

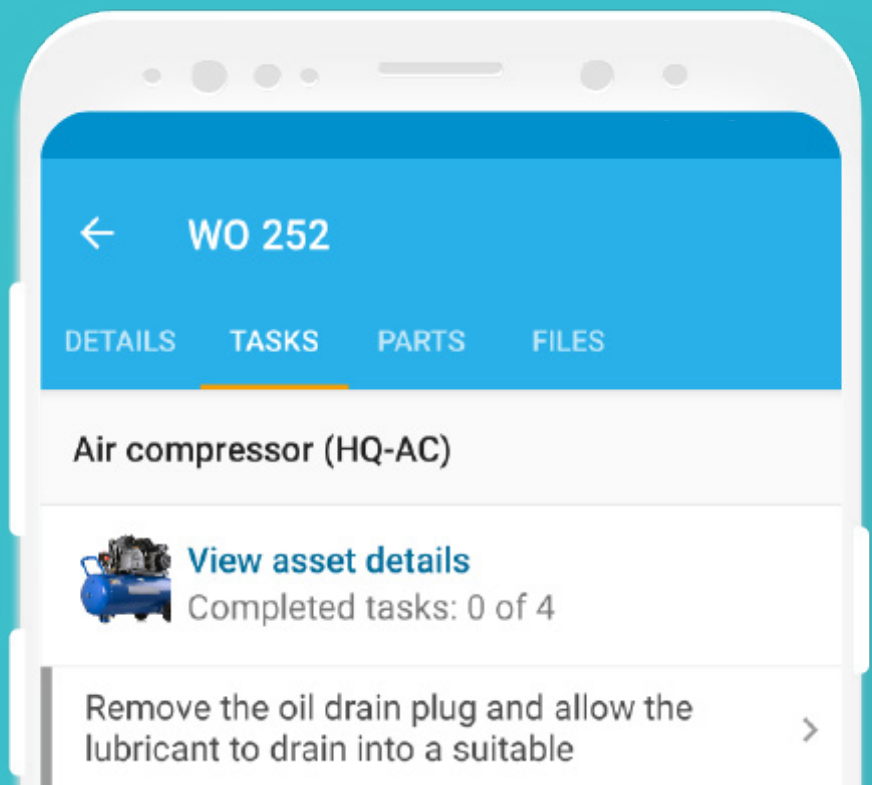
ANDROID



# Fiix mobile quick-start guide

The Fiix CMMS mobile app lets you manage your work orders and assets from your phone or tablet.

The app even works offline, so you can still use it if you're in an area with limited or no internet connection.



# Topics:

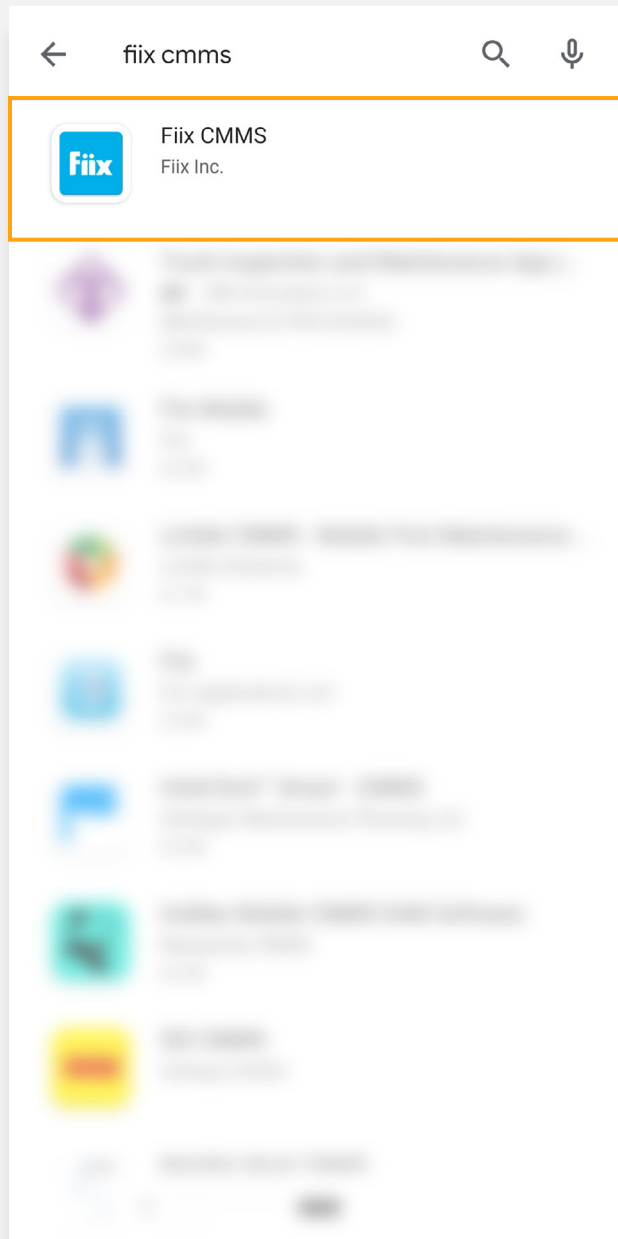
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*The images in this guide show the [Android](#) app. If you're using the [iOS](#) app, you might notice very slight differences in appearance.*

