



Work Mobile®

OUTSIDE DATA | INSIDE KNOWLEDGE



User Guide for iPhone

Contents

Installation	3
Using the WorkMobile® App	5
Logging in.....	5
Forms.....	7
New Photo.....	10
New Signature.....	11
Sub Forms.....	12
Outbox.....	15
Send/Receive.....	16
Inbox.....	16
Reject	19
Drafts.....	20
Options.....	21
Prompt For Network Access.....	21
Test Connection	21
Support.....	21

Installation

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



Click on the link, which opens in your iPhone's web browser. Click on the first link – Download WorkMobile (iPhone).



The app store will now open with information about the WorkMobile® app. The app is free to download which is shown on the blue button at the top, if you press this button, you are able to download the app by pressing the green INSTALL button.



The app will then begin installing onto your iPhone.



Once installation is complete, the app will appear on your iPhone ready to use.



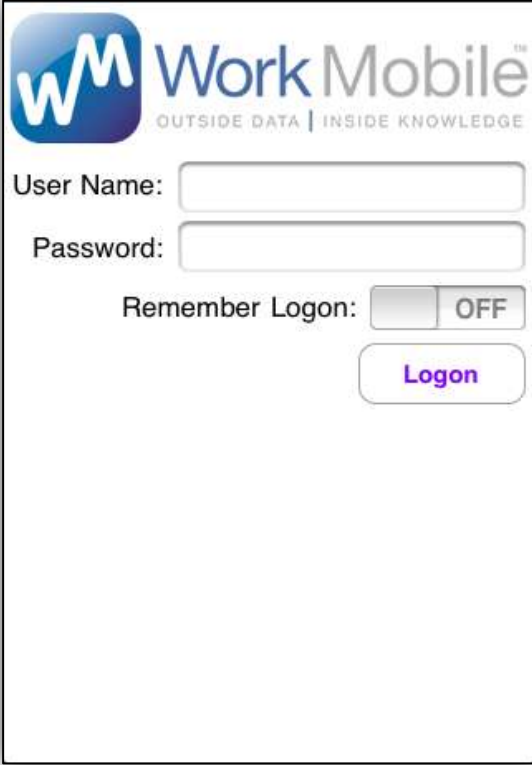
Using the WorkMobile® App

Logging in

After clicking on the WorkMobile® app, 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).

Use the slide button to toggle the Remember Logon to ON if you want your username and password to be remembered and you are automatically logged on to WorkMobile®.



The screenshot shows the WorkMobile login interface. At the top left is the WorkMobile logo, a blue square with white 'WM' letters. To its right is the text 'Work Mobile™' and 'OUTSIDE DATA | INSIDE KNOWLEDGE'. Below the logo are two input fields: 'User Name:' and 'Password:'. To the right of the 'Remember Logon:' label is a toggle switch currently set to 'OFF'. Below the toggle switch is a rounded rectangular button with the text 'Logon' in purple.

After pressing Logon, a pop up may appear to warn of internet network charges; press Allow Once or Allow Always to continue.

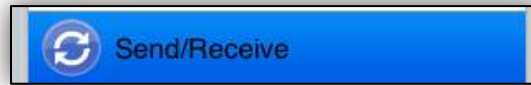


You have then successfully logged on to WorkMobile® and the home screen will appear as below.



Forms

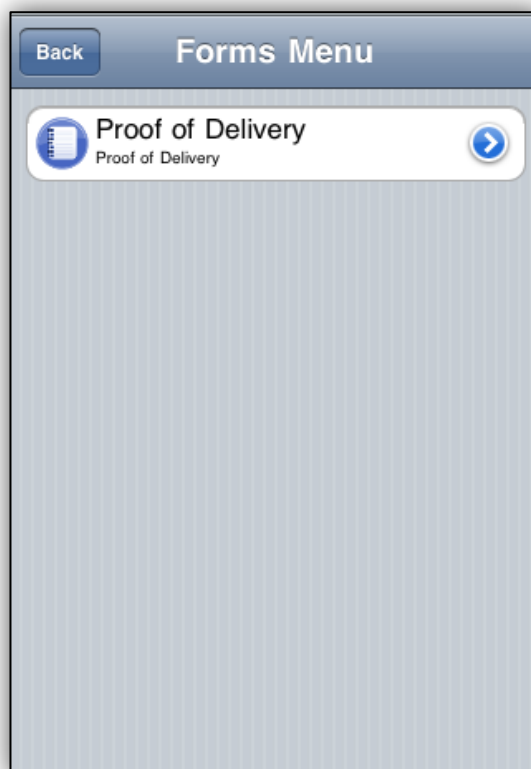
Initially, you will not have any forms in the forms folder, so all folders will have (0) next to them. Press the Send/Receive button to receive forms or jobs and they will appear in the Forms folder.



