AWAREMANAGER

AwareManager Mobile – Android 5.1
Quick Reference

Overview

AwareManager Mobile is an Android app designed to communicate with information stored in AwareManager.

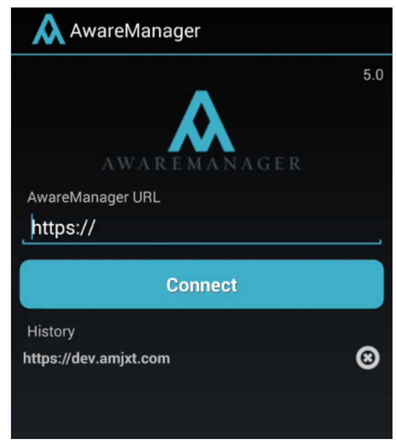
The app can be installed directly through Android Market app on the phone or remotely through the Android Market (Google Play Store) https://play.google.com/store/search?q=awaremanager

Once the app is downloaded on the phone, it becomes available from the phone's Applications Menu.

System Requirements

AwareManager Mobile requires the device to run Android 4.0 or higher.
Your instance of AwareManager has to be at Suite 60 or higher.

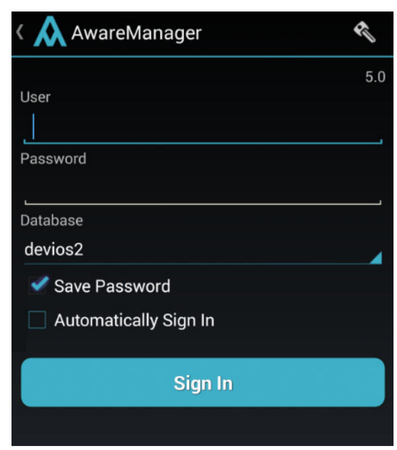
The App can connect to AwareManager using both your wireless network (Wi-Fi) and mobile Internet services (mobile data).



Sign In

The first time you use this app, you will need to select your database URL and press **Connect**.

Once you have connected to your database, you will be asked to submit your credentials:
- *User* – login
- *Password*
- *Database* - if you have multiple databases to choose from, select the appropriate one



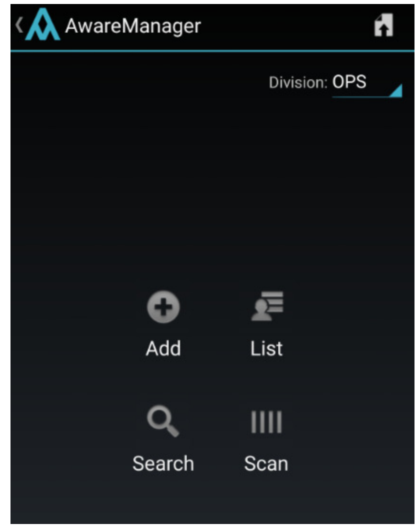
Other options include:
- *Save Password* – stores your password against your username
- *Automatically Sign In* - this will keep you signed into the app; pressing the icon from your device Home screen will take you directly to the app home screen.

Note: If you are not the only one using the device, you should not activate these features, as someone else would be able to access the system under your name.

Press **Sign In** to proceed.

Home

From the Home screen you will choose how to start your work.



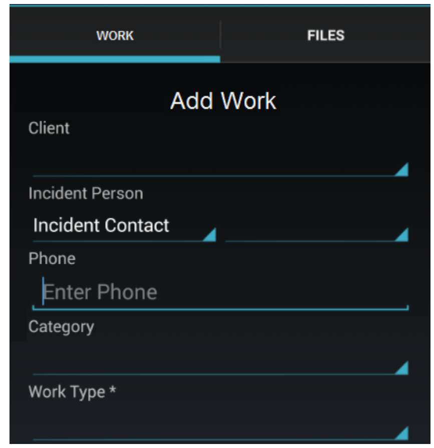
Division

You should first start by selecting the division to work in. If you only have access to one division, that will be your default. If you have access to multiple divisions, you will have the ability to choose the division you want to work in from the drop down menu in the top right corner.

