

EEL User Manual



Version Control

| Date | Changed by | Changes Made |
|-----------|---------------|--|
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Table of Contents

| Introduction | 1 |
|---------------------------------|----|
| Software Requirements (PC) | 2 |
| Access the EEL App | 7 |
| Jobs | 8 |
| Search for a Job | 8 |
| Download a Job | 9 |
| Open a Job | 10 |
| Remove a Job | 12 |
| Testing | 13 |
| Visual Test | 13 |
| Timer Test | 16 |
| Switchboard Fail | 19 |
| Failed Assets | 20 |
| Add Failure Details | 20 |
| Fix a Failed Asset | |
| Repairs Add Replacement Part | |
| View Test Status of Assets | |
| Using Table View | |
| Using the Circuit Plan | |
| Using the Summary Screen | |
| View Last Test Results | 30 |
| Reporting | 31 |
| Complete a Circuit | 33 |
| Re-open a Completed Circuit | |
| Timesheets and Sign-Offs | |
| Upload Test Results | |
| Complete a Job | 37 |
| Add a Switchboard | |
| Quick Start | |
| Create a Switchboard | |
| | |

| Create a Circuit | 40 |
|---|----|
| Create a Circuit Plan | |
| Create a Plan | |
| Add Asset Details | |
| Copy Asset Details | |
| Add a Circuit Map Create a Circuit Map | |
| Add a Photo to a Circuit Map | |
| Create Multiple Plans for a Circuit | |
| Save the Circuit Plan | |
| Edit Switchboard Data | 51 |
| Edit Switchboard Data | 51 |
| Edit Circuit Data | 51 |
| Edit Asset Details | 51 |
| Edit All Assets | 53 |
| Edit Building, Room etc | 54 |
| Edit a Circuit Plan | |
| Add Assets | 56 |
| Move Assets | 56 |
| Re-size an Asset Icon | 56 |
| Circuit Plan Zoom | 57 |
| Change the Walk Order | 57 |
| Print the Asset Plan | 57 |
| Create a PDF of the Plan | 58 |
| Settings | |
| Close the App | 61 |
| F.A.Qs | 62 |
| Troubleshooting | 64 |

Introduction

EEL is the test system for emergency exit and emergency lighting installed at a site. It is part of the AIRS suite of apps which also includes Neo and Fire.

EEL is an app running on a Windows based tablet.

This document details how to use the EEL app,

FOR DOCUMENTATION REGARDING INSTALLING THE APP USE THE LINKS ON THE WEBSITE:

www.datatransformation.com.au/Software/neo/neo.html

Software Requirements (PC)

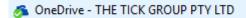
IMPORTANT

Ensure the following requirements are fulfilled on the PC to avoid data loss or corruption.

- 1. If OneDrive is not being used, stop synchronising with OneDrive.
- 2. If the PC is only being used for test and tagging, uninstall the antivirus software.
- 3. If the antivirus software is required, exclude the AIRS files from the antivirus check.
- 4. Ensure the EEL app is closed before shutting down the PC.

How to stop the PC synchronising with OneDrive

1. In File Explorer, right click on the OneDrive folder.



2. Select Choose OneDrive files to sync from the menu.

| ð. | AMD Catalyst Control Center |
|----|---------------------------------|
| | Expand |
| | Open in new window |
| _ | Unpin from Quick access |
| 6 | View online |
| C | Choose OneDrive folders to sync |
| | Scan with Windows Defender |
| | Share with |
| | Restore previous versions |

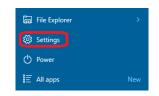
3. Uncheck Sync all files and folders in my OneDrive.

| Sync your OneDrive files to this PC |
|---|
| The files that you sync will take up space on this PC |
| \Box Sync all files and folders in my OneDrive - THE TICK GROUP PTY LTD |
| Sync these folders only |
| Files not in a folder (103.4KB) |
| > Annuals (1.2 GB) |
| > User Stories (22.1 MB) |

4. Click OK.

How to uninstall the antivirus software

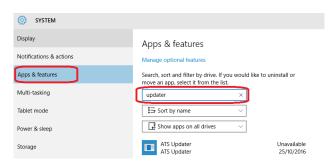
- 1. Click the 'Start' icon
- 2. Click Settings.



3. Click System.



4. Select Apps and Features from the menu.



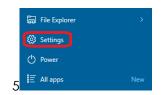
- 5. Enter a search term for the antivirus software, for example Windows Defender.
- 6. Click on the required program name in the list.

| ATS Updater ATS Updater | | Unavailable 25/10/2016 |
|----------------------------|--------|---------------------------|
| | Modify | Uninstall |

7. Click Uninstall.

How to exclude AIRS from the antivirus check

- 1. Click the 'Start' icon
- 2. Click **Settings**.



3. Click Update & Security.



4. Select Windows Defender or Windows Security (depending on version of Windows).

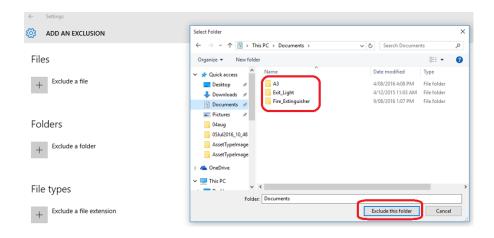
| Afindows Update | Real-time protection |
|-------------------|---|
| Alindows Delender | This helps find and stati nubwars from installing or newling on |
| lackup | your PC. You can turn this off temporarily, but if it's off for a while we'll turn it back on automatically. |
| lecovery | |
| Activation | Cloud-based Protection |
| or developers | Get botter, faster protection by sending Microsoft into about, extendial accentry protection Weddaws Definition Finds. |
| | C |
| | Privacy Statement |
| | Automatic sample submission |
| | Help up make Workswo Defender betten by sending Microsoft samples so that we can improve our anti-vinus and makeare measures. Turn theraff to be prompted before sending samples to Microsoft. |
| | COM DA |
| | Privacy Statement |
| | Exclusions |
| | Windows Defender won't scan excluded files, making your PC more winerable to malware. |
| | Add an exchange |

- 5. Select Add an exclusion.
- 6. Select **Exclude a folder**.

| ADD AN EXCLUSION |
|---|
| Files and folders |
| + Exclude a file |
| + Exclude a folder |
| File types |
| + Exclude a file extension |
| Processes |
| When you exclude a process, any file associated with it will also be excluded. |
| + Exclude a .exe, .com or .scr process |

7. Select the 'A3' folder from Documents (My Documents),

8. Click Exclude this folder.



- 9. Repeat the above steps for the Fire_Extinguisher, Exit_Light and AIRS folders.
- 10. Folders will be listed as excluded.

| ← | Settings |
|--------|---|
| ~ ~ | |
| 23 | ADD AN EXCLUSION |
| File | 25 |
| + | Exclude a file |
| Fol | ders |
| + | Exclude a folder |
| C:\ | Users\peter.d\Documents\A3 |
| C:\ | Users\peter.d\Documents\Exit_Light |
| C:\\ | Users\peter.d\Documents\Fire_Extinguisher |
| File | e types |
| + | Exclude a file extension |

11. Select Exclude a file extension.

| | Add exclusion | |
|---|--|-----------|
| + Exclude a file | Add exclusion Enter a new exclusion name. | |
| Folders | xm(× | |
| + Exclude a folder | | OK Cancel |
| C:\Users\peter.d\Documents\A3 | | |
| C:\Users\peter.d\Documents\Exit_Light | | |
| C:\Users\peter.d\Documents\Fire_Extingu | sher | |
| File types | | |
| + Exclude a file extension | | |

- 12. Enter type **xml**.
- 13. Click **OK**.
- 14. Repeat for type **.xml**.
- 15. File extensions are listed as excluded.

| ← Settings | | | | | | |
|-------------|---------------------------------------|--|--|--|--|--|
| < Settings | | | | | | |
| 🔅 ADD AN | N EXCLUSION | | | | | |
| | | | | | | |
| Folders | | | | | | |
| Folders | | | | | | |
| + Exclud | de a folder | | | | | |
| C:\Users\pe | ter.d\Documents\A3 | | | | | |
| C:\Users\pe | C:\Users\peter.d\Documents\Exit_Light | | | | | |
| C:\Users\pe | ter.d\Documents\Fire_Extinguisher | | | | | |
| | | | | | | |
| File type | S | | | | | |
| + Exclud | de a file extension | | | | | |
| .xml | | | | | | |
| xml | | | | | | |
| | | | | | | |

Access the EEL App

1. Ensure the tablet is connected to Wi-Fi / mobile data.



- 1. At the logon screen, enter your User ID and password:
 - User ID is your Tech Id
 - Password = 1234
- 2. Press Log In. The AIRS suite opens.
- 3. Press on the 'EEL' tab on the left side of the screen.



