AWAREMANAGER

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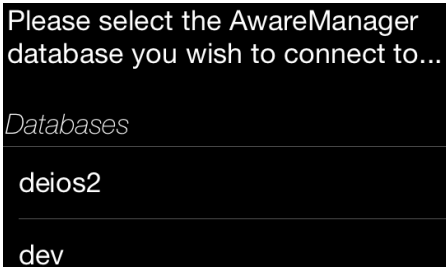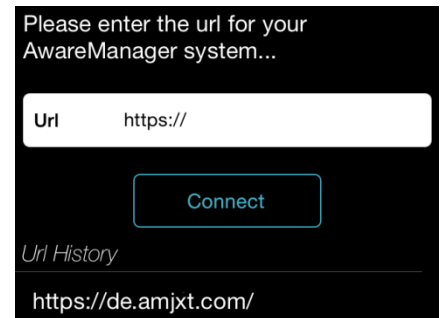
This document details the Work-related components of the application.

System Requirements
- Mobile data or Wi-Fi connection

- iPod Touch, iPhone 4, iPhone 4S, iPhone 5, or iPad 3.

- AwareManager 993 or higher

Log In

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

Please enter the url for your AwareManager system...

Url   https://

Connect

Url History

https://de.amjxt.com/

Please select the AwareManager database you wish to connect to...

Databases

deios2

dev

Tap to select your database from the list.

Enter your username and password into the given fields.

Username   AMJXT

Password   ●●●●●●●●●●●●

Stores your password against the username ➡ ⬤ Save Password?

Automatically signs you in when you open the app ➡ ⬤ Automatically Log On?

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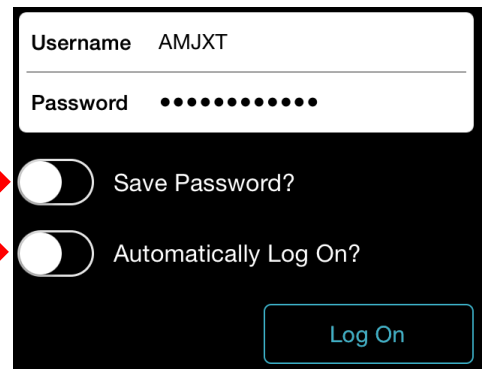
If you are not the only one using the device, you should not save your password or activate the automatic sign-in feature. This will allow anyone else using the device to access the system under your name.

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.
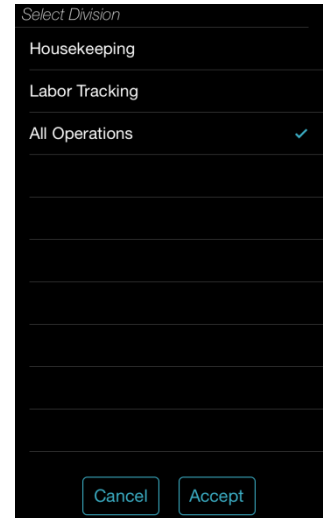
Home

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

Add Work

Work Search

Scan Search

At the bottom of each screen, you will see the following options:

- **Online indicator** – Indicates your current state of connectivity. It will display "Online" in green if you are connected to a network. It will display "Offline" in red text if the device lost connectivity, or "Offline" in red text with a white background if the app was manually set to *Lock Offline* mode

- **Queue** – Click on this to view the list of updated items that are to be uploaded – or are in the process of being uploaded - to your database. *See **Offline Mode** (pg 12) for more details.*

- **Timer** – This will indicate when the timer is active as part of adding time

- **Menu –** You will have the following options:
    - **Lock Offline** – Select this if you want to force the app into offline mode. This is ideal if you plan on performing work that requires you to go to locations with spotty connectivity; this way you can just force the offline mode for the duration of the work instead of dealing with intermittent connectivity.
    - **Settings** – *See **Settings** (pg 13) for more details*
    - **Log Off** – Select this option to log off the app

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.

Save the Work record

Add one or more photos to the record

Press anywhere on a field to input a value.

