

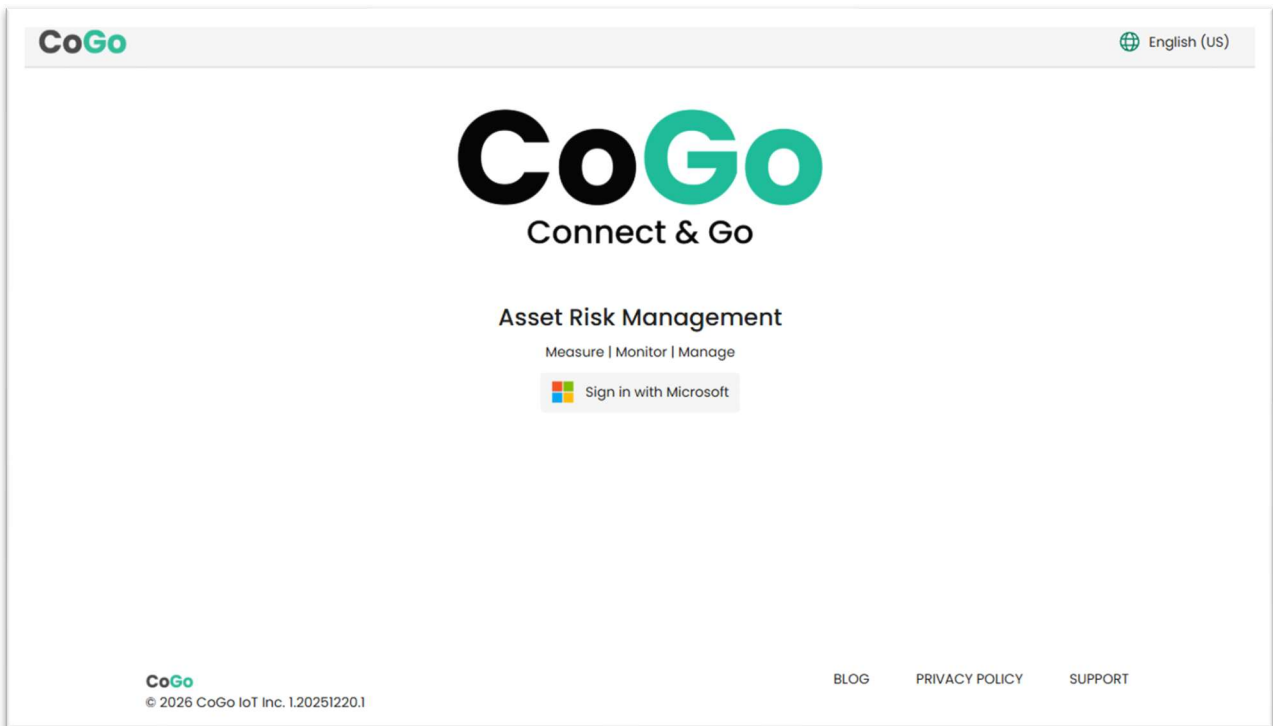
CoGo Portal Quick-Start Guide

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How to access the portal

1. Open any web browser.
2. Go to **portal.cogo.global**

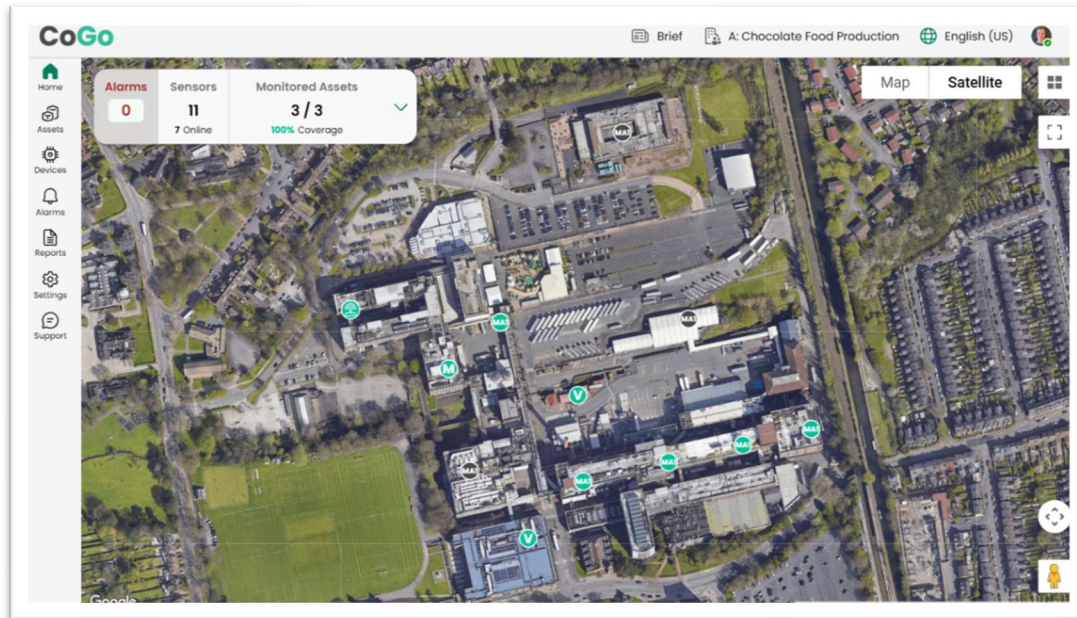


3. Sign in using **Microsoft Single Sign-On (SSO)** with your organizational account.

Having trouble signing in?

- Confirm with your **organization's CoGo administrator** that your user account has been created.
- If access issues continue, **contact CoGo Support** for help.

Navigating the portal



Home page

- The home page opens in a **map view**.
- Icons show your **assets** and **unmounted sensors**.
