

Overview

AwareManager Mobile for iOS allows users to access the information in their organization’s database using mobile devices such as the iPad, iPhone, and iPod Touch.

The app can be downloaded from the iPhone app store, after which it becomes available from the phone’s Application Menu.

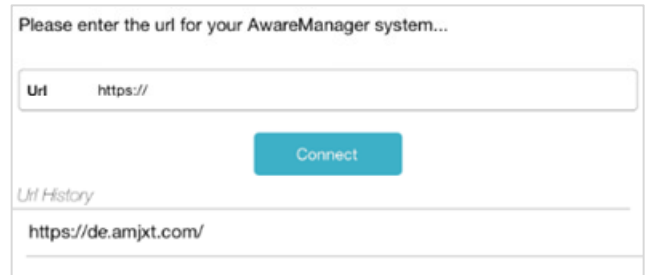
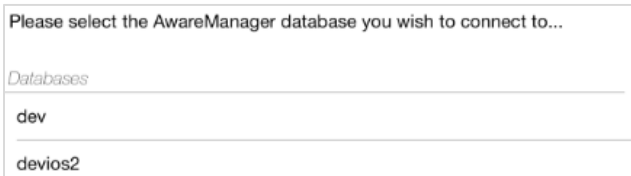
This document details the Work-related components of the application.

System Requirements

- Mobile data or Wi-Fi connection
- iPod Touch, iPhone 4, iPhone 4S, iPhone 5, or iPad 3.
- AwareManager 978.2 or higher

Log In

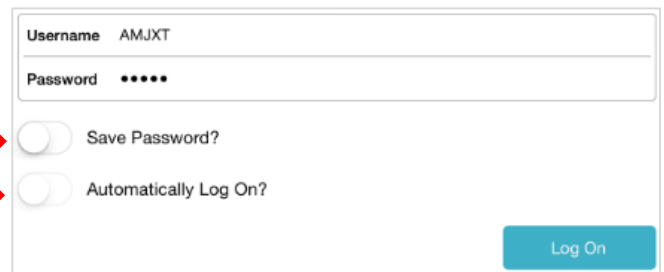
Enter your URL into the address field and press “Connect”, or select an address from the URL History.

Tap to select your database from the list.

Enter your username and password into the given fields.

Stores your password against the username →
Automatically signs you in when you open the app →



If you are not the only one using the device, you should not save your password or activate the automatic sign-in feature. This will allow anyone else using the device to access the system under your name.

Divisions

If you have access to multiple divisions, you will be prompted to choose the division you want to work in upon logging in. The divisions available to you will appear in a scrollable list. Move the highlight to the desired division and press **Accept**.




If you were already accessing a division, pressing **Cancel** will return you to that division.

Select Division
All Operations <input checked="checked" type="checkbox"/>
Labor Tracking
Housekeeping

Accept

Home

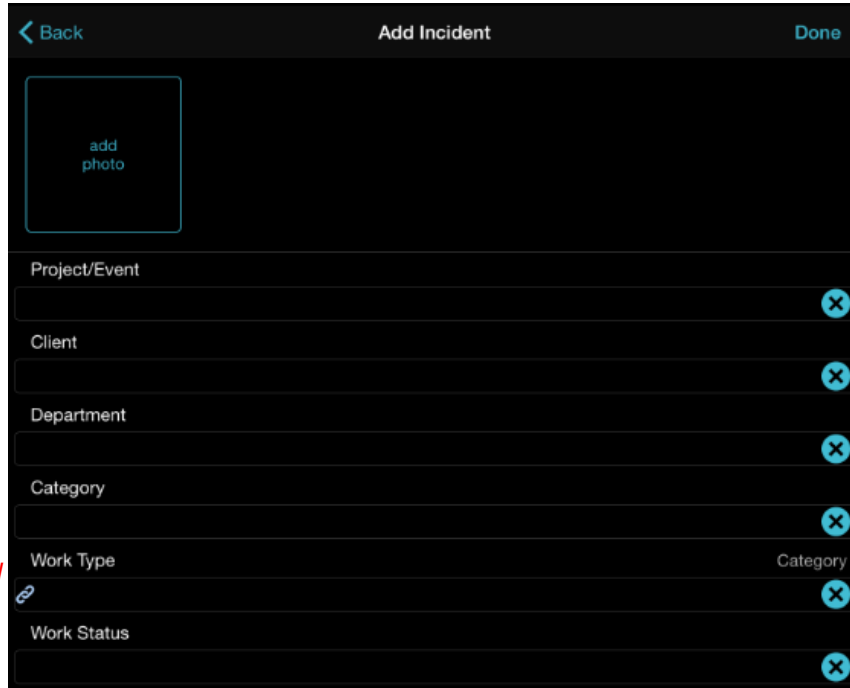
From the Home screen, you will see the following options:

-  **Add Work**
-  **Work Search**
-  **Barcode Search**

Add Work

Pressing this button will take you to the Add Work screen. The fields you see are based on your system setup; contact your system administrator if you have any questions.

