

**Tap** on the App on your mobile device to open

## Log- In

The first screen is the mobile login page.

**Log in you must have an internet connection.** You only need internet to login and later to sync.

Enter your e-mail followed by your password.

Click on Login to proceed to the main screen

*\*Make sure you have setup your login and password from the e-mail your system administrator has sent before using for the first time*

## Main Screen – Selecting a Site

On the main screen is a list of sites/customers that need done depending which of the following is pressed.

Three buttons at the bottom can be used to populate the list box with only the sites that are scheduled for

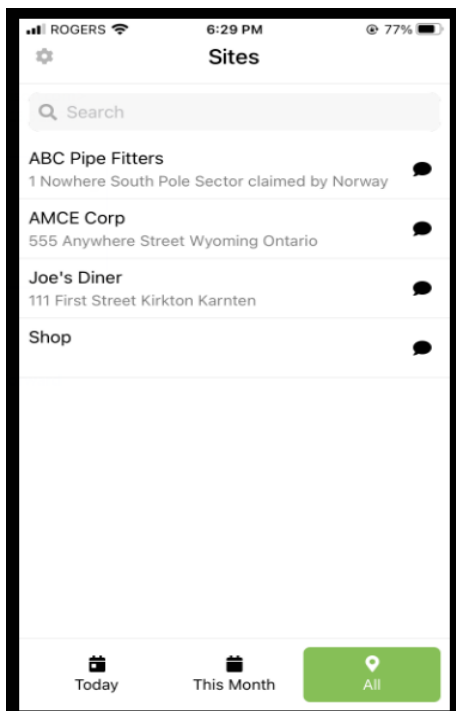
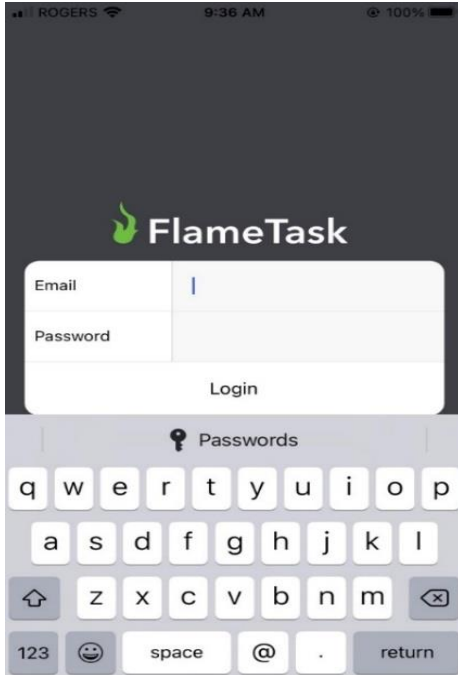
- Today
- This Month
- All (refers to all sites in the system)

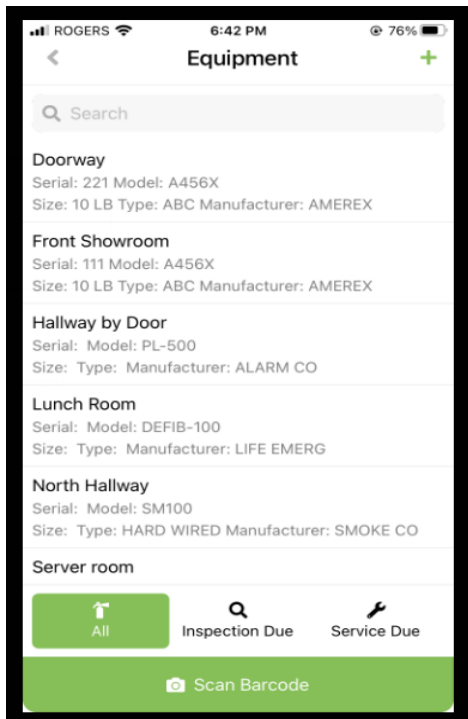
**Search** can be used to find a Site by Name

There is also a speech balloon beside the site name with the contact information (address, phone number & Contact). GPS maps to make it easy to find the site.

**Gear button** (top left of screen.) Use for log out. You will remain logged in when you exit the app. If giving the mobile to co-worker log out so they can log in.