4. The 'Available Clients' screen opens.

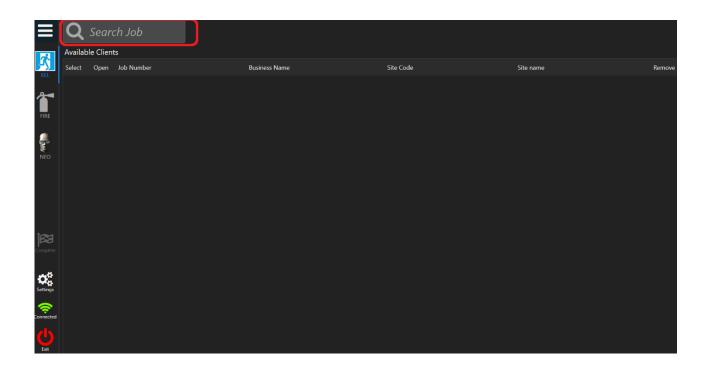
| ≡ | Q | Searc | ch Job | | | | |
|------------------|---------|-----------|------------|---------------|-----------|-----------|--------|
| | Availab | le Client | s | | | | |
| EEL | Select | Open | Job Number | Business Name | Site Code | Site name | Remove |
| FIRE | | | | | | | |
| NEO | | | | | | | |
| | | | | | | | |
| Complete | | | | | | | |
| Settings | | | | | | | |
| Connected | | | | | | | |
| U Fvit | | | | | | | |

Note: Ensure the Wi-Fi icon is green. If it is red, click on the icon to reconnect.

Jobs

Search for a Job

1. Enter the job number in the 'Search Job' box at the top of the screen.



2. Once a job number is entered, the 'Search' button appears. Press



3. The job appears at the top of the screen.

| | | , | | Business Name | Site Code | Site name | Scheduled Date | Tech Id | I |
|------|--------|------|------------|----------------------|-----------|----------------|----------------|---------|----------|
| | Back | | | CRM Test Pty Limited | КТВ | CRM Home Site. | 30 Jun 2017 | KTFF | Download |
| EEL | Select | Open | Job Number | Busir | ness Name | Site Code | Site name | | Remove |
| 1 | | | | | | | | | |
| FIRE | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Download a Job

A job must be downloaded before it can be opened.



| \equiv | | | | Business Name | Site Code | Site name | Scheduled Date | Tech Id | |
|----------|--------|------|------------|----------------------|--------------|----------------|----------------|---------|----------|
| | Back | | | CRM Test Pty Limited | КТВ | CRM Home Site. | 30 Jun 2017 | KTFF | Download |
| | Select | Open | Job Number | В | isiness Name | Site Code | Site name | | Remove |
| FIRE | | | | | | | | | |
| NEO | | | | | | | | | |

2. The job is downloaded.

| | Q | Searc | h Job | | | | | | |
|-------------------|--------|-------|-----------|----------------------|---------------|-----------|----------------|-----------|--------|
| Available Clients | | | | | | | | | |
| EEL | Select | Open | Job Numbe | r | Business Name | Site Code | | Site name | Remove |
| • | | | 202203 | CRM Test Pty Limited | | ктв | CRM Home Site. | | Û |
| | | | | | | | | | |
| FIRE | | | | | | | | | |
| NEO | | | | | | | | | |

<u>Note:</u>

When attempting to download a job, the logged in tech ID is checked against work order technician list. If you are not in the list, you will not be able to download the job. This helps prevent accidentally downloading an incorrect job.

Job '222345' is not assigned to you!

Please search for another job. or

Contact ATS for further assistance.

3. The job is now downloaded and can be opened.

<u>Open a Job</u>

1. Ensure the job is selected.

| | Q . Availabl | h Job | | | | | | |
|--------------------|-----------------|-----------------|----------------------|---------------|-----------|----------------|-----------|--------|
| 2 | |) Jot Number | | Business Name | Site Code | | Site name | Remove |
| EEL FIRE NEO | | 20 203 | CRM Test Pty Limited | | КТВ | CRM Home Site. | | |



Note: The 'Open' icon will be inactive until a job is selected.

- 3. Enter the Booking Key
 - When opening a job in AIRS, a Booking Key is now required.
 - This is generated in the booking in the Field Service app once the safety checklist has been completed.

(Refer to the 'M365 Field Service Manual' document for more details.)



- Enter the Booking Key into AIRS.
- Once the booking key is entered into one of the AIRS apps, the job can be opened in any of the apps on that day.

Note: A Booking Key is required per booking per day.

4. The job opens displaying the 'Selected Client Switchboards' screen. This shows the downloaded switchboard and circuit data.

| S | Selected Clients Switch Boards Currently Logged In : | | | | | | | n Taggerboy |
|------|--|--------------|---------------------|----------|-----------------------|---------------------------|------------|-----------------|
| | Back | | Quick S | tart | Scan | Time Sheet | | list Summary |
| Site | Building | Level | Room | Location | Switchboard | Circuit Description/ Zone | CB ID | Test |
| 8234 | 1 | 1 | 1 | 1 | 02May2017 | 2 | 2 | 6m |
| 8234 | 1 | 1 | 1 | 1 | 02May2017 | Test | Test | 6m |
| 8234 | Office | 1 | Workshop | Workshop | Sabcd | Circuit1 | 1234567 | 6m |
| 3234 | Office | 1 | Workshop | Workshop | Sabcd | Circuit3 | 123313 | 6m |
| 8234 | Office | 1 | Workshop | Workshop | Sabcd | Circuit2 | 7654321 | 6m |
| 8234 | Office | 1 | Workshop | Workshop | Sabcd | Office | Office1234 | 5 6m |
| 8234 | 1 | 1 | 1 | 1 | DB1 | 1 | 1 | 6m |
| 8234 | ATS Office | Gnd | Workshop | Workshop | SWB1 | Workshop Circuit | CBSWB1 | 6m |
| 8234 | BBB | BBB | ввв | ввв | ввв | BBB1 | BBB | 6m |
| 8234 | Head Office | Ground Floor | Stores | Cupboard | SB1 | Exit Lighting | CB28 | 6m |
| Si | New witchBoard | | Edit SwitchBoard | | Delete SwitchBoard | | | Open |

Note: If the required switchboard does not appear, refer to the section 'Add a Switchboard'.

5. Assets can now be tested. Refer to the section '<u>Testing'</u>.

<u>Remove a Job</u>

1. Ensure the required job is selected.

| | Q | Search Jo | b | | | | | |
|------|-------------------|-------------|------------------------|---------------|----------|----------------|-----------|--------|
| | Availabl | le Clients | | | | | | |
| | Select | Open Job Nu | mber | Business Name | Site Cod | | Site name | Remove |
| | $\mathbf{\nabla}$ | 20220 | 3 CRM Test Pty Limited | | ктв | CRM Home Site. | | Î |
| 1 | | | | | | | | |
| FIRE | | | | | | | | |
| | | | | | | | | |
| NEO | | | | | | | | |



Note: The 'Remove' icon will be inactive until a job is selected.



There are 2 parts to testing:

- Visual testing
- Timer testing

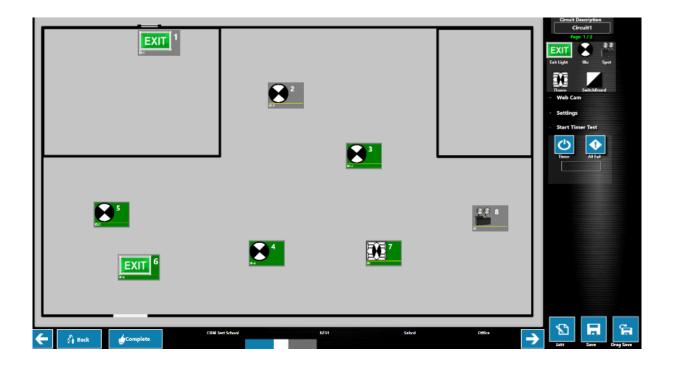
A visual test must be carried out before a timer test.

Visual and timer test results can be entered on the circuit plan or table view screen.

Visual Test

Using the Circuit Plan

- 1. Press in the checkbox to select a circuit on the 'Selected Clients Switchboards' screen.
- 2. Press Open
- 3. The circuit plan displays.



- 4. If the asset passes the visual test, press or click on the asset icon. The icon becomes green.
- 5. If the asset fails the visual test, press and hold or double click on the icon to open the test result screen. Or right click on the asset icon and choose **Pass / Fail** from the menu.

6. Use the slider bar to change the status to fail.



7. Refer to the section 'Failed Assets' if further details are required.



- Press **Close** to return to the circuit plan.
- 9. The background colour of the icon indicates the status:



10. Press Back once all tests are completed to return to the 'Selected Client Switchboards' screen.

Notes:

- It is possible to open plans for multiple circuits.
 - Use the top checkbox on the 'Selected Clients Switchboards' screen to select all circuits.
 - The company / site / switchboard details are shown at the bottom of the circuit plan screen.
 - Use the left and right arrows in the bottom corners to scroll between the plans.



• The number of plans for a circuit is indicated in the top right corner of circuit plan screen. The circuit name and page number are displayed.