Next you can select from any of the following options:

- **Add** - add a work record
- **Search** – perform a search to find a range of work records
- **List** – display all of the work records returned from your last search
- **Scan** – perform a work lookup on a piece of equipment or unit via its barcode/QR code/etc.

Add



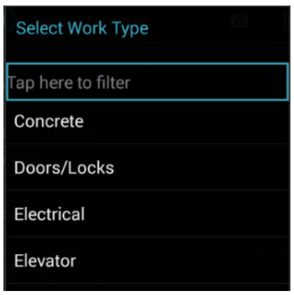
This will take you to the Add Work screen, where you will see tabs for **Work** and **Files**.

Work

The Work fields you see are based on your user access; contact your system administrator with any questions.
Click in each field and enter the information. Once you are done (making sure to complete any mandatory fields marked with *), save your changes by pressing the icon in the top right corner or the **Save Work** button at the bottom of the form.

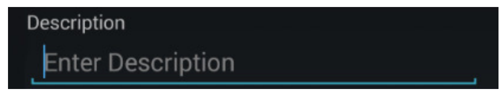
On this form you will see the following types of fields:

Linked fields



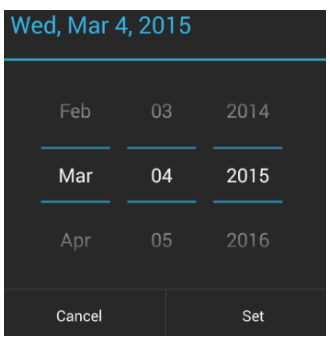
Clicking in a field with an will open a list with options to choose from. You can scroll through the list or use the filter field at the top to narrow down your results.

Free-form (Text) Fields

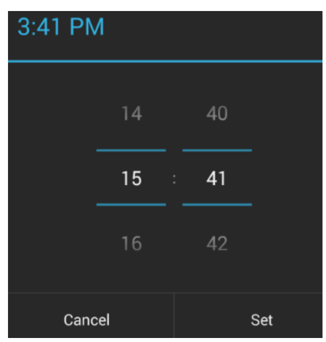


Clicking in this field will open your device's keyboard.

Date Fields



Time Fields



Select the appropriate date or time value and press **Set** to save it.

Files

You can also link one or more images to your record before saving it. Any images added will appear under the **Files** tab.

To add an image, press the icon in the top right corner. You can choose from the following options:

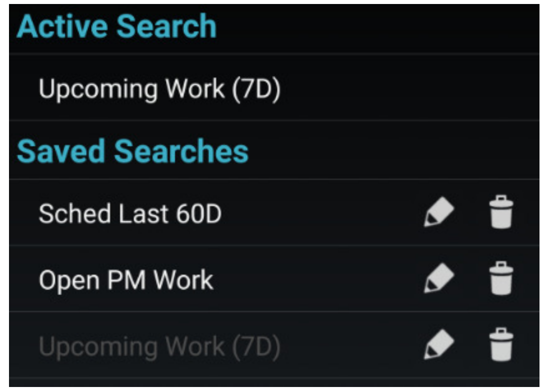
- **Camera** – Initiates your device camera to take a picture. You will be prompted to save the picture or discard it and take a new one
- **Gallery** – Select the file from any of your directories where images are saved

Repeat for each image you want to save against the Work record.

Once a work record is added, it will appear in the Work List view.

Search

From the Search page you can choose from Saved Searches or create a new one.



Saved Searches
Searches are saved against the current device for the current user. Select any result to be taken to the Work List to view your results.