**Spare Equipment**- Should have an account listed for spares for swapping equipment at other another site. Eg. Shop





## **Equipment List for Selected site**

### **Listed by location**

-**All** is all of equipment located at that site.

-**Inspection Due** - lists only the pieces of equipment that are due for inspection.

-**Service Due** – lists only the equipment that any service is overdue.

**Scan Barcode button** - used to begin the recording of the inspection.

### **Scanning Barcode**

**Scan the barcode** -Tap this to scan the barcode on the equipment (QR Code). This will automatically update the inspection but NOT the service

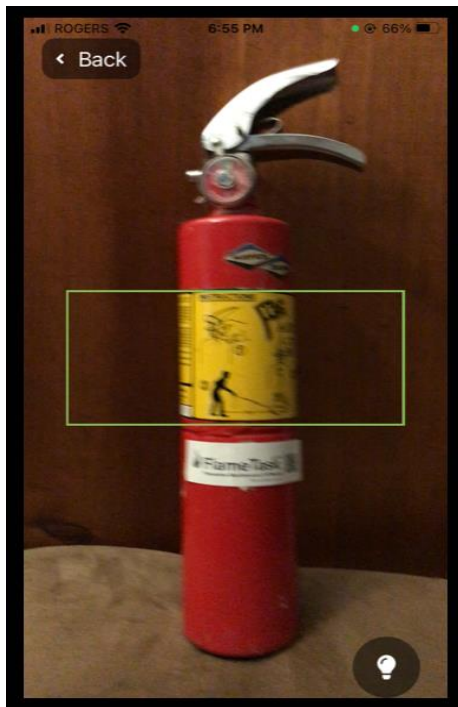
**Barcode Won't Scan** – tap the back button in the upper left to go back to previous screen to try again.

### **Reasons-**

**Low light** -tap the light bulb in lower right-hand corner of the screen. Mobile light stays on until the barcode is successfully scanned or back button pressed. **\*Light will not turn off by itself if barcode doesn't scan . Tap bulb again to turn off.**

**Barcode needs replaced** – Tap on equipment name. Select option to replace barcode. Scan new barcode on put on equipment. After scanning it will say barcode updated.

**Logging New Equipment** -apply barcode from your roll & attach to equipment. Scan New Barcode & follow directions to enter fields on Page 6 same as Editing Equipment but fields will be blank except for the barcode # will be filled in.



## Performing Services

### After scanning barcode

**Questionnaire** (optional) after each barcode scan or service. Depends how System Administrator has set it.

-Verify screen contains Location, Model, Type, Manufacturer Size & Serial # on the screen

-**Service Date** - Next date to be serviced & **Red** if overdue and it will list first on the screen

-**Last** date serviced (blank eg. if never been done because it's was a new piece of equipment)

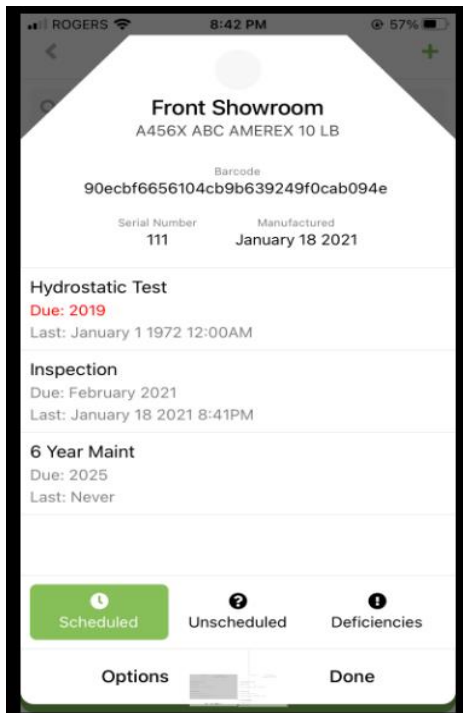
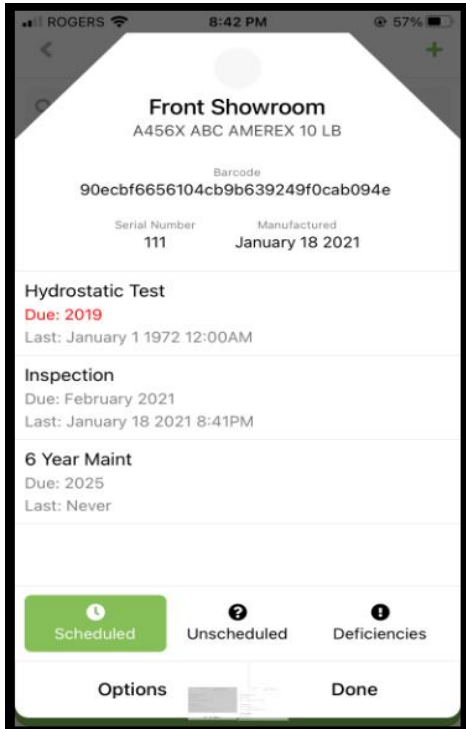
**1. Inspection** - shows last date completed and the next scheduled date due. Inspection only not service updates automatically once barcode is scanned.