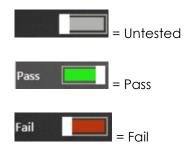
Using Table View

1. Press in the checkbox to select a circuit on the 'Selected Clients Switchboards' screen.

2. Press Table View at the top of the screen.

| | | | | | | | | | | | | | Ċ | • | |
|------------|---------|-----------------|------|--------|-------|-----------------|----|---------------|----------|---|---|-----------|--------|------|-------|
| Fitting | Asset I | d Walkorde | ſ | Visual | Timer | Туре | | | Location | | | Make | Height | Edit | Tests |
| Exit-Light | 1 | 1 | | | | Exit Directiona | 4 | | 1 | | | Stanilite | 1 | 1 | Ÿ |
| Exit-Light | 2 | 2 | Pass | | | Exit Directiona | | | | | | Stanilite | 1 | | 7 |
| Light-illu | | | Pass | | | SpitFire - Doub | le | | | | | Stanilite | 1 | | Ť |
| Spot | 4 | 4 | Pass | | | Twin Spot | | | | | | Stanilite | 1 | 1 | Ť |
| Fluoro | | | Pass | | | Single SPot | | | | | | Stanilite | 1 | 8 | Ť |
| Exit-Light | 6 | 6 | Pass | | | Exit Directiona | | | | | | Stanilite | 1 | 8 | Ÿ |
| Light-illu | | | Fail | | | SpitFire | | | | | | Stanilite | 1 | 1 | Ÿ |
| Exit-Light | 8 | 8 | Fail | | | Exit Directiona | | | | | | Stanilite | 1 | 1 | Ÿ |
| Light-illu | | | | | | SpitFire | | | | | | Stanilite | 1 | 5 | Ÿ |
| Light-illu | 10 | 10 | | | | SpitFire - Doub | le | | | | | Stanilite | 1 | | Ÿ |
| | | | | | | | | 1 | | | | | | | |
| | | Generation Back | | | | | • | 1 to 10 of 20 | | • | • | | | | |

3. The test status is indicated as follows:



- 4. Use the slider bar in the 'Visual' column to change the pass/ fail status of the asset. Or click once for a pass, double click for a fail.
- 5. If changing to a fail status, the test results screen is displayed. Refer to the section <u>'Failed Assets'</u> if further details are required.

| | Test Resul | t StartTime | Fail Description | Action Repaired | Parts | Edit |
|-----|-------------|---------------------|------------------|-----------------|-------------------------|-------------------|
| | Visua Fail | 2015-10-20710:07:00 | | No | | ß |
| | | | | | | |
| | \odot | | | | | |
| 6. | Press Close | to return to | the table vie | ew. | | |
| 7. | Press Back | once all ch | nanaes are (| completed to re | turn to the 'Selected (| Clients Switchboo |
| ••• | screen. | | | | | |



Multiple timers can be running at a time on different circuits. Active timers can be seen on the 'Selected Clients Switchboards' screen:

| Site | Building | Level | Room | Location | Switchboard | Circuit Description/ Zone | CB ID | Tes: | | |
|------|----------|-------|----------|---------------|-------------|---------------------------|-------------|------|-------------|--|
| 8234 | Workshop | Gnd | Workshop | Workshop Back | Swb1 | Swbcircuit | Circuit1234 | 6m | 01h:29m:41s | |
| 8234 | Workshop | Gnd | Workshop | Workshop | 23Mayswb | 5 | 5 | 6m | | |
| 8234 | Workshop | Gnd | Workshop | Workshop | 23Mayswb | 1 | 1 | 6m | | |
| 8234 | Workshop | Gnd | Workshop | Workshop | 23Mayswb | 2 | 2 | 6m | 01h:29m:54s | |

Using the Circuit Plan

1. Press Start Timer Test on the circuit plan screen.







- 3. A 90-minute countdown timer starts.
- 4. All assets have a pass status by default. The asset must have had a visual test to allow a timer test.
- 5. If an asset fails the timer test, press on it. The icon changes to red. The colour of the icon indicates the test status:



Visual pass. Timer pass.



Visual pass. Timer fail.



Visual fail. Timer fail.

- 6. If changing to a fail status, refer to the section <u>'Failed Assets'</u> if further details are required.
- 7. To stop the timer test:

Press All timer results for the circuit will be deleted.

- 8. At the end of 90 minutes (if the timer has not been manually stopped) the test will finish. Restart the timer if more testing time is required.
- 9. Press **Back** once all tests are completed to return to the 'Selected Client Switchboards' screen.

Note: It is necessary to stop all timers before closing the app.

Using Table View

1.

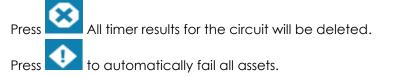


in the top right of the table view screen.

- 2. A 90-minute countdown timer starts.
- 3. All assets have a pass status by default. The asset must have had a visual test to allow a timer test.
- 4. If an asset fails the timer test, use the slider bar in the 'Timer' column to change the status to fail. Or click to change the status.

| Asset Type | Walkorde | er ' | Visual | 1 | Timer |
|-------------|----------|------|--------|-------------|-------|
| switchboard | 0 | | | Pass | |
| Exit-Light | 1 | Pass | | Pass | |
| Exit-Light | 2 | Pass | | Fail | |
| Exit-Light | 3 | Fail | | Pass | |
| Light-illu | 4 | | | Pass | |

- 5. If changing to a fail status, refer to the section <u>'Failed Assets'</u> if further details are required.
- 6. To stop the timer test:



- 7. At the end of 90 minutes (if the timer has not been manually stopped) the test will finish. Restart the timer if more testing time is required.
- 8. Press once all tests are completed to return to the 'Clients Switchboards' screen.

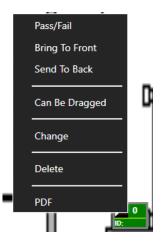
Note: It is necessary to stop all timers before closing the app.

Switchboard Fail

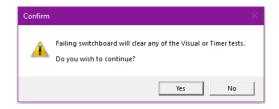
- EEL switchboards can now be failed when there is no dedicated EEL circuit, instead of having to fail all the fittings and add a photo for each one when there is nothing wrong with the fittings.
- Failing the switchboard ends the testing.
- By default, the switchboard will be in a passed state and nothing more needs to be done if it is a pass.



1. If the board fails, no other testing is possible. Press and hold, or right click on the switchboard and select the Pass/Fail option.



2. Confirm you wish to continue.



3. Add the required photos and save.

Failed Assets

For failed assets, it may be necessary to add details of the issue, or it may be possible to repair the asset.

Add Failure Details

1. On the circuit plan screen, press and hold or double click the icon to open the test result screen. Or right click on the asset icon and choose **Pass / Fail** from the menu.

On the table view screen, press for the required asset.

- 2. Ensure the status is set as 'Fail' in the 'Result' column.

1

3. Press against the visual or timer test to open the failure details screen.

| Test Result | StartTime | Fail Description | Action Repaired | Parts | Edit |
|-------------|---------------------|----------------------|-----------------|-------|------------|
| Visual Fail | 2017-06-08T11:12:37 | No Supply | CR No | | Add Repair |
| | | | | | |
| | | | Timer Tests | | |
| Test Result | StartTime | Fail Description | Action Repaired | Parts | Edit |
| Timer Fail | 1017-06-06T10:09:02 | Less Than 90 Minutes | ORR No | | |
| | | | | | Add Repair |

4. Use the 'Detail Description of Failure' box to add comments about the failure.

| VISUALTIMERFAIL | | - | • × |
|-----------------|---|---------------------------------------|-----|
| Q | Detail Description of Failure | | |
| | Comment | | |
| Q | Failure Code | | |
| | V - Viable Sallure - | · · · · · · · · · · · · · · · · · · · |] |
| Q | Action Code Ct. Return to client for repair - | Start Click Stop | |
| m | | Looke | |

- 5. 'Failure Code' is set as 'E Electrical Failure' or 'V Visual Failure'. It is not possible to change this.
- 6. Change the 'Action Code' using the dropdown arrow if required.
- 7. Use the webcam to capture <u>3 images</u> of the failed asset. Or browse to choose a previously saved photo. Photos appear in the boxes on the left-hand side.



Press to start the webcam.



Press to take a photograph.



Press to stop the webcam.

Note:

- If you cannot take a photo with either your laptop or a connected web cam, use your mobile phone and either have it paired with your computer or send it from your phone as an email or through Dropbox or OneDrive.
- It is **mandatory** to provide a photo.
- The option of 'Camera not connected' has been removed.
- 8. Press **Save** when all failure details are entered.
- 9. If a repair is possible, refer to the section 'Repairs'.

Fix a Failed Asset

Repairs

1. On the circuit plan screen, press and hold or double click the icon to open the test result screen. Or right click on the asset icon and choose **Pass / Fail** from the menu.

On the table view screen, press for the required asset.

- 2. Ensure the status is set as 'Fail' in the 'Result' column.
- 3. Press Add Repair against the visual or timer test.

| Test Result | StartTime | Fail Description | Action Repaired | Parts | Edit |
|--------------|----------------------|----------------------|-----------------|-------|------------|
| Visual Fail | 017-06-08T11:12:37 | No Supply | CR No | | Add Repair |
| | | | | | |
| Total Docula | StartTime | Fall Davadation | Timer Tests | | Edit |
| Test Result | StartTime | Fail Description | Action Repaired | Parts | |
| Timer Fail | : 017-06-06T10:09:02 | Less Than 90 Minutes | ORR No | | |
| | | | | | Add Repair |

Note:

The 'Add Repair' icon will be greyed out if:

- a) The asset has a pass status.
- b) No failure details have been entered for the asset. Refer to the section 'Add Failure Details'.
- 4. Use the 'Detail Description of Failure' box to add comments about the repair.

| | Detail D | escription of Failure | | | |
|--------|---------------------|-------------------------|-------------|----------------------------|-----|
| | No Supply | | | | |
| | | | | | |
| | | Failure Code | | | |
| | ۷. | Visible Failure | | | |
| | | Action Code | | | |
| | CR- Retu | rn to client for repair | | | |
| | | | | Microsoft® LifeCam HD-3000 | • |
| | REPLACEMENT PART | | PART SELECT | | |
| | F8W/T5 Tube | | F8W/T5 | Start Click S | top |
| | 10W Halogen Lamp | | 10W HALO | | |
| | 10W Cool White Tube | | TLD 10W | | |
| | 20W Halogen Lamp | | 20A HALO | Browse | |
| | 20W Cool White Tube | | | | |
| Cancel | | Add Part | | Save | |

5. Scroll through the 'Replacement Part' list to locate the required part.

Note: If the replacement part does not exist in the list, refer to the section '<u>Add Replacement</u> <u>Part'</u>.