Add one or more photos to the record



Save the Work record

Press anywhere on a field to input a value.

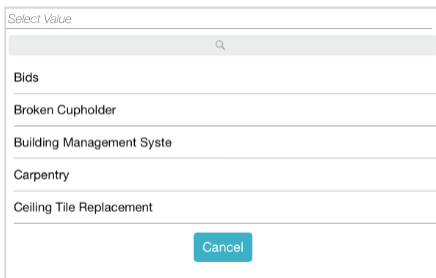
Press 'X' to clear out the value

Indicates a constrained field e.g. Work Type is constrained by Category



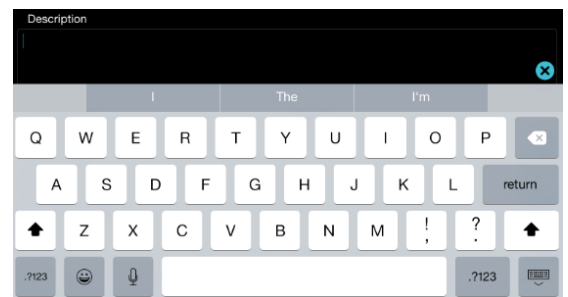
When you click on a field, the way you enter a value depends on its type:

Linked field



Enter text in this field to filter your list

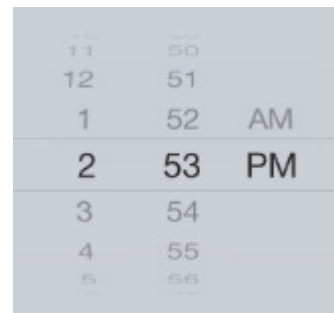
Free-form Field



Date selector



Time selector



Add Photo

From this screen you can also add images to your Work record.

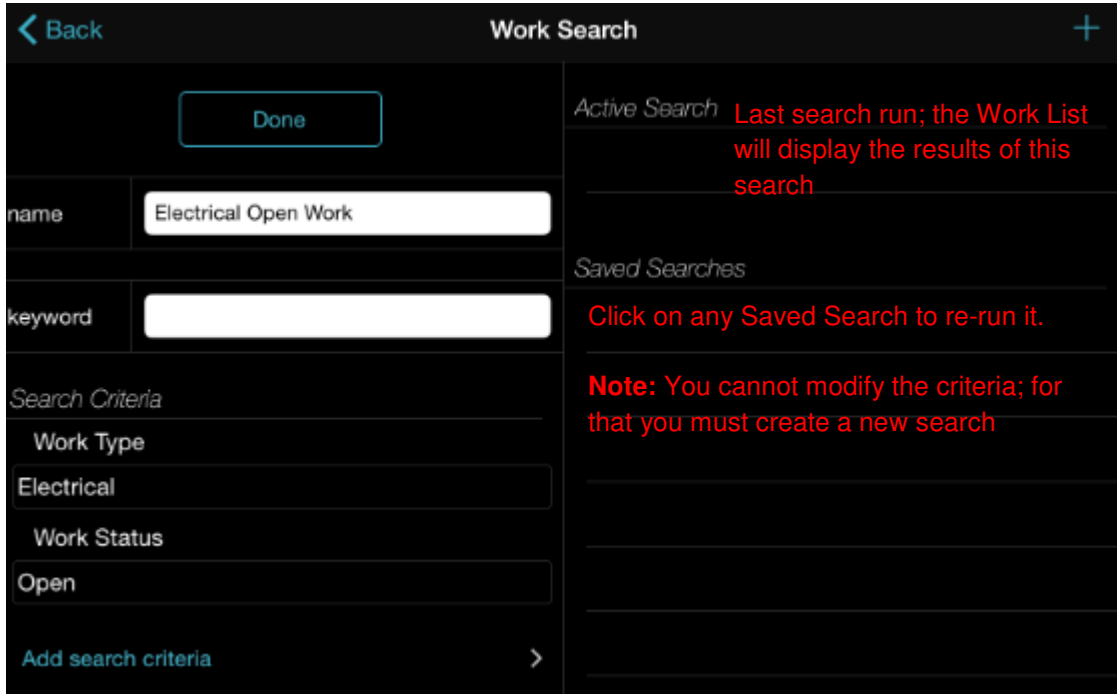
Pressing on the **add photo** button at the top of the screen will open up a menu that gives you 2 options:

- **Take Photo:** opens your device camera to take a picture. When you take a picture you will have the option to save it or discard it and take a new one
- **Choose Photo:** Allows you to select an image from your device (stored under Moments, Camera Roll, My Computer, etc.) You must select one photo at a time

Any pictures added will appear as thumbnails. If you are on an iPhone or iPod, once at least one picture is added, a **Back** button will appear on the left (opposite the **Cancel** button) for you to return to the Work record.