**2. Service -Optional by company**—Can be used for any equipment that has a scheduled due date other than inspections. (eg. 6-year maint for dry chemical extinguisher & Hydrostatic testing) Set up by your System Admin.

**Service Options**- Every time a service is performed (tapped) an activity is added to the equipment's history for later reporting.

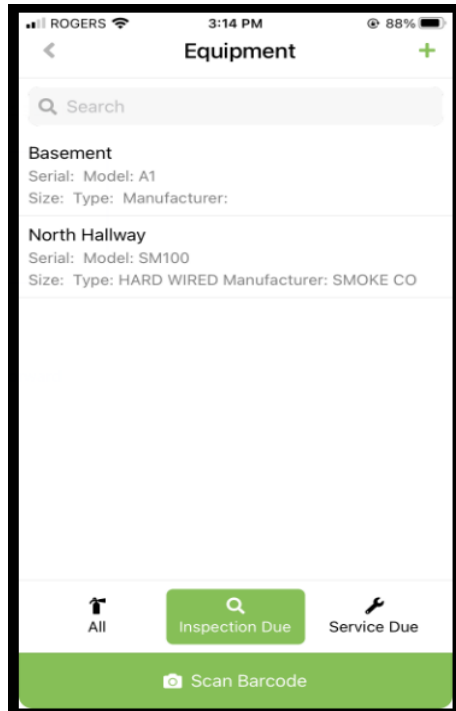
**Perform Service** – when tapped it will update both the due date to next service date and the last date means today's date because it was serviced today.

**Edit Date** – is optional to change the dates for service. Example: Service was done last year & someone forgot to update it. To edit the date you have to change both dates separately. The next date to be serviced is considered to be an override date. It's replacing the automatic date the system thinks should be the next date to be serviced. Press save. To go back to the system default due date press clear and save. This should be used rarely. Depending on frequency of service



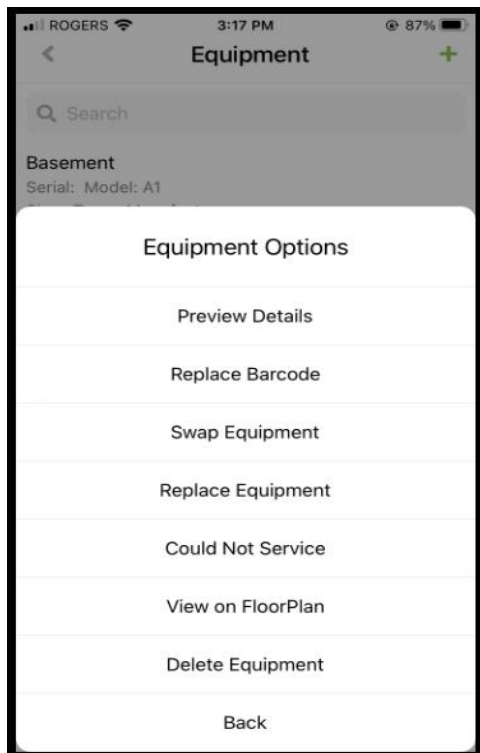
setup it maybe a scroll for years or Pick  
Daily Monthly Yearly Hourly etc Press

## **Inspection Due List**



**Inspection Due** -tap & screen will list all equipment that has to be inspected at that site. This only lists the equipment that hasn't had its barcode scanned yet for inspection. Once completed it will delete off the list. Inspection date will update automatically to current date.