- 6. Press in the checkbox to select the part(s) required.
- 7. Use the webcam to capture an image of the repaired_asset. Or browse to choose a previously saved photo. The photo appears in the white box.



Press to start the webcam.



Press to take a photograph.



Press to stop the webcam



9. If repairing a visual failure, the status of the asset automatically changes to a visual pass. This cannot be changed.

Or:

If repairing a timer test failure, it is necessary to re-do the timer test for the asset.

Add Replacement Part

Use this section if a replacement part does not exist in the parts list when repairing an asset.

1. Press Add Part on the 'Repair' screen.

| Detail Description of Failure | | |
|-------------------------------|-------------|------------------|
| test | | |
| | | |
| | | |
| Failure Code | | |
| E - Dectrical Failure | • | |
| Action Code | | |
| OHR. Dri alte repuir & return | | Webcam C179 |
| REPLACEMENT | PART SELECT | |
| F8W/TS Tube | FBW/TS | Start Click Stop |
| 10W Halsgen Lamp | 10W HALO | |
| 10W Cool White Tube | TLD 18W | |
| 20W Halogen Lamp | 20A HALO | |
| 20W Cool White Tube | | |

2. Enter the part name and part number.





- 4. The new part appears in the 'Replacement Part' list.
- 5. Press in the checkbox to select the part.
- 6. Press **Save** to return to the test results screen.

View Test Status of Assets

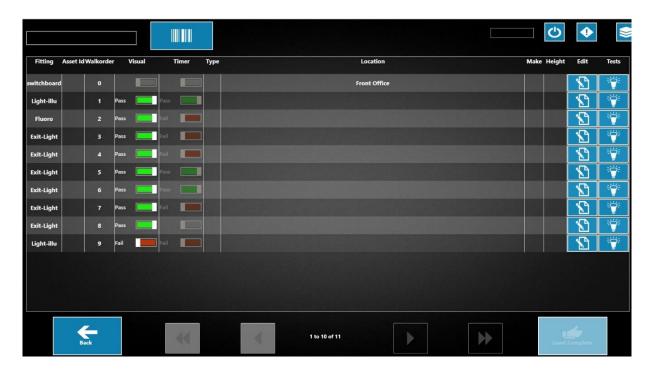
The test status of assets is displayed on the table view screen, circuit plan and summary screen.

Using Table View

1. On the 'Selected Client Switchboards' screen, press in the checkbox to select a circuit. It is only possible to select one circuit at a time.

| s | elected C | ients Switc | h Boards | | | | | Currently Lo | gged in : Kevin | Taggerb | b y |
|------|--------------------|--------------|---------------------|----------|-----------------------|-------------|---------------------------|--------------|-----------------|---------|-------------|
| | Back | | Quick S | tart | | Scan | Time Sheet | Table View | | | st imary |
| Site | Building | Level | Room | Location | | Switchboard | Circuit Description/ Zone | | CB ID | Test | |
| 8234 | 1 | 1 | 1 | 1 | 02May2017 | | 2 | | 2 | 6m | |
| 8234 | 1 | 1 | 1 | 1 | 02May2017 | | Test | | Test | 6m | |
| 8234 | Office | 1 | Workshop | Workshop | Sabcd | | Circuit1 | | 1234567 | 6m | |
| 8234 | Offic e | 1 | Workshop | Workshop | Sabcd | | Circuit3 | | 123313 | 6m | |
| 8234 | Office | 1 | Workshop | Workshop | Sabcd | | Circuit2 | | 7654321 | 6m | |
| 8234 | Office | 1 | Workshop | Workshop | Sabcd | | Office | | Office12345 | 6m | |
| 8234 | 1 | 1 | 1 | 1 | DB1 | | 1 | | 1 | 6m | |
| 8234 | ATS Office | Gnd | Workshop | Workshop | SWB1 | | Workshop Circuit | | CBSWB1 | 6m | |
| 8234 | BBB | BBB | BBB | ввв | BBB | | BBB1 | | BBB | 6m | |
| 8234 | Head Office | Ground Floor | Stores | Cupboard | SB1 | | Exit Lighting | | CB28 | 6m | $\square.$ |
| SI | New witchBoard | | Edit SwitchBoard | 4 | Delete SwitchBoard | New | sit cuit | Upload | | | pen |

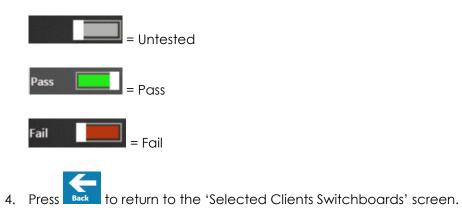
- 2. Press Table View. The table view screen opens displaying the assets and the status for the visual and timer test.



Note: Only 10 assets are displayed on one screen. Use the scroll arrows to move between pages. The number of assets on the circuit is displayed.

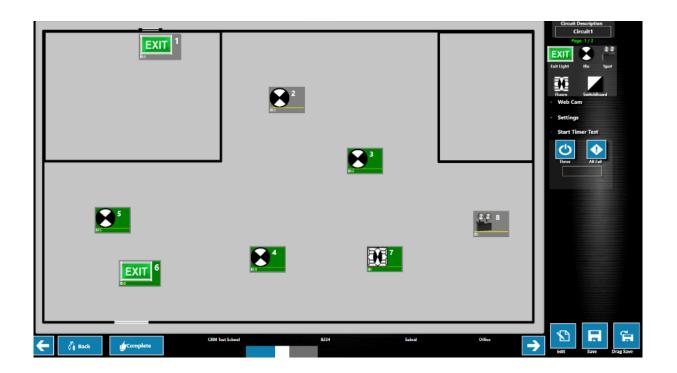


3. The status is indicated as follows:



Using the Circuit Plan

- 1. On the 'Selected Client Switchboards' screen, press in the checkbox to select a circuit.
- 2. Press Open
- 3. The circuit plan opens showing the status of the assets.



4. Test status is indicated by the background colour of the icon (visual test) and the outline (timer test). For example:



Visual pass. Timer pass.



Visual pass. Timer fail.



Visual fail. Timer fail.



Visual pass. Timer test not done.



Untested asset.

Using the Summary Screen

1. On the 'Selected Client Switchboards' screen, press in the checkbox to select the required circuit.

| S | elected | Clien | ts Switch B | Boards | | | | | | Currently Lo | gged in : Kevir | Taggerl | юу |
|------|-------------------|-------|-------------|--------------------|-----------------------|----------------|------|-----------------|---------------------------|--------------|-----------------|---------|--------------|
| | Back | | | Quick Start | | | Scan | | ime Sheet | Table View | | _ E | ist nmary |
| Site | Building | Leve | Room | Location | 2 | Switchboard | | | Circuit Description/ Zone | | CB ID | Test | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop Back | Swb1 | | : | Swbcircuit | | | Circuit1234 | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23Mayswb | | : | 5 | | | 5 | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23Mayswb | | | 1 | | | | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23Mayswb | | - | 2 | | | 2 | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23 Mayswb | | • | 6 | | | 6 | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23Mayswb | | • | 4 | | | 4 | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23 Mayswb | | • | 6 | | | 6 | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23Mayswb | | 4 | 4 | | | 4 | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23Mayswb | | | 1 | | | | 6m | |
| 8234 | Workshop | Gnd | Workshop W | Vorkshop | 23Mayswb | | | 6 | | | 6 | 6m | |
| s | New WitchBoard | | Sw | Edit ritchBoard | Delete SwitchBoard | New Circuit | | Edit Circuit | Delete Circuit | Upload | | Ę |) Dpen |



3. The summary screen opens displaying information for the selected circuit.

| Asset W | alk Order | Id | Na | me Location | Floor | Room | Visual | Repaired | Timer Re | paired | | | |
|--|-----------|--------------------------------------|-----------------|--------------------|-------|----------|---------------|----------|----------|--------|------|------------------------|--------|
| SwitchB Circuit: Sv | | 1 SwitchBoard Loca Total Asset: 5 | ation: Workshop | Back | | | | | | | _ | | |
| Exit-Light | | 1 | | Workshop | Gnd | Workshop | Pass | No | Pass | No | | | |
| Exit-Light | 2 | 2 | | Workshop | Gnd | Workshop | Pass | No | Pass | No | | | |
| Light-illu | 3 | 3 | | Workshop | Gnd | Workshop | Pass | No | Pass | No | İ | i | |
| Fluoro | 4 | 4 | | Workshop | Gnd | Workshop | Pass | No | Pass | No | | | |
| Spot | 5 | 5 | | Workshop | Gnd | Workshop | Fail | No | Fail | No | i I | ì | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | , , |
| | Visu | al Tests | | Timer Tests | | | | | | | Corr | nplete Si ^r | |
| d Item Count | | al Tests | 1 | Timer Tests | | | Email Addres | | | | Corr | | |
| | | al Tests | 4 | | 1 | | Email Address | | | | | DF | • • |
| d Item Count | | al Tests | | Failed Item Count: | 1 | | Email Addres | | | | | | L |

4. Use the checkbox 'Complete Site' to view all circuits on the site if required.

- 5. Use the scrollbar to scroll up and down the list.
- 6. To email the summary information, enter an email address and press



7. To view the test results for an asset, select an asset and press 🔅 Inspection

Note: Select one asset only or the 'Inspections' button will not be active.

