

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 68.3 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:

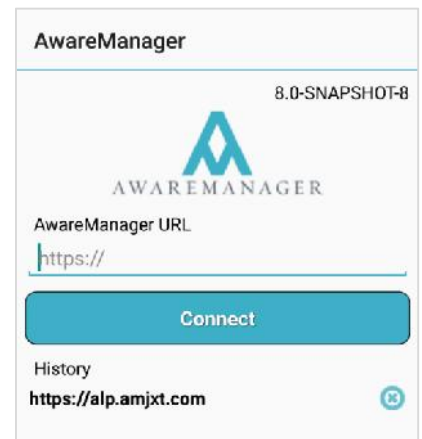
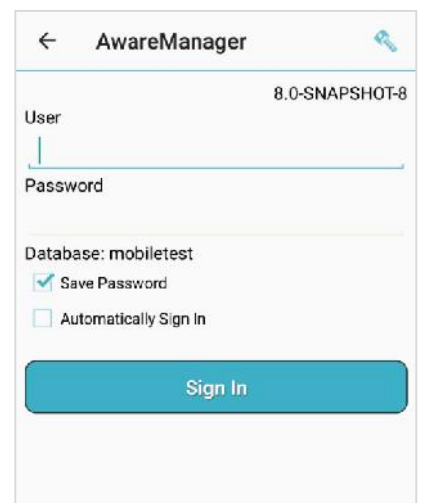
- *User* – login
- *Password*
- *Database* - if you have multiple databases to choose from, select the appropriate one

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

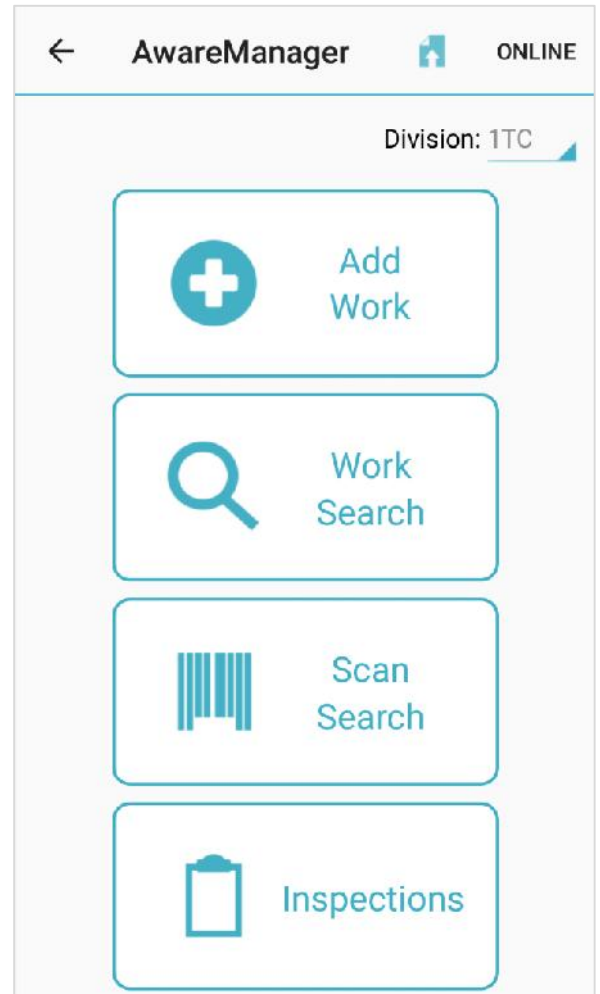
From the Home screen you will choose how to start your work.

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.