**Unable to Inspect Equipment** -If equipment isn't there or you can't find it. Tap on the equipment name. An Options list will pop up. First tap "View on floorplan to make sure you are in the right area". If still unable to inspect then tap on equipment name again. Options will pop up. Then tap on "Could not service". Another menu comes up and pick the reason for unable to service. Inspection date will not update but equipment will come off the Inspection due list. An Activity note will be logged for management to see the reason. It will come back on the list when the next cycle for inspections are due.

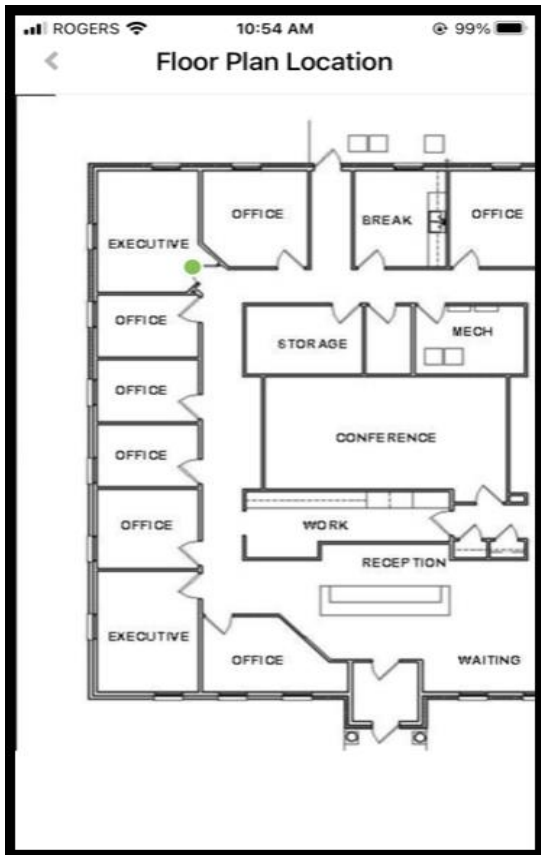


**Missing Equipment** - If truly missing go into the Options. Tap Replace Equipment- means bringing in another piece of equipment that already has a barcode from your spares that will remove the other piece of equipment totally.

**Swapping Equipment** - is used if you have a piece of equipment that needs to come out for service. Tap on Swap Equipment then scan the barcode of the spare or new one. It will update this new equipment at this location.

\* If you use Swap Equipment when a piece of equipment is missing then it will throw out your spare equipment inventory.

**Delete Equipment** - if the equipment is missing but not needed at that location anymore, tap Delete Equipment and it will be removed from the system.



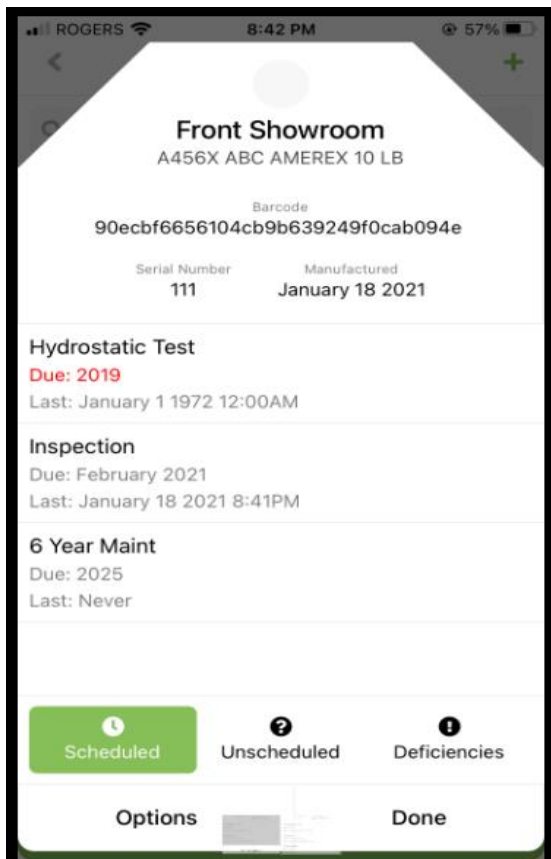
### **View on Floor Plan**

By clicking on View on Floor Plan will bring up the floor plan that was associated with this piece of equipment. It shows a green dot where the field technician had placed the equipment on the floor plan

To scroll around touch and drag the floor plan left and right.