Work Search

From this screen you can start a new Work search or open a previously saved search. Press **Create New Search** to begin.



From the **Work Search** screen you can enter a keyword, search by criteria and save your search by giving it a *Search Name*.

Tap the area labeled “Add search criteria” to choose from a list of field types such as *Assigned To*, *Work Status*, and *Work Type*. Once a search field is selected, tap anywhere in that field to set a value. You can also type any phrase into the *Keyword* field to search by within all fields.

Entering a name in the Search Name field will automatically save the search in your Saved Searches list when you press **Done**. The app will run the newly saved search and take you to the resulting Work List.

To delete a saved search, swipe left on it to bring up the **Delete** button.

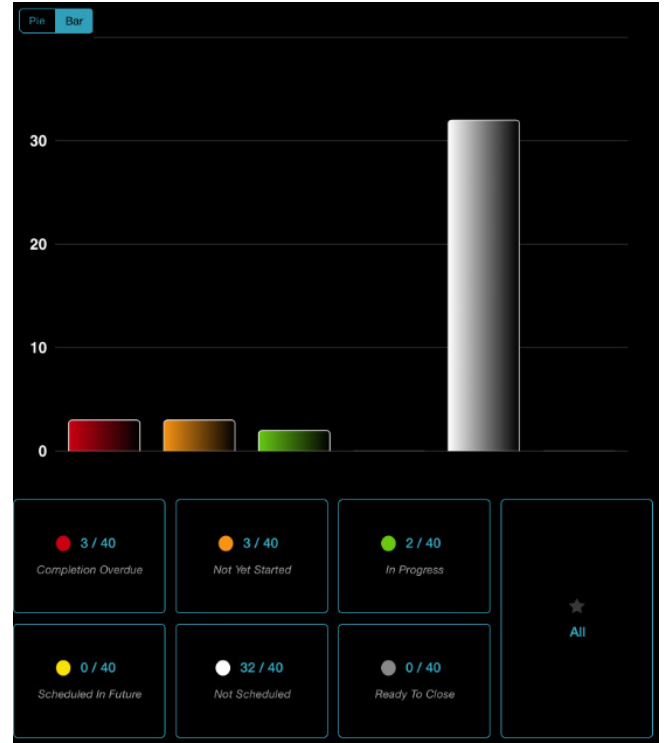
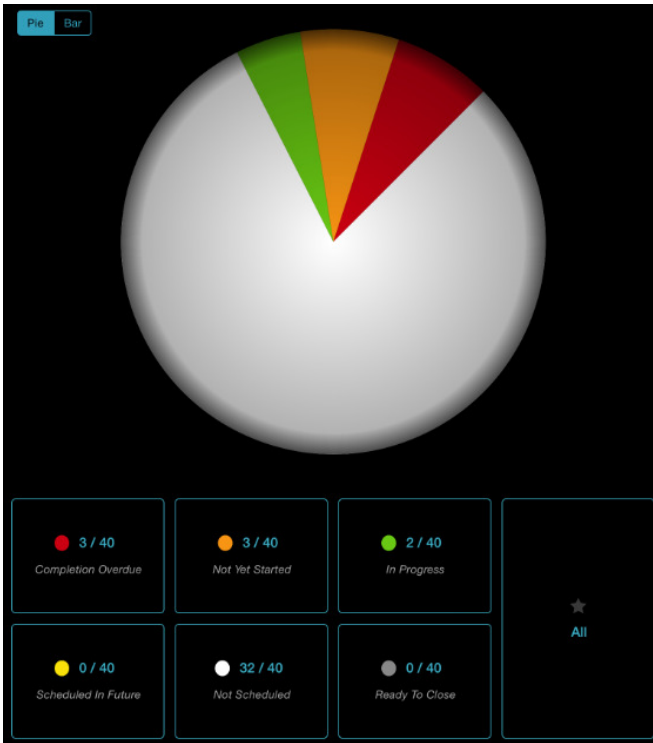


Work List

The results screen displays your search results. Depending on your settings, you will see these results in one of two ways:

Status Control Panel

If this feature is enabled as part of your AwareManager JXT settings, your results will initially be represented in this format. The colors indicators are the same as in JXT.



For more on the Status Control Panel, contact your Client Manager.

Click on any of the buttons at the bottom of the screen to be taken to the Work records indicated, or press **All** to see all results.

Work List

If your Status Control Panel is not enabled, you will instead be taken directly to the full list of search results. From this screen you can:

Go back to Search →

Perform a scan to filter the current Work List

(See **Barcode Search** for more details)

Select a record to view more details →

The screenshot shows a mobile application interface. At the top, there is a navigation bar with a 'Back' button, a title '11-001639', and a 'Menu' button. Below the navigation bar, there are two columns: 'Equipment' and 'Unit'. The main content area displays a list of work records. Each record includes a unique ID (e.g., 11-001639), a category (e.g., Electrical), and a status (e.g., Open). A detailed view of a record is shown on the right, with fields for Project/Event, Client, Department, and Category. The 'Menu' button is highlighted with a red arrow pointing to it.

