



Work Mobile[®]
OUTSIDE DATA | INSIDE KNOWLEDGE



User Guide for Android

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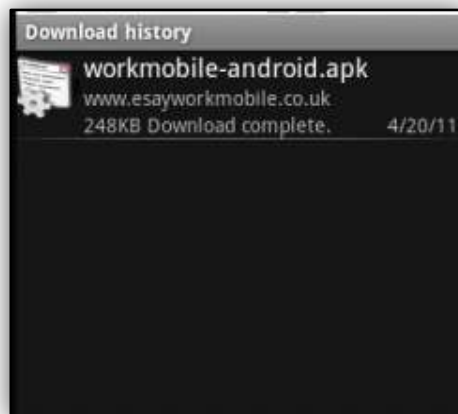
Installation

When you are added as a new mobile user, you will receive the following text message:

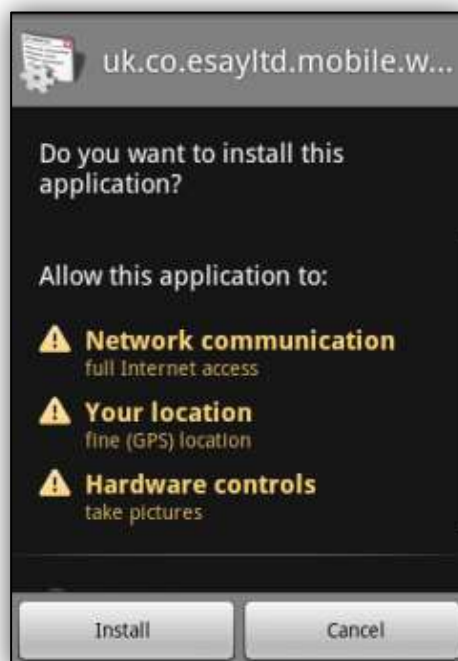
Please download the WorkMobile app. Either click <http://esay.mobi> or go to <http://esay.mobi> in your phone's web browser, then follow the simple steps.

Click on the link, which opens in your phones web browser. Then click on the first link – Download WorkMobile (Android).

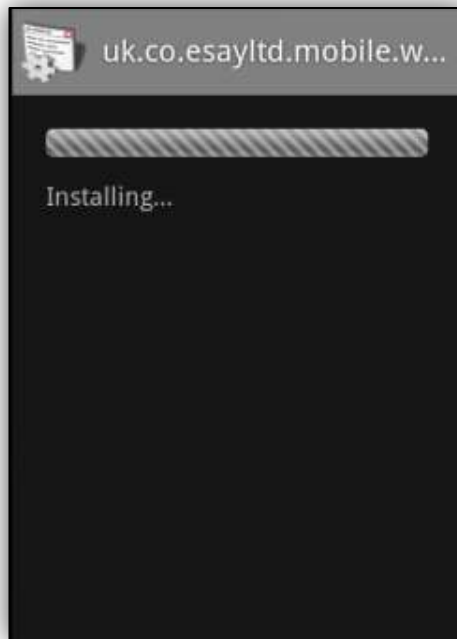
You will then be given your download history – click on workmobile-android.apk



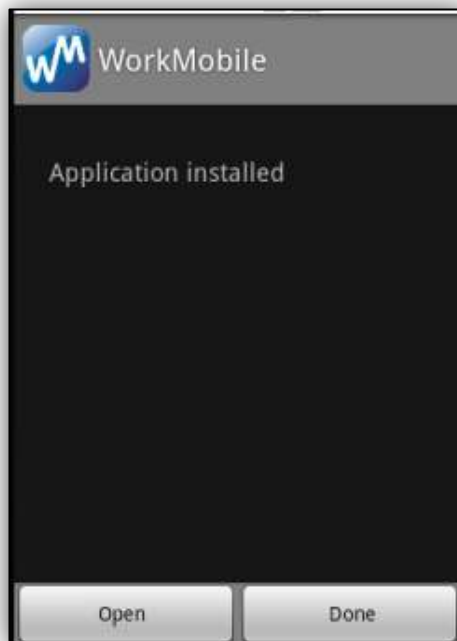
Next, click the Install button on the bottom left.