To change the location of the equipment on the floor plan change this in Edit Equipment under Floor Plans.

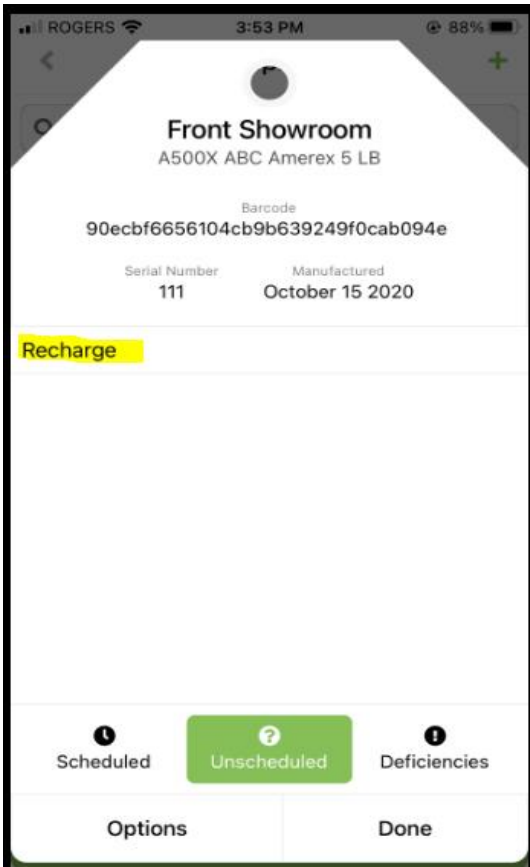
To exit this screen use the left arrow on the upper left of this screen.



### **Date Staggering - 6 Year Maintenance**

**Hydrostatic testing** when you update a hydrostatic test by tapping it. The test will automatically make sure the 6 year maintenance is 6 years from the date done.

**6 Year Maint** - by tapping this to update it then will update by 12 years but still keeping 6 years from the hydrostatic test.

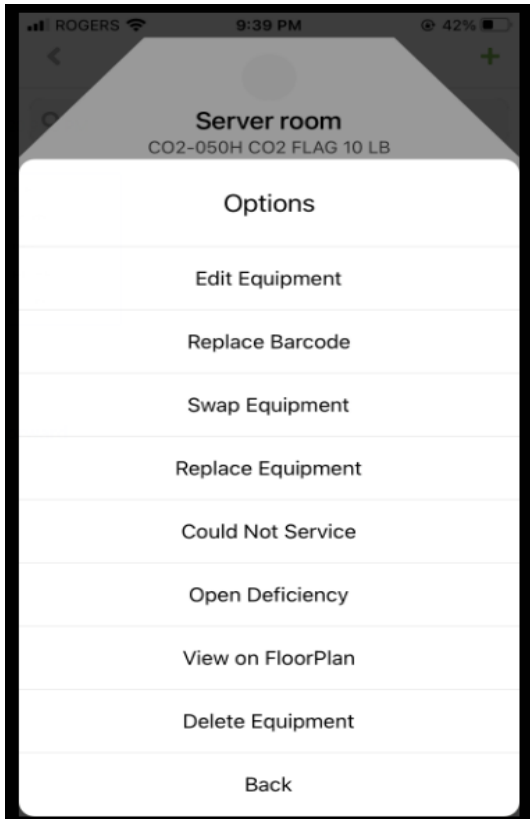


## Unscheduled Services

**Unscheduled** - tap button on the bottom middle to show all services that can be done for this equipment. These have no date for service. It will record the activity in the history for later reporting.

This can be setup by System Administrator to include unscheduled services eg recharge an extinguisher.

These will always be on the list you just select the service your doing.

