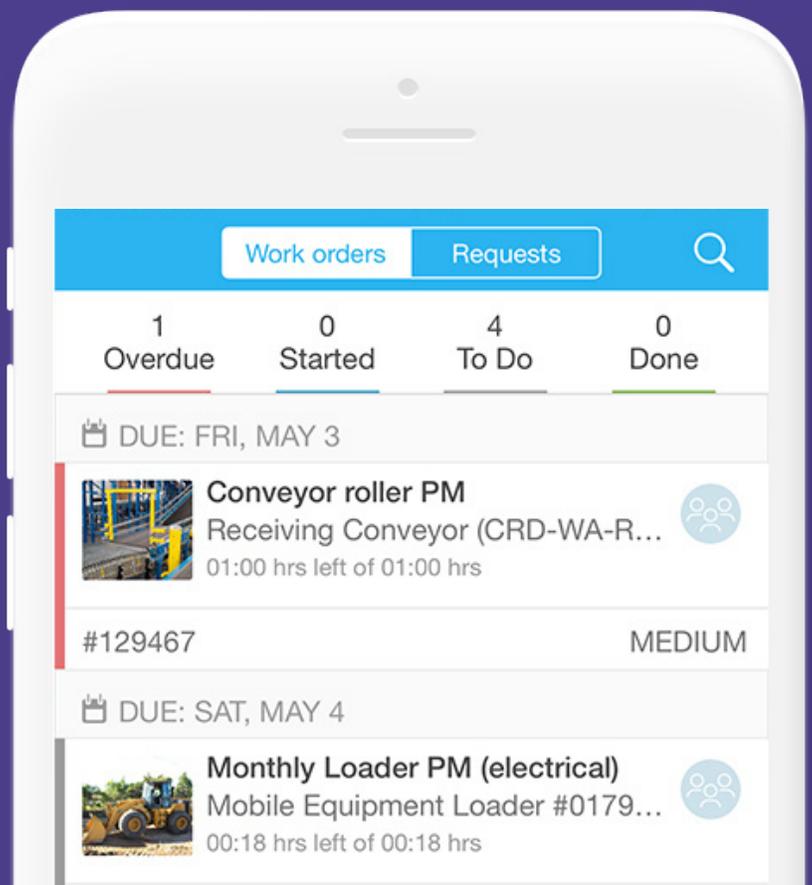# Fiix mobile quick-start guide

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.
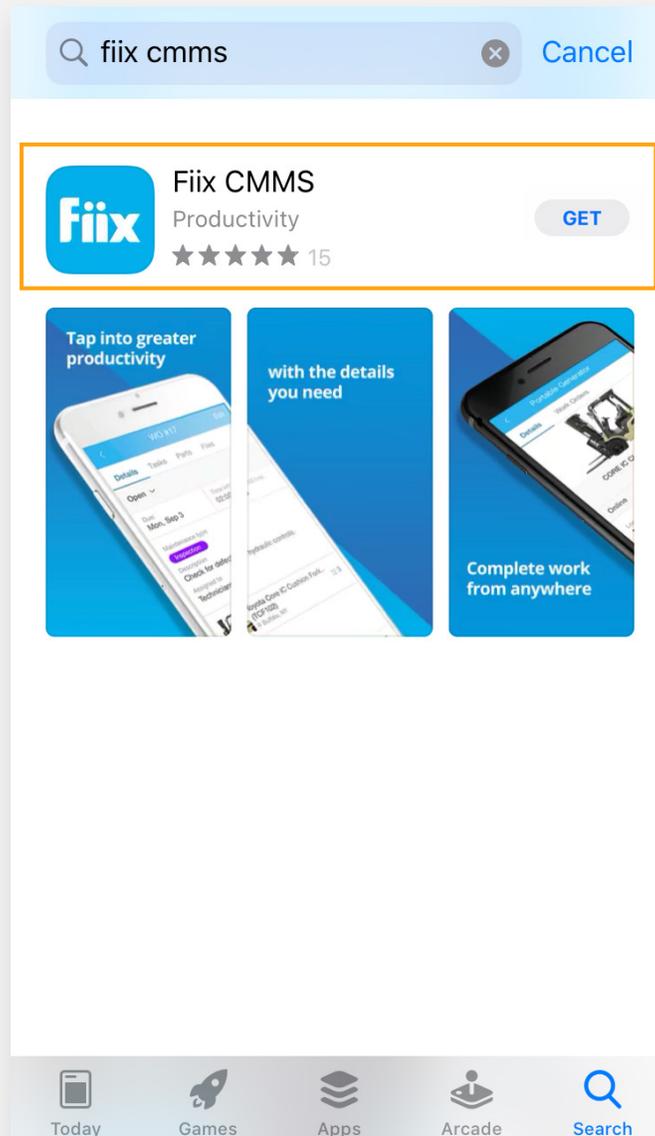
fiix

Topics:

