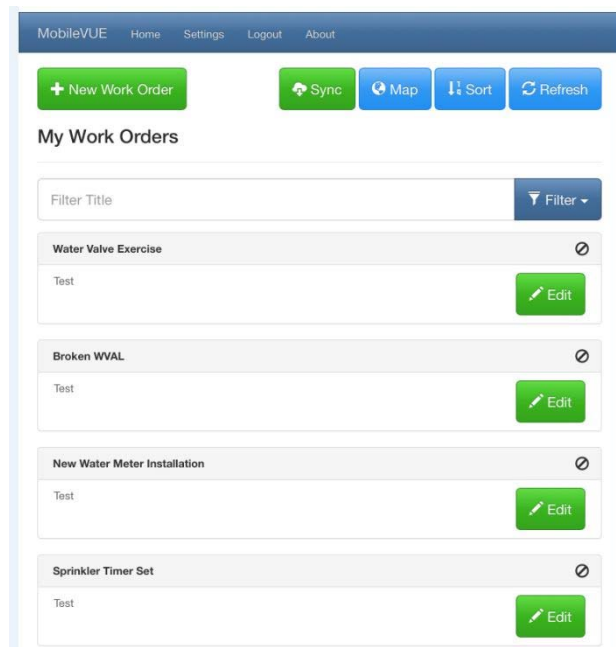
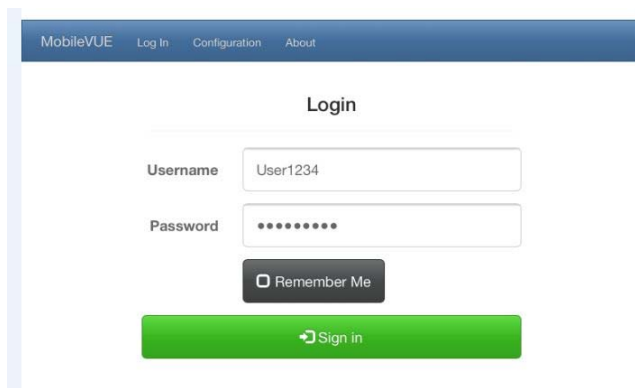


Logging into MobileVUE



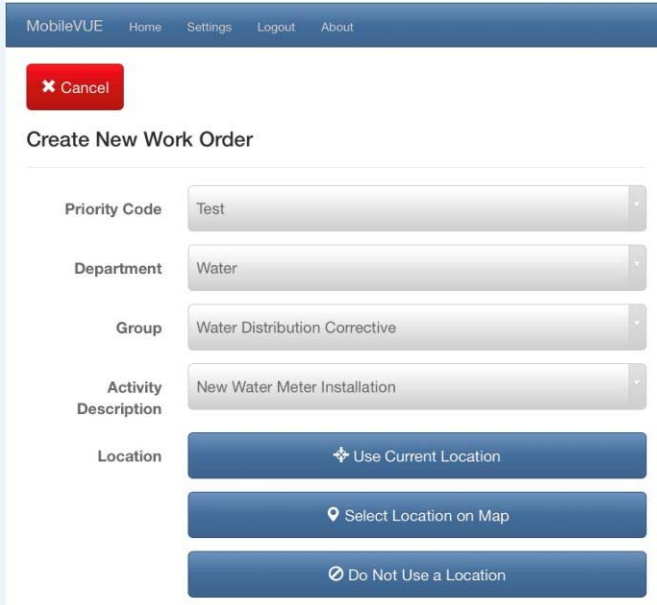
Open the MobileVUE application by tapping the MobileVUE icon on the iPad.

Enter your unique Vueworks Username and Password on the “Log In” tab of the MobileVUE application and then tap “Sign In”. You will be directed to the “Home” tab of MobileVUE showing your OPEN work orders in a list titled “My Work Orders”. Only work orders that have the user’s name within the field “Assigned To:” will be listed; work orders that have not been assigned to the user will not be displayed.



Creating New Work Orders

From the “Home” tab, you can either edit existing work orders, or create new ones using the “+ New Work Order” prompt in the top left corner of the menu. Tapping this prompt will open the “Create New Work Order” menu and certain fields must be filled out. Use the iPad to fill out the required fields including Priority Code, Department, Group, Activity Description, and Location. The Location field can be filled out using 3 methods; your current location can be used, a location on the map may be chosen, or you may leave the location section blank at that time.