- Assets and sensors do **not** have GPS; their locations are set during **asset and device setup**.

Top bar

The top bar gives you quick access to:

- **Daily Brief** – a summary of important activity
- **Account and site selection**
- **Language selection** (locale)
- **User menu** to sign out

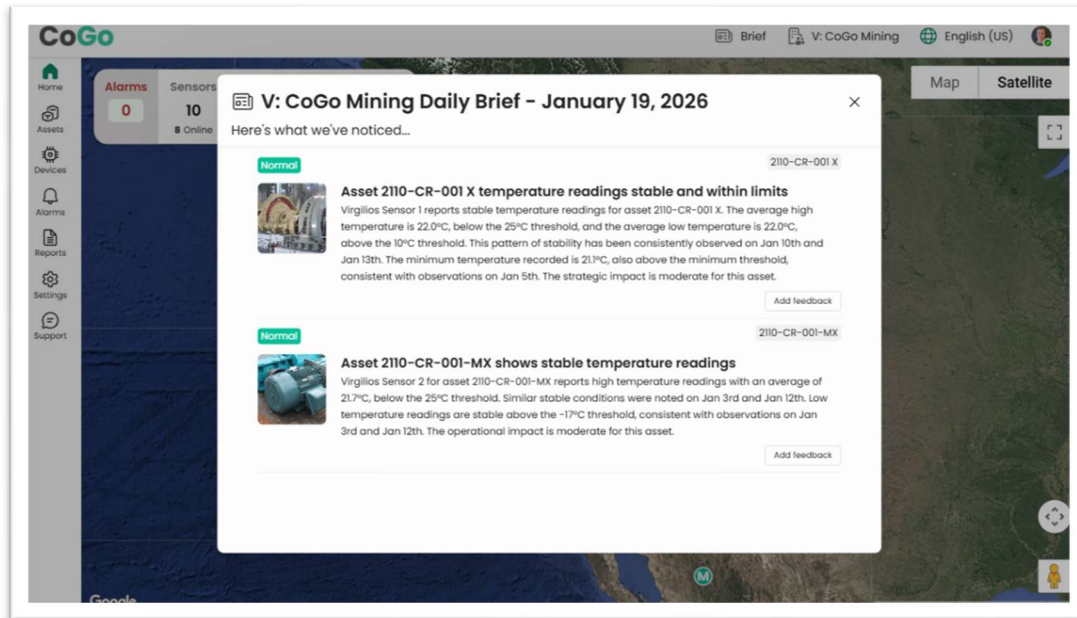
Left navigation

- The left navigation bar lets you move between **all portal pages**.
- Use it to open the **Assets list** or **Devices list** at any time.

Viewing assets

- Click an **asset icon on the map** to view its details.
- You can also open assets or devices directly from the **lists on the left**.