← Menu options include:

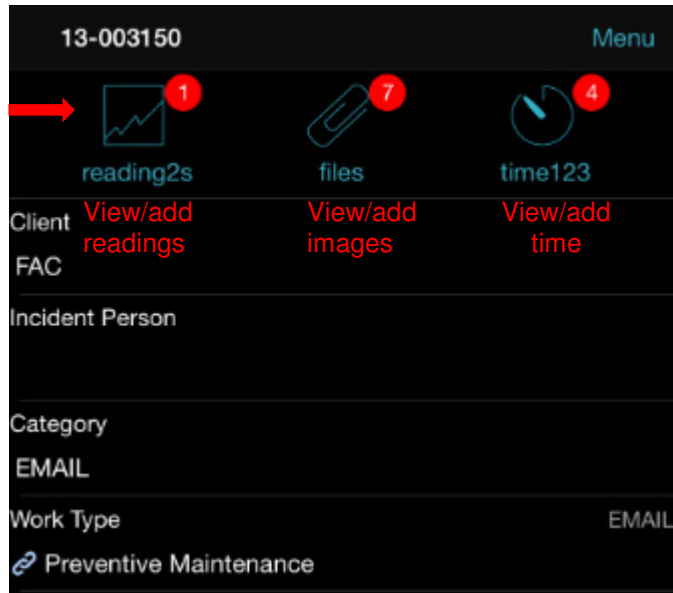
- Add Work
- Edit Work
- Take Photo
- Choose Photo
- Add Time

View Work

This screen displays the details of the selected Work record. It will either appear in a separate screen on iPhone/iPod devices, or next to the Work List on iPads.

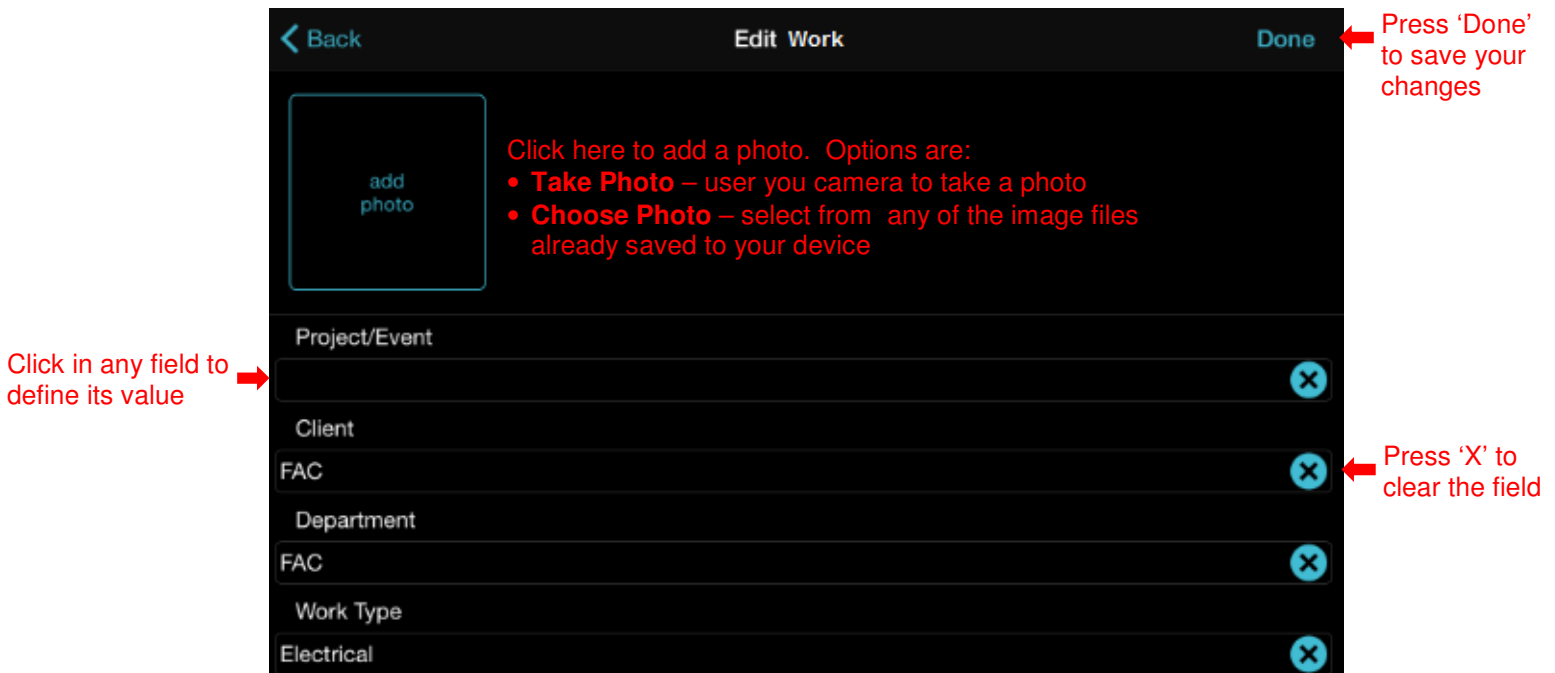
Click on any icon to be taken to the corresponding records. A number indicates that there are already values linked