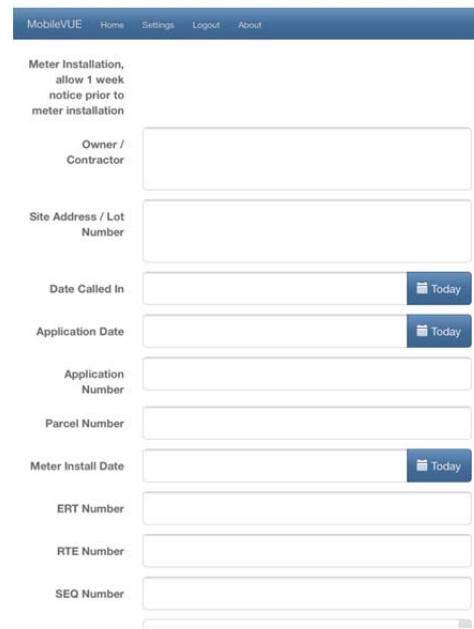
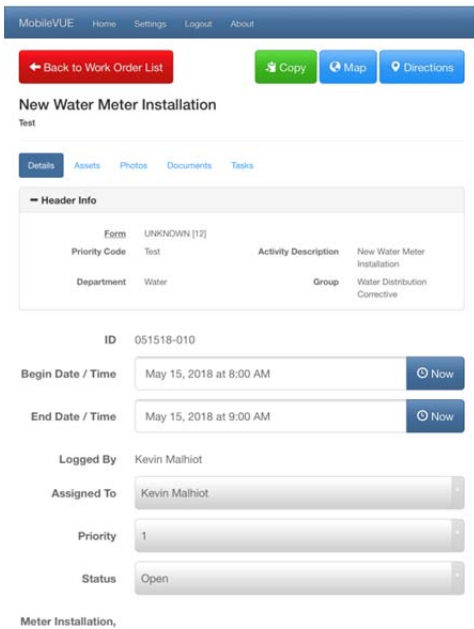


The screenshot shows the MobileVUE application interface for creating a new work order. At the top, there is a navigation bar with the text 'MobileVUE' and menu items 'Home', 'Settings', 'Logout', and 'About'. Below the navigation bar is a red 'Cancel' button with a white 'X' icon. The main heading is 'Create New Work Order'. The form consists of several fields:

- Priority Code:** A dropdown menu with 'Test' selected.
- Department:** A dropdown menu with 'Water' selected.
- Group:** A dropdown menu with 'Water Distribution Corrective' selected.
- Activity Description:** A dropdown menu with 'New Water Meter Installation' selected.
- Location:** Three blue buttons stacked vertically:
 - 'Use Current Location' with a location pin icon.
 - 'Select Location on Map' with a location pin icon.
 - 'Do Not Use a Location' with a location pin icon.

Completing Work Orders

To open and edit a specific work order first find it among the list of available work orders on the “Home” tab in the “My Work Orders” list. Next, tap the “Edit” button to open the work order. The main tab that the work order opens to is labeled “Details” and shows information that is to be documented for the work order. Use the available spaces to fill in all information; throughout the work order, fields that are mandatory for completion are noted by the symbol “†”. These fields must be filled out before the work order can be closed. Also found on the “Details” tab is the “Header Info” prompt, tapping this will display a dialogue box containing the current work order’s Form Title, Priority Code, Department, Activity Description, and Group.



The most important function of the “Details” tab is the “Save” button, which is located at the bottom of the “Details” page. The “Save” icon can only be found on the “Details” page. Each work order must be saved before returning to the “Home” tab, switching between work orders, or logging out of the MobileVUE application. The work orders will not save automatically and all unsaved information may be lost if the user switches to a new tab without saving the work order.