WorkMobile® will then begin to install onto your phone.



Once the installation is complete, click the Open button on the bottom left to open the application.



For future use, the app will appear on your phone ready to use.



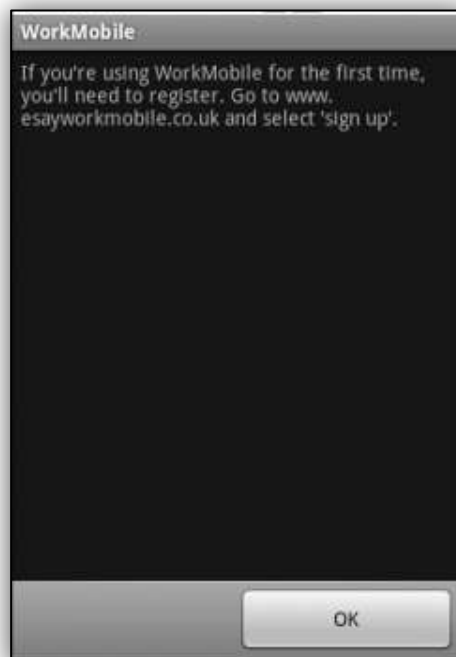
Using the WorkMobile® app

Logging In

After clicking on the WorkMobile® app, the open page will appear.



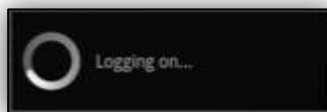
There may be a page that warns you that you need to register if you are using WorkMobile® for the first time and do not already have a username or password. Click on the OK button to continue to the login page.



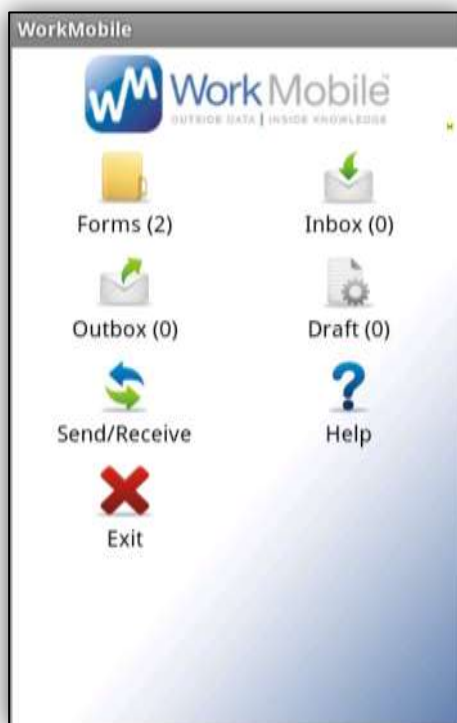
Enter your username and password into the fields.

(Your username and password will be provided by your company or the person that set up your account).

Tap the tick box to enable the Remember Me setting if you want your username and password to be remembered and you are automatically logged on to WorkMobile®. Click on the Log on button.

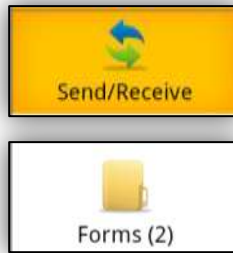


You have then successfully logged on to WorkMobile® and the home screen will appear as below.