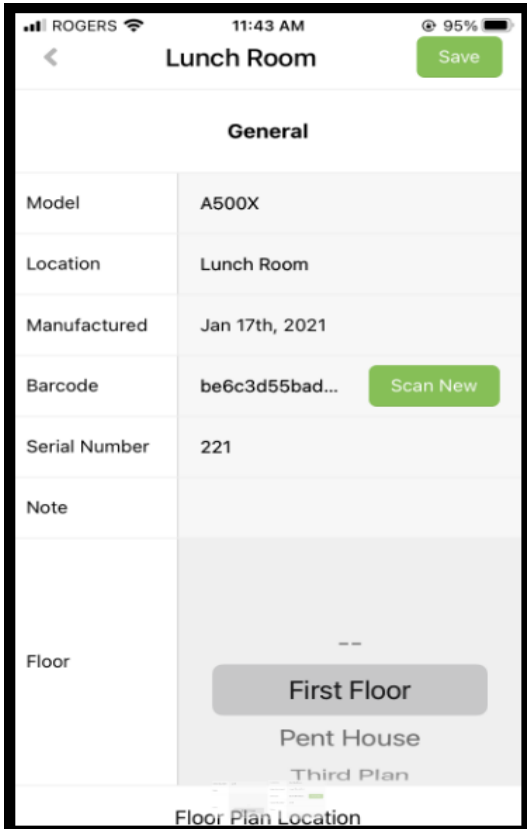


## Options Screen

This screen is similar to the Equipment Options screen with some differences. To get to this screen, after scanning the equipment tap Options on the bottom left of the screen.

**Edit Equipment** - used to edit the information such as location. This is described in detail on the next page.

**Open Deficiency** - used to create a new open deficiency for the selected piece of equipment. For more details on how to use this see page 8.



## Edit Screen

To get to this screen scan the barcode & tap  
Options

**Edit Equipment-** NOT for adding equipment. It's for editing equipment information & placing on a floorplan.

**Change model** backspace what is listed for the model #, You can typing in that box model #, size, type or manufacturer. A scroll box will popup so you can pick which one. Tap on the one you want & model # will fill in automatically. If model isn't listed then click on + add new model & a new screen will allow you to add the model. You will have to type in the rest of the information. Press Save. For more details on this see page 10.

**Change Location** - Type any location changes.

**Change Manufactured-** Tap on Manufactured & use the date picker to change.

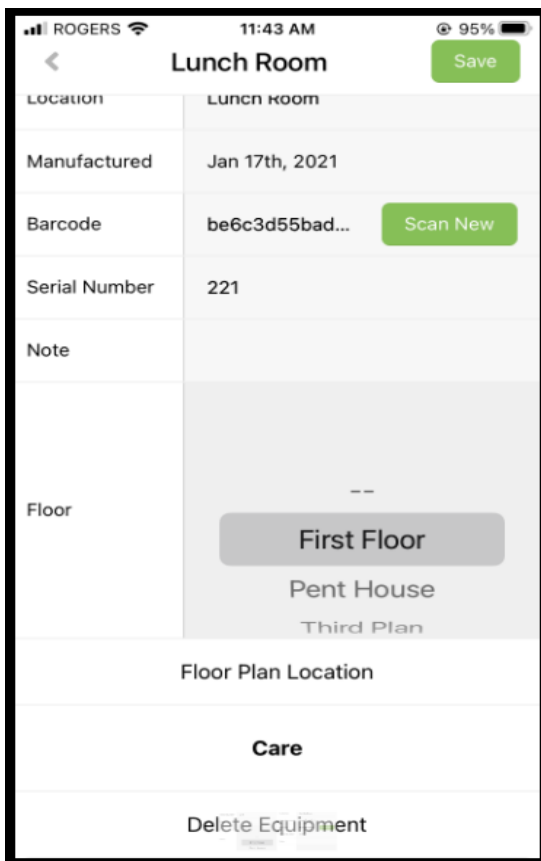
**Change Serial #** -(optional) Type the serial #

**Note** - Should only be used when attention is needed upon inspection & comes up as a popup. (Eg. get key from Supervisor to enter room equipment in) .Once entered into note it will come up everytime equipment is scanned until deleted.