8. The 'Asset Inspection Summary' window opens.

| | | | | Visual Tests | | |
|--------|--------|---------------------|------------------|-----------------|-------|--|
| Test | Result | StartTime | Fail Description | Action Repaired | Parts | |
| Visual | ail | 2015-11-05T11:54:55 | | No | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | Timer Tests | | |
| Test | Result | StartTime | Fail Description | Action Repaired | Parts | |
| | | | | | | |
| Timer | sil | 2015-11-05T12:16:43 | | No | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | Exit | | |
| | | | | Exit | | |
| | | | | | | |

- 9. Press Exit to return to the summary screen.
- 10. Press **Exit** to return to the 'Selected Clients Switchboards' screen.

View Last Test Results

- 1. Use the icon on either the table view screen or in the 'Settings' menu on the circuit plan.
- 2. The icon toggles between current results and last test results.
- 3. The circuit plan changes to red when displaying last results.

Reporting

PDF documents can be created from the summary screen.

1. On the 'Selected Client Switchboards' screen, press in the checkbox to select the required circuit. Multiple circuits can be selected.

| S | elected | Clien | ts Switc | h Boards | | | | | | | | | Currently L | ogged in : Kevi | n Taggei | ьоу |
|------|-------------------|-------|----------|---------------------|----------|-----------------------|-----------|----------------|------|-----------------|--------------|----------------|-------------|-----------------|----------|---------------------|
| | Back | | | Quick Start | | | | | Scan | | Time Sheet | | Table View | | | list mmary |
| Site | Building | Leve | Room | Location | | | Switchboa | ard | | | Circuit Des | cription/ Zone | | CB ID | Test | |
| 8234 | Workshop | Gnd | Worksho | p Workshop Back | Swb1 | | | | | Swbcircuit | | | | Circuit1234 | 6m | ✓ |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | 5 | | | | 5 | 6m | |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | 1 | | | | | 6m | |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | 2 | | | | 2 | 6m | |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | 6 | | | | 6 | 6m | |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | 4 | | | | 4 | 6m | |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | 6 | | | | 6 | 6m | |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | 4 | | | | 4 | 6m | |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | | | | | | 6m | |
| 8234 | Workshop | Gnd | Worksho | p Workshop | 23Mayswb | | | | | 6 | | | | 6 | 6m | |
| SI | New witchBoard | | | Edit SwitchBoard | | Delete SwitchBoard | | New Circuit | | Edit Circuit | Dele Circ | ete | Upload | | | Open |



3. The summary screen opens. Press

| Asset Walk Order | Id | Nan | e Location | Floor | Room | Viewal | Repaired | Timer | Pennired | | |
|--------------------------|--------------------|----------------|----------------------|-------|------|------------|----------|-------|----------|-----------------------|---------|
| Asset Walk Order | 10 | 1.041 | ie Location | FIGU | KOOM | visual | Repaired | Tuner | xepaireu | | |
| SwitchBoard: Njltest | SwitchBoard Locati | on: Location M | UL. | | | | | | | | |
| Circuit: Circuit 1 Total | Asset: 8 | | | | | | | _ | | | |
| Exit-Light 1 | | | | | | Pass | No | | | | |
| Light-illu 2 | | | | | | | | | | | |
| Exit-Light 3 | | | | | | Pass | No | | | | |
| Exit-Light 4 | | | | | | Pass | No | Fail | Yes | ✓ | |
| Light-illu 5 | | | | | | | | | | | |
| Exit-Light 6 | | | | | | | | | | | |
| Exit-Light 7 | | | | | | | | | | | |
| Exit-Light 8 | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Visual Te: | sts | | Timer Test | ts | | | | | | Comple | te Site |
| iled Item Count: | | 0 | Failed Item Count: | I I | Em | ail Addres | 8 | | | Dof 💭 | |
| ss Item Count: | | 3 | Pass Item Count: | • | | _ | | | <u> </u> | š⊟ Insp | ection |
| paired Item Count: | | 0 | Repaired Item Count: | 1 | | | | | - | | ection. |
| ətal Tests : | | 3 | Total Tests : | 1 | | Send Ema | li | | | 🗙 Exit | |

- 4. Choose the required location to save the file.
- 5. Press OK.
- 6. Open the PDF report from the chosen location.
- 7. An example report:

| | | | | Visual | <u> </u> | | |
|--|--|--------------------|-------|----------------|-------------------|---------------|--------------|
| | Failed I | ltem Co | unt | | 4 | | |
| | Pass It | em Cou | nt | | 3 | | |
| | Repaire | ed Item | Count | | 0 | | |
| | Total T | ests | | | 7 | | |
| | | | | Timer | | | |
| | Failed I | ltem Co | unt | | 1 | | |
| | | em Cou | | | 5 | | |
| | | | Count | | 0 | | |
| | Repaire | ed Item | Count | | | | |
| | Repaire Total T | | Count | | 6 | | |
| Switch | Total T | ests | | Assets | 6 | | |
| | Total To | ests Njltest | | Assets | 6 | | |
| Switch Circuit Type | Total To | Niltest Niltest | | | 6 | Timer | Repair |
| Circuit | Total To board: Circu | Niltest Niltest | | | 6 | Timer Pass | Repair No |
| <u>Circuit</u> Type Exit- | Total Tota | Niltest Niltest | | Visual | 6 Repair | | |
| Circuit Type Exit- Light Exit- | Total Tota | Niltest Niltest | | Visual Fail | 6 Repair No | Pass | No |

8. Press

Exit to r

to return to the 'Selected Clients Switchboards' screen.

Complete a Circuit

IMPORTANT: Ensure all required assets have been tested BEFORE completing a circuit. Assets displayed in grey on the asset plan have NOT been tested.

- 1. There are 2 ways of completing a circuit:
 - a) From the table view screen, press
 - b) From the circuit plan, press
- 2. The 'Selected Client Switchboards' screen opens.
- 3. Completed circuits are highlighted in blue.

| , | ств | Head Office | Ground | Room 1 | Location NJL | Njitest | Circuit 1 | Testnji | 6m | No | Lighting Circuit |
|---|-----|-------------|--------|--------|--------------|---------|-----------|----------|-----|----|------------------|
| • | ств | Head Office | Ground | Room 1 | Location NJL | Njitest | Circuit2 | Testnji2 | 12m | No | Lighting Circuit |

Re-open a Completed Circuit

It is possible to re-open a completed circuit before uploading.

- 1. Select the circuit from the 'Selected Client Switchboards' screen.
- 2. Press Open
- 3. The following message appears:

Confirmation! Rows in blue are alredy completed jobs, Do you want to reopen it?

- 4. Press Ok.
- 5. The circuit plan screen opens.
- 6. Make the required changes and complete the circuit as above.

Timesheets and Sign-Offs

- 1. On the 'Available Clients' screen, press in the checkbox to select the job / switchboard.
- 2. Press Time Sheet
- 3. Ensure the date selected in the top left corner is correct. Press the calendar icon to change the date if required.

| TIME SHEET | | - |
|---------------|-----------------|-------------|
| Sign Off Date | Start Time | Finish Time |
| | 00 - 00 - | 00 · |
| | Time Difference | Ohr : Omin |
| | Ме | Min |
| Normal | • • | 00 · |
| Meal Break | 00 · | 00 - |
| Time + 1/2 | 00 - | 00 · |
| DT | 00 - | 00 · |
| | | |
| Delete | Today's SignOff | rf Exit |

- 4. Enter time details for the job.
- Press Today's Signoff to sign-off for the day. This is used if the job runs over several days.

Or:

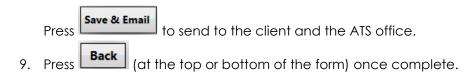
Press complete signoff to sign-off a completed job.

- 6. The sign-off form opens.
- 7. Enter details as required on the Sign-off form. 'Contact' and 'Email To' are compulsory fields.

| Date: | 03/12/2015 | | | | Job Number: | nj11234 | | | | |
|---------------------------------------|--|-------------------|----------|-------------|-------------|-----------------------|-------|--|--|--|
| | | | | | iob Number. | nji1234 | | | | |
| Company: | CRM Test Pty Ltd | | | | | | | | | |
| Address: | Suite 123,CRM Avenue, | ,1234 | | | | | | | | |
| Contact: | | | | Telepho | one: | | | | | |
| Special Instru | ctions: | | | | | | | | | |
| | | | | | | | | | | |
| | Туре | | | Quant | ity | - 1 | | | | |
| xit-Light | | | 2 | | | | | | | |
| ight-illu | | | 1 | | | | | | | |
| | | | | | | | | | | |
| Total Units:3 | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | Description | | Quantity | 1 | | | | | | |
| | Description | _ | Quantity | | | | | | | |
| _ | Description | | Quantity | | | | | | | |
| omments: | Description | | Quantity | | | | | | | |
| omments: | Description | | Quantity | | | | | | | |
| | Description | e is correct at t | | 19. | Quote | es Required | | | | |
| | tion within this certificate | e is correct at t | | 1 9. | Quote | | | | | |
| omments: The informa | | e is correct at t | | ng. | Quete | es Required Client | | | | |
| | tion within this certificate | e is correct at t | | ng. | Quete | | | | | |
| | tion within this certificate | e is correct at t | | 1g. | Quote | | | | | |
| | tion within this certificate | e is correct at t | | ng. | Quote | | Ciear | | | |
| The informa | tion within this certificate | | | | | | Ciear | | | |
| The informa | tion within this certificate | | | ng. | | | Clear | | | |
| The informa Save Sign Tech Name | tion within this certificate | | | | | | Clear | | | |
| The informa | tion within this certificate Technician | | | | | | Clear | | | |

8. Press **Save** to send to the ATS office only.

Or:



Upload Test Results

Test results are initially saved locally on the tablet. It is necessary to upload the data into the database.