Click on the *Description* or *Notes* fields to view them in full



Edit Work

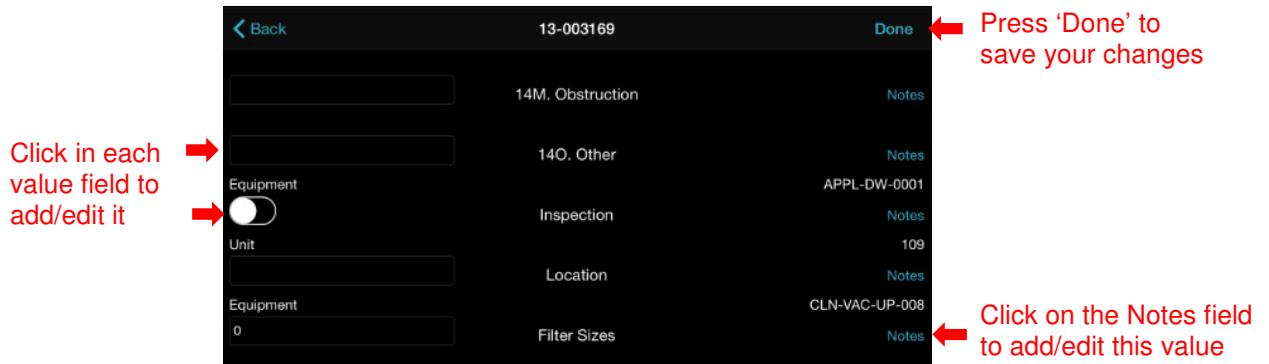
You can access this screen by going to **Menu > Edit Work**. It will bring up the Edit view defined for the selected Work record.



Edit Readings

You can access this screen by clicking on the **Readings** icon at the top of the selected Work record.
Note you can only edit readings if they are already linked to the Work; you cannot add new readings from the app.

From the Readings view, press **Edit** in the top right corner to update the readings.



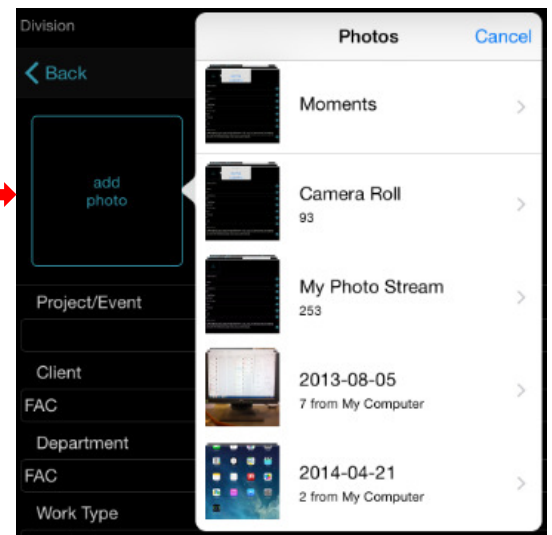
Add Photos

You can access this screen by going to **Menu > Take/Choose Photo** or by clicking on the **Files** icon at the top of the selected Work record.

Selecting **Take Photo** will initiate your device camera. Once you take a picture, you will be prompted to either save it against the Work record or discard and retake the picture.

Selecting **Choose Photo** will open up a list of images directories to choose from. Navigate until you find the image you want, and select it.

You may repeat this process for as many images as you want to add to the Work record.