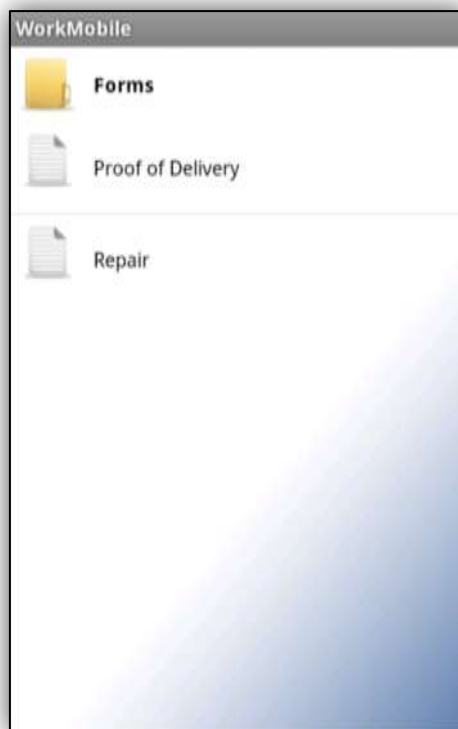
Forms

Initially, you will not have any forms in the forms folder, so all folders will have (0) next to them. Press the Send/Receive button to receive forms or jobs and they will appear in the Forms folder.



Press on Forms to go to the Forms Menu. All of your forms will be listed here for you to access.

In this example, there is a form called Proof of Delivery and one called Repair. Press the form you wish to open.

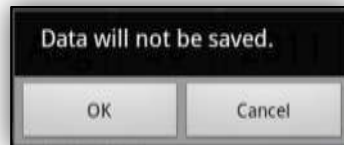


Once you have a form open, on the bottom right, the button will either be Next (if the form has more than one page, pressing the Next button takes you to the next page of the form) or Save (Press Save when the form is complete).

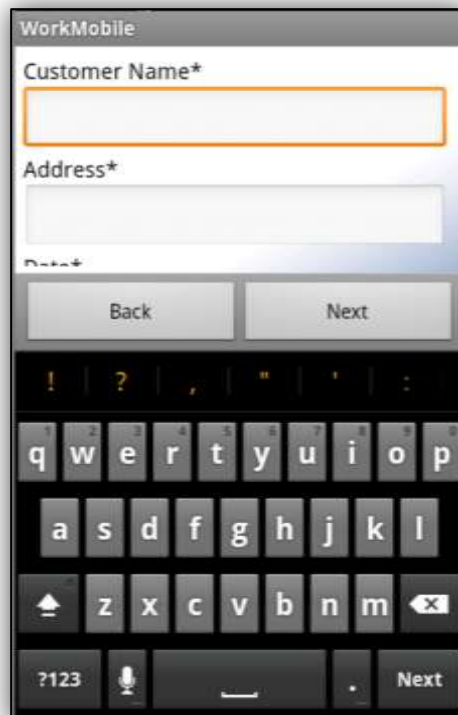


The screenshot shows a mobile application interface titled "WorkMobile". It contains a form with the following fields: "Customer Name*" (text input), "Address*" (text input), "Date*" (date picker showing "Aug 30 2011"), "Number of Parcel*" (dropdown menu showing "One"), and "Parcel Condition*" (radio button selected for "Good"). At the bottom of the form are two buttons: "Back" and "Next".

Pressing the Back button returns you to the previous page. A message will appear that warns you that the form will not be saved. Press OK to go back without saving or Cancel to return to the current page of the form.



The next step is to complete the form. To fill in the text boxes, press the box so that the keyboard appears and type in the details.



The screenshot shows the same "WorkMobile" form as in the previous image. The "Customer Name*" text input field is highlighted with an orange border, indicating it is active. A virtual QWERTY keyboard is displayed below the form, with a "Next" button visible in the bottom right corner of the keyboard area.

For the date, press the + and – buttons to select the correct day, month and year. The keyboard can also be used to input this data.

The screenshot shows a mobile application interface titled "WorkMobile". It contains several form fields: "Customer Name*" with the text "John Smith"; "Address*" with "111 Park Street"; "Date*" with three spinners showing "Aug", "02", and "2011"; "Number of Parcel*" with a dropdown menu set to "One"; and "Parcel Condition*" with a radio button selected for "Good". At the bottom are "Back" and "Next" buttons.

For drop down menus click onto the drop down arrow box

A close-up of the "Number of Parcel*" dropdown menu, showing the text "One" and a small downward-pointing arrow on the right side.