Press 'X' to clear out the value

Indicates a constrained field
e.g. Unit is constrained by Property

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.
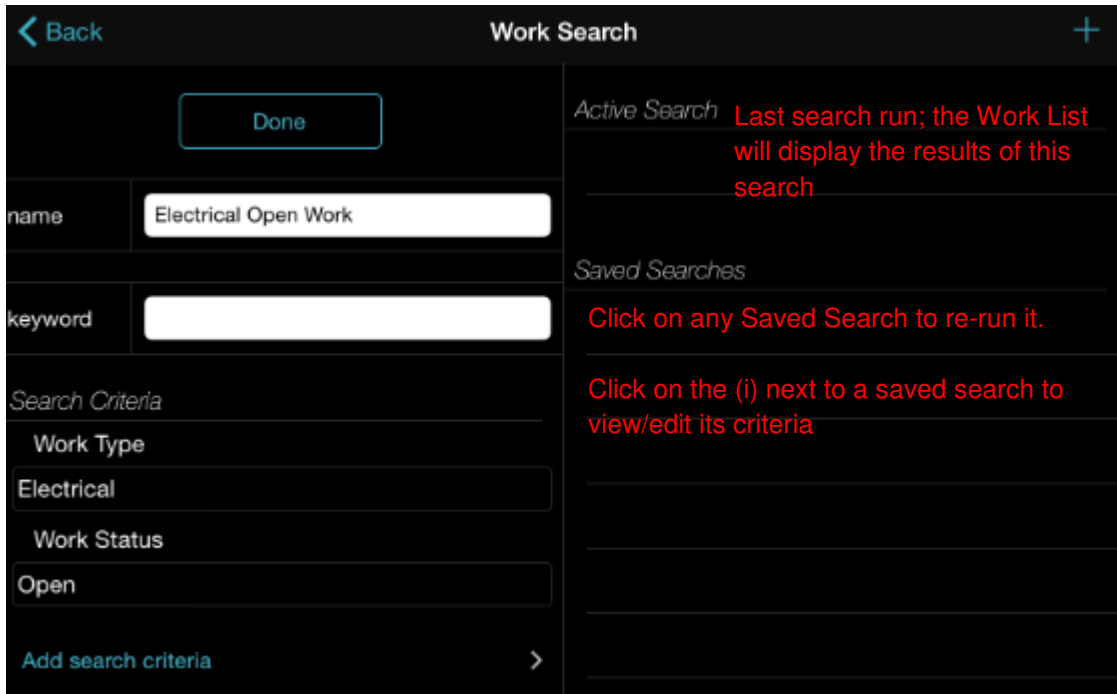

From the **Work Search** screen you can enter a keyword, search by criteria and save your search by giving it a *Search Name*.

In the *Search Criteria* section, you will see all fields currently available for you to search on (e.g. *Assigned To*, *Work Status*, and *Work Type*). You may tap in any field to specify criteria for it. To remove a field from your list, swipe right on it and press the **Delete** button that appears. You can also type any phrase into the *Keyword* field to search by within all fields.

You may search on a range of values for the same field. To do this, tap the area labeled "Add search criteria" and select the field again. It will appear below any existing fields of the same name. Once the field has been added, tap anywhere in that field to set a value.

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. Alternately, you may press **Done** without adding a name; the search will display as *Temporary Search*.

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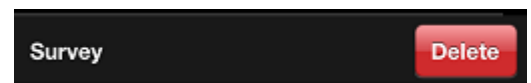

To edit a saved search, click on the ⓘ icon next to it to bring up the saved search criteria. Make any modifications and press **Done** to save your changes. If you just modified your current search, you will need to select it again to re-run it with the revised criteria.