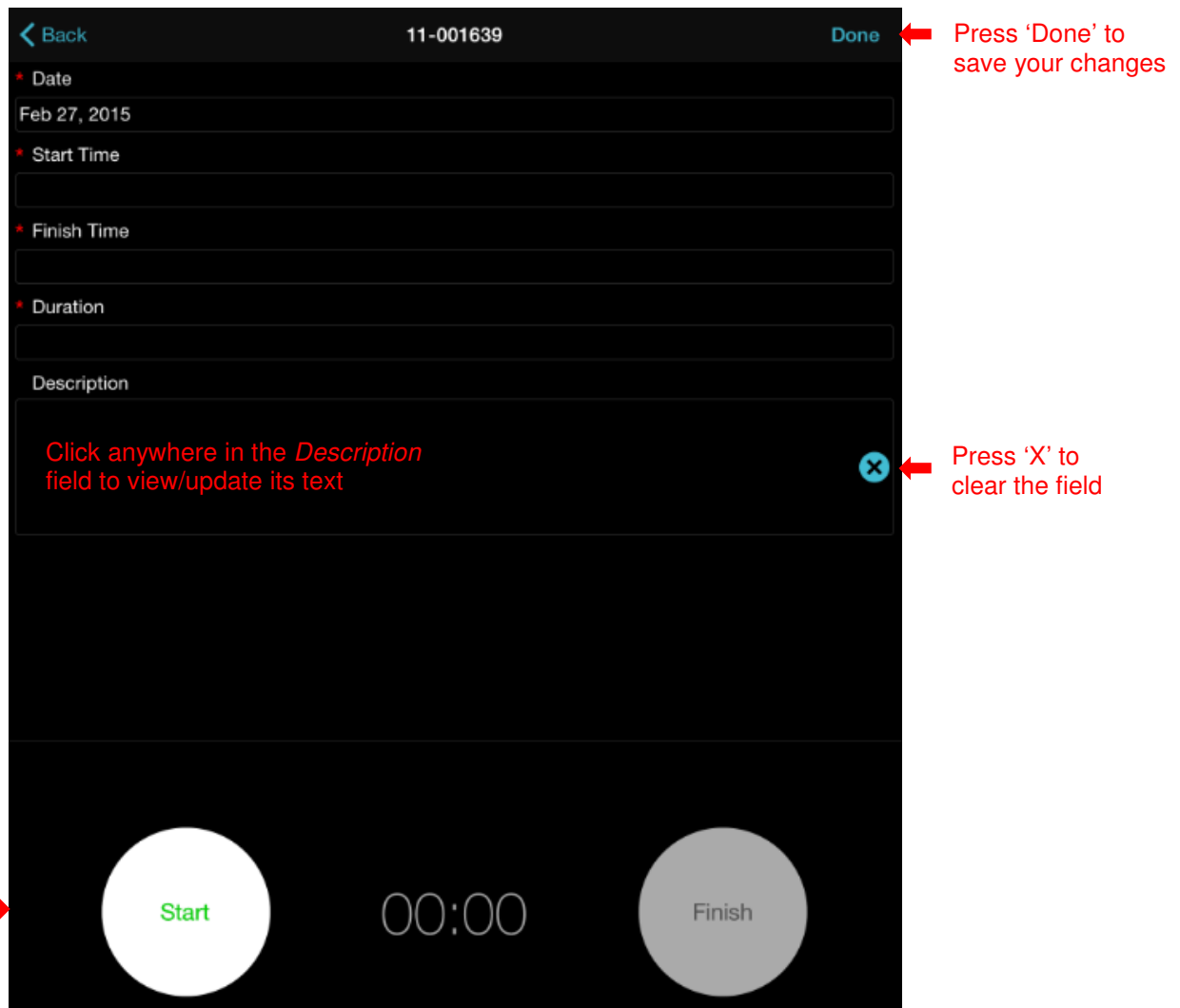


Add Time

You can access this screen by going to **Menu > Add Time**, or by clicking on the Time icon above the selected Work record and pressing “+” in the top right corner of the Time List.

Note you can add time details in one of 3 ways:

1. **Manual entry** – Manually select a time for both the *Start* and *Finish Time* fields. The *Duration* will automatically calculate
2. **Duration default** - This method assumes you are finishing at the current time. Click in the *Duration* field to enter a value. The *Start* and *Finish Times* will adjust to account for this duration, with the *Finish Time* populating as the current time.
3. **Use the timer** – Press **Start** at the bottom of the screen to start the timer. You may leave this screen and perform other actions in the system. Click on the “Timer” link at the bottom of any screen to return to the active timer and press **Finish** to stop it. The *Duration* will populate based on the timer.