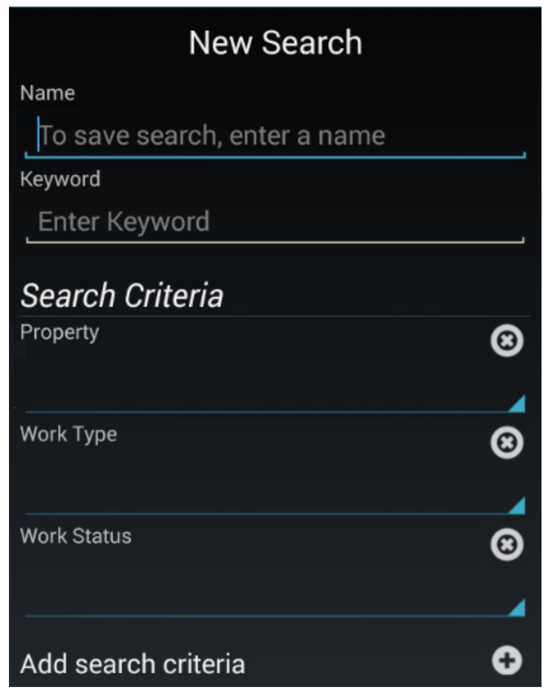
To edit a saved search, press the icon next to it. You will be taken to a screen displaying the current search criteria defined with the option to add/modify/remove criteria. Only the name cannot be modified.

To remove a search permanently from your device, press the icon next to it.

Add Search
Press the icon in the top right corner to add a new search as follows:

- *Name* – if entered, it will be stored under your Saved Searches
- *Keyword* – enter any text to perform a keyword search on
- *Search Criteria* – press "Add search criteria" to select each field you want to search on. For each field added, click in it to select your specific criteria.

  Note: When entering dates, you will have the option to specify whether the range is "Relative" (choose from such options as "Last 30 days" or "Next 7 days") or "Absolute" (specify a date range)



Once you are done entering criteria, press to run your search.

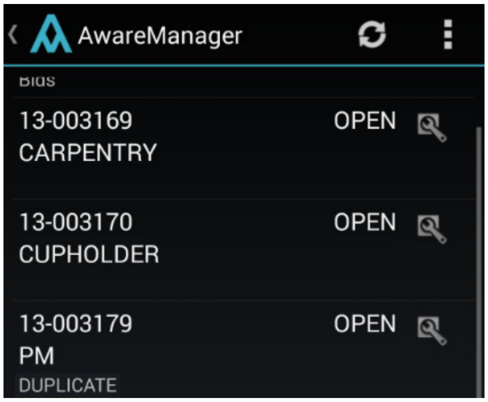
Your results will be displayed in the Work List view.

When you return to the Search screen, the last search you ran will be listed under **Active Search**. If the search was created but not saved (i.e. a name was not defined), it will display as "Temporary Search".

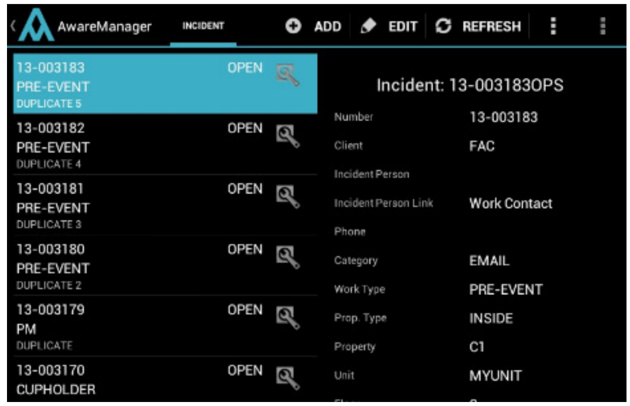
List

From the List view you have the ability to view or edit work records. Your view will be different depending on whether you are using a tablet or a smaller device, such as a smartphone:

List View (smartphone)



List/Form View (tablet)



Clicking on a record will bring you to the next screen to view it in full on a smartphone; or it will display the view details in the right pane of a tablet. Depending on the details linked to the selected record, you may see a few tabs on the tablet (Work, Files, Readings, Tasks, and/or Time). Click on any option to view those details in the right pane.