IMPORTANT: Ensure all required circuits and timesheets are complete before uploading or test data could be lost.

1. For each completed circuit, press in the checkbox to select it. Completed circuits are highlighted in blue.

| , | (TB Head Office | Ground | Room 1 | Location NJL | Njitest | Circuit2 | Testnjl2 | 12m | No | Lighting Circuit | |
|---|-----------------|--------|--------|--------------|---------|----------|----------|-----|----|------------------|--|
| | | Ground | | | | | Testnji | | | Lighting Circui | |

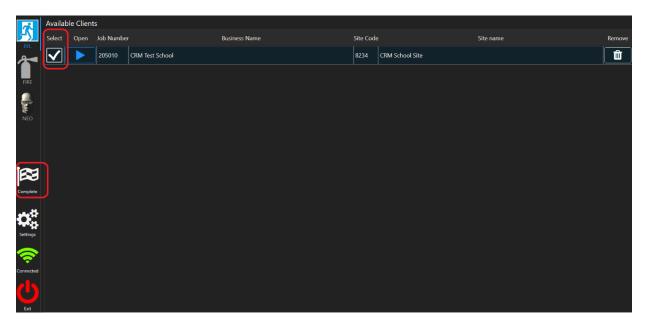


- 3. Press **OK** on the confirmation message.
- 4. The uploaded circuits disappear from the list.

Complete a Job

IMPORTANT: Ensure all test data is uploaded before completing a job. Otherwise all test data will be lost.

1. On the 'Available Clients' screen, select the job.





- 2. Press Complete.
- 3. The job disappears from the list.

Note:

- If the same job exists in other tabs, it will check if pending data exists or not. If data exists, the job cannot be closed until any pending data has been uploaded.
- If the same job exists in other tabs, however no pending data exists, the application will display a message box to warn that closing the job will remove the job from those tabs as well.
- If a job is opened in a tab (e.g. EEL) and also opened in another tab (e.g. Fire or NEO) it will not be possible to close the job and the 'Complete' button will be disabled.

Add a Switchboard

Quick Start

Use 'Quick Start' to add a new switchboard and circuit with default values. Details can be added after testing.



2. A switchboard and circuit are created with default values.

| Selected Clients Switch Boards | rted Clients Switch Boards | | | | | | |
|---|----------------------------|---------------------------|--------------------|--|--|--|--|
| Back Quick Start | | Scan | Table View Summary | | | | |
| Site Building Level Room Location | Switchboard | Circuit Description/ Zone | CB ID Test | | | | |
| KTB Atsoffice Ground 1 Front Office Swb1 | | Circuit1 | CB1 6m | | | | |
| TB Default Default Default Default Default DB 1 | | Default 1 | Default 6m | | | | |
| | | | | | | | |
| New SwitchBoard | Delete Selictioboard | Edit Gravit | Upload Den | | | | |

3. Use Edit Switchboard and Edit Circuit to change the default values when required.

IMPORTANT: It is necessary to change the default values before uploading otherwise it will not be possible to upload.

Create a Switchboard

- 1. Open the required job.
- 2. Press in the checkbox to select a site on the 'Selected Clients Switchboards' screen.

| Selected Clients Switch Boards Currently Logged in : Kevin Tagge | | | | | | | | | | | |
|--|-------------------|-------|------------------------|-----------------------|-----------------------------------|------------|-----------------|--|--|--|--|
| | Back | | Quick Start | Scan | Time Sheet | | List Summary | | | | |
| Site | Building | Level | Room Location | Switchboard | Circuit Description/ Zone | CB ID | Test | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop Back | Swb1 | Swbcircuit | Circuit123 | 4 6m 🗸 | | | | |
| 8234 | Worksho | g Gnd | Workshop Workshop | 23Mayswb | 5 | 5 | 6m | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop | 23Mayswb | 1 | 1 | 6m | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop | 23Mayswb | 2 | 2 | 6m | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop | 23Mayswb | 6 | 6 | 6m | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop | 23Mayswb | 4 | 4 | 6m | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop | 23Mayswb | 6 | 6 | 6m | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop | 23Mayswb | 4 | 4 | 6m | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop | 23Mayswb | 1 | 1 | 6m | | | | |
| 8234 | Worksho | p Gnd | Workshop Workshop | 23Mayswb | 6 | 6 | 6m | | | | |
| SI | New vitchBoard | | Edit SwitchBoard | Delete SwitchBoard | Edit Circuit Delete Circuit | | Open | | | | |



4. Enter the switchboard details in the window that opens.





6. The switchboard is listed on the 'Selected Clients Switchboards' screen.

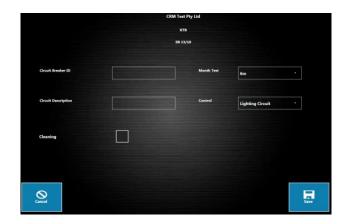
Create a Circuit

1. Press in the checkbox to select a switchboard on the 'Selected Clients Switchboards' screen.

| Selecte | d Client | ts Switch Boards | | | Current | ly Logged in : Kevi | n Taggerboy |
|------------------|----------|----------------------|-------------|--------------|---------------------------|---------------------|-----------------|
| Back | | Quick Start | | Scan | Time Sheet | | list Summary |
| Site Buildir | ng Level | Room Location | Switchboard | | Circuit Description/ Zone | CB ID | Test |
| 234 Worksh | op Gnd | Workshop Workshop Ba | sk Swb1 | Swbcircuit | | Circuit123 | 4 6m 🗸 |
| 234 Worksh | op Gnd | Workshop Workshop | 23Mayswb | 5 | | 5 | 6m |
| 234 Worksh | op Gnd | Workshop Workshop | 23 Mayswb | 1 | | | 6m |
| 234 Worksh | op Gnd | Workshop Workshop | 23 Mayswb | 2 | | 2 | 6m |
| 234 Worksh | op Gnd | Workshop Workshop | 23 Mayswb | 6 | | 6 | 6m |
| 234 Worksh | op Gnd | Workshop Workshop | 23 Mayswb | 4 | | 4 | 6m |
| 234 Worksh | op Gnd | Workshop Workshop | 23 Mayswb | 6 | | 6 | 6m |
| 234 Worksh | op Gnd | Workshop Workshop | 23 Mayswb | 4 | | 4 | 6m |
| 234 Worksh | op Gnd | Workshop Workshop | 23 Mayswb | 1 | | | 6m |
| 234 Worksh | op Gnd | Workshop Workshop | 23Mayswb | 6 | | 6 | 6m |
| New SwitchBoa | l ırd | Edit SwitchBoard | Delete N | iew rcuit | Delete Circuit | | Open |



3. Enter the circuit details in the window that opens.



4. Press . The circuit is listed on the 'Selected Client Switchboards' screen.

| Site | Building | Leve | Roon | Location | Switchboard | Circuit Description | Circuit Breaker | ID Tes | t Cleani | ng Control |
|----------|----------|------|------|--------------|-------------|---------------------|-----------------|--------|----------|------------------|
| TB NJL1 | | 1 | | Location NJL | SB 13/10 | NJL Circuit 1 | NJL Test | 6m | No | Lighting Circuit |
| CTB NJL1 | | 1 | 2 | Location NJL | SB 13/10 | NJL Circuit 2 | NJL Test 2 | 6m | No | Lighting Circuit |

5. Repeat the above steps to create all circuits for the switchboard.

Create a Circuit Plan

Create a Plan

1. Press in the checkbox to select a circuit on the 'Selected Clients Switchboards' screen.

| Selected Clien | ts Switch Boards | | Current | ly Logged in : Kevin Taggerboy |
|---------------------|------------------------|-----------------------|---------------------------|--------------------------------|
| Back | Quick Start | Scan | Time Sheet | list Summary |
| Site Building Level | Room Location | Switchboard | Circuit Description/ Zone | CB ID Test |
| 8234 Workshop Gnd | Workshop Workshop Back | swb1 | Swbcircuit | Circuit1234 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 5 | 5 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 1 | 1 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 2 | 2 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 6 | 6 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 4 | 4 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 6 | 6 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 4 | 4 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 1 | 1 6m |
| 8234 Workshop Gnd | Workshop Workshop | 23Mayswb | 6 | 6 6m 🗸 |
| New SwitchBoard | Edit SwitchBoard | Delete SwitchBoard | Edit Circuit | Open |



3. The circuit plan screen opens.

| | | | | Circuit Exception Circuit I Sat Lipter Buren Puren Sat Kinder Sat |
|----------|----------------|-----------|--------|---|
| Completo | CIM Ter School | 1071 Salv | 0 Mice | → 12 F. 5. |

4. The asset icons are located in the top right corner of the screen.







- 5. Press and hold on the required icon.
- 6. Drag to the required location on the plan.

| | € 2 87 | E | | Circuit Description Circuit 2 Figs 1/2 Figs 1/2 Figs 1/2 Figs 1/2 Figs 2/2 Figs 2 Figs 2 Fig 2 F |
|---------------------|-----------------|-------------|--------|--|
| EXIT 6 | 2 4 | 7 | | |
| Generation Complete | CIM Text School | 8234 Sabert | Office | Edit Save Drag Save |

- 7. Repeat for all assets.
- 8. It is now necessary to add details for each asset on the plan.