How to read the Daily Brief



What is the Daily Brief?

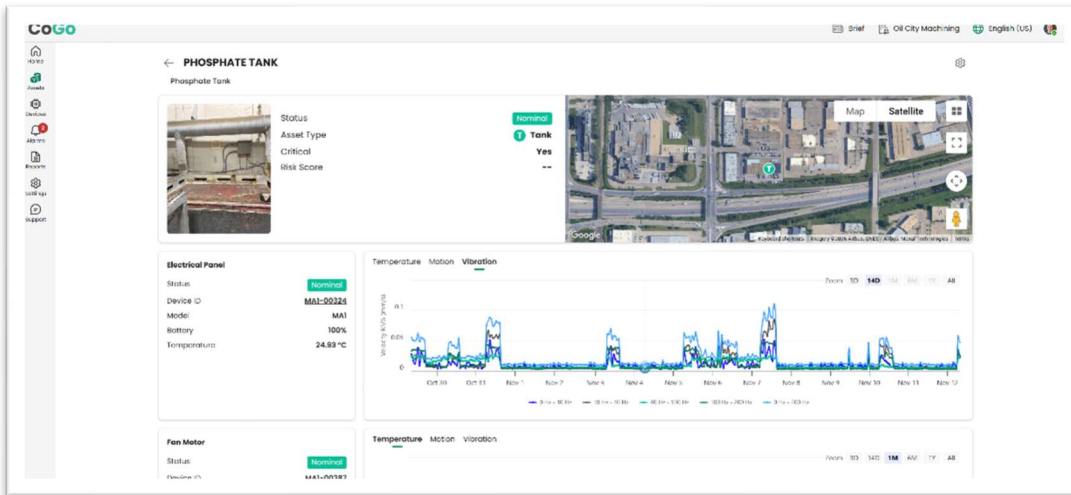
The Daily Brief is an **AI-generated daily summary** created by **CoGo ARMA** (Asset Risk Management Agent).

- It summarizes **sensor activity from the previous day**
- Each asset is presented as **one clear story**
- Designed to highlight what matters, without extra noise

How to view the Daily Brief

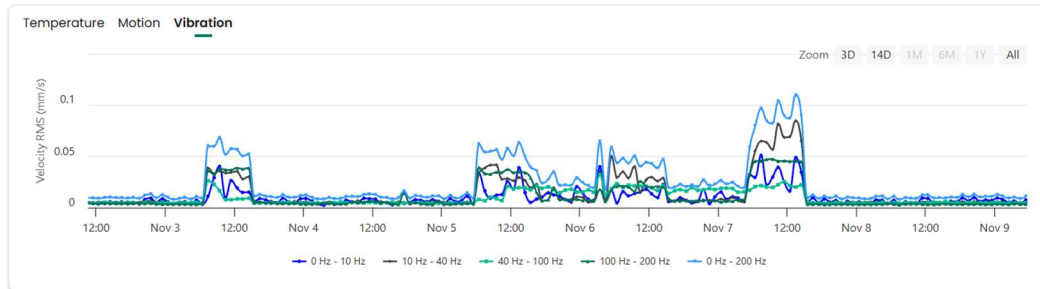
- The Daily Brief opens **automatically** the first time you sign in each day
- You can reopen it at any time by selecting the **Daily Brief** button in the header

How to view data from a sensor?



1. Open an asset by:
 - Selecting **Assets** in the left navigation and choosing an asset, or
 - Clicking the **asset icon on the map**
2. At the top of the page, you'll see:
 - **Asset information**
 - The **asset location on the map**
3. Below the asset information:
 - Each **mounted sensor** appears in its own row
4. Scroll down to:
 - View all sensors attached to the asset
 - Select different **data types** for each sensor
5. Click a data type to:
 - Open **interactive charts**
 - Explore trends and recent activity

How to understand vibration data



How vibration is measured

- Sensors take a **vibration measurement once per hour**.
- Each measurement is broken into **frequency bins**.