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

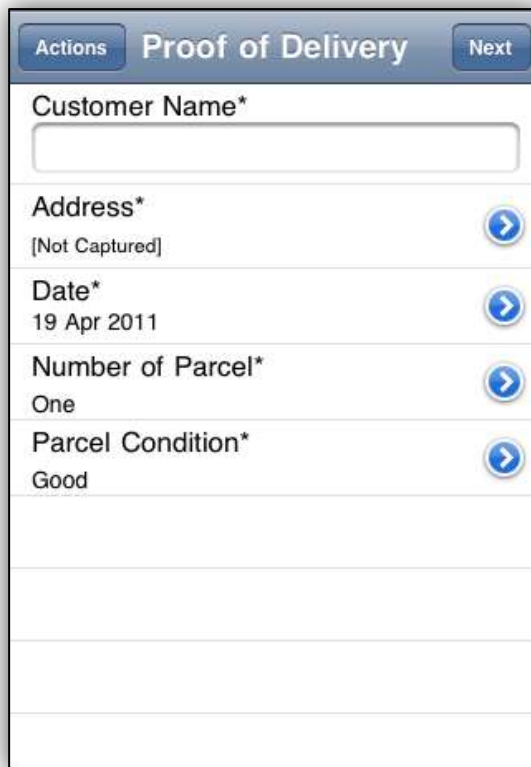


In this example, there is one form called Proof of Delivery. Press the form you wish to open.

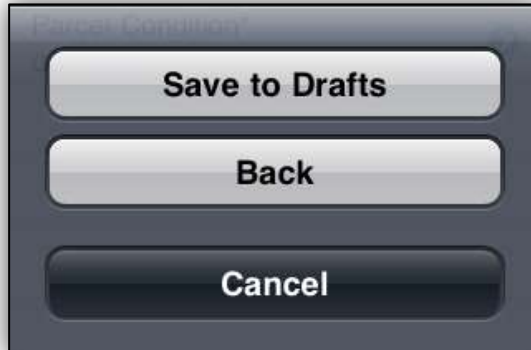


On the top right, the button will either be Next (if the form has more than one page, pressing the Next button takes you to the next page of the form) or Done (Press Done when the form is complete).

There is a button on the top left called Actions.



By pressing Actions, you are given the options; Save to Drafts, Back, Cancel.



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

Back: This returns you to the previous screen – you will be asked if you want to abandon changes. Pressing No returns you to the current screen; pressing Yes takes you back to the previous screen.



Cancel: Returns you to the current screen.

The next step is to complete the form.

To fill in the text boxes, press the box so that the iPhone keyboard appears and type in the details.

Actions **Proof of Delivery** Next

Customer Name*
|

Address*
[Not Captured]

Date*
19 Apr 2011

Number of Parcel*
One

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 space return

For the date, scroll through to select the correct day, month and year.

Press Done after completing each section to save the details that have been inputted and to continue filling in the form.

Back **Date** Done

17	February	2009
18	March	2010
19	April	2011
20	May	2012
21	June	2013

The scroll bars are used for many questions with multiple choice answers. Scroll up and down to select the correct option.