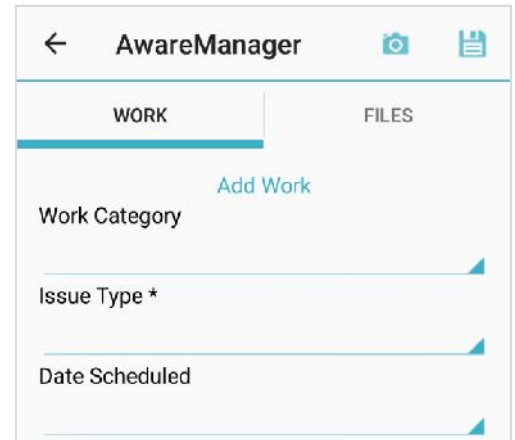
Next you can select from any of the following options:

- **Add Work** - add a work record
- **Work Search** – perform a search to find a range of work records
- **Scan Search** – perform a work lookup on a piece of equipment or unit via its barcode/QR code/etc.
- **Inspections** – view and edit work in Inspection mode, where the emphasis is on the completion of readings




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 linked field 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.

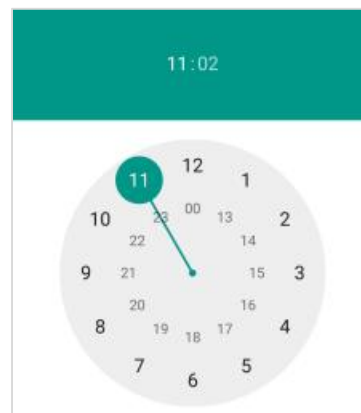
Date Fields



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


Note the Date & Time choosers may appear different based on the type of device you are using.

Time Fields



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

Saved searches will either be cloud-based or user-defined.

Cloud-based searches will appear at the top of your Saved Searches list in italics. These have been predefined by a system administrator and cannot be edited or deleted via the app.

User-defined searches can be defined directly from the app and are saved against the current device for the current user. They will be listed below the cloud-based searches.

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.

Click on any search name to run the search and view the results in the Work List.



Add Search

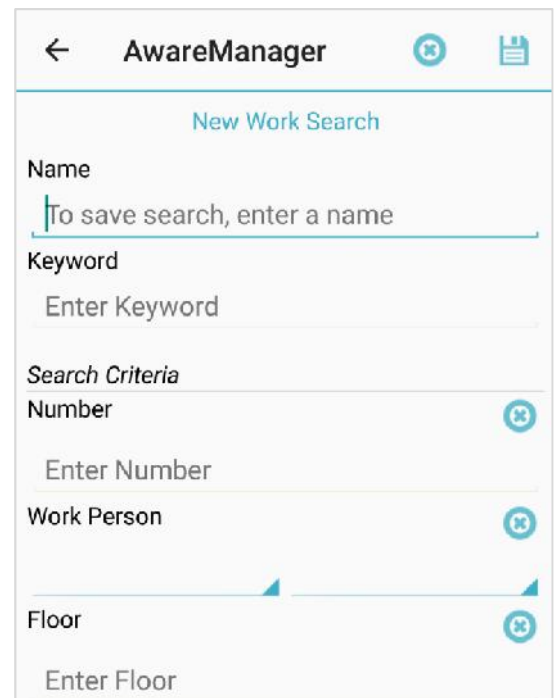
Press the  icon in the top right corner to add a new search as follows:

- *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.

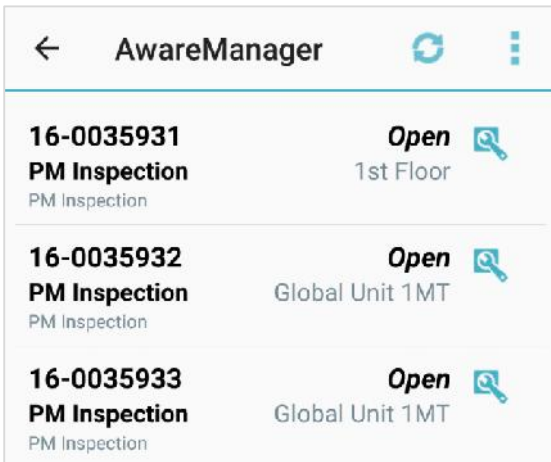


When you return to the Search screen, the last search you ran will be listed under **Active Search**. If the search was created but not saved (i.e. a name was not defined), it will display as “Temporary Search”.