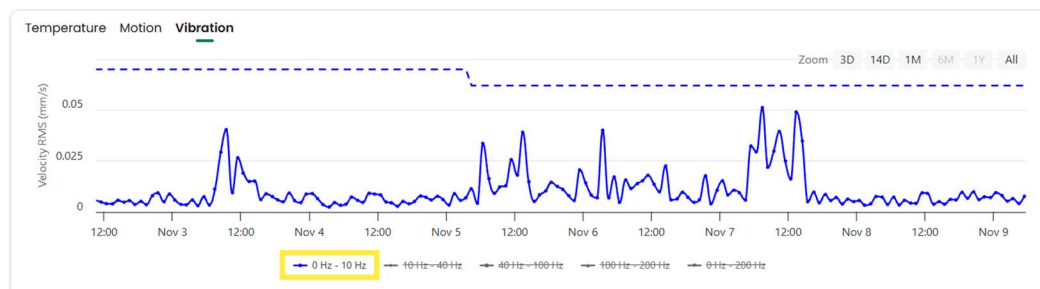
Reading the vibration chart

- The interactive chart shows **vibration magnitude over time**.
- Each frequency bin represents a **different type of mechanical behavior**.

In general:

- **Low-frequency spikes** often indicate:
 - Imbalance
 - Misalignment
 - Loose mounting or foundation issues
- **High-frequency spikes** often indicate:
 - Bearing wear or damage
 - Gear defects
 - Early-stage mechanical failure

Using frequency bins



- At the bottom of the chart, select a **frequency bin** to highlight it.

- When selected, the chart shows the **threshold** for that bin.

Thresholds

- Each frequency bin has its **own threshold**.
- Thresholds are **calculated dynamically** based on recent asset behavior.
- This helps identify abnormal changes, not just fixed limits.

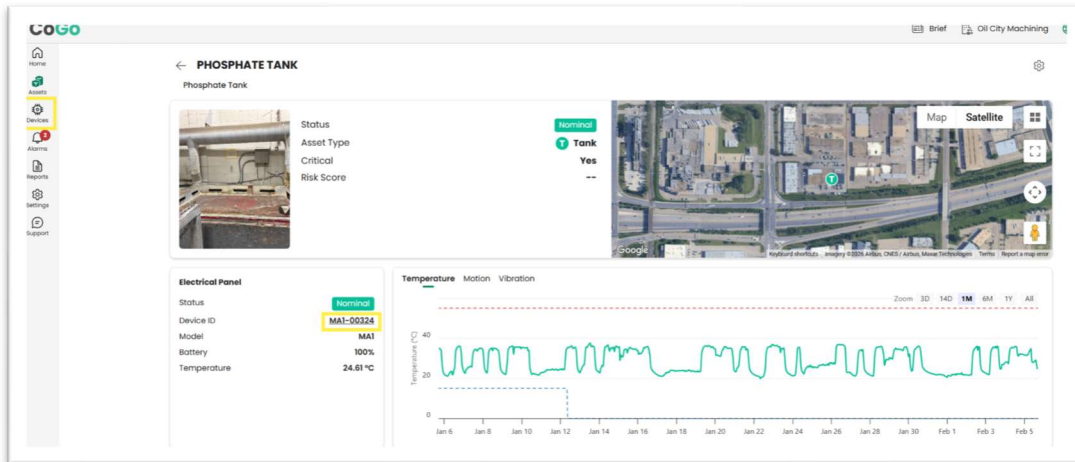
Exploring the data

- Scroll to move through time.
- Click and drag to **zoom into a specific time range**.
- Use this to review events before or after an alert.