Back **Number of Parcel** Done

One

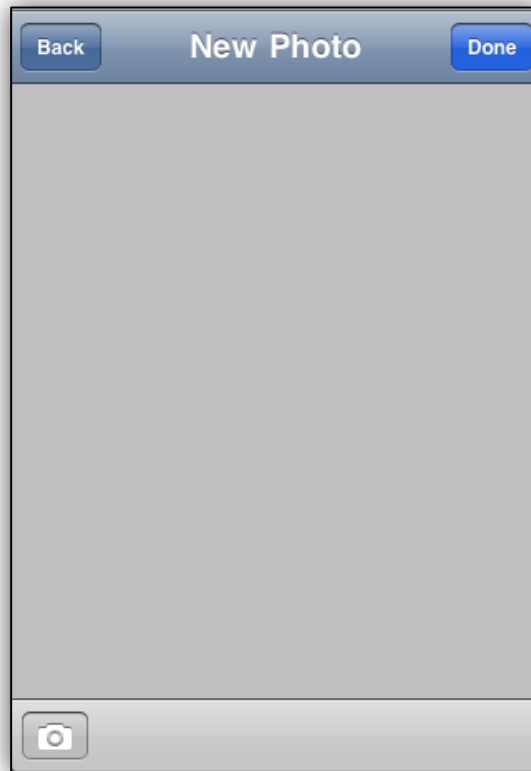
Two

Three

New Photo



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



To take a photo press the camera button on the bottom left.



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. Press the Use button when you are happy with the image.



The image will then appear on the screen as the New Photo. Press Done to save the photo and 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.



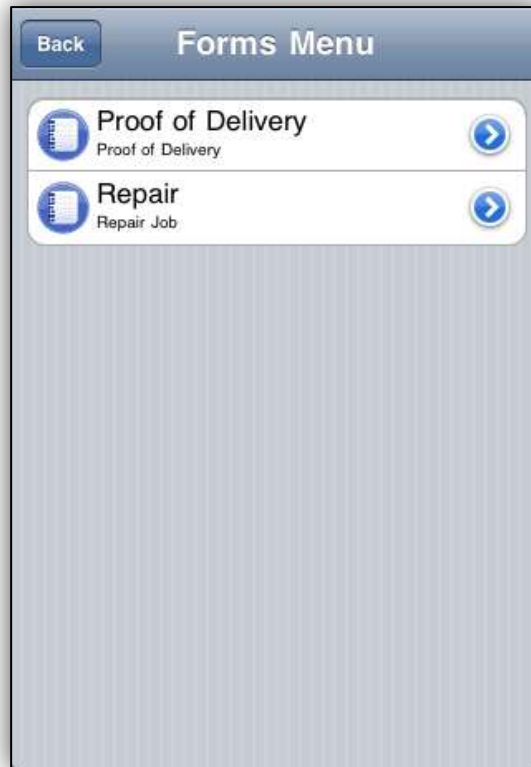
The signature taker can use the touch screen to sign their name with their finger. Press Clear to clear the screen and start again or Done will save the signature and return to the form.