On both types of devices, click on the icon to access the following options:

- **View** – view the selected Work details
- **Edit** – edit the selected Work record
- **Add Time** – add time to the selected Work record
- **Email Work** – email the selected Work record
- **Attach Picture** – attach a picture to the selected Work record

On a smartphone, the icon in the top right corner will have the following options:

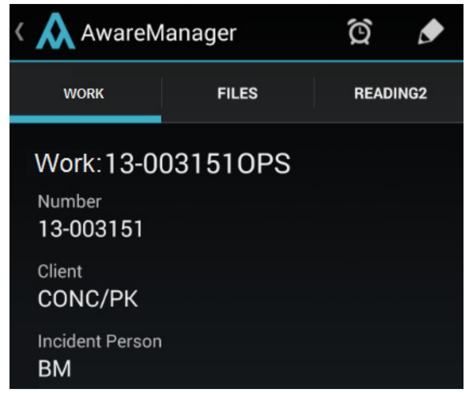
- **Add** – add a new record; it will appear in your list
- **Search** – takes you to the active searches list
- **Scan** – takes you to the Scan Search screen
- **Queue** – takes you to the queue to view any records to be uploaded when connectivity is reestablished
- **Sort in Ascending** / **Descending Order** – Reorders the list in ascending/descending order by Work Number

On a tablet, you have additional menu options along the top of the screen:

- **Add** – add a new record; it will appear in your list
- **Edit** – edit the selected record
- – selecting this menu will give you the following options:
  - Attach Picture – to the selected Work record
  - Add Time – to the selected Work record
  - Scan – go to the Scan Search screen
  - Queue – go to the Queue
  - Sort in Ascending Order – sorts the current list in ascending order by *Number*
  - Sort in Descending Order – sorts the current list in descending order by *Number*
- – selecting the leftmost menu will give you the option to return to the Search screen

Press the icon in the top right corner to refresh your current search results.

View



From the View screen you can view details of the selected Work record. The fields you see are based on your user access; contact your system administrator with any questions.

In addition, you may see the following tabs along the top of the Work record: Files Readings, Task, Time. They appear horizontally in the smartphone view (you may have to scroll to see all tabs) and from a single menu option on a tablet. Note the Reading and Task tabs will only appear if you have Readings or Tasks linked to the Work record.

From this view, you can access the following icons in the top right corner:

- – email the record
- – add Time details
- – edit the record

Edit

From the Edit screen you can edit any details of the Work record or its associated tabs:

Work

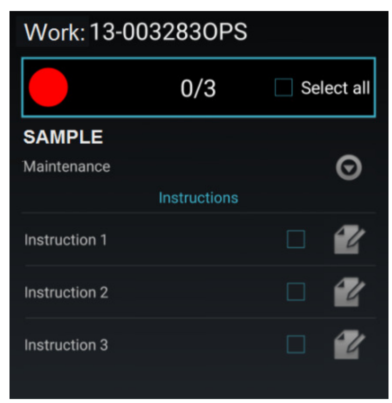
In the **Edit** mode, you may close a work record, change information on the work record, and add notes to the work order. When you are finished, press in the top right corner to save your changes.

Files

From this tab, you can view thumbnails of any attached PDF or image files. Click on a thumbnail to view the image in full; click again to close it.

Readings

From this tab, you can view and edit any Readings linked to the record. Note you cannot add new readings from here; they must be populated within JXT.



Tasks

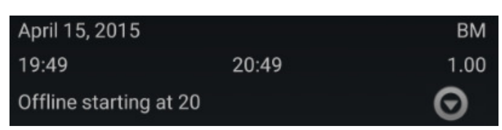
From this tab, you can view the following for each linked Task:

- *Notes* - Click on the arrow to the right of the Task Code to expand the Notes defined; click on the instructions again to hide them
- Instructions - As each task is carried out you should check its corresponding checkbox (or press *Select all* when you are done carrying all the tasks out). You may also click the icon to add notes as needed

In Edit mode, you will also see an indicator above all Instructions of the total selected out of those listed. The circle will display red when none are selected, yellow when at least one is selected, and green once all are selected.