How to enable alarms on a sensor

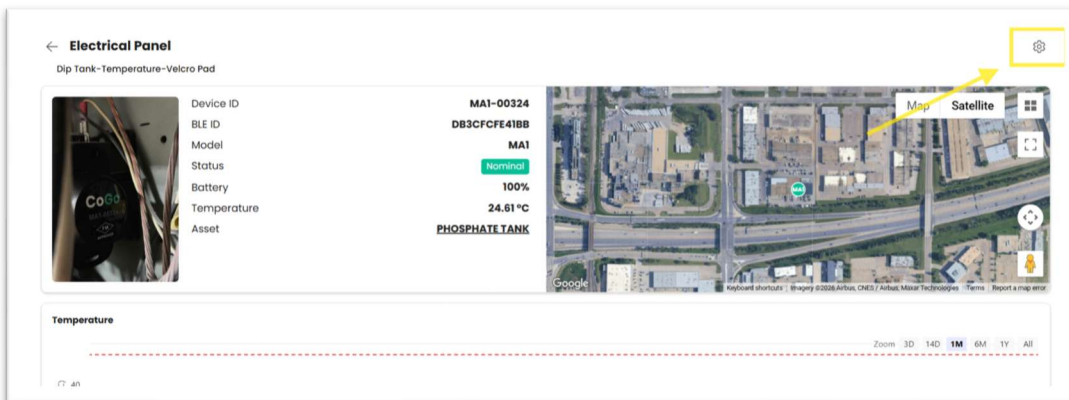
Open the sensor

1. Open the sensor by either:
 - Clicking the **Device ID** on the asset details page, or
 - Selecting the sensor from the **Devices** list in the left navigation



Open sensor settings

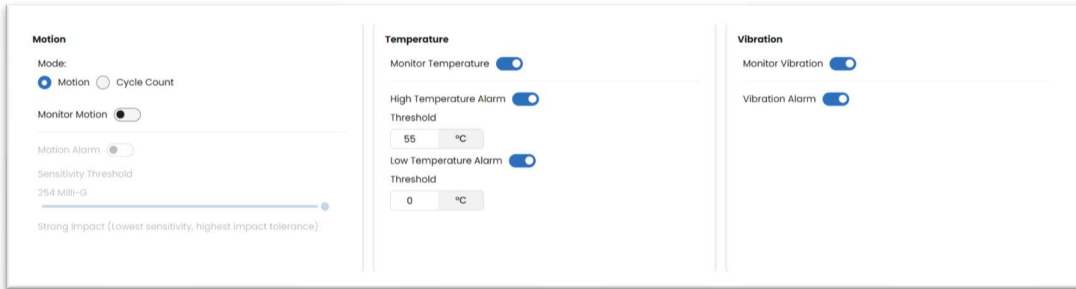
2. In the sensor page, click the **gear icon** in the top-right corner to open **Settings**.



Configure data types

3. Below the **General** section, you'll see three configuration cards:
 - **Motion**
 - **Temperature**
 - **Vibration**

4. Each data type has two controls:
 - **Monitoring toggle**
Turns data collection on or off.
 - **Alarm toggle**
Turns alarms on or off for that data type.

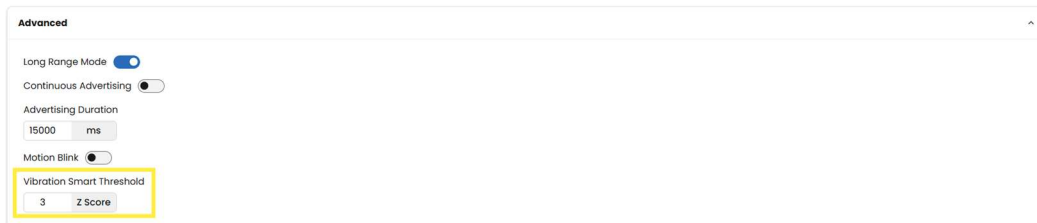


Set alarm thresholds

5. When alarms are enabled, enter the **threshold values** for that data type.

Vibration alarm thresholds

6. Vibration alarms use a **smart threshold (Z-score)** to detect abnormal behavior.
 - Thresholds are calculated **per frequency bin**.
 - The default Z-score is **3**, which detects most anomalies.
7. Adjust the Z-score if needed:
 - **Lower the value** for very stable equipment to catch smaller changes.
 - **Increase the value** for variable equipment to reduce false alarms.
8. To change this setting:
 - Scroll to the bottom of the Vibration card.
 - Click **Advanced** to expand the section.
 - Update the Z-score value.