Add Asset Details

- 1. Press in the bottom right corner of the circuit plan.
- 2. Press and hold or double click on an asset icon.

| | | Site Code: 8234 | | | |
|-----------------------|-----------|--------------------|----------|------------|----------------|
| | | Switchboard: Sabcd | | | |
| | | Circuit Circuit1 | | | |
| | | Exit 6 | | | |
| Fitting Log Book Id : | 6 | Fitting | g Type : | Exit | (. *). |
| Fitting Floor : | ١ | Fitting | g Room : | AMA | |
| Location : | ABC | Fitting | g Make: | | |
| Height : | | | | | |
| Carvel | Copy From | Copy To | Edit All | | Sme |

Notes:

- Fields on this screen differ depending on asset type.
- The field 'Fitting Log Book Id' is used for the asset ID. This is the data used when searching for an asset.
- 3. Enter required details.



- 5. The asset plan displays again.
- 6. Repeat for all assets.

Or to create / edit multiple assets from one screen, use on the above screen. Refer to the section Edit All Assets.

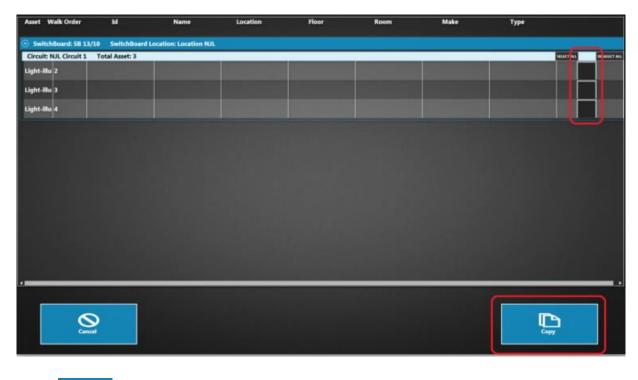
Copy Asset Details

- in the bottom right corner of the circuit plan. 1. Press
- 2. Press and hold or double click on an asset icon.
- Р Copy From and select one asset to copy the details from. 3. Press





Сору and select one or multiple assets to copy the details to. Press



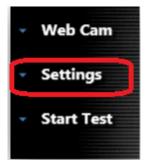


5. Relevant details are copied from asset to asset.

Add a Circuit Map

If a map of the building is available, it is possible to add this to the circuit plan to show the exact location of the assets.

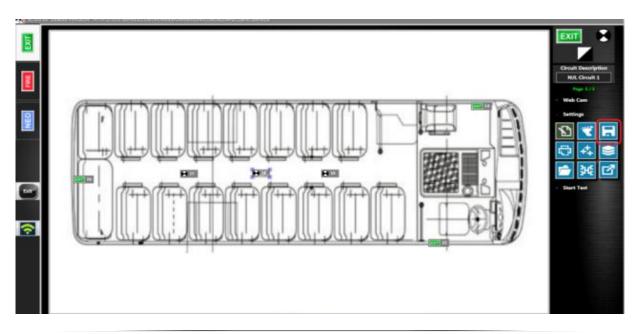
1. On the circuit plan screen, press **Settings**.





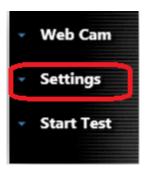


- 3. Locate the external file of the map.
- 4. Press **Open**. The map is applied to the circuit plan. Example map:



Create a Circuit Map

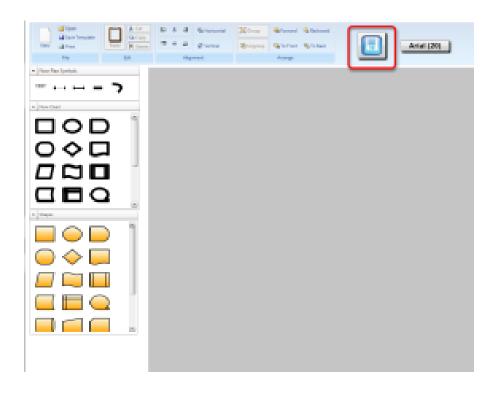
1. On the circuit plan screen, press Settings.







3. The 'Floor Plan Editor' window opens.



- 4. Create the floor plan as required by dragging the shapes / floor plan symbols onto the plan.
- 5. Press at the top of the screen to save the floor plan.
- 6. Press **Yes** on the confirmation message.
- 7. The floor plan is automatically assigned to the circuit plan.

Add a Photo to a Circuit Map

Use the webcam to capture an image to use as a plan background. For example, take a photograph of the map of the building.

1. On the circuit plan, press **Web Cam** from the right menu to open webcam functionality.



Press to start the webcam.



Press to take a photograph.

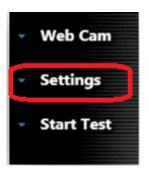


Press to stop the webcam.

2. The photograph appears as the background on the circuit plan.

Create Multiple Plans for a Circuit

1. On the circuit plan screen, press Settings.







- 3. An empty plan screen opens.
- 4. Repeat the steps for creating a circuit plan. Refer to the section Create a Circuit Plan.

Note: Each circuit can only have one switchboard. If multiple plans exist for the circuit, it is only possible to drag a switchboard icon onto one circuit plan.

5. The number of plans for the circuit is indicated on the right-hand side. For example, 'Page 3/3' means there are 3 plans for the selected circuit.



6. To scroll between the plans, use the arrows in the bottom corners of the screen.



Save the Circuit Plan

- **Back**
- once all circuit plans are completed to return to the 'Selected Client 1. Press Switchboards' screen. The circuit plan(s) is automatically saved.
- 2. Assets can now be tested. Refer to the section 'Testing'.

Edit Switchboard Data

Edit Switchboard Data

1. On the 'Selected Clients Switchboards' screen, pr ess in the checkbox to select a switchboard.



- 2. Press SwitchBoard
- 3. Make the required changes.



Edit Circuit Data

1. On the 'Selected Client Switchboards' screen, press in the checkbox to select a circuit.



3. Make the required changes.



Edit Asset Details

1. Open the asset details in one of the following ways.

From the Table View Screen

Press next to the required asset.

From the Circuit Plan

Press in the bottom right corner.

Press and hold or double click on an asset icon.

<u>Use the Search Box</u>

On either the 'Selected Clients Switchboard' screen or table view, enter the asset ID (manually or scan the bar code).



2. Make the required changes.

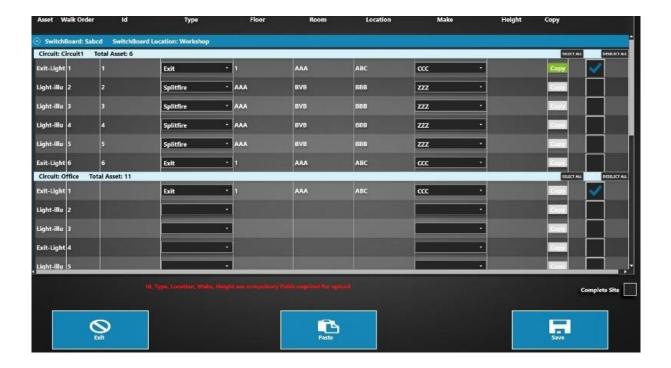
| | | Site Code: 82: | 4 | | |
|-----------------------|-----------|-----------------|----------------|------|------|
| | | Switchboard: Se | bod | | |
| | | Circuit: Circui | đ | | |
| | | Exit 6 | | | |
| Fitting Log Gook Id : | 6 | | Fitting Type : | Exit | + |
| Fitting Floor : | 1 | | Fitting Room : | AAA | |
| Location : | ABC | | Fitting Make : | ccc | |
| Helght : | | | | | |
| Cancel | Cupy From | Сору То | Edit All | | Sava |



Edit All Assets

Use this option to create / edit multiple assets from one screen.

1. On the asset details screen, press



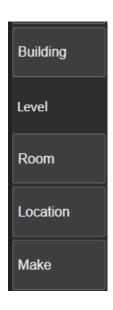
2. Make the required changes.



Edit Building, Room etc

Building, Room, Location and Make list entries can be removed via the Pop-up window allowing you to clean up your lists.

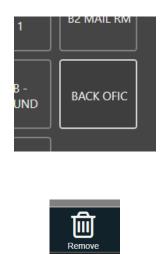
1. Select the list to edit.