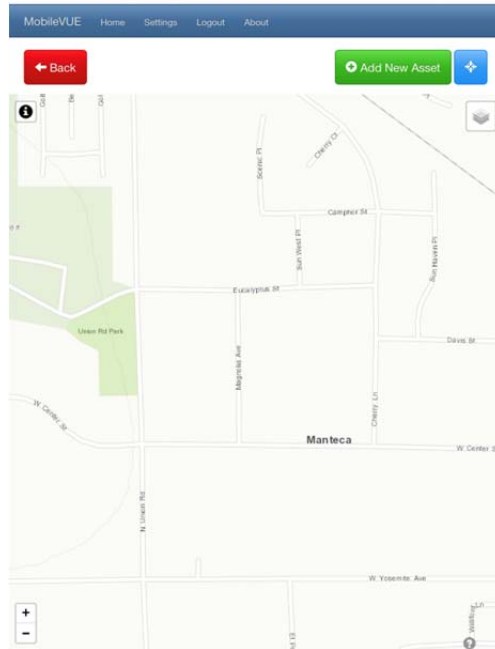
Other tabs are available to assist in completing the work order, these tabs and their functionalities are listed below. After using any of these additional tabs, it is recommended to save the work order on the “Details” page. Photos and linked assets will be deleted from the work order if not saved before returning to the “Home” tab, switching between work orders, or logging out of the MobileVUE application.

Assets:

The “Assets” tab allows the user to link assets that are related to the work order or view assets that have already been linked. The option “Add Assets” opens the map view when tapped and allows the user to select specific assets on the map to link to the work order. Select the appropriate layer for the map to find the desired asset. This can be done by tapping the layers icon located in the top right corner of the map. If no layers are visible or available, check the settings tab to make sure the Esri map option is selected.

Within the map view the user can also add new assets to the map by using the “Add New Asset” button. The menu that appears will prompt the user to navigate through the layers to find the specific asset they would like to add. After the asset has been chosen, the menu will ask the user to tap the map to place the asset in the desired location.

Use the “Back” button to return to the “Assets” tab for the work order.



Photos:

The “Photos” tab allows the user to upload photos to the work order. Photos can be taken using the camera and saved to the work order, or uploaded from the iPad’s photo library if the photos have already been taken.



Documents:

The “Documents” tab displays all linked documents for the work order.

Tasks:

The “Tasks” tab displays all linked tasks for the work order.

In addition to these tabs, certain functions can be found on the “Details” tab of the work order. These include the following,

- Copy: Creates a copy of the work order and displays it on the “Home” tab under “My Work Orders”.
- Map: Displays the location of the work order on the map view.
- Directions: Displays directions from your current location to the location of the work order on the map view.
- Back to Work Order List: Takes the user back to the “Home” tab’s “My Work Orders” list.
 - This action will not save the work order at its current state. Saving the work order using the “Save” button at the bottom of the “Details” tab within the work order is recommended before ever returning to the “Home” tab, switching between work orders, or logging out of the MobileVUE application.

Updating VUEWorks from MobileVUE

Once your work orders have been altered, filled out, or completed, it is time to upload those changes to the VUEWorks main site. This is done by navigating back to the “Home” tab of MobileVUE where the “My Work Orders” list is shown. Tap the “Sync” button at the top of the screen to upload all new information to the VUEWorks main site. Once the MobileVUE application is done syncing, a notification will be displayed saying the sync was successful; the VUEWorks site has now been updated with all new information including newly linked assets and photos.

Settings

If needed while using the application, navigate to the MobileVUE settings by tapping the “Settings” tab on the top portion of the screen. This will open the settings menu and will allow you to alter certain aspects of the application. There are two main options that you may need to alter within this menu, both are listed below. Once the settings are acceptable, navigate back to the “My Work Orders” list by tapping the “Home” tab at the top of the screen.

- Map Type: Choose the map that will be displayed throughout the application.
 - Google: The default Google Map will be displayed, this uses less power but no assets will be shown.
 - Esri: (Recommended) A map containing layers and asset information will be displayed.
- Layer Group: Choose what layers will be available to view on the Esri map.

MobileVUE Home Settings Logout About

Settings

Map Type Google Esri

Map Location Follow No

Location Ping Interval (higher interval for better battery life) Seconds

Maintain Map Extent No

Layer Group Water - water pipes, valves

Sorting Work Orders

If the work order list is too full to easily find a specific work order, several options are available. These include Filter, Sync, Map, Sort, and Refresh; the functions of each are listed below.

- Filter: Find Specific work orders based on a number of different criteria such as Title, Department, Activity Description, and more.
- Sync: Updates the MobileVUE application to show new work orders or alterations to current work orders as well as updates the VUEWorks main site with work done on MobileVUE.
- Map: Opens the map portion of the application to display the location of each of your work orders.
- Sort: Arranges work orders based on alphabetical order.
- Refresh: Updates work orders with changes made since the last time the application was synced. If work orders have been closed, this will remove them from the “My Work Orders” list.