! *The images in this guide show the **iOS** app. If you're using the **Android** app, you might notice very slight differences in appearance.*
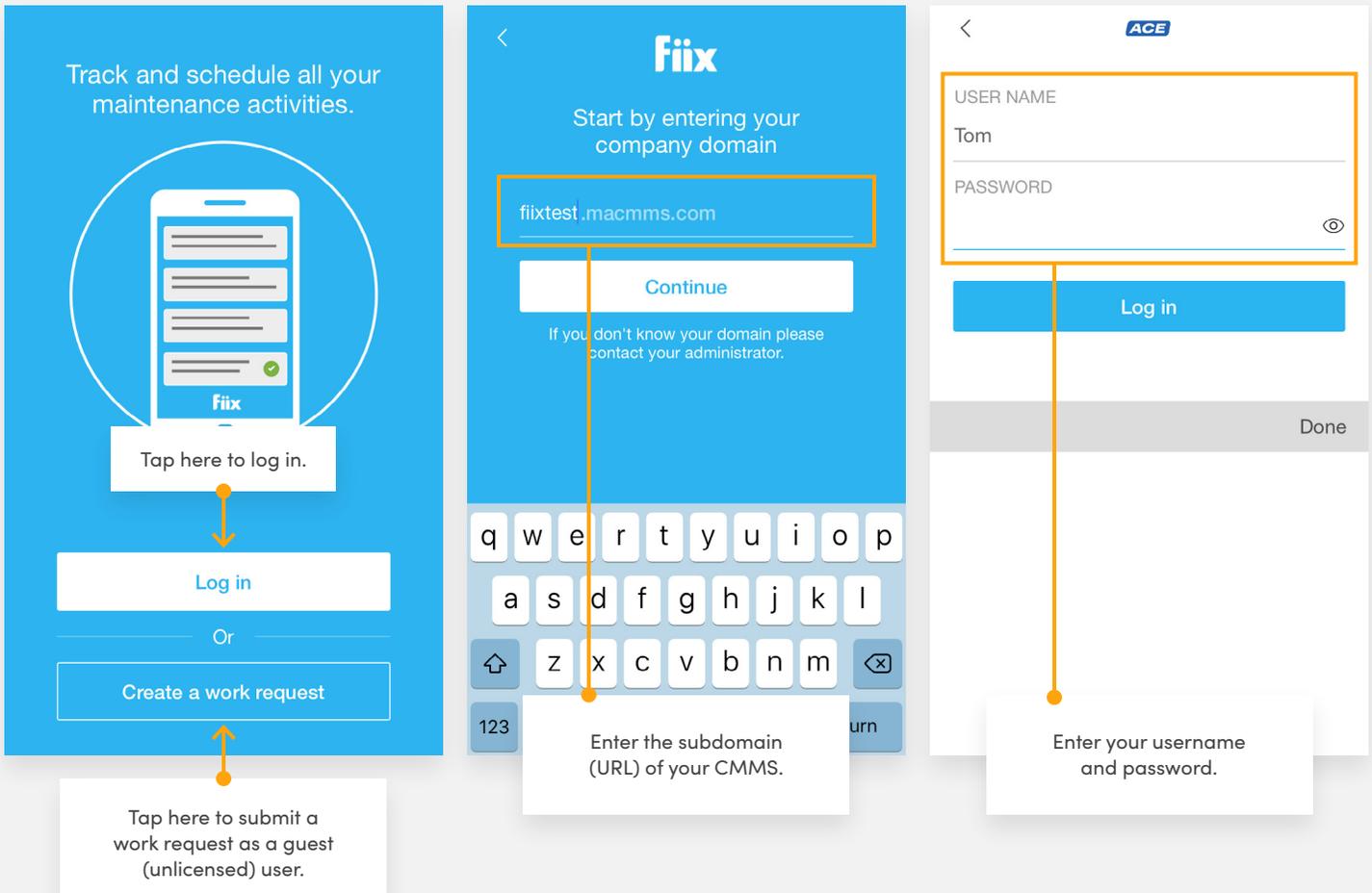
Download the app

To download the app, search for "**Fiix CMMS**" in the **Apple App Store**
(if you're using an iPhone or iPad)

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.

Track and schedule all your maintenance activities.

Tap here to log in.

Log in

Or

Create a work request

Tap here to submit a work request as a guest (unlicensed) user.

fiix
Start by entering your company domain

fiixtest.macmms.com

Continue

If you don't know your domain please contact your administrator.

Enter the subdomain (URL) of your CMMS.

q w e r t y u i o p
a s d f g h j k l
z x c v b n m
123

ACE

USER NAME
Tom

PASSWORD

Log in

Done

Enter your username and password.

!
• *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.