The choices will then appear on screen. Press on the correct answer, which is shown by a green dot on the right hand side.

The screenshot shows the "WorkMobile" form with the "Number of Parcel*" dropdown menu open. The menu lists three options: "One", "Two", and "Three". Each option has a radio button to its right. The radio button for "One" is selected, indicated by a green dot. The "Back" and "Next" buttons are visible at the bottom.

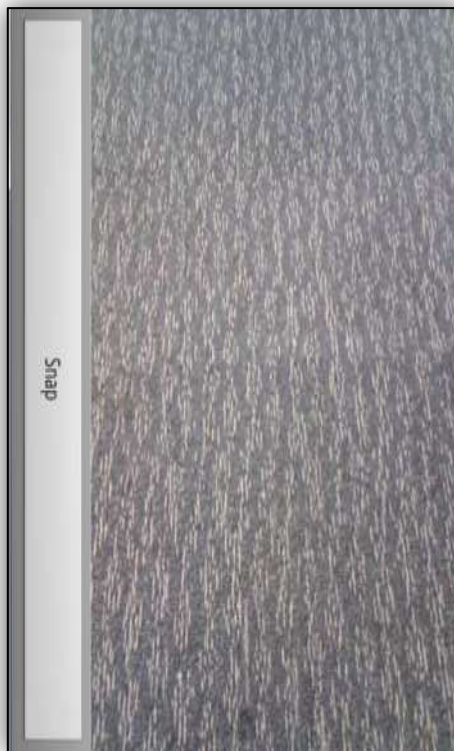
Some multiple choice questions may appear on the form, without the need for a drop down menu. Again, the green button indicates the correct answer.

A close-up of the "Parcel Condition*" section, showing two radio button options: "Good" and "Bad". The "Good" option is selected, indicated by a green dot.

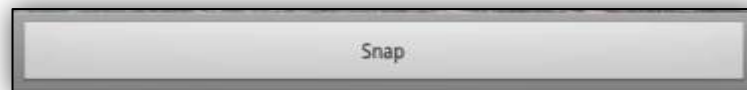
New Photo



A photo can be taken and included in the form. Press Take Photo for the camera function to appear.



The phone camera is then ready to use; point and capture the image by pressing the camera button:



The picture you have taken will appear on screen for you to preview. You can retake the image and repeat the process if needed. Press the accept button when you are happy with the image.



The image will be saved and you will return to the form.

New Signature



A signature can be taken and included in the form. Press New Signature for the signature function to appear.



The signature taker can use the touch screen to sign their name.

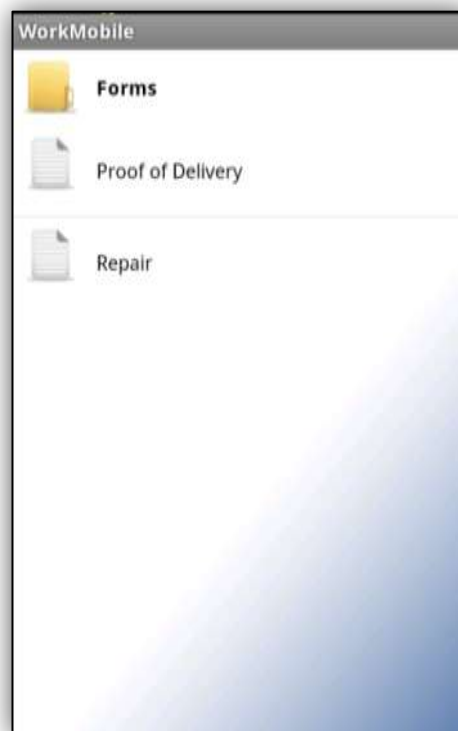
Press the Menu button on your phone, and the buttons Ok and Clear will appear on the screen. Press Clear to clear the screen and start again, or OK to save the signature and return to the form.