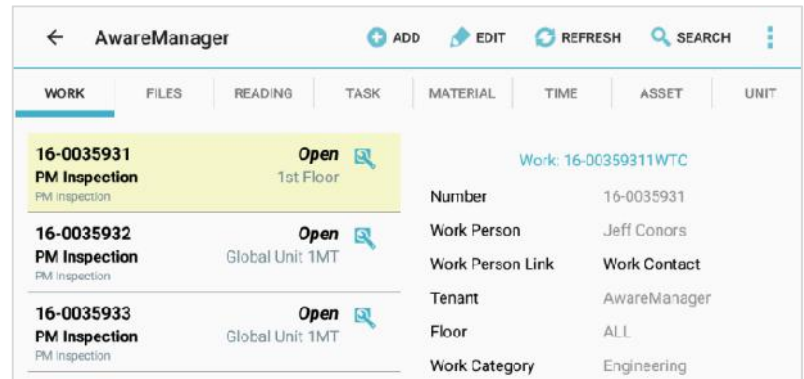
List

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
- **Manage Materials** – view, add, edit, or delete Materials linked 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 Menu () 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
- **Material Summary Report** – summarized all of the Materials (and their quantities) linked to the Work records in the current list, sorted by Material Type
- **Sort in Ascending Order** – Reorders the list in ascending order by Work Number
- **Sort in Descending Order** – Reorders the list in 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
- **Refresh** () – refreshes the current view
- **Search** () – returns you to the Search screen
- **Menu** () – selecting this menu will give you the following options:
 - o Attach Picture – to the selected Work record
 - o Add Time – to the selected Work record
 - o Scan – go to the Scan Search screen
 - o Queue – go to the Queue
 - o Material Summary Report – summarizes all materials linked to the current Work list
 - o Sort in Ascending Order – reorders the list in ascending order by *Number*
 - o Sort in Descending Order – reorders the list in descending order by *Number*




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 any of the following tabs along the top of the Work record: Files, Readings, Task, Materials, Time, Equipment, and/or Unit. They appear horizontally in the smartphone view (you may have to scroll to see all tabs) and either horizontally or within a single menu on a tablet (depending on its orientation). Note the Reading, Task, Time, Equipment, and Unit tabs will only appear if you have 1 or more corresponding records linked to the Work record.

WORK	FILES	READING	TAS
Work: 16-00359311WTC			
Number 16-0035931			
Work Person Jeff Conors			
Work Person Link Work Contact			
Tenant AwareManager			


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

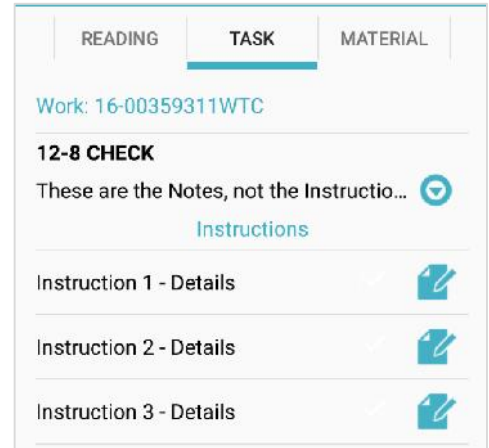
From this tab, you can view and edit any Readings linked to the record. Note you cannot add new readings from here; they must be populated within JXT.

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.



Materials

From this tab, you can view, add, edit, or delete Materials linked to the Work record.

For each linked Material, you will see the following details:

- *Code* – if a Material record was linked
- *Quantity*
- *Description*

Press the Edit icon in the top right corner to modify the Materials as follows:

- Press next to any Material to remove it from the Work record
- Click in the *Quantity* to modify the amount
- Press next to the *Description* to modify the text