Time

From this tab, you can view the following details for each time record linked to the work: *Date, Contact, Start Time, End Time,* and *Description*. Press to expand the *Description*.



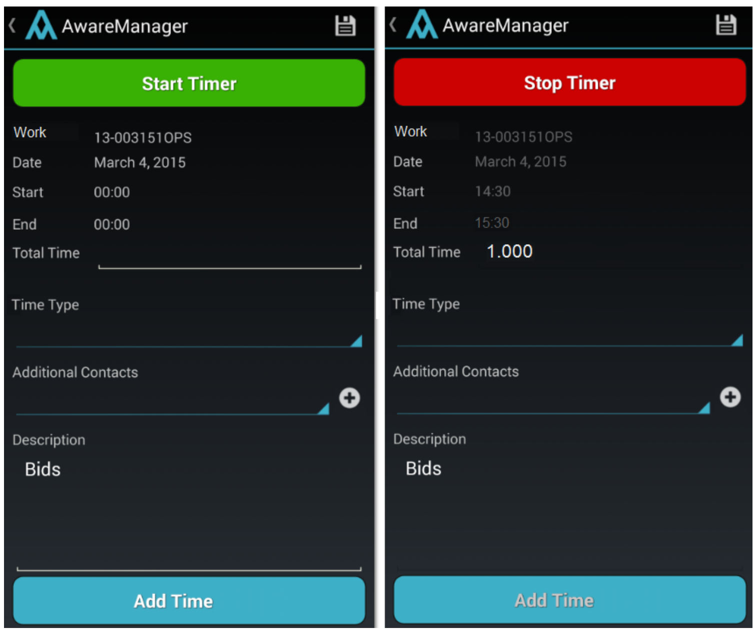
Pressing gives you the additional options to attach a picture and manipulate any linked Readings.

Add Time

You can add time details by selecting it from a list view menu (or), or pressing .

Once on the Time screen, you can create a new time detail in one of 3 ways:

1. **Manual entry** – Click in the *Start* or *End Time* fields for the current time to populate, and then manually adjust the other value. The *Total Time* will automatically calculate.
2. **Duration default -** This method assumes you are finishing at the current time. Click in the *Total Time* field to enter a value. The *Start* and *End Times* will adjust to account for this duration, with the *End Time* populating as the current time. Changes to the *Total Time* value will cause the *Start Time* to adjust.
3. **Use the timer** – Press **Start Timer** at the top of the screen to start the timer. You may leave this screen and perform other actions in the system. Click on the icon in your system tray to return to the active timer and press **Stop Timer** to stop it. The *Total Time* will populate based on the timer value.



Additional details can be entered along with the duration information:

- *Time Type* – select the appropriate value; note this field will not appear if options have not been defined
- *Additional Contacts* – press to select additional Contacts to create a time entry for anyone in addition to yourself. Repeat this process for each additional contact you want to associate time with.
- *Description* – enter a description of the time spent

Once you have entered the correct information, save the record by pressing **Add Time** at the bottom of the screen or in the top right corner. A time record will be stored against the current Work record for you as well as any *Additional Contacts* selected.

Email Work

When selecting this option, you will first be prompted to select an email client; you must have an email account set up for the selected app. All of the details currently visible in your View Work mode will populate in the body of the email while any linked files will be included as email attachments.