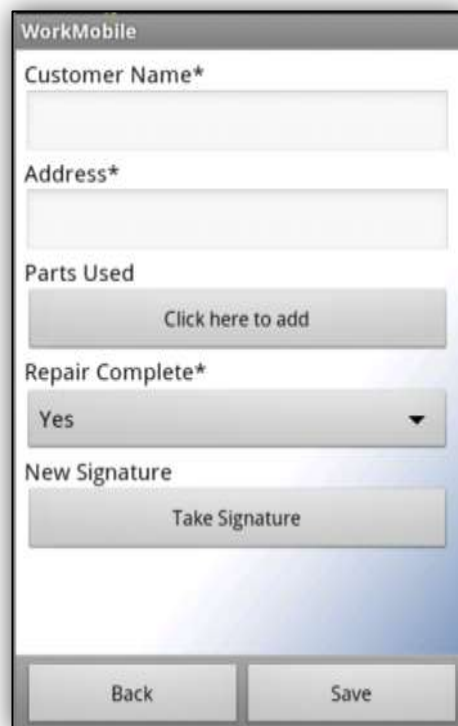
Sub Forms

You may receive a form that allows you to fill in repeating data within the same form.

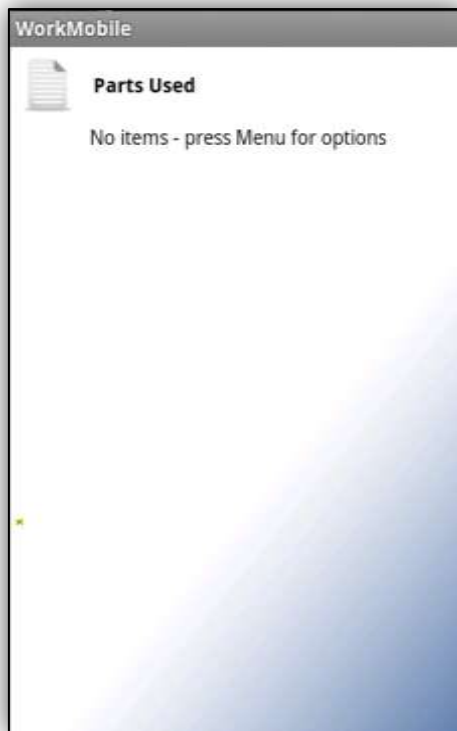
In this example, there is a form in the Forms Menu called Repair.



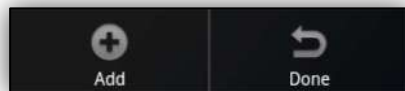
When the form is opened, if the form has a sub-form you will see a button with 'Click here to add'. If you press on this section, you will be able to see and add the information required.

A screenshot of the WorkMobile application showing the "Repair" form. The title bar reads "WorkMobile". The form contains several fields: "Customer Name*" with an empty text input; "Address*" with an empty text input; "Parts Used" with a button labeled "Click here to add"; "Repair Complete*" with a dropdown menu currently set to "Yes"; and "New Signature" with a button labeled "Take Signature". At the bottom of the form, there are two buttons: "Back" and "Save".

The screen is blank if no information has been added to it.



Press the Menu button and two buttons will appear; Add and Done.