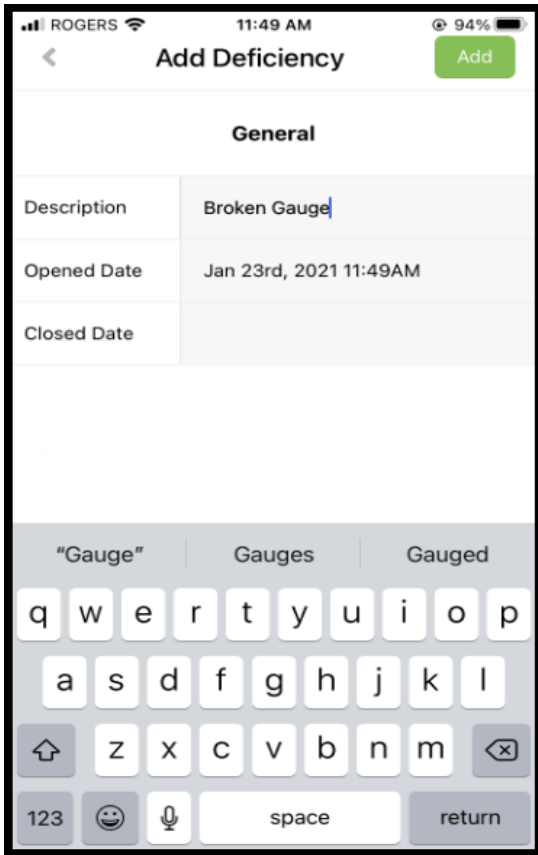
**Floorplan** - System Admin has to enter floorplans for the site. If already in system select the floor . Then tap floorplan location. Find location on screen & tap where the equip is located.

**Save** (top right)- Tap when editing finished for this piece of equipment

**Delete Equipment** - Bottom of screen tap if the equipment is not longer required. It will ask if your sure & it saves automatically







## **Deficiencies**

New deficiency always tap deficiencies tab (bottom right) first to make sure it's not already listed from the last time.

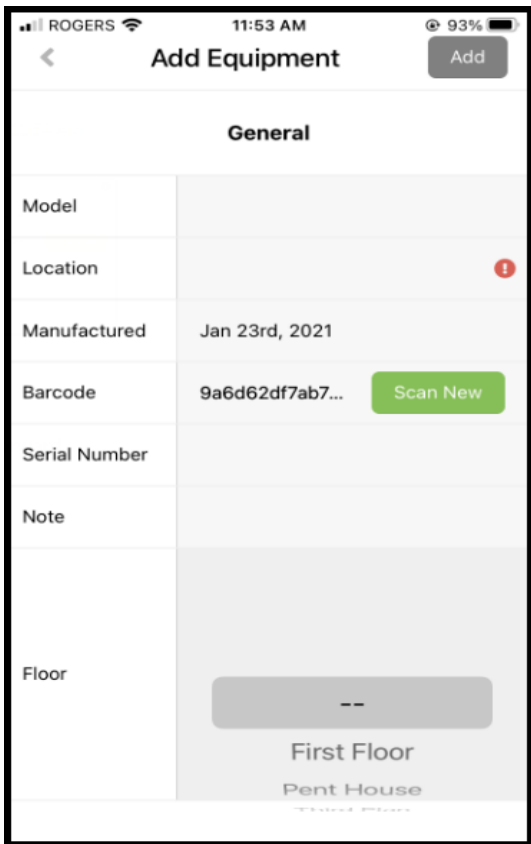
**Add a Deficiency.** Tap **Options** - Options will be listed. Tap on Open Deficiency user then can type in what is broken . Open date will automatically set current date & time. Closed will stay blank.

After Deficiency has been entered the Deficiency Tab will have a **red circle** with the # of Open Deficiencies.

**Closing Deficiencies** -Tap the open Deficiency & input date when fixed. Once closed it will delete from the "Open Deficiency list" but be recorded on reports.







## Add New Equipment

Equipment that has never had a barcode before

-Apply new barcode to equipment. From the Equipment list screen tap Scan Barcode. Scan then fill out the fields below.

**Model** - This will be blank. You can typing in that box where it says model anything like model #, size, type , manufacturer or use scroll box to pick which one. It's easier to type something in to shrink the list. Tap on the one you want & model # will fill in automatically. If model isn't listed then click on + add new model & a new screen will allow you to input it to add to the master list. You will have to type in the rest of the information.