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 color indicators are the same as in JXT.
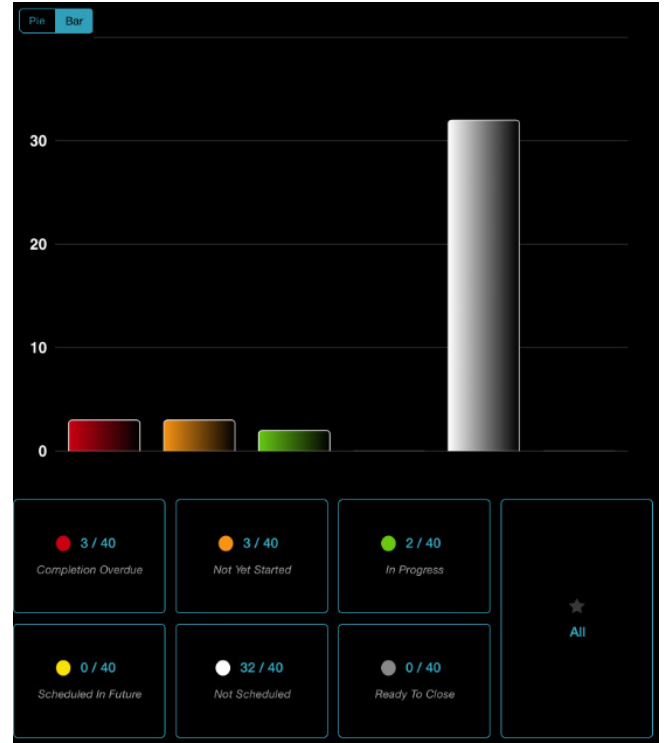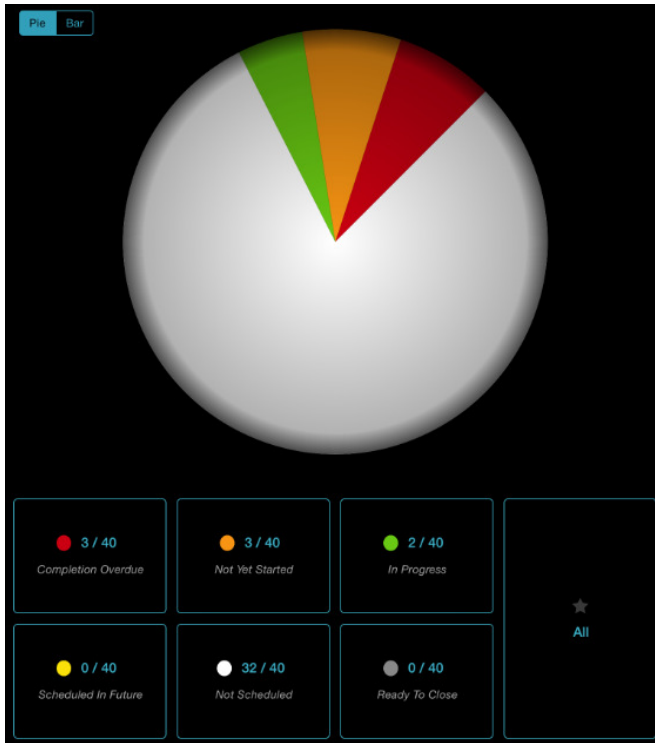
For more on the Status Control Panel, contact your Client Manager.

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:

Edit the selected Work record

Go back to Search ➡

Perform a scan to filter the current Work List

*(See **Scan Search** for more details)*
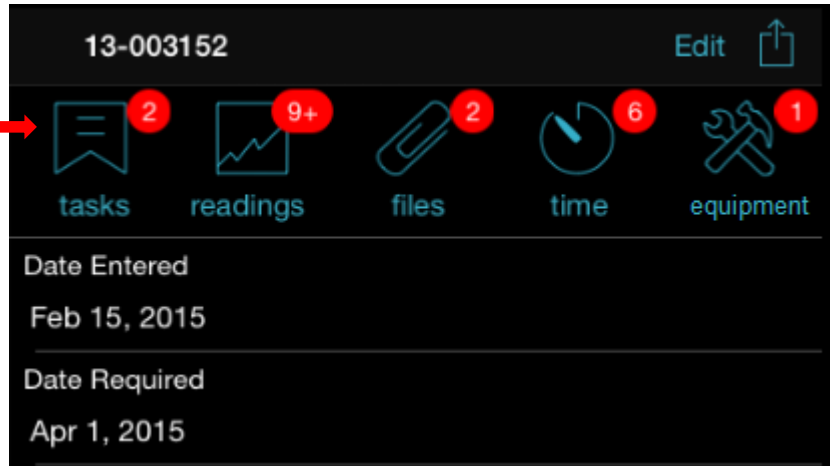
Select a record to view more details ➡
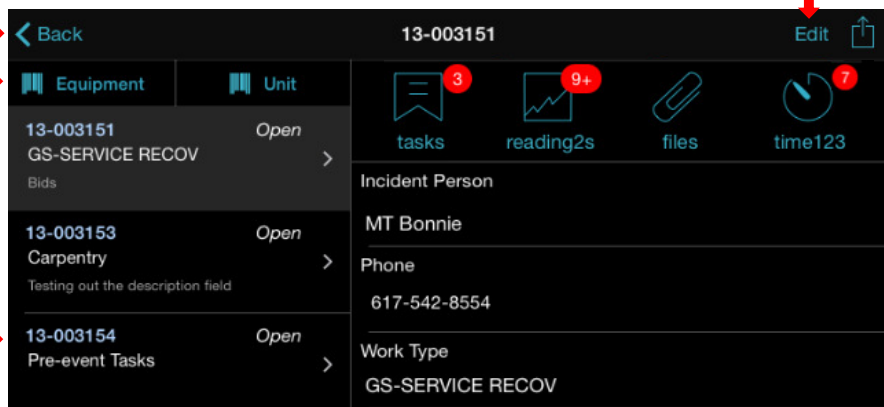
Menu options include:
- **Add Work**
- **Take Photo**
- **Choose Photo**
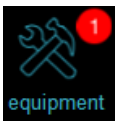- **Add Time**
- **Email Work**

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 view/add the corresponding records.