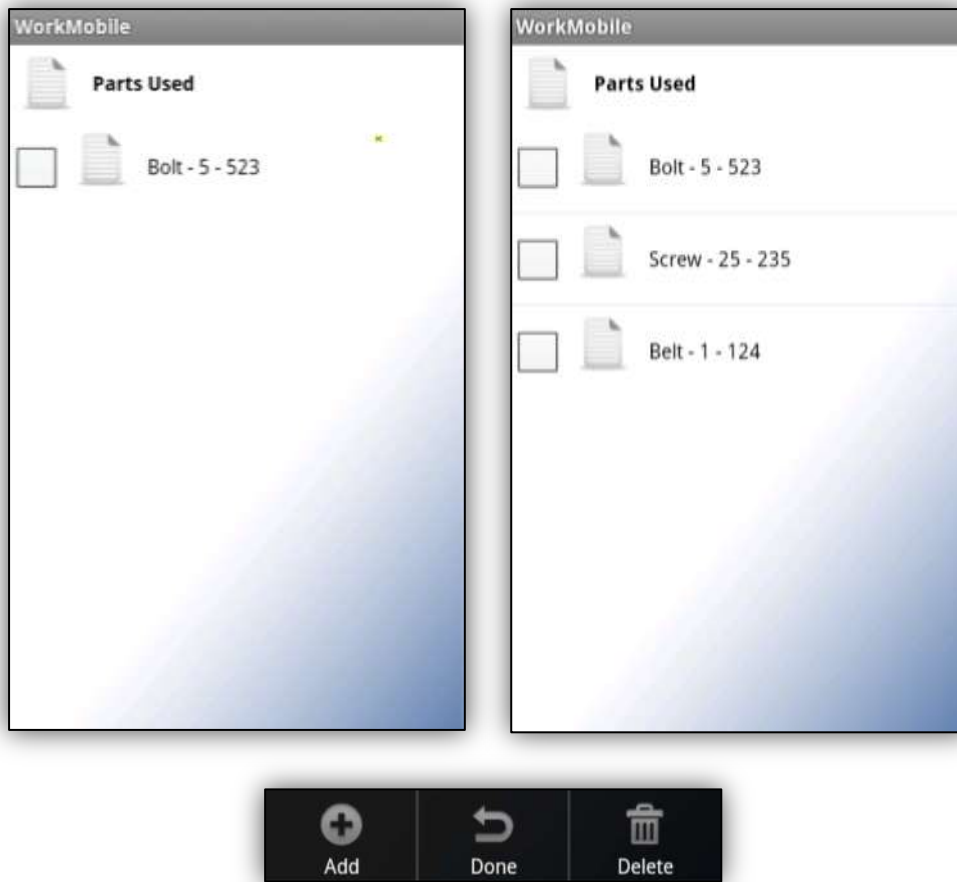


Press on the + Add button on the bottom left to add the data.

You are then taken to the sub-form to input the details. When complete, press on the Save button.

A screenshot of the WorkMobile application's sub-form for adding a part. The title bar reads 'WorkMobile'. The form contains four input fields: 'Part Name*' (a dropdown menu), 'Quantity Used*' (a text input), 'Serial Number*' (a text input), and 'Comment' (a larger text input). At the bottom of the form, there are two buttons: 'Back' and 'Save'. The background has a light blue gradient.

You are then taken back to the previous screen, where the sub-forms are listed. To add more sub-forms to the list, press the Menu button and then Add. In the example, three different sections have been added in the sub-form. Once all of the details have been added, press the Menu button and then the Done button to return to the main form page.



In the example, if we return to the main Repair form, we can now see that the sub-form section has (3) next to it. When the rest of the form is completed, press Save in the bottom right.

The image shows a screenshot of the main Repair form in the WorkMobile application. The form contains the following fields and controls:

- Customer Name***: Text input field containing "Mary Smith".
- Address***: Text input field containing "18 Park Avenue".
- Parts Used**: A button labeled "Click here to edit (3)".
- Repair Complete***: A dropdown menu with "Yes" selected.
- New Signature**: A button labeled "Take Signature".

At the bottom of the form, there is a navigation bar with two buttons: "Back" and "Save".

Outbox

Once a form is complete press the Save button in the bottom right hand corner. The form is then saved to the Outbox. If you are in the Forms Menu press the Back button to return to the Main Menu.

From the Main Menu you can see how many forms are in the Outbox.



If you press on the Outbox you will see a list of your completed forms.



By pressing on the form, you go back into the form, where you can edit any of the details.

You can delete a form from here if necessary. Click on the tick box to select the item (the tick will be green when selected), then press the Menu button. To delete the selected item/s press the Delete button.



Send/Receive



Forms will stay in the Outbox until the Send/Receive button is pressed. When you wish to send all the forms in the Outbox back to the central office system, press Send/Receive.