Set up alarm notifications

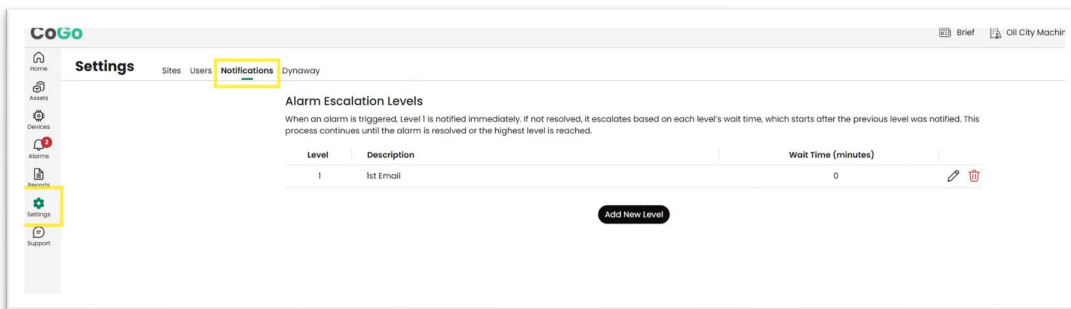
Note: Only **Site Administrators** can access notification settings.

Open notification settings

1. In the left navigation, click the **gear icon** to open **Global Settings**.
2. Select the **Notifications** tab.

How notifications work

- Notifications use an **escalation system**.
- You can create **multiple escalation levels**.
- **Level 1** notifies users immediately when an alarm is triggered.
- Each additional level:
 - Has a **wait time**
 - Sends notifications if the alarm is **not silenced or cleared**



Create escalation levels

3. Click **Add New Level**.
4. For each level, enter:
 - A **description** (for example: "Maintenance Team")
 - A **wait time** (how long to wait after the previous level)
 - The **users** who should receive email notifications

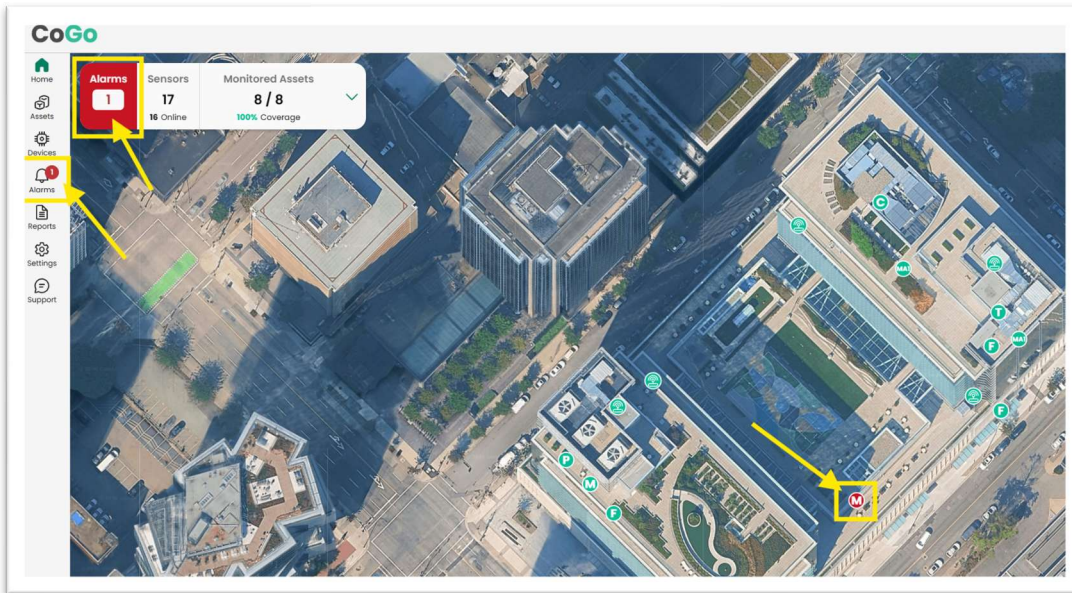
Important notes

- Users must already be **added to the site** to receive email notifications.
- Alarms continue to **escalate through all levels** until they are **Silenced**, or **Cleared**

View or clear an alarm

When an alarm is triggered

- The **asset icon turns red** on the map.
- A **badge appears on the Alarms tab** in the left navigation.
- Alarms are triggered when **sensor data exceeds a configured threshold**.