A number indicates that there are already values linked

Click on the *Description* or *Notes* (or any multiline text fields) to view them in full

13-003152   Edit

tasks readings files time equipment

Date Entered
Feb 15, 2015

Date Required
Apr 1, 2015

Click on Equipment to display details for the piece of Equipment linked to the Work record

Equipment Details

This icon will appear along the top if you selected Work that has an Equipment record explicitly linked to it. Clicking on this icon will display details for the linked Equipment.

Manufacturer
Unit

< Back   AHU-001

ALFA LAVAL   Some_Model
1-COACH CLB   C1
                    Some_Serial_Number
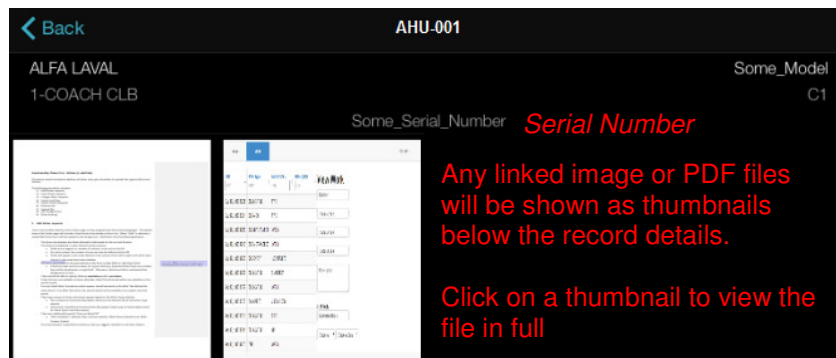
Model Number
Property

Serial Number

Any linked image or PDF files will be shown as thumbnails below the record details.

Click on a thumbnail to view the file in full

Unit Details

This icon will only appear if you perform a Unit scan, either via Scan Search or filtering a Work List by a Unit scan. Clicking on this icon will display details for the linked Unit:

Number
Floor

< Back   SUITE 101

1001   C1
flr   rm

Property
Room

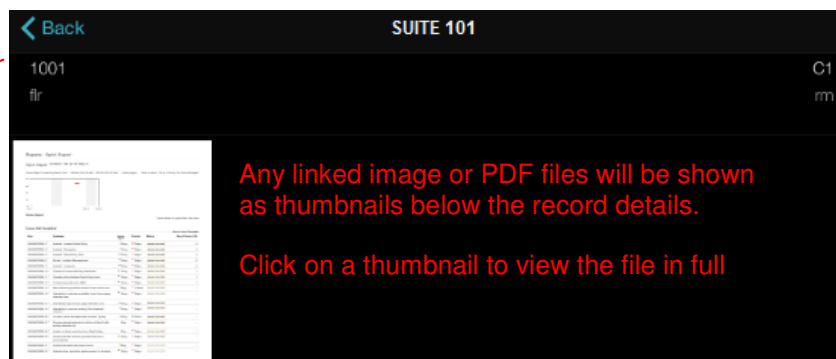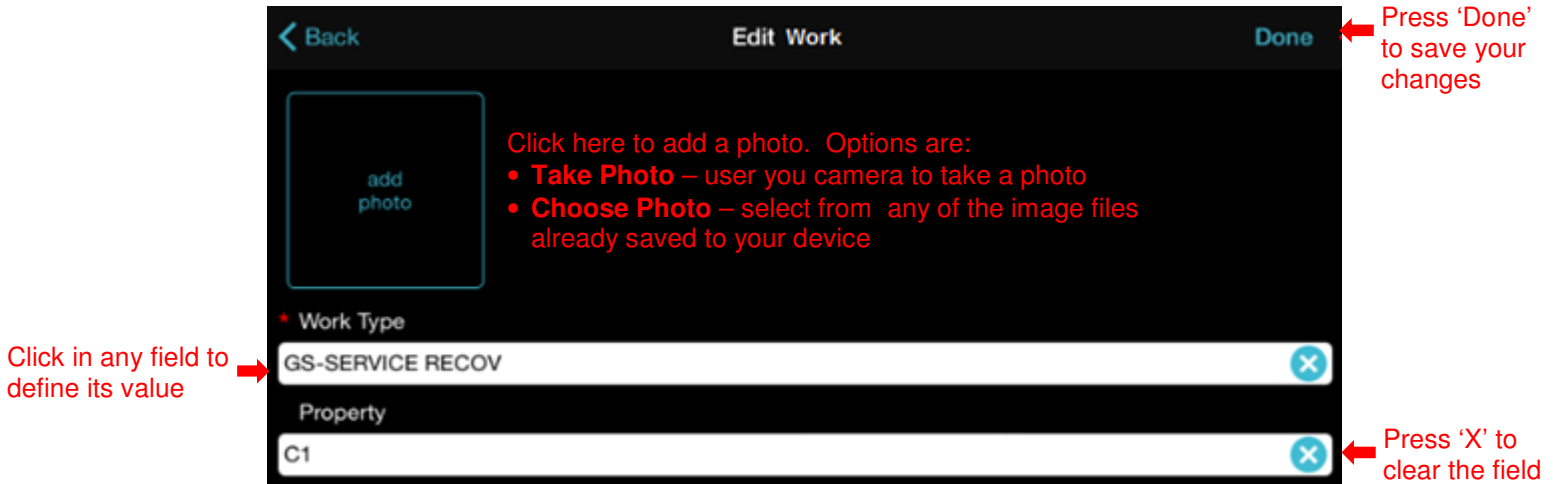Any linked image or PDF files will be shown as thumbnails below the record details.