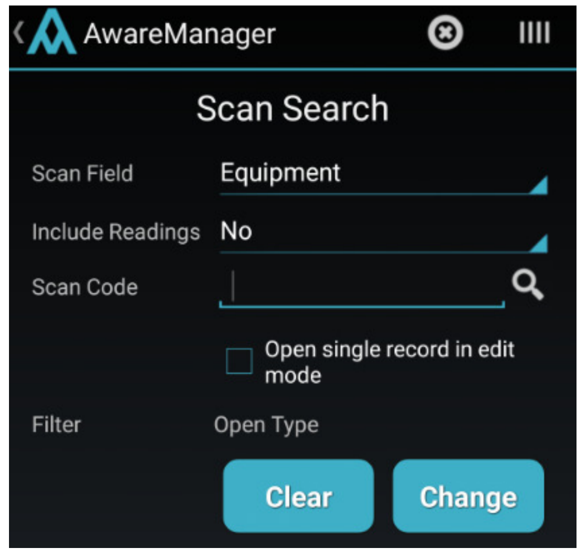
Note: You must have the *Number* field included in View mode in order for this value to be displayed in the subject.

Scan

Note: You must have a barcode scanner installed on your device for this feature to function properly. If your device does not have a barcode scanner already installed, AwareManager mobile will bring you to a basic scanner app on Google Play in order to download it. The Android App should be compatible with most scanners.

Selecting this option from the Home screen brings you to the barcode screen. The barcode screen can be customized with search criteria that allow you to narrow your potential results before scanning the barcode to retrieve work.

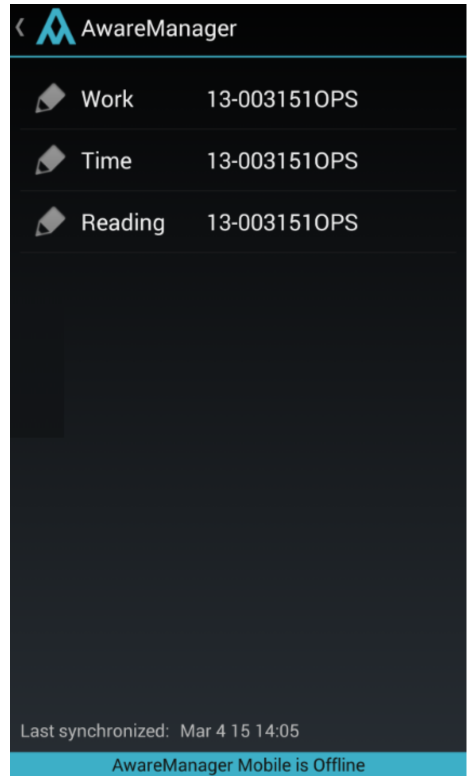
The fields are as follows:



- *Scan Field* - select Equipment or Unit, depending on the entity you are scanning
- *Include Readings* – this value determines where on the Work record the scanned value is searched. Options are:
  - *No* – No readings are included in the search; it only searches for Work explicitly linked to the scanned Equipment/Unit
  - *Yes* – Searches for work records that contain Readings linked to the scanned Equipment/Unit (in addition to those explicitly linked to the Work record itself)
  - *With Only Scanned Value* – Searches for work records that contain Readings linked to the scanned Equipment/Units, but will only display Readings that match your scan, hiding all other Readings on the Work record
- *Scan Code* – press to initiate your device's barcode scanner and scan the entity
  Note: You should scan the barcode last, as the search will run as soon as a barcode is detected
- *Open single record in edit mode* – if selected and only one record is returned by the search, it will automatically be opened in Edit mode instead of List/View mode
- *Filter* – select any filters you want to use to further constrain your results. See the section on **Search** for more information on defining filters.

After completing the scan, any results will appear in the List. You may select the work record that you would like to view or edit. Within the work record itself, you will see an additional option to view **Equipment** or **Unit**. This will display details from the scanned entity.

Offline Capabilities



You are able to work offline with AwareManager Mobile. If you lose Wi-Fi or 3G/4G service (or turn it off), you can still add work records. If you had previously searched for records which are still accessible when accessing the **List**, you can edit these records.

Any newly-added records or records that you edit will be synched to the database once you re-establish an internet connection.

You can see what new records/changes are being stored by accessing the **Queue**. This is accessible by pressing in the top right corner of the Home screen, or from the menu in the Work List view.

You can click on any lines in the Queue to view the changes, or press to edit them. In either case you will be taken to the record in which the change was made.