View an alarm

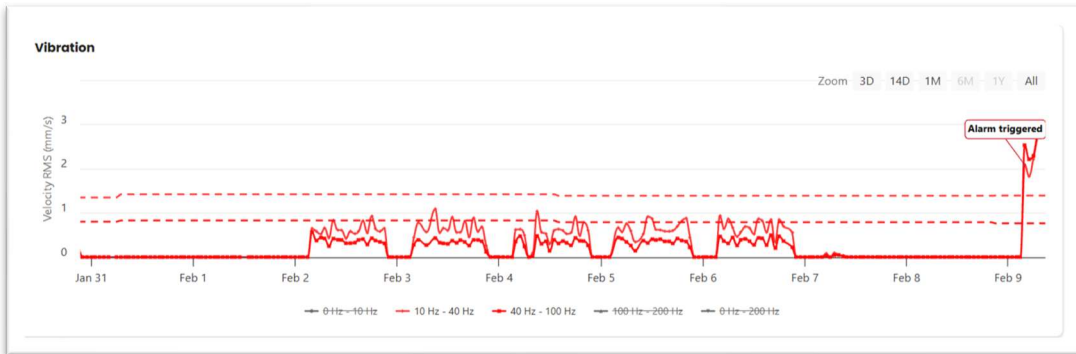
You can view an alarm in two ways:

1. Open the **Alarms** list and select the alarm, or
2. Open the **Asset Details** page for the affected asset.

Both options take you to the **Asset Details** page, where the active alarm is shown on the affected sensor.

Reviewing vibration alarms

- For vibration alarms, the **frequency bin or bins** that triggered the alarm are **automatically selected**.
- Use the interactive chart to:
 - Review the data that caused the alarm
 - Zoom into the time around the event



What to do next

- When an alarm is triggered, **inspect the asset**.
- Once the inspection is complete and the issue is resolved, the alarm can be **cleared**.

Clearing an alarm

- Click **Clear Alarm**.
- You will be prompted to enter:
 - Inspection details
 - The reason for clearing the alarm
This creates a record of what was done and why.

Reason for Clearing Alarm

Was the asset inspected

Yes

No

Who conducted the inspection

Inspected By *

Enter Name

What was the result of the inspection

Fault found

Detailed description explaining the remedy of the alarm *

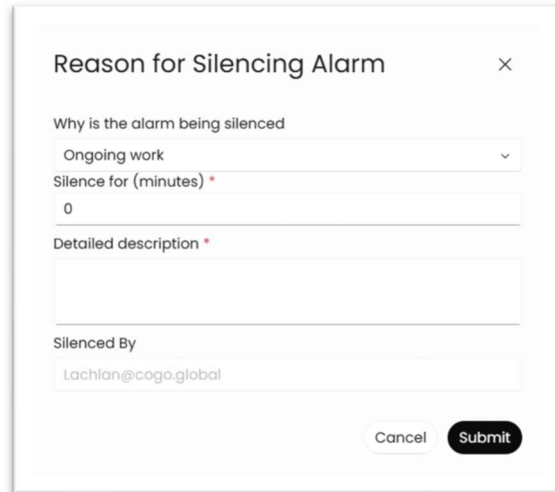
Cleared By

Lachlan@cogo.global

Cancel Submit

Silencing an alarm

- If the alarm condition is **still active**, but you do not want it to continue escalating:
 - Choose **Silence Alarm**
- Silencing:
 - Pauses escalation
 - Lasts for the **timer duration you set**
- When the timer expires, escalation will resume if the alarm is still active.



The screenshot shows a dialog box titled "Reason for Silencing Alarm" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- A dropdown menu labeled "Why is the alarm being silenced" with the selected option "Ongoing work".
- A text input field labeled "Silence for (minutes) *" containing the value "0".
- A larger text input field labeled "Detailed description *".
- A text input field labeled "Silenced By" containing the email address "Lachlan@cogo.global".
- At the bottom right, there are two buttons: "Cancel" and "Submit".

How to set up a Risk Score for an Asset

What is a Risk Score?

- A Risk Score is calculated using the **Business Impact Assessment (BIA)**.
- It represents the **impact of asset failure**.

Open the Business Impact Assessment

1. Open the **Asset Details** page.
2. Click the **gear icon** to open **Asset Settings**.
3. Select **Business Impact Assessment**.