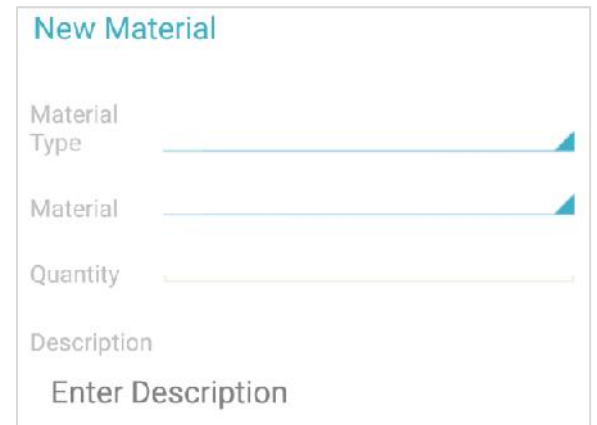
Press the **Add New Material** button at the bottom of the screen in View mode to add new records:

- *Material Type* – (optional) Select from the available types to constrain the Material list
- *Material* – Select from the available materials
- *Quantity*
- *Description* – This value may default from the Material selected; click anywhere in this field to modify the text


Note: When adding materials you must either select a *Material* or add a *Description*. Populating either or both values is acceptable.

Pres **Add** to add the new material or **Clear** to clear out all the values on the screen.

Press your device’s Back button to cancel out of adding materials.



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.

Equipment

This tab will display any Equipment linked to the given Work record, either directly or via Readings.

For each Equipment, you can view the following:

- Code
- Barcode Value
- Manufacturer
- Model
- Serial Number
- Unit
- Any linked files (click on file name to view)

Work: 16-00359311WTC

Code
AHU-01

Scan
AHU-01

Manufacturer
TRANE

Model
12345

Serial Number
12345-0061A

Unit
1WTC-006-FLOOR

Attachments
Ahu0827.pdf

Unit

This tab will display detail about the Unit linked to the given Work record.

For each Unit, you can view the following:

- Code
- Mobile Text
- Property
- Notes
- Any linked files

Work: 16-00359311WTC

Code
1WTC-001-FLOOR




Mobile Text
1st Floor

Property
1 WTC


Notes
NEW

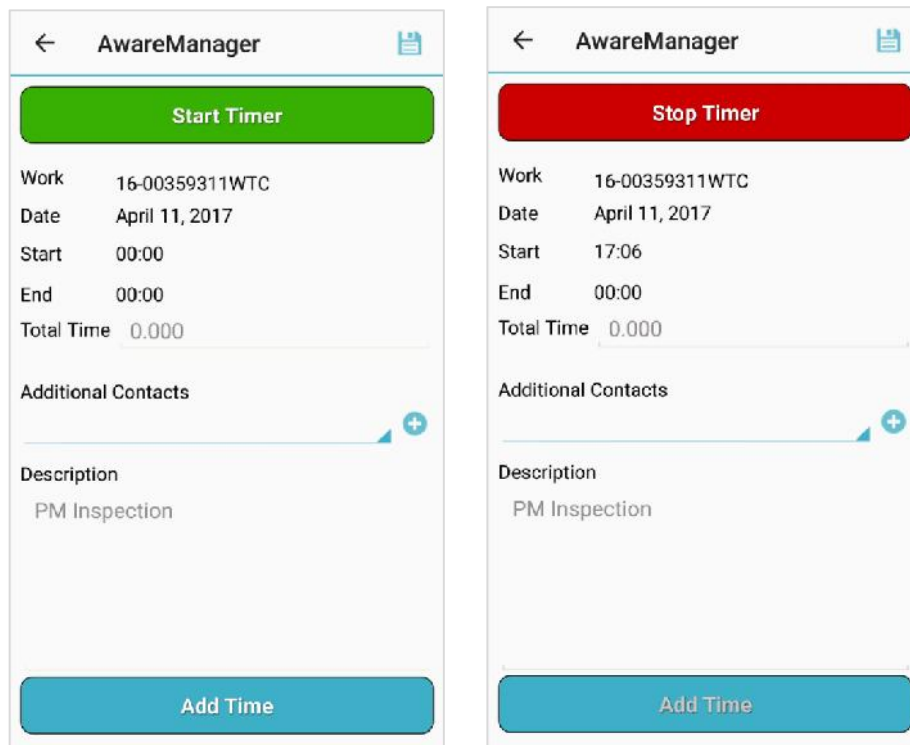
Attachments
GD-0511.pdf

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.