2. Select the required letter to display items.

| Back Q Search Location | | | | | | | |
|------------------------|----------------------|-------------------|--------------|-------------|--|--|--|
| | А | | | В | | | |
| | N | | | Ο | | | |
| BACK DOCK | BISTRO | BACK | STORE | BLIEK | | | |
| BACK FORKLIFT | BISTRO BAR | Bin | Area | BACK OFFICE | | | |
| BASEMENT OFFICE | BOWLING KITCHEN | BOAF M LV | RDROO L 1 | B2 MAIL RM | | | |
| BAR | BOWLING STOREROOM | BLD B - GROUND | | BACK OFIC | | | |
| BASEMENT | BOWLING CLUB | BLD B | - LVL 1 | | | | |

3. Select the item to remove and click the bin icon to remove it.



- 4. Repeat as necessary.
- 5. If it was removed because of a spelling mistake, it can be added back as normal from the test page.

| Location | Back Office |
|----------|-------------|
| | |

Edit a Circuit Plan

- 1. Press in the bottom right corner of the circuit plan.
- 2. Make changes as per sections below.
- 3. Press **O Back** once all changes are made to return to the 'Selected Client Switchboards' screen.

Add Assets

- 1. Press and hold on the required asset icon in the top right corner.
- 2. Drag to the required location on the plan.
- 3. Refer to the section 'Create a Circuit Plan' for further details.

Move Assets

- 1. Press on an asset icon to select it.
- 2. The corners are highlighted in blue:



3. Drag the asset to the required location.

Re-size an Asset Icon

- 1. Press on an asset to select it.
- 2. The corners are highlighted in blue:



3. Press and drag a corner to change the size.

Circuit Plan Zoom

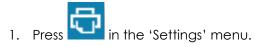
Use the slider in the bottom right of the circuit plan to zoom in and out of the plan.



Change the Walk Order

- 1. Press in the 'Settings' menu.
- 2. Press the asset to be first in the walk order. The number changes to 1.
- 3. Continue pressing on assets in the required sequence. The number assigned to the asset changes accordingly.
- 4. Press Back once completed.

Print the Asset Plan



- 2. Select the required printer from the pop-up window.
- 3. Press Print.

Create a PDF of the Plan



- 3. Choose the required location to save the file.
- 4. Press OK.
- 5. Open the PDF document from the chosen location.





1.

- Settings on the left sidebar.
- 2. The Settings screen now combines settings for Neo, Fire and EEL.

| Tech Email | kevin.taggerboy@at | s.com.au | | cc to Technician 🚺 | | | | Office Email | nicola@ats.com.au | |
|-------------------------------|--------------------|------------------------------|--------------------------------------|-------------------------|---------|--------------------------|-------------------------|--------------|--|--------------|
| Dropbox | | | | | | | Browse | Password | | Verify Email |
| Pic Folder | | | | | | | Browse | | Please enter correct email id and password | |
| NEO -Time Inter Class 1 | 2 sec Y | Test Delay Time - Test 04 | ~ min 00 | sec Pass/Fail | | Misc Keyboard Display | Last Asset ID G v 10 | 206 | | |
| Class 2 | 2 sec 🗸 | RCD 03 RCD Phase 1 | min 00min | sec Pop up Window | | Multi Tech | Trinity & Lo | | | |
| -Label Amcor.p | | ≜ ≡ Logo | | | Printer | | | | | |
| Dual Label Small Label | Continue | | Printer Density Auto Pass Print | 12 × Auto Fail Print | | Set Asset Test | Manage F | | | |
| | | | | | | | | | | |
| Drag and Sa | ave | Scan Asset by | Asset ID | Veh No (| Veh Re | eg | | | | |
| EEL Flash Beep | | Start Flashing when ti | mer remaining minu | tes are | | | | | | |

3. The following options can be changed:

<u>Tech Email</u>

• This is the email address of the electrician using the app.

Dropbox

- Browse to select the default folder for dropbox. Job closure files (JCF) and job summary reports can be sent to dropbox rather than emailing.
- Refer to the 'AIRS Installation Guide' for further details.

Pic Folder

• Browse to select a default folder for storing photos.

Flash Beep

• On or Off

Flashing

Set number of minutes to start flashing when timer is running. •



4. Press save in the top right corner.

Close the App



Close the app by pressing in the bottom left corner of the screen.

2. Press Yes on the confirmation message,

F.A.Qs

1. The lights are on the same circuit as the EEL, client won't allow me to run the testing as the site will be in darkness, what do I do?

Please assess whether the site will in full darkness or part, the client might be ok if there is enough light, but please ensure with the site that the safety protocols are in place. If the site is unable to be tested, please explain to the client that this will have to be re-scheduled before or after hours, and that the scheduling team will be in contact. You may also want to mention to the client, this moving forward is going to be a problem every 6-months, would you like our team to quote isolating the EEL with a key controller, this will avoid any issues moving forward.

2. In this case with the same circuit, who do I send tasks to?

-Send a task to scheduling asking for this to be re-scheduled before or after hours. -Send a task to Admin asking whether we can charge an attendance fee for your time, we have been requested to provide a service, and this was not our fault that the service couldn't be provided.

3. The key switch/push button controller for the Emergency Light is not working, do I fail the test?

No, you do not fail the test, if you can still run the test controlled by the circuit breaker/RCD, then you proceed with the test. You then take clear close up pics and switchboard pics of the controller, take the brand and whatever other details possible, and email that to <u>repairs@ats.com.au</u> with all that information as well workorder number, site code, name, address and contact person you were dealing with. We will then quote the client to have this repaired, and if they refuse repair, we will update the notes for future workorders.

4. I do not have keys to the key controller, I cannot do the test.

Yes, you could if you control the testing by the CB/RCD, providing it doesn't affect the main lights. Take a pic of the key controller and it will be beneficial to trace down the key from the electrical wholesaler for future testing. If this isn't possible, please send a task to scheduling to update the notes that the key is missing and the tests moving forward will be via the CB/RCD number please.

5. The circuit breaker/RCD for the EEL was already off when I arrived.

You cannot test the EEL system as the battery is now drained, take a pic of the RCD turned off and add it in the notes in the field service app. Then send a task to scheduling with the photo requesting a new booking for another day. Also ensure the RCD/CB is turned back on and wait a few minutes as it might be faulty, hence the reason why it's off.

6. I have started the test and I'm half way, I have just realised I haven't visually passed all the assets, what can I do?

You need to stop the timer, visually pass those assets and start the timer again. Please do ignore the process, otherwise you will not be paid for each asset, you have not tested the site to the standards, and you have left the site non-compliant.

ALL PICS MUST BE TAKEN FROM YOUR MOBILE PHONE FOR EEL AND RCD'S

Troubleshooting

| PROBLEM | CAUSE | SOLUTION |
|---|--|---|
| Error when logging on: User ID : ktff TechName or id not found Password : *** Incorrect Password Cancel Log In | User ID and / or password are incorrect. | User Id = your Tech Id Password = 1234 |
| Unable to start the app. | Antivirus software is restricting access to necessary files. | Refer to the section <u>'Software</u> <u>Requirements (PC</u>)'. |
| Data corruption. | Antivirus software is restricting access to necessary files. | Refer to the section <u>'Software</u> <u>Requirements (PC</u>)'. |
| Unable to access printers. | Antivirus software is restricting access to necessary files. | Refer to the section <u>'Software</u> <u>Requirements (PC</u>)'. |
| Wi-Fi icon is red. | Antivirus software is restricting access to necessary files. | Click on the Wi-Fi icon to retry the connection. |
| Error when trying to open a job: Error Select One site | No job or multiple jobs are selected. | Ensure only one job is selected. |
| Cannot drag a switchboard icon onto a circuit plan. | A switchboard already exists for the circuit. | Scroll through the circuit plans and locate the existing switchboard icon. |
| Icons are not reacting when pressed. | Another pop-up window is open in the app. | Close any other pop-up windows in the app. |
| Unable to change the status of an asset during a timer test. | There has been no visual test for the asset. | Enter results for the visual test before doing the timer test. Refer to the section ' <u>Visual Test'</u> |

| PROBLEM | CAUSE | SOLUTION |
|--|---|--|
| Pressing the asset icon on the circuit plan does not change the pass / fails status. The details screen opens instead. | 'Edit' mode is still active. | Press the 'Save' icon to close edit mode. |
| Error when opening table view: Error Select only one Area | Multiple or no circuits are selected. | Ensure only one circuit is selected. |
| 'Add Repair' button is greyed out on the test status window. | The test status is a pass. Or, the test status is a fail, but no failure details have been added. | Press to edit the test results and add the failure details. Refer to the section ' <u>Failed Assets'</u> . |
| Error when uploading data to the portal: Error One of the selected Job is not completed!! Only rows in table are completed Jobs Can not Upload | Circuits have not been marked as 'complete'. | Complete the circuits. Refer to the section ' <u>Complete a</u> <u>Circuit'</u> . |
| Message when completing a job: Confirmation! All the data for the selected Sites will be lost.Want to Continue? | Test data has not been uploaded. | Upload all test data before pressing 'Job complete. Refer to the section ' <u>Upload Data to</u> <u>the Portal'</u> . |
| Error when closing the app: | A timer test is still running. | Stop the timer using on either the table view screen or circuit plan. Ensure all timers are stopped as multiple can be running at one time. |
| Data not uploading or downloading. | Date format could be incorrect on the tablet. It is likely to be set to month – day – year. No internet connection. | Ensure the date format is set to day - month-year on the tablet. Ensure the tablet is connected to the internet. |

Any other problems call the ATS office on 1300 ATS NOW (1300 287 669). Please ensure internet access is available, as Team Viewer is usually required to assist with any issues remotely.