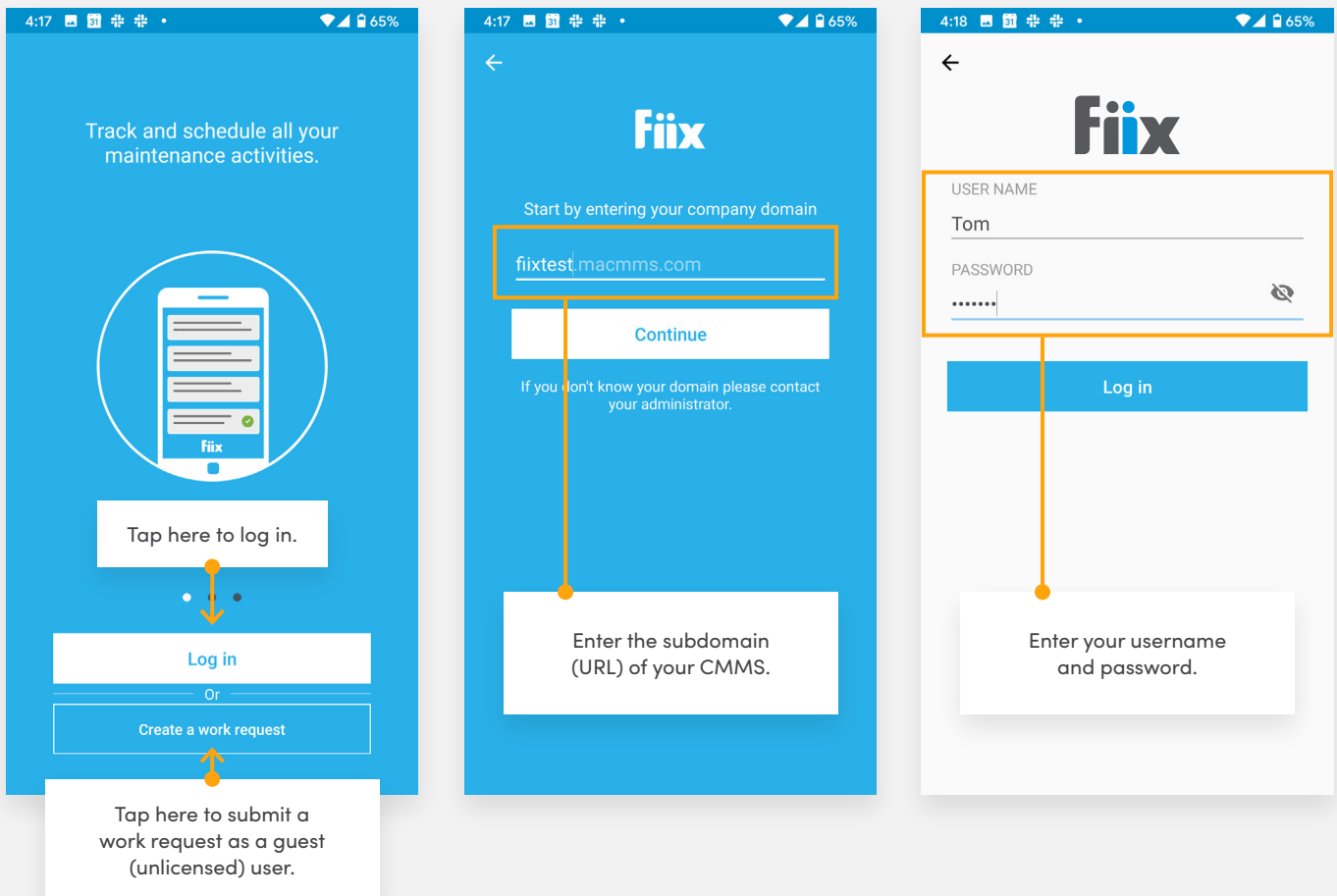
# Download the app

To download the app, search for “**Fiix CMMS**” in the **Google Play Store** (if you’re using an Android device)



# Log in

Before you get started, you'll need your login information. You should have received an email with your username and the subdomain (URL) to access the CMMS. If you haven't, please check with your administrator.



- Username and password are case sensitive.
- For instructions on how to submit a work request, please refer to the *Work Request Portal Getting Started Guide* in our Help Center

# Navigate the app

Once you're logged in, you can use the feature menu to navigate within the app. Use the **More** tab to log out, switch between sites, manage parts, or manage the app sync.

The screenshot shows the 'More' menu in the Fiix mobile app. The menu is a vertical list with a blue header. Below the header, it shows the user's profile 'Tom the Technician' with a 'Last Sync' time. The menu items are: 'Site: Headquarters' (with a location pin icon and a dropdown arrow), 'Parts' (with a wrench icon and a right arrow), 'Cycle count' (with a circular arrow icon and a right arrow), 'Fiix support' (with a speech bubble icon and a blue circle with '0'), and 'Log out' (with a door icon). At the bottom of the menu is 'Version 1.9.1 (67)'. Below the menu is a bottom navigation bar with four icons: 'Work Orders' (clipboard), 'Assets' (truck), 'Scan' (barcode), and 'More' (three dots). The 'More' tab is highlighted in blue.