← 400000-3 Save

Heater Line 1

Images (2/5) Upload

- Montreal-Est MRE.png
- Screenshot_2025-04-25_132730.png Default

Click to change location Map Satellite

General

Asset No.
400000-3

Description
Heater Line 1

Asset Type
Motor

Latitude
52.428926

Longitude

Dynaway

Enable Work Orders

Category Code
COGO SENSOR

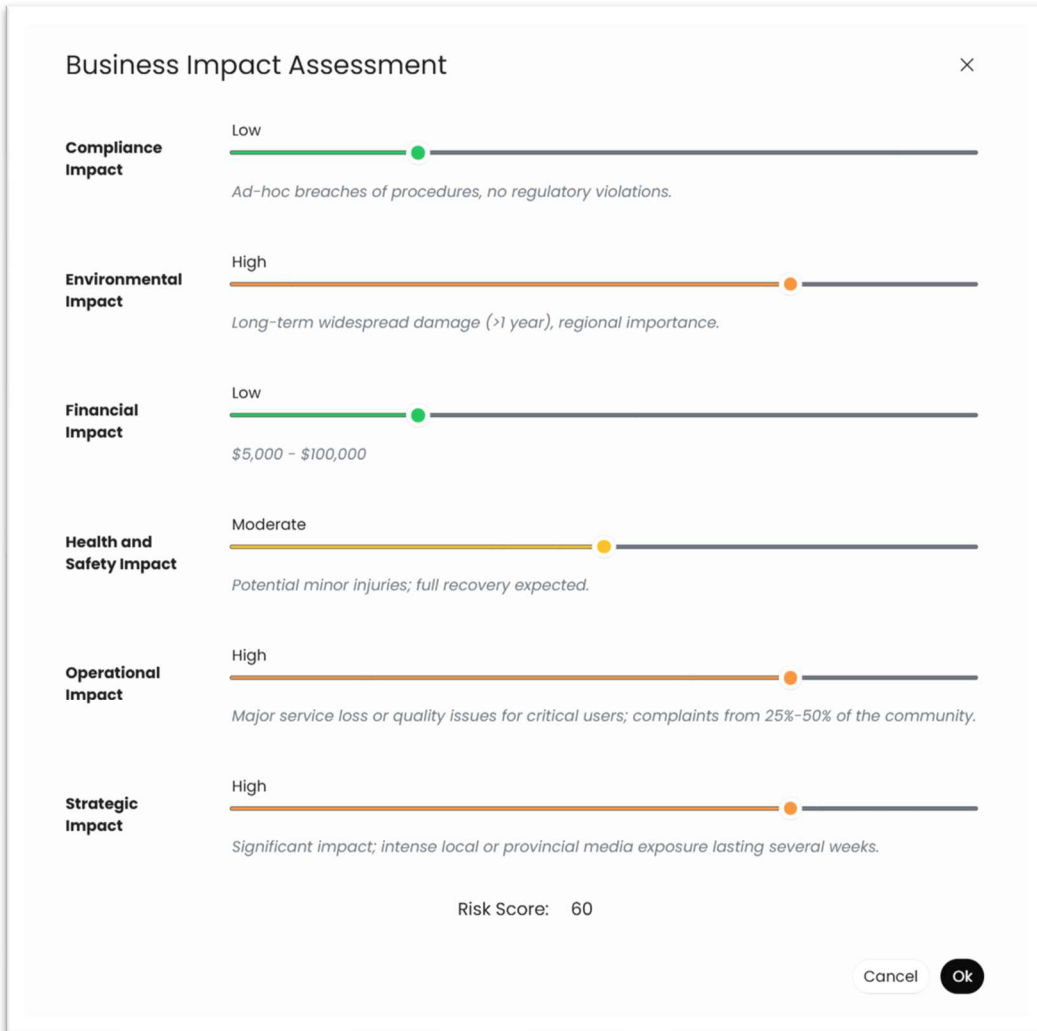
Priority Code
HIGH Unlink from Dynaway

Asset Risk

Risk Score
60 Business Impact Assessment

Complete the BIA

4. The BIA includes **six impact categories** (for example: financial, environmental, safety).
5. For each category:
 - Use the **slider** to select the impact level if the asset fails.
6. Be consistent and realistic. This improves prioritization across assets.



How the Risk Score is used

- The **Risk Score is calculated automatically** from the selected impact levels.
- You can:
 - **Sort the Assets list** by Risk Score
 - See **highest-risk assets at the top**

How Risk Scores affect the Daily Brief

- The BIA is used by **ARMA AI** when determining the **criticality** of stories in the Daily Brief.
- Higher-risk assets are **prioritized** when issues occur.