Manage Materials

This option will open up the selected Work record in Edit mode directly on its Materials tab. See **Edit Materials** above for details on this feature.

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.

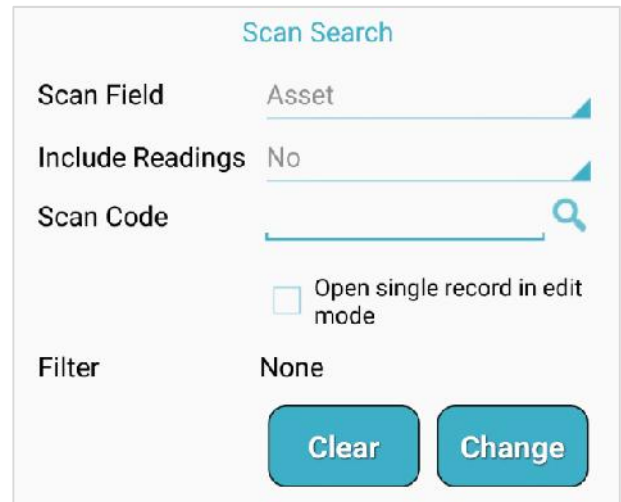
Scan


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.

Material Summary Report

This report, accessible from the menu (☰) icon from the Work List, is based on all of the materials displayed in the current list. The intention is to provide a list of all materials needed for your current shift’s work.

Materials are grouped by Material Type (with non-linked records displayed at the top).

For each material, it displays the *Material*, *Description*, and *Quantity*. Note the same materials across multiple Work records are not combined; they are listed separately to account for any differences in *Description* between Work.

Material Summary Report		
Material	Description	Quantity
BELTS		
A-36	BELTS A-36	2.0
OTHER		
OTHER-SERVICES	Services	1.0
OTHER-SERVICES	Services	2.0
TAPE		
TAPE1	Services	1.0
VALVE		
SHUT OFF 4 WAY	Services	3.0

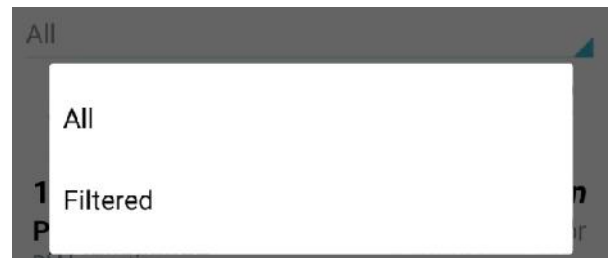
Inspections

This mode is ideal for updating readings on Work records, particularly those with large quantities of readings.

Once selected, you will be prompted to perform a search to bring up a list of records; see the section above on **Search** mode for more details on adding/accessing saved searches.

The results will be returned in a list view with an Inspection mode selector at the top. Depending on your access, you may see either (or both) options:

- **All** – Displays all readings for the selected Work record
- **Filtered** – Prompts you to filter the readings displayed for the selected Work record either by barcode scan or list selection



Once the mode is selected, click on any Work record to open it up in that mode.

All Readings

The readings linked to the selected record will be displayed in a list view with the following features:

- a. Complete the record – see **Completing Work** below
- b. Progress bar – gives a visual indicator of the number of readings completed:
 - Green = # readings with a value filled in
 - Red = # readings with no value filled in
 - Gray = checkboxes (indeterminate whether the reading is completed or not)

Click on any color to see a view-only list of readings meeting the given criteria

- c. *Value* – click in this field to edit the reading within the list view (number field pictured, but may be any other format including list, text field, and checkbox)
- d. *Reading Title*
- e. *Linked entity* – the entity (usually Equipment or Unit) linked to the reading.
- f. *Linked entity location* – if an Equipment is linked to a reading, its location (Unit) value will appear to the right
- g. *Edit* – click on this icon to view/edit the reading in detail mode. From here, you can use the arrows at the bottom of the screen to jump between readings one at a time or press **Back** to return to the list view.
- h. *Instructions* – click on this link to expand any instructions entered against the reading. Click on it again to contract the instructions.
- i. *Notes* – click on this icon to view/edit the reading Notes
- j. *History* – click on this icon to view the last 5 readings for the current reading/entity combination. History will be displayed in chart format for numerical data and as a table for all other formats. Click on the icon again to contract the history.