Click on a thumbnail to view the file in full

Edit Work

You can access this screen by pressing the **Edit** option above the record in View mode. It will bring up the Edit view defined for the selected Work record.

Press 'Done' to save your changes

Click here to add a photo. Options are:
• **Take Photo** – user you camera to take a photo
• **Choose Photo** – select from any of the image files already saved to your device

Click in any field to define its value

Press 'X' to clear the field

Tasks

This screen displays each Task linked to the selected Work record. For each task, it will display the following:

- General Notes – click on this link to display the *Notes* defined for the given task. Clicking on the text again will hide it

- Instruction Checklists – For each instruction listed, you can check it off and/or enter Notes. There will be a color indicator at the top of the screen corresponding to the items to be checked off. It will display as red if no items are checked off, yellow if at least one item has been checked off, and green once all have been checked.

  For each item checked off, the corresponding Instructions will populate in Aware with the current user logged in, the date/time the task was checked, and any notes entered.
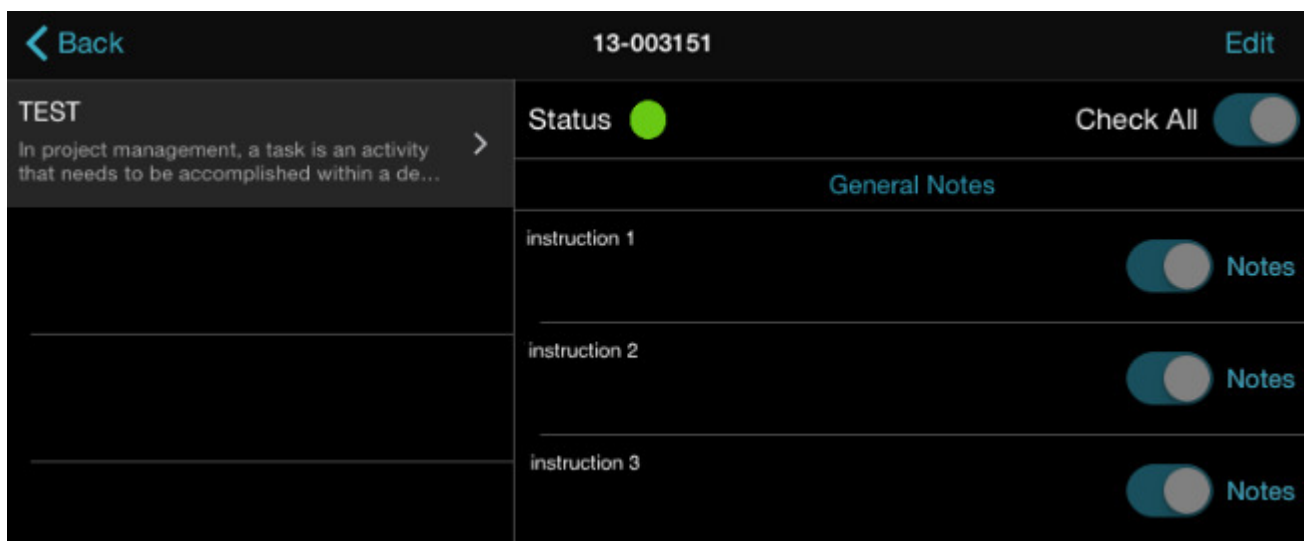
Readings