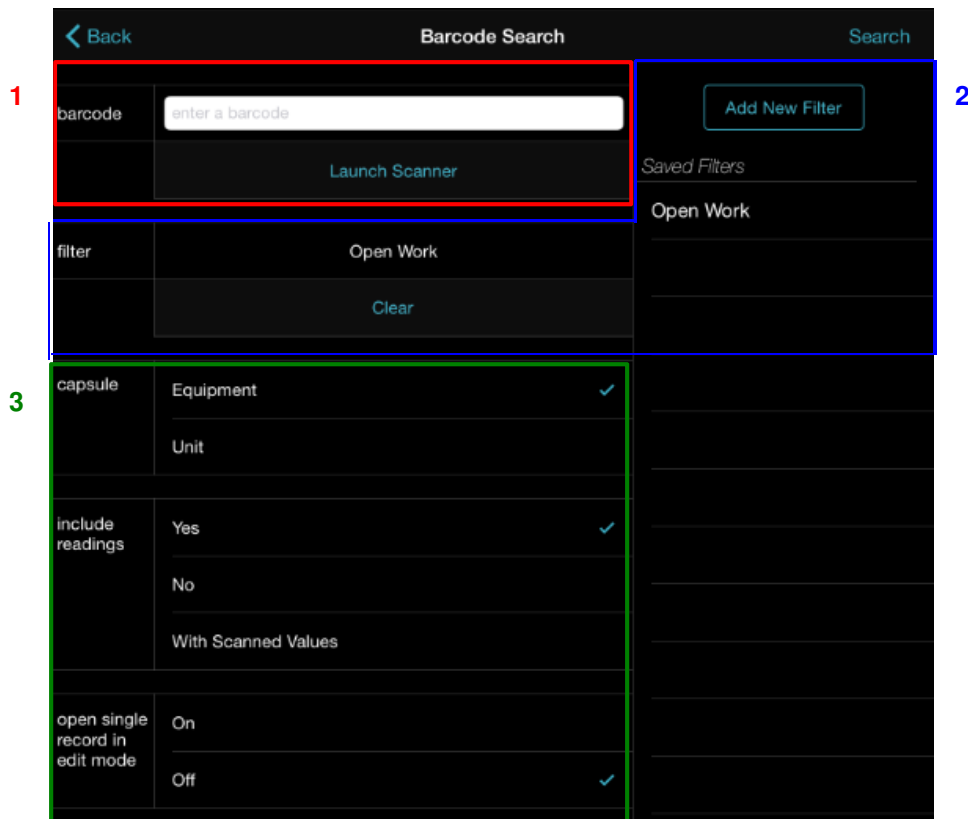


Barcode Search

This option allows you to access Work linked to a scanned Equipment or Unit.

There are three components to this screen:

1. **Scan fields** – you can enter a value in the *Barcode* field or press **Launch Scanner** to initiate your device’s scanner. The scanned value will populate in the *Barcode* field.
2. **Work Filters** – You can create a new filter or choose from the list of Saved Filters to apply to your search. (Filters are created the same way as Saved Searches – see *Work Search* above.) Any Work records linked to the scanned entity will be further constrained by the selected filter.
3. **Options** – For each search you can select the following options:
 - *Capsule* – choose whether you are scanning a piece of Equipment or a Unit
 - *Include readings*
 - i. *Yes* = Include Work with readings linked to the scanned entity; display all readings
 - ii. *No* = Do not include Work with readings linked to the scanned entity; only include Work records explicitly linked to the scanned entity
 - iii. *With Scanned Values* = Include Work with readings linked to the scanned entity, but only display those readings linked to the scanned entity
 - *Open single record in edit mode* – if only one record was returned, take the user directly to the Edit screen for that record

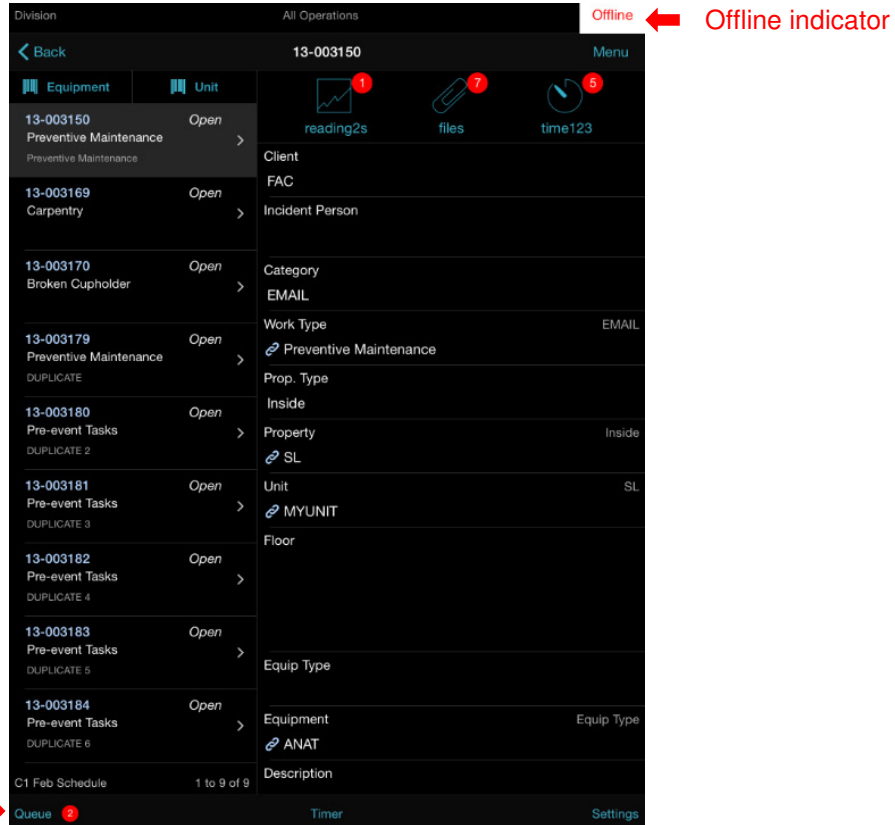


Press **Search** in the top right corner to run the search. The results will be returned in the Work List view.

Offline Mode

If your device has lost connectivity to your AwareManager database, the application will go into Offline Mode.