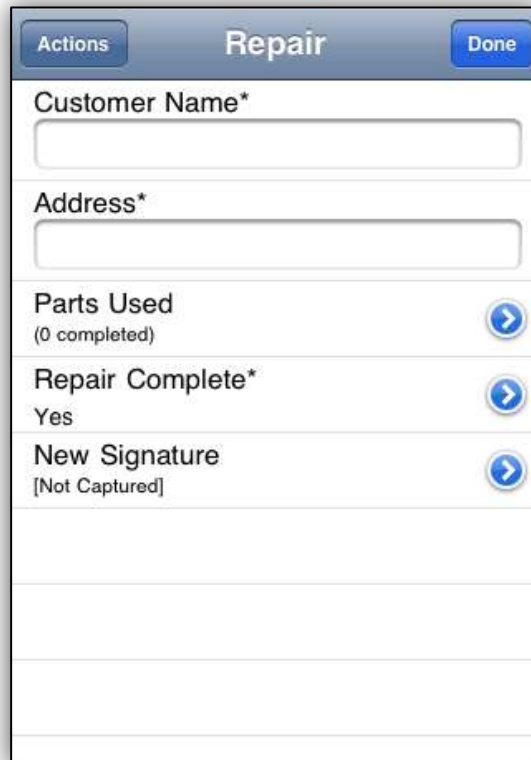
Sub Forms

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

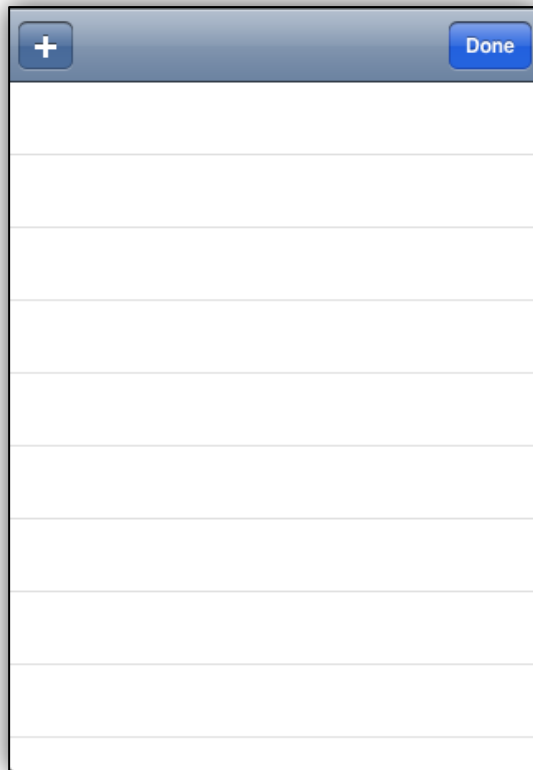
In this example, there is a form in the Forms Menu called Repair.



When the form is opened, if the form has a sub-form you will see the title of the sub-form with (0 Completed) underneath. If you press on this section, you will be able to see and add the information required.

A screenshot of the 'Repair' form. The form has a blue header bar with 'Actions' on the left, 'Repair' in the center, and 'Done' on the right. The form contains several sections: 'Customer Name*' with an empty text input field; 'Address*' with an empty text input field; 'Parts Used' with '(0 completed)' underneath and a blue arrow icon on the right; 'Repair Complete*' with 'Yes' underneath and a blue arrow icon on the right; and 'New Signature' with '[Not Captured]' underneath and a blue arrow icon on the right. Below these sections are three empty horizontal lines for additional input.

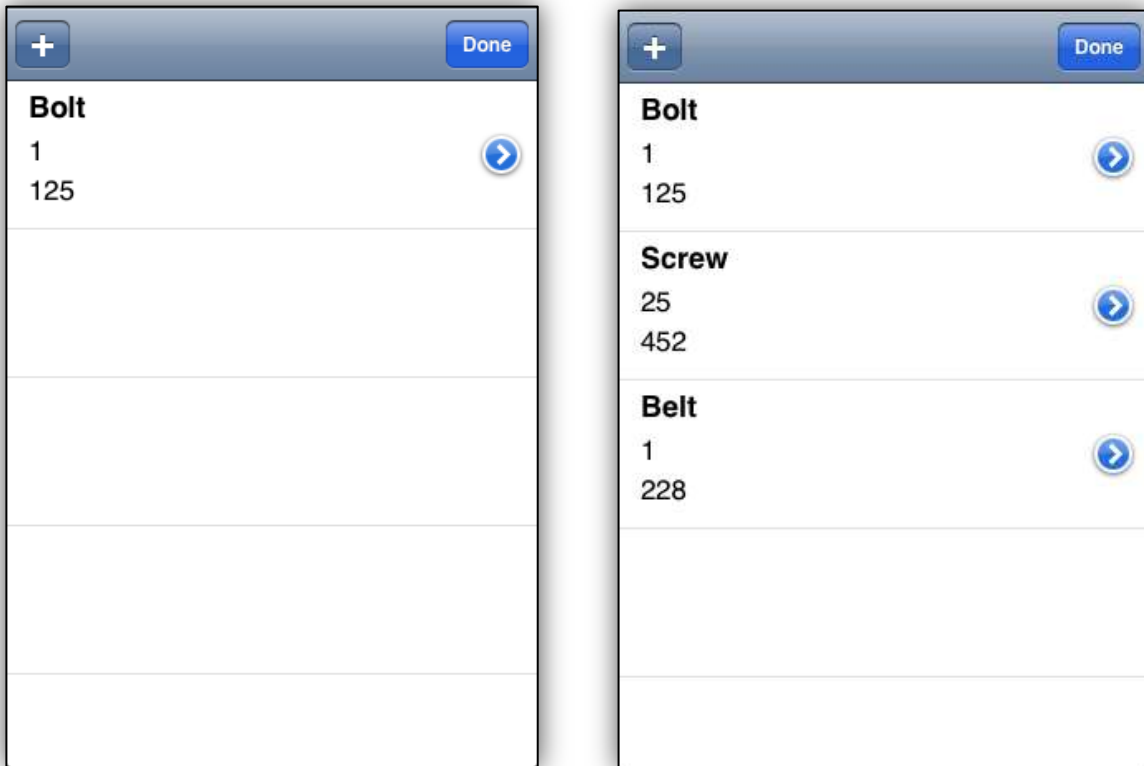
The screen is blank if no information has been added to it. Press on the + button in the top left corner to add the data.