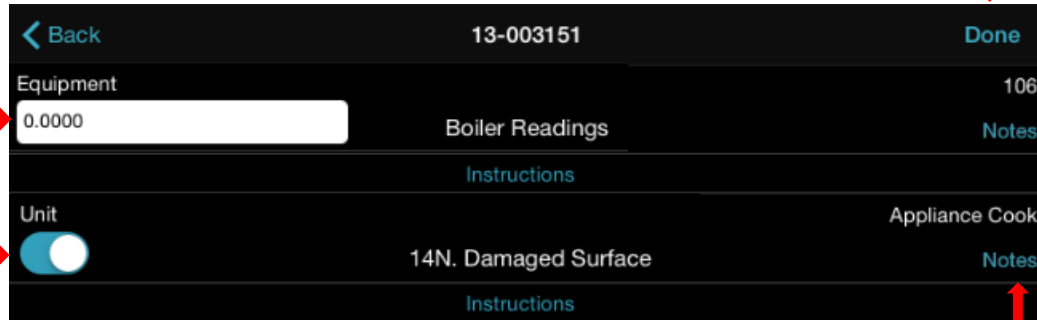You can access this screen by clicking on the **Readings** icon at the top of the selected Work record.
Note you can only edit readings if they are already linked to the Work; you cannot add new readings from the app.

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

Press 'Done' to save your changes

Click in each value field to add/edit it

Click on the *Instructions* field to view additional instructions for completing the reading. Click anywhere on the pop-up to close it.

Click on the *Notes* field to add/edit this value

Files / 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.
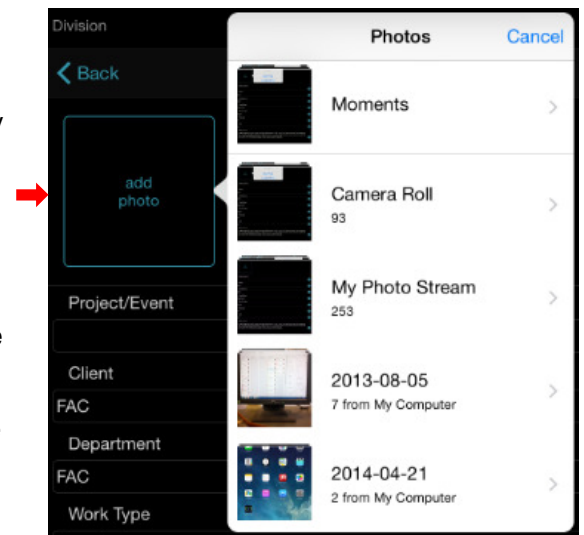
Email Work

This feature will only work if you have an email account associated with your device.

Selecting this option will open your device's default email client and create a new outgoing email. The body of the email will populate with all of the details available in the current user's View mode. In addition, any linked images will be embedded at the end of the email. You must select one or more recipients to send the email to.

Note: The email history will be stored in your email client, not in the AwareManager app.

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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.

Press 'Done' to save your changes

Click anywhere in the *Description* field to view/update its text

Press 'X' to clear any field

Press '+' to add additional contacts. A separate Time record will be created for each additional person listed here.

Press 'Start' to initiate the timer

Scan Search

Scan Search Screen

This option allows you to access Work linked to a scanned Equipment or Unit using the following options:

1. **Scan fields** – you can enter a value in the *code* field or press **Launch Scanner** to initiate your device's scanner. The scanned value will populate in the *code* 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
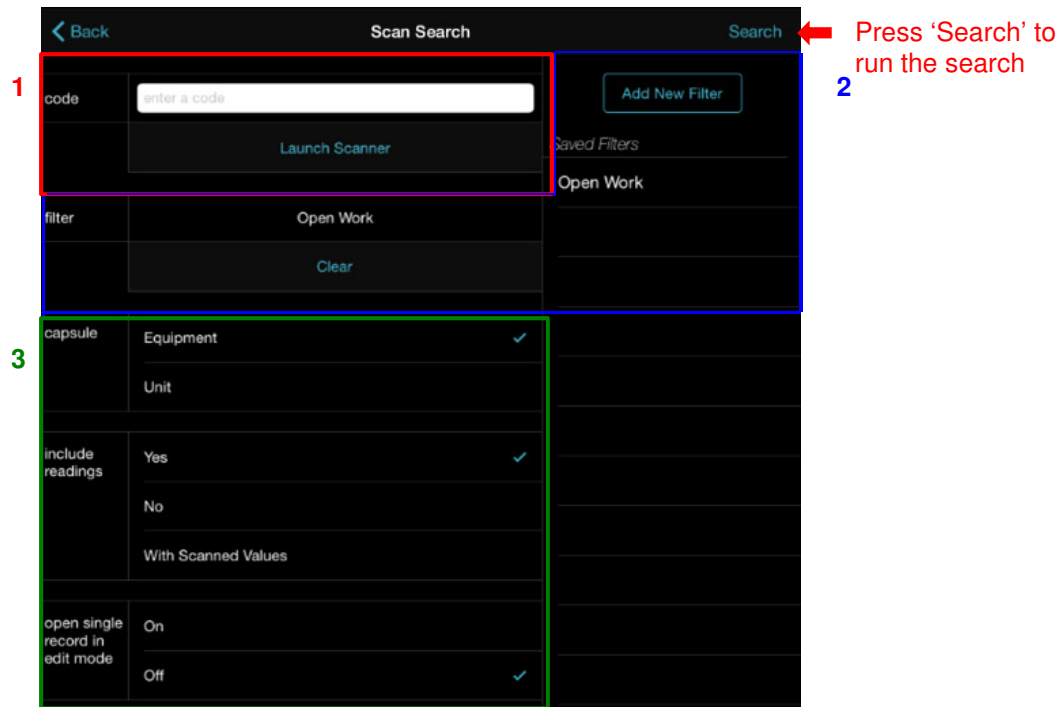

Work List Filter

Alternately, if you are viewing the Work List you will notice an Equipment and Unit tab above the results. Press either to initiate the scanner for that entity. The app will search the current Work List for a match against the scan, and return those results.

Offline / Lock Offline Mode

If your device has lost connectivity to your AwareManager database, or you manually chose *Lock Offline*, 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.

Note: Once you have gone into Lock Offline mode, the device will not automatically reconnect. You must go to **Menu > Unlock Offline** for the device to try to reconnect to a network.
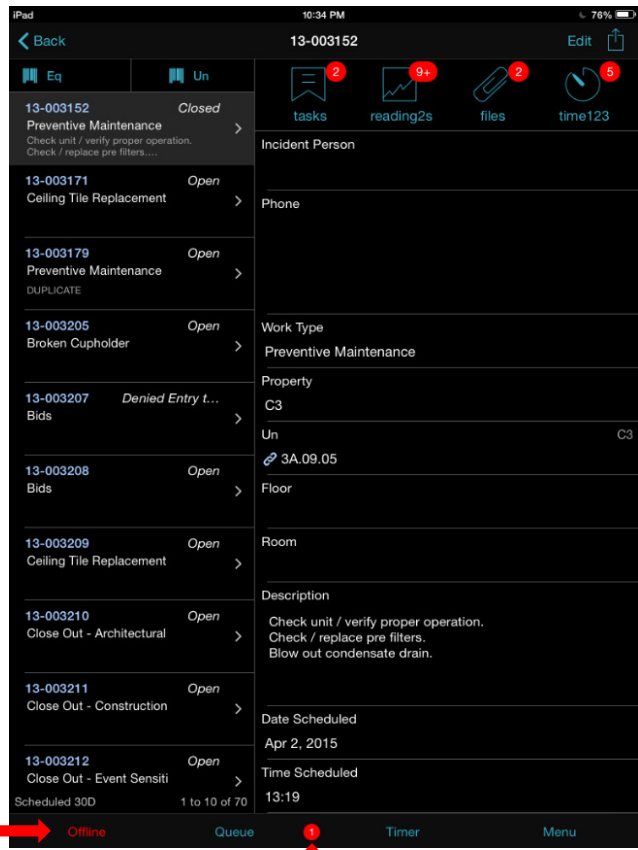
Offline indicator (connectivity lost).

This has a white background to distinguish when the user selects *Lock Offline*.