\*if model doesn't show up on list please see next page for directions to add.

**Change Location** - Type any location changes.

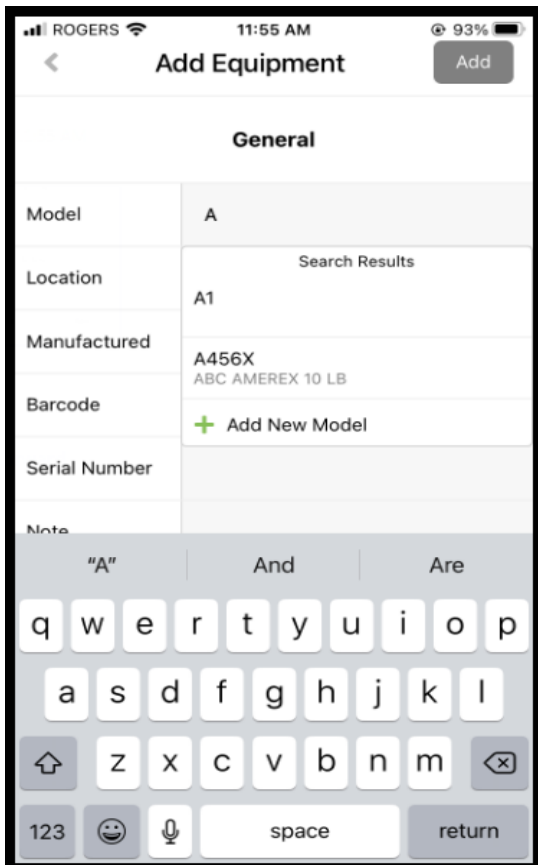
**Change Manufactured**- Tap on Manufactured & use the date picker to change.

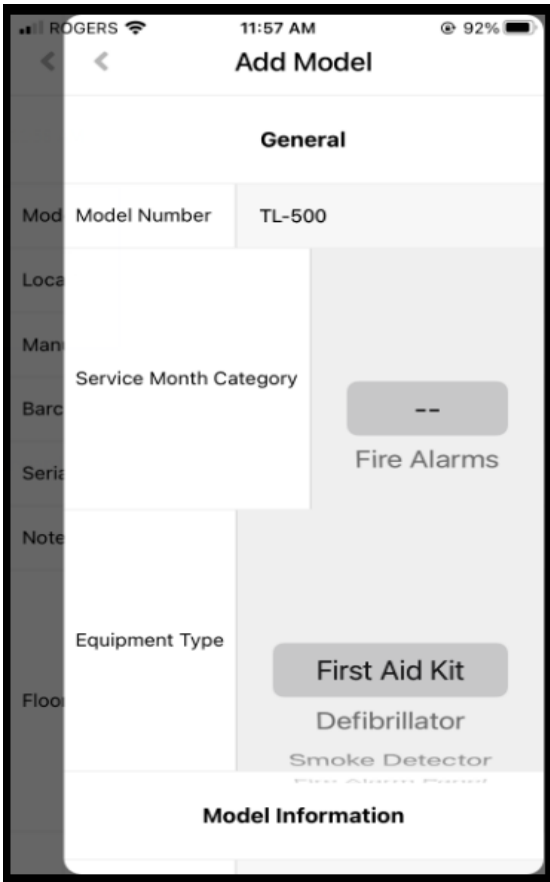
**Change Serial #** -(optional) Type the serial #

**Note** - Should only be used when attention is needed upon inspection & comes up as a popup. (Eg. get key from Supervisor to enter room equipment in) .Once entered into note it will come up everytime equipment is scanned until deleted.

**Floorplan** - System Admin has to enter floorplans for the site. If already in system select the floor . Then tap floorplan location. Find location on screen & tap where the equip is to be located.

**Add** (top right)- Tap when finished for this piece of equipment





**Adding Model to Master List**

Under model search list tap Add New Model.  
Type in Model #.

Service Month Category- If using service months select the proper one for this model

Equipment Type- Scroll through and pick the appropriate type of equipment

Fill in the User defined fields such as size, type and manufacturer

Billing- filled out by System Administrator not user

Press Add Model