Filtered Readings

When this mode is selected, before viewing the Readings list you will be prompted to first filter the list by its linked entity.

- a. *Entity* – select the entity (Equipment or Unit) you are scanning
- b. *Scan* – press this icon to invoke your device’s barcode scanner

Alternatively, if scanning is not an option, you may instead see a drop-down displaying all entities linked to the selected Work readings. Select a value from the list and then press **Start Inspection** (not pictured)


- c. **Show All Readings** – press this if you do not wish to further constrain the list of readings linked to the selected Work record

Note: If you do not see this button but would like a “Show All” option, contact your system administrator



The readings list returned will be filtered based on the criteria submitted via this screen. Once you are done editing the list of readings, press **Back** to return to the Filter screen.

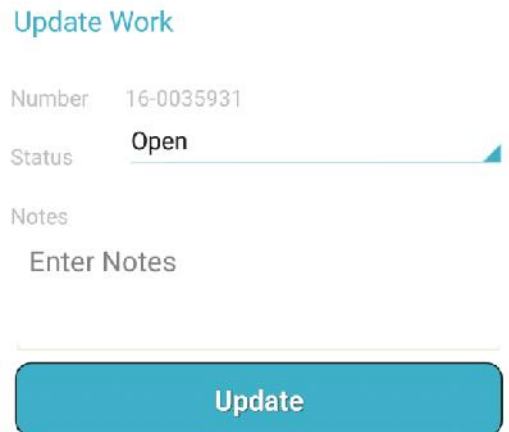
Completing Work

When you press the  icon at any point, you will be prompted to complete the current Work record.

If there are unfilled readings, you will first be asked to confirm that you want to complete the Work record even with those readings unfilled. If you select **No**, you will be returned to the current view. Otherwise, pressing **Yes** will open a window in which you can update basic Work details:

- *Status* – select the appropriate status from the list of available statuses
- *Notes* – enter any notes as needed

Press **Update** to save your changes.



Readings Detail view

When viewing the reading list on a tablet or clicking Edit on a reading in list view, you will see the following details:

