** to view the contents of the shopping cart.

The Shopping Cart

In your cart, you will find:

25 RH2 Duct units
25 distributors
25 On/Off Digital Controls

Next, the contents of the shopping cart will be added to the project.

Select your "RH2 Stocking Order" project from the drop menu on the right as shown in Figure 9: Adding Cart to Project. (The left hand drop down menu can be used for adding carts to Load Sizing Projects.) Select **Add Cart to Browser Project** to complete the action.

Shopping Cart

Select Load Sizing Proje ⌄	Add Cart to Load Sizing Project		RH2 Stocking Order ⌄	Add Cart to Browser Project

Part #	Description	Quantity		
2560953	RH2+ Duct, 10lbs/hr, 120/208/240V 1P	25		✖
2553708	Kit, Duct Distributor, RSD 10, RH Duct	25		✖
2520273	Humidistat, On/Off, Dig. Duct pkg.	25		✖

Figure 9: Adding Cart to Project

Completing the Project

Product from the cart will now have been added to the project as shown in Figure 10: Project Home Page with Materials.

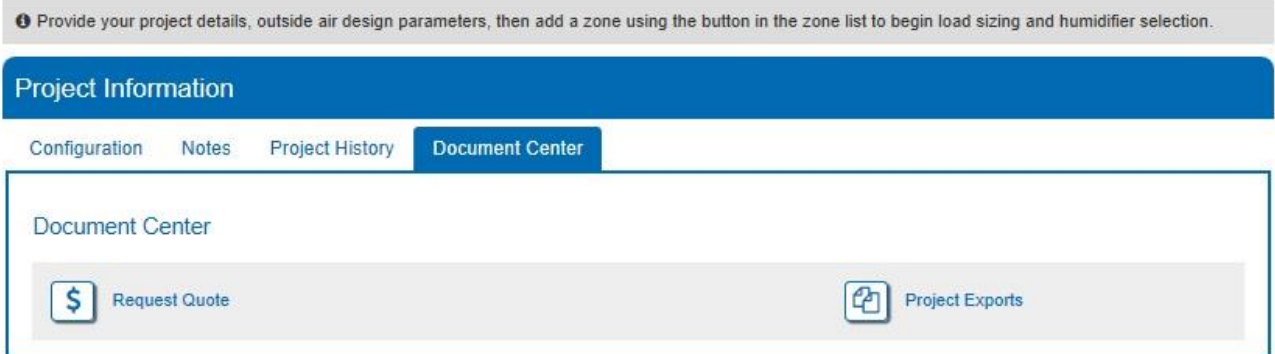**Figure 10: Project Home Page with Materials**

From this page projects can be tagged to a certain Zone. To do this, type a new tag where it says **Zone Tag** and click elsewhere on the page to commit the value.

Quantities can be edited in a similar fashion and entire lines can be deleted by clicking the delete button (✖).

Project Submittals and Requesting a Quotation

On the project home page under the **Document Center** tab shown below, you can export a submittal package as well as other useful information. You can also request a quote from your local Nortec agent.
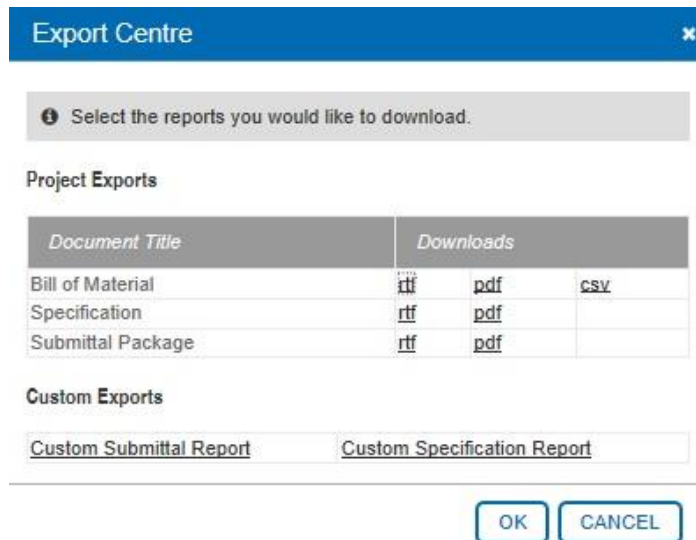

Figure 11: Document Center

Selecting **Request Quote** will bring up a dialogue box allowing you to enter any comments or notes and to confirm your contact information. Selecting the **Request** button will send a pricing request to the agent along with a copy of the project. Your local representative will contact you shortly regarding pricing and further information.

Selecting **Project Exports** will bring up a dialogue box as shown in Figure 12: Export Center.

Figure 12: Export Center

Help can generate the following documents:

Bill of Material: A listing of all of the product selected, broken down by zone.

Specification: An engineering specification for incorporation into a larger mechanical specification. Help dynamically builds the specification based on selected product to save time and reduce editing.

Submittal Package: A detailed package containing relevant information, drawing, wiring diagrams, and a bill of materials for your project.

Congratulations, you have successfully completed this tutorial!

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