If your organization has multiple sites, tap here to select a site.

View the parts list based on the site you are viewing.

Use the feature menu to navigate throughout the app:

- View and update work orders.
- View and update asset information.
- Scan a QR code or barcode to quickly open an asset, work order, or part.
- Access this screen to switch between sites, log out, and more.

Tap here to manually sync your app information. The app automatically syncs your data every 15 minutes.

If your administrator has enabled this feature, tap **Cycle count** to complete an inventory cycle count.

This is your feature menu. You can use this to navigate throughout the app as you are using it or add new items.



*The app does not log you out automatically after a certain period of time. You must log out manually.*

# View your work order list

When you log in to the app, you will see a list of work orders assigned to you. To help with prioritization, the list is sorted by work order due date and priority.

## What does each work order status mean?

**Overdue:** Due date on the work order is in the past.

**Started:** Work orders that have a future due date and some completed labor tasks.

**To do:** Work orders that have a future due date and labor tasks that have not been started.

**Done:** All work order labor tasks are complete and/or work order status is closed.

## What do the icons by your work order mean?

**Icon of circle with letters:**  
The work order is assigned to an individual with these initials.

**Icon of group with one colored:**  
Labor tasks in this work order are assigned to a group or several individuals. One or several tasks are assigned to you.

**Icon of group:**  
Labor tasks in this work order group you belong to.

Use the tabs to filter your work orders based on status.

Search for a work order by number, description, asset, or more.

Tap here to filter your work order list by other fields such as assignee or due date.

Tap here to view your work order list or, if your administrator has enabled this feature, a list of work requests.

Tap any work order to open it.

Tap to create a new work order.

# Log work against work orders

Open up a **work order** and you will be able to quickly review its details to get an understanding of what needs to be done. Remember to log work against your tasks and close the work order status when you have completed your work.

The screenshot displays the 'WO 252' screen in the Fiix mobile app. At the top, there's a blue header with a back arrow and the title 'WO 252'. Below this is a tab bar with four options: 'DETAILS' (highlighted in orange), 'TASKS', 'PARTS', and 'FILES'. The 'DETAILS' tab shows the following information:

- Open** (with a dropdown arrow) - Callout: 'Change the work order status.'
- Due** Mar. 25, 2020 > **Time left** 0:25 hrs
- Description** Oil change and filter change - filter inspection, cleaning, and oil change >
- Priority** Medium >
- Maintenance type** Preventive > - Callout: '> Indicates that you can tap to open and update this field.'
- Assigned to** Tom the Technician
- Work order notes** section with an 'Add Note' button (plus icon) - Callout: 'Tap **Add Note** to add a completion note.'

At the bottom, there's an asset card for 'Air compressor (HQ-AC)' with location 'HQ-AC' and 'Maintenance Shop (HQ-MS)'. To the right of the asset card is a list icon and the number '4' - Callout: 'Indicates the number of tasks associated with this asset.'

Callout for the tab bar: 'Tap each tab to view and update additional information such as tasks, parts usage, or files.'



To update the **Assigned to** field on the work order, navigate to tasks and update the assigned user through the tasks.

# Log work against labor tasks

Your work order details will automatically update when you log work against **labor tasks**. Once all of your labor tasks are marked as complete, the app will automatically remind you to close off the work order.

If you have a multi-asset work order, tap here to view tasks for different assets.

Tap here to set the asset online or offline and view asset details

Tap any task to open it and edit task details

Tap **Log work** to log notes and time spent against your tasks

**Tip: The colored bar next to each task indicates its status**

- Overdue
- Started
- To do
- Done

Tap here to add a task.

View a log of work previously recorded against this task. If the task was incorrectly set to complete, you can undo the task completion by clicking on the task history.

Remember to save your changes.

Use this toggle to set your task as complete or incomplete.

**WO 252**

DETAILS TASKS PARTS FILES

Air compressor (HQ-AC)

**View asset details**  
Completed tasks: 0 of 4

Remove the oil drain plug and allow the lubricant to drain into a suitable  
Tom the Technician Est time: 0:21 hrs  
**Log work**

Turn off using Air Compressor CP and use LOTO procedure  
Tom the Technician Est time: 0:03 hrs  
**Log work**

Fill in operating temperature (F)  
Tom the Technician Est time: 0:03 hrs  
**Log work**

Air compressor area is free of obstruction  
**+**

**Log work**

SAVE

View previously logged work

Completed by  
Tom the Technician

Time spent  
00:05

Task notes

Complete task



# Asset details

Navigate to the **Asset** feature to find information about your assets, such as their work order history and meter readings. To help you locate your assets easily, we have organized them in an asset hierarchy. When you click an asset, the app opens the asset's details.