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

A screenshot of a mobile application sub-form titled 'Parts Used'. The form has a dark blue header bar with a 'Back' button on the left, the title 'Parts Used' in the center, and a 'Done' button on the right. The form contains four main sections, each with a label and a right-pointing arrow icon: 1. 'Part Name*' with the value 'Blank'. 2. 'Quantity Used*' with an empty text input field. 3. 'Serial Number*' with an empty text input field. 4. 'Comment' with the value '[Not Captured]'. Below the 'Comment' section are three empty horizontal lines for additional input.

You are then taken back to the previous screen, where the sub-forms are listed. To add more sub-forms to the list, press on the + button. In the example, three different sections have been added in the sub-form. Once all of the details have been added, press 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 Completed) underneath. When the rest of the form is completed, press Done in the top right corner.

The image shows a screenshot of the 'Repair' form in a mobile application. The form has a title bar with 'Actions' on the left, 'Repair' in the center, and 'Done' on the right. The form contains several fields: 'Customer Name*' with the value 'Mary Smith', 'Address*' with the value '18 Park Avenue', 'Parts Used' with '(3 completed)' and a right arrow, 'Repair Complete*' with 'Yes' and a right arrow, and 'New Signature' with 'Captured' and a right arrow. There are also empty rows at the bottom of the form.

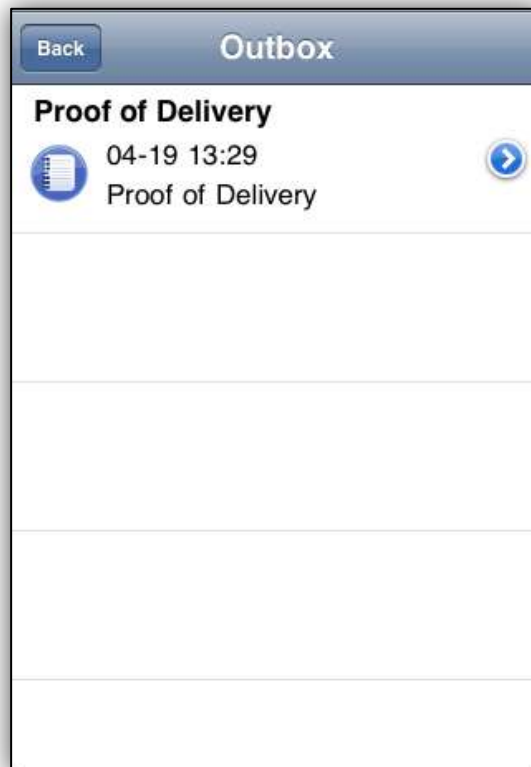
Outbox

Once a form is complete press the Done button in the top 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. By sliding your finger across the screen the Delete button appears. Press delete if you wish to delete the form or press anywhere on the screen for the Delete button to disappear.



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.

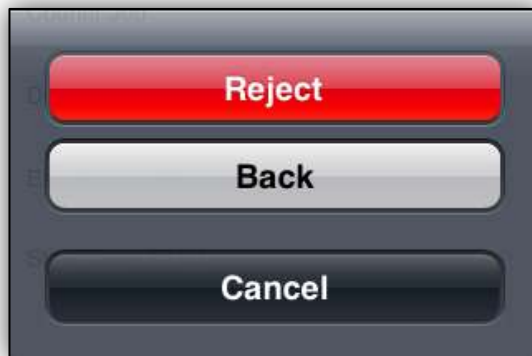


If you press on the job you are given a Summary page.



There is a button on the top left called Actions.

By pressing Actions, you are given the options; Reject, Back, Cancel.