Pressing Send/Receive will also receive any forms into the Forms folder, and any jobs into the Inbox.

Inbox

Jobs that have been allocated to you will appear in your Inbox.



When you have jobs in your Inbox, you can press on the Inbox to see your list of jobs.

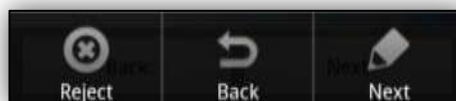
In this example there is one job in the list.



If you press on the job you are given a Summary page.



On screen are the buttons Back and Next. If you press the Menu button, you also get the option to Reject.

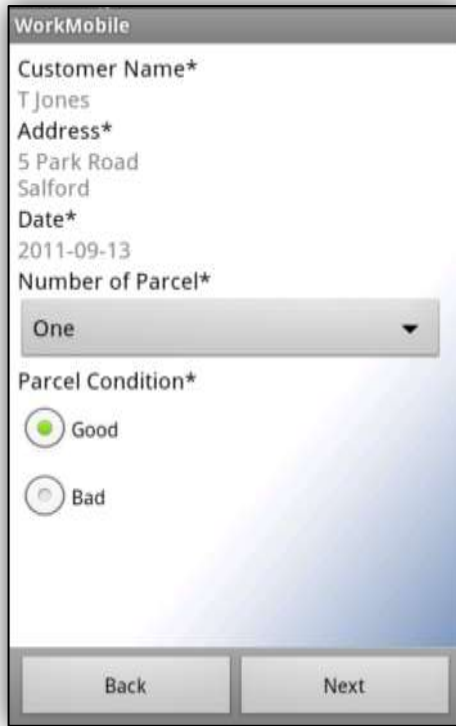


Reject: This rejects the job – see below for details.

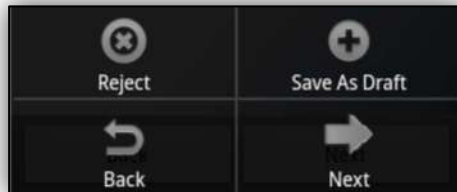
Back: This returns you to the previous screen.

Next: This takes you to the next page of the form.

By pressing Next, you go into the job form, where the required fields need to be completed.



From this page if you press the Menu button you are given the options; Reject, Save to Drafts, Back, Next.



Reject: This rejects the job – see below for details.

Save to Drafts: The form will be saved in the Drafts folder for completion later.

Back: This returns you to the previous screen – A message will appear that warns you that the form will not be saved. Pressing Cancel returns you to the current screen; pressing OK takes you back to the previous screen.



Next: This takes you to the next page of the form.

Press Save in the bottom left when the form is complete.

The job is now complete and will be in the Outbox ready for you to press Send/Receive to send it to the central office system.

Reject

There may be a reason you are not able to do the job that is sent to you. In this instance, press the reject button, and type the reason into the textbox. Then press Reject. The job will then disappear from your inbox.



The screenshot shows a dialog box titled "WorkMobile". Inside the dialog, there is a warning message: "Warning: Rejecting this job will delete any associated form data. Continue?". Below the warning is a text input field labeled "Reason for rejection:". At the bottom of the dialog, there are two buttons: "Cancel" and "Reject".

Drafts

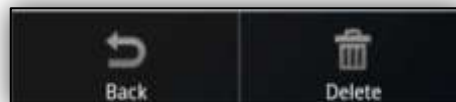
Any forms that are only partly completed are saved into the Drafts folder. You have the option to Save As Draft when in a form from the Menu button. A form must be fully completed for it to appear in the Outbox and sent to the central office system; therefore, forms in your drafts folder will remain there until complete.



When forms are in the Drafts, you have the option to press on the Drafts folder, choose the form you need to complete and continue to fill in the form.



You can delete a form from here if necessary. Click on the tick box to select the item (the tick will be green when selected), then press the Menu button. To delete the selected item/s press the Delete button.



Help

Press the Help button to see information about the application.

There are also some basic instructions included in this section.