Progress bar

Reading title

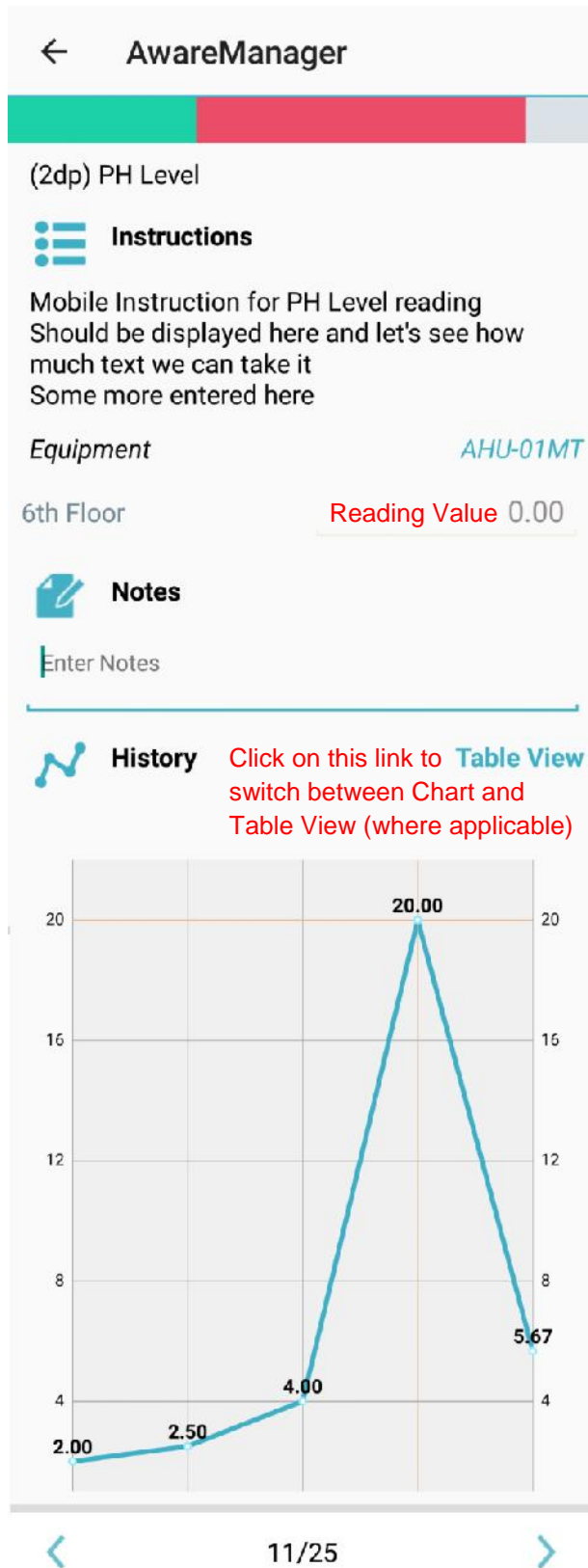
Instructions

Entity Type

Entity location
(Equipment only)

Reading Notes

Reading History



← AwareManager

(2dp) PH Level

Instructions
Mobile Instruction for PH Level reading
Should be displayed here and let's see how much text we can take it
Some more entered here

Equipment AHU-01MT

6th Floor Reading Value 0.00

Notes
Enter Notes

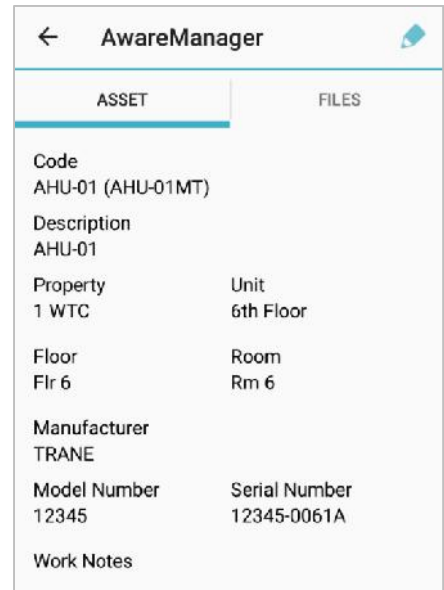
History Click on this link to [Table View](#) switch between Chart and Table View (where applicable)

Reading Value
2.00
2.50
4.00
20.00
5.67

11/25

Reading Entity

If an Equipment or Unit record is linked, you can click on the name to view and edit its details



← AwareManager

ASSET		FILES
Code	AHU-01 (AHU-01MT)	
Description	AHU-01	
Property	Unit	
1 WTC	6th Floor	
Floor	Room	
Flr 6	Rm 6	
Manufacturer	TRANE	
Model Number	Serial Number	
12345	12345-0061A	
Work Notes		

Use the arrows to navigate back and forth between readings



Offline Capabilities


You are able to work offline with AwareManager Mobile. If you lose Wi-Fi or 3G/4G service, your app will detect this and automatically go into Offline mode.



Alternatively, if you know in advance you will be going in to an area with limited connectivity, you may opt to go into Locked Offline Mode. Simple pressing the **Online** indicator will prompt you to lock your device offline. If you select **Yes**, you will have the same functionality as in standard Offline Mode (only the indicator may be in a different color). Select the **Offline** indicator and accept the prompts to return to **Online** mode when ready.

Within any Offline Mode you can still add work records. If you had previously searched for records before going offline, they should still be accessible via the **List** option from your Home screen. These records will be editable as well.

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.

← AwareManager	
 Work	16-00357941WTC
 Reading	16-00357941WTC
 Reading	16-00357941WTC