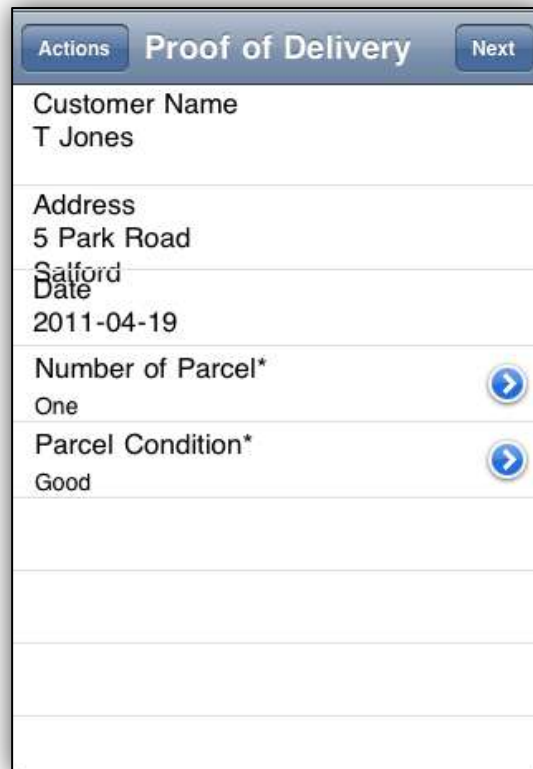


Reject: This rejects the job – see below for details.

Back: This returns you to the previous screen.

Cancel: Returns you to the current screen.

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



Proof of Delivery	
Customer Name	T Jones
Address	5 Park Road Salford
Date	2011-04-19
Number of Parcel*	One
Parcel Condition*	Good

From this page if you press Actions you are given the options; Reject, Save to Drafts, Back, Cancel.



Reject
Save to Drafts
Back
Cancel

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 – you will be asked if you want to abandon changes. Pressing No returns you to the current screen; pressing Yes takes you back to the previous screen.



Confirm Exit	
Do you want to abandon any changes made?	
No	Yes

Cancel: Returns you to the current screen.

Press Done in the top right hand corner 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 red reject button, and type the reason into the textbox. Then press Reject. The job will then disappear from your inbox.



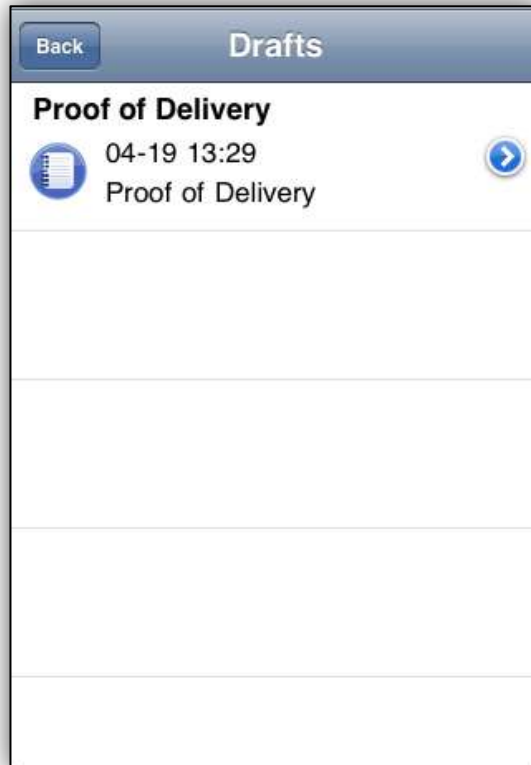
The screenshot shows a mobile application interface. At the top left, there is a 'Back' button. Below it is the Work Mobile logo, which consists of a blue square with white 'WM' letters, followed by the text 'Work Mobile™' and the tagline 'OUTSIDE DATA | INSIDE KNOWLEDGE'. Below the logo, the text 'Reason for rejecting the job:' is displayed above a white text input field. To the right of the input field is a rounded rectangular button with the text 'Reject'.

Drafts

Any forms that are only partly completed are saved into the Drafts folder. You have the option to Save to Drafts when in a form from the Action 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.



By sliding your finger across the screen the Delete button appears. Press delete if you wish to delete the form or press anywhere on the screen for the Delete button to disappear.



Options

From the Main Menu, there is also the Option section, which takes you to the following screen:

Prompt For Network Access

It is here that you can turn on or off the Prompt For Network Access. By sliding the button over to off you will no longer be asked if you allow the phone to connect to the internet.



Test Connection

If you press the Test Connection button, your connection to the internet will be checked so that you know that you can effectively send and receive forms and jobs.

Support

In the top right corner there is a button called Support. This gives the option of resetting the mobile revision number, resulting in all WorkMobile® data to be deleted from the device. Be aware that this should only be done under the supervision of the WorkMobile® support team. Press Back at the top left to return to the previous page.