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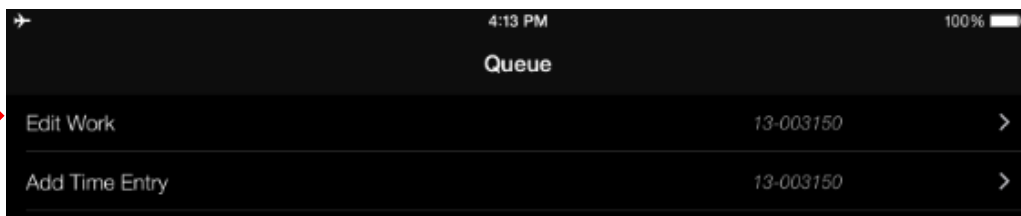
Swipe to the left on any item to bring up the **Delete** option. Pressing this will remove the item from the Queue. Any removed items will not be updated in the database once connectivity is restored.

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.

Version details

Current user

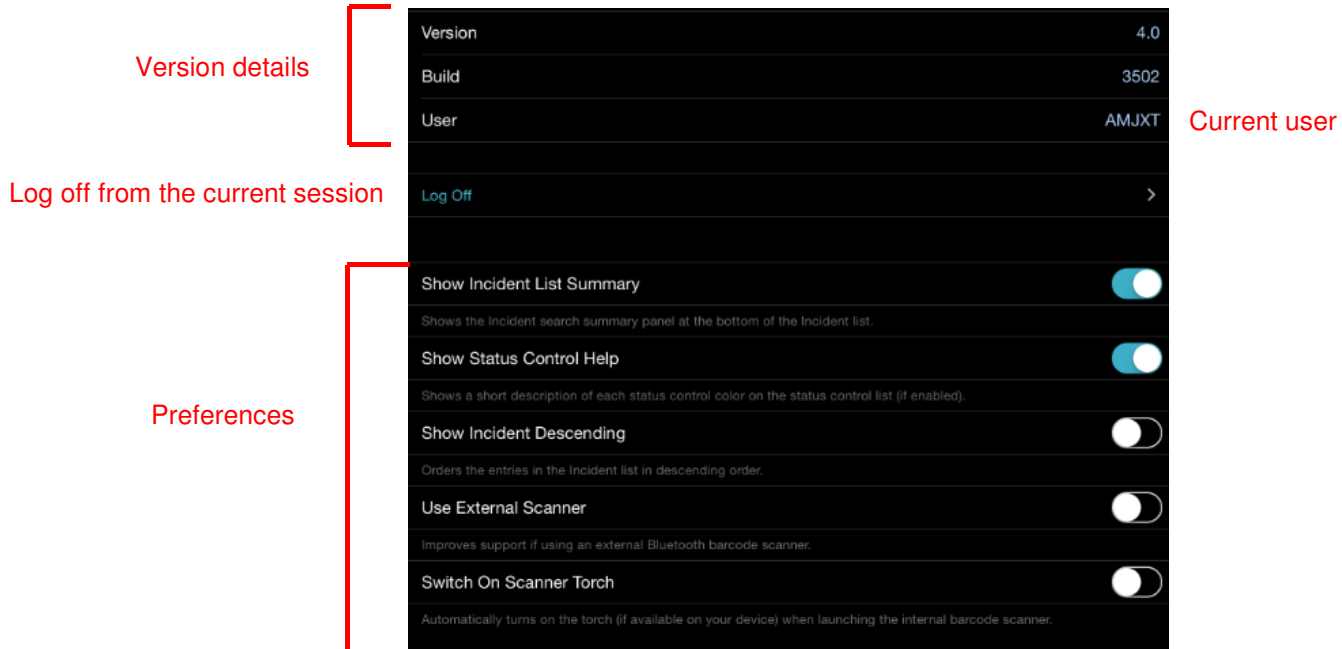Log off from the current session

Preferences

Version	4.0
Build	3502
User	AMJXT
Log Off	>
Show Incident List Summary	
Shows the Incident search summary panel at the bottom of the Incident list.	
Show Status Control Help	
Shows a short description of each status control color on the status control list (if enabled).	
Show Incident Descending	
Orders the entries in the Incident list in descending order.	
Use External Scanner	
Improves support if using an external Bluetooth barcode scanner.	
Switch On Scanner Torch	
Automatically turns on the torch (if available on your device) when launching the internal barcode scanner.	

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 decending 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

Electrical Open Work		1 to 3 of 3
● 3 / 40 Completion Overdue	● 3 / 40 Not Yet Started	● 2 / 40 In Progress
● 0 / 40 Scheduled In Future	● 32 / 40 Not Scheduled	● 0 / 40 Ready To Close