Use the feature menu to navigate throughout the app:

View and update work orders.
Work orders

View and update asset information.
Assets

Scan a QR code or barcode to quickly open an asset, work order, or part.
Scan

Access this screen to switch between sites, log out, and more.
More

Tap here to add new items. Depending on which area of the app you're in, the item you're adding changes.
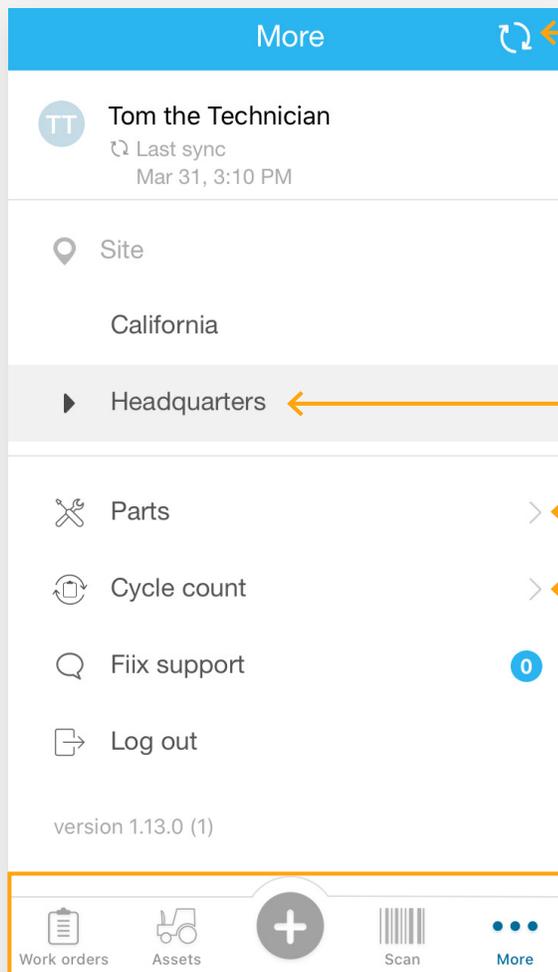
More ⟳

TT Tom the Technician
⟳ Last sync
Mar 31, 3:10 PM

📍 Site

California

▶ Headquarters

🔧 Parts >

🔄 Cycle count >

💬 Fiix support 0

↪ Log out

version 1.13.0 (1)

Work orders | Assets | + | Scan | More

Tap here to manually sync your app information. The app automatically syncs your data every 10 minutes.

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

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

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

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

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

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 are assigned to a group you belong to.

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

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

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

Tap any work order to open it.

Tap to create a new work order.

Work orders	Requests	🔍

2	1	2	0
Overdue	Started	To Do	Done

📅 DUE: WED, MAR 25

Oil change and filter change
Air compressor (HQ-AC)
01:30 hrs left of 01:30 hrs   TT

#252   MEDIUM

Annual inspection
Air Dryer (HQ-AD)
01:00 hrs left of 01:00 hrs

#253   LOW

📅 DUE: FRI, APR 3

Inspect safety guard
Mixer (HQ-M)
00:45 hrs left of 00:45 hrs

#254   HIGH

Work orders   Assets   ➕   Scan   More

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.

Tap each tab to view and update additional information such as tasks, parts usage, or files.

Change the work order status.

Tap **Add Note** to add a completion note.

Tap to create a new work order or add a task, part, or photo to this work order.

> WO #252
>
> **Details** Tasks Parts Files
>
> Open ⌄
>
> Medium >
>
> Maintenance type
> **Preventive** >
>
> Assigned to
> Tom the Technician
>
> Work order notes
>
> ⊕ Add Note
>
> Air compressor (HQ-AC)
> ⚲ Maintenance Shop (HQ-MS) ≡ 4
>
> Work orders   Assets   ⊕   Scan   More

> Indicates that you can tap to open and update this field.

Indicates the number of tasks associated with this asset.

! *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

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.

Tap to create a new work order or add a task, part, or photo to this work order.

WO #252

Details **Tasks** Parts Files

(HQ-AC) Air compressor

View asset details
Completed tasks: 0 of 4

Air compressor area is free of obstructions
👤 Tom the Technician   Est time: 00:05 hrs

⊕ Log work

Fill in operating temperature (F)
👤 Tom the Technician   Est time: 00:03 hrs

⊕ Log work

Turn off using Air Compressor CP and use LOTO procedure
👤 Tom the Technician   Est time: 00:03 hrs

Work orders   Assets   ➕   Scan   More

Log work

✕   **Log work**   Save

View previously logged work

COMPLETED BY
Tom the Technician

TIME SPENT
00:02

TASK NOTES
Enter comments

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.

Search for an asset by code and name or more.

Tap each tab to view and update additional information such as BOM, associated work orders, files, meter readings, and more.

Tap here to view sub-assets nested under this asset.

Use this toggle to set your asset online or offline.

Tap here to view the parent asset details.

Indicates the number of work orders associated with this asset.

Tap to create a new work order, or add a meter reading or photo to this asset.

Air compressor

Details   BOM   Work orders   Readings   Fi

Air compressor
HQ-AC

Online

Parent asset
Maintenance Shop

Sub assets
0

Location
Maintenance Shop (HQ-MS)

Work orders   Assets   Scan   More

Assets

Cooking Area
HQ-CA
2

View sub-assets ›

Headquarters
HQ

Maintenance Sh
HQ-MS

View sub-assets ›

Packaging
HQ-PP
0

View sub-assets ›

Shipping and Receiving
HQ-SR
0