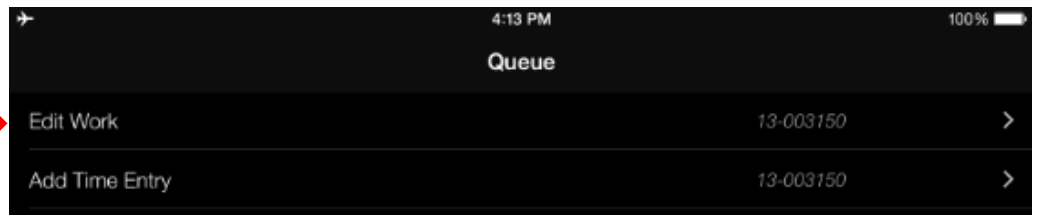
This will be indicated by an “Offline” notice at the top of all screens. During this time, you will only be able to access the results of your last search. Any changes made to these records (or any new records added) will be stored in a Queue. Once connectivity is restored, all updates will automatically be uploaded to the database.



The Queue will indicate how many updates it contains; click here to view the list of items in the Queue.

Changes to a Work record are grouped as one item; changes to linked Time, Files, or Readings are represented as individual items.

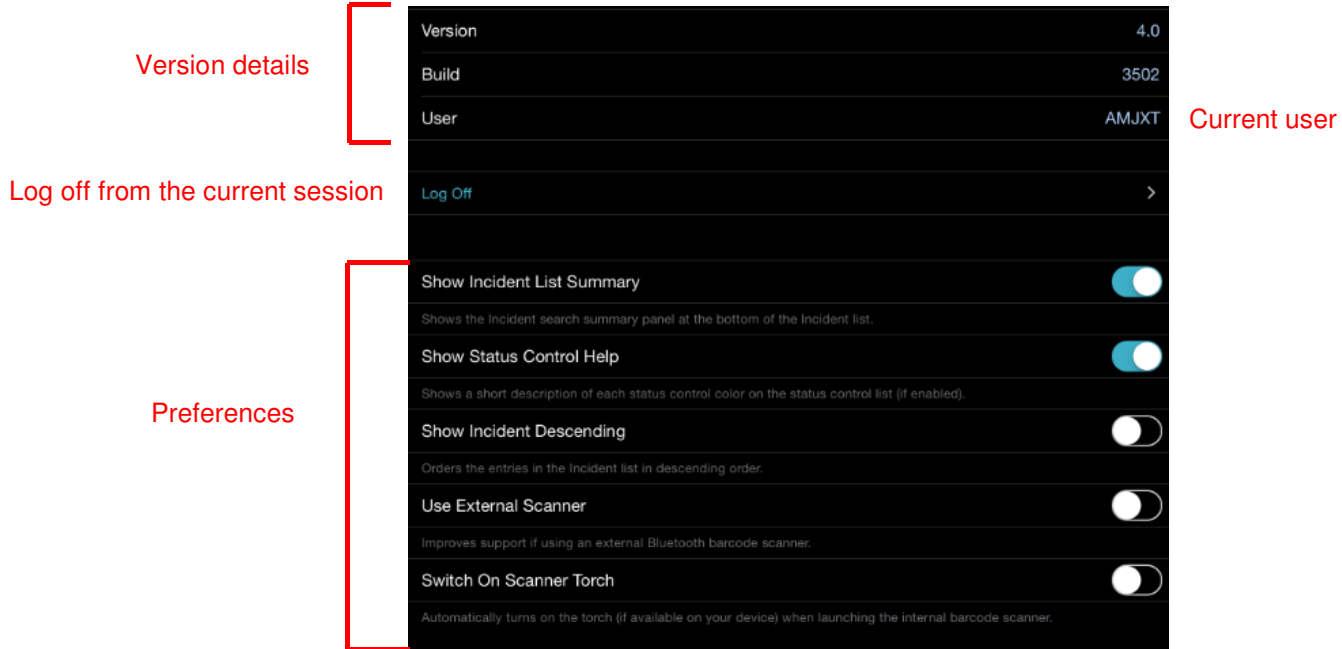
Click on any items to view them in full



Swipe to the left on any item to bring up the **Delete** option. Pressing this will remove the item from the Queue. Any removed items will not be updated in the database once connectivity is restored.

Settings

Pressing the **Settings** link at the bottom of every screen takes you to a page from which you can view application details as well as set preferences for the current login.



Preferences

- *Show Work List Summary* – This displays the current search as well as the total count of records at the bottom of each Work List
- *Show Status Control Help* – Shows a brief description of each Status Control category
- *Show Work Descending* – Displays results in descending order by Work Number (instead of ascending)
- *Use External Scanner* – When barcode scanning is initiated, this will indicate whether the application should invoke the device’s internal camera or an external barcode scanner connected to the device via USB
- *Switch On Scanner Torch* – Automatically turns on your device’s torch (if available) when the scanner is launched

